



DEVELOPMENT APPLICATION

Applicant Name, Address, Email & Phone Number
(Principal Officers or Partners if Applicable):

Name, Address, Email & Phone Number of Designer,
Architect, Engineer, or Authorized Agent:

Owner Information (if different than Applicant)

Street Address & Legal Description

Block: _____ Lot: _____
Subdivision: _____
Current Zone: _____

Present Use of Subject Parcel:

Description of Proposed Development: including, but not limited to, proposed use, structures and improvements, hours of operation, number of employees, number of multi-family units and density, total commercial and industrial square footage, and any other pertinent information.

Please attach the following:

1. Site plan with easements (reproducible hard copy and electronic copy in .pdf format).
2. Proof of ownership.
3. Landscape plans (reproducible hard copy and electronic copy in .pdf format).
4. Building plans/specifications, two copies drawn to a scale of 1/8"=1' minimum.
5. State Fire Marshall Review (if required).
6. Copies of all easement and covenants recorded against the property.

Is this development: (any questions marked yes may require additional information)

- | | | |
|---------------------------------------|------------------------------|-----------------------------|
| 1. In the floodplain? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Along a State right-of-way? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. In the designated Downtown Area | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. In a designated Historic District? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I, the undersigned, represent that all the facts in this application and attached documents are true and accurate to the best of my knowledge; and that I am the owner of the above described property or have been authorized by the owner to make this application as his agent.

Date: _____ Signature: _____

Community Development Department Use Only

Type "A": _____ Fee: \$25.00 Type "B": _____ Fee: \$125.00 Type "Residential": _____

Receipt Number: _____

Received by: _____ Date: _____ Checked by: _____ Date: _____

DEVELOPMENT – SITE PLAN CHECKLIST

UNIFORM LAND DEVELOPMENT CODE – CHAPTER 3.17

Site plans must be accompanied by a completed Development Application. Type B Project site plans must be stamped by a Wyoming Engineer and a Wyoming Architect. All proposed items addressed on the checklist must be included on the finished physical development exactly as designated on the approved site plan.

All items on the following checklist must be addressed and numbered accordingly on a site plan. Indicate “N/A” if not applicable.

1. _____ Title block stating names of project, designer, and address and telephone number of designer
2. _____ North arrow, scale of site plan (1"=10' or a multiple thereof), and the date the site plan was prepared
3. _____ Vicinity map at a scale of 1"=600' clearly indicating the location of the land in question, with respect to a large recognizable area
4. _____ Land area dimensions
5. _____ Verification of physical location of property corner pins or survey and setting of property corners by licensed surveyor
6. _____ Names and widths of all adjacent streets; dimensions and location of all public and private roadways or driveways, both paved and unpaved, including all rights-of-way, pavement width, and proposed uses of rights-of-way
7. _____ Proposed use of all areas, including areas to be used for borrow pits or where there will be any change to the natural topography
8. _____ Location of all existing and proposed structures and their uses
9. _____ Dimensions of all setbacks and heights of all proposed buildings
10. _____ Location of all areas designated for parking, loading, solid waste container storage, landscaping, outside storage, open space, on-site vehicular drive aisles and circulation, and on-site pedestrian sidewalks and pathways
11. _____ Location and dimensions of all existing and proposed ingress and egress points, including access points for emergency vehicles and personnel, to the site and the location of any physical barriers restricting ingress and egress
12. _____ Location and dimensions of all proposed off-street parking spaces and loading dock areas, including street access and traffic flow, to these areas
13. _____ Street, alley, sewer, and waterline specifications
14. _____ Plan for underground utilities
15. _____ Dimensions and locations of all advertising signs and fences
16. _____ Location of existing and proposed exterior lighting, heights of poles, and size and number of fixtures per and street lights
17. _____ Identification of floodplains and flood zones
18. _____ Location of all planned and natural drainage ways
19. _____ Surface drainage plan for sites at 10,000 sq. ft. or more
20. _____ Notation stating that *“All necessary drainage and utility easements serving this development have been provided”*
21. _____ Proposed location of hazardous material storage
22. _____ Landscaping plan as required:
 - a. Scale of 1"=10'
 - b. Property lines and dimensions
 - c. Structures
 - d. Irrigation systems
 - e. Use of existing natural features
 - f. Plans and seed mix for areas of reseeded
 - g. Erosion control plan
 - h. Grading plan

23. ____ Types of ground or yard surfacing throughout: grass, paving, gravel, etc.
24. ____ Any screening or screening devices used to minimize or eliminate areas which tend to be unsightly
25. ____ Snow removal and storage
26. ____ Traffic study for large scale retail
27. ____ All Type B developments plans must be stamped by a Wyoming engineer and a Wyoming architect.
28. ____ General notes to include a summary table on the site plan:
 - a. Total land area in acres or square feet.
 - b. Total building area in square feet.
 - c. Total square feet of building addition.
 - d. Percentage of land covered by structures.
 - e. Building height(s).
 - f. Number of stories and square footage per story of leasable space.
 - g. Total number of parking spaces.
 - h. Square footage of parking area(s).
 - i. Percentage of land covered by parking.
 - j. Square footage of all landscaped areas.
 - k. Percentage of site covered by landscaping.

