



TYPE A DEVELOPMENT APPLICATION & REVIEW PROCEDURES

3.17 Multi-Family, Commercial, and Industrial Development Plans

3.17.1 Intent, Applicability, and Development Plan Types

A. Intent

These procedures are intended to create a formal process for making an application for approval of a development plan for property located in the City of Douglas and to establish criteria to be used in processing and approving such applications.

B. Applicability

The planning and construction of multi-family, commercial, and industrial developments, including planning and construction of expansions to such developments by twenty-five percent (25%) or more of the approved square footage, shall require prior approval of a development plan.

C. Development Plan Types

There are three types of development plans: Type A, Type B, and Type B-LSR. The requirements for each type are described in detail below.

3.17.2 Application Submittal Requirements

A. Application Fee and Form

All Type A, B, and B-LSR Development Plan applications shall include payment of the associated application fee, as outlined in Appendix B of this Code, and a completed development plan application form. The development plan application form shall, at a minimum, include the following:

- Name, address, telephone number, and email address of the applicant; if the applicant is a legal entity, the principal officer or partners thereof shall be similarly identified, as well as the applicant's authorized agent representing the applicant in the matter;
- Name, address, telephone number, and email address of the plan preparer(s), architect(s), and/or engineer(s) of the proposed development, if different from the applicant;
- Legal description and ownership of the subject property;
- Copies of all easements and covenants recorded against the subject property;
- Current use and zoning of the subject property;
- A description of the proposed development, including, but not limited to, proposed use, proposed 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 information pertinent to the proposed development application.

B. Site Plan Map Requirements

All development plan applications shall include a site plan map. The site plan map shall indicate the following:

- Verification of physical location of property corner pins or survey and setting of property corners by a land surveyor licensed in the State of Wyoming;
- The proposed use of all areas of the site, including areas that are to be used for borrow pits or where there will be any change to the natural topography of the property;
- The location of structures and their proposed uses;

- The 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;
- A notation stating that “All necessary drainage and utility easements serving this development have been provided”;
- The location of all proposed drainage improvements and all existing and planned natural drainage ways;
- The location of all existing and proposed points of ingress and egress, including access points for emergency vehicles and personnel, to the site and the location and identification of any physical barriers restricting ingress and egress; and
- The location of all proposed drainage improvements and all existing and planned natural drainage ways;

C. Additional Requirements

In addition to the requirements above, an application for approval of a development plan shall also include the following:

- A full drainage report may be required pursuant to Section 5.3 of this Code;
- Building blueprints and/or drawings;
- Street, sewer, or water line specifications as required by the City Engineer;
- A landscaping plan meeting the standards of Chapter 5. The plan may be included on site plans, or the applicant may submit three (3) sets of landscape plans in paper copy format and one (1) electronic plan in .pdf or .dwg format. In addition to meeting the standards of Chapter 5, all landscaping plans shall contain:
 - a. A scale acceptable to the Community Development Director (preferred: one (1) inch equals ten (10) feet, or larger);
 - b. Property lines;
 - c. Dimensions;
 - d. Structures;
 - e. Irrigation systems, if applicable;
 - f. Use of existing natural features;
 - g. Plans and seed mix for areas of reseeding;
 - h. Erosion control plan; and
 - i. Grading plan.

3.17.3 Type A Development Plan Procedures

Approval of a Type A Development Plan application is required for development projects having a value of less than seven hundred fifty thousand dollars (\$750,000), or that are less than five thousand (5,000) square feet.

The process for review and approval of a Type A Development Plan shall be as follows:

A. Pre-Application Conference

A pre-application conference with the City Community Development Director or his/her designee is not required prior to making a formal application for approval of a Type A Development Plan application.

B. Application, Review, and Approval

Type A Development Plans shall be reviewed for compliance with the zoning and development standards and requirements of Chapters 4, 5, and 6 of this Code, which are generally referred to on the Site Plan Application Form and Checklist, and shall be submitted to and approved administratively by the Community Development Department. Community Development Department shall find the following:

- i. The proposed development plan is in compliance with the requirements of this Code; and

- ii. The proposed development plan is in compliance with the design and layout of any applicable sketch plan, planned unit development, preliminary plat, and/or final plat approvals, as applicable, including any conditions and/or required modifications thereto.

C. Technical Review and Resubmittal Procedures

The review and referral period for a Type A Development Plan depends on the complexity of the application and the workloads of the respective reviewers.

Following the review and referral period, the Community Development Department shall provide the applicant with all comments from the Community Development Department, other internal City reviewers, and the applicable external review agencies. It shall be the applicant's responsibility to review all comments and provide revisions to the application, including supporting documentation.

Upon resubmittal of the application and supporting documentation, the Department shall re-distribute the materials for review to all agencies having unresolved issues following the initial review. The re-review and re-referral period depends upon the complexity of the application and the workloads of the respective reviewers. If the applicant is unable to resolve all outstanding technical issues associated with the application following review of the resubmittal, then additional resubmittals and re-reviews may be required and shall generally follow the same procedure as identified above.

D. Zoning Certificate and Building Permit

Approval of a Type A Development Plan shall be memorialized by the Community Development Department through the issuance of a zoning certificate and building permit for the project.

E. Proceeding with Construction

Only upon receipt of the required zoning certificate and building permit may the applicant proceed with construction of the project.