



## RESIDENTIAL SITE PLANS

### APPLICATION & REVIEW PROCEDURES

#### **3.18 Residential Site Plans (Not for Multi-Family Residential)**

##### **3.18.1 Intent and Applicability**

###### **A. Intent**

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

###### **B. Applicability**

A residential site plan shall be required for development of residential developments in the City of Douglas, but shall not be used to apply for approval of a multi-family development plan. The application, review, and approval requirements for a multi-family development plan are located above in Section 3.13 of this Code.

##### **3.18.2 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 Residential Site Plan application.

###### **A. Application, Review, and Approval**

Residential site 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 outlined below in this Section 3.17, and shall be submitted to and approved administratively by the Community Development Department. In approving a residential site plan, the 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.

###### **B. Zoning Certificate and Building Permit**

Approval of a residential site plan shall be memorialized by Community Development Department through the issuance of a zoning certificate and building permit for the project.

###### **C. Proceeding with Construction**

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

##### **3.18.3 Application Submittal Requirements**

All applications for approval of a residential site plan shall include and comply with requirements of this section and shall be submitted to the Community Development Department in electronic form, either as a .pdf or .dwg file, and in three hard copies no larger than eleven inch by seventeen inch (11" x 17").

###### **A. Application Fee and Form**

All residential site plan applications shall include payment of the associated application fee and a completed development plan application form. The residential site 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; and
- Current use and zoning of the subject property.

#### **B. Site Plan Map Requirements**

All residential site 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, on-site vehicular drive aisles and circulation, and on-site pedestrian sidewalks and pathways;
- 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 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 a residential site 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 landscaping plan may be included on the residential site plan, or the applicant may submit the landscaping plan in electronic form, either as a .pdf or .dwg file, and three (3) hard copies no larger than eleven inch by seventeen inch (11” x 17”). In addition to meeting the standards of Chapter 5, all landscaping plans shall contain:
  - i. A scale acceptable to the Community Development Director (preferred: one (1) inch equals ten (10) feet, or larger);
  - ii. Property lines;
  - iii. Dimensions;
  - iv. Structures;
  - v. Irrigation systems, if applicable;
  - vi. Use of existing natural features;
  - vii. Plans and seed mix for areas of reseeded;

- viii. Erosion control plan;
- ix. Grading plan.