



Development Services

Commercial Site Plan Checklist

Site Plan Requirements

1. Name of the project
2. Show all drainage areas and how it will be accommodated
3. Landscape plan, according to Ordinance on separate sheet (including Landscape Calculations Worksheet, and Installation Agreement)
4. Access to property (show all entrances/exits clearly)
5. Owner/developer, agent, and engineering/surveying firm information (contact information)
6. Indicate property boundary with dimensions
7. North arrow, scale (no smaller than 1" equals 50 ft.)
8. Required certifications
9. Date of preparation
10. Legend and summary table
11. Vicinity map (min. 200 ft. around the area at 1" equals 500 ft.)
12. Legal description of property
13. Show all dedicated rights-of-way and easements
14. Floodplain areas (if applicable)
15. Significant natural features or hazards
16. Any existing wells (water, methane, or oil)
17. Show building size and setbacks with dimensions
18. Show sidewalks (both proposed and existing)
19. Show proposed and existing parking spaces, handicapped spaces, and dimensions of all spaces and drive aisles
20. Show elevations at curb and structure and indicate type of curb
21. Location of all curb cuts and loading areas
22. Indicate locations of electrical transformers. Show voltage and services size and all existing and proposed electrical lines
23. Indicate location of refuse storage and pick-up



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24. Location of all existing and proposed fire hydrants and distance to proposed structure
25. Show location and size of signage (separate permit required)
26. Show location of fencing and retaining walls (separate permit)
27. Show the type of surface (paving, gravel, grass, etc.)
28. Use group(s) as defined by the current International Building Code
29. Indicate first floor elevation based on the City of Gillette's Vertical Control Network
30. Existing and proposed contours must be drawn. Show a minimum of 2' intervals or less
31. Show total square footage of the lot, structure(s), parking and driveway area, pedestrian walks, and open space
32. Fonts large enough to be readable; solid lines for lot boundaries; dashed lines for labeling of easements; shading for paved areas that do not interfere with other labeling
33. Demolition of existing buildings (separate permit)

Other Required Supplemental Information

1. Total amount of commercial site plan review fee - \$340.00
2. Drainage Report
3. Traffic Impact Analysis
4. Wastewater Industrial/Commercial Discharge Application (aka Wastewater Survey)
5. Copies of any necessary off-site easements
6. Required Engineering Division supporting materials as required by the current City of Gillette Design Standards
7. Site plan shall be prepared by a licensed Wyoming engineer, surveyor, or architect
8. Site Plan, Plat, Landscape Plan, and all required documents uploaded into Energov