

CITY OF GILLETTE, WYOMING
DEVELOPMENT SERVICES
PLANNING DIVISION

PRELIMINARY PUD PLANNING COMMISSION CHECKLIST

This checklist is to be used as a guide for developers to insure that the form of preliminary PUD plats is correct and complete, and that all required supporting materials have been included in the PUD plat submittal. ALL PRELIMINARY PUD PLAT SUBMITTALS MUST BE ACCOMPANIED BY A COMPLETED CHECKLIST.

Fill in the blanks and check each item as it is completed. Enter "NA" (not applicable) next to any item which does not apply and explain on a separate sheet.

Incomplete or inaccurate submittals will not be accepted. Preliminary PUD plats, and the design standards and elements used in their preparation, must comply with all of the applicable provisions of the PUD Regulations and Design Standards of the City of Gillette. Questions regarding this checklist should be directed to the Planning Division at (307) 686-5281.

THIS CHECKLIST IS ONLY A GUIDE. THE PUD REGULATIONS ARE TO BE CONSULTED FOR DETAILS.

PROPOSED NAME OF PUD : _____

DATE SUBMITTED: _____

REQUESTED PLANNING COMMISSION REVIEW DATE (Not less than 14 days from date of submittal): _____

GENERAL LOCATION: _____

OWNER(S) NAME AND ADDRESS, PHONE NUMBER AND EMAIL:

NAME, ADDRESS, PHONE NUMBER and EMAIL OF PERSON OR FIRM PREPARING PUD PLAT:

PRELIMINARY PUD PLAT CONTENT AND FORMAT

1. Scale of 1" = 100' or larger (scale noted on plat) _____
2. Name of PUD (check with the Department to avoid duplication) _____
3. Date of preparation _____
4. North arrow and scale (top of sheet should be north when possible) _____
5. A vicinity map at 1" = 1,000' or 1" = 2,000' (show location relative to The City and surrounding development) _____
6. Names, addresses and phone numbers of the developers or subdividers, and individual or firm who prepared the plat _____
7. A legal description of the PUD boundary _____
8. Heavy, solid lines for the PUD boundary _____
9. Description of boundary and control monuments _____
10. Existing contours at two foot (2') intervals _____
11. Significant natural features delineated _____
12. Floodplains delineated _____
13. Location, dimensions and names of any existing roads, streets, alleys, railroad rights-of-way and structures _____

- 14. Location, size and grades of existing sewers, water mains, gas lines or other underground utilities within and adjacent to the proposed PUD. _____
- 15. Location of all general utility and access easements of record (including gas, telephone, power, etc.) _____
- 16. Existing zoning and general use of the land within the PUD area and immediately surrounding areas. _____
- 17. Location and dimensions of proposed streets, roads, alleys, pedestrian ways and easements _____
- 18. Layout, numbers and approximate dimensions of proposed lots and blocks _____
- 19. Location, dimension and size in acres of all residential, industrial or commercial uses, acreage of open space, acreage of land in street rights-of-way and other descriptive materials useful in reviewing the proposal _____
- 20. A summary table of the total number of acres, number of lots, acreage of residential, industrial or commercial uses, acreage of open space, acreage of land in street rights-of-way and other descriptive materials useful in reviewing the proposal. _____

**REQUIRED SUPPORTING MATERIALS TO BE PROVIDED
AT TIME OF SUBMITTAL**

- 1. Total amount of Preliminary PUD Plat review fee - \$50.00 _____
- 2. 24 copies of the plat (24" x 36"). Bluelines not acceptable. _____
- 3. One 8 ½ x 11 and one 11 x 17 copy of PUD plat _____
- 4. A statement of how and when required improvements are proposed to be installed _____
- 5. A statement on the development and maintenance responsibility for any proposed private streets, common areas, and open spaces _____
- 6. Recommendations of a professional engineer regarding soil suitability, erosion control, sedimentation and flooding problems _____
- 7. A description of the phasing and scheduling of phases of the development if the PUD is to be developed in separate phases. _____
- 8. Annexation petition, if applicable, on standard forms. (Must have advance approval to proceed from the City Council.) _____
- 9. Zoning application, if necessary, on standard forms. _____
- 10. Names and mailing addresses of all owners of adjacent, surrounding land within 140' of subdivision, excluding roadways and rights-of-way. _____
- 11. A PUD application form. _____
- 12. Identification of lands subject to natural hazards. _____
- 13. Preliminary engineering (consult applicable sections of the City of Gillette Design Standards. See sections 101.01 through 101.03. _____
- 14. Landscaping Plan _____
- 15. Brief written description of the character of the PUD and overview of the reason for the PUD. _____
- 16. Preliminary school, traffic and infrastructure impact studies _____
- 17. Draft Covenants _____
- 18. Completed Project Specific Development Standards/draft Ordinance Form _____
- 19. Parkland/Open Space/Landscaping proposal and Map for review by Parks Board _____

Subdividers are encouraged to submit a cover letter with the plat submittal detailing additional information relevant to Planning Commission review.

This form has been completed under my supervision, and the preliminary plat submittal is complete, in conformance with the City Subdivision Regulations and City Design Standards. I understand that an incomplete submittal means that the application cannot be accepted.

Signature of Applicant or Agent