



**CITY OF GILLETTE
DEVELOPMENT SERVICES
PLANNING DIVISION**

COMMERCIAL SITE PLAN APPLICATION & CHECKLIST

This application is for a commercial site plan review and the accompanying checklist is to be used by the applicant to ensure the application is correct and complete upon submittal. All supporting documentation is required at the time of submittal. Please complete the application and address all items. If something is not applicable, write N/A in the blank with any necessary explanation on a separate sheet. This checklist is required with the submittal. The checklist serves only as a guide and the details of the requirements are contained within the City of Gillette Zoning Ordinance, Design and Construction Standards, and other City Regulations. The commercial site plan shall be completed and approved by City staff prior to issuance of a building and zoning permit. Please submit all checklist items directly to the Planning Division. Incomplete applications will not be processed by the City and will be returned to the applicant.

All applications are required to be submitted through the City's ePlans system. Please submit all supplemental information along with two (2) paper copies of the site plan to the City Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the site plan into the ePlans system. Should you have questions, please contact the Planning Division at (307) 686-5281.

APPLICATION

Proposed Project Description and Specific Uses:

Existing Zoning of the Property: _____

Total Square Footage of New Structure/ or Addition: _____

Number of Parking Spaces and Method of Calculation:

Owner: Name, address, telephone number, and email address:

Agent: Name, address, telephone number, and email address:

Engineer: Name, address, telephone number, and email address:

Surveyor: Name, address, telephone number, and email address:

Signature of Agent or Owner

CHECKLIST INFORMATION

I. 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 Maintenance Agreement) _____
4. Access to property (show all entrances/exits clearly) _____
5. Owner/Developer and Agent 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 and sizes of existing and proposed water and sewer services (a Permit to Construct may be required) _____
23. Indicate locations of electrical transformers. Show voltage and service size and all existing and proposed electrical lines _____
24. Indicate location of refuse storage and pick-up _____
25. Location of all existing and proposed fire hydrants and distance _____

to proposed structure

- 26. Show location and size of signage (separate permit required) _____
- 27. Show location of fencing and retaining walls (separate permit) _____
- 28. Show the type of surface (paving, gravel, grass, etc.) _____
- 29. Use group(s) as defined by the current International Building Code _____
- 30. Indicate first floor elevation based on the City of Gillette's
Vertical Control Network. Existing and proposed contours shall
be shown. Show 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, show solid lines
for lot boundaries, dashed lines and labeling for easements,
and shading for paved areas that does not interfere with
other labeling _____
- 33. Demolition of existing buildings (separate permit) _____

II. Other Required Supplemental Information- at time of submittal

- 1. Two paper copies of the plat 24" x 36" in size (no bluelines) _____
(Site Plan shall be prepared by a licensed Wyoming Engineer, Surveyor, or
Architect.)
- 2. One 11" x 17" copy of the site plan _____
- 3. Payment of required fee _____
- 4. Drainage Report _____
- 5. Copies of any necessary off-site easements _____
- 6. Site Plan uploaded into ePlans (after initial submittal) _____
- 7. Landscape Plan uploaded to ePlans _____
- 8. Required Engineering supporting materials as required by the
current City of Gillette Design Standards _____

III. Other Required Supplemental Items- Submit Prior to Building Permit

- 1. Wastewater Industrial/Commercial Discharge Application
(aka Wastewater Survey) _____