



CITY OF GILLETTE

Development Services
Planning Division

201 E. 5th Street • Gillette, Wyoming 82716

Phone 307.686.5281

www.gillettewy.gov

PUD Preliminary Plat

This application is for a preliminary PUD (Planned Unit Development) plat 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, check the N/A box and include 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 Standards, and other city regulations. Please submit all checklist items directly to the Planning Division. Incomplete applications will not be processed 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 one (1) 24"x36" and one (1) 11"x17" paper copy of the plat to the Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the plans into ePlans.

Should you have questions, please contact the Planning Division at (307) 686-5281.

Preliminary PUD Plat Application:

Proposed name of PUD: _____

General location: _____

Owner:

Name _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Person or Firm Preparing PUD Plat:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

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

Preliminary PUD Plat Checklist:

1. Plat Requirements

INCLUDED N/A

- a. Scale of 1" = 100' or larger (scale noted on the plat)
- b. Name of the PUD (check with Planning Division to avoid duplication)
- c. Date of preparation
- d. North arrow and scale (top of sheet should be north when possible)
- e. Vicinity map
- f. Names, addresses, and phone numbers of the developers or subdividers, and individual or firm who prepared the plat
- g. A legal description of the PUD boundary
- h. Heavy, solid lines for the PUD boundary
- i. Description of boundary and control monuments
- j. Existing contours at two-foot (2') intervals
- k. Significant natural features delineated
- l. Floodplains delineated
- m. Location, dimensions and names of any existing roads, streets, alleys, railroad rights-of-way and structures

Plat Requirements (Continued)

INCLUDED N/A

- n. Location, size, and grades of existing sewers, water mains, gas lines, or other underground utilities within and adjacent to the proposed PUD
- o. Location of all general utility and access easements of record (including gas, telephone, power, etc)
- p. Existing zoning and general use of the land within the PUD area and immediately surrounding areas
- q. Location and dimensions of proposed streets, roads, alleys, pedestrian ways and easements
- r. Layout, numbers, and approximate dimensions of proposed lots and blocks
- s. 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
- t. 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

2. Other Required Supplemental Information

INCLUDED N/A

- a. Total amount of Preliminary PUD Plat review fee - \$50.00
- b. One (1) 24" x 36" and one (1) 11"x17" paper copy of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- c. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys
- d. Statement of how and when required improvements are proposed to be installed
- e. Zoning application, if necessary, on standard forms

Other Required Supplemental Information (Continued)

INCLUDED N/A

- f. Identification of lands subject to natural hazards
- g. Statement on the development and maintenance responsibility for any proposed private streets, common areas, and open spaces
- h. Recommendations of a professional engineer regarding soil suitability, erosion control, sedimentation, and flooding
- i. Description of the phasing and scheduling of phases of the development if the PUD is to be developed in separate phases
- j. Annexation petition, if applicable, on standard forms (must have advance approval to proceed from the City Council)
- k. Preliminary engineering plans (consult Section 101.20 to 101.50 of the City of Gillette Design Standards)
- l. Landscaping plan
- m. Brief written description of the character of the PUD and overview of the reason of the PUD
- n. Preliminary school, traffic, and infrastructure impact studies
- o. Draft covenants
- p. Completed project specific development standards/draft ordinance form
- q. Parkland/open space/landscaping proposal and map for review by the Parks Board
- r. Plat uploaded into ePlans (after initial submittal)

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

Signature of Applicant or Agent

Date