



# CITY OF GILLETTE

Development Services  
Planning Division  
201 E. 5th Street • Gillette, Wyoming 82716  
Phone 307.686.5281  
www.gillettewy.gov

## Sketch Plat

This application is for a sketch 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 Subdivision Regulations, Design Standards, and other city regulations.

All applications are required to be submitted through the city's ePlans system. Please submit all supplemental information along with 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 plat into ePlans.

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

### Sketch Plat Application:

Name of the subdivision: \_\_\_\_\_

Total area of the subdivision: \_\_\_\_\_ acres.

Existing zoning of the property: \_\_\_\_\_

Proposed zoning of the property: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_

Average lot size: \_\_\_\_\_

Street Connectivity Calculation: \_\_\_\_\_

Type of Development Proposed:

Residential \_\_\_\_\_ Acres

Commercial \_\_\_\_\_ Acres

Industrial \_\_\_\_\_ Acres

Parks/Open Space \_\_\_\_\_ Acres

Street Right-of-Way \_\_\_\_\_ Acres

Explanation of land use compatibility:

- Include a description of how the land use will be compatible with surrounding land uses, connectivity, and drainage within 500 ft. of the property.
- Include an explanation of parkland, open space and trails.
- Address any significant and natural features and/or hazards

**Owner:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Agent:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Engineer:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Surveyor:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Narrative explanation of the subdivision:

**Sketch Plat Checklist:**

**1. Plat Requirements**

INCLUDED    N/A

- a. Property boundary
- b. Scale of 1" = 100' or larger (scale noted on the plat)
- c. North arrow
- d. Vicinity map
- e. Title of plat
- f. Owner/developer, agent, and engineering/surveying firm information  
(contact information)

**Plat Requirements (Continued)**

INCLUDED N/A

- g. Streets (show street right-of-way widths)
- h. Proposed lots
- i. Drainage indicators and typography (concept plan)
- j. Parkland, pathways, and open space (concept plan)
- k. Proposed water, sewer, drainage and utilities (concept plan)

**2. Other Required Supplemental Information**

INCLUDED N/A

- a. Payment for total amount of sketch plat review fee - \$340.00
- b. 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. Plat uploaded into ePlans (after initial submittal)

This form has been completed under my supervision, and the sketch 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