



**CITY OF GILLETTE  
DEVELOPMENT SERVICES  
PLANNING DIVISION**

**DEVELOPMENT PLAN APPLICATION & CHECKLIST**

This application is for a development 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 development plan shall be completed and approved by the Planning Commission prior to issuance of a building and zoning permit. Approval and recording of a development plan does not relieve the applicant from the requirement of obtaining necessary building, zoning, and/or engineering permits. A development plan shall be recorded prior to issuance of a building 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 five (5) 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 development 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:

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Existing Zoning of the Property: \_\_\_\_\_

Total Square Footage of New Structure/ or Addition: \_\_\_\_\_

Number of Parking Spaces and Method of Calculation:

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

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

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

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

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Signature of Agent or Owner

**CHECKLIST INFORMATION**

**I. Development Plan Requirements**

- 1. Title \_\_\_\_\_
- 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 the 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 do not interfere with  
other labeling \_\_\_\_\_
- 33. Necessary certificates, signature lines, and approval dates  
for recording (see Section 11 of the Zoning Ordinance) \_\_\_\_\_
- 34. Demolition of existing buildings (separate permit) \_\_\_\_\_

II. Other Required Supplemental Information- at time of submittal

- 1. Five 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" and one 8.5" X 11" 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. List of surrounding property owners within 140 feet excluding  
Rights-of-Way \_\_\_\_\_
- 9. Required Engineering supporting materials as required by the  
current City of Gillette Design Standards \_\_\_\_\_

II. Other Required Supplemental Items- Prior to Building Permit

- 1. Wastewater Industrial/Commercial Discharge Application  
(aka Wastewater Survey) \_\_\_\_\_
- 2. Development Plan mylar submitted to Planning \_\_\_\_\_