



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

310 W 19TH ST, ROOM 400, CHEYENNE WY 82001

PHONE: 307-633-4303 FAX: 307-633-4519

SITE PLAN REVIEW PROCESS

Site Plans must be submitted to the Laramie County Planning and Development Office (LCPD Office) for all new uses or change of uses of land other than single family, duplex and townhouse residences. **NOTE:** Building permits for projects will not be issued without a “Certificate of Review” from the LCPD Office. The Certificate of Review will be issued only after the site plan is found to meet all current County requirements.

The applicant shall meet with a LCPD Office representative prior to submittal of any application. This pre-application meeting will allow the applicant to define their project and provide information. During this pre-application meeting a list of items needed for the submittal of the application will be addressed and a check-list of these items will be formed. Cost of application and associated fees located on Planning and Development Fee Schedule.

1. The applicant shall submit the documentation listed on the application checklist. Documentation will be submitted in two formats, one electronic and one hard copy version, unless otherwise stated on checklist. Acceptable electronic formats include .dwf and .pdf. A non-refundable application fee is required at the time the application is submitted to the LCPD Office. Make checks payable to Laramie County Treasurer.
2. The LCPD Office shall forward copies of the site plan to pertinent reviewing agencies for comments. The LCPD Office will also review the site plan for conformance to Site Plan Design Standards, adopted policies, plans or resolutions and the Zoning Ordinance(s) appropriate to the request. After the review is complete, the LCPD Office shall notify the applicant, in writing, of its actions.
3. The applicant or any other party aggrieved by the decision of the LCPD Office, may appeal the decision to the Board of County Commissioners. The appeal must be in writing and must be received by the LCPD Office within fourteen days of the decision action.
4. When a site plan is approved, or when the conditions/corrections on an approval action are satisfied, the LCPD Office shall issue a “Certificate of Review” to the applicant. A copy of the “Certificate of Review” must be presented for a building permit/zoning certificate. An approved site plan is valid for a period of two (2) years from the date of approval. If substantial start of construction has not commenced within this two (2) year period, the site plan shall be revoked. The determination of substantial start of construction shall be determined by the Planning Director. A site plan “Certificate of Compliance” is required prior to a “Certificate of Occupancy” being issued.



Site Plan Application

Laramie County Planning and Development Office
 310 W 19th ST Room 400
 Cheyenne, WY 82001

Phone: 307-633-4303
 Fax: 307-633-4519
 planning@laramiecounty.com

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Pre- Application Meeting Date			
Name of Project			
OWNER INFORMATION (Please attach a separate sheet if there are additional property owners)			
Name		Phone	
Address	City	State	Zip Code
Email			
APPLICANT INFORMATION			
Name		Phone	
Address	City	State	Zip Code
Email			
LOCATION INFORMATION			
Legal Description			
Site Address	Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)			
Current Zoning		Current Land Use	
DEVELOPMENT INFORMATION			
Description of Proposed Use(s) (If more than one, give square footage for each)			
Size of Building	Stories	Building Height	
Anticipated # of Employees	# of Company Vehicles operating	Building Capacity	
Parking/Landscape Design Standards: <input type="checkbox"/> Meets regulation/standards <input type="checkbox"/> Alternative plan <input type="checkbox"/> Variance required			
<p><i>I hereby certify that I am the owner/applicant named herein and that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers herein contained and the information of the attached Site Plan are true and accurate to the best of my knowledge. I understand that the Site Plan approved by the Laramie County Planning and Development Office represents a commitment by me to carry out the construction of the project as represented. Any and all modification to the "Approved Site Plan" must be coordinated through the Laramie County Planning and Development Office at which time a determination will be made as to the need for an amended Site Plan and/or additional Administrative or Board review. I also understand that the site will be examined during the final inspection for compliance with the "Approved Site Plan" of record. NOTE: unapproved modifications to the site may be cause for non-issuance of a "Certificate of Compliance". The undersigned do hereby agree to pay all fees associated with this application.</i></p>			
ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



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SITE PLAN APPLICATION CHECKLIST

Address/Location of Proposed Site Plan: _____



SUBMIT ALL COMPLETED DOCUMENTS ON THIS CHECKLIST AT TIME OF APPLICATIONS

- Completed Application Form (original)
- A check payable to Laramie County Treasurer for the required application fees. (Additional fees may be required to cover actual costs incurred during the application process.)
- Drainage Study (3 hard copies and 1 electronic copy) Any request for waiver of a drainage study must be approved by the County prior to submittal. See Site Plan Design Standards for criteria.
- Traffic Study (3 hard copies and 1 electronic copy)
- FAA Form #7460-1 required for structures over 200 feet in height.
- Sign Details (see Section 58.500 and relevant Zone District for specific requirements).
- The Site Plan Drawing (must include the following information)
 - Legal description/address(s) of the site. Nearest cross street to the site should be included, if possible.
 - Title Block (stating Site Plan), address, scale used, north arrow and date of preparation.
 - Current Zoning of the site.
 - Surrounding land uses and zoning. Properties across a right-of-way of 100 feet or less must be included.
 - Names of property owners who share a common lot line with the site. Property ownership information is available at the County Assessor's Office.
 - Names of all adjacent streets and any streets included within the site plan area. Right-of-way widths, pavement widths from curb to curb, or shoulder to shoulder and any easements pertinent to the site shall be shown.
 - Locations and dimensions of proposed and existing curb cuts. Indicate existing cuts to be closed.
 - Overall site dimensions (property lines).
 - Location of existing and proposed objects on the site such as fences, trees, signs, etc. Note which existing objects are to remain.
 - Location and dimensions of existing or proposed outdoor storage/display areas. Including all items and equipment for immediate sale or lease including, but not limited to, vehicle sales, garden and seasonal items, farm supplies, lumber, etc.



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- Location and width of existing and proposed sidewalks. Note which existing sidewalks are to remain.
 - Dimension, height and setbacks of existing building(s) if they are to remain on site.
 - Dimension, height and setbacks of proposed building(s).
 - Location of nearest fire hydrant(s).
 - Location and type of trash containment proposed.
 - Types of existing and proposed ground surfacing/covering.
 - Parking stall layout and dimensions.
 - Parking lot striping and other surface markings proposed.
 - Landscape islands to define parking lot entrances, ends of all parking aisles, internal access drives and pedestrian crossings.
 - Location of wheel stops, bumper guards and/or curbing.
 - Existing or proposed drainage arrows.
 - Proposed screening by type and height, if applicable.
 - Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
 - Depictions of driveway approaches, speed change lanes, utility poles, signs, sidewalks, and/or other structures or features within the right-of-way for a distance of 100' from either side of the site's boundaries.
 - Physical barriers between properties which would prevent joint access, cross access, or joint parking between properties.
 - The site plan must depict driveways on the opposite side that are within at least 100-feet on collectors and at least 200-feet on arterials. Driveways opposite the site's driveway should also be provided.
 - Computation table to include the following:
 - Total Site Area
 - Building Area
 - Parking Provisions
- The Landscape Plan Drawing (must include the following information if not included in the Site Plan Drawing)
- Legal description/address(s) of the site.
 - Title Block (stating Site Plan), address, scale used, north arrow and date of preparation.
 - Current Zoning of the site.
 - Total square footage of the property, building areas, landscape areas and other features and amenities.
 - Depiction of all plant material (existing and proposed) at approximate mature size.
 - Amenities such as, but not limited to fountains, benches, bike racks and trash enclosures.
 - Identification of all lawn areas and ground cover areas, including types and amounts of living materials to be used, and the manner in which any lawn area is to be established.
 - A legend that includes common and botanical name, size and quantity of plant and other landscape materials.
 - Statement indicating the type of irrigation system to be used for all plant material.



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***The following applies to all new construction

- Topography to include:
 - Top of curb elevations adjacent to site.
 - Final grade elevations at property corners.
 - Top of foundation elevation on all levels.
- Existing and/or proposed water and sewer locations or well and septic locations.