



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 Archer Pkwy  
Cheyenne, WY 82009  
planning@laramiecounty.com  
Phone (307) 633-4303 Fax (307) 633-4616



### SITE PLAN REVIEW PROCESS

- 1. Pre-Application Meeting:** The applicant shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application.
- 2. Submit Application:** The applicant shall submit the required documents listed on the application. The applicant shall provide one paper copy and one electronic copy in .pdf format of each required document at the time of application. A non-refundable application fee is required at the time the application is submitted to the Planning Office. Make checks payable to the Laramie County Treasurer. The cost of the application and associated fees are published on the Planning and Development Fee Schedule.
- 3. Public Hearing:** Site Plans generally do not require a public hearing. However, a public hearing may be required by the Planning Commission if the Planning Director determines that the impacts of the proposed use will significantly impact surrounding properties.
- 4. Public Notice Sign:** The applicant shall place signs provided by the Planning Office giving notice of the proposed Site Plan on the property so that they are clearly visible from all abutting public rights of way. Please remember to pick-up the sign from the Planning Office when the application is submitted.
- 5. Adjacent Property Owner Notification Letter:** The Planning Office shall send, by certified mail, a letter to adjacent property owners describing the purpose and location of the Site Plan. Depending on the potential impacts to surrounding properties, the Planning Director may require that additional notice be sent to area property owners by regular mail in addition to the certified mail requirements. Applicants shall be responsible for the cost of all notifications and shall reimburse the County for said costs. Adjacent property owners have ten days to respond.
- 6. Agency Review:** The Planning Office shall forward copies of the site plan to reviewing agencies for comments. After the review is complete, the Planning Office shall provide the applicant with a Certificate of Review or shall notify the applicant of any issues or corrections to the plan that must be made prior to issuance of the Certificate of Review.
- 7. Appeals:** The applicant or any other party aggrieved by the decision of the Planning Office may appeal the decision to the Board of County Commissioners. The appeal must be in writing and must be received by the Planning Office within seven days of the decision action.
- 8. Certificate of Review:** When a site plan is approved, the Planning Office shall issue a Certificate of Review to the applicant. A copy of the Certificate of Review must be provided to the Building Dept. prior to any building permits being issued.



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9. **Certificate of Drainage:** Prior to issuing a Certificate of Compliance, the applicant must submit a Certificate of Drainage stamped by a Wyoming Engineer to confirm the drainage system was constructed correctly and functions properly. If the drainage study requirement for the site plan was waived, a Certificate of Drainage may not be required.
10. **Certificate of Compliance:** Prior to opening for operation and/or the issuance of a Certificate of Occupancy a review of the site improvements shall be performed. When all site plan improvements are completed, a Certificate of Compliance shall be issued by the Planning Office. Contact the Planning and Development office at (307) 633-4303 to schedule a final site plan review.



# Site Plan Application

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**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

Pre-Application Meeting Date					
Name of Project					
<b>OWNER INFORMATION</b> Please attach a separate sheet if there are additional property owners					
Name		Phone			
Address	City	State	Zip Code		
Email					
<b>APPLICANT INFORMATION</b>					
Name		Phone			
Address	City	State	Zip Code		
Email					
<b>LOCATION INFORMATION</b>					
Legal Description					
Site Address	Site Area	Acres	Site Area Sq Ft		
Site Location Description (If Address is Unavailable)					
Current Zoning	Current Land Use				
<b>DEVELOPMENT INFORMATION</b>					
Description of Proposed Use(s) (If more than one, give square footage for each)					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Required Documents</b>            GESC Permit            Drainage Study            Traffic Study            FAA Approval         </td> <td style="width: 50%; vertical-align: top;">           Sign Details            Site Plan Drawing            Landscape Drawing         </td> </tr> </table>				<b>Required Documents</b> GESC Permit Drainage Study Traffic Study FAA Approval	Sign Details Site Plan Drawing Landscape Drawing
<b>Required Documents</b> GESC Permit Drainage Study Traffic Study FAA Approval	Sign Details Site Plan Drawing Landscape Drawing				
<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 contained on the application and in required documents 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> <p style="text-align: center;"><b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b></p>					
Signature of Owner		Date			
Printed Name					
Signature of Applicant		Date			
Printed Name					



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### SITE PLAN APPLICATION CHECKLIST

NAME OF PROJECT: \_\_\_\_\_

#### Required Documents:

- Copy of Pre-Application Meeting Notes
- Completed Application Form
- A check payable to Laramie County Treasurer for the required application fees.
- Proof of ownership/Warranty Deed
- Copy of Access Permit
- Grading, Erosion and Sediment Control Permit
- Drainage Study (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
- FAA Approval (required for structures over 200 feet in height).
- Sign Details (location and dimensions)
- Site Plan Drawing
  - The Site Plan Drawing shall depict the following elements:
    - Title Block (stating Site Plan), address, scale used, north arrow and date of preparation.
    - Legal description and site address(s).
    - Current Zoning of the site.
    - Surrounding and adjacent land uses and zoning.
    - Properties across a right-of-way of 120 feet or less and 300 feet or less in the case of an Interstate Highway must be included.



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- 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 access points. Indicate existing access points to be closed.
- Overall site dimensions (property lines).
- 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.
- 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), if applicable.
- Location and type of trash containment proposed.
- Types of existing and proposed ground surfacing/covering.
- Number of parking spaces, parking layout with dimensions, and method of marking parking spaces.
- Existing or proposed drainage arrows and contour lines.
- Depictions of where drainage enters and leaves the site.
- Proposed screening by type and height, if applicable.
- 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 feet 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 of all ROWs.
- Building Floor Elevations
- Computation table to include the following:
  - Total Site Area
  - Building Area
  - Parking Provisions
  - Landscape Area
  - Impervious Area

### Landscape Plan Drawing

The Landscape Plan Drawing shall depict the following elements:

- Name, address and phone number of the property owner and the developer responsible for the landscape plan.
- North arrow, scale used and date of preparation.



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- Project data, including total square footage of the property; square footage of the building areas; square footage of parking areas and driveways; total number of parking stalls; and the square footage of landscaped areas.
- Location of all existing trees and shrubs to remain on site.
- Land uses bordering the property.
- All proposed lawn areas, ground cover, trees, shrubs and other landscape materials shall be identified. Seed mixes for adaptive grasses shall be listed on the landscape plan.
- Locations of irrigation systems, such as low-volume drip systems, rain barrels, or cisterns shall be shown on the landscape plan.
- Proposed plant materials shall be shown at approximately mature size on the landscape plan.
- Proposed features including bike racks, benches, fountains, trash receptacles or other amenities.
- Any features specifically placed for storm water management.
- Legend depicting all existing and proposed landscape materials and other features.
- Internal landscape calculation:

The internal landscape shall be calculated as:

Net site area (the area of the site less adjacent public streets and easements prohibiting landscaping) – total impervious area = internal landscape area