

# Commercial Development Review Guide

Use this guide for determining steps needed for:

- Change of Use
- Interior Building Alterations
- Building Additions
- New Building



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Planning Division  
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[www.gillettewy.gov](http://www.gillettewy.gov)

## PLOT PLAN If There Are:

No Utility  
Connections

OR

No New Parking  
Spaces Needed or  
No New Access  
Requirements and No  
New Drive Through

THEN:

Plot Plan Review –  
Review by Building  
and Planning, and  
Engineering if  
Necessary

AND

Change of Use  
Permit Issued by  
Planning, and  
Building Permits by  
Building Inspection

## SITE PLAN-MINOR COMMERCIAL If There Are:

New Utility  
Service  
Connections

OR

15 or Less New  
Parking Spaces and  
New Access  
Requirements

THEN:

Minor Commercial  
Site Plan Review –  
Expedited Review  
with Entire Staff  
Review Team

AND

Zoning and Building  
Permits are  
Required (May Need  
Cut Permit and  
Permit to Construct)

## SITE PLAN-MAJOR COMMERCIAL If There Are:

Public  
Improvements:  
Water, Sewer  
Mains, Streets and  
Drainage

OR

More than 15  
Parking Spaces and  
New Access  
Requirements

THEN:

Major Commercial  
Site Plan Review –  
Review with Entire  
Staff Review Team

AND

Zoning and Building  
Permits are  
Required (May Need  
Permit to Construct)