



# CITY OF GILLETTE

Development Services  
Planning Division

201 E. 5th Street • Gillette, Wyoming 82716

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www.gillettewy.gov

## Commercial Site Plan Checklist

### 1. Site Plan Requirements

- a. Name of the project
- b. Show all drainage areas and how it will be accommodated
- c. Landscape plan, according to Ordinance on separate sheet (including Landscape Calculations Worksheet, Maintenance Agreement and Installation Agreement)
- d. Access to property (show all entrances/exits clearly)
- e. Owner/developer, agent, and engineering/surveying firm information (contact information)
- f. Indicate property boundary with dimensions
- g. North arrow, scale (no smaller than 1" equals 50 ft.)
- h. Required certifications
- i. Date of preparation
- j. Legend and summary table
- k. Vicinity map (min. 200 ft. around the area at 1" equals 500 ft.)
- l. Legal description of property
- m. Show all dedicated rights-of-way and easements
- n. Floodplain areas (if applicable)
- o. Significant natural features or hazards
- p. Any existing wells (water, methane, or oil)
- q. Show building size and setbacks with dimensions
- r. Show sidewalks (both proposed and existing)

### Site Plan Requirements (Continued)

- s. Show proposed and existing parking spaces, handicapped spaces, and dimensions of all spaces and drive aisles
- t. Show elevations at curb and structure and indicate type of curb
- u. Location of all curb cuts and loading areas
- v. Indicate locations and sizes of existing and proposed water and sewer services (a Permit to Construct from the Engineering Division may be required)
- w. Indicate locations of electrical transformers. Show voltage and service size and all existing and proposed electrical lines
- x. Indicate location of refuse storage and pick-up
- y. Location of all existing and proposed fire hydrants and distance to proposed structure
- z. Show location and size of signage (separate permit required)
- aa. Show location of fencing and retaining walls (separate permit)
- bb. Show the type of surface (paving, gravel, grass, etc.)
- cc. Use group(s) as defined by the current International Building Code
- dd. 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
- ee. Show total square footage of the lot, structure(s), parking and driveway area, pedestrian walks, and open spa  
  
Fonts large enough to be readable, show solid lines for lot boundaries, dashed lines and labeling for easements, and shading for paved areas that does not interfere with other labeling
- ff. Demolition of existing buildings (separate permit)

## **2. Other Required Supplemental Information**

- a. Total amount of commercial site plan review fee - \$340.00
- b. Drainage Report
- c. Copies of any necessary off-site easements
- d. Required Engineering Division supporting materials as required by the current City of Gillette Design Standards
- e. Site plan shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- f. Site Plan, Plat, Landscape Plan, and all required documents uploaded into Energov

## **3. Other Required Supplemental Items – Submit Prior to Building Permit**

- a. Wastewater Industrial/Commercial Discharge Application (aka Wastewater Survey)