



CITY OF GILLETTE

Development Services
Planning Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

Development Plan Checklist

1. Development Plan Requirements

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

Development Plan Requirements (Continued)

- t. Show proposed and existing parking spaces, handicapped spaces, and dimensions of all spaces and drive aisles
- u. Show elevations at curb and structure and indicate type of curb
- v. Location of all curb cuts and loading areas
- w. Indicate locations and sizes of existing and proposed water and sewer services (a Permit to Construct from the Engineering Division may be required)
- x. Indicate locations of electrical transformers. Show voltage and service size and all existing and proposed electrical lines
- y. Indicate location of refuse storage and pick-up
- z. Location of all existing and proposed fire hydrants and distance to proposed structure
- aa. Show location and size of signage (separate permit required)
- bb. Show location of fencing and retaining walls (separate permit)
- cc. Show the type of surface (paving, gravel, grass, etc.)
- dd. Use group(s) as defined by the current International Building Code
- ee. 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
- ff. Show total square footage of the lot, structure(s), parking and driveway area, pedestrian walks, and open space
- gg. Necessary certificates, signature lines, and approval dates for recording (see Section 11 of the Zoning Ordinance)
- hh. 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
- ii. Demolition of existing buildings (separate permit)

2. Other Required Supplemental Information

- a. Total amount of development plan review fee - \$595.00
- b. Two (2) 24" x 36" paper copies of the site plan. Site plan shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- c. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys
- d. Drainage Report
- e. Copies of any necessary off-site easements
- f. Required Engineering Division supporting materials as required by the current City of Gillette Design Standards
- g. Site plans, 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)
- b. Development plan mylar submitted to the Planning Division