

Developer's Handbook

Version 1.1 - December 2008

City of Sheridan

Developer's Handbook

City of Sheridan
Developer's Handbook

Version History

Version Number	Release Date	Significant Changes
Release 1.0	Nov. 2008	Initial Release
Release 1.1	Dec. 2008	Minor typographical changes and corrections



CITY OF SHERIDAN, WYOMING

November 12, 2008

Dear Community Member:

What you have in your hands is the product of many hours of writing, research, and review. The Developer's Handbook is intended to be the definitive guide through the City's development process, and while it does not have all the answers, I sincerely hope it will be able to provide a ready reference to most development questions. Our goal as public servants is to make the development process predictable and efficient while reflecting the desires and vision of the community as a whole.

The City of Sheridan would like to thank all those who participated in making this guide a reality. Megan Crowe of MC-² Engineering wrote a substantial portion of the guide, aided by City staff. The Chamber of Commerce Business Retention and Expansion Committee provided valuable feedback and comments during the formative stages of the handbook, and Forward Sheridan's Development Implementation Process Task Force was critical in reviewing the guide in its final stages. Finally, I would like to thank the members of the development community and other citizens who provided ideas and feedback throughout the process.

We hope that you find this guide useful in your development endeavors in the city. We always welcome and encourage feedback and comments on how we can improve both this guide, and the way the City of Sheridan reviews and approves development. Specific comments and questions should be directed towards Robert Briggs, the City Planning Director. He can be reached at (307) 675-4225 or via e-mail at rbriggs@sheridanwy.net.

Again, thank you for the opportunity to be involved with you in making this community a more attractive, and safer place to live.

Sincerely,

Dave Kinskey, Mayor

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Introduction

Even for experienced developers getting approval for a project can be confusing and frustrating if expectations, process, and requirements are not clear and understandable from the start. While it is not possible to predict every possible challenge that a project may face, it is possible to walk through the typical experience and outline what is involved in getting approval for most development processes in the City of Sheridan.

This Guide is designed to look at what is involved from the time an application is first submitted to the time when final approval is given. Hopefully, it is clear enough that someone who has never applied for a building permit or subdivided land can get a good idea of what steps to take. For those who are more experienced in construction and land development in the City, this guide is designed to be a handy reference of requirements, deadlines, and procedures.

The guide is broken into a number of Chapters, one introductory chapter and one for each major development process. Each chapter after the first is broken into sections to help the reader find information quickly. The **Background** section explains the process generally, and answers commonly asked questions. **Step by Step** starts a flow chart that outlines the review from application to final approval then walks through it. **Things to Remember** highlights common pitfalls and holdups, and provides information designed to avoid them, helping to ensure a smoother project approval. The **Appendixes** provide additional information and provide copies of applications and format documents to help put necessary forms at the applicant's fingertips.

City staff always welcomes comments and suggestions on how to improve the development review process. Our goal is to review projects in as timely a manner as possible without compromising the health, safety, and welfare of community residents.

Please keep in mind that this handbook is staff's interpretation of City Code and if any discrepancies between this handbook and City Code should occur, City Code will take precedence.

Finally, it must be clear that this handbook attempts to outline processes as they are written now within City Code. However, we as staff have heard your requests coupled with the 'Zucker' report. Thus, we have already initiated an open process that includes public and industry input to make necessary changes to the Code. As changes to the code occur, changes in kind will be made to the Handbook.

If you have any questions regarding this Handbook please contact the Planning Division at 674-6483 x226.

Chapter 1 – The Development Review Process

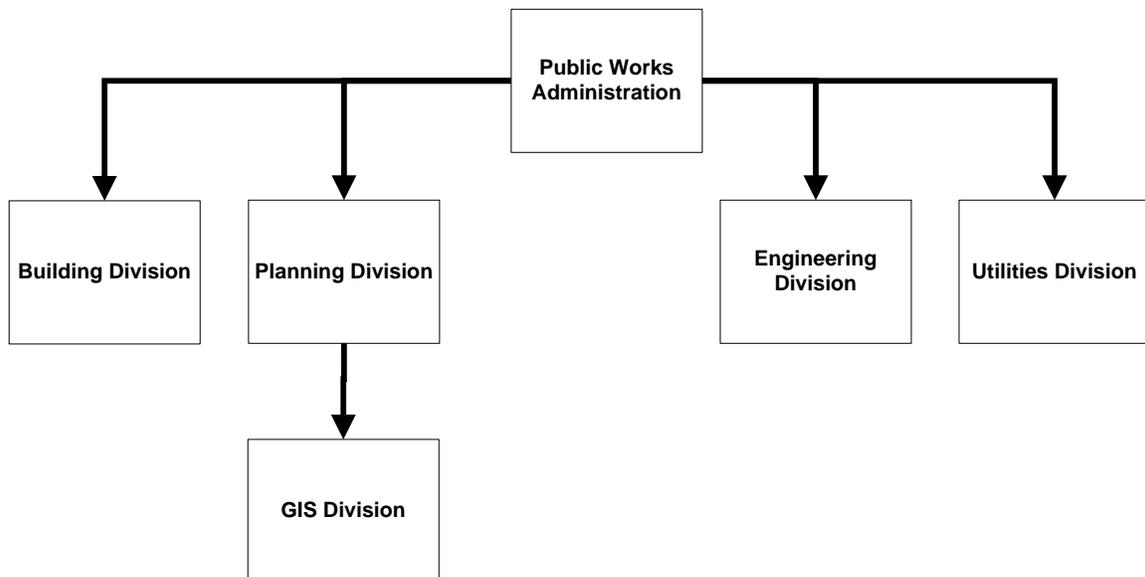
Background

Although each type of development application is different there are some common elements and players to keep in mind. The following information is designed to help explain the interplay between different groups who review development applications. All development review in the City of Sheridan is performed by the Public Works and Fire Departments. County Planning and Engineering staff help review subdivision applications for projects within one mile of the City limits.

Public Works

The Public Works Department is made up of a number of specialized divisions that handle the planning installation and maintenance of most City infrastructure and services. The Public Works Department also conducts the majority of development review for the City. Six divisions of the Public Works Department are directly involved in the development review process (See Figure 1.1).

Figure 1.1 Public Works Development Review Divisions



Public Works Administration

Public Works Administration consists of the Public Works Director, and Administrative Coordinator. The Public Works Director supervises all of the other City development review divisions with the exception of the Fire Department. The Public Works Director is also the final

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staff authority for subdivision review. The Administrative coordinator provides office support for the Public Works Administration and Engineering Divisions.

Planning Division

The Planning Division is responsible for monitoring all of the development processes in the City of Sheridan. With the exception of building permits the Planning Division is the best contact for questions about procedure or project status. The division is headed by the Planning and Development Director who supervises the Planning, and GIS Divisions. The Planning Division also includes the Senior Planner, Associate Planner, and Planning Technician. The Senior Planner coordinates the development review process and reviews development applications for compliance to the requirements of City Code and good planning practice. The Associate Planner aids in that review process. The Planning Technician, reviews some permits as needed, provides administrative support for the department, and answers general questions regarding development.

Building Division

The Building Division is responsible for reviewing issuing all building permits in the City limits. Supervised by the Building Official, the Building Division also includes the Plans Examiner and four Inspectors. Two Permit Technicians track permits, provide office support, and answer general questions.

GIS Division

The Geographical Information Systems (GIS) Division is responsible for all of the electronically stored spatial data in the City. Consisting of the GIS Coordinator and GIS Technician, the GIS division can provide general mapping information and support. The GIS division also has an electronic catalogue of historic subdivision plats, utility plans, and aerial photography. The data is not comprehensive, but available products may be purchased. The GIS Division can also print informational maps for a reproduction fee. Interested parties should contact the GIS Division for details

It is important to note that the spatial data provided by the GIS division is **not** survey grade, and is for general informational purposes only. Information provided by the GIS division is **not** a substitute for work performed by a licensed surveyor and should **not** be used as the basis for property line confirmation, site plans, or subdivision design.

Engineering Division

The Engineering Division consists of the Senior Engineering Project Manager, who is a licensed civil engineer, and three engineering project managers. The Senior Engineering Project Manager, and Engineering Division staff review public infrastructure construction drawings, as well as engineering plans for water, sewer, traffic, drainage, and geotechnical investigation.

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Utilities Division

The development review portion of the Utilities Division consists of the Utilities Engineer, the Utilities Project Manager, and the Utilities Coordinator. The utilities division approves all connections to public water and sewer mains, reviews construction drawings, and proposed utility layout for all development projects in the City of Sheridan. The Utilities Division can also provide information regarding the general location and capacity of water and sewer mains in the

City and surrounding area, including the Sheridan Area Water System (SAWS). The Utilities Division should **not** be contacted for field locates. For field locates please contact Wyoming One Call at (800) 849-2476.

Fire Department

The primary reviewer for the Fire Department is the Fire Marshal. The Fire Marshal reviews development projects for adherence to the adopted fire code. The Fire Marshal also conducts field inspections for fire code compliance

County Public Works Department

The County Public Works Department is the lead agency in the joint review process (see Chapter 7 for more details). Made up of the Engineering and Planning Divisions it is the best location for information on project status for joint review projects, the County Planning Division can answer specific questions on County development requirements. The review staff of the County Public Works Department is made up of the County Planner, the Land Development Coordinator, and the County Engineer.

The Development Review Committee, Elected, and Appointed Review Boards

In addition to City staff local and state law requires that many development applications to be reviewed by either elected officials or boards appointed by elected officials. Approvals by any of these groups must occur in a regularly scheduled public meeting. In order to help coordinate the process of bringing a development application before a public board, the City created the Development Review Committee or DRC

Development Review Committee (DRC)

The Development Review Committee consists of all City staff who conduct development review as well as representatives from the County Planning and Engineering Office. As specified by City Code, many development application types have pre-application meeting requirements. The DRC meetings fulfill this requirement for most project types, although applicants are more than welcome to discuss their projects with Planning Division staff members.

DRC meetings are held weekly starting at 2:00 p.m. with applicants being scheduled for 30 minute blocks (larger and more complicated projects may be scheduled for longer periods of time). The DRC provides the applicant with a written copy of comments made during the meeting as well as answers to unresolved questions. These comments should be used to help revise the project submittal for final review or preparation for public meetings.

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Design Review Board (DRB)

The Design Review Board reviews the architecture, site plan design, and landscaping for all commercial construction projects in any of the City's Entryway Corridors. The Design Review Board meets bimonthly at 1:00 p.m. on the 1st and 3rd Wednesday of every month. Upon review of a project the DRB makes recommendations to the Planning Commission for final approval. This may include recommended revisions to the project.

Most Entryway applicants have an initial design meeting with the DRB, then bring forward a revised design to the Board for consideration.

Planning Commission

The Planning Commission is a volunteer board appointed by the Mayor and City Council. The Planning Commission reviews all subdivisions, rezone requests, and annexations and provides recommendations to the City Council for final approval. Consisting of nine members, the Planning Commission meets the second and fourth Monday of every month at 7:00PM in the City Council Chambers.

City Council

The City Council is the final approval entity for many development application types. Made up of the Mayor and the six ward representatives, the City Council meets on the first and third Monday of every month at 7:00PM in the City Council Chambers.

Board of Adjustments

The Board of Adjustments hears all requests for variances from the City's zoning ordinance. The Board also grants special exemptions for conditional uses in certain zoning districts (For more information on variances and special exemptions see Chapter 5. Finally, the Board of Adjustments also hears all appeals of City staff determinations related to the City's Zoning Ordinance (Appendix A of Sheridan City Code).

County Commissioners

The County Commissioners are the final approval entity for joint approval projects within one mile of the City limits. The County Commissioners are also serve as the appeal board for County residents aggrieved in the development review process for property outside of the corporate limits.

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Contact Information

City Public Works Administration.....(307) 674-6483 ext. 234

City Planning Division.....(307) 674-6483 ext. 226

- *Development Review Committee*
- *Planning Commission*
- *Design Review Board*
- *Board of Adjustments*

City Building Division.....(307) 674-6441

City GIS Division.....(307) 674-6483 ext. 236

City Engineering Division.....(307) 674-6483 ext. 234

City Utilities Division.....(307) 674-6483 ext. 231

City Fire Marshal.....(307) 674-6483 ext. 227

County Planning Division.....(307) 675-2420

County Engineering Division.....(307) 674- 2920

Chapter 2- Building Permit Process

Background

What is a building permit?

A building permit is a document issued by the City of Sheridan Building Division after staff review of required plans and engineering documents. A building permit essentially authorizes the permit holder to construct a new building (residential or commercial), remodel or build additions to existing buildings, and replace or alter plumbing electrical or HVAC systems. Building permits are necessary to ensure that the proposed plans comply with all current building and zoning regulations.

When is a permit required?

Building permits are required for all projects in which labor and materials exceed \$1000 in value. In addition all electrical, plumbing, and mechanical (heating, cooling, ductwork etc.) work requires a permit regardless of project cost. When in doubt contact the City Building Division at (307) 674-5941 to find out for certain. Undertaking a building project without a building permit is not only illegal (carrying stiff fines and penalties), but also can cause unsafe conditions that can result in injury or death for building occupants.



Why is a building plan review required?

The purpose of site or building plan review is to confirm that the plans for the proposed project comply with all current building and zoning regulations, or to identify non-compliant aspects in order to make the needed changes before construction begins.

How long does it take to get a building permit?

The time required to issue a permit depends upon a number of factors including: completeness of submitted documents, complexity of the project, staff workload. Assuming a complete submittal permits for most single family residential projects can be released within two weeks. Commercial and multi-family projects typically take three to four weeks for approval, but may take longer for large projects or those with significant construction or engineering considerations.

How much does a building permit cost?

Building permits are priced according to the fee formulas established by Council Resolution R38-07. This resolution is included in Appendix A.

How do I know when my permit is ready to pick up?

A Building Division permit technician will contact you via phone when your permit is ready to be collected. All fees must be paid at the time the permit is issued.

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Are inspections required?

At the time the building permit is issued, the permit will have the required inspections listed and at what points they need to be completed. These inspections ensure that the construction projects meet the building code requirements. Once the construction is completed and a final inspection has taken place, the City will issue a Certificate of Occupancy. A Certificate of Occupancy is required for any use of the building beyond construction activity.



How do I know if my inspection was approved?

After an inspector completes an inspection, a copy of the Inspection Report will be left on the job site. If you cannot locate the report or need an additional copy you can contact the Building Division at (307) 674-5941.

Does the work have to be performed by a licensed contractor?

For most building projects or installations requiring a building permit, a licensed contractor is encouraged and required. With the exception of electrical work, the City of Sheridan does allow homeowners to perform some work on their own personal residential property. Some conditions are required in order to take advantage of the homeowner exception to contractor licensing. Those conditions are:

- The owner must personally perform all of the work, or for components which the owner will not perform the work, the owner will hire a licensed and bonded contractor.
- The homeowner must demonstrate that they are competent to perform the work, or supervise the work of a licensed contractor.
- The work will be performed in a professional manner and in compliance with all adopted technical codes.
- The homeowner may only use the exception once per year for remodel work (measured from the date of final approval of the last permitted project).
- For new residential construction the homeowner must reside in the permitted residence for at least one year from the date of final project approval and issuance of a certificate of occupancy.

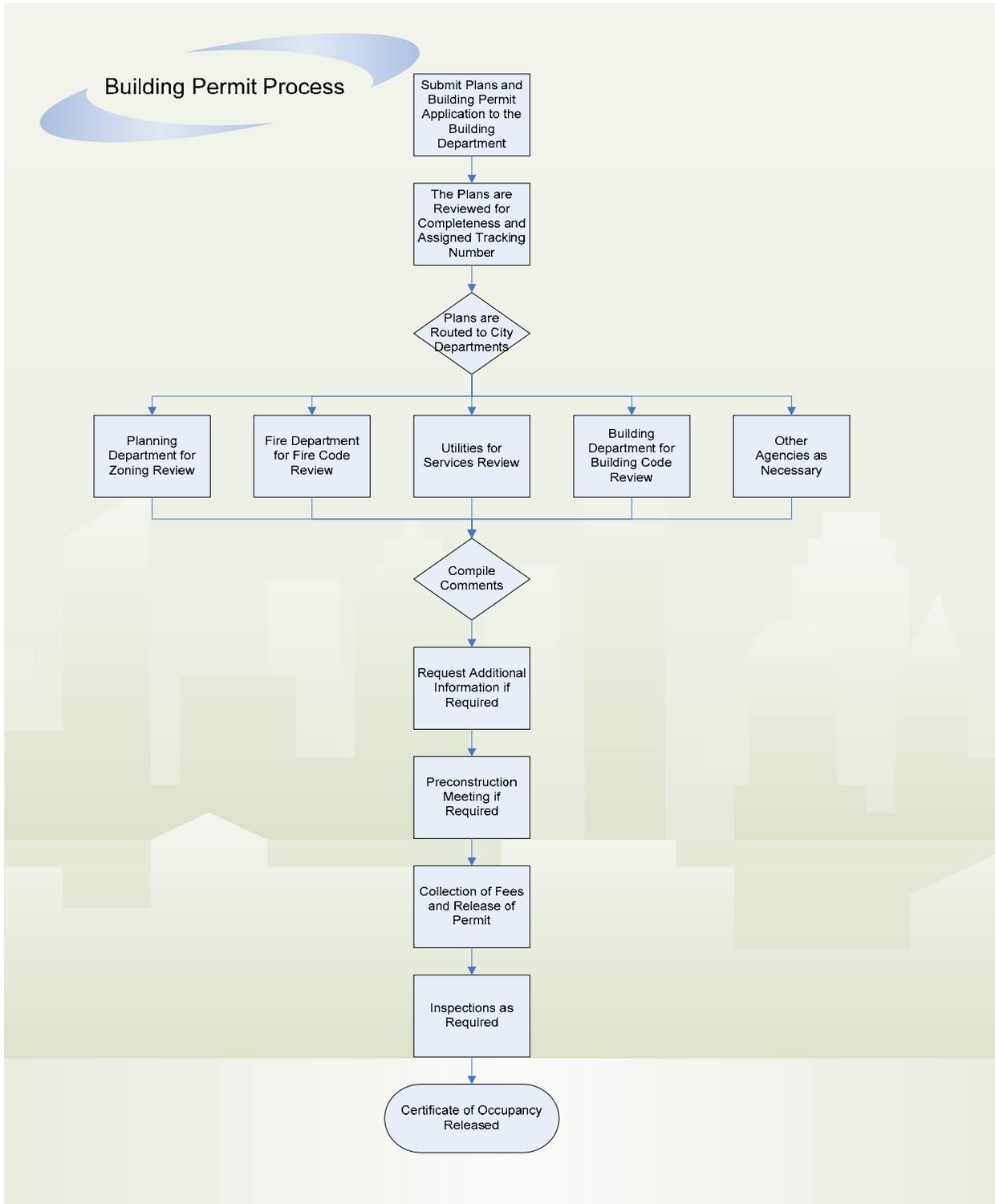
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Construction projects require time, dedication, and technical skill. It is not uncommon for homeowners to become overwhelmed with medium to large projects. Those contemplating their own construction projects are encouraged to get in touch with the Building Division to review the scope of the project beforehand. All commercial construction projects require a licensed contractor. See the “Things to Know Section” of this chapter for more information about contractor licensing.

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The Process



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Step by Step

The following steps outline the typical building permit approval process.

One to Two-Family Residential Projects

1. The applicant submits the following to the Building Division (See Appendix C for forms, checklists and example)
 - a. Completed application
 - b. Scaled site plan (See Appendix C for details)
 - c. Proof of ownership of the property
 - d. Two copies of scaled building/structure plans that include the following as appropriate:
 - A floor plan for each floor above and below grade
 - Footing and foundation details.
 - A typical wall section
 - A plan view of the roof system (Engineered specs to be available on job site at framing inspection)
 - Framing details: studs, beams, headers, joists, and rafters.
 - Elevation drawings
 - Plan view of locations of electrical devices, panels and services
 - A one line diagram for the electrical service
 - Plan view of locations and size of all mechanical equipment including clothes dryers
 - Plan view of locations of all plumbing fixtures
 - Soils report as required
 - Additional drawings as required to accurately depict construction methods
2. Building Division staff review the submittal for completeness and assign a tracking number if application is complete. Plans must contain all required information prior to acceptance and issuance of tracking number.
3. The applicant revises the submittal if necessary.
4. The Plans Examiner completes an initial review of the plans.
5. The plans are routed to necessary City divisions for detail review (Planning, Utilities, Fire, Engineering, Building).
6. The applicant revises the plans if necessary.
7. The Plans Examiner conducts the final review and generates the final redlined plans

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or requires revised information.

8. The Building Division contacts the applicant notifying that the permit is ready to issue. Many plans require preconstruction meeting at plan pickup to clarify redline comments.
9. The applicant pays all applicable fees (plan review, inspections, water and sewer tap and plant investment, engineering review) and collects the building permit.
10. Upon completion of work requiring an inspection, the permittee or contractor contacts the Building Division at (307) 674-5941 to schedule required inspections.
11. For habitable structures or garages, upon final approval of all required inspections the Building Official issues a certificate of occupancy for the building or structure. For simple permits and non-habitable projects, upon satisfactory completion an inspector will provide a report confirming project completion.

Commercial and Multi-Family Residential Projects

1. The applicant submits the following to the Building Division (See Appendix C for forms, checklists and example)
 - a. Completed application
 - b. Scaled site plan (See Appendix C for details)
 - c. Proof of ownership of the property
 - d. A traffic study prepared by a licensed engineer (For sites over 10,000 square feet. See Chapter 6—Subdivisions for requirements of a traffic study).
 - e. A drainage study prepared by a licensed civil engineer (for sites over 10,000 square feet in area, or with site improvements of over 5,000 square feet of impervious surface). These areas shall be shown on the plans to be submitted. (See Chapter 6– Subdivisions for requirements of a drainage study).
 - f. Soils report as required
 - g. Two copies of scaled building/structure plans that include the following as appropriate:
 - A floor plan for each floor above and below grade
 - Footing and foundation details
 - Typical wall sections
 - A plan view of the roof system as required from meeting (Engineered specs to be available on job site at framing inspection.)
 - Framing details: studs, beams, headers, joists, and rafters.
 - Elevation drawings
 - Plan view of locations of electrical devices, panels and services
 - A one line diagram for the electrical service
 - Plan view of locations and size of all mechanical equipment including

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clothes dryers

- Plan view of locations of all plumbing fixtures including water heater
 - Additional drawings as required to accurately depict construction methods.
2. Building Division staff review the submittal for completeness and assign a tracking number if application is complete. Plans must contain all required information prior to acceptance and issuance of tracking number.
 3. The applicant revises the submittal if necessary.
 4. The Plans Examiner completes an initial review of the plans.
 5. The plans are routed to necessary City divisions for detail review (Planning, Utilities, Fire, Engineering, Building)
 6. The Plans Examiner conducts the final review and generates the final red-lined plans or requires revised information.
 7. The applicant revises the plans if necessary.
 8. The Building Division Contacts the applicant notifying that the permit is ready to issue. Many plans require preconstruction meeting at plan pickup to clarify redline comments.
 9. The applicant pays all applicable fees (plan review, inspections, water and sewer tap and plant investment, engineering review) and collects the building permit.
 10. Upon completion of work requiring an inspection, the permittee or contractor contacts the Building Division at (307) 674-5941 to schedule required inspections.
 11. For habitable structures or garages, upon final approval of all required inspections the Building Official issues a certificate of occupancy for the building or structure. For simple permits and non-habitable projects, upon satisfactory completion an inspector will provide a report confirming project completion.

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Things to Know

Adopted Codes

The following technical codes have been adopted by the City of Sheridan and Sheridan County and govern building permit review, inspection, and final approval:

- 2006 International Building Code
- 2006 Existing Building Code
- 2006 International Residential Code
- 2008 National Electrical Code
- 2006 International Plumbing Code
- 2006 International Mechanical Code
- Local revisions

Additional requirements for construction can be found in Chapters 7, 11, and Appendix A (Zoning) of Sheridan City Code.

Design Parameters

The following information is designed to help builders, engineers, and architects prepare compliant structures specific to the Sheridan area.

Frost Depth: 42 inches below grade.
Basic Wind Speed: 90mph
Exposure C
Seismic Zone: B
Snow Load: 30lbs Ground Snow Load
Soil Bearing: Site specific.



Contractor Licensing

Sheridan City Code defines a contractor as anyone who, *“who works for a fixed or negotiated price, undertakes to procure the performance of works, or the furnishing of goods, materials and labor for any other person, state or municipal work, or one, who, in pursuit of independent business, undertakes to perform a job or piece of work, retaining in himself control of the means, method and manner of accomplishing the desired result.”* Essentially, anyone who accepts compensation for work requiring a building permit needs to be a licensed contractor.

Detailed requirements differ for each type of contractor or subcontractor. For more information call the Building Division at (307) 674-5941. The following are the general steps required for becoming a licensed contractor:

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First Time Applicants or Re-applicants

General Contractor

Submit a completed license application to the Building Division.

Provide written evidence of experience sufficient to meet the requirements of the type of license sought.

Pay a \$200 license fee and \$50 exam fee and provide proof of insurance and bond.

Take and pass the requisite exam for the license type sought. Exams are offered first and third Friday of every month at 9:00AM.

License Renewal

Contracting licenses are valid for one year from the date of issuance. To renew a license the applicant provide proof of insurance and a \$200 renewal fee. Failure to renew a license within 30 days of expiration will result in a suspension of license until the delinquent licensee provides proof of insurance and a \$400 reinstatement fee. Suspended licenses are completely revoked after one year, and the delinquent licensee must reapply as a new applicant.

Chapter 3 – Entryway Ordinance

Background

What is the Entryway Ordinance?

The Entryway Ordinance is Ordinance No. 1916, and was adopted by the Sheridan City Council in July of 2001. The objective of this ordinance was to ensure pleasing entryways into the city and preserve community character and promote economic development.

Which areas of the City are considered Entryways?

There are three types of Entryway Corridors in Sheridan: Interstate Corridors, Junction Corridors, and Roadway Corridors.

Interstate Corridors

The area which runs parallel to I-90 and which extends perpendicular on both sides of the Interstate from the centerline of the right-of-way of I-90 for a distance of 500 feet for all property within City limits that is within this Corridor.

Junction Corridors

The area located adjacent to the intersections of I-90 and Brundage Lane, I-90 and North Main Street and I-90 and Fifth Street. A map of these areas can be found in Appendix C. These areas can be further defined as follows;

North Main Street Junction Corridor shall encompass all parcels which are wholly or partially located within 500 feet of the centerline of North Main Street and located north of the centerline of West and East Seymour Street and south of the right-of-way line of I-90 and shall also include all parcels wholly or partially within 500 feet of the centerline of Decker Road located north of the intersection of Decker Road and North Main Street to the end of the City limits.

Fifth Street Junction Corridor shall encompass all parcels which are wholly or partially located within 750 feet of the center of the right-of-way line of East Fifth Street and located east of the intersection of East Fifth Street and Saberton Street and west of the intersection of East Fifth Street and East Ridge Road.

Brundage Lane Junction Corridor shall encompass all parcels which are wholly or partially located within 500 feet of the centerline of Brundage Lane and located east of the intersection of Brundage Lane and Big Horn Avenue and west of the intersection of Brundage Lane and South Sheridan Avenue, and those parcels which are wholly or partially located within 750 feet of the centerline of Brundage Lane and located east of South Sheridan Avenue and west of the intersection of Brundage Lane and Dry Ranch Road, and those parcels which are wholly or partially located

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within 750 feet to the centerline of Coffeen Avenue and located north of the intersection of Coffeen Avenue and Brundage Lane for a distance of 1,300 feet and located south of the intersection of Coffeen Avenue and Brundage Lane and north of 2nd Avenue East.

Roadway Corridors

Areas located outside of Junction Corridors that include all lots within fifty feet of the right-of-way along the entire length of south Coffeen Avenue/Hwy 87 located south of East Brundage Lane; all of North Main Street; West Loucks Street/HWY 331 from the intersection of West Loucks Street and North Main Street west to the end of City limits; and Fifth Street East from the intersection of Fifth Street East and Saberton Avenue west to the intersection of Fifth Street East and North Main Street, all within City Limits.

How is the Ordinance enforced?

A Design Review Board (DRB) consisting of local citizens has been created to review applications submitted by property owners within the Entryway Corridor. This application is required and must be approved before a building permit will be issued. Once the DRB makes recommendations on the improvements proposed on the property, the plan is forwarded to Planning Commission who will ultimately make the recommendation to the Building Official to reject, approve or conditionally approve building permits for the project.

What types of things are covered under the Ordinance?

Several design items are taken into consideration by the DRB. This board will look at such things as signage, landscaping, facades, roofs, architecture, retaining walls, parking areas, lighting, walkways, and location of dumpsters, loading docks, storage areas, and mechanical systems.

Why can that business have a sign that does not adhere to the Ordinance and I cannot?

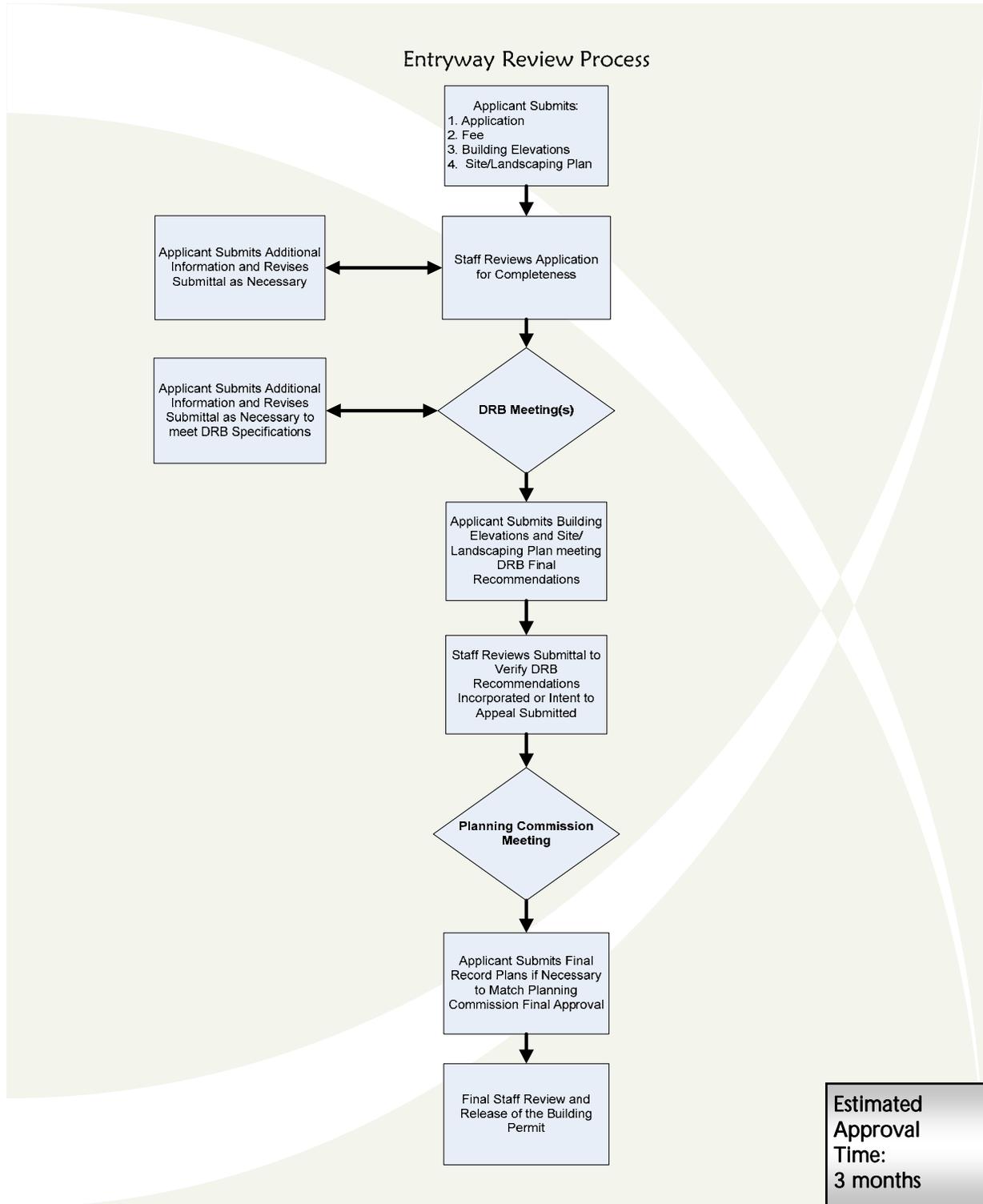
Many businesses in the Entryway Corridor have their signs “grandfathered” in, if they were installed prior to the adoption of the Entryway Ordinance. If these businesses were to ever need to replace their signage, they would then be required to apply to the DRB and adhere to the Entryway Ordinance.

I am planning on an addition to my business that is located in the Entryway Corridor; will I need to go to the Design Review Board?

The Entryway Corridor Ordinance is triggered by new construction or substantial improvements to an existing structure. Substantial Improvement is defined as any alteration, expansion, repair or other reconstruction of a structure for which the cost of construction, including labor, equals or exceeds 50% of the assessed value of the existing structure, not including land value. Labor shall be calculated at no less than the average cost for labor in the City for work performed, as determined by the Building Official.

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The Process



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Step by Step

1. Applicant receives planning guidebook, application and any appendices requested from the Planning Department.
2. Applicant submits completed application, all supporting documentation, and fee to the Planning Department.
Site Plan showing:
 - Elevations to scale,
 - Existing and proposed structures,
 - Proposed signage,
 - List of façade materials and treatments,
 - Roofing materials and colors,
 - Landscaping,
 - Lighting,
 - Access,
 - Parking,
 - And other features proposed on the site.
3. Staff reviews application and submittal for completeness and schedules applicant on next DRB meeting.
4. Application goes before Design Review Board for recommendations.
5. Applicant makes changes to submittal based on DRB recommendations (or attach appeal) and submit to City Staff for to be scheduled for Planning Commission meeting.
6. Application goes before Planning Commission who will reject, approve, or conditionally approve plan.
7. Applicant submits final plans that adhere to Planning Commission final approval.
Final staff review and release of building permit.

Things to Know

The Design Review Board meets every other Wednesday at City Hall, and the completed applications and supporting documentation must be submitted to the City no later than two weeks prior to the requested DRB meeting.

The Planning Commission meets every other Monday at City Hall. City staff will notify the applicant of meeting time and date.

Chapter 4 – Zoning and Rezoning

Background

What is zoning?

Zoning is the way most communities in the United States regulate land use. With zoning a community is broken up into a number of districts each with its own requirements in terms of use, building setback, and other standards. The City of Sheridan has four main types of districts: Residence (R-O, R-1, R-2, R-3, and R-4), Neighbor Commercial (NC), Business (B-1 and B-2), and Industrial (M-1). The goal of the restrictions in each of these districts is to promote the health, safety, and welfare of the community while accomplishing the objectives of the City's long range planning documents.

How can zoning impact my building project?

Zoning in the City typically impacts construction in three ways. First, is that uses and types of construction are limited depending on what zoning district the property is located in. For example, a retail

store could not be constructed in an R-1 Residence district, but a single family home could. Zoning not only regulates the type of use, but also the intensity of the use. An R-1 Residence District allows only one single family dwelling per parcel of land. An R-2 Residence district allows for up to four dwellings on a single parcel. The uses allowed in each zoning district can be found in Appendix B of this document or in Appendix A of Sheridan City Code (available online at <http://qcode.us/codes/sheridan/>)

The second way that zoning can impact a construction project is that zoning determines the minimum size of a buildable lot, the maximum height of a building, and how far a building must be set back from property lines. The dimensional requirements for property based on zoning can be found in City's Zoning Regulations (Sheridan City Code Appendix A). A summary can be found in this document as part of Appendix B.

Finally, zoning determines the amount of parking required per use. Parking requirements are commonly expressed per dwelling for residential use or by square footage for commercial uses,



City of Sheridan

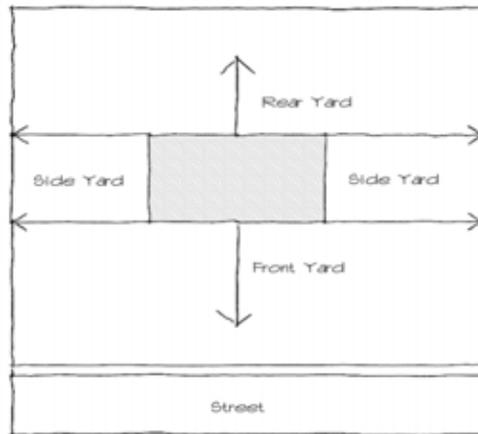
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however, some uses such as restaurants and churches use seating to determine required parking. In the City of Sheridan, parking designated to meet the zoning requirement must be paved (surfaced with asphalt or concrete, not rotomill!) Typically parking lot paving also helps commercial buildings meet fire code requirements for access.

How does building setback work?

Building setbacks are determined from the nearest property line. The main entrance to a building (the front door in a residential setting) typically determines what is considered the “front” yard. Figure 4.1 shows the front, rear, and side yards for a typical lot.

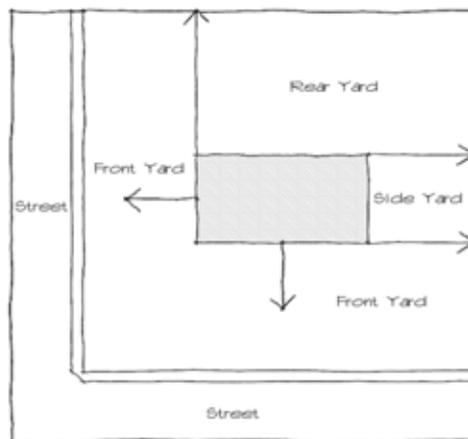
Figure 4.1 Building Setbacks



What about corner lots?

Corner lots are often referred to as “double frontage” lots because they require a front yard setback from the property lines abutting both public streets. Figure 4.2 illustrates this scenario.

Figure 4.2 Building Setbacks – Corner Lot



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I have a very unusually shaped lot. How does building setback work?

Remember that building setback is determined by the orientation of existing or proposed buildings. For lots that are not rectangular (curving front property lines for example) it is common for subdividers to show the building envelope on the final plat of the subdivision to aid future property owners. Copies of subdivision plats may be obtained from the City Planning Division. A small fee is required for this service.

How is zoning determined?

Zoning is shown on the official zoning map of the City. The official zoning map is normally updated as part of the comprehensive planning process, however periodic amendments are made as necessary. These amendments include requests by local property owners to move property from one zoning district to another.

What uses are allowed in each zone?

A comprehensive list of allowed uses can be found in Appendix A (Zoning) of Sheridan City Code and in Appendix B of this document. An abbreviated list follows below.

R-O Rural Residential

Allowed uses:

- ◆ Single-family dwelling.
- ◆ Fire station.
- ◆ Public park or playground.
- ◆ Essential public utility and public service installation. Such uses shall not include business offices, repair, sales or storage facilities.

Purpose. This district is intended to accommodate single family dwellings and accessory structures and uses for those areas of the community where it is desirable to maintain a semi-rural environment. To help facilitate this the R-O allows a number of agricultural accessory uses not allowed in other portions of the City.

R-1 Residence

Allowed uses:

- ◆ Single-family dwelling.
- ◆ Fire station.
- ◆ Public park or playground.
- ◆ Essential public utility and public service installation. Such uses shall not include business offices, repair, sales or storage facilities.

Purpose. The purpose of the R-1 residence district is to provide for single-family dwellings and accessory uses customarily found in conjunction with single-family home development.

R-2 Residence

Allowed uses:

- ◆ Any use permitted in the R-1 Residence District.

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- ◆ Two-family dwelling. Multiple-family dwelling for not more than four (4) families when housed in a single detached building.
- ◆ Private club or lodge, excepting those the chief activity of which is a service customarily carried on as a business.

Purpose. The purpose of the R-1 Residence district is to provide for single-family dwellings, some limited multi-family development, and accessory uses customarily found in conjunction with single and multi-family home development.

R-3 Residence

Allowed uses:

- ◆ Any use permitted in the R-2 Residence District.
- ◆ Multiple-family dwelling, or apartment court.
- ◆ Boarding or lodginghouse.
- ◆ Hospital, sanitarium, or clinic, but not including animal hospitals. Home for the children or aged. Offices offering professional services. Funeral homes or mortuaries.
- ◆ Educational, religious, philanthropic and eleemosynary institutions, excepting asylums for the insane.
- ◆ Storage garages and parking lots for storage in conjunction with two, three, four and multifamily dwellings only.

Purpose. The purpose of the R-3 Residence District is to provide a transitional area between residential and commercial development by allowing a mixture of multi-family residential housing, professional offices, and associated uses.

R-4 Residence

Allowed uses:

- ◆ Mobile and manufactured home parks.

Purpose. The purpose of the R-4 Residence District is to provide a location for the development of mobile and manufactured home parks.

NC-1 Neighborhood Commercial

Allowed uses:

- ◆ Branch banking.
- ◆ Barber or beauty shops.
- ◆ Book and stationery shops.
- ◆ Newsstands.
- ◆ Self-serve laundry — excluding dry cleaning.
- ◆ Grocery for sale of groceries, meat, dairy and other food products.

Purpose. The purpose of the NC-1 Neighborhood Commercial District is to provide limited commercial services adjacent to residential districts.

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B-1 Business

Allowed uses:

- ◆ Public garage or filling station;
- ◆ Tourist court;
- ◆ Offices, theatre, bank or restaurant;
- ◆ Shoe shop, tailor shop, barbershop or beauty parlor;
- ◆ Business or commercial school. Studio;
- ◆ Bakery not employing more than five (5) persons in preparing and baking its products;
- ◆ Laundry or dry cleaning establishment employing not more than five (5) persons engaged in laundry or dry cleaning work

Purpose. The purpose of the B-1 Business District is to provide for office and retail services common in downtown areas or retail oriented commercial districts.

B-2 Business

The following uses are prohibited in a B-2 business district. All other uses are allowed as long as they meet applicable city, state, and federal requirements:

- ◆ Acetylene gas manufacture or wholesale storage.
- ◆ Acid manufacture.
- ◆ Adult Oriented Business. No permit shall be issued for the placement of an adult oriented business unless and until it conforms to all of the criteria of Section 10., Subsection 21.
- ◆ Ammonia, bleaching powder or chlorine manufacture.
- ◆ Arsenal.
- ◆ Asphalt manufacture or refining. Paving mixture plant.
- ◆ Blast furnace.
- ◆ Bag cleaning.
- ◆ Boiler works.
- ◆ Brick, tile or terra cotta manufacture.
- ◆ Cement, lime, plaster of Paris or gypsum manufacture.
- ◆ Central mixing plant for cement, mortar, plaster or concrete.
- ◆ Creosote treatment or manufacture.
- ◆ Disinfectants manufacture.
- ◆ Distillation of bones, coal or wood.
- ◆ Dyestuff manufacture.
- ◆ Explosives or fireworks manufacture or storage.
- ◆ Exterminator and insect poison manufacture.
- ◆ Fat rendering.
- ◆ Fertilizer manufacture.
- ◆ Forge plant.
- ◆ Garbage, offal or dead animals incinerations, reduction or dumping.
- ◆ Gas manufacture or storage, drilling or production.

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- ◆ Glue, size or gelatine manufacture.
- ◆ Iron, steel, brass or copper mill.
- ◆ Junk, used material, auto wrecking, salvage, paper, scrap, bottles or rags, baling or storage except where such activities are conducted wholly within a building.
- ◆ Mills, feed or flour.
- ◆ Oiled goods manufactured from raw materials.
- ◆ Ore reduction or smelting.
- ◆ Paint, oil, shellac, turpentine or varnish manufacture.
- ◆ Paper and pulp manufacture.
- ◆ Petroleum and its products, refining or wholesale storage.
- ◆ Rubber or gutta percha manufacture or treatment.
- ◆ Shoe polish manufacture.
- ◆ Soap manufacture.
- ◆ Soda and compound manufacture.
- ◆ Slaughter and dressing of animals, but not including poultry and rabbit dressing.
- ◆ Stockyards.
- ◆ Tallow, grease or lard manufacture or refining including processing of animal fat.
- ◆ Tanning, curing or storage of raw hides or skins.
- ◆ Tar distillation or manufacture.
- ◆ Tar roofing or waterproofing manufacture.
- ◆ Vinegar manufacture.
- ◆ Wool pulling or scouring.
- ◆ Yeast plant.
- ◆ Crematorium for human remains.
- ◆ And those uses which may be, and as ordinarily operated generally, are obnoxious or offensive by reason of emission of odor, dust, smoke or noise.

Purpose. The purpose of the B-2 Business District is to provide for heavier commercial applications which are less desirable adjacent to residential development.

M-1 Industrial

The following uses must be approved by the Board of Adjustments prior to operation in an M-1 business district. All other uses are allowed as long as they meet applicable city, state, and federal requirements:

- ◆ Acid manufacture.
- ◆ Cement, lime, gypsum or plaster of Paris manufacture.
- ◆ Explosives manufacture or storage.
- ◆ Fat rendering.
- ◆ Fertilizer manufacture.
- ◆ Garbage, offal or dead animals incineration, reduction or dumping.
- ◆ Gas manufacture, drilling or production.

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- ◆ Glue manufacture.
- ◆ Ore smelting.
- ◆ Petroleum refining.
- ◆ Slaughterhouse, not including poultry and rabbit dressing.
- ◆ Stockyards.
- ◆ Crematorium for human remains.
- ◆ Telecommunication towers, antennas, monopoles, or other devices designed to carry telecommunications transmitting and receiving equipment.

Purpose. The Purpose of the M-1 district is to provide for heavy commercial and industrial uses which are undesirable adjacent to lighter commercial and residential uses.

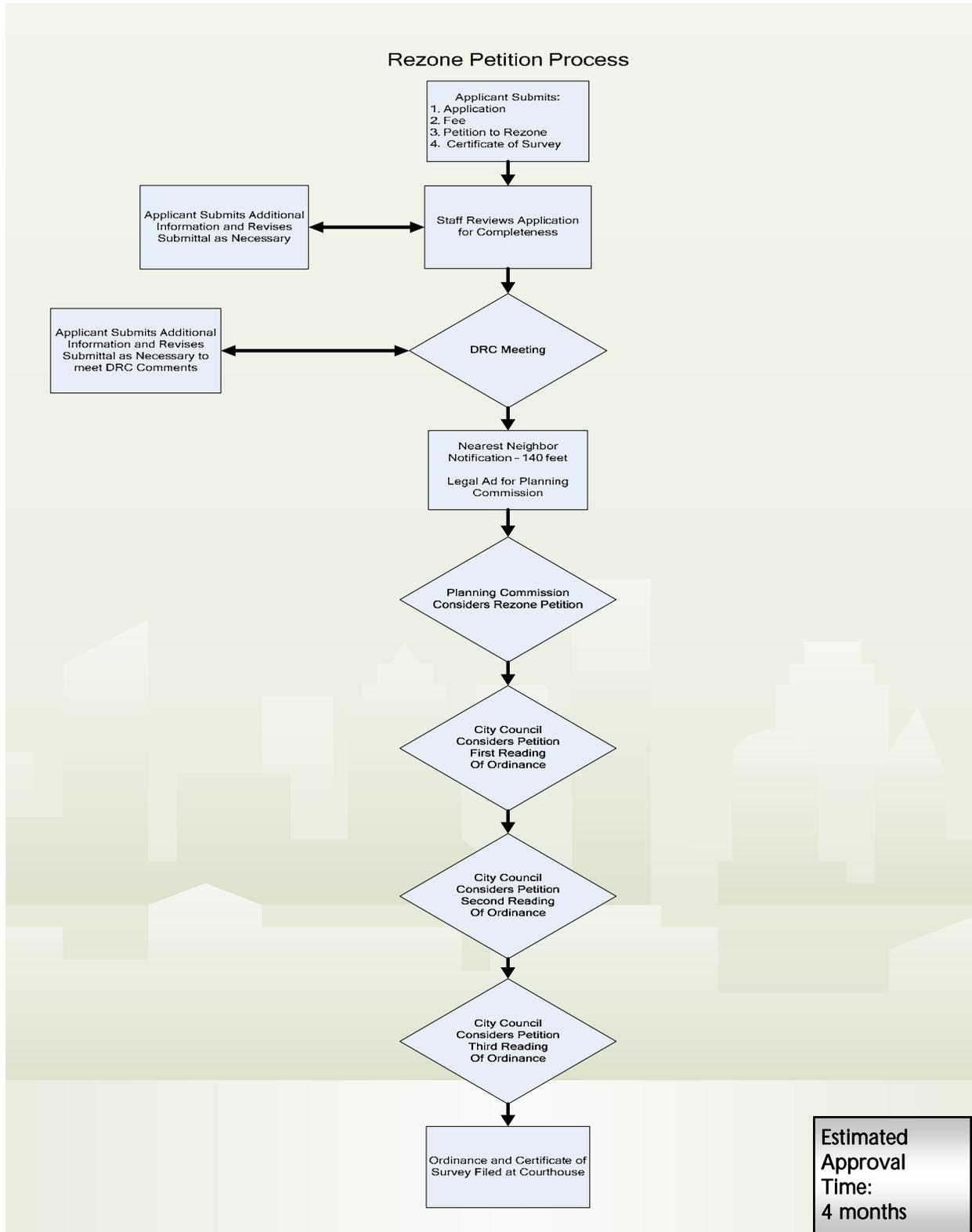
Can zoning be changed?

Yes, a property owner can request a zoning designation change. The rezone process involves public hearings in front of both the Planning Commission and City Council, and ultimately is approved by adopting an ordinance amending the Official Zoning Map. Since zoning is based on long range planning documents created as part of a public process, City staff evaluates the following in making recommendation:

- ⇒ The zoning of surrounding parcels.
- ⇒ The actual land use of surrounding parcels.
- ⇒ Consistency with the Vision 2020 plan.
- ⇒ The ability of existing infrastructure to handle the potential uses.

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The Process



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Step by Step

The following steps outline the typical rezoning petition approval process.

1. The applicant meets with Planning Division staff to review rezone petition requirements.
2. The applicant submits the following to the Planning Division (See Appendix C for forms, checklists and example)
 - ◆ Completed application
 - ◆ A signed petition, including legal description, from the property owners stating the existing zoning and requesting the desired new zoning designation.
 - ◆ A list of property owners within 140 feet
 - ◆ A petition fee.
 - ◆ A scaled rezone exhibit containing the following:
 - A legal description and dimensions of the property
 - Existing zoning and adjacent zoning within 1,000 feet
 - Existing structures
 - Title, scale, scale bar, north arrow, name and address of petitioners, name and address of preparer along with seal.
3. Staff reviews the application at the Development Review Committee meeting.
4. The applicant revises the submittal if necessary and resubmits to the Planning Division.
5. The item is scheduled for the next available Planning Commission meeting (state law requires 15 days notice prior to this meeting).
6. The Planning Commission, after holding a public hearing, makes a recommendation to the City Council regarding the petition.
7. The applicant revises the plans if necessary.
8. The item is scheduled for the next available City Council meeting.
9. The City Council acts on the Planning Commission recommendation. If the petition is approved, it is adopted via ordinance requiring a total of three readings before the City Council.
10. The applicant pays a filing fee, and the approved ordinance along with the rezone exhibit is filed at the County Courthouse making the change effective.

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Things to Know

The City's zoning ordinance covers more than just the building itself, but also contains rules regarding accessory buildings, fences, landscaping, and other appurtenances. Most of these rules can be found in Sheridan City Code Appendix A §10.



Chapter 5 – Variances and Special Exemptions

Background

What is a Variance?

Within each zoning district (see Chapter 4), restrictions have been placed on what is allowed in each zoning district. These restrictions would include such things as building setbacks, height of buildings, signs, accessory uses, and parking regulations. If a property owner has a hardship that would not allow them to adhere to these regulations, they can apply for a variance. The restrictions enforced in each zoning district can be found in Appendix B this document or in Appendix A of Sheridan City Code (available online at <http://qcode.us/codes/sheridan/>)

Where do I get a Certificate of Survey?

A Certificate of Survey must be prepared by a Licensed Surveyor in the State of Wyoming. The Surveyor will verify property corners based any monumentation found on the property and documentation filed at the courthouse, and prepare a map of the property.

What is a Special Exemption?

Within each zoning district (see Chapter 4), certain uses are allowed by ordinance. Each of these zoning districts also has uses (called special exemptions) that may be allowed by the discretion of the Board of Adjustments. For example, in an R-1 Residence District designated mainly for single family dwellings, offices offering professional services may be allowed if approved by special exemption by the Board of Adjustments. The uses and special exemptions allowed in each zoning district can be found in Appendix B of this document or in Appendix A of Sheridan City Code (available online at <http://qcode.us/codes/sheridan/>)

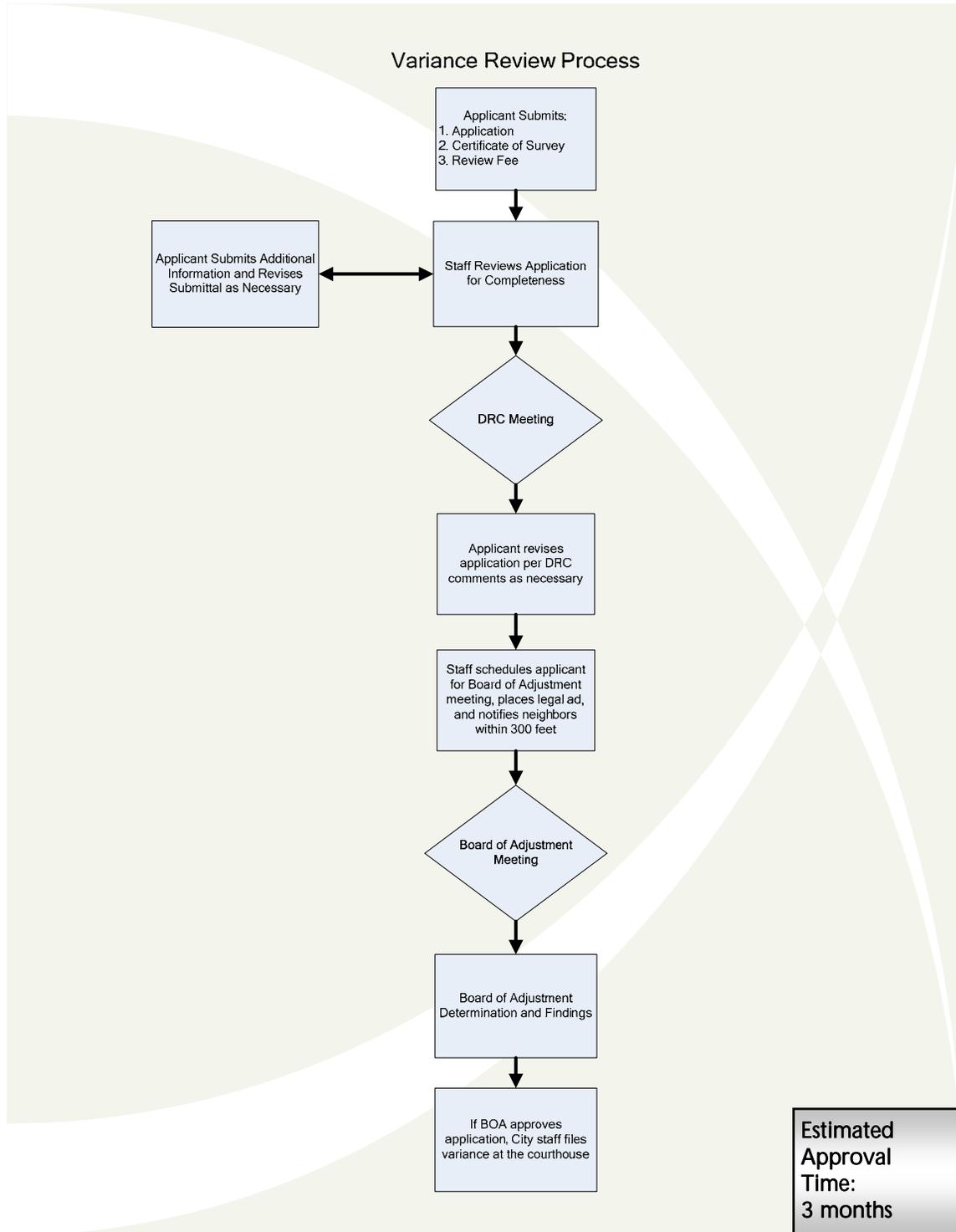
What is the Board of Adjustments?

The Board of Adjustments consists of 1 City Council members, and 4 citizens appointed by the Council for a term of 3 years. The board hears and decides appeals from any zoning order, requirement, decision, or determination made by any administrative official of any development-related ordinances. It may also vary (grant a variance) or modify the application of the zoning code relating to the use, construction, or alteration of buildings or structures so long as the spirit of the zoning code is observed. The board does not have the power to change the zoning code or zoning map of the city.

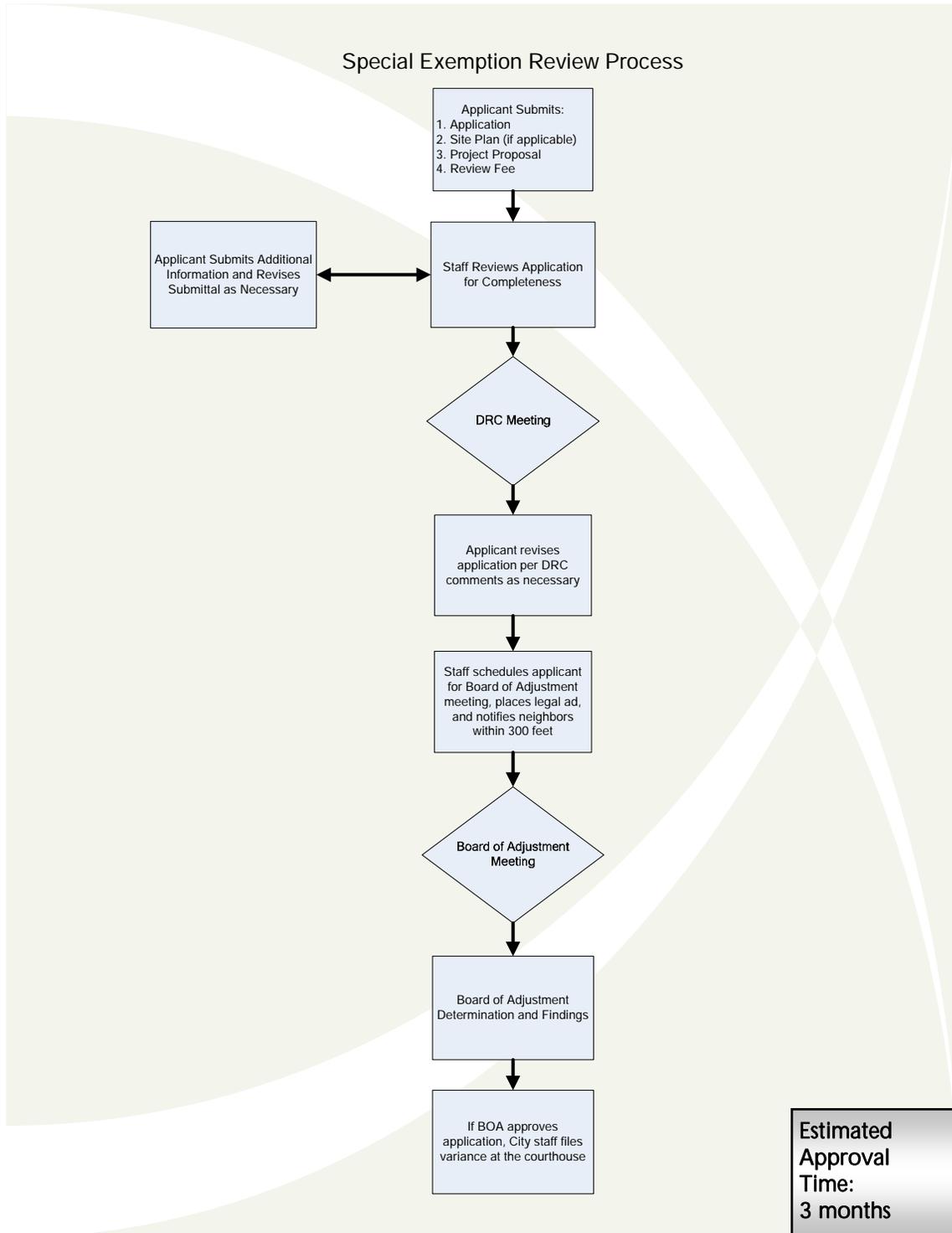


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The Process



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Step by Step

Variance

1. Applicant receives application requested from the Planning Department.
2. Applicant submits completed application, Certificate of Survey, and fee to the Planning Department.
3. Staff reviews application and submittal for completeness and schedules applicant on next DRC meeting.
4. Application goes before the Design Review Committee for recommendations.
5. Applicant makes changes to submittal based on DRC recommendations and submits to City Staff for to be scheduled for Board of Adjustments meeting.
6. Application goes before Board of Adjustments who will reject, approve, or conditionally approve variance.
City Staff files variance at the Courthouse.

Special Exemption

1. Applicant receives application requested from the Planning Department.
2. Applicant submits completed application, site plan if applicable, project proposal, and fee to the Planning Department.
3. Staff reviews application and submittal for completeness and schedules applicant on next DRC meeting.
4. Application goes before the Design Review Committee for recommendations.
5. Applicant makes changes to submittal based on DRC recommendations and submits to City Staff for to be scheduled for Board of Adjustments meeting.
6. Application goes before Board of Adjustments who will reject, approve, or conditionally approve the special exemption.
City Staff files special exemption at the Courthouse.

Things to Know

The Board of Adjustments meets at City Hall and the completed applications and supporting documentation must be submitted to the City no later than three weeks prior to the requested Board of Adjustments meeting.

A legal ad must run twice in the two weeks prior to the Board of Adjustments meeting.

Chapter 6- Subdivision Process

Background

What is a subdivision?

A subdivision is the division of a lot, tract, or parcel of land into 2 or more lots. The City of Sheridan is comprised of hundreds of different subdivisions. The lots in these subdivisions can range from as small as 2500 sf (depending on zoning!) up to several acres in size.

All subdivisions within the city limits must receive approval from City Council.

Why must I subdivide?

If a property owner plans on dividing their property into more than one lot, then a subdivision plat must be prepared so that each lot can have different ownership and be transferred to new property owners.

Can I subdivide the lot I own?

If the lots created from subdividing your property adhere to the zoning regulations, and there are not any restrictive covenants that have been placed on the property if it has already been previously subdivided which prevent it from being further subdivided, then the opportunity exists to meet with City staff and discuss the possibility of subdividing. Remember, just because you meet these criteria, it doesn't mean that the subdivision will be approved. With each subdivision it must be determined that it corresponds with the City's Comprehensive Plan and it does not adversely affect the health and safety of the public.



What are the three different types of subdivisions?

There are three different categories a subdivision can fall into; a replat, a minor subdivision or a major subdivision. The process in which a developer must go through is different for each of

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these categories and is described in this Chapter. Below is a description of each of the subdivisions.

Replat- Any plat in which lot lines are dissolved or rearranged in an existing subdivision, which results in an equal number or fewer lots.

Minor Subdivision – Any subdivision that does not result in more than five total lots, does not create any new streets or vacate any existing streets and does not require the extension of any municipal utilities or the creation of any new public improvements.

Major Subdivision – Any subdivision that does not fall into any of the above classifications, or which involves the dedication of any new streets or alleys or the extension of existing municipal utilities.

Who prepares a subdivision plat?

A surveyor licensed in the State of Wyoming will prepare the subdivision plat, and a licensed engineer will usually prepare any required designs or reports.

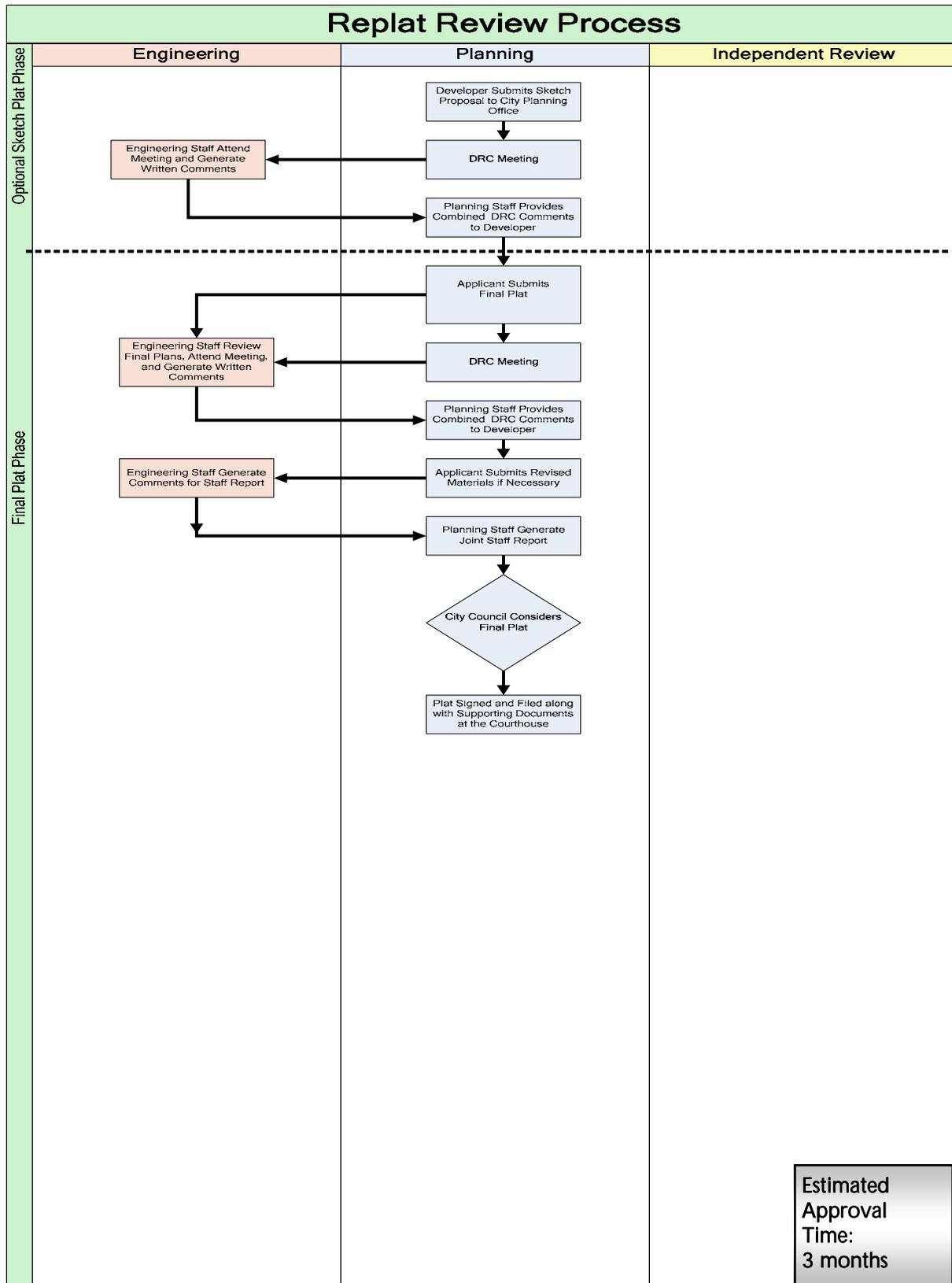
What is the one mile area or “Doughnut Zone”?

The area consisting of the one mile radius outside of the City's contiguous boundary is sometimes referred to as the doughnut zone. Within this area, the City, County, and the Department of Environmental Quality all have concurrent jurisdiction. To help streamline the approval process for developers located in these areas, the developer only needs to seek approval at the County level, using the City's subdivision standards. The Memorandum of Understanding (MOU) between the City and County can be found in Appendix A.

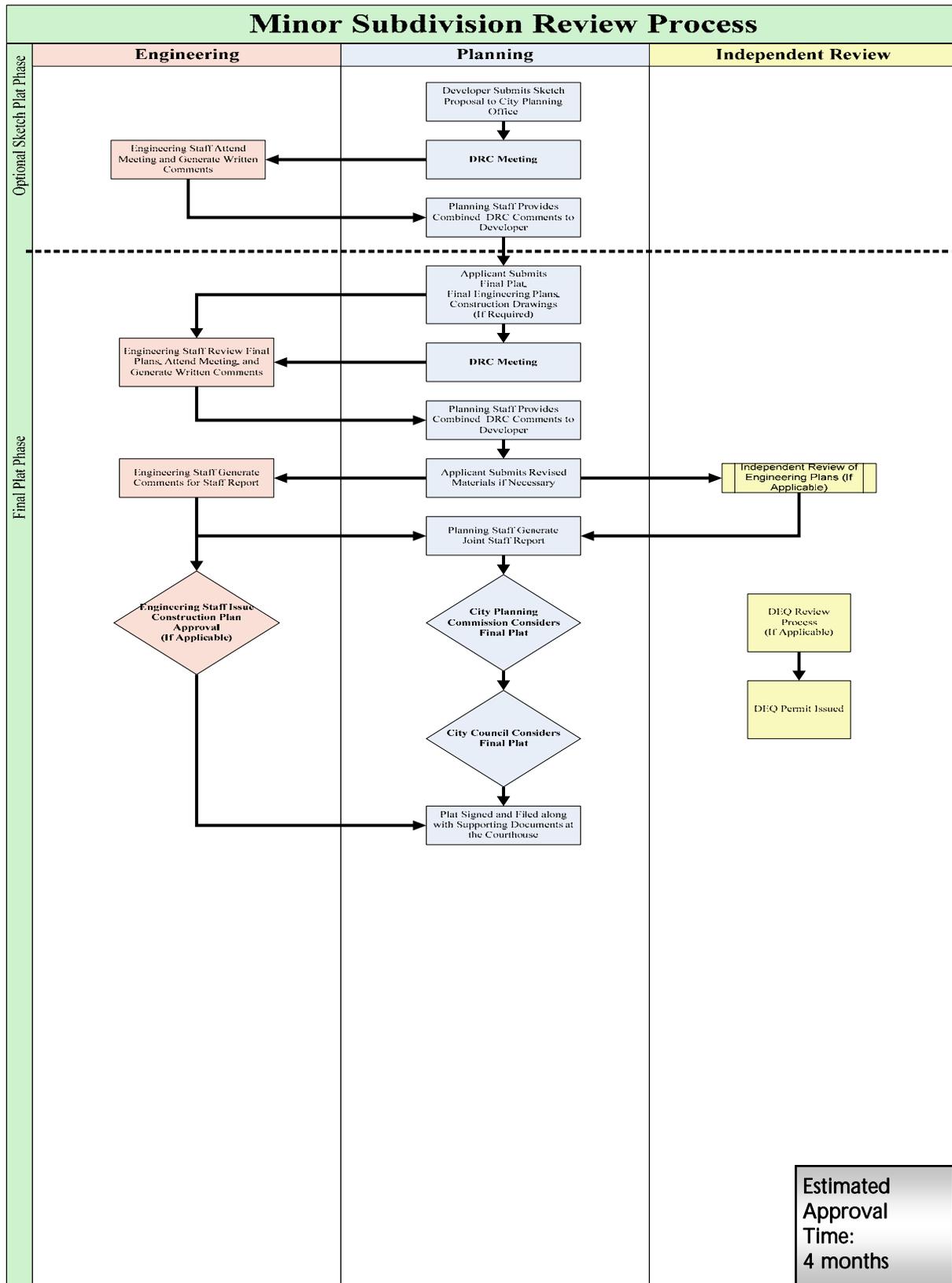
How much does subdividing cost?

The City fees associated with subdivision applications can be found in Appendix A. The Subdivision Plat and associated reports must be prepared by a Surveyor or Engineer. The costs of these documents are usually based on the size and complexity of the property.

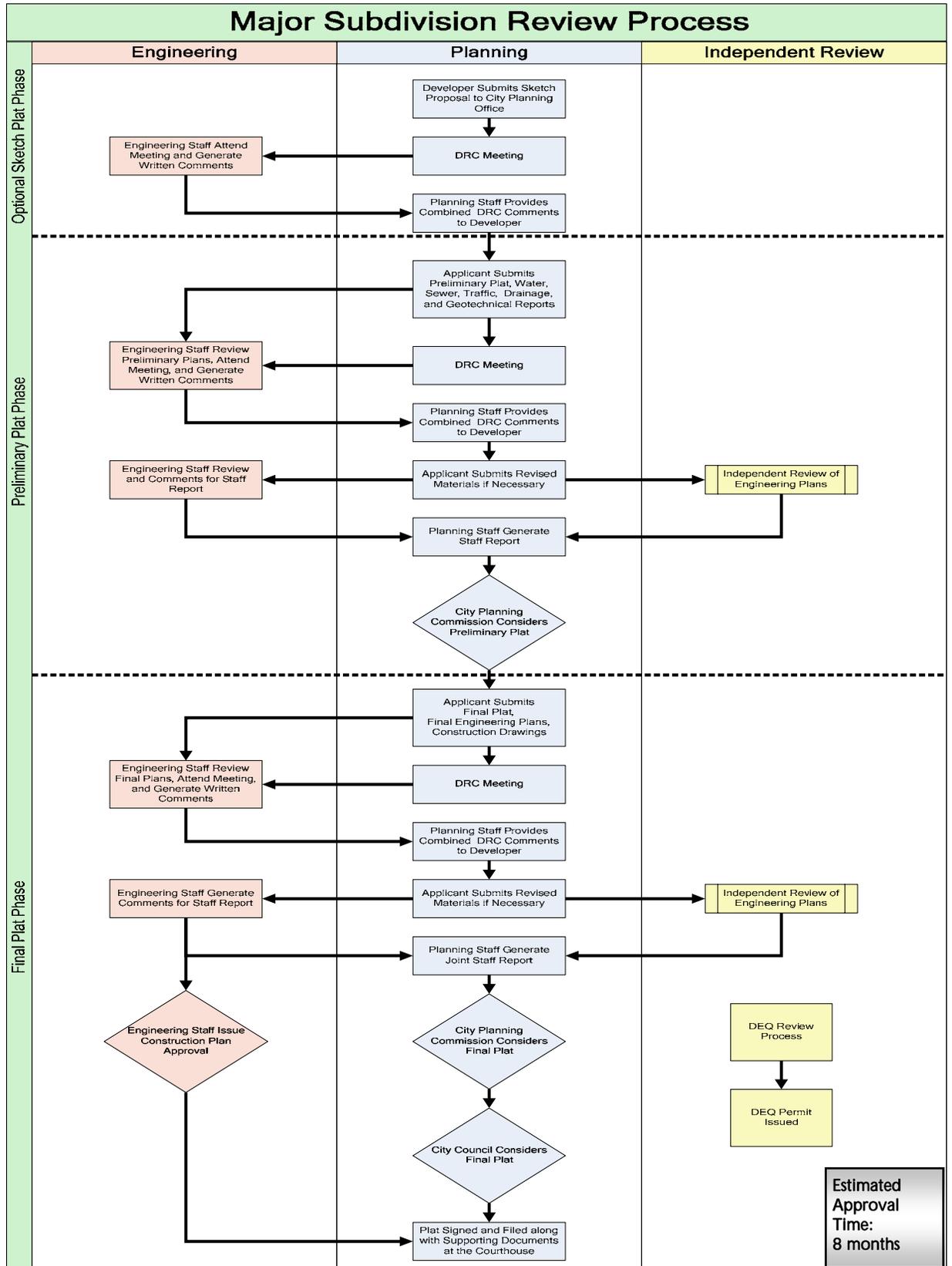
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Step by Step

The following steps outline the typical Replat approval process.

The following steps outline the typical Replat approval process.

Optional

1. The applicant submits a sketch proposal to the City Planning Office.
2. Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.

Required

3. The applicant submits Final Plat Package.
 - a. Final Plat
 - b. Final Plat Fee
4. Planning and Engineering Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.
5. Planning staff provides combined written comments to the Developer.
6. The applicant revises the submittal if necessary and resubmits to the Planning Division.
7. The item is scheduled for the next available City Council Meeting.
8. Planning and Engineering Staff generate joint staff report for City Council.
 - a. Planning Staff sends notification of City Council meeting to neighbors within 300 feet.
 - b. Planning Staff places ad in paper to advertise for City Council (must advertise 7 days prior to scheduled meeting).
9. The City Council considers the Final Plat. If the Plat is approved, it is adopted via resolution requiring a total of one reading before the City Council.
10. The applicant pays a filing fee, submits Certificate of Title and Partial Vacation if necessary, and the approved plat is filed at the County Courthouse.

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The following steps outline the typical Minor Subdivision approval process.

Optional

1. The applicant submits a sketch proposal to the City Planning Office.
2. Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.

Required

3. The applicant submits Final Plat Package.
 - a. Final Plat
 - b. Final Plat Fee
 - c. Traffic Plan (if required)
 - d. Drainage Plan (if required)
 - e. Geotechnical Report (if required)
 - f. Construction Drawings (if required)
4. Planning and Engineering Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.
5. Planning staff provides combined written comments to the Developer.
6. The applicant revises the submittal if necessary and resubmits to the Planning Division.
7. The item is scheduled for the next available Planning Commission Meeting.
8. Planning and Engineering Staff generate joint staff report for Planning Commission.
 - a. Planning Staff sends notification of Planning Commission meeting to neighbors within 300 feet.
 - b. Planning Staff places ad in paper to advertise for Planning Commission.
9. The Planning Commission, after holding a public hearing, makes a recommendation to the City Council regarding the application.
10. The applicant revises the plans if necessary to conform to the Planning Commission recommendations.
11. The item is scheduled for the next available City Council meeting.
12. The City Council acts on the Planning Commission recommendation. If the petition is approved, it is adopted via resolution requiring a total of one reading before the City Council.
13. The applicant pays a filing fee, submits Certificate of Title and Partial Vacation if

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necessary, and the approved plat is filed at the County Courthouse. The following steps outline the typical Major Subdivision approval process.

Optional

1. The applicant submits a sketch proposal to the City Planning Office.
2. Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.

Required – Preliminary Phase

3. The applicant submits Preliminary Plat Package.
 - a. Preliminary Plat
 - b. Preliminary Plat Fee
 - c. Preliminary Water Plan
 - d. Preliminary Sewer Plan
 - e. Preliminary Traffic Plan
 - f. Preliminary Drainage Plan
 - g. Preliminary Geotechnical Report
4. Planning and Engineering Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.
5. Planning staff provides combined written comments to the Developer.
6. The applicant revises the submittal if necessary and resubmits to the Planning Division.
7. The item is scheduled for the next available Planning Commission Meeting.
8. Planning and Engineering Staff generate joint staff report for Planning Commission.
 - A. Planning Staff sends notification of Planning Commission meeting to neighbors within 300 feet.
 - B. Planning Staff places ad in paper to advertise for Planning Commission.
9. The Planning Commission, after holding a public hearing, makes recommendations to the Developer regarding the application
10. The applicant submits Final Plat Package.
 - a. Final Plat
 - b. Final Plat Fee
 - c. Final Water Plan
 - d. Final Sewer Plan
 - e. Final Traffic Plan
 - f. Final Drainage Plan

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g. Final Geotechnical Report

11. Planning and Engineering Staff reviews the application at the Development Review Committee meeting and generates written comments to the developer.
12. Planning staff provides combined written comments to the Developer.
13. The applicant revises the submittal if necessary and resubmits to the Planning Division.
14. The item is scheduled for the next available Planning Commission Meeting.
15. Planning and Engineering Staff generate joint staff report for Planning Commission.
 - A. Planning Staff sends notification of Planning Commission meeting to neighbors within 300 feet.
 - B. Planning Staff places ad in paper to advertise for Planning Commission.
16. The Planning Commission, after holding a public hearing, makes a recommendation to the City Council regarding the application.
17. The applicant revises the plans if necessary.
18. The item is scheduled for the next available City Council meeting.
19. The City Council acts on the Planning Commission recommendation. If the Plat is approved, it is adopted via resolution requiring a total of one reading before the City Council.
20. The applicant pays a filing fee, submits Certificate of Title and Partial Vacation if necessary, and the approved plat is filed at the County Courthouse.

Things to Know

The City's Subdivision Regulations cover the application procedures as well as the specifications for all the documents that are required to be submitted throughout the process. These regulations can be found in Sheridan City Code Appendix B.

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Checklists

Replat

Sketch Plat (optional)

- Submit Sketch Plat to Planning Staff**
- Scheduled for DRC**

Incorporate any comments into final plat submittal.

Final Plat

- Submit Final Plat to Planning Staff**

Items to be included on final plat can be found in Sheridan City Code, Appendix B, Section 403.

- Final Plat Fee**
- Scheduled for DRC**

Address any comments from City Staff and Resubmit Final Plat if necessary.

Revised Final Plat

- Neighbor Notification – 300 feet**

Planning Staff will send out notices.

- Legal Ad City Council – 7 days**

Planning Staff will place ad.

City Council Meeting

- Three Readings in front of City Council**

Filing of Mylar

- Signed Mylar**

Mylar will need to be signed by the surveyor of record, developer/owner, any mortgage holders, the Mayor, and the Director of Public Works.

- Filing Fee**

- Certificate of Title**

Usually prepared by a title company.

- Declaration of Partial Vacation**

This document vacates what was replated from the subdivision it was a part of.

- Filed at Courthouse**

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Minor Subdivision

Sketch Plat (optional)

- Submit Sketch Plat to Planning Staff**
- Scheduled for DRC**

Incorporate any comments into final plat submittal.

Final Plat

- Final Plat**

Items to be included on final plat can be found in Sheridan City Code, Appendix B, Section 403.

- Final Plat Fee**

- Traffic Plan – if required**

A traffic plan is a written report, prepared by an Engineer, describing the expected traffic impacts of the development. Included in the report follows:

- The title “Final Traffic Plan”
- An introduction describing the existing use of the property, the existing zoning, and the proposed changes in zoning and/or development of the property.
- A trip generation analysis determining the existing average trips per day, the morning peak hour trips, and the evening peak hour trips for weekdays.
- A detailed trip generation analysis determining the proposed average trips per day, the morning peak hour trips, and the evening peak hour trips for weekdays.
- Conclusions, Recommendations, and Impacts.
- Map of the Traffic Study Area.

- Drainage Plan – if required**

A drainage plan is a drawing and written report, prepared by an Engineer, demonstrating the impacts to existing drainage onto the proposed development and the impacts to downstream drainage facilities. Included in the report follows:

- The title “Final Drainage Plan”
- Name, address, phone number and business affiliation of the Engineer responsible for the preparation of the drainage plan and report.
- An inventory of existing drainage facilities, both upstream and downstream of the platted area.
- The 100-year flood elevation defined by Federal Emergency Management Agency mapping.
- The 10-year and 100-year storm run-off calculations for all offsite

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drainage areas affected the proposed development

- The 10-year and 100-year storm run-off calculations for the proposed development within the proposed development
- The design and calculations of the drainage control features for the 10-year storm of the proposed development within the platted area, including areas of gutter flow, piped storm drainage, open channels, detention or retention, and the proposed outfall points.

Geotechnical Report – if required

A written report, prepared by an Engineer, evaluating soil types, groundwater depths, suitability for building, and recommendations on foundations types and paving sections.

Construction Drawings – if required

Plan and Profile drawings of streets, utilities, grading, and details.

Scheduled for DRC

Incorporate any comments into final plat submittal.

Revised Final Plat

Neighbor Notification – 300 feet

Planning Staff will send out notices.

Legal Ad City Council – 7 days

Planning Staff will place ad.

Planning Commission Meeting

Planning Commission will make a recommendation to the City Council.

Neighbor Notification – 300 feet

Planning Staff will send out notices.

Legal Ad City Council – 7 days

Planning Staff will place ad.

City Council Meeting

Three Readings in front of City Council

Filing of Mylar

Signed Mylar

Mylar will need to be signed by the surveyor of record, developer/owner, any mortgage holders, the Mayor, and the Director of Public Works.

Filing Fee

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- **Certificate of Title**
Usually prepared by a title company.
- **Declaration of Partial Vacation**
This document vacates what was replatted from the subdivision it was a part of.
- **Signed Subdivision Agreement – if applicable**
City Staff will prepare an agreement with a developer to be signed and recorded with the plat.
- **Financial Assurances – if applicable**
If public improvements are to be made by the developer, the city will require them to put up a letter of credit equal to 110% of the improvement cost.
- **Filed at Courthouse**
- **LOC Reduction**
Once preliminary acceptance has been made by the City (underground utilities are in), the developer can request their letter of credit be reduced to 25% of the original value or the remaining construction costs, whichever is greater.
- **Final Acceptance – Infrastructure**
- **Warranty LOC**

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Major Subdivision

Sketch Plat (optional)

- Submit Sketch Plat to Planning Staff**
- Scheduled for DRC**
 - Incorporate any comments into final plat submittal.

Preliminary Plat

- Preliminary Plat**
 - Items to be included on final plat can be found in Sheridan City Code, Appendix B, Section 402.
- Preliminary Plat Fee**
- Engineering Review Fee**
- Preliminary Water Plan**
 - A drawing depicting the proposed water distribution system, and a written report discussing the impacts on the existing water system, with a model demonstrating the impact, both prepared by an Engineer.
- Preliminary Sewer Plan**
 - A drawing depicting the proposed sewer collection system, and a written report discussing the impacts on the existing sewer system, with calculations demonstrating the impacts, both prepared by an Engineer.
- Preliminary Traffic Plan**
 - A traffic plan is a written report, prepared by an Engineer, describing the expected traffic impacts of the development. Included in the report follows:
 - The title “Preliminary Traffic Plan”
 - An introduction describing the existing use of the property, the existing zoning, and the proposed changes in zoning and/or development of the property.
 - A trip generation analysis determining the existing average trips per day, the morning peak hour trips, and the evening peak hour trips for weekdays.
 - A detailed trip generation analysis determining the proposed average trips per day, the morning peak hour trips, and the evening peak hour trips for weekdays.
 - Conclusions, Recommendations, and Impacts.
 - Map of the Traffic Study Area.

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□ **Preliminary Drainage Plan**

A drainage plan is a drawing and written report, prepared by an Engineer, demonstrating the impacts to existing drainage onto the proposed development and the impacts to downstream drainage facilities. Included in the report follows:

- The title "Preliminary Drainage Plan"
- Name, address, phone number and business affiliation of the Engineer responsible for the preparation of the drainage plan and report.
- An inventory of existing drainage facilities, both upstream and downstream of the platted area.
- The 100-year flood elevation defined by Federal Emergency Management Agency mapping.
- The 10-year and 100-year storm run-off calculations for all offsite drainage areas affected the proposed development
- The 10-year and 100-year storm run-off calculations for the proposed development within the proposed development
- Conceptual drainage control features for the 10-year storm of the proposed development within the platted area, including areas of gutter flow, piped storm drainage, open channels, detention or retention, and the proposed outfall points.

□ **Preliminary Geotechnical Report**

A written report, prepared by an Engineer, evaluating soil types, groundwater depths, suitability for building, and recommendations on foundations types and paving sections.

□ **Scheduled for DRC**

Incorporate any comments into preliminary plat submittal.

Revised Preliminary Plat

□ **Neighbor Notification – 300 feet**

Planning Staff will send out notices.

□ **Legal Ad City Council – 7 days**

Planning Staff will place ad.

□ **Planning Commission Meeting**

Planning Commission will make a recommendation to the City Council.

Final Plat

□ **Submit Final Plat to Planning Staff**

Items to be included on final plat can be found in Sheridan City Code, Appendix B, Section 403.

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□ **Final Plat Fee**

□ **Final Water Plan**

A drawing depicting the proposed water distribution system in both plan and profile views, and a written report discussing the impacts on the existing water system, with a model demonstrating the impact, both prepared by an Engineer.

□ **Final Sewer Plan**

A drawing depicting the proposed sewer collection system in both plan and profile views, and a written report discussing the impacts on the existing sewer system, with calculations demonstrating the impacts, both prepared by an Engineer.

□ **Final Traffic Plan**

A traffic plan is a written report, prepared by an Engineer, describing the expected traffic impacts of the development. Included in the report follows:

- The title "Final Traffic Plan"
- An introduction describing the existing use of the property, the existing zoning, and the proposed changes in zoning and/or development of the property.
- A trip generation analysis determining the existing average trips per day, the morning peak hour trips, and the evening peak hour trips for weekdays.
- A detailed trip generation analysis determining the proposed average trips per day, the morning peak hour trips, and the evening peak hour trips for weekdays.
- Conclusions, Recommendations, and Impacts.
- Map of the Traffic Study Area.

□ **Final Drainage Plan**

A drainage plan is a drawing and written report, prepared by an Engineer, demonstrating the impacts to existing drainage onto the proposed development and the impacts to downstream drainage facilities. Included in the report follows:

- The title "Final Drainage Plan"
- Name, address, phone number and business affiliation of the Engineer responsible for the preparation of the drainage plan and report.
- An inventory of existing drainage facilities, both upstream and downstream of the platted area.
- The 100-year flood elevation defined by Federal Emergency Management Agency mapping.
- The 10-year and 100-year storm run-off calculations for all offsite

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drainage areas affected the proposed development

- The 10-year and 100-year storm run-off calculations for the proposed development within the proposed development
- The design and calculations of the drainage control features for the 10-year storm of the proposed development within the platted area, including areas of gutter flow, piped storm drainage, open channels, detention or retention, and the proposed outfall points.

□ **Final Geotechnical Report**

A written report, prepared by an Engineer, evaluating soil types, groundwater depths, suitability for building, and recommendations on foundations types and paving sections.

□ **Final Street Improvement Plans**

A plan and profile drawing, prepared by an Engineer, showing any street improvements onsite and offsite.

□ **Final Grading Plans**

A plan, prepared by an Engineer, showing existing and proposed contours within the proposed development.

□ **Scheduled for DRC**

Address any comments from City Staff and Resubmit Final Plat.

Revised Final Plat

□ **Neighbor Notification – 300 feet**

Planning Staff will send out notices.

□ **Legal Ad City Council – 7 days**

Planning Staff will place ad.

Planning Commission Meeting

Planning Commission will make a recommendation to the City Council.

□ **Neighbor Notification – 300 feet**

Planning Staff will send out notices.

□ **Legal Ad City Council – 7 days**

Planning Staff will place ad.

City Council Meeting

□ **Three Readings in front of City Council**

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Filing of Mylar

Signed Mylar

Mylar will need to be signed by the surveyor of record, developer/owner, any mortgage holders, the Mayor, and the Director of Public Works.

Filing Fee

Certificate of Title

Usually prepared by a title company.

Declaration of Partial Vacation

This document vacates what was replatted from the subdivision it was a part of.

Signed Subdivision Agreement – if applicable

City Staff will prepare an agreement with a developer to be signed and recorded with the plat.

Financial Assurances – if applicable

If public improvements are to be made by the developer, the city will require them to put up a letter of credit equal to 110% of the improvement cost.

Filed at Courthouse

LOC Reduction

Once preliminary acceptance has been made by the City (underground utilities are in), the developer can request their letter of credit be reduced to 25% of the original value or the remaining construction costs, whichever is greater.

Final Acceptance – Infrastructure

Warranty LOC

Chapter 7- Planned Unit Development

Background

What is a Planned Unit Development?

The Planned Unit Development (PUD) is a concept to provide opportunities for developers to create subdivisions using flexible land development standards to create desirable environments. The PUD concept has been developed to encourage the applicants to use new techniques and technologies to plan and develop a property containing one or more structures to accommodate residential, commercial, or business uses.

Why would I want to do a PUD?

A Planned Unit Development concept is designed to allow redevelopment of existing sites by approving a plan that reduces setbacks and road width to allow new residential development that matches the character of existing neighborhoods. A PUD also allows for development in areas that may be difficult to economically develop otherwise. By allowing a developer to increase density on a property, undevelopable land associated with the project can remain open space and the developer can attain the same overall density possible under traditional zoning districts.



Do I need to submit a Preliminary Plat in addition to the PUD Conceptual Map?

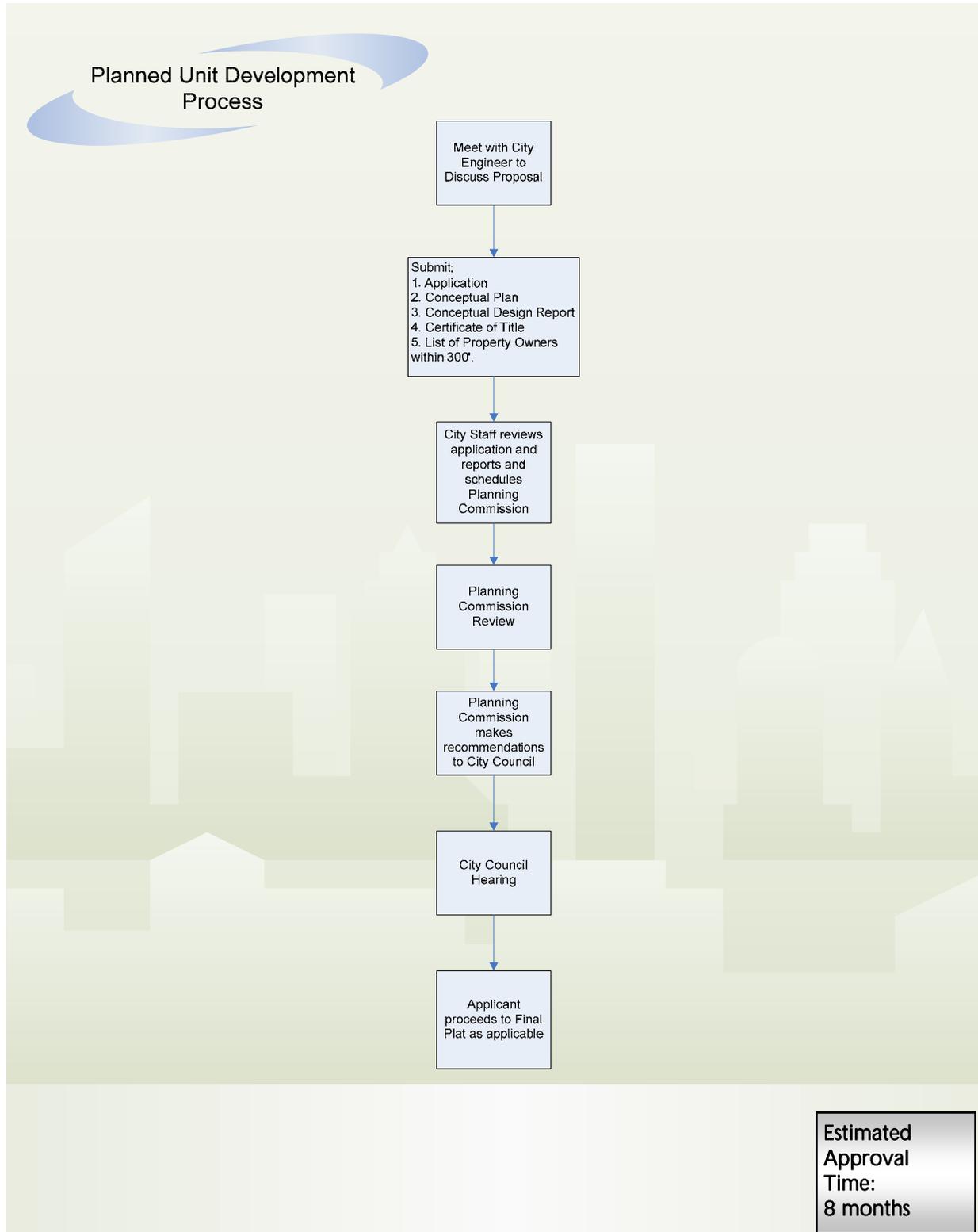
The PUD Conceptual process is used in lieu of the Preliminary Plat phase of a subdivision. Once the PUD Conceptual Plan and Report are approved by the Planning Commission and City Council, the applicant may begin the Final Plat process (See Chapter 6).

Does my property need to be zoned in a particular way to be able to do a PUD?

The PUD may be proposed as a substitute for the current zoning, unless otherwise restricted. By using a PUD as a zone, it allows a developer to mix uses, increase densities by incorporating open spaces, and create desirable living and working environments.

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The Process



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Step by Step

The following steps outline the typical PUD approval process.

1. Meet with the City Engineer to discuss the proposal prior to submission of any application.
2. Submit, prior to the development of an existing or proposed PUD within the Sheridan City limits, the items below:

A. A conceptual plan, conceptual design report, and application.

- ◆ Names and addresses of all abutting and all property owners within a 300 foot radius of the perimeter of the site, not including right-of-ways.
- ◆ Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.
- ◆ Verification that information regarding the proposed development has been properly posted at the site.

B. The Conceptual plan shall include:

- ◆ Legal description of the proposed site;
- ◆ Proposed and existing zoning of the site and adjacent properties;
- ◆ Existing utilities and structures;
- ◆ Utility capacity and volume demands for proposed site (water, sewer, storm sewer, etc.);
- ◆ Anticipated traffic generated from the proposed development;
- ◆ Proposed right-of-way, open space/park dedication areas, buffer zones, parking, and specific land uses layout and area defined;
- ◆ A written statement by the developer explaining the objectives to be achieved by the Planned Unit Development and the overall density for the PUD as well as the ratio of open space to developed areas;
- ◆ Scale of one (1) inch = one hundred (100) feet or larger and north directional arrow; and
- ◆ Stamp of Licensed Surveyor or Professional Engineer.

C. The Conceptual Design Report shall include, but may not be limited to:

- ◆ Uses specifically prohibited and/or allowed;
- ◆ General description and responsible party for the construction and maintenance physical improvements (constructed during the site development stage of the project) including, but not limited to: streets, utilities, storm drainage systems, signs, sidewalks and/or pedestrian ways, buffer zones, landscaping, and other improvements such as tennis courts, parks, etc.
- ◆ Schedule for project completions.
- ◆ An explanation of the objectives to be achieved by the Planned Unit Development.
- ◆ A statement of architectural theme and building type, distinguishing the

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uses of single-family dwellings, multifamily dwellings, townhouses, condominiums, and commercial structures.

- ◆ A program describing the uses and activities to be permitted within each area,
- ◆ including the following:
 - The type, sizes, and mixture of dwelling units.
 - The acreage or square footage of each use, including non-residential parking, roadways, easements, rights-of-way, and recreational areas.
 - The number of off-street parking spaces.
 - Any other applicable restrictions such as building setbacks, height limits, access, grades, or widths of roads.
 - The overall density for the entire Planned Unit Development, as well as the ratio of open space in areas to be developed, stated on a percentage basis, including the number of square feet.
 - A written statement by a registered, professional engineer, which shall describe the following:
 - ◇ The proposed method and arrangement for connecting to the municipal water system, and the projected usage and needs.
 - ◇ The proposed method and arrangement for connecting to the municipal sewer system, and the projected usage and needs.
 - ◇ The soil, geological and ground water conditions of the site; and the manner in which storm drainage will be handled.
 - ◇ Traffic generation data and recommendations for controlling impact.

3. If the PUD is to be developed in stages, a description of each stage and an estimated date of completion for each stage. Any change or alteration in the design of the PUD or completion will require the owner to submit an amended plan in compliance with the most current rules and regulations adopted by the City.

Subdivision Regulations: If the Planned Unit Development is to be subdivided, the Subdivision Regulations of the City of Sheridan shall apply. Please See Chapter 6 for Subdivision Regulations.

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Things to Know

- ◆ The minimum land area for a PUD site is one and one-half acres in size (smaller land area may be permitted with written approval by the Planning Commission and City Council).
- ◆ Minimum lot area, width, and yard requirements of other districts do not apply in the PUD or PUD overlay.
- ◆ A minimum of the following total land areas shall be retained as usable open space:
 - ◇ Residential Uses: Twenty percent (20%) of the total land area.
 - ◇ Commercial: Fifteen percent (15%) of the total land area.
 - ◇ Roadways and required parking and yard areas cannot be included in the open space requirements.
- ◆ A Planned Unit Development District can be used in three situations.
 - ◇ Zoning property PUD upon annexation.
 - ◇ Rezoning property from an existing residential or B-1 District to PUD.
 - ◇ Developing a property as a PUD overlay in an existing residential or B-1 District where the permitted uses of the existing district apply.
- ◆ The maximum building height shall not exceed four (40 stories) or forty (40) feet for residential uses, or eight (8) stories or seventy-five (75) feet for commercial uses, unless approved by City Council.
- ◆ The maximum residential development density of a PUD or PUD overlay shall not exceed twenty (20) dwelling units per acre unless approved by City Council.
- ◆ There are no maximum density requirements for business type PUDs or PUD overlays.

The Council and Planning Commission use the following criteria to determine if the PUD adheres to the standards set forth by the municipal code:

- ◆ Be compatible with the goals and policies of the City Master Plan and other applicable adopted plans and policies.
- ◆ Be compatible with the area surrounding the project site and place no greater demand on existing City facilities and services than can be furnished by the City.
- ◆ Promote the efficient use of lands by means of more economical arrangement of buildings/lots, circulation systems, land uses, densities, and utilities.
- ◆ Provide for useable and suitably located open space such as, but not limited to. Bicycle paths, playground areas, courtyards, tennis courts, swimming pools, planned gardens, outdoor seating areas, outdoor picnic areas, and similar open space.

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- ◆ Demonstrate flexibility and quality in design to permit diversification in the location, type and uses of structures.
- ◆ Combine and coordinate architectural styles, building forms, and building relationships within the development and in concert with adjacent and surrounding land and development.
- ◆ Minimize impact on adjacent zoning districts by limiting building heights, providing screening and/or other buffers.
- ◆ Preserve and utilize where possible, existing landscape features and amenities and encourage the harmonious combination of such features with structures and other improvements.
- ◆ Be designed and developed as a whole under the control of one (1) owner, partnership, corporation, or agency.
- ◆ Consist of such a mixture of uses, density, or characteristic or creative design.
- ◆ Constitute a buffer zone between existing land uses and existing zones.



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Checklist

- **Schedule meeting with City Engineer to discuss proposal.**

Conceptual Phase

- **Application**
- **Names and addresses of all property owners within a 300 foot radius of the perimeter of the site.**
- **Certificate of Title**
Usually prepared by a title company.
- **Verification that information regarding the proposed development has been properly posed at the site.**

- **Conceptual Plan**

A Conceptual Plan is a drawing demonstrating the proposed development of the property. Also included on the drawing follows:

- ◆ Legal description of the proposed site;
- ◆ Proposed and existing zoning of the site and adjacent properties;
- ◆ Existing utilities and structures;
- ◆ Utility capacity and volume demands for proposed site (water, sewer, storm sewer, etc.);
- ◆ Anticipated traffic generated from the proposed development;
- ◆ Proposed right-of-way, open space/park dedication areas, buffer zones, parking, and specific land uses layout and area defined;
- ◆ A written statement by the developer explaining the objectives to be achieved by the Planned Unit Development and the overall density for the PUD as well as the ratio of open space to developed areas;
- ◆ Scale of one (1) inch = one hundred (100) feet or larger and north directional arrow; and
- ◆ Stamp of Licensed Surveyor or Professional Engineer.

- **Conceptual Design Report**

A Conceptual Design Report is a written report, describing the project in detail. Included in the report follows:

- ◆ Uses specifically prohibited and/or allowed;
- ◆ General description and responsible party for the construction and maintenance physical improvements;

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- ◆ Schedule for project completions;
- ◆ An explanation of the objectives to be achieved by the Planned Unit Development;
- ◆ A statement of architectural theme and building type;
- ◆ The type, sizes, and mixture of dwelling units;
- ◆ The acreage of each use, including nonresidential parking, roadways, easements, rights-of-way, and recreational areas;
- ◆ The number of off-street parking spaces;
- ◆ Any other applicable restrictions such as building setbacks, height limits, access, grades, or widths of roads;
- ◆ Overall density for the entire Planned Unit Development, as well as the ratio of open space in areas to be developed stated on a percentage basis, including the number of square feet.;
- ◆ A written statement by a registered, professional engineer, which shall describe the following:
 - ◆ The proposed method and arrangement for connecting to the municipal water system, and the projected usage and needs.
 - ◆ The proposed method and arrangement for connecting to the municipal sewer system, and the projected usage and needs.
 - ◆ The soil, geological and ground water conditions of the site; and the manner in which storm drainage will be handled.
 - ◆ Traffic generation data and recommendations for the controlling impact.
- ◆ A description of each stage of development and estimated date of completion if applicable.

Approvals Process

- **Neighbor Notification – 300 feet**
Planning Staff will send out notices.
- **Legal Ad Planning Commission – 15 days**
Planning Staff will place ad.

Planning Commission Meeting

Planning Commission will make a recommendation to the City Council.

- **Neighbor Notification – 300 feet**
Planning Staff will send out notices.
- **Legal Ad City Council – 15 days**
Planning Staff will place ad.

City Council Meeting

- **One Reading in front of City Council**

If approved by Council, applicant begins Final Plat process (see Chapter 6).

Chapter 8- Joint Approvals

Background

What is the “Memorandum of Understanding Between Sheridan County and the City of Sheridan Regarding Extra-Territorial Jurisdiction Within One Mile of the Contiguous Corporate Limits?”

The Memorandum of Understanding (MOU) between the County and the City was adopted in December of 2007. This document was prepared by the County in effort to streamline the subdivision review and approval process.

My property is not in the City, why do I have to go to City Council and adhere to City Standards?

It is anticipated that development that occurs within the one-mile radius of the corporate limits will someday be within the municipal limits of Sheridan. Therefore these properties should be developed using the City Standards and receive approval from City Council so that they will adhere to all regulations and guidelines if they are annexed into the City in the future.



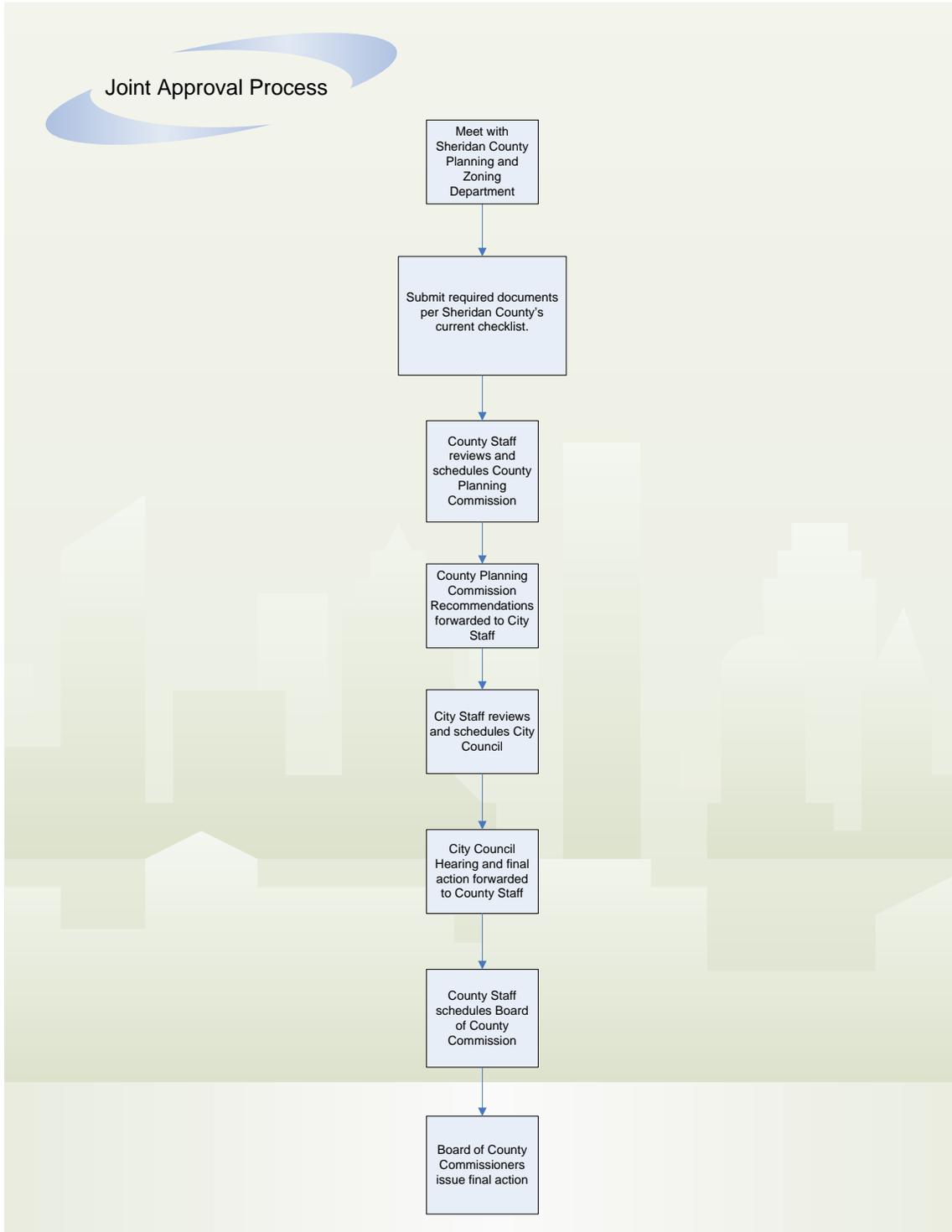
Will my subdivision be served by City water and sewer since I have to go through their approvals?

If water and sewer are available, a request can be made to the City to be serviced by these utilities. The City may require the developer to sign a pre-annexation agreement in exchange for connecting to the water and sewer. If water and sewer has not yet been extended to the property, the developer should design their subdivision so that if the property does become part of the municipal limits, these utilities can be easily added.

What is a Pre-Annexation Agreement?

A pre-annexation agreement is a document prepared by the City to be signed by the developer stating that if the corporate limits reach the proposed subdivision, the developer will apply for annexation. The City will most likely have any property owner that connects to municipal utilities sign this agreement.

The Process



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Step by Step

The following steps outline the typical joint approval process.

1. Meet with the Sheridan County Planning and Zoning Department to discuss the project prior to submission of any application.
2. Submit material as required by Sheridan County Planning and Zoning.
3. Development goes in front of the Sheridan County Planning Commission for recommendation.
4. All subdivision documents and recommendations will be immediately forwarded to City staff for review and be placed on the next available City Council meeting.
5. City Staff will forward the City Council's final action in writing to County staff for placement on the Board of County Commissioner's agenda for consideration.

Things to Know

It is required that any existing county roads and subdivision roads that are currently in easement only be dedicated to the public as rights-of-way.

- Financial assurances for the subdivision shall list both the County of Sheridan and the City of Sheridan as beneficiaries in case of default for the required infrastructure under each of the jurisdictions.
- If the subdivision is denied by Sheridan Area Water Supply (SAWS) for service, the subdivision may request water service from the City if available.
- City Subdivision Standards will apply to developments within the one-mile radius. If an area is being developed that wastewater collection and treatment is not planned for extension, the City will allow a rural-type road section.

Chapter 9- Annexation Process

Background

What is an annexation?

Annexation is the process by which cities extend their municipal services, regulations, voting privileges, and taxing authority to new territory.

Why would I want to annex my property into the City?

By annexing property into the City, a property owner may become eligible for municipal services such as water and sewer as well as reduced rates for certain services. Property that is annexed into city limits can also avoid the joint review process when subdividing.

Can anyone annex their property into the City?

In order to be considered by the City to be annexed, there are a few criteria that must be met. First, the area sought to be annexed must be contiguous with or adjacent to the City of Sheridan limits. Also, the area being annexed must be a logical and feasible addition to the City and the extension of basic utilities and services must be available to the property.



What are the three different types of applications?

There are three different types of applications currently used by the City of Sheridan. The first is a Landowner Initiated Annexation. This application will require the landowner to submit an application, fee, petition, annexation map, and an engineering report.

The other two types of applications are City Initiated Annexations, with either privately owned property or city owned property. The City prepares the annexation documents in these two instances.

How long does it take to go through the annexation process?

By state statute, once the required application, report, and map has been submitted to the city, the clerk's office certifies the petition and the public hearing must take place within 180 days.

Can I annex land that does not belong to me?

In some instances in the county, parcels have become landlocked, creating islands with different

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landowners. If the majority of landowners owning a majority of the area sought to be annexed sign the petition, it is possible to apply for annexation. However, the City of Sheridan strongly recommends anyone in this situation approach their neighbors and talk with city staff before proceeding in this manner.

Property owners being annexed against their will may protest the action.

Who prepares an annexation application?

A surveyor and engineer licensed in the State of Wyoming will be required to complete the an

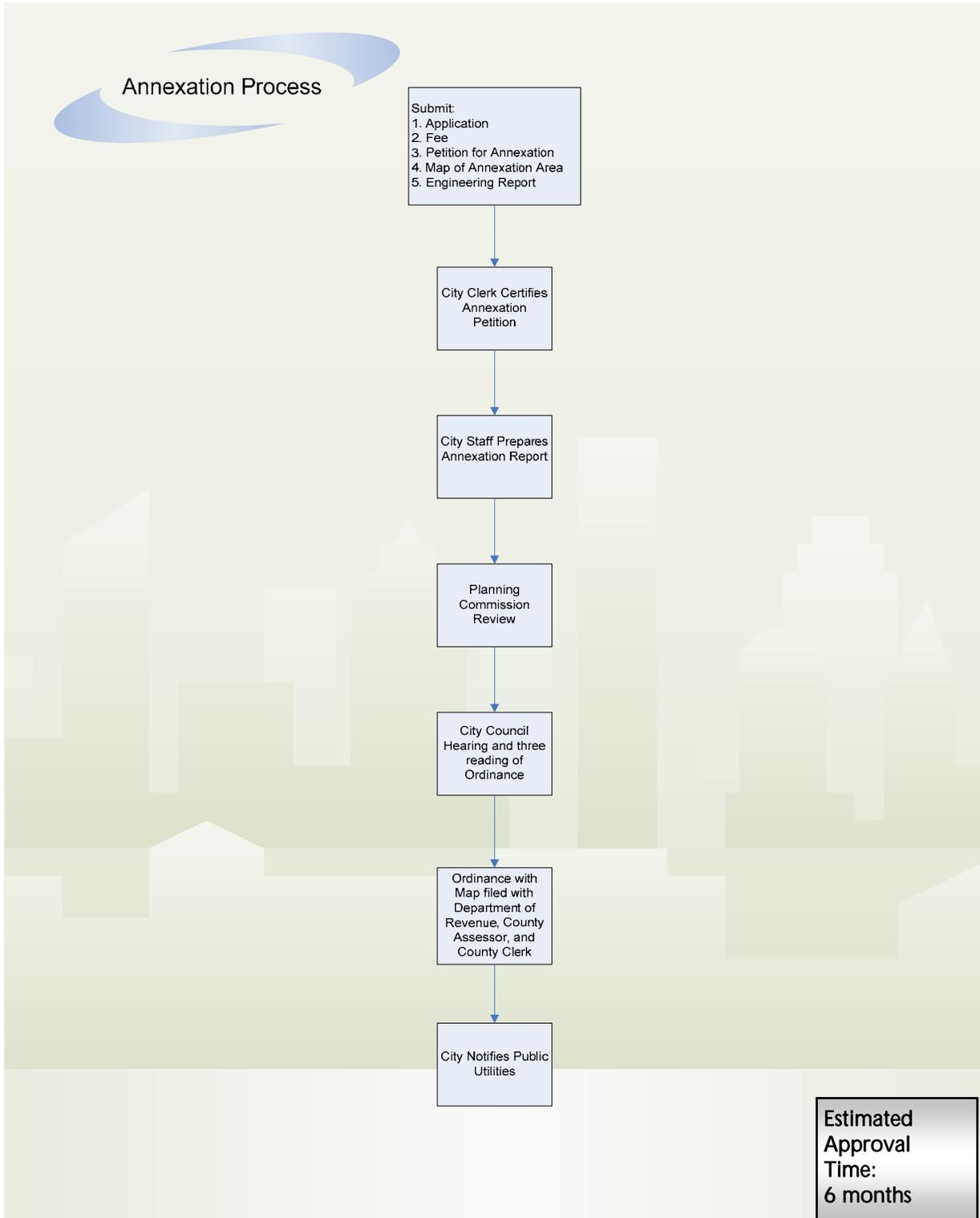
nexation package. A surveyor will provide the annexation plat, which shows the monumented property boundary and legal description, and an engineer will prepare the engineered reports required by the City.

How much does annexation cost?

The City requires a fee of \$1000 to review the application. The range of cost will vary for the surveyor and engineer depending on the size and complexity of the project.

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The Process



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Step by Step

The following steps outline the typical Annexation approval process.

1. The applicant submits Annexation Package.
 - a. Application
 - b. Annexation Fee
 - c. Petition for Annexation
 - d. Map of Annexation Area
 - e. Engineering Report
2. The City Clerk certifies the Annexation Petition.
3. The City Staff will prepare an annexation report.
4. The annexation is scheduled for the next available Planning Commission meeting
5. Planning and Engineering Staff generate joint staff report for Planning Commission.
 - a. Planning Staff sends notification of Planning Commission meeting to all County residents within a half mile.
 - b. Planning Staff places ad in paper to advertise for Planning Commission.
6. The Planning Commission, after holding a public hearing, makes a recommendation to the City Council regarding the application.
7. The annexation is scheduled for the next available City Council meeting.
8. Planning and Engineering Staff generate joint staff report for City Council.
 - a. Planning Staff sends notification of City Council meeting to all County residents within a half mile (must occur 20 business days prior to the hearing).
 - b. Planning Staff places ad in paper to advertise for City Council (must advertise 15 business days prior to scheduled meeting).
9. The City Council considers the Annexation. If the annexation is approved, it is adopted via ordinance requiring a total of three readings before the City Council.
10. The Ordinance with map is filed with the Department of Revenue, County Assessor, and the County Clerk.

Things to Know

The City of Sheridan uses Wyoming State Statute sections 15-1-401 thru 15-1-420 as their guide to annexations and can be referred to for a more in depth look at the regulations.

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CHECKLIST TO ANNEX TO THE CITY OF SHERIDAN

The applicant must set up a pre-application meeting with staff of the Public Works and the Planning Department. Call the Planning Division Office Assistant at (307) 674-6483, ext. 226 for scheduling.

After the pre-application meeting, the applicant must submit the following information:

- Development Review Application for Annexation;**
- Fee of \$1000 along with fee sheet;**
- Annexation plat (12 copies);**
- Petition for annexation signed by *all* affected property owners;**
- Document stating that each signer of the petition is a land owner within the proposed annexation, along with a legal description for each owner;**
- List of all property owners within ½ mile of the property to be annexed;**
- Legal description of the property to be annexed; and**
- The following information for the annexation report**
 - ◆ estimated commercial acreage
 - ◆ estimated commercial square footage
 - ◆ estimated net residential acreage
 - ◆ estimated residential density
 - ◆ estimated number of residential lots
 - ◆ estimated open space
 - ◆ estimated acreage for other services such as schools...etc.
 - ◆ estimated cost of public improvements as follows
 - ◆ right-of-way grading estimated l.f. and cost/l.f.
 - ◆ sanitary sewer (onsite) estimated l.f. and cost/l.f.
 - ◆ sanitary sewer (offsite) estimated l.f. and cost/l.f.
 - ◆ water lines (onsite) estimated l.f. and cost/l.f.
 - ◆ water lines (offsite) estimated l.f. and cost/l.f.
 - ◆ storm drain estimated costs
 - ◆ curb/gutter/sidewalks estimated l.f. and cost/l.f.
 - ◆ paving estimated l.f. and cost/l.f.
 - ◆ misc. with explanation
- The information submitted is routed to the Development Review Committee (DRC), School District, Mosquito Control District and all other public entities that may be affected by this annexation, as required by 15-1-402§.**

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- **Staff will prepare the annexation report.**
- **When all complete documents have been submitted and staff has all the necessary information to complete the annexation report, the City Clerk will certify that all information has been submitted. Within 180 days of the Clerk's certification, staff will schedule at least one and possibly more annexation hearings before the Planning Commission. The meeting is advertised by public notice at least two times in 15 days prior to the meeting.**
- **A notice of intent to annex is sent to surrounding property owners by staff.**
- **After the Planning Commission hearing, the annexation is scheduled for hearing before the City Council. Findings for annexation and an ordinance to annex are proposed. This meeting is also advertised by public notice fifteen business days in advance.**
- **The territory is annexed by ordinance, requiring 3 readings by the City Council.**

Chapter 10-Appeals Process

Background

What is an appeal?

An appeal is a request for review of a staff determination, or decision made by the Fire and Building Board of Appeals, Planning Commission, Board of Adjustment, or City Council

What can be appealed?

The following determinations and decisions may be appealed:

- ◆ The determination by staff on a building application.
- ◆ The determination by staff on the development process (i.e. subdivisions etc.)
- ◆ Any decision made by the Fire and Building Board of Appeals, Planning Commission, Board of Adjustment, or City Council.

Who may appeal?

Anyone who has submitted an application for a building permit or development process (i.e. subdivision) upon which an oral or written determination or decision has been made which the applicant is not satisfied.

Step by Step

A. Building Permit Application

Appealing Staff Determination

To appeal a determination made by staff on a Building Permit application the following steps must be followed:

- ◆ A request for an appeal must be submitted in writing to the city clerk's office. (The request should include a description of staff's determination, any relevant section of code (if known), and specific relief being sought.) This last sentence is in parentheses because it is not included in code but may be helpful to include here.
- ◆ The Appeals Board will then consider the appeal within fifteen (15) business days of the filing of the written appeal.
- ◆ A decision of the Appeals Board is issued within five (5) business days of the hearing.

Scope of review by the Appeals Board

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The Appeals Board shall review an appeal primarily based on the intent of the city of Sheridan Code using a standard of reasonableness, and shall consider alternative methods to satisfy the intent of the Code that are presented by the appellant.

What if this time frame for review of an appeal may incur substantial economic injury to the appellant?

If the appellant believes that waiting for up to twenty (20) days for a decision from the Appeals Board may cause substantial economic injury, the appellant may request an expedited hearing to be held within two (2) business days. This is accomplished by:

- ◆ Submitting a written request for an appeal to the city clerk's office with a clear statement that an expedited hearing is requested due to the belief that not receiving an expedited appeal may cause substantial economic injury.
- ◆ The Appeals Board will then either hear the appeal within two (2) days and rule on the hearing at the immediate conclusion of the hearing, or the Appeals Board may determine more time is needed to consider the appeal, or the Appeals Board may determine the appellant will not suffer substantial economic injury and postpone further proceedings to the standard period for appeal as detailed above.

Appealing Fire and Building Code Boards of Appeals Decisions

If either party within the appeal wishes to appeal the Appeals Board's decision, they may do so as detailed here:

- ◆ Within thirty (30) days of the Appeal Board's decision a written request of appeal must be submitted to the city clerk's office.
- ◆ The matter will then be placed on the next agenda of City Council for their review.
- ◆ City Council may then affirm (agree with the decision), deny (disagree with the decision), modify (change) or remand (send the appeal back to the Appeals Board) the determination.
- ◆ City Council's decision is the final decision and may not be further appealed.

B. Development Application (i.e. Subdivision)

Appealing Staff Determination

To appeal a determination made by staff within the development application process (i.e. a subdivision), the following steps must be followed:

- ◆ A request for an appeal must be submitted in writing to the Planning Commission within thirty (30) days of the staff determination.
- ◆ The appeal will then be placed on the next regularly scheduled Planning Commission meeting

City of Sheridan

Developer's Handbook

- ◆ The Planning Commission may then affirm (agree with staff's determination), deny (disagree with staff's determination), modify (change), or remand (send the determination back to staff) the determination.

Scope of Review by the Planning Commission

The Planning Commission shall review an appeal primarily based on the intent of the city of Sheridan Code within a standard of reasonableness, and shall consider alternative methods presented by the appellant to satisfy the intent of the Code.

Appealing Planning Commission Decision

To appeal a decision made by the Planning Commission, the following steps must be followed:

- ◆ A request for an appeal stating specifically what relief is requested must be submitted in writing to the city clerk's office within thirty (30) days of the Planning Commission's decision.
- ◆ The appeal will then be considered at a regularly scheduled City Council meeting.
- ◆ City Council's decision is the final decision and may not be appealed further.

C. Zoning Ordinance Interpretation

Appealing Staff Determination

To appeal a determination made by staff within the regulations found in Sheridan City Code Appendix A (Zoning), the following steps must be followed:

- ◆ A request for appeal must be submitted to the Planning Office within 30 days.
- ◆ The appeal will be considered at the next available Board of Adjustments meeting (subject to availability of a court reporter).
- ◆ The Board of Adjustments decision is final and may not be further appealed.

D. Things to Know

There is a timeframe within which to file an appeal. If this time frame has lapsed the appeal will not be heard.

City Code Chapter 29 Appeal Procedure for Building & Development Processes, covers the procedures for appeals to building and development processes.

Board of Adjustments' reviews of appeals are considered contested case hearings subject to the requirements of Wyoming state statute. This includes the attendance of a court recorder. Due to the difficulty of obtaining a court recorder for hearings, staff cannot guarantee that a recorder

City of Sheridan

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will be available at the soonest Board of Adjustments meeting. The applicant may request a waiver of contested case hearing to expedite the appeals process. This request must be made in writing and submitted to the Planning Office.

Applicants wishing to appeal rulings of the City Council or Board of Adjustments may seek further review in a court of law.

Chapter 11 – Infrastructure Acceptance

Background

Why do I need an engineering consultant to perform on-site inspections and daily logs during the construction of my development? I trust that my contractor knows what he is doing.

Based on City Code (Appendix B, Sec. 706) the subdivider is responsible for retaining an Engineer to observe the installation of improvements and certify to the City that the work is completed in accordance with the City plans and specifications. Daily observation reports must be kept and copies furnished to the public works departments. After construction is complete, the subdivider's Engineer shall provide the subdivider with three sets of certified record drawings. All sheets shall be accurate and be certified by the subdivider's Engineer.

Why can I not issue plans for a building permit in my subdivision?

It may be because the subdivision has not been given preliminary acceptance. Preliminary acceptance provides adequate fire flows, access, and established curb and gutter elevations for building activities.

Why can I not receive a certificate of occupancy even though I have received final acceptance for my building permit?

It may be because the subdivision has not been given final acceptance. Final acceptance of the subdivision and most importantly the public infrastructure ensures that occupancy of a development occurs in a safe environment with accepted infrastructure amenities.

What is a subdivision agreement?

A subdivision agreement is an agreement between the City and developer outlining the terms and conditions of the construction of the develop-

ment. All subdivisions establish this agreement during the final plat acceptance phase. The subdivision agreement typically outlines schedule, cost estimates, terms and conditions of acceptances, etc.



How much does the financial assurance with the City of Sheridan have to be for?

A cost estimate for all public infrastructure must be submitted to the City Public Works Department for review and approval. Upon approval of the cost estimate the financial assurance must

City of Sheridan

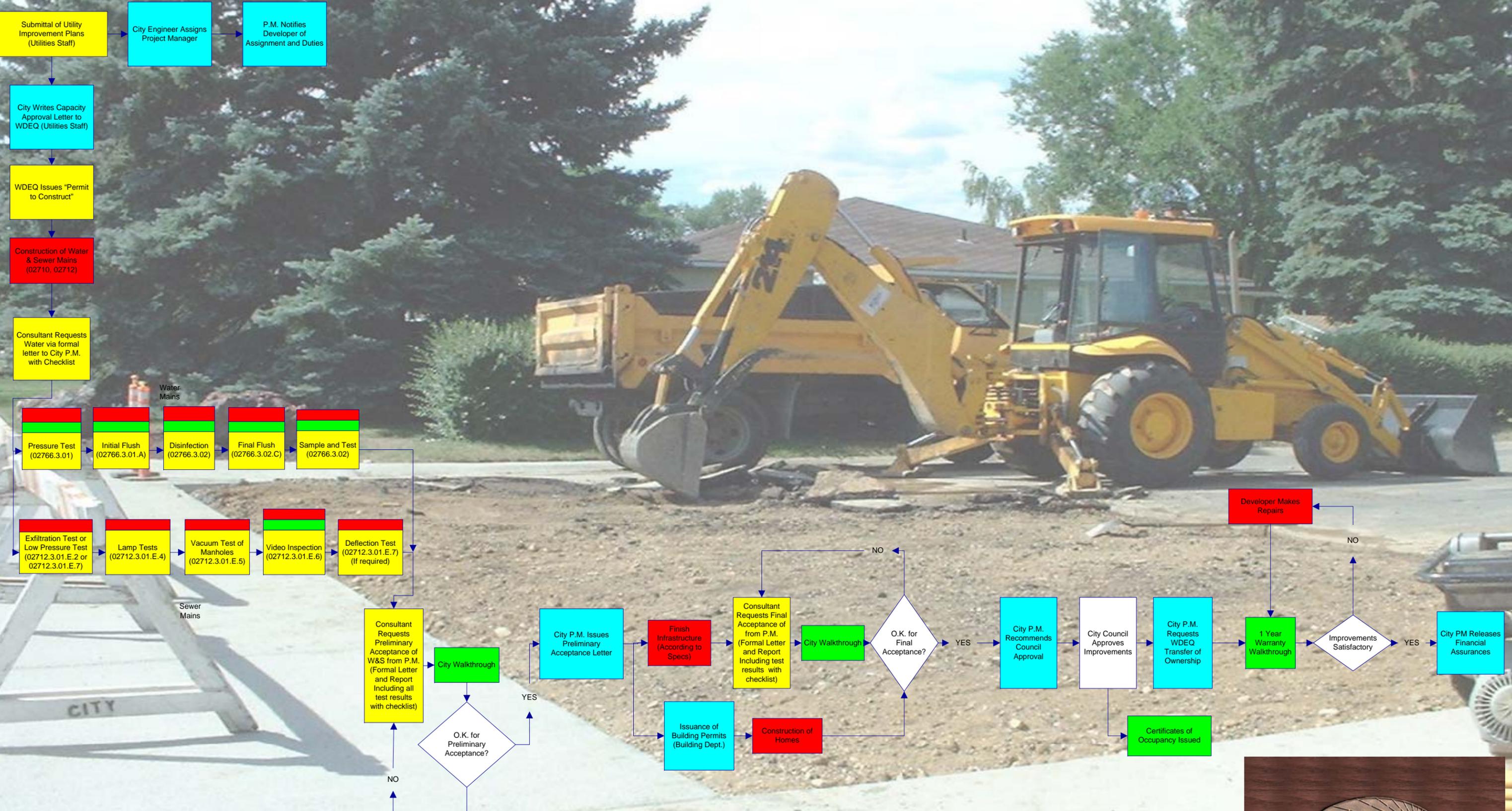
Developer's Handbook

be for 110% of the cost estimate (10% for the warranty period).

When can I get a financial assurance reduction?

As soon as any portion of infrastructure is accepted by the City you are eligible for a reduction of the value of the accepted infrastructure. You can only reduce to 25% of the value of the total financial assurance before final acceptance. Upon final acceptance you are eligible to reduce your financial assurance to 10%. The 10% financial assurance must stay current until the one year warranty is complete and the City has accepted the public infrastructure after the one year warranty.

Step by Step



(02766.3.01) – Indicates Referenced Section of 2003 City of Sheridan Standard Specifications and Details for Street and Utility Construction

- Indicates Required Submittal to City of Sheridan Project Manager
- Required Correspondence and/or Concurrence from City Project Manager
- Task Requires Assistance by Utility Maintenance Crew or other City Staff
- Work to be Performed by Licensed Utility Contractor, or equivalent.

City of Sheridan

Acceptance of Residential Development Improvements
Friday, February 29, 2008



City of Sheridan

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1. Engineering Consultant submits Utility Improvement Plans to engineering staff.
 - a. City Engineer assigns Project Manager
 - b. Project Manager notifies Developer of Assignment and Duties.
2. City writes capacity approval letter to Wyoming Department of Environmental Quality (WDEQ).
3. WDEQ issues the Permit to Construct.
4. A Contractor licensed in the City of Sheridan begins construction of water and sewer mains.
5. Contractor tests water and sewer mains.
 - a. Consultant requests water via formal letter to City Project Manager assigned to project, and contractor performs the following tests:
 - i. Pressure Test (02766.3.01)
 - ii. Initial Flush (02766.3.01.A)
 - iii. Disinfection (02766.3.02)
 - iv. Final Flush (02766.3.02.C)
 - v. Sample and Test (02766.3.02)
 - b. Contractor performs the following tests:
 - i. Exfiltration Test or Low Pressure Test (02712.3.01.E.2 or 02712.3.01.E.7)
 - ii. Lamp Tests (0272.3.01.E.4)
 - iii. Vacuum Test of Manholes (02712.3.01.E.5)
 - iv. Video Inspection performed by City Personnel (02712.3.01.E.6)
 - v. Deflection Test if Required (02712.3.01.E.7)
6. If all tests pass, Consultant requests preliminary acceptance from City Project Manager, via formal letter and report including all test results). Any tests that failed must be repeated until results are acceptable by the City.
 - a. Consultant may request reduction of financial assurances (reduction to 25% of LOC or remaining estimated cost of improvements, whichever is greater).
7. City performs walkthrough on site and if construction is acceptable, City Project Manager issues Preliminary Acceptance Letter.
 - a. Building permits issued through Building Department and construction of homes begins.
8. Contractor finishes infrastructure according to plans and specifications.
9. Consultant requests final acceptance and submits as-built drawings.

City of Sheridan

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10. City performs walkthrough on site and if construction is acceptable, City Project Manager issues Final Acceptance Letter.
11. City Project Manager requests WDEQ Transfer of Ownership.
12. Financial Assurances reduced to 10%.
13. After one year, City performs warranty walkthrough.
Developer makes any corrections requested by the city.
14. City Project Manager releases financial assurances.

Things to Know

Engineering On-site QA/QC

Designated engineering representative preparing certified record drawings shall be on-site at least once a day. The length of time on site each day shall be dependant on the construction activities. Daily construction reports should outline the details of the construction activities (i.e. contractors/subcontractors on site, activities being performed, equipment being used, outline special procedures, highlight activities the contractor is doing to meet city specs., testing performed that day and by whom, weather and temperature, estimated amount of infrastructure completed that day, etc.).

The designated engineering representative shall be on-site to witness the following activities:

- ◆ Compaction activities especially around manholes, valve boxes, fire hydrants, and main line trenches (Section 02221).
- ◆ Major utility connections to manholes, valve boxes, fire hydrants, thrust block installations.
- ◆ Pressure testing, cleaning and sterilizing waterline systems (Section 02766). Engineer must be onsite during the duration of the test. If the engineer cannot be onsite during the duration of the testing then they may install a logger system to verify the testing duration.
- ◆ Vacuum Testing of manholes (Section 02712).
- ◆ Installation of concrete and asphalt for all public infrastructure.
- ◆ Any engineering accepted changes to the original design drawings.

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Checklists – Preliminary Acceptance of Infrastructure

Date:

Name of Subdivision – Preliminary Acceptance

The following items are required for preliminary acceptance:

- All daily construction inspection reports to date
- 1. All compaction test results to date
- 2. All water main pressure test results to date
- 3. All water main disinfection lab test results to date
- 4. All city inspection reports including sewer camera results
- 5. Copy of redline drawings showing changes in construction
- 6. Fire Hydrants installed and operating
- 7. Curb and gutter elevations established.
- 8. Any other pertinent construction correspondence.
- 9. Preliminary site grading complete.
- 10. Established access road (at least base course) to, and thru, the subdivision.

Wiring and curb stops visible for utility maintenance review.

By signing below, the engineer verifies that these items are complete and meet the City of Sheridan Standard Specifications.

Signature: _____

Date: _____

Note: Upon receiving these items with a signed copy of this sheet, a city inspection (including the operations manager) will be conducted verifying completeness, verifying all water systems are backfilled to prevent freezing, and verifying water systems are operational.

City of Sheridan
Developer's Handbook

Checklists – Final Acceptance of Infrastructure

Date:

Name of Subdivision – Final Acceptance

The following items shall be complete and accepted for final acceptance:

1. All daily construction inspection reports to date.
2. Sewage collection system.
3. Water distribution system.
4. Storm drainage facilities.
5. Curbs, gutters, and sidewalks.
6. Fire hydrants.
7. Final street and lot grading.

Base course.

Permanent road surfacing.

Note: At least the first lift of permanent road surfacing must be complete in the event of winter freeze occurring prior to the placement of the final pavement for certificates of occupancy to be issued.

By signing below, the engineer verifies that these items are complete and meet the City of Sheridan Standard Specifications.

Signature: _____

Date: _____

Note: Upon completion and acceptance of these items along with a signed copy of this sheet, final acceptance may be issued. Upon the issuance of final acceptance, certificates of occupancy may be issued.

APPENDIX A

City of Sheridan

Developer's Handbook

Memorandum of Understanding Between Sheridan County and the City of Sheridan Regarding Extra-Territorial Jurisdiction Within One Mile of the Contiguous Corporate Limits

Agreement between the City of Sheridan (City) and Sheridan County (County) related to the extra-territorial jurisdiction area within one mile of the contiguous corporate limits.

WHEREAS, Vision 2020, as mutually adopted by the City and County, identifies that "development occurring within a one-mile area of the corporate limits will someday be within the municipal limits of Sheridan, and as such should be devised and approved using standards, regulations, and guidelines that are appropriate for future annexation into the City"; and

WHEREAS, both the City and County have undertaken updates to their respective comprehensive plans for which coordination will occur for the area surrounding the City of Sheridan.

WHEREAS, the subdivision standards of the City are appropriate for areas within one mile of the contiguous corporate limits of the City suitable for future annexation and, on the other hand, subdivision standards of the County are suitable for rural development in areas beyond the one-mile area adjacent to the City (County subdivision standards may be appropriate in the one-mile area not served by public water and sewer); and

WHEREAS, subdivisions proposed for rural density within the one-mile area can effectively deter municipal expansion, and so should be subject to the preparation of a plan map for the orderly transition from rural to urban density when public water and sewer services do become available; and

WHEREAS, in the one-mile area surrounding the contiguous corporate limits of the City, there is concurrent jurisdiction between the City, County, and Wyoming Department of Environmental Quality (DEQ) creating duplicative regulatory issues for developers within one mile of the contiguous corporate limits; and

WHEREAS, it is in the interest of economic development and affordable housing development for the City and County to commit in the one-mile area to a single subdivision review and approval process, using City subdivision standards;

NOW, THEREFORE, BE IT RESOLVED:

1. During the first year of this agreement, the City and County shall have joint meetings, at least quarterly, to review implementation progress. The goal shall be to streamline the approval process for subdivisions within the one-mile area surrounding the contiguous corporate limits of the City. This group shall consist of the Chairman of the Board of County Commissioners, the Mayor, the Chairman of each planning commission, or their designees, and others as deemed necessary. Meetings may be more frequent as determined by the Chairman of the Board of County Commissioners and the Mayor. During the second and subsequent years of this agreement, meetings shall be held as the Chairman or Mayor deem appropriate.
2. If the developer of a subdivision within one mile of the contiguous corporate limits of the City brings a subdivision proposal to the City, the developer will be referred by the City to the County to process the proposal.

Memorandum of Understanding
Sheridan County and the City of Sheridan
12/04/2007

City of Sheridan

Developer's Handbook

3. The County is then responsible for all staff and Planning and Zoning Commission subdivision application processing and scheduling within one mile of the contiguous corporate limits. The County shall utilize its public notification requirements. This shall apply to public meeting notices in the local press and landowner mailings. Additionally, the County will notify appropriate City staff of all public meetings concerning subdivisions within the contiguous one-mile area. The County shall also provide City staff with copies of all applications, plats, plans, staff memos, and similar documentation. City staff members and members of the public will be afforded every opportunity to comment at public meetings.
4. Subdivision applications within the contiguous one-mile area shall not be required to be reviewed by the City Planning Commission. The City will adopt an ordinance that amends current subdivision regulations pertaining to this provision.
5. The City will provide a staff member to attend meetings conducted by County staff in the review of a subdivision within one-mile of the contiguous corporate limits, as well as regularly or specially called meetings of the County Planning and Zoning Commission or Board of County Commissioners for which subdivision proposals will be discussed or considered. City staff may provide input during County public meetings or County staff review meetings. The County will continue to provide the City with agendas for these meetings, and provide opportunity for City staff members to comment as necessary.
6. The City shall annex and maintain any County roads adjacent to or within a subdivision in the one-mile area, which is also contiguous to or leading to the corporate limits of the City. In order to allow the smooth transition from County to City ownership, and allow for the development of City specification streets and utilities, the following shall apply:
 - A. County shall require public dedication of right-of-way for any existing county roads, subdivision roads and adjacent roads, that are currently in easement only, and are under the ownership or control of the subdivider. Both City and County shall endeavor to aid in this transition.
7. For subdivisions within the one-mile area, the County will add to its current subdivision "checklist" any item required by the City, but not currently required by the County. Review of these items shall be completed by appropriate City staff with written comments provided to County staff. All negotiations, deliberations and design determinations pertaining to urban infrastructure shall be conducted between the developer and City staff. City staff shall notify the County in writing once they have determined that it adequately meets City standards, at which time the County will schedule the application before the County Planning and Zoning Commission.
8. Any provision of City services shall be conditioned on the subdivider signing a pre-annexation agreement, the form and substance determined by the City, and in cases where the proposed subdivision is of less than urban density, the subdivider shall provide a plan which shall encourage and allow for future subdivision of the property at higher densities. This provision shall not apply in cases involving permanent deed restrictions that prohibit further subdivision of the property. The subdivider shall be required to note any such deed restriction on the final plat.

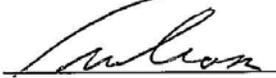
Memorandum of Understanding
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9. Those subdivisions within the Sheridan Area Water Supply (SAWS) service area may make application to SAWS for water supply. If SAWS water service is unavailable or SAWS declines to provide the service, that subdivision may request water service from the City.
10. The City, at its expense, shall oversee, inspect, and recommend acceptance for all City owned/operated onsite and offsite subdivision infrastructure. The County, at its expense, shall oversee, inspect, and recommend acceptance for County onsite and offsite subdivision infrastructure. Financial assurances provided for subdivision infrastructure shall list 1) Sheridan County as the beneficiary in the case of default for County required infrastructure, and 2) the City of Sheridan as the beneficiary in the case of default for City required infrastructure. Where the subdivision developer has been found in default of the development agreement for the subdivision, Sheridan County may contract for and oversee the construction of County infrastructure, and the City of Sheridan may contract for and oversee the construction of City infrastructure.
11. City subdivision standards can only be achieved in areas where wastewater collection and treatment is planned for extension. The City will adopt a rural-type road section suitable for the one-mile area where such is not planned.
12. Upon County Planning and Zoning Commission recommendation, all subdivision documents shall be immediately conveyed to the City Council by City Staff for consideration. Following City Council action, City Staff shall forward the City Council's final action in writing to County staff for placement on the Board of County Commissioner's agenda for consideration.
13. This Memorandum of Understanding may be amended by written consent of the Sheridan City Council and the Sheridan Board of County Commissioners.
14. This agreement may be terminated at any time by resolution by either Party upon 90-days written notice. Any application submitted within 90 days of termination shall be resolved regardless of this termination clause.
15. This agreement shall become effective only upon approval of the City Council and upon County adoption of an amendment to the Subdivision Resolution that incorporates this agreement as an appendix to said resolution.

SHERIDAN COUNTY

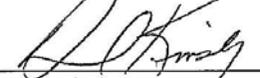

Terry Cram, Chairman

Dated: 12-4-07

ATTEST:

Audrey Koltiska, County Clerk

Approved by City Council 12/17/07
CITY OF SHERIDAN


Dave Kinsley, Mayor

Dated: 12/20/07

ATTEST:


Art Elkins, City Clerk/ Treasurer

Memorandum of Understanding
Sheridan County and the City of Sheridan
12/04/2007

APPENDIX B

City of Sheridan
Developer's Handbook

ZONING DISTRICT REQUIREMENTS

Zoning	District	Lot Area	Front	Side	Rear
R-0	Rural Residence	1 acre	30 feet	15 feet (each side)	40 feet
R-1	Residence	6000 sf	25 feet	5 feet (each side)	20 feet
R-2	Residence	4500 sf*; 3000 sf**; 2500 sf***	20 feet	5 feet (each side)	20 feet
R-3	Residence	4000 sf*; 2000 sf**; 800 See Appendix C, Sheridan City Code	15 feet	5 feet**** (each	15 feet
R-4	Residence				
NC-1	Neighborhood Commercial	15000 sf - 40000 sf	30 feet	30 feet (each side)	30 feet
B-1	Business	Same as R-3	none	none*****	10 feet*****
B-2	Business	Same as R-3	none	none*****	none*****
M-1	Industrial	Same as R-3		Same as B-2	

* - for a one-family dwelling

** - per family for a two-family

*** - per family for a three-family or four-family dwelling

**** - five (5) feet if the building height is not greater than thirty-five (35) feet. For each additional foot of shall be increased by one (1) foot in width

***** - an additional five (5) is added if building is used as a

***** - ten (10) feet for a residential dwelling

City of Sheridan

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Allowed Zoning Uses in Each District:

R-O Rural Residential

1. Single-family dwelling.
2. Fire station.
3. Public park or playground.
4. Essential public utility and public service installation. Such uses shall not include business offices, repair, sales or storage facilities.

R-1 Residence

1. One-family dwelling.
2. Public park, playground and fair grounds.
3. Public library, museum and community building.
4. Public and private school, elementary and high, college.
5. Church or other place of worship. Parish house.
6. Municipal, county, state or federal building, except for such uses as warehouse, garage or other uses customarily carried on as a business.
7. Water supply reservoir, well, tower or filter bed.
8. Telephone exchange where no public business office and no repair or storage facilities are maintained.
9. Railway right of way not including railway yards. Passenger station.
10. Agriculture, gardening, and nursing for the propagation of plants.
11. Home occupations as defined herein.
12. Accessory buildings and uses customarily incidental to any of the above uses.

R-2 Residence

1. Any use permitted in the R-1 Residence District.
2. Two-family dwelling. Multiple-family dwelling for not more than four (4) families when housed in a single detached building.
3. Private club or lodge, excepting those the chief activity of which is a service customarily carried on as a business.
4. Accessory buildings and uses customarily incidental to any of the above uses.

R-3 Residence

1. Any use permitted in the R-2 Residence District.
2. Multiple-family dwelling, or apartment court.
3. Boarding or lodginghouse.
4. Hospital, sanitarium, or clinic, but not including animal hospitals. Home for the children or aged. Offices offering professional services. Funeral homes or mortuaries.
5. Educational, religious, philanthropic and eleemosynary institutions, excepting asylums for the insane.
6. Storage garages and parking lots for storage in conjunction with two, three, four

City of Sheridan

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and multifamily dwellings only.

7. Accessory buildings and uses customarily incidental to any of the above uses.

R-4 Residence

1. Mobile and manufactured home parks.
2. Accessory buildings and uses customarily incidental to the above uses.

NC-1 Neighborhood Commercial

1. Branch banking.
2. Barber or beauty shops.
3. Book and stationery shops.
4. Newsstands.
5. Self-serve laundry — excluding dry cleaning.
6. Grocery for sale of groceries, meat, dairy and other food products.
7. Accessory buildings and uses customarily incidental to the above uses.

B-1 Business

1. Any use permitted in the R-3 Residence District and the R-4 Residence District;
2. Any retail business;
3. Public garage or filling station;
4. Tourist court;
5. Offices, theatre, bank or restaurant;
6. Shoe shop, tailor shop, barbershop or beauty parlor;
7. Business or commercial school. Studio;
8. Bakery not employing more than five (5) persons in preparing and baking its products;
9. Laundry or dry cleaning establishment employing not more than five (5) persons engaged in laundry or dry cleaning work;
10. Accessory buildings and uses customarily incidental to any of the above uses.
11. Adult-Oriented Business. No permit shall be issued for the placement of an adult-oriented business unless and until it conforms to all of the criteria of Section 10, Subsection 21.

B-2 Business

1. Acetylene gas manufacture or wholesale storage.
2. Acid manufacture.
- 2a. Adult Oriented Business. No permit shall be issued for the placement of an adult oriented business unless and until it conforms to all of the criteria of Section 10., Subsection 21.
3. Ammonia, bleaching powder or chlorine manufacture.
4. Arsenal.
5. Asphalt manufacture or refining. Paving mixture plant.
6. Blast furnace.
7. Bag cleaning.

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8. Boiler works.
9. Brick, tile or terra cotta manufacture.
10. Cement, lime, plaster of Paris or gypsum manufacture.
11. Central mixing plant for cement, mortar, plaster or concrete.
12. Creosote treatment or manufacture.
13. Disinfectants manufacture.
14. Distillation of bones, coal or wood.
15. Dyestuff manufacture.
16. Explosives or fireworks manufacture or storage.
17. Exterminator and insect poison manufacture.
18. Fat rendering.
19. Fertilizer manufacture.
20. Forge plant.
21. Garbage, offal or dead animals incinerations, reduction or dumping.
22. Gas manufacture or storage, drilling or production.
23. Glue, size or gelatine manufacture.
24. Iron, steel, brass or copper mill.
25. Junk, used material, auto wrecking, salvage, paper, scrap, bottles or rags, baling or storage except where such activities are conducted wholly within a building.
26. Mills, feed or flour.
27. Oiled goods manufactured from raw materials.
28. Ore reduction or smelting.
29. Paint, oil, shellac, turpentine or varnish manufacture.
30. Paper and pulp manufacture.
31. Petroleum and its products, refining or wholesale storage.
32. Rubber or gutta percha manufacture or treatment.
33. Shoe polish manufacture.
34. Soap manufacture.
35. Soda and compound manufacture.
36. Slaughter and dressing of animals, but not including poultry and rabbit dressing.
37. Stockyards.
38. Tallow, grease or lard manufacture or refining including processing of animal fat.
39. Tanning, curing or storage of raw hides or skins.
40. Tar distillation or manufacture.
41. Tar roofing or waterproofing manufacture.
42. Vinegar manufacture.
43. Wool pulling or scouring.
44. Yeast plant.
- 44a. Crematorium for human remains.
45. And those uses which may be, and as ordinarily operated generally, are obnoxious or offensive by reason of emission of odor, dust, smoke or noise.

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M-1 Industrial

1. Acid manufacture.
2. Cement, lime, gypsum or plaster of Paris manufacture.
3. Explosives manufacture or storage.
4. Fat rendering.
5. Fertilizer manufacture.
6. Garbage, offal or dead animals incineration, reduction or dumping.
7. Gas manufacture, drilling or production.
8. Glue manufacture.
9. Ore smelting.
10. Petroleum refining.
11. Slaughterhouse, not including poultry and rabbit dressing.
12. Stockyards.
13. Crematorium for human remains.
14. Telecommunication towers, antennas, monopoles, or other devices designed to carry telecommunications transmitting and receiving equipment.

APPENDIX C

City of Sheridan
Developer's Handbook

CITY OF SHERIDAN
SIMPLE PERMIT

Date: _____

Project Address: _____

Contractor: _____

Contact Person: _____

Phone: _____

Permittee (who pays) _____

Address: _____

Phone: _____

Building Owner: _____

Address: _____

Phone: _____

Scope of Work: _____

Date work completed: _____

Project Valuation _____

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BUILDING PERMIT APPLICATION

PERMITTEE: _____ **PHONE:** _____

PERMITTEE ADDRESS: _____

ARCHITECT/ENGINEER: _____ **PHONE:** _____

ARCHITECT/ENGINEER ADDRESS: _____

CONTRACTOR: _____ **PHONE:** _____

CONTRACTOR ADDRESS: _____

E-MAIL ADDRESS: _____

JOBSITE OWNER: _____ **PHONE:** _____

OWNER ADDRESS: _____

JOBSITE ADDRESS: _____

SCOPE OF WORK: _____

Wyoming Community Development Authority or other qualified federal low income housing assistance? **YES** _____ **NO** _____

EXCAVATOR: _____

UTILITY CONTRACTOR: _____

PLUMBING CONTRACTOR: _____

ELECTRICAL CONTRACTOR: _____

MECHANICAL CONTRACTOR: _____

WATER TAP SIZE: _____

SEWER TAP SIZE: _____

TOTAL CONSTRUCTION VALUE: _____

(Includes total value of all construction as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment.)

DOES NOT INCLUDE: LAND, LANDSCAPE, OR HARDSCAPE

DATE PLANS ACCEPTED: _____

City of Sheridan
Developer's Handbook

I understand that I am applying for a Building Permit and that I am also applying for Water and Sewer service, if applicable.

I understand that I am responsible for the plan review fee even if permit is not issued.

I attest by my signature, under penalty of law, that I will not occupy or allow occupancy prior to the issuance of a Certificate of Occupancy.

SIGNATURE

PRINT

FOR OFFICIAL USE ONLY

BUILDING PERMIT ROUTING

(Please initial, date when review is complete,
and route in the order listed below.)

	(initial)	(date)
INTAKE	_____	_____
PLANNING & ZONING	_____	_____
UTILITIES	_____	_____
STREETS/DRAINAGE	_____	_____
FIRE DEPT	_____	_____
BUILDING REVIEW & APPROVAL	_____	_____

BUILDING PERMIT APPLICATION

PERMITTEE: _____ **PHONE:** _____

PERMITTEE ADDRESS: _____

ARCHITECT/ENGINEER: _____ **PHONE:** _____

ARCHITECT/ENGINEER ADDRESS: _____

CONTRACTOR: _____ **PHONE:** _____

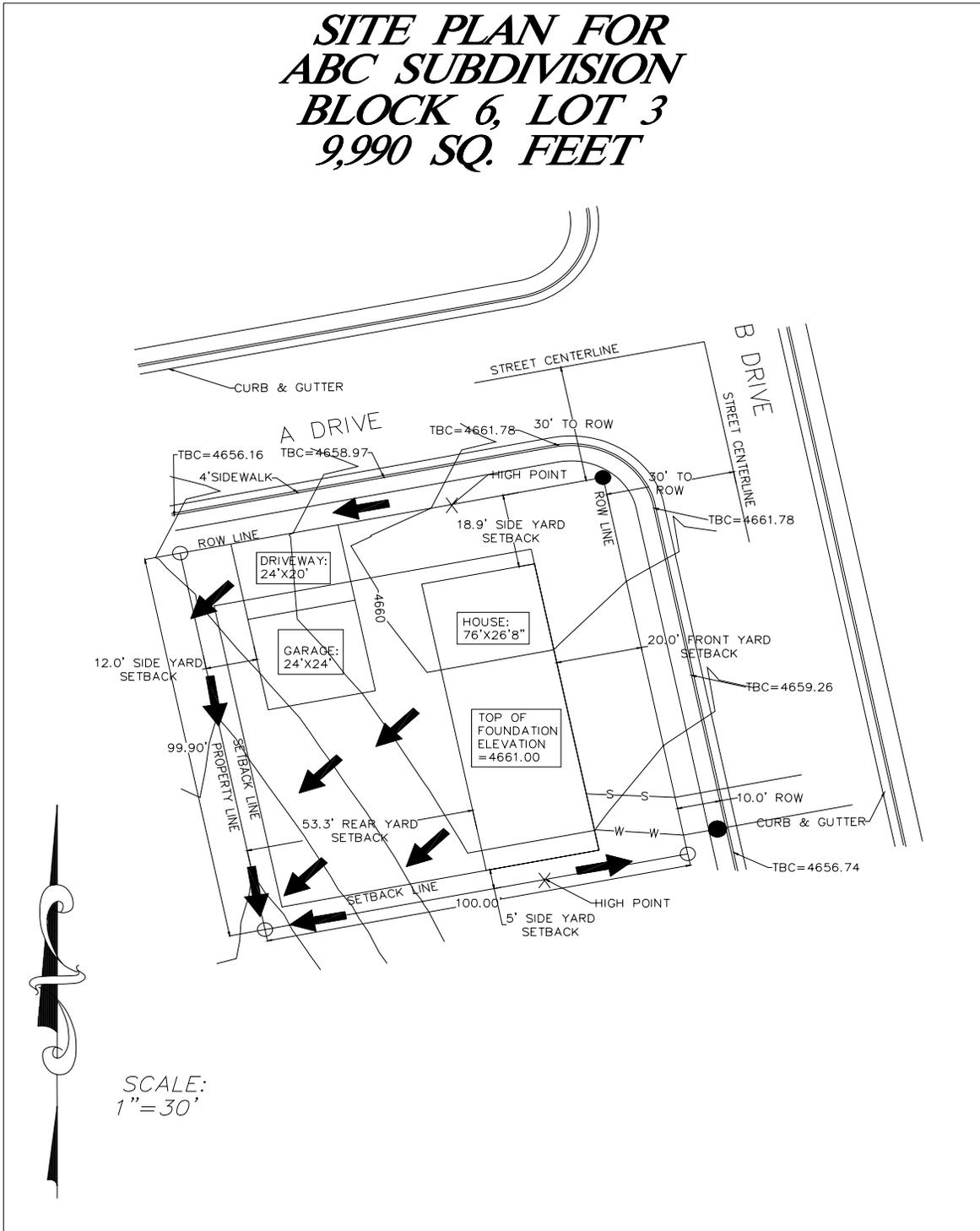
CONTRACTOR ADDRESS: _____

E-MAIL ADDRESS: _____

City of Sheridan
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Sample Site Plan for Building Permit Application

***SITE PLAN FOR
ABC SUBDIVISION
BLOCK 6, LOT 3
9,990 SQ. FEET***



City of Sheridan
Developer's Handbook



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

DEVELOPMENT REVIEW APPLICATION

For Staff Use Only:

Date: _____ File Number: _____

File Name: _____

This application shall be used for all land development applications including all subdivisions, PUDs, plats, vacations, replats, annexations, rezoning requests, and compliance plats in the City of Sheridan.

Property Information

1. Property Address or Location Property (see Development Services Department if physical address is needed):

_____:

2. Subdivision Name (if platted): _____

3. Lot: _____ Block: _____

Present Zoning Classification: _____

(If Rezone) Proposed Zoning Classification: _____

Flood Zone Category: _____

Property Size (to the nearest 1/10th of an acre or sq. ft.): _____

Existing Use(s) of Subject Property (i.e., vacant, residence, commercial, etc):

Surrounding **Use(s)** of Land (i.e., vacant, residence, industrial, etc.):

north: _____ east: _____
south: _____ west: _____

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Description of Proposed Activity or Use (attach separate sheet if necessary):

OWNERS/NAMES

Name of Property Owner: _____
Address: _____
Telephone: _____ Fax: _____
Internet Address: _____

Name of Property Owner: _____
Address: _____
Telephone: _____ Fax: _____
Internet Address: _____

Attach sheet with additional names, if necessary.

Name of Agent: _____
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
Internet Address: _____

Name of Engineer (if different from above): _____
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
Internet Address: _____

NOTE: unless otherwise noted, all written correspondence will be mailed to the agent. If there is no agent, comments will be sent to the property owner.

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final development or plat approval.

(Signature of Property Owner)

PRE-APPLICATION CONFERENCE

Pre-application conferences are required prior to submittal for a rezone to PUD and for all subdivision requests and are encouraged for all other applications. The purpose of these meetings is to discuss the proposed development and to become familiar with Code requirements and procedures.

SUBMISSION REVIEW

All applications are subject to completeness review prior to acceptance by the Development Services Department for routing and review. The checklist lists the required number of copies and information needed to take in the application. The applicant is responsible to submit all information and have an application signed by the property owner. **The applicable checklist must be submitted with this application.**

DEVELOPMENT REVIEW COMMITTEE (DRC)

After the application has been logged in and assigned a number, it is routed for review by the Development Review Committee (DRC). Comments will be available from the DRC members the following week in most cases. Large projects or busy development weeks may require longer review times. It is the applicant's responsibility to address the concerns of the DRC members either individually, or, if the applicant believes a meeting with the DRC members is needed to discuss interdepartmental concerns, a request may be made to the Sue Goodman at (307) 674-6483, ext. 226, email sgoodman@sheridanwy.net for a meeting date.

DRC is generally conducted within two weeks of the development application. DRC is held every Tuesday afternoon, barring holidays. DRC comments are generally available by the following week after the DRC date. Dates and schedules are available in the Development Services Department.

PUBLIC HEARINGS

If the City Code requires a public hearing, the date will be scheduled after all DRC comments have been addressed and the application is deemed complete. Newspaper advertising for public hearings will be handled by the Planning Department. Owners are responsible for mailed notices of hearings and will be provided a packet for mailing by the Development Services Department.

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NOTICE TO APPLICANT

Approval of this request is not an approval to begin construction. Prior to any construction, other review processes including building permit, construction drawing approval, subdivision platting or other plans may also be required for review and approval. Regardless of the size of your project, building permits are the final step for new construction. Fees will be required for building permits.

Deviations from the approved plan or plat or failure to comply with any requirements as imposed by the City Council or their designee may void these approvals.

I. ADDITIONAL INFORMATION

Checklists, zoning, floodplain location and other information is available on the City web page at www.city-sheridan-wy.com. Go to the "GIS Maps & Information" section of the web page under "References" to find maps online.

CONTACT:

Planning Division
55 E. Grinnell Plaza
P.O. Box 848
Sheridan, Wyoming 82801

Telephone: (307) 674-6483

Fax Number: (307) 674-2195

E-mail: sgoodman@sheridanwy.net (Sue Goodman, Planning Asst.)