

Design Review Submittal Checklist*

Description: Design Review is an architectural and site plan review that is required for any industrial, commercial, or multi-family project located within any of the community's Entryway Corridors or Gateway zoning districts. .

Submittal Items:

- A completed Design Review application.
- A completed Design Review submittal checklist.
- A Design Review fee.

For Initial Staff Review

- A 24"x36" Site Plan showing:
 - Location of buildings with the entries noted.
 - Dimensions of all setbacks, property lines, building footprints.
 - Location and dimensions of all driveways, parking areas, loading/service areas and walkways.
 - Site approaches and building entry areas.
 - Location and type of outdoor storage or trash facilities.
 - Location and type of site lighting
 - Location and size of utilities and utility easements.
 - Any accessory appurtenances such as scales, satellite dishes, antenna, gas pumps, trash enclosures, etc.
 - Gross floor area of the development by use.
- A 24"x36" Landscape Plan showing:
 - Proposed planting including a tabular breakdown of planting beds, lawn area and other proposed ground covers.
 - Existing and proposed utilities and utility easements.
 - Irrigation strategy narrative describing system.
- Color rendered, scaled, and dimensioned building elevations that include notations on the types of materials to be used, mechanical systems, electrical systems, structural type and exterior colors:

For Planning Commission Meeting

- An additional 12 copies of the site plan, landscape plan, and building elevations for Planning Commission packets. These copies may be of any standard architectural sheet size for which all notes and markings remain legible. The applicant shall also submit a CD or DVD containing the exhibit and other application materials in a suitable electronic format (Adobe pdf).

Major Subdivision – Final Plat Submittal Checklist*

Description: *A minor subdivision is any division of land that affects five or fewer lots, extends no new public infrastructure, nor plats any new right-of-way.*

Submittal Items:

- A completed Major Subdivision final plat submittal checklist.
- A final plat review fee.
- 2 copies of each of the following engineering documents (stamped and signed by a Wyoming licensed engineer):
 - Final water and sewer plans
 - Final drainage plan
 - Final traffic plan
 - Construction drawings for public improvements
 - Cost estimates for public improvements
- A minimum of 10 copies of the final plat prepared in accordance with Sheridan City Code Appendix B §403.
- An additional 12 copies of the final plat for Planning Commission packets, and 15 copies of the final plat for City Council. These copies should be submitted independently of each other to allow the applicant to make revisions if necessary in between public meetings. The applicant shall also submit a CD or DVD containing the exhibit and other application materials in a suitable electronic format (Adobe pdf).
- Evidence by deed, contract for sale, or other staff approved documentation, that the applicant is or will be the record owner of the property at the time of final plat approval and recording.
- Other documents that may be determined as part of the pre-application meeting, staff review, or preliminary plat approval.

Applications Modifying Existing Public Easements or Right-of-Way:

- Evidence that all impacted parties (including public and private utilities) have been notified twice in writing via certified mail, with the first notice being at least 30 days prior to any proposed hearing or administrative action.

Post Approval/Plat Filing Items:

- Mylar of Final Plat
- Filing Fee
- Certificate of Title
- Declaration of Partial Vacation
- Executed Development Agreement.
- Financial Assurances for Public Improvements

Minor Subdivision – Final Plat Submittal Checklist*

Description: *A minor subdivision is any division of land that affects five or fewer lots, extends no new public infrastructure, nor plats any new right-of-way.*

Submittal Items:

- A completed Minor Subdivision application.
- A completed Minor Subdivision submittal checklist.
- A list of names and addresses of all property owners within three hundred feet from the boundary of the proposed subdivision (List must be obtained from the County Assessor's Office and be no more than 14 days old at the time of submittal).
- A final plat review fee.
- A minimum of 10 copies of the final plat prepared in accordance with Sheridan City Code Appendix B §403.
- An additional 12 copies of the final plat for Planning Commission packets, and 15 copies of the final plat for City Council. These copies should be submitted independently of each other to allow the applicant to make revisions if necessary in between public meetings. The applicant shall also submit a CD or DVD containing the exhibit and other application materials in a suitable electronic format (Adobe pdf).
- Evidence by deed, contract for sale, or other staff approved documentation, that the applicant is or will be the record owner of the property at the time of final plat approval and recording.
- Other documents that may be determined as part of the pre-application meeting, or staff review, that may include but not be limited to: site survey showing existing improvements, drainage plan, geotechnical investigation, access permits from county or state, traffic study, or estimates for sidewalk improvements.

Applications Modifying Existing Public Easements or Right-of-Way:

- Evidence that all impacted parties (including public and private utilities) have been notified twice in writing via certified mail, with the first notice being at least 30 days prior to any proposed hearing or administrative action.

Post Approval/Plat Filing Items:

- Mylar of Final Plat
- Filing Fee
- Certificate of Title
- Declaration of Partial Vacation
- Executed development agreement (if required).

* All applicants must attend a pre-application meeting prior to submitting a minor subdivision application.
Last Revised: 4/01/2010

Replat Submittal Checklist*

Description: *A replat is an amendment to a previously recorded plat, which results in an equal number or fewer lots.*

Submittal Items:

- A completed Replat application.
- A completed Replat submittal checklist.
- A list of names and addresses of all property owners within three hundred feet from the boundary of the proposed replat (List must be obtained from the County Assessor's Office and be no more than 14 days old at the time of submittal).
- A final plat review fee.
- A minimum of 10 copies of the final plat prepared in accordance with Sheridan City Code Appendix B §403. For Replats involving more than 3 lots being scheduled for a City Council meeting, the applicant shall provide an additional 15 copies of the final plat for Council packets. The applicant shall also submit a CD or DVD containing the plat and other application materials in a suitable electronic format (Adobe pdf).
- Evidence by deed, contract for sale, or other staff approved documentation, that the applicant is or will be the record owner of the property at the time of final plat approval and recording.
- Other documents that may be determined as part of the pre-application meeting, or staff review, that may include but not be limited to: site survey showing existing improvements, drainage plan, geotechnical investigation, access permits from county or state, traffic study, or estimates for sidewalk improvements.

Applications Modifying Existing Public Easements or Right-of-Way:

- Evidence that all impacted parties (including public and private utilities) have been notified twice in writing via certified mail, with the first notice being at least 30 days prior to any proposed hearing or administrative action.

Post Approval/Plat Filing Items:

- Mylar of Final Plat
- Filing Fee
- Certificate of Title
- Declaration of Partial Vacation
- Executed development agreement (if required).

* All applicants must attend a pre-application meeting prior to submitting a replat application.
Last Revised: 10/28/2009