



City of Casper Planning Division

Site Plan Application

OWNER'S INFORMATION:

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

LEGAL DESCRIPTION OF LAND UNDER PROPOSAL:

STREET ADDRESS:

PROPOSED USE OF SITE (i.e., restaurant, theater, multi-family residential, etc.):

WHERE APPLICABLE:

Number of residential dwelling units: _____
Dwelling units per acre: _____
Total Building Footprint/Size: _____
If an Existing Building, Size of Addition (Footprint): _____
Maximum Occupancy, if Place of Assembly: _____
Total Floor Area in Square Feet: _____

The following owner's signature, or agent, signifies that all information on the site plan application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all site plan application information and requirements.

SIGNATURE OF PROPERTY OWNER/APPLICANT: _____

DATE: _____

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SITE PLAN SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES
- PROOF OF OWNERSHIP
- PDF OF SITE PLAN, LANDSCAPING PLAN, ETC. AT 11"X17" SCALE (FULL SIZED HARD COPIES MAY BE REQUIRED)
- APPLICATION FEE—\$600 (up to 20,000 sq ft Bld footprint); \$1,200 (20,001-43,560 sq ft); \$2,000 (43,561 sq ft or more); PUD Guidelines/ Site Plan \$2,300 ; PUD Amendments \$1,000; OYD Design Review (FREE)

For Official Use Only:

DATE SUBMITTED:

REC'D BY: _____



City of Casper Planning Division

Site Plan Checklist

Site plans must be prepared in a professional manner, using contemporary drafting techniques. All items on this checklist must be addressed by the site plan and/or application materials. Incomplete and illegible applications will not be reviewed or approved.

1. _____ Signed application and fee.
2. _____ Legal description and common address(es) of the proposed site.
3. _____ Title block stating name of project, designer, and address and telephone number of designer.
4. _____ Surrounding land uses, buildings, and zoning on all abutting sides, including those lands separated from the land under consideration by a street, alley, or other roadway.
5. _____ Current zoning of the land under consideration and proposed zoning, if applicable.
6. _____ North arrow, scale of site plan at a scale of 1" = 10' or a multiple thereof, and date site plan was prepared.
7. _____ Lot or parcel dimensions.
8. _____ Dimensions of all setbacks and heights of all proposed buildings/structures.
9. _____ Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow, to these areas.
10. _____ Location of all trash receptacles, method of screening/enclosure, and size/location of concrete pad.
11. _____ Locations and types of all advertising signs and fences.
12. _____ Any screening, buffering, or screening devices used to minimize or eliminate areas which tend to be unsightly.
13. _____ Location and type of existing and proposed exterior lighting (full cutoff fixtures required).
14. _____ Names and widths of all adjacent streets, dimensions and location of all public and private roadways relative to property lines, streets, or driveways, both paved and unpaved, including rights-of-way, pavement width, and proposed uses of rights-of-way.
15. _____ Location and dimensions of existing and proposed curb cuts and sidewalks.
16. _____ Off-street parking spaces, locations and dimensions, layout, traffic control, compact and handicapped parking spaces, including all surface markings such as directional arrows.
17. _____ Location of all wheel stops, bumper guards, and curbing warranted by topography or traffic and pedestrian circulation.
18. _____ Types of ground or yard surfacing throughout, grass, paving, gravel, etc.
19. _____ Existing and proposed easements (on site, and off-site when necessary to the development).

(Additional Items on Second Page)

20. _____ Vicinity/Location map at a scale of 1" = 600' clearly indicating the location of the land in question with respect to a larger recognizable area.
21. _____ A General Notes Section, to include a summary of:
- a. Total land area in acres or square feet;
 - b. Total building footprint in square feet;
 - c. Percentage of land covered by buildings;
 - d. Building height(s);
 - e. Number of stories and total square footage of leasable space (Floor Area);
 - f. Number of parking spaces required;
 - g. Number of dwelling units, if applicable;
 - h. Density of dwelling units, per acre;
 - i. Total number of parking spaces proposed;
 - J. Total number of off-street parking spaces required by Code;
 - K. Total number of ADA-compliant parking spaces;
 - L. Square footage of all landscaped areas;
 - m. Percentage of site covered by landscaping;
 - n. Percentage of landscaping that is organic/irrigated vs. inorganic/decorative,
 - O. Area to be disturbed by grading or construction; and,
 - P. Flood Zone Designation.
22. _____ Numbering of items on the site plan to correspond to items on this checklist.
23. _____ Existing and proposed contours. Contour information shall extend twenty-five (25') feet into adjoining properties to represent drainage system continuity.
24. _____ Surface drainage study for sites of 10,000 square feet or more. Based on the results of the study, the applicant may be required to contribute to off-site drainage improvements.
25. _____ Pavement design report for parking and driving areas.
26. _____ Location, type and size of all easements.
27. _____ Location of all existing and proposed utilities, including mains and service lines.
28. _____ Architectural/Building Elevations/Renderings.
29. _____ Detailed landscaping plan showing locations, types, sizes, and number of all plant materials.
30. _____ Include number of estimated trips per peak hour according to the ITE Manual. If the proposed use generates more than 75 trips per peak hour, a traffic study, is required as outlined in Section 16.20.080(B) of the Casper Municipal Code. Based on the results of the study, the applicant may be required to contribute to off site traffic improvements.