

PLANNING DIVISION

APPLICATION FOR:

Site Plan Review

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF PLANNING DIVISION. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: SP- _____ (Assigned by Staff)	
NEW DEVELOPMENT <input type="checkbox"/>		ADDITION / SITE MODIFICATION <input type="checkbox"/>	
SMALL WIRELESS FACILITY <input type="checkbox"/>		REDEVELOPMENT OF EXISTING SITE <input type="checkbox"/>	
TYPE 1 <input type="checkbox"/>		TYPE 2 <input type="checkbox"/>	
TYPE 3 <input type="checkbox"/>		SMALL WIRELESS FACILITY (TYPE 3) <input type="checkbox"/> (SEE PAGE 4 OF APPLICATION; CONSULT WITH STAFF)	
CHANGE OF USE: YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: FROM USE LEVEL ___ TO ___ (SEE PAGE 10 OF APPLICATION)			
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
OWNER (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
PROJECT NAME (Assigned by Staff):			
PROJECT LOCATION (Street Address):			
PRESENT ZONING:		EXISTING USE:	
		PROPOSED USE:	
TOTAL PROJECT ACREAGE/SIZE:		FILED CONCURRENTLY WITH A BUILDING PERMIT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
TO THE BEST OF MY KNOWLEDGE I, THE APPLICANT, STATE THAT PROPOSED SITE IMPROVEMENTS SHALL NOT RESULT IN ADVERSE DRAINAGE IMPACTS TO NEIGHBORING PROPERTIES AS A RESULT OF THIS PROPOSED DEVELOPMENT. THE APPLICANT DOES HEREBY HOLD THE CITY OF LARAMIE, AND ITS MEMBERS, HARMLESS AND WITHOUT LIABILITY FROM ANY CLAIMS, COSTS, OR DAMAGES OF ANY NATURE AGAINST THE CITY OF LARAMIE, INCLUDING COST OF DEFENSE, ARISING FROM THE PROPOSED DEVELOPMENT.			Initial: _____
NO PERSON SHALL COMMENCE CONSTRUCTION ON A SITE UNTIL THE SITE PLAN AND CORRESPONDING BUILDING PERMITS HAVE BEEN APPROVED. COMMENCING WORK PRIOR TO THIS APPROVAL COULD RESULT IN DAILY FINES OF UP TO \$750 (LMC 15.26.030.B)			Initial: _____

APPLICANT: _____ (PRINT NAME) _____ (SIGNATURE) _____ (DATE)

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am/we are the legal owner(s) of the property being considered under this application, and do hereby authorize the below applicant(s) and representative(s) to file and represent my/our interest in this application.

I am/we are the legal owner(s) of said property; have read this "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record *must* sign; provide extra sheets if necessary.)

(Print Name)	(Signature)	(Date)
--------------	-------------	--------

(Print Name)	(Signature)	(Date)
--------------	-------------	--------

(Print Name)	(Signature)	(Date)
--------------	-------------	--------

(Print Name)	(Signature)	(Date)
--------------	-------------	--------

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify an officer as the primary contact & provide supporting documentation noting officer's ability to sign the application for the Corporation or Partnership):

(Print Name)	(Signature)	(Date)
--------------	-------------	--------

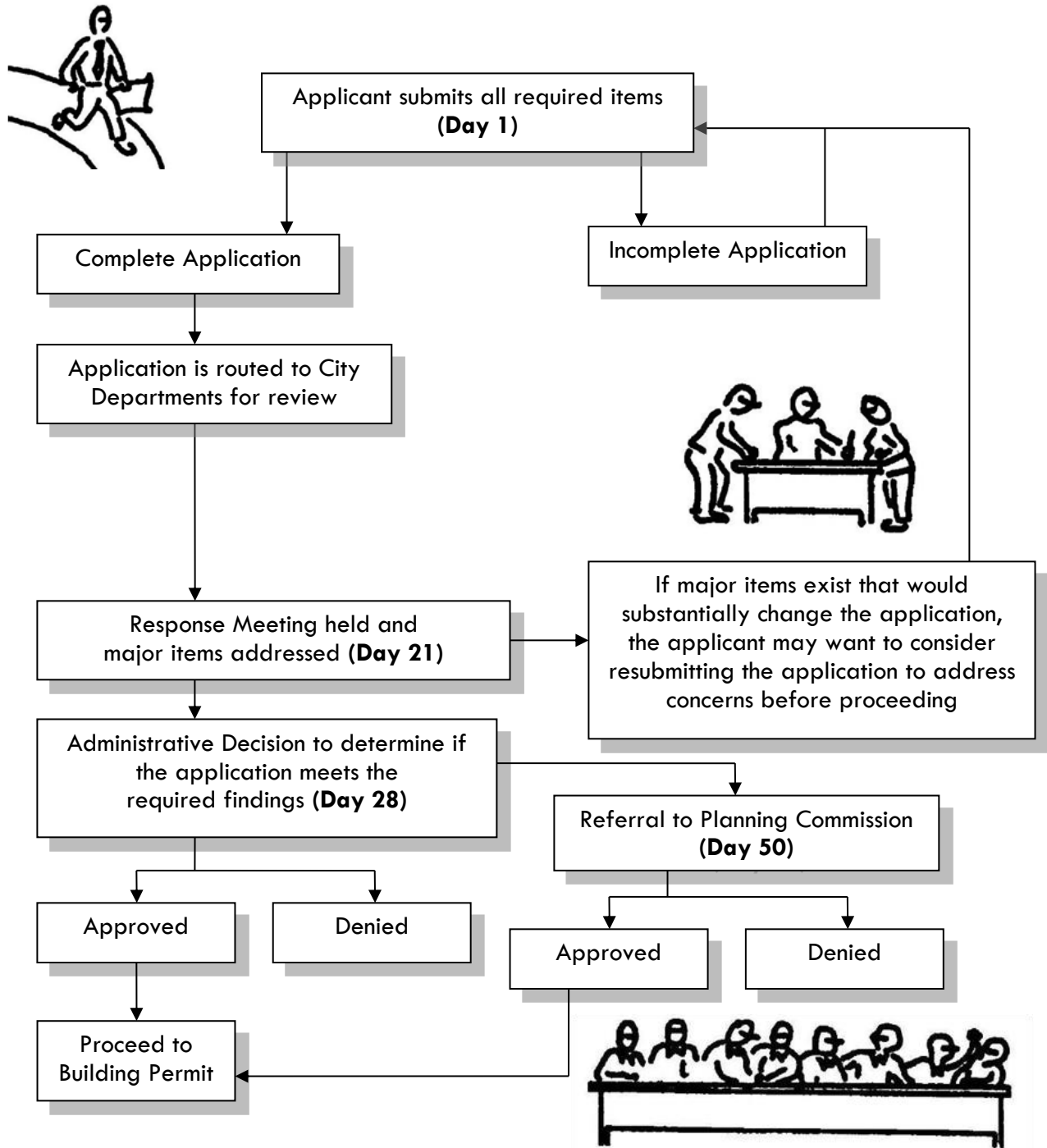
(Print Name)	(Signature)	(Date)
--------------	-------------	--------

APPLICANT'S REPRESENTATIVE:

(Print Name)	(Signature)	(Date)
--------------	-------------	--------

The Planning Division designee shall provisionally determine the completeness of an application at the time of submittal to the Planning Division. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Application Submittal Schedule for deadlines). A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.

What is the Site Plan Review Process?



Note: All timelines noted above are estimations.

HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The owner, or agent authorized in writing by the owner, is required to file an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. What will happen during the Application Filing appointment:
 - a. The applicant will pay the applicable application fee. (Council Resolution 2016-41)
 - b. Staff will review the application to verify it is complete. Staff has 21 calendar days from the day the City accepts the application to determine the completeness of the application. If deemed incomplete a new review and referral period shall be required.

REQUIRED FOR ALL SUBMITTALS

The following documents are required to be submitted for all applications at the time of filing:

1. **Application Form.** (LMC 15.06.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.06.030) A cover letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the City of Laramie or Albany County. The cover letter shall state how the project meets the required findings (see "Required Findings to Approve a Site Plan Review Application" on page 9).
3. **Proof of Ownership.** (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
4. **Legal Description.** (LMC 15.06.030) The applicant shall submit as part of the application a recent survey certified by a Wyoming registered land surveyor, for unplatted lands. A Lot and Block legal description is acceptable for platted lots or an address.
5. **Completed Checklist.** (LMC 15.06.030) A completed application-specific submittal checklist (last page), indicating that the required items are included.
6. **Digital Copies.** As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email **prior to or at the same time** as the submittal appointment.

TYPES OF SITE PLAN REVIEW

Type 1:

- Changes of Use within the existing Use Level (Example: Level 6 Use to Level 6 Use). Exterior additions and site modifications are allowed provided that the increase in building gross floor area or expansion of use area is less than 20% or 20,000 sq. ft. All additions or expansions are required to conform to applicable Development Standards including but not limited to, perimeter landscaping and exterior building materials. (LMC 15.14.010.B)

Type 2:

- Change of Use by 1 Use Level (Example: Level 6 Use to Level 7 use or Level 9 Use to Level 8 Use) street frontage landscaping only (Code compliant landscaping strips are only required on the property adjacent to public streets). Exterior additions and site modifications are allowed provided that the increase in building gross floor area or expansion of use area is less than 20% or 20,000 sq. ft. All additions or expansions are required to conform to applicable Development Standards including but not limited to, perimeter landscaping and exterior building materials. (LMC 15.14.010.B)

Type 3:

- New building, new use or development on undeveloped land; (LMC 15.14.010.B)
- Increase in building gross floor area by 20% or 20,000 sq. ft.; (LMC 15.14.010.B)
- Development increases impervious surface (building or parking area) by more than 2,000 sq. ft.; (LMC 15.14.010.B)
- Change of Use by 2 or more Use Levels (Example: Level 4 Use to Level 6 Use or a Level 6 Use to a Level 4 Use). (LMC 15.14.010.B)

(Type 3) Small Wireless Facility:

- All small cell wireless facilities shall be required to follow the regulations set forth in Laramie Municipal Code 15.14.130.
- All new poles, antennas, DAS and small wireless facilities in zoning districts shall be subject to these regulations.
 - New poles exceeding the maximum height limitation of the affected zoning district require a conditional use permit.
 - New antenna arrays meeting the requirements of LMC 15.14.130.R.12 are permitted with a building permit.
 - DAS and small wireless facilities are permitted pursuant to LMC 15.14.130.Q.
 - Antennas attached to utility poles and street lights in the Right-of-Way shall not extend more than ten (10) feet above the highest point of the pole structure.

COMMON ELEMENTS REQUIRED FOR ALL PLANS AND DRAWINGS

All plans and drawings submitted (whether required or voluntary) as part of an application must:

- Be drawn to scale, fully dimensioned (as required by application type), easy to read, and meet best-design-practices standards for plans and drawings;
- Identify the proposed project name, the property owner's name, and the name and address of the person responsible for preparing the plan;
- Plans requiring preparation by a licensed professional shall include the signature and seal of the responsible licensed professional;
- Include the date of preparation, including dates of any subsequent revisions;
- Include at least one 8 ½" x 11" or 11" x 17" version of each drawing, in addition to any larger-format versions.

REQUIRED FOR TYPE 1 SUBMITTALS (CHANGES OF USE WITHIN EXISTING USE LEVEL)

1. **Site Plan.** (LMC 15.06.060.O.3.e.iii.1) A site plan is required. The site plan shall be one of the following: a legible sketch or drawing drawn to scale or a legible sketch or drawing drawn over aerial photography. Multiple sheets may be submitted. The site plan shall show:
 - a. Show the entire parcel or lot of record (may be supplemented by additional detail insets or sheets);
 - b. Provide dimensions for all lot lines;
 - c. Show which direction is north;
 - d. Show the general location of any easements or restrictions (e.g., flood hazard areas, utility easements);
 - e. Show all existing and proposed building footprints and their approximate square footages;
 - f. State the yard dimensions on all sides of the buildings (a yard dimension is the shortest distance from the property line to the nearest point or edge of the building);
 - g. Show the general location of all utilities such as water, sanitary sewer, natural gas and electrical power;
 - h. Show location and detail for any ground-mounted auxiliary equipment (HVAC, electrical, etc.);
 - i. Show the location, surfacing and design of all off-street parking areas and drive aisles, with designation of any accessible parking and accessible routes;
 - j. Show location and design of any vehicle access routes, service areas and drive-through windows, including the queuing area for drive-through;
 - k. Show location, type, and height of proposed exterior site lighting fixtures, including: parking lot and drive aisle lights and poles; building-mounted lighting fixtures (see also Building Elevation plan requirements below); and details regarding luminaire and shielding design (stock illustrations or diagrams acceptable); and provide photographs of existing exterior site lighting;
 - l. Show location of existing landscaping with reference to size and type;
 - m. Location of any building-mounted auxiliary equipment (HVAC, electrical, etc.);
2. **Building Elevations.** (LMC 15.14.080.C.1 & LMC 15.14.090.D.2) Building elevations are required for all projects where building additions and/or any changes in existing building facades (excluding signage) are necessary or proposed. The building elevations shall include the following elements:

- a. Where no exterior modifications are proposed, digital photographs of each building elevation are acceptable.
 - b. If exterior modifications are proposed, elevations shall be provided for proposed changes to the respective façade. Elevations shall show exterior dimensions; material and color proposed for each exterior surface, including trim features;
- 3. Photometric Plan.** (LMC 15.14.110.B.3) A photometric study shall be submitted as part of the Site Plan Review application for any proposal installing new exterior lighting per LMC §15.14.110.
- a. In the event new exterior lighting is not proposed, provisions b. and c. below shall not be required and the applicant shall provide details of existing exterior light fixtures. Details shall include light type and location on site (See item 1.m, above).
 - b. The photometric study shall show that no more than 0.2 footcandles are observed at the property line.
 - c. The total light output of any development project that requires Site Plan Review shall be calculated and shown not to exceed 40,000 lumens per acre, averaged over the entire project. This can be shown in a table or similar element.
- 4. State Highway Access Permit.** For any project utilizing existing or proposed driveway accessing a Wyoming State Highway, a statement from WYDOT authorizing continued use of an existing access or permit for a new access shall be provided.
- 5. Public Improvements**
An itemized list of proposed public improvements required with construction (ADA ramps, drive approaches, sidewalks, utility connections/caps, etc.). All public improvements shall require design drawings and conform to all City standards.

REQUIRED FOR TYPE 2 SUBMITTALS; CHANGE OF USE BY 1 USE LEVEL (E.G.: LEVEL 6 USE TO LEVEL 7 USE).

- 1. Site Plan.** (LMC 15.06.060.O.3.e.iii.1) A site plan is required. The site plan shall be one of the following: a legible sketch or drawing drawn to scale or a legible sketch or drawing drawn over aerial photography. Multiple sheets may be submitted. The site plan shall show:
- a. Show the entire parcel or lot of record (may be supplemented by additional detail insets or sheets);
 - b. Provide dimensions for all lot lines;
 - c. Show which direction is north;
 - d. Show the general location of any easements or restrictions (e.g., flood hazard areas, utility easements);
 - e. Show all existing and proposed building footprints and their approximate square footages;
 - f. State the yard dimensions on all sides of the buildings (a yard dimension is the shortest distance from the property line to the nearest point or edge of the building);
 - g. Show the general location of all utilities such as water, sanitary sewer, natural gas and electrical power;
 - h. Show location and detail for any ground-mounted auxiliary equipment (HVAC, electrical, etc.);
 - i. Show the location, surfacing and design of all off-street parking areas and drive aisles, with designation of any accessible parking and accessible routes;
 - j. Show location and design of any vehicle access routes, service areas and drive-through windows, including the queuing area for drive-through;
 - k. Show location, type, and height of proposed exterior site lighting fixtures, including: parking lot and drive aisle lights and poles; building-mounted lighting fixtures (see also Building Elevation plan requirements below); and details regarding luminaire and shielding design (stock illustrations or diagrams acceptable); and show location and provide photographs of existing exterior site lighting;
 - l. Show location of existing landscaping with reference to size and type;
 - m. Location of any building-mounted auxiliary equipment (HVAC, electrical, etc.);

2. **Grading Plan.** (LMC 15.14.020.E.2) A grading plan is required for all projects for which any site grading is necessary or proposed. The Grading Plan must be prepared per specifications of the City Engineer. Please contact the Engineering Division at 307-721-5250 for requirements.
3. **Stormwater Management (Drainage) Plan.** (LMC 15.14.020.F)
A drainage plan is required, unless waived in writing by the City Engineer. The Drainage Plan must be prepared per specifications of the City Engineer. Please contact the Engineering Division at 307-721-5250 for requirements.
4. **Building Elevations.** (LMC 15.14.080.C.1 & LMC 15.14.090.D.2) Building elevations are required for all projects where building additions and/or any changes in existing building facades (excluding signage) are necessary or proposed. The building elevations shall include the following elements:
 - a. Elevations of each existing building façade and/or proposed changes thereto. Elevations shall show exterior dimensions; material and color proposed for each exterior surface, including trim features;
 - b. Location and detail for any building-mounted auxiliary equipment (HVAC, electrical, etc.); Location and type of proposed lighting fixture (building mounted);
5. **Landscape Plan.** (LMC 15.14.050) A landscape plan is required. Landscape plans shall be prepared in accordance with LMC §15.14.050 (Landscaping and Screening Standards). The landscape plan must shall include the following elements:
 - a. Locations and dimensions of all existing and proposed landscaped areas, both organic and inorganic;
 - b. Symbols indicating locations and identities of all existing and proposed plant species, as well as any major inorganic landscape or hardscape elements (boulders, etc.);
 - c. A complete list of all existing and proposed plant species;
 - d. A table or similar element showing applicable landscape point totals, per LMC Table 15.14.050-4;
 - e. Existing or proposed irrigation plan, showing location and type of permanently installed irrigation-system elements.
6. **Photometric Plan.** (LMC 15.14.110.B.3) A photometric study shall be submitted as part of the site review application for any proposal installing new exterior lighting per LMC §15.14.110.
 - a. In the event new exterior lighting is not proposed, provisions b. and c. below shall not be required and the applicant shall provide details of existing exterior light fixtures. Details shall include light type and location on site (See section 1.k above).
 - b. The photometric study shall show that no more than 0.2 footcandles are observed at the property line.
 - c. The total light output of any development project that requires Site Plan Review shall be calculated and shown not to exceed 40,000 lumens per acre, averaged over the entire project. This can be shown in a table or similar element.
7. **Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required. TIAs require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study.
8. **State Highway Access Permit.** For any project utilizing existing or proposed driveway accessing a Wyoming State Highway, a statement from WYDOT authorizing continued use of an existing access or permit for a new access shall be provided.
9. **Public Improvements**
An itemized list of proposed public improvements required with construction (ADA ramps, drive approaches, sidewalks, utility connections/caps, etc.). All public improvements shall require design drawings and conform to all City standards.

REQUIRED FOR TYPE 3 SUBMITTALS; NEW BUILDINGS, NEW USES OR DEVELOPMENTS ON UNDEVELOPED LAND; RE-DEVELOPMENT OF EXISTING SITE; INCREASE IN BUILDING GROSS FLOOR AREA BY 20% OR 20,000 SQ. FT., WHICHEVER IS LESS; INCREASE IN USE AREA BY MORE THAN 20%, INCREASE IN NON-PERVIOUS SURFACE (BUILDING OR PARKING AREA) BY MORE THAN 2,000 SQ. FT.; OR CHANGE OF USE BY 2 OR MORE USE LEVELS (E.G.: LEVEL 4 USE TO LEVEL 6 USE OR A LEVEL 6 USE TO A LEVEL 4 USE)

1. **Site Plan.** (LMC 15.06.060.O.3.e.iii.1) A site plan is required. The site plan shall include the following elements:
 - a. Show the entire parcel or lot of record (may be supplemented by additional detail insets or sheets);
 - b. Provide dimensions for all lot lines;
 - c. State the scale in graphic and/or verbal form;
 - d. Show which direction is north;
 - e. Show the location of any easements or restrictions (e.g., flood hazard areas, utility easements);
 - f. Show all existing and proposed building footprints, along with any architectural projections such as roof overhangs, decks, or porches, and their square footages;
 - g. State the yard dimensions on all sides of the buildings (a yard dimension is the shortest distance from the property line to the nearest point or edge of the building);
 - h. State building heights (vertical distance from grade to highest point of roof surface);
 - i. Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power;
 - j. Show location and detail for any ground-mounted auxiliary equipment (HVAC, electrical, etc.), including screening detail;
 - k. Provide finished floor elevations or top of foundation elevations for each building;
 - l. Show dimensions and details for any sustainable roofs provided, as applicable per LMC §15.14.090.D.5.c;
 - m. Show the locations, dimensions and names of all existing and future adjacent streets (public and private), sidewalks and alleys;
 - n. Show all existing and proposed onsite and adjoining offsite improvements, including but not limited to access points, signals, etc.;
 - o. Show the location, surfacing and design of all off-street parking areas and drive aisles, with designation of accessible parking and accessible routes, including the pavement markings with dimensions; and location & number of all required bicycle parking facilities;
 - p. Show vehicular and pedestrian circulation, including plan-view ADA accessibility requirements;
 - q. Show location and design of vehicle access routes, service areas and drive-through windows, including the queuing area for drive-through;
 - r. Show locations of all restricted fire zones (e.g., fire lanes, building exits) and fire department hose connections;
 - s. Show location, dimensions and design details for any central gathering place, as applicable per LMC §15.14.090.E;
 - t. Show the methods of screening for parking, refuse, recycling, storage and loading areas (may be shown on Landscape Plan if more appropriate);
 - u. Show location, type, and height of existing and proposed site lighting fixtures, including: parking lot and drive aisle lights and poles; building-mounted lighting fixtures (see also Building Elevation plan requirements below); and details regarding luminaire and shielding design (stock illustrations or diagrams acceptable);
 - v. Show the location, dimensions and elevation details (material color, articulation, etc.) of all fences (except temporary construction fences);
 - w. Show location, dimension and design of any onsite or adjacent retaining walls, existing or proposed, including dimensions of terrace(s) for tiered or multi-stage walls; and
 - x. Show locations of towers, external antennas, or satellite dishes as applicable.
2. **Grading Plan.** (LMC 15.14.020.E.2) A grading plan is required for all projects for which any site grading is necessary or proposed. The Grading Plan must be prepared per specifications of the City Engineer. Please contact the Engineering Division at 307-721-5250 for requirements.
3. **Stormwater Management (Drainage) Plan.** (LMC 15.14.020.F) A drainage plan is required, unless waived in writing by the City Engineer. The Drainage Plan must be prepared per specifications of the City Engineer. Please contact the Engineering Division at 307-721-5250 for requirements.
4. **Building Elevations.** (LMC 15.14.080.C.1 & LMC 15.14.090.D.2) Building elevations are required for all projects where building additions and/or any changes in existing building facades (excluding signage) are necessary or proposed. The building elevations shall include the following elements:

- a. Elevations of each existing or proposed building façade and/or proposed changes thereto. Elevations shall show exterior dimensions; material and color proposed for each exterior surface, including trim features; Location and detail for any building-mounted auxiliary equipment (HVAC, electrical, etc.); location and type of proposed lighting fixture (building mounted);

5. Landscape Plan. (LMC 15.14.050) A landscape plan is required. Landscape plans shall be prepared in accordance with LMC §15.14.050 (Landscaping and Screening Standards). The landscape plan must shall include the following elements:

- a. Locations and dimensions of all existing and proposed landscaped areas, both organic and inorganic;
- b. Symbols indicating locations and identities of all existing and proposed plant species, as well as any major inorganic landscape or hardscape elements (boulders, etc.);
- c. A complete list of all existing and proposed plant species;
- d. A table or similar element showing applicable landscape point totals, per LMC Table 15.14.050-4;
- e. Existing or proposed irrigation plan, showing location and type of permanently installed irrigation-system elements; or acceptable statement regarding irrigation.

6. Photometric Plan. (LMC 15.14.110.B.3) A photometric study shall be submitted as part of the Site Plan Review application for any proposal installing new exterior lighting per LMC §15.14.110.

- a. The photometric study shall show all existing and proposed exterior lighting.
- b. The photometric study shall show that no more than 0.2 footcandles are observed at the property line.
- c. The total light output of any development project that requires Site Plan Review shall be calculated and shown not to exceed 40,000 lumens per acre, averaged over the entire project. This can be shown in a table or similar element.

7. Engineer Design Report (Standards for Design and Construction). *The City Engineer shall determine if the submittal and approval of an Engineering Design Report is required with the Type 3 Site Plan.* The Design Report shall include review of basic concepts for the development, prepared according to the City Engineer's specifications, including:

- a. Water and sanitary distribution and collection system's existing capacity to serve the development with adequate flows, valve location, domestic water and sanitary flows, fire flows, fire hydrants, and spacing.
- b. Storm water management plan, tributary area defined, historic and developed flows, flow velocities and quantities, storage volumes, inundation areas (streets, inlets, etc.).
- c. Estimated cost for City contribution, if any and if City funds are available (LMC §13.32.060).

8. Traffic Impact Analysis. (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required. TIAs require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study.

9. State Highway Access Permit. For any project utilizing existing or proposed driveway accessing a Wyoming State Highway, a statement from WYDOT authorizing continued use of an existing access or permit for a new access shall be provided.

10. Public Improvements

An itemized list of proposed public improvements required with construction (ADA ramps, drive approaches, sidewalks, utility connections/caps, etc.)

REQUIRED FOR TYPE 3 SUBMITTALS; SMALL WIRELESS FACILITY. All requirement related to this application type can be found in LMC 15.14.130. The requirements noted below are provided for guidance and should be used to supplement the requirements of LMC 15.14.130.

1. Site Development Plan. (LMC 15.14.130.R.5) A site development plan is required. The site plan shall include the following elements:

- a. Construction drawings showing the proposed method of installation;
- b. The manufacturer's recommended installations, if any; and
- c. A diagram to scale showing the location of the small wireless facility, property and setback lines, easements, power lines, all structures, and the required landscaping, if applicable.

- d. A photo simulation that includes to-scale visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four angles, together with a map that shows the location of each view, including all equipment and cabling.
 - e. Necessary information related to accessory uses and equipment associated with the wireless facility.
 - f. Show the entire parcel or lot of record or ROW (may be supplemented by additional detail insets or sheets);
 - g. Provide dimensions for all lot lines and line work;
 - h. State the scale in graphic and/or verbal form;
 - i. Show which direction is north;
 - j. Show the location of any easements or restrictions (e.g., flood hazard areas, utility easements);
 - k. Show all existing and proposed building footprints, along with any architectural projections such as roof overhangs, decks, or porches, and their square footages if applicable;
 - l. Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power;
 - m. Show location and detail for any ground-mounted auxiliary equipment (HVAC, electrical, etc.), including screening detail;
 - n. Show the locations, dimensions and names of all existing and future adjacent streets (public and private), sidewalks and alleys;
 - o. Show all existing and proposed onsite and adjoining offsite improvements, including but not limited to access points, signals, etc.;
 - p. Show the location, surfacing and design of all off-street parking areas and drive aisles, with designation of accessible parking and accessible routes, including the pavement markings with dimensions; and location & number of all required bicycle parking facilities;
 - q. Show vehicular and pedestrian circulation, including plan-view ADA accessibility requirements;
 - r. Show locations of all restricted fire zones (e.g., fire lanes, building exits) and fire department hose connections;
 - s. Show the methods of screening for parking, refuse, recycling, storage and loading areas (may be shown on Landscape Plan if more appropriate);
 - t. Show location, type, and height of existing and proposed site lighting fixtures, including: parking lot and drive aisle lights and poles; building-mounted lighting fixtures (see also Building Elevation plan requirements below); and details regarding luminaire and shielding design (stock illustrations or diagrams acceptable);
 - u. Show the location, dimensions and elevation details (material color, articulation, etc.) of all fences (except temporary construction fences);
 - v. Show location, dimension and design of any onsite or adjacent retaining walls, existing or proposed, including dimensions of terrace(s) for tiered or multi-stage walls; and
2. **Grading Plan.** (LMC 15.14.020.E.2) A grading plan is required for all projects for which any site grading is necessary or proposed. The Grading Plan must be prepared per specifications of the City Engineer. Please contact the Engineering Division at 307-721-5250 for requirements.
 3. **Stormwater Management (Drainage) Plan.** (LMC 15.14.020.F) A drainage plan is required, unless waived in writing by the City Engineer. The Drainage Plan must be prepared per specifications of the City Engineer. Please contact the Engineering Division at 307-721-5250 for requirements.
 4. **Design Standards.** Plans showing compliance with design standards set forth in LMC 15.14.130.P shall be provided for each antenna applied for under the application. Other requirements related to design found in LMC 15.14.130.R shall also be adhered to.
 5. **Antenna Design Color & Stealth.** Provide color information showing compliance with LMC 15.14.130.R.1 and stealth design as noted in LMC 15.14.130.R.10
 6. **Visual Impact Assessment.** Provide information related to the visual impacts created by any small wireless facility if located within a Residential District, within 300 feet of a residential district or Downtown Commercial District. Information shall be provided to show conformance with LMC 15.14.130.R.9.
 7. **Landscape Plan.** A landscape plan is required if the installation meets the requirements of LMC 15.14.130.R.3. Landscape plans shall be prepared in accordance with LMC §15.14.050 (Landscaping and Screening Standards). The landscape plan must shall include the following elements:

- a. Locations and dimensions of all existing and proposed landscaped areas, both organic and inorganic;
 - b. Symbols indicating locations and identities of all existing and proposed plant species, as well as any major inorganic landscape or hardscape elements (boulders, etc.);
 - c. A complete list of all existing and proposed plant species;
 - d. Existing or proposed irrigation plan, showing location and type of permanently installed irrigation-system elements; or acceptable statement regarding irrigation.
- 8. Photometric Plan.** (LMC 15.14.110.B.3) A photometric study shall be submitted as part of the Site Plan Review application for any proposal installing new exterior lighting per LMC §15.14.110 and the lighting requirements set forth in LMC 15.14.130.R.2 for small wireless facilities.
- a. The photometric study shall show all existing and proposed exterior lighting.
 - b. The photometric study shall show that no more than 0.2 footcandles are observed at the property line.
 - c. The total light output of any development project that requires Site Plan Review shall be calculated and shown not to exceed 40,000 lumens per acre, averaged over the entire project. This can be shown in a table or similar element.
- 9. Engineer Design Report (Standards for Design and Construction).** *The City Engineer shall determine if the submittal and approval of an Engineering Design Report is required with the Type 3 Site Plan. The Design Report shall include review of basic concepts for the development, prepared according to the City Engineer's specifications, including:*
- a. Storm water management plan, tributary area defined, historic and developed flows, flow velocities and quantities, storage volumes, inundation areas (streets, inlets, etc.).
 - b. Estimated cost for City contribution, if any and if City funds are available (LMC §13.32.060).
- 10. Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required. TIAs require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study.
- 11. State Highway Access Permit.** For any project utilizing existing or proposed driveway accessing a Wyoming State Highway, a statement from WYDOT authorizing continued use of an existing access or permit for a new access shall be provided.
- 12. Public Improvements**
An itemized list of proposed public improvements required with construction (ADA ramps, drive approaches, sidewalks, utility connections/caps, etc.)
- 13. Street Closure Permit**
A Street Closure Permit may be need in order to complete the work as requested. If a Street Closure Permit is needed, the City Engineering Office shall confirm in conjunction with the Site Plan Application the Street Closure Plan is feasible and could be approved if the Site Plan Application for the Small Wireless Facility is approved.
- 14. Right-of-way Obstruction Permit**
A Right-of-way obstruction permit may be needed if the work is to be conducted within public right-of-way. Granting of the permit shall be completed prior to or in conjunction with the Site Plan application review process.
- 15. Excavation permit**
An Excavation permit may be needed it the work is to be conducted within the public right-of-way. Granting of the permit shall be completed prior to or in conjunction with the Site Plan application review process.
- 16. State or Federal Requirements**
The applicant shall provide necessary documentation that all poles and antennas meet current standards and regulations of the FAA, the FCC or any other agency per LMC 15.14.130.R.4
- 17. License or Agreement.** For all WCFs to be located within the right-of-way, prior to submitting for a permit, the applicant must have a valid municipal agreement, license, franchise agreement, Right-of-Way use agreement, encroachment permit or exemption otherwise granted by applicable law. LMC 15.14.130.R.13
- 18. As-Builts and Maps.** The provider shall furnish to the City paper and electronic maps showing the location of its equipment in the ROW and as-builts after construction is completed.
- 19. sad**

REQUIRED FINDINGS TO APPROVE A SITE PLAN REVIEW APPLICATION (EXCEPT SMALL WIRELESS FACILITIES) (LMC 15.06.060.O.3.e.(iii))

The application must provide information (e.g., in the cover letter) that at a minimum addresses the following points:

- (1) The Site Plan is consistent with the comprehensive plan;
- (2) The Site Plan is consistent with any active subdivision plat, planned development, or any other plan or land use approval as applicable;
- (3) The Site Plan complies with all applicable development and design standards set forth in this Code, including but not limited to the provisions in Chapter 15.08, Zoning Districts, Chapter 15.10, Use Regulations, Chapter 15.12, Dimensional Standards, and Chapter 15.14, Development Standards;
- (4) Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable;
- (5) The development proposed in the plan and its general location is or will be compatible with the character of surrounding land uses; and
- (6) The development can be adequately served by city services including but not limited to roads, water, and wastewater.

USE LEVELS

Use Examples		
Use Level	Use Categories	Use
1	Agriculture, Household Living	Single-Family Homes, Multi-family Structures, Townhomes, Duplexes
2	Group Living*	Boarding, Lodging, or Rooming Houses; Fraternity or sorority Houses; Group Homes; Retirement Homes; Nursing homes, or assisted
3	Animal Sales and Service Transportation Utility Assembly	Veterinarians, Pet Shops, Kennels, Bus Terminals, Rail Terminals, Energy Facilities, Wireless Towers, Auction Houses / Yards, Membership Clubs
4	Community Services Educational Facilities	Government Services and Facilities, Art Galleries, Museums, Homeless Shelters, Colleges, Universities, Trade Schools
5	Health Care Facilities	Hospitals, Urgent Care Facilities, Rehabilitation Centers, Medical and Dental Offices
6	Child Care* Financial Service Office and Technology Personal Services Retail Sales	Child Cares (*not in single-family homes), Pre-schools, Barber shops and beauty parlors Dry cleaners, retail and laundry services, Massage Parlors/Spas, Art Studios, Grocery stores, Liquor stores, Pawn Shops, General Merchandise Stores, Financial Institutions, Administrative and Professional Offices, Pharmaceutical Complex
7	Food and Beverage Services Recreation and Entertainment, Outdoor Recreation and Entertainment, Indoor	Restaurants, Coffee Shops, Bar/Taverns, Bakeries, Theaters and Performance Halls
8	Wholesale Business	Wholesale Businesses
9	Visitor Accommodation	Hotels, Motels, RV Parks, Campgrounds, Truck Stops and Travel Centers
10	Vehicles and Equipment	Equipment Rental, Fueling Centers, Auto Repair, Commercial Parking Lot, Vehicle Storage Yards,
11	Industrial	Builders Supply Yards, General Contractors Offices, Firewood Storage and Production Yards, Light Industrial Uses.
12	Adult Business	Sexually Oriented Businesses
13	Manufacturing and Production Warehouse and Freight Movement	Cabinet Making and Carpenter Shops, Manufacturing Operations, Processing Operations, Refineries
14	Waste and Salvage	Salvage Yards, Recycling Centers and Landfills

SITE PLAN REVIEW SUBMITTAL CHECKLIST: (see "Required for Submittal" section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity/Cost		
1) Complete Application	1 copy		
2) Application Fee	<input type="checkbox"/> Type 1 \$35.00 <input type="checkbox"/> Type 2 \$225.00 <input type="checkbox"/> Type 3 \$420.00 <input type="checkbox"/> Type 3 - Small Wireless Facility \$270.00 (up to 10 sites)		
3) Cover Letter	1 copy		
4) Proof of Ownership	1 copy		
4) Reduced-size Drawings (8 1/2" x 11" or 11" x 17")	1 copy		
5) Full-size Drawings (Type 3 Applications Only)	1 copy		
6) All Application Materials (Digital)	1 copy		
7) Miscellaneous	TBD		

Other items:

