



Park County Planning & Zoning

1002 Sheridan Ave. Suite 109, Cody, WY 82414
Phone: 307-527-8540 | Fax: 307-527-8515
E-mail: planning@parkcounty-wy.gov

Rec. By: _____
Date: _____
Receipt #: _____
App. #: SITEP _____

SITE PLAN REVIEW (WITHOUT SUP) APPLICATION (6 pages) Fee: \$350.00*

This application is required to obtain approval of certain uses that exceed one or both of the following conditions: 1) Construction of any building or building addition that cumulatively exceeds 5,000 feet of floor area; or 2) Development of more than one acre for a land use without buildings. This application applies to structures/uses on land in unincorporated areas of Park County. **Submission of this application does not constitute permission to proceed with development/construction, including site preparation for a structure requiring site plan review.**

*The applicant is responsible for paying mailing fees for neighbor notifications and publication fees for public hearing notices.

APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

OWNER INFORMATION (if different from applicant):

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

PROPERTY INFORMATION:

Physical Address: _____ Not addressed

Property ID # or Deed Recording #: _____

Subdivision Name (if applicable*): _____ Lot #: _____

*Please refer to any covenants/agreements/special conditions that may apply to development within the subdivision.

DESCRIPTION OF THE PROPOSED DEVELOPMENT:

DETAILS

1. Total floor area** of the proposed structure/use: _____ sq. feet.

**Floor area equals the sum of the gross horizontal areas of the several floors of a building or structure measured from the exterior face of exterior walls or from the centerline of a common wall separating two buildings, but excluding: any space where floor-to-ceiling height is less than 6 feet; unheated areas; and interior vehicle parking areas).

2. Land area impacted by the proposed use: _____ acres

3. Is the development within one of these planning areas?

(Special Site Plan Review required – see page 6 for details)

- Clark's Fork/Upper Clark's Fork North Fork Sage Creek
- Southfork (lower, middle, upper) Sunlight None of the above

FOR ALL PROPOSALS, SUBMIT THE FOLLOWING (REQUIRED):

1. Site Plan: See pages 4-5 of this application for Minimum Content Requirements for Site Plans.
2. Evidence of the following (*where applicable*):
 - Water supply: Adequate quantity and quality of water is available or can be provided.
 - Sewage disposal: Adequate sewage disposal treatment is available or can be provided.
 - Solid waste disposal: Adequate means for storage, handling and disposal of solid waste is available or can be provided.
 - Hazardous substances: Comply with state and federal regulations on handling, storage and disposal.
 - Utilities: Adequate easements or rights-of-way are provided. Adequate power, telephone and gas lines necessary are available to serve the structure/use.
 - Signs: Demonstrated compliance with signage requirements.
 - Parking and loading areas: Demonstrate compliance with parking regulations.
 - Road and access: The proposed development shall demonstrate that access points on county or state highways conform to county and state highway access requirements, as applicable.
 - Fire protection: Demonstrate compliance with recommendations of local fire district.
 - Protection of irrigation systems: Demonstrate that proposed development will not adversely impact any irrigation system on or near the property.
 - Water quality: Demonstrate compliance with state and federal water quality regulations.
 - Wetlands: Demonstrate compliance with federal wetlands regulations.
 - Runoff and erosion control plan: Required where 1) more than an acre of land will be disturbed; 2) more than 10,000 sq. ft. of contiguous impervious surfaces will be created; or 3) an increase in stormwater runoff discharging to a public road right-of-way will result.
 - Air quality: Demonstrate compliance with state and federal air quality regulations.
 - Nuisances: Demonstrate that the proposed development shall not produce noise, light, odor or other nuisances.
 - Overlay districts: Demonstrate compliance with overlay district regulations.
 - Specific uses: Demonstrate compliance with standards for specific uses (Chapter IV, Section 3 of the regulations).
 - Building setbacks along highways: Along state and county highways, building setbacks must be increased 20 feet for every 5,000 sq. ft. of floor area.
 - Other zoning requirements: Demonstrate that all zoning requirements have been met.

SIGN HERE: *In accordance with Wyo. Stat. §1-2-104, I certify under penalty of false swearing that the foregoing is true and the information provided in this application is accurate and complete. I agree that providing incomplete or inaccurate information may void or delay any and all permits authorized under this application. I further understand that any approval granted under this application by the Board of County Commissioners does not approve any continued or future violation of County regulations or State law. I further agree to comply with all County regulations and State laws pertaining to this application and authorize representatives of Park County to enter upon the abovementioned property for inspection purposes before, during and/or after the permitting process to ensure compliance. I further acknowledge that if signing on behalf of co-owners, multiple owners, a corporation, partnership, Limited Liability Company or similar entity, the undersigned hereby swear(s) that authorization is given, to the full extent required, with the necessary and appropriate approval, allowing the undersigned to act on behalf of such entity. I understand that proposed roads, easements, utilities, road cuts, access or related actions require me to contact the Park County Public Works Department to discuss special permitting requirements. I also understand that additional permitting may be necessary prior to approval of this request.*

Owner's Name (required)	Owner's Signature (required)	Date
Applicant's Name (if not the owner)	Applicant's Signature	Date

BELOW - For office use only

- | | | |
|---|---|--|
| <p><u>Accessory Use</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Large Impact Structure <p><u>Agriculture</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Feedlot <p><u>Commercial Uses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor/Major Commercial Business <input type="checkbox"/> Highway Comm Business <input type="checkbox"/> Ag Support Business <input type="checkbox"/> Commercial Storage <input type="checkbox"/> Adult Use <p><u>Industrial Uses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor/Major Industrial Use <input type="checkbox"/> Minor/Major Wholesale Business <input type="checkbox"/> Rock Products Mine (SM/LG) <input type="checkbox"/> Salvage Yard <input type="checkbox"/> Value-Added Ag Business | <p><u>Institutional Use</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor/Major Institutional Use <input type="checkbox"/> Correctional Facility <input type="checkbox"/> Minor Residential Religious Use <input type="checkbox"/> Minor Residential School <p><u>Recreational Uses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor Commercial Rec Business <input type="checkbox"/> Minor Outdoor Rec Facility <input type="checkbox"/> Major Recreation Facility <input type="checkbox"/> Campground <input type="checkbox"/> Dude Ranch and Resort <input type="checkbox"/> Ski Center <p><u>Residential Uses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Multi-Family Housing | <p><u>Residential Business</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Cottage Industry <p><u>Public/Quasi-Public</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Minor/Major Community Use <input type="checkbox"/> Major Utility Use <p><u>Temporary Uses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction Staging Area <input type="checkbox"/> Work Camp <p><u>Transportation Uses</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bus Terminal <input type="checkbox"/> Commercial Airport <input type="checkbox"/> Heliport <input type="checkbox"/> Landing Strip <input type="checkbox"/> Rail Facility <input type="checkbox"/> Railroad Right-of-Way <input type="checkbox"/> Truck Terminal |
|---|---|--|

Zoning District (circle one):

GR-M	GR-P	GR-40	GR-35	GR-20	GR-5	RR-2	R-H	C	I	T
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- Planning Area: _____
- Special Site Plan Review Required? YES NO • Specific Use? YES NO
- SWW: Adequate (Permit #: _____) New/upgrade req'd (Permit #: _____) N/A
- Runoff and erosion control plan required? YES NO
- In an ag overlay zone? YES NO - If yes, consult ag overlay regs.
- In a flood overlay zone? YES NO - If yes, consult floodplain development regs.
- In an airport overlay zone? YES NO - If yes, consult airport overlay regs.
- Notes: _____
- PZ Comm Recommended: APPROVAL DENIAL - Reason: _____
- BCC Approved? YES NO If yes, date of BCC decision: _____
- If no, reason: _____

Staff Initials: _____

CONTENT REQUIREMENTS FOR SITE PLANS

(Please consult with Planning and Zoning Staff to confirm applicable requirements.)

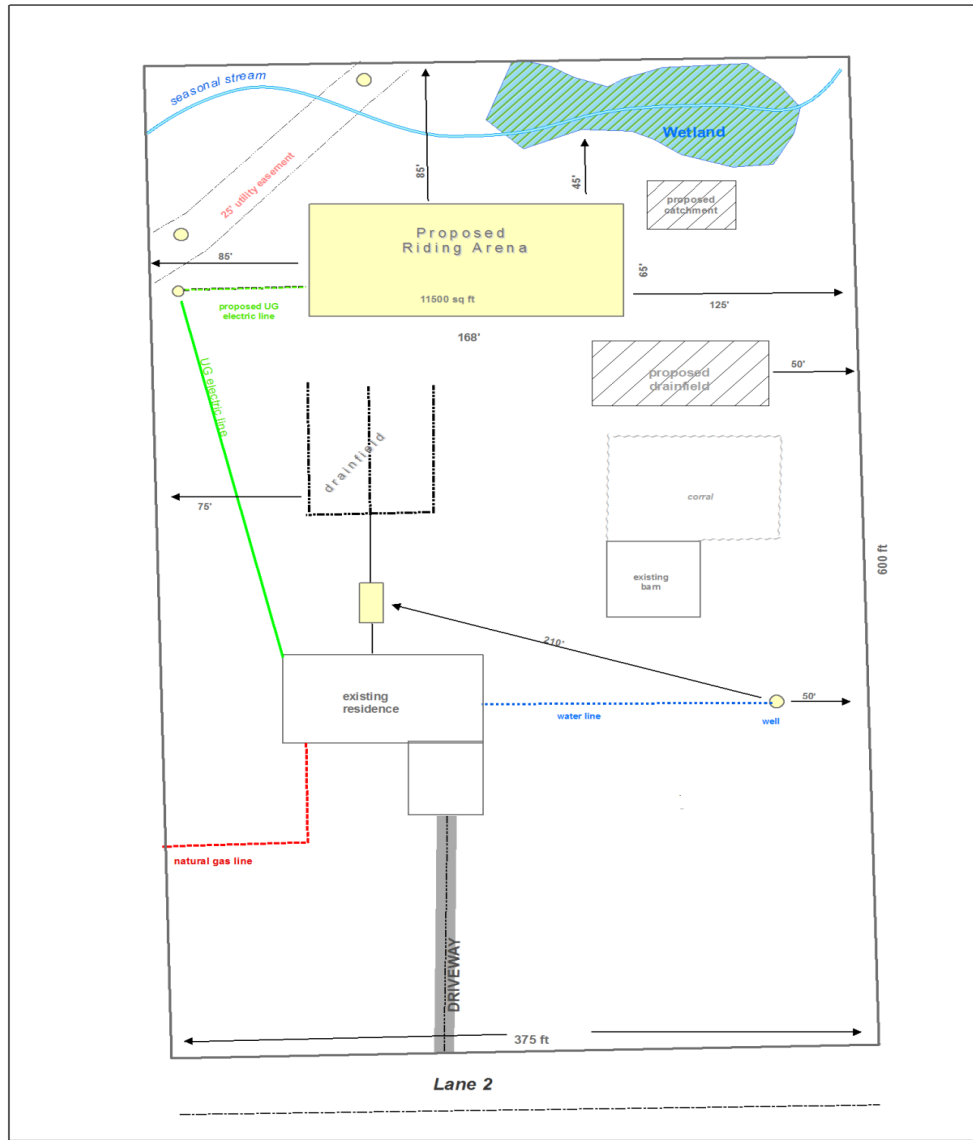
Site plans shall be prepared in a professional manner. The Commission, at its discretion and in consideration of the size and complexity of the application, may require the site plan be prepared by a registered professional engineer, surveyor, architect, or landscape architect. If the Commission requires a registered professional to prepare the site plan, the proposal shall be continued to a future meeting or tabled until such time that the professionally prepared site plan can be provided.

Site plans shall be prepared at a scale of 1-inch equals 20 feet, on standard 24" x 36" sheets. The site plan shall include the following data, details, and supporting plans. All of the requirements must be met in each plan, with notations explaining the reasons for any omissions.

Minimum requirements for a site plan include the items listed below. Following staff review of an application submittal, additional materials may be required pursuant to Appendix 18 of the *Park County, WY 2015 Development Standards and Regulations*.

1. Name of the project, boundaries, and vicinity maps showing site's location in the county, date, north arrow and scale of the plan.
2. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses, and the location and use of structures within 300 feet of the site.
3. The location and use of all existing and proposed buildings and structures within the development. Include all dimensions of floor area, and show all exterior entrances, and all anticipated future additions and alterations.
4. The location of all present and proposed public and private roads, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, and fences. Location, type, and screening details for all waste disposal containers shall also be shown.
5. Location of planned lighting.
6. The location, height, size, materials, lighting, and design of all proposed signage.
7. The location of all present and proposed systems including:
 - a. Sewage or septic system;
 - b. Water supply system and irrigation system;
 - c. Telephone, cable, gas and electrical systems; and
 - d. Storm drainage system including existing and proposed drain lines, culverts, catch basins, manholes, and drainage swales.
 - e. The location of features of an irrigation system, including laterals, headgates, wastewater ditches, and easements.
8. If any portion of the parcel is within the 100-year floodplain, the floodplain area must be shown. Base flood elevations shall be given if any development is proposed within the 100-year floodplain. Indicate areas within the proposed site and within 50 feet of the proposed site where ground removal or filling is required, and give its approximate volume in cubic yards.
9. Water sources that include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas.
10. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, and curb cuts on the site and within 300 feet of the site.

11. For new construction or alterations to any existing building, a table containing the following must be included:
 - a. Area of building to be used for a particular use such as retail operation, office, storage, etc.;
 - b. Maximum number of employees;
 - c. Maximum seating capacity, where applicable; and
 - d. Number of parking spaces existing and required for the intended use.
12. A report documenting the site plan's compliance with site plan standards.



Sample Residential Site Plan

_____ Property

Special Use Permit for Large Impact Structure

Prepared by: _____

100 Feet

Special Site Plan Standards: The following special site plan standards shall apply to all site plans in the following local planning areas: **Clark’s Fork, Lower Southfork, Middle Southfork, North Fork, Sage Creek, Sunlight, Upper Clark’s Fork and Upper Southfork.**

- i. Stream corridors: The open space use of stream corridors and the retention or restoration of riparian vegetation shall be encouraged. A 100-foot setback distance from perennial streams and lakes shall be maintained to the fullest practical extent.
- ii. Steep slopes: No development shall be permitted on or near steep slopes as identified in Appendix 22 Slope Conditions Warranting Engineering Review, unless an engineer certifies that such development is not subject to a significant hazard due to slope failure or accelerated soil erosion. Open space use of steep slopes (15 percent or greater) shall be encouraged.
- iii. Wildlife habitats: Developments that will disturb more than two acres of crucial big game habitat, as identified on the latest edition of the Wyoming Game and Fish Department’s Big Game Seasonal Range Overlays, shall implement a plan for the protection of such habitat that identifies:
 - a. Crucial wildlife habitat area, the principal species present, and species used as “indicators” of the habitat protection plan;
 - b. Existing wildlife habitat elements, including sources of water, vegetative cover, and migration routes or other wildlife use areas;
 - c. How land disturbance will be minimized in order to maximize retention of wildlife habitat;
 - d. How the site plan provides for movement of wildlife through and around developed areas and the connection of wildlife habitats;
 - e. How temporarily disturbed areas will be re-vegetated and how re-vegetation will result in a volume, structure, and diversity of vegetation similar to that found in the existing wildlife habitat; and
 - f. How occupants will promote long range maintenance of the wildlife habitat and all protection features of the plan.
- iv. Designated Scenic Byways: Developments within one mile of state-designated Scenic Byways (Chief Joseph Highway WYO 296) shall prove to the satisfaction of the Commission or Board that site design has mitigated significant visual impacts of the new development. Each of the following design techniques shall be incorporated in the site design unless the applicant shows that no significant visual impact will be created or use of the technique is cost-prohibitive or impractical and requiring its use would prevent development of the project:
 - a. Concentrating structures in the least visually obtrusive portions of a property;
 - b. Locating structures at or below tree lines;
 - c. Locating structures below ridgelines;
 - d. Installing utilities underground;
 - e. Using natural terrain contours to mitigate the visual impact of new roads;
 - f. Re-vegetating cleared areas with native plants;
 - g. Using natural materials such as stone or wood, earth tone colors and ranch or lodge type architectural structures.
 - h. The applicant may use other design techniques as a substitute for items a – g, provided they mitigate any significant visual impact.