PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION

STAFF USE
File #: SPR2023-_____
P&Z Invoice:_____
Date Submitted:_____

Applicant's Name:_____ Business Name:_____

Applicant's Mailing Address:_____ City:_____ State:_____ Zip: _____

Phone/Cell #:_____ Email:_____

Project Address:_____ Cody, WY _____ Zoning:_____

Property Owner's Name:_____ Phone/Cell:_____

Property Owner's Mailing Address:_____ City:_____ State:_____ Zip:_____

Description of Proposal (attach additional sheets as necessary):_____

_____

_____

_____

Legal Description of Property (or attach copy of deed):_____

Estimated Construction Start Date: _____

Representative Attending Planning and Zoning Meeting:_____

Signature of Property Owner:_____
Signature *Date*

APPLICATION MATERIALS:
All applicable information is to be provided. Applicants are encouraged to arrange a pre-application meeting with staff to ensure a complete submittal. An incomplete application may result in delays in processing.

1) *FEE:* Each application must be accompanied by one of the following review fees. Payment may be made by cash, check, or credit card (Visa, MasterCard, Discover).
   - ☐ Site Plan Review of new facility, or expansion of ≥20% (also includes Landscape, Architecture, and Sign Plan). Size of New Building/Addition:_____S.F. @$0.075 per square foot (GFA) = $_____ $650.00 minimum
   - ☐ Site Plan Review for addition or expansion of < 20%. $300.00
   - ☐ Separate review of a landscape plan, parking plan, or modification to architecture of building. $50.00 each
   - ☐ Multi-Family Residential Site Plan Review (all multi-family projects in commercial zones and projects of > 4 dwellings in residential zones). $30.00 per unit
2) *COPIES:* Provide one paper copy and one electronic copy (PDF) of each of the application documents.
3) *PLANS AND ADDITIONAL INFORMATION:* All plans must be dimensioned, clearly legible, and printed at a standard scale.
   Please include the following Architectural and Site Plan components, as applicable to the project:
   - ☐ Provide a dimensioned elevation view of each building face to illustrate scale, materials, colors, and roof lines.
   - ☐ Provide a site plan showing all existing and proposed buildings and structures, outdoor use areas, lot lines, setbacks, access points, driveways, sidewalks, easements, landscape areas, signs, fences, fire hydrants, wells, and drain fields, as applicable.
   - ☐ Show the parking lot layout and pedestrian access details (parking lot surfacing/pavement limits, curbing, sidewalk, ADA ramps, tactile warning strips, etc.). Include details to verify compliance with the City off-street parking ordinance (Title 10, Chapter 16), and ADA accessibility requirements.
   - ☐ Identify any proposed fencing and retaining walls (location, height, materials).

- ☐ Provide exterior lighting details. Include location(s,) type(s) of fixtures, mounting height(s), method(s) of control (switch, auto dimming, timer, photocell, etc.), and cut sheets/photometric data for each fixture with wattage, distribution patterns, and color temperature identified. Note: Photometric plans may be required for projects with intensive exterior lighting or locations with potential lighting conflicts. Full cut-off lighting fixtures are typically required.
- ☐ Show the general grading and drainage scheme. Proposals requiring an engineered storm water plan (see below) must include construction level detail for the grading plan (elevation/slope data, gutter style, inlets/outlets, etc.)
- ☐ Identify snow storage areas.
- ☐ Identify the trash and recycling dumpster locations and any proposed screening. (City trucks are side-loading. See City for minimum enclosure dimensions, based on number of dumpsters.)
- ☐ Many projects require a basic floor plan of the building(s) in order to determine parking requirements, utility needs, etc. Consult with the City Planner to determine if a floor plan is needed.

Please include the following Utility components, as applicable to the project. A separate utility plan sheet and grading plan sheet may be appropriate:

- ☐ Identify all existing and proposed domestic water, sanitary sewer, storm water, electrical, raw water, natural gas, and telecommunication utility lines. Be sure to include locations of necessary inlets, cleanouts, valves, hydrants, utility boxes, meters, etc.
- ☐ Show all existing and proposed utility easements.
- ☐ If the project is a new, expanded, or redeveloped commercial site, submit complete grading and storm water plans and a drainage report from a WY licensed engineer, which comply with the city storm water management policy manual (no increase in runoff). Identify the location and size of all drainage facilities. A drainage report from a WY licensed engineer may not be necessary if the total amount of impervious surface is less than 4,000 sq. ft.
- ☐ Identify the size of any new water line and water meter. Provide estimated wastewater quantities if the use will generate more wastewater than a typical household (up to 5,000 gallons/month).
- ☐ If a new electrical service (or modification) is needed, complete the attached Electrical Division Review form.

Please include the following Landscape components, as applicable to the project:

- ☐ Provide a landscape plan to illustrate the location of the landscaping, the types of plants, other landscaping materials, and groundcover. Identify the irrigation water source and route to the landscape areas. If located in an entry corridor overlay zone, comply with City of Cody Code 10-17.
- ☐ Provide a Landscape Bond Agreement if applicable (If want occupancy prior to the installation of landscaping).

You may include the attached Sign Plan Application:

- ☐ If applicable, you may complete and submit the Sign Plan Application and associated documentation. The sign application may be submitted at a later date, if applicable, although an additional fee will apply.

PLANNING AND ZONING BOARD REVIEW:

Review of new facilities and expansions > 20% are conducted by the Planning and Zoning Board. The Board meets the 2nd and 4th Tuesday of each month at noon in the City Council Chambers (1338 Rumsey Avenue). Applications should be submitted at least one month prior to the meeting to allow review and comment by affected city departments, and any needed revisions. Incomplete and complex projects occasionally require longer. Exceptions to the one-month submittal deadline may be made when staff workload and schedules allow. NOTE: It is possible to submit for building permit review at the same time.

Applications for additions/expansions of < 20%, multi-family residential site plan reviews, and individual parking, landscaping, or architectural reviews can typically occur at staff level, provided no exceptions are necessary.

Desired Planning and Zoning Meeting Date:_____, 2023

Scheduled 2023 Meeting Dates:

Jan. 10 & 24	Feb. 14 & 28	Mar. 7 & 21	April 11 & 25	May 9 & 23	June 13 & 27
July 11 & 25	Aug. 8 & 22	Sept. 12 & 26	Oct 10 & 24	Nov. 14 & 28	Dec. 12