



PLANNING, ZONING AND ADJUSTMENT BOARD  
COMMERCIAL SITE DEVELOPMENT APPLICATION

STAFF USE  
File #: SPR2022-\_\_\_\_\_  
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:**

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. The following items are to be submitted with the application.

- 1) **FEE:** Each application shall 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 (also includes Landscape, Architecture, and Sign Plan).  
Size of Building/Addition: \_\_\_\_\_ S.F. @ \$0.05 per square foot = \$ \_\_\_\_\_ \$250.00 minimum
  - Landscape/Architecture and Sign Plan only. (Typically, modifications to existing development.) \$100.00
  - Minor Commercial Review. (Windows, doors, awnings, building access or exterior finish only.) \$50.00

2) **COPIES:**

- Twelve (12) paper copies\* of the application materials (plans, project description, sign plan, and other required information).
- A digital copy (PDF) of each of the application documents.

\*For complex projects, or if the applicant wishes, submit only two full-size paper copies and the electronic copy for staff review and wait until staff review occurs before providing the 12 copies for the Planning and Zoning meeting. This allows for corrections and changes to the plans before the 12 copies are printed. The 12 copies and an updated PDF will need to be submitted well before the Planning and Zoning meeting, as coordinated with staff.

- 3) **PLANS AND ADDITIONAL FORMS:** Commercial Site Plan Review requires all of the following, whereas minor commercial reviews and landscape/architectural plans need only include items applicable to the current proposal. All plans must be dimensioned, clearly legible, and printed at a standard scale.

**Please include the following Architectural and Site Plan components:**

- Provide dimensioned elevations views 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. Include a vicinity map with vicinity information describing surrounding land uses and zoning.
- 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 (location, size, type of fixtures, and cut sheets/photometric data). 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)
- 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:**

- 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, etc.
- 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.
- Identify the locations of existing and proposed electrical power lines, electrical equipment, and utility easements on or adjacent to the project site.

**Please include the following Landscape components:**

- 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:**

- Complete and submit the Sign Plan Application and associated documentation. The sign application may be submitted at a later date, although an additional fee will apply.

**PLANNING AND ZONING BOARD REVIEW:**

Review of this application is conducted by the Planning and Zoning Board. The Board meets the 2<sup>nd</sup> and 4<sup>th</sup> 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.

**Desired Planning and Zoning Meeting Date: \_\_\_\_\_, 2022**

**2022 Meeting Dates:**

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



COMMUNITY DEVELOPMENT DEPARTMENT  
SIGN PLAN REVIEW APPLICATION

STAFF USE  
File #: SGN2022-\_\_\_\_\_  
P&Z Invoice: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Applicant's 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: \_\_\_\_\_

Sign Installer (Commercial signs require a licensed installer): \_\_\_\_\_

- Types of Signs:  Attached Wall  Projecting  Awning  Banner (Temporary)  Inflatable (Temporary)  
 Freestanding  Monument  Electronic Message Board  Temporary A-Frame  
 Other (Marquee, Suspended, Bulletin, Billboard, Subdivision, etc.)—Please describe \_\_\_\_\_

Is the sign in the Downtown Sign District? (1/2 block each side of Sheridan Avenue, from 9<sup>th</sup> St. to 16<sup>th</sup> St.)  No  Yes

Will an existing sign be replaced by the proposed sign(s)?  No  Yes (If yes, note which sign in description below.)

Brief Description of Proposal: \_\_\_\_\_

Property Owner: \_\_\_\_\_ OR  Letter of authorization from property owner

Signature

Date

**FEE SCHEDULE:**

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10 Chapter 15 of the city code.

- Off-Premise Temporary A-Frame Signs No Fee
- Sign Application Submitted with Commercial Site Development Application No Additional Fee\*
- Attached wall, projecting, awning, inflatable, or freestanding sign on existing supports \$25.00\*
- Freestanding sign requiring new base structure and electronic message boards \$50.00\*

\* A building permit fee, based on the valuation of the sign, is required in addition to the fee noted above. The building permit fee is calculated and collected when the permit is ready to be issued.

**MATERIAL REQUIRED FOR SUBMITTAL & REVIEW**

- Two\* copies of a drawing or graphic rendering of the proposed sign(s) that indicate the sign content, design, colors, dimensions, area per sign face, materials, lighting and anchoring/mounting details. (\* 12 copies if Planning and Zoning Board Review needed.)
- Identify any existing signs that will be removed or replaced by the proposed signs.
- If the proposed sign is under the general category of "freestanding" (not attached to a building), submit:
  - A site plan that identifies the location of the freestanding sign and its distance from all property lines and utility easements in proximity.
  - The dimensions and square footage of any freestanding sign that will remain on the premises.
- If the proposed sign is attached to a building or something on a building, submit:
  - Drawings or photo renderings depicting the sign(s) on the building elevation(s).
  - If the sign is permanent (>120 days), note the dimensions and square footage of any existing signs that will remain on the building(s).
- A Building Permit Application for installation of the sign(s).

If applicable, please provide any additional information pertaining to the specific sign type as necessary to demonstrate compliance with the city sign code (Chapter 10-15). Some of the requirements for specific sign types include:

- Banners must be displayed as a wall sign or attached to railings, and must be securely fastened so that it may not be blown down, in whole or in part. Any other location for display of a banner or advertising flag must be approved through the planning, zoning and adjustment board.
- Advertising flags must be securely fastened.
- Banners and advertising flags must be of professional quality construction and appearance pursuant to the definition in section [10-15-2](#).
- If the banner/advertising flag becomes damaged or detached, it must be removed or repaired within 48 hours.
- Banners are subject to the 120-day time limit for temporary/seasonal signs.

**Electronic Message Boards and Animated Signs:**

- Not more than one electronic message board sign may be permitted per zoning lot.
- The sign shall not display off-premise commercial advertising.
- They are not permitted in residential sign districts.
- The leading edge of the sign must be a minimum distance of 100 feet from an abutting residential zoning district.
- Electronic message boards must utilize an automatic dimmer control so as to not exceed a maximum luminance of 5,000 nits from sunrise to sunset, and a maximum luminance of 500 nits from sunset to sunrise.
- The use of audio speakers is prohibited in association with the sign.
- Electronic message boards and animated signs shall be permitted only in the following sign districts: D-2, D-3, and E industrial. In addition, electronic message boards and animated signs may be permitted in the downtown business district, but must have special approval by the planning and zoning board. Approval will be based on consideration of adjacent signage, the size of the proposed signage, and compliance with applicable sign requirements of WYDOT.

**Temporary A-frame Signs:**

- Each organization and/or business may receive one permit per year, which will be valid for up to 7 consecutive days.
- Dates requested: \_\_\_\_\_
- No more than 5 permits will be issued for the same 7-day period. Permits are issued on a first come first served basis.
- No signs shall be placed within the public right of way except as otherwise allowed by the City Code with Council ok.
- No applicant is allowed to place more than 6 temporary A-frame signs. Please provide a site plan of the locations.
- Provide a signature or letter of authorization from each property owner.

| Address | Signature |
|---------|-----------|
|         |           |
|         |           |
|         |           |

| Address | Signature |
|---------|-----------|
|         |           |
|         |           |
|         |           |

**Billboards:** Applications must also include:

- Legal lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease.
- Bond suitable in value to cover the removal of all portions of the sign and support structure at the end of the lease.

**Inflatable Signs:** Applications must also include:

- Design and construction details to demonstrate compliance with City wind load requirements.
- How the electricity will be supplied to the inflatable.
- Demonstrate that the anchoring mechanisms will not present a danger to the public.
- Site plan showing existing structures, power poles, trees, street and pedestrian paths and all other features which may be impacted.
- Sign Height: \_\_\_\_\_

**City of Cody Electrical Division Review:**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Developer/Contractor: \_\_\_\_\_

**Distribution System Information Section:** This information must be provided to the City Electrical Engineer prior to estimating the distribution system cost. No equipment will be ordered until the developer pays the estimated charges for the electrical services. If changes to the electrical service are made following the date of the signature on this form, additional costs and delays in service may occur.

Project Electrical Service Requirements:

- 1) Three Phase Yes\_\_\_\_\_ No\_\_\_\_\_
- 2) Voltage Needed
  - a. 240/120 Volt Single Phase Yes\_\_\_\_\_ No
  - b. 208Y/120 Volt Three Phase Yes\_\_\_\_\_ No
  - c. 480Y/277 Volt Three Phase Yes\_\_\_\_\_ No\_\_\_\_\_
- 3) Service Size (check one)
  - a. 200 amp \_\_\_\_\_
  - b. 400 amp \_\_\_\_\_
  - c. 600 amp \_\_\_\_\_
  - d. 800 amp \_\_\_\_\_
  - e. 1200 amp \_\_\_\_\_
  - f. Other\_\_\_\_\_amp
- 4) Expected peak load (not connected load) of the project in amps:\_\_\_\_\_amps
- 5) Provide a copy of the project site plan showing existing electrical lines and equipment on, and adjacent to the project site.

**Developer Instructions/Comments:**

- 1) The developer shall provide and install electrical grade PVC schedule 40 conduit per the plans and specifications once the final plat is reviewed.
  - a. Invoices shall be provided to the City Electrical Engineer for all conduit and electrical material purchased for this project by the developer or contractor.
  - b. Any changes in the design of the electrical distribution system shall be discussed with and approved by the City of Cody Electrical Engineer.
- 2) All primary conduits (distribution voltage conduit) shall be installed at a depth of 48" and backfilled per City specifications as follows:
  - a. All primary conduits shall be schedule 40 electrical grade PVC, \_\_\_\_\_ inches in diameter.
  - b. A pull string is not required in 4" or larger primary conduit.
  - c. All conduit sweeps shall be 36" radius schedule 40 electrical grade PVC unless otherwise specified in the plan.
- 3) All secondary (service voltage) conduits shall be installed at a depth of 24" and backfilled per City specifications.

- a. All secondary conduits shall be 3" schedule 40 electrical grade PVC.
  - b. A pull string is not required in 3" secondary conduit.
  - c. All conduit sweeps shall be 36" radius schedule 40 electrical grade PVC.
- 4) All streetlight conduits shall be installed at a depth of no less than 24" and backfilled per City specifications.
- a. All streetlight conduits shall be 1-1/2" schedule 40 electrical grade PVC. A pull string shall be installed in the streetlight conduit run by the contractor.
  - b. All streetlight conduit sweeps shall be a minimum of 12" radius schedule 40 electrical grade PVC.
- 5) The City shall supply transformer box pads, sectionalizing vault ground sleeves, secondary service pedestals, ground rods with pigtails and streetlight bases to the developer's contractor to be installed by the contractor to City specifications. For further information on the placement and clearance requirements for such equipment, refer to the Electric Distribution Standards Policy available in the City of Cody Engineering Office.
- a. All transformer box pads and sectionalizing vault ground sleeves shall be installed so that the top of the pad or sleeve is at least 3" above finished grade. In addition, the City supplied ground rod and pigtail shall be installed with the pad or ground sleeve with the free end of the pigtail wrapped around the conduit sweep for access by the utility for equipment installation.
  - b. Streetlight bases shall be installed so that the top of the pre-poured base is at least 2" above finished grade. The four bolt pattern shall be aligned with the street roadway, sidewalk or curb.
- 6) The developer's labor and equipment costs to install the electrical distribution conduit, box pads, ground sleeves, ground rods, secondary pedestals and streetlight bases shall be traded for the City's labor and equipment costs to install and connect the cable, transformers, sectionalizing vaults and streetlights for the project.

**Easement Requirements:**

- 1) The developer shall survey, describe and provide any easements necessary for the purposes of providing distribution service to the project.
- 2) Signed easement documents shall be provided to the City of Cody Engineering Office prior to start of construction.
- 3) No permanent structures, trees or large shrubs shall be placed on the utility easement by the developer or subsequent landowners. This information shall be conveyed to the buyers by the developer.

I, as the developer of the project understand that if any of the service information provided on this form changes prior to or during construction, it can cause delays in completion and increases in cost since it may require re-ordering equipment to meet the revised service. I understand that some of the equipment required to provide electrical service can require 8 to 12 weeks from order date to delivery.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Developer's signature

**LANDSCAPE BOND AGREEMENT**

The undersigned are the owners of the land area described in Exhibit A and hereby agree that the conditions of the Landscape development plan accompanying this application shall be binding upon the undersigned, their successors and assigns, and shall limit and control the validity of all commercial development permits; that the undersigned agree to provide a surety bond, certified check or Letter of Credit in an amount sufficient to cover the installation costs of the Landscape Plan and Irrigation Accessories and in addition thereto an additional 10% for contingency. The surety bond, Retainage Account or Letter of Credit must be valid for a two (2) year period of time and is offered to assure the completion of the proposed Landscape Plan.

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Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

\_\_\_\_\_

\_\_\_\_\_

STATE OF WYOMING) )  
COUNTY OF PARK ) )

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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Estimated Cost of Landscape Plan \$ \_\_\_\_\_

Estimated Landscape Installation Completion Date: \_\_\_\_\_

Financial Assurance Vehicle – Cash, Letter of Credit, Performance Bond, Bank Guarantee, other

\_\_\_\_\_ Expiration: \_\_\_\_\_