

PROJECT PRE-APPLICATION MEETINGS

What is the purpose of the Project Pre-Application Meeting?

- To inform and guide an applicant through the early stages of new industrial and commercial construction
- To allow for staff representatives to perform a cursory review of a Site Plan, offering suggestions and guidance to facilitate and expedite the permit review process
- To provide the applicant with the requirements for Site Plan review
- To advise the applicant on any permits that may be required for the proposed project

Required Documents:

All of the following information is required at a Project Pre-Application Meeting:

- A preliminary site plan of the proposed development
- Site Plan shall be a minimum of 24 X 36 in size
- A brief narrative of the intended uses for the development
- Supporting documentation and information on the project site
- Preliminary floor plan

Please see Commercial Site Plan Preliminary Review Checklist on what must be provided on the site plan.

Required Attendance:

The applicant **is expected** to have present at this meeting:

- The owner of the project site
- The engineer, architect or surveyor of record

Reviewers typically present at a Site Plan Pre-Application meeting include representatives from:

- Powder River Energy Corporation (PRE Corp)
- Planning & Zoning
- Building
- Engineering
- Fire Department

Meeting Times:

Project pre-application meetings are one hour meetings held the 2nd and 4th Wednesday of each month starting at 8:30 A.M. in the Public Works Office, located at 500 S. Gillette Ave., Suite 1500. Please contact the Public Works, Building Division at 307-682-1970 for more information and to schedule your pre-application meeting. Please also see the Project Pre-Application Meeting submittal calendar for meeting and submittal dates.



PROJECT PRE-APPLICATION SITE PLAN REVIEW CHECKLIST

(For all Campbell County Project Pre-Application Site Plan Reviews)

Note: A survey to verify setbacks or height may be required for a proposed project. Please speak with the County Planner to see if your project may require a survey.

Site Plan: When preparing a site plan for a pre-application meeting, include as much of the listed information that you have available. Specific information must be shown on the site plan. This information will vary, depending upon the type of proposal and the specific site features. **The site plan/zoning application must be filled out entirely and returned with your site plans prior to the scheduling of the site plan review.**

Supporting Materials: Please provide the following supporting information:

Project location (Address or Legal Description) _____

Owner name & contact information _____

Contractor name & contact information _____

Type & source of water service provided (private well, public water system, etc.)

Type & source of sewer service proposed _____

All Site Plans:

- North arrow, scale, and date drawn.
- Lot dimensions.
- Location, dimensions, height, gross square footages, use, and type of construction of proposed and existing structures, including decks and outdoor covered storage or porches. *Gross square footages are important for calculating required fire flow and parking requirements.*
- Setback dimensions for proposed buildings and other proposed or existing structures (such as proposed or existing signs).
- Existing and proposed elevation contours at intervals of not greater than 5 feet (not required where relief is less than 5 feet).

- Location of all utility and drainage easements, drainage ways and/or flood plains.
- Location of major proposed utilities - sewer, water, gas, electricity.
- Electrical power requirements
- Location of fire hydrants.
- Adjacent land uses and approximate location of structures.
- Separation between buildings if there are multiple structures on the parcel.
- Locations and widths of existing and proposed driveway access to the site
- Public right-of-way location and dimensions.
- On-site driving aisles, off-street parking layout, internal pedestrian walkways.
- Required and proposed number of parking spaces, including accessible spaces.
- Required loading areas and dimensions.
- Dimensions and type of required perimeter and interior landscaping and buffers
- Dumpster/garbage receptacle/recycling location
- Percent of lot coverage by buildings. See the Campbell County Zoning Regulations for lot coverage restrictions.

DEPARTMENT OF PUBLIC WORKS

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Facilities Maintenance
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Solid Waste & Recycling
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Building Division Project Pre-Application Dates for 2020

Submittal Due Date	Pre-Application Meeting Date In Public Works Conference Room
January 6, 2020	January 15, 2020
January 21, 2020	January 29, 2020
February 3, 2020	February 12, 2020
February 18, 2020	February 26, 2020
March 2, 2020	March 11, 2020
March 16, 2020	March 25, 2020
April 6, 2020	April 15, 2020
April 20, 2020	April 29, 2020
May 4, 2020	May 13, 2020
May 18, 2020	May 27, 2020
June 1, 2020	June 10, 2020
June 15, 2020	June 24, 2020
July 6, 2020	July 15, 2020
July 20, 2020	July 29, 2020
August 3, 2020	August 12, 2020
August 17, 2020	August 26, 2020
September 8, 2020	September 16, 2020
September 21, 2020	September 30, 2020
October 5, 2020	October 14, 2020
October 19, 2020	October 28, 2020
November 2, 2020	November 11, 2020
November 16, 2020	November 25, 2020
December 7, 2020	December 16, 2020
December 21, 2020	December 30, 2020