

## DATA FOR ALL C.U.P. SITE PLANS

### THE SITE PLAN DRAWING MUST INCLUDE THE FOLLOWING INFORMATION:

1. Legal description/address(s) of the site. Nearest cross street to the site should be included, if possible.
2. Title Block (stating Site Plan), address, scale used, north arrow and date of preparation.
3. Current Zoning of the site.
4. Surrounding land uses and zoning. Properties across a right-of-way of 100 feet or less must be included.
5. Names of property owners who share a common lot line with the site. (Property ownership information is available at the County Assessor's Office.)
6. Names of all adjacent streets and any streets included within the site plan area.
7. Right-of-way widths, pavement widths from curb to curb, or shoulder to shoulder and any easements pertinent to the site shall be shown.
8. Locations and dimensions of proposed and existing curb cuts. Indicate existing cuts to be closed.
9. Overall site dimensions (property lines).
10. Location of existing and proposed objects on the site such as fences, trees, signs, etc.
11. Note which existing objects are to remain.
12. Location and width of existing and proposed sidewalks. Note which existing sidewalks are to remain.
13. Dimension, height and setbacks of existing building(s) if they are to remain on site.
14. Dimension, height and setbacks of proposed building(s).
15. Location of nearest fire hydrant(s).
16. Location and type of trash containment proposed.
17. Location and direction of exterior lighting, if applicable.
18. Types of existing and proposed ground surfacing/covering.
19. Parking stall layout and dimensions.
20. Parking lot striping and other surface markings proposed.
21. Location of wheel stops, bumper guards and/or curbing.

22. Existing and proposed drainage arrows.
23. Proposed screening by type and height, if applicable.
24. Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
25. Depictions of driveway approaches, speed change lanes, utility poles, signs, sidewalks, and/or other structures or features within the right-of-way for a distance of 100' from either side of the site's boundaries.
26. Physical barriers between properties that would prevent joint access, cross access, or joint parking between properties.
27. The site plan must depict driveways on the opposite side that are within at least 100-feet on collectors and at least 200-feet on arterials. Driveways opposite the site's driveway should also be provided.

COMPUTATION TABLE TO INCLUDE THE FOLLOWING:

1. Total Site Area
2. Building Area
3. Parking Provisions
4. Landscaping Calculations

THE FOLLOWING APPLIES TO ALL NEW CONSTRUCTION:

Topography to include:

1. Top of curb elevations adjacent to site, if applicable.
2. Final grade elevations at property corners.
3. Top of foundation elevation on all levels.
4. Existing and/or proposed water and sewer locations, or well and septic locations.

## Conditional Use Permit (CUP) Application \$350.00/Request

**The following items must be submitted for an application to be process:** All items must be submitted at least **45 days** prior to public hearing you would like to be on, only complete applications will move forward. **Please schedule a meeting with staff to submit application.** A CUP is granted to the property owners.

Required with Application:

- 1) **\$350.00** per request in the form of cash or check made out to Sheridan County\_\_\_\_\_
- 2) Stamped, pre-addressed business-sized envelope for each property owner **within one-half (1/2) mile** of proposed CUP.
- 3) Provide mailing list of above property owners. County GIS can provide list for a fee
- 4) A scaled site plan-see attached list for required data
- 5) Proof of ownership of property-warranty deed
- 6) Legal description of property
- 7) Letter of intent, explanation of proposal
- 8) Other Documentation that the County feels necessary

Date of Application: \_\_\_\_\_

Owner's name(s): \_\_\_\_\_

Owner's  
mailing address: \_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

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

### **Property for which the Conditional Use Permit ("CUP") is applied**

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physical  
Address: \_\_\_\_\_

Access Road \_\_\_\_\_

Zone District: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

\_\_\_\_\_  
Duration: \_\_\_\_\_

How does your proposed use conform to Sheridan County land use regulations?

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Describe how your proposed use is compatible with the existing or permitted uses in the area of the request. (Considerations may include but not be limited to building height, bulk and scale, setbacks and open space, landscaping and site development, and access and circulation features.)

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List potential impacts to the permitted uses in the area, if your proposed use is allowed.

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Describe the type, location, and lighting of any proposed sign(s). Also, include the relation of the sign(s) to traffic control and any adverse affects on adjacent properties.

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What impact on safety and convenience of vehicular and pedestrian circulation will your proposed use have in the area?

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Person who filled out application \_\_\_\_\_

Print Name

Signature

Owner(s)

Signature(s): \_\_\_\_\_

Applicant(s) may attach additional written material demonstrating how the proposed use will meet the requirements of Sheridan County Zoning Resolution, Section 24, Paragraph E, Evaluation Criteria.

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**SHERIDAN COUNTY PUBLIC WORKS DEPARTMENT**

224 South Main Street • Suite B8 • Sheridan, Wyoming 82801 • Phone: 307-674-2920 • Fax: 307-674-2927

Conditional Use Application 2/5/07

## CONDITIONAL USE PERMIT

### TO BE COMPLETED BY THE COUNTY PUBLIC WORKS STAFF:

Permit Number: \_\_\_\_\_

Name of Conditional Use Permit: \_\_\_\_\_

Name of property owners permit granted to: \_\_\_\_\_

BOCC Date of Approval: \_\_\_\_\_

Number of Years Approved For: \_\_\_\_\_

Conditions:

Permit Issued by

\_\_\_\_\_  
Signature of County Public Works