

## HOW A SITE PLAN WORKS

A site plan is required for most commercial projects. The following circumstances trigger commercial site plan requirements.

1. New commercial, industrial, public, planned unit development, mixed use development.
2. New residential multi-family development including duplex, triplex and town homes.
3. When a vacant structure is to be reused with demonstratable impacts upon the community for commercial, industrial, public and residential multi-family development. Impacts include traffic, access, drainage, parking, and buffering.
4. All conditional uses: Class A, Class B and Class C.

Examples include: a new day care center, a new commercial building or center, a vacant structure intended for commercial use which impacts traffic, and all listed conditional uses within zoning districts.

And for all revised site plans as well. This occurs when a new site plan is built out and an addition or significant change is needed for the site.

### HEADS UP

1. Section 3-1-109, Parts A through M show the standards for commercial projects.
2. Sections 2-4-101 through 2-4-116 show permitted uses and conditional uses by zoning district.
3. Title 5 shows infrastructure requirements.
4. A Wyoming Registered Land Development Professional: Engineer, Landscape Architect or Surveyor is required, or a combination of services, to complete a site a site plan.
5. A traffic study may be required as part of the application package.
6. A drainage study may be required.
7. A grading plan will be required.
8. There is a pre-application meeting requirement where guidance is provided.
9. Only complete applications are accepted, incomplete applications will not be accepted.
10. Public notice requirements apply. See table which follows.
11. There is an intra agency staff review.
12. The decision may be administrative or by the County Commissioners. See table which follows.

When you need assistance contact Planning: 307-363-4303 or send an email:

[planning@laramiecountywy.gov](mailto:planning@laramiecountywy.gov) or Public Works at 307-633-4302 or by

e-mail: [pubwrks@laramiecountywy.gov](mailto:pubwrks@laramiecountywy.gov)

**NOTE:**

Administrative site plans and Class A Conditional Uses are approved by the Planning Director. The Planning Director may decide to give decision-making to the County Commissioners if there are significant impacts with an administrative site plan.

Site plans which are part of a Class B Conditional Use are approved by the Planning Commission.

Site plans associated with a Class C Conditional use are approved by the County Commissioners.

**PROCESS**

<b>Types →</b>	<b>New Site Plan</b>	<b>Revised Site Plan</b>
<b>Requirements ↓</b>		
Shall meet all Laramie County Land Use Regulations, and all other local and state requirements	Yes	Yes
Pre-application meeting with Planning	Yes	Yes
Complete application submittal	Complete application, pre-application meeting notes, required studies, initial fee payment See 3-1-109	Complete application, pre-application meeting notes, required studies, initial fee payment See 3-1-109
Plan elements to include by type	Yes See 3-1-109	Yes See 3-1-109
Legal Notice in newspaper	Only when approved by County Commissioners	No
Public Notice – property posting	Yes	Yes
Public notice – letter to area property owners	Yes	Yes
Public Hearing requirement	Only when approved by County Commissioners or Planning Commission	No
Review and Decision	May be administrative or by County Commissioners	Administrative

	dependent upon impact	
Certificate of Review Required	Yes	Yes
Certificate of Compliance required	Yes	Yes