



This brochure is only a guide and is not all-inclusive of all requirements and standards for Site Plan Review. Please see the Park County Development Standards & Regulations for complete information.

Applicability of Review Requirements

Site plan review is required prior to the construction or commencement of any use listed in Table 4-2 Uses Subject to Site Plan Review provided that the development exceeds any one of these threshold conditions:

1. Construction of any building or building addition that cumulatively exceeds 5,000 square feet of floor area.
2. Development of more than one acre for a land use without buildings.

Application Requirements

- Site plans shall be prepared in a professional manner. The Commission, at its discretion and in consideration of the size and complexity of the application, may require that the site plan be prepared by a registered professional engineer, surveyor, architect, or landscape architect. If the Commission requires a registered professional to prepare the site plan, the proposal shall be continued to a future meeting or tabled until such time that the professionally prepared site plan can be provided.
- Site plans shall be prepared at a scale of 1-inch equals 20 feet, on standard 24 x 36 sheets.
- The site plan shall include the following data, details and supporting plans. All of the requirements must be met in each plan, with notations explaining the reasons for any omissions:
 1. Name of the project, boundaries, and vicinity maps showing site's location in the county, date, north arrow and scale of the plan.
 2. Name and address of the owner of record, developer, and seal of the engineer, surveyor, architect or landscape architect, if applicable.
 3. Signature blocks for the Board and Commission.
 4. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses, and the location and use of structures within 300 feet of the site.
 5. The location and use of all existing and proposed buildings and structures within the development. Include all dimensions of height and floor area, and show all exterior entrances, and all anticipated future additions and alterations.
 6. The location of all present and proposed public and private roads, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, and fences. Location, type and screening details for all waste disposal containers shall also be shown.
 7. The location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate

- glare into adjoining properties must also be shown.
8. The location, height, size, materials, lighting, and design of all proposed signage.
 9. The location of all present and proposed utility systems including: sewage or septic system, water supply system, irrigation system, telephone, cable, gas and electrical system, and storm drainage system including existing and proposed drain line, culverts, catch basins, manholes, and drainage swales.
 10. Existing and proposed topography at a 5-foot contour interval. All elevations shall refer to the nearest NGVD Benchmark. If any portion of the parcel is within the 100-year floodplain, the area will be shown. Base flood elevations shall be given if any development is proposed within the 100-year floodplain. Indicate areas within the proposed site and within 50 feet of the proposed site where ground removal or filing is required, and give its approximate volume in cubic yards.
 11. A landscape plan showing all existing natural land features, trees, forest cover and water sources, and all proposed changes to these features including size and proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas.
 12. Zoning district boundaries within 300 feet of the site's perimeter shall be drawn and identified on the plan.
 13. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, and curb cuts on the site and within 300 feet of the site. The Commission or Board may require a detailed traffic study for large developments or for those in heavy traffic areas to include:
 - a. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
 - b. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site;
 - c. The impact of this traffic upon existing abutting public and private ways in relation to road capacity levels shall also be given.
 14. For new construction or alterations to any existing building, a table containing the following must be included:
 - a. Area of building to be used for a particular use such as retail operation, office, storage, etc;
 - b. Maximum number of employees;
 - c. Maximum seating capacity, where applicable
 - d. Number of parking spaces existing and required for the intended use.
 15. Elevation plans at a scale of $\frac{1}{4}'' = 1'$ for all exterior facades of the proposed structure(s) and/or existing facades, plus addition(s) showing design features and indication the type and color of materials to be used.
 16. A report documenting the site plan's compliance with Ch.IV Sec.4e, Site Plan Standards.
 17. Application Fee of \$250 plus costs for advertising.

Basic Site Plan Standards

A written statement regarding the following basic site plan standards shall be provided:

1. *Domestic Water Supply*: Evidence that a domestic water supply is available to serve the proposed development.
2. *Sewage Disposal*: Evidence that adequate sewage disposal is available.
3. *Solid Waste Disposal*: Evidence that adequate solid waste disposal is available.
4. *Hazardous Substances*: The proposed development shall demonstrate compliance with state and federal regulations on the handling, storage, and disposal of hazardous substance, if applicable.
5. *Utilities*: The proposed development shall demonstrate arrangements for utilities comply with the standards of each utility and that the utilities can and will serve the

- proposed development. Adequate easements or rights-of-way shall be provided as necessary for all utilities proposed to serve the development.
6. *Signs:* The proposed development shall demonstrate compliance with Ch. IV, Section 3b(5), Signs.
 7. *Parking and loading areas:* The proposed development shall demonstrate compliance with Ch. IV, Section 3b(3), Parking.
 8. *Roads and access:* The proposed development shall demonstrate that access points on county or state highways conform to county and state highway access requirements, as applicable.
 9. *Fire Protection:* The proposed development shall demonstrate compliance with recommendations of the local fire district for emergency vehicle access, fire fighting water supply, wildfire mitigation and requirements of the State Fire Marshall, if applicable.
 10. *Protection of irrigation systems:* No development shall divert storm water or snowmelt runoff into any irrigation system without the consent of the appropriate irrigation authority. Developments shall not adversely impact the operation of any irrigation system. If the development is located within lands served by or crossed by a ditch, irrigation company / association, or by an unorganized ditch, the applicant shall establish a plan in cooperation with the applicable Irrigation District regarding easements for irrigation facilities.
 11. *Water quality:* The proposed development shall demonstrate compliance with state and federal water quality regulations, if applicable.
 12. *Wetlands:* The proposed development shall demonstrate compliance with federal wetlands regulations, if applicable.
 13. *Runoff and erosion control:* A runoff and erosion control plan shall be implemented where a cumulative total on more than one acre of land with a slope of more than 8 percent will be disturbed, or where more than 10,000 square feet of contiguous impervious surfaces will be created. Specifications of runoff and erosion control plans are contained in Appendix 20 Runoff and Erosion Control.
 14. *Air Quality:* The proposed development shall demonstrate compliance with state and federal air quality regulations, if applicable.
 15. *Nuisances:* The proposed development shall not produce a light or reflection of light in excess of the lighting standards defined in Ch. IV Sec.3b(9) Standards for All Uses. The proposed development shall minimize harmful or offensive fumes, vapors, gases, or odors perceptible beyond the property line. Any continuous, regular or frequent sound produced shall not exceed the maximum permissible sound level as specified by Appendix 21 Detailed Standards for Noise.
 16. *Overlay districts:* The proposed development shall demonstrate compliance with all applicable requirements of Ch. IV Section 5 Overlay District Regulations.
 17. *Standards for specific uses:* The proposed development shall demonstrate compliance with Ch. IV Section 3 Standards for Specific Uses, if applicable.
 18. *Building setbacks along highways;* Building setbacks shall be increased 20 feet for every 5,000 square feet of floor area for buildings located on properties adjoining a state or county highway.
 19. *Other Zoning Requirements:* The proposed development shall demonstrate compliance with all applicable zoning requirements, including but not limited to building setbacks, minimum lot sizes, etc.

Special Site Plan Standards

The following special site plan standards shall apply to all site plans in the following local planning areas: Clark's Fork, Lower Southfork, Middle Southfork, Northfork, Sage Creek, Sunlight, Upper Clark's Fork and Upper Southfork.

1. *Stream corridors*: The open space use of stream corridors and the retention or restoration of riparian vegetation shall be encouraged. A 100-foot setback distance from perennial streams and lakes shall be maintained to the fullest practical extent.
2. *Steep slopes*: No development shall be permitted on or near steep slopes as identified in Appendix 23 Slope Conditions Warranting Engineering Review unless an engineer certifies that such development is not subject to a significant hazard due to slope failure or accelerated soil erosion. Open space use of steep slopes (15 percent or greater) shall be encouraged.
3. *Wildlife habitats*: Developments that will disturb more than two acres of crucial big game habitat, as identified on the latest edition of the Wyoming Game & Fish Big Game Seasonal Range Overlays, shall implement a plan of such habitat that identifies:
 - a. crucial wildlife habitat area, the principal species present, and species used as “indicators” of the habitat protection plan;
 - b. existing wildlife habitat elements, including sources of water, vegetative cover, and migration routes or other wildlife use areas;
 - c. how land disturbance will be minimized in order to maximize retention of wildlife habitat;
 - d. how the site plan provides for movement of wildlife through and around developed areas and the connection of wildlife habitats;
 - e. how temporarily disturbed areas will be re-vegetated and how re-vegetation will result in a volume, structure, and diversity of vegetation similar to that found in the existing wildlife habitat; and
 - f. how occupants will promote long range maintenance of the wildlife habitat and all protection features of the plan.
4. *Designated scenic byways*: Developments within one mile of state-designated Scenic Byways (Chief Joseph Highway - WYO 296) shall follow design techniques as described in Ch. IV Section 3eC.iv.

Exception to Specific Site Plan Standards

The Board and Commission may impose such conditions, safeguards and restrictions upon the physical development of the site as deemed necessary to secure compliance with the approval standards defined in the Standards and Regulations. Such conditions shall be limited to matters directly related to impacts of the proposed use and shall be proportional to the impacts.

Conditions

The Planning & Zoning Commission or Board of County Commissioners is authorized to grant such exceptions from these site plan approval standards as may be reasonable and within the general purpose and intent of the Standards and Regulations if literal enforcement is impractical or will exact undue hardship because of peculiar conditions pertaining to the land in question.

Effect of Approval

No structure or land use requiring site plan approval shall be commenced until the Planning & Zoning Commission and Board of County Commissioners has approved the site plan in accordance with the Standards and Regulations. The Board and Commission shall endorse the approval on a copy of the site plan that shall be filed in the Planning & Zoning Office.

Expiration

A site plan approval shall expire if the use is not commenced and diligently pursued within one year of the date of approval. The Planning Director may extend this time limit one additional year when the development permitted by the site plan approval has been delayed due to circumstances beyond the applicant's control.

TABLE 4-7. USES SUBJECT TO SITE PLAN REVIEW	
Uses are defined in Ch. IV Sec. 2e <u>Use Classifications</u>	
Residential Uses Mobile home park Multi-family housing	Recreational Uses Minor commercial recreation business Minor outdoor recreation facility Major recreation facility Campground Dude ranch and resort Ski center
Residential Businesses Cottage industry	Commercial Uses Minor / major commercial business Highway commercial business Agricultural support business Commercial storage Adult use
Agriculture Feedlots	Industrial Uses Minor / major industrial use Minor / major wholesale business Rock products mine, except minor Salvage yard Value-added agricultural business
Public & Quasi-Public Uses Minor / major community use Major utility use	Accessory Uses Large impact structure
Institutional Uses Minor institutional use Correctional facility Minor residential religious use Minor residential school Major institutional use	
Temporary Uses Construction staging area Work Camp	
Transportation uses Bus terminal Commercial airport Heliport Landing strip Rail facility Railroad right-of-way Truck terminal	