

**APPLICATION FOR APPROVAL OF PRELIMINARY PLAT**

**RAWLINS, WYOMING**

DATE \_\_\_\_\_ FEE \_\_\_\_\_ CASE FILE \_\_\_\_\_

SUBDIVISION NAME \_\_\_\_\_

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH THIS APPLICATION. CHECK EACH ITEM SUBMITTED AND EXPLAIN WHY, IF ANY ITEM DOES NOT ACCOMPANY THIS APPLICATION.

- 1. FIFTEEN COPIES OF PRELIMINARY PLAT. ( )
  - A. MUST SHOW ALL BUILDINGS, FENCES, SIGNS, STREETLIGHTS, CURB AND GUTTER, ADA COMPLIANT SIDEWALKS, DRIVEWAYS, PROPOSED TRASH STORAGE AND PICKUP, RV PARKING, HANDICAP PARKING, MAILBOXES AND LANDSCAPING (and everything on the Annexation and/or Subdivision Plats (next two pages)).
- 2. TWO COPIES OF PRELIMINARY DRAINAGE PLAN ( )
- 3. TWO COPIES OF PRELIMINARY WATER & SEWER PLAN ( )
- 4. TWO COPIES OF WATER & SEWER ENGINEERING ANALYSIS ( )
- 5. FIFTEEN COPIES OF PRELIMINARY DEVELOPMENT PLAN ( )
- 6. TWO COPIES OF A TITLE INSURANCE COMMITMENT ( )
- 7. ALL DRAWINGS AND INFORMATION SUPPLIED MUST ALSO BE SUBMITTED DIGITALLY ON CD OR DVD IN .dwg OR .dxf FILE TYPES ( )

OTHER DOCUMENTS SUBMITTED:

Declaration of Covenants, Project Narrative.

COMMENTS:

SIGNATURE OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

## ANNEXATION AND/OR SUBDIVISION PLATS



Annexation and/or Subdivision Plats must be prepared by an architect, an engineer, a licensed civil engineer, a land surveyor, a planner, or a drafting technician. All items on the following checklist must be addressed on a site plan. All proposed items addressed on the checklist must be included on the finished physical development exactly as designated on the approved site plan.

1. \_\_\_\_\_ Legal description and common address of the proposed site.
2. \_\_\_\_\_ Title block stating names of project, designer, and address and telephone number of designer.
3. \_\_\_\_\_ Names of all abutting property owners if other than the petitioner.
4. \_\_\_\_\_ Surrounding land uses and zoning on all abutting sides, including those lands separated from the land under consideration by a street, alley, or other roadway.
5. \_\_\_\_\_ Current zoning of the land under consideration and proposed zoning, if applicable.
6. \_\_\_\_\_ North arrow, scale of site plan at a scale of 1" = 10' or a multiple thereof, and date site plan was prepared.
7. \_\_\_\_\_ Land area dimensions.
8. \_\_\_\_\_ Dimensions of all setbacks and heights of all proposed and existing buildings.
9. \_\_\_\_\_ Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow, to these areas
10. \_\_\_\_\_ Location of all trash storage and pickup.
11. \_\_\_\_\_ Location of mailboxes.
12. \_\_\_\_\_ Dimensions and locations of all fences and advertising signs.
13. \_\_\_\_\_ Location of existing and proposed exterior lighting, heights of poles, and size and number of fixtures.
14. \_\_\_\_\_ Names and widths of all adjacent streets; dimensions and location of all public and private roadways, streets, or driveways, both paved and unpaved, including rights-of-way, pavement width, and proposed uses of rights-of-way.
15. \_\_\_\_\_ Location and dimensions of existing and proposed curb cuts and ADA compliant sidewalks.

16. \_\_\_\_\_ Off-street parking spaces, locations and dimensions, layout, traffic control, RV parking, compact and handicapped parking spaces, including all surface markings such as directional arrows.
17. \_\_\_\_\_ Location of all wheel stops, bumper guards, and curb and gutter warranted by topography or traffic and pedestrian circulation.
18. \_\_\_\_\_ Types of ground or yard surfacing throughout, grass, paving, gravel, landscaping, etc.
19. \_\_\_\_\_ Existing and proposed easements.
20. \_\_\_\_\_ Vicinity map clearly indicating the location of the land in questions with respect to a large recognizable area.
21. \_\_\_\_\_ General notes to include a summary table on the site plan:
  1. Total land area in acres or square feet.
  2. Total building area in square feet.
  3. Total square feet of building addition.
  4. Percentage of land covered by buildings.
  5. Building height(s).
  6. Number of stories and square footage per story of leasable space.
  7. Total number of parking spaces.
  8. Square footage of parking area(s).
  9. Percentage of land covered by parking.
  10. Square footage of all landscaped areas.
  11. Percentage of site covered by landscaping.
22. \_\_\_\_\_ Numbering of items on the site plan to correspond to items on this checklist.
23. \_\_\_\_\_ Existing and proposed contours.
24. \_\_\_\_\_ Surface drainage plan for sites at 10,000 square feet or more.
25. \_\_\_\_\_ Pavement design report for parking areas and handicap parking.
26. \_\_\_\_\_ Traffic study (if required by the City Engineer or Planning Director).