

City of Sheridan

Developer's Handbook



Ver. 10.20.2014

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Chapter 1 – Introduction

Chapter Outline

- I. Background
- II. Contact Information
- III. General Information
 - a. Which Process Does My project Fall Under?
 - b. Choosing a Development Professional
 - c. Applications (Completeness, Process, Fees)
 - d. Electronic Submittals
 - e. Public Notification {Affidavit}
 - f. Public Meeting Expectations and Decorum
 - g. Development Standards and Alternative Compliance
- IV. Development Calendar

Background

Welcome to the City of Sheridan’s newly revised Developer’s Handbook. When the first Developer’s Handbook was put together in 2008, it was a learning process for all involved. The goal was to create a helpful and indispensable reference tool for the City of Sheridan’s Development process. With this revised version we’ve taken the original concept and worked to make improvements. Significant time and energy was spent streamlining the information and compressing each topic into a tighter format. We hope this brings two major benefits:

1. A guide that’s easier to understand and use.
2. A guide that’s easier to update.

As always, we welcome feedback on how we can better improve this guide as a tool for property owners, developers, and development professionals in the community.

Contact Information

- City Public Works Administration* (307) 675-4234
- City Planning Division* (307) 675-4226
 - *Development Review Committee*
 - *Planning Commission*
 - *Board of Adjustments*
- City Building Division* (307) 674-5941
- City Engineering Division* (307) 675-4232
- City Utilities Division* (307) 675-4231
- County Planning and Engineering* (307) 675- 2420

General Information

Which Process Does My project Fall Under

One of the most useful pieces of starting information is what development review process your project will be following. The matrix below will help you understand the basic distinctions between city processes, but keep in mind that some projects may involve more than one review process (annexation and subdivision for example). The application type is helpful in selecting the chapter of this guide to review, and the description provides a brief summary of types of projects associated with the application type. The development professionals column lists development and design professionals typically associated with the application type.

Application type	Description	Development Professional
Annexation	Incorporating land into the city limits	Surveyor and/or civil engineer
Subdivision	Dividing land or moving property boundaries	Surveyor and/or civil engineer
Planned Unit Development	Planned neighborhood, mixed use or commercial development	Surveyor and/or civil engineer, architect, landscape architect
Zoning and Rezoning	Changing allowed uses for land	Surveyor and/or civil engineer
Zoning Variance	Waiver of certain zoning requirements in case of hardship	Surveyor and/or civil engineer
Building Permit	Building construction or remodeling	Contractor
Appeal	Contest decisions of city staff, appointed boards, or the City Council	Attorney

Choosing a Development Professional

City staff cannot make recommendations as to a contractor, engineer, or surveyor to represent you or provide application materials. Like any business arrangement, it pays to follow some simple guidelines:

1. Call multiple professionals, and get written quotes and estimates for work performed.
2. Make sure that the professional you choose is properly licensed with the city or state, carries insurance, and is appropriately bonded for the type of work being performed.

3. Ask for, and follow up with, references.
4. Insist on a written contract with clear maximum cost and scope of work. Any changes to the contract should be in writing.

Applications (Completeness, Process, Fees)

Every application type covered in this guidebook has a checklist that summarizes the materials necessary to make a complete submittal. Incomplete submittals not only slow down the approval of a project, but they will also be returned to the applicant and rejected until they are completed. For planning applications, the checklist also includes processing fees. Building permit fees are calculated using formulas detailed in Chapter 9. Building Permits. The fee chart below shows fees for all development types except building permits:

Preliminary Plat Review Fee:

Residential Zoning (R-O, R-1, R-2)
 0 – 25 lots @ \$100.00 per lot =
 25+ lots @ \$2500.00

Multi-Family/Commercial Zoning (R-3, R-4, B-1, B-2, M-1)
 0 – 25 lots @ \$150.00/lot
 25+ lots @ \$3750.00

Final Plat Review Fee (includes replats, compliance plats and minor subdivisions)

Residential Zoning (R-O, R-1, R-2)
 0 – 25 lots @ \$75 per lot
 25+ lots @ \$1875.00
 Plus \$75 instrument recording fee

Multi-Family/Commercial Zoning (R-3, R-4, B-1, B-2, M-1)
 0 – 25 lots @ \$100 per lot =
 25+ lots @ \$3750.00
 Plus \$75 instrument recording fee

Engineering Plan and Construction Drawing Review

Review Fee \$1000

The Review Fee covers the first 20 hours of staff review.
 Additional review time is billed at the rate of \$50 per hour

Design Review (Entryway and Gateway Corridor)

Application and Review Fee \$150

Variance or Special Exemption before Board of Adjustments:
Application and Review Fee @ \$200.00
Plus \$75 instrument recording fee

Other action by BOA:
Site approval, appeals, and other actions
\$150.00

Alley, Street & Easement Vacations:
Application and Review Fee \$150.00
+ \$2 per square foot of right-of-way or
appraised value of area vacated
Plus \$75 instrument recording fee

Rezone Request: Flat fee of \$750.00
Plus \$75 instrument recording fee

PUD Review Fees: Application and Review Fee \$1000.00
Plus \$75 instrument recording fee

Annexation:
Annexation Report Preparation
\$1000

The Annexation Report Preparation Fee shall cover the first 10 hours of staff preparation time. Additional preparation time shall be billed at a rate of \$50 an hour.

Consultations and Meetings with staff
Staff review not covered above \$50/hr

Other Actions Other actions not covered above @ \$150.00

Each chapter also includes a process flowchart that shows the common steps in plat approval, as well as gives an estimated time to completion.

Electronic Submittals

Applicants wishing to submit materials electronically may do so by contacting the Building Division (for building permits) or the Planning Office (for all other application types). Some application types will still require signed and notarized material to complete the application. Hard copies are also required for public meetings. You will be informed of this when calling to make an electronic submittal.

Public Notification {Affidavit}

Some application types will require public notification and you will be asked as part of the application process to prepare a list of nearby property owners to be formally contacted regarding the application. When this is required, you, or the agent acting on your behalf, will be asked to sign an affidavit attesting to the fact that the list was prepared with the best possible resources in identifying the current owner of neighboring property.

Public Meeting Expectations and Decorum

Some application types involve attendance at a public meeting. Any meeting at which an application will be formally considered is open to the public. To help make meetings flow as smoothly as possible. There are a couple of guidelines to keep in mind:

1. Before the meeting begins, sign the sign-up sheet and indicate which agenda item you wish to speak to.
2. Wait to be recognized by the person conducting the meeting before speaking.
3. When called upon:
 - a. Speak directly into the microphone (ensure that the green light is illuminated).
 - b. Address remarks directly to the person conducting the meeting; not to the applicant, staff, or members of the audience (Robert's Rules of Order govern most City of Sheridan public meetings).
 - c. Limit remarks to five minutes. Avoid duplicative comments, or comments that do not pertain to the item at hand. Consider writing remarks out beforehand to make best use of your time.
 - d. Derogatory or abusive comments towards applicants, staff, appointed or elected boards, or other members of the public will not be tolerated. Stick to the relevant facts. Personal attacks are rarely, if ever, persuasive.
 - e. Do not approach the bench to speak with elected officials or board members, unless instructed to by the person conducting the meeting.
4. To ensure that Commission members have an opportunity to review the materials prior to the meeting, written material should never be distributed during the meeting unless permission is granted by the person conducting the meeting.
5. In the event where there are a number of individuals wishing to address a particular application, the person conducting the meeting may place additional time limits, or provide additional instructions for those wishing to speak. These will always be announced at the beginning of the meeting or agenda item in question.

Development Standards and Alternative Compliance

Every application type is governed by particular standards and requirements. More detail on these requirements is contained within the relevant section of this guide. Some standards allow for alternative methods of compliance if the applicant can demonstrate that the alternative meets or exceeds the intent of the particular requirement.

Some application types may also allow the applicant to request a variance or appeal the particular standard in question. In these cases, the applicant will need to demonstrate that the unique circumstances or a particular hardship prevent the applicant from complying with the standard in question.

Development Calendar

DRC	Application Deadline	Materials Deadline
The Development Review Committee meets every Tuesday from 2:00PM-4:00PM. Application and Materials for DRC are due the previous Thursday by noon.		

Planning Commission	Application Deadline	Materials Deadline
1/12/2015	12/26/2014	1/7/2015
1/26/2015	1/9/2015	1/21/2015
2/19/2015	2/2/2015	2/14/2015
2/23/2015	2/6/2015	2/18/2015
3/9/2015	2/20/2015	3/4/2015
3/23/2015	3/6/2015	3/18/2015
4/6/2015	3/20/2015	4/1/2015
4/20/2015	4/3/2015	4/15/2015
5/11/2015	4/24/2015	5/6/2015
5/25/2015	5/8/2015	5/20/2015
6/8/2015	5/22/2015	6/3/2015
6/22/2015	6/5/2015	6/17/2015
7/6/2015	6/19/2015	7/1/2015
7/20/2015	7/3/2015	7/15/2015
8/10/2015	7/24/2015	8/5/2015
8/24/2015	8/7/2015	8/19/2015
9/7/2015	8/21/2015	9/2/2015
9/21/2015	9/4/2015	9/16/2015
10/11/2015	9/24/2015	10/6/2015
10/26/2015	10/9/2015	10/21/2015
11/9/2015	10/23/2015	11/4/2015
11/23/2015	11/6/2015	11/18/2015
12/7/2015	11/20/2015	12/2/2015
12/21/2015	12/4/2015	12/16/2015

City Council	Application Deadline	Materials Deadline
1/5/2015	12/19/2014	12/31/2014
1/19/2015	1/2/2015	1/14/2015
2/12/2015	1/26/2015	2/7/2015
2/16/2015	1/30/2015	2/11/2015
3/2/2015	2/13/2015	2/25/2015
3/16/2015	2/27/2015	3/11/2015
3/30/2015	3/13/2015	3/25/2015
4/13/2015	3/27/2015	4/8/2015
5/4/2015	4/17/2015	4/29/2015
5/18/2015	5/1/2015	5/13/2015
6/1/2015	5/15/2015	5/27/2015
6/15/2015	5/29/2015	6/10/2015
6/29/2015	6/12/2015	6/24/2015
7/13/2015	6/26/2015	7/8/2015
8/3/2015	7/17/2015	7/29/2015
8/17/2015	7/31/2015	8/12/2015
8/31/2015	8/14/2015	8/26/2015
9/14/2015	8/28/2015	9/9/2015
10/4/2015	9/17/2015	9/29/2015
10/19/2015	10/2/2015	10/14/2015
11/2/2015	10/16/2015	10/28/2015
11/16/2015	10/30/2015	11/11/2015
11/30/2015	11/13/2015	11/25/2015
12/14/2015	11/27/2015	12/9/2015

Board of Adjustment	Application Deadline	Materials Deadline
1/8/2015	12/12/2014	1/3/2015
2/12/2015	1/16/2015	2/7/2015
3/12/2015	2/13/2015	3/7/2015
4/9/2015	3/13/2015	4/4/2015
5/14/2015	4/17/2015	5/9/2015
6/11/2015	5/15/2015	6/6/2015
7/9/2015	6/12/2015	7/4/2015
8/13/2015	7/17/2015	8/8/2015
9/10/2015	8/14/2015	9/5/2015
10/8/2015	9/11/2015	10/3/2015
11/12/2015	10/16/2015	11/7/2015
12/10/2015	11/13/2015	12/5/2015

Chapter 2 – Development Review Committee

Chapter Outline – Development Review Committee

- I. Code Connection
- II. Background
- III. Process and Timeline
- IV. Documents

Code Connection

Numerous locations in Sheridan reference pre-application conferences with city staff.

Background

The Development Review Committee or DRC is made up of key members of city staff that participate in the review of development applications. This includes staff from the city Planning, Building, Engineering and Utilities Divisions. At a DRC meeting, the applicant will have an opportunity to explain their project, ask questions of staff, and hear feedback on their project. DRC meetings are informal, and they are not open to the general public. While conceptual drawings and sketches may be helpful to staff's understanding of the project, they are not required.

DRC meetings are provided as a service to applicants to allow them to get staff initial feedback, and make them aware of potential challenges or issues with a proposal, prior to submitting a formal application. Attending a DRC meeting fulfills the pre-application meeting requirement for certain City applications. Applicants are provided with a written summary of staff comments; however, these comments are based on a cursory review of conceptual information. Detailed review comments are provided to the applicant after a formal application has been submitted. These detailed comments may highlight issues and concerns not raised at the DRC meeting.

Process and Timeline

The Development Review Committee meets every Tuesday from 2:00-4:00PM. Half-hour appointments are scheduled on a first come first serve basis. Additional time may be scheduled for larger or more complex projects. The submission deadline is Thursday at noon the week prior to the DRC meeting. Eight copies of all review items are required at that time. For more information, please contact the Planning Division at (307) 675-4226.

Chapter 3 – Annexation

Chapter Outline – Annexation

- I. Code Connection
- II. Background
 - a. Definition
 - b. Considerations
 - c. Annexation Report
- III. Process and Timeline
- IV. Documents

Code Connection

Wyoming Statutes 15-1-401 through 15-1-423

Background

Definition

Annexation is the process by which land is brought into the corporate limits of the City of Sheridan, making a property eligible to receive municipal services. The annexation process may be initiated by either private landowners, or by the City. City initiated annexations are reserved for cases where annexation is a condition of provision of City services, or to adjust the municipal boundary as a result of a public planning process.

Considerations

Municipal annexation is for the most part governed by state law. State statute details notification requirements, the process by which annexation occurs, and the findings the City Council must make prior to passing an annexation ordinance. A simple summary of the mandatory findings is as follows:

- That the annexation will improve the health, safety, and welfare of those in the annexation area.
- That the area annexed is a “natural, geographical, economical and social part of the annexing city or town.”
- That the annexed area is a logical addition to the city, and that basic city services will be available within a reasonable timeframe.
- That the annexed area is contiguous (adjacent to) the existing city limits.

At the time a property is annexed, it will also be assigned to one or more zoning districts. Please see the chapter on zoning for more information.

Annexation Report

State law requires city staff to prepare a report evaluating the ability of the city to provide municipal services, as well as the cost for doing so. For small annexation areas, staff is usually able to prepare these estimates based on nearby incorporated properties. For larger areas and for more intensive

zoning uses, the applicant will be required to provide development plans, engineering cost estimates, and infrastructure assessments to aid in the preparation the annexation report.

Process and Timelines

As stated above, the annexation process is governed by state law. Due to notification and report preparation requirements, it is the lengthiest of all development processes. Applicants are encouraged to work with Planning Division staff to familiarize themselves with the process and incorporate conservative estimates into their development timetables.

	Annexation	Summary of Step	Staff Review Time
	Step 1 <i>Pre-petition Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.	
Review Period Begins	Step 2 <i>Submit Annexation Petition and Supporting Documents to the Planning Division</i>	Following the pre-petition conference or DRC meeting, the applicant submits a Petition for Annexation along with Supporting Documents to the Planning Division. All of the items required on the Annexation Petition Checklist must be submitted to initiate staff review.	Review Period Begins
Week 2	Step 3 <i>Staff Review</i>	Once a complete petition submittal has been received, staff reviews the petition and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed	3 weeks
Week 4	Step 3b <i>Resubmittal (If Necessary)</i>	Applicant resubmits petition and supporting material, if needed, based on staff review.	
Weeks 5-6	Step 4 <i>Annexation Report Preparation</i>	Staff prepares the Annexation Report based on state law requirements.	2 weeks
Week 8	Step 4 <i>Planning Commission Meeting</i>	Upon confirming that the applicant has addressed all of the issues in the staff comments, and completing the Annexation Report, Planning Division Staff Schedules the petition for a Planning Commission Meeting. The Planning Commission will recommend approval, conditional approval, or denial to the City Council.	
ADVISORY: State law require that 20 business days notice be provided prior to any City Council public hearing considering an annexation petition.			
Week 12	Step 5 <i>City Council Meeting</i>	The City Council will consider the petition and annexation ordinance at a regularly scheduled meeting. The City Council will either approve, amend the ordinance, or fail to adopt the ordinance on 1st reading.	
Week 14		<i>City Council Meeting 2</i> 2nd Reading of Annexation Ordinance	
Week 16		<i>City Council Meeting 3</i> 3rd Reading of Annexation Ordinance	
Week 16	Step 6 <i>Post Approval Documents</i>	Planning Division staff will notify the applicant in writing of any necessary post approval requirements. Applicant submits post approval documents to City for recording.	2-3 days
Week 18	Step 7 <i>Document Recording</i>	The City Clerk's staff records the approved ordinance and accompanying documents with the County Clerk's Office.	1 week

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

Chapter 4 – Subdivisions

Chapter Outline – Subdivisions

- I. Code Connection
- II. Background
 - a. Definition
 - b. Subdivision types
- III. Process and Timeline
- IV. Documents

Code Connection

Sheridan City Code Appendix B – Subdivision Regulations

Background

Definition

In the most general sense, a subdivision is any division of land which is ultimately created by recording a plat with the County Clerk. In order for a subdivision plat for incorporated land, or within one mile of the city limits, to be recorded, the plat must first be approved by the city using the processes outlined in this chapter.

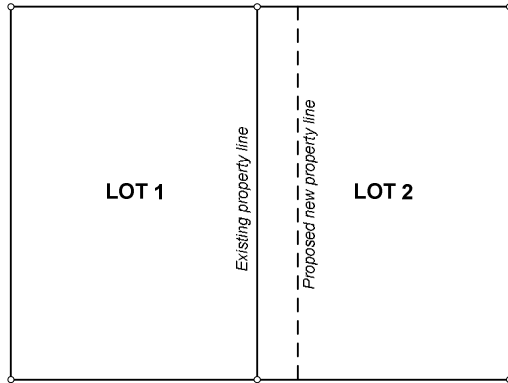
Subdivision Types

There are five types of subdivision within the City of Sheridan:

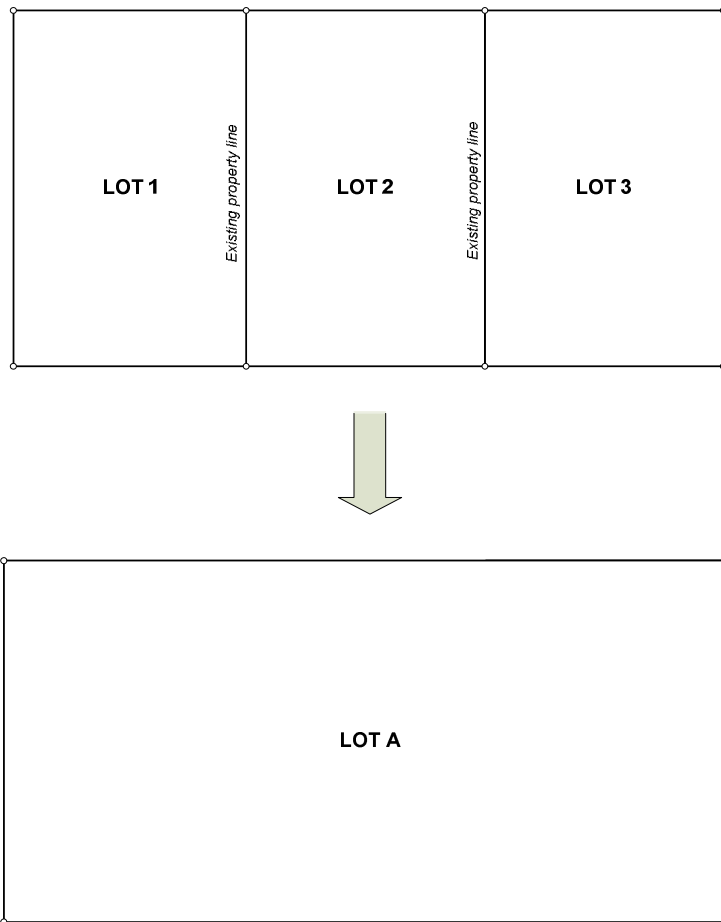
1. Administrative Replats
2. Minor Subdivisions
3. Major Subdivisions
4. Joint Approval Subdivisions
5. Compliance Plats

Administrative Replats – A replat is an amendment to a previously recorded plat, which results in an equal number or fewer lots. Administrative replats can be reviewed by staff and do not require public hearings.

Example: A property owner wishes to purchase a 25 foot strip of land from their neighbor. Both the property owner and the neighbor's lot are replatted to reflect the new property line.

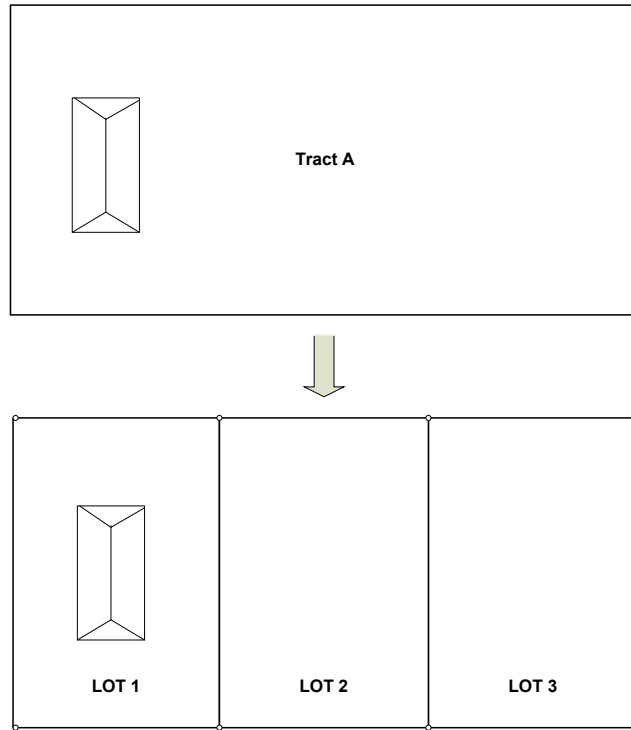


Example 2: A commercial developer assembles three properties for an office development. The three lots are replatted to form a single lot so that the developer can take advantage of having a single set of setback requirements.



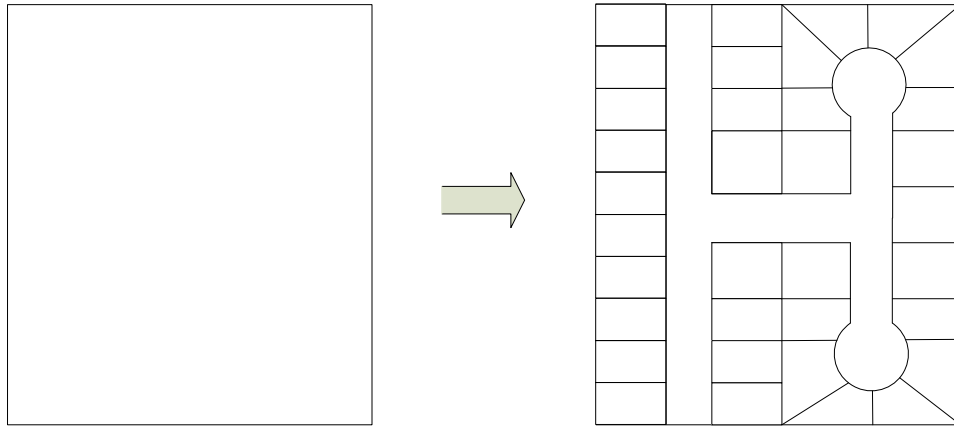
Minor Subdivision - A minor subdivision is any division of land that affects five or fewer lots, extends no new public infrastructure, nor plats any new right-of-way.

Example: A property owner owns an acre with a home located on the western end of the property. He desires to sell the land east of the home, so he applies to subdivide the property into three lots, allowing him to keep one lot and sell the other two.



Major Subdivision - A major subdivision is any division of land that creates more than five lots, requires the extension of new public infrastructure, or plats new right-of-way.

Example 1: A developer who owns ten acres wishes to divide the property into 35 lots, creating new road right-of-ways, which she names after her husband and favorite cars, in the process.



Example 2: A developer wishes to create a small office park with four lots, however needs to extend the public street and water and sewer mains to do so. Normally a four lot subdivision would be a minor subdivision, but because the proposal involves extending public infrastructure, the project would be classified as a major subdivision.

Joint Approval Subdivision – A joint approval subdivision is a division of land which occurs in the unincorporated area of the county, but within one mile of the city limits. Joint approval subdivisions require final approval of both City Council and the County Commissioners. City requirements for a joint approval subdivision are identical for the type of subdivision (replat, minor, major) applied for as if the property were within the city limits.

Compliance Plat – A compliance plat is a plat of any existing single tract of previously unplatted land, made either to create a recorded plat of the tract or to remedy a previous subdivision which was not done in compliance with the regulations then in effect.

Example: Many years ago a property owner conveyed deed on a two acre parcel without the benefit of a legal subdivision. Since a plat was never recorded, the present owners of the property deal with the challenges of not having formal legal access or easements for installation of utilities. The property owners apply for a compliance plat which establishes a legal record of the property.

Process and Timelines

Each subdivision type has its own approval process. Although each process has many similarities, there are some differences for the applicant to be aware of.

Administrative Replat		Summary of Step	Staff Review Time
Review Period Begins	Step 1	<i>Pre-Application Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.
	Step 1b	<i>Optional Sketch Plat</i>	In conjunction with the pre-application conference, an applicant may submit a sketch plat for cursory review. A sketch plat may help city staff identify opportunities and challenges before an applicant goes through the expense of the application process.
	Step 2	<i>Submit Replat Application and Supporting Documents to the Planning Division</i>	Following the pre-application conference or DRC meeting, the applicant submits a Replat Application along with Supporting Documents to the Planning Division. All of the items required on the Replat Application Checklist must be submitted to initiate staff review.
	ADVISORY: Applications that propose the alteration or vacation of existing public easements require a 30 day notification period to impacted parties.		
	Step 3	<i>Staff Review</i>	Once a complete application submittal has been received, staff reviews the application and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed
	Step 3b	<i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.
Week 2	Step 3c	<i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary
Week 3	Step 4	<i>Staff Approval</i>	Staff notifies applicant that application has been approved, and provides list of post-approval documents required for recording.
Week 4	Step 5	<i>Post Approval Documents</i>	Applicant submits post approval documents (final mylar copies, certificate of title, declaration of partial vacation, etc.) to City for recording.
Week 5	Step 6	<i>Document Recording</i>	Planning Division staff records the final plat and accompanying documents with the County Clerk's Office.
Week 6			

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

Minor Subdivision		Summary of Step	Staff Review Time
Review Period Begins	Step 1	<i>Pre-Application Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.
	Step 1b	<i>Optional Sketch Plat</i>	In conjunction with the pre-application conference, an applicant may submit a sketch plat for cursory review. A sketch plat may help city staff identify opportunities and challenges before an applicant goes through the expense of the application process.
	Step 2	<i>Submit Minor Subdivision Application and Supporting Documents to the Planning Division</i>	Following the pre-application conference or DRC meeting, the applicant submits a Minor Subdivision Application along with Supporting Documents to the Planning Division. All of the items required on the Minor Subdivision Application Checklist must be submitted to initiate staff review.
	Step 3	<i>Staff Review</i>	Once a complete application submittal has been received, staff reviews the application and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed
	Step 3b	<i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.
	Step 3c	<i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary
	Step 4	<i>Planning Commission Meeting</i>	Upon confirming that the applicant has addressed all of the issues in the staff comments, Planning Division Staff Schedules the application for a Planning Commission Meeting. The Planning Commission will recommend approval, conditional approval, or denial to the City Council.
	Step 5	<i>City Council Meeting</i>	The City Council will consider the application at a regularly scheduled meeting. The City Council will either approve, approve with conditions, or deny the application.
	Step 6	<i>Post Approval Documents</i>	Planning Division staff will notify the applicant in writing of any necessary post approval requirements. Applicant submits post approval documents (final mylar copies, certificate of title, declaration of partial vacation, etc.) to City for recording.
	Step 7	<i>Document Recording</i>	Planning Division staff records the final plat and accompanying documents with the County Clerk's Office.

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

	Major Subdivision	Summary of Step	Staff Review Time
	Step 1 <i>Pre-Application Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.	
	Step 1b <i>Optional Sketch Plat</i>	In conjunction with the pre-application conference, an applicant may submit a sketch plat for cursory review. A sketch plat may help city staff identify opportunities and challenges before an applicant goes through the expense of the application process.	
Review Period Begins	Step 2 <i>Submit Major Subdivision Preliminary Plat Application and Supporting Documents to the Planning Division</i>	Following the pre-application conference or DRC meeting, the applicant submits a Major Subdivision Preliminary Plat Application along with Supporting Documents to the Planning Division. All of the items required on the Major Subdivision Preliminary Plat Application Checklist must be submitted to initiate staff review.	Review Period Begins
Week 2	Step 3 <i>Staff Review</i>	Once a complete preliminary plat application submittal has been received, staff reviews the application and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed	3 weeks
Week 4	Step 3b <i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.	
	Step 3c <i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary	1 week
Week 6	Step 4 <i>Planning Commission Meeting</i>	After confirming that all review comments have been addressed, staff schedules the preliminary plat application for a Planning Commission Meeting. The Planning Commission will approve, approve with conditions, or deny the preliminary plat application.	
Week 7	Step 5 <i>Submit Major Subdivision Final Plat Application and Supporting Documents to the Planning Division</i>	After preliminary plat approval, the applicant submits a final plat application, addressing any conditions of approval required by the Planning Commission. All of the items required on the Major Subdivision Application Checklist must be submitted to initiate staff review.	
Week 8	Step 6 <i>Staff Review</i>	As with the preliminary plat, once a final plat application has been submitted, staff reviews the final plat application for completeness and code compliance. Review comments are provided to the applicant.	2 weeks
	Step 6b <i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.	
	Step 6c <i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary	1 week
Week 10	Step 7 <i>Planning Commission Meeting</i>	Upon confirming that the applicant has addressed all of the issues in the staff comments, Planning Division Staff Schedules the final plat application for a Planning Commission Meeting. The Planning Commission will recommend approval, conditional approval, or denial to the City Council.	
Week 13	Step 8 <i>City Council Meeting</i>	The City Council will consider the application at a regularly scheduled meeting. The City Council will either approve, approve with conditions, or deny the application.	
Week 14	Step 9 <i>Post Approval Documents</i>	Planning Division staff will notify the applicant in writing of any necessary post approval requirements. Applicant submits post approval documents (final mylar copies, certificate of title, declaration of partial vacation, etc.) to City for recording.	2-3 days
Week 15	Step 10 <i>Document Recording</i>	Planning Division staff records the final plat and accompanying documents with the County Clerk's Office.	1 week

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

Joint Approval Subdivision

Joint Approval subdivisions are administered through the County Planning Office. Please call 307-675-2420 for more information.

Compliance Plat

Compliance plats involve special conditions and circumstances. If you believe that your situation is one that might be remedied by a compliance plat, please contact the City Planning Division for more information

Chapter 5 – Infrastructure and Engineering

Chapter Outline – Infrastructure and Engineering

- I. Code Connection
- II. Background
 - a. Basic Information
 - b. Financial Assurances
 - c. Onsite QA/QC
- III. Process and Timeline
- IV. Documents

Code Connection

Sheridan City Code Appendix B §701-707

Background

Basic Information

There are many situations in which a property owner or developer may wish to install public infrastructure for the benefit of their project. The most common circumstance is to provide public infrastructure required as part of the subdivision process. Other circumstances may necessitate public infrastructure extension. This includes commercial projects with greater water, sewer or storm water management demands; or development of property where public infrastructure is not currently present.

The city code sections that deal with the process and requirements of public infrastructure installation in conjunction with subdivisions is found in Sheridan City Code Appendix B §701-707. For simplicity, city staff follows a similar procedure for all public infrastructure installation. Public infrastructure installation can be broken down into four phases:

1. Plan Review and Approval.
2. Construction and Preliminary Inspection and Acceptance.
3. Final Inspection and Acceptance.
4. One Year Warranty

Although this process is detailed below, there are some basic requirements and considerations to keep in mind:

- For any public infrastructure construction project, the property owner/developer must have a Wyoming licensed engineer prepare plans, perform daily onsite inspections, and keep observation and testing logs.

- All public infrastructure projects require development agreements between the City and the developer/property owner. These agreements must be backed by financial assurances equal to 110% of the estimated value of the project.
- Building permits may be issued upon preliminary acceptance of water and sewer mains, property survey monumentation in place, rough grading, and provision of site access that meets the requirements of the adopted fire code.
- Certificates of occupancy for homes or buildings cannot be issued until final inspection and acceptance of all public infrastructure.

Financial Assurances

As mentioned above, the City requires all public infrastructure projects undertaken by private developers to be backed by financial assurances equal to 110% of the estimated cost of construction. Cost estimates must be prepared and stamped by a Wyoming licensed engineer. A developer may supplement the engineer's estimate with a fully executed contract for construction that includes the construction of the public infrastructure.

The City accepts three primary forms of financial assurance: performance bonds, letters of credit, and escrow accounts in which the City's authorization is a condition for disbursement of funds. In any case, it must be clear that the City is the beneficiary of the financial assurance, and may draw on or authorize disbursement in the case of developer default on the terms of the development agreement.

As the construction of the project progresses, the City may authorize periodic releases of a portion of the financial assurance. These releases are authorized upon request and after inspection by city staff to verify that a significant milestone has been reached (ex. installation of water and sewer mains). Until final acceptance of public infrastructure is granted by the City Council, the financial assurance cannot be reduced below 25% of the estimated cost of construction. After final acceptance by the City Council is granted, the project enters a one year warranty phase, and the financial assurance may be reduced to 10% of its original value through the one year warranty period.

Onsite Quality Assurance/Quality Control

The developer must employ the services of a Wyoming licensed engineer to perform onsite QA/QC. The developer's engineer must be onsite at least twice per day while construction is ongoing, and must prepare a daily construction report. Daily construction reports should outline the details of the construction activities (i.e. contractors/subcontractors on site, activities being performed, equipment being used, outline special procedures, highlight activities the contractor is doing to meet city specs., testing performed that day and by whom, weather and temperature, estimated amount of infrastructure completed that day, etc.).

The developer's engineer must be on-site to witness the following activities:

- Utility main installation.
- Compaction activities especially around manholes, valve boxes, fire hydrants, and main line trenches (Section 02221).
- Major utility connections to manholes, valve boxes, fire hydrants, thrust block installations.

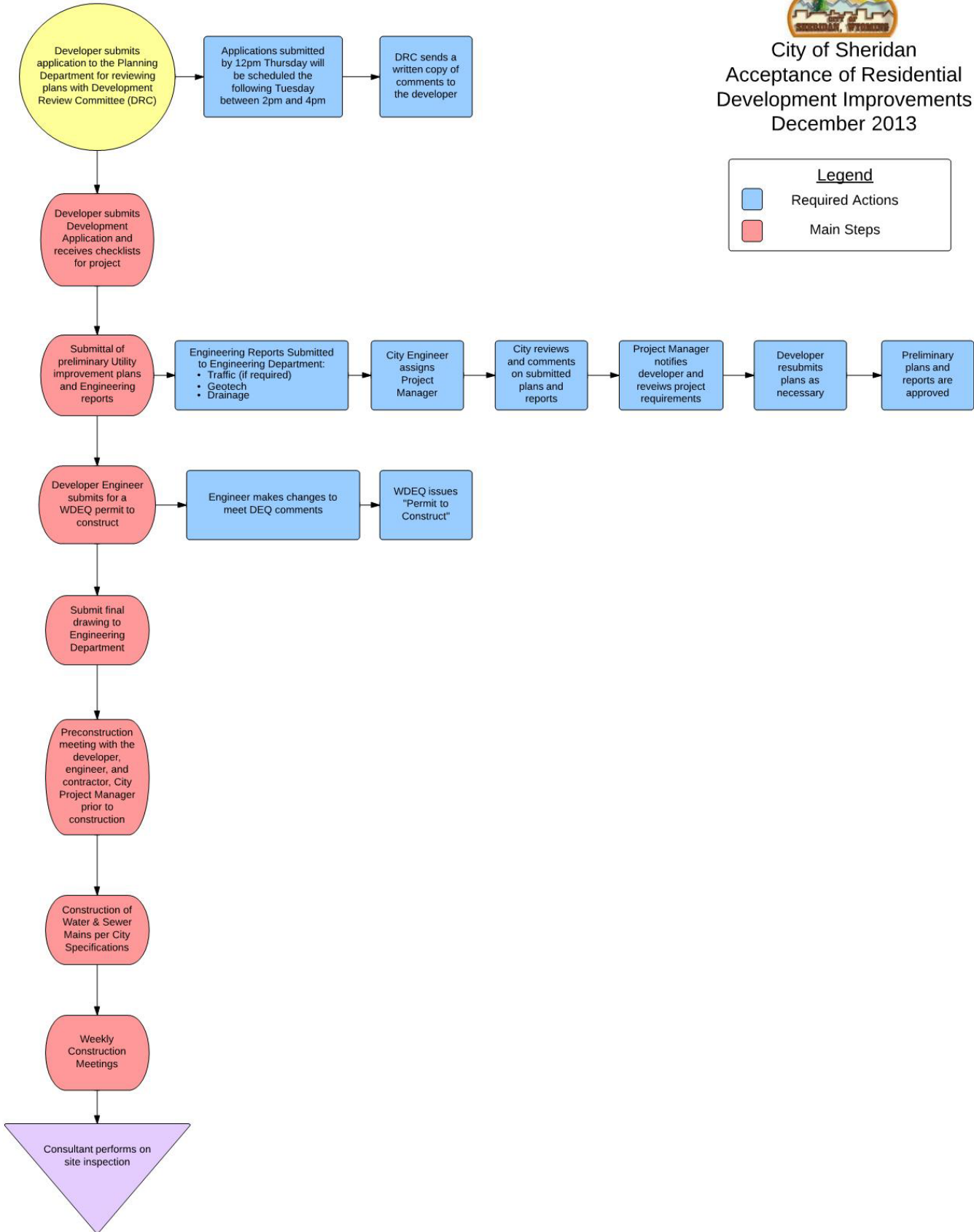
- Pressure testing, cleaning and sterilizing waterline systems (Section 02766). Engineer must be onsite during the duration of the test.
- Vacuum Testing of manholes (Section 02712).
- Installation of concrete and asphalt for all public infrastructure.
- Any engineering accepted changes to the original design drawings.

The developer's engineer is responsible for submitting daily reports on a weekly basis to the City Engineering Project Manager assigned to the project. The developer's engineer is also responsible for requesting preliminary and final acceptance of all public infrastructure, and for maintaining and furnishing copies of test reports, logs, and other necessary documentation.

Process and Timelines

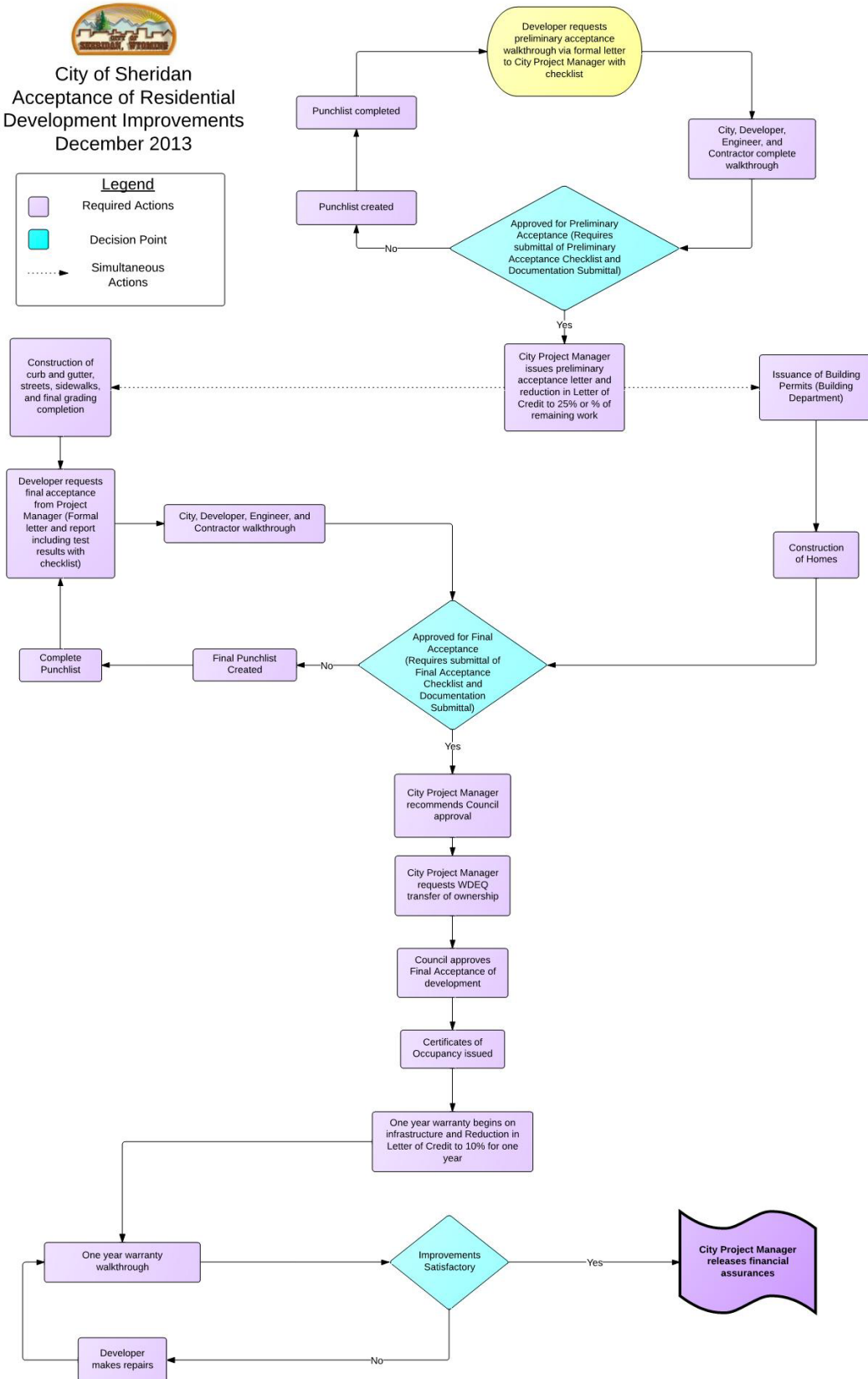
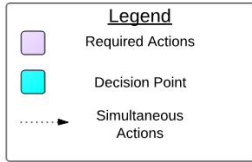


City of Sheridan
Acceptance of Residential
Development Improvements
December 2013





City of Sheridan
 Acceptance of Residential
 Development Improvements
 December 2013



Name of Subdivision – Preliminary Acceptance

The following items are required for preliminary acceptance:

1. All daily construction inspection reports to date
Daily reports shall include the following, at a minimum:
 - Date
 - Weather conditions
 - Time arrived on site / Time departed from site
 - Who was on site
 - Equipment on site / Equipment being used
 - Discussions/Problems/Issues encountered
 - A minimum of two photos – one before noon, one after noon
 - Work being performed
2. All photos on a disk with identification (location, date, description)
3. Preconstruction meeting minutes
4. All compaction test results to date
5. All water main pressure test results to date
6. All water main disinfection lab test results to date
7. All city inspection reports including sewer camera results
8. Copy of redline drawings showing changes in construction
9. Approved Permit To Construct letter (signed copy)
10. DEQ review comments
11. Fire Hydrants installed and operating
12. Curb and gutter elevations established.
13. Any other pertinent construction correspondence.
14. Preliminary site grading complete.
15. Access road to, and thru, the subdivision.
16. Wiring and curb stops visible for utility maintenance review.
17. Provide all lien waivers from subcontractors and suppliers.
18. All lot monumentation completed for the subdivision (via Code).

By signing below, the engineer verifies that these items are complete and meet the City of Sheridan Standard Specifications.

Signature: _____

Date: _____

Note: Upon receiving these items with a signed copy of this sheet, a city inspection will be conducted verifying completeness, verifying all water systems are backfilled to prevent freezing, and verifying water systems are operational.

Name of Subdivision – Final Acceptance

The following items shall be **complete and approved** for final acceptance:

1. All daily construction inspection reports to date.
2. Sewage collection system.
3. Water distribution system.
4. Storm drainage facilities.
5. Curbs, gutters, **and** sidewalks.
6. Fire hydrants.
7. Final street and lot grading.
8. Base course.
9. Permanent road surfacing.
Note: *At least the first lift of permanent road surfacing must be complete in the event of winter freeze occurring prior to the placement of the final pavement for certificates of occupancy to be issued.*
10. As constructed drawings - Electronic copies (CD with PDF's, AutoCAD drawings, GIS file), Hard copy (stamped), Mylar copy (stamped)
11. Engineer's final punch list.
12. Weekly meeting minutes.
13. All of the submittals used on the project which were approved by the Engineer for installations that are not typical
14. Executed DEQ Certificate of Completion Form
15. Executed DEQ Transfer of Ownership Form.
16. DEQ Final Acceptance checklist Form (Utility Design Standards).
17. Preliminary Acceptance letter
18. Developer's Letter requesting Final Acceptance
19. All information above in a bound, tabbed, and organized (by date) in a three-ring binder.

By signing below, the engineer verifies that these items are complete and meet the City of Sheridan Standard Specifications.

Signature: _____

Date: _____

Note: Upon completion and acceptance of these items along with a signed copy of this sheet, final acceptance may be issued. Upon the issuance of final acceptance, certificates of occupancy may be issued.

Chapter 6 – Planned Unit Development

Chapter Outline – Planned Unit Development

- I. Code Connection
- II. Background
 - a. Definition
 - b. Concepts
- III. Process and Timeline
- IV. Documents

Code Connection

Sheridan City Code Appendix B §801-821

Background

Definition

A Planned Unit Development is a process that combines the major subdivision process with a rezoning of property to allow for a greater flexibility in the development process. Rather than being governed by the particulars of a zoning district, PUD's are governed by a PUD Master Plan. This consists of documents called a PUD Layout Plan and PUD Design Report. These documents outline the density of development, building height, setback, and even architectural style of the buildings within the development. Since PUD's involve a change in the zoning designation of the underlying property, the PUD Master Plan must be approved via ordinance.

Concepts

A PUD allows the developer to trade design flexibility in exchange for meeting PUD Goals and performance measures. As listed in Sheridan City Code Appendix B§801 the goals that any proposed PUD must adhere to are:

- Support the goals and policies of the City Master Plan;
- Create an environment on a site that contributes to a sense of community and a coherent living style;
- Protect natural and cultural resources;
- Protect natural features;
- Create a more efficient use of the land;
- Provide more appropriate infill development;
- Reduce traffic demand;
- Provide more open space; and
- Provide for more efficient infrastructure.

PUDs are meant to be showcases of design creativity and best practices in planning, engineering and development form. PUDs often blend types of land use and buildings to achieve a higher quality built environment than strict adherence to subdivision and zoning requirements. PUD master plans should have a clearly articulated vision. Projects that propose numerous deviations from typical subdivision and zoning requirements, yet offer nothing more than increased density and reduced setback, are not appropriate PUD projects.

Because of the challenge of putting together a Planned Unit Development, Master Plan preparation requires an experienced design professional familiar with principles of urban design. Developers should be careful to select professionals who can properly articulate their vision, while meeting the requirements of the PUD process.

Process

	PUD	Summary of Step	Staff Review Time
	<i>Pre-Application Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.	
	<i>Optional Sketch Plat</i>	In conjunction with the pre-application conference, an applicant may submit a sketch plat for cursory review. A sketch plat may help city staff identify opportunities and challenges before an applicant goes through the expense of the application process.	
Review Period Begins	<i>Submit Planned Unit Development Application and Supporting Documents to the Planning Division</i>	Following the pre-application conference or DRC meeting, the applicant submits a PUD Application along with Supporting Documents to the Planning Division. All of the items required on the PUD Application Checklist must be submitted to initiate staff review.	Review Period Begins
Week 2	<i>Staff Review</i>	Once a complete PUD application submittal has been received, staff reviews the PUD Master Plan (PUD Layout Plan and PUD Design Report) and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed	3 weeks
Week 4	<i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.	
	<i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary	1 week
Week 6	<i>Planning Commission Meeting</i>	After confirming that all review comments have been addressed, staff schedules the PUD application for a Planning Commission Meeting. The Planning Commission will approve, approve with conditions, or deny the PUD Master Plan.	
Week 7	<i>City Council Meeting</i>	The City Council will consider the PUD Master Plan at a regularly scheduled meeting. The City Council will either approve, approve with conditions, or deny the PUD Master Plan. This process requires three readings.	
Week 12	<i>Submit PUD Final Plat Application and Supporting Documents to the Planning Division</i>	After PUD Master Plan approval, the applicant submits a final plat application, addressing any conditions of approval required by the City Council. All of the items required on the Final Plat Application Checklist must be submitted to initiate staff review.	
Week 13	<i>Staff Review</i>	As with the PUD application, once a final plat application has been submitted, staff reviews the final plat application for completeness and code compliance. Review comments are provided to the applicant.	2 weeks
	<i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.	
	<i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary	1 week
Week 15	<i>Planning Commission Meeting</i>	Upon confirming that the applicant has addressed all of the issues in the staff comments, Planning Division Staff Schedules the final plat application for a Planning Commission Meeting. The Planning Commission will recommend approval, conditional approval, or denial to the City Council.	
Week 16	<i>City Council Meeting</i>	The City Council will consider the application at a regularly scheduled meeting. The City Council will either approve, approve with conditions, or deny the application.	
Week 17	<i>Post Approval Documents</i>	Planning Division staff will notify the applicant in writing of any necessary post approval requirements. Applicant submits post approval documents (final mylar copies, certificate of title, declaration of partial vacation, etc.) to City for recording.	2-3 days
Week 18	<i>Document Recording</i>	Planning Division staff records the final plat and accompanying documents with the County Clerk's Office.	1 week

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

Chapter 7 – Zoning and Rezoning

Chapter Outline – Zoning and Rezoning

- I. Code Connection
- II. Background
 - a. Purpose
 - b. Land Use
 - c. Area Regulations
 - d. Performance Standards
 - e. Sheridan Zoning Districts
 - f. Rezoning
- III. Process and Timeline
- IV. Documents

Code Connection

Sheridan City Code Appendix A – Zoning Ordinance

Background

Purpose

Zoning is the way most communities in the United States regulate land use. Although there are many different types of zoning, in the most common form a community is broken up into a number of districts, each with its own requirements. Zoning regulations typically fall into three types:

1. Land use
2. Area requirements (building height, setback, lot coverage, etc.)
3. Performance requirements (landscaping, parking, site design)

Sheridan Zoning Districts

Sheridan has a number of different zoning districts that are grouped into four categories:

- A. Residential – RO, R-1, R-2, R-3, and R-4
- B. Commercial – B-1, B-2
- C. Industrial – M-1
- D. Special Purpose – PUD (Planned Unit Development) GD (Gateway), HE (Higher Education), MA (Medical Arts)

Additionally, the City of Sheridan has one overlay district. An overlay district is a set of zoning criteria which is applied on top of the existing zoning. Overlay zones do not change the underlying zoning, but may have different or additional criteria for land use, area or performance requirements. Sheridan's

one type of overlay zoning are the Entryway Corridors. More information about this type of zoning can be found in Chapter 10 (Design Review and Entryway Ordinance) of this handbook.

Land Use

Sheridan City Code Appendix A contains sections for each of the city's zoning districts. Sheridan's zoning ordinance is for the most part prescriptive, that is each of the zoning district sections has a list of allowed uses within the zoning district. No other uses are allowed beyond the listed. B-2 and M-1 zoning are proscriptive, that is they contain lists of prohibited uses, or uses that require permission from the Board of Adjustments.

Most of Sheridan's residential and commercial districts are also hierarchal as well. This means that uses allowed in a more restrictive zoning district would also be allowed in a less restrictive district. For example, all of the uses allowed in an R-1 Residence District are also allowed in an R-2 District. R-4 zoning is unique in city zoning in that it is a single use zone for manufactured home communities.

Area Regulations

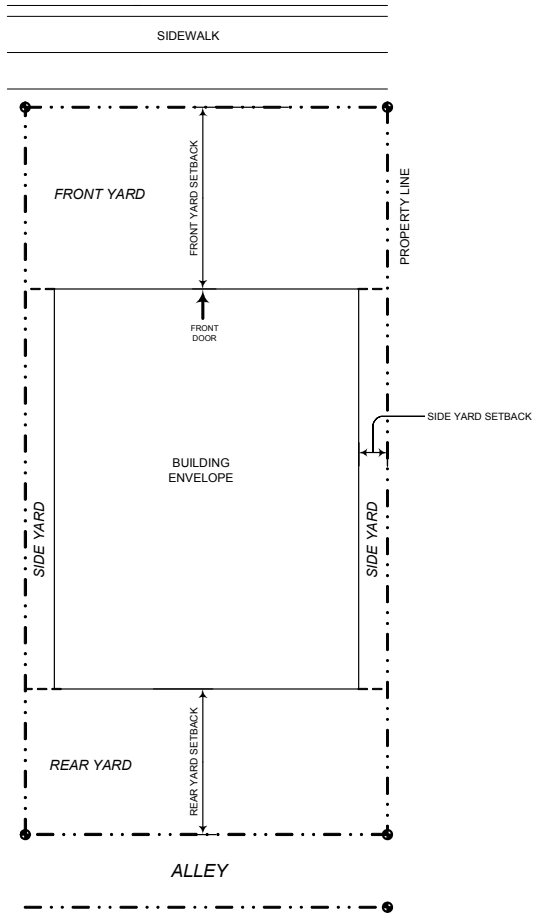
Sheridan's zoning regulates the following dimensional aspects of property use:

- Setbacks
- Building height
- Lot coverage – what percentage of a lot an accessory building can cover.

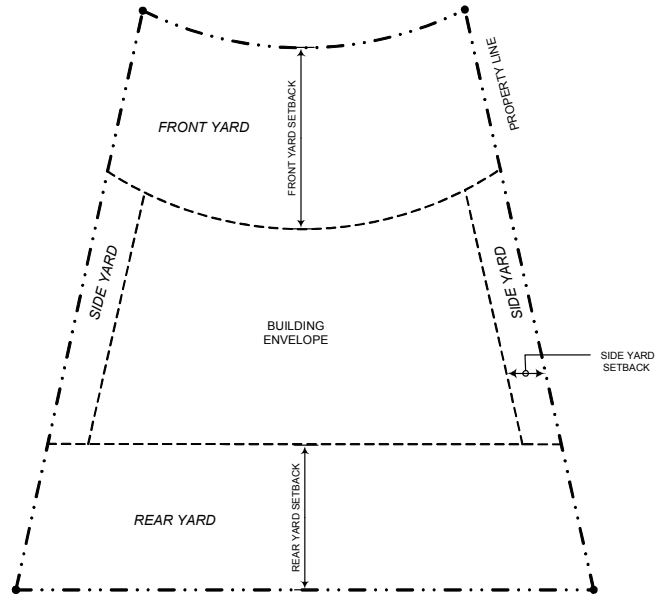
Setbacks

Setbacks, the distance a building or structure sits from property lines, are determined based on whether the building in question is the primary building on a lot, or an accessory building. There are three different types of setback requirements in Sheridan City Code: front, side, and rear. The following graphics illustrate how setbacks are measured for a primary structure on a lot.

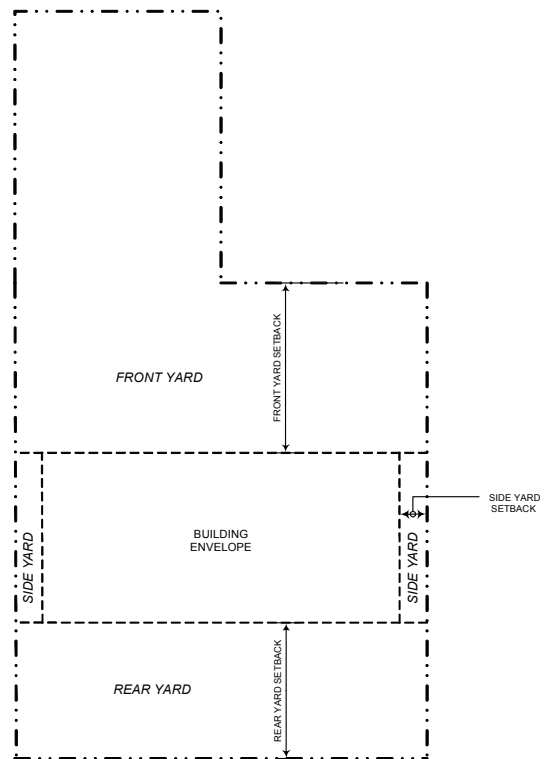
SETBACK EXAMPLE 1



SETBACK EXAMPLE 2 - CUL DE SAC

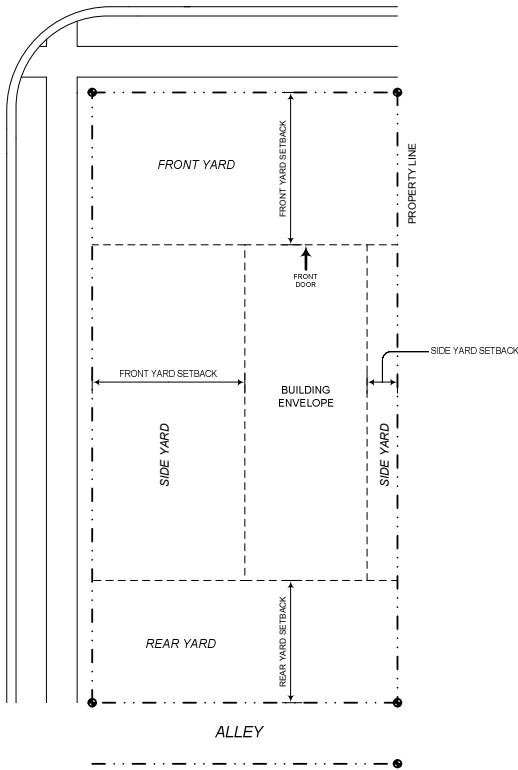


SETBACK EXAMPLE 3 - FLAG LOT

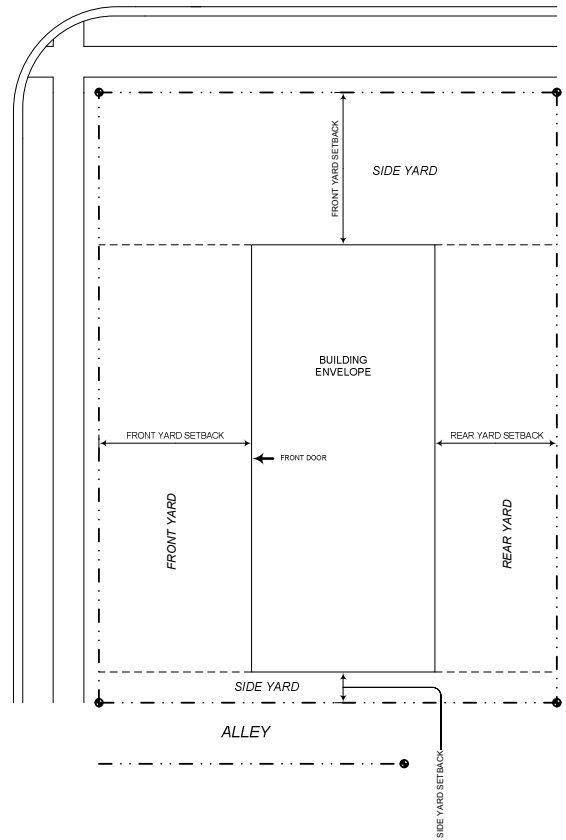


Corner lots require additional setback to account for two street frontages. These restrictions impact both the primary and accessory structures on a lot. Setbacks for accessory structures are slightly different than those for primary structures. A detached accessory structure must sit on the back half of the lot, but may be located closer to side and rear property lines. Below are setback illustrations for corner lots.

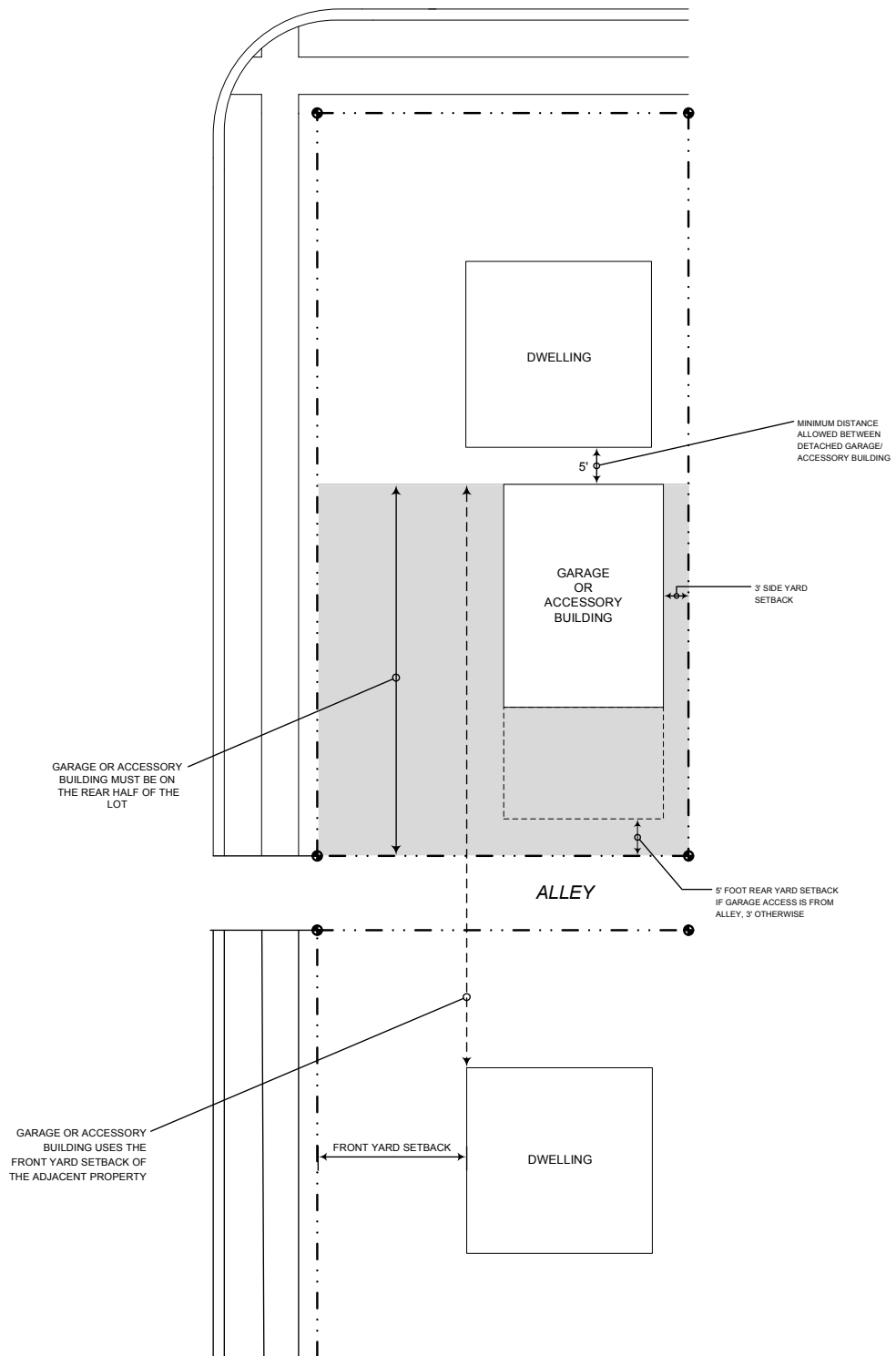
CORNER LOT ALTERNATIVE 1



CORNER LOT ALTERNATIVE 2



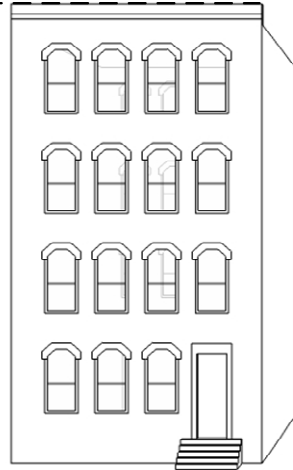
CORNER LOT WITH ACCESORY BUILDING



Building Height

In Sheridan, building height is measured by considering the mean roof height measured from average finished grade. For a flat roof, height is measured to the highest point of the coping. For a pitched roof, height is measured to the mean height of the highest gable.

Roof Height – Flat Roof



Roof Height – Pitched Roof

Performance Standards

Performance standards refer to requirements that are tied to the use of the property as much as they are tied to the particular zoning. Performance standards include things such as parking requirements, landscaping, site and building design. Some performance standards apply to all uses, regardless of their location in the City. Other standards apply to properties in certain high visibility locations in the community, such as the Entryway Corridors or Gateway Zoning District. More information on these standards can be found in Chapter 10.

Rezoning

Although zoning is intended to be a long term set of regulations for property, there are several reasons why a property owner might request a zoning change, or the City Council might adopt different zoning for a property. These include annexation, changes in community development patterns, adoption of new planning documents, the availability of new zoning districts, or taking into account transitional areas in the community.

When considering requests for the rezoning City staff makes recommendations to the Planning Commission and City Council based on the following:

- The zoning of surrounding parcels.
- The actual land use of surrounding parcels.
- Impacts to surrounding properties.
- Consistency with adopted planning documents.
- The ability of existing infrastructure to handle the potential uses

Those considering rezoning requests should keep in mind that without a solid justification, there is a strong likelihood that rezoning requests will be denied.

Process and Timelines

Rezone requests are governed by both city ordinance and state law. These requirements apply to both legal notification and review of the request by the local government.

Rezoning		Summary of Step	Staff Review Time
	Step 1 <i>Pre-petition Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.	
Review Period Begins	Step 2 <i>Submit Rezone Petition and Supporting Documents to the Planning Division</i>	Following the pre-petition conference or DRC meeting, the applicant submits a Petition to rezone the property along with Supporting Documents to the Planning Division. All of the items required on the Rezone Petition Checklist must be submitted to initiate staff review.	Review Period Begins
Week 2	Step 3 <i>Staff Review</i>	Once a complete petition submittal has been received, staff reviews the petition and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed	2 weeks
Week 3	Step 3b <i>Resubmittal (If Necessary)</i>	Applicant resubmits petition and supporting material, if needed, based on staff review.	
	Step 3c <i>Staff Review</i>	Staff reviews revised petition and supporting documents if necessary	1 week
Week 5	Step 4 <i>Planning Commission Meeting</i>	Upon confirming that the applicant has addressed all of the issues in the staff comments, Planning Division Staff Schedules the petition for a Planning Commission Meeting. The Planning Commission will recommend approval, conditional approval, or denial to the City Council.	
ADVISORY: City code and state law require that 15 days notice be provided prior to any City Council public hearing considering a rezone request.			
Week 8	Step 5 <i>City Council Meeting</i>	The City Council will consider the petition and draft ordinance rezoning the property at a regularly scheduled meeting. The City Council will either approve, amend the ordinance, or fail to adopt the ordinance on 1st reading.	
Week 10	<i>City Council Meeting 2</i>	2nd Reading of Rezone Ordinance	
Week 12	<i>City Council Meeting 3</i>	3rd Reading of Rezone Ordinance	
Week 13	Step 6 <i>Post Approval Documents</i>	Planning Division staff will notify the applicant in writing of any necessary post approval requirements. Applicant submits post approval documents to City for recording.	2-3 days
Week 14	Step 7 <i>Document Recording</i>	The City Clerk's staff records the approved ordinance and accompanying documents with the County Clerk's Office.	1 week

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

Chapter 8 – Variances and Special Exemptions

Chapter Outline – Variances, Special Exemptions and the Board of Adjustments

- I. Code Connection
- II. Background
- III. Process and Timeline

- IV. Documents

Code Connection

Sheridan City Code Appendix A, Section 14

Background

As discussed in Chapter 7, the city's zoning ordinance establishes the land use, setback, and height and area requirements for a piece of property. Specific requirements for each Zoning District can be found in Sheridan City Code Appendix A (Zoning Ordinance), which can be accessed online at:

<http://www.sheridanwy.net/city-government/city-ordinances>

R-1 Residence District is the most restrictive zoning, typically allowing only single family dwellings and requiring larger building setbacks and yards. R-2 and R-3 Residence districts allow for more densely populated neighborhoods. Zoning requirements help define the look and feel of a neighborhood, and are intended to ensure consistency and give residents the security of knowing what future development will be.

Despite efforts to develop a code that is both permissive to individual property owners, and consistent and fair to nearby residents, the adopted zoning ordinance will not address every contingency and unique situation. There will be times when a property owner may seek a variance, or waiver of certain zoning requirements, in order to develop the property in the desired manner. Variances are governed by strict criteria, requiring the property owner to demonstrate that their property has unique conditions, and that the strict application of the zoning ordinance will result in an unusual hardship if it is followed.

The Board of Adjustment is a board appointed by the City Council, and consists of five (5) members. The Board has authority to grant variances. This allows for some degree of flexibility in the application of the zoning ordinance, while keeping the spirit of the ordinance intact.

The Board of Adjustment also has jurisdiction to hear and decide on appeals of staff enforcement of the zoning ordinance, and to grant special exemptions. Special exemptions are conditionally permitted land uses that are decided on a case by case basis by the Board of Adjustment. In order to grant a special exemption, it must be listed in zoning ordinance for that particular district. For

example, the Board of Adjustment could grant a special exemption to operate a bed and breakfast in an R-1 Residence District, but not a retail store.

Process and Timelines

		Variance or Special Exemption	Summary of Step
	Step 1	<i>Pre-Application Conference</i>	Meet with the Planning Division staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.
	Step 1b	<i>Optional Sketch Plat</i>	In conjunction with the pre-application conference, an applicant may submit a sketch plat for cursory review. A sketch plat may help staff identify opportunities and challenges before an applicant goes through the expense of the application process.
	Step 2	<i>Submit Application and Supporting Documents to the Planning Division</i>	Following the pre-application conference or DRC meeting, the applicant submits a variance or special exemption application along with supporting documents to the Planning Division. All of the items required on the checklist must be submitted to initiate staff review.
Review period begins			
Week 2	Step 3	<i>Staff Review</i>	Once a complete application submittal has been received, and fees paid, staff reviews the application and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed.
	Step 3b	<i>Resubmittal (if necessary)</i>	Staff reviews revised application and supporting material, if needed, based on staff review.
ADVISORY: City code and state law requires the posting of a sign on the property and that notice be provided in two consecutive weeks prior to the BOA meeting.			
	Step 4	<i>Board of Adjustment meeting</i>	Upon confirmation that the applicant has addressed all of the issues in staff comments, Planning Division staff schedules the application for a BOA meeting. The BOA may approve, approve with conditions or deny the application.
Week 4	Step 5	<i>Document Recording</i>	Planning Division staff files the recording instrument at the County Clerk's office and signs off on building permit.

Chapter 9 – Building Permits

Chapter Outline – Building Permits

- I. Code Connection
- II. Background
 - a. Definition
 - b. Purpose
- III. Adopted Codes and Design Parameters
- IV. Contractor Licensing
- V. Process and Timeline
- VI. Documents

Code Connection

Sheridan City Code Chapter 7

Background

What is a building permit?

A building permit is a document issued by the City of Sheridan Building Division after staff review of required plans and engineering documents. A building permit essentially authorizes the permit holder to construct a new building (residential or commercial), remodel or build additions to existing buildings, replace or alter plumbing, electrical, HVAC systems, or erect signs. Building permits are necessary to ensure that the proposed plans comply with all current building and zoning regulations.

When is a permit required?

Building permits are required for all projects in which labor and materials exceed \$3000 in value. In addition all electrical, plumbing, and mechanical (heating, cooling, ductwork etc.) work requires a permit regardless of project cost. When in doubt contact the City Building Division at (307) 674- 5941 to find out for certain. Undertaking a building project without a building permit is not only illegal (carrying stiff fines and penalties), but also can cause unsafe conditions that can result in injury or death for building occupants.

Why is a building plan review required?

The purpose of site or building plan review is to confirm that the plans for the proposed project comply with all current building and zoning regulations, or to identify non-compliant aspects in order to make the needed changes before construction begins.

How long does it take to get a building permit?

The time required to issue a permit depends upon a number of factors including: completeness of submitted documents, complexity of the project, staff workload. Assuming a complete submittal, permits for most single family residential projects can be released within two weeks. Commercial

and multifamily projects typically take three to four weeks for approval, but may take longer for large projects or those with significant construction or engineering considerations.

How much does a building permit cost?

Building permits are priced according to the fee formulas established by Council Resolution R37-09. For reference, this resolution is located in the document section of this chapter.

How do I know when my permit is ready to pick up?

A Building Division permit technician will contact you via phone or email when your permit is ready to be collected. All fees must be paid at the time the permit is issued.

Are inspections required?

At the time the building permit is issued, the permit will have the required inspections listed and at what points they need to be completed. These inspections ensure that the construction projects meet the building code requirements. Once the construction is completed and a final inspection has taken place, the City will issue a Certificate of Occupancy. A Certificate of Occupancy is required for any use of the building beyond construction activity.

How do I know if my inspection was approved?

After an inspector completes an inspection, a copy of the Inspection Report will be left on the job site. If you cannot locate the report or need an additional copy you can contact the Building Division at (307) 674- 5941.

Does the work have to be performed by a licensed contractor?

For most building projects or installations requiring a building permit, a licensed contractor is encouraged and required. Some conditions are required in order to take advantage of the homeowner exception to contractor licensing. Those conditions are:

- The owner must personally perform all of the work, or for components which the owner will not perform the work, the owner will hire a licensed and bonded contractor.
- The homeowner must demonstrate that they are competent to perform the work, or supervise the work of a licensed sub-contractor.
- The work will be performed in a professional manner and in compliance with all adopted technical codes.
- The homeowner may only use the exception once per year for remodel work (measured from the date of final approval of the last permitted project).
- For new residential construction the homeowner must occupy or own the permitted residence for at least one year from the date of final project approval and issuance of a certificate of occupancy.

Construction projects require time, dedication, and technical skill. It is not uncommon for homeowners to become overwhelmed with medium to large projects. Those contemplating their own construction projects are encouraged to get in touch with the Building Division to review the scope of the project beforehand. All new commercial construction or commercial additions require a licensed contractor. See the "Things to Know Section" of this chapter for more information about

contractor licensing.

Adopted Codes and Design Parameters

The following technical codes have been adopted by the City of Sheridan and Sheridan County and govern building permit review, inspection, and formal approval:

- 2012 International Building Code
- 2012 Existing Building Code
- 2012 International Residential Code
- 2011 National Electrical Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Energy Efficiency Code
- Local revisions

Additional requirements for construction can be found in Chapters 7, 11, and (zoning) of Sheridan City Code.

Design Parameters:

The following information is designed to help builders, engineers, and architects prepare compliant structures specific to the Sheridan area.

Frost Depth: 42 inches below grade.

Basic Wind Speed: 90mph

Exposure C

Seismic Zone: B

Snow Load: 30 lbs Ground Snow Load Soil Bearing: Site specific.

Contractor Licensing

Sheridan City Code defines a contractor as anyone who, "*who works for a fixed or negotiated price, undertakes to procure the performance of works, or the furnishing of goods, materials and labor for any other person, state or municipal work, or one, who, in pursuit of independent business, undertakes to perform a job or piece of work, retaining in himself control of the means, method and manner of accomplishing the desired result.*" Essentially, anyone who accepts compensation for work requiring a building permit needs to be a licensed contractor.

Detailed requirements differ for each type of contractor or subcontractor. For more information call the Building Division at (307) 674-5941. The following are the general steps required for becoming a licensed contractor:

First Time Applicants or Re-applicants

General Contractor

- Submit a completed license application to the Building Division.

- Provide written evidence of experience sufficient to meet the requirements of the type of license sought.
- Provide verification of a passing ICC exam specific to the applicant's trade, and provide proof of insurance and bond.
- Pay a \$200 license fee.

License Renewal

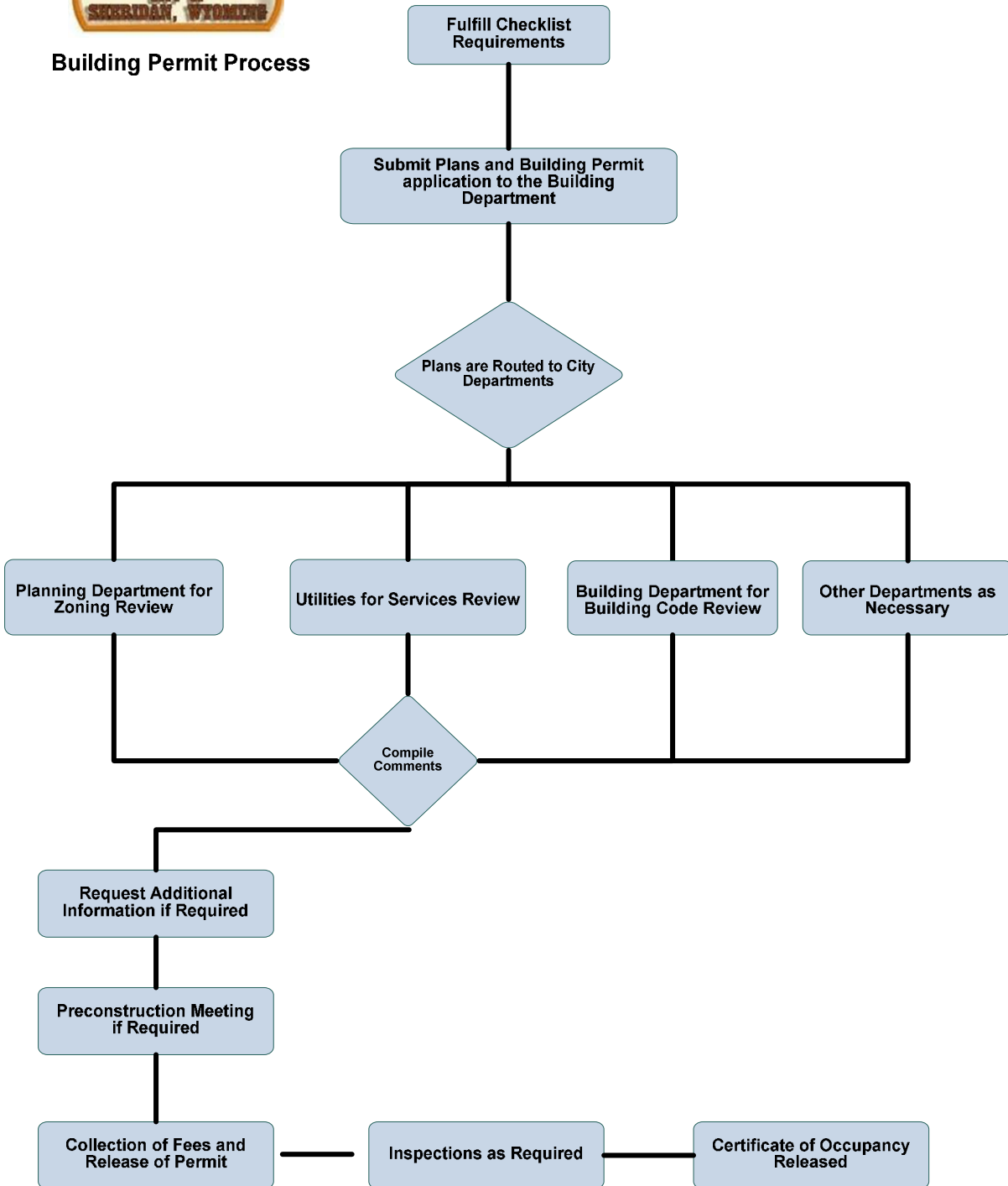
Contracting licenses are valid for one year from the date of issuance. To renew a license the applicant will need to provide proof of insurance, current bond, and a \$200 renewal fee. Failure to renew a license within 30 days of expiration will result in a suspension of license until the delinquent licensee provides proof of insurance and a \$400 reinstatement fee. Suspended licenses are completely revoked after one year, and the delinquent licensee must reapply as a new applicant.

Process and Timelines

The following steps outline the typical paper building permit approval process.



Building Permit Process



Chapter 10 – Design Review and Entryway Ordinance

Chapter Outline – Design Review and Entryway Ordinance

- I. Code Connection
- II. Background
- III. Process and Timeline
- IV. Documents

Code Connection

Sheridan City Code Appendix A §9C and §15

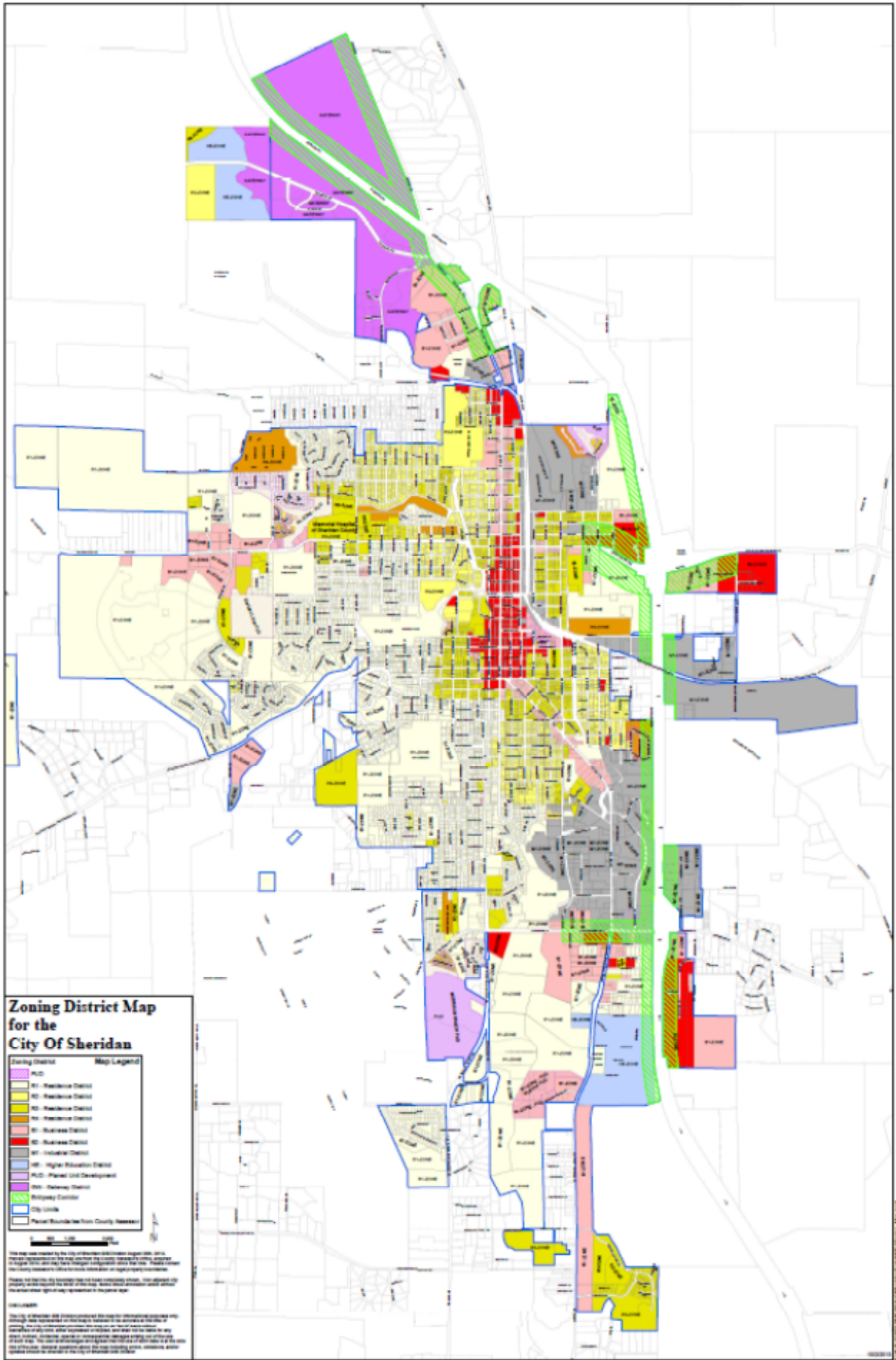
Background

In order to preserve the unique character of certain community entryways and gateways certain design standards apply to any commercial or industrial building project that takes place within designated Entryway or Gateway Zoning District. The site and architectural design standards that must be met within these areas are found in the Sheridan Entryway Design Standards that accompany this chapter.

The map below shows the location of the present community Entryway areas and Gateway Districts. This map is also available in large format in the Planning Division Office or online at:

http://www.sheridanwy.net/wp-content/uploads/2013/10/Zoning_MapEntrywayCorridor.pdf

If any portion of a subject property falls within an entryway, the entire property must meet the site and design guidelines. Planning Division staff is happy to answer questions and discuss the design requirements with applicants, as well as give feedback on proposed building and site design.



Process and Timeline

	Design Review	Summary of Step	Staff Review Time
	Step 1 <i>Optional Pre-Application Conference</i>	Meet with Planning Division Staff or attend a DRC meeting to review basic details of the proposal, discuss feasibility, and learn about the process involved. Applicants who attend DRC will receive a written summary of staff comments.	
Review Period Begins	Step 2 <i>Submit Design Review and Supporting Documents to the Planning Division</i>	Following the pre-application conference or DRC meeting, the applicant submits a Design Review Application along with Supporting Documents to the Planning Division. All of the items required on the Design Application Checklist must be submitted to initiate staff review.	Review Period Begins
Week 2	Step 3 <i>Staff Review</i>	Once a complete application submittal has been received, staff reviews the application and supporting documents for completeness and code compliance. Staff provides review comments to the applicant highlighting any revisions or additional information needed	5 Days
Week 2	Step 3b <i>Resubmittal (If Necessary)</i>	Applicant resubmits application and supporting material, if needed, based on staff review.	
	Step 3c <i>Staff Review</i>	Staff reviews revised application and supporting documents if necessary	1-2 Days
Week 2	Step 4 <i>Staff Approval</i>	Staff notifies applicant and Building Official that application has been approved, and the applicant may then continue with the standard building permit process.	2-3 Days

DISCLAIMER: Timelines do not take into account delays resulting from actions outside the City's review process. This includes applicant turn-around for revisions, incomplete or erroneous submittals, or the requirements of other reviewing entities.

Chapter 11 – Appeals

Chapter Outline – Appeals

- I. Code Connection
- II. Background
- III. Process and Timeline

Code Connection

Sheridan City Code Chapter 29 Appeal Procedure For Building And Development Processes

Background

Unlike variances and requests to use alternatives methods, appeals are the process by which an applicant challenges the interpretation of staff or an appointed Board in the application of a particular standard or the administration of a review process. When an applicant requests an appeal they are not asking to deviate from an application requirement, they instead are asserting that a particular requirement is being improperly applied in their circumstance, or they disagree with the interpretation of a regulation or code requirement.

Process and Timeline

Since requirements for appeals may be governed by strict timeframes and format requirements, this guide does not attempt to provide a step by step walkthrough. Rather, those seeking to appeal a decision or determination should contact the relevant office below for detailed instructions on how to request an appeal.

Type of Determination	Entity Who Reviews Appeal	Contact Division
Building Permit Requirement	Building and Fire Code Board of Appeals	Building Division
Staff Zoning Interpretation	Board of Adjustment	Planning Division
Staff Subdivision Decision	Planning Commission	Planning Division
Staff Design Review Decision	Planning Commission	Planning Division
Building Permit	Building construction or remodeling	Contractor
Planning Commission Action	City Council	City Clerk's Office
Engineering Decision/Public Works Director	City Council	City Clerk's Office
City Council Decision	District Court	Private Attorney
Board of Adjustment Decision	District Court	Private Attorney