



CITY OF GREEN RIVER  
MAJOR SITE PLAN  
APPLICATION  
(COMMERCIAL PRELIMINARY DEVELOPMENT PLAN)

City Use Only:

Date Received \_\_\_\_\_ File Number: \_\_\_\_\_

Date Certified as Complete Application: \_\_\_\_\_ By: \_\_\_\_\_

A. PROPERTY ADDRESS: \_\_\_\_\_

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED – i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

Petitioner Information: Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Property Owner Information: Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Architect Information: Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Engineer Information: Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**C. ANSWER THE FOLLOWING ON THE SPACE PROVIDED (if applicable):**

1. What new structure(s) do you propose to build? Describe (include construction type, foundation type and dimensions for each structure). If necessary, attach a separate sheet of paper.

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2. Describe the use of the proposed structure(s). Include square footage of each use if development contains multiple uses.

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3. By Ordinance, the following items shall appear on the preliminary development plan. Check each item below; acknowledging that it is included on the plan.

- Name of project or development.
- Location of project or development by street address
- Name and mailing address of developer and owner
- Name and mailing address of engineer and/or architect
- Date of plan preparation
- North point indicator
- Scaled drawing, preferably of not less than one (1) inch to one hundred (100) feet
- Boundary lines of property with dimensions
- Location, identification, and dimension of existing and proposed:
  - Adjacent streets and street rights-of-way
  - On-site streets and street rights-of-way
  - Electric utility, and rights-of-way and easements
  - Natural gas utility, and rights-of-way and easements
  - Telephone utility, and rights-of-way and easements
  - Sewer utility including sanitary and storm and rights-of-way and easements
  - Water utility and rights-of-way and easements, including existing and proposed fire hydrants for fire protection
- All buildings and structures (existing and proposed), with required setbacks shown
- Surface drainage indicated by arrows, including surface ditches
- Sidewalks, walkways, driveways, loading areas and docks and bikeways
- Fences and retaining walls (existing and proposed)
- Exterior signs, existing and proposed
- Exterior lighting, existing and proposed
- Traffic flow, both on-site and off-site
- Parking spaces (including space dimensions and aisle widths)
- Floodplain Development Permit Application if project is within a Flood Hazard Area

**D. SUBMITTAL REQUIREMENTS:**

The following items are required for submitting a complete Major Site Plan Application. An incomplete application will not be reviewed and will be returned to the petitioner.

\_\_\_\_\_ Completed Application Form and Checklist.

\_\_\_\_\_ 3 full size, to scale copies of the Preliminary Development Plan and all supporting documentation. If the full size scaled drawing is on a size larger than 11" x 17", the plan must also be submitted electronically.

**E. REVIEW PROCESS:**

For questions regarding the process, please contact the Green River Development Services Department at 307-872-6140.

- 1) Once a completed application is received, approximately 7-10 days after submittal, a Development Review Committee (DRC) meeting will be held to discuss your application. It is required that the applicant or a representative attend this meeting. DRC meetings are typically scheduled on Thursday at 2:00 pm. Meeting Notice will be sent stating the time, date and location of the meeting. Notices will be sent only to those listed on this application. Attached, please find the contact information for the Development Review Committee representatives.
- 2) Departments/Agencies invited to the DRC meeting will have until the following Monday to submit comments. The Community Development Department will compile all of the submitted comments into a DRC Summary Report, which is then emailed to those listed on the application and the commenting departments/agencies.
- 3) Notice to Proceed: If no other zoning approvals are required (i.e. zoning variance, zone change, etc.), a Notice to Proceed will accompany the DRC Summary Report. If additional zoning steps are required, the Notice to Proceed will be sent to the applicant after the additional zoning steps are completed. The Notice to Proceed is NOT development approval. The Notice to Proceed is only a determination that enough information has been obtained for the developer to prepare the necessary Commercial Plan Review documents for formal review by the Building Department.
- 4) The applicant may, at their discretion, request a follow up DRC meeting to assist in clarifying any items or to review any plan amendments prior to moving on to the formal Commercial Plan Review submittal.

**NOTE: Plan approval does not constitute building permit approval. Contact the Green River Building Department (307-872-6140) for Commercial Plan Review submittal requirements.**

**F. SIGNATURE REQUIRED:**

I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it is the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. State Permits, Building Permits, etc.) and I agree to contact those agencies/departments accordingly.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

Signature of Architect \_\_\_\_\_

Date \_\_\_\_\_

Signature of Engineer \_\_\_\_\_

Date \_\_\_\_\_