



# DEVELOPMENT SERVICES

## PLOT PLAN CHECKLIST FOR ADDITIONS

Remember, Plot plan must be drawn to scale (minimum 1"= 30'). Plot plans that are not drawn to scale or are otherwise unreadable will not be reviewed and will be returned to the applicant. Plot plan must contain the following information:

- 1. A title block in the lower right hand corner, having the following:
    - a. Property Legal Description (Lot, Block, Subdivision)
    - b. Date of Drawing
    - c. Drawn by
  - 2. North Arrow and Scale
  - 3. Property dimensions
  - 4. Easement Location(s) and Dimension(s)
  - 5. Existing Building(s) on Lot (Size and Setbacks)
  - 6. Proposed Addition(s) Location and Dimension(s)
  - 7. Sidewalk and Curb Location and Dimension(s) (if applicable)
  - 8. Driveway Width and Curb Cut Location and Dimensions (if applicable)
  - 9. Street Name(s) and Right-of-Way Width(s)
  - 10. FEMA or City-delineated SPECIAL FLOOD HAZARD AREA Boundaries
- If applicable, the PLOT PLAN SHALL BE PREPARED BY A WYOMING LICENSED PROFESSIONAL ENGINEER (P.E.) OR PROFESSIONAL LAND SURVEYOR (P.L.S.)
- 11. Notes - there must be notes APPLICABLE TO THE SPECIFIC PLOT PLAN
    - a. Current Zone District Designation
    - b. Erosion Control Methods to be Used During Construction
    - c. Certification of Conformance of Grading or Drainage Plan for the Subdivision (if applicable)
  - 12. Property Coverage (square feet) include a calculation table for ALL IMPERVIOUS AREAS (include existing buildings, proposed buildings or additions, driveways and concrete)

For detailed parcel & zone district information, Please reference the CLCCGIS website at: <http://arcims.laramiecounty.com/> or contact the City of Cheyenne Development Office.

The applicant should submit TWO (2) copies of the plot plan along with the Building Permit Application. The original should be retained by the applicant so corrections could be made and amended copies could be submitted if required.

◦ BUILDING & DEVELOPMENT OFFICE ◦

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