



A COMMUNITY OF CHOICE

OFFICE OF THE CITY ENGINEER
2101 O'Neil Avenue, Room 206
Cheyenne, Wyoming 82001

September 28, 2023

Cheyenne, WY

RE: City Procedures and Updated Software Submittal Discussion

Dear Applicant, Agent, or Interested Party:

The City of Cheyenne is currently in the process of upgrading from a program called Innoprise to OpenGov. The City hopes this will streamline the process for the applicant, and provide clarity and direction during Development Action/Application Submittals. The purpose of this letter is to summarize the proposed submittal process, solicit your input, and invite you to a demonstration of OpenGov and the new processes. The intent that this update will provide a more efficient process and software which will result in shorter review periods and an easier submittal process.

Currently documents for a project are being submitted through OpenGov at random, rather than all documents being submitted on the same date as one submittal package. This is causing some internal timeline and processing issues. We hope to work with the applicants to fix this and adapt to the new OpenGov software in a way that will benefit all. However, this will not happen overnight and the City greatly appreciates your feedback and patience during this transition.

Moving forward, we would like to propose that when submitting a site plan and civil documents in OpenGov the Applicant follow the notes listed below:

- 1) The First Submittal: If the Applicant would like an initial review of the Site Plan, certain documents such as a landscape plan or civil documents can be waived for the 1st submittal only.
- 2) The Second Submittal would include (combined all plan sheets into one plan set document for submittal– reports and other applicable documents to remain separate):
 - a. Changes to the Site plan per the 1st round of comments
 - b. Site plan documents deferred, such as:
 - i. Landscape Plan
 - ii. Lighting Plan
 - iii. Other documents as applicable
 - c. The Engineering Civil Documents such as:
 - i. Civil Plans
 - ii. Drainage Report (If Applicable)
 - iii. Traffic Study (If Applicable)
 - iv. Geotech Report (If Applicable)
 - v. Other documents as applicable

- 3) The Applicant would submit all documents together as one submittal package, meaning submittal on the same day, at the same time). The Applicant would only resubmit after the review letter was received and comments addressed from the previous submittal. Failure to follow these submittal requirements will lead to processing delays as the reviews in process will need to be stopped and new reviews opened. This could lead to timelines as long as 3 weeks from the 'out of process' submittal.
- 4) Each Submittal after until finalized would follow this submittal format.

The City is working to adapt the new process and would welcome feedback to standardize this process for all. We will be hosting an OpenGov walk-through/demonstration at the Public Safety Center. The Location, Date, and Time are listed below:

Public Safety Center
Edwards Training Room
415 W 18th St.
Cheyenne, WY 82001

October 12th, 2023
4:00pm – 5:30pm

Please feel free to contact me with questions.

Respectfully,



Cassie Pickett, PE
Senior Staff Engineer

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