

**Instructions for
Nonresidential Building Permit Application
Sublette County, Wyoming**

Processing Procedure: Paperwork

Use this application for buildings to be used for business purposes.

A **Sufficient** Building Permit Application includes:

1. Completed Application (attached)
2. Completed Wastewater System application first page (turn in perc test later)
3. A copy of the deed (County Clerk)
4. A copy of rural address issued to the property
5. Pay the processing fee (checks payable to Sublette County)
6. Letter of authorization (if applicable)
7. File Water Well Permit with the State of Wyoming (if applicable)
8. Site plan of property
9. Elevation Certificate (if applicable)
10. Landscaping/Screening Plan (for nonresidential developments)
11. Copy of Access permit for County Road or State/Federal Highway (if applicable)
12. Engineered Road Design, Erosion or Revegetation Plan for slopes greater than 8% (if applicable)
13. Please be aware you are responsible for attaining a homeowners association sign-off and following the covenants, deeds and restrictions associated with your property. If you would like to view covenants please see the County Clerks Office.
14. Any other additional information the Planning & Zoning Staff may require

A sufficiency review will be completed within 14 days by the County Planning & Zoning Department Staff. If your application is deemed insufficient it will be returned for completion. Please allow 2-3 weeks for processing, a Building Permit will be issued and mailed to you. The County Sanitarian will contact you regarding the sewage disposal system

Processing Procedure: Construction

1. Perform the Percolation Test and Groundwater Depth Test. (If you are uncomfortable performing these tests please contact a local Engineer/Excavator)
2. Once you have obtained the Building Permit, you may begin construction. Please note the setback requirements for your zoning classification, and ensure all of your buildings and developments are within the building envelope before starting. You will be held liable if your structures are not within the building envelope. (If you are uncomfortable locating your setbacks and positioning your buildings and developments please contact a local Land Surveyor)
3. The Zoning Administrator will conduct a setback inspection upon request.
4. Once the septic system is completed, but before you backfill please contact the County Sanitarian for an inspection.

Note:

If you have not commenced construction within 1 year of the building permit issuance, you will be required to apply for a building permit renewal.

APPLICATION FOR BUILDING PERMIT

Sublette County, Wyoming

Filing Fee: \$75.00

Date Submitted _____ Date Accepted _____

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Owner: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Agent/Representative: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section) _____ (Township) _____ (Range) _____ **OR**

Subdivision: _____ Filing: _____ Lot: _____ Block: _____

Zone: _____ Total Acreage: _____

Residential Address: _____

Is the property in a floodplain: _____ Yes _____ No

If YES, an Elevation Certificate shall be completed and submitted with this building permit application.

Is the proposed structure (office/housing) a manufactured home?

No _____ Yes _____

If YES, compliance with Chapter III, Section 39 of the Sublette County Zoning & Development Regulations, entitled "Manufactured Home Design Standards" is required.

Criteria for Building Permit

Sublette County, Wyoming

PROPOSED DEVELOPMENT OF PROPERTY: Please describe the nature of the project. (i.e. office, shop/garage, storage sheds or warehouses, retail space, employee housing etc.)

SITE DEVELOPMENT: Include all dimensions of proposed buildings and additions. (width x length x height) Please check **maximum building heights** within your zoning district.

SETBACKS: Give the distance of proposed structures from property lines and right-of-way lines. Please check setbacks according to zoning regulations. **These setbacks can be inspected by the Zoning Administrator for compliance upon request.**

Front: _____ Rear: _____ Left Side: _____ Right Side: _____

Ditches: _____ Streams/rivers: _____

WATER DEVELOPMENT PLANS: Well applications may be picked up in the Zoning Office, but permits are granted by the State of Wyoming. Please direct all questions concerning well permits to the State of Wyoming.

(Please check appropriate line)

Drill well: _____ Existing well: _____ Develop spring: _____ Community well: _____

WASTEWATER DISPOSAL PLANS: A separate septic system application must be completed and returned to the Zoning Office before construction begins if you plan to install a new septic system. *(Commercial/Industrial permitted by DEQ)*

The County Sanitarian must inspect and approve your septic system. In addition, **the County Sanitarian assumes no responsibility in the case of failure, inadequacy, or placement of a sewage disposal system beyond consulting in good faith.**

(Please check appropriate line)

Install new septic system: _____ Existing septic system: _____

(Please list total # of rooms below)

of bedrooms/desk spaces: _____ # of bathrooms: _____

LEGAL ACCESS TO PROPERTY: If access is gained by a County Road or State Highway, submit documentation of approval from the Road and Bridge Superintendent or from the Wyoming Dept. of Transportation with this building application. The application for access from a County Road may be picked up from the Zoning Office. Contact the Wyoming Dept. of Transportation for access approval from a State Highway.

Legal road name of access: _____

Are there covenants or deed restrictions pertaining to this property? Yes: _____ No: _____

Is approval required by a homeowners association or architectural committee?

Yes: _____ No: _____

LANDSCAPING/SCREENING REQUIREMENT: A landscaping plan is required for all nonresidential developments at the ratio of one plant unit per 1500 square feet of building space and must survive 2 years from the time of installation. Screening is required in between incompatible uses.

Are you located in an industrial or commercial zoning district or is the proposed structure for a multi-family home or business purposes (shop/office space etc.)?

Yes: _____ No: _____ (if residential skip to next section)

Does the property directly abut a business, mobile home park or residentially zoned areas?

No: _____ (plant units required)

Yes: _____ on how many sides _____ (screening on each side and plant units required)

What is the total square footage of all structures on this building permit application (multi-family and commercial require a minimum of 1 plant unit, regardless of square footage):

1500 square feet (divided) / by the total square footage = number of plant units _____

Screening must consist of a wall, fence, or planted hedge and must be 5ft high and 50% opaque (list type and composition of screening): _____

Estimated date of installation of plant units and or screening: _____

Please list composition of plant units (Alternative A, B, C, or substitutions):

Please include the location of the plant units on the site plan.

SLOPES:

1. If your property has slopes in excess of 8% and you plan to situate a building or other development on the slope an erosion plan is required.

2. Construction is not allowed on slopes in excess of 30%, if you plan to build a road across slopes in excess of 30%, the road must be engineered to prevent/minimize slope failure and erosion, a revegetation plan of the area is also required.

Do either of these situations apply to your proposal? Yes: _____ No: _____ Which: _____

What slopes are present on your property or development area? _____

OFF-STREET PARKING:

Off-street parking shall be required and determined by the planning Department (Please see the Conditions Portion of your permit)

SIGNAGE:

Sign permits are required for signs announcing or advertising a business.

Do you plan to erect a sign? _____ Yes _____ No

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may be hereafter given by me in hearing before the Planning & Zoning Board of Sublette County or the Board of County Commissioners of Sublette county shall be truthful and correct. I agree to comply with all County Regulations and State laws relating to the subject matter of this application and hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes.

In signing this application, I acknowledge that the County's acceptance of this application does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application and I hereby certify that I understand and acknowledge that the acceptance and issuance of a Building Permit by Sublette County *does not constitute a waiver from private covenants, conditions or restrictions which may affect the property subject to this application.*

Signature of owner/agent: _____ Date: _____

Print Name: _____ Title: _____

SITE PLAN

Draw a rough draft showing property dimension, location of proposed and existing buildings, well, wastewater system, waterways, driveway, parking space and loading areas, plant units, screening, and roads. Although it is not necessary to draw to scale, you do need to write in setback distances from property lines and right-of-way lines. Refer to the attached page for setbacks, height and plant unit requirements.

Date: _____

Name: _____

SETBACKS: All buildings and structures shall be located not less than the following minimum distances from property lines or road right-of-ways (easements):

ZONING DISTRICT	FRONT	SIDE	REAR
A-1 (more than 20 acres) (& family division parcels regardless of size)	50'	50'	50'
A-1 (less than 20 acres)	30'	10'	40'
R/6000	20'	7'	20'
C-1	10'	10'	20'
CH-1	25'	20'	20'
RS-1	10'	10'	20'
I-L	30'	20'	20'
I-H	30'	20'	20'
RM	50'	50'	50'
RC	50'	50'	50'

ACCESSORY BUILDINGS in all zoning districts shall conform to all setback requirements.

HIGHWAY SETBACKS from the right-of-way line: No building or structure in any zoning district shall be located within 50 feet of the right-of-way line of any State or Federal highway.

FLOODPLAIN if property is located within a floodplain, the lowest finished floor must be at the highest adjacent grade.

MAXIMUM BUILDING HEIGHTS: The height of a structure shall be measured vertically at any cross section of the building from original grade to the high point of the building at the cross section.

Zoning District	Principal	Accessory
(1) A-1	35 feet	60 feet
(2) MFR	35 feet	20 feet
(3) C-1	35 feet	25 feet
(4) CH-1	35 feet	25 feet
(5) RS-1	35 feet	25 feet
(6) I-L	35 feet	35 feet
(7) I-H	35 feet	50 feet
(8) RM	35 feet	25 feet

(9) Radio or T.V. antennas and aerials, chimneys, vent and roof mounted mechanical equipment may be present provided the maximum height does not exceed 6 feet.

OTHER MINIMUM DISTANCES TO BE OBSERVED

SEPTIC TANKS shall have the following minimum distances:

- 5' from dwelling
- 50' from any water well
- 50' from waterways
- 25' from water lines under pressure
- 50' from negative pressure water lines
- 10' from property lines

DISPOSAL FIELDS shall meet the following minimum distances:

- 100' from any water well
- 50' from any waterway except in areas where the minimum percolation rate is 5 min./inch or less, then the minimum distance shall be 100'
- 25' from drinking water lines
- 100' from negative pressure lines
- 10' from dwelling or building
- 10' from septic tank
- 10' from property lines

WATER WELLS shall meet the following minimum distances:

- 50' from any waterway
- 10' from property lines

LANDSCAPING REQUIREMENT

All landscaping requirements are referred to in terms of plant units. Three interchangeable plant unit alternatives are identified as follows:

PLANT UNIT ALTERNATIVES PLANTS REQUIRED

QUANTITY, SIZE AND TYPE OF

Alternative A	1 - 2" diameter canopy tree 6 - 4' to 6' large shrubs or multistem trees 4 - #3 container shrubs
Alternative B	2 - 2" diameter canopy trees 2 - 4' to 6' large shrubs or multistem trees 3 - 6' to 8' evergreen trees
Alternative C	3 - 6' to 8' evergreen trees 3 - 4' to 6' large shrubs or multistem trees 3 - #5 gallon container shrubs

Alternative C is preferred for year round screen. The following substitutions in plant units may be made: Planters - Ten (10) square feet of planters containing flowers, flowering shrubs or similar vegetation may be substituted for four (4) number five (#5) container shrubs.

SCREENING REQUIREMENT

Screening shall be provided to separate incompatible land uses or to visually separate areas which tend to be unsightly. Screening shall be required in accordance with the following:

- a. By the industrial owner where land zoned or used for industrial purposes abuts a business, residential, or mobile home park district.
- b. By the business owner where land zoned or used for business purposes adjoins a residential district.
- c. By the mobile and manufactured home park owner where land zoned or used for mobile and manufactured home park adjoins a residential district.
- d. Screening shall be in the form of trees, shrubs, hedges, walls or fences, which shall be at least 5 feet high and create a barrier at least 50% opaque. Trees, shrubs, and hedges shall be at least 5 feet high at maturity and 50% opaque during the growing season.