



City of Casper Planning Division

Site Plan Checklist

Site plans must be prepared in a professional manner using contemporary drafting techniques. All items on the following checklist must be addressed on a site plan. All proposed items addressed on the checklist must be included on the finished physical development exactly as designated on the approved site plan.

1. _____ Legal description and common address(es) of the proposed site.
2. _____ Title block stating name of project, designer, and address and telephone number of designer.
3. _____ Surrounding land uses, buildings, and zoning on all abutting sides, including those lands separated from the land under consideration by a street, alley, or other roadway.
4. _____ Current zoning of the land under consideration and proposed zoning, if applicable.
5. _____ North arrow, scale of site plan at a scale of 1" = 10' or a multiple thereof, and date site plan was prepared.
6. _____ Lot or parcel dimensions.
7. _____ Dimensions of all setbacks and heights of all proposed buildings.
8. _____ Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow, to these areas.
9. _____ Location of all trash receptacles.
10. _____ Locations of all advertising signs and fences.
11. _____ Any screening or screening devices used to minimize or eliminate areas which tend to be unsightly.
12. _____ Location of existing and proposed exterior lighting.
13. _____ Names and widths of all adjacent streets, dimensions and location of all public and private roadways relative to property lines, streets, or driveways, both paved and unpaved, including rights-of-way, pavement width, and proposed uses of rights-of-way.
14. _____ Location and dimensions of existing and proposed curb cuts and sidewalks.
15. _____ Off-street parking spaces, locations and dimensions, layout, traffic control, compact and handicapped parking spaces, including all surface markings such as directional arrows.
16. _____ Location of all wheel stops, bumper guards, and curbing warranted by topography or traffic and pedestrian circulation.
17. _____ Types of ground or yard surfacing throughout, grass, paving, gravel, etc.
18. _____ Existing and proposed easements.
19. _____ Vicinity map at a scale of 1" = 600' clearly indicating the location of the land in question with respect to a larger recognizable area.

20. _____ General notes to include a summary of:
- a. Total land area in acres or square feet;
 - b. Total building footprint in square feet;
 - c. Percentage of land covered by buildings;
 - d. Building height(s);
 - e. Number of stories and total square footage of leasable space;
 - f. Number of parking spaces required;
 - g. Total number of parking spaces proposed;
 - h. Square footage of all landscaped areas;
 - i. Percentage of site covered by landscaping; and
 - j. Area to be disturbed by grading or construction.
21. _____ Numbering of items on the site plan to correspond to items on this checklist.
22. _____ Existing and proposed contours Contour information shall extend ten (25') feet into adjoining properties to represent drainage system continuity.
23. _____ Surface drainage study for sites of 10,000 square feet or more. Based on the results of the study, the applicant may be required to contribute to off-site drainage improvements.
24. _____ Pavement design report for parking areas.
25. _____ Include number of estimated trips per peak hour according to the ITE Manual. If the proposed use generates more than 75 trips per peak hour, a traffic study, is required as outlined in Section 16.20.080(B) of the Casper Municipal Code. Based on the results of the study, the applicant may be required to contribute to off site traffic improvements.