Pursuant to the various requirements of the Unified Development Code (UDC), Cheyenne City Code, and Board of Public Utilities (BOPU) policy, engineered construction plans must be reviewed and approved by the City Engineer, Fire Department, and BOPU prior to construction. The City Engineer's Office facilitates a combined plan review process on behalf of these three entities.

A pre-submittal conference is not required, but may be scheduled by contacting the City Engineer's Office. The pre-submittal conference may be used to discuss design and development concepts, applicable standards, review requirements, review procedures, or other items.

For projects of average size and complexity, initial plan reviews are completed within 21 days. Subsequent reviews are completed within 14 days. For projects of greater size and/or complexity, contact the City Engineer's Office for an estimate of plan review times. At the conclusion of each plan review, a review comment letter is issued by the City Engineer's Office, including review comments from all City departments and the BOPU. A comment resolution meeting is not required, but may be scheduled by contacting the City Engineer's Office.

SUBMITTAL REQUIREMENTS:

- ☐ Completed Master Application Form (original) signed by both owner ***and*** agent.
- ☐ One (1) .pdf digital copy ***and*** three (3) hard copies of the construction plan drawing(s): 24"x36" is preferred.
- ☐ Drainage Worksheet and/or Study.
- ☐ Transportation Worksheet and/or Study.
- ☐ Geotechnical Report.
- ☐ Pavement Design Report.

PLEASE NOTE: IF REQUIRED INFORMATION IS OMITTED OR MIS-REPRESENTED, YOUR SUBMITTAL WILL BE RETURED WITHOUT REVIEW AND YOUR PROJECT MAY BE DELAYED.

General Information and Acknowledgement

1. Plans shall comply with the current edition of the *City of Cheyenne and Board of Public Utilities Construction Specifications and Standard Drawings*, the current edition of the *Construction Plan Guidelines* on file with the City Engineer's Office, and the current edition of the *Rules and Regulations for Establishing Policies and Design Criteria of the Board of Public Utilities*.
2. When engineered construction plans are approved, meeting all current City and BOPU requirements, the City Engineer's Office, Fire Department, and BOPU will complete the approval block on the cover sheet.

3. Each individual sheet in the plan set will be stamped by the City and BOPU. Any plan sheet that does not bear the approval stamp of the City and BOPU is invalid and shall not be used for construction.
4. Maintain at least one complete set of approved construction plans on site at all times.
5. Approved construction plans are valid for a period of two (2) years from the last date shown in the approval block.
6. Applicable BOPU plan review fees (non-refundable) made payable to the "Board of Public Utilities" are due prior to the Preconstruction Conference.
7. City plan review fees are due and collected at the time of Right-of-Way Encroachment Permit and Grading Permit applications.
8. All required easements must be recorded prior to the Preconstruction Conference.
9. A site plan Certificate of Review (COR), if applicable, must be issued by the Development Office prior to approval of the construction plans.
10. I understand that the construction plans approved by the City and BOPU represents a commitment by me to carry out the construction of the project as represented. **Any and all modifications to the approved plans must be approved in advance by the City Engineer's Office and/or Board of Public Utilities. I also understand that the site will be examined during and after construction for compliance with the approved plans and other requirements.**
    NOTE: UNAPPROVED MODIFICATIONS TO THE SITE MAY DELAY OR PROHIBIT ACCEPTANCE BY THE CITY AND/OR BOPU.

I have read and acknowledge the requirements and general information relevant to submittal of this engineering plan review application.

Signature of Owner/Agent _____Date _____

(Rev.: 12/2015, JDH)

DEVELOPMENT SERVICES - MASTER APPLICATION FORM

PROJECT REVIEW APPLICATION FORM : GENERAL INFORMATION / COVER PAGE

Project Name :

Site Address or Location :

Legal Description:

Current Zoning : Current Land Use :

Proposed Use(s) : (If more than one, give square footage for each)

OFFICE USE ONLY	
Project # :	
Submittal Date :	
Received By :	
Application Fee:	
Check #:	
Acceptance Date :	
# of Signs :	
Case Planner:	

Total Property Area: ☐ Acres ☐ Feet

Type of Request : ☐ Prelim. Plat ☐ Zone Change ☐ Variance ☐ Engineer/Civil Plan Review ☐ Final Plat ☐ Site Plan ☐ Conditional Use ☐ Other:

Pre-Application Meeting? ☐ Yes ☐ No Meeting Date :

Public Hearing Required? ☐ Yes ☐ No Meeting Type :

Owner: Phone: Email:

Owner Address: Postal Code :

(If several property owners, names and addresses of all must be given; attach separate sheet if necessary.)

Applicant/Agent: Phone: Email:

Agent Address: Postal Code :

Engineering DropBox for electronic submittals: CLICK HERE FOR LINK

Visa & MasterCard accepted

CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER, APPLICANT, OR AGENT NAMED HEREIN AND THAT I HAVE FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO THE FILING OF THIS APPLICATION AND THAT THE FOREGOING STATEMENTS AND ANSWERS CONTAINED ON THIS APPLICATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

OWNER SIGNATURE : Date

PRINT NAME

AGENT SIGNATURE : Date

PRINT NAME

◦ BUILDING & DEVELOPMENT OFFICE ◦
2101 O'Neil Avenue, Suite 202, Cheyenne, WY 82001 ◦ (Phone) 307-637-6352 ▫ (Fax) 307-637-6366