



INDUSTRIAL DEVELOPMENT PERMIT

<u>Office Use Only</u>	
Application Fee:	\$350.00
Publication Fee:	\$150.00
Certified Mailing Fee:	\$ _____
Engineering Fee:	Billed at Actual Cost
Proof of Ownership:	Book ____ Page ____
Consent Affidavit:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Environmental Form:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Site Plan:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Elevation Plan:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Floor Plan(s):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vicinity Map:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Project Design Info.:	Yes <input type="checkbox"/> No <input type="checkbox"/>

The Industrial Development Permit application is required for all new industrial development, new industrial construction, major exterior modifications, and additional exterior equipment.

Applicant Name: _____

Phone No.: _____

Mailing Address: _____

E-mail: _____

*Application **MUST** include e-mail addresses or application will be considered incomplete.*

If the applicant is other than the owner of the property for which this Industrial Development Permit is being sought, the applicant must provide separate written approval from the owner or the owner may indicate approval by signing below.

Property Owner (as on deed)

Mailing Address

City, State, Zip Code

Phone No.

E-mail

Signature

Proof of ownership must be provided.

If the Responsible Party is other than the owner of the property for which this Industrial Development Permit is being sought, the applicant must provide the following information for the Responsible Party.

Responsible Party

Mailing Address

City, State, Zip Code

Phone No.

E-mail

Project Location Details:

Street Address of Proposed Property: _____

Legal description of property: _____

Acreage: _____ Number of lots: _____
 Flood Plain: Yes No *Floodplain information can be found at: msc.fema.gov*
 Current Land Use: _____ Zoning: _____

Project Description (describe in detail, attach additional pages if needed):

Project Valuation: _____

	Existing	Proposed
Building Area		
Landscape Area		
Parking Spaces		
Land Area		
Screening Type & Location		

Submittal Requirements for Industrial Development Permit

- PDF Version of fully dimensional site plan to scale clearly showing 1) legal parcel lines, 2) landscaped areas, 3) parking striping plan, 4) drive aisles and driveways, 5) drainage, 6) existing and proposed structures, and 7) adjacent roadways. The site plan shall include calculations showing: 1) total site area, 2) total existing building area and/or proposed building area, 3) code required screening and type proposed, 4) code required landscaped area and proposed landscape areas, 5) code required parking and proposed parking, and 6) drainage mitigation areas. (See attached example for reference.)
- PDF Version of fully dimensioned elevations.
- PDF Version of fully dimensioned floor plan(s) with the use of each room/area clearly labeled.
- Completed Environmental Form (Attached)
- Vicinity Map of a scale to show entirety of all adjacent properties.
- Project Design Information Form (Attached)

APPLICATION SIGNATURES AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation and inspections.

I, the undersigned, hereby grant authorized Town of Wheatland Personnel the right to enter onto this said land/property for any and all inspection purposes necessary to exercise this Industrial Development Permit. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above described property or have been authorized by the owner to make this application as his/her agent. I, the undersigned, understand that I am applying for a Industrial Development Permit and that all fees must be paid before the permit is issued. **I attest by my signature, under penalty of law, that I will not commence any activity contained within or related to this Industrial Development Permit application until after the permit has been approved and issued to me.**

Signature of Applicant (s)

Date

Joint Planning Office Use Only

Planning and Zoning Commission Hearing Date: _____

Approval Disapproval

Conditions: _____

Environmental Information Form

The Environmental Information Form is intended to provide the basic information necessary for the evaluation of your project to determine its potential environmental impacts. This review provides the basis for determining whether the project may have a significant impact on the environment. After this information has been evaluated by the Planning and Zoning Commission, a determination will be made regarding additional governing authorities that may need to be involved in the development process.

If no significant environmental impacts are anticipated, or if impacts can be mitigated or avoided by a change or specific requirement in the project's design or operation, a Negative Declaration or Mitigated Negative Declaration will be prepared. If potential significant environmental impacts are identified, an Environmental Impact Report must be prepared, which focuses on the areas of concern identified by the Initial Study.

The Town of Wheatland is required to comply with all state and federal regulations. In order to assist us in completing this required environmental review, please provide the information outlined below. Please note that upon review of the submitted information, Town staff may request additional supporting documentation to assist in the environmental analysis of your project.

General Information:

Applicant/Developer/Responsible Party/Agent:

Address:

e-mail:

Phone:

Project Name:

Assessor Parcel ID:

Address:

Environmental Setting (Attach additional sheets and photos as necessary)

Describe the project site as it exists before the project, including information on topography, soil stability, plants, animals, and any cultural, historical, and/or scenic aspects:

Provide photographs of the site and describe any existing structures onsite and the use of the structures:

Describe the surrounding properties and indicate the type of land use (industrial, commercial, etc.) and intensity of land use (warehousing, shops, facilities, etc.):

Project Description (attach additional sheets as necessary)

List and describe any other permits and approvals required for project implementation, including those required by local, state, and/or federal agencies:

List any other development proposals associated with the project and its relationship to a larger project or series of projects, if any:

Demolition proposed: Yes No If yes, square feet:

Tentative development schedule including start and completion dates, and phasing if proposed:

Indicate the type and major function, square footage, anticipated hours of operation, estimated employees per shift, number of shifts, location of loading facilities, and anticipated hours of loading/delivery operations:

Potential Environmental Impacts

If any of the following items are applicable please provide additional information on a separate sheet.

- | | |
|--|--|
| 1) Change in existing features of any drainage ways or hills, or substantial alteration of any ground contours. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2) Change in scenic views or vistas from existing residential areas, public lands, or roads. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3) Change in pattern, scale, or character of the general area of the project. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4) Result in significant amount of solid waste or debris. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5) Change in surface water (e.g., channel, stream) or ground water quality or quantity. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6) Change in or introduction of air emissions (e.g., dust, ash, smoke, fumes, etc.) or odors in the vicinity during grading, construction, and/or operation. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7) Substantial alteration of existing drainage patterns that could lead to flooding on- or offsite. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8) Substantial change in noise or vibration levels in the project vicinity during grading, construction, and/or operation. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9) Substantial change in traffic patterns and circulation in the project vicinity. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10) Substantial change in topography of project site and/or vicinity. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11) Site located on filled land or on slopes of ten percent (10%) or more. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 12) Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13) Substantial change in demand for public services, utilities, and service systems. (police, fire, water, wastewater, solid waste, electricity, gas, etc.) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

What studies have been prepared for this site that might assist the Town in reviewing the potential environmental impacts of the project? Some examples of such studies include environmental site assessment, soils and geology study, biological resources study, cultural resources study, hydrology study, etc. These studies may have been prepared for this project or some earlier development project.

Certification

I am the legal owner of the property this is the subject of this application or have been authorized by the owner to act on his/her behalf regarding this application. I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further acknowledge that any false statements or information presented herein may result in the revocation of any approval or permit granted on the basis of this information.

Name of Preparer

Date

Preparer's Signature

PROJECT DESIGN INFORMATION FORM

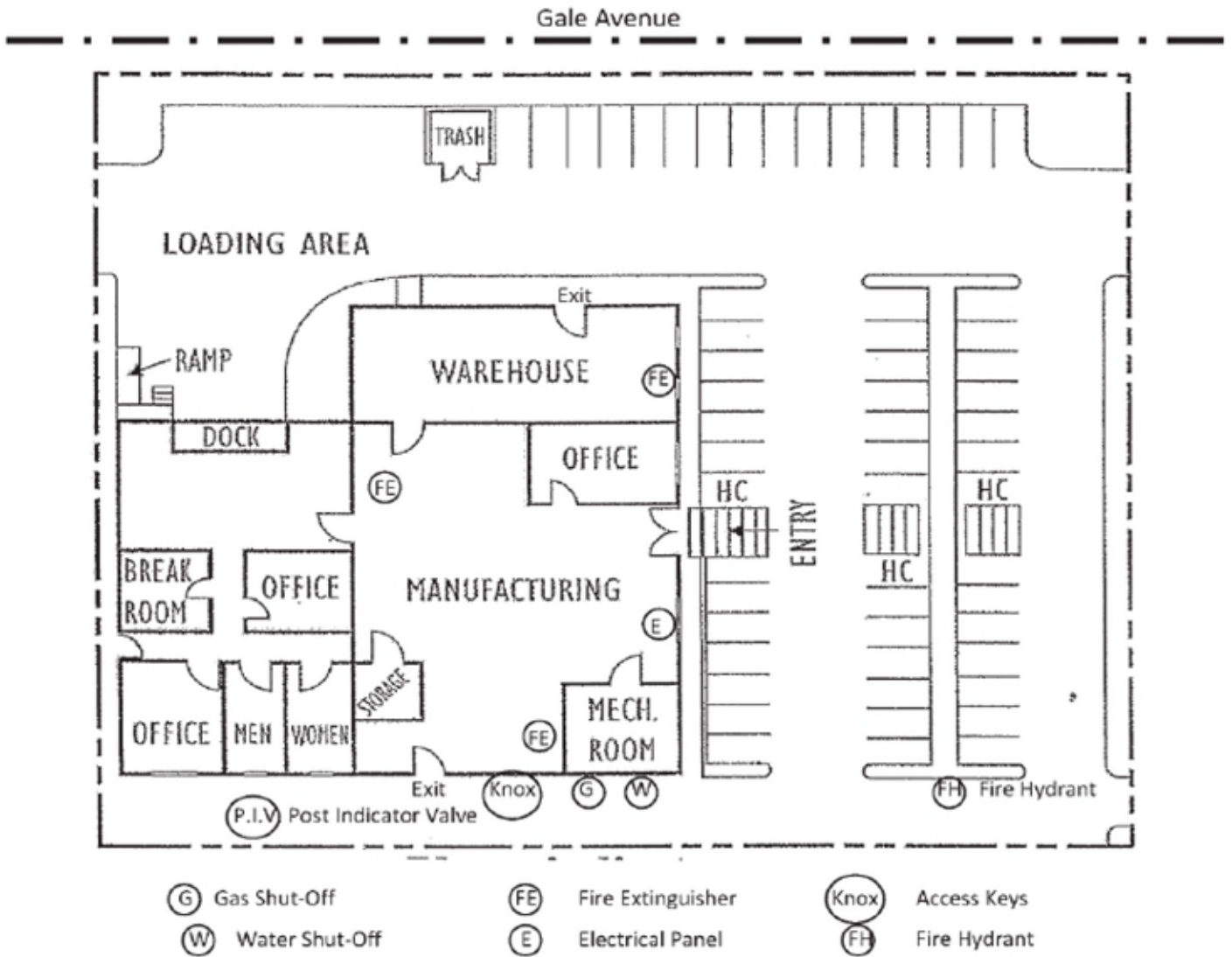
Fill out as much of the following information as possible.

Final Project Description	
Type of Development:	
Project Address:	
First Year of Operation:	
Site Acreage:	

Utility Information	
Electricity Use:	
KWhr/year Total Project	
KWhr/unit/year (where unit is 1,000 sq ft or # of dwelling unit)	
Natural Gas Use:	
KBTU/Year Total Project	
KBTU/unit/year (where unit is 1,000 sq ft or # of dwelling unit)	
Water and Wastewater Usage:	
Gallons/year total water consumption	
Does the project have a septic system?	
Solid Waste:	
Tons per year Total Project	
Landfill that serves the project area	
On-site Renewable Energy	
Kwh Generated	
% of Electricity Use Generated	
Use of reclaimed water:	
% indoor	
% outdoor	
Use of grey water	
% indoor	
% outdoor	
Waste Measures	
Institute Recycling and Composting Services	Yes <input type="checkbox"/> No <input type="checkbox"/>
% Reduction in Solid Waste	

Example Floor Plan

The floor plan needs to include site layout, size and location on property: both in square feet, cross streets, parking, and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems. Please reference the example below:



Example Site Plan



LEGEND

SITE PLAN DATA

TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

TOTAL LANDSCAPED AREA:	XX AC.
REQUIRED LANDSCAPE RATIO:	XX%
PROPOSED LANDSCAPE RATIO:	XX%

PARKING DATA

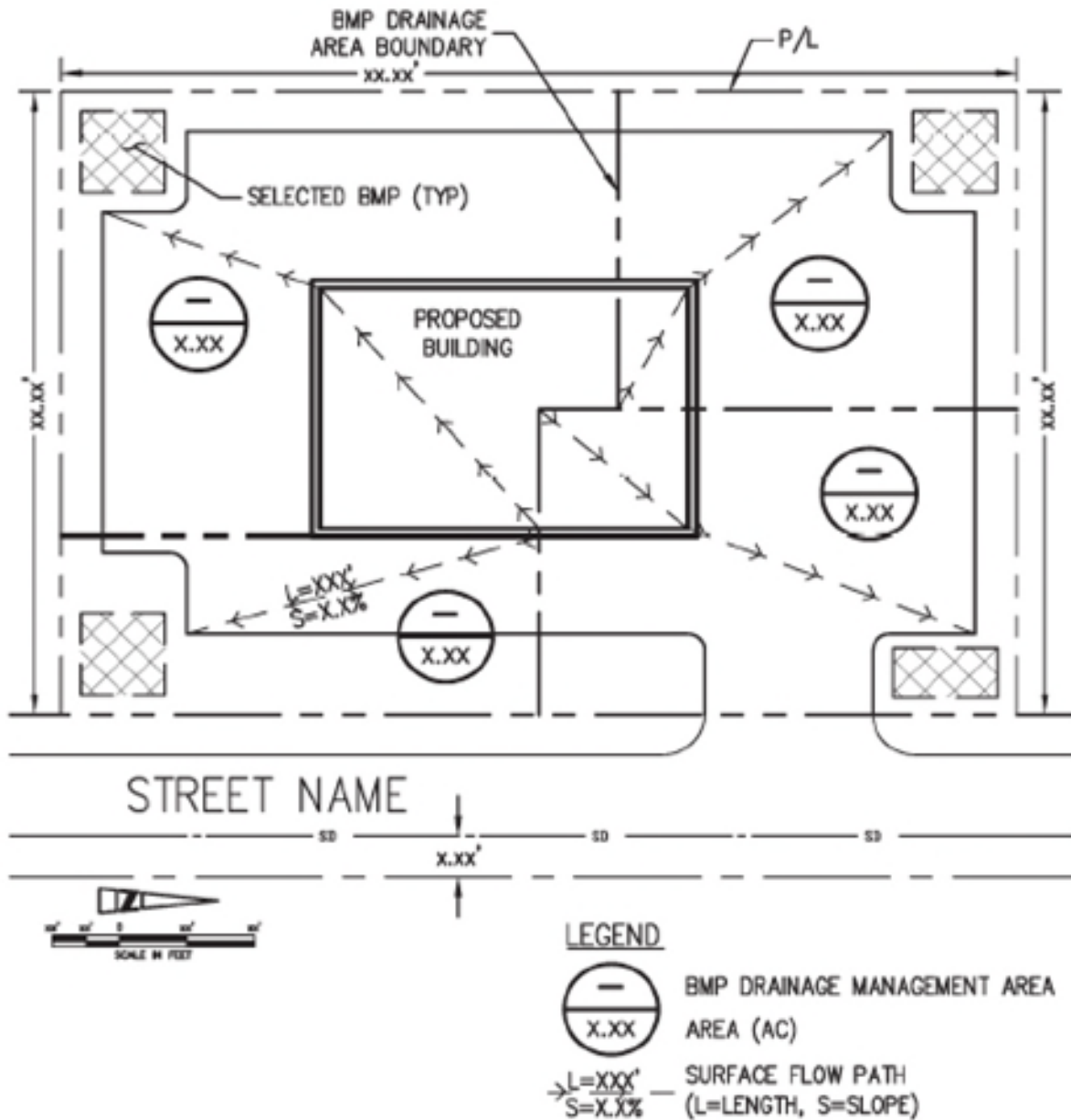
TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES



NOTE:

THIS IS AN EXAMPLE OF THE MINIMUM INFORMATION REQUIRED ON SITE PLANS SUBMITTED IN CONJUNCTION WITH APPLICATIONS FOR DEVELOPMENT. FAILURE TO PROVIDE THE NECESSARY INFORMATION MAY RESULT IN THE REJECTION OF APPLICATIONS AND TIME DELAYS. IN SOME INSTANCES, SUCH AS MINOR INTERIOR MODIFICATIONS, STAFF MAY WAIVE THE REQUIREMENT TO PROVIDE SOME INFORMATION THAT IS NOT RELEVANT TO THE PROPOSAL; HOWEVER, THIS WILL ONLY BE DETERMINED BY PLANNING STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS STRONGLY ADVISED THAT ALL APPLICANTS MEET WITH PLANNING STAFF PRIOR TO SUBMITTAL TO REVIEW THE PROPOSED PROJECT AND SUBMITTAL REQUIREMENTS. 10 MINUTES CAN SAVE A LOT OF TIME AND EXPENSE.

Example Preliminary Drainage Plan Layout



PLAN TO INCLUDE THE FOLLOWING ITEMS:

1. ROUGH GRADING CONCEPT, INCLUDING SUFFICIENT SPOT ELEVATIONS AND CONTOURS TO VERIFY DRAINAGE PATTERNS AND DIRECTION OF FLOW.
2. GENERAL SURFACE FLOW DIRECTIONS WITH APPROXIMATE LENGTH AND SLOPE.
3. TABLE SHOWING THE FOLLOWING INFORMATION FOR EACH BMP DRAINAGE AREA: AREA IN ACRES, % IMPERVIOUS, SWDQv, SELECTED BMP(S) AND BMP SIZES AND/OR DIMENSIONS.
4. SHOW LOCATION OF EXISTING PUBLIC STORM DRAIN LINE, INCLUDING SIZE.