



**AGENDA
CITY OF SHERIDAN
JUNE 22, 2026
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Discussion of the FY27 Master Fee Schedule - City Clerk Ashlee Foster
2. Discussion of the City of Sheridan Special Event Policy - City Clerk Ashlee Foster
3. General Discussion and Potential Future Agenda Items - City Administrator Stuart J. McRae
A. Council Request for Future Agenda Items



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Discussion of the FY27 Master Fee Schedule - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

Date: 06/22/2026

Recommendation:

Staff recommends approval of the FY27 Master Fee Schedule as presented.

Background:

The City's current Master Fee Schedule was approved in July 2023. As the first comprehensive review since its adoption, staff evaluated the schedule to ensure fees remain accurate, transparent, and reflective of current operations. The review included an assessment of current resolutions dating back to 1994, evaluation of related code language, review of departmental fee practices, and verification of fees currently administered by the City.

Staff's focus was not on generating new revenue, but rather on creating a complete, accurate, and user-friendly inventory of City fees by reconciling omitted fees, clarifying existing processes, improving transparency, consolidating fee information into a single reference document, and ensuring fee structures more accurately reflect current operations and cost recovery where appropriate. The result is a more comprehensive and accessible Master Fee Schedule that better serves residents, applicants, businesses, and City staff.

Discussion:

Primary revisions included within the FY27 Master Fee Schedule include:

- Restructuring public records request fees and processing tiers to simplify administration, improve consistency, and better align fees with the varying complexity of requests.
- Revising Planning and Zoning fees to utilize actual-cost recovery for required public notices and mailings rather than applying a general fee increase to all applicants.
- Establishing a standard sign permit fee to account for staff review and processing regardless of whether publication is required.
- Incorporating special event permit fees, alcohol permit fees, and barricade non-compliance fees to recover costs incurred when the City must respond to permit non-compliance.
- Adding fingerprinting fees authorized by Wyoming statute for services currently provided by the Police Department.
- Incorporating annual licenses, certifications, reciprocal licenses, testing fees, dog licensing fees, utility references, golf course fees, and Plant Investment Fee (PIF) calculations that were previously omitted or not consolidated within the Master Fee Schedule.
- Correcting existing utility fee references, including the Remote Disconnect Meter (RDM) fee
- Clarifying Public Works permit categories to better identify the appropriate permit type for various projects and improve public understanding of permit requirements.
- Removing obsolete, unused, or no longer administered fees, including Development Review Committee fees and annexation review fees associated with staff time exceeding ten hours.

Attachments

Master Fee Schedule - DRAFT

Master Fee Schedule - DRAFT - Clean Copy

CURRENT 2023 MFS (For Reference)



FY27 Master Fee Schedule

Date Approved

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Notice Regarding Fees

Important Notice Regarding Fees

- ❖ This Master Fee Schedule is approved by the City Governing Body
- ❖ All fees are subject to and are superseded by applicable Wyoming State Statutes
- ❖ All prior Resolutions and Master Fee Schedule(s) that were related to the fees adopted and amended herein are hereby revoked
 - All fees for Kendrick Golf Club are established via resolution and referenced herein
 - All fees for the Utilities Department are established via resolution and referenced herein
- ❖ Fees and charges are subject to change by the City Governing Body without notice

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

Administrative Services

General Service Charges

Item	Fee
Returned Check	\$30
Passport Execution Fee, per passport	\$35
Safe Rides Ticket Book	\$350
Annual Pot Belly Pig Permit	\$25
Animal Shelter Surcharge Fee	\$25
Annual Dog License, per dog <i>Required for any dog over the age of 6 months - to be obtained at the Sheridan Dog & Cat Shelter</i>	\$15

Administrative Permits

Alcohol & Park Permits

Permits	Fee	Late Fee
City Park Use Permit - Non Alcohol	No Fee	N/A
City Park Use Permit - With Alcohol	\$50	N/A
Open Container, per 24-hrs (Must be submitted 21 days prior to event)	\$50	\$50
Malt Beverage, per 24-hrs (Must be submitted 21 days prior to event)	\$50	\$50
Catering Permit, per 24-hrs (Must be submitted 21 days prior to event)	\$50	\$50

Special Event Permits

Permits & Non-Compliance	Fee	Late Fee
Special Event - Alcohol Not Included (Must be submitted at least 21 days prior to the event)	\$50	\$50
Special Event - Alcohol Included (Must be submitted at least 60 days prior to the event)	\$50	\$100
Barricade Non-Compliance, per day	See Public Works	

Mobile Vending Permits

Permits	Fee
Mobile Vending Permit (consecutive 7 day), per unit	\$50
Mobile Vending Permit (annual), per unit, per year	\$200
Mobile Vending Court Permit, per location, per year	\$400
All mobile vending permits expire on December 31st of the calendar year in which they're issued and must be renewed annually. Permit fees are not prorated based on the date of issuance. All mobile vending permits must be approved and paid in full before any sales begin. Operating without an approved and paid permit may result in a violation of City Code Chapter 8-2(a).	

Liquor Licenses

Liquor License Administration		Fee
Fire Inspection (New/Transfer Only)		\$100
Publication Fee, per application		\$90
Annual Liquor Licenses		Fee
Bar and Grill License	First year	\$10,500
	Second year renewal	\$3,000
	Each following year	\$1,500
Retail Liquor License		\$1,500
Resort License		\$1,500
Restaurant Liquor License		\$500
Limited Retail Liquor License (club, social club)		\$500
Microbrewery/Winery License		\$500
Special Malt Beverage (Public Auditoriums, Event Centers)		\$500
Distillery License		\$200
Satellite Distillery License		\$100
<i>Fees may be subject to change in accordance with Wyoming Statute. Certain license fees may be prorated based on the time of year the license is issued. See Wyoming Statute, Chapter 12</i>		

Annual Renewals		Fee
License Fee, per license		As listed above
Publication Fee, per application		\$90

Transfers		Fee
License Transfer		\$100
Fire Inspection (Required for all transfers)		\$100
Publication Fee, per application		\$90

Public Records Requests

Electronic Material	Fee
No-Cost Requests - Records that are readily available, already posted on the City Website, and/or require 5 minutes or less of staff time*	No Fee
Tier 1 - Basic Requests - Requests that require more than 5 mins and up to 30 mins of total staff time*	\$5.00 flat fee
Tier 2 - Extended Requests - Requests requiring more than 30 mins and up to 3 hours of total staff time*	\$5.00 per 30-minute increments
Tier 3 - Complex or Sensitive Requests - Any request that exceeds 3 hours of total staff time* and/or requires redaction, legal review, or special handling due to: State or Federal law, Court rules or orders, Public Interest Exceptions, etc. If a request is classified as Tier 3, all time associated with the request is billed at the Tier 3 rate. Tier 1 and Tier 2 rates, including any flat fees, do not apply.	\$25.00 per 30-minute increments

Physical Material
If a public record is readily available but the requester asks City staff to gather and print the materials, a \$5.00 base fee will apply. This fee includes staff time and up to 70 printed pages. Any pages exceeding 70 will be charged in accordance with the City's standard printing rates.
SDM – Special Digital Media Charge: If records can be provided electronically, only applicable staff time and standard public records request fees apply, as outlined above. If records must be provided on physical digital media (e.g., a flash drive) due to file size limitations, system or security requirements, or at the requester's preference, the requester will be charged the actual cost of the media which may vary. If the requester provides their own digital storage device, it must be new, unopened, and delivered in person to City Hall for security purposes.

Printing	Fee
30 pages or less	No Fee
31-50 pages	\$2.50
51-70 pages	\$5.00
71-100 pages	\$8.00
101+ pages	To be determined by the City Clerk based on total pages

All Requests: Work begins after acceptance of cost and receipt of payment. Estimates may be adjusted prior to fulfillment if the scope of the request materially changes.

***Staff Time for All Requests:** Staff time is calculated based on the total cumulative labor time required to fulfill a public records request and may include time spent by multiple employees. For example, if two staff members each spend 1.5 hours on a request, the total staff time is 3 hours.

Police Department

Public Records Requests

Service	Fee	
Incident/Accident Report Request, each	\$10	
Contact Sheet/Record Sheet Request, each	\$10	
Photos Included in Report	First 20 pictures (base)	\$5
	Each additional 4 photos	\$1
Special Requests: Requests requiring extensive staff time will incur an hourly fee, in addition to the standard fee for the associated record. Charges are applied per hour, with a one-hour minimum.	\$45	
Audio/Video Requests	Fee	
Body Worn Camera/In-Car Video, per hour, one hour minimum. <i>Redaction fees may apply</i>	\$45	
Redaction Fees for Audio/Video	\$25 per video/audio + \$1 per minute of the entire length of the video/audio	

Fingerprinting

Service	Fee
Fingerprinting, per card*	\$5

*Each card is a full set of fingerprints; most requests require two identical cards

Fire Department

Service	Fee
American Heart Association Skills Check - FD	\$35
AHA First Aid/CPR Class, City Staff Only	\$22

Annual Professional Licenses

Annual Licenses*	Fee
Journeyman	\$50
Master-of-Record	\$50
Tree Trimmer's License	\$50
Drywall Contractor	\$200
Electrical Contractor	\$200
Excavator License	\$200
Fire Sprinkler Contractor	\$200
General Contractor	\$200
Limited Electrical Contractor	\$200
Masonry Contractor	\$200
Plaster/Acoustic Contractor	\$200
Plumbing Contractor	\$200
Private Sanitation Hauler*	\$200
Residential Contractor	\$200
Roofing Contractor	\$200
Siding/Glazing Contractor	\$200
Sign/Solar Contractor	\$200
Structural Concrete Contractor	\$200
Utility Contractor	\$200

*Private Hauler Licenses: Valid Jan 1–Dec 31 annually. All other licenses renew annually based on initial approval date.

On-Site Testing	Fee
Excavator, per exam, unlimited attempts	\$25
Utility Contractor, per exam, unlimited attempts	\$25
Journeyman Carpenter, per exam, unlimited attempts	\$115

Reciprocal Wyoming Licenses		Fee
Contractor License(s)**	First Year Issuance	\$100
	Renewal(s)	\$200
Master and Journeyman Licenses**	First Year Issuance	\$25
	Renewal(s)	\$50

**The City of Sheridan recognizes State of Wyoming Enrolled Act #37 regarding contractor license reciprocity and has established a process to honor qualifying licenses from other Wyoming jurisdictions. Requirements, accepted jurisdictions, and fees vary by license type. Additional verification, testing, or documentation may be required. For detailed information and to determine your eligibility, please contact the City of Sheridan Building Department.

Building Department

Building Inspection & Code Enforcement	Fee
Re-Inspection, each (up to 3 times)	\$58.75
Stop Order	Permit Cost X 2

Compliance Fees	Fee
Investigative Fees*	Relevant Permit Fee + Matching Investigation Fee (doubles cost)
*Penalty charged if work requiring a permit is started before a permit is issued (e.g. started building a garage without an approved permit).	

Simple Permits	Fee
Air Conditioning - New/Replace	\$40
Boiler - New/Replace - Plumbing	\$40
Change of Occupancy Use	No Fee
Demolition	\$40
Electrical Service Upgrades	\$40
Fire Alarm System	Calculated with commercial permit fees: If part of a larger building permit, no additional fees apply however a fire permit is still required if fire systems are to be installed.
Fire Sprinkler System	
Fire Suppression System	
Furnace - New/Replace	\$40
Gas Permit - New/Replace	\$40
Heat Stove (coal, wood, pellet) - New/Replace	\$40
Interceptor	\$250
Recreational Vehicle Park Permit	No Fee
Re-Roofing	\$150
Siding	\$150
Solar Panel	\$250
Water Heater Replacement - Plumbing	\$40
Water or Sewer Service Replacement	\$50
Window Replacement	\$150

Building Department

Building Permit Fee Calculations - Residential		Fee
Residential [New/Add/Alter]	Up to \$100,000 Valuation	$(\text{Valuation} \times .03) \times (0.8)$
	Over \$100,000 Valuation	$(\$100,000 \times .03) + (\text{balance} \times 0.017) \times (0.8)$
Residential Garage	Garage Only	$(\text{Valuation} \times .02) \times (0.8)$
Residential Deck Permit		$(\text{Valuation} \times .02) \times (0.8)$

Building Permit Fee Calculations - Commercial		Fee
Commercial [New/Add/Alter]	Up to \$100,000 Valuation	$(\text{Valuation} \times .036) \times (0.8)$
	Over \$100,000 Valuation	$(\$100,000 \times .036) + (\text{balance} \times .0095) \times (0.8)$
Sign Permit		$(\text{Valuation} \times .02) \times (0.8)$

Repeat Use (Stock) Discounts			Fee
Repeat (Stock) Building Plans	<i>Allows builders to reuse the same approved building plans for multiple projects within 2 years. Must declare plans as stock at time of first submittal; each project still requires site plans</i>	First Permit (stock)	Normal permit fee
		Each permit after (within 2 years)	30% discount (pay 70% of normal fee)

Building Department

Square Foot Construction Costs (a,b,c)*

Group	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178	171.48
A-1 Assembly, theaters without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182	173.88	162.37	154.12	167.88	141.89	137.57
F-1 Factory and Industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and Industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3 Residential, one-and-two-family (d)*	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

*a. Private Garages use Utility, miscellaneous

*b. For shell only buildings deduct 20%

*c. N.P. = Not Permitted

*d. Unfinished basements (Group R-3) = \$21 per square foot

Planning & Zoning Department

Annexation	Fee
Application, Review, and Report Preparation Fee	\$1,000
Annexation Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Planned Unit Development (PUD) or Master Plan Review	Fee
Application and Review	\$1,000
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Plat Review			Fee
Type	Zoning	Lot Count	
Preliminary Plat Review (Major Subdivisions Only)	R-0, R-1, R-2	1-25 Lots, per lot	\$100
		> 25 Lots	\$2,500
	R-3, R-4, B-1, B-2, M-1, M-2, Gateway, and PUD	1-25 Lots, per lot	\$150
		> 25 Lots	\$3,750
Engineering Plan & Construction Drawing Review			\$1,000
Preliminary Plat Public Notice Fees (Legal Ad and Mailing)			\$ ACTUAL COST
Final Plat Review (Administrative Replats, Compliance Plats, Minor and Major Subdivisions)	R-0, R-1, R-2	1-25 Lots, per lot	\$75
		> 25 Lots	\$1,875
	R-3, R-4, B-1, B-2, M-1, M-2, Gateway, and PUD	1-25 Lots, per lot	\$100
		> 25 Lots	\$3,750
Final Plat Recording Fee			\$75
Final Plat Public Notice Fees (Legal Ad and Mailing)			\$ ACTUAL COST

Planning & Zoning Department

Rezone Request	Fee
Application and Review	\$750
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Special Exemption	Fee
Application and Review	\$200
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Vacation of Right of Way/Public Easement	Fee
Application and Review	\$150
ROW/Appraised value fee, OR per sq/ft	\$2
Recording fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Variance Request	Fee
Application and Review	\$200
Recording fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Other Services	Fee
Board of Adjustment Action, Other	\$150
Board of Appeal Application	\$200
Engineering Plan & Construction Drawing Review	\$1,000
Entryway Corridor Application	\$150
Mobile Home Park Permit	\$150
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST
Sign Permit, EMC, Publication Required	\$50 + Public Notice Fees
Sign Permit or EMC, Publication Not Required	\$50
Staff Review Time, over 20 hours, per hour	\$50
Temporary & Conditional Permit	\$150

Public Works - Streets Department

Right of Way (ROW) Permits & Fees	Permit Description	Fee
ROW/Street Closure - No Excavation	This permit is required when working within the City of Sheridan right-of-way on a project where no excavation is required but traffic control or detouring is still necessary.	\$22
ROW Encroachment	This permit is required when a privately-owned structure is being placed or built permanently within City of Sheridan right-of-way.	\$22
ROW Opening & Street Closure / Detour Permit	This permit is required for any work conducted within the City of Sheridan right-of-way, including but not limited to excavation, access closures, pavement work, utility work, or concrete work.	\$22
Utility Cut Repairs, per sq/ft	This permit is assessed per square foot of utility cut area requiring asphalt replacement conducted within City of Sheridan right-of-way, and is inclusive of all labor, equipment, materials, and overhead needed to complete the repair.	\$10

Non-Compliance Fee	Description	Fee
Barricade Non-Compliance, per day	Noncompliance / Insufficient Setup: Assessed when an applicant fails to properly install required barricades as specified in the approved event permit and the City must deploy staff or equipment to ensure public safety. Fee includes associated personnel, equipment, setup, and takedown costs.	\$560

Parks Department

Kendrick Golf Course

Season Pass Services*		Fee
*Receive 5% off all Season Pass Services when purchased between November 1st and March 31st.		
Season Pass - Greens Fees	Adult	\$690
	Couple	\$1,040
	Family	\$1,200
	Adult Weekday (M-F)	\$545
	Couple Weekday (M-F)	\$815
	Junior (Under 18)	\$155
	Corporate	\$2,500
Season Pass - Cart Rental	Adult	\$615
	Couple	\$850
	Adult Weekday (M-F)	\$515
	Couple Weekday (M-F)	\$715
Season Pass - Driving Range	Single Range	\$240
	Couple Range	\$305
Daily Services		Fee
Daily Greens Fees	9 Holes	\$30
	18 Holes	\$45
	Junior (Under 18)	\$13
	Twilight (after 3 pm)	\$37
	Monday All Day	\$50
	Fall Special	\$30
Daily Cart Rental Fees	9 Holes	\$15.00
	18 Holes	\$22.00
Daily Driving Range Fees	Small Bucket	\$5
	Medium Bucket	\$8
	Large Bucket	\$10

Parks Department

Sheridan Municipal Cemetery

Plot and Burial Fees		Fee
Full Size Cemetery Plots (5'x10')*	City Residents	\$600
	Non-Residents	\$900
Infant Size Cemetery Plots (3'x5')* (Ages 0-3)	Any	No Fee
Full Burial	Weekday	\$450
	Saturday	\$700
	Weekday Infant	\$30
	Saturday Infant	\$50
	Seasonal Ground Prep	\$100
Disinterment	May be subject to additional costs	\$5,000

Plot and Burial Fees, Cremation		Fee
Cremation Size Cemetery Plots (5'x5')*	Any	\$300
Cremation Burial	Weekday	\$150
	Saturday	\$225
	Seasonal Ground Prep	\$50
Disinurnment	May be subject to additional costs	\$3,000

Columbarium Fees		Fee
Columbarium Niche (12x12)* (Accommodates 2 Urns)	City Residents	\$1,000
	Non-Residents	\$1,500
Columbarium Burials	City Residents	\$100
	Non-Residents	\$150
Opening/Closing Fee	City Residents	\$100
	Non-Residents	\$150
Disinurnment	May be subject to additional costs	\$3,000

Parks Department

Weed & Pest

Service	Fee
Mosquito Spraying, per month	\$0.25

Community Garden

Plot Size (Sq Ft)	Fee
200-399	\$25
400-599	\$40
600-799	\$50
800-999	\$70
1,000-1,199	\$85
1,200-1,399	\$100
1,400-1,999	\$110
2,000+	\$120

Utilities Department

Service & Administrative Fees

Service Charges	Fee
Non-owner (Rental) Utility Account Deposit	\$125
Water and Sewer Inspection	\$50
Water Service Termination*	\$40
Water Service Re-activation*	\$40
*These fees will be assessed each time service is terminated or reactivated, whether at the customer's request or for reasons identified in Chapter 28 of the Sheridan City Code. Non-emergency services requested outside standard business hours (Mon–Thurs 8–5; Fri 8–4) will be charged at double the fee.	

Bulk Water & Meter Fees	Fee
Bulk Water Account Deposit	\$100
Hydrant Meter Deposit	\$600

Bulk Water/Hydrant Meter Rates	Fee
Usage Fee, per 1,000 gallons	\$20.50

Water Connection Fees

WATER - Connection Fees				
Line & Meter Size	Meter Fee ⁽¹⁾	Tapping Fee ⁽²⁾	Radio Read ⁽³⁾	Total Fee
1" line with ¾" meter	\$180.00	\$190.00	\$200.00	\$570.00
1" line with ¾" RDM* meter	\$429.08	\$190.00	\$200.00	\$819.08
1" line with 1" meter	\$240.00	\$190.00	\$200.00	\$630.00
1.5" line with 1.5" meter	\$460.00	\$245.00	\$200.00	\$905.00
2" line with 2" meter	\$585.00	\$313.00	\$200.00	\$1,098.00
3" meter	\$2,100.00	N/A	\$200.00	\$2,300.00
4" meter	\$3,250.00	N/A	\$200.00	\$3,450.00
6" meter	\$5,800.00	N/A	\$200.00	\$6,000.00
8" meter	\$9,950.00	N/A	\$200.00	\$10,150.00

*RDM = Remote Disconnect Meter

Utilities Department

Plant Investment Fees (PIFs)

WATER - Plant Investment Fees		Fee	
Water Pipe x Water Meter Size (inches)	Customer Class	Water Plant Investment Fee	
		Inside City	Outside City
1 x ¾	Small Commercial Base Fee	\$1,230.00	\$1,537.50
1 x ¾	Commercial/Other	\$3,000.00	\$3,750.00
1 x ¾	Residential	Water PIF = (Interior EAUs x \$132) + (Exterior EAUs x \$81) 1 EAU = 250 sf	1.25 x Inside City
1 x 1	All	\$5,010.00	\$6,262.50
1½ x 1½	All	\$9,990.00	\$12,487.50
2 x 2	All	\$15,990.00	\$19,987.50
3 x 3	All	\$35,010.00	\$43,762.50
4 x 4	All	\$63,000.00	\$78,750.00
6 x 6	All	\$129,990.00	\$162,487.50
8 x 8	All	\$240,000.00	\$300,000.00
SEWER - Plant Investment Fees		Fee	
Water Meter Size (inches)	Customer Class	Sewer Plant Investment Fee	
		Inside City	Outside City
¾	Small Commercial	\$1,020.00	\$2,040.00
¾	Commercial/Other	\$2,500.00	\$5,000.00
¾	Residential	Sewer PIF = Livable Area EAUs x \$273 1 EAU = 250 sf	2 x Inside City
1	All	\$4,180.00	\$8,360.00
1½	All	\$8,320.00	\$16,640.00
2	All	\$13,320.00	\$26,640.00
3	All	\$29,180.00	\$58,360.00
4	All	\$52,500.00	\$105,000.00
6	All	\$108,320.00	\$216,640.00
8	All	\$200,000.00	\$400,000.00

Utilities Department

Water Rates

Water Utility Rates		Fee	
Water Meter Size (inches)	Base Allowance, in Gallons	Monthly Base Fee	
		Inside City	Outside City
≤ ¾	1,500	\$19.89	\$24.86
1	3,000	\$23.45	\$29.32
1½	6,000	\$29.14	\$36.40
2	9,000	\$34.81	\$43.50
3	22,000	\$58.33	\$72.93
4	37,000	\$86.89	\$108.62
6	75,000	\$158.29	\$198.86
8	150,000	\$318.16	\$397.71
Minimum Fee: According to meter size, the base fee is charged regardless of allowance used.			
Excess Usage Fee: An excess usage fee will be charged for consumption above the base allowance. Charges will be assessed as follows:			
Tier 1 – According to meter size, water usage above the base allowance will be charged the Tier 1 rate per 1,000 gallons used, up to the additional allowance.			
Water Meter Size (inches)	Additional Allowance, in Gallons	Monthly Tier 1 Fee	
		Inside City	Outside City
≤ ¾	6,000	\$1.92	\$2.43
1	11,000	\$1.92	\$2.43
1½	22,000	\$1.92	\$2.43
2	34,000	\$1.92	\$2.43
3	85,000	\$1.92	\$2.43
4	141,000	\$1.92	\$2.43
6	281,000	\$1.92	\$2.43
8	561,000	\$1.92	\$2.43
Tier 2 – Water usage above the Tier 1 additional allowance will be charged the Tier 2 rate per 1,000 gallons.			
Inside City		\$2.63	
Outside City		\$3.29	

Utilities Department

Sewer Rates

Sewer Utility Rates		Fee	
Water Meter Size (Inches)	Base Allowance (Gallons)	Monthly Base Fee	
		Inside City	Outside City
¾	1,500	\$15.95	\$31.89
1	3,000	\$24.30	\$48.64
1½	6,000	\$37.79	\$75.56
2	9,000	\$51.17	\$102.33
3	22,000	\$107.98	\$215.14
4	37,000	\$174.82	\$349.62
6	75,000	\$345.17	\$690.37
8	150,000	\$690.37	\$1380.76
Sewer usage above the base allowance will be charged the following rate per 1,000 gallons.			
Inside City	\$3.21	Outside City	\$6.44

Other Sewer Charges	Fee
Portable Toilets, per 100 gallons	\$5.50
Septage Tank Waste, per 1,000 gallons	\$82
Septage Disposal, per 1,000 gallons	\$82
Sump Waste, per day per facility	\$87
Vet Clinics	\$218
Restaurant Waste Grease, 1000 per gallon	\$300
Grease Disposal, per 1,000 gallons	\$300
Septage disposal with a high biochemical oxygen demand (BOD) will be assessed a surcharge and based upon the following formula: $S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$	

Where:

S	=	Surcharge in dollars
V_s	=	Sewage volume in 1000 gallons
Z	=	Unit charge for BOD (Z = 0.0007273)
BOD_5	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD5 strength in mg/l by weight
Y	=	Unit charge for suspended solids (Y = 0.001818)
SS	=	Suspended solids strength index in mg/l by weight
225	=	Allowed SS strength in mg/l by weight

Utilities Department

Solid Waste

Private Haulers

Solid Waste Private Haulers	Fee
Annual Private Hauler License	\$205
Sorting & Handling Fee, per ton	\$46.78

Sanitation & Recycling

RESIDENTIAL Sanitation, Collection & Disposal		Fee
Monthly Fees for 1x/week collection	Residential Waste Containers, per container	\$22.49
	Multi-family, per container*	\$22.49
	Shared 300-Gallon, per account	\$22.49
* If under a single account, owner may request commercial service - to be charged as specified in the Commercial rates below		

COMMERCIAL - Sanitation, Collection & Disposal		Fee
Monthly charge for 2 cubic yard (CY) containers or larger shall be calculated using the following formula: $(\$11.830 \times C \times P \times 52 \text{ weeks}) / 12 \text{ Months}$ Where: C = Container size, in cubic yards P = Number of collection times per week		
Collection of Excess Waste, Clean Up of Overloaded Containers, and Non-Scheduled Pick-Ups, minimum of ½ hour		\$89.75
Monthly Fees for 1x/week collection	90 Gallons or less	\$26.26
	Shared Containers or No Containers - (base rate)	\$26.26
	Shared 300-Gallon Container, per account	\$26.26
	Sole Use of 300-Gallon Container, per container	\$52.46

Recycling	Fee
Curbside Recycling (Single Family/Multi-Family), per month, per account	\$3.23
Front/Rear Load Recycling Container, per month, per container	\$11.97

Utilities Department

Solid Waste

Landfill Tipping Fees

Landfill Tipping Fees		Fee
Municipal Solid Waste, per ton		\$124.44
Construction & Demolition Material, per ton	Tier 1 - Disposal of demolition waste from projects located within city limits that have a valid demolition permit issued by the City. Applies only to demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	No Fee Up To 100 Tons
	Tier 2 - Other grindable construction and demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	\$54.97
	Tier 3 - Disposal of construction and demolition material that cannot be run through the grinder without sorting.	\$124.44
Cinder Block, Brick, & Rebar-Free Concrete, per ton		\$24.45
Tires – car & smaller (must be removed from rims), per ton		\$177.07
Special Service Fee, per ton, 1-ton minimum		\$24.33
Compostable Items (Grass Clippings, Tree Branches (24 Max Diameter), Leaves, Etc.)		No Fee
Certified decommissioned white goods, abandoned vehicles or parts, lawn mowers, motorcycles, and clean scrap metal (free from all liquid)		No Fee
Non-decommissioned refrigerators or refrigeration units, each		\$30.53
Residential Waste Oil - 5-gallon limit		No Fee
Commercial Waste Oil - 5-gallon limit		Cost (+) 25%
Unsecured/Uncontained Materials	Cars & pickup trucks	\$11.00
	All other vehicles & trailers	\$50.00

Utilities Department

Solid Waste

Landfill Tipping Fees

Landfill Tipping Fees	Fee
Residential E-Waste	No Fee
Commercial E-Waste (CESQG)	Cost (+) 25%
Residential Household Hazardous Waste	No Fee
Commercial Household Hazardous Waste	Cost (+) 25%
Asbestos (Non-Friable), per ton	\$124.44
Petroleum Contaminated Soil, per ton	\$48.33

Landfill Products, Materials & Reuse Items

Landfill Products & Materials	Fee (+ sales tax)
Wood Chips, per cubic yard	\$6.19
Tarps, each	\$6.11

Reuse Items	Fee (+ sales tax)
Landfill Mall Items, per pallet	\$6.09
Landfill Mall Items, Large Individual Item, non-metal items, each	\$6.09
Large Metal Items, per ton	Cost of Current Metal Bid + 25%

Compost

Compost	Fee (+ sales tax)	
Screened Compost, wholesale, STA Certified	Bulk, per cubic yard	\$22.27
	Bagged, per cubic foot	\$3.83
Screened Compost, retail, STA Certified	Bulk, per cubic yard	\$37.12
	Bagged, per cubic foot	\$5.37
Screened Soil Conditioner, non-certified, retail*	Bulk, per cubic yard	\$31.37
* Pound for pound exchange of green waste for screened soil conditioner		
Unscreened Compost, Retail, Non-Certified	Bulk, per cubic yard	\$26.14



FY27 Master Fee Schedule

Approved July 6, 2026

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Notice Regarding Fees

Important Notice Regarding Fees

- ❖ This Master Fee Schedule is approved by the City Governing Body
- ❖ All fees are subject to and are superseded by applicable Wyoming State Statutes
- ❖ All prior Resolutions and Master Fee Schedule(s) that were related to the fees adopted and amended herein are hereby revoked
 - All fees for Kendrick Golf Club are established via resolution and referenced herein
 - All fees for the Utilities Department are established via resolution and referenced herein
- ❖ Fees and charges are subject to change by the City Governing Body without notice

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

Administrative Services

General Service Charges

Item	Fee
Returned Check	\$30
Passport Execution Fee, per passport	\$35
Safe Rides Ticket Book	\$350
Annual Pot Belly Pig Permit	\$25
Animal Shelter Surcharge Fee	\$25
Annual Dog License, per dog <i>Required for any dog over the age of 6 months - to be obtained at the Sheridan Dog & Cat Shelter</i>	\$15

Administrative Permits

Alcohol & Park Permits

Permits	Fee	Late Fee
City Park Use Permit - Non Alcohol	No Fee	N/A
City Park Use Permit - With Alcohol	\$50	N/A
Open Container, per 24-hrs (Must be submitted 21 days prior to event)	\$50	\$50
Malt Beverage, per 24-hrs (Must be submitted 21 days prior to event)	\$50	\$50
Catering Permit, per 24-hrs (Must be submitted 21 days prior to event)	\$50	\$50

Special Event Permits

Permits & Non-Compliance	Fee	Late Fee
Special Event - Alcohol Not Included (Must be submitted at least 21 days prior to the event)	\$50	\$50
Special Event - Alcohol Included (Must be submitted at least 60 days prior to the event)	\$50	\$100
Barricade Non-Compliance, per day	See Public Works	

Mobile Vending Permits

Permits	Fee
Mobile Vending Permit (consecutive 7 day), per unit	\$50
Mobile Vending Permit (annual), per unit, per year	\$200
Mobile Vending Court Permit, per location, per year	\$400
All mobile vending permits expire on December 31st of the calendar year in which they're issued and must be renewed annually. Permit fees are not prorated based on the date of issuance. All mobile vending permits must be approved and paid in full before any sales begin. Operating without an approved and paid permit may result in a violation of City Code Chapter 8-2(a).	

Liquor Licenses

Liquor License Administration		Fee
Fire Inspection (New/Transfer Only)		\$100
Publication Fee, per application		\$90
Annual Liquor Licenses		Fee
Bar and Grill License	First year	\$10,500
	Second year renewal	\$3,000
	Each following year	\$1,500
Retail Liquor License		\$1,500
Resort License		\$1,500
Restaurant Liquor License		\$500
Limited Retail Liquor License (club, social club)		\$500
Microbrewery/Winery License		\$500
Special Malt Beverage (Public Auditoriums, Event Centers)		\$500
Distillery License		\$200
Satellite Distillery License		\$100
Fees may be subject to change in accordance with Wyoming Statute. Certain license fees may be prorated based on the time of year the license is issued. See Wyoming Statute, Chapter 12		

Annual Renewals	Fee
License Fee, per license	As listed above
Publication Fee, per application	\$90

Transfers	Fee
License Transfer	\$100
Fire Inspection (Required for all transfers)	\$100
Publication Fee, per application	\$90

Public Records Requests

Electronic Material	Fee
No-Cost Requests - Records that are readily available, already posted on the City Website, and/or require 5 minutes or less of staff time*	No Fee
Tier 1 - Basic Requests - Requests that require more than 5 mins and up to 30 mins of total staff time*	\$5.00 flat fee
Tier 2 - Extended Requests - Requests requiring more than 30 mins and up to 3 hours of total staff time*	\$5.00 per 30-minute increments
Tier 3 - Complex or Sensitive Requests - Any request that exceeds 3 hours of total staff time* and/or requires redaction, legal review, or special handling due to: State or Federal law, Court rules or orders, Public Interest Exceptions, etc. If a request is classified as Tier 3, all time associated with the request is billed at the Tier 3 rate. Tier 1 and Tier 2 rates, including any flat fees, do not apply.	\$25.00 per 30-minute increments

Physical Material
If a public record is readily available but the requester asks City staff to gather and print the materials, a \$5.00 base fee will apply. This fee includes staff time and up to 70 printed pages. Any pages exceeding 70 will be charged in accordance with the City's standard printing rates.
SDM – Special Digital Media Charge: If records can be provided electronically, only applicable staff time and standard public records request fees apply, as outlined above. If records must be provided on physical digital media (e.g., a flash drive) due to file size limitations, system or security requirements, or at the requester's preference, the requester will be charged the actual cost of the media which may vary. If the requester provides their own digital storage device, it must be new, unopened, and delivered in person to City Hall for security purposes.

Printing	Fee
30 pages or less	No Fee
31-50 pages	\$2.50
51-70 pages	\$5.00
71-100 pages	\$8.00
101+ pages	To be determined by the City Clerk based on total pages

All Requests: Work begins after acceptance of cost and receipt of payment. Estimates may be adjusted prior to fulfillment if the scope of the request materially changes.

***Staff Time for All Requests:** Staff time is calculated based on the total cumulative labor time required to fulfill a public records request and may include time spent by multiple employees. For example, if two staff members each spend 1.5 hours on a request, the total staff time is 3 hours.

Police Department

Public Records Requests

Service	Fee	
Incident/Accident Report Request, each	\$10	
Contact Sheet/Record Sheet Request, each	\$10	
Photos Included in Report	First 20 pictures (base)	\$5
	Each additional 4 photos	\$1
Special Requests: Requests requiring extensive staff time will incur an hourly fee, in addition to the standard fee for the associated record. Charges are applied per hour, with a one-hour minimum.	\$45	
Audio/Video Requests	Fee	
Body Worn Camera/In-Car Video, per hour, one hour minimum. <i>Redaction fees may apply</i>	\$45	
Redaction Fees for Audio/Video	\$25 per video/audio + \$1 per minute of the entire length of the video/audio	

Fingerprinting

Service	Fee
Fingerprinting, per card*	\$5

*Each card is a full set of fingerprints; most requests require two identical cards

Fire Department

Service	Fee
American Heart Association Skills Check - FD	\$35
AHA First Aid/CPR Class, City Staff Only	\$22

Annual Professional Licenses

Annual Licenses*	Fee
Journeyman	\$50
Master-of-Record	\$50
Tree Trimmer's License	\$50
Drywall Contractor	\$200
Electrical Contractor	\$200
Excavator License	\$200
Fire Sprinkler Contractor	\$200
General Contractor	\$200
Limited Electrical Contractor	\$200
Masonry Contractor	\$200
Plaster/Acoustic Contractor	\$200
Plumbing Contractor	\$200
Private Sanitation Hauler*	\$200
Residential Contractor	\$200
Roofing Contractor	\$200
Siding/Glazing Contractor	\$200
Sign/Solar Contractor	\$200
Structural Concrete Contractor	\$200
Utility Contractor	\$200

*Private Hauler Licenses: Valid Jan 1–Dec 31 annually. All other licenses renew annually based on initial approval date.

On-Site Testing	Fee
Excavator, per exam, unlimited attempts	\$25
Utility Contractor, per exam, unlimited attempts	\$25
Journeyman Carpenter, per exam, unlimited attempts	\$115

Reciprocal Wyoming Licenses		Fee
Contractor License(s)**	First Year Issuance	\$100
	Renewal(s)	\$200
Master and Journeyman Licenses**	First Year Issuance	\$25
	Renewal(s)	\$50

**The City of Sheridan recognizes State of Wyoming Enrolled Act #37 regarding contractor license reciprocity and has established a process to honor qualifying licenses from other Wyoming jurisdictions. Requirements, accepted jurisdictions, and fees vary by license type. Additional verification, testing, or documentation may be required. For detailed information and to determine your eligibility, please contact the City of Sheridan Building Department.

Building Department

Building Inspection & Code Enforcement	Fee
Re-Inspection, each (up to 3 times)	\$58.75
Stop Order	Permit Cost X 2

Compliance Fees	Fee
Investigative Fees*	Relevant Permit Fee + Matching Investigation Fee (doubles cost)
*Penalty charged if work requiring a permit is started before a permit is issued (e.g. started building a garage without an approved permit).	

Simple Permits	Fee
Air Conditioning - New/Replace	\$40
Boiler - New/Replace - Plumbing	\$40
Change of Occupancy Use	No Fee
Demolition	\$40
Electrical Service Upgrades	\$40
Fire Alarm System	Calculated with commercial permit fees: If part of a larger building permit, no additional fees apply however a fire permit is still required if fire systems are to be installed.
Fire Sprinkler System	
Fire Suppression System	
Furnace - New/Replace	\$40
Gas Permit - New/Replace	\$40
Heat Stove (coal, wood, pellet) - New/Replace	\$40
Interceptor	\$250
Recreational Vehicle Park Permit	No Fee
Re-Roofing	\$150
Siding	\$150
Solar Panel	\$250
Water Heater Replacement - Plumbing	\$40
Water or Sewer Service Replacement	\$50
Window Replacement	\$150

Building Department

Building Permit Fee Calculations - Residential		Fee
Residential [New/Add/Alter]	Up to \$100,000 Valuation	$(\text{Valuation} \times .03) \times (0.8)$
	Over \$100,000 Valuation	$(\$100,000 \times .03) + (\text{balance} \times 0.017) \times (0.8)$
Residential Garage	Garage Only	$(\text{Valuation} \times .02) \times (0.8)$
Residential Deck Permit		$(\text{Valuation} \times .02) \times (0.8)$

Building Permit Fee Calculations - Commercial		Fee
Commercial [New/Add/Alter]	Up to \$100,000 Valuation	$(\text{Valuation} \times .036) \times (0.8)$
	Over \$100,000 Valuation	$(\$100,000 \times .036) + (\text{balance} \times .0095) \times (0.8)$
Sign Permit		$(\text{Valuation} \times .02) \times (0.8)$

Repeat Use (Stock) Discounts			Fee
Repeat (Stock) Building Plans	<i>Allows builders to reuse the same approved building plans for multiple projects within 2 years. Must declare plans as stock at time of first submittal; each project still requires site plans</i>	First Permit (stock)	Normal permit fee
		Each permit after (within 2 years)	30% discount (pay 70% of normal fee)

Building Department

Square Foot Construction Costs (a,b,c)*

Group	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178	171.48
A-1 Assembly, theaters without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182	173.88	162.37	154.12	167.88	141.89	137.57
F-1 Factory and Industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and Industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3 Residential, one-and-two-family (d)*	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

*a. Private Garages use Utility, miscellaneous

*b. For shell only buildings deduct 20%

*c. N.P. = Not Permitted

*d. Unfinished basements (Group R-3) = \$21 per square foot

Planning & Zoning Department

Annexation	Fee
Application, Review, and Report Preparation Fee	\$1,000
Annexation Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Planned Unit Development (PUD) or Master Plan Review	Fee
Application and Review	\$1,000
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Plat Review			Fee
Type	Zoning	Lot Count	
Preliminary Plat Review (Major Subdivisions Only)	R-0, R-1, R-2	1-25 Lots, per lot	\$100
		> 25 Lots	\$2,500
	R-3, R-4, B-1, B-2, M-1, M-2, Gateway, and PUD	1-25 Lots, per lot	\$150
		> 25 Lots	\$3,750
Engineering Plan & Construction Drawing Review			\$1,000
Preliminary Plat Public Notice Fees (Legal Ad and Mailing)			\$ ACTUAL COST
Final Plat Review (Administrative Replats, Compliance Plats, Minor and Major Subdivisions)	R-0, R-1, R-2	1-25 Lots, per lot	\$75
		> 25 Lots	\$1,875
	R-3, R-4, B-1, B-2, M-1, M-2, Gateway, and PUD	1-25 Lots, per lot	\$100
		> 25 Lots	\$3,750
Final Plat Recording Fee			\$75
Final Plat Public Notice Fees (Legal Ad and Mailing)			\$ ACTUAL COST

Planning & Zoning Department

Rezone Request	Fee
Application and Review	\$750
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Special Exemption	Fee
Application and Review	\$200
Recording Fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Vacation of Right of Way/Public Easement	Fee
Application and Review	\$150
ROW/Appraised value fee, OR per sq/ft	\$2
Recording fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Variance Request	Fee
Application and Review	\$200
Recording fee	\$75
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST

Other Services	Fee
Board of Adjustment Action, Other	\$150
Board of Appeal Application	\$200
Engineering Plan & Construction Drawing Review	\$1,000
Entryway Corridor Application	\$150
Mobile Home Park Permit	\$150
Public Notice Fees (Legal Ad and Mailing)	\$ ACTUAL COST
Sign Permit, EMC, Publication Required	\$50 + Public Notice Fees
Sign Permit or EMC, Publication Not Required	\$50
Staff Review Time, over 20 hours, per hour	\$50
Temporary & Conditional Permit	\$150

Public Works - Streets Department

Right of Way (ROW) Permits & Fees	Permit Description	Fee
ROW/Street Closure - No Excavation	This permit is required when working within the City of Sheridan right-of-way on a project where no excavation is required but traffic control or detouring is still necessary.	\$22
ROW Encroachment	This permit is required when a privately-owned structure is being placed or built permanently within City of Sheridan right-of-way.	\$22
ROW Opening & Street Closure / Detour Permit	This permit is required for any work conducted within the City of Sheridan right-of-way, including but not limited to excavation, access closures, pavement work, utility work, or concrete work.	\$22
Utility Cut Repairs, per sq/ft	This permit is assessed per square foot of utility cut area requiring asphalt replacement conducted within City of Sheridan right-of-way, and is inclusive of all labor, equipment, materials, and overhead needed to complete the repair.	\$10

Non-Compliance Fee	Description	Fee
Barricade Non-Compliance, per day	Noncompliance / Insufficient Setup: Assessed when an applicant fails to properly install required barricades as specified in the approved event permit and the City must deploy staff or equipment to ensure public safety. Fee includes associated personnel, equipment, setup, and takedown costs.	\$560

Parks Department

Kendrick Golf Course

Season Pass Services*		Fee
*Receive 5% off all Season Pass Services when purchased between November 1st and March 31st.		
Season Pass - Greens Fees	Adult	\$690
	Couple	\$1,040
	Family	\$1,200
	Adult Weekday (M-F)	\$545
	Couple Weekday (M-F)	\$815
	Junior (Under 18)	\$155
	Corporate	\$2,500
Season Pass - Cart Rental	Adult	\$615
	Couple	\$850
	Adult Weekday (M-F)	\$515
	Couple Weekday (M-F)	\$715
Season Pass - Driving Range	Single Range	\$240
	Couple Range	\$305
Daily Services		Fee
Daily Greens Fees	9 Holes	\$30
	18 Holes	\$45
	Junior (Under 18)	\$13
	Twilight (after 3 pm)	\$37
	Monday All Day	\$50
	Fall Special	\$30
Daily Cart Rental Fees	9 Holes	\$15.00
	18 Holes	\$22.00
Daily Driving Range Fees	Small Bucket	\$5
	Medium Bucket	\$8
	Large Bucket	\$10

Parks Department

Sheridan Municipal Cemetery

Plot and Burial Fees		Fee
Full Size Cemetery Plots (5'x10')*	City Residents	\$600
	Non-Residents	\$900
Infant Size Cemetery Plots (3'x5')* (Ages 0-3)	Any	No Fee
Full Burial	Weekday	\$450
	Saturday	\$700
	Weekday Infant	\$30
	Saturday Infant	\$50
	Seasonal Ground Prep	\$100
Disinterment	May be subject to additional costs	\$5,000

Plot and Burial Fees, Cremation		Fee
Cremation Size Cemetery Plots (5'x5')*	Any	\$300
Cremation Burial	Weekday	\$150
	Saturday	\$225
	Seasonal Ground Prep	\$50
Disinurnment	May be subject to additional costs	\$3,000

Columbarium Fees		Fee
Columbarium Niche (12x12)* (Accommodates 2 Urns)	City Residents	\$1,000
	Non-Residents	\$1,500
Columbarium Burials	City Residents	\$100
	Non-Residents	\$150
Opening/Closing Fee	City Residents	\$100
	Non-Residents	\$150
Disinurnment	May be subject to additional costs	\$3,000

Parks Department

Weed & Pest

Service	Fee
Mosquito Spraying, per month	\$0.25

Community Garden

Plot Size (Sq Ft)	Fee
200-399	\$25
400-599	\$40
600-799	\$50
800-999	\$70
1,000-1,199	\$85
1,200-1,399	\$100
1,400-1,999	\$110
2,000+	\$120

Utilities Department

Service & Administrative Fees

Service Charges	Fee
Non-owner (Rental) Utility Account Deposit	\$125
Water and Sewer Inspection	\$50
Water Service Termination*	\$40
Water Service Re-activation*	\$40
*These fees will be assessed each time service is terminated or reactivated, whether at the customer's request or for reasons identified in Chapter 28 of the Sheridan City Code. Non-emergency services requested outside standard business hours (Mon–Thurs 8–5; Fri 8–4) will be charged at double the fee.	

Bulk Water & Meter Fees	Fee
Bulk Water Account Deposit	\$100
Hydrant Meter Deposit	\$600

Bulk Water/Hydrant Meter Rates	Fee
Usage Fee, per 1,000 gallons	\$20.50

Water Connection Fees

WATER - Connection Fees				
Line & Meter Size	Meter Fee ⁽¹⁾	Tapping Fee ⁽²⁾	Radio Read ⁽³⁾	Total Fee
1" line with ¾" meter	\$180.00	\$190.00	\$200.00	\$570.00
1" line with ¾" RDM* meter	\$429.08	\$190.00	\$200.00	\$819.08
1" line with 1" meter	\$240.00	\$190.00	\$200.00	\$630.00
1.5" line with 1.5" meter	\$460.00	\$245.00	\$200.00	\$905.00
2" line with 2" meter	\$585.00	\$313.00	\$200.00	\$1,098.00
3" meter	\$2,100.00	N/A	\$200.00	\$2,300.00
4" meter	\$3,250.00	N/A	\$200.00	\$3,450.00
6" meter	\$5,800.00	N/A	\$200.00	\$6,000.00
8" meter	\$9,950.00	N/A	\$200.00	\$10,150.00

*RDM = Remote Disconnect Meter

Utilities Department

Plant Investment Fees (PIFs)

WATER - Plant Investment Fees		Fee	
Water Pipe x Water Meter Size (inches)	Customer Class	Water Plant Investment Fee	
		Inside City	Outside City
1 x ¾	Small Commercial Base Fee	\$1,230.00	\$1,537.50
1 x ¾	Commercial/Other	\$3,000.00	\$3,750.00
1 x ¾	Residential	Water PIF = (Interior EAUs x \$132) + (Exterior EAUs x \$81) 1 EAU = 250 sf	1.25 x Inside City
1 x 1	All	\$5,010.00	\$6,262.50
1½ x 1½	All	\$9,990.00	\$12,487.50
2 x 2	All	\$15,990.00	\$19,987.50
3 x 3	All	\$35,010.00	\$43,762.50
4 x 4	All	\$63,000.00	\$78,750.00
6 x 6	All	\$129,990.00	\$162,487.50
8 x 8	All	\$240,000.00	\$300,000.00
SEWER - Plant Investment Fees		Fee	
Water Meter Size (inches)	Customer Class	Sewer Plant Investment Fee	
		Inside City	Outside City
¾	Small Commercial	\$1,020.00	\$2,040.00
¾	Commercial/Other	\$2,500.00	\$5,000.00
¾	Residential	Sewer PIF = Livable Area EAUs x \$273 1 EAU = 250 sf	2 x Inside City
1	All	\$4,180.00	\$8,360.00
1½	All	\$8,320.00	\$16,640.00
2	All	\$13,320.00	\$26,640.00
3	All	\$29,180.00	\$58,360.00
4	All	\$52,500.00	\$105,000.00
6	All	\$108,320.00	\$216,640.00
8	All	\$200,000.00	\$400,000.00

Utilities Department

Water Rates

Water Utility Rates		Fee	
Water Meter Size (inches)	Base Allowance, in Gallons	Monthly Base Fee	
		Inside City	Outside City
≤ ¾	1,500	\$19.89	\$24.86
1	3,000	\$23.45	\$29.32
1½	6,000	\$29.14	\$36.40
2	9,000	\$34.81	\$43.50
3	22,000	\$58.33	\$72.93
4	37,000	\$86.89	\$108.62
6	75,000	\$158.29	\$198.86
8	150,000	\$318.16	\$397.71
Minimum Fee: According to meter size, the base fee is charged regardless of allowance used.			
Excess Usage Fee: An excess usage fee will be charged for consumption above the base allowance. Charges will be assessed as follows:			
Tier 1 – According to meter size, water usage above the base allowance will be charged the Tier 1 rate per 1,000 gallons used, up to the additional allowance.			
Water Meter Size (inches)	Additional Allowance, in Gallons	Monthly Tier 1 Fee	
		Inside City	Outside City
≤ ¾	6,000	\$1.92	\$2.43
1	11,000	\$1.92	\$2.43
1½	22,000	\$1.92	\$2.43
2	34,000	\$1.92	\$2.43
3	85,000	\$1.92	\$2.43
4	141,000	\$1.92	\$2.43
6	281,000	\$1.92	\$2.43
8	561,000	\$1.92	\$2.43
Tier 2 – Water usage above the Tier 1 additional allowance will be charged the Tier 2 rate per 1,000 gallons.			
Inside City		\$2.63	
Outside City		\$3.29	

Utilities Department

Sewer Rates

Sewer Utility Rates		Fee	
Water Meter Size (Inches)	Base Allowance (Gallons)	Monthly Base Fee	
		Inside City	Outside City
¾	1,500	\$15.95	\$31.89
1	3,000	\$24.30	\$48.64
1½	6,000	\$37.79	\$75.56
2	9,000	\$51.17	\$102.33
3	22,000	\$107.98	\$215.14
4	37,000	\$174.82	\$349.62
6	75,000	\$345.17	\$690.37
8	150,000	\$690.37	\$1380.76
Sewer usage above the base allowance will be charged the following rate per 1,000 gallons.			
Inside City	\$3.21	Outside City	\$6.44

Other Sewer Charges	Fee
Portable Toilets, per 100 gallons	\$5.50
Septage Tank Waste, per 1,000 gallons	\$82
Septage Disposal, per 1,000 gallons	\$82
Sump Waste, per day per facility	\$87
Vet Clinics	\$218
Restaurant Waste Grease, 1000 per gallon	\$300
Grease Disposal, per 1,000 gallons	\$300
Septage disposal with a high biochemical oxygen demand (BOD) will be assessed a surcharge and based upon the following formula: $S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$	

Where:

S	=	Surcharge in dollars
V_s	=	Sewage volume in 1000 gallons
Z	=	Unit charge for BOD (Z = 0.0007273)
BOD_5	=	Five-day biochemical strength index in milligrams per liter (mg/l) by weight.
255	=	Allowed BOD5 strength in mg/l by weight
Y	=	Unit charge for suspended solids (Y = 0.001818)
SS	=	Suspended solids strength index in mg/l by weight
225	=	Allowed SS strength in mg/l by weight

Utilities Department

Solid Waste

Private Haulers

Solid Waste Private Haulers	Fee
Annual Private Hauler License	\$205
Sorting & Handling Fee, per ton	\$46.78

Sanitation & Recycling

RESIDENTIAL Sanitation, Collection & Disposal		Fee
Monthly Fees for 1x/week collection	Residential Waste Containers, per container	\$22.49
	Multi-family, per container*	\$22.49
	Shared 300-Gallon, per account	\$22.49
* If under a single account, owner may request commercial service - to be charged as specified in the Commercial rates below		

COMMERCIAL - Sanitation, Collection & Disposal		Fee
Monthly charge for 2 cubic yard (CY) containers or larger shall be calculated using the following formula: $(\$11.830 \times C \times P \times 52 \text{ weeks}) / 12 \text{ Months}$ Where: C = Container size, in cubic yards P = Number of collection times per week		
Collection of Excess Waste, Clean Up of Overloaded Containers, and Non-Scheduled Pick-Ups, minimum of ½ hour		\$89.75
Monthly Fees for 1x/week collection	90 Gallons or less	\$26.26
	Shared Containers or No Containers - (base rate)	\$26.26
	Shared 300-Gallon Container, per account	\$26.26
	Sole Use of 300-Gallon Container, per container	\$52.46

Recycling	Fee
Curbside Recycling (Single Family/Multi-Family), per month, per account	\$3.23
Front/Rear Load Recycling Container, per month, per container	\$11.97

Utilities Department

Solid Waste

Landfill Tipping Fees

Landfill Tipping Fees		Fee
Municipal Solid Waste, per ton		\$124.44
Construction & Demolition Material, per ton	Tier 1 - Disposal of demolition waste from projects located within city limits that have a valid demolition permit issued by the City. Applies only to demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	No Fee Up To 100 Tons
	Tier 2 - Other grindable construction and demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	\$54.97
	Tier 3 - Disposal of construction and demolition material that cannot be run through the grinder without sorting.	\$124.44
Cinder Block, Brick, & Rebar-Free Concrete, per ton		\$24.45
Tires – car & smaller (must be removed from rims), per ton		\$177.07
Special Service Fee, per ton, 1-ton minimum		\$24.33
Compostable Items (Grass Clippings, Tree Branches (24 Max Diameter), Leaves, Etc.)		No Fee
Certified decommissioned white goods, abandoned vehicles or parts, lawn mowers, motorcycles, and clean scrap metal (free from all liquid)		No Fee
Non-decommissioned refrigerators or refrigeration units, each		\$30.53
Residential Waste Oil - 5-gallon limit		No Fee
Commercial Waste Oil - 5-gallon limit		Cost (+) 25%
Unsecured/Uncontained Materials	Cars & pickup trucks	\$11.00
	All other vehicles & trailers	\$50.00

Utilities Department

Solid Waste

Landfill Tipping Fees

Landfill Tipping Fees	Fee
Residential E-Waste	No Fee
Commercial E-Waste (CESQG)	Cost (+) 25%
Residential Household Hazardous Waste	No Fee
Commercial Household Hazardous Waste	Cost (+) 25%
Asbestos (Non-Friable), per ton	\$124.44
Petroleum Contaminated Soil, per ton	\$48.33

Landfill Products, Materials & Reuse Items

Landfill Products & Materials	Fee (+ sales tax)
Wood Chips, per cubic yard	\$6.19
Tarps, each	\$6.11

Reuse Items	Fee (+ sales tax)
Landfill Mall Items, per pallet	\$6.09
Landfill Mall Items, Large Individual Item, non-metal items, each	\$6.09
Large Metal Items, per ton	Cost of Current Metal Bid + 25%

Compost

Compost	Fee (+ sales tax)	
Screened Compost, wholesale, STA Certified	Bulk, per cubic yard	\$22.27
	Bagged, per cubic foot	\$3.83
Screened Compost, retail, STA Certified	Bulk, per cubic yard	\$37.12
	Bagged, per cubic foot	\$5.37
Screened Soil Conditioner, non-certified, retail*	Bulk, per cubic yard	\$31.37
* Pound for pound exchange of green waste for screened soil conditioner		
Unscreened Compost, Retail, Non-Certified	Bulk, per cubic yard	\$26.14



MASTER FEE SCHEDULE

Unless otherwise noted, all rates and fees were approved on July 5, 2023, by Resolution #34-23 and are effective July 1, 2023.
Any rate or fee may be amended by the City Governing Body without notice.

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Administrative Services

Service Charges (Mobile Vending Permits approved 5/21/18 by Resolution #16-18)

Service	Fee
Returned Check	\$30
Passport Execution Fee	\$35
Pot Belly Pig Permit	\$25
Animal Shelter Surcharge Fee	\$25
Mobile Vending Permit (annual), per unit	\$200
Mobile Vending Permit (consecutive 7 day), per unit	\$50
Mobile Vending Court Permit (annual)	\$400

Liquor Licensing (Fees regulated by W.S. Chapter 12)

Permits	Fee
Catering/ Malt Beverage (24 hr permit)	\$50
Open Container (24 hr permit)	\$50
Late Fee (Application submitted within 3 weeks of event)	\$50

Annual Liquor Licenses	Fee	
Restaurant Liquor License	\$500	
Bar and Grill License	First year	\$10,500
	Second year renewal	\$3,000
	Each following year	\$1,500
Limited Retail Liquor License (club)	\$500	
Microbrewery/Winery License	\$500	
Distillery License	\$200	
Satellite Distillery License	\$100	
Resort License	\$1,500	

Special Malt Beverage Permit	\$500
Publication Fee	\$90
Transferable License Transfer Fee	\$100
New/Transfer Inspection Fee	\$100
Fees may be subject to change as per Wyoming Statute. Certain license fees may be prorated based on the time of year the license is sought. See Wyoming Statute.	

(Fees approved 6/7/21 by Ordinance #2229)

Administrative	Fee
In addition to any other penalty, sanction, or fee authorized under this chapter or applicable state law, if a licensee, or its employee(s), is convicted of a criminal violation of one or more of the standards set out in City of Sheridan Code subsections 4-5(a)(1) – (6) (inclusive) that is applicable to licensees or licensee employees, the licensee shall, upon actual notice, pay to the City Clerk, an administrative fee. The notice to pay shall be issued by the City Clerk to the licensee at the licensee's mailing address of record within twenty (20) calendar days immediately following entry of a final conviction. Said fee shall be paid within ninety (90) calendar days of the notice to pay, unless, only for first and second convicted violations occurring within a twelve-month period, the licensee provides timely notice of intent to ameliorate to the city clerk and completes additional training and established preventative measures.	

Conviction	Fee
First Conviction	\$500
Second Conviction (within 12 months)	\$1,000
Third Conviction (within 24 months)*	\$1,000
Fourth Conviction (within 36 months)*	\$1,500
Fifth Conviction (within 36 months)*	\$2,000
* 3 rd , 4 th , and 5 th convictions must include a revised plan of operation including actions they will take to prevent further violations	
For the purposes of this section, a licensee shall not be subject to multiple administrative fines arising out of the same set of facts, events, date, and time.	
Any fine paid by a licensee for a criminal conviction, per this chapter, shall be applied as a credit towards the payment of any administrative fee required to be paid pursuant to this section.	

Public Records Requests

(Fees approved 4/16/18 by Public Records Request Policy)

Copies	Fee		
Letter Size	1 Sided	Black/white	\$.10
		Color	\$.30
	2 Sided	Black/white	\$.15
		Color	\$.35
Legal Size	1 Sided	Black/white	\$.15
		Color	\$.35
Legal Size	2 Sided	Black/white	\$.20
		Color	\$.40
11 x 17	1 Sided	Black/white	\$.20
		Color	\$.40
	2 Sided	Black/white	\$.25
		Color	\$.45

Special Media	Fee	
Tier One Requests: processing easily accessible records within the immediate office/location of the point of submitting the public records request. Additional charges may be incurred for documents processed through a third-party provider.	Base fee	\$5
Tier Two Requests: searching for and locating documents not readily available within the immediate office/location of the point of submitting the public records request. If staff time is needed in excess of 1/4 hour, an estimated charge shall be submitted to the person/entity requesting the records for confirmation before the records are located. If the requestor acknowledges and accepts the additional cost to locate and provide for inspection and/or copying the records the search will commence within a reasonable time frame.	Base fee, 1 st half hour	\$5
	Hourly rate after 1 st half hour, maximum 3 hours	\$30
Tier Three Requests: locating and producing records where an excess of staff time over	Hourly rate	\$50

and above the Tier 2 time of 3.5 hours and/or requiring transferring or redacting records to: a. Comply with any state statute; or b. The inspection would be contrary to any federal statute or regulation; or c. The inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court of record; or d. The inspection would be contrary to the public interest.		
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Police Department

General Fees

Service	Fee	
Incident/Accident Report Request, each	\$10	
Contact Sheet/Record Sheet Request, each	\$10	
Photos Included in Report	First 20 pictures	\$5
	Additional four pictures	\$1
Special Requests, Public Records Requests Forwarded from City Hall and/or those Requiring Intensive Time and Work, per hour, one hour minimum*	\$45	
* In addition to the Request Fee for the associated record		
Body Worn Camera/In-Car Video, per hour, one hour minimum	\$90	
Safe Rides Ticket Book	\$350	

Fire Department

General Fees

Service	Fee	
AHA Skills Check	\$35	
AHA First Aid/CPR Class, City staff only	\$22	
Fire Reports	First 5 pages	\$2
	Additional pages, each	\$.50
	CD of photos (fire investigations)	\$5

Parks

Kendrick Golf Course

(Fees approved 3/21/22 by Resolution #11-22. Fees are effective April 1 of each year)

Service		Fee
Season Pass - Greens Fees	Single Unlimited	\$620
	Couple Unlimited	\$935
	Family Unlimited	\$1,075
	Senior Single Weekday	\$490
	Senior Couple Weekday	\$735
	Junior (Under 18) Unlimited	\$145
Daily Greens Fees	9 Holes	\$27
	18 Holes	\$40
	Junior (Under 18)	\$12
	Twilight (after 3 pm)	\$35
	Monday All Day	\$50
	Fall Special	\$30
Season Pass - Driving Range	Single	\$225
	Couple	\$285
Daily Driving Range Fees	Small Bucket	\$4.25
	Medium Bucket	\$7.25
	Large Bucket	\$8.50
Season Pass - Cart Rental	Single Unlimited	\$550
	Couple Unlimited	\$760
	Senior Single Weekday	\$430
	Senior Couple Weekday	\$605
Daily Cart Rental Fees	9 Holes	\$15
	18 Holes	\$20

Sheridan Municipal Cemetery

(Fees approved 2/6/23 by Municipal Cemetery Policies & Procedures)

Service		Fee
Full Size Cemetery Plots (5'x10')*	City Residents	\$600
	Non-Residents	\$900
Cremation Size Cemetery Plots (5'x5')*	Any	\$300
Infant Size Cemetery Plots (3'x5')* (Ages 0-3)	Any	\$0
Columbarium Niche (12x12)* (Accommodates 2 urns)	City Residents	\$1,000
	Non-Residents	\$1,500
* Applicants are responsible for all filing fees		
Full Burial	Weekday	\$450
	Saturday	\$700
	Weekday Infant	\$30
	Saturday Infant	\$50
	Seasonal Ground Prep	\$100
Cremation Burial	Weekday	\$150
	Saturday	\$225
	Seasonal Ground Prep	\$50
Columbarium Burial	City Residents	\$100
	Non-Residents	\$150
Disinterment	May be subject to additional costs	\$5,000
Disinurnment	May be subject to additional costs	\$3,000

Weed & Pest

(Fee approved 9/6/1994 by Resolution #22-94)

Service	Fee
Mosquito Spraying, per month	\$.25

Community Garden

Plot Size (Sq Ft)	Fee
200-399	\$25
400-599	\$40
600-799	\$50
800-999	\$70
1,000-1,199	\$85
1,200-1,399	\$100
1,400-1,999	\$110
2,000+	\$120

Public Works

Streets

Permit	Fee
Street Opening	\$22
Utility Cut Repairs, per sq/ft	\$10

Building

Building Inspection/Code Enforcement

Service	Fee
Re-Inspection, each (up to 3 times)	\$58.75
Stop Order	Permit Cost X 2

Square Foot Construction Costs (a,b,c)*

Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178	171.48
A-1 Assembly, theaters without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182	173.88	162.37	154.12	167.88	141.89	137.57
F-1 Factory and Industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and Industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47

R-3 Residential, one-and-two-family (d)*	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

*a. Private Garages use Utility, miscellaneous

*b. For shell only buildings deduct 20%

*c. N.P. = Not Permitted

*d. Unfinished basements (Group R-3) = \$21 per square foot

Permit Fees

(Fees approved 6/19/17 by Resolution #18-17. Rates are effective 7/1/17.)

Permit Type		Fee
Residential New/Add/Alter	Up to \$100,000 Valuation	Valuation x .03 x .8
	Over \$100,000 Valuation	(\$100,000 x .03) + (balance x 0.017) x .8
Residential Garage	Garage Only	Valuation x .02 x .8
Commercial New/Add/Alter	Up to \$100,000 Valuation	Valuation x .036 x .8
	Over \$100,000 Valuation	(\$100,000 x .036) + (balance x .0095) x .8

Simple Permits	Fee
Water Heater Replacement	\$40
Furnace Replacement	\$40
Gas Piping in Existing Buildings	\$40
Electrical Service Upgrades	\$40
Demolition	\$40
Re-Roofs	\$150
Siding	\$150
Window Replacement	\$150
Solar Panel	\$250
Water or Sewer Service Replacement	\$50
Interceptor	\$250

Contractor Licenses

Annual Contractor Licenses	Fee
Contractor	\$200
Journeyman	\$50
Master-of-Record	\$50
Tree Trimmer's License	\$50

Planning

Preliminary Plat Review

Service		Fee
Residential Zoning (R-0, R-1, R-2)	1-25 Lots, per lot	\$100
	>25 Lots	\$2,500
Multi-Family/Commercial Zoning (R-3, R-4, B-1, B-2, M-1)	1-25 Lots, per lot	\$150
	>25 Lots	\$3,750

Final Plat Review

Service		Fee
Residential Zoning (R-0, R-1, R-2)*	1-25 Lots, per lot	\$75
	>25 Lots	\$1,875
Multi-Family/Commercial Zoning (R-3, R-4, B-1, B-2, M-1)*	1-25 Lots, per lot	\$100
	>25 Lots	\$3,750
Recording Fee		\$75
* Includes replats, compliance plats, and minor subdivisions		

Engineering Plan and Construction Drawing Review

Service	Fee
Review Fee, first 20 hours	\$1,000
Review Fee, over 20 hours, per hour	\$50

Design Review Board

Service	Fee
Application and Review	\$150

Board of Adjustment

Service		Fee
Application and Review	Base fee	\$200
	Recording fee	\$75
Site Approval, Appeals, and Other Actions		\$150

Alley, Street, and Easement Vacations

Service		Fee
Application and Review	Base fee	\$150
	ROW/Appraised value fee, per sq/ft	\$2
	Recording fee	\$75

Rezone Request

Service	Fee
Flat fee	\$750
Recording Fee	\$75

PUD Review

Service	Fee
Application and Review	\$1,000
Recording Fee	\$75

Annexations

Service	Fee
Annexation Report Preparation, first 10 hours	\$1,000
Annexation Report Preparation, over 10 hours	\$50

Other

Service	Fee
Other Consultations/Meetings with Staff, per hour	\$50
Other Actions	\$150

Utilities

Deposits & General Fees

(Water and Solid Waste rates approved 6/20/22 by Resolution #s 23-22 and 25-22. Sewer rates approved 6/19/23 by Resolution #28-23. All fees are effective July 1 of each year.)

Service	Fee
Non-owner Utility Account Deposit	\$125
Bulk Water Account Deposit	\$100
Hydrant Meter Deposit	\$600
Water and Sewer Inspection Fee	\$50
Water Service Termination Fee*	\$40
Water Service Re-activation Fee*	\$40
Sewer only Late Fee	\$1
* These fees will be assessed each time service is terminated or re-activated either at the customer's request, or for other reasons as identified within Chapter 28 of Sheridan City Code. Non-emergency services requested after standard business hours (Monday - Friday, 8 am - 5 pm) will be assessed double the fee.	
Late Fee for Non-Payment - A late fee will be applied to the unpaid balance of the utility bill for each account that is not paid within five (5) calendar days of the due date. Late fees will accumulate and be assessed on a monthly basis until the account balance is paid in full, or until such time payment is tendered by a collection agency under contract with the City.	Late fees will be assessed at a rate not to exceed 1.5% per month or 18% per year.

Water Plant Investment Fees

Plant Investment Fees		Fee	
Water Pipe x Water Meter Size (inches)	Customer Class	Water Plant Investment Fee	
		Inside City	Outside City
1 x ¾	Small Commercial Base Fee	\$1,230.00	\$1,537.50
1 x ¾	Small Multi-Family Base Fee	\$1,980.00	\$2,475.00
1 x ¾	Single-Family Residential & All Other Base Fee ⁽¹⁾	\$3,000.00	\$3,750.00
1 x 1	All	\$5,010.00	\$6,262.50
1½ x 1½	All	\$9,990.00	\$12,487.50
2 x 2	All	\$15,990.00	\$19,987.50
3 x 3	All	\$35,010.00	\$43,762.50
4 x 4	All	\$63,000.00	\$78,750.00
6 x 6	All	\$129,990.00	\$162,487.50
8 x 8	All	\$240,000.00	\$300,000.00

Water Connection Fees

Connection Fees					Fee
Water Pipe x Water Meter Size (inches)	Meter Fee	RD Meter Fee	Tapping Fee	Radio Read	Total Fee
1 x ¾	\$180		\$190	\$200	\$570.00
1 x ¾	-	\$355.35	\$190	\$200	\$745.35
1 x 1	\$240		\$245	\$200	\$630.00
1½ x 1½	\$460		\$313	\$200	\$905.00
2 x 2	\$585			\$200	\$1,098.00
3 x 3	\$2,100			\$200	\$2,300.00
4 x 4	\$3,250			\$200	\$3,450.00
6 x 6	\$5,800			\$200	\$6,000.00
8 x 8	\$9,950			\$200	\$10,150.00

Water Rates

Water Utility Rates		Fee	
Minimum Fee: According to meter size, the base fee is charged regardless of allowance used.			
Water Meter Size (inches)	Base Allowance, in Gallons	Monthly Base Fee	
		Inside City	Outside City
≤ ¾	1,500	\$19.89	\$24.86
1	3,000	\$23.45	\$29.32
1½	6,000	\$29.14	\$36.40
2	9,000	\$34.81	\$43.50
3	22,000	\$58.33	\$72.93
4	37,000	\$86.89	\$108.62
6	75,000	\$158.29	\$198.86
8	150,000	\$318.16	\$397.71
Excess Usage Fee: An excess usage fee will be charged for consumption above the base allowance. Charges will be assessed as follows:			
Tier 1 – According to meter size, water usage above the base allowance will be charged the Tier 1 rate per 1,000 gallons used, up to the additional allowance.			
Water Meter Size (inches)	Additional Allowance, in Gallons	Monthly Tier 1 Fee	
		Inside City	Outside City
≤ ¾	6,000	\$1.92	\$2.43
1	11,000	\$1.92	\$2.43
1½	22,000	\$1.92	\$2.43
2	34,000	\$1.92	\$2.43
3	85,000	\$1.92	\$2.43
4	141,000	\$1.92	\$2.43
6	281,000	\$1.92	\$2.43
8	561,000	\$1.92	\$2.43
Tier 2 – Water usage above the Tier 1 additional allowance will be charged the Tier 2 rate per 1,000 gallons.			
Inside City		\$2.63	

Outside City	\$3.29
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Bulk Water/Hydrant Meter Rates

Service	Fee
Usage Fee, per 1,000 gallons	\$20.50

Sewer Plant Investment Fees

Plant Investment Fees		Fee	
Water Meter Size (inches)	Customer Class	Sewer Plant Investment Fee	
		Inside City	Outside City
¾	Small Commercial	\$1,020.00	\$2,040.00
¾	Small Multi-Family	\$1,650.00	\$3,300.00
¾	Single-Family Residential & All Other	\$2,500.00	\$5,000.00
1	All	\$4,180.00	\$8,360.00
1½	All	\$8,320.00	\$16,640.00
2	All	\$13,320.00	\$26,640.00
3	All	\$29,180.00	\$58,360.00
4	All	\$52,500.00	\$105,000.00
6	All	\$108,320.00	\$216,640.00
8	All	\$200,000.00	\$400,000.00

Sewer Rates

Sewer Utility Rates		Fee	
Water Meter Size (inches)	Base Allowance, in Gallons	Monthly Base Fee	
		Inside City	Outside City
¾	1,500	\$14.62	\$29.23
1	3,000	\$22.27	\$44.58
1½	6,000	\$34.63	\$69.25
2	9,000	\$46.90	\$93.78
3	22,000	\$98.96	\$197.17
4	37,000	\$160.22	\$320.42
6	75,000	\$316.34	\$632.71
8	150,000	\$632.71	\$1,265.43
Sewer usage above the base allowance will be charged the following rate per 1,000 gallons.			
Inside City		\$2.94	

Outside City	\$5.90
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Other Sewer Charges

Service	Fee
Septage Disposal, per 1,000 gallons	\$75
Grease Disposal, per 1,000 gallons	\$275
Septage disposal with a high biochemical oxygen demand (BOD) will be assessed a surcharge and based upon the following formula:	
$S = V_s \times (Z (BOD_5 - 225) + Y (SS - 225))$ Where: S = Surcharge in dollars V_s = Sewage volume in 1000 gallons Z = Unit charge for BOD (Z = 0.0007273) BOD_5 = Five-day biochemical strength index in milligrams per liter (mg/l) by weight. 255 = Allowed BOD5 strength in mg/l by weight Y = Unit charge for suspended solids (Y = 0.001818) SS = Suspended solids strength index in mg/l by weight 225 = Allowed SS strength in mg/l by weight	
Portable Toilets, per 100 gallons	\$5
Septage Tank Waste, per 1,000 gallons	\$75
Vet Clinics	\$200
Restaurant Waste Grease, per gallon	\$275
Sump Waste, per day per facility	\$80

Solid Waste Rates and Fees

Private Haulers	Fee
Annual Private Hauler License	\$200
Sorting & Handling Fee, per ton	\$42.79

Residential Sanitation Rates

Monthly Sanitation, Collection & Disposal		Fee
Weekly Collection *	Single & Multi-Family Waste Containers, per billing account	\$21.51
	Additional Single & Multi-Family Family Waste Container, per billing account	\$9.67
* Owner of Multi-Family units may request a commercial rate as specified below.		
Roll-Off Containers**	Initial Delivery Fee	\$52.40
	Hook Fee Each Time Container is Emptied	\$179.81
	Landfill Tipping Fee	See Rate Table
	Container Rental, per day	\$7.19
** If container is not emptied for a two-week period (14 days), a charge will be applied beginning with the last date of disposal service and continuing until the container is removed or serviced.		
Non-Scheduled Pick-Ups - One sanitation truck w/two staff members, per hour, minimum ½ hour		\$85.89

Commercial Sanitation Rates

Monthly Sanitation, Collection & Disposal		Fee
Monthly charge for 2 cubic yard (CY) containers or larger shall be calculated using the following formula: $(\$11.146 \times C \times P \times 52 \text{ weeks}) / 12 \text{ Months}$ Where: C = Container size, in cubic yards P = Number of collection times per week		
Accounts Without Adequate Containers/In Excess of 5 Minutes Pickup Time, per hour		\$85.82
15-Gallon to 32-Gallon Containers - once per week collection		\$25.11
Shared Containers or No Containers - once per week collection		\$25.11

Shared 300-Gallon Container or Residential Container - once per week collection		\$25.11
Sole Use of Residential 300-Gallon Automated Container - once per week collection		\$50.17
Roll-Off Containers**	Initial Delivery Fee	\$52.40
	Hook Fee Each Time Container is Emptied	\$179.81
	Landfill Tipping Fee	See Rate Table
	Container Rental, per day	\$7.19
** If container is not emptied for a two-week period (14 days), a charge will be applied beginning with the last date of disposal service and continuing until the container is removed or serviced.		
Non-Scheduled Pick-Ups - One sanitation truck w/two staff members, per hour, minimum ½ hour		\$85.89

Recycling

Monthly Service	Fee
Curbside Recycling - Single Family/Multi-Family, per billing account	\$3.08
Front/Rear Load Recycling Container	\$11.45
Roll-Off Recycling Container, per CY	\$1.72

Landfill Tipping Fees

Service	Fee	
Municipal Solid Waste, per ton	\$119.00	
Construction & Demolition Material, per ton	Tier 1 - Disposal of demolition waste from projects located within city limits that have a valid demolition permit issued by the City. Applies only to demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	NO CHARGE UP TO 100 TONS
	Tier 2 - Other grindable	\$52.57

	construction and demolition waste material suitable to be ground (free of concrete, steel, large rock, asphalt, asbestos, treated lumber, or other materials deemed unsafe or unsuitable to grind.)	
	Tier 3 - Disposal of construction and demolition material that cannot be run through the grinder without sorting.	\$119.00
Rebar-Free Concrete, per ton	\$23.38	
Tires – car and smaller (must be removed from rims), per ton	\$169.33	
Special Service Fee, per ton, 1-ton minimum	\$23.27	
Convenience Center Refuse Disposal	Up to 10 bags	\$5.00
	Additional bags, each	\$0.50
Compostable Items (Grass Clippings, Tree Branches (24 Max Diameter), Leaves, Etc.)	NO CHARGE	
Certified decommissioned white goods, abandoned vehicles or parts, lawn mowers, motorcycles, and clean scrap metal (free from all liquid)	NO CHARGE	
Non-decommissioned refrigerators or refrigeration units, each	\$29.20	
Residential Waste Oil - 5-gallon limit	NO CHARGE	
Commercial Waste Oil - 5-gallon limit	Cost (+) 25%	
Unsecured/Uncontained Materials	Cars & pickup trucks	\$11.00
	All other vehicles (incl. trailers)	\$50.00
Residential E-Waste	NO CHARGE	
Commercial E-Waste (CESQG)	Cost (+) 25%	
Residential Household Hazardous Waste	NO CHARGE	
Commercial Household Hazardous Waste	Cost (+) 25%	
Asbestos (Friable & Non-Friable), per ton	\$119.00	

Petroleum Contaminated Soil, per ton	\$46.23
Concrete-Free Brick & Cinder Block, per ton	\$5.82

Landfill Products/Materials (plus sales tax)

(Compost rates approved and effective 4/18/22 by Resolution #10-22)

Item	Fee	
Screened Compost, wholesale, STA Certified	Bulk, per cubic yard	\$21.30
	Bagged, per cubic foot	\$3.66
Screened Compost, retail, STA Certified	Bulk, per cubic yard	\$35.50
	Bagged, per cubic foot	\$5.13
Screened Soil Conditioner, retail*	Bulk, per cubic yard	\$30.00
Delivery	Inside City by City	\$100
	Inside City by 3 rd Party	Cost
	Outside City by 3 rd Party	Cots + 25%
* Pound for pound exchange of green waste for screened soil conditioner		
Wood Chips, per cubic yard		\$11.43
Crushed Concrete/Asphalt, per ton		\$11.64
Whole Brick, each		\$0.32
Crushed Brick, per ton		\$11.64
Tarps, each		\$5.84
Landfill Mall Items, per pallet		\$5.82
Landfill Mall Items, Large Individual Item, non-metal items, each		\$5.82
Large Metal Items, per ton	Cost of Current Metal Bid + 25%	



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801

Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Discussion of the City of Sheridan Special Event Policy - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

Date: 06/22/2026

Recommendation:

Staff recommends adoption of the Special Events Policy (SEP).

By approving the SEP, the City Clerk, or designee, is authorized to make administrative updates to forms, procedures, and operational requirements as necessary to implement this policy, provided such updates do not materially alter the intent of the policy or create additional substantive requirements for applicants. For purposes of this policy, a “material change” includes, but is not limited to, the creation of new restrictions, changes to eligibility, modification of permit classifications, or changes that significantly impact public access or participation.

Background:

The City currently reviews special event permit applications through a combination of established practices, departmental coordination, and staff experience. As events continue to increase in number and complexity, staff identified a need to formally document these procedures to provide consistent expectations for applicants and a standardized review process for staff. The proposed Special Event Policy establishes a centralized framework for permit review while balancing community events, public safety, and City operations.

Discussion:

The proposed policy primarily formalizes existing practices while providing additional clarity regarding permit requirements, application standards, event classifications, review criteria, and applicant responsibilities. The policy also addresses several operational areas that have historically lacked clear guidance, including certain race and walk events, alcohol-related activities, public notifications, and minimum application requirements.

If approved, staff will update permit materials and implement the policy as part of the City's overall special event permitting process.

Attachments

DRAFT Special Events Policy



City of Sheridan Special Events Policy

Policy No. CLK-002

DATE APPROVED

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SPECIAL EVENTS POLICY

SECTION 1: PURPOSE & SCOPE

- A. PURPOSE:** The purpose of this Special Events Policy is to establish a consistent, transparent, and practical process for coordinating organized events within the City of Sheridan. This policy is intended to support community events while prioritizing public safety, responsible use of City resources, and the continued accessibility of public spaces.

This policy provides clear expectations for event organizers and City staff by outlining when permits are required, what level of coordination is necessary, and how events are reviewed. It is designed to promote well-planned events that enhance the community while minimizing disruption to residents, businesses, and normal City operations.

- B. SCOPE:** This policy applies to organized events that occur on City of Sheridan property, within a public right-of-way, or that otherwise require City services or authorization.

This includes, but is not limited to:

- Use of public streets, sidewalks, parks, trails, or other City-managed spaces;
- Events that require traffic control, impact normal traffic flow, or involve organized movement through public areas (e.g., races, walks, parades);
- Events that require City services, coordination, or public safety involvement; and
- Events involving alcohol that require a City-issued permit.

If any element of the event held on Non-City-Owned property extends into City-Owned Property and/or public space, requires City services, or includes regulated activities such as alcohol service, applicable permits and requirements outlined in this policy will apply.

Events may be subject to this policy regardless of whether a full street closure is required, if the activity creates a measurable impact to public access, infrastructure, traffic, or safety.

- C. EVENTS NOT SUBJECT TO THIS POLICY:** Events are generally not subject to this policy when they:

- Occur entirely on Non-City-Owned property;
- Do not impact a public right-of-way or City infrastructure;
- Do not require City services or coordination; and
- Do not involve alcohol requiring a City-issued permit.

Events not subject to this policy may still be required to comply with other applicable regulations, permits, or approvals as outlined in Section 2.2.

This policy does not apply to routine or operational uses of public property or right-of-way that do not constitute an organized event, such as temporary parking restrictions, loading zones, construction-related closures, or similar activities. Such requests may require separate authorization, permits, or coordination through the

appropriate City department. These activities are not considered Special Events under this policy.

- D. CITY DISCRETION:** The City of Sheridan retains the authority to determine whether an activity qualifies as a Special Event based on its size, location, anticipated attendance, and potential impact to public safety, City resources, and surrounding areas.

E. REFERENCES:

- a. Any references to Catering Permits, Malt Beverage Permits or Open Container Permits can be found in *City of Sheridan Code, Chapter 4*
- b. Wyoming Statutes relating to alcoholic beverages can be found in State Statute *Title 12 - Alcoholic Beverages*.
- c. Any references to Mobile Vending and Mobile Vending Permit can be found in *City of Sheridan Code, Chapter 8*

F. DEFINITIONS AS IT PERTAINS TO THIS POLICY:

ALCOHOLIC LIQUOR: Any spirituous or fermented fluid, substance, or compound other than a malt beverage containing at least 0.5% alcohol by volume. This includes wine and distilled spirits such as vodka, whiskey, rum, tequila, and similar products.

ALCOHOL SALES (OR SALE OF ALCOHOL): For purposes of this policy, a “sale” of alcohol means providing alcoholic liquor or malt beverages in exchange for money, goods, services, admission, donations, or any other form of value. Any transfer of alcohol that is not purely free or given as a gift is considered a sale.

This includes, but is not limited to, selling drinks, charging admission that includes alcohol, requiring tickets or tokens for alcohol, exchanging alcohol for goods or services, or providing alcohol in connection with any form of payment or consideration.

This definition is consistent with Wyoming Statute Title 12, which defines “sell” or “sale” to include offering for sale, bartering, delivering, dispensing, or exchanging alcohol for value in any form.

APPLICANT: Any person or organization seeking a permit from the City to conduct or sponsor a special event. Applicants for special events involving the sale or consumption of alcohol must be at least twenty-one (21) years of age.

CATERING PERMIT (ALCOHOL): A permit available only to a person holding a retail liquor license or resort liquor license, authorizing the off-premises sale of alcoholic and malt beverages at an event. Each catering permit is valid for a period not to exceed twenty-four (24) hours. Events occurring over multiple days may require consecutive catering permits. Catering permits shall not be used to operate a continuing business pursuant to W.S. § 12-4-502(b). For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

CITY-OWNED PROPERTY: Any property the City of Sheridan owns, leases, maintains, or otherwise has a legal interest in, including property dedicated for public use. This includes, but is not limited to, land, buildings, facilities, streets, alleys, sidewalks, parks,

trails, parking lots, a right-of-way, and easements that are owned, operated, or maintained by the City and open for public use.

CITY SERVICES: Services, resources, personnel, or equipment provided or performed by the City of Sheridan to support, manage, or accommodate an event or activity. This may include, but is not limited to, traffic control, barricade placement, street or sidewalk closures, vehicle removal, public safety staffing, setup or removal of City equipment, or additional maintenance or waste services.

Routine communication with City departments for general guidance, clarification, or safety review—without the provision of City services, resources, personnel, or equipment—does not constitute City Services and does not, by itself, require a permit.

EVENT CLASSIFICATION DETERMINATION: In situations where the classification of an event as public or private is unclear, the City may consider factors including, but not limited to, how the event is advertised, whether attendance is reasonably accessible to the general public, and the level of access control implemented by the organizer.

Events that are advertised to the public or allow general public access—regardless of ticketing, membership, or stated intent—may be classified as public events at the City’s discretion for permitting and regulatory purposes.

MALT BEVERAGES: Any fluid, substance, or compound intended for drinking purposes that is manufactured either wholly or in part from malt or a substitute for malt and contains at least 0.5% alcohol by volume. This generally includes beer, ale, lager, and similar malt-based beverages.

MALT BEVERAGE PERMITS: A permit authorizing the sale of malt beverages only by a responsible person or organization. Each permit is valid for a period not to exceed twenty-four (24) hours. Events occurring over multiple days may require consecutive permits. For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

MEASURABLE IMPACT: Any noticeable effect on public access, traffic, infrastructure, or safety that requires City awareness, coordination, or response, as determined by the City.

MOBILE VENDING UNIT: A motorized vehicle, as defined by W.S. Section 31-1-101(a)(xv), from which a vendor offers for sale or sells goods, products, services or food to the public, or a trailer that is pulled by a motorized vehicle and has no power to move on its own from which a mobile vendor offers for sale or sells goods, products, services or food to the public.

MOBILE VENDER: Any person that sells or offers for sale goods, products, services, or food from a mobile vending unit within the City, excluding raw agricultural fruit, vegetables, and grains sold by the individual(s) growing the product.

NON-CITY-OWNED PROPERTY: Any property not owned, leased, or maintained by the City of Sheridan, including property owned or operated by private entities, institutions, or other governmental jurisdictions. This includes privately owned land, buildings, venues, and parking lots, as well as property owned or operated by other jurisdictions or institutions, such as Sheridan County facilities (e.g., Fairgrounds), educational institutions (e.g., Sheridan College), or privately owned venues (e.g., Whitney Park).

OPEN CONTAINER PERMIT: A permit authorizing the possession and consumption of alcoholic or malt beverages on public property (e.g., within or upon a street, alley, sidewalk, public building, public park, or parking lot open to unrestricted public use). For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

PRIVATE EVENT: An event that is not open to the general public and restricts attendance to a defined group. Private events limit access through invitation, membership, pre-registration, or other controlled entry measures, and are not broadly advertised for public participation.

Private events typically include guest lists or check-in processes and do not allow general public attendance, regardless of whether a fee is charged.

PUBLIC EVENT: An event that is open to the general public, regardless of whether admission is free or requires a fee. Public events allow individuals to attend or participate without restriction and are typically advertised or promoted broadly to the community.

An event shall be considered public if attendance is not limited by invitation, membership, or controlled access, and members of the public are generally able to enter and participate upon arrival (subject to capacity or payment of admission, if applicable).

PUBLIC RIGHT-OF-WAY: Any area dedicated for public travel or access, including streets, alleys, sidewalks, trails, and easements, whether for vehicles, pedestrians, or bicycles. Public right-of-way may exist within or adjacent to both public and Non-City-Owned property. Certain public right-of-way corridors are owned or maintained by external agencies, including the Wyoming Department of Transportation (WYDOT).

SPECIAL EVENT: Any organized activity, gathering, or celebration—whether public or private—that occurs on City-Owned property, within the public right-of-way, or that requires City services due to its impact on public spaces, safety, or operations.

A Special Event generally includes, but is not limited to:

- Events held on public streets, sidewalks, parks, trails, parking lots or other City-managed spaces;
- Events that involve street closures, lane restrictions, or traffic control measures—whether stationary or moving—for purposes other than construction or maintenance;
- Organized races, walks, parades, or similar activities that utilize or interact with a public right-of-way, even if roads remain open;
- Events that require coordination with City departments (e.g., Police, Fire, Public Works, Utilities, etc.) resulting in the provision of city services, including but not limited to traffic control, barricade placement, street or sidewalk closures, public safety staffing, or provision of City equipment or services;
- Events involving alcohol service or sales requiring a City-issued permit; or
- Events that, due to size, location, or nature, are reasonably anticipated to impact public safety, access, or the normal use of public spaces, even if not otherwise listed above.

Private gatherings are not considered Special Events when they:

- Occur entirely on Non-City-Owned property;
- Do not impact public spaces or infrastructure;
- Do not require City services; and
- Do not involve regulated activities requiring City permits (e.g., alcohol).

The City of Sheridan retains sole discretion to determine whether an activity qualifies as a Special Event.

SPECIAL USE PERMIT: An umbrella term used to collectively refer to various permit types (e.g., special event, alcohol, vending, street, or closure permits). The term does not represent a single permit type or a unified set of requirements.

STREET CLOSURE (NON-CONSTRUCTION): A temporary restriction or closure of a public street, lane, or right-of-way for purposes other than construction or maintenance.

A Street Closure Permit may be issued when the closure is limited in scope and does not involve an organized event, gathering, or activity that impacts public spaces, requires City services beyond the closure itself, or otherwise meets the definition of a Special Event.

Street closures associated with an organized event will be reviewed under the Special Event Permit and do not require a separate Street Closure Permit.

TRAFFIC CONTROL AND IMPACT: Any measure used to manage, direct, or regulate vehicular or pedestrian movement in public areas, including signage, barricades, flaggers, or law enforcement presence, as well as activities or events that impact, alter, or interfere with normal traffic flow or patterns, whether or not formal control measures are in place.

SECTION 2: DETERMINATION OF REQUIRED PERMIT(S)

A. PERMIT REQUIRED: A permit is required when an event meets the definition of a Special Event, including but not limited to events that meet one or more of the following criteria, or as otherwise determined by the City:

- Occur on City-Owned property or within the public right-of-way;
- Require traffic control, street closures, or involve interaction with vehicular or pedestrian traffic;
- Involve street closures associated with an organized activity;
- Require City-provided services or operational support; and/or
- Involve alcohol requiring a City-issued permit.

Events may require a permit regardless of whether a full street closure occurs, if the activity creates a measurable impact.

B. VOLUNTARY SPECIAL EVENT PERMIT REQUESTS: Events occurring entirely on Non-City-Owned property that would not otherwise require a permit under this policy may voluntarily apply for a Special Event Permit for purposes including, but not limited to, coordination of temporary mobile vendors associated with the event.

Approval of a voluntary permit request may authorize temporary mobile vending activity associated with the event, subject to any conditions, limitations, or operational requirements imposed by the City.

Approval of a voluntary permit request remains at the sole discretion of the City. Submission of a voluntary application subjects the event to all applicable submission requirements, timelines, fees, conditions, operational reviews, and permit provisions outlined in this policy.

C. EVENTS ON NON-CITY-OWNED PROPERTY: Events occurring entirely on Non-City-Owned property are not subject to this policy unless one or more of the following apply:

- The event impacts public right-of-way or City infrastructure;
- The event creates a measurable impact to surrounding public areas, including traffic, parking, pedestrian access, or public safety;
- The event requires City services; or
- The event requires a City-issued alcohol permit.

If none of the above conditions apply, a Special Event Permit is generally not required; however, final determination remains at the discretion of the City.

D. PERMIT ELIGIBILITY: Any individual, business, or organization may apply for a 24-Hour Open Container Permit, Malt Beverage Permit, or City Park Use Permit (with or without alcohol). However, only Retail and Resort Liquor License holders are eligible to apply for a 24-Hour Alcohol Catering Permit. *All applicants must meet the requirements outlined in the Applicant definition.*

E. GENERAL NOTES:

- All permits are issued for a 24-hour period. Consecutive permits may be required for multi-day events.
- If a Special Event includes alcohol service requiring a Catering Permit, the Event Organizer must submit a Special Event Permit and the Retail/Resort Liquor License Holder must submit the Catering Permit.
- If an applicant is unsure where an event falls, they are encouraged to contact City staff prior to submitting an application.
- Use of City-Owned utilities, including but not limited to electricity and water, is not permitted unless expressly approved by the City. Approval may be subject to availability and operational considerations.
- Public events involving beer or malt beverages may require a Malt Beverage Permit regardless of whether the beverages are sold, furnished, hosted, donated, or otherwise provided as part of the event.
- Open Container Permits may be considered for limited BYOB consumption on public property or within public rights-of-way where alcohol is not sold, distributed, furnished, or included as part of admission, fundraising, or event promotion. Approval remains at the sole discretion of the City based on the nature, scale, location, and operational impacts of the event.

- Events such as races, walks, or parades may require a Special Event Permit even if streets are not fully closed, when the event involves traffic interaction, use of public right-of-way, or public safety coordination.

F. PERMIT TYPES AND REQUIREMENTS: The following table outlines common event types and the associated permits required. These examples are not all-inclusive. The City reserves the right to require additional permits or impose conditions based on the nature, size, and impact of the event.

Use the following table as a general guide. Final determination is based on the event's location, public impact, and operational needs as determined by the City.

EVENTS ON NON-CITY-OWNED PROPERTY WITH NO PUBLIC IMPACT* <i>*(No street closures, no traffic control required, no City services required, etc.)</i>				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PRIVATE Event - Invite Only <i>Event stays on Non-City-Owned property for the entire event. Examples: Weddings, graduations, birthday parties, employee appreciation parties, etc.</i>	No City Permit Required	No City Permit Required	Malt Beverage Permit Required for Sales	Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Open to General Public <i>Event stays on Non-City-Owned property for the entire event. Examples: Awareness events, fundraisers, art shows, worship events, movie nights, etc.</i>	No City Permit Required	Not Permitted**	Malt Beverage Permit Required	Catering Permit: Retail/Resort Liquor Licensee Applies

***Open Container Permits for public BYOB activity are uncommon and may only be considered on a limited case-by-case basis*

EVENTS IN CITY PARKS				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PRIVATE Event - Invite Only <i>Event stays in City Park for the entire event. Examples: Weddings, graduations, birthday parties, employee appreciation parties/company picnics, etc.</i>	City Park Use Permit/Shelter Reservation (No Fee)	City Park Use Permit w/ Alcohol (includes park reservation & open container permit)	Malt Beverage Permit Required for Sales - Sales by active liquor license holders only	City Park Use Permit w/ Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Restricted Participation <i>Event, at minimum, begins and ends at the City Park. Held in public spaces but limited to registered or ticketed participants; walk-up participation is not permitted. Examples: Organized athletic events (5k, Bike Races, etc.), tournaments/competitions (pickleball, volleyball, fitness, etc.), Skill-based clinics, or similarly structured activities.</i>	Special Event Permit - Non Alcohol food vendors allowed	Not allowed in City Parks during Public Events	Special Event w/ Alcohol Sales by active liquor license holders only	Special Event w/ Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Open Access <i>Event stays in the City Park for the entire event. Open to the general public to attend and participate without advance registration. Examples: Concerts in the park, Fundraising Events, Rallies, etc.</i>	No vendors: Park Use Permit (Shelter Reservation) Vendors: Special Event Permit - Non Alcohol	Not allowed in City Parks during Open Access Events	Not allowed in City Parks during Open Access Events	Not allowed in City Parks during Open Access Events

EVENTS ON CITY-OWNED PROPERTY OR RIGHT-OF-WAY (Including streets, sidewalks, trails, parking lots, pathways, moving races, parades, etc.)				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PUBLIC Event <i>Examples: Races (5k, 10k etc.), Wine Fest, Third Thursdays, Fundraising Events, Rodeo, Parades, etc.</i>	Special Event Permit - Non Alcohol Required	Not allowed during Public Events	Special Event Permit w/ Alcohol - Sales by active liquor license holders only	Special Event w/ Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PRIVATE Event - Invite Only <i>Private, invite-only events held on City-Owned property (e.g., streets, plazas, pathways, or other public spaces).</i>	No Alcohol, No Vendors - Street Closure Permit Only (No Fee)	Open Container Permit	Special Event w/ Alcohol - Sales by active liquor license holders only	Street Closure Permit Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies

NOTE: Street Closure Permits are intended for limited private use of right-of-way that does not involve vendors, organized commercial activity, alcohol service, or other operational impacts that would elevate the activity to a Special Event.

SECTION 2.1: COMMON LOCATION GUIDANCE (for clarification purposes only)

- A. EXAMPLES:** The following examples are provided to clarify how this policy is applied to commonly used event locations within the community. These examples are illustrative only and do not replace the general requirements of this policy.

Events held at Sheridan County Fairgrounds, Sheridan College, Whitney Park, or other Non-City-Owned properties are not subject to this policy unless one or more of the following conditions apply:

- The event utilizes City-Owned property in any capacity (e.g. parking areas, staging areas or vendor setup);
- The event impacts public streets, sidewalks, traffic flow, pedestrian access, or public parking, including overflow parking on City streets or in City-managed lots;
- The event requires traffic control or public safety coordination; and/or
- The event involves alcohol requiring a City-issued permit.

Examples Requiring a Permit

Examples include, but are not limited to:

- Races, walks, or events that begin or end at these locations but utilize public streets, require street closures, or involve traffic coordination;
- Vendor setup associated with Whitney Park events that occurs on the Hub on Smith parking lot (City-Owned property).

Examples Not Requiring a Permit (See Section 2.2 for additional requirements)

Examples include, but are not limited to:

- Events fully contained within the property that do not impact public infrastructure, traffic, or public parking;
- Events that do not require City Services; and
- Events that do not involve alcohol requiring a City-issued permit.

NOTE: Portions of the area commonly associated with private venues may be City-Owned. For example, while Whitney Park is privately owned, the adjacent Hub on Smith parking lot is City-Owned property. Use of this parking lot for event activities—including vendor setup, staging, or event operations—requires applicable permitting.

SECTION 2.2: ADDITIONAL REQUIREMENTS (IF APPLICABLE)

- A. ADDITIONAL REGULATIONS:** A determination that a Special Event Permit is not required under this policy does not exempt an event from compliance with other applicable regulations.

Events occurring within City limits may require review or approval by the Sheridan Fire Department or any other applicable authority, even if a Special Event Permit is not required. This includes events held on Non-City-Owned property. Examples include events involving:

Such approvals may be required for events that include:

- Temporary structures such as tents (membrane structures), stages, or similar installations;
- Large gatherings or assembly-type events (generally 150 or more attendees);
- Fire or life safety considerations, including occupancy, egress, and emergency access;
- Generators, significant electrical usage, or temporary power setups;
- Open flames, fireworks, or temporary cooking equipment (e.g., grills, fryers, smokers, or propane-fueled devices) outside of permitted mobile vending units or established commercial kitchen operations; and/or
- Activities or equipment requiring life-safety measures (e.g., fire extinguishers, sprinkler systems, rescue equipment, or similar protections).

The event organizer is responsible for coordinating with any applicable authority, which may include the Sheridan Fire Department or other agencies depending on the event location (e.g., Sheridan County or other jurisdictions).

WYDOT Coordination – Events that impact state highways or WYDOT-controlled roadways may require additional review or permitting. See Section 8.

SECTION 3: SUBMISSION TIMELINES & SCHEDULED FEES

A. SUBMISSION TIMELINES: Special Event permit applications must be submitted in accordance with the timelines outlined in the table below. The required timelines include both processing and interdepartmental review.

- Any Special Event application submitted within seven (7) business days of the scheduled event may not be considered or approved by the City.
- For applications that have been submitted but not yet finalized, if City approval and/or payment of all required fees has not been completed at least seven (7) calendar days prior to the scheduled event, the event may not be authorized to proceed.

B. SCHEDULED FEES: All applicable permit fees are established in the **City of Sheridan Master Fee Schedule**. Applicants are responsible for reviewing the current fee schedule prior to submitting an application. All applicable fees must be paid in full before a permit will be issued. Late fees may apply to applications submitted after the required deadline as outlined below.

Type of Permit	Application Deadline	Fee Required	Late Fee Applicable
City Park Use Permit - Non Alcohol	N/A	No	No
City Park Use Permit - With Alcohol	N/A	Yes	No
Open Container Permit	21 days prior to event	Yes	Yes
Malt Beverage and/or Catering Permit	21 days prior to event	Yes	Yes
Special Event - Non Alcohol	21 days prior to event	Yes	Yes
Special Event - With Alcohol	60 days prior to event	Yes	Yes

- *Refund Policy: All permit fees are non-refundable*

SECTION 4: APPLICATION REVIEW, APPROVAL & COMPLIANCE

An application is not considered submitted until the City has confirmed it is complete and all required documentation has been received.

A. REVIEW AND DETERMINATION: After review, the City will issue one of the following determinations:

Determination	Explanation
Approved No Conditions	Authorization is granted without additional conditions. The permit will be issued after all applicable fees have been paid in full.

Approved Subject to Conditions	Authorization is granted subject to conditions deemed reasonable and necessary by the City. The applicant will be notified of all required conditions and provided the opportunity to review them. Following notification of required conditions, continuation of the permit process shall constitute acceptance of all permit terms and conditions. All applicable fees must be paid in full prior to permit issuance. Upon receipt of payment, the permit will be issued and provided to the applicant. <i>If the applicant does not wish to or cannot adhere to the imposed conditions, they may withdraw their application prior to signing without incurring any fees.</i>
Denied	Authorization is denied, with an explanation provided for the reason(s). If time allows and remedies exist to address the cause(s) of denial, the applicant may be given the opportunity to revise and resubmit the application for further consideration.

B. COMPLIANCE REQUIREMENTS: All permitted Special Events must comply with the requirements outlined in this policy as well as any additional conditions set by the City. Failure to comply with permit terms, safety requirements, or applicable laws may result in suspension or cancellation of the event, either prior to the event or while it is in progress.

Violations may also result in fines, denial of future applications, and/or recovery of costs incurred by the City due to noncompliance or damages. The City of Sheridan reserves the right to revoke event authorization if public safety is at risk or if the event significantly deviates from the approved plan.

SECTION 5: CONDITIONS AND/OR DENIALS

A. CONDITIONS: Depending on the scope of the event, the City may require additional conditions for authorization. These conditions will be communicated prior to fee payment and permit issuance to ensure the applicant is able to review, agree to, and comply with the conditions.

All conditions are at the discretion of the City and are final unless modified through the appeal process outlined in Section 5.1. For any/all conditions, applicants may be required to provide documentation verifying any rented or contracted equipment, facilities, or services prior to permit approval.

Conditions may include but are not limited to the following:

- **Additional Restroom Facilities Requirements** – Additional portable restroom facilities may be required based on event size, duration, and availability of existing facilities.
- **Additional Waste Management Requirements** – Additional cleanup requirements may be imposed if the proposed plan is deemed insufficient.

- **Additional Public Notification Requirements** – Additional public notifications may be required to ensure adequate community awareness and communication.
- **Barricade Placement and Traffic Control/Safety Plan** – Additional requirements may be imposed if the proposed plan does not adequately address barricade placement, traffic control, or safety. Plans deemed insufficient may require revision or supplemental measures prior to approval.
- **Security Staffing Plan** – May be required for events with large attendance and/or alcohol service. The plan must outline staffing levels, training, crowd management, and coordination with law enforcement.
- **Additional Law Enforcement Requirements** - May be required based on the type and scope of the event.
- **Vendor List** – Must include all vendors providing goods, services, or food.
- **Parking Management Plan** – May be required based on event size, location, and anticipated attendance. The plan shall identify designated parking areas, overflow parking, traffic circulation, and measures to prevent congestion or disruption to public streets, sidewalks, and adjacent properties.
- **Letter of Good Standing** – Required for any liquor license holder licensed outside the City of Sheridan. The letter must be submitted directly by the issuing licensing authority and is required for approval of an Alcohol Permit.
- **Property Owner Authorization Letter** – Required for events held on Non-City-Owned property involving alcohol sales or service. The letter must be submitted by the legal property owner of record. Authorization from tenants or lessees is not sufficient without written approval from the property owner.
- **Emergency Access Provisions** – Must ensure fire lanes and emergency vehicle access remain clear at all times.
- **Noise Control Measures** – Must include compliance with applicable sound ordinances, including limits on amplified sound and event hours.
- **Additional Liability Insurance** – May be required based on the type and scope of the event.
- **Other Conditions** – Any additional requirements deemed necessary by the City to protect public health, safety, and welfare, and to minimize community disruption.

B. DENIALS: A permit may be denied if the City determines that the proposed event poses a risk to public health, safety, or general welfare. Denial may also be based on one or more of the following:

- The application is incomplete or missing required forms or documentation;
- Required application fees have not been paid;
- Required insurance has not been obtained or verified;

- The anticipated cost of City services is unreasonable;
- Required permit conditions cannot be met;
- The applicant has outstanding invoices or unpaid damages from prior events;
- The proposed event conflicts with previously scheduled events, programs, or facility reservations, or would overextend available City resources;
- Necessary City resources are unavailable at the proposed time (the applicant may be given an opportunity to revise the schedule if feasible);
- The applicant is not authorized to act on behalf of the organization;
- The applicant or organization has a history of noncompliance with permit conditions, City policies, or applicable laws;
- Prior events organized by the applicant resulted in significant disruption, property damage, or safety concerns;
- The event is reasonably expected to cause undue harm or inconvenience to participants, the community, or surrounding neighborhoods;
- The application contains false or misleading information;
- The applicant or organization has previously made material misrepresentations regarding an event or permitted activity; or
- Any other condition related to the proposed event raises substantial concerns that cannot be reasonably addressed through conditions or modifications.

SECTION 5.1 APPEALS OF DENIAL OR CONDITIONS

If an application for a Special Event Permit is denied, or approved with conditions, the applicant may appeal the decision as outlined below.

A written notice of appeal must be submitted to the City Clerk within five (5) business days of receipt of the notice of denial or conditions. The notice of appeal must clearly state the grounds for the appeal. Failure to timely submit a notice of appeal shall constitute acceptance of the decision.

NOTE: Appeals are subject to established submission timelines. Applications submitted outside required deadlines may not allow sufficient time for appeal prior to the event date.

Appeal of Conditions: Appeals of conditions imposed on an approved permit shall be reviewed by the City Administrator or designee. The City Administrator or designee may affirm, modify, or remove the conditions. The decision of the City Administrator or designee shall be final.

Appeal of Denial: In accordance with Charter Ordinance 2202, appeals of a denied application may be considered by the Governing Body at the discretion of the Mayor. Upon receipt of a complete appeal, the City will coordinate with the Mayor to schedule the appeal for consideration at the next regularly scheduled City Council meeting or at a special meeting, as appropriate.

The City will make reasonable efforts to schedule the appeal prior to the proposed event date; however, scheduling is not guaranteed. If an appeal cannot be heard prior to the proposed event date, the denial shall remain in effect.

The Governing Body may affirm, modify, or overturn the denial. The decision of the Governing Body shall be final.

SECTION 6: INSURANCE SPECIFICATIONS

A. GENERAL REQUIREMENT: Commercial General Liability Insurance is required for Special Events when the event presents increased risk or potential liability to the City, as determined by the conditions outlined below.

B. EVENTS REQUIRING INSURANCE: Insurance is required as outlined in Section 6D for any Special Event requiring a City-issued Special Event permit that includes one or more of the following:

- Use of City-Owned property, public right-of-way, or City facilities;
- Street closures, lane restrictions, traffic control, or moving events (e.g., races, walks, parades);
- Use of City Services, including equipment, personnel, or operational support related to traffic control, public infrastructure, or event operations;
- Alcohol service or sales requiring a City-issued permit;
- Events with large attendance or increased public safety considerations; or
- Installation of temporary structures (e.g., tents, stages, equipment).

The City reserves the right to require insurance or waive the requirement for any event, regardless of the criteria listed above, based on its assessment of risk.

Events occurring entirely on Non-City-Owned property that do not require a City-issued Special Event permit and do not impact public infrastructure, right-of-way, traffic, or public parking; do not involve alcohol requiring a City-issued permit; and do not require City services are not subject to City insurance requirements under this policy. Insurance for such events, if required, is determined by the property owner or applicable jurisdiction.

C. INSURANCE DOCUMENTATION REQUIREMENTS: When insurance is required, the applicant must provide a Certificate of Liability Insurance with the application. If the event involves the use of City-Owned property, the City of Sheridan must be named as an additional insured, and this must be reflected on the Certificate of Liability Insurance before the event will be approved.

D. MINIMUM COVERAGE REQUIREMENTS: When required, insurance coverage must meet or exceed the following minimums; however, the City reserves the right to require increased coverage limits, additional coverages, or additional insured requirements based on the nature, size, location, duration, anticipated attendance, activities, or risk exposure associated with the event:

- Commercial General Liability Insurance: \$1,000,000.00 per occurrence / \$2,000,000.00 aggregate
- Damage to Rented Premises: \$50,000.00 per occurrence
- Medical Expense: \$5,000.00 per person
- Personal and Advertising Injury: Included within the required Commercial General Liability coverage
- Products and Completed Operations Aggregate: \$1,000,000.00
- Liquor Liability (when alcohol is being served or sold): \$1,000,000.00 per occurrence

E. INDEMNIFICATION: By completing the permit process, including payment, the applicant agrees to release, defend, indemnify, and hold harmless the City of Sheridan and its employees, agents, officers, and representatives from any and all claims of injury to persons or damage to property arising out of or related to the event. The applicant further agrees to be responsible for any damage to City-Owned property resulting from the event.

SECTION 7: PUBLIC NOTIFICATIONS

Applicants are required to provide notification to affected businesses, residents, and other parties regarding the event and its impacts, including impacts to public access, traffic, parking, surrounding areas, noise, or lighting.

Notifications must be reasonably sufficient to inform those impacted and include, at a minimum, the nature of the event, anticipated impacts, and relevant dates and times.

The City may require additional notification measures and/or verification that notifications have been completed.

SECTION 8: WY DEPT OF TRANSPORTATION (WYDOT) COORDINATION

Certain roadways within the City of Sheridan are owned and maintained by the Wyoming Department of Transportation (WYDOT), including portions of state highways and interstate corridors (e.g., Business Loop I-90).

Events that propose to use, impact, or affect a WYDOT-controlled roadway—including lane closures, traffic control, signage, or access restrictions—may require review, approval, or permitting by WYDOT.

The applicant is responsible for coordinating directly with WYDOT and obtaining any required approvals. Documentation of WYDOT coordination and approval may be required prior to City permit approval.

Approval by the City of Sheridan does not constitute approval by WYDOT.

SECTION 9: PROCEDURE: APPLICATION PROCESS OVERVIEW

Step 1: Submit Application - The applicant must complete and submit the required application form to initiate the process. Applications are available on the City of Sheridan website. The application must be fully completed and include all required information and supporting documentation.

Incomplete applications may be deemed void if no contact or progress is made within seven (7) business days. Applicants may reapply; however, any resubmitted application will be treated as a new application, and all applicable deadlines, review timelines, and fees, including late fees, will apply.

Step 2: Submit Supporting Documents - Following application submission, the applicant must provide all required supporting documents as outlined in the application. Failure to provide required documentation may delay or prevent application review. *Additional documents or requirements may apply depending on the type and scope of the event.*

At a minimum, all Special Event applications must include:

- Completed permit application form
- Basic restroom facilities plan
- Basic waste management plan
- Basic parking management considerations
- Site plan identifying event layout, exits, and alcohol service areas (if applicable)
- Route map, if the event involves movement
- Current and valid government-issued photo ID for age verification for any application involving alcohol. This requirement shall not apply to any alcohol permit applications submitted by a liquor license holder in good standing.
- General liability insurance, if required (see Section 6)

Step 3: Departmental Review - Once all required materials have been received, the application will be routed to appropriate City departments for review. City staff may request clarification or additional information as needed.

Step 4: Conditions or Clarification – Notice to Applicant – If additional conditions are required or potential issues are identified, the City will notify the applicant and provide the opportunity to revise the application or proceed subject to conditions.

If the applicant does not respond within ten (10) calendar days, or if applicable deadlines have passed, the application will be considered inactive and closed.

Step 5: Determination - Following review, the City will provide the applicant with one of the following determinations (see Section 5 for details): Approved, No Conditions; Approved, Subject to Conditions; or Denied. If a permit is denied, and if time allows, the applicant may revise and resubmit the application or pursue an appeal in accordance with Section 5.1.

Step 6: Acknowledgment and Payment – Following notification of any required conditions, the applicant's continuation of the permit process, including payment of

applicable fees, shall constitute acceptance of all permit terms and conditions. All applicable fees must be paid in full prior to permit issuance.

Step 7: Day of the Event - A copy of the Special Event Authorization and all applicable permits must be kept on site and made available upon request by City officials. Copies may be maintained in either physical or electronic format, provided they are readily accessible, legible, and can be immediately produced upon request at all times during the event.

Step 8: After the Event, If Applicable - The applicant is responsible for any fees or charges associated with non-compliance with permit conditions, as well as any costs incurred by the City for unapproved or additional services or damage to public property. Such fees and costs will be invoiced and are due within thirty (30) days of invoice issuance.

SECTION 10: POLICY ENFORCEMENT

This policy is enforceable under applicable City ordinances and the general powers granted to municipalities under Wyoming Statutes, including but not limited to **W.S. 15-1-103, 15-1-501, and 15-1-511**, as well as **Wyoming Statutes Title 12 – Alcoholic Beverages**, which authorize the City to regulate public spaces, alcoholic beverage service, and activities impacting public health, safety, and welfare, and to enforce compliance with local regulations.

- A. Application and Permit Compliance** – Designated City staff are responsible for reviewing applications, verifying completeness, applying conditions, collecting fees, and ensuring all required documentation is received prior to authorization.
- B. Event Monitoring and Safety Compliance** – The Police Department, Fire Department, Public Works Department, Utilities Department, and other relevant City departments may monitor permitted events, as appropriate, to ensure compliance with permit conditions and public safety requirements.
- C. Authority to Modify or Terminate Events** – The City reserves the right to suspend, modify, or terminate an event if:
 - Public health, safety, or welfare is at risk;
 - Permit conditions are not being followed;
 - Required City resources are insufficient to support the event;
 - The event significantly deviates from the approved plan; or
 - Any other circumstance arises that threatens public safety.
- D. Consequences of Permit Noncompliance** – Failure to comply with permit conditions, City policies, or applicable laws may result in:
 - Suspension or cancellation of event, either prior to its start or while in progress;
 - Denial of future event applications;
 - Recovery of costs incurred by the City; and/or
 - Fines or other legal action, as applicable.

- E. Compliance with Laws** – All events must comply with all applicable local ordinances, state statutes, and federal laws. Any violation of such laws may result in enforcement action under this policy, in addition to any penalties provided by law.
- F. Controlled Substances Prohibited** – Any possession, use, sale, or distribution of controlled substances in violation of applicable law is prohibited at permitted events. Such activity may result in immediate enforcement action, including event suspension or termination, and referral to law enforcement.

SECTION 11: ADMINISTRATIVE AUTHORITY

The City Clerk, or designee, is authorized to make administrative updates to forms, procedures, and operational requirements as necessary to implement this policy, provided such updates do not materially alter the intent of the policy or create additional substantive requirements for applicants.

For purposes of this section, a “material change” includes, but is not limited to, the creation of new restrictions, changes to eligibility, modification of permit classifications, or changes that significantly impact public access or participation.

Administrative updates shall not include the establishment or modification of any fees. All fees shall be as established in the City’s Master Fee Schedule.

This Policy shall become effective upon approval by the Governing Body and shall remain in effect, including any amendments, until repealed. This Policy applies to all applications submitted on or after the effective date.

APPROVED AND ADOPTED this _____ day of _____ 20____.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk