



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

310 W 19<sup>TH</sup> ST, ROOM 400, CHEYENNE WY 82001

PHONE: 307-633-4303 FAX: 307-633-4519

### ADMINISTRATIVE APPROVAL PROCESS

The applicant shall meet with a Laramie County Planning and Development Office (LCPD Office) representative prior to submittal of any application. This pre-application meeting will allow the applicant to define their project and provide information. During this pre-application meeting a list of items needed for the submittal of the application will be addressed and a check-list of these items will be formed. Cost of application and associated fees located on Planning and Development Fee Schedule.

1. The applicant shall submit the documentation listed on the application checklist. Documentation will be submitted in two formats, one electronic and one hard copy version, unless otherwise stated on checklist. Acceptable electronic formats include .dwf and .pdf. A non-refundable application fee is required at the time the application is submitted to the LCPD Office. Make checks payable to Laramie County Treasurer.
2. The LCPD Office shall notify all surrounding property owners of the proposed development by registered mail. The notice shall include the following information: general description of subdivision, applicant, legal description, general location, vicinity map, location and time and date of the meeting.
3. The applicant is required to post Planning and Development Action signs (available at the LCPD Office) on all sides of the site that are adjacent to streets.
4. The LCPD Office shall forward the documentation to pertinent reviewing agencies for comments. The application shall be reviewed by the LCPD Office to ensure the following conditions are met:
  - a. The proposed use may be administratively permitted in the district in which it is proposed to be located and is in conformance with all of the LCPD Office standards of that district.
  - b. The proposed use is in conformance with all other applicable policies adopted (and available to the public) by the Board of County Commissioners.

The LCPD Office will mail written notification of the action taken to the applicant. Notification will be sent as soon as possible but shall be within 7 working days after receipt of an application. Copies shall be forwarded to all parties who submitted written inquiries regarding the application.



# Administrative Approval Application

Laramie County Planning and Development Office  
 310 W 19<sup>th</sup> ST Room 400  
 Cheyenne, WY 82001

Phone: 307-633-4303  
 Fax: 307-633-4519  
 planning@laramiecounty.com

**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

<b>Pre- Application Meeting Date</b>				
Name of Project				
<b>OWNER INFORMATION (Please attach a separate sheet if there are additional property owners)</b>				
Name			Phone	
Address		City	State	Zip Code
Email				
<b>APPLICANT INFORMATION</b>				
Name			Phone	
Address		City	State	Zip Code
Email				
<b>LOCATION INFORMATION</b>				
Legal Description				
Site Address		Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)				
Current Zoning		Current Land Use		
<b>DEVELOPMENT INFORMATION</b>				
Purpose of Development	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Cemeteries	<input type="checkbox"/> Churches	<input type="checkbox"/> Dorms/Primary-Secondary Schools
	<input type="checkbox"/> Fabricating-Processing	<input type="checkbox"/> Hospital/Clinic	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Residential Accessory Use
	<input type="checkbox"/> Stables/Arenas/Kennels	<input type="checkbox"/> Other		
Description of Development				
Anticipated # of Employees		Anticipated # of Company Vehicles		
<i>I hereby certify that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers contained on the application and attached map are true and accurate to the best of my knowledge. The undersigned do hereby agree to pay all fees associated with this application.</i>				
<b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b>				
Signature of Owner			Date	
Printed Name				
Signature of Applicant			Date	
Printed Name				



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### ADMINISTRATIVE APPROVAL APPLICATION CHECKLIST



#### SUBMIT ALL COMPLETED DOCUMENTS ON THIS CHECKLIST AT TIME OF APPLICATIONS

- Completed Application Form (original)
- A check payable to Laramie County Treasurer for the required application fees. (Additional fees may be required to cover actual costs incurred during the application process.)
- Any supplemental information required to be submitted with an Administrative Approval Application as required from the Pre-Application Meeting.
- Plot Plan (a map of the site to include the following)
  - Title block including the following:
    - Requested zoning action for the site (i.e. – Administrative Approval)
    - Legal description
    - Address
    - Existing zoning district
  - Surrounding property owners, land uses and zoning districts.
  - North arrow, scale (graphic and written), and date of preparation of map. (Top of the sheet should be north.)
  - Names of all streets adjacent to the site (for which the action is being requested) and within the area for which the action is being requested.
  - Site dimensions (property lines) & recorded easements for each individual lot.
  - Proposed screening by height and type.
  - Vicinity map, clearly indicating the site's location with respect to a larger recognizable area. The vicinity map does not have to be drawn to scale.
  - Computation table for the entire site to include the following:
    - Total site area.
    - Building area.
    - Landscaped area (for multifamily and commercial).
    - Estimated trips per day generated by the use (for multifamily and commercial).
  - Each individual lot shall include the following:
    - Total site area.
    - Building area.
    - Parking provisions (include handicap and garage).
    - Landscaped area (for multifamily and commercial).
    - Estimated trips per day generated by the use (for multifamily and commercial).
  - Distance from property lines, dimensions and heights of existing buildings, if to remain.
  - Distance from property lines, dimensions and heights of proposed building(s), if applicable.
  - Existing and/or proposed entrances/exits to the site and each individual lot, with dimensions. (Indicate driveways.)
  - Location of nearest fire hydrant(s) if applicable.



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- The location of objects on the site, such as fences, signs, etc., including the location of existing objects and trees which are to remain.
- Existing and/or proposed parking areas. Handicap parking shall be addressed.
- Arrows showing direction of drainage flows.