



## 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

### BOARD APPROVAL PROCESS

The applicants 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 checklist 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. Requests will be placed on the next Board agenda within 35 days of submittal
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 will advertise, by legal notice in the local newspaper, the intent of the applicant's request, once at least 30 days prior to the meeting.
5. The LCPD Office will forward drawings to pertinent reviewing agencies for comments. The LCPD Office will prepare a staff report to include agency comments and will ensure the proposed use is in conformance with The Cheyenne/Laramie County Zoning Ordinance 1988. Conditions may be attached to an approval to assure that there is no departure from the intent of the proposed use. Copies of the staff report will be sent to all Board members and to the applicant.
6. The Board of County Commissioner (BOCC) meeting is a public hearing. The applicant is required to attend this meeting. If the applicant is unable to attend, the applicant must contact the LCPD Office and the hearing will be rescheduled for the next regular meeting.

The applicant has one year from the date of BOCC approval to exercise the approved use (begin construction or put into operation) or the use is revoked. The BOCC may grant an extension if requested in writing prior to the end of that one year period.



# Board 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"/> Assisted Living Facility	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Child Care Center-Major	<input type="checkbox"/> Child Care Center-Minor
	<input type="checkbox"/> Churches	<input type="checkbox"/> Duplex/Townhomes	<input type="checkbox"/> Group Dwelling	<input type="checkbox"/> Hospital/Clinic/Nursing Home
	<input type="checkbox"/> Manufactured Home Park	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Nursery/Landscape	<input type="checkbox"/> Offices
	<input type="checkbox"/> Primary/Secondary Schools	<input type="checkbox"/> Other		
Description of Development				
Anticipated # of Employees		Anticipated # of Company Vehicles		
<p><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></p> <p><b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b></p>				
Signature of Owner		Date		
Printed Name				
Signature of Applicant		Date		
Printed Name				



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### BOARD APPROVAL APPLICATION CHECKLIST



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

- Completed Original Application Form
- 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.
- Regulation Requirement Justification Documentation for meeting Section 74.045 of the Cheyenne/Laramie County Zoning Ordinance
- Plot Plan (a map of the site to include the following)
  - Legal description and address, if available, of the site.
  - Existing zoning district and requested zoning action for the site.
  - Surrounding property owners, land uses and zoning districts.
  - North arrow, scale and date of preparation of map (Top of the sheet should be north.)
  - Names of all streets adjacent to the site and within the area for which the application is being requested.
  - Site dimensions (property lines) and recorded easements.
  - Proposed screening by height and type, if applicable.
  - Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
  - Computation table including the following:
    - Total site area.
    - Building area.
    - Parking provisions (include handicap).
    - Landscaped area.
    - Estimated trips per day generated by the use.
  - Location, dimensions and heights of existing buildings, if to remain.
  - Location, dimensions and heights of proposed building(s), if applicable.
  - Existing and/or proposed entrances/exits to the site with dimensions.
  - Location of nearest fire hydrant(s).
  - The location of proposed 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. Handicapped parking shall be addressed.
- Board Approval Justification Documentation