



## 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

### **CHILD CARE CENTER PROCESS (Located in a Commercial Structure)**

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 checklist of these items will be formed. The Zoning District will determine the approval process that the application is required to go through and will be discussed in the pre-application meeting. 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. For an application going through a Board Approval Process, the LCPD Office will advertise, once "by legal notice", in the local newspaper, the intent of the applicant's request, at least 30 days prior to the meeting.
4. 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.
5. The LCPD Office shall forward applications 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 development standards of that district.
  - b. The proposed use is in conformance with all other applicable policies adopted (and available to the public) by the County Commissioners.
6. The LCPD Office will mail written notification of the action taken to the applicant.



# Child Care Center 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**

Pre- Application Meeting Date			
Name of Project		# of Children <input type="checkbox"/> 0-15 <input type="checkbox"/> 16-30 <input type="checkbox"/> 30+	
<b>OWNER INFORMATION</b> (Please attach a separate sheet if there are additional property owners)			
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>			
Description of Proposed Use(s)			
# of Employees	Approval Process: <input type="checkbox"/> Administrative <input type="checkbox"/> Board		
<p><i>I hereby certify that I am the owner/applicant named herein and that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers contained on the application and attached site plan are true and accurate to the best of my knowledge. I also understand that I must be licensed by the State of Wyoming to operate a Child Care Center/Facility. Any modification to the "Approved Site Plan" must be coordinated through the Development Office. I also understand that the site will be examined during the final inspection for compliance with the "Approved Site Plan" of record. Note: Unapproved modifications to the site may be cause for denial. The undersigned do hereby agree to pay all fees associated with this application.</i></p>			
<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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### CHILD CARE CENTER CHECKLIST

(CHILD CARE FACILITIES, MINOR CHILD CARE CENTER, MAJOR CHILD CARE CENTER)



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.
- Fire Inspection report form Laramie County Planning and Development Office
- Environmental Health Approval Letter
- Property Deed
- Certification Letter from Wyoming Department of Family Services (required before Certificate of Occupancy or Facility opening)
- The Site Plan Drawing (must include the following information)
  - Legal description/address(s) of the site. Nearest cross street to the site should be included, if possible.
  - Title Block (stating Site Plan), address, scale used, north arrow and date of preparation.
  - Current Zoning of the site.
  - Surrounding land uses and zoning. Properties across a right-of-way of 100 feet or less must be included.
  - Names of property owners who share a common lot line with the site. Property ownership information is available at the County Assessor's Office.
  - Names of all adjacent streets and any streets included within the site plan area. Right-of-way widths, pavement widths from curb to curb, or shoulder to shoulder and any easements pertinent to the site shall be shown.
  - Locations and dimensions of proposed and existing curb cuts. Indicate existing cuts to be closed.
  - Overall site dimensions (property lines).
  - Location of existing and proposed objects on the site such as fences, trees, signs, etc. Note which existing objects are to remain.
  - Location and dimensions of existing or proposed outdoor storage/display areas. Including all items and equipment for immediate sale or lease including, but not limited to, vehicle sales, garden and seasonal items, farm supplies, lumber, etc.



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- Location and width of existing and proposed sidewalks. Note which existing sidewalks are to remain.
- Dimension, height and setbacks of existing building(s) if they are to remain on site.
- Dimension, height and setbacks of proposed building(s).
- Location of nearest fire hydrant(s).
- Location and type of trash containment proposed.
- Types of existing and proposed ground surfacing/covering.
- Parking stall layout and dimensions.
- Parking lot striping and other surface markings proposed.
- Landscape islands to define parking lot entrances, ends of all parking aisles, internal access drives and pedestrian crossings.
- Location of wheel stops, bumper guards and/or curbing.
- Existing or proposed drainage arrows.
- Proposed screening by type and height, if applicable.
- Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
- Depictions of driveway approaches, speed change lanes, utility poles, signs, sidewalks, and/or other structures or features within the right-of-way for a distance of 100' from either side of the site's boundaries.
- Physical barriers between properties which would prevent joint access, cross access, or joint parking between properties.
- The site plan must depict driveways on the opposite side that are within at least 100-feet on collectors and at least 200-feet on arterials. Driveways opposite the site's driveway should also be provided.
- Computation table to include the following:
  - Total Site Area
  - Building Area
  - Parking Provisions
- Location of the signed loading/unloading zones
- Location of the defined and enclosed outdoor play area.
- For Major Child Care Centers Only
  - Location of arterial/collector roads, (showing travel distance)
  - Location of drive-through drop-off/pick-up lane with 6 stack spaces within 15 feet of the main entrances
  - Location of the solid wall that will separate the center from adjacent uses