



## 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

### **FAMILY CHILD CARE CENTER ADMINISTRATIVE APPROVAL PROCESS / SITE PLAN REVIEW (11 to 15 Children Allowed)**

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 applicant is required to notify adjacent property owners of pending action by "Certified/Return Receipt" mailing. This may be accomplished two ways.
  - a. Prior to submittal of an application, the applicant to notify adjacent property owners by "Certified/Return Receipt" mailing. The notice shall include the following information: general description of the property, name of applicant, legal description, vicinity map, location and time and date of any public meeting.
  - b. Alternatively, the LCPD Office can notify all surrounding property owners of request for a fee.
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 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 Board of County Commissioners.
5. The LCPD Office will mail written notification of the action taken to the applicant.
6. When an application is approved, or when the conditions/corrections on an approval action are satisfied, the LCPD Office shall issue a "Letter of Conformance" to the applicant and/or agent. A copy of the "Letter of Conformance" must be presented upon request for a building permit/zoning certificate.



# Family Child Care 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**

Name of Project		# of Children <input type="checkbox"/> 3-10 <input type="checkbox"/> 11-15	
<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) (If more than one, give square footage of each):			
# of Employees	# of Company Vehicles	# of existing Residential Units	
<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 Family Child Care Home. Any and all modification to the "Approved Site Plan" must be coordinated through the Development Office at which time a determination will be made as to the need for an amended review. 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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### FAMILY CHILD CARE CENTER 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)
  - Legal description and address of the site.
  - Existing zoning district.
  - 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) & recorded easements.
  - 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).
    - Estimated trips per day generated by the use.
  - Location and dimensions of existing buildings.
  - Existing and/or proposed entrances/exits to the site with dimensions.
  - Location of nearest fire hydrant(s).
  - Dimensions of existing and/or proposed parking areas. Indicate parking for each employee(s), including owner/operator.
  - Location of "loading & unloading" sign placement.
  - Proposed screening by height and type, if applicable. Indicate location of outdoor play area.
- Fire Inspection report form Laramie County Planning and Development Office
- Environmental Health Approval Letter