



## **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 HOME REVIEW PROCESS (3 to 10 Children Allowed)**

It is recommended that applicants visit with a Laramie County Planning and Development Office (Planning & Development Office) representative prior to submittal of an application. This step is not required for final approval; however, preliminary discussion of the proposed site plan can streamline the process by pointing out potential problem areas in advance.

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 Planning & Development Office. Make checks payable to Laramie County Treasurer.
2. If the Family Child Care Home (FCCH) location is to be operated from a home using a septic system, the applicant must contact the Laramie County Environmental Health Department to have the system inspected a minimum of one week prior to application submittal.
3. The Planning & Development Office may forward copies of the map to pertinent reviewing agencies for comments. The Planning & Development Office will also review the application for conformance to FCCH Standards, adopted policies, plans or resolutions appropriate to the request.
4. Any party aggrieved by the decision of the Planning & Development Office, may appeal the decision in accordance with Section 70.030 of the Cheyenne and Laramie County Zoning Ordinance 1988. The appeal must be in writing and must be received by the Planning & Development Office within fourteen (14) days of the decision action.
5. When an application is approved, or when the conditions/corrections on an approval action are satisfied, the Planning & Development 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 HOME 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.)
  
- Plot Plan (a map of the site to include the following)
  - Legal description and/or address of the site
  - North arrow, scale, and date of preparation
  - Site dimensions (property lines) and recorded easements
  - Existing & proposed buildings
    - Location and distances to property lines & other Structures
    - Dimensions of buildings
  - Proposed screening by height and type, if applicable.
  - Location of outdoor play area
  - Names of all streets adjacent to the site and within the area for which the application is being requested
  - Existing and/or proposed site access with dimensions
  - Dimensions of existing and/or proposed parking areas. Indicate parking for each employee, including owner/operator
  
- Fire Inspection report form Laramie County Planning and Development Office
  
- Environmental Health Approval Letter