



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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PUD (PLANNED UNIT DEVELOPMENT) DISTRICT

A PUD District allows an applicant more flexibility and creativity in site and building design. The DISTRICT (ZONE) CHANGE INFORMATION should be reviewed in conjunction with this handout.

The applicant shall meet with a Planning and Development 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.

Application for a PUD Zone Change follows procedures outlined in the DISTRICT (ZONE) CHANGE INFORMATION plus the additional requirements noted below. A PUD District Zone change request is a two-part process: The “Preliminary Plan” and the “Final Plan and Resolution”.

1. The “Preliminary Plan”: The applicant shall submit to the Planning and Development Office, an application for a Preliminary PUD and draft resolution. The Planning and Development Office may recommend modifications based on comments received from reviewing agencies. The Planning and Development Office shall refer the preliminary request to the Planning Commission for review.
2. Prior to submittal of the application the applicant is required to notify adjacent property owners of the pending District Zone Change by “Certified/Return/Receipt” mailing (SEE NOTIFICATION INFORMATION). The Planning and Development Office can notify all surrounding property owners of the proposed development by “Certified/Return Receipt”. The notice shall include the following information: general description of development, name of applicant, legal description, and a vicinity map. The fee to the Applicant for this service is \$100.00. The notification fee is due at the time of submission of the Administrative Approval Application in addition to the plat application fee.
3. The “Final Plan Resolution”: The applicant shall submit to the Planning and Development Office an application for a Final PUD and a final resolution. The Final PUD Plan and resolution should be in substantial conformance with the Preliminary PUD and address all issues, comments and concerns identified as part of the Preliminary PUD Process. NOTE: If the final plan is not submitted within eighteen months of Planning commission review of the preliminary plan, a new preliminary plan must be submitted, (unless extended by the Planning and Development Director) within that period.

DISTRICT ZONE CHANGE APPLICATION FORM

BOARD POLICY: APPLICANT MUST ATTEND SCHEDULED MEETINGS

PRE-APPLICATION MEETING HELD _____

CHECK (√) THE APPROPRIATE PROCESS(S) BEING REQUESTED:

- | | | |
|---|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Administrative Approval |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> PUD (Preliminary) | <input type="checkbox"/> Board Approval |
| <input type="checkbox"/> Abbreviated Plat | <input type="checkbox"/> PUD (Final) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Annexation | <input type="checkbox"/> Vacation |

Name of Project:			
Owner:		Telephone:	
Owner's Address:			
(If several property owners, names and addresses of all must be given; attach separate sheet if necessary.)			
Applicant:		Telephone:	
Applicant Address			
Legal Description of Area:			
Total Site Area:		sq. ft. and/or	
acres			
Address (if available) or Location Description:			
Current Zoning:		Current Land Use:	
Proposed Zoning:			

SURROUNDING LAND USES AND ZONING:

	Land Use	Zoning	City or County
North			
South			
East			
West			

It is proposed that the property will be developed for the following purposes, (e.g., single-family residences, mobile home park, commercial, industrial, rights-of-way, etc.). Provide as much detail regarding use, employees, number of units, etc as possible.

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 map are true and accurate to the best of my knowledge.

ORIGINAL SIGNATURES OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION:

SIGNATURE OF OWNER:		Date:	
Print Name:			

SIGNATURE OF APPLICANT:		Date:	
Print Name:			

NOTIFICATION INFORMATION SHEET

The applicant shall give notice of the proposed development action by "certified/return receipt" to all property owners adjacent to the property, excluding street or alley rights-of-way for which the application is being requested. Property ownership information can be obtained from the Laramie County Assessor's Office or Laramie County Clerk's Office at the corner of 20th Street and Carey Avenue.

The letter contents shall include a description of the requested action, the purpose of the request, the owner's name, applicant's name, address and phone number. **The letter shall also include the time, date and place of the Public Hearing.**

A copy of the letter and copies of the Post Office acceptance slips for the "certified/return receipt" shall be submitted with the application. At least 5 days prior to the scheduled meeting copies of the signed certified/return receipts must be presented to the Planning and Development Office.

LAND USE CHECKLIST



This Checklist, completed by the applicant, must accompany the application.

Required

Submitted

A. INFORMATION TO BE INCLUDED IN THE APPLICATION PACKET

1. Any supplemental information required to be submitted with an Administrative Application as **required from the Pre-Application Meeting**.

2. Other # of Copies

INFORMATION TO BE INCLUDED ON THE LAND USE MAP:

- 1. Legal description and address, if available, of the site.
- 2. Existing zoning district and requested zoning action for the site.
- 3. Surrounding property owners, land uses and zoning districts.
- 4. North arrow, scale and date of preparation of map (top of the sheet should be north).
- 5. Names of all streets adjacent to the site and within the area for which the application is being requested.
- 6. Site dimensions (property lines) & recorded easements.
- 7. Proposed screening by height and type, if applicable.
- 8. Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
- 9. Computation table including the following:
 - a. Total site area.
 - b. Building area.
 - c. Parking provisions (include handicap).
 - d. Landscaped area.
 - e. Estimated trips per day generated by the use.
- 10. Location, dimensions and heights of existing buildings, if to remain.
- 11. Location, dimensions and heights of proposed building(s), if applicable.

- 12. Existing and/or proposed entrances/exits to the site with dimensions.
- 13. Location of nearest fire hydrant(s).
- 14. 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.
- 15. Existing and/or proposed parking areas. Handicap parking shall be addressed.