



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3931 Archer Pkwy
Cheyenne, WY 82009
planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



BOARD APPROVAL PROCESS

The applicants shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application. Cost of application and associated fees are published on the Planning and Development Fee Schedule.

1. The applicant shall submit the required documents listed on the application. The applicant shall provide one paper copy and one electronic copy in .pdf format of each required document at the time of application. A non-refundable application fee is required at the time the application is submitted to the Planning Office. Make checks payable to the Laramie County Treasurer.
2. The Planning Office shall notify all surrounding property owners of the proposed action by certified mail at least 30 days before the Board of County Commissioners hearing. The applicant will be billed the actual cost of this mailing by the Planning Office.
3. The applicant is required to provide posted notice at the property where the action is proposed. Signs are available at the Planning Office and shall be placed in view of all public rights of way that abut the property. Sign posting must be completed at least 30 days prior to the Board of County Commissioners meeting. The signs shall be removed within 7 days of the final hearing.
4. The Planning Office shall publish a legal notice in the local newspaper no less than 30 days prior to the Board of County Commissioners hearing.
5. The Planning Office shall forward the application and required documents to reviewing agencies for comments. A staff report shall be provided to the Owner and Applicant listed on the application within 7 days of the Board of County Commissioners hearing.
6. The applicant must attend all public hearings and meetings. Absence of a representative shall result in the withdrawal of the application from the public hearing.
7. The Planning Office shall mail the applicant a notification letter outlining the action taken by the Board of County Commissioners.



Board Approval Application

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INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Pre- Application Meeting Date			
Name of Project			
OWNER INFORMATION Please attach a separate sheet if there are additional property owners			
Name		Phone	
Address	City	State	Zip Code
Email			
APPLICANT INFORMATION			
Name		Phone	
Address	City	State	Zip Code
Email			
LOCATION INFORMATION			
Legal Description			
Site Address	Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)			
Current Zoning		Current Land Use	
DEVELOPMENT INFORMATION			
Proposed Use			
Anticipated # of Vehicle Trips per Day			
Required Documents Letter (from Applicant describing project) Plot Plan			
<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 in required documents are true and accurate to the best of my knowledge. The undersigned do hereby agree to pay all fees associated with this application.</i>			
ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



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BOARD APPROVAL APPLICATION CHECKLIST

NAME OF PROJECT: _____

Required Documents:

Completed Application Form.

A check payable to Laramie County Treasurer for the required application fees.

A letter explaining how the application meets the necessary findings as defined in Section 1-2-100 of The Laramie County Land Use Regulations.

Plot Plan.

Any supplemental information required based on the pre-application meeting.