



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



### PRELIMINARY DEVELOPMENT PLAN PROCESS

The applicant 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 Preliminary Development Plan and required documents will be reviewed by the Planning Commission. The application will be placed on the Laramie County Planning Commission agenda not less than 20 days and not more than 30 days after the complete application is submitted to the Planning Office.
3. The applicant is required to provide posted notice at the property where the development 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 10 days prior to the Planning Commission meeting. The signs shall be removed within 7 days of the Planning Commission meeting.
4. The Planning Office shall notify all surrounding property owners of the proposed development by certified mail at least 10 days before the Planning Commission hearing. The applicant will be billed the actual cost of this mailing by the Planning Office.
5. The Planning Office shall forward the application and required documents to pertinent reviewing agencies for comments. A list of comments shall be provided to the Owner and Applicant listed on the application within 7 days of the Planning Commission hearing.
6. The Planning Commission will review the application at a public hearing. 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 Planning Commission.



# Preliminary Development Plan Application

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**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

Pre- Application Meeting Date			
Name of Project			
<b>OWNER INFORMATION</b> Please attach additional information if there are multiple 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			
Current Zoning	Proposed Zoning	Current Land Use	
<b>DEVELOPMENT INFORMATION</b>			
Number and Average Size of Lots			
Purpose of Development			
<b>Required Documents</b> Land Analysis Map Preliminary Development Plan Map Environment and Services Impact Report Preliminary Drainage Plan Preliminary Traffic Study			
<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 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>			
<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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# PRELIMINARY DEVELOPMENT PLAN CHECKLIST

NAME OF PROJECT: \_\_\_\_\_

### **Required Documents:**

Completed Application Form (original).

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

Any supplemental information required from the Pre-Application Meeting.

Land Analysis Map

Preliminary Development Plan Map

Environment and Services Impact Report

Preliminary Drainage Plan

Preliminary Traffic Study