



## 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

### TEMPORARY USE PERMIT PROCESS

Temporary Use Permits must be submitted to the Laramie County Planning and Development Office (LCPD Office) for all additional uses or activities that are not otherwise permitted by Laramie County. Temporary use means a use or activity that is allowed in the district and which is intended to occupy the site on a non-continuous basis. **Temporary use permits for specific uses are valid for not more than an aggregate of thirty days in a calendar year**, per The Cheyenne & Laramie County Zoning Ordinance 1988, as amended.

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 LCPD Office will notify the applicant of its decision not later than five working days after submittal of the temporary use permit application.
3. The LCPD Office will forward copies of the plot plan to pertinent reviewing agencies for comments. The LCPD Office will also review the plot plan for conformance to adopted policies, plans or resolutions appropriate to the request. The LCPD Office will issue a permit notifying the applicant of its decision.
4. The applicant or any other party aggrieved by the decision of the LCPD Office, may appeal the decision to the Board of County Commissioners. The appeal must be in writing and must be received by the LCPD Office within fourteen days of the decision action.
5. When a temporary use is approved, or when the conditions/corrections on an approval action are satisfied, the LCPD Office shall issue a Permit to the applicant. A copy of the Permit must be presented to any appropriate agencies upon request. The permit must be conspicuously displayed upon the site of the temporary use during the use. Approval of a temporary use permit does not exempt the applicant from complying with all applicable requirements of the building, fire and other codes and regulations of the County.



# Temporary Use Permit

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			
Beginning Date of operation		Ending Date of operation	
<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 Temporary Uses(s) (If more than one, give square footage for each)			
Building Type	Building Capacity	# of Parking Spaces	
Will there be food/sanitation services? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will a temporary sign be necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is electricity being provided for a temporary structure or sign? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<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 herein contained and the information of the attached Site Plan are true and accurate to the best of my knowledge. I understand that the Site Plan approved by the Laramie County Planning and Development Office represents a commitment by me to carry out the project as represented. Any and all modification to the "Approved Temporary Use Permit" must be coordinated through the Laramie County Planning and Development Office at which time a determination will be made as to the need for an amended Permit. The undersigned do hereby agree to pay all fees associated with this application.</i></p> <p><b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b></p>			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



## 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

### TEMPORARY USE PERMIT APPLICATION CHECKLIST

Address/Location of Proposed Site Plan: \_\_\_\_\_



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(s) of the site.
  - Title Block including, address, north arrow and date of preparation.
  - Current Zoning of the site.
  - Overall site dimensions (property lines).
  - Dimension, height and setbacks of proposed temporary structure(s) and area.
  - Location and type of trash containment proposed.
  - Location and direction of exterior lighting, if applicable. No light from the site may be permitted to cause glare visible from any adjacent residential building after nine p.m.
  - Proposed screening by type and height, if applicable.