



## 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

### VARIANCE INFORMATION

The applicants shall meet with Laramie County Planning and Development Office (LCPD Office) staff 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. Cost of application and associated fees located on Planning and Development Fee Schedule.

**A VARIANCE OR ADJUSTMENT OF THE SPECIFIC STANDARDS OF A ZONING DISTRICT IS DESCRIBED AS: A CASE OF AN IRREGULAR, NARROW, SHALLOW OR STEEP LOT OR OTHER PHYSICAL CONDITION APPLYING TO A LOT WHICH WOULD RESULT IN PRACTICAL DIFFICULTY OR UNNECESSARY HARDSHIP THAT WOULD DEPRIVE THE OWNER OF REASONABLE USE OF THE LAND INVOLVED.**

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 shall notify all surrounding property owners of the proposed development by registered mail. The notice shall include the following information: general description of subdivision, applicant, legal description, general location, vicinity map, location and time and date of the meeting.
3. The LCPD Office will advertise, by legal notice in the local newspaper, the intent of the applicant's request, once at least 30 days prior to the meeting.
4. The LCPD Office will forward drawings to pertinent reviewing agencies for comments. The LCPD Office will prepare a staff report to include agency comments and will ensure the proposed use is in conformance with The Cheyenne/Laramie County Zoning Ordinance 1988. Conditions may be attached to an approval to assure that there is no departure from the intent of the proposed use. Copies of the staff report will be sent to all Board members and to the applicant.
5. The Board of County Commissioner (BOCC) meeting is a public hearing. The applicant is required to attend this meeting. If the applicant is unable to attend, the applicant must contact the LCPD Office and the hearing will be rescheduled for the next regular meeting.
  - a. The Board will take one of the following actions; approval or disapproval. If approved, the Board shall authorize a written document granting the variance that will be filed with the LCPD Office. If disapproved the zoning section(s) shall be referenced on which the decision was based. Appeals can be made in accordance with the Cheyenne Laramie County Zoning Ordinance 1988, Section 75.000.

The Planning and Development Office will send written notification of the action taken by the Board to the applicant .



# Variance 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**

Pre- Application Meeting Date				
Name of Project				
<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>				
Type of Variance	<input type="checkbox"/> Fence Height	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Property Coverage	<input type="checkbox"/> Sign
	<input type="checkbox"/> Front Yard	<input type="checkbox"/> Side Yard	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Other
Description of requested variance in detail				
Reason for variance (Attach document if more space is needed)				
Number of Residential Units existing on Property				
<p><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 attached map are true and accurate to the best of my knowledge. 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				



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### VARIANCE 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.)
- Any supplemental information required to be submitted with an Administrative Approval Application as required from the Pre-Application Meeting.
- Regulation Requirement Justification Documentation for meeting Section 74.045 of the Cheyenne/Laramie County Zoning Ordinance
- Plot Plan (a map of the site to include the following)
  - Legal description and address, if available, of the site.
  - Existing zoning district and requested zoning action for the site.
  - Surrounding property owners, land uses and zoning districts.
  - North arrow, scale, and date of preparation of map (Top of the sheet should be north.)
  - Names of all streets adjacent to the site and within the area for which the application is being requested.
  - Site dimensions (property lines) & recorded easements.
  - Proposed screening by height and type, if applicable.
  - Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
  - Computation table including the following:
    - Total site area.
    - Building area.
    - Parking provisions (include handicap).
    - Landscaped area.
    - Estimated trips per day generated by the use.
  - Location, dimensions and heights of existing buildings, if to remain.
  - Location, dimensions and heights of proposed building(s), if applicable.
  - Existing and/or proposed entrances/exits to the site with dimensions.
  - Location of nearest fire hydrant(s).
  - 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.
  - Existing and/or proposed parking areas. Handicapped parking shall be addressed.
  - Additional information required for a sign variance



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- When pursuing a Sign Variance, the following additional items must be included on the Plot Plan.
  - Location and type (freestanding, ground, wall, etc.) of the proposed (or existing sign in relationship to property line.
  - The type of sign variance being requested (height, size, setback, etc.).
  - A detail of the proposed sign including elevation drawing.
  - Ordinance restrictions regarding type of sign(s) proposed (freestanding/ground, etc.).
  
- Additional information required for a landscape variance
  - When pursuing a Landscape Variance, the following additional items must be included on the Plot plan.
    - A calculation table indicating required landscaping per the pertinent section of the Ordinance or title. The table shall include the percentage of required internal landscaping, including minimum landscape setbacks and the required number of street and internal trees
    - A calculation table indicating proposed landscaping including percentage of Internal landscaping the proposed setback and number of street and internal trees.