



## 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

### WIND ENERGY SITE PLAN REVIEW PROCESS

Site Plans must be submitted to the Laramie County Planning and Development Office (LCPD Office) for all Large Wind Energy Systems and Wind Farms, pursuant to Article 5 of the Cheyenne and Laramie County Zoning Ordinance 1988, as amended. NOTE: Wind Energy Permits and building permits will not be issued without a Board of County Commissioner - approved site plan.

**The applicant shall meet with a LCPD Office representative prior to submittal of any application.** This pre-application meeting will allow the applicant to define the 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.

1. The completed Site Plan Review application (original) shall be submitted to the LCPD Office, along with one (1) 24x36 inch copy of the site plan drawing and an electronic file in a dwf or pdf format. A non-refundable application fee is required to begin the review process.
2. The LCPD Office shall forward copies of the site plan to pertinent reviewing agencies for comments. The LCPD Office will also review the site plan for conformance to the Laramie County Wind Energy Systems Regulations, adopted policies, plans or resolutions and the Zoning Ordinance(s) appropriate to the request. The LCPD Office shall determine if the application is complete within five (5) days and shall begin the public notification period within seven (7) days of receipt of the application.
3. The LCPD Office will advertise, by legal notice in the local newspaper, the intent of the applicant's request, at least 30 days prior to the meeting.
4. The LCPD Office will notify adjacent property owners within one mile of the proposed development of public hearings concerning the proposed development.
5. An application for a change in zone must be heard by both the Laramie County Planning Commission and the BOCC. Applicants are required to attend both public hearings. Failure to attend, without notifying the LCPD Office within one week of the scheduled meeting date, will result in the application being withdrawn from the meeting agenda.



# Wind Energy Site Plan 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 (ENERGY COMPANY)</b> Please attach a separate sheet if there is additional contact information			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>APPLICANT INFORMATION</b>			
Name		Phone	
Address	City	State	Zip Code
Email			
~~PLEASE ATTACH A LIST OF ALL PARTICIPATING PROPERTY OWNERS' CONTACT INFORMATION.~~			
<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>			
General Description of proposed large wind energy systems and/or wind farm			
Proposed Number of Systems		Proposed System Power Generation	
<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. Modification to the "Approved Site Plan" must be coordinated through the Development Office at which time a determination will be made as to the need for an amended Site Plan. The undersigned do hereby agree to pay all fees associated with this application.</i></p> <p style="text-align: center;"><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			
<p><i>I hereby certify that I have entered into a lease of other agreement with the owner/developer of this project for the purpose of siting a wind farm or large wind energy system. (If more than one property owner, please attach additional paper for more signatures)</i></p>			
Signature of Participating Property Owner		Date	
Printed Name			



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### WIND ENERGY SITE PLAN 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.)
- Statement that each large wind energy system will be installed in compliance with manufacturers specifications.
- Statement that the owner will construct and operate each large wind energy system or wind farm in compliance with all applicable local, State, and Federal codes, laws, orders regulations and rules.
- Preliminary construction documents describing general plans for appropriate drainage, erosion control and infrastructure improvements.
- Reclamation and Decommissioning Plan.
- Preliminary Road Assessment and Mitigation Plan.
- Required Noise Analysis.
- Certification that the applicant has reviewed the appropriate airport information packet and has provided the airport manager with a copy of any FAA form 7460 that was submitted.
- A proposed phasing plan showing areas or locations of wind energy systems for permitting.
- The Site Plan Drawing (must include the following information)
  - Legal description/address(s) of the site. Nearest cross street to the site should be included, if possible.
  - Title Block (stating Site Plan), address, scale used, north arrow and date of preparation.
  - Current Zoning of the site.
  - Surrounding land uses and zoning. Properties across a right-of-way of 100 feet or less must be included.



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- Names of property owners who share a common lot line with the site. Property ownership information is available at the County Assessor's Office.
- Names of all adjacent streets and any streets included within the site plan area.
- Location of any existing above ground utility lines, roads, Right-Of-Way, pipelines easements or other pertinent information within the property.
- Overall site dimensions (property lines).
- General location, description and number of the proposed wind energy systems and buildings.
- Proposed location of aboveground and underground electrical wiring, vehicular access routes and fencing.
- Dimension, height and setbacks of existing building(s) if they are to remain on site.
- Dimension, height and setbacks of proposed building(s).
- Existing buildings and structures within ¼ mile of the property.
- Locations of cultural and sensitive natural resources.
- Types of existing and proposed ground surfacing/covering.
- Existing or proposed drainage arrows.
- Vicinity map, clearly indicating the site's location with respect to a larger recognizable area.
- Physical barriers between properties which would prevent joint access, cross access, or joint parking between properties.
- The site plan must depict driveways on the opposite side that are within at least 100-feet on collectors and at least 200-feet on arterials. Driveways opposite the site's driveway should also be provided.