



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

310 W 19TH ST, ROOM 400, CHEYENNE WY 82001

PHONE: 307-633-4303 FAX: 307-633-4519

DISTRICT ZONE CHANGE PROCESS

The applicant shall meet with a Laramie County Planning and Development Office (LCPD Office) representative 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 checklist of these items will be formed. Cost of application and associated fees located on Planning and Development Fee Schedule.

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 applicant is required to post Planning and Development Action signs (available at the LCPD Office) on all sides of the site that are adjacent to streets. The signs shall be removed within five (5) business days of a decision made by the Board of County Commissioners' (BOCC).
4. The LCPD Office will advertise, "by legal notice", in the local newspaper, the intent of the applicant's request, once in each daily newspaper at least 30 days prior to the meeting. This notice will be advertised once at least 30 days prior to the first public hearing.
5. The applicant shall provide documentation to the LCPD Office that supports the zone change in accordance with the Laramie County comprehensive land use plan and the zoning ordinance.
6. The LCPD Office shall forward drawings to pertinent reviewing agencies for comments. The LCPD Office will also review the application for conformance to general planning standards, adopted policies, plans or resolutions, and the Zoning Ordinance applicable to the request.
7. 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.



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8. The LCPD Office shall send the applicant a notification letter outlining the recommendation of the Planning Commission, the final action taken by the BOCC, and a copy of the Resolution.



Zone Change Application

Laramie County Planning and Development Office
 310 W 19th 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			
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 Zoning		Purpose of Development	
Description of Development			
<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>			
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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ZONE CHANGE APPLICATION CHECKLIST



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.

- 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. Handicap parking shall be addressed.