



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 Archer Pkwy  
Cheyenne, WY 82009  
planning@laramiecounty.com  
Phone (307) 633-4303 Fax (307) 633-4616



### BOARD APPROVAL PROCESS

**The applicants 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 Planning Office shall notify all surrounding property owners of the proposed action by certified mail at least 30 days before the Laramie County Board of Commissioners hearing. The applicant will be billed the actual cost of this mailing by the Planning Office. If there are more than fifty (50) letters required, the applicant shall perform the certified mailing and provide proof of mailing to the Planning Office.
3. The applicant is required to provide posted notice at the property where the action 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 30 days prior to the Laramie County Board of Commissioners meeting. The signs shall be removed within 7 days of the final hearing.
4. The Planning Office shall publish a legal notice in the local newspaper no less than 30 days prior to the Laramie County Board of Commissioners hearing.
5. The Planning Office shall forward the application and required documents to reviewing agencies for comments. A staff report shall be provided to the Owner and Applicant listed on the application within 7 days of the Laramie County Board of Commissioners hearing.
6. 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 Laramie County Board of Commissioners.



# Board Approval Application

Laramie County Planning and Development Office  
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**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>			
Proposed Use			
Anticipated # of Vehicle Trips per Day			
<b>Required Documents</b> Letter (from Applicant describing project) Plot Plan			
<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 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></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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### BOARD APPROVAL APPLICATION CHECKLIST

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

#### Required Documents:

- Copy of Pre-Application Meeting Notes
- Completed Application Form.
- A check payable to Laramie County Treasurer for the required application fees.
- Proof of ownership/Warranty Deed
- A letter explaining how the application meets the necessary findings as defined in Section 1-2-100 of The Laramie County Land Use Regulations.
- Plot Plan.
- Any supplemental information required based on the pre-application meeting.