



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



FAMILY CHILD CARE HOME PROCESS (3 to 10 Children Allowed)

The applicant 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 forward the application and required documents to reviewing agencies for comments. The application shall be reviewed by the Planning Office to ensure the following conditions are met:
 - a. The proposed use may be administratively permitted in the district in which it is proposed to be located and is in conformance with all of the development standards of that district.
 - b. The proposed use is in conformance with all other applicable regulations and policies, including conformance with Building Code and Environmental Health requirements.
3. The Planning Office shall mail the applicant a notification letter outlining the action taken.



Family Child Care Home Application

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INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Name of Project		3 - 10 CHILDREN ALLOWED	
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		
Required Documents Letter Plot Plan			
# of Employees	# of Company Vehicles	# of existing Residential Units	
<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 statements and answers contained on the application and in required documents are true and accurate to the best of my knowledge. I also understand that I must be licensed by the State of Wyoming to operate a Child Care Facility. Note: Unapproved modifications to the site may be cause for denial. The undersigned do hereby agree to pay all fees associated with this application.</i></p> <p style="text-align: center;">ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</p>			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



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FAMILY CHILD CARE HOME 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 describing the business and stating that requirements of a Fire Inspection report from the LCPD Office and an Environmental Health Approval letter will be met.
- Plot Plan (a map of the site to include the following)
 - North arrow, scale, and date of preparation.
 - Site dimensions (property lines).
 - Existing & proposed buildings.
 - Proposed screening by height and type, if applicable.
 - Location and dimensions of outdoor play area.
 - Names of all streets adjacent to the site and within the area for which the application is being requested.
 - Existing and/or proposed site access.
 - Dimensions of existing and/or proposed parking areas. Indicate parking for each employee, including owner/operator.