



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



PRELIMINARY DEVELOPMENT PLAN PROCESS

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 Preliminary Development Plan and required documents will be reviewed by the Planning Commission. The application will be placed on the Laramie County Planning Commission agenda not less than 20 days and not more than 30 days after the complete application is submitted to the Planning Office.
3. The applicant is required to provide posted notice at the property where the development 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 10 days prior to the Planning Commission meeting. The signs shall be removed within 7 days of the Planning Commission meeting.
4. The Planning Office shall notify all surrounding property owners of the proposed development by certified mail at least 10 days before the Planning Commission 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.
5. The Planning Office shall forward the application and required documents to pertinent reviewing agencies for comments. A list of comments shall be provided to the Owner and Applicant listed on the application within 7 days of the Planning Commission hearing.
6. The Planning Commission will review the application at a public hearing. 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 Planning Commission.



Preliminary Development Plan Application

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INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Pre- Application Meeting Date			
Name of Project			
OWNER INFORMATION Please attach additional information if there are multiple 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			
Current Zoning	Proposed Zoning	Current Land Use	
DEVELOPMENT INFORMATION			
Number and Average Size of Lots			
Purpose of Development			
Required Documents Land Analysis Map Preliminary Development Plan Map Environment and Services Impact Report Preliminary Drainage Plan Preliminary Traffic Study			
<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. The undersigned do hereby agree to pay all fees associated with this application.</i>			
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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PRELIMINARY DEVELOPMENT PLAN CHECKLIST

NAME OF PROJECT: _____

Required Documents:

- Copy of Pre-Application Meeting Notes
- Completed Application Form (original).
- A check payable to Laramie County Treasurer for the required application fees.
- Proof of ownership/Warranty Deed
- Any supplemental information required from the Pre-Application Meeting.
- Land Analysis Map
- Preliminary Development Plan Map
- Environment and Services Impact Report
- Preliminary Drainage Plan
- Preliminary Traffic Study