



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



### ZONE CHANGE 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 Planning Office shall notify all surrounding property owners of the proposed action by certified mail at least 30 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.
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 Planning Commission meeting. The signs shall be removed within 7 days of the final Laramie County Board of Commissioners hearing.
4. The Planning Office shall publish a legal notice in the local newspaper no less than 30 days prior to the Planning Commission 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 Planning Commission hearing.
6. An application for a change in zone must be heard by both the Laramie County Planning Commission and the Laramie County Board of Commissioners. 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 and the Laramie County Board of Commissioners.



# Zone Change 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	Proposed Zoning	Current Land Use	
<b>DEVELOPMENT INFORMATION</b>			
Description of Proposed Development			
<b>Required Documents</b> Zone Change Map PUD Regulation PUD Map			
<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>			
<b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b>			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



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### ZONE CHANGE 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
- Any supplemental information required based on the pre-application meeting.
- Zone Change Map (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 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.
  - Existing and/or proposed entrances/exits to the site with dimensions.
  - Existing and/or proposed parking areas. Handicap parking shall be addressed.
- PUD Requirements:
  - PUD Regulation: Document describing District requirements.
  - PUD Plan: Map showing location and dimensions of each District.