



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



TEMPORARY USE PERMIT PROCESS

A permit is required for temporary uses of property in Laramie County. Temporary use means a use or activity that is allowed in the district and which is intended to occupy the site on a non-continuous basis. **Temporary use permits for specific uses are valid for not more than an aggregate of one hundred twenty (120) days in a calendar year.**

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 will notify the applicant of its decision no later than seven working days after submittal of the temporary use permit application.
3. The Planning Office may forward copies of the application to reviewing agencies for comments. The Planning Office will also review the application for conformance to adopted policies, plans or resolutions appropriate to the request.
4. When a temporary use is approved, the Planning Office shall issue a Temporary Use Permit to the applicant. A copy of the Permit must be presented to any appropriate agencies upon request. The permit must be conspicuously displayed upon the site of the temporary use during the use. Approval of a temporary use permit does not exempt the applicant from complying with all applicable requirements of the building, fire and other codes and regulations of the County.



Temporary Use Permit

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INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Name of Project			
Beginning Date of operation		Ending Date of operation	
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			
Description of Proposed Temporary Uses(s) (If more than one, give square footage for each)			
Required Documents Plot Plan Property Owner Letter Copy of Environmental Health Food Service License covering time period (if applicable)			
Building Type	Building Capacity	# of Parking Spaces	
Will there be food/sanitation services? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will a temporary sign be necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is electricity being provided for a temporary structure or sign? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<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 hereby certify that this application is in conformance with The Laramie County Land Use Regulations. The undersigned do hereby agree to pay all fees associated with this application.</i></p> <p>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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TEMPORARY USE PERMIT APPLICATION CHECKLIST

NAME OF PROJECT: _____

Required Documents:

- Completed Application Form.
- A check payable to Laramie County Treasurer for the required application fees.
- Plot Plan (a map of the site to include the following)
 - Legal description and/or address(s) of the site.
 - Title Block including, address, north arrow and date of preparation.
 - Current Zoning of the site.
 - Overall site dimensions (property lines).
 - Dimension, height and setbacks of proposed temporary structure(s) and area.
 - Location and type of trash containment proposed.
 - Location and direction of exterior lighting, if applicable. No light from the site may be permitted to cause glare visible from any adjacent residential building after nine p.m.
 - Proposed screening by type and height, if applicable.
 - Location and dimensions of parking areas.
 - Location and description of any proposed signs.
- A letter from the property owner granting permission to use the property for the use requested.
- Copy of Environmental Health Food Service License covering time period (if applicable)