



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



VARIANCE 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 Variance application 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 30 after the complete application is submitted 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 hearing.
4. 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.
5. The Planning Office shall publish a legal notice in the local newspaper no less than 30 days prior to the Planning Commission hearing.
6. 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.
7. 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.
8. The Planning Office shall mail the applicant a notification letter outlining the action taken by the Planning Commission.



Variance Application

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INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Pre- Application Meeting Date			
Name of Project			
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			
Type of Variance			
Required Documents Letter Plot Plan Variance Criteria Findings (see attached pages 2 & 3)			
<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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VARIANCE APPLICATION CHECKLIST

NAME OF PROJECT: _____

Required Documents:

- Copy of Pre-Application Meeting Notes.
- Completed Application Form, including pages 2 & 3 Variance Criteria Findings
- 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.
- Plot Plan (a map of the site to include the following)
 - 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.
 - Computation table including the following:
 - Total site area.
 - Building area.
 - Parking provisions (include handicap).
 - Landscaped area.
 - Estimated trips per day generated by the use.
 - Location, dimensions and heights of existing buildings, if to remain.
 - Location, dimensions and heights of proposed building(s), if applicable.
 - Existing and/or proposed entrances/exits to the site with dimensions.
 - Location of nearest fire hydrant(s), if applicable.
 - The location of proposed objects on the site, such as fences, signs, etc., including the location of existing objects and trees which are to remain.
 - Existing and/or proposed parking areas. Handicapped parking shall be addressed.
- Additional information required for a sign variance:
 - Location and type (freestanding, ground, wall, etc.) of the proposed (or existing sign in relationship to property line.
 - The type of sign variance being requested (height, size, setback, etc.).
 - A detail of the proposed sign including elevation drawing.



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- Additional information required for a landscape variance:
 - A calculation table indicating required landscaping per the Laramie County Land Use Regulations.
 - Description of required landscaping.
 - Description of proposed landscaping.