



Board Approval Process and Application

Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009

307-633-4303 – planning@laramiecountywy.gov

ALL applicants shall meet with Planning and Development staff prior to application for guidance. Call 307-633-4303 or email: planning@laramiecountywy.gov to set up a pre application meeting.



Submit Application meeting all the following requirements. Incomplete submittal not accepted.

- Provide letter and describe project. The letter must include the following information:
- The proposed use is allowable and reflects County policies; has no negative community impacts.
- Provide Proof of Ownership with copy of Warranty Deed.
- Provide plot plan.
- Initial payment of non-refundable application fee.



The applicant posts development sign on property at least 30 days prior to public hearing along with proof of posting.

Planning notifies adjacent property owners via certified mail at least 30 days prior to public hearing.

Planning publishes public notice in newspaper at least 30 days prior to public hearing.



Public agency review of project.



Public hearing and decision by Board of County Commissioners.



Project closeout

Payment of all fees. Obtain Recorded Board Resolution. Resolution necessary to carry out site plan or receive building permit.



Board Approval Application - Laramie County, Wyoming

Provide Application To:
Laramie County Planning and Development
3966 Archer Parkway – Cheyenne, WY 82009
planning@laramiecountywy.gov

Complete Application, Required Documents and Initial Payment Required at Time of Filing.

Pre- Application Meeting Date _____

Name of Project _____

OWNER – add a separate sheet if there are additional property owners

Name _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Email _____

APPLICANT

Name _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Email _____

LOCATION

Legal Description _____

Site Address _____ Site Area: Acres _____ or Site Square Feet _____

Site Location Description (If Address is Unavailable) _____

Current Zoning _____ Current Land Use _____

DEVELOPMENT INFORMATION

Proposed Use _____

Anticipated # of Vehicle Trips per Day _____

Required Documents and Initial fee

Letter (*describe project and make findings according to Section 1-2-100, Laramie County Land Use Regulations*)

Plot Plan

Proof of Ownership (Warranty Deed)

Payment of Initial fee

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. I understand an incomplete submittal will not be accepted. The undersigned do hereby agree to pay all fees associated with this application.

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 _____