



Family Child Care Home - Process and Application (For 3 to 10 Children)

**Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009
307-633-4303 – planning@laramiecountyyw.gov**

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



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

- Provide letter and describe project.
- Copy of Pre-Application Notes.
- Provide Plot Plan.
- Provide Proof of Ownership with copy of Warranty Deed, or Rental Agreement.
- Initial payment of non-refundable application fee.



The applicant posts property.

Planning notifies adjacent property owners by certified mail.



Public agency review of project. Must pass Fire Inspection and be approved by Environmental Health



Project closeout

Payment of all fees. Obtain Certificate of Review Approval. Certificate of Review necessary to obtain building permit or start operations.



Family Child Care Home 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 attach 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 _____

Required Documents and Initial fee

Letter

Plot Plan

Proof of Ownership (Warranty Deed) or Rental Agreement

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 is not 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 _____