



Temporary Use Permit - Process and Application

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

First, the applicant 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.

- Completed application form.
- Copy of Pre-Application Notes.
- Provide Plot Plan showing:
Legal description or address, a title block, current zoning, property lines with dimensions, setbacks of proposed temporary structures, location and type of trash containment, show all exterior lighting, proposed screening if necessary, location, number and dimensions of parking areas, location and description of signs.
- Letter from property owner granting permission use of the site.
- Copy of Environmental Health Food Service License covering period (if necessary).
- Payment of fee required at time of application.



Planning reviews application and plot plan, modifies, approves or disapproves application.



Planning issues a temporary use permit, which applicant displays conspicuously on the site.

ATTENTION APPLICANT:

1. Temporary use permits for specific uses are valid for not more than an aggregate of 120 days in a calendar year.
2. A temporary use is an activity/use allowed in a specific zoning district.
3. The temporary use permit shall be displayed conspicuously on the site.

Temporary Use Permit Application - Laramie County, Wyoming



Give 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 _____

Current Zoning _____ Current Land Use _____

Required Documents, Required Information and fee

- Letter from property owner (if necessary)
- Plot Plan
- Copy of Environmental Health Food Service License
- Payment of Fees
- Building type and capacity?
- Number of parking spaces?
- Food/sanitation services?
- Signage?
- Electrical service?

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 Property Owner _____ Date _____

Printed Name _____

Signature of Applicant _____ Date _____

Printed Name _____

APPROVAL BY/ DATE _____ Laramie County Planning and Development