



## **Zone Change Process and Application**

**Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009  
307-633-4303 – [planning@laramiecountywy.gov](mailto:planning@laramiecountywy.gov)**

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



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

- Application with pre-application meeting notes.
- Provide Zone Change Map. See following for contents.
- Provide Proof of Ownership with copy of Warranty Deed.
- Initial payment of non-refundable application fee.



**The applicant posts property at least 30 days prior to public hearing. Provides proof of posting.  
Planning notifies adjacent property owners by 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 recommendation by Planning Commission.**



**Public hearing and action by Board of County Commissioners.**



**Project closeout.**

Payment of all fees. Obtain Recorded Board Resolution. Resolution necessary to obtain building permit.

### **Zone Change Map – Provided By Applicant**

Vicinity map, Legal description and address, if available

Existing zoning district and proposed action.

Surrounding land uses and zoning districts.

North arrow, scale, date of preparation.

Names of all streets adjacent to site and in vicinity.

Site dimensions and recorded easements.

Existing entrances and existing parking areas.

### **For PUD Requirements**

PUD Regulation: Document describing district regulations.

PUD Plan: Map showing location and dimensions of each PUD District.

# Zone Change 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 \_\_\_\_\_ Proposed Zoning \_\_\_\_\_ Current Land Use \_\_\_\_\_

**DEVELOPMENT INFORMATION**

Why rezone is useful for applicant and community.

**Required Documents and Initial fee**

Letter

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 \_\_\_\_\_