**APPLICATION FOR:**
Manufactured Home Park, RV Park, Campground License Renewal

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE MAY CAUSE DELAY IN REVIEW OF THE APPLICATION. FEEL FREE TO ATTACH ADDITIONAL INFORMATION SUCH AS PICTURES, MAPS, ETC. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

<table>
<thead>
<tr>
<th>Date Submitted: ___________________ (Assigned by Staff)</th>
<th>File Number: MHPRV- ___________________ (Assigned by Staff)</th>
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</thead>
<tbody>
<tr>
<td>Type of License (Circle one):</td>
<td>Manufactured Home Park  Recreational Vehicle Park  Campground</td>
</tr>
</tbody>
</table>

**FACILITY NAME:**

**PHYSICAL ADDRESS:**

<table>
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<tr>
<th>OWNER:</th>
<th>PRIMARY CONTACT? ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>E-MAIL:</td>
</tr>
<tr>
<td>CITY:</td>
<td>STATE:</td>
</tr>
<tr>
<td>PHONE :</td>
<td>MOBILE:</td>
</tr>
</tbody>
</table>

**REPRESENTATIVE (If different than Owner):**

| ADDRESS: | E-MAIL: |
| CITY: | STATE: | ZIP CODE: |
| PHONE : | MOBILE: | FAX: |

**MANAGER (If different than Owner):**

| ADDRESS: | E-MAIL: |
| CITY: | STATE: | ZIP CODE: |
| PHONE : | MOBILE: | FAX: |

I, ________________________________, am authorized to represent the property owner(s) and hereby state that the application meets the following renewal criteria of LMC 8.68.130:

1. All spaces are addressed in accordance with LMC 8.68.130.D.1  INITIAL: _______

2. For all parks/communities/campgrounds with internal streets, they are labeled in accordance with LMC 8.68.130.D.1  INITIAL: _______

3. All Liquefied Petroleum Propane Gas onsite is stored in accordance with LMC 8.68.100.A and LMC 8.68.100.B  INITIAL: _______
4. Community and/or campground facilities and equipment are in good repair and in a safe, clean and sanitary condition. (i.e.: Lighting of common areas, snow removal, lawn maintenance, maintenance of drive aisles and parking lots, maintenance of recreational equipment and community facilities, etc.) LMC 8.68.100.D. INITIAL: 

5. Recreational facilities, including playgrounds, basketball courts and picnic areas be in good repair. LMC 8.68.100.E INITIAL: 

6. The property shall not constitute a nuisance violation as defined in LMC Title 8. INITIAL: 

7. The property is occupied consistent with prior approvals (E.g. Manufactured Homes in Manufactured Home Spaces, Recreational Vehicles in Approved Recreational Vehicle Spaces) INITIAL: 

ACKNOWLEDGEMENT:

______________________________________________________________________________________________________________________

(OWNER OR DESIGNATED REPRESENTATIVE NAME) (TITLE) (SIGNATURE) (DATE)

STATE OF _______________ ) ss. COUNTY OF _____________ )

The foregoing instrument was acknowledged before me by _________________________________ this ____ day of ___________, 20__.

Witness my hand and official seal.

__________________________________
Notary Public

My commission expires:
LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am/we are the legal owner(s) of the property being considered under this application, and do hereby authorize the below applicant(s) and representative(s) to file and represent my/our interest in this application.

I am/we are the legal owner(s) of said property; have read this “Letter of Authorization” and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record must sign; provide extra sheets if necessary.)

____________________________________________  ________________________________________  __________________________
(Print Name)  (Signature)  (Date)

____________________________________________  ________________________________________  __________________________
(Print Name)  (Signature)  (Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify a specific applicant.):

____________________________________________  ________________________________________  __________________________
(Print Name)  (Signature)  (Date)

____________________________________________  ________________________________________  __________________________
(Print Name)  (Signature)  (Date)

APPLICANT’S REPRESENTATIVE:

____________________________________________  ________________________________________  __________________________
(Print Name)  (Signature)  (Date)

The Planning Division shall provisionally determine the completeness of an application at the time of submittal to the Planning Division. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Application Submittal Schedule for deadlines). A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.

APPLICANT:

____________________________________________  ________________________________________  __________________________
(PRINT NAME)  (SIGNATURE)  (DATE)

Application accepted by (staff use only):

Date
What is the Process for License Renewal?

Application is submitted to City with relevant information

Complete Application

Complete Application

Application is routed to Appropriate City Staff for Review

Application is routed to Appropriate City Staff for Review

Administrative Final Action

Incomplete Application
APPLICATION REVIEW INFORMATION

1. The applicant, or representative, files an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.

2. The following documents are to be submitted at the time of filing:
   a. Application Form. Filled out in its entirety, with appropriate information deemed necessary by the Applicant.
   b. Application Fee. The applicant must pay the applicable fee at the time of application.
   c. Proof of Ownership. (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
   d. Digital Copies. As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email prior to or at the same time as the submittal appointment.

3. Requirements for Renewal. (LMC 8.68.130.D)
   a. All individual site numbers shall be consistently labeled pursuant to the following standards:
      i. Site numbers shall be consistently displayed on a mailbox, mailbox post or post, unit, or similar mechanism, and shall be easily visible from internal access roads in either direction. The site number display shall be minimum height of three feet and maximum height of five feet above the road grade as measured from the midpoint of the sign. Alternatively, if displayed on the mailbox post, the site number display may be mounted directly below the mailbox so long as the midpoint of the sign is no less than two and one-half feet above road grade.
      ii. All site numbers shall be white reflective lettering on a color contrasting or nearly contrasting with the background. All site number identification signs shall be consistently designed and consistently located on each space within a manufactured home community. There shall be no obstructions to preclude the site numbers from being visible from access drives.
      iii. All address numbers shall be a minimum of three (3) inches in height and one and one-half (1 & 1/2) inches in width.
   b. For communities with multiple internal streets, all internal streets shall be labeled. All signage shall be white reflective lettering on a color contrasting or nearly contrasting with the background. All signage shall be consistently designed and consistently located at each intersection within a manufactured home community. There shall be no obstructions to preclude the signage from being visible from interior roadways. All sign letters and numbers shall be a minimum of three (3) inches in height and one and one-half (1 & 1/2) inches in width.
   c. The property shall conform to the safety standards of LMC section 8.68.100.
   d. The property shall not constitute a nuisance violation as defined in LMC Title 8.
   e. Site Occupation
      i. Sites within the manufactured home community shall be occupied in accordance with LMC section 8.68.070
      ii. Sites within the recreational vehicle park shall only be occupied by recreational vehicles and travel trailers.
      iii. Sites within the campground shall only be occupied by recreational vehicles, tents or cabins (as approved on a site plan).
<table>
<thead>
<tr>
<th>Submittal Requirements</th>
<th>Quantity / Cost</th>
</tr>
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<tbody>
<tr>
<td>1) Complete Application</td>
<td>1 copies</td>
</tr>
<tr>
<td>2) Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>3) Cover Letter</td>
<td>1 copies</td>
</tr>
<tr>
<td>4) Proof of Ownership</td>
<td>1 copies</td>
</tr>
</tbody>
</table>