



## 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)
(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 an officer as the primary contact):

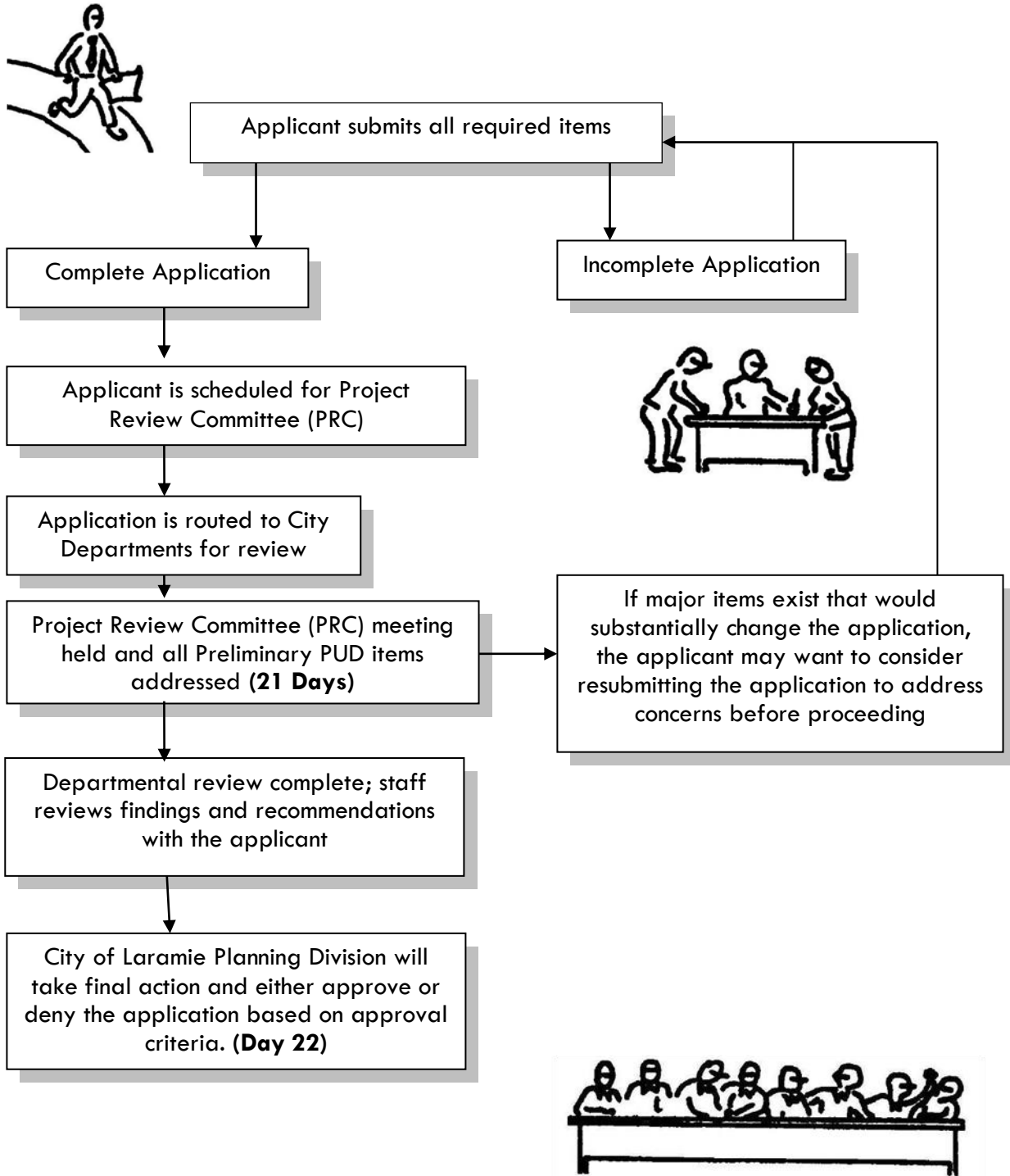
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)

### APPLICANT'S REPRESENTATIVE:

(Print Name)	(Signature)	(Date)
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*The Planning Division designee 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.*

# What is the Final Planned Unit Development Process?



**Note: All timelines noted above are estimations.**

## HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The owner, or agent authorized in writing by the owner, is required to file an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. **An appointment is required for filing of all applications.** An appointment may be set up by calling 307-721-5207. It is recommended that application appointments be made at least one day prior to the close of the applicable review period. Please allow 30 minutes for the application filing appointment.
3. What will happen during the Application Filing appointment:
  - a. The applicant will pay the applicable sign fee.
  - b. The applicant will pay the applicable application fee. (*Council Resolution 2016-41*)
  - c. Staff will review the application to verify it is complete. Staff has 21 calendar days from the day the City accepts the application to determine the completeness of the application. If deemed incomplete a new review and referral period shall be required.

## REQUIRED FOR SUBMITTAL

The following documents are to be submitted at the time of filing:

1. **Application Form.** (LMC 15.06.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.06.030) A cover letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the City of Laramie or Albany County. The cover letter shall state how the project meets the required findings (see "Required Findings" section below).
3. **Vicinity Map.** (LMC 15.06.030) A vicinity map, showing the subject property(s) and relationship to the nearby area.
4. **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.
5. **Completed Checklist.** A completed application-specific submittal checklist (last page), indicating that the required items are included.
6. **Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required. TIAs require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study.
7. **Final PUD Site Plan.** (LMC 15.06.060.C.6.b) A final PUD Design plan, depicting the proposed development in terms of the location, scale, configuration and design of lot(s), building(s), use(s) and other applicable features.
8. **Final Landscaping Plan.** (LMC 15.06.060.C.6.b) A final landscaping plan showing the finishing and adornment of open space, common areas and other landscaped areas within the final PUD. The final landscaping plan, preparation, and materials depicted on the plan shall conform to the requirements of Section 15.14.050 of the Unified Development Code.
9. **Final Parks and Open Space Plan.** (LMC 15.06.060.C.6.b) A final plan showing details of the proposed park and/or open space facilities. Such plan should include standard details as required by the City.
10. **Project Phasing Plan.** (LMC 15.06.060.C.6.b) A plan depicting completed phases, approved but incomplete phases, and estimated future phases.
11. **Final Development Plan Handbook.** (LMC 15.06.060.C.6.b) A final plan detailing the Planned Unit Development.
12. **Applicable Parkland Dedication Instruments.** Any required instruments for applicable requirements for dedication of required park/open space land. (This may be determined after submittal.)
13. **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.

## **COMMON ELEMENTS REQUIRED FOR ALL PLANS AND DRAWINGS**

All plans and drawings submitted (whether required or voluntary) as part of an application must:

- Be drawn to scale, fully dimensioned, easy to read, and meet best-design-practices standards for plans and drawings;
- Identify the proposed project name, the property owner's name, and the name and address of the person responsible for preparing the plan;
- If prepared by a licensed, registered or certified design professional, include the signature and seal of the responsible design professional (engineer, architect, etc.);
- Include the date of preparation, including dates of any subsequent revisions;
- Include at least one 8 ½" x 11" or 11" x 17" version of each drawing, in addition to any larger-format versions.
- *NOTE:* Mylar version of the final plat need not be provided until the plat is ready for final signatures; i.e., all outstanding comments are addressed.

**REQUIRED FINDINGS TO APPROVE A FINAL PUD:** (*LMC 15.06.060.C.6.e.(ii)*) The application must address at a minimum the following points:

1. The proposed final PUD complies with the conditions of approval of the preliminary PUD;
2. The layout and design of the proposed final PUD is in compliance with the approved preliminary PUD, including but not limited to number of lots or parcels, street and block layout, and access; and
3. All required improvement plans for parks, open space, or other public or private facilities as shown on the final landscaping plan, parks and open space plan, and development handbook, as reviewed and approved by the city for construction.

<b>FINAL PLANNED UNIT DEVELOPMENT SUBMITTAL CHECKLIST:</b> (see "Required for Submittal" section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
<b>Submittal Requirements</b>	<b>Quantity/Cost</b>		
1) Complete Application	1 Copy		
2) Application Fee	\$450.00		
3) Sign Fee (One sign for each street frontage)	\$10.00 (per sign)		
4) Cover Letter	1 Copy		
5) Proof of Ownership	1 Copy		
6) Full Size Drawings	1 Copy		
7) Reduced-size Drawings (11" x 17")	1 Copy		
8) Title Certificate / Guarantee	1 Copy		
9) Traffic Impact Analysis	1 Copy		
10) Final PUD Site Plan	1 Copy		
11) Final Landscaping Plan	1 Copy		
12) Final Park(s) and Open Space Plan	1 Copy		
13) Final Project Phasing Plan	1 Copy		
14) Development Plan Handbook	1 Copy		
15) All Application Materials (Digital)	1 copy		
16) Miscellaneous	TBD		

Other items: