

PLANNING DIVISION

APPLICATION FOR:

Annexation

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF LARAMIE PLANNING DIVISION. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: A- _____ (Assigned by Staff)	
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
OWNER (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
PROJECT NAME (Assigned by Staff):		PRE-APPLICATION MEETING:	
PROJECT LOCATION (Street Address or General Location):			
COMPREHENSIVE PLAN LAND USE DESIGNATION:			
PRESENT ZONING:		PROPOSED ZONING:	
TOTAL PROJECT ACREAGE/SIZE:		ASSESSOR'S PROPERTY ID NUMBER(S):	
NUMBER OF LOTS/PARCELS CURRENTLY WITHIN ANNEXATION AREA:		PROPOSED USE:	

APPLICANT:

_____ (PRINT NAME)

_____ (SIGNATURE)

_____ (DATE)

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)
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(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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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)
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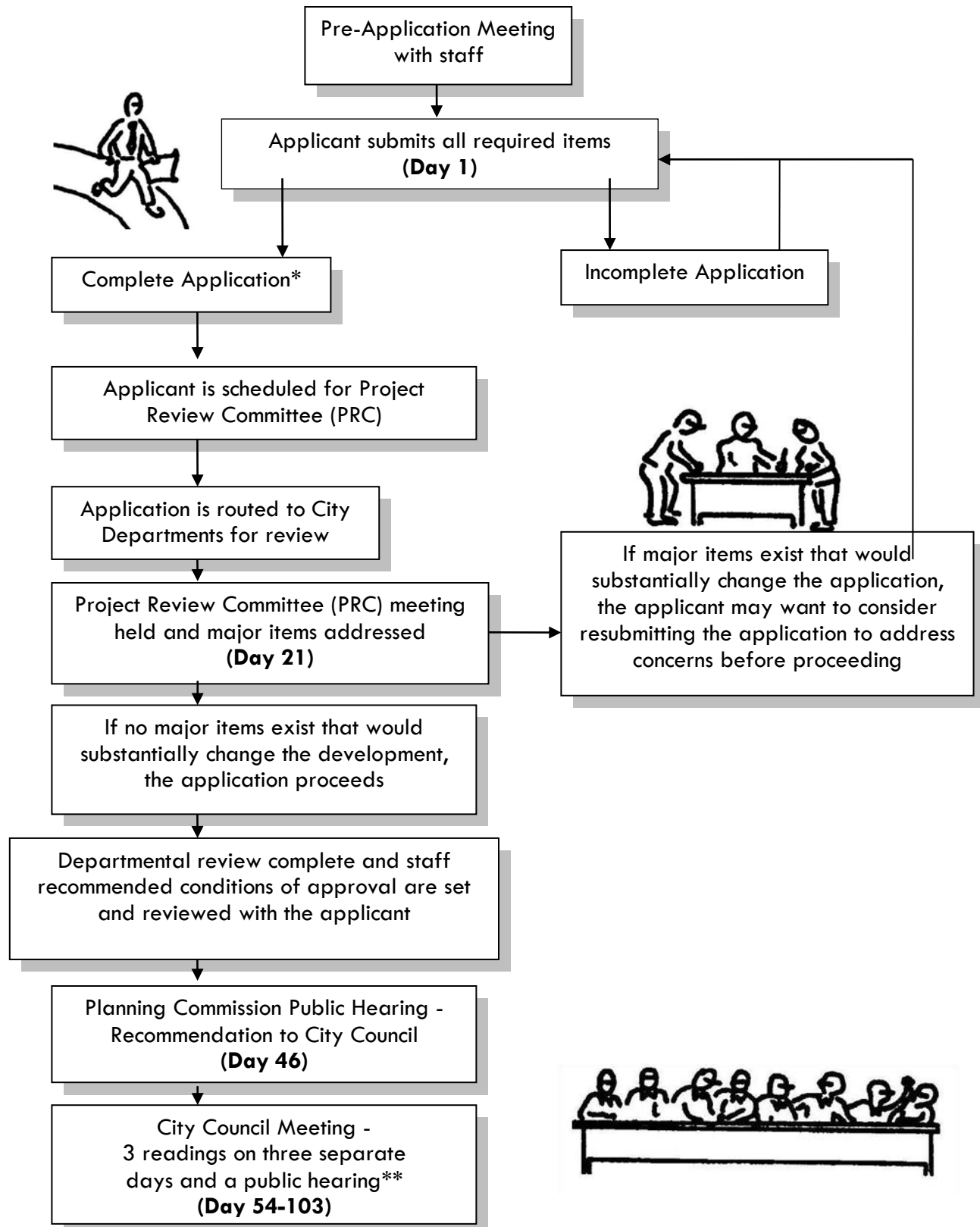
(Print Name)	(Signature)	(Date)
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APPLICANT'S REPRESENTATIVE:

(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 Annexation Process?



* As part of the Application an annexation Report is required per Wyoming State Statute 15-1-401 - 423.

**City Council is required to hold a Public Hearing on the annexation Report within 180 days of project submittal.

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.
3. **Vicinity Map.** (LMC 15.06.030.B.2) 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. **Legal Description.** The applicant shall submit as part of the application a recent survey certified by a Wyoming registered land surveyor, for unplatted lands. A Lot and Block legal description is acceptable for platted lots.
6. **Completed Checklist.** A completed application-specific submittal checklist (last page), indicating that the required items are included.
7. **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.
8. **Annexation Report: Fiscal and Infrastructure Impacts.** An annexation report must accompany the application, meeting the standards set forth in Wyoming Statutes 15-1-402(a). In general, the report must fully address the following items:
 - a. **List, Schedule, and Cost of Services.** A list of basic and other services customarily available to residents of the city (e.g., water, wastewater, fire protection, etc.), a timetable when those services will reasonably be available to the area proposed to be added by plat, and a projected annual fee or service cost for each service;
 - b. **Cost of Infrastructure Improvements.** The total estimated cost of infrastructure improvements required for the subdivision being proposed;
 - c. **Mill Levies.** The current and projected property tax mill levies imposed by the city;
 - d. **Offsite Infrastructure Improvements.** The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed addition by plat; and
 - e. **Financial Security Authorization.** Authorization to release of financial security to the city for construction and dedication of proposed public improvements within the annexation area in the event the project is not complete prior to the lapse period.
9. **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.
 - a. **Auto Cad / ArcMap Digital Drawings.** AutoCAD and ArcMap files are *not* required at filing. AutoCAD compatible digital file and an ArcMap GIS 9.0 or greater compatible digital file shall be provided prior to final approval of the final plat. Digital submittals of maps must be accurately located within the Wyoming State Plane, NAD 83, FIPS 4901. The City of Laramie's base mapping is in GIRD coordinates; if GROUND coordinates used, the multiplier must be stated on the media label.

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.

ANNEXATION SUBMITTAL CHECKLIST: (see “Required for Submittal” section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity/Cost		
1) Complete Application	1 copy		
2) Application Fee	\$0.00		
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) Traffic Impact Analysis	1 copy		
9) Annexation Report	1 copy		
10) All Application Materials (Digital)	1 copy		
11) Miscellaneous	TBD		

Other items: