

**PLANNING DIVISION**

APPLICATION FOR:

# Code Text Amendment

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.

<b>Date Submitted:</b> _____ (Assigned by Staff)		<b>File Number: TA-</b> _____ (Assigned by Staff)	
<b>APPLICANT:</b>			<b>PRIMARY CONTACT?</b> <input type="checkbox"/>
<b>ADDRESS:</b>		<b>E-MAIL:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE :</b>	<b>MOBILE:</b>	<b>FAX:</b>	
<b>REPRESENTATIVE (If different than Applicant):</b>			<b>PRIMARY CONTACT?</b> <input type="checkbox"/>
<b>ADDRESS:</b>		<b>E-MAIL:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE :</b>	<b>MOBILE:</b>	<b>FAX:</b>	
<b>PROJECT NAME (To be assigned by Staff):</b>			
<b>REASON FOR AMENDMENT:</b>			
<b>RELATIONSHIP TO COMPREHENSIVE PLAN:</b>			
<b>ZONING DISTRICTS AFFECTED:</b>		<b>APPLICANT'S BENEFIT (Attach more pages if necessary):</b>	
<b>ESTIMATED NUMBER OF PROPERTIES AFFECTED:</b>			

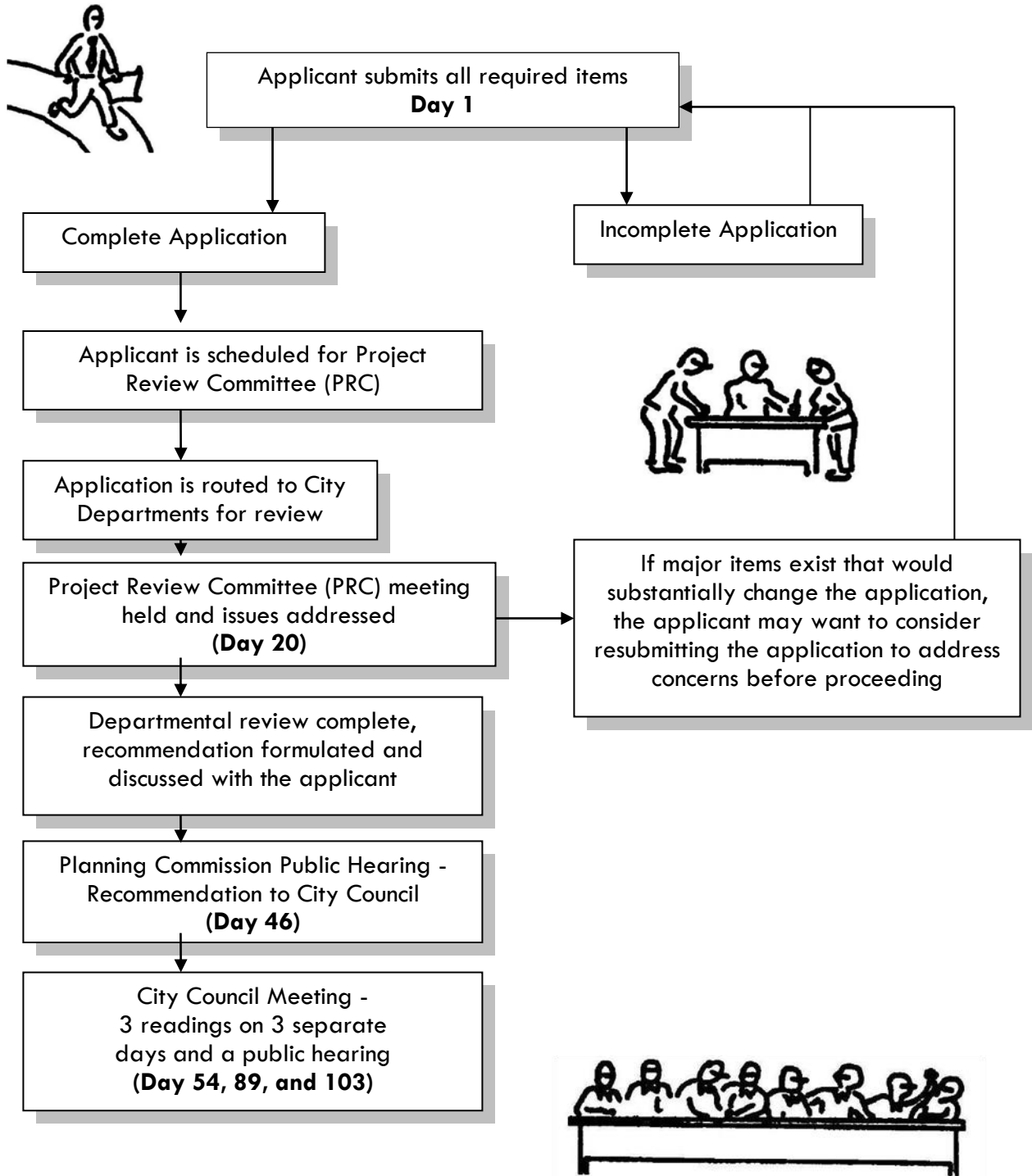
APPLICANT:

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

# What is the Text Amendment Process?



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

## **HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)**

1. The applicant 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. Staff will review the application to verify it is complete.
  - b. The applicant will pay the applicable application fee. (*Council Resolution 2016-41*)

## **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. **Text Change Proposals.** The applicant shall provide exact language as to the proposal, including all sections of code that will be changed, with proper code citations.
4. **Completed Checklist.** (LMC 15.06.030.B.2) A completed application-specific submittal checklist (last page), indicating that the required items are included.
5. **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.

<b>TEXT AMENDMENT SUBMITTAL CHECKLIST:</b> (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	\$625.00		
3) Cover Letter	1 copy		
4) All Application Materials (Digital)	1 copy		
5) Miscellaneous	TBD		

Other items: