

**PLANNING DIVISION**

APPLICATION FOR:

# Conditional Use Permit

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: CUP-</b> _____ (Assigned by Staff)	
<b>ACCESSORY STRUCTURES &amp; USES ASSOCIATED W/ RESIDENTIAL STRUCTURE</b> <input type="checkbox"/>		<b>STANDARD C.U.P.</b> <input type="checkbox"/>	
<b>TYPE 2 CHILD CARE HOME &amp; FAMILY CHILD CARE CENTER</b> <input type="checkbox"/>		<b>ALTERNATIVE FRONT LOT LINE</b> <input type="checkbox"/>	
<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>OWNER (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>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</b> (Assigned by Staff):			
<b>PROJECT LOCATION</b> (Street Address or General Location):			
<b>COMPREHENSIVE PLAN LAND USE DESIGNATION:</b>		<b>PRESENT ZONING:</b>	
<b>TOTAL PROJECT ACREAGE/SIZE:</b>		<b>ASSESSOR'S PROPERTY ID NUMBER(S):</b>	
<b>NUMBER OF LOTS/PARCELS CONDITIONAL USE APPLIES TO:</b>		<b>PROPOSED USE:</b>	

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)
_____	_____	_____
(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 or site visits necessary for the review of the project.

**APPLICANT** (LLCs, Corporations and Partnerships shall identify an officer as the primary contact & provide supporting documentation noting officer's ability to sign the application for the Corporation or Partnership):

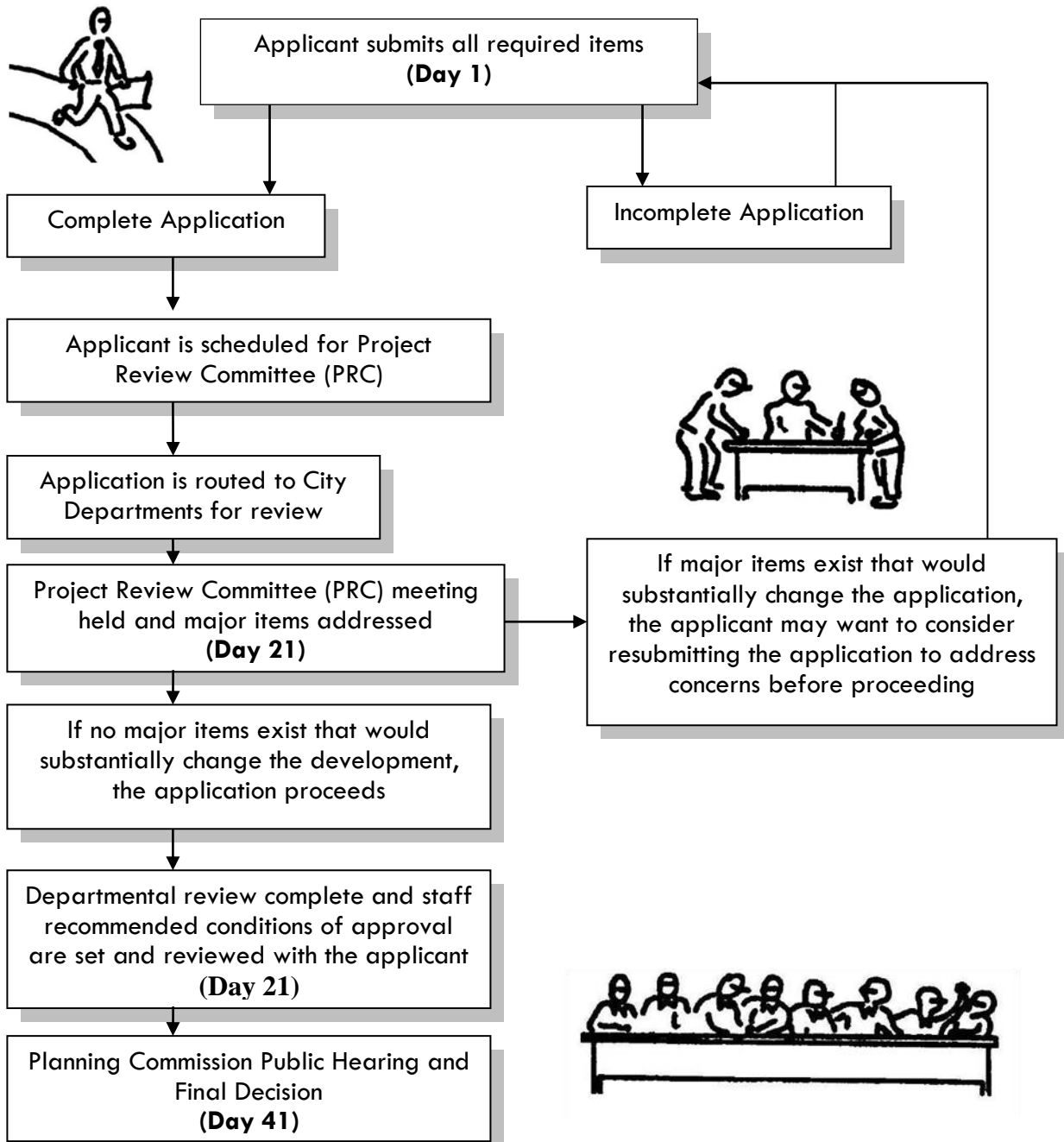
_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)

**APPLICANT'S REPRESENTATIVE:**

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

*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 Conditional Use Permit 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 application fee. (*Council Resolution 2016-41*)
  - b. The applicant will pay the applicable sign fee.
  - 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 clearly state how the Conditional Use Permit meets the required findings.
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. **Legal Description.** (LMC 15.060.030) 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 or an address.
6. **Completed Checklist.** (LMC 15.060.030) A completed application-specific submittal checklist (last page), indicating that the required items are included.
7. **Site Plan.** (LMC 15.06.030.B.2) A site plan is required. The site plan must include the following elements:
  - a. Show the entire parcel or lot of record (may be supplemented by additional detail insets or sheets);
  - b. Provide dimensions for all lot lines;
  - c. State the scale in graphic and/or verbal form;
  - d. Show which direction is north;
  - e. Show the location of any easements or restrictions (e.g., flood hazard areas, utility easements);
  - f. Show all existing and proposed building footprints, along with any architectural projections like roof overhangs, decks, or porches;
  - g. State the yard dimensions on all sides of the buildings (a yard dimension is the shortest distance from the property lines to the nearest point or edge of the building);
  - h. State building heights;
  - i. Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power;
  - j. Provide finished floor elevations or top of foundation elevations for each building;
  - k. Show the locations, dimensions and names of all existing and future adjacent streets (public and private), sidewalks and alleys;
  - l. Show all existing and proposed onsite and adjoining offsite improvements, including but not limited to access points, signals, etc.;
  - m. Show the location, surfacing and design of all off-street parking areas and drive aisles, with designation of accessible parking and accessible routes, including the pavement markings with dimensions;
  - n. Show vehicular and pedestrian circulation, including plan-view ADA accessibility requirements;

- o. Show location and design of vehicle access routes, service areas and drive-through windows, including the queuing area for drive-through;
  - p. Show locations of all restricted fire zones (e.g., fire lanes, building exits) and fire department hose connections;
  - q. Show the methods of screening for parking, refuse, recycling, storage and loading areas (may be shown on Landscape Plan if more appropriate);
  - r. Show location type, and height of existing and proposed site lighting fixtures, including: parking lot and drive aisle lights and poles; building-mounted lighting fixtures (see also Building Elevation plan requirements below); and details regarding luminaire and shielding design (stock illustrations or diagrams acceptable);
  - s. Show the size and location of fences (except temporary construction fences); and
  - t. Show locations of towers, external antennas, or satellite dishes as applicable.
  - u. Show details including dimensions, locations & renderings of any signage proposed in conjunction with the condition use permit.
8. **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.
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.

### 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.

**REQUIRED FINDINGS FOR APPROVAL OF A CONDITIONAL USE PERMIT:** The applicant's cover letter must include a written response addressing each of the following points (LMC 15.06.060.E.3.e.(ii)):

1. The conditional use proposal provides adequate:
  - a. Ingress and egress to property and proposed structures;
  - b. Off-street parking and loading areas;
  - c. Control over the off-site impacts of economic, noise, glare, or odor effects of the conditional use;
  - d. Refuse and service areas;
  - e. Utilities, with reference to locations, availability, and compatibility;
  - f. Screening and buffering, with reference to type, dimensions, and character; and
  - g. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
2. The proposed use is appropriate to the specific location relative to intensity and bulk;
3. The proposed use is appropriate to the specific location relative to public health, safety and convenience; and
4. The proposed site is adequate in size and shape to accommodate the intended use and that the use will comply with all requirements for the zone district, including but not limited to the following:
  - a. Setbacks,
  - b. Walls,
  - c. Landscaping,
  - d. Bufferyards, and
  - e. Any standards specific to the use, as set forth in LMC Chapter 15.10, Use Regulations.

**CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST:**  
 (see "Required for Submittal" section for detailed information)

		<i>Staff Use Only</i>	
		Provided and acceptable	Does Not Apply
<b>Submittal Requirements</b>	<b>Quantity/Cost</b>		
1) Complete Application	1 copy		
2) Application Fee	<input type="checkbox"/> Standard CUP \$435.00 <input type="checkbox"/> Accessory Structures & Uses Associated w/ Res. Structure \$235.00 <input type="checkbox"/> Type 2 Child Care Home & Family Care Center \$135.00 <input type="checkbox"/> Alternative Front Lot Line \$70.00		
3) Sign Fee (One sign for each street frontage)	\$10.00 (per sign)		
4) Cover Letter	1 copy		
5) Full Size Drawings	1 copy		
6) Reduced-size Drawings (8 1/2" x 11" or 11" x 17")	1 copy		
7) All Application Materials (Digital - PDF)	1 copy		
8) Miscellaneous	TBD		

Other items: