

PLANNING DIVISION

APPLICATION FOR:
**TEMPORARY USE
 (MAJOR)**

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.

Date Submitted: _____ (Assigned by Staff)		File Number: TUM- _____ (Assigned by Staff)	
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:	
LOCATION OF TEMPORARY USE: (detailed description would be similar to: "The parking lot in front of my business located at 952 University Avenue.")			
DESCRIPTION OF USE:			
SITE SKETCH / DRAWING: <input type="checkbox"/> (Sketch must be to scale, showing location, area, access points, and approx. relationship to adjacent uses or structures.)			
TEMPORARY USE REQUESTED TO BEGIN (mm/dd/yyyy), UP TO SIX DATES OF NO MORE THAN 3 MONTHS EACH MAY BE REQUESTED:			
REQUEST #1 TO BEGIN (mm/dd/yyyy):		REQUEST #4 TO BEGIN (mm/dd/yyyy):	
REQUEST #2 TO BEGIN (mm/dd/yyyy):		REQUEST #5 TO BEGIN (mm/dd/yyyy):	
REQUEST #3 TO BEGIN (mm/dd/yyyy):		REQUEST #6 TO BEGIN (mm/dd/yyyy):	
TEMPORARY USE TO END (mm/dd/yyyy):			

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 a specific applicant.):

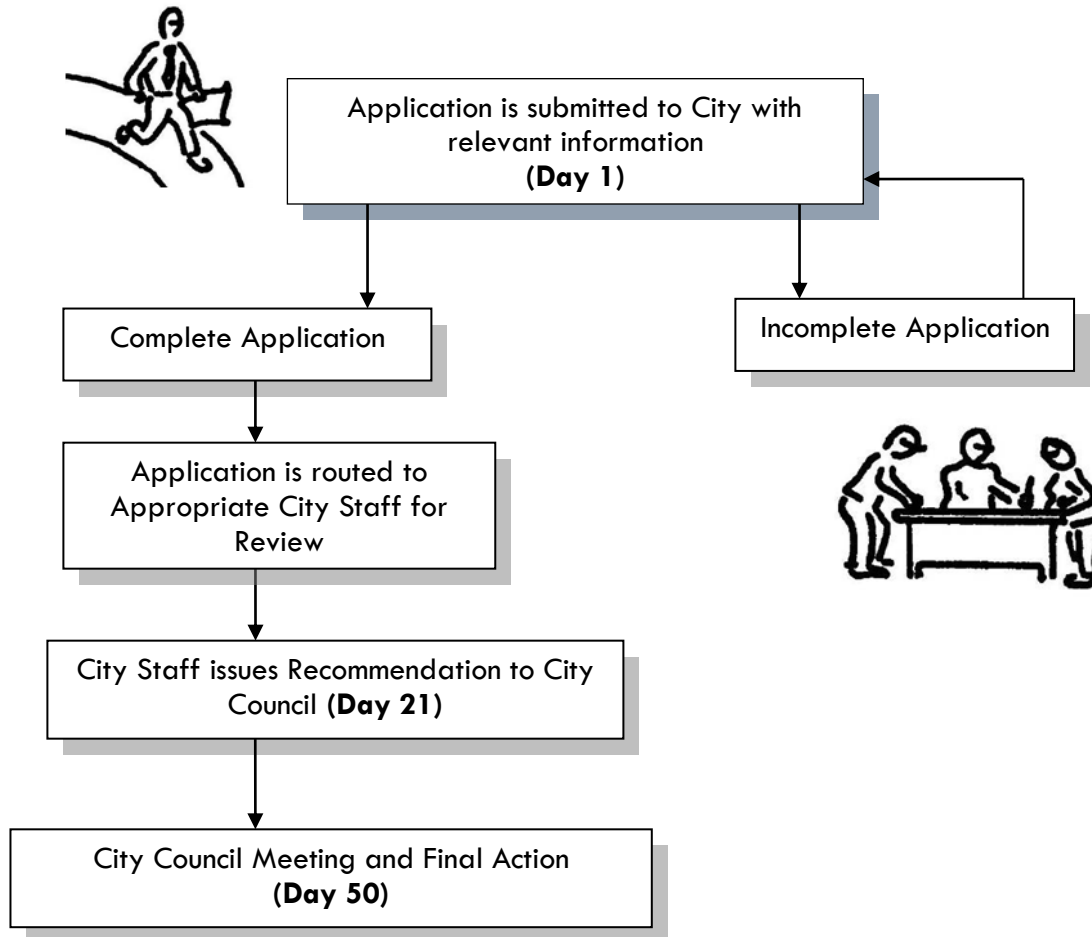
_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)

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.

What is the Process for Consideration of Temporary Use (Major)?



Note: All timelines noted above are estimations.

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.** (LMC 15.06.030) Filled out in its entirety, with appropriate information deemed necessary by the Applicant.
 - b. **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.
 - c. **Application Fee.** The applicant must pay the applicable fee at the time of application.
 - d. **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.
 - e. **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.
 - f. **Applicant's Response to General Requirements for Approval.** (LMC 15.10.030)
For all temporary uses the following general requirements shall be addressed in a letter by the applicant.
 - i. The temporary use or structure shall not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare.
 - ii. The temporary use shall comply with all applicable general and specific regulations of this Section 15.10.030, other city ordinances, and state law unless otherwise expressly stated.
 - iii. Permanent alterations to the site are prohibited.
 - iv. All temporary signs associated with the temporary use or structure shall be properly permitted and removed when the activity ends or permit expires, whichever occurs first.
 - v. The temporary use or structure shall not violate any applicable conditions of approval that apply to a principal use on the site.
 - vi. The temporary use regulations of this section do not exempt the applicant or operator from any other required permits, such as food service or building permits.
 - vii. If the property is undeveloped, it shall contain sufficient land area to allow the temporary use or structure to occur, as well as any parking and traffic circulation as required that may be associated with the temporary use, without disturbing sensitive or protected resources, including required buffers, 100-year floodplains, and required landscaping. At the conclusion of the temporary use or at expiration of the permit, whichever occurs first, all disturbed areas of the site shall be restored or improved to the condition that existed prior to the use.
 - viii. If the property is developed, the temporary use shall be located in an area that is not actively used by an existing approved principal use and that would support the proposed temporary use without encroaching or creating a negative impact on existing buffers, open space, landscaping, traffic movements, pedestrian circulation, or parking space availability.
 - ix. Tents and other temporary structures shall be located so as not to interfere with the normal operations of any permanent use located on the property, shall be anchored, and meet the requirements of the building official, including fire rating.
 - x. Off-street parking shall be adequate to accommodate the proposed temporary use.
 - xi. Applications for temporary structures to be located in the 100-year floodplain shall be required to submit a plan to the department for the removal of such structure(s) in the event of a flood notification. The plan shall include the following information:
 1. The name, address, and phone number of the individual responsible for the removal of the temporary structures and the property owner;
 2. The time frame prior to the event at which a structure will be removed; and
 3. A plan to remove the temporary use earlier than the scheduled removal date, if required.

- xii. The conduct of the temporary use will not require the diversion of so great a number of police officers of the city to restrict the ability to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city;
 - xiii. The conduct of such temporary use will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the proposed line of movement and the areas contiguous thereto;
 - xiv. The conduct of such temporary use will not interfere with the movement of firefighting equipment in route to a fire;
 - xv. The size, nature, or location of the temporary use or structure is not reasonably likely to cause a clear and present danger of injury to persons and property;
 - xvi. Another temporary use permit application has not been received prior in time or has already been approved for the same time and place requested by the applicant or so close in time and place to that required by the applicant that the issuance of both permits would cause undue traffic congestion, or cause the city police or fire departments to be unable to meet the needs for police or fire services for both events; and
 - xvii. The location of the temporary use or structure will not substantially interfere with any construction or maintenance work scheduled to take place upon city streets.
- g. Conditions of Approval.** *(LMC 15.10.040.F)* For all temporary uses the following Conditions of Approval shall be addressed in a letter by the applicant to assure that such uses are not detrimental to the public health, safety and welfare:
- i. Alteration of the route of the event;
 - ii. Requirements concerning the area of assembly;
 - iii. Requirements concerning accommodation of pedestrian or vehicular traffic;
 - iv. Requirements for the use of traffic cones, barricades, or other traffic-control devices to be provided, placed, and removed by the permittee at his or her expense;
 - v. Requirements for provision of first aid or sanitary facilities;
 - vi. Requirements for arrangement of supplemental fire protection personnel to be present at the use or structure at the permittee's expense;
 - vii. Requirements for use of monitors for the use or structure and providing notice of temporary use permit conditions to event participants;
 - viii. Restrictions on the number and type of vehicles, animals, or structures relating to the temporary use and inspection and approval of the use or structure for fire safety by the city fire department; Requirements for use of garbage containers, cleanup, and restoration of city property;
 - ix. Restrictions on use of amplified sound;
 - x. A requirement that the applicant and authorized officer of the sponsoring organization, if any, possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. If insurance coverage is required as a condition of issuance of a temporary use permit, the city manager shall detain the amount of insurance required, based upon the considerations routinely taken into account by the city in evaluating loss exposures, including, but not limited to, whether the temporary use or structure poses a substantial risk of damage or injury due to the anticipated number of participants, the nature of the use or structure, and activities involved and the physical characteristics of the proposed site. Such insurance shall name on the policy or by endorsement as additional insured, the city, its officers, employees, and agents. A certificate of insurance coverage must be filed with the city Manager no less than five days before the date of the temporary use permit unless the city Manager changes the filing deadline, in which event such documents shall be provided prior to the event;
 - xi. A requirement that the applicant and authorized officer of the sponsoring organization, if any, sign an agreement for the permittee to reimburse the city for any costs incurred by it in repairing damage to city property occurring in connection with the permitted temporary use proximately caused by the actions of the permittee, his or her officers, employees, or agents, or any person who was under the permittee's control. Any such agreement may also provide that the permittee shall defend the city against, and indemnify and hold

harmless, the city, its officers, employees, and agents from all causes of action, claims, or liabilities occurring in connection with the permitted use, except those which occur due to the city's sole negligence; and

- xii. Compliance with any relevant law and obtaining any legally required permit or license, including, without limitation, alcohol permits or vendor licenses.
- h. **Miscellaneous.** Each application is often unique, so there is not a specific list of information required. Applicant should provide any information, history, etc., that supports the request. A separate letter or statement may be included with this application, if needed.
- i. City Staff reviews the application, and if appropriate makes a recommendation for approval to City Council. City Council shall conduct a public hearing on the matter. Following the conclusion of the hearing the council may take action to approve, approve with conditions or deny the application.

TEMPORARY USE (MAJOR) APPLICATION REVIEW SUBMITTAL CHECKLIST:		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity / Cost		
1) Complete Application	1 copy		
2) Application Fee	\$190.00		
3) Cover Letter	1 copy		
4) Applicant's Response to General Requirements for Approval	1 copy		
4) Applicant's Response to Conditions of Approval	1 copy		
5) Proof of Ownership	1 copy		
6) Site Sketch or Drawing (all sheets 11" x 17" or smaller)	1 copy		
7) All Application Materials (Digital)	1 copy		
8) Miscellaneous	TBD		