



ALBANY COUNTY PLANNING OFFICE

1002 S. 3rd Street, Laramie, WY 82070

(307) 721-2568

FAX (307) 721-2570

APPLICATION FORM FOR CONDITIONAL USE PERMIT

Applicant _____ Phone _____

Mailing Address _____ City/Zip _____

SiteAddress/Location _____

Owner (if different from above) _____

Address _____

All correspondence will be sent to the applicant as the owner's representative.

TYPE OF CERTIFICATE / PERMIT APPLICATION

If you are building a structure and have not yet received a rural address, you will need to apply for a rural address and a Zoning Certificate from this office.

_____ Conditional Use Permit

Cost \$200.00

Describe the proposed building(s) and use(s):

Indicate the estimated cost of the proposed improvement(s) _____

ASSESMENT NOTIFICATION AND RIGHT OF INGRESS

I hereby grant authorized Albany County personnel the right of ingress and egress from said lands for any and all inspection purposes necessary to the exercise of this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Applicant Signature _____ **Date** _____

Owner Signature _____ **Date** _____

Received in Planning Office: _____

Payment: _____

FOR OFFICE USE ONLY:

CU- _____ - _____

PIN # 05- _____ - _____ - _____ - _____

MAP REFERENCES: _____ - _____

T R S

Please review this application carefully to be sure that all questions are answered. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!** The Planning Office staff is available to assist with any questions or problems that you may have.

Requirements:

- Attached application form
- Complete Site Plan – *This does not have to be to scale but must include all information below
- A copy of the deed, lease, or contract for deed for subject property as proof of ownership.
- Inventory Control Sheet for subject property – This can be obtained from the Assessor's Office
- If the subject property is not adjacent to a public road, please include a copy of the easement granting you legal access to the property.
- Applicable Fees

**All information listed above is necessary for a complete application
PLEASE REVIEW CAREFULLY > INCOMPLETE APPLICATIONS WILL BE RETURNED**

*** SITE PLAN REQUIREMENTS**

Please draft a site plan on a separate sheet of paper and include all the following applicable items.

1. Show entire lot or parcel.
2. Adjacent streets and alleys and their names.
3. Lot / parcel dimensions.
4. Driveway (must show intersection with named public or private road).
5. North arrow.
6. Location of buildings / other structures and setback dimensions - Minimum setbacks for all water wells and sewage disposal systems are 50 feet from all property lines; please show these on the site plan.
7. Any other significant features / improvements, such as water, streams, irrigation ditches and fences.
- 8. Practical driving directions to the site.**

THE APPLICANT MUST ADEQUATELY ADDRESS THE FOLLOWING POSSIBLE IMPACTS:

- (1) LEAPFROG OR STRIP PATTERNS OF DEVELOPMENT.** Avoid the creation of scattered or strip development.

- (2) ECONOMIC.** Show that the use will not be a significantly negative economic impact to adjacent properties.

- (3) AIR QUALITY.** There shall be no adverse air quality impact at or beyond the property line: fumes, smoke, odor, dust, heat; etc.

- (4) WATER QUALITY.** There shall be no adverse water quality impacts.

- (5) SEPARATION OF USES.** Provide adequate separation from incompatible adjacent uses through yards and open spaces.

- (6) SCREENING AND BUFFERING.** Provide separation from incompatible adjacent uses by screening and buffering. Reference type, dimensions and character.

- (7) GENERAL NUISANCES.** Minimize light, glare, heat, noise, vibration, odors, fumes, smoke or other off-site nuisances generated by the use.

(8) TRAFFIC. Provide ingress and egress to the property and the proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

(9) PARKING. Provide adequate off-street parking and loading areas.

(10) EXTERIOR LIGHTING. Proposed exterior lighting with reference to light, glare, traffic safety, economic effect and compatibility and harmony with adjacent properties in the district.

(11) REFUSE AND SERVICE AREAS. Appropriately locate and provide adequate refuse and service.

(12) SIGNS. Show the location and size of proposed signs.

Applications will be reviewed by the Planning Office, then submitted to the Planning and Zoning Commission for recommendation, then presented Board of County Commissioners for approval. Those meetings occur the first and third Tuesday of every month.

**MUST BE COMPLETED BY TITLE INSURANCE COMPANY,
LICENSED ENGINEER, LICENSED SURVEYOR, OR ATTORNEY
ACCORDING TO THE ALBANY COUNTY ASSESSOR'S RECORDS.**

CERTIFICATION

I, _____, certify
that the following attachment is a complete list of property owners within 300 feet of the
property lines of the parcel located at:

(Legal Description)

Signature _____

License # _____

Firm _____