



ALBANY COUNTY PLANNING OFFICE

1002 S. 3rd Street, Laramie, WY 82070

(307) 721-2568

FAX (307) 721-2570

Application for Land Use Change / Subdivision 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

_____ Land Use Change **Cost \$200.00** _____ Subdivision Permit **Cost: the greater of \$200.00 or \$50.00 per lot up to a maximum of \$1,000.00**

INFORMATION

What is the size of the lot / parcel? _____ (Acres or square feet) Current zoning _____
Zoning Change (if applicable) _____ Proposed Building or Use _____

***Please indicate the estimated cost of the proposed improvement(s)**

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 _____

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

Fees Payable to Albany County Planner. Due with application!

Address Assigned		Map #	
Date Paid _____	Fee \$ _____	Check Number _____	BCC Approval _____

FOR OFFICE USE ONLY:

SD- _____ - _____

PIN # 05- _____ - _____ - _____ - _____

MAP REFERENCES: _____ - _____

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Additional Application Requirements for a for Zoning Certificate-**CHANGE IN LUC**

ATTACH THE FOLLOWING ITEMS FOR A ZONING CERTIFICATE
CHANGE IN LAND USE CLASSIFICATION:

1. Site plan
2. A copy of the deed, lease, or contract for deed for subject property as proof of ownership.
3. 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.
4. A copy of the Albany County Assessor's Inventory Control Sheet for the subject property.
5. A certified list of surrounding property owners within 300' of the subject property. (*Please use attached form. This information is provided in the Assessor's Office.*)
6. A written narrative explaining the proposed activity for which the Zoning Certificate-Change in Land Use Classification is being sought.
7. \$200.00 fee payable to the Albany County Planner.

Additional Application Requirements for a **SUBDIVISION PERMIT**

ATTACH THE FOLLOWING ITEMS FOR A SUBDIVISION:

1. Subdivision Permits require the filling of preliminary and final plats and supplemental information as required by the Albany County Platting and Subdivision Resolution.
2. A fee in the amount of \$200 or \$50 per lot whichever is greater for subdivision, payable to the Albany County Planner.

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 existing buildings / other structures.
7. Any other significant features / improvements, such as water, streams, irrigation ditches and fences.
8. **Please furnish practical driving directions to the site.**

**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 _____