



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Planning Commission

FROM: Justin Arnold, Program Manager, Planning and Development

DATE: May 17, 2022

SUBJECT: Building and Planning Development Fees

Executive Summary

Pursuant to the Laramie County Land Use Regulations, Section 1-1-105, a schedule of fees, charges and expenses may be reviewed by the Planning Commission and adopted by the Board of Laramie County Commissioners effective July 1 of each year. The fees shall be established by and posted in the Planning and Development Office. Fees shall be based on the cost of providing Planning and Development services to the public. All estimated fees shall be determined based on the average cost time, materials and overhead expenses accrued by the Planning and Development Office in conjunction with the duties and mission of the office to serve the public.

The last fee increase for the Laramie County Building and Plan Review Fee Schedule was presented, read and adopted on September 15, 2015, only increasing the fee for a mobile home set by \$10. No other changes to the Planning and Development, Building or Plan Review fee structure have been made since 2003.

The Laramie County Planning and Development Office proposes the following fee schedule changes for the 2022/2023 fiscal year:

- a) Laramie County Planning & Development Fee Schedule (Attachment A).
 - The fee for the Preliminary Development Plan was changed from \$50/per hour (four hour minimum) to \$1,000.00.
 - The fee for the Low-Impact Grading, Erosion and Sediment Control permit will be increased from \$100.00 to \$250.00.

- The fee for the Standard Grading, Erosion and Sediment Control permit will be increased from \$250.00 to \$500.00.
- The fee for Board Approval will be increased from \$50.00/per hour (four hour minimum) to \$500.00.
- The fee for a Variance will be increased from \$50.00/per hour (four hour minimum) to \$500.00.
- The fee for a Temporary Use permit will be increased from \$25.00 to \$100.00
- The fee for an Address – Existing Oil and Gas Facility will be increased from \$50.00 to \$100.00.
- The fee for a Floodplain Development Permit will be increased from \$50.00/per hour (one hour minimum) to \$200.00.
- The fee for a Site Plan, New and Major Amendments will be increased from \$50.00/per hour (four hours minimum) to \$750.00.
- The fee for a Site Plan, Minor Amendment will be increased from \$50.00/per hour (one hour minimum) to \$250.00.
- The fee for a Zone Change will be increased from \$50.00/per hour (four hours minimum) to \$500.00.
- The fee for a Wireless Tower will be increased from \$50.00/per hour (four hours minimum) to \$250.00.
- The fee for a Family Child Care Home will be increased from \$25.00 to \$100.00.
- The current Subdivision Permit fee structure includes a base fee of \$100.00 plus \$10.00/per lot not to exceed \$1,000.00. The fee will be increased to \$1,200.00 for plats containing less than 25 lots and \$1,800.00 for plats containing 25 lots or more.
- Planning proposes to add a specific fee for Administrative Plats of \$750.00. The fee is currently calculated under the Subdivision fee provisions.
- The fee for the Road/Easement Naming application will be increased from \$200.00 to \$250.00.

b) Laramie County Building Permit and Plan Review Fee Schedule (Attachment B).

- The fees for inspections outside normal business hours was removed.

- The fee for re-inspection has been changed to a flat \$75 fee.
- Inspections for which no fee is specifically indicated has been increased by \$15 per hour (minimum 1 hr.).
- Additional plan review required by changes, additions or revisions has been increased by \$15 per hour.
- Residential Detached Accessory Structures have been changed to square foot valuation.
- Mobile home set in a park has been increased by \$100
- Large wind turbines have been increased by \$2000 per tower.
- Inspections for childcare and fire or electrical has been increased by \$40.
- Electrical meter tag inspections have increased by \$25
- Alternative energy permits have been removed.
- Solar has been revised to include residential and commercial.

Proposed Motion

I move to approve resolutions to provide the notice of intent, as required under Wyoming State Statute, the Laramie County Land Use Regulation, and Section 109.2 of the International Building Code as adopted and amended.

PROPOSED MOTION

I move to recommend to the Laramie County Board of County Commissioners to adopt the proposed Laramie County Planning and Development Fee Schedule and the Laramie County Building Permit Fee Schedule for the 2022/2023 fiscal year.

ATTACHMENTS

- A) Proposed Laramie County Planning and Development Fee Schedule
- B) Proposed Laramie County Building Permit Fee Schedule

EXHIBIT A

Laramie County Planning and Development Fee Schedule						
Application and sign fees shall be paid at the time of application submittal. Other fees will be billed to the applicant.						
Application	Fee	Min Time	Sign (per sign)	Legal Ad (per ad)	Engineer Review	Mailing
Preliminary Development Plan	\$1000.00	4 hours	\$26.00	N/A	Actual Cost	Actual Cost
Low Impact GESC	\$250.00	N/A	N/A	N/A	Actual Cost	N/A
Standard GESC	\$500.00	N/A	N/A	N/A	Actual Cost	N/A
Board Approval	\$500.00	4 hours	\$26.00	Actual Cost	Actual Cost	Actual Cost
Variance	\$600.00	4 hours	\$26.00	Actual Cost	Actual Cost	Actual Cost
Temporary Use	\$100.00	N/A	N/A	N/A	N/A	N/A
Address – New Oil & Gas Facility	\$200.00	N/A	N/A	N/A	N/A	N/A
Address – Existing Oil & Gas Facility	\$100.00	N/A	N/A	N/A	N/A	N/A
Floodplain Development Permit	\$200.00	1 hour	N/A	N/A	Actual Cost	N/A
Site Plan, New and Major Amendments	\$750.00	4 hours	\$26.00	Actual Cost – if applicable	Actual Cost	Actual Cost
Site Plan, Minor Amendments	\$250.00	1 Hour	\$26.00	N/A	Actual Cost	Actual Cost
Zone Change	\$500.00	4 hours	\$26.00	Actual Cost	Actual Cost	Actual Cost
Wireless Tower	\$250.00	4 hours	\$26.00 - if applicable	Actual Cost – if applicable	Actual Cost	Actual Cost
Family Child Care Home	\$100.00	N/A	N/A	N/A	N/A	N/A
Subdivision Permit (25 lots or less)	\$1,200.00	N/A	\$26.00	Actual Cost	Actual Cost	Actual Cost
Subdivision Permit (26 lots or more)	\$1,800.00	NA	\$26.00	Actual Cost	Actual Cost	Actual Cost
Administrative Plat	\$750.00	NA	\$26.00	Actual Cost	Actual Cost	Actual Cost
Plat Review	\$50.00 Per hour	4 hours	N/A	N/A	Actual Cost	Actual Cost
Road/Easement Naming	\$200.00 + \$26.00 Per sign	N/A	N/A	N/A	N/A	Actual Cost
Environmental Health Fee **See Note**	\$200.00 with public sewer. \$200 plus \$10.00 per lot without public sewer (not to exceed \$500.00)					
Community Facility Fees	Land within a water/sewer district or serviced by a district: \$500.00 per acre, rounded to the nearest .1 acre. Minimum \$250.00					
Community Facility Fees	Land outside a water/sewer district with no public water/sewer services: \$50.00 per acre, rounded to the nearest .1 acre. Minimum \$25.00					

**Note: Health Dept. fee increase relating to subdivision permit/plat process approved by Laramie County Board of Commissioners on June 2, 2015, and Board of Health on June 16, 2015.

PROPOSED FEE SCHEDULE

Valuation Low		Valuation High	Building Permit Fee	Plan Review Fee	Sum of Building & Review Fees
\$1	to	\$1,000	\$75.00	\$0.00	\$75.00
\$1,001	to	\$2,000	\$87.50	\$0.00	\$87.50
\$2,001	to	\$3,000	\$94.00	\$0.00	\$94.00
\$3,001	to	\$4,000	\$80.00	\$65.00	\$145.00
\$4,001	to	\$5,000	\$100.00	\$65.00	\$165.00
\$5,001	to	\$6,000	\$120.00	\$78.00	\$198.00
\$6,001	to	\$7,000	\$140.00	\$91.00	\$231.00
\$7,001	to	\$8,000	\$160.00	\$104.00	\$264.00
\$8,001	to	\$9,000	\$180.00	\$117.00	\$297.00
\$9,001	to	\$10,000	\$200.00	\$130.00	\$330.00
\$10,001	to	\$15,000	\$270.00	\$175.50	\$445.50
\$15,001	to	\$20,000	\$360.00	\$234.00	\$594.00
\$20,001	to	\$25,000	\$450.00	\$292.50	\$742.50
\$25,001	to	\$30,000	\$525.00	\$341.25	\$866.25
\$30,001	to	\$35,000	\$595.00	\$386.75	\$981.75
\$35,001	to	\$40,000	\$660.00	\$429.00	\$1,089.00
\$40,001	to	\$45,000	\$720.00	\$468.00	\$1,188.00
\$45,001	to	\$50,000	\$775.00	\$503.75	\$1,278.75
\$50,001	to	\$55,000	\$852.50	\$554.13	\$1,406.63
\$55,001	to	\$60,000	\$900.00	\$585.00	\$1,485.00
\$60,001	to	\$65,000	\$942.50	\$612.63	\$1,555.13
\$65,001	to	\$70,000	\$980.00	\$637.00	\$1,617.00
\$70,001	to	\$75,000	\$1,012.50	\$658.13	\$1,670.63
\$75,001	to	\$80,000	\$1,040.00	\$676.00	\$1,716.00
\$80,001	to	\$85,000	\$1,062.50	\$690.63	\$1,753.13
\$85,001	to	\$90,000	\$1,125.00	\$731.25	\$1,856.25
\$90,001	to	\$95,000	\$1,140.00	\$741.00	\$1,881.00
\$95,001	to	\$100,000	\$1,150.00	\$747.50	\$1,897.50
\$100,001	to	\$500,000	Building Permit Fee is \$1150.00 for the first \$100,000 plus \$5.41 for each additional \$1,000 or fraction thereof including \$500,000*		
\$500,001	to	\$1,000,000	Building Permit Fee is \$3,855.00 for the first \$500,000 plus \$4.78 for each additional \$1,000 or fraction thereof including \$1,000,000*		
\$1,000,001	and up		Building Permit Fee is \$6,245.00 for the first \$1,000,000 plus \$3.52 for each additional \$1,000 or fraction thereof*		
* THE PLAN REVIEW FEE, IF REQUIRED, IS IN ADDITION TO THE PERMIT FEE AND IS EQUAL TO SIXTY-FIVE PERCENT OF THE PERMIT FEE					
* THE PERMIT VALUATION IS BASED ON ESTIMATED COST OF MATERIALS AND LABOR. FOR RESIDENTIAL PERMITS, ACTUAL LABOR COSTS MAY BE USED.					
Inspections outside of normal business hours (minimum charge - 2 hours)					\$50.00 per hour
Re-inspection/additional trip fees					\$75.00
Inspections for which no fee is specifically indicated (minimum charge - 1 hour)					\$50.00 per hour
Additional plan review required by changes, additions or revisions (min charge - 1 hour)					\$50.00 per hour
Residential Detached Accessory Structures (basic structure with no additional interior rooms, includes a maximum of 4 trips)					\$2.75 per SF + plan review
Mobile Home set in a park (block, set, skirt and connect to utilities)					\$200
For use of outside consultants for plan checking and inspections, or both					Actual Costs
Large Wind Turbines					\$2500.00 per tower
Solar-Commerical/Residential					\$100.00 per string for first 20. \$20.00 per string thereafter
Other Miscellaneous Fees					
Inspections for childcare and fire or electrical safety					\$75.00
Gas/Electrical Meter Tag Inspection (non-agricultural)					\$75.00

RESOLUTION# _____

**RESOLUTION GIVING PUBLIC NOTICE OF LARAMIE COUNTY'S INTENT TO
ADOPT UPDATED PLANNING AND DEVELOPMENT FEE SCHEDULES FOR
FISCAL YEAR 2022/2023**

WHEREAS, Wyoming State Statutes § 16-3-103; §18-5-201 to 18-5-208; §18-5-301 to 18-5-315 authorize Laramie County, in promoting the public health, safety, morals and general welfare of the county, to regulate the use of land through zoning in unincorporated Laramie County; and

WHEREAS, WYO. STAT. ANN. § 16-3-103 (2007), requires 45 days public notice and a reasonable opportunity for public comment before Laramie County may adopt, amend, or repeal rules and regulations;

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING, that notice is hereby given to the public that Laramie County intends to adopt updated Planning and Building Department fee schedules for the 2022/2023 fiscal year. Copies of the proposed changes may be reviewed at the Planning and Development Office, 3966 Archer Parkway, Cheyenne, Wyoming 82009; that all interested persons may submit written comments to the Laramie County Clerk, 309 West 20th Street, P.O. Box 608, Cheyenne, Wyoming 82003, no later than 12:00 p.m. on June 30, 2022; a regularly scheduled Laramie County Commissioner's meeting on July 7, 2022, 2021 at 3:30 p.m. The meeting will be held in the Laramie County Commissioners Boardroom on the 3rd floor of the Historic County Courthouse, 310 West 19th Street, Cheyenne, Wyoming 82001. This notice shall be published once in the Wyoming Tribune-Eagle as soon as practicably possible.

PRESENTED, READ AND ADOPTED this 17th day of May, 2022.

BOARD OF LARAMIE COUNTY COMMISSIONERS

Chairman

ATTEST:

Debra Lee, Laramie County Clerk

Reviewed and Approved as to Form:

Laramie County Attorney's Office

Fee Schedule Legal Ad

The Laramie County Planning and Development Department, in accordance with Wyoming State Statute, hereby provides the following notice of intent to adopt an updated Planning and Development, Building Permit and Plan Review Fee Schedule for the 2022/2023 fiscal year. The proposed fee schedules may be viewed at www.laramiecountyplanning.com. The Laramie County Planning Commission will hold a public hearing to discuss this adoption on July 9, 2022. The Laramie County Board of County Commissioners will hold a public hearing to discuss this adoption on July 21, 2022. Both meetings will be held at 3:30 PM at 310 W. 19th Street, Suite 310, Cheyenne, WY 82001. For information contact the Laramie County Planning and Development Department at (307) 633-4303.