



## **Administrative Appeal - Process and Application**

**Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009**

**307-633-4303 – [planning@laramiecountywy.gov](mailto:planning@laramiecountywy.gov)**

### **Process**

An appeal shall be filed with the Laramie County Clerk within seven (7) days from the decision or action. The County Clerk's Office is located at 309 West 20<sup>th</sup> Street – Cheyenne, WY 82001. The Administration phone number for the County Clerk is 307-633-4264.



### **Submit Application by meeting all the following requirements.**

- Application with letter from the party submitting the appeal. The letter shall address what action, application or decision is being appealed. The reasoning for making the appeal shall also be provided in the letter.
- After receiving the appeal, the Clerk's Office will forward correspondence to the County Commissioners Office.



**The appeal is placed on the first regularly scheduled Board of County Commissioners (BOCC) meeting that occurs at least seven (7) days after the appeal is received by the County Clerk's Office.**



**Appeal heard by the BOCC. The Board's decision will be rendered within 45 days from the date the appeal was received by the County Clerk's Office.**

### **NOTE:**

Appeals of any decision by the Planning Commission or the Board of County Commissioners shall be made within the statutory provisions of **W.S. 18-3-513**.

# Administrative Appeal Application - Laramie County, Wyoming



Submit Application To:  
Office of the Laramie County Clerk  
309 West 20th Street Cheyenne, WY 82001

Complete Application and Required Documentation Necessary at Time of Filing

Name of Project \_\_\_\_\_

**OWNER** (attach a separate sheet if there are additional property owners)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**LOCATION**

Legal Description \_\_\_\_\_

Site Address \_\_\_\_\_ Site Area Acres \_\_\_\_\_ or Site Square Feet \_\_\_\_\_

Site Location Description (If Address is Unavailable) \_\_\_\_\_

Current Zoning \_\_\_\_\_ Current Land Use \_\_\_\_\_

**Appeal Information**

What action, application or decision is appealed?

Why are you appealing?

**Required Document due at time of submittal**

Letter: Indicate what application, action or decision is appealed; and explain why that decision is appealed.

*I hereby certify that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers contained on the application and in required documents are true and accurate to the best of my knowledge. The undersigned do hereby agree to pay all fees associated with this application.*

**ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_