



LARAMIE COUNTY LAND USE REGULATIONS

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TITLE 1 ADMINISTRATION

CHAPTER 1 GENERAL ADMINISTRATION

1-1-100 PURPOSE AND INTENT

The purpose of the Laramie County Land Use Regulations is to endorse and support the public health, safety and general welfare of Laramie County. As enabled by the Wyoming Statutes, these regulations are hereby promulgated to implement guidance provided by the adopted Laramie County Comprehensive Plan.

The regulatory intent and focus of these rules are: to further efficient development patterns while protecting property rights, to create fair and consistent review processes for the development and redevelopment of land, and to minimize the negative impact of development on land and water resources. The County's Comprehensive Plan and AMEC Memo, which are intended to work in tandem with these rules, shall also be made available to the public at all times on the County's website.

1-1-101 AUTHORITY

These regulations are adopted by the Laramie County Commissioners under the authority granted by Wyoming Statutes: Title 34 Property, Conveyances and Security Transactions, Title 18 Counties, Title 15 Cities and Towns, Title 24 Highways, Title 9 Administration of the Government, Title 35 Public Health and Safety, and Title 31 Motor Vehicles. Exclusion or absence from this enumerated list of any authority shall not abrogate or otherwise prevent exercise of any authority or enforcement or same, granted to Laramie County by law, regulation or judicial decision or interpretation. The standards, regulations, requirements, instructions, as well as the processes contained within these regulations are the result of the legislative decision-making authority by the Board of County Commissioners granted by the Wyoming State Statutes.

1-1-102 APPLICABILITY

These regulations shall apply to all lands within Laramie County, except as noted. These regulations shall neither apply to federal lands nor any land within the incorporated limits of any town or city.

1-1-103 USE OF LANGUAGE

To ensure the clarity of these regulations, words and terms used, defined, interpreted or further described within are to be understood as follows:

- a. The present tense includes the future tense, and vice versa.



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- b. The word “shall” means mandatory.
- c. The word “may” means permissive.
- d. The word “should” means permissive.
- e. The masculine includes the feminine, and vice versa.
- f. Words used in the singular number include the plural, and vice versa, unless the context clearly indicates the contrary.
- g. The phrase “used for” includes “designed for”, “arranged for”, “intended for”, “maintained for”, and “occupied for”.
- h. The term “permitted use” means the same as “use by right.”
- i. Any reference to an administrative official shall mean that particular official or their designee.
- j. Any reference to other local, state or federal government regulations shall mean the most current promulgated version.
- k. Any reference to “person” also includes corporations, partnerships of all types, firms, and companies.
- l. Where the word “days” is used to indicate a required time for meeting a requirement of the regulations, the specified number refers to calendar days.

1-1-104 SEVERABILITY, INTERPRETATION, ABATEMENT, AND TRANSITION PROVISIONS

a. Severability.

Should any specific section or provision of these regulations be declared invalid or unconstitutional by any court of competent jurisdiction, the declaration shall not affect the validity of the regulations as a whole or any other part thereof, which is not specifically declared to be invalid or unconstitutional.

b. Conflicts with Other Public Laws, Regulations or Requirements.

These regulations are not intended to revoke or repeal any other public law, regulation or permit. Where the conditions imposed by any provision of these regulations is either more or less restrictive than comparable conditions imposed by any other provisions within the regulations, or any other applicable public law, resolution, rule, or regulation of any type that applies, the regulations which are more restrictive and impose higher standards or requirements shall govern.

c. Conflicts with Private Agreements.

Laramie County shall neither be a party to, nor enforce or intervene with any recorded or unrecorded private easement, private covenant, or private agreement made between or amongst members of the public or business entities for their benefit. Laramie County enforces these regulations across all applicable lands within its jurisdiction to ensure that fairness, consistency, due process, equal treatment, and individual property rights are upheld through the promulgation of these regulations and their requirements.



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d. No Abatement of Existing Actions.

These regulations shall not be construed as abating any action now pending under prior regulations. These regulations do not discontinue, abate, modify or alter any penalty accruing or about to accrue; or as affecting the liability of any person, firm or corporation. These regulations do not waive any right of the County under any section or provision existing at the time of adoption of these regulations. These regulations neither vacate nor annul any rights obtained by any person through lawful action of the County, except as expressly provided for within the body of these regulations.

e. Transition Provision.

If a written action or request, or a complete application is submitted prior to the effective date of the new Laramie County Land Use Regulations it shall be reviewed; then may be approved, denied, or tabled using the previous set of regulations. Should a written action or request, or complete application be submitted after the effective date of these regulations, such submittals are subject to all of the provisions of these new regulations.

f. Minimum Requirements.

All provisions of these regulations shall constitute the minimum requirements in Laramie County. Except as explicitly provided in these rules, nothing herein shall prevent anyone, including landowners, homeowner associations, developers, and contractors, from adopting their own standards above or beyond these minimum requirements.

1-1-105 EFFECTIVE DATE

These regulations are in full effect upon approval by the Laramie County Board of Commissioners, and the signature of the Chairperson of the Board, with the County Clerk attesting to the signature, upon the resolution which approves these regulations.

1-1-106 VIOLATIONS AND PENALTIES

a. Violations.

No land shall be developed, used or occupied, and no structure shall be used, constructed, occupied, extended, converted, remodeled, or altered without full compliance with the terms of these regulations and other applicable regulations.

b. Penalties For Violations.

Violation of the provisions of these regulations by failure to comply with any of its requirements, including violations of conditions and safeguards established in connection with conditions shall constitute a misdemeanor pursuant to W.S. § 18-5-206. Unless otherwise provided for in these regulations, any person who violates these regulations, or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$750.00 for each violation, and in addition shall pay all costs and expenses in the case. Each day such violation continues shall constitute a separate offense. Nothing



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herein contained shall prevent Laramie County from taking such other lawful action as is necessary and reasonable to prevent or remedy any violation.

c. Legal Actions to Prevent Violations.

In the event that any land is developed, subdivided, used or occupied, or any building or structure is erected, constructed, reconstructed, repaired, converted, or any building, structure or land is used in violation of these regulations, Laramie County Planning and Development or other appropriate authority, in addition to other remedies, may institute an injunction, mandamus or other appropriate action in a court of appropriate jurisdiction to stop the violation.

1-1-107 TEXT AMENDMENTS

a. Anyone May Draft Amendment Proposals.

These regulations may be amended through additions, changes, modifications, or repeal. Anyone may propose a text amendment. To do so, they must provide a redlined document to the Planning Director and/or Public Works Director showing exactly what language is proposed to be added, removed, and/or repealed, and the location(s) the language appears in this document.

b. Amendment Procedure.

Upon receipt of a redlined proposal to change these regulations, the Director(s) shall send the proposal to the County Attorney for legal review. The County Attorney shall determine whether the proposal lies within the scope of the authority of the County Commissioners under state law and advise the Director accordingly.

Once the legal review is complete, the Director(s) shall schedule the proposal for the next feasible Planning Commission meeting. The Director(s) shall provide a report to the Commission with recommendations as to the Director's position on the proposal. The Planning Commission shall conduct a public hearing on the proposal and vote to recommend adoption or to deny the proposal.

If the Planning Commission votes to recommend adoption of the proposal, the County shall begin rulemaking under the Wyoming Administrative Procedures Act. Legal advertisement for a Notice of Intent to Adopt Rules issued by the Board of Commissioners shall be published in a local newspaper a minimum of 45 days prior to public hearing(s). The notice shall include the date, time, location and purpose of the public hearing and direct interested parties to address inquiries and comment to Planning and Development and/or Public Works.



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Upon completion of the legal notice period, the Board of County Commissioners shall then hear the proposed rule changes at the next following meeting at a public hearing and shall vote on whether to adopt the proposal.

c. Immediate Effect Presumed.

If the Commissioners vote to adopt a proposal to change these regulations, they are changed with immediate effect unless the Commissioners resolve to specify a delayed effective date.

*****END OF CHAPTER 1 – GENERAL ADMINISTRATION*****



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CHAPTER 2 DEVELOPMENT ACTION PERMITTING

1-2-100 PERMITS AND APPROVALS REQUIRED

a. Permits Required.

An individual, property owner, agent, contractor, consultant or other person shall be required to obtain a permit/approval from Laramie County for the following development action categories which shall be furnished in writing.

b. No Verbal Permits.

There shall be no permits or approvals given verbally.

c. Failure to Obtain Permits is Violation.

Failure to obtain a permit or approval shall constitute a violation of Section 1-1-106 contained within this regulation.

d. Permit Types.

The following is a list of the types of permits and approvals issued by Laramie County under these rules:

- Building Permit
- Floodplain Development Permit
- Home Occupation Permit
- Non-traditional Housing Permit
- Temporary Use Permit
- Conditional Use Permit
- Grading, Erosion, and Sediment Control Permit
- Preliminary Subdivision Plan
- Small Subdivision Permit
- Minor Subdivision Permit
- Major Subdivision Permit
- Zone Change
- Variance
- Subdivision Exemption
- Certificate of Review/Compliance
- Administrative Adjustment
- Access Permit
- Utility Permit
- ROW Permit
- OSOW Permit
- General Public Works Permit



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1-2-101 DEVELOPMENT ACTION APPLICATIONS

a. Planning and Public Works to Develop Applications.

The Planning and Development Department and the Public Works Department shall provide applications for all development actions. The applications shall include the submittal requirements and processes pertinent to the development action.

b. Changes to Applications.

Changes to the application and procedures may occur at the discretion of the Planning and Public Works Directors. Applications may require attachments which become part of the submittal process. Applications shall be made available at the Planning and Development Department and the Public Works Department via their respective websites.

c. Applications Incorporated by Reference.

The applications, their requirements and procedures are incorporated into these regulations by reference.

1-2-102 FEES, CHARGES, AND EXPENSES FOR DEVELOPMENT ACTIONS

a. Schedule of Fees.

A written schedule of fees, charges, and expenses shall be made available at the Planning and Development and Public Works Departments and on their respective websites.

b. Fees Due At Submittal.

The initial fee for any application is due at the time of submittal.

c. Fees Due Upon Approval.

No final action to permit, record, authorize or allow any application as required by these regulations before the Board, Planning Commission, Planning and Development and Public Works Departments shall be carried out until all final fees have been paid in full.

d. Fees Updated Yearly.

A schedule of fees may be reviewed by the Planning Commission and adopted by the Board of County Commissioners effective July 1st of each year.

e. How Fees Derived.

Apart from Community Facility and Public Safety fees, all fees shall be established based upon average cost time, as well as the materials and overhead expenses accrued by County staff for services provided. See Title 4, Chapter 5 for additional fees related to subdivision permits.

*****END OF CHAPTER 2 - DEVELOPMENT ACTION PERMITTING**



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CHAPTER 3 PUBLIC NOTICE, PUBLIC HEARINGS, AND DECISION-MAKING

1-3-100 PUBLIC NOTICE AS REQUIRED BY STATUTE

Public Notice required by these regulations will be in accordance with state statutes. The following public notice procedures are required, except as otherwise provided by the regulations. The procedures shall include legal notice, written notice to area property owners and property posting by the applicant.

1-3-101 APPLICANTS TO ATTEND HEARINGS

The applicant or a representative agent for a development action is required to participate in all public hearings related to the project. Attendance may be accommodated for virtually. Failure to do so may result in the matter being tabled.

1-3-102 SCHEDULE OF PUBLIC NOTICE, REQUIRED HEARINGS, AND DECISIONMAKING AUTHORITIES

The following chart outlines required legal notice, posted notice, and written notice to area property owners by development action type:

Development Action Requiring Public Notice	Public Notice Includes: Legal Notice, Written Notice and Property Posting	Public Hearing(s)	Decision Made By
Zone Change	Yes	Planning Commission and Board	Board
Variance Request	Yes	Planning Commission	Planning Commission
Administrative Variance Request	Yes	No	Administrative
Conditional Use Class A Types	Yes	No	Administrative
Conditional Use Class B Types	Yes	Planning Commission	Planning Commission
Conditional Use – Class C Types	Yes		Board



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		Planning Commission and Board	
New Site Plan	Yes	Possible with Board	Administrative or by Board
Conditional Use Site Plan – Class A	Yes	No	Administrative
Conditional Use Site Plan Class B	Yes	Planning Commission	Planning Commission
Conditional Use Site Plan Class C	Yes	Planning Commission and Board	Board
Preliminary Subdivision Plan	Yes	Planning Commission	Planning Commission
Subdivision Permit and Plat For Minor and Major Subdivisions	Yes	Planning Commission and Board	Board
Small Subdivisions	Yes	Board	Board
Development Action With No Decision But Requires Public Notice	Public Notice Includes: Legal Notice, Written Notice and Property Notice	Public Hearing Only	Public Hearing Required with Board
High power transmission line public hearing - easement or right-of-way is 100 feet wide or more.	Yes	Yes	No decision. Public Hearing only before Board.
Water pipeline public hearing - pipe is at least a 24-inch-transmission pipeline.	Yes	Yes	No decision. Public Hearing only before Board.
Energy pipeline public hearing - transmission line at least 12 inches	Yes	Yes	No decision. Public Hearing only before Board.

1-3-103 LEGAL NOTICE

a. 30 Days Minimum.

Legal Notice for development actions or projects is to be published in a local newspaper at least 30 calendar days prior to the first public hearing, or administrative decision about a site plan or simple subdivision by the Planning Department.



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b. Legal Notice Contents.

The notice shall include the date, time, location and purpose of the public hearing and directs interested parties to address inquiries and questions to Planning and Development.

1-3-104 WRITTEN NOTICE TO PROPERTY OWNERS

a. Letters to Specified Distances from Development Actions.

Planning and Development shall send, by first class mail, a letter to property owners who are within a specified distance of the property seeking a development action. The letter will describe the projects' purpose, provide a map of the proposed project if possible, and give the date, time, and location for the public hearing. The letter shall be mailed no later than 30 days prior to the first scheduled public hearing or earliest possible date of administrative decision. The applicant for a development action shall pay for the required mailing upon approval of the project by the decision-making person or body.

b. Distances for Written Notice.

Distance, not including right-of-way from development action property lines for written notice to property owners, shall be as follows:

General requirements	Distance From Subject Property Boundary
Class A and B Conditional Uses as shown in specified zoning districts. RRC, RRH, RRL and LU Zoning Districts.	500 feet minimum
All other zoning districts	250 feet minimum
Exceptions to General requirements	
Property owner of development action owns property within specified minimum area	Must send written notice to at least two (2) other property owners beyond the minimum distance.
Planning Director or designee may extend distance up to one-half of the minimum requirement when certain conditions exist.	The impacts of the development action may significantly affect the health, safety or general welfare of the surrounding area
Specific Class C Conditional Uses: adult entertainment business, confined animal feeding operation, landfill, large scale solar farm, large scale wind farm, quarry, race track, shooting sports range and workforce accommodation quarters	One (1) mile
High power transmission line public hearing when the easement or right-of-way is 100 feet or more in width.	Adjacent property owner on each side of right-of-way or easement.



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Water pipeline public hearing when the pipe is 24-inch diameter or greater-transmission pipeline.	Adjacent property owner on each side of right-of-way or easement.
Energy pipeline public hearing when it is an interstate or intrastate pipeline is 12 inch diameter or greater	Adjacent property owner on each side of right-of-way or easement.

1-3-105 POSTED PROPERTY NOTICE

a. Planning To Provide Signs at Applicant's Expense.

Public Notice signs provided by the Planning Department giving notice of the proposed development action shall be posted on the property by the applicant. The applicant shall pay for the sign(s) with the initial application fee.

b. Visible Posted Notice Required at Frontage(s).

The sign or signs shall be posted at the property frontage(s) no less than 30 days prior to the first public hearing or administrative decision. Proof of posting is to be provided to the Planning Department within the same time frame. Public Notice signs are to be visible from the right-of-way, public easement or private road. The number of signs required shall depend upon the number of property road frontages.

*****END OF CHAPTER 3 - PUBLIC NOTICE, PUBLIC HEARINGS, AND DECISION-MAKING*****



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CHAPTER 4 LARAMIE COUNTY PLANNING COMMISSION

1-4-100 PLANNING COMMISSION COMPOSITION AND DUTIES

a. Composition and Terms of Planning Commission.

The Planning Commission shall be a five (5) member body appointed by the Board of County Commissioners serving staggered three (3) year terms.

b. Responsibilities of Planning Commission.

The Planning Commission shall carry out the following duties and responsibilities:

- i. Conduct public hearings as directed by the Board of County Commissioners.
- ii. Conduct public hearings on any text or map change for the Laramie County Comprehensive Plan and make a recommendation to the Board of County Commissioners. The Planning Commission shall make zone change recommendations utilizing criteria contained within these regulations.
- iii. Conduct public hearings on any text or map change for the Laramie County Land Use Regulations and make a recommendation to the Board of County Commissioners. The Planning Commission is to use criteria contained within these regulations.
- iv. Conduct public hearings about Class B conditional uses, and make a decision to approve, approve with conditions, deny, or table the request.
- v. Conduct public hearings about subdivision permit and plat applications and make a recommendation to the Board of County Commissioners. The Planning Commission may recommend approval, approve with conditions, table, or deny. Any item tabled or any recommendation to table, or approve with conditions, or recommended denial, shall have the written reasoning for such action placed in the record.
- vi. Conduct public hearings about Class C conditional uses and make a recommendation to the Board of County Commissioners. The Planning Commission may recommend approval, approve with conditions, table, or deny. Any item tabled or any recommendation to table, or approve with conditions, or recommended denial, shall have the written reasoning for such action placed in the record.
- vii. Conduct public hearings and decide upon variance requests using criteria within these regulations. The reasoning for a decision is to be entered as part of the written record.
- viii. Conduct public hearings and decide upon appeals related to interpretation of the land use regulations. The reasoning for the decision is to be entered as part of the written record.



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- ix. Conduct public hearings on preliminary subdivision plans. The Planning Commission shall also approve, approve with conditions, table or deny a preliminary subdivision plan. A decision to table, approve with conditions or deny shall have the rationale for such action as part of the record.

*****END OF CHAPTER 4 – LARAMIE COUNTY PLANNING COMMISSION*****



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CHAPTER 5 VARIANCES, ADMINISTRATIVE ADJUSTMENTS, AND APPEALS

1-5-100 VARIANCES

a. Planning Commission to Hear and Decide on Variances.

The Planning Commission shall have the authority to hear and decide on applications for any type of variance. The variance may be from any portion of these regulations related to any specific standard for its application, and any numerical requirement of these regulations, except Chapters 3 and 4 contained within Title 5. The applicant shall provide written evidence related to each criteria component as part of the application depending upon the type of variance requested. The Planning Commission may approve, approve with conditions, or deny a variance request.

b. No Variance If Administrative Adjustment Sufficient.

If a request for a variance may qualify as an administrative adjustment, it shall be processed as such and not as a variance.

c. No Use Variances.

A variance for a use is prohibited. A variance which has the force to rid the requirement or change the requirement to make it ineffective is prohibited. Any such request is considered an amendment to the regulation.

d. Procedures for all Variances.

An applicant for a variance shall attend a pre-application meeting, apply with required fees, and attend the public hearing where the Planning Commission will decide. Public notice requirements apply to a variance request. There shall be a letter of notice to area property owners as required, property posting by the applicant and a newspaper legal notice published at least 30 days prior to the Planning Commission public hearing.

1-5-101 ADMINISTRATIVE ADJUSTMENTS

a. Administrative Adjustments Generally.

The administrative adjustment is a management tool designed to make the operation of the zoning, subdivision, and infrastructure regulations more efficient. It may be employed when there is a need for minor deviations from stated standards. Decision principles are used so the decision is fair and consistent. An administrative adjustment is not a request for interpretation of the requirements and their application.



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b. Decision Principles for Administrative Adjustments.

The Planning and Public Works Directors shall utilize the following principles in deciding whether to grant an administrative adjustment:

1. The administrative adjustment shall meet the intent of the regulations and have the same effect as if it had not been granted.
2. The administrative adjustment shall not be harmful to surrounding properties.
3. Shall demonstrate it upholds public health, safety, and the general welfare of the community.
4. The administrative adjustment is reasonable given the existing circumstances on the site.
5. Financial rationales are prohibited.
6. The applicant shall not have created the problem in question requiring adjustment.
7. The applicant shall explain in writing how their situation meets the decision principles for an administrative adjustment. All six (6) principles are to be met in order to receive an administrative adjustment.

c. Zoning Administrative Adjustments.

The following standards within the regulations are eligible for an administrative adjustment:

1. Landscape Plan Alternative which meets the requirements by having the same effect.
2. Signs: May increase total square footage by up to 10%.
3. Plot Plan: Where central water and sewer is provided minimum lot size may be decreased by 10%. In all areas, the maximum lot coverage and maximum height may be increased up to 10%.
4. In all areas, setbacks may be decreased by up to 10%.

d. Subdivision Administrative Adjustments

The following standards within the regulations may be eligible for an administrative adjustment.

1. The time frame for recording a plat may be extended up to 30 days.
2. Plat layout and content requirements may be modified as long as the plat requirements within the State Statutes are still maintained.

e. Drainage and Stormwater Management Administrative Adjustments

The following standards within the regulations may be eligible for an administrative adjustment.

1. Modifications to the Drainage Certification.



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The following items (singular or in combination) may be considered eligible for an administrative adjustment to the specific requirements of a Drainage Report.

1. Engineering information is provided to substantiate there are no potential drainage problems at the site, upstream and downstream of the site (including impacts to downstream floodplains).
2. The development or redevelopment will not result in an increase in the historic impervious area and/or runoff, as shown by engineering information.
3. The development or redevelopment of an area is immediately adjacent to a major drainage way that is shown to be capable of conveying the fully developed basin 100-year flood without impact to the base flood elevation.
4. The development or redevelopment is unlikely to create drainage problems for the property itself and/or for adjacent property (upstream and downstream), based upon an engineering analysis.
5. There are existing conveyance systems upstream, through the site and downstream of the site to adequately handle existing and proposed runoff.
6. There are no drainage easements needed to convey runoff or for detention/retention ponds for the platted area or site plan area.
7. There are no proposed culverts needed for the project unless it is only culverts for private residential driveway access roads.
8. There are no FEMA Special Hazard/Floodplain Areas within the property or subdivision.

f. Grading, Erosion and Sediment Control Administrative Adjustments

The following standards within the regulations may be eligible for an administrative adjustment.

1. Modifications to the specific requirements to be included with a GESCC permit application.
2. Alternative BMP references to be used.

g. Road Standards Administrative Adjustments

The following items within Title 5, Chapter 6 may be eligible for an administrative adjustments:

1. Substitutions for specific materials to be used.
2. Substitution of the standard specifications being used for the project.
3. Modifications to the access road requirements when there are three (3) or less tracts/lots.
4. Modifications to the construction drawings and notes outlined in these regulations.
5. Modifications to the specific requirements to be included in a traffic impact study.



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6. Modifications to the construction testing, inspections and construction data/records requirements.

1-5-102 ADMINISTRATIVE APPEALS

a. Administrative Appeals Generally.

A person directly affected by an administrative decision of the Planning Director or Public Works Director may appeal such decision to the Laramie County Board of Commissioners. The appeal must be related to a process or requirement upon which a formal decision has been made and may not be a general grievance.

b. Procedures for Administrative Appeals.

An appeal is filed through and at the County Clerk's Office on a County form. An administrative appeal shall be initiated within ten (10) days of the decision by the Planning Director or Public Works Director. The administrative process determined by the County Clerk shall be followed.

a. Administrative Appeals shall be carried out as follows.

- i. An administrative appeal shall be requested in writing on a County form by a party aggrieved through a decision or action by the Planning Director or Public Works Director, while enforcing any of the provisions of these regulations.
- ii. The administrative appeal shall be filed at the Office of the County Clerk within ten (10) calendar days from the date of the decision or action. The Laramie County Clerk is located at 309 West 20th Street in downtown Cheyenne.
- iii. The administrative appeal shall be specific about the action(s) or decision(s) which are being appealed. The appeal shall describe the type of application presented, the date of the decision or action, and a statement of issues on appeal. The appeal shall also reference the section of this regulation or other regulations which are subject of the appeal.
- iv. The appeal will be placed on the first regularly scheduled Board meeting that occurs at least seven (7) calendar days after the Office of the County Clerk receives the appeal. The Board's decision will be rendered within forty-five (45) days from the date the appeal is filed with the County Clerk.

c. Appeals of Planning Commission or Board Decision

Appeals from any final decision by the Planning Commission or Board of County Commissioners shall be made in accordance with W.S. §18-3-31.



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*****END OF CHAPTER 5 – VARIANCES, ADMINISTRATIVE ADJUSTMENTS, AND**
APPEALS***