

# ADMINISTRATIVE ADJUSTMENT GUIDE

AKA

## There's a project issue with the regs, what flexibility exists?

Flexibility. We all need it from time to time. Like a rubber band can open up to a particular point without snapping apart, so too can certain Administrative Adjustments be requested within the land use regulations.

Administrative adjustments encompass certain Zoning standards, Subdivision requirements, Drainage and Stormwater standards, Grading, Erosion and Sediment Control requirements, and specific items contained within the Road Standards. All standards and requirements eligible for an administrative adjustment are found at 1-5-100 of the land use regulations.

Also see 1-5-100 of the Laramie County Land Use Regulations for eligibility, decision principles and the process to request an administrative adjustment. You can go online to the Laramie County Planning Homepage, then go to the Laramie County Land Use Regulations. Hyperlinks are available for your convenience.

A person applies in writing, and is required to explain how the requested adjustment meets the principles set forth in order grant it. The decision principles are:

1. The administrative adjustment shall meet the intent of the regulations and have the same effect.
2. The administrative adjustment shall not be harmful to surrounding properties.
3. Shall demonstrate it upholds the public health, safety and the general welfare of the community.
4. The administrative adjustment is reasonable given the existing circumstances on the site, not caused by the applicant. The rationale shall be explained.
5. Financial rationale is prohibited.
6. Applicant shall not have created the problem.
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.

It is the Public Works Director who reviews and decides upon Road Standards administrative adjustments. The Planning Director is responsible for reviewing and deciding upon all other administrative adjustment requests.

### FOR ASSISTANCE:

Planning: 307-633-4303 or by email: [Planning@laramiecounty.gov.wy](mailto:Planning@laramiecounty.gov.wy)

Public Works: 307-633-4302 or by e-mail: [pubwrks@laramiecounty.gov.wy](mailto:pubwrks@laramiecounty.gov.wy)