



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 Archer Pkwy  
Cheyenne, WY 82009  
planning@laramiecounty.com  
Phone (307) 633-4303 Fax (307) 633-4616



### SOLAR ENERGY SITE PLAN REVIEW PROCESS

**The applicant shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application.** Cost of application and associated fees are published on the Planning and Development Fee Schedule. NOTE: Solar Energy Permits and building permits will not be issued without a Laramie County Board of Commissioner-approved site plan.

1. The completed Solar Energy Site Plan Review application and required documents shall be submitted to the Planning Office, along with one copy of the site plan drawing and an electronic file in a .pdf format. A non-refundable application fee is required at the time the application is submitted to the Planning Office. Make checks payable to the Laramie County Treasurer.
2. The Planning Office shall forward copies of the site plan to reviewing agencies for comments. A staff report shall be provided to the Owner and Applicant listed on the application within 7 days of the Planning Commission hearing.
3. The Planning Office shall publish a legal notice in the local newspaper no less than 30 days prior to the Planning Commission hearing.
4. The owner/applicant shall send notice via certified mail to all property owners of record within one (1) mile of, and to cities and towns within one-half (1/2) mile of, the perimeter of the property affected at least thirty (30) days prior to the Planning Commission review of the site plan. The notice shall include a general project description, the project location, the number of solar panels proposed, and routes of ingress and egress to the location.
5. The applicant is required to provide posted notice at the property where the development is proposed. Signs are available at the Planning Office and shall be placed in view of all public rights of way that abut the property. Sign posting must be completed at least 30 days prior to the Planning Commission meeting. The signs shall be removed within 7 days of the final Laramie County Board of Commissioners hearing.
6. An application for a solar energy site plan must be heard by both the Laramie County Planning Commission and the Laramie County Board of Commissioners. The applicant must attend all public hearings and meetings. Absence of a representative shall result in the withdrawal of the application from the public hearing.



# Solar Energy Site Plan Application

Laramie County Planning and Development Office  
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**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

Pre- Application Meeting Date			
Name of Project			
<b>OWNER INFORMATION (ENERGY COMPANY)</b> Please attach a separate sheet if there is additional contact information			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>APPLICANT INFORMATION</b>			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>~~PLEASE ATTACH A LIST OF ALL PARTICIPATING PROPERTY OWNERS' CONTACT INFORMATION.~~</b>			
<b>LOCATION INFORMATION</b>			
Legal Description			
Site Address	Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)			
Current Zoning		Current Land Use	
<b>DEVELOPMENT INFORMATION</b>			
Proposed Number of Systems		Proposed System Power Generation	
<b>Required Documents</b>			
Installation Compliance Statement		Noise Analysis	
Regulatory Compliance Statement		Phasing Plan	
Grading Construction Documents		Site Plan	
Reclamation and Decommissioning Plan		Evidence of Liability Insurance	
Road Assessment and Mitigation Plan		Waste Management Plan	
<p><i>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. Modification to the "Approved Site Plan" must be coordinated through the Development Office at which time a determination will be made as to the need for an amended Site Plan. The undersigned do hereby agree to pay all fees associated with this application.</i></p> <p><b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b></p>			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			
<p><i>I hereby certify that I have entered into a lease of other agreement with the owner/developer of this project for the purpose of siting a large solar energy system. (If more than one property owner, please attach additional paper for more signatures)</i></p>			
Signature of Participating Property Owner		Date	
Printed Name			



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### SOLAR ENERGY SITE PLAN APPLICATION CHECKLIST

NAME OF PROJECT: \_\_\_\_\_

#### Required Documents:

- Copy of Pre-Application Meeting Notes.
- Completed Application Form.
- A check payable to Laramie County Treasurer for the required application fees.
- Proof of ownership/Warranty Deed
- Statement that each large solar energy system will be installed in compliance with manufacturers specifications.
- Statement that the owner will construct and operate each large solar energy system in compliance with all applicable local, State, and Federal codes, laws, orders regulations and rules.
- Construction documents describing general plans for appropriate drainage, erosion control. and infrastructure improvements, to include the Grading permit.
- Reclamation and Decommissioning Plan.
- Road Assessment and Mitigation Plan, including engineer's estimate.
- Noise Analysis.
- A proposed phasing plan showing areas or locations of solar energy systems for permitting.
- Site Plan.
- Evidence of Liability Insurance.
- Waste Management Plan.