



## **Site Plan - Process and Application**

**Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009  
307-633-4303 – [planning@laramiecounty.com](mailto:planning@laramiecounty.com)**

**ALL applicants shall meet** with Planning and Development staff prior to application for guidance. Call 307-633-4303 or email: [planning@laramiecounty.com](mailto:planning@laramiecounty.com) to set up a pre application meeting.



**Submit Application by meeting all the following requirements. Incomplete submittal not accepted.**

**Specific documents and studies are determined at pre-application meeting. List includes:**

- Application with pre-application meeting notes and digital copy of all files.
- Project Narrative and Warranty Deed
- GESC permit Application
- Drainage Study, Traffic Study or Waiver request
- Payment of required fees at time of submittal.
- FAA Approval, if necessary
- Site Plan
- Landscape Plan



**The applicant posts property. Provides proof of posting.**

**Planning notifies adjacent property owners by certified mail.**



**Public agency review of project. Modifications may be required to obtain approval.**



**Administrative approval by Planning Staff through Certificate of Review  
after remaining fees are paid.**



**Project closeout**

- Payment of all fees accumulated during review process.
- A Certificate of Review (COR) is necessary to obtain for a building permit.
- A Certificate of Compliance (COC) is necessary prior to a Certificate of Occupancy (CO) given by Building Inspection.

# Site Plan Application - Laramie County, Wyoming



Give Application To:  
Laramie County Planning and Development  
3966 Archer Parkway – Cheyenne, WY 82009  
[planning@laramiecounty.com](mailto:planning@laramiecounty.com)

Complete Application, Required Documents and Initial Payment Required at Time of Filing.

Pre- Application Meeting Date \_\_\_\_\_

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 \_\_\_\_\_

## DEVELOPMENT INFORMATION

Description of proposed use(s).

### Required Documents/Initial fee due at time of submittal. Determined at Pre-Application meeting.

Site Plan Drawing, Landscape Plan Drawing, Digital copy of all files.

Pre-Application Notes, Project Narrative Letter, Warranty Deed.FAA Approval, if necessary

GESC Permit Application, Drainage and or Traffic Study or Waiver Request Letter, Sign details.

*I hereby certify that I am the owner/applicant named herein and 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. I understand that the Site Plan approved by the Laramie County Planning and Development Office represents a commitment by me to carry out the construction of the project as represented. Any and all modification to the "Approved Site Plan" must be coordinated through the Laramie County Planning and Development Office, at which time a determination will be made as to the need for an amended Site Plan and/or additional Administrative or Board review. I also understand that the site will be examined during the final inspection for compliance with the "Approved Site Plan" of record. NOTE: unapproved modifications to the site may be cause for non-issuance of a "Certificate of Compliance". The undersigned do hereby agree to pay all fees associated with this application. It is understood an incomplete submittal will not be accepted. 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 \_\_\_\_\_