



Variance - Process and Application

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

307-633-4303 – planning@laramiecountywy.gov

First, the applicant meets with Planning and Development staff prior to application for guidance. Call 307-633-4303 or email: planning@laramiecountywy.gov to set up a pre application meeting.



Submit Application by meeting the following requirements. Incomplete submissions not accepted.

- Application, Plot Plan.
- Pre-application meeting notes.
- Provide justification – see application.
- Payment of initial fee.



The applicant posts development sign on property at least 30 days prior to public hearing and provides proof of posting. Planning notifies adjacent property owners by certified mail at least 30 days prior to public hearing. Planning publishes public notice in newspaper at least 30 days prior to public hearing.



Public agency review of project.



Public hearing and action by Laramie County Planning Commission



Project closeout

- Payment of all fees accumulated during review process.
- Fees are paid prior to any building permit being issued.

PLOT PLAN GUIDELINES

Plot Plan Guidelines

Names of all streets adjacent to the site
Site dimensions and recorded easements.
Proposed building dimensions and height.
Detail which shows why variance is being requested.

If applicable on plot plan:

Proposed screening by height and type, if applicable.

Computation table:

- Total site area.
- Building area.
- Parking provisions (include handicap).
- Landscaped area.
- Estimated trips per day generated by the use.

Location, dimensions and heights of existing buildings, if to remain.

Existing and/or proposed entrances/exits to the site with dimensions.
Location of nearest fire hydrant(s), if applicable.

The location of proposed objects on the site, such as fences, signs, etc., including the location of existing objects and trees which are to remain.

Existing and/or proposed parking areas.

Additional information required for a sign variance:

Location and type (freestanding, ground, wall, etc.) of the proposed (or existing sign in relationship to property line.

The type of sign variance being requested (height, size, setback, etc.). A detail of the proposed sign elevation drawing.

Additional information required for a landscape variance:

A calculation table indicating required landscaping per the Laramie County Land Use Regulations.

Description of required and proposed landscaping.



Variance Application - Laramie County, Wyoming

Provide Application To:

Laramie County Planning and Development
3966 Archer Parkway – Cheyenne, WY 82009
planning@laramiecountywy.gov

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

Pre- Application Meeting Date _____

Name of Project _____

OWNER add 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

Type of Variance _____

Required Documents and Initial fee due at time of submittal

Letter

Plot Plan

Meeting Variance Criteria - applicant fills out pages 2 and 3 of application.

Fee

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 _____

Variance Application: Applicant Provides Justification To The Following

The Planning Commission may grant a variance only if it finds that the application satisfies all of the following criteria. How does your variance request fit the criteria? Provide an explanation to all questions and statements.

- i.** That there are unusual physical circumstances or conditions, including, without limitation, irregularity, narrowness or shallowness of the lot, exceptional topographical or other physical conditions peculiar to the affected property.
- ii.** That the strict enforcement of the regulation would be detrimental to the existing property, adjacent property, or existing environment.
- iii.** That the unusual physical circumstances or conditions do not exist throughout the neighborhood or zoning district in which the property is located.
- iv.** That because of the unusual physical circumstances or conditions, the property cannot reasonably be developed in a manner substantially equivalent to the other landowners in the neighborhood.
- v.** That the unusual physical circumstances or conditions are not the result of actions of the applicant taken after the adoption of this regulation.

Variance Application: Applicant Provides Justification For The Following

vi. That the variance, if granted:

- A.** Would not harm the public safety and welfare.

- B.** Would not alter the essential character of the neighborhood or district in which the lot is located.

- C.** Would not substantially or permanently impair the reasonable use and enjoyment or development of adjacent property; and,

- D.** What is the minimum variance that would afford relief and would be the least modification of the applicable rule?