



## Albany County Planning Office

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planning@co.albany.wy.us  
www.co.albany.wy.us/planning.aspx

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### CONDITIONAL USE APPLICATION

Incomplete Applications will be returned

#### All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** Application and notice fees must be submitted. Check or Cash only, we do not process credit cards.
- Narrative:** A narrative (preferably typed) must be included that describes the proposal, its purpose and an explanation of how potential impacts will be addressed.
- Site Plan:** Submit a complete site plan.
- Proof of Legal Access:** If the property is not accessed by a public road, proof of legal access is required. Legal access is typically established by an access easement(s).
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership. This may be obtained from the Albany County Real Estate Office (located within the Courthouse).
- List of Contiguous Property Owners:** A certified list of contiguous property owners from the Assessor's Office.
- Landscaping Plan** (If required): Commercial and Industrial parcels may be required to provide a landscaping plan.
- Parking Plan** (If required): Commercial and Industrial parcels may be required to provide a parking plan.

#### Important Notices

A Conditional Use Application is required to go through a public process which includes public hearings before the Planning and Zoning Commission and the Board of County Commissioners. Proper notice must be provided before both public hearings. Included in this application packet you will find the notice requirements and a chart that explains the application process.

It is recommended that you review the section of the Albany County Zoning Resolution pertaining to conditional uses. The Albany County Zoning Resolution can be found online at:  
<http://www.co.albany.wy.us/regulations.aspx>

A conditional use permit expires if not put to use within one year or it has been abandoned for a year. Expiration of the permit will require the landowner to reapply.

If the application requires the review of the County Engineer, the applicant is responsible for the cost of this review and will be billed appropriately.

Incomplete Applications will be returned

Applicant					
Mailing Address					
City		ST		ZIP	
Phone		Cell		Email	

Site Address				
City		ST		ZIP

*Fill in legal description if a Rural Address has not been assigned.*

Legal Description				
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Current Zoning		Size of Parcel	
Proposed Use			

**APPLICATION SIGNATURES AND ACCESS PERMISSION**  
**Right to ingress property for assessment, evaluation and inspections.**

I hereby grant authorized Albany County Personnel the right to enter onto this said land for any and all inspection purposes necessary to exercise this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Owner Signature ( <b>REQUIRED</b> ):		Date:	
Printed Name of Owner:			
Applicant Signature:		Date:	
Printed Name of Applicant:			

**APPLICATION FEES**

<b>Conditional Use</b>		
<input type="checkbox"/>	Conditional Use	\$300.00
<input type="checkbox"/>	Notice Fee	\$100.00

**FOR OFFICE USE ONLY:**

CU			CHECK#	
PIN #	05-		RECEIPT#	
SITE ADDRESS			RECEIVED	
CURRENT ZONING		PROPOSED ZONING	BCC DATE	

## NARRATIVE

Provide a brief narrative which includes

1. **Proposal Summary:** Provide a brief description of your proposal and its purpose.
2. **Potential Impacts:** Address the following:
  - a. Leapfrog or Strip Patterns of Development: Show the use will avoid the creation of scattered or strip development pattern.
  - b. Economic: Address any potential negative economic impacts.
  - c. Air Quality: Address any potential impacts to air quality beyond the property lines (fumes, smoke, odor, dust, heat, etc.).
  - d. Water Quality: Address potential adverse water quality impacts.
  - e. Separation of Uses: Show adequate separation from incompatible adjacent uses through yards and open space.
  - f. Screening and Buffering: Address any screening and buffering that may be needed between incompatible uses. Reference type, dimensions, and character.
  - g. General Nuisances: Address any potential nuisances that may be caused by the proposed use (light, glare, heat, noise, vibration, odors, fumes, smoke, etc.).
  - h. Traffic: Address ingress and egress to the property and any proposed structures with reference to automotive and pedestrian safety and convenience, traffic flow and control, and emergency response access.
  - i. Parking: Provide a parking plan that will meet adopted parking standard.
  - j. Exterior Lighting: Lighting must meet adopted lighting standards.
  - k. Refuse and Service Areas: Address how refuse will be removed from the property.
  - l. Signs. Show proposed sign location and size. Signs must be property permitted.

Note: Additional information or studies may be required if Staff determines that potential impacts have not been adequately addressed.

## SITE PLAN REQUIREMENTS

You must include all of the following items

*Please attach a site plan (no larger than 11"x17")*

*The County Web Map ([www.co.albany.wy.us/map/](http://www.co.albany.wy.us/map/)) or other available web mapping services may be used as the base map for your site plan.*

- Show the entire lot or parcel with dimensions and orient the drawing to the North Arrow.
- Indicate adjacent streets and alleys and their names.
- Location of any easements or rights-of-way on the property.
- Location of all existing buildings or other structures.
- Proposed improvements (buildings, parking areas, service areas, driveway, etc.).
- Any other significant feature such as water, streams, ditches, fences, etc.

**CONTIGUOUS PROPERTY OWNER  
ACCORDING TO THE ALBANY COUNTY ASSESSOR'S RECORDS**

I, \_\_\_\_\_, certify that the following attachment is a complete list of property owners and addresses contiguous to your parcel located at:

**Address, if any, or legal description**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

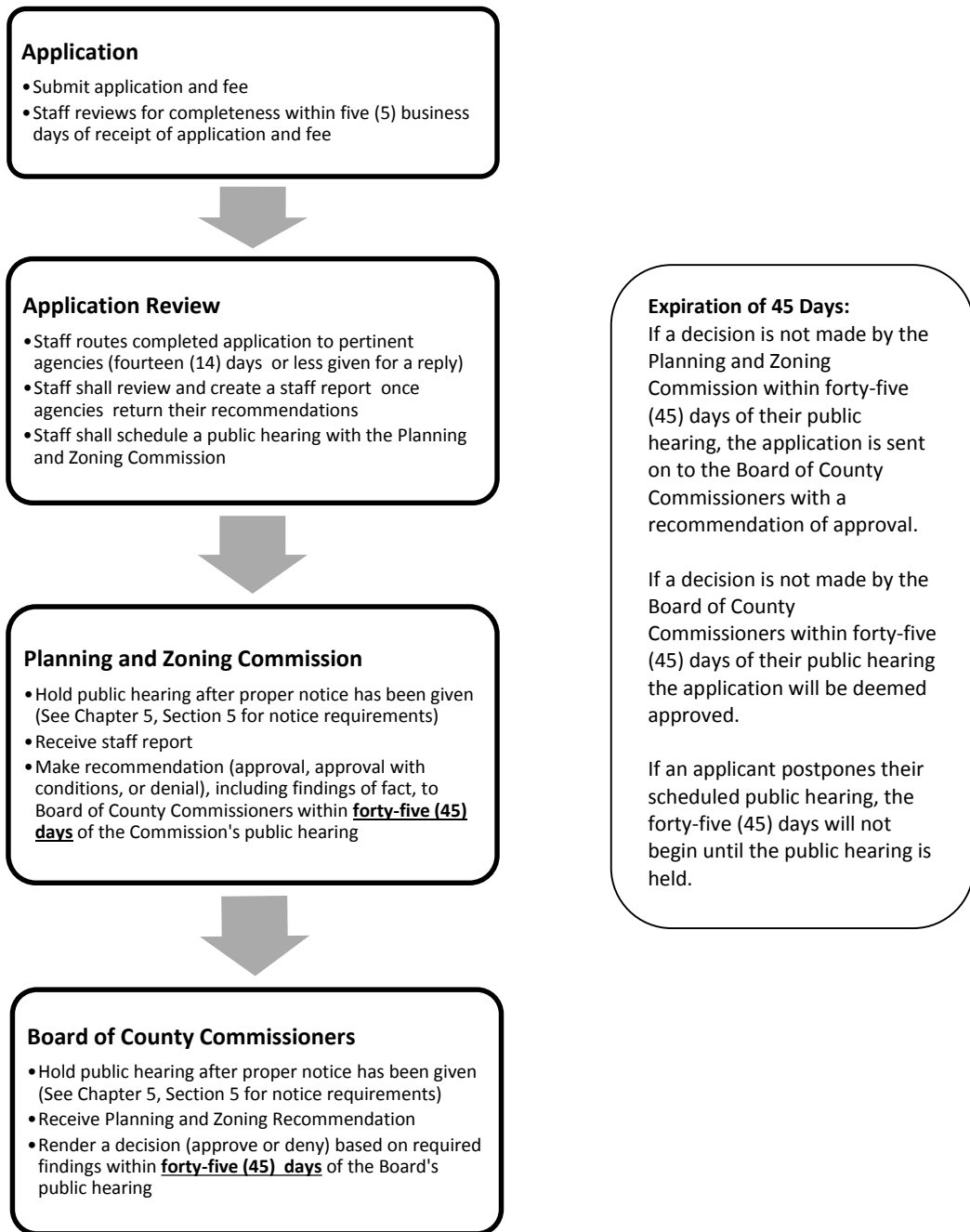
**NOTE: "Contiguous" includes properties that may be separated by road or rail right of way from the applicant's property.**

## **Notice Requirements.**

- A. Development Proposals:** The notice requirements shall apply to zoning changes, conditional uses, variances, and telecommunication and utility facilities.
- B. Fee:** Applicant shall remit a fee in the amount of one hundred (100.00) dollars to cover notice expenses at the time of filing a development proposal. This fee shall be in addition to the application filing fee.
- C. Notice Requirements:**
1. **Mail:** Applicant shall be responsible for mailing notice, by certified mail, to surrounding, contiguous property owners of the proposed development. If the applicant is not the property owner of the proposed development site, notice shall be sent in the described manner to the property owner(s). Notice of pending proposals for development shall be given before both the Planning and Zoning Commission and the Board of County Commissioners at least fourteen (14) days prior to consideration. Rights-of-way and easements shall not be considered as dividing properties. Names and addresses for the surrounding property owners shall be obtained from the real estate records filed with the Albany County Clerk's Office or the assessment records on file with the Albany County Assessor's Office. Use of any information which is not up-to-date shall not invalidate this notice requirement.
  2. **Affidavit of Mailing:** Applicant shall submit to the Planning Office both an affidavit of mailing of the certified mail notice and copies of the signed return by recipients of the notice. The affidavit and the receipt copies shall be submitted to the Planning Office at least five (5) days prior to the respective Planning and Zoning Commission and Board of County Commissioners meetings.
  3. **Publication:** The Planning Department shall propose and place in the local newspaper a legal notice of the proposed development. The publication shall provide at least fourteen (14) days notice of a development proposal before the Planning and Zoning Commission and fourteen (14) days notice prior to the Board of County Commissioners.
  4. **Signage:** The applicant shall obtain at the time of the application submission, one (1) sign to be placed along and clearly visible from each publicly used road abutting the property. The sign shall state the property is being proposed for development and shall give contact information for the Planning Department. The sign(s) shall be posted at least fourteen (14) days prior to consideration of a development proposal before the Planning and Zoning Commission and the Board of County Commissioners. Applicant is responsible for return of the signs in as good a condition as when obtained, except for reasonable wear and tear.
- D. Contents of Notice:** All mailed and publication notices shall include a brief description of the development proposal including the owner, location and proposed use; contact information for the Planning Department; and the location, date and time, and reviewing body for the public meeting or hearing.

## Chart 5.1

### Approval Process for Zoning Change, Conditional Use Permits, Variances, and Tower Permits



Note: This chart contains the minimum standards for the public process. Please see the individual chapters and sections in this zoning resolution for all County requirements pertaining to these permits.