



Albany County Planning Office

1002 S 3RD Street, Laramie, WY 82070
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planning@co.albany.wy.us
www.co.albany.wy.us/planning.aspx

ZONING CERTIFICATE AND RURAL ADDRESS APPLICATION

Incomplete Applications will be returned

All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** All applicable fees. Check or Cash only, we do not process credit cards.
- Site Plan:** Submit a complete site plan (see pages four & five).
- Easements:** Include any easements granting you legal access to the property.
- Approach License:** Include a copy of the approach license for any driveway accessing off of a State or County Road. For more information, contact Wyoming Highway Department or Albany County Road & Bridge Department.
- 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).
- 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.

Commercial and public buildings may require a permit and inspection from the State Fire Marshal's Office www.wyofire.state.wy.us

Important Notices

Zoning Certificates expire two years from the date of approval, if not put to use. Applications must be approved by the Board of County Commissioners **before** any construction is started. This applies to all principal structures and accessory buildings. A late fee charge of \$100.00 will be assessed for any construction begun prior to approval.

This application will be reviewed by the Planning Office. If it satisfies the requirements of the Zoning Regulations, the application will be approved and the approval packet will be sent to applicant within 14 business days of submittal.

It is strongly recommended that you obtain your zoning certificate (building permit) and a wastewater (septic) permit at the same time. If you are building on a small lot, this is highly recommended to insure that the proper location for the septic field can be determined.

The applicant agrees to abide by the Albany County Zoning Resolution as well as any requirements specific to the property required by Albany County. Application requirements vary depending on the zoning of the property. The Albany County Zoning Resolution can also be viewed at: www.co.albany.wy.us/planning.aspx. Albany County does not review permits in the context of any existing covenants for the subject property. It is the property owner's sole responsibility to ensure that all covenants are adhered to.

Please call Wyoming One Call (811) at least two business days before you intend to dig (or if you are calling from out-of-state, 1-800-849-2476).

ONE APPLICATION PER STRUCTURE

Incomplete Applications will be returned

Applicant							
Mailing Address							
City		ST		ZIP			
Phone		Cell		Email			

Building Contractor (if applicable)						<input type="checkbox"/> Self-Built
City		ST		ZIP		
Phone		Cell		Email		

Building Site Address						
City		ST		ZIP		

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

Legal Description						
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Shared Driveway: Where two or more properties share a common roadway it is the county policy that the roadway will become a named road and all addresses will be changed to the new named road. Please begin the road naming process.

FOR OFFICE USE ONLY:

New Rural Address						
City		ST		ZIP		

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 (REQUIRED):		Date:	
Printed Name of Owner:			
Applicant Signature:		Date:	
Printed Name of Applicant:			

If you do not have full ownership of the property, you (as the applicant) and the owner must sign the application as proof of permission to build.

FOR OFFICE USE ONLY:

ZC-		TYPE:		RAA-		CHECK#	
PIN #	05-	ZONING:				RECEIPT#	
SITE ADDRESS						RECEIVED	
MAP REFERENCE	T-	R-	S-	Q-	of	APPROVAL DATE	

PROPOSED USE AND ADDITIONAL REQUIRED INFORMATION

Describe the proposed use of this structure	
Estimated cost of this structure	\$

Is the property within a floodplain? Yes No

Is the property within the Aquifer? Yes No

My water source will be: Well Hauled Public Utility No Water

Well Permits are handled through the State Engineers Office 307-777-7254 and usually applied for by your well driller.

I have applied for a County Wastewater Permit for this structure YES NO

It is recommended you obtain a zoning certificate and wastewater permit at the same time.

U S Postal Service mail delivery: Yes No P O BOX

Postal Service delivery is not available in all parts of the county. Check with the Postmaster servicing your area to determine your level of service.

This will be the principal structure: the first structure or the building in which the main or principal use of the property takes place (may be agricultural, residential, commercial, or industrial).

Full Time Occupancy

Occasional Use Occupancy

Business (Commercial, industrial)

Rental

This will be an accessory structure: a building that is incidental/subordinate to the principal structure (not used as a residence).

This will be an addition to a principal structure.

This will be an addition to an accessory structure.

APPLICATION FEES

Residential Structures:		
<input type="checkbox"/>	Site Built Home <i>(or first structure)</i>	\$200.00
<input type="checkbox"/>	Modular	\$200.00
<input type="checkbox"/>	Mobile Home	\$100.00
<input type="checkbox"/>	Outbuildings <i>(sheds, garages, etc.)</i>	\$100.00
<input type="checkbox"/>	Additions	\$100.00
Non-Residential Structures:		
<input type="checkbox"/>	Agricultural Building <i>(first structure, not used as a residence)</i>	\$200.00
<input type="checkbox"/>	Commercial and Industrial Buildings <i>(first structure)</i>	\$200.00
<input type="checkbox"/>	Outbuildings	\$100.00
<input type="checkbox"/>	Additions	\$100.00
Rural Addressing Fees: <i>(Mileage Map can be found at: www.co.albany.wy.us/planning)</i>		
<input type="checkbox"/>	Rural Address Assignment	\$100.00
Late Fee: <i>(A late fee charge of \$100.00 will be assessed for any construction begun prior to approval.)</i>		
<input type="checkbox"/>	Late Fee	\$100.00

SITE PLAN REQUIREMENTS

You must include all of the following items

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

- Show the entire lot or parcel with dimensions and orient the drawing to the North Arrow.
- Indicate adjacent roads and their names.
- Indicate locations and outside dimensions of all buildings.
- Setbacks are required for buildings. Please show setbacks from property lines for all proposed structures and provide the distances on the site plan.
- Setbacks are required from the property lines for both the well and septic system. Setbacks must be 50 feet from all property lines and 100 feet between well and nearest corner of any septic system.
- Indicate other significant features or improvements of the subject property, such as streams, ponds, irrigation ditches, wells, floodplains, septic systems, corrals, fences, towers, overhead power lines.
- Commercial or Industrial parcels must meet the county parking standards. Identify parking areas.
- Indicate the driveway location – The rural address is assigned to the driveway location. Indicate the distance from the centerline of the driveway to the nearest corner of the property. *This location cannot be changed after the application has been submitted, if the driveway location is changed you will be assessed a new rural address fee and assigned a new rural address!!!*

Zoning	Setbacks
Agricultural (A)	20 feet
Rural Residential (RR)	10 feet
Small Lot Residential (SLR)	10 feet
Urban Residential (UR)	10 feet
Commercial (C)	10 feet
Neighborhood Business (NB)	10 feet
Industrial (I)	10 feet
Neighborhood Conservation Overlay Zone (NCOZ)	N/A

EXAMPLE SITE PLAN
More information may be needed
Setbacks vary based on zoning

