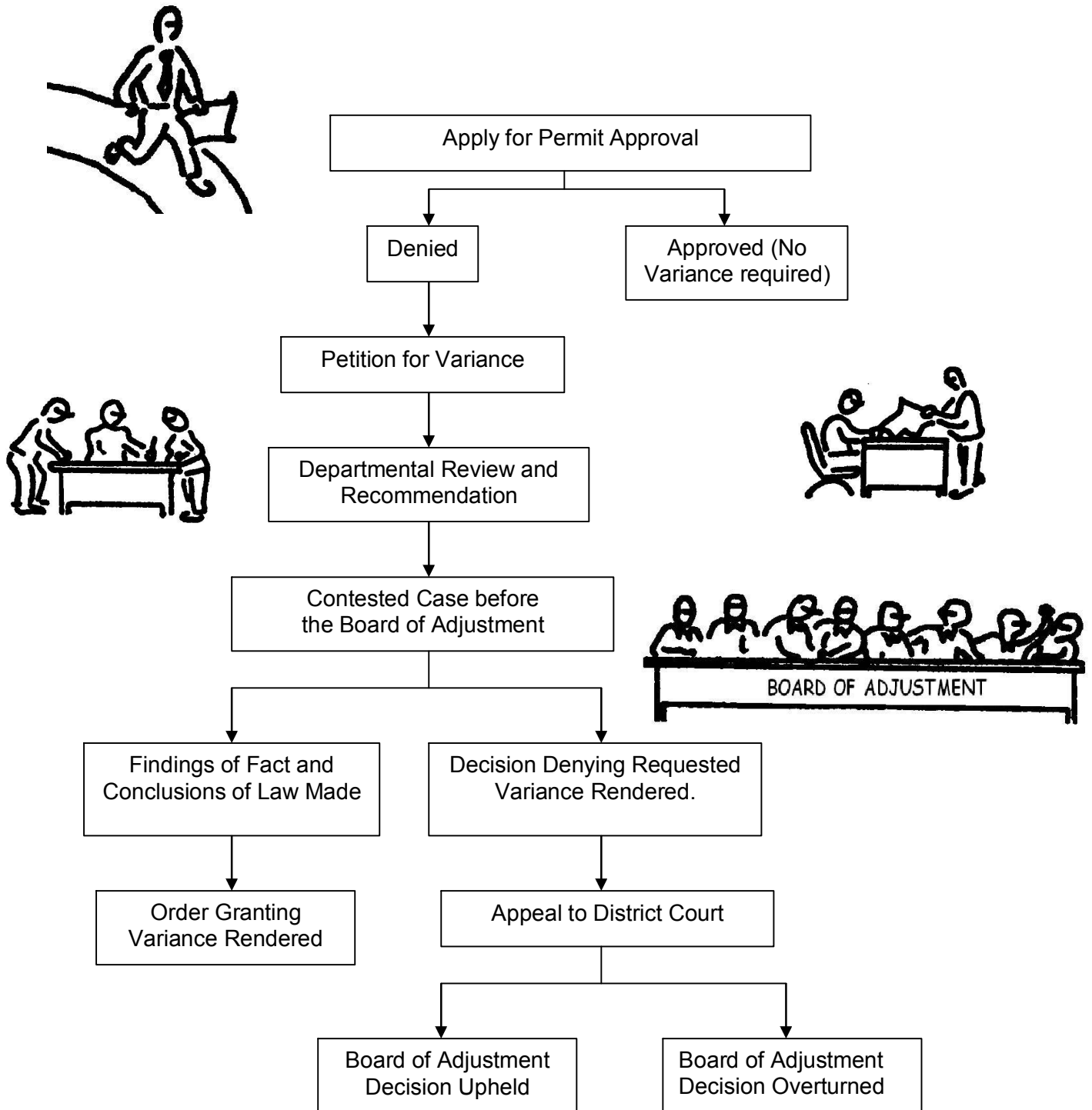


# APPLICATION FOR: ZONING VARIANCE

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE COMMUNITY DEVELOPMENT DEPARTMENT, P.O. BOX C, 405 GRAND AVENUE, LARAMIE, WY 82073. MATERIALS WILL NOT BE CONSIDERED RECEIVED IF THEY ARE SUBMITTED TO ANY OTHER DEPARTMENT IN THE CITY OF LARAMIE. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF LARAMIE COMMUNITY DEVELOPMENT DEPARTMENT. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT IS INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE COMPLETE THE APPLICATION AND CHECK OR FILL IN THE BLANK THAT APPLIES TO YOU AND/OR YOUR PROJECT. PLEASE REVIEW/READ THE ENTIRE APPLICATION AND PRINT CLEARLY.

|   |         |  |  |
|---|---------|--|--|
| Date Submitted: _____   |         | File Number: _____   |  |
| APPLICANT:  |         | PRIMARY CONTACT: <input type="checkbox"/>  |  |
| ADDRESS:  |         | E-MAIL:  |  |
| CITY:   | STATE:  | ZIP CODE:  |  |
| PHONE :   | MOBILE: | FAX:   |  |
| OWNER:  |         | PRIMARY CONTACT: <input type="checkbox"/>  |  |
| ADDRESS:  |         | E-MAIL:  |  |
| CITY:   | STATE:  | ZIP CODE:  |  |
| PHONE :   | MOBILE: | FAX:   |  |
| REPRESENTATIVE:   |         | PRIMARY CONTACT: <input type="checkbox"/>  |  |
| ADDRESS:  |         | E-MAIL:  |  |
| CITY:   | STATE:  | ZIP CODE:  |  |
| PHONE :   | MOBILE: | FAX:   |  |
| PROJECT LOCATION (Street Address or General Location):  |         |  |  |
| CURRENT USE OF BUILDINGS/PROPERTY:  |         |  |  |
| APPROXIMATE DATE OF PROPERTY ACQUISITION:   |         |  |  |
| PRESENT ZONING:   |         | COMPREHENSIVE PLAN LAND USE DESIGNATION:   |  |
| TOTAL PROJECT ACREAGE/SIZE:   |         | PLEASE ENCLOSE A COPY OF THE PERMIT DENIAL LETTER FROM THE BUILDING OFFICIAL   |  |
| FLOOD ZONE DESIGNATION (CHECK)<br><input type="checkbox"/> A <input type="checkbox"/> AE <input type="checkbox"/> AH <input type="checkbox"/> AO <input type="checkbox"/> A99 <input type="checkbox"/> X <input type="checkbox"/> D |         | IS THE DENIAL LETTER FROM THE BUILDING OFFICIAL INCLUDED IN THIS APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| PREVIOUS/RELATED APPLICATIONS FOR THIS SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO   |         | LIST PREVIOUS/RELATED APPLICATION NUMBER(S) AND DATE(S):   |  |

# What is the Zoning Variance Process?



## LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

### OWNER(S) OF RECORD: (Include all signatures; provide extra sheets if necessary)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project. I also certify that all plans and submittal requirements are in accordance with the Wyoming State Statutes and City Code, have been drawn to a standard engineering scale (e.g. 1":20', 1":50', 1":100').

### APPLICANT:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### APPLICANT'S ENGINEER/REPRESENTATIVE:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*The Community Development Director or his designee shall determine the completeness of a subdivision application at the time of submittal of the application to the Community Development Department. A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.*

**Written Statement (Required Findings)**

The Board of Adjustment has the power to vary or adjust the strict application of any of the requirements of the zoning ordinance in the case of an exceptionally irregular, narrow, shallow or steep lot or other exceptional physical condition applying to a lot or building as a result of which strict application would deprive the owner of the reasonable use of the land or building involved. **No adjustment in the strict application of any provisions of the zoning ordinances shall be granted by the board of adjustment unless it finds the following** (Please state how your variance request meets the required findings):

That there are special circumstances or conditions, which are peculiar to the land or building for which the adjustment is sought which circumstances or conditions do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the ordinance from which a variance is sought.

The aforesaid circumstances or conditions are such that the strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of such land or building and that the adjustment is necessary for the reasonable use of the land or building and that the adjustment as granted by the board is the minimum adjustment that will accomplish this purpose.

That the granting of the adjustment is in harmony with the general purposes and intent of the zoning code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

## EXPLANATIONS/DEFINITIONS OF SUBMITTAL REQUIREMENTS:

1. **Application Form**– The completed Application (Page 1) and Letter of Authorization (Page 2) including all required information and signatures. Note: All items on the submittal checklist must be included. The application form will provide us with information on the variance request and how to contact parties involved. Please include a copy of the Building Official's Permit Denial Letter.
2. **Written Statement\*** - All items related to the variance request can not adversely affect the public interest. A Written Statements is required to be completed (Page 4). The written statement must be completed to the best of your knowledge and will be forwarded on to the Zoning Board of Adjustment. **Substitute forms (letters/ documents) are acceptable if they clearly address all items required in the written statement.** Additional information such as maps, pictures, conceptual drawings, architectural drawings, color pallets, elevations, building plans, covenants, landscaping, etc. are allowed, and may be requested, if they help the applicant accurately represent their project or if requested by staff. **Note: All Required Findings listed in the Written Statement must be met in order for the Board of Adjustment to grant a variance.**
3. **Map** – A plat or plan of the area, showing existing site conditions and all relevant information regarding the variance request. The map must at minimum be legible and on an 8 ½" x 11" paper. Staff reserves the right to reject any map for incompleteness. The map must show:
  - a. Building placement on lot or site, relative to property lines and any existing buildings or structures.
  - b. Lot dimensions, building setback dimensions from property lines to exterior faces of buildings or additions, driveways, adjacent streets and alleys.
  - c. Location and heights of fences and/or retaining walls.
  - d. Off-street parking areas.
  - e. The map must contain a north arrow, scale (not less than two hundred feet to the inch), date, boundary line, and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or left hand side of the map.
  - f. Building elevations (if relevant to the variance request).
  - g. Any other information requested by the Community Development Department.

Note: If property lines, setbacks, lot dimensions or any other measurement is in question or more precise measurements are required a fully surveyed site plan may be required.
4. **Formal Petition**– A variance request is a contested hearing. The document on Page 8 must be completed for consideration of a variance.
5. **Notification**– Notification of all property owners within 140 feet (excluding streets and alleys) of the property proposed for a conditional use is required. A certified list must be prepared by a Title Company, Licensed Engineer or Licensed Surveyor (See Page 7 for proper form). Community Development Department Staff will mail notice to surrounding property owners and publish notice in the newspaper at least seven (7) days prior to the Board of Adjustment Hearing. **Applicant will be billed for all Public Hearing Notification.**
6. **Fees** – A \$50.00 application fee is required for all applications.

\*The written statement can be substituted by a letter clearly indicating all required elements listed in the written statement section.

**CERTIFIED LIST VARIANCE**

City of Laramie, Wyoming

This form is to be completed by a Title Insurance Company, Licensed Engineer or Licensed Surveyor. The Certified List must be submitted with the application and is required for a complete application. All applications are to be returned to the City of Laramie Community Development Office, 405 Grand Avenue, Laramie, WY 82070.

**CERTIFICATION**

I, \_\_\_\_\_, hereby certify that the following is a current, complete and accurate list of property owners within 140 feet (excluding streets and alleys) of the property proposed for a conditional use (an amendment to the Zoning Map), with said property being located at

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Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

License Number or Professional Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

|  |                               |                 |
|--|-------------------------------|-----------------|
|  | <b>PROJECT TYPE</b>           | <b>Variance</b> |
|  | <b>FEE</b>                    | <b>\$50</b>     |
|  | <b>Submittal Requirements</b> | <b># Copies</b> |
|  | Application Form              | <b>2</b>        |
|  | Site Plan / Map               | <b>12</b>       |
|  | Written Statement*            | <b>12</b>       |
|  | Notification/Certified List   | <b>1</b>        |
|  | Miscellaneous                 | <b>12</b>       |

\*The written statement can be substituted by a letter clearly indicating all required elements listed in the written statement section.