

Date Received: _____

Application #: 20____ - ____ - ____

Planning & Zoning Application: Special Use Permit, Rezone, & Variance

Planning Office – 800 9th Street – Wheatland, Wyoming 82201
planner@plattecountywyoming.com



All applications must include the following:

- ☐ Application: Fill out this application form completely. The application contains these sections:
 - ☐ Contact Information
 - ☐ Proof of Ownership
 - ☐ Wheatland Irrigation District Approval (Rezone Applications Only)
 - ☐ Legal Description of Property Subject to Request
 - ☐ Current Zoning – Requested Zoning
 - ☐ Description of Request & Need
 - ☐ Site Plan and/or Aerial Image of Property
 - ☐ Parking Plan (if applicable)
 - ☐ Fees Owed/Paid
 - ☐ Applicant Signature
 - ☐ Planning & Zoning Disposition

Important Information:

- ❖ Please review Chapter 3 (Procedures for Rezoning & Special Use Permit Applications) prior to submitting your application.
- ❖ Special Use Permit, Rezone and Variance applications must be heard at public hearings by both the Platte County Planning and Zoning Commission and Platte County Board of Commissioners.
- ❖ Requests must be approved by the Platte County Board of Commissioners before the use specified within the application can begin.
- ❖ Additional application requirements can vary depending on the specific request.
- ❖ **Incomplete applications will be returned!**

Application Type: Mark all requests being made with this application. You may seek multiple requests by using a single application. For instance, if you are seeking a Special Use Permit, and are requesting a Variance related to that request, you may select two boxes rather than submitting a separate application.

- ☐ Special Use Permit
- ☐ Rezone
- ☐ Variance

Contact Information:

Applicant: Each application must have a point of contact, which is considered the applicant. The applicant cannot be a legal entity, but must be an individual. Entities (Trusts, LLCs, Corporations, etc.) will be documented in the following section.

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

Owner: If the parcel is owned by someone other than the applicant, the owner of the property for which this request is sought, the owner's contact information and signature must be included below. This includes legal entities like Trusts, LLCs, Corporations, etc. If the applicant is authorized to sign on behalf of the entity, proof of authorization to sign on behalf of the entity must be included.

This section does not need to be completed if the applicant and owner are one-in-the-same.

Owner Name: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

Owner's Signature: _____

Proof of Ownership:

Each application must include proof of ownership for the property subject to this request. If you do not have proof of ownership, please visit the Office of the County Clerk to obtain proof. The Clerk's Office will assist you in obtaining proof, but they are not allowed to conduct research on your behalf. Furthermore, you may be required to pay a fee for printing. Each application must have an attached proof of ownership.

For Rezoning Applications – Wheatland Irrigation District Approval:

If you are filing a Rezone application, and the parcel to be rezoned is located within the Wheatland Irrigation District (WID), you are required to obtain approval from WID prior to your application being accepted by the Planning Office (see Zoning Regulations section 3.05.020(B)(f)).

Is your parcel located within the Wheatland Irrigation District Boundaries: ☐ Yes ☐ No

If yes, attach the corresponding approved Wheatland Irrigation District Water Plan.

This section does not apply to Special Use Permit or Variance requests!

Legal Description:

The area subject to this request may not be the entire parcel that is referenced in the proof of ownership. As such, please indicate the exact legal description of the property subject to your request. By specifying a piece of property for use, and not the entire property, this does not create a separate parcel for sale and as such is not required to be processed through a subdivision process. If you wish to sell the parcel separately from the entire property, you will be required to proceed through a subdivision process.

Please select one of the following to describe the property subject to the request:

- ☐ Entire Property is subject to the request (same description as proof of ownership document)
- ☐ See attached survey or exhibit
- ☐ Described herein:
 - Within a platted subdivision: Subdivision: _____ Tract/Lot(s): _____
 - Outside a platted subdivision: Quarter Section: _____ Of Section: _____
Township _____ North, Range _____ West.

Zoning Classification:

Current Zoning: _____

Requested Zoning: _____

Description of Request & Need:

Please explain why you are submitting this request. Your explanation should include what you intend to do with the property, which is subject to your request. For instance, please explain how you currently use the property, and what your requested future use of the property is. Please also explain why approval of your request is beneficial.

You may also attach a separate letter to satisfy this requirement. If attaching a separate letter, please fill the below section with "See Attachment".

Aerial Image & Site Plan:

Aerial Image Requirements: Please attach an aerial image (Google Maps, Platte County GIS, etc.) showing the surrounding area and boundary of the property subject to the request. The aerial image must include a half-mile radius around the parcel, oriented with the North Arrow. The parcel subject to your request shall be highlighted on the map.

Site Plan Requirements:

- ❖ Use the space below to draw your site plan. You may also attach a separate site plan.
- ❖ Show the entire lot or parcel with dimensions and orient the drawing with the North Arrow.
- ❖ Indicate adjacent roads and their names.
- ❖ Indicate locations and outside dimensions of all buildings.
- ❖ Setbacks are required for buildings and/or project structures. Indicate setbacks from property lines, easements, rights-of-way, and roads for all proposed structures and provide the distances.
- ❖ Setbacks are required for both the well and wastewater (septic) system. Indicate setbacks from property lines with distances to well and wastewater system.
 - For setback distances from wells, please contact the State Engineer's Office;
 - For setback distances from wastewater systems, please contact the Wyoming DEQ.
- ❖ Indicate other significant features or improvements of the subject property, such as streams, ponds, irrigation ditches, wells, floodplains, wastewater systems, corrals, fences, towers, overhead power lines, etc.
- ❖ Commercial, Industrial, and Multi-Family parcels must identify landscaping and parking areas.
- ❖ Indicate the driveway location(s).
- ❖ Parking: Some uses (Commercial, Industrial, and Multi-Family) require parking plans be included with the application. If applicable, please include the parking plan as part of your site plan.

Application Fees:

All fees must be paid by check or money order. Currently, we do not accept cards or cash. If you are submitting two applications at once (i.e. Special Use Permit & Variance) you will be required to pay both application fees. Application fees are nonrefundable, once the application is accepted by the Planning Office.

Rezone Applications: \$300

Special Use Permit: \$250

Variance: \$500

Publication & Sign Notice Fees:

In addition to the application fee (above), you must include a \$250 fee for Publication & Sign Notice. This fee is required for all requests that require a public hearing. If you are submitting two applications at once (i.e. Special Use Permit & Variance) you are only required to include \$250 – this charge is not assessed per request.

The publication and notice fee may be refunded if the application is withdrawn prior to any notices being made and costs incurred by the county for publication and public notice (newspaper and signage) purposes.

Certified Postage Fees:

These applications also require the Planning Office to send certified letters to adjoining landowners. Applicants are responsible for covering the actual cost associated with these mailings. If the cost of publication and notice (to include certified mail costs) exceeds \$250, the applicant will be invoiced for any actual costs above the \$250 paid for publication and notice fees. That invoice must be paid prior to being heard by the County Commissioners. If the cost of publication and notice (to include certified mail costs) is below \$250, you will not be refunded any difference in those costs.

APPLICATION SIGNATURE(S) AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation, and inspections.

I, the undersigned, hereby grant authorized Platte County Personnel the right to enter onto this said land/property for all inspection, assessment, and/or evaluation purposes necessary to process this application. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above-described property or have been authorized by the owner to make this application as his/her agent.

Signature of Applicant(s)

Date

PLANNING OFFICE USE ONLY

Date completed application received: _____

Fees assessed at time application was filed:

- Application Fee: _____
- Publication Fee: _____
- Total Fee: _____

Check Number: _____

County Costs Related To Application:

Publication (Newspaper):	\$_____		<u>Detailed "Other Notice Costs"</u>
Certified Mailing Costs:	\$_____	Mileage:	\$_____
Other Notice Costs:	\$_____	Signage:	\$_____
<u>Total Publication & Notice Costs:</u>	\$_____	Other:	\$_____
Amount to be Invoiced:	\$_____		**explained below
Date Invoice Paid:	_____	<u>Total Other Notice Costs:</u>	\$_____
Check Number (for invoice):	_____		

Hearing Dates:

Planning & Zoning Commission Public Hearing Date: _____

- Recommendation: _____ (Approve or Deny)
- Recommended Conditions (if any):

Board of County Commissioners Public Hearing Date: _____

- Disposition: _____ (Approve or Deny)
- Conditions (if any):