

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

Application #: 20 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Planning & Zoning Application: Physical Address

Planning Office – 800 9<sup>th</sup> Street – Wheatland, Wyoming 82201

[planner@plattecountwyoming.com](mailto:planner@plattecountwyoming.com)



All applications must include the following:

- Application: Fill out this application form completely. The application contains these sections:
  - Contact Information
  - Proof of Ownership
  - Legal Description of Property Subject to Request
  - Road Signage and Accessibility
  - Encroachment License
  - Vicinity and/or Aerial Image of Property
  - Fees Owed/Paid
  - Applicant Signature
  - Planning & Zoning Disposition

### Important Information:

- ❖ A driveway must exist before and address can be issued.
- ❖ If the access road to the property is unnamed, you may need to apply for a new street name in addition to a physical address.
- ❖ Additional application requirements can vary depending on the specific request.
- ❖ Incomplete applications will be returned!

### Type of Addressing Requested:

- New Physical Address
- Address Change Request

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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: \_\_\_\_\_

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

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

Landowner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_

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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.

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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.

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.

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Road Signage and Accessibility:

Standard road signage is required to mark the intersection of any public or private road. Please provide evidence that shows this signage.

Is road signage existing and proof of such attached:  Yes  No

If no, please contact the Platte County Road and Bridge department for further assistance, (307)322-3113.

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Is the driveway accessible by any 2WD/low clearance vehicle?  Yes  No

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Encroachment License:

A copy of the encroachment license for any driveway access off a State or County Road is required before an address can be issued. An Encroachment license may not be required when the subject property is located within an approved subdivision/record of survey. For more information, please contact WYDOT or Platte County Road and Bridge.

Is an encroachment license required:  Yes  No

If yes, please attach a copy of the encroachment license to this application.

If no, please provide reasoning as to why you believe an encroachment license is not required.

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Vicinity and/or Aerial Image of Property:

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 cross streets and driveway access, a half-mile radius around the parcel, oriented with the North Arrow. The parcel subject to your request shall be highlighted on the map.

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Application Fees:

All fees must be paid by check or money order. Currently, we do not accept cards or cash. Application fees are nonrefundable, once the application is accepted by the Planning Office.

Physical Address Application: \$100

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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.

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Signature of Applicant(s)

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Date

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PLANNING OFFICE USE ONLY

Date completed application received: \_\_\_\_\_

Fees assessed at time application was filed:

- Application Fee: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date of Site Inspection: \_\_\_\_\_

GPS Coordinates: \_\_\_\_\_

Address of surrounding parcels: \_\_\_\_\_

Previous Address Assigned:  Yes  No      If yes, does the address assigned differ:  Yes  No

Physical Address Assigned: \_\_\_\_\_

Assigned address conforms to address standards?  Yes  No

(facing north on right even number (eastward direction), facing south on right odd number (westward direction))

Date Address and GPS coordinates emailed to USPS, EMS, Sheriff, Assessor: \_\_\_\_\_