

Date Received: _____

Application #: 20____ - ____ - ____

Planning & Zoning Application:

Construction Certificate

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
 - Contractor/Subcontractor Information
 - Proof of Ownership
 - Legal Description of Property Subject to Request
 - Physical Address
 - Project Description
 - Site Plan and/or Aerial Image of Property
 - Flood Plain Determination
 - Water and Wastewater Determination
 - Parking and/or Landscaping Plan (if applicable)
 - Road Use Agreement
 - Easements/Encroachments
 - Applicant Signature
 - Fees Owed/Paid
 - Planning & Zoning Disposition

Important Information:

- ❖ Please review Platte County Land Use Rules and Regulations prior to submitting your application.
- ❖ All pipelines at \$1,000,000 in project cost, or higher, regardless of federal regulations, are required to obtain a construction certificate.
- ❖ Transmission lines operating at 69 kV or lower are exempt from the requirement to obtain a construction certificate.
- ❖ Construction Certificates expire two years from the date of approval. Applications must be approved by the Board of County Commissioners before any construction begins. This applies to all principal structures and accessory buildings.
- ❖ Call Wyoming One Call at least two business days before you intend to dig or submit a web ticket at onecallofwyoming.com. In-state call 811 Out-of-state call 888-987-3742
- ❖ Commercial, Industrial, and public buildings may require a permit and inspection from the State Fire Marshall's Office www.wyofire.state.wy.us
- ❖ Additional application requirements can vary depending on the specific request and the zoning of the property.
- ❖ **Incomplete applications will be returned!**

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: _____

Contractor: Contact information for the Contractor and all Subcontractors is required. If Contractor is the same as Applicant, please reference "See Above" for contractor section. If additional page(s) are needed, please attach to the back of the application.

Contractor: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

Sub-contractor: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

Sub-contractor: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

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.

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.

Physical Address(es): No construction certificate shall be issued unless access to the site/structure has been issued an address.

Does this location have a physical address assigned to it? Yes No

If yes, physical address(es) of property(s) for which this Construction Certificate is being requested:

If no, please complete a Physical Address application, Form PC-10, located on the Platte County Wyoming, Planning and Zoning website. This application may be presented at the same time as the Construction Certificate application.

Easement: Include a copy of any easements granting you legal access to the property.

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.

Road Use Agreement:

These projects require approval by Platte County Road and Bridge. A road use agreement may be mandated to address infrastructure impacts. Please contact Platte County Road and Bridge at (307)322-3113.

Road Use Agreement Required: Yes No

If yes, please attach a copy to this application.

If no, the Platte County Road and Bridge Superintendent will provide written confirmation directly to the Planning and Zoning Office that a Road Use Agreement was not required.

Project Description:

Description of proposed construction, addition, or reconstruction:

Number of sq. ft. of new structures, reconstruction, or addition: _____

Current Land Use: _____

Current Zoning Classification: _____

Zoning required for this project: _____

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.

Floodplain and Aquifer Determination:

Is the project located within a floodplain? (*Floodplain maps are available at msc.fema.gov*) Yes No

Is the project located within the aquifer? Yes No

Is the project located within the Wheatland Irrigation District? Yes No

If yes, please contact the Wheatland Irrigation District (WID), 307-322-2740. You are required to obtain approval from WID prior to your application being accepted by the Planning Office.

Water and Wastewater Determination:

Water source: Well Public Utility Hauled None

Well permits are processed through the State Engineer's Office 307-777-7254.

Wastewater: Septic Public Utility Hauled None

Wastewater permits are processed through the Wyoming DEQ 307-777-7088.

Parking and/or Landscaping Plan (if applicable):

Commercial, industrial and Multi-Family parcels are required to provide a parking plan and landscaping plan.

Fees Owed:

Fees assessed at time application filed: A construction certificate is required for projects at \$1,000,000 in total value or higher. A fee equal to 0.5% will apply only to the dollar amount exceeding \$1,000,000, with a minimum fee of \$200.

Total Cost of Project: _____

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: _____

Application Fee: _____

Check Number: _____

Request complies with the current zoning rules and regulations: Yes No, if no, please explain: _____

Verified Zoning Classification: _____

Rezoning Permit No./Date Approved (if applicable): _____

Special Use Permit No./Date Approved (if applicable): _____

Hearing Dates:

Board of County Commissioners Public Hearing Date: _____

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

Construction Certificate Issue Date: _____

Construction Certificate Expiration Date: _____