

**PLANNING DIVISION**

APPLICATION FOR:

# Planned Unit Development (PUD): Preliminary

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF LARAMIE PLANNING DIVISION. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY. STAFF PREFERS THE APPLICATION BE SIGNED IN BLUE INK.

Date Submitted: _____ (Assigned by Staff)		File Number: PPUD-_____ (Assigned by Staff)	
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
OWNER (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
PROJECT NAME (Assigned by Staff):		PRE-APPLICATION MEETING:	
PROJECT LOCATION (Street Address or General Location):			
PRESENT ZONING:	PROPOSED NUMBER OF DWELLING UNITS:	COMPREHENSIVE PLAN LAND USE DESIGNATION:	
TOTAL PROJECT ACREAGE/SIZE: NUMBER OF LOTS/ WITHIN PUD: TOTAL AREA PROPOSED OPEN SPACE:		ASSESSOR'S PROPERTY ID NUMBER(S): PROPOSED USE:	

APPLICANT:

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

## LETTER OF AUTHORIZATION

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

I am/we are the legal owner(s) of said property; have read this "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:** (All owners of record *must* sign; provide extra sheets if necessary.)

(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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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.

**APPLICANT** (LLCs, Corporations and Partnerships shall identify a specific applicant.):

(Print Name)	(Signature)	(Date)
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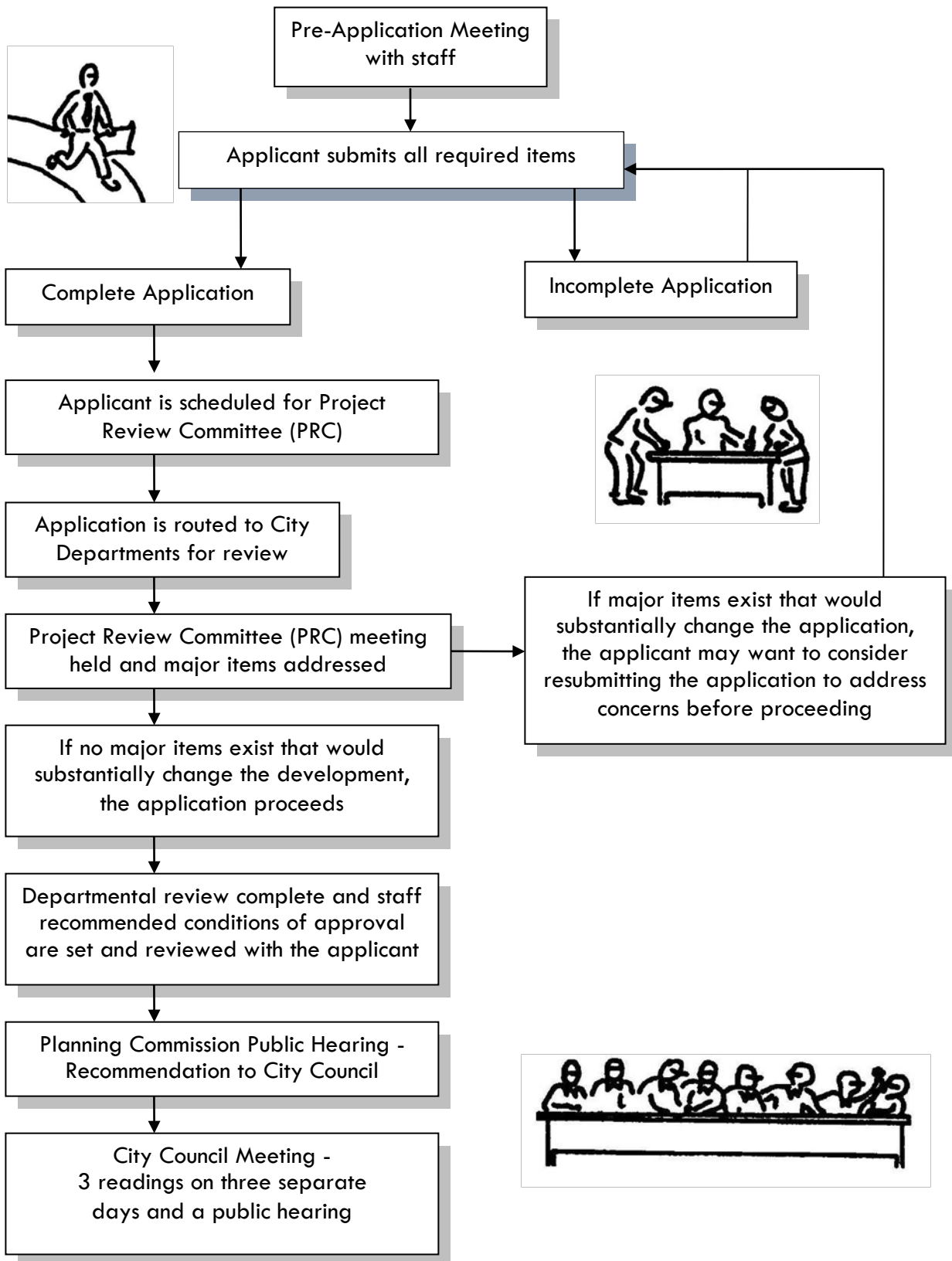
(Print Name)	(Signature)	(Date)
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**APPLICANT'S REPRESENTATIVE:**

(Print Name)	(Signature)	(Date)
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*The Planning Division designee shall provisionally determine the completeness of an application at the time of submittal to the Planning Division. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Application Submittal Schedule for deadlines). A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.*

# What is the Preliminary Planned Unit Development Process?



## HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The owner, or agent authorized in writing by the owner, is required to file an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. **An appointment is required for filing of all applications.** An appointment may be set up by calling 307-721-5207. It is recommended that application appointments be made at least one day prior to the close of the applicable review period. Please allow 30 minutes for the application filing appointment.
3. What will happen during the Application Filing appointment:
  - a. The applicant will pay the applicable sign fee.
  - b. The applicant will pay the applicable application fee. (*Council Resolution 2016-41*)
  - c. Staff will review the application to verify it is complete. Staff has 21 calendar days from the day the City accepts the application to determine the completeness of the application. If deemed incomplete a new review and referral period shall be required.

## REQUIRED FOR SUBMITTAL

The following documents are to be submitted at the time of filing:

1. **Application Form.** Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** A cover letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the City of Laramie or Albany County. The cover letter shall state how the project meets the required findings (see "Required Findings" section below).
3. **Vicinity Map.** A vicinity map, showing the subject property(s) and relationship to the nearby area.
4. **Legal Description.** The applicant shall submit as part of the application a recent survey certified by a Wyoming registered land surveyor. A Lot and Block legal description is acceptable for platted lots.
5. **Proof of Ownership.** (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
6. **Completed Checklist.** A completed application-specific submittal checklist (last page), indicating that the required items are included.
7. **Preliminary Site Plan.** (LMC 15.06.060.C.5.b) A preliminary PUD Plan, depicting the proposed development in terms of the location, scale, configuration and design of lot(s), building(s), use(s) and other applicable features.
8. **Preliminary Landscaping Plan.** (LMC 15.06.060.C.5.b) A preliminary PUD landscaping plan, showing the finishing and adornment of open space, common areas and other landscaped areas within the PUD. The landscaping plan, preparation, and materials depicted on the plan shall conceptually conform to the requirements of Section 15.14.050 of the Code.
9. **Preliminary Parks and Open Space Plan.** (LMC 15.06.060.C.5.b) A preliminary plan showing details of the proposed park and/or open space facilities. Such plan should include standard details as required by the City.
10. **Preliminary Project Phasing Plan.** (LMC 15.06.060.C.5.b) A plan depicting completed phases (if applicable) and estimated future phases.
11. **Preliminary Development Plan Handbook.** (LMC 15.06.060.C.5.b) A preliminary plan detailing the Planned Unit Development.
12. **Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) shall be required with applications for development review and approval when:
  - a. Trip generation during any peak hour is expected to exceed 250 trips per day or more than 100 trips during any one-hour peak period, based on traffic generation estimates of the Institute of Transportation Engineers' Trip Generation Manual (or any successor publication); or
  - b. A TIA is required by the planning commission or city council as a condition of any land use application approved pursuant to the requirements of this Code; or
  - c. The Department, may require a TIA for:
    - i. Any project that proposes access to a street with Level of Service "D" or below;
    - ii. Any application for a rezoning or specific plan review;
    - iii. Any case where the previous TIA for the property is more than two years old;
    - iv. Any case where increased land use intensity will result in increased traffic generation;

- v. Any case in which the Department determines that a TIA should be required because of other traffic concerns that may be affected by the proposed development.

TIAs require a scoping meeting PRIOR to application, which may be combined with the required pre-application meeting with staff. Please contact staff prior to application filing to determine if a TIA is required; and to determine scope of the study.

13. **Digital Copies.** As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email **prior to or at the same time as the** submittal appointment.

### **COMMON ELEMENTS REQUIRED FOR ALL PLANS AND DRAWINGS**

All plans and drawings submitted (whether required or voluntary) as part of an application must:

- Be drawn to scale, fully dimensioned, easy to read, and meet best-design-practices standards for plans and drawings;
- Identify the proposed project name, the property owner's name, and the name and address of the person responsible for preparing the plan;
- If prepared by a licensed, registered or certified design professional, include the signature and seal of the responsible design professional (engineer, architect, etc.);
- Include the date of preparation, including dates of any subsequent revisions;
- Include at least one 8 ½" x 11" or 11" x 17" version of each drawing, in addition to any larger-format versions.

<b>PRELIMINARY PLANNED UNIT DEVELOPMENT SUBMITTAL CHECKLIST:</b> (see "Required for Submittal" section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity/Cost		
1) Complete Application	2 copies		
2) Application Fee	\$625.00		
3) Sign Fee (One sign for each street frontage)	\$10.00 (per sign)		
4) Cover Letter	2 copies		
5) Proof of Ownership	2 copies		
6) Full Size Drawings	4 copies		
7) Reduced-size Drawings (11" x 17")	2 copies		
8) Title Certificate / Guarantee	2 copies		
9) Traffic Impact Analysis	4 copies		
10) Preliminary Site Plan	4 copies		
11) Preliminary Landscaping Plan	4 copies		
12) Preliminary Parks and Open Space Plan	4 copies		
13) Preliminary Project Phasing Plan	4 copies		
14) Development Plan Handbook	4 copies		
15) All Application Materials (Digital)	1 copy		
16) Miscellaneous	TBD		

Other items: