

PLANNING DIVISION

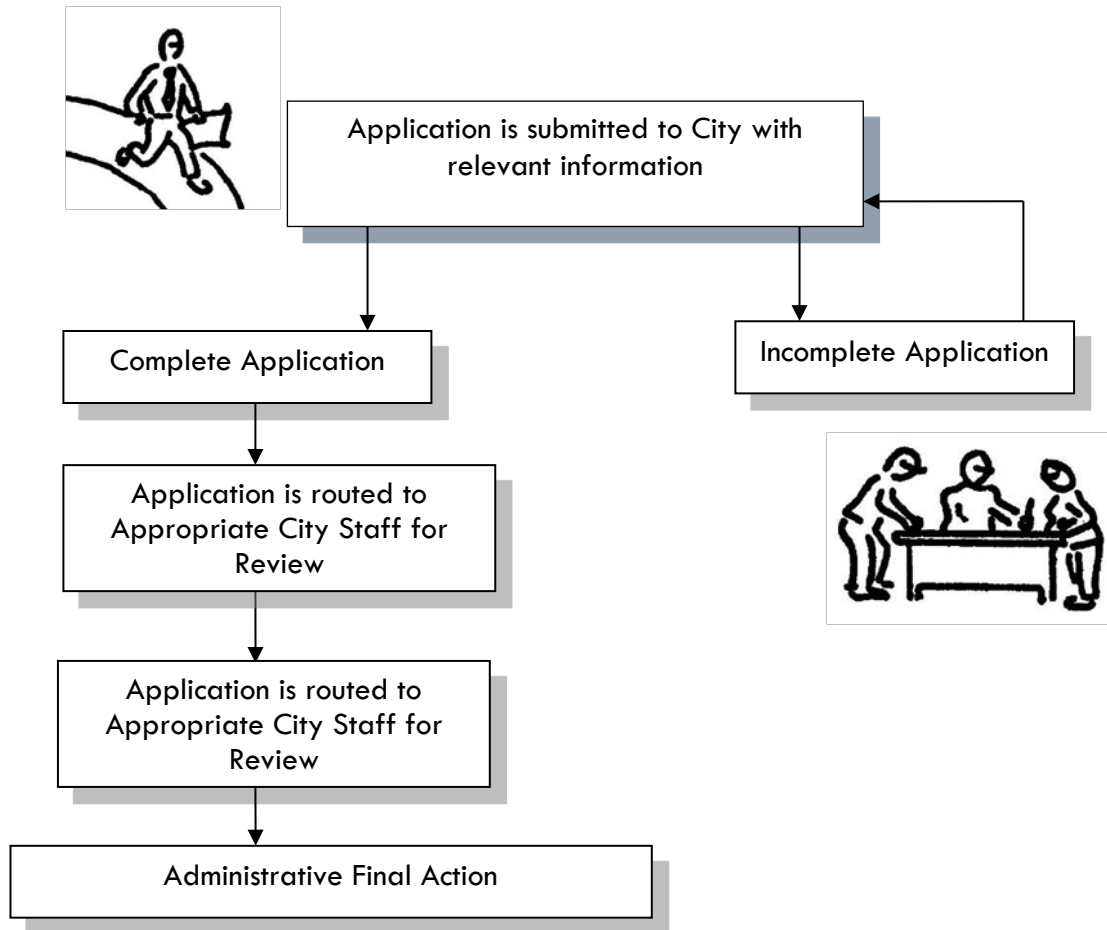
APPLICATION FOR:

Manufactured Home Park, RV Park, Campground License Renewal

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE MAY CAUSE DELAY IN REVIEW OF THE APPLICATION. FEEL FREE TO ATTACH ADDITIONAL INFORMATION SUCH AS PICTURES, MAPS, ETC. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: MHPRV- _____ (Assigned by Staff)	
Type of License (Circle one): Manufactured Home Park Recreational Vehicle Park Campground			
FACILITY NAME:			
PHYSICAL ADDRESS:			
OWNER:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:		STATE:	ZIP CODE:
PHONE :	MOBILE:		FAX:
REPRESENTATIVE (If different than Owner):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:		STATE:	ZIP CODE:
PHONE :	MOBILE:		FAX:
MANAGER (If different than Owner):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:		STATE:	ZIP CODE:
PHONE :	MOBILE:		FAX:
I, _____, am authorized to represent the property owner(s) and hereby state that the application meets the following renewal criteria of LMC 8.68.130:			
1. All spaces are addressed in accordance with LMC 8.68.130.D.1		INITIAL: _____	
2. For all parks/communities/campgrounds with internal streets, they are labeled in accordance with LMC 8.68.130.D.1		INITIAL: _____	
3. All Liquefied Petroleum Propane Gas onsite is stored in accordance with LMC 8.68.100.A and LMC 8.68.100.B		INITIAL: _____	

What is the Process for License Renewal?



APPLICATION REVIEW INFORMATION

1. The applicant, or representative, files an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. The following documents are to be submitted at the time of filing:
 - a. **Application Form.** Filled out in its entirety, with appropriate information deemed necessary by the Applicant.
 - b. **Application Fee.** The applicant must pay the applicable fee at the time of application.
 - c. **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.
 - d. **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.
3. **Requirements for Renewal.** (LMC 8.68.130.D)
 - a. All individual site numbers shall be consistently labeled pursuant to the following standards:
 - i. Site numbers shall be consistently displayed on a mailbox, mailbox post or post, unit, or similar mechanism, and shall be easily visible from internal access roads in either direction. The site number display shall be minimum height of three feet and maximum height of five feet above the road grade as measured from the midpoint of the sign. Alternatively, if displayed on the mailbox post, the site number display may be mounted directly below the mailbox so long as the midpoint of the sign is no less than two and one-half feet above road grade.
 - ii. All site numbers shall be white reflective lettering on a color contrasting or nearly contrasting with the background. All site number identification signs shall be consistently designed and consistently located on each space within a manufactured home community. There shall be no obstructions to preclude the site numbers from being visible from access drives.
 - iii. All address numbers shall be a minimum of three (3) inches in height and one and one-half (1 & 1/2) inches in width.
 - b. For communities with multiple internal streets, all internal streets shall be labeled. All signage shall be white reflective lettering on a color contrasting or nearly contrasting with the background. All signage shall be consistently designed and consistently located at each intersection within a manufactured home community. There shall be no obstructions to preclude the signage from being visible from interior roadways. All sign letters and numbers shall be a minimum of three (3) inches in height and one and one-half (1 & 1/2) inches in width.
 - c. The property shall conform to the safety standards of LMC section 8.68.100.
 - d. The property shall not constitute a nuisance violation as defined in LMC Title 8.
 - e. Site Occupation
 - i. Sites within the manufactured home community shall be occupied in accordance with LMC section 8.68.070
 - ii. Sites within the recreational vehicle park shall only be occupied by recreational vehicles and travel trailers.
 - iii. Sites within the campground shall only be occupied by recreational vehicles, tents or cabins (as approved on a site plan).

LICENSE RENEWAL SUBMITTAL CHECKLIST:		<i>Staff Use Only</i>	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity / Cost		
1) Complete Application	1 copies		
2) Application Fee	\$50.00		
3) Cover Letter	1 copies		
4) Proof of Ownership	1 copies		