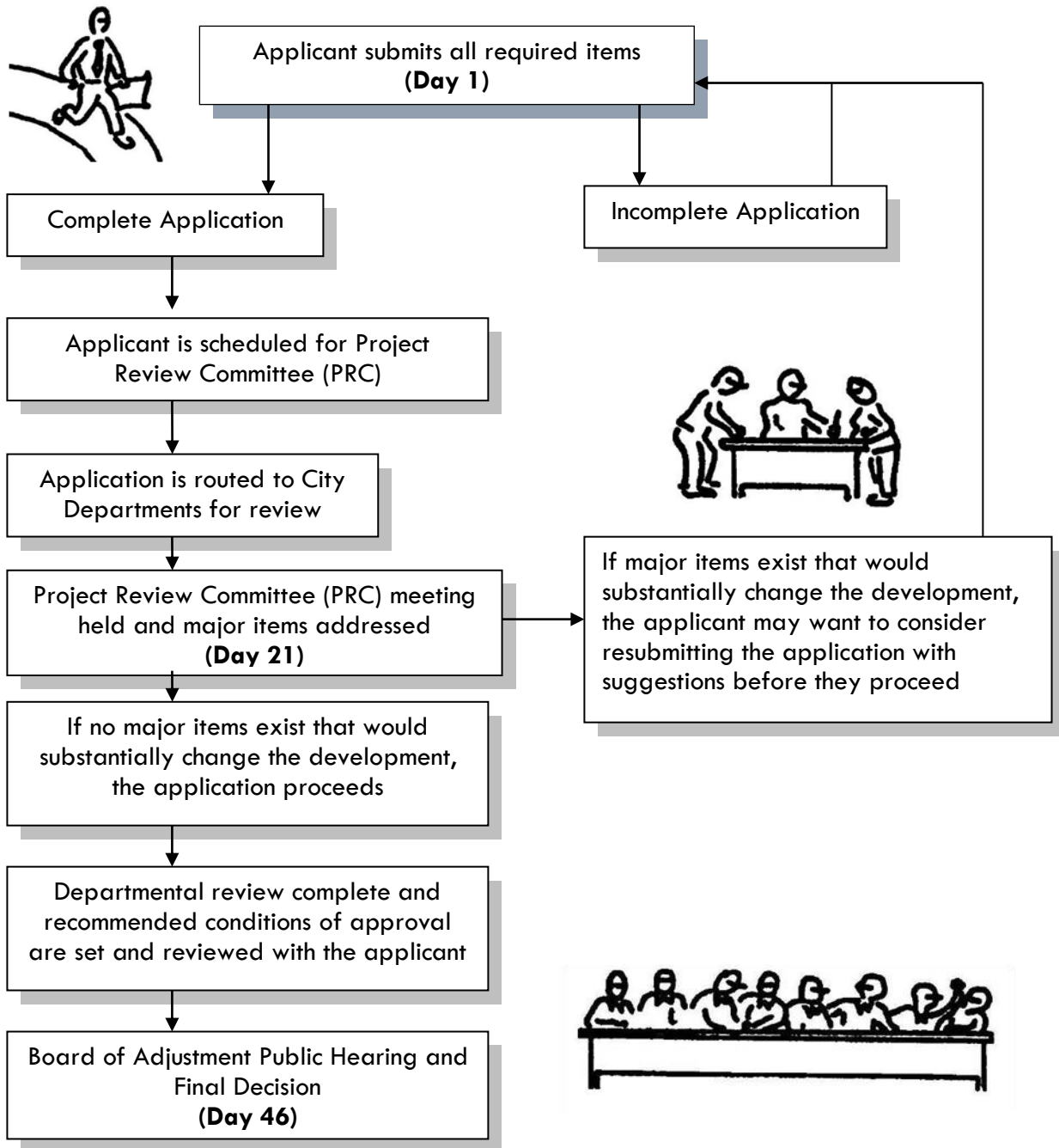


What is the Variance Process?



Note: All timelines noted above are estimations.

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 application fee. (Council Resolution 2016-41)
 - b. The applicant will pay the applicable sign fee.
 - 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.** (LMC 15.060.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.060.030) 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.** (LMC 15.060.030) A vicinity map, showing the subject property(s) and relationship to the nearby area.
4. **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.
5. **Completed Checklist.** (LMC 15.060.030) A completed application-specific submittal checklist (last page), indicating that the required items are included.
6. **Site or Building Plans.** (LMC 15.06.060.2.b & LMC 15.06.030) Any applicable plans showing the nature, location, and dimensions of the site aspect(s) for which variance is requested.
 - a. Show the entire parcel or lot of record (may be supplemented by additional detail insets or sheets);
 - b. Provide dimensions for all lot lines;
 - c. State the scale in graphic and/or verbal form;
 - d. Show which direction is north;
 - e. Show the location of any easements or restrictions (e.g., flood hazard areas, utility easements);
 - f. Show all existing and proposed building footprints, along with any architectural projections like roof overhangs, decks, or porches;
 - g. State the yard dimensions on all sides of the buildings (a yard dimension is the shortest distance from the property lines to the nearest point or edge of the building);
 - h. State building heights;
 - i. Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power;
 - j. Provide finished floor elevations or top of foundation elevations for each building;
 - k. Show the locations, dimensions and names of all existing and future adjacent streets (public and private), sidewalks and alleys;
 - l. Show all existing and proposed onsite and adjoining offsite improvements, including but not limited to access points, signals, etc.;
 - m. Show the location, surfacing and design of all off-street parking areas and drive aisles, with designation of accessible parking and accessible routes, including the pavement markings with dimensions;
 - n. Show vehicular and pedestrian circulation, including plan-view ADA accessibility requirements;
 - o. Show location and design of vehicle access routes, service areas and drive-through windows, including the queuing area for drive-through;

- p. Show locations of all restricted fire zones (e.g., fire lanes, building exits) and fire department hose connections;
 - q. Show the methods of screening for parking, refuse, recycling, storage and loading areas (may be shown on Landscape Plan if more appropriate);
 - r. Show location type, and height of existing and proposed site lighting fixtures, including: parking lot and drive aisle lights and poles; building-mounted lighting fixtures (see also Building Elevation plan requirements below); and details regarding luminaire and shielding design (stock illustrations or diagrams acceptable);
 - s. Show the size and location of fences (except temporary construction fences); and
 - t. Show locations of towers, external antennas, or satellite dishes as applicable.
 - u. Show details including dimensions, locations & renderings of any signage proposed in conjunction with the condition use permit.
7. **Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required. TIAs require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study.
8. **Digital Copies.** (LMC 15.060.030) 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 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.

REQUIRED FINDINGS FOR APPROVAL OF A VARIANCE: (LMC 15.06.060.D.2.e.(ii))

The application must include a written response addressing each of the following points:

1. There are special circumstances or conditions, fully described in the board's findings, that are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the code, such as irregularity, narrowness, or shallowness of lot, or exceptional topographical conditions;
2. The circumstances or conditions are such that the strict application of the provisions of the code would deprive the applicant of the reasonable use of the land or building;
3. If applicable, the circumstances or conditions are such that the strict application of the provisions of the code would deprive the applicant of access to alternative forms of energy such as solar and wind power;
4. The granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that will accomplish this purpose;
5. The granting of the variance is in harmony with the general purposes and intent of the code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare; and
6. The variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property.

Variance Purpose: (LMC 15.06.060.D.1):

The variance process is intended to provide limited relief from the requirements of this code in those cases where strict application of a particular requirement will create a practical difficulty or unnecessary hardship prohibiting the use of land in a manner otherwise allowed under this code. It is not intended that variances be granted merely to remove inconveniences or financial burdens that the requirements of this code may impose on property owners in general. Rather, it is intended to provide relief where the requirements of this code render the land difficult or impossible to use because of some unique physical attribute of the property itself or some other factor unique to the property for which the variance is requested. State and/or federal laws or requirements may not be varied by the city.

VARIANCE SUBMITTAL CHECKLIST: (see "Required for Submittal" section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity/Cost		
1) Application	1 copy		
2) Application Fee	\$435.00		
3) Sign Fee (one sign for each street frontage)	\$10.00 (per sign)		
4) Cover Letter	1 copy		
5) Proof of Ownership	1 copy		
6) Full Size Drawings	1 copy		
7) Reduced-size Drawings (11" x 17")	1 copy		
8) All Application Materials (Digital - PDF)	1 copy		
9) Miscellaneous	TBD		

Other items: