

PLANNING DIVISION

APPLICATION FOR:

Comprehensive Plan Amendment

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.

Date Submitted: _____ (Assigned by Staff)		File Number: CPA- _____ (Assigned by Staff)	
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):			
REASON FOR AMENDMENT:			
RELATIONSHIP TO COMPREHENSIVE PLAN:			
DOES THIS CONFORM TO THE COMPREHENSIVE PLAN? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<u>FOR FUTURE LAND USE MAP AMENDMENTS:</u>			
ESTIMATED NUMBER OF PROPERTIES INCLUDED:			
DOES THE APPLICANT OWN ALL INCLUDED PROPERTIES? <input type="checkbox"/> Yes <input type="checkbox"/> No			

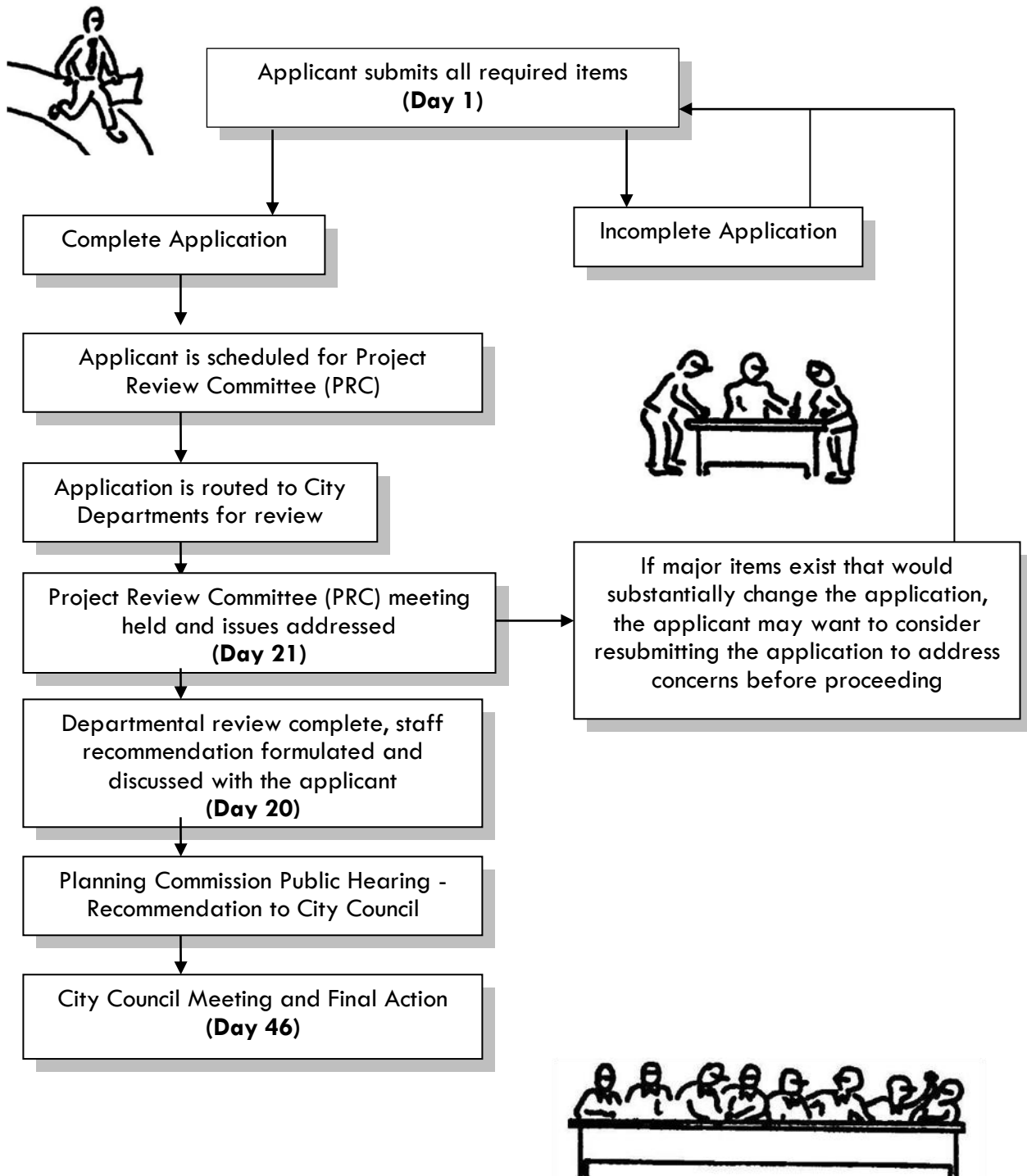
APPLICANT:

(PRINT NAME)

(SIGNATURE)

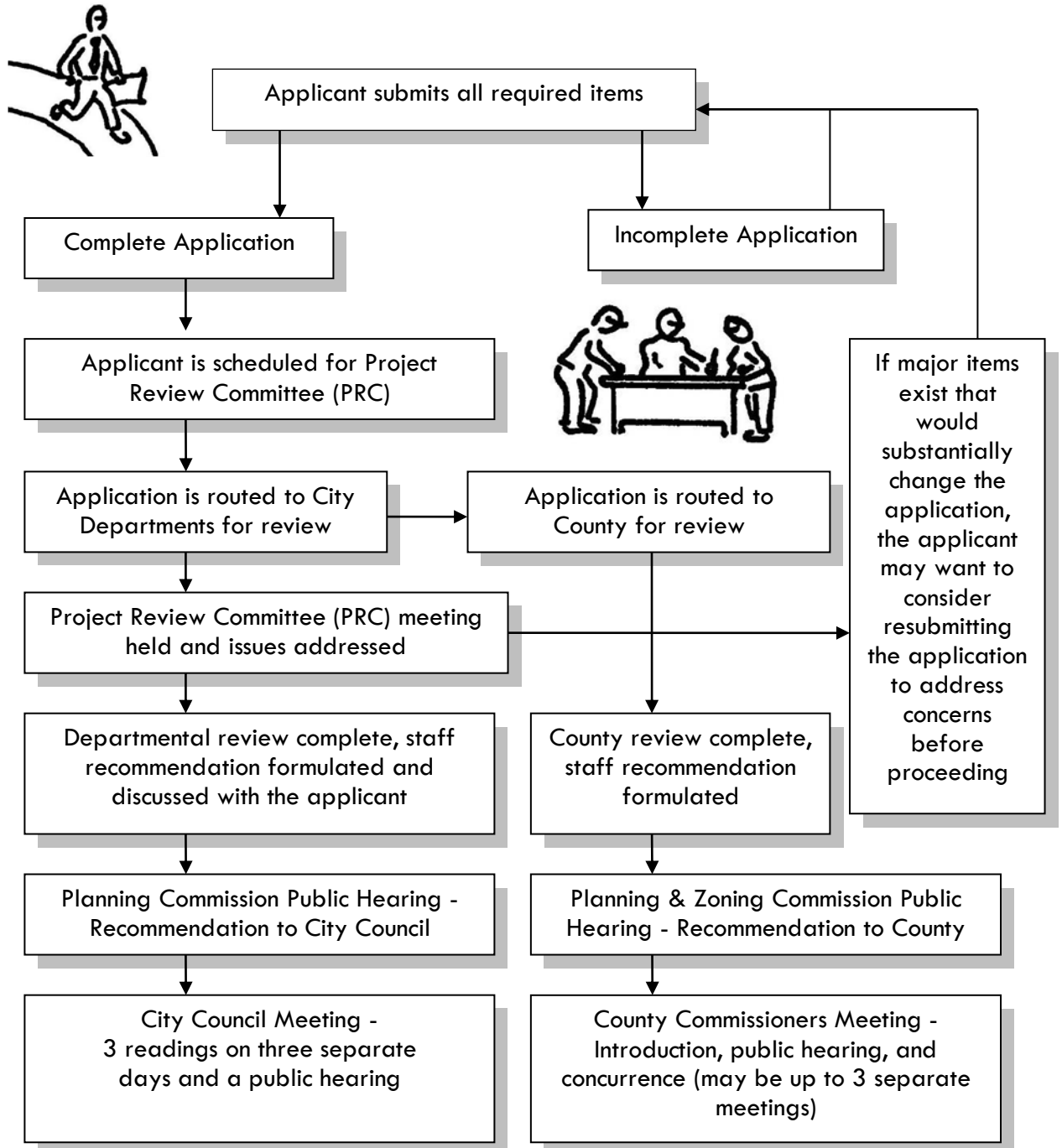
(DATE)

What is the Comprehensive Plan Amendment Process For Properties Entirely within City Limits?



Note: All timelines noted above are estimations.

What is the Comprehensive Plan Amendment Process For Properties Not Entirely Within City Limits, But Within 1 Mile of the City?



Note: No timeline provide for the City/County Comprehensive Plan Amendment process due to the number of meeting and scheduling outside of the City’s control

HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The applicant, or agent authorized in writing by the applicant, 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. Staff will review the application and verify it is complete.

REQUIRED FOR SUBMITTAL

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

1. **Application Form.** (LMC 15.06.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.06.030) 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 and explanation how the request meets the approved criteria.
3. **Completed Checklist.** (LMC 15.06.030.B.2) A completed application-specific submittal checklist (last page), indicating that the required items are included.
4. **FLU: List and Map of Included Properties.** (LMC 15.06.030.B.2) For Future Land Use (FLU) Map amendments, the following must be included in the application: :
 - a. A map, drawn to scale, showing all included properties and all properties adjoining the area subject to the amendment request;
 - b. A list of all properties identified on the above map, including the following (from Albany County Assessor's office):
 - i. Property ID numbers;
 - ii. Names and mailing addresses of all property owners of record;
 - iii. Addresses of subject properties (if applicable);
 - iv. Approximate acreage of subject properties.
 - a. If the applicant(s) own(s) multiple properties in the subject area under different owner-of-record names (e.g., corporation, LLC, etc.), indicate all such properties on the list.
5. **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.

APPROVAL CRITERIA (LMC 15.06.060.X.3.d.(ii)(4))

The planning commission shall not approve and the city council shall not certify any comprehensive plan amendment unless the application meets one or more of the following criteria:

1. The proposed amendment is based on a change in projections or assumptions from those on which the comprehensive plan is based;
2. The proposed amendment is based on identification of new issues, needs, or opportunities that are not adequately addressed in the comprehensive plan;
3. The proposed amendment is based on a change in the policies, objectives, principles, or standards governing the physical development of the city;
4. The proposed amendment may result in unique development opportunities that will offer substantial benefits to the city; or
5. The proposed amendment is based on an identification of errors or omissions in the comprehensive plan.

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.

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.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST: (see "Required for Submittal" section for detailed information)		<i>Staff Use Only</i>	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity / Cost		
1) Complete Application	1 copy		
2) Application Fee	\$1,360.00		
3) Cover Letter	1 copy		
4) Map (For requested FLU amendments – see 4(a) above)	1 copy		
5) Property Owners List (For requested FLU amendments – see 4(b) above)	1 copy		
6) All Application Materials (Digital)	1 copy		
7) Miscellaneous	TBD		

Other items: