

**PLANNING DIVISION**

APPLICATION FOR:

**Condominium Review**

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.

<b>Date Submitted:</b> _____ (Assigned by Staff)		<b>File Number: CONDO-</b> _____ (Assigned by Staff)	
<b>APPLICANT:</b>			<b>PRIMARY CONTACT?</b> <input type="checkbox"/>
<b>ADDRESS:</b>		<b>E-MAIL:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE :</b>	<b>MOBILE:</b>	<b>FAX:</b>	
<b>OWNER (If different than Applicant):</b>			<b>PRIMARY CONTACT?</b> <input type="checkbox"/>
<b>ADDRESS:</b>		<b>E-MAIL:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE :</b>	<b>MOBILE:</b>	<b>FAX:</b>	
<b>REPRESENTATIVE (If different than Applicant):</b>			<b>PRIMARY CONTACT?</b> <input type="checkbox"/>
<b>ADDRESS:</b>		<b>E-MAIL:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE :</b>	<b>MOBILE:</b>	<b>FAX:</b>	
<b>PROJECT NAME</b> (Assigned by Staff):			
<b>PROJECT LOCATION</b> (Street Address):			
<b>PRESENT ZONING:</b>	<b>NUMBER OF PROPOSED CONDOMINIUM UNITS:</b>		
	<b>NUMBER OF PROPOSED COMMON AREAS:</b>		
<b>TOTAL PROJECT ACREAGE/SIZE:</b>		<b>ASSESSOR'S PROPERTY ID NUMBER(S):</b>	
<b>NUMBER OF LOTS/PARCELS CONDO APPLIES TO:</b>			

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

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 an officer as the primary contact):

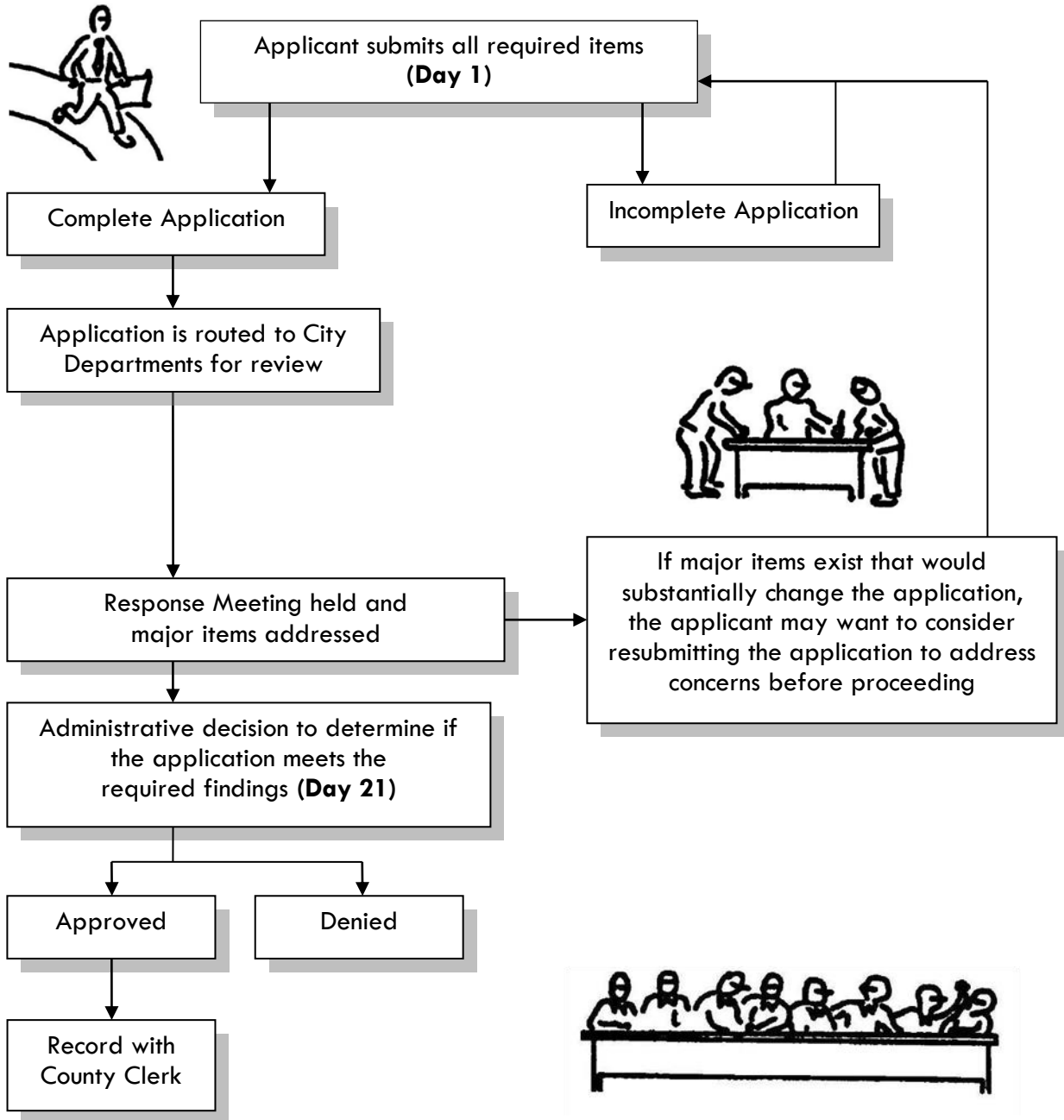
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)

**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 Condominium Review 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. Staff will review the application to 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. The cover letter shall state how the project meets the required findings (see "Required Findings" section below).
3. **Vicinity Map.** (LMC 15.06.030) 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. (*NOTE: For condominium applications, current proof of ownership and owners' signatures are required for all affected properties, including common areas.*)
5. **Legal Description.** The applicant shall submit as part of the application a recent survey certified by a Wyoming registered land surveyor, for unplatted lands. A Lot and Block legal description is acceptable for platted lots.
6. **Completed Checklist.** (LMC 15.06.030.B.2) A completed application-specific submittal checklist (last page), indicating that the required items are included.
7. **Written Instrument.** An instrument adequately identifying the duration and declaring all rights, obligations and limitations of condominium ownership, to be prepared and executed in accordance with the "Wyoming Condominium Ownership Act" (W.S. 34-20 *et seq.*)
8. **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.

## REQUIRED FINDINGS TO APPROVE A CONDOMINIUM APPLICATION (LMC 15.06.060.T.3.e.(ii))

The application must at a minimum address the following points:

1. The condominium is consistent with the terms and conditions of any previously approved development plan;

2. The legal description of all condominium units and common areas has been prepared by a Wyoming licensed surveyor or engineer;
3. An instrument has been prepared adequately identifying the duration and declaring all rights, obligations and limitations of condominium ownership, such instrument having been provided to the satisfaction of the department;
4. The property has previously been platted within the city; and

The existing dimensional standards of the property are in conformance with provisions contained in applicable sections of this code, including but not limited to, density and setbacks (Ord. 1596 § 27, 2011).

<b>CONDOMINIUM SUBMITTAL CHECKLIST:</b> (see "Required for Submittal" section for detailed information)		<i>Staff Use Only</i>	
		Provided and acceptable	Does Not Apply
<b>Submittal Requirements</b>	<b>Quantity / Cost</b>		
1) Complete Application	1 copy		
2) Application Fee	\$35.00		
3) Cover Letter	1 copy		
4) Proof of Ownership	1 copy		
4) Written Instrument	1 copy		
5) Full-size Drawings	1 copy		
6) Reduced-size Drawings (8 1/2" x 11" or 11" x 17")	1 copy		
7) All Application Materials (Digital)	1 copy		
8) Miscellaneous	TBD		

Other items: