

Instructions for
Conditional Use Permit Application
Sublette County, Wyoming

PROCESSING PROCEDURE

A **Sufficient** Conditional Use Permit Application includes:

1. Completed Application (attached)
2. A copy of the deed, deed restrictions, and covenant restrictions (County Clerk)
3. Pay the \$100 processing fee (checks payable to Sublette County)
4. Letter of authorization (if applicable)
5. A reclamation/revegetation bond (if applicable)
6. A detailed description of the project including any equipment to be used, hours of the proposed operation, anticipated impact to the surrounding property owners, approximate amount of traffic to be generated by the proposed use, and any other pertinent information.
7. A location map (USGS quad) showing the site in relation to the surrounding land uses, including all surface water, wells, drainage, or irrigation systems within the adjacent area to the development site.
8. A site plan, drawn to scale, showing the property boundaries and dimensions, north arrow, proposed layout of buildings and other structures (both temporary and permanent), off-street parking and loading areas, internal and adjacent roads, wells and water storage facilities, sewage disposal systems, utility lines, easements and recreational area for the proposed project.
9. If this use requires a sewage disposal system and water development, indicate your plans for providing sewage and water systems.
10. The type of buffers, barriers or screening you are proposing for this development.
11. Any other additional information the Planning & Zoning Staff may require

A sufficiency review will be completed within 14 days by the County Planning & Zoning Department Staff. If your application is deemed insufficient it will be returned for completion. Once sufficiency is determined the application will be sent out to reviewing agencies. Upon review it will be scheduled for the next available public hearing dates (Planning Commission, County Commissioners).

Note:

If you have not commenced development and or the permitted use within 1 year of issuance, the conditional use will expire.

APPLICATION FOR CONDITIONAL USE PERMIT

Sublette County, Wyoming

Filing Fee: \$100.00

Date Submitted_____

_____Date Accepted

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Owner/Applicant:_____

Mailing Address:_____

Phone No.: (Home)_____(Business)_____(Cell)_____

Agent/Representative:_____

Mailing Address:_____

Phone No.: (Home)_____(Business)_____(Cell)_____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section)_____(Township)_____(Range)_____

Subdivision: _____Filing:_____ Lot: _____Block:_____

Zone:_____ Total Acreage: _____

1. Do you have legal access to the land? _____YES _____NO

If yes, attach a copy of the document granting access or include in the letter of authorization. If no, what grants you the right to enter and exit the property you are planning to develop?

2. Conditional Use being requested:

Criteria for Conditional Use

Sublette County, Wyoming

The Planning and Zoning Commission in making its recommendation, and the Board of County Commissioners in making its decision, shall consider the conformity of the proposed conditional use with the goals, policies and guidelines of the Sublette County Comprehensive Plan. Please address how your application meets the criteria below.

1. Whether a special need will be met, including providing new jobs or an expanded economic base:

2. Whether the proposed location will best serve this interest:

3. Whether there is general compatibility with surrounding land values:

4. Impact on surrounding environment in terms of noise, odor, particulate emissions and hazards:

5. Impact on the transportations system:

6. Impact on water resources, supply and pollution:

7. Creativity in the design of the project:

I hereby grant authorized County personnel the right of ingress and egress to and from said lands for any and all inspection purposes necessary to the evaluation of this application. I certify, to the best of my own knowledge, that the aforementioned information and material is true and correct.

I, _____, say that I am the owner (or agent) of the property involved in this application. The foregoing statements and answers, and those in the attached plans and other exhibits, are true and correct to the best of my knowledge and belief.

Signed _____ Date: _____

Thank you for your time and consideration in filling this out. Your cooperation will expedite the preparation and hopefully lead to the approval of the requested proposal you have submitted to the Sublette County Planning and Zoning Department.