

Chapter V - ~~ZONING AND~~ ADMINISTRATIVE DEVELOPMENT PERMITS

An administrative development permit or “administrative project” means a type of discretionary permit or discretionary project which is acted upon by the Planning & Zoning Department, either with or without public notice as specified by applicable County Code provisions, and without a required public hearing.

Section 1. Zoning and Administrative Development Permit Required. All proposed administrative, land development, use, and construction permits including the enlargement of existing uses or structures shall conform to the applicable development standards prescribed in Sublette County Zoning and Development Regulations. The following development, use, and construction require an ~~Zoning and~~ Administrative Development Permit: Building Permits, Sign Permits, County Road Access Permits, County Road Utility Crossing Permits, Septic Permits, Family Divisions, Short-Term Rentals, and Mailbox Installation Permits.

All proposed land development, use, and construction, including the enlargement of existing uses or structures; including interior remodels and the conversion of non-habitable space into habitable space, shall be subject to review as prescribed in this chapter and shall be authorized only upon the granting of a ~~zoning and development (building)~~ an administrative development permit. Each individual structure associated with a development proposal shall require a separate ~~zoning and development (building)~~ development permit. The following uses and activities shall be exempt:

- a. **Detached** accessory buildings and structures not for human occupancy, which are covered by a roof and contain 400 square feet or less of floor space.

Section 2. Application for ~~Zoning and~~ Administrative Development Permit. An applicant for a ~~zoning and development~~ administrative permit shall complete and file an application with the Planning and Zoning Department, ~~County Sanitarian~~, or County Road and Bridge Department on a form prescribed by the County. The application shall be accompanied by the application fee.

Section 3. Review and Recommendations. The Planning and Zoning Department, ~~County Sanitarian~~, or County Road and Bridge Department shall review the application and all materials submitted therewith to determine if the application is complete and in compliance with applicable development standards. The Planning and Zoning Department, ~~County Sanitarian~~, or County Road and Bridge Department shall have the authority to approve or deny an application for a ~~Zoning and~~ Administrative Development Permit. If an application is not complete, the Planning and Zoning Department, ~~County Sanitarian~~, or County Road and Bridge Department shall advise the applicant of any deficiencies. When a completed application has been received, the Planning and Zoning Department, ~~County Sanitarian~~, or County Road and Bridge Department shall:

- a. Render a decision within thirty (30) days.

Section 4. Lapse of ~~Zoning and Development~~ Administrative Permit. The permit shall lapse and become null and void ~~one year and~~ two years following the date on which it was issued. ~~If progress towards completion does not occur on an annual basis the permit will expire one year from the date of issuance and the applicant shall be required to renew the building permit.~~ A renewal of the permit may be required upon expiration of the original permit. ~~Zoning and Development (building and septic) Administrative Permits are non-transferable in the event a change in property ownership occurs during the life of the permit (two (2) year period).~~