



PLANNING DIVISION

APPLICATION FOR:

Appeal of Commission, Dept. or Engineer Decision

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. STAFF PREFERS THE APPLICATION BE SIGNED IN BLUE INK.

Date Submitted: _____ (Assigned by Staff)		File Number: AP- _____ (Assigned by Staff)	
APPELLANT:			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 :	
APPLICABLE FILE/CASE NUMBER: _____ (Assigned by Staff)		A notice of appeal is required to be filed no more than seven calendar days after the rendering of the decision by the appropriate decision making body (LMC §15.06.030.F).	
WHEN WAS THE DECISION RENDERED?			
APPEAL OF: <input type="checkbox"/> DEPARTMENT DECISION <input type="checkbox"/> CITY ENGINEER DECISION <input type="checkbox"/> PLANNING COMMISSION DECISION			
NOTICE: Application for appeal may be made by the applicant or any person with direct involvement with the application process (standing). Direct involvement may be evidenced through attendance at public meetings related to the application or submission or written comments regarding the application, both prior to the final decision of the decision-making body. (LMC §15.06.030.F.1) DO YOU (THE APPELLANT) HAVE STANDING? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state how:			
PROPOSED TESTIMONY TO JUSTIFY THE APPEAL AND ANY RELEVANT INFORMATION (attach more pages if necessary):			

APPELLANT:

(PRINT NAME)

(SIGNATURE)

(DATE)

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 sign fee.
 - b. The applicant will pay the applicable application fee. (*Council Resolution 2016-41*)
 - 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.

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.

Standing to Appeal (LMC 15.06.030.F.1):

Application for appeal may be made by the applicant or any person with direct involvement with the application process. Direct involvement may be evidenced through attendance at public meetings related to the application or submission or written comments regarding the application, both prior to the final decision of the decision-making body.

Review Procedures (LMC 15.06.030.F, LMC 15.04):

1. **Generally Applicable Administrative Decision Appeal Procedure:** Any administrative decision of the department or city engineer made with respect to this title (except for minor administrative modifications in subsection LMC 15.06.060.J) may be appealed to the board of adjustment by filing written notice of such appeal with the department no more than seven calendar days after the rendering of any such decision by the department or city engineer. Upon filing of a written notice of appeal, the matter shall be placed on the agenda of the next regularly scheduled meeting of the board of adjustment no later than 30 calendar days after the notice of appeal has been filed. The board of adjustment may hear the appeal at its regular meeting or set a special hearing date, at its discretion.
2. **Generally Applicable Planning Commission Appeal Procedure:** A decision of the planning commission may be appealed to the city council by filing a written notice of appeal with the department within seven calendar days after the rendering of the decision by the planning commission. Upon filing of a written notice of appeal, the matter shall be placed on the agenda of the next regularly scheduled meeting of the city council no later than 30 calendar days after the notice of appeal has been filed. The city council may hear the appeal at its regular meeting or set a special hearing date at its discretion.
3. **Board of Adjustment Decisions:** A decision by the board of adjustment may be appealed to the district court in accordance with Wyoming Statutes.
4. **City Council Decisions:** A decision by the city council may be appealed to the district court in accordance with Wyoming Statutes.

TABLE 15.06-1: SUMMARY TABLE OF REVIEW PROCEDURES

D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals) ✓ = Required

Procedure/Applicable Section of Code	Pre-Application Meeting	Review and Decision-Making Authority					Notices			Lapse of Approval	
		Community Development Department	City Manager	Board of Adjustment	Planning Commission	City Council	Published	Written (mailed)	Posted		
Text Amendments/15.06.060.A		R			R	D	✓			N/A	
Rezoning/15.06.060.B	✓	R			R	D	✓	✓	✓	N/A	
Planned Unit Development (PUD) /15.06.060.C	Preliminary Development Plan	✓	R		R	D	✓	✓	✓	5 years [1]	
	Final Development Plan		R		R	D	✓	✓	✓	N/A	
Variances/15.06.060.D		R		D			✓	✓	✓	6 months	
Conditional Use Permits/15.06.060.E		R			D	A	✓	✓	✓	See subsection 15.06.060.E.5	
Major Temporary Use Permits /15.06.060.F			R			D		✓		15.06.060.F	
Floodplain Variances/15.06.060.G		R		D						N/A	
Floodplain Development Permits/15.06.060.H		D		A						N/A	
Sign Permits/15.06.060.I		D		A						N/A	
Minor Administrative Modifications/15.06.060.J		D			A			✓		N/A	
Alternative Equivalent Compliance/ 15.06.060.K		Determined by concurrent application process									N/A
Solar Access Permits/15.06.060.L		R		A	D		✓	✓	✓	See subsection 15.06.060.K.5	
Annexations/15.06.060.M	✓	R			R	D	✓	✓	✓	N/A	
Additions by Plat/15.06.060.N	✓	R			R	D	✓	✓	✓	N/A	
Site Plan Review/15.06.060.O		D			A					2 years. See subsection 15.06.060.N. 5.	
Subdivisions, Major/15.06.060.P	Preliminary Plat	✓[3]	R		R	D	✓	✓	✓	3 years [2]	
	Final Plat		R		R	D	✓		✓	60 days See subsection 15.06.060.P.5	
Subdivisions, Minor/15.06.060.Q		D			A				✓	60 days	
Other Land Adjustments and Lot Consolidations/15.06.060.R		D			A					30 days	

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			Community Development Department	City Manager	Board of Adjustment	Planning Commission	City Council	Published	Written (mailed)		Posted
Replats/15.06.060.S	Administrative		D			A					3 years
	Major		R		R	D					3 years
Condominium /15.06.060.T			D								N/A
Grading Permits/15.06.060.U			D			A					N/A
Vacations, Subdivision/15.06.060.V			R			R	D				N/A
Vacations, Public Ways/15.06.060.W			R			R	D	✓	✓		N/A
Comprehensive Plan Amendments/15.06.060.X			R			R	D	See Sec. 15.06.060.X			N/A
[1] Subsequent approvals and recording of final PUDs within the PUD boundary restart the 5-year time period. See subsection 15.06.060.C.7. [2] Subsequent approvals and recording of final plats within the preliminary plat boundary restart the 3-year time period [3] Required if more than 10 lots are proposed											

* Per LMC 15.04, if a conflict exists, the more restrictive procedure applies regarding appeals.

APPEAL SUBMITTAL CHECKLIST:		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity / Cost		
1) Complete Application	2 copies		
2) Application Fee	\$435.00		
3) Summary of Anticipated Testimony and Relevant Information	2 copies		
4) All Application Materials (Digital)	1 copy		
4) Miscellaneous	TBD		