

Sweetwater County, Wyoming Conditional Use Permit Application

Sweetwater County Community Development
80 West Flaming Gorge Way, Suite 23
Green River, WY 82935
p: (307) 872-3914 / 922-5430 f: 872-3991
Application Fee: \$150.00

Date of Submittal: _____
Permit Number: _____
Present Zoning: _____
PID: 04- _____ - _____ - _____ - _____ - _____
Overlay: _____

Applicant/Owner Information (Please Print Legibly)

Applicant (required):
(Person legally responsible for construction & operation)

Owner of Record (required):

Name: _____
Mailing Address: _____

Phone Number: _____
E-Mail (optional): _____
Relationship to owner: _____

Name: _____
Mailing Address: _____

Phone Number: _____
E-Mail (optional): _____

Agent Information:
(Written authority to legally act on behalf of the Applicant/Owner)

Engineer / Architect / Surveyor / Contractor:

Name: _____
Mailing Address: _____

Phone: _____
E-Mail (optional): _____

Name: _____
Mailing Address: _____

Phone: _____
E-Mail (optional): _____

Note: Provide proof of ownership if you acquired the property within the last year. Applications not signed by the person (or by an authorized agent on behalf of the entity) identified as the owner by the Sweetwater County Assessor's Office will be returned.

Property Description

Subdivision: _____ **Lot:** _____ **Block:** _____

Legal Description: Quarter: _____ Section: _____ Township: _____ Range: _____

Property Identification Number: 04 - _____ - _____ - _____ - _____ - _____ (found on tax assessment notice)

Name of Public Street(s) or Highway(s) Abutting Property: _____

Every Zone Lot must have frontage on a public street or highway. This means that a boundary line of the property (called the "Front Line") must parallel and abut the right of way line of a street or highway dedicated to or otherwise legally established for public use. Contact the County Engineer at (307) 872-3920 if you need to establish frontage.

Access Permit: **County Road:** If utilizing county roads to access your property, obtain required access permits from the Sweetwater County Engineering Department - (307) 872-3920.
State Highway: If utilizing state or Federal highways to access your property, obtain required access permits from the Wyoming Highway Department - (307) 352-3000.

County Assigned Street Address: _____

Instructions

Prior to completing your application, it is strongly recommended that you schedule and attend a pre-application meeting with Sweetwater County Engineering and Community Development.

Fill out completely. Attach all required supporting documentation. Incomplete and/or illegible applications will be returned. As a condition of approval of your Conditional Use Permit, you must obtain all necessary County Health, County Engineering and County Zoning Permits (septic permit, address & access permits, construction, use etc.) before you can establish the use of your property or commence construction. Additional information may be required following review of your application by the staff for following public hearings before the Planning and Zoning Commission or the Board of County Commissioners. Such additional information must be provided before your application is approved or forwarded to the next level of review. By act of submittal the applicant certifies that information submitted is true, accurate and complete and authorizes the county to rely on the veracity of such information and certification.

To complete your application, the following checked items must be included with this application:

- Check made payable to Sweetwater County in the amount of \$100.00 plus \$35/\$50 Construction/Use Permit.
- Site Plan (see Site Plan Checklist for directions).
- Boundary Survey and Improvement Location Certificate by licensed surveyor.
- Hazardous Materials Inventory (form attached).
- Grading and drainage plan prepared by a Wyoming Licensed Engineer (an approved contour map may be required).
- Proof of access (driveway) onto a county road. Provide copy of county access permit. Contact County Engineer at (307) 872-3920 if you need to obtain an access permit onto a county road.
- Copy of Wyoming Department of Transportation access permit, required for property access (driveway) off of a state highway. Contact WYDOT District Office for information - (307) 352-3000.
- Proof of ownership of the property or proof of owners consent to development.
- Proof of connection to public sewer and/or water system or copy of County Septic Permit or private system permit.
- Sweetwater County Construction/Use Permit application to permit the construction of all structures.
- Plans and Elevations of Proposed Structures.
- Structural Blueprints.
- Soil Tests and Engineer approved foundation designs.
- Engineer approved public right-of-way and road construction plans.
- Animal, Waste, Erosion and Site Management Plan.
- Hillside Management Plan.
- Scenic Overlay application
- Highway Overlay application.
- Slope Overlay application.
- Other: _____

Current and Proposed Structures and Use Information

Briefly answer the following questions:

What listed conditional use are you applying for (see Zoning Resolution)? Provide a detailed narrative describing your proposed conditional use and development. Use additional paper if necessary.

What new structures do you propose to build and describe the proposed uses within those structures? Describe (include construction type, foundation type and dimensions for each structure). Use additional paper if necessary.

Duration of Use and Hours of Operation

Duration of Use: How long do you proposed to operate your conditional use. How long a time frame for the operation of your proposed conditional use are you requesting?

Hours of Operation: What are your proposed portions of the year, days of the week and hours of operation:

Water, Sewer and Fire Protection Information

Water Supply: Describe your source and supply of water. Provide state permit numbers for wells or surface water appropriations. If within a public water district service area, then please provide proof that you have secured a service connection (water tap) for the property.

Sewage Disposal: Describe your method of sewage disposal. Provide County Health Department permit numbers for septic or other private systems. If within a public sewer district service area, provide proof that you have secured a service connection (sewer tap) for the property. For septic or other private permits contact the County Health Department at (307) 872-3930.

Fire Protection. All developments shall comply with the International Fire Code. How do you plan to provide fire protection to your development? Describe your water source for fire protection. If you have questions concerning fire protection, please contact the County Code Enforcement Specialist at 307-872-3920.

Parking, Loading and Vehicles

Vehicles: Describe the vehicles associated with your existing and proposed use. Include a description of the number, type, frequency of daily trips, and where stored. Show on site plan.

Parking: Describe how many parking spaces your proposed use will require, (contact the County Engineer) and estimate how many of these will be for customers and how many will be for employees. With what material (asphalt, concrete or gravel) do you propose to surface your parking spaces? Show parking spaces on site plan.

Loading Areas: Describe the types of vehicles that will be involved in loading and unloading materials on your property. Explain what they will be picking-up or delivering and the frequency and hours of this activity. Show on site plan. Identify the number, size, and location of loading spaces required (contact County Engineer) on your site plan.

Access Plan to Property: If heavy truck or vehicle traffic needs to access your proposed development through or adjacent to residential areas, please describe and show on your site your plans for mitigating traffic and safety concerns through these residential areas.

Health and Safety Issues

Combustible/Flammable/Hazardous/Explosive/Radioactive: Fuels, Wastes and Materials: For these materials describe the type, quantity, location and manner of storage, and emergency mitigation plan. Blueprints of storage facility must be submitted including dimensions and setbacks. For hazardous materials, file a Hazardous Materials Inventory Form or show proof that you report under separate regulations (Tier III or other). For more information contact Judy Valentine, Sweetwater County Emergency Management Coordinator at (307) 922-5370. (Use additional paper if necessary.)

Waste/Garbage Disposal: Describe the type and quantity of wastes that will be generated by your proposed use and how you propose to dispose of these wastes. Explain how frequently wastes will be to be disposed of and how stored until disposed. Provide plan and use additional paper if necessary.

Outside Work: Describe any outside or exterior work that may occur on your premises. What type of external effects (off premises) will this outside work have? Show on site plan.

Noise, Lights, Odors, Glare, Emissions etc: Describe any noise, lights, odors, glare, emissions or other external affects (off premises) that will be produced by your proposed use. Explain how you will mitigate these issues and potential nuisances.

Flood Plain/Wetland: Is your property located in a flood plain? If yes, see disclaimer provided as a part of this application.

Drainage: Describe how surface runoff will drain from your property. Show direction of drainage on site plan. For Commercial and Industrial Uses an Engineer Certified drainage plan will be required.

Hillside Protection: Is your property within the Growth Management Area? Does your property contain land areas with slopes 15% or greater? If so, Sweetwater County's Supplement Slope Regulations apply. (Show areas on site plan.) Will your proposed development disturb or affect these slope areas? (Show areas on site plan.) If yes, explain how you plan to mitigate potential erosion, runoff, fire hazard, slope stability, air quality, drainage or other problems that may result from the utilization of or affect upon these hillsides. A Certified Hillside Management Plan and/or Wyoming Licensed Engineered is required in preparing your site and access plans.

Dust and Erosion Control Plan: Describe in detail your plans stabilize your site in order to control blowing dust and runoff from your property. Explain what erosion and dust control measures you plan to take. Describe any structures you plan to build to control manure or other runoff. On your site plan show over lot drainage and how enters on to neighbors property.

Aesthetic Consideration

Sweetwater County encourages development in a manner that maintains or improves the quality of aesthetic appearances of our communities. Listed below are some suggested site plan elements that will enhance development. These are often considered by the Planning and Zoning Commission and the Board of Commissioners. The developer is encouraged to address the following items in their project and to implement their own ideas to improve aesthetics:

Landscaping: Describe how you plan to landscape and maintain any proposed landscaping. Show landscaping on site plan.

Lighting: Describe your plans for exterior lighting. To avoid glare, the County encourages down focused sodium vapor lighting. At least one exterior light is recommended for security purposes. Show location of lighting on site plan.

Building Style: Describe the type, construction and exterior finish of your proposed structure. Structures which are well built and aesthetically pleasing are encouraged. Earth tone exterior finishes blend in well. Attach sketches or architectural plans for your building:

Signs: Describe the nature and location of signs you will have on your property. Consider how these will enhance your business and the entrances to our communities.

Outside Storage: Please describe the materials or equipment that will be in exterior storage on your property. How do you plan to screen these items from view? Show the locations of exterior storage areas on your site plan.

Screening/Fencing: Describe your plans for screening exterior storage. Include in your description the materials you plan to construct the screen out of, the color of the screening, the height of the screening and how you plan to maintain the screening. Attach separate screening plans. Show areas to be screened on site plan.

Scenic and Highway Frontage Areas: Describe in detail your plans for developing within areas that have these special values. How will you make your development blend in with environmentally sensitive areas? Visually describe your plans by attaching colored plans and drawings. Provide detail on site plan.

Growth Management Area: Agriculture Supplemental Regulations

If you plan to establish animals for commercial or private use on Agriculturally zoned land within the Growth Management Area, please answer the following questions:

Conditional Use Permit Overlay for Animals for Private Use on Agriculturally zoned land within the Growth Management Area: If you plan to establish animals for private use please check one of the following that applies to the location of your parcel:

- Agriculturally zoned land within 1/4 mile of a CRS, B, C, I-1, R-1, R-3, or MH zoning district.
- Agriculturally zoned land one mile from the boundaries of an incorporated city.
- Agriculturally zoned land outside of one of the above areas. If you check this box, a Conditional Use Permit is not needed.

Conditional Use Permit Overlay for Animals for Commercial Purposes on Agriculturally zoned land within the Growth Management Area. If you are planning to establish animals for commercial purposes on agriculturally zoned land within the Growth Management Area. Please describe your proposed Commercial Use below. Such commercial use could include corrals for profit or gain, boarding or keeping of animals, kennels and etc. Commercial Feeding Operations require a zone change.

Proposed Animal Use: Describe proposed animal use. Include the numbers, types of animals, projected litter sizes and the time frames of animal use and occupation. Show animal use areas on site plan.

Animal Waste Management: Describe your plans for disposing of solid and liquid animal wastes. Detail your plans for properly managing odors and blowing waste dust and debris. Show on your site plan waste disposal areas and associated diking or other control structures or plans to control the offsite affects of animal wastes. A certified nutrient management plan may be required.

Animals Feeding Plan: Describe feed and hay storage, feeding operation and plan for minimizing dust and debris resulting from such activities:

Animal Mortality Plan: Describe your plan for removing dead animals associated with your operation:

Site Plan Requirements Checklist

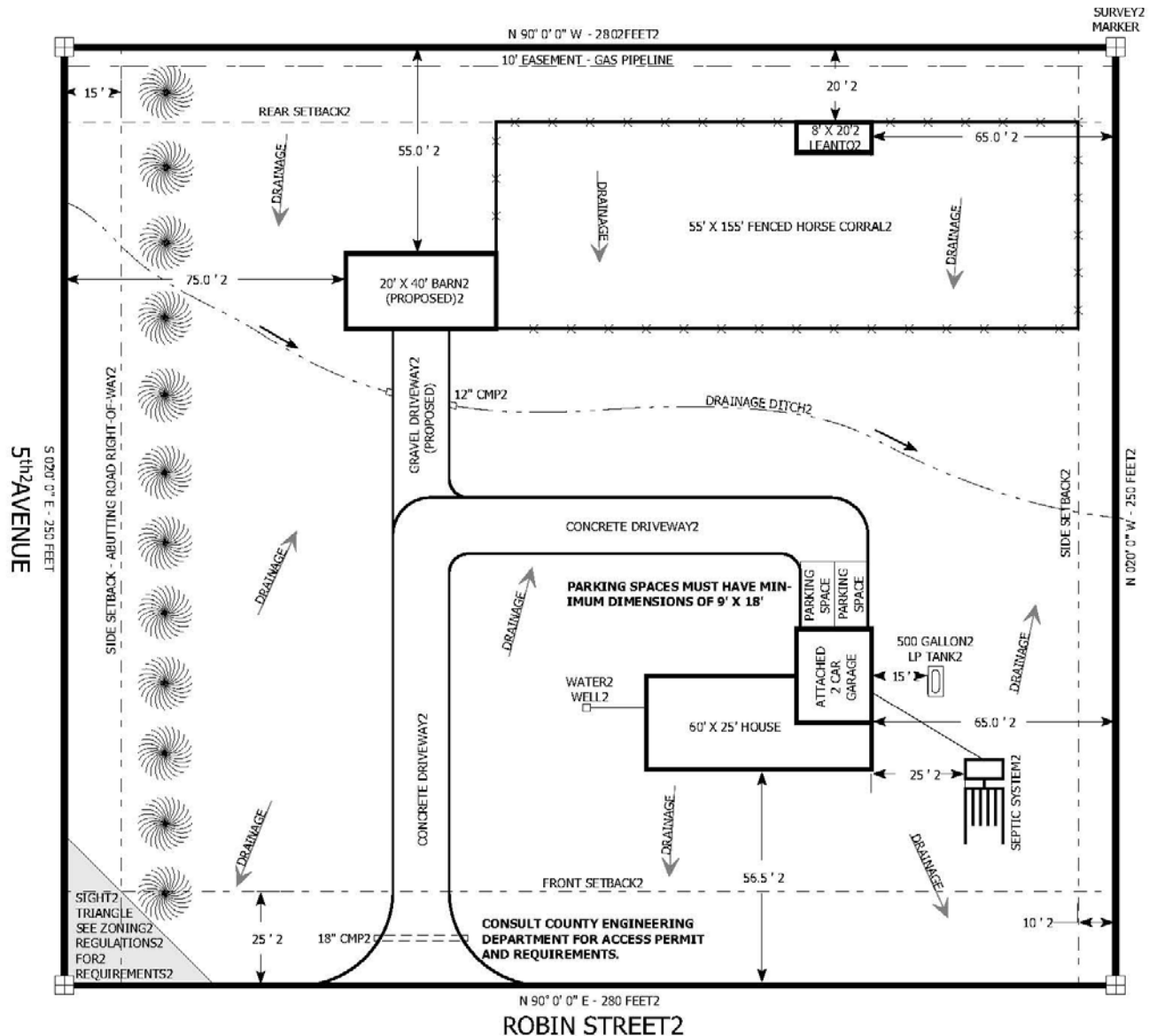
Instructions: Your site plan must be based on legally established lot corners that have been permanently marked and identified in the field. The site plan should be neat and legibly drawn to scale on paper of an appropriate size and type (graph paper may be used). You certify, by submittal, that the site plan you prepared is true, accurate and complete and you authorize the County to rely upon such certification.

The following items must be shown on your site plan:

- Map Components:** North arrow and scale of drawing. Scale must be measurable and clearly depict the proposed and existing uses and all of the requirements of this Site Plan Checklist.
- Survey:** Location and type of surveyed and set property corners. (Have lot surveyed if surveyor set and permanently marked property corners cannot be located.)
- Lot:** Lot lines and lot dimensions (show distances between corners).
- Structures:** Existing and proposed structures (show dimensions of each structure, use of each structure, setbacks from property lines, and distance between structures).
- Parking:** Off street parking areas showing dimensions and type of surfacing (minimum size per off street parking space is 9' wide by 18' long).
NOTE: Off street parking is required in all zoning districts. The number of spaces required depends on the nature of your use. Refer to your zoning district regulations to determine the number of spaces you need to provide.
- Access:** Location of access area(s) onto public street(s) (show dimensions, type of surface and the location, type and size of any culverts).
- Easements:** Type, location and dimensions of all easements or right-of ways, i.e. natural gas pipelines, water transmission lines, electrical lines, etc.
- Fuels:** Propane and fuel storage tanks (show type of fuel, type of container, storage capacity and distances to lot lines and structures).
- Public Water and Sewer:** Location of public water and sewer lines.
- Wells:** Location of any water well or cistern.
- Sewage:** Location of any septic tank, septic leach field, and/or other private wastewater treatment system with distances to structures and lot lines shown.
- Corrals:** Location and dimensions of any existing or proposed corrals, stalls or arenas.
- Slopes:** Areas with slopes of ten percent (10%) or greater.
- Drainage:** Drainage flow on and across your property indicated by arrows.
 - Natural/Historic Flow
 - Modified Flow
- Site Triangles:** Clear vision area – for corner lots (see district regulations).
- Utility Plan:** Water, Sewer, Gas, Cable, etc. line locations and easements.

SAMPLE CONDITIONAL USE SITE PLAN

ELEMENTS ON SITE PLAN WILL VARY BY TYPE OF CONDITIONAL USE



All Site Plans Should Include

<p>Map Components</p> <ul style="list-style-type: none"> North Arrow Drawing Scale <p>Property Corners</p> <ul style="list-style-type: none"> Location Type (Set, Found) 	<p>Lot Lines</p> <ul style="list-style-type: none"> Dimensions Bearings <p>Structures</p> <ul style="list-style-type: none"> Existing Locations Proposed Locations Setbacks Dimensions 	<p>Access</p> <ul style="list-style-type: none"> Location Dimensions Surface Culverts <p>Water Source</p> <ul style="list-style-type: none"> Public Well 	<p>Sewer</p> <ul style="list-style-type: none"> Public Septic System <p>Easements</p> <ul style="list-style-type: none"> Type Location Dimensions 	<p>Drainage</p> <p>Other</p> <p>Additional items may be required. Contact the Sweetwater County Land Use Department</p>
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Scale
1" = 40'

IMPORTANT NOTICES

WETLANDS NOTICE The U.S. Army Corps of Engineers has strict regulations regarding wetlands use and development. What the Corps considers a "wetland" may not be easily recognized as such. Sweetwater County DOES NOT administer any federal wetlands policies or programs. Sweetwater County DOES NOT require any federal wetland permits or approvals when considering your proposed land use. Issuance of a permit DOES NOT indicate that you are in compliance with the Corps' regulations. YOU ARE RESPONSIBLE for identifying wetlands and complying with all applicable regulations. Contact the Corps' Wyoming Regulatory Office in Cheyenne at (307) 772-2300, 2232 Del Range Blvd., Suite 210, Cheyenne, Wyoming 82009.

FLOOD PLAIN INSURANCE Sweetwater County DOES NOT participate in the Federal Flood Insurance Program. National Flood Insurance is not available. In the event of a flood and damage to your property, federal financial aid may not be available. Consult your private insurance carrier. Sweetwater County DOES NOT identify or catalog flood plains or areas prone to flooding. Sweetwater County discourages development in a flood plain as a matter of common sense; but does not prohibit it and your permit will not be denied simply because you may be building in a flood plain. YOU ARE RESPONSIBLE AND LIABLE for the natural consequences of building in a flood plain or an area prone to flooding.

STATE FIRE CODE REQUIREMENTS Wyoming Statute §35-9-108 requires that new construction or remodeling plans for all publicly owned buildings or buildings that are regularly frequented by the public (such as child care centers, night clubs, restaurants, bars, lodge halls, theaters, churches, meeting halls, etc.) be reviewed and approved by the State Fire Marshall (Wyoming Department of Fire Prevention and Electrical Safety, (307) 777-7288, Herschler Buildings, 1st Floor West, Cheyenne, Wyoming 82002). YOU ARE RESPONSIBLE for determining the need for review of your plans by the State Fire Marshall. If your plans are subject to review then submit two (2) complete sets of construction plans to the Sweetwater County Code Enforcement Specialist at 80 Flaming Gorge Way, Suite 23, Green River, WY 82935 (307) 872-3920. The Code Enforcement Specialist will coordinate with the State Fire Marshall's office. YOU ARE RESPONSIBLE for complying with state laws and regulations. Issuance of a County permit does not waive the state review and approval requirement nor does it indicate that you are in compliance with state codes and regulations. If the State Fire Marshall requires changes to a county approved site plan or permit, a revised application and site plan must be submitted to the County.

Applicant Certification

The undersigned hereby certifies and acknowledges that they:

- Are responsible for identifying and complying with all applicable federal, state and local regulations concerning the use of and/or construction upon their property.
- Received a copy of the applicable zoning district regulations; have read and understand them; and, will abide by them.
- Provided information that is true, accurate and complete with the intent that the County rely upon such information.
- Accurately identified the legal boundaries of their property.
- Actually located in the ground from a previous survey, or had surveyed and set in the field, permanently and properly marked and monumented lot corners.
- Provided a true, accurate and complete site plan based on legal boundaries and actual lot corners.
- Have an unencumbered legal right to possess, use and occupy the subject property in the manner proposed.
- Grant Sweetwater County, its agents and employees, the right of ingress and egress to their property as reasonably necessary to process this application and to determine compliance with county regulations or conditions of this permit once it is granted.
- Will comply with Conditional Use Permit Conditions as set by the Board of County Commissioners.

Signature of Applicant (Required)

Date

Signature of Land Owner of Record (Required)

Date

Print Name

Print Name

Signature of Agent

Date

Print Name

NOTE:

Applicant = Person legally responsible for construction & operation

Agent = Attach written legal authority to act on behalf of the applicant/owner.

Land Owner of Record = In cases where a signature is hard to obtain, a copy of Lease granting permission for project may substitute for signature.

Conditional Use Permit Action

This permit was **issued** by the Board of County Commissioners following public hearing review of the application. The terms and conditions of this permit have been established by the Sweetwater County Zoning Resolution and the Board of County Commissioner's Resolution. When determining compliance, the truth and accuracy of the information submitted by the applicant is presumed and such information is relied upon.

Resolution # _____ Resolution Date _____

Conditions of Approval: See Board Resolution.

This permit was **denied** by the Board of County Commissioners. Denial of a Conditional Use Permit Application constitutes a determination that the proposed Conditional Use does/do not comply with the provisions of the Sweetwater County Zoning Resolution. Please feel free to contact the Community Development Division for further information.

Resolution # _____ Resolution Date _____

Reasons for Denial: See Board Resolution.
