



## *Planning Commission Application*

BUILDING & DEVELOPMENT OFFICE  
915 THIRD ST. RAWLINS WY - PH. 307-328-4599 FAX. 307-328-4590

PROJECT REVIEW: GENERAL INFORMATION		
PROJECT NAME:	OFFICE USE ONLY	
SITE ADDRESS OR LOCATION:	PROJECT #:	
	SUBMITTED DATE:	
LEGAL DESCRIPTION:	APPLICATION FEE:	
	CASE PLANNER:	
CURRENT ZONE:	CURRENT LAND USE:	
PROPOSED USE(S): (IF MORE THAN ONE, GIVE SQUARE FOOTAGE FOR EACH)		
TOTAL PROPERTY AREA: <input type="checkbox"/> ACRES <input type="checkbox"/> FEET		
TYPE OF REQUEST:		
<input type="checkbox"/> ANNEXATION <input type="checkbox"/> LOT LINE ADJUSTMENTS <input type="checkbox"/> PRE/FINAL PLAT <input type="checkbox"/> SPECIAL USE PERMIT <input type="checkbox"/> VACATION <input type="checkbox"/> SUBDIVISION PERMIT <input type="checkbox"/> ZONE/REZONE <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> PLAN UNIT DEVELOPMENT <input type="checkbox"/> OTHER: _____		
PUBLIC HEARING REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO     MEETING TYPE: <b>PLANNING COMMISSION</b>		
OWNER:	PHONE:	
	EMAIL:	
OWNER ADDRESS:		POSTAL CODE:
(IF SEVERAL PROPERTY OWNERS, NAMES AND ADDRESSES OF ALL MUST BE GIVEN, ATTACH SEPARATE SHEET IF NECESSARY)		
APPLICANT/AGENT:	PHONE:	
	EMAIL:	
AGENT ADDRESS:		POSTAL CODE:



# ZONING APPLICATION REQUIREMENTS:

Ch. 19.80 CRMC

Proposed Zoning District: \_\_\_\_\_

Reason for request: \_\_\_\_\_

- An accurate property map showing the existing and proposed zoning classifications;
- All abutting properties showing present zoning classifications;
- An accurate legal description of the property to be rezoned;
- Proof of Ownership.

**Purpose.** All lands within the City are zoned for a specific type of land use. Zoning occurs as a means to provide for a relationship between various types of land uses which promotes health, safety, welfare, order, economics, and aesthetics of the community.

**When Required.** A zone change request is required any time a property owner desires to make a significant change to the use of his/her land. Since the zone applied to your lands limits what you can do, a rezoning application is typically the first step toward a change.

**Required Considerations to approve a Zone Change.**

1. Whether the proposed amendment is consistent with the goals, objectives and policies of the City’s Master Plan;
2. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property;
3. The extent to which the proposed amendment may adversely affect adjacent property;
4. The adequacy of facilities and services intended to serve the subject property, including, but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection.

**Process.** Contact the planning department for when the deadline for submission is. After it is deemed complete, staff will review the request, and prepare a report and recommendation for the Planning Commission. This will be reviewed at a public hearing where the applicant need be present. Since it is a public hearing, members of the public may also have questions or comments. At the public hearing the planning commission will review the application and staff’s report and forward a recommendation to the City Council.

### CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER, APPLICANT, OR AGENT NAMED HEREIN AND THAT I HAVE FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO THE FILING OF THIS APPLICATION AND THAT THE FOREGOING STATEMENTS AND ANSWERS CONTAINED ON THIS APPLICATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

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# PLANNED UNIT DEVELOPMENT APPLICATION

Ch. 19.60 CRMC

1. **PUD Eligibility.** The PUD option may be effectuated in any Zoning District classification, but is not applicable for the development of a one-family detached dwelling. In order to qualify for PUD approval, the applicant must demonstrate in writing that each of the following criteria will be met by the proposed PUD in accordance with Section 19.60.

a. **Compatibility with the Master Plan.** The proposed PUD must be compatible with the overall goals and recommendations of the City of Rawlins Master Plan.

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b. **Demonstrated Benefit.** The PUD shall result in an improvement to the public health, safety and welfare in the area affected or a recognizable public benefit.

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c. The PUD shall not be utilized in situations where the same land use objectives can be accomplished by the application of conventional zoning provisions or standards.

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2. **PUD Submittal Requirements.** The following items shall be included along with a completed application requesting approval of the PUD option:

a. For residential projects only, a plan showing the development possible based on the current zoning district standards; this plan will be used to determine density and dimensional standards permitted in the PUD.

Date Submitted: \_\_\_\_\_

b. Documentation indicating how the PUD eligibility criteria of Section 19.60 have been met.

Date Submitted: \_\_\_\_\_

c. A table which details requested modifications from the established zoning district uses, area, height and setback requirements, off-street parking regulations, general provisions or subdivision regulations which would otherwise be applicable to the uses and development proposed in the absence of a PUD; this table shall clearly identify the allowed regulation in comparison to the requested modification.

Date Submitted: \_\_\_\_\_

d. Any additional information requested by the planning commission at the application conference to better assist in the determination of PUD qualification. Such information

includes, but is not limited to: market studies, fiscal impact analysis, traffic impact studies, and additional drawings.

Date Submitted: \_\_\_\_\_

e. A draft PUD agreement.

Date Submitted: \_\_\_\_\_

### Application Procedure

- Completed Plan.** A completed concept of final plan including all elements specified above as required for proposed development and property.
- Application Forms and Fees.** A completed application form and an application fee are required with the initial submittal.
- Proof of Ownership.** Current proof of ownership of the land to be utilized. (A copy of the tax bill is **not** sufficient proof of ownership.)

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# SUBDIVISION APPLICATION

Ch. 18.20 CRMC

1. Project Description: provide a summary of your proposal. Include a description of your subdivisions as well as any plans to construct structures or roads, install signs or lighting, and list all other proposed land use activities.

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2. Subdivision Acreage:

Acres to be developed:	Acres Retained:
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3. Site Conditions: describe in detail the present condition of your property and the project site:
  - a. Slope and Topography:
  - b. Existing Vegetation:
  - c. Hydrologic Features:
  - d. Special Natural Areas:
  - e. Natural and Cultural Conditions:

4. Existing Uses: What is the current use of your property?

Residential  Commercial  Industrial  Other: \_\_\_\_\_

5. How will sewage be disposed of on subdivision lots?

- a. Individual sewage disposal systems by lot owners?
- b. Other (explain): \_\_\_\_\_

6. How will drinking water be supplied to subdivision lots?

- a. Individual by lot owners?
- b. Other (explain): \_\_\_\_\_

7. Who will provide fire protection for the subdivision? Provide distance to nearest fire station.

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# SUBDIVISION APP. (CONT)

## Checklist of Required Documentation

- Application Fee
- Proof of Ownership
- Site Photographs
- Existing Site Plan
- After Site Plan
- Water Supply
- Solid Waste Disposal
- Proof of location for trash storage and pick-up.
- Proof of location for mailboxes.
- Roadway Access
- Location of existing and proposed exterior lighting, heights of poles, and size and number of fixtures.
- Location and dimensions of existing and proposed curb cuts and ADA compliant sidewalks
- Existing and proposed contours
- Traffic Study (if required by the City Engineer or Planning Director).

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# VACATION APPLICATION

Ch. 12.08 CRMC



1. Types of Vacation(s) Requested:

- Public easement
- Right-of-way

2. Statement of Intent: Briefly describe the nature and location of the easement of right-of-way for which the vacation is requested.

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3. Additional Information Required:

- a. Written Narrative. The written narrative should explain the reason that the right-of-way of easement vacation is being requested.
- b. Proposed Plans. In addition to a scaled site plan or survey, a full legal description of the land to be vacated must be provided. Additional information may also be required if deemed necessary but the Community Development Department.

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# SPECIAL USE PERMIT

## What to Submit?

- Special Use Permit Application
- Special Use Permit Fee

**Where to submit**– Special Use Permit applications shall be submitted to the City Planner, 915 Third St. P.O. Box 953 Rawlins, WY 82301.

**What it is**– A special use permit is a special authorization by the Planning Commission to allow a particular land use in a zoning district that would otherwise prohibit said use

## You are required to prove the following:

Action on application must be taken and a decision must be made by the planning commission within sixty-five days from the date of receipt of the application, unless continuation is agreed upon by the applicant. The planning commission shall make the following determinations prior to approval of a special use permit:

- A. The proposed use shall serve an obvious public need;
- B. The property subject to the application is located in a Zoning District in which the proposed special land use is allowed.
- C. The proposed use that is subject to a special use permit shall be designed, constructed, operated and maintained so as not to diminish the opportunity for surrounding properties to be used and developed as zoned. The proposed SUP shall avoid uses that would otherwise be detrimental to the economic well-being of the surrounding residents, businesses, landowners, and the community as a whole.
- D. The proposed special land use shall not involve uses, activities, processes, materials, or equipment that will create a substantially negative impact on other conforming properties or uses in the area by reason of traffic, noise, smoke, fumes, glare, odors, or the accumulation of scrap material that can be seen from any public road or seen from any adjacent land owned by another person.
- E. The proposed special land use shall not place demands on fire, police, or other public resources in excess of current capacity.
- F. The proposed special land uses shall be adequately served by public or private streets, water and sewer facilities, and refuse collection and disposal services.
- G. The proposed special land use complies with all applicable specific standards required under this Ordinance.

SPECIAL USE PERMIT (CONT.)

If approval of the Special Use Permit is granted, the Planning Commission shall submit a certified recommendation to the City Council pursuant to Section 2.20.130 of the Rawlins City Code. If it is found that the Special Use Permit cannot be granted, no further action shall be taken by the planning commission. All appeals of the Planning commission shall be made pursuant to section 19.56.060.

**Conditions**– the Planning Commission may impose reasonable conditions and restrictions that are directly related to the proposed Special Use. Such conditions must be met in connection with the issuance of any permits by the City Planner, Code Enforcement officer, or any other City Officer.

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