

**CITY OF LANDER
CONDITIONAL USE PERMIT APPLICATION**

NONREFUNDABLE FEE \$175.00

Instruction Sheet

1. A plot plan or drawing must be submitted. The graphic must be a straight-edged drawn plan (a drawing to scale is preferred but not necessary) delineating the property lines and dimensions, adjacent street(s) and name(s) of that/those street(s), a north arrow, the location of existing/proposed building(s) on the parcel and if applicable off-street parking and/or loading layout.
2. A list of the names and mailing addresses of all owners of property, not renters, within 400 feet of the outer limits of the proposed conditional use permit. You must obtain this information from the County Assessor's Office, (307)332-1117. The purpose of having this information is to allow the City to notify persons in the area of the proposed conditional use permit since they can be affected by a change in allowable land use in this neighborhood.
3. The following are the procedures for processing a conditional use permit petition:
 - (a) Review the request with the City Clerk. At this point, you will receive the necessary forms and instructions for filling out and filing said forms. Should you have questions you may call City Hall at (307)332-2870.
 - (b) The Board of Adjustment meets the second Thursday of the month. By ordinance, a legal notice regarding the case must be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. Our office requires submission of all completed material at least twenty-one (21) days prior to the meeting date in order to meet this publication requirement. There will be no exceptions from the twenty-one (21) day filing deadline date.
 - (c) The petitioner and/or a designated representative must be present at the public hearing to give testimony and answer questions regarding the request.
 - (d) All public hearings are held in the City Council Chambers, 240 Lincoln Street, Lander, Wyoming 82520 starting at 6:30 p.m.

Your meeting will be held: _____

Return forms by: _____

City Ordinance concerning conditional use permits:

4-6-1. Conditional Uses. -

- (a) Conditional uses are those that would not be appropriate in the designated area unless controlled as to number, area, and location, and include those set out in the Schedule of Zoning District provided by ordinance. Application for a conditional use permit shall be made to the Board of Adjustment and shall include any information the Board may require.
- (b) Public notice shall be given of all hearings. Public notice shall consist of one publication of a notice by the City in a newspaper of general circulation at least 15 days prior to the hearing and a public notice mailed to the property owners within 400 feet of the premises.
- (c) The conditional use permit shall be granted only if after the hearing, the Board finds that the use will be compatible with the character of the area and will not adversely affect the public interest.
- (d) The Board may subject conditional use permits to such conditions as it may deem necessary to preserve and protect the character of the area and the safety of the public. The subsequent violation of any condition shall be deemed a violation of this ordinance as well as grounds for revocation of the permit.
- (e) If the petition protesting the proposed use and signed by 40% or more of the property owners within 400 feet of the premises is presented to the Board before a decision is reached, then the permit shall not be granted without the affirmative vote of three-fourths of all the Board members or the unanimous vote of those attending the hearing.