



**CITY OF LANDER  
ZONING AMENDMENT/REZONING REQUEST – TITLE 4-6  
INSTRUCTIONS AND APPLICATION  
NON-REFUNDABLE FEE \$500.00**

A Zoning amendment/rezoning request application must be submitted along with a plot plan or drawing. 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. Aerial photographs of your property can be found on the Fremont County map server at <https://maps.greenwoodmap.com/fremontwy/>

1. The following are the procedures required for a zoning amendment/rezoning application:
  - a. Review the request with the City Planning Staff. Application forms are available on the City Website [www.landerwyoming.org](http://www.landerwyoming.org) on the homepage under the “Documents and Forms” tab.
  - b. The City ordinance 4-8 states the rules for Zoning amendments. There are only two reasons for rezoning property: 1) to correct an obvious error or oversight in the regulations; or 2) to recognize the promotion of the public health, safety and general welfare. The City Zoning code can be found on the City website at this link [Title 4 Zoning Code](#).
  - c. Prior to the City Council's public hearing, the Board of Adjustment (BOA) reviews the request and render's a recommendation to the Council. The Board of Adjustment meets the First Thursday of the month. Our office requires submission of all completed material at least twenty-one (21) days prior to the meeting date. There will be no exceptions from the twenty-one (21) day filing deadline date. The petitioner and/or a designated representative must be present at the Board of Adjustment meeting to give testimony and answer questions regarding the request.
2. If approved and recommended for a zoning amendment by the Board of Adjustments, the City Council, by ordinance, must have three readings on any rezoning request. Thus, the public hearing is also the first reading with two others following only if the request receives an affirmative vote.
3. The petitioner and/or a designated representative must be present at the public hearing and City Council meeting to give testimony and answer questions regarding the request.
4. 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 and a letter describing your request will be mailed to all residents within 400’ of the property under application.
5. All public hearings are held in the City Council Chambers, 240 Lincoln Street, Lander, Wyoming 82520 starting at 6:00 p.m. unless otherwise posted.

Zoning amendment Case number: \_\_\_\_\_

Your BOA meeting will be held: \_\_\_\_\_

Return forms by: \_\_\_\_\_



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For Office use only:  
Date Received \_\_\_\_\_ Date Fee Paid \_\_\_\_\_ BOA Hearing Date \_\_\_\_\_  
Existing zone designation \_\_\_\_\_ Applicable Section of zoning code \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Do you own this property Yes \_\_\_\_\_ No \_\_\_\_\_

If no, Name of Owner \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Legal Description of Property (Street address, subdivision lot and block numbers, or attached a Legal description prepared by a surveyor)

\_\_\_\_\_

Present Zoning District of Property \_\_\_\_\_ Current zoning use of the property \_\_\_\_\_

Proposed Zoning District \_\_\_\_\_ Proposed zoning use of property \_\_\_\_\_

Will this zoning (check one):

- correct an obvious error or oversight in the regulations.
- recognize the promotion of the public health, safety and general welfare.

Describe the Proposed use of property and why a zoning request is needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe why the zoning amendment will NOT have an adverse effect on the surrounding properties and is in keeping with the existing uses of the neighborhood

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached is a plot plan or drawing of all lots and buildings that request a zoning amendment showing the adjacent properties and their existing zoning designation.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_