

Instructions for
Change of Zoning District Boundary Application
Sublette County, Wyoming

PROCESSING PROCEDURE

A **Sufficient** Change of Zoning District Boundary Application includes:

1. Completed Application (attached)
2. A copy of the deed
3. Pay the \$75 processing fee (checks payable to Sublette County)
4. Letter of authorization (if applicable)
5. Map of area to be rezoned showing adjacent property and its present zoning designation.
6. Plans showing the nature and schedule of the proposed development
7. A master plan must be submitted for the development of the property if the use is for a commercial (i.e. business use) or proposed as a subdivision. The zone change may be made conditional upon the applicant developing the property as described in the master plan.
 - a. For **commercial development**, (i.e. business use) the master plan shall show the following clear representation of the site: name of the owner and applicant; property description and boundaries; building elevations and colors; landscaping plan detailing location, plant size, and type of landscaping; location of buildings and uses; roadways and general circulation pattern; and other information the County Planning and Zoning Office determines as being necessary.
 - b. A **subdivision master plan** shall include the following: name of property owner and applicant; property description and boundaries; floodplain; wetlands as defined by the US Army Corps of engineers; location of open space; size and location of lots; roadways and circulation.
8. Any other additional information the Planning & Zoning Staff may require

A sufficiency review will be completed within 14 days by the County Planning & Zoning Department Staff. If your application is deemed insufficient it will be returned for completion. Once sufficiency is determined the application will be sent out to reviewing agencies. Upon review it will be scheduled for the next available public hearing dates.

Change of Zoning District Boundary Application

Sublette County, Wyoming

Filing Fee: \$75.00

Date Submitted _____ Date Accepted _____

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Owner/Applicant: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Agent/Representative: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section) _____ (Township) _____ (Range) _____

Subdivision: _____ Filing: _____ Lot: _____ Block: _____

Current Zone: _____ Proposed Zone: _____ Acreage: _____

Do you have legal access to the property? _____ Yes _____ No

If yes, attach a copy of the document granting access or include in the letter of authorization. If no, what grants you the right to enter and exit the property you are planning to develop?

Please explain: _____

Criteria for Rezoning

Sublette County, Wyoming

The Planning and Zoning Commission in making its recommendation, and the Board of County Commissioners in making its decision, shall consider the conformity of the proposed zoning district boundary change with the goals, policies and guidelines of the Sublette County Comprehensive Plan. Please address how your application meets the criteria below:

1. Explain the proposed zone change request;

2. Demonstrate by clear and convincing evidence that the proposed rezoning is in compliance with the Sublette County Comprehensive Plan; (A copy of the Sublette County Comprehensive Plan will be provided to you)

3. The use and zoning of nearby properties;

4. The effect of the zoning district boundary change on property values;

5. The extent to which the reduced value of affected property promotes the public welfare;

6. The public gain compared to the owner's hardship;

7. The suitability of the affected property for it's zoned use;

8. The time the property has been vacant as zoned;

9. The community need for the proposed use;

10. Whether the property is zoned in conformity with surrounding uses and if those uses are uniformed and established;

11. The availability of water for the proposed use;

I hereby grant authorized County personnel the right of ingress and egress to and from said lands for any and all inspection purposes necessary to the evaluation of this application. I certify, to the best of my own knowledge, that the aforementioned information and material is true and correct.

I, _____, say that I am the owner (or agent) of the property involved in this application. The foregoing statements and answers, and those in the attached plans and other exhibits, are true and correct to the best of my knowledge and belief.

Signed _____ Date: _____

Thank you for your time and consideration in filling this out. Your cooperation will expedite the preparation and hopefully lead to the approval of the requested proposal you have submitted to the Sublette County Planning and Zoning Department.