

**Instructions for**  
**Variance Application**  
**Sublette County, Wyoming**

**PROCESSING PROCEDURE**

A **Sufficient** Variance Application includes:

1. Completed Application (attached)
2. A copy of the deed, deed restrictions, and covenant restrictions
3. Pay the \$75 processing fee (checks payable to Sublette County)
4. Letter of authorization (if applicable)
5. A site plan showing all existing and proposed structures or improvements on the site, and showing all natural conditions relevant to the application.
6. 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.

**Note:**

If you have not commenced development and are diligently pursuing completion within 1 year of issuance, the variance will expire.

# APPLICATION FOR VARIANCE

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: \_\_\_\_\_

Zone: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

# Variance Standards

## Sublette County, Wyoming

Variances may be granted in order to resolve non self-inflicted practical difficulties or physical hardships resulting from the size, shape, topographic or physical conditions of a site or its immediate vicinity. Please address the following:

1. Please cite the regulation you plan to vary from and how you plan to vary:

---

---

---

---

2. Explain the reason a variance is being requested:

---

---

---

---

---

3. The granting of the variance *will not* detrimental to public health, safety or welfare, or materially injurious to other properties in the vicinity.

---

---

---

---

---

---

---

---

4. The granting of the variance *will not* constitute a special privilege inconsistent with the limitations on use of other properties in the district:

---

---

---

---

---

5. The hardship which is the basis for the variance application was *not* a self-inflicted by the applicant:

---

---

---

---

---

6. The granting of the variance *is justified* for one or more of the following reasons.

- a. Strict interpretation or enforcement of the development standards would result in practical difficulty or unnecessary physical hardship inconsistent with the purposes of this resolution:
  
- b. Exceptional or extraordinary circumstances or conditions applicable to the site of the variance that do not apply generally to other properties in the same district:
  
- c. Strict interpretation or enforcement of the development standards would deprive the applicant of privileges enjoyed by other property owners in the same district:

---

---

---

---

---

---

---

---

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.*