

**Park County
Planning & Zoning**

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SPECIAL USE PERMIT

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This brochure is only a guide and is not all-inclusive of all requirements and standards for Special Use Permits. Please see the Park County Development Standards and Regulations for complete information.

General Steps

1. Applicant submits complete application, including written material.
2. The Planning Department will schedule a public hearing before the Planning & Zoning Commission at the first available meeting. The Commission meets the third Tuesday of each month. If the proposed use is within the Meeteetse Zoning District, an additional meeting will be required with the Meeteetse Local Area Planning Committee.
3. The Special Use Permit will be scheduled for a public hearing before the Board of County Commissioners once applicable resolution conditions have been completed that were required prior to final approval and advertising costs have been paid.

Application Requirements

The following information shall be submitted to the Planning Department with any application for a Special Use Permit unless the Planning Director waives requirements because the specified item(s) is not relevant to the project review.

1. Completed Application Form—information required at the end of this brochure, does not need to be on this form.
2. Special Use Permit Fee, plus advertising costs.
3. Written statement from the property owner consenting to the filing of the application if the applicant is not the property owner.
4. Legal Description and acreage.
5. Description of proposed uses including amount of building square footage, types of activities, method of operation, hours of operation, and characteristics having impact on adjacent properties (such as noise, traffic, air pollution, visual qualities).
6. Evidence that an adequate water supply in terms of quantity, quality, and dependability for the use is or will be available.
7. Evidence that an adequate means of sewage and wastewater disposal is or will be available.
8. Evidence that utilities, public services, and infrastructure are available to serve the use.
9. Soils report prepared by the local conservation district, or a professional soils engineer / geologist where appropriate.
10. Statement of how the required findings for approval of a special use permit can be met by the proposal (See Approval Standards section, below).

11. Statement of how compatibility with adjacent properties will be achieved.
12. If special criteria have been established for the proposed use, a statement of how these criteria will be met.
13. If the development is located within the boundaries of an Irrigation District, the applicant shall establish a plan in cooperation with the applicable Irrigation District regarding the attached water rights and easements for irrigation facilities.
14. Building floor plans and elevations.
15. Map showing site topography and natural features.
16. A vicinity map.
17. Plan-view drawing showing building locations, parking areas, access and circulation, storm water drainage, and activity areas.

Approval Standards

1. Compatibility and Impacts: The use is in harmony and compatible with surrounding land uses and with the neighborhood and will not create a substantial adverse impact on adjacent properties.
2. Services and Infrastructure: Adequate services and infrastructure are available to serve the use, or the applicant has agreed to provide services and infrastructure in sufficient time to serve the proposed use.
3. Specific Criteria: The use complies with all specific criteria stated in the Development Standards and Regulations for the use.
4. Overlay Districts: The use complies with additional requirements of overlay districts, if applicable.

Conditions of Approval

In approving a special use permit, the Board of County Commissioners may impose any reasonable conditions to ensure that the proposed use is compatible with surrounding land uses, and to ensure that the development and operation of the proposed use are performed in a manner consistent with public health, safety, and welfare. Such conditions shall be limited to issues directly related to the impacts of the proposed use and shall be proportional to the impacts.

Site Plans

Most Special Use Permits also require Site Plan review. See Table 4-1.

Amendments to approved Special Use Permits

An approved Special Use Permit may be amended, varied, or altered only upon approval of the Board. A public hearing regarding the amendment or change shall be scheduled and noticed pursuant to Appendix 1, Notice Requirements. The applicant shall be responsible for paying for the Special Use Permit fee and for all associated advertising costs. If the amendment requires Site Plan Review pursuant to Table 4-1 Schedule of Uses, the request shall proceed as a new application.

APPLICATION FOR SPECIAL USE PERMIT

The undersigned applicant(s) hereby declare that they are the owner(s) or agent for the owner(s) seeking a Special Use Permit.

Owner's Name _____

Mailing Address _____

Phone # _____ Email Address _____

Contact Information (if other than owner) _____

Legal Description of property _____

Tax ID: _____ Fee: _____

Brief Description of Special Use Permit request

Applicant's Signature _____ Date _____

Please attach submittal requirements.

Received in Planning Office _____

Complete Application _____