

“The mission of the Natrona County Planning Department is to protect and enhance the quality of life for County residents through the implementation of the adopted Development Plan, Zoning Resolution, and the Subdivision Regulations while providing professional, friendly and knowledgeable customer service to the community.”

Conditional Use Permit (C.U.P.)

CONDITIONAL USE PERMIT (C.U.P.) General Information, Instructions, and Application Form

GENERAL INFORMATION

Each zoning district in the unincorporated area of Natrona County contains certain designated permitted uses available as a matter of right with no approval necessary from the Planning and Zoning Commission or the Board of County Commissioners. Each zoning district also contains certain **conditional uses**, which are compatible within the zoning district. **The purpose of a Conditional Use Permit is to enable the County to exercise some measure of control over certain uses which, although desirable in limited number, could have a detrimental effect within the district if they were permitted in large numbers.**

The purpose of a **Conditional Use Permit** is to review the configuration, density, and intensity of a use which is generally compatible with the character of a zone but requires additional, site-specific conditions to limit and mitigate adverse effects to the zoning district.

Unless otherwise specified, a Conditional Use Permit runs with the land and does not terminate when the property is sold. A new owner succeeds to the benefits enjoyed by the former owner under the issued Conditional Use Permit. However, the successor in interest is subject to the limitations specified in the Conditional Use Permit and can assert no greater rights therein than those formerly granted.

APPLICATION INSTRUCTIONS

All applications must be complete prior to submitting application.

PLEASE SUBMIT THE FOLLOWING:

1. A completed application form. Answer all portions and type or print your answer. Attach additional pages, if needed.
2. A site plan drawn at an appropriate scale with the following information:
(Printable site plans can be found at:
<https://www.natronacounty-wy.gov/DocumentCenter/View/8157/Site-Plan>)
 - a. North arrow and scale.
 - b. Lot size in acres.
 - c. Length of property lines.
 - d. The name and location of the access road(s) and driveway (routes for ingress and egress).
 - e. All existing buildings with dimensions and locations.
 - f. All proposed buildings with dimensions and locations.
 - g. The setbacks of proposed structure(s) to property lines, nearby structures, roads, septic, leach fields, and electric source.
 - h. Septic tank and drain field.
 - i. Water lines and well (if applicable).
 - j. Fencing and screening.
 - k. Electrical lines (if known).
 - l. Labeled easements (if known).
3. Proof of ownership-copy of a recorded deed. The owner of record must sign this application for the application to be valid.
4. Any other information or materials relevant to the application or as requested by the Planning Department.
5. You may submit a letter from the adjacent owners indicating their support of your request.

Please check the [Natrona County Planning and Zoning website](https://www.natronacounty-wy.gov/173/Planning-Zoning) (<https://www.natronacounty-wy.gov/173/Planning-Zoning>) or call **307-235-9447** for **deadlines and meeting dates**.

Please plan on attending the public hearing and/or having a representative present. The Planning and Zoning Commission (P&Z) meetings are held at 5:30 p.m. on the second Tuesday of each month and The Board of County Commissioners Meetings on the first and third Tuesday of each month, at 200 N. Center Street, District Courtroom #1, 2nd floor, Casper, WY.

CONDITIONAL USE PERMIT APPLICATION

(Please read GENERAL INFORMATION AND APPLICATION INSTRUCTIONS before filling out)

I (We), the undersigned, do hereby petition the Board of County Commissioners of Natrona County, Wyoming, for a Conditional Use Permit, as provided in Chapter 5, 2022 Natrona Zoning Resolution.

Applicant

Owner

1. Name: _____ Name: _____

2. Address: _____ Address: _____

3. Phone: _____ Phone: _____

4. Address/Legal description (If within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range).

5. Size/Acreage of property: _____

6. Current zoning of property: _____

7. Type of sewage disposal: Public ___ Septic ___ Holding Tank ___ Other ___
If Public please name source of sewer: _____

8. Source of water: _____

9. The date this property was purchased: _____

CONDITIONAL USE PERMIT APPLICATION

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. **I (We) further understand that all application fees are non-refundable.** By signing the application I am (We are) granting the Planning Department access to our property for inspections.

Applicant: _____ Date: _____
(Signature)

Print Applicant Name: _____

Owner: _____ Date: _____
(Signature)

Print Owner Name: _____

REVIEW AND PROCESSING DETAILS OF APPLICATION

APPLICATION PROCESS:

1. Pre-application conference
2. Neighborhood meeting (if required)
3. Application Submittal with payment of all associated fees
4. Planning Department will review to ensure completeness
5. Notice of public hearing will be published in the Casper Star Tribune.
6. Surrounding property owners will be notified via letters through the mail.
7. County Planner will review application and all other required documents.
8. Application will be presented to the Planning and Zoning (P&Z) Commission.
9. Application will be presented to the Board of County Commissioners with the P&Z recommendation.
10. If approved a Resolution will be made.
11. Resolution will be signed and a copy will be mailed to the applicant.

COUNTY PLANNING DEPARTMENT

An application for a **Conditional Use Permit** is first reviewed by the **County Planning Department**. The Department meets with the applicant, conducts an on-site inspection of the property, gathers information from various sources, and submits a report and recommendation to the **Planning and Zoning Commission**, including reasons why a particular recommendation is being made and a set of conditions should approval be recommended.

GUIDELINES FOR REVIEW

When acting upon Conditional Use Permits, the Planning and Zoning Commission and the Board of County Commissioners shall be guided by the Intent and Purpose, and Goals and Policies provisions of the Zoning Resolution. In addition, the Planning and Zoning Commission and Board of County Commissioners shall require showings concerning all of the following:

- **Will granting the Conditional Use Permit contribute to an overburdening of County Services?**
- **Will granting the Conditional Use Permit cause substantial or unmitigated traffic, parking, or environmental problems?**
- **Will granting the Conditional Use Permit impair the use of adjacent property or alter the character of the neighborhood?**
- **Will granting the Conditional Use Permit detrimentally affect the public health, safety and welfare, or nullify the intent of the Land Use Plan or this Zoning Resolution?**
- **Does the conditional use comply with the use specific standards of Chapter 4 and the zoning district?**
- **Does the conditional use comply with all other relevant standards of this Zoning Resolution and all other County resolutions?**
- **Is the conditional use in substantial conformance with all standards or conditions of any prior applicable permits or approvals?**

PLANNING AND ZONING COMMISSION

The **Planning and Zoning Commission** is a five-member volunteer board, appointed by the **Board of County Commissioners**. The **Planning and Zoning Commission** holds a public hearing on the **Conditional Use Permit** application, considers the report from the **County Planning Department**, and receives public testimony regarding the application. After considering this information, the **Planning and Zoning Commission** takes the following action:

- Recommend approval of the application as submitted to the **Board of County Commissioners**.
- Recommend approval of the application, subject to such modifications or conditions as it deems necessary, to **the Board of County Commissioners**.
- Table the application to a date specific.
- With the applicant's express permission, the Commission may table the application indefinitely or dismiss the application.
- Recommend denial of the application to the **Board of County Commissioners**. In these cases the **Planning and Zoning Commission** specifies the reasons for its action.

BOARD OF COUNTY COMMISSIONERS

The **Board of County Commissioners** is a five-member elected board, representing the citizens of Natrona County and setting forth the policies of the Natrona County government. The **Board of County Commissioners** holds a public hearing on the **Conditional Use Permit** application, considers the report from the **County Planning Department** and recommendations of the **Planning and Zoning Commission**, and receives public testimony regarding the application. After considering this information, the **Board of County Commissioners** takes the following action:

- Approve the application as submitted,
- Approve the application with modification or conditions recommended by the **Planning and Zoning Commission**,
- Approve the application on its own conditions,
- Deny the application,
- Remand the application to the **Planning and Zoning Commission** for reconsideration, or
- Table the application to a date specific. With the express consent of the applicant, the applicant's express permission, the **Board of County Commissioners** may table the application indefinitely or dismiss the application.