



**SHERIDAN COUNTY, WYOMING
ZONING PERMIT APPLICATION
\$150.00***



Permit #: _____ (Office Use Only)

Site address: _____

OWNER:

Name: _____ **Signature:** _____

Telephone: _____ **Cell:** _____

Mailing Address: _____

APPLICANT(IF DIFFERENT FROM OWNER):

Applicant/Contact Name: _____ **Signature:** _____

Mailing Address: _____

Telephone: _____ **Cell:** _____

LEGAL DESCRIPTION OF PROPERTY:

Subdivision: _____ **Block No:** _____ **Lot No:** _____

Or Legal Description: _____ (attach separate sheet if lengthy)

Section: _____ **Township:** _____ **Range:** _____

Acreeage of site: _____ **Zoning District:** _____

FOR NEW CONSTRUCTION ONLY:

- Residential(Single Family) Residential(Multi-family) Residential(Accessory Dwelling)
 Commercial Industrial Accessory Building(Garage, Shop, Shed, etc.) Other _____

FOR CHANGE OF USE ONLY(NO NEW CONSTRUCTION):

Current Use: Vacant Agricultural Residential Commercial Industrial Other

Proposed Use: _____

PLEASE NOTE:

- Applicant must be either the legal owner of the property or his/her duly authorized agent.
- Incomplete applications will not be accepted.
- Additional information may be required to clarify the proposed extent, use and intent of the applicant including maps or property line data prepared by a Licensed Land Surveyor.
- Please allow 14 days for the review of a complete application(including supporting information below).
- Each new building/structure/addition placed on a property requires a separate permit.

SHERIDAN COUNTY PUBLIC WORKS DEPARTMENT
ZONING PERMIT APPLICATION

224 South Main Street • Sheridan, Wyoming 82801 • Phone: 307-675-2420 • Fax: 307-675-2421

SUPPORTING INFORMATION: (ATTACH TO APPLICATION)

Plot Plan showing (TO SCALE):

1. Property lines with bearings and distances, and area of parcel. **A survey of the property is preferred or copy of a plat if within a subdivision,**
2. Point of access to public road/easement,
3. Location of easements, ditches, floodplain and/or bodies of water (creeks, ponds, etc...),
4. Proposed and existing structures and distances to all property lines for front, rear and side yards,
5. Building layout,
6. Location of required parking spaces.

Copy of water/sewer permit from SAWS or City of Sheridan (if applicable)

Copy of approved access permit from applicable agency (WYDOT, Sheridan County, etc.)

Proof of ownership (Copy of recorded deed) and documentation of date when the parcel was legally established

- a. If agent, notarized authorization from owner must be attached

Affidavit of Occupancy (If an accessory dwelling pursuant to Section 18.A.)

All supporting information **must** be included with each application or there will be a fee to make copies.

*Fee (To be paid upon submittal of application - nonrefundable) \$150.00. **New construction commenced prior to permit approval-\$300.00**

Upon Approval of the Permit:

- A site inspection will be performed. New construction must be clearly staked out as per the plot plan.
- Please call to schedule an inspection once the building location is staked. Existing survey monuments must be flagged and visible to the inspector. Call at least 24 hours prior to the date you want the inspection.

Related Permits from the State of Wyoming:

*New electrical work may require a permit through the Department of FP&ES prior to construction and be inspected by the state electrical inspector. For more information, please call:

**Wyoming Department of Fire Prevention & Electrical Safety
Herschler Building
Cheyenne, WY 82002 307-777-7991**

*New water wells are permitted through the State Engineer's Office. For more information, please call:

**Wyoming State Engineer's Office
Herschler Building
Cheyenne, WY 82002 307-777-6163**

*Driveways onto State highways may require an Access Permit from WYDOT. For information, please contact:

**Wyoming Department of Transportation
10 E. Brundage Lane
Sheridan, WY 82801 307-674-2300**

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ZONING CHECKLIST

OFFICE USE ONLY:

- **Steep Slope Standards Applicable** Yes _____ No _____
- **Landslide Area** Yes _____ No _____
- **Stream Setback Applies** Yes _____ No _____
(if parcel created after 11-5-10)
- **Ag. Parcel greater than 80 acres** Yes _____ No _____
(if parcel created after 11-5-10)
- **Special Flood Hazard Area** Yes _____ No _____
- **Groundwater Protection Area** Yes _____ No _____
- **Airport Noise Zone** Yes _____ No _____
- **Airport Height Zone** Yes _____ No _____
- **Subdivision Lot** Yes _____ No _____
- **Metes & Bounds, Pre 5/14/85** Yes _____ No _____ Date Established: _____
- **Metes & Bounds, Pre 3/10/75** Yes _____ No _____ Date Established: _____
- **Exempt Parcel** Yes _____ No _____ Date Established: _____
(Immediate family; >80 acres; court ordered; etc.)
- **Septic Permit Issued** Yes _____ No _____ Septic Permit #: _____
- **Water/Sewer permit from City or SAWS** Yes _____ No _____
- **Driveway Permit/Access to Property** Yes _____ No _____ Driveway Permit #: _____

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ZONING COMPLIANCE CERTIFICATE

OFFICE USE ONLY:

Date Application was reviewed: _____ By: _____

Comments:

If denied, reasons why:

Pre-construction Site Inspection By: _____

On this _____ day of _____ 20____, A site inspection was made at the above described property and it was determined that the building location and/or proposed use is in accordance with the provisions of the Sheridan County Zoning Resolution.

Post-construction Site Inspection By: _____

On this _____ day of _____ 20____, A site inspection was made at the above described property and it was determined that the building location and/or proposed use is in accordance with the provisions of the Sheridan County Zoning Resolution.

Comments:

Zoning Administrator (signature)

Date

Code Enforcement (signature)

Date

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