



PLANNING, ZONING AND ADJUSTMENT BOARD
APPLICATION FOR A SPECIAL EXEMPTION

STAFF USE
File #: SUP2016-\_\_\_\_
P&Z Invoice:\_\_\_\_
Date Received:\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_ Cody, WY 82414 Zoning: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Special Exemption Category: [ ] Setback/yard requirements [ ] Height limits [ ] Hours of operation in D-1 Zone
[ ] Sign Standards [ ] Limitation on # of employees [ ] Lot Area [ ] Lot Coverage [ ] Similar Use
[ ] Other numerical specifications not listed above, provided approval would not be tantamount to rezoning.

Brief Description of Proposal: \_\_\_\_\_

Representative attending Planning and Zoning Board meeting: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_
Signature Date

Optional Pre-application Conference with the Planning, Zoning and Adjustment Board: The zoning ordinance allows an applicant to request a pre-application conference with the Planning and Zoning Board. This is optional and is only scheduled at the applicant's request. The conference allows the applicant to obtain information regarding the special exemption process and to identify likely concerns from the Board regarding the proposal. No application fee is required and the Planning and Zoning Board takes no formal action concerning the proposal.

Special Exemption Application Procedures: Applicants are highly encouraged to arrange a pre-submittal meeting with staff to ensure a complete submittal and understanding of the notice procedures. Re-submittal of any application due to improper notices or procedures will result in processing delays and additional fees.

At the time of submittal of the application, submit the application fee and provide twelve (12) paper copies and one electronic PDF copy of the following materials:

- [ ] LETTER TO BOARD: A letter to the Planning and Zoning Board describing the project and requesting the special exemption. It is also recommended that your address the standards for approval of special exemptions, as found in Section 10-14-2(C)(2) of the Cody City Code (available through the city website: www.cityofcody-wy.gov).
[ ] PLOT PLAN: A drawing/map showing the applicable details of the proposal (i.e. location of buildings and structures, parking areas, means of vehicular access, signs, landscaping, fencing, screening, easements, utilities, and pedestrian areas).
[ ] NEIGHBORING PROPERTY MAP: A map and list of property owners for all land within 140' of the perimeter of the subject property. (This is available through the MapServer Program on the Park County Website at http://mapserver.parkcounty.us/).
[ ] NOTICE TO NEIGHBORING PROPERTIES: Complete the top section of the attached notice template and submit it. Verify the dates with the Community Development Staff.

After submittal of the application, you must perform the following actions by the deadlines noted on the attached calendar:

- [ ] SEND LETTERS TO NEIGHBORING PROPERTY OWNERS: Send the notice letter to all property owners identified on the neighboring property map (140' from subject property), via certified mail, approximately 14 days before the hearing (10 days minimum).

- LEGAL NOTICE: Submit legal notice of the public hearing to the local newspaper (Cody Enterprise), so that it is published at least 10 days prior to the public hearing. Use the attached template for guidance. **The language of the legal notice must be approved by the Community Development Department before it is submitted to the newspaper.** The publication fee is the applicant's responsibility.
- SUBMIT VERIFICATION OF NOTICE: Submit the copies of the letters sent to the neighboring property owners, certified mail receipts (green slips), and the legal notice receipt from the newspaper to the Community Development Department no later than 7 days before the public hearing.

After Approval:

- Recording Special Exemption: If the Planning and Zoning Board approves the special exemption, we will provide you with a document that is to be recorded at the Park County Clerk's Office within 10 days of approval.

**REMEMBER:**     **Submit a total of twelve (12) copies** of the application materials.  
                           **Submit a digital file** containing **PDFs** of each document submitted.

**2016 SCHEDULE**

Two Meetings Per Month 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays, 12:00 p.m. City Hall Council Chambers	Application Submittal Deadline	Submit Legal Notice to Cody Enterprise Newspaper Before 10 a.m. on:	Newspaper Publication Date	Send Letter to Neighbors within 140' at least 10 Days Before Public Hearing, prefer 14 days.	P&Z Board Meeting
1st Meeting in January 2016	12/22	12/28	12/31	12/28	1/12
2nd Meeting in January	1/5	1/11	1/14	1/11	1/26
1st Meeting in February	1/19	1/25	1/28	1/25	2/9
2nd Meeting in February	2/2	2/8	2/11	2/8	2/23
1st Meeting in March	2/16	2/22	2/25	2/22	3/8
2nd Meeting in March	3/1	3/7	3/10	3/7	3/22
1st Meeting in April	3/22	3/28	3/31	3/28	4/12
2nd Meeting in April	4/5	4/11	4/14	4/11	4/26
1st Meeting in May	4/19	4/25	4/28	4/25	5/10
2nd Meeting in May	5/3	5/9	5/12	5/9	5/24
1st Meeting in June	5/24	5/27	5/30	5/27	6/14
2nd Meeting in June	6/7	6/13	6/16	6/13	6/28
1st Meeting in July	6/21	6/27	6/30	6/27	7/12
2nd Meeting in July	7/5	7/11	7/14	7/11	7/26
1st Meeting in August	7/19	7/25	7/28	7/25	8/9
2nd Meeting in August	8/2	8/8	8/11	8/8	8/23
1st Meeting in September	8/23	8/29	9/1	8/29	9/13
2nd Meeting in September	9/6	9/12	9/15	9/12	9/27
1st Meeting in October	9/20	9/26	9/29	9/26	10/11
2nd Meeting in October	10/4	10/10	10/13	10/10	10/25
1st Meeting in November	10/18	10/24	10/27	10/24	11/8
2nd Meeting in November	11/1	11/7	11/10	11/7	11/22
1st Meeting in December	11/22	11/28	12/1	11/28	12/13
2nd Meeting in December	12/6	12/12	12/15	12/12	12/27

**Notice to Owners of Neighboring Properties:**

Please return this letter by \_\_\_\_\_ to:

Date: \_\_\_\_\_

Cody City Planner  
P.O. Box 2200  
Cody, WY 82414

RE: **SPECIAL EXEMPTION REQUEST**

**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST FOR A SPECIAL EXEMPTION. YOUR COMMENTS WOULD BE APPRECIATED.**

Applicant Name(s): \_\_\_\_\_

Address or Location/Legal Description: \_\_\_\_\_

Description of Request: *(Please state the requirement, the amount of exemption, and why requested—e.g. reduce the front yard setback requirement from 25' to 22' to construct an enclosed front porch.)* \_\_\_\_\_

**This request will be considered by City of Cody Planning & Zoning Board at their regularly scheduled meeting on Tuesday, \_\_\_\_\_, at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave.**

**Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property:**

*(Responses may be submitted in any written format. The following form is provided for your convenience.)*

Dear Planning and Zoning Board Members:

My name is \_\_\_\_\_ and I am familiar with the proposal by \_\_\_\_\_  
*(Printed name)* *(Applicant name)*

for the special exemption described above. I am the legal owner of \_\_\_\_\_  
*(Address or property location)*

I have NO OBJECTION to the Special Exemption Request.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: \_\_\_\_\_**

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I OBJECT to the Special Exemption Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: \_\_\_\_\_**

## LEGAL NOTICE TEMPLATE

Publish Date: \_\_\_\_\_, 2016 (Publish one time at least ten (10) days prior to the public hearing.)

### **PUBLIC HEARING** **SPECIAL EXEMPTION REQUEST**

The City of Cody Planning and Zoning Board will hold a public hearing on Tuesday, \_\_\_\_\_, 2016 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the Cody City Council Chambers to consider a request from \_\_\_\_\_ for a Special Exemption to \_\_\_\_\_  
\_\_\_\_\_*(e.g. reduce the setback requirement from 15 feet to 5 feet for the placement of a restroom at the northeast corner of the new tennis complex at the Cody Middle School (2901 Cougar Avenue).*

Information regarding the requested Special Exemption is available at the Community Development Department in City Hall or by calling (307) 527-7511. Written comments may be directed to the Community Development Dept., P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing. Everyone is welcome to comment. If hearing assistance is needed, please call 24 hours in advance: (307) 527-7511.