



PLANNING, ZONING AND ADJUSTMENT BOARD
APPLICATION FOR A VARIANCE

STAFF USE
File: _____
P&Z Invoice: _____

Owner or Applicant's Name: _____

Mailing Address: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____ Email: _____

Project Address: _____ Zone: _____

Legal Description: _____

Description of Proposal: _____

Representative attending Planning and Zoning Board meeting: _____

Signature of Property Owner: _____
Signature *Date*

Please see attached meeting, submittal date and fee schedule.

Application Procedures:

- LETTER TO BOARD: A letter to the Planning and Zoning Board requesting a variance. Describe your proposal in detail and explain why you are requesting variance.
- PLOT PLAN: A map showing the major details of the proposal such as location of buildings and structures, parking areas, means of vehicular access, signs, landscaping, fencing, screening, easements, utilities and pedestrian areas.
- NEIGHBORING PROPERTIES MAP: A second map showing parcel requested for a variance and surrounding properties within 140' (excluding streets & rights of way). *The Community Development Department can provide this map. Any copies made for your project by city staff will be charged at a rate of \$1.00 for the first copy and \$0.50 for each additional copy.*
- NOTICE TO NEIGHBORING PROPERTIES: Using the attached template, submit letters notifying adjacent property owners within 140' of the variance request. Include the desired public hearing date. You will need to use the neighboring properties map from above to research the owners of the lots within 140' of your property at the county courthouse and determine who is to be notified. **Letter must be approved by Community Development Department before sending to neighboring property owners.**
- PROOF OF NOTIFICATION: Along with the copies of each notification letter sent via certified mail to all property owners within 140' of subject property, submit the post office certified mail receipts.
- LEGAL NOTICE: Submit legal notice of public hearing to local newspaper 15 days prior to public hearing date using the attached template and provide proof of publication. **Legal notice must be approved by Community Development Department before submitting to newspaper.**
- APPLICATION FEE: Provide application fee upon submittal to City of Cody. Applicants are encouraged to arrange a pre-submittal meeting with the planning department to ensure a complete submittal. Re-submittal of any application will result in additional fees.
- Recording Variance: If the Planning and Zoning Board approves your variance, you will be responsible for recording the variance at the Park County Clerk's Office within 10 days of approval. An official Filing of Record form will be prepared by city staff and must be signed by the Planning and Zoning Board Chairperson following board approval.

Submit a total of twelve (12) copies of the application, plans, and any other information
Submit a digital file containing PDFs of each document submitted

Total application must be submitted to the planning department by 4:00 PM, twenty one (21) business days prior to the anticipated public hearing date.

P&Z MEETINGS ARE HELD THE 2ND AND 4TH TUESDAY OF EACH MONTH
 VARIANCE REQUEST -SUBMITTAL DEADLINES & MEETING DATES LISTED BELOW

2 Meetings Per Month City Hall Council Chambers 12:00 p.m.	Submittal for Public Hearing 21 days prior	Submittal for Legal Notice to Newspaper	1st Notice Publication 15 days before Public Hearing	Public Hearing at Council	P&Z Meeting	Council Meeting
1st Meeting in January	12/11/12	12/13/12	12/17/12	01/01/13	01/08/13	01/15/13
2nd Meeting in January	12/25/12	12/27/12	12/31/12	01/15/13	01/22/13	02/05/13
1st Meeting in February	01/15/13	01/17/13	01/21/13	02/05/13	02/12/13	02/19/13
2nd Meeting in February	01/29/13	01/31/13	02/04/13	02/19/13	02/26/13	03/05/13
1st Meeting in March	02/12/13	02/14/13	02/18/13	03/05/13	03/12/13	03/19/13
2nd Meeting in March	02/26/13	02/28/13	03/04/13	03/19/13	03/26/13	04/02/13
1st Meeting in April	03/12/13	03/14/13	03/18/13	04/02/13	04/09/13	04/16/13
2nd Meeting in April	03/26/13	03/28/13	04/01/13	04/16/13	04/23/13	05/07/13
1st Meeting in May	04/16/13	04/18/13	04/22/13	05/07/13	05/14/13	05/21/13
2nd Meeting in May	04/30/13	05/02/13	05/06/13	05/21/13	05/28/13	06/04/13
1st Meeting in June	05/14/13	05/16/13	05/20/13	06/04/13	06/11/13	06/18/13
2nd Meeting in June	05/28/13	05/30/13	06/03/13	06/18/13	06/25/13	07/02/13
1st Meeting in July	06/11/13	06/13/13	06/17/13	07/02/13	07/09/13	07/16/13
2nd Meeting in July	06/25/13	06/27/13	07/01/13	07/16/13	07/23/13	08/06/13
1st Meeting in August	07/16/13	07/18/13	07/22/13	08/06/13	08/13/13	08/20/13
2nd Meeting in August	07/30/13	08/01/13	08/05/13	08/20/13	08/27/13	09/03/13
1st Meeting in September	08/13/13	08/15/13	08/19/13	09/03/13	09/10/13	09/17/13
2nd Meeting in September	08/27/13	08/29/13	09/02/13	09/17/13	09/24/13	10/01/13
1st Meeting in October	09/10/13	09/12/13	09/16/13	10/01/13	10/08/13	10/15/13
2nd Meeting in October	09/24/13	09/26/13	09/30/13	10/15/13	10/22/13	11/05/13
1st Meeting in November	10/15/13	10/17/13	10/21/13	11/05/13	11/12/13	11/19/13
2nd Meeting in November	10/29/13	10/31/13	11/04/13	11/19/13	11/26/13	12/03/13
1st Meeting in December	11/12/13	11/14/13	11/18/13	12/03/13	12/10/13	12/17/13
2nd Meeting in December	11/26/13	11/28/13	12/02/13	12/17/13	12/24/13	01/07/14
1st Meeting in January 2014	12/17/13	12/19/13	12/23/13	01/07/14	01/14/14	01/21/14
2nd Meeting in January 2014	12/31/13	01/02/14	01/06/14	01/21/14	01/28/14	02/04/14

P&Z Development/Application Fees - Fees Listed Below:

Per Ordinance 2007-20 – Enacted October 17, 2007 – P&Z Development/Application Fees – Due at the time of Submittal.

Variance	\$250.00
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Applications WILL NOT BE REVIEWED until application/development fees have been paid. It is the responsibility of the customer to present receipt of payment or inform Engineering staff of payment. A fee will be charged for each re-submittal of a plan.

Letter to Neighboring Properties within 140 Feet

Please return this letter by: _____
(Date must be 1 week prior to City Council Public Hearing.)

Date: _____
RE: **VARIANCE REQUEST**

Applicant Name(s): _____
Address/Location & Legal Description: _____

Description of Request: *(Please describe why you are requesting a Variance.)* _____

A Public Hearing will be held before the Planning and Zoning Board at their regularly scheduled meeting on Tuesday, _____, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Ave.
(Date of Hearing)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by _____
(Applicant Name)
who is requesting a Variance to _____ for the above referenced property. It is my understanding that the Variance will allow _____

I am the legal owner of _____ Owner's Name: _____
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

I have **NO OBJECTION** to the Variance Request.
Name: _____
Address: _____
Comments: _____
 Yes, I would like to be contacted when this topic comes before City Council or the P&Z Board.
E-mail address: _____ or Phone: _____
 No, I would not like to be contacted when this topic comes before City Council or the P&Z Board.

I **OBJECT** to the Variance Request:
Name: _____
Address: _____
Comments: _____
 Yes, I would like to be contacted when this topic comes before City Council or the P&Z Board.
E-mail address: _____ or Phone: _____
 No, I would not like to be contacted when this topic comes before City Council or the P&Z Board.

Please return to:
City of Cody
Planning, Zoning and Adjustment Board
Attention: Community Development Department
PO Box 2200
Cody, WY 82414

LEGAL NOTICE TEMPLATE

Publish Date: _____
(Publish one time at least fifteen (15) days prior to the public hearing.)

Legal Advertisement

PUBLIC HEARING
VARIANCE REQUEST

The City of Cody will hold a public hearing on _____ at _____ p.m. or as soon thereafter as practical at
(Date) *(Time)*
1338 Rumsey Avenue, in Cody City Council Chambers to consider a request from _____
(Applicant Name)
for a Variance to *(Describe why you are requesting a variance)* _____

The project is located at _____
(Address & Legal Description)

Information regarding the requested Variance is available from the Community Development Department in City Hall or by calling 307-527-7511.

Written comments shall be directed to the Community Development Department, PO Box 2200, Cody, WY 82414 and shall 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: 527-7511.