



APPLICATION FOR ZONE CHANGE

STAFF USE
File: _____
P&Z Invoice: _____

Owner or Applicant's Name: _____

Mailing Address: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____ E-mail: _____

Project Address: _____ Zone: _____

Legal Description (Attach if needed): _____

Description of Proposal: _____

Representative attending Planning and Zoning Board and City Council meetings: _____

Signature of Property Owner: _____
Signature *Date*

Please see attached meeting, submittal date and fee schedule.

Application Procedures:

- LETTER: Submit a letter to the Council and Planning and Zoning Board requesting a zone change. Describe your request in detail, including your justification for why the rezone should be granted.
- NEIGHBORING PROPERTY MAP: Submit 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: Using the attached template, send letters via certified mail to adjacent property owners within 140' of the zone change request. Include notice of the public hearing. **The letter must be approved by the Community Development Department before mailing.**
- PROOF OF NOTIFICATION: Submit the certified mail receipts (green slips).
- LEGAL NOTICE: Submit legal notice of the public hearing to the Cody Enterprise. The notice must be published no less than 15 days prior to the public hearing. Use the attached template and provide proof of publication. **The legal notice must be approved by the Community Development Department before submitting to the newspaper.** The publication fee is the applicant's responsibility.
- PROOF OF OWNERSHIP: Provide a current title report for the subject property, or a copy of the current property deed showing the applicant as owner.
- APPLICATION FEE: Provide the application fee. Applicants are encouraged to arrange a pre-submittal meeting with the planning department to ensure a complete submittal. Re-submittal of any application may result in additional fees.

The zone change request will be considered by the Planning and Zoning Board, which will make a recommendation to City Council. The Council will consider the recommendation and an Ordinance to make the zone change effective. The ordinance will have three public readings at three separate Council meetings.

Please be aware that neighboring property owners do not need to be in agreement with the zone change; however, it makes the process much easier. See Wyoming Statute §15-1-603.

2016 SCHEDULE

Planning and Zoning Two Meetings Per Month 2 nd and 4 th Tuesdays, 12:00 p.m. City Hall Council Chambers	Application Submittal Deadline 4 weeks before P&Z	Submit Legal Notice to Cody Enterprise Newspaper Before 10 a.m. on:	Newspaper Publication Date at least 15 Days Before Public Hearing.	Send Letter to Neighbors within 140' at least 13 Days Before Public Hearing.	P&Z Board Meeting and Public Hearing	1 st of Three Council Meetings
1st Meeting in January 2016	12/15	12/21	12/24	12/29	1/12	1/19
2nd Meeting in January	12/29	1/4	1/7	1/12	1/26	2/2
1st Meeting in February	1/12	1/18	1/21	1/26	2/9	2/16
2nd Meeting in February	1/26	2/1	2/4	2/9	2/23	3/1
1st Meeting in March	2/9	2/15	2/18	2/23	3/8	3/15
2nd Meeting in March	2/23	2/29	3/3	3/8	3/22	3/29
1st Meeting in April	3/15	3/21	3/24	3/29	4/12	4/19
2nd Meeting in April	3/29	4/4	4/7	4/12	4/26	5/3
1st Meeting in May	4/12	4/18	4/21	4/26	5/10	5/17
2nd Meeting in May	4/26	5/2	5/5	5/10	5/24	5/31
1st Meeting in June	5/17	5/23	5/26	5/31	6/14	6/21
2nd Meeting in June	5/31	6/6	6/9	6/14	6/28	7/5
1st Meeting in July	6/14	6/20	6/23	6/28	7/12	7/19
2nd Meeting in July	6/28	7/4	7/7	7/12	7/26	8/2
1st Meeting in August	7/12	7/18	7/21	7/26	8/9	8/16
2nd Meeting in August	7/26	8/1	8/4	8/9	8/23	8/30
1st Meeting in September	8/16	8/22	8/25	8/30	9/13	9/20
2nd Meeting in September	8/30	9/5	9/8	9/13	9/27	10/4
1st Meeting in October	9/13	9/19	9/22	9/27	10/11	10/18
2nd Meeting in October	9/27	10/3	10/6	10/11	10/25	11/1
1st Meeting in November	10/11	10/17	10/20	10/25	11/8	11/15
2nd Meeting in November	10/25	10/31	11/3	11/8	11/22	11/29
1st Meeting in December	11/15	11/21	11/24	11/29	12/13	12/20
2nd Meeting in December	11/29	12/5	12/8	12/13	12/27	1/3

Letter to Neighboring Properties within 140 Feet

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

Date: _____

RE: **ZONE CHANGE REQUEST**

Applicant Name(s): _____ Phone #: _____

Address/Location & Legal Description: _____

Description of Request: (Please describe why you are requesting a Zone Change.) _____

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

Letter from Neighboring Properties

Dear Board Members:

I am familiar with the proposal by _____ to rezone the property noted to (name of zone).

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

I have NO OBJECTION to the zone change.

Name: _____

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: _____

I OBJECT to the zone change:

Name: _____

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: _____

Please return to:

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

CODY ZONING DISTRICTS

DISTRICT	GENERALIZED ALLOWABLE USES
"AA" Residential	Single Family Residential, Municipal Recreation, home business, Day Care
"A" Residential	Includes "AA" used, duplexes, townhouses, condominiums, PUD's, home businesses, hospitals, churches, libraries, museums
"B" Residential	Includes "A" uses, apartment, townhouse and Condominiums, and mortuaries
"C" Residential	Includes "B" uses, smaller lot size with multi-dwellings
"D-1" Limited Business	Includes "C" uses, retail shops and general offices with maximum gross area of 10,000 square feet, compatible to residential, limited business hours 6:00 a.m. to 10:00 p.m.
"D-2" General Business	Includes "D-1" uses, car washes, car lots, motels, hotel, restaurants, bars, Laundromats, nurseries, stadiums, rodeo grounds
"D-3" Open Business/Light Industrial	Includes "D-2" uses, smaller manufacturing, meat processing, animal boarding/Kennels, Heavy equipment sales
"D-4" High Tech/Data Processing/Light Manufacturing	Manufacturing, assembling, or processing electronic or computer components, doctors, engineers, and other professional offices, manufacturing used compatible with residential
"E" Industrial	Includes "D-3" uses, airport, feed manufacturing, pressure treating wood products, heavy industrial uses, no residential use
"F-1" Mobile Home	Only licensed mobile home parks
"F-2" Mobile Home	Includes "AA" and "A" zoning, mobile homes on permanent foundations, manufactured housing on individual lots
"T" Transitional	Includes "A" zoning, ranches, and farms
"RR" Rural Residential	Includes "AA" zoning, low density residential
Airport Overlay Zone	Within the airport overlay zone a conditional use permit may be granted by the City Council for specific land uses as designated in affected zoning districts
For complete description of permitted uses within each zoning district, refer to the City of Cody Code Zoning Regulations available online.	

CODY ZONING DISTRICTS CONTINUED

The following table contains allowed uses within each commercial or industrial zoning district.

A-Allowed in District CU-Allowed, conditional Use Permit Required within Airport Overlay Zone	D-1	D-2	D-3	D-4	E
Accessory Users	A	A	A	A	A
Airports					A
Animal Boarding			A		A
Antique Shop	A	A	A		A
Appliance Sales & Service (Radio, Television, Video)	A	A	A		A
Art Dealers, Galleries, Supplies	A	A	A		A
Assembly Halls and Stadium		CU	CU		CU
Automobile Sales (New and Used), Leasing, Service, Repairs, Body Shop, Paint, Upholstery		A	A		A
Automobile Parts Sales		A	A		A
Automobile Service Station		A	A		A
Bakery, Wholesale		A	A		A
Bakery, Retail	A	A	A		A
Banks, Financial institutions		A	A		A
Barber, Beauty Shops	A	A	A		A
Bicycle Sales, Repair	A	A	A		A
Boat Building, Repair			A		A
Boat Sales (New and Used)		A	A		A
Book Binding		A	A		A
Book and Stationary Store	A	A	A		A
Bottling Plant		A	A		A
Bowling Alleys		CU	CU		CU
Broadcasting Studio (No tower)		A	A		A
Building Materials Sales, Lumber, Plumbing, Heating, Roofing Supply and Workshops		A	A		A
Cabinet Shops			A		A
Campgrounds		A	A		A
Canvas Sales and Fabrication		A	A		A
Car Washing		A	A		A
Child Care Center	A	A	A		A
Churches, Places of Worship including accessory uses	CU	CU	CU		CU
Clothing, Shoe, and Apparel Sales and Repair	A	A	A		A
Cold Storage			CU		CU
Construction Contractors Offices Open Storage of materials and equipment		A	A A		A A
Convalescent, Nursing, Retirement Homes	CU	CU	CU		CU
Cosmetic Manufacturing			A		A
Dairy Products Manufacturing			A		A
Dance Studios	A	A	A		A
Department And Variety Stores	A	A	A		A
Drug Stores, Pharmacy	A	A	A		A
Dwellings Single-Family Multi-Family Mobile Home Manufactured Housing Planned Unit Development	A A	A A	A A		
Eating and Drinking Establishments Restaurants (serving alcoholic beverages) and Bars Restaurants (without sale of alcoholic beverages) Drive-in Food		CU CU A	CU CU A		CU CU A
Entertainment Theaters Drive-in Theaters Video Arcades Pool Halls Amusement Parks Rodeo Arenas Roller Skating Rinks	CU	CU	CU	CU	CU
Equipment (small) Leasing and Storage		A	A		A
Equipment (heavy) Sales and Storage			A		A
Feed Sales (Livestock)			A		A
A-Allowed in District CU-Allowed, conditional Use Permit Required within Airport Overlay Zone	D-1	D-2	D-3	D-4	E

Feed Processing and Manufacturing					A
Florist, Retail Sales	A	A	A		A
Floor Covering Sales and Installation	A	A	A		A
Food Stores (Retail)	A	A	A		A
Foundries for Art		A	A		A
Frozen Food Lockers	A	A	A		A
Fuel Storage (stable and liquefied) PROHIBITED IN AIRPORT OVERLAY					CU
Furniture and Home Furnishings Sales	A	A	A		A
Fur-Sales, Storage, Repair		A	A		A
Glass Shops	A	A	A		A
Golf Course Shops	A	A	A		A
Hardware, Appliance, Electrical Supplies (Retail Sales)	A	A	A		A
Health Studios, Spas, Clubs	A	A	A		A
Hobby, Craft	A	A	A		A
Hospitals (Human Patients)	CU	CU	CU		CU
Hospitals (Animals)			A		A
Hotels, Motels, Resorts		CU	CU		CU
Jewelry Sales and Repairs	A	A	A		A
Laboratories for Research and Testing	A	A	A	A	A
Laundries, Dry-cleaning		A	A		A
Laundries, Coin-operated		A	A		A
Manufacturing & Assembly Light Manufacturing: Includes electronic components, instruments, jewelry, games, toys, pharmaceuticals. Heavy Manufacturing: Computer and electronic devices. No excessive odor or noise.			CU	A	CU A
Meat Processing, Packing, Slaughter		A	CU		CU
Mobile Home or Manufactured Housing Sales		A	A		A
Museums		CU	CU		CU
Nurseries, Green Houses		A	A		A
Offices, Professional Architect, Engineer, Surveyor, Legal, Physician, Surgeon, Dentist, Optician, Osteopath, Chiropractor, Counseling, Other Similar Uses	A	A	A		A
Offices, Services: Real Estate, Travel, Insurance, Employment	A	A	A		A
Office Equipment Supplies and Service	A	A	A		A
Paint and Wallpaper, Retail Sales	A	A	A		A
Pet Shops		A	A		A
Photographic Studios, Camera Sales, Repairs, Supply	A	A	A		A
Post Office		A	A		A
Pottery Manufacture		A	A		A
Printing, Publishing, Reproduction		A	A		A
Public Utilities	A	A	A		A
Schools, Private, Pre-School	CU	CU	CU		CU
Sign Manufacturing and Maintenance		A	A		A
Sign Billboards, On Premise, Off Premise	A	A	A	A	A
Sporting Goods Sales and Repair	A	A	A		A
Storage, Compartmentalized for Rent					
Storage Buildings	A	A	A		A
Swimming Pool Sales and Service		A	A		A
Tack Supply	A	A	A		A
Taxi Stands	A	A	A		A
Taxidermist Shop			A		A
Towers (Broadcasting)					A
Toy Store	A	A	A		A
Variety and Gift Stores	A	A	A		A
Warehouse		A	A		A
Welding		A	A		
Woodworking Shop, Millwork, Pressure treating of Wood Products					A

LEGAL NOTICE TEMPLATE

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

Legal Advertisement

PUBLIC HEARING
ZONE CHANGE REQUEST

The City of Cody Planning and Zoning Board will hold a public hearing _____ at 12:00 p.m. or as soon thereafter as
(Date)
practical at 1338 Rumsey Avenue, in Cody City Council Chambers to consider a request from _____
(Applicant Name)
to rezone property located at _____
_____ to (name of zone) _____.

Information regarding the requested zone change is available at the Community Development Department in City Hall or by calling 307-572-7511. Written comments shall 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