



**PLANNING, ZONING AND ADJUSTMENT BOARD  
CONDITIONAL USE PERMIT APPLICATION FOR  
ACCESSORY DWELLING UNIT (ADU)  
IN AN R-1 OR RURAL RESIDENTIAL ZONE**

STAFF USE File #: SUP2019-_____ P&Z Invoice:_____
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Property Owner's Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_ Cody, WY 82414

Project Address: \_\_\_\_\_ Cody, WY E-mail \_\_\_\_\_

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

NOTE: Applicants are encouraged to arrange a pre-submittal meeting to review the submittal and notice requirements.

**ACCESSORY DWELLING UNIT (ADU) CHECKLIST (See also Section 10-11-2 of the Cody City Code):**

- Size of property: \_\_\_\_\_square feet. (7,000 s.f. minimum)
- The number of dwelling units currently on the property: \_\_\_\_\_(Maximum of 1)
- The ADU will be constructed:
  - Within an existing single-family dwelling.
  - As an addition to an existing single-family dwelling.
  - Within a proposed single-family dwelling.
  - As a new accessory building.
  - Above or within a residential garage or accessory building.
- The height of the building containing the ADU is/will be: \_\_\_\_\_feet, as measured from finished grade to midpoint of the roof.
- Proposed setbacks from property lines: Front: \_\_\_\_\_Rear: \_\_\_\_\_Left side (facing house): \_\_\_\_\_Right side: \_\_\_\_\_  
(Note: If the building is taller than 15' (measured to midpoint of roof), then it must meet the following minimum setbacks: 25' front (typically), 15' rear, 5' side next to lot, 15' side next to street. If the building is 15' tall or less, the minimum rear setback is only 5'.)
- The size of the living area (floor area inside perimeter walls) of the ADU is \_\_\_\_\_square feet. (Maximum 800 sq. ft., or 75% of the primary dwelling, whichever is less, unless an exception is granted. The footprint of a proposed accessory building containing an ADU is limited to twenty percent of the lot.)
- The ADU will be of conventional site built construction. (No prefabricated structures or vehicles permitted, except modular dwellings may be authorized through the conditional use permit process.)
- Number of bedrooms: \_\_\_\_\_(Maximum of 2).
- One off-street parking space will be provided, and any required parking spaces displaced by the project will be replaced.
- The owner's primary residence will be the:  Existing house/main house; or,  The ADU.
- Any rental of the ADU must be for periods of 30 days or more.
- Both units are or will be connected to public water and public sewer.
- Distance from ADU to nearest fire hydrant (measure as the fire hose would lay): \_\_\_\_\_feet.
- Both units will share a single water meter and a single electric meter.

## **SUBMITTAL REQUIREMENTS:**

At the time of application, submit the \$150.00 application fee and provide twelve (12) paper copies and one electronic PDF copy of the following materials:

- FLOOR PLAN: Provide a Floor Plan of the ADU, drawn and printed at a standard scale (e.g. ¼"=1'). Label all rooms.
- ELEVATION DRAWINGS: If the ADU will be in a proposed building, provide elevation (side) views of the building, and indicate all exterior finish materials.
- SITE PLAN, for new building: If the ADU will be in a new building or an addition, provide a site plan map showing the layout and dimensions of all existing and proposed improvements on the property. Include all property lines, buildings, parking areas, driveways, landscape areas, fences, hedges, utilities, and easements. The site plan must be drawn and printed at a standard scale (e.g. 1"=10').
- SITE PLAN, for ADU in Existing Building: Provide a site plan of the property indicating all features related to the ADU. Include the building location within the property, access/sidewalk, parking, etc. The site plan must be drawn and printed at a standard scale.
- PUBLIC HEARING NOTICES: Work with the Community Development Staff to complete the attached notice templates.

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

- SEND LETTERS TO NEIGHBORING PROPERTY OWNERS: Send the notice letter to owners of all property within 140 feet of the subject lot. (Staff will provide the mailing list.) The letter should be sent along with appropriate descriptive materials, such as the site plan, floor plan and building elevations, approximately 14 days before the hearing (10 days minimum) by USPS first class mail. An "Affidavit of Mailing" must be completed by the person that mails the neighbor notice. The form is attached.
- 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 legal notice must be approved by the Community Development Department before it is submitted to the newspaper.** The publication fee (approx. \$80) is the applicant's responsibility.

2019

Two Meetings Per Month 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 2019	12/18	12/24	12/26	12/28	1/8
2nd Meeting in January	12/31	1/7	1/9	1/11	1/22
1st Meeting in February	1/22	1/28	1/30	2/1	2/12
2nd Meeting in February	2/5	2/11	2/13	2/15	2/26
1st Meeting in March	2/19	2/25	2/27	3/1	3/12
2nd Meeting in March	3/5	3/11	3/13	3/15	3/26
1st Meeting in April	3/19	3/25	3/27	3/29	4/9
2nd Meeting in April	4/2	4/8	4/10	4/12	4/23
1st Meeting in May	4/23	4/29	5/1	5/3	5/14
2nd Meeting in May	5/7	5/13	5/15	5/17	5/28
1st Meeting in June	5/21	5/24	5/29	5/31	6/11
2nd Meeting in June	6/4	6/10	6/12	6/14	6/25
1st Meeting in July	6/18	6/24	6/26	6/28	7/9
2nd Meeting in July	7/2	7/8	7/10	7/12	7/23
1st Meeting in August	7/23	7/29	7/31	8/2	8/13
2nd Meeting in August	8/6	8/12	8/14	8/16	8/27
1st Meeting in September	8/20	8/26	8/28	8/30	9/10
2nd Meeting in September	9/3	9/9	9/11	9/13	9/24
1st Meeting in October	9/17	9/23	9/25	9/27	10/8
2nd Meeting in October	10/1	10/7	10/9	10/11	10/22
1st Meeting in November	10/22	10/28	10/30	11/01	11/12
2nd Meeting in November	11/5	11/8	11/13	11/15	11/26
1st Meeting in December	11/19	11/25	11/27	11/29	12/10
2nd Meeting in December	No Meeting Christmas Eve				
1 <sup>st</sup> Meeting in January	12/26	12/30	1/1	1/3	1/14



**NOTICE OF PUBLIC HEARING  
AND OPPORTUNITY TO COMMENT**

**Notice to Owners of Neighboring Properties:**

**Please return this letter by \_\_\_\_\_, 2019 to:**

Date: \_\_\_\_\_, 2019

Cody Planning & Zoning  
P.O. Box 2200  
Cody, WY 82414

RE: **ACCESSORY DWELLING UNIT REQUEST**

**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST. YOUR COMMENTS WOULD BE APPRECIATED.**

The City of Cody Planning and Zoning Board will hold a public hearing Tuesday, (Month, Day), 2019, at 12:00 p.m. (noon) or as soon thereafter as practical, in the City Council Chambers located in City Hall at 1338 Rumsey Avenue, to consider a request from \_\_\_\_\_, to construct/utilize an Accessory Dwelling Unit on their property at \_\_\_\_\_, Cody, WY. The Accessory Dwelling Unit will be located in \_\_\_\_\_. Information regarding the Accessory Dwelling Unit review process and the current proposal is available by contacting the Community Development Department in City Hall, or calling (307) 527-7511. Everyone is welcome to comment on the proposal. If hearing assistance is needed, please call 527-7511, 24 hours in advance.

**Response Letter from Owner of Neighboring Property:**

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

Dear Planning and Zoning Board Members:

I am familiar with the proposal by \_\_\_\_\_ to construct/utilize an Accessory Dwelling Unit on his/her property.

I have NO OBJECTION to the requested Accessory Dwelling Unit.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Comments: \_\_\_\_\_

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I OBJECT to the requested Accessory Dwelling Unit:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Specific Reason(s) 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: \_\_\_\_\_, 2019.

**NOTICE OF PUBLIC HEARING**

The City of Cody Planning and Zoning Board will hold a public hearing on Tuesday, \_\_\_\_\_, 2019 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 \_\_\_\_\_ to construct/utilize an Accessory Dwelling Unit at \_\_\_\_\_, in the R-1 residential zone. Information regarding the project is available at the Community Development Department in City Hall or by calling (307) 527-3472. 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.

FILE NO: SUP 2019- \_\_\_\_

**AFFIDAVIT OF MAILING**

I, \_\_\_\_\_, being duly sworn, dispatched through the United States Mail, a Notice of Public Hearing, a true and correct copy of which is enclosed herewith; that said Notice was addressed to all parties of record individually listed on the mailing list enclosed herewith; and, that said notices were mailed by me on the \_\_\_\_ day of \_\_\_\_\_, 2019 through USPS First Class Mail.

I hereby attest that I mailed said notices in the manner herein described and that all of the statements made herein are just and true. Dated this \_\_\_\_ of \_\_\_\_\_, 2019.

\_\_\_\_\_

STATE OF WYOMING )  
                                  )ss.  
COUNTY OF PARK )

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2019. Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires\_\_\_\_\_