



**PLANNING, ZONING AND ADJUSTMENT BOARD
APPLICATION FOR A SPECIAL EXEMPTION**

STAFF USE File #: SUP2019-_____ P&Z Invoice:_____ Date Received:_____
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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).
- SITE 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.

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 st Meeting in January	12/26	12/30	1/1	1/3	1/14

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:

I am familiar with the proposal by _____ for the special exemption described above.

I have NO OBJECTION to the Special Exemption Request.

Name: _____

Address: _____

Comments: _____

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: _____

PUBLIC HEARING

The 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 City Council Chambers to consider a request from _____ for a Special Exemption to operate a(n) _____ at _____. Information is available at the Community Development Dept. in City Hall or by calling (307) 527-3472. Written comments may be directed to Community Development, P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing.