

Natrona County Development Department  
200 North Center Street, Room 202  
Casper, WY 82601  
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“The purpose of the Natrona County Development Department is to provide necessary services to implement sound land use planning and economic development policies to protect and enhance the quality of life for present and future inhabitants of Natrona County.”

## **Conditional Use Permit**

(C.U.P.)

**Adopted by Natrona County Board of County Commissioners**

**NATRONA COUNTY DEVELOPMENT DEPARTMENT  
200 North Center Street, Room 202, CASPER, WY 82601**

**CONDITIONAL USE PERMIT  
General Information, Instructions and Application Form  
(Ref. Chapter XI, 2000 Zoning Resolution)**

**GENERAL INFORMATION**

Each zoning district in the unincorporated area of Natrona County contains certain designated permitted uses available as a matter of right with no approval necessary from the Commission or the Board. Each zoning district also contains certain **conditional uses**, neither absolutely permitted as a right nor prohibited by law, which are compatible within the zoning district. They are privileges, in a sense, which must be applied for and approved by the Commission and the Board. **The purpose of a conditional use permit is to enable the County to exercise some measure of control over the extent of certain activities which, although desirable in limited number, could have a detrimental effect within the district if they were permitted in large numbers.**

A **conditional use permit** is an authorization which allows a landowner to use his property in a matter compatible with the zoning district in which it is located, **provided he demonstrates compliance with all standards and criteria enumerated in this Resolution and specified by the Board.**

**Unless otherwise specified, a conditional use permit runs with the land and does not terminate when the property is sold. A new owner succeeds to the benefits enjoyed by the former owner under the conditional use permit issued to him. However, the successor in interest is subject to the limitations specified in the conditional use permit and can assert no greater rights therein than those formerly granted. A conditional use permit shall become void one year after it was granted unless use is made thereof.**

**REVIEW AND PROCESSING OF APPLICATION**

**County Development Department**

An application for a **conditional use permit** is first reviewed by the **County Development Department**. The Department meets with the applicant, conducts an on-site inspection of the property, gathers information from various sources, and submits a report and recommendation to the **Natrona County Planning and Zoning Commission**, including reasons why a particular recommendation is being made and a set of contingencies should approval be recommended.

**Planning and Zoning Commission**

The **Planning and Zoning Commission** is a five-member volunteer board, appointed by the **Board of County Commissioners**. The **Planning and Zoning Commission** holds a public hearing on the **conditional use permit** application, considers the report from the **County Development Department**, and receives public testimony regarding the application. After considering this information, the **Planning and Zoning Commission** takes the following action:

- Recommend approval of the application as submitted to the **Board of County Commissioners**,
- Recommend approval of the application, subject to such modifications or conditions as it deems necessary, to **the Board of County Commissioners**.
- Table the application to a date specific, of
- Recommend denial of the application to the **Board of County Commissioners**. In these cases the **Planning and Zoning Commission** specifies the reasons for its action. With the applicant's express permission, the Commission may table the application indefinitely or dismiss the application.

### **Board of County Commissioners**

The **Board of County Commissioners** is a five-member elected board, representing the citizens of Natrona County and setting forth the policies of the Natrona County government. The **Board of County Commissioners** holds a public hearing on the **conditional use permit** application, considers the report from the **County Development Department** and action of the **Planning and Zoning Commission**, and receives public testimony regarding the application. After considering this information, the **Board of County Commissioners** takes the following action:

- Approve the applications recommended by the **Planning and Zoning Commission**,
- Approve the application as submitted,
- Approve the application on its own conditions,
- Deny the application,
- Remand the application to the **Planning and Zoning Commission** for reconsideration, or
- Table the application to a date specific. With the express consent of the applicant, the applicant's express permission, the **Board of County Commissioners** may table the application indefinitely or dismiss the application.

## **GUIDELINES FOR REVIEW**

When acting upon Conditional Use Permits, the Planning and Zoning Commission and the Board of County Commissioners shall be guided by the Intent and Purpose, and Goals and Policies provisions of the Zoning Resolution. In addition, the Planning and Zoning Commission and Board of County Commissioners shall require showings concerning all of the following:

1. The owner of record or contract purchaser has signed the application.
2. Granting the conditional use permit will not contribute to an overburdening of County Services.
3. Granting the conditional use will not cause undue traffic, parking, population density or environmental problems.
4. Granting the conditional use permit will not impair the use of adjacent property or alter the character of the neighborhood.
5. Granting the conditional use permit will not detrimentally affect the public health, safety and welfare, or nullify the intent of the Land Use Plan or this Resolution.

## APPLICATION INSTRUCTIONS

This is an application for a conditional use permit on the parcel of land described hereon. By completing the application form and providing the other requested information, your application will be acted upon in the fastest, fairest manner prescribed by law. Citizens are encouraged to discuss their application with an appropriate member of the Development Department. All applications must be complete.

### **PLEASE SUBMIT THE FOLLOWING:**

1. A completed application form. Answer all portions and type or print your answer. Attach additional pages, if needed.
2. A site plan drawn at an appropriate scale with the following information:
  - a. The perimeter and dimensions of the property.
  - b. The names and locations of all streets, roads or highways on or contiguous to the property.
  - c. The locations of all easements or rights-of-way on the property.
  - d. The names and locations of all rivers, streams or waterways on or contiguous to the property.
  - e. The use, location and dimension of all structures on the property. Please include the distance from all proposed structures to the property lines.
  - f. A scale.
  - g. A north arrow.
3. The names and mailing addresses of all adjacent property owners. You may submit a letter from the adjacent owners indicating their support of your request.
4. Proof of ownership-copy of a recorded deed. The owner of record must sign this application for the application to be valid.
5. Please attach a completed Erosion Control Plan.
6. Any other information or materials relevant to the application or as requested by the Development Department.

**Please plan on attending the public hearing and /or having a representative present. The Natrona County Planning and Zoning Commission meetings are held at 5:30 p.m. on the second Tuesday of each month at 200 N. Center Street, District Courtroom #1, Casper, WY.**

If you wish to have this request considered by \_\_\_\_\_, you must have the completed application filed in the County Planning Office no later than 4:30 p.m. on

\_\_\_\_\_.

**CONDITIONAL USE PERMIT APPLICATION**

(Please read GENERAL INFORMATION AND APPLICATION INSTRUCTIONS before filling out)

I (We), the undersigned, do hereby petition the Board of County Commissioners of Natrona County, Wyoming, for a Conditional Use Permit, as provided in Chapter 11, 2000 Natrona Zoning Resolution.

Applicant

Owner

- |   |                |
|---|----------------|
| 1. Name: _____  | Name: _____    |
| 2. Address: _____   | Address: _____ |
| 3. Phone: _____   | Phone: _____   |
| 4. Explain why you are requesting this conditional use permit and detail the proposed use:<br>_____<br>_____<br>_____   |                |
| 5. Legal description and size of property (If within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range). _____<br>_____<br>_____ |                |
| 6. Current zoning of property: _____  |                |
| 7. Type of sewage disposal: Public ___ Septic ___ Holding Tank ___ Other ___  |                |
| 8. Source of water: _____   |                |
| 9. This property was purchased from: _____  |                |
| 10. The date this property was purchased: _____   |                |

**On separate sheets of paper, please respond to the following questions and provide explanations for your answers:**

- **Will granting the conditional use permit contribute to an overburdening of County Services?**
- **Will granting the conditional use permit cause undue traffic, parking, population density or environmental problems?**
- **Will granting the conditional use permit impair the use of adjacent property or alter the character of the neighborhood?**
- **Will granting the conditional use permit detrimentally affect the public health, safety and welfare?**

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to

give authority to violate or cancel the provisions of any State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Print Applicant Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Print Owner Name: \_\_\_\_\_