



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

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| STAFF USE File #: SUP2023-_____ 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 requirement Height limit Lot Coverage Dwelling Size
- Supplemental Development Standard: _____
- Parking standard: _____
- Sign Standard: _____
- Similar Use Determination
- Other numerical specifications not listed above, provided approval would not be tantamount to rezoning, or conflict with the classification method of the supplemental development standards.

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.

Application Fee. Exemption from numerical standards \$300.00 plus advertising/mail cost, or Similar Use Determination \$400.00 plus advertising/mailling costs. and one electronic PDF copy of the following materials:

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

- PUBLIC HEARING NOTICES: Work with the Community Development Staff to complete the attached notice templates.
- 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 and can assist in drafting the notice.) 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. That usually means no later than 10 a.m. on the Monday 15 days before the meeting, but may be earlier due to holidays. Refer to the attached template. Staff can assist in drafting the notice. The publication fee (approx. \$80) is the applicant's responsibility.

2023 CALENDER

| 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 2023 | 12/20 | 12/26 | 12/29 | 12/30 | 1/10 |
| 2nd Meeting in January | 1/3 | 1/9 | 1/12 | 1/13 | 1/24 |
| 1st Meeting in February | 1/24 | 1/30 | 2/2 | 2/3 | 2/14 |
| 2nd Meeting in February | 2/7 | 2/13 | 2/16 | 2/17 | 2/28 |
| 1st Meeting in March | 2/21 | 2/27 | 3/2 | 3/3 | 3/14 |
| 2nd Meeting in March | 3/7 | 3/13 | 3/16 | 3/17 | 3/28 |
| 1st Meeting in April | 3/21 | 3/27 | 3/30 | 3/31 | 4/11 |
| 2nd Meeting in April | 4/4 | 4/10 | 4/13 | 4/14 | 4/25 |
| 1st Meeting in May | 4/18 | 4/24 | 4/27 | 4/28 | 5/9 |
| 2nd Meeting in May | 5/2 | 5/8 | 5/11 | 5/12 | 5/23 |
| 1st Meeting in June | 5/23 | 5/26 | 6/1 | 6/2 | 6/13 |
| 2nd Meeting in June | 6/6 | 6/13 | 6/15 | 6/16 | 6/27 |
| 1st Meeting in July | 6/20 | 6/26 | 6/29 | 6/30 | 7/11 |
| 2nd Meeting in July | 7/3 | 7/10 | 7/13 | 7/14 | 7/25 |
| 1st Meeting in August | 7/18 | 7/24 | 7/27 | 7/28 | 8/8 |
| 2nd Meeting in August | 8/1 | 8/7 | 8/10 | 8/11 | 8/22 |
| 1st Meeting in September | 8/22 | 8/28 | 8/31 | 9/1 | 9/12 |
| 2nd Meeting in September | 9/5 | 9/11 | 9/14 | 9/15 | 9/26 |
| 1st Meeting in October | 9/19 | 9/25 | 9/28 | 9/29 | 10/10 |
| 2nd Meeting in October | 10/3 | 10/6 | 10/12 | 10/13 | 10/24 |
| 1st Meeting in November | 10/17 | 10/30 | 11/2 | 11/3 | 11/14 |
| 2nd Meeting in November | 11/7 | 11/13 | 11/16 | 11/17 | 11/28 |
| 1st Meeting in December | 11/21 | 11/27 | 11/30 | 12/1 | 12/12 |
| 2nd Meeting in December | No Meeting Christmas week | | | | |
| 1st Meeting in January | 12/19 | 12/22 | 12/28 | 12/29 | 1/9 |



NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties

Please return this letter by _____ to:

Date: _____

Cody City Planner
P.O. Box 2200
Cody, WY 82414
Or email: todds@codywy.gov

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 at a public hearing by the 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: _____

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: _____

PUBLIC HEARING

The Cody Planning and Zoning Board will hold a public hearing on Tuesday, _____, 2023 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.

