

Variance Application Checklist

Description: *A variance application is a request to deviate from the strict application of the zoning ordinance for reasons of hardship caused by unique property characteristics. WS §15-1-608(b)(iii) also allows for use variances to be granted in certain instances for businesses that have existed for at least five years.*

Online application can be found at: sheridanwy.viewpointcloud.com/

Submittal Items:

- The application review fee of \$200.
- An updated electronic file listing the names and addresses of all property owners within three hundred feet from the boundary of the proposed subdivision (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).
- A surveyed site plan accompanied by 8 hard copies, showing the following information:
 - A written legal description
 - Boundaries of the property, drawn to scale for proposed structures
 - Existing zoning
 - Existing structures and improvements
 - Title, scale, scale bar, north arrow, name and address of applicant, name and address of preparer along with surveyor's signature and seal (licensed within the State of Wyoming)
- Evidence by deed or other staff approved documentation, that the applicant is the record owner of the property.

For applicants seeking a use variance under WS §15-1-608(b)(iii):

- Documentary evidence that the business in question has been in existence for at least 5 years.

Post Approval/Instrument Recording Items:

- Filing fee, if approved, an additional filing fee of \$75 will be required.