

# Special Exemption Application Checklist

---

***Description: A special exemption is a conditional use of property approved by the Board of Adjustments on a case by case basis. All special exemptions allowed within a given zoning district are listed in Appendix A of Sheridan City Code.***

Online application can be found at: [sheridanwy.viewpointcloud.com/](http://sheridanwy.viewpointcloud.com/)

Submittal Items:

- A list of names and addresses of all property owners within 300 feet from the boundary of the property for which the Special Exemption is being requested (List must be obtained from the County Planning Office and be no more than 14 days old at the time of submittal).
- A \$200 application review fee.
- Evidence by deed or other staff approved documentation, that the applicant is the record owner of the property.
- A surveyed site plan accompanied by 8 hard copies showing the following information:
  - A written legal description
  - Boundaries of the property, drawn to scale
  - Existing zoning
  - Existing structures and improvements
  - Proposed 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)
- 8 Copies of any other documentation the applicant wishes the Board of Adjustment to consider in making their determination.

Post Approval/Instrument Recording Items:

- \$75 filing fee