



1002 S 3rd Street
Laramie, WY 82070

307-721-2568
planning@co.albany.wy.us
www.co.albany.wy.us/planning.aspx

SOLAR ENERGY FACILITY PERMIT APPLICATION

Incomplete Applications will be returned

All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** All applicable fees. Check or cash only, we do not process credit cards. Due with application.
- Letter of Consent:** Provide a letter of consent from all surface property owners on which the project will be located.
- Property Owners List:** Provide a certified list of property owners within 5 miles of the project boundary (See Page 4).
- Site Plan:** Please draft a site plan and include all of the following applicable items
 - Delineation of Project Boundaries
 - Solar Arrays
 - Primary Structures
 - Property Lines (identify all adjacent property owners)
 - Show setback lines
 - Public access roads and turnout locations
 - Substations
 - Electrical cabling from the solar array to the Substations' ancillary equipment
 - Transmission lines
 - Layout of all structures within the geographical boundaries of any applicable setbacks
 - Any other significant features or improvements, such as water, streams, irrigation ditches and fences
- Narrative:** Address the following impacts: Economic or Social Impacts, Air Quality, Water Quality, General Nuisances, Soil Disturbance, Wildlife Impacts, Cultural Resource Impacts – More information on these impacts can be found in Chapter 5 Section 12F(4)(f)(4).
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership (This may be obtained from the Albany County Real Estate Office, located within the Courthouse).
- Proof of Legal Access:** Documentation that legal access exists.
- Reports:** Any reports, documents, or other information as required by the Albany County Commercial Wind Energy and Solar Energy Siting Regulations and Permitting (Albany County Zoning Resolution Chapter V, Section 12).
- Hard Copies of Application Materials:** Please provide 3 copies.
- Digital Copies of Application Materials:** Please provide a digital copy of all application materials.

FEES	
Paid to the Albany County Planning Office located at 1002 S 3 rd St in Laramie, WY. Check or Cash only	
Solar Energy Permit Fee	\$300
Public Notice	\$100 for notice expenses including publication
Engineering Review	Based on Actual Cost – Chapter I Section 14 of the Albany County Zoning Resolution

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Applicant					
Mailing Address					
City		ST		ZIP	
Phone		Cell		Email	

All correspondence will be sent to the applicant as the owner's representative.

Owner (if different from above)				Phone	
Mailing Address			City		ZIP
Operator (if different from above)				Phone	
Mailing Address			City		ZIP
Property Owner (if different from above)				Phone	
Mailing Address			City		ZIP

APPLICATION SIGNATURES AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation and inspections.

I hereby grant authorized Albany County Personnel the right to enter onto this said land for any and all inspection purposes necessary to exercise this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Owner Signature (REQUIRED)				Date	
Printed Name of Owner					
Applicant Signature				Date	
Printed Name of Applicant					

Important Notices

Applications are subject to the Albany County Zoning Resolution Regulations. Please review these regulations to help with your application process.

Please call Wyoming One Call (811) at least two business days before you intend to dig (or if you are calling from out-of-state, 1-800-849-2476).

FOR OFFICE USE ONLY:

SEFA-				CHECK#	
PIN #	05-	ZONING:		RECEIPT#	
SITE ADDRESS				RECEIVED	
MAP REFERENCE	T-	R-	S-	Q-	of
				APPROVAL DATE	

Project Summary

Project Name	
Name Plate Generating Capacity for the Project	
Potential Equipment Manufacturer	
Area of Project	

General Description of the Project _____

Project Location Description (attach additional paper if necessary) _____

Please describe the Applicant, Owner, and Operator including their respective business structures. (attach additional paper if necessary)

Indicate the estimated cost of the proposed improvements (labor and materials, including installation)

MUST BE COMPLETED BY TITLE INSURANCE COMPANY, LICENSED ENGINEER, LICENSED SURVEYOR, LICENSED ARCHITECT OR ATTORNEY ACCORDING TO THE ALBANY COUNTY ASSESSOR'S RECORDS.

CERTIFICATION

I, _____ certify that the following attachment is a complete list of property owners and addresses within five (5) miles of the property lines of the parcel located at: _____.

(Legal Description) _____

Signature _____

Date _____

License # _____

Firm _____