



1002 S 3<sup>rd</sup> Street  
Laramie, WY 82070

307-721-2568  
planning@co.albany.wy.us  
[www.co.albany.wy.us/planning.aspx](http://www.co.albany.wy.us/planning.aspx)

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## TOWER 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.
- Narrative and Supporting Documents:** A narrative (preferably typed) must be included that describes the proposal, its purpose and an explanation of potential impacts. Supporting documents shall be provided as required by the Tower Permit Regulations (SEE PAGE 3).
- Site Plan:** Submit a complete site plan (SEE PAGE 4).
- Proof of Legal Access:** Provide documentation of legal access to the site (e.g. easements, approach license, etc.)
- 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).
- List of Contiguous Property Owners:** A list of contiguous property owners obtained from the Albany County Assessor's Office. This list must include the names and mailing addresses of the property owners (SEE PAGE 5).

Towers may require a permit and inspection from the State Fire Marshal's Office [www.wyofire.state.wy.us](http://www.wyofire.state.wy.us)

### Important Notices

Applications must be approved by the Board of County Commissioners **before** any construction is started.

This application will be reviewed by the Planning Office for completeness. If the application is deemed complete it will be scheduled for a public hearing before the Planning and Zoning Commission for a recommendation. It will then be submitted to the Board of County Commissioners for a decision.

The applicant agrees to abide by the Albany County Zoning Resolution and any permit requirements, if approved. The Albany County Zoning Resolution can be viewed at: [www.co.albany.wy.us/planning.aspx](http://www.co.albany.wy.us/planning.aspx). Albany County does not review permits in the context of any existing covenants for the subject property. It is the property owner's sole responsibility to ensure that all covenants are adhered to.

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).

This application will be reviewed by the County Engineer. The applicant is responsible for the cost of the review and will be billed accordingly. In addition, the County may require the applicant to pay reasonable costs associated with a technical study completed by a third party.

**TOWER PERMIT APPLICATION**  
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Applicant								
Mailing Address								
City				ST			ZIP	
Phone			Cell			Email		

Owner								
Mailing Address								
City				ST			ZIP	

Site Address or Legal Description								
City				ST			ZIP	

Project Name							
Project Summary							

**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:				Date:			
Printed Name of Owner:							
Applicant Signature:				Date:			
Printed Name of Applicant:							

**APPLICATION FEES**

Tower Permit		
<input type="checkbox"/>	Tower Permit Application	\$300.00
<input type="checkbox"/>	Notice Fee	\$100.00

FOR OFFICE USE ONLY:

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

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## NARRATIVE

Provide a narrative that includes the following:

- Brief Project Description.
- Address the following possible impacts:
  - VISUAL IMPACTS.** Towers must not unreasonably interfere with the view of any natural scenic vista, historic building or monument, major view corridor, or residential area.
  - ENVIRONMENTAL IMPACTS.** Towers must not be located in environmentally sensitive areas.
  - CO-LOCATION.** The applicant must demonstrate that there are not existing towers within the general region that will structurally, technically, or otherwise meet the needs of the applicant applying for the new tower and that there is a clear need for the erection of a new tower.
  - EXTERIOR LIGHTING.** Proposed exterior lighting with reference to light, glare, traffic safety, economic effect, and compatibility with adjacent properties in the district.
  - SCREENING AND BUFFERING.** Provide separation from incompatible adjacent uses by screening and buffering. Reference type, dimensions and character.
  - GENERAL NUISANCES.** Minimize light, glare, heat, noise, vibration, odors, fumes, smoke or other off-site nuisances generated by the use.
  - AIR TRAFFIC SAFETY.** If the proposed facility is determined by the Planning Director to be near an airport or flight path, the applicant may be required to provide an FAA response to the Notice of Proposed Construction or Alteration from their FAA 7460-1 form (which is a formal airspace evaluation) or other similar documentation.

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## OTHER REQUIRED INFORMATION AND DOCUMENTS

- Provide a statement that the applicant agrees to allow Albany County to install a communication antenna on the tower if feasible and requested.
- A letter from the Wyoming Game and Fish Department reviewing the construction and operation of the site regarding impacts upon wildlife or important wildlife habitats.
- A letter of intent to remove the facility at the expense of the facility owner and/or landowner if it is abandoned.
- Construction plans and drawings certified by an engineer licensed in Wyoming that demonstrates the suitability of the tower site and show the number and position of proposed guy wires and proposed tower(s).
- A foundation design certified by a professional engineer licensed in Wyoming.

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## SITE PLAN REQUIREMENTS

You must include all of the following items

**Site Plan.** The following must be shown:

- Identification of the intended users of the tower.
- North arrow and scale.
- Site and any landscape plans drawn to scale that show the location and legal description of the site.
- On-site land uses and zoning.
- Indicate adjacent roads and their names.
- The location of the proposed tower and associated facilities.
- Setbacks from property lines or lease lines as measured from the base of the tower. The required setback from property lines is equal to the height of the tower.
- An analysis of the area containing topographical contours.
- Access to the site.
- Parking areas, if applicable.
- The general capacity of the tower and its role in the network.
- Details regarding the on-site lighting scheme.

**CONTIGUOUS PROPERTY OWNER  
ACCORDING TO THE ALBANY COUNTY ASSESSOR'S RECORDS**

I, \_\_\_\_\_, certify that the following attachment is a complete list of property owners and addresses contiguous to my parcel located at:

**Address, if any, or legal description**

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: "Contiguous" includes properties that may be separated by road or rail right of way from the applicant's property.**

## PUBLIC NOTICE REQUIREMENTS

- A. Development Proposals: The notice requirements shall apply to preliminary plats and final plats, land use changes, conditional uses, variances and telecommunication towers.
- B. Fee: Applicant shall remit a fee in the amount of \$100.00 to cover notice expenses at the time of filing a development proposal. This fee shall be in addition to the application filing fee.
- C. Notice Requirements:
1. Mail: applicant shall be responsible for mailing notice, by certified mail, to surrounding, contiguous owners of the proposed development. Notice of pending proposals for development shall be given before both the planning and zoning commission and the board of county commissioners at least fourteen (14) days prior to consideration. Rights-of-way and easements shall not be considered as dividing properties. Names and addresses for the surrounding property owners shall be obtained from the Albany County Assessor's Office. Use of Assessor's information which is not up-to-date shall not invalidate this notice requirement.  
  
Applicant shall submit to the Planning Office both an affidavit of mailing of the certified mail notice and copies of the signed return by recipients of the notice. The affidavit and the receipt copies shall be submitted to the planning office at least five (5) days prior to the respective Planning and Zoning Commission and Board of County Commissioners meetings.
  2. Publication: The Planning Department shall propose and place in the local newspaper a legal notice of the proposed development. The publication shall provide at least 14 days notice of a development proposal before the Planning and Zoning Commission and the Board of County Commissioners.
  3. Signage: The applicant shall obtain at the time of the application submission, one (1) sign to be placed along and clearly visible from each publicly used road abutting the property. The sign shall state the property is being proposed for development and shall give contact information for the Planning Department. The sign(s) shall be posted at least 14 days prior to consideration of a development proposal before the Planning and Zoning Commission and the Board of County Commissioners. Applicant is responsible for return of the signs in as good a condition as when obtained, except for reasonable wear and tear.
- D. Contents of Notice: All mailed and publication notices shall include a brief description of the development proposal including the owner, location and proposed use; contact information for the Planning Department; and the location, date and time, and reviewing body for the public meeting or hearing.