

**INSTRUCTION SHEET - NON-CONFORMING USE EXPANSION**  
**FEE \$275.00**

1. Answer all questions. Answers should be clear, readable and contain all the necessary information. Petition forms which are not legible will not be accepted.
2. A plot plan or drawing must be submitted. The graphic must be a straight-edged drawn plan (a drawing to scale is preferred but not necessary) delineating the property lines and dimensions, adjacent street(s) and name(s) of that/those street(s), a north arrow, the location of the building(s) on the parcel, the area being requested for a variation.
3. Question 9 is the key to your request, as such, it is suggested that rather than filling in the blanks, you set forth your case on a separate sheet of paper.
4. The following are the procedures for processing a non-conforming use expansion petition:
  - (a) Review the request with the staff at City Hall. At this point, you will receive the necessary forms and instructions for filling out and filing said forms.
  - (b) The Board of Adjustment meets the third Tuesday of the month. By ordinance, a legal notice regarding the case must be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. Our office requires submission of all completed material at least twenty-one (21) days prior to the meeting date in order to meet this publication requirement. There will be no exception from the 21 day deadline date.
  - (c) The petitioner and/or a designated representative must be present at the public hearing to give testimony and answer questions regarding the request. If no one is present at the hearing, the request may be denied at the discretion of the Board.
  - (d) All public hearings are held by the Board in the City Council Chambers, 240 Lincoln Street, starting at 6:30 p.m.
  - (e) After the case is heard, the Board will deliberate the facts of the case and make their decision. You will be notified of their decision in writing no later than thirty (30) days after the date of the public hearing.

NON-CONFORMING USE EXPANSION APPLICATION  
CITY OF LANDER, WYOMING

CASE # \_\_\_\_\_ NCU

(office use only)

Date Received: \_\_\_\_\_

Board Action: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Action: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Notices Sent: \_\_\_\_\_



1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Interest in Property: \_\_\_\_\_
3. Owner (Indicate if different than above) \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_
5. General Location of Property: \_\_\_\_\_
6. Current Use of Property: \_\_\_\_\_
7. Zoning District of Property: \_\_\_\_\_
8. Area (in square feet) of Property: \_\_\_\_\_ of Building \_\_\_\_\_
9. The Expansion is of the (check appropriate item(s)) Land Area \_\_\_\_ Floor Area \_\_\_\_
10. Please state the reasons why you wish to expand the Nonconforming Use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant                  DATE

\_\_\_\_\_  
Signature of Owner                      DATE