



Zoning Verification Process

Reference Chapter 24 of the Worland City Code

Zoning Department

Before any zoning or building permit can be issued, the applicant is required to provide the zoning department with adequate documentation that clearly verifies the intentions of the applicant including supplemental drawings, plats, deeds, surveys, etc.

Below is an outline of the minimum requirements. Once the required documentation has been submitted and reviewed, a field inspection will be performed to verify that the information submitted is relevant to the actual geographic layout of the property(s) in question.

Approval follows within 48-72 hours depending on any necessary corrections being submitted for review. Also understand that some applications require review by the Board of Adjustments. Review of submitted documents will determine if the Board needs to be involved or not.

When your permit is ready for approval you will also need to sign the affidavit verifying your intentions, your documents submitted, and indemnifying the City, its staff including any professional consultants involved in this process from any legal issues arising from not obtaining a professional survey.

Required Information

- **Plat of your subdivision (Washakie County Clerk's Office)**
- **Proof of current ownership of property (Washakie County Clerk's Office)**
- Neat & straight lined drawing (rendered on city drawing aids) of property depicting;
 - **Property boundary with dimensions**
 - All structure footprints w/dimensions including distances to property lines
 - All proposed structures w/ dimensions including distances to property lines (*only if requesting to build a structure*)
 - **All existing fences with type, height, and location of fencing**
 - All proposed fences with type, height, and location of fencing
 - **Sidewalks w/dimensions**
 - **Driveway locations and dimensions**
 - Street and alley names labels
- Permit application (you can get a copy off the website or at city hall)
- **Affidavit**

Any item in red bold font can be avoided by providing a professional survey.

City website <http://worlandwy.govoffice3.com/>



Zoning Verification Affidavit

Reference Chapter 24 of the Worland City Code

Zoning Department

STATE OF WYOMING

COUNTY OF WASHAKIE

In the matter of Affidavit No. _____

I, _____, the legal property owner of the property defined as:

hereby attest that the following listed items were submitted as "Exhibits" attached, as identified, in lieu of the requirement for a professional survey as per Worland City Code Section(s) 24-10-3 and 24-14, and that the information is true and accurate to the best of my knowledge, and also acknowledge that knowingly falsifying information is punishable by municipal and state penalties.

Exhibit "A"- No. _____ (Legally adopted subdivision of addition plat to the City of Worland, Washakie County, State of Wyoming.)

Exhibit "B"- No. _____ (Proof of current ownership of property.)

Exhibit "C"- No. _____ (Neat and straight-lined drawing depicting information as per Zoning Permit Application Process Document – published August 26th, 2016.)

Exhibit "D"- No. _____ (Worland Permit Application.)

Exhibit "____"- No. _____ (_____.)

Signature _____ Date _____
(Legal Property Owner)



Zoning Verification Affidavit

Reference Chapter 24 of the Worland City Code

Zoning Department

RELEASE AND INDEMNIFICATION

I, _____, FOR AND ON BEHALF OF MYSELF, SUCCESSORS AND ASSIGNS, DO HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS THE CITY OF WORLAND, ITS OFFICERS, AGENTS EMPLOYEES, CONSULTANTS AND INDEPENDENT CONTRACTORS, INVOLVED WITH ANY ADMINISTRATIVE DECISIONS WITH RESPECT TO THE ALLOWANCE OF WORK ADDRESSED AND APPROVED HEREIN WHEREIN THE PROFESSIONAL SURVEY REQUIREMENT HAS BEEN WAIVED, FROM ANY DAMAGES, CLAIMS OR INJURIES THAT ARISE FROM ANY PROPERTY DISPUTES RELATING TO THE APPROVAL OF A PERMIT WITHOUT THE NECESSITY OF A PROFESSIONAL SURVEY. THIS INCLUDES ANY CLAIMS, ACTIONS OR DAMAGES RESULTING FROM THE CONSTRUCTION OF IMPROVEMENTS THAT VIOLATE ANY CODE SECTIONS OR THE RIGHTS, PROPERTY AND OTHERWISE, OF ANY THIRD PARTIES, INCLUDING THE CITY OF WORLAND. THIS RELEASE ALSO INCLUDES ANY CLAIMS, ACTIONS OR DAMAGES RESULTING FROM THE REQUIREMENT THAT A PROFESSIONAL SURVEY NOT BE WAIVED.

Signature _____ Date _____
(Legal Property Owner)

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Subscribed and sworn to before me by _____

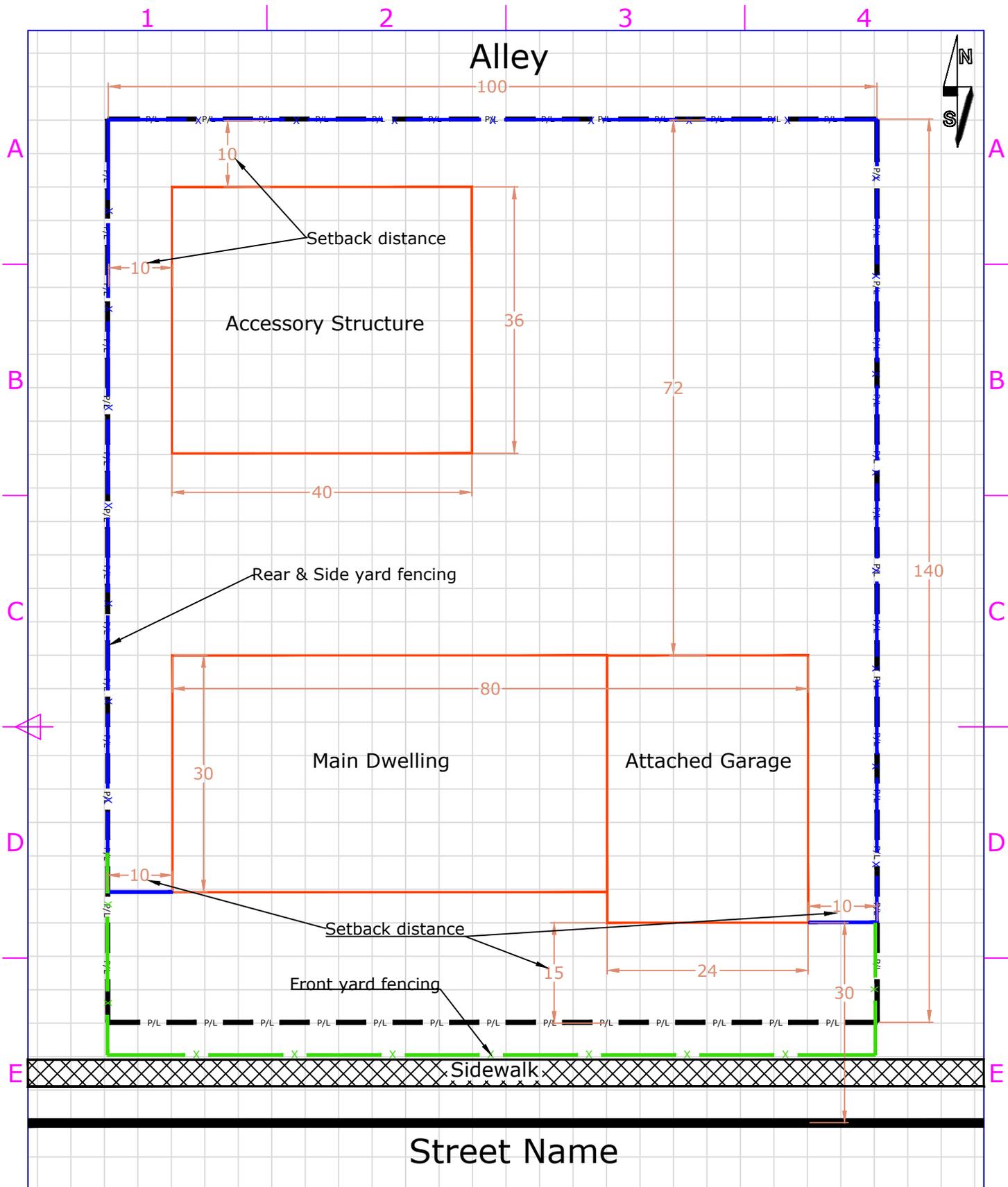
this _____ day of _____, _____.

Witness my hand and official seal. _____

Notary Public or Person Authorized to Administer Oath

Worland Building Permit Application 2016

Application Date:		Job Address:		
Legal Description:	Block	Lot(s):	Subdivision/Addition	
Owner Information:				
Name:			Contractor Information:	
Mailing Address:			Name:	
City, State, Zip:			Mailing Address:	
Phone:			City, State, Zip:	
			Phone:	
Describe Work:				
Btu/Tons		Square Footage:		Valuation: \$
<p>THIS FORM IS NOT A PERMIT AND DOES NOT AUTHORIZE ANY WORK TO COMMENCE. APPLICATION REVIEW WILL BE A MINIMUM OF 24 HOURS AND IN SOME CASES AS MUCH AS 45 DAYS. ADDITIONAL DOCUMENTS MAY BE NEEDED FOR APPLICATION REVIEW. STARTING WORK BEFORE AUTHORIZATION IS A VIOLATION OF WORLAND MUNICIPAL CODE.</p> <p>ISSUED PERMITS BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. THIS IS SUBJECT TO APPEAL.</p> <p>ALL WORK SHALL REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES. IT IS THE APPLICANT'S RESPONSIBILITY TO SCHEDULE INSPECTIONS WITH THE BUILDING DEPARTMENT. 24 HOUR NOTICE IS PREFERRED. INSPECTION REQUESTS WITH PROPER NOTIFICATION WILL RECEIVE PRECEDENCE OVER SHORT NOTICE REQUESTS.</p> <p>BY SIGNING BELOW I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p>				
				(Date)
Building Department Only Use Below This Line				
Received By:		Proposed Start Date:		
			Zoning	
			Const. Type	
			Occ. Class	
			Use	
Additional Information Needed:				
<input type="checkbox"/> Plan Review <input type="checkbox"/> Special Exemption <input type="checkbox"/> Variance <input type="checkbox"/> Floodplain <input type="checkbox"/> Water Tap <input type="checkbox"/> Sewer Tap <input type="checkbox"/> Pre-Treatment <input type="checkbox"/> State Plan Review				
Approved by:			Date:	Permit #



No Scale	EXAMPLE DRAWING FOR PERMIT DRAWING REFERENCE		Permit #	
			APPROVED_BY	DATE

This document provided by
 Five V Solutions, LLC
 Laramie, WY. 82070
 www.fivevsolutions.com



Name			
Address			
City		State	Zip

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A

A

B

B

C

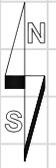
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D

D

E

E



CREATE DRAWING WITH ALL DIMENSIONS IN FEET

Date Submitted	Project Name:	Permit #	
	Project Address:	APPROVED_BY	DATE

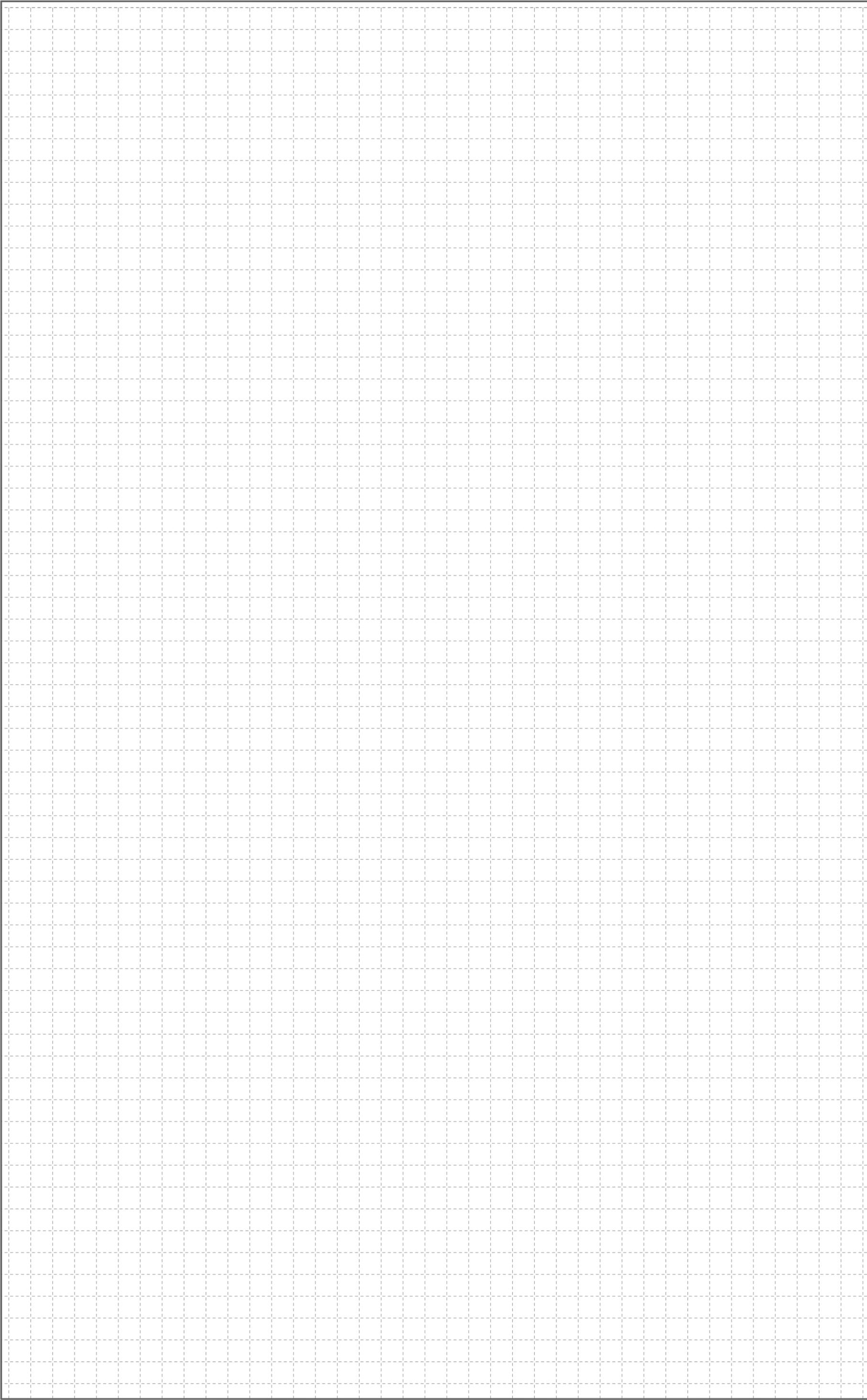
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This document provided by Five V Solutions, LLC Laramie, WY, 82070 www.fivevsolutions.com				Name	
				Address	
				City	State

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DATE	DRAWING LOG	BY	CHECKED	APPROVED	DRAWN BY:		OWNER:	PROJECT NAME:	SHEET
					DATE:	FIVE V SOLUTIONS, LLC			1
					JOB NO. _____	LARAMIE, WY. 82070			OF _____
					FIELD BOOK NO. _____	www.fivevsolutions.com		PROJECT ADDRESS:	
					DRAWING NO. _____				