



Laramie County Planning and Development 3966 Archer Parkway Cheyenne, WY 82009  
307-633-4303 – [planning@laramiecountywy.gov](mailto:planning@laramiecountywy.gov)

## Administrative Plat Process and Application

**All applicants shall meet** with Planning and Development staff prior to application submittal. Call 307-633-4303 or email [planning@laramiecountywy.gov](mailto:planning@laramiecountywy.gov) to set up a pre-application meeting.



**Submit Application:** The application shall include the following documents. Non-refundable application fee due at time of submittal. Make out checks to Laramie County Treasurer. An incomplete application or not making payment will result the project will not be accepted.



**Post Public Notice Sign:** Applicant must post signs obtained from Planning on property along each abutting right-of-way. Proof of posting necessary. Applicant shall pay for signs.



**Letter Notifying Neighbors:** Adjacent property owners will be notified by Planning via certified mail. Applicant pays for mailing.



**Legal Notice:** Planning publishes legal notice in newspaper. Applicant pays for notice.



**Agency Review:** Public agencies review the proposal. Applicant pays for review.



**Review Notification Letter: Applicant notified of review results. Changes may be required with plat or documentation.**



**Record Administrative Plat:** Applicant brings three (3) mylar copies and one (1) paper copy to Planning. Planning Staff obtains necessary signatures and notifies applicant when plat is ready for recordation. Community facility fees must be paid prior to recordation. A digital file of plat must also be provided prior to recordation. Applicant responsible for submitting plat to Laramie County Clerk for recordation.

### Administrative Plat Process - What To File:

- Plat
- Pre-Application Notes
- Completed Application
- Application Fee (Check made made out to Laramie County Treasurer)
- Proof of ownership/ Warranty deed
- Community Facility Fee Acknowledgement Letter
- Any supplemental information required from Pre-Application Meeting
- Digital copy of all files

### **Costs for Administrative Plat**

See current costs for application and associated fees on the Planning and Development Fee Schedule.

### **Note: Digital File of Plat**

The applicant provides a digital shapefile of the approved subdivision boundaries, along with the plat to Planning prior to recordation. The digital file shall be in spatial reference that integrates with the Cheyenne and Laramie County Cooperative Geographic Information Systems (CLCCGIS) framework. The framework for spatial reference is Wyoming State Plane Coordinates, East Zone, U.S. Survey foot, NAD 1983 (CORS96). The digital file shall be submitted in a format compatible with the CLCCGIS. The preferred electronic format is .shp

### **The Following Shall Be Included on the Administrative Plat:**

The proposed name of the subdivision/development shall be placed in the lower right hand corner of the plat. The name shall not duplicate or resemble the name of an existing subdivision/development, either in spelling or pronunciation. Additional filings of the same plat shall have the same name and a filing number.

- The title shall indicate the tract or parcel of land of which the subdivision/development is a part, including the section, township and range from the sixth principal meridian, county (or counties) and state (or states).
- Space shall be provided and designated for a filing record by the Laramie County Clerk's Office
- Dedication and acknowledgment statements must be executed by all owners of legal and equitable interests in the property being subdivided/developed.
- Plat shall include the date of plat preparation, written and graphic scales, and north arrow designating true north.
- Designation of land by lot and block, other than rights-of-way, intended to be conveyed or reserved for public use or facilities, or reserved in the deeds for the use of all property owners in the proposed subdivision.
- Certification by a Wyoming Professional Land Surveyor stating that the plat represents a survey made by him/her or under his/her direct supervision and that all information shown is correct to the best of his/ her knowledge.
- Signature blocks for use by the Planning Director, the Public Works Director, and County Clerk for Laramie County, Wyoming.
- For subdivisions in the County, survey tie(s) by bearing/azimuth and the distance to the nearest public land survey system monument shall be accurately described on the plat. In addition, for the purposes of enhancing the City and County GIS Program framework, all public land survey corners on or within the subdivision boundary shall have field observation coordinates provided on the plat. These coordinates shall reference Wyoming State Plane Coordinate System, East Zone, U.S. Survey foot, NAD 1983 (CORS96). The coordinates shall be observed and verified at the time of the plat survey.
- Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the plat.
- The Basis of Bearing/Azimuth on which the survey is based shall be noted on the plat.
- If any lot, block, boundary or right-of-way from a previously recorded plat is being vacated by this plat a notation shall be provided, describing the area or boundaries to be vacated under a section titled Statement to Vacate.

- Layout shall include the following:

- (A) Boundary lines with bearings/azimuths and distances and the location of all recorded rights-of-way intersecting the boundary of the subdivision.
- (B) Where applicable, curve data showing the radius, central angle, arc length, chord bearing/azimuth and distance and any notation of non-tangent curves. The location of points of curvatures and intersections shall be shown.
- (C) The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements.
- (D) The right-of-way lines, widths and names of all streets or roads within and adjacent to the proposed subdivision/development. Proposed road names within the plat boundaries shall require a distinct road name, with a renaming required with each change of direction. No "loops" or "circles" shall be allowed.
- (E) The area of each lot or tract in square feet and/or acres.
- (F) A vicinity map indicating the location of the proposed subdivision development with respect to the surrounding area.
- (G) Such additional information as may be required to adequately describe proposed utility systems, street improvements and easements or reservations contemplated within the area to be subdivided.
- (H) A statement describing the type of sewage disposal, the type of water supply and the type of fire protection proposed to serve the subdivision/development.
- (I) Any recorded easements or restrictions applicable to the subdivision shall be noted by reference to Register's book and page number. The County will not be involved in the enforcement of deed restriction or covenant instruments.
- (J) The correct FEMA Panel and date shall be noted on the face of the plat.
- (K) If project is within the Community Wildfire Protection Plan (CWPP) area, a note shall be added to the face of the plat describing what hazard level(s) the property lies within.



# Administrative Plat Application - Laramie County, Wyoming

Provide Application To:  
Laramie County Planning and Development  
3966 Archer Parkway – Cheyenne, WY 82009  
planning@laramiecountywy.gov

Complete Application, Required Documents and Initial Payment Required at Time of Filing.

Pre- Application Meeting Date \_\_\_\_\_

Name of Project \_\_\_\_\_

**OWNER** add a separate sheet if there are additional property owners

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**LOCATION**

Legal Description \_\_\_\_\_

Site Address \_\_\_\_\_ Site Area: Acres \_\_\_\_\_ or Site Square Feet \_\_\_\_\_

Site Location Description (If Address is Unavailable) \_\_\_\_\_

Current Zoning \_\_\_\_\_ Current Land Use \_\_\_\_\_

**DEVELOPMENT INFORMATION**

Acres to be Subdivided \_\_\_\_\_ Number of Tracts \_\_\_\_\_ Community Facility Fee Acreage \_\_\_\_\_

Anticipated # of Vehicle Trips per Day \_\_\_\_\_

**Required Documents and Initial Fee – At Time Of Application – Incomplete Submittal Not Accepted**

- |   |   |
|---|---|
| Plat                                    | Drainage Plans  |
| Project Narrative Letter                | Community Facility Fee Acknowledgement Letter             |
| Warranty Deed                           | Application Fee (Must be paid at time of submittal)       |
| Traffic Study or Waiver Request Letter  | Development Agreement                                     |
| Drainage Study or Waiver Request Letter | Digital copy of all files (to include shapefiles of plat) |
| Road/Easement Use Agreement             | Application Fee   |

*I hereby certify that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers contained on the application and in required documents are true and accurate to the best of my knowledge. The undersigned do hereby agree to pay all fees associated with this application. The undersigned also understand that an incomplete submittal will not be accepted.*

**ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_