



Subdivision Permit - Process and Application

Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009

307-633-4303 – planning@laramiecountywy.gov

All applicants shall first meet with Planning and Development staff prior to application for guidance. Call 307-633-4303 or email: planning@laramiecountywy.gov to set up a pre application meeting.



Submit Application by meeting all the following requirements. Incomplete submittal not accepted.

Documents determined at Pre-Application Meeting may include:

- Application with pre-application meeting notes.
- Plat, legal description, or map of survey
- Project Narrative Letter, Warranty Deed, Drainage Plans
- Traffic/Drainage Studies or waiver request letter, Community Facility acknowledgement letter
- DEQ Chapter 23 Study/Acknowledgement Letter, Development Agreement, Road/Easement Agreement, Shape files of plat, Documents from Preliminary Development Plan
- Payment of required fees at time of submittal, Digital copies of all files.



The applicant posts property at least 30 days prior to public hearing. Provides proof of posting.

Planning notifies adjacent property owners by certified mail at least 30 days prior to public hearing.

Planning publishes public notice in newspaper at least 30 days prior to public hearing.



Public agency review of project.



Public hearing and recommendation by Laramie County Planning Commission.



Public hearing and action by Laramie County Board of County Commissioners.



Project closeout.

- Payment of all fees accumulated during review process and community facility fees.
- The subdivision permit resolution constitutes the subdivision permit.
All conditions are to be met, and all fees paid prior to the resolution being recorded.
- Approval and issuance of the subdivision permit is valid for 18 months.
- Present original copies of the plat map to Planning and Development to schedule signatures.
- The owner is responsible for the recording of the plat at the Laramie County Clerk's Office in accordance with the Clerk's requirements.

Plat Requirements – From Laramie County Land Use Regulations Section 2-2-101

Required Information

When a plat is required as part of the subdivision permit, the following shall be provided:

- i. 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.
- ii. 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).
- iii. Space shall be provided and designated for a filing record by the Laramie County Clerk's Office.
- iv. Dedication and acknowledgment statements must be executed by all owners of legal and equitable interests in the property being subdivided/developed.
- v. Plat shall include the date of plat preparation, written and graphic scales, and north arrow designating true north.
- vi. 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.
- vii. 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.
- viii. Signature blocks for use by the Chairman of the Planning Commission, the Chairman of the Board and County Clerk for Laramie County, Wyoming. These blocks shall be placed directly adjacent to the right or bottom border of the plat.
- ix. 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.
- x. Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the plat.
- xi. The Basis of Bearing/Azimuth on which the survey is based shall be noted on the plat.
- xii. 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:

xiii. 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.

Subdivision Permit 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 attach 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

Number and Average Lot Size _____

Community Facility Fee Acreage _____

Required Documents may include, along with and Initial fee due at time of submittal

Pre-Application Meeting Notes, Plat, legal description or map of survey, payment of Required Fees
Project Narrative Letter, Warranty deed, Drainage Plans, Traffic/Drainage Studies or waiver request letter,
Community Facility acknowledgement letter, DEQ Chapter 23 Study/Acknowledgement Letter, Development
Agreement (if necessary), Road/Easement Agreement, Shapefiles of plat, Documents from Preliminary
Development Plan (if necessary), Digital copies of all files

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.

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 _____