



**Application Submittal Checklist for a  
SUBDIVISION PLAT (S/D)  
Planning & Building Department  
Planning Division**

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**APPLICABILITY.** *This checklist should be used when submitting an application for a **Subdivision Plat** or when submitting an application to amend an existing subdivision plat. The purpose of the subdivision plat procedure is to ensure that the subdivision of land and airspace complies with the purpose and standards of the LDRs and State statute. The subdivision plat process also ensures orderly land records, proper recordation of land ownership and property owner association records, and provision of rights-of-way for streets and utilities.*

**When is a Subdivision Plat required?**

A subdivision plat is required for all division of land or airspace, including condominium and townhouse subdivisions, unless the division meets the standards for an Exempt Land Division (see Section 8.5.4) or a Boundary Adjustment (see Section 8.5.5). Development options that require a subdivision plat are identified in the standards for each zone, found in Articles 2-4, Subsection D.4, Permit Requirement Thresholds.

**Do I need a Pre-Application Conference first?**

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff. This is encouraged for applicants who are unfamiliar with the regulations and the planning process. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

**Note:** *The form and content of a subdivision plat is established by Wyoming state statute and the LDRs, and review of a subdivision plat is a technical review. Strict adherence to the standards and submittal requirements outlined in this checklist is required.*

**FINDINGS FOR APPROVAL.** *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.5.3, Subdivision Plat.***

A plat shall be approved upon a finding the proposed plat:

1. Is in substantial conformance with an approved development plan or development option plan;
2. Complies with the standards of this Section.
3. Complies with the subdivision standards of Div. 7.2.; and
4. Complies with all other relevant standards of these LDRs and other Town Ordinances.

**GENERAL INFORMATION.**

**Title Report.** A title report or title certificate prepared within the last six months that includes evidence of all easements and deed restrictions on the property and for access and utilities across any properties not under the control of the owner or applicant to the development from a dedicated public road. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review. Applications for amendment of a Subdivision Plat may be exempt from the requirement to include a title report, depending on circumstances. Check with the Planning Department for confirmation.

## INITIAL SUBMITTAL.

**The initial application submittal for a new subdivision plat or amendment to a subdivision plat which constitutes a vacation requiring a new plat map shall include the following:**

- \_\_\_\_\_ **Plat Map.** One copy of the proposed subdivision plat map, prepared to the standards outlined in the Administrative Manual. The initial plat map submittal shall be on paper, rather than mylar. The applicant may be required to submit additional hard copies of the plat if requested by the Technical Review Committee.
- \_\_\_\_\_ **Notice of Intent.** Evidence that the applicant has published a "Notice of Intent to Subdivide" once each week for 2 weeks within 30 calendar days prior to filing this application, pursuant to Wyoming statutes as amended.
- \_\_\_\_\_ **Subdivision Improvements Agreement.** If applicable, the proposed Subdivision Improvements agreement, prepared in the form established in the Administrative Manual.
- \_\_\_\_\_ **Documents to be Recorded.** Copies of any documents to be recorded with the subdivision plat, in draft form, including, but not limited to: affidavits of owner, mortgagee, or surveyor; covenants, conditions and restrictions (CC&Rs); conservation easements, well easements, access easements, etc.

**The initial application submittal for an amendment to a subdivision plat where no new plat map is required shall include the following:**

- \_\_\_\_\_ **Request.** A narrative explanation of the proposed vacation, including the plat number, sheet number, and reason for the proposed request.
- \_\_\_\_\_ **Notice of Intent.** Evidence that the applicant has published a "Notice of Intent to Subdivide" once each week for 2 weeks within 30 calendar days prior to filing this application, pursuant to Wyoming statutes as amended.
- \_\_\_\_\_ **Instrument.** A draft partial vacation instrument, based on the form provided in the Administrative Manual, to be recorded to document the approval.
- \_\_\_\_\_ **Documents or Exhibits to be Recorded.** Draft copies of any other documents or exhibits to be recorded with the partial vacation instrument, including, but not limited to, building envelope maps, easements, etc.

**PRE-HEARING PACKET SUBMITTAL.** *The following shall be delivered to the Planning Department no later than 9:00am the business day before the Town Council packets go out for the scheduled public hearing on the proposed subdivision plat or amendment:*

- \_\_\_\_\_ **Plat Map.** Six (6) 11x17 copies of the plat map and a letter from the surveyor identifying all corrections requested in the Departmental Reviews, for the Town Council packets. The map should be printed on paper, not mylar.

**HEARING SUBMITTAL.** *The following shall be delivered to the Planning Department no later than 9:00am the business day before the scheduled public hearing:*

- \_\_\_\_\_ **Mylar Plat Map.** The original mylar, fully signed and notarized, apart from the final signature required by the Town Council.
- \_\_\_\_\_ **Original Documents.** Signed and notarized original documents to be recorded with the plat.

**PRIOR TO RECORDING.** *Prior to recording of the plat and associated documents with the County Clerk, the following must be provided to the Planning Department:*

- \_\_\_\_\_ **Survey in digital format.** An Autocad compatible DXF or DWG file must be provided for all subdivision plats and maps of survey. The DXF or DWG file must include all boundary, lot, unit and easement lines of the subdivision or survey.
- \_\_\_\_\_ **Payment of Fees.** Payment of all fees associated with plat review, including technical review fees, neighbor notice fees, exactions, and/or required performance bonds or other financial assurances.