



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

310 W 19<sup>TH</sup> ST, ROOM 400, CHEYENNE WY 82001

PHONE: 307-633-4303 FAX: 307-633-4519

### FINAL PLAT PROCESS

The applicant shall meet with a Laramie County Planning and Development Office (LCPD Office) representative prior to submittal of any plat application. This pre-application meeting will allow the applicant to define their project and provide information. During this pre-application meeting a list of items needed for the submittal of the application will be addressed and a check-list of these items will be formed.

A Subdivision Permit application, with supporting documentation, must be submitted with or prior to any Final Plat application being submitted for processing. For further guidance, see the Subdivision Permit Information sheet on requirements.

A Final Plat must be submitted within 18 months of the approval date of the associated Preliminary Plat. If only a portion of the Preliminary Plat is submitted as a Final Plat, the remaining portion of the Preliminary Plat will have a time extension of 18 months upon approval of the Final Plat. Conditions placed upon a Preliminary Plat by the Board of County Commissioners' must be satisfied prior to or at the time of submittal of the Final Plat.

Before the Subdivision Permit and Final Plat can be placed on the Board of County Commissioners' (BOCC) Agenda a statement from the Wyoming Department of Environmental Quality indicating the Department's recommendations in relation to the requirements of Wyoming Statute 18-5-306 is required.

1. The applicant shall submit the documentation listed on the application checklist. Documentation will be submitted in two formats, one electronic and one hard copy version, unless otherwise stated on checklist. Acceptable electronic formats include .dwf and .pdf. If the Open Space Design option was used; a map that precisely locates the area for each tract's on-site small wastewater system and documentation regarding the use of the open space is required in both formats. A non-refundable application fee is required at the time the application is submitted to the LCPD Office. Make checks payable to Laramie County Treasurer.
2. Each application for a subdivision shall be accompanied by a Environmental Health fee which shall be paid at the time of submittal of this application, unless paid at the time of the preliminary plat.
3. The LCPD Office shall notify all surrounding property owners of the proposed development by registered mail. The notice shall include the following information: general description of subdivision, applicant, legal description, general location, vicinity map, location and time and date of the meeting. (See notification requirements in Section 50.050 of the Cheyenne/Laramie County Subdivision/Development Regulations 2000).
4. The applicant is required to post Planning and Development Action signs (available at the LCPD Office) on all sides of the site that are adjacent to streets. The signs shall be posted at least 30 days prior to the first public hearing date. The signs shall be removed upon final action by the Governing Body.



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5. The LCPD Office will place a legal advertisement in the local newspaper stating the applicant's intent. This notice will be advertised once at least 30 days prior to the first public hearing.
6. The LCPD Office shall forward drawings to pertinent reviewing agencies for comments and prepare a staff report. Copies of the report will be sent to all Planning Commission members and to the applicant.
7. The Final Plat will be scheduled for public hearing. The applicant must attend this meeting. Absence of a representative shall result in the continuing of the public hearing.
8. The LCPD Office will send notification of the action taken by the Governing Body. Notification will be mailed as soon as possible but shall not exceed five calendar days from the date of the meeting.
9. The following conditions must be met before the Chairperson of the BOCC may sign any plat:
  - a. A Subdivision Permit must be completed by the Subdivider in accordance with Article VII of the Cheyenne-Laramie County Subdivision/Development Regulations 2000.
  - b. The Subdivider shall construct all public improvements (roadways, traffic control devices, water/sewer service, grading, drainage facilities) required by the plat approval. In addition, construction shall not begin until the applicant has received written approval for construction plans from the Laramie County Public Works Department. The County may consider a financial guarantee by the applicant/property owner for said improvements in lieu of construction. No building permit may be issued for any lot within the approved final plat prior to construction and acceptance or final inspection of said improvements.
  - c. Community Facility Fees are paid in full to Laramie County Treasurer.
  - d. The Mayor and City Clerk have signed the Final Plat for subdivisions within one mile of the Cheyenne City limits, pursuant to W.S. 34-12-103.
10. The Subdivider shall be responsible for the recording of the Final Plat with the Laramie County Clerk's Office. The Subdivider shall submit the reproducible original of the Final Plat and two (2) reproducible film copies, along with the required filing fee.



# Final Plat Application

Laramie County Planning and Development Office  
 310 W 19<sup>th</sup> ST Room 400  
 Cheyenne, WY 82001

Phone: 307-633-4303  
 Fax: 307-633-4519  
 planning@laramiecounty.com

**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

Pre- Application Meeting Date			
Name of Project			
<b>OWNER INFORMATION</b>			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>APPLICANT INFORMATION</b>			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>LOCATION INFORMATION</b>			
Legal Description			
Site Address	Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)			
Current Zoning	Proposed Zoning	Current Land Use	
<b>DEVELOPMENT INFORMATION</b>			
Purpose of Development	<input type="checkbox"/> Single Family Residence(s) <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Town home(s) <input type="checkbox"/> Multi-Family Home(s) <input type="checkbox"/> Other _____		
Description of Development			
Number of Lots/Tracts		Average Area of Lots/Tracts	
<i>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 attached map are true and accurate to the best of my knowledge. The undersigned do hereby agree to pay all fees associated with this application.</i>			
<b>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</b>			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



# LARAMIE COUNTY PROPOSED ROAD STATUS FORM #1 Final Plat

**PLANNING & DEVELOPMENT OFFICE**  
310 W 19<sup>TH</sup> ST, ROOM 400, CHEYENNE WY 82001  
PHONE: 307-633-4303 FAX: 307-633-4519

Subdivision Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Form must be submitted with the preliminary and final plat application.

	<b>Private Roads</b>	<b>Public Dedication of Roads</b>	<b>County Roads</b>
	Roads:	Roads:	Roads:
<b>Proposed Maintenance &amp; Construction</b>	<input type="checkbox"/> Private Maintenance <input type="checkbox"/> County Standards <input type="checkbox"/> Other Standards (identify)*	<input type="checkbox"/> Private Maintenance <input type="checkbox"/> County Standards <input type="checkbox"/> Other Standards (identify)*	<input type="checkbox"/> Public Maintenance <input type="checkbox"/> County Standards
<b>Improvement Proposal</b>	<input type="checkbox"/> Build prior to final plat signature <i>or</i> <input type="checkbox"/> Financial guarantee Form 2	<input type="checkbox"/> Build prior to final plat signature <i>or</i> <input type="checkbox"/> Financial guarantee Form 2	<input type="checkbox"/> Build prior to final plat signature <i>or</i> <input type="checkbox"/> Financial guarantee Form 2

**FOR OFFICE USE ONLY**

Don Beard County Public Works Director or Representative





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### FINAL PLAT CHECKLIST

NAME OF SUBDIVISION: \_\_\_\_\_



SUBMIT ALL COMPLETED DOCUMENTS ON THIS CHECKLIST AT TIME OF APPLICATIONS

- Completed Application Form (original)
- A check payable to Laramie County Treasurer for the required application fees. (Additional fees may be required to cover actual costs incurred during the application process.)
- Any supplemental information required to be submitted with a Final Plat, Replat and/or Abbreviated Plat as required from the Pre-Application Meeting.
- Application for a subdivision permit.
- Letter indicating Subdivider intent to pay the Community Facility Fees, the total fee assessment and certification statement indicating the financial ability to pay this fee, in accordance with the following schedule.
  - NOTE: All lands platted for the first time within Laramie County shall be assessed a Community Facility Fee according to the following Schedule:
    - Land within any water and/or sewer district or serviced by a public water and/or sewer utility in Laramie County shall be assessed Community Facility Fees at a rate of \$500.00 per acre. This fee shall be prorated to the nearest one-tenth of an acre, but the minimum fee shall not be less than \$250.00
    - Land outside of a water and/or sewer district and land not serviced by any public water and/or sewer utility in Laramie County shall be assessed Community Facility Fees at a rate of \$50.00 per acre. The fee shall be prorated to the nearest one-tenth of an acre, but the minimum fee shall not be less than \$25.00
    - Those lands set aside as perpetual open space shall not be included in the assessment of Community Facility Fees, as set forth in Section 40 of the Cheyenne-Laramie County Subdivision / Development Regulations 2000.
- Drainage Study (3 hard copies and 1 electronic copy).
  - Information indicating how and to what degree erosion and runoff will be controlled shall be included in the study. If a Drainage Study was included with the Preliminary Plat, then none is required. (55.020b) Cheyenne-Laramie County Subdivision / Development Regulations 2000)
- Traffic Study (3 hard copies and 1 electronic copy) required if the development generates over 200 trips per day. If not done with the preliminary plat.



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- Maintenance plan for private roadways (4) copies.
  
- Signature from the Planning and Development Office indicating that all requirements have been met on the Preliminary Plat in cases where the Subdivider is requesting a Final Plat to be scheduled directly to the Governing Body for review without a Planning Commission recommendation in accordance with 60.060 of the Cheyenne-Laramie County Subdivision/Development Regulations 2000
  
- Letter of recommendation from Environmental Health for County simple subdivision.
  
- Laramie County Proposed Road Status Form #1.
  
- If County roads are not to be constructed at this time, Laramie County Proposed Road Status Form #2.
  
- Map of Survey for Final Plat (to include the following)
  - The name of the subdivision placed in the lower right hand corner of the plat including the tract or parcel of land of which the subdivision is a part, as well as the Section, Township and Range from the sixth principal meridian, County and State.
  - Space shall be provided to record filing by County Clerk's Office.
  - Dedication and acknowledgment statements executed by all owners of legal and equitable interests in the property being subdivided, including deeds and contracts for deeds. These signatures shall be attached to the Final Plat in agreement with the owner's and exceptions report that is required to be presented at the time that the Final Plat is presented for signatures by the Board and/or City Council (if within one mile of City Boundary).
  - Dates of preparation, written scale, graphic scale and north arrow designating true north. The top of the sheet should be north, if practicable.
  - Location of land, other than roads, intended to be dedicated for public use or for the use of all property owners in the proposed subdivision. Such land shall be identified by a lot and block number.
  - Certification by a Wyoming Land Surveyor to the effect 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, after approval, by the Development Director and the County Commissioners, and County Clerk or the Mayor and City Clerk, or both if the subdivision is located within one mile of the City limits.
  - On County subdivisions, ties by bearing/azimuth and distances to the nearest accepted monuments, accurately described on the plat.



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- For subdivision within one mile of City limits a survey tie(s) by bearing/azimuth and the distance to two of the City of Cheyenne's Horizontal Control Network monuments shall be accurately described on the Final Plat.
- Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the Final Plat.
- The basis of Bearing/Azimuth on which the survey is based shall be noted on the Final Plat.
- Vacation statement of interior lot lines, if applicable. An executed "Petition to Vacate" signed by all affected owners is required as part of the application packet.
- Layout shall include the following:
  - Boundary lines with accurate distances and bearings (azimuths) and the exact location of all existing or recorded streets intersecting the boundary of the subdivision.
  - Where applicable, curve data showing the radius, central angles, 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.
  - Location and size of existing and proposed utility, drainage, access or other easements.
  - The right-of-way lines, widths and names of all proposed streets or roads within and adjacent to the proposed subdivision.
  - The area of each lot or tract in square feet and/or acres.
  - The location and amount of land to be dedicated for public facilities, such as parks, if such dedications have been agreed upon by the City or the County. These approved areas shall be assigned a lot and block number.
- A vicinity map, indicating the location of the subdivision with respect to a larger recognizable area.
- Any recorded easements or restrictions applicable to the subdivision shall be noted by reference to Register's book and page number. The City and the County will not be involved in the enforcement of deed restriction or covenant instruments.
- The words "NO DOMESTIC WATER AND/OR WASTEWATER SYSTEMS ARE PROPOSED" if applicable. (Boldly displayed)
- 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 for plats in the County not intended for annexation to the City.
- The words "NO PUBLIC MAINTENANCE OF ROADS" if such roads are proposed. (Boldly displayed)
- The words "NO ORGANIZED FIRE PROTECTION", if no public fire protection is available for the subdivision. (Boldly displayed)
- For open space design plats:
  - A statement: "DESIGNATED OPEN SPACE SHALL NOT BE FURTHER DEVELOPED OR SUBDIVIDED" (Boldly displayed)
  - Open space shall be designated within its own assigned lot or tract number.
- The names of abutting subdivisions or an indication that abutting property is unplatted.



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- The filed size of the Plat shall be one of the following:
  - 8½" x 11"
  - 8½" x 14"
  - 10¾" x 15" (1½" margin left hand, short side; ¼" margin all others)
  - 22" x 36" (1½" margin left hand, short side; ½" margin all others)
  - 15" x 21½" (1½" margin left hand, long side; ⅜" margin all others)
  - 21½" x 30" (1½" margin left hand, short side; ½" margin all others)
  - 35" x 40" (¾" margin all around)
  - 36" x 24" (1½" margin left hand, short side; ½" margin all others)
  - 18" x 24" (1½" margin left hand, long side; ⅜" margin all others)