



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

310 W 19TH ST, ROOM 400, CHEYENNE WY 82001

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

PRELIMINARY 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 his (her) 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. Cost of application and associated fees are published on the Planning and Development Fee Schedule.

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. 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. The plat request will be placed on the next Laramie County Planning Commission (Planning Commission) agenda within 35 days of submittal. The date of the meeting shall be counted as one of the 35 days. Completed applications must be received by the LCPD Office prior to 5:00 p.m. if the following day is to be counted as the first day.
3. 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.
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. Sign posting must be completed at least 30 days prior to the Planning Commission meeting. The signs shall be removed upon final action by the Governing Body.
5. 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/development, 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).
6. The LCPD Office will advertise, by legal notice in the local newspaper, the intent of the applicant's request, once at least 30 days prior to the first public meeting.
7. The LCPD Office shall forward drawings to pertinent reviewing agencies for comments and prepare a staff report. Copies of the report will be mailed to all Planning Commission members and to the applicant at least five (5) days in advance of meeting dates.
8. The applicant must attend the Planning Commission meeting. Absence of a representative shall result in the continuation of the public hearing.



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9. The LCPD Office shall mail the applicant a notification letter outlining the action taken by the Planning Commission.
10. After action by the Planning Commission the Preliminary Plat shall be reviewed and acknowledged by the appropriate Governing Body.
11. In those cases when the applicant plans to submit a Final Plat directly to the appropriate Governing Body (after review and acknowledgment of the Preliminary Plat) the applicant must coordinate submission dates with the LCPD Office to ensure adequate time for scheduling the action for public hearing.

NOTE: The approval of a Preliminary Plat shall be effective for a period of 18 months from the date of acknowledged receipt by Board of County Commissioners. If the Final Plat is not submitted within this specified time period (or a portion thereof as a first filing), the Preliminary Plat must be resubmitted to the LCPD Office for reconsideration.



Preliminary Plat Application

Laramie County Planning and Development Office
 310 W 19th 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			
OWNER INFORMATION (If several property owners, contact information of all must be given; attach separate			
Name		Phone	
Address	City	State	Zip Code
Email			
APPLICANT INFORMATION			
Name		Phone	
Address	City	State	Zip Code
Email			
LOCATION INFORMATION			
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	
DEVELOPMENT INFORMATION			
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	
<p><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></p>			
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			



LARAMIE COUNTY PROPOSED ROAD STATUS FORM #1 Final Plat

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Subdivision Name: _____

Applicant: _____

Date: _____

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

	Private Roads	Public Dedication of Roads	County Roads
	Roads:	Roads:	Roads:
Proposed Maintenance & Construction	<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
Improvement Proposal	<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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PRELIMINARY 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 Preliminary Plat, Replat and/or Abbreviated Plat as required from the Pre-Application Meeting.
- Drainage Study (3 hard copies and 1 electronic copy), to include information indicating how and to what degree erosion and run-off will be controlled.
- Environmental Impact Assessment (2 copies) and one electronic copy.
- Traffic Study (3 hard copies and 1 electronic copy): if the development generates over 200 trips per day
- Signed Laramie County Proposed Road Status Form #1
- Copy of recorded deed.
- Map of Survey for Preliminary Plat (to include the following)
 - Proposed name of the subdivision placed in the lower right hand corner of the plat.
 - Title, 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.
 - Location of the subdivision as a portion of some larger subdivision or an aliquot portion of a section with a tie to an acceptable section corner.
 - Name and address of the Subdivider of record and the designer of the subdivision and the engineer and/or surveyor.
 - Location and principal dimensions for all existing or recorded section lines.
 - Designation of existing streets, alleys and other important features within and adjacent to the tract to be subdivided.
 - Location and principal dimensions for all proposed streets, alleys, easements (indicate utility, drainage, access, etc.).
 - Land dedication for public facilities, to include amount and location when mutually agreed upon by the Subdivider and the County.



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- Arrows indicating direction of surface drainage on lots, streets, alleys and easements, including the location of major water courses and drainage easements.
- Date of preparation, graphic scale and north sign designated as true north. The top of the sheet should be north, if practicable.
- Topography (at two-foot intervals or at a greater interval, if prior approval by County Engineer) that will clearly show the drainage and road grade conditions. The Plat map shall state the source.
- General site information including the following:
 - Number of residential lots or tracts.
 - Size of each lot or tract in acres or square feet.
 - Estimated lengths of lot or tract lines.
 - Block numbers.
 - Total acreage of the subdivision.
- Proposed sites, if any, for multiple family residential use, business areas, schools, churches and other non-public uses exclusive of single-family residential lots.
- Proposed zoning & uses for all lots.
- Current zoning on and adjacent to this Plat.
- The names and addresses of the owners of all abutting property and property immediately across adjacent streets.
- A vicinity map, indicating the location of the proposed subdivision with respect to the surrounding area. The area to be shown will be at least 500 feet from the proposed boundaries of the proposed subdivision/development.
- The Preliminary plat must depict driveways on the opposite side that are within at least 100-feet on collectors and at least 200-feet on arterials. Driveways opposite the site's driveway should also be provided.
- Preliminary layout information for any proposed water and sewer main systems and street improvements.
- Show FEMA floodplain or note if not applicable on the map.
- A statement as to the type of sewage disposal, type of water supply and type of fire protection proposed to serve the subdivision.
- Any recorded easements, deed restrictions, or covenants applicable to the subdivision, referenced to Register's book and page number.
- The Subdivider may attach a letter to all Preliminary Plats describing any unusual or unique design elements relating to the Preliminary Plat. The Subdivider may also include any other information that may be beneficial for all agencies that will be reviewing and commenting on the Preliminary plat.