



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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

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

SUBDIVISION PERMIT PROCESS

A Subdivision Permit application is submitted in conjunction with a Final Plat application. A Subdivision Permit is required for all plats including replats, regardless of the number of lots.

1. The applicant must publish a “legal notice” in the local newspaper of their intent to apply for a Subdivision Permit. This notice must be advertised once each week, for two weeks, within thirty (30) days prior to filing the Subdivision Permit application.
2. The applicant shall submit the original application to the Laramie County Planning and Development Office (LCPD Office) along with all supporting documentation called for in the Subdivision Permit Checklist. If available, the LCPD Office would also appreciate a copy of the documentation in an electronic format.
3. Before the Subdivision Permit and Final Plat can be placed on the Board of County Commissioner’s 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.
4. Prior to final approval of the subdivision, a letter from the Wyoming State Engineer’s Office regarding any water rights appurtenant to the land to be subdivided is required.
5. Each application for a subdivision shall be accompanied by a fee which shall be paid at the time of submittal of this application. The Subdivision fee shall be the greater of one hundred dollars (\$100.00) or ten dollars (\$10.00) per lot up to a maximum fee of one thousand dollars (\$1,000.00).
6. The Subdivision Permit request will be reviewed by LCPD Office Staff and scheduled for review by the Laramie County Planning Commission (Planning Commission). The applicant is required to attend the Planning Commission meeting or their application will be tabled in accordance with Planning Commission policy.
7. The Board of County Commissioners shall have up to forty-five (45) days from the date of the Planning Commission action to approve or disapprove the Subdivision Permit. When the Board of County Commissioner approves the Subdivision Permit the applicant must obtain the permit from the Clerk’s Office within thirty (30) days of the approval date, or a new permit must be procured.



Subdivision Permit 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

| | | | |
|--|-----------|-----------------------------|--------------------|
| Name of Project | | | |
| OWNER INFORMATION (Please attach a separate sheet if there are additional property owners) | | | |
| 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 | | Current Land Use | |
| DEVELOPMENT INFORMATION | | | |
| Dates of publication for legal advertisement prior to submittal of this application | | | |
| 1 st Publication | | 2 nd Publication | |
| Number 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> <p>ORIGINAL SIGNATURE OF BOTH THE OWNER AND THE APPLICANT ARE REQUIRED FOR SUBMISSION OF THIS APPLICATION</p> | | | |
| Signature of Owner | | Date | |
| Printed Name | | | |
| Signature of Applicant | | Date | |
| Printed Name | | | |



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SUBDIVISION PERMIT CHECKLIST

NAME OF SUBDIVISION: _____



SUBMIT ALL COMPLETED DOCUMENTS ON THIS CHECKLIST AT TIME OF APPLICATIONS

The following information is required to meet the legal requirements of the Wyoming State Statutes and to ensure compliance with the Cheyenne-Laramie County Subdivision/Development Regulations 2000. Because these requirements originate in State Law, all evidence submitted must be legally correct, formally certified, and documented wherever appropriate.

- 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.)

The following is required to be submitted for all applications

- An "Owners encumbrance report" done by a Real Estate Title Company
 - Evidence supported by documentation that the subdivided land is free of all encumbrances and that the person who offers any part of the subdivision for sale or who solicits any offers for the purchase thereof, directly or through agents, may convey merchantable title, subject only to noted reservations or restrictions of record, but free of encumbrances and subject only to a proportionate share of real-property taxes or assessments charged or assessed for the year in which such sale may be legally effected; or
- An escrow instructions or title insurance documents as evidence that a deed can be conveyed.
 - Evidence supported by documentation that binding arrangements have been made by the person who offers any part of the subdivision for sale, directly or through an agent, to assure purchasers of any part of the subdivision/development that upon full payment of the purchase price a deed can and will be delivered conveying merchantable title subject only to noted reservations or restrictions of record and free of encumbrances not specifically assumed by the purchaser, subject only to a proportionate share of such taxes and assessments thereon as may be levied or assessed for the year in which such sale may be legally effected or affected.
- A letter from the subdivider that the following shall apply to all offers and solicitations relative to the subdivisions
 - The Subdivider will state on all offers and solicitations relative to the subdivision their intent to comply with Wyoming State Statue 18-5-306 and that the seller does not warrant to a purchaser that the purchaser shall have any rights to the natural flow of any stream within or adjacent to the proposed subdivision.
 - The seller shall further state that the Wyoming law does not recognize any riparian rights to the continued natural flow of a stream or river for persons living on the banks of the stream or river.



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- A statement that adequate access has been provided and that all proposed streets, alleys, and roadways within the subdivision conform to the minimum standards adopted by the County. Approval of the permit shall not in itself constitute consent of the Board to locate, repair or maintain roadways and facilities.
- If the Subdivider proposes to make any streets, alleys or roadways private, then the Subdivider shall submit properly acknowledged written certification that certain streets, alleys or roadways within the subdivision shall remain private and the County shall be under no obligation to repair, maintain or accept any dedication of such roads to the public use. If no such public maintenance is contemplated, or if the Board has not agreed to public maintenance, the Subdivider shall in bold capital letters put a legend on the plat of the subdivision, on the advertisements for the subdivision and on the contracts or agreements for the sale and purchase of lots within the subdivision showing the streets, alleys and roadways in capital letters "NO PUBLIC MAINTENANCE OF STREETS OR ROADS".
- A letter from a financial institution that the Subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the Subdivider, including, but not limited to water systems, sewage systems, streets and roadways,
- Copies of the publications done by the applicant of the Subdivision Permit. The publications shall be done once each week for two (2) weeks within thirty (30) days prior to filing the application, which will include the name of the Subdivider and the general location of the land to be subdivided.
- A letter of intent regarding the construction of dedicated roads per Laramie County Public Works Department requirements.
- A statement from the applicant stating that the proposed subdivision complies with all applicable zoning or land use regulations or that a zoning change, if required, has been applied for.
- Copies of letters that demonstrate that the Subdivider has notified purchasers, the State Board of Control and the State Engineer of his intent to abandon the water rights; or
 - That the Subdivider has petitioned the State Board of Control to change the use, place of use or point of diversion to provide for beneficial use of the water rights outside the subdivision; or
 - A plan, a copy of which was submitted to the State Engineer or Board of Control prior to the filing of the application, for the distribution of the water appurtenant to the land to be subdivided/developed. The plan shall specify the distribution of the water to the lots within the subdivision/development and shall include all appropriate applications for change of use, change of place of use or change in point of diversion or means and conveyance in accordance with Wyoming State Statutes.
- A statement from the Department of Environmental Quality indicating Department of Environmental Quality's recommendations in relation to the requirements of Wyoming Statute 18-5-306, except for simple subdivisions.



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If the following is applicable to your project, please submit the following

- If no public sewage disposal system is proposed by the Subdivider, the legend “**NO PROPOSED PUBLIC SEWAGE DISPOSAL SYSTEM**”, in bold capital letters shall appear on all offers, solicitations, advertisements, contracts, agreements and plats relating to the subdivision/development.
- If no domestic water source is proposed, the legend “**NO PROPOSED DOMESTIC WATER SOURCE**” in bold capital letters shall appear on subdivision application and on offers, solicitations, advertisements, contracts, agreements and plats relating to the subdivision/development.
- If the subdivision is located within an irrigation district or within lands served by a ditch, irrigation company or association or by an unorganized ditch, evidence that the plan has been submitted to the district board company, or association or the remaining appropriators in the case of an unorganized ditch for their review and recommendations.
- If the Subdivider proposes to utilize adjoining property for sewers, drainage, sewer lines, power lines or other utilities, the Subdivider shall provide contractual documents showing binding easements of not less than ten (10) feet in width for the proposed facilities from each property owner over whose land such services shall extend with a minimum access dedicated roadway right-of-way of sixty feet to the subdivision/development for all public ways.