

Instructions for
Application for Minor Subdivision Permit
Sublette County, Wyoming

PROCESSING PROCEDURE

A **Sufficient** Minor Subdivision Permit Application includes:

1. This application is for a subdivision which creates no more than two lots.
2. Completed Application (attached)
3. A copy of the deed
4. Pay the \$250.00 processing fee (checks payable to Sublette County)
5. Letter of authorization (if applicable)
6. 5 copies of the plat
7. A sufficient determination shall be made by the staff, within 14 days of receipt of the application. After the application is determined sufficient the proposal shall be sent to the members of the Plat Review Committee who shall have a minimum of 30 days to review the application. Upon review by the Plan Review Committee, staff shall schedule the application for the next available Planning Commission and County Commissioners meetings.
8. Any other additional information the Planning & Zoning Staff may require (see other materials)

Application for Minor Subdivision Permit

Sublette County, Wyoming

Filing Fee: \$250.00

Date Submitted _____

_____ **Date Accepted**

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Name of Proposed Subdivision: _____

Owner/Applicant: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Agent/Representative: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section) _____ (Township) _____ (Range) _____

Subdivision: _____ Filing: _____ Lot: _____ Block: _____

Zone: _____ Number of Lots/Units Proposed: _____

Total Acreage: _____ Average Size of Lots/Units: _____

Is a variance being requested: No _____ Yes _____ If yes, to what regulation is

the variance being requested: _____

Reason: _____

CHECKLIST

Application for Minor Subdivision Permit

Sublette County, Wyoming

Name of Subdivision: _____

Application Materials

Staff	Applicant
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- | | | |
|-------|-------|---|
| _____ | _____ | 1. Application for Minor Subdivision Permit
(completed, signed, and dated) |
| _____ | _____ | 2. 5 copies of preliminary plat map |
| _____ | _____ | 3. Filing fee for minor subdivision permit paid |

Items to be shown on Minor Subdivision Plat:

Minor Plat shall conform to the Sublette County Subdivision Resolution Chapter VI entitled "Minor Subdivision".

Letters From Reviewing Agencies

Staff	Applicant
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- | | | |
|-------|-------|--|
| _____ | _____ | 1. Wyoming Department of Game & Fish |
| _____ | _____ | 2. Wyoming Department of Transportation |
| _____ | _____ | 3. Sublette County Fire Fighters |
| _____ | _____ | 4. Sublette County School District
(Construction Manager & Transportation Director) |
| _____ | _____ | 5. Sublette County Weed & Pest |
| _____ | _____ | 6. Sublette County Surveyor (Contract) |
| _____ | _____ | 7. Sublette County Sanitarian (Contract) |

Other Materials (required by regulation if applicable)

Staff

Applicant

- | | | |
|-------|-----------|---|
| _____ | _____ 1. | Copies of any agreements with adjacent property owners relevant to proposed subdivision (i.e. road or utility easements) |
| _____ | _____ 3. | Copies of state or federal highway access permits, if access is from these roads |
| _____ | _____ 4. | Cost estimates for all improvements/facilities shown on plat |
| _____ | _____ 5. | Suitable data which substantiates safe building sites on each proposed lot for areas having slopes of less than 30% but greater than 8% |
| _____ | _____ 6. | Floodplain delineation if parcel is in a FEMA special hazard zone |
| _____ | _____ 7. | Elevation Certificate, base flood elevation if building envelope is inside the 100 year floodplain |
| _____ | _____ 8. | Percolation Test results if individual septic is required |
| _____ | _____ 9. | Plan for an adequate domestic water supply for the proposed lots |
| _____ | _____ 10. | Minimum easement of 40' to each lot shall be established by record and shown on the minor subdivision plat |

Thank you for your time and consideration in filling this out. Your cooperation will expedite the preparation and hopefully lead to the approval of the requested proposal you have submitted to the Sublette County Planning and Zoning Department.