

Instructions for
Application for Subdivision Permit
Sublette County, Wyoming

PROCESSING PROCEDURE

A **Sufficient** Subdivision Permit Application includes:

1. This application is for subdivisions of more than two lots.
2. Completed Application (attached)
3. A copy of the deed
4. Pay the \$500.00 processing fee; if more than 5 lots fee is \$500.00 plus \$100.00 per lot (checks payable to Sublette County)
5. Letter of authorization (if applicable)
6. The applicant must publish notice of intent to subdivide for two weeks prior to filing the application with the Planning & Zoning Office.

Example Public Notice:

(Applicant's name) will file an application with the Sublette County Planning & Zoning Commission to subdivide *(number of acres)* zoned *(zoning district)* in *(legal description)*, Sublette County, Wyoming. Said land is located approximately _____ miles *(direction)* of *(town or known landmark)* on *(road name)*.

6. The applicant shall submit copies of the application for subdivision permit and preliminary plat to the appropriate agencies such as local the Conservation District, Wyoming State Engineer, and the Department of Environmental Quality-Water Quality Division, for review.
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 meeting.
8. Public hearing before the Board of County Commissioners shall be scheduled at the next regularly scheduled meeting of said Board following receipt of the Planning & Zoning Commission's recommendation.
9. Upon approval of the preliminary plat the subsequent application for final plat shall be submitted to the Planning & Zoning Department. Upon receipt the Department will provide to the Plat Review Committee, who shall have 30 days to complete the required reviews.
10. 5 copies of the final plat shall be submitted to the Planning & Zoning Department for review by the Plat Review Committee.
11. The Board of County Commissioners shall review at its next regularly scheduled meeting the recommendations of the Planning & Zoning Commission and the Plat Review Committee.
12. Any other additional information the Planning & Zoning Staff may require

Application for Subdivision Permit

Sublette County, Wyoming

Filing Fee: \$500.00 for Major Subdivision (#4 Processing Procedure); \$250.00 for Amended Plat

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 Subdivision Permit

Sublette County, Wyoming

Name of Subdivision: _____

Application Materials

Staff	Applicant
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- | | |
|-------|--|
| _____ | _____ 1. Application for Subdivision Permit (completed, signed, and dated) |
| _____ | _____ 2. 10 copies of preliminary plat map |
| _____ | _____ 3. Filing fee for subdivision permit paid |
| _____ | _____ 4. Proof of publication of legal notice |

Items to be shown on Preliminary Subdivision Plat:

Final Plat shall conform to Chapter III of the Sublette County Subdivision Resolution entitled "Preliminary Plat" and Chapter IV entitled "Final Plat".

Letters From Reviewing Agencies

Staff	Applicant
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- | | |
|-------|--|
| _____ | ___X___ 1. Soil Conservation District |
| _____ | ___ X___ 2. Wyoming Department of Game & Fish |
| _____ | ___ X___ 3. Wyoming State Engineer and /or Board of Control |
| _____ | _____ 4. Wyoming Department of Environmental Quality |
| _____ | _____ 5. Wyoming Department of Transportation |
| _____ | _____ 6. Sublette County Fire Fighters |
| _____ | _____ 7. Sublette County School District (Construction Manager & Transportation Director |
| _____ | _____ 8. Sublette County Weed & Pest |
| _____ | _____ 9. Sublette County Engineer (Contract) |
| _____ | _____ 10. Sublette County Surveyor (Contract) |
| _____ | _____ 11. 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)
_____	_____	2. Copy of proposed covenants to be filed with the plat
_____	_____	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. If the proposed subdivision is in an irrigation district or is served by a ditch, irrigation company or association or is served by an unorganized ditch, the subdivider must submit evidence that the proper district, company, association or individuals have had the opportunity to review and present recommendations relative to the proposed subdivision.
_____	_____	7. Floodplain delineation if parcel is in a FEMA area of special hazard
_____	_____	8. Elevation Certificate, base flood elevation if building envelope is inside the 100 year floodplain
_____	_____	9. Percolation Test results if individual septic is required
_____	_____	10. Plan for adequate domestic water supply for the proposed lots

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.