

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

Application #: 20\_\_\_\_ - \_\_\_\_ - \_\_\_\_

## Planning & Zoning Application:

### Simple Subdivision

Planning Office – 800 9<sup>th</sup> Street – Wheatland, Wyoming 82201  
(307)322-1330

[planner@plattecountywyoming.com](mailto:planner@plattecountywyoming.com)



All applications must include the following:

- Application: Fill out this application form completely. The application contains these sections:
  - Contact Information
  - Proof of Ownership
  - Wheatland Irrigation District Water Disposition, if applicable
  - Resource Conservation District Review & Recommendations
  - Encroachment
  - Description of Request & Need
  - Current Zoning – Requested Zoning
  - Preliminary Plat (PDF preferred)
  - Perimeter Fence Requirement
  - Fees Owed/Paid
  - Applicant Signature
  - Planning & Zoning Disposition

#### Important Information:

- ❖ Please review Chapter 12 (Subdivision Applications) prior to submitting your application to ensure your request qualifies as a Simple Subdivision!
- ❖ Simple Subdivision applications are not required to be heard at public hearings. As such, no public notice is required for a simple subdivision application.
- ❖ Requests must be approved by the Planning Office and the Platte County Board of Commissioners before any lands can be sold or transferred to new owners.
- ❖ Additional application requirements can vary depending on the specific request.
- ❖ **Incomplete applications will be returned!**

Contact Information:

Applicant: Each application must have a point of contact, which is considered the applicant. The applicant cannot be a legal entity but must be an individual. Entities (Trusts, LLCs, Corporations, etc.) will be documented in the following section.

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Landowner: If the parcel is owned by someone other than the applicant, the landowner of the property for which this request is sought, the landowner's contact information and signature must be included below. This includes legal entities like Trusts, LLCs, Corporations, etc. If the landowner is authorized to sign on behalf of the entity and conduct this type of business on behalf of the entity, proof of those authorizations must be included.

This section does not need to be completed if the applicant and owner are one-in-the-same.

Landowner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_

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Proof of Ownership:

Each application must include proof of ownership for the property subject to this request. If you do not have proof of ownership, please visit the Office of the County Clerk to obtain proof. The Clerk's Office will assist you in obtaining proof, but they are not allowed to conduct research on your behalf. Furthermore, you may be required to pay a fee for printing. Each application must have an attached proof of ownership.

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Wheatland Irrigation District Water Disposition:

If the parcel to be divided is located within the Wheatland Irrigation District (WID), you are required to obtain a water disposition plan from WID prior to your application being accepted by the Planning Office (see Wyoming Statute §18-5-306(a)(xi)). WID is located at 30 W. Frontage Road in Wheatland. Their phone number is (307)322-2740.

Is your parcel located within the Wheatland Irrigation District Boundaries:  Yes  No

If yes, attach the corresponding approved Wheatland Irrigation District Water Plan.

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Resource Conservation District Recommendations:

Applicants are required to contact the Platte County Resource Conservation District to obtain review and recommendations regarding:

- Soil Suitability
- Erosion Control
- Sedimentation
- Flooding Problems

The Resource District is located at 504C Schroeder Drive in Wheatland. Their phone number is (307)322-8145.

**No application can be accepted until the applicant includes the recommendations from the Resource District!**

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Encroachment License:

A copy of the encroachment license for any subdivision access off a State or County Road is required. An Encroachment license may not be required when the subject property is located within an approved subdivision/record of survey. For more information, please contact WYDOT or Platte County Road and Bridge.

Is an encroachment license required:  Yes  No

If yes, please attach a copy of the encroachment license to this application.

If no, please provide reasoning as to why you believe an encroachment license is not required.

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Description of Request & Need:

Please explain why you are submitting this request. Your explanation should include what you intend to do with the property, which is subject to your request. For instance, please explain how you currently use the property, and what your requested future use of the property is. Also include how many parcels you intend to create, what size each of those parcels is intended to be. Please also explain why approval of your request is beneficial.

You may also attach a separate letter to satisfy this requirement. If attaching a separate letter, please fill the below section with "See Attachment".

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Zoning Classification:

Current Zoning: \_\_\_\_\_

Requested Zoning: \_\_\_\_\_

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Preliminary Plat:

Each Simple Subdivision application must include a preliminary site plan (plat). To expedite the process, we ask that each applicant contact a surveyor and obtain a preliminary plat of the lands they intend to subdivide. Preliminary plats shall contain similar contents to final plats – that information can be found by reading Section 12.20.050(F) of the Platte County Planning & Zoning Regulations.

Please have your surveyor email your proposed plat to [planner@plattecountywyoing.com](mailto:planner@plattecountywyoing.com). PDF copies of preliminary plats are preferred!

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Perimeter Fence Requirement:

Each subdivider seeking to create or divide a subdivision that is adjacent to lands upon which livestock can be legally run at large shall comply with the following:

- ❖ The subdivider shall construct or cause to be constructed a perimeter fence on any part of the subdivision that is adjacent to lands upon which livestock can be legally run at large unless a legal perimeter fence already exists at the location.
- ❖ The perimeter fence shall be constructed in one of the following manners:
  1. A fence made of steel, concrete or sound wooden posts and three spans of barbed wire not more than fifteen inches or less than ten inches apart, or two spans of barbed wire with a wooden rail on top. Wooden posts shall be at least four inches in diameter. Posts shall be set firmly in the ground at least twenty inches deep, at no greater distance apart than twenty-two feet between the posts or thirty-three feet with at least two iron or wooden stays between the posts. Stays shall be placed equal distance apart from themselves and the post on either side.
  2. A post and board fence made of sound posts not less than four inches in diameter set substantially in the ground not more than ten feet apart, with three boards sold as one inch lumber eight inches wide, and not more than ten inches apart, or four boards sold as one inch lumber six inches wide, not more than eight inches apart, securely fastened with nails or otherwise.

3. A four-pole fence with round poles not less than two inches in diameter at the small end, with either upright or leaning posts not more than sixteen feet apart, and securely fastened with nails, wires or otherwise.
  4. Any other fence made and constructed of boards, rails, poles, stones, hedge plants or other material that is sufficiently strong to protect enclosures, and to effectively prevent livestock from breaching the fence.
- ❖ The subdivider shall be responsible for all costs of construction for the perimeter fence.
  - ❖ Upon completion of the construction of a perimeter fence required, the subsequent landowner or, if the subdivided parcel has not been sold, the subdivider shall:
    1. Be responsible for the costs of maintaining the perimeter fence.
    2. Not be liable for any damage caused by or arising from livestock pastured on adjoining land that may breach the perimeter fence and wander on the subdivided land, provided that the perimeter fence is maintained in accordance with these requirements.
  - ❖ The adjoining landowner shall not be liable for any damages caused by, or arising from, livestock pastured on the adjoining land that may wander onto the subdivided land.
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Application Fees:

All fees must be paid by check or money order. Currently, we do not accept cards or cash. Application fees are nonrefundable, once the application is accepted by the Planning Office. The fee for a Simple Subdivision is \$300 plus \$10 per lot. For example, if your request creates three lots your fee would total \$330.

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APPLICATION SIGNATURE(S) AND ACCESS PERMISSION

*Right to ingress property for assessment, evaluation, and inspections.*

I, the undersigned, hereby grant authorized Platte County Personnel the right to enter onto this said land/property for all inspection, assessment, and/or evaluation purposes necessary to process this Simple Subdivision application. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above-described property or have been authorized by the owner to make this application as his/her agent.

I, the undersigned, further attest that I have read the perimeter fence requirement section and acknowledge that I shall comply with all perimeter fence requirements as enumerated in Wyoming Statutes §§ 18-5-306(a)(xiii) and 18-5-319.

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Signature of Applicant(s)

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Date

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PLANNING OFFICE USE ONLY

Date completed application received: \_\_\_\_\_ Application Fee Total: \_\_\_\_\_

Does request meet Simple Subdivision requirements?  Yes  No

If yes, date Planner approved: \_\_\_\_\_

If no, date of P&Z Commission meeting: \_\_\_\_\_ Approved  Disapproval

County Commissioners meeting date: \_\_\_\_\_ Approved  Disapproval

Date final plat required to be filed: \_\_\_\_\_