

Planning & Zoning Application:

Subdivision

Planning Office – 800 9th Street – Wheatland, Wyoming 82201
(307)322-1330
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
 - Legal Description of Property Subject to Request
 - Wheatland Irrigation District Water Disposition, if applicable
 - Resource Conservation District Review & Recommendations
 - Encroachment
 - Drainage Report
 - Proposed Covenants, Conditions and Restrictions, if applicable
 - Description of Request & Need
 - Current Zoning – Requested Zoning
 - Variance Request, if applicable
 - Preliminary Plat (PDF preferred)
 - Town/City Review
 - Perimeter Fence Requirement
 - Fees Owed/Paid
 - Applicant Signature
 - Planning & Zoning Disposition

Important Information:

- ❖ Please review Chapter 12 Subdivision Regulations and Chapter 3, Section 3.05.030 Variance Procedures prior to submitting your application
- ❖ Subdivision applications are required to be heard at public hearings. As such, the Subdivision application does follow the deadlines and meeting dates for the Planning & Zoning Commission and Board of County Commissions. See Meeting and Deadline Dates as published on the Platte County Wyoming website under Planning & Zoning Commission.
- ❖ Requests must be approved by the Planning Office, Planning & Zoning Commission and the Platte County Board of County Commissioners and Final approved plat recorded in the land records 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(s): 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(s): 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: _____

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, Title Insurance Company or Attorney 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.

Each application must have an attached proof of ownership. See Platte County Land Use Rules and Regulation, Chapter 12 Subdivisions, 12.20.050 C(c)(ii).

Legal Description:

The area subject to this request may not be the entire parcel that is referenced in the proof of ownership. As such, please indicate the exact legal description of the property subject to your request. By specifying a piece of property for use, and not the entire property, this does not create a separate parcel for sale and as such is not required to be processed through a subdivision process. If you wish to sell the parcel separately from the entire property, you will be required to proceed through a subdivision process.

Please select one of the following to describe the property subject to the request:

- ☐ Entire Property is subject to the request (same description as proof of ownership document)
- ☐ See attached survey or exhibit
- ☐ Described herein:
 - Within a platted subdivision: Subdivision: _____ Tract/Lot(s): _____
 - Outside a platted subdivision: Quarter Section: _____ Of Section: _____
Township _____ North, Range _____ West.

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.

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!

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.

Drainage Report

Drainage report, prepared and signed by a registered professional Engineer licensed in Wyoming. This report shall show flow direction and quantity based on the engineer's preferred methodology, non-buildable flood plain areas, and erosion prevention measures recommended to the developer; and additional information which will help to prevent drainage and erosion problems as a result of the development. The conservation plan should be a team effort of the developer, Conservation District, and the County Engineer.

Description of Request & Need:

Please explain why you are submitting this request. Your explanation should include what you intend to do with the property, number and gross density of units, if phased development is proposed provide general phasing plan, anticipated schedule of development, and how utilities will be provided, 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".

Proposed Covenants, Conditions and Restrictions

Please provide a copy of any proposed Covenants, Conditions and Restrictions that are to be attached to the Subdivision. Both the Planning & Zoning Commission and the Board of County Commissioners must review at time of hearing(s).

Zoning Classification:

Current Zoning: _____

Requested Zoning: _____

Variance Request:

Any requests for variances from the standard of the Platte County Rules and Regulations in 12.20 Subdivision Development Regulations must be applied for at time of application. Variance Request are subject to public hearing and public notice. Any Variance Request submitted outside of the initial application will be subject to additional application and fees.

Section 3.05.030 – Variance Procedure of the Platte County Rules and Regulations will apply to all Variance Requests.

Preliminary Plat:

Each 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@plattecountywyoming.com. PDF copies of preliminary plats are preferred!

Town or City Review:

If the subdivision is within one mile of the boundaries of an incorporated town or city, the plat may not be recorded or deemed reviewed without the review of the Council of that town or city.

Town/City _____

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.

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.

Subdivision:..... \$500

Additional Fee per Lot:.....\$100

Publication & Sign Notice Fees:

In addition to the application fee (above), you must include a \$250 fee for Publication & Sign Notice. This fee is required for all requests that require a public hearing. If you are submitting two applications at once (i.e. Special Use Permit & Variance) you are only required to include \$250 – this charge is not assessed per request.

The publication and notice fee may be refunded if the application is withdrawn prior to any notices being made and costs incurred by the county for publication and public notice (newspaper and signage) purposes.

Certified Postage Fees:

These applications also require the Planning Office to send certified letters to adjoining landowners. Applicants are responsible for covering the actual cost associated with these mailings. If the cost of publication and notice (to include certified mail costs) exceeds \$250, the applicant will be invoiced for any actual costs above the \$250 paid for publication and notice fees. That invoice must be paid prior to being heard by the County Commissioners. If the cost of publication and notice (to include certified mail costs) is below \$250, you will not be refunded any difference in those costs.

Example of fees for application submission: To file for a Subdivision is \$500 plus \$100 per lot. For example, if your request creates ten lots your fee, plus the Publication & Sign Notice Fees, would total \$1,750.

*See the Platte County Planning & Zoning Fee Schedule for any additional fees that may apply after the application has been accepted. Located on the website.

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 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.

Signature of Applicant(s)

Date

Supplemental Information to submit with the Final Plat prior to any public hearing:

See current Platte County Land Use Rules and Regulations 12.20.050, C. Final Plat c. Supplemental Information to submit with the Final Plat.

PLANNING OFFICE USE ONLY

Date completed application received: _____

Fees assessed at time application was filed:

- Application Fee: _____
- Publication Fee: _____
- Total Fee: _____

Check Number: _____

County Costs Related To Application:

Publication (Newspaper): \$ _____

Certified Mailing Costs: \$ _____

Other Notice Costs: \$ _____

Total Publication & Notice Costs: \$ _____

Amount to be Invoiced: \$ _____

Date Invoice Paid: _____

Check Number (for invoice): _____

Detailed "Other Notice Costs"

Mileage: \$ _____

Signage: \$ _____

Other: \$ _____

Total Other Notice Costs: \$ _____

Hearing Dates:

Planning & Zoning Commission Public Hearing Date: _____

- Recommendation: _____ (Approve or Deny)
- Recommended Conditions (if any): _____

Board of County Commissioners Public Hearing Date: _____

- Disposition: _____ (Approve or Deny)
- Conditions (if any): _____