

# SUBDIVISION APPLICATION

Planning Office – 600 9<sup>th</sup> Street – Wheatland, Wyoming 82201  
Office 307.322-2962 – Fax 307.322.2968



All application packets must include the following:

- Application:** Fill out the application form completely. *Incomplete applications will be returned.*
- Fees:** All applicable fees. Check or Cash only, the planning office cannot process credit cards.
- Preliminary Plat:** Preliminary plat; see requirements on page 2 (PDF preferred)
- Proof of Ownership:** Book and page number of the deed, copy of the deed, lease, or contract for purchase.
- Letter of Justification:** Statement of purpose and/or need for the division.
- Fire Storage Designation and Design:** On-site water storage designation and design for fire suppression
- Drainage Report:** Drainage report prepared and signed by a registered professional engineer licensed in Wyoming.
- Groundwater/Hydrogeology Study:** Groundwater/hydrogeology study prepared and signed by a registered professional engineer licensed in Wyoming.
- Proposed Covenants:** Proposed covenants, if applicable.

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

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

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

If the applicant is other than the owner of the property for which this Subdivision is being sought, the applicant must provide separate written approval from the owner, or the owner may indicate approval by signing below.

Owner Name: \_\_\_\_\_ Signature.: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Proof of Ownership: Deed Book \_\_\_\_\_ Page \_\_\_\_\_,  Deed, Lease, Purchase Contract Attached

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Legal description of property for which this Subdivision is being requested:

Subdivision: \_\_\_\_\_ Tract/Lot(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_

Of Section: \_\_\_\_\_ Township \_\_\_\_\_ North, Range \_\_\_\_\_ West

Legal description can be found on the property deed.

Located within the Wheatland Irrigation District Boundaries:  Yes  No

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

Total Acreage: \_\_\_\_\_

Located within a floodplain:  Yes  No

Current Land Use: \_\_\_\_\_

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

Proposed Land Use: \_\_\_\_\_

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

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### **SUBDIVISION PRELIMINARY PLAT REQUIREMENTS**

- ❖ Drawn to a scale adequate to illustrate the required information and show necessary features.
- ❖ Name of the subdivision, which shall be different from that of any existing subdivision.
- ❖ General legal description including approximate acreage and an approximate survey tied to an accepted survey monument.
- ❖ Name and address of the person, firm, or organization preparing the preliminary plat.
- ❖ Name and address of the subdivider.
- ❖ Names of adjacent subdivisions, property owners, and the respective existing zoning.
- ❖ A vicinity map to locate the subdivision.
- ❖ Location of on-site water storage for fire suppression.
- ❖ Boundary lines of the proposed subdivision showing approximate length of boundaries.
- ❖ The location, width, and names of streets and other public ways, easements, irrigation, railroad and utility rights-of-way, section lines and any municipal, county and/or district boundaries.
- ❖ Approximate length of street center lines and radii of curves.
- ❖ The approximate location of major watercourses, existing water bodies, and other natural and historical features.
- ❖ The approximate location of all existing structures that will remain on the property after the final plat is recorded.
- ❖ The approximate location of land if any intended to be conveyed or reserved for public use or reserved in deeds for the use of all existing or proposed utilities, bridges and culverts and intersections.
- ❖ The approximate layout, approximate dimensions of each lot, and approximate acreages of the lots.
- ❖ Notes stating the disposition and maintenance responsibility of common areas and parks.
- ❖ If the proposed subdivision is within the boundaries of the Wheatland Irrigation District and the subdivider is not detaching the district's water rights, the preliminary plat must show the location of all water rights, how the water is delivered from the source to the proposed subdivision, and how much each water right is to remain appurtenant to each parcel.

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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 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.

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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: \_\_\_\_\_

Planning & Zoning Commission Public Hearing Date: \_\_\_\_\_ Approved  Disapproval

Board of County Commissioners Public Hearing Date: \_\_\_\_\_ Approved  Disapproval

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This Subdivision request is granted  with/ without conditions; this \_\_\_\_ day of \_\_\_\_\_, 2021.

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County Commissioner Chairman

Subdivision Conditions: \_\_\_\_\_