

FREMONT COUNTY WYOMING
REGULAR SUBDIVISION APPLICATION

Name of Subdivision: _____

Location: Section: _____ Township: _____ Range: _____

Total Acres: _____ Number of Lots: _____

Name: _____
Owner of Record

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email address: _____

Surveyor: _____ Phone: _____

Email address: _____

Conservation District: _____

ACKNOWLEDGMENT

I have read and fully understand that the attached checklist must be fully completed, returned and all items must be on file in the Fremont County Planning Department, for each stage of review, before securing a place on the Fremont County Planning Commission or County Commissioner agenda.

Printed Name: _____ Date: _____

Signature: _____

Permit Fee Paid: _____

FREMONT COUNTY WYOMING

**REGULAR SUBDIVISION & RE-SUBDIVISIONS
CHECKLIST**

STEP 1 - PRE-APPLICATION CONFERENCE

Date

- _____ Meet with the Planning Director to outline procedure, ask questions, and determine potential meeting schedule.
- _____ Complete and submit "Regular Subdivision Application".
- _____ Pay the appropriate fee as described in the current Fremont County Planning and Rural Addressing Fee Schedule (Appendix B).
- _____ Discuss the long term plans and review the Subdividers adjacent land position to determine if a Subdivision Master Plan may be required.
- _____ Review the preliminary Soils Suitability Report with the Director to review potential areas where conventional small wastewater systems may be limited, where slab or basement construction may be limited, and where road construction may require engineering assistance.
- _____ Select a licensed Wyoming surveyor to prepare the plat document.
- _____ Contact your local conservation district to schedule review of your property. Return to the Planning Department a signed copy of the enclosed Conservation District Notification.

Dubois-Crowheart Conservation District
P.O.Box 27 – 712 Meckem St.
Dubois, WY 82513

Roz Abel, Reg Phillips Chairman
455-3688, meets 1st Wed. at 7:00 p.m.
There is no fee for subdivision review

Lower Wind River Conservation District
508 North Broadway
Riverton, WY 82501

Cathy Meyer District Manager 856-7524 ext. 3, Gavin Woody
Chairman 851-1440, meets the 3rd Wed at 7:00 p.m.
There is no fee for subdivision review

Popo Agie Conservation District
221 S. 2nd St.
Lander, WY 82520

Kelsey Beck District Manager 332-3114 ext. 11, Steve Dutcher
Chairman
There is no fee for subdivision review

If the proposed subdivision is located within one mile of a municipality or within one-half mile of a municipal airport the proposed development must also be reviewed by that municipality, and approved. Contact the appropriate city or town office. County and City/Town Planning Commissions *MAY* review the proposal in tandem.

Access onto state or county roads requires an access authorization from the appropriate agency:

Fremont County: Dave Pendleton Transportation Director, 450 N. 2nd St., Rm. 310, Lander, WY 82520, 332-1038 or 857-3692.

State of Wyoming Department of Transportation: Randy Merritt, WYDOT Traffic Engineer. randy.merritt@wyo.gov P.O. Box 461 Basin, WY 82410.

Open Title Commitment: An Open Title Commitment Report from a title company is required.

The Open Title Commitment must include:

- How title is held (Fee Simple, Contractual Interest, etc.);
- Vesting of the owners in the property;
- Legal Description of the property;
- Tax status;
- All easement, rights-of-way, covenants, mortgages, etc;
- A copy of all easements.

If the property has any mortgage(s) or lien(s) all mortgage holders must submit a signed copy of the Consent of Mortgager to Allow Subdivision. A copy of the Consent is attached.

If the property is subject to a conservation easement, note here on the application that there is and provide a copy to the Fremont County Planning Department.

_____ If the property to be subdivided contains any irrigated lands, the Subdivider shall provide a Water Distribution Plan to the Planning Department and provide a copy to the local irrigation district board, association, or remaining appropriators in the case of an unorganized ditch or pipeline system for distribution of the water rights within and through the subdivision. The plan shall appear on the Plat, or as a separate recorded document.

_____ Comply with Fremont County Floodplain Regulations.

_____ Apply for approval of the proposed Water Supply and Sewage Disposal methods for the Subdivision from the Wyoming Department of Environmental Quality. DEQ has application requirements above and beyond those of Fremont County. These requirements are technical, detailed and numerous. Because this review is completed by DEQ, the applicant's best source of information is DEQ. Subdivision applicants should contact DEQ directly to obtain application materials and necessary assistance. Be aware that the DEQ review can take in excess of sixty (60) days. The WDEQ contact is:

James Brough
Wyoming Department of Environmental Quality
District #2 West
510 Meadow View Drive
Lander, WY 82520
Phone 335-6961

Early in your process and **Prior to any Planning Commission Meeting**, contact each of your adjacent landowners and explain your proposal to them. Resolving issues with your neighbors at the beginning saves a great deal of time and possible conflict.

STEP 2 - SUBDIVISION MASTER PLAN

_____ If it was determined during the Pre-Application Conference that a Subdivision Master Plan would be required, the Subdivider shall provide Fremont County Planning fifteen copies of the Subdivision Master Plan, as well as a PDF file of the SMP, outlining the basis for development and phasing of the proposed subdivision as described in Chapter III (2).

_____ Planning Commission approval of the Subdivision Master Plan.

STEP 3 - PRELIMINARY PLAT

PLEASE NOTE: ALL ITEMS LISTED IN STEPS 1 AND 2 AND ALL ITEMS LISTED IN THIS SECTION OF THIS CHECKLIST MUST BE COMPLETED, SUBMITTED TO THE PLANNING DEPARTMENT, AND BE DEEMED CORRECT AND COMPLETE TWENTY ONE (21) DAYS PRIOR TO THE NEXT SCHEDULED PLANNING COMMISSION MEETING.

- _____ Provide Fremont County Planning Department fifteen (15) copies of the Preliminary Plat as well as a PDF file of the Preliminary Plat containing all information as required in Chapters II, III, IV and V of the Fremont County Regular Subdivision Regulations.
- _____ Pay the appropriate fee as described in the current Fremont County Planning and Rural Addressing Fee Schedule (Appendix B).
- _____ The Subdivider shall have a Wyoming Licensed Surveyor delimit the exterior boundary of the subdivision with visible flagging. Additionally, all internal roads shall be visibly marked with lath and flagging either centerline or perimeter. These markings must remain in place until the plat is reviewed by the Planning Commission;
- _____ Provide the Soil Suitability Report and Letter of recommendation from the local Conservation District.
- _____ Provide a Storm Water Report to define storm related ditch and culvert designs.
- _____ Provide a letter of approval of the proposed Water Supply and Sewage Disposal methods for the Subdivision from the Wyoming Department of Environmental Quality.
- _____ Receive approval by the local municipality or airport authority if the proposed subdivision is located within one mile of a municipality or within one-half mile of a municipal airport.
- _____ Receive approved access authorization from Fremont County Roads or WYDOT.
- _____ Provide a written description of the proposed assignment of both short and long range road maintenance responsibilities.

- _____ Provide a written Water Distribution Plan if the project has water rights appurtenant to the land.
- _____ Provide written approval from any Ditch Company if the project has water rights appurtenant to the land.
- _____ Provide written approval from The State Engineers Office if the project has water rights appurtenant to the land.
- _____ Comply with Fremont County Floodplain Regulations: In FEMA mapped areas, base flood elevation data shall be provided on the plat.
- _____ Provide a complete Open Title Commitment Report.
- _____ Provide a Release of Mortgage/Lien document.

PLANNING DEPARTMENT RESPONSIBILITIES

- _____ Fremont County Planning will contact all known public utility companies and Fremont County Fire and EMS for review of easements. All companies providing service to the proposed subdivision must review the easements provided and determine if those easements are sufficient to meet their current and/or future needs.
- _____ Fremont County Planning will notify the adjacent and nearby landowners within a 400' radius of the proposed subdivision and any property owners along a privately maintained access road, via First Class Mail to seek their input into the proposed subdivision.
- _____ Fremont County Planning will arrange to have the Plat reviewed by the Fremont County Planning Commission. The Planning Commission meets the fourth Thursday of each month at 7:00 p.m. in the Courthouse in Lander, however times and dates can vary due to workload and sometimes Holidays.
- _____ The developer/owner of the property (or knowledgeable representative) and their Surveyor ***MUST*** be present at the Planning Commission meeting when the proposal is reviewed.

Planning Commission agendas are very full and are filled on a “first come, first served basis”.

STEP 4 - FINAL PLAT

PLEASE NOTE: ALL ITEMS LISTED IN STEPS 1, 2 AND 3 AND ALL ITEMS LISTED IN THIS SECTION OF THIS CHECKLIST MUST BE COMPLETED, SUBMITTED TO THE PLANNING DEPARTMENT, AND BE DEEMED CORRECT AND COMPLETE TWENTY ONE (21) DAYS PRIOR TO THE NEXT SCHEDULED PLANNING COMMISSION MEETING.

_____ Provide Fremont County Planning Department fifteen (15) copies of the Final Plat as well as a PDF file of the Preliminary Plat containing all information as required in Chapters II, III, IV, V and VI of the Fremont County Regular Subdivision Regulations.

_____ Pay the appropriate fee as described in the current Fremont County Planning and Rural Addressing Fee Schedule (Appendix B).

_____ Provide two (2) copies of the construction plans of all proposed improvements including:

- Sewage collection and disposal
- Water supply and distribution
- Storm water and culvert plans
- Irrigation water distribution systems
- Roadway and street construction
- Recreational Areas
- Walkways, lighting, solid waste disposal, fencing and landscaping

_____ Provide copies of the Service and Improvement District or Homeowners Association as well as documents related to its incorporation.

_____ Provide copies of the entity and/or method of initial and continue maintenance of the common elements of the subdivision.

_____ Provide copies of the signed and executed Subdivision Improvements Agreement as found in Appendix C or Appendix D as well as a copy of the Performance Bond, Escrow Account, Letter of Credit or other alternative as described in Chapter VI (4).

PLANNING DEPARTMENT RESPONSIBILITIES

_____ Fremont County Planning will collect and retain all utility company letters confirming adequacy of easements.

_____ Fremont County Planning will provide public notification via local newspapers once each week for two (2) weeks prior to the Planning Commission meeting where the Final Plat is reviewed.

_____ Fremont County Planning will arrange to have the Plat reviewed by the Fremont County Planning Commission. The Planning Commission meets the fourth Thursday of each month at 7:00 p.m. in the Courthouse in Lander, however times and dates can vary due to workload and sometimes Holidays.

_____ The developer/owner of the property (or knowledgeable representative) and their Surveyor ***MUST*** be present at the Planning Commission meeting when the proposal is reviewed.

_____ Following Planning Commission approval, Fremont County Planning will arrange to have the Plat reviewed by the Board of Fremont County Commissioners. Regular Subdivisions require a minimum of ten (10) days notice for the County Commissioners to adequately review the proposed Final Plat.

STEP 5 - COMPLETION OF SUBDIVISION AND RECORDING OF FINAL PLAT

_____ Provide Fremont County Planning certified inspection reports from a Wyoming Licensed Professional Engineer stating that all required improvements have been installed in accordance with the proposed construction plans and Fremont County Regulations, State Regulations and/or common engineering practices.

_____ Provide Fremont County Planning recorded copies of the Service and Improvement District or Homeowners Association as well as documents related to its incorporation.

_____ Provide Fremont County Planning recorded copies of the entity and/or method of initial and continued maintenance of the common elements of the subdivision.

_____ Pay Fremont County Planning any additional costs associated with Street/Road Signs, Hazard Signs, mailing requirements and any other costs required as part of the approval of the subdivision.

_____ Pay Fremont County Clerk and Recorders office the final recording fee as described in the current Fremont County Planning and Rural Addressing Fee Schedule (Appendix B).