



**PLEASE NOTE: This checklist MUST be fully completed, returned and all items on file in the Planning Department before securing a place on the Planning Commission agenda.**

**FREMONT COUNTY, WYOMING  
SIMPLE SUBDIVISION  
CHECKLIST**

**Planning Commission Review**

Date Submitted:

\_\_\_\_\_ Meet with Planning Director, preferably on site, to outline procedure, ask questions, and determine meeting schedule.

\_\_\_\_\_ Complete and submit "Simple Subdivision Application".

\_\_\_\_\_ Select licensed Wyoming surveyor to prepare plat document. Please have your surveyor provide 15 copies of the proposed plat to the Planning Department.

\_\_\_\_\_ Contact local conservation district to schedule review and soil report. The soil report with the Conservation District's Letter of Recommendation must be received in the Planning Department before securing a place on the Planning Commission agenda.

Dubois-Crowheart Conservation District

P.O.Box 27 – 712 Meckem St.

Dubois, WY 82513

Review Fee: \$50.00

Gayle Hirschberger District Manager, Reg Phillips Chairman

455-3688, meets first Wed. of every month at 7:00 p.m.

Lower Wind River Conservation District

508 North Broadway

Riverton, WY 82501

Review Fee: \$250.00 plus \$25.00 per lot

Cathy Meyer District Manager 856-7524 ext. 3, Gavin Woody Chairman

851-1440. Meets the third Wed. of each month at 7:00 p.m.

Popo Agie Conservation District

221 S. 2<sup>nd</sup> St.

Lander, WY 82520

There is no fee for subdivision review

Jeri Treblecock District Manager 332-3114 ext. 11, Steve Dutcher

Chairman

\_\_\_\_\_ 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. Contact the appropriate city or town office. County and Town Planning Commissions may review the proposal in tandem. However, before scheduling County Commissioner Review it is required that the proposal be completely approved by the Town or City Council of the reviewing municipality.

\_\_\_\_\_ Accesses onto state or county roads require access authorization from the appropriate agency. Contact Information: Fremont County; Dave Pendleton Transportation Director, 450 N. 2<sup>nd</sup> St., Rm. 310, Lander, WY 82520, 332-1038 or 857-3692. State of Wyoming Department of Transportation: Lander; Damon Newsome 332-4151, Riverton; Jim Myers 856-1341.

\_\_\_\_\_ Contact utility companies for review of easements. It is necessary for any utility company that provides services to the proposed subdivision to review the easements provided and to determine if those easements are sufficient to install the "backbone" power, telephone, gas, or any other service utility. Letters of approval MUST be on file in the Planning Department before securing a place on the Planning Commission agenda.

High Plains Power: Bruce Hughes  
230 West Main  
P.O. Box 713  
Riverton, WY 82501  
856-6262 ext. 25

Rocky Mt. Power:	Randy Harry, Estimator 1905 Robertson Ave. Worland, WY 82401	Randy Smith, Operations Manager 1315 East Park Riverton, WY 82501 857-5111, 851-5042
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Qwest: Dane Swimeley  
501 East Monroe  
Riverton, WY 82501  
856-8385

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Dubois Telephone: Steve Powell  
12 S. 1<sup>st</sup> St.  
P.O. Box 246  
Dubois, WY 82513  
455-2341

Date Submitted:

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

The Open Title Commitment must include:

1. How title is held: Fee Simple, Contractual Interest, etc.
2. Vesting of the owners in the property.
3. Legal Description of the property.
4. Tax Information.
5. All easements, rights-of-way, covenants, mortgages, etc, really everything that is recorded against the property.
6. Any and all access easements and copies of same, or lack thereof to the property.

\_\_\_\_\_ If the property has any liens all mortgage holders must submit a letter stating that they will grant partial releases as lots are sold. **Please note: this is also a requirement for re-plats and lot line adjustments due to the fact that changing a lot line could void your mortgage.**

\_\_\_\_\_ If the property to be subdivided contains any irrigated lands the developer/owner shall provide: A plan, a copy of which was submitted to and approved by the Planning Commission prior to the final approval of the subdivision application, for the distribution of the water rights appurtenant to the land to be subdivided. The plan shall specify the amount of total irrigated land and the amount of distribution of the water to each of the lots within the subdivision.

Name of Ditch: \_\_\_\_\_, or Ditch Co. \_\_\_\_\_.

\_\_\_\_\_ 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. All information must be submitted three weeks before the date of the monthly meeting. **Please Note:** The developer/owner of the property (or knowledgeable representative) **MUST** be present at the Planning Commission meeting when the proposal is reviewed. **Important:** Planning Commission agendas are very full. We are filling agendas on a “first come, first served basis”. Please be patient.

**Developer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Additionally:

Do consider establishment of protective covenants for your subdivision. Fremont County does not require protective covenants however, we do recommend them. We also have sample covenants for your perusal.

Do 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.

Do Not start any construction on the proposed area until the subdivision is approved.

Do Not list the property with any real estate agent or offer any lots for sale until the subdivision is approved.

### County Commissioner Review

Date Submitted:

- \_\_\_\_\_ Upon receipt of recommendation of approval from the Planning Commission schedule meeting with the Board of County Commissioners. The County Commissioners normally meet the first three Tuesdays of each month.
  
- \_\_\_\_\_ The process is not complete until the approved final plat is filed in the Office of the County Clerk. The filing fee is \$50.00.

Revised May 28, 2010