

**SUBDIVIDER CHECKLIST
REGULAR SUBDIVISIONS & RE-SUBDIVISIONS
Fremont County, Wyoming**

Subdivision Name: _____

Subdivider Name: _____

PC File #: _____

Reviewers Legend:

_____ Item to be submitted
_____ Item that has been submitted
_____ Item not applicable to this subdivision

PRELIMINARY PLAT

_____ Preliminary Plat Maps

Fifteen (15) copies of the preliminary plat containing all information as required in Chapter III, Section 2 of the Fremont County Subdivision Regulations.

_____ Soil Suitability Report

Soil suitability report and letter of recommendation from the local conservation district. Dubois Area contact: Dubois – Crowheart Conservation District, 455-3688. Lander Area contact: Popo Agie Conservation District, 332-3114, Jeri Trebelcock District Manager, Steve Dutcher Chairman. Riverton Area contact: Lower Wind River Conservation District, 856-7524, Cathy Meyer District Manger, Gavin Woody Chairman.

_____ Water Supply and Sewage Disposal

Written description of the proposed methods of water supply and sewage disposal.

A report completed by a registered engineer and geologist evaluating the proposed method of sewage disposal and water delivery must be submitted to:

James Brough
Wyoming Department of Environmental Quality
District #2 West
510 Meadow View Drive
Lander, WY 82520
phone (307) 332-3144

See the subdivision regulations and other publications for details of the requirements of these reports. This report may be completed and submitted after preliminary approval is granted.

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_____ Road Maintenance

Written description of the subdivider proposed assignment of both short and long range road maintenance responsibilities.

_____ Irrigation Water

Written description of the nature of existing irrigation water rights.

If the land to be subdivided has water rights it is necessary to comply with state requirements regarding a subdivision irrigation plan. Contact Mike Ebsen at the State Engineer's Office in Cheyenne at (307) 777-6166 for information.

_____ Ownership Information: Open Title Commitment from a title company.

Written list of the names and mailing addresses of all persons and entities having an equitable interest in the property proposed for the subdivision. Such listing shall include the record title holders, mortgagors, mortgagees, and contract buyers.

NOTE: Other than the Open Title Commitment the other items above may be submitted in a letter format with all information listed in the order it appears on this checklist.

FINAL PLAT

_____ Final Plat Maps

Fifteen (15) copies of the final plat map containing all information as required in Chapter III, Section 3 of the Fremont County Subdivision Regulations.

_____ Improvement Construction Plans

Two (2) copies of the construction plans of all proposed improvements including, where applicable, all roads, bridges, water systems, sewer systems, irrigation distribution systems etc. (See Chapter III, Section 3).

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_____ Approval by Others

The following approvals from others must be obtained and submitted with the final plat when and where applicable.

_____ Community Sewage Disposal System and/or Community Water Supply System

Submit Wyoming Department of Environmental Quality Permit to Construct.

_____ Irrigation Water Distribution Plan

Submit letter of approval from the State Engineer's Office.

Submit letter of approval from the affected irrigation district office or affected ditch company.

Submit, if the water rights are to be abandoned, a copy of the petition for abandonment that has been submitted to the State Engineer's Office or Board of Control.

_____ Utility Easements

The subdivider shall submit a letter of approval from each utility company that will be placing service lines within utility easements on the plat. Such letters should indicate that the utility company has reviewed the plat: that the easements shown are adequate and that an agreement has been entered into with the subdivider providing for the installation of the utility and the payment of the cost thereof. A copy of the agreement shall be included with this letter.

Note: If the agreement indicates that the subdivider has escrowed with the utility company the cost of installing the utility this amount will not need to be included in the subdivider performance guarantee. (See item 8 submitted with the final plat)

Required Utilities

_____ Electricity (HPP, PP, & HS REA)

_____ Telephone (Quest & Dubois Telephone)

_____ Other

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_____ Homeowners Association Documents

Whenever it is proposed that common property or facilities (e.g. roads, water and sewer systems, park area etc.) be maintained by a homeowners association, the subdivider shall submit the following additional documents with the final plat.

_____ Declaration of Protective or Restrictive Covenants

Such covenants must contain appropriate wording that will establish each person or entity buying property within the subdivision as a member of the homeowners association.

_____ Articles of Incorporation

Formal articles of incorporation signed by and filed with the Secretary of State.

_____ Association By-laws

By-laws that establish rules and procedures necessary for the internal operation of the association.

Note: Guidelines are available from the Planning Dept.

_____ Ability to Convey Title

_____ Ownership and Encumbrance Report from a title co.

_____ Partial Release Agreement

If the property is encumbered the subdivider will need to submit an agreement between the subdivider and those parties holding the mortgage or other lien making provision for the partial release of the property as the lots are sold.

_____ Public Notice

Submit affidavit of publication indicating that the subdivider has given public notices of his or her intent to apply for a subdivision permit.
Public notice forms are available at the Planning Department.

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_____ Agreement to Construct Improvements

The subdivider shall execute and submit with the final plat an agreement to be signed by the subdivider and the Board of County Commissioners that firmly commits the subdivider to the responsibility of constructing all required improvements in a timely manner and in accordance with minimum design standards contained in the county subdivision regulation. (See Chapter IV, Section 2, of the subdivision regulations).

_____ Forms for such an agreement are available at the County Planning Dept.
Improvements Performance Guarantee

The Subdivider shall submit with the final plat sufficient evidence to indicate that adequate financial resources are available to complete all improvements specified in the agreement to construct improvements referred to above.

Such performance guarantee shall be in one of the following forms:

- _____ Performance Bond; or
- _____ Escrow Account; or
- _____ Irrevocable Letter of Credit

_____ Application

Submit with the final plat a completed subdivision application form.

_____ Application Fee

The County Subdivision application fee is ten dollars per lot with a minimum fee of \$150.00 and a maximum of \$1,000.00.

Application fee this subdivision _____
Please make your check payable to Fremont County.

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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: _____

Revised: March 10, 2011