

PLEASE NOTE: ALL ITEMS UNDER STEP 1 OF THIS CHECKLIST MUST BE COMPLETED, SUBMITTED TO THE PLANNING DEPARTMENT, AND BE DEEMED CORRECT AND COMPLETE 21 DAYS PRIOR TO SECURING A PLACE ON THE PLANNING COMMISSION AGENDA.

**FREMONT COUNTY, WYOMING
SIMPLE SUBDIVISION
CHECKLIST**

STEP 1. Planning Department Review

Date Submitted:

_____ Meet with the Planning Director, preferably on site, to outline procedure, ask questions, and determine potential meeting schedule.

_____ Complete and submit "Simple Subdivision Application".

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

_____ 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. The Surveyor must provide 15 copies of the proposed plat to the Planning Department.

_____ 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

Gayle Hirschberger District Manager, Reg Phillips Chairman
455-3688, meets 1st Wed. at 7:00 p.m.

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.

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 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. (307) 568-3400 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.

_____ The above **COMPLETE** information must be submitted at least twenty one (21) days before the date of the monthly meeting.

STEP 2. Fremont County 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”.

Additionally:

Consider establishing protective covenants for your subdivision. Fremont County does not require protective covenants however, we do recommend them. We also have sample covenants available in the Planning office.

Early in your process and **Prior to the 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.

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

STEP 3. Planning Department/Planning Commission Inspection

_____ Prior to formal review, the Planning Department and members of the Planning Commission shall review the surveyed and visibly flagged exterior boundary and all internal roads. Roads shall be marked as either; centerline or perimeter. These markings must remain in place until the plat is reviewed by the Planning Commission.

STEP 4. County Commissioner Approval

_____ Following approval from the Planning Commission, Fremont County Planning will secure a place on the agenda with the Board of County Commissioners for their approval. The County Commissioners normally meet the first three Tuesdays of each month.

STEP 5. Filing Approved Documents and Paying Final Fees

_____ Following approval by the County Commissioners, the Subdivider shall be notified by the Planning Department that the Plat is complete and that a time shall be scheduled to review the installation of required signs, monumentation and roads.

_____ The Director of Planning and/or a representative of the Planning Commission shall sign off that all required facilities are in place and correct, and shall inform the Subdivider of the results. If all construction activities are complete, the Subdivider may proceed to recording the Plat. If there are items that are noted as deficient, the Subdivider shall complete the items noted and re-schedule a field meeting to review the facilities for correctness.

_____ **Prior to recording the Final mylar Plat**, the Subdivider shall be responsible for paying Fremont County Planning Department all remaining fees, including: postage mailings, any road signage fees and all fees indicated in Appendix B of the Simple Subdivision Regulations.

_____ Once approved by the County Commissioners, you **MUST** record the approved final plat in the Office of the County Clerk. The recording fee is \$75.00 plus a copy fee of \$2.50 for each page that is recorded to provide copies to the Planning Department and any Incorporated City that requests copies.

Approved Plats must be filed within one year of approval or they will be VOID.

Developer: _____ **Date:** _____

Signature: _____