



## SUBDIVISION APPLICATION

210 W PINE STREET,  
P.O. BOX 709 PINEDALE, WYOMING 82941-210  
PHONE: (307) 367-4136 FAX: (307) 367-2578  
hayleyryckman@townofpinedale.us

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### A SUBDIVISION APPLICATION IS REQUIRED FOR:

- Subdivisions of 3 lots or more including PUD's
- Lot splits on previously platted or divided parcels
- Lot Line amendments
- County subdivisions within the 1-mile radius of the Town Boundary

### NOTES

- The appropriate zoning district must be present prior to going through the subdivision process
- The plat will be sent for review to the Contract Surveyor and Title Company before the final plat process, the cost of those reviews will be passed onto the applicant.

### APPLICATION REQUIREMENTS:

Incomplete applications will be returned to the applicant. A sufficient subdivision application includes the following:

1. Pre-Application meeting with Staff (discuss process and feasibility of subdivision)
2. Completed application
3. Preliminary Plat/Final Plat (2 hard copies, 1 PDF)
4. Surety (unless you plan to install infrastructure prior to final plat approval)
5. A copy of the covenants, deeds, and restrictions (if applicable)
6. Provide notice (certified letter to all adjacent property owners within 140 feet (provide a copy of the letter and receipts to PZ)
7. State Agency Permits (wetlands, drainage, etc.) (if applicable)
8. Drainage study
9. Written narrative describing how the subdivision complies with the Master Plan
10. Any relevant information Planning & Zoning or the Engineering Department requires to adequately review the permit application.

### SUBDIVISION PROCESS:

Town Ordinance requires the subdivision to be reviewed by the Planning Commission and Town Council twice. The first review is for preliminary plat and will center on the design and layout of the subdivision. The second review is for Final Plat to ensure recommended changes during the preliminary process were included and technical issues have been corrected. Subdivisions will be placed on the meeting agendas on a first come, first serve basis. Applicants or their agent must attend the Planning & Zoning Commission meetings and the Town Council meetings or the application will not be heard by the boards.

### LOT SPLIT & PLAT AMENDMENT PROCESS:

The lot split process is condensed into one review by the Planning Commission and Town Council. The Planning Commission will review the preliminary plat and the Town Council will review for Final Plat. Lot Splits will be placed on the meeting agendas on a first come, first serve basis. Applicants or their agent must attend the Planning & Zoning Commission meetings and the Town Council meetings or the application will not be heard by the boards.

### VALIDITY:

Upon preliminary plat approval the applicant has one year to file for final plat approval.



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**PROJECT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>OWNER</b>	PROPERTY OWNER NAME			
	MAILING ADDRESS	CITY	STATE	ZIP CODE
	PHONE	E-MAIL		

<b>LESSEE</b>	BUSINESS/RENTER (IF DIFFERENT THAN PROPERTY OWNER)			
	ADDRESS	CITY	STATE	ZIP CODE
	PHONE	E-MAIL		

<b>AGENT</b>	CONTRACTOR/ENGINEER/SURVEYOR/OTHER			
	MAILING ADDRESS	CITY	STATE	ZIP CODE
	PHONE	E-MAIL		

<b>LEGAL</b>	LOT	BLOCK	ADDITION
	SEC., TOWNSHIP, RANGE		PARCEL SIZE/AREA

<b>DESCRIPTION</b>	EXISTING ZONING DISTRICT	PROPOSED TOWN ZONING DISTRICT
	IS THE PROPERTY? VACANT DEVELOPED (DESCRIBE DEVELOPMENT)	
	PROPERTY ADDRESS	
	DO YOU HAVE A HOME OWNER'S ASSOCIATION OR COVENANTS, DEEDS, OR RESTRICTIONS ON THE PROPERTY?	

<b>FEES</b>	CASH MO CK #	<b>PERMIT FEE:</b>	\$5
	NOTES		

<b>APPLICATION</b>	<i>Separate permits maybe required for excavation, drainage, wetlands, and construction. I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all town ordinances and state laws regulating building construction. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.</i>	
	Signature _____	Date _____

## PRELIMINARY PLAT CHECKLIST

### *Description:*

- \_\_\_\_\_ Proposed name of the subdivision. The name shall not duplicate, be the same in spelling or alike in pronunciation with any other recorded subdivision,
- \_\_\_\_\_ Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land,
- \_\_\_\_\_ Names and addresses of the subdivider, owner and engineer,
- \_\_\_\_\_ Location by section, Town, range, township, county, state;
- \_\_\_\_\_ Names of streets within the adjoining plats;

### *Existing conditions:*

- \_\_\_\_\_ Boundaries of the subdivision indicated by a heavy line and the approximate acreage,
- \_\_\_\_\_ Location, widths and names of existing or platted streets, rights-of-way, easements, parks, permanent buildings, section and corporate lines,
- \_\_\_\_\_ Zoning districts, if any;

### *Survey data:*

- \_\_\_\_\_ Existing contours with intervals of not more than 10 feet where the slope is greater than 5% and not more than two feet where the slope is less than 5%. Elevations are to be based on a sea-level datum; (2) Drainage channels, wooded areas, power transmission poles and lines, and any other significant items should be shown,
- \_\_\_\_\_ Vicinity sketch; (min 1"=400', 1/4 mile radius)
- \_\_\_\_\_ Drafting of plat: date of preparation, scale of map, north point;
- \_\_\_\_\_ Proposals: location and principal dimensions for all proposed streets, alleys, easements, lot lines and areas to be reserved for public use.

### *Other information:*

- \_\_\_\_\_ Statement of the proposed use of lots stating the type of residential buildings with number of proposed dwelling units, type of business or industry, so as to reveal the effect of the development on traffic, fire hazards or congestion of population;
- \_\_\_\_\_ Proposed covenants and restrictions;
- \_\_\_\_\_ Source of water supply;
- \_\_\_\_\_ Provisions for sewage disposal, drainage and flood control;
- \_\_\_\_\_ If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions;
- \_\_\_\_\_ Soil characteristics and grades of slopes.

## FINAL PLAT CHECKLIST

### *Description:*

- \_\_\_ Name of the subdivision,
- \_\_\_ Names of adjacent subdivisions and owners of adjoining parcels of unsubdivided land,
- \_\_\_ Names and addresses of the subdivider, owner and engineer,
- \_\_\_ Location by section, town, range, township, county, state,
- \_\_\_ Names of streets within the adjoining plats;

### *Existing conditions:*

- \_\_\_ All plat boundaries,
- \_\_\_ Bearings and distances to the nearest established street lines, section corners or other recognized permanent monuments which shall be accurately described in the plat,
- \_\_\_ Municipal, township, county or section lines accurately tied to the lines of the subdivision by distance and bearings,
- \_\_\_ Accurate location and description of all monuments;

### *Survey data:*

- \_\_\_ Length of all arcs, radii, internal angles, points of curvature and tangent bearings,
- \_\_\_ When lots are located on a curve or when side lot lines are at angles other than 90°, the width at the building line shall be shown;
- \_\_\_ Drafting of plat: date of preparation, scale of map, north points;

### *Proposals:*

- \_\_\_ All easements for rights-of-way provided for public services or utilities, and any limitations of such easements,
- \_\_\_ All lot numbers and lines, with accurate dimensions in feet and hundredths, and width bearings or angles to street and alley or crosswalk-way lines,
- \_\_\_ Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon,
- \_\_\_ Building setback lines, with dimensions.

### *Other information:*

- \_\_\_ Protective covenants shall be shown on the plat.
- \_\_\_ The Town Engineer's certificate certifying that the subdivider has complied with Section 16.24.010;
- \_\_\_ Certification shall be furnished from the Town Clerk-Treasurer that all fees, taxes and assessments have been paid on the land within the proposed subdivision;
- \_\_\_ If a zoning change is involved, certification from the Town Council or its zoning commission shall be furnished indicating that the change requested has been approved and is in effect;
- \_\_\_ Certification shall be furnished by a registered surveyor to the effect that the plat represents a survey made by him and that all monuments shown thereon actually exist, and that their location is correctly shown;
- \_\_\_ An acknowledgement shall be furnished by the owner or owners of his, her or their adoption of the plat, and of the dedication of streets and other public areas.

### *Construction drawings:*

- \_\_\_ Cross-sections & profiles of the streets
- \_\_\_ Water System
- \_\_\_ Sewer System
- \_\_\_ Drainage devices
- \_\_\_ Utilities