



Park County Planning & Zoning

1002 Sheridan Ave. Suite 109, Cody, WY 82414
Phone: 307-527-8540 | Fax: 307-527-8515
E-mail: planning@parkcounty-wy.gov

Rec. By: _____
Date: _____
Receipt #: _____
App. #: PPLT _____

MAJOR SUBDIVISION PRELIMINARY PLAT REVIEW APPLICATION (2 pages) Fee: Greater of \$500 or \$50/lot* or \$300* for Re-Subdivision of a Single Lot

Preliminary plat review is required before approval of a major subdivision sketch plan lapses. Preliminary plats are reviewed by the Planning and Zoning Commission and the Board of County Commissioners; public hearings are required. Submittal of this form, payment and a complete preliminary plat package will result in the scheduling of plat review hearing at the next available regular meeting. *Application fees are due at the time of application. Additional fees apply.

SECTION 1: APPLICANT INFORMATION:	OWNER INFORMATION (if different from applicant):
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
_____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____

SECTION 2: SUBDIVISION INFORMATION
Subdivision Name: _____
PIDN: _____

SECTION 3: INCLUDE THE FOLLOWING WITH YOUR APPLICATION
<input type="checkbox"/> One (1) full-size hardcopy of the draft preliminary plat and one (1) reproducible/electronic 11"x17" copy. All plats shall include the information as required in Appendix 2 of the 2015 Park County, WY Development Standards and Regulations.
<input type="checkbox"/> DEQ letter of recommendations regarding the proposed sewer and water supply systems.
<input type="checkbox"/> Documentation that adequate access has been provided and that all proposed streets, alleys, and roadways within the subdivision conform to the minimum standards adopted by the Board. If any streets, alleys or roadways within the subdivision are intended to be private, the subdivider shall submit properly acknowledged written certification.
<input type="checkbox"/> A copy of any Homeowner's Association agreement and covenants proposed for the subdivision;
<input type="checkbox"/> A letter from the utility companies stating that capacity exists to serve the proposed development;
<input type="checkbox"/> A letter from the U.S. Postal Service stating circumstances relevant to mail service; and
<input type="checkbox"/> Other information requested by the Board during sketch plan review, if applicable.

SECTION 4: STATEMENT OF VALIDITY OF PRELIMINARY PLAT AND COMPLETENESS REQUIREMENT
Approval of a preliminary plat shall be effective for one year from the date of approval. If a complete Final Plat Application is not submitted within the time limit, all approvals shall expire. Failure of the applicant to timely submit complete applications constitutes a waiver of any time requirement within which the Board must approve a subdivision application and issue a permit or ruling.

~ PLEASE SIGN ON PAGE 2 ~

SIGN HERE: *In accordance with Wyo. Stat. §1-2-104, I certify under penalty of false swearing that the foregoing is true and the information provided in this application is accurate and complete. I agree that providing incomplete or inaccurate information may void or delay any and all permits authorized under this application. I further understand that any permit granted under this application by the Park County Board of Commissioners does not approve any continued or future violation of County regulations or State law. I further agree to comply with all County regulations and laws of the State of Wyoming pertaining to this application and authorize representatives of Park County to enter upon the abovementioned property for inspection purposes before, during and/or after the permitting process to ensure compliance. I further acknowledge that if signing on behalf of co-owners, multiple owners, a corporation, partnership, Limited Liability Company or similar entity, the undersigned hereby swear(s) that authorization is given, to the full extent required, with the necessary and appropriate approval, allowing the undersigned to act on behalf of such entity. I also understand that additional permitting may be necessary prior to or after the authorization of a Major Subdivision Preliminary Plat.*

Owner's Name (required)	Owner's Signature (required)	Date
Applicant's Name (if not the owner)	Applicant's Signature	Date

****** BELOW – FOR OFFICE USE ONLY ******

- Have sketch plan resolution conditions been met? Yes No
- Notes: _____

- Date preliminary plat reviewed by P&Z: _____ Resolution #: _____
P&Z recommended: APPROVAL DENIAL - Reason: _____
- Date preliminary plat reviewed by BCC: _____ Resolution #: _____
BCC: APPROVED DENIED - Reason: _____

Staff Initials: _____