



Park County Planning & Zoning

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

MINOR SUBDIVISION PERMIT APPLICATION (4 pages) Fee: \$300.00*

A minor subdivision permit application is required to obtain a permit to divide a tract of record into three to five lots, each lot being smaller than 35 acres. All minor subdivisions require a subdivision permit per Wyoming State Statute. No land subject to subdivision shall be transferred or sold before a subdivision plat has been approved and recorded. Please contact the Planning and Zoning Department for any assistance needed to complete this application. **The applicant is required to hold a pre-application meeting with Planning and Zoning Staff and Public Works prior to submitting this application. Further, the applicant must also provide proof that a "Notice of Intent to Subdivide" was published in the legal section of the local newspaper once each week for two weeks within 30 days prior to submitting this application.** * Additional fees apply.

SECTION 1: APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

OWNER INFORMATION (if different from applicant):

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

SECTION 2: PROPERTY INFORMATION:

Physical Address: _____ Not addressed

Property ID # or Deed Recording #: _____

Property Identification # or Deed Recording #: _____

Proposed Subdivision Name: _____

SECTION 3: INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- Proof of "Notice of Intent to Subdivide"
- Title Report – full chain of title (back to patent) showing proof of ownership & encumbrances of record
- Letters or emails from the following service providers indicating 1) if they already provide service to the proposed lots and 2) if they have the capacity to serve the proposed lots:

<input type="checkbox"/> Fire Protection District / Fire Station	<input type="checkbox"/> TV/ Telephone/internet
<input type="checkbox"/> US Postal Service mail delivery	<input type="checkbox"/> Natural Gas
<input type="checkbox"/> School district - bus stop locations	<input type="checkbox"/> Electricity
- Evidence that a subdivision soils review has been requested from the local conservation district.
- Evidence that the local irrigation district (if applicable) has been contacted.
- Evidence that the County Weed and Pest District has been contacted.
- Draft Disclosure Statement

SECTION 4: PROVIDE THE FOLLOWING INFORMATION:

- Identification of entities responsible for road construction and maintenance including snow removal and drainage facilities (if applicable): _____

- Any known information concerning landslides, steep slopes, rock falls, high water tables, polluted or non-potable water supply, high voltage lines, high pressure gas lines, danger from fire or explosion or other hazardous features on the property: _____

SECTION 5: SUBMIT A LEGIBLE AND REPRODUCIBLE 11" x 17" SKETCH PLAN SHOWING:

- Legal Description
- Boundaries of the area to be subdivided
- Lot layout indicating the approximate dimensions and acreage of lots
- Total acreage of subdivision
- Size of recreational, open and/or dedicated spaces (if proposed)
- Current zoning district classification
- Existing structures, wells and septic facilities (to include utility lines)
- Irrigation facilities (e.g., laterals, head gates, waste ditches, direction of flow of flood irrigation)
- Existing uses of adjoining properties (e.g., residential, commercial, industrial, agricultural, public)
- Means of access from the lots to the public road system:
 - For County road access, proof of right-of-way permit from Public Works
 - For State highway access, proof of access permit from WYDOT
 - For access over private land outside of the subdivision, proof of recorded easement(s)
 - For access over public land outside of the subdivision, written evidence of verified access

SECTION 6: WASTEWATER AND DOMESTIC WATER

What is proposed for wastewater (check all that apply and identify for which proposed lots)?

- On-site, individual wastewater system(s): Lot(s) _____ (perc tests and GW cut required)
- On-site, shared wastewater system(s): Lot(s) _____ (DEQ review required)
- Connection to planned/existing municipal sewer line: Lot(s) _____
Name of provider: _____
- Other: _____

What is proposed for domestic water?

- Connection to existing water main connected to a water treatment plant
- On-site well(s) (requires well analysis, estimated total number of gallons per day needed, plans for mitigation of water right conflicts, State well permit)
- Other: _____

SECTION 7: IMPACTS TO AGRICULTURE

- How will you minimize negative impacts to agricultural operations (e.g., weed intrusion, pet disturbances, etc.), if applicable? _____

- The final plat shall contain a notice of the Wyoming Right to Farm and Ranch Act of 1991.
- Address any changes to existing irrigation facilities or easements and address existing ditches and easements on the plat.
- Plats shall provide irrigation easements prohibiting building construction and allowing access for maintenance.

SECTION 8: WATER RIGHTS (IF APPLICABLE, IRRIGATION DISTRICT REVIEW MAY BE REQUIRED)

What do you intend to do with respect to existing water rights appurtenant to the land being subdivided? (check all that apply)

- Abandon/detach water rights (requires state review and approval)
- Retain all water rights on the property and distribute to each lot accordingly (no change in use; must submit water distribution plan to the irrigation district for review and approval)
- Change of use (e.g., flood irrigation to reservoir) (requires state review and approval)
- Change in place of use (e.g., to neighbor or other location) or change in point of diversion or means of conveyance (requires state review and approval of plan)

SECTION 9: GENERAL QUESTIONS

- Is the subdivision within an already platted subdivision lot? Yes No
- Who will conduct the survey work for the subdivision? _____
- Who will complete any engineering work for the subdivision? _____
- Are you proposing to have covenants or an HOA? YES NO

SECTION 10: CONFIRM EACH OF THE FOLLOWING (T for TRUE / F for FALSE):

- T / F There is not a financing agreement, mortgage or lien that could prevent this subdivision.
- T / F There are not existing conservation easements that could prevent this subdivision.**
- T / F This subdivision will not be served by a central water supply system not owned or operated by a public entity.**
- T / F This subdivision will not be served by a central sewer system not owned or operated by a public entity.**
- T / F There are no hazards listed in Section 4 of this application.**

**This condition, if false, may qualify the subdivision as a major subdivision.

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 Minor Subdivision Permit.*

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 ******

Zoning District (circle one):

GR-M	GR-P	GR-40	GR-35	GR-20	GR-5	RR-2	R-H	C	I	T
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- Planning Area: _____ Within 1-mile of a city? YES NO
 - Date of pre-application meeting: _____
 - Confirm Subdivision Name: _____
 - Is this a re-subdivision? YES NO If yes, note vacation notice requirements.
 - In an ag overlay zone? YES NO - If yes, consult ag overlay regs & notify applicant of dust/noise considerations.
 - In a flood overlay zone? YES NO - If yes, contact applicant regarding floodplain development reqs.
 - In an airport overlay zone? YES NO - If yes, consult airport overlay regs.
 - Notes: _____
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- Date sketch plan reviewed by P&Z: _____ Resolution #: _____
P&Z recommended: APPROVAL DENIAL - Reason: _____
-
- Date sketch plan reviewed by BCC: _____ Resolution #: _____
BCC: APPROVED DENIED - Reason: _____

Staff Initials: _____