



PLANNING, ZONING AND ADJUSTMENT BOARD
MINOR SUBDIVISION APPLICATION
(5 lots or less and no new streets,
sewer mains, or water mains)

STAFF USE
File #: SUB2023-_____
P&Z Invoice:_____
Date Received:_____

Owner's Name: _____ Mailing Address: _____ Zip: _____

Phone/Cell#: _____ Email: _____

Project Address: _____ Zoning District: _____

Surveying/Engineering Company: _____ Contact Name: _____

Phone: _____ Email: _____

Brief Description of Subdivision Proposal and Proposed Use of Lots: _____

Signature of Property Owner: _____
Signature *Date*

APPLICABLE STANDARDS:

Please refer to the city's subdivision regulations ([Title 11](#)), zoning ordinance ([Title 10](#)), and street master plan for applicable design standards, improvement requirements, and lot size requirements.

APPLICATION MATERIALS:

Applicants are encouraged to arrange a pre-application meeting with staff to ensure a complete submittal. An incomplete application may result in delays in processing. The following items are to be submitted with each application, as applicable to each phase of review.

FEE: Each minor subdivision is to be accompanied by a fee of \$300.00 for the preliminary plat review, and \$100.00 for final plat review, payable at the time of application. Payment may be made by cash, check, or credit card (Visa, MasterCard, Discover).

(Additional fees apply if phasing of the subdivision is proposed, or if variances are requested to authorize building permits prior to completion of subdivision improvements. Utility Fees are also typically applicable.)

COPIES:

- One paper copy of the plat.
- An electronic copy (PDF) of the plat and each associated document (e.g. title report).

Conceptual Plan Information:

(A Conceptual Plan review is recommended when guidance is needed for subdivision design.)

- A map of the proposal. Include the subject property and surrounding properties.
- Show existing and proposed streets, highways, natural drainage courses and other major or natural or manmade features.
- Show major use areas for residential, commercial, industrial and public purposes.
- Note any zoning changes, special exemptions, or variances to be requested.
- Specify proposed lot sizes and intended use(s).
- Note any specific requirements or parts of the conceptual plan that you wish to discuss with the Planning and Zoning Board.

Preliminary Plat Application Materials (based on City of Cody Code 11-3-2)

Plat Components:

- Include all lands to be divided. (All of parent parcel.)
- Proposed name of subdivision. (Cannot duplicate any existing subdivision within Park County.)
- Subdivision location and boundary with bearings and distances, tied to an official government survey.

- Names and address of the subdivider and the designer of subdivision (WY licensed surveyor or PE).
- Date of preparation.
- Scale of drawing, which is to be not less than 1" = 100'.
- North Arrow.
- Total acreage of subdivision.
- All lands immediately adjacent to the subdivision, with the adjacent plats noted.
- Proposed locations and dimensions of easements and lot lines.
- Existing and proposed contour lines.
- Any areas subject to flooding, wetlands.
- Lot designations (numbered consecutively) and lot sizes.
- Proposed area, if any, for uses other than single-family residential (e.g. multi-family residential, commercial, industrial, common areas, pathways, etc.)
- Zoning of subdivision property and adjacent areas.
- Identify and label adjacent subdivisions.
- Existing utility information, including type, location, size, material (if known), approx. depth of bury, and service locations for utilities within and adjacent to the subdivision.
- Preliminary utility plan, including proposed type, location, size, material, approx. depth of bury for utilities within and adjacent to the subdivision. Identify the providers of all utilities that will be installed.
- A 24" x 36" preliminary plat drawing.

Supplemental Materials (electronic files acceptable)

- Warranty Deed and/or copy of current title report showing applicant as owner.
- Copies of all easements and rights-of-ways of record.
Note: A subdivision guarantee (title report) from a title company, with all referenced easements and right-of-way documents attached, is the preferred method of providing the two items above.
- Requests for any variances to the subdivision or zoning regulations.
- Identify the planned method of complying with raw water requirements (Install distribution system, or agreement for transfer of water rights to the city, or a 3rd party.)

Final Plat Application Materials (based on City of Cody Code 11-3-3):

Plat Components:

- Final Plat drawing at a scale of not less than 1" = 100'.
- Two, 24" x 36" reproducible mylars meeting the requirements of the County Clerk for filing. (One paper copy and a PDF is acceptable for application, with the mylars printed after final approval.)
- Name of subdivision.
- Date of preparation.
- North arrow and scale.
- Legal description of the property to be divided.
- Primary control points, or ties to control points, and basis of bearing.
- Tract boundary lines, right-of-way lines, easements, and lot lines with accurate dimensions and bearings.
- Curve data for curved street alignment and lot lines (central angle, bearing, arch length/chord length, curve radius).
- Right-of-way widths for each street, alley or other right-of-way bordering the property.
- Names of streets.
- Location, dimensions and purpose of any easements.
- Number to identify each lot. Lot sizes identified.
- Location and description of all monuments and property corners.
- Owner's Certificate and Dedication Statement dedicating any street right-of-way, easements for public use.
- If applicable, agreement to support and participate in a future improvement district.
- Certificate of surveyor or engineer certifying to the accuracy of the survey and plat.
- Certificate for recommendation of approval by the Planning and Zoning Board, certificate of approval by the City Council.
- Vicinity map at a scale of not more than 1" = 500' and extending at least ¼ mile beyond subdivision.

Supplemental Materials

- All materials necessary to demonstrate compliance with the conditions of preliminary plat approval.
- Statement from the state engineer's office regarding surface water rights; and, if surface water rights exist for the property, submit either an agreement to transfer water rights to City or 3rd Party, as determined in preliminary plat review, or plans for the irrigation system to utilize those water rights.
- Utility company statements (Letters or agreements indicating method and responsibility for installation).
- Any covenants (CC&Rs) or maintenance agreements, for common areas or facilities remaining in private ownership.
- Utility fees required by utility providers are to be paid prior to signing and recording of the Final Plat. (Typically, water tap fees and electrical fees.)

After Final Plat Approval by the City Council

- Electronic copy of the final plat:
Prior to recording the Final Plat, electronic media shall be provided in AutoCAD.dwg or AutoCAD.dxf format, which contains the physical features of the survey for this development. The drawing shall be referenced to a known coordinate system. A Projection (PRJ) file should be submitted. If not, include a text file with all the parameters describing the datum, projection and coordinate system used for the project. The drawings must include either a data dictionary to explain the layers, or a self-explanatory layering system.
- Two mylar copies of the final plat, signed by the owner and surveyor. The mylars will be signed by the P&Z Chairperson and the Mayor, and returned to the owner's representative for filing at the courthouse. Both copies are to have the recording information completed. The County will keep one mylar and the other is to be returned to the City.