

**WESTON COUNTY
PRELIMINARY PLAT APPLICATION**

Property Owner: _____
(Print) (Sign)

Mailing Address of owner: _____

Telephone Number(s) of owner: _____

(If subdivider/applicant is someone other than property owner)

Name of subdivider: _____
(Print) (Sign)

Mailing Address of subdivider: _____

Telephone Numbers of subdivider: _____

- Description of land to be subdivided (Attach copy of deed)
- General Location of land to be divided (access roads/adjacent roads): _____
- Total acreage of land to be divided: _____
- Density of development: _____
- Acreage of right-of-way: _____
- Requested variances (Describe in detail the variance(s) you are requesting):

- Attach plat and accompanying materials.

Submitted by: _____ Date Submitted: _____
(Signature of Applicant)

<i>Office Use Only:</i>	
<i>Received By:</i> _____	<i>Title:</i> _____
<i>Date Received:</i> _____	

PRELIMINARY PLAT CHECKLIST

A subdivision resulting in more than five (5) parcels is defined as a Major Subdivision and the subdivider must prepare and submit a Preliminary Plat and subsequently a Final Plat. *(The following information must be submitted in order to process and commence review of your application)*

PROCEDURE

- ___ Submittal of the Weston County Lot Division Application,
 - ___ Submittal of a Preliminary Plat,
 - ___ Submittal of a boundary survey with topographic contours of the land to be subdivided to the County.
 - ___ Submitted material shall be forwarded to the Weston County Natural Resource District by the subdivider within sixty (60) days so that a soil types, potential drainage problems, flooding problems, water quality, and other natural resources report may be prepared prior to review of the Preliminary Plat. The Natural Resource District shall send a copy of the report to the Weston County Clerk, the Weston County Planning and Zoning Commission and to the subdivider.
 - ___ The subdivider shall submit plans containing evaluations of the proposed sewage system and water supply system to the Wyoming Department of Environmental Quality (DEQ) in Cheyenne, WY. The procedures are outlined in Chapter 23 of the DEQ water quality regulations.
 - ___ The applicant shall publish notice of his intent to apply for a subdivision permit once each week for two (2) weeks within thirty (30) days before filing this application, in the Official Newspaper of Weston County and any other paper which is the official paper of the nearest incorporated town within the county. The notice shall include the name of the subdivider, the general location of the land to be subdivided, and the date, time, and place of review of the Preliminary Plat by the Weston County Planning and Zoning Commission.
 - ___ Notice shall be mailed to any property owner within one thousand (1000) feet of the proposed subdivision property lines, by certified return receipt mail at least 14 days before the hearing. An affidavit signed by the subdivider providing proof of mailing shall be filed with the subdivision materials at the hearing.
 - ___ Submittal of six (6) copies of the Preliminary Plat and all required supporting material,
 - ___ Following a period of 30 days for public review, the County Clerk shall schedule the Plat for consideration at the next regular meeting of the Weston County Planning and Zoning Commission. The County Contract Engineer may also review the Plat at this step.
 - ___ Review of Plat by Planning Commission and Board of Commissioners
- After evaluation of the submitted information, the Weston County Planning and Zoning Commission shall only recommend approval for those Preliminary Plats that have been determined to comply with these rules. The Weston County Planning and Zoning Commission shall make findings and recommendations to the Weston County Commissioners for approval or disapproval of the Preliminary Plat
 - Except for a phased development over a period of more than twelve months, approval of the Preliminary Plat, by the Weston County Commissioners shall be effective for twelve (12) consecutive calendar months from the date of approval. If a Final Plat has not been submitted within this specified period on all or a portion of the land area included on the Preliminary Plat, a Preliminary Plat must be re-submitted for approval.

- In a phased development over a period of more than twelve months, any land area for which a Preliminary Plat has been approved and a Final Plat has not been submitted within thirty-six (36) consecutive months from the date of the approval of the Preliminary Plat shall not be allowed to proceed with Final Platting until a new Preliminary Plat is submitted and approved.

PRELIMINARY PLAT CONTENTS

___ The Preliminary Plat drawing shall be prepared at a scale of 1" = 100' or larger for subdivisions where the majority of the lots are less than five (5) acres in size. The scale may be reduced to 1" = 200' for subdivisions in which the minimum lot size is five acres or more.

___ Name of the subdivision. The name shall not be such that it tends to duplicate that of an existing subdivision. Where it is a re-subdivision, the lot number and name of the original subdivision shall be included in the name or subtitle of the subdivision.

___ Total number of acres to be subdivided

___ Survey plat description of the perimeter of the proposed subdivision including ties to existing section monuments or other legally established monuments of record and any county roads or other public or private road.

___ Topographic contours adequate to show drainage and layout of the land, the required topographic contour interval shall be based on the size of the smallest proposed lot in the subdivision as follows:

Minimum Lot Size	Contour Interval
Less than one acre	2'
One to five acres	5'
More than five acres	Available from U.S.G.S. maps

___ Dimensions of all lots scaled to nearest tenth of a foot.

___ Name, physical and mailing address and telephone number of the subdivider, the designer of the subdivision, and the registered engineer or surveyor licensed by the State of Wyoming.

___ The date of preparation, map scale and north arrow

___ Name, location, and dimensions of all existing, county roads, alleys, easements, rights-of-way, section lines, and other similar features within and adjacent to the proposed subdivision, also, the location of existing water and sewer lines shall be drawn on the plat.

___ Sites reserved or dedicated for parks, playgrounds, schools or open space.

___ Location within the subdivision of any wetlands, streams, lakes or flood plains as delineated on maps available from the Weston County Natural Resources District or applicable federal agency.

SUPPORTING MATERIAL FOR PRELIMINARY PLAT

The following information and material shall be a part of any Preliminary Plat submittal and shall accompany the Preliminary Plat drawing:

- ___ A completed copy of the Subdivision Application on the standard form provided by the county.
- ___ Names and mailing addresses of all owners on record of land within 1000 feet of the boundary of the proposed subdivision.
- ___ An outline of the proposed covenants for the subdivision stating, in a general manner, the proposed use restrictions and the proposed method for maintaining improvements.
- ___ Where applicable, a copy of any existing covenants affecting the property.
- ___ A description of the phasing and scheduling of phases for the development of the Final Plat when it is to be submitted in separate phases.
- ___ Evidence that the applicant has published notice of his intent to apply for a subdivision permit in compliance with these rules.
- ___ Drainage report. (See Chapter VI, Section 8).
- ___ Description of existing water rights associated with the land of the subdivision and the disposition of those rights. Permit numbers for surface and ground water rights registered with the State Engineer's Office and identifying the lands affected by the permits, both within and adjacent to the subdivision.
- ___ A statement of how garbage disposal, road access and maintenance, snow removal, sewage disposal and domestic water will be handled.