



## PROCEDURES AND REQUIREMENTS FOR A SINGLE LAND DIVISION

### Section 1 Application

When a tract of land is to be divided into **no more than two (2) parcels** and where no new improvements or street dedications would be required to comply with these rules, the subdivider may utilize the Single Land Division process outlined here. Once a tract of land has been divided under this Section, neither parcel may be divided again under this procedure. Further subdivision must be submitted under either the Minor or Major Subdivision procedures outlined elsewhere in these rules.

### Section 2 Procedures

- (1) The Weston County Clerk will schedule a hearing for consideration of a subdivision permit at the next regular meeting of the Weston County Planning and Zoning Commission upon completion of the Weston County Land Division Application, payment of statutory fees, and the receipt of the supporting materials.
- (2) Notice of this hearing shall be prepared and mailed by the subdivider, fourteen days in advance of the hearing, to the land owners of record within 1000 feet of the proposed subdivision; by certified return receipt, proof of which shall be filed as supporting documentation.
- (3) The subdivider or his representative and all other interested parties shall be provided the opportunity to present comments on the proposed land division at the Weston County Planning and Zoning Commission meeting. After evaluation of the application, the Weston County Planning and Zoning Commission shall make findings and recommendations to the Weston County Commissioners for approval or disapproval of the proposed land division.
- (4) After evaluation of the application, the Weston County Commissioners shall approve or disapprove the subdivision application and issue a subdivision permit or ruling within forty-five (45) days after receiving the report from the Weston County Planning and Zoning Commission
- (5) Upon approval of the Subdivision Permit by the Weston County Commissioners, the Survey and other documents prepared for recordation, along with the recording fees, shall be submitted to the Office of the Weston County Clerk for recordation. The original survey is to be filed with the Weston County Clerk and Recorded. The subdivider shall file the approval of a Single Land Division by the Weston County Commissioners within 60 days. If not filed within 60 days, the subdivision permit approval is rescinded.
- (6) Upon approval, the subdivider shall deliver a copy of the Survey Map to the Sheriff's Office, nearest Fire Department and Emergency Management Coordinator

### Section 3 Supporting Materials

Documents submitted shall include:

- \_\_\_ A survey plat prepared and signed by a duly registered land surveyor in the State of Wyoming
- \_\_\_ Application Form
- \_\_\_ A notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the land division (*see format below*)

The above and foregoing subdivision (Herein insert a correct description of the land or parcel subdivided) as appears on this plat, is with free consent, and in accordance with the desires of the undersigned owners and proprietors;

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By: \_\_\_\_\_  
(Designation of interest: Owner, mortgagee, etc.)

STATE OF WYOMING)  
:SS  
COUNTY OF WESTON)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

WITNESS my hand and official seal. \_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

- \_\_\_ If the land division lies within one (1) mile of the boundary of an incorporated city or town, the land division shall conform to any city or town ordinance and documentation provided shall show approval by the governing body of the city or town before it receives final approval from the Weston County Commissioners. It is up to the subdivider's surveyor or engineer to certify that the subdivision does or does not lie within 1 mile of an incorporated city or town.
- \_\_\_ Names and mailing addresses of all owners on record of land within 1000 feet of the boundary of the proposed subdivision.
- \_\_\_ The Land Division shall be such as to provide each lot with satisfactory access to a public road. Copies shall be provided of all necessary easements or rights-of-way crossing adjoining properties, including all easements or rights of way access to and from the subdivision to a public road.
- \_\_\_ Where the proposed land division would alter any lot line or any portion of a recorded plat, a copy of the proper legal instrument vacating the affected portion of the original plat.
- \_\_\_ Payment of the Subdivision Permit fee, City fee, and Fire District fee, if applicable, or as amended.
- \_\_\_ Name of owner or owners of record.
- \_\_\_ Copy of existing or proposed covenants or deed restrictions on the land

Basic Surveying Guidelines:

- \_\_\_ Acreage to nearest one-one hundredth (1 /100) acre of each lot or tract
- \_\_\_ A legal description of the survey's boundaries based on accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of one part in 5,000.
- \_\_\_ A legal description of the subdivision including section, township, and range within the County
- \_\_\_ Basis of bearings
- \_\_\_ A tie to an established land corner monument.

- \_\_\_ The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, and lot dimensions shall be indicated inside perimeter boundary lines.
- \_\_\_ On curved boundaries and on all curves, sufficient data shall be provided to allow the re-establishment of the curves on the ground
- \_\_\_ The location and layout of lots, blocks, tracts, county roads, roads, streets, alleys, easements, and other public grounds within the subdivision, with accurate dimensions in feet and one-hundredths of feet, bearings of all lines, length of radii and/or arcs of all curves. Bearings and lengths need not be given for interior lot lines where they are the same as both end lot lines.
- \_\_\_ Areas shall be identified on the plat where improvements will be restricted, such as in flood plains, wetlands, areas of high ground water and soil problems or types.
- \_\_\_ North arrow, date of preparation, and scale The scale shall be 1" = 100' or larger for the subdivision 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 majority of the lots are five (5) acres or more.

**Certificate of registered land surveyor;**

I, \_\_\_\_\_, a duly registered land surveyor in the State of Wyoming, do hereby certify that this plat of \_\_\_\_\_ truly and correctly represents the results of a survey made by me or under my direct supervision.

Registered Land Surveyor \_\_\_\_\_ No. \_\_\_\_\_