



1002 S 3<sup>rd</sup> Street  
Laramie, WY 82070

307-721-2568  
planning@co.albany.wy.us  
www.co.albany.wy.us/planning.aspx

## SUBDIVISION PERMIT APPLICATION

Incomplete Applications will be returned

Preliminary Plat

Final Plat

### All Applications Must Include the Following:

- Application:** Fill out the attached application form completely
- Fees:** All applicable fees. Check or cash only, we do not process credit cards. Due with application
- Preliminary Plat:** Checklist can be found on pages 5 and 6 of this application
- Final Plat:** Checklist can be found on pages 7-9 of this application
- Contiguous Owners:** A list of surrounding property owners contiguous to the subject property
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership. This may be obtained from the Albany County Real Estate Office (located within the Courthouse).
- Reports:**
  - Engineering
  - Storm Drainage
  - Reports submitted to Wyoming Department of Environmental Quality (if required)
  - Any other required reports
- Proof of Legal Access:** Documentation that legal access exists to all subdivision lots proposed
- Road Maintenance Agreement:** Road maintenance agreement must be provided for use of any privately maintained street used to access a publicly maintained street.
- Hard Copies of Application Materials:** Please provide 3 copies
- Digital Copies of Application Materials:** Please provide a digital copy of all application materials

### Important Notices

Applications are subject to the Albany County Platting and Subdivision Regulations. Please review these regulations to help with your application process.

Please call Wyoming One Call (811) at least two business days before you intend to dig (or if you are calling from out-of-state, 1-800-849-2476).

<b>FEEES</b>	
(Paid to the Albany County Planning Office located at 1002 S 3 <sup>rd</sup> St in Laramie, WY. Check or Cash only)	
<b>Preliminary Plat</b>	\$300
<b>Final Plat</b>	The greater of \$300 or \$50 per lot up to a maximum of \$2,500
<b>Public Notice</b>	\$100 for notice expenses including publication
<b>Engineering Review</b>	Will be reimbursed by the applicant to the county at the time of billing - Chapter VIII Section 5 of the Albany County Platting and Subdivision Regulations

**Incomplete Applications will be returned**

Applicant								
Mailing Address								
City				ST			ZIP	
Phone			Cell			Email		

All correspondence will be sent to the applicant as the owner's representative.

Subdivision Name									
Subdivision Address									
City				ST			ZIP		
Size of Entire Parcel				Present Zoning					
Number of Lots				Average Lot Size				In Flood Zone?	
Proposed Use									

**APPLICATION SIGNATURES AND ACCESS PERMISSION**

**Right to ingress property for assessment, evaluation and inspections.**

I hereby grant authorized Albany County Personnel the right to enter onto this said land for any and all inspection purposes necessary to exercise this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Owner Signature (REQUIRED):				Date:	
Printed Name of Owner:					
Applicant Signature:				Date:	
Printed Name of Applicant:					

**FOR OFFICE USE ONLY:**

SD-		PIN#	05-	ZONING		CHECK#	
SITE ADDRESS						RECEIPT#	
MAP REFERENCE	T-	R-	S-	Q-	of	RECEIVED	
BCC APPROVAL		DATE		PZC APPROVAL		DATE	APPROVAL DATE

**MUST BE COMPLETED BY TITLE INSURANCE COMPANY, LICENSED ENGINEER, LICENSED SURVEYOR, LICENSED ARCHITECT OR ATTORNEY ACCORDING TO THE ALBANY COUNTY ASSESSOR'S RECORDS.**

**CERTIFICATION**

I, \_\_\_\_\_ certify that the following attachment is a complete list of property owners contiguous to the property lines of the parcel located at:  
\_\_\_\_\_.

(Legal Description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **NOTICE REQUIREMENTS**

### **Development Proposals – Albany County**

**Mail:** APPLICANT shall be responsible for mailing notice, by certified mail, to contiguous owners of the proposed development. Notice of proposals for development shall be mailed before both the planning and zoning commission and the board of county commissioners at least fourteen (14) days prior to consideration. Rights-of-way and easements shall not be considered as dividing properties. Names and addresses for the surrounding property owners shall be obtained from the Albany County Assessor's Office.

APPLICANT shall submit to the Planning Department both an affidavit of mailing of the certified mail notice and copies of the signed returns by recipients of the notice. The affidavit and the receipt copies shall be submitted to the planning office at least five (5) days prior to the respective planning and Zoning commission and Board of County Commissioners meetings.

**Publication:** The Planning Department shall place in the local newspaper a legal notice of the proposed development. The publication shall provide at least 14 days' notice of a development proposal before the Planning and Zoning Commission and the Board of County Commissioners consideration.

**Signage:** The APPLICANT shall obtain at the time of the application submission; sign(s) to be placed along and clearly visible from each publicly used road abutting the property. The sign shall state the property is being proposed for development and shall give contact information for the Planning Department. The sign(s) shall be posted at least 14 days prior to consideration of a development proposal before the Planning and Zoning Commission and the Board of County Commissioners. APPLICANT is responsible for return of the signs in as good a condition as when obtained, except for reasonable wear and tear.

**Please check with the Planning Department staff as to the form and wording of the notice.**

## Preliminary Plat Checklist

### Face of Preliminary Plat: (Chapter V)

- Name of subdivision
- Location
- Reference to permanent survey monuments
- Legal description of property
- Subdividers
- Surveyor/engineer/designer
- Owners of adjacent properties
- Public roads, utility ROWs, district boundaries
- Proposed streets
- Date of preparation
- North arrow
- Vicinity map
- Contours
- Slopes (greater than 20%)
- Existing structures
- Water courses/bodies/natural features
- Zoning – subject & adjacent properties
- Proposed easements
- Lots & blocks
- Properties to be transferred for public or subdivision residents
- Digital version of the plat
- Documentation of legal access to the property

### Additional information: (Chapter V)

- Access to & within subdivision
- Soils maps
- Storm drainage analysis
- Geological hazards
- Purpose of subdivision
- Utilities – certification from companies (provide service from shown easements)
- Solid waste disposal plan
- Copies of information, submitted to WDEQ, State Engineer & Conservation District

### Additional Information: (Chapter IV)

- Pre-application conference
  - Sketch drawing
- Application attachments

- Proof of ownership (e.g. deed or contract for sale)
- Publication – notice of intent to subdivide
- Certified list of property owners

Notice

- |     |                               |                                      |   |
|-----|-------------------------------|--------------------------------------|---|
| PZC | <input type="checkbox"/> Sign | <input type="checkbox"/> Publication | <input type="checkbox"/> Certified Mail |
| BCC | <input type="checkbox"/> Sign | <input type="checkbox"/> Publication | <input type="checkbox"/> Certified Mail |

Full text of the Albany county Platting and Subdivision Resolution should be reviewed.

- E-Copy available at county website: <http://www.co.albany.wy.us>

## Final Plat Checklist

### Face of Plat: (Chapter V)

- Dimensions, margins
- Scale
- Name of subdivision
- Description of property
- Dedication and acceptance – public rights-of-way
- Signature lines (owner – notarized)
- Date of preparation
- North arrow & scale
- Vicinity map
- Land conveyed/reserved for public use or property owners within the subdivision
- Surveyors certification
- Certificates for execution
  - Planning and zoning commission chairman
  - Board of county commissioners chairman
  - Albany county clerk
  - Acting Albany county engineer (if appointed)
- Relationship to known monuments
- Layout
  - Boundaries
  - Streets – existing and proposed
  - Easements
  - Lots and blocks including lot acreage/square feet
  - Lots numbered
  - Flood plains
  - Water storage tank location
- Subdividers statement – potential public dedication as County roads
- Bold letter statements as to NO public water source, sewage system or road maintenance (if proposed collective system(s) – see regulations)

### Additional information: (Chapter V)

- Details of improvements
  - Roads
  - Water storage tank
  - Drainage
  - Soil stabilization
  - Other
- Plat recorded

**Additional Information:** (Chapter IV)

- Merchantable title documentation
- Access documents
  - Public maintenance
  - Private maintenance
  - Maintenance contract
- Water supply
  - Reports (safety, quality)
  - No water source
    - Geologist opinion
  - WDEQ review
    - No adverse recommendation
- Sewage disposal
  - Report
  - No public system
    - Perc Testing
    - Separation distance(s)
    - Easements
  - WDEQ review
    - No adverse recommendation
- Water rights
  - State Engineer review
- Soils
- Laramie Rivers Conservation District review
- Financial resources – complete improvements
- Binding arrangements – title transfers

**Additional Information:** (Chapter VI)

- Slope stability – consideration of topography
- Street design – allow continuation
- Natural features (terrain, drainage, topsoils, trees, wildlife habitat) – preservation
- Hazards (landslides, subsidence, shallow water table, open quarries, non-potable water) identified
- Parking – lots sufficiently sized
- Side lot lines – right angles to roads
- Lot width – irregular shaped lots (not less than 30')
- Street width – 80' R. O. W.
- Street traveled way – 24'
- R. O. W. /title transferred to Board of County Commissioners



- Roadway shoulders – 3’
- Roadway alignment – consistent with topography
- Roadway surface materials
- Roadbed elevation – 1’ above terrain
- Intersections – right angle
- Road grade
  - Less than 10%
  - Less than 4% (100’ from intersections)
- Easements
  - Utilities
  - Streams/drainage
- Block lengths – 1,200’ max, 300’ min.
- Street names
- Approaches – 14’ min.
- Signs – provided by developer
- Street locations – compliance with Major Street & Highway Plan
- Inspection – County Engineer
- Sidewalks
- Fire safety
  - Urban
  - Rural
- Underground utilities
- Landscape compliance
- Mountain subdivision – see additional requirements
- Small subdivision – see additional requirements
- Mobile home park – see additional requirements

Notice:

- |      |                               |                                      |   |
|------|-------------------------------|--------------------------------------|---|
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