



## 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>