



1002 S 3rd Street
Laramie, WY 82070

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

SUBDIVISION EXEMPTION APPLICATION

All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** None.
- Notarized Letter of Authorization:** A notarized letter of consent from the landowner is required if the applicant is not the owner.
- Corporations and Partnerships:** If the owner is a partnership or corporation, proof that the applicant can sign on behalf of the partnership or corporation.
- Copies of Documents to be Recorded:** Attach copies of deeds, affidavits, records of survey, contracts for deeds, maps, or other instruments that will be recorded with the Albany County Clerk to accomplish the proposed division.
- Map of Survey with Certificate of Acknowledgement:** A map of survey with certificate of acknowledgement by all owners of record stating that the division is exempted from review as a subdivision under Wyoming Statute §18-5-303.

Important Notices

This application will be reviewed by the Planning Office. If proper documentation is provided and the request complies with current zoning regulations, the Planning Office will authorize the exemption to be filed with the Albany County Clerk.

Incomplete applications will be returned

Applicant/Agent									
Mailing Address									
City				ST			ZIP		
Phone			Cell			Email			

Owner (if different from applicant)									
Mailing Address									
City				ST			ZIP		
Phone			Cell			Email			

Designate Primary Contact	<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant/Agent
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Rural Address/Legal Description of the Subject Property									
City				ST			ZIP		

Owner or Authorized Applicant/Agent Signature (REQUIRED)								
Printed Name						Date:		

EXEMPTION INFORMATION

In accordance with Wyoming Statute §18-5-303, certain properties are exempt from the subdivision process. Please indicate which of the following criteria your property meets in order to justify an exemption.

- A division of land made outside of platted subdivision for the purpose of a single gift or sale to a member of the landowner's immediate family, subject to the requirements outlined in the Albany County Subdivision Regulations, Chapter I, Section 3.
- A division created by a Wyoming court under the law of eminent domain, by operation of law or by order of any court of this state.
- A division created by a lien, mortgage, deed of trust, or any other security instrument, easements, and rights-of-way.
- A division that concerns land located within incorporated cities or towns.
- A division that is created by a sale or disposition of land to the state of Wyoming or any political subdivision thereof.
- A division that affects railroad rights-of-way.
- A division that is a sale or other disposition of land for agricultural purposes or affects the alignment of property lines for agricultural purposes.
- A division that is created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.
- A division that creates cemetery lots.
- A division that is created by the acquisition of an interest in land in the name of a husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this subsection as only one (1) interest.
- A division of land creating a parcel five (5) acres or less for the purpose of establishing unmanned communication facilities, compressor stations, metering stations, fiber optic booster stations, or similar unmanned facilities.

FOR OFFICE USE ONLY:

EX-				TYPE:				
PIN #	05-			ZONING:				
SITE ADDRESS							RECEIVED	
MAP REFERENCE			T-	R-	S-	Q-	of	APPROVAL DATE