

MINOR SUBDIVISION APPLICATION

APPLICANT INFORMATION

Property Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____
Surveyor: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____

* If necessary, Please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: _____
Present Subdivision Name: _____
Lot(s): _____ Block(s): _____
Total Property Area (to nearest 1/10th of an acre or sq. ft.): _____
Present Zoning: _____ Flood Zone Category: _____
Number of current platted lots: _____ Proposed number of lots and outlots _____
Proposed Use of Property: _____
Existing Structures: Yes No
Existing easement(s) to be modified or vacated: Yes No

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

(Signature of Property Owner)

(Date)

(Signature of Property Owner)

(Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all subdivision requests. The purpose of these meetings is to discuss the proposed development and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City’s Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the subdivision application. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The minor subdivision checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Minor subdivisions require a single hearing before both the Planning Commission and City Council. Public hearings require notice through both newspaper legal ads and nearby property mailings. The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press requirements, legal notification must be placed approximately two weeks prior to the public hearing. Applications which propose modifying existing public easements or rights-of-way will require an additional 30 days to allow for certified mailings to impacted parties. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

Minor Subdivision – Final Plat Submittal Checklist*

Description: A minor subdivision is any division of land that affects five or fewer lots, extends no new public infrastructure, nor plats any new right-of-way.

Submittal Items:

- A completed Minor Subdivision application.
- A completed Minor Subdivision submittal checklist.
- A final plat review fee.

Applications Modifying Existing Public Easements or Right-of-Way:

An electronic file listing all impacted parties (including public and private utilities) for notification purposes. Staff will notify impacted parties twice, with the first notice at least 30 days prior to any proposed hearing.

The applicant shall also submit the following items in electronic format.

An electronic file listing the names and addresses of all property owners within three hundred feet from the boundary of the proposed subdivision (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).

A final plat prepared in accordance with Sheridan City Code Appendix B §403. Accompanied by minimum of 5 hard copies, 24"x36".

Evidence by deed, contract for sale, or other staff approved documentation, that the applicant is or will be the record owner of the property at the time of final plat approval and recording.

Other documents that may be determined as part of the pre-application meeting, or staff review, that may include but not be limited to: site survey showing existing improvements, drainage plan, geotechnical investigation, access permits from county or state, traffic study, flood study, estimates for necessary improvements, or written request for any necessary variances.

Any corrected materials for the public meetings.

Packet material:

An additional 10 copies 24"x36" of the final plat for Planning Commission packets, and 2 copies of the final plat for City Council. These copies should be submitted independently of each other to allow the applicant to make revisions if necessary between public meetings.

* All applicants must attend a pre-application meeting prior to submitting a minor subdivision application.
Last Revised: 10/8/2015

Post Approval/Plat Filing Items:

3 Mylars of Final Plat

Certificate of Title

Declaration of Partial Vacation (if required)

Executed development agreement (if required)

Financial Assurances for Public Improvements (if required)

Note: The applicant is responsible for county filing fees. Fees to be determined by the County Clerk's office at the time of filing.