



Planning & Zoning

600 9th Street · Wheatland, WY 82201 · 307-322-2962

PRELIMINARY SUBDIVISION APPLICATION

How to Apply

The owner, or agent authorized in writing by the owner, is required to file an application with the Town of Wheatland Planning Office, 600 9th Street, Wheatland, Wyoming 82201.

- It is recommended that applicants request an application review meeting with the Planning Office at least one day prior to submitting the application.

Required for Submittal

The following documents are to be submitted in addition to the application form:

- 1) Letter of Justification/Intent – A letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the Town of Wheatland or Platte County. The letter shall state how the project proposes to fund infrastructure expansion, streets, curb and gutter, land donation to the Town and/or money in lieu of land, and any additional agreements the applicant is requesting with the Town.
- 2) Vicinity Map – A vicinity map, showing the subject property(s) and relationship to the nearby area. Vicinity Map may be included on the Preliminary Plat.
- 3) Legal Description – The applicant shall submit, as part of the application, a recent survey certified by a Wyoming registered land surveyor. A Lot and Block legal description is acceptable for platted lots.
- 4) Proof of Ownership – A copy of Title Certification, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
- 5) Preliminary Subdivision Plat – A preliminary subdivision plat, meeting the specifications outlined herein.
- 6) Traffic Impact Analysis – A Traffic Impact Analysis (TIA) may be required. *TIA's require a scoping meeting PRIOR to application.* Please contact the Planning Office prior to submitting an application to determine if a TIA is required and to determine the scope of the study.
- 7) Franchise Utility and USPS Approvals – Approvals from Franchise Utilities and USPS (see Checklist for list of franchise utilities)
- 8) Environmental Audit – An environmental audit may be required based on the general history or location of the property. Please contact the Planning Office prior to submitting an application to determine if an environmental audit will be required.
- 9) Drainage Study and Engineer Design Report (Standards for Design and Construction) – Submittal and approval of *Full Conceptual Design drawings* is required at the Preliminary Plat stage. The Drainage Study shall include review of basic concepts for the final plat phase, prepared according to the Town Engineer's specifications including:

- a. Water and sanitary distribution and collection system and the existing capacity to serve the development with adequate flows, valve location, domestic flows, fire flows, fire hydrants and spacing.
 - b. Proposed location of mains and service lines, main size(s) and location, manhole spacing, service lines and locations at property lines, sewer services lines, storm water management plan, tributary area defined, historic and developed flows, flow velocities and quantities, storage volumes, inundation areas (streets, inlets, etc.).
 - c. Road plans and profiles
 - d. Analysis of environmental conditions, soil reports.
 - e. Estimated future cost to Town for maintenance, repairs, and possible future upgrades.
 - f. An addendum shall be prepared for the preliminary plat's Preliminary Drainage Study and Engineering Design Report in the event that aspects of the preliminary design report have changed as a result of this phase.
- 10) Existing Plats – Copies of all recorded plats, boundary line adjustments, lot mergers, consolidations, land divisions, or other land encumbrances within all or part of the subject property.
- 11) Digital Copies – As part of a complete application, digital copies of all materials are required. Digital submissions shall be in PDF format and shall be sent to the Planning Office via email.

Common Elements Required for All Plans and Drawings

All plans and drawings submitted (whether required or voluntary) as part of the application must:

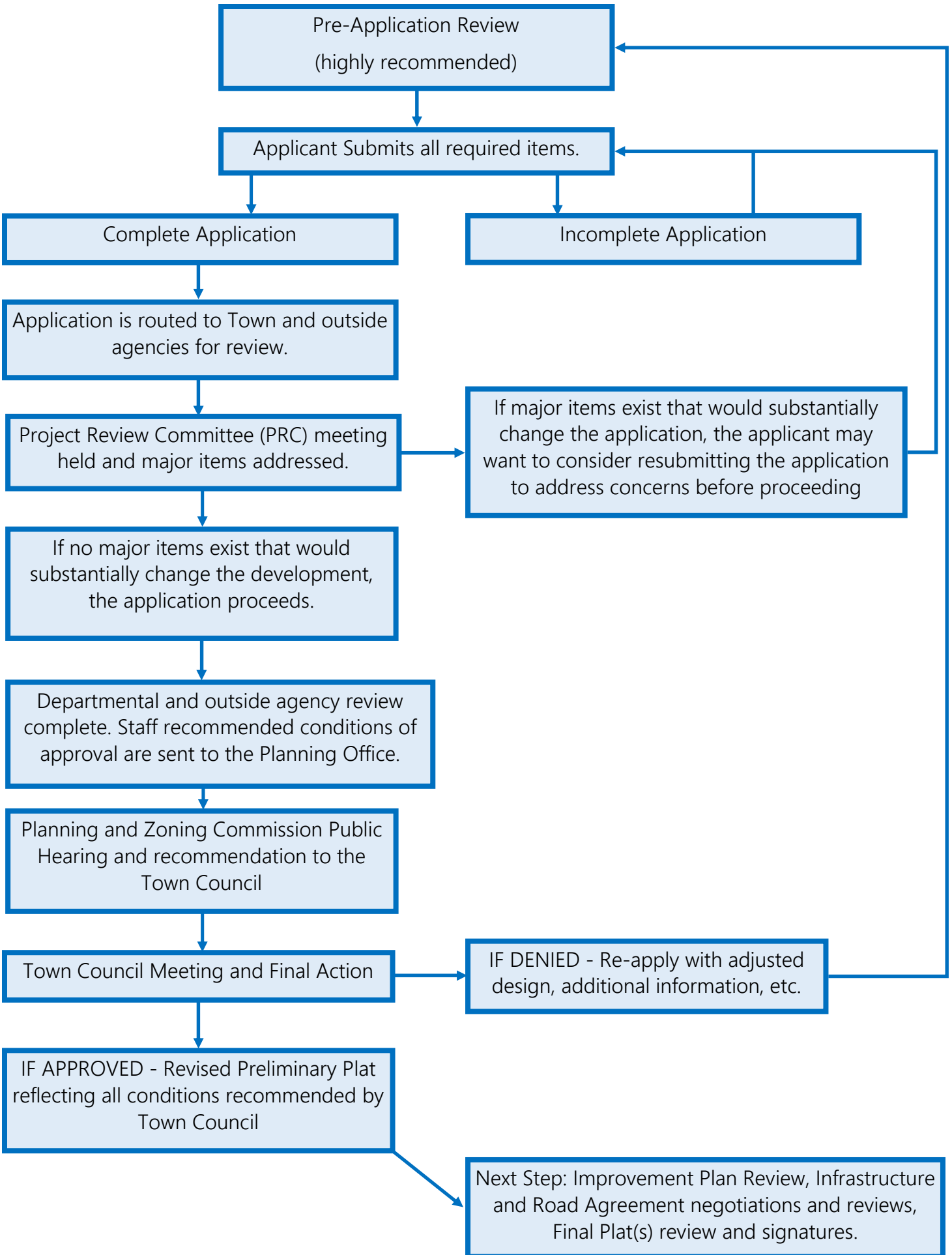
- Be drawn to scale, fully dimensioned, easy to read, and meet best-design-practices standards for plans and drawings.
- Identify the proposed project name, the property owner's name(s), and the name and address of the person responsible for preparing the plan.
- If prepared by a licensed, registered or certified design professional, include the signature and seal (stamp) of the responsible design professional (engineer, architect, etc.).
- Include the date of preparation, including dates of any subsequent revisions.
- Include at least one 11" x 17" version of each drawing, in addition to any larger format versions.

Required Findings of Approval

All applications shall be reviewed for compliance.

- Consistent with Prior Approvals – Shall be consistent with terms and conditions of any prior plan approval.
- Consistent with Comprehensive Plan and Other Applicable Plans – Shall be consistent with the comprehensive plan and any applicable sub-area, neighborhood, sector, or district plan.

- Compliance with Use and Development Standards – Shall comply with all applicable use standards, site development standards, design standards, subdivision standards, public improvement standards, floodplain management standards, and all other applicable substantive standards.
- Compliance with Other Applicable Regulations – As applicable, prior to final approval, the proposed development shall comply with all other town regulations and with all applicable regulations, standards, requirements, or plans of Town, County, State, and Federal governments, and other relevant jurisdictions.
- Consistent with Intergovernmental Agreements – As applicable, the proposed development shall be consistent with any adopted intergovernmental agreements (IGA).
- Minimizes Adverse Impacts on Surrounding Property – Shall meet or exceed all neighborhood protection standards and all other site development standards to protect the existing character of neighboring properties and uses.
- Minimizes Adverse Fiscal Impacts – Shall not have result in significant adverse fiscal impacts on the Town or surrounding property owners.
- Compliance with Utility, Service, and Improvement Standards – Shall comply with federal, state, county, and/or service district standards and design/construction specifications for roads, access, drainage, water, sewer, schools, and emergency/fire protection.
- Provides Adequate Road Systems – Adequate road capacity shall be available to serve the proposed use, shall be designed to ensure safe ingress and egress onto the site, safe road conditions around the site, including adequate access for fire, public safety, trash, and EMS services.
- Provides Adequate Public Services and Facilities – Shall be capacity to provide adequate public services and facilities to accommodate uses under the proposed development at the time such needs or demands arise.
- Rational Phasing Plan – As applicable, proposed phasing plan for development shall be determined rational.





SUBDIVISION PRELIMINARY

Town of Wheatland
600 9th Street
Wheatland, Wyoming 82201
307-322-2962 Fax: 307-322-2968

<u>Office Use Only</u>	
Application Fee:	\$500 + \$10 per lot
Publication w/ map:	\$350.00
Certified Mailing Fee:	\$ _____ . _____
Date Received:	_____ / _____ / _____
File Number:	S- _____ - _____

All required materials shall be submitted to the Town of Wheatland Planning Office. All submitted materials will remain the property of the Town of Wheatland. Planning applications, plans, and/or supporting documents that are incomplete or illegible will not be accepted. Please review the entire application and print clearly.

Incomplete Applications will be returned

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

E-mail: _____ Primary Contact?

If the applicant is other than the owner of the property for which this building PERMIT is being sought, the applicant must provide separate written approval from the owner or the owner may indicate approval by signing below.

Property Owner (as on deed)	Phone No.
Mailing Address	E-mail
City, State, Zip Code	

Proof of ownership must be provided.

Representative Name: _____ Signature: _____
If different from applicant. _____ Phone No.: _____

Mailing Address: _____

E-mail: _____ Primary Contact?

Proposed Project Name: _____

Project Location: (Street Address or General Location) _____

Assessor's Property ID Number(s): _____

Current Zoning District: _____

Proposed Zoning District: _____

Comprehensive Plan Land Use Designation: _____

Total Project Acreage/Size: _____

Number of Lots Proposed: _____

Is the property located within a floodplain? Yes No *Floodplain information can be found at: msc.fema.gov*

PRELIMINARY PLAT SUBMITTAL CHECKLIST:		
(see "Required for Submittal" section for detailed information)		
Submittal Requirements	Planning Office Use Only	
	<u>Provided & acceptable</u>	<u>Does not apply</u>
<input type="checkbox"/> Complete Application		
<input type="checkbox"/> Application fee		
<input type="checkbox"/> Publication fee		
<input type="checkbox"/> Letter of Intent		
<input type="checkbox"/> Proof of Ownership		
<input type="checkbox"/> Reduced-size drawings (11"x17")		
<input type="checkbox"/> Title Certificate / Guarantee		
<input type="checkbox"/> Drainage Study & Engineer Design Report		
<input type="checkbox"/> Environmental Audit		
<input type="checkbox"/> Traffic Impact Analysis		
<input type="checkbox"/> Franchise Utility Approval - Telephone		
<input type="checkbox"/> Franchise Utility Approval - Natural Gas		
<input type="checkbox"/> Franchise Utility Approval - Fiber / Internet		
<input type="checkbox"/> Franchise Utility Approval - Cable / TV		
<input type="checkbox"/> All Application Materials (Digital)		
<input type="checkbox"/> USPS (Post Office) Approval		
<input type="checkbox"/> Additional Information Requested	TBD	

APPLICATION SIGNATURES AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation and inspections.

I, the undersigned, hereby grant authorized Town of Wheatland Personnel the right to enter onto this said land/property for any and all inspection purposes necessary to collect information in relation to this Subdivision application. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above described property or have been authorized by the owner to make this application as his/her agent.

Signature of Applicant (s)

Date

<i>Planning Office Use Only</i>	
Date Complete Application Received: _____	
Planning and Zoning Commission Hearing Date: _____	Approval <input type="checkbox"/> Disapproval <input type="checkbox"/>
Town Council Hearing Date: _____	Approval <input type="checkbox"/> Disapproval <input type="checkbox"/>

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am/we are the legal owner(s) of the property being considered under this application, and do hereby authorize the below applicant(s) and representative(s) to file and represent my/our interest in this

I am / we are the legal owner(s) of said property; have read this "letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record *must* sign; provide extra sheets if necessary.)

Print Name	Signature	Date
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Print Name	Signature	Date
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Print Name	Signature	Date
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Print Name	Signature	Date
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to Town staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify an officer as primary contract):

Print Name	Signature	Date
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Print Name	Signature	Date
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APPLICANT'S REPRESENTATIVE:

Print Name	Signature	Date
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The Planning Office designee shall provisionally determine the completeness of an application at the time of submittal. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Meeting and Submittal Dates for deadlines.) A determination of completeness shall not constitute a determination for compliance with substantive requirements of the development code.