



This is only a guide and is not all inclusive of all requirements and standards for subdivisions. Please see the Park County Development Standards and Regulations for complete information.

Major Subdivision: The division of a tract of record into six or more lots, each smaller than 35 acres. Major subdivisions also include any subdivision that does not qualify as a simple or minor subdivision.

Major Subdivision Review Process

1. Meet with the Planning Office for a pre-application meeting.
2. Submit a complete application.
3. The Planning Office will schedule a Public Hearing with the Planning & Zoning Commission for Sketch Plan Review once all sketch plan requirements have been completed. Please see the Planning & Zoning web-site for the deadline / meeting calendar.
4. The applicant must pay all public notice fees (the Planning Office will provide an invoice).
5. The Planning Office will schedule a Public Hearing with the Planning & Zoning Commission for Preliminary Plat Review once all applicable conditions of approval and preliminary plat requirements have been completed. Please see the Planning & Zoning web-site for the deadline / meeting calendar.
6. The Planning Office will schedule a Public Hearing with the Board of County Commissioners for Preliminary Plat approval once any applicable conditions of approval placed by the Commission and / or Board have been satisfied.
7. The Planning Office will schedule final review with the Board of County Commissioners for Final Plat approval once all conditions of approval and final plat requirements have been completed.

Sketch Plan Checklist – Initial Submissions

- Application
- Application fee payment of \$250 – advertising costs for the public hearings will be billed separately
- Legible and reproducible (minimum size 11"x17") Sketch Plan that includes:
 - Abbreviated legal description
 - Boundaries of the parcel to be subdivided
 - Lot layout with approximate dimensions and acreages

- Total acreage of subdivision
 - Size and location of any open spaces
 - Current County zoning classification
 - Existing structures, wells, and septic facilities
 - Irrigation facilities and direction of flow where flood irrigation is proposed
 - Means of access from the lots to the public road system
 - Existing uses of adjoining properties
- Conservation District soils review, or evidence this has been requested
 - Title Report
 - Any variance requests
 - Proof that a “Notice of Intent to Subdivide” has been published in a local newspaper in the legal notice section once each week for two (2) weeks within 30 days prior to filing the application. The notice shall include the name of the subdivider, the general location of the land to be subdivided, the number of lots proposed, the size of lots, and the intended uses of the subdivision
 - Review and recommendations from the Irrigation District regarding attached water rights, facilities and easements, or evidence this has been requested
 - If the subdivision is served by an unorganized ditch, irrigation company or association, evidence shall be provided that the plan has been submitted to the district board company, or association, or the remaining appropriators in the case of an unorganized ditch for their review and recommendations
 - Identification of entities responsible for road construction and maintenance including snow removal and drainage facilities
 - Description of the domestic water supply including identification of entities responsible for maintenance of any water supply system(s)
 - Description of sewage disposal methods proposed and permits required; Identification of entities responsible for maintenance of the sewage disposal system(s)
 - Garbage disposal availability
 - Fire protection availability
 - Postal service and mail delivery points
 - School bus stop/pullout locations, where applicable
 - Availability of service providers for cable TV, telephone, gas and electricity with addresses and phone numbers
 - Any known information concerning landslides, steep slopes, rock falls, high water tables, polluted or non-potable water supply, high voltage lines, high pressure gas lines, danger from fire or explosion or other hazardous features on the property.

Preliminary Plat Requirements

- ❑ Seven full size copies of the preliminary plat and one 11 x 17 reproducible copy that complies with Appendix 2
- ❑ A letter of recommendation from the Department of Environmental Quality (DEQ) as to the adequacy and safety of the sewage system and water supply system as required by State Statute.
- ❑ A copy of the application that was submitted to the DEQ that resulted in the letter of recommendation
- ❑ Documentation of access and road conformance with minimum standards
- ❑ Proposed Covenants/Homeowners Association Agreements
- ❑ A letter from the utility companies stating that the capacity exists to serve the proposed development
- ❑ A letter from the U.S. Postal Service stating circumstances relevant to mail service.
- ❑ Miscellaneous information requested during sketch plan review.

Final Plat Requirements

- ❑ Subdivision permit fee of \$10 per lot with a \$100 minimum and \$1000 maximum
- ❑ Final plat fee of \$225 + \$21 per lot
- ❑ Seven full size copies of the final plat that conforms to Appendix 3, Appendix 5, and Appendix 6
- ❑ Final plat supporting documents as listed in Appendix 4
 - Final Covenants and Homeowner's Association documents, if applicable
 - Miscellaneous documentation as required
 - Financial Guarantee, if applicable
 - Subdivision Improvements Agreement
 - Endorsement of every person having a security interest in the property, including mortgage holders
 - Certification that all *ad valorem* taxes have been paid
 - Evidence that merchantable title may be conveyed
 - Certificate of Dedication for access, if applicable
 - Copies of all necessary binding easements
 - Warranty Deed to Park County conveying all public lands other than roads shown on the plat, if applicable
 - Access permits
 - Documentation that all roads conform to minimum standards
 - Dedication of the roads on the plat that states whether they are dedicated to the public or for private use
 - Final review from the Irrigation District
 - A written certification from a Wyoming licensed engineer or geologist certifying to the adequacy and safety of the domestic water source

- A written certification from a Wyoming licensed engineer or geologist certifying the adequacy and safety of the sewage disposal system for the subdivision
 - Copy of the completed noxious weed and pest control plan
 - Final grading, drainage and erosion control plans
 - Final revegetation plan
 - Road improvement plans including cross-sections and construction specifications
 - Composite utility plans
 - Closure sheets
- If any part of the subdivision lies within one mile of the boundaries of any incorporated city or town, evidence that the final plat has been approved by the applicable city or town
 - With respect to any water rights appurtenant to lands to be subdivided, all subdivisions must provide the following:
 - Evidence that the subdivider has submitted to the state engineer the documentation necessary to relinquish the water rights and has notified purchasers and the Board of this action; or
 - Evidence that the subdivider has submitted to the state engineer the documentation necessary to change the use, place of use or point of diversion to provide for beneficial use of the water rights outside the subdivision; or
 - A plan, a copy of which was submitted to and approved by the state engineer prior to the final approval of the subdivision application, for the distribution of the water rights appurtenant to the land to be subdivided. The plan shall specify the distribution of the water to the lots within the subdivision and shall include all appropriate applications for change of use, change of place of use or change in point of diversion or means of conveyance in accordance with W.S. 41-3-103, 41-3-104 or 41-3-114.