

**Park County  
Planning & Zoning**

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# SIMPLE SUBDIVISIONS

[www.parkcounty.us/planningandzoning/planandzone.html](http://www.parkcounty.us/planningandzoning/planandzone.html)

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Simple Subdivision: The division of a tract of record into not more than two lots, each smaller than 35 acres. An existing subdivision lot may be divided using the simple subdivision process so long as the division creates no more than 2 lots within the existing subdivision or tract of record.

**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.**

## Simple Subdivision Review Process

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1. Meet with the Planning Office for a pre-application meeting.
2. Submit a complete application.
3. The Planning Office will schedule the Sketch Plan review with the Planning & Zoning Commission once all requirements have been completed. Please see the Planning & Zoning web-site for the deadline / meeting calendar.
4. The Planning Office will schedule the Final Plat review with the Board of County Commissioners once all final plat requirements and applicable conditions of approval are completed.

## Sketch Plan Checklist – Initial Submissions

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- Application and fee (\$150)
- Legible and reproducible 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
  - 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
- Conservation District soils review, or evidence of review request
- 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 and Irrigation District facilities and easements.
- Draft Disclosure Statement including the following information:
  - Description of the domestic water supply
  - Availability of utilities
  - Description of sewage disposal methods proposed and permits required; Identification of entities responsible for maintenance of the sewage disposal system(s)
  - Fire protection availability
  - Statement on status of or lack of any water rights in the subdivision including the name of the irrigation district if applicable; statement that subdivision purchasers are not allowed to use water out of any ditch or stream without a water right; statement that disposal of surface water is the lot-owners responsibility until it is returned to a district drain ditch, communal wastewater return or waters of the state
  - Statement if the land is subject to flooding and/or proximity to the floodplain. 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
- Small Wastewater Requirement
  - a. For on-site systems, at least **one percolation test** must be performed. Data from the percolation test must be tabulated and submitted with the application
  - b. The depth to groundwater and/or impervious soils or rocks on at least one of the proposed lots by **excavating trenches to a depth of at least 10 feet** or the first occurrence of saturated soils
  - c. A map showing the locations of the percolation tests
  - d. Or, where a subdivision is within 400 feet of an existing collector or main sewer line connected to a sewage treatment plant or a main sewer line is planned within 2 years from the date of application and the sewage treatment plant operator agrees to serve the development, the development shall connect to the sewer line.

- Domestic Water Requirement
  - a. If well is proposed, submit analysis of one water well in the same formation of the proposed subdivision, not more than ½ mile away
  - b. Use of existing well(s) requires water testing
  - c. Or, where a subdivision is within 400 feet of an existing water main connected to a water treatment plant, or a water main extension is planned within 2 years from the date of application and the operator agrees to serve the subdivision, the subdivision shall connect to the main. The cost of installing all water supply improvements shall be borne by the developer.

## Final Plat Requirements

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- 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
  - **Endorsement** of every person having a security interest in the property, including mortgage holders.
  - Certification that all **property taxes** have been paid
  - Evidence that merchantable title may be conveyed (**Title Insurance**)
  - Copies of all necessary binding **easements**
  - **Access permits** (Public Works)
  - Review from the **Irrigation District**
  - Evidence that the applicant has complied with Chapter III, Section 2-202, **Water Rights** (listed below)
  - Copy of the completed noxious **Weed & Pest Control Plan**
  - Signed and notarized **Disclosure Statement**
- 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
- A simple subdivision shall not be required to install utilities
- 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

- 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.
- Meeteetse Planning Area: For applications within the Meeteetse Local Planning Area, the Meeteetse Local Planning Area Advisory Committee must review the proposal.