



**CITY OF LANDER
 COUNTY SUBDIVISION WITHIN 1 MILE
 REQUIREMENTS/CHECKLIST
Fee as stated on the City of Lander Fee Schedule**

Case # _____

Date Received: _____

Planning Commission Hearing Date: _____

WS 18-5-308 (b) states ...if any part of the subdivision lies within one (1) mile of the boundaries of an incorporated city or town the approval of the governing body of the City or town must also be obtained in accordance with WS 34-12-103.

WS 34-12-103 ... The Plat shall meet the approval of the board of commissioners if it is of land situated without the boundaries of any city or town or by the governing body of the city or town if situated within the boundaries of such city or town. When thus executed, acknowledged and approved, said plat shall be filed for record and recorded in the office of the clerk of the proper county; provided, however, that any such plat of land adjacent to any incorporated city or town, or within one (1) mile of the boundaries of any such city or town, shall be jointly approved by both the board of county commissioners of said county and the governing body of said city or town before same shall be filed and recorded in the office of the county clerk as aforesaid.

Name of Subdivision _____

Date Submitted _____

Legal Description of Property to be Subdivided: _____

Total area of this subdivision: _____ acres. If part of a proposed larger development, total adjacent area contemplated for future subdivision _____ acres.

Number of Proposed Lots: _____ Typical Lot Size _____

Linear feet of proposed streets: Total _____ Arterial _____
 Collector _____ Local _____

Name, Address and Phone number of developer:

Name, Address and Phone Number of Owner if other than above:

Name, Address and Phone Number of Person or Firm Preparing Plat:

Name, Address and Phone Number of Engineer Designing Improvements (if other than above): _____

The following are minimum requirements that must be met before any subdivision within one (1) mile of the City of Lander is approved by the governing body of the City of Lander.

(1) The Plat shall be given to the City Hall Administration for the City of Lander. The Plat shall consist of a drawing or drawings and accompanying material and information prescribed as hereinafter:

(2) The Plat drawing shall be prepared on a scale selected to produce an overall plan sheet measuring 24 x 36 inches and electronically. The face of the drawing shall contain the following information:

____ (a) The name of the subdivision. The name shall not duplicate or too closely resemble the name of any subdivision previously filed in the County.

____ (b) Date of preparation, scale and north arrow. The top of each sheet shall represent north wherever possible.

____ (c) A vicinity map drawn at a scale of 1" = 1,000' or 1" = 2,000' showing the location of the proposed subdivision in relation to the City and its relationship to surrounding development.

____ (d) The names, addresses and phone numbers of the developer or developer, and the individual or firm responsible for the preparation of the Preliminary Plat.

____ (e) Documentation satisfactory to the board that the developer has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the developer, including but not limited to water supply systems, sewage systems, streets and roadways.

____ (f) A legal description of the subdivision boundary.

____ (g) The boundary lines of the subdivision in a heavy, solid line and referenced to section or quarter section lines.

____ (h) A description of all monuments, both found and set, which mark the boundary of the subdivision, and a description of all control monuments used in the survey.

____ (i) Existing contours at a minimum interval of twenty (20) feet.

- ____ (j) General location and extent of any significant natural features such as wooded areas, streams, drainage ways, or lakes.
- ____ (k) Floodplains of designated streams as delineated on maps available in the office of the County Planner.
- ____ (l) Location, dimensions, and names of existing roads, streets, alleys, rights-of-ways and structures within and within twenty (20) feet immediately adjacent showing how they relate to the proposed subdivision layout.
- ____ (m) Location, size, and grades of existing sewers, water mains, gas lines, pipelines or other underground utilities or installations within the proposed subdivision or immediately adjacent thereto.
- ____ (n) Location and dimensions of all easements of record.
- ____ (o) Location and width of proposed streets, alleys, pedestrian ways and easements. Proposed streets will be a minimum of 50' right-of-way, depending on the density of the subdivision. Road ways will be all weather surface. Cul-de-sacs must be a minimum of 45° radius, as stated in the City of Lander Standards and Specifications.
- ____ (p) Layout, numbers and approximate dimensions of proposed lots and blocks. Minimum lot dimensions and setbacks will be in accordance with the existing or requested zoning.
- ____ (q) Location, dimension and size in acres of all sites proposed to be used for commercial, industrial, multi-family residential, public or quasi-public use with the use noted.
- ____ (r) A summary of the total number of acres, number of lots, acreage of commercial or industrial areas, acreage of open space, amount of land in rights-of-way and other descriptive material useful in reviewing the proposed subdivision.
- ____ (s) A statement describing the development and maintenance responsibility for any private streets, ways or open spaces.
- ____ (t) The recommendation of a qualified professional engineer or the affected Soil Conservation District regarding soil suitability, including corrosion hazard, erosion control, sedimentation and flooding problems.
- ____ (u) A description of the phasing and scheduling of phases for the development if the Final Plat is to be submitted in separate phases.
- ____ (v) Information as to appurtenant water rights, including but not limited to quantity, source and applicable documents.
- ____ (w) Any exceptions to the subdivision must be noted.
- ____ (x) Certification and dedication statement signed by all owners, or others with an equitable interest with their signatures properly acknowledged.
- ____ (y) Signed certification by a registered land surveyor
- ____ (z) Certificates for the City Planning Commission and the City Council as specified in the regulations
- ____ (aa) Certificate for recording by the County Clerk of Records

- _____ (bb) Disclosure statement of hazards if required
- _____ (cc) Plans for elimination or ameliorating natural hazards.
- _____ (dd) Verification for meeting the County standards for sewage and water.