

CITY OF LANDER

SUBDIVISION APPLICATION

FEEES

PRELIMINARY PLAT - \$200.00

FINAL PLAT - \$200 PLUS \$20 PER LOT

IN EXCESS OF 10 LOTS UP TO A MAXIMUM FEE OF
\$1,000

FOR OFFICE USE ONLY

CASE # _____

Date Received _____

Planning Commission Hearing Date _____

Decision of Planning Commission _____

Please answer all questions. Answers should be clear, readable and contain all the necessary information. Please fill out completely. Use back or attach a separate sheet if additional space is needed.

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.

Existing Zoning: _____ **Proposed Zoning:** _____

Number of Proposed Lots: _____ **Typical Lot Size:** _____

Type of Development Proposed:

- Residential (single-family)** _____ acres
- Residential (multi-family)** _____ acres
- Commercial** _____ acres
- Industrial** _____ acres
- Open Space** _____ acres
- Street Rights-of-Way** _____ acres
- Other** _____ acres

**Linear feet of proposed new streets - Total _____ Arterial _____
Collector _____ Local _____**

Proposed Park Dedication: _____ acres

Name, Address and Phone Number of Subdivider: _____

Name, Address and Phone Number of Owner(s) 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): _____

Attach a list of names and mailing addresses of all owners of land contiguous and immediately adjacent to the boundary of the proposed subdivision.

Preliminary Plat -

- (1) Preliminary Plats shall be submitted in pdf, or twelve (12) copies, and a Mylar or sepia reproducible, to the Department of Planning. The Preliminary Plat shall consist of a drawing or drawings and accompanying material and information prescribed as follows:
- (2) The Preliminary Plat drawing shall be prepared at a scale of 1" =100' or larger for subdivisions where the majority of lots are less than five (5) acres in size. The scale may be reduced to 1" =200' for subdivisions in which the minimum lot size is five (5) acres or more. 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 the City and its relationship to surrounding development.
 - (d) The names, addresses and phone numbers of the developer or subdivider, and the individual or firm responsible for the preparation of the Preliminary Plat.
 - (e) A legal description of the subdivision boundary.
 - (f) The boundary lines of the subdivision in a heavy, solid line and referenced to section or quarter section lines.
 - (g) 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.

- (h) Existing contours at an interval of two (2) feet unless portions of the proposed subdivision has such severe slopes that, as determined by the City Engineer, intervals greater than two (2) feet would be more suitable.
 - (i) General location and extent of any significant natural features such as wooded areas, streams, drainage ways, or lakes.
 - (j) Floodplains of designated streams as delineated on maps available in the office of the City Engineer.
 - (k) 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.
 - (l) 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.
 - (m) Location and dimensions of all easements of record.
 - (n) Existing zoning and land use of proposed subdivision and immediately adjacent areas.
 - (o) Location and width of proposed streets, alleys, pedestrian ways and easements.
 - (p) Layout, numbers and approximate dimensions of proposed lots and blocks.
 - (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.
- (3) The following information and material shall accompany the Preliminary Plat drawing:
- _____ (a) Payment of the total amount of the Preliminary Plat fee.
 - _____ (b) A statement explaining how and when the subdivider proposes to install water, sewer, paving, sidewalks, drainage ways, and other required improvements.
 - _____ (c) A statement describing the development and maintenance responsibility for any private streets, ways or open spaces.
 - _____ (d) 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.
 - _____ (e) A description of the phasing and scheduling of phases for the development if the Final Plat is to be submitted in separate phases.
 - _____ (f) A petition for annexation to the City of Lander if the land to be subdivided is

contiguous to and, either by itself or as part of a larger tract, is completely surrounded by the boundaries or the city.

- _____ (g) An application for appropriate City zoning for the subdivided area if the area is to be annexed or if the existing zoning district does not allow the type of use proposed.
 - _____ (h) The names and addresses of all owners of subdivided lots and unplatted land contiguous and immediately adjacent to the boundary of the proposed subdivision.
 - _____ (i) A subdivision application on the standard forms provided.
 - _____ (j) A completed Preliminary Plat check list on the standard forms provided.
 - _____ (k) Information as to appurtenant water rights, including but not limited to quantity, source and applicable documents.
- (4) After receipt of the Preliminary Plat and all required supporting material, the Department of Planning shall schedule the Plat for consideration at the next regular meeting of the Planning Commission which occurs after twenty-one (21) days from the date on which the Plat was submitted.

CITY OF LANDER

FINAL PLAT CHECKLIST

FEES

FINAL PLAT - MAXIMUM \$200 PLUS \$20 PER LOT
IN EXCESS OF 10 LOTS UP TO A MAXIMUM FEE OF
\$1,000

FOR OFFICE USE ONLY

CASE # _____

Date Received _____

Planning Commission Hearing Date For Final Plat _____

Date of Preliminary Plat Approval _____

_____ Check here if a minor plat (5 lots or less and no new streets)

Please answer all questions. Answers should be clear, readable and contain all the necessary information. Please fill out completely. Use back or attach a separate sheet if additional space is needed.

Name of Subdivision: _____

Date Submitted: _____

Owner(s) Name and Address: _____

Name and Address of Person or Firm Preparing Plat: _____

-
- _____ 1. Final plat sheet size 24" x 36"
 - _____ 2. Plat drawn in black, waterproof India ink on tracing linen, Mylar or similar material
 - _____ 3. Scale of 1"=100' or larger (scales noted on the plat) (1"=200' is allowable if minimum lot size is greater than five (5) acres.)
 - _____ 4. Name of subdivision on the top center of each sheet and sheets numbered.
 - _____ 5. General location of the subdivision by section, township, range, county and state.
 - _____ 6. North arrow, date, scale, vicinity sketches.
 - _____ 7. Subdivision boundaries in heavy, solid lines and key maps and match lines if needed.
 - _____ 8. Legal description within allowable error of closure.

- ___ 9. Location and description of all monuments with survey point of beginning noted on the map.
- ___ 10. Bearings, distances and curb data outside all boundary lines (curve data may be in a table)
- ___ 11. Lots, blocks, tracts, streets, alleys and easements laid out, dimensioned and located
- ___ 12. Drainage easements labeled and appropriately dedicated
- ___ 13. Street names according to naming system with no duplication of existing street names
- ___ 14. Lots and blocks properly numbered
- ___ 15. Any **exceptions** to the subdivision noted
- ___ 16. Total acreage of the subdivision and total number of lots noted
- ___ 17. Certification and dedication statement signed by all owners, or others with an equitable interest with their signatures properly acknowledged.
- ___ 18. Signed certification by a registered land surveyor
- ___ 19. Certificates for review and/or approval by the City Engineer, the City Planning Commission and the City Council as specified in the regulations
- ___ 20. Certificate for recording by the county Clerk and Records
- ___ 21. Disclosure statement of hazards if required
- ___ 22. Appropriate annexation language if the plat is also an annexation plat

REQUIRED SUPPORTING MATERIAL

- ___ 1. Total amount of final plat fee \$_____
- ___ 2. One (1) reproducible Mylar copy and eight (8) prints of the plat.
- ___ 3. A completed final plat checklist.
- ___ 4. Supporting material on the final plat checklist, such as street plans and profiles, which may, if revised, create the need to adjust the plat configuration.
- ___ 5. A variance request if applicable and within the provisions of Section 5.c of the Subdivision and Land Use Regulations.
- ___ 6. Plans for elimination or ameliorating natural hazards.
- ___ 7. A subdivision application form (minor plat only)

Subdividers are requested to submit a cover letter with all plat submittals.

IRREVOCABLE LETTER OF CREDIT

Name of Bank

Address of Bank

LETTER OF CREDIT NUMBER _____

DATE _____

To: City of Lander
240 Lincoln St
Lander, Wy 82520

Gentlemen:

We hereby establish for the credit of _____ our Irrevocable Letter of Credit in the amount of \$ _____ subject to the following terms and conditions:

1. Drafts: Drafts drawn on the _____ Bank of _____ must be negotiated on or before _____, unless the credit period is extended hereunder; each draft must state upon its face, "Drawn Under Letter of Credit Number _____, dated, _____ of the _____ Bank," and will be honored without exception when the terms of this letter are complied with. Drafts must be accompanied by your official signed statement that the proceeds of each draft drawn are to be used only for completion of, or payment for, required improvements in _____ Subdivision.

2. Total: The aggregate amount of all drafts drawn under this Letter of Credit may not exceed \$ _____, which represents 125% of the estimated total cost of the required improvements.

3. Purpose: This credit is available and drafts must be drawn for the account of _____ for the purpose of completing or paying for improvements located at _____ Subdivision, said improvements are required by the Subdivision and Land Use Regulations of the City of Lander.

4. Documents: Drafts, when presented for payment, must be accompanied by a letter from the Engineering Department of the City of Lander, signed by the City Engineer and approved by the Administration of the City of Lander. This letter shall state the required improvements have not

been properly provided, completed or that judicial judgment has been rendered in connection with liens filed upon such improvements and said judicial judgment remains unpaid by the permit holder, contractor, developer or owner.

5. Material, Labor and Mechanics Liens: For the exclusive purpose of securing payment of judicial judgments obtained through bonifide liens arising out of construction of the required improvements, such drafts must be presented within One (1) year of expiration date as set forth herein. Such drafts are subject to all other terms and conditions contained herein.

6. Obligation of Issuer: The _____ Bank of _____ agrees with the drawers, endorsers and good-faith-holders to duly honor drafts drawn and negotiated in compliance with the terms of this Letter of Credit upon presentation to the office of the bank.

7. Rules Applicable: This Letter of Credit, except as otherwise expressly provided, is governed by the Uniform Commercial Code in force in Wyoming on the date of this Letter of Credit.

Very truly yours,

Name of Bank

Authorized Officer

FINAL PLAT CHECKLIST

This checklist is to be used as a guide for subdividers to insure that the form of final plats are correct and complete and that all required supporting materials have been included in the plat submittal. ALL FINAL PLAT SUBMITTALS MUST BE ACCOMPANIED BY THE COMPLETED CHECKLIST.

Fill in the blanks and check each item as it is completed. Enter "NA" (not applicable) next to any item which does not apply and explain on a separate sheet.

Incomplete or inaccurate submittals will not be accepted. Final plats and the design standards used in their preparation must comply with all of the applicable provisions of the Subdivision and Land Use Regulations of the City of Lander. Questions regarding this checklist should be directed to the Planning Department at 332-2870.

THIS CHECKLIST IS ONLY A GUIDE. THE SUBDIVISION AND LAND USE REGULATIONS ARE TO BE CONSULTED FOR DETAILS.

Please answer all questions. Answers should be clear, readable and contain all the necessary information. Please fill out completely. Use back or attach a separate sheet if additional space is needed.

Name of Subdivision: _____

Date Submitted: _____

Owner(s) Name and Address: _____

Name and Address of Person or Firm Preparing Plat: _____

_____ **Check here if a minor plat**

- _____ 1. Final plat sheet size 24" x 36"
- _____ 2. Plat drawn in black, waterproof India ink on tracing linen, Mylar or similar material
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- _____ 6. North arrow, date, scale, vicinity sketches.
- _____ 7. Subdivision boundaries in heavy, solid lines and key maps and match lines if needed.
- _____ 8. Legal description within allowable error of closure.
- _____ 9. Location and description of all monuments with survey point of beginning noted

on the map.

- ___ 10. Bearings, distances and curb data outside all boundary lines (curve data may be in a table)
- ___ 11. Lots, blocks, tracts, streets, alleys and easements laid out, dimensioned and located
- ___ 12. Drainage easements labeled and appropriately dedicated
- ___ 13. Street names according to naming system with no duplication of existing street names
- ___ 14. Lots and blocks properly numbered
- ___ 15. Any **exceptions** to the subdivision noted
- ___ 16. Total acreage of the subdivision and total number of lots noted
- ___ 17. Certification and dedication statement signed by all owners, or others with an equitable interest with their signatures properly acknowledged.
- ___ 18. Signed certification by a registered land surveyor
- ___ 19. Certificates for review and/or approval by the City Engineer, the City Planning Commission and the City Council as specified in the regulations
- ___ 20. Certificate for recording by the county Clerk and Records
- ___ 21. Disclosure statement of hazards if required
- ___ 22. Appropriate annexation language if the plat is also an annexation plat

REQUIRED SUPPORTING MATERIAL

- ___ 1. Total amount of final plat fee \$_____
- ___ 2. One (1) reproducible Mylar copy and eight (8) prints of the plat.
- ___ 3. A completed final plat checklist.
- ___ 4. Drawings, specifications and reports approved by the City Engineer, showing over lot grading, utilities and drainage facilities.
- 5. Wyoming DEQ permit for water and sewer installation.
- 6. Profiles, cross sections, plans and specifications of roads, streets and bridges as approved by the City Engineer.
- 7. Copies of recorded off site public access instrument if necessary.
- 8. Warranty deed and title insurance for public lands other than streets, alleys and easements.
- 9. Payment of fees in lieu of public land dedication.
- 10. Copies of recorded off site utility easements when necessary.
- 11. Disclosure statement regarding hazards in a form to be recorded if required.

12. Appropriate commitment guaranteeing the timely completion of required improvements.

Subdividers are requested to submit a cover letter with all plat submittals.

Signature of Applicant or Agent