



CITY OF LANDER
SUBDIVISION CHECKLIST – TITLE 4-9-4
NON-REFUNDABLE FEES
PRELIINARY PLAT \$600.00
FINAL PLAT \$400.00 plus recording fees

For Office use only: Case # _____ Public hearing date _____
Date Received _____ Date Fee Paid _____
Date of public notice _____ Commission Decision _____

Name of **Applicant** _____ Email _____
Address _____ Phone _____

Do you own this property Yes _____ No _____

If no, Name of **Owner** _____ Email _____
Address _____ Phone _____

Legal Description of Property (Street address, subdivision lot and block numbers, or attached a Legal description prepared by a surveyor)

Name of Subdivision _____

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 _____

Existing Zoning _____ Proposed Zoning _____
(Please fill out a Request for Re-Zoning if appropriate)



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Type of Development Proposed:

Residential (single-family)	_____	acres
Residential (multi-family)	_____	acres
Commercial	_____	acres
Industrial	_____	acres
Open Space (Title 4-9-8)	_____	acres
Street Rights-of-Way	_____	acres
Other _____	_____	acres

Name of
Surveyor _____ Email _____

Address _____ Phone _____

Name of
Engineering firm _____ Email _____

Address _____ Phone _____

PRELIMINARY PLAT CHECKLIST -

- (1) Preliminary Plats shall be submitted in two (2) hard copies, and one (1) PDF, 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.



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- (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.



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- _____ (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) A soils report, or the recommendation of a qualified professional engineer, or a letter from 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 of 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) A subdivision application on the standard forms provided.
 - _____ (i) A completed Preliminary Plat check list on the standard forms provided.
 - _____ (j) Information as to appurtenant water rights, including but not limited to quantity, source and applicable documents.
 - _____ (k) A copy of the warranty or proof of clear title to the lands within the legal description.
- (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.



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FINAL PLAT CHECKLIST -

For Office use only: Case # _____ Public hearing date _____
Date Received _____ Date Fee Paid _____
Date of public notice _____ Commission Decision _____
Date of Preliminary Plat Approval _____
<input type="checkbox"/> Check here if a minor plat (5 lots or less and no new streets)

This checklist is to be used as a guide for developers to ensure 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. CONSULT CITY CODE TITLE 4 FOR A FULL LIST OF REQUIREMENTS.

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.

Legal Description of Property (Street address, subdivision lot and block numbers, or attached a Legal description prepared by a surveyor)



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Name of Subdivision _____

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 _____

Existing Zoning _____ Proposed Zoning _____
 (Please fill out a Request for Re-Zoning if appropriate)

Type of Development Proposed:

Residential (single-family)	_____	acres
Residential (multi-family)	_____	acres
Commercial	_____	acres
Industrial	_____	acres
Open Space (Title 4-9-8)	_____	acres
Street Rights-of-Way	_____	acres
Other _____	_____	acres

Name of **Surveyor** _____ Email _____

Address _____ Phone _____

Name of **Engineering firm** _____ Email _____

Address _____ Phone _____

- _____ 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.)



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- ____ 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. Certification signatures for 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



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FINAL PLAT REQUIRED SUPPORTING MATERIAL

- _____ 1. Total amount of final plat fee \$ _____
- _____ 2. Two (2) hard copies and one PDF of the Plat.
- _____ 3. A completed final plat checklist.
- _____ 4. Supporting material on the final plat checklist, such as street plans and profiles, Final Water and Sewer designs, which may, if revised, create the need to adjust the plat configuration.
- _____ 5. A variance request if applicable in accordance with City Codes 4-6-1 if required.
- _____ 6. Plans for elimination or ameliorating any natural hazards.
- _____ 7. A subdivision application form (minor plat only)
- _____ 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, if required.
- _____ 10. Copies of recorded off site utility easement(s) when necessary.
- _____ 11. Disclosure statement regarding ameliorating any hazardous conditions or materials in a form to be recorded if required.
- _____ 12. Appropriate commitment guaranteeing the timely completion of required improvements. Attach a bond or Irrevocable Letter of Credit in accordance with City Code title 4-9-7-10(i).

Subdividers are requested to submit a cover letter and all supporting documentation and narratives with all final plat submittals.