



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 Archer Pkwy
Cheyenne, WY 82009
planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



SUBDIVISION PERMIT PROCESS

The applicant shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application. Cost of application and associated fees are published on the Planning and Development Fee Schedule.

1. **Pre-Application Meeting:** The applicant shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application.
2. **Notice of Intent:** The applicant shall publish notice of intent to apply for a subdivision permit once each week for two (2) weeks within thirty (30) days prior to filing the application. The notice shall include the name of the subdivider and the general location of the land to be subdivided.
3. **Submit Application:** The applicant shall submit the required documents listed on the application. The applicant shall provide one paper copy and one electronic copy in .pdf format of each required document at the time of application. A non-refundable application fee is required at the time the application is submitted to the Planning Office. Make checks payable to the Laramie County Treasurer. Cost of application and associated fees are published on the Planning and Development Fee Schedule.
4. **Public Hearing Agendas:** The Subdivision Permit application and required documents will be reviewed by the Planning Commission and the Laramie County Board of Commissioners. The application will be placed on the Laramie County Planning Commission agenda not less than 30 days after the complete application is submitted to the Planning Office. The Planning Commission meets the second and fourth Thursday of every month. The Laramie County Board of Commissioners meet the first and third Tuesday of every month.
5. **Public Notice Sign:** The applicant is required to provide posted notice at the property where the development is proposed. Signs are available at the Planning Office and shall be placed in view of all public rights of way that abut the property. Sign posting must be completed at least 30 days prior to the Planning Commission meeting. The signs shall be removed within 7 days of the final Laramie County Board of Commissioners hearing.
6. **Adjacent Property Owner Notification Letter:** The Planning Office shall notify all surrounding property owners of the proposed development by certified mail at least 30 days before the Planning Commission hearing. The applicant will be billed the actual cost of this mailing by the Planning Office. If there are more than fifty (50) letters required, the applicant shall perform the certified mailing and provide proof of mailing to the Planning Office.



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 Archer Pkwy
Cheyenne, WY 82009
planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



7. **Legal Notice:** The Planning Office shall publish a legal notice in the local newspaper no less than 30 days prior to the Planning Commission hearing.
8. **Agency Review:** The Planning Office shall forward the application and required documents to reviewing agencies for comments. A staff report shall be sent to the Owner and Applicant listed on the application within five (5) working days of the Planning Commission meeting.
9. **Public Hearings:** The applicant must attend all public hearings and meetings. Absence of a representative shall result in the withdrawal of the application from the public hearing.
10. **Applicant Notification Letter:** The Planning Office shall mail the applicant a notification letter outlining the action taken by the Planning Commission and the Laramie County Board of Commissioners.
9. **Plat Recordation:** If the Subdivision Permit is approved and a plat was required, the applicant shall bring all required copies of the plat to the Planning Office. Planning Office staff will obtain necessary signatures and notify the applicant when the signed plat documents are ready to record. Community facility fees are due to the Planning Office prior to recordation of the plat. The applicant is responsible for submitting plat documents to the Laramie County Clerk for recordation.
10. **Plat Exempt:** If the Subdivision Permit is approved and a plat was not required, the Planning Office staff will present all maps of survey or other legal descriptions as exhibits to the resolution to be signed by the Chairman of the Laramie County Board of Commissioners. The signed and recorded resolution shall constitute the Subdivision Permit.
11. **Digital File of Plat:** The applicant shall provide an updated digital shapefile of the approved subdivision boundaries, along with the plat or map of survey, to the Planning Office prior to recordation with the Laramie County Clerk. The digital file shall be in spatial reference that integrates with the Cheyenne and Laramie County Cooperative GIS (CLCCGIS) framework. The framework for spatial reference is Wyoming State Plane Coordinates, East Zone, U.S. Survey foot, NAD 1983 (CORS96). The digital file shall be submitted in a format compatible with the CLCCGIS. The preferred electronic format is .shp.



Subdivision Permit Application

Laramie County Planning and Development Office
 3966 Archer Pkwy
 Cheyenne, WY 82009

Phone: 307-633-4303
 Fax: 307-633-4616
 planning@laramiecounty.com

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Pre-Application Meeting Date			
Project Name		Plat:	Required Exempt
OWNER INFORMATION Please attach a separate sheet if there are additional property owners			
Name		Phone	
Address	City	State	Zip Code
Email			
APPLICANT INFORMATION			
Name		Phone	
Address	City	State	Zip Code
Email			
LOCATION INFORMATION			
Legal Description			
Site Address or Site Location Description (If Address is Unavailable)			
Current Zoning		Current Land Use	
DEVELOPMENT INFORMATION			
Total Acres to be Subdivided		Number of Lots/Tracts	
Community Facility Fee Acreage			
Dates of publication for Notice of Intent advertisement prior to submittal of this application			
1 st Publication		2 nd Publication	
Required Documents Plat, legal description, or map of survey Proof of Notice of Intent advertisement Community facility fee letter Digital copy of all files (to include shapefiles of plat) Development Agreement DEQ approval letter Warranty Deed Any supplemental information required from the PDP review process or the pre-application meeting			
<i>I hereby certify that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers contained on the application and in required documents are true and accurate to the best of my knowledge. The undersigned do hereby agree to pay all fees associated with this application. The undersigned do hereby acknowledge, understand and assure compliance with W.S. Title 18, Chapter 5, Article 3. The undersigned hereby acknowledges, agrees and understands that any Administrative Exemption that is granted by the Planning and Development Director of Laramie County from the requirements found in W.S. 18-5-306 for the purpose of submitting a Subdivision Permit for approval by Laramie County may be subject to further requirements, review, consideration and approval by the governing body of any city or town located within one-mile of the property for which an Administrative Exemption is being sought. The Laramie County Planning and Development Department suggests that each applicant meet with all city or towns within one mile of the property under consideration prior to any formal submittal of a Subdivision Permit or Administrative Exemption.</i>			
Signature of Owner		Date	
Printed Name			
Signature of Applicant		Date	
Printed Name			



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 ARCHER PKWY, CHEYENNE, WY 82009

PHONE: 307-633-4303 FAX: 307-633-4616



SUBDIVISION PERMIT CHECKLIST

NAME OF PROJECT: _____

Required Documents:

- Copy of Pre-Application Meeting Notes.
- Completed Application Form (original).
- A check payable to Laramie County Treasurer for the required application fees.
- Plat OR, if plat is not required, a legal description (metes and bounds) OR map of survey
- Proof of publication of intent to subdivide
- Proof of ownership/Warranty Deed
- Community Facility Fee Acknowledgement letter
- Development Agreement, if applicable.
- DEQ approval letter, if applicable.
- Digital shapefile of the plat or map of survey, if applicable.
- Documents required from the Preliminary Development Plan Review, if applicable.
- Any supplemental information required from the Pre-Application Meeting or PDP (i.e.: traffic, drainage, easements).