



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

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



AFFIDAVIT OF SUBDIVISION EXEMPTION PROCESS

The applicant shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application.

1. **Pre-Application:** The applicant shall meet or discuss over the phone with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application.
2. **Submit Application:** The applicant shall submit the required documents listed on the application checklist. The applicant shall provide one paper copy and one electronic copy in .pdf format of each required document at the time of application.
3. **Agency Review:** The Planning Office shall forward the application and required documents to reviewing agencies for comments. Planning staff shall email any comments which require updated documents.
4. **Applicant Notification:** The Planning Office shall contact the applicant via phone or email to pick up original Affidavit, supporting documents, and letter of approval (or denial).
5. **Recordation:** The applicant is responsible for submitting the original Affidavit and supporting documents to the Laramie County Clerk for recordation.



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3966 ARCHER PKWY, CHEYENNE, WY 82009

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



AFFIDAVIT OF SUBDIVISION EXEMPTION CHECKLIST

NAME OF PROJECT: _____

Required Documents:

- Completed Affidavit and additional signatory pages (originals).
- Map of survey
- Digital shapefile of the map of survey, if applicable.
- Proof of ownership/Warranty Deed
- New Legal Descriptions for subject properties
- New Warranty Deed(s)
- Any supplemental information required from the Pre-Application Meeting (i.e.: traffic, drainage, easements).



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**AFFIDAVIT OF SUBDIVISION EXEMPTION
CONTACT INFORMATION**

NAME OF PROJECT: _____

GRANTOR CONTACT INFORMATION

Name(s)

Email:

Phone:

GRANTEE CONTACT INFORMATION

Name(s)

Email:

Phone:

SUBDIVISION EXEMPTION JUSTIFICATION

Please describe your intent for using a subdivision exemption



Affidavit of Subdivision Permit Exemption

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

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

Please Note: This form not valid unless approved by Laramie County Planning & Development ****

GRANTOR INFORMATION Please attach a separate sheet if there are additional property owners				
Name(s)				
Address	City	State	Zip Code	
GRANTEE INFORMATION				
Name(s)				
Address	City	State	Zip Code	
LOCATION INFORMATION				
Legal Description				
Site Address	Site Area	Acres	or Site Area	Sq Ft
Site Location Description (If Address is Unavailable)				
Current Zoning	Current Land Use			
EXEMPTION INFORMATION: **** TO BE COMPLETED BY STAFF				
This division of land qualifies for an exemption pursuant to the following section of W.S. 18-5-303:				
The attached deed from Grantor(s) to Grantee(s) dated _____, is the subject of this affidavit and was recorded on _____ (date), in book _____, page _____.				
Approved by _____, on _____.				
(Signature & Title) (Date)				
<i>I hereby certify that I have familiarized myself with the provisions for exemption from the requirement to obtain a subdivision permit pursuant to W.S. 18-5-303 with respect to the filing of this affidavit and that the foregoing statements and answers contained on the affidavit and in required documents are true and accurate to the best of my knowledge. The grantor(s) and grantee(s) have read and understand this affidavit and all restrictions that may apply to the use of this property.</i>				
Signature of Grantor			Date	
Printed Name				
Signature of Grantee			Date	
Printed Name				

ACKNOWLEDGEMENT

STATE OF WYOMING)
)ss.
 COUNTY OF _____)

This instrument was acknowledged before me on _____ by _____
Date

Grantor Name (and Authority/Title to sign on behalf of Owner/Name – if applicable)

Witness my hand and official seal.

 Notary Public

My Commission Expires: _____

Additional Acknowledgement Page for Affidavit of Subdivision Exemption

Exemption / Project Name: _____

ACKNOWLEDGEMENT

STATE OF WYOMING)
)ss.
COUNTY OF _____)

The following instrument was acknowledged before me by _____

This _____ day of _____, _____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

ACKNOWLEDGEMENT

STATE OF WYOMING)
)ss.
COUNTY OF _____)

The following instrument was acknowledged before me by _____

This _____ day of _____, _____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

ACKNOWLEDGEMENT

STATE OF WYOMING)
)ss.
COUNTY OF _____)

The following instrument was acknowledged before me by _____

This _____ day of _____, _____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____