

Crook County, Wyoming
Major Subdivision Final Plat Checklist

This checklist must be completed and submitted along with the Final Subdivision Plat. Submittals must be made to the County Clerk's Office a minimum thirty (30) days prior to the County Commission meeting. All plats and designs must conform to the "Crook County Subdivision Resolution" as amended August 3, 2009.

Review this checklist and check items as completed. Enter "NA" (not applicable) next to those items which do not apply and explain on separate sheet of paper, as necessary. Incomplete or inaccurate submittals will delay the processing of the plat, which will be returned to the developer for completion.

This checklist is only a guide; the "Crook County Subdivision Resolution" as amended August 3, 2009 should be consulted for details.

Name of Subdivision: _____

Date Submitted: _____

Requested Commissioners Hearing Date: _____

Date of Preliminary Plat Approval: _____

(Must be twelve months or less from above date, or thirty-six months for phased development)

FINAL PLAT CONTENTS AND FORMAT

- ____ 1. Name of Subdivision with section, township, range, county and state in heading at top center of each (24"X36") sheet.
- ____ 2. Scale 1" = 100' or larger (1" = 200' or larger with minimum 5 acre lot size).
- ____ 3. North Arrow & Basis of Bearing and Date of Preparation.
- ____ 4. Vicinity Map
- ____ 5. Name of owner(s) of record.
- ____ 6. Informational notes.
- ____ 7. Legal description of the subdivision boundary including Township, Range, Section, Prime Meridian, including tie to monumented land corner.
- ____ 8. Certification language, dedications, approval statements, etc., per Resolution with notarized signature of owner(s) and parties of interest.

- ___ 9. Plat drawn in black ink on mylar, with boundary (heavy solid line) and lot line bearings, distances, and curve data. All lengths shown to one-hundredth of a foot and all angles and bearings to meet the requirements of a closed figure where applicable.
- ___ 10. Lots and blocks consecutively numbered. Tracts indicated as appropriate.
- ___ 11. Proposed lots, streets, alleys, walkways, and easements designated as such and dimensions and bearings given (street names cannot be duplicated). Names and official numbers of all existing roads and streets.
- ___ 12. Area of each lot to nearest one one-hundredth-(0.01) acre or nearest square foot (for lots less than 1 acre). Total acreage and total number of lots.
- ___ 13. Denote excluded parcels.
- ___ 14 Survey key, including if monuments were found or set and their size and type.
- ___ 15. Drainage, wetlands, flood easements, other hazard areas and areas of improvement restrictions, denoted as required.
- ___ 16. Permit numbers for water rights.
- ___ 17. Statements, where applicable: “NO PROPOSED DOMESTIC WATER SOURCE”, “NO PROPOSED PUBLIC SEWAGE DISPOSAL SYSTEM,” “NO PROPOSED PUBLIC DISPOSAL OF GARBAGE,” “NO PUBLIC MAINTENANCE OF STREETS OR ROADS.” Riparian use of water statement. Plus other required statements.
- ___ 18. Location of existing streets and easements to be vacated by plat. Show in dashed line or subdued image.

REQUIRED SUPPORTING MATERIALS

- ___ 1. Seven (7) copies of the Final Plat.
- ___ 2. Proposed Homeowners (Landowners) Association documents.
- ___ 3. Improvement and Service (or Water & Sewer) District documents.
- ___ 4. Restrictive Covenants.
- ___ 5. State Highway approach permit, and/or County Road Access/Turnout Permit.
- ___ 6. Street design drawings and specifications (three (3) copies each) and traffic study.
- ___ 7. Sewer system design drawings with DEQ permit, or Report on individual sewage system adequacy, if no central sewer system.
- ___ 8. Central water system design drawings with DEQ & SEO permits, or Report on individual wells adequacy, if no central water system.

- ___ 9. Provisions for ditches/canals, if applicable.
- ___ 10. Water right(s) documents.
- ___ 11. Final Drainage Report and drainage facilities or other improvement's design plans and specifications.
- ___ 12. Plan for compliance with Crook County Natural Resources District report on soil suitability, etc. or geotechnical engineering report, if applicable.
- ___ 13. Fire Safety facilities, if required per Section 8, Chapter III.
- ___ 14. Plans to eliminate or ameliorate natural hazards, erosion control and/or noxious weeds.
- ___ 15. Proof of notice sent to Corp of Engineers and applicable permits, if necessary.
- ___ 16. Copy of agreement(s) with utility companies.
- ___ 17. Fees.
- ___ 18. Letter from School District.
- ___ 19. Letter from United States Postal Service.
- ___ 20. Lot vacation instrument(s), if applicable.
- ___ 21. Rural Addressing Map.
- ___ 21. Subdivision Improvements Agreement (___recorded, or ___unrecorded plat).
- ___ 22. Current Ownership and Encumbrance Report (or title opinion, or title insurance commitment).
- ___ 23. Warranty deed for public land other than streets, walkways, and easements.
- ___ 24. Copies of off-site easements.
- ___ 25. Disclosure Statement. (Note: Bond **NOT** required for posting of sign).
- ___ 26. Town approval, if within one mile of corporate limits.

This form has been completed under my supervision; the Final Plat submittal is complete and is in conformance with the Crook County Subdivision Resolution as amended August 3, 2009.

Signature: _____
 (Applicant or Agent)

Title: _____ Date: _____