

Crook County, Wyoming
Major Subdivision Preliminary Plat Checklist

This Checklist is to be used as a guide for subdividers to insure that the content of the Preliminary Plat submittal is correct, complete and that all required supporting materials have been included in the plat submittal. All Preliminary Plat submittals must be accompanied by a completed Checklist.

Submittals must be made to the Crook County Clerk's Office at least twenty-one (21) days prior to the County Commissioner hearing. Fill in the blanks and check each item as it is completed. Enter "N.A." (not applicable) next to any item which does not apply and explain on a separate sheet of paper.

Incomplete or inaccurate submittals will not be accepted. Preliminary Plats and the designs used in their preparation must comply with all of the applicable provisions of the "Crook County Subdivision Resolution" as amended August 3, 2009. Questions regarding this procedure should be directed to the Crook County Clerk.

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

Proposed Name of Subdivision: _____

Date Submitted: _____

Requested Commissioners Hearing Date: _____

General Location: _____

Owner(s): Name _____

Address _____

Telephone No. _____

Plat Preparer: _____

Name _____

Address _____

Telephone No. _____

PRELIMINARY PLAT CONTENTS AND FORMAT

- ___ 1. Scale 1" = 100' or larger and noted on plat (may reduce to 1" = 200' if all lots are 5 acres or larger and includes North Arrow.
- ___ 2. Name of Subdivision (not to be duplicated).
- ___ 3. Date of preparation.
- ___ 4. Vicinity map showing location of subdivision, towns, nearby developments, section lines and roads.
- ___ 5. Names, addresses and telephone numbers of developer, land owner and plat preparer.
- ___ 6. Legal description of the land boundary with total acres to be divided.
- ___ 7. Description of boundary and control monuments.
- ___ 8. Heavy solid lines for the subdivision boundary.
- ___ 9. Existing topographic contours.
- ___ 10. Location of floodplains, wetlands, streams, lakes and other natural hazards.
- ___ 11. Location, dimensions and names of any existing or proposed roads, streets, alleys, rights-of-ways and easements within and adjacent to the subdivision.
- ___ 12. County Road and lot layout complies with the County Road Access and Turnout Rules.
- ___ 13. Location of existing water and sewer mains within and adjacent to the proposed subdivision.
- ___ 14. Location of all easements of record.
- ___ 15. Layout, numbers and approximate dimensions of proposed lots and blocks.
- ___ 16. Location of all residential, multi-family, public, quasi-public sites (schools, parks, open spaces) and a notation on the proposed land uses.
- ___ 17. Permit numbers for surface and ground water rights.
- ___ 18. Names and mailing addresses of record surface owners of adjacent to and within 500 feet of the property. Also shown in the respective locations.
- ___ 19. Plat conforms to the design standards of the Resolution.

REQUIRED SUPPORTING MATERIALS

- ___ 1. Seven (7) copies of the Plat.

___ 2. Written requests for variance, if any.

___ 3. A statement on how the development and maintenance of the following will be handled and who will pay:

- ___ Domestic Water Supply
- ___ Sanitary Sewer Disposal
- ___ Garbage Disposal
- ___ Other Utilities
- ___ Roads and Snow Removal

___ 4. Report from Crook County Natural Resources District regarding soil suitability, erosion control, sedimentation and flooding problems.

___ 5. Description of the phasing and scheduling of phases if the Final Plat is to be presented in separate phases.

___ 6. Outline of proposed covenants and use restrictions.

___ 7. Copy of existing covenants on the land, if any.

___ 8. List of names and mailing addresses of all surface owners within 500' of the land.

___ 9. Two completed copies of the Subdivision Application form.

___ 10. Completed Preliminary Plat Checklist.

___ 11. Description of existing water rights and proposed disposition.

___ 12. Evidence of publication of intent to apply for subdivision permit.

___ 13. Preliminary Drainage Report.

___ 14. Proof of notification to utility companies, postal service and school district.

___ 15. Study addressing traffic safety and impact.

___ 16. Fees.

This form has been completed under my supervision; the Preliminary 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: _____