



Subdivision Check List

Initial plan must include the following:

1. Suggested names for streets
2. All lots, blocks, right-of-ways, easements
3. List all property owners (including mailing addresses) that immediately abut proposed subdivision
4. Water supply (domestic)
5. Sewage Disposal System
6. Drainage plan
7. Road or street plan
8. Soils map
9. Irrigation plan
10. Zoning
11. Floodplain

Schedule of fees

The subdivider shall pay a fee of two hundred dollars (\$200) at the time the initial plan is delivered to the City Planner. (See Public Facilities Requirements also.)

When and who gets copies of initial plat (simultaneously)

1. All utility companies (i.e. cable, electricity, natural gas, telephone)
2. Washakie County School District No. 1
3. Canal Company (when applicable)
4. Worland Fire Department
5. Utilities Commission
6. Planning Commission (10 copies)
7. City Director of Public Works
8. City Engineer
9. City Planner
10. Building Official
11. Airport Manger (when applicable)

A response letter on the initial plan and on-site inspection shall be made in writing to the subdivider within ten (10) business days after the regular commission meeting. This letter shall contain the approval or additional information, which is needed for approval. The subdivider shall supply this additional information at least seven (7) business days prior to a subsequent meeting of the commission.

Note: The Subdivider will be given a sign-off sheet for each entity reviewing plans to sign. Once completed, this sign-off sheet must be submitted to the City Planner. If you do not have a completed sign-off sheet (with comments), you cannot proceed past this point.

On Site Inspection

When the City Planner has received the completed sign-off sheet, he then will schedule an on-site inspection with the City Engineer, Director of Public Works and anybody else he feels needs to be involved. A letter stating the comments and recommendations of those present will be sent to the Planning and Utilities Commissions and the Subdivider within five (5) business days following the on-site inspection.

Call for initial public hearing

After the sign-off sheet has been turned in to the City Planner and an on-site inspection preformed, the Planning Commission will hold a public hearing. It will be held at City Hall with the time and date being set by the Planning Commission.

The Subdivider will be responsible for the following:

1. Placing a legal notice of the public hearing in the local newspaper a total of three separate times the first notice being fifteen (15) days in advance of the public hearing.
2. Erecting a sign on the proposed subdivision property notifying all of the public hearing.
3. Notifying all property owners within one hundred forty feet (140') of the proposed subdivision of the public hearing by certified mail with return receipt requested. A list of said property owners and the return receipts must be submitted to the City Planner prior to the beginning of the public hearing. Failure to do so will forfeit the hearing.

After the public hearing, the Planning Commission shall draft a letter stating their recommendations to the Worland City Council and the Subdivider within five (5) business days.

The City Council reviews the initial plat

The City Council will review the letter from the Planning Commission and give its approval or conditions for approval regarding the initial plat. The subdivider must then create the final plat meeting the conditions for approval set forth by the City Council and present it to the City Council for final approval.

Subdivision Improvements Agreement

No final plat shall be approved until the subdivider has submitted and city council has approved an improvements agreement guaranteeing to construct all public improvements shown on the final plat.

1. Furnish a performance bond in favor of the city.
2. Assign and deliver to the city good and sufficient warranty deeds.

3. Assign and deliver to the city a cash bond in the form of a bank certificate of deposit that is drawn payable to the city.
4. Assign and deliver to the city an irrevocable letter of credit, the expiration date of which is one hundred twenty (120) days after the date of completion of all public improvements as provided.

Format of Final Plat

1. One (1) reproducible plat on a stable base polyester film or equivalent shall be prepared. Sheet size shall be twenty-four by thirty-six inches (24"x36").
2. Three (3) copies of the plat on paper shall be provided.
3. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line.
4. All certifications shall be shown.

Contents of Plat

1. North Point
2. Scale
3. All monuments found
4. All property lines and pins set.
5. Names of any adjoining platted subdivisions.
6. A title block
7. Exterior boundaries
8. Location of all section corners or legal subdivision corners
9. All lots and blocks
10. All streets and alleys
11. Location and dimensions of all parks
12. Acreage of subdivision, gross and net
13. A signature block
14. Present zoning
15. Area grading and drainage plan
16. Location of one hundred year floodplain

Attachments

1. Written certification of a licensed Wyoming Engineer, to the adequacy and safety of the sewage system, in relation to topography, the proposed population density, soil conditions and watersheds.
2. Written certification of licensed Wyoming Engineer, to the adequacy and safety of the domestic water source.
3. Copies of all covenants
4. All easements and right of ways
5. Evidence of financial responsibility
6. Written letters from the Planning Commission and Utilities Commission that all requirements have been met.

The subdivider shall furnish a maintenance guarantee in favor of the city after all public improvements have been installed, and as a condition to final acceptance for maintenance by the city.

Phased construction

Any subdivider intending to develop their project in phases shall show phases on final plat.

As Built Plans

Subdivider shall furnish as built plans of any improvements.

1. Roads
2. Surface and storm sewer drainage.
3. Sanitary sewer.
4. Water supply.

Public Facilities Requirement

Every subdivider shall pay a subdivision fee, which shall entitle the subdivider, to subdivide or plat only those lands described in the application.

1. The fee payable to the city shall equal eight per cent (8%) of the value of the lands described in the application.
2. The value to be computed upon the average market value per acre of the total lands covered by the application.
3. Fee shall be paid before the final plat approval.

Approval or Disapproval

The Council shall receive one (1) copy of the final plans. If the final plan is approved, the council will direct the mayor to sign the plat. If disapproved then the subdivider shall make changes to the plat before the signing of the final plat can be done.