



**PLANNING, ZONING AND ADJUSTMENT BOARD  
MINOR SUBDIVISION APPLICATION  
(5 lots or less and no new streets, sewer or water mains)**

<b>STAFF USE</b> File #: SUB2019- _____ P&Z Invoice: _____ Date Received: _____
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Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Surveying/Engineering Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of Subdivision Proposal and Proposed Use of Lots: \_\_\_\_\_

\_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_  
*Signature* *Date*

**APPLICABLE STANDARDS:**

Please refer to the city's subdivision regulations (Title 11), zoning ordinance (Title 10), and street master plan for applicable design standards, improvement requirements, and lot size requirements. The documents are available in the Community Development Department or the City website under the "Municipal Code" link: [www.cityofcody-wy.gov](http://www.cityofcody-wy.gov)

**APPLICATION MATERIALS:**

Applicants are encouraged to arrange a pre-application meeting with staff to ensure a complete submittal. An incomplete application may result in additional fees and delays in processing. The following items are to be submitted with the application.

**FEE:** Each minor subdivision is to be accompanied by a one-time \$150.00 review fee, payable at the time of initial application. Payment may be made by cash, check, or credit card (Visa, MasterCard, Discover).

Note: Utility Fees (water tap fee, electrical fees, etc.) may be applicable, payable prior to recording of the final plat.

**COPIES:**

- Twelve (12) paper copies\* of the application materials; AND,
- A digital copy (PDF) of each document.

\* For complex projects, or if the applicant wishes, submit only two full-size paper copies and the electronic copy for staff review and wait until staff review is complete before providing the 12 copies for the Planning and Zoning meeting. This allows for corrections and changes to the plans before the 12 copies are printed. The 12 copies and an updated PDF will need to be submitted well before the Planning and Zoning meeting, as coordinated with staff.

**Conceptual Plan Information:** (A Conceptual Plan review is recommended when guidance is needed for subdivision design.)

- Map at a scale of not less than 1" = 500'.
- Include subject property and properties within ¼ mile.
- Show existing streets, highways, natural drainage courses and other major or natural or manmade features.
- Show major use areas for residential, commercial, industrial and public purposes.
- Note any zoning changes, special exemptions, or variances to be requested.
- Proposed lot sizes and intended type of use(s).
- Note any specific requirements or parts of the conceptual plan that you wish to discuss with the Planning and Zoning Board.

**Preliminary Plat Application Materials (see also City of Cody Code 11-3-2):**

**Preliminary Plat Components:**

- Include all lands to be divided. (All of parent parcel.)
- Proposed name of minor subdivision. (Cannot duplicate any existing subdivision within Park County.)
- Subdivision location and boundary with bearings and distances, tied to an official government survey.

- Names and address of the subdivider and the designer of the subdivision (WY licensed PE or LS).
- Date of preparation.
- Scale of drawing, which is to be not less than 1" = 100'.
- North Arrow.
- Total acreage of subdivision.
- All lands within and immediately adjacent to (up to 200') the subdivision, with the names of the owners of record noted.
- Proposed locations and dimensions of easements and lot lines.
- Existing and proposed contour lines.
- Any areas subject to flooding, wetlands.
- Lot designations (numbered consecutively) and lot sizes.
- Proposed area, if any, for uses other than single-family residential (e.g. multi-family residential, commercial, industrial, common areas, pathways, etc.).
- Zoning of subdivision property and adjacent areas.
- Identify and label any adjacent subdivisions.
- Existing utility information, including type, location, size, material (if known), approx. depth of bury, and service locations for utilities within and adjacent to the subdivision.
- Preliminary utility service plan, including proposed type of services, location, size, material, approx. depth of bury.
- 24" x 36" preliminary plat drawing. (Note: 11 of the 12 copies for the P&Z meeting may be size 11"x17" if still clearly legible.)

Supplemental Materials (one copy only)

- Warranty Deed and/or copy of current title report (not older than 6 months) showing applicant as owner.
- Copies of all easements and rights-of-ways of record.  
(Note: A subdivision guarantee from a title company, with all referenced easements and right-of-way documents attached, is the preferred method of providing the two items above.)
- Requests for any variances to the subdivision or zoning regulations.
- Identify the planned method of complying with raw water requirements. (Install distribution system, or agreement for transfer of water rights to the city.)
- CD, email, or other electronic submittal of all digital files of the application materials.

**Final Plat Application Materials (see also City of Cody Code 11-3-3):**

Final Plat Components:

- Final plat drawing at a scale of not less than 1"=100'.
- Two, 24" x 36" reproducible mylars meeting the requirements of the County Clerk for filing. (Paper copies are acceptable for application, with the mylars printed after approval.)
- Name of subdivision.
- Date of preparation.
- North arrow and scale.
- Legal description of the property to be subdivided.
- Primary control points, or ties to control points, and basis of bearing.
- Tract boundary lines, right-of-way lines, easements, and lot lines with accurate dimensions and bearings.
- Curve data for curved street alignment and lot lines (central angle, bearing, arch length/chord length, curve radius).
- Right-of-way widths for each street, alley or other right-of-way bordering the plat.
- Names of Streets.
- Location, dimensions and purpose of any easements.
- Number to identify each lot.
- Location and description of all monuments and property corners.
- Owner's Certificate/Dedication Statement.
- If applicable, agreement to support and participate in a future improvement district.
- Certificate of surveyor or engineer certifying to the accuracy of the survey and plat.
- Certificate for recommendation of approval by the commission, certificate of approval by the council.
- Vicinity map at a scale of not more than 1" = 500' and extending at least ¼ mile beyond subdivision.

Supplemental Materials

- All materials necessary to demonstrate compliance with the conditions of preliminary plat approval.
- Statement from the state engineers office regarding surface water rights; and, if surface water rights exist for the

property, submit either an agreement to transfer water rights to the city, or plans for an irrigation system to utilize those water rights.

- Utility company statements. (Letters or agreements indicating method and responsibility for utility installation.)
- Any utility fees required by utility providers are to be paid prior to signing and recording of the Final Plat. (Typically water tap fees and electrical fees.)

#### After Final Plat Approval by the City Council

- Electronic copy of the final plat:  
Prior to recording the Final Plat, electronic media shall be provided in AutoCad.dwg or AutoCad.dxf format, which contains the physical features of the survey for this development. The drawing shall be referenced to a known coordinate system. A Projection (PRJ) file should be submitted. If not, include a text file with all the parameters describing the datum, projection and coordinate system used for the project. The drawings must include either a data dictionary to explain the layers, or a self-explanatory layering system.
- Submit two mylar copies of the final plat, signed by the owner and surveyor. The mylars will be signed by the P&Z Chairperson and the Mayor, and returned to the owner's representative for filing at the courthouse. Both copies are to have the recording information completed. The County will keep one mylar and the other is to be returned to the city.

#### PROCESS SUMMARY

1. The owner, or representative, submits all of the required information as outlined on the application to the Community Development Department. If you choose to submit a conceptual plat it will only receive comments from the P&Z Board, it will not go before the City Council.
2. The Community Development Department staff distributes your plans to all divisions for review (electric division, water, wastewater, sanitation, streets and engineering staff).
3. The Community Development Department provides a response to your request within 4 weeks of your submittal. Each phase of development is reviewed (i.e. conceptual, preliminary and final plats.)
4. If necessary, the Community Development Department sets up a meeting between the owner, or representative, with appropriate city staff to review the project and address any questions or ambiguity.
5. Your proposal for a preliminary or final plat is added to a Planning and Zoning Board meeting agenda, where the proposal will be reviewed and a recommendation made to be sent to City Council.
6. The proposal is presented to City Council for review, for the Preliminary and/or Final Plat phases of development.
7. After a final plat is approved, the applicant has 100 days to pay any utility fees and record the plat at the courthouse. After recording the lots may be sold or transferred.