The City of Cheyenne’s Unified Development Code (UDC) Article 2, Section 2.1, Divisions of Land, provides the steps for applying the UDC standards to minor divisions of land. Section 2.1.5, Limited Lot Line Adjustment Plat Waiver, provides the qualifying requirements for this process. The following describes the technical steps needed to complete the application for this process. Each application shall include a completed Master Application Form and two sheets: one sheet containing a dimensioned drawing satisfying items 1 through 7 below; and a second sheet satisfying items 9 and 10 below.

1. The Minor Lot Line Adjustment procedure is not a replat. The subdivision name, affected block and lot numbers will not change. Please provide a text box with the following information: "Lot Line Adjustment for Lots ___ and ___ of Block __, __________ Subdivision, __Filing, City of Cheyenne, Laramie County, Wyoming" (please fill in the blanks).

2. Provide a dimensioned drawing of the affected lots with the lot lines, the dimensions of each line, the lot numbers and the new square footage shown within each lot. Show the names of all streets fronting the lots. Please show a north arrow and a scale used to prepare the drawing.

3. Provide a calculation box on the drawing sheet showing the following information:
   a. The original square footage of each affected lot;
   b. The new square footage of each affected lot;
   c. The square footage change for each affected lot.

4. Show on the drawing the original lot line to be changed as a dashed line or similar demarcation. Show the new lot line as a solid, darker line. The lot line change needs to be clearly discernable.

5. On the drawing, show any existing structures, if any (an “as built” plot plan).

6. Show all existing and proposed easements, if any.

7. List all current owner(s) and the Applicant and Agent for the Applicant, if different.

8. The Master Application form shall be signed by all owners of the subject property as currently recorded in the County Clerk’s Office.

9. On a separate sheet shall be the information required for recording the warranty deed. This information shall include:
   a. A legal description of the property noted as Lots, Block and name of Subdivision.
   b. Dedication and acknowledgment statements signed by all owners of legal and equitable interests in the affected properties, including any owners of deeds and contracts for deeds.
   c. A notary block for each owner’s signature.
   d. Space for the County Clerk’s recording information.

10. Signature blocks for use by the Development Director and City Engineer.

04/21/17
**DEVELOPMENT SERVICES**

**PROJECT REVIEW APPLICATION FORM: GENERAL INFORMATION / COVER PAGE**

<table>
<thead>
<tr>
<th></th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Site Address or Location:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Legal Description:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Zoning:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Land Use:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Use(s):</strong></td>
<td><strong>(If more than one, give square footage for each)</strong></td>
</tr>
<tr>
<td><strong>Total Property Area:</strong></td>
<td><strong>[ ] Acres [ ] Feet</strong></td>
</tr>
</tbody>
</table>
| **Type of Request:**  | **[ ] Prelim. Plat**  
|                      | **[ ] Zone Change**  
|                      | **[ ] Variance**  
|                      | **[ ] Admin. Approval**  
|                      | **[ ] Final Plat**  
|                      | **[ ] Site Plan**  
|                      | **[ ] Conditional Use**  
|                      | **[ ] Other:** |
| **Pre-Application Meeting?** | **[ ] Yes [ ] No**  
| **Meeting Date:**     |                 |
| **Public Hearing Required?** | **[ ] Yes [ ] No**  
| **Meeting Type:**     |                 |
| **Owner:**            | **Phone:**      |
|                       | **Email:**      |
| **Owner Address:**    | **Postal Code:** |
|                       | **(If several property owners, names and addresses of all must be given; attach separate sheet if necessary.)**  
| **Applicant/Agent:**  | **Phone:**      |
|                       | **Email:**      |
| **Agent Address:**    | **Postal Code:** |

**Development Dropbox for electronic submittals:** [https://files.cheyennecity.gov/dropbox/-ZNeExS](https://files.cheyennecity.gov/dropbox/-ZNeExS)
**Visa & MasterCard accepted**

**CERTIFICATION**

I HEREBY CERTIFY THAT I AM THE OWNER, APPLICANT, OR AGENT NAMED HEREBIN AND THAT I HAVE
FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO THE FILING OF THIS APPLICATION
AND THAT THE FOREGOING STATEMENTS AND ANSWERS CONTAINED ON THIS APPLICATION AND ACCOMPANYING
DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

<table>
<thead>
<tr>
<th>OWNER SIGNATURE:</th>
<th>Date</th>
<th>AGENT SIGNATURE:</th>
<th>Date</th>
</tr>
</thead>
</table>

PRINT NAME

---

**BUILDING & DEVELOPMENT OFFICE**

2101 O'Neil Avenue, Suite 202, Cheyenne, WY 82001 • (Phone) 307-637-6352 • (Fax) 307-637-6366
LEGEND
- FOUND ALUMINUM CAP

LOT / BLOCK | ORIGINAL LOT AREA | REVISED LOT AREA
---|---|---
LOT 3 BLOCK 5 | 9027.2 SF | 8958.96 SF
LOT 4 BLOCK 5 | 9027.2 SF | 9098.49 SF

OWNERS:
CHEYENNE, WY 82009

AGENT:

LEGAL DESCRIPTION
A REALT OF LOTS 3 AND 4, BLOCK 5 T17
BEING A PORTION OF THE OF SEC 17, T14N, R66W, 6th PM, LARAMIE
COUNTY, WYOMING

Sample

LOT LINE
ADJUSTMENT

DRAWN BY CRU DATE: [redacted]
PAGE 1 OF 2

[Diagram of land with measurements and notes]
DEDICATION

KNOW ALL MEN BY THESE PRESENTS, THAT THE POINTE LLC, A CIGUARDIAN COMPANY, OWNER IN FEE SIMPLE OF THE LAND EMBRAZED IN LOT 3 BLOCK 5 OF THIS FINAL PLAT, DOES HEREBY DECLARE THAT THE SUBDIVISION OF SAID LAND IS WITH HIS FREE ACT AND DEED AND IN ACCORDANCE WITH HIS DESIRES. DOES HEREBY GRANT THE EASEMENTS SHOWN HEREON FOR THE PURPOSES INDICATED ON THIS PLAT.

ACKNOWLEDGEMENTS

STATE OF WYOMING

COUNTY OF LARAMIE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MICK HARRIS, VICE PRESIDENT, THE POINTE LLC THIS 5TH DAY OF OCTOBER, 2017, WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC WYOMING

MY COMMISSION EXPIRES 01/31/2018

DEDICATION

KNOW ALL MEN BY THESE PRESENTS, THAT THOMAS WYKES JR. AND CATHERIN BARRETT, OWNERS IN FEE SIMPLE OF THE LAND EMBRAZED IN LOT 4 BLOCK 5 OF THIS FINAL PLAT, DOES HEREBY DECLARE THAT THE SUBDIVISION OF SAID LAND IS WITH HIS FREE ACT AND DEED AND IN ACCORDANCE WITH HIS DESIRES. DOES HEREBY GRANT THE EASEMENTS SHOWN HEREON FOR THE PURPOSES INDICATED ON THIS PLAT.

ACKNOWLEDGEMENTS

STATE OF WYOMING

COUNTY OF LARAMIE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY THOMAS WYKES JR. AND CATHERIN BARRETT THIS 5TH DAY OF OCTOBER, 2017, WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC LARAMIE WYOMING

MY COMMISSION EXPIRES DEC. 2, 2020

APPROVALS

APPROVED BY THE DEVELOPMENT DIRECTOR THIS _______ DAY OF __________ 2017

__________________________
DEVELOPMENT DIRECTOR

APPROVED BY THE CITY OF CHEYENNE ENGINEER, THIS _______ DAY OF __________ 2017

__________________________
CITY ENGINEER

LOT LINE

ADJUSTMENT

DATE: 5/30/17

PAGE 2 OF 3