



DEVELOPMENT SERVICES – ADMINISTRATIVE PLAT 2.1.1

Unified Development Code (UDC) Article 2, Applications, Procedures and Criteria provide the steps for applying the Unified Development Code standards to specific development applications. It includes the technical steps in the development review process and criteria for evaluating development applications. It is useful to anyone who may become involved in development review, including City staff, public officials, potential applicants and citizens.

Applicable process and procedures are located in UDC 2.1.1

1. Pre-application meeting date held. _____
2. Master Application Form (original signature)
3. Applicable Fees (see fee schedule)
4. Admin. Plat Map – Two (2) hard copies folded to a size not greater than 10" x 13" and one (1) digital copy or Development Dropbox
5. Administrative Plat Map Checklist
6. Submit one hard copy and one digital copy or Development Dropbox of the following:

The following submittals are required

- *Transportation Worksheet or Traffic Study. Requirements for a traffic study are describe in Article 3 of the UDC.*
- *Drainage Worksheet or Drainage Study. Requirements for a drainage study are described in Article 3 and Appendix H of the UDC.*
- *A brief narrative of the adjustment which may be included on the plat as a note.*
- *Other as determined by Development Director after pre-application meeting (may include Alta surveys, plot plans, existing conditions, narratives or other additional information)*
 - _____
 - _____
 - _____

Signature of Development Office representative to confirm initiation of the Admin Plat Process

_____ Date _____

Attachments: YES or NO

Project Name and Description: (Completed by Staff).

(Rev.: 010818, LP)



DEVELOPMENT SERVICES - MASTER APPLICATION FORM

PROJECT REVIEW APPLICATION FORM : GENERAL INFORMATION / COVER PAGE		OFFICE USE ONLY	
Project Name : _____		Project # :	_____
Site Address or Location : _____		Submittal Date :	_____
Legal Description: _____		Received By :	_____
Current Zoning : _____	Current Land Use : _____	Application Fee:	_____
Proposed Use(s) : (If more than one, give square footage for each) _____		Check #:	_____
Total Property Area: _____ <input type="radio"/> Acres <input checked="" type="radio"/> Feet		Acceptance Date :	_____
Type of Request : <input type="checkbox"/> Prelim. Plat <input type="checkbox"/> Zone Change <input type="checkbox"/> Variance <input type="checkbox"/> Admin. Approval <input type="checkbox"/> Final Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Other: _____		# of Signs :	_____
Pre-Application Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No Meeting Date : _____		Case Planner:	_____
Public Hearing Required? <input type="checkbox"/> Yes <input type="checkbox"/> 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 :

Visa & MasterCard accepted

CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER, APPLICANT, OR AGENT NAMED HEREIN 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.

OWNER SIGNATURE : _____ Date _____

AGENT SIGNATURE : _____ Date _____

PRINT NAME _____

PRINT NAME _____



DEVELOPMENT SERVICES – ADMIN. PLAT CHECKLIST 2.1.3

Unified Development Code (UDC) Article 2, Applications, Procedures and Criteria provide the steps for applying the Unified Development Code standards to specific development applications. It includes the technical steps in the development review process and criteria for evaluating development applications. It is useful to anyone who may become involved in development review, including City staff, public officials, potential applicants and citizens.

1. Subdivision name in lower right hand corner, including the tract or parcel of which the subdivision is a part, as well as the Section, Township and Range from the sixth principal meridian, County and State.
2. Space shall be provided to record filing by County Clerk’s Office.
3. Dedication and acknowledgment statements executed by all owners of legal and equitable interests in the property being subdivided, including deeds and contracts for deeds.
4. Dates of preparation, written scale, graphic scale and north arrow designating true north. The top of the sheet should be north, if practicable.
5. Location of land, other than roads, intended to be dedicated for public use or for the use of all property owners in the proposed subdivision. Such land shall be identified by a lot and block number.
6. Certification by a Wyoming Land Surveyor to the effect that the plat represents a survey made by him/her or under his/her direct supervision and that all information shown is correct to the best of his/her knowledge.
7. Provide a signature line for the Planning & Development Director and the City Engineer. Also provide an acknowledgement statement for each. See example below.

APPROVALS

Approved by the Development Director this _____ day of _____ 20____.

Development Director, City of Cheyenne, Wyoming

Approved by the City Engineer this _____ day of _____ 20____.

City Engineer, City of Cheyenne, Wyoming

ACKNOWLEDGEMENT

STATE OF WYOMING)
) SS
COUNTY OF LARAMIE)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ and _____ on behalf of the City of Cheyenne, Wyoming.

Notary Public, Laramie County, Wyoming

My Commission Expires: _____

8. For subdivision/development in the City or within one (1) mile of City Limits a survey tie(s) by bearing/azimuth and the distance to two (2) of the City of Cheyenne’s Horizontal Control Network monuments shall be accurately described on the Admin. Plat. Also (2) sets of Wyoming State Plane Coordinates (NAD 1983-1992) as converted to US Survey feet shall be on plat boundary.



DEVELOPMENT SERVICES – ADMIN. PLAT CHECKLIST 2.1.3

9. Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the Admin. Plat.
10. The basis of Bearing/Azimuth on which the survey is based shall be noted on the Admin. Plat.
11. Vacation statement of interior lot lines, if applicable. An executed "Petition to Vacate" signed by all affected owners is required as part of the application packet.
12. Layout shall include the following:
 - a. Boundary lines with accurate distances and bearings (azimuths) and the exact location of all existing or recorded streets intersecting the boundary of the subdivision.
 - b. Where applicable, curve data showing the radius, central angles, arc length chord bearing/azimuth and distance and any notation of non-tangent curves. The location of points of curvatures and intersections shall be shown.
 - c. Location and size of existing and proposed utility, drainage, access or other easements.
 - d. The right-of-way lines, widths and names of all proposed streets or roads within and adjacent to the proposed subdivision.
 - e. The area of each lot in square feet and/or acres.
 - f. The location and amount of land to be dedicated for public facilities, such as parks, if such dedications have been agreed upon by the City. These approved areas shall be assigned a lot and block number.
13. A vicinity map, indicating the location of the subdivision with respect to a larger recognizable area.
14. Any recorded easements or restrictions applicable to the subdivision shall be noted by reference to Register's book and page number. The City will not be involved in the enforcement of deed restriction or covenant instruments.
15. The names of abutting subdivisions or an indication that abutting property is unplatted.
16. Size; 36" x 24" (1½" margin left hand, short side; ½" margin all others)

Rev.: 010817, LP