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

<table>
<thead>
<tr>
<th><strong>DEVELOPMENT SERVICES - MASTER APPLICATION FORM</strong></th>
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| **Project Name:** |  |
| **Site Address or Location:** |  |
| **Legal Description:** |  |
| **Current Zoning:** |  |
| **Current Land Use:** |  |
| **Proposed Use(s):** (If more than one, give square footage for each) |  |
| **Total Property Area:** |  Acres  Feet |
| **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: |
| **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** |  |

*BUILDING & DEVELOPMENT OFFICE*
2101 O’Neil Avenue, Suite 202, Cheyenne, WY 82001  (Phone) 307-637-6352  (Fax) 307-637-6366
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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 )
COUNTY OF LARAMIE ) SS

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.
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)