



PLANNING & DEVELOPMENT – FINAL PLAT 2.1.3

Unified Development Code (UDC) Article 2, Applications, Procedures and Criteria provides 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 2.1.3

1. A pre-application conference is not required, but is recommended for preliminary plat applications, particularly for development that is complex or phased. The pre-application conference may discuss general development concepts, long-range planning issues and policies for the property or vicinity, and specific application procedures and requirements for a formal application.
2. Master Application Coversheet (original).
3. Applicable Fees
4. Final Plat Map Checklist. Use the same map checklist you would for a final plat.
5. Final Plat Maps – Two (2) hard copies folded to a size not greater than 10" x 13; nine (9) copies will be needed for final approval at a later date to be determined by staff; and one (1) digital copy or Development Dropbox .
6. Transportation Network Plan. The General Requirements are described in UDC 4.3.2a. Detail of the plan requirement should be discussed prior to submittal in conjunction with any scoping meeting for the traffic study (One Digital, one hard copy).
7. Open Space Narrative (preliminary plat submittal unless changes are being made). Not required for LI and HI.
8. Traffic Study (One digital, one hard copy).
9. Drainage Study (One digital, one hard copy).

(Rev.: 010818, LP)



DEVELOPMENT SERVICES - MASTER APPLICATION FORM

PROJECT REVIEW APPLICATION FORM : GENERAL INFORMATION / COVER PAGE

Project Name : <input type="text"/>		OFFICE USE ONLY		
Site Address or Location : <input type="text"/>				Project # : <input type="text"/>
Legal Description: <input type="text"/>				Submittal Date : <input type="text"/>
Current Zoning : <input type="text"/> Current Land Use : <input type="text"/>				Received By : <input type="text"/>
Proposed Use(s) : (If more than one, give square footage for each) <input type="text"/>				Application Fee: <input type="text"/>
Total Property Area: <input type="text"/> <input type="radio"/> Acres <input checked="" type="radio"/> Feet				Check #: <input type="text"/>
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: <input type="text"/>				Acceptance Date : <input type="text"/>
Pre-Application Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No Meeting Date : <input type="text"/>		# of Signs : <input type="text"/>		
Public Hearing Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Meeting Type : <input type="text"/>		Case Planner: <input type="text"/>		
Owner: <input type="text"/>		Phone: <input type="text"/>		
		Email: <input type="text"/>		
Owner Address: <input type="text"/>		Postal Code : <input type="text"/>		
(If several property owners, names and addresses of all must be given; attach separate sheet if necessary.)				
Applicant/Agent: <input type="text"/>		Phone: <input type="text"/>		
		Email: <input type="text"/>		
Agent Address: <input type="text"/>		Postal Code : <input type="text"/>		

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 _____



PLANNING & DEVELOPMENT – FINAL PLAT CHECKLIST 2.1.3

Unified Development Code (UDC) Article 2, Applications, Procedures and Criteria provides 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. These signatures shall be attached to the Final Plat in agreement with the owner's and exceptions report that is required to be presented at the time that the Final Plat is presented for signatures by the City Council.
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. Signature blocks for use, after approval, by the Development Director, Mayor and City Clerk. Administrative Plats require a signature block for the Development Director and City Engineer.
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 Final Plat.
10. The basis of Bearing/Azimuth on which the survey is based shall be noted on the Final 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.

(rev. 010818, lp)



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)