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)