



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 Archer Pkwy Cheyenne,

WY 82009

planning@laramiecounty.com

Phone (307) 633-4303 Fax (307) 633-4616



APPLICATION - SUBDIVISION EXEMPTION PROCESS

35 ACRES OR MORE

1. **Pre-Application:** The applicant shall meet or discuss over the phone with a Laramie County Planning Office representative prior to submitting an application. The subdivision exemption process is for one (1) parcel or more, which is 35 acres, or greater in size.
2. **Submit Application:** The applicant shall submit the required documents listed on the application checklist. The applicant shall provide one paper copy and one electronic copy in .pdf format of each required document at the time of application.
3. **Agency Review:** The Planning Office shall forward the application and required documents to reviewing agencies for comments. Planning staff shall email any required updates to the applicant.
4. **Applicant Notification:** The Planning Office shall contact the applicant via phone or email to pick up original Application and Record of Survey.
5. **Recordation:** The applicant is responsible for submitting the signed and approved Application, along with the Record of Survey to the Laramie County Clerk for recordation.



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE
3966 ARCHER PKWY, CHEYENNE, WY 82009
PHONE: 307-633-4303 FAX: 307-633-4616



**35 ACRES OR MORE - SUBDIVISION EXEMPTION
REQUIRED DOCUMENTS**

NAME OF PROJECT: _____

Required Documents:

Completed Application.

Record of Survey.

Digital files of all documentation.

Applicant is encouraged to provide all required documents when submitting application. Otherwise, the project will use up more time.



LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3966 ARCHER PKWY, CHEYENNE, WY 82009

PHONE: 307-633-4303 FAX: 307-633-4616



35 ACRES OR MORE - SUBDIVISION EXEMPTION CONTACT INFORMATION

NAME OF EXEMPTION: _____

Owner Contact Information

Name(s)

Email:

Phone:

Agent Contact Information

Name(s)

Email:

Phone:

SUBDIVISION EXEMPTION JUSTIFICATION – 35 Acres or More

How does the application fit the subdivision exemptions according to WSS 18-5-303 (b) ?



Application - 35 Acres Or More Subdivision Permit Exemption

Laramie County Planning and Development Office
3966 Archer Pkwy
Cheyenne, WY 82009

Phone: 307-633-4303
Fax: 307-633-4616
planning@laramiecounty.com

Please Note: This form not valid unless approved by Laramie County Planning & Development ****

OWNER Please attach a separate sheet if there are additional property owners				
Name(s)				
Address		City	State	Zip Code
AGENT				
Name(s)				
Address		City	State	Zip Code
LOCATION				
Legal Description				
Site Address		Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)				
Current Zoning/Or Unzoned		Current Land Use		
EXEMPTION: **** TO BE COMPLETED BY STAFF				
This division of land qualifies for an exemption pursuant to the following section of W.S. 18-5-303 (b) due to:				
Approved by _____, on _____.				
(Signature & Title)		(Date)		
This Approved Application, along with the Record of Survey are to be presented to the Laramie County Clerk upon recordation.				
<i>I hereby certify that I have familiarized myself with the provisions for exemption from the requirement to obtain a subdivision permit pursuant to W.S. 18-5-303 (b) , with respect to the filing of this application, and that the foregoing statements and answers contained on the application and in required documents are true and accurate to the best of my knowledge.</i>				
Owner(s) Signature(s)			Date	
Printed Name(s)				