



Laramie County Planning and Development - 3966 Archer Parkway Cheyenne, WY 82009
307-633-4303 – planning@laramiecountywy.gov

Affidavit of Subdivision Exemption

First, the applicant must meet with Planning and Development staff prior to application. Call 307-633-4303 or email planning@laramiecountywy.gov to set up a conversation.

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Submit Affidavit with the following required documents at time of application.

- Completed affidavit and additional signatory pages (originals). Each Grantor and each Grantee shall have Acknowledgement.
- Proof of ownership of original property with copy of warranty deed.
- Copy of new warranty deed to Grantee(s) with exact legal description.
- Record of Survey for new property with exact legal description.
- If applicable, Digital Shape File of Record of Survey, and any other documents deemed necessary

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The affidavit and all required documents are reviewed by Real Estate, Assessor, GIS and Planning. Remember, all required documents must be submitted at time of application.

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Planning approves the Affidavit of Subdivision Exemption. Then the applicant receives notification. The applicant is responsible for picking up all original materials from Planning, and then record at the Courthouse.

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Applicant records new deed and Record of Survey

Primary Contact Information

Grantor - Print Name, E-Mail and Phone Number

Grantee - Print Name, E-mail and Phone Number

Subdivision Exemption Justification

Please explain how your subdivision exemption fits the subdivision exemptions according to Wyoming State Statute 18 – 5 – 303



Laramie County, WY Affidavit of Subdivision Permit Exemption

This form not valid unless approved by Laramie County Planning & Development

GRANTOR INFORMATION Please attach a separate sheet if there are additional property owners

Name(s)			
Address	City	State	Zip Code

GRANTEE INFORMATION

Name(s)			
Address	City	State	Zip Code

LOCATION INFORMATION

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 INFORMATION: ** TO BE COMPLETED BY PLANNING STAFF**

This division of land qualifies for an exemption pursuant to the following section of W.S. 18-5-303:

Reviewed by _____, on _____.
(Signature & Title) (Date)

The attached deed from Grantor(s) to Grantee(s) dated _____, is the subject of this affidavit and was recorded on _____(date), in book _____, page _____.

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 with respect to the filing of this affidavit and that the foregoing statements and answers contained on the affidavit and in required documents are true and accurate to the best of my knowledge. I understand an incomplete submittal will not be accepted. The grantor(s) and grantee(s) have read and understand this affidavit and all restrictions that may apply to the use of this property.

Grantor(s) Signature	Date
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Printed Name(s)

Grantee(s) Signature	Date
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Printed Name(s)
