



LARAMIE COUNTY LAND USE REGULATIONS

TITLE 4 SUBDIVISION REGULATIONS	3
CHAPTER 1 – GENERAL	3
4-1-100 PURPOSE AND ADMINISTRATION	3
4-1-101 WYOMING LICENSED SURVEYOR AND WYOMING LICENSED ENGINEER REQUIREMENT	3
4-1-102 VACATION: SUBDIVISION PLAT OR ANY PART OF SUBDIVISION PLAT	4
4-1-103 LAND DIVISION TYPES	4
4-1-104 INSTRUCTION, PROCESSES AND REQUIREMENTS	4
4-1-105 SUBDIVISION NAMING	5
4-1-106 SUBDIVISION EXEMPTIONS	5
4-1-107 ADMINISTRATIVE MANAGEMENT OF SUBDIVISION EXEMPTIONS	8
4-1-108 SUBDIVISION EXEMPTION: DOCUMENTATION, PROCESS AND CERTIFICATION	8
CHAPTER 2 – MODEST PLATS	10
4-2-100 MODEST PLAT APPLICABILITY AND TYPES	10
4-2-101 INSTRUCTIONS AND PROCESSES FOR MODEST PLATS	11
4-2-102 MODEST PLAT: SIMPLE SUBDIVISION ON UNPLATTED PARCEL	12
4-2-103 MODEST PLAT: LOT LINE ADJUSTMENTS WITHIN RECORDED SUBDIVISIONS	13
4-2-104 MODEST PLAT: EASEMENT MODIFICATION WITHIN RECORDED SUBDIVISION	15
CHAPTER 3 – CORRECTED PLATS	18
4-3-100 CORRECTED PLATS	18
CHAPTER 4 – PRELIMINARY SUBDIVISION PLANS	19
4-4-100 PRELIMINARY SUBDIVISION PLAN (PSP) FOR MAJOR SUBDIVISION	19
4-4-101 PRELIMINARY SUBDIVISION PLAN: REVIEW STANDARDS AND PLAN MAP CONTENT	21
CHAPTER 5 – SUBDIVISION PERMIT AND PLAT	25



LARAMIE COUNTY LAND USE REGULATIONS

4-5-100 SUBDIVISION PERMIT AND PLAT REQUIREMENTS.....	25
4-5-101 SUBDIVISION PERMIT AND PLAT REQUIREMENTS – LARGE ACREAGE SUBDIVISIONS	27
4-5-102 PLAT CONTENT REQUIREMENTS	30
4-5-103 DEVELOPMENT DESIGN STANDARDS FOR SUBDIVISIONS	49
4-5-104 CONFORMANCE WITH LARAMIE COUNTY PUBLIC WORKS REGULATIONS.....	54
4-5-105 WORK IN PUBLIC RIGHT-OF-WAY	54
4-5-106 PROPERTY ACCESS.....	54
4-5-107 WATER AND SEWER FOR DEVELOPMENT PURPOSES	54
4-5-108 ROAD MAINTENANCE	55
4-5-109 REQUIRED PUBLIC IMPROVEMENTS FOR ALL SUBDIVISIONS	55
4-5-110 SUBDIVISION PUBLIC IMPROVEMENTS	56
4-5-111 BUILDING PERMITS	58
4-5-112 COMMUNITY FACILITY FEES FOR SUBDIVISIONS	58
4-5-113 PUBLIC SAFETY FEES FOR SUBDIVISIONS	60
CHAPTER 6 – VARIANCES	64
4-6-100 SUBDIVISION REGULATION VARIANCES	64



LARAMIE COUNTY LAND USE REGULATIONS

TITLE 4 SUBDIVISION REGULATIONS

CHAPTER 1 – GENERAL

4-1-100 PURPOSE AND ADMINISTRATION

- a. The subdivision regulations are designed to protect the health, safety and general welfare of all unincorporated Laramie County. Laramie County enforces the standards and requirements contained in the regulations utilizing the authority and limitations of the Wyoming State Statutes.
- b. The subdivision regulations require mapping with surveying reference points so tracts may be accurately located within space. This is essential for access, addressing, emergency services, law enforcement, obtaining a building permit, as well as to protect title to the land.
- c. These regulations include standards related to: roads and streets, access for ingress and egress, drainage and stormwater management, grading, erosion and sediment control, floodplain management, utilities, traffic control devices, mailbox installation and other infrastructure necessities.

4-1-101 WYOMING LICENSED SURVEYOR AND WYOMING LICENSED ENGINEER REQUIREMENT

A Wyoming Licensed Surveyor and/or a Wyoming Licensed Engineer, per the rules and regulations of the Wyoming board of Professional Engineers and Professional Land Surveyors, shall be the only parties to prepare a record of survey, preliminary subdivision plan, or any plat or map that requires recording in order for the development action to be of record under these regulations.



LARAMIE COUNTY LAND USE REGULATIONS

4-1-102 VACATION: SUBDIVISION PLAT OR ANY PART OF SUBDIVISION PLAT

- a. The vacation of lots within a recorded subdivision approved by the Board of County Commissioners, or portions thereof, shall only be decided by the Board of County Commissioners.
- b. A vacation may occur within the same timeframe as the submittal of the lot line adjustment and easement modification within a recorded subdivision. It also may occur with a minor subdivision, major subdivision, large acreage subdivision, or other development actions or projects. It requires public notice by posting property, a legal ad in the newspaper and a notice letter to area property owners.
- c. All vacations of subdivision plats or portions thereof shall be carried out in accordance with Wyoming Statutes 34-12-106 through 34-12-111.
- d. The division of land, including new lots and lot line adjustments within each type of subdivision shall be subject to the requirements of these Subdivision Regulations.

4-1-103 LAND DIVISION TYPES

Types of divisions of land in Laramie County include:

- a. Subdivision exemptions which adhere to state statutes and are of any size.
- b. Modest Plat types are either approved administratively or by the Board of County Commissioners. The subtypes are Simple Subdivision on unplatted land of which the remaining portion is 35 acres or more, along with a Lot Line Adjustment and Easement Modification within recorded subdivisions.
- c. Minor subdivisions containing up to 19 tracts which are required to obtain a Subdivision Permit and Plat approval.
- d. Major subdivisions containing 20 lots or more which are required to have an approved Preliminary Subdivision Plan prior to applying for Subdivision Permit and Plat approval.
- e. Large acreage subdivisions with tracts 35 to 80 acres.

4-1-104 INSTRUCTION, PROCESSES AND REQUIREMENTS

Each type of land division is subject to the instruction, processes and requirements contained within these regulations to uphold the health, safety and general welfare of



LARAMIE COUNTY LAND USE REGULATIONS

Laramie County. All other local standards including those of the Laramie County Environmental Health Division, the South Cheyenne Water and Sewer District, or any legally created Water and Sewer District shall be adhered to, where applicable. All subdivisions shall comply with the requirements of the State Engineers Office for water supply. All subdivisions of five (5) lots or more shall comply with the standards of the State Department of Environmental Quality and Laramie County for water resource protection and erosion control. All subdivisions shall comply with all state statutes including construction of perimeter fencing, as shown in WS 11-28-106, effective in 2023.

4-1-105 SUBDIVISION NAMING

The name of a plat shall not be approved if the name duplicates or could be confused with the name of a subdivision of record or with a subdivision proposal under current review.

4-1-106 SUBDIVISION EXEMPTIONS

The following are exempt subdivisions under W.S. § 18-5-303, current through the date of promulgation of these regulations. Applicants are encouraged to check for updates after that time:

a. Family Exemptions.

A division of land made outside of platted subdivisions for the purpose of a single gift or sale to a member of the landowner's immediate family, subject to the following requirements:

- i. A member of the immediate family is limited to any person who is a natural or adopted child, stepchild, spouse, sibling, grandchild, grandparent or parent of the landowner;
- ii. The purpose of the division is to provide for the housing, business or agricultural needs of the grantee;
- iii. The land shall have been titled in the name of the grantor, or in the name of a trust controlled by the grantor, for a combined period prior to the division of not less than five (5) years for land titled before February 27, 2019, or ten (10) years for land titled on or after February 27, 2019. Parcels created under this paragraph shall be titled in the name of the immediate family member for whom the division is made for a period of not less than five (5) years, or for not less than one (1) year if the



LARAMIE COUNTY LAND USE REGULATIONS

parcel was created before February 27, 2019, unless the parcels are subject to involuntary transfer including, but not limited to, foreclosure, death, judicial sale, condemnation or bankruptcy;

- iv. No parcel smaller than five (5) acres created under this paragraph shall be further divided unless the owner obtains a subdivision permit pursuant to W.S. 18-5-304;
- v. Where the landowner is a business entity and eighty percent (80%) of the ownership interest or shares in the business entity are held by, or in the name of a trust controlled by, individuals related by blood or marriage, the sale or gift may be made subject to the provisions of this section to an immediate family member of any shareholder who has owned at least five percent (5%) of the outstanding shares for at least five (5) years continuously before the date of the sale or gift.

b. Court Ordered Exemptions.

A division which may be created by any court of this state pursuant to the law of eminent domain, by operation of law or by order of any court in this state, except that this paragraph shall not exempt a partition of real property pursuant to W.S. 1-32-101 through 1-32-122 from compliance with this article if the division would otherwise be subject to the provisions of this article;

c. Deed-Related and Right-of-Way Exemptions.

A division which is created by a lien, mortgage, deed of trust or any other security instrument, easements and rights-of-way;

d. City Exemptions.

Lands located within incorporated cities or towns;

e. State Exemptions.

A division which is created by the sale or other disposition of land to the state of Wyoming or any political subdivision thereof;

f. Railroad Exemptions.

A division which affects railroad rights-of-way;

g. Agricultural Exemptions.

A division which is a sale or other disposition of land for agricultural purposes or affects the alignment of property lines for agricultural purposes;



LARAMIE COUNTY LAND USE REGULATIONS

h. Lot-Line Adjustment Exemptions.

A division which is created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee;

i. Cemetery Exemptions.

A division which creates cemetery lots;

j. Spousal Exemptions.

A division which is created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this subsection as only one (1) interest;

k. Communication Exemptions.

A division of land creating a parcel five (5) acres or less for the purpose of establishing unmanned communication facilities, compressor stations, metering stations, fiber optic booster stations or similar unmanned facilities;

l. Cluster Development Exemptions.

A division which creates a cluster development pursuant to and in accordance with article 4 of this chapter;

m. Nonconforming Exemptions.

The sale or disposition of separate parcels of land that were separate when lawfully created or conveyed and which have not been combined by a recorded instrument of conveyance signed by all of the owners.

n. 35-Acre Exemptions.

- i. Except as provided in W.S. 18-5-316, this article shall not apply to the sale or other disposition of land where the parcels involved are thirty-five (35) acres or larger, subject to the requirement that ingress and egress and utility easements shall be provided to each parcel by binding and recordable easements of not less than forty (40) feet in width to a public road unless specifically waived by the grantee or transferee in a binding and recordable document.
- ii. This subsection of state statute is hereby pre-empted by these regulations, which enforce these rules upon Large Acreage Subdivisions of size up to 80 acres pursuant to W.S. 18-5-316(a).
- iii. All newly-created lots of 80 acres or more in size may still qualify for this exemption following passage of these regulations.



LARAMIE COUNTY LAND USE REGULATIONS

4-1-107 ADMINISTRATIVE MANAGEMENT OF SUBDIVISION EXEMPTIONS

Subdivision exemptions are administratively managed by Laramie County acting to uphold state statutes. The administrative management is focused on the ability to locate property through a record of survey which enables: a building permit to be obtained so fire, law enforcement and emergency services may provide services at a locatable address, to ensure and protect land title, and enable legal access to public roads. The basic public safety and general welfare components are designed to directly assist the Laramie County community in their effort to obtain a subdivision exemption.

A subdivision exemption shall be verified to meet all statutory requirements by Laramie County. It shall not receive a formal approval by the County.

4-1-108 SUBDIVISION EXEMPTION: DOCUMENTATION, PROCESS AND CERTIFICATION

Wyoming State Statutes 18-5-303 exempt certain types of subdivisions. Those subdivision exemption types are exempt from subdivision regulations requirements. However, all types are subject to requirements regarding documentation of proper use, and the implementation of the subdivision exemption use as listed by state statutes.

The documentation requirements ensure that the parcel or parcels created have mapping with surveying reference points so tracts may be accurately located within space. This is essential for addressing, emergency services, law enforcement, obtaining a building permit, as well as to protect title to the land, and other items of importance to the owner and community.

Subdivision exemptions apply to any sized parcel of land. Applicants are reminded that the exemption must not be a large acreage subdivision, which is regulated by the subdivision standards.

While any subdivision exemption may be a parcel of any size, any development on the exempt parcel is required to meet zoning regulations at time of development.

Subdivision exemptions shall receive administrative certification that the application meets state statutes in order to be recorded and be of record.

The following process and documentation is required for all subdivision exemptions:



LARAMIE COUNTY LAND USE REGULATIONS

- a. A pre-application meeting is required to provide guidance.
- b. An application is provided by the grantor with the following documentation:
 - i. A Certificate of Affidavit signed and notarized by each grantor and each grantee who are parties to the subdivision exemption.
 - ii. A copy of the original deed to the property.
 - iii. A copy of the proposed deed to the property with exact legal description.
 - iv. Record of Survey for new property with exact legal description and necessary easements. See 4-5-101 for Record of Survey contents.
 - v. Digital Shape File of Record of Survey, and other documents deemed necessary.
- c. All documentation is reviewed by the Assessor, Real Estate, GIS and Planning.
- d. When any outstanding issues are resolved, Planning administratively certifies the Affidavit of Subdivision Exemption as meeting state statutes and notifies the applicant.
- e. The applicant shall record the Affidavit of Subdivision Exemption, the Record of Survey and the new deed or deeds with the County Clerk's office.

*****END OF CHAPTER 1 – GENERAL*****



LARAMIE COUNTY LAND USE REGULATIONS

CHAPTER 2 – MODEST PLATS

4-2-100 MODEST PLAT APPLICABILITY AND TYPES

Modest plat eligibility, procedures, and review are aimed at modifications to legal boundaries, easements, and property title for proper and secure recording. The adjustments shall have no measurable impacts on public facilities or infrastructure. The adjustments are also to be within the ownership/development patterns which show conformance with the Laramie County Comprehensive Plan.

A modest plat shall require no new dedication of right-of-way, streets or public areas, shall not alter the layout of existing streets, and shall not include any area anticipated for dedication as a right-of-way, street or public area.

A modest plat requires public notice for all types. There may or may not be a public hearing required, dependent upon land status and recording history. The final decision may be administrative, or it may be made by the Board of County Commissioners, dependent upon land status and recording history. A review and recommendation by the Laramie County Planning Commission shall not be required for any modest plat.

There are three types of modest plats:

- a. A Simple Subdivision allows one (1) tract to be created from an unplatted parcel of land of which the remaining portion shall be larger than 80 acres, once every three (3) years. It is administratively approved;
- b. A Lot Line Adjustment allows an alteration to the boundaries of tracts previously recorded, with no new tract being created. It is either approved administratively or by the Board of County Commissioners, dependent upon land status and recording history;
- c. An Easement Modification allows modifications to, or the addition of easements, with no new tract created; which is necessary for development to occur. It shall impact public facilities in the same or similar manner as the previously approved development action with no negative impacts. An easement modification shall not allow any structure any existing or proposed structure to be located within any easement. It is either approved administratively or by the Board of County Commissioners, dependent upon land status or recording history.



LARAMIE COUNTY LAND USE REGULATIONS

4-2-101 INSTRUCTIONS AND PROCESSES FOR MODEST PLATS

The following table provides instruction about the types of modest plats and the decision-making process. Sections which follow give the specific details about requirements:

Process	Simple Subdivision on Unplatted Parcel	Lot Line Adjustment within recorded subdivision	Easement Modification within recorded subdivision
Pre-application meeting required	Yes	Yes	Yes
Vacation requirement as necessary to approve plat	No	Yes	Yes
Complete application with initial fees	Yes	Yes	Yes
Public notice: neighbor letter, property posting and legal ad	Yes	Yes	Yes
Agency review and problem-solving	Yes	Yes	Yes
Vacation decision by County Commissioners if applicable at public hearing	No	Yes –if recorded subdivision was approved by County Commissioners. ----- ----- No – if otherwise.	Yes – if recorded subdivision was approved by County Commissioners. ----- ----- No – if otherwise



LARAMIE COUNTY LAND USE REGULATIONS

		Administrative Approval	Administrative Approval
Approval after all fees paid	Yes	Yes	Yes
Recording by owner within 6 months after approval	Yes	Yes	Yes

4-2-102 MODEST PLAT: SIMPLE SUBDIVISION ON UNPLATTED PARCEL

One (1) tract may be created on an unplatted parcel, with the remaining portion being 80 acres or more, every three (3) years as a Simple Subdivision. The three (3) year requirement is calculated using the anniversary recording date of the previous simple subdivision on the same unplatted parcel.

Any lot, tract or parcel within a recorded subdivision shall not be eligible for a simple subdivision. Instead, a minor subdivision shall be required.

Requirements for a simple subdivision are as follows.

- a. The Simple Subdivision is subject to the instruction provided in 4-2-101. A complete application with initial fees is required to determine its eligibility and to ensure that it receives the protection of not being subject to any new requirements.
- b. Requirements for plat content shall adhere to 4-5-101.
- c. The simple subdivision is subject to all zoning, public works and all other local and state regulations.
- d. Public notice is required by neighbor notice letter, property posting by the applicant at each boundary line facing a public road or private access easement, and a legal ad in a newspaper as shown by Section 1-2-101 of these regulations.
- e. The neighbor notice letter shall be provided to property owners within a distance subject to the requirements of Section 1-2-101 of these regulations.
- f. The agency review process shall ensure compliance with the standards of these regulations and troubleshoot those regulatory problems that may be associated with the simple subdivision plat.



LARAMIE COUNTY LAND USE REGULATIONS

- g. Any decision made about the proposal shall be after the expiration date contained within the legal ad. The legal ad shall provide a 30-day notice period to the public, with the required timeframe starting on the day of publication in the newspaper.
- h. The applicant shall provide three (3) original mylars and one (1) paper copy of the simple subdivision plat for signature approval by the Planning Director and Public Works Director. Each signature on the plat shall be notarized.
- i. The applicant shall be responsible for recording the simple subdivision plat and any other required documents to have a legal lot.
- j. Should the simple subdivision administrative plat not be recorded within six (6) months from the approval date by the Planning Director and the Public Works Director it automatically is null and void. An extension may be granted for recording by the Planning Director for up to 30 days, if the applicant makes a written extension request prior to the stated deadline.

4-2-103 MODEST PLAT: LOT LINE ADJUSTMENTS WITHIN RECORDED SUBDIVISIONS

A lot line adjustment between or among contiguous lots within a recorded subdivision is a type of modest plat. No new tracts shall be created. A lot line adjustment shall not have any tract which fails to meet the minimum size requirements or results in nonconforming setbacks for existing structures.

Lot line adjustments within recorded subdivisions shall adhere to Wyoming Statutes 34-12-106 and 18-5-304. Vacation of the tracts which are part of the lot line adjustment modest plat shall be required to use one of the two following methods. Both methods require that the lots shall be vacated prior to approval of the plat:

a. Administrative approval.

Any subdivision plat recorded at the Laramie County Clerk's Office prior to the enactment of Subdivision Regulations within Laramie County shall contain a Vacation Statement which indicates the lots being vacated for the purpose of the lot line adjustment.

Public notice requirements apply but there is no public hearing.



LARAMIE COUNTY LAND USE REGULATIONS

b. County Commissioner Approval.

Any subdivision plat recorded at the Laramie County Clerk's Office that was approved by the Laramie County Board of County Commissioners shall contain a Vacation Statement which is approved by the Board of County Commissioners prior to approving the lot line adjustment at a public hearing. Public notice requirements applicable to public hearings apply.

c. General Requirements.

The requirements for a lot line adjustment within a platted subdivision are as follows.

- i. The Lot Line Adjustment is subject to the instruction provided in 3-2-101. A complete application with initial fees is required to determine its eligibility and to ensure that it receives the protection of not being subject to any new requirements.
- ii. Requirements for plat content shall adhere to 4-5-101.
- iii. The lot line adjustment is subject to all zoning, public works and all other local and state regulations.
- iv. Public notice is required by neighbor notice letter, property posting by the applicant at each boundary line facing a public road or private access easement, and a legal ad in a newspaper as shown by Section 1-2-101 of these regulations.
- v. The neighbor notice letter is provided to property owners within a distance subject to the requirements of Section 1-2-101 of these regulations.
- vi. The agency review process ensures compliance with the standards of these regulations, and to troubleshoot those regulatory problems that may be associated with the administrative plat.
- vii. The lot line adjustment decision is made using one of the two following methods:
 - A. The administrative lot line adjustment decision for lots in a recorded subdivision not approved by the County Commissioners shall be after the expiration date contained within the legal ad. The legal ad shall provide a 30-day notice period to the public, with the required timeframe starting on the day of publication in the newspaper. A vacation statement is required.
 - B. A lot line adjustment contained within a recorded subdivision plat approved by the Board of County Commissioners shall require a public hearing by the County Commissioners to vacate those lots contained within the administrative adjustment plat prior to its approval. A vacation statement is required. Public notice requirements apply. Approval of the vacate



LARAMIE COUNTY LAND USE REGULATIONS

statement shall mean approval of the lot line adjustment by the Board of County Commissioners.

- viii. The applicant shall provide three (3) original mylars and one (1) paper copy of the lot line adjustment in the following manner. Plat contents shall adhere to the subdivision standards.
 - A. For lots in a recorded subdivision not approved by the Board of County Commissioners, there is signature approval by the Planning Director and Public Works Director. Each signature on the plat shall be notarized.
 - B. For lots in a recorded subdivision approved by the Board of County Commissioners there is signature approval by the Chairperson of the Board of County Commissioners which is attested by the County Clerk.
- ix. The applicant shall be responsible for recording the lot line adjustment plat and any other required documents to have legal lots.
- x. Should the lot line adjustment plat not be recorded within six (6) months from the approval date it automatically is null and void. An extension may be granted for recording by the Planning Director for up to 30 days, if the applicant makes a written extension request prior to the stated one (1) year deadline.

4-2-104 MODEST PLAT: EASEMENT MODIFICATION WITHIN RECORDED SUBDIVISION

An Easement Modification allows modifications to, or the addition of easements, with no new tract created; which is necessary for development to occur. It shall impact public facilities in the same or similar manner as the previously approved development action with no negative impacts. An easement modification shall not allow any existing or proposed structure to be located within any easement.

Vacation of the easements(s) which are part of the easement modification shall be required to use one of the two following methods, based upon Wyoming Statutes 34-12-106 and 18-5 -304. Both methods require that the easement(s) shall be vacated prior to approval of the easement modification and public notice requirements shall apply in both instances:

a. Administrative Approval.

Any subdivision plat recorded at the Laramie County Clerk's Office prior to the enactment of Subdivision Regulations within Laramie County shall contain a Vacation Statement



LARAMIE COUNTY LAND USE REGULATIONS

which indicates the easement(s) being vacated for the purpose of the easement modification.

Public notice requirements apply but there is no public hearing.

b. County Commissioner Approval.

Any subdivision plat recorded at the Laramie County Clerk's Office that was approved by the Laramie County Board of County Commissioners shall contain a Vacation Statement which is approved by the Board of County Commissioners prior to approving the easement modification at a public hearing.

c. General Requirements.

The requirements for an easement modification within a recorded subdivision are as follows:

- i. The easement modification is subject to the instruction provided in 3-2-101. A complete application with initial fees is required to determine its eligibility and to ensure that it receives the protection of not being subject to any new requirements.
- ii. Requirements for plat content shall adhere to 4-5-101.
- iii. The easement modification is subject to all zoning, public works and all other local and state Requirements.
- iv. The neighbor notice letter is provided to property owners within a distance subject to the requirements of Section 1-2-101 of these regulations.
- v. The agency review process ensures compliance with the standards of these regulations, and to troubleshoot those regulatory problems that may be associated with the easement modification.
- vi. The easement modification decision is made using one of the two following methods.
 - A. The administrative easement modification decision for lots in a recorded subdivision not approved by the County Commissioners shall be after the expiration date contained within the legal ad. The legal ad shall provide a 30-day notice period to the public, with the required timeframe starting on the day of publication in the newspaper. A vacation statement is required.
 - B. An easement modification contained within a recorded subdivision plat approved by the Board of County Commissioners shall require a public hearing by the County Commissioners to vacate those easements



LARAMIE COUNTY LAND USE REGULATIONS

contained within the recorded plat prior to its approval. A vacation statement is required. Public notice requirements apply.

- vii. The applicant shall provide two (2) original mylars and one (1) paper copy of the easement modification in the following manner. Plat contents shall adhere to subdivision standards.
 - A. For easements in a recorded subdivision not approved by the Board of County Commissioners there is signature approval by the Planning Director and Public Works Director. Each signature on the plat shall be notarized.
 - B. For easements in a recorded subdivision approved by the Board of County Commissioners signature approval by the Chairperson of the Board of County Commissioners which is attested by the County Clerk.
- viii. The applicant shall be responsible for recording the easement modification plat and any other required documents to have the easement modification to take effect.
- ix. Should the easement modification plat not be recorded within six (6) months from the approval date it automatically is null and void. An extension may be granted for recording by the Planning Director for up to 30 days, if the applicant makes a written extension request prior to the stated deadline.

***** END OF CHAPTER 2 – MODEST PLATS*****



LARAMIE COUNTY LAND USE REGULATIONS

CHAPTER 3 – CORRECTED PLATS

4-3-100 CORRECTED PLATS

If, after the approval and recording of a subdivision plat, errors are found in the language, numbers, placement of easements or lot sizes, or any legal description on the recorded plat, the applicant shall submit a properly signed, corrected original mylar with the Department. The plat shall be noted CORRECTED PLAT under the name of the subdivision.

Notations shall be made on the face of the plat listing all corrections made and the file and map numbers where the original plat was recorded. The Planning Department shall review the plat for correctness, and the applicant shall secure all signatures, other than the public officials, on the corrected plat, and present the plat to the Board of Commissioners for the reaffirmation of their approval and to the County Clerk for recording.

The proper legal instrument vacating the original plat shall be submitted for recordation in the Office of at the time of the recording the corrected plat. If there are only minor corrections needed and the Planning Department approves an "Affidavit affecting Real Property" pursuant to Wyoming State Statute 34-11-101 then those minor corrections may be made.

Public notice is not a requirement for a Corrected Plat. However, reasonable time shall be given for the Planning Department to review the plat and for the placement of the corrected plat on a County Commissioner Meeting Agenda.

*****END OF CHAPTER 3 – CORRECTED PLATS*****



LARAMIE COUNTY LAND USE REGULATIONS

CHAPTER 4 – PRELIMINARY SUBDIVISION PLANS

4-4-100 PRELIMINARY SUBDIVISION PLAN (PSP) FOR MAJOR SUBDIVISION

A preliminary subdivision plan (PSP) shall be required for all subdivisions containing 20 lots or more.

The preliminary subdivision plan is the first review and approval step for a major subdivision. A preliminary subdivision plan shall be required to have the approval of the Laramie County Planning Commission prior to applying for a Subdivision Permit and Plat as a major subdivision. No major subdivision shall be able to concurrently apply for Preliminary Subdivision Plan approval and a Subdivision Permit and Plat approval.

The preliminary subdivision plan shall provide the necessary mapping, information, studies and data which shows that the proposal meets all the applicable requirements. The preliminary subdivision plan shall demonstrate through the requirements that the proposed subdivision functions to uphold the public health, safety and general welfare of Laramie County.

The functionality shows through all aspects of the requirements: lot sizes, treatment of steep slopes, traffic impact study, roadway connectivity and construction, drainage report, grading, working with floodplains to mitigate problems, and placement of mail boxes are but some of what makes a subdivision operate in a valuable manner to uphold the public health, safety and general welfare.

A preliminary subdivision plan expires three (3) years from the date of approval by the Planning Commission. A preliminary subdivision may have phases that are to be developed over a three (3) year period. Any phase or phases which has not applied for a subdivision permit and plat within three (3) years, regardless of the total number of lots in any phase or phases, shall require a new preliminary subdivision plan.

a. General Requirements.

- i. The preliminary subdivision plan shall comply with the Zoning requirements, Subdivision standards, Public Works requirements, Laramie County Environmental Health rules, South Cheyenne water and Sewer District standards as applicable, and all applicable state statutes.



LARAMIE COUNTY LAND USE REGULATIONS

- ii. The applicant shall retain the necessary licensed professional services to fulfill the requirements of these regulations as shown by these regulations. There shall be an Engineer of Record.
- iii. Acknowledgement that a local improvement district shall be required to be formed by all subdivisions containing at least 20 lots or shall be required to join an existing local improvement district.
- iv. Acknowledgement of a potential developer agreement based upon Title 5, Public Infrastructure of the land use regulations.
- v. Acknowledgement of community facility and public safety fees to be paid prior to recording the plat, which occurs after approval of the plat by the Board of County Commissioners.

b. Process.

- i. A pre-application meeting shall be required to ensure the applicant understands all Subdivision, Public Works, Zoning, and all other local and state requirements associated with the proposal.
- ii. A complete application with initial fees is required to determine its eligibility and to ensure that it receives the protection of not being subject to any new requirements. The application, required narrative with attachments and preliminary subdivision plan map make up a complete application.
- iii. Public notice is required by neighbor notice letter, property posting by the applicant at each boundary line facing a public road or private access easement, and a legal ad in a newspaper as required by Section 1-2-101 of these regulations.
- iv. An agency review is carried out with the preliminary subdivision plan to ensure compliance with the requirements and to troubleshoot problems.
- v. The Planning Commission shall conduct a public hearing on the preliminary subdivision plan no earlier than the date shown in the newspaper legal notice.
- vi. After the public hearing the Planning Commission shall approve, approve with modifications, or deny the approval of the preliminary development with written rationale connected to the subdivision regulations.
 - A. Approval of the preliminary subdivision plan by the Planning Commission then provides the applicant the authority to proceed with a Subdivision Permit and Plat application.
 - B. Approval with modifications to the preliminary subdivision plan by the Planning Commission requires the applicant to make such modifications. The Planning Commission may direct Planning Staff to review and confirm that the



LARAMIE COUNTY LAND USE REGULATIONS

modifications have been made prior to a submittal for a Subdivision Permit and Plat. Planning Staff shall inform the Planning Commission at an upcoming meeting of the results. Or, the Planning Commission may require the applicant to present the modified preliminary subdivision plan at an upcoming meeting. In both instances the modifications shall show with the preliminary subdivision plan before an application can be received by Planning for a Subdivision Permit and Plat.

- C. If the preliminary subdivision plan is denied approval, the applicant can resubmit to follow requirements or appeal the Commission's decision to a court of competent jurisdiction.

c. Limitations of Approval.

Approval of a Preliminary Subdivision Plan shall be for three (3) years for all phases. Should any phase not apply for a Subdivision Permit and Plat at the end of the three (3) years then a new Preliminary Subdivision Plan must be submitted.

4-4-101 PRELIMINARY SUBDIVISION PLAN: REVIEW STANDARDS AND PLAN MAP CONTENT

All standards shall be met to approve a preliminary subdivision plan. A complete application package along with payment of initial fees is required to initiate the project. Plat content shall be adhered to.

a. Review Component Standards.

- i. The preliminary subdivision plan shall meet all of the general requirements.
- ii. There are three review components of the preliminary subdivision plan which are part of the application package.
 - A. Application with acknowledgements.
 - B. A narrative with maps and attachments.
 - C. The Preliminary Subdivision Plan Map.

b. Narrative.

The narrative shall explain the purpose of the subdivision proposal, provide applicant, owner and agent contact information, location of proposal, zoning district, total acreage, number of lots and proposed uses. The following are attachments to the narrative:



LARAMIE COUNTY LAND USE REGULATIONS

- i. All subdivisions over five (5) lots shall apply for a Wyoming DEQ Review for Water Quality Rules and Regulations, Chapter 23 and Wyoming Statutes 18-5-301 through 18-5-315, and the proposal shall show DEQ approval or evidence of an application.
- ii. A preliminary traffic impact study shall be completed and submitted by a Wyoming licensed Engineer complying with Title 5 Public Infrastructure Regulations.
- iii. A preliminary drainage report shall be completed and submitted by a Wyoming licensed Engineer complying with Title 5 Public Infrastructure regulations.
- iv. A Community Services and Environmental Impact Report shall be submitted with the following contents:
 - A. The amount of new enrollment expected in public schools due to the new subdivision.
 - B. The expected increase in demand for fire protection services.
 - C. The expected impact on law enforcement services.
 - D. A Land Analysis Map which clearly identifies the buildable area for the proposed development. The land analysis map shall be used to determine the total buildable area for the proposed development. Buildable areas shall be calculated as follows:
 1. Total site area – total non-buildable area = Buildable Area.
 2. The following features shall be identified as non-buildable. The size, in acres or square feet of each area shall be noted on a table. The sum total for all non-buildable areas shall be shown:
 - I. Areas in which slopes are 10 percent or greater.
 - II. Floodways and 100-year flood plains.
 - III. Bodies of water.
 - IV. Significant natural features, such as ridge lines and mature trees to be preserved.
 - V. Soils unsuitable for building.
 - VI. Existing and proposed easements, roads, trails or other features where building is prohibited.
- v. An attachment describing any unique or unusual design obstacles and their proposed solutions.

c. Contents of Preliminary Subdivision Plan Map.

The following information shall show on the preliminary subdivision plan map based upon the buildable and non-buildable area information shown by the land analysis map:



LARAMIE COUNTY LAND USE REGULATIONS

- i. The proposed name of the subdivision/development placed in the lower right-hand corner of the map. The name shall not duplicate or resemble the name of an existing subdivision/development, either in spelling or pronunciation, unless the development is an extension of an existing subdivision. Preliminary development plans of additional filings of existing plats shall have the same name.
- ii. The title indicating the tract or parcel of land of which the subdivision development is a part, including the section, township and range from the sixth principal meridian, county (or counties) and state (or states).
- iii. A legend to include descriptions for all line types, symbols, hatching, shading, etc. shown on the drawing.
- iv. Location of the subdivision/development as a portion of some larger subdivision/development or an aliquot portion of a section with a tie to a section or quarter section corner.
- v. Name and address of the owner and the designer of the subdivision development and the engineer and/or surveyor.
- vi. Location and principal dimensions for all existing or recorded section lines, names of streets, alleys, easements, water courses and other important features within and adjacent to the tract to be subdivided/developed.
- vii. Location of any proposed water, sanitary sewer, and storm sewer mains.
- viii. Location and principal dimensions for all proposed streets alleys, easements, lot lines and areas to be reserved for parks, schools or other public uses.
- ix. Direction of surface drainage, shown by the use of arrows, for surface drainage on all lots, streets, alleys and easements. All proposed drainage easements shall be shown.
- x. Date of map preparation, written and graphic scales, and north arrow designating true north.
- xi. Land dedication for public facilities, to include amount and location when mutually agreed upon by the owner and the County.
- xii. Topography at two-foot contour intervals or at a greater contour interval that will clearly show the drainage and road conditions. Elevations shall be referred to the latest edition of the Cheyenne/Laramie County GIS Program aerial mapping and referred to NAVD88. Outside this aerial mapping area, elevation shall be referred to the latest USGS vertical datum where contours have been taken from USGS Maps. The map shall state the source.



LARAMIE COUNTY LAND USE REGULATIONS

- xiii. General site information, including the number of residential lots or tracts, estimates of typical lot or tract sizes and lengths of lot or tract lines and block numbers within the buildable area as determined from the land analysis map.
- xiv. Present and proposed land uses for all lots. (Any necessary changes in the zoning will be submitted with the subdivision permit and plat applications.)
- xv. A vicinity map, so labeled, showing the relationship of the proposed subdivision/development to the surrounding area. The area to be shown will be at least 500 feet from the proposed boundaries of the proposed subdivision/development. The vicinity map shall include roadway names, and applicable Section, Township, and Range lines.
- xvi. Such additional preliminary information as may be required to adequately describe proposed utility systems, street improvements and construction projects contemplated within the area to be subdivided/developed. This information may be furnished on an attachment.
- xvii. A statement specifying the type of sewage disposal, the type of water supply and the type of fire protection proposed to serve the subdivision.
- xviii. Location of any fire hydrants or cisterns for fire protection.
- xix. Any recorded easements or restrictions applicable to the subdivision/development shall be noted by reference to Register's book and page number. The County will not be involved in the enforcement of any deed restriction or covenants.
- xx. Existing and proposed mailbox/cluster box locations to serve the proposed subdivision.
- xxi. If the development is to be completed in phases, the PSP shall include a phasing plan showing all phases and an estimated timeline for each phase.

*****END OF CHAPTER 4 – PRELIMINARY SUBDIVISION PLANS*****



LARAMIE COUNTY LAND USE REGULATIONS

CHAPTER 5 – SUBDIVISION PERMIT AND PLAT

4-5-100 SUBDIVISION PERMIT AND PLAT REQUIREMENTS

A small, minor subdivision and a major subdivision shall require a Subdivision Permit and Plat approved by the Board of County Commissioners.

- i. A small subdivision shall contain up to five (5) lots. It does not require a Preliminary Subdivision Plan.
- ii. A minor subdivision shall contain 6 to 19 lots. It does not require a Preliminary Subdivision Plan.
- iii. A major subdivision contains 20 lots or more and requires a Preliminary Subdivision Plan approval by the Planning Commission prior to applying for Subdivision Permit and Plat approval.

a. General Requirements.

- i. No person or entity shall sell land subject to regulation under these standards, record a plat or start construction of a subdivision without first obtaining Permit and Plat approval from the Board of County Commissioners.
- ii. The applicant shall retain the necessary licensed professional services to fulfill the requirements of these regulations. There shall be an Engineer of Record for all minor and major Subdivisions. All minor and major subdivision plats shall be prepared by a Wyoming Registered Surveyor.
- iii. A small, minor or a major subdivision shall comply with the Public Works regulations, Zoning requirements as well as with the standards of the Subdivision regulations.
- iv. Shall comply with the requirements of the State Engineers Office for water supply.
- v. Shall comply with the standards of the State Department of Environmental Quality and Laramie County for water resource protection and erosion control.
- vi. All small, minor and major subdivisions shall comply with applicable state statutes and requirements.
- vii. All small, minor and major subdivisions shall comply with the requirements of the Laramie County Environmental Health Division as well as the South Cheyenne Water and Sewer District, as applicable.
- viii. The size of lots shall not be averaged within any subdivision, unless otherwise provided by these regulations.



LARAMIE COUNTY LAND USE REGULATIONS

b. Process.

- i. A pre-application meeting shall be required to ensure the applicant understands all Subdivision, Public Works, Zoning and all other requirements associated with the minor or major subdivision Permit and Plat proposal.
- ii. A complete application with initial fees is required to determine its eligibility and to ensure that it receives the protection of not being subject to any new requirements.
- iii. Notification of affected landowners, property posting and a public hearing before the Planning Commission and the Board of County Commissioners is required prior to any decision being made about the Permit and Plat application, following Section 1-2-101 requirements.
- iv. An agency review is conducted with all minor and major subdivisions to assure compliance with the standards and to troubleshoot problems.
- v. The Planning Commission shall conduct a public hearing on a proposed minor or major subdivision no earlier than the date shown in the newspaper legal notice.
- vi. The Planning Commission does not review a small subdivision. A small subdivision is subject to a public hearing with the County Commissioners, and after a public hearing, the County Commissioners may approve, approve with modifications or disapprove the small Subdivision with stated rationale to the Subdivision Regulations.
- vii. The Planning Commission shall be required to make a recommendation about the proposed minor or major subdivision to approve, approve with modifications or deny the application with written rationale connected to the subdivision regulations; and provide the recommendation to the Board of County Commissioners.
- viii. The County Commissioners, after a public hearing may approve, approve with modifications or disapprove the minor or major subdivision with stated rationale connected to the Subdivision Regulations. The County Commissioners are subject to the requirements and timeframe contained in WS 18-5-308.

c. Limitations of Approval.

- i. An approval of a Subdivision Permit and Plat through resolution by the Board of County Commissioners is in effect for 18 months. If a plat is not recorded within the 18-month time frame from the date of resolution approval, the subdivision permit and plat is null and void.
- ii. The applicant may request an extension to record the plat for up to six (6) months in writing from the Planning Director. The Director may grant the extension if reasonable cause is provided.



LARAMIE COUNTY LAND USE REGULATIONS

4-5-101 SUBDIVISION PERMIT AND PLAT REQUIREMENTS – LARGE ACREAGE SUBDIVISIONS

a. Introduction and Applicability.

- i. The purpose of this section is to provide a review process for stated standards to meet in order to approve a large acreage subdivision with tracts from 35 to 80 acres as enabled by W.S. § 18-5-316. No person after adoption of these regulations shall sell or dispose of land where the subdivision creates parcels that are between 35 to 80 acres without a subdivision permit and plat, unless the property is otherwise exempt under Wyoming Statute 18-5-316(a).
- ii. Large acreage subdivision approval is either provided administratively or by subdivision permit and plat approved by the County Commissioners under these regulations.
- iii. A large acreage subdivision may qualify as a small, simple, minor, or major subdivision. A major subdivision requires a preliminary subdivision plan.
- iv. A large acreage subdivision is subject to the requirements of lot line adjustment and easement vacations as contained within these regulations.
- v. The Large Acreage Subdivision Process shall only be utilized when individual on-lot wells are utilized for water supply and individual on-lot sewage treatment systems are proposed for wastewater disposal.
- vi. If the lots, units, tracts or parcels created pursuant to a permit issued under this section are used for agricultural purposes and otherwise qualify as agricultural land for purposes of W.S. §39-13-103(b)(x), the lots, units, tracts or parcels shall be deemed not to be part of a platted subdivision for purposes of W.S. §39-13-103(b)(x)(B)(II).

b. Exemptions from Provisions.

- i. The sale or other disposition of a Large Acreage Subdivision that was lawfully recorded prior to the adoption of this section of the regulations; or
- ii. Plats or surveys that are otherwise partly or fully exempt from the provisions of W.S. § 18-5-316 under subsection (a).

c. General Requirements.

The applicant shall retain the necessary licensed professional services to fulfill the requirements stated herein:

- i. Shall comply with all requirements of Title 5 regarding road standards and access.



LARAMIE COUNTY LAND USE REGULATIONS

- ii. Shall comply, when applicable, with all Wyoming DEQ standards.
- iii. All tracts are subject to Environmental Health review, which is necessary to obtain a Septic Tank permit for each lot created.
- iv. Is subject to review by the Laramie County Conservation District.
- v. Is subject to review by the State Engineer's Office concerning water supply, as that office issues individual well permits.

d. Process.

- i. A pre-application meeting is required to ensure applicant understands all applicable requirements and standards.
- ii. A complete application with initial fees is required to determine its eligibility and to ensure that it receives the protection of not being subject to any new requirements.
- iii. Public notice is provided through property posting, letter to area property owners and a newspaper legal notice.
- iv. A large acreage small subdivision is approved by the County Commissioners and does not receive a Planning Commission review and recommendation.
- v. A large acreage minor subdivision receives a review and recommendation from the Planning Commission prior to being forwarded to the County Commissioners for their decision.
- vi. A large acreage major subdivision shall first obtain Preliminary Subdivision Plan approval from the Planning Commission. Upon approval, a subdivision permit and plat application may be submitted. The large acreage major subdivision shall be reviewed by the Planning Commission with a recommendation to the County Commissioners. The County Commissioners, after a public hearing, shall then make a decision about the subdivision permit and plat.

e. Limitations of Approval.

- i. A large acreage subdivision approved by the County Commissioners is valid for 18 months. but if the plat is not recorded within the 18-month time frame from the date of resolution approval, the subdivision permit and plat is null and void.
- ii. A large acreage subdivision approved administratively as a modest plat is valid for six (6) months.

f. Guidelines for Review

- i. Comprehensive Land Use Plan: Satisfactory evidence that the proposed subdivision is in general conformance with the Laramie County Comprehensive Plan.



LARAMIE COUNTY LAND USE REGULATIONS

- ii. Zoning: Demonstration that the lots, parcels or tracts being created meet the applicable zoning standards for the zone district in which they are located, and that the subdivision will not create any nonconformity.
- iii. Local Conservation District: Response to the recommendations provided by the local conservation district including but not necessarily limited to soil suitability, the need for erosion control, potential sedimentation and flooding problems.
- iv. Access: Demonstration that all lots in the proposed subdivision will have adequate legal and physical access to a public street or rights-of-way. The subdivision shall meet Title 5 Road Standards.
- v. Water Supply and Sewage Systems: State requirements for potable water supply and waste disposal shall be met. The subdivision shall meet WY DEQ standards, as applicable. A review by the State Engineer's Office and Laramie County Environmental Health is part of the subdivision assessment.
- vi. Easements: All easements including but not limited to for access, roads, utilities, drainage, irrigation, water, floodplains, and any other necessary easement shall show on the final plat.
- vii. Public Services: Satisfactory evidence demonstrating that the proposed subdivision will not result in significant increase in the cost of providing services including, but not necessarily limited to: fire protection, law enforcement, emergency response, water supply, sewage treatment, and solid waste disposal.
- viii. Safe Building Sites: Satisfactory evidence demonstrating that all land subject to natural hazards such as flooding, steep slopes or other natural threats will not create peril or otherwise endanger the health, safety or welfare of the subdivision inhabitants.
- ix. New or Remaining Parcels: The proposed subdivision does not result in or create a new or remainder parcel at or less than 80 acres outside the platted subdivision area.
- x. Covenants: Any protective covenants or declarations to be placed on the subdivision shall be noted on the plat and filed for recording in the Office of the Clerk at the time the plat is recorded.
- xi. Large Acreage Subdivision Plat: The plat contents shall comply with 4-5-102 of these regulations.



LARAMIE COUNTY LAND USE REGULATIONS

4-5-102 PLAT CONTENT REQUIREMENTS

Both types of subdivision exemptions: under 35 acres, and 80 acres or more, along with simple subdivisions, lot line adjustments, easement vacations, minor, and major and large acreage subdivisions require the following to be shown on the plat that is to be recorded with the Laramie County Clerk's Office, in order to be in effect and of record.

The following charts show what records of survey and plats must include at time of recording:



LARAMIE COUNTY LAND USE REGULATIONS

a. Subdivision Exemptions (Records of Survey) – under 35 acres, and 80 acres or more:

	Content Required	Under 35 acres, and 80 acres or more
1.	The proposed name of the subdivision/development shall be placed in the lower right-hand corner of the record of survey. The name shall not duplicate or resemble the name of an existing subdivision/development, either in spelling or pronunciation.	Yes
2.	The title shall indicate the tract or parcel of land of which the development/property is a part, including the section, township and range from the sixth principal meridian, county (or counties) and state (or states).	Yes
3.	Space shall be provided and designated for a filing record by the Laramie County Clerk's Office.	Yes
4.	Dedication and acknowledgment statements must be executed by all owners of legal and equitable interests in the property being subdivided/developed. The acknowledgement shall be located near the dedication on the plat.	No
5.	Record of survey shall include the date of preparation, written and graphic scales, and north arrow designating true north.	Yes



LARAMIE COUNTY LAND USE REGULATIONS

6.	Designation of land by lot and block, other than rights-of-way, intended to be conveyed or reserved for public use or facilities, or reserved in the deeds for the use of all property owners in the proposed development/property.	Yes
7.	Certification by a Wyoming Professional Land Surveyor stating that the record of survey 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.	Yes
8.	Signature blocks for use by the Planning Office for the Planning Commission, the Chairman of the Board and County Clerk for Laramie County, Wyoming. These blocks shall be placed directly adjacent to the right or bottom border of the plat. Each signature on the plat shall be notarized.	No
9.	Signature blocks for the Planning Director and Public Works Director. These blocks shall be placed directly adjacent to the right or bottom border of the plat. Each signature on the plat shall be notarized. These blocks shall be placed directly adjacent to the right or bottom border of the plat.	No
10.	For developments in the County, survey tie(s) by bearing/azimuth and the distance to the nearest public land survey system monument shall be accurately described on the record of survey. In addition, for the purposes of enhancing the City and County GIS Program framework, all public land survey corners on or within the property's boundary shall have field observation coordinates provided on the plat. These coordinates shall reference Wyoming State Plane Coordinate	Yes



LARAMIE COUNTY LAND USE REGULATIONS

	System, East Zone, U.S. Survey foot, NAD 1983(CORS96). The coordinates shall be observed and verified at the time of the plat survey.	
11.	Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the record of survey.	Yes
12.	The Basis of Bearing/Azimuth on which the survey is based shall be noted on the record of survey.	Yes
13.	If any lot, block, boundary or right-of-way from a previously recorded plat is being vacated by this plat a notation shall be provided, describing the area or boundaries to be vacated under a section titled Vacation Statement.	N/A
14.	Plats that show adjacent or internal existing county roadways and rights-of-way shall indicate on the plat how the roadway was established (i.e., dedicated to the public via plat, petition, declared, etc.)	Yes
	Layout Shall Include:	Under 35 acres, and 80 acres or more
15.	Boundary lines with bearings/azimuths and distances and the location of all recorded rights-of-way intersecting the boundary of the subdivision.	Yes



LARAMIE COUNTY LAND USE REGULATIONS

16.	Where applicable, curve data showing the radius, central angle, 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.	Yes
17.	The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements.	Yes
18.	The right-of-way lines, widths and names of all streets, roads, and easements within and adjacent to the proposed subdivision/development. Proposed road/easement names within the record of survey boundary shall require a distinct road name, with a renaming required with each change of direction. No “loops” or “circles” shall be allowed.	Yes
19.	The area of each lot or tract in square feet and/or acres.	Yes
20.	A vicinity map indicating the location of the proposed development with respect to the surrounding area. The vicinity map shall include Section, Township, and Range labels and lines with enough detail to indicate the location of the subdivision within the Section.	Yes
21.	A legend that defines all the various symbols, line types, shading/hatching, etc. used in the drawing.	Yes



LARAMIE COUNTY LAND USE REGULATIONS

22.	Such additional information as may be required to adequately describe proposed utility systems, street improvements and easements or reservations contemplated within the area to be subdivided.	No
23.	A statement describing the type of sewage disposal, the type of water supply and the type of fire protection proposed to serve the subdivision/development.	Yes
24.	Any recorded easements or restrictions applicable to the subdivision shall be noted by reference to Register's book and page number. The County will not be involved in the enforcement of deed restriction or covenant instruments.	Yes
25.	All existing and proposed easements within the record of survey area shall be shown and labeled as to the type/purpose of the easement. All existing and proposed easements shall be dimensioned and have bearings and distances and curve data. Reference to the book and page of existing easements shall be made but will not be allowed in leu of showing dimensions, bearings and distances, and curve data, etc. for existing easements. All existing easements adjacent to the platted area shall be shown, dimensioned, and labeled as the type of easement. If there is an existing access or ingress/egress easement within the platted area or adjacent to the platted area, it should be noted as to whom the easement is granted to (i.e., general public, a specific lot or property, etc.).	Yes
26.	When an existing right-of-way for a roadway shown on the plat either within the platted area or adjacent to the platted area varies in width, the plat shall include	No



LARAMIE COUNTY LAND USE REGULATIONS

	the actual right-of-way width dimensions, at a minimum, at the ends of the platted area and where any proposed roadways tie into the existing right-of-way.	
27.	A note indicating if there is or is not a FEMA Special Flood Hazard area located within the platted boundary. The correct FEMA Panel and date shall be noted and referenced on the plat.	Yes
28.	A note indicating “The surface estate of the land to be subdivided is subject to full and effective development of the mineral estate”.	No
29.	If the project is within the Community Wildfire Protection Plan (CWPP) area, a note shall be added to the face of the plat describing what hazard level(s) the property lies within.	No
30.	When a plat includes proposed roadways, a note indicating “There shall be no public maintenance of internal roadways or access easements.” shall be included on the plat.	Yes



LARAMIE COUNTY LAND USE REGULATIONS

b. Modest Plats

	Content Required	Simple	Lot Line Adjustment	Easement Vacation
1.	The proposed name of the subdivision/development shall be placed in the lower right-hand corner of the plat. The name shall not duplicate or resemble the name of an existing subdivision/development, either in spelling or pronunciation. Additional filings of the same plat shall have the same name and a filing number.	Yes	Yes	Yes
2.	The title shall indicate the tract or parcel of land of which the subdivision/development is a part, including the section, township and range from the sixth principal meridian, county (or counties) and state (or states).	Yes	Yes	Yes
3.	Space shall be provided and designated for a filing record by the Laramie County Clerk's Office.	Yes	Yes	Yes
4.	Dedication and acknowledgment statements must be executed by all owners of legal and equitable interests in the property being subdivided/developed. The acknowledgement shall be located near the dedication on the plat.	Yes	No	Yes
5.	Plat shall include the date of plat preparation, written and graphic scales, and north arrow designating true north.	Yes	Yes	Yes
6.	Designation of land by lot and block, other than rights-of-way, intended to be conveyed or reserved for public use or facilities, or reserved in the deeds for the use of all property owners in the proposed subdivision.	Yes	N/A	N/A



LARAMIE COUNTY LAND USE REGULATIONS

7.	Certification by a Wyoming Professional Land Surveyor stating 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.	Yes	Yes	Yes
8.	Signature blocks for use by the Planning Office for the Planning Commission, the Chairman of the Board and County Clerk for Laramie County, Wyoming. These blocks shall be placed directly adjacent to the right or bottom border of the plat. Each signature on the plat shall be notarized.	No	No	Yes
9.	Signature blocks for the Planning Director and Public Works Director. These blocks shall be placed directly adjacent to the right or bottom border of the plat. Each signature on the plat shall be notarized. These blocks shall be placed directly adjacent to the right or bottom border of the plat.	Yes	Yes	No
10.	For subdivisions in the County, survey tie(s) by bearing/azimuth and the distance to the nearest public land survey system monument shall be accurately described on the plat. In addition, for the purposes of enhancing the City and County GIS Program framework, all public land survey corners on or within the subdivision boundary shall have field observation coordinates provided on the plat. These coordinates shall reference Wyoming State Plane Coordinate System, East Zone, U.S. Survey foot, NAD 1983(CORS96). The coordinates shall be observed and verified at the time of the plat survey.	Yes	Yes	Yes
11.	Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the plat.	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

12.	The Basis of Bearing/Azimuth on which the survey is based shall be noted on the plat.	Yes	Yes	Yes
13.	If any lot, block, boundary or right-of-way from a previously recorded plat is being vacated by this plat a notation shall be provided, describing the area or boundaries to be vacated under a section titled Vacation Statement.	Yes	Yes	Yes
14.	Plats that show adjacent or internal existing county roadways and rights-of-way shall indicate on the plat how the roadway was established (i.e., dedicated to the public via plat, petition, declared, etc.)	Yes	No	No
	Layout Shall Include:	Simple	Lot Line Adjustment	Easement Vacation
15.	Boundary lines with bearings/azimuths and distances and the location of all recorded rights-of-way intersecting the boundary of the subdivision.	Yes	Yes	Yes
16.	Where applicable, curve data showing the radius, central angle, 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.	Yes	Yes	Yes
17.	The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements.	Yes	Yes	Yes
18.	The right-of-way lines, widths and names of all streets, roads, and easements within and adjacent to the proposed subdivision/development. Proposed road names within the plat boundaries shall require a distinct road name, with a	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

	renaming required with each change of direction. No “loops” or “circles” shall be allowed.			
19.	The area of each lot or tract in square feet and/or acres.	Yes	Yes	No
20.	A vicinity map indicating the location of the proposed subdivision development with respect to the surrounding area. The vicinity map shall include Section, Township, and Range labels and lines with enough detail to indicate the location of the subdivision within the Section.	Yes	Yes	Yes
21.	A legend that defines all the various symbols, line types, shading/hatching, etc. used in the drawing.	Yes	Yes	Yes
22.	Such additional information as may be required to adequately describe proposed utility systems, street improvements and easements or reservations contemplated within the area to be subdivided.	As Necessary	N/A	N/A
23.	A statement describing the type of sewage disposal, the type of water supply and the type of fire protection proposed to serve the subdivision/development.	Yes	Yes	No
24.	Any recorded easements or restrictions applicable to the subdivision shall be noted by reference to Register's book and page number. The County will not be involved in the enforcement of deed restriction or covenant instruments.	Yes	Yes	Yes
25.	All existing and proposed easements within the platted area shall be shown and labeled as to the type/purpose of the easement. All existing and proposed easements shall be dimensioned and have bearings and distances and curve data.	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

	Reference to the book and page of existing easements shall be made but will not be allowed in leu of showing dimensions, bearings and distances, and curve data, etc. for existing easements. All existing easements adjacent to the platted area shall be shown, dimensioned, and labeled as the type of easement. If there is an existing access or ingress/egress easement within the platted area or adjacent to the platted area, it should be noted as to whom the easement is granted to (i.e., general public, a specific lot or property, etc.).			
26.	When an existing right-of-way for a roadway shown on the plat either within the platted area or adjacent to the platted area varies in width, the plat shall include the actual right-of-way width dimensions, at a minimum, at the ends of the platted area and where any proposed roadways tie into the existing right-of-way.	Yes	Yes	Yes
27.	A note indicating if there is or is not a FEMA Special Flood Hazard area located within the platted boundary. The correct FEMA Panel and date shall be noted and referenced on the plat.	Yes	Yes	No
28.	A note indicating "The surface estate of the land to be subdivided is subject to full and effective development of the mineral estate".	Yes	No	No
29.	If the project is within the Community Wildfire Protection Plan (CWPP) area, a note shall be added to the face of the plat describing what hazard level(s) the property lies within.	Yes	No	No



LARAMIE COUNTY LAND USE REGULATIONS

30.	When a plat includes proposed roadways, a note indicating "There shall be no public maintenance of internal roadways or access easements." shall be included on the plat.	Yes	N/A	N/A
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LARAMIE COUNTY LAND USE REGULATIONS

c. Small, Minor, and Major Subdivisions

	Content Required	Small	Minor	Major
1.	The proposed name of the subdivision/development shall be placed in the lower right-hand corner of the plat. The name shall not duplicate or resemble the name of an existing subdivision/development, either in spelling or pronunciation. Additional filings of the same plat shall have the same name and a filing number.	Yes	Yes	Yes
2.	The title shall indicate the tract or parcel of land of which the subdivision/development is a part, including the section, township and range from the sixth principal meridian, county (or counties) and state (or states).	Yes	Yes	Yes
3.	Space shall be provided and designated for a filing record by the Laramie County Clerk's Office.	Yes	Yes	Yes
4.	Dedication and acknowledgment statements must be executed by all owners of legal and equitable interests in the property being subdivided/developed. The acknowledgement shall be located near the dedication on the plat.	Yes	Yes	Yes
5.	Plat shall include the date of plat preparation, written and graphic scales, and north arrow designating true north.	Yes	Yes	Yes
6.	Designation of land by lot and block, other than rights-of-way, intended to be conveyed or reserved for public use or facilities, or reserved in the deeds for the use of all property owners in the proposed subdivision.	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

7.	Certification by a Wyoming Professional Land Surveyor stating 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.	Yes	Yes	Yes
8.	Signature blocks for use by the Planning Office for the Planning Commission, the Chairman of the Board and County Clerk for Laramie County, Wyoming. These blocks shall be placed directly adjacent to the right or bottom border of the plat. Each signature on the plat shall be notarized.	No	Yes	Yes
9.	Signature blocks for the Planning Director and Public Works Director. These blocks shall be placed directly adjacent to the right or bottom border of the plat. Each signature on the plat shall be notarized. These blocks shall be placed directly adjacent to the right or bottom border of the plat.	Yes	No	No
10.	For subdivisions in the County, survey tie(s) by bearing/azimuth and the distance to the nearest public land survey system monument shall be accurately described on the plat. In addition, for the purposes of enhancing the City and County GIS Program framework, all public land survey corners on or within the subdivision boundary shall have field observation coordinates provided on the plat. These coordinates shall reference Wyoming State Plane Coordinate System, East Zone, U.S. Survey foot, NAD 1983(CORS96). The coordinates shall be observed and verified at the time of the plat survey.	Yes	Yes	Yes
11.	Any differences between bearings/azimuths and/or distances of adjoining record surveys or subdivisions/developments shall be shown on the plat.	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

12.	The Basis of Bearing/Azimuth on which the survey is based shall be noted on the plat.	Yes	Yes	Yes
13.	If any lot, block, boundary or right-of-way from a previously recorded plat is being vacated by this plat a notation shall be provided, describing the area or boundaries to be vacated under a section titled Vacation Statement.	Yes	Yes	Yes
14.	Plats that show adjacent or internal existing county roadways and rights-of-way shall indicate on the plat how the roadway was established (i.e., dedicated to the public via plat, petition, declared, etc.)	Yes	Yes	Yes
	Layout Shall Include:	Small	Minor	Major
15.	Boundary lines with bearings/azimuths and distances and the location of all recorded rights-of-way intersecting the boundary of the subdivision.	Yes	Yes	Yes
16.	Where applicable, curve data showing the radius, central angle, 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.	Yes	Yes	Yes
17.	The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements.	Yes	Yes	Yes
18.	The right-of-way lines, widths and names of all streets, roads, and easements within and adjacent to the proposed subdivision/development. Proposed road names within the plat boundaries shall require a distinct road name, with a	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

	renaming required with each change of direction. No “loops” or “circles” shall be allowed.			
19.	The area of each lot or tract in square feet and/or acres.	Yes	Yes	Yes
20.	A vicinity map indicating the location of the proposed subdivision development with respect to the surrounding area. The vicinity map shall include Section, Township, and Range labels and lines with enough detail to indicate the location of the subdivision within the Section.	Yes	Yes	Yes
21.	A legend that defines all the various symbols, line types, shading/hatching, etc. used in the drawing.	Yes	Yes	Yes
22.	Such additional information as may be required to adequately describe proposed utility systems, street improvements and easements or reservations contemplated within the area to be subdivided.	As Necessary	As Necessary	As Necessary
23.	A statement describing the type of sewage disposal, the type of water supply and the type of fire protection proposed to serve the subdivision/development.	Yes	Yes	Yes
24.	Any recorded easements or restrictions applicable to the subdivision shall be noted by reference to Register's book and page number. The County will not be involved in the enforcement of deed restriction or covenant instruments.	Yes	Yes	Yes
25.	All existing and proposed easements within the platted area shall be shown and labeled as to the type/purpose of the easement. All existing and proposed easements shall be dimensioned and have bearings and distances and curve	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

	<p>data. Reference to the book and page of existing easements shall be made but will not be allowed in leu of showing dimensions, bearings and distances, and curve data, etc. for existing easements. All existing easements adjacent to the platted area shall be shown, dimensioned, and labeled as the type of easement. If there is an existing access or ingress/egress easement within the platted area or adjacent to the platted area, it should be noted as to whom the easement is granted to (i.e., general public, a specific lot or property, etc.).</p>			
26.	<p>When an existing right-of-way for a roadway shown on the plat either within the platted area or adjacent to the platted area varies in width, the plat shall include the actual right-of-way width dimensions, at a minimum, at the ends of the platted area and where any proposed roadways tie into the existing right-of-way.</p>	Yes	Yes	Yes
27.	<p>A note indicating if there is or is not a FEMA Special Flood Hazard area located within the platted boundary. The correct FEMA Panel and date shall be noted and referenced on the plat.</p>	Yes	Yes	Yes
28.	<p>A note indicating "The surface estate of the land to be subdivided is subject to full and effective development of the mineral estate".</p>	Yes	Yes	Yes
29.	<p>If the project is within the Community Wildfire Protection Plan (CWPP) area, a note shall be added to the face of the plat describing what hazard level(s) the property lies within.</p>	Yes	Yes	Yes



LARAMIE COUNTY LAND USE REGULATIONS

30.	When a plat includes proposed roadways, a note indicating "There shall be no public maintenance of internal roadways or access easements." shall be included on the plat.	Yes	Yes	Yes
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LARAMIE COUNTY LAND USE REGULATIONS

4-5-103 DEVELOPMENT DESIGN STANDARDS FOR SUBDIVISIONS

Subdivision Site Standards

- i. Steep or unstable land and areas having inadequate drainage shall not be developed into building lots unless the owner makes adequate provisions, satisfactory to the County, to prevent the same from endangering life, health, or other property.
- ii. Land subject to flooding, and/or within drainage areas shall be developed in accordance with the provisions of all applicable County, State and Federal regulations.
- iii. Whenever possible, the development shall designate open space and trail areas that are contiguous with adjacent open space and trails.

General Standards

- i. The minimum required size of lots shall not be averaged across plats, unless as otherwise provided for within the AMEC Overlay District regulations.
- ii. All developments that consist of twelve (12) or more residential tracts shall have two (2) individual points of access into the subdivision/development. Also, within the subdivision, no more than twelve (12) residential tracts shall be accessed by a single point.
- iii. Double frontage lots shall be avoided except where essential to provide separation of residential development from expressways and major arterials or to overcome specific disadvantages of topography and orientation.
- iv. A cul-de-sac pouch shall have lots with a 30-foot minimum street frontage.
- v. Visibility - A triangular space shall be provided across corner lots for adequate sight visibility. If the County finds there are unusual circumstances, the requirements of this section may be altered. The County may approve the location of light or sign poles twelve (12) inches or less in diameter in this triangle if visibility is not hindered.
 - A. This space is to be kept free from all obstructions to vision, including plant materials and vegetation, between the heights of two (2) and twelve (12) feet above the street grades. The responsibility lies with the adjacent landowner to maintain this visibility.
 - B. The triangle is to be determined by a diagonal line drawn across the lot thirty-five (35) feet back along the property lines from the intersection of the property lines.



LARAMIE COUNTY LAND USE REGULATIONS

- vi. Open Space - Non-buildable areas may be designated as open space. Open space shall be indicated on the plat. Open space areas shall be designed to be contiguous, minimizing fragmented area to the extent possible. Newly designated open space should abut pre-existing open spaces on properties adjacent to the new development whenever possible.
 - A. Open space areas within subdivisions designed under this option may include, but not be limited to 100-year floodplains, irrigated lands, riparian habitat, woodlands, slopes over ten (10) percent, ridge lines, and areas possessing other unique visual or natural qualities.
 - B. Designated open space shall be limited to recreational, agricultural, resource or wildlife protection, or buffer purposes, and shall be freely accessible to all residents of the development, except in the case of agricultural lands where access may be restricted. Open space does not include land occupied by non-recreational buildings or road easements/rights-of-way, nor does it include the yards or lots/ tracts of dwelling units. Open space shall be left in a natural state except in the case of recreational facilities, or in the case of agricultural activities, such as grazing or the raising of crops.
 - C. Ownership of open space shall be established by undivided interest or dedication, subject to Board of County Commissioners approval.
 - D. The maintenance and operation of open space should be specifically identified at the time of platting.
 - E. Those lands set aside as perpetual open space shall not be included in the assessment of community facility fees.
 - F. Open space shall be designated on the face of the plat and assigned its own tract number. A statement on the plat shall clearly note the perpetuity of the open space dedication.
 - G. Subdivisions created which have open space shall require a statement on the plat that clearly notes that land designated as open space shall not be further developed or subdivided.
- vii. Streets, Roads, Alleys and Easements
 - A. Public improvements shall be designed in accordance with the Laramie County Land Use Regulations. Street/road improvements shall be managed and administered by the Laramie County Department of Public Works.
 - B. Subdivisions with 4 or more tracts/lots with proposed roads, the roadways shall be within rights-of-way that are dedicated to the public and access easements shall not be allowed.



LARAMIE COUNTY LAND USE REGULATIONS

- C. Roadways shall be fully constructed to the furthest subdivision boundary line for all rights-of-way established or shown on the plat if a roadway does not already exist. This shall include rights-of-way for internal and external/adjacent roadways.
 - D. Subdivision roadways shall tie directly into existing roadways that were established per State Statutes (§24-3-101 through §24-3-127), are in established dedicated public rights-of-way, or are in access easements that have been established by a platted subdivision that was approved by the BOCC and the roadways were designed and constructed to County standards. Subdivision roadways shall not tie into roads that are on private land with access easements that were not established through a plat approved by the BOCC and the roadway design and construction did not go through the approval process of the Public Works Department.
 - E. If the subdivision roadways tie into an existing road that does not meet the current standards, it shall be the responsibility of the developer to make the necessary modifications to the existing road to bring it up to current standards.
 - F. If the subdivision is adjacent to a roadway that has been legally established by a petition for the establishment of a County Road per the State Statutes (§24-3-101 through §24-3-127) and the right-of-way has not been dedicated to the public via a previous plat, the subdivision plat shall dedicate to the public the right-of-way that is adjacent to the platted area. Also, if the adjacent roadway or highway has an established easement instead of a public right-of-way, the plat shall dedicate the easement as public right-of-way.
 - G. Construction for any new street/road within a proposed county subdivision/development shall not begin until the applicant has received written approval for the street/road construction plans from Laramie County Department of Public Works and all appropriate permits have been obtained.
 - H. Completion and final acceptance or approval of a street/road is required prior to issuance of building permits.
- viii. Storm Drainage
- A. All storm drainage in subdivisions/developments shall be developed in accordance with the Laramie County Land Use Regulations.
- ix. Utilities
- A. All utility facilities, including but not limited to gas, electrical power, telephone and CATV cables, shall be located underground throughout the subdivision/development. As far as possible, all utilities shall be placed in the



LARAMIE COUNTY LAND USE REGULATIONS

public street or road rights-of-way. Easements shall be provided for all public utilities if utilities cannot be placed in public street or road rights-of-way. If an easement is necessary, the developer shall provide written evidence detailing why utilities cannot be placed in the right-of-way.

Performance Standards

i. Public Services

No subdivision permit shall be approved until the proposed development shows that the increased demand on any of the following public services will not exceed the capacity of that service or are adequately addressed by the owner to the satisfaction of the County:

- A. Street and road systems surrounding and used as access to the site including road maintenance services.
- B. B. Water systems.
- C. C. Sanitary systems.
- D. Storm water drainage collection and detention/retention system.
- E. Fire suppression and protection systems.
- F. F. Law enforcement systems.
- G. Utility systems:
 - 1. Approval of any plat shall be contingent upon a demonstration that adequate utility systems will be available to the subdivision.
- H. Solid Waste Disposal System
 - 1. Approval of any plat shall be contingent upon a demonstration that an adequate solid waste disposal system is available.

ii. Adverse Impacts to Natural Environment – Adverse impacts to the natural environment shall be controlled. Approval of any subdivision permit shall be contingent upon evidence that erosion will be adequately controlled. The following factors shall be considered and addressed:

- A. The susceptibility of the soils in the subdivision and surrounding area to erosion.
- B. The type of use(s) proposed and the relationship to associated runoff and construction activities within the subdivision.
- C. The recommendation of the Engineer of Record based upon requirements of the Laramie County Land Use Regulations.
- D. The proposed erosion measures to be used and their effects.



LARAMIE COUNTY LAND USE REGULATIONS

- iii. Adverse Impacts Related to Flood or Landslide Hazards
 - A. Approval of any subdivision permit shall be contingent upon evidence that the development will not represent a potential threat to life and property due to flooding or landslides. The following factors shall be considered and addressed.
 - B. Mapped data regarding flood hazard areas, soil conditions and slopes.
 - C. The recommendation of the County Engineer and the appropriate conservation district based on commonly accepted practices, and upon the Flood Insurance Rate Maps, as revised, prepared by the Federal Emergency Management Agency;
 - D. Evidence that development on slopes greater than ten (10) percent will be engineered and designed to ensure that all public or private improvements and all structures will be stable and safe.
 - E. The recommendation of the Engineer of Record based upon requirements of the Laramie County Land Use Regulations.
- iv. Floodplain Requirements
 - A. All floodplains, as currently mapped by FEMA or as revised/amended by a LOMR/LOMA, shall be shown on the plat and may require one of the following actions.
 - B. Dedication to the County of the 100-year floodplain as a drainage easement; or,
 - C. Evidence that base flood elevation data has been gathered in accordance with the County Floodplain Regulations; or,
 - D. Evidence that the subdivision is in compliance with all requirements of the County Floodplain Regulations.
- v. Conservation
 - A. Evidence shall be provided to show that water and energy conservation measures are in place for the design and construction of the subdivision.
- vi. Construction of Perimeter Fencing for Subdivision
 - A. For subdivisions as defined in W.S. 18-5-302(a)(vii), the subdivider shall be responsible for the construction of the perimeter fence. The adjoining landowner shall not be liable for any damages caused by, or arising from, livestock pastured on the adjoining land that may wander onto the subdivided land, as shown by WS 11-28-106, effective in 2023.



LARAMIE COUNTY LAND USE REGULATIONS

4-5-104 CONFORMANCE WITH LARAMIE COUNTY PUBLIC WORKS REGULATIONS

All subdivisions are subject to meeting the Public Works Regulations contained within the Laramie County Land Use Regulations, Title 5. All subdivisions are also subject to state and federal requirements as shown within these regulations. All subdivisions shall meet the standards of the Laramie County Environmental Health Division as contained within these regulations.

4-5-105 WORK IN PUBLIC RIGHT-OF-WAY

All work in public rights-of-way shall require proper permitting from the appropriate agency, i.e. county roads (Public Works), state highways (WYDOT), city roads (City of Cheyenne) including upgrades performed in the right-of-way.

4-5-106 PROPERTY ACCESS

All property shall have access suitable for the use to be developed on that property. Public streets and roads are the preferred method of accessing property. Private streets and roads may be allowed if they are in conformance with these regulations or the appropriate County regulations in effect at the time the access was constructed, and adequate provisions have been made for the continued maintenance of that access. Alleys and/or access easements will not be considered as primary accesses for nonresidential development purposes. All accesses require proper permitting from the appropriate agency, i.e. county roads (Public Works), city streets (City of Cheyenne), state highways (WYDOT), including upgrades performed in the right-of-way.

4-5-107 WATER AND SEWER FOR DEVELOPMENT PURPOSES

Any property developed for business, commercial or industrial purposes in Laramie County shall be required to provide permanent on-site, enclosed and legally permitted facilities (water and sewer or well and septic) for occupant and/or public use. The Planning



LARAMIE COUNTY LAND USE REGULATIONS

and Development Director may waive this requirement for a specific use if it can be adequately determined that the use will not require said facilities.

4-5-108 ROAD MAINTENANCE

All roads not accepted for maintenance by the County shall require a plan and funding source for road maintenance. The plan shall include yearly costs for maintenance (blading, snow removal, etc.) as well as other scheduled maintenance (i.e., chip seal every 8 – 10 years if paved roadways, etc.) and document how much each lot will be required to pay each year (or monthly to a road maintenance organization. The plan shall name and establish a legal organization which is responsible for road maintenance. The written plan shall be submitted with the subdivision permit and plat application. Documentation of the formal formation of the organization and showing how each lot will be responsible for the associated costs shall be a part of the plan provided by the subdivider for any small, minor or major subdivision.

4-5-109 REQUIRED PUBLIC IMPROVEMENTS FOR ALL SUBDIVISIONS

a. Improvements Required.

The following are required public improvements for all subdivisions, either urban or rural.

- i. Roads: Either public or private.
- ii. Roads: Urban to be paved. See Title 5 for requirements.
- iii. Roads: Rural see Title 5 for paving requirements
- iv. Driveway access for rural and urban subdivisions.
- v. Road ditches or swales for urban and rural subdivisions, as appropriate.
- vi. Any storm drainage detention facility: urban or rural.
- vii. Curb and gutter: See Title 5 about urban roads
- viii. Sidewalks: Urban subdivisions see Title 5 for requirements.
- ix. Mailbox locations for urban and rural subdivisions.
- x. Mailbox stations for urban and rural subdivisions.
- xi. Any required off-site public improvement, based upon Title 5, for urban and rural subdivisions.

b. Sign Requirement.

All subdivisions which have public improvements shall post a sign, a minimum of 4' by 8', located at the entrance of the subdivision, in a conspicuous manner, immediately after of



LARAMIE COUNTY LAND USE REGULATIONS

approval by the County Commissioners with the following statement. Construction drawings shall not be approved until such sign is erected. The sign shall be legible and easy to read for the viewer:

“THIS SUBDIVISION IS REQUIRED TO INSTALL AND HAVE ALL PUBLIC IMPROVEMENTS ACCEPTED PRIOR TO ANY BUILDING PERMIT BEING ISSUED. ROADS ARE PRIVATELY MAINTAINED.

FOR FURTHER INFORMATION YOU MAY CONTACT THE SUBDIVIDER AT (SUBDIVIDER SHALL PROVIDE CONTACT NUMBER HERE).

The sign may be removed once all public improvements are accepted by Laramie County Public Works.

4-5-110 SUBDIVISION PUBLIC IMPROVEMENTS

a. Purpose

- i. State statutes enable Laramie County the ability to ensure that required public improvements are to be installed. Further, state statutes indicate that what is shown on a plat by the subdivider is what is expected to be in place.
- ii. The purpose of a subdivision public improvements guarantee is to ensure the installation of all required public improvements by the subdivider. This ensures subdivision residents are provided approved roads and driveway access, drainage ditches or swales, traffic control devices. drainage detention, when necessary, mailboxes and mailbox turn-outs, as well as fire protection cisterns when required.
- iii. A subdivider may also be required to build off-site improvements, which shall be a part of all of public improvements required. Any off-site improvement shall be related to the impacts which the subdivision creates that degrades existing standards for infrastructure used depended upon the public on a daily basis. Infrastructure which is mostly impacted are roads, but may include other types essential to the health and safety of the public. Off-site improvements are guaranteed through the regulations in Title 5.

b. Intentions

The intentions of a guarantee to install subdivision public improvements is twofold:

- i. It allows a subdivider to record and sell lots.



LARAMIE COUNTY LAND USE REGULATIONS

- ii. It gives a guarantee that all required public improvements are installed and accepted by Laramie County prior to the ability for a building permit to be issued.

As the intended objective is for the subdivider to sell lots while ensuring that public improvements are completed and accepted by Laramie County, there are two (2) methods available to obtain the desired result outlined in this section.

c. Build then Record Plat Method

A subdivider may construct all required public improvements, then record the subdivision plat. The construction of all public improvements shall require approval of all construction plans and documents by Laramie County Public Works, inspections by Public Works, and acceptance of all required public improvements by Public Works, prior to the plat being recorded. Once Public Works has accepted all of the public improvements, building permits may be issued.

d. Record Plat with Surety Bond Method

- i. A subdivider may record a plat with a surety bond in the amount of 150% of all required public improvements. The surety bond shall have a lifespan of 18 months from the date it is accepted by Laramie County.
- ii. Prior to a surety bond being accepted by Laramie County, the construction drawings for all required public improvements shall be approved by Laramie County Public Works.
- iii. Once the surety bond has been accepted by Laramie County, work may start on all public improvements. Public Works shall carry out inspections of all public improvements.
- iv. Upon passing all inspections, public improvements shall be accepted by Public Works. The acceptance shall be in effect prior to any building permit being issued. The return of the surety bond is dependent upon acceptance by Public Works.
- v. If all required public improvements are not built within the stated 18-month timeframe by the subdivider, Laramie County shall file a claim against the bond. Laramie County asserts the right to file a claim against the surety bond on the day it expires.
- vi. If the bond issuer refuses to honor the bond, the County may at its discretion seek judgment in a court of competent jurisdiction for remaining amount of funds necessary to complete required improvements.
- vii. No building permits shall be issued during the claims or judicial process.



LARAMIE COUNTY LAND USE REGULATIONS

e. Enforcement Mechanism

- i. It is mandatory that the subdivider shall build all required public improvements, including any required off-site improvements. Prior to any building permit being issued by Planning and Development, all public improvements shall be accepted by Laramie County Public Works.
- ii. If all public improvements have not been accepted by Laramie County Public Works, then there shall be no building permit issued. There are no exceptions.
- iii. This subsection shall be rigorously enforced to ensure that the individual purchasing a lot has a guarantee to obtain a building permit and live in a subdivision where all required public improvements uphold their health, safety and general welfare.
- iv. Any party who actively and knowingly engages in misrepresenting this requirement is subject to a violation of the Laramie County Laramie County Land Use Regulations, with a fine of up to \$750 per day.

4-5-111 BUILDING PERMITS

No building permit shall be issued for any structure on a lot in a subdivision until such time that Public Works has accepted all required public improvements.

4-5-112 COMMUNITY FACILITY FEES FOR SUBDIVISIONS

Establishment and Purpose

Subdividing land in Laramie County requires the assessment of community facility fees. The assessment of fees is made at the time of subdivision permit application or simple subdivision application submittal, with payment required prior to plat recordation.

The use of this fee in Laramie County shall be for fire facilities and equipment for County fire districts and for the construction of County public parks or recreational facilities. Fees collected may be used by the County for:

- i. Assisting land developers in funding the installation of required water cisterns for fire protection.
- ii. Assisting fire districts in repair, replacement, and maintenance of water cisterns.
- iii. Assisting fire districts with fire station construction.



LARAMIE COUNTY LAND USE REGULATIONS

- iv. Construction of new or maintenance of existing public parks or recreational facilities owned by or under a lease agreement with the County.

Applicability.

Fees established in this section apply to all subdivision types, including modest, minor, and major, whether large acreage or not, and regardless of whether processed administratively or through public hearings.

Classification.

All lands platted within Laramie County shall be assessed a community facility fee according to the following schedule:

- i. Land within any water and/or sewer district or serviced by a public water and/ or sewer utility in Laramie County shall be assessed community facility fees at a rate of five hundred dollars (\$500.00) per acre. This fee shall be prorated to the nearest one tenth (0.1) of an acre, but the minimum fee shall not be less than two hundred and fifty dollars (\$250.00).
- ii. Land outside of a water and/or sewer district and land not served by any public water and/or sewer utility in Laramie County shall be assessed community facility fees at a rate of fifty dollars (\$50.00) per acre. The fee shall be prorated to the nearest one tenth (0.1) of an acre, but the minimum fee shall not be less than twenty-five dollars (\$25.00).

Exemptions.

Lands exempt from community facility fees include:

- i. Lands subdivided for governmental use (including schools, parks, offices, greenways, state or county facilities, etc.);
- ii. Lands subdivided for public streets, roads and alleys;
- iii. Lands subdivided for public drainage facilities, such as channels, detention or retention pond sites;
- iv. Lands subdivided and designated as open space;
- v. Where land is being replatted, it shall be exempt if:
 - A. The replat consists only of reconfiguring or eliminating interior lot lines with no additional land or building area added to the development; and
 - B. The replat results in no additional dwelling units, residential units, nonresidential units or lots, and therefore causes no greater impact on public park or fire facilities than the original plat; and



LARAMIE COUNTY LAND USE REGULATIONS

C. The replat results in no change in zoning, density, or intensity of use in comparison with the original plat.

4-5-113 PUBLIC SAFETY FEES FOR SUBDIVISIONS

a. Establishment and Purpose.

Subdividing land in Laramie County requires the assessment of public safety fees. The assessment of fees is made at the time of subdivision permit application submittal, with payment required prior to plat recordation.

The use of this fee in Laramie County shall be for fire facilities and equipment for County fire districts. Public safety fees collected are to be managed by the Laramie County Board of Commissioners and are eligible to be used for the following projects:

- i. Assisting land developers in funding the installation of required water cistern for fire protection.
- ii. Assisting fire districts in repair, replacement, and maintenance of water cisterns.
- iii. Assisting fire districts with fire station construction.

b. Applicability.

Fees established in this section apply to all subdivision types, including modest, minor, and major, whether large acreage or not, and regardless of whether processed administratively or through public hearings.

c. Classification

All lands platted within Laramie County shall be assessed a public safety fee according to the following schedule:

- i. Land within any water and/or sewer district or serviced by a public water system shall be assessed a two hundred dollars (\$200.00) per lot public safety fee.
- ii. Land outside of a water and/or sewer district in Laramie County shall be assessed public safety fees at a rate of one thousand dollars (\$1,000.00) per lot.

d. Exemptions

Lands exempt from community facility fees include:

- i. Lands subdivided for governmental use (including schools, parks, offices, greenways, state or county facilities, etc.);



LARAMIE COUNTY LAND USE REGULATIONS

- ii. Lands subdivided for public streets, roads and alleys;
- iii. Lands subdivided for public drainage facilities, such as channels, detention or retention pond sites;
- iv. Lands subdivided and designated as open space;
- v. Where land is being re-platted, it shall be exempt if:
 - A. The replat consists only of reconfiguring or eliminating interior lot lines with no additional land or building area added to the development; and
 - B. The replat results in no additional dwelling units, residential units, nonresidential units or lots, and therefore causes no greater impact on public park or fire facilities than the original plat; and
 - C. The replat results in no change in zoning, density, or intensity of use in comparison with the original plat.

e. Rural Water Requirements

The following chart is to be used to determine if rural water supply or land for a future fire station is required. Higher density, lots smaller than 5 acres, and multi-family housing impact the following chart and may be managed on individual basis:

Number of lots	Miles from Fire Station	Miles from Existing Water Supply	Do You Need Cistern?
<19	<5 road miles		No cistern required
≥19	<5 road miles	<3 road miles	No cistern required
≥19	≥5 road miles	<3 road miles	No cistern required
≥19	≥5 road miles	≥3 road miles	Cistern Required
≥25	≥10 road miles	≥3 road miles	Land for Future Fire Station Required

f. Inspection and Maintenance of Static Water Supply.

- i. Annual inspection of water supplies established under this section falls upon the fire district having jurisdiction.
- ii. Regular maintenance and repair shall be the responsibility of the fire district having jurisdiction.



LARAMIE COUNTY LAND USE REGULATIONS

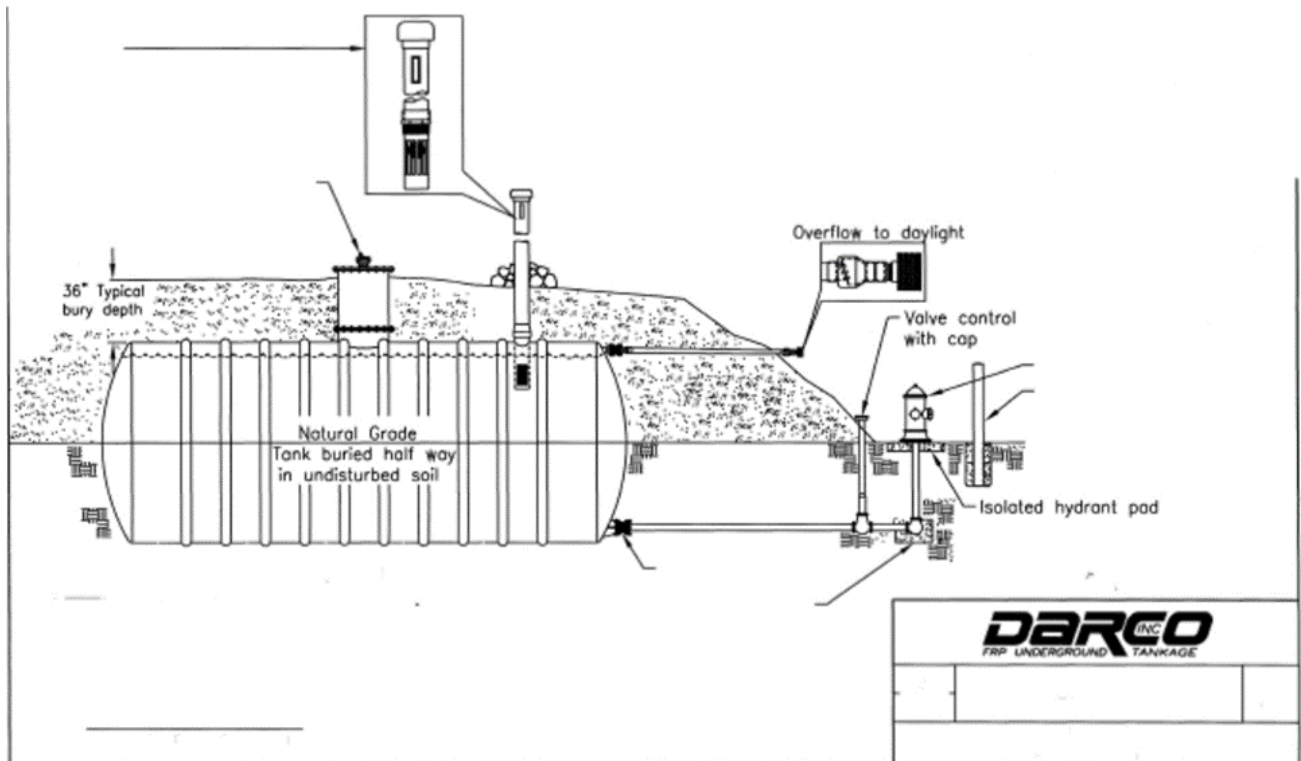
iii. Funding of major repairs or replacement of cisterns will be addressed by the board of county commissioners on an individual basis and may be sourced through the fund established by this section.

g. Cistern Design.

The following figures show approved 30,000-gallon cistern design with direct draft. These cisterns shall be utilized when tanks can be installed adjacent to the roadway and include a dry barrel hydrant featuring two 2.5 male fittings and one large diameter 4.5 fitting. The authority having jurisdiction for fire protection shall have final approval of location and design of cistern.

See Figures 1 and 2 for appropriate cistern design:

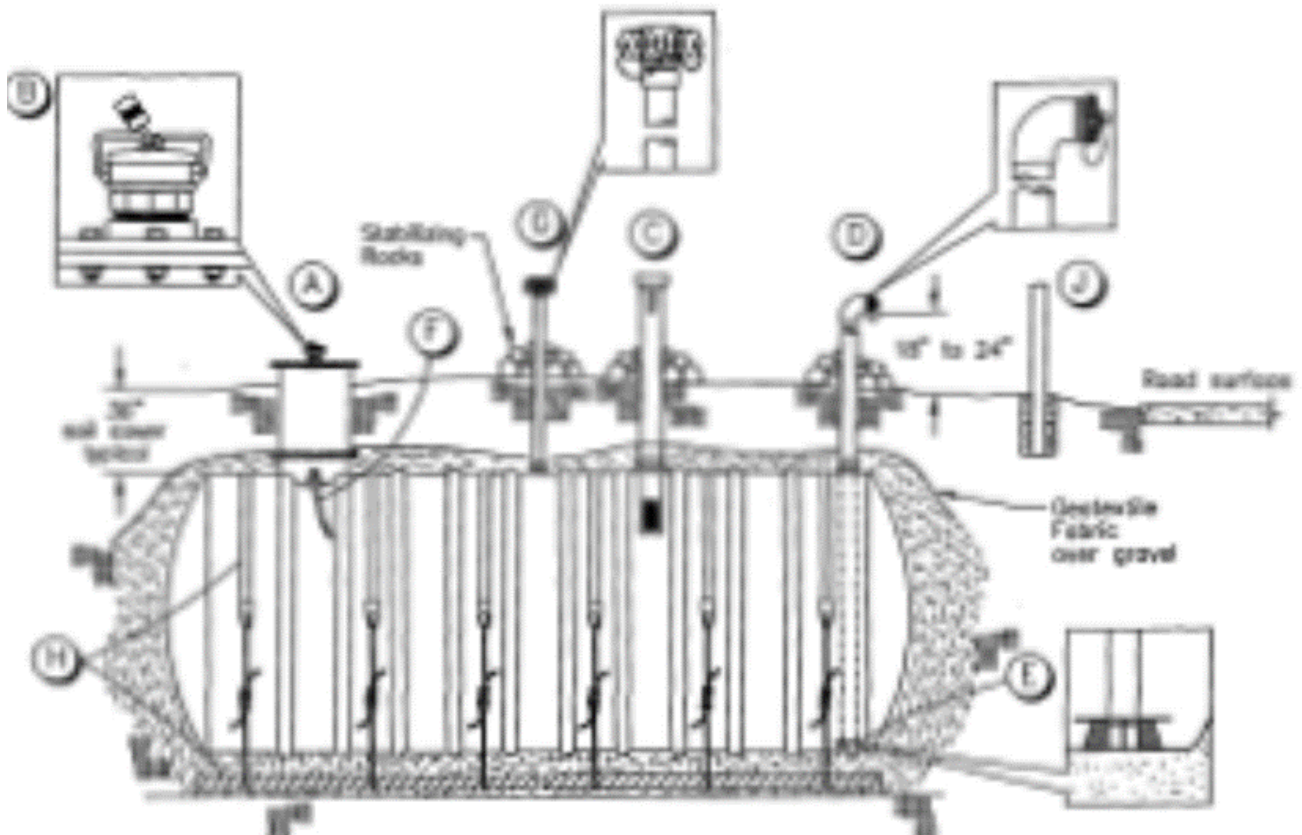
Figure 1





LARAMIE COUNTY LAND USE REGULATIONS

Figure 2:



h. Fire Station Development.

Proposed subdivisions greater than 25 lots and further than 10 road miles from an existing fire station require may require dedication of land by the subdivider of a lot with a minimum of 5 acres at the discretion of the Board of County Commissioners.

*****END OF CHAPTER 5 – SUBDIVISION PERMIT AND PLAT*****



LARAMIE COUNTY LAND USE REGULATIONS

CHAPTER 6 – VARIANCES

4-6-100 SUBDIVISION REGULATION VARIANCES

The Planning Commission may grant a subdivision variance only if it finds the particular application meets all of the following criteria:

- i. There are unusual physical circumstances, conditions, or constraints that are unique to the property that prohibits the subdivision from reasonably meeting these regulations;
- ii. The financial cost to the applicant shall not be considered as a condition for a variance of these regulations;
- iii. The unusual physical circumstances or conditions are not the result of actions of the applicant;
- iv. If the variance were granted, it would not create the potential to harm the public safety and welfare by:
 - a. Significantly altering the essential character of the area in which the property is located; or
 - b. Impairing the reasonable use and enjoyment or development of adjacent property;
- v. The variance requested is the minimum variance that would afford relief and be the least modification of the requirements;
- vi. There would be no negative impacts to the existing or proposed roadway network, intersections, drainage, and floodplain areas;
- vii. The variance would still conform with reasonable and sound standards for surveying and engineering judgement and practice; and
- viii. The variance will not negate any zoning requirement.

*****END OF CHAPTER 6 – VARIANCES*****