

**DO NOT BUILD ON EASEMENTS**



**EASEMENT MODIFICATION GUIDE**

**EXPLAINED**

An easement modification:

1. Is located within a recorded subdivision.
2. Is necessary for new development.
3. Allows changes to the easement like length, width, or direction.
4. Allows easements to be added. May be the same or other types.
5. Does not create a new tract.
6. Has no negative impact on public facilities, like roads or other easements like drainage.

\*\*\*\*\*

For easement modification reference: See 4-2-100, 101 and 104. Also see 4-5-102 for Plat Contents. Public Notice Requirements see 1-2-103.

**PROCESS AND REQUIREMENTS**

The process for an easement modification is **DEPENDENT** upon the recorded subdivision filing date.

1. A recorded subdivision **NOT APPROVED** by the County Commissioners is given **ADMINISTRATIVE APPROVAL** by the Planning Director and Public Works Director. These easement modifications are within recorded subdivisions; recorded prior to the enactment of Subdivision Regulations in Laramie County.
2. State Statutes indicate that a recorded subdivision **APPROVED** by the County Commissioners, also means that any easement modifications to it be **APPROVED BY THE COUNTY COMMISSIONERS.**

**Process and Requirements Guidance for Easement Modification in Recorded Subdivision**

<b>Administrative Route</b>	<b>Elected Officials Route</b>
<b>Recorded Subdivision Not Approved By County Commissioners</b>	<b>Recorded Subdivision Was Approved By The County Commissioners</b>
Pre – Application Meeting Required	Pre – Application Meeting Required
Complete application with initial fees	Complete application with initial fees
Legal Notice in newspaper of at least 30 days prior to administrative decision. See 1-2-103.	Legal notice in newspaper at least 30 days prior to County Commissioners public hearing and decision
One (1) property posting per road frontage. See 1-2-103.	One (1) property posting per road frontages
Neighbor notice letter mailed first-class at least 30 days prior to administrative decision. The number of neighbors notified is dependent upon a rural or urban zoning district. See 1-2-103.	Neighbor notice letter mailed first-class at least 30 days prior to public hearing date. Number of neighbors notified is dependent upon a rural or urban zoning district.
Intra agency staff review	Intra agency staff review
Administrative Decision No Public Hearing	Public Hearing Elected Officials Decision
Easement Modification Plat – 2 original mylars and one (1) paper copy for signature by Planning Director and Public Works Director Vacation Statement Required. Plat Content – See 4-5-102	Easement Modification Plat – 2 original mylars and one (1) paper copy for signature by County Commissioner Chairman, attested by County Clerk and approved to form by County Attorney Vacation Statement required. Plat Content – See 4-5-102
Record to take effect. There is expiration date.	Record to take effect. There is expiration date.

**ASSISTANCE**

Planning: 307-633-4303 or [Planning@laramiecountywy.gov](mailto:Planning@laramiecountywy.gov) for process and requirements.

Public Works: 307-633-4302 or [pubwrks@laramiecountywy.gov](mailto:pubwrks@laramiecountywy.gov) for any Public Works requirement.