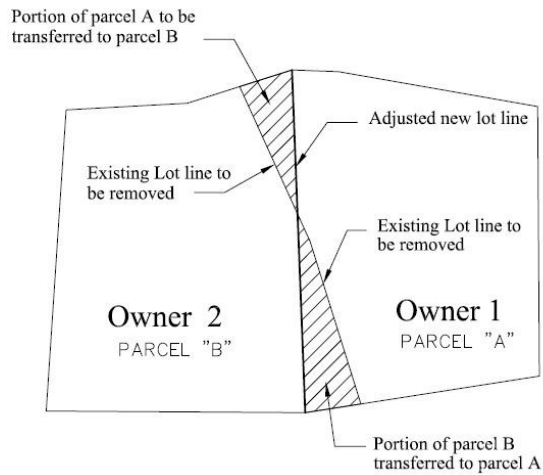


LOT LINE ADJUSTMENT



LOT LINE ADJUSTMENT GUIDE

EXPLAINED

A Lot line adjustment:

1. Is located within a recorded subdivision.
2. Adjusts boundary lines between two or more contiguous lots.
3. Allows for redesign of easements if necessary.
4. Does not create any new tract.
5. Has no negative impact on public facilities.
6. Must not violate any zoning district standards like minimum lot size or create any nonconformity.

For Reference See 4-2-100, 101 and 103. Also see 4-5-102 for Plat Contents. Public Notice Requirements see 1-2-103.

PROCESS AND REQUIREMENTS

The process for a Lot Line Adjustment is **DEPENDENT** upon the recorded subdivision filing date.

1. When located within a recorded subdivision **NOT APPROVED** by the County Commissioners, there is **ADMINISTRATIVE APPROVAL** by the Planning Director and Public Works Director. These lot line adjustments 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 lot line adjustment amongst contiguous lots be **APPROVED BY THE COUNTY COMMISSIONERS.**

Process and Requirements Guidance for Lot Line Adjustment in Recorded Subdivision

Administrative Route	County Commissioners Route
Recorded Subdivision Not Approved By County Commissioners	Recorded Subdivision Was Approved By The County Commissioners
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 30days 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. 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 County Commissioners Decision
Lot Line Adjustment 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	Lot Line Adjustment 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

Public Works: 307-633-4302 or pubwrks@laramiecountywy.gov