

# MINOR SUBDIVISION GUIDE

## WHAT IS A MINOR SUBDIVISION?

A minor subdivision contains 6 to 19 tracts of land. It is reviewed by the Planning Commission which provides a recommendation to the County Commissioners. The County Commissioners make the decision about a minor subdivision proposal. It does not require a Preliminary Subdivision Plan. Instead, the landowner applies for a Subdivision Permit and Plat.

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## FOR ASSISTANCE CONTACT

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 Public Works requirements.

See Subdivision Regulations 4-5-100 through 4-5-112, also see Title 5 Public Works requirements, and Section 1-2-103 for Public Notice. All Land Use Regulations apply.

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## PROCESS

Pre – Application Meeting Required with Planning
Complete application with initial fees
Legal notice in newspaper at least 30 days prior to Planning Commission public hearing and recommendation
One (1) property posting per road frontages
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
Public Hearing – Planning Commission Recommendation
Public Hearing County Commissioners Decision
Minor Subdivision 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 Plat Content – See 4-5-102
Record to take effect – there is expiration date

## GUIDANCE ABOUT REQUIREMENTS

1. Pre-application meeting is required. Call Planning to schedule. The purpose is to explain the proposed subdivision and receive guidance from County and other agency staff members.
2. A complete application is required along with initial fees. A complete application includes any required documents. If the application is not complete it will not be accepted. A complete application is necessary in order to be vested, and no new rule will impact the project.
3. Public Notice requirements: as contained within 1-2-103 apply.
4. The owner, applicant or a representative of the project needs to attend the public hearing. If not, there is a risk that the proposal could be tabled due to not having a representative present to explain and answer questions about the subdivision. It is the responsibility of the project to speak for itself at a public hearing.
5. Required: A Wyoming licensed Engineer of Record. A Wyoming licensed Surveyor.
6. Must adhere to all sections of the Laramie County Land Use Regulations, including the Title 2 Zoning, Title 3 Development Standards, Title 4 Subdivision Regulations, and Title 5 Public Infrastructure requirements.
7. Must adhere to any other pertinent local or state regulations.
8. Heads Up - The intra agency staff review is meant to examine the proposal to determine its conformity with the adopted regulations. Issues arise that require problem solving. There is a risk that the staff report to the County Commissioners will be impacted in a negative manner if problems are not resolved in a timely manner.
9. Lot sizes shall not be averaged, except as indicated within the AMEC Overlay District.
10. Plat contents adhere to 4-5-102.
11. All remaining fees shall be paid prior to accepting the plat for approval signatures and recording.
12. Plat approval automatically expires after 18 months but can be extended 30 days upon written request prior to the expiration date.

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