

PRELIMINARY SUBDIVISION PLAN (PSP) GUIDE

WHAT IS A PRELIMINARY SUBDIVISION PLAN (PSP)?

A preliminary subdivision plan applies to all subdivisions proposed with 20 tracts or more. A subdivision with 20 tracts or more is a major subdivision and is reviewed and approved in two stages: a preliminary subdivision plan (PSP) is the first step and it is decided upon by the Planning Commission. The second step, Subdivision Permit and Plat, is reviewed by the Planning Commission with a recommendation to the County Commissioners. The PSP must gain approval from the Planning Commission prior to an application for a Subdivision Permit and Plat for a Major Subdivision. Each step is separate, concurrent applications are not allowed under the regulations.

FOR ASSISTANCE CONTACT

Planning: 307-633-4303 or Planning@laramiecountywy.gov for process and requirements.
Public Works: 307-633-4302 or pubwrks@laramiecountywy.gov for Public Works requirements.

For Reference: See Subdivision Regulations 4-4-100 and 4-4-101 for PSP along with 4-5-100 through 4-5-112 for subdivision permit and plat, also see Title 5 Public Works requirements, and Section 1-2-103 for Public Notice. PSP Plan Contents Apply. All Land Use Regulations apply.

PROCESS

Pre – Application Meeting Required with Planning
Complete application with initial fees
Legal notice in newspaper at least 30 days prior to County Commissioners public hearing and decision
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 with Planning Commission Planning Commission Decision
Limitation of Approval: 3 years
Payment of final fees after approval but prior permit and plat application

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 to be vested, and no new rule will impact the project.
3. There is a project narrative, specific studies, and the PSP map to be provided at time of application. All are to be provided, otherwise the application will not be accepted.
4. Public Notice requirements: as contained within 1-2-103 apply.
5. 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.
6. Required: A Wyoming licensed Engineer of Record. A Wyoming licensed Surveyor.
7. 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.
8. Must adhere to any other pertinent local or state regulations.
9. 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 Planning Commission will be impacted in a negative manner if problems are not resolved in a timely manner.
10. Lot sizes shall not be averaged, except as indicated within the AMEC Overlay District.
11. Plat contents adhere to 4-4-101
12. All remaining fees shall be paid as soon as possible, and prior to accepting a subdivision permit and plat application.
13. Preliminary Subdivision Plan approval automatically expires after 36 months.
