

# SIMPLE SUBDIVISION GUIDANCE

## WHAT IS A SIMPLE SUBDIVISION?

A simple subdivision contains one parcel on unplatted land; and has a remainder portion of greater than 80 acres. If the remainder portion is less than 80 acres, then it is a small subdivision and follows those requirements.

A simple subdivision may be applied for once every three (3) years on the same unplatted parcel. The remainder is required to be larger than 80 acres to qualify as a simple subdivision proposal.

A simple subdivision is not allowed within a recorded subdivision. It is only available on unplatted land.

See 4-2-100, 101 and 102 of the Laramie County Land Use Regulations. Also 1-2-103 for Public Notice Requirements. Available at Planning Homepage with hyperlinks.

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## FOR ASSISTANCE CONTACT

Planning: 307-633-4303 or [Planning@laramiecountyywy.gov](mailto:Planning@laramiecountyywy.gov) for process and requirements.  
Public Works: 307-633-4302 or [pubwrks@laramiecountyywy.gov](mailto:pubwrks@laramiecountyywy.gov) for Public Works requirements.

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## PROCESS

Pre-application meeting required; guidance provided.	Contact Planning to schedule.
Provide complete application with initial fees	
Public notice: Neighbor letter(s), property posting and legal notice in newspaper.	Letters sent first class, amount determined by rural or urbanized setting.
Intra agency review of application, including problem solving.	Plat is to meet all requirements.
Approval by Planning Director and Public Works Director by signature. This is the approval date.	Final payment required prior to approval. Must have three 3 mylars and one (1) paper copy.
Recording within 6 months of approval date.	If not, the approval is nullified. May ask for 30-day extension prior to deadline.

## **GUIDANCE FOR REQUIREMENTS**

1. 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.
2. Requirements for plat content shall adhere to 4-5-101.
3. The simple subdivision is subject to all zoning, Public Works, and all other local and state regulations.
4. 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.
5. The neighbor notice letter is provided to property owners within a distance subject to the requirements of Section 1-2-101 of these regulations.
6. The agency review process ensures compliance with the standards of these regulations, and troubleshoots those regulatory problems that may be associated with the simple subdivision.
7. Any decision made about the proposal shall be after the expiration date contained in 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.
8. 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.
9. The applicant shall be responsible for recording the simple subdivision plat and any other required documents to have a legal lot.
10. Should the simple subdivision not be recorded within six (6) months from the approval date by the Planning Director and the Public Works Director it will automatically become 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.