

Natrona County Development Department  
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"The purpose of the Natrona County Development Department is to provide necessary services to implement sound land use planning and economic development policies to protect and enhance the quality of life for present and future inhabitants of Natrona County."

# **Major Subdivision Packet**

(Applicant will need to review the 2013 Natrona County Subdivision Regulations for more detail by either purchasing a book or by reviewing the regulations on the County web page - [www.natronacounty-wy.gov](http://www.natronacounty-wy.gov))

## **Subdivision Checklist**

### **Preliminary Plat Application**

- Eight (8) full size prints (24" X 36")
- One (1) reproducible copy (11" X 17")
- Proof of Ownership
- Notice of Intent
- Eight (8) copies of any covenants proposed
- Eight (8) copies of the statement of consideration
- Eight (8) copies of percolation tests
- Eight (8) copies of summary statement
- Information concerning storm water treatment and management
- Notice of existing easements and right-of-way to the subdivision
- Notice of proposed utility easements
- Study evaluating water and sewage systems proposed
- Documentation that access has been provided and conforms to the minimum standards
- Any other information deemed pertinent to the evaluation of the application

### **Final Plat Application**

- Eight (8) full size prints (24" X 36")
- One (1) reproducible copy (11" X 17")
- Documentation that the subdivider has adequate financial resources to develop and complete the subdivision
- Boundary corners and access location have been flagged
- Any special documents (homeowner's association, maintenance bonds, special agreements, etc.)
- Draft Subdivision Development Agreement
- Digital data as outlined in Appendix I

- Notice of Intent (If not already turned in with Preliminary Plat Application)
- Proof of Ownership (If not already turned in with Preliminary Plat Application)
- Information concerning storm water treatment and management (If not already turned in with Preliminary Plat Application)
- Notice of existing easements and right-of-way to the subdivision (If not already turned in with Preliminary Plat Application)
- Notice of proposed utility easements (If not already turned in with Preliminary Plat Application)
- Study evaluating water and sewage systems proposed (If not already turned in with Preliminary Plat Application)
- Documentation that access has been provided and conforms to the minimum standards (If not already turned in with Preliminary Plat Application)
- Any other information deemed pertinent to the evaluation of the application (If not already turned in with Preliminary Plat Application)

## CHAPTER 4

### MAJOR SUBDIVISION REVIEW PROCESS

- Section 1. Purpose. This section establishes the process to review and approve major subdivisions within Natrona County
- Section 2. Definition. A division of land into two (2) or more parcels of 140 acres or less and not classified as a Simple Subdivision.
- Section 3. Pre-Application Conference: A pre-application conference shall be held prior to submission of any development applications, including a Major Subdivision. A new pre-application conference shall be required before submission of an application if more than a year has passed since the previous conference. See Chapter IV Section 9 of the 2000 Zoning Resolution.
- Section 4. Minimum Application Requirements for a Major Subdivision:
- A. Evidence satisfactory to the board that the proposed subdivision complies with any applicable zoning or land use regulations.
  - B. The Applicant shall submit a major subdivision preliminary plat application ( see Appendix C) and preliminary plat of the proposed major subdivision drawn in accordance with the requirements of Appendix J. Applicant shall also furnish eight (8) full size prints (24" X 36") and one reproducible 11" X 17" copy of the plat and any supporting documents. Supporting documents required:
    - 1) Two (2) copies of Proof of Ownership of the proposed subdivision meeting the requirements of Appendix H.
    - 2) Eight (8) copies of any covenants proposed for the subdivision.
    - 3) Eight (8) copies of a written statement outlining the considerations that have been given to the maintenance of the quality of life and scenic beauty in the area. These might include maintaining open lands and vista, avoiding building on skylines or hilltops, or avoiding disturbing the local natural beauty compatibility with surrounding land uses, natural landscaping, non-intrusive home setting, etc.
    - 4) Eight (8) copies of the percolation tests conducted in accordance with the City of Casper/Natrona County Health Department regulations, with test locations shown on a copy of the preliminary plat indicating soil types, percolation rates, depth to groundwater and suitability for on site waste water disposal. One percolation test shall be done on each lot for which development is proposed, or as required by the City of Casper/Natrona County Health Department or the Department of Environmental Quality (DEQ).
    - 5) Eight (8) copies of a summary statement including the total number of proposed dwellings and other improvements, information concerning established flood plains on the property from the Natrona County Flood Regulations.

- 6) Information concerning storm water treatment and management, if applicable and as may be required by law.
  - 7) Notice of existing easements and a right-of-way to the subdivision from a state highway, county road or any road dedicated to public use.
- C. If the subdivider proposed to utilize adjoining property for sewer, drainage, sewer lines, power lines, or other utilities, the subdivider shall provide copies of binding easements.
  - D. The applicant shall provide a study evaluating the water and sewage system proposed for the subdivision and the adequacy and safety of that system. See Appendix O - Sewage System and Appendix P - Water Supply System.
  - E. Documentation satisfactory to the Board of County Commissioners (BOCC) that adequate access has been provided and that all proposed streets, alleys, and roadways within the subdivision conform to the minimum standards adopted by the Board of County Commissioners (BOCC).
  - F. Proof that the applicant has published a Notice of Intent to Subdivide twice in two (2) separate weeks within thirty (30) days of submitting the application for a major subdivision. (See Appendix G)
  - G. Proof that the applicant has submitted three (3) copies to the Department of Environmental Quality if the subdivision has 6 or more lots or as recommended by the Health Department.
  - H. The statement of review and recommendations from the local conservation district regarding soil suitability, erosion control, sedimentation, and flooding. A recommendation from the conservation district is required for preliminary plat review. The conservation district shall submit its recommendation to the County Development Department no later than thirty (30) days after receipt of the preliminary plat.
  - I. Any other information consistent with Wyoming State Statutes and the Board of County Commissioners (BOCC) published rules and regulations which the Board of County Commissioners (BOCC) deems pertinent or relevant to the evaluation of the application.

Section 5. Criteria for Approval

- 1) The subdivision is consistent with the Natrona County Development Plan and the Natrona County Zoning Resolution.
- 2) The subdivision is in conformance with the General Provisions (Chapter 1) and Subdivision Design Standards (Chapter 7).
- 3) The applicant has provided evidence that a sufficient water supply system will be acquired in terms of quantity, quality, and dependability for the type of subdivision proposed, as determined in accordance with the standards set forth in the water supply systems. (Appendix P)

- 4) The applicant had provided evidence that a public sewage disposal system will be established and, if other methods of sewage disposal are proposed, evidence that the system complies with state and local laws and regulations (Appendix O)
- 5) The applicant has provided evidence to show all areas of the proposed subdivision, which may involve soil or topographical conditions presenting hazards or requiring special precautions, have been identified by the applicant and the proposed uses of the areas are compatible with such conditions.
- 6) Necessary services, including fire/police protection, schools, recreation, utilities, open space and transportation system, are available to serve the proposed subdivision.
- 7) The subdivision appears to be compatible with the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety, or welfare of the inhabitants of the area and the County.
- 8) Documentation satisfactory to the Board of County Commissioners (BOCC) that the Improvement and Service District requirements have been met.
- 9) Documentation that the subdivider has adequate financial resources to develop and complete water and/or sewage systems or any facility proposed or represented to be the responsibility of the subdivider, but not limited to the above mentioned.

Section 6. Processing of Preliminary Plat Application

- A. Upon receiving the application, plat, including supplementary information and the permit fee, at least thirty (30) days prior to the next regularly scheduled Planning Commission meeting, the Development Department shall distribute copies of prints of the preliminary plat for review and comment to the following agencies:
  - 1) To any municipality within at least one (1) mile radius of any portion of the subdivision.
  - 2) To any applicable utility, improvement and service district, ditch companies, conservation district, school district, etc.
  - 3) To the County Surveyor, Assessor's Mapping Department, Natrona County Health Department and adjacent landowners.
- B. The proposed subdivision shall be advertised for a public hearing at the next regularly scheduled Planning Commission meeting, but no sooner than thirty (30) days after the submittal.
- C. The owner shall flag the boundary corners and access location.
- D. The review shall outline whether the proposed subdivision generally complies with the policies and requirements of the adopted Natrona County Development Plan, Subdivision Regulations, Zoning Resolution and the Casper Mountain Land Use Plan if applicable.

- E. The Development Department may recommend a motion of approval of the plat, approval with conditions, denial, or tabling to a specific time.
- F. The Planning Commission shall conduct the public hearing as provided by law. The Planning Commission shall hear and consider evidence and arguments on the application from any person present at the meeting who desires to be heard and any written communication from any person regarding the application. After closing the public hearing on the application, the Planning Commission shall approve the application as recommended by the Development Department, approve with conditions, deny, or table the plat to a specific time.
- G. The Development Department shall notify the applicant of the Planning Commission's recommendation and inform the applicant to submit the final subdivision application and plat, incorporating the suggested changes.

The Development Department shall deliver its recommendation on the preliminary plat and the action of the Planning Commission to the Board of County Commissioners (BOCC).

Any changes to the plat after approval by the Planning Commission that were not a recommendation by the Planning Commission constitutes a new application, associated fees and Planning Commission meeting.

#### Section 7. Processing of Final Plat Application

- A. Final Plat Requirements. The final plat shall conform to the approved preliminary plat and shall include all changes and conditions specified on the preliminary plat as required by the Planning Commission. A final plat may be developed in phases. In such cases, submission shall include a key map indicating the sections designated for the entire tract, and each sheet numbered accordingly to include title, legend, match lines, and other appropriate information, additional fees may be required.
- B. Final plat submission shall include a final plat application form (see Appendix D), eight (8) full size, one reproducible 11" X 17" copy of the executed final plat signed by the owner and mortgage if any, and all required supporting documents, including any covenants proposed by the developer. The copies shall be submitted at least fifteen (15) working days prior to the next regularly scheduled Board of County Commissioners (BOCC) meeting. All costs associated with the publication of legal notice, County Surveyor review and recording shall be borne by the applicant.
- C. Final Plat Contents, the final plat drawing shall comply with the standards outlined in Appendix K.
- D. Final Plat Supplemental Information; as appropriate to each subdivision, eight (8) copies of the following documents and plans shall be submitted with the final plat.
  - 1) Special Documents. If required, homeowner's association documents, maintenance bonds, special agreements, escrow funds, approvals from ditch companies, WDOT, cities, and towns, to others that are involved. All documents are to be in a form acceptable to the County Attorney and the Board of County Commissioners (BOCC). A new or merged Improvement and Service District shall be mandatory for all major subdivisions.

- 2) When any road or driveway will intersect with a state highway or county road, an approved and signed copy of the state highway or county road access permits shall be submitted.
  - 3) When a subdivision road or easement must cross other private property or public property, a copy of appropriate road dedication, easement, or equivalent document shall be submitted.
  - 4) A draft Subdivision Development Agreement, as prepared by the County Development Department, and any other agreements or contracts to assure construction of required improvements and maintenance.
  - 5) When applicable, a warranty deed to Natrona County conveying to the County all public lands other than roads as shown on the plat.
- E. Evidence satisfactory to the Board of County Commissioners (BOCC) that the subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the subdivider, including but not limited to water systems, sewage systems, road and roadways. The applicant shall provide a performance bond, acceptable letter of credit or other sufficient financial commitment to assure that any facilities proposed or represented to part of the subdivision shall in fact be completed as proposed; or escrow sufficient moneys out of land sales to guarantee that the above facilities are installed.
- F. The Board of County Commissioners (BOCC) shall review the final plat at a regularly scheduled meeting and shall then either approve as submitted or disapprove the final plat and Subdivision Permit.
- G. Upon the approval of the final plat by the Board of County Commissioners (BOCC), the final plat shall be recorded in the office of the County Clerk by the Development Department with all supporting agreements and covenants. The recording and filing fees shall be paid by the subdivider. These fees are in addition to the Subdivision Application Fees, publication of legal notices and the County Surveyor fees.
- H. Digital drawings are submitted in the preliminary and final plat stages and shall comply with standards outlined in Appendix I.

**APPENDIX C**  
**MAJOR SUBDIVISION - PRELIMINARY PLAT**

Application Form

(ref. Chapter 4, 2013 Subdivision Regulations)

APPLICATION INSTRUCTIONS

This is an application for a major subdivision on the parcel of land described heron. Citizens are encouraged to discuss their application with an appropriate member of the Development Department. All documentation must be complete.

THE FOLLOWING SHALL BE SUBMITTED:

- \* A completed application form. Answer all portions and type or print your answers. Attach additional pages, if needed.
- \* A preliminary plat (see Appendix J). Please submit eight (8) full size (24" X 36") and one (1) reproducible 11" X 17" copy.
- \* Two (2) copies of Proof of Ownership of the proposed subdivision (see Appendix H).
- \* Eight (8) copies of summary statement containing:
  - Total number of proposed dwellings and other improvements;
  - Total number of off-street parking spaces, if commercial or multi-family dwellings are contemplated;
  - Description of the water source contemplated for the development, to include information on water quality and water rights, distribution system, and other significant water information.
  - Information concerning established flood plains on the property from the Natrona County Flood Regulations.
  - Proof of easements a minimum ten (10) feet wide for utilities and a sixty (60) foot wide dedicated right-of-way to the subdivision from a state highway or county road.

Please describe in as much detail as possible what you are requesting. You may refer to the questions below as guidance. The following questions are the approval criteria for your application. (May be typed on different sheet)

1) The subdivision is consistent with the Natrona County Development Plan and any other area plan.

2) The subdivision is in conformance with the subdivision design standards. (Chapter 7)

3) The applicant has provided evidence that a sufficient water supply system has been acquired in terms of quantity, quality, and dependability for the type of subdivision proposed, as determined in accordance with the standards set forth in the water supply systems. (Appendix P)

4) The applicant has provided evidence that a public sewage disposal system has been established and, if other methods of sewage disposal are proposed, adequate evidence that the system complies with state and local laws and regulations. (Appendix O)

5) The applicant has provided evidence to show all areas of the proposed subdivision, which may involve soil or topographical conditions presenting hazards or requiring special precautions, have been identified by the applicant and the proposed uses of the areas are compatible with such conditions.

6) Necessary services, including fire/police protection, schools, recreation, utilities, open space and transportation system, appear to be available to serve the proposed subdivision.

7) The subdivision appears to be compatible with the surrounding area, not detrimental to the immediate area, not detrimental to the future development of the area, and not detrimental to the health, safety, or welfare of the inhabitants of the area and the County.

- \* Any other information consistent with these regulations.
- \* Eight (8) copies of any covenants proposed for the subdivision.
- \* The statement of review and recommendations from the local conservation district regarding soil suitability, erosion control, sedimentation, and flooding.
- \* Eight (8) copies of a written statement outlining the considerations that have been given to the maintenance of the quality of life and scenic beauty of the area. These might include maintaining open lands and vistas, avoiding building on skylines or hilltops, avoiding disturbing the local natural beauty, compatibility with surrounding land uses, natural landscaping, non-intrusive home siting, etc.
- \* Proof that the applicant has published Notice of Intent to apply for a Subdivision Permit once a week for two (2) separate weeks within thirty (30) days prior to filing this application. (see Appendix G)
- \* Eight (8) copies of percolation tests approved by the City of Casper/Natrona County Health Department, with test locations shown on a copy of the preliminary plat indicating soil types, percolations rates, depth to ground water, and suitability for on site waste water disposal. One by the City of Casper/Natrona County Health Department or State Department of Environmental Quality.
- \* Legal notice fees and the County Surveyor fees shall be reimbursed prior to the recording of the Subdivision plat. In cases where the Subdivision is not approved, withdrawn, or not recorded, the applicant is still responsible for the reimbursement of these fees.
- \* Is the current access part of an existing Improvement and Service District? If so, please provide the appropriate paperwork. Major Subdivisions will be required to join any existing Improvement and Service District.

Applicant Name:

Applicant Address:

Applicant Phone:

Owner Name:

Owner Address:

Owner Phone:

Explain why you are requesting this major subdivision and detail the proposed use:

Legal description, acreage, and Parcel Identification number (PID) (if within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range).

Current zoning of property:

Type of sewage disposal       Public       Septic       Holding Tank       Other

Source of Water:

This property was purchased from:

The date this property was purchased:

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any other State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Initials I (We) are aware that the Legal notice fees and the County Surveyor fees must be reimbursed to the Development Department prior to the recording of the Subdivision plat. In the event that the Subdivision is not approved, withdrawn, or not recorded, we are still responsible for the County Surveyor fees.

**APPENDIX J**  
**PRELIMINARY PLAT CONTENTS**

- 1) Name of Subdivision. The name shall not be such that it tends to duplicate that of an existing subdivision name.
- 2) Scale. 1"=100' or less, or 1"=200' where the minimum lot size is five acres or larger.
- 3) Road, road name and lot layout.
- 4) Total area to be subdivided.
- 5) Lots and blocks numbered consecutively.
- 6) A vicinity map at the scale of 1"=1,000' or 1"=2,000' showing the perimeter outline of the plat and man-made or natural features of the surrounding area, as well as adjoining property owners.
- 7) Existing contours at two (2) foot intervals for small lot urban developments, and five foot (5) contours for predominant ground slopes over twenty (20) percent grade. Elevations where possible, shall be referenced to USGS control. Where minimum lot size is greater than ten (10) acres, twenty (20) foot intervals adapted from USGS topographical maps may be accepted.
- 8) Dimensions of all lots to the nearest foot (may be scaled).
- 9) Name and address of the subdivider, the designer of the subdivision, and the registered engineer or surveyor licensed by the State of Wyoming. The date of preparation, map scale, and North Arrow.
- 10) Name, instrument number, location and dimensions of all existing or recorded roads, alleys, easements, right of way, section lines, and other similar features within and adjacent to the proposed subdivision. Also, the location of existing and proposed water and sewer lines and other utilities.
- 11) The location of all existing surface or underground improvements such as buildings, fences, other structures, utilities, pipelines, etc.
- 12) Proposed sites, if applicable, for multiple - family residences, commercial, industrial, quasi-public uses, and single-family residential areas.
- 13) Existing and proposed road and road names shall not duplicate any name used for a county road, or used in the county rural addressing system, or used in any other county subdivision unless it is an extension of an existing road.
- 14) Sites to be reserved for parks, playgrounds, schools, or open space.
- 15) General location within the subdivision of any area of trees, streams, lakes or other natural features. In heavily wooded areas, indicate the outline of the wooded area adapted from available information such as aerial photographs or USGS mapping. The intent of this provision is to assist in the overall design of the subdivision.
- 16) Where open space is reserved for common use, a statement as to the maintenance of this area dedicated or reserved for public use.

**APPENDIX G  
NOTICE OF INTENT TO SUBDIVIDE**

NOTICE OF INTENT TO SUBDIVIDE  
LAND IN NATRONA COUNTY, WYOMING

Pursuant to the provisions of the Wyoming Real Estate Subdivision Act, Statutes 18-5-301 through 18-5-315  
Session Laws of 1975 as amended, NOTICE IS HEREBY GIVEN THAT \_\_\_\_\_

(Owners)

intend to apply for a Subdivision Permit from the Natrona County Board of County Commissioners to subdivide  
lands in Natrona County, Wyoming to be called \_\_\_\_\_ .

(name of subdivision)

These lands are comprised of \_\_\_\_\_ acres located in Section \_\_\_\_, Township \_\_\_\_\_ North,  
Range \_\_\_\_\_ West. The property is being subdivided for the purpose of \_\_\_\_\_

\_\_\_\_\_  
(list uses proposed)

Publish once a week, two (2) times within 30 days of submitting application.

Applicant pays for cost of publication.

**APPENDIX H**  
**PROOF OF OWNERSHIP REQUIREMENTS**

The applicant for any subdivision permit shall submit proof of ownership to the Development Department. This proof of ownership shall meet the following criteria:

- A. The subdivided land is free of all encumbrances and that the person who offers any part of the subdivision for sale or who solicits any offers for the purchase thereof, directly or through agents, may convey merchantable title, subject only to noted reservation or restrictions of record, but free of encumbrances and subject only to a proportionate share of real property taxes or assessments charged or assessed for the year in which any such sale may be legally effected; or
- B. Binding arrangements have been made by the person who offers any part of the subdivision for sale, directly or through an agent, to assure purchasers of any part of the subdivision that upon full payment of the purchase price a deed can and will be delivered conveying merchantable title subject to noted reservations or restrictions of record and free of encumbrances not specifically assumed by the purchaser, subject only to proportionate share of such taxes and assessments thereon as may be levied or assessed for the year in which such sale may be legally affected.
- C. If mortgaged, mortgagee must sign the plat. A contract for deed purchaser, must sign with the owner of record.

## **APPENDIX O SEWAGE SYSTEM**

Purpose. § 18-5-306 A study evaluating the sewage system proposed for the subdivision and the adequacy and safety of the system, the study shall, at a minimum, include the following:

- A. Identification of the type of sewage system to serve the subdivision and identification of the entity or entities responsible for the design, construction, operation and maintenance of the proposed facility;
- B. For all types of sewage systems EXCEPT individual on-lot sewage systems, a report submitted by the subdivider as to the adequacy and safety of the proposed sewage system. The report shall address, at the minimum, the following issues:
  - 1) An assessment of the adequacy of the proposed sewage system in relation to the proposed population density of the subdivision and any other existing or proposed land and water issues in the vicinity of the subdivision that may affect the adequacy of the system;
  - 2) An estimate of the total number of gallons per day of sewage generated by the proposed subdivision where a central sewage system is proposed;
  - 3) A demonstration that technical requirements and design standards of the Department of Environmental Quality applicable to central sewage systems can and will be met;
  - 4) Where utilization of or connection to an existing private or public sewage system is proposed, documentation that application to such entity has been made and that the entity can and will provide service;
  - 5) A detailed demonstration that the proposed sewage system for the subdivision is compatible with the proposed water supply system for the subdivision. The study shall demonstrate that the operation of the sewage system will not affect the suitability or safety of the proposed water supply system and a determination of the potential impacts of downgradient use of groundwater;
  - 6) Demonstration that the proposed sewage system will meet all County, State and Federal standards. The documentation shall address the relationship of the development to any local or state approved water quality management plans established pursuant to Section 201 of the Federal Clean Water Act, 33 U.S.C. Section 1281 and demonstrates no conflict exists with any state approved local wellhead protection plan or local source water protection plan established pursuant to the Federal Safe Drinking Water Act.
- C. Where individual on-lot sewage systems are proposed by the subdivider, a report submitted by the subdivider shall document the safety and adequacy of the proposed on-lot sewage systems including the following:
  - 1) Adequacy of separation distances;
  - 2) Separation of drain field relative to groundwater and impervious soils;
  - 3) Suitability of the subdivision soil conditions
  - 4) Suitable topography

- 5) Proposed population density;
  - 6) Protection of groundwater uses; and
  - 7) Watersheds located on or draining into, under or over the proposed subdivision.
- D. Where individual on-lot sewage systems are proposed, the words "NO PROPOSED CENTRALIZED SEWAGE SYSTEMS", in bold, capital letters shall appear on all offers, solicitations, advertisements, contacts, agreements and plats relating to the subdivision.
- E. If the subdivider proposes to utilize adjoining property for sewers, drainage, sewer lines, power lines, or other utilities, the subdivider shall provide copies of binding easements of not less than twenty (20) feet in width for the proposed facilities from each property owner over whose land such services shall extend and shall provide a minimum access roadway right-of-way of sixty (60) feet to the subdivision for all public ways.

**APPENDIX P**  
**WATER SUPPLY SYSTEMS**

Purpose. § 18-5-306 A study evaluating the water supply system proposed for the subdivision and the adequacy and safety of the system. The study shall, at a minimum, include the following:

- A. Identification of the type of water supply system proposed to serve the subdivision and identification of the entity or entities responsible for the design, construction, operation and maintenance of the proposed facility;
- B. For all water supply systems EXCEPT individual on-lot wells, a report must be submitted by the subdivider demonstrating the adequacy and safety of the proposed water supply system. The report shall address, at a minimum, the following issues:
  - 1) The estimated total number of gallons per day for the subdivision water supply system;
  - 2) Documentation that the proposed water supply system will be compatible with and not adversely affected by the sewage system proposed for the subdivision or any other sources of pollution within reasonable distance.
  - 3) List of all surface and groundwater rights which will be used or which may be affected, including state engineer application and permit numbers and description of expected effects;
  - 4) Plans for mitigation of water right conflicts resulting from the use of water within the proposed subdivision;
  - 5) When connecting to an existing water supply system, the report shall also contain:
    - A. Documentation that public or private water suppliers can and will supply water to the proposed subdivision, stating the amount of water available for use within the subdivision and the feasibility of extending service to that area;
    - B. Documentation concerning the potability of the proposed water supply for the subdivision.
  - 6) Where a centralized water supply system is proposed containing a new source of water supply to be developed, the report shall also demonstrate that the water supply system is sufficient in terms of quality, quantity and dependability and will be available to ensure an adequate water supply system for the type of subdivision proposed. The report shall include a narrative summary of:
    - A. Where the water supply system source is derived from groundwater, the geologic setting of the water supply system source and the area of influence such as nearby communities, sources of pollution, surface water bodies and aquifers described by a Wyoming registered professional geologist;
    - B. The quantity, quality, and source of the water to be used including proposed and existing surface and groundwater facilities and their location. Where the proposed water supply system for the subdivision is from groundwater source, a written report submitted by the subdivider demonstrating that the proposed source is sufficient in terms of quality, quantity and dependability for the type of subdivision proposed.

- C. The proposed disposal of water not consumed, including water obtained under permits, storm drainage, dewatering, sewage and other wastewater sources;
- D. A delineation of primary sources of water, secondary sources, and occasional or seasonal sources;
- E. Graphic location of all water supply sources including wells, raw water intakes, treatment facilities, treated water storage facilities and ponds;
- F. Documentation of all data sources on the occurrence and availability of surface and groundwater;
- G. Historic stream flows and well levels;
- H. Senior water rights;
- I. Flood damage and flood protection;
- J. Impact of and protection from supply shortages.

C. Where individual on-lot wells are proposed as the water supply system, a report submitted by the subdivider demonstrating the safety and adequacy of the water supply system shall address, at a minimum, the following:

- 1) The estimated total number of gallons per day for the subdivision.
- 2) Information relative to the potential availability and quality of groundwater proposed within the subdivision which may consist of new data, existing data on other working wells in the area, or other data, including drilling logs, from a test well drilled within the proposed subdivision indicating soil types, depth, quantity and quality of water produced in the test well.
- 3) Documentation that the proposed water supply system will be compatible with and not adversely affected by the sewage system proposed for the subdivision or any other sources of pollution within a reasonable distance;
- 4) List of all surface and groundwater rights which will be used or which may be affected, including state engineer application and permit numbers, and description of expected effects; and
- 5) Plans for the mitigation of water right conflicts resulting from the use of water within the proposed subdivision.

D. Where the individual on-lot wells are proposed, the words "NO PROPOSED CENTRAL WATER SUPPLY SYSTEM", in bold capital letters shall appear on all offers, solicitations, advertisements, contracts, agreements and plats relating to the subdivision.

E. A plan, a copy of which was submitted to and approved by the state engineer prior to the final approval of the subdivision application, for the distribution of the water rights appurtenant to the land to be subdivided. The plan shall specify the distribution of the water to the lots within the subdivision and shall include appropriate applications for change of use, change of place of use or change in point of diversion or means of conveyance in accordance with W.S. 41-3-103, 41-3-104, or 41-3-114; and

F. If the subdivision is located within an irrigation district or within lands, served by a ditch, irrigation company, or association or by an unorganized ditch, evidence that the plan has been submitted to the district board company, or association, or the remaining appropriators in the case of an unorganized ditch for their review and recommendations.

**APPENDIX D**  
**MAJOR SUBDIVISION - FINAL PLAT**  
**Application Form**

**APPLICATION INSTRUCTIONS**

This is an application for a **major subdivision** on the parcel of land described hereon. By completing the application form and providing the other requested information, your application will be acted upon in the fastest, fairest manner prescribed by law. **Citizens are encouraged to discuss their application with an appropriate member of the Development Department.** All applications must be complete.

THE FOLLOWING SHALL BE SUBMITTED:

- 1) A completed application form. Answer all portions and type or print your answers. Attach additional pages, if needed.
- 2) A final plat. Please submit eight (8) full size (24" X 36") and one reproducible 11" X 17" copy. The final plat must be signed by the owner and mortgagee, if any.
- 3) Eight (8) copies of any covenants proposed by the developer.
- 4) Eight (8) copies of the following, when applicable:
  - A. Homeowner's association documents, Improvement and Service District papers, maintenance bonds, special agreements, escrow funds, approvals from ditch companies, WYDOT, cities and towns, or others that are involved. All documents are to be in a form acceptable to the County Attorney and the Board.
  - B. When any road or driveway will intersect with a state highway or county road, and approved and signed copy of the state highway or county road access permits shall be submitted.
  - C. When a subdivision road or easement must cross other private property or public property, a copy of appropriate road dedication, easement, or equivalent document shall be submitted.
  - D. Subdivision Development Agreement (see Appendix R) and any other agreements or contracts to assure construction of required improvements and maintenance.
  - E. When applicable, warranties deed to Natrona County conveying to the County all public lands other roads shown on the plat.
5. Evidence satisfactory to the board that the subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the subdivider, including but not limited to water systems, sewage systems, roads and roadways. The applicant shall provide a performance bond, acceptable letter of credit or other sufficient financial commitment to assure that any facilities proposed or represented to be part of the subdivision shall in fact be completed as proposed.
6. Legal notice fees and the County Surveyor fees shall be reimbursed prior to the recording of the Subdivision plat. In cases where the Subdivision is not approved, withdrawn, or not recorded, the applicant is still responsible for the reimbursement of these fees.

Applicant Name:

Applicant Address:

Applicant Phone:

Owner Name:

Owner Address:

Owner Phone:

Explain why you are requesting this major subdivision and detail the proposed use:

Legal description, acreage, and Parcel Identification number (PID) (if within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range).

Current zoning of property:

Type of sewage disposal       Public       Septic       Holding Tank       Other

Source of Water:

This property was purchased from:

The date this property was purchased:

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any other State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Initials I (We) are aware that the Legal notice fees and the County Surveyor fees must be reimbursed to the Development Department prior to the recording of the Subdivision plat. In the event that the Subdivision is not approved, withdrawn, or not recorded, we are still responsible for the County Surveyor fees.

**APPENDIX K  
FINAL PLAT CONTENTS**

- 1) The plat shall, be prepared and certification made as to its accuracy by a Professional Land Surveyor licensed in the State of Wyoming. The plat shall be properly sealed and signed as per Wyoming requirements. A poorly drawn or illegible plat is sufficient cause for its rejection.
- 2) The plat shall be delineated in black drawing ink on mylar at size of 24 inches high by 36 inches wide, or such other size as approved by the County Development Department. The perimeter survey description of the proposed subdivision shall include at least one tie to an existing section monument of record and a description of monuments.
- 3) The bearings, distances, and curve data of all perimeter boundary lines shall be indicated outside the boundary line, with the lot dimensions. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of closing meander traverse should be given and a notation made that the plat includes all land to the centerline of the stream.
- 4) All blocks and all lots within each block shall be consecutively numbered.
- 5) On curved boundaries and all curves on the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves: 1) radius of the curve; 2) central angle; 3) arc length; 4) chord bearing and chord distance; 5) notation of non-tangent curves.
- 6) At least two north/east state plane coordinates shall be provided for the control points in the submitted final plat. If obtainable, one of the tie points should be a section, quarter or quarter/quarter corner monument with its coordinates shown.
- 7) Provide the convergence angle and combine factor for these points referenced on the plat.
- 8) Excepted parcels shall be marked "not a part" and the boundary completely indicated by bearings and distances.
- 9) All roads and sidewalks and alleys shall be designated as such and roads shall be named, bearings and dimensions must be given. All easements shall be designated as such and bearings and dimensions given.
- 10) All dimensions of irregularly shaped lots shall be indicated in each lot.
- 11) Bearings and lengths shall be given for all lot lines, except bearings and lengths need not be given for interior lot lines where the bearing and length are the same as those of both end lot lines.
- 12) Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat.
- 13) Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to twenty seconds of arc.
- 14) The information on the plat shall include:
  - A. Name of the subdivision, relative North arrow and date;
  - B. Name of owner or owners of record;
  - C. Total acreage of subdivision and total number of lots or tracts;
  - D. Township, range, section, principal meridian, block and lot numbers;

- E. Graphic scale-the drawing shall be made at a scale of 1" = 100' of less. Where lot size is greater than 5 acres a scale of 1" = 200' may be used;
- F. Acreage to nearest one-hundredth acre of each lot or tract.
- G. Floodplain information, in accordance with Natrona County regulations

- 15) A written certification of a licensed Wyoming engineer certifying to the adequacy and safety of the domestic water source intended to be used for the subdivision, and that the plan for domestic water supply meets county, state, and federal standards. If no domestic water source is proposed by the subdivider, the legend "NO PROPOSED DOMESTIC WATER SOURCE" in bold capital letters shall appear on all offers, solicitations, plats, advertisement, contracts, and agreements, relating to the subdivision.
- 16) Written certification of a licensed Wyoming engineer, certifying as to the adequacy and safety of the sewage disposal system proposed for the subdivision, including adequacy of the proposed system in relation to the topography of the subdivision, the proposed population density, soil conditions, and water sheds located on or draining into or over the proposed subdivision. If no public sewage disposal system is proposed by the subdivider, the words "NO PROPOSED PUBLIC SEWAGE DISPOSAL SYSTEM" in bold capital letters shall appear on all, offers, solicitations, plats, advertisements, contracts, and agreements, relating to the subdivision.
- 17) Evidence satisfactory to the Commission that access has been provided and that all proposed roads, alleys, and roadways within the subdivision conform to the minimum standards adopted by the Board of County Commissioners (BOCC) and applied uniformly throughout the county which shall not in itself constitute consent of the Board of County Commissioners (BOCC) to locate, repair, or maintain roadways and facilities.

If however, the subdivider proposed to make any roads, alleys, or roadways private, the subdivider shall submit to the Board of County Commissioners (BOCC) properly acknowledged written certification that certain roads, alleys, or roadways within the subdivision shall remain private and the Board of County Commissioners (BOCC) shall be under no obligation to repair, maintain, or accept any dedication of such roads to the public use.

If no such public maintenance is contemplated, the subdivider shall put a legend on the plat of the subdivision, on the advertisements of the subdivision and on the contracts or agreements for the sale and purchase of lots within the subdivision showing the roads, alleys and roadways showing in bold capital letters "NO PUBLIC MAINTENANCE OF ROADS - NATRONA COUNTY NOT RESPONSIBLE FOR MAINTENANCE OF SUBDIVISION ROADS".

## **APPENDIX I DIGITAL DATA SUBMISSION STANDARDS**

Natrona County will leverage the increased use of digital mapping in public and private organizations to facilitate the development of more efficient and accurate digital records. This effort will ultimately improve the efficiency of data collection and reduce duplication among different departments.

In addition to standard paper documents, digital files relating to any submission will accompany each document/plan submitted to Natrona County. Computer Aided Design (CAD) or Geographic Information System (GIS) data submission is required for Major and Simple Subdivisions, Records of Survey and Major Land Divisions. The digital files described below must accompany any other County requirements. To expedite the review of digital submissions, the County requests applicable data to be delivered in a GIS format following the County GIS data schema. To obtain a copy of the County GIS data template contact the Natrona County GIS Department.

In the event the applicant submitting development information to Natrona County considers that compliance with this digital submittal will create a hardship, the applicant may submit a written appeal to the County Planner. Upon receipt of the appeal, the County Planner has ten (10) days to review and provide a written response to the applicant.

### General Requirements:

- 1) The files shall be named according to the plan name with the extension .dwg for CAD type, .shp (plus related files) for shapefile, and .gdb for File geodatabases.  
Example:
  - 1.1 Tract Map: i.e. Springhill.dwg, .shp, or .gdb
  - 1.2 Improvement Plan: i.e. Casper III.dwg, .shp, or .gdb
- 2) All plans shall follow the specification outlined in this Appendix I. In addition, the following format shall be designated for each document submittal:
  - 2.1 Final Maps, Parcel Maps, and Subdivision Plats:
    - 2.1.1 Files of the entire map submittal area
    - 2.1.2 Layer descriptions as outlined in Appendix I
  - 2.2 Site Plans:
    - 2.2.1 File(s) of the entire map submittal area
    - 2.2.2 Layer descriptions as outlined in Appendix I
- 3) Consultants/Surveyors shall use the Natrona County coordinate system. Table coordinates are not acceptable. The County's current coordinate system is:
  - 3.1 Horizontal Control: State Plane Wyoming East Central Zone NAD 1983/86
    - 3.1.1 Linear units shall be US Survey Feet.
    - 3.1.2 Reference Epoch must be defined.
  - 3.2 Vertical Coordinate System: North American Vertical Datum of 1988 (NAVD88)
- 4) All elevation points shall be delivered in either an ESRI (.shp), ESRI (.gdb), CAD (.dwg) or as a single comma-delimited ASCII text file. Each line of the file shall contain values for a single point utilizing the the coordinate system referenced in Appendix U following the specified format: Easting, Northing,

Elevation, and Location Description/Code.

- 5) A minimum of two control points shall be included on all submitted plats. Each control point will include Northing, Easting, Elevation, Convergence Angle and Combined Factor values. Public Land Survey System (PLSS) monuments are desirable, but not required.
- 6) CAD files shall be submitted in ".dwg", or as ESRI shapefiles (.shp) or geodatabase (.gdb) and be compatible with the Country's current GIS software.
  - 6.1 File Naming Conventions: the files shall be named according to the plan name with the appropriate CAD (.dwg) or GIS (.shp or .gdb) extension.
  - 6.2 All CAD (.dwg) deliverables are to be submitted in the CAD template provided by Natrona County. Applicants may obtain a copy of the Natrona County CAD template by visiting the County website.
  - 6.3 All GIS (.shp or .gdb) deliverables are to be submitted in the template provided by Natrona County. Applicants may obtain a copy of the Natrona County GIS template by visiting the County website.
- 7) GIS data shall also include metadata created conforming with the standards specified by The Federal Geographic Data Committee and in PDF or a txt based file format. Refer to the following document published by the FGDC to obtain information concerning what sections and fields are required to be populated: <http://www.fgdc.gov/metadata/documents/MetadataQuickGuide.pdf>
- 8) A digital (pdf) lot closure report that included information on lots, blocks, street centerlines, and boundaries shall be submitted with each plat submission.
- 9) Data shall be digitally submitted via CD or DVD media. The submitted transfer media shall be labeled with the project name (subdivision name, or accepted job name, etc.) acreage and filing date.
- 10) The submitting party will be responsible for correcting any errors and delivering the new correct digital file prior to final plat approval.

Digital drawings shall be submitted with the original application, in addition to, any subsequent submissions requiring modification of the original data. Original data submission, modifications thereof, and final form approval of the plat, must include the following:

- 1) The submitted digital file shall contain the following features: subdivision boundary lines, lot lines, easement lines, ROW, the point-of-beginning and at least one other control point. Street center lines are preferred but not required. See Appendix I: Layering Template
- 2) Drawing features (subdivision lines, lot lines, easements, ROW, street center lines and control points) shall be named and layered separately to facilitate GIS extraction. As appropriate, each record representing a point or line should be consistently labeled with different names in the Layer field. Layer field values such as TIE POINT, LOT LINE, R-O-W, STREET CENTERLINE and SUBDIVISION BOUNDARY would be acceptable. See Appendix I: Layering Template
- 3) Lot easement, and subdivision boundary shall either be a closed polyline or be composed of single lines. All lot, easement, and boundary lines shall be broken by vertices only at line intersections, bearing changes or the start and finish of curves.

- 4) All street centerlines and easement lines can only be broken where the object starts or ends. There must not be gaps in continuous lines.
- 5) All line lengths shall represent true length. All elements in the drawing shall reside in the correct coordinate system as described in General Requirements of this appendix.
- 6) CAD blocks may not cause gaps in any line or polyline when exported to one of the specified file formats.
- 7) Closure is critical in converting CAD elements to GIS features. All polygon features (i.e. parcel boundaries) shall be 'snapped' to close and polyline features shall be 'snapped' to connect to each other.
- 8) Drawing text must only be located in a separate annotation layer. Annotation should include text showing bearing and direction of each line segment, curve descriptions (radius, arc length, delta, chord direction, and chord length) and lot and block numbers.

Feature Dataset	Feature Class	Sub Type	Feature Type	Layer Description	CAD Layer Name
Parcel-Ownership					
	Administrative Boundaries	City Limits	Polyline/Polygon	Municipal Boundaries	B-CORPORATE-BOUNDARY
		Parks	Polyline/Polygon	Park Boundaries	B-PARK-BOUNDARY
	GCDB	Coordinates	Point	Coordinate Values and Representative Tic Marks	
		Monument	Point	Monument Markers	G-SURVEY-MONUMENT
		Tie Line	Line	Tie Line to Control Point	G-SURVEY-TIE
	Flood	Flood	Polyline/Polygon	100 Year Flood Lines	H-FLOOD-LINE
		Floodway	Polyline/Polygon	Floodway Lines	H-FLOODWAY-LINE
		Streams	Polyline/Polygon	Watercourse	H-STREAM-CENTERLINE
		Thalweg	Polyline/Polygon	Watercourse Thalwegs	H-STREAM-THALWEG
	Subdivision	Boundary Lines	Polyline	The boundary line of a subdivision	S-SUBDIVISION-BOUNDARY
		Parcel	Polygon	The ownership polygon	S-SUBDIVISION-PARCEL
		Platted	Polygon	A polygon encompassing the entire subdivision area	
		Lots	Polyline/Polygon	Interior lot lines; individual polygons per each lot description (Each Lot Must Be A Closed Polygon)	S-SUBDIVISION-LOT
		ROW	Polyline/Polygon	ROW Lines (ROW Must be Closed Polygons)	S-SUBDIVISION-ROW
		ROWCenterLn	Polyline	Center Line of ROW	S-SUBDIVISION-ROW-CENTERLINE
		Easements	Polyline/Polygon	Public and Private Easements, Setbacks	S-SUBDIVISION-EASEMENT
		StreetCenterLn	Polyline	Street Centerline	S-SUBDIVISION-ROAD-CENTERLINE
Annotation					
	Annotation	SurveyTXT	Text	Survey Point Text	
		Dimension	Text	All Plat Dimensions	
		Acreage	Text	Total Acreage, Total Lot Acreage, Total ROW Acreage	
		Base	Text	North Arrow, Scale, etc...	
		PlatTXT	Text	Plat text (i.e. Title, Preamble, Declarations, etc...)	
		LotTXT	Text	Lot Numbers and Additional Associated Lot Text	
		Dimension	Text	All Plat Dimensions	
		FloodTXT	Text	Floodplain Text	
		EasementTXT	Text	Easement Text	
		MonTXT	Text	Monument Text	
		CoordTXT	Text	Coordinate Text	
Address					
	Buildings	Building Footprint	Polyline/Polygon	Building Footprint	A-BLDG-FPRT
Utilities					
	Sewer Point	Septic Tank	Point	Septic Tank Location	C-SSWR-SEPTIC-TANK
	WaterPointMisc	Well	Point	Water Well Location	C-WTRPT-WELL



## Submittal Number

File Number:

## GIS Ancillary Data

Metadata (.XML)

Data Model (.PDF)

**Note:** *The Digital Submittal Checklist must be turned in along with the digital drawing to complete the submittal process.*