

**2013
SUBDIVISION REGULATIONS
OF
NATRONA COUNTY,
WYOMING**

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SUBDIVISION REGULATIONS

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CHAPTER 1 GENERAL PROVISIONS

Section 1. Title. This resolution shall be known as the 2013 Natrona County, Subdivision Regulations and may also be referred to as the “Subdivision Regulations” or “this Resolution”.

Section 2. Authority. This Resolution is authorized by Wyoming Statutes 16-3-101, 18-5-201 to 18-5-315 and 34-12-101 et. Seq. All previously adopted subdivision regulations for Natrona County are hereby repealed.

Section 3. Intent and Purpose of this Resolution. The Board of County Commissioners (BOCC) of Natrona County establishes this Subdivision Regulation to promote public health, safety, welfare, and orderly growth of the County. These regulations are enacted for the purpose of implementing the County Development Plan by establishing requirements and procedures to regulate and control the subdivision of lands within the County consistent with the goals and policies of the County Development Plan and to achieve the following purposes:

- a. To ensure conformance and coordination of land subdivision plats with the public improvement plans of the County and municipalities.
- b. To encourage planned subdivisions by establishing standards for design and improvement.
- c. To improve land records by establishing standards for surveys and maps.
- d. To safeguard the interests of the public, the property owner, and the subdivider.
- e. To ensure equitable processing of all subdivision proposals by establishing uniform procedures and standards.
- f. Regulation of such matter as the County Planning Commission, BOCC may deem necessary in order to protect the public interest.

Section 4. Applicability. This Resolution shall apply to parcels of land 140 acres or less in size in the unincorporated land located within Natrona County, Wyoming.

Section 5. Effective Date. This resolution shall be in full force and effect, as adopted by the Natrona County Commissioners and filed with the County Clerk.

Section 6. Subdivision Permit Required. No person shall subdivide land located in Natrona County, or commence construction of a subdivision without securing a subdivision permit in the manner prescribed in this Resolution. Such subdivision permit shall be constituted by the execution and recording of the final plat indicating approval of

the subdivision by the Board of County Commissioners. No subdivision permit shall be issued unless and until the requirements of this Resolution have been complied with.

Section 7. Fees. The Board shall establish an application fee for review of subdivisions. All costs associated with the publication of legal notices, County Surveyor review, and recording shall be borne by the applicant.

Section 8. Enforcement Penalties.

- a. No final plat of a subdivision shall be approved by the Planning Commission and accepted by the Board of County Commissioners (BOCC) unless it conforms to the provisions of these subdivision regulations.
- b. No construction shall begin on any structure or other improvements made upon land for which a plat is required by these regulations unless and until the requirements of this Resolution have been complied with or other arrangements made.
- c. The Board of County Commissioners (BOCC) may seek to enforce the violation or attempted violation of any provision of this Resolution as provided in Wyoming Statutes, section 18-5-312 through 18-5-314.
- d. No changes, modification, or revisions shall be made in a final plat after approval of the plat without the written consent of the Board of County Commissioners (BOCC).
- e. All subdivision permit applications submitted after the effective date of this Resolution shall comply with the requirements of this Resolution.
- f. Any subdivision permit application pending on the effective date of this Resolution shall be processed in accordance with the Resolution in effect at the time the application was submitted.

Section 9. Roads and Access. The applicant may be required to develop and dedicate to the public a road or easement if the road would be a logical extension of an existing public road. At least one legal access from a public road to the subdivision must be provided, a second legal access will be required with a major subdivision of 6 lots or more unless an exception is granted by the Board of County Commissioners (BOCC). Roads will be constructed in accordance with the Natrona County Subdivision Standards for roads, Chapter 7, Sections 3 through 9 and Appendix Q. Land may be required to be preserved by the property owner for possible future extension of a public road.

Section 10. Maintenance of Roads. Unless otherwise as designated by written official action, Natrona County maintains only roads which are officially established

as county roads, and does not maintain roadways within subdivisions which are dedicated to the public.

Section 11. Public Records. Information, reports, plats, surveys and other documentation submitted to the County pursuant to these regulations are considered public documents, and are available for public inspection pursuant to the Wyoming Public Records Act W.S. 16-201 et seq.; unless specifically designated confidential information is submitted.

Section 12. Computer Disk Requirements Appendix I. Digital Data Submission Standards.

CHAPTER 2
TYPES OF SUBDIVISION, EXEMPTIONS, SUBDIVISION REVIEW PROCESS

Section 1. Types of Land Divisions.

a. Exemption Division: A division of land that meets the criteria from W.S. 18-5-303. Affidavit of Subdivision Exemption required.

b. Simple Subdivision: A simple subdivision is a division of one (1) parcel into two (2) parcels, either of which is under thirty-five (35) acres, and not part of a previous subdivision.

c. Major subdivision: A division of land into two (2) or more parcels. A major subdivision generally requires DEQ review, the Health Department will make the recommendation for DEQ review on 5 lots or less,

d. Mobile Home Park: These regulations shall apply to those areas where the owner proposes to develop, rent or lease individual sites for mobile homes and/or an RV. The regulations shall apply to existing mobile home parks in unincorporated areas of Natrona County.

Section 2. Public Hearing Requirements. A public hearing shall be held as part of the review process for every minor or major subdivision.

a. The Planning Commission and the Board of County Commissioners (BOCC) shall each hold a public hearing regarding the proposed subdivision. Notice of the time and place of the public hearings shall be published in a newspaper of general circulation in the County at least 14 days before the date of the hearing. The Development Department shall prepare and publish the legal notification. In the event that the proposed subdivision serves to vacate a prior subdivision plat, the plat vacation shall be clearly set forth in the applicable legal. A combined notice may be utilized.

b. Not less than seven days prior to the Planning Commission meeting, by the Development Department, on behalf of the Board of County Commissioners (BOCC), will attempt to notify all the adjacent property owners of the time, date and place of the hearing before the Planning Commission. Failure to notify adjacent property owners due to clerical oversight or failure of mail delivery shall not affect the validity of the meeting or the decision of the Planning Commission. The property owner(s) shall mark the corners of the parcel so it can be identified and viewed.

c. The Development Department shall prepare staff reports on preliminary and final plats and supporting information which will be submitted to the Planning Commission, applicant and developer prior to the Planning Commission meeting at which the application will be considered.

d. 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 may also consider written communication from any person regarding the application. The Planning Commission shall only recommend approval for those plats which the Planning Commission finds to be developed in accordance with the intent, standards, and criteria specified in this Resolution.

After closing the public hearing and reviewing the evidence and argument presented, the Planning Commission shall recommend approval of the application as submitted, approval of the application subject to such modifications or conditions as it deems necessary, table the application to a date specific, or deny the application. In these cases the Planning Commission shall specify the reasons for its action. With the applicant's express permission, the Planning Commission may table the application indefinitely or dismiss the application. In cases of major subdivision with 5 lots or less, the Planning Commission shall also provide a recommendation as to whether the subdivision should be exempt from Department of Environmental Quality (DEQ) review (see Ch. 2 Section 3) based on the information provided by the Health Department. If the Planning Commission recommends that the subdivision be exempt from DEQ review, the subdivision shall be approved by the Health Department.

e. The Development Department shall forward the Planning Commission recommendations to the Board of County Commissioners (BOCC) for consideration at their second regularly scheduled meeting following the Planning Commission meeting.

f. The Board of County Commissioners (BOCC) shall conduct a public hearing as provided by law. The Board of County Commissioners (BOCC) 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 hearings on the application and considering the arguments and evidence presented, the Board of County Commissioners (BOCC) shall approve the application as recommended by the Planning Commission, approve the application as submitted, approve the application on its own conditions, deny the application, or remand the application to the Planning Commission for reconsideration or table to a date specific. With the express consent of the applicant, the Board of County Commissioners (BOCC) may table indefinitely or dismiss the application.

Major subdivisions and mobile home parks: Department of Environmental Quality (DEQ) review is required for Major Subdivisions with 6 lots or more and Mobile Home Park Divisions.

g. Time Limitations. Approval of a preliminary plat shall be effective for one (1) year from the date of approval. If a final plat is not submitted within said time limit,

the applicant shall submit all applicable fees again. If significant changes are proposed, a new preliminary plat application and fee shall be submitted.

h. The Board of County Commissioners, upon receipt of a plat application, shall solicit comments from a governing body of the city or town pursuant to W.S. 34-12-103.

Section 3. Wyoming Department of Environmental Quality (WDEQ) Review Requirements

a. Wyoming Statute 18-5-306 through 18-5-308 require the County to refer subdivision applications to DEQ. Natrona County may exempt simple subdivisions from this requirement that do not connect to public water or sewer and may exempt 5 lot or less Major Subdivisions on an individual basis as recommended by the Health Department. All major subdivisions with 6 lots or more shall be submitted to DEQ. After receiving a subdivision application from the County, DEQ has Sixty (60) days to make a recommendation to the County. The purpose of the recommendation is to advise the County about water and sewage issues related to the subdivision.

b. DEQ has application requirements above and beyond those of Natrona County. These requirements are technical, detailed and numerous. Because this review is completed by DEQ, the applicant's best source of information is DEQ. Subdivision applicants should contact DEQ directly to obtain application materials and any necessary assistance.

c. Upon the subdivision preliminary plat application being submitted to the Development Department the developer shall submit the necessary information to the Wyoming Department of Environmental Quality for their review and approval. The Board of County Commissioners (BOCC) cannot proceed with its own review of the subdivision until DEQ has completed its review. The applicant is responsible for making the application to DEQ.

d. The DEQ contact person for all questions, application forms, background material, and other information regarding this program is:

Subdivision Application Coordinator
Department of Environmental Quality
Water Quality Division
Herschler Building 4W
122 West 25th St.
Cheyenne, Wyoming 82002
307-777-7781

e. Upon receipt by the Development Department of the recommendation from DEQ the applicant may proceed to the final plat process. The County will take into consideration the recommendations of the DEQ, but shall not be bound by the DEQ's recommendations.

Section 4. Improvement and Service District.

A subdivision will be required to join or merge with an existing Improvement and Service District (ISD) if contiguous to the existing ISD Boundary.

CHAPTER 3 SIMPLE SUBDIVISION REVIEW PROCESS

Section 1. Definitions. A simple subdivision is a division of one (1) parcel into two (2) parcels, either of which is under thirty-five (35) acres and not part of a previous subdivision. A simple subdivision provides for an adequate public record of the division, in a less complicated process than a major subdivision.

Section 2. Minimum requirements for a Simple Subdivision Permit

- (1) There is legal access to a public street.
- (2) All utility easement requirements have been satisfied. See Ch. 7 Section 12
- (3) The lot sizes must comply with current zoning regulations.
- (4) 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.
- (5) Proof of Ownership required.
- (6) The subdivision is consistent with Natrona County Development Plan and the Natrona County Zoning Resolution.
- (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.

Section 3. Survey Requirements

a. A Record of Survey shall accompany or be referenced by all deeds recorded in the Office of the Natrona County Clerk that create a Simple Subdivision. The Record of Survey shall comply with the requirements of Appendix M of these standards and regulations.

Section 4. Review Process

- (a.) A "Simple Subdivision Application Form" shall be submitted to the County Development Department (see Appendix B).
- (b.) A recorded warranty deed shall be submitted by the owner.
- (c.) The application and survey are submitted to the Health Department, County Surveyor and Assessor's mapping Department for review.
- (d.) The record of survey shall be approved by the County Development Department, Surveyor and Health Department.
- (e.) The County Development Director shall waive the record of survey requirements when aliquot parts are created such as when all parcels created by the division are either section quarters or quarter-quarters or are government resurvey lot or tracts or combinations of these.
- (f.) The Development Department staff shall submit a report of simple subdivision recorded to the Planning Commission and Board of County Commissioners (BOCC) at a regular interval.
- (g.) No Simple Subdivision will be approved if there is a deliberate attempt to avoid the requirements of Wyoming Statute 18-5-306.

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, 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 if 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 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 proposes 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 has 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 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 schedule 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, Assessors 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).

(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, 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 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 Fee, publication of legal notices, and County Surveyor fees.

h. Digital drawings are to be submitted in the preliminary and final plat stages and shall comply with standards outlined in Appendix I.

**CHAPTER 5
MAJOR LAND DIVISION**

1. Major Land Divisions pursuant to W.S. 18-5-316

a. Original parcels of land **lawfully recorded on or before July 1, 2008** shall be divided into not more than ten (10) sub-parcels of one hundred forty (140) acres or less in size, provided that each new or remaining sub-parcel shall be no less than thirty-five (35) acres in size.

b. Sub-parcels created from original parcels of land lawfully recorded on or before July 1, 2008 may be created at any time and may be created over a period of years through separate transactions.

c. Boundary adjustments between or among sub-parcels hereunder shall not be considered as a distinct division of property.

2. The subdivider of an original parcel of land lawfully recorded on or before July 1, 2008 shall furnish the following information to the Natrona County Development Department prior to commencing any development activity:

a. A legal description or recordable survey of the original parcel of land and any defined sub-parcels. Such description or survey shall include the following:

I. Date of preparation, scale and north arrow;

II. Location of all known subdivision units, including section, township and range; and,

III. Location and dimensions of binding and recordable access and utilities easements of not less than forty (40) feet in width to a public road unless specifically waived by the grantee or transferee in a binding and recordable document.

b. With respect to any water rights appurtenant to lands to be subdivided:

i. Evidence that the subdivider has submitted to the state engineer the documentation necessary to relinquish the water rights and has notified purchasers and the Board of this action; or

ii. Evidence that the subdivider has submitted to the state engineer the documentation necessary to change the use, place of use or point of diversion to provide for beneficial use of the water rights outside the subdivision; or

- iii. A plan, a copy of which was submitted to and approved by the state engineer prior to commencement of any development activity, 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 all 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, W. S. 41-3-104 or W. S. 41-3-114;
 - iv. 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; and
 - v. Evidence that the subdivider will specifically state on all offers relative to the subdivision his intent to comply with this paragraph and that the seller does not warrant to a purchaser that he shall have any rights to the natural flow of any stream within or adjacent to the proposed subdivision. He shall further state that the Wyoming law does not recognize any riparian rights to the continued natural flow of a stream or river for persons living on the banks of the stream or river.
3. Nothing in this section shall require the acquisition of a permit for the sale or disposition of lands that on or before July 1, 2008 were developed and promoted as part of a large acreage subdivision as evidenced by dated plats, sales brochures or other evidence acceptable to the Natrona County Board of County Commissioners.
4. If the lots, units, tracts, or parcels created pursuant to a subdivision permit hereunder are used for agricultural purposes and otherwise qualify as agricultural land for purposes of W. S. 39-13-103 (b) (x), the lots, units, tracts or parcels shall be deemed not to be part of a platted subdivision for purposes of W. S. 39-13-103 (b) (x) (B) (II).

Chapter 6 Mobile Home Park

Section 1. Purpose: Mobile Home Park regulations are adopted to preserve and protect the environmental values of the County through prescribed rules and standards, functional arrangements of streets, open spaces, adequate facilities and utilities for residents.

Section 2. Statutory Requirements. Pursuant to 18-5-304, no person shall subdivide land or commence the physical layout or construction of a subdivision without first obtaining a subdivision permit. Submission of a completed application includes preliminary and final plats, as well as a request for a subdivision permit.

Section 3. Pre-Application Conference: A pre-application conference shall be held prior to submission of any development applications, including a Mobile Home Park. 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 Requirement for a Mobile Home Park

- a. Evidence satisfactory to the Board of County Commissioners (BOCC) that the proposed subdivision complies with any applicable zoning or land use regulations.
- b. The Applicant shall submit a Mobile Home subdivision preliminary plat application (see Appendix E) and preliminary plat of the proposed mobile home subdivision drawn in accordance with the requirements of Appendix J. Applicant shall also furnish eight (8) full size (24" x 36") prints and one reproducible 11" x 17" copy of the plat and any supporting documents.
- c. Supporting Documents Required.
 1. Two (2) copies of the proof of ownership of the proposed subdivision meeting the requirements of Appendix H.
 2. Eight (8) copies of a summary statement containing:
 - i. Plot plan for individual mobile homes at a scale of 1"=10';
 - ii. Typical street and walk sections;

- iii. The number, location and size of all mobile home spaces;
- iv. Location and width of roadways, sidewalks and pedestrian ways;
- v. The location and width of right-of-way and easements;
- vi. The location and size of automobile parking lots and recreational areas;
- vii. The location of service buildings and any other proposed structures;
- viii. 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;
- ix. Methods to be used for sewage and garbage disposal;
- x. Information concerning established flood plains on the property from the Natrona County Flood Regulations;
- xi. Information concerning storm water treatment and management, if applicable and as may be required by law;
- xii. Any other information consistent with these regulations.

3. Eight (8) copies of any covenants proposed for the subdivision.

4. The statement of review and recommendation from the local conservation district regarding soil suitability, erosion control, sedimentation and flooding.

5. 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 of ground water and suitability for on site waste water disposal. All requirements from the City of Casper/Natrona County Health Department and/or State Department of Environmental Quality must be met.

Section 5. Processing of Preliminary Plat Application

- a. The Development Department shall distribute copies of prints of the plat for review and comment to the following agencies and the agencies shall respond within ten (10) working days:

- 1) School district if appropriate, the Development Department will verify if this submission is necessary at the preliminary plat meeting;
- 2) To any municipality within at least one (1) mile radius of any portion of the proposed subdivision;
- 3) To any applicable utility, improvement and service district, ditch companies, conservation district, etc.
- 4) The County Surveyor, Assessors Mapping Department, and Fire District.

Preliminary Plat Review

- 1) Submittal to the County Development Department: The preliminary plat shall be submitted to the Development Department when all the information is complete and ready for review, at least thirty (30) days prior to the next regularly scheduled Planning Commission meeting.
- 2) Development Department Review and Action: The Development Department shall immediately forward the plat and accompanying information to the County Surveyor, Assessors Mapping Department and adjacent land owners, Fire District, Utilities, Conservation District, and any municipality within one (1) mile within ten (10) working days after submittal. The proposed subdivision shall be advertised at a public hearing at the next regularly scheduled Planning Commission meeting, but no sooner than thirty (30) days after submittal. The owner shall flag the boundary corners and access location.
- 3) The Development Department may recommend a motion for the approval of the plat, approval with conditions, denial or table to a specific time.
- 4) The Planning Commission shall conduct the public hearing as provided by law. The Planning Commission shall hear and consider evidence and arguments in 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. The Development Department shall notify the applicant of the Planning Commission's recommendation.

Section 6. Processing of a Final Plat

- 1) Final Plat Requirements. The final plat shall conform to the approved preliminary plat and shall include changes and conditions specified on the preliminary plat as required by the Planning Commission.
- 2) Final plat submission shall include a final application form, eight (8) full size, and one reproducible 11" x 17" copy of executed final plat signed by the owner and mortgager if any and all required supporting documents, including any covenants proposed by the developer. The copies shall be submitted at least thirty (30) days prior to the next regularly scheduled Board of County Commissioners (BOCC) meeting.
- 3) Final Plat contents (See Appendix K)
- 4) 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.
 - a) Special Documents. If required, homeowner's association documents, improvement and service district papers, maintenance bonds, special agreements, escrow funds, approval from ditch companies, WYDOT, cities and towns. All documents are to be in a form acceptable to the County Attorney and the Board of County Commissioners (BOCC).
 - b) 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.
 - c) When a subdivision road or easement must cross other private property or public property, a copy of appropriate road dedication, easement or equivalent documents shall be submitted.
 - d) A 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) 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, roads and roadways. The applicant shall provide a performance bond, irrevocable 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; or escrow

sufficient moneys out of land sales to guarantee that the above facilities are installed.

- 6) The County Development Department shall check the final plat for conformity with the approved Preliminary Plat and other requirements of this Resolution and shall submit a report to the Board of County Commissioners (BOCC) and applicant prior to the next Board of County Commissioners (BOCC) meeting.
- 7) The Board of County Commissioners (BOCC) shall review the final plat at a regular scheduled meeting and shall either approve as submitted or deny the final plat and subdivision permit.
- 8) The final plat shall state in capital letters "ONE PARCEL ONLY; SEPARATE LOTS INDICATED FOR RENTAL OR LEASE PURPOSES ONLY"
- 9) 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 application fee, legal notice fees, and County Surveyor fees.

Section 7. Reconstruction, Alteration or Repairs for existing Mobile Home Parks.

When construction, alteration or repairs within any twelve (12) month period equal or exceed fifty (50) percent of the square footage of the total lot of an existing mobile home park, such mobile home park shall be considered new construction and shall be subject to Section 4 of this chapter.

Section 8. Registration of Occupants

Every mobile home park owner or operator shall maintain a register containing a record of all mobile homes using the mobile home park and a copy of the building permit that was received to install the mobile home on the mobile home space. The register shall at least contain the following information: the name and address of the owner of each mobile home.

CHAPTER 7 SUBDIVISION DESIGN STANDARDS

Section 1. Planning Considerations.

- a. The Planning Commission shall study and review all subdivision plats in relation to the general character of the area, the general requirements of the County Development Plan, Zoning Resolution, and the particular requirements of the neighborhood, all lots in the subdivision must comply with the current Zoning District minimum lot size..
- b. Particular consideration will be given to topography in relation to the suitability of the land for development, flooding, storm drainage, and preservation of natural areas for open space.
- c. Land subject to flooding shall be set aside for uses which will not aggravate the danger of flood hazard, will not be endangered by flooding, or will not endanger the general health, safety or welfare of the county in accordance with the most current Natrona County Floodplain Regulations and subsequent updates.
- d. Land area for floodways, natural areas, schools, parks, open spaces, and future road rights-of-way shall be reserved and located according to good planning practices and principles and the County Development Plan. And shall be labeled as such.
- e. Where an entire parcel is not subdivided, the subdivider must indicate his intended plans for disposition of the remainder of the parcel.

Section 2. General Standards.

- a. The design and development of a subdivision shall preserve, insofar as it is practicable, the natural terrain, natural drainage, existing topsoil, tree, wildlife and fish habitats.
- b. Land subject to hazardous conditions such as land slides, rock falls, possible subsidence, shallow water table, open quarries, floods, and polluted or non-potable water supply shall be identified and shall not be subdivided until the hazards have or will be mitigated by the subdivision and construction plans.
- c. General Design Criteria
 - (1) The subdividing of the land shall be such as to provide each lot with legal access.

- (2) The lot size, width, depth, shape and orientation shall be appropriate for the location of the subdivision and for the type of use contemplated.
- (3) Depth and width of properties shall be adequate to provide for the off street service and parking facilities required by the type of use and development contemplated.
- (4) Corner lots for residential use shall have extra width to permit appropriate building setback from and orientation to both roads.
- (5) Double frontage and reverse frontage lots should be avoided except where it is essential to provide separation of residential development from expressways and major arterial roads to overcome specific disadvantages or topography and orientation.
- (6) Side lot lines shall be substantially at right angles or radial to road right-of-way lines or centerlines.
- (7) A single lot shall not be divided by a road, alley or other lot.
- (8) Wedge shaped lots. In the case of irregular or wedge shaped lots, no lot shall be less than thirty (30) feet in width at the front property line.
- (9) Flag lots are discouraged except for good cause.

Section 3. Road Standards.

Road Requirements shall be as follows:

- (1) Road Plan. The road or road layout shall conform to any duly adopted County Development Plan and County Road Map, and/or MPO functional classification map.
- (2) Access to all subdivisions shall be from a public road.
- (3) Local roads shall be laid out to discourage excessive through traffic.
- (4) Provisions must be made, or the extensions of new roads, to connect to existing roads to provide an efficient road system.
- (5) Not more than four (4) lots shall front on a cul-de-sac or a stub road unless a temporary turnaround is provided.

- (6) Intersections of local roads with major roads shall be kept to a minimum.
- (7) No more than two (2) roads shall intersect at one point.
- (8) Where a residential subdivision abuts a state highway or county road, service roads may be required. Driveways from subdivision lots shall not be permitted to have direct access to highways or county roads unless approved by the Board of County Commissioners (BOCC) and/or the Wyoming Department of Transportation. County/State approach license may be required, see Appendix Q.
- (9) Roads shall have the names of existing roads which are in alignment in the county or in an adjoining municipality. There shall be no duplication of road names within the county.
- (10) Dead-end roads shall be provided with turn-arounds of sufficient width for emergency vehicle access.
- (11) The developer shall furnish and install all necessary road signs in the subdivision and where the subdivision access road(s) abut any county or state road. These signs shall be of the size and type as directed by the Board of County Commissioners (BOCC) and in compliance with the manual on Uniform Traffic Control Devices.

Functional road classification. Roads shall meet the following requirements:

- (1) Arterial: A roadway designed to serve heavy traffic flow between heavy traffic generating area, such as a divided or multi-lane roadway, with arterials in urban areas carrying more than 10,000 vehicles per day. Arterials shall have a 100-foot right-of-way, and shall be paved with four (4) 12-foot travel lanes. Urban arterials shall have curb walk or curb, gutter and separate walkway. Rural arterials shall have six-foot shoulders and drainage ditches.
- (2) Collector: A road designed to carry vehicular traffic for a neighborhood, designed as a connector road to an arterial which carries variable traffic in rural areas and up to 10,000 vehicles a day in urban area. Urban collectors shall have an 80 foot right-of-way, shall be paved, have two (2) 12- foot travel ways, two eight foot parking lanes and curb walks or curb, gutter and separate walkway. Rural collectors shall have 80 foot right-of-way, be paved with two 12-foot travel ways, two (2) paved six (6) foot shoulders and drainage ditches.
- (3) Local (minor): A road designed to serve primarily as a direct access to fronting properties, carrying up to 3,000 vehicles per day in urban areas and variable traffic in rural areas. Urban local roads shall have a 60 foot right-of-

way as determined by the County, shall have two (2) 10 foot travel ways, two (2) four (4) foot parking lanes and curb walks or curb, gutter and two (2) 12 foot travel ways and two (2) four (4) foot shoulders. Pavement is optional for rural locals as determined by the Board.

- (4) Alley: A minor way, having a right-of-way of twenty (20) feet, which is use primarily for vehicular service access to the rear or side of properties which abut a street.
- (5) Cul-de-sac: A short dead-end street terminating in a vehicular turn-around.
- (6) Stub Road: An internal road extending to a subdivision boundary and terminating.
- (7) Urban arterial, collector and local roads are those extending existing municipal roads. Urban arterial, collector and local roads shall be designed to match the adjacent road width, curb, and gutter and sidewalk design, as determined by the Board.

Section 4. Other Standards.

All excess material such as boulders, felled trees, limbs and roots, resulting from the construction of roads or other required improvements shall be disposed of in a manner approved by the appropriate County Official. Arrangements for the disposal of such materials shall be provided for in the Subdivision Development Agreement or other agreements or contract approved by the County Attorney and the Board of County Commissioners (BOCC).

Section 5. General Policy on Roads and Paving.

- a. If deemed necessary by the Board of County Commissioners (BOCC), paving of roads may be required for subdivisions with proposed densities two (2) or more dwelling units per acre, or if the development is within one (1) mile of a municipality.
- b. Roads shall be paved according to the specifications of the Natrona County Road Standards or surfaced with a minimum of crushed rock or gravel surface as designed by a professional engineer and approved by the County.
- c. Road designs for subdivisions shall meet the following requirements:
 - (1) All subdivision roads shall be designed by a Professional Engineer licensed by the State of Wyoming. The roads shall be designed to provide adequate support and surface for the anticipated traffic.

- (2) The developer's engineer shall also consider soil, water, and any other conditions necessary for the design and construction of serviceable roads.
 - (3) Prior to the signing of the plat by Board of County Commissioners (BOCC) the developer's engineer shall certify to the Board of County Commissioners (BOCC) in writing that the subdivision roads were constructed in accordance with the design specifications or the developer shall guarantee construction of the roads to specifications through the Subdivision Development Agreement and/or necessary financial guarantees.
 - (4) If a developer extends a municipality roadway, the design of that roadway shall match the existing municipal roadway.
 - (5) Road improvements done after initial installation by a homeowners association or improvement and service district, shall meet these County Road Standards;
- d. Developers are strongly encouraged to implement improvement and service districts to fund future maintenance and improvements to roads and other infrastructures.

Section 6. Mountain Roads.

For roadways in mountainous area, rights-of-way may be reduced to fifty (50) feet and the roadway width reduced to twenty (20) feet while still maintaining adequate width for emergency vehicles.

Road Width: Shall be a minimum unobstructed width of 20 feet, if road is over 150 feet in length turnouts need to be provided.

Road Height: A minimum unobstructed height clearance of 14 feet is needed.

Road Design: Where possible loop roads should be implemented, in all other instances turnarounds need to be developed on roads over 150 feet in length. Road grades shall not exceed 8 percent (8%) for Local and Collector roads. Arterial road grades shall not exceed 6%. Steeper road grades may be accepted by the Board of County Commissioners upon a written variance request from the developer including justification for the need of the steeper grade. The Board of County Commissioners evaluation of the variance request will include considerations for emergency services equipment access.

Turnarounds: Shall have an inside turning radii of not less than 30 feet and outside turning radii of not less than 45 feet.

Turnouts: Shall be at least 10 feet wide and 30 feet long.

Section 7. Curbs and Gutters.

- a. Curbs and gutters may be required where a development extends to a municipal street which has curbs and gutters. Design of curbs and gutters and road width shall conform to that of the contiguous city or town.

Section 8. Sidewalks.

- a. Sidewalks are required:
 - (1) Sidewalks shall be required where a development extends to a municipal street which has sidewalks. Design of sidewalks shall conform to that of the contiguous city or town.
 - (2) Along roads where, in opinion of the Board of County Commissioners (BOCC), pedestrian usage is anticipated.
 - (3) In all cases where school site dedication is required.
 - (4) The minimum width of the sidewalk shall be four (4) feet, excluding the curb and gutter. Sidewalks may be separated from curb and gutter.

Section 9. Pedestrian Walkways.

- a. Pedestrian walkways may be required to provide access to parks and open spaces, schools or other similar areas where in the opinion of the Board of County Commissioners (BOCC) significant pedestrian circulation is anticipated. Ten (10) foot wide easements may be required where deemed necessary.

Section 10. Road Lighting.

- a. Road lighting capable of illumination of roads and pedestrian walkways for safe movement of vehicles and pedestrians at night may be required if the development extends a municipal road which has lighting or as required by the Board of County Commissioners (BOCC). The developer shall be responsible for installation and maintenance of the lighting.

Section 11. Block Standards.

- a. Block lengths shall be designed to provide for convenient access and circulation for emergency vehicles.

Section 12. Easements Standards

- a. All lots shall have a 10-foot wide perimeter utility easement. This provision may be waived for small lots upon application by the developer.
- b. Easements shall be designed so as to provide efficient and practical installation of utilities. Public utility installations shall be so located as to permit multiple installations within the easements.

Section 13. Alley Standards.

- a. Service access to the interior of blocks may be permitted in certain instances through alleys. Alleys must be indicated on the plat and have a minimum width of twenty (20) feet.

Section 14. Signs

- a. Stop signs and street name signs shall be installed by the Developer in accordance with the manual on Uniform Traffic Control Devices.

Section 15. Approaches.

- a. Approaches to county roads are permitted by the county as in Appendix Q.

Section 16. Utility Standards.

- a. Telephone lines, electric lines and other like utility services shall be placed underground in urban areas as determined by the Board of County Commissioners (BOCC). The developer shall be responsible for installation of utilities.

Section 17. Sewer Standards. W.S. 18-5-306

- a. In all new subdivisions every effort shall be made to provide public sewage collection and disposal systems. Subdivisions within the Regional 201 sewer service area must connect to public service in accordance with 201

requirements. Subdividers interested in land development are encouraged to investigate sewage disposal options prior to land acquisition.

- b. All public sewage systems must obtain a permit for construction issued by the State of Wyoming Department of Environmental Quality, and shall also meet all adopted rules and regulations of Natrona County.

Section 18. Water Standards. W.S. 18-5-306

- a. Water supply systems shall be provided in proposed subdivisions as determined by the Board.
- b. Plans and specification for community potable water supply systems and water distribution systems shall meet the approval of the State of Wyoming Environmental Quality Agency and all adopted rules and regulations of the State and Natrona County.
- c. The internal distribution system shall be designed to meet initial and future extensions to the original system.
- d. Water Supply. Public water supply systems shall be reviewed and approved by DEQ. Water wells or supplies shall be registered with the Wyoming State Engineer and shall meet the "Water Well Minimum Construction Standards", State Engineer's Office latest addition. All construction of any type water system or supply shall be in accordance with all adopted rules and regulations of the State and Natrona County.
- e. Water Rights. The applicant must comply with state law regarding the acquisition and/or disposition of water rights on subdivision.

Section 19. Fire Safety Standards

- a. In areas served by public water systems fire hydrants shall be located as required and be of a type approved by the County Fire Officials.

Section 20. Guarantee of Public Improvements.

- a. No final plat shall be recorded until the subdivider has completed all public improvements or the applicant and Board of County Commissioners (BOCC) have executed a Subdivision Development Agreement. A Subdivision Development Agreement shall require installation or construction of public improvements shown in the final plat documents, together with collateral which is sufficient, in the judgment of the Board of County Commissioners (BOCC), to ensure completion of said improvements.

- b. As improvements are completed the subdivider may apply to the Board of County Commissioners (BOCC) for a release of part or all of the collateral deposited with the Board of County Commissioners (BOCC). Upon inspection and approval, the Board of County Commissioners (BOCC) shall release said collateral. If the Board of County Commissioners (BOCC) determines that any of such improvements are not constructed in substantial compliance with specifications, it shall furnish the subdivider a list of specific deficiencies and shall be entitled to retain collateral sufficient to ensure such substantial compliance.

- c. The following improvements shall be constructed as stipulated in the Subdivision Development Agreement (see Appendix R) or other agreements or contracts in a manner approved by the Board of County commissioners (BOCC) consistent with sound construction and local practice. Where specific requirements are spelled out in other sections of this Resolution they shall apply.
 - (1) Road, grading and surfacing.
 - (2) Curbs and gutters, if required.
 - (3) Street lights, if required
 - (4) Sidewalks, if required
 - (5) Sanitary sewer laterals and treatment, where required.
 - (6) Storm sewers or storm drainage system, as required.
 - (7) Fire fighting equipment, where applicable.
 - (8) Water distribution and treatment system, where applicable.
 - (9) Permanent reference monuments.
 - (10) Telephone and electric lines. The Board of County Commissioners (BOCC) may require underground installation.
 - (11) Other facilities as may be specified or required in this Resolution by the Board of County Commissioners (BOCC).

CHAPTER 8
PLAT VACATIONS, AMENDMENTS, RESUBDIVISION MINOR BOUNDARY
ADJUSTMENTS, DISCLOSURE STATEMENT

Section 1. Vacation of Plat.

- a. In accordance with Wyoming Status 34-12-106 et. Seq. and upon written approval of the County, any plat may be vacated at any time before the sale of any lots by filing a written instrument with the County Clerk, provided that the vacation of the subdivision will not interfere with sound and proper development nor deny public access to adjacent property, utilities, or other improvements.

The effect of the vacation shall be to rid all public rights in the roads, alleys, commons, and public ground lay out or described in such plat. In cases where any lots have been sold, the plat may be vacated provided all the owners of all of the lots in such plat join in the application to vacate.

- b. Roads and alleys platted and laid out under the provisions of these regulations or laid out under any prior law of the State of Wyoming regulating private plats may be altered or vacated in the manner provided by law for the alteration and discontinuance of highways.
- c. Any part of a plat may be vacated under the provisions and subject to the conditions of this Resolution and provided the vacation does not abridge or destroy any of the rights and privileges of other proprietors in said plat, or authorizes the closing or obstruction of any public highways laid out according to law.
- d. If the request is approved, the Natrona County Clerk shall write in plain, legible letters across that part of said plat so vacated, the word **"VACATED"** and shall also make a reference on the same to the volume and page in which the said instrument of vacation is recorded.
- e. Land covered by a vacated plat may be replatted as described by these regulations. Any later replatting of an area already platted and not vacated shall be construed to be a request for the vacation of the original plat or portion thereof. Any such plat, once approved and recorded shall act to vacate the original plat which it replaces when it contains the following statement: "The prior subdivision plat of _____, recorded as Instrument Number _____, is hereby vacated".

Section 2. Amendment of Recorded Plats.

- a. Minor amendments which are filed with the Natrona County Clerk to correct minor survey or drafting errors in a recorded plat shall be prepared in the form of an affidavit or, where deemed necessary for clarity, a revised plat certified to be a land surveyor licensed with the State of Wyoming.
- b. Minor amendments to the external boundaries or internal boundary lot lines to a recorded plat which do not increase the number of lots, make any lots smaller than the minimum zoning lot size or add roads shall be submitted as an amended final plat. The amended final plat shall be prepared and submitted in compliance with the final plat requirements of the Resolution to the Development Department who will review the plat for approval.
- c. Minor internal lot line adjustments may be approved by the Development Department without the necessity of going through the full platting or replatting process. The adjustments may be allowed due to encroachments, setback requirements, legitimate boundary disputes, or similar circumstances. This process can be done by submitting an affidavit for minor boundary line adjustments with a surveyed exhibit attached for approval by the Development Department before recording.

Section 3. Resubdivisions.

- a. The subdivision of any lots, tracts, or parcels, or the relocation or addition of roads within a subdivision shall be considered a new subdivision and a plat shall be prepared and submitted in compliance with the requirements for subdivisions as set forth in this Resolution.

Section 4. Disclosure Statement.

- a. A full disclosure statement shall be submitted for review and approval by the Planning Commission and Board of County Commissioners (BOCC) prior to approval of every final plat, and as approved, recorded with the final plat.
- b. Disclosure statements shall provide information about the following:
 - (1) Road construction and continuing maintenance including snow removal responsibility.
 - (2) Water supply, known well information, statement on status of or lack of any water rights in the subdivision. Statement that subdivision purchasers are not allowed to use water out of any ditch or stream without a water

right and statement that wells are required to be registered with the State Engineer.

- (3) Sewage disposal methods and permits required.
- (4) Statement on where copies of the covenants may be obtained.
- (5) If applicable, information on the homeowners association and/or improvements and service district.
- (6) Solid waste disposal availability.
- (7) Fire protection availability.
- (8) Statement if any of the land is subject to flooding.
- (9) Zoning certificates and building permits required; apply at the County Development Department.
- (10) Postal service, mail delivery points.
- (11) Service providers for cable TV, telephone, and electricity with addresses and phone number.
- (12) Other items such as disposition of mineral rights and grazing rights.

CHAPTER 9
PUBLIC SITES AND OPEN SPACES

Section 1 Requirements of Dedication. The County reserves the right, upon the consideration of the proposed plat, to require:

- a. Conveyance of school sites as recommended by the school district.
- b. Public or private dedication of park sites, open spaces, courses and flood ways, or similar areas where the Board of County Commissioners (BOCC) determines that such sites are reasonably necessary to serve the proposed subdivision and the future residents.

Section 2. Factors Concerning the Amount of Dedication.

- a. In determining the requirements for school sites, open space or park space, the Planning Commission and the Board of County Commissioners (BOCC) shall consider the following:
 - (1) School sites as designated by the school district involved;
 - (2) Density and lot size of the proposed subdivision;
 - (3) The location of the subdivision with respect to other public open spaces;
 - (4) Private open space may be designated in the proposed plat, provided that the private ownership and maintenance of the open space is adequately provided for by written agreement.
 - (5) Topographical concerns, unstable slopes, and other natural hazards.

CHAPTER 10
EXCEPTIONS, AMENDMENTS, SEPARABILITY, PENALTY, ADMINISTRATIVE
LIABILITY, ADOPTION

Section 1. Exceptions

- a. The Board of County Commissioners (BOCC) may authorize exceptions from the design standards and this Resolution in cases where, due to exceptional topographical conditions or other conditions peculiar to the site or other conditions or circumstances an unnecessary hardship is placed on the subdivider. Such an exception shall not be granted if it would be detrimental to the public goals established in the adopted County Development Plan, County Zoning Resolution, this Resolution, or impair the intent and purposes of this Resolution.
- b. A request for exceptions shall be submitted in writing and will be referred to the Planning Commission for comments and recommendations prior to any action being taken by the Board of County commissioners (BOCC). The findings and actions of the Board of County Commissioners (BOCC) with respect to each exception request shall be stated in writing in the minutes of the Board of County Commissioners (BOCC).

Section 2. Amendments.

- a. From time to time the Board of County Commissioners (BOCC) may amend this Subdivision Regulation Resolution. Amendments shall be made in conformance with W.S. 18-5-301 et. Seq., and the Wyoming Administrative Procedures Act, WE 16-1-101 et. Seq.

Section 3. Separability

- a. If any provision of this Resolution is declared to be invalid by a decision of any court of competent jurisdiction:
 - (1) Any such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and
 - (2) Such decision shall not affect, impair, or nullify this Resolution as a whole or any other part thereof, and the remainder shall remain in force.
- b. If the application of any provision of this Resolution to any tract of land is declared to be invalid by a decision of a court of competent jurisdiction:

- (1) The effect of such decision shall be limited to that tract of land immediately involved in the controversy, action or proceeding in which the judgment or decree of invalidity was rendered; and
- (2) Such decision shall not affect, impair, or nullify this Resolution as a whole or the application of any provision thereof, to any other tract of land.

Section 4. Penalty.

- a. Pursuant to W.S. 18-5-314 any person who willfully violates any provisions of this Resolution and any person who, as an agent for a subdivider, developer, or owner, of subdivided lands, offers for sale any subdivided lands or subdivisions without first complying with the provisions of this Resolution shall upon conviction be fined not more than five hundred dollars (\$500.00) or be imprisoned in the County jail for not more than thirty (30) day of or be punished by both fine and imprisonment. Each day of violation constitutes a new offense.

Section 5. Enforcement.

- a. Pursuant to W. S. 18-5-312, the provisions of this article are enforceable by all appropriate legal remedies including but not limited to injunctive relief or a writ of mandamus.

Section 6. Subdivision Appeal Process.

- a. Administrative Actions Appealable

Any person aggrieved by any written determination, interpretation, decision, or similar action by the County Development Department under the provisions of these Subdivision Regulations may appeal such action to the Planning Commission. Determinations subject to public hearing review pursuant to these regulations are not appealable under this process. Actions which may be reviewed included determination of whether a division is reviewed as a simple or major subdivision.

- b. Planning Commission Actions Appealable

Decisions of the Planning Commission may be appealed to the Board of County Commissioners (BOCC).

c. Filing Requirements

Appeals shall be in writing, and shall state the basis of the appeal. Appeals shall be filed with the County Development Department not later than the tenth (10) calendar day following the date of the action from which an appeal is taken.

d. Time Limitation and Vote – Planning Commission

The Planning Commission shall determine and appeal not later than its second regular meeting following the date on which the appeal was filed in the County Development office.

e. Time Limitation and Vote – Board of County Commissioners

The Board of County Commissioners (BOCC) shall determine an appeal not later than its second regular meeting following the date on which the appeal was filed with the Planning Commission.

f. Failure of Appellate Body to Act-

Failure of the Planning Commission or Board of County Commissioners (BOCC) to act within the time specified shall sustain the determination being appealed.

APPENDIX A DEFINITIONS

Affidavit - A signed statement, sworn to by the person making a personal appearance before the notary.

Block – A piece or parcel of land entirely surround by public highway, roads, streams, parks, etc., or a combination thereof.

Board – Shall mean the Natrona County Board of County Commissioners.

Building Site - The specific location of a proposed or existing structure.

Commission – Shall mean the Natrona County Planning Commission.

Comprehensive Plan, County – The duly adopted plan for the future growth, protection and development of the County.

Comprehensive Plan, Municipal – Any plan or set of plans duly adopted, for the future growth, protection and development of the municipalities.

County – Natrona County, Wyoming.

Easement – A recorded right or privilege to use a certain portion of land for a specific purpose or purposes, which runs with the land.

Encumbrance – A mortgage, lien, charge or liability attached to and binding upon real property, including easements, rights-of-way and delinquent taxes and assessments.

Engineer – a licensed professional engineer registered with the State of Wyoming.

Final Plat – The map or maps and specified supporting materials to be recorded with the County Clerk, drawn and submitted in accordance with the requirements of this Resolution.

Flag Lot – A lot which is located behind lots which front on the public roadway and is connected to the roadway by means of a narrow corridor.

Floodplain - The 100 year floodplain as identified in the most recent County Floodplain Regulation.

Lot or Tract – The unit into which land is divided on a subdivision plat or deed for sale, lease or separate use, either as an undeveloped or developed site, regardless of how it is conveyed. A tract is often a large unit of land within a subdivision which is not intended as a building site.

Lot Through – Lots which front on one public road and back on another.

Mobile Home Park – a parcel (or contiguous parcels) of land divided into three or more mobile home lots for rent or lease for which the construction of facilities for servicing the lot on which the mobile home is to be affixed (including, at a minimum, the installation of utilities, either final site grading or the pouring of concrete pads, and the construction of streets).

Municipality – An incorporated City or Town, including all property within its corporate limits.

Open Space – Lands not developed and deemed suitable by the County to be dedicated as part of parks and open space requirements of this Resolution.

Parcel - A continuous area of land not within a platted subdivision owned by and recorded as property of the same person or single entity.

Permanent Monument – Any structure or masonry and/or metal marker permanently placed on or in the ground, including those expressly placed for surveying reference.

Plat – As used in this Resolution “plat” shall be a map of certain described tracts of land prepared in accordance with this Resolution as an instrument for recording of subsequent real estate transactions by the County Clerk.

Preliminary Plat – The map or maps of a proposed subdivision and specified supporting materials, drawn and submitted in accordance with the requirements of this Resolution, to permit the evaluation of the proposed prior to detailed engineering or design.

Public or Community Water or Sewer – Municipal, city or town, or quasi-municipal (such as a water or sanitation district) operating water distribution lines, sewer lines and treatment facilities.

Public Road – A right-of-way dedicated for use of the public but not necessarily maintained by the County.

Quasi-public use – A use affecting a population or a community (Library, Courthouse etc.)

Resubdivision – the alteration of any existing lot or lot boundaries, any roads, alleys or other change from the subdivision plat recorded in the office of the County Clerk.

Reverse Frontage – A corner lot on which the building fronts on the side street, facing the street perpendicular to the street on which the remainder of the buildings on the block faces.

Road – An avenue, boulevard, road, lane parkway, viaduct, alley, or other way for movement of vehicular traffic which includes the land between right-of-way lines, whether

improved or unimproved, and may comprise pavement, shoulder, gutter, sidewalks, parking areas and other areas within the right-of-way, see Ch. 7 for standards.

Roadway or Road – The surfaced portion of the road right-of-way designed for vehicular traffic. Also see public right-of-way.

Road Right-of-Way – That portion of land dedicated for roadway and utility purposes.

- (a) Private-A roadway not dedicated to the use of the public but only the property owner or owners.
- (b) Public-A roadway with a right-of-way dedicated to the use of the public, which allows anyone to use the road and allows for emergency and law enforcement access. The County may not maintain these Rights-of-way.
- (c) County-A roadway officially established by the county for the use of the public and operated and maintained under the authority of state statutes.

Sell – Or sale, includes sale as evidenced by the delivery of a deed, contract for deed, lease, assignment, auction or award by lottery concerning a subdivision or any part of a subdivision.

Sewage System – means all pipelines, conduits, pumping stations, force mains and other constructions used for collecting or conducting wastes to a treatment plant or disposal system; any plant or other works used for the purpose of treating, stabilizing or holding wastes; and any system used for disposing of waste, either by surface or underground methods, including any treatment plant, disposal well and absorption fields.

Subdivider or Developer – A person who lays out any subdivision or parts thereof for the account of the subdivider or other.

Subdivision – The creation or division of a lot, tract, parcel or other unit of land for the immediate or future purpose of sale, building development or redevelopment, for residential, recreational, industrial, commercial or public uses. The word “subdivide” or any derivative thereof shall have reference to the term subdivision, including mobile home courts, the creation of which constitutes a subdivision of land.

Subdivision Development Agreement – One or more agreements which are entered into by the County to secure the construction of such public or private improvements as are required by this Resolution or agreements between the subdivider and the County.

Unincorporated Area – That area of the County not within the limits of an incorporated city or town.

Unit of Land – A contiguous unit of land with continuous boundary established by a common ownership as existed on October 31, 1975. Easements and rights-of-way shall not be construed as property boundaries creating separate units of land.

Water supply system – includes development of the source and all structures for conveyance of raw water to the treatment plant or delivery systems; all water treatment plants including disinfection facilities; water supply systems used for irrigation and stock water; and all finished water delivery systems including pipelines, pumping stations and finished water storage facilities.

APPENDIX B
SIMPLE SUBDIVISION
Application Form

A simple subdivision is a division of one parcel into two parcels, either of which is under 35 acres and not part of a previously platted subdivision. Provides for an adequate public record of the division, in a less complicated process than a major division.

APPLICATION INSTRUCTIONS

This is an application for a simple subdivision on the parcel of land described hereon. 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 record of survey – See Appendix M, Natrona County Subdivision Regulations.

(The County Development Director shall waive the record of survey requirement when aliquot parts are created such as when all parcels created by the division are either section quarters or quarter-quarters or are government resurvey lot or tracts or combinations of these).

A copy of the warranty deed is required.

Application fee, as determined by Board of County Commissioner Resolution. The County Surveyor fees shall be reimbursed prior to 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 County Surveyor fees. These fees are in addition to the recording fees.

	Applicant		Owner
1.	Name: _____	Name: _____	_____
2.	Address: _____	Address: _____	_____
3.	Phone: _____	Phone: _____	_____
4.	Explain why you are requesting the simple subdivision, detail the proposed use:		

5. Legal description, acreage and PID (Parcel Identification Number).

6. Current Zoning of property: _____

7. Type of sewage disposal: Public ___ Septic ___ Holding Tank ___ Other ___

8. Source of Water: _____

9. This property was purchased from: _____

10. 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 our knowledge. Granting this request does not presume to give authority to violate or cancel the provision 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: _____ Date: _____
(Signature)

Owner: _____ Date: _____
(Signature)

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 hereon. 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 reproducible 11" x 17" copy.

Two (2) copies of Proof of Ownership of the proposed subdivision (see Appendix H)

Eight (8) copies of a 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 a different sheet)

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

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

- | | |
|-----------------------------|----------------------|
| 1. Applicant:
Name _____ | Owner:
Name _____ |
| 2. Address _____ | Address _____ |
| 3. Phone _____ | Phone _____ |

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

5. 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).

6. Current zoning of property _____

7. Type of sewage disposal Public ___ Septic ___ Holding Tank ___ Other ___

8. Source of Water _____

9. This property was purchased from _____

10. 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 of 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.

Applicant _____
(Signature)

Date

Owner _____
(Signature)

Date

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, an 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 than 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.

6. Applicant:	Owner:
Name _____	Name _____
7. Address _____	Address _____
8. Phone _____	Phone _____

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

10. 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).

11. Current zoning of property _____

12. Type of sewage disposal Public ___ Septic ___ Holding Tank ___ Other ___

13. Source of Water _____

14. This property was purchased from _____

15. 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

Owner _____
(Signature) Date

APPENDIX E
MOBILE HOME PARK – PRELIMINARY PLAT

Application Form

(ref. Chapter 6, 2013 Subdivision Regulations)

APPLICATION INSTRUCTIONS

This is an application for a mobile home park on the parcel of land described hereon. 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 E). Please submit eight (8) full size (24" x 36") and one reproducible 11" x 17" copy.

Two (2) copies of Proof of Ownership of the proposed subdivision (see Appendix H)

Eight (8) copies of a summary statement containing:

- a. Plot plan for individual mobile homes at a scale of 1"=10';
- b. Typical street and walk sections;
- c. The number, location and size of all mobile home spaces;
- d. Location and width of roadways, sidewalks and pedestrian ways;
- e. The location and width of right-of-way and easements;
- f. The location and size of automobile parking lots and recreational areas;
- g. The location of service buildings and any other proposed structures;
- h. 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;
- i. Methods to be used for sewage and garbage disposal;

- j. Information concerning established flood plains on the property from the Natrona County Flood Regulations;
- k. Information concerning storm water treatment and management, if applicable and as may be required by law;
- l. 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.

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.

Applicant Name: _____ Owner Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Legal description and size of property (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

Owner _____

(Signature)

Date

APPENDIX F
MOBILE HOME PARK – FINAL PLAT

APPLICATION INSTRUCTIONS

This is an application for a **mobile home park** on the parcel of land described hereon. 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 final plat (see Appendix F). 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.

Eight (8) copies of any covenants proposed by the developer.

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 of County Commissioners (BOCC).
- b. 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.
- 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, warranty deed to Natrona County conveying to the County all public lands other than roads shown on the plat.
- f. 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, roads and roadways. The applicant shall provide an irrevocable 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.

Applicant Name: _____ Owner Name: _____

Address _____ Address _____

Phone _____ Phone _____

Legal description and size of property (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 _____

Owner _____
(Signature) _____ Date _____

**APPENDIX G
NOTICE OF INTENT OF 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 _____ intend to apply for a Subdivision Permit

(owners)

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 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 or 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 a 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 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 in 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 be delivered in a GIS format following the GIS data schema. To obtain a copy of the 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 specifications 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 1983 (2011)
(AutoCAD)

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 coordinate system referenced in Appendix U following the specified format: Easting, Northing, Elevation, and Location Description/Code.
5. A minimum of two control point 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 County’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. The subdivision boundary shall be a closed polyline. All lot easement lines shall be composed of single lines. All lot, and easement lines shall be broken by vertices only at intersection lines. 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-MONUMNET
		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 lines 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, and 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

**Appendix I Layering
Format of Data for Digital Submittal (Check One):**

- CAD (.DWG) format(Versions up to 2010).
- Shapefile (.SHP) format (Version 9.2 – 10.5.1)
- File Geodatabase (.GDB) format (Version 9.2 – 10. 5.1)

Basis of Bearings and Coordinate Reference

- Horizontal Control: NAD 1983 (2011) State Plane Wyoming East Central FIPS 4902 Feet.
- Vertical Control: North American Vertical Datum of 1988 (NAVD 88).

Data Layering Requirements

	File of the entire map submittal area	Layers description file/sheet
Final Maps, Parcel Maps, and Subdivision Plats	<input type="checkbox"/>	<input type="checkbox"/>
Site Plans	<input type="checkbox"/>	<input type="checkbox"/>

Media Information Requirements

- Drawing No.: _____
- Project Name/No: _____
- Submission Type: _____ Date: ___ / ___ / ___
- Type of Drawing: Draft Preliminary Final
- Company: _____
- Contact Name: _____
- Telephone No.:(____) - ____ - _____
- Email Address: _____

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.*

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 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 a 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 shore line 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 license Wyoming engineer, certifying as to the adequacy and safety of the sewage disposal system proposed for the subdivision, including the 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".

Surveyor, LS number

The approval by the Commission shall be as follows:

“Approved by the Natrona County Commission this ____ day of _____ 20 ____”.

Attest: County Clerk Chairman of the Commission

Approval by any incorporated City or Town, if pertinent (within one mile of the proposed subdivision), in accordance with Wyoming Statutes, Section 18-5-308 wording shall be as follows:

“Approved by the (City or Town) Council of (name of City or Town) this ____ day of ____ 20 ____”.

Attest: City or Town Clerk for Mayor

The approval by the Board shall be as follows:

“Approved by the Natrona County Board this ____ day of _____ A.D. 20 ____

Attest: County Clerk for Chairman

**APPENDIX M
RECORD OF SURVEY REQUIREMENTS
AND
SURVEY AND MONUMENTATION REQUIREMENTS**

1. Records of survey to be recorded shall be legibly drawn, printed or reproduced with permanent ink, and shall be a minimum of eleven inches by seventeen inches (11 X 17). Records of survey to be filed shall be legibly drawn, printed or reproduced with permanent ink and shall meet the requirements of W.S. 33-29-139.
2. One (1) signed reproducible copy of a stable base shall be submitted.
3. Whenever more than one (1) sheet must be used to accurately portray the land divided or property boundaries realigned, each sheet must show the number of that sheet, and the total number of sheets included. All certifications shall be shown or referenced on one (1) sheet.
4. The Record of Survey shall show or contain on its face, or on separate sheets referenced on its face, the following information:
 - A. A title block including the township, range, principal meridian, County, and state of the surveyed land. Space shall be provided on the Record of Survey for the clerk and recorder's filing information.
 - B. North arrow;
 - C. Scale or Scale bar;
 - D. All monuments found, set, reset, replaced or removed describing their kind, size, location and giving other data related thereto;
 - E. The location of any corners of sections or divisions of sections pertinent to the survey;
 - F. The grid or geodetic bearings, distances, and curve data of all perimeter boundary lines shall be indicated;
 - G. At least two north/east coordinates (State Plane Wyoming East Central Zone, NAD83, NAVE88; US Survey Foot) 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.
 - H. Data on all curves sufficient to enable the re-establishment of the curves on the ground;

- I. Lengths of all lines shown to at least one-hundredth (1/100) of a foot, and all angles and bearings shown to at least the nearest second;
- J. All parcels created by the survey, designated by number or letter, and the dimensions and area of each parcel (Excepted parcels shall be marked "Not a part"); and roads.
- K. Provide the convergence angle and combine factor for these points referenced on the plat
- L. The signature and seal of the Professional Land Surveyor responsible for the survey.

Platted lot splits shall include the following additional information:

1. Location of all structures and small waste systems on all parcels, if any;
2. Location and dimensions of the lot to be split;
3. Proper monumentation.

Record of Survey shall be signed by the Owner(s), the County Development Planner and the County Surveyor.

SURVEY AND MONUMENTATION REQUIREMENTS FOR RECORD OF SURVEY PLAT

1. Survey and Monumentation.
 - (a) Survey plat description of the perimeter of the proposed subdivision including ties to existing section monuments of record and description of monuments.
 - (b) Permanent reference monuments shall be set on the external boundary of the subdivision and for all lot and block corners.
 - (c) Subdivision boundary control and monumentation shall, unless otherwise modified herein, comply with the most recent applicable portions of the Rules and Regulations of the Board of Registered Professional Land Surveyors (BOPELS). Accuracy of surveys shall be such that closures better than one part in ten thousand are obtained for the perimeter.
 - (d) Where section lines or section subdivision lines form part of the boundaries of the Public Land Survey System (PLSS), the pertinent detailed information shall be shown on the plat.

2. Certification and Approval Statements. All signatures shall be made in black drawing ink.

**APPENDIX N
RECORD OF SURVEY AFFIDAVIT**

I, (Surveyor's Name) _____, a Professional Land Surveyor, License No. _____, do hereby certify that this plat was made from notes taken during an actual survey made under my direct supervision during (insert date), and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.

Surveyor's Signature

Surveyor's Stamp

Surveyor's Name, P.L.S. No. and Expiration Date

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 demonstration

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 demonstrate 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 drainfield 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 the 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
 - b. The proposed disposal of water not consumed, including water obtained under permits, storm drainage, dewatering, sewage and other wastewater sources;
 - c. A delineation of primary sources of water, secondary sources and occasional or seasonal sources;
 - d. Graphic location of all water supply sources including wells, raw water intakes, treatment facilities, treated water storage facilities and ponds;
 - e. Documentation of all data sources on the occurrence and availability of surface and groundwater;
 - f. Historic stream flows and well levels;
 - g. Senior water rights;
 - i. Flood damage and flood protection;
 - j. Impact of and protection from supply shortages.
- F. 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;
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; and
4. Plans for the mitigation of water right conflicts resulting from the use of water within the proposed subdivision.

G. 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.

H. A plan, a copy of which was submitted to and approved by the state engineer prior to 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

I. 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 Q
COUNTY ROAD APPROACHES
REQUIRED ROADWAY SECTIONS**

(AVAILABLE IN HARD COPY FORMAT ONLY AT THIS TIME)

APPENDIX R

SUBDIVISION DEVELOPMENT AGREEMENT

This SUBDIVISION DEVELOPMENT AGREEMENT hereinafter referred to as this "Agreement", dated _____, is made and entered into by and between the Board of County Commissioners, Natrona County, Wyoming, hereinafter referred to as "County", and _____, hereinafter referred to as "Subdivider."

I. GENERAL

1.1 Purpose. The purpose of this Agreement is to provide for the completion of the Subdivision Improvements as hereinafter defined, for the Subdivision, as hereinafter defined.

1.2 Recitals.

(a) "Subdivider" is a person who lays out any subdivision or parts thereof for the account of the subdivider or other.

(b) The Subdivision Resolution of the County requires the execution of a subdivision development agreement between the County and Subdivider whereby Subdivider agrees to construct any required improvements for the Subdivision and to provide security for completion of the Subdivision Improvements.

(c) This Agreement will provide for the completion of the Subdivision Improvements within the Subdivision and will protect the County from the cost of completing the Subdivision Improvements.

(d) This Agreement is not executed for the benefit of third parties such as, but not limited to, materialmen, laborers or others providing work, services or materials for the Subdivision Improvements or lot or home buyers in the Subdivision.

1.3 Subdivision. The "Subdivision" shall mean the creation or division of a lot, tract, parcel or other unit of land for the immediate or future purpose of sale, building development or redevelopment, for residential, recreational, industrial, commercial or public uses.

1.4 Subdivision Improvements. The "Subdivision Improvements" shall mean access, features infrastructure and areas, if any, set forth and described on the Plans, as hereinafter defined. The Subdivision Improvements and phasing are listed, together with the estimated costs thereof, on each Exhibit A—Engineer Cost Estimate attached hereto.

II. CONSTRUCTION OF SUBDIVISION IMPROVEMENTS.

2.1 Agreement to Construct. Subject to and in accordance with the terms and provisions of this Agreement, Subdivider agrees to cause the Subdivision Improvements to be constructed and completed at its expense, in accordance with the Plans.

2.2 Final Plat Approval as Condition. The obligation of the Subdivider to construct and complete the Subdivision Improvements is conditioned upon and shall arise only upon approval of the Final Plat of the Subdivision by the Board of County Commissioners.

2.3 Commencement of Construction. Subdivider shall commence construction and installation of each Phase of the Subdivision Improvements within 60 days from the date of receipt by the County of security for 115% of the full amount of the construction cost of said Phase(s) as identified on the applicable Exhibit A—Engineer Cost Estimate attached to this Agreement and made a part hereof.

2.4 Completion Date. Said Phase(s) shall be completed within nine months after the date of receipt of security for said Phase(s) ("Completion Date"). The Completion Date may be extended with the approval of the Natrona County Development Department, which approval shall not be unreasonably withheld.

2.5 Construction Standards. The Subdivision Improvements shall be constructed in accordance with the Plans approved by the authorities responsible for reviewing said improvements and, to the extent not otherwise provided in the Plans, in accordance with said authorities' ordinances, Resolutions, and regulations.

2.6 Warranties of Subdivider. Subdivider hereby represents and warrants that the Subdivision Improvements will be installed in a good and workmanlike manner and in substantial compliance with the Plans and requirements of this Agreement and shall be substantially free of defects in materials and workmanship. These warranties of Subdivider shall remain in force and effect as to any completed Phase of the Subdivision Improvements until the lapse of two years after Preliminary Acceptance of such Phase of the Subdivision Improvements as hereinafter provided in this Agreement.

2.7 Title to Subdivision Improvements. All Subdivision Improvements shall be constructed within private roads, streets or easements shown in the approved Phase Plat for each Subdivision Phase. Subdivision Improvements for private roads shall be in compliance with applicable Natrona County Road Standards.

III. SECURITY FOR COMPLETION.

3.1 Deposit of Security for Subdivider Obligations. To secure the performance of the obligations of Subdivider under this Agreement to complete the Subdivision Improvements for the Subdivision, Subdivider shall deposit with the County an irrevocable letter of credit or performance bond with provisions as hereinafter set forth. The letter of credit or performance bond shall be deposited after approval of the Phase Plat for each

Subdivision Phase and shall be 115% of the estimated cost to construct each Phase which the Subdivider has indicated on the approved Final Plat. No conveyance or transfer of title to any lot, lots, tract or tracts of land within a Phase with uncompleted Subdivision Improvements shall be made, nor any building permit issued, unless an approved letter of credit or performance bond has been deposited with the County or unless all public improvements have been completed and an irrevocable letter of credit or performance bond in the amount of 115% of the estimated cost of said improvements has been deposited with the County as provided in Section 4.2 below. The irrevocable letter of credit or performance bond shall be retained by the County until satisfaction of Subdivider's obligations under this Agreement or earlier release by the County.

3.2 Provisions for Irrevocable Letters of Credit. A **irrevocable** letter of credit or performance bond for a Phase shall be in an amount equal to 115% of the estimated cost to construct that Phase. The letters of credit shall be issued by _____. Issuers of letters of credit shall meet applicable federal and state requirements to do business in Wyoming. Letters of credit shall have an expiration date no earlier than two years after their date of issue; and shall provide that they may be drawn upon from time to time by the County in such amount or amounts as the County may designate as justified, such amounts not to exceed, in the aggregate, the amount of the letter of credit. Draws under any such letter of credit shall be made by a certificate signed by the Chairman or Acting Chairman of the Board of County Commissioners of Natrona County stating that the County is entitled to draw the specified amount under the terms of this Agreement. The right of the County to draw on any letter of credit shall be as provided in, and subject to, the provisions of Sections 5.1 through 5.6 of this Agreement.

3.3 Recording of Agreement. After approval of the Final Plat of the Subdivision by the Board of County Commissioners of Natrona County, this Agreement shall be recorded in the office of the County Clerk of Natrona County. Upon Final Acceptance of all of the phased Subdivision Improvements by the County, the County shall deliver to Subdivider a recordable executed document which shall release all property within the Subdivision from any further effect of this Agreement.

IV. ACCEPTANCE OF SUBDIVISION IMPROVEMENTS AND RELEASE OF SECURITY.

4.1 Preliminary Acceptance. Upon the satisfactory completion of the Subdivision Improvements in any given Phase of the Subdivision, Subdivider shall be entitled to obtain preliminary acceptance thereof by the County ("Preliminary Acceptance") in accordance with the following provisions.

Upon such completion, the Subdivider's engineer shall provide a written statement that the improvements have been completed and meet all County or other applicable standards. The Subdivider shall give written notice to the County requesting an inspection of the completed Subdivision Improvements ("Preliminary Inspection Notice"). The County, acting through officials designated by the Board, shall inspect the completed

Subdivision Improvements within fourteen days after receipt of the engineer's written statement, and, if it is found that the specified improvements have been completed substantially in accordance with the Plans and the other requirements of this Agreement, the County shall issue a letter evidencing Preliminary Acceptance within fourteen days after the inspection.

If, upon inspection of the completed Subdivision Improvements, the County finds that the specified improvements have not been completed substantially in accordance with the Plans and the other requirements of this Agreement, the County shall issue a written notice of noncompliance within fourteen days after the inspection specifying the respects in which the completed Subdivision Improvements have not been completed substantially in accordance with the Plans and the other requirements of this Agreement. Subdivider shall thereupon take such action as is necessary to cure any noncompliance and, upon curing the same, shall give a new Preliminary Inspection Notice to the County. Upon the giving of such a new Preliminary Inspection Notice, the foregoing provisions of this Section 4.1 shall be applicable as if the new Preliminary Inspection Notice were a Preliminary Inspection Notice under the foregoing provisions of this Section 4.1.

4.2 Partial Release of Security. At the time of Preliminary Acceptance of completed Subdivision Improvements for each Subdivision Phase, the County shall issue a written partial release of the letter of credit or performance bond and the plat restriction provided in Section 3.1. The amount to be released for the completed Subdivision Improvements in each Subdivision Phase shall be equal to the amount shown on the applicable Exhibit A—Engineer Cost Estimate as a subtotal, reflecting the estimated cost of the Subdivision Improvements for the completed Phase. The foregoing partial release shall not include the 15% contingency portion ("Warranty Security") of the total amount of the irrevocable letter of credit or performance bond deposited with the County pursuant to Section 3.1 hereof. Partially released irrevocable letters of credit with an unreleased Warranty Security shall continue in effect during the two-year warranty period following Preliminary Acceptance of the completed Subdivision Improvements for the completed Phase.

4.3 Maintenance Prior to Final Acceptance. Until Final Acceptance by the County of the Subdivision Improvements, Subdivider shall, at Subdivider's expense, make all needed repairs or replacements to the Subdivision Improvements required on account of defects in materials or workmanship and shall be responsible for ordinary repairs and maintenance thereof including street sanding, snow removal, and cleaning.

4.4 Final Acceptance. At the end of the two-year warranty period for each completed Phase of the Subdivision Improvements, Subdivider shall be entitled to obtain final acceptance thereof by the County ("Final Acceptance") in accordance with the following provisions.

No later than 60 days prior to the expiration of the warranty period for any Phase of the Subdivision Improvements, Subdivider shall give written notice to the County requesting a final inspection of such Phase of the Subdivision Improvements ("Final Inspection Notice"). The County shall inspect such Phase of the Subdivision Improvements within fourteen days after receipt of the Final Inspection Notice and, if the County finds that the

Phase of the Subdivision Improvements is substantially free of defects in materials and workmanship and has been repaired and maintained as and to the extent required in this Agreement, the County shall issue a letter evidencing Final Acceptance of the Phase of the Subdivision Improvements.

If, upon final inspection of a Phase of the Subdivision Improvements, the County finds that the Phase of the Subdivision Improvements is not substantially free of defects in materials and workmanship or has not been repaired and maintained as required under this Agreement, the County shall issue a written notice of noncompliance within fourteen days after the final inspection specifying the respects in which the Subdivision Improvements are not substantially free of defects in materials and workmanship or have not been repaired and maintained as required under this Agreement. Subdivider shall thereupon take such action as is necessary to cure any noncompliance and, upon curing the same, shall give a new Final Inspection Notice to the County. Upon the giving of such new Final Inspection Notice, the foregoing provisions of this Section 4.4 shall be applicable as if the new Final Inspection Notice were a Final Inspection Notice under the foregoing provisions of this Section 4.4.

At the time of Final Acceptance of the Subdivision Improvements for a Phase in the Subdivision, Subdivider shall be entitled to a release of the Warranty Security for that Phase. The release shall be in writing, signed by the Chairman of the Board of County Commissioners, or an authorized delegatee.

V. DEFAULTS AND REMEDIES

5.1 Default by Subdivider. A default by Subdivider shall exist after notice and hearing and an opportunity to cure as hereinafter provided if:

Subdivider fails to construct the Subdivision Improvements in substantial compliance with the Plans and the other requirements of this Agreement;

Subdivider fails to complete construction of the Subdivision Improvements by the Completion Date provided herein as the same may be extended;

Subdivider fails to cure any noncompliance specified in any written notice of noncompliance within a reasonable time after receipt of the notice of noncompliance;

Subdivider otherwise breaches or fails to comply with any obligation of Subdivider under this Agreement;

Subdivider becomes insolvent, files a voluntary petition in bankruptcy, is adjudicated a bankrupt pursuant to an involuntary petition in bankruptcy, or a receiver is appointed for Subdivider;

Subdivider fails to maintain in full force and effect a letter of credit or performance bond in the amounts specified in this Agreement. Notice of default as to any Phase of the Subdivision Improvements must be given prior to expiration of the warranty period for such Phase of the Subdivision Improvements as hereinafter provided.

5.2 Notice and Hearing. In the event a default by Subdivider is believed to exist, the County shall give written notice thereof to Subdivider, specifying the default and setting a date for hearing before the Board of County Commissioners to determine the existence of the default. The hearing shall be no less than fourteen days after the receipt by Subdivider of the notice of default from County. Within 30 days after such hearing, the Board of County Commissioners shall determine whether or not a default exists and, if so, shall specify a reasonable time within which Subdivider shall be required to cure the default.

5.3 Remedies of County. If the Board of County Commissioners, after notice and hearing as aforesaid, determines that a default by Subdivider exists, and if Subdivider fails to cure such default within the time specified by the Board of County Commissioners, the County shall be entitled to make a draw on the letter of credit or performance bond for the amount reasonably determined by the County to be necessary to cure the default in a manner consistent with the approved Plans up to the face amount of the letter of credit or performance bond; and sue the Subdivider for recovery of any amount necessary to cure the default over and above the amount available under the letter of credit.

5.4 County Right to Complete Subdivision Improvements. The right of the County to complete or cause completion of the Subdivision Improvements as hereinabove provided shall include the following rights: The County shall have the right to complete the Subdivision Improvements, in substantial accordance with the Plans, the estimated construction costs, and other requirements of this Agreement, either itself or by contract with a third party or by assignment of its rights to a successor subdivider who has acquired the Subdivision by purchase, foreclosure, or otherwise. The County, any contractor under the County, or any such successor subdivider, their agents, subcontractors and employees shall have the non-exclusive right to enter upon the streets and easements shown on the Preliminary Plat and approved Phase Plat(s) of the Subdivision and upon any part of the Subdivision owned by Subdivider for the purpose of completing the Subdivision Improvements.

5.5 Use of Funds by County. Any funds obtained by County under a letter of credit, or recovered by the County from Subdivider by suit or otherwise, shall be used by the County to pay the costs of completion of the Subdivision Improvements substantially in accordance with the Plans and the other requirements of this Agreement and to pay the reasonable costs and expenses of the County in connection with the default by Subdivider, including reasonable attorneys' fees, with the surplus, if any, to be returned to Subdivider.

5.6 Protection of Innocent Purchasers. The letter of credit furnished to the County under this Agreement is designed to assure completion of the Subdivision Improvements and to protect the County from bearing the cost of completing the Subdivision

Improvements. Accordingly, the County shall have recourse only under the letter of credit and against the Subdivider and the successors and assigns of Subdivider in its capacity as subdivider of the Subdivision and shall not have recourse against third parties who purchase lots or acquire interests in the Subdivision other than those who acquire lots or interests as a successor or assignee of Subdivider in its capacity as subdivider of the Subdivision.

VI. MISCELLANEOUS.

6.1 Indemnification. To the extent permitted by law, Subdivider shall indemnify and save harmless the County from any and all suits, actions, claims, judgments, obligations, or liabilities of every nature and description which arise from an event or occurrence prior to the date of Final Acceptance and which are caused by, arise from, or on account of the construction and installation of the Subdivision Improvements; and any and all suits, actions, claims, or judgments which arise from an event or occurrence prior to the date of the Final Acceptance and which are asserted by or on behalf of contractors or subcontractors working in the Subdivision, lot owners in the Subdivision, or third parties claiming injuries resulting from defective improvements constructed by Subdivider. This indemnification shall not apply to claims arising from the negligent acts or omissions of County. Subdivider shall pay any and all judgments rendered against the County on account of any such suit, action, or claim, together with all reasonable expenses and attorneys' fees incurred by the County in defending such suit, action, or claim. The County shall, within fifteen days after being served with any such claim, suit, or action, notify the Subdivider of its reliance upon this indemnification and provide Subdivider with a copy of all documents pertaining to the claim or cause of action. The Subdivider may provide proper legal representation for the County in said action, in which case the Subdivider shall not be responsible for any additional legal fees incurred by the County. The County agrees that the Subdivider may also, on its own behalf, become a party to any such action and the County agrees to execute any documents as may be necessary to allow the Subdivider to be a party. The Subdivider is not an agent or employee of the County.

6.2 Insurance. Subdivider and all contractors engaged in the construction of the Subdivision Improvements shall comply with all applicable federal, state and local laws. Before proceeding with the construction of improvements, Subdivider shall provide the County with written evidence of property damage insurance and bodily injury insurance in an amount of not less than Four Hundred Thousand Dollars each, or such other maximum amount of liability as may be specified in the Wyoming Governmental Claims Act, Wyo. Stat. 1-39-101 through 1-39-120, protecting the County against any and all claims for damages to persons or property resulting from construction and/or installation of any Subdivision Improvements pursuant to this Agreement. The policy shall provide that the County shall be notified at least thirty days in advance of any reduction in coverage, termination, or cancellation of the policy. Such notice shall be sent by certified mail to the County, return receipt requested. Subdivider agrees that any contractors engaged by or for Subdivider to construct the Improvements shall maintain public liability coverage in limits not less than those described above.

6.3 No Third Party Beneficiaries. Except as herein provided, no person or entity, other than a party to this Agreement, shall have any right of action under this Agreement including, but not limited to, lenders, lot or home buyers and materialmen, laborers or others providing work, services, or materials for the Subdivision Improvements.

6.4 Assignability. Subject to the provisions of Section 3.1 above, Subdivider may convey or transfer title or interests in the Subdivision without the consent of the County and a grantee or transferee of Subdivider shall not be obligated to fulfill any of the obligations of Subdivider under this Agreement unless such grantee or transferee is the successor or assignee of Subdivider in its capacity as subdivider of the Subdivision. Subdivider may assign its rights and obligations under this Agreement to a party who is the successor or assignee of Subdivider in its capacity as subdivider of the Subdivision without the consent of the County; provided, however, that (a) Subdivider notifies the County of the assignment and of the name and address of the successor subdivider; and (b) the successor Subdivider assumes the obligations of Subdivider under this Agreement. Unless otherwise agreed by County, Subdivider shall remain liable for performance of the obligations of Subdivider under this Agreement. The County shall release a letter of credit furnished by Subdivider if the County accepts new security from any successor Subdivider of the Subdivision.

6.5 No Automatic Further Approvals. Execution of this Agreement by the County shall not be construed as a representation or warranty that Subdivider is entitled to any other approvals required from the County, if any, before Subdivider is entitled to commence development of the Subdivision or to transfer ownership of property in the Subdivision.

6.6 Notices. All notices, consents or other instruments or communications provided for under this Agreement shall be in writing, signed by the party giving the same, and shall be deemed properly given and received when actually delivered and received personally, by messenger service, or by fax or telecopy delivery; on the next business day after deposit for delivery in an overnight courier service such as Federal Express; or three business days after deposit in the United States mail, by registered or certified mail with return receipt requested. All such notices or other instruments shall be transmitted with delivery or postage charges prepaid, addressed to the party at the address below for that party or to such other address as such party may designate by written notice to the other party:

If to Subdivider:

If to County:

Natrona County
Attn: Board of County Commissioners
200 N. Center St.
Casper, WY 82601

Natrona County Development Department
200 N. Center Street Ste. 202
Casper, WY 82601

6.7 Further Assurances. At any time, and from time to time, upon request of either party, the other party agrees to make, execute and deliver or cause to be made, executed and delivered to the requesting party any and all further instruments, certificates and documents consistent with the provisions of this Agreement as may, in the reasonable opinion of the requesting party, be necessary or desirable in order to effectuate, complete or perfect the right of the parties under this Agreement.

6.8 Binding Effect. Subject to Section 6.4 above, this Agreement shall run with the land and be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

6.9 Headings for Convenience. All headings and captions used herein are for convenience only and are of no meaning in the interpretation or effect of this Agreement.

6.10 No Implied Waivers. The failure by a party to enforce any provision of this Agreement or the waiver of any specific requirement of this Agreement shall not be construed as a general waiver of this Agreement or any provision herein nor shall such action act to estop the party from subsequently enforcing this Agreement according to its terms.

6.11 Severability. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of this Agreement as a whole or any part thereof other than the part declared to be invalid and there shall be substituted for the affected provision, a valid and enforceable provision as similar as possible to the affected provision.

6.12 No Waiver of Sovereign Immunity. Nothing contained in this Agreement shall constitute a waiver of the sovereign immunity of the County under applicable state law.

6.13 Consent to Jurisdiction and Venue. Personal jurisdiction and venue for any civil action commenced by either party to this Agreement with respect to this Agreement or a letter of credit shall be proper only if such action is commenced in the District Court for Natrona County, Wyoming. Subdivider expressly waives the right to bring such action in or to remove such action to any other court, whether state or federal.

6.14 Force Majeure. Neither party shall be liable for failure to perform hereunder if such failure is the result of Force Majeure and any time limit expressed in this Agreement shall be extended for the period of any delay resulting from any Force Majeure. "Force Majeure" shall mean causes beyond the reasonable control of a party such as, but not limited to, weather conditions, acts of God, strikes, work stoppages, unavailability of or delay in receiving labor or materials, faults by contractors, subcontractors, utility companies or third parties, fire or other casualty, or action of government authorities.

6.15 Entire Agreement. This Agreement, together with any subsequent agreements, or documents, exhibits and attachments referred to herein, shall constitute the entire understanding between the parties with respect to the subject matter hereof and all other prior or contemporaneous understandings or agreements shall be deemed merged in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS
COUNTY OF NATRONA

Chair Date

ATTEST:

County Clerk Date

APPROVED AS TO CONTENT AND FORM:

County Attorney Date

("Subdivider") Date

Owner Date

ACKNOWLEDGEMENT

STATE OF WYOMING)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ , by _____ (Name of Officer) as _____ (Office) of _____ (Name of Subdivider).

Witness my hand and official seal.

Notary Public

My commission expires: _____

APPENDIX S

AFFIDAVIT OF SUBDIVISION EXEMPTIONS

Affidavit of Subdivision Permit Exemption

Natrona County Planning Department
200 N. Center St. Rm. 202

Phone: 307-235-9435
Fax: 307-235-9439



2601

Please Note: This form is not valid unless approved by Natrona County Planning Department

Grantor Information

Name(s)
Address City State Zip Code

Grantee Information

Name(s)
Address City State Zip Code

Location Information

Legal Description
Site Address Site Acreage Zoning

Exemption Information ***To Be Completed By Staff***

This division of land qualifies for an exemption pursuant to the following section of W.S. 18-5-303: (See following pages)

The deed from Grantor(s) to Grantee(s) dated _____, is the subject of this affidavit and was recorded on _____ (date), in book _____, page _____ OR Natrona County Clerk Instrument No. _____. The land has been titled in the name of the grantor(s) for _____ years.

Approved by _____, on _____

Signature of Grantor(s)	
Signature of Grantor	Date
Printed Name	
Signature of Grantor	Date
Printed Name	
Signature of Grantee(s)	
Signature of Grantee	Date
Printed Name	
Signature of Grantee	Date
Printed Name	

***This affidavit shall be recorded with any Subdivision Exemption deed transfer**



2601

Affidavit of Subdivision Permit Exemption

Natrona County Planning Department
200 N. Center St. Rm. 202

Phone: 307-235-9435
Fax: 307-235-9439

The Grantor or transferor of real property hereby swears upon oath that the following facts are true and correct:

1. I have personal knowledge of the facts contained herein and have the authority to execute this document either as the grantor or transferor of real property or as an agent on behalf of the grantor or transferor.
2. This affidavit concerns an interest in real property located in Natrona County, Wyoming.
3. This subdivision of land or sale of land is exempt from the subdivision laws of the State of Wyoming and Natrona County Subdivision Regulations as it meets one or more of the following exemptions (check all that apply):

- The subdivision of land was made outside of a platted subdivision for the purpose of a single gift or sale to a member of the landowner's immediate family, subject to the following requirements:

- i. A member of the immediate family is limited to any person who is a natural or adopted child, stepchild, spouse, sibling, grandchild, grandparent, or parent of the landowner; and
- ii. The purpose of the division is to provide for the housing, business or agricultural needs of the grantee; and
- iii. The land shall have been titled in the name of the grantor for a period of not less than ten (10) years prior to the division and parcels created under this paragraph shall be titled in the name of the immediate family member for whom the division is made for a period of not less than five (5) years unless such parcels are subject to involuntary transfer including, but not limited to, foreclosure, death, judicial sale, condemnation or bankruptcy; and
- iv. No parcel smaller than five (5) acres created under this exemption shall be further divided unless the owner obtain a proper subdivision permit pursuant to W.S. §18-5-304.
- v. If the landowners is a corporation, the undersigned certifies that at least 80% of the shares are held by individuals related by blood or marriage and he transfer is being made to an immediate family member of a shareholder as defined above who has owners at least 5% of the outstanding shares for at least 5 years continuously before the date of sale.
- vi. This gift or sale is being made to _____, as Grantee, whose relationship to the seller or transferor is _____.

- The division of land was or may be created by any court in the State of Wyoming pursuant to the law of eminent domain, by operation of law or by order of any court in this state.
- Is created by a lien, mortgage, deed of trust or any other security instrument, easement and rights-of-way.
- Concerns land located within incorporated cities or towns.
- Is created by sale or other disposition of land solely for agricultural purposes or affects the alignment of property lines for agricultural purposes.
- The division of land was created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.



2601

Affidavit of Subdivision Permit Exemption

Natrona County Planning Department
200 N. Center St. Rm. 202

Phone: 307-235-9435
Fax: 307-235-9439

- The division of land which creates cemetery lots.
- The division of land is created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this section as only one (1) interest.
- The division of land is created by a parcel of 5 acres or less for the purpose of establishing unmanned communication facilities, compressor stations, metering stations, fiber optic stations or similar unmanned facilities.
- The division of land was created where the parcel involved was 35 acres or larger and meets the following requirements:
 - i. Ingress, egress, and utility easements are provided to the parcel by binding and recordable easements of not less than 40 feet nor more than 60 feet in width to a public road; or
 - ii. The Buyer, Grantee, or Transferee, in a binding and recordable document, specifically waives the above.

4. The undersigned has read and understands that if the division of land does not meet one or more of the above exemptions, they are required to apply for a subdivision permit from Natrona County in accordance with the Natrona County Subdivision Regulations before the land is subdivided, advertised for sale or commence the physical layout or construction of the subdivision.

5. The undersigned has read and understands that W.S. § 18-5-314 provides:
“Any person who willfully violates any provision of this article of any rule or order issued under this article and any person who as an agent for a subdivider, developer, or owner of subdivided land offers for sale any subdivided land or subdivisions without first complying with the provisions of this article shall upon conviction be fined not more than \$500 or imprisoned in a county jail for not more than 30 days or both. Each day of violation constitutes a new offense.”

I hereby certify that I have read and understand the provisions for exemption from the requirement to obtain a subdivision permit pursuant to W.S. 18-5-303 with respect to filing of this affidavit and that the forgoing statements and answers contained on the affidavit and in required documents are true and accurate to the best of my knowledge. The grantor(s) and grantee(s) have read and understand this affidavit and all the restrictions that may apply to the use of this property.

Acknowledgement

State of Wyoming)
) ss.
County of _____)

This instrument was acknowledged before me on _____, by
Date

Name

Witness my hand and official seal



2601

Affidavit of Subdivision Permit Exemption

Natrona County Planning Department
200 N. Center St. Rm. 202

Phone: 307-235-9435
Fax: 307-235-9439

Additional Acknowledgement Page for Affidavit of Subdivision Exemption

Acknowledgement

State of Wyoming)

) ss.

County of _____)

This instrument was acknowledged before me on _____, by
Date

Name

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Acknowledgement

State of Wyoming)

) ss.

County of _____)

This instrument was acknowledged before me on _____, by
Date

Name

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Acknowledgement

State of Wyoming)

) ss.

County of _____)

EXHIBIT A
Engineer Cost Estimate
For
_____ Subdivision, Phase _____

This Exhibit A is hereby attached to that certain Subdivision Development Agreement and made a part thereof by reference. In the event of conflict between this Exhibit A and any other Exhibit A, this Exhibit A shall govern and control with regard to the _____ Subdivision Phase _____ specified above.

EXHIBIT 1
SUBDIVISION DEVELOPMENT AGREEMENT

IRREVOCABLE LETTER OF CREDIT
for
_____ Subdivision, Phase _____

TO: Natrona County Board of
County Commissioners
200 N. Center Street
Casper, WY 82601

No. _____
Date _____

Gentlemen:

We hereby authorize you to draw on:

(Name of Bank)

(Address)

(City, State, Zip)

for the account of:

(Name of Customer)

(Address)

(City, State, Zip)

up to an aggregate amount of _____(Dollars).(\$_____) available by your drafts at sight accompanied by a certificate purportedly signed by the Chairman or the Acting Chairman of the Board of County Commissioners of Natrona County (1) stating that Natrona County is entitled to draw under this letter of credit pursuant to that certain Agreement dated _____, 20__, between the Board of County Commissioners of the County of Natrona and _____(Name of Customer); (2) stating the amount of money to be drawn on this letter of credit.

This letter of Credit shall expire on _____, 20___. This Letter shall expire prior to said date if _____ (Name of Bank) receives a release purportedly signed by the Chairman or the Acting Chairman of the Board of County Commissioners stating that all or a portion of this Letter of Credit is to be released.

All drafts drawn under this Letter of Credit are to be endorsed hereon and shall bear the clause DRAWN UNDER _____(Name of Bank). LETTER OF CREDIT NO. _____, dated _____. We hereby agree with the drawers, endorsers, and bona fide holders of drafts drawn under and in accordance with the terms of this Letter of Credit that said drafts shall be duly honored on presentation to us at our office specified above on or before the expiration date.

(Name of Bank)

(Authorized Signature)

END OF DOCUMENT