

PLANNING DIVISION

APPLICATION FOR:

Minor Land Division

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF LARAMIE PLANNING DIVISION. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: MLD-_____ (Assigned by Staff)	
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
OWNER (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
PROJECT NAME (Assigned by Staff):			
PROJECT LOCATION (Street Address or General Location):			
ASSESSOR'S PROPERTY ID NUMBER(S):	PRESENT ZONING:	COMPREHENSIVE PLAN LAND USE DESIGNATION:	
TOTAL PROJECT ACREAGE/SIZE:		NO. OF PARCELS PROPOSED:	
		PROPOSED PARCEL SIZES:	

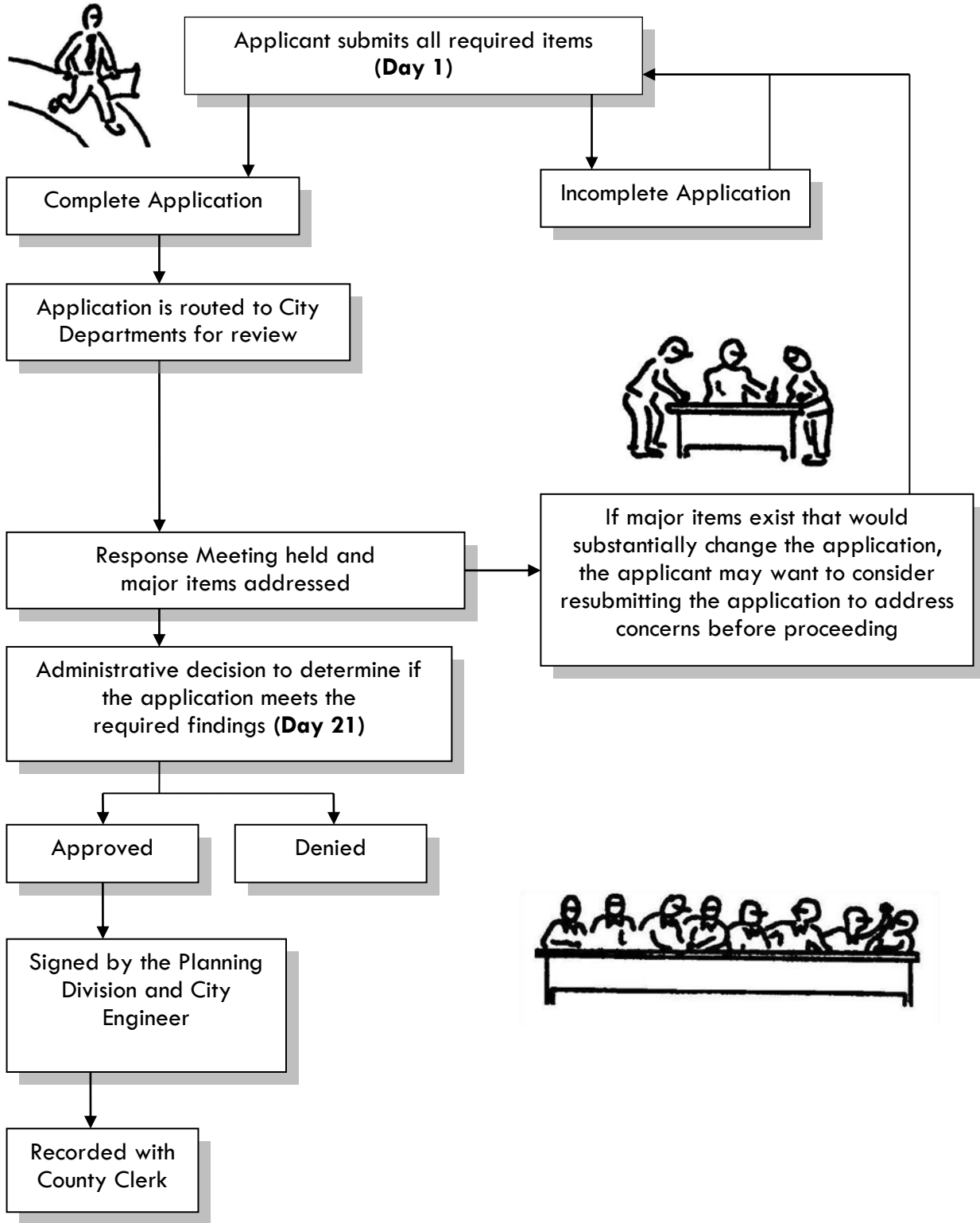
APPLICANT:

(PRINT NAME)

(SIGNATURE)

(DATE)

What is the Minor Land Division Review Process?



Note: All timelines noted above are estimations.

HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The owner, or agent authorized in writing by the owner, is required to file an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. **An appointment is required for filing of all applications.** An appointment may be set up by calling 307-721-5207. It is recommended that application appointments be made at least one day prior to the close of the applicable review period. Please allow 30 minutes for the application filing appointment.
3. What will happen during the Application Filing appointment:
 - a. The applicant will pay the applicable sign fee.
 - b. The applicant will pay the applicable application fee. (*Council Resolution 2016-41*)
 - c. Staff will review the application to verify it is complete. Staff has 21 calendar days from the day the City accepts the application to determine the completeness of the application. If deemed incomplete a new review and referral period shall be required.

REQUIRED FOR SUBMITTAL

The following documents are to be submitted at the time of filing:

1. **Application Form.** (LMC 15.06.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.06.030) A cover letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the City of Laramie or Albany County. The cover letter shall state how the project meets the required findings (see “Required Findings” section below).
3. **Vicinity Map.** (LMC 15.06.030) A vicinity map, showing the subject property(s) and relationship to the nearby area.
4. **Proof of Ownership.** (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
5. **Completed Checklist.** A completed application-specific submittal checklist (last page), indicating that the required items are included.
6. **Plat.** A plat, meeting the specifications outlined herein.
7. **Standard Note and Details** (LMC 15.16.040) (see also “Engineering Design Report” requirements below). The following items shall be provided on one or more sheets of the final plat:
 - i. A certificate for signature by the city engineer certifying that the final plat is technically correct and meets all applicable surveying standards.
 - ii. A certificate for signature by the Planning Division certifying that the final plat complies with the conditions of approval for the subdivision.
 - iii. Any and all public or private easements or rights-of-way being dedicated by the subdivider with the final plat to the city or any other agencies. Easements and rights-of-way shall be dedicated via appropriate standard dedication-language note(s) on the plat, in addition to being identified by properly dimensioned symbolization on the plat drawing(s).
 - iv. Any and all existing public or private easements or rights-of-way that exist within the boundaries of the final plat.
 - v. A signed and notarized acknowledgment by land owner(s) of the land being subdivided by the final plat.

NOTE: The City requires that standard signature blocks and other details be reproduced on the plat, as applicable. Copies will be provided to the applicant upon request.

8. **Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required. TIA's require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study
9. **Franchise Utility and USPS Approvals.** Approvals from Franchise Utilities and USPS (see Checklist for list of franchise utilities)
10. **Engineer Design Report (Standards for Design and Construction)** This report shall include review of basic concepts for the final plat phase, prepared according to the City Engineer’s specifications, including:
 - a. Water and sanitary distribution and collection system and the existing capacity to serve the development with adequate flows, valve location, domestic flows, fire flows, fire hydrants and spacing (LMC §13.04-13.16 and LMC §15.24.040);

- b. Proposed location of mains and service lines, main size(s) and location, manhole spacing, service lines and locations at property lines, sewer services lines, storm water management plan, tributary area defined, historic and developed flows, flow velocities and quantities, storage volumes, inundation areas (streets, inlets, etc.);

11. **Digital Copies.** As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email **prior to or at the same time** as the submittal appointment.

- a. **Auto Cad / ArcMap Digital Drawings.** AutoCAD and ArcMap files are *not* required at filing. AutoCAD compatible digital file and an ArcMap GIS 9.0 or greater compatible digital file shall be provided prior to final approval of the final plat. Digital submittals of maps must be accurately located within the Wyoming State Plane, NAD 83, FIPS 4901. The City of Laramie's base mapping is in GIRD coordinates; if GROUND coordinates used, the multiplier must be stated on the media label.

COMMON ELEMENTS REQUIRED FOR ALL PLANS AND DRAWINGS

All plans and drawings submitted (whether required or voluntary) as part of an application must:

- Be drawn to scale, fully dimensioned, easy to read, and meet best-design-practices standards for plans and drawings;
- Identify the proposed project name, the property owner's name, and the name and address of the person responsible for preparing the plan;
- If prepared by a licensed, registered or certified design professional, include the signature and seal of the responsible design professional (engineer, architect, etc.);
- Include the date of preparation, including dates of any subsequent revisions;
- Include at least one 8 1/2" x 11" or 11" x 17" version of each drawing, in addition to any larger-format versions.
- *NOTE:* Mylar version of the plat need not be provided until the plat is ready for final signatures; i.e., all outstanding comments are addressed.

REQUIRED FINDINGS TO APPROVE A MINOR LAND DIVISION: (LMC 15.06.060.Q.2) The application must address at a minimum the following points:

- a. The property has previously been platted within the city;
- b. The property is being split and a deed is or will be executed for a portion of it as a separate tract;
- c. There is no public right-of-way dedication or new public improvements required (other than service lines and appurtenances thereto);
- d. The resulting minor land division will produce two lots and is not part of a larger land division submitted previously or submitted subsequently by:
 - (i) the same or related property owners,
 - (ii) the same or related applicants or applicant-entities, or
 - (iii) the same or related developer or developer-entities
- e. The minor land division will create only minimal negative impacts on existing facilities, adjacent properties, or local public service providers; and
- f. There will be no modifications to the land division design standards in chapters 15.16, Subdivision, and 15.18, Improvements;

THE FOLLOWING FINDINGS ARE ALSO REQUIRED: (LMC 15.06.060.Q.3.e.(ii))

- a. The minor land division is consistent with the comprehensive plan;
- b. The minor land division is consistent with and implements the intent of the specific zoning district in which it is located;
- c. As applicable, the minor land division is consistent with the terms and conditions of any previously approved development plan;
- d. The minor land division complies with all applicable use, development, and design standards set forth in the Unified Development Code; and
- e. Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the subject property, while maintaining sufficient levels of service to existing development.

MINOR LAND DIVISION SUBMITTAL CHECKLIST: (see "Required for Submittal" section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity/Cost		
1) Complete Application	1 copy		
2) Application Fee	\$70.00		
3) Sign Fee (One sign for each street frontage)	\$10.00 (per sign)		
4) Cover Letter	1 copy		
5) Proof of Ownership	1 copy		
6) Full Size Drawings	1 copy		
7) Reduced-size Drawings (11" x 17")	1 copy		
8) Franchise Utility Approval – Cable Television	1 copy		
9) Franchise Utility Approval – Electric Power	1 copy		
10) Franchise Utility Approval – Telephone Service	1 copy		
11) Franchise Utility Approval – Natural Gas Utility	1 copy		
12) USPS (Post Office) Approval	1 copy		
13) Title Certificate / Guarantee	1 copy		
14) Engineer Design Report	1 copy		
15) All Application Materials (Digital)	1 copy		
16) Miscellaneous	TBD		

Other items: