

Town of Byron, Wyoming

35 S. Pryor Street (P.O.Box 5) Byron, WY 82412 phone 307-548-7490

Planning & Zoning Commission

Subdivision Application

For conceptual, preliminary, and final plats.

circle which you are applying for

1* **Minor** (5 lots or less)

2****Major** (more than 5 lots)

Owner's Name _____ Phone(s) _____

Mailing Address _____ City & State _____

Physical Address _____ Zip: _____

Developers Name _____ Phone(s) _____

Mailing Address _____ City & State _____

Zip: _____

Assessors Parcel Number(s)/Legal Description: _____

Zoning of Site: _____ Project Address _____

Description of Proposal _____

Representative attending P&Z meeting _____

MATERIAL REQUIRED FOR SUBMITTAL

The Planning & Zoning Commission meets the second Wednesday every month 6:00 pm at Byron Town Hall. Indicate (by circling) which plat phase you are submitting and bring this application completely filled out to the meeting with supplemental materials.

1. The Conceptual Plat should include:

- Primary Contact
- Sketch to scale with North Arrow
- Extends at least 300 feet surrounding proposed subdivision
- Existing streets, highways, natural drainage courses and other major or natural or manmade features
- Existing major use areas for residential, commercial, industrial and public purposes
- Proposed major use areas for residential, commercial, industrial and public purposes
- Proposed zoning changes requested
- Lot Layout
- Proposed lots meet minimum lot size requirements

2. The Preliminary Plat should include:

- Primary Contact
- Location map
- Plat to scale with Lots, Blocks, Streets laid out and dimensioned North Arrow
- Name of Subdivision
- Location/Boundaries tied to official government survey
- Lot area in square feet

- 1 ***Minor** Subdivision Application is submitted to the Zoning Administrator. Submit only #1 Conceptual Plat.
- 2 ****Major** Subdivision Application is a two-part process – the Planning Commission recommends to Council and they make the final decision. Submit #2 Preliminary Plat and #3 Final Plat.

Names and address of subdivider, designer or subdivision, licensed PE or LS
 Date of preparation
 Exact bearings/distance dimensions
 Total acreage
 All proposed subdivided lands
 All lands and owners adjacent to proposed lands within 200 ft.
 Location/dimensions and names of proposed streets, typical cross-sections, alleys, easement, lot lines
 Designated flood areas
 Lot designated/lot size
 Proposed site usage for all lands other than residential if applicable (ie...Multi-family residential, business, industrial, churches, etc...)
 Zoning of subdivision and adjacent to subdivision
 Existing Utilities including: location within subdivision, size grade, type of material, approximate depth of bury, service locations
 Existing Utilities including: location adjacent to subdivision, size grade, type of material, approximate depth of bury
 Proposed Utilities (conforming to city master plan) including: location within subdivision, size, grade, type of material, approximate depth of bury, service location
 Proposed Street and Traffic Signs

Supplemental Materials

Warranty Deed
 Copies of easements/rights of ways
 Written requests for variances to regulations
 Proposed Utilities systems
 Water line design
 Surface improvements
 Any additional preliminary information pertaining to utility systems
 Agreement for transfer of water rights to the city
 Open space addressed

3. The Final Plat should include:

Plat to scale with North Arrow
 Name of Subdivision
 Date of preparation
 Legal description of property to be divided
 Tract boundary lines, rights-of-ways lines (streets & easements), lot lines with accurate dimensions, bearings or angles
 Right-of-way widths for each street alley or other right-of way
 Names of Streets
 Location, dimensions and purpose of any easements
 Number to identify each block and all lots
 Location and description of all monuments and property corners
 Statement by owner dedication streets, rights-of-way and any other sites for public use
 Certificate of surveyor or engineer certifying to the accuracy of the survey and plat
 Certificate for recommendation of approval by the Commission, certificate of approval by the Council

Supplemental Materials

- Statement from the state engineers office regarding water rights
- Utility company statements
- Covenants
- Three sets of approved plans and specifications for improvements to be installed with appropriate signatures of federal agencies, local agencies and companies affected by development (ie **DEQ Approval**)
- Deed for open space land to city or cash in lieu of open space received
- Special requirements by P&Z or Council
- Utility fees paid

Application Fee _____

as per 11.25.030 Compliance (page 11-13);

11.35.020 Subdivisions (page 11-23,24,25,26)

Signature of Applicant

Date

Approved – Mayor or Building Inspector Signature

Date

Final approval

Approved – Mayor or Building Inspector Signature

Date

Attest - Clerk

Date