

Instructions for
Application for
Vacation or Partial Vacation of a Subdivision
or Plat Amendment to a Subdivision
Sublette County, Wyoming

PROCESSING PROCEDURE

A **Sufficient** Vacation or Partial Vacation, Plat Amendment Application includes:

1. Completed Application for a Vacation, Partial Vacation or Plat Amendment.
2. Plat Map of proposed Vacation, Partial Vacation or Plat Amendment. (attached)
3. 1 copy of the proposed Vacation, Partial Vacation or Plat Amendment, email of pdf file.
4. A copy of the deed / ownership for the affected property.
5. \$250.00 application / processing fee (checks payable to Sublette County)
6. Letter of authorization (if applicable)
7. A sufficient determination shall be made by the staff, within 14 days of receipt of the application. After the application is determined sufficient the proposal shall be sent to the members of the Plat Review Committee who shall have a minimum of 30 days to review the application. Upon review by the Plan Review Committee, staff shall schedule the application for the next available Planning Commission and County Commissioners meetings.
8. Any other additional information the Planning & Zoning Staff may require (see other materials)

**Application for
Vacation or Partial Vacation of a Subdivision
or Plat Amendment to a Subdivision**

Sublette County, Wyoming

Filing Fee: \$250.00

Date Submitted _____

_____ **Date Accepted**

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Name of Proposed Subdivision: _____

Owner/Applicant: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Agent/Representative: _____

Mailing Address: _____

Phone No.: (Home) _____ (Business) _____ (Cell) _____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section) _____ (Township) _____ (Range) _____

Subdivision: _____ Filing: _____ Lot: _____ Block: _____

Zone: _____ Number of Lots/Units Proposed: _____

Total Acreage: _____ Average Size of Lots/Units: _____

CHECKLIST

Application for Minor Subdivision Permit

Sublette County, Wyoming

Name of Subdivision: _____

Application Materials

Staff	Applicant
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- | | | |
|-------|-------|--|
| _____ | _____ | 1. Application for Vacation or Partial Vacation, Plat Amendment (completed, signed, and dated) |
| _____ | _____ | 2. 1 copies of Vacation or Partial Vacation, Plat Amendment email of <u>pdf</u> file. |
| _____ | _____ | 3. Application / Filing fee. |

Items to be shown on Minor Subdivision Plat:

Partial Vacation, or Plat Amendment shall conform to the Sublette County Subdivision Resolution Chapter XII, Subchapter IV, Section 4, entitled “Vacation / Modification to Filed Plats”.

Letters From Reviewing Agencies

Staff	Applicant
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- | | | |
|-------|-------|--|
| _____ | _____ | 1. Wyoming Department of Game & Fish |
| _____ | _____ | 2. Wyoming Department of Transportation |
| _____ | _____ | 3. Sublette County Fire Fighters |
| _____ | _____ | 4. Sublette County School District
(Construction Manager & Transportation Director) |
| _____ | _____ | 5. Sublette County Weed & Pest |
| _____ | _____ | 6. Sublette County Surveyor (Contract) |

Other Materials (required by regulation if applicable)

Staff	Applicant	
_____	_____	1. Copies of any agreements with adjacent property owners relevant to proposed subdivision (i.e. road or utility easements)
_____	_____	3. Copies of state or federal highway access permits, if access is from these roads
_____	_____	4. Cost estimates for all improvements/facilities shown on plat
_____	_____	5. Suitable data which substantiates safe building sites on each proposed lot for areas having slopes greater than 8% but less than 30%.
_____	_____	6. Floodplain delineation if parcel is in a FEMA special hazard zone
_____	_____	7. Elevation Certificate, base flood elevation if building envelope is inside the 100 year floodplain
_____	_____	8. Percolation Test results if individual septic is required
_____	_____	9. Plan for an adequate domestic water supply for the proposed lots
_____	_____	10. Minimum easement of 30' to each lot shall be established by record and shown on the minor subdivision plat

Thank you for your time and consideration in filling this out. Your cooperation will expedite the preparation and hopefully lead to the approval of the requested proposal you have submitted to the Sublette County Planning and Zoning Department.