

APPLICATION REQUIREMENTS

Please initial that you understand the regulations, will submit the requested information and will comply with the requirements of the Sweetwater County Subdivision Regulations:

- _____ Prior to the submission of a Preliminary Plat as authorized by these regulations, the subdivider shall prepare and submit a Sketch Plat and supporting material in two (2) copies to the County Land Use Department. The Land Use Department shall review the Sketch Plat with the subdivider and make comments in writing. Any written comments shall be made known to the subdivider within five (5) working days after submittal of the plat. The Sketch Plat may be on a single sheet of paper with a north arrow, and shall contain sufficient information to illustrate the nature of the area to be subdivided and an approximation of how the subdivider intends to subdivide.
- _____ The purpose of the Sketch Plat discussion is to resolve any major points of disagreement with the Land Use Department before expenses are incurred in the development of a Preliminary Plat. No action is required of the County Planning and Zoning Commission nor of the Land Use Department other than to offer appropriate comments on the Sketch Plat.
- _____ The Sketch Plat shall be submitted at a scheduled review meeting with the Land Use Department. Once officially submitted, the Land Use Department shall review the Sketch Plat and submit written comments on the completeness of the application to the applicant within five (5) working days of the scheduled meeting. During the review period, if it is found that the application is complete, the applicant will be notified of the application's completeness and any outstanding issues that need to be resolved with the submittal of the Preliminary Plat. If it is found that the application is not complete, or if substantial changes to the plat are necessary, the application shall be returned to the applicant and the Sketch Plat review process shall start again. Before expenses are incurred in the development of the Preliminary Plat, all major issues must be resolved at the Sketch Plat level. Sketch Plat regulations can be found in Section 5.b. of the Sweetwater County Subdivision Regulations.
- _____ It is the policy of Sweetwater County to encourage the planning and layout for development of all the contiguous property owned by an applicant in order to make provision for adequate access, traffic and pedestrian circulation, roadways, drainage, fire protection, utilities and public and private improvements in the area to be developed.
- _____ If a Major Subdivision is to be phased, a Sketch Phasing Plan must be included in the Sketch Plat.
- _____ For a Sketch Phasing Plan, the County requires an applicant to show on his Plan all contiguous property owned by the applicant and to show how the applicant plans to make provisions for public and private infrastructure to serve the area to be developed, adequate access, circulation, utilities and public and private accesses and traffic circulation within all phases of his subdivision and any connections with surrounding property.
- _____ The Sketch Phasing Plan must show which utilities will be public and private, and the planned installation of utilities, fire protection, drainage, and roadways.
- _____ The proposed boundary lines of each phase, with soil types from Sweetwater County Soil Conservation District, must be shown and an estimated time table for development of each phase must be provided on the Sketch Phasing Plan.

SKETCH PLAT CHECKLIST

Please initial that you understand the regulations, will submit the requested information and will comply with the requirements of the Sweetwater County Subdivision Regulations. The Sketch Plat may be on a single sheet of paper with a north arrow and shall contain sufficient information to illustrate the nature of the area to be subdivided and an approximation of how the subdivider intends to subdivide. This information, at a minimum, shall be:

- _____ Two (2) copies of Sketch Plat, application and supporting material. 24"x36" sheet size is preferred and will need to be utilized for Preliminary Plat. PDF's of all Sketch Plat materials are requested to be sent to landuse@sweet.wy.us.
- _____ Location of the property within the County showing relationship to adjacent properties.
- _____ Boundaries of the area to be subdivided.
- _____ Topographic contours according to available U.S. Geological Survey maps or other suitable information.
- _____ Significant natural features such as woods, lakes, ridges, drainage ways, etc.
- _____ Significant man-made features such as roads, railroads, buildings, etc.
- _____ Tentative street, block and lot layout.
- _____ Proposed major use areas such as residential, commercial, industrial or public (such as parks).

- _____ Acreage of the proposed development.
- _____ The source of water and sewer service.
- _____ The name and address of the landowner, the subdivider and the person or firm responsible for the layout or design and the date of submittal.
- _____ Estimated sequence or timing of development.
- _____ Existing easements.
- _____ Soil types as indicated by available data from the U.S. Soil Conservation Service.
- _____ Scales should be 1:10, 20, 30, 40, 50 or 100. NOTE: The scale may be 1:2000 if the lots average one (1) acre or larger.
- _____ Existing use and approximate location of uses on adjoining properties.
- _____ Date of preparation.

SIGNATURE REQUIRED

I acknowledge that I have read and understand this application and the pertinent regulations. I further agree if the permit is approved, I will comply with all regulations and conditions of approval. I grant Sweetwater County the right of ingress/egress as reasonably necessary to determine compliance with County regulations or conditions of this permit. I certify that the information provided with this application is true and correct.

Signature of Owner of Record

Date

Signature of Applicant/Agent

Date