

Preliminary Plat Application with Checklist & Design Standards



Sweetwater County Land Use
 80 West Flaming Gorge Way, Suite 23
 Green River, WY 82935
 p: (307) 872-3914 / 922-5430 f: 872-3991
 landuse@sweet.wy.us

Date of Submittal: _____
 Permit Number: _____
 Zoning: _____
 PID: 04-____-____-____-____-____
Application Fee: \$75.00

Date of Hearings: PZ _____
 Approved Approved with Conditions Denied Authorization _____
 Date of Action: _____ Land Use Official Signature: _____

Please fill the application out completely; incomplete applications will be returned. Attach all required supporting documentation and additional information which may be required for approval of your application. Preliminary Plat regulations may be found in Section 5.c of the Sweetwater County Subdivision Regulations.

GENERAL INFORMATION:

Property Owner of Record Contact Information

Applicant / Agent Contact Information if Different

Surveyor Contact Information

Engineer Contact Information

PROPERTY INFORMATION:

Name of Subdivision: _____

Subdivision Location: Quarter(s): _____ Section: _____ Township: _____ Range: _____

Present Zoning: _____ Total Acreage: _____

Number of Proposed Lots: _____ Minimum Lot Size: _____ Maximum Lot Size: _____

Is your property within 1 mile of an incorporated municipality? Yes No If yes, approval must be granted by municipality before authorization by the Sweetwater County Planning and Zoning Commission.

Have there been any variances, exceptions, appeals or other special use permits granted on this property?

Yes No If Yes, describe: _____

Date of Sketch Plat approval: _____ Have any changes been made since the date of approval?

Yes No If Yes, describe: _____

PRELIMINARY 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 plat shall contain or be accompanied by the following information:

- _____ A Preliminary Plat with sheet size of 24"x36" shall be submitted within six (6) months after the date of submittal of a Sketch Plat on the same property. The developer shall be notified within seven (7) working days as to the completeness of submittal. Margins shall be as follows: A minimum of 1-1/2 inches on the left hand side and approximately ½ inch on the other three sides. If more than six (6) months have elapsed, a new Sketch Plat shall be submitted and discussed with the Land Use Department before the submittal of a Preliminary Plat.
- _____ The Preliminary Plat shall be prepared, certified and perimeter boundary staked by a land surveyor registered in the State of Wyoming.
- _____ Twelve (12) copies of the Preliminary Plat shall be submitted to the Land Use Department. Four (4) copies can be submitted if a PDF of all documents is emailed to landuse@sweet.wy.us.
- _____ Preliminary Plats, shall at a minimum, meet the design standards set forth in the Subdivision Regulations.
- _____ The name of the subdivision. The name shall not duplicate any previously filed plat names in Sweetwater County.
- _____ Date of preparation, scale and north arrow. Subdivision shall normally be drawn at a scale of not less than 1" = 100'. A scale of 1" = 200' may be used if the average lot size is one (1) acre or larger. The top of each sheet shall represent north wherever possible.
- _____ A Vicinity Map showing the location of the proposed subdivision in the County and its relationship to any surrounding development. The Vicinity Map may be at a scale smaller than the scale at which the Preliminary Plat is drawn. U.S. Geological survey maps at a scale of 1:24,000; or, if not available, 1:62,500 should be used for Vicinity Maps.
- _____ The names, addresses and phone numbers of the landowner, the subdivider and the individual or firm responsible for the layout or design. NOTE: All signatures shall be in opaque black India ink.
- _____ A legal description of the subdivision boundary.
- _____ Boundary lines of the subdivision in a heavy solid line.
- _____ Existing contours with intervals of two (2) feet or five (5) feet in areas where much of the land is in excess of 10 percent (10%) grade.
- _____ Location, dimensions, and names of existing and proposed roads, streets, alleys, railroad rights-of-way, public areas and existing structures.
- _____ Location and bearings of all easements of record.
- _____ Layout, lot and/or block and scaled dimensions of lots and blocks.
- _____ Existing and proposed zoning and land use of proposed subdivision and adjacent areas.
- _____ A description of all monuments both found and set which mark the boundary of the subdivision and ties by bearings and distances to the nearest accepted control monuments used in conducting the survey. All monumentation set shall conform to the "Guidelines for the Professional Practice of Land Surveying" currently adopted by the Wyoming Association of Consulting Engineers and Surveyors,
- _____ A statement explaining how water and sewer service is to be provided to the subdivision.
- _____ A statement explaining how and when the subdivider proposes to install sewers or other suitable sanitary disposal systems, water supply, fire hydrants, pavement, sidewalks, drainage ways and other required improvements.
- _____ A notation of the total number of acres, number of lots, acreage of commercial or industrial areas, areas of open space, amount of land in rights-of-way, and other descriptive material useful in reviewing the subdivision.
- _____ A written statement describing the development and maintenance responsibility for any private streets, ways or open spaces.
- _____ A statement of all lands within the subdivision which is to be publicly dedicated or reserved, including public and private streets.
- _____ A written description of the projected phasing of development.
- _____ A title block in the lower right hand corner which shall contain name of the subdivision, township, range, section ¼ section, name of landowner and subdivider, name of surveyor and/or firm who prepared the plat, and space for revisions and dates for each revision.

- _____ Location of existing flood-prone hazards on the property and on adjoining properties.
- _____ Name and location of abutting subdivisions on the property lines, and ownerships of abutting Unplatted property.
- _____ If the development is to be phased, preliminary plans demonstrating compliance with Chapter 8. Design Standards and Chapter 9. Required Improvements and other design improvements applicable to that project, proposed or regarded as part of the subdivision, that may be required in the subdivision, must be submitted.
- _____ Preliminary plans which provide sufficient information for the County Engineer to review and submit a report and recommendation on the Preliminary Plat.
- _____ Mail delivery method including cluster boxes and turn lanes.

PRELIMINARY PLAT REVIEW AND APPROVAL

After receipt of the Preliminary Plat and accompanying materials, the Land Use Department shall notify the applicant within seven (7) working days if the submittal is complete, and transmit copies to appropriate agencies and officials for their review and comment.

The Big Sandy Conservation District and any municipality within one (1) mile of the proposed subdivision shall return written comments on the Preliminary Plat to the Land Use Department within sixty-days (60) after receipt of a complete Preliminary Plat application. Other appropriate agencies or special districts shall return written comments within twenty-one (21) days after receipt of a complete Preliminary Plat. Failure to comment on the plat within this period shall be construed to indicate approval of the Preliminary Plat.

Upon receipt of all agency comments or at the end of the sixty-day (60) period, the Land Use Department shall schedule the matter for discussion at a regular meeting of the Planning and Zoning Commission. After hearing the matter, the Planning and Zoning Commission shall approve, approve with conditions, or disapprove the Preliminary Plat. The Land Use Department shall notify the subdivider in writing within seven (7) working days of the decision of the Planning and Zoning Commission.

Approval of the Preliminary Plat either by the Planning and Zoning Commission, or, upon appeal, by the Board of County Commissioners shall be effective for twelve (12) consecutive calendar months from the date of approval. The subdivider may apply in writing to the Planning and Zoning Commission for a six-month extension of the 12-month period. Such extension shall be based on adverse weather conditions that prohibit field work, change in ownership of the property in question, or other unforeseen circumstances which are acceptable to the Planning and Zoning Commission.

DESIGN STANDARD 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. Design Standards can be found in Section 8 of the Sweetwater County Subdivision Regulations.

GENERAL STANDARDS – SECTION 8.A.

- _____ (1) Comply with the general policy recommendations of the adopted Comprehensive Plan.
- _____ (2) Conform to the Sweetwater County Zoning Resolution.
- _____ (3) Explain and show on preliminary plat:
 - _____ Influence of topography on street patterns.
 - _____ Influence of topography on proper drainage.
 - _____ Influence of topography on maintenance of views.
 - _____ Preservation of existing natural vegetation.
- _____ (4) Land known subject to flooding shall not be subdivided until the flood threat has been eliminated or until adequate safeguards have been taken against objectionable consequences.
- _____ (5) Growth Management Plan Requirements. Refer to the Sweetwater County Growth Management Plan for specific requirements:
 - _____ Master Transportation Plan: All subdivisions within the Growth Management Area must meet the roadway requirements of the Master Transportation Plan (see GMP Section 6 and Tables 2.1 and 2.6).

_____ Public Sewer: Within the Growth Management Area public sewer is required in those areas described in GMP Section 7 and Tables 2.1 through 2.5.

_____ Public Water: All subdivisions within the Growth Management Area require public water (see GMP Sections 7 and Tables 2.1 through 2.5).

Please make notations regarding General Standards in the space below:

PROVISIONS FOR NEEDED PUBLIC FACILITIES – SECTION 8.B.

_____ (1) Show and describe the use of lands to be dedicated to Sweetwater County or fees-in-lieu thereof for the purpose of providing open space, parks, recreation, and other public facilities needed to serve the fully developed subdivision.

Final land dedications or Fees-in-lieu thereof are finalized or paid to the County as part of the final plat process. No land dedication or fees-in-lieu of land shall be required for subdivisions where the intended use is for commercial or industrial purposes.

_____ 2) If necessary, apply for a variance from Land Dedication or Fees-in-lieu thereof: In replat and in minor subdivision application a variance from this requirement may be applied for.

Please make notations regarding Provisions for Needed Public Facilities in the space below:

ROADS, STREETS, AND ALLEYS – SECTION 8.C.

_____ (1) Conform to the Sweetwater County Highway and Master Transportation.

_____ Class and Connection of Streets and Roads: Show on preliminary plat how Streets and Roads in your subdivision will connect with streets of the same class already dedicated in adjoining or adjacent subdivisions unless waived by the County Commissioners.

_____ (2) Minor Streets and Cul-de-sacs:

_____ Minor residential streets shall be planned to discourage through traffic within a subdivision.

_____ Permitted cul-de-sacs shall not be longer than five hundred (500) feet to the center of the turnaround, and shall terminate with a turnaround having a curb line radius of not less than forty (40) feet and a right of way radius of not less than fifty (50) feet. Standard details for cul-de-sacs are shown in Figure I.

_____ (3) Centerline offsets of intersecting streets shall be avoided. However if offsets are necessary because of lot and block layout or other valid reasons, then the distance between centerlines of intersecting streets shall be not less than one hundred and fifty (150) feet as shown in Figure II.

- _____ (4) Half streets shall be prohibited except where essential to the reasonable development of the subdivision or where it is found to be practical to require the dedication of the other half when adjoining property is divided.
- _____ (5) Angles of Intersections: Under normal conditions streets shall be laid out so as to intersect as nearly as possible at right angles except where topography or other conditions justify variations.
 _____ More than four (4) approaches to any intersection shall be prohibited.
- _____ (6) Alleys shall be provided in commercial and industrial districts except where other definite and assured provision is made for service access. Alleys may be required in residential districts.
- _____ (7) The right-of-way widths and roadway widths for dedicated roads, streets, and alleys included in any subdivision shall not be less than the minimum dimensions for each classification as follows:

<u>CLASSIFICATION</u>	<u>*ROADWAY WIDTH</u>	<u>RIGHT-OF-WAY OUTSIDE GMA</u>	<u>RIGHT-OF-WAY INSIDE GMA</u>
Major Street & Highways	44 feet	100 feet	120 feet
Collector Streets	42 feet	80 feet	100 feet
Local Streets (C, I & Multit-Family)	38 feet	60 feet	80 feet
Local Streets (Low Density Res.)	30 feet	50 feet	80 feet

*Roadway width is the distance between the outside of curb backs or the width of gravel surfacing

_____ Major streets and highways and collector streets shall normally be extensions of existing major streets, highways, and collector streets or shall be in locations designated by the Planning & Zoning Commission.

- _____ (8) Where the deflection angle in the alignment of a street is more than ten (10) degrees, the minimum centerline radius of curves shall be as follows:

<u>CLASSIFICATION</u>	<u>RADIUS</u>
Major Street	600 feet
Collector Street	400 feet
Local Street	200 feet

The curve radius shall in any case assure adequate sight distance which is dependent upon type of street, speed of travel, and other controlling conditions.

- _____ (9) The following minimum radii will apply at street intersections for property lines and curbs:

<u>CLASSIFICATION</u>	<u>PROPERTY LINE RADIUS</u>	<u>CURB RADIUS</u>
Local Street to Local Street	20 feet	20 feet
Local Street to Collector Street	20 feet	30 feet
Collector Street to Collector Street	20 feet	30 feet
Collector Street to Major Street	20 feet	40 feet
Major Street to Major Street	20 feet	50 feet

Figures III, IV, V, VI, and VII show standard details for the various combinations of street intersections.

- _____ (10) In general the street system will be adapted to the topography of the area as far as practicable. Street grades should permit proper drainage without excessive excavation and grading work. Gradients shall not be too steep for easy passage of vehicular traffic particularly under conditions of snow and ice. Because of highly variable topographic conditions which may prevail, the grade requirements in each case shall be largely governed by the judgment of the County Engineer and the Land Use Department staff. In general the maximum allowable grade shall not exceed ten (10%) percent. And the minimum grade shall not be less than one-half of one percent (0.5%). In no case shall the slope of road exceed three (3%) percent within one hundred (100) feet of an intersection.
- _____ (11) Vertical curves shall be used at all points where grade changes exceed one (1%) percent, and shall in each case be designed to permit the required sight distance in accordance with the current specification of the American Association of State Highway Officials.

- _____ (12) Culverts shall be installed at street intersections and driveways where cross drainage is necessary.
 _____ Culvert sizes shall be adequate to accommodate a:
- 1) 25-year frequency storm run-off on local streets.
 - 2) 50-year frequency storm run-off on collector and major streets.
 - 3) However in no case shall they be less than 18 inches in diameter or an equivalent pipe arch cross-sectional area.
 - 4) A minimum cover of 12 inches shall be maintained over all culverts.
- _____ (13) Platting should be accomplished so that local streets and driveways do not access directly onto major streets.
- _____ (14) Street names shall not duplicate existing street names unless the street in question is an extension of an existing street. All street names shall be subject to approval by the Board of County Commissioners. The system for roadway designations is illustrated in Figure XXIII.
- _____ (15) Street Signs:
- _____ (1) Street signs shall be placed at all intersections.
 - _____ (2) Two signs are required at diagonally opposite corners and on the right hand side to approaching traffic.
 - _____ (3) All signs shall be double-faced to be read from both directions.
 - _____ (4) Sign construction shall be in accordance with standard design as shown on Figure XXI and XXII.
- _____ (16) Road and street design requirements will vary to some extent depending upon prevailing conditions at the site. In general, specifications for materials and construction work shall conform to applicable sections of the latest edition of the Wyoming Highway Department's "Specifications for Road Construction". Compliance shall be verified by review and approval of the County Engineer.
- Figures VIII, IX, X, XI, XII, XIII, XIV, XV, and XVI show standard details for various classes of roads and streets.

Please make notations regarding Roads, Streets & Alleys in the space below:

LOTS AND BLOCKS – SECTION 8.D.

- _____ (1) Blocks in residential subdivisions shall be not less than five hundred (500) feet long and not more than one thousand two hundred (1,200) feet long except as allowed by the Commission or the Board, except in the RR-5 (minimum lot size of five acres) zone district.
- RR-5 Zone District: In the RR-5 zone district the blocks in residential subdivisions shall be not less than five hundred (500) feet long and not more than one thousand five hundred (1,500) feet long except as allowed by the Commission or the Board.
- _____ (2) Side lot lines shall be at right angles to straight street lines or radial to curved street lines.
- _____ (3) Every lot shall abut and have access to a public street or road.
- _____ (4) Double frontage lots shall be avoided except where they back upon a major street. Where double frontage lots are permitted, access to those lots from the major street shall be prohibited.
- _____ (5) Size and dimensions of lots shall be no less than that specified by the Zoning Resolution of Sweetwater County, Wyoming.

_____ The depth to front ratio of lots shall be less than 2.5 to 1.

_____ (6) Corner lots for residential use shall have extra width to allow proper setback from both streets.

_____ (7) Easements where necessary for utilities, water, or sanitary sewer shall be provided and shall be at least fifteen (15) feet wide.

_____ Where utility lines are located within street or roadway rights-of-way or through other public areas within the subdivision, the developer shall obtain the necessary easements. Where applicable see the Growth Management Plan.

_____ Maps shall be submitted showing the actual location of said line or other improvement.

Please make notations regarding Lots and Blocks in the space below:

FIRE PROTECTION – SECTION 8.E.

_____ (1) Subdivisions served by a public water system shall provide fire hydrants at intervals of no more than five hundred (500) feet within public rights-of-way.

If the water system is under the jurisdiction of Political Subdivision of the State of Wyoming, the design and installation of water mains and associated appurtenances shall meet or exceed the standards of this Political Subdivision and the 2006 International Fire Code.

Otherwise the following requirements shall be met:

_____ Hydrants shall have a minimum fire flow of one thousand (1,000) gallons per minute (gpm) for residential lots and fifteen hundred (1,500) gallons per minute (gpm) for commercial/industrial lots, both measured at a residual pressure of twenty (20) pounds per square inch (psi) as per the recently adopted 2012 International Fire Code.

_____ In the setting of these required fire hydrants the connection between a water main and the hydrants shall not be less than six (6) inches in diameter. A gate valve shall also be installed in the area.

_____ The fire hydrants shall be a dry barrel type with two and one-half (2 1/2) inch outlets and one four and one-half (4 1/2) inch outlet facing the roadway with National standard threads and left hand opening turning counter-clockwise.

_____ The fire hydrants are to be set plumb with the bottom of the lowest outlet eighteen (18) inches above finished grade or so the safety flange bolts or collar are above finished grade.

_____ For drainage considerations these frost-proof fire hydrants shall have a space of two (2) feet in diameter and two (2) feet below the base of the hydrant filled with coarse gravel or stones placed around the bowl of the hydrant to a level of six (6) inches above the waste opening of each fire hydrant. Further, the drain valve of each fire hydrant shall be set free of dirt, and the cement thrust block shall be in place so as to not block the drain hole of each fire hydrant.

Please make notations regarding Fire Protection in the space below:

DRAINAGE – SECTION 8.F.

- _____ (1) Lots shall be designed and graded in a manner that slope away from buildings shall be no less than 6” within 10 feet of buildings.
- _____ (2) Gradients for open drain ditches shall be designed for velocities that will not permit erosion. Paved gutters will be required where velocities exceed those likely to cause destructive erosion.
- _____ (3) Easements, where necessary for drainage ditches, shall be provided and shall be at least fifteen (15) feet wide.
 - _____ Deed restrictions or covenants shall be established to prohibit individual lot owners from altering or obstructing drainage ways.

Please make notations regarding Drainage in the space below:

VARIANCES – SECTION 4.F.

- _____ (1) When it can be shown by the subdivider that in the case of a particular subdivision strict compliance with the provisions of these regulations would cause undue hardship, the Board of County Commissioners may authorize a variance to these requirements, provided that such a variance is not in conflict with state law. See Section 4.F of the Sweetwater County Subdivision Regulations for requirements of a variance.

Please make notations regarding Variances in the space below:

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

Signature of Surveyor

Date

Signature of Engineer

Date