



# Subdivision Regulations

Adopted: August 16, 2016

Chapter 6

of

The Rules

of

The Campbell County Board of County Commissioners

**TABLE OF CONTENTS**

**SECTION 1. GENERAL PROVISIONS..... 1**

1.1 Authority..... 1

1.2 Short Title ..... 1

1.3 Purpose..... 1

1.4 Subdivision Permit Required ..... 2

**SECTION 2. DEFINITIONS .....3**

**SECTION 3. APPLICABILITY AND EXEMPTIONS.....7**

3.1 Applicability..... 7

3.2 Exemptions from Provisions..... 7

3.3 Statutory Exemptions..... 7

**SECTION 4. ADMINISTRATION & ENFORCEMENT ..... 10**

4.1 Administration..... 10

4.2 Appeals ..... 10

4.3 Variances ..... 11

4.4 Permission to Enter ..... 11

4.5 Surveyor, Engineer ..... 12

4.6 Application Fees and Deadlines..... 12

4.7 Penalties ..... 12

**SECTION 5. MODIFICATION OF RECORDED PLATS ..... 13**

5.1 Vacation of Plats..... 13

5.2 Amending Recorded Plats ..... 13

5.3 Re-Subdivision ..... 14

5.4 Administrative Plats..... 14

**SECTION 6. PLAT APPLICATION AND REVIEW PROCEDURES ..... 16**

6.1 Types of Subdivisions..... 16

6.2 Submission Dates..... 17

6.3 Optional Pre-Application Meeting..... 17

6.4 Optional Sketch Plat Review..... 17

6.5 Application Submission Procedures ..... 17

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6.6	Public Agency and Utility Review .....	18
6.7	Plat Review Procedures .....	19
6.8	Simple Subdivisions .....	21
6.9	Minor Subdivisions .....	23
6.10	Major Subdivisions .....	23
6.11	Wyoming Department of Environmental Quality Review .....	24
<b>SECTION 7. SUBDIVISION DESIGN STANDARDS .....</b>		<b>26</b>
7.1	Purpose and Intent .....	26
7.2	Floodways and Drainage .....	26
7.3	Soils & Topography.....	27
7.4	Lots and Blocks .....	27
7.5	Roads and Streets Design Standards .....	29
7.6	Road Construction Standards .....	36
7.7	Utilities.....	36
7.8	Sewer Standards.....	37
7.9	Water Supply Design Standards. ....	38
7.10	Water Distribution Design Standards.....	38
7.11	Type of Water System Required.....	39
7.12	Fire Safety Standards:.....	42
7.13	Water System Permitting .....	42
7.14	Subdivision Boundary Control and Monumentation.....	43
<b>SECTION 8. GUARANTEES FOR IMPROVEMENTS AND MAINTENANCE .....</b>		<b>44</b>
8.1	General Requirements.....	44
8.2	Subdivision Improvements Agreements and Guarantees.....	44
8.3	Associations or Districts for Subdivision Maintenance .....	45
8.4	Disclosure Statement .....	45
<b>LIST OF APPENDICES .....</b>		<b>47</b>

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## SECTION 1. GENERAL PROVISIONS

### 1.1 Authority

This Chapter is adopted pursuant to and in accordance with the authority vested in the Campbell County Board of Commissioners by W.S. 18-5-301 and 18-5-305, as amended. All previously existing subdivision regulations for Campbell County are hereby superseded.

### 1.2 Short Title

The Chapter shall be known, cited and referred to as the Subdivision Regulations of Campbell County, Wyoming.

### 1.3 Purpose

This Chapter has been designed and enacted for the following purposes:

- (a) To promote the public health, safety and general welfare of the present and future residents of Campbell County, Wyoming.
- (b) To establish reasonable standards of design and procedures for subdivisions and re-subdivisions.
- (c) To promote harmonious layout and land use, and to ensure accurate and legal descriptions and monumentation of lands.
- (d) To guide public and private policy and action in order to provide adequate and convenient transportation, utilities, educational and other public facilities, parks, recreation, civil defense, fire protection, light and air.
- (e) To avoid population and traffic congestion, air and water pollution, and flood damage resulting from inadequate land planning, by establishing requirements for minimum area and width of lots and tracts, proper location and width of streets and roads, adequacy of water source and of sewage and solid waste disposal methods and adequacy of drainage and flood control facilities.
- (f) To avoid the excessive expenditure of public funds for the supply of public improvements and services by ensuring that new development meets or exceeds County standards and that costs are burdened on the developer.
- (g) To provide for the coordination of easements and roads within subdivided land with other roads, both existing and planned; and to provide for proper physical and legal access, including all necessary easements, the dedication of land for roadways, and public utility easements and the improvement of roads.
- (h) To protect and preserve the value of land and buildings throughout Campbell County.

- (i) To minimize the conflicts among the uses of land and buildings, and safeguard the interests of the public, the landowner, and prospective lot purchasers.

#### **1.4 Subdivision Permit Required**

No person shall subdivide land or commence the physical layout or construction of a subdivision without first obtaining a subdivision permit from the Board. Such subdivision permit shall be constituted by the Board's certificate of approval on the subdivision plat.

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## SECTION 2. DEFINITIONS

As used in this Chapter

- (a) "Administrative Plat" means the adjusting or removal of interior lot lines between 5 or fewer lots, with review and consideration for approval conducted by County staff.
- (b) "Alley" means a public thoroughfare which affords a secondary means of access to abutting property.
- (c) "Applicable Director" means the Director of Public Works, Planner and Zoning Administrator, Building Code Official or any designee for these positions.
- (d) "Associated Entities" means any foundation, association, corporation, LLC, partnership or any individual, person(s), or group that was established or is controlled by the subdivider or developer, or any of the above entities which the subdivider or developer holds any relevant financial interest or is entitled to any relevant power.
- (e) "Block" means a piece or parcel of land entirely surrounded by public highway, streets, streams, railroad rights-of-way, parks, etc., or a combination thereof.
- (f) "Board" means the Campbell County Board of County Commissioners.
- (g) "Commercial Use" means occupied building space or property used for any wholesale, retail, or service business activity established to carry on trade for profit, or parcels zoned for commercial use (i.e., C-O, C-1, C-3, etc., as defined by the Campbell County Zoning Regulations, Chapter 7 of Campbell County Rules and Regulations).
- (h) "Commission" means the Campbell County Planning Commission.
- (i) "Consent to Subdivide" means a recordable document wherein the holder of an interest in the property to be subdivided provides consent to the subdivision and/or plat of the subject property.
- (j) "County" means Campbell County, Wyoming.
- (k) "Cul-de-sac" means a street or road having one end connecting with another street or road and being terminated at its other end by a vehicle turnaround.
- (l) "Department" means the Campbell County Department of Public Works.
- (m) "DEQ" means the Wyoming Department of Environmental Quality.
- (n) "Designated Service Area" means the area intended to be served by regional water as defined by Exhibit C of the Gillette Regional Water Supply System Joint Powers Agreement.

- (o) "Disposal system" means a system for disposing of wastes, either by surface or underground methods, including sewerage systems, treatment works, disposal wells, and absorption field.
- (p) "Dwelling unit" means any structure or part thereof, designed to be occupied as the living quarters of a single family or housekeeping unit.
- (q) "Easement" means an authorization by a property owner for another to use the owner's property for a specified purpose.
- (r) "Encumbrance" means a mortgage, lien, charge or liability attached to and binding upon real property, including easements, rights-of-way and delinquent taxes and assessment.
- (s) "Engineer" means a professional engineer licensed with the State of Wyoming Board of Professional Engineers and Professional Land Surveyors.
- (t) "Gillette Regional Water Supply System Joint Powers Agreement" means the joint powers agreement entered into between the City of Gillette and Campbell County on January 4, 2011 for the provision of regional water services.
- (u) "Grantee" means the person or entity who buys or otherwise receives the title to or possession of the parcel which has been segregated from the original tract.
- (v) "Grantor" means the person(s), individual(s) or entity who sells, rents, leases or otherwise conveys the title to or possession of the parcel which has been segregated from the original tract.
- (w) "High Density Residential" means land uses with multi-family residential housing, or parcels zoned for high density residential use (i.e., R-3, R-4, etc., as defined in the Campbell County Zoning Regulations, Chapter 7 of the Campbell County Rules and Regulations).
- (x) "Improvements" means pavements, curbs, gutters, sidewalks, water mains, sanitary sewers, storm sewers, utility lines, grading, landscaping, street signs, structures and other items for the welfare of the property owners and the general public.
- (y) "Industrial Use" means occupied building space or property used for manufacturing or assembly of products and/or other basic and primary industries, or parcels zoned for industrial use (i.e., I-1, I-2, etc., as defined in the Campbell County Zoning Regulations, Chapter 7 of the Campbell County Rules and Regulations).
- (z) "Joint Planning Boundary" means the one-mile radius surrounding the corporate limits of the City of Gillette and the Town of Wright, where joint review and approval of subdivisions is required, per W.S. 18-5-308(b) and W.S. 34-12-103.
- (aa) "Lot" means a numbered or otherwise defined parcel of land intended as a unit for transfer of ownership or for development.

- (bb) "Owner" means any person having a legal or equitable interest in land.
- (cc) "Permanent Monument" means any masonry and/or metal structure permanently placed on or in the ground, including those expressly placed for surveying reference.
- (dd) "Plat, Final" means the drawing or drawings and specific supporting materials showing the subdivider's plan for a subdivision prepared and submitted in accordance with the requirements of this Chapter to be recorded with the Campbell County Clerk.
- (ee) "Plat, Preliminary" means the map or maps of a proposed subdivision and specified supporting materials, drawn and submitted in accordance with the requirements of this Chapter, to permit the evaluation of the proposal prior to detailed engineering and design.
- (ff) "Public Land Survey System" means a survey method used to survey and identify land parcels. The basic units are Principle Meridian, Township, Range, Section and aliquot parts. These surveys shall conform to the 1973 Manual of Surveying Instructions issued by the Bureau of Land Management.
- (gg) "Publisher's Affidavit" means a notarized statement confirming notice by publication was given as required.
- (hh) "Re-subdivision" means any amendment to a recorded subdivision plat including the re-division of any lots, tracts or parcels, or the relocation or addition of roads within a subdivision.
- (ii) "Right-of-Way" means a strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, walkway, water line, sanitary sewer, electric line, gas line or other public utility or facility.
- (jj) "Sell" means sale, contract to sell, lease, assignment, auction, award by lottery or any offer or solicitation of any offer to do any of the foregoing, concerning a subdivision or any part of a subdivision.
- (kk) "Shared Water Well" means a water well permitted through the State Engineers office that provides water to up to 3 parcels. A shared well is not considered a centralized water system.
- (ll) "Small Wastewater System" means any sewerage system, disposal system or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single residential unit serving no more than 4 families or which treats and disposes of 2,000 gallons or less of domestic sewage per day.
- (mm) "Street, arterial" means a street of considerable continuity and traffic carrying capacity connecting various parts of the County.

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- (nn) "Street, collector" means a street which collects traffic from local neighborhood streets and carries it to a major street or highway.
- (oo) "Street, local" means a street which affords primary access to abutting private property.
- (pp) "Subdivider" means any person who lays out any subdivision or parts thereof either for the account of the subdivider or others.
- (qq) "Subdivision" means the creation or division of a lot, tract, parcel or other unit of land for the immediate or future purpose of sale, building development or re-development, for residential, recreational, industrial, commercial or public uses. The word "subdivide" or any derivative thereof shall have reference to the term subdivision, including mobile home courts, the creation of which constitutes a subdivision of land. The lease of land for agricultural, utility or temporary purposes does not constitute a subdivision.
- (rr) "Subdivision, Major" means the subdivision of one parcel into 6 or more lots; or the subdivision of one parcel into any number of lots that are smaller than 5 acres.
- (ss) "Subdivision, Minor" means the subdivision of one parcel into 5 or fewer lots, all greater than 5 acres in size and not classified as a simple subdivision.
- (tt) "Subdivision, Simple" means the subdivision of one parcel into 2 lots, both of which are at least 10 acres in size and not part of a previously platted subdivision.
- (uu) "Surveyor" means a professional land surveyor licensed with the Wyoming State Board of Registration for Professional Engineers and Professional Land Surveyors.
- (vv) "Water System, Centralized" means a system that provides water to all of the lots in a subdivision via distribution pipelines within rights-of-way or easements, with services to each lot. A community water system and a public water system are both considered centralized water systems.
- (ww) "Water System, Community" means a water supply system that has no more than 9 service connections and serves fewer than 25 individuals with water for human consumption, which is permitted through the Campbell County Public Works Department pursuant to Chapter 4, Rules Regulating Construction.
- (xx) "Water System, Public" means a system that serves at least 25 people with water for human consumption for at least 60 days a year. These systems qualify as Public Water Systems per the US Environmental Protection Agency. Requirements related to them are found in Wyoming DEQ Water Quality Rules and Regulations, Chapter 12.
- (yy) "WYDOT" means Wyoming Department of Transportation.

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## SECTION 3. APPLICABILITY AND EXEMPTIONS.

### 3.1 Applicability.

This Chapter shall apply to all of the unincorporated lands within Campbell County, Wyoming.

- (a) All parcels of land laid out in a subdivision, as defined in this Chapter, and the streets or other portions of the subdivision intended to be dedicated pursuant to this Chapter, shall be submitted in the form of a subdivision plat or plats in accordance with this Chapter.
- (b) None of the provisions of this Chapter shall be construed to require replatting in any case where plats have been made and legally recorded pursuant to any regulations previously in force; and all plats filed for record and not subsequently vacated are hereby declared valid, notwithstanding the fact that the procedures or the manner and form of acknowledgment may have been different than those prescribed by this Chapter.

### 3.2 Exemptions from Provisions.

Unless the method of sale or other disposition is adopted for the purpose of evading the provisions of this Chapter, this Chapter shall not apply to the subdivisions of land specified in W.S. 18-5-303; however, the subdivisions are subject to requirements specified in Section 3.3, Statutory Exemptions which have been adopted by the Board regarding documentation of the proper use and implementation of the exemptions.

### 3.3 Statutory Exemptions.

- (a) Any person seeking exemption from this Chapter shall furnish evidence of entitlement to the claimed exemption. The landowner shall sign a statement conforming to Appendix 16, Affidavit for Sale or Transfer of Real Property. The Affidavit is intended to provide all the evidence required by this Chapter. The Affidavit shall be recorded with all documents creating the parcels subject to the exemption.
- (b) The following outlines the procedures which shall be followed for each type of exemption allowed pursuant to W.S. 18-5-303.
  - (i) Exemption as a gift or sale to a member of the immediate family. The proper use of the exemption of a single gift or sale to each member of the immediate family is to convey one parcel of land to a member of the landowner's immediate family for the benefit of the grantee for housing, business or agricultural needs.
    - (A) The minimum lot size that can be created is 5 acres.
    - (B) A deed transferring the property to the grantee must be recorded along with the recording of the survey.
    - (C) A proposed division of land as a family transfer may be declared to be an evasion of the Chapter if it is determined by the Applicable Director that one or more of the following conditions exist:

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- (I) The proposed new parcel would result in a pattern of development.
  - (II) The division is made for the purpose of speculation by the grantor or for resale for the benefit of the grantor by transferring title to the grantee who has no real interest or participation but is merely a passive stand-in for a real participant who secretly controls activities.
  - (III) The transfer is the second or subsequent family transfer of property owned by the grantor to the same member of the immediate family.
- (D) Parcels created by any court of the state of Wyoming pursuant to the law of eminent domain, by operation of law or by order of any court in the state of Wyoming.
- (I) A survey or any documents recorded must be accompanied by a copy of the court order.
  - (II) Before a court of record orders a division of land, the court shall notify the Board of Commissioners of the pending division and allow the County the present written comment on the division.
- (ii) Parcels created by a lien, mortgage deed of trust or any other security instrument, easements and rights-of-way.
  - (iii) Lands located within incorporated cities or towns.
  - (iv) Parcels created by the sale or other disposition of land to the state of Wyoming or any political subdivision thereof.
  - (v) Railroad rights-of-way.
  - (vi) Sale or other disposition of land for agricultural purposes or affects the alignment of property lines for agricultural purposes.
    - (A) The purpose of this exemption is to allow a landowner to create a parcel to be used for agricultural uses as defined in Chapter 7, Campbell County Zoning Regulations. Residential, commercial or industrial buildings may not be built on the parcel.
  - (vii) Parcels created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.
    - (A) For boundary line adjustments, a Certificate of Survey showing the relocation of the common boundary lines must be accompanied by a quit claim or warranty deed.
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- (B) For land mergers, the grantee must record a separate quit claim deed, along with a Certificate of Survey, for the previously existing and the newly described parcel(s), described as one tract of land.
  
  - (viii) Cemetery lots.
    - (A) All survey plats for cemetery lots shall be reviewed and approved by the Campbell County Cemetery District, per W.S. 35-8-101 thru 105.
  
  - (ix) A parcel created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this subsection as only one interest.
  
  - (x) Sale or other disposition of land where the parcels involved are 35 acres or larger, subject to the requirement that ingress and egress and utility easements shall be provided to each parcel by binding and recordable easements of not less than 40 feet in width to a public road unless specifically waived by the grantee or transferee in a binding and recordable document.

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## SECTION 4. ADMINISTRATION & ENFORCEMENT

### 4.1 Administration

- (a) No final plat of a subdivision shall be approved by the Commission or by the Board, unless it conforms to the provisions of this Chapter.
- (b) The regulations of this Chapter are minimum standards. Additional administrative standards may be required by the Applicable Director, the Commission or the Board.
- (c) These regulations shall be administered by the Department.
- (d) All materials required to be submitted by these regulations shall be provided to the Department.
- (e) All plats submitted to the Board shall first have been examined by the Commission in accordance with the procedures established by this Chapter.
- (f) The Department, Commission and the Board shall be guided by the procedures and schedules hereinafter set forth.
- (g) Pursuant to the provisions of W.S. 34-12-103, when any part of a subdivision lies outside the limits of an incorporated city or town but within one mile of the boundary of an incorporated city or town, that subdivision shall be approved by both the Board and the governing body of the city or town before the plat shall be filed by the County Clerk.

### 4.2 Appeals

- (a) Any applicant aggrieved by the action of the Commission or the Department in their administration of this Chapter may request an appeal before the Board.
  - (i) The written request shall be submitted within 30 days of the action appealed, and shall state the specific relief which the applicant or landowner seeks. Within 30 days of receipt of such request, the Board shall hold an appeal to determine the proper application of this Chapter.
  - (ii) At the appeal, the Board shall consider not only the applicant's appeal but also the written or verbal comments of the Commission, and any agency or person and note the decision in its record of the appeal. The applicant or landowner may then proceed with the process to subdivide his land based upon the decision of the Board. This decision shall be binding upon all agencies and administrative personnel of Campbell County.
- (b) Any applicant aggrieved by the action of the Board in its administration of the provisions of this Chapter may seek judicial review in accordance with the Wyoming Administrative Procedures Act and the Wyoming Rules of Civil Procedure.

### 4.3 Variances

- (a) The applicant may request a variance from the design standards and infrastructure requirements of Section 7, Subdivision Design Standards. The Board may approve a variance when it finds that all of the following conditions are met:
- (i) The variance will not be detrimental to the public health, safety or general welfare or injurious to other adjoining properties.
  - (ii) Due to the physical surroundings, shape or topographical conditions of the property involved, strict compliance with the regulations will impose an undue hardship on the owner. Undue hardship does not include personal or financial hardship, or any hardship that is self-imposed.
  - (iii) Any variance granted shall constitute the minimum adjustment necessary to alleviate the hardship.
  - (iv) The variance will not cause a substantial increase in public costs, now or in the future.
  - (v) The variance will not result in a subdivision that conflicts with any adopted Comprehensive Plan, Land Use Map or Zoning Regulations.
  - (vi) The variance is consistent with the surrounding community character of the area.
  - (vii) The variance is consistent with the intent and purposes of this Chapter.
- (b) All requests for variances shall be submitted in writing and will be referred to the Commission for comment and recommendations prior to any action being taken by the Board. The findings and actions of the Board with respect to each variance request shall be stated in writing in the minutes of the Board and a copy thereof provided to the Department. In granting approval, the Board may require such conditions which will ensure substantial compliance with the objectives and standards of these regulations
- (c) An application for a variance shall be submitted after the application and plat, if required, for which the variance is sought has been reviewed and acted upon by the Commission. The provisions of any variance granted by the Board shall be incorporated into the subdivision plat or relevant document.

### 4.4 Permission to Enter

The Department, the Commission, Board or its designated agent(s) may visit the property to investigate, examine and evaluate the site of the proposed subdivision, once application has been made; and to subsequently monitor compliance with any conditions, throughout the subdivision process.

#### 4.5 Surveyor, Engineer

All plats and accompanying documents shall be prepared by a Surveyor, as defined in Section 2, Definitions. If subdivisions include engineering plans, reports and specifications, all materials submitted will require certification from an Engineer, as defined in Section 2, Definitions. Engineering and survey plans, specifications and reports required in connection with improvements and other elements of the subdivision required by this Chapter must be prepared by a licensed engineer or surveyor as their respective licensing laws allow.

#### 4.6 Application Fees and Deadlines

- (a) All application fees will be due at the time of the subdivision application. The fee schedule and application deadlines will be reviewed as needed by the Commission and set by the Board. All of the following apply:
- (i) No application fees will be refunded once an application has been deemed sufficient.
  - (ii) The applicant shall submit to the Department, a check payable to the County Clerk for the recording fee for any documents to file with the County Clerk in the amount determined by the County Clerk.
  - (iii) Application submittal deadlines will be scheduled by the Department and posted annually. Application submittals will be logged into the Department as the date of scheduled deadline for review and processing.

#### 4.7 Penalties

Any person who willfully violates any provision of this Chapter and any person who, as an agent for a subdivider, developer or owner of subdivided lands, offers for sale, rent or lease any subdivided lands or subdivisions without first complying with the provisions of these regulations shall, upon conviction, be fined not more than \$500.00 or be imprisoned in a county jail for not more than 30 days or be punished by both fine and imprisonment. Each day of violation constitutes a new offense.

## **SECTION 5. MODIFICATION OF RECORDED PLATS**

### **5.1 Vacation of Plats**

- (a) Any plat may be vacated per Wyoming Statutes § 34-12-106 through § 34-12-110 at any time before the sale of lots by making application to the Commission provided that the vacation of the subdivision will not interfere with sound and proper development nor deny public access to adjacent property, utilities or other improvements. The effect of the vacation shall be to divest all public rights in the streets, alleys, commons, and public ground laid out or described in such plat. In cases where any lots have been sold, the plat may be vacated provided all the owners of the lots in such plat join in the application to vacate.
- (b) Streets and alleys platted and laid out under the provisions of this Chapter or laid out under any prior law of the State of Wyoming regulating private plats may be altered or vacated in the manner provided by law for the alteration and discontinuance of highways.
- (c) Any part of a plat may be vacated under the provisions and subject to the conditions of this Chapter provided such vacating does not abridge or destroy any of the rights and privileges of other proprietors in the plat and provided, further, that nothing contained in this Section shall authorize the closing or obstruction of any public highways laid out according to law.
- (d) When any part of a plat shall be vacated as aforesaid, the proprietors of the lots so vacated may enclose the streets, alleys, and public grounds adjoining lots in equal proportions.
- (e) The County Clerk shall write in plain, legible letters across that part of the plat so vacated, the word "vacated" and also make a reference on the same to the volume and page in which the instrument of vacation is recorded.
- (f) Land covered by a vacated plat may be subdivided pursuant to this Chapter. Any later subdivision of an area already platted and not vacated shall be construed to be a request for the vacation of the original plat or portion thereof. Any such plat, once approved and recorded, shall act to vacate the original plat which it replaces.

### **5.2 Amending Recorded Plats**

- (a) Minor amendments which are filed with the County Clerk to correct minor survey or drafting errors in a recorded plat shall be prepared in the form of an affidavit or, where deemed necessary for clarity, a revised plat certified by a Surveyor. All affidavits or corrected plats shall be submitted to the Board for approval.
- (b) Amendments to a recorded plat which do not increase the number of lots, or relocate or add roads, shall be submitted as an Amended Final Plat. The Amended Final Plat shall be prepared and submitted in compliance with the Final Plat requirements of this Chapter.

### 5.3 Re-Subdivision

- (a) Any amendment to a recorded plat including the re-division of any lots, tracts, or parcels, the adjustment or modification of any lot lines, or the relocation or addition of roads within a subdivision shall be considered a re-subdivision.
- (b) All re-subdivisions require a subdivision permit pursuant to this Chapter. Application for re-subdivision shall be prepared and submitted in accordance with the requirements of Section 5.4, Administrative Plats; or if the application is not eligible to be processed as an Administrative Plat, then the application shall be processed as a Minor or Major Subdivision in accordance with Section 6, Plat Application and Review Procedures.
- (c) The relocation or addition of roads within a subdivision or the re-subdivision of any lots, tracts or parcels which would change the classification of the subdivision from a lower density group to a higher density group according to Appendix 1, Major Subdivision Improvement Chart, will be allowed only if the required public improvements in accordance with Appendix 1 are provided.

### 5.4 Administrative Plats

- (a) Administrative Plat procedures may be used to adjust or remove an interior lot line between 2 and up to 5 lots, with the total of resulting lots being no more than 5; or to combine 2 lots into one lot, provided the following conditions are met:
  - (i) The lots involved must be designated within the same or lower density group than the original lots, in accordance with Appendix 1, Major Subdivision Improvement Chart.
  - (ii) The final number of lots is less than or equal to the original number of lots.
  - (iii) Application shall be made by all property owners of all land involved.
  - (iv) All lots must be within the same platted subdivision.
  - (v) The property is served by existing facilities and infrastructure improvements which are adequate to serve the subdivision's needs. The applicant shall provide a statement from an Engineer attesting to this. Specifically, the statement shall address the adequacy of roads and streets, utilities, and facilities for drainage, sewage treatment, water supply and fire safety.
- (b) It is the responsibility of the applicant to request a determination from the Department if the proposed lot line adjustment meets the requirements for an Administrative Plat.
- (c) Unless the area being subdivided is currently zoned in accordance with the intended use, the applicant shall obtain the appropriate zoning to be eligible to receive a subdivision permit for an Administrative Plat.

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- (d) The applicant shall file an application for subdivision and shall include the supporting documents required for Administrative Plats as shown in Appendix 2, Plat and Application Requirements.
  - (e) No public notice or hearing is required for an Administrative Plat.
  - (f) DEQ Chapter 23 review is not required for an Administrative Plat, provided the applicant has provided the statement described in Section 5.4(a)(v).
  - (g) After the application is filed, an internal Department review will be conducted. The Department will present the applicant with the results of the review at a meeting, which the applicant or their agent is required to attend. At the meeting, the Department will either:
    - (i) Approve the Administrative Plat. Such approval shall be denoted by a Certificate of Approval which shall be shown on the plat; or
    - (ii) Conditionally approve the Administrative Plat and provide the applicant with any required changes, additions or conditions of approval; or
    - (iii) Require the application to proceed through the Minor or Major Subdivision process. If the subdivision complies with the conditions of a Minor Subdivision application, it shall be processed as a Minor Subdivision. Otherwise, the proposed subdivision shall be deemed a Major Subdivision and shall be processed as a Major Subdivision; or
    - (iv) Deny the Administrative Plat.
  - (h) If the applicant contends that the Department's decision on the Administrative Plat was wrongful, the applicant may request a hearing before the Board of Commissioners, pursuant to Section 4.2, Appeals. The request shall be filed in writing within 30 days of the meeting at which the Administrative Plat was acted upon.
  - (i) A signed and recordable Administrative Plat shall be submitted to the Department within 60 days of the approval of the plat. The Applicable Director may grant a 60 day extension due to a demonstrated hardship if a written request is submitted prior to the expiration of the initial 60 day period. If the request is not received within the 60-day period, then the plat is deemed null and void and the applicant shall be notified that the plat is null and void.
  - (j) Following approval of an Administrative Plat and delivery of a recordable plat, the Department shall file the plat with the Campbell County Clerk and Recorder. It is the applicant's responsibility to ensure that the plat contents meet all the requirements for filing under State Statutes with the County Clerk and Recorder. The Administrative Plat shall also contain a signature line for the Campbell County Clerk and Recorder.

## SECTION 6. PLAT APPLICATION AND REVIEW PROCEDURES

### 6.1 Types of Subdivisions

Before any land is subdivided, the applicant shall apply for and secure approval of the proposed subdivision in following the procedures specified in this Section. The procedures for making an application and for review and approval of the application, generally described below, are different for the various types of subdivisions:

- (a) Simple Subdivision is for the division of one parcel, of at least 35 acres in size and not part of previously platted subdivision, into 2 parcels, both of which are at least 10 acres in size. Simple Subdivisions require a Record of Survey instead of a subdivision plat.
- (b) Minor Subdivision is for the division of land into 5 or fewer parcels, all greater than 5 acres in size. Minor Subdivisions do not require a Chapter 23 DEQ Review. Review for the safety and adequacy of the proposed water and sewer systems will be conducted by the Department. A Preliminary Plat is not required for a Minor Subdivision; only Final Plat is required.
- (c) Major Subdivision is for the division of land into 6 or more parcels or when any of the parcels are less than 5 acres in size. Major Subdivisions required both a Preliminary Plat and a Final Plat. A Chapter 23 DEQ Review is also required.
- (d) The Plat and Application Review Procedures of this Section apply to the various types of subdivisions as follow:

6.2, Submission Dates: applies to all subdivision types.

6.3, Optional Pre-Application Meeting: applies to all subdivision types.

6.4, Optional Sketch Plan Review: applies to Major Subdivision Preliminary Plats only.

6.5, Application Submission Procedure: applies to all subdivision types.

6.6, Public Agency and Utility Review: applies to Minor Subdivision Final Plats and Major Subdivision Preliminary Plats only.

6.7, Plat Review Procedure: applies to all subdivision types.

6.8, Simple Subdivisions: applies to Simple Subdivisions only.

6.9, Minor Subdivisions: applies to Minor Subdivision Final Plats only.

6.10, Major Subdivisions: applies to Major Subdivisions Preliminary and Final Plats only.

6.11, Wyoming DEQ Review: applies to Major Subdivision Preliminary Plats only.

- (e) See Appendix 4, Subdivision Process Flow Charts, for graphic representations of the different subdivision review processes.

## 6.2 Submission Dates

- (a) The subdivision application, complete with all required information, shall be submitted to the Department by 5 P.M. on the second Thursday of the month prior to the regular Commission meeting at which the Commission will first consider it.
- (b) To schedule an application for action by the Board, the applicant shall first comply with all conditions of approval specified by the Commission during its review. The applicant shall provide 2 weeks notice to the Department for the application to be placed on the Board's regularly scheduled agenda.
- (c) A pre-determined schedule of all Commission and Department review dates is published at the beginning of each calendar year. Applicants should consult the review calendars for the plat submittal schedule.

## 6.3 Optional Pre-Application Meeting

Pre-Application Meetings are optional. At the applicant's request, the Department will hold a Pre-Application Meeting with the applicant to explain the subdivision application and review process.

## 6.4 Optional Sketch Plat Review

- (a) Sketch Plats are optional and may be used for Major Subdivisions only. The applicant may elect to submit a sketch plat of a proposed subdivision to the Commission prior to submitting a Major Subdivision Preliminary Plat.
- (b) The purpose of the sketch plat procedure is to identify any problems or concerns with the proposed development before expenses are incurred in the preparation of a Major Subdivision Preliminary Plat. No official action is required of the Commission or the Department other than to offer comments on the proposal.
- (c) The Commission shall review the sketch plat for conformance with general planning, engineering, and public improvement requirements as presented in this Chapter and with any special requirements the Commission may deem necessary. Commission and Department shall provide their comments to the applicant within 14 days after the meeting at which they reviewed the Sketch Plat.
- (d) Sketch Plan applications shall include all the items specified in Appendix 5, Sketch Plat Application Requirements.

## 6.5 Application Submission Procedures

- (a) The application submission procedures of this Section shall apply to all subdivision types including Simple Subdivisions, Minor Subdivisions Final Plats, Major Subdivision Preliminary Plats and Major Subdivision Final Plats.

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- (b) The applicant shall submit to the Department, an application for subdivision permit containing all of the following materials:
- (i) A completed, original copy of the Subdivision Application Form and all related information required in accordance with Appendix 2, Plat and Application Requirements Checklist.
  - (ii) The required application fee.
  - (iii) Such additional relevant and reasonable information as the Department may require to adequately assess whether the proposed subdivision complies with this Chapter and applicable State Statutes.
- (c) The Department shall review the application for sufficiency using the following procedure:
- (i) Within 5 working days of the date of submittal, the Department shall determine whether the subdivision application and supporting information required is adequate and shall notify the applicant whether:
    - (A) The application information is sufficient to continue review and processing;  
or
    - (B) The information is not sufficient to allow for review. The Department shall identify the insufficient information in its notification and no further action shall be taken on the application until all material is resubmitted and determined to be sufficient.
      - (I) The applicant shall correct the deficiencies within 7 days from the date of the insufficiency letter. If the applicant corrects the deficiencies the Department shall continue with processing of the submittal.
      - (II) If the deficiencies are not corrected within 7 days following the date of the insufficiency letter the Department shall terminate the application.
    - (C) A determination that an application contains sufficient information for review does not ensure that the proposed subdivision will be approved or conditionally approved by the Commission or Board and does not limit the ability of the Department, the Commission or the Board to request additional information during the review process.

## 6.6 Public Agency and Utility Review

- (a) For all Minor Subdivision Final Plats and Major Subdivision Preliminary Plats, the Department shall distribute copies of the application as provided by the applicant to the following public and private agencies for review:
- (i) School District.

- (ii) Soil Conservation District.
  - (iii) Fire Department.
  - (iv) Parks and Recreation Department.
  - (v) Hospital District.
  - (vi) Game and Fish Department.
  - (vii) Wyoming Department of Transportation.
  - (viii) Any Service or Improvement District.
  - (ix) When applicable, utility and communication companies.
  - (x) When applicable, Wyoming Geological Survey for an evaluation of the geologic factors which would have a significant impact on the proposed use of the land.
  - (xi) When applicable, State Engineer for an opinion regarding the effects on decreed water rights, historic use of an estimated water yield to supply the proposed development, conditions associated with the water supply evidence, and the cumulative effect of on-lot wells on existing water rights, wells, and formation potentials.
- (b) Agencies receiving copies of the Plat should return written comments regarding the proposed subdivision to the Department prior to the Commission meeting at which the Plat will be considered or may present comments on the Plat at the Commission meeting at which the Plat is considered.

### **6.7 Plat Review Procedures**

The following plat review procedures apply to Simple Subdivisions, Minor Subdivisions Final Plats, Major Subdivision Preliminary Plats and Major Subdivision Final Plats.

- (a) At least 7 days prior to the date of the Commission meeting at which a Plat is to be considered, the Department shall notify adjacent landowners, from address information provided by the applicant, of the time and date of the meeting.
- (b) The Department shall combine other agency comments and its own and provide them for review at a regular meeting of the Commission. The applicant and all other interested or affected parties shall be allowed and are encouraged to comment on the Plat at the Commission meeting.
- (c) Per statute, all proposed subdivisions within one mile of an incorporated city or town shall be approved by said governing body. At the time of application submittal, a copy of the plat and all application materials shall be sent by the applicant to any incorporated

community within one-mile of the location of the plat, for action by the governing body of the affected community. The recommendations of the Commission shall also be forwarded by the Department to the incorporated community.

- (i) Action by the governing body of the affected community shall be taken and made known before the Board acts upon the subdivision plat. Approval by the governing body of the affected community shall be duly noted on the face of the plat which is to be recorded.
- (d) The Commission shall review the application and render a recommendation to the Board to approve, approve with conditions, deny or table the plat to a specific future meeting date. The Commission shall only recommend approval for those plats found to be in accordance with the intent, standards, and criteria specified in this Chapter. The Commission shall notify the applicant of its decision in writing within 10 days after the Commission meeting.
- (e) If the Plat is denied or tabled, the Commission shall specify conditions under which the Plat may gain reconsideration.
- (f) If the applicant is aggrieved by the action by the Commission on the plat, he may, in writing, request a hearing before the Board according to the provisions of Section 4.2, Appeals.
- (g) Approval of the Plat either by the Commission or, upon appeal, by the Board, shall be effective for one year from the date of approval.
  - (i) If conditions of approval are not met or a recordable plat is not submitted for Board approval within the stated time limit or any extension thereof granted by the Commission, the subdivision application must again be submitted for approval before action may be taken on the application.
- (h) If the plat is approved by the Commission, the original mylar of the Plat shall be held by the Department until all required conditions of approval are satisfied. If the plat is disapproved by the Commission, the applicant may appeal the decision to the Board as provided by Section 4.2, Appeals.
- (i) All permits to construct improvements shall be issued prior to the plat being forwarded to the Board, with the understanding that any improvements are done at the developer's risk prior to Board approval of the plat.
- (j) Once all Commission required conditions of approval are satisfied, the applicant must give the Department 2 weeks notice for the plat to be placed on the Board's regularly scheduled agenda. The plat shall not go before the Board prior to all permits to construct improvements are issued. The Board shall then either approve as submitted or disapprove the subdivision plat.

- (k) The applicant shall submit the recording fee to the Department before the plat is submitted for approval by the Board. The Department shall deliver the applicant's recording fee and the executed plat to the County Clerk for filing.

### 6.8 Simple Subdivisions

The following additional requirements apply to Simple Subdivisions:

- (a) A Simple Subdivision is a one-time division of one parcel, at least 35 acres in size and not part of a previously platted subdivision, into 2 parcels. Each resulting parcel must be 10 acres or greater in size.
- (b) A Simple Subdivision may not be utilized if the parcel proposed for subdivision is:
- (i) A parcel created through the Simple Subdivision process; or
  - (ii) A parcel created through the Aliquot Parcel process as provide for by Subdivision Regulations in effect from August 15, 2002 until the effective date of this Chapter; or
  - (iii) A parcel that is adjacent, or in close proximity, to a previously recorded Simple Subdivision developed by the same owner or associated entities.
- (c) The following are the requirements that must be met in order for a subdivision to qualify for the Simple Subdivision process:
- (i) All lots shall have legal access to a public street. The applicant shall provide a copy of a recorded access and utility easement(s) identified by book and page, not less than 40 feet in width, running to and for the benefit of both resulting parcels, which provides direct access to a publicly dedicated right-of-way.
  - (ii) The lot size shall comply with any applicable zoning regulations.
    - (A) If the parcel proposed for subdivision is within the Joint Planning Boundary, then a Zoning Application shall be required with subdivision submittal.
  - (iii) The subdivision is consistent with Campbell County's Comprehensive Land Use Plan and the Campbell County Zoning Regulations.
  - (iv) The subdivision is compatible with the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety or welfare of the inhabitants of the area and the county.
- (d) Survey Requirements: A Record of Survey shall accompany or be referenced by all deeds recorded in the Office of the Campbell County Clerk that create a Simple Subdivision. The Record of Survey shall include the following:
- (i) Location – section, township, range, principal meridian, county and state.

- (ii) North Arrow.
  - (iii) Monuments found and set.
  - (iv) Basis of Bearings.
  - (v) When applicable, section, quarter and sixteenth lines shall be shown and labeled.
  - (vi) Lot lines for the subject parcel and the two resulting units along with their sizes in acres.
  - (vii) All easements of record located on the subject parcel and their book and page.
  - (viii) The access and utility easements running to both resulting units, and book and page of easements, when applicable.
- (e) Supplemental Requirements: Applicants for Simple Subdivision approval shall provide the following supplemental items as part of their application
- (i) A Site Plan for the purpose of review containing the following:
    - (A) Dimensions and acreage of the proposed parcels, drawn to scale and clearly dimensioned, showing the use(s) and existing structure(s). Indicate the location of natural or manmade features such as drainage ways, streams, roads, buildings, etc. on, or immediately adjacent to, the site.
    - (B) Topography on 5' contour intervals or obtained from the U.S.G.S. mapping surveys.
    - (C) Specify the location and size of the existing or proposed potable water supply, waste water disposal system either on-site or public, and utility lines within and immediately adjacent to the proposed subdivision.
  - (ii) A Full Title Report completed within the previous 3 months.
  - (iii) Consent to Subdivide signed by any/all Owner(s), Mortgagees, or Lien holders. The Consent to Subdivide may be placed on the face of the plat or prepared as a separate document. The document shall be written in a recordable format acceptable to the County Clerk's Office.
  - (iv) Copy of the Publisher's Affidavit (see Appendix 6, Example Publisher's Affidavit).
  - (v) WYDOT approach permit, if applicable.
  - (vi) A copy of the deed by which the applicant took title to the parcel.
  - (vii) A copy of existing or proposed covenants.

## 6.9 Minor Subdivisions

The following additional requirements apply to Minor Subdivisions:

- (a) The Minor Subdivision process may be utilized for subdivisions consisting of 5 parcels or less, all greater than 5 acres in size, provided the Department find that there are no grounds to consider the subdivision a Major Subdivision.
- (b) The Minor Subdivision process may not be utilized if the parcel proposed for subdivision is adjacent, or in close proximity, to a previously platted minor subdivision developed by the same owner or associated entities. Instead, the subdivision shall be processed as a Major Subdivision.
- (c) All Minor Subdivision Final Plat applications shall include all information as required by Appendix 2, Plat and Application Requirements.
- (d) The Minor Subdivision Final Plat and all of the required documents and material shall conform to the design and engineering standards, other specific requirements set forth in this Chapter, and any conditions of approval stipulated by the Commission.
- (e) All Minor Subdivisions shall be designed and constructed so as to provide all required improvements and infrastructure as may be required by the applicable provisions of Section 7, Subdivision Design Standards.
- (f) Unless the area being subdivided is currently zoned in accordance with the intended use, the applicant shall file a request for and obtain the appropriate zoning before the Board approves the Final Plat.

## 6.10 Major Subdivisions

The following additional requirements shall apply to Major Subdivisions:

- (a) Preliminary Plat:
  - (i) All Major Subdivisions require a Preliminary Plat. The purpose of a Preliminary Plat is to review the proposed subdivision for conformance with the specific design standards and improvements requirements set forth within this Chapter.
  - (ii) All Major Subdivision Preliminary Plats shall include information as required by Appendix 2, Plat and Application Requirements.
  - (iii) Approval of a Major Subdivision Preliminary Plat by the Board shall be effective for one year from the date of approval, unless a request is made by the applicant and approved by the Board for a longer specified period of time.

- (b) Final Plat:
- (i) After approval of the Major Subdivision Preliminary Plat and satisfactory completion of any conditions of approval, the applicant may submit an application for approval of the Major Subdivision Final Plat.
  - (ii) All Major Subdivision Final Plat applications shall include all information as required by Appendix 2, Plat and Application Requirements.
  - (iii) All Major Subdivision Final Plats and required supporting documents and materials shall conform to the design and engineering standards set forth in this Chapter and to any conditions of approval specified by the Commission.
  - (iv) All Major Subdivision Final Plats shall be designed and constructed so as to provide all required improvements and infrastructure as specified in Appendix 1, Major Subdivision Improvements Chart.
  - (v) Major Subdivisions may be platted in phases covering representative and reasonable portions of the area approved in the Major Subdivision Preliminary Plat, subject to the following requirements:
    - (A) Each phase shall contain a vicinity map showing the location of the portion being submitted in relation to the overall Major Subdivision Preliminary Plat.
    - (B) All Major Subdivision Final Plats so submitted shall have identical titles, legends and other required information, shall be of the same scale and shall have match lines so the mosaics of the entire subdivision can be assembled.
    - (C) Each phase shall be numbered according to the sequence in which it is to be recorded and shall itself, or in conjunction with previous phases, meet the design standards and minimum requirements set forth in this Chapter.
    - (D) Any land area in a phased subdivision which Major Subdivision Preliminary Plat has been approved and for which a Final Plat has not been submitted with 3 years from the date of approval of the Major Preliminary Plat, shall not be allowed to proceed with final platting until a new Preliminary Plat is submitted and approved.
  - (vi) Unless the area being subdivided is currently zoned in accordance with the intended use, the applicant shall file a request for and obtain the appropriate zoning before the Board approves the Final Plat.

### **6.11 Wyoming Department of Environmental Quality Review**

- (a) Wyoming Statute 18-5-306 through 18-5-308 requires the County refer some subdivision applications to DEQ for review pursuant to Chapter 23 of the DEQ Water Quality Rules and Regulations. The purpose of the review is to advise the County about water and sewage issues related to the subdivision.

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- (b) Campbell County requires DEQ Chapter 23 review only for Major Subdivision Preliminary Plats and does not require Chapter 23 review for Simple Subdivisions or Minor Subdivision Final Plats.
  - (c) At the same time the applicant submits a Major Subdivision Preliminary Plat application to the Department, the applicant shall submit the necessary information to DEQ for their review and approval. The applicant is responsible for making the application. DEQ has specific application requirements and subdivision applicants should contact DEQ directly to obtain application materials and any necessary assistance. After receiving the Plat, DEQ has 60 days to make a recommendation to the County.
  - (d) The applicant shall also furnish a copy of all materials submitted to DEQ to the Department to keep on record.
  - (e) The Department, Commission and Board will take into consideration the recommendations of the DEQ, but shall not be bound by the DEQ's recommendations.
  - (f) A Chapter 23 DEQ study is required for all Major Subdivision Preliminary Plats unless the Applicable Director exempts the subdivision from this requirement. The Applicable Director may exempt the subdivision from the DEQ study as long as one of the following items are met:
    - (i) Water and sewer services are currently provided by permitted centralized water and sewage systems in good working order and adequately sized for the additional lots; or
    - (ii) The Applicable Director finds that a Chapter 23 DEQ Study previously completed on the property satisfactorily addresses all relevant water and sewage issues.

## SECTION 7. SUBDIVISION DESIGN STANDARDS

### 7.1 Purpose and Intent

- (a) Campbell County is known for its natural resources, natural resource extraction and rural character. The purpose and intent of this Chapter is to balance the location and design of subdivisions with the protection of these resources and character. It is the further purpose and intent of this Section to allow the subdivision of land while minimizing impacts that can occur from subdivision development and maximizing the safety of the residents in new subdivision.
- (b) Consistent with the Campbell County Land Use Plan, it is Campbell County's intention is to preserve existing rural development and the rural character of the County. This Chapter is intended to encourage low density, rural style developments. Furthermore, consistent with the Campbell County Land Use Plan, it is the County's intention to encourage high density, urban scale development in incorporated city and town limits, where adequate public water, sewer and roads are available.
  - (i) All proposed subdivision plats shall be reviewed in relation to the general character of the area and the requirements of the County.
  - (ii) Land area for natural areas, schools, parks, open spaces and future road rights-of-way shall be reserved and located according to good planning practices and principles.
  - (iii) Where an entire parcel is not subdivided, the applicant must indicate the intended plans for the remainder of the parcel.

### 7.2 Floodways and Drainage

- (a) The flood damage prevention ordinance enacted on January 2, 2008 shall be used to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas.
- (b) All areas located within FEMA 100-year flood zones shall be placed in drainage easement.
- (c) All areas (road right-of-way excluded) that are subject to flooding during the 25-year rain event shall be set aside for uses that will not aggravate the danger of flooding, will not be endangered by flooding, or will not endanger the general health, safety, or welfare of the community. These areas shall be placed in drainage easement.
- (d) All subdivision applications shall include a drainage report prepared in accordance with Appendix 7, Drainage Report Outline. The report must identify necessary improvements that will allow stormwater to pass through the subdivision in a non-disruptive manner. General requirements include:
  - (i) Identify drainage basins.

- (ii) Model 25-year, 24-hour design storms for the drainage basins.
- (iii) Size all culverts, ditches, swales, and other storm drain improvements appropriately.
- (iv) Address stormwater detention for the site if applicable.
- (v) Create a large scale drainage plan exhibit on 24" x 36" sheet(s).

### 7.3 Soils & Topography

- (a) The design and development of subdivisions should preserve the natural drainage to the extent possible. Particular consideration will be given to topography in relation to the suitability of the land for development and preservation of natural areas for open space.
- (b) All subdivision applications shall include a soils report for review by the Department. The soils report shall be prepared in accordance with Appendix 8, Soils Report Outline. The Department shall consult with the Campbell County Conservation District, per statute 18-5-306(b) in review of the report.
- (c) Land subject to hazardous conditions such as landslides, rockfalls, possible subsidence, shallow water table, open quarries, floods and polluted or non-potable water supply shall be identified. The land shall not be subdivided until the hazards have been eliminated, or will be mitigated by the subdivision design and construction plans or have otherwise been addressed to satisfy safety concerns.

### 7.4 Lots and Blocks

- (a) Lots created by subdivision must comply with all applicable zoning requirements including minimum lot size and minimum lot width.
- (b) The lot size, width, depth, shape and orientation shall be appropriate for the location of the subdivision, for the type of development and use contemplated, and for future re-subdividing where appropriate.
- (c) The size of lots shall not be less than 6,000 square feet except for mobile home lots and lots subdivided or re-subdivided for townhouse or common wall units.
  - (i) Mobile home lots shall be sized in accordance with the Campbell County Zoning Regulations for Manufactured/Mobile Home Park Standards.
  - (ii) The minimum lot size for townhouse and common wall unit lots shall be the greater of the following two standards:
    - (A) The total area of the separate platted lots upon which the unit will exist shall not be less than 6,000 square feet; or
    - (B) Each platted lot shall be no less than 2,250 square feet unless applicable zoning regulations are more restrictive.

- (d) The depth of any lot shall not exceed 3-times the width. In addition, lot depth and width shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated. In general, two parking spaces are required for each residential dwelling unit on a lot.
- (e) Corner lots for residential use shall have extra width to permit appropriate building setback from, and orientation to, both roads.
- (f) Double frontage and reverse frontage lots should be avoided except where it is essential to provide separation of residential development from expressways and major arterial streets or overcome specific disadvantages of topography and orientation.
- (g) Each lot shall have satisfactory access to a public street or road.
- (h) Side lot lines shall be substantially at right angles or radial to road right-of-way lines or centerlines.
- (i) A single lot shall not be divided by a road, alley or other lot.
- (j) Service access to the interior of blocks may be permitted in certain instances, in which case, alleys must be indicated in the plan and plat. Where alleys are platted, a minimum of 20 feet shall be required.
- (k) Irregular or wedge shaped lots shall be no less than 40 feet in width at the front property line, except as allowed for platted lots with common wall or townhouse units. The total width of those platted lots upon which common wall or townhouse units will exist shall be no less than 30 feet and each platted lot shall provide sufficient access and frontage to the street depending on its use.
- (l) Flag lots are generally prohibited because they have often been used to avoid building a street to serve a subdivision and their use increases the number of approaches onto roads. However, conditions may exist where flag lots are reasonable. The Applicable Director may approve the use of flag lots in areas where extraordinary topography, emergency accessibility or access to infrastructure warrant flag-shaped lots.
- (m) Each lot shall contain a satisfactory building site which is properly related to topography and which conforms to the standards of this Section. Site plans showing adequate building area for a home, accessory structure, septic and leach field and replacement leach field may be required where easements, topography, lot size or other factors affect the buildable area.
- (n) Easement width shall accommodate the efficient installation and the maintenance of utilities.
  - (i) Permanent side and rear yard general utility easements are required on all lots.

Side: Not less than 5 feet in width on each side of all side lot lines;

Rear: Not less than 10 feet in width on each side of all rear lot lines;

- (ii) Additional permanent easements, where necessary, shall be required for utility poles, wires, conduits, storm water and sanitary sewers, gas and water mains, and other public utilities, subject to review by the Applicable Director.
- (iii) Easements shall be required around all oil, gas and water wells and other utility infrastructure as required by the Applicable Director.

## 7.5 Roads and Streets Design Standards

- (a) Street and road layout shall conform to the duly adopted County Road Plan, applicable municipality's duly adopted major street plan, or any duly adopted city or county comprehensive plan, to provide for an alternate emergency vehicle access and for good circulation. Newly created roads within subdivisions shall function with connected roads.
- (b) The Campbell County Road Plan lists classifications for roadways in Campbell County. These include the Rural Arterial System, Major Collector Road, Minor Collector Road, and Rural Local Roads. This Section addresses the Rural Local (Subdivision) Road standards only. The Department is authorized to modify the standards on a case-by-case basis to meet project specific requirements and conditions. See Appendix 9, Road Profiles, for typical roadway sections of gravel and asphalt surfaced roads.
- (c) Geometric Standards:
  - (i) Speed. Design Speed is 30 MPH. If there is a school in the subdivision, a 20 MPH design speed shall be utilized near the school zone. Proposed Design Speeds less than 30 MPH must be warranted by an engineering speed study per W.S. 31-5-303 and discussed with the Applicable Director during the subdivision design phase.
  - (ii) Horizontal Curvature. Minimum controlling design values for horizontal curves shall be taken from Chapter 3 of the AASHTO *A Policy on Geometric Design of Highways and Streets*, latest edition, using values from the charts that utilize the corresponding 30 MPH Design Speed and chosen Superelevation (e%). Maximum superelevation is 4%, unless approved by the Applicable Director.
  - (iii) Vertical Curvature. Controlling rate of curvature, K, design values shall be taken from Chapter 3 of the AASHTO *A Policy on Geometric Design of Highways and Streets*, latest edition, using values from the Crest and Sag vertical curve charts utilizing the corresponding 30 MPH Design Speed and stopping sight distance.
  - (iv) Sight Distance. Minimum passing and stopping sight distance shall be taken from the AASHTO *A Policy on Geometric Design of Highways and Streets*, latest edition, using values from the charts that utilize the corresponding 30 MPH Design Speed and roadway longitudinal grade.

- (v) Longitudinal Grade Requirements. Maximum longitudinal grade for Rural Local roads is 8% unless approved by the Applicable Director.
- (vi) Intersection Requirements. Intersections should be located to avoid steep profile grades and ensure adequate sight distance. Intersections should not be located on or near short crested hills, nor on sharp horizontal curves. Where there is no practical alternative, approach sight distance on each leg of the intersection should be checked carefully. Signing should be provided at recommended distances. If necessary, back slopes should be flattened, and horizontal and vertical curvatures lengthened to provide for additional sight distance.
  - (A) Sight distance should be sufficient to permit a vehicle on the minor leg of the intersection to cross the traveled way without requiring the approaching through traffic to slow down. As a rule, there should be a minimum of seven seconds available to the driver crossing the through lanes.
  - (B) Intersection legs operating under stop control should be at 90 degrees to the mainline. Under no circumstances can the intersection be less than 60 degrees from perpendicular.
  - (C) Many factors should influence the design of an intersection. A few items to consider are corner radius, the minimum degree of intersection legs, and corner sight distance.
  - (D) Complete details of intersection design can be found in Chapter 9 of the *AASHTO A Policy on Geometric Design of Highways and Streets*, latest edition.
- (d) Cross Sectional Standards:
  - (i) Roadway Width. Minimum roadway width, including shoulders, is 22 feet. This corresponds to AASHTO Chapter 5 with 18' minimum traveled way and 2' minimum shoulders.
  - (ii) Fill/Fore Slope. Fill/Fore slopes are measured laterally from the outside edge of shoulder to the ditch bottom or to a point of slope selection for cut sections, and to a point of slope selection for fill slopes. Steepest fore-slope rate is 1V:4H for a minimum of eight horizontal feet, resulting in a minimum ditch/fill depth of 2 feet.
  - (iii) Back-Slope. The back-slope is measured laterally outward from the road, beginning at a point from the bottom of the ditch to a point of slope selection, or daylighting, for cut sections. Steepest back-slope rate is 1V:2H with flatter slopes recommended.
  - (iv) Roadway Cross Slope (Crown). The cross slope is measured from the centerline of the 2-lane roadway to the edge of the shoulder. The minimum cross slope shall be 3%.

- (v) Superelevation. Superelevation is the cross slope across the entire roadway in a horizontal curve. The maximum superelevation percentage is 4%, unless approved by County Engineer. For low speed subdivision roads, with numerous driveways and approaches, the Department encourages curve radii to allow the use of normal crown sections without superelevation.
- (vi) Superelevation and Crown Runoff. Superelevation runoff length is defined as the distance to go from zero (superelevation rate,  $e = 0.00$ ) to the specified superelevation ( $e$ ) for the given radius and design speed. Crown runoff ( $C$ ) is the distance required for the outside lane(s) to transition from a normal crown (3%) to a flat crown ( $e=0\%$ ). The length of crown runoff is also the distance for the outside lane(s) to transition from a flat crown to a reverse crown.
  - (A) Use WYDOT modified runoff lengths. WYDOT uses a general standard normal crown of 2% and, thus, their tables are calculated using this value. Campbell County uses a 3% crown. Campbell County has modified the WYDOT tables to reflect this difference in crown.
- (vii) Vertical Clearance. Vertical clearance shall be measured from the highest point on the roadway surface to the lowest point on the overhead obstruction. Vertical clearance requirements for all roadway classifications are as follows:
  - (A) Minimum clearance for grade separation with other roadways is 16.5 feet.
  - (B) Minimum clearance for an overhead power line is governed by W.S. 37-3-303. In Campbell County the following applies: Minimum line height above road =  $24' + [(KVA-50)*(.4/12)]$  where: KVA is the voltage of the line in kilovolts Example: What minimum line height is required for a 69KVA line to cross a County Highway?  $H_{min} = 24' + [(69-50)*(.4/12)] = 24.6'$ , say 25 feet minimum.
  - (C) Minimum clearance over a railroad is determined by the local Railroad authority. County Road Fund Manual calls out 23.5 feet but this must be verified by the local Railroad authority.
- (e) Subgrade and Surfacing Materials and Design:
  - (i) Non-Paved Roadways. 6" minimum depth of Uniformly Graded Aggregate Base or Uniformly Graded Scoria Base with 2" maximum aggregate size is required. Moisture conditioning of the 6 inches of soil below the base and compaction are required.
  - (ii) Paved Roadways: Subgrade, base and surfacing design for paved roads shall meet the minimum requirements of the current City of Gillette Design Standards.
- (f) Culverts & Bridges Design Standards:

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- (i) Minimum culvert size. Minimum culvert size is 12-inch diameter. Cover shall meet the manufacturer's recommendation and shall not be less than 12 inches. Culverts shall be installed at street intersections and driveway locations where cross drainage and ditch flow require installation. The drainage report may call for larger culverts and shall define locations requiring culverts.
  - (ii) Culvert materials: Culvert materials may consist of corrugated metal, concrete, polyethylene, PVC or another material approved by the Applicable Director. The Department recommends a soil corrosion test be performed to select culvert materials to maximize the life of the pipes.
  - (iii) Erosion control measures: Cut and fill slopes and longitudinal ditches in steep profile areas must utilize best practice erosion control design measures to ensure reseeding success. Paved gutters or other approved erosion control measures may be required where velocities will cause erosion of the ditch bottom.
  - (iv) Bridge Structures:
    - (A) Specifications: The latest edition of the *AASHTO Standard Specification for Highway Bridges* shall be used for design and construction of bridges on all roadway classifications.
    - (B) Review: Per W.S. 24-2-106, WYDOT must review and approve all bridge structure designs prior to construction.
    - (C) Structural Loading: Bridges shall be designed for HL93 loading
    - (D) Bridge Roadway Width: Minimum Bridge roadway width shall be 26 feet.
  - (g) Signage Standards:
    - (i) All signage shall be installed and inspected prior to approval of the plat. Street signs shall be provided by the developer.
    - (ii) All signage shall meet the latest WYDOT/MUTCD specifications. Regulatory signs will be allowed within the roadway right-of way but no advertising signs will be permitted in the right-of-way.
  - (h) Pedestrian Walkways Standards:
    - (i) Refer to Appendix 1, Major Subdivision Improvement Chart, for requirements on pedestrian access. Walkway design and location shall be approved by the Applicable Director.
    - (ii) Pedestrian walkways may be required to provide access to parks or open spaces, schools or other similar areas where, in the opinion of the Commission, significant pedestrian usage is anticipated or adequate pedestrian circulation is needed. Easements may be required where deemed necessary.
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## (i) Street Lighting Standards:

- (i) Street lighting, capable of the illumination of streets and pedestrian walkways, may be required for safe movement of vehicles and pedestrians at night where density is greater than one unit per acre and/or where development is contiguous with a municipality which requires street lights, conforming to the applicable municipality's standards. Refer to Appendix 1, Major Subdivision Improvement Chart on requirements for street lighting.

## (j) Right-of-Way Width Requirements:

- (i) The minimum right-of-way width is 60 feet, and it must be dedicated to the public. Public access easements cannot be use in lieu of dedicate right of way. No private roads are allowed.
- (ii) At least one public access with minimum 60-foot dedicated right-of-way shall be provided to all subdivisions. For subdivisions with 30 lots or more, at least two public accesses with minimum 60-foot dedicated right-of-way must be provided per Fire Department standards.
- (iii) Specific design standards for any roads within a development that may be classified as major or minor Collectors or rural Arterials shall be those specified in the County Road Manual.

## (k) Street Layout/Geometry Standards:

- (i) Geometric design. Design of roadways and streets shall follow previous Design Standard sections in this manual.
- (ii) Through Traffic. Local streets shall be designed to discourage through traffic. Intersections of local streets with major streets shall be minimized.
- (iii) Stubs/extensions. Provisions for an efficient street system must be made by the use of stub streets or extensions of new streets to connect to the existing streets, and by the use of developed rights-of-way. Any subdivision plat submitted for approval shall be designed to permit continuation of streets into adjacent subdivisions unless there is justification for an alternate design.
- (iv) Extent of roadway construction. Roadways and streets are to be constructed by the developer to the furthest subdivision boundary line and utilized to access adjacent properties. No unimproved rights of way are allowed.
  - (A) A temporary turnaround will be installed by the developer at the end of the constructed roadway. Minimum radius of surfacing for temporary turnarounds shall be 50 feet.
  - (B) Dead end streets are prohibited.

- (v) Street intersection limits. Not more than two streets shall intersect at one point.
  - (vi) Cul-de-sac length. Cul-de-sacs shall not be longer than 1000 feet, including the turnaround, unless a deviation is approved by the Commission after a positive recommendation from the Applicable Director. The turnaround shall have a right-of-way radius of 60 feet minimum and a surfacing radius of 50 feet minimum.
  - (vii) Frontage roads and permits. Where a residential subdivision abuts a State highway or County Highway, a frontage road may be required to reduce the number of approaches onto the highway. Developer shall obtain an approved approach permit from WYDOT to access a State highway, and an approved license from County Road and Bridge to access a County Highway.
  - (viii) Street jog limits. If a street jogs at an intersecting street, the centerline offset of the two streets shall be greater than 250 feet.
  - (ix) Intersection angles. Streets shall be designed to intersect at approximate right angles. Where topography or other conditions justify a variation, the variation from a right angle shall be no more than 30 degrees.
- (l) Street Naming Standards:
- (i) Naming convention/signage. New streets in alignment with existing streets in the County, or adjoining municipality, shall be named the same as the existing streets. There shall be no duplication of street names within the County and the developer shall be subject to confirmation of proposed street names by the Department. Street naming convention must follow Campbell County Rules, Chapter 8, Addressing Standards.
- (m) Utility location in roadways/streets.
- (i) Location of utilities within public right-of-way. All utility infrastructure installed by the developer must be installed within the publicly dedicated roadway right-of-way, or in publicly dedicated utility easements.
- (n) Roadway paving/curb and gutter requirements.
- (i) Appendix 1, Major Subdivision Improvement Chart, shows paving requirements based on subdivision density.
    - (A) Subdivision Density Groups 1 and 2 require asphalt or concrete paving.
    - (B) Commercial and industrial subdivisions within the Joint Planning Boundary (within one-mile of the corporate boundary) must be paved with asphalt or concrete. Design of street sections and paving shall meet City of Gillette Design Standards.
-

- (C) Curb and gutter may be required where a development is contiguous to a municipality which requires curb and gutter for the type of development proposed, or when the Board or Commission determine that the subdivision warrants it. Design in this case shall meet City of Gillette Design Standards.
- (o) Approach/driveway requirements.
- (i) Minimum requirements for approaches/driveways constructed at time of subdivision:
    - (A) No water will be allowed to drain from the approach/driveway onto a subdivision road.
    - (B) The minimum culvert size in road ditches under the approach/driveway is 12-inch diameter, but shall be larger if required per the drainage study. Culverts shall be located in the flowline of the ditch.
    - (C) All approach/driveways must have an all-weather surface that matches the roadway surfacing (i.e. a gravel roadway will require a gravel approach, and a paved roadway will require a paved approach). For all driveways or approaches, surfacing must extend from the roadway to the right-of-way line.
    - (D) The minimum width for the approach/driveway shall be 12 feet, but must take into account the proposed use.
    - (E) The location of approach/driveway should take into account the profile of the road and subsequent sight distance.
  - (ii) Minimum design requirements for approaches/driveways constructed after the completion of the subdivision.
    - (A) Approaches/driveways onto roads shall meet the standards established by the Home Owner's Association and/or Improvement and Service District controlling the roads in the subdivision.
    - (B) Campbell County does not regulate approaches or driveways that are not constructed during the initial subdivision process.
  - (iii) See Appendix 10, Approach/Driveway Geometry, for additional design details.
- (p) Fire Standards
- (i) All roadway construction is subject to compliance with the currently adopted Fire Code and review by the Campbell County Fire Department. Applicants should contact the Fire Marshall for information on standards from the adopted Fire code.

## 7.6 Road Construction Standards

- (a) Permitting & Specifications.
  - (i) All subdivision road construction requires a permit to construct be issued by the Department prior to commencement of construction. This three-part permit specifies items that must be performed and/or submitted as part of the project during and after construction.
    - (A) Applications for a permit to construct must be submitted along with the engineering design and specifications for the improvements. The design must meet all requirements of this Section and include plan and profile sheets showing how the improvements are to be constructed and must include specifications on testing requirements and address erosion control for the site.
    - (B) Permit approval grants the developer permission for construction based on the approved design.
    - (C) Permit close out involves verification from the design engineer and developer that all permit requirements were met and that improvements were installed per the approved design and met project specifications. Record drawings, material testing summary and inspection report with construction photos are required prior to permit close out.

## 7.7 Utilities

- (a) Electric service shall be provided to all Minor and Major Subdivisions. Telephone, cable television, internet and other utilities are optional for the developer and availability shall be disclosed to potential purchasers.
- (b) Electrical lines, telephone lines and other similar utility services shall be placed underground within designated easements, except as may be allowed in Appendix 1, Major Subdivision Improvement Chart.
- (c) All utility services shall, at a minimum, extend to the property line of each lot or parcel within the subdivision. The applicant shall be responsible for complying with the requirements of this subsection, shall make the necessary arrangements including any construction or installation of such facilities.
  - (i) For construction of electrical service, the applicant shall contact Powder River Energy Corporation and provide payment for installation of electrical service prior to final approval of the subdivision plat. Proof of payment shall be provided to the Applicable Director.
- (d) Design, construction and installation of utility facilities shall be in accordance with all other applicable County and State regulations.

## 7.8 Sewer Standards

- (a) Within the Joint Planning Boundary, every effort shall be made to provide public sewer to all new subdivisions, either through a connection to a public sewage disposal system or a community-type sewage disposal system.
  - (i) Applicants interested in land development should investigate sewage disposal options prior to land acquisition, as applicants are responsible for submitting a plan and financing for sewage system construction.
- (b) On-Site Wastewater Disposal/Septic Systems. For a subdivision to be eligible for on-site sewage disposal systems, all lots shall be a minimum of 2.5 acres in size.
- (c) Subdivisions must use one of the following two options for providing sewage disposal:
  - (i) No public sewage disposal will be provided. Lot purchasers will be responsible for providing individual, on lot sewage disposal systems.
    - (A) For Subdivisions proposing individual on-lot sewage disposal systems that have not completed a DEQ study per Section 6.11(a) or have not been exempted from a DEQ study per Section 6.11(f), a report must be submitted by an Engineer or Geologist in accordance with W.S. 18-5-306(a)(iv)(C) and conforming to Appendix 11, Individual On-Lot Sanitary Sewer Report Outline.
    - (B) Where individual on-lot sewage disposal systems are proposed, the statement **NO PROPOSED CENTRALIZED SEWAGE SYSTEM**, in bold capital letters, shall appear on the face of the plat.
    - (C) The lot purchaser shall obtain the permit for the individual on-lot sewage disposal system at the time of construction.
      - (I) Systems for residential lots that meet the requirements of a Small Wastewater System are permitted through the Campbell County Department of Public Works.
      - (II) Systems for residential lots that do not meet the requirements of a Small Wastewater System are permitted through DEQ.
      - (III) Systems for commercial and industrial lots are permitted through DEQ.
    - (D) Install a sewage collection facility.
      - (I) Improvements shall be in accordance with Chapter 11 of the Wyoming Department of Environmental Quality's Water Quality Rules and Regulations.

- (II) Per Campbell County's delegated authority from the DEQ, publicly owned and controlled sewage collection facilities will be permitted through the Department of Public Works. The sewage treatment works or lagoon portion will be permitted through DEQ.
- (III) Systems that are not publicly owned at the time of development shall be permitted by DEQ. All applications should first be submitted to the Department of Public Works for initial review and will then be forwarded to DEQ.
- (IV) Systems permitted by the Campbell County Department of Public Works shall use the Department's permit forms. Requirements of the permit include: engineering design per all applicable requirements, materials testing specifications, project testing and inspection reports, construction photos and record drawings.

### **7.9 Water Supply Design Standards.**

- (a) Standards for water supply systems are based on the type of subdivision. Provisions and information on a water supply must be provided by the developer for all types of subdivisions. This information shall be provided either through a Chapter 23 DEQ study or through engineering reports submitted to the Department of Public Works.
- (b) Information on how lot purchasers may obtain water shall be disclosed in the Disclosure Statement.
- (c) Water supplies shall be registered with the Wyoming State Engineer. Water supplies not requiring DEQ approval or as otherwise required shall meet the "Water Well Minimum Construction Standards," State Engineer's Office, 1974.

### **7.10 Water Distribution Design Standards.**

- (a) The developer shall construct the entire water distribution system to the proposed subdivision in accordance with applicable criteria.
- (b) The internal distribution systems shall be sized and designed to meet initial and future extensions to the original system. Improvements shall be in accordance with Chapter 12 of the Wyoming DEQ's rules and regulations, "Design and Construction Standards for Public Water Supplies", or current prevailing regulations.

**7.11 Type of Water System Required**

- (a) The following table generally summarizes the type of water system required and the applicable requirements of this Section:

<b>WATER SYSTEM TYPE</b>	<b>MAXIMUM # OF LOTS SERVED</b>	<b>CONSIDERED CENTRALIZED SYSTEM?</b>	<b>APPLICABLE REQUIREMENTS</b>
Individual on-lot well	1	No	State Engineer’s Office
Shared well	3	No	State Engineer’s Office
Community water system	9	Yes	Campbell County Rules, Ch. 4
Public water system	No maximum	Yes	Wyoming DEQ Rules, Ch. 12

- (b) For all new Major and Minor subdivisions located within the Joint Planning Boundary that fall within the regional water Designated Service Area, the applicant must develop a Centralized Water System.

- (i) Centralized water provided via the Gillette regional water system is required, unless exempted by the Applicable Director.
  - (A) Permitting and approvals through the City of Gillette Engineering Division will be required for infrastructure which extends from the existing regional system to the subdivision boundary.
- (ii) In extenuating circumstances, when it is proven to be an extreme burden on the developer to connect to the Gillette regional water system, an exemption may be granted.
  - (A) Applicants requesting an exemption from connection to the Gillette regional water system, shall submit an exemption request and report conforming to Appendix 12, Regional Water Connection Exemption Report. Items that will be considered by the Applicable Director for approving an exemption to this Section (utilizing an alternate water source) will include, but are not limited to:
    - (I) Timeline/availability of regional extensions.
    - (II) Cost of central well vs regional extension.
    - (III) State Engineer’s Office commitment to a well permit.
- (iii) If deemed exempt from utilizing the Gillette regional water system as the primary water source, the centralized system shall include infrastructure allowing for future connection to the regional system. This infrastructure shall be constructed at the time of development of the centralized system.

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- (c) For all Major subdivisions with 6 lots or more, located outside the Joint Planning Boundary, the applicant must develop a Centralized Water System.
- (i) Centralized water will be provided via a Public Water System.
    - (A) Campbell County has delegated authority from the DEQ Water Quality Division to permit publicly owned and controlled water distribution facilities. Per this delegated authority, these systems will be permitted through the Department of Public Works. Treatment and storage will be permitted through DEQ.
    - (B) Systems that are not publicly owned at the time of development shall be permitted by DEQ. All applications should first be submitted to the Department of Public Works for initial review and will then be forwarded to DEQ.
  - (ii) Centralized water will be provided via a Community Water System.
    - (A) Campbell County will permit a Community Water System per Chapter 4, Rules Regulating Construction.
- (d) For all Minor Subdivisions and Major Subdivision with fewer than 6 lots, located outside the Joint Planning Boundary, the applicant must provide water via one of these 4 methods:
- (i) Develop a Public Water System in accordance with Wyoming DEQ Water Quality Rules and Regulations.
    - (A) Campbell County has delegated authority from the WDEQ Water Quality Division to permit publicly owned and controlled water distribution facilities. Per this delegated authority, these systems will be permitted through the Department of Public Works. Treatment and storage will be permitted through WDEQ.
    - (B) Systems that are not publicly owned at the time of development shall be permitted by WDEQ. All applications should first be submitted to Campbell County Public Works for initial review and will then be forwarded to WDEQ.
  - (ii) Develop a Community Water System to provide water to the proposed subdivision. All Community Water Systems shall be constructed per Chapter 4, Section 13, Rules Regulating Construction. Easements shall be shown on the plat for access, infrastructure, and the well. The well easement shall be no less than 50 feet by 50 feet in size. Plans and specifications for Community Water Supply systems and water distribution systems shall meet the approval of the Department of Public Works.
  - (iii) Wells developed and installed by applicant at the time of subdivision:

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- (A) Individual on-lot wells installed by developer:
    - (I) The applicant shall provide the Department with copies of approved well permits and approved statements of completion from the State Engineer's Office for each well.
    - (II) The applicant shall provide the Department with a report by an Engineer that verifies adequate water production and water quality from each well.
    - (III) Where individual on-lot wells are proposed, the statement **NO PROPOSED CENTRALIZED WATER SYSTEM**, in bold capital letters, shall appear on the face of the plat.
  - (B) Shared wells shall be drilled and completed by the developer, including pumps and infrastructure to each lot.
    - (I) Copies of State Engineer's Office well permits shall be provided.
    - (II) The applicant shall provide the Department with a report by an Engineer that includes as-constructed well test records and verifies adequate water production from each well.
    - (III) No more than 3 lots shall be served by each well. Per Chapter 4, Rules Regulation Construction, all plumbing shall be in accordance with International Plumbing Code, or as designed by a Wyoming Licensed Engineer.
    - (IV) Easements shall be shown on the plat for access, infrastructure, and the well. The well easement shall be no less than 50 feet by 50 feet in size.
    - (V) Shared water well agreements shall be submitted for review.
    - (VI) Where shared, on-lot wells are proposed, the statement **NO PROPOSED CENTRALIZED WATER SYSTEM**, in bold capital letters, shall appear on the face of the plat.
  - (iv) No water will be provided during the subdivision process. Lot purchasers will be responsible for providing on lot wells.
    - (A) For individual on-lot wells, a report must be submitted by a Licensed Engineer and/or Geologist addressing the potential availability of ground water for the proposed subdivision. The report shall follow Appendix 13, On-Lot Well Report Outline.

- (B) Where individual on-lot wells are proposed, the statement **NO PROPOSED CENTRALIZED WATER SYSTEM**, in bold capital letters, shall appear on the face of the plat.

### 7.12 Fire Safety Standards:

- (a) All proposed subdivisions are subject to review by the Campbell County Fire Department and applicable sections of the currently adopted Fire Code.
- (b) The Commission shall have the power to impose more restrictive, as well as less demanding, requirements on a proposed subdivision after considering comments from the Campbell County Fire Department and surrounding developments.
- (c) Subdivisions falling within Density Group 1, according to Appendix 1, Major Subdivision Improvements Chart, shall be provided with fire hydrants spaced at intervals of 500 feet within a public right-of-way, or at longer intervals allowed by the Commission due to lower density housing.
  - (i) Hydrants shall have a minimum fire flow of 1000 gallons per minute for a minimum of two hours with a flowing (residual) pressure of twenty pounds per square inch.
  - (ii) For subdivisions meeting these requirements, which would connect to water systems of adjacent or nearby developments without fire hydrants, these requirements shall be met unless mitigating circumstances would make the requirements unreasonable as determined by the Commission.

### 7.13 Water System Permitting

- (a) Water Systems permitted through DEQ will need to meet DEQ's specific permit requirements.
- (b) Water systems permitted by Campbell County Public works shall use the departments current permit forms and complete all the requirements of the permit. Major requirements include, but are not limited to:
  - (i) Water system design by Engineer per all applicable regulations
  - (ii) Engineering design report providing technical justification for the proposed construction
  - (iii) Plan and Profile sheets, cross sections, and details
  - (iv) Construction specifications identifying the types of pipe and appurtenances to be used as well as the manner of installation f
  - (v) Materials testing requirements for construction (soil placement, trench backfill, disinfection)
  - (vi) On-site inspection and materials testing during construction

- (vii) Testing and inspections reports with construction photos submitted after construction
- (viii) Record drawings submitted after construction
- (ix) Verification from the Engineer and Developer that the construction was completed in accordance with approved drawings and specifications.

#### **7.14 Subdivision Boundary Control and Monumentation**

- (a) Subdivision boundary control and monumentation shall, unless otherwise modified herein, comply with the most recent applicable portions of the Guidelines for the Professional Practice of Land Surveying as published by the American Consulting Engineering Council. Copies may be obtained from ACEC.
- (b) Boundary Control: Where section lines or section subdivision lines form part of the boundaries of a subdivision, these lines should be legally established and monumented as per the 1973 BLM Manual of Instruction for the survey of public lands and the pertinent detailed information should be shown on the Plat

## **SECTION 8. GUARANTEES FOR IMPROVEMENTS AND MAINTENANCE**

### **8.1 General Requirements**

The following requirements apply to all subdivisions:

- (a) The applicant shall be responsible for the construction of all infrastructure and improvements required by this Chapter.
- (b) All required improvements shall be designed and constructed according to the standards of this Chapter.
- (c) The applicant is responsible for financing and constructing all improvements internal or external to the proposed subdivision required by this Chapter unless suitable evidence is submitted that other entities have the responsibility for the construction and costs of improvements and will construct them.
- (d) In cases where the applicant proposes improvements that are in excess of the minimum standards of these regulations, the proposed improvement shall be considered as a required improvement.

### **8.2 Subdivision Improvements Agreements and Guarantees**

- (a) If the plat is to be recorded with the Campbell County Clerk prior to the final installation and approval of all required improvements, the following is required:
  - (i) Approved permits to construct for all infrastructure improvements required in the subdivision.
  - (ii) A cost estimate, prepared and sealed by an Engineer, for the total installation cost of those improvements, as well as the cost of any professional services required to complete the installation.
  - (iii) A Subdivision Improvements Agreement (See Appendix 14, Subdivision Improvements Agreement) and associated irrevocable letter of credit, funds in escrow or other Board approved guarantee of attestable value shall be provided to the Board in the amount of 125% of the cost estimate.
  - (iv) The agreement shall authorize the time for the completion of improvements up to a maximum of 18 months. Upon request and after review, the Board may authorize a 6-month extension of the agreement.
- (b) As improvements are completed, the subdivider may apply to the Board for a release of part of the security deposited with the Board. Upon inspection and approval by the Applicable Director, the Board shall release that portion of the security.

- (c) 2 weeks prior to the agreed completion date in the Subdivision Improvements Agreement, the Department will conduct an inspection and notify the subdivider of any deficiencies.
- (d) If improvements are not completed by the agreed completion date, the letter of credit will be utilized to complete improvements to the satisfaction of the Department, per the applicable Permit to Construct and as referenced in the Subdivision Improvements Agreement. Any remaining funds will be returned to the subdivider.

### **8.3 Associations or Districts for Subdivision Maintenance**

- (a) An Improvement and Service District, homeowners' or landowners' association, or equivalent, shall be formed for all new Minor and Major subdivisions to provide for the maintenance of subdivision roads and other infrastructure.
  - (i) New subdivisions may join or merge with an existing Improvement and Service District or association in an adjacent subdivision, or a subdivision whose roads are used for access to said subdivision.
- (b) The district or association shall, as a minimum, provide for the following:
  - (i) Adequate funding and means for enforcement.
  - (ii) Continuous health and safety inspections and immediate maintenance to correct unsafe conditions.
  - (iii) A method for receiving and processing complaints.
  - (iv) Regular maintenance program where needed for roads, parks, buildings, utilities, and other commonly-owned facilities.
- (c) Documents for the formation of Improvement and Service District or Homeowners Association shall be recorded concurrently with the final plat.
- (d) All homeowners' or landowners' associations are the responsibility of residents within the subdivision. Campbell County has no responsibility to ensure that associations adequately perform their assigned duties.

### **8.4 Disclosure Statement**

- (a) A full disclosure statement shall be submitted for review and approval by the Commission and Board prior to approval of any Minor or Major Subdivision.
- (b) Copies of disclosure statements will be kept at the office of the County Clerk and will be available on request to the public.
- (c) Disclosure statements shall conform to the requirements of Appendix 15, Subdivision Disclosure Statement.

- (b) If a subdivision is required to have a disclosure statement, signs shall be erected and maintained at all entrances to the subdivision notifying the public that a disclosure statement is available at the County Clerk's Office. Signs shall be 2 feet by 4 feet all-weather metal or wood construction and shall be white letters on a green background. Signs shall be legible to the average person from a distance of 200 feet and shall be placed in a location easily visible to the public at a height of 6 feet to the bottom of the sign.
  - (i) Physical location and variations from the following standard sign shall be subject to the approval of the Commission and the Board. The standard sign to be posted at each entrance to the subdivision:
  - (ii) Signs shall be purchased or constructed, erected and maintained by the developer for a period of 4 years after acceptable completion of construction of the development or until all lots have been sold, whichever comes first.

## LIST OF APPENDICES

APPENDIX 1: MAJOR SUBDIVISION IMPROVEMENTS CHART .....	48
APPENDIX 2: PLAT AND APPLICATION REQUIREMENTS CHECKLIST .....	49
APPENDIX 3: SAMPLE PLAT CERTIFICATES .....	56
APPENDIX 4: SUBDIVISION PROCESS FLOW CHARTS .....	59
APPENDIX 5: SKETCH PLAN REQUIREMENTS .....	64
APPENDIX 6: EXAMPLE PUBLISHER’S AFFIDAVIT .....	65
APPENDIX 7: DRAINAGE REPORT OUTLINE .....	66
APPENDIX 8: SOILS REPORT OUTLINE .....	68
APPENDIX 9: ROAD PROFILES .....	69
APPENDIX 10: APPROACH/DRIVEWAY GEOMETRY .....	71
APPENDIX 11: INDIVIDUAL ON LOT SANITARY SEWER REPORT OUTLINE .....	72
APPENDIX 12: REGIONAL WATER EXEMPTION REPORT OUTLINE .....	73
APPENDIX 13: ON-LOT WELL REPORT OUTLINE .....	74
APPENDIX 14: SUBDIVISION IMPROVEMENTS AGREEMENT .....	75
APPENDIX 15: SUBDIVISION DISCLOSURE STATEMENT .....	78
APPENDIX 16: AFFIDAVIT FOR REAL ESTATE SALE OR TRANSFER .....	80

## APPENDIX 1: MAJOR SUBDIVISION IMPROVEMENTS CHART

Lot sizes and density may vary within a Major Subdivision. The following Chart provides information on infrastructure standards for various densities of Major Subdivisions.

<b>MAJOR SUBDIVISION IMPROVEMENT CHART</b>				
Notes:				
1. "R" indicates that improvements shall be required.				
2. "M" indicates that improvements may be required by the Commission or the Board where deemed necessary.				
3. Newly created parcels shall be a minimum of two and one-half (2½) acres in size for consideration of an on-site septic system.				
<b>Density Group</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<i>Lot size of the smallest lot in the subdivision:</i>	<i>Less than 1 acre</i>	<i>1 - 2.49 acres</i>	<i>2.5 - 4.99 acres</i>	<i>5.0 acres or more</i>
Sewer (Public or Community)	R	R	M	M
Water (Public or Community)	R	R	R	M
Curb, Gutter, & Sidewalk	R	M	M	M
Pedestrian Walkways	R	M	M	M
Fire Protection/Fire Flows	R	M	M	M
Street Lighting	R	M	M	M
Underground Utilities	R	R	M	M
Street Pavement, Asphalt or Concrete	R	R	M	M

## APPENDIX 2: PLAT AND APPLICATION REQUIREMENTS CHECKLIST

This Plat and Application Requirements Checklist outlines the requirements for submitting an application for subdivision permit and the requirements of the plat and supplemental materials. Please review the checklist to ensure that all materials are submitted.

The “✓” symbol denotes a required item.

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
<b>Format</b>				
1. All plats shall be clearly and legibly drawn in black, waterproof India ink upon tracing linen, mylar or some similar stable base material. Required affidavits, certificates and acknowledgements shall be legibly printed on the plat in opaque ink. Signatures shall also be made in black opaque ink.	✓	✓	✓	✓
2. A Certification of Dedication, Certificate of Registered Land Surveyor, Certificate of Approval by an Incorporated City or Town (when applicable), Certificate of Approval by the Commission, Certificate of Approval by the Board, Certificate for Subdivision Vacation (when applicable) and Administrative Plat Approval Certificate (when applicable) shall be included on the plat in conformance to Appendix 5, <u>Sample Plat Certificates</u> .	✓	✓	✓	✓
3. All plats shall be the standard size of 24 inches by 36 inches wide with a 1½-inch margin on the left side of the sheet and a ½-inch margin on the three remaining sides.	✓	✓	✓	✓
4. The scale of the plat shall be 1 inch = 100 feet or larger unless all of the lots are 5 acres or larger. Lots larger than or equal to 5 acres shall use a scale of 1 inch = 200 feet.	✓	✓	✓	✓
5. Each sheet of the plat shall be numbered and the total number of sheets comprising the plat shall be stated on each sheet (i.e. Sheet 1 of 3). The relationship of one sheet to the other shall be shown by key maps and match lines.	✓	✓	✓	✓
6. A digital copy of the plat shall be submitted that shall only contain the lot lines and the subdivision boundary, including bearings, distances and curve data (Autocad version 2000 or later) or any .dwg, or .shp format.	✓	✓	✓	✓

## PLAT AND APPLICATION REQUIREMENTS CHECKLIST

Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
7. A digital copy of the plat shall be submitted that shall only contain the lot lines and the subdivision boundary, including bearings, distances and curve data (Autocad version 2000 or later) or any .dwg, .dxf or .shp format.	✓	✓	✓	✓
8. Required Paper Copies: Five 24" x 36". One 11" x 17". If a joint case with the City or Town, 3 extra 24" x 36" copies.	✓	✓	✓	✓
<b>General</b>				
9. Name/Title of the subdivision in CAPITAL LETTERS at the top center of each sheet. The name shall not duplicate nor too closely resemble the name of any other subdivision filed with the County Clerk.	✓	✓	✓	✓
10. The section, township, range principal meridian, county and state being (part of or identical with) or (aliquot parcel), listed below the subdivision name.	✓	✓	✓	✓
11. In the case of a re-subdivision, the title should read: A Resubdivision of Lot __, Block __, or Tract __, (original subdivision name), To be Known as, (new subdivision name).	✓	✓	✓	✓
12. Legal description of the proposed subdivision boundary including ties to the public land system monument of record and a description of monuments both found and set. All lengths shall be shown to hundredths of a foot, and all angles to the nearest second and bearing and distances shall close.	✓	✓	✓	✓
13. If the plat represents a re-subdivision of previously subdivided land, the applicable perimeter of the previous subdivision shall be shown by a distinctive line. Excepted parcels shall be marked "NOT INCLUDED IN THIS SUBDIVISION" and the boundary shall be completely indicated by bearings and distances.	✓	✓	✓	✓
14. Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced on one plat, provided that all owners join in the dedication and acknowledgement.	✓	✓	✓	✓
15. The location and layout of all lots, blocks, tracts, roads, streets, alleys, walkways, easements, public grounds, oil and gas wells and pipelines within and immediately adjoining the plat.	✓	✓	✓	✓

## PLAT AND APPLICATION REQUIREMENTS CHECKLIST

Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
16. The location of all existing easements, oil and gas wells and pipelines within and immediately adjoining the plat shall be shown, including book and page when applicable.	✓	✓	✓	✓
17. Location/Vicinity Map drawn to an adequate scale to provide clarity, showing the location of the proposed subdivision in the County relative to nearby subdivisions and indicating the name and location of major nearby roads.	✓	✓	✓	✓
18. North Arrow (The top of each sheet shall represent North wherever possible).	✓	✓	✓	✓
19. Existing contours at five foot intervals. Elevations, where possible shall be reference to USGS control. Where minimum lot size is greater than 10 acres, 10 foot intervals adapted from USGS topographical maps may be accepted.	N/A	N/A	✓	N/A
20. General location and extent of any wooded areas, streams, lakes or other natural features.	✓	✓	✓	✓
21. Land located in the 100-year flood plain, expansive soils, landslides, shallow water table, polluted or non-potable water or other hazardous conditions.	✓	✓	✓	✓
22. Scale used on the plat.	✓	✓	✓	✓
23. Basis of Bearing and show all monuments used to establish the subdivision boundary.	N/A	N/A	N/A	N/A
24. Name of owner(s) of record.	✓	✓	✓	✓
25. Date plat was drawn.	✓	✓	✓	✓
26. Certification of Licensed Land Surveyor.	✓	✓	✓	✓
27. The statement "THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE" shall be on the face of all plats.	✓	✓	✓	✓
28. As applicable "NO PUBLIC MAINTENANCE OF STREETS OR ROADS," "NO CENTRAL WATER SUPPLY SYSTEM" "NO PUBLIC SEWAGE SYSTEMS."	✓	✓	✓	✓

## PLAT AND APPLICATION REQUIREMENTS CHECKLIST

Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
<b>Exterior Boundary, Location</b>				
29. The exterior boundaries of the platted tract in a heavy, solid line.	✓	✓	✓	✓
30. The Record (as applicable) and Measured bearings and distances.	✓	✓	✓	✓
31. Bearings, distances and curve data of all perimeter boundary lines shall be shown outside the boundary line.	✓	✓	✓	✓
32. On curved boundaries and all curves on the Plat, sufficient data shall be provided to enable re-establishment of curves. The curve data shall include, at a minimum, chord bearing, chord distance, radius and curve length.	✓	✓	✓	✓
33. Location and description of all pertinent monuments with a notation indicating which were found and which were set. When applicable, section, quarter and sixteenth lines shall be shown and labeled.	✓	✓	✓	✓
<b>Interior Layout</b>				
34. All lots and blocks designated by number and the area and approximate dimensions of each lot.	✓	✓	✓	✓
35. Dimensions of proposed parcels to the one-hundredth of a foot, drawn to scale or clearly dimensioned.	✓	✓	✓	✓
36. The location of natural or manmade features such as drainage ways, streams, roads, etc. on, or immediately adjacent, to the site.	✓	✓	✓	✓
37. Indicate all lot acreage to one-hundredth of an acre for parcels larger than or equal to 0.25 acres and square footage for parcels smaller than 0.25 acres.	✓	✓	✓	✓
38. The area, location, boundaries and dimensions of all parks, common areas and other grounds dedicated for public use, if applicable.	✓	✓	✓	✓
39. A summary stating the total gross area of the subdivision, the total right-of-way and total public area, if applicable.	✓	✓	✓	✓
40. All dimensions of irregularly shaped lots shall be shown.	✓	✓	✓	✓

## PLAT AND APPLICATION REQUIREMENTS CHECKLIST

Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
41. All lots and blocks shall be consecutively numbered. Lengths and arc lengths of lot lines shall be shown to hundredths of a foot and bearings shall be shown to the nearest second.	✓	✓	✓	✓
42. Lengths and arc lengths of lot lines shall be shown to the hundredths of a foot and bearings shall be shown to the nearest second. Lengths and bearings shall be given for all lot lines, except they need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.	✓	✓	✓	✓
43. A notation of the total acreage of the subdivision, the acreage of each lot to the nearest hundredth of an acre for lots over 0.25 acres or the square feet of each lot for lots 0.25 acres or less, and the total number of lots.	✓	✓	✓	✓
44. All easements delineated by dashed lines, their purpose, dimensions and bearings, including drainage and flood easements deemed necessary by the Applicable Director for the orderly development of land encompassed within the plat.	✓	✓	✓	✓
<b>Streets</b>				
45. Access from all proposed subdivisions to the nearest publicly dedicated road, provided via a dedicated right-of-way of not less than 60 feet in width.	✓	✓	✓	✓
46. Names of roads and streets. Show and identify the nearest publicly dedicated road. If the road does not abut the subdivision, the access road must also be shown.	✓	✓	✓	✓
<b>Supplemental Requirements</b>				
47. Names and addresses of all landowners within 1,000 feet of the subdivision boundary, excluding rights-of-way.	N/A	✓	✓	✓
48. Chapter 23 DEQ Study.	N/A	N/A	✓	✓
49. Domestic Water Report signed by a Wyoming Licensed Engineer addressing how water will be provided to the subdivision. <i>Note: Please see Appendix 14 for an outline on how to complete this report.</i>	✓	✓	N/A	N/A
50. Drainage information, especially with reference to any known 100-year flood plains.	N/A	✓	✓	✓

## PLAT AND APPLICATION REQUIREMENTS CHECKLIST

Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
51. Drainage Report signed by an Engineer referencing any 100-year Flood Plains and addressing the need for any drainage easements, detention or crossings.	N/A	✓	✓	✓
52. Soils report, signed by an Engineer for review for adequacy by the Campbell County Conservation District. <i>Note: This is not a geo-technical report. Please see the Appendix 9 for an outline on how to complete the Soils Report.</i>	N/A	✓	✓	✓
53. Permits to Construct for all subdivision infrastructure including roads, water systems, drainage structures and any applicable utilities.	N/A	✓	N/A	✓
54. Application for Zoning, if applicable.	✓	✓	✓	✓
55. Permit to Access State Highway from the Wyoming Department of Transportation, if applicable	✓	✓	✓	✓
56. Easements across adjoining properties for any utilities that provide service to the subdivision.	✓	✓	✓	✓
57. One copy of satisfactory proof of ownership of the proposed subdivision.	✓	✓	✓	✓
58. Full Title Report, the report having been completed within the previous 3 months.	✓	✓	✓	✓
59. Consent to Subdivide signed by all owners, mortgagees or lien holders. The Consent to Subdivide may be placed on the face of the plat or prepared as a separate document. The document shall be written in a recordable format acceptable to the County Clerk's Office.	✓	✓	✓	✓
60. The applicant shall submit proof (Publisher's Affidavit) that the applicant has published notice of his intent to apply for a Subdivision Permit once each week for 2 weeks within 30 days prior to filing his application. The notice will include the name of the subdivider and the general location of the land to be subdivided. See Appendix BLANK for an example publication notice.	N/A	✓	✓	✓

## PLAT AND APPLICATION REQUIREMENTS CHECKLIST

Submittal Item	Admin. Plat	Minor Final Plat	Major Prelim. Plat	Major Final Plat
61. Site Plan including the names of all adjacent landowners, and the following: <ul style="list-style-type: none"> <li>• A drawing of the proposed subdivision boundary and parcels with the location and dimension of existing structures, fences, buildings and other surface improvements such as wells, septic tanks, and leach fields.</li> <li>• Existing contours at 5-foot intervals. Elevations, where possible, shall be referenced to USGS control.</li> <li>• Existing and proposed zoning and/or land use of the proposed subdivision and adjacent areas.</li> <li>• Location and size of existing/proposed water, sewer public/on-site and utility lines in and immediately adjacent to the proposed subdivision.</li> <li>• Proposed land use of the subdivision.</li> <li>• Existing land use of the adjacent parcels and land within the proposed subdivision.</li> <li>• Estimated mileage to the nearest public water system.</li> <li>• Estimated mileage to the nearest public sewer system.</li> <li>• Location of existing oil/gas wells and lines.</li> </ul>	✓	✓	✓	✓
62. Homeowners or Landowners Association documents in accordance with guidelines established in Section 8.3 or appropriate documentation for the formation of an Improvement and Service District.	N/A	✓	✓	✓
63. Existing or proposed restrictive covenants, if applicable.	N/A	✓	✓	✓
64. Disclosure Statement and proof of placement of Disclosure Statement sign.	N/A	✓	✓	✓
65. Confirmation, by way of photos or an affidavit, that a Disclosure Statement sign has been placed at all accesses to the subdivision.	N/A	✓	✓	✓

### APPENDIX 3: SAMPLE PLAT CERTIFICATES

The following contains formatting for all Certificates of Signature and plat vacation declaration statements.

A notarized certificate including notarized signatures of all parties having a titled interest in, or lien upon the land, consenting to the Plat and designating rights-of-way, shall be included on the face of the plat.

**a. Example of Certificate of Signatures**

The above or foregoing subdivision of (here insert a correct description of the land or parcel subdivided) as appears on this plat, is made with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided in lots, blocks, streets and easements, and

That the undersigned owners and proprietors of the land shown and described on this plat do hereby dedicate to the public for perpetual public use all streets, alleys, easements and other lands within the boundary lines of the plat as indicated and not already otherwise dedicated for public use. Utility easements as designated on this plat are hereby dedicated to the public for perpetual public use for installing, repairing, replacing and maintaining water lines, sewers, gas lines, electrical lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

(Individuals, where applicable, should add:)

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

(Execution by individuals or two officers of a corporation and corporate seal, if applicable:)

Executed this (day) day of (month) A.D., (year), by:

\_\_\_\_\_  
Owner(s), Mortgagees, Lien holders

**b. Certificate and signature of a Wyoming licensed land surveyor as follows:**

I, (name), of (city), (state), hereby certify that this plat was made from notes taken during an actual survey performed during the month of (month), (year), by (name of surveyor) for whose work I stand personally responsible and that the survey is accurately represented on this plat and is set out on the ground as shown hereon.

\_\_\_\_\_  
Name  
Wyoming L.S. No. \_\_\_\_\_

\_\_\_\_\_  
Date

**c. Certificate of approval of any incorporated municipality within one (1) mile of the subdivision, if pertinent, in accordance with W.S. 34-12-103, as follows:**

Approved by the governing body of (Name of city or town, state) this (day) of (month) A.D., (year).

\_\_\_\_\_  
Mayor  
Attest:

\_\_\_\_\_  
City or Town Clerk

**d. Certificate of approval by the Campbell County Planning Commission as follows:**

"Approved by the Campbell County Planning Commission this (day) of (month) A.D., (year).

\_\_\_\_\_  
Chairman of the Planning Commission  
Attest:

\_\_\_\_\_  
Clerk of the Planning Commission"

**e. For Administrative Plats, the Certificate of the Planning Commission and the Certificate of the Board of County Commissioners shall be replaced with the Certificate of the Director of Public Works and the County Planner & Zoning Administrator, which shall read as follows:**

"The (re)subdivision of \_\_\_\_\_, to be known as \_\_\_\_\_ is hereby approved for filing as an Administrative Plat on \_\_\_\_\_ through authority granted by the Campbell County Subdivision Regulations.

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
County Planner & Zoning Administrator"

**f. Certificate of approval by the Campbell County Board of County Commissioners:**

"Approved for filing by the undersigned Board of County Commissioners in and for the County of Campbell, State of Wyoming, this (day) of (month) A.D., (year).

\_\_\_\_\_  
Chairman of the Board  
Attest:

\_\_\_\_\_  
Clerk of the Board"

**g. Certificate of filing by the Campbell County Clerk.:**

"I hereby certify that the above plat was filed for record in my office at \_\_\_\_\_ o'clock\_\_ a.m./p.m. (month) (day), (year) and recorded in plat book number \_\_\_\_\_, page number \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Deputy

- h. When the plat of a subdivision or resubdivision intends to vacate an existing easement, the location of the easement shall be shown on the plat with a notation that it is being vacated by the plat. In the case of vacating an existing subdivision or a portion of a subdivision, the following declaration shall appear on the face of the plat:**

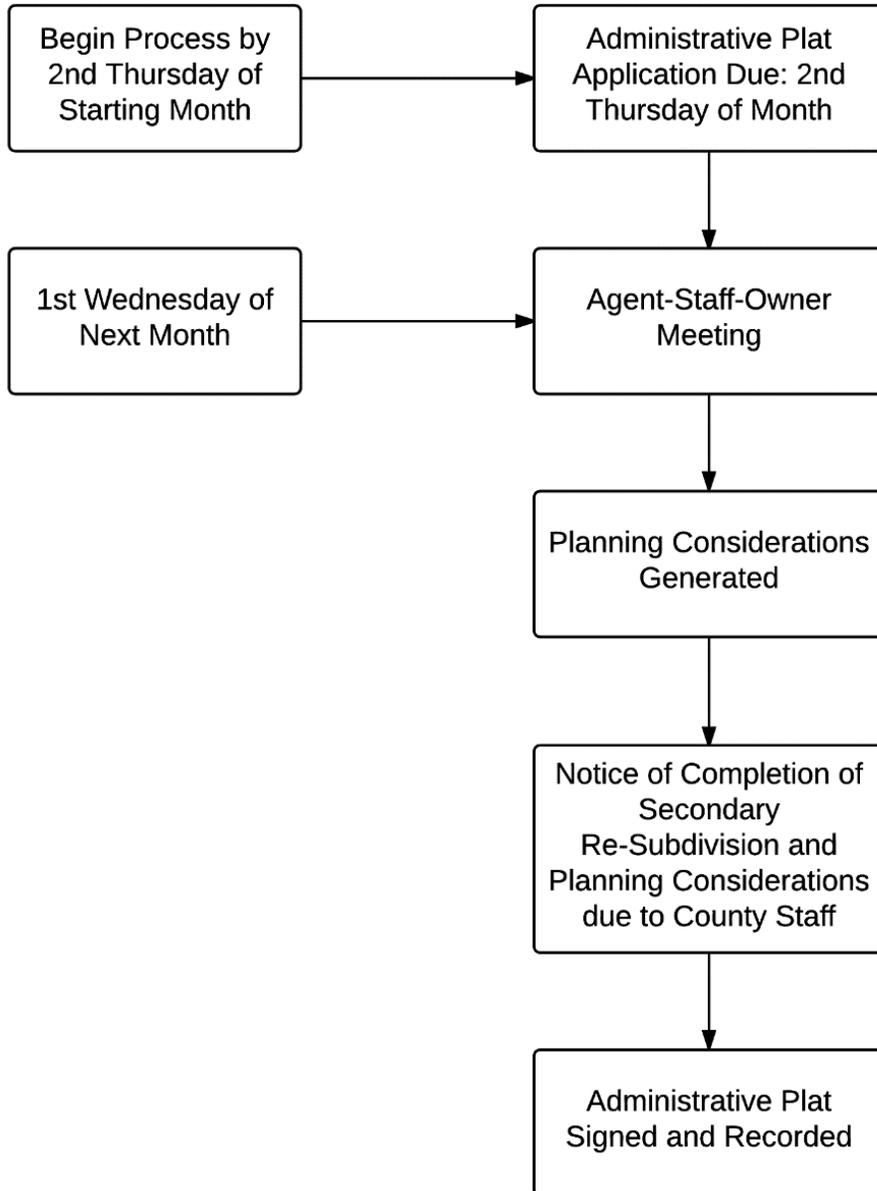
DECLARATION VACATING PREVIOUS PLATTING

This subdivision is the resubdivision of (subdivision or portion of subdivision being resubdivided), as recorded in Book \_\_\_\_\_ of Plats, Page \_\_\_\_\_ of the records of the Campbell County Clerk. All earlier plats or portions thereof, encompassed by the boundaries of this final plat, are hereby vacated.

## APPENDIX 4: SUBDIVISION PROCESS FLOW CHARTS

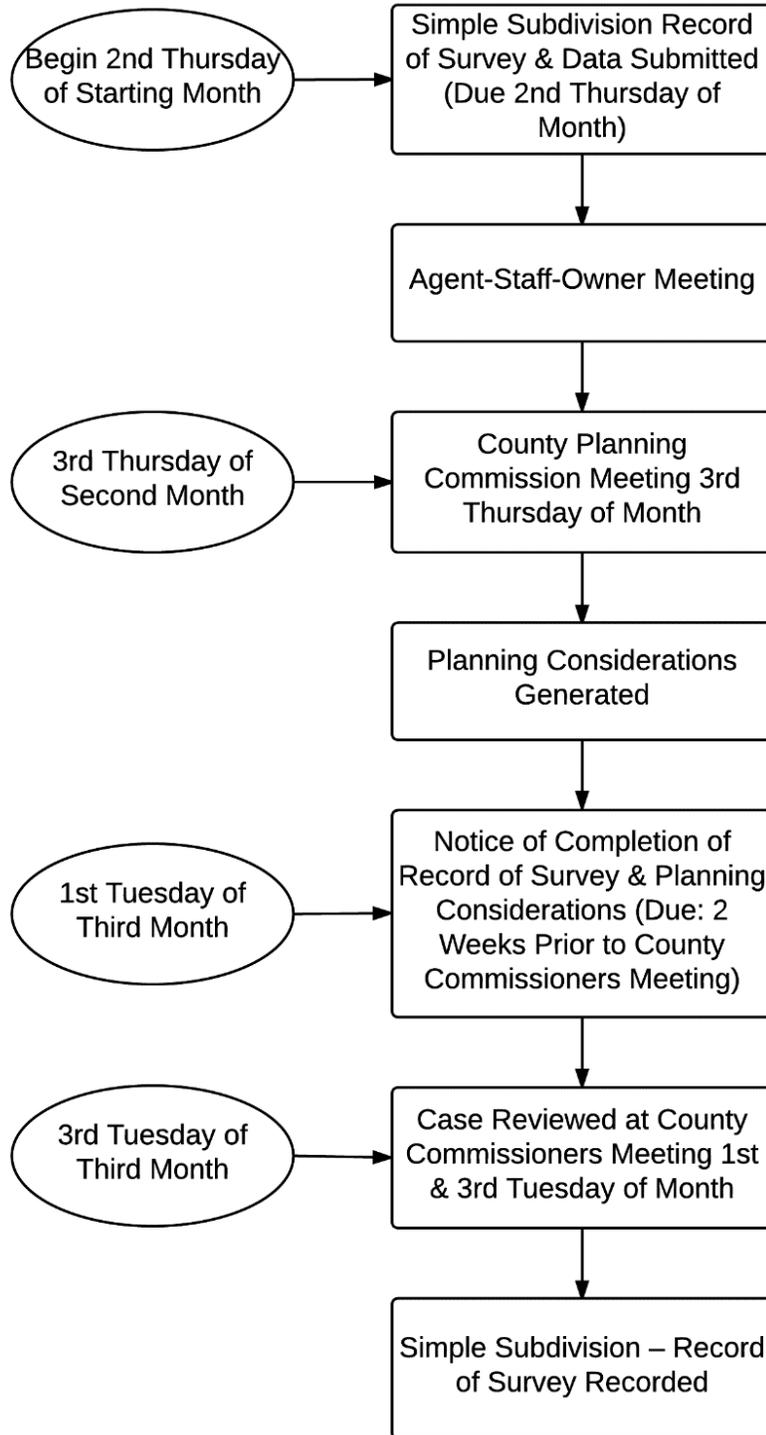
### Administrative Plat Process

Note: This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.



## Simple Subdivision Process

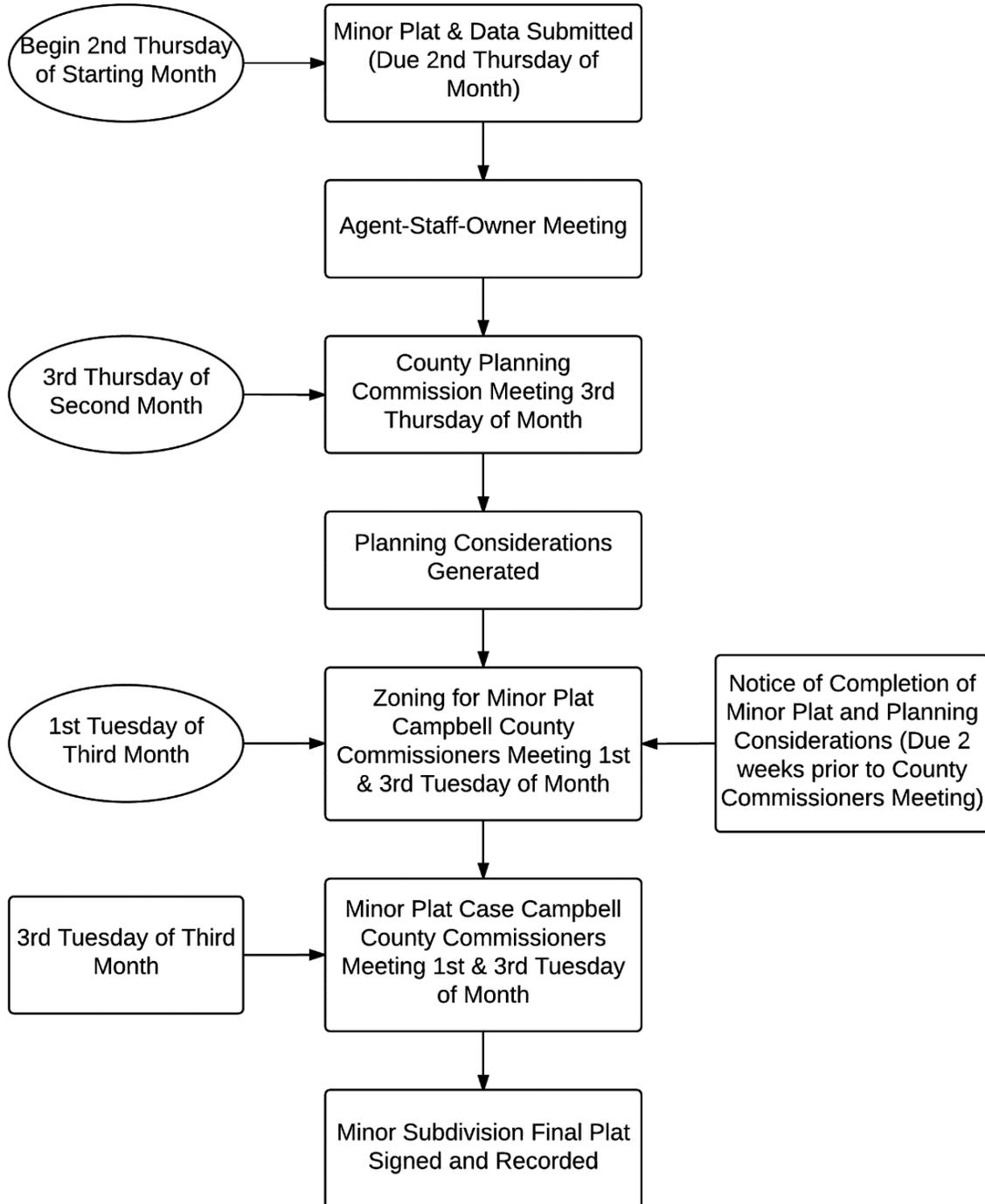
Note: This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.



## Minor Subdivision Plat Subdivision Process

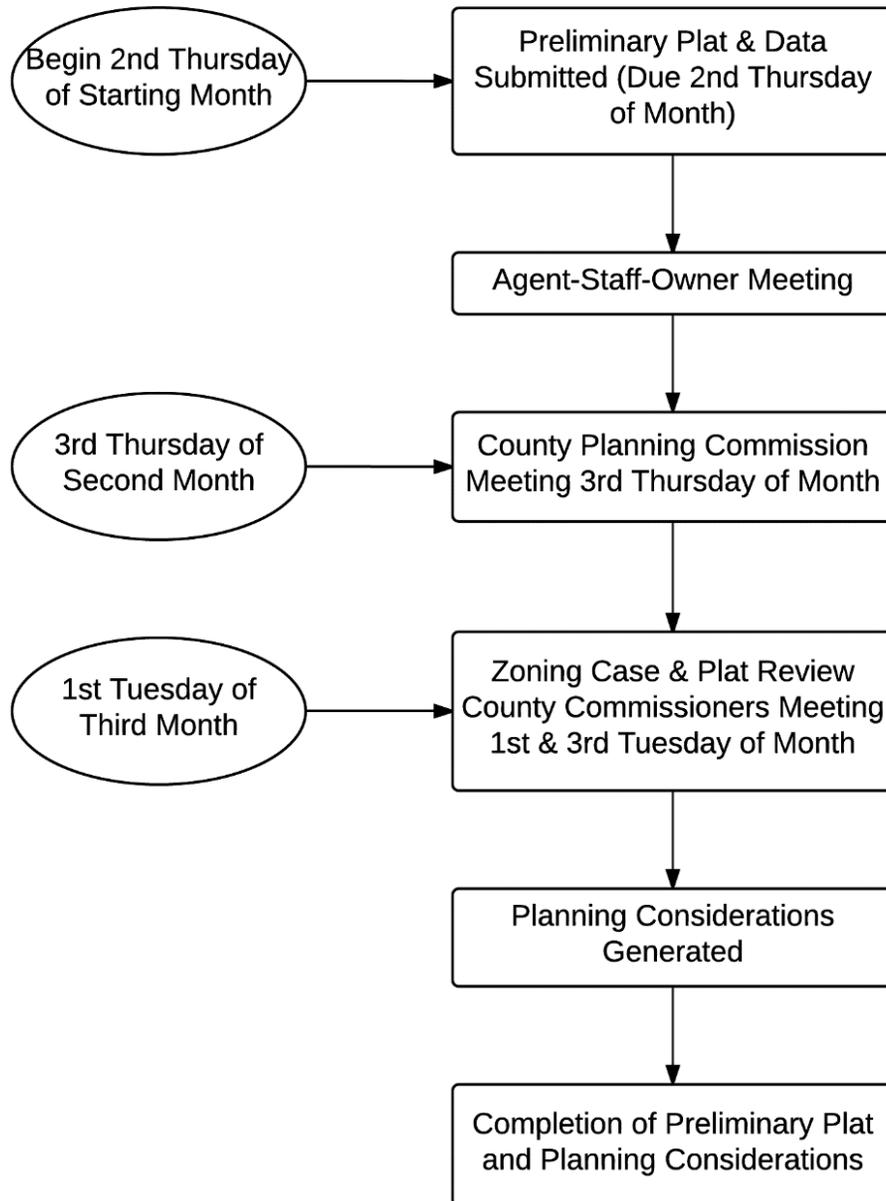
Notes: (1) This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.

(2) Zoning and Minor Plat will not go to the same County Commission Board Meeting



## Major Subdivision - Preliminary Plat Process

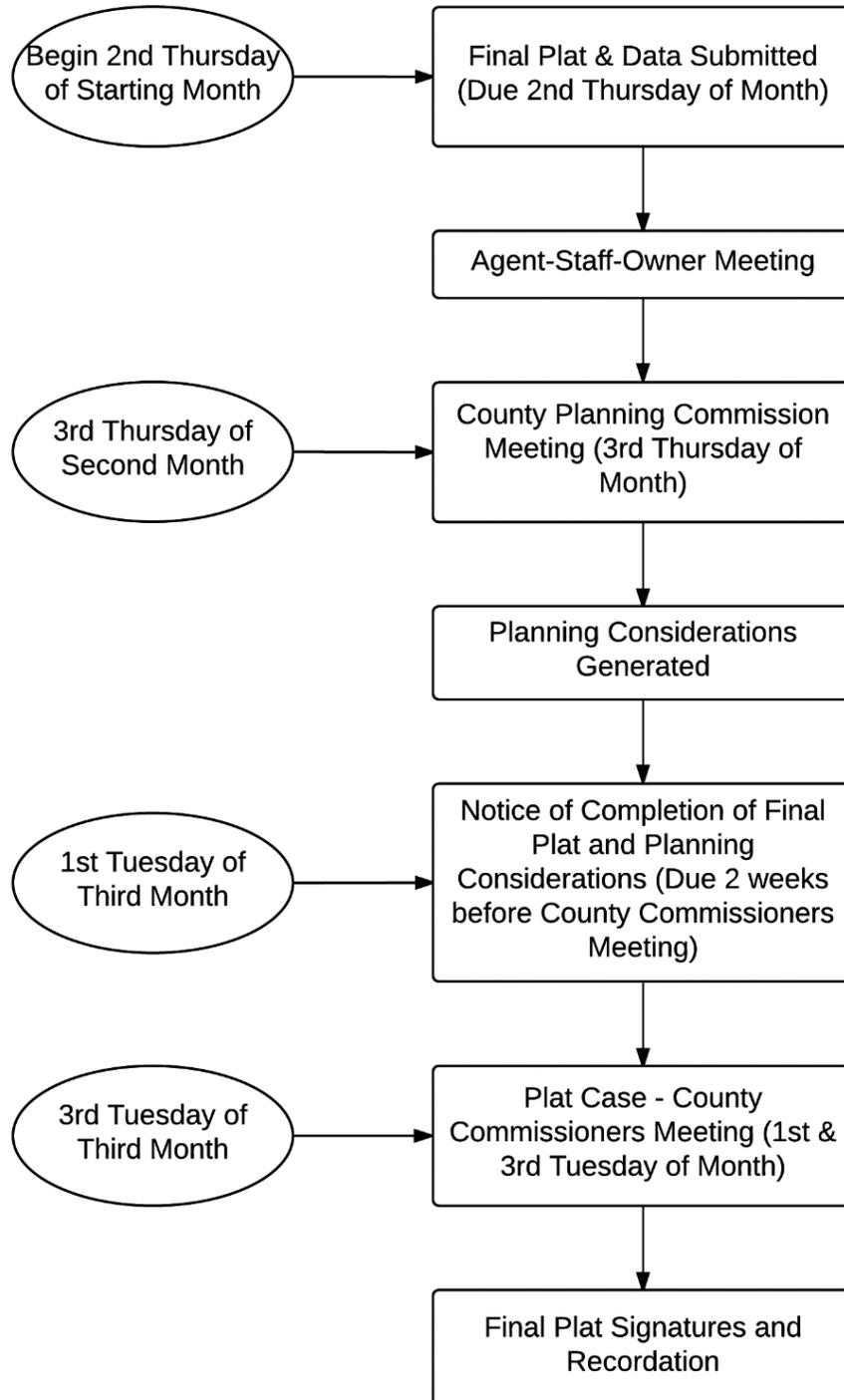
Note: This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.



## Major Subdivision - Final Plat Process

Notes: (1) This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.

(2) Zoning and Final Plat will not go to the same County Commission Board Meeting.



## **APPENDIX 5: SKETCH PLAN REQUIREMENTS**

The sketch plan shall include the following;

- (a) A map showing the general location of the proposed subdivision and the total area to be developed, the property boundaries of the area to be subdivided and the north arrow.
- (b) Topographic contours from available information such as U.S.G.S. maps.
- (c) Significant natural and manmade features such as streams, drainage ways, ridges, vegetation, roads, railroads, buildings, etc. on or immediately adjacent to the site.
- (d) Proposed lot, street, park and open space layout indicating approximate sealed dimensions of lots.
- (e) Proposed water source and system including general information about water rights, water quality. etc.
- (f) Proposed sewage treatment system.
- (g) Acreage of the proposed development.
- (h) A map showing the general soil types and their boundaries as shown on available soil survey maps prepared by the Natural Resources Conservation Service.
- (i) The name and addresses of the landowner, the subdivider or applicant and the person or firm responsible for the layout or design.

## APPENDIX 6: EXAMPLE PUBLISHER'S AFFIDAVIT

As part of the subdivision application process, you are required to provide notice of your application for a Subdivision Permit and public hearing before the County Planning Commission. You are required to publish this notice two times, in two separate weeks, in the local newspaper of record prior to the Planning Commission hearing.

Below you will find an example of the language needed for the notice. Please submit a copy of your notice with your application for a Subdivision Permit. The original should be forwarded to the newspaper for publishing.

NOTICE IS HEREBY GIVEN THAT (Applicant's Name), CAMPBELL COUNTY, WY HAVE APPLIED FOR A PERMIT TO SUBDIVIDE (Legal Description of Property to be Subdivided). A FINAL PLAT WILL BE REVIEWED AT THE (Meeting Date) CAMPBELL COUNTY PLANNING COMMISSION MEETING AT 7:00 P.M. IN THE CAMPBELL COUNTY COMMISSIONER'S CHAMBERS, 500 SOUTH GILLETTE AVENUE, GILLETTE, WYOMING. THE PLAT CAN BE REVIEWED AT THE OFFICE OF THE CAMPBELL COUNTY PLANNING AND ZONING DIVISION, 500 SOUTH GILLETTE AVENUE, SUITE 1500, GILLETTE, WYOMING.

## APPENDIX 7: DRAINAGE REPORT OUTLINE

- (a) Report.
  - (i) Cover Sheet.
    - (A) Name of the Project.
    - (B) Owner's name and address.
    - (C) Developer's name and address.
    - (D) Engineer's name, address, Wyo PE #.
    - (E) Submittal date (and revision dates as applicable).
  - (ii) Site Location.
    - (A) Township, Range, Section, and Quarter Section.
    - (B) Existing and proposed streets, roads highways adjacent to and within the proposed development.
  - (iii) Property Description.
    - (A) Area in acres.
    - (B) Ground Cover, vegetation, site topography, and slopes.
    - (C) Soils Classification (NRCS).
    - (D) FEMA flood zones or low areas prone to flooding.
    - (E) Significant geologic features.
    - (F) Proposed land use.
  - (iv) Drainage Basins.
    - (A) On site and off site drainage basins size.
    - (B) Drainage basin characteristics, flow patterns, and paths.
    - (C) Existing and proposed land uses within basins.
    - (D) Discussion of existing channels/culverts upstream and downstream of project.
  - (v) Drainage Facility Design.
    - (A) Hydrology determined using rational method, SCS curve method, or other appropriate method approved by the Department.
      - (I) Design storm: 25-year, 24-hour.
    - (B) Drainage Channels and Swales.
      - (I) No bank or channel bottom erosion during design storm.
      - (II) Design storm contained within limits of the swale or channel. High water line must be delineated as drainage easement on plat.
    - (C) Roadside ditches.
      - (I) No ditch erosion during the design storm.
      - (II) Major design storm contained within ditch and road. No more than 8 inches of water allowed overtopping the road.
    - (D) Culverts.
      - (I) Must convey design storm with no overtopping allowed and no erosion at inlets or outlets.
    - (E) Storm drain piping/curb and gutter scenario.
      - (I) Contain design storm with no water in driving lanes.
  - (vi) Stormwater Detention.
    - (A) Historic flows for area.

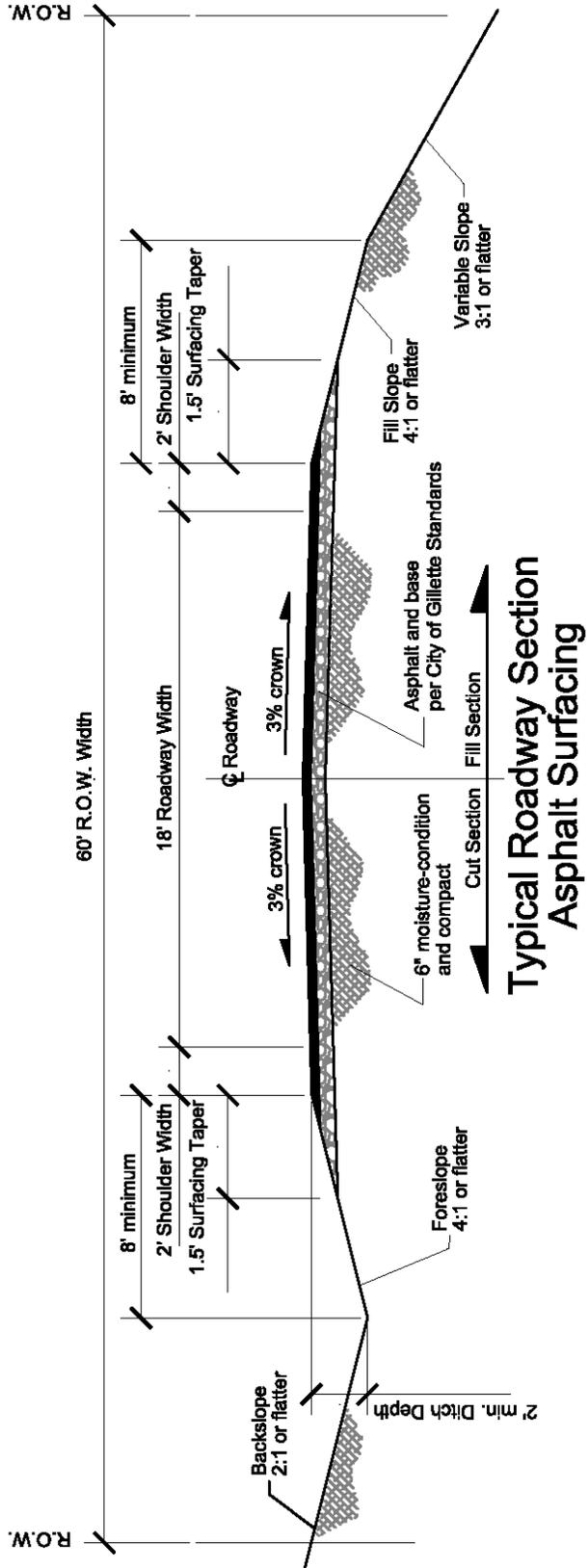
- (B) Developed flows based on proposed land use for development.
- (C) Analysis of historic vs developed flows and detention recommendations.
- (D) Detention Facility sizing and design (if applicable).
  - (I) Allowable release rates.
  - (II) Storage required and provided.
  - (III) Water surface elevations.
  - (IV) Comparison of historic and developed discharge at critical design points on the site and downstream of site.
  - (V) Maintenance requirements of facility.
  - (VI) Developments within City of Gillette plan district boundary are required to meet all City of Gillette requirements for stormwater detention.
- (vii) Additional Project specific information as needed or as requested by the Department.
- (b) Drainage Plan exhibit.
  - (i) 24" X 36" sheet(s).
  - (ii) Large scale for readability.
  - (iii) Title block and legend.
  - (iv) Limits of all drainage basins, including offsite basins if feasible.
  - (v) Existing and Proposed.
    - (A) Roads, streets, and highways.
    - (B) General drainage patterns and flow paths with arrows depicting flow direction.
    - (C) Topographic contours with 5-foot maximum intervals.
    - (D) Stormwater conveyance methods (ditches, culverts, swales, channels, etc.).
  - (vi) FEMA flood zones.
  - (vii) Proposed drainage easements.

## **APPENDIX 8: SOILS REPORT OUTLINE**

A soils report shall be completed for each subdivision by an Engineer. The NRCS (Natural Resources Conservation Service) data should be analyzed by the Engineer and used for the report. Additional soils tests including corrosivity tests, and percolation tests are recommended but not required. The following outline shows suggested analysis. This outline is not comprehensive and engineering judgment must be used beyond what could be listed, as each case must be evaluated independently.

- (a) Identify each type of soil located within the proposed subdivision and describe its major properties. If there are multiple soil types, provide an exhibit that shows the location of each type relative to the lots of the subdivision.
  
- (b) Address the adequacy of the soil for the following building and site development types:
  - (i) Dwellings without basements.
  - (ii) Dwellings with basements.
  - (iii) Small commercial buildings.
  - (iv) Shallow excavations.
  - (v) Local roads and streets.
  - (vi) Culverts (address material type).
  
- (c) Identify any limitations that exist and describe ways to overcome the limitation(s). Make recommendations of any necessary investigations that should take place prior to development.

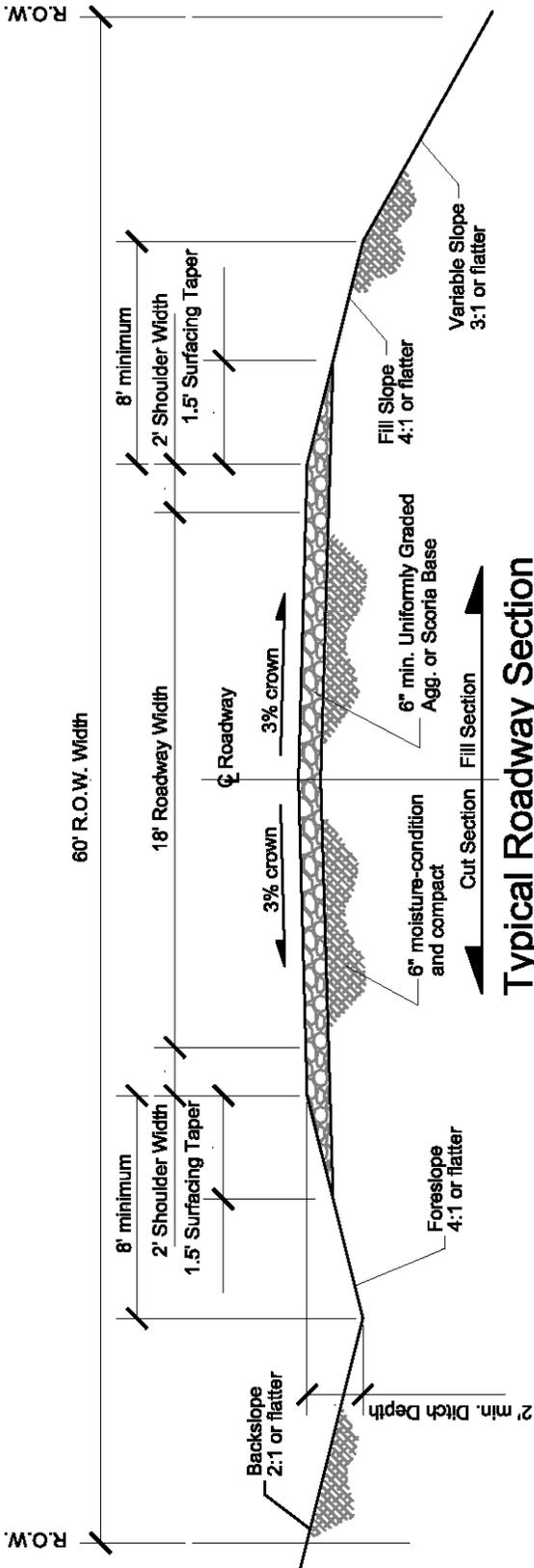
# APPENDIX 9: ROAD PROFILES



**Typical Roadway Section  
Asphalt Surfacing**

Design Standards for Paved Rural Local Roadways				
	Design Variable	Value	Design Variable	Value
Geometric	Design Speed <sup>1</sup>	30 MPH (20 MPH School Zn.)	Crown <sup>5</sup>	3% minimum
	Horizontal Curvature <sup>2</sup>	AASHTO Chapter 3	Superelevation <sup>5</sup>	4% maximum rate Use modified runoff (AP-26)
	Vertical Curvature <sup>2</sup>	AASHTO Chapter 3	Vertical Clearance	Grade Sep. <sup>3</sup> 16.5' min. Power Line <sup>3,6</sup> 24' min. Railroad Sep. <sup>7</sup> RR Authority
	Sight Distance <sup>2</sup>	AASHTO Manual	Surfacing Design <sup>5</sup>	6" Uniformly Graded Agg. or Scoria Base over 6" MDC
Cross Sectional	Longitudinal Grade <sup>5</sup>	8% max unless approved	Min. Culvert Size <sup>5</sup>	12" diameter
	Roadway Width <sup>2</sup>	AASHTO Chapter 5 (18' min.)	Hydrologic Design <sup>5</sup>	10 yr-24 hour design
	Shoulder Width <sup>2</sup>	AASHTO Chapter 5 (2' min.)	Required? <sup>5</sup>	No
	Surfacing Taper <sup>5</sup>	1.5' minimum taper length	Specifications <sup>8</sup>	AASHTO
Signage	Fill/Fore Slope <sup>5</sup>	4:1 steepest 2' min. ditch/fill height	Review Require <sup>8</sup>	WYDOT Review/Approve
	Backslope <sup>5</sup>	2:1 steepest	Bridge Loading <sup>3</sup>	AASHTO HL93
	Snow Study <sup>5</sup>	Not Required	Bridge Width <sup>3</sup>	26' minimum
	Signage <sup>10</sup>	WTDOT/MUTCD Standards	Width Required <sup>11</sup>	60' min.

<sup>1</sup> Per W.S. 31-5-301  
<sup>2</sup> AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition  
<sup>3</sup> AASHTO Design Guide for non-NHS State Highways, 2008  
<sup>4</sup> AASHTO Roadside Design Guide, Latest Edition  
<sup>5</sup> Campbell County Requirement  
<sup>6</sup> W.S. 37-3-303 with Campbell County additions  
<sup>7</sup> Local RR Authority to set clearance  
<sup>8</sup> AASHTO Standard Specification for Highway Bridges, Latest Edition  
<sup>9</sup> Per W.S. 24-2-106  
<sup>10</sup> AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition  
<sup>11</sup> Campbell County Road Plan



Design Standards for Gravel Subdivision (Rural Local) Roadways				
	Design Variable	Value	Design Variable	Value
Geometric	Design Speed <sup>1</sup>	30 MPH (20 MPH School Zn.)	Crown <sup>5</sup>	3% minimum
	Horizontal Curvature <sup>2</sup>	AASHTO Chapter 3	Superelevation <sup>5</sup>	4% maximum rate Use modified runoff (AP-26)
	Vertical Curvature <sup>2</sup>	AASHTO Chapter 3	Vertical Clearance	Grade Sep. <sup>3</sup> 16.5' min. Power Line <sup>6a</sup> 24' min. Railroad Sep. <sup>7</sup> RR Authority
	Sight Distance <sup>2</sup>	AASHTO Manual	Surfacing Design <sup>5</sup>	6" Uniformly Graded Agg. or Scoria Base over 6" MDC
	Longitudinal Grade <sup>5</sup>	8% max unless approved	Min. Culvert Size <sup>5</sup>	12" diameter
Cross Sectional	Roadway Width <sup>2</sup>	AASHTO Chapter 5 (18' min.)	Hydrologic Design <sup>5</sup>	10 yr-24 hour design
	Shoulder Width <sup>2</sup>	AASHTO Chapter 5 (2' min.)	Required? <sup>5</sup>	No
	Surfacing Taper <sup>5</sup>	1.5' minimum taper length	Specifications <sup>8</sup>	AASHTO
	Fill/Fore Slope <sup>5</sup>	4:1 steepest 2' min. ditch/fill height	Review Require <sup>9</sup>	WYDOT Review/Approve
Signage	Backslope <sup>5</sup>	2:1 steepest	Bridge Loading <sup>3</sup>	AASHTO HL93
	Snow Study <sup>8</sup>	Not Required	Bridge Width <sup>3</sup>	26' minimum
	Signage <sup>10</sup>	WTDOT/MUTCD Standards	Width Required <sup>11</sup>	60' min.

<sup>1</sup> Per W.S. 31-5-301

<sup>2</sup> AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition

<sup>3</sup> AASHTO Design Guide for non-NHS State Highways, 2008

<sup>4</sup> AASHTO Roadside Design Guide, Latest Edition

<sup>5</sup> Campbell County Requirement

<sup>6</sup> W.S. 37-3-303 with Campbell County additions

<sup>7</sup> Local RR Authority to set clearance

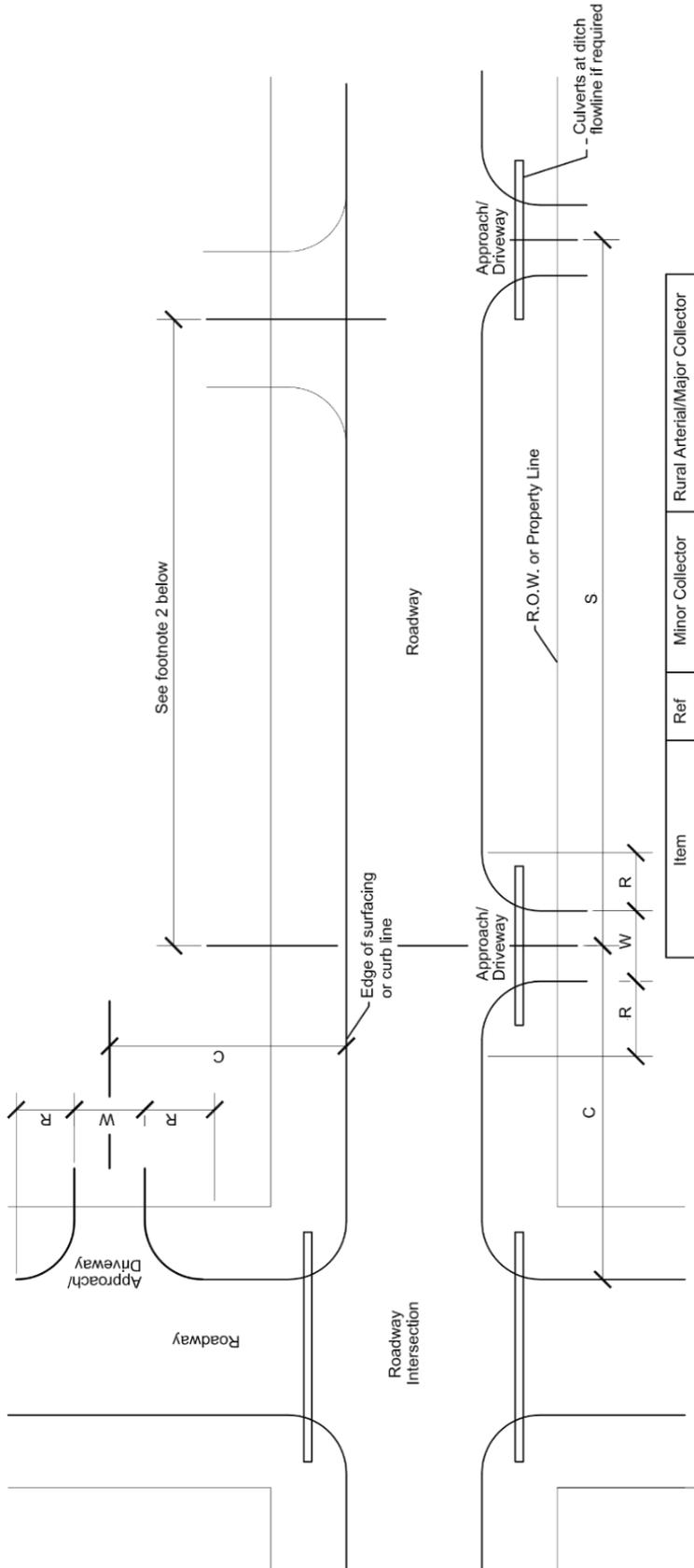
<sup>8</sup> AASHTO Standard Specification for Highway Bridges, Latest Edition

<sup>9</sup> Per W.S. 24-2-106

<sup>10</sup> AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition

<sup>11</sup> Campbell County Road Plan

# APPENDIX 10: APPROACH/DRIVEWAY GEOMETRY



Item	Ref	Minor Collector	Rural Arterial/Major Collector
Driveway Width	W		
Minimum		12 feet	12 feet
Maximum		60 feet	60 feet
Surfacing/Curb Radius	R		
Minimum		15 feet	15 feet
Maximum <sup>3</sup>		75 feet	75 feet
Approach/Driveway Spacing	C		
Minimum <sup>4</sup>		250 feet	250 feet
Maximum		-	-
Approach/Driveway Spacing	S		
Minimum		Stopping Sight <sup>1</sup>	Stopping Sight <sup>1</sup>
Maximum		-	-

## Approach/Driveway Geometry

<sup>1</sup> Stopping Sight Distance based on Roadway Design Speed and Longitudinal Grade  
<sup>2</sup> If a major intersection on the far side of the roadway falls within the stopping sight distance, S, the location may be required to meet the full stopping sight distance.  
<sup>3</sup> For approaches with substantial truck traffic, the 80' radius with offset and taper is recommended  
<sup>4</sup> Minimum applies unless roadway property frontage does not allow minimum spacing

## APPENDIX 11: INDIVIDUAL ON LOT SANITARY SEWER REPORT OUTLINE

A report shall be completed by an Engineer regarding the potential for the subdivision to utilize individual on-lot septic systems for sanitary sewage disposal. Engineering judgement should be used during the preparation of this report. The following is a suggested outline and identifies the major items that should be investigated.

- (a) Identify expected sewage flows for each lot and for the entire subdivision.
- (b) Address any existing or proposed land and water uses in the vicinity of the subdivision that may not be compatible with on-lot septic systems.
- (c) Review the soil for feasibility and expected success of on-lot septic systems. Provide an opinion on whether standard septic systems will be suitable for the subdivision or whether additional design and/or non-traditional methods will be required. Use the following to substantiate your opinion:
  - (i) Refer to the soil type identified by NRCS and its expected result for leach fields
  - (ii) Research the success of nearby septic systems in similar soils
  - (iii) On-site observation of soil types
  - (iv) Percolation tests (recommended, not required)
  - (v) Other known information regarding soil properties in the area
- (d) Verify that proper separation distances will be met between leech fields and that there is adequate area on each lot for a primary and replacement leech field that will not be located in:
  - (i) Areas where the natural grade is greater than 15%.
  - (ii) Areas subject to flooding during the 100-year storm.
- (e) Give the distance to the nearest possible connection point to the City of Gillette's or Wright Water & Sewer District's wastewater system.

## APPENDIX 12: REGIONAL WATER EXEMPTION REPORT OUTLINE

All new Major and Minor Subdivisions located within the Joint Planning Boundary must develop a centralized water system, utilizing water from the Gillette Regional Water System, unless an exemption is granted.

A Regional Water Connection Exemption Report shall be submitted, stamped by a Wyoming Licensed Professional Engineer, along with a written request for exemption.

If granted, the exemption does not waive the requirement of a Centralized Water System, but instead allows connection to an alternate water source (i.e., newly permitted or existing water well, existing public water system, etc.). Accommodations for future connection to the regional water system will also be required to be installed at the time of development.

- (a) Subdivision Description:
  - (i) Name, location and size and number of proposed lots.
  - (ii) Estimated water consumption for the subdivision.
  - (iii) Mileage from City of Gillette corporate limits.
  - (iv) Distance to nearest Gillette Regional Water System pipeline.
  
- (b) Reasons for Exemption:
  - (i) Location relative to regional extensions (provide a map showing distance).
  - (ii) Timeline of availability of future regional extensions (provide a letter from City Water).
  - (iii) Cost of a central well versus connection to the regional system (provide a cost estimate, sealed by a Licensed Professional Engineer).
  
- (c) Summary of alternate water source:
  - (i) Proposed alternate water source.
  - (ii) Description of alternate water provider, if applicable.
  - (iii) Letter of authorization to connect.
  - (iv) State Engineer's Office commitment to a new well permit (provide a letter or copy of the approved well permit).

The report shall be sealed, signed and dated by Wyoming Licensed Professional Engineer.

The above outline shows suggested analysis. This outline is not comprehensive and engineering judgment must be used beyond what could be listed above, as each case must be evaluated independently.

## **APPENDIX 13: ON-LOT WELL REPORT OUTLINE**

- (a) Address expected water usage for each lot and for the entire subdivision.
- (b) Provide information relative to the potential availability and quality of groundwater proposed within the subdivision which may consist of new data, existing data on other working wells in the area, or other data, including drilling logs, from a test well drilled within the proposed subdivision indicating soil types, depth, quantity and quality of water produced in the test well.
- (c) Provide documentation that the proposed water supply system will be compatible with and not be adversely affected by the sewage system proposed for the subdivision or any other sources of pollution within a reasonable distance.
- (d) List all surface and groundwater rights which will be used or which will likely be affected, including state engineer application and permit numbers, and description of expected effects identified by the study.
- (e) Identify the nearest distance to the Regional Water System's DSA (Designated Service Area) and the timeline for water availability at that location.

## APPENDIX 14: SUBDIVISION IMPROVEMENTS AGREEMENT

### AGREEMENT RELATING TO COMPLETION OF IMPROVEMENTS IN THE SUBDIVISION

THIS AGREEMENT, entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the BOARD OF CAMPBELL COUNTY COMMISSIONERS, CAMPBELL COUNTY, WYOMING (hereinafter called "County"), and \_\_\_\_\_ (hereinafter called "Subdivider").

WITNESSETH:

1. That the Subdivider has submitted to the County for approval an application for a subdivision permit and a subdivision plat of the \_\_\_\_\_ Subdivision; and
2. That certain improvements are required by the Campbell County Subdivision Regulations, (hereinafter called "regulations"), to be installed by the Subdivider; and
3. That the Subdivider is required by the regulations to install or guarantee the installation of all required public improvements according to plans and specifications approved by the County Engineer and the Wyoming Department of Environmental Quality prior to approval of the subdivision plat; and
4. That the amount of the guarantee is based on an estimate made by the County Engineer and is in an amount not less than 125% of the estimated cost of all required public improvements remaining to be installed and approved; and
5. That the Subdivider has furnished to the County a guarantee of the proper installation of public improvements in the following form: An Irrevocable Letter of Credit, Number \_\_\_\_\_ from the \_\_\_\_\_ in the amount of dollars (\$ \_\_\_\_\_). That the expiration date of the Letter of Credit is no less than 120 days after the date of completion of the improvements as specified herein.

NOW THEREFORE, the parties do mutually agree as follows:

1. All public improvements shall be designated on Exhibit "A" to this contract, attached hereto and incorporated herein by this reference, and being a list of the required improvements and Engineer's estimate of construction costs as approved by the County Engineer, shall be constructed and completed by the Subdivider according to the plans and specifications prepared by \_\_\_\_\_, and approved by and recognized as paid for by the County Engineer as hereinafter provided.
2. All improvements designated on Exhibit "A" shall be installed, constructed, completed and paid for by the Subdivider within \_\_\_\_\_ (\_\_\_\_) months of the date hereof. All construction shall be performed in a good and workmanlike manner in accordance with all applicable County and State Standards, rules and regulations governing such construction.
3. The subdivider shall inform the County Engineer at least once a month as to the progress of construction, shall give written notice to the County Engineer of completion of improvements or categories thereof and shall cooperate in the reasonable inspection of improvements by the County Engineer.

4. Within 21 days after receipt of the above notice of completion, the County Engineer shall inspect the improvements to which the notice of completion applies and, within 21 days after receipt, give the Subdivider either written notice of approval or written notice of disapproval and corrective action required. Upon completion of corrective action, then notice, inspection and approval or disapproval of the same shall be required in a like manner as above. Written notice of approval of the County Engineer of an improvement or corrective action, or failure of the County Engineer to inspect, approve or disapprove the same within 21 business days from receipt of the compliance notice, shall constitute approval by the Board of Campbell County Commissioners of the completed improvements or corrective action under the terms of this agreement.
5. The estimated cost of constructing the public improvements is agreed to be that set forth in Exhibit "A". The Irrevocable Letter of Credit, Number \_\_\_\_\_ from the \_\_\_\_\_ in the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) is to guarantee that the funds are available for the completion of the public improvements described in Exhibit "A". Upon completion of all public improvements and approval of the public improvements by the County Engineer, this agreement shall become null and void and of no force and effect in which event the Irrevocable Letter of Credit shall be returned to the Subdivider.

If the improvements are not completed and approved on or before the end of the contract period, then the County shall take action necessary to obtain funds from the Irrevocable Letter of Credit to complete the described improvements and to recover the cost thereof including the administrative costs incurred as a result of the failure of timely completion.

In the event the amount of the Irrevocable Letter of Credit is not sufficient to complete the improvements as designated in Exhibit "A" to the approval of the County Engineer then the Subdivider shall be liable for any such insufficiency. In the event the County does bring legal action to enforce such liability, then, it shall be entitled to all its cost of suit and reasonable attorney fees. The liability of the institution issuing the Irrevocable Letter of Credit shall not exceed the face amount thereof.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate each of which is deemed an original, as to the date first above written.

BOARD OF COUNTY COMMISSIONERS

ATTEST: \_\_\_\_\_ Chairman  
 \_\_\_\_\_ County Clerk

SUBDIVIDER:

(Corporate seal and notary) \_\_\_\_\_

STATE OF WYOMING )  
 ) ss.

COUNTY OF CAMPBELL )

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and official seal.

\_\_\_\_\_ Notary Public

My Commission Expires:

STATE OF WYOMING )

) ss.

COUNTY OF CAMPBELL )

The foregoing instrument was acknowledged before me by \_\_\_\_\_,  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_ Notary Public

My Commission Expires:

## APPENDIX 15: SUBDIVISION DISCLOSURE STATEMENT

Subdivision Disclosure Statements shall clearly and concisely present all facts related to the following items:

- (a) Street construction and maintenance, including snow removal responsibility. Maintenance shall include the maintaining of any access easement from the point of a dedicated road to the point of accessing the subdivision.
- (b) Water supply - design criteria and maintenance responsibilities and type of water supply provided; i.e., on-lot wells provided by purchaser, shared wells, community water system or public water system.
- (c) Sewage disposal design criteria and maintenance responsibilities.
- (d) Restrictive covenants - provide the following information:
  - (i) Where copies of the recorded covenants may be obtained;
  - (ii) Any existing covenants of record as applicable; or
  - (iii) No new covenants created by this subdivision.
- (e) Association fees - should be listed and described as to allocation of funds, penalties for non-payment, procedure for change in fees.
- (f) Improvements Warranty – statement to notify purchasers that there is no subdivision warranty or guarantee on improvements installed by the developer.
- (g) Garbage disposal - statement to define financial and physical responsibility.
- (h) Telephone - Telephone company construction charge statement to define financial responsibility.
- (i) Cable television charges - statement to define financial responsibilities.
- (j) Street and traffic control signs and devices - statement to define construction and maintenance responsibilities.
- (k) Street lighting - define construction and maintenance responsibilities.
- (l) Culverts, Drainage - define construction and maintenance responsibilities.
- (m) Zoning - status within subdivision and surrounding area.
- (n) Fire protection - status and description.
- (o) Building Codes - status of applicable codes which apply to construction within the subdivision.

- (p) Electricity - statement to define financial responsibility for construction and connections.
- (q) Postal Service - define level of service and responsibility of homeowner and developer as concerns mailbox construction and maintenance.
- (r) Flood Plain - when applicable, a statement declaring the specific parcels which are in a flood plain.
- (s) Mineral Rights – language to include: Fee interest in mineral ownership is not held as part of the surface ownership. New surface owners should be aware that, upon purchase of any land, there may be existing surface use agreements which may result in the drilling and production of oil and gas upon said land.
- (t) Wildlife – statement to prospective purchasers of the possibility of damage to gardens, shrubs and trees which are the responsibility of the owner to protect.
- (u) Easement – statement that no structures are to be constructed in easements.
- (v) Disclaimer – language to include: BE ADVISED THAT CAMPBELL COUNTY, WYOMING ASSUMES NO LIABILITY BY VIRTUE OF THIS DISCLOSURE STATEMENT. CAMPBELL COUNTY HAS REQUIRED THIS DISCLOSURE STATEMENT IN ITS SUBDIVISION APPROVAL PROCESS SOLELY FOR THE PURPOSE OF INFORMING THE CONSUMER. CAMPBELL COUNTY DOES NOT IN ANY MANNER WARRANT OR GUARANTEE TO THE CONSUMER THAT THE AFOREMENTIONED STATEMENTS CONTAINED WITHIN THE DISCLOSURE STATEMENT ARE FACTUAL AS REPRESENTED. BE FURTHER ADVISED THAT THE PROPER RECOURSE FOR SHORTCOMINGS IN THE ABOVE DESCRIBED IMPROVEMENTS LIES BETWEEN THE CONSUMER AND THE DEVELOPER WHO MADE THIS DISCLOSURE STATEMENT.

THE PUBLIC IS INVITED AND ENCOURAGED TO OBTAIN OR REVIEW COPIES OF THIS DOCUMENT AND ALL OTHER DOCUMENTS PREVIOUSLY MENTIONED. COPIES OF ALL DOCUMENTS ARE AVAILABLE AT THE OFFICE OF THE COUNTY CLERK OR PUBLIC WORKS UPON REQUEST AND RECEIPT OF PAYMENT FOR REPRODUCTION COSTS.

IN TESTIMONY WHEREOF, the undersigned owners have caused these presents to be signed:

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(Signature line)

**APPENDIX 16: AFFIDAVIT FOR REAL ESTATE SALE OR TRANSFER**

STATE OF WYOMING )

) §

COUNTY OF CAMPBELL )

The undersigned seller or transferor of real property hereby swears upon oath that the following facts are true and correct:

- 1. I have personal knowledge of the facts contained herein and have the authority to execute this document either as the seller or transferor of real property at issue or as an agent on behalf of the seller or transferor.
- 2. This affidavit concerns an interest in real property located in Campbell County, Wyoming and more particularly described as follows:
- 3. Attached hereto is a true and correct copy of the instrument conveying title to the seller or transferor of the above referenced real property.
- 4. This subdivision of land or sale of land is exempt from the subdivision laws of the State of Wyoming and Campbell County Subdivision Regulations as it meets one or more of the following exemptions (check all that apply):

- The subdivision of land was made outside of a platted subdivision for the purpose of a single gift or sale to a member of the landowner’s immediate family, subject to the following requirements:
  - A. A member of the immediate family is limited to any person who is a natural or adopted child, stepchild, spouse, sibling, grandchild, grandparent or parent of the landowner; and
  - B. The purpose of the division is to provide for the housing, business or agricultural needs of the grantee; and
  - C. The land shall have been titled in the name of the grantor for a period of not less than 5 years prior to the division and parcels created under this paragraph shall be titled in the name of the immediate family member for whom the division is made for a period of not less than one year unless such parcels are subject to involuntary transfer including, but not limited to, foreclosure, death, judicial sale, condemnation or bankruptcy; and
  - D. No parcel smaller than 5 acres created under this exemption shall be further divided unless the owner obtains a proper subdivision permit pursuant to W.S. § 18-5-304.
  - E. If the landowner is a corporation, the undersigned certifies that at least 80% of the shares are held by individuals related by blood or marriage and the transfer is being made to an immediate family member of a shareholder as defined above who has owned at least 5% of the outstanding shares for at least 5 years continuously before the date of sale.
  - F. This gift or sale is being made to \_\_\_\_\_, as Grantee, whose relationship to the seller or transferor is \_\_\_\_\_.

- The division of land was or may be created by any court in the State of Wyoming pursuant to the law of eminent domain, by operation of law or by order of any court in this State.
  - Is created by a lien, mortgage, deed of trust or any other security instrument, easements and rights-of-way.
  - Concerns lands located within incorporated cities or towns.
  - Is created by the sale or other disposition of land to the State of Wyoming or any political subdivision thereof and the political subdivision is \_\_\_\_\_.
  - The division of land affects railroad rights-of-way.
  - The division of land is a sale or other disposition of land solely for agricultural purposes or affects the alignment of property lines for agricultural purposes.
  - The division of land was created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.
  - The division of land which creates cemetery lots.
  - The division of land is created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this section as only one (1) interest.
  - The division of land is created by a parcel 5 acres or less for the purpose of establishing unmanned communication facilities, compressor stations, metering stations, fiber optic booster stations or similar unmanned facilities.
  - The division of land was created where the parcel involved was 35 acres or larger and meets the following requirements:
    - A. Ingress and egress and utility easements are provided to the parcel by binding and recordable easements of not less than 40 feet nor more than 60 feet in width to a public road; or
    - B. The Buyer, Grantee or Transferee, in a binding and recordable document, specifically waives the above.
5. The undersigned has read and understands that if the division of land does not meet one or more of the above exemptions, they are required to apply for a subdivision permit from Campbell County in accordance with the Campbell County Subdivision Regulations before the land is subdivided, advertised for sale or commence the physical layout or construction of the subdivision.
6. The undersigned has read and understands that Wyoming Statute §18-5-314 provides:
- “Any person who willfully violates any provision of this article or any rule or order issued under this article and any person who as an agent for a subdivider, developer or owner of subdivided land offers for sale any subdivided land or subdivisions without first complying with the provisions of this article shall upon conviction be fined not more than \$500.00 or imprisoned in a county jail for not more than 30 days or both. Each day of violation constitutes a new offense.”***

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**UNDER PENALTY OF PERJURY, THE UNDERSIGNED EXECUTES THIS AFFIDAVIT.**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

ACKNOWLEDGMENT

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_

Notary Public

My commission expires: