



**CITY OF GILLETTE
DEVELOPMENT SERVICES
PLANNING DIVISION**

MINOR SUBDIVISION FINAL PLAT APPLICATION & CHECKLIST

This application is for a minor final plat and the accompanying checklist is to be used by the applicant to ensure the application is correct and complete upon submittal. All supporting documentation is required at the time of submittal. Please complete the application and address all items. If something is not applicable, write N/A in the blank with any necessary explanation on a separate sheet. This checklist is required with the submittal. The checklist serves only as a guide and the details of the requirements are contained within the City of Gillette Subdivision Regulations, Design and Construction Standards, and other City Regulations.

All applications are required to be submitted through the City's ePlans system. Please submit all supplemental information along with five (5) paper copies of the plat to the City Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the plat into the ePlans system. Should you have questions, please contact the Planning Division at (307) 686-5281.

APPLICATION

Name of the Subdivision: _____

Total Area of the Subdivision: _____ acres.

Existing Zoning of the Property: _____

Proposed Zoning of the Property: _____

Number of Proposed Lots: _____

Average Lot Size: _____

Type of Development Proposed:

Residential: _____ acres.
Commercial: _____ acres.
Industrial: _____ acres.
Parks/Open Space: _____ acres.
Street Right-of-Way: _____ acres.

Public Land Dedication: _____ acres and identify tracts to be deeded to City.

Water/Sewer Service Line Agreement: _____ yes _____ no

Owner: Name, address, telephone number, and email address:

Agent: Name, address, telephone number, and email address:

Engineer: Name, address, telephone number, and email address:

Surveyor: Name, address, telephone number, and email address:

Narrative explanation of the subdivision:

Signature of Agent or Owner

CHECKLIST INFORMATION

1. Plat Requirements

- a. Access _____
- b. Drainage areas _____
- c. Parkland (if applicable) _____
- d. Name of the Subdivision _____
- e. Owner/Developer (contact information) _____
- f. Engineering/Surveying firm (contact information) _____
- g. Wyoming License Number for Surveyors and Engineers _____
- h. Type of plat _____
- i. Date of preparation _____
- j. Required certifications _____
- k. North arrow, scale (no smaller than 1" equals 100 ft.) _____
- l. Legend and summary table _____
- m. Vicinity map (min. 2,000 ft. around the plat at 1" equals 500 ft.) _____
- n. Description of boundaries, control monuments, benchmark,
basis of bearing _____
- o. Legal description of subdivision _____
- p. Floodplain areas (if applicable) _____
- q. Significant natural features or hazards _____
- r. Any existing wells (water, methane, or oil) _____
- s. Lot numbers, blocks, layout, dimensions of each lot _____

- t. Fonts large enough to be readable, show subdivision boundary as a thick line, solid lines for lot boundaries, dashed lines and labeling for easements _____
- u. Street and Right-of-Way widths shown and labeled _____
- v. Distances and bearings for all property lines shown on plat _____
- w. Curve descriptions for all line arcs with chord bearings, lengths, and radii _____
- x. Square footage/acreage for each lot _____

2. Other Required Supplemental Information

- a. Five paper copies of the plat 24" x 36" in size (no bluelines) _____
- b. One 11" x 17" copy of the plat _____
- c. One 8.5" x 11" copy of the plat _____
- d. Payment of required fee _____
- e. Title report (showing ownership and easements) _____
- f. Copies of any necessary off-site easements _____
- g. Plat uploaded into ePlans (after initial submittal) _____
- h. Required Engineering supporting materials as required by the current City of Gillette Design Standards _____
- i. Surrounding property owner list within 140 ft. from all boundaries not including Right-of-Ways or alleys _____
- j. Applicant posts property 10 days prior to Planning Commission Meeting _____