



CITY OF GILLETTE

Development Services
Planning Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

Administrative Plat

This application is for an administrative 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, check the N/A box and include 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 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 one (1) 24"x36" and one (1) 11"x17" paper copy of the plat to the Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the plat into ePlans.

An administrative plat application expires 60 days from the time it was received by the Planning Division.

Should you have questions, please contact the Planning Division at (307) 686-5281.

Administrative Plat Application:

Name of the Subdivision: _____

Total Area of the Subdivision: _____ acres.

Existing Zoning of the Property: _____

Number of Proposed Lots: _____

Owner:

Name _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Agent:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Engineer:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Surveyor:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Narrative explanation of the subdivision:

Administrative Plat Checklist:

1. Plat Requirements

INCLUDED N/A

- a. Access
- b. Drainage areas
- c. Parkland (if applicable)
- d. Name of the subdivision
- e. Owner/developer, agent, and engineering/surveying firm information
(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" = 100 ft.)
- l. Legend and summary table
- m. Vicinity map (min. 2,000 ft. around the plat at 1" = 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)

Plat Requirements (Continued)

INCLUDED N/A

- 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 for easements
- u. Street and rights-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

INCLUDED N/A

- a. Total amount of administrative plat review fee - \$340.00
- b. One (1) 24" x 36" and one (1) 11"x17" paper copy of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- c. Title report (showing ownership and easements)
- d. Copies of any necessary off-site easements
- e. Required Engineering supporting materials (if applicable)
- f. Plat uploaded into ePlans (after initial submittal)

This form has been completed under my supervision, and the administrative plat submittal is complete in conformance with the City of Gillette Subdivision Regulations and Design Standards. I understand that an incomplete submittal cannot be reviewed.

Signature of Applicant or Agent

Date