



CITY OF GILLETTE

Development Services
Planning Division

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

Annexation Plat

This application is for an annexation 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 Wyoming State Statutes, City of Gillette Subdivision Regulations, Zoning Ordinance, 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 two (2) 24"x36" and one (1) 11"x17" paper copies 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.

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

Annexation Application:

Name of annexation: _____

Total area of the subdivision: _____ acres.

Total area of rights-of-way: _____ acres.

Existing zoning of the property in the county: _____

Proposed zoning of the property: _____

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 annexation:

Annexation Checklist:

1. Plat Requirements

INCLUDED N/A

- a. Title
- b. Name of the annexation
- c. Owner/developer, agent, and engineering/surveying firm information
(contact information)
- d. Wyoming license number for surveyors
- e. Label as annexation plat
- f. Date of preparation
- g. Required certifications
- h. North arrow, scale (no smaller than 1" equals 200 ft.)
- i. Legend and summary table
- j. Vicinity map
- k. Description of boundaries, control monuments, benchmark, basis of
bearing
- l. Legal description of annexation
- m. Floodplain areas (if applicable)
- n. Significant natural features or hazards
- o. Any existing wells (water, methane, or oil)
- p. Show lots and blocks of all existing lots in greyscale
- q. Fonts large enough to be readable, show annexation boundary as a
thick line

Plat Requirements (Continued)

INCLUDED N/A

- r. Existing street shown and labeled
- s. Distances and bearings for all boundaries shown on plat
- t. Curve descriptions for all line arcs with chord bearings, lengths, and radii
- u. Certification language, dedications, approval statements and

2. Other Required Supplemental Information

INCLUDED N/A

- a. Total amount of annexation plat review fee - \$475.00
- b. Two (2) 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. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys for Planning Commission
- e. Excel document (.xls/.xlsx) of surrounding property owner mailing list of owners in the county that will be within 1/2-mile of the new city limit boundary for advertising
- f. Word document (.doc/.docx) of the metes and bounds legal description for outer boundary and each proposed zoning district
- g. [Petition to Annex](#) and [Petition to Zone](#) documents
- h. Plat uploaded into ePlans (after initial submittal)

This form has been completed under my supervision, and the annexation 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

Landowner's Petition to Annex Territory to the City of Gillette, Campbell County, Wyoming

TO: The Honorable Mayor and City Council of Gillette Wyoming:

Comes now the undersigned and by affixing their names hereto respectfully shows to the City Council and Mayor of the City of Gillette, Campbell County, Wyoming, as follows:

1. That the undersigned, _____ is the owner(s) of the land, which is contiguous to the city limits of the City of Gillette, which land is described as follows:

Said tract of land contains _____ acres, more or less.

2. That attached hereto and made a part hereof is a map showing territory sought to be annexed.
3. That _____ being the owner(s) of the said land, respectfully request that said land be annexed to the City of Gillette, Campbell County, Wyoming.

DATED This _____ day of _____, 20__.

Signature of Owner

Printed Name

Signature of Witness

Printed Name

(Attach additional sheets of owners and witness signatures and printed names if necessary)

Landowner's Petition to Zone to the City of Gillette, Campbell County, Wyoming

TO: The Honorable Mayor and City Council of Gillette Wyoming:

Comes now the undersigned and by affixing their names hereto, respectfully shows to the City Council and Mayor of the City of Gillette, Campbell County, Wyoming, as follows:

1. That the undersigned, _____ is the owner(s) of land to be annexed to the City limits of the City of Gillette, which land is described in Exhibit A attached hereto.

2. That attached hereto and made a part hereof is a map showing territory sought to be annexed and zoned.

3. That _____, being the owner(s) of said land, request that said land be zoned _____

DATED this _____ day of _____, 20_____.

Signature of Owner

Printed Name

Signature of Witness

Printed Name

(Attach additional sheets of owners and witness signatures and printed names if necessary)