



CITY OF GILLETTE

Development Services
Planning Division

201 E. 5th Street • Gillette, Wyoming 82716

Phone 307.686.5281

www.gillettesy.gov

Condominium Plat

This application is for a condominium 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 Condominium Platting 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 (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.

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

Condominium Plat Application:

Name of Condominium: _____

Owner:

Name _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Developer:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Agent:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Legal description of property: _____

New construction: _____ Conversion: _____

Number of proposed units: _____

Total area of development: _____ acres

Building area: _____ sq. feet

Parking, streets and
driveway area: _____ sq. feet

Number of parking spaces: _____

Sidewalks: _____ sq. feet

Open area: _____ sq. feet or
_____ sq. feet per unit

Condominium Plat Checklist:

1. Plat Requirements

INCLUDED N/A

- a. Name of Condominium at top center of each sheet, and sheets numbered
- b. Date of preparation, scale and north arrow. The top of each sheet shall represent north wherever possible
- c. Vicinity map showing the location of the proposed condominium
- d. Legal description of the property
- e. Description of all monuments, both found and set, which mark the boundary of the property, and a description of all control monuments used in the survey
- f. Identification of all common areas
- g. Horizontal unit boundaries with bearings and distances
- h. The location and dimension of horizontal and vertical building sections, existing and proposed, in sufficient detail to legally describe air spaces
- i. Units logically and consecutively numbered
- j. The location and dimension of existing and proposed improvements, including decks, walkways and other accessory structures
- k. Names of adjacent streets
- l. A notarized certificate by all parties having any titled interest in or lien upon the land and improvements, consenting to recording of the plat
- m. Certificates for Registered Land Surveyor, City Planning Commission, City Council, City Engineer and County Clerk, as per regulations

2. Other Required Supplemental Information

INCLUDED N/A

- a. Payment for total amount of condominium plat review fee - \$475.00, plus \$15.00 per unit over 10 to a maximum of \$1,500

Other Required Supplemental Information (Continued)

INCLUDED N/A

- 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. In the case of Condominium Conversions, the developer shall submit copies of letters to the tenants of the building notifying them of the proposed conversion
- d. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. not including rights-of-way of the exterior boundaries of the condominium property
- e. A draft of proposed private easement descriptions for utilities serving the condominium development
- f. A draft of the proposed condominium declaration covenants for the Planning Commission review and comment, but not for any formal approval
- g. Title Opinion of Ownership and Encumbrance report
- h. Plat uploaded into ePlans (after initial submittal)

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