



CITY OF GILLETTE

Development Services
Planning Division

201 E. 5th Street • Gillette, Wyoming 82716

Phone 307.686.5281

www.gillettewy.gov

Preliminary Plat

This application is for a preliminary 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 Zoning Ordinance, Design Standards, and other city regulations. Please submit all checklist items directly to the Planning Division. Incomplete applications will not be processed and will be returned to the applicant.

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.

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

Preliminary Plat Application:

Name of subdivision: _____

Total area of subdivision: _____ acres

Existing zoning of the property: _____

Proposed zoning of the property: _____

Number of proposed lots: _____

Average lot size: _____

Street connectivity calculation: _____

Type of development proposed:

Residential _____ acres

Commercial _____ acres

Industrial _____ acres

Street Right-of-Way _____ acres

Public land dedication _____ acres, and identify tracts to be deeded to the city

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:

Preliminary 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. Wyoming license number for surveyors and engineers
- g. Type of plat
- h. Date of preparation
- i. Required certifications
- j. North arrow, scale (no smaller than 1" = 100 ft.)
- k. Legend and summary table

Plat Requirements (Continued)

INCLUDED N/A

- l. Vicinity map
- m. Description of boundaries, control monuments, benchmark, basis of bearing
- n. Legal description of subdivision
- o. Floodplain areas (if applicable)
- p. Significant natural features or hazards
- q. Any existing wells (water, methane, or oil)
- r. Lot numbers, blocks, layout, dimensions of each lot
- s. Fonts large enough to be readable, show subdivision boundary as a thick line, solid lines for lot boundaries, dashed lines and labeling for easements
- t. Street and rights-of-way widths shown and labeled
- u. Distances and bearing for all property lines shown on plat
- v. Curve descriptions for all line arcs with chord bearings, lengths, and radii
- w. Square footage/acreage for each lot
- x. Contour intervals (2 ft. intervals on separate page)
- y. Flow indicator arrows

2. Other Required Supplemental Information- at time of submittal

INCLUDED N/A

- a. Total amount of final plat review fee - \$680.00
- 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. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys
- d. Title report (showing ownership and easements)

Other Required Supplemental Information- at time of submittal (Continued)

INCLUDED N/A

- e. Copies of any necessary off-site easements
- f. Required Engineering Division supporting materials as required by the current City of Gillette Design Standards
- g. Plat uploaded into ePlans (after initial submittal)

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