



CITY OF GILLETTE

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

Recording Condominium Plats, Final Plats, and Development Plans

The following checklist is meant to serve as a guide for the supporting materials which need to be submitted, along with the plat, for filing at the Campbell County Courthouse.

If there is something listed which does not apply to your plat, mark N/A where applicable. If there are steps which are incomplete, the process will take longer. Also, if there are mistakes on the plat, we will need to have a contact number for a representative we can contact to discuss the necessary corrections.

The expected time frame is approximately two (2) weeks from the time a plat is received until the plat is recorded, if the submittal is complete and accurate.

Once the plat is recorded, a letter is sent to the City of Gillette GIS Department informing them the plat has been recorded and the property is now ready for addressing. The GIS Department has a time frame of up to 72 hours to get addressing completed. Once addressing is completed, permits may be issued.

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

Name of project _____

Contact person _____

Mailing address: _____

City _____ State _____ Zip _____

Phone number _____

INCLUDED N/A

- a. All Planning requirements have been met (consult case sheet for requirements)
- b. Recording fee of \$75.00
Make checks payable to Campbell County Clerk
- c. Fee for additional documents to be recorded along with the plat.
\$12.00 for first page of each document, and \$3.00 for each additional page. Make check payable to Campbell County Clerk. This amount can be combined with the recording fee.
- d. Ownership and encumbrance report
- e. Article of organization for LLCs, LLPs, or corporations indicating who may sign the mylar.
- f. Plat agreement for subdivisions requiring public improvements
- g. Financial guarantee for recorded plat agreement. If there is an unrecorded plat agreement, acceptance of all public improvements is necessary before recording.
- h. Consent to subdivide, if there are any lien holders, recorded by separate instrument or on the plat with any notary signature (applies only to subdivisions).
- i. Owner's signature with notary.
- j. Surveyor's stamp with signature.
- k. Notary signature and legible stamp.
- l. Boundary closure is required in the legal description of the property.