



Big Horn County Land Planning

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Rec. By: _____

Date: _____

Receipt #: _____

Ref. #: _____

SIMPLE SUBDIVISION PERMIT APPLICATION (2 pages) Fee: \$300.00*

A simple subdivision permit application is required to obtain a permit to divide one unit (parcel) of land into five or fewer lots, each smaller than 35 acres. All simple subdivisions require a subdivision permit, per Wyoming State Statute. Please contact the Land Planning Department for any assistance needed to complete this application.

Submission of an application and preliminary plat to the Land Planning Dept. does not constitute approval of the subdivision.

* \$100 non-refundable deposit due at the time of application. \$200 due when final plat is submitted for review.

PROPERTY OWNER INFORMATION:

1. Name(s): _____
2. Mailing Address: _____
3. City, State & Zip: _____
4. Phone (Daytime): _____ Other: _____
5. Email Address: _____

PROPERTY INFORMATION:

6. Parcel Identification #: _____
7. Deed Location (Clerk's Record Book and Page): _____
8. Nearest Town: _____
9. Township: _____ Range: _____ Section: _____ Tract/Lot: _____

SIMPLE SUBDIVISION QUALIFICATIONS AND SPECIAL CIRCUMSTANCES:

12. When the parcel is split, how many total parcels will be created? _____

13. Of the parcels being created, how many will be less than 35 acres? _____

Note: Parcels less than 35 acres will be disqualified from any Agricultural Tax Classification.

Per Wyoming State Statute 39-11-102(b), W.S. 39-13-101, W.S. 39-13-103(b)(x)

14. Is the parcel subject to a financing agreement, mortgage or lien that could prevent the proposed subdivision from occurring? ☐ Yes ☐ No
15. Are there any existing conservation easements that could prevent the proposed subdivision from occurring? ☐ Yes ☐ No
16. Will this subdivision be served by a central water supply system not owned or operated by a public entity? ☐ Yes** ☐ No
17. Will this subdivision be served by a central sewer system not owned or operated by a public entity? ☐ Yes** ☐ No
18. Is the proposed subdivision located within a platted subdivision? ☐ Yes** ☐ No

** May qualify the subdivision as a major subdivision **

19. Is any part of the proposed subdivision within a floodplain? ☐ Yes ☐ No
20. Is any part of the proposed subdivision within an airport protection zone? ☐ Yes ☐ No
21. Who will conduct the survey work for the subdivision? _____
22. Who will complete any engineering-related work for the subdivision? _____

23. INCLUDED WITH THIS APPLICATION IS A CHECKLIST FOR ALL PARTIES INVOLVED TO FOLLOW.

24. INITIAL TO ATTEST TO THE FOLLOWING:

- _____ I understand that this proposed subdivision may be denied as a simple subdivision if 1) it qualifies as a major subdivision or 2) the land is found to be unsuitable for subdivision.
- _____ I have discussed this subdivision plan with a member of the Land Planning Department staff.
- _____ I understand that my presence may be necessary for consideration of this application; I also understand that I may be required to provide further information or revised plans before permit approval is granted.
- _____ I understand that I will be required to provide notice of this subdivision plan to adjacent landowners, applicable districts/towns and the general public.
- _____ I understand that all residences and businesses require a physical address and I may be required to pay a fee to obtain a county-assigned address for structures related to this application.
- _____ I understand that proposed roads, easements, utilities, road cuts, access, or related actions require me to contact the Big Horn County Engineering Department to discuss special permitting requirements.
- _____ I understand if the proposed development falls within a mapped flood hazard zone or other zoned area of Big Horn County. I will be required to complete additional applications to obtain all necessary permits.

SIGN HERE: *The information presented in this application is true and correct to my knowledge. I understand that presenting incorrect information may result in my application being returned.* _____

Property Owner Signature(s)

Date

Simple Subdivision Checklist

Applicant responsibilities are shown in highlighted sections.

	Date Complete	Requirement
1.	___/___/___	Application received from _____ Official subdivision number assigned: _____
2.	___/___/___	Non-refundable subdivision deposit received (\$100). (Due at time of Application)
3.	___/___/___	Applicant has discussed with the Assessor's office of any tax implications or re-classifications that may occur with the new proposed properties.
4.	___/___/___	Applicant to provide copy of current deed for the parcel being divided.
5.	___/___/___	Applicant must submit documentation that distribution of water rights had been submitted to Irrigation Dist. for review & recommendation prior to final submittal.
6.	___/___/___	Applicant submitted percolation test and groundwater cut results to Land Planning (no groundwater cut/perc test required if lots are larger than 5 acres).
7.	___/___/___	Applicant must have on the PLAT the proposed easements and right-of-ways for private utilities and access to establish a driveway to a state highway, county road or other applicable roadway.
8.	___/___/___	Land Planning completed a septic feasibility report, if applicable.
9.	___/___/___	Land Planning supplied developer with list of adjacent land owners, letter templates and map for notices that developer needs to send.
10.	___/___/___	Applicant submitted affidavit of publication for public notice in the newspaper.
11.	___/___/___	Applicant submitted return receipts from notices sent to adjacent land owners.
12.	___/___/___	Land Planning sent notice to relevant Districts for review.
13.	District responses received, if applicable:	
	___/___/___	• Conservation District (w/in 60 days)
	___/___/___	• Fire District
	___/___/___	• Drainage District
	___/___/___	• Irrigation District

Simple Subdivision Checklist

14.	___/___/___	<ul style="list-style-type: none"> Town resolution/response received, if required.
15.	___/___/___	Land Planning sent notice to relevant Utility providers for review. ***If there are any complications or additional costs to get utilities to the lot lines, the subdivision lot purchasers are to be informed of which utilities are available and what likely costs will be.
16.	Utility letters received by Land Planning:	
	___/___/___	<ul style="list-style-type: none"> Power
	___/___/___	<ul style="list-style-type: none"> Water, if property is not served or to be served by a private well.
17.	___/___/___	Land Planning informed the developer that an HOA will be required if there are any common areas (roads, parks, etc.)
18.	___/___/___	Applicant or Surveyor provided DRAFT OF PLAT to Land Planning Dept.
19.	___/___/___	Land Planner reviewed plat & sent recommended changes to plat preparer.
20.	___/___/___	Land Planner MUST send approval to commence with final plat production.
21.	___/___/___	Final plat received by Land Planning.
22.	___/___/___	___ Plat correct (signatures/surveyor stamp/dimensions/legend/etc.)
23.	___/___/___	Final subdivision fee collected (\$200.00). (When Final Plat submitted for review)
24.	___/___/___	Subdivision presented to Planning & Zoning Commission Meeting for approval.
25.	___/___/___	Subdivision presented to County Commissioners Meeting for final approval.