

## Major Subdivision Checklist/Manufactured Home Court

	Date Complete	Requirement
1.	___/___/___	Application received from _____.
2.	___/___/___	<b>Applicant</b> submitted a Title report issued by a title agency dated within a year of the time of submittal of the subdivision application is required in accordance with Wyoming Statutes 18-5-306(a)(iii).
3.	___/___/___	Documentation that a plan for distribution of water rights has been submitted to the Irrigation District <b>at least sixty (60) days prior to application submittal.</b>
4.	___/___/___	<b>Applicant</b> submitted information regarding construction of or the plans to construct perimeter fence if required per W.S. 18-5-319.
5.	___/___/___	<b>Applicant</b> submitted a plan for the water supply system for the proposed subdivision including appropriate maps.
6.	___/___/___	<b>Applicant</b> submitted a plan for the sewerage system for the proposed subdivision including appropriate maps. <b>Provide a complete copy of the application that was submitted to the WDEQ that resulted in the approval letter and/or recommendations.</b>
7.	___/___/___	<b>Applicant</b> submitted list, including addresses, of all adjacent property owners. The list should, also, include the names and addresses of any holders of valid leases or mineral extraction on the property to be subdivided.
8.	___/___/___	<b>Applicant</b> submitted a road and street plan for the subdivision including appropriate maps, and cross sections of the roads or streets to be constructed. The width and grade of all roads or streets must be indicated and the proposed surface material described. (Must meet RAMP specifications)
9.	___/___/___	<b>Applicant</b> submitted a map showing any proposed easements and rights-of-way for private utilities.
10.	___/___/___	<b>Applicant</b> submitted a soils map of the proposed subdivision.
11.	___/___/___	<b>Applicant</b> obtained review and recommendations from fire protection district.
12.	___/___/___	District responses received (if applicable):
	___/___/___	- Conservation District (w/in 60 days)
	___/___/___	- Irrigation District
	___/___/___	- Drainage District
13.	___/___/___	Town resolution/response received, if required.
14.	___/___/___	Draft plat received by Land Planning.

15.	___/___/___	On-Site Inspection
16.	___/___/___	Official subdivision number assigned: _____.
17.	___/___/___	<b>Applicant</b> submitted affidavit of publication for public notice in the newspaper.
18.	___/___/___	<b>Applicant</b> submitted return receipts from notices sent to adjacent land owners, applicable districts and the nearest town.
19.	___/___/___	Land Planner sent comments/recommended changes to plat preparer.
20.	___/___/___	Land Planner sent approval to commence with final plat production.
21.	___/___/___	<b>Applicant</b> shall have two years from the date of approval of the preliminary plat to present an approved final plat for review and signature. If the applicant does not complete this action within the required time frame, the approval will expire. (Applicant must submit written extension letter)
22.	___/___/___	Upon completion of all requirements of preliminary approval, the Land Planning Department shall present the final subdivision plat and supporting documents to the Big Horn County Planning and Zoning Commission for review and consideration. (If the Planning & Zoning Commission does not review the final plat within forty-five (45) days of a complete submittal, the plat will be deemed approved by that body and will move on in the process).
23.	___/___/___	Final plat received by Land Planning.
24.	___/___/___	___ Plat correct (signatures/surveyor stamp/dimensions/legend/etc.)
25.	___/___/___	Final subdivision fee collected (\$250.00) or \$25 per lot up to maximum of \$1,500.00