



# Land Planning Department

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Rec. By: _____
Date: _____
Receipt #: _____
Ref. #: _____

## SUBDIVISION AMENDMENT APPLICATION (3 pages)      Fee: \$250.00\*

A subdivision amendment application is required to obtain a permit to amend the plat of any simple or major subdivision in unincorporated Big Horn County. Boundary line adjustments and lot splits require a plat to be amended. Please contact the Land Planning Department for any assistance needed to complete this application.

\* A \$100 non-refundable deposit is due at the time of application. \$150 is due when the final mylar plat is submitted to the Land Planning Department. Major subdivision amendments may be subject to additional fees.

### APPLICANT INFORMATION:

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

### SUBDIVISION INFORMATION:

6. Subdivision Name: \_\_\_\_\_
7. Lot(s) Affected: \_\_\_\_\_
8. Deed Location (Clerk's Record Book and Page): \_\_\_\_\_
9. Nearest Town: \_\_\_\_\_
10. Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_
11. Nearest E-W Running Road: \_\_\_\_\_
12. Nearest N-S Running Road: \_\_\_\_\_
13. Directions to property: \_\_\_\_\_  
\_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

14. What type of subdivision are you proposing to modify?       Simple       Major
15. What type of change to the subdivision are you proposing? (Check all that apply.)
  - Internal boundary line adjustment (affects only land inside the subdivision)
  - External boundary line adjustment (affects land inside and outside of the subdivision)
  - Lot split (splitting an existing lot into two or more lots)
  - Other: \_\_\_\_\_
16. Is any parcel involved in the proposed area(s) of change subject to a financing agreement, mortgage or lien that could prevent the change from occurring?       Yes       No

17. Are any buildings or structures within the proposed area(s) of change?  Yes  No
18. Are there any irrigation or drainage features within the proposed area(s) of change?  Yes  No
19. Are any wells, utilities, septic systems, water or sewer supply lines within the proposed area(s) of change?  Yes  No

20. INCLUDE THE FOLLOWING ITEMS WITH THIS APPLICATION:

- \_\_\_\_\_ A copy of any plats related to the current subdivision (original or previously amended).
- \_\_\_\_\_ A map/drawing showing the proposed changes and the following features within the proposed area of change:
- \_\_\_\_\_ Any structures, wells, utility lines, or similar.
- \_\_\_\_\_ Any existing or proposed easements and right-of-ways for access or private utilities.
- \_\_\_\_\_ Non-refundable down payment of \$100 (cash or check, money order or cashier's check made payable to *Big Horn County Treasurer*).

21. INITIAL TO ATTEST TO THE FOLLOWING:

- \_\_\_\_\_ I have discussed this subdivision amendment plan with a member of the Land Planning Department staff.
- \_\_\_\_\_ I understand that the Planning and Zoning Commission and Board of County Commissioners shall review this subdivision amendment plan and provide a process to complete the amendment, if approved to proceed.
- \_\_\_\_\_ I understand that this proposed subdivision amendment application may be denied.
- \_\_\_\_\_ 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 approval is granted.
- \_\_\_\_\_ I understand that I may be required to provide notice of this subdivision amendment plan to adjacent/subdivision landowners, applicable districts/towns and the general public.
- \_\_\_\_\_ I understand that permanent legal access must be proven to any lots affected by the proposed subdivision amendment plan.
- \_\_\_\_\_ I understand that a water distribution plan and/or statement of intent of disposition of water may be required as part of the subdivision amendment process.

**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. 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. Also, I understand that the actions proposed as part of this application may require me to complete additional applications and secure other necessary permits.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*\*FOR OFFICE USE ONLY – BELOW THIS LINE.\*\***

- A. Are the areas subject to change within a floodplain?  Yes  No
- B. Are the areas subject to change within an airport protection zone?  Yes  No
- C. Are the areas subject to change within the Shell Valley Zoned Area?  Yes  No
- D. Has the Planning and Zoning Commission been notified of receipt of this application? Date of initial contact: \_\_\_\_\_  Yes  No
- E. Note the date of the Planning and Zoning Commission meeting where this application will be presented and reviewed for consideration. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- F. Did the Planning and Zoning Commission approve this application and a process to complete the proposed amendment?  Yes  No
- G. Note the date of the Board of Commissioners meeting where this application was presented and reviewed for consideration. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_