

Administrative Replat Submittal Checklist*

Description: *Any plat in which existing platted lot lines are dissolved or rearranged, in an existing approved subdivision, which results in an equal number or fewer lots.*

An Administrative replat application can be found at sheridanwy.viewpointcloud.com/

Submittal Items:

- A final plat review fee. \$75 per lot for R-1 and R-2 Districts with a maximum of \$1875. \$100 per lot for R-3, B-1, B-2, M-1 Districts and Gateway Districts with a maximum fee of \$3750.
- A final plat prepared in accordance with Sheridan City Code Appendix B §403.
- Evidence by deed, contract for sale, or other staff approved documentation, that the applicant is or will be the record owner of the property at the time of final plat approval and recording.
- Other documents that may be determined as part of the pre-application meeting, or staff review, that may include but not be limited to: site survey showing existing improvements, drainage plan, geotechnical investigation, access permits from county or state, traffic study, or estimates for sidewalk improvements.

Applications Modifying Existing Public Easements or Right-of-Way:

- Evidence that all impacted parties (including public and private utilities) have been notified twice in writing via certified mail, with the first notice being at least 30 days prior to any proposed hearing or administrative action.

Post Approval/Plat Filing Items:

- 3 Mylars of Plat
- Certificate of Title
- Declaration of Partial Vacation if previously platted.
- Executed development agreement (if required).

Note: The applicant is responsible for county filing fees. Fees will be determined by the County Clerk's office at the time of filing.

* All applicants must attend a pre-application meeting prior to submitting an administrative replat application.