

# Minor Subdivision – Final Plat Submittal Checklist

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**Description:** *A minor subdivision is any division of land that affects five or fewer lots, extends no new public infrastructure, nor plats any new right-of-way.*

Online application can be found at: <https://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, R-4, B-1, B-2 and M-1 and Gateway District with a maximum of \$3750.
- A list of names and addresses of all property owners within three hundred feet from the boundary of the proposed subdivision (List must be obtained from the County Public Planning Office and be no more than 14 days old at the time of submittal).
- 5 copies of the final plat prepared in accordance with Sheridan City Code Appendix B §403.
- An additional 3 copies of the revised final plat for Planning Commission packets. The applicant shall also attach the exhibit and other application materials in a suitable electronic format (Adobe pdf).
- 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 Mylar of Final Plat
- Certificate of Title
- Declaration of Partial Vacation, if previously platted.
- Executed development agreement (if required).
- Financial Assurances for Public Improvements, surety bond, letter of credit, escrow, or other approved financial assurance.

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