

# Major Subdivision – Preliminary Plat Submittal Checklist

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**Description:** *A major subdivision is any division of land that creates more than five lots, requires the extension of new public infrastructure, or plats new right-of-way.*

Online application can be found at: [sheridanwy.viewpointcloud.com/](http://sheridanwy.viewpointcloud.com/)

Electronic and paper submittal items:

- A preliminary plat review fee. \$100 per lot for R-1 and R-2 with a maximum fee of \$2500. \$150 per lot for R-3, R-4, B-1, B-2, M-1 and Gateway Districts with a maximum fee of \$3750.
- An engineering review fee of \$1000.
- 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).
- A preliminary plat prepared in accordance with Sheridan City Code Appendix B. Accompanied by a minimum of 3 hard copies, 24x36".
- 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.

The following engineering documents (stamped and signed by a Wyoming licensed engineer) shall be attached to the permit and also two hard copies submitted:

- Preliminary water and sewer plans' per Section 103 of the City of Sheridan Design Standards and Permitting Procedures for W&S Utility Construction.
- Preliminary drainage plan, per the Storm Drainage Design Criteria
- Preliminary traffic plan, per the City of Sheridan Engineering Design Standards for Public Improvements.
- Geotechnical report, per the City of Sheridan Engineering Design Standards for Public Improvements.
- Construction drawings for public improvements, per the Standard Specifications and Details for Street and Utility Construction.
- Other documents that may be determined as part of the pre-application meeting, or staff review, that may include but not be limited to: access permits from county or state, flood studies, or other support documentation.

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.