

## CHAPTER II: PROCEDURAL REQUIREMENT

**Section 1. REQUIRED PROCEDURES.** The procedures prescribed in this chapter shall be followed in securing a subdivision permit, provided that for a lot division, the procedures and provisions of Chapter V, page 27, shall apply.

**Section 2. PRE-APPLICATION CONFERENCE.** A pre-application conference may be required. The conference shall be scheduled upon the request of the Administrator or at the request of the applicant. In addition to the applicant or his representative and the Administrator, participants in the conference may include a member or members of the Planning and Zoning Commission and representatives of any public agency that may have an interest in or be affected by the proposed subdivision. The purpose of the conference shall be to discuss informally the proposed subdivision concept, its conformity with the Comprehensive Plan, its relationship to surrounding development, any site condition that may require special consideration or treatment, and the requirements of this resolution and of the Zoning and Development Regulations Resolution that would be applicable.

### **Section 3. APPLICANT ACTION.**

- A. **PUBLIC NOTICE.** The applicant shall publish in a local newspaper notice of his intent to apply for a permit to subdivide once each week for two (2) weeks within thirty (30) days prior to filing his application with the Planning and Zoning Office. The notice will include the name of the subdivider and the general location of the land to be subdivided.
- B. **APPLICATION TO APPROPRIATE AGENCIES.** The applicant shall submit a copy of the application to the appropriate agencies, such as Wyoming State Engineer's Office, Wyoming Department of Environmental Quality, Conservation District, municipalities within one (1) mile of the development, irrigation districts as described herein, for required approvals, comments and suggestions.
- C. **FILING REQUIREMENTS: PRELIMINARY PLAT.** Application for preliminary plat approval shall be filed with the Administrator on the prescribed form which shall contain the name and address of the owner or applicant, and a notarized statement that the applicant, if not the owner, is authorized by the owner to make application and act as agent for the owner. The application shall be accompanied by ten (10) copies of the preliminary plat, the accompanying material prescribed in Chapter III, page 13, and the required application fee.