



TOWN OF JACKSON, WYOMING
Planning & Building Department
 P.O. Box 1687 150 E. Pearl Avenue
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www.townofjackson.com

FINAL PLAT APPLICATION

Required Submissions

ALL FINAL PLAT APPLICATIONS SHALL PROVIDE THE FOLLOWING INFORMATION:

Application: a completed application, including fee, and consent, if applicable. A letter of consent from the landowner is required if applicant is not the landowner, or if agent is applying on behalf of the landowner.

Twelve copies of proposed Final Plat.

Title report: a title report or title certificate, showing all easements and encumbrances on the property, including copies of all filed legal documents.

Proof of Ownership: a copy of the most recent deed to the property.

Notice of Intent to Subdivide. Evidence that the applicant has published a "Notice of Intent to Subdivide" once each week for two (2) weeks within thirty (30) calendar days prior to filing an application for subdivision, pursuant to Section 18-5-306-(a)(ix), Wyoming Statutes.

Lot closures: PLS stamped set.

Subdivision Improvement Agreement Contract. See Section 6140, Subdivision Improvements Agreement Contract and Guarantee (if not applicable, a letter of explanation).

The proposed Covenants, Conditions and Restrictions for said subdivision.

Any other proposed agreements (including but not limited to housing restriction agreements, easements and shared access).

Calculations of School and Park exactions (if not applicable, a letter of explanation).

Project Information

Physical Address: _____

Legal Description: _____

_____ Zoning District: _____

Applicant(s), Owner and Surveyor

Applicant: _____ Phone: _____

Mailing Address: _____ FAX: _____

_____ Email: _____

Owner: _____ Phone: _____

Mailing Address: _____ FAX: _____

_____ Email: _____

Representative: _____ Phone: _____

Mailing Address: _____ FAX: _____

_____ Email: _____

Surveyor: _____ Phone: _____

Mailing Address: _____ FAX: _____

_____ Email: _____

Certificate of Authenticity

I hereby certify that all information indicated in this application or that is included as part of this application is, to the best of my knowledge, true and correct.

Signature: _____

Date: _____

(Applicant or Representative)

Print Name: _____

Owner Authorization

I hereby certify that I am an owner of record of the property that is the subject of this application and approve of the requested action in this application. (Attach names and addresses of all owners if multiple owners are involved.)

Signature of Owner: _____

Date: _____

Print Name: _____

The above must be signed by the property owner or a Letter of Authorization must be attached in order for the application to be considered complete.

Form and Contents of Final Plat

ALL FINAL PLATS SHALL CONTAIN THE FOLLOWING:

Consistent with the approved Final Development Plan. The Final Plat submittal shall be consistent with the approved Final Development Plan for the project, including but not limited to all common accesses, easements, right-of-ways, housing deed restrictions, parking and other common areas, which must be indicated on the plat. Evidence shall be presented that all conditions of approval of the Final Development Plan have been satisfied.

Mylar. 24' X 36' Mylar sheets, 4 mil thick, prepared in black, indelible ink or other durable medium approved by the County Clerk, margins to conform with Section 33-29-139(a) Wyoming Statutes.

Surveyor. Final Plat to be prepared by a licensed Wyoming Land Surveyor.

Project boundary. The boundary of the proposed development, accurately related to at least two (2) corners of the Public Land Survey System (section, quarter, or 1/16 corner). The boundary of the development and these ties shall be to a standard of accuracy of at least one (1) part in ten thousand (10,000).

Dimensions. Accurate angular and lineal dimensions of all lines, angles and curves used to describe boundaries, streets or alley easements or other areas or important features. Also, radii, internal angles, arc lengths, chords, and chord bearings, shall be given of all arcs.

Preparation and revision dates: north arrow

Scale. Scale 1" = 100', unless the Town Engineer has approved a lesser scale.

Coordinates. Wyoming State Plane Coordinates, NAD 83 Wyoming, West Zone, on at least two (2) boundary points of the subdivision, and a note indicating the monument(s) used to derive this information. A base bearing shall be derived from this system.

Monuments. Accurate location of all monuments, found or set, within or adjacent to the development, including benchmarks or triangulations stations. Each lot corner and road easement shall be monumented or witnessed as required by Wyoming Statutes and the regulations of the State Board of Registration for professional engineers and land surveyors. Descriptions of all monuments, found or set, shall be shown by legend or separate description.

Title Block. Title block, in the lower right hand corner of the sheet(s), showing the name of the proposed subdivision and its location by aliquot part and Section, Township, and Range, and if applicable, the lot, block and subdivision name.

Vicinity Map. A vicinity map, showing the location of the proposed subdivision, the Section Township, and Range, other pertinent information that will help lay-people locate the proposed subdivision, and: existing and platted or public roads and highways within ¼ mile of the subdivision, along with their names; and the names of adjoining subdivisions and adjoining landowners.

Owner/developer addresses and phone numbers. Names, addresses and phone numbers of the owner, developer, if other than the owner, the developer's representative, if any, and the person or firm preparing the plan.

Legend. Symbols and differing line types used for boundaries, easements, right-of-ways, and other features shall be described in a legend.

Subdivision Summary. Specify the total acreage of the project, the number of lots and unit, and zoning districts, including overlay districts.

Existing structures. The location of any existing structures.

Streams and rivers. The names and locations of all streams, rivers, or other water bodies within the development, if applicable.

Areas dedicated to the public or reserved: required open space/landscape surface. Accurate boundaries and legal descriptions of any areas or roads dedicated or reserved, and a notation with the purpose of the dedication or reservation indicated therein.

Lot lines or buildings and areas. Lot lines or buildings, and the area of each lot or building in acres or square feet, as appropriate.

Numbering. Identification of all lots, blocks, buildings, streets, and other areas: lots or building shall be numbered progressively in accordance with Section 42-12-102, Wyoming Statutes, 1977, as amended.

Easements. Easements and right-of-ways for utilities, pathways, drainage, public or private access, or other purposes.

Road Names.

Underground utilities. The location of all existing sewer, water mains, manholes, storm drains, and other underground facilities with the proposed development.

Wells and reservoirs. The location of all existing wells and reservoirs within the proposed subdivision.

Certificate of sewage disposal and water supply. Certification of adequacy and safety of sewage disposal and water supply systems by a licensed Wyoming Engineer, or statements per Section 18-5-306 (a)(4), (5), (7), (8), Wyoming Statute, 1977, as amended, in bold letters, regarding provisions of water, wastewater, and road maintenance.

Annotations:

Roads. If the roads are private, the annotation in bold letters with statement, “**NO PUBLIC MAINTENANCE OF STREETS OR ROADS.**”

Further division. If no further division can be ascribed to the development parcel, then the following statement shall be placed on the plat. “**THIS SUBDIVISION SHALL NOT BE SUBJECT TO FURTHER DIVISIONS.**”

Agriculture water rights. Certification by Surveyor or Engineer regarding the status or water rights and the adequacy and workability of the water rights distribution and conveyance system.

Certificate of Surveyor. This certificate shall include a legal description of the property to be subdivided.

Certificate of Owner(s)

Certificate of Mortgagee. Certificate of acceptance of mortgages, if any, of the lands included in the subdivision that are subject to a mortgage.

Acknowledgement. Acknowledgement of all Certificates.

Certificate of approval. Certificate of Approval by the Mayor of the Town, Town Clerk and Town Engineer, or designees.

PRIOR TO RECORDING OF PLAT

1. Survey in digital format. A Survey in digital format, which includes ASCII coordinates in system specified by the Town Engineer based upon State plane coordinates NAD 83 Wyoming West Zone, a DXF file and a survey tie to corner(s) of the Public Land Survey, must be submitted to the Town.
2. Final Plat and document recording fees.
3. All Title Company and Survey Plat Review fees paid by the Town of Jackson must be reimbursed.
4. Park and School Dedications or In Lieu Fees; Affordable Housing In Lieu Fees, if applicable at this level of review.