Affidavit of Subdivision Exemption For Family Exemptions

Natrona County
Development Dept.
200 N Center St., Rm 202
Casper, WY 82601

****Please Note:* This form is not valid unless approved by Natrona County Planning Department***

Subdivision Exemptions
For all types of subdivision exemptions, applicants must meet with Planning staff prior to completing the application and affidavit. Please see application for additional submittal requirements.

Process for Subdivision Exemptions

To begin the process, the applicant needs to schedule an appointment with Planning and Development staff prior to submitting the application, by calling 307-325-9447 or emailing ncplanning@natronacounty-wy.gov to set up an appointment.

Submit Affidavit with the following documents at time of application.

- Completed affidavit with additional signatory pages for the Grantor and each Grantee.
- Proof of ownership of original property with copy of warranty deed.
- Copy of new warranty deed to Grantee(s) with exact legal description.
- Record of Survey for new property with exact legal description.
- Digital Shape File of the Record of Survey, and any other documents deemed necessary.

The Affidavit and all required documents are reviewed by Assessor, GIS, and Planning. All required documents must be submitted at time of application.

After approval of the Affidavit of Subdivision Exemption, the applicant will recieve notification. The applicant is responsible for collecting all original materials from the Planning Department, and recording them with the County Clerk's office and the Records Office.

Applicant records new deed, Record of Survey, and the Affidavit.

Affidavit of Subdivision Exemption For Family Exemptions

Natrona County
Development Dept.
200 N Center St., Rm 202
Casper, WY 82601

Grantor Information			
NAME:			
Address	City	State	Zip

Grantor Information			
NAME:			
Address	City	State	Zip

Legal Description

Physical Address	Zoning District

Total Acreage of Original Parcel	Total Acreage for Exempt Parcel

The deed for Grantor(s) dated _____, is the subject of this affidavit and was recorded on _____ (date)

Natrona County Clerk Instrument No. _____

OR. in book _____, page _____

FAMILY EXEMPTIONS: The land has been titled in the name of the grantor(s) for _____ years.

Signature of Grantor(s)

Signature of Grantor	Date

Printed Name:

Signature of Grantor	Date

Printed Name:

Signature of Grantee(s)

Signature of Grantee	Date

Printed Name:

Signature of Grantee	Date

Printed Name:

Exemption Information ****To Be Completed By Staff****

This division of land appears to qualify for an exemption pursuant to W.S. 18-5-303 _____

Approved by _____, on _____
(Staff Signature) (Date)

This affidavit shall be recorded with any Subdivision Exemption deed transfer

The undersigned has read and understands that W.S. § 18-5-314 provides:

Affidavit of Subdivision Exemption For Family Exemptions

Natrona County
Development Dept.
200 N Center St., Rm 202
Casper, WY 82601

"Any person who willfully violates any provision of this article of any rule or order issued under this article and any person who as an agent for a subdivider, developer, or owner of subdivided land offers for sale any subdivided land or subdivisions without first complying with the provisions of this article shall upon conviction be fined not more than $500 or imprisoned in a county jail for not more than 30 days or both. Each day of violation constitutes a new offense."

The Grantor or transferor of real property hereby swears upon oath that the following facts are true and correct:

1. I have personal knowledge of the facts contained herein and have the authority to execute this document either as the grantor or transferor of real property or as an agent on behalf of the grantor or transferor.

2. This affidavit concerns an interest in real property located in Natrona County, Wyoming.

3. The undersigned has read and understands that if the division of land does not meet one or more of the exemptions, they are required to apply for a subdivision permit from Natrona County in accordance with the Natrona County Subdivision Regulations before the land is subdivided, advertised for sale or commence the physical layout or construction of the subdivision.

4. This subdivision of land or sale of land is exempt from the subdivision laws of the State of Wyoming and Natrona County Subdivision Regulations pursuant to W.S. §18-5-303_____

I hereby certify that I have familiarized myself with the provisions for exemption from the requirement to obtain a subdivision permit pursuant to W.S. §18-5-303 with respect to the filing of this affidavit and that the foregoing statements and answers contained on the affidavit and in required documents are true and accurate to the best of my knowledge. The grantor(s) and grantee(s) have read and understand this affidavit and all the restrictions that may apply to the use of this property.

Initials of Grantor(s) _____ **Initials of Grantor(s) _____**

Acknowledgement

State of Wyoming
County of _____

This instrument was acknowledged before me on _____, by _____
Date Name of Person

Witness my hand and official seal.

_____
Signature of Notary Public
My Commission Expires: _____

Acknowledgement

State of Wyoming
County of _____

This instrument was acknowledged before me on _____, by _____
Date Name of Person

Witness my hand and official seal.

_____
Signature of Notary Public
My Commission Expires: _____

Affidavit of Subdivision Exemption For Family Exemptions

Natrona County
Development Dept.
200 N Center St., Rm 202
Casper, WY 82601

Additional Acknowledgement Page for Affidavit of Subdivision Exemption

Acknowledgement

State of Wyoming
County of _____

This instrument was acknowledged before me on _____, by _____
Date Name of Person

Witness my hand and official seal.

_____
Signature of Notary Public
My Commission Expires: _____

Acknowledgement

State of Wyoming
County of _____

This instrument was acknowledged before me on _____, by _____
Date Name of Person

Witness my hand and official seal.

_____
Signature of Notary Public
My Commission Expires: _____

Affidavit of Subdivision Exemption For Family Exemptions

Natrona County
Development Dept.
200 N Center St., Rm 202
Casper, WY 82601

Subdivision Exemption Types

(a) Unless the method of sale or other disposition is adopted for the purpose of evading the provisions of this article, this article shall not apply to the following subdivisions of land however, the following subdivisions are subject to requirements which may be adopted by the board of county commissioners regarding documentation of the proper use and implementation of the following exemptions:

FAMILY - *Please initial below:*

_____ (i) A division of land made outside of platted subdivisions for the purpose of a **single gift or sale** to a member of the landowner's immediate family, subject to the following requirements:

_____(A) A member of the immediate family is limited to any person who is a **natural or adopted child, stepchild, spouse, sibling, grandchild, grandparent or parent** of the landowner;

_____(B) The purpose of the division is to provide for the **housing, business or agricultural needs** of the grantee;

_____(C) The land shall have been titled in the name of the grantor, or in the name of a trust controlled by the grantor, for a combined period prior to the division **of not less than five (5) years** for land titled **before February 27, 2019**, or **ten (10) years** for land titled on or **after February 27, 2019**. Parcels created under this paragraph shall be titled in the name of the immediate family member for whom the **division is made for a period of not less than five (5) years**, or for **not less than one (1) year** if the parcel was created before **February 27, 2019**, unless the parcels are subject to involuntary transfer including, but not limited to, foreclosure, death, judicial sale, condemnation or bankruptcy;

_____(D) **No parcel smaller than five (5) acres** created under this paragraph shall be further divided unless the owner obtains a subdivision permit pursuant to W.S. 18-5-304;

FAMILY – Corporation/Business

_____(E) Where the landowner is a corporation and **eighty percent (80%) of the shares** are held by individuals related by blood or marriage, the sale or gift may be made subject to the provisions of this section to an **immediate family member of any shareholder who has owned at least five percent (5%)** of the outstanding shares for at least **five (5) years continuously** before the date of the sale or gift.

Signature of Grantor(s) _____ **Date**_____

Signature of Grantee(s) _____ **Date**_____

Affidavit of Subdivision Exemption For Family Exemptions

Natrona County
Development Dept.
200 N Center St., Rm 202
Casper, WY 82601

Application for Subdivision Exemption

1. The applicant must meet with Planning staff prior to application submittal. Please call 307-235-9447 or email ncplanning@natronacounty-wy.gov.

2. The application is submitted with the required documents.
   - Completed affidavit with original signatures. Each Grantor and each Grantee must have an Acknowledgement.
   - Proof of Ownership of original property with copy of warranty deed.
   - Copy of new warranty deed to Grantee(s) with exact legal description.
   - Record of Survey for new property with exact legal description.
   - Digital File of Record of Survey (using the regional CAD template).

3. The affidavit and all required document will be reviewed by applicable county departments.

4. The Planning department will then notify the applicant of the status of the application.

5. Once approved the applicant is responsible for collecting all original documents and recording the Affidavit of Exemption with the new warranty deed with the Natrona County Clerk and Recorder.

Grantor(s)

Name of Applicant:	
Applicant Phone Number: (H)	(Cell)
Applicant Mailing Address (Current):	
Applicant Email Address:	
Name of Authorized Agent (if applicable):	
Agent Phone Number: (O)	(Cell)
Agent Mailing Address:	
Agent Email:	

Grantee(s)

Name of Applicant:	
Applicant Phone Number: (H)	(Cell)
Applicant Mailing Address (Current):	
Applicant Email Address:	
Name of Authorized Agent (if applicable):	
Agent Phone Number: (O)	(Cell)
Agent Mailing Address:	
Agent Email:	

Please explain how your request qualifies for the subdivision exemption according to W.S. §18-5-303 (b). Additional information can be attached.