

SIMPLE SUBDIVISION APPLICATION
ISOLATED PARCEL (35+ ACRES) RECORD OF SURVEY DIVISION
SUBDIVISION PERMIT

Applicant Information

Name of Applicant:	
Applicant Phone Number:	Applicant Fax Number:
Applicant Mailing Address:	
Applicant Email Address:	
Relationship of Applicant to Property:	☐ Owner ☐ Tenant ☐ Lessee ☐ Other

Agent Information

Name of Authorized Agent (if applicable):	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

The applicant requests to receive correspondence from the Planning Department regarding any submittals received or changes made regarding this application.

Applicant

Date

INFORMATION REQUIRED FOR REVIEW:

1. Legal Description of Area: _____
2. Parcel to be divided is a quarter of a quarter section, or, if larger than a quarter of a quarter section, is less than seventy acres.
 Total Proposed Area for this Subdivision: _____ Acres
3. Parcel is surrounded by land owned by others than the applicant.
4. Parcel is being divided into two (2) tracts
5. Parcel sizes both exceed ten (10) acres in size:
 Parcel 1: _____ Acres Parcel 2: _____ Acres

Landowner's Certification:

The above or foregoing subdivision of _____ as appears on the attached Record of Survey, is made with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct survey of the area as it is divided into two parcels;

That ingress and egress and utility easements have been provided to each parcel by binding and recordable easements of not less than forty (40).

There will be no proposed domestic water source, public sewage disposal system or public maintenance of streets or roads. Maintenance of streets or roads will be the responsibility of the lot owners.

Landowner acknowledges that parcels created under this section shall not be eligible for further subdivision under the reduced minimum requirements provided by this section.

Executed this _____ day of _____ A.D., _____ by

Owner

Owner

STATE OF WYOMING)
) ss.
COUNTY OF CAMPBELL)

The foregoing Subdivision Application was acknowledged before me by _____
this _____ day of _____, 20 _____.

Notary Public

My Commission Expires:

SEAL

CERTIFICATE OF APPROVAL – CAMPBELL COUNTY PLANNING COMMISSION:

The foregoing Subdivision Application dated _____, 20 _____, by _____
and the attached Record of Survey dated _____, 20 _____, is approved by the Campbell County
Planning Commission this _____ day of _____, 20 _____, A.D.

Chairman of the Planning Commission

Attest:

Clerk of the Planning Commission

SUBDIVISION PERMIT APPROVAL – CAMPBELL COUNTY BOARD OF COMMISSIONERS

The foregoing Subdivision Application dated _____, 20 ____ by _____ and the attached Record of Survey dated _____, 20 ____ is approved by the Board of Commissioners in and for the County of Campbell, State of Wyoming, this ____ day of _____, 20 ____, A.D.

Chairman of the Board

Attest:

Clerk of the Board

Campbell County

Simple Subdivision Check List

A-6

Simple Subdivision Definition

A one-time division of one parcel, at least 35 acres in size and not part of a previously platted subdivision, into 2 parcels. Each resulting parcel must be 10 acres or greater in size and served by at least a 40' access easement to publicly dedicated right of way.

MINIMUM APPLICATION DOCUMENT REQUIREMENTS

Note: Submittal packages missing information marked with an asterisk* will not be accepted

	Agent	Received by:
1) Signed and Notarized Application with fee payment*	Yes ☐ No ☐	
2) Copy of deed* (Proof of ownership)	Yes ☐ No ☐	
3) 3 Copies of Record of Survey and Parcel Legal Descriptions*	Yes ☐ No ☐	
4) Digital copies of all documents* (email PDFs to: planning@campbellcountywy.gov)	Yes ☐ No ☐	
5) Vicinity Map*		
a) Subdivision location	Yes ☐ No ☐	
b) Location and names of roads	Yes ☐ No ☐	
6) Recordable record of survey sealed by a Wyoming P.L.S.* (8 1/2" x 14") containing:		
a) Location (Section, Township, Range, etc.)	Yes ☐ No ☐	
b) North Arrow	Yes ☐ No ☐	
c) Monuments (set and found)	Yes ☐ No ☐	
d) Basis of Bearing	Yes ☐ No ☐	
e) Bk & page of recorded access and utility easements, not less than 40 feet wide, to and for both resulting units	Yes ☐ No ☐	
7) Copies of recorded access and utility easements*	Yes ☐ No ☐ NA ☐	

Received
by:

Agent

8) Site Plan and resulting two units:*

a) Dimensions	Yes ☐	No ☐
b) Acreage	Yes ☐	No ☐
c) Drawn to scale	Yes ☐	No ☐
d) Existing use	Yes ☐	No ☐
e) Existing Structures	Yes ☐	No ☐
f) Features - Natural or Manmade – Immediate and Adjacent (drainage ways, streams, roads, buildings, etc.)	Yes ☐	No ☐
g) Topography (5' intervals <u>or</u> USGS)	Yes ☐	No ☐
h) Potable water existing	Yes ☐	No ☐
i) Potable water proposed	Yes ☐	No ☐
j) Waste water disposal onsite	Yes ☐	No ☐
k) Public waste water disposal	Yes ☐	No ☐
l) Utility lines inside	Yes ☐	No ☐
m) Utility lines adjacent	Yes ☐	No ☐
n) Oil & gas lines/infrastructure existing on property	Yes ☐	No ☐

9) Full Title Report* (No more than 30 days old)	Yes ☐	No ☐	
10) Publishers Affidavit*	Yes ☐	No ☐	
12) Consent to Subdivide	Yes ☐	No ☐	
13) WYDOT or County Approach Permit if applicable	Yes ☐	No ☐	NA ☐
14) Existing or Proposed Covenants	Yes ☐	No ☐	

Disclaimer: This checklist is not comprehensive. It is recommended that parties familiarize themselves with Campbell County Subdivision regulations at: <https://campbellcountyny.gov/835/Subdivision-Regulations>

Signature:_____

Developer

Title:_____

Address

Date:_____

ENGINEERING FIRM

Address

Phone

Fax

Cell