



Crook County, Wyoming

Minor Subdivision Application Checklist

This checklist is to ensure that the Minor Subdivision application submittal is complete and contains all the required supporting information and materials. All Minor Subdivision application submittals must include a completed checklist. If you need assistance with this checklist or have questions concerning the Minor Subdivision Regulation, please contact Crook County Planning at 307-283-4548, 8:00-5:00, M-F.

All of the following items must be submitted to Crook County Planning for the application to be considered complete. A complete application only means that the required application materials have been submitted; it does not approve the adequacy of the application contents. If the application is found to be incomplete it shall not be accepted. If the application is found to be complete it shall be accepted for review and the fees processed.

Subdivision Information

Proposed Subdivision Name:

Landowner:

Application Date:

Application Requirements

A completed Minor Subdivision application checklist.

A completed subdivision application signed by the landowner(s).

Application Fees: \$200.00 per division application fee, \$100.00 per division CCNRD soils review fee.

One (1) paper copy of the draft subdivision plat to scale.

A PDF (Portable Document Format) file of the draft subdivision plat.

A digital geo-referenced shapefile of the proposed subdivision.

An Attorney's Title Opinion, copies of all recorded easements, rights-of-ways, encumbrances, etc.

State or County approach permit(s) for subdivision access.

Copies of the transmittal letters providing utility companies, post office and school district notice.

A draft agreement between applicant and the Board for the construction of subdivision improvements.

A Letter of Credit, for 200% of the estimated cost of construction.

A draft of the subdivision covenants.

A draft of the subdivision disclosure statement.

Written variance request(s)

Department Review

Application submittal is complete and accepted by the department.

Application submittal is incomplete and refused by the department.

Signature:

Date: