

**BOARD OF COUNTY COMMISSIONERS  
SHERIDAN COUNTY, WYOMING**

I certify that the attached is a true and correct copy of the rules of the Board of County Commissioners, Sheridan County, Wyoming relating to the Rules and Regulations Governing Division of Land in Sheridan County, Wyoming, adopted in accordance with Wyoming Statutes §§ 18-5-201 through 18-5-207; 18-5-301 through 18-5-319; 34-12-101 through 34-12-115; and 16-3-101 through 16-3-115.

This rule supersedes all other rules previously filed. The name, chapter and section number of the rules being created, amended or repealed is attached hereto as **Exhibit 1**.

Prior to adoption, this rule was first made available for public inspection on May 26, 2023 and notices of intended adoption were mailed to all persons requesting notice of proposed rules. The attached rules were adopted on July 5, 2023 pursuant to Resolution 23-07-012 of the Board of County Commissioners, Sheridan County, Wyoming.

The attached rules are effective immediately upon filing with the County Clerk.

Signed this 12 day of July, 2023.

BOARD OF COUNTY COMMISSIONERS,  
Sheridan County, Wyoming

ATTEST:

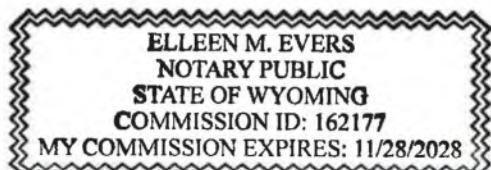
Christi Haswell  
Christi Haswell, Chairman

Kimberly Heinrich deputy  
Eda Schunk Thompson, County Clerk

STATE OF WYOMING     )  
  )  
COUNTY OF SHERIDAN    )

On this 12<sup>th</sup> day of July, 2023, before me personally appeared Christi Haswell, being first duly sworn, did say that he is the Chairman of the Board of County Commissioners, Sheridan County, Wyoming and that this instrument was signed and sealed on behalf of the said County by authority of said Board and he acknowledged said instrument to be the free act and deed of said Board.

WITNESS my hand and official seal.



Elleen M. Evers  
Notary Public

My Commission expires: 11-28-28

W. C. BROWN & CO. PRINTERS  
100 N. W. COR. 1ST & 2ND STS.  
ST. LOUIS, MO.  
ESTABLISHED 1858



### EXHIBIT 1, Revisions Recorded July 12, 2023

<i>New Section</i>	<i>Old Section</i>	<i>Name</i>
	Section 1.2	Updated statutes sections.
	Section 1.4	Added language for perimeter fencing.
	Section 1.5	Added definition for perimeter fencing.
	Section 2.5	Added xvii. regarding perimeter fencing.
	Section 2.6	Added xxxi. regarding perimeter fencing.
Section 3.4 Fencing	Section 3.4 RESERVED	Added section pertaining to fencing.





# **RULES AND REGULATIONS GOVERNING DIVISION OF LAND IN SHERIDAN COUNTY**

**EFFECTIVE July 12, 2023**

Adopted: August 19, 1980  
Amended: January 5, 1982, June 14, 1983, January 7, 1992,  
December 5, 2006, December 4, 2007, April 1, 2008,  
October 7, 2008, December 22, 2008, December 1, 2009, July 20,  
2010, November 2, 2010, November 6, 2012, August 4, 2015, June 7,  
2016, October 19, 2021, September 20, 2022, July 5, 2023

To submit an application: Sheridan County Public Works Department  
224 S. Main Street,  
Sheridan WY 82801  
307-675-2420

To comment on Rules: Board of County Commissioners  
224 S. Main Street, Suite B1  
Sheridan WY 82801  
307-674-2900  
bocc@sheridancounty.com

For County information: [www.sheridancounty.com](http://www.sheridancounty.com)

## TABLE OF CONTENTS

Section		Page
1.1	Title .....	1
1.2	Authority .....	1
1.3	Purpose.....	1
1.4	General Provisions and Exemptions.....	2
1.5	Definitions .....	6
2.1	Classification of Subdivisions .....	13
2.2	Requirements .....	14
2.3	Pre-application Meeting .....	15
2.4	Complete Application.....	16
2.5	Preliminary Plat .....	16
2.6	Final Plat.....	20
2.7	Parcel Divisions, Minor Subdivisions, and Replatted Subdivisions.....	37
2.8	Corrected Plat .....	38
2.9	Cooperative Subdivision.....	38
2.10	Large Acreage Subdivisions and Grants of Exemptions Thereof.....	38
2.11	Conservation Design Subdivisions.....	45
3.1	General Standards .....	64
3.2	Lots, Blocks and Tracts .....	65
3.3	Streets.....	66
3.4	Fencing.....	69
3.5	Curbs and Gutters .....	69
3.6	Sidewalks .....	70
3.7	Driveways .....	70
3.8	Street Lighting .....	70
3.9	Fire Safety Standards.....	70
3.10	Drainage.....	71
3.11	Utility Easements.....	72

## **RULES AND REGULATIONS GOVERNING DIVISION OF LAND IN SHERIDAN COUNTY**

### **Section 1.1. Title.**

This resolution shall be known, cited and referred to as the “Rules and Regulations Governing Division of Land in Sheridan County, Wyoming”.

### **Section 1.2. Authority.**

These rules and regulations are adopted pursuant to and in accordance with the authority vested in the Board of County Commissioners of Sheridan County by the statutes of the State of Wyoming, Sections 18-5-201 through 18-5-207, Sections 18-5-301 through 18-5-319, Sections 34-12-101 through 34-12-115, and Sections 16-3-101 through 16-3-115 as amended.

### **Section 1.3. Purpose.**

These rules and regulations are enacted for the purpose of implementing the Sheridan County Comprehensive Plan by the establishment of requirements and procedures to regulate and control the design and improvement of all subdivision of land within the County to ensure that they are consistent with the goals and policies of the Comprehensive Plan and to achieve the following additional purposes:

- a. To ensure orderly development in conformance with the duly adopted plan for major streets.
- b. To establish standards and procedures for the protection of the common interests of the general public, the landowner and the Subdivider.
- c. To protect the character and value of lands and buildings throughout the County and minimize conflicts among the uses of land and buildings.
- d. To provide for safe and adequate transportation systems, utilities and other public facilities.
- e. To establish adequate and accurate records of land divisions.
- f. To encourage the use of innovative land planning and urban design techniques.
- g. To provide for proper drainage, domestic and irrigation water supply and distribution, and sewage disposal systems.

3.12	Monuments .....	72
3.13	Maintenance of Improvements .....	73
3.14	Subdivision Improvement Agreements & Guarantees .....	73
3.15	Inspections .....	74
4.1	Administration .....	74
4.2	Comments from City or Town .....	74
4.3	Fees .....	75
4.4	Variances .....	75
4.5	Vacations .....	75
4.6	Appeals .....	76
4.7	Investigatory Powers .....	76
4.8	Enforcement.....	77
4.9	Penalties .....	77
Appendix A, Acceptable Typical Section Criteria .....		78
Appendix B, Typical Road Section, 6” subgrade.....		79
Appendix C, Typical Road Section, 8” subgrade.....		80
Appendix D, Curb and Gutter, Sidewalk, Driveway Details .....		81
Appendix E, Memorandum of Understanding.....		84
Appendix F, Map of Special Flood Hazard Areas .....		92
Appendix G, Map of Groundwater Protection Areas.....		93
Appendix H, Map of Conservation Development Areas .....		94
Appendix I, Steps for Calculating the Density Bonus.....		96

- h. To divide land within the restrictions of the Rules and Regulations Governing Zoning in Sheridan County, Wyoming.

**Section 1.4. General Provisions and Exemptions.**

- a. General Provisions.
  - i. These regulations shall apply to all unincorporated lands in Sheridan County, Wyoming.
  - ii. No person shall sell land subject to regulation under these rules, record a plat or commence the construction of a subdivision without first obtaining a Permit from the Board of County Commissioners of Sheridan County, Wyoming.
  - iii. If a land division qualifies for an exemption listed in Section 1.4(b), Subdivider shall complete an Exemption Form, when applicable, and submit it to the Public Works Department.
  - iv. Land that is exempt from these rules and regulations shall still comply with the Rules and Regulations Governing Zoning in Sheridan County, Wyoming.
    - A. Parcels created pursuant to Section 1.4 b. J. of these rules shall not be required to meet minimum lot area per dwelling unit standards.
  - v. If any lot, unit, tract or parcel is created pursuant to a subdivision and the lot, unit, tract or parcel is sold pursuant to a contract for deed, notice of the contract for deed shall be recorded with the county clerk within ten (10) days after the contract was executed.
  - vi. All plans, specifications, reports, estimates or opinions associated with improvements required by these rules and regulations, except perimeter fences, shall be signed and stamped by a licensed Wyoming Professional Engineer.
  - vii. All time periods referred to in these rules and regulations shall be counted as calendar days, unless specified otherwise.
- b. Exemptions.

- i. Unless the method of sale or other disposition is adopted for the purpose of evading the provisions of these rules and regulations, these rules and regulations shall not apply to the following divisions of land however, the following divisions are subject to requirements regarding documentation of the proper use and implementation of the following exemptions:
  - A. A division which creates cemetery lots.
  - B. A division which is created by the sale or other disposition of land to the State of Wyoming or any political subdivision thereof.
  - C. A division which is a sale or other disposition of land for agricultural purposes or affects the alignment of property lines for agricultural purposes.
  - D. Lands located within incorporated cities or towns.
  - E. A division which may be created by any court of this state pursuant to the law of eminent domain, by operation of law or by order of any court in this state (i.e. a court ordered division of property, except that this paragraph shall not exempt a partition of real property pursuant to W.S. 1-32-101 through 1-32-122 from compliance with these rules and regulations if the division would otherwise be subject to the provisions of these rules and regulations).
  - F. A division which affects railroad rights-of-way.
  - G. A division which is created by a lien, mortgage, deed of trust or any other security instrument, easements and rights-of-way.
  - H. A division which is created by boundary line adjustments where the parcel, subject of the sale or other disposition, is adjacent to and merged with other land owned by the grantee.
  - I. A division which is created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this subsection as only one interest.

- J. 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:
1. 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;
  2. The purpose of the division is to provide for the housing, business or agricultural needs of the grantee;
  3. 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 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;
  4. No parcel smaller than five acres created under this paragraph shall be further divided unless the owner obtains a subdivision permit pursuant to W.S. 18-5-304.
  5. Where the landowner is a business entity and eighty percent (80%) of the ownership interest or shares in the business entity are held by, or in the name of a trust controlled 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.

- K. A division of land creating a parcel five (5) acres or less for the purpose of establishing unmanned communication facilities, compressor stations, metering stations, fiber optic booster stations or similar unmanned facilities.
  - L. The sale or disposition of separate parcels of land that were separate when lawfully created or conveyed and which have not been combined by a record instrument of conveyance signed by all of the owners.
- ii. These rules and regulations shall not apply to the sale or other disposition of a Large Acreage Subdivision:
- A. that was developed and promoted on, or prior to, October 7, 2008, as a Large Acreage Subdivision, as evidenced by dated plat maps, sales brochures or other evidence acceptable to the Board; OR
  - B. where the original parcel from which the Large Acreage Subdivision is made was lawfully recorded on or before October 7, 2008, provided:
    - 1. the original parcel is not divided into more than 10 parcels where each new or remaining parcel is no greater than 80 acres and no less than 35 acres; and
    - 2. the requirements of Section 2.11. d. & e. and Section 1.4. a. v. are met for each parcel created out of the original parcel.
- iii. These rules and regulations shall not apply to the sale or other disposition of land where the parcels involved are more than eighty (80) acres.
- c. A boundary line adjustment is deemed to have “merged” for purposes of these rules and regulations as follows:
- i. If affecting lots or a lot and an unplatted parcel with no existing utility easements abutting the boundary lines:

- A. A site plan produced by a professional land surveyor registered in the State of Wyoming is submitted to the Public Works Department which shows existing structures, fences, roadways, property lines and survey monumentation that clearly indicate present conditions and the proposed adjustment; and
  - B. The site plan demonstrates that the area requirements and setbacks will not be violated for the current zoning classification after the proposed boundary line adjustment comes into effect.
  - C. Record appropriate documents with the County Clerk.
- ii. If affecting lots with existing utility easements abutting the boundary lines, it is recommended to:
- A. Do a partial vacation of the affected lots of the plat; and
  - B. Follow the subdivision process to create a new plat.

### **Section 1.5. Definitions.**

For the purpose of these rules and regulations, the present tense shall include the future tense, the singular member includes the plural, and the plural member includes the singular. For the purpose of interpreting these regulations, the following definitions shall apply:

a. **Agreement to Postpone.**

An agreement executed by a Subdivider and the Board which allows the Subdivider a two-year grace period from the date of the approval of the subdivision by the Board in which to record a Final Plat.

b. **Alley.**

A public thoroughfare which affords only a secondary means of access to abutting property.

c. **Base Flood.**

That flood having a one percent chance of being equaled or exceeded in any given year.

- d. **Block.**  
A piece of land entirely surrounded by a public street, stream, railroad right-of-way or park, or a combination thereof.
  
- e. **Board.**  
The Board of County Commissioners of Sheridan County, Wyoming.
  
- f. **Building Standards.**  
Building standards refer to minimum standards adopted by the County regulating construction techniques, materials, plumbing and heating for the construction, remodeling, additions, and repairs to buildings.
  
- g. **Conservation Area(s).**  
The land set aside in a Conservation Design Subdivision that is permanently protected through a conservation easement or other county-approved mechanism, to be used for open space, agricultural purposes, or non-motorized recreational uses. The conservation area is typically contained in delineated tracts, as shown on the approved Conservation Design Plat, but may also be contained within a conservancy lot, as defined herein.
  
- h. **Conservation Design Subdivision.**  
Division of land which permanently sets aside open space or a conservation area on a parcel while maintaining overall density by creating lots that are smaller than the minimum lot area permitted by the zoning rules and regulations. The conservation area can be used for agriculture, open space and wildlife habitat protection, preservation of scenic vistas, and non-motorized outdoor recreation, but it cannot be developed for home sites.
  
- i. **Conservation Easement**  
A nonpossessory interest of a holder in real property, as authorized by W.S. 34-201-207, imposing limitations or affirmative obligations the purposes of which include retaining or protecting natural, scenic, or open space values of real

property, assuring its availability for agricultural, forest, recreation, or open space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving historical, architectural, archeological, or cultural aspects of real property.

j. **Conservancy Lot.**

A large, privately-owned lot constituting part of a conservation area in a Conservation Design Subdivision. The purpose of the conservancy lot is to provide surrounding residents with visual access to open space or agricultural land while keeping the land under private ownership and maintenance. Only a limited portion of any such lot shall be developed; the remainder shall be protected through conservation easements or other types of deed restrictions. The lot may be used only in conformance with the standards in these rules and regulations for conservation areas. Public access to conservancy lots is not required.

k. **County.**

Sheridan County, Wyoming

l. **County Road.**

A public thoroughfare established in accordance with W.S. 24-3-101, et. seq. A County Road is managed and maintained by the County at the discretion of the Board.

m. **Cul-de-sac.**

A public street having one end connected to a public street and being terminated by a vehicle turnaround at its other end.

n. **Deed Restriction.**

Clauses in a deed limiting the future uses or enjoyment of a property. Deed restrictions may impose a vast variety of limitations and conditions; for example, they may limit the density of buildings and dictate the types of structures that can be built.



- o. Density.**  
Density is expressed as the number of residential dwelling units per acre of land.
- p. Density Bonus.**  
A density bonus is an incentive-based tool that permits subdividers or developers to increase the maximum allowable development units on a property in exchange for helping the county achieve public policy goals.
- q. Drainage Easement.**  
A land area designated on a plat and set aside to accommodate the calculated and approved flow or storage of storm waters and kept free of unapproved structures or other impediments.
- r. Easement.**  
A grant by the property owner to the public, a corporation, or persons, of the use of land area for specific purposes.
- s. Fee Simple Ownership.**  
The complete ownership interest in real property, free and clear of any condition, limitation, or restriction on its alienation; the ownership of the entire “bundle” of rights attached to real property.
- t. Long-Term Stewardship Lot.**  
A lot within a Conservation Design Subdivision that is designated and offered for sale to provide funding that is dedicated for long-term management of the associated Conservation Area in the subdivision.
- u. Lot.**  
A defined and numbered parcel of land in a platted subdivision intended as a unit for transfer of ownership or development.
- v. Mobile Home Court.**

A division of a lot, tract, parcel or other unit of land into three or more lots, plots, units, sites or other subdivisions of land for the immediate or future purpose of sale and placement of mobile homes.

- w. **Non-Motorized Recreation**  
Recreation uses such as trails for hiking, hunting, fishing, wildlife viewing.
  
- x. **Open Space.**  
An area of land or water that is substantially free of structures, impervious surfaces, roads and other land-altering activities and does not include lands used for private recreation such as golf courses, residential yards, areas designated as building envelope on a conservancy lot, areas devoted to parking, vehicular traffic, nonagricultural private use or any other use which does not significantly lend itself to the furtherance of one or more of the objectives of a Conservation Design Subdivision.
  
- y. **Owner or proprietor.**  
Any person having a legal or equitable interest in land.
  
- z. **Parcel.**  
Means a contiguous piece of property lawfully created or conveyed of record as a single piece of property.
  
- aa. **Perimeter Fence.**  
A lawful fence as prescribed by W.S. 11-28-102.
  
- ab. **Person.**  
A natural person, firm, corporation, partnership, or association, or any combination of the above, or any other legal or commercial entity.
  
- ac. **Planning & Zoning Commission.**  
The Sheridan County Planning & Zoning Commission authorized by W.S. §§ 18-5-202 and 18-5-307.

- ad. **Plat.**  
A map or drawing prepared in accordance with the adopted rules and regulations.
- ae. **Public Water System.**  
Municipal, district or other government operated water lines and treatment facilities.
- af. **Public Works Department.**  
The Sheridan County Public Works Department as designated by the Board.
- ag. **Qualified Conservation Organization.**  
A non-profit organization, as defined under Section 501.C-3 of the Internal Revenue Code, and usually a conservation organization or land trust, designated to enforce the recorded deed restrictions on the use of property, as typically defined through a conservation easement.
- ah. **Sell or Sale.**  
Includes sale as evidenced by the delivery of a deed, contract for deed, lease, assignment, auction or award by lottery concerning a subdivision or any part of a subdivision. "Sell" or "sale" does not include a contract to sell which is expressly contingent upon the recording of the final plat by the county clerk, if all funds paid by the buyer under the contract are escrowed with a financial institution located in this state or a title company licensed to do business in this state until the final plat is recorded and the seller tenders the deed or the contract to sell is cancelled or the buyer and seller agree otherwise in writing;
- ai. **Sewer, Public.**  
Municipal, district or other government operated sewer collection lines and treatment facilities.
- aj. **Steep Slope.**  
An area of land where the slope grade is 20% or greater.



- ak. **Stream.**

Those areas identified and mapped by the Department of Environmental Quality (DEQ), where surface water produces a defined channel or bed for passage of water. Dry washes, irrigation ditches, canals, or other artificial water bodies are not included. These rules and regulations reference the Wyoming Surface Water Classification List (published and periodically updated by the DEQ, Water Quality Division).
  
- al. **Street.**

A public thoroughfare established by dedication, as a state highway, or as a county road. A street, not established as a county road, is not maintained by the County.
  
- am. **Street, Arterial.**

A street of considerable continuity and traffic-carrying capacity connecting the various parts of the County as shown on the Urban Systems Functional Classification map.
  
- an. **Street, Collector.**

A street which collects traffic from local neighborhood streets and carries it to an arterial street as shown on the Urban Systems Functional Classification map.
  
- ao. **Street, Local.**

A street which affords primary access to abutting private properties and which carries, or which is projected to carry, less than 500 vehicles per day.
  
- ap. **Street, Stub.**

A street for future connectivity.
  
- aq. **Subdivider.**

Any person who divides land subject to these rules and regulations, either for the account of the Subdivider or others.

ar. **Subdivision.**

The creation or division of a lot, tract, parcel or other unit of land for the immediate or future purpose of sale, building development or redevelopment, for residential, recreational, industrial, commercial or public uses. The word “subdivide” or any derivative thereof shall have reference to the term subdivision including mobile home courts, the creation of which constitutes a subdivision of land.

as. **Urban Services Area.**

A boundary delineating the existing and planned water and sewer service area of the City of Sheridan, outside of which sewer services will not be extended. (See the Urban Services Area Map in Appendix H.)

at. **Water supply system.**

Includes the development of the source and all structures for conveyance of raw water to the treatment plant or delivery systems; all water treatment plants including disinfection facilities; water supply systems used for irrigation and stock water; and all finished water delivery systems including pipelines, pumping stations and finished water storage facilities.

**Section 2.1. Classification of Subdivisions.** Following are the classification of subdivisions:

a. A Minor Subdivision:

- i. Creates five or fewer lots;
- ii. Is in a previously platted subdivision or an unplatted parcel of land;
- iii. Does not create or extend any new public water system, public sewer system, or street; and
- iv. Is not classified as a Large Acreage Subdivision.

b. A Parcel Division:

- i. Applies to unplatted parcels of land that have not been divided after March 10, 1975; and
- ii. Creates two parcels of land; and

- iii. Is not classified as a Large Acreage Subdivision.
- c. A Replat:
  - i. Reconfigures and vacates pre-existing lots;
  - ii. Does not increase density;
  - iii. Does not substantially alter the original exterior subdivision boundary;
  - iv. Cannot be classified as a Corrected Plat; and
  - v. Is required to create new lots within a recorded subdivision.
- d. A Corrected Plat is a plat that corrects an error contained in a previously filed plat.
- e. A Major Subdivision is any subdivision that does not fall into any of the above classifications and is not classified as a Large Acreage Subdivision.
- f. A Cooperative Subdivision is a subdivision that requires review and comment by a city or town by both Sheridan County and a city or town. A Cooperative Subdivision may include any of the classifications of subdivision listed in this section. Cooperative subdivisions shall be processed according to W.S. § 34-12-103.
- g. A Large Acreage Subdivision:
  - i. Is a division of land which creates parcels that are no greater than 80 acres and no less than 35 acres in size.
- h. Conservation Design Subdivision.

A Conservation Design Subdivision is a division of land that permanently sets aside open space or a conservation area on a parcel while maintaining overall density by creating lots that are smaller than the minimum lot area permitted by the Rules and Regulations Governing Zoning. The conservation area can then be used for a variety of purposes, such as agriculture, open space, wildlife habitat protection, and non-motorized outdoor recreation, but it cannot be developed for home sites.

## **Section 2.2. Requirements.**

Following are the requirements for the different classifications of subdivisions.

<b>Classification</b>	<b>Pre-application meeting</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>	<b>P&amp;Z Commission Recommendation on Final Plat</b>	<b>BOCC Approval of Final Plat</b>
Minor Subdivision	R	n/a	R	R	R
Parcel Division	R	n/a	R	n/a	R
Replat	R	n/a	R	n/a	R
Corrected Plat	R	n/a	R	n/a	R
Major Subdivision	R	R	R	n/a	R
Large Acreage Subdivisions	R	n/a	R	R	R
Large Acreage Subdivision Exemptions (10 parcels or less)	R	n/a	R*	n/a	R**
Conservation Design Subdivision	R	n/a	R	R	R

KEY R = required  
 O = optional  
 n/a = not applicable  
 \* - Survey Plat.  
 \*\* - Board action to grant exemption

**Section 2.3. Pre-application Meeting.**

- a. Prior to submitting a subdivision application, the Subdivider or his agent shall meet with the Public Works Department to determine:
  - i. What, if any, regulations are not applicable to the proposed subdivision.
  - ii. What options for development are available.
    - A. Subdivision or
    - B. Planned Unit Development (“PUD”).
  - iii. Procedures for subdividing property and classifications of subdivision.

- iv. Availability of public water and sewer and requirements when public systems are not readily available.
- v. Requirements of the Comprehensive Plan for major streets, land use, schools, parks and other open space.
- vi. The location and extent of any flood plains as shown by the Official FEMA Flood maps in the office of the Public Works Department.
- vii. The Subdivider's tentative proposal for the development of the property.
- b. Within five working days from the date of the pre-application meeting, the Public Works Department shall provide the Subdivider with comments regarding the Subdivider's proposed subdivision.

**Section 2.4. Complete Application.**

- a. Subdivider shall submit a complete subdivision application and all supporting material. An application will not be processed until it is complete, except as may be provided herein.
- b. Within 21 business days from the date the application was submitted, the Public Works Department shall notify the Subdivider in writing if the application is complete. If the application is not complete, the Public Works Department shall state what required information and material is missing.

**Section 2.5. Preliminary Plat.**

- a. Preliminary Plat Procedures.
  - i. For staff review purposes, the Subdivider shall submit two complete copies of supporting material and Preliminary Plat (24"x36") to the Public Works Department within 18 months of the pre-application meeting.
  - ii. Public Works Department shall review the Preliminary Plat within 21 business days and shall notify the Subdivider in writing what is missing or inaccurate. Upon receipt of the Subdivider's changes/revisions/additional information, to the initial preliminary plat, the Public Works Department shall complete its re-review within 21 business days and shall again notify the Subdivider in writing. Any subsequent re-review cycles shall also

allow for a 21-business day Public Works Department review period followed by written comments.

- iii. Once the Preliminary Plat and supporting materials are determined to be complete and accurate by the Public Works Department it shall schedule the Preliminary Plat for consideration at the next Planning & Zoning Commission meeting that allows for a 14-day public hearing notice. On behalf of the Subdivider, the Public Works Department shall publish notice of his intent to apply for a Permit once each week for fourteen (14) days within thirty (30) days prior to filing his application. The notice at a minimum shall include his name, the general location of the land to be subdivided, and the date, time and place of the public hearing. Once scheduled, the Public Works Department shall notify the Subdivider of the number of copies of the plat/materials required.
  - iv. The Planning & Zoning Commission shall review the Preliminary Plat and hear public comments and then make a recommendation to the Board to approve, approve with conditions, or deny the subdivision.
  - v. Upon receipt of the Planning & Zoning Commission's recommendation, and all application materials specified by the Public Works Department, the Board shall place the Preliminary Plat on the agenda of the next regularly scheduled Board meeting that allows for a 14-day public hearing notice. The Board shall hold a public hearing and after evaluation of the Preliminary Plat, the Board shall approve, approve with conditions, deny, or table (at the request of the Subdivider) the application.
  - vi. The Subdivider shall have 24 months from the date of Board approval to submit a complete application for a Final Plat. In the event the Subdivider does not submit a complete Final Plat application within the 24-month period, the Preliminary Plat approval shall be void.
- b. Preliminary Plat Contents. The Preliminary Plat shall be prepared at a scale of 1" = 100' or larger for subdivisions where the majority of the lots are less than five acres in size. The scale may be reduced to 1" = 200' for subdivisions



in which the minimum lot size is five acres or more. The face of the Preliminary Plat shall include the following information:

- i. Name of the subdivision. The name shall not duplicate that of an existing subdivision.
- ii. Street and lot layout.
- iii. Total number of acres to be subdivided.
- iv. Lots and blocks numbered consecutively.
- v. Legal descriptions of the proposed subdivision including ties to existing section monuments or other legally established monuments of record.
- vi. Topographic contours adequate to show drainage and layout of the land.
 

Minimum Lot Size	Contour Interval
Less than one acre	2'
One to five acres	5'
More than five acres	Available information from U.S.G.S. maps
- vii. Dimensions of all lots scaled to nearest foot.
- viii. Name and address of the Subdivider, the designer of the subdivision, and the registered engineer or surveyor licensed by the State of Wyoming.
- ix. The date of preparation, map scale and north arrow.
- x. Name, location, and dimensions of all existing or recorded streets, alleys, easements, rights-of-way, section lines, and other similar features within and adjacent to the proposed subdivision. Also, the location, if any, of existing water and sewer lines shall accompany the plat.
- xi. Proposed uses of all parcels.
- xii. Existing and proposed street names.
- xiii. Sites to be reserved or dedicated for parks, playgrounds, schools or open space.
- xiv. Location within the subdivision of any streams, lakes or floodplains as delineated on the Official Flood Maps.
- xv. Permit numbers for surface and ground water rights registered with the State Engineer's office and identifying the lands affected by the permits, both within and adjacent to the subdivision.
- xvi. Location of all irrigation ditches and water courses.

- xvii. Location of proposed perimeter fencing except where exempted by Section 3.4.
- c. Supporting Material for Preliminary Plat. The Subdivider shall submit to the Public Works Department the following information and material with the Preliminary Plat:
- i. A completed application form signed by the landowner including applicable fees.
  - ii. A report with recommendations from the Sheridan County Conservation District regarding soil suitability, erosion control, sedimentation, and flooding.
  - iii. Where required, an outline of the proposed covenants for the subdivision stating, in a general manner, the proposed use restrictions and the proposed method for maintaining improvements.
  - iv. Where applicable, a copy of any existing covenants affecting the property.
  - v. A description of the phasing and scheduling of phases for the development of the Final Plat when it is to be submitted in separate phases.
  - vi. A drainage report prepared pursuant to Section 3.10.
  - vii. A letter of intent from the utility companies stating conditions of service.
  - viii. A letter from the U.S. Postal Service stating conditions for mail service and mailbox locations.
  - ix. Description of existing water rights associated with the land of the subdivision and the disposition of those rights.
  - x. A water system plan when a central water system (where individual on-lot wells are not proposed) is anticipated.
    - A. Provide evidence that service is available.
  - xi. If there are structures on the property, a site plan depicting buildings, fences and other man-made features, and indicating distances to proposed property lines.
  - xii. A copy of a recorded deed(s) that include all areas within the proposed subdivision.



- xiii. A list of adjacent property owners complete with mailing addresses; and stamped pre-addressed business envelopes for each adjacent property owner. (No meter stamped envelopes.)
- xiv. If applicable, a waiver approved by the Public Works Department for a private way pursuant to Section 3.3 b.
- xv. If applicable, a written request for a variance from one or more of these regulations or minimum standards pursuant to Section 4.4.
- xvi. Street sign location(s).

**Section 2.6. Final Plat.**

After the Board considers the Preliminary Plat, the Subdivider may submit a Final Plat and supporting material to the Public Works Department.

- a. Final Plat Procedures
  - i. For staff review purposes, the Subdivider shall submit two complete copies of supporting materials and the Final Plat (24"x36") to the Public Works Department within 24 months of the Board's action on the Preliminary Plat (when applicable).
  - ii. The Public Works Department shall review the plat and materials within 21 business days and shall notify the Subdivider in writing what is missing or inaccurate. Upon receipt of the Subdivider's changes/revisions/additional information, to the initial Final Plat, the Public Works Department shall complete its re-review within 21 business days and shall again notify the Subdivider in writing. Any subsequent re-review cycles shall also allow for a 21-business day Public Works Department review period followed by written comments.
  - iii. Once the Final Plat and supporting materials are determined to be complete and accurate by the Public Works Department, when applicable, it shall schedule the Final Plat for consideration at the next Planning & Zoning Commission meeting that occurs no sooner than 21 days after said determination. Scheduling shall also be dependent upon receipt of the requisite sewer/water adequacy and safety recommendation (unless exempted by these regulations) from the Department of Environmental



Quality. (See Section 2.7 c. ix., xxii., & xxiii.) Where water rights are appurtenant to the land, scheduling and consideration of the Final Plat may proceed, and the Board of County Commissioners may grant conditional approval pending receipt of required supporting material from the State Engineer/Board of Control. Once scheduled, the Public Works Department shall notify the Subdivider of the number of copies of the plat/materials required.

- iv. The Subdivider, his agent, and all other persons shall be provided the opportunity to present comments on the Final Plat at the Planning & Zoning Commission meeting, when applicable. After evaluation of the application, the Planning & Zoning Commission shall make findings and recommendations to the Board within 45 days from the date the Department of Environmental Quality submits its recommendation to the county or from the date when the recommendation is due if no recommendation is made, whichever is earlier. If the Planning & Zoning Commission does not take any action within that time the Final Plat is deemed recommended for approval contingent on when the application was determined to be complete by the Public Works Department. If the Planning & Zoning Commission recommends disapproval of the Final Plat, it shall state its reasons.
- v. Recommendation to approve a Final Plat by the Planning & Zoning Commission shall remain effective for 24 months.
- vi. Upon receipt of the Planning & Zoning Commission's recommendation when applicable, and all application materials specified by the Public Works Department, the Board shall place the Final Plat on the agenda of the next regularly scheduled Board meeting.
- vii. After evaluation of the Final Plat by the Planning & Zoning Commission if applicable, the Board shall approve, approve with conditions or disapprove the subdivision application and issue a subdivision permit or ruling within 45 days after receiving the report from the Planning & Zoning Commission if applicable, or 60 days, if not reviewed by the Planning & Zoning Commission, after the Department of Environmental

quality submits its recommendation to the Board or from the date when the recommendation is due if no recommendation is made, whichever is earlier. Timing of Board action shall be contingent on when the application is determined to be complete by the Public Works Department.

- viii. Upon approval of the Permit by the Board, and verification of plat/document consistency by the Public Works Department, the appropriate signatures shall be obtained by the Public Works Department from the Board. Once the Final Plat has the appropriate signatures, the original mylar Final Plat, four reproducible mylar copies of the Final Plat, and other documents prepared for recordation, along with the recording fees, may be submitted to the office of the County Clerk for recordation by the Subdivider. One copy is to be forwarded to the Public Works Department and one copy sent to the State Engineer's office.
  - ix. Final Plats that are not recorded within 6 months of the date of approval by the Board shall: (1) comply with all applicable municipal, county, state and federal ordinances, resolutions, laws, rules, and regulations as they are enacted upon the date of recording; or (2) provide the Public Works Department an Agreement to Postpone.
  - x. As an alternate to the financial guaranties specified in Section 3.14. a. i., at the request of the Subdivider, the Board may approve the Permit but withhold the signature of the chairman on the Plat for a period of time as specified in the Subdivision Improvement Agreement to allow the Subdivider to install the required public improvements. When the completed improvements have been inspected and approved by the Public Works Department, the appropriate signatures may be obtained; and the Plat may be recorded in the office of the County Clerk.
  - xi. If the Subdivider fails to record the Final Plat within 2 years from the date of approval by the Board, then the Final Plat and related subdivision shall be void.
- b. Final Plat Contents.



A Final Plat may be submitted in phases covering representative and reasonable portions of an approved Preliminary Plat. All Final Plats shall be drawn to the following standards with all applicable information on the face of the Final Plat:

- i. The name of the subdivision at the top center of each sheet.
- ii. The general location of the subdivision by section, township, range, county, and state, entered under the name of the subdivision.
- iii. North arrow, date of preparation, and scale. The scale shall be 1" = 100' or larger for the subdivision where the majority of the lots are less than five acres in size. The scale may be reduced to 1" = 200' for subdivisions in which the majority of the lots are five acres or more.
- iv. Name of owner or owners of record.
- v. Boundary lines of the subdivision in a heavy solid line.
- vi. The Plat shall be clearly and legibly drawn in black, waterproof ink on tracing linen, mylar or other acceptable material. Required affidavits, certificates, and acknowledgments shall be legibly printed on the plat in opaque ink. The sheet size of all Final Plats shall be no larger than 24" high by 36" wide.
- vii. Acreage to nearest 1/100 acre of each lot or tract.
- viii. A notation of the total acreage of the subdivision, total number of lots, and area of each lot.
- ix. Excluded parcels shall be labeled "Not included in this Subdivision" and the boundary indicated by bearings and distances.
- x. Where individual on-lot sewage systems are proposed, the words "NO PROPOSED CENTRALIZED SEWAGE SYSTEM," in bold capital letters.
- xi. Where individual on-lot wells are proposed, the words "NO PROPOSED CENTRAL WATER SUPPLY SYSTEM," in bold capital letters.
- xii. If no public maintenance is proposed for streets and alleys the Subdivider shall put a legend on the plat showing in bold capital letters, "NO PUBLIC MAINTENANCE OF STREETS OR ROADS". Informational notes required by the Board.



- xiii. A legal description of the subdivision boundary based on accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of one part in 20,000.
- xiv. Basis of bearings.
- xv. A tie to an established, monumented land corner. Plane-rectangular coordinates of the land corner shall be shown on the plat based on the current State Plane system. Horizontal control shall be at minimum of Second Order, Class II with a minimum accuracy of 1:20,000.
- xvi. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, and lot dimensions shall be indicated inside perimeter boundary lines.
- xvii. On curved boundaries and on all curves within the subdivision, sufficient data shall be provided to allow the re-establishment of the curves on the ground.
- xviii. The location and layout of lots, blocks, tracts, streets, alleys, easements, and other public grounds within the subdivision, with accurate dimensions in feet and one-hundredth of feet, bearings of all lines, length or radii and arcs of all curves. Bearings and lengths need not be given for interior lot lines where they are the same as both end lot lines.
- xix. All lots and blocks consecutively numbered in the center of the lot or block.
- xx. The names of all streets.
- xxi. A notarized certificate by all parties having any titled interest or lien upon the land, consenting to the recording of the Plat and the dedication of public ways, grounds and easements. The certificate shall read:

**The above or foregoing subdivision \_\_\_\_\_ (Herein insert a correct description of the land or parcel subdivided) \_\_\_\_\_ as appears on this plat, is with free consent, and in accordance with the desires of the under-signed owners and proprietors; containing \_\_\_\_\_ (Acreage to nearest one-hundredth) \_\_\_\_\_ acres more or less; have by these present laid out, and surveyed as \_\_\_\_\_ (Subdivision's name) \_\_\_\_\_, and do hereby dedicate and convey to and for the public use forever hereafter the streets as are laid out and designated on this plat; and do also reserve perpetual easements for the installation and maintenance of utilities**



County Clerk

Chairman

xxvi. Certificate for recording by the County Clerk as follows:

STATE OF WYOMING )  
 ) §§  
COUNTY OF SHERIDAN )

I hereby certify that this plat was filed for record in my office at \_\_\_\_\_ o'clock this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and recorded in Plat Book \_\_\_\_\_ on page \_\_\_\_\_.

\_\_\_\_\_  
County Clerk

xxvii. Areas shall be identified on the plat where improvements will be restricted, such as a floodplains, wetlands, or areas of high ground water.

xxviii. With respect to any water rights appurtenant to the land to be subdivided, the following statement shall be placed on the plat in bold lettering if applicable: "**A WATER RIGHT DISTRIBUTION PLAN HAS BEEN APPROVED BY THE WYOMING STATE ENGINEER AND IS ON FILE AT THE WYOMING STATE ENGINEER'S OFFICE IN CHEYENNE, WYOMING.**"

xxix. The following statement addressing riparian use of water from any streams or ditches shall be placed on Sheet No. 1 of the subdivision plat in bold lettering.

**"ANY PURCHASER DOES NOT HAVE THE RIGHT TO THE NATURAL FLOW OF ANY STREAM WITHIN, OR ADJACENT TO THE SUBDIVISION, SINCE WYOMING WATER ADMINISTRATION LAWS DO NOT RECOGNIZE ANY RIPARIAN RIGHTS WITH REGARD TO NATURAL FLOW FOR PERSONS LIVING ON THE BANK OF ANY STREAM OR RIVER."**

xxx. A statement that "All new construction, remodeling, additions or repairs to any public or private buildings within the subdivision shall be constructed in

accordance with the Sheridan County Building Standards Regulations and building permits and inspections are required.”

xxxi. The location of any irrigation ditch or natural water courses and a note that building near a ditch or water course may be restricted.

xxxii. The following statement addressing the mineral estate in capital letters **“THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.”**

c. Supporting Material for Final Plat.

For staff review purposes, the Subdivider shall submit two copies of the following information and material with the Final Plat:

- i. A completed application form signed by the landowner including applicable fees:
  - A. Subdivision Permit fee.
  - B. Fire District fee.
- ii. All finalized, recordable instruments relating to the proposed subdivision including, where applicable, restrictive covenants, Homeowner’s Association documents, and documents pertaining to an Improvement and Service District or a Water and Sewer District.
- iii. Evidence satisfactory to the Board that the proposed subdivision complies with any applicable zoning or land use regulation.
- iv. Certificate of Title including a copy of the Subdivider’s record deed. If the land is owned by a LLC, trust, corporation, etc., include documentation of the authorized signatory.
- v. Engineer’s opinion of cost of proposed subdivision improvements.
- vi. Where a centralized sewer system is proposed, engineering drawings and specifications providing sufficient information to assure that the proposed sewage system meets County, State, and Federal standards, if applicable.
- vii. Where a central water supply system is proposed for domestic purposes, engineering drawings and specifications providing sufficient information to assure the adequacy and safety of the domestic water

- source and that the plan meets County, State, Federal, and other local governing authority standards.
- viii. Where individual on-lot wells are proposed as the domestic water source, quality and quantity data from test wells or other credible sources.
  - ix. Where an irrigation ditch or canal traverses land proposed for subdivision, evidence that provisions have been made to ensure access to the ditch for maintenance and operation purposes.
  - x. If there are surface water rights appurtenant to the lands to be subdivided, the developer shall provide evidence that the requirements of W.S. 18-5-306(a)(xi) will be complied with.
  - xi. Engineering drawings and specifications for all proposed streets, and alleys (See Section 3.3) When applicable, plans and specifications approved by the Public Works Department for private ways conforming to design parameters for fire apparatus access roads as set forth in the International Fire Code..
  - xii. Copies of all necessary easements or rights-of-way crossing adjoining properties pursuant to Section 3.11.
  - xiii. When a street or driveway accesses a highway, a copy of the State Highway Permit, or county/city access permit.
  - xiv. Plans, drawings, and specifications for any other improvement required by these rules and regulations.
  - xv. When applicable, a draft warranty deed conveying common land to a homeowner's association or similar body or conveying public lands other than streets shown on the plat to Sheridan County.
  - xvi. Except for Major Subdivisions, review and recommendations from the Sheridan County Conservation District regarding soil suitability, erosion control, sedimentation and flooding problems.
  - xvii. Where the proposed subdivision would alter any lot line or any portion of a recorded plat, an executed certificate of vacation for the affected portion of the original plat.

- xviii. A letter or agreement from all of the appropriate utility companies stating each will serve the proposed subdivision and that the easements shown on the Final Plat are complete and satisfactory for utility purposes.
- xix. Where the proposed improvements would encroach upon any waterways, wetlands or floodplains, evidence that the proper permits have been received from the County, Army Corps of Engineers or any other governing authority.
- xx. Evidence that all fees have been paid to the appropriate governing body for any other service not herein specifically addressed, such as fees for Water Districts, Irrigation Districts, Improvement and Service Districts.
- xxi. An executed subdivision improvement agreement pursuant to Section 3.14 with either, (1) an acceptable financial guarantee, or (2) a letter requesting that the Board withhold signatures on the Final Plat as a means of guarantee.
- xxii. A study evaluating the water supply system proposed for the subdivision and the adequacy and safety of the system. Unless exempted as provided herein, the Subdivider shall send three (3) copies of the study prepared under this paragraph demonstrating the safety and adequacy of the proposed water system to the Department of Environmental Quality (DEQ) for review. No Final Plat application shall be complete until the written review from DEQ (unless exempted) has been received by the Public Works Department.
  - A. Exemptions.
    - 1. Proposed subdivisions that consist of one (1) or two (2) parcels for new residential, commercial or industrial use that are situated entirely outside Special Flood Hazard Areas as designated by the Federal Emergency Management Agency (see Appendix F), shall be exempt from these requirements.
    - 2. Proposed subdivisions that consist of three (3), four (4), or five (5) parcels for new residential, commercial or industrial use that are situated entirely outside“



Groundwater Protection Areas” as identified by the DEQ (see Appendix G); are situated entirely outside Special Flood Hazard Areas as designated by the Federal Emergency Management Agency; and are not located in an area which in the opinion of the Public Works Department possess physical, chemical or hydrologic characteristics that could threaten the health and safety of existing or future inhabitants of the county, shall be exempt from these requirements.

3. Only original parcels that were legally divided and recorded on or before January 6, 2009, shall be qualified to receive an exemption from this requirement and no more than one exemption shall be allowed per original parcel.

B. Minimum Study Content.

1. Identification of the type of water supply system proposed to serve the subdivision and identification of the entity or entities responsible for the design, construction, operation and maintenance of the proposed facility;
2. For all water supply systems except individual on-lot wells, a report submitted by the Subdivider demonstrating the adequacy and safety of the proposed water supply system. The report shall address, at a minimum, the following issues:
  - (I) The estimated total number of gallons per day for the subdivision water supply system;
  - (II) Documentation that the proposed water supply system will be compatible with and not adversely affected by the sewage system proposed for the subdivision or any other sources of pollution within a reasonable distance;



- (III) List of all surface and groundwater rights which will be used or which will be affected, including State Engineer application and permit numbers and description of expected effects identified by the study;
- (IV) Plans for the mitigation of water right conflicts which will result from the use of water within the proposed subdivision, as identified by the study, unless such conflicts are deemed not to exist to the satisfaction of the Board;
- (V) When connecting to an existing water supply system, the report shall also contain:
  - (a) Documentation that public or private water suppliers can and will supply water to the proposed subdivision, stating the amount of water available for use within the subdivision and the feasibility of extending service to that area;
  - (b) Documentation concerning the potability of the proposed water supply for the subdivision.
- (VI) Where a centralized water supply system is proposed containing a new source of water supply to be developed, the report shall also demonstrate that the water supply system is sufficient in terms of quality, quantity and dependability and will be available to ensure an adequate water supply system for the type of subdivision proposed. The report shall include a narrative summary of:
  - (a) Where the water supply system source is derived from groundwater, the geologic setting of the water supply system source



- and the area of influence such as nearby communities, sources of pollution, surface water bodies and aquifers described by a Wyoming registered professional geologist;
- (b) The quantity, quality and source of the water to be used including proposed and existing surface and groundwater facilities and their locations. Where the proposed water supply system for the subdivision is from a groundwater source, a written report submitted by the Subdivider demonstrating that the proposed source is sufficient in terms of quality, quantity and dependability for the type of subdivision proposed;
  - (c) The proposed disposal of water not consumed, including water obtained under permits, storm drainage, dewatering, sewage and other wastewater sources;
  - (d) A delineation of primary sources of water, secondary sources and occasional or seasonal sources;
  - (e) Graphic location of all water supply sources including wells, raw water intakes, treatment facilities, treated water storage facilities and ponds;
  - (f) Documentation of all data sources on the occurrence and availability of surface and groundwater;
  - (g) Historic stream flows and well levels;
  - (h) Senior water rights;
  - (i) Flood damage and flood protection;

- (j) Impact of and protection from supply shortages.
3. Where individual on-lot wells are proposed as the water supply system, a report submitted by the Subdivider demonstrating the safety and adequacy of the water supply system shall address, at a minimum, the following:
- (I) The estimated total number of gallons per day for the subdivision;
  - (II) Information relative to the potential availability and quality of groundwater proposed within the subdivision which may consist of new data, existing data on other working wells in the area, or other data, including drilling logs, from a test well drilled within the proposed subdivision indicating soil types, depth, quantity and quality of water produced in the test well;
  - (III) Documentation that the proposed water supply system will be compatible with and not adversely affected by the sewage system proposed for the subdivision or any other sources of pollution within a reasonable distance;
  - (IV) List of all surface and groundwater rights which will be used or which will be affected, including State Engineer application and permit numbers, and description of expected effects identified by the study; and
  - (V) Plans for the mitigation of water right conflicts which will result from the use of water within the proposed subdivision, as identified by the study, unless such conflicts are deemed not to exist to the satisfaction of the Board.

xxiii. A study evaluating the sewage system proposed for the subdivision and the adequacy and safety of the system. Unless exempted as provided herein, the Subdivider shall send three (3) copies of the study prepared under this paragraph demonstrating the safety and adequacy of the proposed sewer system to the Department of Environmental Quality (DEQ) for review. No Final Plat application shall be complete until the written review from DEQ (unless exempted) has been received by the Public Works Department.

A. Exemptions.

1. Proposed subdivisions that consist of one (1) or two (2) parcels and are situated entirely outside Special Flood Hazard Areas as designated by the Federal Emergency Management Agency (see Appendix F), shall be exempt from these requirements.
2. Proposed subdivisions that consist of three (3), four (4), or five (5) parcels; are situated entirely outside “ Groundwater Protection Areas” as identified by the DEQ (see Appendix G); are situated entirely outside Special Flood Hazard Areas as designated by the Federal Emergency Management Agency; and are not located in an area which in the opinion of the Public Works Department possess physical, chemical or hydrologic characteristics that could threaten the health and safety of existing or future inhabitants of the county, shall be exempt from these requirements.
3. Only original parcels that were legally divided and recorded on or before January 6, 2009, shall be qualified to receive an exemption from this requirement and no more than one exemption shall be allowed per original parcel.

B. Minimum Study Content.

1. Identification of the type of sewage system to serve the subdivision and identification of the entity or entities



responsible for the design, construction, operation and maintenance of the proposed facility;

2. For all types of sewage systems except individual on-lot sewage systems, a report submitted by the Subdivider as to the adequacy and safety of the proposed sewage system. The report shall address, at a minimum, the following issues:

- (I) An assessment of the adequacy of the proposed sewage system in relation to the proposed population density of the subdivision and any other existing or proposed land and water uses in the vicinity of the subdivision that may affect the adequacy of the system;
- (II) An estimate of the total number of gallons per day of sewage generated by the proposed subdivision where a central sewage system is proposed;
- (III) A demonstration that technical requirements and design standards of the Department of Environmental Quality applicable to central sewage systems can and will be met;
- (IV) Where utilization of or connection to an existing private or public sewage system is proposed, documentation that application to such entity has been made and that the entity can and will provide service;
- (V) A detailed demonstration that the proposed sewage system for the subdivision is compatible with the proposed water supply system for the subdivision. The study shall demonstrate that the operation of the sewage system will not affect the suitability or safety of the proposed water supply system and a

determination of the potential impacts of down gradient use of groundwater;

- (VI) Demonstration that the proposed sewage system will meet all county, state and federal standards. The demonstration shall address the relationship of the development to any local or state approved water quality management plans established pursuant to section 201 of the federal Clean Water Act, 33 U.S.C. section 1281 and demonstrate no conflict exists with any state approved local wellhead protection plan or local source water protection plan established pursuant to the federal Safe Drinking Water Act.

- 3. Where individual on-lot sewage systems are proposed by the Subdivider, a report submitted by the Subdivider shall document the safety and adequacy of the proposed on-lot sewage systems including the following:
  - (I) Adequacy of separation distances;
  - (II) Separation of drain field relative to groundwater and impervious soils;
  - (III) Suitability of the subdivision soil conditions;
  - (IV) Suitable topography;
  - (V) Proposed population density;
  - (VI) Protection of groundwater uses; and
  - (VII) Watersheds located on or draining into, under or over the proposed subdivision.

xxiv. For Parcel Divisions, Minor Subdivisions and Replatted Subdivisions only, a list of adjacent property owners, complete with mailing addresses; and stamped pre-addressed business envelopes for each adjacent property owner. (No meter stamped envelopes.)



- xxv. Documentation establishing a legal organization for the purpose of maintaining streets, irrigation facilities, open space and any other common facilities pursuant to Section 3.13.
- xxvi. An over-lot grading plan and design drawings and calculations for drainage facilities pursuant to Section 3.10.
- xxvii. A phasing plan when the phasing of lot sales is proposed, or when required improvements are proposed to be constructed in phases.
- xxviii. A written plan for fire safety facilities approved by the appropriate fire district pursuant to Section 3.9.
- xxix. A letter from the U.S. Postal Service stating that arrangements have been made for general mail delivery and mailbox locations.
- xxx. An approved control plan for noxious weeds and pests, agreed upon by and between the Subdivider and the Sheridan County Weed and Pest Control District.
- xxxi. Plans for the construction of perimeter fences, including the type of perimeter fence to be constructed, the materials to be used and the subdivider's plan for paying the costs of the perimeter fence and the construction of the perimeter fence, except where exempted by Section 3.4. To claim an exemption under Section 3.4 (a) or (b), written documentation shall accompany the application evidencing the existence of a legal perimeter fence or the consent from each landowner that the perimeter fence is not necessary.

**Section 2.7. Parcel Divisions, Minor Subdivisions and Replatted Subdivisions.**

The contents of a Parcel Division, Minor Subdivision or Replat and the procedures for approval shall be the same as required for a Major Subdivision, excluding the Preliminary Plat process. Public hearing notification shall be the same as for a Preliminary Plat. Planning & Zoning Commission review and recommendation, however, shall not be required for Parcel Divisions or Replats. Supporting material for a Parcel Division, Minor Subdivision or Replat shall include all applicable supporting materials required for both Preliminary and Final Plats.

**Section 2.8. Corrected Plat.**

If, after the approval and recording of a subdivision plat, errors are found in the language or numbers on the recorded plat, the Subdivider shall file a properly signed, corrected or revised original mylar or linen with the Public Works Department. The Corrected Plat shall be noted CORRECTED PLAT under the name of the subdivision. Notations shall be made on the face of the Corrected Plat listing all corrections made and the book and page numbers where the original plat was recorded. The Subdivider shall obtain the appropriate signatures on the Corrected Plat excluding the Board signatures. The Public Works Department shall review the Corrected Plat and present it to the Board for the reaffirmation of their approval, and to secure the appropriate signatures from the Board. The Subdivider shall submit an executed certificate of vacation for the original plat for recordation in the office of the County Clerk at the time the Corrected Plat is recorded.

**Section 2.9. Cooperative Subdivision.**

The procedure for a Cooperative Subdivision shall be as per W.S. § 34-12-103 (b) and as maybe outlined in the agreement between the County and the relevant municipality. See the appropriate Appendix attached hereto.

**Section 2.10. Large Acreage Subdivisions and Grants of Exemption Thereof.**

- a. Pre-application Meeting and Applications.  
Applications for Large Acreage Subdivisions and for Exemptions thereof, shall be submitted in accordance with Section 2.3 and 2.5 a. & b. of these rules and regulations. Once a complete application has been submitted, the Public Works Department shall review it, and its supporting materials, and send written comments to the applicant within ten (10) days of the receipt of the complete application and materials.
- b. Scheduling, Notification and Consideration of Applications for Large Acreage Subdivisions.
  - i. Once the Public Works Department determines that a complete application and all required supporting materials have been submitted, the Department shall schedule the application for consideration at the next regular meeting



- of the Planning & Zoning Commission that occurs no sooner than 14 days from the date following the publication of a notice of public hearing placed by the Public Works Department. The Subdivider shall be responsible for providing sufficient copies of both the application and supporting materials as specified by the Public Works Department.
- ii. The Subdivider, his agent, and all other persons shall be provided the opportunity to present comments on the application at the Planning & Zoning Commission meeting. After evaluation of the application, and conducting the public hearing as noticed, the Planning & Zoning Commission shall make findings and a recommendation to approve, approve with conditions or disapprove within 45 days from the date of its first consideration. If the Planning and Zoning Commission does not take any action within that time the application is deemed to have been recommended for approval by the Planning and Zoning Commission. If the Planning and Zoning Commission recommends disapproval of the application, the Planning and Zoning Commission shall state its reasons for its recommendation.
  - iii. Recommendation to approve an application by the Planning and Zoning Commission shall remain effective for 24 months.
  - iv. Upon receipt of the Planning and Zoning Commission's recommendation the Board shall place the application on the agenda of the next regularly scheduled Board meeting.
  - v. After evaluation of the application and supporting materials, the Board shall approve, approve with conditions or disapprove the application and issue a subdivision permit or ruling within 45 days after receiving the recommendation from the Planning and Zoning Commission.
  - vi. Upon approval of the Permit by the Board, the appropriate signatures may be obtained for the plat from the Board. Once the plat has the appropriate signatures, the original mylar plat, four reproducible mylar copies of the plat, and other documents prepared for recordation, along with the recording fees, may be submitted to the office of the County Clerk for



recording. One copy is to be forwarded to the Public Works Department and one copy sent to the State Engineer's office.

- vii. As an alternate procedure at the request of the Subdivider, the Board may approve the Permit but withhold the signature of the chairman on the plat for a period of time to allow the Subdivider to install the required public improvements. When the completed improvements have been inspected and approved by the Public Works Department, the appropriate signatures may be obtained; and the plat may be recorded in the office of the County Clerk.

c. Supporting Materials for Large Acreage Subdivisions.

The following information shall be submitted with all applications for a subdivision permit:

- i. Evidence that the proposed subdivision complies with any applicable zoning regulations;
- ii. A survey plat submitted by the Subdivider containing the following:
  - A. Date of preparation, scale and north arrow;
  - B. The location of the subdivision including the section, township and range;
  - C. The location and dimension of existing and proposed lots, units, tracts, parcels, streets, alleys, roads, highways, public ways, utility rights-of-way, easements, parks and the location of proposed permanent buildings and structures if known.
- iii. Evidence that:
  - A. The Subdivider or his duly authorized agent who offers any part of the subdivision for sale or who solicits any offers for the purchase thereof, may convey merchantable title subject only to noted

reservations or restrictions of record and subject only to a proportionate share of real property taxes or assessments charged or assessed for the year in which any such sale may be legally effected; or

- B. Binding arrangements have been made by the person or his duly authorized agent who offers any part of the subdivision for sale, to assure purchasers of any part of the subdivision that upon full payment of the purchase price a deed can and will be delivered conveying merchantable title subject only to noted reservations or restrictions of record and subject only to a proportionate share of such taxes and assessments thereon as may be levied or assessed for the year in which the sale may be legally effected.
- iv. If a centralized sewage system is proposed on the parcel or parcels, a study evaluating the sewage system proposed for the subdivision and the adequacy and safety of the system. Where individual on-lot sewage systems are proposed, the words “**NO PROPOSED CENTRALIZED SEWAGE SYSTEM,**” in bold capital letters shall appear on the plat.
- v. If the Subdivider proposes to utilize adjoining property for sewers, drainage, sewer lines, power lines or other utilities, the Subdivider shall provide copies of binding easements of not less than twenty (20) feet in width for the proposed facilities from each property owner over whose land such services shall extend and shall provide a minimum access roadway right-of-way of sixty (60) feet to the subdivision for all public ways. Where no or limited on-lot utility connections are proposed, the words “**NO PROPOSED UTILITY CONNECTIONS**” or “**LIMITED UTILITY CONNECTIONS,**” as appropriate, in bold capital letters shall appear on the plat. A Permit shall not be denied for failure to provide on-lot utility connections.



- vi. If a centralized water supply system is proposed on the parcel or parcels, a study evaluating the water supply system proposed and the adequacy and safety of the system. The study shall include information relative to the potential availability and quality of groundwater proposed within the parcel or parcels which may consist of new data, existing data on other working wells in the area, or other data, including drilling logs, from a test well drilled on the parcel or parcels indicating soil types, depth, quantity and quality of water produced in the test well. Where individual on-lot wells are proposed, the words “**NO PROPOSED CENTRAL WATER SUPPLY SYSTEM,**” in bold capital letters, shall appear on the plat.
  
- vii. Documentation that adequate ingress and egress access has been provided to all proposed lots, units, tracts and parcels and that all proposed lots, units, tracts, parcels, streets, alleys and roadways within the subdivision conform to the minimum standards adopted by the Board and applied uniformly throughout the county which shall not in itself constitute consent of the Board to locate, repair or maintain roadways and facilities. If, however, the Subdivider proposes to make any streets, alleys or roadways private, then the Subdivider shall submit to the Board properly acknowledged written certification that certain streets, alleys or roadways within the subdivision shall remain private and the Board shall be under no obligation to repair, maintain or accept any dedication of these roads to the public use. If no such public maintenance is contemplated on any of the roads, the Subdivider shall put a legend on the plat of the subdivision showing the streets, alleys and roadways showing in capital letters “**NO PUBLIC MAINTENANCE OF SPECIFIED STREETS OR ROADS**”;
  
- viii. Documentation that the Subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the Subdivider, including but not limited to water supply systems, sewage systems, streets and roadways. The applicant shall provide a performance bond, acceptable letter of credit or other sufficient

financial commitment to assure that any facilities proposed or represented to be part of the subdivision will in fact be completed as proposed, or escrow sufficient monies out of land sales to guarantee that the above facilities are installed. The amount of any bond or other financial commitment or escrow required under this paragraph shall reflect the estimated costs of providing the facilities;

- ix. If there are surface water rights appurtenant to the lands to be subdivided, the developer shall provide evidence that the requirements of W.S. 18-5-306(a)(xi) will be complied with.
- x. A review and recommendations from the local conservation district regarding soil suitability, erosion control, sedimentation and flooding problems. The review and recommendations shall be completed within sixty (60) days.
- xi. A review and recommendations from a fire protection district in which any portion of the subdivision lies, from the authority having jurisdiction over fire prevention and protection in the area or from the nearest fire protection district if no part of the subdivision lies within a fire protection district, regarding adequacy of fire protection measures. If the entire subdivision does not lie within a fire protection district and no city, town or fire protection district is obligated to provide fire protection pursuant to an agreement authorized by law the Subdivider shall put a legend on the plat of the subdivision showing in capital letters "LOTS ARE NOT PART OF A FIRE PROTECTION DISTRICT AND FIRE PROTECTION IS NOT OTHERWISE PROVIDED".
- xii. If the Permit is approved, the applicant shall put a legend on the plat and showing in capital letters "THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE".

- d. Scheduling and Consideration of Applications for Grants of Exemption.
- i. Once the Public Works Department determines that a complete application and all required supporting materials have been submitted, the Department shall schedule the application for consideration at the next regular meeting of the Board that occurs no sooner than 14 days from the date following the receipt of a complete application by the Public Works Department. The applicant shall be responsible for providing sufficient copies of both the application and supporting materials as specified by the Public Works Department.
  - ii. The applicant, his agent, and all other persons shall be provided the opportunity to present comments on the application at the Board meeting. After evaluation of the application and supporting materials, the Board shall approve, approve with conditions or disapprove the application within 45 days after its first consideration.
  - iii. Upon grant of the exemption by the Board the original mylar recordable survey, four reproducible mylar copies of the survey, along with the recording fees, may be submitted to the office of the County Clerk for recordation. One copy is to be forwarded to the Public Works Department and one copy sent to the State Engineer's office.
- e. Supporting Materials for Grants of Exemption.
- i. A recordable survey containing the following:
    - A. Date of preparation, scale and north arrow;
    - B. The location of the subdivision units including the section, township and range;
    - C. The location and dimension of access and utilities easements. Ingress and egress and utility easements shall be provided to each



parcel by binding and recordable easements of not less than forty (40) feet in width to a public road.

- ii. Evidence of compliance with Section 2.10 c. (ix) of these rules and regulations;
  
- iii. If a centralized water supply system is proposed on the parcel or parcels, a study evaluating the water supply system proposed and the adequacy and safety of the system. The study shall include information relative to the potential availability and quality of groundwater proposed within the parcel or parcels which may consist of new data, existing data on other working wells in the area, or other data, including drilling logs, from a test well drilled on the parcel or parcels indicating soil types, depth, quantity and quality of water produced in the test well. Where individual on-lot wells are proposed, the study shall not be required and the words "NO PROPOSED CENTRAL WATER SUPPLY SYSTEM," in bold capital letters, shall appear on the plat.

**Section 2.11. Conservation Design Subdivisions**

a. **Purpose and Intent.**

The purpose of the Conservation Design Subdivision option is to implement the Sheridan County Comprehensive Plan and allow creative design of conservation subdivisions as an alternative to conventional large-lot subdivisions. It is available in the A-Agricultural, RR-Rural Residential, and UR-Urban Residential districts. The option will allow subdividers to design subdivisions creatively to maintain the open character and agricultural viability of the county's agricultural and rural areas, continue the use of lands for agricultural and ranching activities, conserve riparian areas and other natural resources, such as wildlife habitat, and avoid placing residential buildings in floodplains or on steep slopes. This option allows residential units on parcels of 70 acres or more (in the A district) and 10 acres or more in the RR and UR districts) to be clustered on lots smaller than the minimum lot size otherwise permitted by the Land Division Rules and

Regulations. The allowable density remains the same. In turn, the option requires that a portion of the property be set aside as a “conservation area” that will have a limited range of allowed uses and activities.

b. **Applicability.**

i. **General.**

To be eligible for the Conservation Design Subdivision option, the parcel of land shall be located within one of the following districts:

1. A-Agricultural,
2. RR-Rural Residential, or
3. UR-Urban Residential

ii. **Minimum Land Area.**

The application for the Conservation Design Subdivision option must involve a single parcel of land under common ownership, or alternatively, two or more contiguous parcels of land under different ownerships aggregated that meet the following minimum land area sizes:

1. 70 acres in the A-Agricultural district,
2. 10 acres in the RR-Rural Residential district,
3. 10 acres UR-Urban Residential district

iii. **Conservation Development Area.**

For property within the Conservation Development Area, as mapped by county GIS and shown in Figure 2, below (and shown in the official map of the Conservation Development Area, Appendix H), the subdivider shall be eligible for additional density bonus incentives as set forth in Section 2.11 of these rules and regulations.

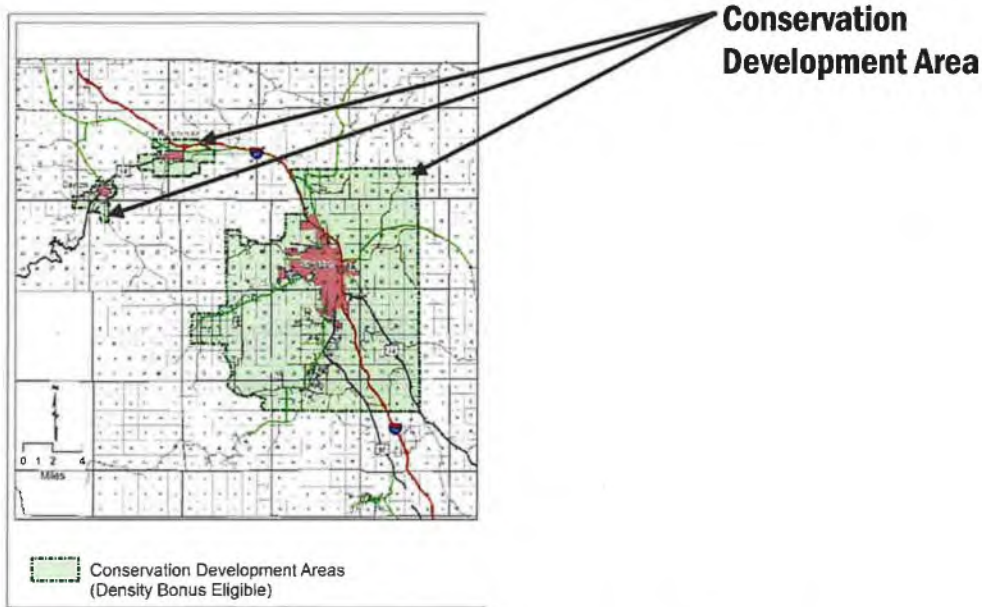


Figure 2: Conservation Development Area, (See Appendix H.)

iv. **Allowed Uses—General.**

In a Conservation Design Subdivision, the proposed uses shall be limited to single-family detached residences, agriculture (as defined in the Rules and Regulations Governing Zoning for Sheridan County), and non-motorized recreational uses. Only agriculture, open space, forestry, non-commercial greenhouses, and non-motorized recreational uses are allowed in the conservation area(s).

c. **Submittal and Review Requirements.**

A Conservation Design Subdivision shall be processed as a subdivision of land, subject to the approval of Conservation Design Subdivision, as described in subsection vii, Approval..., below. The steps in the preparation of a Conservation Design Subdivision application shall be as described in subsections i through v, below.

i. **Pre-application Meeting.**

Prior to submittal of a Conservation Design Subdivision application, the subdivider or his agent shall meet with Public Works Department staff, in accordance with Section 2.3, Pre-application Meeting, of these rules and regulations. In addition to requirements set forth in Section 2.3, staff and



the subdivider shall also address preparation of a site analysis map and scheduling of a site visit, as described herein.

ii. **Preliminary Site Analysis Map.**

After the pre-application meeting, but prior to submittal of the Conservation Design Subdivision application, the subdivider shall prepare and submit a preliminary site analysis map that provides information about existing site conditions and context and that comprehensively analyzes existing conditions both on the proposed subdivision property and on all lands within 1,500 feet of the subject property's boundaries. The site analysis map scale shall be in accordance with standards for the preliminary plat contents, set forth in Section 2.5 b. The map shall contain the information listed in subsections A through C, below.

A. **Natural and Constructed Features.**

The site analysis map shall show the relationship of the property to natural and constructed features located on the property and within 1,500 feet of its boundaries. The features to be shown include:

1. Public roads and trails.
2. Utility easements and rights-of-way, as filed with the County Clerk and Recorder's office.
3. Constructed features, including but not limited to driveways, farm roads, buildings, foundations, walls and fences, wells, drainage fields, ditches, dumps, and utilities.
4. Topography (from United States Geological Survey (USGS) maps) as required for preliminary plats, including steep slopes, as defined in these rules and regulations and Rules and Regulations Governing Zoning, Section 23.
5. Classified surface waters and setbacks required in the Rules and Regulations Governing Zoning, Section 23.
6. Base flood areas.



7. Wetlands (from maps published by the U.S. Fish and Wildlife Service or the U.S. Department of Agriculture (USDA) Natural Resources Conservation Service, as available).
8. Crucial Habitat Priority Areas (identified and mapped by the Wyoming Game and Fish Department).
9. Soils (mapped by the USDA Natural Resources Conservation Service).
10. Public lands.
11. Lands protected under conservation easements.
12. Historically and culturally significant sites or structures.

**B. Proposed Conservation Area.**

The site analysis map shall depict the proposed or potential conservation area(s) (including total calculated conservation area and its percentage of the total subdivision) based on the natural features to be protected and to achieve the minimum amount of land to be conserved, as set forth in Section 2.11.d.iii, Minimum Conservation Area.

**C. Potential Buildable Areas.**

The site analysis map shall delineate the potential buildable areas (including total calculated conservation area and its percentage of the total subdivision) as a last step, following delineation of the natural and constructed features and potential conservation area(s).

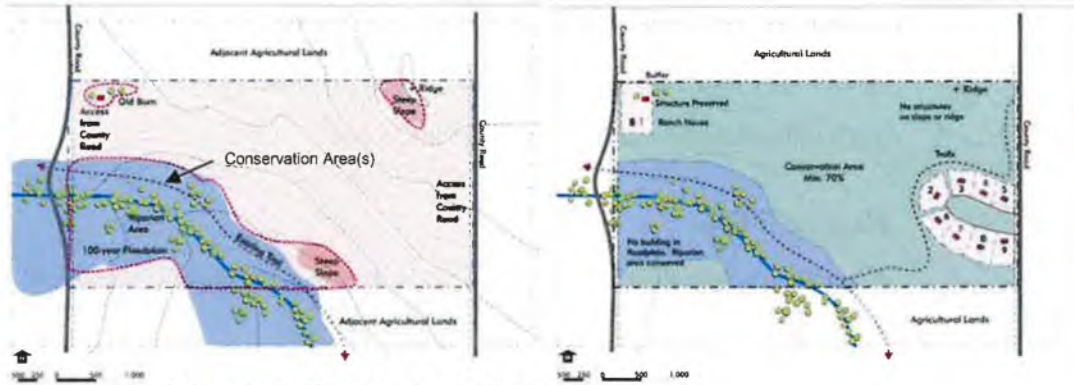


Figure 3: First, determine the conservation area(s),  
Figure 4: Then, draw in buildable areas, roads, and lot lines as final step.

iii. **Site Visit.**

After the subdivider creates a preliminary site analysis map, and prior to the subdivider's formal submittal of the concept plan and complete application, Public Works Department staff shall schedule a site visit to the property and shall invite the subdivider and representatives of agencies and organizations with land conservation management and land use planning expertise. Such agencies and organizations may include, but are not limited to, entities such as the Sheridan County Conservation District, Wyoming Department of Environmental Quality, local land trusts, and municipalities within one-mile of the site. Prior to the site visit, the subdivider shall provide staff with a permission form to allow staff (or designee) to enter the property. The purpose of the site visit is to:

1. Familiarize staff with the property's existing conditions and special features,
2. Identify potential site development issues, and
3. Provide an opportunity to discuss design concepts, including the general location and layout of the conservation area(s), the potential locations for proposed buildable areas and lots and building envelopes within lots (as applicable), and the potential locations and design of utilities, roads, fences, and other development features.



Comments made by staff or designee during the site visit are not binding in any way and shall be interpreted as suggestions only. No official decisions shall be made during the site visit.

iv. **Concept Plan.**

After the pre-application meeting and site visit, the Subdivider shall submit the site analysis map and a concept plan.

v. **Complete Application.**

Following receipt of the written comments on the Concept Plan from the Public Works staff, the subdivider shall submit a complete subdivision application for a Conservation Design Subdivision in accordance with Section 2.4 of these regulations and shall include supporting materials as set forth in Sections 2.5 c. and 2.6 c.

vi. **Final Plat.**

Subdivider shall submit a final plat in accordance with Section 2.6 of these rules and regulations. Public hearing requirements and notification shall be the same as for a Preliminary Plat as set forth in Section 2.5. The county shall waive all application review and lot fees for final plats associated with a Conservation Design Subdivision.

vii. **Approval of a Conservation Design Subdivision.**

The Planning & Zoning Commission shall review the final plat for the Conservation Design Subdivision and make a recommendation to the Board of County Commissioners. The Board of County Commissioners shall review the final plat and make the decision.

d. **Standards Applicable to Conservation Design Subdivisions.**

In addition to the general standards set forth in Section 3.1 through 3.15 of these rules and regulations, the following standards shall apply to Conservation Design Subdivisions.



i. **Components of a Conservation Design Subdivision.**

A Conservation Design Subdivision is comprised of two components: (A) the conservation area, and (B) the residential cluster. The conservation area is the larger portion of the development parcel that is platted as a tract(s) and permanently conserved for agriculture, open space, or non-motorized recreation uses. The residential cluster is the portion of the development parcel that is subdivided into lots for single-family residential development and accessory uses.

ii. **Summary of Conservation Design Subdivision Standards.**

Table 2.11.1 below sets forth a summary of the general requirements for the Conservation Design Subdivision option. (See standards for streams and steep slopes in the Rules and Regulations Governing Zoning, Section 23.

Table 2.11.1: Summary of General Requirements for Conservation Design Subdivisions

Zoning District	Minimum Land Area	Base Density	Maximum Density with Bonuses	Lot Size	Minimum Conservation Area(s)
<b>A-Agricultural</b>	70 acres	1 unit per 40 acres (0.025 units per acre)	1 unit per 20 acres (100% increase)	<b>Minimum:</b> 0.25 acres, as long as the subdivider complies with wastewater facility minimum isolation distance requirements required by Sheridan County and approved by DEQ and provides central sewer or enhanced systems within the Groundwater Protection Area. <b>Maximum:</b> 10 acres, except for conservancy lots.	70% of gross land area of parcel
<b>RR-Rural Residential (outside Groundwater Protection Area (GPA))</b>	10 acres	1 unit per 2 acres (0.5 units per acre)	0.75 units per acre (50% increase)	<b>Minimum:</b> No minimum, as long as subdivider complies with wastewater facility minimum isolation distance requirements required by Sheridan County and approved by DEQ <b>Maximum:</b> No maximum.	70% of gross land area of parcel



<b>RR-Rural Residential (within a GPA)</b>	10 acres	1 unit per 5 acres (0.2 units per acre)	0.30 units per acre (50% increase)	<b>Minimum:</b> No minimum, as long as subdivider complies with wastewater facility minimum isolation distance requirements required by Sheridan County and approved by DEQ and provides central sewer or enhanced systems  <b>Maximum:</b> No maximum.	70% of gross land area of parcel
<b>UR-Urban Residential (outside the Urban Services Area)</b>	Same requirements as RR.				

iii. **Minimum Conservation Area(s)**

A. **Conservation Area(s)**

The minimum percentage of the Conservation Design Subdivision parcel's gross land area that shall be set aside as conservation area(s) is 70%. The conservation area(s) and its calculated percentage of the gross area shall be clearly delineated on the Conservation Design Subdivision Plat. The acreage, intended use, and final ownership of all conservation area tracts shall be shown on the plat.

B. **Conservation Lot(s)**

Up to two conservation lots may be designated for a parcel, provided that the minimum 70% conservation area is set aside within the conservation lot(s).

iv. **Base Density with Conservation Design Subdivision Option**

The base density permitted under the Conservation Design Subdivision option shall be measured using the gross land area (in acres) of the entire parcel divided by the number of dwelling units permitted per acre, as set forth in Table 2.11.1 and subsections A through C, below. Where the total number of dwelling units calculated results in a fractional number, the



subdivider shall round down the number of dwelling units to the nearest whole number.

**A. A-Agricultural District.**

Base density shall not exceed 1 dwelling unit per 40 acres, unless a bonus is granted, pursuant to Section 2.11.d.v, below. This represents a 100% increase over the base density permitted if the Conservation Design Subdivision option is not utilized.

**B. RR-Rural Residential District.**

Base density shall not exceed 1 dwelling unit per 2 acres for parcels outside a Groundwater Protection Area and 1 dwelling unit per 5 acres within a Groundwater Protection Area, unless a bonus is granted, pursuant to Section 2.11.d.v, Density Bonuses, below.

**C. UR-Urban Residential District.**

Base density shall be the same as that in the RR-Rural Residential district, as set forth in subsection B, above.

**v. Density Bonuses.**

The subdivider may earn density bonuses (in addition to the base density, as described in subsection iv, above) in keeping with the purposes of these rules and regulations. (See Appendix I, Calculating the Density Bonus, for further explanation.) The County shall have final authority to determine the appropriate density bonus award.

**A. Conservation Development Area Location.**

The parcel shall be located within the Conservation Development Area to be eligible for density bonuses. (See subsection 2.11.b.iii, Minimum Conservation Area(s), above.)

**B. Cumulative Bonuses.**

The subdivider may request more than one density bonus from the Density Bonus Menu in subsection E below. The cumulative

density bonus shall not increase above the base density by more than 100% in the A-Agricultural District and 50% in the RR-Rural Residential and UR-Urban Residential Districts.

**C. Flexibility in Minimum Lot Size and Conservation Area.**

The Board shall have the authority to vary the minimum lot size and the minimum amount of conservation area required by these standards to accommodate the additional lots earned through the density bonus provisions and/or to bolster the economics of community sewer systems. However, in no case shall the Board reduce the minimum lot size to less than 0.25 acres in the A-Agricultural District or reduce the percentage of conservation area to less than 65% of the parcel.

**D. No Guarantee of Density.**

This subsection shall not be interpreted as a guarantee of achievable density. Conservation Design Subdivisions using density bonus provisions shall be subject to all standards in Section 2.11 of these rules and regulations. Other regulations or site-specific conditions may prevent maximum bonus density levels from being achieved. Density bonuses options are identified in Table 2.11.2: Menu of Density Bonuses Available.

**E. Density Bonus Menu.**

The following density bonuses are available for Conservation Design Subdivisions.

*Table 2.11.2: Menu of Density Bonuses Available*

Density Bonus	Maximum Percentage of Density Increase
<b>F.1. Providing Central Sewer</b>	25% bonus
<b>F.2. Conserving Irrigated Farmland</b>	25% bonus
<b>F.3. Dedicating Additional Conservation Area(s)</b>	25% bonus (for dedicating 80% of the parcel for conservation) 50% bonus (for dedicating 90% of the parcel for conservation)



<b>F.4. Protecting Streams and Riparian Areas (beyond that required by Section 23.B of the Rules and Regulations Governing Zoning)</b>	25% bonus
<b>F.5. Protecting Visual Resources</b>	25% bonus
<b>F.6. Conserving Connected Open Space or Wildlife Habitat</b>	25% bonus
<b>F.7. Replatting Large Acreage</b>	10% bonus
<b>F.8. Providing Fire Protection Measures</b>	10% bonus
<b>F.9. Public Trail Dedication (land only, not including trail improvements)</b>	10% bonus
<b>F.10. Stream Bank Restoration and Tree Planting</b>	10% bonus
<b>F.11 Installation of Wildlife-Friendly Fencing As Recommended By Public Works Department Staff</b>	5% bonus

1. **Bonus for Providing Central Sewer.**  
 The county may grant up to a 25% density increase for providing a central sewer system to serve three or more residential lots.
  
2. **Bonus for Conserving Prime Farmland.**  
 The county may grant up to a 25% density increase if the subdivider, and any successors in title, conserves irrigated farmland soils and retains existing water rights on the conservation area(s).
  
3. **Bonus for Dedicating Additional Conservation Area(s).**  
 The county may grant up to a 25% density increase for dedicating 80% of the parcel as conservation area(s) and 50% density increase for dedicating 90% of the parcel as conservation area(s).
  
4. **Bonus for Protecting Streams and Riparian Areas.**  
 The county may grant up to a 25% density increase for provision of an additional buffer for riparian areas that exceed the minimum stream setback requirement. The

bonus will depend on the quantity and quality of riparian vegetation in the buffer.

5. **Bonus for Protecting Visual Resources.**

The county may grant up to a 25% density increase for protection of views and setting residential buildings back from ridgelines at least 50-feet, so that rooflines do not dominate the ridges.

6. **Bonus for Conserving Connected Open Space or Wildlife Habitat.**

The county may grant up to a 25% density increase for conservation of open space that is connected to or contiguous with other permanently protected lands or for conserving wildlife habitat (Crucial Habitat Priority Areas mapped by Wyoming Game and Fish).

7. **Bonus for Replatting Large Acreage.**

The county may grant up to a 10% density increase for replatting a large acreage subdivision in the A-Agricultural district to achieve objectives of the Conservation Design Subdivision.

8. **Bonus for Providing Fire Protection Measures**

The county may grant up to a 10% density increase for provision of sprinkler systems for fire protection in each approved residential dwelling unit. Such systems must be approved by the county and the applicable fire district.

9. **Bonus for Public Trail Dedications.**

The county may grant a 10% density increase for the development and dedication of public trails if the trail(s) are consistent with the Sheridan County Comprehensive

Plan, as amended from time to time or with any county or municipal trails/open space plan, as adopted and amended.

10. **Bonus for Stream Bank Restoration and Tree Planting.**

The county may grant a 10% density increase for stream bank restoration and tree planting, as proposed through a management plan and guaranteed through funds in escrow.

11. **Bonus for Wildlife-Friendly Fencing**

The county may grant a 5% density increase if the developer adopts the wildlife-friendly fencing recommendations of county staff.

vi. **Siting Standards.**

Conservation Design Subdivisions shall comply with the standards in subsections A through C below and general standards set forth in Sections 3.1 through 3.15 of these rules and regulations. If a conflict exists, these standards will take precedence.

A. **Location of Conservation Area(s).**

The conservation area(s) shall be delineated to include the following features, in order of priority:

1. Stream setbacks, as set forth in Section 23 of the Rules and Regulations Governing Zoning;
2. Base flood areas;
3. Other rivers, streams, and water bodies, as identified through county mapping;
4. Irrigated Farmland;
5. Steep slopes, as set forth in Section 23 of the Rules and Regulations Governing Zoning; and
6. Identified historic and cultural features identified on the parcel.

**B. Contiguous Conservation Area(s).**

The conservation area(s), or open space, shall be contiguous, to the maximum extent feasible.

**C. Location of Residential Lots.**

The buildable residential lots shall be sited to:

1. Be located outside the delineated conservation area(s);
2. Avoid interference with existing or viable agricultural activities, by providing a 100-foot setback from such activities;
3. Cluster up to eight residential lots together in the A-Agricultural district, to avoid the appearance of the creation of small towns and to protect agricultural operations and maintain rural character. Residential clusters shall be spaced with a minimum of a 200-foot buffer between them.

**e. Management of the Conservation Area(s).**

**i. Conservation Area(s) Ownership Options.**

The subdivider shall propose measures or methods for permanent or long-term ownership of the conservation area(s). The following methods may be used, either individually or in combination, for long-term ownership of the conservation area with the approval of Sheridan County:

**A. Fee Simple Dedication to Sheridan County.**

The county may, but shall not be required to, accept any portion of the conservation area as a fee simple dedication, provided:

1. The county shall have no acquisition costs, unless the county agrees to purchase the property; and
2. Sheridan County agrees to and has access to maintain such land.



**B. Fee Simple Dedication to Other Governmental Entity.**

The County may approve dedication of the conservation area to another governmental entity—federal, state, or local—under terms that ensure permanent protection and maintenance of the conservation area.

**C. Dedication of Easements to Sheridan County.**

The county may, but shall not be required to, accept conservation easements on any portion of the conservation area. In such cases, the land remains in the ownership of the property owners association, private conservation organization, or other acceptable entity, while the county holds the easement (which may allow for public access or other public benefit). In addition, the following regulations shall apply:

1. The county shall have no acquisition costs; and
2. A satisfactory maintenance agreement shall be reached between the owner and the county.

**D. Property Owners Association.**

Conservation areas may be held in common ownership by a property owners association, subject to all of the provisions for such associations set forth by the State of Wyoming. In addition, the subdivider shall meet the following regulations:

1. The subdivider shall provide the county for review and approval a description of the organization of the proposed association, including its bylaws, and all documents governing ownership, maintenance, and use restrictions for the conservation area, including a legal description of the land and any restrictions placed upon its future use and enjoyment.
2. The proposed association shall be established by the owner or subdivider and shall be operating (with financial subsidization

by the owner or subdivider, if necessary) before the approval of any final plat within the Conservation Design Subdivision.

3. Membership in the association shall be automatic (mandatory) for all purchasers of lots therein and their successors in title. The by-laws shall confer legal authority on the association to place a lien on the real property of any member who falls delinquent in his dues. Such dues shall be paid with the accrued interest before the lien may be lifted.
4. The association shall be responsible for maintenance of and provision of insurance for the conservation area(s).
5. The association shall provide written notice of any proposed transfer of, or the assumption of, maintenance for the conservation area to all association members and to the county no less than 60 days prior to such event.
6. The association by-laws shall give the county authority (but no obligation or duty) to assume responsibility to enforce these restrictions if the association fails to maintain the conservation area, in which case any escrow funds may be forfeited, and any permits may be revoked or suspended.

**E. Retention of Interest by Owner or Subdivider.**

The owner may retain title to the conservation area, provided:

1. A deed restriction limiting development is placed on the conservation area, which is acceptable to the county, and
2. The subdivider submits a Management Plan acceptable to the County pursuant to subsection 2.11.e.ii, Management of Conservation Area(s), below, that ensures perpetual maintenance.

F. **Private Conservation Organization (with approval of county).**

With approval of the county, an owner may transfer either a conservation easement or fee simple title for the conservation area to a private non-profit organization, provided:

1. The conservation organization is acceptable to the county and is a qualified conservation organization intended to exist indefinitely;
2. The conveyance contains appropriate provisions for proper reversion or transfer in the event that the organization becomes unwilling or unable to continue carrying out its functions;
3. The conservation area is permanently restricted from future development through a conservation easement, and the county is given the authority (but no obligation or duty) to enforce these restrictions; and
4. A maintenance agreement acceptable to the county is established between the owner and the conservation organization.

G. **Non-Common Private Ownership—Conservancy Lots.**

As approved in a Conservation Design Subdivision Plat, a portion of the required conservation area may be included within up to two large “conservancy lots,” provided:

1. The conservation area(s) within the conservancy lot(s) meets the minimum size requirements for a conservation area(s) set forth in Section 2.11.d.iii, Minimum Conservation Area(s).
2. The conservation area(s) within the conservancy lot is permanently restricted from future development and activities through a conservation easement or other deed restriction acceptable to the county, and the county is given the express authority (but no obligation or duty) to enforce these restrictions.

ii. **Management of Conservation Area(s).**

A. **Management Cost and Responsibility.**

Unless otherwise agreed to by the county or unless the land is dedicated to the county, the cost and responsibility of maintaining and managing the conservation area shall be borne by the owner, property owners association, conservation organization, or other owner entity as identified pursuant to Section 2.11.e.i, Conservation Area(s) Ownership Options, above.

B. **Management Plan—for Conservation Areas Greater than 20 acres.**

For all conservation areas greater than 20 acres, the subdivider shall, at the time of the Conservation Design Subdivision Plat submission, provide a Plan for Management of the Conservation Area(s) (“Management Plan”) in accordance with requirements in this subsection. The Management Plan shall accomplish the following:

1. Define ownership of the conservation area(s), and the organization(s) that will monitor and maintain the area(s).
2. Include a baseline report identifying the condition of the conservation area(s) at the time the Conservation Design Subdivision application is submitted.
3. State its purpose and objectives for management of the conservation area(s), including but not limited to the following, as applicable: wildlife management; agricultural operations; non-motorized recreational uses; cultural resource management; weed management; and stream bank restoration.
4. Establish necessary regular and periodic operation and maintenance responsibilities.
5. Estimate staffing needs, insurance requirements, and costs, and define the means for funding maintenance on an ongoing basis.



Such plan shall include the means for funding long-term capital improvements as well as regular yearly operating and maintenance costs. Designation of a long-term stewardship lot wherein the proceeds from the sale of such lot are permanently dedicated to the costs associated with management of the conservation area may be considered and is encouraged.

6. Allow approval to any changes to the Management Plan by the county.
7. Allow the county to enter the premises and take corrective action including extended maintenance. The costs of such corrective action may be charged to the owner, property owners association, conservation organization, or individual property owners who make up a property owners association, and may include administrative costs and penalties. Such cost shall become a lien on said properties. Notice of such lien shall be filed by the county.
8. In the event that the organization established to maintain the conservation area(s), or any successor organization thereto, fails to maintain all or any portion thereof in reasonable order and condition, the county may assume responsibility for maintenance (but shall have no obligation or duty to do so), in which case any escrow funds may be forfeited, and any permits may be revoked or suspended.
9. To ensure execution of the Management Plan, the county may require the subdivider to escrow sufficient funds for the maintenance and operation costs of the conservation area(s) for up to one year.

**Section 3.1. General Standards.**

- a. The design and development of subdivisions shall preserve, insofar as it is possible, the natural terrain, natural drainage, existing topsoil, and trees.

- b. Land subject to hazardous conditions such as possible subsidence, shallow water table, severe soil hazards, floods and polluted or non-potable water supply shall be identified and shall not be subdivided until the hazards have been mitigated or will be mitigated by the subdivision and construction plans.
- c. Subdivisions shall be designed in such a manner that they will promote efficient pedestrian circulation. Pedestrian easements and walkways may be required where needed for access to parks or schools.
- d. All new construction, remodeling, additions, or repairs to any public or private buildings within the subdivision shall be constructed in accordance with the current building standards of the County.

**Section 3.2. Lots, Blocks, and Tracts.**

- a. Subdivisions shall consist of an integrated and logical arrangement of lots, blocks, and tracts. Blocks in subdivision where lots average less than one acre shall be not less than 500 feet and not more than 1320 feet in length.
- b. Minimum lot area or density shall be based on the provisions of the Rules and Regulations Governing Zoning in Sheridan County, Wyoming.
- c. Minimum lot width shall be 60 feet.
- d. In the case of irregular or wedge-shaped lots, no lot shall be less than 30 feet in width at the front property line.
- e. Corner lots for residential use shall have adequate width to permit appropriate building setback from and orientation to both streets.
- f. Double-frontage lots shall be avoided, except where these lots adjoin upon an arterial street. When this is the case, access to those lots from the arterial street shall be prohibited. Access to residential lots from collector streets shall be avoided to the greatest extent practicable.
- g. The subdividing of land shall be such as to provide each lot with immediate frontage on an approved street complying with Section 3.3 of these rules and regulations. This requirement may be waived pursuant to 3.3 b. of these rules and regulations.
- h. When a lot is less than five acres in size, the depth to front ratio of the lot shall not exceed 3 to 1. An average depth shall be determined for irregularly shaped lots.

- i. Conservation Design Subdivisions shall comply with the standards set forth in Section 2.11.

**Section 3.3. Streets.**

- a. The street layout shall conform to any duly adopted County street plan, applicable municipality's street plan and any duly adopted City or County Comprehensive Plan. Any portion of an existing or future county road shall be dedicated to the public. Where the subdivision abuts any existing substandard street or road, additional right of way and/or road improvement shall be required if determined necessary by the Public Works Department.
- b. At least one street extending from an existing public way to the subdivision, having a right-of-way of at least 60 feet in width, must be provided to any subdivision. This requirement may be waived by the Public Works Department where: 1) three or fewer lots are created, 2) each lot is at least two acres, 3) no more than one waiver has been granted per original parcel as it was configured on the effective date of this provision, *August 2, 2010*, and 4) plans and specifications are submitted to the Public Works Department for approval for private ways conforming to design parameters for fire apparatus access roads as set forth in the International Fire Code.
- c. Local streets shall be laid out to discourage excessive through traffic.
- d. Provisions must be made through the use of stub streets or extensions of new streets to connect to existing streets, to provide an efficient street system. Not more than four lots shall front a stub street except where a temporary cul-de-sac is provided.
- e. Intersections of a local street with an arterial street shall be kept to a minimum.
- f. No more than two streets shall intersect at one point, to avoid hubs.
- g. When a subdivision abuts an arterial street, a service street may be required. Lots shall not be permitted to have direct access to an arterial street unless approved by the Board.
- h. Streets shall bear the names of extended existing streets wherever practical. There shall be no duplication of street names within the county. Applicant shall place street signs bearing the name of each street at all intersections consistent



with the approved Final Plat and in accordance with Public Works Department sign specifications.

- i. Dead-ends shall not be longer than 1200 feet to the end of the turnaround. The improved surface of the cul-de-sac shall have a radius of not less than 55 feet and a right-of-way radius of not less than 65 feet. All other turnarounds shall meet the minimum specifications for fire apparatus access roads as prescribed by the most recent edition of the International Fire Code.
- j. Dedication of half-streets will not be approved, except where it is essential to the reasonable development of the subdivision and in conformance with any applicable Street or Comprehensive Plan, or where the subdivision contains any portion of an existing county road. Where a half-street exists adjacent to the tract to be subdivided, the other half of the street shall be dedicated.
- k. Under normal conditions, streets shall be laid out to intersect, as nearly as possible, at right angles. Where topography or other conditions justify a variation, the variation from a right angle shall be no more than 30 degrees.
- l. If a street jogs at an intersecting street and does not continue in a straight alignment, the centerline offset of the two parts of the streets shall not be less than 150 feet.
- m. The maximum grade for streets shall be eight percent. Grades of up to ten percent may be allowed for short distances where approved by the Public Works Department.
- n. A tangent of at least 100 feet shall be provided between all reverse curves on collector and arterial streets.
- o. All changes in street grades greater than two percent shall be connected by vertical curves.
- p. Streets shall be paved with concrete or asphaltic material in compliance with County standards where one of the following exists:
  - (i) Where the proposed densities of the subdivision will be greater than one dwelling unit per two acres or where 25%, or more of the lots within a subdivision will be less than or equal to two acres; or
  - (ii) Upon specific finding by the Planning & Zoning Commission at the Preliminary Plat stage, or

- q. All other streets shall be surfaced with a minimum of crushed rock or gravel surface in compliance with County specifications.
- r. The right-of-way and improved surface widths for streets, and alleys included in any subdivision shall not be less than the minimum dimensions for each classification as shown below.

**MINIMUM DESIGN CRITERIA**

<u>Classification</u>	<u>AADT</u>	<u>Right-of-Way</u>	<u>Design Speeds</u>	<u>w/Curb &amp; Gutter</u>
Alley	-----	20'	----	15'
Local	0- 499	60'	30 MPH	34'
Minor Collector	500-1999	80'	40 MPH	40'
Major Collector	>2000	80'	50 MPH	40'
Arterial	-	100'	50 MPH	Variable

**MINIMUM WIDTH OF TRAVELED WAY AND SHOULDER**

**WIDTH OF TRAVELED WAY (FEET) FOR DESIGN VOLUMES**

DESIGN SPEED (MPH)	AADT UNDER 250	AADT 250 - 500	AADT OVER 500	DHV 100-200	DHV 200-400	DHV OVER 400
30	18	20	20	20	22	24
40	20	20	22	22	22	24
50	20	20	22	22	24	24
60	20	22	22	22	24	24

**WIDTH OF PAVED OR GRADED SHOULDER (FEET)**

ALL DESIGN SPEEDS	2	2	4	6	8	8

NOTE:

- i. The shoulder width is measured from the edge of the traveled way to the point of intersection of the shoulder slope and foreslope (fillslope).

- ii. Major Collector and Arterial streets shall be designed based on design hourly vehicle (DHV).
- s. Local and collector streets shall be constructed to meet or exceed the standards provided in the typical cross-sections, Appendices A through C.
- t. Street surface and width for conservation design subdivisions shall be judged on its merit.
- u. Where not specified herein, or where the design of a street warrants design criteria beyond the minimum standards provided herein, the design of the street shall comply with the current standards promulgated in the Design Guide for Local Roads and Streets, prepared by the Wyoming Highway Department.
- v. Upon completion of construction, areas denuded of vegetation within rights-of-way, other than the street surface, shall be seeded with grasses as recommended by the Public Works Department suitable for growth under local conditions.

**Section 3.4. Fencing.**

The subdivider shall be responsible for the construction of a perimeter fence on any part of the subdivision that is adjacent to lands upon which livestock can legally run at large unless exempted as follows:

- a. A legal perimeter fence already exists at that location or,
- b. Adjacent landowners provide consent that a perimeter fence is not necessary, or
- c. Not more than five (5) parcels for residential, recreational, industrial, commercial or public use are created, or
- d. Created parcels are permanently restricted for conservation, agricultural or open space purposes.

**Section 3.5. Curbs and Gutters.**

- a. Curbs and gutters shall be required in any subdivision where the minimum lot size is less than ½ acre, except for Conservation Design Subdivisions in the A-Agricultural district that will create eight or fewer lots.
- b. Curbs and gutters shall be constructed to meet or exceed the standards provided in Appendix D.

**Section 3.6. Sidewalks.**

- a. Sidewalks shall be required in any subdivision where the minimum lot size is less than ½ acre, except for Conservation Design Subdivisions in the A-Agricultural district that will create eight or fewer lots.
- b. Sidewalks shall be constructed of concrete at least four feet in width and four inches in thickness or as otherwise approved by the Public Works Department.
- c. Sidewalks on major streets shall be constructed adjacent to the property line.
- d. Sidewalks shall be constructed to meet or exceed the standards provided in Appendix D.

**Section 3.7. Driveways.**

Driveways for all lots less than ½ acre shall meet the standards set forth in Appendix D, except for Conservation Design Subdivisions in the A-Agricultural district that will create eight or fewer lots.

**Section 3.8. Street Lighting.**

- a. Street lighting capable of illumination of streets and pedestrian walkways for safe movement of vehicles and pedestrians at night shall be required in any subdivision where the minimum lot size is less than ½ acre or where deemed necessary by the Planning & Zoning Commission except for Conservation Design Subdivisions in the A-Agricultural district that will create eight or fewer lots.
- b. The street lighting system shall be provided with underground cables, and fully shielded luminaires. The design of the street lighting system shall be in accordance with the most recent edition of ANSI/IESNA RP-8-00, and is subject to the approval of the Public Works Department.

**Section 3.9. Fire Safety Standards.**

- a. All area served by a municipal, district, or community-wide water distribution system shall provide fire hydrants, or demonstrate reasonable access acceptable to the fire district to existing hydrants or storage capacity as set forth in this section, as follows:

- i. A supply of 500 gallons of water per minute or a storage capacity of at least 5,000 gallons of water shall be required, and
    - ii. Fire hydrants shall have National Standard Threads, 2 ½ inch outlets and 4 ½ inch streamers.
  - b. Subdivisions containing any number of residential lots that are less than ten acres in size and with a total of ten dwelling units or more, not utilizing fire hydrants, shall provide a reserve of at least 5,000 gallons of water for fire protection. The storage facility shall meet the following additional criteria:
    - i. The facility shall provide a year-round source of water with easy access for fire-fighting equipment.
    - ii. A properly capped 4 ½” suction pipe with National Standard Threads shall be provided to each water storage facility. The facility shall be well-marked for easy identification in an emergency situation.
    - iii. All lots shall be within one-fourth mile traveling distance from the storage facility.
  - c. Applicant shall submit a written plan for fire safety facilities, approved by the rural fire district in which the subdivision is situated in, and shall be received by the Public Works Department before presentation of the Final Plat to the Board. The plan shall specifically address these standards as well as any standards promulgated by the fire district. If the subdivision is not in a rural fire district, then approval must be received from the County Fire Warden.

**Section 3.10. Drainage**

- a. A drainage report summarizing the historic drainage of the site, changes in the drainage caused by the proposed subdivision, and the proposed facilities for handling surface and subsurface drainage shall be submitted with the site, changes in the drainage caused by the proposed subdivision, and the proposed facilities for handling surface and subsurface drainage shall be submitted with the Preliminary Plat. Best management practices shall be used to maintain drainage at historic flows. The drainage report shall be developed using the City of Sheridan Storm

Drainage Manual. Any deviations in analysis or design from the manual shall be clearly documented in the report.

- b. Underground storm drainage may be required in any subdivision where curbs and gutters are required.
- c. An over-lot grading plan and design drawings and calculations for drainage facilities shall be submitted with the Final Plat.
- d. Land subject to inundation from a base flood shall be reserved for uses which do not increase the danger of flooding or are not endangered by flooding, or they shall be set aside in a designated drainage easement. A proposed subdivision which includes areas subject to a base flood or designated drainage easement within its boundaries shall be platted in such a way that each lot contains a sufficient safe, building site outside the base flood area and in a way consistent with the provisions of any locally adopted flood plain management regulations.

### **Section 3.11. Utility Easements.**

- a. It shall be the responsibility of the Subdivider to provide on the Final Plat such easements in such location and width as may be required for utility purposes. Prior to submitting the Final Plat application, the Subdivider shall have delivered the proposed plat to each utility company/entity responsible for the planned delivery of electrical, gas, telephone and, if applicable, water and/or sewer service. A letter from each of the interested utilities shall be included as a part of the Final Plat application signifying that the easements shown on the proposed Final Plat are complete and satisfactory for utility purposes.
- b. If the Subdivider proposes to utilize adjoining property for sewers, drainage, sewer lines, power lines or other utilities, the Subdivider shall provide copies of binding easements of not less than ten feet in width for the proposed facilities from each property owner over whose land such services shall extend.

### **Section 3.12. Monuments.**

- a. Permanent monuments shall be set on the external boundary of the subdivision. Subdivision corners shall be set with two-inch diameter brass or non-corrosive metal caps. These caps shall be set in concrete or affixed to a not less than 24-inch lengths

of galvanized pipe and properly marked, or a not less than 5/8 inch by 24-inch rebar, anchored in concrete and appropriately marked, may be used. The surveyor's registration number shall be stamped on all exterior and interior boundary monuments.

- b. Block and lot monuments shall be set with a minimum of 5/8 inch by 24-inch rebar with marked non-corrosive metal cap.

### **Section 3.13. Maintenance of Improvements.**

An Improvement and Service District, homeowner's association, or equivalent governing agency or organization shall be established for the purpose of maintaining streets, irrigation facilities, open space, and other common facilities in a reasonable order and condition.

### **Section 3.14. Subdivision Improvement Agreement & Guarantees.**

- a. Prior to approval of a Final Plat by the Board, in subdivisions where improvements are required, the Subdivider shall submit an executed Subdivision Improvements Agreement on the standard form provided by the County, and shall either:
  - i. Guarantee the installation of the required public improvements with a performance bond, irrevocable letter of credit, funds in escrow or other appropriate commitment for 100% of the cost of the improvements as estimated by the Subdivider's engineer and approved by the Public Works Department; or
  - ii. Request that the Board approve the Subdivision Permit but withhold the signature of the Chairman on the Final Plat until all required public improvements are installed and approved by the Public Works Department, or until an acceptable guarantee for the remaining public improvements has been submitted and approved.
- b. As improvements are completed, inspected, and approved by the Public Works Department, the Subdivider may apply to the County for a release of a proportionate part of any collateral deposited with the County.

**Section 3.15. Inspections.**

- a. All public improvements must be designed by professional engineers licensed to do such work in the State of Wyoming and must have the approval of the Public Works Department.
- b. As provided in the Subdivision Improvements Agreement, the Subdivider shall install any facilities or improvements proposed or represented to be part of the subdivision in a timely manner and in accordance with plans, specifications, and data as approved by the Public Works Department.
- c. All improvements are subject to the inspection by the Public Works Department.
- d. Prior to the approval of any completed improvements, record drawings shall be submitted for facilities or improvements, unless waived by the Public Works Department. The following certification by the project engineer with seal, signature, and date shall be affixed to the face of the plans:

**I, \_\_\_\_\_, certify that these plans were prepared under my direct supervision and control, that they accurately represent the referred to improvements as they have been constructed in the field, and that the improvements as installed conform to applicable requirements of the State of Wyoming and Sheridan County.**

\_\_\_\_\_  
**Engineer Wyoming Registration Number**

**Section 4.1. Administration.**

These rules and regulations shall be administered by the Public Works Department or any other entity designated by the Board.

**Section 4.2. Comments from City or Town.**

- a. Pursuant to the provisions of Wyoming Statutes, Section 34-12-103, when any subdivision lies outside the limits of an incorporated city or town, but within one mile of the boundaries of a first class city or town, or within one-half (1/2) mile of a town with a population of less than four thousand (4,000), the Board, upon receipt of a complete application, shall solicit comments from the governing body of the city or town relating to impacts to the city or town's infrastructure or other development plans before it receives final approval from the Board.

- b. Where the county and a city or town have a jointly adopted plan or voluntary agreement regarding cooperative subdivisions, subdivision applications shall adhere to standards or provisions contained therein.

**Section 4.3. Fees.**

All applications shall be accompanied by the applicable fee(s) as set by the Board of County Commissioners. These fee(s) may be revised periodically by the Board of County Commissioners.

**Section 4.4. Variances.**

- a. Should the Subdivider clearly demonstrate that, because of peculiar physical conditions pertaining to his land, the literal enforcement of one or more of these regulations or minimum standards is impractical or will exact undue hardship, the Board may permit such variance or variances as may be reasonable and within the general purpose and intent of the rules, regulation and standards established by these rules and regulations.
- b. If the Subdivider requests a variance from any particular requirement of these rules and regulations, he must submit that request in writing to the Public Works Department at the time a subdivision application is submitted. When applicable, the Planning and Zoning Commission, prior to acting on the subdivision application, shall provide a recommendation to the Board on the variance request to either approve, approve with conditions or deny the variance.

**Section 4.5. Vacations.**

- a. If lots in a subdivision have been sold, a written request to vacate shall be made by all the owners of lots within that plat. The Planning & Zoning Commission shall make a recommendation on the vacation to the Board and the Board shall approve or disapprove the vacation. The recording of an instrument vacating the plat shall operate to destroy the force and effect of the recording of the original plat and to divest all public rights in the streets, alleys, common and public grounds laid out or described in such a plat.
- b. Any part of a plat may be vacated under the provisions of these rules and

regulations, provided such vacating does not abridge or destroy any of the rights of other proprietors in said plat and provided, further, that nothing contained in this section shall authorize the closing or obstruction of any public street laid out according to law. The request for vacation shall be made by all of the owners of lots within that portion of the overall plat sought to be vacated.

- c. When any part of a plat shall be vacated as aforesaid, streets, alleys, and other public grounds shall be assigned to all lots or parcels adjacent to the public area being vacated in equal proportions.

#### **Section 4.6. Appeals.**

Any Subdivider aggrieved by the action of the administrative staff of Sheridan County in their administration of their regulations may request a hearing before the Board. The request shall be in writing, shall be submitted within 30 days of the action or decision appealed from, and shall state the specific relief which the Subdivider or landowner seeks. Within 30 days of the receipt of such a request, the Board shall hold a hearing to determine the proper disposition of the matter. At the hearing, the Board shall consider not only the Subdivider's appeal, but also the written or verbal comments of the agency or person appealed from. The Board shall either reaffirm or modify the decision of the agency or person and note the decision in the record of its hearing. The Subdivider may then proceed with the subdivision of his land based upon this decision of the Board. This decision shall be binding upon all agencies and administrative personnel of Sheridan County.

#### **Section 4.7. Investigatory Powers.**

- a. If the Board has reason to believe that a person has engaged in activity which violates the provision of these rules and regulations, it shall investigate to determine if these rules and regulations have been violated, and to the extent necessary for this purpose, may administer oaths of affirmations, and upon its own motion or upon request of any party, may subpoena witnesses, compel their attendance, adduce evidence, and require the production of any matter which is relevant to the investigation, including the existence, description, nature, custody, condition and location of any books, documents or other tangible things and the

identity and location of persons having knowledge of relevant facts or any other matter reasonably calculated to lead to the discovery of admissible evidence.

- b. If the person's records are located outside this state, the person, at his option, will either make them available to the Board at a convenient location within this state or pay the reasonable and necessary expenses for the Board or its representative to examine them at the place where they are maintained. The Board may designate representatives, including comparable officials of the state in which the records are located to inspect them on its behalf.
- c. Upon failure without lawful excuse to obey subpoena or to give testimony and upon reasonable notice to all persons affected thereby, the Board may apply to the District Court for an Order compelling compliance.

**Section 4.8. Enforcement.**

The provisions of these rules and regulations are enforceable for all appropriate legal remedies including but not limited to injunctive relief of a writ of mandamus. Upon failure or refusal of the County and Prosecuting Attorney to act upon a violation of the provisions of these rules and regulations, the Attorney General at the request of the Board shall initiate civil or criminal proceedings to enforce the provisions of these rules and regulations.

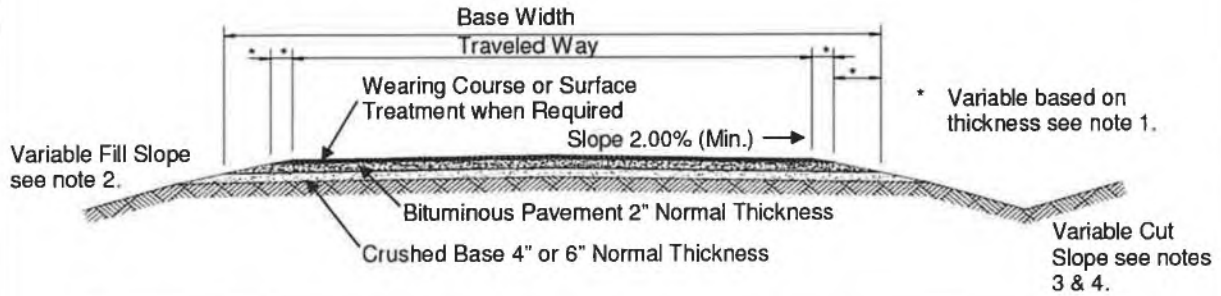
**Section 4.9. Penalties.**

Any person who willfully violates or fails or refuses to comply with any provision of these rules and regulations, shall, upon conviction, be fined not more than \$500.00 for each offense or imprisoned in a County jail for not more than 30 days, or be punished by both fine and imprisonment. Each day the violation exists shall constitute a separate violation.



Acceptable Typical Section Criteria  
 Without Curb

**A**



Note:

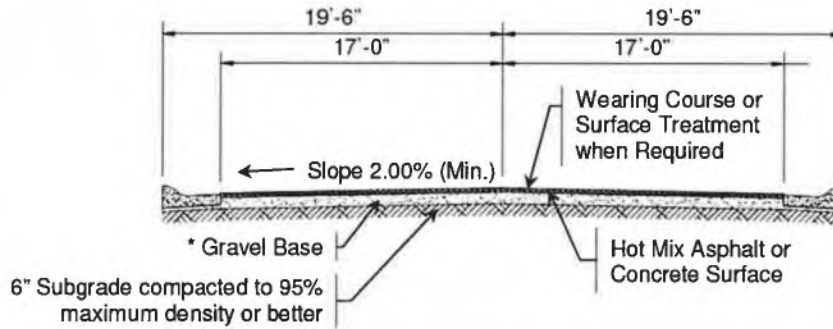
1. The surfacing taper widths shall be based on a 4:1 slope.
2. Fill Slope Selection
 

Fill Height	Slope
0'-4'	4:1
4'-8'	3:1
>8'	2:1
3. The ditch height in cut sections shall be a minimum of 1½ feet. A deeper ditch section may be required depending on site conditions.
4. The normal maximum cut slope shall be 2:1. Cut slopes flatter than 2:1 are encouraged.



Typical Road Section  
Local Street with Curb

B



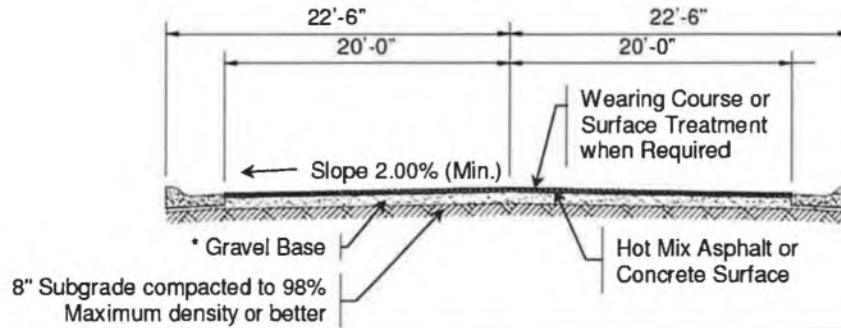
Note:

1. Gravel to be Grade "W" as per Wyoming Department of Transportation Specifications.
2. Thickness of compacted subgrade, gravel base and surface shall be based on a minimum of 4 CBR tests per mile. Additional tests may be required for problem soils.
3. Design shall be based on a minimum hot mix asphalt thickness of 4 inches and a minimum concrete thickness of 6 inches.
4. Minimum design load shall be 10,000 lbs axle load, 5,000 lbs wheel load and 2,500 lbs tire load.
5. All design data shall be submitted.



**Typical Road Section**  
Collector Paved with Curb and Gutter

C



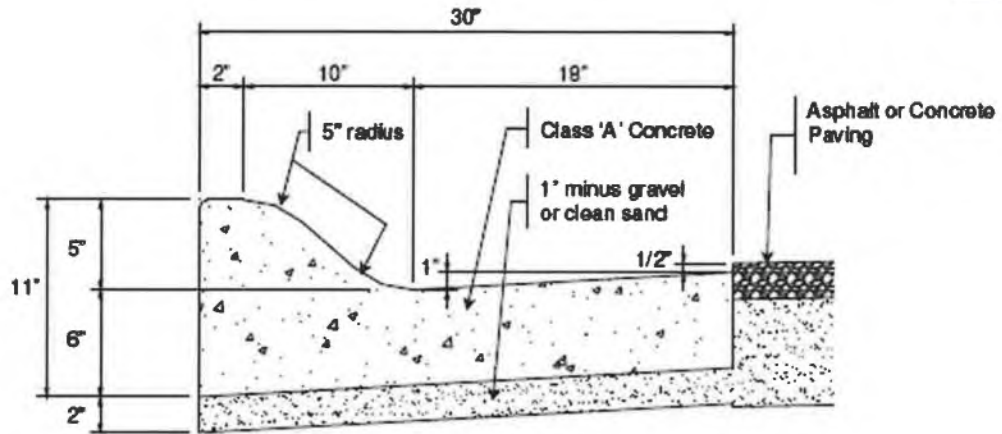
Note:

1. Gravel to be Grade "W" as per Wyoming Department of Transportation Specifications.
2. Thickness of compacted subgrade, gravel base and surface shall be based on a minimum of 4 CBR tests per mile. Additional tests may be required for problem soils.
3. Design shall be based on a minimum hot mix asphalt thickness of 4 inches and a minimum concrete thickness of 6 inches.
4. Minimum design load shall be 10,000 lbs axle load, 5,000 lbs wheel load and 2,500 lbs tire load.
5. All design data shall be submitted.

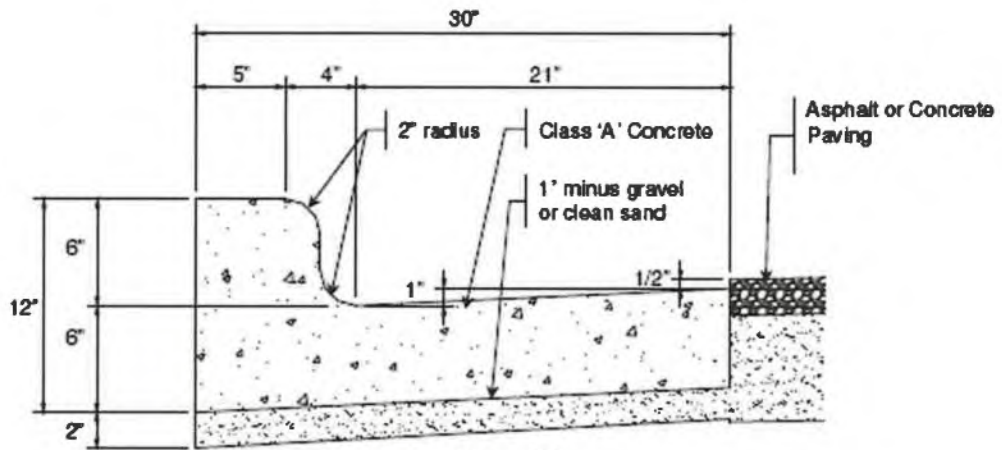


Curb and Gutter Details

D



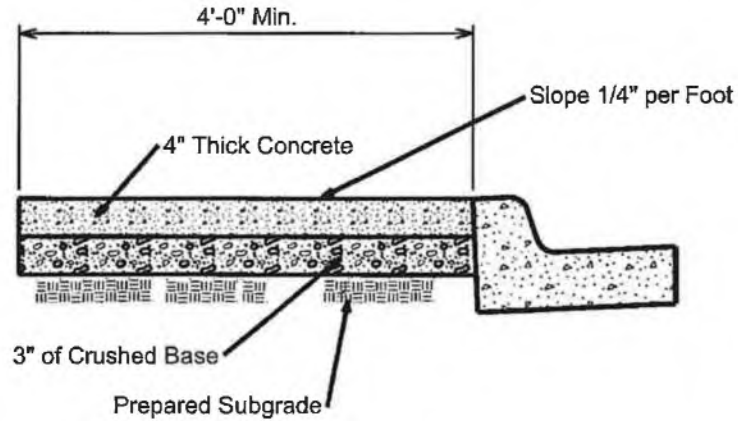
Type 'A'



Type 'B'



## Sidewalk Detail

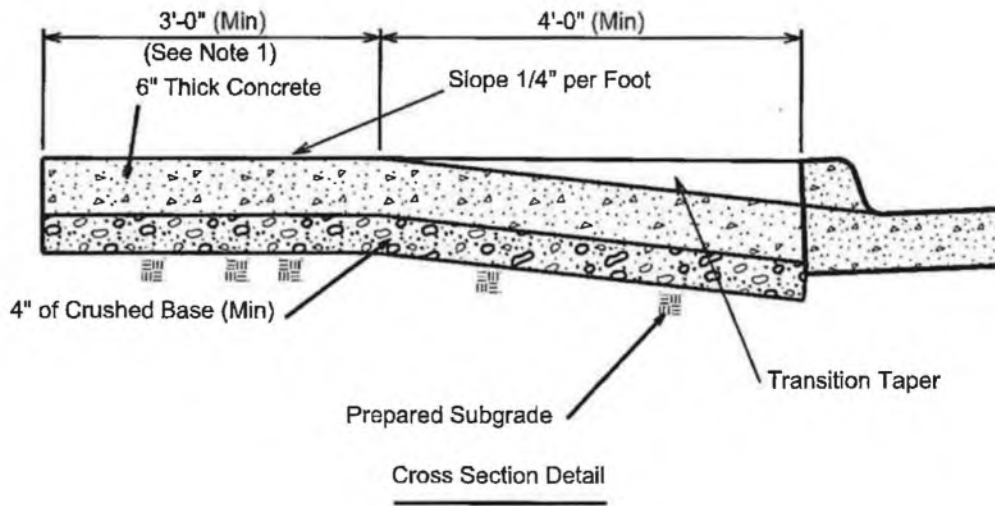


Cross Section Detail

Notes:

1. Expansion joints shall be spaced at no more than 150 foot intervals.
2. Contraction joints shall be spaced at intervals not exceeding width of sidewalk.
3. All curb and sidewalk details shall meet or exceed current ADA accessibility requirements.
4. Concrete for sidewalks shall have a 28-Day Compressive Strength of 3250 psi or greater.

## Driveway Detail



### Notes:

1. Depressed Type driveway can be used in lieu of 3'-0" Bypass to meet ADA requirements
2. Length of Transition Taper and Curb Taper shall be 4'-0" Min.
3. Transition Taper shall be 6" thick concrete
4. Concrete for driveways shall have a 28-Day Compressive Strength of 3250 psi or greater



**Memorandum of Understanding  
Between Sheridan County and the City of Sheridan  
Regarding Subdivision of Land  
Within One Mile of the Contiguous Corporate Limits**

An MOU between the City of Sheridan (City) and Sheridan County (County) related to the subdivision of land within one mile of the contiguous corporate limits.

WHEREAS, the *Sheridan County Comprehensive Plan, 2020*, encourages well-designed, compact urban growth and sets forth the following:

- The County will continue to jointly plan for orderly growth at the edge of the City of Sheridan.
- The County will maintain a compact development pattern within or near communities where adequate services are available.
- Urban growth will be located in defined areas around incorporated towns and cities and unincorporated places, based on existing community expansion patterns and the ability of municipal systems to accommodate future development.; and

WHEREAS, both the City and County have adopted the *Sheridan Joint Planning Area – Land Use Plan 2017* for which coordination will occur for the area surrounding the City of Sheridan.

WHEREAS, subdivision ordinances, rules and regulations adopted by the City and County are important and enforceable tools in shaping development and implementing the visions set forth in the community's plans; and

WHEREAS, the subdivision standards of the City are appropriate for areas within one mile of the contiguous corporate limits of the City suitable for future annexation while the subdivision standards of the County are suitable for rural development in areas beyond the one-mile area adjacent to the City (County subdivision standards may be appropriate in those portions of the one-mile area not planned to be served by public water and sewer); and

WHEREAS, it is in the interest of promoting logical, efficient and sequential urban development for the City and County to commit to a single subdivision review and approval process within the one-mile area, as provided herein;

NOW, THEREFORE, BE IT RESOLVED:

1. The City and County shall have joint meetings when requested by the County or City.
2. The County will invite City staff to pre-application meetings and provide City staff with copies of all applications, plats, plans, staff memos, and similar documentation. City staff members and members of the public will be afforded the opportunity to comment at public meetings.
3. City staff shall prepare and arrange for the City Governing Body to make comments and suggestions relating to the potential impacts to City infrastructure, considerations defined in

Page 1 of 3



W.S. 34-12-103(b)(i) through (v) or other development plans.

4. The County shall respond to the City in writing regarding any disagreement between the parties prior to approval of the final plat.
5. To the extent possible, the County shall ensure that the final plat meets the considerations defined in W.S. § 34-12-103 (b)(i) through (v).
6. The County shall require public dedication of rights-of-way for any existing county roads, subdivision roads and adjacent roads that are currently in easement only, and are under the ownership or control of the subdivider.
7. The design, layout and construction of subdivisions shall adhere to the higher or most rigorous of the City or County standards. All negotiations, deliberations and design determinations pertaining to required city infrastructure shall be conducted between the subdivider and City staff. City staff shall notify the County in writing once the subdivision adequately meets City standards.
8. Any provision of City services shall be conditioned on the subdivider signing a pre-annexation agreement, the form and substance of which as determined by the City.
9. The City, at its expense, shall oversee, inspect, and recommend acceptance for all City owned/operated onsite and offsite subdivision infrastructure. The County, at its expense, shall oversee, inspect, and recommend acceptance for County onsite and offsite subdivision infrastructure. Financial assurances provided for the completion of subdivision infrastructure shall list: 1) Sheridan County as the beneficiary in the case of default for County required infrastructure, and 2) the City of Sheridan as the beneficiary in the case of default for City required infrastructure. Where the subdivider has been found in default of the subdivision improvement agreement, Sheridan County may contract for and oversee the construction of County infrastructure, and the City of Sheridan may contract for and oversee the construction of City infrastructure.
10. City subdivision standards can only be achieved in areas where wastewater collection and treatment are planned for extension. The City will adopt a rural-type road section suitable for the one-mile area where wastewater services are not planned.
11. This Memorandum of Understanding may be amended by written consent of the Sheridan City Governing Body and the Sheridan Board of County Commissioners.
13. This Memorandum of Understanding may be terminated at any time by resolution by either Party upon 90-days written notice. Any subdivision application submitted within 90 days of termination shall be resolved regardless of this termination clause.
14. This Memorandum of Understanding shall become effective only upon approval of the City Governing Body and upon County adoption of an amendment to its Rules and Regulations Governing the Division of Land that incorporates this agreement as an appendix to said resolution.
15. This Memorandum of Understanding shall supersede any and all previous Memorandum of Understanding addressing the same.

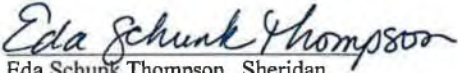


SHERIDAN COUNTY

  
Lonnie Wright, Chairman

Dated: 5-17-22

ATTEST:

  
Eda Schunk Thompson, Sheridan  
County Clerk

CITY OF SHERIDAN

  
Richard Bridger, Mayor

Dated: April 27, 2022

ATTEST:

  
Cecilia Good, City Clerk



**MEMORANDUM OF UNDERSTANDING  
BETWEEN SHERIDAN COUNTY AND THE TOWN OF RANCHESTER**

An agreement between the Town of Ranchester (Town) and Sheridan County (County) regarding planning, zoning and development review surrounding the corporate limits of the Town.

**WHEREAS**, amendments to W.S. 15-3-202(b)(ii) and W.S. 34-12-103, addressing the authority to assert extraterritorial jurisdiction by municipalities, were effective on January 1, 2019; and,

**WHEREAS**, it is in the long-term interest of the Town and County to encourage a diverse and sustainable economy and to ensure that future land development is fiscally responsible and has adequate roads and other infrastructure; and,

**WHEREAS**, the Town has identified the need to continue cooperative efforts with County to coordinate land use and development review near the Town and to establish a sustainable long-term growth and development vision for the area near Ranchester; and,

**WHEREAS**, the Town and County have recognized that lands near the Town may someday be annexed into the Town and may be developed at a higher density and/or intensity than may be appropriate in more rural parts of the County and thus such development should be planned with input from the Town and using guidelines that are appropriate for growth near to the Town; and,

**WHEREAS**, the Sheridan County Comprehensive Plan has identified the following goal and policy as they relate to future growth around Ranchester:

*Goal 7.2: Sheridan County will cooperatively plan with incorporated towns (Dayton, Ranchester, and Clearmont).*

*Policy 7.2 a: Cooperative planning with other incorporated towns*

*The county will pursue cooperative planning with the other incorporated communities and towns, addressing critical growth issues (transportation, land use, conservation, provision of services) in an efficient manner.*

Cooperative planning should include:

Work with Ranchester to coordinate land use and development in the unincorporated areas surrounding the Town(s); and to:

- Investigate options for joint planning opportunities by the County and the Town to guide development on the fringes of Town, such as intergovernmental agreements, annexation, agreements, and infrastructure planning; and to
- Coordinate planning with Ranchester to develop detailed land use plans and infrastructure plans for the growth areas surrounding each community; and to
- Locate new developments in close proximity to areas where public services already exist



- and can be provided efficiently; and to
- Continue to investigate areas suitable for incremental annexation adjacent to the Town to accommodate long term growth beyond the 20-year planning horizon.

**NOW, THEREFORE, BE IT RESOLVED WITH RESPECT TO ALL PROPOSED LAND DEVELOPMENT PROPOSALS THAT REQUIRE PUBLIC NOTICE AND ARE LOCATED WITHIN THE AREA ADJACENT TO THE TOWN BOUNDARY AS IDENTIFIED ON EXHIBIT A:**

1. The County Planning Office will notify the Town Clerk of all applications and public meetings concerning proposed subdivisions, zoning applications and similar development proposals located within the unincorporated areas one-half (1/2) mile distant from the Town Boundary, as illustrated on Exhibit A and pursuant to W.S. § 34-12-103(b). Upon request, the County will also provide the Town Clerk with copies of all applications, plats, plans, agendas, staff reports, and similar documentation.

The Board of County Commissioners, through the County Planning Office, upon receipt of a subdivision\plat application located within the unincorporated areas adjacent to the Town Boundary, as illustrated on Exhibit A, shall solicit comments from the Town Council relating to impacts to the Town's infrastructure or other development plans resulting from the proposed subdivision\plat and development. The Board shall consider the Town's comments that are received by the Board at least twenty (20) business days prior to the scheduled final consideration of the plat proposal and shall respond in writing to the Town about any items of disagreement.

To the extent practical, the Board of County Commissioners shall ensure that a subdivision\plat application meets the following:

- a. Is consistent with any applicable Town Plan and County Land Use or Comprehensive Plan;
- b. Conforms to any adopted street plan of the Town or County;
- c. Contains all areas for streets, roads and alleys that are dedicated rights-of-way;
- d. Contains dedicated easements for all existing and proposed utilities; and
- e. Contains any additional criteria the Town Council and the Board of County Commissioners agree to through a jointly adopted plan or voluntary agreement.
- f. When executed, acknowledged, and approved as provided in the County Subdivision Regulations and this MOU, the plat shall be filed and recorded in the Office of the County Clerk.

This Memorandum of Understanding may be amended by written consent of the Ranchester Town Council and the Sheridan County Board of County Commissioners.

This Memorandum of Understanding may be terminated at any time by resolution by either Party upon 60-days written notice. Any application submitted within 60 days of termination shall be resolved regardless of this termination clause.



**SHERIDAN COUNTY BOARD OF  
COUNTY COMMISSIONERS**

By: Nick Saddle  
Nick Saddle, Chairman

Date: 10/20/2020

Attest:  
Eda Schunk-Thompson  
Eda Schunk-Thompson, County Clerk

**TOWN COUNCIL  
TOWN OF RANCHESTER  
RANCHESTER, WYOMING**

By: Peter Clark  
Peter Clark, Mayor

Date: 10/6/2020

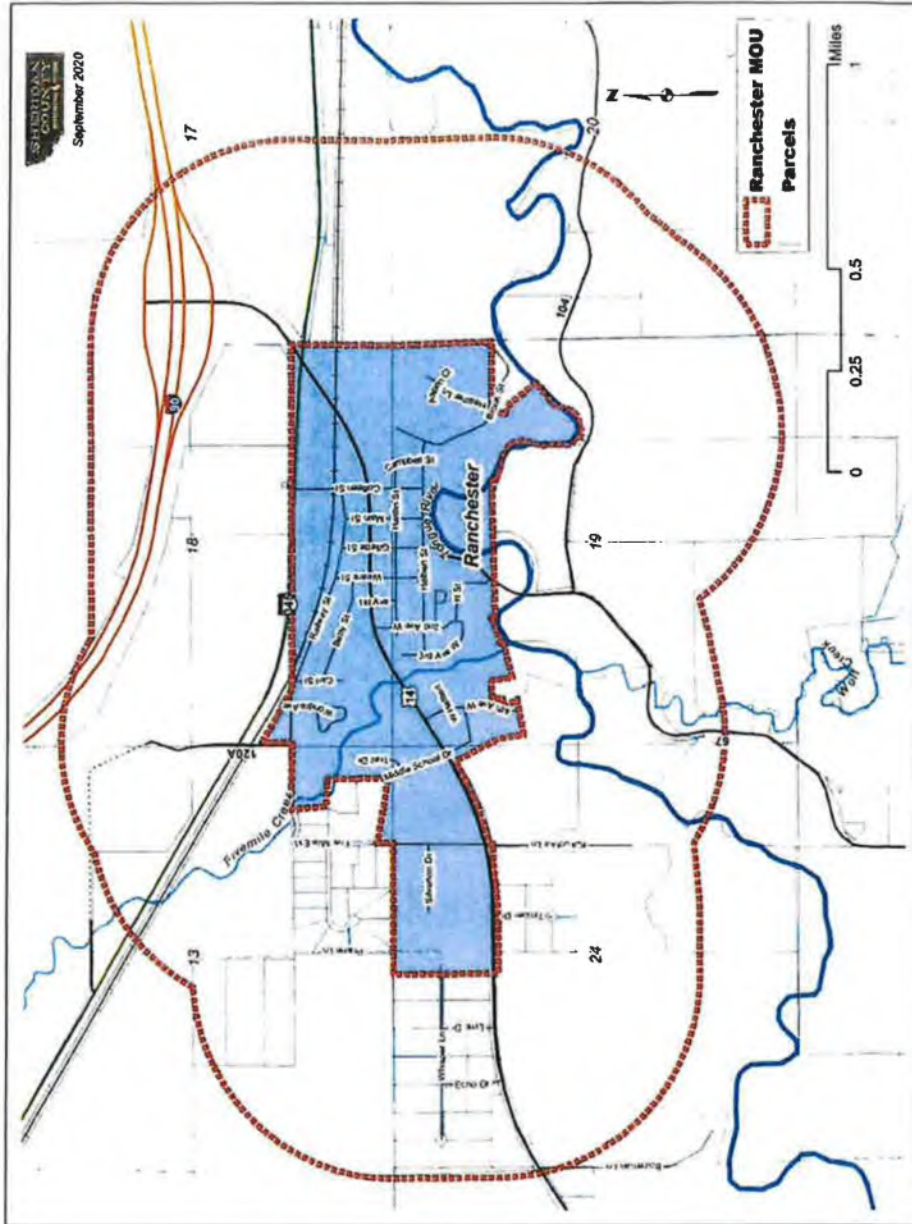
Attest:  
[Signature]  
Town Clerk



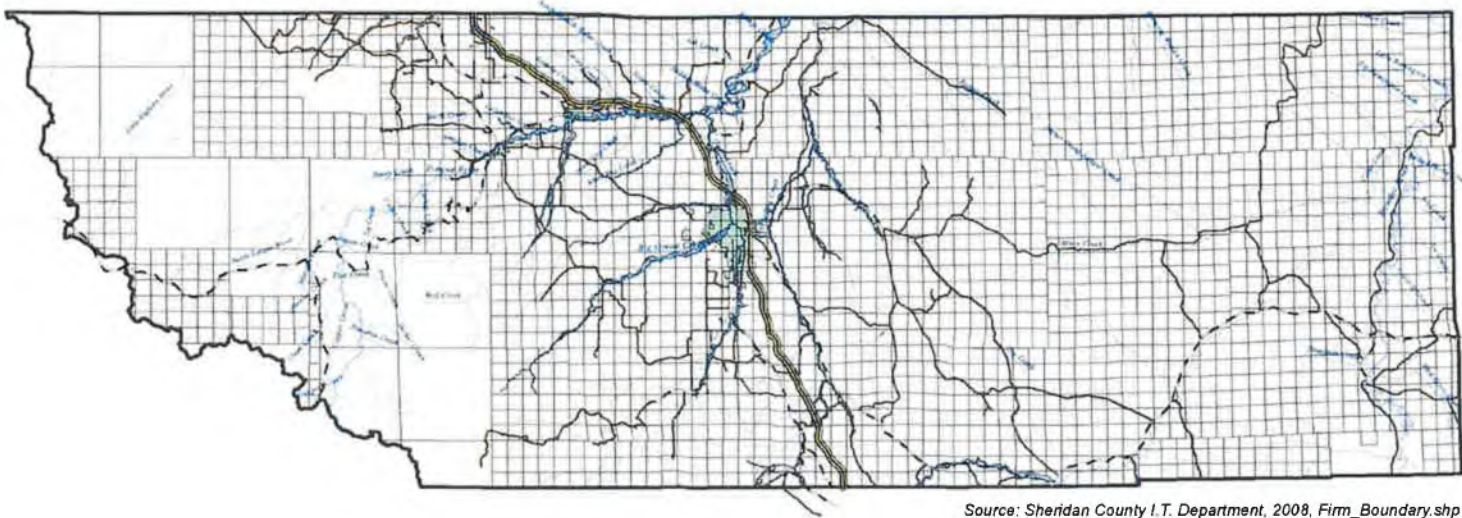
**EXHIBIT "A"**



2023-786570 7/12/2023 3:34 PM PAGE: 96 OF 101  
FEES: \$0.00 PK RULES & REGULATIONS  
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK



# Sheridan County, Wyoming Special Flood Hazard Areas



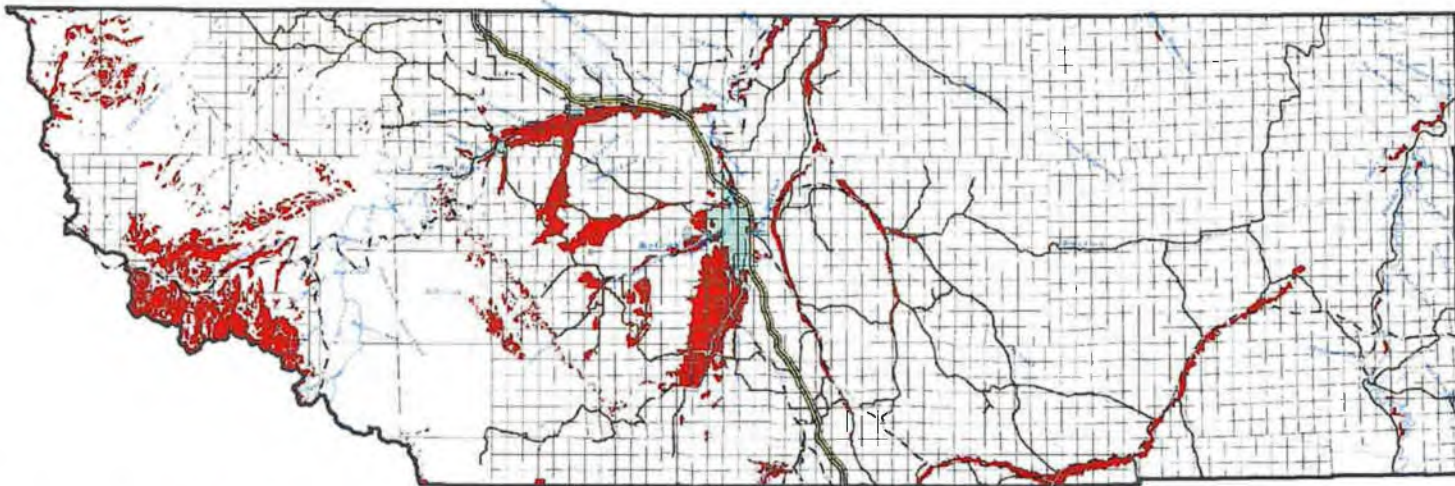
Source: Sheridan County I.T. Department, 2008, Firm\_Boundary.shp

## FEMA Special Flood Hazard Areas

 SFHA  
 1:600,000

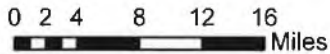


# Sheridan County, Wyoming Groundwater Protection Areas



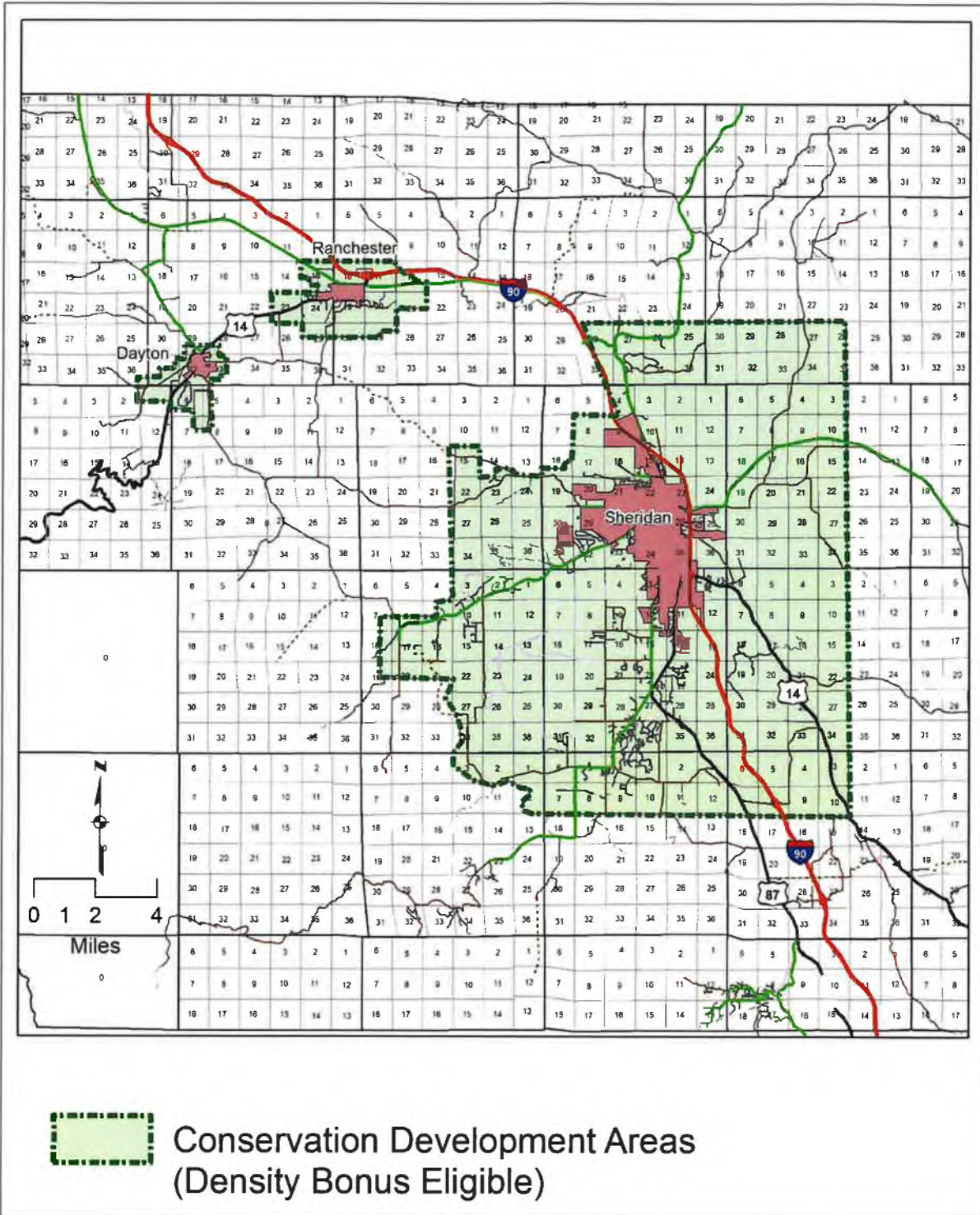
Wyoming Ground Water Vulnerability Assessment Handbook  
For WYDEQ, By Wyoming Water Resources Center, Univ. of Wyoming and the Wyoming State Geological Survey, 1998.

## Groundwater Protection Areas





## Appendix H



# Appendix I

**Appendix J:**  
**Calculating the Density Bonus for the Conservation Design Subdivision Option**

**Step 1:** Determine which zoning district applies (i.e., A-Agricultural, RR-Rural Residential, or UR-Urban Residential outside the Urban Services Area) and whether the property is within or outside a Groundwater Protection Area, as illustrated on Sheridan County maps.

**Step 2:** Determine the permitted base density, which depends on the applicable zoning district.

- For the A zoning district: One dwelling unit per 40 acres (0.025 units per acre).
- For the RR zoning district (outside the groundwater protection area): One dwelling unit per 2 acres (0.5 units per acre).
- For the RR zoning district (within a groundwater protection area): One dwelling unit per 5 acres (0.2 units per acre).
- For the UR zoning district (outside the Urban Services Area): Same permitted density as the RR zoning district.

**Step 3:** Determine which density bonuses to propose from the menu in Table 2.12.2, Menu of Density Bonuses Available, or from Section 2.12.d.v.E, Density Bonus Menu. Bonuses are cumulative, with potential for a maximum density in the A zoning district of up to one unit per 20 acres (100% increase), up to 0.75 units per acre in the RR zoning district outside a Groundwater Protection Area (50% increase), and up to 0.30 units per acre (50% increase) in the RR zoning district within a Groundwater Protection Area.

**Step 4:** Calculate the density bonus:

- a. Determine the parcel size.
- b. Determine the density bonus percentage to propose base on the cumulative bonuses (i.e., a maximum of 100% in the A zoning district and 50% in the RR zoning district).
- c. Calculate the dwelling units permitted by the base density: Multiply the parcel size "X" by the base density "Y" shown in table 2.12.1, and listed in step 2 above. (Example:  $X*Y = \text{base density}$ .)
- d. Calculate the number of dwelling units requested by density bonus: Multiply the base density by the density bonus percentage. (Example:  $X*Y*0.5 = \text{density bonus}$ .)
- e. Determine the total number of dwelling units with the bonus: Add the two numbers together to determine the total number of dwelling units. (Example:  $(X*Y) + (X*Y*0.5) = \text{total units with the density bonus}$ .)
- f. Round down to the nearest whole number.

Sample calculation: For a 160 acre lot in the A-Agricultural zoning district with a 50% bonus, the calculation would look as follows:

Base density:	$160*0.025 = 4$ dwelling units
Density bonus:	$160*0.025*0.50 = 2$ bonus dwelling units
Total units with bonus:	$(160*0.025) + (160*0.025*0.50) = 6$ total dwelling units
No rounding down is necessary, because the calculation yields a whole number.	