

**CITY OF RIVERTON, WYOMING  
COMMUNITY DEVELOPMENT DEPARTMENT  
MINOR SUBDIVISION PLAT CHECKLIST**

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This checklist is for subdivision of land into 5 lots or less and is to be used as a guide for sub dividers to insure that the form of sketch and final plats is correct and complete, and that all required supporting materials have been included in the plat submittal. A COMPLETED CHECKLIST MUST ACCOMPANY ALL PLAT SUBMITTALS.

Fill in the blanks and check each item as it is completed. Enter "NA" (not applicable) next to any item that does not apply and explain on a separate sheet. Incomplete or inaccurate submittals will not be accepted. Sketch and final plats, and the design standards used in their preparation, must comply with all of the applicable provisions of the Riverton Municipal Code Section 16.12.

Questions regarding this checklist should be directed to Connie Carr at (307) 856-9129.

**THIS CHECKLIST IS ONLY A GUIDE. THE MINOR SUBDIVISION REGULATIONS ARE TO BE CONSULTED FOR DETAILS.**

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

REQUESTED PLANNING COMMISSION REVIEW DATE (Not less than 30 days from date of submittal): \_\_\_\_\_

GENERAL LOCATION: \_\_\_\_\_

OWNER(S) NAME, ADDRESS AND TELEPHONE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME AND ADDRESS OF PERSON OR FIRM PREPARING PLAT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SKETCH PLAT CONTENTS AND FORMAT**

- 1. Scale of 1" = 100' or larger (scale noted on plat) \_\_\_\_\_
- 2. Proposed name of Subdivision (check with the Department to avoid duplication) \_\_\_\_\_
- 3. Date of preparation \_\_\_\_\_
- 4. North arrow (top of sheet should be north) \_\_\_\_\_
- 5. A vicinity map of ¼ mile radius (show location relative to The City and surrounding development) \_\_\_\_\_
- 6. Names, addresses and phone numbers of the sub divider, and individual or firm who prepared the sketch plat \_\_\_\_\_
- 7. Indicate on plat the boundary and/or control monuments \_\_\_\_\_
- 8. Existing contours at two foot (2') intervals \_\_\_\_\_
- 9. Floodplains delineated \_\_\_\_\_
- 10. Location, dimensions and names of any existing roads, streets, alleys, railroad rights-of-way and structures \_\_\_\_\_
- 11. Location, size and grades of existing sewers, water mains, gas lines or other underground utilities within and adjacent to the proposed subdivision \_\_\_\_\_
- 12. Location and dimensions of proposed streets, roads, alleys, pedestrian ways and easements \_\_\_\_\_
- 13. Layout, numbers and approximate dimensions of proposed lots and blocks \_\_\_\_\_
- 14. A summary of the total number of acres, number of lots, and other descriptive materials useful in reviewing the proposal \_\_\_\_\_
- 15. The plat conforms to the design standards specified in RMC 16.12.040. of the Subdivision Regulations \_\_\_\_\_

Sub dividers are asked to submit a cover letter with sketch plat submittal. When convenient, some of the required supporting information may be contained in such a letter.

Indicate method of security being posted with City for infrastructure:

\_\_\_\_\_

This form has been completed under my supervision, and the sketch plat submittal is complete, in conformance with the City Minor Subdivision Regulations and City Design Standards.

\_\_\_\_\_  
Print name of Applicant or Agent

\_\_\_\_\_  
Signature of Applicant or Agent