

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

This checklist is to be used as a guide for sub dividers to insure that the form of preliminary/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.** An Application Fee of the greater of \$150 or \$10 per lot, up to a maximum fee of \$1000 is payable upon submittal of application.

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. Preliminary/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 (307) 856-9129.

THIS CHECKLIST IS ONLY A GUIDE. THE 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:

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 at 1" = 1,000' or 1" = 2,000' (show location relative to The City and surrounding development) _____
6. Names, addresses and phone numbers of the developers or sub-dividers, and individual or firm who prepared the plat _____
7. A legal description of the subdivision boundary _____
8. Heavy, solid lines for the subdivision boundary _____
9. Description of boundary and control monuments _____
10. Existing contours at two foot (2') intervals _____
11. Significant natural features delineated _____
12. Floodplains delineated _____
13. Location, dimensions and names of any existing roads, streets, alleys, railroad rights-of-way and structures _____
14. Location, size and grades of existing sewers, water mains, gas lines or other underground utilities within and adjacent to the proposed subdivision _____
15. Location of all general utility and access easements of record (including gas, telephone, power, etc.) _____
16. Existing zoning and general land use of the subdivision and immediately surrounding areas. _____
17. Location and dimensions of proposed streets, roads, alleys, pedestrian ways and easements _____
18. Layout, numbers and approximate dimensions of proposed lots and blocks _____
19. Location, dimension and size in acres of all commercial, industrial or commercial uses, acreage of open space, acreage of land in street rights-of-way and other descriptive materials useful in reviewing the proposal _____
20. A summary of the total number of acres, number of lots, acreage of industrial or commercial uses, acreage of open space, acreage of land in street rights-of-way and other descriptive materials useful in reviewing the proposal _____
21. The plat conforms to the design standards specified in RMC 16. of the Subdivision Regulations _____

REQUIRED SUPPORTING MATERIALS

- 1. Review fee – the greater of \$150 or \$10 per lot, up to a maximum fee of \$1000 _____
- 2. Twelve (12) blue-line / black-line copies of the plat (24" x 36") and
Eighteen (18) color copies of a utility map (11"X17") _____
- 3. A statement of how and when required improvements are proposed to be
installed _____
- 4. A statement on the development and maintenance responsibility for any
proposed private streets, ways, and open spaces _____
- 5. Recommendations of a professional engineer regarding soil suitability, erosion
control, sedimentation and flooding problems _____
- 6. A description of the phasing and scheduling of phases of the development if the
Final Plat is to be presented in separate phases. _____
- 7. Annexation petition, if applicable, on standard forms. _____
- 8. Zoning application, if necessary, on standard forms. _____
- 9. A subdivision application form. _____
- 10. Identification of lands subject to natural hazards. _____
- 11. A completed preliminary plat checklist. _____
- 12. Requirements of Section 16.12 of the City of Riverton Municipal Code that can
be found at www.rivertonwy.gov in the on-line code menu. _____

Sub dividers are asked to submit a cover letter with plat submittals. 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 preliminary plat submittal is complete, in conformance with the City Subdivision Regulations and City Design Standards.

Signature of Applicant or Agent