

The Laramie County Land Use Regulations

The owner or applicant shall submit to the Laramie County Planning and Development Office an updated digital shapefile of the approved subdivision boundaries, along with the plat or map of survey, prior to recordation with the Laramie County Clerk. The digital file shall be in spatial reference that integrates with the Cheyenne and Laramie County Cooperative GIS (CLCCGIS) framework. The framework for spatial reference is Wyoming State Plane Coordinates, East Zone, U.S. Survey foot, NAD 1983 (CORS96). The digital file shall be submitted in a format compatible with the CLCCGIS. The preferred electronic format is.shp, however other formats may be accepted with prior approval from the CLCCGIS.

I. Altering of Plat

No changes, erasures, modifications or revisions shall be made on the plat after the approval and execution of signatures by the Planning Commission and the Board of County Commissioners.

m. Vacation

All such vacation instruments shall be approved by the Board for areas outside of the incorporated limits of the city or town. Vacations shall be executed in accordance with W.S. 34-12-106 through 34-12-111.

2-1-102 ADMINISTRATIVE PLATS

a. Intent

Administrative plat procedures are intended to provide expedited review and approval for minor adjustments to legal boundaries and title of property for proper recording. These adjustments have little or no impacts on public facilities and infrastructure and are within ownership patterns or development patterns that have otherwise been determined in accordance with the Laramie County Comprehensive Plan.

b. Applicability

The administrative plat process is applicable for divisions of land in the County that meet the specific eligibility requirements in this section. The application for an administrative plat is initiated by the property owner(s) of all property subject to the application, or the authorized agent of the property owner(s).

i. General Eligibility

All administrative plats shall meet the following threshold eligibility requirements:

- (A) The application involves no adjustments to the layout of existing public streets or public areas, but may involve the addition of right-of-way to existing streets; and,
- (B) The application involves no dedication of new public streets or public areas; and,
- (C) The application involves no new area anticipated for potential dedication as public streets or public area, whether through official plans or by operation of development regulation.

c. Administrative Plat

i. Administrative Plat Revisions

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Revisions to a previously approved plat may be eligible for administrative approval where:

- (A) The revisions are due to field conditions that could not have been reasonably anticipated or discovered at the time of the plat which results in no material change to the application; or,
- (B) The revisions are due to changes in the development program, and these changes will result in no additional lots and will impact public facilities the same or similarly to the previously approved application.

ii. Lot Line Adjustment

Adjustments to previously platted lots may be eligible for administrative approval where:

- (A) The adjustment results in no additional lots.

iii. Simple Plat Subdivision

A simple subdivision of parcels or lots may be eligible for administrative approval where:

- (A) It results in no more than two (2) total lots; and,
- (B) No portion of the new lots or any remaining parcel has been created previously through an administrative approval.

iv. Easement Adjustments

Adjustments or additions of easements may be eligible for administrative approval where:

- (A) The revisions are due to field conditions that could not have been reasonably anticipated or discovered at the time of the final plat which results in no material change to the application; or
- (B) The revisions are due to changes in the development program, and these changes will result in no additional lots and will impact public facilities the same or similarly to the previously approved application.

d. Specific Procedures

An administrative plat has the following specific procedures:

i. Pre-application Conference

Prior to submittal of an application, the applicant shall schedule at least one (1) pre-application meeting with the staff to discuss the eligibility of the application for administrative review and the ability of potential future development on the property to meet the criteria.

ii. Staff Review

Upon submittal of a formal application, staff will conduct an internal review and may forward copies of the application to any pertinent external agencies for review and comment.

(A) Complete Applications