



SHERIDAN COUNTY PUBLIC WORKS DEPARTMENT

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Property Division in Sheridan County

Outline of process to subdivide land in Sheridan County

1. Required Pre-Application meeting

This is a general meeting set up with the County Land Development Coordinator where the applicant can ask staff questions about what they would like to do and find out if what they are proposing is/is not feasible. It is designed for the applicant to get a better understanding of the requirements and then decide if it's a feasible project and if they want to move forward without spending a lot of time and /or money.

- Applicant to request a meeting with County Land Development Coordinator to go over the proposal. County Staff will invite additional staff to attend if necessary, this will also include notifying the City of Sheridan Staff if the proposed subdivision is within the 1-mile area.
- The applicant is asked to bring a rough layout of the proposed subdivision. This does not have to be professionally designed, but should include name, mailing address and phone number of "applicant" in addition to the location of the property. Applicant should bring 2 copies of this layout to the meeting. For a Cooperative subdivision with the City of Sheridan, please bring 5 copies.
- At this meeting, staff will answer questions from the "applicant", and go over issues that will need to be addressed including, but not limited to access, zoning, layout and design standards.
- Staff will provide written comments to the "applicant" within 5 business days from the day of the meeting.

2. Concept Meeting

- After the pre-application meeting, the "applicant" shall submit a concept plat if required following the guidelines in the Sheridan County Subdivision Resolution Section 2.4. Concept Plan. This is a more in depth meeting with more detailed information required.

3. Preliminary Plat, Minor Subdivision, Parcel Division and /or Replat Meeting

This is a more technical meeting at which the applicant submits a formal application and supporting documentation. Specific questions and issues may be discussed. Staff will

not discuss placement of an item on the P & Z agenda until the application, plat and supporting documentation has been reviewed and is complete and accurate.

- Once the applicant has attended a pre-application meeting and completed the application for a preliminary plat, minor subdivision, parcel division or replat and has all of the required supporting documentation, the “applicant” can contact the County Land Development Coordinator to meet and submit the plat and supporting documentation.
 - Should the density increase more than 15% from the concept plan, the “applicant” will need to get back to a concept plan meeting.
 - “Applicants” are requested to submit 2 copies of all documents, applications and plats to the County. If the proposed subdivision is within the one-mile area of the City of Sheridan, the applicant will need to submit 3 additional complete sets of information. All supporting documentation must be received via a paper copy submitted to the County Public Works Office and signed in.
- Staff will review the plat, application and supporting documentation and provide written comments to the “applicant” within 21 days verifying that the application is complete and accurate. In the case of a cooperative subdivision, City of Sheridan comments will also be included in the written comments.
- The “Applicant” will need to address all of staff’s comments and submit additional information and/or documents if required. It is requested by staff that all additional information be submitted at one time and must be received in paper copy. Please submit 2 complete copies if County only subdivision and 3 additional copies if within 1 mile of the City of Sheridan.
- Staff will review the additional information and/or documents and send written comments to the “applicant”. Staff can take up to 21 days to review additional information.
- At this point, if staff finds the application, plat and supporting documentation are complete and accurate; staff will schedule preliminary plats and minor subdivisions to be heard by the Planning and Zoning Commission. Parcel divisions and replats will be scheduled before the BOCC. Due to advertising and notification requirements, this will need to be at least 21 days before the next Planning and Zoning or BOCC meeting or the item will need to wait until the next regular meeting. At this time, staff will request additional copies of the plat to be submitted.
 - The County Planning and Zoning Commission meets once a month on the first Wednesday of the month. At this point, any applications within 1 mile of an incorporated municipality other than the City of Sheridan will be required to have action taken by the incorporated municipality prior to County P & Z action.
 - The Board of County Commissioners meets the 1st and 3rd Tuesday of the month at 9 a.m.
- If the submittal is still found to be incomplete and/or inaccurate, the “applicant” will be required to address any outstanding issues prior to the application being placed on either the P & Z agenda or the BOCC’s agenda, allowing 21 days of lead-time to meet notification and advertising requirements.
- In the case of a preliminary plat, once placed on the Planning and Zoning Commissions’ agenda, the item will be advertised and notification letters mailed out.

4. Final Plat Meeting-

- Should the Planning and Zoning Commission approve the proposed Preliminary Plat, the applicant can move forward with submitting a final plat, application and supporting documentation at a Final Plat meeting that is set up with the County Land Development Coordinator.
- The final plat basically follows the same process, starting with a meeting to submit the application to staff. However, once the Planning and Zoning Commission makes a recommendation, the item will move forward to the BOCC for final approval.
 - In the case of a Cooperative subdivision with the City of Sheridan, once the County Planning and Zoning Commission makes a recommendation of the final plat, the item will be placed on the City of Sheridan's City Council meeting for consideration prior to being heard by the Board of County Commissioners.
 - In the case of a proposal within 1 mile of an incorporated municipality other than the city of Sheridan, action will be required prior to the Planning and Zoning Commission taking action on this item.
 - In the case of a minor Subdivision, once the Planning and Zoning Commission makes a recommendation, the item will be placed on the BOCC's agenda meeting all advertising requirements.
 - In the case of a parcel division or a replat, once staff has determined the item is complete and correct, allowing 21 days lead-time for notification and advertising, the item will be placed on the BOCC's agenda for final action.

Please remember that a subdivision is not a legal subdivision until the mylar and all supporting documents have been recorded in the County Clerk's Office. Therefore, before lots within a subdivision can be offered for sale or any type of contract entered into with a future owner, the subdivision must be recorded. Sheridan County Subdivision Resolution Section 4.9 Penalties.