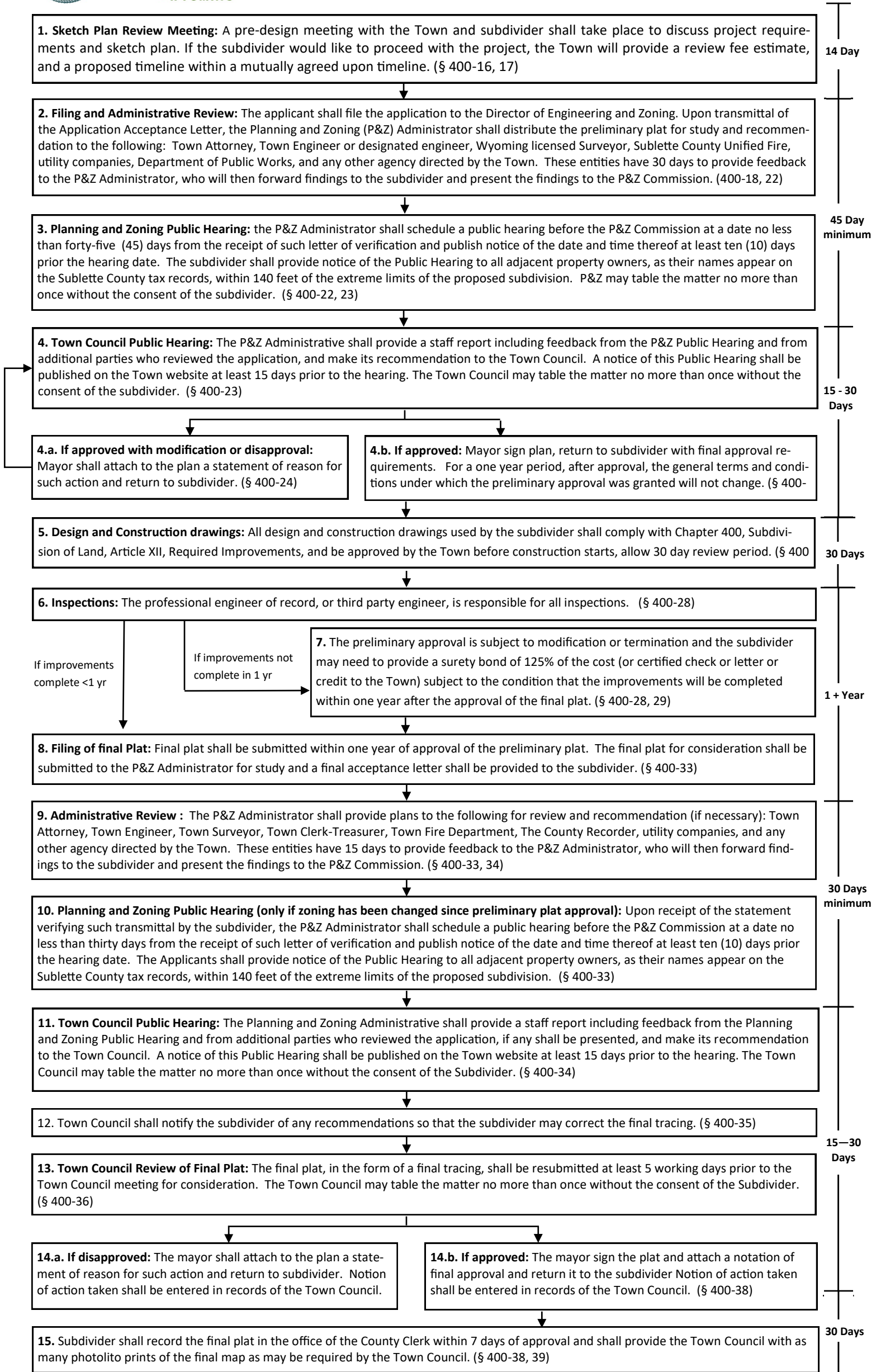




Town of Pinedale Subdivision Process



1. Sketch Plan Review Meeting: A pre-design meeting with the Town and subdivider shall take place to discuss project requirements and sketch plan. If the subdivider would like to proceed with the project, the Town will provide a review fee estimate, and a proposed timeline within a mutually agreed upon timeline. (§ 400-16, 17)

14 Day

2. Filing and Administrative Review: The applicant shall file the application to the Director of Engineering and Zoning. Upon transmittal of the Application Acceptance Letter, the Planning and Zoning (P&Z) Administrator shall distribute the preliminary plat for study and recommendation to the following: Town Attorney, Town Engineer or designated engineer, Wyoming licensed Surveyor, Sublette County Unified Fire, utility companies, Department of Public Works, and any other agency directed by the Town. These entities have 30 days to provide feedback to the P&Z Administrator, who will then forward findings to the subdivider and present the findings to the P&Z Commission. (400-18, 22)

3. Planning and Zoning Public Hearing: the P&Z Administrator shall schedule a public hearing before the P&Z Commission at a date no less than forty-five (45) days from the receipt of such letter of verification and publish notice of the date and time thereof at least ten (10) days prior the hearing date. The subdivider shall provide notice of the Public Hearing to all adjacent property owners, as their names appear on the Sublette County tax records, within 140 feet of the extreme limits of the proposed subdivision. P&Z may table the matter no more than once without the consent of the subdivider. (§ 400-22, 23)

45 Day minimum

4. Town Council Public Hearing: The P&Z Administrative shall provide a staff report including feedback from the P&Z Public Hearing and from additional parties who reviewed the application, and make its recommendation to the Town Council. A notice of this Public Hearing shall be published on the Town website at least 15 days prior to the hearing. The Town Council may table the matter no more than once without the consent of the subdivider. (§ 400-23)

15 - 30 Days

4.a. If approved with modification or disapproval: Mayor shall attach to the plan a statement of reason for such action and return to subdivider. (§ 400-24)

4.b. If approved: Mayor sign plan, return to subdivider with final approval requirements. For a one year period, after approval, the general terms and conditions under which the preliminary approval was granted will not change. (§ 400-24)

5. Design and Construction drawings: All design and construction drawings used by the subdivider shall comply with Chapter 400, Subdivision of Land, Article XII, Required Improvements, and be approved by the Town before construction starts, allow 30 day review period. (§ 400-24)

30 Days

6. Inspections: The professional engineer of record, or third party engineer, is responsible for all inspections. (§ 400-28)

If improvements complete <1 yr

If improvements not complete in 1 yr

7. The preliminary approval is subject to modification or termination and the subdivider may need to provide a surety bond of 125% of the cost (or certified check or letter or credit to the Town) subject to the condition that the improvements will be completed within one year after the approval of the final plat. (§ 400-28, 29)

1 + Year

8. Filing of final Plat: Final plat shall be submitted within one year of approval of the preliminary plat. The final plat for consideration shall be submitted to the P&Z Administrator for study and a final acceptance letter shall be provided to the subdivider. (§ 400-33)

9. Administrative Review : The P&Z Administrator shall provide plans to the following for review and recommendation (if necessary): Town Attorney, Town Engineer, Town Surveyor, Town Clerk-Treasurer, Town Fire Department, The County Recorder, utility companies, and any other agency directed by the Town. These entities have 15 days to provide feedback to the P&Z Administrator, who will then forward findings to the subdivider and present the findings to the P&Z Commission. (§ 400-33, 34)

30 Days minimum

10. Planning and Zoning Public Hearing (only if zoning has been changed since preliminary plat approval): Upon receipt of the statement verifying such transmittal by the subdivider, the P&Z Administrator shall schedule a public hearing before the P&Z Commission at a date no less than thirty days from the receipt of such letter of verification and publish notice of the date and time thereof at least ten (10) days prior the hearing date. The Applicants shall provide notice of the Public Hearing to all adjacent property owners, as their names appear on the Sublette County tax records, within 140 feet of the extreme limits of the proposed subdivision. (§ 400-33)

11. Town Council Public Hearing: The Planning and Zoning Administrative shall provide a staff report including feedback from the Planning and Zoning Public Hearing and from additional parties who reviewed the application, if any shall be presented, and make its recommendation to the Town Council. A notice of this Public Hearing shall be published on the Town website at least 15 days prior to the hearing. The Town Council may table the matter no more than once without the consent of the Subdivider. (§ 400-34)

12. Town Council shall notify the subdivider of any recommendations so that the subdivider may correct the final tracing. (§ 400-35)

15-30 Days

13. Town Council Review of Final Plat: The final plat, in the form of a final tracing, shall be resubmitted at least 5 working days prior to the Town Council meeting for consideration. The Town Council may table the matter no more than once without the consent of the Subdivider. (§ 400-36)

14.a. If disapproved: The mayor shall attach to the plan a statement of reason for such action and return to subdivider. Notion of action taken shall be entered in records of the Town Council.

14.b. If approved: The mayor sign the plat and attach a notation of final approval and return it to the subdivider Notion of action taken shall be entered in records of the Town Council. (§ 400-38)

15. Subdivider shall record the final plat in the office of the County Clerk within 7 days of approval and shall provide the Town Council with as many photolito prints of the final map as may be required by the Town Council. (§ 400-38, 39)

30 Days