

**Instructions for**  
**Application for**  
**Vacation or Partial Vacation of a Subdivision**  
**or Plat Amendment to a Subdivision**  
**Sublette County, Wyoming**

**PROCESSING PROCEDURE**

A **Sufficient** Vacation or Partial Vacation, Plat Amendment Application includes:

1. Completed Application for a Vacation, Partial Vacation or Plat Amendment.
2. Plat Map of proposed Vacation, Partial Vacation or Plat Amendment. (attached)
3. 1 copy of the proposed Vacation, Partial Vacation or Plat Amendment, email of pdf file.
4. A copy of the deed / ownership for the affected property.
5. \$250.00 application / processing fee (checks payable to Sublette County)
6. Letter of authorization (if applicable)
7. A sufficient determination shall be made by the staff, within 14 days of receipt of the application. After the application is determined sufficient the proposal shall be sent to the members of the Plat Review Committee who shall have a minimum of 30 days to review the application. Upon review by the Plan Review Committee, staff shall schedule the application for the next available Planning Commission and County Commissioners meetings.
8. Any other additional information the Planning & Zoning Staff may require (see other materials)

# Application for Vacation or Partial Vacation of a Subdivision or Plat Amendment to a Subdivision

Sublette County, Wyoming

**Filing Fee: \$250.00**

**Date Submitted** \_\_\_\_\_

\_\_\_\_\_ **Date Accepted**

**Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).**

Name of Proposed Subdivision: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Agent/Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Note: Please attach the legal description (deed) to this application.**

Property Location: (Section) \_\_\_\_\_ (Township) \_\_\_\_\_ (Range) \_\_\_\_\_

Subdivision: \_\_\_\_\_ Filing: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Zone: \_\_\_\_\_ Number of Lots/Units Proposed: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Average Size of Lots/Units: \_\_\_\_\_

Reason: \_\_\_\_\_

[illegible]

# **CHECKLIST**

## **Application for Vacation or Partial Vacation of a Subdivision or Plat Amendment to a Subdivision**

Name of Subdivision: \_\_\_\_\_

### **Application Materials**

<b>Staff</b>	<b>Applicant</b>
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- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Application for Vacation or Partial Vacation, Plat Amendment (completed, signed, and dated) |
| _____ | _____ | 2. 1 copies of Vacation or Partial Vacation, Plat Amendment email of <u>pdf</u> file.          |
| _____ | _____ | 3. Application / Filing fee.   |

### **Items to be shown on Subdivision Plat:**

Partial Vacation, or Plat Amendment shall conform to the Sublette County Subdivision Resolution Chapter XII, Subchapter IV, Section 4, entitled "Vacation / Modification to Filed Plats".

### **Letters From Reviewing Agencies**

<b>Staff</b>	<b>Applicant</b>
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- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Wyoming Department of Game & Fish    |
| _____ | _____ | 2. Wyoming Department of Transportation |
| _____ | _____ | 3. Sublette County Fire Fighters        |
| _____ | _____ | 4. Sublette County Surveyor (Contract)  |

*Thank you for your time and consideration in filling this out. Your cooperation will expedite the preparation and hopefully lead to the approval of the requested proposal you have submitted to the Sublette County Planning and Zoning Department.*