



# TOWN OF SARATOGA

PO BOX 486

PHONE: 326-8335

## SUBDIVISION PERMIT APPLICATION

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SARATOGA ZONING ORDINANCE OF 1979, SECTION 356-1,3)

DATE OF APPLICATION: \_\_\_\_\_ ZONE: \_\_\_\_\_ FEE: \_\_\_\_\_  
(see fee table)

APPLICANT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P.O. BOX: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

PURPOSE AND DESCRIPTION OF SUBDIVISION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### THE FOLLOWING IS FOR OFFICIAL USE ONLY

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Permit Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Hearing Dates: Planning Commission \_\_\_\_\_ Town Council: \_\_\_\_\_

Date of Legal Notice (15 days prior to Planning Commission meeting): \_\_\_\_\_

Date of Legal Notice (15 days prior to Council meeting): \_\_\_\_\_

Photograph Taken: \_\_\_\_\_

Actions:

Planning Commission: [ ] Approve [ ] Disapprove Date: \_\_\_\_\_

Town Council: [ ] Approve [ ] Disapprove Date: \_\_\_\_\_



# TOWN OF SARATOGA

PO BOX 486

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## MUNICIPAL CODE 17.16 & 17.20

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### **Chapter 17.16 APPLICATION AND PERMIT PROCEDURE**

#### **17.16.010 General procedure.**

The planning commission shall receive all subdivision applications and shall, after evaluation, make findings and recommendations to the town council concerning an application for a final plat within thirty days from the date of the filing with the administrative official of the planning commission (zoning officer). If no action is taken by the planning commission within that time, the plat shall be deemed to be approved by the planning commission. The governing body shall approve or disapprove the subdivision application and issue a subdivision permit or ruling within thirty days after receiving a report from the planning commission. (Ord. 356 Ch. 2 § 1, 1979)

#### **17.16.020 Approval.**

The town council shall approve or disapprove the subdivision application and issue a subdivision permit or ruling within forty-five days after the application was filed after receiving a report from the planning commission. If any part of the subdivision lies outside the limits of an incorporated city or town but adjacent to or within one mile of the boundaries of an incorporated city or town, the approval of the governing body of the city or town must also be obtained in accordance with W.S. 1977, Section 34-12-103. (Ord. 356 Ch. 2 § 4, 1979)

#### **17.16.030 Plat—Signing and recording.**

A. Signing of Plat. The town council shall endorse approval on the plat after the security assurance has been approved by the governing body and all the conditions of the planning commission review if concurred upon by the town council pertaining to the plat have been satisfied. This approval is contingent upon having the lots staked and execution of the certification by a registered land surveyor stating that he or she is responsible for the survey and that the final plat accurately depicts the subdivision and the survey. Approval of the final subdivision plat shall be by resolution of the town council.

#### B. Recording of Plat.

1. The governing body will sign the tracing cloth or reproducible mylar original of the subdivision plat and two sepia prints of the subdivision plat. The sepia prints will be returned to the applicant's engineer.

2. It shall be the responsibility of the zoning officer of the planning commission to file the plat with the county clerk's office within thirty days of the day of signature. Simultaneously with the filing of the plat, the zoning officer of the planning commission shall record any other legal documents as shall be required to be recorded by the town attorney. (Ord. 356 Ch. 2 § 5, 1979)

#### **17.16.040 Permit—Issuance.**

After final approval, a subdivision permit will be issued upon payment of the subdivision permit fee. The fee shall be the greater of one hundred dollars or ten dollars per lot up to a maximum fee of one thousand dollars. (Ord. 356 Ch. 2 § 6, 1979)

#### **17.16.050 Resubdivision.**

A. Procedure for Resubdivision. For any change in a map of an approved or recorded subdivision plat, if such change affects any street layout shown on such map, or area reserved thereon for public use, or any lot line, or if it affects any map or plan legally reached prior to the adoption of any regulations controlling subdivisions, such parcel shall be approved by the planning commission by the same procedure, rules and regulations as for a subdivision.

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B. Procedure for Subdivisions Where Future Resubdivision Is Indicated. Whenever a parcel of land is subdivided and the subdivision plat shows one or more lots containing more than one acre of land, there are indications that such lots will eventually be resubdivided into small building sites, the planning commission may require that such parcel of land allow for the future opening of streets and the ultimate extensions of adjacent streets. Easements providing for the future opening and extension of such streets may be made a requirement of the plat. (Ord. 356 Ch. 1 § 11, 1979)

## 17.16.060 Planned unit development.

These regulations may be modified by the degree necessary to accomplish the objectives and standards required for the planned unit development of residential or commercial subdivisions, or a mixture, in accordance with Chapter 18.51 of this code. A developer is not exempt from meeting the requirements of these regulations. (Ord. 356 Ch. 1 § 13, 1979)

## **Chapter 17.20 PRELIMINARY PLAT**

### 17.20.010 Application procedure and requirements.

The applicant should file in duplicate an application for approval of a preliminary plat. The application shall:

- A. Be made on forms available at the office of the zoning officer of the planning commission;
- B. Include all land which the applicant proposes to subdivide and all land immediately one hundred feet therefrom, or of that directly opposite thereto, extending one hundred feet from the street frontage of such opposite land, with the names of the owners as shown in the assessor's office showing the subdivision superimposed thereon;
- C. Be accompanied by a minimum of twelve copies of the preliminary plat as described in these regulations;
- D. Be accompanied by a minimum of three copies of construction plans as described in these regulations;
- E. The zoning officer of the planning commission shall submit the preliminary plat to the planning commission at the first regular meeting. (Ord. 356 Ch. 2 § 2(a), 1979)

### 17.20.020 Documents to be submitted.

- A. Preliminary Plat. The following items shall be included on the preliminary plat:
  - 1. Name of subdivision, date, label "Preliminary Plat," graphic scale, north arrow;
  - 2. Name and address of property owner, subdivider (if other than owner) and developer;
  - 3. Name, address and seal of the registered professional engineer or land surveyor responsible for preparation of the plat;
  - 4. Names of adjacent property owners of record and abutting subdivisions and street;
  - 5. The plat shall be drawn at a scale of not less than one hundred feet per inch. Boundaries of the tract will be drawn to scale showing all bearings and distances to the nearest one hundredth foot;
  - 6. Location dimensions and names of existing streets, railroads, easements, municipal boundaries or other public properties and significant features shall be shown within and adjacent to the plat;
  - 7. Zoning classification of the tract and adjacent property shall be shown;
  - 8. Radii of streets, points of curvature, lengths or arcs, street names;

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9. Layout of proposed parcels of land including dimensions of lot lines, lot numbers and building setback lines.

B. Construction Drawings. The following items shall be included in the construction drawings submitted with the preliminary plat:

1. The drawings shall show all physical features such as streams, wooded areas and existing structures;
2. Existing topographic contours at an interval of not greater than five feet shall be shown;
3. Location of existing sewers, water mains, storm drains, power transmission lines with capacities and direction of flow within and adjacent to the tract and showing proposed connections;
4. Location, right-of-way and pavement width of proposed streets and utility easements laid out according to sound planning principles. (Ord. 356 Ch. 5 §§ 1, 2, 1979)

## **17.20.030 Preliminary approval.**

After the planning commission has reviewed the preliminary plats and construction plans, any municipal recommendations and testimony and exhibits submitted at the meeting, the applicant shall be advised of any required changes and/or additions. The commission shall approve, conditionally approve or disapprove the preliminary plat within thirty days after the date of the regular meeting of the commission. One copy of the proposed preliminary plat shall be returned to the developer with the date of approval, conditional approval or disapproval and the reasons therefor accompanying the plat. Before the commission approves a preliminary plat showing park reservation or land for other local government, the commission shall obtain approval of the park or land reservation from the town council. (Ord. 356 Ch. 2 § 2(b), 1979)

## **17.20.040 Improvements to be indicated.**

The planning commission shall require the applicant to indicate on the plat all roads and public improvements to be dedicated, all special districts for water, fire and utility improvements which shall be required to be established or extended and any other special requirements deemed necessary by the planning commission in order to conform the subdivision plat to the official map and the master plan of the town. (Ord. 356 Ch. 2 § 2(c), 1979)

## **17.20.050 Effective period of preliminary approval.**

The approval of a preliminary plat shall be effective for a period of one year at the end of which time final approval on the subdivision must have been obtained from the planning commission, although the plat need not yet be signed and filed with the county clerk. Any plat not receiving final approval within the period of time set forth in this title shall be null and void, and the developer shall be required to resubmit a new plat for preliminary approval subject to all new zoning restrictions and subdivision regulations. (Ord. 356 Ch. 2 § 2(d), 1979)

## **17.20.060 Zoning regulations.**

Every plat shall conform to existing zoning regulations and subdivision regulations applicable at the time of proposed final approval, except that any plat which has received preliminary approval shall be exempt from any subsequent amendments to the zoning ordinance rendering the plat nonconforming as to bulk or use; provided, that final approval is obtained within the one-year period. (Ord. 356 Ch. 2 § 2(e), 1979)

## **17.20.070 Soils data.**

The subdivider shall obtain and review recommendations from the local conservation district regarding soil suitability, erosion control, sedimentation and flooding problems. The subdivider shall provide these recommendations to the

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zoning officer and planning commission. The subdivider shall provide evidence that recommendations from the local conservation district have been taken into account in the design of the proposed subdivision. (Ord. 356 Ch. 2 § 2(f), 1979)