



CITY OF GILLETTE

Development Services
Planning Division
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Administrative Plat Checklist

1. Plat Requirements

- a. Access
- b. Drainage areas
- c. Parkland (if applicable)
- d. Name of the subdivision
- e. Owner/developer, agent, and engineering/surveying firm information (contact information)
- f. Engineering/surveying firm (contact information)
- g. Wyoming license number for surveyors and engineers
- h. Type of plat
- i. Date of preparation
- j. Required certifications
- k. North arrow, scale (no smaller than 1" = 100 ft.)
- l. Legend and summary table
- m. Vicinity map (min. 2,000 ft. around the plat at 1" = 500 ft.)
- n. Description of boundaries, control monuments, benchmark, basis of bearing
- o. Legal description of subdivision
- p. Floodplain areas (if applicable)
- q. Significant natural features or hazards
- r. Any existing wells (water, methane, or oil)

Plat Requirements (Continued)

- s. Lot numbers, blocks, layout, dimensions of each lot
- t. Fonts large enough to be readable, show subdivision boundary as a thick line, solid lines for lot boundaries, dashed lines for easements
- u. Street and rights-of-way widths shown and labeled
- v. Distances and bearings for all property lines shown on plat
- w. Curve descriptions for all line arcs with chord bearings, lengths, and radii
- x. Square footage/acreage for each lot

2. Other Required Supplemental Information

- a. Total amount of administrative plat review fee - \$340.00
- b. Two (2) 24" x 36" paper copies of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- c. Title report (showing ownership and easements)
- d. Copies of any necessary off-site easements
- e. Required Engineering supporting materials (if applicable)
- f. Plat and all required documents uploaded into Energov