CITY OF GILLETTE

Development Services
Planning Division
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Annexation Plat Checklist

1. **Plat Requirements**

a.   Title

b.   Name of the annexation

c.   Owner/developer, agent, and engineering/surveying firm information (contact information)

d.   Wyoming license number for surveyors

e.   Label as annexation plat

f.   Date of preparation

g.   Required certifications

h.   North arrow, scale (no smaller than 1" equals 200 ft.)

i.   Legend and summary table

j.   Vicinity map

k.   Description of boundaries, control monuments, benchmark, basis of bearing

l.   Legal description of annexation

m.   Floodplain areas (if applicable)

n.   Significant natural features or hazards

o.   Any existing wells (water, methane, or oil)

p.   Show lots and blocks of all existing lots in greyscale

q.   Fonts large enough to be readable, show annexation boundary as a thick line

r.   Existing street shown and labeled

s.   Distances and bearings for all boundaries shown on plat

Plat Requirements (Continued)

t.   Curve descriptions for all line arcs with chord bearings, lengths, and radii

u.   Certification language, dedications, approval statements and

2. Other Required Supplemental Information

a.   Total amount of annexation plat review fee - $475.00

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.   Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys for Planning Commission

e.   Excel document (.xls/.xlsx) of surrounding property owner mailing list of owners in the county that will be within 1/2-mile of the new city limit boundary for advertising

f.   Word document (.doc/.docx) of the metes and bounds legal description for outer boundary and each proposed zoning district

g.   Petition to Annex and Petition to Zone documents

h.   Plat and all required documents uploaded into Energov