



CITY OF GILLETTE

Development Services
Planning Division

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www.gillettewy.gov

Condominium Plat Checklist

1. Plat Requirements

- a. Name of Condominium at top center of each sheet, and sheets numbered
- b. Date of preparation, scale and north arrow. The top of each sheet shall represent north wherever possible
- c. Vicinity map showing the location of the proposed condominium
- d. Legal description of the property
- e. Description of all monuments, both found and set, which mark the boundary of the property, and a description of all control monuments used in the survey
- f. Identification of all common areas
- g. Horizontal unit boundaries with bearings and distances
- h. The location and dimension of horizontal and vertical building sections, existing and proposed, in sufficient detail to legally describe air spaces
- i. Units logically and consecutively numbered
- j. The location and dimension of existing and proposed improvements, including decks, walkways and other accessory structures
- k. Names of adjacent streets
- l. A notarized certificate by all parties having any titled interest in or lien upon the land and improvements, consenting to recording of the plat
- m. Certificates for Registered Land Surveyor, City Planning Commission, City Council, City Engineer and County Clerk, as per regulations

2. Other Required Supplemental Information

- a. Payment for total amount of condominium plat review fee - \$475.00, plus \$15.00 per unit over 10 to a maximum of \$1,500

Other Required Supplemental Information (Continued)

- a. Two (2) 24" x 36" paper copies of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- b. In the case of Condominium Conversions, the developer shall submit copies of letters to the tenants of the building notifying them of the proposed conversion
- c. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. not including rights-of-way of the exterior boundaries of the condominium property
- d. A draft of proposed private easement descriptions for utilities serving the condominium development
- e. A draft of the proposed condominium declaration covenants for the Planning Commission review and comment, but not for any formal approval
- f. Title Opinion of Ownership and Encumbrance report
- g. Plat and all required documents uploaded into Energov