



CITY OF GILLETTE

Development Services
Planning Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

Preliminary 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. Wyoming license number for surveyors and engineers
- g. Type of plat
- h. Date of preparation
- i. Required certifications
- j. North arrow, scale (no smaller than 1" = 100 ft.)
- k. Legend and summary table
- l. Vicinity map
- m. Description of boundaries, control monuments, benchmark, basis of bearing
- n. Legal description of subdivision
- o. Floodplain areas (if applicable)
- p. Significant natural features or hazards
- q. Any existing wells (water, methane, or oil)
- r. Lot numbers, blocks, layout, dimensions of each lot

Plat Requirements (Continued)

- s. Fonts large enough to be readable, show subdivision boundary as a thick line, solid lines for lot boundaries, dashed lines and labeling for easements
- t. Street and rights-of-way widths shown and labeled
- u. Distances and bearing for all property lines shown on plat
- v. Curve descriptions for all line arcs with chord bearings, lengths, and radii
- w. Square footage/acreage for each lot
- x. Contour intervals (2 ft. intervals on separate page)
- y. Flow indicator arrows

2. Other Required Supplemental Information- at time of submittal

- a. Total amount of final plat review fee - \$680.00
- b. Two (2) 24" x 36" paper copies of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- c. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys
- d. Title report (showing ownership and easements)
- e. Copies of any necessary off-site easements
- f. Required Engineering Division supporting materials as required by the current City of Gillette Design Standards
- g. Plat and all required documents uploaded into Energov