



**CITY OF GILLETTE
DEVELOPMENT SERVICES
PLANNING DIVISION**

ANNEXATION PLAT APPLICATION & CHECKLIST

This application is for an annexation plat and the accompanying checklist is to be used by the applicant to ensure the application is correct and complete upon submittal. All supporting documentation is required at the time of submittal. Please complete the application and address all items. If something is not applicable, write N/A in the blank with any necessary explanation on a separate sheet. This checklist is required with the submittal. The checklist serves only as a guide and the details of the requirements are contained within the Wyoming State Statutes, City of Gillette Subdivision Regulations, Zoning Ordinance, Design and Construction Standards, and other City Regulations.

All applications are required to be submitted through the City's ePlans system. Please submit all supplemental information along with five (5) paper copies of the plat to the City Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the plat into the ePlans system. Should you have questions, please contact the Planning Division at (307) 686-5281.

APPLICATION

Name of the Annexation: _____

Total Area of the Subdivision: _____ acres.

Total Area of Rights-of-Way: _____ acres.

Existing Zoning of the Property in the County: _____

Proposed Zoning of the Property: _____

Owner: Name, address, telephone number, and email address:

Agent: Name, address, telephone number, and email address:

Engineer: Name, address, telephone number, and email address:

Surveyor: Name, address, telephone number, and email address:

Narrative explanation of the annexation:

Signature of Agent or Owner

CHECKLIST INFORMATION

1. Plat Requirements

- a. Title _____
- b. Name of the Annexation _____
- c. Owner/Developer (contact information) _____
- d. Engineering/Surveying firm (contact information) _____
- e. Wyoming License Number for Surveyors _____
- f. Label as Annexation Plat _____
- g. Date of preparation _____
- h. Required certifications _____
- i. North arrow, scale (no smaller than 1" equals 200 ft.) _____
- j. Legend and summary table _____
- k. Vicinity map _____
- l. Description of boundaries, control monuments, benchmark,
basis of bearing _____
- m. Legal description of annexation _____
- n. Floodplain areas (if applicable) _____
- o. Significant natural features or hazards _____
- p. Any existing wells (water, methane, or oil) _____
- q. Show lots and blocks of all existing lots in greyscale _____
- r. Fonts large enough to be readable, show annexation boundary
as a thick line _____
- s. Existing street shown and labeled _____
- t. Distances and bearings for all boundaries shown on plat _____
- u. Curve descriptions for all line arcs with chord bearings, lengths,
and radii _____
- v. Certification language, dedications, approval statements
and signature lines _____

2. Other Required Supplemental Information

- a. Five paper copies of the plat 24" x 36" in size (no bluelines) _____
- b. One 11" x 17" copy of the plat _____
- c. One 8.5" x 11" copy of the plat _____
- d. Payment of required fee _____
- e. Title report (showing ownership and easements) _____
- f. Plat uploaded into ePlans (after initial submittal) _____
- g. Surrounding property owner list within 140 ft. from all boundaries
not including Right-of-Ways or alleys for Planning Commission _____
- h. Surrounding property owner list of owners in the County that will
be within ½ mile of the new City limit boundary for advertising _____
- i. Word document of the metes and bounds legal description for
outer boundary and each proposed zoning district (emailed) _____
- j. Petition to Annex and Petition to Zone documents _____