

Natrona County Development Department  
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“The purpose of the Natrona County Development Department is to provide necessary services to implement sound land use planning and economic development policies to protect and enhance the quality of life for present and future inhabitants of Natrona County.”

## Simple Subdivision

**Adopted by Natrona County Board of County Commissioners**

**CHAPTER 3**  
**SIMPLE SUBDIVISION REVIEW PROCESS**

Section 1. Definitions. A simple subdivision is a division of one (1) parcel into two (2) parcels, either of which is under thirty-five (35) acres and not part of a previously platted subdivision. A simple subdivision provides for an adequate public record of the division, in a less complicated process than a major subdivision.

Section 2. Minimum requirements for a Simple Subdivision Permit

- (1) There is legal access to a public street.
- (2) If the current access is part of an existing Improvement and Service District, the new lot will be required to join the Improvement and Service District.
- (3) All utility easement requirements have been satisfied. See Ch. 7 Section 12
- (4) The lot sizes must comply with current zoning regulations.
- (5) The applicant shall provide a study evaluating the water and sewage system proposed for the subdivision and the adequacy and safety of that system. See Appendix – O Sewage System and Appendix P – Water Supply System.
- (6) Proof of Ownership required.
- (7) The subdivision is consistent with Natrona County Development Plan and the Natrona County Zoning Resolution.
- (8) The subdivision appears to be compatible with the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety, or welfare of the inhabitants of the area and the county.

Section 3. Survey Requirements

a. A Record of Survey shall accompany or be referenced by all deeds recorded in the Office of the Natrona County Clerk that create a Simple Subdivision. The Record of Survey shall comply with the requirements of Appendix M of these standards and regulations.

Section 4. Review Process

- (a.) A "Simple Subdivision Application Form" shall be submitted to the County Development Department (see Appendix B).
- (b.) A recorded warranty deed shall be submitted by the owner.
- (c.) The application and survey are submitted to the Health Department, County Surveyor and Assessor's mapping Department for review.
- (d.) The record of survey shall be approved by the County Development Department, Surveyor and Health Department.
- (e.) The County Development Director shall waive the record of survey requirements when aliquot parts are created such as when all parcels created by the division are either section quarters or quarter-quarters or are government resurvey lot or tracts or combinations of these.
- (f.) The Development Department staff shall submit a report of simple subdivision recorded to the Planning Commission and Board of County Commissioners (BOCC) at a regular interval.
- (g.) No simple subdivision will be approved if there is a deliberate attempt to avoid the requirements of Wyoming Statute 18-5-306.

**APPENDIX B**  
**SIMPLE SUBDIVISION**  
Application Form

A simple subdivision is a division of one (1) parcel into two (2) parcels, either of which is under 35 acres and not part of a previously platted subdivision. Provides for an adequate public record of the division, in a less complicated process than a major division.

**APPLICATION INSTRUCTIONS**

This is an application for a simple subdivision on the parcel of land described hereon. Citizens are encouraged to discuss their application with an appropriate member of the Development Department. All documentation must be complete.

**THE FOLLOWING SHALL BE SUBMITTED:**

A completed application form. Answer all portions and type or print your answers. Attach additional pages, if needed.

A record of survey – See Appendix M, Natrona County Subdivision Regulations.

(The County Development Director shall waive the record of survey requirement when aliquot parts are crested such as when all parcels created by the division are either section quarters or quarter-quarters or are government resurvey lot or tracts or combinations of these).

A copy of the warranty deed is required.

Application fee, as determined by Board of County Commissioner Resolution.

- |    | Applicant   |          | Owner |
|----|---|----------|-------|
| 1. | Name: _____   | Name:    | _____ |
| 2. | Address: _____  | Address: | _____ |
| 3. | Phone: _____  | Phone:   | _____ |
| 4. | Explain why you are requesting the simple subdivision, detail the proposed use: |          |       |
|    | _____   |          |       |
|    | _____   |          |       |
|    | _____   |          |       |

5. Legal description, acreage and PID (Parcel Identification Number). Give quarter-section, section township and range).

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6. Current Zoning of property: \_\_\_\_\_
7. Type of sewage disposal: Public \_\_ Septic \_\_ Holding Tank \_\_ Other \_\_\_\_
8. Source of Water: \_\_\_\_\_
9. This property was purchased from: \_\_\_\_\_
10. The date this property was purchased: \_\_\_\_\_

I (We) hereby certify that I (We) have read and examined this application and know the same to be true and correct to the best of our knowledge. Granting this request does not presume to give authority to violate or cancel the provision of any other State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**APPENDIX M  
RECORD OF SURVEY REQUIREMENTS  
AND  
SURVEY AND MONUMENTATION REQUIREMENTS**

1. Records of survey to be recorded shall be legibly drawn, printed or reproduced with permanent ink, and shall be a minimum of eleven inches by seventeen inches (11 X 17). Records of survey to be filed shall be legibly drawn, printed or reproduced with permanent ink and shall meet the requirements of W.S. 33-29-139.
2. One (1) signed reproducible copy of a stable base shall be submitted.
3. Whenever more than one (1) sheet must be used to accurately portray the land divided or property boundaries realigned, each sheet must show the number of that sheet, and the total number of sheets included. All certifications shall be shown or referenced on one (1) sheet.
4. The Record of Survey shall show or contain on its face, or on separate sheets referenced on its face, the following information:
  - A. A title block including the township, range, principal meridian, County, and state of the surveyed land. Space shall be provided on the Record of Survey for the clerk and recorder's filing information.
  - B. North arrow;
  - C. Scale or Scale bar;
  - D. All monuments found, set, reset, replaced or removed describing their kind, size, location and giving other data related thereto;
  - E. The location of any corners of sections or divisions of sections pertinent to the survey;
  - F. The grid or geodetic bearings, distances, and curve data of all perimeter boundary lines shall be indicated;
  - G. At least two north/east coordinates (State Plane Wyoming East Central Zone, NAD83, NAVE88; US Survey Foot) shall be provided for the control points in the submitted final plat. If obtainable, one of the tie points should be a section, quarter or quarter/quarter corner monument with its coordinates shown.

- H. Data on all curves sufficient to enable the re-establishment of the curves on the ground;
- I. Lengths of all lines shown to at least one-hundredth (1/100) of a foot, and all angles and bearings shown to at least the nearest second;
- J. All parcels created by the survey, designated by number or letter, and the dimensions and area of each parcel (Excepted parcels shall be marked "Not a part"); and roads.
- K. Provide the convergence angle and combine factor for these points referenced on the plat
- L. The signature and seal of the Professional Land Surveyor responsible for the survey.

Platted lot splits shall include the following additional information:

- 1. Location of all structures and small waste systems on all parcels, if any;
- 2. Location and dimensions of the lot to be split;
- 3. Proper monumentation.

Record of Survey shall be signed by the Owner(s), the County Development Planner and the County Surveyor.

#### **SURVEY AND MONUMENTATION REQUIREMENTS FOR RECORD OF SURVEY PLAT**

- 1. Survey and Monumentation.
  - (a) Survey plat description of the perimeter of the proposed subdivision including ties to existing section monuments of record and description of monuments.
  - (b) Permanent reference monuments shall be set on the external boundary of the subdivision and for all lot and block corners.
  - (c) Subdivision boundary control and monumentation shall, unless otherwise modified herein, comply with the most recent applicable portions of the Rules and Regulations of the Board of Registered Professional Land Surveyors (BOPELS). Accuracy of surveys shall be such that closures better than one part in ten thousand are obtained for the perimeter.

**APPENDIX N  
RECORD OF SURVEY AFFIDAVIT**

I, (Surveyor's Name) \_\_\_\_\_, a Professional Land Surveyor, License No. \_\_\_\_\_, do hereby certify that this plat was made from notes taken during an actual survey made under my direct supervision during (insert date), and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.

\_\_\_\_\_  
Surveyor's Signature

Surveyor's Stamp

Surveyor's Name, P.L.S. No. and Expiration Date

**APPENDIX H  
PROOF OF OWNERSHIP REQUIREMENTS**

The applicant for any subdivision permit shall submit proof of ownership to the Development Department. This proof ownership shall meet the following criteria:

- a. The subdivided land is free of all encumbrances and that the person who offers any part of the subdivision for sale or who solicits any offers for the purchase thereof, directly or through agents, may convey merchantable title, subject only to noted reservation or restrictions of record, but free of encumbrances and subject only to a proportionate share of real property taxes or assessments charged or assessed for the year in which any such sale may be legally effected; or
- b. Binding arrangements have been made by the person who offers any part or the subdivision for sale, directly or through an agent, to assure purchasers of any part of the subdivision that upon full payment of the purchase price a deed can and will be delivered conveying merchantable title subject to noted reservations or restrictions of record and free of encumbrances not specifically assumed by the purchaser, subject only to a proportionate share of such taxes and assessments thereon as may be levied or assessed for the year in which such sale may be legally affected.
- c. If mortgaged, mortgagee must sign the plat. A contract for deed purchaser, must sign with the owner of record.