



www.tetonwyo.org

MEMORANDUM

Date: June 25, 2008

To: Planning Staff and Local Consulting Firms

From: Jeff Daugherty, Planning Director

Re: Final Plat application process

An applicant has requested that the Planning Department provide a written timeline for processing applications for Final Plat. Please note that it is the policy of this department NOT to condition plats. The signature of the Board chair should be the only remaining outstanding item when the Plat is brought to public hearing.

PO Box 1727
200 South Willow Street
Jackson, Wyoming 83001

ph: 307.733.3959
fax: 307.733.4451

Process and Timeline for Final Plats

(Pursuant to the Land Development Regulations in force as of the date of this memo)

- 1) Application submittal.
- 2) Sufficiency determination (14 calendar days from submittal date).
- 3) If application is not sufficient, applicant has 60 days to correct insufficiencies, or application is considered withdrawn.
- 4) Once sufficient, distribution to Technical Review Committee (TRC).
- 5) Review by TRC (3 weeks MINIMUM); comments returned.
- 6) If TRC has no significant issues, discussion with applicant regarding scheduling Plat for public hearing.
- 7) Meeting date determined; required legal notice for public hearing placed in newspaper three weeks prior to the hearing date.
- 8) Neighbor Notice letters mailed (minimum 2 week comment period).
- 9) Applicant must fix technical errors within 30 days of notification from TRC or application shall be considered withdrawn (Section 6110.C).
- 10) The following shall be delivered to the Planning Department by 9:00 am the business day before Board packets go out:
 - a. Copies of all documents to be recorded with the Final Plat (including, but not limited to, signed and notarized affidavits of owner, mortgagee, or surveyor; CCRs; conservation easements; well easements, access easements, etc.);
 - b. Copies of notarized signatures on the mylar map, if signatures are not obtained via affidavit;
 - c. Payment for all fees (including, but not limited to, technical review fees, neighbor notice fees, exactions, or required letters of credit);
 - d. Six copies of map, reflecting all requested changes from the TRC, for packets for the Board.
- 11) If the above-referenced documents or fees are not delivered by this time, Staff will prepare a memo for the Board packets requesting postponement of the hearing to a mutually determined date.
- 12) If the documents are not delivered in time to make the subsequent mutually-determined hearing date, Staff will request postponement to a

date uncertain and will bill the applicant the postponement fee of \$50. Once all outstanding items are addressed, a new hearing date will be selected, advertisements run, and neighbor notice letters mailed, with all costs billed to the applicant.

- 13) The mylar plat map, digital version of map, and original documents to be recorded with the plat shall be delivered to the Planning Department by 9:00am the day before the public hearing. The submittal shall include a cover letter attesting that no changes to the plat packet have been made from the submittal received under #10. If the submittal is significantly different than what was reviewed previously by Staff, or not delivered by the requested time, Staff shall request postponement of the public hearing.

Please feel free to contact me with any questions or concerns you may have. I hope this outline is helpful as you or your clients work through the platting process.