



# CITY OF ROCK SPRINGS

## LOT LINE ADJUSTMENT / LOT SPLIT

(not requiring re-subdivision)

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### GENERAL INFORMATION

Thank you for your interest in modifying property line boundaries within the City of Rock Springs. The following information is provided to you as an introduction to the Rock Springs land development process. The City of Rock Springs defines a subdivision as “the division of any parcel of land into two (2) or more lots, blocks and/or sites, with or without streets or highways and includes re-subdivision.”

**The Rock Springs Subdivision Ordinance is enacted for the purpose of:**

- ❖ Ensuring orderly development in conformance with a duly adopted Comprehensive Plan, which may include a major street plan;
- ❖ Protecting the public health, safety, and general welfare of present and future residents of the City of Rock Springs, Wyoming;
- ❖ Establishing standards and procedures for the protection of the common interests of the general public, the landowner, and the subdivider;
- ❖ Protecting the character and value of lands and buildings throughout the City of Rock Springs and minimizing conflicts among the uses of land and buildings;
- ❖ Providing for safe and adequate transportation systems, utilities and other public facilities;
- ❖ Establishing adequate and accurate records of land subdivision; and,
- ❖ Encouraging the use of innovative land planning and urban design techniques

**All subdivisions must be in conformity with the Rock Springs Zoning Ordinance (Article 13) and Subdivision Ordinance (Article 16). All Rock Springs Ordinances can be viewed on the City’s website at [www.rswy.net](http://www.rswy.net).**

To ensure that the correct application is filed with the City of Rock Springs, please note the following definitions:

- ❖ **Lot Line Adjustment:** An adjustment between two or more adjacent lots where the land taken from one lot is added to an adjacent lot and where a greater number of lots than originally existing is not thereby created. (Use the Lot Line Adjustment / Lot Split Not Including Re-subdivision Application Packet)
- ❖ **Lot Split:** A division of a lot, parcel or tract into not more than two lots which meet the minimum standards of the zoning ordinance. Multiple lot splits by consecutive or multiple property owners shall not be used to evade the subdivision ordinance. (Use the Lot Line Adjustment / Lot Split Not Including Re-subdivision Application Packet OR if the Lot Split occurs within a platted subdivision, complete the Re-subdivision Application Packet)
- ❖ **Minor Subdivision:** Any subdivision of unplatted land which creates not more than four (4) lots, which does not create any new streets or vacate any existing streets, and which does not require the extension of any municipal utilities or the creation of any new public improvements. (Submit the Minor Subdivision Application Packet)
- ❖ **Resubdivision:** A resubdivision shall be any amendment, including a lot split, to an already approved and recorded plat, except for the correction to any drafting or surveying errors. (Use the Re-subdivision Application Packet)
- ❖ **Subdivision:** The division of a lot, tract, parcel or other unit of land into two (2) or more lots for the immediate or future purpose of sale, building development or redevelopment, for residential, industrial, commercial or public purposes. (Use the Subdivision Application Packet)

**NOTE: IF PROPOSING BOTH A LOT LINE ADJUSTMENT AND A LOT SPLIT, A SEPARATE APPLICATION MUST BE FILLED OUT FOR EACH REQUEST.**



CITY OF ROCK SPRINGS
LOT LINE ADJUSTMENT
- OR -
LOT SPLIT APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

City Use Only:

Date Received \_\_\_\_\_ File Number: \_\_\_\_\_
[ ] Approved [ ] Approved with Conditions [ ] Denied
[ ] Contact the Building Department at (307) 352-1540 for building permit submittal requirements.
[ ] \_\_\_\_\_
[ ] \_\_\_\_\_
[ ] \_\_\_\_\_
Date of Action: \_\_\_\_\_ By: \_\_\_\_\_

[ ] \$50.00 Application Fee

PROPERTY INFORMATION

PID: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Legal Description Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay: \_\_\_\_\_ Floodplain Designation: \_\_\_\_\_

CONTACT INFORMATION

Petitioner: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
Company Name: \_\_\_\_\_
Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Email Address: \_\_\_\_\_

Property Owner: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
Company Name: \_\_\_\_\_
Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Email Address: \_\_\_\_\_

Engineer/Architect: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
Company Name: \_\_\_\_\_
Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Email Address: \_\_\_\_\_

**APPLICATION INFORMATION**

Lot #1 designation (i.e. 24A): \_\_\_\_\_ Lot #1 zoning: \_\_\_\_\_

Lot #1 acreage and/or square footage: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Lot #2 designation (i.e. 24B): \_\_\_\_\_ Lot #2 zoning: \_\_\_\_\_

Lot #2 acreage and/or square footage: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

**NOTE:** This checklist must be completed and submitted as part of the application submittal. All items as listed within this checklist shall be submitted and/or addressed. Any missing items shall constitute an INCOMPLETE application. INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a COMPLETE application is submitted.

- Application Fee (\$50.00).
- Current TITLE REPORTS from a title company identifying owners and mortgagees of ALL PROPERTIES involved in the Lot Line Adjustment or Lot Split. (Note: Other types of less extensive reports, i.e. ownership, encumbrances, etc. will not be accepted.)
- 2 - Full-size Site Plan drawings drawn to scale (folded), showing at a minimum the following:
  - o Property lines, both existing and proposed;
  - o Existing building locations(s) and setbacks (from both existing and proposed property lines);
  - o Easements and adjoining streets;
  - o Existing and proposed utilities (include overall lot drainage arrows);
  - o Labeled dimensions.
- 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- 1 - PDF scanned at full-size of Site Plan drawing (submitted electronically to city\_planner@rswy.net)

**REVIEW PROCEDURE:**

- ❖ Upon receiving a complete application, the City shall review and determine if it is in compliance with the zoning and building ordinance (the Zoning Ordinance is available on the City’s website [www.rswy.net](http://www.rswy.net)).
- ❖ The Planning Department may refer copies of the plan to and seek comment from other officials and agencies (utility review meeting). Utility Review Meetings are held at least 6 days after a complete application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will only be sent to the parties listed on the application so be sure to provide all addresses of those persons whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the meeting. Conditions may be imposed to bring the lot line adjustment / lot split into compliance with zoning ordinances (or other adjustments necessary for utilities, such as easements).
- ❖ Following approval by the City/Utility Review Committee, the lot line adjustment / lot split shall be accomplished by the applicant(s) recording a deed or deeds with the Sweetwater County Clerk’s office, containing legal descriptions prepared by a licensed land surveyor and a copy of the map.
- ❖ The applicant(s) shall place on file with the planning department a copy of the recorded deed or deeds within forty-five (45) days of approval.
- ❖ If the applicant is unable to obtain approval of the lot line adjustment / lot split from the Planning Department, the applicant may bring the matter before the governing body for its consideration through the Minor Subdivision process.

**NOTE:** Completed Lot Line Adjustment / Lot Split Application Forms may be submitted electronically to [city\\_planner@rswy.net](mailto:city_planner@rswy.net). The application fee, plans and all supporting materials shall be submitted via mail or in person. Applications will not be considered complete until ALL required submittal items are received. It is in the best interest of the applicant to contact the City to ensure submittals are complete. Incomplete applications will be returned.

**SIGNATURES REQUIRED:**

I acknowledge that I have read and understand this application and the pertinent regulations of the City of Rock Springs. I certify that the information provided with this application is true and correct and that I am an authorized agent of the institutions, corporations, agencies, partnerships or other entities listed on the Title Report. I further certify that I understand that any missing items shall constitute an INCOMPLETE application and that INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a complete application is submitted.

**All property owners and parties having any titled interest in or lien upon the land shall sign and be party to this application.**

Printed Name of Petitioner: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name of Property Owner 1: \_\_\_\_\_

Signature of Owner 1: \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name of Property Owner 2: \_\_\_\_\_

Signature of Owner 2: \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name of Surveyor: \_\_\_\_\_

Signature of Surveyor: \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name of 1<sup>st</sup> Mortgagee: \_\_\_\_\_

Signature of Mortgagee 1: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name of 2<sup>nd</sup> Mortgagee: \_\_\_\_\_

Signature of Mortgagee 2: \_\_\_\_\_ Date: \_\_\_\_\_

Attach additional pages, if needed.