

RESOLUTION 1350

A RESOLUTION ADOPTING THE CITY OF LANDER SUBDIVISION REGULATIONS AND REPEALING ALL PREVIOUS RESOLUTIONS OF THE SAME SUBJECT AND TITLE

WHEREAS, the governing body desires to remove the existing subdivision regulations from the City Ordinance Structure and adopt such regulations as Resolutions, and

WHEREAS, the governing body has approved Ordinance 2024-08 Creating Title 4 which excluded said subdivision regulations, and

WHEREAS, adopting Resolution 1350 shall supersede and vacate previously passed Resolution Numbers 185, 231, 549, 560, 576, 737, 804, 892, and 1101.

WHEREAS, Ordinance 2024-08 superseded and replaced Ordinance 1234 and further, the Governing Body of the City Lander shall consider a new Ordinance to vacate any conflicting language that may be contained in Ordinances 728 and 1107; and

WHEREAS, all Resolutions or parts of Resolutions in conflict herewith are hereby repealed; and

WHEREAS, Severability. If any section, subsection, sentence, phrase, or clause of this resolution or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

NOW THEREFORE, be it ordained by the Governing Body of the City of Lander, Fremont County, Wyoming that the City of Lander Adopts the following City of Lander Subdivision Regulations as herein written below.

CITY OF LANDER SUBDIVISION REGULATIONS

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1 Subdivisions General Provisions

These regulations have been promulgated and adopted with the following purposes in mind:

- A. To ensure orderly development in conformance with a duly adopted Master Plan.
- B. To protect the public health, safety and general welfare of present and future residents of the City of Lander, Wyoming.
- C. To establish standards and procedures for the protection of the common interests of the general public, the landowner and the developer.
- D. To protect the character and value of lands and buildings throughout the City of Lander and minimize conflicts among the uses of land and buildings.
- E. To provide safe and adequate transportation systems, utilities and other public facilities.
- F. To establish adequate and accurate records of land subdivisions.
- G. To encourage the use of innovative land planning and urban design techniques.

2 Application And Exemptions

[2.1 Application](#)

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2.1 Application

City of Lander Subdivision Regulations shall apply to:

- A. All of the lands within the boundaries of the City of Lander, Wyoming as they shall from time to time be amended.
- B. Any proposed division of real property within the City limits of Lander must comply with this ordinance with application and approval by the Planning Commission. No person shall subdivide any lot or tract of land or modify any deeded boundary without first applying for a subdivision, obtaining a recommendation from the Lander Planning Commission and approval of the City Council.
- C. None of the provisions at the adoption of this ordinance shall be construed to require replatting for any subdivision plats that have been made and legally recorded pursuant to any regulations previously in force; and all plats heretofore filed for record and not subsequently vacated are hereby declared valid.
- D. However, if any such subdivision has never been or has partially been improved with paved streets, curb, gutter, sidewalks and proper utility lines, no building permit will be issued for those lots within such subdivision or part thereof that does not have direct access to said improvements until those public improvements have been installed according to the adopted City of Lander Engineering Standards and Specifications Manual - Most Recent Edition. The financial responsibility for installing those improvements rests with the owner(s) of record of that/those lot(s).

- E. For subdivision outside of City Limits with approved City water and/or sewer services, the owner(s) that must have those public improvements installed shall make application to the City for the establishment of a Public Improvement District as provided under Chapter 15, Title 6, Wyoming State Statutes (1977), as amended, with said District being of sufficient size to encompass the entire subdivision or a portion thereof as determined by the City Engineer/Public Works Director.

2.2 Exemptions

These regulations shall not apply to:

- A. The subdivision of land for and creation and/or the sale of cemetery lots.
- B. The sale of land to the State of Wyoming, U.S. Government or any political subdivision thereof.
- C. A lot, tract, or parcel of land 35 acres or more in size.

2.3 Subdivisions Within One (1) Mile Of City Limits

- A. All Planned Subdivisions within one (1) mile of the City Limits shall be reviewed by the Planning Commission and Certified by the City Council. The Plat shall be reviewed to ensure it:
 - 1. Conforms to any adopted street plan of the city, town or county.
 - 2. Contains all areas for streets, roads and alleys that are dedicated rights-of-way.
 - 3. Contains dedicated easements for all existing and proposed utilities; and
 - 4. Contains any additional criteria the governing body of the city or town and the board of county commissioners agree to through a jointly adopted plan or voluntary agreement.
- B. When executed, acknowledged and approved as provided in LMC 8.08.030, the plat shall be filed and recorded in the office of the clerk of the proper county.

3 Administration And Enforcement

[3.1 Administration](#)

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3.1 Administration.

- A. These regulations shall be administered by the City of Lander Administration.
- B. All plats submitted to the City Council of the City of Lander shall first have been examined by the City Engineer/Public Works Director and the Planning Commission in accordance with the procedures established by this ordinance. As a part of their examination, the Staff and the Commission may consult with other public or private agencies to determine whether or not the plat as proposed will contribute to the orderly growth and development of the City. The City Hall Administration shall receive all materials required to be submitted by these regulations.

Preliminary and final subdivision plats, supporting materials and any Department's recommendations thereon shall be reviewed and evaluated by the Planning Commission. After concluding its examination, the Planning Commission shall, in the case of Preliminary Plats, notify the developer of its decision in writing, and in the case of Final Plats communicate its findings and recommendations to the City Council in writing. The actions of the City Administration, the Commission and the Council shall be governed by the procedures and schedules hereinafter set forth.

- C. The City shall not extend utilities and services and shall not approve any proposed subdivision of land which by itself or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City unless the Preliminary Plat submitted to the Planning Commission is accompanied by a properly acknowledged petition for annexation to the City and a separate application for proper zoning.
- D. The City Administration shall review both the annexation petition and the Preliminary Plat for accuracy and completeness and shall process the plats as if the land were already a part of the City. The required plats and the annexation petition may be considered by the City simultaneously; however, final action by the City Council on the annexation petition and zoning shall precede or be taken concurrently with final action on the Final Plat.

3.2 Appeals.

Any developer or landowner aggrieved by the action of the Planning Commission or the administrative staff of the City of Lander in their administration of these regulations, may request a hearing before the City Council. The request shall be in writing, shall be submitted to the City Administration within thirty (30) days of the receipt of such a request, the City Council shall hold a hearing to determine the proper disposition of the matter. At the hearing, the Council shall consider not only the developer's/landowner's appeal, but also the written or verbal comments of the Commission, agency or person appealed from. The Council shall either reaffirm or modify the decision of the Commission, agency or person and note the decision in the record of its

hearing. The developer or landowner may then proceed with the subdivision of the land based upon this decision of the Council including any conditions set forth by Council. This decision shall be binding upon all agencies and administrative personnel of the City of Lander.

3.3 Variances.

Any variances requested from the strict enforcement of these Subdivision Regulations must be formally presented as a variance request through the Board of Adjustments as set forth in Ordinance 2024-8, *Title 4 Planning and Zoning Code* as from time to time may be amended.

3.4 Vacations.

- .A. Vacation of Plat or Portion of Plat . Any plat may be vacated by the owners or proprietors thereof at any time before sale of any lots, or before the City has made substantial improvements in the subdivision, by submitting a copy of the plat to the Planning Commission along with a written request for the vacation. In cases where lots have been sold, the written request shall be by all of the owners of lots within the plat. The Planning Commission shall make a recommendation on the vacation to the City Council and the Council shall approve or disapprove the vacation. The recording of an instrument vacating the plat shall operate to destroy the force and effect of the recording of the original plat and to divest all public rights in the streets, alleys, common and public grounds laid out or described in such a plat.
- B. Vacation of Streets and alleys. Any Street or Alley platted and laid out under the provisions of these regulations or laid out under any prior law of the State of Wyoming regulating private plats may be altered or vacated in the manner provided by law for the alteration or discontinuance of highways.
 - A. Any part of a plat may be vacated under the provisions, and subject to the conditions of Vacations of these regulations, provided such vacating does not abridge or destroy any of the rights and privileges of other proprietors in said plat and provided, further, that nothing contained in this section shall authorize the closing or obstruction of any public highways laid out according to law. The request for vacation shall be made by all of the owners of lots within that portion of the overall plat sought to be vacated.
 - B. When any part of a plat shall be vacated as aforesaid, streets, alleys and other public grounds shall be assigned to all lots or parcels adjacent to the public area being vacated in equal proportions.
 - C. The County Clerk shall write in plain, legible letters across that part of said plat so vacated, the word "vacated" and also make a reference on the same to the volume and page in which the said instrument of vacation is recorded.
 - D. Land covered by a vacated plat may be replatted as described by these regulations. Any later replatting of an area already platted and not vacated shall be construed to be a request for the vacation of the original plat or portion thereof. Any such plat, once approved and recorded, shall act to

vacate the original plat which it replaces.

3.5 Administrative Liability.

- A. The City shall hold harmless the other city agencies and officials and their official agents and representatives, when acting in good faith and without malice, from all personal liability for any damage that may accrue to any person or property as a result of any act required by these regulations, or for the omission of any act on the part of the Commission, agency or official or their authorized agents in the discharge of their duties hereunder. Any suit brought against the City or the City Administration because of any such act or omission in the carrying out of the provisions of these regulations shall be defended by the City's legal department through final determination of such proceedings.

4 Procedures And Requirements For Subdivision Platting

4.1 Pre-Application

4.2 Preliminary Plat

4.3 Final Plat

4.4 Minor Plats

4.5 Corrected Plats, Replats And Re-Subdivisions

4.6 Final Plat Infrastructure Improvements

4.7 Legal Status

4.1 Pre-Application

- A. Prior to the submission of a Preliminary Plat as required by these regulations, the developer shall contact the City Administration, the City Engineer/Public Works Director and any other administrative personnel or public or private agencies to determine:
1. Procedures and requirements for filing the preliminary and final plats.
 2. Availability of public water and sewer and requirements when public systems are not readily available.
 3. Zoning requirements on the property.
 4. Transportation Plan, land use, schools, parks and other public open space as directed in the most recently adopted Master Plan.
 5. The location and extent of any floodplains as shown by maps is located on line as the: FEMA's National Flood Hazard Layer or the City Building Department.
 6. Soil types and problems on the property as shown on available soil survey maps prepared by the Natural Resources Conservation Service or a professional engineer.

- B. As part of this pre-application process, the developer may discuss with the City Administration or any other appropriate agency the developer's tentative proposals for the development of the property.
- C. The purpose of this pre-application procedure is to determine any problems with the proposed development before expenses are incurred in the preparation of a Preliminary Plat. No official action is required of the City Administration or other agencies other than to offer appropriate comments on the proposal.

4.2 Preliminary Plat

- A. Preliminary Plats shall be submitted in an acceptable printed and electronic format as designated by the City Administration. The Preliminary Plat shall consist of a drawing or drawings and accompanying material and information prescribed by these regulations.
- B. The Preliminary Plat drawing(s) and written narrative shall be prepared on an approved application form provided by City Administration. Partial or incomplete application forms will not be accepted.
- C. The following information and material shall be a part of any Preliminary Plat submittal and shall accompany the Preliminary Plat drawing:
 - 1. A completed application form accompanied by payment of the total amount of the Preliminary Plat fee and all necessary zoning and annexation forms as appropriate.
 - 2. Plat drawings prepared by a Professional Engineer or Professional Land Surveyor licensed in the State of Wyoming.
 - 3. A statement explaining how and when the developer proposes to install water, sewer, paving, sidewalks, drainageways, and other required improvements.
 - 4. A statement describing the development and maintenance responsibility for any private streets or drives, ways and open spaces.
 - 5. The recommendation of a qualified professional engineer regarding soil suitability, including corrosion hazard, erosion control, sedimentation and flooding potential problems.
 - 6. A description of the phasing and scheduling of phases for the development if the Final Plat is to be submitted in separate phases.
 - 7. A petition for annexation to the City of Lander if the land to be subdivided is contiguous to and, either by itself or as part of a larger tract, is completely surrounded by the boundaries of the city.
 - 8. An application for appropriate City zoning for the subdivided area if the area is to be annexed or if the existing zoning district does not allow the type of use proposed.

9. Information as to appurtenant water rights that may be transferred to the City to service the water needs of the subdivision, including but not limited to quantity, source and applicable documents as required by the City Public Works Director/City Engineer to transfer the water rights to the City in exchange for providing City treated water.
- D. After receipt of the Preliminary Plat and all required supporting material, City Administration shall schedule the Plat for consideration at a regular business meeting of the Planning Commission.
1. The following is the full explanation of the process:
 - a. After receipt of the Preliminary Plat and all required supporting material, City Administration shall schedule the plat for consideration at the next regular business meeting of the Planning Commission which shall be at least within AT LEAST twenty-one (21) days after the date on which the Plat was submitted, and shall, within three (3) days transmit copies to appropriate agencies and officials for their review and comment.
 - b. At a minimum, copies of the plat shall be referred to:
 - (1) The City Engineer/Public Works Director
 - (2) The City Building Inspector
 - (3) Any utility or special district
 - (4) City Parks and Recreation Commission
 - (5) The City Fire Administrator
- E. Agencies receiving referral copies of the Preliminary Plat should return written comments on the Plat to the City Administration within fourteen (14) days after receipt of the Plat. Agencies may also present comments on the Plat at the Planning Commission meeting at which the Plat is considered.
- F. Upon receipt of all agency comments, or at the end of the fourteen (14) day period, the City Administration will summarize the agency comments, add written comments and recommendations from the City Administration itself, and present the material and recommendations to the Planning Commission for its consideration.
- G. At least seven (7) days prior to the date of the Planning Commission meeting at which the Plat is to be considered, the City Administration shall, from information provided by the developer as a part of his Preliminary Plat submittal, notify the owners of subdivided lots and owners of un-platted land contiguous and immediately adjacent to the boundaries of the proposed subdivision of the time and date of the meeting.
- H. The developer and all other interested or affected parties shall be allowed to offer comments on the Preliminary Plat at the Planning Commission meeting. After due deliberation, the Planning Commission shall either approve or disapprove the Preliminary Plat and so notify the developer in writing within ten (10) business days after the date of the meeting at which final action was taken.

The Planning Commission may attach conditions to its approval. If the Plat is disapproved, the Planning Commission shall specify conditions under which the Plat may gain approval.

- I. If the developer contends that conditions of approval attached by the Planning Commission are of such a nature as to make development of his land impractical or if the developer contends that disapproval of his Preliminary Plat by the Planning Commission was a wrongful decision, he may, in writing, request a hearing before the City Council and proceed according to the provisions of 3.2 of these regulations.
- J. Approval of the Preliminary Plat either by the Planning Commission, or upon appeal, by the City Council shall be effective for twelve (12) consecutive calendar months from the date of approval. The developer may apply in writing for and the Planning Commission may, for cause shown, grant a six (6) month extension to the twelve month period. If a Final Plat has not been submitted within this specified period on all or a portion of the land area included in the Preliminary Plat, a Preliminary Plat must be again submitted for approval. In a phased development, any land area for which a Preliminary Plat has been approved and for which a Final Plat has not been submitted within thirty-six (36) months from the date of the approval of the Preliminary Plat, shall not be allowed to proceed with final platting until a new Preliminary Plat is submitted and approved.

4.3 Final Plat

- A. After approval of the Preliminary Plat, the Final Plat may be prepared and submitted. The Final Plat shall be prepared and certified as to its accuracy by a registered land surveyor licensed to do such work in the State of Wyoming. The Final Plat and required supporting material shall conform to the City of Lander Standards and Specifications.
- B. Final platting may be accomplished in stages covering reasonable portions of the area of an approved Preliminary Plat. When this is done, each sheet of the Final Plat shall contain a vicinity map showing the location of the portion being submitted in relationship to the area for which the Preliminary Plat was submitted. All Final Plats so submitted shall be of the same scale; shall have identical titles, legends and other information; and shall have match lines so that mosaics of the entire subdivision can be developed. Each stage of the subdivision shall be as nearly self-sustaining and complete as possible, and shall by itself, or in conjunction with previous stages, meet the design standards set forth in these regulations so that if development of the entire subdivision is interrupted or discontinued after one or more stages is completed, a viable development will result. Plats of a phased subdivision may be submitted together for concurrent review by the Planning Commission. If submitted for concurrent review, the plats shall be assessed a single Final Plat fee and shall require a single set of supporting documentation covering all phases.
- C. An electronic copy of all required supporting material shall be submitted to the City Administration at least fourteen (14) days prior to the Planning Commission

meeting at which the Final Plat is to be considered. Supporting materials shall include:

1. Water and Sewer drawings prepared by a professional engineer licensed in the State of Wyoming
2. The accompanying DEQ permit
3. Water Rights transfer documents in accordance with the Wyoming State Engineer's Office requirements, as appropriate.

D. All final plats shall be accompanied with the final plat fee and shall include the drawings with the appropriate Certifications as required on an approved application form provided by City Administration. Certifications shall include:

1. A notarized certificate by all parties having any titled interest in or upon the land, consenting to the recording of the Plat. A mortgagor may not have to sign the plat if a permission form provided by City Administration has been received with the Final Plat submission. Certificates shall read in accordance with Wyoming State Statutes and reviewed by Fremont County Clerk's office.
2. Land dedication certificate dedicating public ways, grounds and easements for public use. Land dedications shall read in accordance with Wyoming State Statutes and be reviewed by Fremont County Clerk's office.
3. Certification for Drainage Easements, when appropriate, shall read:

Drainage easements as designated on this plat are hereby dedicated to the City of Lander and its licensees for public use to accommodate the flow or storage of storm waters and shall be kept free of all structures or other impediments
4. Certification of Water Rights, when appropriate, shall read:

Water Rights as designated on this plat have been dedicated to the City of Lander and its licensees and may be transferred to the City of Lander in exchange for providing City treated water.

E. After receipt of the Final Plat, the City Administration shall review the submittal for completeness and for conformance with the approved Preliminary Plat. The City Administration may refer copies of the Final Plat to, and seek comment from, other officials and agencies. Any such comments should be made known to the City Administration within fourteen (14) days after the date of submittal of the Final Plat.

F. The Final Plat shall be scheduled for consideration of the Planning Commission at its next regular meeting after the minimum fourteen (21) day review period. After due deliberation, the Planning Commission shall approve, conditionally approve or disapprove the Final Plat.

- G. If accompanied by an annexation, vacation, partial vacation, or re-zoning request, the Final plat must adhere to the public hearing processes of Ordinance 2024-8 *Title 4 Planning and Zoning*. The required public hearing with (15 days public notice) may take place during the preliminary plat phase or the Final Plat phase but shall occur at least once prior to approval from City Council.
- H. Approval of a Final Plat by the Planning Commission shall remain effective for twelve (12) calendar months. If no action has taken place to construct the improvements for the approved plat within the 12-month period, City Administration may require additional documentation and planning commission approval to proceed with the improvements.
- I. The developer shall be notified of the action of the Planning Commission and the scheduled approval by City Council. If the Plat is disapproved, the developer may request a hearing before the City Council, according to the provisions of 3.2 of these regulations.
- J. Within a reasonable time after receiving the recommendations of the Planning Commission along with the Final Plat and accompanying materials, the City Council shall either approve the Final Plat or disapprove the Final Plat and notify the developer of the conditions to be met to gain approval.
- K. Upon approval by the City Council of the Final Plat, the City Administration shall cause the fully approved and executed Final Plat to be recorded with the County Clerk's office for the filing of the Final Plat among the official records of the County.
- L. As an alternate procedure and at the request of the developer, the City Council may approve a Final Plat and instruct the City Administration to withhold the approved Final Plat from recording for a period of time to allow the developer to install all of the required public improvements according to the plans and specifications approved by the City Engineer/Public Works Director. This procedure, when approved by the Council, shall be in lieu of the guarantees for installation of improvements as set forth in 4-9-4.3.12 of these regulations. An executed standard contract as approved by the City Attorney regarding installation of improvements shall still be submitted with the Final Plat. The contract shall require that all improvements be completed no later than twenty-four (24) months from the date the Final Plat was approved by the City Council. If required by the City Engineer/Public Works Director, the developer shall also submit with the Final Plat a signed and acknowledged instrument in recordable form dedicating to the City those easements shown on the plat which may be needed in advance of the plat being recorded. The developer shall also agree to cooperate with the City Engineer/Public Works Director in the necessary inspections of the construction of subdivision improvements. When the completed improvements are inspected and approved by the City Engineer/Public Works Director and, if proposed for City maintenance, accepted by the City, the plat shall be recorded and the sale of lots may proceed according to the approved and recorded plat. The City Council may repeal the approval of the plat should the developer fail to meet the terms of the contract.

- M. Building permits shall not be issued until all public improvements have been installed, approved by the City Engineer/Public Works Director and accepted by the City Council. However, the developer may appeal to the City Administration to allow the issuance of building permits only if the developer can demonstrate that he is proceeding in good faith and has, at a minimum, installed sewer and water lines as well as has a suitable temporary street surface as determined by the City Engineer/Public Works Director. Certificates of occupancy shall not be issued until all public improvements have been installed, approved by the City Engineer/Public Works Director.

4.4 Minor Plats

For subdivisions consisting of five lots or less, simple lot line changes between adjacent lots, where street dedications are not required, and/or on the determination of the City Administration, the developer may proceed directly to the preparation of the Final Plat. The City Administration shall designate those information requirements from the preliminary and final plat processes that will be necessary for the Planning Commission to adequately evaluate the subdivision.

4.5 Corrected Plats, Replats And Re-Subdivisions

- A. Corrected Plats - If, after the approval and recording of a Final Plat, errors are found in the language or numbers on the recorded Plat, the developer shall file a properly signed, corrected or revised original mylar or linen with the City Administration. The Plat shall be noted CORRECTED PLAT under the name of the subdivision. Notations shall be made on the face of the Plat listing all corrections made and the book and page numbers where the original plat was recorded. The City Administration shall review the Plat for correction, secure the signatures of the proper public officials on the corrected plat and present the plat to the City Council for the reaffirmation of their approval and to the County Clerk for recording. The recording of the corrected plat shall void the incorrect original plat and the County Clerk shall note VOID across the face of the incorrect plat.
- B. Replats. If, after the approval and recording of a Final Plat, a developer wishes to modify the location of lot lines on a part or all of the recorded plat, and if there is no change in the location or size of the dedicated streets, the developer shall submit a new Final Plat drawing the revised lot arrangement. The City Administration shall determine which of the required supporting documents shall be resubmitted with the revised Final Plat. The plat shall be marked under the name of the subdivision, REPLAT and shall be processed as a Final Plat.
- C. Re-Subdivision. If, after the approval and recording of a Final Plat, a developer wishes to change the street layout, add lots, or add un-platted land to a part or all of

the platted area, the resulting subdivision shall be treated as a new submittal with both a Preliminary Plat and a Final Plat required. Based on the currency of the information submitted with the original plat, the City Administration shall determine which of the required supporting documents must be resubmitted. The subdivision shall be identified as the existing name of the Subdivision, RESUBDIVISION .

4.6 Final Plat Infrastructure Improvements

A. Prior to the approval of any Final Plat by the City Council the developer shall either:

1. Request that Council proceed according to the provisions of of these regulations regarding delaying the recording of the Final Plat until improvements are installed and approved or;
2. Guarantee the installation of the necessary public facilities by complying with the provisions regarding financial commitments and by executing a standard contract on forms provided by the City.
 - a. The standard contract shall, among other things, specify that the required improvements be installed within the time stated, in accordance with the requirements of the contract, and where applicable, the requirements of the Wyoming Department of Environmental Quality.
 - b. The time specified for the completion of the required improvements shall not exceed twenty-four (24) months from the date the Final Plat was approved by the City Council.
 - (1) As improvements are completed, inspected and approved by the City Engineer/Public Works Director, the developer may apply to the City for a release of a proportionate part of any collateral deposited with the City Council.
 - (2) All public improvements must be designed by a professional engineer licensed to do such work in the State of Wyoming.
 - (3) As provided in the contract, the developer shall install the improvements in a timely manner and in accordance with

plans, specifications and data as approved by the City Council.

- c. Monuments at the corners of all tracts, blocks and lots and at all subdivision boundary corners. Permanent concrete monuments shall be accurately set and established at the intersections of all outside boundary lines of the subdivision, at the intersection of those boundary lines with all street lines; at the beginning and end of all curves; at points or curves where the radius of direction changes; and at such other points as are necessary to establish definitely all lines of the plat. Concrete monuments shall be at least thirty-six (36) inches long and at least six (6) inches in diameter and shall be provided with an appropriate center point. Solid iron pins or iron pipe monuments at least one (1) inch in diameter and at least thirty (30) inches long may be used at all other points.
 - d. Grading, drainage and drainage structures for streets and highways and for areas within the subdivision. Special precautions may be required to prevent erosion and dust control during and after construction.
 - e. Road improvements including base, surfacing, gutters and curbs. Sidewalks will be installed per the City of Lander Standards and Specifications.
 - f. Streetlights, street name signs.
 - g. Water mains and fire hydrants of a size, type and at locations designated by the City Engineer/Public Works Director.
 - h. Sanitary sewer mains, laterals and facilities.
 - i. Storm sewer mains and laterals as approved on the drainage plan.
 - j. Water distribution lines and facilities.
 - k. Utilities such as gas, telephone and electricity.
 - l. Other facilities or improvements as may be specified in the contract and agreed to by the developer.
3. Prior to the approval of any completed improvements, as built plans must be submitted to the City Engineer/Public Works Director.
- a. The plans shall be submitted electronically.
 - b. The plan submittal shall contain:
 - (1) A cover sheet
 - (2) The subdivision plat
 - (3) The overall street layout
 - (4) The overall water system
 - (5) The overall sanitary sewer system
 - (6) The overall drainage plan

- (7) Additional detail sheets as necessary at 1"=50' scale, with title block and sheet numbers in the lower right-hand corner of each page and showing the detailed location of all utilities to include service lines to lots.
 - (8) A permanent benchmark shall be described on each sheet.
- 4. The developer will be responsible for any damage incurred to the improvements until the improvements are accepted by the City Engineer/Public Works Director.
- 5. Construction Inspection.
 - a. The developer shall pay the estimated cost of inspection by the City Fee Schedule
 - b. The developer, before being issued a construction permit, will sign an agreement with the City on the terms and conditions of inspection and post a bond guaranteeing the agreement.
 - c. Construction of public improvements must be inspected by a city registered engineer in the State of Wyoming throughout construction.
 - d. Inspection reports and as-builts will be required for final acceptance by the City of Lander.
- 6. Final Inspection.
 - a. Upon written notice of completion of all the improvements and submission of "as built" construction plans by the developer, the City Engineer/Public Works Director will make a final inspection.
 - b. After correction of any items needing repair, completion or alteration, the City Engineer/Public Works Director will advise the City Council that the improvements are accepted.
- 7. At any time after the completion of construction of public streets and their inspection by the City Engineer/Public Works Director, the developer may request that the City accept maintenance of the streets.
 - a. The Council may accept the maintenance responsibility at its discretion.
 - b. The developer shall provide a one-year warranty on the construction from the time of the acceptance by the City.

4.7 Legal Status

No Final Plat shall be approved unless it conforms to both these regulations and Ordinance 2024-08 Title 4, Planning and Zoning as from time to time may be amended.

Whenever there is a discrepancy between the requirements of these regulations and any other official City regulations, the most restrictive shall apply.

5 Subdivision Design And Engineering Standards

[5.1 General Standards](#)

[5.2 Roads Streets and Alleys](#)

[5.3 Tracts, Blocks and Lots](#)

[5.4 Dedication of Public Lands and Open Space](#)

[5.5 Dedication of Water Rights](#)

[5.6 Manufactured Home Parks](#)

5.1 General Standards.

- A. Subdivisions should comply with the general policy and land use recommendations of the Lander Master Plan.
- B. No subdivision shall be approved which includes features not in conformance with the zoning regulations of the City of Lander or which would obviously generate requests for variances from the provisions of the Zoning Ordinance.
- C. In designing the subdivision, the developer shall consider the topography and its influence on street patterns and drainage, the preservation of natural areas, and the separation of pedestrian activities from vehicular activities.
- D. A drainage report, over lot grading plan, and design drawings of drainage facilities must be submitted for review by the City Engineer/Public Works Director.
- E. Land subject to flooding shall be reserved for uses which do not increase the danger of flooding or are not endangered by flooding which might occur, or they shall be set aside in a designated drainage easement. Subdivisions which include flood plains or designated drainage easements within their boundaries, shall be platted in such a way that the proposed buildable area for habitable structures is outside of the easement or area subject to flooding.
- F. Lands subject to other natural hazards shall be identified and shall not be subdivided until the hazards have been eliminated or until adequate plans have been submitted and approved for eliminating or ameliorating the hazard.
- G. Where permanent easements are needed for utility service, they shall be provided ten (10) feet in width of each side of the appropriate rear or side lot lines for a total minimum easement width of twenty (20) feet. Easements for water and sewer mains shall be no less than 30' wide. If any block of the proposed subdivision does not provide for alleys, then a front yard utility easement of ten (10) feet in width shall be provided.

- H. Drainage easements shall be provided where required by the City Engineer/Public Works Director. No drainage easement shall be allowed on residential side lot lines unless drainage improvements are placed underground.
- I. Utility easements for streetlights and other electrical services shall be provided where required by the City Engineer/Public Works Director.
- J. All utilities including water lines, gas lines, electrical lines, telephone lines and cable television lines shall be placed underground, except in cases where the City Engineer/Public Works Director determines that topography, bedrock or underground water conditions would prevent the developer from doing so.

5.2 Roads, Streets and Alleys.

- A. The arrangement of arterial roads and streets shall conform to the duly adopted Transportation Plan as it shall from time to time be determined.
- B. The arrangement of streets in a new subdivision shall make provisions for the continuation of important streets from adjoining areas.
- C. Streets that are obviously in alignment with already existing platted and named streets shall bear the name of the existing street. Other street names shall be subject to the approval of City Administration and Fremont County Planning and Rural Addressing.
- D. Provide for convenient circulation and means of entry for emergency vehicles from a public street.
- E. Whenever a dedicated or platted half street or alley exists adjacent to the tract to be subdivided, the other half of the street or alley shall be dedicated as a public way.
- F. Under normal conditions, streets shall be laid out to intersect, as nearly as possible, at right angles. Where topography or other conditions justify a variation, the variation from a right angle shall be no more than thirty (30) degrees.
- G. Cul-de-sacs shall conform to standards and specifications adopted by the City Council and contained in the City of Lander Engineering Standards and Specifications Manual - Most Recent Addition.
- H. If a street jogs at an intersection street and does not continue in a straight alignment, the centerline offset of the two parts of the street approaching the intersection street shall be not less than one hundred fifty (150) feet.
- I. Platting shall be accomplished in such a way that private drives and driveways access directly onto arterial streets as little as possible.
- J. No more than two (2) streets shall intersect at one point
- K. Alleys shall be provided in commercial and industrial districts unless

definite provisions are made for service access. Alleys may be provided in residential districts.

- L. Alleys shall be permitted only between the rear yards of lots within the same block.
- M. Where a residential subdivision abuts a major highway, a railroad right-of-way, or a limited access freeway, a state highway, a frontage road shall be required.
- N. Dead end streets are prohibited except where they may be necessary to provide future access to adjacent undeveloped property. In that event, temporary turnarounds may be required on the dead-end street until the adjacent property is developed and the street is extended.
- O. If the developer encourages the use of solar energy within the subdivision, streets should be designed with a predominant east-west configuration.

5.3 Tracts, Blocks and Lots.

- A. Subdivisions shall consist of, in addition to public ways, an integrated and logical arrangement of tracts, blocks and lots. All blocks and all lots within each block shall be consequently numbered. Numbering of blocks and lots in later phases of a phased subdivision shall continue the sequence established in earlier phases.
- B. A tract is a land area, usually larger in size than a typical lot, set aside for a special use or not otherwise included within the normal subdivision pattern of blocks and lots. Tracts shall bear a letter designation, such as Tract A. Letter designations of tracts shall be sequential and shall not duplicate designations of tracts in earlier phases of a phased subdivision.
- C. Blocks in residential subdivisions shall be not less than five hundred (500) feet long and not more than twelve hundred (1200) feet long, except as expressly allowed by the Planning Commission and approved by the City Council. In a residential development, the block width shall normally be sufficient to allow two (2) tiers of lots. Blocks for business or industrial use shall be of suitable width and depth
- D. The lot size, width, depth, shape and orientation shall be appropriate for the type of development contemplated. Developers encouraging the use of solar energy within the subdivision should consider orienting the length of each lot on an east-west axis.
- E. Corner lots and lots with streets on three sides for residential use shall have extra width to allow for a proper setback from both streets.
- F. Double frontage lots (blocks with one lot in width and streets bordering both sides) shall be avoided, except where these lots back upon a major street. Where this is the case, access to those lots from the major street shall be prohibited.

- G. Every lot shall abut and have access to an officially approved street or road.
- H. Side lot lines shall be approximately at right angles to straight street lines or radial to curved street lines.
- I. Whenever a plat is re-subdivided, the newly created lots shall be numbered to avoid duplication of any original lot numbers. A letter may be used in conjunction with a number, for example lot 2A.

5.4 Dedication of Public Lands and Open Space

- A. The purpose of green space is to preserve and enhance natural and/or man-made features, provide a consistent and high level of design to incorporate affordable maintenance for all of the elements of the green space, achieve a degree of safety for users of the green space and to provide and maintain visual and psychological relief in all areas around Lander.
- B. Consideration shall be given to the adequate provision and location of such public sites and facilities in the design of the subdivision connecting present pathways, schools and green spaces as presented in the LAPS plan. The City of Lander Parks and Recreation Commission and the Greenway Committee strive to provide a broad range of conveniently located, quality recreational opportunities for all citizens and visitors of Lander.

SCHEDULE OF MUNICIPAL GREEN SPACE STANDARDS AND PRIORITIES		
Priority	PARK TYPE	RECOMMENDED SERVICE AREA
1	Increase Lander City Park with adjacent/contiguous lands	City of Lander
2	Linear/Greenway/Water Detention Areas	Community Wide
3	Community/Neighborhood Park	1 mile radius
4	Open/Green Space/Water Detention Areas	Community Wide

- C. Required amount of land to be dedicated as park, greenway and/or open space should be determined in accordance with the following table.

TABLE OF PUBLIC DEDICATED LANDS BY ZONE

ZONE/SIZE	ACCEPTABLE PARK TYPE	DEDICATED LAND (not including streets and R-O-W) (include on plat and in checklist) MINIMUM REQUIREMENTS
AG, any size	Green space or Fee-in- lieu	10%
R-1, R-2 < 10 acres	Neighborhood, greenway and/or open space	5%
R-1, R-2 > 10 acres	Neighborhood and/or open space	8%
R-3, R-5 < 5 acres	Greenway/or open space	5%
R-3, R-5 > 5 acres	Community/Neighborhood Park	8%
Commercial	Green space or Fee-in- lieu	8%

D. Any land dedicated to meet the requirements of this section shall be reasonably suited for the public use for which it is intended and shall be at a location convenient to the people served.

1. When the area designated by the owner is not suitable, or if the site is not consistent in type or size with the tables above or the city master plan, the Planning Commission and/or City Council will require that an alternate parcel be dedicated or may allow a Fee-in-lieu land compensation.

E. In the event that the application of these standards would result in sites too small to be usable negative recommendation from the Parks & Recreation Commission and the City Council determines that suitable public sites cannot properly be located in the area covered by the plat, then a payment of a fee-in- lieu of the land dedication shall be required for park development.

1. The amount of the fee shall be as designated on the City of Lander fee schedule per lot in a single-family subdivision.
2. The land dedication fee is to be set aside for future park land acquisitions.
3. This fee shall be paid prior to the filing of the final plat of the subdivision.

F. Land dedicated in a phased development shall be taken at the time of Phase 1 for the entire development, unless land in a future phase is identified as superior and held via Restrictive Covenant. The Mayor is hereby authorized to sign such covenants.

G. The potential for additional dedication through future subdivision of abutting parcels should be considered when choosing location and shall be consistent with the Master Plan.

5.5 Dedication of Water Rights

Prior to acceptance of the Final Plat, by the City Council, the developer shall be required to dedicate, transfer and assign to the City of Lander sufficient water to meet all of the anticipated water needs of the subdivision upon full development as determined by the City Engineer/Public Works Director in accordance with Wyoming State Water law, and as approved by the City Council.

A. When it is alleged that the above requirement for conveyance of water will create an unnecessary hardship on the developer, application may be made to the City Council for a variance in such requirement.

B. In lieu of meeting such requirement and after the City Council does not grant relief therefrom, either in whole or in part, the developer shall pay reasonable costs to the City for the acquisition of such water which the developer is unable to provide.

C. The cost of the acquisition of such water shall be determined by the City Engineer/Public Works Director in accordance with guidelines as approved by the City Council.

D. Such fund shall be kept in a separate fund and be used by the City only for the purpose of purchasing water.

5.6 Manufactured Home Parks.

A. Manufactured home parks and manufactured home subdivisions shall be established only in accordance with all of the provisions of these regulations and the Zoning Ordinance of the City of Lander.

B. Manufactured home parks may be served by private streets or dedicated streets. Dedicated streets shall be constructed to the standards required by the standards and specifications established by the City Engineer/Public Works Director. Private streets shall have an asphalt or concrete surface of at least twenty-four (24) feet in an access easement of at least forty (40) feet. All such private streets shall have unobstructed access to a public street or highway.

1. Each Manufactured home unit shall have direct access to the public or private street system which serves the Manufactured home park.

2. Each Manufactured home space shall be conspicuously numbered pursuant to Section 4-11-12.

3. Adequate sidewalks shall be provided to serve each Manufactured home unit in the Manufactured home park.

4. Manufactured home park areas shall be graded and well-drained and with adequate ground cover in open areas to prevent wind and water erosion of soil.

5. Provision shall be made for adequate night lighting for the entire Manufactured home park area.

6. Manufactured home parks shall provide on-site fire hydrants as directed

by the Fire Department and as provided by the adopted City of Lander Engineering Standards and Specifications Manual - Most Recent Addition.

7. Manufactured home lots may allow for an east-west placement of Manufactured homes to maximize solar exposure for each lot.

6 Planned Unit Development (PUD) General Standards

6 Planned Unit Development (PUD)

6.1 Intent

6.2 General

6.3 Procedures

6.4 Status Of Preliminary Plan After Approval

6.5 Filing Of Statement

6.6 The Final Development Plan

6.7 Alterations Of The Final Development Plan

6.8 Conceptual Development Plan Submittal

6.9 Preliminary Development Plan Submittal

6.10 Final Development Plan Submittals

6.11 Density Bonuses

6.12 Development Standards

6.1 Intent

A. This chapter for planned unit developments (PUD) is intended to provide for the growing demand for housing of all types and designs and for necessary supportive commercial facilities conveniently located to such housing, to create functional and attractive development, to minimize adverse impacts, and to ensure that projects will be assets to the community. It is the purpose of this chapter:

1. To promote and permit flexibility that will encourage innovative and imaginative approaches in land development and renewal which will result in a more efficient, aesthetic, desirable and economic use of land while maintaining density and intensity of use consistent with the applicable adopted plans, regulations and policies of the City.
2. To promote development within the city that can be conveniently, efficiently and economically served by existing municipal utilities and services or by their logical extension.
3. To promote design flexibility including placement of buildings, use of open space, pedestrian and vehicular circulation systems to and through the site and off-street parking areas in a manner that will best utilize potential

on-site characteristics such as, topography, geology, geography, size and proximity.

4. To provide for the preservation of historic or natural features where they are shown to be in the public interest, including but not limited to such features as: drainage ways, flood plains, existing topography or rock outcroppings, unique areas of vegetation, historic landmarks or structures.
5. To provide for compatibility with the area surrounding the project site.
6. To provide for usable and suitably located open space such as, but not limited to, bicycle paths, playground areas, park-yards, tennis parks, swimming pools, planned gardens, outdoor seating areas, outdoor picnic areas, and similar open space.
7. To minimize adverse environmental impacts of development.
8. To improve the design, quality and character of new development.

6.2 General

A. A planned unit development shall be consistent with the statement of purpose for planned unit development and the following criteria:

A. Density.

1. The maximum gross density of the PUD is based on the zone in which it is located. Actual density shall be computed by dividing the total number of dwelling units of the Planned Unit Development by the total acres of the development. The density for portions of the PUD may exceed the maximum gross density for the underlying zone as long as the maximum gross density for the entire PUD does not exceed the maximum gross density allowed in that zone, as described in ii below. The net density of the particular phase of the PUD shall be the number of dwelling units divided by the acreage of the phase. The total acreage shall be that area contained in the planned development application and include all proposed streets, common area, public parks and dwelling sites and similar areas within the proposed development. When such computation ends with more than 0.5 of a dwelling unit, the maximum density will be increased to the next whole number;
2. The maximum density shall be based on the applicable zoning designation as follows:

Zone	Maximum Density	Zone
R-1	4 residential units per gross acre.	R-1
R-2	10 residential units per gross acre.	R-2

R-3	18 residential units per gross acre.	R-3
R-5	44 residential units per gross acre.	R-5

3. For PUDs in the General Commercial District, the maximum density allowed would be the same as the R-3 zone: eighteen residential units per acre;
4. Density bonuses may be awarded as set forth in 4-9-7.11.

B. Ownership.

Each application shall be signed by the owners of all the property to be included in the planned unit development. At the time of filing any final development plan under this chapter, the owner shall file a recordable agreement between the owner and the city in the office of the county clerk providing for a mandatory homeowners' association when ownership of the property is divided. When used in this chapter, the term "developer" means the same as "owner."

C. Common Areas.

1. Before final plan approval, the developers shall specify the manner of holding title to common areas or facilities of joint use.
2. Such areas and facilities shall be retained in title by the developers of the planned unit development or deeded to a Home Owner's Association or Organization composed of all owners in the development.
3. The method used by the developers is subject to approval by the city attorney.

D. Standards.

1. Planned unit developments shall all use and development standards and requirements in this code and Ordinance 2024-08 *Title 4 Planning and Zoning*. Where the standards and requirements of this chapter conflict with the requirements of other earlier enacted sections of this code, the provisions of this chapter shall apply.

E. Permitted Uses.

1. Except as otherwise permitted or restricted, all uses permitted in the R-1, R-2, R-3 and R-5 districts are permitted in a PUD provided that any commercial uses proposed for the PUD must meet the satisfaction of the City Administration and that such uses, if any, shall not change, injure, or destroy, temporarily or permanently, the predominantly residential character of the PUD.

6.3 Procedures

A. Conceptual Development Plan.

1. The developer may request an informal review of a conceptual plan for a development by representatives of the City Administration, public works department, water/wastewater department, fire department and building division.
2. Developers seeking a conceptual plan review shall submit the items required in 4-9-7.8 no less than fourteen (21) days before the developer wishes to have a conceptual plan meeting.
3. Neither the developer nor the city is bound by any conceptual plan review.

B. The Preliminary Development Plan.

1. Not less than fifteen (21) business days before the regular Planning Commission meeting at which the developer wants a Preliminary development plan to be considered, the developer shall file a Preliminary development plan with the city clerk's office. The Preliminary Development Plan shall be considered as filed with the Planning Commission on the date of the Planning Commission meeting at which it is presented.
2. Before the Planning Commission makes a recommendation on a Preliminary Development Plan, it shall hold a public hearing giving the same 15-day notice as required for a Preliminary Plat as defined in the City of Lander Subdivision Rules and Regulations.
3. After the hearing on the Preliminary Development Plan, the Planning Commission shall either recommend to the city council (1) preliminary approval of the plan as submitted; (2) preliminary approval subject to specified conditions not included in the plan submitted, or (3) denial of preliminary approval. At the developer's request, action may be postponed.
4. Before taking action, the City Council shall hold a public hearing on the Preliminary Plan. The city council shall cause notice of such hearing to be given at least fifteen days in advance of the hearing in a newspaper of general circulation in the city. The owner of the property for which the PUD is sought, and all owners of property located within 400 feet of the subject property shall be sent a notice of the public hearing by first class mail using either the street address or the address of record in the office of the county assessor.
5. Following the public hearing, the city council shall act on the recommendation of the Planning Commission concerning the Preliminary Development Plan within thirty days after the plan is formally presented to the council. The city council shall determine whether the Preliminary

Development Plan shall be approved, approved with conditions or disapproved and shall cause notice of its decision to be given to the developer. At the developer's request, action may be postponed.

6. If a Final Plan has not been recorded, as provided by these regulation, five years after the date of approval of the Preliminary Plan and plat by the City Council, or from the recording date of the last Final Plan, whichever is later, the Preliminary Plan and Plat shall become null and void and of no further force and effect.

6.4 Status Of Preliminary Plan After Approval

- A. An approved Preliminary Plan shall operate as a Plat of the Planned Unit Development for recording purposes.
- B. A plan which City Council has given Preliminary approval as submitted, or which has been preliminarily approved with conditions (and provided that the developer has not defaulted nor violated any of the conditions of Preliminary approval) shall not be modified or revoked nor otherwise impaired by action of the City Council pending an application or applications for final approval, without the consent of the developer; provided that an application for final approval is filed, or in the case of phased development, provided that applications are filed within the time or times specified in the granting of Preliminary approval.
- C. If a developer chooses to abandon a plan that has been given Preliminary approval he or she may do so before final approval by a signed notice delivered to the City Clerk's office in writing.
- D. If the developer fails to file an application or applications for final approval within the required time period, the approval shall be deemed to be revoked, and the Preliminary development plan shall be null and void.
- E. Substantial or significant changes in the planned unit development as determined by the Planning Commission shall be made only after rehearing and re-approval of the Preliminary plan.

6.5 Filing Of Statement

- A. Within fifteen business days after approval of a preliminary development plan by the city council, the developer City Administration shall file in the office of the County Clerk the properly executed and signed documents. A statement that such a plan has been filed with the Planning Commission and has been approved and that such planned unit development is applicable to certain specified legally described land and that copies of the plan are on file with the City Clerk. Such statement filed in the office of the County Clerk shall specify the nature of the plan, the proposed density or intensity of land use and other pertinent information sufficient to notify any prospective purchasers or users of the land of the existence of such a plan. The recorded statement shall specify that the

Preliminary development plan shall become binding upon all successors and assigns unless amended in conformance with this ordinance. The recorded statement shall also state that substantial or significant changes in the planned unit development shall be made only after rehearing and re-approval of the Preliminary plan. The developer shall be responsible for all costs incurred in filing the statement.

B. Before filing an application for final approval, the developer shall provide the City Clerk with a copy of such recorded statement.

6.6 The Final Development Plan

A. At the risk of the developer, the Preliminary and final development plans may be filed concurrently for review.

B. After receiving notice of the action of the City Council approving the Preliminary development plan, if a developer desires to proceed, he or she shall file the final development plan with the City Administration not less than 21 business days before the regular Planning Commission meeting at which the developer wants a final development plan to be considered. The final development plan shall be considered officially filed with the Planning Commission on the date of the Planning Commission meeting at which such plan is presented.

C. A public hearing on the application for final approval of the plan or part thereof shall not be required provided that the plan or part thereof submitted for final approval is in substantial compliance with the plan given Preliminary approval as determined by the City Administration. The burden shall be upon the developer to show the Planning Commission good cause for any variation between the plan as preliminarily approved and the plan as submitted for final approval.

D. The Planning Commission shall act on the final development plan within thirty days after official filing, unless the time is extended by agreement with the developer.

E. The Planning Commission shall recommend to the City Council whether the final development plan be approved, approved with conditions or disapproved. If recommended for approval, the chairman of the Planning Commission shall affix his or her signature to the plan. If disapproved, the Planning Commission shall cause the reason for the refusal to be given to the developer in writing within 30 business days of the decision.

F. The City Council shall act on the recommendation of the Planning Commission concerning the final development plan within thirty days after the Planning Commission recommendation is formally presented to the city council. If a final development plan is not in substantial compliance with the plan which received Preliminary approval, the City Council may refuse, after meeting with the developer, to grant final approval if the City Council finds that the final plan is not

in the public interest. The City Council shall advise the developer in writing of the refusal, setting forth the reasons why one or more of the variations are not in the public interest.

G. A plan or any part thereof which has been given final approval by the City Council, shall be certified upon the face of the final development plan by the mayor and filed in the office of the County Clerk. If the developer chooses to abandon a plan or portion thereof after it has been given final approval, he or she shall notify the City Council in writing within 90 days. In the event the developer shall fail to commence the planned unit development within eighteen months after final approval has been granted, then such final approval shall terminate and shall be deemed null and void unless the time period is extended by the City Council upon written application by the developer shall record the approved final development plan, signed by the Mayor, in the office of the County Clerk within thirty days after the date of approval; otherwise, the approval of the City Council shall be deemed to have been withdrawn and the approval shall be null and void.

6.7 Alterations Of The Final Development Plan

- A. The final development plan, as passed by the City Council, shall not be altered during the construction of the planned unit development, except as hereinafter set forth:
1. Minor alterations in locations, setting, alignments, bulk of structures, placement or types of plant material, changes in grades, heights, or character of structures, change by no more than five percent in the approved residential density of the proposed development, an increase by no more than five percent in the total number of bedrooms of the proposed development or other similar alterations may be authorized by the Planning Commission.
 2. All other alterations in use, intent, rearrangement of lots, realignment of major circulation patterns, density levels, provisions governing common or open space, or the ratio thereof, or any other alterations that, in the discretion of the City Administration office substantially change the planned unit development must be approved by the Planning Commission and passed by the City Council at public meetings for which public notice as required for the Preliminary development plan is given. The same type and quality of data shall be required as is necessary for the original final approval and passage.

6.8 Conceptual Development Plan Submittal

- A. The conceptual development plan shall include:
1. A drawing showing the proposed location of the boundaries of the planned unit development, uses of land, major streets, and significant features such as drainages, easements, steep slopes, floodplain, etc.

2. A written statement regarding the developer's intent, the site conditions and characteristics, surrounding land uses, available community facilities and utilities.

6.9 Preliminary Development Plan Submittal

- A. The Preliminary development plan shall be submitted electronically with all of the information required on and filed with a Preliminary plat as set forth in the City of Lander Subdivision Rules and Regulations, except lot lines.
- B. The Preliminary plan shall constitute a Preliminary plat.
- C. In addition, the Preliminary development plan shall include three sets of the following:

1. Written Documents.

- a. Application forms.
- b. A schedule showing the proposed time and sequence within which the applications for final approval of all portions of the planned unit development are intended to be filed. The development phases as shown on the schedule shall also be indicated on the plan. As part of the development time schedule each phase shall have a summary of the number of units of each type of use, the number of dwelling units, the acreage devoted to residential, nonresidential, commercial, recreation, open space, common space, streets (both public and private), off-street parking, and other major land uses, density, public lands (existing and proposed), and the total number of acres contained in each development phase;
- c. A summary of the total number of units of each type of use, number of dwelling units, the number of bedrooms per each type of use, the acreage devoted to all major land uses, the acreage of public lands and areas proposed for public ownership, the acreage of the total area proposed to be developed, and the overall net density of the development.
- d. A statement as to the form of ownership proposed to own and maintain the common open space, recreation facilities, and any other area within the area proposed to be developed that is to be retained primarily for the exclusive use and benefit of the residents, lessees and owners of the planned unit development.
- e. A statement as to the substance of the covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities.

- f. A statement specifying any variances, modifications, reductions and waivers of this code being requested as part of the plan approval and setting forth reasons why, in the opinion of the developer, such should be allowed.

2. Site Plan.

- a. Existing zoning.
- b. The type and location of all existing structures including historically significant structures or sites, formally registered on federal or state lists of historic places.
- c. The location, dimensions and capacity of all proposed off-street parking areas in the area to be developed.
- d. The location, dimension, acreage, and ownership of all proposed public and private recreation areas, open space.
- e. Significant natural features including wildlife areas and vegetative cover.
- f. Dimensions and notes adequate to show compliance with the development standards of this chapter.
- g. Proposed signs and locations.
- h. Snow removal plan and storage site.
- i. Storage of association equipment, such as snow removal equipment, lawn mowers, etc.
- j. Surrounding land uses and zoning within one hundred forty feet of the PUD boundary, exclusive of rights-of-way.
- k. Preliminary Landscape Plan including irrigation, stormwater, and surface drainage.
- l. Submit plat electronically.
- m. Any other information or studies that the Planning Commission or City Council may deem necessary.

6.10 Final Development Plan Submittals

- A. The final site plan and supporting information shall include one set of the following information:

1. Written Documents.

- a. Application forms.

- b. A summary of the total number of units of each type of use, number of dwelling units, the number of bedrooms per each type of use. the acreage devoted to all major land uses, the acreage of public lands and areas proposed for public ownership, the acreage of the total area proposed to be developed, and the overall net density of the development.
- c. Proof of the establishment of an entity to own, manage and maintain the common space, green space, open space, recreation areas, recreation facilities, private streets and any other area within the development that is to be retained for the exclusive use and benefit of the residents, lessees and owners.
- d. Copies of all restrictions or covenants that are to be applied to the development area.
- e. A copy of proposed articles of incorporation and bylaws of any landowners' organization or similar corporation to be organized.
- f. Electronic Drawings showing scale, bulk, and architectural character of structures.
- g. A statement specifying any variances, modifications, reductions and waivers being requested as part of the plan approval and setting forth reasons why, in the opinion of the developer, such should be allowed, and,
- h. A schedule showing the proposed time and sequence within which the applications for final approval of all portions of the planned unit development are intended to be filed. The development phases as shown in the time schedule shall also be indicated on the plan. As part of the development time schedule each phase shall have a summary of the number of units of each type of use, the number of dwelling units, the acreage devoted to residential, nonresidential, commercial, recreation, open space, streets (both public and private), off-street parking, and other major land uses, density, public lands (existing and proposed), and the total number of acres contained in each development phase.
- i. A performance and payment bond, an irrevocable letter of credit, funds in escrow or other appropriate equivalent fiscal commitment to guarantee the complete and timely development of any facilities or improvements which are the developer's responsibility. The commitment shall be one hundred twenty-five (125) percent of the cost of improvements as estimated by the licensed professional engineer as retained by the developer and approved by the City Engineer/Public Works Director.
- j. Building permits shall not be issued until the developer can demonstrate that he is proceeding in good faith and has, at a minimum, installed sewer and water lines as well as has a suitable temporary street surface as determined by the City Engineer/Public Works Director. Certificates of occupancy shall

not be issued until all public improvements have been installed, approved by the City Engineer/Public Works Director and accepted by the City Council.

2. Final Site Plan.

- a. The site plan submitted by the developer as part of the application for final approval shall be prepared at a scale no smaller than one inch to one hundred electronically which include the following information:
 - (1) All information required on the Preliminary site plan except contours.
 - (2) Lot lines, easements, public rights-of-way per final subdivision plat.
 - (3) The location of each outdoor trash storage facility.
 - (4) Location, width, surfacing and layout of all streets, parking areas and pedestrian walks.
 - (5) Area lighting plan.
 - (6) Location, size, height, and orientation of all signs in excess of one hundred forty-four square inches; and
 - (7) Location, height and material of all screening walls, fences, and screen plantings.

3. Final Landscape Plan.

A typical lot site plan shall be provided for each type of land use (e.g. single-family, multi-family, patio home, etc.).

4. Final Plat.

A. All documents included in the site plan shall include space for certification of approval in accordance with the form used for subdivision platting including the following statement: "We hereby dedicate to the city of Lander the right to regulate any construction over the area designated as common space, green space, and open-air recreation area to prohibit any construction within said areas and spaces inconsistent with the public interest."

B. One rendered set (not folded) for each of the site plan and landscape drawings which shall be submitted following staff review.

C. Eight and one-half inch by eleven-inch reduction of all plans and architectural drawings which shall be submitted following staff review.

E. Any other information or studies that the Planning Commission or City Council may deem necessary.

6.11 Density Bonuses

- A. Subject to the limitation in subsection (6) of this section, a residential density bonus shall be given as follows:
1. If the developer commits to the provision of low-income housing units, per HUD Section 8 guidelines (eighty percent of median county income), by assurances submitted to the City Administration and approved by the city attorney, a bonus equivalent to the percentage of the total number of dwelling units for low-income housing shall be granted.
 2. If the developer commits to the provision of accessible housing as defined by American National Standards Institute (ANSI) Section A117.1, by assurances submitted to the City Administration and approved by the City Attorney, a bonus equivalent to the percentage of the total number of dwelling units for handicapped accessible housing shall be granted.
 3. If the developer installs automatic fire extinguishing systems in each dwelling unit a bonus of fifteen percent of the total number of dwelling units shall be granted.
 4. If the developer provides additional open space, public or private, over and above the minimum required, a bonus equivalent to the percentage provided above the minimum shall be granted.
 5. A bonus of five percent for every fifty acres included in the development shall be granted.
 6. The total density bonus given by the City shall not exceed fifteen percent of the maximum total density for the development.

6.12 Development Standards

- A. The planned unit development shall conform to the following standards:
1. Minimum Lot Standards. Minimum lot area, width, and yard requirements of other districts do not apply in the PUD.
 2. Open Space.
 - a. A minimum of twenty percent of the total land area shall be retained as usable open space. Open space shall be defined as an open area designed and developed primarily for the use and benefit of the residents of the development to include but not be limited to, recreation, whether private or public, parks, gardens, or parking for open space uses; it shall not include space devoted to required yards, streets and parking for residential and nonresidential uses.
 - b. The City may accept or refuse for any reason the dedication of

land or any interest therein for public use and maintenance.

3. Open Space Maintenance and Guarantee.

- a. The developer shall establish an entity for the ownership and maintenance of recreation areas and common open spaces where such are to be retained in private ownership.
- b. The developer shall submit to City Administration, and approved by the City Attorney, a contract providing for the permanent care and maintenance of open spaces, recreational areas and communally owned facilities and parking lots.
- c. The final development plan shall not be accepted until the agreement required by this subsection is approved as to legal form and effect.
- d. If the common open space is deeded to a homeowners' association, the developer shall file the proposed documents governing the association with the Fremont County Courthouse. Such documents shall meet the following requirements:
 - (1) The homeowners' association must be established before any lots or residences are sold.
 - (2) Membership in the association must be mandatory for each residence owner.
 - (3) Open space restrictions must be permanent and not for a period of year.
 - (4) The homeowners' association must be made responsible for sidewalk maintenance, snow removal plan and storage area, liability insurance, taxes and maintenance of recreational and other facilities.
 - (5) The association must have the power to levy assessments which can become a lien on individual premises for the purpose of paying the cost of operating and maintaining common facilities; and
 - (6) The governing board of any such association shall consist of at least five members who shall be owners of property in the planned unit development.
- e. If the entity established to own and maintain the common open space and recreation areas or any successor entity shall at any time fail to fulfill any obligation imposed on such entity as a condition of approval of the planned unit development, the city may give written notice to the entity or to the residents and owners of the planned unit development or both, setting forth the manner in which the entity has failed to fulfill its obligation.
- f. The notice shall include a demand that such deficiencies be cured within the time specified in the notice. If such deficiencies are not cured within the specified time, the city, in order to preserve the

taxable values of the properties within the planned unit development and to prevent the common open space and recreation areas from becoming a public nuisance, may enter upon the common open space and recreation areas and maintain the same and perform the other duties of the entity until the entity shall again resume its obligations.

- g. All costs incurred by the city in carrying out the obligations of the entity shall be assessed against the properties within the planned unit development and shall become a tax lien on the properties.
- h. The open space shown on the approved final plan shall not be used for the construction of any structures not shown on the final plan.

4. Access.

- a. Each PUD shall have at least two direct accesses to a collector or arterial street as designated on the major street and highway plan.
- b. No individual residential building lot shall be created that has direct access to a collector or arterial street.
- c. Each individual residential lot must have access to a street, public or private, which has been constructed to the public street standards of the city.

5. Sidewalks.

Sidewalks built to city specifications shall be required along one side of all streets, public or private or other approved pedestrian friendly walkway or pathway.

6. Building Requirements.

- a. The maximum building height shall be the same as for the zone district in which the PUD is located, except that a greater height may be approved if surrounding open space within the PUD, building setbacks, and other design features are used to avoid any adverse impact due to the greater height.
- b. All individual buildings or structures shall be separated by a minimum distance of ten feet. A waiver from this minimum distance to permit zero lot line developments may be permitted if the structures are designed and constructed to meet more stringent building and fire code requirements as adopted by the city council.
- c. The front of a dwelling structure shall not face upon the rear of another, unless approved by the city council as part of the plan.

7. Landscaping.

- a. The landscape plan shall be prepared by a certified landscape

architect and shall identify existing and proposed trees, shrubs and groundcover; natural features such as rock outcroppings; and other landscaping elements. Where existing plantings are to be retained, the plan shall include proposed methods of protecting them during construction. Reasonable landscaping should be provided at site entrances, in public areas, and adjacent to buildings. The type and amount of landscaping required may vary with the type of development. All areas not used for buildings, structures, parking, streets, or accessways shall be landscaped with a sufficient mixture of grass, trees, and shrubs, except those areas designated to be left natural.

- b. Landscaping materials shall be appropriate for the local environment, soil conditions, and availability of water. Landscaping may include plant materials such as trees, shrubs, ground covers, perennials, and annuals, and other materials such as rocks, water, sculpture, art, walls, fences, paving materials, and street furniture. Trees shall have at least a one- and three-quarter inch caliper at planting.
- c. The landscape plan shall be approved by the Planning Commission.

8. Signs.

- a. Signs within the residential portion of a planned unit development shall be permitted as follows:
 - (1) One ground sign which identifies the development is allowed at each entrance to the development provided such sign does not exceed twenty-four square feet in area, is not located in, or projecting over, a required yard, and is no more than six feet in height,
 - (2) Development identification signs shall follow a design theme that is related and complementary to other elements of the overall site design, as determined by the Planning Commission or his designated representative.
- b. Signs within the commercial portion of the planned unit development shall be permitted at a location, size and height that is determined by the city council to be appropriate in relation to the residential character of the development.

9. Perimeter.

- a. If topographical or other barriers within thirty-five feet of the boundaries of a planned unit development do not provide reasonable privacy for existing uses adjacent to the development, the City Council shall impose either of the following requirements

or both:

- (1) Structures located along the boundary must be set back from the boundary a distance which is approved by the City Council; and
- (2) Structures located along the boundary must be well screened in a manner which is approved by the city council.

10. Commercial Requirements.

- a. When Commercial development is included in a PUD it shall be deemed to include commercial buildings and associated parking, required yard areas, and all other areas accessory to such commercial usage.
- b. The developer must show to the satisfaction of the City Council that nonresidential uses of a commercial character, if any, shall not change, injure, or destroy, temporarily or permanently, the predominantly residential character of the PUD.
- c. No commercial facilities shall be permitted in any planned residential development which has a gross acreage of less than fifteen acres, or less than one hundred dwelling units, except with prior approval of the City Council.
- d. Unless approved by the unanimous vote of the City Council, no building permit shall be issued for an approved commercial use until fifty percent of the dwelling units have been constructed and are ready for occupancy.
- e. Snow removal plan and storage site.

B. Off-Street Parking.

1. Off-street parking shall be provided for residential dwellings in accordance with the requirements of 4-11-10 of this code unless the reduced street standards for a PUD are used for the development in which case the one family dwelling off-street parking requirements shall be: 1 - 3 bedrooms: 2 spaces, 4 - 5 bedrooms, 3 spaces.
2. Off-street parking spaces for all commercial uses and all nonresidential uses of an educational, cultural, recreational or religious nature shall be the same as set forth for such uses in Section 4-11-10 of this code, unless a reduction is approved by the city as part of the plan.

C. Buffering Standards.

1. Buffering is required with the following factors to be considered in determining the buffer, adequacy of the type and extent of the buffer:
 - a. The purpose of the buffer, for example, to decrease noise levels,

absorb air pollution, filter dust or to provide a visual barrier or to gradually change the residential density from the existing density abutting the PUD to the proposed density of the development.

- b. The size of the buffer is needed in terms of width and height to achieve the purpose.
- c. The location of the buffer.

END OF CITY OF LANDER SUBDIVISION REGULATIONS SECTION

PASSED, ADOPTED AND APPROVED by the Mayor and City Council on the 10th day of December 2024.

THE CITY OF LANDER
A Municipal Corporation

By _____
Monte Richardson, Mayor

ATTEST:

Rachelle Fontaine, City Clerk