



**CITY OF LANDER**  
**SUBDIVISION CHECKLIST – TITLE 4-9-4**  
**NON-REFUNDABLE FEES**  
**PRELIMINARY PLAT \$600.00**  
**FINAL PLAT \$400.00 plus recording fees**

**FINAL PLAT CHECKLIST -**

For Office use only: Case #	S 25.08	Public hearing date	9/18/25
Date Received	8/23/25	Date Fee Paid	waived
Date of public notice	8/27 & 9/3/25	Commission Decision	
Date of Preliminary Plat Approval			
XX Check here if a minor plat (5 lots or less and no new streets)			

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This checklist is to be used as a guide for developers to ensure that the form of final plats are correct and complete and that all required supporting materials have been included in the plat submittal. ALL FINAL PLAT SUBMITTALS MUST BE ACCOMPANIED BY THE COMPLETED CHECKLIST.

Fill in the blanks and check each item as it is completed. Enter "NA" (not applicable) next to any item which does not apply and explain on a separate sheet.

Incomplete or inaccurate submittals will not be accepted. Final plats and the design standards used in their preparation must comply with all of the applicable provisions of the Subdivision and Land Use Regulations of the City of Lander. Questions regarding this checklist should be directed to the Planning Department at 332-2870.

THIS CHECKLIST IS ONLY A GUIDE. CONSULT CITY CODE TITLE 4 FOR A FULL LIST OF REQUIREMENTS.

Please answer all questions. Answers should be clear, readable and contain all the necessary information. Please fill out completely. Use back or attach a separate sheet if additional space is needed.

Legal Description of Property (Street address, subdivision lot and block numbers, or attached a Legal description prepared by a surveyor)

200 Poor Farm Road SE1/4SW1/4 Section 8, T33N, R99W,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Name of Subdivision Popo Agie River Park

Total area of this subdivision: 41.61 acres.

If part of a proposed larger development, total adjacent area contemplated for future subdivision  
                     acres.

Number of Proposed Lots: 2 Typical Lot Size varies  
Linear feet of proposed streets: Total 161.03 Arterial                       
Collector                      Local                     

Existing Zoning R-3 partial, unzoned parcel Proposed Zoning R-3 and PL public lands  
(Please fill out a Request for Re-Zoning if appropriate)

Type of Development Proposed:  
Residential (single-family)                      acres  
Residential (multi-family) 2.37 acres  
Commercial                      acres  
Industrial                      acres  
Open Space (Title 4-9-8) 38.99 acres  
Street Rights-of-Way 0.26 acres  
Other                                           acres

Name of  
**Surveyor** Tom Johnson Email tom.johnson@eaengineers.com

Address 4550 Skyline Dr, Riverton WY 82501 Phone 307-438-3446

Name of  
**Engineering firm** Utilities by Ardurra, Logan Stowe Email lstowe@ardurra.com

Address 205 Storey Blvd, Ste 120, Cheyenne WY 82009 Phone 307-631-7173

- X 1. Final plat sheet size 24" x 36"
- X 2. Plat drawn in black, waterproof India ink on tracing linen, Mylar or similar material
- X 3. Scale of 1"=100' or larger (scales noted on the plat) (1"=200' is allowable if minimum lot size is greater than five (5) acres.)



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- |            |                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>X</u>   | 4. Name of subdivision on the top center of each sheet and sheets numbered.                                                                        |
| <u>X</u>   | 5. General location of the subdivision by section, township, range, county and state.                                                              |
| <u>X</u>   | 6. North arrow, date, scale, vicinity sketches.                                                                                                    |
| <u>X</u>   | 7. Subdivision boundaries in heavy, solid lines and key maps and match lines if needed.                                                            |
| <u>X</u>   | 8. Legal description within allowable error of closure.                                                                                            |
| <u>X</u>   | 9. Location and description of all monuments with survey point of beginning noted on the map.                                                      |
| <u>X</u>   | 10. Bearings, distances and curb data outside all boundary lines (curve data may be in a table)                                                    |
| <u>X</u>   | 11. Lots, blocks, tracts, streets, alleys and easements laid out, dimensioned and located                                                          |
| <u>X</u>   | 12. Drainage easements labeled and appropriately dedicated                                                                                         |
| <u>X</u>   | 13. Street names according to naming system with no duplication of existing street names                                                           |
| <u>X</u>   | 14. Lots and blocks properly numbered                                                                                                              |
| <u>X</u>   | 15. Any <b>exceptions</b> to the subdivision noted                                                                                                 |
| <u>X</u>   | 16. Total acreage of the subdivision and total number of lots noted                                                                                |
| <u>X</u>   | 17. Certification and dedication statement signed by all owners, or others with an equitable interest with their signatures properly acknowledged. |
| <u>X</u>   | 18. Signed certification by a registered land surveyor                                                                                             |
| <u>X</u>   | 19. Certification signatures for approval by the City Engineer, the City Planning Commission and the City Council as specified in the regulations  |
| <u>X</u>   | 20. Certificate for recording by the county Clerk and Records                                                                                      |
| <u>N/A</u> | 21. Disclosure statement of hazards if required                                                                                                    |
| <u>X</u>   | 22. Appropriate annexation language if the plat is also an annexation plat                                                                         |



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FINAL PLAT REQUIRED SUPPORTING MATERIAL

- |            |                                                                                                                                                                                                |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>N/A</u> | 1. Total amount of final plat fee \$ <u>WAIVED</u>                                                                                                                                             |
| <u>X</u>   | 2. Two (2) hard copies and one PDF of the Plat.                                                                                                                                                |
| <u>X</u>   | 3. A completed final plat checklist.                                                                                                                                                           |
| <u>X</u>   | 4. Supporting material on the final plat checklist, such as street plans and profiles, Final Water and Sewer designs, which may, if revised, create the need to adjust the plat configuration. |
| <u>N/A</u> | 5. A variance request if applicable in accordance with City Codes 4-6-1 if required.                                                                                                           |
| <u>N/A</u> | 6. Plans for elimination or ameliorating any natural hazards. <i>See Wetlands delineation phase 1</i>                                                                                          |
| <u>X</u>   | 7. A subdivision application form (minor plat only)                                                                                                                                            |
| <u>X</u>   | 8. Warranty deed and title insurance for public lands other than streets, alleys and easements.                                                                                                |
| <u>N/A</u> | 9. Payment of fees in lieu of public land dedication, if required.                                                                                                                             |
| <u>X</u>   | 10. Copies of recorded off site utility easement(s) when necessary.                                                                                                                            |
| <u>N/A</u> | 11. Disclosure statement regarding ameliorating any hazardous conditions or materials in a form to be recorded if required.                                                                    |
| <u>N/A</u> | 12. Appropriate commitment guaranteeing the timely completion of required improvements. Attach a bond or Irrevocable Letter of Credit in accordance with City Code title 4-9-7-10(i).          |

**Subdividers are requested to submit a cover letter and all supporting documentation and narratives with all final plat submittals.**



## City of Lander

August 25, 2025

To: Planning Commission

RE: Popo Agie River Park Plat, Rezoning, and Annexation request Supplemental Information

Per the subdivision application forms, the City offers the following supplemental information from the preliminary plat checklist.

- a. Payment is waived for City property.
- b. As the subdivider the City proposes installing all infrastructure in the park prior to December 2026 in accordance with the approved plans under the Community Development Block Grant (CDBG) dated January 15, 2025
- c. The City will be responsible for maintaining all infrastructure, park lands and the future Jefferson Street as owners of the property.
- d. The City Engineer and the City design contractors working on the project has verified that the soil is conducive to park improvements.
- e. While the subdivision is not created in phases the construction of amenities may span decades. The initial improvements will include the extension of Jefferson Street, curb and gutter into a gravel parking lot, safety lighting, and water and sewer mains to a central location. Improvement plans area available from the City and Ardurra Group, the engineering firm for the CDBG grant improvements.
- f. An annexation checklist and plat is being filed at the same time as the subdivision plat. No petition is necessary for the City's single party ownership.
- g. Zoning will be accomplished on the subdivision plat. The annexed land will be PL – public lands, the R-3 Lands owned by the City will be PL, the Rhoden purchase will be PL and Jefferson Street ROW dedication and the parcel Rhoden retains will remain R-3 Residential District.
- h. Minor Plat Subdivision is attached.
- i. Preliminary plat checklist attached as appropriate.
- j. Surface Water Rights are listed with the State Engineers Office as proof T-1260, Anderson No. 1., and will stay with the land for full use of the assigned water rights for irrigation. See Notes on plat.
- k. Deeds are attached.



## City of Lander

Supplemental information from Final Plat Checklist:

- No variances are requested.
- While there are no hazardous soils or other hazards, TriHydro engineering firm has prepared a Wetlands Delineation Report, September 2024, in accordance with HUD rules as a part of the CDBG grant award.
- Land acquisition is from a willing seller (Wes Rhoden) who has also agreed to sign the plat as an adjacent landowner. A rezoning request is also attached for the Rhoden property, indicating he is willing to rezone his property that is slated for acquisition.
- Corrective Deed 2022-1440111 states that 36.4 acres of this parcel are “dedicated and conveyed, in perpetuity for the use and benefit of the public for purposes of outdoor recreation” in accordance with a Land Water Conservation Funding that was provided for the purchase of the original parcels.

Please contact staff if there are additional questions.

RaJean Strube Fossen

Lance Hopkin