

Subdivision Review

Supervisors Training 2019



Title 18 - CH 5

Planning & Zoning

Article 1 -

- Deals with County Planning and Zoning regulations
 - 15-5-101 ...the word ‘unincorporated’ means situated outside of cities and towns...
 - 18-5-301 - The Regulation and control of subdivision of land in the unincorporated area in each county is vested in the board of county commissioners of the county in which the land is located
- Conservation Districts are mandated to review subdivisions within the unincorporated areas within the district boundaries



WY Statute 18-5-306

Subdivision Permits

(b) The board shall require the applicant to obtain review and recommendations from the local conservation district regarding soil suitability, erosion control, sedimentation and flooding problems. The review and recommendations shall be completed within sixty (60) days

This review is **advisory** in nature to the Planning Staff and County Commissioners. The Conservation District has 60 days to review and submit recommendations



Subdivision Review- tool to inform & educate

- Provides recommendations to P&Z staff, Commission, & County Commissioners of natural resource concerns specific to the development
- An education tool for land developers and future home owners
- Can provide information from other agencies; Weed & Pest, G&F, Office of Historic Preservation, etc.

Districts may want to check with their County Planning and Zoning to see if information from other agencies is needed



Subdivision Review Process

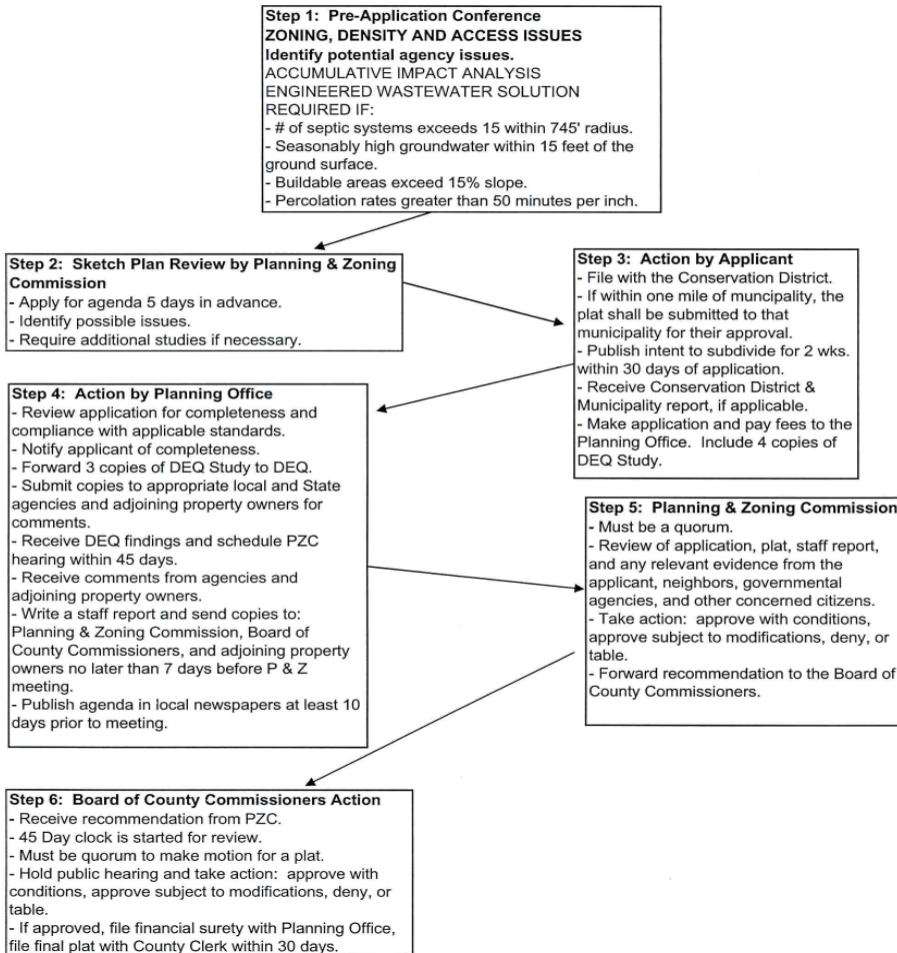
- Predevelopment meeting – Planning staff explains requirements for Conservation District review using County Planning and Zoning flow-chart
- Developer must fill out subdivision review application and pay fee, and provide permission(s) for CD staff to access property for site visit
- CD staff reviews materials and provides subdivision information to W&P, G&F, and Office of Historic Preservation (if applicable)
- Site visit for each subdivision using check list developed by your district or Teton Conservation District. Test pits may be required in areas with shallow ground water indicators
- Complete report submitted to planning staff and land owner



Subdivision Review Flow Chart

Table 4.3

MAJOR SUBDIVISION REVIEW PROCESS



Example: County Planning & CD Review is a 60 day concurrent process



Subdivision Review Time Line

	Days	Action
		Pre Application with County
60		Written Notice to Irrigation Districts – 60 prior to Application to Planning
	30	2 Publications of Intent to subdivide - 30 days
		Make Application to Planning and Conservation District
		CD Review to Planning Staff for inclusion in Staff Report – two weeks before hearing
	60	Staff report complete and mailed to Planning and Zoning Commission – one week before hearing
		Planning and Zoning Hearing

Minor subdivision process is 90 days. Major subdivisions that require a WDEQ groundwater and sewer study take an additional 90 days. This time line does not include County Commissioner hearing



18-5-306 (b)

Content – What should be included :

- Soil suitability
- Erosion control
- Sedimentation
- Flooding concerns

What other issues are a concern in your District?

You may want to include them in your review if not provided via another source



Example of SVCD- Subdivision Review Additional Content

- 1 page summary of key issues
- Site Description- location, acres, existing structures, # of proposed lots, etc.
- Water- proposed culinary water, irrigation water rights, nearest surface water , depth to ground water, well head protection
- Salt River/Stump Creek- 303 (d) listings and relation of subdivision to listed water
- Storm Water- WY DEQ storm water regulations. Construction sites that disturb 1- acre or more are required to have storm water permit



SVCD- Subdivision Review

Additional Content – Cont.

- Soils- reports on physical, chemical and engineering properties of soils included in appendices of report
- Noxious Weeds- report from Lincoln County W&P, including weed control deposit
- Small Acreage Grazing/Livestock- management recommendations. Grazing and waste management plans from NRCS
- Wildlife- Comments from G&F for wildlife conflicts, corridors, ranges, fencing, etc.



Final Product for Planning Staff

- Summary page
- Report
- Maps
- Weed & Pest Review Letter
- Comments from other agencies
- Soils Report



Final Product to Developer

- Report with summary page
- Weed & Pest Review Letter
- Comments from other agencies
- Soils Report
- WDEQ – “does Your construction site need a storm water permit?” brochure
- Lincoln County “Code of the West” brochure
- Backyards and Barnyards Magazine
- Farm Bureau “Moving to the County?” brochure
- Utah State Extension “Small Pasture Management Guide”



Other Issues:

- CD board should review/approve subdivision reviews conducted by district staff
- CD's can charge a fee for subdivision reviews. Fee structure varies between districts
- Review content and fees should be consistent
- Develop a check list for review.
- Have a meeting with planning staff and County Commissioners to discuss issues and content of review
- Work with other partners to address issues specific to your district



Resources:

- NRCS Staff & Soil Survey
- Topographic Maps
- Wyo. G&F website and publications
- State Engineers Water Rights Database
- Wyoming DEQ website
- County Planning GIS information
- Barnyards and Backyards
- UW Cooperative Extension Staff and Publications
- SuiteWater- <http://suitewater.wygisc.org/>

