

CHAPTER 1

ADMINISTRATION AND ENFORCEMENT

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10-1-1: UTILITIES, EXTENSION AND ANNEXATION POLICIES:

Policies of the town relating to the extension of municipal services, annexation and subdivisions:

- A. Outside Corporate Limits: The town shall provide no municipal services outside its corporate limits with the exception of firefighting services which will be provided under existing policy.
- B. Utility Lines: Within the town limits, utility lines shall be extended to places presently not served only where all owners of property along the route of extension shall bear the full cost of the extension on a front foot basis. Property owners shall be notified prior to any planned extension and shall have the right to protest the decision to extend before the council, under the rules of the Wyoming administrative procedures act (Wyoming Statutes of 1957, as amended).
- C. Subdivision Of Lands: The town hereby adopts the following regulations pertaining to the subdivision of lands within its corporate limits and within areas covered by the town comprehensive plan for the extension of utilities. (Ord. 391, 9-7-1976)

10-1-2: PURPOSE:

These regulations are adopted for the statutorily authorized purposes of guiding and accomplishing a coordinated, adjusted and harmonious development of the town which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity, or the general welfare, as well as efficiency and economy in the process of development by:

- A. Public Services: Providing for the logical and economical extension of public services to subdivisions.
- B. Traffic: Providing for the logical extension of the town's traffic pattern in subdivisions.
- C. Open Space: Providing for sufficient open space in subdivisions.
- D. Comprehensive Plan: Preventing development not in accord with the comprehensive plan for the town. (Ord. 391, 9-7-1976)

10-1-3: DEFINITIONS:

As used in this title, the following words and terms shall have the meanings ascribed to them in this section:

LOT: A lot shall be defined as numbered or otherwise described tract of land designated on a recorded deed of conveyance, plat and/or subdivision plat, and separated from other tracts, parcels or portions for the purpose of development or for the transfer of ownership, exclusive of public rights-of-way or private road easements.

MOBILE HOME: A factory assembled movable dwelling over thirty two feet (32') in length and more than eight feet (8') in width, designed and constructed to be towed on its own chassis, comprised of frame and wheels. The mobile home is distinguished from other types of dwellings in that the building construction must conform to the United States department of housing and urban development's manufactured home construction and safety standards, and not to local building codes. Also, the specifications by which mobile homes are built include provisions for its mobility on its chassis. Mobile/manufactured homes that are older than June 15, 1976, will not be permitted anywhere within the town of Basin. Existing mobile/manufactured homes shall be considered

as grandfathered and will be allowed unless or until they are considered a health and safety problem. At such time that a mobile/manufactured home is removed from the property, the property can no longer be occupied by a mobile/manufactured home unless it is of the appropriate age and if otherwise permitted within the area. Any and all mobile/manufactured homes located within the town of Basin must have an affixed manufacturer's certification as outlined in the code of federal regulations title 24 section 3280.11. See also definition of manufactured home in section 11-1-5 of this code.

MOBILE HOME PARK: An area occupied by three (3) or more mobile homes or mobile home spaces. A mobile home park is distinguished from a subdivision in which lots are sold for the placement of mobile homes by its being in one ownership.

SUBDIVISION: A division of a unit of land into three (3) or more lots, plots, units, sites, or other subdivisions of land for the immediate or future purpose of sale, building development or redevelopment for residential, recreational, industrial, commercial or public uses. The word "subdivide" or any derivative thereof shall have reference to the term subdivision. It shall not include mobile home courts where the individual lots are not offered for sale. Mobile home courts in which lots are offered for sale shall be considered a subdivision. (Ord. 410, 7-2-1979; amd. Ord. 581, 2-1-2010, eff. 2-12-2010)

10-1-4: AUTHORITY:

These regulations are adopted pursuant to sections 15-1-401 through 15-1-421 and sections 34-12-101 through 34-12-115 of the Wyoming Statutes, as amended. (Ord. 410, 7-2-1979; amd. 2003 Code)

10-1-5: PERMIT REQUIRED:

- A. Required: No person shall subdivide land or commence the physical layout or construction of a subdivision or mobile home park without first obtaining a subdivision permit from the council.
- B. Nature Of Permit: The signature of the mayor on the final plat of the subdivision or on a record of survey of a mobile home park shall constitute the permit. (Ord. 410, 7-2-1979)

0-1-6: RECORDING OF CONVEYANCES:

The county clerk shall not accept, file or record in the official records of the county any deed of conveyance or any contract or agreement to convey any land subject to this title until a permit has been issued by the council. (Ord. 410, 7-2-1979)

10-1-7: RECORDING OF PLATS:

The county clerk shall not record any plat of any subdivision of any land or record of survey for a mobile home park subject to this title until a permit has been issued by the council. (Ord. 410, 7-2-1979)

10-1-8: FALSIFICATION OF INFORMATION:

Any person who intentionally falsifies or distorts information required by these regulations shall be subject to the penalties provided for in section 10-1-11 of this chapter. (Ord. 410, 7-2-1979)

10-1-9: SEVERABILITY:

If any provision of these regulations or the applicability thereof to any person or circumstance is held invalid, its application to the other persons or circumstances shall not be affected. (Ord. 410, 7-2-1979)

10-1-10: CONSTRUCTION:

The provisions of this title shall be liberally construed in favor of the public interest. (Ord. 410, 7-2-1979)

10-1-11: PENALTY:

- A. Misdemeanor: Violation of these regulations shall be considered a misdemeanor and shall be punishable as provided in section 1-4-1 of this code for each lot transferred or sold in violation. The description by metes and bounds in the instruments of transfer or other documents used in the process of selling or transferring shall not exempt the transaction from penalty.
- B. Additional Remedies: The municipality or any owner of real estate within the district in which the offending building, structure, or land is located may, in addition to other remedies provided by law, institute injunctions, mandamus, abatement or any other appropriate action or proceeding to prevent, enjoin, abate or remove any unlawful erection, construction, alteration, maintenance or use. (Ord. 410, 7-2-1979; amd. 2003 Code)

CHAPTER 2

INITIAL SUBDIVISION PLAN OR MOBILE HOME PARK PLAN

SECTION:

- 10-2-1: Filing
- 10-2-2: On Site Inspection
- 10-2-3: Additional Information
- 10-2-4: Comments
- 10-2-5: Public Hearing
- 10-2-6: Notice
- 10-2-7: Recommendation
- 10-2-8: Considerations

10-2-1: FILING:

The initial subdivision or mobile home park plan shall be filed, in triplicate, with the planning staff at least ten (10) days prior to the regular meeting of the planning commission. (Ord. 410, 7-2-1979)

10-2-2: ON SITE INSPECTION:

The council shall cause an on site inspection of any proposed subdivision or mobile home park to be made. Filing of an initial plan constitutes permission for representatives of the council to conduct this inspection. (Ord. 410, 7-2-1979)

10-2-3: ADDITIONAL INFORMATION:

After consideration of the initial subdivision or mobile home park plan and the results of the on site inspection, the planning commission may require additional plans or information before acting on the initial plan. Among the kinds of additional information which may be required in cases necessitating it are:

- A. Erosion Control Plans: Erosion control plans describing how standards for erosion control set forth elsewhere in the this title will be met.

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- B. Fiscal Analysis: Fiscal analysis, describing the impact of the subdivision on local government revenues and expenditures.
- C. Wildlife Habitat: Analysis of impact on wildlife habitat.
- D. Other Information: Other information as circumstances dictate. (Ord. 410, 7-2-1979)

10-2-4: **COMMENTS:**

- A. Comments on the initial subdivision or mobile home court plan shall be provided, in writing, to the applicant within five (5) days after the planning commission meeting. These comments will include a description of any information required and revisions suggested. Additional information and revised plans shall be filed ten (10) days prior to the next scheduled meeting of the planning commission. (Ord. 410, 7-2-1979)

10-2-5: **PUBLIC HEARING:**

At a meeting following the first consideration of an initial plan, the planning commission shall hold a public hearing on the initial subdivision or mobile home park plan. (Ord. 410, 7-2-1979)

10-2-6: **NOTICE:**

The applicant, immediately following the first consideration of his initial subdivision or mobile home park plan, shall notify all adjacent landowners of his intent to develop the property by certified mail (providing the commission with evidence of notification) and shall place in the Basin Republican Rustler a general description of the location of the proposed development, its total acreage, the number of lots planned, and the date of the public hearing. Newspaper notice shall run weekly for two (2) consecutive weeks. (Ord. 410, 7-2-1979)

10-2-7: **RECOMMENDATION:**

- A. Transmittal To Applicant: Following the public hearing, the planning commission shall recommend to the town council that the development:
 - 1. Be granted a permit; or
 - 2. Be granted a permit subject to certain conditions; or

3. Be rejected.
- B. Transmittal To Applicant: The recommendations and findings of the planning commission shall be transmitted, in writing, to the applicant and to the council.
- C. Revised Plan: The council shall also receive one copy of the revised initial subdivision or mobile home park plan. (Ord. 410, 7-2-1979)

10-2-8: **CONSIDERATIONS:**

In arriving at their recommendations to the council, the planning commission shall take into account:

- A. Compliance of the proposed development with these regulations and other town guidelines and standards.
- B. Compliance of the proposed development with the adopted town comprehensive plan.
- C. Population impacts of the development.
- D. Water supply.
- E. Sewage treatment and disposal.
- F. Solid waste disposal.
- G. Other required public services including law enforcement, fire protection, emergency medical services, recreational facilities, schools, and other services.
- H. Access, parking, traffic safety and road maintenance.
- I. Impact of the development on local government finances.
- J. Effect of the proposed development on existing irrigated croplands, hay meadows, pastures, productive grazing lands and on potential irrigation projects.
- K. Effect of the proposed development on irrigation systems.
- L. Soil conditions and limitations.
- M. Geological conditions and limitation.

- N. Measures taken to preserve native vegetation and to control soil erosion at the site.
- O. Wildlife habitat values of the site.
- P. Present recreational value of the site.
- Q. Historic, archeological and paleontological sites.
- R. Impact on the visual resource.
- S. Aesthetic and architectural quality of the proposed subdivision.
- T. Comments of public and private utilities.
- U. Comments of interested parties and neighboring landowners.
- V. Other factors they may deem pertinent. (Ord. 410, 7-2-1979)

CHAPTER 3

SUBDIVISION PLAN

SECTION:

- 10-3-1: Initial Subdivision Plan
- 10-3-2: Guidelines And Standards
- 10-3-3: Final Plat

10-3-1: INITIAL SUBDIVISION PLAN:

1. Scope: The initial subdivision plan is intended to be the focus of discussions between the subdivider, the planning staff, and the planning commission. An initial subdivision plan is not a final plan or plat. It must be susceptible to modification in response to recommendations by the planning commission. The initial subdivision plan should be thought of as a working document, not as a final statement. It is suggested that even prior to submission of the initial subdivision plan, the subdivider thoroughly acquaint himself with these regulations and discuss his plans with members of the planning staff who are available for the purpose of providing technical assistance to citizens. The subdivider should contact the town clerk-treasurer for information concerning public utility hookup and extension policy prior to developing an initial subdivision plan.

2. Contents:

1. Required Contents: The initial subdivision plan shall contain the following;
 - a. Base Map: A base map of the proposed subdivision showing all lots, rights of way, easements, etc.
 - b. Vicinity Map: A map showing the proposed subdivision in relation to its general vicinity.

- c. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.
 - d. Water Supply System: A plan for the water supply system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.
 - e. Sewage System: A plan for the sewage system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.
 - f. Road And Street Plan: A road and street plan for the subdivision, including appropriate maps drawn as overlays of the base map, and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
 - g. Utility Easements And Rights Of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
 - h. Soils Map: A soils map of the proposed subdivision drawn as an overlay of the base map.
 - i. Watercourses And Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
 - j. Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed subdivision drawn as an overlay of the base map.
 - k. Impact Questionnaire: A complete impact questionnaire.
2. Combined Maps And Plans: Various of the above maps and plans may be combined where the combination does not interfere with clarity of presentation.

A. Impact Questionnaire:

People and Services

1. Approximately how many persons will reside or work on site? _____ If the proposed subdivision is a recreation site, approximately how many users could be expected on site at any one time? _____

2. Approximately what will be the peak and average demands for water supply to this subdivision? _____

Has fire protection been considered in sizing the water distribution system? _____

If so, how? _____

3. Does the proposed sewage collection system comply with all requirements of state law? _____

Does it comply with town standards? _____

4. How will solid waste disposal be handled in this subdivision? _____

What kind of access is provided for town garbage collection crews? _____

5. What is the distance to the fire station? _____ Will the design of this

subdivision create any special problems for fire protection? _____ If so,

what kind? _____

6. Identify the companies providing utilities (telephone, electricity, cable television, gas, etc.) to the subdivision. _____

Have these companies been consulted prior to your submission of the initial subdivision plan? _____

7. Will this subdivision add to the school population? _____ If so, how many

students might be added? _____

Resources

1. Describe any natural watercourses or irrigation works which might be affected by the proposed subdivision. _____

What plans are being made to control erosion during construction and use of the proposed subdivision. _____

3. Has the possibility of rockslides, mudslides, or avalanches been evaluated? _____

4. What measures will be taken to preserve natural vegetation at the site? _____

What measures will be taken to insure that the proposed subdivision has a minimal negative impact on the aesthetic quality of the area? _____

5. Is the proposed subdivision located near any known area of historical paleontological or archeological significance? _____

(Ord. 391, 9-7-1976)

10-3-2: GUIDELINES AND STANDARDS:**A. Lots:**

1. **Factors Considered:** The location, size, shape and orientation of lots shall be determined with regard to the following factors:
 - a. Access for streets or roads and utilities and services.
 - b. Off street parking.
 - c. Relationship of structures to be erected.
 - d. Provision of open space and maximization of scenic values.
 - e. Minimum disruption of natural topography.
 - f. Local climatic conditions, especially snow and icing patterns.
 - g. Minimization of storm water runoff and soil erosion.
 - h. Minimum disruption of irrigation systems serving other lands.
 - i. Design elements intended to create identity and interest in the subdivision.
2. **Minimum Size:** In general, no lot shall be smaller than six thousand (6,000) square feet. (Ord. 391, 9-7-1976)

B. Floodplains: No lot shall be located within areas subject to flooding or officially designated as floodplains. Where there is inclusion of limited areas, subdivider guarantees that no building will be located on that portion of a lot within the floodplain. (Ord. 391, 9-7-1976; amd. 2003 Code)

C. Slopes: In general, no lot shall be located on slopes of thirty degrees (30°) or more. Small areas of thirty degree (30°), or more, slopes within a lot are permissible providing the subdivider guarantees that no building is located on that portion of a lot where the slope is thirty degrees (30°) or more. Minimum lot sizes and maximum impervious coverage percentages may be established on a case by case basis for lots on slopes of four degrees (4°) or more. Lots on slopes of thirty degrees (30°) or more will be considered where adequate engineering of proposed structures and roads is presented at the subdivider's expense.

- D. Grading: The creation of building sites through mass pad grading and successive padding or terracing of building sites is prohibited.
- E. Water Supply: No subdivision shall be permitted which is not connected to the town water supply system. The subdivider shall install a central water distribution system serving all proposed lots, sized adequately to take care of all domestic and firefighting needs. The system shall be dedicated to the town in the certificate of dedication required on the final subdivision plat. The subdivider shall guarantee, by method agreeable to the council, the system for one year from the date of acceptance. The system shall be fully compatible with the master plan for utilities and conform to all standards adopted by the town and the state.
- F. Sewage Disposal: No subdivision shall be permitted which is not connected to the town sewage treatment system. The subdivider shall install a central sewage collection system serving all proposed lots and adequately sized. The system shall be dedicated to the town in the certificate of dedication required on the final subdivision plat. The subdivider shall guarantee, by a method agreeable to the council, the system for one year from the date of acceptance. The system shall be fully compatible with the master plan for utilities and conform to all standards adopted by the town and the state.
- G. Oversize Mains:
1. Water: The subdivider may be required to install water supply facilities of excess capacity where the comprehensive plan of the town calls for an extension of the town water supply system into areas beyond the subdivision.
 2. Sewage: The subdivider may be required to install sewage collection facilities of excess capacity where the comprehensive plan of the town calls for an extension of the town sewage system into areas beyond the subdivision.
 3. Cost: The cost of installing oversize mains shall be shared by the subdivider and the town on a basis to be determined by the council in each case.
- H. Water Rights And Irrigation: The subdivider shall dedicate all surface water rights appurtenant to the property subdivided as well as shares in canals and ditches to the town. No open irrigation ditches shall be permitted in any subdivision. The town shall not maintain irrigation systems in subdivisions.

I. Utilities Generally:

1. Private Right Of Way: No utility will be provided on a private right of way.
2. Underground Utilities: All underground utilities shall be installed to the property line of each lot prior to street surfacing.

J. Electricity:

1. Rights Of Way: The subdivider shall provide rights of way for electric utilities, the location and size of which shall be subject to standards contained in the town comprehensive plan and to negotiation between the council and the subdivider.
2. Installation Costs: Installation costs of electric utilities shall be subject to negotiation between the council and the subdivider.

K. Access:

1. Required: All lots shall be provided with usable access by dedicated public road or street.
2. Natural Terrain: Roads or streets shall follow natural terrain to the extent feasible, and cuts and fills shall be minimized.
3. Public Lands: Where subdivisions border on public lands, provision shall be made for public access through the subdivision to those lands. (Ord. 391, 9-7-1976)
4. Streets, Roads And Alleys: The layout of subdivision streets, roads, and alleys shall be compatible with the town comprehensive plan as it relates to transportation, public open space, utilities, and all other relevant matters. The entity doing the subdividing (i.e., the subdivider) shall be responsible for one hundred percent (100%) of the cost and layout of the streets and alleys. Where streets are included in a subdivision, they shall be constructed to the following standards: (Ord. 565, 3-24-2008)
 - a. Width: A dedicated right of way shall be a minimum of eighty feet (80') and the surface width shall be a minimum of forty four feet (44'). Streets that line up with existing streets shall match existing street right of way width. A right of way will consist of two (2) travel lanes at twelve feet (12') each; two (2) parking lanes at ten feet (10') each; curb and gutter (pending drainage system); a boulevard strip

in residential and mixed residential areas; and a minimum of a four foot eight inch (4'8") sidewalk for pedestrian and bike travel. Refer to section 6-1-3 of this code for lot line setback requirements. (Ord. 586, 8-2-2010, eff. 8-12-2010)

- b. Construction: Streets and roads shall be surfaced with a minimum of two inches (2") of hot plant mix pavement covered with a type C chip seal wearing course. All streets shall have a minimum of two percent (2%) crown. They shall have a minimum subbase of twelve inches (12") of approved pit run material (0-12 passing no. 200 sieve), a base of four inches (4") of approved crushed base material (grading H or W, "Wyoming Public Works Standard Specifications") all installed as shown in the standard section attached to the ordinance codified herein, and in accordance with "Wyoming Public Works Standard Specifications", latest edition. (Developer may substitute a different section, with an approved design from a licensed engineer based on tests of the actual material below the street section.)
 - c. Grade: The maximum grade allowed shall be seven percent (7%).
 - d. Curve Radius: Minimum curve radius shall be two hundred fifty feet (250').
 - e. Reduction Of Rights Of Way: Where off street parking is provided or where unique street layouts are planned, street rights of way may be reduced subject to negotiation with planning commission and subject to approval of the town council. (Ord. 565, 3-24-2008)
5. Street Names: Street names shall be compatible with the existing names and are subject to approval by the planning commission and the council.
 6. Cul-De-Sacs, Dead End Streets: Cul-de-sacs and dead end streets shall have a turning circle at least sixty feet (60') in diameter at their end and shall be no longer than six hundred feet (600').
 7. Intersections: Streets shall intersect at right angles wherever possible.
 8. Culverts Or Bridges: Culverts or bridges shall be provided by the subdividers and shall extend across the entire surfaced width of the street. (Ord. 391, 9-7-1976)

9. Sidewalks: Where sidewalks are provided, they shall be four feet eight inches (4'8") in width and adjacent to the curb. A utilities right of way of seven feet (7') shall be provided behind the sidewalk. Sidewalks and curbs are not required, but sufficient right of way for their installation should be provided. (Ord. 391, 9-7-1976; amd. 2003 Code)
10. Alleys: Alley rights of way shall be twenty feet (20') in width and shall, in general, be provided. Where unique subdivision layouts occur, the planning commission may suspend any requirements for alleys, subject to approval by the council.
- L. Public Spaces: Where a subdivision contains lands designated as public open space in the town's comprehensive plan, the subdivider shall dedicate such land to the public; provided, however, that the dedication shall include not more than two hundred ninety five (295) square feet per potential resident of the subdivision. Where a subdivision contains lands designated as public open space in excess of this amount, the town shall have first option on their purchase at the undeveloped value. Where a subdivision contains no lands designated as public open space, the subdivider shall pay to the town the cash equivalent of two hundred ninety five (295) square feet per potential resident in terms of the undeveloped land values. This cash payment may be used for public open space acquisition and development.
- M. Erosion Controls And Drainage:
1. Subdivision Design: All subdivisions shall be designed so as to minimize soil erosion and the consequent sedimentation of natural watercourses.
 2. Storm Drainage And/Or Erosion Control Structures: The construction of temporary or permanent storm drainage and/or other erosion control structures may be required. In general, all areas vulnerable to erosion or made vulnerable to erosion during the construction and use of a subdivision must be stabilized. (Ord. 391, 9-7-1976)

10-3-3: **FINAL PLAT:**

- A. Filing: Upon receiving the recommendations of the planning commission, the subdivider may file a final subdivision plat with the council through the planning staff.

B. Standards: The final plat shall conform to the following standards:

1. Drawing Requirements: The final plat shall comply with the following drawing requirements:

a. Plat:

(1) Size: One reproducible plat on a stable base polyester film, or equivalent, shall be prepared. Plats shall be either eighteen inches by twenty four inches (18" x 24") or twenty four inches by thirty six inches (24" x 36") in size.

(2) Number Of Copies: Three (3) copies of the plat on paper shall also be provided.

b. Additional Sheets; Certifications: Wherever more than one sheet must be used to accurately portray the lands subdivided, each sheet must show its number and the total number of sheets included. All certifications shall be shown or referenced on one sheet.

c. Perimeter Boundary Lines: The bearings, distance and curve data of all perimeter boundary lines shall be indicated on the outside the boundary line. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distance of a closing meander traverse shall be given.

d. Curve Data: On curved boundaries and on all curves on the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following:

(1) Radius of curve.

(2) Central angle.

(3) Arc length.

(4) Notation of nontangent curves.

e. Lengths: Lengths shall be shown to at least tenths of a foot, and angles or bearings shall be shown to at least the nearest minute.

3. Contents: The final plat submitted for approval shall show or contain on the face of the plat or on separate sheets referenced on the face of the plat:
 - a. North point.
 - b. Scale (may not be less than 1" = 200')
 - c. All monuments found, set, reset or replaced describing their kind, size, location and giving other data relating thereto.
 - d. Bearing or witness monuments, basis of bearing, bearings, and lengths of lines.
 - e. Names of any adjoining platted subdivision and numbers of any adjoining certificates of survey previously recorded and ties thereto.
 - f. The areas of any parcels created by the final plat, gross and net.
 - g. A title block indicating the quarter section(s), section, township, range, principal meridian, and county or other proper legal description of the subdivision.
 - h. The exterior boundaries of the platted tract, giving such boundaries by courses and distances.
 - i. The location of all section corners of legal subdivision corners of sections pertinent to the subdivision boundary.
 - j. All lots and blocks in the subdivision designated by number, the dimensions of each lot and block, and the area of all lots. (Excepted parcels shall be marked "Not included in this subdivision" and "Not included in this plat", as appropriate, and the boundary completely indicated by bearings and distance.)
 - k. All streets, alleys, avenues, roads and highways, their widths, bearings, and the width and the purpose of all rights of way, the names of all streets, roads and highways, and a certificate of dedication of all public rights of way and easements, and open space, which includes the signatures of all mortgagors and lien holders or others having interest in the property.
 - l. The location and dimensions of all parks, common areas, and all other grounds dedicated for public used.

- m. Acreage of the subdivision, gross and net.
 - n. All monuments to be of record must be adequately described and clearly identified on the plat. All monuments or other evidence found during retracements that would influence the position of any corner or boundary indicated on the plat must be clearly shown.
 - o. A certificate of the land surveyor responsible for the survey.
 - p. A signature block prepared for the signature of the mayor.
- C. Accompanying Documents: The final plat shall be accompanied by:
- 1. Covenants: Copies of all covenants relating to the subdivision.
 - 2. Evidence Of Financial Resources: Evidence satisfactory to the council that the subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the subdivider including, but not limited to, water systems, sewage systems, streets and roadways. The applicant shall provide a performance bond, acceptable letters of credit or other sufficient financial commitment to assure that any facilities proposed or represented to be part of the subdivision shall, in fact, be completed as proposed; or escrow sufficient monies out of land sales to guarantee that the above facilities are installed.
 - 3. Public Improvements:
 - a. Guarantee Of Adequacy: A contract, ready for signature, approved by the town attorney, specifying the exact nature of public improvements to be completed by the subdivider. The contract shall stipulate the kind and quality of materials to be used and provide for continuing inspection by a designated inspector as work progresses. The guarantee of adequacy of improvements shall be continued in the contract and shall be binding for one year after the completion date, assigning liability to the subdivider for failures due to poor workmanship or materials.
 - b. Shared Costs: Where the town and subdivider share the costs of improvements, the exact methods and amounts of costs sharing shall be specified in the contract. Where costs are shared, liability for failures shall be shared in the same proportion as costs.

c. Phasing Improvements: The contract may, on recommendation of the planning commission, include provisions for phasing improvements, subject to a plan approved by the planning commission and the council.

1. Evidence Of Compliance: Evidence deemed sufficient by the council that all standards and guidelines set forth in these regulations and all recommendations of the planning commission have been or will be followed.

D. Consideration By Council:

1. Filing: Subdivision plats shall be considered at a meeting of the council. The plat must be filed ten (10) days prior to a meeting to receive consideration.
2. Actions On Plat: In deciding on whether or not to grant a subdivision permit, the council shall consider all materials accompanying the subdivision plat, the plat itself, the initial subdivision plan as revised, and recommendations of the planning commission. The council may at their first consideration of the subdivision plat:

- a. Approve the plat.

- b. Make recommendations concerning the plat and consider it at the next meeting of the council, if revised.

- c. Request further information and/or set a public hearing for the next meeting of the council. (Ord. 391, 9-7-1976)

E. Hearing: Should consideration of the subdivision plat be extended for a public hearing, the hearing shall be advertised (at the cost of the applicant) in the Basin Republican Rustler weekly for two (2) consecutive weeks. Should consideration of a subdivision plat be extended due to a request for further information or due to recommended changes in the plat, the information requested or the revised plat shall be filed with the planning staff ten (10) days before the next regular meeting of the council. (Ord. 391, 9-7-1976; amd. 2003 Code)

F. Approval; Rejection: After the public hearing or the consideration of the requested information, the council shall either approve or reject the subdivision plat at their next meeting.

G. Inspection: Approval of a subdivision plat is the approval of the entire subdivision plan including the water and sewer plans, road and street plan, and other design elements required by the planning commission. Any variation from these plans will nullify approval

of the subdivision. Any and all improvements are subject to inspection by a qualified inspector appointed by the council.

- H. As Built Maps: Two (2) copies of as built maps of any and all public improvements shall be submitted to the town clerk-treasurer by the contractor providing the improvements. (Ord. 391, 9-7-1976)

CHAPTER 4

MOBILE HOME PARK PLAN

SECTION:

- 10-4-1: Initial Plan
- 10-4-2: Guidelines And Standards
- 10-4-3: Final Plan

10-4-1: **INITIAL PLAN:**

A. Basis For Review And Discussion: The initial mobile home park plan shall be the basis for review and discussion with the planning commission. It need not be prepared by a professional engineer providing it is accurate as respects the parcel's boundaries and is drawn to scale. It is suggested that prior to the submission of the initial plan, the applicant be thoroughly acquainted with the regulations and discuss the development with the planning staff. The applicant should also contact the town clerk-treasurer for information concerning public utility hookups and extensions prior to developing the initial plan.

B. Content:

1. Required Contents: The initial mobile home park plan shall contain the following:
 - a. Base Map: A base map of the proposed mobile home park showing all lots, rights of way, easements, etc.
 - b. Vicinity Map: A map showing the proposed mobile home court in relation to its general vicinity.
 - c. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.
 - d. Water Supply System: A plan for the water supply system for the proposed mobile home park, including appropriate maps drawn as overlays of the park.

- e. Road And Street Plan: A road and street plan for the mobile home park, including appropriate maps drawn as overlays of the base map and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
 - f. Utility Easements And Rights Of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
 - g. Soils Map: A soils map of the proposed park drawn as an overlay of the base map.
 - h. Watercourses And Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
 - i. Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed mobile home park drawn as an overlay of the base map.
 - j. Impact Questionnaire: A completed impact questionnaire¹.
 - k. Utility Availability Statement: A signed statement from the town clerk-treasurer indicating that utilities and town services can be provided.
2. Combined Maps And Plans: Various of the above maps and plans may be combined where the combination does not interfere with clarity of presentation. (Ord. 410, 7-2-1979)

10-4-2: **GUIDELINES AND STANDARDS²:**

A. Lot Size, Arrangement, And Spacing Of Mobile Homes:

- 1. Size: Each mobile home lot shall contain at least four thousand (4,000) square feet and shall not be less than forty feet (40') in width throughout.

1. See questionnaire in subsection 10-3-1C of this title.

2. See also section 11-2-6 of this code.

2. Location: All mobile homes shall be located at least twenty feet (20') from any mobile home park boundary line abutting on a public street or highway.
3. Occupied Area: The occupied area of a mobile home lot shall not exceed seventy five percent (75%) of the total lot area.
4. Proximity To Other Structures: Mobile homes shall not be located less than ten feet (10') from any other mobile home or permanent building within the mobile home park. Mobile home accessory buildings shall not be less than three feet (3') from a mobile home or building on an adjacent lot.
5. Access: Each mobile home lot shall have unobstructed direct access onto a park street.
6. Slopes: In general, no lot shall be located on slopes of thirty degrees (30°) or more. Small areas of thirty degrees (30°) or more slopes within a lot are permissible provided the applicant guarantees that no mobile home site is located on that portion of a lot where the slope is thirty degrees (30°) or more.
7. Mass Pad Grading; Successive Padding Or Terracing: The creation of sites through mass pad grading and successive padding or terracing of building sites is prohibited.
8. Drainage And/Or Erosion Control Structures: The construction of temporary or permanent drainage and/or erosion control structures may be required. Any areas vulnerable to erosion or made vulnerable to erosion shall be stabilized.
9. Floodplain: Mobile home parks shall not be located in a floodplain. (Ord. 410, 7-2-1979)

B. Lot Facilities:

1. Parking Spaces; Walkways: Each lot shall be provided with two (2) all weather parking spaces and an all weather walkway. The walkway shall be located within the street right of way and be a minimum of four feet eight inches (4'8") in width.
2. Lighting: The mobile home park shall be lighted at night by a lighting system of the same intensity as in other residential areas of town. (Ord. 410, 7-2-1979; amd. 2003 Code)

C. Street Design:

1. Width: Pavement and right of way width shall be determined to be adequate to accommodate traffic flow through the mobile home park and necessary service vehicles, the movement of mobile homes, the use of emergency vehicles, and rights of way for all utilities, walkways, and their maintenance.
2. Public Street Access: The street system shall have direct unobstructed access onto a public street.
3. Private Streets; Easements: The streets within the mobile home park may be private, however, when used to provide utilities, easements shall be provided.
4. Surface: Streets shall be surfaced with a bituminous penetration type surfacing, or better, and the shoulders graded.
5. Cul-De-Sacs: Cul-de-sacs shall have a turning circle at least sixty feet (60') in diameter at the end and shall be no longer than six hundred feet (600').
6. Grade: The maximum grade shall be seven percent (7%).

D. Installation Of Utilities:

1. Connection To Town Systems Required: All mobile home parks shall be connected to the town water supply and sewage disposal systems. The systems in the park shall meet the state department of environmental quality standards for mobile home parks.
2. Oversize Mains: The applicant may be required to install water or sewer mains of excess capacity where the comprehensive plan of the town calls for an extension beyond the development. Cost of the oversized mains shall be negotiated with the town.
3. Utility Rights Of Way: The applicant shall provided rights of way for all utilities. The size, installation, and location of electric utilities shall be subject to the standards of the town. Cost of installation shall be negotiated with the town council.
4. Fire Hydrants: The applicant shall install fire hydrants if there is no adequately sized existing hydrant within three hundred fifty feet (350') of all mobile homes.

E. Open Space: Open space of at least two hundred (200) square feet per unit shall be set aside for recreation and/or recreational vehicle parking. Larger lot size may be considered for open space requirements.

F. Responsibilities Of Park Owner:

1. Street Maintenance: The mobile home park owner shall have the responsibility of maintaining private streets within the park. The streets shall be adequately maintained to allow use by emergency and service vehicles year round.

2. Anchoring; Skirting: The park owner shall require that all mobile home owners anchor the mobile homes within thirty (30) days and skirt the homes as prescribed in the Basin zoning ordinance³. (Ord. 410, 7-2-1979)

10-4-3: **FINAL PLAN:**

A. Filing: Upon receiving the recommendations of the planning commission, the applicant may file a final plan with the council through the planning staff.

B. Standards: The final plan shall conform to the following requirements:

1. One reproducible plan on a stable base polyester film or equivalent shall be prepared to file in the office of the county clerk.

2. The plan shall meet the requirements of a record of survey including:

a. A survey of the boundary by a surveyor registered in the state of Wyoming.

b. A certificate of surveyor.

c. A certificate of owner.

d. Signature of approval by the town council.

3. See subsection 11-2-3E3 of this code.

e. Map scale shall be the same as required for subdivisions.

3. The final plan shall also indicate the total acreage, dimensions of lots and open space, street widths, all easements and rights of way, north point, and scale.

C. Accompanying Documents:

1. Approval of sewage and water systems by the state department of environmental quality.
2. Approval of the mobile home park by the state health department.
3. Any rules to be imposed within the park by the owner.
4. Contracts ready for signature for any improvements to be dedicated to the public or where cost shared with the town.
5. Evidence deemed sufficient by the council that all standards and guidelines set forth for mobile home parks have been or will be followed.

D. Consideration By Council: Final plans shall be considered at a meeting of the council. The plan must be filed ten (10) days prior to a meeting to receive consideration.

E. Action On Plans: In deciding on whether or not to grant a permit, the council shall consider all materials accompanying the plan, the plan itself, the initial mobile home park plan as revised, and recommendations of the planning commission. The council may at their first consideration of the final plan:

1. Approve the plan.
2. Make recommendations concerning the plan and consider it at the next meeting of the council, if revised.
3. Request further information and/or set a public hearing for the next meeting of the council. (Ord. 410, 7-2-1979)

F. Hearing: Should consideration of the final plan be extended for a public hearing, the hearing shall be advertised at the cost of the applicant in the Basin Republican Rustler weekly for two (2) consecutive weeks. Should consideration of a final plan be extended due to a request for further information or due to recommended

changes in the plan, the information requested or the revised plan shall be filed with the planning staff ten (10) days before the next regular meeting of the council. (Ord. 410, 7-2-1979; amd. 2003 Code)

- G. Approval; Rejection: After the public hearing or the consideration of the requested information, the council shall either approve or reject the final plan at their next meeting.
- H. Inspection: Approval of a final plan is the approval of the entire mobile home park plan including design elements required by the planning commission. Any variation from these plans will nullify approval of the mobile home park. Any and all improvements are subject to inspection by a qualified inspector appointed by the council.
- I. Maps: Two (2) copies of as built maps of any and all public improvements and two (2) copies of the approved final plan shall be submitted to the town clerk-treasurer. (Ord. 410, 7-2-1979)