

CITY OF LANDER  
ANNEXATION PLAT CHECKLIST  
NON-REFUNDABLE FEE \$600.00

This checklist must be completed and submitted along with City Annexation plats. The Planning Commission must review all annexation petitions. Plats are required for those annexations which are not part of the subdivision plat of record. Submittals must be made to the Department of Planning, City Hall, prior to 5:00 p.m., at least fourteen (14) days before the Planning Commission meeting.

Annexation plats for un-subdivided land must accompany or precede preliminary subdivision plat submittal.

Review the entire list and check ( ) items as completed. Enter "NA" (not applicable) next to those items which do not apply and explain on the reverse side of the form.

Incomplete or inaccurate submittals will be returned to the developer for completion.

Date Submitted \_\_\_\_\_

Date of Planning Commission Meeting \_\_\_\_\_

Name of Annexation \_\_\_\_\_

- A. Annexation Plat Contents
1. \_\_\_\_\_ Size (24" x 36")
  2. \_\_\_\_\_ Name of Annexation, names and addresses of developer(s) and licensed surveyor or licensed engineer
  3. \_\_\_\_\_ Scale 1" = 200' or less
  4. \_\_\_\_\_ North Arrow
  5. \_\_\_\_\_ Date of Preparation
  6. \_\_\_\_\_ Signature of registered land surveyor
  7. \_\_\_\_\_ Certification language, dedications, approval statements, etc as per regulations
  8. \_\_\_\_\_ Signature of owner(s) with notary
  9. \_\_\_\_\_ Plat drawn on mylar or linen
  10. \_\_\_\_\_ Boundary bearings, distances and curve data (within allowable tolerance)
  11. \_\_\_\_\_ Existing lots and blocks
  12. \_\_\_\_\_ Streets and easements dedicated as required
  13. \_\_\_\_\_ Acreage to nearest one-hundredth (1/100<sup>th</sup>) acre or each lot or tract
  14. \_\_\_\_\_ All lengths shown to one hundredth (1/100<sup>th</sup>) of a foot and all angles and bearings to twenty seconds (20") of arc. (chord length is not acceptable as a substitute for curve data)
  15. \_\_\_\_\_ Benchmark

B. Required Supporting Documents

1. \_\_\_\_\_ Certificate of ownership
2. \_\_\_\_\_ Copy of Petition for annexation as submitted to the City of Lander
3. \_\_\_\_\_ Plat review fee
4. \_\_\_\_\_ Other documentation as required
5. \_\_\_\_\_ Ten (10) copies of the plat
6. \_\_\_\_\_ Certification from the Board of Control as to water rights on the proposed annexation property and a Water Right Deed conveying such rights to the City of Lander.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LANDOWNER'S PETITION TO ANNEX TERRITORY TO THE  
CITY OF LANDER, FREMONT COUNTY, WYOMING**

TO: The Honorable Mayor and City Council of Lander, Wyoming:

Comes now the undersigned and by affixing their names hereto respectfully shows to the City Council and Mayor of the City of Lander, Fremont County, Wyoming, as follows:

1. That the undersigned, \_\_\_\_\_ is the sole owner of land, which is contiguous to the City limits of the City of Lander, which land is described as follows:

Said tract of land contains \_\_\_\_\_ acres more or less.

2. That attached hereto and made a part hereof is a map showing territory sought to be annexed.
3. That \_\_\_\_\_ being the owners of the said land, respectfully request that said land, be annexed to the City of Lander, Fremont County, Wyoming.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness