ORDINANCE NO. 274

AN ORDINANCE TO REPEAL ORDINANCE NO. 225 (1974) APPEARING AS TITLE 17, SECTIONS 17.04.010 THROUGH 17.04.020 AND SECTIONS 17.08.010 THROUGH 17.08.080; TO PROVIDE FOR THE REGULATION OF SUBDIVISION AND ANNEXATION OF LAND TO, AND MAKING SAID LAND A PART OF THE TOWN OF MILLS, WYOMING; THE REGULATION OF THE SUBDIVISION AND/OR PLATTING OF LAND IN THE TOWN OF MILLS, OR FOR BUILDING DEVELOPMENT; PROVIDING REGULATIONS FOR THE PREPARATION OF PETITIONS FOR ANNEXATION AND ESTABLISHING PROCEDURES TO BE FOLLOWED.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLS, WYOMING:

SECTION I.

GENERAL PROVISIONS

Short Title. This title shall be known and may be cited as the "Annexation-Subdivision Ordinance of the Town of Mills."

Intent, Purpose and Scope. This title is established to promote public health, safety, welfare and the orderly growth of the town, and this title shall apply to any tract of land which is within the town, but is not subdivided, and to all areas outside of the town limits which may annex to and become a part of the town.

<u>Definitions</u>. (a) "Sell" or "sale" includes sale, contract to sell, lease, assignment, auction, award by lottery, or any offer or solicitation of any offer to do any of the foregoing, concerning a subdivision or any part of a subdivision;

- (b) "Subdivider or developer" means any person who lays out any subdivision or parts thereof either for the account of the owner or others;
- (c) "Subdivision" means a division of a lot, tract, parcel or other 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, including mobile home courts, the creation of which constitutes a subdivision of land.

SECTION II.

PROCEDURE

Generally. Any person desiring to subdivide or plat any land which is within, or partially within, the town limits of the town, or any person wishing to annex property to the town limits of the town, shall comply with the provisions set forth in this section.

Platting Requirements - Procedures. (a) A letter of application for annexation and/or subdivision outlining the area to be annexed and/or subdivided and the proposed development of the area.

- (b) The developer shall submit a preliminary plat to the town, to be reviewed and approved by the council.
- (c) Upon approval of the preliminary plat, the developer shall prepare and submit a final plat, to be reviewed and approved by the council.
- (d) The developer shall submit water and sewer plans, road construction specifications, a drainage plan, and other material required, with the preliminary plat.
- (e) A letter outlining the developer's proposal to meet the park contribution requirements of the town; six (6%) percent of the land area of the subdivision or equivalent cash payment.
- (f) Approval of the subdivision or annexation shall be:
 - (1) A council vote approving the final plat.

- (2) The signatures of the mayor and the town engineer on the master copy of the final plat, certifying that the plat and engineering plans meet town standards.
- (3) An ordinance adopted by the council approving the subdivision and/or annexation plat.
- (4) A written agreement between the town and the developer outlining obligations of both for construction of improvements within the subdivision.
- (5) Approval of the plat by the Board of County Commissioners and recording of the plat by the county clerk.

<u>Platting Requirements - Documents</u>. (a) Preliminary plat.

- (b) Final plat.
- (c) Water distribution system plans.
- (d) Sewage collection system plans.
- (e) Road plan, profile, construction drawings.
- (f) Drainage plan.
- (g) A letter of application for annexation and/or subdivision outlining the area to be annexed and/or subdivided and the proposed development of the area.
- (h) A subdivision fee of \$10.00 per lot, with a \$100.00 minimum and \$1,000.00 maximum, plus a \$50.00 fee required by the county clerk for recording the final plat.

Example: Twelve lots = \$120.00 + \$50.00 = \$170.00 total fee.

- (i) A plan outlining methods to be used to control wind and water erosion created during construction of the subdivision.
- (j) Covenants to be recorded with the final plat, which will establish requirements for development and use of all land within the subdivision. (Optional).

Preliminary Plat Requirements. (a) The developer shall submit seven (7) copies of the Preliminary Plat to the town clerk two (2) weeks prior to the council meeting at which it will be considered.

(b) The plat shall be drawn on a stable base material, and copies submitted to the clerk shall be blue line reproductions.

(c) Preliminary Plat Contents:

- (1) The name of the subdivision, which shall not duplicate the name of an existing subdivision in Natrona County.
- (2) The legal description of the subdivision by section, township, and range.
- (3) A metes and bounds description of the property.
- (4) The plat shall be drawn at a scale of l inch = 50 feet, or l inch = 100 feet, and the scale shall be represented by a bar scale.
- (5) The existing and proposed contours at a maximum interval of two (2) feet.
- (6) All existing drainages, utility lines, roadways, easements, and other natural and manmade features.
- (7) All proposed lot, roadway and easement locations, including all dimensions and lot sizes.
 - (8) All existing soil types and distributions.
- (9) All proposed water, sewer and storm sewer distribution and collection facilities.
- (10) A vicinity sketch, oriented with the plat, which shows existing streets, highways, drainage courses, adjacent subdivisions, section lines, other natural and man-made features, land ownership and land use. The vicinity sketch

shall be drawn to a scale of 1 inch = 2,000 feet or larger, and shall extend one-half mile in all directions from the perimeter of the subdivision.

- (11) The scale, true north arrow, and date of preparation.
- (12) The names and addresses of the owner/sub-divider, land surveyor and professional engineer.

Final Plat Requirements. (a) The final plat (linen or mylar original and seven (7) paper copies) shall be submitted to the town clerk two (2) weeks prior to the council meeting at which it is to be considered. The plat shall be signed by the owner and surveyor when submitted.

- (b) The final plat shall be drawn on tracing cloth or other suitable base material. Acceptable size: (Wyoming State Statutes Annotated, 1977) Size C - 22"x36".
- (c) The final plat shall be prepared and accuracy certified by a registered land surveyor of the State of Wyoming.

(d) Final Plat Contents:

- (1) The name of the subdivision, which shall not duplicate the name of an existing subdivision in Natrona County.
- (2) The legal description of the subdivision by section, township and range.
- (3) The plat shall be drawn at a scale of 1 inch = 50 feet, or 1 inch = 100 feet, and the scale shall be represented by a bar scale.
- (4) All lots, blocks, roadways, easements and other proposed features with distances, bearings, and ties for all surveyed lines. Addresses shall be assigned to all lots.
- (5) All lots or blocks must be properly identified by number and all streets identified

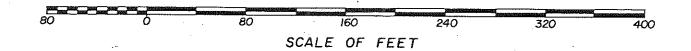
by name or number. All easements and existing utilities shall be shown with distances, ties and bearings.

- (6) Boundary control points shall be appropriately named on both the plan and monument, and angle points should be numbered.
- (7) True bearings and distances of all lines and any difference between bearings and distance on this survey and the recorded distances and bearings of other adjoining surveys shall be noted.
- (8) A vicinity sketch, oriented with the plat, which shows existing streets, highways, drainage courses, adjacent subdivisions, section lines, and other natural and man-made features. The vicinity sketch shall be drawn to a scale of 1 inch = 2,000 feet or larger, and shall extend one-half mile in all directions from the perimeter of the subdivision.
 - (9) The surveyor's certificate, including:
 - (a) Date of survey.
 - (b) Statement that all corners are properly monumented.
 - (c) Closure (minimum 1:10,000).
 - (d) Surveyor's registration number and signature.
 - (10) Certificate of dedication, including:
 - (a) Name of owner.

(11) Signature blocks for:

- (b) Metes and bounds description of the total subdivision perimeter.
- (c) Dedication of streets, alleys, public sites, and easements to the public.

- (a) The mayor of the Town of Mills, with town clerk attest.
 - (b) The Mills Town Engineer.
 - (c) The county surveyor.
 - (d) The county health officer.
- (e) Chairman of the Board of County Commissioners, with county clerk attest.
- (f) Statement of date recorded by county clerk, with town clerk signature.
- (12) A legend of all corner monuments.
- (13) Scale, true north arrow, and date of preparation.
- (14) All corner monuments, boundary and easement lines shall be standardized as shown below. All plats, maps and construction drawings shall include a bar scale as shown below.



Plat Closure Ratio; I:

LEGEND

Water and Sewer System Extension Requirements. (a)
Two (2) prints of the water system design shall be submitted to the town clerk for review. One (1) copy will be marked and returned to the developer or his engineer. The other will be marked and retained by the town engineer. The developer shall make all required corrections and submit two

(2) corrected copies to the town engineer. If the corrected Hand, Hand & Hand, P.C.

Easement.....

Casper, Douglas, and Glenrock, Wyoming prints are in order, the town engineer will give one print to the engineer responsible for inspection and retain the second print for the town's use. The developer shall submit a third copy of the final draft to the town clerk with DEQ approval.

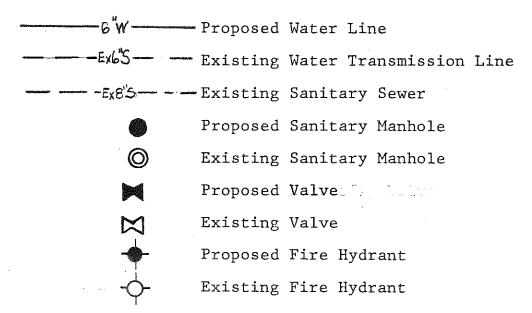
- (b) Construction drawings shall be signed by a licensed professional engineer licensed to practice in the State of Wyoming. All plans shall contain the name and professional license number of the engineer.
- (c) The construction drawings shall be drawn on a 22"x36" sheet with the title box in the lower right-hand corner. The title box shall contain the names of the developer, the subdivision, Town of Mills, and other information deemed appropriate, as requested by the council and town engineer.
- (d) Water and sewer design shall meet all standards and regulations of the State Department of Environmental Quality and other regulatory agencies.

(e) Contents - Construction Drawings:

- (1) All drawings shall be drawn at a scale of 1" = 50 feet, or 1' = 100 feet, matching the scale of the final plat.
 - (2) Each page shall contain a bar scale.
- (3) A vicinity sketch drawn on a scale of 1" = 2,000 feet or larger, showing adjacent areas affected by construction.
- (4) A general plan of the adjacent areas, showing spot elevations or contour lines sufficient to show the existing surface topography.
- (5) Plan drawings of individual water lines, including the size and location of all proposed lines and the size and location of existing lines to which the proposed construction will

connect.

- (6) Sufficient detail of the town system so that ties and looping can readily be obtained.
- (7) Specifications, sizes, and construction requirements of all facilities.
- (8) Design adequate to meet the town master plan.
- (9) The plans shall state, "The work shall be performed in accordance with this drawing and the town's specifications", dated _____; or in its latest revision.
- (10) Any details not covered by standard details in the town's specifications.
- (11) Water and sewer line symbols shall be as follows:



(f) The developer is responsible for retaining a licensed engineer to inspect the water or sewer line installation and certify to the town that the work was completed in accordance with the plans and specifications. The town engineer has the authority to accept or reject any engineer who is requested by the developer. The accepted engineer may have qualified inspectors work under his supervision. Daily inspection reports must be kept and copies turned in

to the town engineer once a week. The inspecting engineer, with the approval of the town engineer, shall have the authority to stop construction of any project when work is not in compliance with regulation and approved plans.

(g) After construction, the owner will be required to furnish three (3) sets of "As Constructed" plans to the town office, one (1) set will be for the town clerk's office, one (1) set for the Public Works Department, and one (1) set for the town engineer. Fire hydrants, fittings, valves and utility conflicts, including gas and telephone, shall be accurately shown on the "As Constructed" plans. All sheets shall be stamped or visibly marked "AS CONSTRUCTED", certified by the inspecting engineer.

Requirements - Road Plan, Profile, Construction Drawings.

- (a) As required in the paragraph entitled "Water and Sewer System Extension Requirements", subsection (a).
- (b) As required in the paragraph entitled "Water and Sewer System Extension Requirements", subsection (b).
- (c) As required in the paragraph entitled "Water and Sewer System Extension Requirements", subsection (c).
- (d) Plan and profile drawings shall meet the requirements of all applicable regulatory agencies.
 - (e) Contents Construction Drawings.
 - (1) All drawings shall be drawn at a scale of 1" = 50 feet, or 1" = 100 feet, matching the scale of the final plat. The vertical scale shall be 1" = 10 feet, or other suitable scale.
 - (2) Each page shall contain a bar scale.
 - (3) A typical cross section of the road construction, with additional cross sections for roads which vary from the typical. The cross section shall show all dimensions and specifi-

cations of sub-base, base, curb, gutter and sidewalk and other proposed construction.

- (4) Design adequate to meet the town master plan.
- (5) The plans shall state "the work shall be performed in accordance with this drawing and the town's specifications", dated ______, or in its latest revision.
- (6) Any details not covered by standard details in the town's specifications.
- licensed engineer to inspect the roadway installation and certify to the town that the work was completed in accordance with the plans and specifications. The developer's engineer may have qualified inspectors work under his supervision.

 The town engineer has the authority to accept or reject any inspector who is requested by the engineer. If the developer feels the decision of the town's engineer is unjust, he may, upon written request, be granted a review hearing before the town council. Daily inspection reports must be kept and copies turned in to the town engineer once a week. The inspecting engineer, with the approval of the town engineer, shall have the authority to stop construction of any project when work is not in compliance with regulation and approved plans.
- (g) After construction, the owner will be required to furnish three (3) sets of "As Constructed" plans to the town office, one (1) set will be for the town clerk's office, one (1) set for the Public Works Department, and one (1) set for the town engineer. All sheets shall be stamped or visibly marked "AS CONSTRUCTED", certified by the inspecting engineer.

Drainage Plan Requirements. (a) Two (2) prints of the drainage system design shall be submitted to the town clerk

for review. One (1) copy will be marked and returned to the developer or his engineer. The other will be marked and retained by the town engineer. The developer shall make all required corrections and submit two (2) corrected copies to the town engineer. If the corrected prints are in order, the town engineer will give one (1) print to the engineer responsible for inspection and retain the second print for the town's use. The developer shall submit a third copy of the final draft to the town clerk.

- The drainage plan shall be signed by a licensed professional engineer licensed to practice in the State of Wyoming. All plans shall contain the name and professional license number of the engineer.
- The drainage plan shall be drawn on a 22"x36" sheet with the title box in the lower right-hand corner. The title box shall contain the name of the developer, the subdivision, Town of Mills, and other information deemed appropriate, as requsted by the town engineer.

(d) Contents - Drainage Plan.

- (1) All drawings shall be drawn at a scale of 1" = 50 feet, or 1" = 100 feet, matching the scale of the final plat.
 - (2) Each page shall contain a bar scale.
- (3) A vicinity sketch drawn on a scale of 1" = 2,000 feet or larger, showing adjacent area affected by construction.
- (4) A general plan of the adjacent areas, showing spot elevations or contour lines sufficient to show the existing surface topography.
- (5) Plan drawings of individual storm sewers, catch basins, detention areas, outflows and other proposed facilities, including size, location, specifications and construction require-

Casper,

Hand, Hand & Hand, P.C. ments. Douglas, and Glenrock, Wyoming

- (6) The plans shall state "the work shall be performed in accordance with this drawing and the town's specifications", dated ______, or in its latest revision.
- (e) After construction, the owner will be required to furnish three (3) sets of "As Constructed" plans to the town office, one (1) set will be for the town clerk's office, one (1) set for the Public Works Department, and one (1) set for the town engineer. Fire hydrants, fittings, valves and utility conflicts, including gas and telephone, shall be accurately shown on the "As Constructed" plans. All sheets shall be stamped or visibly marked "AS CONSTRUCTED", certified by the inspecting engineer.

Adoption of Design Standards. The town shall adopt and enforce standards for subdivision layout, street construction, water and sewer system construction and storm sewer construction, as deemed necessary to promote health, welfare and orderly growth of the town.

SECTION III.

FORMER ORDINANCE REPEALED

Ordinance No. 225 appearing as Title 17, Sections 17.04.010 through 17.04.020, and Sections 17.08.010 through 17.08.080 in the Mills Municipal Code is hereby repealed.

PASSED	on	FIRST	READIN	G the	18th	day	of	AP	RIL	_, 19	79.
PASSED	on	SECONE	READI	NG the	e 9th	da	ay of	MA_	Υ	, 1	979.
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23rd	day	of	MAY		1979	•					
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TOWN OF MILLS, a Municipal Corporation

Attest: By Attest

Norene Kilmer, Town Clerk

I, Norene Kilmer, Town Clerk of the Town of Mills, Wyoming, do hereby certify that the foregoing is a true and correct copy of Ordinance No. _____274 entitled "AN ORDINANCE TO REPEAL ORDINANCE NO. 225 (1974) APPEARING AS TITLE 17, SECTIONS 17.04.010 THROUGH 17.04.020 AND SECTIONS 17.08.010 THROUGH 17.08.080; TO PROVIDE FOR THE REGULATION OF SUB-DIVISION AND ANNEXATION OF LAND TO, AND MAKING SAID LAND A PART OF THE TOWN OF MILLS, WYOMING; THE REGULATION OF THE SUBDIVISION AND/OR PLATTING OF LAND IN THE TOWN OF MILLS, OR FOR BUILDING DEVELOPMENT; PROVIDING REGULATIONS FOR THE PREPARATION OF PETITIONS FOR ANNEXATION AND ESTABLISHING PROCEDURES TO BE FOLLOWED". Passed on Third Reading by the Town Council of the Town of Mills, Wyoming, at a regular meeting held at the Council Chambers on the 23rd day of May , 1979. (Seal)

1, regularly appointed, duly qualified and acting flown
Clerk of the Town of Mills, Wyoming, do hereby certify that
signed, attested, sealed and certified copies of this Ordi-
nance No. 274 approved and passed as certified above,
were, following its passage by the Town Council, posted in
the Town Clerk's office and the Mills Post Office for a
period of ten (10) days as required by law; that it took
effect and became in force as a legal Ordinance of the Town
of Mills, Wyoming, on the _ l day of,
1979.

(Seal)

Norene Kilmer, Tøwn Clerk