

ORDINANCE NO. 333

AN ORDINANCE AMENDING ORDINANCE NO. 274 (1979) APPEARING IN THE MILLS MUNICIPAL CODE AS 17.08.020 THROUGH 17.08.050, TO PROVIDE FOR THE ZONING BOARD'S REVIEW OF SUBDIVISION PLATS, ESTABLISHING A DATE OF PUBLIC HEARING, PROVIDING FOR ANNEXATION FEES, PROOF OF FINANCIAL RESPONSIBILITY, PROOF OF OWNERSHIP.

BE IT ORDAINED by the governing body of the Town of Mills as follows:

SECTION 1:

Ordinance 274(1979), appearing in the Mills Municipal Code as 17.08.020, entitled Platting Requirements is hereby amended to read as follows:

17.08.020 Platting Requirements--Procedures.

(a) A letter of application for annexation and/or subdivision outlining: The area to be annexed or subdivided, the proposed zoning, and the proposed park/public use contribution, to be signed by the owner/s of the property.

(b) The Developer shall submit a preliminary plat to the Town Clerk, to be reviewed by the Zoning Board and forwarded to the Council with the Board recommendations.

Upon approval of the preliminary plat, the Board shall establish a date of public hearing for zoning the property (if required).

(c) The Council reviews the preliminary plat and approves or denies the plat. If approved, the Council will establish a date of public hearing for zoning the property.

(d) Upon approval by the Council of the preliminary plat, the developer shall prepare and submit a final plat to the Board for review and recommendation to the Council. The Council shall review and approve or deny the plat.

(e) The Developer shall submit water and sewer plans, road construction specifications, a drainage plan, and other material required with the preliminary plat.

(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 and establishing zoning.
- 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.

SECTION 2:

Ordinance 274(1979) appearing in the Mills Municipal Code as 17.08.030 is hereby amended to read as follows:

17.08.030 Platting Requirements--Documents.

- (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 or annexation fee of ten (\$10.00) dollars per lot, with a one hundred (\$100.00) dollar minimum and one thousand (\$1,000.00) dollar maximum, plus a fifty (\$50.00) dollar 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) (Ord. 274 §2(part), 1979).
- (k) Letter of credit or other acceptable form of proof of financial responsibility.
- (l) Subdivision title insurance or other acceptable proof of ownership.

SECTION 3:

Ordinance No. 274(1979), appearing in the Mills Municipal Code as 17.08.040 is hereby amended to read as follows:

17.08.040 Preliminary Plat Requirements.

- (a) The developer shall submit seven copies of the preliminary plat to the Town Clerk two weeks prior to the Board or Council meeting, at which time 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 one inch equals fifty feet, or one inch equals one hundred feet, and the scale shall be represented by a bar scale;
 - 5) The existing and proposed contours at a maximum interval of two feet;
 - 6) All existing drainages, utility lines, road ways, easements, and other natural and man-made 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 manmade features, land ownership and land use. The vicinity sketch shall be drawn to a scale of one inch equals two thousand 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/subdivider, land surveyor and professional engineer.

SECTION 4:

Ordinance No. 274(1979), appearing in the Mills Municipal Code as 17.08.050 is hereby amended to read as follows:

17.08.050 Final Plat Requirements.

- a) The final plat (linen or Mylar original and seven paper copies) shall be submitted to the Town Clerk two weeks prior to the Council or Board 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-- Twenty-two inches by thirty-six inches.
- c) The final plat shall be prepared and accuracy certified by a registered land surveyor of the state.
- 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 one inch equals fifty feet, or one inch equals one hundred 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 differences 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 manmade features. The vicinity sketch shall be drawn to a scale on one inch equals two thousand feet or larger, and shall extend one-half miles in all directions from the perimeter of the subdivision;
- 9) The survey'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,
 - B. Metes and bounds description of the total subdivision perimeter,
 - C. Dedication of streets, alleys, public sites and easements to the public;
- 11) Signature blocks for:
 - A. The mayor of the town, with Town Clerk attest,
 - B. The 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:

LEGEND

Brass Cap Corner	○
Original corner.	●
Local corner	□
5/8" X 16" Rebar	■
Brass cap or Aluminum Cap set	B.C. or A.C.
Subdivision Boundary	_____
Easement	_____

PASSED ON FIRST READING the 18th day of November, 1981.

PASSED ON SECOND READING THE 9 day of December, 1981.

PASSED ON THIRD AND FINAL READING THE 13 day of January, 1981.
TOWN OF MILLS, a Municipal corporation,

By Eldon Spade
Eldon Spade, Mayor

Attest:

Norene Kilmer
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. 333 entitled "AN ORDINANCE AMENDING ORDINANCE NO. 274 (1979) APPEARING IN THE MILLS MUNICIPAL CODE AS 17.08.020 THROUGH 17.08.050, TO PROVIDE FOR THE ZONING BOARD'S REVIEW OF SUBDIVISION PLATS, ESTABLISHING A DATE OF PUBLIC HEARING, PROVIDING FOR ANNEXATION FEES, PROOF OF FINANCIAL RESPONSIBILITY, PROOF OF OWNERSHIP." 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 13 day of January, 1981.

(Seal)

Sign:

Norene Kilmer
Norene Kilmer, Town Clerk

I, regularly appointed, duly qualified and acting Town Clerk of the Town of Mills, Wyoming, do hereby certify that signed, attested, sealed and certified copies of this Ordinance No. 333 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 26 day of January, 1982.

(Seal)

Sign:

Norene Kilmer
Norene Kilmer, Town Clerk