



# SUBDIVISION EXEMPTION PLAT REQUIREMENTS

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- APPLICABLE TOWN CODE SECTION – [§ 8-1-4](#)
- REQUIRED FORMS AND FEES
  1. Adherence to Subdivision File Naming Conventions
  2. Land Use Review Application – see [Notice](#)
  3. Fee - \$300.00 (Town Code [§ 1-8-2](#))
- REQUIRED SUBMITTALS
  1. A plat map indicating the location of the parcel or lots for which an exemption is sought, the acreage of each parcel or lot, existing and proposed roads, any areas to be dedicated for public use, and any units to be set aside for employee housing, and proposed access to public road.
  2. Narrative – A statement of the nature and purpose of the division with reference to the specific conditions which would qualify the division for such exemption. Refer to Town Code [§ 8-1-4A](#) for a list of permitted exemptions.
  3. Proof of Accuracy for Plat – This shall be in the form of a copy of computer printout showing unadjusted and adjusted boundary. Error of said survey shall not be greater than one foot in seven thousand feet (1'/7,000'). The surveyor that created the plat can provide this.
  4. Disclosure of Ownership – The applicant must provide a certificate from a licensed title insurance company or attorney which certificate shall set forth the names and addresses of all owners of the property including all mortgages, judgments, liens, easements, contracts, and agreements of record in the Town which affect the title to such property. The applicant shall provide evidence establishing his or her interest and right to use or deal with the property.
- PROCESS FOR APPROVAL
  1. One electronic (PDF) copy of all documents shall be submitted to [permits@wpgov.com](mailto:permits@wpgov.com). Within 7 days, Planning Division staff shall conduct a completeness review. Submit documents 21 days prior to the Planning Commission meeting you wish to have the Exemption Plat reviewed on. The Planning Commission meets on the second and fourth Tuesdays of each month.

2. The Planning Commission will review the Exemption Plat at a regularly scheduled meeting for compliance with § 8-1-4 of the Town Code.
3. After approval of the Exemption Plat, the applicant shall comply with all required conditions of approval prior to recording the plat.
4. The Plat will be recorded in the office of the Grand County Clerk and Recorder.