



2023 PLANNING & ZONING 17 DAY SUBMITTAL DEADLINES

Planning & Zoning – 212 D Street – Rock Springs, WY 82901
Office: (307) 352-1540 Email: city_planner@rswy.net

A complete Application must be received at least 17 days prior to the Planning and Zoning Commission meeting.

17 day submittal deadline Applications

Child Care Center
Concept Plan PUD
Conditional Use Permit
Condominium Map
Exemption
Family Child Care Facility
Site Plan
Site Plan with Conditional Use Permit
Subdivision Sketch Plat

Submittal Deadline	Meeting Date
December 26, 2022	January 11, 2023
January 23, 2023	February 8, 2023
February 20, 2023	March 8, 2023
March 27, 2023	April 12, 2023
April 24, 2023	May 10, 2023
May 26, 2023	June 14, 2023
June 26, 2023	July 12, 2023
July 24, 2023	August 9, 2023
August 28, 2023	September 13, 2023
September 25, 2023	October 11, 2023
October 23, 2023	November 8, 2023
November 27, 2023	December 13, 2023
December 18, 2023	January 10, 2024

NOTE: Applications that are not received by **5:00 p.m.** on the Application Deadline will automatically be schedule for the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

SITE PLAN APPLICATION REVIEW PROCESS:

Review of Completeness	Within three (3) working days after the submittal, the planning Department shall review the application for conformance with the submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the applicant will be notified, and the application will be returned.
Utility Review Comments and/or Meeting	Utility Review Meetings are held at least 7 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. An email will only be sent to the parties listed on the application so be sure to provide all email addresses of whom you would like to be invited to the meeting. BE ADVISED: THE APPLICANT (OR ASSIGNED REPRESENTATIVE) MUST ATTEND ALL SCHEDULED MEETINGS.
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within 200' of the effected property a minimum of seven (7) days prior to the Planning and Zoning Commission Public Hearing.

IMPORTANT NOTE:

Utility review meetings are scheduled in the order in which applications are submitted to the City. In the event that a utility review meeting cannot be scheduled prior to the Planning and Zoning Commission Meeting due to the number of applications that are received ahead of your application, your application will have to be postponed until the following month's Planning and Zoning Commission meeting. Therefore, it is in your best interest to submit your application prior to the application deadline listed on the above table.