



STARTING A NEW BUSINESS

A Simple Guide to
PLANNING & ZONING
Requirements
In the City of Rock Springs

*This bulletin was prepared by the
Rock Springs Planning & Zoning Division.*

Getting Started

Thank you for considering starting a new business in the City of Rock Springs! Included in this brochure are some basic Planning and Zoning steps which you will need to follow, based upon your business type, prior to starting your business.



What is Zoning?

The intent of the Rock Springs Zoning Ordinance is to protect the public health, safety and general welfare of the community and its people through the establishment of minimum regulations governing development and use of land. Such regulations, along with the designation of various Zoning Districts within the City, provide for compatibility of different land uses. Commercial or Industrial Zoning Districts are appropriate for most types of businesses.

The City's Zoning Map and Ordinances can be found on the City's website at:

www.rswy.net

Starting a Business – In Your Home

Step 1:

Complete a “Home Occupation Permit Application” and, if you rent your home or live in a mobile home park, be sure to have the property owner sign the application.

Step 2:

Complete an “Occupation Tax Application” and be sure to describe in detail the nature of your business.

Step 3:

Bring BOTH applications to the Planning and Zoning office for review and (hopefully) approval!

Things To Keep In Mind:

Certain types of business activities, due to their very nature, may not be suitable as a home-based business and may even be prohibited by City Ordinance.

Special conditions of approval apply to home-based businesses. For information on whether your business may be suitable for your home, contact the Planning and Zoning Division.



Starting a Business – Using an Existing Building

Step 1:

Find out if the building you want to run your business from is zoned for commercial or industrial uses.



Step 2:

Find out the type of business that used to be in the building. Generally speaking, same type to same type (i.e. retail to retail) will be the easiest type to get approved.

Step 3:

Complete an “Occupation Tax Application” and be sure to describe in detail the nature of your business.

Step 4:

Bring your application to the Planning and Zoning office for review and (hopefully!) approval.

Things To Keep In Mind:

Depending upon the nature of your business, inspections may be required by the City’s Fire and Wastewater Departments.

Also, Building Codes may determine if additional building improvements or remodeling is required based upon a change of occupancy type.

Starting a Business – New Construction

Step 1:

Find out if the property you want to build on is zoned for commercial or industrial uses.

Step 2:

Find out if the type of business you want to start is allowed within the City.

Step 3:

Complete a “Site Plan Application” and be sure to include all of the required items for submittal.

Step 4:

Bring your application to the Planning and Zoning office for review and to schedule a Utility Review meeting, which will address any issues you may encounter prior to construction.

Things To Keep In Mind:

The City will review your proposal based on City Ordinance requirements for various factors (landscaping, parking, access, drainage, etc.)

Hiring a professional engineering & surveying firm may be beneficial in helping you achieve an approvable site plan.



For Further Information

To find out the Zoning designation of a property, for information on starting a business, or for other Planning and Zoning information, please contact either Jennifer Shields, City Planner, or Brian Heaton, Assistant City Planner.

Visit Our Office:

City Hall, Public Services Department
212 D Street
Rock Springs, WY 82901

Call or Fax Us:

Phone: (307) 352-1540
Fax: (307) 352-1545

Email Us:

City_Planner@rswy.net

Visit Our Website:

Additional Planning and Zoning information can be found on the City’s website under the Planning and Zoning Department at:

www.rswy.net