



CITY OF ROCK SPRINGS APPLICATION ELEMENTS

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

City Use Only:

Date Received _____ File Number: _____

Approved Approved with Conditions Denied

Contact the Building Department at (307) 352-1540 for building permit submittal requirements.

Date of Action: _____ By: _____

PROPERTY INFORMATION

PID: _____ - _____ - _____ - _____ - _____

Property Address: _____

Subdivision: _____ Block: _____ Lot: _____

Legal Description Quarter: _____ Section: _____ Township: _____ Range: _____

Zoning: _____ Overlay: _____ Floodplain Designation: _____

CONTACT INFORMATION

Petitioner: Name: _____ Phone: (____) _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Property Owner: Name: _____ Phone: (____) _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Engineer/Architect: Name: _____ Phone: (____) _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

PLEASE ANSWER THE FOLLOWING ON THE SPACE PROVIDED (if applicable):

1. What new structure(s) do you propose to build? Describe (include construction type, foundation type and dimensions for each structure). If necessary, attach a separate sheet of paper.

2. Describe the use of the proposed structure(s). Include square footage of each use.

3. Describe the proposed uses for the property and a proposed timeline for development.

4. List any special issues/concerns you need to address with City Staff/Utility Review members:

SUBMITTAL REQUIREMENTS:

The following items are required for submitting a Preliminary Review application. An incomplete application will not be reviewed and will be returned to the petitioner.

- Filing Fee (1/2 the application fee – see attached Fee Schedule for guidance)
- 10 – Full-size Site Plan drawings drawn to scale (folded)
- 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- Building Elevations / Architectural Drawings (to scale), if available

NOTE: Preliminary Review comments are based solely on the information provided by the applicant. No permit may be issued directly as a result of the Preliminary Review. Applicant shall file the appropriate application forms following receipt of Preliminary Review comments.

PRELIMINARY REVIEW CHECKLIST

The following items should be shown on your site plan (check them off as you consider each one):

- Project Address
- Location map
- Names and mailing addresses of developer / owner and engineer / architect
- Boundary line of property with all dimensions
- Adjacent streets and street rights-of-way
- Gross square footage of existing and proposed structures, including number of floors
- All paved and unpaved surfaces
- Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
- Buildings and structures (existing and proposed), including setbacks from property lines for all structures
- Easements (access, utility, drainage, pedestrian, etc.)
- Utilities
- Landscaping
- Exterior signs
- Trash enclosures
- Surface water drainage arrows
- Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

SUBMITTAL SCHEDULE:

- 1) Once an application is received, approximately 6-10 days after submittal, a Utility Review meeting will be held to discuss your application. It is required that the applicant or a representative attend this meeting. Notice will be sent stating the time, date and location of the meeting. Notices will be sent only to those listed on this application.
- 2) Please keep in mind that the more information provided by the applicant at the preliminary stage will result in more detailed comments/feedback from the Utility Review Committee.
- 3) Applicant will be provided with a list of comments made by the Utility Review members. Formal applications should address all comments made by the committee.

SIGNATURE(S) (PETITIONER REQUIRED, OTHERS OPTIONAL):

I acknowledge that I have read and understand this application and I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

Signature of Engineer/Architect _____ Date _____



PLANNING & ZONING DEPARTMENT FEE SCHEDULE

Effective September 26, 2014, the following application fees shall accompany the respective petition. The fees are intended to cover the expenses of public notices placed in the newspaper and for postage to mail notices to adjacent property owners.

Annexation	\$500.00
Appeal.....	\$50.00
Conditional Use Permit.....	\$60.00
Condominium Map.....	\$50.00
Corrected Plat.....	\$50.00
Easement Abandonment.....	\$100.00
Floodplain Development Permit.....	\$10.00
Floodplain Variance	\$100.00
Home Occupation Permit	\$10.00
Lot Line Adjustment.....	\$50.00
Lot Split.....	\$50.00
Major Site Plan	\$100.00
Major Site Plan and Conditional Use Permit	\$160.00
Master Land Use Plan Amendment.....	\$0.00
Master Land Use Plan Amendment / Zone Change.....	\$300.00
Minor Site Plan	\$40.00
Minor Site Plan and Conditional Use Permit	\$100.00
Model Home Sales Office	\$10.00
Planned Unit Development Concept Plan	\$50.00
Planned Unit Development Preliminary Development Plan	\$275.00
Planned Unit Development Final Development Plan	\$275.00
Preliminary & Final Plat (concurrent)	\$550.00
Preliminary Plat	\$350.00
Preliminary Review	½ of application fee
Sign Permit.....	\$10.00
Sign Permit and Conditional Use Permit	\$70.00
Sketch Plat	\$50.00
Solar Access	\$15.00
Subdivision Final Plat (Including Minor Subdivision)	\$200.00 plus: \$20.00 for each lot in excess of 10 lots up to a maximum fee of \$1,000.00
Subdivision Ordinance Language Amendment.....	\$200.00
Subdivision Variance.....	\$25.00
Vacation.....	\$100.00
Variance.....	\$100.00
Wind Energy Conversion System (Micro).....	\$40.00
Wind Energy Conversion System (Micro w/CUP).....	\$100.00
Wind Energy Conversion System (Small).....	\$160.00
Wireless Telecommunications.....	\$40.00
Zone Change	\$300.00
Zoning Certification	\$10.00
Zoning Ordinance Exemption	\$40.00
Zoning Ordinance Language Amendment	\$200.00

Please make all checks payable to:
The City of Rock Springs and enclose the appropriate fee with the completed application.
 Thank You.