



SITE PLAN APPLICATION

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.
 Use classified as _____ per Ordinance § _____

Date of Action: _____ By: _____

\$60.00 Major Site Plan Application Fee
 \$40.00 Minor Site Plan Application Fee

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 SPACES PROVIDED (if applicable):

1. What new structure(s), if applicable, 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 or existing structure(s). Include square footage of each use.

SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Conditional Use Permit / Site Plan Application and must be submitted in accordance with the submittal deadlines listed on Page 4 of this application. Applications submitted after the submittal deadlines as listed will be postponed until the following month. An incomplete application will not be reviewed and will be returned to the petitioner.

- Filing Fee. Make checks payable to City of Rock Springs.
- 2 – 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 (drawn to scale)

SITE PLAN REQUIREMENTS

A site plan, no larger than 11" x 17", showing the following:

- Project Address
- Names and mailing addresses of developer / owner and engineer / architect
- North arrow and scale
- Boundary line of property with all dimensions
- Adjacent streets and street rights-of-way
- Dimensions of existing and proposed structures including fences.
- All paved and unpaved surfaces
- Setback dimensions from property lines for all structures
- Easements and utilities (access, water, power, sewer, drainage, pedestrian, etc.)
- Surface water drainage arrows
- Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

SIGNATURES REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Site Plan Approval regulations. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. 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. City of Rock Springs Building Permits, DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Petitioner: _____ Date _____

Signature of Property Owner: _____ Date _____

Signature of Engineer/Architect _____ Date _____