



CITY OF ROCK SPRINGS
WIRELESS TELECOMMUNICATIONS
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.
[ ] \_\_\_\_\_
[ ] \_\_\_\_\_
[ ] \_\_\_\_\_
Date of Action: \_\_\_\_\_ By: \_\_\_\_\_

[ ] \$40.00 Application Fee
All required information must be submitted with the application. Incomplete applications will be returned.

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/Surveyor: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
Company Name: \_\_\_\_\_
Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Email Address: \_\_\_\_\_

(including area code) (including area code)

**PLEASE ANSWER THE FOLLOWING ON THE SPACE PROVIDED:**

1. Describe the Wireless Telecommunications facilities (including support buildings, towers, antenna, etc.) you intend to build. If necessary, attach a separate sheet of paper.
  
2. Tower height:
3. Zoning district:
4. Building height, if proposed for location on an existing structure:
5. Proposed alternative design structure for the wireless telecommunications facility:
  
6. Proposed wireless telecommunications facility color (if an alternative design structure is not proposed) and rationale for utilization of a traditional facility:

**SUBMITTAL REQUIREMENTS:**

**The following items are required for submitting a complete Wireless Telecommunications Site Plan Application. Incomplete applications will not be reviewed and will be returned to the petitioner.**

- Filing Fee (\$40.00). Checks should be made 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)
- Completed & Notarized “Agreement for Timely Removal of Telecommunications Facility” (*see attached*).
- A drawing or page depicting all buildings located within 300 feet of the proposed facility, as well as an overlay of the zoning for the property and all properties located within 300 feet.
- If collocation is not proposed, a record of inquiries made & responses received from telecommunications facility owners/operators located within 1500 feet of the proposed new tower site. Applicants requesting permission to install a new tower shall provide an exhibit showing all existing towers located within 1500 feet of the proposed new tower facility.
- Statement of Review / Concurrence by the Certified Local Governance Committee (CLG) if the wireless telecommunications facility is proposed for location on a certified historic building.

**If a new facility is proposed to be the sole use on a lot / parcel located in an R-1, R-2, R-3 or B-1 Zone:**

- Notarized, written concurrence from 51% of property owners located within 200 feet of the boundaries of the property for the proposed tower location.
- Written evidence indicating why it is not technically feasible to locate a wireless telecommunications facility in a commercial or industrial zone.

**NOTE:** Site Plan approval does not constitute building permit approval. Contact the Rock Springs Building Department at (307) 352-1540 for submittal requirements.

**SITE PLAN CHECKLIST**

The following items shall be shown on your site plan (check them off as you consider each one). Failure to include these items could result in delays/denials:

- 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 a completed application is received, 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 via email only to those listed on this application.
- 2) Applicant must make any necessary site plan revisions that are discussed during the Utility Review meeting.
- 3) After a revised site plan is submitted, planning approval of the site plan may be granted if all comments have been addressed and all issues have been resolved. Applicant will be notified via email of Site Plan approval.
- 4) Applicant may proceed with obtaining necessary building permits.

**SIGNATURE(S) REQUIRED:**

I acknowledge that I have read and understand this application and the pertinent Wireless Telecommunications 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. 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 \_\_\_\_\_

**AGREEMENT FOR TIMELY REMOVAL OF TELECOMMUNICATIONS FACILITY**

THIS AGREEMENT IS HEREBY ENTERED INTO ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ BY AND BETWEEN \_\_\_\_\_, HEREINAFTER REFERRED TO AS "TELECOMMUNICATIONS PROVIDER" AND THE CITY OF ROCK SPRINGS, HEREINAFTER REFERRED TO AS THE "CITY", FOR THE WIRELESS TELECOMMUNICATIONS FACILITY TO BE LOCATED AT \_\_\_\_\_, ROCK SPRINGS, WYOMING, HEREINAFTER REFERRED TO AS "SUBJECT PROPERTY".

**WITNESSETH**

**WHEREAS**, it is the desire of the Telecommunications Provider to install Wireless Telecommunications Facilities within the corporate limits of the City of Rock Springs, and, more particularly, at the Subject Property; and

**WHEREAS**, in accordance with §13-814 of the City of Rock Springs Zoning Ordinance, the City Council of the City of Rock Springs has granted review and approval authority for Wireless Telecommunications Facilities to the Planning & Zoning Division; and

**WHEREAS**, the Telecommunications Provider has submitted an Application for Site Plan approval of a new Wireless Telecommunications Facility, along with supporting documentation; and

**WHEREAS**, the City has granted approval of the proposed Wireless Telecommunications Facilities to be located at the Subject Property; and

**WHEREAS**, it is in the interest of the City that Wireless Telecommunications Facilities be removed in a timely manner once said facilities are no longer being used, in accordance with the provisions of §13-814.C.(7) of the City of Rock Springs Zoning Ordinance.

**NOW, THEREFORE**, in consideration of the above and foregoing premises, it is mutually understood and agreed as follows:

1. That the Telecommunications Provider agrees to provide written notification to the City Planner that use of the Wireless Telecommunications Facility located at the Subject Property will be discontinued. Said notification shall include contact name and phone number for the party responsible for the tower(s) and the date of discontinuance, and
2. That, should the Wireless Telecommunications Facility use be discontinued for more than 180 days following the above notification, said Facility shall be officially designated as abandoned; and
3. That, in the case of abandonment, as afordescribed, the City Planner shall notify the owner/operator of said abandoned designation in writing. The owner/operator shall have 180 days from the date of the City Planner's notice of abandoned designation to dismantle or reactivate the tower(s); and
4. That, failure to dismantle/reactivate the tower(s) within 180 days of the date of notice of abandoned designation shall be grounds for the City to dismantle the tower(s). The City may assess costs associated with dismantling the tower(s) to the owner/operator or other responsible party; and
5. That the Telecommunications Provider agrees that failure to provide the necessary written notification to the City shall constitute a breach of this agreement and the provisions of section 4 (four) of this agreement may be invoked.

**IN WITNESS WHEREOF**, the Parties hereto have hereunto set their hands this day, month and year in which this Agreement is dated hereinabove.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Telecommunications Provider Printed Name & Address)

By \_\_\_\_\_

State of Wyoming                    )  
  )  
County of Sweetwater                )

This instrument was acknowledged before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness by hand and official seal.

My commission expires:

\_\_\_\_\_  
Notary Public

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Received by the City of Rock Springs Planning & Zoning Division:

\_\_\_\_\_ Date \_\_\_\_\_