



2020
CITY OF ROCK SPRINGS
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: _____

Payment Information:

Amount Received: _____ Received by: _____

Cash or Check Number: _____ Receipt Number: _____

Date Certified as Complete Application: _____ By: _____

A. PROPERTY ADDRESS: _____

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED - i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information:

Petitioner Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information:

Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____
(including area code) (including area code)

C. 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.

D. 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 - Major OR Minor Site Plan (Major = \$100.00/Minor = \$40.00)
- 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 (drawn to scale)

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

E. 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)

F. MINOR SITE PLAN SUBMITTAL SCHEDULE:

- 1) Once a completed 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) 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 letter of Site Plan approval.
- 4) Once site plan approval has been granted, applicant may proceed with obtaining necessary building permits.

G. MAJOR SITE PLAN APPLICATION SUBMITTAL DEADLINES:

NOTE: Applications that are not received by **Noon** on the Application Deadline will be postponed until 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.

A Site Plan will be processed as a Major Site Plan if it involves one or more of the following (other site plans will be processed as Minor Site Plans):

- Fifty (50) or more dwelling units in a multiple family structure or structures
- Twenty Thousand (20,000) or more square feet of retail or service commercial or industrial floor space
- Twenty Thousand (20,000) or more square feet of office floor space
- Fifty Thousand (50,000) or more square feet of exterior storage of materials or goods
- Parking for more than one hundred fifty (150) motor vehicles
- More than one (1) retail, service, office or industrial building under common ownership.
(Separate lot/building ownership must be processed as a Planned Unit Development (PUD), not as a Major Site Plan.)

**** BE ADVISED:** 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. **

H. SIGNATURE(S) 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. 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 (if applicable) _____ Date _____