



2020
CITY OF ROCK SPRINGS
PRELIMINARY REVIEW
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:

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Property Owner Information:

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Engineer / Architect Information:

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

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

1. Describe the project and timeline for development. If necessary, attach a separate sheet of paper.

2. What new structure(s) do you propose to build? Include construction type, foundation type and dimensions for each structure.

3. Describe the use of the proposed structure(s) and property. Include square footage of each use.

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

D. 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)
- A detailed site plan of the proposed project, drawn to scale. If the full-size scaled drawing is on a size larger than 11" x 17", then in addition to the 20 full size copies plus one reduced copy no larger than 11" x 17" must also be submitted.
- 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- If available - Additional information to assist in the preliminary discussion, including but not limited to: property surveys, Building Elevations / Architectural Drawings (to scale), or other information that would be helpful in the discussion of the proposed development.

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.

E. 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)

F. 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.

G. 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. I understand that this application is for preliminary discussion purposes only and no final decisions or permits will be granted at this time. I understand that it is the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. Building Permits, Planning Approvals, 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.