



**Application for Authorization
 to Perform Construction, Demolition, Remodeling, or Modifications
 at permitted Cabin and Mobile Home Sites at Wyoming State Parks (Parks)**

Applicant's Name: _____ Cabin or Mobile Home #: _____

Address: _____

City/State Zip Code

Phone: _____ Email: _____

GROUND DISTURBANCE: is defined as any activity that compacts or disturbs the ground. Trenching, digging, scraping, adding soil/rock/gravel (more than 1 cubic yard), laying cement, and removing buried structures are examples of ground disturbance. If a project involves ground disturbance, cultural resource clearance may be required. Will this project require ground disturbance?

circle: YES NO

PROJECT DESCRIPTION: Use space below to briefly describe project. Include details such as: required tree removal, all ground disturbance (depth/width/length), borrow materials*, and plans for remediation of disturbed areas upon project completion. Attach copies of permits, maps, detailed plans, and specifications to assist with review and approval.

*Note: Fill materials must be from an approved borrow pit. An approved borrow pit is a commercial venture that provides quality soil. Please provide the location of where the fill is coming from so it can be reviewed through the NEPA/NHPA process.

PROJECT TIMELINE: Provide proposed start and completion dates. If an annual NEPA review is completed by Reclamation, projects should be included with that report to assist with reducing turnaround time for projects. (Please know the process can take several months if cultural resource clearances are necessary, at times in excess of 6 months.)

I hereby request authorization for the above-described project and agree that work on the project will not begin until approval is obtained from Parks.

 Applicant's Signature

 Date

SEND COMPLETED APPLICATION TO YOUR PARK SUPERINTENDENT

Glendo Superintendent
397 Glendo Park Road
Glendo, WY 82213

Boysen Superintendent
120 Boysen Drive
Shoshoni, WY 82649

Guernsey Superintendent
P.O. Box 429
Guernsey, WY 82214

Buffalo Bill Superintendent
4192 Northfork Hwy
Cody, WY 82414

----- THIS SECTION FOR SUPERINTENDENT USE -----

Modifications needed or additional information required (Superintendent to provide instructions below)

Denied (Superintendent to provide reason below)

Is applicant in good standing with their permit with the State/Concessionaire? _____ Yes _____ No

Reviewed by: Site Superintendent: _____ Date: _____

Site Modification Process and Guidelines for Wyoming State Parks Permittees

Revised April 5, 2021

PRIOR to any construction or ground disturbing activity on any permitted lot at Boysen, Buffalo Bill, Glendo and/or Guernsey State Parks, the Permittee shall complete the following process in compliance with the requirements spelled out in this document. This includes the following sites: cabins, boat docks, and concession permit areas (including seasonal campsites and mobile homes).

1. The Permittee shall complete a site modification application, which must be accompanied by a scaled blueprint/drawing, with specifications that detail the location, nature, and extent of the proposed work. The combination of these documents will be referred to as the “application packet.”
2. Next, the Permittee shall contact the appropriate county planning and zoning or development department (Development Department), and:
 - a. The Permittee shall submit a copy of the completed application packet to the Development Department.
 - b. The Permittee shall complete the Building Permit Application and is subject to the regular Development Department process to obtain a building permit.
3. After Permittee has received a building permit from the Development Department, the Permittee shall submit the application packet, which will now include a copy of the building permit, to Wyoming State Parks, Historic Sites, and Trails (Parks) by mailing it to the appropriate State Park Superintendent (Superintendent). If the packet is incomplete, missing documents, or does not provide sufficient detail, the Superintendent will return it to the Permittee for revision.
4. When the Superintendent receives an application packet:
 - a. The Superintendent will have 30 days to review the application packet and confirm it is complete with sufficient information. and confirm that it is complete and of sufficient detail. Once the Superintendent has determined to approve or deny, they will notify the Concessions and Revenue (C&R) section at Parks Headquarters.
 - b. If Reclamation approval is not required for the project, C&R staff will review, consult with engineering and other staff, and make a determination to approve, deny, or request a modification of the proposed project. C&R will notify the Superintendent of the determination.
 - c. If Reclamation review is required, C&R approval shall be dependent on obtaining Reclamations approval before proceeding. The Permittee should be aware that this may require several months and should plan accordingly.
 - i. If the application packet proposes an exterior substantial improvement or ground disturbing activity (this includes dock related work that disturbs the bed of the reservoir and/or the shoreline), or a modification that would alter the square footage, site footprint, viewshed, or substantially alter the appearance of the site, Parks will forward the application packet to Reclamation for review. Reclamation will review the application packet to determine if the proposed work complies with:
 - Reclamation’s requirements,
 - the National Environment Policy Act (NEPA), and

- the National Historic Preservation Act (NHPA).

5. After review, and if necessary, C&R will receive a decision from Reclamation, at which time C&R will notify the Permittee in writing whether the Permittee's application is approved or denied. **An application shall not be approved if the Permittee is in violation of any condition of Permittee's permit.**
 - a. If Parks or Reclamation deny an application, C&R will state why the application was denied in a written denial to the Permittee (cc the Superintendent).
 - b. If Parks and Reclamation approve an application, C&R will send a written notice of approval to the Permittee (cc the Superintendent and district manager).
6. After the Permittee has received written approval from Parks, the Permittee may commence the site modification as approved by the Development Department, Parks, Reclamation, and in adherence to Reclamation's Site Modification Process and Guidelines.
7. Modifications conducted without proper approval are grounds for termination of the permit and immediate removal of all unauthorized modifications at the Permittee's expense. If removal requires expenditure of Parks funds, then the Permittee shall be billed for the cost of removal and remediation.

All modification applications are subject to the following:

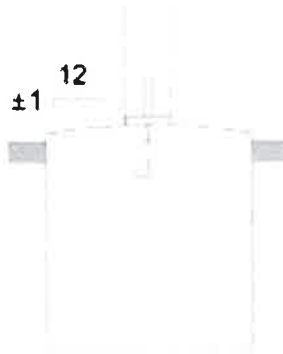
- Cabins:
 - Cabins are to be no more than 700 square feet (sqft).
 - Existing cabins constructed before 2010 that exceed 700 sqft are permitted to remain; however, their size shall not be increased.
 - The construction of a new cabin due to loss, damage, or the replacement of an existing cabin shall follow the Site Modification Process and Guidelines, will not exceed 700 sqft, and shall require Reclamation's approval.
 - Existing cabins less than the maximum allowable size of 700 sqft, may be expanded up to this square footage after following the process outlined in this document.
 - The Permittee shall not construct or keep more than one cabin or other dwelling on the lot.
 - Construction of basements or 2nd stories on new or existing cabins will not be allowed, with the exception that an "A-frame" structure may have an interior balcony; the interior balcony does not count against the 700 sqft size restriction. An A-frame is a triangular structure with a series of rafters or trusses that are joined at the peak and descend outward to a main floor level, with no intervening vertical walls. The rafters are covered with a roof surface that ties the frames together and usually continues to the floor, with only roof loads and no wall loads. An A-frame ceiling can be open to the top rafters. It may include an interior balcony, not over 50% in size of the ground level, which is defined as a raised platform that is connected to the side of a building and surrounded by a low wall or railing.
 - The addition of roof extensions will not be allowed.
 - No new or replacement concrete or asphalt approaches, driveways, aprons, patios, footpaths, or other flatwork will be permitted.
 - Existing approaches, driveways, aprons, patios, footpaths, and all other concrete flatwork and asphalt pavement may remain.
 - All new construction must be completed in compliance with all applicable county and state zoning and building codes.
 - No *substantial improvement* or other ground disturbing activity may occur on or off a Cabin Site without the prior approval of Parks and Reclamation.

- Mobile Homes:
 - The maximum footprint of any mobile home shall be 15' 6" x 76' (1,178 sq ft), not including the hitch, provided all required setbacks are followed. (Note: Lot size may reduce the maximum size of the mobile home that can be placed on a lot as determined by the Superintendent and the most recent county zoning rules.)
 - New or replacement double-wide mobile homes will not be permitted. Existing double-wide mobile homes and other mobile homes exceeding 1,178 sqft, installed prior to January 1, 2018, are permitted to remain.
 - Mobile homes installed after January 1, 2018 must retain axles. Hitches must be removed and stored with the mobile home. Wheels may be removed, provided they are stored with the mobile home for easy moving from one location to another.
 - Mobile homes will be one story.
 - The Permittee shall not construct or keep more than one mobile home or other dwelling on the lot.
 - All new or modified mobile homes will meet and comply with all applicable county zoning and permitting codes. All applicable structural codes shall be followed.
 - The addition of roof extensions will not be allowed.
 - The installation of a new mobile home due to loss, damage, or replacement of an existing mobile home shall follow the Site Modification Process and Guidelines, be subject to the current size limitations, and shall require Reclamation's approval.
 - No new or replacement concrete or asphalt approaches, driveways, aprons, patios, footpaths, or other flatwork will be permitted.
 - Existing approaches, driveways, aprons, patios, footpaths, and all other concrete flatwork and asphalt pavement may remain.
 - No *substantial improvement* or other ground disturbing activity may occur on or off the Mobile Home Site without the prior approval of Parks and Reclamation.

- Car Ports:
 - Car ports installed prior to January 1, 2018 are considered to be grandfathered and may remain; however, new or replacement car ports will not be permitted.

- Decks and Patios- All sites:
 - Decks and patios may be up to 400 sqft or have a combined footprint of up to 400 sqft.
 - Existing decks and patios that exceed 400 sqft, or a combined footprint of 400 sqft, are permitted to remain; however, their size, shape and design shall not be increased.
 - Patios and walkways: Any new patios or walkways must be completed using pavers and/or gravel. No new poured concrete will be approved. Existing poured concrete patios and walkways constructed prior to January 1, 2018 are considered grandfathered and are permitted to remain, however if they become in disrepair, no new concrete pours will be approved. If a concrete patio or walkway needs repair, removal or replacement, a request shall be submitted for removal and replacement using pavers and/or gravel.
 - All decks and patios in disrepair, as determined by the Parks or Reclamation, shall be removed.
 - Existing decks constructed prior to 2010, may be demolished and replaced to the same size, shape, and location provided they meet local and state zoning and building codes.
 - Existing decks and patios less than the maximum allowable size of 400 sqft, may be expanded up to this square footage, provided they meet applicable zoning and building codes, and the process described above is followed.
 - New decks and patios shall be unenclosed unless counted as part of the allowable enclosed area.

- All deck and patio construction must be done in compliance with the local building codes. The applicant should contact the State Fire Marshal's office for the most recent set of codes to follow.
- No excavation will be permitted for decks supports unless required by local building codes.
 - Where building codes require footings to be in the ground, deck footings must be uniform in size, no steps or bells may be in the footer, and must be poured so that the concrete extends from the undisturbed ground by 6 inches. The deck support post must then be attached to the top of the footer using the proper mounting hardware and techniques. The footer may not be poured around the support post. See diagram below.



- Storage Sheds – All sites:
 - Existing sheds as of 2010 are permitted to remain at their size and shape. Replacement or new storage sheds shall be 120 sqft or less.
 - All storage sheds in disrepair, as determined by Parks or Reclamation, shall be removed.
 - Each site may only have one skid-mounted storage shed, provided all applicable setbacks are adhered to. Sheds may be up to 120 sqft.
 - No new foundations are allowed for sheds.
- Potable Water Wells, Cabin Sites only:
 - Wells shall be constructed in accordance with Wyoming State Engineer's Office (SEO) *Water Well Minimum Construction Standards*.
 - Well drilling will not be allowed until a copy of the approved *Permit to Appropriate Ground Water* is received by C&R.
 - Applicant shall maintain a copy of the approved *Permit to Appropriate Ground Water* until after the system has been certified and approved by all applicable authorities.
 - No well shall be activated until a *Statement of Completion* is received by the SEO and C&R.
 - The Permittee is responsible for all costs and fees associated with the well.
 - All work on existing wells and appurtenances shall comply with all County and State regulations. If any work involves ground disturbance, prior approval from Parks and Reclamation is required.
 - All wells constructed on permitted lands become the property of Reclamation.
- Onsite wastewater treatment, Cabin Sites only:
 - All onsite wastewater systems including vault toilets shall be constructed in accordance with the County Health Department and Wyoming Department of Environmental Quality (DEQ) standards.
 - Construction on said system(s) will not be allowed until a copy of the approved *Septic Systems Application for a Permit to Construct* is received by C&R and Reclamation clearances are obtained.
 - The Permittee shall maintain a copy of the approved *Permit to Construct* until after the system has been certified and approved by all applicable authorities.
 - The Permittee is responsible for all costs and fees associated with the onsite wastewater system, to include all maintenance costs.

- All work on existing wastewater systems, except routine maintenance that does not involve any ground disturbing activity, shall have prior approval from Parks and Reclamation.
- All wastewater systems constructed on Reclamation permitted lands become the property of Reclamation.
- Docks – All sites:
 - No new or replacement boathouses will be permitted; however, existing ones are permitted to remain.
 - A canopy is allowed over the boat slip.
 - No two-story docks are permitted.
 - All docks shall be numbered on both the shore side and the waterside so that Parks personnel can readily identify the dock.
 - Dock must be numbered with 4" to 6" black on white, reflective numbers.
- Docks- Marinas and the Big Horn Basin Boat Club: All dock requests for size and shape shall be reviewed on a case by case basis due to dock differences between marinas and the Big Horn Basin Boat Club. Dock modifications will not be approved outside the established dock site footprint.
- Docks – Cabin sites
 - Docks may not exceed 720 sqft.
 - Existing docks that exceed the allowable 720 sqft. footprint are permitted to remain; however, their size shall not be increased. Replacement docks shall not exceed 720 sqft.
 The dock shall:
 - Start as close as possible to the water's edge (normal high water/summer elevation) and be no more than 18" above the water's surface.
 - Extend perpendicular to the shoreline into the reservoir for not more than 30', excluding the gangway, and be not more than 24' along the shoreline.
 - Include enough land area to sufficiently anchor the dock.
 - The dock shall not be anchored to any vegetation, such as a tree or shrub, or any erroneous structure, such as a boathouse or picnic table. If the Permittee disturbs the shoreline beyond a 5' wide gangway, the Permittee shall restore the disturbed area to its original contour and reestablish vegetation.

Dock Construction/Modification (All Sites)

- A. All new docks and dock alterations at cabins sites, concession areas and the Big Horn Basin Boat Club must conform to the most current, applicable codes, as adopted by the county in which they are located. The Applicant must first submit their plans and specs to the Development Department for review, approval, and permitting. Then the request, with the approved plans and building permit, must be submitted to Parks for approval. If approved by Parks, the applicant must then submit their plans to the Army Corps of Engineers and receive their approval, which will then be submitted to Parks. Upon receipt of approval from the Corp of Engineers, Parks will submit the request to Reclamation to ensure that all appropriate environmental requirements, including the National Environmental Policy Act, National Historic Preservation Act, and Section 404 of the Clean Water Act have been met before construction may begin.
- B. Docks may either be of floating or fixed design.
- C. Docks must be securely anchored in place by means of cable anchors, guys, pipe, or pilings. Cable anchor lines shall be in direct line with dock fingers. Docks cannot be anchored to trees or other vegetation.

- D. Docks built with wood must be painted with approved environmentally friendly/non-toxic outdoor paint unless they are built from composite material such as Trex or equal material. The paint color must be an approved warm, natural, earth-tone.
- E. Indoor/outdoor carpet may be installed on the decking of a dock. The carpet color must be an approved warm, natural, earth-tone.
- F. Floating docks may use Styrofoam, buoyant plastic, and/or other forms of buoyant foam. No metal barrels may be used.
- G. Any dock constructed before January 1, 2018 that meets all the required specifications for a dock herein, except shape, will be accepted as it currently exists. Additionally, any walkways, steps, railings, or other structures related to a dock must be maintained in good repair. Structures in disrepair must be removed or a request submitted for replacement. A reconstructed dock means any dock replacement or dock reconstruction. Any new or reconstructed dock shall have one of the following footprints:



(Diagrams not to scale)

- H. Permittees may combine docks with adjacent docks by attaching two or more docks together as follows; however, each slip must be identified by its respective dock number.



(Diagram not to scale)

- I. Bulkheads, rip-rap, or revetments shall be firmly anchored. Steel pipe or concrete posts may be used as anchoring devices. No new railroad ties or power poles may be used. The Permittee shall comply with all environmental requirements, including the National Environmental Policy Act, National Historic Preservation Act, and Section 404 of the Clean Water Act before Parks, with Reclamation's concurrence, will authorize any construction to begin.
- J. All docks having electrical power must meet current adopted electrical codes, and the Permittee must provide Parks with a copy of County Electrical Inspector's approval. All electrical power lines shall be buried and must meet NEPA requirements.
- K. Docks will have no portable items placed on the dock such as barbeque grills or patio furniture. All docks completed before January 1, 2018 that meet all the required specifications for a dock herein, will be accepted as it currently exists. All docks in disrepair, as determined by the Superintendent or Reclamation, shall be removed. Reconstructed docks will have no built-in structures placed upon the dock, including storage sheds, storage containers, benches or diving boards. A reconstructed dock means any dock replacement or dock reconstruction.

ALL DOCKS shall be maintained by the Permittee to the satisfaction of the Superintendent and shall be subject to removal at the Permittee's expense. The Superintendent may require a Permittee to relocate any dock.

Additional Requirements - All sites, except as noted otherwise:

- Cabin and Mobile Home Park Sites: requests for accessibility/disability projects will be considered on a case by case basis.
- All fences completed before January 1, 2018 meeting Parks criteria may be allowed to remain if they are in good repair and within property boundaries. Generally, no new fences will be permitted. New fences that support Private Exclusive Use will not be allowed. Existing fences should be maintained. If the action will be a ground disturbing activity, (including removal/replacement of posts) approval

of the maintenance activity will be necessary. All fences in disrepair, as determined by Parks, shall be removed by the Permittee. Common area fence requests, such as places where people gather, will be considered on a case by case basis.

- Landscaping/Excavation: No excavation is permitted without prior approval as outlined in this document. Tree trimming and removal projects may be approved at the Superintendent level (no C&R or Reclamation approval required). Planting of any type of tree or shrub will require prior approval from the Superintendent and Reclamation. No new irrigation systems will be authorized, but existing systems are allowed to remain if they are in good repair. All irrigation systems in disrepair, as determined by Wyoming State Parks or Reclamation, shall be removed. Hauling and depositing of materials up to one (1) cubic yard total is permitted without prior approval, if purchased from an approved borrow pit location. Obtaining fill material from Reclamation lands is not allowed.
- Demolition debris must be disposed of off Reclamation property; no on site burning of demolition debris is permitted.
- The construction of new or replacement recreational vehicle pads will not be permitted.
- No new or replacement garages or carports will be permitted.
- The Permittee shall be responsible for controlling noxious weeds and undesirable plants which become established as a result of any construction activities. The Park Superintendent must approve any pesticide application.
- All existing and approved new structures, as well as other improvements on the permitted area, shall be maintained to a safe standard and be in good repair and appearance as determined by Parks and Reclamation.
- Upon termination of occupancy under a permit, its renewal or extension, the Permittee shall remove their improvements from the site within 90 days from the date of termination, unless otherwise approved by Parks and Reclamation, and the land shall be left in reasonably unimpaired condition and as near to its original undisturbed condition as possible. Any property not so removed shall become the property of the United States or may be moved off the site, at the cost of the Permittee.
- Exterior Maintenance: Modifications to the exterior of structures, consisting of routine maintenance, requires Parks approval. Examples of routine maintenance include, but are not limited to, deck repairs, painting, and the replacement of windows, doors, siding, roofing, etc. (New structures or improvements do not constitute routine maintenance and will require approval). New exterior finishes and colors must be approved by the Parks Superintendent.
- Interior Maintenance: Modifications to the interior of a cabin or mobile home, such as kitchen remodels, etc., not involving ground disturbance or affecting the exterior design or appearance of the cabin, do not require Reclamation's approval. However, the proper permit must be obtained and all county, state, and federal codes must be followed.
- Club Sites and Marinas: First, submit the proposed improvements to your respective Board or site Superintendent, whereupon its representative will follow the process described herein.
- Emergency Situations: When an emergency arises, each situation will be handled on a case by case basis. The emergency repairs can be taken care of immediately and followed up by specific plans, and summary of the project.

Acknowledgment of receipt
of the
Site Modification Process and Guidelines

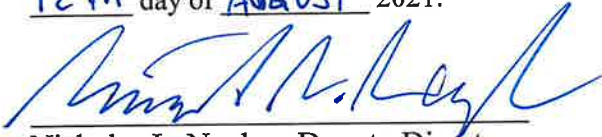
Applicant Signature

Date

APPROVED AS TO FORM FOR:

Application for Authorization
to Perform Construction, Demolition, Remodeling, or Modifications
at permitted Cabin and Mobile Home Sites at Wyoming State Parks (Parks)

Wyoming State Parks has adopted these Site Modification Process and Guidelines as detailed above dated this
12th day of AUGUST 2021.


Nicholas L. Neylon, Deputy Director

12 AUGUST 2021
Date