



## **PLANNING & ZONING COMMISSION**

*May 04, 2026, at 7:00 PM*

*250 River Circle - Alpine, WY 83128*

### **AGENDA**

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**1. CALL TO ORDER:**

**2. ROLL CALL & ESTABLISH QUORUM:**

**DISCUSSION ITEMS:**

[Discuss](#) updates to the LUDC

**3. ADJOURN MEETING:**

# LUDC UPDATES AND RATIONALE- RUNNING LIST

## DEVELOPMENT REVIEW STRUCTURE

### Update:

Revised annexation process to require a **Conceptual Development Plan** rather than a “PUD Concept Plan.”

### Why:

The previous requirement did not align with the stage of development at annexation and was not clearly defined, making it difficult to administer. A conceptual plan better reflects the level of information available at annexation and creates a clear, usable process.

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### Update:

Added a **Conceptual Development Master Plan (CDMP)** process.

### Why:

Previously, projects were either pushed into a full PUD or left without a structured planning step. This creates a logical “middle step” that allows for planning-level review without triggering unnecessary regulatory burden.

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### Update:

Clarified and redefined the purpose and use of **Planned Unit Developments (PUDs)** and removed the blanket requirement for parcels over one (1) acre.

### Why:

The previous code overused PUDs, requiring them in situations where they were not appropriate. This created unnecessary complexity and delays. The update ensures PUDs are used only when flexibility from base zoning is truly needed.

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## PERMITTING SYSTEM RESTRUCTURE

### Update:

Created a **tiered permitting system** (Affidavit → Minor Construction → Building Permit).

### Why:

# LUDC UPDATES AND RATIONALE- RUNNING LIST

The prior system only had two extremes—very minimal review or very intensive review. Many projects fell in between. This change allows the level of review and cost to better match project complexity.

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## **Update:**

Expanded and clarified the **Minor Construction Permit** and removed items that now have their own permit categories.

## **Why:**

The previous Minor Construction section was overly broad and duplicative. This update improves clarity and reduces confusion for both staff and applicants.

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## **Update:**

Created specific permit categories for:

- Decks
- Roofing projects
- Demolition and relocation

## **Why:**

These project types were previously lumped into other categories, which did not reflect their actual complexity. This improves consistency and fairness in permitting.

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## **Update:**

Added permit categories for:

- Driveways
- Right-of-Way Excavation / Encroachment
- Grading and Excavation (Private Property)

## **Why:**

These activities were either not addressed or scattered throughout the code. This created gaps in regulation and enforcement. These additions provide complete coverage of common development activities. Your current LUDC technically regulates excavation by defining it as a “construction activity” and requiring approvals before such

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work occurs under Section 2-201. However, it does not clearly establish when excavation requires a permit or provide a specific process for it. As a result, enforcement is somewhat ambiguous and may be difficult to defend without more defined standards.

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## **Update:**

Clearly distinguished between **permit types** (what the project is) and **permit classifications** (level of review: affidavit, minor construction, building permit).

## **Why:**

Previously, these concepts were blended together, which caused confusion in application routing, fee assignment, and review authority. This clarification allows the Town and the CitizenServe system to correctly categorize projects and apply the appropriate level of review based on complexity.

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## **Update:**

Created a comprehensive **Permit Matrix (Table 2-1)** aligning all permit types with review authority, application requirements, public hearing triggers, and appeal processes.

## **Why:**

The previous table was incomplete and did not reflect actual permitting practices or newly added permit types. This update creates a single, consistent reference point for staff, applicants, and decision-makers.

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## **Update:**

Established a clear **review authority hierarchy** between Administrative Staff, Building Official, Planning and Zoning Commission, and Town Council.

## **Why:**

Previously, review authority was inconsistent and unclear, leading to inefficiencies and unpredictability in the process. This update ensures that review level is proportional to project complexity and impact.

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## **Update:**

# LUDC UPDATES AND RATIONALE- RUNNING LIST

Added **escalation authority** allowing staff to elevate applications to higher levels of review when warranted.

## Why:

Rigid processes can allow projects with higher impacts to bypass appropriate oversight. This provides necessary flexibility to protect public health, safety, and compatibility with surrounding land uses.

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## TEMPORARY USES AND STRUCTURES

### Update:

Created separate processes for:

- **Temporary Uses (land use regulation)**
- **Temporary Structures (building code regulation)**

### Why:

Previously, these were not clearly defined and were often processed under the Minor Construction Permit, which did not align with building code requirements. This update aligns the code with the IBC and clarifies how each is reviewed.

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### Update:

Aligned Temporary Structure requirements with **IBC Section 3103** (including 120 sq. ft. and occupant thresholds, and 180-day duration).

### Why:

The previous code did not reflect adopted building code standards, creating inconsistencies and potential safety issues.

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### Update:

Clearly distinguished between **permits (authorization to perform work)** and **certificates (authorization for occupancy or completion)**.

### Why:

# LUDC UPDATES AND RATIONALE- RUNNING LIST

Previously, these processes were not clearly separated, creating confusion regarding when each applied. This update improves workflow clarity, enforcement, and legal defensibility.

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## APPLICATIONS AND SUBMITTALS

### Update:

Standardized application requirements across all permit types and clarified required submittals.

### Why:

Application requirements were previously inconsistent and scattered, leading to confusion and incomplete submittals.

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### Update:

Aligned permitting and inspection processes with **real-world workflow and sequencing of approvals**.

### Why:

The previous code did not reflect how projects are actually reviewed, inspected, and approved in practice. This update ensures consistency between the code and day-to-day operations.

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### Update:

Reduced required hard copies of plans from three (3) to two (2).

### Why:

This aligns with current I-Code requirements and reduces unnecessary burden on applicants.

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### Update:

Added provisions allowing **digital submittals and electronic signatures**.

### Why:

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The previous code assumed paper-based processes and did not support the Town's transition to an online permitting system.

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## **Update:**

Updated submittal requirements to distinguish between a **Topographical Site Plan (existing conditions)** and a **Grading/Excavation Plan (proposed work)**.

## **Why:**

Previously, site plan requirements did not clearly differentiate between existing site conditions and proposed land disturbance activities, which created confusion for applicants and limited the Town's ability to evaluate grading, drainage, and excavation impacts. This update establishes a clear distinction between the two plan types, ensuring that:

- Existing site conditions (including contours, elevations, and natural features) are properly documented;
- Proposed grading, excavation, and drainage modifications are clearly illustrated; and
- Staff can effectively review potential impacts to drainage patterns, adjacent properties, and public infrastructure.

This improves clarity, consistency, and enforceability while aligning submittal requirements with standard engineering and planning practices.

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## **CITIZENSERVE INTEGRATION**

### **Update:**

Added language supporting the use of the **CitizenServe online permitting system**, including automated workflow routing.

### **Why:**

To ensure the code reflects how applications are actually processed and to allow the system to guide applicants to the correct permit type based on inputs.

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## **CONSTRUCTION SITE MANAGEMENT**

### **Update:**

Added a new **Construction Site Management section** addressing:

- Noise

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- Dust
- Trash
- Parking
- Material storage
- Sanitation facilities

## Why:

These items were either not addressed or scattered throughout the code. This creates a centralized and enforceable standard.

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## SUBDIVISIONS

### Update:

Renamed the “Master Plan Report” to **Technical Report** and updated requirements.

### Why:

To eliminate confusion with the Town’s adopted Master Plan and the new conceptual planning process.

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## SPECIAL USE PERMITS

### Update:

Expanded and clarified the **Special Use Permit** section.

### Why:

The previous section was minimal and relied heavily on a separate ordinance, making it difficult to interpret and apply.

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## CERTIFICATES AND OCCUPANCY

### Update:

Clarified and expanded:

- Certificate of Occupancy (CO)
- Temporary Certificate of Occupancy (TCO)

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- Certificate of Completion
- Certificate of Change of Use / Occupancy

### Why:

The previous code did not clearly define these processes or when they were required.

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### Update:

Added authority to **revoke certificates**.

### Why:

Provides enforcement capability when compliance is not maintained.

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### Update:

Added a formal **Change of Use / Occupancy process**.

### Why:

Previously not clearly defined, creating gaps in enforcement and life-safety review.

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## INSPECTIONS AND ENFORCEMENT

### Update:

Clarified required inspections and consequences for failure to obtain them.

### Why:

Ensures compliance and provides clear authority for enforcement.

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### Update:

Incorporated **mandatory electrical inspections** by the State of Wyoming.

### Why:

Aligns local processes with state requirements and ensures consistency.

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### Update:

# LUDC UPDATES AND RATIONALE- RUNNING LIST

Clarified **Stop Work Order authority and procedures**.

**Why:**

Provides clear enforcement tools and avoids ambiguity in application.

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## ADMINISTRATION AND PROCESSING

**Update:**

Updated the **Application Processing Schedule** and recommended moving it to resolution format.

**Why:**

Allows flexibility to adjust timelines without requiring full code amendments (e.g., meeting schedule changes, CitizenServe workflow updates).

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**Update:**

Removed duplicate public notice requirements and referenced **Public Notice Ordinance 2026-002**.

**Why:**

Creates a centralized and consistent approach to public notice.

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**Update:**

Performed a full **consistency and cross-reference cleanup** throughout Part 2, including terminology alignment and removal of conflicting or duplicative language.

**Why:**

The previous code contained inconsistencies and internal contradictions that made it difficult to interpret and enforce. This update improves clarity, usability, and legal defensibility.

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## DEFINITIONS

**Update:**

# LUDC UPDATES AND RATIONALE- RUNNING LIST

Updated and expanded definitions to reflect:

- New processes
- Missing terms
- Clarifications of existing terms

## Why:

The previous definitions section lacked clarity and did not support the updated code structure.

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## PERMIT PROCESSING AND FEES

### Update:

Updated the **Permit Processing Schedule** and **Fee Schedule** to reflect the revised permit structure, including the addition of mid-level permits and new permit categories.

### Why:

The previous schedules were based on an outdated permitting framework that did not account for the expanded permit types or the newly established tiered system (Affidavit, Minor Construction, Building Permit).

These updates ensure that:

- Processing timelines align with current review procedures and meeting schedules;
- Fees are proportionate to the scope and complexity of each permit type;
- New permit categories (e.g., accessory structures, grading, driveway, right-of-way, temporary uses/structures) are accurately reflected; and
- The Town can administer permits consistently and efficiently.

This also ensures that applicants are not overcharged for simpler projects while more complex projects receive the appropriate level of review, oversight, and associated fees.

Additionally, updating the processing schedule supports integration with the CitizenServe system and allows for more flexible administrative updates when adopted by resolution rather than ordinance.

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## OVERALL RESULT

# LUDC UPDATES AND RATIONALE- RUNNING LIST

## **Update:**

Comprehensive restructuring of Part 2.

## **Why:**

The previous code:

- Contained gaps
- Had inconsistent processes
- Was difficult to administer
- Did not align with current codes or practices

This update creates a system that is:

- Clear
- Consistent
- Scalable
- Enforceable
- Aligned with modern permitting practices

## **PART 2 - PROCEDURES**

### **ARTICLE 2.1 GENERAL PROVISIONS**

#### **Section 2-101. Purpose**

Part 2 of the Alpine Land Use and Development Code outlines the procedures for filing and processing applications for the development of lands in the Town of Alpine. These procedures are intended to establish a consistent and transparent process for the evaluation and approval of applications for land subdivisions, land use plan amendments, planned unit development projects, zone changes, variances, as well as building and sign permits.

Public notice requirements for all applicable land use actions shall be governed by Town of Alpine Ordinance No. 2026-002, as amended.

The process of reviewing private and public land use proposals is the method used by the Town of Alpine to:

- (a) Ensure the public health, safety, and welfare of Town residents; and
- (b) Evaluate the consistency of proposed land uses with the community land use plan contained in the Town of Alpine Municipal Master Plan.

### **ARTICLE 2.2 GENERAL DEVELOPMENT REVIEW AND APPROVAL PROCESS**

#### **Section 2-201. General Requirements**

No development or construction activity, grading, excavation, land disturbance, or placement of fill shall occur within the Town of Alpine until all applicable development approvals have been obtained in accordance with this Code.

If a property is proposed for annexation into the incorporated boundaries of the Town, an **Annexation Conceptual Report** shall be submitted in accordance with Section 2-204.

##### **(a) Development Review Framework**

The Town utilizes a structured development review system to evaluate proposed projects based on their scope, complexity, and potential impacts. Depending on the nature of the proposal, the Town may require one or more of the following development review processes:

1. **Annexation Conceptual Report** (Section 2-204)  
Required for all annexation applications to evaluate feasibility, impacts, and consistency with the Town of Alpine Master Plan.
2. **Conceptual Development Master Plan (CDMP)** (Section 2-205)  
A non-binding, planning-level review tool used to evaluate large-scale, phased, or complex developments and to establish a conceptual framework for future development applications.
3. **Planned Unit Development (PUD)** (Section 2-206)  
A zoning and development tool used to allow flexibility from standard zoning requirements and to establish binding, site-specific development standards through approval by ordinance.

These processes are distinct and serve different purposes. The Town may require any combination of these processes, and where appropriate, may allow concurrent submittal and review.

**(b) General Development Requirements**

- a. All development projects shall obtain the required permits and approvals necessary to demonstrate compliance with:
  - b. The Land Use and Development Code (LUDC);
  - c. All other applicable Town ordinances, resolutions, and standards; and
  - d. The Town of Alpine Municipal Master Plan.
- e. Site Plan and Grading Requirements for New Construction

All new construction projects shall include submittal of the following, as determined necessary by the Town:

- (1) A Topographical Site Plan depicting existing site conditions, including contours, elevations, and natural features; and
- (2) A Grading and Excavation Plan depicting proposed site modifications, including grading, drainage patterns, cut and fill areas, and finished elevations.

These requirements are intended to clearly distinguish between existing site conditions and proposed land disturbance activities and shall be required for all new construction unless waived or modified by the Town based on the scope and nature of the project.

All annexation petitions and applications shall be reviewed for consistency with the Town of Alpine Master Plan.

**(c) Governing Standards**

The specific criteria, procedures, and applicability for each development review process shall be governed by the following Sections of this Code:

- Section 2-204 – Annexation Conceptual Report
- Section 2-205 – Conceptual Development Master Plan
- Section 2-206 – Planned Unit Development (PUD)

These Sections are hereby incorporated by reference.

**(d) Application Summary**

Development applications, permits, and approval types are summarized in Table 2-1 and described in the applicable Sections of this Part.

**(e) Change of Use or Occupancy**

A change of use or change of occupancy shall be subject to review in accordance with Section 2-416 (Change of Use Process) and may require additional land use approvals as determined by the Town.

**(f) Decisions**

Decisions by the Planning and Zoning Commission, Town Council, Board of Adjustment, Planning and Zoning Administrator, Building Official, or other authorized Town officials shall be transmitted to the applicant in writing.

Approvals may include conditions or stipulations necessary to ensure compliance with this Code. Denials shall include the rationale for the decision.

**(g) Inspections and Certificates**

All construction activity shall be subject to inspection by the Town Building Official or authorized representative.

No building or structure shall be occupied until a Certificate of Occupancy, Temporary Certificate of Occupancy, or Certificate of Completion has been issued, as applicable.

**(h) Compliance with Construction Site Management**

All properties, uses, and construction activities shall comply with Section 2-304 (Construction Site Management).

**(i) Property Owner Authorization**

All development applications shall include documented authorization from the property owner(s).

**(j) HOA / Architectural Review**

Where applicable, development applications shall include documentation of approval from any required homeowners association or architectural review committee.

**(k) Additional Information**

The Town may require additional information, modify submittal requirements, or waive specific requirements when necessary to adequately evaluate a proposal based on its nature, scope, and complexity.

**(l) Business License Compliance**

The Town Clerk shall not issue a business license for any use conducted within a building or temporary structure that does not comply with the provisions of this Code.

**(m) Permit Processing and Timelines**

Permit review timelines and processing schedules shall be established by the Town and may be updated by resolution or administrative policy.

Nothing in this Code shall be interpreted as requiring approval within a specific timeframe unless otherwise expressly provided.

**THIS ONLY GOES HERE IF WE REMOVE THE PROCESS SCHEDULE AND SET BY RESOLUTION IF NOT, THE ENTIRE UPDATED SECTION 2-401 MOVES HERE AND BECOMES 2-201 L.**

**Section 2-202 Administrative Authority**

(a) The Planning and Zoning Administrator, Building Official, and other authorized Town officials are responsible for administering and enforcing the provisions of this Code.

(b) The Planning and Zoning Administrator shall have the authority to:

- (1) Review applications for completeness;
- (2) Approve, approve with conditions, or deny applications eligible for administrative review;
- (3) Interpret the provisions of this Code;
- (4) Require additional information necessary to evaluate an application;
- (5) Refer applications to the Planning and Zoning Commission or Town Council when appropriate.

(c) The Building Official shall have the authority to:

- (1) Conduct inspections;
- (2) Enforce building and safety codes;
- (3) Issue Certificates of Occupancy, Temporary Certificates of Occupancy, Temporary Change of Occupancy certificates, Temporary structure permits, Certificates of Completion, and Certificates of Change of Use or Occupancy;
- (4) Determine compliance with applicable codes.

(d) Decisions made by the Planning and Zoning Administrator or Building Official may be appealed in accordance with Part 5 of this Code.

**Section 2-203 Enforcement and Stop Work Authority**

(a) When any development, construction, or use is found to be in violation of this Code or any other applicable adopted codes, the Town may take enforcement action to ensure compliance.

(b) The Planning and Zoning Administrator, Building Official, or their authorized representative is authorized to issue a stop work order for any activity that:

- (1) Is being conducted without required permits or approvals;
- (2) Violates any provision of this Code or any other applicable adopted codes;
- (3) Fails to comply with conditions of approval; or
- (4) Creates a threat to public health, safety, or welfare.

(c) Upon issuance of a stop work order:

- (1) All work shall immediately cease;
- (2) Work shall not resume until the violation has been corrected and authorization has been granted by the Town.

(d) Failure to comply with a stop work order may result in:

- (1) Citations or fines;
- (2) Permit suspension or revocation;
- (3) Legal action; or
- (4) Any other remedy authorized by law.

(e) The remedies provided in this section are cumulative and not exclusive.

## **Section 2-203 Annexation Conceptual Report**

### **(a) Purpose**

To establish a unified submittal and review framework that:

- Evaluates feasibility and impacts
- Supports Planning & Zoning recommendation
- Provides information required for the Annexation Report

### **(b) Applicability**

Required for all annexations prior to:

- Planning & Zoning hearing
- Annexation Report preparation

The Town may modify or waive requirements as appropriate.

### **(c) Narrative Requirements**

The applicant shall submit an Annexation Conceptual Report including, as applicable:

- Proposed land use
- Public benefits

- Logical extension analysis
- Feasibility
- Contiguity
- Utilities/services
- Requested zoning
- Development schedule

**(d) Supporting Materials**

As determined necessary by the Town:

**Ownership & Petition**

- Legal description
- Petition
- Ownership documentation

**Mapping**

- Annexation map
- Location map
- Adjacent ownership
- Town boundary relationship

**Site Information**

- Existing conditions
- Conceptual site plan
- Development timeline

**Notification**

- Property owners within 500 feet

**A Conceptual Development Master Plan may be required following annexation when appropriate.**

**(e) Staff Review**

Zoning Administrator evaluates:

- Compatibility
- Infrastructure
- Access
- Safety
- Community impacts

→ Prepares staff report

**(f) Planning & Zoning Review**

- Review at a regularly scheduled Planning and Zoning Commission Meeting.
- Recommendation to Town Council

**(g) Clerk Coordination**

- Materials transmitted to Clerk
- Clerk prepares Annexation Report

**(h) Completeness**

An application shall be deemed complete when the Planning and Zoning Administrator determines that all required application materials, information, and supporting documentation necessary to evaluate the request have been submitted in accordance with this Code and Table 2-1.

A determination of completeness shall not be construed as a determination that the application complies with all applicable standards or that it will be approved.

**Section 2-204 Conceptual Development Master Plan (CDMP) Process**

**(a) Purpose**

The purpose of the Conceptual Development Master Plan process is to provide a planning-level review tool for developments that are large, phased, or complex in nature, but do not require the use of a Planned Unit Development (PUD).

The Conceptual Development Master Plan process is intended to:

- (1) Allow the Town to evaluate the overall development vision and layout of a proposed project;
- (2) Promote coordinated planning of land use, infrastructure, access, and circulation;
- (3) Provide a framework for future subdivision, site plan, building permit, or PUD review; and
- (4) Ensure consistency with the Town of Alpine Master Plan.

**(b) Applicability**

A Conceptual Development Master Plan may be required by the Town when:

- (1) A development is large-scale in size or scope;
- (2) A development is proposed to occur in multiple phases;
- (3) A development involves mixed-use or coordinated land use patterns (The organized and integrated arrangement of land uses within a development or area that ensures compatibility between uses, efficient provision of infrastructure and services, logical circulation and access, and consistency with the Town’s adopted plans and policies);
- (4) A development requires coordinated infrastructure planning;
- (5) A development requires phased infrastructure development; or
- (6) The Town determines that a comprehensive understanding of the development is necessary before formal approval.

A Conceptual Development Master Plan may be submitted and reviewed independently or in conjunction with a Planned Unit Development (PUD) application.

A Conceptual Development Master Plan shall not be required for:

- (A) Small or straightforward development projects; or
- (B) Projects that fully comply with zoning and do not require coordinated planning review.

**(c) Relationship to Annexation**

A Conceptual Development Master Plan may be required as part of an annexation applications in accordance with Section 2-201. A Conceptual Development Master Plan may be required during the annexation phase if:

- (1) Large-scale land
- (2) Phased or long-term development
- (3) Mixed-use or complex layouts
- (4) Infrastructure-dependent sites (roads, utilities, slopes, etc.)
- (5) A development is proposed in areas of natural hazard or environmental constraint, including but not limited to steep slopes, unstable soils, floodplains, avalanche-prone areas, dense forest, or areas near geologic fault lines, where additional planning is necessary to protect public health, safety, and welfare; and
- (6) A development may impact natural resources, wildlife habitat, water quality, or air quality, where coordinated planning is necessary to preserve environmental integrity and maintain the character of the community.

When required, the Conceptual Development Master Plan submitted with an annexation application shall provide a conceptual framework for evaluating the proposed development, including general land use, density, infrastructure approach, and long-term development intent.

A Conceptual Development Master Plan reviewed as part of an annexation application shall be considered illustrative in nature and shall not establish binding development standards or zoning.

Following annexation, subsequent development applications, any development or Building Permit requests, including subdivision, site plan, or Planned Unit Development (PUD), shall be generally consistent with the approved or accepted Conceptual Development Master Plan, unless otherwise amended in accordance with this Section.

A Conceptual Development Master Plan shall supplement, but not replace, the Annexation Conceptual Report required in Section 2-204.

**(d) Nature of Approval**

A Conceptual Development Master Plan:

- (1) Is conceptual and illustrative in nature;
- (2) Does not establish binding development standards;
- (3) Does not constitute zoning approval or create vested development rights; and
- (4) Shall not replace subdivision, site plan, building permit. development requests, or PUD approval requirements.

**(e) Application Requirements**

Applicants shall submit a Conceptual Development Master Plan application, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

**(f) Required Submittal Materials**

In addition to the application form, the applicant shall provide:

- (1) **Conceptual Site Plan**, illustrating:
  - (A) General land use layout;
  - (B) Approximate lot configuration, if applicable;
  - (C) Circulation systems, including vehicular and pedestrian access;
  - (D) General infrastructure and utility framework; and
  - (E) Open space and natural features;
- (2) **Conceptual Narrative**, describing:
  - (A) Project overview;
  - (B) Proposed land uses and development intensity;
  - (C) General density and development pattern;
  - (D) Infrastructure and utility approach;
  - (E) Phasing and long-term development strategy; and
  - (F) Consistency with the Town of Alpine Master Plan;
- (3) A location map showing the project site and surrounding properties;
- (4) A general development schedule, if applicable; and
- (5) Any additional materials required by the Town to evaluate the proposal.
- (6) Any additional materials required by the Town, as determined necessary based on the scope and complexity of the proposal.

**(g) Staff Review**

The Planning and Zoning Administrator shall conduct a review of the proposed Conceptual Development Master Plan .

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the proposal with respect to:

- (1) Consistency with the Town of Alpine Master Plan;
- (2) Compatibility with surrounding land uses;
- (3) Municipal infrastructure and service capacity;
- (4) Vehicular and pedestrian access;
- (5) Drainage, snow storage, and site constraints; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator may prepare a written summary or staff report and provide recommendations as appropriate to the Planning and Zoning Commission.

**(h) Review Process**

A Conceptual Development Master Plan shall be reviewed:

- (1) Administratively by the Planning and Zoning Administrator for completeness; and
- (2) By the Planning and Zoning Commission at a public hearing;

A Conceptual Development Master Plan may be reviewed and considered concurrently with a Planned Unit Development (PUD) application. When submitted concurrently, the review procedures of the PUD section shall govern, and the Conceptual Development Master Plan shall be evaluated as part of the overall development proposal.

The review process shall focus on planning-level considerations and shall not require detailed engineering or construction-level design.

**(i) Determination**

Following review, the Planning and Zoning Commission may:

- (1) Accept the Conceptual Development Master Plan as submitted;
- (2) Accept the Conceptual Development Master Plan with recommendations; or
- (3) Request revisions to the Conceptual Development Master Plan.
- (4) Request additional public hearings

(5) The Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following Planning and Zoning Commission action.

A Conceptual Development Master Plan shall not be approved by ordinance and shall not constitute a final development or land use approval.

**(j) Relationship to Subsequent Approvals**

(1) A Conceptual Development Master Plan shall serve as a guiding document for future development applications.

(2) Subsequent subdivision, site plan, building permit, or PUD applications shall be generally consistent with the approved or accepted Master Plan, unless otherwise amended.

(3) When a Conceptual Development Master Plan is submitted and approved concurrently with a Planned Unit Development (PUD), the Master Plan shall be considered incorporated into the PUD approval.

(4) If a proposed development deviates substantially from an approved Conceptual Development Master Plan, the Town may require an amended Master Plan or additional review.

**(k) Public Notice**

Public notice for Conceptual Development Master Plan review, when required, shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

**(k) Amendments**

Any applicant requesting an amendment must submit a written request to the Planning and Zoning Administrator to determine if minor or major.

**(1) Minor Amendments- No Fee**

Minor amendments to an approved Conceptual Development Master Plan may be approved by the Planning and Zoning Administrator when the proposed changes are minor in nature and remain consistent with the overall development intent of the approved Conceptual Development Master Plan .

Minor amendments may include, but are not limited to:

- (A) Minor adjustments to lot configuration or layout;
- (B) Refinements to circulation patterns that do not alter overall access intent;
- (C) Minor changes to land use areas that do not significantly alter the character or

intensity of the development; and

(D) Adjustments to phasing that do not affect infrastructure planning or overall development sequencing.

**(2) Major Amendments- See the most recently adopted version of the fee schedule**

Major amendments to an approved Conceptual Development Master Plan shall be required when proposed changes substantially alter the original development concept or intent.

Major amendments shall be evaluated and approved by the Planning and Zoning Commission and shall follow the applicable review procedures for a Master Plan.

Major amendments include, but are not limited to:

- (A) Significant changes in land use;
- (B) Substantial increases in density or development intensity;
- (C) Significant modifications to circulation systems or access points;
- (D) Changes to the infrastructure framework that impact service capacity or delivery;

or

- (E) Changes that alter the overall character of the development.

**(m) Notice of Decision**

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Planning and Zoning Commission on a Conceptual Development Master Plan application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the determination made by the Town, including:

- (1) Acceptance of the Conceptual Development Master Plan as submitted;
- (2) Acceptance of the Conceptual Development Master Plan with recommendations; or
- (3) A request for revisions to the Conceptual Development Master Plan .

The notice of determination shall also identify any recommendations or guidance provided by staff or the Planning and Zoning Commission to inform future development applications.

**(n) Appeals**

Any appeal of a decision regarding a Conceptual Development Master Plan , including determinations made by the Planning and Zoning Administrator or the Planning and Zoning Commission, shall be made to the Board of Adjustment.

Appeals shall be filed in accordance with the procedures set forth in Part 5 of this Code and within the timeframes established therein.

The Board of Adjustment shall review the appeal and may affirm, modify, or reverse the determination based on the standards and evidence presented.

## **Section 2-205 Planned Unit Development (PUD) Process**

### **(a) Purpose**

The purpose of the Planned Unit Development (PUD) process is to provide a flexible zoning and development tool that promotes the most beneficial and creative development of land within the Town.

The PUD process is intended to:

- (1) Permit and encourage coordinated, site-specific development that may not be achievable under standard zoning regulations, where there is a demonstrable benefit to the Town;
- (2) Allow flexibility in site design, land use, density, and development standards, where such flexibility results in improved development outcomes; and
- (3) Promote development that:
  - (A) Improves site design and development quality;
  - (B) Encourages efficient use of land and infrastructure;
  - (C) Preserves open space and natural features;
  - (D) Ensures compatibility with surrounding land uses; and
  - (E) Is consistent with the Town of Alpine Master Plan.

### **(b) Applicability**

A Planned Unit Development (PUD) shall not be required solely based on parcel size.

A PUD may be required or permitted when:

- (1) A development proposes flexibility or deviation from base zoning standards;
- (2) A development is large-scale, mixed-use, or phased; or
- (3) The Town determines that a coordinated development approach is necessary to achieve improved design, infrastructure efficiency, or identifiable public benefit.

Owners and/or prospective developers may apply for a PUD within any zoning district, subject to the provisions of this Section.

### **(c) Relationship to Annexation**

A Planned Unit Development (PUD) shall not be required as part of an annexation application.

Annexation applications shall instead be reviewed based on an Annexation Conceptual Report in accordance with Section 2-204.

A PUD may be required or initiated following annexation when a proposed development meets the applicability criteria outlined in this Section.

Annexation applications shall be reviewed based on:

- Section 2-204 (Annexation Conceptual Report)
- A PUD may be required following annexation when appropriate.

**(d) Application Requirements**

Applicants shall submit a completed Planned Unit Development application form, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.
- (6) Relationship to Conceptual Development Master Plan  
A Conceptual Development Master Plan may be submitted and reviewed concurrently with a Planned Unit Development (PUD) application.

If a Conceptual Development Master Plan has not previously been approved for the subject property, the applicant shall submit a Conceptual Development Master Plan as part of the PUD application in accordance with this Section.

If an approved Conceptual Development Master Plan exists, the PUD application shall be consistent with that plan. Any proposed deviations from an approved Conceptual Development Master Plan shall require amendment of the Conceptual Development Master Plan as part of the PUD application.

When a Conceptual Development Master Plan is submitted concurrently with a PUD, the

Planning and Zoning Commission and Town Council shall review and consider CDMP as part of the PUD application, and approval of the PUD shall constitute acceptance of the Conceptual Development Master Plan as part of the overall development proposal.

**(e) Required Submittal Materials**

**Materials shall be provided as applicable and as determined necessary by the Town.**

In addition to the application form, the applicant shall provide the following:

(1) A Conceptual Development Master Plan, if one has not previously been approved for the subject property. If an approved Conceptual Development Master Plan exists, the application shall be consistent with that plan. Any proposed deviations from an approved Conceptual Development Master Plan shall require amendment of the Conceptual Development Master Plan as part of the application.

The Conceptual Development Master Plan shall be conceptual in nature and shall illustrate, at a minimum:

- (A) General land use layout;
- (B) Proposed density and intensity;
- (C) Circulation systems, including vehicular and pedestrian access;
- (D) General infrastructure framework; and
- (E) Open space and common areas.

(2) **PUD Development Standards**, including:

- (A) Permitted uses;
- (B) Dimensional standards;
- (C) Density; and
- (D) Design criteria;

(3) **PUD Narrative**, describing:

- (A) Project overview;
- (B) Consistency with the Town of Alpine Master Plan;
- (C) Deviations from base zoning;
- (D) Public benefits; and
- (E) Phasing, if applicable;

(4) Location map showing the project site and surrounding properties;

(5) A development schedule for the proposed project; and

(6) Any additional materials required by the Town to evaluate the application.

#### (7) Additional Technical Reports

The Town may require the submission of technical studies and engineering reports as part of a Planned Unit Development (PUD) application when necessary to evaluate the proposed development.

Such reports may include, but are not limited to:

- (A) Geotechnical investigations and slope stability analyses;
- (B) Drainage and stormwater management studies;
- (C) Traffic impact analyses;
- (D) Utility and infrastructure capacity analyses;
- (E) Roadway design and grading plans; and
- (F) Any other engineering or technical documentation deemed necessary by the Town to evaluate public health, safety, and welfare.

The scope and level of detail of such reports shall be determined by the Town based on the size, location, complexity, and characteristics of the proposed development.

#### **(f) Staff Review**

The Planning and Zoning Administrator shall conduct a detailed review of the proposed development.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed development upon:

- (1) Adjoining land uses;
- (2) Municipal infrastructure and services;
- (3) Vehicular and pedestrian access;
- (4) Drainage and snow storage;
- (5) Public health, safety, and welfare; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator shall prepare and transmit a written staff report, including findings and recommendations, to the Planning and Zoning Commission.

Once a complete PUD Application and required submittals are received, the Planning and Zoning Administrator has prepared and transmitted the staff report to the Planning and Zoning Commission, the Planning and Zoning Administrator shall schedule a Public Hearing for the PUD (and Conceptual Development Master Plan if applicable) on the

agenda during the first available Planning and Zoning Commission regularly scheduled meeting.

**(g) Public Notice**

Prior to any decision by the Alpine Planning and Zoning Commission, public notice for a Planned Unit Development (PUD) (and Conceptual Development Master Plan if applicable) application shall be provided in accordance with Town of Alpine Ordinance No. 2026-002, as amended.

The applicant shall be responsible for complying with all applicable public notice requirements, including but not limited to posted notice, mailed notice, published notice, and submission of required affidavits of notice, as set forth in Ordinance No. 2026-002.

The Planning and Zoning Commission shall hold at least one (1) public hearing in accordance with Ordinance No. 2026-002. Public comments received during the hearing shall be documented and retained as part of the official record.

Public notice shall apply to both:

- (1) The Planning and Zoning Commission public hearing, and
- (2) Town Council public hearing.

**(h) Planning and Zoning Commission Recommendation**

The Planning and Zoning Commission shall conduct a **duly noticed public hearing** on the proposed Planned Unit Development (and Conceptual Development Master Plan if applicable).

Upon consideration of the staff report and public comment, the Planning and Zoning Commission shall make a written recommendation to the Town Council.

The recommendation shall include findings of fact and may include conditions necessary to mitigate impacts and ensure compliance with this Code.

**(i) Town Council Action**

The Town Council shall conduct a **duly noticed public hearing** on the proposed Planned Unit Development following receipt of the Planning and Zoning Commission recommendation.

The Town Council shall review the application, staff report, and Planning and Zoning Commission recommendation.

The Town Council may:

- (1) Approve;
- (2) Approve with conditions;
- (3) Deny; or
- (4) Table the application pending additional information.

Approval of a Planned Unit Development shall be by ordinance, and such ordinance shall be subject to the requirements of Wyoming State Statute, including:

- Reading of the ordinance on **three (3) separate days**; and
- A minimum of **ten (10) days between introduction and final passage**, unless otherwise lawfully suspended.

**(j) Approval Criteria**

A Planned Unit Development may be approved only upon finding that:

- (1) The proposal is consistent with the Town of Alpine Master Plan;
- (2) The proposal is consistent with the Conceptual Development Master Plan;
- (3) The development provides improved design or efficiency over standard zoning;
- (4) The project is compatible with surrounding land uses;
- (5) Infrastructure and services can be adequately provided; and
- (6) The development provides identifiable public benefits.

**(k) Amendments**

**(1) Minor Amendments**

May be approved administratively when:

- (A) No change in density;
- (B) No change in land use; and
- (C) No alteration of overall development intent.

**(2) Major Amendments**

Shall require Planning and Zoning Commission review and Town Council approval by ordinance.

Major amendments include:

- (A) Changes in land use;
- (B) Increases in density;

- (C) Significant changes to layout or infrastructure; or
- (D) Changes affecting the overall character of the development.

**(l) Notice of Decision**

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Town Council on a Planned Unit Development (PUD) application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the final determination made by the Town, including:

- (1) Approval of the Planned Unit Development (PUD) (and Conceptual Development Master Plan if applicable),
- (2) Approval of the Planned Unit Development (PUD) (and Conceptual Development Master Plan if applicable) with conditions;
- (3) Denial of the Planned Unit Development (PUD) (and Conceptual Development Master Plan if applicable) ;
- (4) Approval of a minor amendment; or
- (5) Approval, approval with conditions, or denial of a major amendment.

The notice of decision shall also include:

- (A) Any conditions of approval imposed by the Town Council or Planning and Zoning Commission;
- (B) A summary of findings supporting the decision; and
- (C) Any applicable requirements for subsequent approvals, including but not limited to subdivision, site plan, or building permit review.

For Planned Unit Developments and major amendments approved by ordinance, the notice of decision shall reference the adopting ordinance and shall constitute written confirmation of the Town Council’s action.

**(m) Recording Requirements**

No covenants, conditions, restrictions, plats, or related documents shall be recorded until the Planned Unit Development has been approved by ordinance of the Town Council.

**(n) Appeals**

Any appeal of a decision of the Town Council shall be made to the District Court in accordance with Rule 12 of the Wyoming Rules of Appellate Procedure.

## **Section 2-207 Land Use Plan Amendment Process**

- (a) A proposed amendment to the adopted community land use plan map contained within the Alpine Municipal Master Plan may be initiated by the Alpine Planning and Zoning Commission, Alpine Town Council, or other residents of the Town of Alpine, (Figure 2-1).
- (b) Applicants must complete a land use amendment form that will request, at least, the following information:
  - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
  - (2) Proposed changes in land use plan map designations.
  - (3) Rationale for the proposed land use amendment.
  - (4) A scaled illustration depicting the location of the proposed land use amendment.
- (c) The Zoning Administrator will evaluate the merits, disadvantages, and potential impacts of the proposed land use amendment upon community residents, municipal infrastructure, community land use relationships, and the economy of Alpine. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (d) The Zoning Administrator will as soon as practical, place the proposed land use amendment upon the agenda of the Alpine Planning and Zoning Commission.

## **Section 2-208 Zone Change Process**

- (a) The purpose of the zone change process (Figure 2-3) is to provide landowners and/or prospective developers with the potential opportunity to modify zoning district boundaries depicted on the Alpine Zoning map. This process is required for those landowners and/or prospective developers who wish to establish land uses on one (1) or more lots or land parcels that are inconsistent with the permitted land uses authorized under existing zoning.
- (b) Owners and/or prospective developers of any lots or parcels may make application for a zone change in any zoning district.
- (c) Applicants must complete a zone change application form that will request at least the following information:

- (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
  - (2) When the applicant is not the landowner, the applicant will furnish a written notarized letter from the landowner which authorizes the application and endorses the proposed zone change.
  - (3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan supporting the application.
  - (4) Legal description and total land area of the lands proposed for a zone change.
- (d) Applicants will also provide the following additional information, which will supplement a completed application form.
- (1) Location map of the lots or land parcels being considered for a zone change.
  - (2) A conceptual site plan of the proposed land use development concept.
  - (3) A development schedule for proposed land use.
  - (4) A description of how the zone changes will impact the surrounding area.
- (e) The Zoning Administrator, or his or her authorized representative, will make a careful plan review of the proposed zone change and related land use development proposal. The Zoning Administrator, or his or her authorized representative, will evaluate the merits, disadvantages, and potential impacts of the proposed zone change upon adjoining land uses, municipal infrastructure, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- (f) The Zoning Administrator will, as soon as practical, place the proposed zone change application on the agenda of the Alpine Planning and Zoning Commission.
- (g) **Prior to any decision by the Alpine Planning and Zoning Commission, public notice for the proposed zone change application shall be provided in accordance with Town of Alpine Ordinance No. 2026-002, as amended.**

**The applicant shall be responsible for complying with all applicable public notice requirements, including but not limited to posted notice, mailed notice,**

published notice, and submission of required affidavits of notice, as set forth in Ordinance No. 2026-002.

The Planning and Zoning Commission shall hold at least one (1) public hearing in accordance with Ordinance No. 2026-002. Public comments received during the hearing shall be documented and retained as part of the official record.

- (h) Upon consideration of a staff report from the Zoning Administrator for public comment, the Alpine Planning and Zoning Commission will make a written recommendation to the Alpine Town Council. The recommendation will state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations or conditions that may be imposed to mitigate potential impacts upon neighboring properties and the general community.
- (i) The Town Council will review the staff report from the Zoning Administrator for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.
- (j) The Town Council will approve, approve with conditions, or modifications, or deny the proposed zone change by the third reading. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table the proposed zone change until the desired information is obtained and reviewed by the Town Council. The approved zone change will be adopted by ordinance after the passing of the third and final ordinance reading.
- (k) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice will indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.
- (l) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.

### **Section 2-209 Variance Process**

- (a) The purpose of the variance process (Figure 2-4) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A variance can be granted by the Alpine Board of Adjustments where it can be shown that unusual site or building characteristics, extraordinary circumstances, or other relevant factors, prevent a landowner from using a lot or land parcel for purposes permitted in the zoning district where the property is located.

- (b) Each authorized variance will apply to a specific use or structure and will continue in perpetuity regardless of future changes in land ownership.
- (c) Owners and/or prospective developers of any lots or parcels may make application for a variance in any zoning district.
- (d) Applicants must complete a variance application form that will request at least the following information:
  - (1) Name, address, telephone number, e-mail address, and fax number of the applicant.
  - (2) When the applicant is not the landowner, the applicant will furnish a written, notarized letter from the landowner, which authorizes the application and endorses the proposed variance.
  - (3) Legal description and total land area of the land and/or the total floor area of the building(s) where the proposed variance would be located.
- (e) Applicants will also provide the following additional information, which will supplement a completed application form.
  - (1) Location map of the lots or land parcels being considered for a variance.
  - (2) A plot plan of the site and buildings where the proposed variance would occur.
  - (3) The limitations in the dimensions of the lot and/or buildings under consideration that prevent the applicant from developing or pursuing the type of land uses permitted in the zoning district where the property is located.
- (f) The Zoning Administrator, or his or her authorized representative, will make a review of the proposed variance in the context of the three considerations outlined in Section 2-206 (j). This evaluation and a related recommendation will be documented and transmitted to the Alpine Board of Adjustments.
- (f) The Zoning Administrator will, as soon as practical, place the proposed variance on the agenda of the Alpine Board of Adjustments.
- (g) **Prior to any decision by the Alpine Planning and Zoning Commission, public notice for the proposed variance application shall be provided in accordance with Town of Alpine Ordinance No. 2026-002, as amended.**

The applicant shall be responsible for complying with all applicable public notice requirements, including but not limited to posted notice, mailed notice, published notice, and submission of required affidavits of notice, as set forth in Ordinance No. 2026-002.

The Planning and Zoning Commission shall hold at least one (1) public hearing in accordance with Ordinance No. 2026-002. Public comments received during the hearing shall be documented and retained as part of the official record.

- (h) Upon consideration of a staff report from the Zoning Administrator, for public comments made during a scheduled public hearing concerning the proposed variance, the Alpine Board of Adjustments will make its decision concerning the variance request. Any affirmative decision may contain specific stipulations which may modify the specific variance request.
- (i) In determining whether to approve, approve with conditions, or deny a variance application, the Alpine Board of Adjustments will use and address the following considerations. No variance will be authorized unless the Alpine Board of Adjustments determines that it is pursuant to §15-1-608 of the Wyoming State Statutes, no adjustment in the strict application of any provision of an ordinance may be granted unless:
  - (1) There are special circumstances or conditions, fully described in the board's findings, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the ordinance;
  - (2) For reasons fully set forth in the board's findings, the circumstances or conditions are such that the strict application of the provisions of the ordinance would deprive the applicant of the reasonable use of the land or building, the granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that will accomplish this purpose;
  - (3) The granting of the adjustment is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare;
  - (4) The special circumstances or conditions have not resulted from any act of the applicant that was intended to circumvent the Land Use and Development Code;
- (j) A notice of determination of the Alpine Board of Adjustments will be prepared by the Zoning Administrator and transmitted to the applicant within five (5) business

days of the decision of the Board of Adjustments. The notice of determination will state the rationale for approval or disapproval for the proposed variance and outline any required stipulations to any approved variance application.

- (k) Any appeal of the decisions by the Alpine Board of Adjustments will be made to the Alpine Town Council.

### **Section 2-210 Subdivision Process**

- (a) The intent of the subdivision review and approval process is to encourage the development of attractive neighborhoods, commercial areas, and public spaces that will represent healthy and safe places to live and work.
- (b) The Town of Alpine will establish separate review and approval processes for simple, minor and major lands subdivisions (Figures 2-5, 2-6 and 2-7).
- (c) Simple subdivision requirements will apply to subdivisions that:
  - (1) create only one (1) additional lot or parcel; or,
  - (2) consolidate one (1) or more lots; or,
  - (3) change a boundary line between two (2) adjoining lots or parcels; or,
  - (4) change a subdivision plat to correct errors in legal descriptions or monument locations; and,
  - (5) require no change in zoning.
- (d) Minor subdivision requirements will apply to subdivision that:
  - (1) create two (2) to five (5) lots or parcels;
  - (2) may or may not conform to existing zoning; and,
  - (4) will not require the construction of new municipal streets, the extension of municipal water and wastewater systems, or the development of other public improvements.
- (e) Major subdivision requirements will apply to subdivisions that:
  - (1) create six (6) or more lots or parcels;
  - (2) may or may not conform to existing zoning; and,

- (3) will require the construction of new municipal streets, the extension of municipal water and wastewater systems, or the development of other public improvements; and,
- (5) generate significant impacts upon existing public improvements and facilities

## **Section 2-210.1 Subdivision Technical Reports**

### **(a) Purpose**

The purpose of the Subdivision Technical Report is to evaluate the infrastructure capacity, service demands, and potential impacts associated with a proposed subdivision. This report is intended to ensure that adequate public facilities and services are available and that the proposed development will not adversely impact public health, safety, and welfare.

The Subdivision Technical Report is a technical and analytical document and is distinct from the Conceptual Development Master Plan described in Section 2-205.

### **(b) Applicability**

A Subdivision Technical Report shall be required for all Minor and Major subdivision applications, unless waived by the Town based on the size, scope, or nature of the proposed subdivision.

### **(c) General Requirements**

The report shall be prepared by qualified professionals, as applicable, and shall include sufficient analysis, data, and supporting documentation to allow the Town to evaluate the proposed subdivision.

### **(d) Required Contents**

The Subdivision Technical Report shall include, at a minimum:

#### **(1) Project Overview**

- (A) Description of the proposed subdivision;
- (B) Number and type of lots;
- (C) Proposed land uses;
- (D) Phasing, if applicable.

#### **(2) Water Supply**

- (A) Source of water supply;
- (B) Estimated water demand;

- (C) Demonstration of available capacity;
- (D) Fire flow requirements and compliance.

(3) Wastewater / Sewer

- (A) Method of wastewater disposal;
- (B) Estimated wastewater generation;
- (C) Capacity of existing or proposed systems;
- (D) Any required upgrades or extensions.

(4) Stormwater and Drainage

- (A) Existing drainage conditions;
- (B) Proposed drainage improvements;
- (C) Stormwater management approach;
- (D) Compliance with applicable standards.

(5) Transportation and Access

- (A) Access points to the site;
- (B) Internal street layout;
- (C) Traffic impacts, if applicable;
- (D) Emergency access considerations.

(6) Utilities

- (A) Location and capacity of existing utilities;
- (B) Proposed utility extensions;
- (C) Coordination with service providers.

(7) Fire Protection and Emergency Services

- (A) Access for emergency vehicles;
- (B) Hydrant locations;
- (C) Coordination with fire protection authorities.

(8) Grading and Site Conditions

- (A) General topography;
- (B) Proposed grading;
- (C) Identification of any geotechnical concerns.

(9) Phasing Plan (if applicable)

- (A) Sequence of development;
- (B) Timing of infrastructure improvements.

(10) Additional Information

Any additional studies or information deemed necessary by the Town to evaluate the impacts of the proposed subdivision.

(e) Waiver

The Town may waive or modify the requirements of this Section for minor subdivisions or where the impacts of the proposed development are minimal.

**Section 2-210.2 Simple Subdivision Review and Approval Process (Figure 2-5)**

- (a) The landowner and/or his designated representative will meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
  - (1) the scope of the proposed project and the applicant’s specific development objectives;
  - (2) the applicant’s anticipated project schedule;
  - (3) approvals required by the Town of Alpine before any development can occur;
  - (4) the documents, plans, drawings, fees, and other materials that will be needed to process a complete subdivision application; and,
  - (5) potential issues associated with the subdivision.
  
- (b) Applicant will complete and file a simple subdivision application form, and related filing fees, to the Zoning Administrator. The simple subdivision application will include the name, address, telephone number and e-mail address of the owner(s) and applicant, a legal description of the property to be subdivided, and a copy of the deed and easements pertaining to the property. The owner(s) of the property, or his legal representative, will authorize the subdivision application via his or her signature on the application.
  
- (c) Applicant will prepare and file a preliminary plat with the Zoning Administrator that contains, at least, the following information:
  - (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lot or parcel being created;
  - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
  - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
  - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
  - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;

- (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
  - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (d) The Zoning Administrator will review the application and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 of the Alpine Land Use and Development Code, as well as the plat's consistency with subdivision development standards and design criteria outlined in Part 3 of the Alpine Land Use and Development Code. Based upon this review, the Zoning Administrator will provide a written staff report to the Alpine Planning and Zoning Commission that confirms the completeness of the subdivision application, the receipt of required filing fees, and no requirements for a change in zoning. If necessary, this report may also recommend possible modifications to the plat or provide rationale for denial of the subdivision application.

(e) Prior to any decision by the Alpine Planning and Zoning Commission, public notice for the proposed subdivision application shall be provided in accordance with Town of Alpine Ordinance No. 2026-002, as amended.

The applicant shall be responsible for complying with all applicable public notice requirements, including but not limited to posted notice, mailed notice, published notice, and submission of required affidavits of notice, as set forth in Ordinance No. 2026-002.

The Planning and Zoning Commission shall hold at least one (1) public hearing in accordance with Ordinance No. 2026-002. Public comments received during the hearing shall be documented and retained as part of the official record.

- (f) The Alpine Planning and Zoning Commission will review and discuss the recommendations of the Zoning Administrator. Although no public hearing will be required, all notified property owners will have fifteen (15) business days to submit their comments. Subsequently, the Alpine Planning and Zoning Commission will approve, approve with conditions or modifications, or deny the proposed subdivision.
- (g) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Planning and Zoning Commission. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of a specific application, or reasons why the application was denied.
- (h) If approved by the Alpine Planning and Zoning Commission, the preliminary plat of the simple subdivision will be deemed and accepted as a final plat. If approved

with modifications, the preliminary plat will be revised and filed by the applicant as a final plat with the Zoning Administrator.

- (i) Any appeal of the decisions by the Alpine Planning and Zoning Commission will be made to the Alpine Town Council.
- (j) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been granted by the Planning & Zoning Commission the approval of such plat will expire. Should the applicant thereafter desire to record the final plat, a new application for a new simple subdivision will be required.

### **Section 2- 210.3 Minor Subdivision Review and Approval Process (Figure 2-6)**

- (a) The landowner and/or his designated representative will meet with the Zoning Administrator, in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
  - (1) the scope of the proposed project and the applicant’s specific development objectives;
  - (2) the applicant’s anticipated project schedule;
  - (3) approvals required by the Town of Alpine before any development can occur;
  - (4) the documents, plans, drawings, fees, and other materials that will be needed to process a complete subdivision application; and,
  - (5) potential issues associated with the subdivision.
- (a) Applicant will complete and file a minor subdivision application form, and related filing fees, with the Zoning Administrator. The minor subdivision application form will include, the name and address of the owner(s) and applicant, a legal description of the property to be subdivided, a copy of the deed and easements pertaining to the property, existing zoning designations associated with the property, and the intended use of the subdivision. The owner(s) of the property, or his legal representative, will authorize the subdivision application via his or her signature on the application.
- (b) The applicant shall submit a Subdivision Technical Report in accordance with Section 2-210.X.
- (c) Applicant will complete and file two (2) hard copies and one (1) digital copy of a Subdivision Technical Report for the proposed subdivision with the Zoning

Administrator. The **Subdivision Technical Report** will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The **Subdivision Technical Report which**, will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:

- (1) The purpose of the subdivision and proposed land uses.
  - (2) A development schedule for proposed land uses.
  - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot.
  - (4) Planned water system, as well as anticipated average day and maximum day water demand.
  - (5) Planned wastewater system, as well as anticipated average daily flows.
  - (6) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, as well as anticipated average and peak day traffic volumes
  - (7) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
  - (8) Planned snow storage areas.
  - (9) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine’s planned community trail system.
  - (10) Landscape Plan.
- (d) Applicant will prepare and file **two (2)** hard copies and **one (1) digital copy of a preliminary plat** with the Zoning Administrator that contains, at least, the following information:
- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
  - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
  - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
  - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;

- (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
  - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
  - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (e) The Zoning Administrator will review the application, **Subdivision Technical Report** and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 and Part 3 of the Alpine Land Use and Development Code. The **Subdivision Technical Report** will also be distributed to the Alpine Public Works Director, Town Engineer, Town Surveyor and Alpine Fire District for their review. These municipal representatives will provide written comments to the Zoning Administrator.
- (k) The Zoning Administrator will provide a written staff report to the Alpine Planning and Zoning Commission and the Alpine Town Council.
- (1) The written staff report will confirm the completeness of the subdivision application, the receipt of required filing fees, and potential changes in zoning. Based upon comments received from the Alpine Public Works Director, Town Engineer, Town Attorney and Alpine Fire District, this report will concurrently evaluate the following:
    - (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
    - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code;
    - (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;
    - (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services; and,
    - (ee) Compatibility of the proposed subdivision with adjoining land uses.
  - (2) The staff report will also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.

(g) Prior to any decision by the Alpine Planning and Zoning Commission, public notice for the proposed subdivision application shall be provided in accordance with Town of Alpine Ordinance No. 2026-002, as amended.

The applicant shall be responsible for complying with all applicable public notice requirements, including but not limited to posted notice, mailed notice, published notice, and submission of required affidavits of notice, as set forth in Ordinance No. 2026-002.

The Planning and Zoning Commission shall hold at least one (1) public hearing in accordance with Ordinance No. 2026-002. Public comments received during the hearing shall be documented and retained as part of the official record.

(h) A public hearing will be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request. Subsequently, the Alpine Planning and Zoning Commission will receive public comments concerning the proposed subdivision.

(i) Based upon its evaluation of the **Subdivision Technical Report**, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission will discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.

(j) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request will be concurrent.

(k)

A public hearing will be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council will receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.

- (l) The Alpine Town Council will review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council will approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.
- (m) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.
- (n) The applicant will prepare and **two (2)** hard copies and one (1) digital copy of a final subdivision plat application, and related filing fees, with the Zoning Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance security.
- (o) The final plat will conform to the approved preliminary plat, as well as incorporate revisions or modifications requested by the Town of Alpine. Any deviation from the approved preliminary plat will require additional review and approval by the Alpine Planning and Zoning Commission and Alpine Town Council.
- (p) The performance surety will be in an amount that reflects one hundred twenty-five (125) percent of the anticipated cost of improvements in the approved subdivision plan and will be sufficient to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance bond will be subject to the approval of the Alpine Town Attorney.
- (q) The Zoning Administrator will review the final plat to confirm the completeness of the final plat subdivision application and its consistency with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code. This review may include some additional coordination with the Alpine Public Works Director, Town Engineer, and other municipal representatives. If the final plat is determined to be complete and consistent with development standards, the Zoning Administrator will transmit a copy of the final subdivision plat application and any related recommendations to the Alpine Planning and Zoning Commission for their consideration.

- (r) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the final subdivision plat to the Alpine Town Council.
- (s) Upon receipt of the Planning and Zoning Commission recommendation, the Alpine Town Council will approve, approve with conditions or modifications, or deny the final subdivision plat application.
- (t) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the final subdivision application, or reasons why the application was denied.
- (u) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.
- (v) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat will expire. Should the applicant thereafter desire to record the final plat, a new application for a new minor subdivision will be required.

**Section 2-210.4 Major Subdivision Review and Approval Process (Figure 2-7)**

- (a) A Development Agreement will be required in which the developer will agree to reimburse the Town expenses for review of permitting the development and provide letters of credit or bonds where applicable.
- (b) The landowner and/or his designated representative will meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:
  - (1) The scope of the proposed project and the applicant’s specific development objectives;
  - (2) The applicant’s anticipated project schedule;
  - (3) Approvals required by the Town of Alpine before any development can occur;
  - (4) The documents, plans, drawings, fees, and other materials that will be needed to process a complete subdivision application, performance surety or letter of credit, and;
  - (5) Potential issues associated with the subdivision.

- (b) Applicant will complete and file a major subdivision application form, and related filing fees, to the Zoning Administrator. The major subdivision application form will include, the name, address, telephone number and e-mail address of the owner(s) and applicant, a legal description of the property to be subdivided, a copy of the deed and easements pertaining to the property, existing zoning designations associated with the property, and the intended use of the subdivision. The owner(s) of the property, or his legal representative, will authorize the subdivision application via his or her signature on the application.
- (c) The applicant shall submit a Subdivision Technical Report in accordance with Section 2-210.X.
- (d) Applicant will complete and file **two (2)** hard copies and **one (1) digital copy of a Subdivision Technical Report** for the proposed subdivision with the Zoning Administrator. The ~~master plan~~ **Subdivision Technical Report** will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The ~~master plan~~ **Subdivision Technical Report**, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
- (1) The purpose of the subdivision and proposed land uses.
  - (2) A development schedule for proposed land uses.
  - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot, and densities associated with residential and commercial land uses.
  - (4) Suitability of soils to support future land use expansion.
  - (5) Compatibility of proposed land uses with adjacent land uses.
  - (6) When applicable, the potential need for new housing in the context of anticipated housing demands for Alpine.
  - (7) Planned water system, as well as anticipated average day and maximum day water demand.
  - (8) Planned wastewater system, as well as anticipated average daily flows.
  - (9) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, anticipated average and peak day traffic volumes.
  - (10) Vehicular circulation plan.
  - (11) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.

- (12) Snow storage areas.
  - (13) Landscaping plan.
  - (14) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
  - (15) When applicable, planned covenants, contracts or deed restrictions that may be associated with a common interest development.
- (e) Applicant will prepare and file **two (2)** hard copies and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
  - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
  - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
  - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
  - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
  - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
  - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (f) The Zoning Administrator will review the application, **report Subdivision Technical Report** and preliminary plat for completeness and conformance to the procedural requirements outlined in Part 2 and Part 3 of the Alpine Land Use and Development Code. The **Subdivision Technical Report** will also be distributed to the Alpine Public Works Director, Town Engineer, Town Surveyor and Alpine Fire District for their review. These municipal representatives will provide written comments to the Zoning Administrator.
- (g) The Zoning Administrator will provide a written staff report to the Alpine Planning and Zoning Commission and Alpine Town Council.

- (1) The written staff report will confirm the completeness of the subdivision application, the receipt of required filing fees, and potential changes in zoning. Based upon comments received from the Alpine Public Works Director, Town Engineer and Alpine Fire District, this report will concurrently evaluate the following:
  - (aa) Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan;
  - (bb) Consistency of the proposed subdivision with subdivision development standards and design criteria outlined in Part 3 of the Alpine Land Use and Development Code;
  - (cc) Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining land uses;
  - (dd) Potential impacts of the proposed subdivision upon the Town of Alpine, e.g., municipal roads, water system, wastewater system, storm water management, and other public services;
  - (ee) When applicable, potential land use management issues that may arise with the establishment of planned covenants, contracts or deed restrictions via common-interest development.
- (2) The written staff report will also recommend approval of the subdivision as proposed, approval with some possible modifications to the preliminary plat, or provide rationale for denial of the preliminary plat and, when applicable, the related re-zoning request.

(h) Prior to any decision by the Alpine Planning and Zoning Commission, public notice for the proposed subdivision application shall be provided in accordance with Town of Alpine Ordinance No. 2026-002, as amended.

The applicant shall be responsible for complying with all applicable public notice requirements, including but not limited to posted notice, mailed notice, published notice, and submission of required affidavits of notice, as set forth in Ordinance No. 2026-002.

The Planning and Zoning Commission shall hold at least one (1) public hearing in accordance with Ordinance No. 2026-002. Public comments received during the hearing shall be documented and retained as part of the official record.

- (i) A public hearing will be required during a regular or special meeting of the Planning and Zoning Commission. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision and, when applicable, the related re-zoning request.

Subsequently, the Alpine Planning and Zoning Commission will receive public comments concerning the proposed subdivision.

- (j) Based upon its evaluation of the ~~master plan~~ **Subdivision Technical Report**, preliminary plat, review comments from municipal representatives, the staff report, and public comments, the Alpine Planning and Zoning Commission will discuss the merits, disadvantages, and potential issues associated with the proposed subdivision and, when applicable, the related re-zoning request. In the event that further information is desired by the Planning and Zoning Commission, any decision of the Planning and Zoning Commission may be tabled until members of the Planning and Zoning Commission have had sufficient opportunity to review and evaluate any new information.
- (k) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the proposed subdivision to the Alpine Town Council. The decision to approve or deny the preliminary subdivision plat and any related re-zoning request will be concurrent.
- (l) A public hearing will be required during a regular or special meeting of the Alpine Town Council. The time and place of the hearing will be advertised in a regional newspaper serving Star Valley, at least, thirty (30) days in advance of the hearing. During the public hearing, the applicant will provide a brief overview of the proposed subdivision. Subsequently, the Alpine Town Council will receive public comments concerning the proposed subdivision and, when applicable, the related re-zoning request.
- (m) The Alpine Town Council will review and discuss comments from various municipal representatives, the recommendations of the Zoning Administrator, and the recommendations of the Planning and Zoning Commission. Subsequently, the Alpine Town Council will approve, approve with conditions or modifications, or deny the preliminary subdivision plat and, when applicable, the proposed re-zoning request. In the event that further information is desired by the Town Council, any decision of the Town Council may be tabled until members of the Town Council have had sufficient opportunity to review and evaluate any new information.
- (n) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the preliminary subdivision plat and, when applicable, related re-zoning request, or reasons why the plat and re-zoning requests were denied.
- (o) The applicant will prepare and file **two (2)** hard copies and **one (1) digital copy of a final subdivision plat** application, and related filing fees, with the Zoning

Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.

- (p) The final plat will conform to the approved preliminary plat, as well as incorporate revisions or modifications requested by the Town of Alpine. Any deviation from the approved preliminary plat will require additional review and approval by the Alpine Planning and Zoning Commission and Alpine Town Council.
- (q) The performance surety will be in an amount that reflects one hundred twenty-five (125) percent of the anticipated cost of improvements in the approved subdivision plan and will be sufficient to cover all promises and conditions contained in the subdivision improvement agreement. The issuer of any performance security will be subject to the approval of the Alpine Town Attorney. A performance bond will also be set in place. The amount of the performance bond will be equal to the amount of money necessary for the completion of all infrastructure and landscaping costs of the proposed subdivision. Portions of the bond may be released to developers as stages are completed.
- (r) The Zoning Administrator will review the final plat to confirm the completeness of the final plat subdivision application and its consistency with subdivision development standards and design criteria outlined in Part 4 of the Alpine Land Use and Development Code. This review may include some additional coordination with the Alpine Public Works Director, Town Engineer, and other municipal representatives. If the final plat is determined to be complete and consistent with development standards, the Zoning Administrator will transmit a copy of the final subdivision plat application and any related recommendations to the Alpine Planning and Zoning Commission for their consideration.
- (s) The Alpine Planning and Zoning Commission will recommend approval, approval with conditions or modifications, or denial of the final subdivision plat to the Alpine Town Council.
- (t) Upon receipt of the Planning and Zoning Commission recommendation, the Alpine Town Council will approve, approve with conditions or modifications, or deny the final subdivision plat application.
- (u)

The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Alpine Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the final subdivision application, or reasons why the application was denied.

- (v) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.
- (w) If the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat will expire. Should the applicant thereafter desire to record the final plat, a new application for a new major subdivision will be required.

**Section 2-211 Special Use Permit (SUP)**

- (a) The purpose of the Special Use Permit (Figure 2-8) is to modify the strict application of the requirements of the Alpine Zoning Ordinance. A Special Use Permit can be granted by the Alpine Planning and Zoning Commission where it can be shown that unusual site or building characteristics, extraordinary circumstances, or other relevant factors, prevent a landowner from using a lot or land parcel for purposes permitted in the zoning district where the property is located.
- (b) Each authorized Special Use Permit will apply to a specific use or structure and will terminate upon future changes in land ownership.
- (c) Owners and/or prospective developers of any lots or parcels may make applications for a Special Use Permit in any zoning district.
- (l) Applicants must complete a Special Use Permit application form that is made available from the Town Clerk. **Please refer to the current adopted version of the Special Use Permit and Special Review Ordinance.**

**Article 2.3 Permits**

**Section 2-301 Temporary Use and Temporary Structure Permit**

**(a) Purpose**

1. The purpose of this section is to establish clear and distinct procedures for the review and approval of **temporary uses** and **temporary structures**.
2. Temporary uses are regulated to address land use impacts, duration, and compatibility with surrounding properties.  
Temporary structures are regulated to ensure compliance with applicable building and fire safety standards.
3. This section is intended to allow flexibility for short-term activities while protecting public health, safety, and welfare.

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**(b) Applicability**

Temporary Uses and Temporary Structures may be regulated independently or in combination.

- (1) A **Temporary Use Permit** shall be required for activities conducted on a property for a limited duration, whether or not a structure is involved.

- (2) A **Temporary Structure Permit** shall be required for structures installed for a limited duration in accordance with this Section.
- (3) A temporary use may require a permit even when no structure is proposed.
- (4) A temporary structure may require a permit regardless of whether a temporary use permit is required.
- (5) All applications for new construction shall include a Topographical Site Plan and a Grading and Excavation Plan in accordance with Section 2-201.
- 

### □ (c) Temporary Uses (Land Use Regulation)

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#### (1) Applicability

Temporary uses include, but are not limited to:

- Seasonal or short-term commercial activities
  - Special events
  - Temporary sales or promotional activities
  - Outdoor events or gatherings
  - Other temporary activities as determined by the Town
- 

#### (2) Approval Authority (Based on Duration and Impact)

##### (a) **Sixty (60) days or less:**

May be approved administratively by the Planning and Zoning Administrator.

##### (b) **Greater than sixty (60) days and up to one (1) year:**

Shall require review by the Planning and Zoning Commission and approval by the Town Council.

##### (c) **Greater than one (1) year:**

Shall require approval of a Special Use Permit in accordance with Section 2-211.

---

#### (3) Escalation Authority

Notwithstanding the above, the Planning and Zoning Administrator may refer any Temporary Use to the Planning and Zoning Commission and Town Council when the proposed use may have significant impacts related to:

- Traffic
  - Noise
  - Duration
  - Intensity
  - Compatibility with surrounding land uses
- 

#### (4) Application Requirements

Applications for Temporary Uses shall include:

- Description of the proposed use
  - Duration
  - Site plan
  - Access, parking, and circulation
  - Sanitation and waste management (if applicable)
  - Any additional information required by the Town
- 

### □ (d) Temporary Structures (Building Code Regulation)

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### (1) Code Compliance

All temporary structures shall comply with the currently adopted:

- International Building Code (IBC)
- International Fire Code (IFC)

Including but not limited to:

- Structural integrity
  - Fire safety
  - Means of egress
  - Accessibility
  - Light and ventilation
  - Sanitation
- 

### (2) Duration (IBC Alignment)

(a) Structures intended for **one hundred eighty (180) days or less** shall be considered temporary structures.

(b) Structures intended for **more than one hundred eighty (180) days** shall comply with applicable provisions of the IBC for permanent structures.

---

### (3) Permit Thresholds

A Temporary Structure Permit shall be required for any structure:

- Exceeding one hundred twenty (120) square feet; or
  - Intended to accommodate ten (10) or more occupants; or
  - As determined necessary by the Building Official
- 

### (4) Application Requirements

Applications for Temporary Structures shall include, as applicable:

- Site plan
  - Occupant load
  - Means of egress
  - Construction or structural details
  - Any additional documentation required by the Building Official
- 

### (5) Review Authority

Temporary structures shall be reviewed by the **Building Official** for compliance with applicable codes.

---

### ◆ (e) Combined Temporary Use and Structure

Where a proposal includes both a temporary use and a temporary structure:

- The **use** shall be reviewed under subsection (c);
  - The **structure** shall be reviewed under subsection (d);
  - Both approvals may be required and processed concurrently.
- 

### ◆ (f) Conditions of Approval

The Town may impose conditions necessary to:

- Mitigate impacts to adjacent properties
  - Ensure compatibility
  - Protect public health, safety, and welfare
-

- Address access, sanitation, and operational impacts
- Ensure compliance with applicable codes

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◆ **(g) Duration, Extensions, and Renewals**

- Permits shall be valid only for the approved duration
- Extensions shall be reviewed at the same level of authority
- Repeated or continuous temporary uses may be deemed permanent

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◆ **(h) Compliance and Site Restoration**

Upon expiration:

- Temporary uses shall cease
  - Structures shall be removed
  - Site shall be restored
- Failure to comply may result in enforcement action.

---

◆ **(i) Relationship to Certificates**

Temporary Uses and Temporary Structures are approved through a permit process and do not constitute a certificate.

Temporary structures shall not be occupied unless approved by the Building Official.

Where occupancy is proposed, a **Temporary Certificate of Occupancy (TCO)** may be required in accordance with Section 2-204.

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◆ **(j) Appeals**

Appeals shall be made to the Board of Adjustment in accordance with Part 5.

## **Section 2-302 Grading, Excavation, and Land Disturbance**

### **(a) Purpose**

The purpose of this Section is to regulate grading, excavation, land clearing, and the placement of fill material to:

1. Protect public health, safety, and welfare;
2. Prevent adverse drainage impacts to adjacent properties and public rights-of-way;
3. Minimize erosion, sedimentation, and site instability; and
4. Ensure that land disturbance activities are conducted in a safe and coordinated manner.

---

### **(b) Applicability**

This Section shall apply to all grading, excavation, land disturbance, and placement of fill within the Town of Alpine, regardless of whether the activity is associated with:

- A building permit;
- A development application; or
- Any other land use approval.

On properties not subject to an active building permit or development approval, any clearing, grading, excavation, or placement of fill beyond routine vegetation maintenance shall be considered land disturbance and subject to the requirements of this Section.

No person shall conduct such activities except in compliance with this Section.

---

### **(c) Definitions**

For the purposes of this Section:

**Grading / Land Disturbance**

Any activity that disturbs, recontours, or alters the surface of land, including but not limited to excavation, filling, clearing, grubbing, stockpiling, or movement of earth materials.

**Excavation**

Any act of removing soil, rock, or other earth material from a site.

**Fill**

Any material placed to raise, lower, or recontour the ground surface.

---

**(d) Permit Required**

A Grading or Land Disturbance Permit shall be required prior to commencing any of the following activities:

1. **Depth**
  - Excavation or fill exceeding two (2) feet in vertical depth;
2. **Area**
  - Disturbance of more than one thousand (1,000) square feet of land;
3. **Volume**
  - Movement of more than fifty (50) cubic yards of material;
4. **Grade Change**
  - Any activity resulting in a change in grade of more than two (2) feet;
5. **Drainage Impact**
  - Any activity that alters existing drainage patterns, including but not limited to redirecting surface water flow onto adjacent properties or public rights-of-way;
6. **Fill Placement**
  - Placement of fill material on any lot not actively under construction or not associated with an approved development permit.

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**(e) Exemptions**

The following activities may be exempt from permit requirements, unless otherwise determined by the Town:

1. Routine landscaping or maintenance that does not exceed the thresholds in subsection (d);
2. Agricultural activities, provided such activities do not adversely impact drainage or adjacent properties;
3. Emergency work necessary to protect life, property, or public infrastructure, provided that the Town is notified within one (1) business day.

The Town may require a permit for any activity otherwise exempt if it is determined that the activity may impact public health, safety, welfare, or adjacent properties.

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**(f) Submittal Requirements**

Applications for a Grading or Land Disturbance Permit shall include, as applicable:

1. A **Topographical Site Plan** depicting existing conditions, including contours, elevations, and natural features;
2. A **Grading and Drainage Plan** depicting proposed contours, cut and fill areas, drainage patterns, and finished elevations;
3. Estimated quantities of material to be excavated or placed;
4. Identification of drainage patterns and any proposed modifications;
5. Erosion and sediment control measures, if applicable; and
6. Any additional information required by the Town to evaluate the activity.

**(g) Standards**

All grading, excavation, and land disturbance activities shall comply with the following:

1. **Drainage Protection**
    - o No grading or fill shall adversely impact drainage onto adjacent properties or public rights-of-way;
  2. **Slope Stability**
    - o Slopes shall be stabilized to prevent erosion, sloughing, or failure;
  3. **Material Placement**
    - o Fill material shall be placed and compacted in a manner that does not create hazardous or unstable conditions;
  4. **Site Management**
    - o All activities shall comply with Section 2-304 (Construction Site Management);
  5. **Compliance with Approved Plans**
    - o All work shall be conducted in accordance with approved plans and permit conditions.
- 

**(h) Authority**

The Planning and Zoning Administrator, Building Official, or their authorized representative may:

1. Require additional information or technical studies;
  2. Modify submittal requirements based on project scope;
  3. Impose conditions necessary to protect public health, safety, and welfare; and
  4. Require engineering review where warranted by site conditions.
- 

**(i) Violations and Enforcement**

Any grading, excavation, land disturbance, or placement of fill conducted in violation of this Section shall be subject to enforcement under Section 2-203.

The Town may issue a stop work order for:

- Work conducted without a required permit;
  - Work not in compliance with approved plans; or
  - Activities creating adverse impacts to adjacent properties or public infrastructure.
- 

**(j) Relationship to Other Approvals**

Approval of a Grading or Land Disturbance Permit does not eliminate the need to obtain any other required permits or approvals under this Code.

Likewise, approval of a building permit or development application does not authorize grading or excavation beyond what is specifically approved.

**Section 2-303 Minor Construction Permit**

**(a) Purpose**

The purpose of the Minor Construction and Structural Improvement Permit is to provide a review process for construction activities involving structural modifications, additions to existing structures, or building system improvements that do not constitute new principal buildings but require review for compliance with applicable codes.

**(b) Applicability**

A Minor Construction Permit shall be required for projects including, but not limited to:

(1) Additions and Structural Modifications

- (a) Additions to existing structures, including expansions of the primary structure;
- (b) Attached garages, which shall be considered part of the primary structure;
- (c) Alterations affecting structural components;
- (d) Replacement of doors or windows where the rough opening or header is increased in width or height;
- (e) Modifications requiring structural reinforcement or analysis;

(2) Interior Modifications

- (a) Reconfiguration of interior spaces affecting layout or function;
- (b) Modifications affecting means of egress;
- (c) Changes affecting fire-resistance-rated assemblies;

(3) Mechanical, Electrical, and Plumbing (MEP) Improvements

- (a) Plumbing improvements within residential or commercial structures;
- (b) Electrical upgrades or modifications beyond minor repair;
- (c) Mechanical system installations or upgrades affecting building performance or safety;

(4) Commercial Tenant Improvements

- (a) Interior improvements to accommodate a change in tenant or business use;
- (b) Modifications required to meet applicable building, fire, or life safety codes;

(5) Site and Grading Improvements

- (a) Site grading, excavation, or land disturbance not associated with an active building permit;
- (b) Minor drainage modifications associated with construction;
- (c) Utility service connections or extensions;
- (d) Work affecting access, circulation, or site functionality, as determined by the Town;

(6) Other Work

Other similar construction activities as determined by the Building Official based on scope, complexity, and potential impacts.

(c) Exclusions

This section shall not apply to sheds, greenhouses, detached garages, or other accessory structures, which shall be regulated under Section 2-214.

(d) Determination

The Planning and Zoning Administrator or Building Official may determine whether a proposed project qualifies for a Minor Construction Permit based on the scope, complexity, and potential impacts of the work.

(e) Review Process

Minor Construction Permits shall be reviewed administratively by the Planning and Zoning Administrator and/or Building Official.

Applications may be referred to the Planning and Zoning Commission when site design, layout, or land use considerations warrant additional review.

(f) Completion

Projects authorized under this section shall require a Certificate of Completion in accordance with Section 2-204.

### **Section 2-304 Sheds, Greenhouses, and Accessory Structures, including Detached Garages**

(a) Purpose

The purpose of this section is to establish a tiered permitting framework for accessory structures based on size, complexity, and potential impacts, ensuring appropriate review while minimizing unnecessary regulatory burden.

(b) Applicability

This section applies to the construction, placement, or installation of sheds, greenhouses, and accessory structures, including detached garages.

For the purposes of this section, an accessory structure shall include any detached structure subordinate to a primary building on the same parcel.

Attached garages shall be considered part of the primary structure and shall be reviewed as an addition under the Minor Construction Permit or Building Permit, as applicable.

(c) Affidavit-Level Review ( $\leq$  300 square feet)

Structures meeting all of the following criteria may be approved through an Affidavit process:

- (1) Total floor area of three hundred (300) square feet or less;
- (2) No plumbing, mechanical, or electrical systems;
- (3) No permanent foundation requiring inspection; and
- (4) Accessory to a permitted primary use.

(d) Minor Permit Required (301–400 square feet)

Structures meeting any of the following criteria shall require a Minor Construction Permit:

- (1) Structures between three hundred one (301) and four hundred (400) square feet;
- (2) Structures that do not include plumbing but may include limited electrical or structural components;
- (3) Structures requiring basic plan review for placement, setbacks, or structural integrity.

(e) Accessory Structure / Garage Permit Required ( $>$  400 square feet)

Structures meeting any of the following criteria shall require a Building Permit (Accessory Structure or Garage):

- (1) Structures greater than four hundred (400) square feet;
- (2) Structures including plumbing, mechanical, or full electrical systems;
- (3) Detached garages or similar enclosed accessory structures;
- (4) Structures requiring full building code review.

(f) General Requirements

All structures regulated under this section shall:

- (1) Comply with applicable zoning standards, including setbacks and height restrictions;
- (2) Meet all applicable building code requirements;
- (3) Be clearly accessory to a primary permitted use unless otherwise allowed; and
- (4) Be subject to inspection as required by the Building Official.

(g) Determination Authority

The Building Official shall have the authority to determine the appropriate permit classification based on the size, scope, and complexity of the proposed structure.

(h) Enforcement

Temporary or movable structures shall not be used to circumvent permit requirements established by this Code.

## **Section 2-305 Driveway Permit**

(a) Purpose

The purpose of the Driveway Permit is to regulate access to properties and ensure that driveway construction is safe, functional, and does not adversely impact public rights-of-way, drainage, or adjacent properties.

(b) Applicability

A Driveway Permit shall be required for:

- (1) Construction of a new driveway connecting to a public street or right-of-way;
- (2) Modification, widening, or relocation of an existing driveway;
- (3) Any work within the public right-of-way associated with driveway access.

(c) Relationship to Other Permits

- (1) A Driveway Permit may be required in addition to a Building Permit or Minor Construction Permit.
- (2) Work within the public right-of-way shall also require a Right-of-Way Excavation or Encroachment Permit, as applicable.
- (3) Approval of a Driveway Permit does not waive compliance with zoning, subdivision, or construction standards.

(d) Application Requirements

The applicant shall submit:

- (1) A site plan showing:
  - (A) Driveway location and dimensions;
  - (B) Connection to the public roadway;
  - (C) Adjacent property lines and structures;
- (2) Proposed grades and slopes;
- (3) Drainage considerations, including culverts if required;
- (4) Any additional information required by the Town or Public Works Director.

(e) Review and Approval

Driveway Permits shall be reviewed and approved administratively by the Public Works Director or designee, with input from the Building Official as necessary.

(f) Standards

Driveways shall comply with all applicable Town standards, including but not limited to:

- (1) Maximum slope requirements;
- (2) Width requirements;
- (3) Sight distance and access safety;
- (4) Drainage and stormwater management;
- (5) Protection of public infrastructure.

(g) Inspections

Driveway construction may be subject to inspection to ensure compliance with approved plans and Town standards.

(h) Enforcement

Failure to obtain a required Driveway Permit or failure to comply with approved plans may result in:

- (1) Stop work orders;
- (2) Required removal or correction of non-compliant work;
- (3) Citations or fines.

**Section 2-306 Right-of-Way Excavation and Encroachment Permit**

(a) Purpose and Intent

The purpose of a Right-of-Way Excavation and Encroachment Permit is to regulate and control work within public rights-of-way in order to protect public infrastructure, ensure safe travel, and require proper restoration of disturbed areas.

(b) Applicability

A Right-of-Way Excavation and Encroachment Permit shall be required for any person, contractor, utility provider, or entity proposing to disturb, occupy, or perform work within a public street, sidewalk, alley, parking area, or right-of-way under the jurisdiction of the Town of Alpine.

(c) Activities Requiring a Permit

A permit shall be required for, including but not limited to:

- (1) Excavation, trenching, tunneling, or disturbance of the surface or subsurface of any public right-of-way;
- (2) Installation, repair, or replacement of utilities, including water, sewer, power, telecommunications, or other infrastructure;
- (3) Placement or storage of equipment, materials, dumpsters, or construction supplies within the right-of-way;
- (4) Occupation or obstruction of any street, sidewalk, or parking area for construction-related activities;
- (5) Movement of structures across or within a public right-of-way; and
- (6) Any other activity that impacts or interferes with the use of the public right-of-way.

(d) Exemptions

This Section shall not apply to:

- (1) Driveway permits regulated under Section 2-214 or
- (2) Excavation occurring entirely within private property as part of an approved building permit, unless such work impacts the public right-of-way.

(e) Application Requirements

Applications shall be submitted through the Town's online digital application portal and shall include, at a minimum:

- (1) Applicant and contractor information;
- (2) Description of proposed work;
- (3) Location of the work within the right-of-way;
- (4) Traffic control plan, if applicable;
- (5) Restoration plan; and
- (6) Any additional information required by the Town.

(f) Review and Approval

Right-of-Way Excavation and Encroachment Permits shall be reviewed and approved administratively by the Planning and Zoning Administrator and/or Public Works Director.

The review shall be limited to ensuring compliance with:

- (1) Town standards and specifications;
- (2) Public safety requirements; and
- (3) Protection of public infrastructure.

(g) Compliance with Standards

All work performed under this permit shall comply with:

- (1) The Town of Alpine Land Use and Development Code;
- (2) The Town of Alpine Street Restoration Standards; and
- (3) Any conditions imposed by the Town.

All disturbed areas shall be restored to equal or better condition than existed prior to the work.

(h) Security and Financial Guarantees

The Town may require a bond, cash deposit, letter of credit, or other financial guarantee to ensure proper restoration and compliance with permit conditions.

(i) Warranty

All work performed within the public right-of-way shall be subject to a one (1) year warranty period from the date of acceptance by the Town. The applicant shall be responsible for correcting any defects, failures, or settlement during this period.

(j) Seasonal Restrictions

No permit shall be issued for work impacting travel lanes, sidewalks, or parking areas between November 15 and April 15, unless approved by the Public Works Director due to:

- (1) Emergency conditions;
- (2) Routine maintenance; or

(3) Work required as part of an approved construction project.

(k) Public Notice

Public notice shall not be required for Right-of-Way Excavation and Encroachment Permits.

(l) Compliance and Enforcement

Failure to comply with the requirements of this Section or permit conditions may result in stop-work orders, permit revocation, penalties, or corrective action at the applicant's expense.

(m) Acknowledgment

Issuance of a permit under this Section shall constitute acknowledgment by the applicant that they agree to comply with all applicable standards, restoration requirements, and conditions of approval, consistent with the Town's Right-of-Way Affidavit requirements.

**Section 2-307 Sign Permit**

(a) A sign permit (Figure 2-11) will be required for:

- (1) New signs.
- (2) Sign Dimension Amendments and/or enlargements.
- (3) Directional Signage.

(b) Temporary Signs, such as: Banner Installations. See Table 4-12;

- (1) All others identified in Table 4-12 do not require permit and/or affidavit application. **Note** specific timelines and/or requirements are identified in Table 4-12.

(c) The Town of Alpine will make available an application form to applicants that will require, at least, the following information:

- (1) Name of applicant;
- (2) Authorization by landowner (if not the applicant);
- (3) Mailing address;
- (4) Contact information for telephone, fax, and e-mail address;

- (5) Legal description and size of land parcel where proposed construction will take place;
  - (6) Scope of proposed site and facility improvements;
  - (7) Existing zoning designation and related permitted uses;
  - (8) A site/plot plan indicating the general location of all utility locations, any improvements; existing or future (i.e., buildings) on the subject property, vehicle parking, onsite drainage facilities and snow storage areas, as it relates to the sign installation.
- (d) A final sign inspection will be conducted by the Town of Alpine Building Official, or a designated representative, in order to assure permit compliance.

**Article 2.4 Building permit administration**

**Section 2-401. Permit Administration General Provisions**

- (a) No construction, alteration, repair, demolition, or development activity shall occur within the Town without first obtaining the appropriate permit, affidavit, or approval as required by this Code.

**(b) Permit Required**

A permit shall be required for, but not limited to, the following activities:

- 1. Construction of new buildings or structures;
- 2. Additions to existing structures;
- 3. Structural remodeling or alterations;
- 4. Installation, replacement, or modification of utility systems or mechanical systems;
- 5. Demolition or relocation of structures;
- 6. Change in occupancy or use of a building;
- 7. Construction of accessory structures.
- 8. Construction or installation of common site and structural improvements, including but not limited to decks, fences, sheds, garages, accessory structures, and similar improvements;
- 9. Exterior modifications affecting the structure or appearance of a building, including but not limited to re-roofing, siding replacement, and similar work where applicable under this Code;
- 10. Installation or modification of signage;

11. Any other activity requiring a permit as identified in Table 2-1 or elsewhere in this Code.

**(c) All work shall comply with:**

- This Land Use and Development Code;
- All applicable Town ordinances; and
- Adopted building and safety codes.

**(d) Permit Posting**

The approved building permit shall be posted in a visible location on the property prior to commencement of work and maintained throughout construction.

**(e) Permit Fees**

Payment of all applicable fees shall be required in accordance with the Town's most recently adopted fee schedule, as may be amended by resolution of the Town Council.

**(f) Administrative Authority**

The Planning and Zoning Administrator and/or Building Official shall have the authority to interpret and administer the provisions of this Chapter.

**(g) Trash Containment and Debris**

All properties, uses, and construction activities shall comply with the Town of Alpine's section 2-304 (a).

**Section 2-402. Permit and Approval Framework**

Permits and approvals under this Code are organized into the following categories:

**(a) Construction Permit Classifications**

Construction-related activities shall be reviewed under one of the following classifications, based on scope and complexity:

- (1) Affidavit Permit (Administrative Review)
- (2) Minor Construction Permit (Enhanced Review)
- (3) Building Permit (Full Review)

**(b) Standalone Permits**

Certain activities require permits that are not classified by construction complexity and are reviewed based on their specific impacts:

- (1) Temporary Use Permit
- (2) Temporary Structure Permit
- (3) Sign Permit
- (4) Driveway Permit

- (5) Right-of-Way Excavation and Encroachment Permit
- (6) Change of Use / Occupancy Permit

(c) Land Use and Development Approvals

These approvals regulate land use and development patterns and are processed separately from construction permits:

- (1) Annexation
- (2) Conceptual Development Master Plan (CDMP)
- (3) Planned Unit Development (PUD)
- (4) Subdivision
- (5) Zone Change
- (6) Variance
- (7) Special Use Permit

(d) Certificates

Certificates are issued following construction or approval to verify compliance:

- (1) Certificate of Occupancy
- (2) Temporary Certificate of Occupancy
- (3) Certificate of Completion
- (4) Certificate of Change of Use / Occupancy

**Section 2-403            Application Requirements by Permit Type**

Development applications, permits, and approvals are summarized in Table 2-1 and described in the applicable sections of this Part.

(a) General Application Requirements

- a. All applications shall include:
- b. Applicant information
- c. Property owner authorization (if applicable)
- d. Project location
- e. Description of proposed work
- f. Payment of applicable fees

(b) Affidavit Permits

Affidavit permits are intended for minor work that does not involve structural modification, does not require detailed plan review, and does not pose significant risk to public health, safety, or welfare.

Affidavit permits:

- (1) Do not require plan sets unless determined necessary by the Town;

- (2) May require inspection(s) as determined by the Building Official; and
- (3) Require notification to the Town upon completion of the work.

(c) Standard Permits

- i. Standard permits are required for projects involving moderate structural work or complexity.
- ii. Applications shall include:
- iii. Construction drawings or plans
- iv. Description of materials and methods
- v. Site plan when applicable

The Town may require a higher level of permit review if the proposed work is determined to exceed the scope of an affidavit permit.

(d) Minor Construction Permits

- 1) Applications shall include:
- 2) Detailed site plan
- 3) Construction drawings
- 4) Engineering or technical reports (when required)
- 5) Project narrative

(e) Temporary Use and Temporary Structure permit applications shall include:

- (1) Site plan identifying location and layout;
- (2) Description of the proposed use or structure;
- (3) Duration of the use;
- (4) Plan for removal and site restoration; and
- (5) Any additional information required by the Town.

(f) Accessory Structures (Sheds, Greenhouses, Detached Garages)

Applications shall include:

- (1) Site plan showing structure location and setbacks;
- (2) Structure size and dimensions;
- (3) Construction details, as applicable;
- (4) Utility information, if applicable; and
- (5) Additional documentation as required based on permit tier (affidavit, minor, or building permit).

(g) Driveway Permits

Applications shall include:

- (1) Description of proposed work;
- (2) Location of work within the right-of-way;
- (3) Traffic control plan, if applicable;
- (4) Restoration plan; and
- (5) Any additional documentation required by the Town.

(h) Right-of-Way Excavation/Encroachment Permits

Applications shall include:

- (1) Description of proposed work;
- (2) Location of work within the right-of-way;
- (3) Traffic control plan, if applicable;
- (4) Restoration plan; and
- (5) Any additional documentation required by the Town.

(i) Sign Permits

Applications shall include:

- (1) Sign design and dimensions;
- (2) Location on the property;
- (3) Method of installation;
- (4) Illumination details, if applicable; and
- (5) Site plan showing sign placement.

(j) Change of Use/ Occupancy

Applications shall include:

- (1) Description of proposed use;
- (2) Existing and proposed occupancy classification;
- (3) Floor plan showing layout and means of egress;
- (4) Life safety and fire protection information, as applicable;
- (5) Accessibility compliance information, as applicable; and
- (6) Any additional information required by the Building Official.

(k) Additional Requirements

The Town may require additional documentation, including engineering reports or stamped plans, in accordance with Section 2-302(g).

(l) Deck Construction

Deck projects shall be classified as follows:

(1) Affidavit

- a. Decking replacement only

- b. No structural changes
  - c. No stairs, rails, or framing changes
- (2) Deck Permit (Standard Permit)
  - a. Structural repairs (joists, beams, rails, stairs)
  - b. Partial reconstruction
  - c. Work exceeding affidavit scope
- (3) Minor Construction Permit
  - a. New footings or foundations
  - b. Expansion of footprint
  - c. Structural redesign or engineering
  - d. Site constraints or complexity
- (m) Sheds/ Greenhouses/ Accessory Structures (including Detached Garages)
  - (1) Affidavit
    - a. ≤300 sq ft
    - b. No plumbing or kitchen elements
    - c. No foundation work is taking place
  - (2) Standard Permit
    - a. 301- 400 Sq ft
    - b. Plumbing or kitchen elements included
    - c. No foundation work is taking place
  - (3) Minor Construction Permit
    - a. Any size of structure if;
    - b. Structural complexity requiring Engineering;
    - c. Foundations work is taking place
- (n) Roofs
  - (1) Affidavit
    - a. Like-kind material replacement
    - b. No structural or decking repair
  - (2) Roof Permit
    - a. Structural repairs
    - b. Material or weight changes

c. Layering changes

(o) Demolition and Relocation of Structures

(1) No Permit Required

No permit or affidavit shall be required for the demolition or relocation of structures equal to or less than three hundred (300) square feet, provided that:

(a) The structure does not contain regulated or hazardous materials;

(b) The activity does not involve utility disconnection requiring Town coordination; and

(c) The work does not otherwise create a condition affecting public health, safety, or welfare.

The Town may require a permit if site conditions or project circumstances warrant additional review.

(2) Demolition/Relocation Affidavit Required

A Demolition/Relocation affidavit shall be required for the demolition or relocation of any structure greater than three hundred (300) square feet.

(3) Demolition/ Relocation Associated with New Construction

When demolition or relocation of a structure greater than three hundred (300) square feet is proposed as part of an approved building permit for new construction:

(a) A Demolition/Relocation affidavit shall still be required;

(b) The affidavit shall be reviewed and issued in coordination with the associated building permit; and

(c) The applicable affidavit fee shall be waived.

(j) Temporary Use and Temporary Structure Permit

Applications shall include:

a. Description of the proposed temporary use or structure;

b. Proposed duration;

c. Site plan showing location of the temporary use or structure;

d. Description of access, parking, utilities, and sanitation, as applicable;

e. Removal and site restoration plan; and

f. Any additional information required by the Town.

(k) Right-of-Way Excavation and Encroachment Permit

Applications shall include:

a. Description of proposed work;

b. Location of work within the public right-of-way;

c. Traffic control plan, if applicable;

d. Restoration plan;

e. Contractor information; and

f. Any additional information required by the Town.

(l)Supplemental Application Requirements

In addition to the general application requirements set forth in this Section, the Town may require additional information necessary to evaluate the proposed project for compliance with this Code and other applicable regulations.

Such information may include, but is not limited to:

- (1) A detailed description of the scope of work;
- (2) Existing zoning designation and proposed use of the property;
- (3) Identification of all existing and proposed structures on the property;
- (4) Description of construction materials and methods;
- (5) Any additional documentation deemed necessary by the Town to evaluate the project.

(m)Site Plan Requirements

When required, applications shall include a scaled site plan (plot plan) that clearly depicts the proposed development and existing site conditions.

The site plan shall include, at a minimum:

- (6) Property boundaries and dimensions;
- (7) Location of all existing and proposed structures;
- (8) Setbacks from all property lines;
- (9) Location of vehicular access, driveways, and parking areas;
- (10) Location of all utilities, including but not limited to:
- (11) Water service
- (12) Sewer or septic systems
- (13) Power and propane lines
- (14) Easements and rights-of-way
- (15) Existing and proposed grading, drainage patterns, and stormwater management features;
- (16) Identification of snow storage areas, where applicable;
- (17) Finished floor elevations and general site elevations, where applicable; and
- (18) Any other information required by the Town to evaluate compliance with this Code.

The Town may require additional detail or engineered site plans based on the scope and complexity of the project.

(n)Construction Drawings and Supporting Documents

Applications for Standard Permits and Minor Construction Permits shall include construction drawings sufficient to demonstrate compliance with applicable codes.

Construction drawings may include:

- (19) Foundation plans;
- (20) Floor plans;
- (21) Wall sections;
- (22) Roof systems;
- (23) Building elevations;
- (24) Structural details;
- (25) Electrical, plumbing, mechanical, and HVAC systems; and
- (26) Any additional documentation required by the Town.

Construction drawings shall be prepared to scale and may be required to be stamped by a licensed Wyoming Professional Engineer or other qualified design professional in accordance with Section 2-302(g).

i. Submittal Format and Copies

All applications requiring construction drawings, site plans, or supporting documentation shall include:

- 1. Two (2) complete hard copies of all required plan sets and supporting documents; and
- 2. One (1) complete digital copy of all application materials submitted through the Town's designated online permitting system (CitizenServe).

The digital submittal shall include all plan sets, site plans, and supporting documentation required for review and shall be provided at the time of application.

(o) Digital Submittal Requirement

All applications requiring plans, site plans, or supporting documentation shall include a complete digital copy of the application materials at the time of submission.

The digital submittal shall:

- (27) Include all plan sets, site plans, and supporting documents;
- (28) Be in a format acceptable to the Town; and
- (29) Be retained by the Town for internal review, recordkeeping, and administrative purposes.

Digital submittals shall not be distributed to third parties except as permitted by law.

Application requirements for specific permit types may also be provided in the individual permit sections of this Code and in Table 2-1. In the event of a conflict, the requirements of the applicable permit section shall control.

**Section 2-404 Development Applications and Permit Matric (Table 2-1)**

**TABLE 2-1 PERMIT APPLICATION REQUIRMENTS**

**LAND USE DEVELOPMENT APPLICATION REQUIREMENTS – TOWN OF ALPINE LEGISLATIVE / QUASI-JUDICIAL LAND USE APPROVALS**

<b>Permit Type</b>	<b>Information Required</b>	<b>Public Hearing</b>	<b>Notice</b>	<b>Decision Process</b>	<b>Appeals</b>
<b>Annexation (Conceptual Report)</b>	<b>Conceptual report; site plan; ownership; legal description; mapping</b>	<b>Town Council</b>	<b>Per Ord. 2026-002</b>	<b>P&amp;Z → Council</b>	<b>District Court</b>
<b>Conceptual Development Master Plan (CDMP)</b>	<b>Conceptual plan + narrative</b>	<b>Admin or P&amp;Z</b>	<b>If applicable</b>	<b>Conceptual review only</b>	<b>Board of Adjustment</b>
<b>Planned Unit Development (PUD)</b>	<b>Master Plan (if req.); narrative; standards; technical reports</b>	<b>P&amp;Z + Council</b>	<b>Per Ord.</b>	<b>P&amp;Z → Ordinance</b>	<b>District Court</b>
<b>Land Use Plan Amendment</b>	<b>Rationale; map change</b>	<b>P&amp;Z + Council</b>	<b>Per Ord.</b>	<b>Ordinance</b>	<b>District Court</b>
<b>Zone Change</b>	<b>Site plan; zoning request</b>	<b>P&amp;Z + Council</b>	<b>Per Ord.</b>	<b>Ordinance</b>	<b>District Court</b>
<b>Variance</b>	<b>Plot plan; hardship</b>	<b>BOA</b>	<b>Per Ord.</b>	<b>BOA decision</b>	<b>District Court</b>
<b>Subdivision (Minor/Major)</b>	<b>Plat; technical report</b>	<b>P&amp;Z + Council</b>	<b>Per Ord.</b>	<b>Ordinance</b>	<b>District Court</b>
<b>Special Use Permit</b>	<b>Site plan; operations</b>	<b>P&amp;Z + Council</b>	<b>Per Ord.</b>	<b>Ordinance</b>	<b>District Court</b>

**□ BUILDING & CONSTRUCTION PERMITS**

Permit Type	Information Required	Public Hearing	Decision Process	Appeals
Building Permit (New / Major)	Full plans; site plan; utilities	No	Building Official + P&Z (if applicable)	BOA
Minor Construction Permit	Plans; scope; limited review	No	Admin / BO / P&Z (if needed)	BOA
Affidavit Permit	Description only	No	Administrative	BOA

**□ ACCESSORY STRUCTURES (INCLUDING DETACHED GARAGES)**

Permit Type	Information Required	Public Hearing	Decision Process	Appeals
Sheds / Greenhouses / Accessory Structures	Site plan; size; details	No	Tiered: Affidavit / Admin / BO / P&Z	BOA

**📖 Internal classification:**

- ≤300 sq ft (no utilities) → Affidavit
- 301–400 sq ft → Administrative
- 400 sq ft or utilities → Building Permit / BO
- Site impacts → P&Z

**□ SITE & INFRASTRUCTURE PERMITS**

Permit Type	Information Required	Public Hearing	Decision Process	Appeals
Driveway Permit	Site plan; grades; drainage	No	Public Works	BOA

Permit Type	Information Required	Public Hearing	Decision Process	Appeals
Grading / Excavation (Private)	Site plan; disturbance	No	Admin / BO / P&Z (if needed)	BOA
Right-of-Way / Encroachment	Work description; restoration	No	Public Works	BOA

#### □ USE / OPERATIONAL PERMITS

Permit Type	Information Required	Public Hearing	Decision Process	Appeals
Temporary Use Permit	Description; duration; site plan; operations	≤60 days: No / >60 days: Yes	Admin → P&Z → Council	BOA
Temporary Structure Permit	Site plan; egress; occupant load; construction details	No (unless tied to use)	Building Official	BOA
Change of Use / Occupancy	Floor plan; life safety; classification	No	Building Official	BOA
Sign Permit	Design; size; location	No	Administrative	BOA

#### □ CERTIFICATES (FINAL APPROVALS — NOT PERMITS)

Certificate Type	Purpose	Issued By
Certificate of Occupancy (CO)	Final occupancy approval	Building Official
Temporary Certificate of Occupancy (TCO)	Temporary occupancy prior to completion	Building Official
Certificate of Completion	Completion of work not requiring CO	Building Official
Certificate of Change of Use / Occupancy	Confirms compliance for change of use	Building Official

**TABLE NOTES:**

- Table 2-1 organizes permit types by category. Only construction-related permit types are subject to permit classification as defined in Section 2-302(a).
- Permit classifications represent levels of review, while permit types represent categories of development. Classification shall be determined by the Town based on scope and complexity.
- Temporary Uses and Temporary Structures are regulated separately:
  - Temporary Uses are governed by duration and land use impacts.
  - Temporary Structures are governed by applicable building and fire codes.
- Temporary structures shall comply with the currently adopted International Building Code (IBC) and International Fire Code (IFC).
- Structures intended for one hundred eighty (180) days or less are considered temporary structures.
- Structures intended for more than one hundred eighty (180) days shall comply with applicable provisions of the IBC for permanent structures.
- A permit shall be required for temporary structures exceeding one hundred twenty (120) square feet or intended to accommodate ten (10) or more occupants, or as otherwise determined necessary by the Building Official.
- Review authority may be elevated based on scope, complexity, or potential impacts.

**Section 2-405                      Construction Site Management and Land Disturbance Compliance**

**(a) Purpose and Applicability**

The purpose of this section is to ensure that all construction sites are maintained in a clean, safe, and orderly condition, and to prevent impacts to adjacent properties, public rights-of-way, and the general public health, safety, and welfare.

The provisions of this section shall apply to all construction activity requiring a permit under this Code.

## **(b) Construction Site Trash and Debris Management**

### **(1) General requirement**

All construction sites shall be maintained in a clean, safe, and orderly condition at all times.

Construction debris, waste materials, and refuse shall be contained on-site and shall not be allowed to accumulate, disperse, or migrate onto adjacent properties or public rights-of-way.

### **(30) Required Containment**

All construction sites shall provide and maintain adequate waste containment, which shall include:

- A dumpster; or
- An alternative approved waste container; or
- Another containment method approved by the Town based on the scope and nature of the project

### **(3) Securing of Materials**

All lightweight or loose materials shall be secured to prevent wind dispersal. Waste containers shall be covered or otherwise secured when not in active use to prevent the escape of debris.

### **(4) Maintenance and Removal**

- Waste materials shall be regularly collected and removed from the site
- Containers shall not overflow at any time
- Debris shall not be stockpiled in a manner that creates a nuisance or hazard

### **(5) Daily Site Cleanup**

At the conclusion of each workday, all construction sites shall be cleaned of loose debris, trash, and waste materials.

### **(6) Prohibited Activities**

The following are prohibited:

- Accumulation of loose or scattered debris on-site
- Migration of debris onto adjacent properties or public rights-of-way
- Overflowing waste containers
- Burning of construction debris or waste materials, unless expressly permitted by applicable regulations

### **(7) Responsibility**

The property owner and any contractor or subcontractor performing work on the site shall be jointly responsible for compliance with this subsection.

**(8) Enforcement**

Failure to comply with this subsection may result in:

- Stop work orders
- Citations or fines
- Permit suspension or revocation
- Abatement by the Town, with costs assessed to the property owner

**(b) Temporary Sanitary Facilities**

(a) Requirement

Portable sanitary facilities shall be provided and maintained on all active construction, remodeling, or demolition sites where workers are present and permanent restroom facilities are not available or not accessible.

(b) Standards

Sanitary facilities shall:

- (1) Be of a type approved for temporary use;
- (2) Be maintained in a clean, sanitary, and operable condition;
- (3) Be serviced at a frequency sufficient to prevent unsanitary conditions or nuisance; and
- (4) Be located on-site or in a location approved by the Town.

(c) Responsibility

The property owner, contractor, or permit holder shall be responsible for providing and maintaining required sanitary facilities.

(d) Exceptions

This requirement may be waived by the Building Official for minor construction activities of short duration where sanitary facilities are reasonably available and accessible.

(e) Compliance

Failure to provide or maintain required sanitary facilities may result in enforcement action, including stop work orders or permit suspension.

**(c) Construction Materials Storage and Site Organization**

All construction materials shall be stored in an orderly manner and shall be located entirely on-site.

The following shall apply:

- No materials shall be stored within public rights-of-way
- No materials shall be stored on adjacent properties without authorization

- Lumber, insulation, and other lightweight materials shall be secured to prevent dispersal
- Hazardous materials shall be stored and handled in accordance with applicable federal, state, and local regulations

**(d) Dust Control**

All construction activity shall be conducted in a manner that prevents dust from leaving the site.

Dust control measures shall include, as applicable:

- Watering
- Soil stabilization
- Covering of materials
- Other methods approved by the Town

Visible dust leaving the site shall constitute a violation of this section.

**(e) Hours of Construction**

Construction activities shall be limited to the following hours unless otherwise approved by the Town:

- Monday through Saturday: 7:00 a.m. to 7:00 p.m.

Construction activities on Sundays and legal holidays are prohibited unless specifically authorized by the Town.

**(f) Noise and Nuisance Control**

Construction activities shall be conducted in a manner that minimizes disturbance to surrounding properties.

The following shall apply:

- No excessive or unnecessary noise outside permitted construction hours
- Equipment shall be operated in a manner that minimizes nuisance impacts
- Construction activity shall not create conditions that are detrimental to neighboring properties or the general public

**(g) Temporary Facilities**

Construction sites shall provide necessary temporary facilities to support on-site workers.

The following shall apply:

- Portable toilet facilities shall be provided for active construction sites
- Such facilities shall be:
  - Properly maintained
  - Secured
  - Located in a manner that minimizes visual and nuisance impacts

Temporary structures and trailers shall comply with applicable provisions of this Code.

**(h) Erosion and Stormwater Control**

Construction sites shall be managed to prevent erosion and the discharge of sediment from the site.

The following shall apply:

- Sediment shall not leave the site and enter adjacent properties, drainage systems, or public rights-of-way
- Existing drainage patterns shall be maintained or appropriately managed
- Disturbed areas shall be stabilized as necessary to prevent erosion

**(i) Public Safety**

All construction sites shall be maintained in a manner that protects public safety.

The following shall apply:

- Open excavations shall be secured or protected
- Hazardous conditions shall be mitigated in a timely manner
- The site shall not pose a risk to the public or adjacent properties

**(j) Parking and Worker Conduct**

Construction-related vehicles and worker activities shall not interfere with public access or surrounding properties.

The following shall apply:

- Construction-related parking shall not block public roads or private driveways
- No staging, storage, or parking shall occur within the public right-of-way without approval from the Public Works Director
- Workers shall conduct themselves in a manner that does not create a nuisance or disruption to surrounding properties

**Section 2-406 Construction Activities**

Construction activities and all related sounds from construction activities should be conducted in a manner that minimizes disruption to neighboring properties. Excessive noise that unreasonably disturbs the peace and comfort of others may be subject to enforcement outlined in the most current version of the Crimes Against Peace Ordinance, as adopted by the Town of Alpine. Contractors and property owners are encouraged to be mindful of noise levels.  
([www.alpinewy.gov](http://www.alpinewy.gov))

**Section 2-407 Affidavit Process (Figure 2-12)**

**SOME AFFIDAVITS COULD HAVE A TURNAROUND TIME OF THREE {3} BUSINESS DAYS.**

**(a) Purpose**

The purpose of the Affidavit Permit is to provide an administrative approval process for minor construction activities that are limited in scope, do not involve structural complexity, and do not pose significant risk to public health, safety, or welfare.

Affidavit permits are one of the permit classifications established in Section 2-302.

(a) Applicability

Affidavit permits shall be applied to eligible construction activities as defined in Section 2-304.

Affidavit permits are generally limited to work that:

- a. Does not involve structural modification;
- b. Does not require engineered plans or technical review;
- c. Does not involve significant site impacts or utility work; and
- d. Can be verified through limited inspection, if required.

(b) Application Requirements

- a. Completed affidavit form
- b. Description of work
- c. Confirmation project meets eligibility

(c) Review

- a. Administrative review by staff
- b. No plan review unless required

(d) Inspections

- a. May require inspection
- b. Applicant must notify Town upon completion

(e) Limitations

Affidavit permits shall not be used for projects that:

- a. Require structural modification;
- b. Involve utility installation or modification;
- c. Require engineering or technical analysis;
- d. Exceed the scope defined in Section 2-304; or
- e. Are otherwise determined by the Town to require a higher level of review.

(f) Conversion Clause

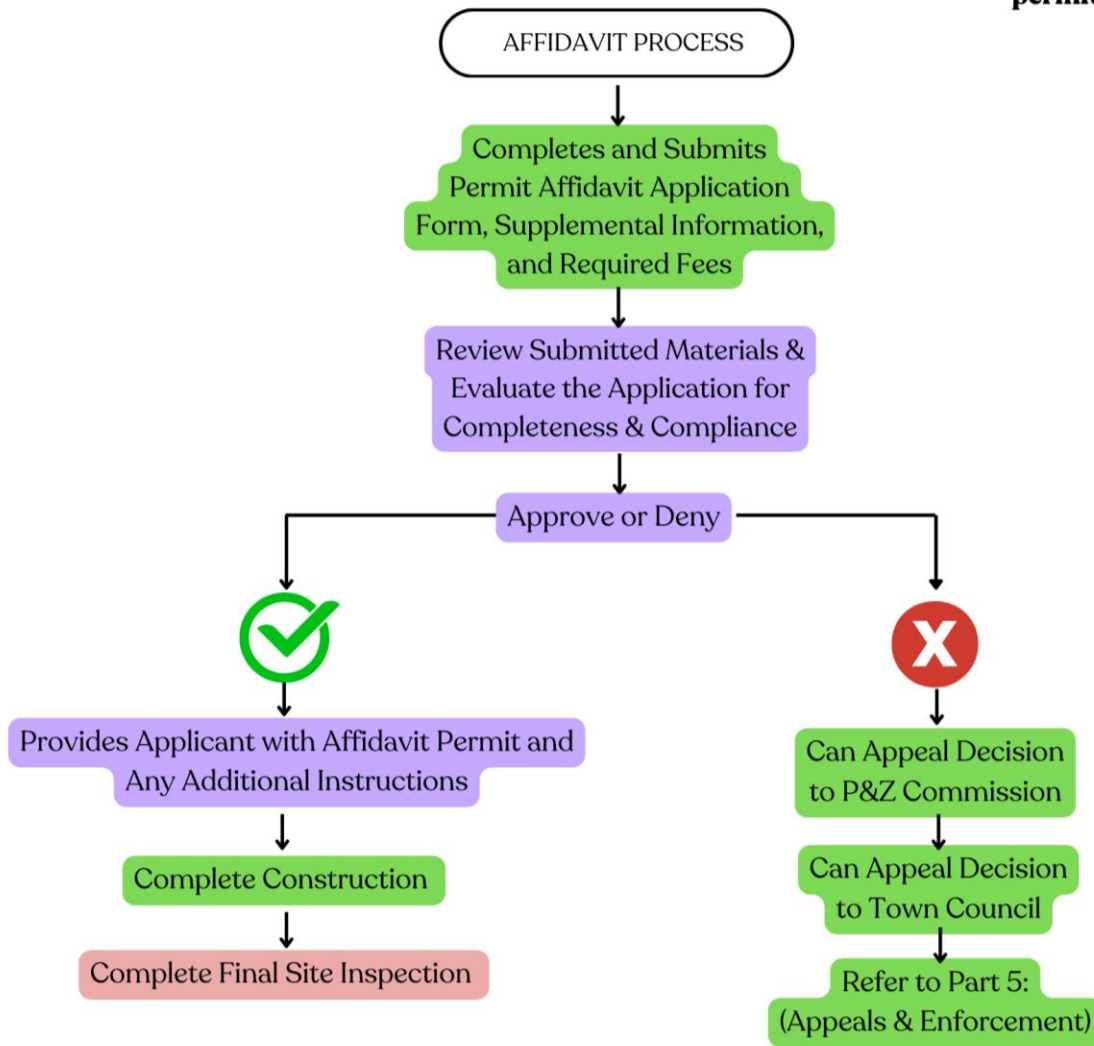
If, during review or construction, it is determined that a project exceeds the scope of an Affidavit Permit, the applicant shall be required to obtain the appropriate permit classification prior to proceeding.



**Legend:**

- APPLICANT
- BUILDING OFFICIAL
- ZONING ADMINISTRATOR

**This process applies to Fences, Sheds/Green Houses (Equal to or under 300 square feet with no plumbing), any decks (under 200 square feet and below 30 inches from finished grade); any utility changes or improvements, re-roofing projects (like kind materials) demolition of existing buildings and/or storage sheds and all permit extensions**



**AFFIDAVIT PROCESS**  
Figure 2-12

**Section 2-408**

**Required Building and Site Inspections**

**(a) General Requirement**

**All work requiring a permit shall be subject to inspection by the Town as necessary to ensure compliance with approved plans and applicable codes. All construction shall conform to the Town’s adopted codes, including but not limited to:**

- International Building Code (IBC)
- International Residential Code (IRC)
- International Plumbing Code (IPC)
- International Mechanical Code (IMC)
- International Fuel Gas Code (IFGC)
- International Fire Code (IFC)
- National Electrical Code (NEC)

**(b) Inspections by Permit Type**

**(1) Affidavit Permits**

- a. Inspections may be required at the discretion of the Town;
- b. A final inspection is typically required upon completion;
- c. The applicant shall notify the Town when work is complete;
- d. Failure to request inspection may result in enforcement action.

**(31) Standard Permits**

- e. Inspections shall be required as determined by the Building Official;
- f. May include multiple inspections depending on scope;
- g. Work shall not proceed beyond required stages without approval.
- h. Inspection stages may include, but are not limited to, those identified in subsection (b)(3).

**(3) Minor Construction Permits**

- a. Inspections are required and shall be determined by the Building Official;
- b. May include multiple staged inspections, including but not limited to:

- i. Footings, including concrete forms, rebar, reinforcing rods or pins prior to placement of concrete;
- ii. Foundation forms, including stem walls prior to placement of concrete;
- iii. Damp-proofing or waterproofing prior to foundation backfilling;
- iv. Foundation systems, including vents, mechanical piping, conduit (including radon mitigation), and utility placement prior to covering;
- v. Framing, plumbing, and mechanical systems prior to covering (including HVAC systems);
- vi. Exterior wall and roof nailing;
- vii. Insulation prior to covering of walls and ceilings;
- viii. Drywall (sheetrock) prior to taping or mudding;
- ix. Final inspection upon completion of all construction work.

c. Additional inspections may be required based on project complexity, site conditions, or as determined necessary to ensure compliance.

**(c) Survey and Placement Requirements**

a. The applicant shall provide an “Exhibit to Accompany Affidavit of Surveyor”, prepared by a land surveyor licensed in the State of Wyoming, depicting:

- Property corners
- Setback lines
- Structure placement
- Utility improvements

b. Upon completion of foundation wall forming, a Certificate of Placement shall be prepared by a licensed Wyoming land surveyor and submitted to the Town.

c. The Certificate of Placement shall verify that the structure is located in compliance with the approved site or plot plan.

d. No further construction shall proceed until the Certificate of Placement has been submitted and accepted by the Town.

e. Any work completed prior to submission may be required to be removed at the property owner’s expense.

**(d) Responsibility of Applicant**

The applicant is responsible for:

- a. Requesting all required inspections;
- b. Providing reasonable access to the site;
- c. Ensuring work is ready for inspection prior to scheduling;
- d. Coordinating required inspections in proper sequence;
- e. Providing required survey and placement documentation.

**(e) State Electrical Inspections Required**

All work requiring an electrical permit shall be subject to inspection by the **Wyoming Department of Fire Prevention and Electrical Safety**, or its successor agency.

The applicant shall be responsible for:

- a. Obtaining all required state electrical permits;
- b. Providing a copy of the approved wiring permit
- b. Scheduling and completing all required state inspections; and
- c. Providing documentation of approved electrical inspections to the Town prior to final approval or project sign-off.

The Town shall not perform electrical inspections except as necessary for general compliance verification and shall rely on the State’s inspection and approval.

Failure to provide required documentation may result in withholding of final approval or enforcement action.

**(f) Failure to Obtain Inspection**

Failure to obtain required inspections or comply with inspection requirements may result in:

- a. Stop-work orders;
- b. Permit revocation;
- c. Required removal or correction of work;
- d. Additional inspection fees or penalties;
- e. Requirement to uncover work for proper inspection at the property owner's expense.

**(g) Final Inspection**

The Town shall conduct a final inspection upon completion of all work authorized under a permit.

No project shall be considered complete until all required inspections, including applicable state electrical inspections and required documentation, have been approved.

**Section 2-409 Certificates**

**(a) Purpose**

The purpose of this section is to establish the types of certificates issued by the Town of Alpine and to define the conditions under which such certificates are required. This section provides a general framework only and shall not replace the specific procedures and requirements set forth elsewhere in this Code.

**(b) Types of Certificates**

The Town of Alpine may issue the following certificates:

**(1) Certificate of Occupancy (CO)**

Issued upon completion of construction and verification that a building or structure complies with all applicable codes, approved plans, and conditions of approval.

**(2) Temporary Certificate of Occupancy (TCO)**

Issued when a building or structure, or portion thereof, may be safely occupied prior to full completion or for a limited duration, subject to conditions and time limitations established by the Building Official.

**(3) Certificate of Completion**

Issued for permits that do not require a Certificate of Occupancy, including but not limited to additions, garages, minor construction, and similar improvements.

**(4) Certificate of Change of Use or Occupancy**

Issued when an existing building or structure undergoes a change in use or occupancy classification and has been verified to comply with applicable codes and requirements.

**(c) General Requirement**

No building, structure, or use shall be occupied, utilized, or changed in use or occupancy unless the applicable certificate required by this Code has been issued.

(d) Relationship to Permits and Temporary Uses

Certificates are distinct from permits and shall not be construed as authorizing construction or land use.

Temporary Uses and Temporary Structures are regulated under Section 2-212 and are approved through a permit process. Such approvals do not constitute a certificate unless occupancy of a structure is authorized through a Temporary Certificate of Occupancy.

(e) Authority

The Building Official shall have the authority to issue, deny, suspend, or revoke certificates in accordance with this Code.

**Section 2-410 Issuance of Temporary Certificate of Occupancy (TCO)**

The Building Official may issue a Temporary Certificate of Occupancy when the portion of the structure requested for occupancy is deemed safe for the intended temporary use and all outstanding items do not pose a hazard to life, health, or public safety. The **Building Official shall set the time period during which the Temporary Certificate of Occupancy is valid.** A TCO shall:

- Identify all outstanding items that must be completed prior to issuance of a full Certificate of Occupancy;
- Not authorize occupancy beyond the limited scope and areas approved.

Failure to complete the required work within the time period established for the TCO may result in revocation of the TCO and enforcement actions as allowed by Town ordinance.

(d) Temporary Changes in Use or Occupancy

A Temporary Certificate of Occupancy may be issued to allow a temporary change in use or occupancy where the Building Official determines that the building or structure can be safely occupied for the proposed use for a limited duration.

- (e) Temporary Certificates of Occupancy shall apply only to buildings or structures intended for occupancy. Temporary structures regulated under Section 2-212 shall not be considered occupied structures unless approved by the Building Official and issued a Temporary Certificate of Occupancy when applicable.

**Section 2-411 Issuance of Certificate of Occupancy (CO)**

No building or structure, or portion thereof, shall be used or occupied until a Certificate of Occupancy has been issued by the **Building Official**, confirming that all work complies with the adopted International Codes, the approved construction documents, all conditions of approval, and all applicable provisions of the Town of Alpine Municipal Code.

**(a) Conditions for Issuance.**

A Certificate of Occupancy shall be issued only after:

1. **Final inspections** have been completed and approved by the Building Official;
2. **All life-safety systems** required by the applicable codes have been installed, tested, and verified as operational;
3. **All site improvements** required by the Planning and Zoning Commission or Design Review Committee—including but not limited to parking, access, utilities, landscaping, grading, and drainage—have been completed or otherwise secured to the satisfaction of the Town;
4. **All applicable fees and any outstanding fines** owed to the Town have been paid in full;
5. **All required approvals or clearances** from external agencies, if applicable, have been provided;
6. **All conditions of the building permit and development approvals** have been met.

**(b)** This requirement includes changes of use or occupancy as governed by Section 2-314.

**Section 2-412 Record of Certificate.**

The Building Official shall transmit all Certificates of Occupancy and Temporary Certificates of Occupancy to the Planning and Zoning Administrator for recordkeeping.

**Section 2-413 Revocation of Certificate of Occupancy and Temporary Certificate of Occupancy**

The Building Official may suspend or revoke a Certificate of Occupancy or Temporary Certificate of Occupancy if:

1. The certificate was issued in error;

2. The certificate was issued based on incorrect, incomplete, or fraudulent information; or
3. The structure or use violates any applicable code, ordinance, or condition of approval.
4. It is determined that required fees or fines were not paid prior to issuance of the certificate.

### **Section 2-414 Issuance of Certificate of Completion**

Once all required building inspections have been made and approved by the Municipal Building Official, the Town of Alpine will issue a Certificate of Completion to the applicant.

The Certificate of Completion represents a formal notification by the Town of Alpine that the requirements of the addition, garage, minor construction and remodeling permits, and sign permits regulations have been met.

The Certificate of Completion will be signed by the Town of Alpine Building Inspector/Official.

#### **(a) Conditions for Issuance**

A Certificate of Completion shall be issued only after:

1. All required inspections have been completed and approved;
2. All applicable permit requirements have been satisfied; and
3. All applicable fees and any outstanding fines owed to the Town have been paid in full.

#### **(b) Execution**

The Certificate of Completion shall be signed by the Town of Alpine Building Official.

### **Section 2-415 Change of Use or Change of Occupancy Certificate**

A Change of Use or Change of Occupancy, as defined by the adopted International Building Code, does **not** necessarily require the issuance of a new building permit; however, no such change shall take effect until the Building Official has completed all inspections deemed necessary and has issued a **Change of Use Certificate** or **Change of Occupancy Certificate** as applicable.

#### **(a) Applicability**

A change of use or change of occupancy of an existing building or structure, or any portion thereof, shall be subject to review under this section.

A change of use or change of occupancy, as defined by the adopted International Building Code, does not necessarily require the issuance of a new building permit;

however, no such change shall take effect until the requirements of this section have been satisfied.

**(b) Application Required**

Prior to any change of use or occupancy, the property owner or authorized agent shall submit an application to the Town.

No change of use or occupancy shall occur until the Building Official has completed review and issued a Change of Use Certificate or Change of Occupancy Certificate in accordance with this section.

**(c) Information Accompanying Application**

The application shall include the following, as applicable:

- Description of the proposed change of use or occupancy
- Identification of existing and proposed occupancy classification
- Floor plan showing existing layout, affected areas, and means of egress
- Life safety information, including occupant load and fire protection systems, as applicable
- Accessibility compliance information, as applicable
- Mechanical, plumbing, and electrical system information necessary to support the proposed use
- Copy of any existing Certificate of Occupancy or prior approvals (if available)
- Any additional information required by the Building Official to determine compliance with applicable codes

Submittal requirements may be adjusted by the Building Official based on the scope and complexity of the proposed change.

**(d) Inspections Required**

Upon receipt of an application for a proposed change of use or occupancy, the Building Official, or the Building Official’s designated representative, shall conduct any inspections necessary to evaluate the existing conditions of the building or structure and to determine compliance with the requirements applicable to the proposed use or occupancy classification.

**(e) Compliance With Current Codes**

Where a change of use or occupancy is proposed, the building, structure, or affected portion thereof shall comply with all applicable provisions of the adopted International Codes, including but not limited to requirements related to:

- Life safety
- Means of egress
- Fire protection
- Structural capacity
- Accessibility
- Mechanical, plumbing, and electrical systems

to the extent necessary to support the proposed use or occupancy.

**(f) Certificate Required Prior to Occupancy**

A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or any portion thereof shall not be made, until the Building Official has issued a Change of Use Certificate or Change of Occupancy Certificate verifying compliance with this Code and the adopted International Codes. Issuance of such certificate shall not be construed as approval of any violation of the provisions of this Code or other ordinances of the Town. Any certificate purporting to authorize a violation or to waive compliance with code requirements shall be invalid. Exception: A certificate is not required for work that is exempt from permits pursuant to Section 105.2.

**(g) Temporary Change of Occupancy**

The Building Official may authorize a Temporary Certificate of Occupancy when the proposed use can be safely accommodated for a limited time.

The Building Official shall establish the duration for which such temporary occupancy is permitted and shall identify any conditions that must be met before issuance of a full certificate.

**(h) Relationship to Other Approvals**

Approval under this section does not authorize a use that is not otherwise permitted under this Code.

Where a proposed change of use requires additional land use approvals, including but not limited to a Special Use Permit, variance, or zone change, such approvals shall be obtained prior to issuance of a Change of Use or Occupancy Certificate.

**(i) Violations**

Occupying or allowing occupancy of a building or structure following a change of use or change of occupancy without the required certificate constitutes a violation of this Code and shall be subject to all applicable penalties and enforcement mechanisms provided by Town ordinance.

**Section 2-416 Change of Use/ Occupancy Certificate Process**

**(a) Requirement**

A Change of Use or Change of Occupancy, as defined by the adopted International Building Code, shall require issuance of a Certificate of Change of Use or Occupancy prior to the establishment of the new use.

**(b) Issuance**

The Building Official shall issue a Certificate of Change of Use or Occupancy upon determination that the building or structure complies with the applicable provisions of this Code and the adopted International Codes.

**(c) Prohibition**

No change of use or occupancy shall occur until the required certificate has been issued.

**(d) Temporary Certificate**

Where a proposed change of use or occupancy is temporary in nature, the Building Official may authorize such use through issuance of a Temporary Certificate of Occupancy in accordance with Section 2-308, subject to conditions and time limitations.

**(e) Violations**

Occupancy without the required certificate shall constitute a violation of this Code.

**ARTICLE 2.5 FEES AND PROCESSING**

**Section 2-501 Development Fees**

- (a) Processing Fees are based on an average cost for the Planning & Zoning Administrator, Planning and Zoning Commission, Board of Adjustment, Town Council, Town Engineer, Town Building Official, Town Clerk, and Planning and Zoning Secretary.
  
- (b) The applicant shall be responsible for all costs associated with required public notice, including but not limited to publication, mailing, and posting, in accordance with Ordinance No. 2026-002 (Public Notice Requirements Ordinance), as may be amended.  
The applicant shall also be responsible for any and all out-of-the-ordinary costs that may arise as a result of the public notification process.  
The applicant shall complete all required notice procedures and provide proof of compliance in the form of affidavits or other documentation as required by the Town prior to any scheduled public hearing.  
Fees are established by Town Ordinance; (refer to the most current version of the Town of Alpine Building Department Fee Schedule). **All fees are due at the time of submittal. All fees are non-refundable.** There will be no waiver of permit fees.
  
- (c) Deposits and/or performance bonds will be required by the Town of Alpine Planning & Zoning Commission for the landscaping and parking requirements along with the associated building and/or improvements. The deposit will be determined by the insurance/bonding company in an amount not to exceed One Hundred Twenty-Five (125) percent of the anticipated costs of all improvements for the project. The deposit and/or performance bond(s) will be held by the Town and will be refunded when the project is completed and/or inspected. If the total project is not completed in a timely manner as agreed upon by the Planning & Zoning Commission and owner, the deposit will not be refunded.

- (d) Plats must be filed with Lincoln County within (1) year with a one (1) time, one (1) year extension. If the project is not completed within two (2) years, the applicant will have to start the process over with all new fees, filings, meetings, etc.
- (e) Applications are valid for ninety (90) days, from submittal date; with a one (1) time, ninety (90) day extension upon showing of justifiable cause. If the missing items are not submitted within the allowed time frame, the applicant will have to start the process over with all new fees, filings, etc.
- (f) Fees do not reflect the cost of the Town engineer, attorney, or surveyor's reviews (those are considered out of the ordinary expenses). These costs will be assessed on a case-by-case basis based on the time spent during the review process.
- (g) Planned Unit Development Applications will be determined on a case-by-case basis, number of lots, etc.
- (h) No approval will be granted and/or formalized **until all fees have been paid in full.**

## PART 4 - DEVELOPMENT STANDARDS

### ARTICLE 4.1 GENERAL PROVISIONS

#### Section 4-101. Intent

The intent of the development standards is to improve the quality of design and construction of future land use development in the Town of Alpine, help sustain property values, as well as enhance the quality of the built environment.

#### Section 4-102. Scope

The development standards contained in the Alpine Land Use and Development Code contain a combination of building codes, design guidelines, as well as design and construction standards. Guidelines provide design criteria that are recommended by the Town of Alpine but not required. In contrast, building codes, as well as design construction standards, that are accompanied by the word “shall” are required by the Town of Alpine.

#### Section 4-103. Applicability

The development standards outlined in Part 4 of the Alpine Land Use and Development Code shall apply to any application for development approval, except as otherwise provided.

### ARTICLE 4.2 BUILDING CODES

#### Section 4-201. Applicable Building Codes

- (a) All buildings and temporary structures built or located within the Town of Alpine on or after **November 1, 2006**, shall comply with the **most currently published version** of the *International Building Code (IBC)* or *International Residential Code (IRC)*, as published by the **International Code Council (ICC)**.
- (b) The construction of all new, or the repair of any existing, plumbing, mechanical, and fuel gas systems installed in the Town of Alpine following the adoption of the **Alpine Land Use and Development Code** shall conform to the most currently published version of the following codes as published by the **International Code Council (ICC)** at the time of installation:
  - *International Plumbing Code (IPC)*
  - *International Mechanical Code (IMC)*
  - *International Fire Code (IFC)*
  - *International Fuel Gas Code (IFGC)*
- (c) The construction of all new, or the repair of any existing, electrical systems installed in the Town of Alpine after the adoption of the **Alpine Land Use and Development Code** shall comply with the **most current version of the National Electrical Code (NEC)** as adopted by the **State of Wyoming** at the time of installation.

#### Section 4-202. Potential Conflicts in Definitions

The definitions contained in the International Building Code shall apply in interpretation of the International Building Code unless there is a discrepancy between the definitions contained in the International Building Code and the definitions contained in the Alpine Land Use and Development Code. In this case, the definitions contained in the Alpine Land Use and Development Code shall take precedence.

#### Section 4-203. Exceptions to Adopted Building Codes

(a) When necessary, the Alpine Town Council may adopt exemptions to specific standards within any of the adopted building codes. Refer to the most recently adopted ICC Code Exception Ordinance(s) for applicable details.

#### **Section 4-204. Grace Period**

(a) A six-month grace period shall be granted from the date of publication of a new ICC version, during which time both the newly published and previously adopted versions will be accepted.

### **ARTICLE 4.3 SUBDIVISION STANDARDS**

#### **Section 4-301. Pedestrian and Vehicular Access**

- (a) Pedestrian Areas Supporting Single Family Residential Subdivisions:
- (1) At least one (1) walkway shall extend from an existing sidewalk or street to the main entrance of the subdivision.
  - (2) If a new subdivision is adjacent to the planned community trail system route, an existing municipal park, or other existing public recreational facility, a paved walkway shall be constructed that provides a direct connection from the subdivision to the proposed trail route or municipal park. The walkway shall be eight (8) feet in width to accommodate use by pedestrians, bicyclists, and cross-country skiers.
- (b) Vehicular Access: Vehicular access to each lot may be provided from a street frontage or alley.

#### **Section 4-302. Lots**

- (a) Buildings on Lot: Every building shall be located on a lot unless otherwise provided in the applicable zoning district regulations.
- (b) Frontage:
- (1) All lots shall front on a public or private street.
  - (2) A minimum street frontage of sixty (60) feet shall be required for all lots.
- (c) Front and Side Setbacks: Front and side setbacks, which are adjacent to municipal streets, county roads, or state highways, shall be shown on all subdivision plans. A subdivider may elect to impose greater setbacks through restrictive covenants. However, the Town of Alpine shall only enforce the setback requirements outlined in the Zoning District regulations (Part 3).
- (d) Corner Lots:
- (1) For corner lots, the address of record shall be considered the front of the lot. The Planning & Zoning Commission may waive this requirement and determine the front yard to be on the street front that is in line with an established pattern of front yards along the street.
  - (2) Corner lots shall have two (2) front setbacks and two (2) side setbacks.
- (e) Flag Lots:
- (1) The Town of Alpine discourages the creation of flag lots. Flag lots constrain the delivery of emergency services and contribute to an unplanned land use pattern.

- (2) If determined to be necessary, the flagpole of the lot shall contain, at least, a sixty (60) foot wide right-of-way that connects to a dedicated public street or road. Within this right-of-way, a paved driveway shall be constructed to accommodate vehicular traffic and snow removal. This driveway shall be, at least, thirty (30) feet wide.

**Section 4-303. Blocks**

- (a) Contiguous Lots: Lots shall be arranged in a contiguous pattern within blocks or abutting a cul-de-sac. For minor subdivisions, all lots shall be contiguous, and any new lots subdivided from a tract that has been previously subdivided shall adjoin the existing lots.
- (b) Block Width:
  - (1) Blocks to the interior of the subdivision shall have sufficient width to provide for two (2) tiers of lots.
  - (2) One (1) tier of required block width is permitted in blocks adjacent to collector of arterial streets or waterways.
  - (3) Not more than two (2) tiers of lots shall be provided for any block.

**Section 4-304. Roads and Streets**

- (a) Functional Classification: All streets and roads in the Town of Alpine shall be classified by functional type. Such classification shall establish a hierarchy which separates roads by function and intensity of use in order to achieve safety and efficiency in road layout and design. The functional classes applicable to the Town of Alpine include the following types of roadways:
  - (1) Minor Arterials
  - (2) Major Collector
  - (3) Minor Collector
  - (3) Major Local
  - (4) Minor Local
  - (5) Access Easement
- (b) Minimum Planning and Design Standards:
  - (1) All roads and streets in the Town of Alpine shall be designed in conformance to the planning and design standards that are presented in Table 4-1.
  - (2) The road surface types specified for each functional road class shall be the minimum requirements (Table 4-1). Pavement structures shall be the minimum requirements with the following conditions:
    - (aa) Pavement structures shall be designed by a registered Wyoming Civil Engineer and based upon anticipated traffic loads and existing soil conditions.
  - (3) Maximum road grades for any design speed shall conform to those presented as in Table 4-2.
  - (4) Where design standards are not specified, current standards of the American Association of State Highway and Transportation (AASHTO) shall be followed.

- (5) Signing and striping for new streets shall be in accordance with the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices.
- (6) No more than two (2) cross streets shall intersect at any intersection.
- (7) Cul-De-Sac Streets: Cul-De-Sac streets shall conform to the variable turn-around and width requirements outlined in Appendix D-2, Table D103.4, of the currently adopted International Fire Code.
- (8) Dead-end streets:
  - (aa) Dead end streets shall conform to the variable turn-around and width requirements outlined in Appendix D-2, Table D103.4, of the currently adopted International Fire Code.
  - (bb) Temporary ends of street in phased development projects must provide the width and all-weather surfaces outlined in Appendix D-2, Table D103.4, but may omit curb and gutter on a turn-around.
  - (cc) A temporary Turn-Around Easement shall be required on the final dedication plat denoting the diameter of the turn-around as temporary until the road is extended at a future date. The dedication of the temporary turn-around must be signed by the property owner on which the turn-around is located.

**TABLE 4-1  
MINIMUM PLANNING AND DESIGN STANDARDS  
ROADS AND STREETS**

<i>Functional Class</i>	<i>Minor Arterials</i>	<i>Collectors</i>		<i>Local</i>	
		<i>Major</i>	<i>Minor</i>	<i>Major</i>	<i>Minor</i>
<i>Design Item</i>					
Right-of-way Width (feet)	150	120	80	60	60
Typical A.D.T.	Over 5,000	2,000 5,000	500 2,000	200 500	20 200
<i>Design Speed<sup>1</sup> (mph)</i>					
Level terrain	60	40	35	30	25
Rolling terrain	50	30	30	25	20
Mountainous terrain	40	25	25	25	15
Minimum horizontal radius (feet)	See Note <sup>3</sup>	See Note <sup>3</sup>	See Note <sup>3</sup>	140 <sup>2</sup>	100 <sup>2</sup>
Intersection separation (feet)	2,500	600	300	125	125
Width of travel lanes (feet per lane)	12	12	12	12	12
Width of shoulders (paved) (feet each side)	8	5	4	3	3
Bike lane required to be striped	YES	YES	YES	YES	NO
On-street parking allowed	Note <sup>7</sup>	Note <sup>7</sup>	Note <sup>7</sup>	NO	NO
Surface type	TBD <sup>4</sup>	TBD <sup>4</sup>	TBD <sup>4</sup>	See Note <sup>5</sup>	See Note <sup>6</sup>

Notes: 1. Minimum design speed. Except where specified otherwise in this Section, geometric design features shall at a minimum be consistent with the design speeds listed in Table 5-2 for the appropriate type of terrain type.  
 2. Widening on the inside of sharp curves shall be provided. Additional width equal to 400 divided by the curve radius in feet is recommended.  
 3. In accordance with ASHTO requirements.  
 4. TBD means that the road or street surface shall be determined by engineered design analysis considering average daily traffic and onsite soil conditions.

- 5. Minimum 2 ½-inch asphalt paving over six (6) inch crushed gravel base, as determined by the Alpine Town Council.
  - 6. Minimum six (6) inch gravel surface course as determined by the Alpine Town Council.
  - 7. No on street parking is allowed; refer to the most recent right-of-way and snow removal ordinances.
- Source: Teton County, Wyoming, 2006.

TABLE 4-2 MAXIMUM ROAD AND STREET GRADES (PERCENT)								
Type of Terrain	Design Speed (Miles per Hour)							
	15	20	25	30	35	40	50	60
Flat <sup>1</sup>	7	7	7	7	7	7	6	5
Rolling <sup>2</sup>	10	10	9	9	8	8	7	-
Mountainous <sup>3</sup>	10	10	9	9	8	8	-	-

Notes:  
<sup>1</sup> Flat terrain refers to those lands within 10-year flood plains, and with slopes of less than 10%.  
<sup>2</sup> Rolling terrain refers to those lands with slopes from 10 to 15%.  
<sup>3</sup> Mountainous terrain refers to those lands on steep or naturally unstable hillsides, and lands with slopes in excess of 15%.  
 For Major and Minor Local Roads, grades may be increased to 150 percent of the values shown above for a distance not to exceed 500 feet.

Source: Teton County, Wyoming, 2006.

- (c) Responsibility for Design and Construction:
  - (1) Minor Arterials and major collectors are the responsibility of the Wyoming Department of Transportation or Lincoln County.
  - (2) The developer of any subdivision shall bear complete responsibility for the design, maintenance and construction of all local streets, roads, and sidewalks that are necessary to accommodate vehicular circulation, pedestrian, and bicycle traffic within a new subdivision until such time that the road is dedicated to the Town of Alpine as a public right-of-way.
  - (3) Roadway design shall be completed by a professional engineer licensed in the State of Wyoming.
  - (4) Roadway construction shall be inspected by competent individuals under the responsible charge of the engineer of record.
- (d) Approval of Design: The design of vehicular circulation within a proposed subdivision, as well as shared pedestrian walkways and bikeways, shall be reviewed and approved by the municipal Public Works Director.

**Section 4-305. Potable Water System**

- (a) Connection to Municipal Water System:
- (1) All construction located within the municipal boundary shall be connected to the municipal water system.
  - (2) Developers of all subdivisions that intend to annex into the Town of Alpine shall be required to design and construct system improvements which may be necessary to connect the subdivision to the municipal water system and pay impact fees, if applicable, that shall be determined by the Town of Alpine for a proposed subdivision.
- (b) Hydraulic Capacity:
- (1) No subdivision shall be approved that generates average day or peak hour demands and fire flows that exceed the hydraulic capacity of the existing municipal water system. If the completion of a hydraulic capacity analysis is necessary to make this determination, the Town of Alpine shall request this analysis from the municipal engineer.
  - (2) The cost of any required hydraulic capacity analysis shall be borne by the developer of the proposed subdivision.
  - (3) Any necessary upgrades to the existing municipal water system, which are determined by the hydraulic capacity analysis, shall be completed at the expense of the developer.
- (c) Distribution System Serving the Subdivision:
- (1) Developers of any subdivision shall design and construct a water distribution system that delivers potable water to each lot and fire hydrant within the subdivision.
  - (2) Preliminary and final plats of any subdivision shall depict the location of easements necessary for the long-term operation and maintenance of the water distribution system.
  - (3) Where utilities are not provided within a dedicated road right-of-way, easements shall be not less than twenty (20) feet wide.
- (d) Design and Construction Standards:
- (1) Adequately looped water distribution lines serving a subdivision shall include not less than six (6) inch diameter pipe. Final waterline sizing shall be determined by use of a hydraulic computer model of the proposed system run under all conditions of flow with resulting line velocities and residual pressures acceptable to the Town Engineer.
  - (2) All water distribution lines in minor and major subdivisions shall be constructed with C-900 or 909 PVC pipe.
  - (3) A ¾-inch or larger water taps shall be installed for every residential lot. A one (1) inch or larger water taps shall be installed for every commercial lot. (Refer to the most recently adopted water ordinance.)
  - (4) Pressure regulators and in-line dual check valves shall be installed underneath all commercial and light industrial buildings where adequate system pressures are not available.
  - (5) Fire hydrants shall be installed along all subdivision roadways in accordance with the requirements outlined in Appendix C of the currently adopted International Fire Code (Table 4-3).

- (6) When necessary, the municipal engineer shall define other appropriate design and construction standards that are not specified in the Alpine Land Use and Development Code.
- (7) Water system designs shall be completed by a professional engineer licensed in the State of Wyoming.
- (8) Water system construction shall be inspected by competent individuals under the responsible charge of the design engineer.

<b>TABLE 4-3 REQUIRED NUMBER AND DISTRIBUTION OF FIRE HYDRANTS SUBDIVISIONS IN THE TOWN OF ALPINE</b>			
<i>Fire-Flow Requirement (gallons per minute)</i>	<i>Minimum Number of Hydrants</i>	<i>Average Spacing Between Hydrants<sup>1,2,3</sup> (feet)</i>	<i>Maximum Distance from Any Point on Street or Road Frontage to a Hydrant<sup>4</sup> (feet)</i>
1,750 or less	1	500	250
2,000-2,250	2	450	225
2,500	3	450	225
3,000	3	400	225
3,500-4,000	4	350	210
4,500-5,000	5	300	180
5,500	6	300	180
6,000	6	250	150
6,500-7,000	7	250	150
7,500 or more	8 or more <sup>5</sup>	200	120
<b>ESTABLISHED STANDARDS MAY VARY; REFER TO THE TOWN WEBSITE FOR THE CURRENT VERSION OF THE INTERNATIONAL FIRE CODE THAT HAS BEEN ADOPTED BY THE TOWN.</b>			
Notes:			
<sup>1</sup> Reduce by 100 feet for dead-end streets or roads.			
<sup>2</sup> Where streets are provided with median dividers which can be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute and 400 feet for higher fire-flow requirements.			
<sup>3</sup> Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.			
<sup>4</sup> Reduce by 50 feet for dead-end streets or roads.			
<sup>5</sup> One hydrant for each 1,000 gallons per minute or fraction thereof.			
Source: <a href="#">Refer to the Town of Alpine's currently adopted version.</a>			

**Section 4-306. Wastewater System**

- (a) Connection to Municipal Wastewater System:
  - (1) All construction located within the municipal boundary shall be connected to the municipal wastewater system as long as the wastewater line is available to the property.
  - (2) Developers of all subdivisions that intend to annex into the Town of Alpine shall be required to design and construct system improvements which may be necessary to connect the subdivision to the municipal wastewater system and pay impact fees, if applicable that shall be determined by the Town of Alpine, Town Council for a proposed subdivision.

- (3) Maintenance of the entire service line from a house or commercial facility to the street main, including the mainline tap, shall be the sole responsibility of the property owner. The Town of Alpine shall only maintain the main wastewater collection main along dedicated public easements.
  - (4) The lot connection provided by the developer shall include a tap, saddle (if necessary) and the pipe to the property line. The property owner shall be responsible for the actual hook-up to homes and commercial facilities. Any expenses associated with services, materials, or parts necessary to connect to the wastewater collection system shall be borne by the developer or property owner.
  - (5) Sewer Connection and User Fees shall be allocated by Equivalent Residential Units (ERU) in accordance to the currently adopted Town Ordinance pertaining to wastewater.
- (b) Hydraulic Capacity:
- (1) No subdivision shall be approved that generates average daily or peak wastewater flows that exceed the allowable hydraulic capacity or pollutant concentration capacity of the existing municipal wastewater system. If the completion of a hydraulic capacity analysis is necessary to make this determination, the Town of Alpine shall request this analysis from the municipal engineer.
  - (2) The cost of any required hydraulic capacity analysis shall be borne by the developer of the proposed subdivision.
  - (3) Any necessary upgrades to the existing municipal wastewater system, which are determined by the hydraulic capacity analysis, shall be completed at the expense of the developer.
- (c) Collection System Serving the Subdivision:
- (1) Developers of any subdivision shall be required to design and construct a wastewater collection system that enables the collection of wastewater from each lot within the subdivision.
  - (2) Preliminary and final plats of any subdivision shall depict the location of easements necessary for the long-term operation and maintenance of the wastewater collection system.
  - (3) Where utilities are not provided within a dedicated road right-of-way, easements shall be not less than twenty (20) feet wide.
- (d) Design and Construction Standards:
- (1) Wastewater collection mains shall be not less than eight (8) inch diameter PVC pipe, ASTM 3034, SDR 35 pipe class.
  - (2) A service line can only service one commercial building or residence unless a variance is authorized by the Town of Alpine. The service line shall be laid upon a four (4) inch bed of sand and covered with four (4) inches of sand. All joints shall be gasketed.
  - (3) Service lines shall be a minimum of four (4) inches in diameter. Service lines shall be constructed with PVC ASTM 3034, SDR 35 pipe. The Town of Alpine recommends that service lines are installed at a grade of ¼ inch per foot (2 percent).
  - (4) Roof downspouts, interior and exterior foundation drains, or sump pumps discharging unpolluted water or other sources of surface runoff or ground water shall not be connected to the wastewater system.

- (5) A cleanout shall be provided outside of any residence or commercial building. The cleanout shall terminate six (6) inches above ground elevation with an appropriate cap.
- (6) Grease traps or interceptors shall be installed for all food service facilities in accordance with currently adopted Town Ordinance.
- (7) Wastewater system designs shall be completed by a professional engineer licensed in the State of Wyoming.
- (8) Wastewater system construction shall be inspected by competent individuals under the responsible charge of the design engineer.
- (9) The design and construction standards shall be governed by the currently adopted Town Sewer Ordinance as it they may be changed from time to time.

**Section 4-307. Storm Water Management**

- (a) Amount of Storm Water Runoff
  - (1) No subdivision shall cause adjacent landowners, water courses, drainage ways, or channels to receive storm water runoff from the subdivision at a higher peak flow rate, or at higher velocities, than would have resulted from the same storm event occurring within the proposed subdivision site in its existing condition.
  - (2) The discharge of storm water into irrigation ditches shall not be permitted without approval from the appropriate owner and the Town of Alpine.
  - (3) Public water shall not be discharged onto or through private property without an easement from appropriate landowners.
- (b) Velocity of Storm Water Runoff: All storm water retention storage, sump storage, and groundwater recharge areas shall be located within the subdivision property. These areas shall be designed to contain and dispose of the estimated runoff from a ten (10) year, twenty-four (24) hour storm event.
- (c) Detention Basins:
  - (1) When necessary, detention basins or equivalent management facilities shall be designed and constructed with sufficient capacity to maintain a post-development runoff rate from a subdivision development site that is equal or lower than the pre-development runoff rate. Drainage design shall address the treatment of surface and storm water runoff via both wet-weather and dry-weather discharges.
  - (2) Where runoff from development of a subdivision could generate adverse consequences upon persons, land, or wildlife, storm water detention facilities shall be constructed prior to any earth moving activities associated with site development.

**Section 4-308. Snow Storage**

- (a) General: Each subdivision shall contain adequate snow storage areas to accommodate snow removed from on-street or off-street parking areas, or the removal of snow from elsewhere on the subdivision property.
- (b) Snow Storage Standards:

- (1) If an off-site snow repository is not used, an adequate on-site snow storage area shall be provided within the subdivision property.  
  - (aa) The size of the storage area shall be determined in the following manner: Minimum snow storage areas shall represent twenty (20%) percent of the total area dedicated for off-street parking. **{On-street parking is not allowed – Refer to the currently adopted version of the Uniform Act Regulating Traffic for the Town of Alpine}**
- (2) Adequate drainage of the snow storage area shall be provided to accommodate snowmelt. No snowmelt shall drain onto adjacent land areas.
- (3) Open space and landscaped areas within the subdivision may be used to accommodate the required snow storage area.

### **Section 4-309. Construction Site Cleanliness and Waste Management**

All construction sites shall comply with the requirements of Section 2-304 (Construction Site Management) of this Code.

Any accumulation of trash, debris, or construction materials shall be regulated in accordance with Section 2-304.

## **ARTICLE 4.4 RECREATIONAL VEHICLE PARKS**

### **Section 4-401. Minimum Lot Width**

The minimum lot width shall be forty (40) feet for each recreational vehicle space.

### **Section 4-402. Vehicular Parking**

- (a) Required Parking Spaces: One (1) parking space shall be required for every recreational vehicle lot. This requirement shall be met through the construction of off-street parking spaces or a centralized vehicular parking area within the recreational vehicle park.
- (b) Vehicular Parking Standards: Recreational vehicular parking spaces shall be constructed to the vehicular parking standards outlined in Article 4.6.

### **Section 4-403. Utilities**

- (a) Electrical Distribution: Each recreational vehicle space shall be provided with an electrical hook-up.
- (b) Water Distribution:
  - (1) Each recreational vehicle space shall be provided with a frost-free hydrant or other fixture that enables connection to a potable water supply that is connected to the Town of Alpine municipal water system.
  - (2) Each fixture shall have an air gap or check valve installed to prevent cross contamination.

- (c) Wastewater Collection: Each lot for a recreational vehicle and dump station shall be provided with a service lateral and related connection to the Town of Alpine municipal wastewater system.
- (d) Solid Waste Disposal: Durable containers on a paved or crushed rock surface shall be provided at outdoor solid waste collection stations within one hundred fifty (150) feet of any recreational vehicle space. Each collection station shall be screened on, at least, three sides with fencing or other material to reduce the visual impact of these facilities. Each collection station shall be located at a point along the internal road network of the recreational vehicle park where solid waste collection trucks can stop and safely collect solid waste materials.

**Section 4-404. Open Space and Recreational Area**

- (a) Minimum Open Space Area: A minimum of one hundred (100) square feet of recreational open space shall be provided for every recreational vehicle space within the recreational vehicle park. The open space requirement shall be met through the establishment of one (1) or more open space areas within the recreational vehicle park.
- (b) Type of Recreational Opportunities: Open space areas shall include indoor and/or outdoor recreational facilities such as an outdoor playground area, outdoor and/or indoor recreational equipment, outdoor cooking and picnic area, or other recreational amenities.

**Section 4-405. Other On-Site Amenities**

- (a) Service Building:
  - (1) Each recreational vehicle park shall provide a service building if it serves recreational vehicles that do not contain toilet and shower facilities.
  - (2) When required, the service building shall include, at least, a heated service building containing separated shower, toilet, and lavatory facilities for men and women. The number of fixtures required for each recreational vehicle park shall vary with the number of recreational vehicle spaces that are available in the recreational vehicle park, see (Table 4-4).

<b>TABLE 4-4 REQUIRED SHOWER, TOILET, AND LAVATORY FACILITIES RV PARKS SERVING RECREATIONAL VEHICLES WITHOUT TOILETS AND SHOWERS</b>							
<i>Number of RV Spaces</i>	<i>Toilets</i>		<i>Urinals</i>	<i>Lavatories</i>		<i>Showers</i>	
	<i>Men</i>	<i>Women</i>	<i>Men</i>	<i>Men</i>	<i>Women</i>	<i>Men</i>	<i>Women</i>
01-20	1	2	1	1	2	1	2
21-40	1	3	2	1	2	1	2
41-60	1	4	3	1	2	2	3
61-80	2	5	3	2	3	2	3
81-100	2	6	4	2	3	3	4
101+	2	6	4	2	3	3	4
Each building	Requires a minimum of one (1) service or dump sink						

- (b) A laundry area containing washing machines, dryers, and clothes layout tables. The amount of equipment shall vary with the number of recreational vehicle spaces that are available in the recreational vehicle park (Table 4-5).

<b>TABLE 4-5 REQUIRED LAUNDRY FACILITIES RECREATIONAL VEHICLE PARKS</b>			
<i>Number of RV Spaces</i>	<i>Washing Machines</i>	<i>Dryers</i>	<i>Layout Tables</i>
1-50	4	2	2
51-100	8	3	4
100 or more	10	4	5

## ARTICLE 4.5 BUILDING DESIGN STANDARDS AND GUIDELINES

### Section 4-501. Single Family Residential Dwellings

- (a) Applicability:
- (1) The design standards outlined in Section 4-501 shall apply to detached single-family dwellings, townhomes, or duplexes. Additional design standards for manufactured and modular homes, which are outlined in Sections 4-502 and 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have currently been adopted by the Town of Alpine.
  - (2) General design guidelines outlined in Section 4-501(l) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
- (c) Floor Area: Floor area shall be measured from the foundation walls; no portion of concrete, posts, and/or piers shall be allowed in the established setback area.
- (d) Building Eave Projections/Overhangs: Shall not extend more than half (½) the setback or six (6) feet, whichever is less, so long as the structure meets all the established engineering standards.
- (e) Garages: Garages shall be detached from or attached to the primary residential structure.
- (f) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (g) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used single-family home structures into the Town of Alpine is prohibited.
- (h) Roof Pitch:
- (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
  - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (i) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (j) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (k) Seismic Design: Structures shall be designed to support site class “D” seismic design.

- (l) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (m) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (n) Adjustments may be considered for sloped or irregular lots.
- (o) Architectural Guidelines:
  - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
  - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local and immediate context of the natural environment.
  - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.
  - (4) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design and colors so that the accessory building blends with the general appearance of the primary dwelling.
  - (5) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.

**Section 4-502. Manufactured Homes**

- (a) The construction of manufactured homes shall conform to the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. §5401 et seq.), the Manufactured Housing Improvement Act of 2000, and all subsequent amendments, as well as manufactured home construction and safety standards outlined in the current regulations of the U.S. Department of Housing and Urban Development (24 CFR, Chapter XX, Part 3280).
- (b) All manufactured homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:
  - (1) Structures shall be attached to a permanent foundation.
  - (2) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
  - (3) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
  - (4) Size Limitations: Structures shall have a minimum width of twenty-four (24) feet and contain a minimum total floor area of eight hundred (800) square feet.
  - (5) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.

- (6) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (7) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (8) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (9) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (10) Siding material shall consist of wood or wood products, stucco, brick, rock, lap steel, lap aluminum, or lap vinyl. One (1) or a combination of these materials shall be used to cover the exterior of the housing unit.
- (11) Structures shall contain a roof pitch with a roof slope of not less than a four (4)-inch rise for every twelve (12) inches of horizontal run; and follow the currently adopted International Building Code and/or International Residential Code for snow and ice melt.
- (12) The roof structure shall extend **not less** than eighteen (18) inches from the exterior walls of the building.
- (13) The lower perimeter of the dwelling unit shall be fully enclosed from the lower edge of the dwelling unit to the ground. The material used to enclose the lower perimeter of the dwelling shall be either masonry or the same siding material as on the dwelling proper. Any material used to enclose the lower perimeter of the dwelling unit shall be able to withstand the effects of wind, soil, decay, termites and prevent the entry of rodents.
- (14) An unobstructed access shall be provided along the lower perimeter. The size of the access shall be at least twenty-four by thirty-six (24 x 36) inches.
- (15) No attachments, additions, alterations, or modifications to the exterior walls of a manufactured home are allowed except those approved by the manufacturer for the specific unit. All other additions, porches, decks, garage, or other add-on attachments must be freestanding and self-supporting with no structural reliance on the manufactured unit itself.
- (16) All towing devices, wheels, and undercarriage support used solely for initial transportation of the home shall be removed from the unit and building site within thirty (30) days of delivery to the site.
- (17) Structures shall contain under-floor areas that are ventilated by an approved mechanical means, or by openings into the under-floor area walls.

**Section 4-503. Modular Housing**

- (a) Applicability:

- (1) The design standards outlined in Section 4-503, are required to ensure their compatibility with stick-built homes in residential neighborhoods. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been currently adopted by the Town of Alpine.
  - (2) General design guidelines outlined in Section 4-503(h) are recommended design criteria that are preferred by the Town of Alpine, but not a requirement of the Alpine Land Use and Development Code.
- (b) Modular homes shall be constructed in a factory in accordance with the most currently adopted version of the International Building Code and International Residential Code.
  - (c) Size Limitations: No single-family dwelling unit shall exceed eight thousand (8,000) square feet of gross floor area. No single-family dwelling unit shall be any smaller than allowed by the most recent version of the International Building Code and/or International Residential Code that has been adopted by the Town of Alpine.
  - (d) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
  - (e) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
  - (f) Garages: Garages shall be detached from, or attached to, the primary residential structure.
  - (g) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
  - (h) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used modular home structures into the Town of Alpine is prohibited.
  - (i) Roof Pitch:
    - (1) Structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
    - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
  - (j) All modular homes shall also be subject to the following standards to ensure compatibility with residential neighborhoods:
    - (1) Structures shall be attached to a permanent foundation that conforms to the currently adopted International Building Code or International Residential Code; that have been adopted by the Town of Alpine.
  - (k) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
  - (l) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.

- (m) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (n) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (o) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (p) Adjustments may be considered for sloped or irregular lots.
- (q) Architectural Guidelines:
  - (1) While the color of buildings is a subjective consideration, the Town of Alpine prefers the use of building colors, e.g., earth tones, which are complementary to the surrounding neighborhood environment.
  - (2) While the town does not restrict the use of any exterior material, the Town of Alpine prefers the use of exterior materials that reflect the regional, local, and immediate context of the natural environment.
  - (3) Review of proposed exterior materials and colors shall consider the positive and negative impacts on the surrounding buildings and natural environment.
  - (4) In order to maintain a consistent architectural character, any attached building or garage shall use similar building materials, design, and colors so that the accessory building blends with the general appearance of the primary dwelling.
  - (5) Any attached structures shall not be greater than thirty-three (33) percent taller than the primary roof structure; up to the maximum allowable height.

**Section 4-504. Multi-Unit Residential Buildings**

- (a) Applicability:
  - (1) The design standards outlined in Section 4-504 shall apply to townhomes, multi-unit residential apartment buildings, multi-unit residential condominium buildings, or a complex of multi-unit residential buildings. These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that have been adopted by the Town of Alpine (see Article 4.2 Building Codes).
  - (2) Alpine Design Review Committee guidelines referenced in Section 4-504 (o) required design criteria that must be followed for compliance with the current adopted version of the Alpine Design Review Committee and the current adopted version of the Alpine Land Use and Development Code.
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Garages: Garages shall be detached from, or attached to, the primary residential structure.

- (e) Windows and Entryways: At least fifteen (15) percent of the area of a street-facing façade shall include windows or main entryways.
- (f) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used multi-unit residential buildings into the Town of Alpine is prohibited.
- (g) Roof Pitch:
  - (1) Multi-unit residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
  - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (h) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (i) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (j) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (k) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (l) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (m) Access and Entryways:
  - (1) Multi-unit apartment buildings, residential condominium buildings, or multi-unit residential complexes containing forty (40) or more dwelling units shall provide a divided ingress-egress driveway with a landscaped median for all entrances from public streets.
  - (2) Sidewalks shall be constructed within the interior of any multi-unit or mixed commercial-residential building complex to link multi-unit buildings with other destinations within the complex, e.g., vehicular parking areas, mailboxes, and solid waste disposal area.
  - (3) If a new multi-unit apartment building, residential condominium building, multi-unit residential complex, or commercial-residential building is adjacent to the planned community trail system route, an existing municipal park, or other existing public recreational facility, a paved walkway shall be constructed that provides a direct connection from the building to the proposed trail route, municipal park, or recreational facility. The walkway shall be eight (8) feet in width to accommodate use by pedestrians, bicyclists, and cross-country skiers.
- (n) Utilities:
  - (1) All onsite utility lines shall be located underground except where existing overhead lines are present.

- (2) Outdoor area lighting shall be provided for security. Such lighting shall be shielded to direct light downward and not into dwelling units within or adjacent to the multi-family building or complex.
  - (3) Lighting shall be provided to illuminate the intersections of primary interior driveways and building entryways.
- (o) Design Review Guidelines:  
All multi-unit buildings shall adhere to the architectural standards established in the most recent version of the adopted Alpine Design Review Committee Guidelines. These guidelines outline the required design standards to ensure developments are complementary to the surrounding area, buildings and natural environment, as identified in the adopted ordinance.

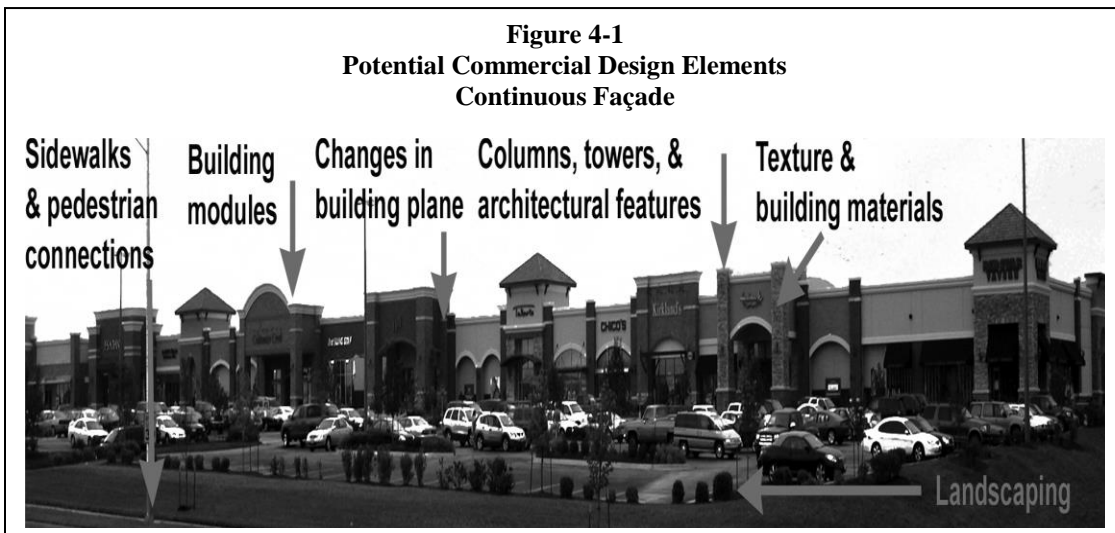
**Section 4-505. Commercial and Mixed Commercial-Residential Buildings**

- (a) Applicability:
- (1) The design standards referenced in Section 4-505 shall apply to commercial buildings within the “MRC” Mixed Residential and “C” Commercial District.
  - (2) Alpine Design Review Committee guidelines referenced in Section 4-505 (m) are required design criteria that must be followed for compliance with the current adopted version of the Alpine Design Review Committee and the current adopted version of the Alpine Land Use and Development Code.
  - (3) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code or International Residential Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used commercial or mixed commercial-residential structures into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.
- (e) Roof Pitch:
- (1) Commercial or mixed commercial-residential structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
  - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.

- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Building Structure: Commercial or mixed commercial-residential buildings exceeding two (2) stories shall incorporate a base, middle, and a cap which are described as follows:
  - (1) The base shall include an entryway with transparent windows.
  - (2) The middle may include windows and/or balconies.
  - (3) The cap shall include the area from the top floor to the roof of the building and shall include a cornice or a roof overhang.

These structures shall adhere to Section 3-204 and Section 3-205 for the maximum building heights allowable for those zoning districts.

- (j) Building Façades: A building façade refers to the exterior side of a building that includes entire building walls, including wall faces, parapets, fascia, windows, doors, canopy, and visible roof structures of one complete building elevation. The following requirements shall be applied to the design of commercial building façades:
  - (1) Distinct modules for a single, continuous façade (see Figure 4-1), e.g., shopping center, shall incorporate visible changes in the façade elevation through the use of wall plane projects, piers, columns, colonnades, arcades or similar architectural features that create a distinct façade elevation.
  - (2) The modules for a single, continuous facade shall not exceed an average of thirty (30) feet in width. No individual module shall exceed fifty (50) feet in width (See Figure 4-2).



**Figure 4-2**  
**Individual Building Modules in Single, Continuous Façade**



(k) Ground Floor Design:

- (1) The primary entrance to all commercial or mixed commercial-residential buildings shall open to a street, plaza, square, walking path, or sidewalk.
  - (2) Pedestrian access from the public sidewalk, street right-of-way, or driveway to the primary commercial structure shall contain an improved surface.
  - (3) The ground floors of all commercial buildings shall encourage and complement pedestrian-scale activity through the use of windows and doors so that commercial uses are visible from and/or accessible to the street frontage.
- (l) Mechanical Equipment: Mechanical equipment, electrical meter and service components, and other utility devices shall be screened from view at the front property line.

(m) Architectural Guidelines:

All commercial and mixed commercial-residential buildings shall adhere to the architectural standards established in the most recent version of the adopted Alpine Design Review Committee Guidelines. These guidelines outline the required design standards to ensure developments are complementary to the surrounding area, buildings and natural environment, as identified in the adopted ordinance.

**Section 4-506. Light Industrial Buildings**

(a) Applicability:

- (1) The design standards outlined in Section 4-506 shall apply to light industrial buildings within the Light Industrial District.
  - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
  - (3) Alpine Design Review Committee guidelines referenced in Section 4-505 (m) are required design criteria that must be followed for compliance with the current adopted version of the Alpine Design Review Committee and the current adopted version of the Alpine Land Use and Development Code.
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used light industrial structures into the Town of Alpine is prohibited.
- (e) Roof Pitch:
- (1) Light industrial structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.

- (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
  - (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
  - (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
  - (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
  - (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
  - (k) Adjustments may be considered for sloped or irregular lots.
  - (l) Architectural Guidelines:  
All Light Industrial buildings shall adhere to the architectural standards established in the most recent version of the adopted Alpine Design Review Committee Guidelines. These guidelines outline the required design standards to ensure developments are complementary to the surrounding area, buildings and natural environment, as identified in the adopted ordinance.

#### **Section 4-507. Public and Community Facilities**

- (a) Applicability:
  - (1) The design standards referenced in Section 4-507 shall apply to public and community facilities within the Public and Community Facilities District.
  - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used public and community facilities into the Town of Alpine is prohibited. Special consideration may be made for historical buildings.
- (e) Roof Pitch:
  - (1) Public and Community Facilities structures roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
  - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:

All Public and Community Facilities buildings shall adhere to the architectural standards established in the most recent version of the adopted Alpine Design Review Committee Guidelines. These guidelines outline the required design standards to ensure developments are complementary to the surrounding area, buildings and natural environment, as identified in the adopted ordinance.

**Section 4-508. Recreational and Conservation Area Facilities**

- (a) Applicability:
  - (1) The design standards referenced in Section 4-508 shall apply to recreational and conservation area facilities within the Recreation and Conservation District.
  - (2) These design standards shall supersede any standards that may conflict with the most recent version of the International Building Code that has been adopted by the Town of Alpine (see Article 4.2 Building Codes).
- (b) Floor Area: Floor area shall be measured from the foundation walls, no portion of concrete, posts and/or piers shall be allowed in the established setback area.
- (c) Building Eave Projections/Overhangs: Shall not extend more than three (3) feet into the setback area.
- (d) Building Materials: Primary structures shall be constructed out of new or recycled materials. The relocation of old or used recreational and conservation area facilities into the Town of Alpine is prohibited.
- (e) Roof Pitch:
  - (1) Recreational and Conservation Area facilities roof style shall balance compatibility with the character of the area and snow shed considerations. Where pitched roofs are used, steeper roof pitches are preferred, but flatter pitches are permitted. Provided the engineering standards are met. The choice of roof pitch shall include consideration if and where the roof shall hold or release snow and where roof drainage shall occur.
  - (2) Pitched roofs without a parapet wall require an eighteen (18) inch minimum overhang.
- (f) Wind Speed Design: Structures shall be able to resist a wind speed design of one hundred fifteen (115) miles per hour; Exposure C. Refer to the current adopted version of the IRC by the Town of Alpine.
- (g) Snow Load: Structures shall be able to support a roof snow load of one hundred (100) pounds per square foot and a ground snow load of one hundred forty-three (143) pounds per square foot.
- (h) Seismic Design: Structures shall be designed to support site class “D” seismic design.
- (i) Frost Depth: Structures shall be designed to support thirty-six (36) inch frost line depth.
- (j) Radon Mitigation: Structures shall identify radon control methods or location on building plans. Radon mitigation piping shall be installed as identified in Appendix F, of the International Residential Code (IRC). Refer to the current adopted version of the IRC by the Town of Alpine. It is recommended that property owners have structure tested for radon levels.
- (k) Architectural Guidelines:

All Recreational and Conservation buildings shall adhere to the architectural standards established in the most recent version of the adopted Alpine Design Review Committee Guidelines. These guidelines outline the required design standards to ensure developments are complementary to the surrounding area, buildings and natural environment, as identified in the adopted ordinance.

## **ARTICLE 4.6 VEHICULAR PARKING STANDARDS**

### **Section 4-601. Intent**

The intent of the vehicular parking standards is to establish reasonable parking provisions for the design of vehicular parking facilities in the multi-unit residential (R2), mixed residential commercial (MRC), commercial (C), light industrial (LI), public and community facility (PCF), and recreation conservation (RC) zoning districts. The number of parking spaces required for various land uses is identified within the requirements for each zoning district in Part 3 of the Alpine Land Use and Development Code.

In addition to these standards, the Town of Alpine prefers that vehicular parking areas are constructed behind buildings that they provide parking for. This preferred approach contrasts to vehicular parking areas that are often situated immediately adjacent to a highway, roadway or street access that fronts the building.

### **Section 4-602. Applicability**

- (a) The provisions of Article 4.6 shall apply at the time a building is constructed, altered, or enlarged, or whenever the use and/or occupant load of a building is changed.
- (b) In the case of mixed land uses, the total number of required vehicular parking spaces shall represent the sum of the parking requirements for the various uses computed separately. Required vehicular parking spaces for one use shall not be considered required parking spaces for any other land use.

### **Section 4-603. Driveways**

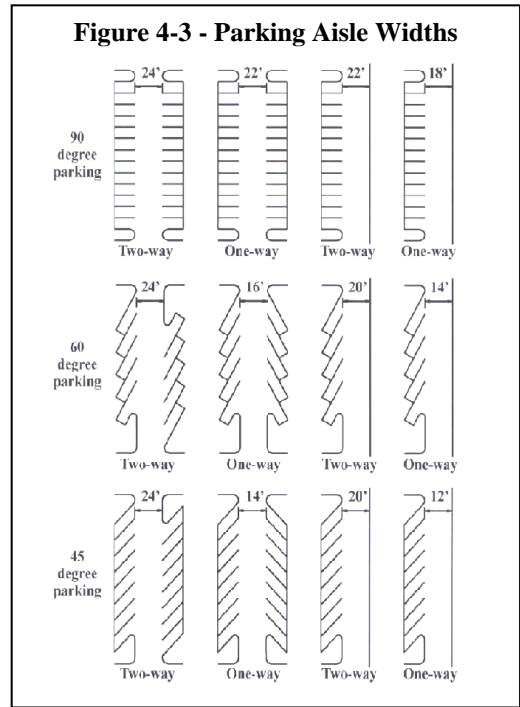
- (a) Driveway approaches to any lot shall be constructed in a manner that does not interfere, or create a safety hazard, with pedestrian crosswalks.
- (b) Driveways shall be constructed a minimum of five (5) feet from any obstruction such as a streetlight or utility pole, fire hydrant, traffic signal controller, telephone junction box, etc.
- (c) Driveway entrances shall be designed to accommodate all types of vehicles that may enter the lot, including delivery and service vehicles.
- (d) Driveways shall not be less than ten (10) feet wide and contain a maximum of ten (10) percent horizontal and vertical slope.

### **Section 4-604. Access to Vehicular Parking Areas**

- (a) All off-street parking spaces shall be accessible without backing into or otherwise re-entering a public right-of-way.
- (b) When an off-street parking area does not abut a public street or highway, an access drive not less than twenty-four (24) feet wide (for two-way traffic) shall connect the parking area with the Public Street or Highway.

**Section 4-605. Vehicular Parking Area Design**

- (a) Access Drives: Access drives within the driveway right-of-way shall be twenty-four (24) feet for two (2) way traffic and twelve (12) feet for one (1) way traffic (Figure 4-3). For access drives serving thirty (30) or less vehicles and where parking is not provided on either side of the driveway, the width for two (2) way drives can be reduced to twenty-two (22) feet.
- (b) Aisle Widths: Aisle widths shall be dependent upon traffic flow, i.e., one (1) or two (2) way, the angle of parking stalls, and whether or not parking shall be on both sides of the parking aisle (Figure 4-3).
- (c) Parking Spaces: With the exception of parallel parking stalls, all parking spaces, exclusive of access drives or aisles, shall consist of a rectangular area not less than eight and a half (8.5) wide by eighteen (18) feet in length. Parallel parking stalls shall be ten (10) by twenty (20) feet.



- (d) Parking lot dimensions for variable parking angles and traffic flow patterns, i.e., one (1) or two (2) way, shall conform to the dimensions illustrated in Figure 4-4 and Table 4-6.

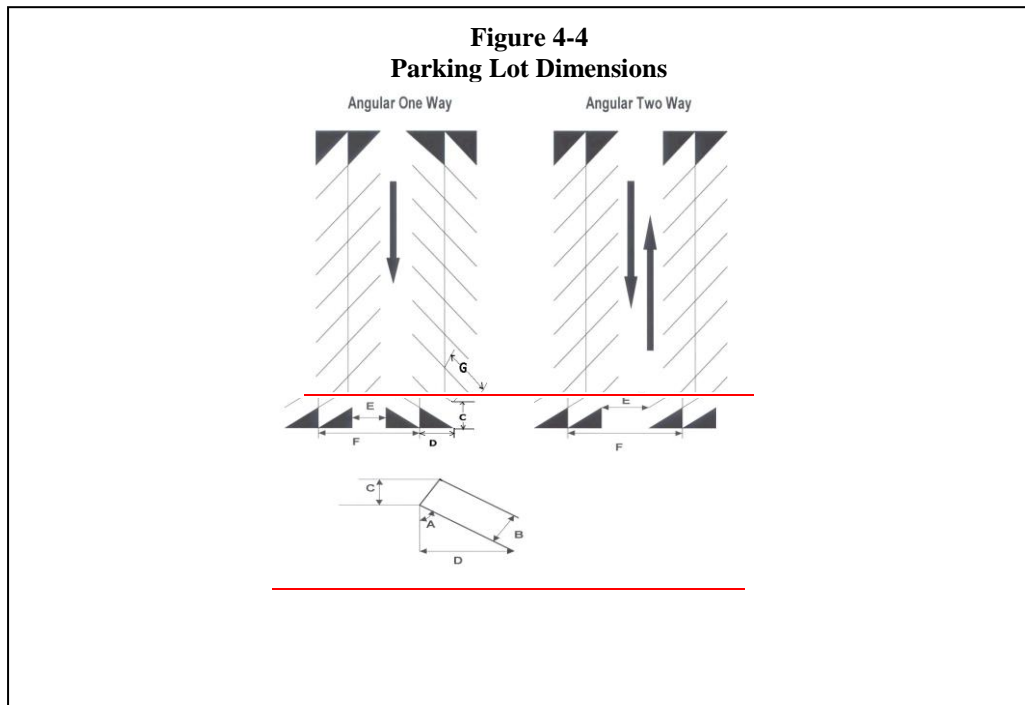


TABLE 4-6 MINIMUM DIMENSIONAL STANDARDS FOR VEHICULAR PARKING ON BOTH SIDES OF THE AISLE								
<i>Angle</i>	<i>Dimensions</i>				<i>One Way Traffic</i>		<i>Two Way Traffic</i>	
<b>Parking Angle</b>	<b>Stall Width (ft)</b>	<b>Curb Length (ft)</b>	<b>Stall Depth (ft)</b>	<b>Stripe Length (ft)</b>	<b>Aisle Width (ft)</b>	<b>Section Width (ft)</b>	<b>Aisle Width (ft)</b>	<b>Section Width (ft)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>G</b>	<b>E</b>	<b>F</b>	<b>E</b>	<b>F</b>
30°	8.5	17	16.4	32.7	12	44.7	24	56.7
45°	8.5	12	18.7	26.5	14	51.4	24	61.4
60°	8.5	9.8	19.8	22.9	16	55.6	24	63.6
90°	8.5	8.5	18	18	22	58	24	60

Source: University of Houston, 2007.

**Section 4-606. Specifications for Development of Vehicular Parking Areas**

- (a) Slope: Parking areas shall have a design slope, which does not exceed five (5) percent. However, access ramps or driveways may contain slopes up to ten (10) percent.
- (b) Surfacing Requirements:
  - (1) Vehicular parking areas, aisles, and access drives, supporting all land uses shall be an improved surface with the following exception noted in subsection (2).
  - (2) Vehicular parking areas that support single family and two (2) family dwelling units, i.e., detached single family homes, twin-homes and duplexes may be paved or surfaced with gravel, road base or other similar material.
- (c) Paved Area Standards:
  - (1) Paved parking areas, aisles and access drives shall be paved with paving blocks, asphalt or other all-weather surface.
  - (2) The paved vehicular parking area shall contain a minimum pavement thickness of two (2) inches and a minimum four (4) inch base.
- (d) Compaction and Drainage:
  - (1) Parking areas, aisles and access drives shall be compacted and paved or surfaced in conformity with applicable specifications to provide a durable surface.
  - (2) Parking areas, aisles, and access drives shall be graded and drained to enable the disposal of surface water runoff without damage to adjoining public and private lands, roads, or alleys.
- (e) Marking of Spaces: Land uses which require more than two (2) parking spaces shall have all required spaces clearly marked with paint, or other similar distinguishing material.
- (f) Wheel Stops:
  - (1) Wheel stops shall be provided for parking lots with a ground slope of more than three (3) percent. However, the installation of wheel stops is optional for parking stalls oriented at right angles to the direction of the ground slope.
  - (2) Wheel stops are required on the perimeter of parking lots, which are adjacent to walls, fences, or pedestrian walkways.

- (g) Landscaping:
- (1) Where parking facilities are situated adjacent to a street right-of-way, a minimum of five (5) feet of landscaping shall be provided adjacent to the right-of-way line. Driveways, sidewalks and bikeways adjacent to the right-of-way line shall be excluded from this requirement. The landscaped area shall increase to a minimum of ten (10) feet when the parking facility adjoins a State highway. Landscaping shall consist of trees, shrubs, and/or groundcover.
  - (2) At least five (5) percent of the total gross area of a parking facility shall be landscaped with trees, shrubs, and/or groundcover.
- (h) Lighting:
- (1) A lighting system shall be installed to provide illumination over the entire parking area during regular business hours and minimum-security illumination during non-business hours.
  - (2) All lighting in the vehicular parking area shall be shielded and downcast to minimize glare onto adjoining properties and public rights-of-way.
  - (3) Parking lot lighting shall not exceed an overall average illumination of one and a half (1.5) foot candles.
- (i) Fire Hydrant:
- (1) There shall be a thirty (30) foot diameter of clearance around all fire hydrants unless otherwise stated by the Alpine Fire District.

**Section 4-607. Parking for Handicapped and Disabled Persons**

- (a) Parking Space Requirements:
- (1) All non-residential parking facilities accessible to the general public shall provide accessible parking spaces designated for use by handicapped and disabled persons. The required number of accessible parking spaces for handicapped and disabled persons shall be calculated according to the total number of spaces required for each parking facility (Table 4-7).

<b>TABLE 4-7 NUMBER OF PARKING SPACES REQUIRED FOR HANDICAPPED AND DISABLED PERSONS</b>	
<i>Total Number of Parking Spaces in Vehicular Parking Facility</i>	<i>Number of Required Parking Spaces for Handicapped and Disabled Persons</i>
1-25	1
26-50	2
51-75	3
76-100	4
100-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501 or more	2 percent of the total number of parking spaces

Source: United States Access Board, 2007.

- (2) When less than five (5) parking spaces are provided, one parking stall shall be fourteen (14) feet wide and striped to provide a nine (9) foot parking area and a five (5) foot loading and unloading area.

(b) Location of Parking Spaces:

- (1) Parking spaces for handicapped and disabled persons shall be located as near as practical to a primary entrance, and not be less than fourteen (14) feet wide and striped to accommodate curb cut to access walkways.



- (2) The parking space shall be located so that a handicapped or disabled person is not compelled to wheel, or walk, behind parked vehicles.

- (3) Pedestrian walkways, which are accessible to the physically handicapped, shall be provided from each handicap parking space to related facilities. When needed, curb cuts or ramps shall also be provided.

- (c) Slope: The surface slopes of parking spaces for handicapped and disabled persons shall be the minimum possible, but not exceed one-quarter inch per foot (2.083% slope) in any direction.

- (d) Marking: The surface of each parking space shall have a surface identification sign duplicating the symbol of accessibility in blueprint; the identification sign shall be at least three (3) square feet in size.

**Section 4-608. Compact Automobile Spaces**

- (a) Not more than twenty (20) percent of the parking spaces in a non-residential parking area may be compact parking spaces.
- (b) Compact parking spaces shall have a minimum dimension of fifteen (15) feet long and eight (8) feet wide.

**ARTICLE 4.7 OUTDOOR LIGHTING**

- (a) Intent: All exterior lighting shall be designed, located and lamped in order to minimize over lighting, energy waste, glare, light trespass, skyglow and/or dark sky compliance.

(b) General Guidelines:

- (1) All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.

- (2) Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties.
  - (3) Area lights, all area lights are encouraged to be eighty-five degree (85°) full cutoff type luminaries.
- (c) Type of Luminaires: All exterior lighting shall use full cut-off luminaires with the light source downcast and fully shielded (Appendix B, Figures 1 and 2), with the following exceptions:
- (1) Luminaires that have a maximum output of four hundred (400) lumens per fixture, regardless of number of lamps (equal to one forty {40} watt incandescent light) may be left unshielded provided the luminaire has an opaque top, or is under an opaque structure (Appendix B, Figure 5).
  - (2) Luminaires that have a maximum output of one thousand (1,000) lumens per fixture, regardless of number of lamps (equal to one sixty {60} watt incandescent light) may be partially shielded provided the lamp is not visible, and the luminaire has an opaque top or is under an opaque structure (Appendix B, Figure 3).
  - (3) Floodlights with external shielding provided that no light is directed above a twenty-five (25) degree angle measured from the vertical line from the center of the light extended to the ground, and only if the luminaire does not cause glare or light to shine on adjacent property or public rights-of-way (Appendix B, Figures 6 and 7). Note: Photocells with timers that allow a floodlight to go on at dusk and off by eleven (11) p.m., are encouraged.
  - (4) Residential and Commercial Christmas lighting is encouraged from November 1<sup>st</sup> to February 1<sup>st</sup>. Christmas lights are encouraged to be turned off by eleven (11) p.m.
  - (5) Sensor activated luminaries, provided that:
    - (aa) they are located in a manner that prevents glare and lighting onto other properties, or into a public right-of-way;
    - (bb) luminaire is set to turn on when activated, and set to turn off within five (5) minutes after activation has ceased; and,
    - (cc) the luminaire shall not be triggered by offsite activity.
  - (6) Vehicular lights and all temporary lighting required by law enforcement, fire protection, and emergency medical service agencies.
  - (7) Lighting of radio, communication, and navigation towers.
  - (8) Luminaries supporting the lighting of playing fields, e.g., baseball and soccer, and courts, e.g., tennis and basketball.
- (d) Illuminance and Type of Lamp:
- (1) Streetlights shall be high-pressure sodium, low-pressure sodium, or metal halide, unless it can be demonstrated that another type of light is more efficient.
  - (2) Streetlights along residential streets shall be limited to seventy (70) watt high-pressure sodium (hps) light with a lumen output of sixty-four hundred (6,400).
  - (3) Streetlights at street intersections shall be limited to one hundred (100) watts hps, with a lumen output of ninety-five hundred (9,500).

- (4) Streetlights at major intersections on Wyoming State Highway 89 shall be limited to two hundred fifty (250) watts hps.
  - (5) If a light type other than high-pressure sodium is used, then the equivalent output shall be the limit for the selected type of light.
  - (6) All exterior lighting shall not cause light trespass and shall protect adjacent properties from any glare and/or excessive lighting.
- (e) **Street Lighting Placement:**
- (1) Streets in residential subdivisions shall have at least, one light at each intersection. If the spacing between the intersection lights exceeds three hundred twenty (320) feet on a straight street, mid-block lights shall be added to maintain spacing less than or equal to three hundred twenty (320) feet. If the street has a curve, judgment shall be used by the developer to reduce the spacing to less than three hundred twenty (320) feet.
  - (2) Where possible, streetlights shall be staggered on alternate sides of the roadway. For “T” intersections, the light should be located on either corner of the street that ends.
- (e) **Guidelines for Selection of Luminaire and Determination of Mounting Heights:** As shown in Figures 1 through 7; as well as Tables 1, 2 and 3 located in Appendix B; are provided to facilitate the selection of luminaire and the determination of mounting heights for streetlights in subdivisions. These guidelines shall be used by subdivision developers for the planning of streetlight facilities and by the Zoning Administrator and/or Planning and Zoning Commission for review and evaluation of proposed subdivisions. The Town of Alpine does not endorse or discriminate against any manufacturer or company that may be mentioned or shown in these illustrations and related statistical tables.

## ARTICLE 4.8 SIGNS

### Section 4-801. General

- (a) **Intent:** The sign standards outlined in Article 4.8 are intended to coordinate the use, placement, physical dimensions, and design of all signs within the Town of Alpine. Signs permits shall only be issued to licensed businesses within the incorporated boundaries.
- (b) **Prohibited Signs:** The following signs shall be prohibited in all zoning districts.
  - (1) Flashing, rotating, blinking signs; signs with moving, rotating, or flashing lights, this includes electronically animated signs.
  - (2) Any sign that is erected in a location that causes visual obstruction or interference with motorized vehicular traffic.
  - (3) Mechanical or electrical appurtenances, such as “revolving beacons”, that are designed to compel attention.
  - (4) Any sign (not including its supporting structure) which, after the premises have been vacated for thirty (30) days or more, advertises an activity, business, product, or service that is no longer

produced or conducted upon the premises where a sign is located. Note: This provision shall not apply to permanent signs accessory to businesses which are open only on a seasonal basis, provided that there is clear intent to continue operation of the business.

- (5) Any sign or sign structure which:
  - (aa) Is structurally unsafe;
  - (bb) Constitutes a safety or health hazard to safety or health by reason of inadequate maintenance or dilapidation.
- (6) All nonconforming signs in existence before the effective date of this Land Use and Development Code may continue to be used provided, they are maintained in a safe manner and are kept in good repair. Maintenance of a nonconforming sign is allowed.

**Section 4-802. Sign Standards in Residential Districts**

(a) Applicability: Sign standards in Section 4-802 are applicable to all residential zoning districts, which include:

- R-1 Single-Family Residential District
- R-2 Multi-Unit Residential District
- MRC Mixed Residential and Commercial District

In addition to the following zoning district:

- RC Recreation and Conservation District

(b) Sign Standards (See Table 4-8):

- (1) One (1) nameplate identifying the name of the occupant residing within the dwelling unit and/or one (1) address sign indicating the address of the dwelling unit is permitted for each dwelling unit. The nameplate and address may be indicated on one (1) sign. The authorized sign(s) shall be attached to the dwelling unit and be parallel with the wall to which it is attached. **The signs shall be unlighted.** The total area of each sign shall not exceed four (4) square feet.

<b>TABLE 4-8</b> <b>SIGN STANDARDS FOR RESIDENTIAL ZONING DISTRICTS*</b> <b>SIGN STANDARDS FOR RECREATION AND CONSERVATION DISTRICT</b> SIGNS PERMITS SHALL ONLY BE ISSUED TO <u>LICENSED</u> BUSINESSES WITHIN THE INCORPORATED BOUNDARIES.			
<i>Type of Sign</i>	<i>Number of Signs</i>	<i>Maximum Area (sq. ft.)</i>	<i>Comments</i>
Nameplate and Address	2	4'	<b>Permit Required</b> ; First sign indicates name of building occupant, and second sign indicates address; may opt for sign which indicates both name and address; shall be attached to dwelling unit and parallel with wall to which it is attached; unlighted.
Home Occupation Directional Signs	1	6'	<b>Permit Required</b> ; indicates name of home occupation; shall be attached to dwelling unit and parallel with wall to which it is attached; not allowed on roof eaves; unlighted.
Home Occupation Sandwich Boards	1	12' Per Side	<b>No fee</b> ; each Business Property is allowed <b>1</b> (one) sandwich board sign, during business hours <b>ONLY</b> ; <u>placement must be on business</u>

{3' x 4' in total size}			<u>property.</u>
Temporary Signs: Property for Sale or Rent	1	12'	<b>No fee</b> ; indicates sale or rental of property where sign is located; unlighted. <b>MUST</b> be removed within 7 (seven) days of property sell date.
Temporary Signs: Freestanding Election		16'	<b>No fee</b> ; <b>MUST</b> be removed within 7 (seven) days after election date.
Temporary Signs: Freestanding yard, garage sale sign or of similar size		16'	<b>No fee</b> ; may be displayed for up to 14 days, but must be removed within 24 hours of event
* Residential Zoning Districts include the following: R-1 Single-Family Residential District; R-2 Multi-Unit Residential District, and MRC Mixed Residential and Commercial District.			
Note: All signs must also comply with standards set forth in Section 4-802.			

- (2) One (1) home occupation sign indicating the name of the home occupation taking place within the dwelling unit is permitted for each dwelling property. The sign shall be attached to the dwelling unit and be parallel with the wall to which it is attached. However, no signs shall be installed on roof eaves. The authorized sign shall be unlighted and shall not exceed a total area of six (6) square feet.
- (3) One (1) unlighted sign is permitted to indicate the availability of the rental or sale of the dwelling property where the sign is located. The sign shall not exceed a total area of twelve (12) square feet, may be temporarily placed in residential areas by shall be removed by the landowner and/or occupants of a property with 7 (seven) days of property rental date and/or sell date.
- (4) Freestanding election signs shall not exceed sixteen (16) square feet, may be temporarily placed in residential areas but shall be removed by the landowner and/or occupants of a property within seven (7) days after the election date.
- (5) Freestanding yard sale, garage sale or other similar signs, which shall not exceed sixteen (16) square feet; may temporarily be placed in residential areas for up to fourteen (14) days. However, the landowner or occupants of a property shall remove these signs within twenty-four (24) hours after the event has occurred.

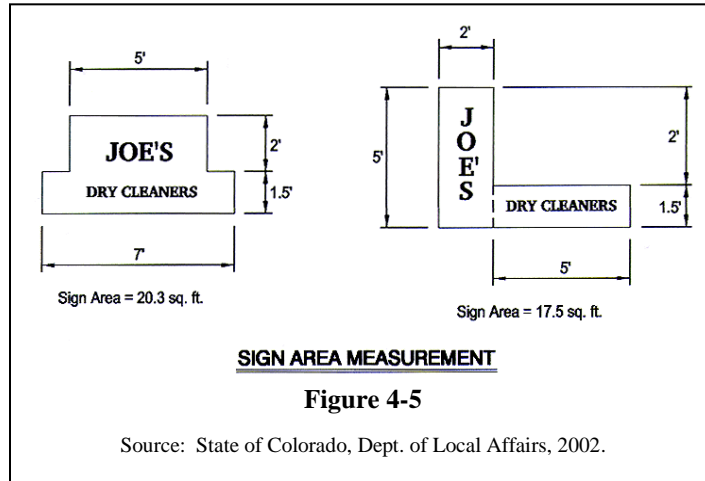
**Section 4-803. Sign Standards for Commercial, Light Industrial, Public and Community Facility Districts**

(a) Applicability: Sign standards in this section are applicable to the following zoning districts:

- MRC Mixed Residential and Commercial District
- C Commercial District
- LI Light Industrial District
- PCF Public and Community Facility District

(b) Measurement of Sign Area and Height:

- (1) Sign Surface Area. The area of a geometric shape enclosing any message, logo, symbol, name, photograph or display face shall be measured using standard mathematical formulas (Figure 4-5). Time and temperature devices shall not be included within the measurement of maximum sign area.
  - (aa) Sign Support. Supporting framework or bracing that is clearly incidental to the display itself shall not be computed as sign area.
  - (bb) Back-to-Back (Double-Faced) Signs. Back-to-back signs shall be regarded as a single sign only if mounted on a single structure.
  - (cc) Three-Dimensional Signs. Where a sign consists of one (1) or more three (3) dimensional objects, i.e., balls, cubes, clusters of objects, sculpture, the sign area shall be measured as their maximum projection upon a vertical plane.
  - (dd) Wall Signs. If a sign is attached to a wall, only that portion of the wall onto which the sign face or letters are placed shall be calculated in the sign area.



- (2) **Sign Height.** The height of a sign shall be measured from the highest point of a sign to the ground surface beneath it (Figure 4-6) commonly known as the mean elevation of the street (road elevation). When landscape berms are used in conjunction with signage, the height of the sign shall be measured from the mean elevation of the fronting street.

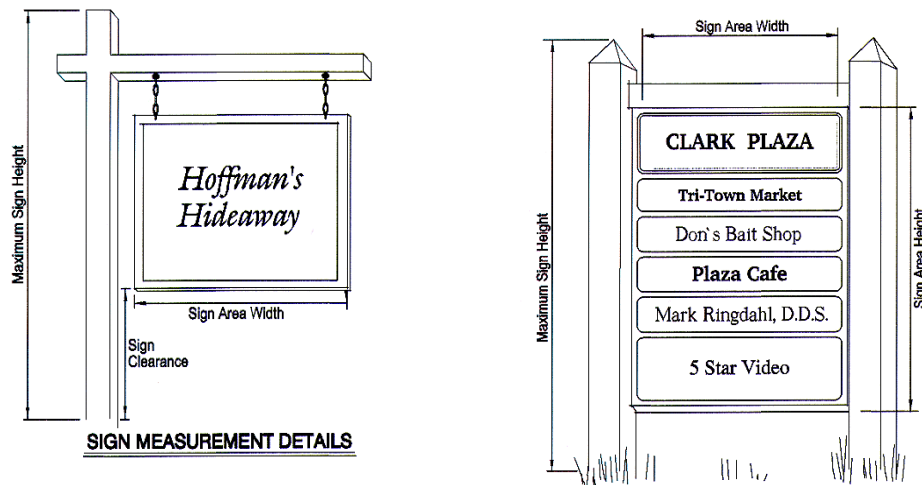


Figure 4 - 6

Source: State of Colorado, Dept. of Local Affairs, 2002.

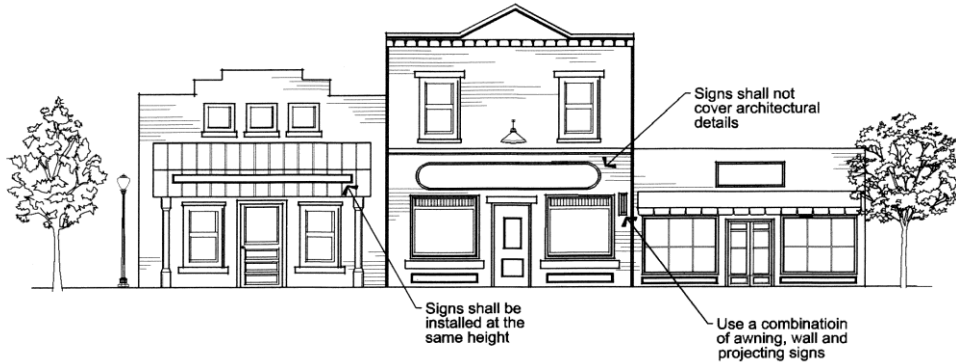
(c) General Design Guidelines:

- (1) Signs shall make a positive contribution to the general appearance of the street and commercial area in which they are located.
- (2) Signs shall be made by a professional sign company or other qualified individual.
- (3) The scale of signs shall be appropriate for the building on which they are placed and the area where they are located. Building signs shall be harmonious in scale and proportion with the building facade they are mounted to.

- (4) Sign location and placement.
  - (aa) Signs shall not visually overpower or obscure architectural features (Figure 4-7).
  - (bb) Coordinate the sign with the architectural design and overall color scheme of the building and landscaping of the site or building frontage. Signs shall be designed to complement or enhance the other signs for a building.

**Figure 4-7  
Sign Location and Placement**

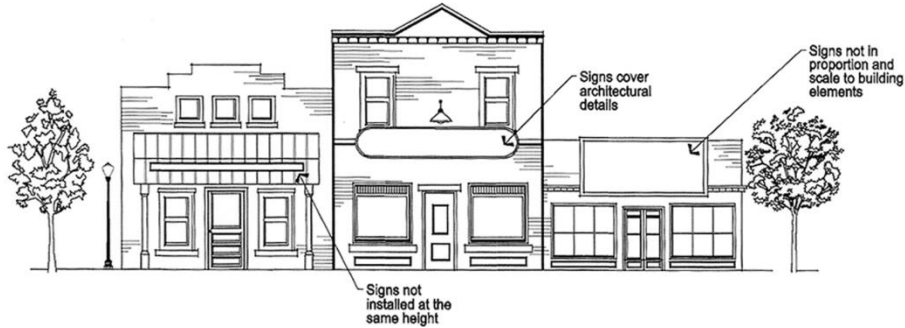
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Source: State of Colorado, Dept. of Local Affairs, 2002.

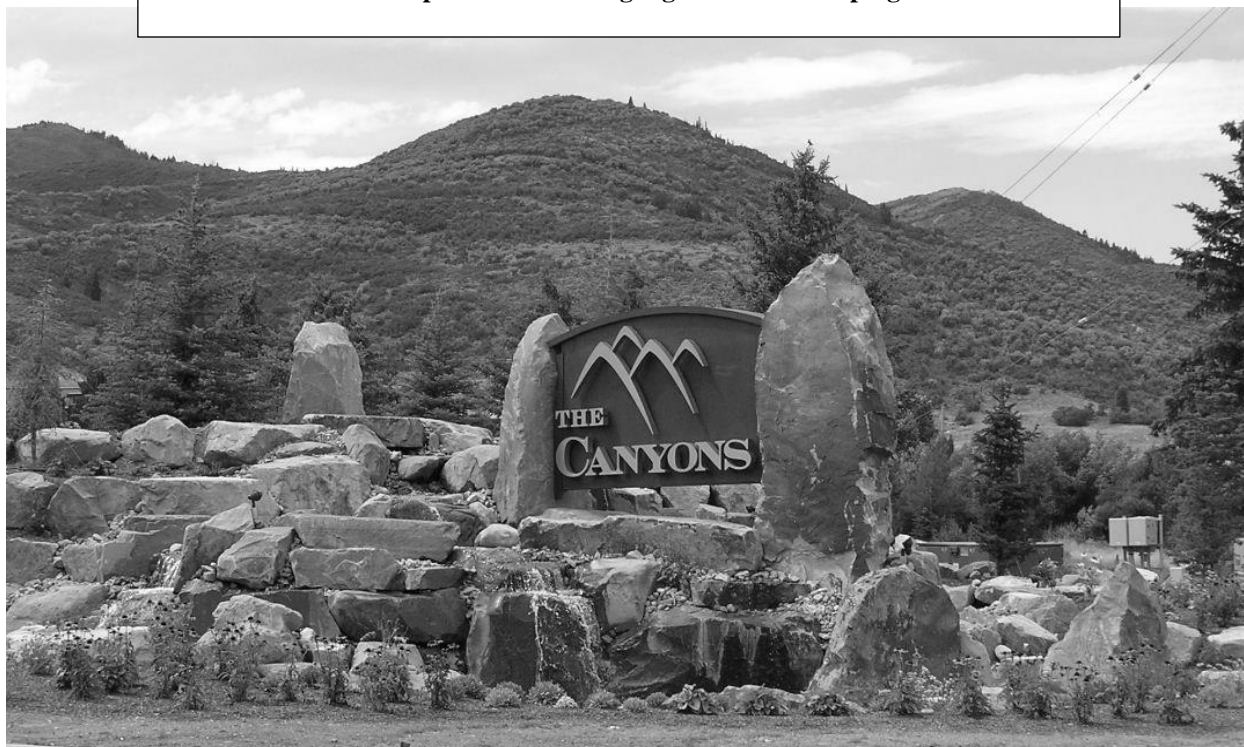
**Figure 4-7 - Continued  
Sign Location and Placement**

**NOT THIS**



Source: State of Colorado, Dept. of Local Affairs, 2002.

**Figure 4-8**  
**Example – Freestanding Sign with Landscaping**



- (5) Freestanding Signs shall be landscaped at their base in a way harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer (Figure 4-8).
- (6) Sign Illumination.
  - (aa) All lighting shall be downlit or back lit.
  - (bb) Sign illumination shall complement, not overpower, the overall composition of the site.
- (d) Sign Standards for Mixed Residential Commercial District
  - (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage, with a cap of one hundred-fifty (150) square feet.
  - (2) Signage may include one or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-9.
  - (2) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).
- (e) Sign Standards for Commercial District
  - (1) Each business establishment/property may construct and/or install two and a half (2.5) square feet of signage for every lineal foot of commercial building frontage, with a cap of two hundred

(200) square feet.

- (2) Commercial Properties in excess of four (4) acres shall be allowed to construct and/or install four and a half (4.5) square feet of business building signage for every lineal foot of primary (anchor store) commercial building frontage.
  - Only one (1) freestanding sign is allowed per primary street frontage, except that one (1) additional freestanding sign shall be allowed for properties with four hundred (400) feet or more of street frontage. Approved freestanding signs are strongly encouraged to have the primary (anchor) commercial building signage above and include any additional multi-tenant signage below.
    - Multi-tenant signage not to exceed eight (8) square feet per business. Total multi-tenant signage not to exceed a total of sixty-four (64) square feet.
- (4) Signage may include one or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-10.
- (5) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).

(f) Sign Standards for Light Industrial District

- (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage.
- (2) Signage may include one (1) or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-11.
- (3) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).

(g) Sign Standards for Public and Community Facilities

- (1) Each business establishment may construct and/or install two (2) square feet of signage for every lineal foot of commercial building frontage.
- (2) Signage may include one (1) or more types of signs that are authorized for this zoning district. The type, number, and size of signs authorized in this district are summarized in Table 4-9.
- (3) All sign design, construction, and installation shall also conform to sign standards outlined in Section 4-803(g).

(h) Standards for Specific Types of Signs:

- (1) Awning Sign. An awning sign is a sign which is painted, stitched, sewn or stained onto the exterior of an awning (Figure 4-9). An awning is a movable shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.
  - (aa) Location. Awning signs may be placed only on awnings that are located on first- and second story building frontages, including those fronting a sidewalk pedestrian walkway. No awning sign shall project beyond, above or below the face of an awning.
  - (bb) Maximum area and height. No structural element of an awning shall be located less than eight (8) feet above finished grade. Awnings on which awning signs are mounted may extend over a public right-of-way no more than seven (7) feet from

the face of a supporting building. No awning, with or without signage, shall extend above the roof line of any building.

- (cc) Lighting. Awnings shall not be internally illuminated. Lighting directed downwards that does not illuminate the awning is allowed.

**Figure 4-9  
Example – Awning Sign**



**TABLE 4-9  
MRC – MIXED RESIDENTIAL COMMERCIAL DISTRICT  
SIGN STANDARDS**

<i>Type of Sign</i>	<i>Number of Signs Allowed</i>	<i>Maximum Area (sq. ft.)</i>	<i>Sign Height (feet)</i>		<i>Location and Placement</i>	<i>Lighting</i>	<i>Other Criteria</i>
			Min	Max			
Awning	1 per business	N/A	8	Roof line	Only first and second story bldg fronts	Internal lighting not allowed. Downward lighting permitted underneath awning.	Shall not project beyond, above, or below the face of an awning;
Canopy	1 per business	N/A	8	Roof line	None	N/A	Length of canopy may extend to full length of supporting wall.
Window	1 per business	25% of window area	N/A	N/A	Window that adjoins a public right-of-way	Sign may contain internal lighting.	Posters temporary placed in windows exempt from development standards.
Projecting or Suspended	1 per business	6	N/A	See Other Criteria	Shall be placed only on ground floor façade, except for businesses located above ground level w/direct exterior pedestrian access.	Downward Lighting may illuminate sign.	Sign shall not extend higher than wall of single story building or bottom of second story windows. Not permitted in conjunction with wall-mounted or pole signs. Supports and brackets shall be compatible with the design and scale of the sign.
Wall	N/A	N/A	N/A	25' from sidewalk or other finished grade.	Building wall	Sign may contain internal lighting.	Wall sign shall only identify an individual business, a commercial building, or commercial building complex by name or trademark. No portion of sign, including cut-out letters, shall project more than twelve (12) inches from the wall surface.
Freestanding	1 per Business	50	10	15'	Only on a site frontage adjoining a public street or walkway.	Downward Lighting may illuminate sign.	Sign shall be mounted on one or more posts, or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches. Pole signs should not be so large as to obscure the patterns of front facades and yards.
Time and/or Temperature	1 per business	10	N/A	4 (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	
Freestanding Reader Board	None	N/A	N/A	N/A	N/A	N/A	Not allowed.

**TABLE 4-10  
C – COMMERCIAL DISTRICT  
SIGN STANDARDS**

Type of Sign	Number of Signs Allowed	Maximum Area (sq. ft.)	Sign Height (feet)		Location and Placement	Lighting	Other Criteria
			Min	Max			
Awning	1 per business	N/A	8'	Roof line	Only first and second story building fronts.	Internal lighting not allowed. Downward lighting permitted underneath awning.	Shall not project beyond, above, or below the face of an awning.
Canopy	1 per business	N/A	8'	Roof line	None	N/A	Length of canopy may extend to full length of supporting wall.
Window	1 per business	25% of window area	N/A	N/A	Window that adjoins a public right-of-way	Sign may contain internal lighting.	Posters temporary placed in windows exempt from development standards.
Projecting or Suspended	1 per business	6'	N/A	6'	Shall be placed only on ground floor façade, except for businesses located above ground level w/direct exterior pedestrian access.	Downward lighting may illuminate sign.	Sign shall not extend higher than wall of single story building or bottom of second story windows. Not permitted in conjunction with wall-mounted or pole signs. Supports and brackets shall be compatible with the design and scale of the sign.
Wall	N/A	N/A	N/A	25' from sidewalk or other finished grade.	Building wall.	Sign may contain internal lighting.	Wall sign shall only identify an individual business, a commercial building, or commercial building complex by name or trademark. No portion of sign, including cut-out letters, shall project more than 12 inches from the wall surface.
Freestanding	1 per business property	75'	10'	18'	Only on a site frontage adjoining a public street or walkway.	Sign may contain internal lighting.	Sign shall be mounted on one or more posts, or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches. Pole signs should not be so large as to obscure the patterns of front facades and yards.
----- Multi Business ----- 400 feet or more of street frontage	2 per business property	75' - 25% for each additional tenant cap of 100 sq. ft. total	-----	-----			

**TABLE 4-10 (CONTINUED)  
C – COMMERCIAL DISTRICT  
SIGN STANDARDS**

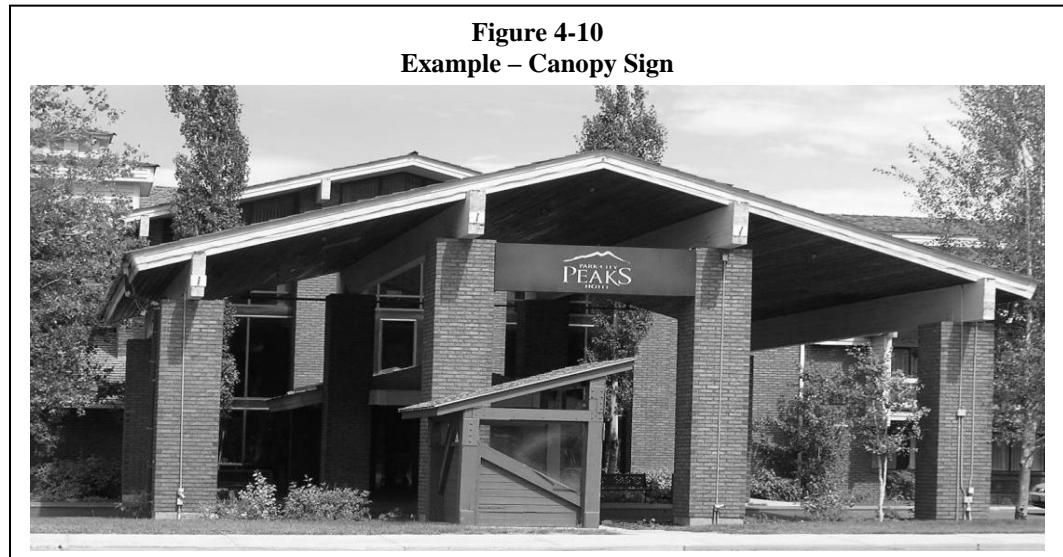
<i>Type of Sign</i>	<i>Number of Signs Allowed</i>	<i>Maximum Area (sq. ft.)</i>	<i>Sign Height (feet)</i>		<i>Location and Placement</i>	<i>Lighting</i>	<i>Other Criteria</i>
			Min	Max			
Monument	1 per business	50'	N/A	6'	Only along a site frontage adjoining a public street.	External downward lighting may illuminate sign.	Landscaping shall be provided at the base of the supporting structure equal to twice the area of one face of sign.
Off-Premise or Off-Site	N/A	20'	2	6'	Only on commercial or industrial properties that adjoin a public street.	External downward lighting may illuminate sign.	Shall not interfere with pedestrian or vehicular traffic safety.
Standard Brand-Name	2 per business	8'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	Sign shall advertise brand-name product or service which is sold on the premises of a commercial or industrial business.
Time and/or Temperature	1 per business	10'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	
Freestanding Reader Board	None	N/A	N/A	N/A	N/A	N/A	Not Allowed
Permanent Banners {This includes Flag Banners}	3 Per Property	50'	N/A	22' for Flag Banners		External downward lighting may illuminate sign.	Sign shall advertise brand-name products or service which is sold on the premises of a commercial or industrial business. Shall not interfere with pedestrian or vehicular traffic safety.



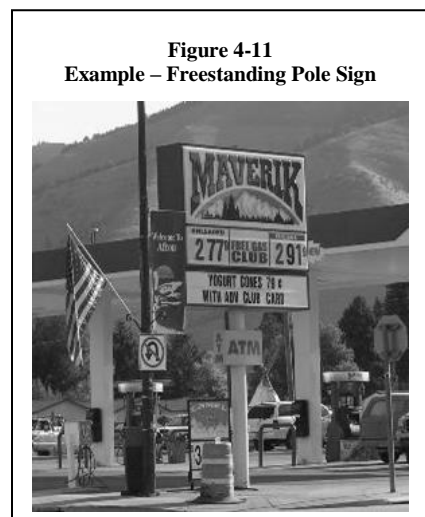
**TABLE 4-11  
LI – LIGHT INDUSTRIAL DISTRICT  
SIGN STANDARDS**

<i>Type of Sign</i>	<i>Number of Signs Allowed</i>	<i>Maximum Area (sq. ft.)</i>	<i>Sign Height (feet)</i>		<i>Location and Placement</i>	<i>Lighting</i>	<i>Other Criteria</i>
			Min	Max			
Wall	N/A	N/A	N/A	25' from sidewalk or other finished grade.	Building wall	Signs may contain internal lighting.	Wall signs shall only identify an individual business, a commercial building, or commercial building complex by name or trademark. No portion of sign, including cut-out letters, shall project more than 12 inches from the wall surface.
Freestanding	1 per business	64'	10'	15'	Only on a site frontage adjoining a public street or walkway.	Sign may contain internal lighting.	Signs shall be mounted on one or more posts or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches. Pole signs should not be so large as to obscure the patterns of front facades and yards.
Monument	1 per business	20'	N/A	6'	Only along a site frontage adjoining a public street.	External downward lighting may illuminate sign.	Landscaping shall be provided at the base of the supporting structure equal to twice the area of one face of the sign.
Off-Premises or Off-Site	N/A	20'	2'	6'	Only on commercial or industrial properties that adjoin a public street.	External downward lighting may illuminate sign.	Shall not interfere with pedestrian or vehicular traffic safety.
Standard Brand-Name	2 per business	8'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	Sign shall advertise brand-name product or service which is sold on the premises of a commercial or industrial business
Time and/or Temperature	1 per business	10'	N/A	4' (monument) 12 (pole-mounted)	Only on commercial or industrial properties that adjoin a public street.	Sign may contain internal lighting.	
Reader Board	None	N/A	N/A	N/A	N/A	N/A	Not Allowed

- (2) **Canopy Sign.** A canopy sign is a sign permanently affixed to a roofed shelter that is attached to and supported by building columns extending from the ground, or by a combination of a building and columns (Figure 4-10).
- (aa) **Maximum area and height.** Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11. In addition, no canopy, with or without signage, shall extend above the roof line of any building. No canopy sign shall project above the top of the canopy upon which it is mounted. However, such signs may project horizontally from the face of a canopy the distance necessary to accommodate the letter thickness and required electrical equipment, but not more than twelve (12) inches (measured from the bottom of the sign).



- (3) **Free-Standing Sign.** A freestanding sign is a sign which is supported by one or more columns, uprights, poles or braces extended from the ground (Figure 4-11).
- (aa) **Location.** The sign may be located only on a site frontage adjoining a public street. No freestanding sign in any zoning district can be erected closer than the allowable setback, nor closer than is serviceable to any building.
- (bb) **Maximum area and height.** Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.
- (cc) **Sign mounting.** The sign shall be mounted on one (1) or more posts or have a solid monument-type base. Posts shall not have a diameter greater than twelve (12) inches.



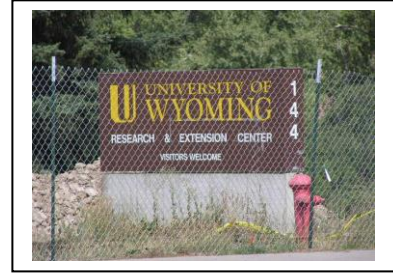
- (dd) **Pole signs.** Pole signs should not be so large as to obscure the patterns of front facades and yards.

(ee) Lighting. Signs may contain internal lighting.

(4) **Monument Sign.** A monument sign is a permanent sign where the entire bottom of the sign is affixed to the ground, but not to a building.

(aa) Location. The sign may be located only along a site frontage adjoining a public street.

(bb) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.



(cc) Design. The design of a monument sign shall be consistent with the overall scale of the building. The design and placement of the sign shall not obstruct traffic safety and related sight distance areas. Monument signs shall contain only the name and/or address of the business which it identifies.

(dd) Landscaping requirements. Landscaping shall be provided at the base of the supporting structure equal to twice the area of one (1) face of the sign. For example, twenty (20) square feet of sign area equals forty (40) square feet of landscaped area. The Planning and Zoning Commission may reduce or waive this requirement if it is determined that the additional landscaping would not contribute significantly to the overall aesthetic character of the project.

(ee) External downward lighting may be used to illuminate signs.

(5) **Off-Premise Sign.** An off-premise sign, also known as off-site signs, are generally prohibited, except for the following types of signs.

(aa) An identification sign that identifies a specific business district, e.g., future business park. However, business district identification signs shall not interfere with pedestrian or vehicular traffic safety.

(bb) A church or civic club off-premise sign that is intended to direct people to a church or civic club and provides the date and times of meetings. However, such signs shall not interfere with pedestrian or vehicular traffic safety or be authorized for any organization that is not a “non-profit” organization.

(cc) A contract has been reviewed by the P&Z Commission between property owner(s) where the sign shall be located and the owner of the business advertising. The sign shall be included in the total allotment for the business advertising and the owner of the property where the sign is located.

(dd) Off-premise signs shall be located only on commercial properties that adjoin a public

street.

(ee) External downward lighting may be used to illuminate signs.

- (6) **Projecting Sign.** A projecting sign is any sign supported by a building wall that projects horizontally, at least, twelve (12) inches or more beyond the surface of the building to which the sign is attached (Figure 4-11).

(aa) Location. Projecting signs shall be placed only on a ground floor facade, except for businesses located above the ground level with direct exterior pedestrian access. Projecting signs shall be mounted to generally align with other projecting signs that may be located in the same block.

(bb) Maximum area and height. Projecting signs shall not be higher than the wall from which the sign projects if attached to a single-story building, or the height of the bottom of any second story window if attached to a multi-story building. Projecting signs shall have eight (8) feet clearance and may not extend more than four (4) feet from the building wall except where the sign is an integral part of an approved canopy or awning. The size of projecting signs is limited to three (3) feet wide and six (6) square feet.

(cc) Sign structure. Sign supports and brackets shall be compatible with the design and scale of the sign.

(dd) Downward lighting may be used to illuminate sign.

- (7) **Standard Brand-Name Sign.** A standard brand-name sign is any sign devoted to the advertising of any standard brand-name commodity or service which is not the principal commodity or service being sold or rendered on the premises, or not a part of the name or business concern involved (Figure 4-12).

(aa) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

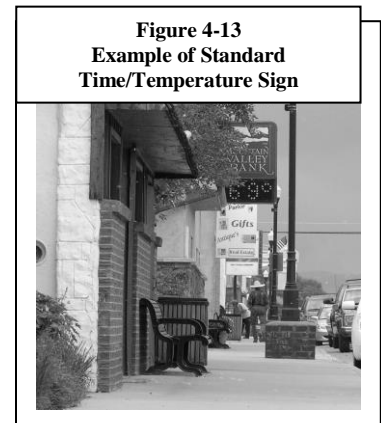
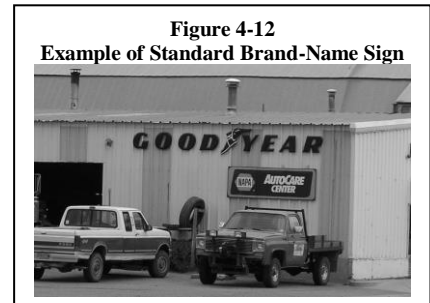
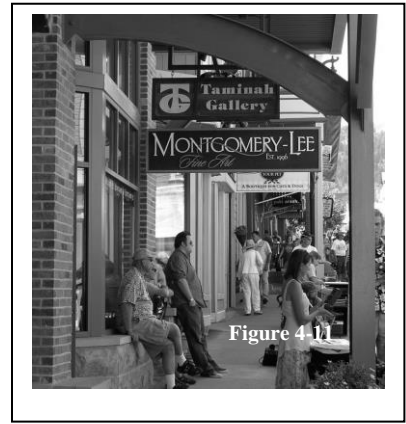
(bb) Sign may contain internal lighting.

- (8) **Time and/or Temperature Sign.** A time and/or temperature sign is any sign intended to be displayed for a limited period of time and capable of being viewed from any public right-of-way, vehicular parking area or neighboring property (Figure 4-13).

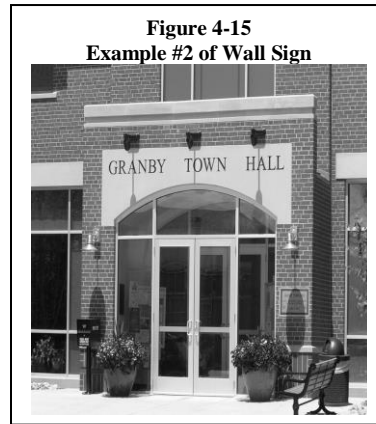
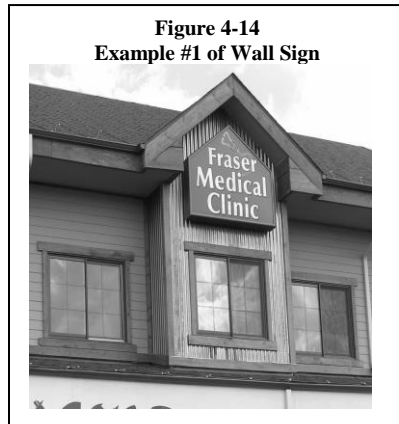
(aa) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.

(bb) Sign may contain internal lighting.

- (9) **Wall Sign.** A wall sign is any sign painted on incorporated in, or affixed to a building wall; or, or any



sign consisting of cut-out letters or devices affixed to the building wall with no background defined on the building wall. (Figures 4-14 and 4-15).



- (aa) Location. The sign shall not be placed in a wall location that obstructs any portion of a window, doorway, or other architectural detail. Wall signs on buildings at the first-floor level shall only be used for retail advertising.
  - (bb) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.
  - (cc) Projection from wall. No sign part, including cut-out letters, may project more than twelve (12) inches from the surface upon which it is attached.
  - (dd) Design. Wall signs shall identify an individual business, a building or building complex by name or trademark only.
  - (ee) Sign may contain internal lighting.
- (10) Window Signs. A window sign is a sign that is painted on, applied, or attached to a window or that can be read through the window from the public right-of-way. (Figure 4-16).
- (aa) Maximum area and height. Sign area and height shall conform to sign standards summarized in Tables 4-9 through 4-11.
  - (bb) Lighting. All illuminated window signs shall be included in the total allowable sign area for the premises.
  - (cc) Temporary Signs (Those classified as sales for specific/limited periods of time). Posters and other materials temporarily displayed in a window are exempt from all development standards outlined in Part 4 of the Alpine Land Use and Development Code.
  - (dd) Sign may contain internal lighting.
  - (ee) Window Reader Boards.
- (11) Freestanding Reader Board Signs. **No** freestanding reader board signs are allowed in the Town of Alpine boundaries.
- (12) Other Signage: As defined in Table 4-9.

**Figure 4-16**  
**Example of Window Sign**



<b>TABLE 4-12</b> <b>TEMPORARY SIGN STANDARDS FOR ALL ZONING DISTRICTS*</b> <b>SIGNS PERMITS SHALL ONLY BE ISSUED TO <u>LICENSED</u> BUSINESSES WITHIN THE</b> <b>INCORPORATED BOUNDARIES OF THE TOWN.</b>			
<i>Type of Sign</i>	<i>Number of Signs</i>	<i>Maximum Area (sq. ft.)</i>	<i>Comments</i>
Grand Opening Banners	1	30'	<b>Permit Required; <u>MUST</u> be removed after <u>30</u> (thirty) days from Grand opening date.</b>
Banner(s)	2	30' per banner	<b>Permit Required; <u>MUST</u> be removed after <u>90</u> (ninety) days from installation date; a onetime extension can be issued; then thereafter a permanent sign permit <u>MUST</u> be issued.</b>
Permanent Banner	3	50'	<b><u>Each Property</u> shall be allowed to have three (3) permanent banners; this would include any flag banners; flag banner are not to exceed (22) twenty-two feet in height.</b>
Directional Signs	N/A	6'	<b>Permit Required;</b> Indicates name of home occupation; shall be attached to dwelling unit and parallel with wall to which it is attached; not allowed on roof eaves; unlighted
Single Business Property Sandwich Boards {3' x 4' in total size}	2	12' Per Side	<b>No fee;</b> each <u>Single Business</u> is allowed (2) two sandwich board signs, during <b><u>BUSINESS HOURS ONLY</u></b> ; <b>Sign placement must be at a minimum of six (6) feet from the curb of the business property; not to impede pedestrian traffic.</b>
Multi Business Property Sandwich Boards {3' x 4' in total size}	1 Per Licensed Business	12' Per Side	<b>No fee;</b> each Business is allowed (1) one sandwich board sign, during <b><u>BUSINESS HOURS ONLY</u></b> ; <b>Sign placement must be at a minimum of six (6) feet from the curb of the business property; not to impede pedestrian traffic.</b>
Property for Sale or Rent In Single Family and Multi Unit Residential Zoning Districts	1	12'	<b>No fee;</b> Indicates sale or rental of property where sign is located; unlighted. <b><u>MUST</u> be removed within 7 (seven) days of property sell date.</b>
Property for Sale or Rent In Mixed Residential and Commercial Zoning Districts	1	25'	<b>No fee;</b> Indicates sale or rental of property where sign is located; unlighted. <b><u>MUST</u> be removed within 7 (seven) days of property sell date.</b>
Freestanding Election		16'	<b>No fee; <u>MUST</u> be removed within 7 (seven) days after</b>

			election date.
Freestanding yard, garage sale sign or of similar size		16'	<b>No fee</b> ; may be displayed for up to 14 days, but <b><u>MUST</u></b> be removed within 24 (twenty-four) hours of the event.  <b><u>No</u></b> Business Advertising is allowed on these signs.
<b>Note:</b> All signs must also comply with standards set forth in Section 4-801, Section 4-802 and Section 4-803.			

**NOTE:**

**Photos used in Article 4.8 Signs; do not necessarily meet code but are presented to illustrate examples of various signs.**

## PART 6 – RULES OF INTERPRETATION AND DEFINITIONS

### ARTICLE 6.1 RULES OF INTERPRETATION

Some of the words, phrases, and terms used in the Alpine Land Use and Development Code have specific meanings that are defined within Article 6.2. Words, phrases, and terms not defined in the Land Use and Development Code shall be given their usual and customary meanings except where the context clearly indicates a different meaning.

The word “shall” requires mandatory action. The words “may” and “should” are discretionary.

Within the Land Use and Development Code, various sections identified as “Intent” are provided as an official statement of legislative purpose. These sections are intended as a guide to the administration and interpretation of the Land Use and Development Code. However, they are not binding standards.

### ARTICLE 6.2 DEFINITIONS

General Comments:

The code user should be familiar with the terms in this section because:

1. The definitions are essential to the correct interpretation of the International Building Code (IBC) and/or International Residential Code (IRC);
2. The user might not be aware that a particular term encountered in the text has the special definition found herein; and
3. Terms not defined: Where terms are not defined through the methods authorized by the section, such terms shall have ordinarily accepted meanings such as the contest implies.

Words with specific defined meanings are as follows:

Accessory Building/Structure. ~~A detached building/structure located on a parcel of land that is used to support the primary use of a principal building, located on the same lot as the primary structure/building.~~

shall mean a building or structure that is subordinate and clearly incidental to the principal building or principal use on the same lot, and which is customarily associated with that principal use. Accessory buildings or structures may include, but are not limited to, garages, sheds, storage buildings, carports, gazebos, small barns, and similar subordinate structures. An accessory building or structure shall not be used for any principal use of the property.

Accessory Use. ~~A secondary use of a parcel of land that is secondary to the primary use of the property.~~

shall mean a use of land or a building that is subordinate and clearly incidental to the principal use of the lot, and which is customarily associated with that principal use. An accessory use shall not dominate the lot or replace the principal use, and it must be located on the same lot as the principal use.

Alley. A public thoroughfare which affords only a secondary means of access to an abutting property.

#### **Alteration of Drainage.**

Any activity that changes the natural or existing flow of surface water, including redirecting runoff, concentrating flow, increasing runoff volume, or discharging water onto adjacent properties or public rights-of-way.

Ambulance Station. A structure or facility for storage of ambulance vehicles and their medical equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient).

Apartment. A dwelling unit within a multi-unit residential facility.

Appliance. A device or apparatus that is manufactured and designed to utilize energy and for which this code provides specific requirements.

Attach. To make fast; permanently fixed.

Attached/Attachment. To make fast, permanently fixed; must have contiguous foundation wall; can include a covered walkway. Roof of addition and/or walkway, must be attached to the principal building.

Authorized Representative. An individual appointed by the Town Council to enforce the provisions of the International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (UMC), International Plumbing Code (UPC), National Electric Code, and the Alpine Zoning Ordinance.

Banners. Signs that are made out of a fabric weight or material that indicates temporary activities or welcomes.

~~Bed-and-Breakfast Operation. An owner-occupied single family dwelling with a maximum of five (5) guest bedrooms within the dwelling. Guest bedrooms used to provide short term overnight accommodations are rented for periods less than thirty (30) days. Only breakfast meals are served to guests of the bed and breakfast operation.~~

An owner-occupied single-family dwelling in which short-term overnight accommodations are provided within the principal residence for periods of less than thirty (30) days. A Bed and Breakfast may contain up to five (5) guest bedrooms and is considered a distinct lodging use separate from room and board or general residential occupancy limits.

Meals, if provided, shall be limited to breakfast for registered guests only. Guest accommodations shall not include separate or independent dwelling units.

Breezeway. A roofed, often open passage connecting two buildings (as a house or garage) or halves of a building.

Building. Any permanent structure built for the shelter or enclosure of persons, animals, chattels, or property of any kind.

Building Eave Projections and/or Overhangs: The eaves are the edges of the roof which overhang the face of a wall and normally project beyond the side of a building

~~Building Envelope. The building envelope includes all the building components that separate the indoors from the outdoors as to the perimeter of the building itself; specific to placement of structure on lot within setback parameters and lot lines.~~

Shall mean the three-dimensional area of a lot within which a building or structure may be lawfully constructed. The Building Envelope is established by the required setbacks measured from all property lines and excludes any area outside those setback boundaries. No portion of a building, structure, or impervious surface may extend beyond the Building Envelope unless expressly permitted by the Town of Alpine's Land Use and Development Code or applicable ordinances. The Building Envelope defines the maximum horizontal and vertical space available for development on a given parcel.

Building Materials. Are substances used to construct buildings and other structures. They can be natural materials like wood and clay, or synthetic materials like metal and brick

Building, Principal. A building which represents the primary use of a property.

Carpport. A roofed, wall-less shed, usually projecting from the side of a building, used as a shelter for an automobile.

Commercial Frontage. Is the full length of a plot of land or a building measured alongside the road on to which the plot or building fronts. In the case of contiguous buildings, individual frontages are usually measured to the middle of any party wall.

Community Land Use Plan Map. An illustration that depicts a general community vision regarding the type and location of various land uses in Alpine. This map is presented as Figure 8-4 within the Alpine Municipal Master Plan report dated October 25, 2006.

Conceptual Site Plan. A preliminary, illustrative drawing that depicts the general layout and key elements of a proposed development for planning-level review, including project boundaries, approximate locations and sizes of structures, access and circulation patterns, parking areas, open space, utilities (as known), snow storage areas, and other major site features necessary to evaluate feasibility and general compliance with applicable land use regulations. A Conceptual Site Plan is not intended to represent final engineering or construction-level design and is not required to be prepared by a Wyoming-licensed professional.

Conceptual Narrative.

A written description of a proposed development that outlines the project overview, proposed land uses, development intensity, general density and development pattern, infrastructure and utility approach, phasing, and overall development intent. The Conceptual Narrative is intended to support planning-level review and evaluation of feasibility and general compliance with applicable land use regulations and does not establish binding development requirements.

Condominium. A living unit in a multi-unit residential facility that is owned in fee simple. The use of the living unit, as well as shared common space areas and facilities, are subject to covenants, conditions, and restrictions that are enforced by a homeowner’s association.

Contiguity

The condition of a property or area being physically adjacent to and sharing a common boundary with the existing municipal boundary or another relevant parcel, without intervening gaps, separations, or “islands,” except as otherwise permitted by applicable law.

Construction Activities. ~~The processes involved in building, altering, or repairing structures, including activities like land clearing, grading, excavation, and installation, as well as maintenance and repair work.~~

shall mean any work, whether new construction, alteration, repair, addition, demolition, installation, improvement, maintenance, or land-disturbing activity, that is performed on a building, structure, or premises and that is subject to regulation under the adopted International Codes or the Town of Alpine Municipal Code. Construction Activities include, but are not limited to, site preparation, land clearing, excavation, grading, placement of fill, construction or enlargement of any building or structure, installation or modification of mechanical, electrical, plumbing, fuel gas, fire protection, or energy systems, installation of temporary structures such as scaffolding, tents, or temporary utility systems, and any work for which an inspection is required by the Building Official, regardless of whether a permit is required.

Construction Fences. A temporary fence constructed to preserve the safety of the building site during construction of a building.

Construction Materials. Construction materials are any materials used in the construction, alteration, repair, or demolition of structures, including buildings, bridges, and other infrastructure.

Copyright. The exclusive legal right that protects original works of authorship as soon as an author fixes the work in a tangible form of expression, whether by print, publication, film or recorded/recording of materials. (Example: © **ALL RIGHTS RESERVED**). Copyright is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression.

Deck. An exterior floor supported on at least two (2) opposing sides by an adjacent structure, and/or posts, piers or other independent supports. Decks with heights of thirty (30) inches or greater need guard rails.

Drainage. The movement and management of surface water across land, including natural and engineered flow paths, collection, conveyance, and discharge of stormwater.

Detached Accessory Structure. The International Code Council (ICC) defines a detached accessory structure as a structure that is not the main building on a property but is used for a purpose related to the main building. Detached accessory structures must be subordinate to the main building and located on the same property.

Development. A specified state of growth or advancement; the process of converting land to a new purpose by constructing buildings or making use of its resources.

Development Fee. Total of all costs incurred from initiation to implementation of a project.

Driveway. A private road connecting a house, garage, or other building with the street.

Due Dilligence: The investigation or exercise of care that a reasonable business or person is normally expected to take **BEFORE** entering into an agreement or contract with another party or an act with a certain standard of care, i.e. vetting issues thoughtfully and carefully.

Dwelling. Any building that contains one or two dwelling units, used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

Dwelling, Single-Family. A residential structure limited to a stick-built home, manufactured home, modular home, or factory-built home, which is physically arranged to create an independent housekeeping establishment for occupancy by one (1) family or one (1) household. The structure is characterized by separate facilities for wastewater disposal, cooking and sleeping.

Dwelling Multi-Unit. A residential building occupied by two (2) or more families or households living independently of each other.

Dwelling Unit. A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

E-Mail. A system for sending and receiving messages electronically over a computer network.

Easement: An agreed upon use of land, usually of record, by someone other than the landowner for a specific purpose (i.e. utilities).

Emergency Care Facility. A physician's office, clinic, or other health care center which provides emergency medical care in conjunction with other primary care services.

Emergency Medical Facility. A freestanding emergency center or trauma center, such as hospital or any other institution licensed by the cabinet for Health and Family Services that furnishes emergency medical services.

Emergency Medical Services (EMS). Also known as ambulance services or paramedic services, are emergency services that provide urgent pre-hospital treatment and stabilization for serious illness and injuries and transport to definitive care.

### **Excavation.**

Any act of digging, removing, or extracting soil, rock, or other earth materials from a site, including trenching, drilling, or grading activities that lower the existing ground elevation.

Factory-Built Home. Any residential dwelling that is wholly, or in substantial part, made, fabricated, formed, or assembled in manufacturing facilities for installation or assembly on a building site. Factory-built homes shall include, but not be limited to, manufactured homes, modular homes, and mobile homes.

Family Household. A single-family dwelling or multi-unit dwelling that is occupied by a family that is comprised by any number of persons related by blood, marriage, or adoption.

Family Unit. A "Family Unit" generally refers to a group of people, typically related by birth, marriage, or adoption, who live together and share a common household and often financial resources.

**Feasibility**

The practical ability of a proposed development to be implemented as proposed, considering factors such as access, infrastructure capacity, utilities, site constraints, regulatory compliance, and financial or construction viability.

**Floor Area.** Area contained within the building measured to the external face of the external walls.

**Frontage.** The direction in which a building faces; the front of a building or lot; the lineal extent of this front; the land between a building and the street; body of water etc.

**Front Yard.** Portion of a property that is adjacent to the street frontage where the primary structure’s driveway exits and enters.

**Fill / Placement of Fill**

**Fill:**

Any material, including soil, sand, gravel, rock, or other substances, placed to raise, lower, or recontour the ground surface.

**Placement of Fill:**

The act of depositing, stockpiling, or spreading fill material on a property in a manner that alters existing grade, elevation, or drainage characteristics.

**Fireplace.** An assembly consisting of a hearth and fire chamber of noncombustible material and provided with a chimney, for use with solid fuels.

**Factory-built fireplace.** A listed and labeled fireplace and chimney system composed of factory-made components and assembled in the field in accordance with manufacturer’s instructions and the conditions of the listing.

**Masonry chimney.** A field constructed chimney composed of solid masonry units, bricks, stones or concrete.

**Masonry fireplace.** A field constructed fireplace composed of solid masonry unit, bricks, stone or concrete.

**Fire Station.** A structure or facility for storage of firefighting vehicles and equipment are stationed, as well as working, living and sleeping space for their staff/crew, including a kitchen and showers, while they are on duty (transient). Also called firehouse or fire hall.

**Food Truck.** A large, motorized vehicle (such as a van or multi-stop truck) or trailer equipped to store, transport, cook, prepare, serve and/or sell food.

**Full-Time Employees.** Full-time employees are those employees working forty (40) hours or more per week, or those individuals that have been deemed by the Governing Body as full-time employees.

**Governing Body.** The Alpine Town Council.

**Grade.** The elevation of the ground surface at a specific location. Finished grade refers to the final elevation after grading, filling, or excavation.

**Grading.**

Any activity that alters the existing ground surface or topography of land, including cutting, filling, leveling, recontouring, or reshaping the land surface.

**Grading and Drainage Plan.**

A plan depicting proposed changes to land surface elevations, including contour modifications, cut and fill areas, drainage patterns, finished grades, and stormwater management features.

Gross Floor Area. The total floor area contained within the building measured to the external face of the external walls.

Gross Internal Area. The floor area contained within the building measured to the internal face of the external walls.

Guard. A building component or a system of building components located at or near the open side of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

Habitable Space. A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Handrail. A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardship: A condition that is difficult to endure and can be proven, i.e. especially financial/economic.

Height of Buildings. The vertical distance from the average finished ground elevation that adjoins a building at all exterior walls. Where the finished ground elevation slopes away from the exterior walls, a grade plane will be established by the lowest points within the area between the building and the lot line. Where the lot line is more than six (6) feet from the building, a grade plane will be established between the structure and a point six (6) feet from the building.

Historical Buildings. Buildings that are listed in or eligible for listing in the National Register of Historic Places or designated as historical under an appropriate state or local law.

Home Occupation. A professional, technical or retail service operated by the occupants of a single-family residence and not more than two (2) non-household employees. However, such enterprises will generate limited vehicular traffic and vehicular parking along residential streets, as well as limited noise within residential neighborhoods.

Hotel. Any building containing six (6) or more guest rooms used to provide short-term overnight accommodations, which are rented, for less than thirty (30) days. This facility may also include commercial food preparation and dining facilities, as well as other onsite amenities.

Household. A household consists of all the people who occupy a single-family or multi-unit dwelling but does not include more than three (3) persons who are not related by blood or marriage.

Impact Fee. A fee imposed on a new or proposed development project to pay for all or a portion of the costs of providing public services to the new development.

Impervious: ~~A hard surface that does NOT let runoff/water soak into the ground or greatly reduces the amount of runoff/water that soaks into the ground.~~

shall mean any surface or material that prevents or significantly restricts the infiltration of water into the soil. Impervious surfaces include, but are not limited to, buildings, roofs, concrete, asphalt, compacted gravel (compacted above 85-90% Proctor density), patios, driveways, decks with impermeable surfaces, and any other constructed surface that sheds stormwater rather than allowing natural absorption.

Improved Surface: Any surface which has been improved with pavement, asphalt, cement, brick, interlocking pavers or other similar material and maintained in such a manner as to provide for a mud-free and dustless surface. surface, such as pavers or pervious concrete.

Irregular Lot. Not even or balanced in shape or arrangement; contrary to the rules or to that which is normal or established. Such as: lots with multiple street frontages.

Jurisdiction: The governmental unit that adopts and enforces all codes, including but not limited to the IBC, IRC, IFB, IMC and the IPC of the "Jurisdiction".

**Kitchen.** Kitchen shall mean an area used, or designated to be used, for the preparation of food and shall contain permanent provisions for the cooking, storage and preparation of food consisting of a sink, refrigerator oven and/or a cook top.

**Land Disturbance.**

Any activity that changes the physical condition of land, including but not limited to clearing, grubbing, grading, excavation, stockpiling, or placement of fill, which alters existing soil structure, vegetation, or drainage conditions.

**Landscaping.** To improve the appearance, the process of making a yard or other piece of land more attractive by altering and/or adding ornamental features, the planting of trees, shrubs grass or other ornamental vegetation.

**Land Use Plan Map.** The definition of land use plan map is synonymous with the definition for “community land use plan map”.

**Live Loads.** Those loads produced by the use and occupancy of the building or other structure and do not include constructions or environmental loads such as wind load, snow load, rain load, earthquake load, flood load or dead load.

**Live Work Unit.** The International Code Council (ICC) defines a live/work unit as a dwelling unit that contains a workplace. Live/work units are flexible and can include a variety of living and working arrangements.

**Loads.** Forces or other actions that result from the weight of building materials, occupants and their possessions, environmental effects, differential movement and restrained dimensional changes

**Logical Extension Analysis**

An evaluation of whether a proposed development or annexation represents a reasonable and orderly expansion of existing development patterns, infrastructure systems, and municipal services, and does not result in irregular boundaries, service inefficiencies, or isolated development.

**Lot.** A parcel of land within the Town of Alpine which may be vacant, occupied by a building or a group of buildings, as well as contain utility systems and/or accessory buildings.

**Lot Area.** The total land area contained within a parcel of land.

**Maintenance.** The cleaning, painting, repair of a building, or the replacement of defective materials and fixed equipment within a building, in a manner that does not alter the basic design of the structure.

**Manufactured Home.** A single-family dwelling structure which:

- (a) Is partially or entirely manufactured in an offsite factory facility.
- (b) Will adhere to the building standards outlined in Part 4, Section 4-502 of the Alpine Land Use and Development Code.

**Man-Made Materials.** Also known as synthetic materials, are substances created or modified by humans, often through chemical processes, that do not occur naturally in their final form

**Master Plan.** The Town's comprehensive project plan that defines project scope, cost, planning, activities and resources. Reflects a vision set in the early stages of a project and moves everyone in the same direction.

**Master Plan (Conceptual Plan).** Is a non-binding, conceptual planning document that illustrates the overall development vision for a property or area. A Master Plan depicts general land use, density, layout, circulation, infrastructure, and phasing, is used for planning-level review, does not establish regulatory standards or zoning, does not create vested development rights, and serves as a guiding framework for future development applications.

**Maximum Amount.** Refers to the largest possible quantity or value that is allowed or attainable in a given situation, essentially meaning the highest limit of something that can be reached or used.

Mean Roof Height. The average of the roof eave height and the height to the highest point on the roof surface.

**Mechanized Equipment.**

Any powered machinery used for land disturbance, including but not limited to excavators, bulldozers, skid steers, loaders, graders, or similar equipment capable of altering the ground surface.

Membership Club. A private group of people organized in association with a national, state, or local non-profit organization.

Minimum Amount. Referring to the smallest quantity or value that is allowed or possible in a given situation, essentially representing the lowest limit or threshold: it's the least amount that can be accepted or considered viable.

Mobile Food Dispensary/Vendor. A vendor which is a self-contained, licensed and movable facility that is designed to prepare, serve and sell food or drinks for immediate consumption. Food trucks are equipped with a kitchen on wheels and can be used to sell a variety of food items.

Mobile Home. A single-family dwelling that does not meet the definition of a manufactured home of this ordinance, and has the following characteristics:

- (a) It is designed for long or short-term occupancy; and
- (b) It contains sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities; and
- (c) It contains plumbing and electrical connections to local utility systems; and
- (d) It is designed to be transported after fabrication, on its own wheels, a flatbed truck or other trailers, or on detachable wheels; and
- (e) It arrives at the building site where it is to be occupied as a complete unit and is ready for occupancy except for minor and incidental unpacking and assembly operations, installed on foundation supports or jacks, underpinned, and connected to utilities.

Mobile Kitchen/Trailers. Movable facility that is pulled behind a vehicle. Typically, larger than food trucks and offer more space and facilities.

Modular Home. A residential dwelling, which:

- (a) Is constructed in a factory in accordance with the most current version of the International Building Code.
- (b) Will adhere to the building standards outlined in Section 4-503 of the Alpine Land Use and Development Code.

Motel. Any building or complex containing six (6) or more guestrooms used to provide short-term overnight accommodations, which are rented, for usually less than thirty (30) days.

Multi-Unit Complex. A residential development that includes a group of multi-unit residential facilities that are owned by one landowner.

Multi-Unit Residential Facility. A group of dwelling units within one building that contains separate living units for three or more families who may share supporting services and facilities.

Nonconforming Building/Structure. An existing structure which, on the effective date of this ordinance, does not comply with the provision of this ordinance for the zoning district where the building is located.

Nonconforming Sign. All signs in existence before the effective date of this ordinance.

**Non-Conforming Structure shall mean a building or structure that was lawfully established in compliance with the**

regulations in effect at the time of its construction, but which no longer conforms to one or more current requirements of the Town of Alpine's Land Use and Development Code due to subsequent code or zoning changes.

Nonconforming Use. A legal use of land which, on the effective date of this ordinance, does not conform to the permitted uses established for the zoning district where the existing land use is located.

Nonfamily Household. A nonfamily household consists of a householder living alone (a one {1}-person household) or where the householder shares the home exclusively with not more than three (3) persons to whom he or she is not related.

Occupied. The use of a developed property for one (1) or more purposes.

Parapet. A low wall or railing to protect the edge of a platform, roof or bridge.

Pavement Structures. The implementation of a sub-base, base and surface material, to accommodate the needs of traffic and load bearings.

Permanent Foundation. ~~A system of supports, including piers, either partially or entirely below grade which is:~~

- ~~(a) Capable of transferring all design loads imposed by or upon the structure into soil or bedrock without failure;~~
- ~~(b) Placed at an adequate depth below grade to prevent frost damage;~~
- ~~(c) Constructed of concrete, metal, treated lumber or wood, or grouted masonry; and~~
- ~~(d) In accordance with manufacturer specifications and applicable sections of the International Building Code (IBC).~~

**Permanent Foundation** shall mean a continuous, load-bearing foundation system constructed in accordance with the adopted International Building Code and designed to permanently support a structure. A Permanent Foundation includes **continuous footings (footers) and stem walls** built of approved, durable materials such as reinforced concrete or masonry, and is designed to transfer all structural loads to the ground. A Permanent Foundation is affixed to the site in a manner that prevents movement, uplift, or displacement and is not temporary, removable, or portable in nature. No wood Foundations will be acceptable.

Pervious: A surface that allows for the penetration of runoff/water through the surface and into underlying soils.

Planned Unit Development. ~~A development of one (1) or more parcels of land that is planned and developed as a single development project and/or programmed for development over a series of incremental development stages. This development approach integrates site development considerations for proposed land uses, vehicular access, parking and circulation, supporting utility systems, landscaping, site constraints and development opportunities, and zoning requirements.~~

Is a zoning and development tool adopted by ordinance that allows for coordinated, site-specific development and may modify or replace the standards of the underlying zoning district. A PUD establishes binding development standards, runs with the land, regulates land use, density, layout, design, and infrastructure, and is approved by the Town Council following recommendation from the Planning and Zoning Commission.

Plot Plan. ~~An illustration depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries, locates the proposed vehicular access to the project development site, as well as identifies and locates proposed land uses.~~

Shall mean a simplified, scaled drawing that depicts the boundaries of a property and the location of proposed and existing structures or improvements for the purpose of evaluating basic zoning and setback compliance. A Plot Plan shows property lines, required setbacks, the footprint of structures, driveways, and other site features necessary for the Town of Alpine to determine compliance with applicable regulations, but **does not require preparation by a Wyoming-licensed Professional Engineer** unless otherwise specified by the Town or required due to project complexity.

Pole Barn. Structure/Building built for animal shelter, equipment and/or storage of open at the sides and/or ends.

Primary Structure. The structure from which the principal use of a property is conducted.

Private Nuisance. An unlawful interference with the use and enjoyment of land.

Project Stipulations. Potential requirements which may accompany decisions by the Alpine Planning and Zoning Commission, Board of Adjustment, and Alpine Town Council concerning proposed planned unit developments, zone changes, and variances.

Public Benefits

Improvements, amenities, or outcomes associated with a proposed development that provide a measurable advantage to the community, including but not limited to infrastructure enhancements, public access, open space, housing diversity, economic development, or mitigation of identified impacts.

Public Way. Any street, alley or other parcel of land open to the outside air leading to a public street, which has been deeded, dedicated or otherwise permanently appropriated to the public for public use.

Public Nuisance. An act, condition, or thing that is illegal because it interferes with the rights of the public generally. An obnoxious or dangerous person or group of people.

Ramp. A walking surface that has a running slope steeper than one unit vertical in twenty (20) units horizontal (five {5} percent slope).

Rear Yard. Portion of a property that is opposite the front yard.

Recycled Materials. Material that have been collected and reprocessed to be used again. They can be used in consumer products and manufacturing processes.

Remodel. Change the structure or form of (something, especially a building).

Renovate. To renew; to revamp something to make it look new again.

Reproduce. To produce again, to cause to exist again or anew.

Right-Of-Way: Establishes use of property for town matters without conferring ownership (i.e. snow storage, utilities, fire access) including, but not limited to.

Road Elevation. Defined as road cross section at a given position on the road reference line.

Road Grade. Grade is the rate of change of the vertical alignment, at the center of the road.

**Routine Property Maintenance.**

Activities conducted to maintain a property in its existing condition, including mowing, removal of weeds, trimming or removal of vegetation, and minor landscaping, provided such activities do not involve grading, excavation, use of mechanized equipment that disturbs soil, removal of root systems, or alteration of existing grade or drainage patterns.

RV (Recreational Vehicle). A vehicle, such as a Class A, B, or C RV, a RV Folding Trailer, RV Travel Trailer, Fifth Wheel Travel Trailer, or a truck camper mounted or un-mounted inside of a truck bed, primarily used for leisure activities, traveling and recreational activities.

Sandwich Board. Signboard consisting of two (2) hinged boards that hang and/or sit front and back from the shoulders of a walker and/or are placed on the ground, that are used to display advertisements.

~~**Setback:** The areas measured from the property line to any structure, within which building is prohibited, but which may include driveway area (s) as designated (i.e. the distance a building or impervious surface must be from all of the boundary lines).~~

shall mean the minimum required horizontal distance measured perpendicularly from a property line to the nearest point of any building, structure, or impervious surface. No portion of a building, structure, or other impervious surface may encroach into a required setback unless expressly permitted by the Town of Alpine's Land Use and Development Code or applicable ordinances, such as allowances for vehicular access, driveways, or parking pads.

**Shed.** A structure/building for storage.

**Short-Term Rental (STR):** A use in which a dwelling unit, or portion thereof, is rented to transient occupants for periods of less than thirty (30) consecutive days.

For the purposes of this Code, a Short-Term Rental shall be considered a form of **transient lodging use** and shall not be interpreted as a residential use unless expressly permitted.

**Side Yard.** Portion of a property that runs perpendicular to the front and side yards.

**Silt Fence.** Temporary sediment control device typically used in combination with sediment basins and sediment traps, as well as erosion controls, which are designed to retain sediment in place where soil is being disturbed by construction processes. A typical fence consists of a piece of synthetic filter fabric stretched between a series of wooden or metal stakes.

**Single Family Dwelling Unit.** One (1) family or non-family household occupies the single-family dwelling unit; limited to stick-built homes, manufactured homes and modular homes. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; provided no separate kitchen is provided.

~~**Site Plan.** An illustration or construction document submitted with the application for *permit* depicting a proposed land use which shall be prepared to a defined map scale, identifies the general location of the project site, project development site boundaries showing the size and location of new construction and/or existing structures, utilities, snow storage, proposed vehicular access to the project development site, as well as identifies and locates the proposed land uses.~~

A scaled, detailed drawing or construction document that depicts the existing and proposed conditions of a property for the purpose of evaluating development, construction, or land use activity. A Site Plan shall illustrate the project location; property boundaries and dimensions; required setbacks; the size and location of existing and proposed structures; utilities and utility connections; easements and rights-of-way; vehicular access, circulation, and parking areas; landscaping; snow storage areas; grading and drainage patterns, including stormwater management features; finished floor elevations and general site elevations, where applicable; and proposed land uses.

A Site Plan shall include sufficient detail for the Town of Alpine to determine compliance with applicable codes, standards, and regulations. Additional information or engineered plans prepared by a Wyoming-licensed professional may be required based on the scope and complexity of the project.

A Site Plan is intended to represent site conditions in three dimensions, including vertical relationships above and below ground, where necessary for proper evaluation of development impacts.

**Sleeping Quarters.** Rooms where people sleep, such as bedrooms in a house, or separate rooms in a larger building or complex.

**Snow Fence.** A temporary fence to prevent blowing and drifting snow.

**Stair.** A change in elevation, consisting of one or more risers.

**Storage Building.** A detached building located on a parcel of land that is used to support the primary use of a principal building, located on the same lot as the primary structure/building.

**Street.** A public or private transportation facility which affords public access to adjacent properties and/or other parts of the community.

**Street – Right of Way.** The legal right established by usage or grant, to pass along a specific route through grounds or property belonging to another.

**Structure.** A new, extended, expanded, or renovated building constructed on a property.

- (a) **Permanent:** A structure fixed to the ground by any of the various types of foundations, slabs, piers, poles, or other means allowed by building codes.
- (b) **Temporary:** A type of building, tent and/or greenhouse that is used for a limited period of time – this could be for an event, or a warehouse needed to store seasonal stock for a retail shop.

**Square Footage** shall mean the total floor area of all heated or potentially habitable spaces with a ceiling height of seven (7) feet or greater, measured horizontally between the exterior surfaces of outside walls or between the exterior surfaces of outside walls and the centerline of party walls. Square Footage shall also include all garage space, whether attached or detached, for the purpose of permitting and fee calculations and includes all enclosed floor areas that are suitable or intended for occupancy or conditioned use.

**Temporary Foundation** shall mean a non-permanent support system intended to provide short-term stability for a structure and that is not designed to meet the requirements of a Permanent Foundation. A Temporary Foundation may include, but is not limited to, skids, blocks, piers, or other non-continuous supports that do not include continuous footings (footers) and stem walls and that are not affixed to the site in a manner that prevents movement, uplift, or displacement. A Temporary Foundation is suitable only for structures intended to be temporary in nature and shall not be used for any structure requiring a Permanent Foundation under Town of Alpine regulations.

**Temporary Structure** shall mean any structure intended to be placed, installed, or used on a site for a period of **365 days or less**. All Temporary Structures must receive prior approval from the **Town of Alpine**, and the **Building Official** must review and approve the design, adequacy, and safety of the structure’s foundation or support system before installation or occupancy. Temporary Structures are not required to meet the standards of Permanent Structures but must be constructed and supported in a manner that ensures public safety and stability for the duration of their approved use.

**Topographical Site Plan.**  
A scaled drawing depicting the existing physical characteristics of a property, including contour lines, elevations, natural features, and existing improvements, used to illustrate existing site conditions.

**Townhome:** An attached single-family home that has a common wall with an adjacent single-family home. This type of housing is sometimes referred to as a duplex or twinhome.

**Townhouse:** A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof with open space on at least two sides.

**Transient.** Occupancy of a dwelling unit or facility with 10 or fewer occupants staying or working in a place for only a short period of time, time not to exceed five (5) consecutive days.

**Utility Systems.** Means any of the following: A system for the treatment or supply of water. A system for the collection or treatment of wastewater. A system for the generation or supply of steam, hot water, and chilled water. A system for the supply of natural gas. A system for the transmission of telecommunications.

**Use.** The purpose for which a parcel of land or building is utilized.

**Vehicular Parking Area.** An off-street area containing a paved surface designated parking stall, and appropriate signage for the parking of motor vehicles.

**Violations:** The act of doing something that is not allowed by a law/ordinance, or code.

**Wall.**

- (a) **Retaining.** A wall not laterally supported at the top, that resists lateral soil load and other imposed loads.
- (b) **Load bearing.** A wall supporting any vertical load in addition to its own weight.
- (c) **Nonbearing.** A wall which does not support vertical loads other than its own weight.

Water-Resistive Barrier. A material behind an exterior wall covering that is intended to resist liquid water that has penetrated behind the exterior covering from further intruding into the exterior wall assembly.

Xeriscaping. A landscaping method that makes routing irrigation unnecessary. It uses drought-adaptable and low-water plants as well as soil amendments such as compost and mulches to reduce evaporation.

Yard, Front, Side, or Rear. Required open space area on an occupied lot which is defined via minimum setback requirements from property lines.

Zoning Administrator. A person who is an authorized individual (and/or their representative) to manage the practices, policies and regulations of the operations of the Zoning Commission.

Zoning District. A land use zoning designation for selected geographical areas within the Town of Alpine.

# Town of Alpine

## Building Application Processing Schedule

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### 1. Purpose

The purpose of this Building Application Processing Schedule is to establish a clear, consistent, and administrable process for the submittal, review, approval, issuance, validity, and enforcement of building-related applications, permits, and affidavits administered by the Town of Alpine.

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### 2. Applicability

This Processing Schedule applies to all building applications, permits, affidavit applications, and related development approvals processed by the Town of Alpine, unless otherwise specifically provided by ordinance, resolution, or formal condition of approval.

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### 3. Processing Fees

Processing fees for building applications, permits, and affidavit applications are based on the average cost of review and administration by the Town, including but not limited to:

- Planning and Zoning Administrator
  - Planning and Zoning Commission
  - Town Engineer
  - Town Building Official
  - Town Attorney
  - Town Clerk
  - Planning and Zoning Secretary
- 

### 4. Water and Sewer Connection Fees

As part of the application process, and prior to issuance of a building permit, all applicable water and sewer connection fees shall be paid in full.

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## **5. Fee Schedule; Payment; Refunds**

Fees shall be established by Town ordinance and set forth in the most current version of the Town of Alpine Building Department Fee Schedule.

All required fees, including building permit fees and water and sewer connection fees, shall be due at the time of submittal unless otherwise authorized by the Town.

All fees are non-refundable. No waiver of fees shall be permitted unless authorized by ordinance or formal action of the Town Council.

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## **6. Application Completeness**

Applications shall be submitted in a form approved by the Town and shall include all materials, plans, reports, and supporting documentation required for review.

An application shall not be deemed complete until all required materials and fees have been received.

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## **7. Application Validity**

Applications shall remain valid for ninety (90) days from the date of submittal.

One (1) extension of up to ninety (90) additional days may be granted upon written request submitted prior to expiration and upon a showing of justifiable cause.

If all required materials are not submitted within the allowed time frame, the application shall expire and the applicant shall be required to submit a new application and pay all applicable fees.

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## **8. Permit Validity**

### **8.1 Commercial Permits**

Issued commercial permits shall be valid for one (1) year from the date of issuance and may be granted one (1) extension of up to one (1) additional year upon a showing of justifiable cause.

If the project is not completed within two (2) years, the applicant shall be required to reapply and pay all applicable fees.

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## **8.2 Multi-Family Residential Permits**

Issued multi-family residential permits shall be valid for one (1) year from the date of issuance and may be granted up to two (2) one (1) year extensions upon a showing of justifiable cause.

If the project is not completed within three (3) years, the applicant shall be required to reapply and pay all applicable fees.

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## **8.3 Single-Family Residential Permits**

Issued single-family residential permits shall be valid for one (1) year from the date of issuance and may be granted up to two (2) one (1) year extensions upon a showing of justifiable cause.

If the project is not completed within three (3) years, the applicant shall be required to reapply and pay all applicable fees.

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## **8.4 Remodel, Addition, and Garage Permits**

Issued remodel, addition, and garage permits shall be valid for one (1) year from the date of issuance and may be granted up to two (2) one (1) year extensions upon a showing of justifiable cause.

If the project is not completed within three (3) years, the applicant shall be required to reapply and pay all applicable fees.

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## **8.5 Affidavits**

Issued affidavits shall be valid for six (6) months from the date of issuance and may be granted one (1) extension of up to six (6) additional months upon a showing of justifiable cause.

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## **8.6 Other Permit Types (Catch-All)**

Issued permits not specifically identified above shall be valid for one (1) year from the date of issuance.

Such permits may be granted one (1) extension of up to one (1) additional year upon a showing of justifiable cause.

If the project is not completed within the allowed time frame, the permit shall expire and the applicant shall be required to reapply and pay all applicable fees.

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## **9. Expiration and Reapplication**

Any application or permit that expires without an approved extension shall be deemed null and void.

Upon expiration, the applicant or permit holder shall be required to submit a new application, updated materials, and all applicable fees before further review, approval, or work may proceed.

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## **10. Additional Cost Recovery; Case-by-Case Fees**

If any established fees do not fully cover the total cost of processing an application, the Town may assess additional fees on a case-by-case basis.

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## **11. Work Without Permit; Violations and Penalties**

Any person who commences building development or remodeling requiring a permit without first obtaining such permit shall be in violation of this Land Use and Development Code.

Such person shall be required to pay:

- Double the required permit fee;
- All costs associated with the Town's investigation of the violation; and
- Any costs associated with hearings to abate the violation, including reasonable attorney, engineer, inspector, and surveyor fees.

Payment of such fees shall not:

- Relieve the person from full compliance with this Code;
- Constitute approval of the work; or
- Preclude enforcement action for the violation.

This provision shall not apply to emergency work, as identified in Article 3.3, Section 3-303 (Facility Repairs), where there is or would have been an unreasonable delay in obtaining a permit.

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## **12. Permit Transferability**

Permit fees may be transferred, provided the associated application and/or permit has not expired.

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## **13. Compliance With Current Standards**

Any application resubmitted after expiration, or any permit extension requiring substantial revisions, may be reviewed under the ordinances, resolutions, fee schedules, and construction standards in effect at the time of resubmittal or extension approval.

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## **14. Administration**

The Town of Alpine shall have the authority to administer and interpret this Processing Schedule consistent with applicable ordinances, resolutions, adopted fee schedules, and Town procedures.

**TOWN OF ALPINE, WYOMING  
RESOLUTION NO. 2026-\_\_\_**

**A RESOLUTION ESTABLISHING PERMIT REVIEW AND PROCESSING  
SCHEDULES AND AUTHORIZING ADMINISTRATIVE UPDATES**

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**WHEREAS, the Town of Alpine is responsible for administering permits, applications, and development approvals in accordance with the Town of Alpine Land Use and Development Code; and**

**WHEREAS, the Town has implemented and continues to develop an online permitting system to improve efficiency, transparency, and customer service; and**

**WHEREAS, the Town recognizes the need to establish general expectations for permit review timelines while maintaining flexibility to account for project complexity, staffing levels, and workload; and**

**WHEREAS, rigid timelines established by ordinance may create unintended legal obligations and administrative burdens; and**

**WHEREAS, it is in the best interest of the Town to adopt permit processing schedules by resolution or administrative policy to allow for periodic updates and adjustments as needed.**

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**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING:**

**Section 1. Establishment of Permit Processing Schedules**

The Town hereby establishes that permit review timelines and processing schedules shall be maintained by the Town as an administrative policy or schedule, which may be updated from time to time to reflect operational needs and service goals.

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**Section 2. Administrative Authority**

The Planning and Zoning Administrator, in coordination with the Building Official, Public Works Director, and other applicable Town staff, is authorized to develop, implement, and update permit processing schedules, internal workflows, and review timelines as necessary to ensure efficient and effective administration of permits and development applications.

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**Section 3. Nature of Processing Timelines**

Permit review timelines are intended to serve as general guidance for applicants and staff. The Town shall make reasonable efforts to process applications in a timely manner; however, such timelines are not mandatory and shall not be construed as creating a right to approval, automatic approval, or vested rights.

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**Section 4. Applicability**

This Resolution applies to all permit types, applications, and development review processes administered under the Town of Alpine Land Use and Development Code, including but not limited to building permits, minor construction permits, temporary use permits, right-of-way permits, and affidavit permits.

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**Section 5. Coordination with Land Use and Development Code**

This Resolution is intended to support and supplement the procedures set forth in the Town of Alpine Land Use and Development Code. In the event of any conflict, the provisions of the Code shall control.

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**Section 6. Effective Date**

This Resolution shall take effect immediately upon adoption.

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**PASSED, APPROVED, AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2026.

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**TOWN OF ALPINE, WYOMING**

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Mayor

ATTEST:

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Town Clerk