



## PLANNING & ZONING MEETING

February 13, 2024 at 7:00 PM  
250 River Circle - Alpine, WY 83128

### AGENDA

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1. **CALL TO ORDER:**
2. **ROLL CALL & ESTABLISH QUORUM:**
3. **NOMINATIONS: CHAIRPERSON AND VICE-CHAIRPERSON FOR CALENDAR YEAR 2024:**
4. **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
  - a. **Lasher, Christine & Christopher: Lot #4 - Greys River Valley, 334 Meadows Drive - (#R2-01-24) - Multi Unit Residential Building**
  - b. **Hafeez Addition: Lot #1 - Hafeez Addition to the Town of Alpine - (#RE-Plat-01-24) - Simple Subdivision Replat – Staff Report**
5. **TABLED ITEMS:**
  - a. **Tienda La Mexicana (Saloman Marquina): Lot 608 Lakeview Estates “C”, 141 US Highway 89 (#RE-05-23) – Interior Remodel**
6. **DISCUSSION AND/OR CORRESPONDENCE ITEMS:**
  - a. **Planning/Zoning Discussion Items:**
    - o MEP Project
    - o Shidner Site Plan
    - o Building Permit Fees Discussion
    - o Recommendation of changes to Town of Alpine LUDC
7. **UNFINISHED/ONGOING BUSINESS:**
8. **APPROVAL OF MINUTES:**
  - December 12th, 2023 - Regular Meeting Minutes
  - December 12th, 2023 - Public Hearing Minutes
9. **TOWN COUNCIL ASSIGNMENT:**
10. **ADJOURN MEETING:**

*Apply date  
January 9, 2024*

*Apply date  
October 2023*



**Town of Alpine**

Town of Alpine  
P & Z Commission

DEC 04 2023

RECEIVED

# MULTI UNIT

# RESIDENTIAL BUILDING PERMIT APPLICATION

Permit applications are DUE now LATER than 4:00 PM  
on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month

P&Z Commission meets on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month (during the months of May – October) at 7:00 pm.  
P&Z Commission meets on the 2<sup>nd</sup> Tuesday of the month (during the months of November - April) at 7:00 pm.

Meeting appointments will not be scheduled, until all the associated paperwork has  
been submitted (as identified on the permit checklist) along with the payment of all  
the required fees.

NO EXCEPTIONS WILL BE GIVEN

Permit Applications are valid for 90 days from the submitted date to the Town Office.

There are no refunds on building application fees.

*The Property Owner or a  
Representative must be present for  
your permit to permit to be approved!*





# MULTI UNIT RESIDENTIAL BUILDING

## Permit Application


INFORMATION TO BE PROVIDED BY APPLICANT ~ PLEASE FILL IN ALL BLANKS


**PROJECT NAME:**

Physical Address: 334 Meadows Road, Alpine WY 83128 <i>334 Meadows Drive</i>				
Legal Description (Lot # and Subdivision): Lot 4 Grey's River Valley Subdivision - Parcel # 37182941600400				
Description of Work: 5 Plex Town House - Additional Multi Unit Housing Complex on Lot 4 - <i>Additional Construction</i>				
Proposed Building Use: Residential Rental Units				
Estimated Valuation of Work: \$2 Million				
Floor Area per Unit: 1856 sq ft	First Flr: 4605 (all 5 units)	Second Flr. 4605	Third Flr: None	Basement: None
Total Number of Units: 5 Five				
Total Unit Square Footage: 9210				
Overall Total Project Square Footage: 9210 <i>Elmwood Address: Lashcon Construction.com</i>				

**APPLICANT/CONTRACTORS AND/OR CONSULTANTS:**

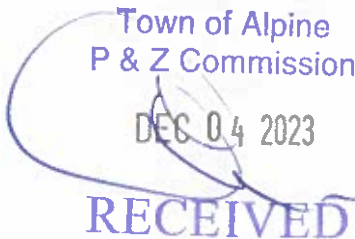
Owner: Chris & Christine Lasher	Phone: (307)413-4581
Mailing Address: PO BOX 3534, , ALPINE, WY 83128	
Contractor: Lashcon / Lasher Construction	Phone: <i>Same</i>
Mailing Address:	
Excavating Contractor: TBD	Phone:
Mailing Address:	

Electrical Contractor: TBD	Phone:
Mailing Address:	
Plumbing Contractor: TBD	Phone:
Mailing Address:	
Mechanical Contractor: TBD	Phone:
Mailing Address:	
<b>Authorized Representative if different from Owner:</b> Rachel Ravitz, coRRnice Architecture LLC	
<b>Signature of Owner or Authorized Representative:</b> 	<b>Date:</b> 4-26-2023

 12/04/23  
CHRIS LANGE

**FOR USE BY TOWN:**

<b>Date Received:</b>	<b>Permit #:</b>	<b>Property Zoning:</b>
<b>Permit Fees:</b>	<b>Paid Fees: (Check#/Cash)</b>	<b>Scheduled Meeting Date:</b>
<b>Fire Sprinklers Required: (Yes/No)</b>	<b>Business Licenses:</b>	
<b>Application Completed:</b>	<b>Employee Review:</b>	<b>Application Return Date:</b>
<b>Town Inspector Submittal Date:</b>		

Town of Alpine  
P & Z Commission  
DEC 04 2023  
  
**RECEIVED**



# Town of Alpine

## Multi Unit Residential Building Permit

### CHECKLIST

There will be NO guarantees of being on the P & Z Agenda if...

- o Your application is turned in after the deadline date/day; or,
- o If your Multi Unit Residential building packet (application, checklist, fee payments, all required information, etc.,) is not completed and/or submitted; or,
- o Your review is found to be incomplete and/or not approved by the Town Building Official.

Owner: Christopher and Christine Lasher Phone #'s: (307)413-4581

Lot#/Subdiv. Lot 4 Greys River Valley Physical Address: 334 Meadows Road

You may submit your Building Application Packet by mail to: PO Box 3070, Alpine, WY 83128  
Or deliver in person to: 250 River Circle, Alpine, WY 83128

#### #1 - REVIEW AND COMPLETE ALL APPROPRIATE AREAS: PLACE A CHECK MARK ONCE COMPLETED:

- ALL information is filled out and submitted as requested by the Town of Alpine;
- ALL Contractors/Subcontractors obtained a Town of Alpine Business License;
- Requested Water Main Locate prior to ANY digging (Owner's Responsibility);
- Requested all other utility(electrical, phone, etc) lines located prior to ANY digging (Owner's Responsibility)
- Must have written approval from Homeowner's Association on Building Plans (if Applicable)

#### #2 - GETTING A BUILDING PERMIT:

- Multi Unit Residential Building Permit Application Completed and Signed;
- Multi Unit Residential Building Checklist Completed and Signed;
- Water Connection Application Completed and Signed; Not found on-line
- Sewer Connection Application Completed and Signed;
- Deed Copy of Warranty Deed in owner's name that appears on the residential building permit application, & if applicable the Surveyor's written Verification of Lot Dimensions Applicable?
- Owner must read and sign Multi Unit Residential Building Permit Instructions;
- Payment of Permit Fees, which **MUST** be paid when submitting the Building Permit Application;  
**\*\*\*See Fee Schedule \*\***
- Water and Sewer Fees paid in full; \*\*\*See Fee Schedule \*\* **Separate Checks are required for Water, Sewer and Building Permit Fees \*\*** **ALL FEES ARE NON REFUNDABLE**

#### SUBMITTAL REQUIREMENTS:

##### SITE PLAN TO BE PUT ON 11" X 17" PAPER SIZE AND MUST CONTAIN:

- Setback distances;
- All Property Line & measurements according to surveyor's dimensions;
- Location & Dimensions of ALL buildings (home, garage, yard hydrants, propane tanks etc.) Dimensions must include exact perimeter of all proposed building(s) – include any recessed areas when documenting perimeter;
- Location of utility connections;
- N.A. Location of all recorded easements;
- Proposed Landscaping and Snow Storage Areas/Requirements as stated in Land Use and Development Code;

Property Owner

Initials:

CGL

X Proposed Vehicular Parking Requirement as stated in Land Use and Development Code;

**THREE (3) FULL SETS OF STRUCTURAL PLANS {2' x 3' IN SIZE} (MUST BE STAMPED BY A WYOMING LICENSED ENGINEER) - (MINIMUM SCALE 1/4" - 1');**

- \_\_\_\_\_ Detailed Building Elevations (All Units);
- \_\_\_\_\_ Detailed Floor Plan;
- \_\_\_\_\_ Detailed Wall Sections;
- \_\_\_\_\_ Detailed Utilities {Plumbing, HVAC Systems, etc.,} and Electrical Plan;
- \_\_\_\_\_ Detailed Footing/Foundation Plan and Building Material to be Used;
- \_\_\_\_\_ Detailed Roof Plan and Building Material to be Used;
- \_\_\_\_\_ Detailed Insulation Schedule {Energy Code, Rescheck or Comcheck Used};
- \_\_\_\_\_ Detailed Window and Door Schedules/Identifications;
- \_\_\_\_\_ Detailed Radon Mitigation System Identified;

**ADDITIONAL SUBMITTALS NEEDED:**

- \_\_\_\_\_ Any Additional information and/or attachments as stipulated by the Wyoming Licensed Engineer associated with the project;
- \_\_\_\_\_ Read Propane Tank Regulations (if applicable) Refer to Chapter 38 of IFC;
- \_\_\_\_\_ Application for State of Wyoming Department of Fire Prevention & Electrical Safety (if applicable);

Please note that the Town of Alpine has adopted the **2018 International Building Codes**; refer to the adopted codes for additional information; in addition, please review the Town Adopted Building Code Ordinances located on our website for any exceptions granted by the Town of Alpine to the Adopted Building Codes.

**#3 - TOWN RESPONSIBILITIES:**

- \_\_\_\_\_ Town Building Official approves plans, by conducting a plan review;
- \_\_\_\_\_ Planning & Zoning Board approves Multi Unit Residential Building Permit.

**#4 - PROPERTY OWNER PREPARATIONS:**

**ON-SITE SETBACK INSPECTION:**

- \_\_\_\_\_ Clearly string & stake the EXACT dimensions of the home, garage, and any other structures. *\*All Dimensions on the ground **MUST MATCH your Site Plan**;*
- \_\_\_\_\_ Property stakes: All property monuments/surveyor pins must be exposed and visible; Property lines must be strung & staked - Wooden stakes without Surveyors Monuments will not be accepted.
- \_\_\_\_\_ **Town Building Official verifies the site preparation/plan by conducting an on-site inspection;**

**CERTIFICATE OF PLACEMENT:**

A Certificate of Placement must be obtained by a Wyoming Licensed Surveyor **BEFORE** your foundation is poured. This certificate must be submitted to the Town Office, before you will be allowed to move forward with your project.

**BUILDING/PROJECT INSPECTIONS:**

Refer to the inspection schedule for the complete list of scheduled inspections for your project. **IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR INSPECTIONS; a minimum of 48 hours notice is suggested. FAILURE TO NOTIFY THE TOWN OFFICE OF SCHEDULED INSPECTIONS MAY RESULT**

Property Owner

Initials: *CGL*

**IN ADDITIONAL INSPECTION CHARGES, FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT WAS INSTALLED BUT NOT BEEN INSPECTED.**

**TEMPORARY CERTIFICATE OF OCCUPANCY**

A Temporary Certificate of Occupancy will be issued upon completion of all the final building construction. A Temporary Certificate of Occupancy will be valid for a period of one (1) year from the date of issuance. The temporary certificate will be issued until all landscaping, vehicular parking, storage and snow storage requirements are completed, as per the applicant's site plan requirements, or to at least to the minimum standards as established in the Land Use and Development Code Regulations. **Applicant is to notify the Town office once all requirements have been met.**

**CERTIFICATE OF OCCUPANCY:**

Upon final completion of all of the multi unit residential building requirements; *a final inspection will be completed, it is the applicant's responsibility to contact the Town Office to schedule the final inspection to receive your Certificate of Occupancy.* A Certificate of Occupancy represents the building can be **permanently** occupied.

**\*For more thorough information and instructions:** *Refer to the current version of the adopted Town Ordinance of the International Building Code {IBC} and/or International Residential Code {IRC} in addition refer to the Alpine Land Use and Development Code Ordinance; plus the Adopted Building Code Ordinances.*

*These can be found on our website at: [www.alpinewy.org/planningandzoning](http://www.alpinewy.org/planningandzoning).*

***Yes, I received, completed and understand the Multi Unit Residential Permit Checklist.***

  
\_\_\_\_\_  
Property Owner Signature

12/04/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Contractor Signature (if applicable)

12/04/23  
\_\_\_\_\_  
Date

<b>Office Use Only:</b>	
Received By:	Date:
All Items have been Completed & Application Accepted:	
Incomplete Application Returned:	
Scheduled for P&Z Meeting:	

Property Owner  
Initials:

CSL



# REPLAT PERMIT APPLICATION

CHECK ONE: (x) SIMPLE ( ) MINOR ( ) MAJOR

### Owner Information:

Owner:

Rehman Hafeez

Phone: 310-808-5905

Mailing Address:

23040 Cumorah Crest Drive, Woodland Hills, California 93164

Project's Physical Address:

Legal Description (Lot#, Block, Tract & Subdivision):

T37N R118W Section 20

Land Surveyor Engineer (must be registered in the State of Wyoming):

Surveyor Scherbel, Ltd. PO Box 725, Afton, WY. 83110

Attached additional information Page, if needed

### Description of Proposal & Purpose:

The applicant, Rehman Hafeez, is currently in the process of annexing his property into the Town of Alpine under the MRC - Mixed Residential and Commercial District. The property is located at the intersection of Wintergreen Drive and U.S. Highway 89 and lies between Wintergreen Drive and Old Alpine County Road No. 12-100. The property is approximately 10.05± acres and the applicant is applying for a permit to divide the property into two (2) commercial/multi-family lots.

### Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner:	<i>see attached</i>	Mailing Address:
Owner:		Mailing Address:
Owner:		Mailing Address:
Owner:		Mailing Address:
Owner:		Mailing Address:
Owner:		Mailing Address:
Owner:		Mailing Address:
Owner:		Mailing Address:

Signature of Owner (Authorized Representative):

*James DeLora, Surveyor Scherbel*  
FOR TOWN USE ONLY

Date:

*12/1/2023*

Date Received:	Permit #:	Zoning:
Permit Fees:	Paid: (Check #/Cash)	Date Paid:
Town Surveyor Review:	Town Engineer Review:	Fire Dept. Review:



# Town of Alpine Legal Notice Request for a Simple Re-Plat

Notice is hereby given that on January 15, 2024; applicant Rehman Hafeez, has filed a replat application with the Town of Alpine, requesting a simple subdivision replat of the property known as the Hafeez to the Town of Alpine, which will encompass a total area of 10.05 +/- acres of land, within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming.

The subject property will be divided into two (2) lots; Lots #1 encompass an area of 2.30 +/- acres of land and Lot #2 will encompass an area of 7.75 +/- acres of land.

The property is located on the northwest side of Wintergreen Drive and US Highway 26/89 (Alpine Junction); {the property lies between Wintergreen Drive and Old Alpine – County Road No. 12-100}. The property is currently zoned as Mixed Residential and Commercial (MRC). Allowable uses are found in Part 3 of the Land Use and Development Code (LUDC) available on the Town of Alpine Website at:

**[alpinewy.gov/government/planning-zoning/land-use-development-code](http://alpinewy.gov/government/planning-zoning/land-use-development-code)**

A conceptual map of the replat is attached for review. The Planning and Zoning Administrator and/or Planning & Zoning Commission will take comments on the replat up until Monday, February 12<sup>th</sup>, 2024, by 4:00 p.m.

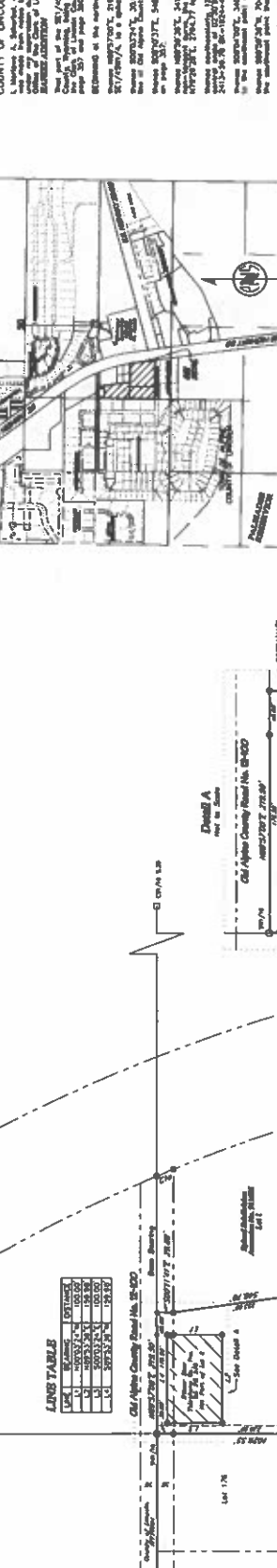
Simple subdivision regulations do not require a public hearing; however, notice has been given to all property owners located within a five hundred (500) foot radius of the proposed replat. The replat application and an advanced plat will be presented to the Planning and Zoning Commission at their scheduled meeting on February 13, 2024, with recommendations for approval, approval with contingencies or denial of the replat application/map. If approved a final plat map will be recommended for authorized signature by the Town Council, at their February 20<sup>th</sup>, 2024, Town Council Meeting.

Contact the Alpine Town Hall Office at (307) 654-7757, extension #7 for additional information and/or to submit your comments. Written comments can be submitted to:

Christine Wagner, Zoning Administrator  
Town of Alpine  
PO Box 3070 - Alpine, WY 83128  
Email Address: [planning @alpinewy.gov](mailto:planning@alpinewy.gov)

# HAFEEZ ADDITION LOCATION MAP T37N

CERTIFICATE OF SURVEYOR  
STATE OF WYOMING  
COUNTY OF LINCOLN



LOCATION MAP  
T37N

### CERTIFICATE OF OWNERS

STATE OF WYOMING  
COUNTY OF LINCOLN

The undersigned hereby certify that the addition of lots 126 through 134 in the Hafeez Addition to the Town of Alpina, County of Lincoln, Wyoming, as shown on the plat attached hereto, and which is subject to the mortgage as herein stated, is the true and correct plat of said addition and that the same was lawfully and lawfully prepared by me in accordance with the laws of this State.

The lot and area of the addition shall be the same as set forth in the plat attached hereto, and shall be subject to the mortgage as herein stated.

The lot and area of the addition shall be the same as set forth in the plat attached hereto, and shall be subject to the mortgage as herein stated.

### CERTIFICATE OF MORTGAGEES

STATE OF WYOMING  
COUNTY OF LINCOLN

The undersigned hereby certify that we are the mortgagees of the addition of lots 126 through 134 in the Hafeez Addition to the Town of Alpina, County of Lincoln, Wyoming, as shown on the plat attached hereto, and which is subject to the mortgage as herein stated, and that the same was lawfully and lawfully prepared by us in accordance with the laws of this State.

The lot and area of the addition shall be the same as set forth in the plat attached hereto, and shall be subject to the mortgage as herein stated.

**LAND TABLE**

LOT	ACRES	SQUARE FEET
126	0.53	36,000
127	0.53	36,000
128	0.53	36,000
129	0.53	36,000
130	0.53	36,000
131	0.53	36,000
132	0.53	36,000
133	0.53	36,000
134	0.53	36,000

**CURVE TABLE**

CHORD	CENTRAL ANGLE	RADIUS	CHORD BEING SUBTENDED	TANGENT	ARC
0-10	2.06	286.45	10.00	3.95	17.18
0-20	4.12	143.23	20.00	7.90	34.36
0-30	6.18	95.48	30.00	11.85	51.54
0-40	8.24	71.62	40.00	15.80	68.72
0-50	10.30	57.29	50.00	19.75	85.90

**CERTIFICATE OF ACCEPTANCE**  
STATE OF WYOMING  
COUNTY OF LINCOLN

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**CERTIFICATE OF RECOGNITION**  
STATE OF WYOMING  
COUNTY OF LINCOLN

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**LAND USE TABLE:**

**OWNERS:** Hafeez A. Khan, 2023, 8574, State of Wyoming, Lincoln County, Wyoming

**SURVEYOR:** Hafeez A. Khan, License No. 8574, State of Wyoming, Lincoln County, Wyoming

**DATE:** 08/28/2023

**CERTIFICATE OF ACCEPTANCE**  
STATE OF WYOMING  
COUNTY OF LINCOLN

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**ADVANCE PLAT - SUBJECT TO CORRECTION AND APPROVAL**

**CERTIFICATE OF RECOGNITION**  
STATE OF WYOMING  
COUNTY OF LINCOLN

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**SURVEYOR SCHERBEL, L.T.D.**  
PROFESSIONAL LAND SURVEYOR

**LEGEND:**

- Section 2 Containing Right of Easement
- Section 3 Containing Right of Easement
- Section 4 Containing Right of Easement
- Section 5 Containing Right of Easement
- Section 6 Containing Right of Easement
- Section 7 Containing Right of Easement
- Section 8 Containing Right of Easement
- Section 9 Containing Right of Easement
- Section 10 Containing Right of Easement
- Section 11 Containing Right of Easement
- Section 12 Containing Right of Easement
- Section 13 Containing Right of Easement
- Section 14 Containing Right of Easement
- Section 15 Containing Right of Easement
- Section 16 Containing Right of Easement
- Section 17 Containing Right of Easement
- Section 18 Containing Right of Easement
- Section 19 Containing Right of Easement
- Section 20 Containing Right of Easement

SCOTT A. SCHERBEL  
Professional Land Surveyor  
Wyoming Registration No. 3689  
Utah Registration No. 372111  
Idaho Registration No. 8026

MARLOWE A. SCHERBEL  
Professional Land Surveyor  
Wyoming Registration No. 5368

KARL E. SCHERBEL  
Professional Land Surveyor  
Wyoming Registration No. 11810  
Idaho Registration No. 13493  
Certified Federal Surveyor No. 1223

# SURVEYOR SCHERBEL, LTD. PROFESSIONAL LAND SURVEYORS

EST. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

## ADDRESS

**BIG PINEY OFFICE**  
Box 96, 283 Main Street  
Big Piney-Marbleton, Wyoming 83113

**AFTON OFFICE**  
Box 725, 46 West 3rd Avenue  
Afton, Wyoming 83110

## TELEPHONE

**307-276-3347**  
**307-276-3348 (Fax)**

**307-885-9319**  
**307-885-9809 (Fax)**

SUSA Section 4, Itemb.  
Big Piney Office Manager

JAMIE DECORA  
Afton Office Manager

Jackson, WY  
Direct to Big Piney Office  
307-733-5903 & Fax

Lava Hot Springs, ID  
Direct to Big Piney Office  
208-776-5930 & Fax

Montpelier, ID  
Direct to Afton Office  
208-847-2800 & Fax

Revised: 5 December 2023  
1 December 2023

### VIA: Email and USPS

Mayor Eric Green  
Town of Alpine  
P.O. Box 3070  
Alpine, Wyoming 83128

Re: Rehman Hafeez – Replat Application – within Section 20, T37N R118W, within the Town of Alpine, Lincoln County, Wyoming

Dear Mayor Green,

Enclosed please find the following for the above referenced project:

- 1) A Replat Application.
- 2) A copy of the Ownership deed:

Rehman Hafeez - 439 PR 005.

- 3) A list of property owners within 500 feet of the proposed development with mailing addresses based on the most current information from the Lincoln County GIS.
- 4) A print of an advance plat titled, "HAFEEZ ADDITION TO THE TOWN OF ALPINE WITH THE SE¼SW¼ SECTION 20 T37N R118W LINCOLN COUNTY, WYOMING", dated 8 November 2023.



Mayor Eric Green  
Town of Alpine  
1 December 2023  
Page Two

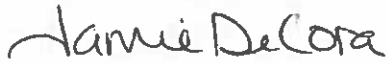
- 5) A reduced 11 X 17 print of item 4) above.
- 6) Check No. 13614 in the amount of \$750.00 for application fees.

The applicant, Rehman Hafeez, is currently in the process of annexing his property into the Town of Alpine under the MRC – Mixed Residential and Commercial District. The property is located at the intersection of Wintergreen Drive and U.S. Highway 89 and lies between Wintergreen Drive and Old Alpine County Road No. 12-100. The property is approximately 10.05± acres and the applicant is applying for a permit to divide the property into two (2) lots for commercial and multi-family use.

Please consider this letter as a request for review and approval of the final plat to be presented to the Alpine Planning and Zoning Board and the Alpine Town Council at their next available meetings.

If you have any questions or if all is not in order, please contact me.

Sincerely,  
SURVEYOR SCHERBEL, LTD.

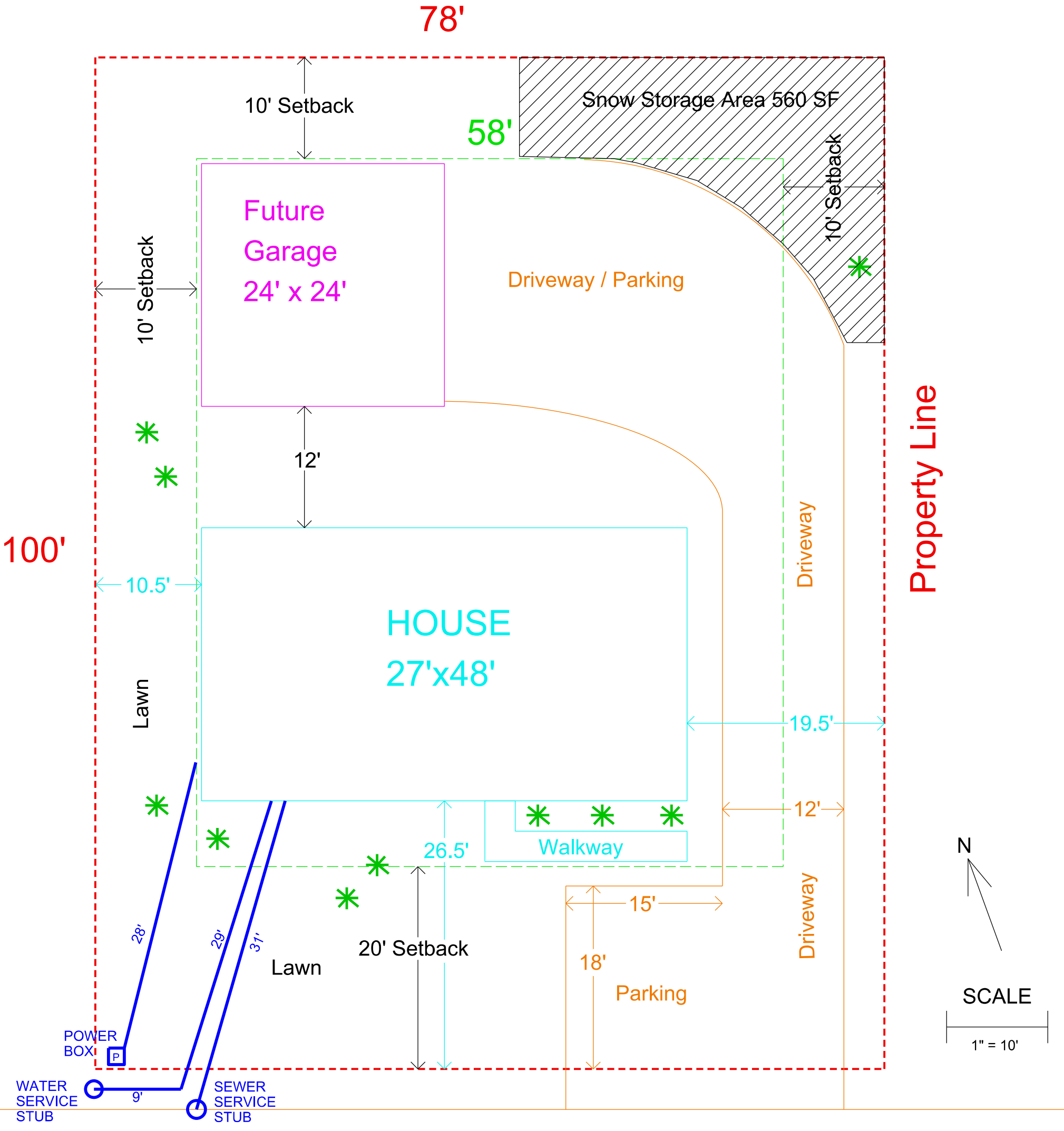


Jamie DeCora

enclosures

cc Rehman Hafeez (via: email)  
Casey Rammell (via: email)

**SHIDNER SITE PLAN**  
**Palis Park Subdivision**  
**Lot 23**  
**183 W. Mill Circle**



Follow Town Regulations for water and sewer separation.

**WEST MILL CIRCLE**

## 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) **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.
  - (6) Adjustments may be considered for sloped or irregular lots.

**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 in accordance with Sections AE 500 and AE 600 of Appendix E of the International Residential Code, or the U.S. Department of Housing and Urban Development Handbook, *Permanent Foundations Guide for Manufactured Housing*, 1996.
  - (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 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) **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.
  - (6) Adjustments may be considered for sloped or irregular lots.

**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) Architectural guidelines outlined in Section 4-504(o) 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) **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.

Manufactured - Modular Housing  
Built Between 2015 – 2023

APPROVED BUILDING PERMITS

<b>Permit #</b>	<b>Build Date</b>	<b>Property Owner</b>	<b>Lot/Subdivision Number</b>	<b>Street Address</b>	<b>Type</b>
R1-02-23	2023	Cornelius	#13 Palis Park	225 River Bench Road	KIT Modular
R1-12-22	2022	Colter	#26 Palis Park	197 Canyon View Drive	Champion Homes (Modular) {No Garage}
R1-04-21	2021	Clayton	#34 Forest Meadows Drive	534 Forest Circle Drive	KIT Modular (Detached Stick Built Garage)
R1-05-20	2020	Gersh	#5 Forest Meadows	551 Forest Circle Drive	Zip Kit Home (Modular) (No Garage)
R1-09-18	2018	Sherman	#14 Palis Park	169 Parkway Drive	Henry's Fork Homes (Manufactured) (Stick Built Attached Garage)
R1-06-18	2018	Weesen	#34 Palis Park	193 Canyon View Drive	Zip Kit Home (Modular) {No Garage}
R1-10-18	2018	Teton Quality Builders	#26 Palis Park	186 Canyon View Drive	Fleetwood Home (Manufactured) {Stick Built Attached Garage}
R1-04-17	2017	Piechel	#231 Lakeview Estates	768 Terrace Drive	Zip Kit Home (Modular) {Detached Stick Build Garage}
R1-05-17	2017	Thrall	#717 Lakeview Estates	174 Trail Drive Road	KIT Modular (No Garage)
R1-04-16	2016	KSW, LLC	#73 Palis Park	218 West Mill Circle	Manufactured Home Clayton/Fleetwood Homes Oakwood Homes (Attached Garage)
R1-04-15	2015	Vonkrosigk	#645C Lakeview Estates	146 Trail Drive Road	KIT Modular (American Homes) {No Garage}

# Town of Afton Permit Fees

SIGN PERMIT APPLICATION: \$75.00

MINOR CONSTRUCTION PERMIT APPLICATION: \$25.00

RESIDENTIAL BUILDING PERMIT: \$100.00

COMMERCIAL BUILDING PERMIT: \$100.00

SUBDIVISION PERMIT APPLICATION: \$150.00

PLANNED UNIT DEVELOPMENT APPLICATION: \$150.00

ZONING CHANGE APPLICATION: \$150.00

ANNEXATION PETITION APPLICATION: \$450.00

VARIANCE APPLICATION: \$150.00

CITY OF DRIGGS

RESOLUTION No. 410-23

FEES & FINES

A RESOLUTION OF THE CITY OF DRIGGS, TETON COUNTY, IDAHO ESTABLISHING ADMINISTRATION, BUILDING & PLANNING, PARKS & RECREATION, AND PUBLIC WORKS FEES & FINES.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DRIGGS, TETON COUNTY, IDAHO, THAT:

The following administration, building & planning, parks & recreation, and public works fees & fines are hereby established beginning October 1, 2023 and thereafter until amended and shall be:

ADMINISTRATION	
BUILDING & PLANNING	
Annexation	\$2,010
De-Annexation	\$1,695
Appeals	\$500
<b>Building Permit</b> (administration, inspection, issuance, & review)	
Demolition	\$100 + \$50/inspection
Extension Request – 6-mns – Maximum Allowed (2)	\$150 or 0.363 of Valuation whichever is higher
Grading	\$100 + \$50/inspection
Phased Approval	\$150/phase
Plan Review (due at time of application); additional review fees may be charged as required	\$100
Re-inspection/inspection not associated with a building permit	\$50/inspection
Stop Work Order	\$500
Temporary Certificate of Occupancy	\$150
Valuation – per ICC published in most recent Building Safety Journal	

CITY OF DRIGGS

(due at the time of permit issuance)	
\$1 - \$50,000	\$100 + \$50/inspection
\$50,0001 - \$250,000	0.7% of Valuation
\$250,001 - \$500,000	0.6% of Valuation
\$500,001 - \$1,000,000	0.5% of Valuation
\$1,000,000 – \$2,500,000	0.4% of Valuation
Over \$2,500,000	0.3% of Valuation
<b>Code Enforcement Violation Inspection</b> (after initial inspection)	\$300
<b>Conditional Use Permit</b>	\$930
<b>Dangerous Building</b> (declared by Council)	\$100 - \$300
<b>Design Review</b>	
Building (no change to subdivision plans)	\$23/1000 sq ft GFA
Site Plan	\$235
Sketch Plan/Minor Remodel	\$125

<b>Parks</b>	
Residential: one bedroom/studio per dwelling unit	\$815.15
Residential: > one bedroom per dwelling unit	\$1,222.75
Multifamily per dwelling unit	\$1,225.75
Nonresidential: Retail per sq ft	\$0.15
Nonresidential: Office per sq ft	\$0.15
Nonresidential: Industrial per sq ft	\$0.15
<b>Streets</b>	
Residential: one bedroom/studio per dwelling unit	\$1,327
Residential: > one bedroom per dwelling unit	\$1,327
Multifamily per dwelling unit	\$872
Nonresidential: Retail per sq ft	\$6.50
Nonresidential: Office per sq ft	\$2.10
Nonresidential: Industrial per sq ft	\$1.55
<b>Floodplain Development</b>	\$50 or actual cost if higher
<b>Height Exception</b>	\$710
<b>Lot Split or Lot Line Adjustment</b> (inside or outside of a plat)	\$680
<b>Sign Permit</b> (per sq ft sign area)	\$1.60
<b>Subdivision</b>	
Concept Plan Review	\$450
Extension Request	\$160
Final Plat (per lot)	\$100
Preliminary Plat	\$2,475
Plat Amendment – Insignificant (not including lot line adjustments)	\$1,185
Plat Amendment - Significant	\$1,805
PUD Amendment	\$710
Short Plat (Preliminary & Final)	\$1,185
<b>Teton County Fire District Inspection</b>	
<b>Building Permit</b>	
Single-Family Residence	\$30
Multifamily Residence	\$100
Commercial/Nonresidential	\$100
Construction Plan Review	
Fire Sprinkler Review/Inspections	\$300
Fire Alarm Review/Inspections	\$200
Commercial Kitchen Suppression	\$100
<b>Subdivision Plan Review</b>	
3-10 Lots	\$250
11 > Lots	\$500
<b>Vacation Application</b>	\$1,215
<b>Variance Application</b>	\$710
<b>Zone Change</b>	
Comprehensive Plan/Ordinance Amendment	\$1,215
5 Acres or less	\$1,215
6-20 Acres	\$1,695
>20 Acres	\$2,175
In addition to minimum Zone Change fees listed above, the City may charge the applicant: publication, filing, postage, & City staff time that exceeds the prescribed application fee	Actual cost
<b>PARKS &amp; RECREATION</b>	
<b>Park Reservation</b> (Tax included) Accepted starting January 15, or closest day, of each Year	

DEVELOPMENT TYPE	PARK & RECREATION FEES	TRANSPORTATION FEES	FIRE & RESCUE FEES
<b>Residential Development (per housing unit by square feet)</b>			
Under 500	\$418	\$1.748	\$422
500 to 999	\$873	\$3.055	\$894
1.000 to 1.499	\$1.142	\$3.821	\$1.163
1.500 to 1.999	\$1.327	\$4.362	\$1.361
2.000 to 2.499	\$1.476	\$4.781	\$1.509
2.500 to 2.999	\$1.597	\$5.129	\$1.631
3.000 to 3.499	\$1.699	\$5.415	\$1.737
3.500 to 3.999	\$1.787	\$5.671	\$1.829
4.000 to 4.499	\$1.861	\$5.887	\$1.905
4.500 to 4.999	\$1.931	\$6.089	\$1.976
5.000 to 5.499	\$1.996	\$6.269	\$2.042
5.500 to 5.999	\$2.051	\$6.430	\$2.098
6.000 or More	\$2.107	\$6.584	\$2.154
<b>Nonresidential Development (per 1,000 square feet)</b>			
Retail	\$0	\$8.423	\$3.600
Office	\$0	\$3.247	\$1.388
Industrial	\$0	\$1.462	\$623
Warehousing	\$0	\$515	\$623
Institutional	\$0	\$3.229	\$1.379
Lodging (per room)	\$882	\$2.747	\$1.024
<b>*Deed restricted affordable housing developments are exempt from all impact fees.</b>			



# SCHEDULE OF FEES

Teton County Planning & Building Services  
P.O. Box 1727, 200 S. Willow Street, Jackson WY 83001  
Phone (307)733-3959 [www.tetoncountywy.gov](http://www.tetoncountywy.gov)

## APPLICABILITY

This schedule outlines fees assessed for processing applications required by the Teton County Land Development Regulations, as well as fees associated with administrative tasks and other services provided by the Teton County Planning and Building Services Department. Fees are based upon the usual cost of processing the application (staff time, advertising, and overhead), and in the case of Building Permits, on the valuation of the construction proposed. The Board of County Commissioners or Planning Director may consider a reduction or waiver of application or permit fees within the discretion granted by the adopted Teton County Fee Waiver Policy.

## PAYMENT TYPES ACCEPTED

Cash, checks and credit cards are accepted. Out of state checks must be certified. A 2.5% convenience fee is assessed for credit card payments, with a minimum charge of \$1.95 on all credit card transactions.

## FEES

- Planning Permit Fees*
- Building Permit Fees*
- Electrical Permit Fees*
- Engineering Permit Fees*
- Administrative Fees and Services*
- Fee Waiver Policy*

## PLANNING PERMIT FEES

All planning permit fees are due at the time of application submittal, unless otherwise specified. Fees are cumulative; if multiple permits are required for a proposal, the fee for each permit will be assessed. In addition to the permit fee, an applicant may also be responsible for direct costs associated with required technical reviews, for example, the fee charged by the County Surveyor for review of a Subdivision Plat application. These direct costs will vary, depending on the application and external technical reviews required, but applications where such costs may apply are noted.

For information on affordable and workforce housing mitigation fees, see the Teton County Affordable Housing Mitigation Requirement Calculator, which can be downloaded by visiting [jacksontetonplan.com/CountyCalculator](http://jacksontetonplan.com/CountyCalculator).



## Planning Permit Fees

Type of Review	Initial Application Fee
<b>Pre-Application Conference (per pre-app meeting)</b>	
General Pre-Application Conferences	
For Sketch Plan, Special Use, or Planned Unit Development Applications	\$600.00
For Conditional Use, Development Plan, Zoning Map Amendment or Development Option Plan Applications	\$300.00
For Grading and Erosion Control Applications or an optional/elective pre-application conference with staff	\$150.00
For optional/elective pre-application conference with Planning Commission or the Board of County Commissioners	Additional fee in the amount of original pre-application fee
Environmental Analysis Pre-Application Conference	
For Applicant-hired consultant	\$300.00
For County-hired consultant	\$900.00
<b>Environmental Analysis</b>	
Applicant-hired consultant	\$1,500.00
County-hired consultant	\$1,500.00 + cost of preparation*
<b>Physical Development</b>	
Sketch Plan	\$2,500.00
Development Plan	\$2,500.00
Building Permit	See Building Permit Fees
Grading Permit	See Engineering Permit Fees
Sign Permit	
Per Sign	\$75.00
Master Signage Plan	\$300.00
<b>Use</b>	
Basic Use Permit	\$500.00
For Small Wireless Facility	\$500.00 for up to five facilities + \$100.00 for each additional facility
Conditional Use Permit	
Use Permit Only	\$2,500.00
Concurrent with another application requiring public hearing	\$500.00
Special Use Permit	\$2,500.00
<b>Development Option or Subdivision</b>	
Development Option Plan	\$500.00
Subdivision Plat	\$450.00 + technical review*
Exaction fee in-lieu of land dedication	3% of median per-acre value of private land in Teton County per parcel*
Exempt Land Division	Free
Exaction fee in-lieu of land dedication	3% of median per-acre value of private land in Teton County per parcel*
Boundary Adjustment	
Plat Required	\$450.00 + technical review*
Without Plat	\$450.00 + technical review*
<b>Interpretations</b>	

Formal Interpretation	\$500.00
Zoning Compliance Verification	\$500.00
<b>Amendments</b>	
LDR Text Amendment	\$1,500.00
Zoning Map Amendment	\$1,500.00
Planned Unit Development	\$5,000.00

<b>Relief</b>	
Administrative Adjustment	\$500.00
Variance	
Variance Only	\$1,500.00
Concurrent with another application requiring public hearing	\$500.00
Beneficial Use Determination	50% of all actual costs*; \$2000.00 initial deposit required
<b>Enforcement</b>	
After the fact permit	Double the initial fee
<b>Amendments of Permits or Approvals</b>	
Re-submittal while still in review process	½ original application fee
Amendment of approved plans and permits (see LDR Section 8.2.13 for explanation)	Current application fee for type of application being amended
Update of an Environmental Analysis	\$400.00
Amendment to a condition requiring Board or Planning Director approval	\$500.00
<b>Teton County Scenic Preserve Trust</b>	
Stewardship Fee (payment shall be made to the Teton County Scenic Preserve Trust)	\$13,200.00*
Easement Review (new or amendment)	\$500.00
<b>Miscellaneous</b>	
Administrative decisions elevated to public hearing (not including appeals)	\$500.00 per hearing
Planner of the Day services or miscellaneous services and research	\$50/hr after the 1 <sup>st</sup> hour*
Special Purpose Fencing Exemption request	\$50.00
Review of required Annual Monitoring Report	\$50.00/hr
Environmental Analysis Exemption request	\$50.00
Revalidation of an Environmental Analysis	\$50.00

\*Not due at time of initial application, but due prior to issuance of permit/review or as condition of approval as directed by Planning Director or Board of County Commissioners.

# BUILDING PERMIT FEES

The Building Division is responsible for the collection of fees adopted by the County in association with building permits. Depending on the nature of the project these fees may include the Building Permit and plan review fees, miscellaneous, demolition, mechanical, plumbing, development, grading and erosion control, septic, sewer, exaction, affordable housing, and energy mitigation program fees.

When submitting your Building Permit application, you will be required to pay both a plan review fee and a Planning review fee. The plan review fee is equal to 65% of your Building Permit fee and is charged in addition to the Building Permit fee. The Planning review fee is for Planning Division review of your Building Permit application and is described below. The remainder of the fees are due and payable at the time you pick-up the approved Building Permit. You may also be responsible for Engineering Permit fees, such as Grading and Erosion Control or Small Wastewater Facility, or sewer connection fees, depending on the nature of the project.

## Refunds

If you decide not to build after you have submitted your plans and paid the plan review fee, you may be eligible for a refund of up to 80% of that fee. Section 108.6 of the International Building Code, as amended by Teton County, states:

“The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of plan review payment, and then only under the following conditions:

1. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
2. The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. The Building Official may authorize refunding of not more than 80 percent of the fee paid for which a plan review fee has been paid is withdrawn or cancelled before any plan review effort has been expended.”

## Building Permit Fees

Building Permit Fees for new construction will be established using the most current Building Valuation Data published by the International Code Council and a Permit Fee Multiplier as listed below:

1 – 2,500 square feet	<b>0.006</b>
2,501 – 5,000 square feet	<b>0.009</b>
5,000 + square feet	<b>0.012</b>

The valuation for remodels shall be 75% of the new construction valuation.

The calculation for Building permit Fees is as follows:

$$\begin{aligned}
 &1^{st} 2,500 \text{ square feet} \times \text{square foot construction costs} \times 0.006 = \text{fee} + \\
 &2^{nd} 2,500 \text{ square feet} \times \text{square foot construction costs} \times 0.009 = \text{fee} \\
 &+ \text{remaining square feet} \times \text{square foot construction costs} \times 0.012 = \text{fee} \\
 &= \text{Total Building Permit Fee}
 \end{aligned}$$

Plan Review Fee	65% of Total Building Permit Fee
Planning Review Fee	\$100.00 + \$50.00 per 1,000 sf greater than 5000 sf
Minimum Building Permit Fee	\$250.00
Minimum Miscellaneous Permit Fee	\$250.00

### *Inspection and Review Fees*

Inspection or Review	Fee	Notes
Inspections outside of normal business hours	\$75.00	Per hour; minimum 2-hour charge
Re-Inspection Fees	\$50.00	Per hour <sup>1</sup> ; minimum 1-hour charge; for fees assessed under provisions of Sections 109.3.4 and R109.4
Inspections for which no fee is indicated	\$50.00	Per hour <sup>1</sup> ; minimum 1-hour charge
Additional plan review	\$100.00	Per hour <sup>1</sup> ; minimum 1-hour charge; for review required by changes, additions or revisions to plans
Use of outside consultants	Actual cost <sup>2</sup>	
Demolishing any building or structure	\$50.00	
Mobile Homes	\$350.00	Per mobile unit; includes plumbing and mechanical inspections without separate permitting
Fire sprinkler and alarm systems		Permit fees based on the valuation of the systems equipment and installation

### *Sewer Connection Fees*

Town of Jackson and Wilson Sewer District sewer connection Permit	\$100.00
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### *Mechanical Code and Fuel Gas Code Permit Fees*

Permit, Review or Inspection	Fee	Notes
For issuing each permit	\$50.00	
For issuing each supplemental permit	\$25.00	For which the original permit has not expired, been cancelled, or finaled

<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved. Minimum charge is one hour.

<sup>2</sup> Actual costs include administrative and overhead costs.

<b>Furnaces</b>		
For the installation or relocation of each forced-air or gravity-type furnace or burner including ducts and vents attached to such appliance, up to and including 100,000 BTU/h	\$15.00	
For the installation or relocation of each forced-air or gravity-type furnace or burner including ducts and vents attached to such appliance, over 100,000 BTU/h	\$20.00	
For the installation or relocation of each floor furnace, including vent	\$15.00	
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	\$15.00	
<b>Gas Piping Systems</b>		
For each gas piping system of 1-5 outlets	\$5.00	
For each additional gas piping system outlet	\$1.00	Per outlet
<b>Appliance Vents</b>		
For the installation, relocation or replacement of each appliance vent not installed and not included in an appliance permit	\$8.00	
<b>Repairs or Additions</b>		
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$14.00	
<b>Boilers, Compressors, and Absorption Systems</b>		
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6KW) or each absorption system to and including 100,000 BTU/h (29.3KW)	\$15.00	
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6KW) to and including 15 horsepower (52.7KW), or each absorption system over 100,000 BTU/h (29.3KW) to and including 500,000 BTU/h (146.6 KW)	\$30.00	
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7KW) to and including 30 horsepower (105.5 KW), or each absorption system over 500,000 BTU/h to and including 1,000,000 BTU/h	\$40.00	

Permit, Review or Inspection	Fee	Notes
<b>Boilers, Compressors, and Absorption Systems Cont'd</b>		
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5KW) to and including 50 horsepower (176KW), or each absorption system over 1,000,000 BTU/h (293.1KW) to and including 1,750,000 BTU/h	\$55.00	

For the installation or relocation of each boiler or compressor over 50 horsepower (176KW) or each absorption system over 1,750,000 BTU/h	\$95.00	
<b>Air Handlers</b>		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) including ducts attached thereto	\$10.00	This fee does not apply to an airhandling unit which is a portion of a factory assembled appliance for which a permit is required elsewhere in the Mechanical Code
For each air-handling unit over 10,000 cfm	\$20.00	
<b>Evaporative Coolers</b>		
For each evaporative cooler other than portable type	\$10.00	
<b>Ventilation and Exhaust</b>		
For each ventilation fan connected to a single duct	\$10.00	
For each ventilation fan which is not a portion of any heating or air-conditioning system authorized by a permit	\$10.00	
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$10.00	
<b>Incinerators</b>		
For the installation or relocation of each domestic-type incinerator	\$20.00	
For the installation or relocation of each commercial or industrial-type incinerator	\$15.00	
<b>Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Mechanical Code but not classified in other appliance categories or for which no other permit is listed in this table	\$10.00	
<b>Inspections Outside of Normal Business Hours</b>		
Inspections outside of normal business hours	\$75.00	Per hour <sup>1</sup> ; minimum 2 hour charge
Re-Inspection Fees		For fees assessed under provisions of Section 107.2.3 <sup>1</sup>
Inspections for which no fee is indicated		Per hour <sup>1</sup> ; minimum 2 hour charge
Additional plan review		Per hour <sup>1</sup> ; minimum ½ hour charge; for review required by changes, additions or revisions to plans

**Plumbing Permit Fees**

Permit, Review or Inspection	Fee	Notes
For issuing each permit	\$50.00	

<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved.

For each supplemental permit	\$25.00	
For each plumbing fixture or trap, or set of fixtures on one trap	\$7.00	Including water, drainage piping, and backflow protection thereof
Rainwater systems (inside building)	\$7.00	Per drain
For each water heater and/or vent	\$7.00	
For each industrial waste pre-treatment interceptor	\$7.00	For its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps
For installation, alteration or repair of water piping and/or water treating equipment	\$10.00	Each
For each repair or alteration of drainage or vent piping	\$10.00	Each
For each lawn sprinkler system on any one meter	\$7.00	Including backflow protection devices therefore
For atmospheric-type vacuum breakers		For those not included in rainwater systems
1-5	\$5.00	
Over 5, each	\$1.00	
For each backflow protective device other than atmospheric-type vacuum breakers		
2 inches and smaller	\$7.00	
Over two inches	\$15.00	
For each medical gas piping system serving 1-5 inlets or outlets for a specific gas	\$50.00	
For each additional gas inlet/outlet	\$5.00	
Inspections outside of normal business hours	\$75.00	Per hour; minimum 1 hour charge
Re-inspection fees	\$50.00	Each; for fees assessed under provisions of Section 107.3.3
Inspections for which no fee is indicated	\$50.00	Per hour; minimum ½ hour charge
Additional plan review	\$100.00	Per hour; minimum ½ hour charge; for review required by changes, additions, or revisions to approved plans

## Energy Mitigation Program Fees

### Residential Energy Efficiency Fees

Fees shall be assessed for new construction and additions of all detached one-and two-family dwellings and multiple single-family dwellings (townhouses) not more than 3 stories high with separate means of egress with conditioned space over 2,500 square feet in compliance with this section. Fees shall be applied only to new square footage; additions to structures built after January 21, 2010 shall be included as total square footage, and the fee structure shall apply. Refunds shall be distributed not more than one (1) time upon issuance of a Certificate of Occupancy for the fees assessed for the gross square footage. Any upgrades made after issuance of a Certificate of Occupancy are not eligible for a refund. Fees assessed for Non-essential Building Elements are not eligible for refund.

### Gross Square Footage

Buildings of 2,500 square or less shall meet the energy requirements of the International Residential Code. Fees for structures described above over 2,500 square feet of conditioned space shall be as follows:

Structures of 2,501 sq. ft. – 5,000 sq. ft. (Gross sq. ft. of conditioned space - 2,500 sq. ft.)	\$4.00/sq. ft.
Structures over 5,000 sq. ft. \$10,000 + (gross sq. ft. of conditioned space – 5,000 sq. ft.)	\$8.00/sq. ft.

### Non-essential Building Elements

The following fees shall be assessed for items deemed non-essential to the operation of the structure. Credits, as described below, are not applicable to these fees.

Solid fuel burning decorative devices	\$5,000 Exception: a single fireplace on the property
Decorative fuel gas burning appliance or any fuel gas decorative device	\$5,000 Exception: sealed combustion, direct vent fuel gas fireplace heater
Exterior fuel burning decorative device	\$1,000
Exterior heated hardscape	\$10.00 per sq. ft. e.g. driveways, walkways, and patios
Pools and spas	\$10.00 per sq. ft. Exception: manufactured units with less than 100 sq. ft. of surface area fitted with a tight fitting cover having a minimum R-value of 12
Ponds and water features with a pump	\$150.00 per hp. Min 1 hp.

\*Denotes referenced standards table in Chapter 6 of the IECC where the HERS, ASHRAE, and other relevant standards are clarified

### Home Energy Rating System (HERS) index square footage thresholds

Below 2500 sq. ft.	Minimum HERS score of 100	Meets 2006 IECC
2500-5000 sq. ft.	Minimum HERS score of 75	Exceeds 2006 IECC by 25%
Above 5000 sq. ft.	Minimum HERS score of 50	Exceeds 2006 IECC by 50%

Leadership in Energy and Environmental Design (LEED) – All projects using the LEED rating system must be registered with the US Green Building Council at time of plan submittal, and achieve a minimum of “certified” rating.

Projects meeting the Home Energy Rating System (HERS) standards and Leadership in Energy and Environmental Design (LEED) certification are eligible for credits.



**Credits**

Fees as described above may be offset by the installation of devices or systems installed on site to reduce the energy demands of the structure. Credits shall not exceed the fees assessed and shall be paid to the homeowner upon issuance of a Certificate of Occupancy. Fees assessed for Non-essential Building Elements are not refundable.

Photovoltaic solar electric system	\$5,000 Per kw
Solar hot water system	\$5,000
Ground source heat pump	\$5,000 with minimum coefficient of performance of 4 or greater
Super-insulated thermal envelope	\$8,000 R60 ceilings and R-28 walls
Average fenestration U-factor < 0.29	\$8,000
Approved passive solar design	\$8,000 e.g., south windows > north windows with properly sized roof overhangs to provide summer shading
Zone Ductless Primary Heating System	\$8000.00 e.g., hydronic floor heating
Whole house ventilation system utilizing Heat Recovery System(s)	\$1,500

**Commercial Energy Efficiency Fees**

Fees shall be assessed for new construction and additions of residential, commercial and industrial buildings. Fees shall be applied only to new square footage, additions to structures built after January 21, 2010 shall be included as total square footage, and the fee structure shall apply. Refunds shall be distributed not more than one (1) time upon issuance of a Certificate of Occupancy for the fees assessed for the gross square footage. Any upgrades made after issuance of a Certificate of Occupancy are not eligible for a refund. Fees assessed for Non-essential Building Elements are not eligible for refund.

Exception: Single-family structures as regulated by the International Residential Code and R-2 Occupancies providing the R-value for the entire envelop of each individual unit meets the minimum building envelope requirements of Chapter 4 of the International Energy Conservation Code.

**Gross Square Footage**

Buildings up to 10,000 sq. ft. shall meet the requirements of the International Energy Conservation Code or ASHRAE 90.1.2004. Fees for structures described over 10,000 sq. ft. of conditioned space shall be as follows.

Structures of 10,000 sq. ft. – 20,000 sq. ft. (gross sq. ft. of conditioned space – 10,000 sq. ft.)	\$4.00/sq. ft.
Structures over 20,000 sq. ft. \$10,000 + (gross sq. ft. of conditioned space – 10,000 sq. ft.)	\$8.00/sq. ft.

**Non-Essential Building Elements**

The following fees shall be assessed for items deemed non-essential to the operation of the structure. Credits, as described below, are not applicable to these fees.

Solid fuel burning decorative devices	\$5,000 Exception: a single fireplace on the property with an opening < 6 sq. ft.
Fuel gas burning exterior decorative device	\$5,000
Exterior heated hardscape	\$10.00/sq. ft. e.g. driveways, walkways, and patios except where determined by the Building Official to be necessary for required egress and/or accessibility

Pools and spas	\$10.00 per sq. ft. including package units over 100 sq. ft. of surface area, not equipped with an evaporative cover on the water surface with an insulation value of R-12
Ponds and water features with a pump system	\$150 Per hp. Min 1 hp.

**Credits**

Fees as described above may be offset by the installation of devices or systems installed on site to reduce the energy demands of the structure. Credits shall not exceed the fees assessed and shall be paid to the owner upon issuance of a Certificate of Occupancy. Fees assessed for Non-essential Building Elements are not eligible for refund.

Structures less than 20,000 sq. ft.

- a) The building shall be super insulated (R-60 ceilings, R-26 walls) and be equipped with high efficiency heating (90 AFUE) and cooling (13 SEER) systems and have a maximum glass-to-wall area of 40% or less; or
- b) Compliance, and certification, with LEED or ASHRAE’s ADEG for small offices, with a 3<sup>rd</sup> party commissioning report of mechanical systems.

Structures 20,000 sq. ft. or greater

- a) 14% more energy efficient than the current edition of ASHRAE 90.1. with a 3<sup>rd</sup> party commissioning report of mechanical systems.

**ELECTRICAL PERMIT FEES**

The fees assessed for electrical permits are processed, reviewed and inspected by Jackson Hole Fire/ EMS. Electrical permits and fees are often required in conjunction with building permits, and so are incorporated here for convenience of reference. Questions about electrical permits or associated fees should be directed to Jackson Hole Fire/EMS.

## ENGINEERING PERMIT FEES

The following fees are assessed for permits processed and reviewed by the Teton County Engineer's Office, but commonly reviewed and issued in conjunction with a Planning or Building Permit. Fees are cumulative, and due at the time of application submittal. Application fees are determined based upon the estimated cost of the project and processing the application (staff time, advertising, and overhead). Upon consideration of the complexity of the project, the Engineer may assess additional fees or require external/third party review by a qualified professional of the County's choosing and at the Applicant's expense.

**Engineering Permit Fees: Grading & Erosion Control (GEC)**

<u>GEC Permit Fees</u>	
<b>Individual Residential (primary +1 accessory)</b>	
Statement	\$400
Plan Level	\$700
<b>Multi-Unit Residential (3+ units)</b>	
Statement	\$200/unit
Plan Level	\$350/unit
<b>Multi-Lot Residential/Subdivision</b>	
Plan Level Only	\$350/lot
<b>Commercial Development</b>	
Based on total development area	\$0.10/ft <sup>2</sup>
<b>Permit Revisions</b>	
Revisions to all GEC permits	half of new permit fee for work shown

Compliance Fees

Failure to obtain a permit prior to commencing development = DOUBLE application fee

**Engineering Permit Fees: Septic/Small Wastewater Facility**

SWF Permit Fees

<b>New Residential</b>	
Base fee (includes 1 bedroom or equivalent)	\$250
PLUS \$100 per bedroom (for 2+ bedrooms)	\$100/bedroom
<b>New Commercial</b>	
Base fee (includes 1 bedroom or equivalent)	\$400
PLUS \$1 per gal/day of the system design flow	\$1/GPD

Other Septic Fees

Repair	\$50
Adams Canyon Sewer Connection	\$100
Adams Canyon Sewer Usage Fee	\$100/year

Compliance Fees

Failure to obtain a permit prior to commencing development = DOUBLE application fee

**Engineering Permit Fees: Bridge Permits**

Bridge Permit Fees

<b>Small-Scale Project</b>	<b>\$300</b>
Construction cost less than \$75,000	
<b>Large-Scale Project</b>	<b>\$600</b>
Construction cost greater than \$75,000	
<b>Third Party Review (if required)</b>	<b>At cost to be reimbursed</b>

Compliance Fees

Failure to obtain a permit prior to commencing development = DOUBLE application fee

# ADMINISTRATIVE FEES AND SERVICES

The following fees are assessed for copies, scanning, maps, and other miscellaneous administrative services provided by the Planning Department. These fees may be stand-alone, or may be assessed in conjunction with any application for which the listed service is requested or required.

## *Administrative Fees*

Type of Administrative Task	Fee
<b>Notice and Hearings</b>	
Neighbor Notice Mailings	\$1.50 per notice over 25 notices
Cancel or postpone public hearing at applicant request	
Re-advertising or new neighbor notices required	Actual cost
No required re-advertising or new neighbor notices	\$50.00
<b>Miscellaneous Services</b>	
Financial assurance administration—renewal, reduction, amendment or release; reduction and release are separate requests	\$50.00 per request
Renaming of road (unplatted)—discretionary requests	\$500.00
Physical address change	\$200.00
Assignment of physical address (no existing address)	Free
Required recording of documents with Teton County Clerk	Actual cost
Required technical reviews	Actual cost
<b>Copies and Scans</b>	
Standard black and white	
10 pages or less (double-sided counts as 2 pages)	Free
More than 10 pages	\$0.20 per page
Color (up to 11x17 page size)	\$2.00 per page
Scans	
10 pages or less	Free
More than 10 pages	\$0.10 per page
Large format over 11x17	\$1.00 per page
<b>Maps and Documents</b>	
Geographic information system (GIS) maps	
8.5x11 black and white line drawing	\$1.25 each
8.5x11 color line drawing	\$2.50 each
8.5x11 color aerial photo	\$6.50 each
Print 11x17 size	\$1.00 add'l fee per map
Copy of complete Jackson Teton County Comprehensive Plan	\$50.00
Copy of complete Teton County Land Development Regulations	\$50.00
Large format zoning map	\$20.00

Resolution # 2014-054

**TETON COUNTY FEE WAIVER POLICY**

**WHEREAS**, the Board of County Commissioners of Teton County, Wyoming, (the "Board") has the authority pursuant to Wyoming Statutes §§18-2-101, 18-5-201, *et. seq.*, 35-9-120, and 35-9-121 to assess fees related to Teton County Planning and Development, Teton County Engineering, and Jackson Hole Fire/EMS ; and

**WHEREAS**, on February 17, 2009, the Board of County Commissioners approved a Fee Waiver Policy regarding requests for full or partial waivers of application and/or permit fees; and

**WHEREAS**, at a properly noticed public hearing of the Board of County Commissioners on December 2, 2014, the Board considered and approved a Fee Schedule for services and permits as required by Teton County for Planning Permit Fees, Building Permit Fees, Plumbing Permit Fees, Mechanical Code and Fuel Gas Code Permit Fees, Energy Mitigation Program Fees, Electrical Permit Fees, Engineering Permit Fees, Floodplain Development Fees, Bridge Permit Fees, and Administrative Fees and Services; and

**WHEREAS**, the Fee Schedule is intended to set forth the appropriate and necessary costs for applications, fees for services, and/or permits provided or issued by Teton County Planning and Development, Teton County Engineering, and Jackson Hole Fire/EMS; and

**WHEREAS**, the Board has the discretion to and may desire to waive these required fees by Teton County Planning and Development, Teton County Engineering, and Jackson Hole Fire/EMS, for applications, services, and/or permits as set forth in the Fee Schedule; and

**WHEREAS**, the Board has established and set forth criteria which establishes when and under what circumstances the Board may consider and approve requests for full or partial waivers of fees for applications, services, and/or permits as set forth in the Fee Schedule; and

**WHEREAS**, on December 16, 2014, the Board of County Commissioners having duly met at a properly noticed public hearing fully considered the matter of a Fee Waiver Policy, under its authority as set forth in the above Wyoming Statutes to promote the health, safety, and general welfare of Teton County.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TETON COUNTY, WYOMING, THAT:**

1. The Board of County Commissioners of Teton County, Wyoming, hereby approves and adopts this Fee Waiver Policy, on December 16, 2014, which shall be effective on January 1, 2015, for Teton County Planning and Development, Teton County Engineering, and Jackson Hole Fire/EMS.
2. The Board of County Commissioners of Teton County, Wyoming, may consider and approve a request for a full or partial waiver of fees, when one of the following criteria is demonstrated and met:
  - a. An application that demonstrates a bona-fide community benefit for the whole of Teton County, Wyoming.
  - b. An application by a government agency, other than an agency or division of Teton County, Wyoming, or an application by an agency or

division of Teton County, Wyoming with associated fees in excess of \$6,000.

- c. Permits required as a result of criminal acts perpetrated against an applicant.
  - d. Proposed Land Development Regulations Text Amendments or Zoning Map Amendments when the proposed amendment is in the general public interest rather than proposed for the benefit of a single or restricted class of properties or owners, or proposed for a specific development permit or other land use permit.
  - e. Double permit fees associated with an after the fact permit resulting from an enforcement action pursuant to the Land Development Regulations, where the violation to be remedied with the permit is not the fault of the current property owner. Approval of this waiver results in the current applicant being responsible only for the standard permit fee, not the double fee penalty.
3. The Teton County Planning Director may consider and approve a request for a full or partial waiver of fees, when one of the following criteria is demonstrated and met:
- a. An error by Teton County, Wyoming, staff.
  - b. Duplication of staff effort or where costs are substantially reduced or eliminated.
  - c. Permits or fees required as a result of a government action.
  - d. An application by an agency or division of Teton County, Wyoming with associated fees of \$6,000 or less.
4. Any direct costs incurred by Teton County, Wyoming, are not subject to the above provisions and must be fully reimbursed or paid for directly by the applicant, which may include but is not limited to state and/or federal fees and/or outsourced services or fees, etc.

**FURTHER RESOLVED** that all appropriate action shall be taken in order to officially file and record such Fee Waiver Policy with the Teton County Clerk's Office that will be effective on January 1, 2015.

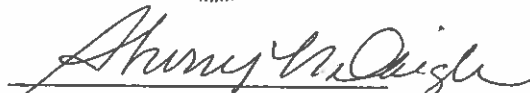
**PASSED, APPROVED AND ADOPTED** by a majority of the votes of the full Board of County Commissioners of Teton County, Wyoming, at a meeting held this 22 day of December, 2014.

**BOARD OF COUNTY COMMISSIONERS  
OF TETON COUNTY, WYOMING**

  
Hank Phibbs, Chairman



Attest:

  
Sherry L. Daigle, Teton County Clerk



## Fee Schedule

The City of Victor Fee Schedule is approved by public hearing and adopted by City Council. The following information is the most recent fee schedule including new Impact Fees which were adopted in April 2023. Please reference the **Development Impact Fee Ordinance** [↗](#) for more information.

## Land Use Fees

### Planning and Zoning

Agricultural Buildings	\$50.00
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Building Permit Fees- Based on the valuation of the project

\$1 to \$500	\$22.50
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\$501 to \$2,000	\$23.50 for the 1st \$500 plus 3.05 for each additional \$100, or fraction thereof, to and including \$2,001
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# CITY of VICTOR

\$25,001 to \$50,000

\$391.75 for the 1st \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,001

## Building Permit

\$50,0001 to \$100,000

\$643.75 for the 1st \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,001

\$100,001 to \$500,000

\$993.75 for the 1st \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000

\$500,001 to \$1,000,000

\$3,233.75 for the 1st \$500,000 plus \$4.75 for each additional \$1000, or fraction thereof, to and including \$100,000

\$1,000,001 and up

\$5,608.75 for the 1st \$1,000,000 plus \$3.65 for each additional \$1000, or fraction thereof

Building Permits for Commercial

Commercial Permit Fees Based on Commercial Values per Square Foot see (ICC Building Valuation Data)

Building Permit Extension

.3 (30%) x original permit fee

## Other Land Use Fees

Change of Use (to a Residential Occupancy)

\$100

Change of Use (to a Commercial/Industrial Occupancy)

\$150

# CITY of VICTOR

	\$200 fee
Fences over 6 feet high	\$50.00
Mechanical Permit (Commercial)	\$100/ unit
Mechanical Permit (Residential)	\$75/ unit
Moving/Demolition Permit	\$900 bond (refundable upon completion), \$100 fee
Re-inspection due to incomplete work	\$50/hour (1 hr min)
Additional Inspections/reviews beyond permit cost	\$50/hour (1 hr min)
Re-Roofing Permit	\$75.00
Sign building permit (if required)	\$75.00
Type 1 Setting (Full Concrete or Block Foundation)	\$250.00
Type 2 Setting (Pier Foundation with Skirting)	\$150.00
Type 3 Setting (Detached Accessory Structures)	\$50.00
Idaho Construction Multiplier	97% Valuation
Pre-Application Conference Retainer	\$15,000
Staff Consultation	Free to Applicant
Annexation	\$2,549.00

Floodplain Development Permit (R526)	Minor Projects: \$250.00 Major Projects: \$425.00
Floodplain Development Inspections (R526)	\$50/hr
Lot Line Adjustment	\$412.00
Lot Split	\$412.00
Ordinance Amendment for Land Use	\$2,899.00
Plat Amendment (Insignificant)	\$1,385.00
Plat Amendment (Significant)	\$2,252.00
Plat Amendment (Significant)	Significant Changes/Vacations (Major)- Subdivision Prelim & Final Fee
Condo Plat	\$1,385.00
Short Plat	\$1,805.00
Sign Permit	\$127.00
Administrative Site Plan/Design Review	Included in Building permit
Site Plan/Design Review Major (Requires Public Meeting)	\$538
Solar Airspace Review Public Meeting	Cost of Contractor +10%
Conditional Use Permit	\$987.00
Subdivision Plat	Concept 10% - Preliminary Plat 60% - Final Plat 30%

Over 20 lots	\$4,460.00
Survey Review (New Subdivision)	\$380.00
Survey Review (Survey, Lot Split, Boundary Line Adjustment)	\$230.00
Variance	\$745.00
Zoning Amendment Zone Change	\$2,498.00
Zone Verification written letter	\$40.00
ROW/Easement Vacation	\$1,648.00

## Public Works Fees

### Public Works Services & Utility Fees

Backhoe per hour	\$75.00
Dump Truck per hour	\$100.00
Encroachment Permit	\$75.00
Excavation Permit (Utility Companies)	\$0
Grader per hour	\$125.00
Hydro per hour	\$200.00
Irrigation Yearly Rate (standard)	\$534.32/acre

## Building fees

thaynecommunitycenter@silverstar.com <thaynecommunitycenter@silverstar.com>

Thu 2/1/2024 12:01 PM

To:Office <office@alpinewy.gov>

📎 2 attachments (211 KB)

Sewer Connection NEW 2023.docx; Water Tap Connection Application New 2023.docx;

**Caution:** External (thaynecommunitycenter@silverstar.com)

First-Time Sender [Details](#)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security, Powered by INKY](#)

Sarah,

I have attached our application for water and sewer connection, and it shows the different fees. A building permit was just recently raised from \$100 to \$500. There is no fee associated with applying for the monthly water and sewer service if the infrastructure is in place. The monthly fee for service is \$30.25 for Sewer (flat fee) and 34.75 for water usage up to \$30,000 gallons. \$1.50 per 1000 gallons over the 30,000 except for the winter months. Nov 1<sup>st</sup> thru April 30<sup>th</sup>.



Sally Humpherys

Town of Thayne  
115 Peterson Parkway  
Thayne, WY 83127

307-883-2668

[thaynecommunitycenter@silverstar.com](mailto:thaynecommunitycenter@silverstar.com)

[www.thayne-wy.com](http://www.thayne-wy.com)

**Summarization List – Recommended Changes to Town of Alpine Land Development Code**

Prepared by Jorgensen Associates, Inc. January, 2024

Red items are highlighted as “high priority” for simplifying items for the Town Staff

- **SECTION 1-105 (6)** This should be revised. To redefine Use and Area variance as well as putting more onus on the applicant in PROVING hardship under new guidelines (see points below).

- **Section 1-104. Planning and Zoning Commission (b)**

Better definitions of town limits or outside Town limits must be implemented. Currently, It is nebulous.

- **Section 1-106. Architectural Review and Design Committee**

A better definition of scope of responsibility and architectural standards should be implemented to secure the vision of the master plan and all residents in the Town of Alpine on how THEY want their community to look and maintain high property values.

- **Section 1-107 ZONING ADMINISTRATOR**

Need to place job qualifications of a Zoning Administrator within the Code AND expand upon their duties.

*i.e., Review, evaluate and report on all land development applications using the Town of Alpine Land Use and Development Code and most recent adopted Town of Alpine Master Plan*

- **Section 1-108 Building Official- Building Inspector**

Need to place job qualifications of a Building Official within the Code AND expand upon their duties based on IBC, IRC, IFC, etc.

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

Repeat this requirement in the Business License Section to emphasize the requirements.

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

- (i) The Alpine Town Clerk and/or their representative shall not issue a business license to any business being conducted in any building or temporary structure (constructed or placed after the effective date of the ordinance) that does not comply with any provision of the Alpine Land Use and Development Code.

- **Section 2-202. General Evaluation Criteria**

Add to the list of items #10 which shall read *Conformance with Town of Alpine Engineering Specifications and Details*

➤ **Section 2-203. Land Use Plan Amendment Process**

Rational for the proposed land Use Amendment process expanded upon providing proper evidence added to this process.

Expanding upon the zoning administrators’ duties and responsibilities in subsection (c)

➤ **Section 2-204. Planned Unit Development Process**

(a.), (1) Subsection (1) must be expanded and better defined with the phrase.... where there is a **demonstrable benefit to the town. (this must be proven by applicant) Benefits: Economic, Property Values, added infrastructure paid by the applicant, etc.) The benefits must be defined and placed in the Code**

(d) Expanding and adding additional information the applicant must provide

(e) Expanding the duties and responsibilities of the zoning administrator.

(f) Re-write this section to better define the notice of application and putting more onus on the applicant and taking un-necessary responsibilities away from the Town Administration and personnel.

In addition, a new sub section must be drafted within this section addressing the possibilities of the applicant going bankrupt or selling to another entity when the project is half completed and the project is NOT left standing as an eye sore and a devalues surrounding properties that affects the other contiguous properties value. All applicants should post a construction bond with the Town OR have a construction bond in place with the applicant’s contractor that would ensure that the project will be finished within the submitted project schedule Proof of Bonding must be submitted with the final plat to the Town.

➤ **Section 2-205. Zone Change Process**

Extensive work needs to be done on this section to place a greater burden of proof on the applicant. A Zone change is a town wide examination of proposed new zone in relationship to the entire town not an applicant’s desire to spot zone change for their purposes. The current local law is lame. It does not put more onus on the applicant to PROVE the zone change to the decision makers. (see detailed writing) This addition places more burden of proof on the applicant using the Towns NEW Variance Code with multiple items written into the new code including but not limited to the following:

- **Reasonable return**
- **Unique circumstances**

- **Essential character of the neighborhood**
  - **Self-created hardship**
- **Section 2-205 (g)** Better define and expand upon the responsibilities of the Planning and Zoning Administrator.
- **Section 2-206. Variance Process**

Variations must be better defined as TWO TYPES. Area and Use Variations within the code.

Addition to Section (J) Use Variance: This addition places more burden of proof on the applicant using the Towns NEW Variance Code with multiple items written into the new code including but not limited to the following:

- **Reasonable return**
- **Unique circumstances**
- **Essential character of the neighborhood**
- **Self-created hardship**

**Section 2-206 Subsection (J):**

A better and more detailed definition of Area and Use variance and providing 5 (five) factors within this section for the applicant to prove and provide. Adding the term **Undesirable change in the neighborhood** as well as an **Alternative to a variance** that the board and applicant must discuss to make sure no stone unturned.

- **Undesirable change in the neighborhood**
- **Alternative to a variance**
- **Substantiality**
- **Impact on environment**
- **Self-created difficulty**

**Section 2-206 Variance Process – NEW re-written sections**

(e) More defined list of distribution of application materials to ALL stakeholders. Currently the list is not adequate.

(f) and (i) Better defined duties and responsibilities of the Planning and Zoning Administrator

**Section 2-207.1 Simple Subdivision Review and Approval Process**



Add new sub section (c) (8) Applicant must distribute copies of the preliminary plan to all stakeholders. These are listed.

**Section 2-207.2 Minor Subdivision Review and Approval Process**

Add new sub section (c) (8) Applicant must distribute copies of the preliminary plat to all stakeholders. These are listed.

**Section 2-207.2 , (c) (11)** Must provide financial solvency to construct proposed work. The Town of Alpine should not be fooled into approving an application and building permit to construct when the applicant does not have the means to finish it, leaving the Town with an eyesore, upset residents and devalued property values.

**Section 2-207.2 , (f) (1)**

PROPOSED place WYDOT and WYDEQ within the distribution list

**Section 2-207.2 , (g)**

Re-write sub section (g) , (h), (k) and (p)

**Section 2-207.2 , (p)**

Add to this sub-section...that the cost estimate will be reviewed by the Town Engineer.

**Section 2-207.3 Major Subdivision Review and Approval Process**

(b), (2) This section must be re-written. Applicant must provide construction schedule and financial solvency like Minor Subdivision.

Construction Schedule and Financial solvency should also be required in the Planned Unit Development process as well.

(d) New List of distribution of the application and supporting materials to ALL STAKEHOLDERS

(h) re-write section reducing the duties and responsibilities of the zoning administrator and placing more onus on the applicant of their duties and responsibilities that were originally the P/Z Administrator.

(i) re-write section reducing the duties and responsibilities of the zoning administrator and placing more onus on the applicant of their duties and responsibilities that were originally the P/Z Administrator.

(l) Redefine process for advertising public hearing and reducing the duties and responsibilities of the zoning administrator and placing more onus on the applicant of their duties and responsibilities that were originally the P/Z Administrator.

(q) re-write of this code Cost estimate for bonding shall be reviewed By Town Engineer. Within sub section (q)

**Section 2-301. Building Permit Requirements**

(c) (9) re-write this section to include that All construction documents and/or other requested documents shall be stamped and **certified by a civil, structural engineer or architect** licensed in the State of Wyoming; (Stamped engineering is required on all structures greater than three hundred (300) square feet in size.)

(c) (11) re-write this section to include that All construction documents and/or other requested documents shall be stamped and **certified by a civil, structural engineer or architect** licensed in the State of Wyoming; (Stamped engineering is required on all structures greater than three hundred (300) square feet in size.)

**Section 2-302. Minor Construction Permit**

Addition to this section where a Wyoming Certified Engineered stamped drawing shall be required for all deck construction and deck modifications certified by a civil, structural engineer or architect licensed in the State of Wyoming.

**Section 2-304. Required Building and Site Inspections**

A more defined list of inspections in each permit category must be provided at specific stages of construction listed under the type of building permit.

**Section 2-401. Sign Permit Process**

(a) Another type of sign must be included – (1) New signs should include freestanding and building mounted.

(4) Free Standing Signs

( c ) (9) a new subsection in c. **Drawing and Details of Sign its construction, attachments, foundation, Dimensions, area calculations proving conformance to Article 4.8 SIGNS**

(d) (e) re-write and add these sections respectively. Basically, two inspections shall exist. one for placement the other a final to verify.

(f) This is a new sub section defining the information the applicant must provide

(g) This is a new sub section defining a time limit if the sign is not erected within 6 months of the issuance of the sign permit will be void. This will place a constraint on the applicant to ensure they go through the installation. Should they decide to forfeit within the 6 month period they can

(h) New sub section – Exempt signs listing

**Section 3-207. PCF Public and Community Facilities District**

(b), (3) placed structural engineering standards mentioned within the section.

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

(d) Approval of Design. Needs reviewed and approved by Town Engineer added

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

(a) Added to this section.... The design of the system improvements is subject to review and approval by the Town Engineer including all bonding costs of the subject work of improvements and subsequent connection to the Town’s systems.

(b) Hydraulic Capacity. Added to this section.... The developers engineer shall provide a hydraulic analysis of the proposed water demand and system of the proposed subdivision. The developers engineer shall meet with the municipal engineer to determine impacts to the existing capacity of the system and any improvements that are required based upon the Town Engineers review of the analysis.

**Section 4-306. Wastewater System**

(b ) Hydraulic Capacity: added to this section...\_The developer’s engineer shall provide a hydraulic analysis of the proposed wastewater demand and system of the proposed subdivision. The developers engineer shall meet with the municipal engineer to determine impacts to the existing capacity of the system and any improvements that are required based upon the Town Engineers review of the analysis.

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

Added to this section is (4). A Site Plan of the lighting system for the entire parking area shall be provided, in all districts except for R-1, indicating all site lighting and isocandle contours verifying lighting

system does not exceed overall average illumination and lighting will not project or spill over onto existing adjacent properties.

**ARTICLE 4.7 OUTDOOR LIGHTING**

(a ) Added to this sub section ... To verify that above will be maintained A Site Plan of the lighting system for the entire parking area shall be provided, in all districts with the exception of R-1, indicating all site lighting and isocandle contours verifying lighting system does not exceed overall average illumination and lighting will not project or spill over onto existing adjacent properties.