



## Planning & Zoning Commission Agenda

*Date: May 14<sup>th</sup>, 2024,*

*Place: Alpine Town Hall  
250 River Circle*

*Time: 7:00 p.m.*

*Type: REGULAR MEETING*

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1. CALL TO ORDER:
2. ROLL CALL & ESTABLISH QUORUM:
3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:
  - LINCOLN COUNTY INVESTMENTS, LLC {DEAD HORSE MEADOWS} Lot #1 & #2 Dead Horse Addition, Elk Horn Drive (RE-Plat 03-24) - Simple Subdivision Replat
  - STAR VALLEY HEALTH: Lot #189 – Alpine Meadows, 37 Wintergreen Dr. – (#RE/A – Garage/Ambulance Bay Installation
  - STAR VALLEY HEALTH: Lot #189 – Alpine Meadows, 37 Wintergreen Dr. – (#S-01-24) – Additional Sign Permit Issuance – From Variance Request
  - SHACKLEFORD, CAROL: Lot #32 Alpine Meadows, 413 Aster Loop (#A-01-24) – Porch Addition/Enclosure
  - SCHARFENBERG, DAVID: Lot#143 – Alpine Meadows, 76 Primrose Court (#R-01-24) – Single Family Residential Structure
  - ALPINE FLATS, LLC: Alpine Flats East Tract, 303 US Highway 26, Building #3 – (#R2-02-24) – Multi-Unit Apartment Complex
  - ALPINE FLATS, LLC: Alpine Flats East Tract, 303 US Highway 26, Building #4 – (#R2-03-24) – Multi-Unit Apartment Complex
4. TABLED ITEMS:
  - TIENDA LA MEXICANA (SALOMAN MARQUINA): Lot 608 Lakeview Estates “C”, 141 US Highway 89 (#RE-05-23) – Interior Remodel
5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:
  - **Planning/Zoning Discussion Items:**
    - Annexation & Communications Tower Agreement – Provide Comments to Town Council
    - Revised Permit Checklist – Discussion/Ideas
    - Public Comments and/or Concerns
  - **Planning/Zoning Correspondence:**
    - Comments/Concerns from Commissioners
6. UNFINISHED/ONGOING BUSINESS:
  - Active Permits List
7. APPROVAL OF MINUTES:
  - P&Z Meeting Minutes for April 16<sup>th</sup>, 2024
8. TOWN COUNCIL ASSIGNMENT: May 21<sup>st</sup>, 2024
9. ADJOURN MEETING:

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*Items available at P&Z meeting:* Building Permit Applications & Documents; if any; Planning & Zoning Commission Meeting Minutes, if any



# REPLAT PERMIT APPLICATION

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

### Owner Information:

Owner: Lincoln County Investments, LLC/Tyler Davis	Phone: 407-952-1735
Mailing Address: P.O. Box 12111, Jackson, Wyoming 83002	
Project's Physical Address: N/A	
Legal Description (Lot#, Block, Tract & Subdivision) Lot 53, Alpine Village Subdivision No.1, Plat 3 Amended	
Land Surveyor/Engineer (must be registered in the State of Wyoming): Surveyor Scherbel, Ltd. P.O. Box 725, Afton, Wyoming 83110 307-885-9319	

Attached additional Information Page, if needed.

### Description of Proposal & Purpose:

The applicant, Lincoln County Investments, LLC, is currently in the process of annexing their property into the Town of Alpine under the MRC –Mixed Residential and Commercial District. The property is located at the intersection of Elkhorn Drive and U.S. Highway 89. The property is approximately 6.19± acres and the applicant is applying for a permit to divide the property into two (2) lots.

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

Owner: See Attached	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 or Authorized Representative:

*Jamie DeCora for Surveyor Scherbel, Ltd.*

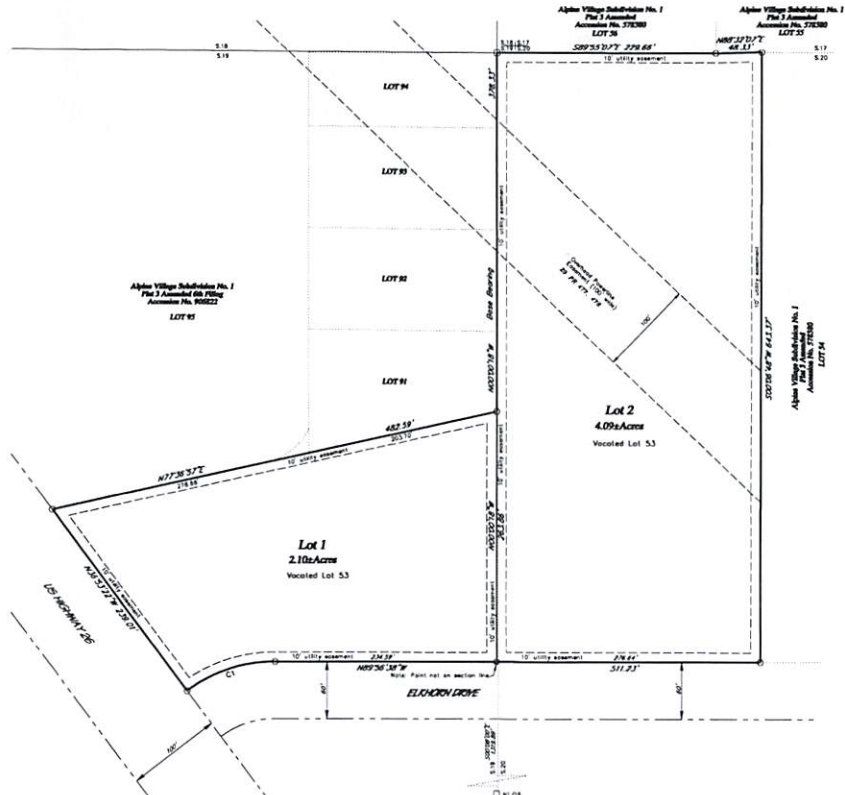
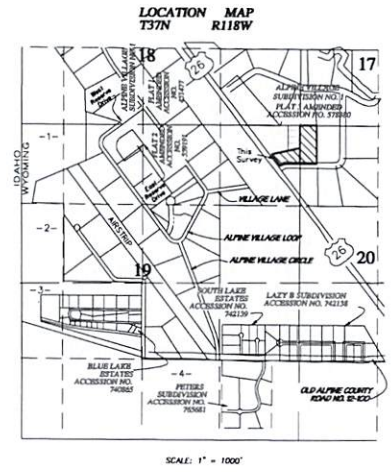
Date:

3/5/2024

### FOR TOWN USE ONLY

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

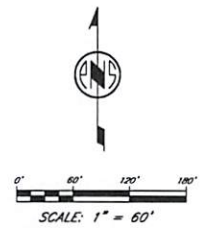
# DEAD HORSE ADDITION



**CURVE TABLE**

CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGENT
C1	100.07'	38.55°21'	155.28'	N71°58'57.14"W	98.34'	91.84'

- LEGEND**
- Indicates a Corner Record filed or to be filed in the Office of the Clerk of Lincoln County.
  - Indicates a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed: SURVEYOR SCHERBEL, LTD and other details, see this survey.
  - Indicates a 5/8" x 24" steel reinforcing rod with or without an aluminum cap inscribed: \_\_\_\_\_, and other details, found this survey.
  - Indicates an easement line.
  - Indicates a right-of-way line.
- The base bearing for this survey is the west line of Lot 53 of Alpine Village No. 1 Plat 3 Amended, being N00°00'18"W



**CERTIFICATE OF OWNERS**  
STATE OF WYOMING } ss.  
COUNTY OF LINCOLN } ss.

The undersigned hereby certifies that the addition of part of the NE1/4NE1/4 of Section 19 and the NW1/4NW1/4 of Section 20, T37N R118W, within the incorporated limits of the Town of Alpine, Lincoln County, Wyoming, as shown on this plat and more particularly described in the Certificate of Surveyor, is with the free consent and in accordance with the desire of the owner and proprietor of the described lands;

that the name of the addition shall be the **DEAD HORSE ADDITION** to the Town of Alpine;

that it does hereby vacate Lot 53 of the Alpine Village Subdivision No. 1 Plat 3 Amended, as record in the Office of the Clerk of Lincoln County, Wyoming with Accession No. 578300 in accordance with Section 34-12-106, Wyoming Statutes 2023, as amended, and respectfully request the Clerk of Lincoln County to so mark said plat in accordance with Section 34-12-110;

that the 10' utility easements shown hereon along all lines of Lots 1 and 2 are hereby granted to all utility companies, their heirs, successors and assigns, including, but not limited to, Lower Valley Energy and Silver Star Communications, for the underground installation and maintenance of all utilities including, but not limited to, water, sewer, power, telephone, cable television, gas, storm water drainage and irrigation facilities appurtenant to this subdivision;

that the undersigned owner hereby reserves a perpetual right of ingress, egress and utilities over, under and across the above listed shared driveway and utility easement in order to provide a perpetual access and all utilities to whatever lands said owner may designate;

that said addition is subject to any easements of record;

that this Addition is subject to that Declaration of Covenants, Conditions, and Restrictions of record in said Office in Book \_\_\_\_\_ of Platolitic Records on page \_\_\_\_\_ and any amendments thereto;

that Wyoming law does not recognize any riparian rights to the continued natural flow of a stream or river for persons living on the banks of a stream or river;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released;

Lincoln County Investments, LLC

Tyler Davis, Manager

The foregoing instrument was acknowledged before me by Tyler Davis, Manager of Lincoln County Investments, LLC on this \_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal.

Notary Public \_\_\_\_\_ My Commission expires \_\_\_\_\_

**CERTIFICATE OF SURVEYOR**  
STATE OF WYOMING } ss.  
COUNTY OF LINCOLN } ss.

I, Karl F. Scherbel, of Alpine, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by persons under my immediate supervision during 2024 and from records in the Office of the Clerk of Lincoln County and that it correctly represents **DEAD HORSE ADDITION** described as follows:

Identical with Lot 53 of the Alpine Village Subdivision No. 1 Plat 3 Amended, as record in the Office of the Clerk of Lincoln County, Wyoming with Accession No. 578300.

ENCLOSING an area of 6.19 acres, more or less;

that said addition was accurately surveyed, that the parts thereof are accurately staked off and marked with appropriate metal monuments, including magnetic iron, and described at least with the registration number of the Land Surveyor to provide source identification of all lot corners of the addition, and that their locations are correctly shown hereon;

that, to the best of my knowledge, it conforms with the municipal code of the Town of Alpine and to all applicable state statutes;

that the error of closure is not greater than one part in five-thousand.

**PROFESSIONAL LAND SURVEYOR**  
Karl F. Scherbel  
No. 11810  
WYOMING

The foregoing instrument was acknowledged before me by Karl F. Scherbel this \_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal.

Notary Public \_\_\_\_\_ My Commission expires \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE**  
STATE OF WYOMING } ss.  
COUNTY OF LINCOLN } ss.

The foregoing **DEAD HORSE ADDITION** to the Town of Alpine was approved at the regular meeting of the Alpine Town Council on the \_\_\_\_ day of \_\_\_\_\_, 2024, in accordance with Sections 15-1-415 and 34-12-102, 103, Wyoming Statutes, 2023, as amended.

Attest: \_\_\_\_\_ Town of Alpine

Monica Chenault, Clerk \_\_\_\_\_ Eric Green, Mayor

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

**OWNERS:**  
Lincoln County Investments, LLC  
P.O. Box 12111  
Jackson, Wyoming 83002

**LAND USE TABLE:**  
Total Number of Lots: 2  
Average Lot Size: 3.10± Acres  
Total Acres: 6.19± Acres

**SURVEYOR:**  
Surveyor Scherbel, LLC  
P.O. Box 723  
Alton, Wyoming 83110  
(307) 860-8318

**DATE:**  
January 2024

**CERTIFICATE OF RECORDATION**  
This plat was filed for record in the Office of the Clerk of Lincoln County on this \_\_\_\_ day of \_\_\_\_\_, 2024.

April Brunick, Clerk

DATE: 17 January 2024	<p><b>SURVEYOR SCHERBEL, LTD.</b> PROFESSIONAL LAND SURVEYORS</p> <p>1015 DE BEER PARKWAY - ARDENBROOK, WY 82001 TEL: 307-296-3547 2017 725 AVENUE 870 83000 TEL: 307-885-8300 ALPINE WYO TEL: 307-885-8300 JACKSON WYO TEL: 307-322-5800 LATA, ID TEL: 208-776-5800 MONTPELIER, ID TEL: 208-847-8800</p>	<p>3/8/2024-CAP-Cell 10x1</p>
DRAWN BY: Don A. Prange		
CALCULATED BY: Karl F. Scherbel		
CHECKED/DATE: _____		
FIELD BOOK: Dead Horse Addition.plg		





# VARIANCE APPLICATION

### Owner Information:

Owner: <sup>dba</sup> North Lincoln County Hospital District - Star Valley Health Phone: 307-885-5887  
 Mailing Address: 901 Adams street, Afton, WY 83110  
 Physical Address: 37 Wintergreen Drive Alpine, WY 83128  
 Legal Description (Lot#, Block, Tract & Subdivision): Lots 184, 185, 186 Alpine Meadows Subdivision

Attached additional information page, if needed. See Attached

Variance Request: Additional exterior signage on North Frontage  
 Current Zoning: MRC

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

Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
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Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:

*See Attached*

Signature of Owner or Authorized Representative:

Date: 3-20-2024

### FOR TOWN USE ONLY

Date Received: 3-26-24	Permit #: #V-01-24
Permit Fees: \$1500	Paid Fees (chk #/cash): 104393



Star Valley Health  
901 Adams Street | Afton, WY 83110  
Phone: 307-885-5800 | Fax: 307-885-5889  
[www.starvalleyhealth.org](http://www.starvalleyhealth.org)

March 21, 2024

To: Alpine Planning and Zoning Commission  
& Alpine Board of Adjustments  
Alpine, Wyoming 83128

From: Star Valley Health  
PO Box 579  
Afton, Wyoming 83110

RE: Additional Alpine Healthcare Services Signage Installation at 37 Wintergreen Drive, Alpine Wyoming

Dear Planning and Zoning Commission and Board of Adjustments,

Star Valley Health (SVH) respectfully submits the attached application for an additional exterior signage variance pursuant to the Town of Alpine Variance Application Process and the Alpine Land Use and Development Code, Part 4 – Development Standards.

Star Valley Health is seeking to obtain an additional variance to allow for supplementary exterior signage at Lot 186 of the Alpine Meadows subdivision. The assigned street address of this location is 37 Wintergreen Drive, Alpine, WY 83128.

**Variance Request –**

SVH is asking to obtain a variance from Part 4, section C – General Design Guidelines, paragraph (d) – Sign Standards for Mixed Residential Commercial District by exceeding the allowable square footage cap of 150 square feet.

Lot 186 has 407 lineal feet of frontage on Wintergreen Drive and 329 lineal feet of frontage on US Highway 89. SVH is asking for an additional variance to exceed the cap of 150 square feet of signage due to the MRC regulations and the length of frontage that the new Alpine Clinic has on the north and east sides of lot 186. SVH currently has a variance for 253 square feet of signage on lot 186 and is proposing a supplementary variance to allow for an additional 205 square feet of exterior signage to accommodate the new Emergency Room and Surgery Center at this location. Please see the attached drawings for calculations and location of the additional signage.

As part of this variance request SVH is also asking to place one additional pole type sign at this address for Emergency Room wayfinding purposes. This pole sign is a 14 ft in height free-standing sign and will be placed on the Wintergreen Drive frontage and meets the allowable height requirement per Table 4-9 of the MRC Sign Standards, page 116 of the Alpine Land Use Development Code.

Please see the attached signage plan, drawings, and specifications to reference the sign sizes and locations. The lumens output for the pole sign is 107 on the east facing side of the sign and 55 lumens on the west facing side of the sign to accommodate the concern for light pollution facing the Alpine Meadows subdivision.

To recap-

#1 - SVH is asking for a variance to exceed the current variance of 253 sq ft of signage by placing an additional 205 sq ft of signage on lot 186, 37 Wintergreen Drive, for a total of 458 sq ft of exterior signage.

#2 – SVH is asking to place one additional freestanding sign on the frontage of Wintergreen Drive.

**Rationale –**

SVH has constructed a 23,000 square foot healthcare services building at 37 Wintergreen Drive in Alpine Wyoming. Initially this new building accommodated an Urgent Care Clinic, Family Medicine Clinic and a Specialty Clinic. Star Valley Health is now completing the construction of the shelled space (10,000 sq ft) of an Emergency Room and a Surgery Center. It will be extremely important for the local community and the traveling public to be able to visually locate the new Emergency Room and Surgery Center at Alpine Junction and the intersection of US 89 and US 26. Important and critical healthcare services such as an Emergency Room must be visible to the public through sufficient way-finding signage.

SVH is currently finishing the shelled space at this same location and establishing a stand-alone Emergency Room and Surgery Center to serve the Town of Alpine and surrounding communities. Placing the free-standing signs and allowing for the additional square feet of signage will provide for current services and allow for space on the signs when the Emergency Room and Surgery Center is constructed. Emergency services also demand very clear and visible signage for the public to identify the Clinic/Urgent Care/Emergency Room location during a time of need.

The strict application of the Alpine land Use and Development Code may result in the public not being able to readily locate the Urgent Care Clinic, Emergency Room, and Surgery Center.

The extraordinary circumstances that apply to this location (37 Wintergreen Drive and Alpine Junction) are that there are two frontages on this lot requiring that wayfinding signage be placed on both frontages to provide sufficient signage for the type of service (healthcare, urgent care, emergency services, surgery services) offered at this location.

The granting of this variance will not be detrimental to the public interest. It will enhance the ability of the local community and traveling public to find the new location of the healthcare, urgent care and emergency care services in the community.

This variance request is not a result of any act intended to circumvent the Alpine Land Use and Development Code.

Sincerely,



Mike Hunsaker  
Senior Vice President, Business Development  
Star Valley Health





## REMODEL/ADDITION

### Permit Application

Town of Alpine  
P & Z Commission

MAY - 6 2024

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

RECEIVED

**PROJECT NAME:** Shackleford Addition

Physical Address:

413 Aster Loop

Legal Description (Lot # and Subdivision):

Lot 32 Alpine Meadows Subdivision

Description of Work:

Enclosing entryway for safety concerns

Proposed Building Use:

Residential

Estimated Valuation of Work:

\$30,000

Floor Area:

First Flr: + 49.5

Second Flr.

Third Flr:

Basement:

Total Square Footage:

$1656 + 49.5 = 1,705.5$

### APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner:

Carol Shackleford

Phone:

307.690.9847

Mailing Address:

Box 3514 - Alpine

Contractor:

Right Angle Construction

Phone:

307.690.3728

Mailing Address:

Box 3375  
Alpine WY 83128

Excavating Contractor:

Same - RAC

Phone:

610-3728

Mailing Address:

Box 3375 - Alpine

Electrical Contractor:

Sage Electric

Phone:

307-699-5186





April 23, 2024

**VIA ELECTRONIC MAIL TO MAMASHACKI@YAHOO.COM**

Carol Ann Shackelford  
PO Box 630  
Thayne, WY 83127

**RE: Approval of Small Addition to Home – Lot 32 Alpine Meadows Subdivision**

Dear Carol Ann:

The Alpine Meadows Architectural Review Committee (ARC) approved the proposed small addition to your home to mitigate the wintertime safety concerns you've experienced.

If you or your contractor have any questions, please don't hesitate to contact me.

Best regards,

A handwritten signature in black ink that reads "Lisa Paddleford".

Lisa Paddleford  
Administrative Assistant – AMPOA Board of Directors & ARC

cc: Levi Poyer, ARC Chairperson  
Joshua Floyd, Contractor  
Christine Wagner, Town of Alpine P&Z



# RESIDENTIAL BUILDING Permit Application

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

### PROJECT NAME:

Physical Address: 76 Primrose Ct., Alpine, WY 83128			
Legal Description (Lot # and Subdivision): Alpine Meadows, Lot 143, Town of Alpine, Lincoln County, Wyoming			
Description of Work: Full construction of single-family residential home.			
Proposed Building Use: Single-family residence.			
Estimated Valuation of Work: \$ 300,000.00			
Floor Area:		Basement:	
First Flr: +/- 1550 sf.	Second Flr: N/A	Third Flr: N/A	N/A
Total Square Footage: +/- 1550 sf.			

### APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner: David & Irene Scharfenberg	Phone: 503-806-7390
Mailing Address: P.O. Box 1964, Hood River, OR 97031	
Contractor: Owner/contractor	Phone: 503-806-7390
Mailing Address: Same as above.	
Excavating Contractor: Keith Jackson/Salt River Excavation	Phone: 307-887-5330
Mailing Address: Etna, WY	
Electrical Contractor: N/A, Owner Contractor	Phone:



# Minor Construction

## Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

Section 4, Itema.

### PROJECT NAME:

Physical Address: 141 US 89

Legal Description (Lot # and Subdivision): lot # 609 C of the Lakeview Estates Subdivision

Estimated Valuation of Work: 3 Thousand

Description (Intent of Permit): we added a Gas tank for our kitchen, need to place four metal / concrete posts around it.

### APPLICANT/CONTRACTOR/CONSULTANTS:

Owner: <del>B</del> Don Uzhik	Phone: (818) 807-3882
Mailing Address:	
Contractor: <del>MR</del> MR. Pedro	Phone: (702) 350-0756
Mailing Address:	
Electrical Contractor:	Phone:
Mailing Address:	
Plumbing Contractor:	Phone:
Mailing Address:	
Mechanical Contractor:	Phone:
Mailing Address:	
Authorized Representative if different from Owner:	
Signature of Owner or Authorized Representative:	Date:

### FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check# / Cash)	Date Paid:

# TOWN OF ALPINE

## MINOR CONSTRUCTION

### CHECKLIST

Please place a check mark on all lined items and initial the bottom of all pages, as requested

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

- o You wait until the deadline day for turning in your paperwork or;
- o If your Minor Construction packet is not complete or;
- o Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: Don Urdik Phone #'s: (818) 807-3882

Lot#/Subdiv. #609 C of the Physical Address: 14105 ga  
Lakeview Estates Subdivision

You may submit your Building Application Packet by: Mail: PO Box 3070, Alpine, WY 83128  
Person: 250 River Circle, Alpine, WY 83128

**Please Complete:**

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

**The following items fall under a minor construction permit: (Please circle which one(s) applies to your application)**

- Sheds which contain **less** than 300 sq. ft., of total floor area without Plumbing or Electrical; - (See Shed Affidavit)
- Sheds which contain **more** than 300 sq. ft., but **less** than 400 sq. ft., of total floor area with or without Plumbing or Electrical;
- Re-Roofing Applications:
  - o Replacement of existing roofing materials;
    - This could include any and all materials that increase or decrease existing roof load;
  - o Addition of roofing layers (Any and all materials that increase existing roof load);
  - o Change in under sheeting materials;
- Construction of Deck - (See Deck Affidavit)
  - o Addition of stair, dimensions and/or alterations to existing deck and/or building/structure
- Construction of perimeter fences - (See Fence Affidavit)
- Ⓞ Installation of **new** propane/gas storage tanks (including underground propane tanks)
- Plumbing Additions or Adjustments (improvements) to Commercial Buildings
- Electrical Additions or Adjustment (improvements) to Commercial Buildings
  - o Completed Plan Review Check List- (State Department of Fire Preventions & Electrical Safety)
- Replacing doors and/or windows when dimensions are increased in size and/or changes egress
  - o Note - A Wyoming Certified Engineered Stamp Drawing will be required -
- Utility Improvements and/or Changes - (ex. Wood to Gas, Electric to Propane, etc.) (See Stove Affidavit)

**GETTING A MINOR CONSTRUCTION PERMIT:**

\_\_\_\_ Minor Construction Permit Application Completed and Signed

Initials:



- \_\_\_\_\_ Minor Construction Checklist Completed and Signed
- \_\_\_\_\_ Fees, which **MUST** be paid when submitting Minor Construction Permit Application;
- \*\*\*See Fee Schedule \*\* all fees are non refundable
- \_\_\_\_\_ Site Preparation is Complete (Property Corners Identified and Clearly Marked) {If Applicable}

**#3 - TOWN RESPONSIBILITIES:**

- \_\_\_\_\_ Town Building Official approves plans, by conducting a complete plan review;
- \_\_\_\_\_ Planning & Zoning Board approves Minor Construction Permit.
- \_\_\_\_\_ Town Building Official verifies and approves the site plan by conducting an on-site inspection;

**YOUR MINOR CONSTRUCTION PACKET MUST INCLUDE: (as applicable)**

**Site plan on 11 x 17 paper containing:**

- \_\_\_\_\_ Blueprints (Drawings);
- \_\_\_\_\_ Setback distances;
- \_\_\_\_\_ Property Line & measurements according to surveyor's dimensions;
- \_\_\_\_\_ Location & Dimensions of ALL buildings (home, garage, etc.), property lines, location of septic system, roads & easements;
- \_\_\_\_\_ Detailed Utilities and Electrical Plan connections to the structure (water, sewer, power, telephone, propane tank, etc (\*Ensure they are not located underneath driveways)
- \_\_\_\_\_ Detailed Roof Plan
- \_\_\_\_\_ Building Material Used and Application of Material
- \_\_\_\_\_ Installation Factor for Windows and Doors
- \_\_\_\_\_ Sketch proposed fencing, driveways, green space, and snow removal areas (if appropriate)
- \_\_\_\_\_ Engineered Plans, Plan Calculations & Truss Calculation from a Wyoming Licensed Engineer
- \_\_\_\_\_ Read Propane Tank Regulations (if applicable) Chapter 38 of IFC
- \_\_\_\_\_ Application for State of Wyoming Department of Fire Prevention & Electrical Safety

**ON-SITE SETBACK INSPECTION: (as applicable)**

- \_\_\_\_\_ Clearly string & stake the EXACT dimensions of where the proposed project is (**\*Dimensions on the ground MUST MATCH your 11 x 17 Site Plan**);
- \_\_\_\_\_ Property stakes: All property monuments/surveyor pins must be exposed and visible.  
*\*Wooden stakes without Surveyors Monuments will not be accepted.*

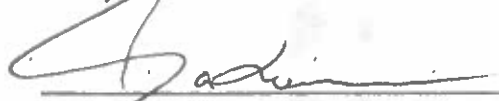
**CERTIFICATE OF COMPLETION:**

Upon completion; please contact the Town Office to **schedule a final inspection** once completed and approved by the Town Building Official you will receive your Certificate of Completion

**\*For more thorough information and instructions:**

*Refer to the IBC/IRC and/or the Town of Alpine Land Use and Development Codes*

**Yes, I received and understand all items on the Permit Checklist**

  
\_\_\_\_\_  
Signature

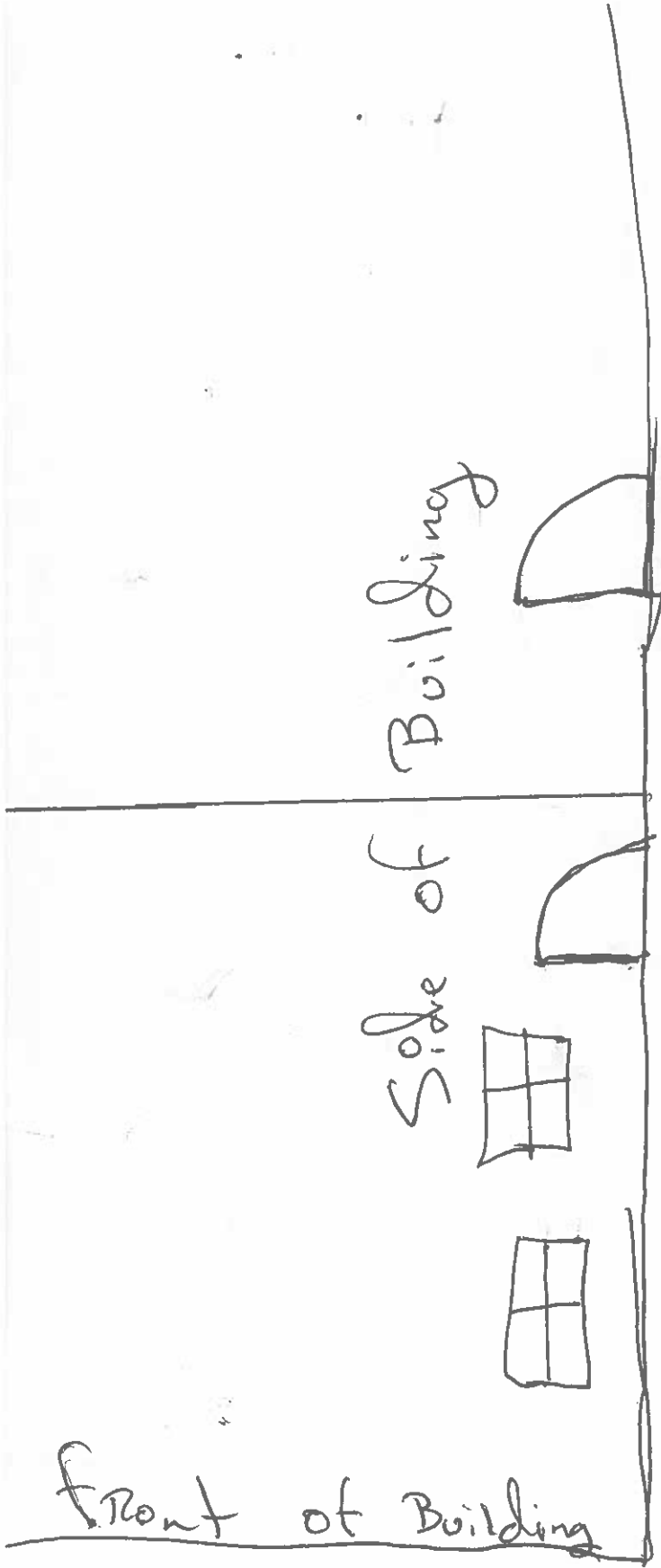
1/18/2024  
\_\_\_\_\_  
Date

**FOR USE BY TOWN:**

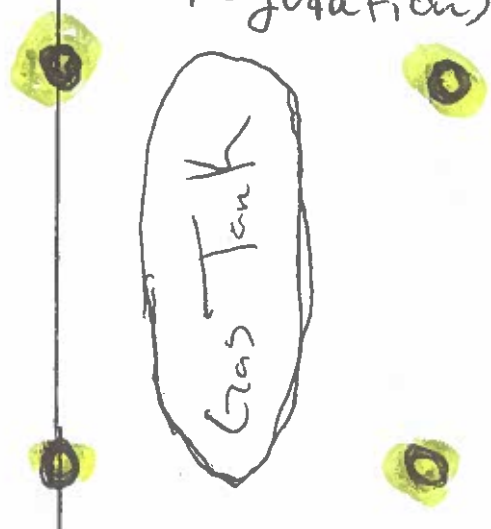
\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Date:

Initials:



The objective is to comply with the safety measures agreed upon by the Gas Company & the town's Regulations



**Transaction Record**

**Transaction Details (8D0945A76103)**

SitelD:	NB74
Name:	Salomon M. Garcia
Address:	
Company:	Marquina, LLC
Card Type:	Visa
Card Number:	*****6202
Expiration Date:	1027
Approval Code:	081770
Amount:	\$250.00
Sales Tax:	\$0.00
Phone:	
Transaction:	Debit (Sale)
Status:	Approved
Date:	1/18/2024
Time:	18:44:03
Email Address:	
Payee Name:	Town of Alpine 2
Memo:	Permit Fee
Custom 1:	
Custom 2:	
Custom 3:	
Batch ID:	
Batch Date:	

This confirms that you have authorized Town of Alpine 2 to DEBIT your credit card or debit card in the amount of \$250.00. The payment date for this transaction is scheduled for 1/18/2024 and should be processed in 24 to 48 hours from the scheduled date. The confirmation number for this transaction is 8D0945A76103. I agree to pay the below total amount according to my Card Issuer Agreement.

\_\_\_\_\_  
**Signature**