

- (g) All completed land use permit applications must contain documented approval of the landowner(s) of the subject property.
- (h) **If the property is located in an established subdivision, with an active architectural review committee and/or homeowner association, project approval shall accompany the permit application.**
- (i) Upon inspection and final approval of all construction that is authorized via municipal building permits, the Town of Alpine shall issue a Certificate of Occupancy to the owner(s).
- (j) No new building shall be used or occupied until a Certificate of Occupancy and/or a Temporary Certificate of Occupancy has been issued by the Town of Alpine.

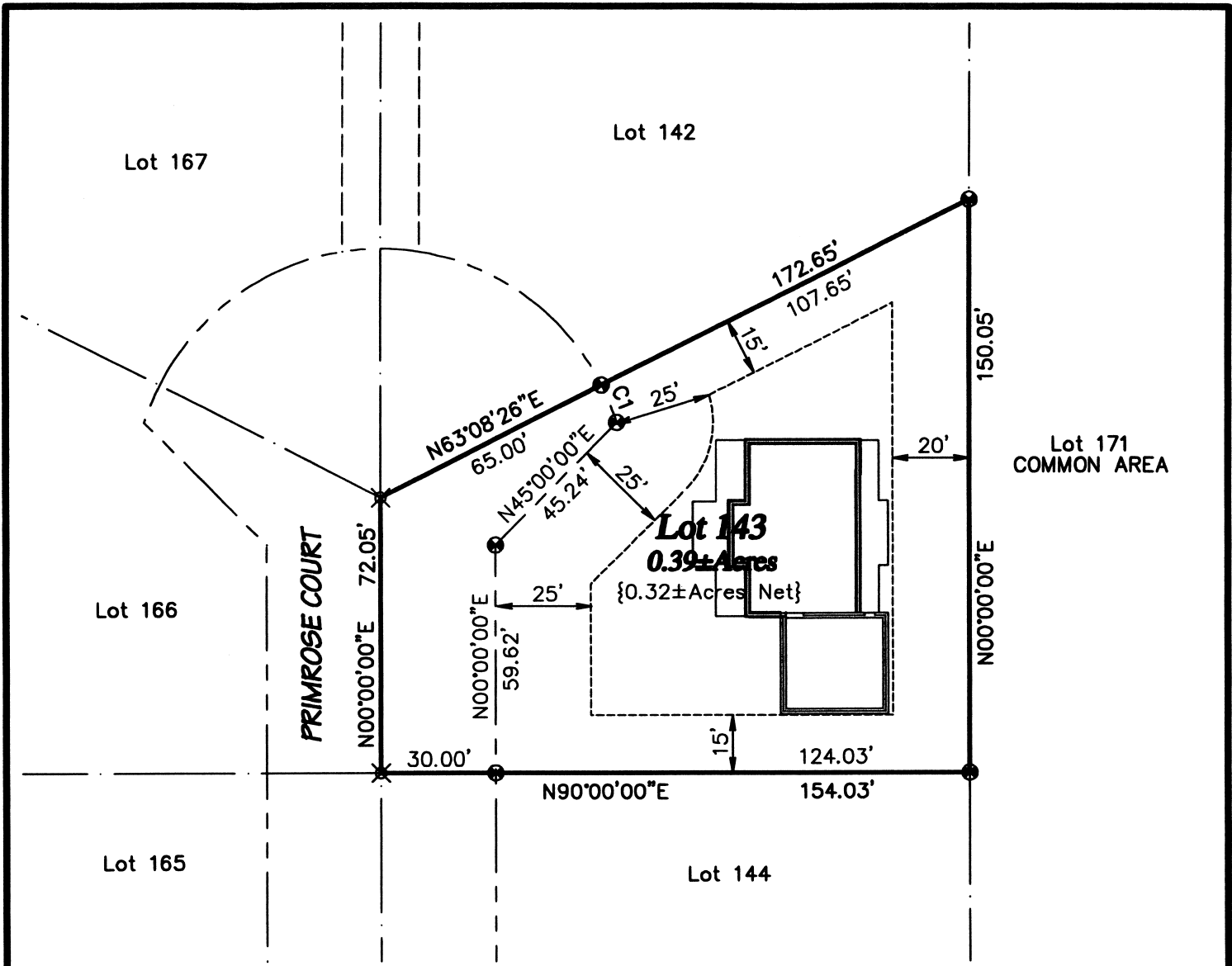
**TABLE 2-1
LAND USE DEVELOPMENT APPLICATION REQUIREMENTS
TOWN OF ALPINE**

| <i>Land Use Permit</i> | <i>Information Accompanying Application Form</i> | <i>Public Hearing</i> | <i>Notice Prior to Public Hearing</i> | <i>Decision Process</i> | <i>Appeals</i> |
|--------------------------|--|--------------------------------|---------------------------------------|--|--------------------------------------|
| Land Use Plan Amendment | Rationale for plan amendment; proposed changes in land use plan map designations | Planning and Zoning Commission | 30 days | Planning and Zoning Commission makes recommendation to Town Council for final action | District Court as outlined in Part 5 |
| Planned Unit Development | Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner | Planning and Zoning Commission | 30 days | Planning and Zoning Commission makes recommendation to Town Council for final action | District Court as outlined in Part 5 |
| Zone Change | Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner | Planning and Zoning Commission | 30 days | Planning and Zoning Commission makes recommendation to Town Council for final action | District Court as outlined in Part 5 |
| Variance | Plot plan, description and rationale for deviation from ordinance | Board of Adjustment | 30 days | Board of Adjustment makes final decision. | Town Council |
| Subdivision Approval | Generally, include master plan report, preliminary plat, and final plat drawings. But variable requirements for simple, minor and major subdivisions. | Planning and Zoning Commission | 30 days | Planning and Zoning Commission makes recommendation to Town Council for final action | District Court as outlined in Part 5 |

- (6) A change in the type of occupancy of a building;
 - (7) Accessory buildings with or without a permanent foundation, with square footage greater than three hundred (300) square feet, with or without roof eave heights greater than ten (10) feet;
- (c) The Town of Alpine shall make available a building permit application and/or affidavit forms to applicants that shall require, at least, the following information from the applicant:
- (1) Name of applicant;
 - (2) Authorization by landowner (if not the applicant);
 - (3) Mailing address;
 - (4) Contact information for telephone, fax, and e-mail address;
 - (5) Legal description and size of land parcel where proposed construction shall take place;
 - (6) Scope of proposed site and facility improvements;
 - (7) Existing zoning designation and related permitted uses;
 - (8) A site/plot plan indicating the location of proposed buildings and the distances from the property line to the front, back and sides of proposed buildings, **also known as the building envelope;**
 - (9) Three (3) sets of **scaled** construction drawings (see application checklist) that illustrate the *proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.* **All construction drawings for structures submitted with a permit application shall be designed, stamped and certified by a civil or structural engineer licensed in the State of Wyoming; (Stamped engineering is required on structures greater than three hundred (300) square feet in size.)** {See permit checklist for complete details};
 - (10) Three (3) sets of a **scaled site/plot plan** that depict the location of, proposed vehicular access, the finish grade of the project site, septic system or sewer connection location, water connection location, denoting all above ground and below ground utilities (power, propane) to be located on the property, vehicle parking (garage square footage and driveway dimensions {square footage}), setbacks, onsite drainage facilities and snow storage areas (snow storage dimensions {square footage}) needs to be clearly identified. {See permit checklist for complete details}.
 - (a) **Properties located within the Multi-Unit Residential District (R-2), Mixed Residential and Commercial District (MRC), Commercial District (C) and Light Industrial District (LI) must have their site plan prepared by a certified civil or structural engineer licensed in the State of Wyoming, site plan requirements are listed in sub-section (8) and (10) above. (Please note that additional information may be required, depending on the complexity of the project.)**
 - (11) Three (3) sets of other construction documents and/or other data that the applicant may consider relevant to the building permit application shall be submitted with the building permit application. **All construction documents and/or other requested documents shall be stamped and certified by a civil or structural engineer licensed in the State of Wyoming; (Stamped engineering is required on all structures greater than three hundred (300) square feet in size.)**
 - (12) A digital file copy to be submitted of the complete plan set, site plan, along with all the associated construction documents shall be filed at the time of application submittal.

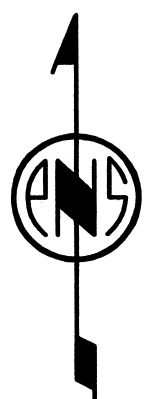
Section 2-304. Required Building and Site Inspections

- (a) Any authorized construction activity shall be subject to inspections by the Town of Alpine Building Official, or its designated representative, during the construction process.
- (b) **Conformance to the International Building Code, International Residential Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Fire Code and National Electrical Code standards, as adopted by the Town of Alpine shall be ensured throughout the required inspection process.**
- (c) Applicant to supply the Town of Alpine with an “Exhibit to Accompany Affidavit of Surveyor” from a land surveyor, licensed in the State of Wyoming that is retained by the building owner. The exhibit depicts property corners, setback lines and house placement.
- (d) Upon completion of the forming of any foundation walls of the structure, a Certificate of Placement shall be issued and submitted to the Zoning Administrator of the Town of Alpine. The Certificate of Placement verifies the location of the structure and the compliance, or lack of compliance, with the plot/site plan submitted with the approved building permit application. **The Certificate of Placement shall be completed by a land surveyor, licensed in the State of Wyoming that is retained by the building owner; the certificate is to be submitted to the Town office prior to moving forward with the project.**
- (e) The Municipal Building Official shall make at the following stages:
 - (1) Concrete forms, re-bar, reinforcing rods or pins are in place prior to the placement of concrete for concrete slab foundations or concrete footings.
 - (2) When concrete forms are in place for foundation/stem walls prior to the placement of concrete.
 - (3) When exterior damp/water proofing has been completed, {prior to foundation backfilling}.
 - (4) Foundation vents are in place for crawlspace foundations, all mechanical piping and conduit is in place (including radon mitigation), all fittings are properly connected, and all work is adequately supported prior to the placement of utilities, e.g., sewer line, within a concrete foundation.
 - (5) When all building framing, plumbing, mechanical (ventilation and air conditioning {HVAC}) is completed and properly nailed, bolted or secured. *Prior to any coverings, e.g., Tyvek, roof coverings and/or insulation.*
 - (6) Exterior nailing of roof and walls.
 - (7) Insulation inspection prior to covering of walls and/or ceilings.
 - (8) Sheet rock inspection, prior to taping and/or mudding.
 - (9) When all construction work is completed, (plumbing, mechanical, etc).
- (f) The Town of Alpine shall inspect all improvements, authorized via an issued construction permit, following the construction of all proposed improvements.
- (g) **Any inspections that need to be repeated by the Building Inspector/Official are subject to additional costs to be paid at the property owners expense. Failure to notify the town/inspector of a required inspection; shall result in fines, and/or penalties issued to the property owner; with the removal of work to be uncovered for all items to be inspected properly, at their own expense.**



CURVE TABLE

| CURVE | LENGTH | DELTA | RADIUS | CHORD BEARING | CHORD | TANGENT |
|-------|--------|----------|--------|---------------|--------|---------|
| C1 | 10.60' | 9°20'43" | 65.00' | S22°11'12"E | 10.59' | 5.31' |



SCALE: 1" = 40'

LEGEND

- ⊕ indicates a 5/8" diameter rebar with a 2" aluminum cap inscribed "PLS 6447", found this survey.
- ⊗ indicates a calculated position, no monument found or set.
- indicates a right-of-way line.
- indicates a platted lot line of record.

**EXHIBIT TO ACCOMPANY
AFFIDAVIT OF SURVEYOR
ALPINE MEADOWS
LOT 143
TOWN OF ALPINE
LINCOLN COUNTY, WYOMING**

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DATE: 28 April 2023
 DRAWN BY: Kade Beus
 CALCULATED BY: Kade Beus
 CATEGORY/POR: Towns/Alpine/AM
 FIELD BOOK:
 COMPUTER FILE: AM-143 Exhibit.pro



SURVEYOR SCHERBEL, LTD.
 PROFESSIONAL LAND SURVEYORS
 BOX 96 BIG PINEY-MARBLETON, WY TEL. 276-3347; BOX 725 AFTON, WY TEL. 885-9319;
 ALPINE, WY TEL. 885-9319; JACKSON, WY TEL. 733-5903; MONTPELIER, ID TEL. 847-2800

Article = 3.2 District Regulations
All Districts

primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, will have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner will accept full responsibility for any and all costs for repairs.**

PROPOSED PLACEMENT:

- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. The only items allowed in the established setback area is landscaping.**
- (6) Corner Lots and Irregular Lots will have all street front setback guidelines and remaining sides will be considered side setbacks.
- (7) Any deviations from setback requirements will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.
- (f) Maximum Building Height:
- (1) Primary residential structures will be thirty-five (35) feet or less in height.
- (2) The height of detached accessory structures will be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures will be placed behind the front plane of the existing residential structure.
- aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; will have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
- (3) Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less; measuring the pitch end of the roof eaves, from the finished grade elevation.
- (g) Vehicular Parking and Storage:
- (1) A minimum of six hundred (600) square feet of off-street parking will be provided for each single-family dwelling unit; either by driveways associated with the dwelling unit, and/or private garages. The parking area will not extend into the municipal street right-of-way.
- (2) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property.**
- (3) Recreational vehicles (RVs) and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and will be removed promptly when construction and/or the maintenance has been completed.

**TABLE 3-1
MINIMUM OFF-STREET PARKING REQUIREMENTS
MRC DISTRICT**

| <i>Type of Use</i> | <i>Standard</i> |
|--|--|
| Multi-Unit Residential | 2 parking spaces per dwelling unit; multi-unit buildings with more than 4 dwelling units will also have one guest parking space for every two dwelling units |
| Motel/Hotel | 1 parking space per guest room |
| Inns or Lodges | 1 per guest room; 35% of total seating capacity of associated café & restaurant operations |
| Medical and Veterinary Clinics | 1 per 400 600 square feet of floor space |
| Commercial Offices | 1 per 400 600 square feet of retail floor space |
| Cafes and Restaurants (including fast-food outlets with seating) | Number of parking spaces will equal 35% of total seating capacity |
| Fast-food Outlets (with no seating) | 1 per number of employees for average work shift |
| Retail Stores | 1 per 400 600 square feet of retail floor space |
| Self-Storage Facilities | 1 per every 2,000 square feet of storage space |
| Commercial Services | 1 per 400 600 square feet of retail floor space |
| Service and Repair Establishments | 4 per service bay plus 1 per employee. |
| Cabinet, plumbing, welding, and steel fabrication shops | One parking space every 800 square feet of floor space plus 1 per employee. |
| Commercial Recreational Facilities | 1 parking space for 25% of the total number of customers that can be served at any given time |
| Mixed Residential and Commercial Building | Cumulative parking requirements for both multi-unit residential structures and commercial facilities |

(i) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing will be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines shall be no more than seven (7) feet high for residential lots and no more than eight (8) feet high for commercial lots. Fences will not be constructed on top of property lines. Structural posts associated with all perimeter fences will be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
- (4) Fencing and walls may be placed within drainage and utility easements, locates will be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
- (5) Construction fences are allowed during initial construction of a primary structure. It will be constructed on the property of the primary building site. The permit is issued along with the Residential Building permit. The Certificate of Occupancy will not be issued until the construction fence is removed.
- (6) Snow fences are allowed between the months of October and May of the following year. A snow fence will not impede the removal of snow from the public rights of way, must maintained and preferably of a neutral or black color.