



Town of Alpine SPECIAL USE PERMIT (SUP)

I. Permit Information

Permit No.: SUP-2025-0002

Date Issued: _____

Project Name: Creative Properties, LLC – Palisades Heights

Property Address / Location: 160 U.S. Highway 89, Lot #23, Palisades Heights Subdivision

Zoning District: Mixed Residential-Commercial (MRC)

Parcel ID / Legal Description: TBD

Applicant / Property Owner: Creative Properties, LLC

Mailing Address: PO Box 2911, Alpine WY 83128

Phone / Email: Dave Jenkins dave@snowypeakwy.com

II. Purpose and Description of Special Use

Description:

The applicant, **Creative Properties, LLC**, has been granted a **Special Use Permit (SUP)** to allow for a **phased submittal and development** based on the **provided Preliminary Master Plat** for the property located at **160 U.S. Highway 89, Lot #23, Palisades Heights Subdivision**.

This approval authorizes subdivision and phased construction of smaller lots than typically allowed under the Town of Alpine Land Use Development Code (LUDC), provided that each phase complies with all applicable Town standards and the phasing plan approved under this permit.

III. Approval and Review

This Special Use Permit has been reviewed and approved pursuant to the **Town of Alpine Land Use Development Code (LUDC)**, following public hearing and action by the **Planning & Zoning Commission** and **Town Council**.

Planning & Zoning Commission Action:

Date of Meeting: October 14, 2025

Recommendation: ☐ Approval ☒ Approval with Conditions ☐ Denial



Town of Alpine SPECIAL USE PERMIT (SUP)

Town Council Action:

Date of Approval: _____

Motion: ☐ Approved ☒ Approved with Conditions ☐ Denied

IV. Agreed Upon Conditions

The following conditions of approval have been reviewed and agreed upon by the applicant and are hereby incorporated as enforceable terms of this permit:

1. **Defined Construction Phases:**

Each construction phase shall be clearly defined on the approved preliminary and final plat maps, including corresponding timelines for submittal and completion.

2. **Infrastructure Completion Requirement:**

Building permits for subsequent phases shall not be issued until all required infrastructure and improvements serving prior phases are completed or financially secured to the satisfaction of the Town.

3. **Revisions to Phasing Plan:**

Any substantial changes to the approved phasing plan shall require further review and approval by the **Planning and Zoning Commission**.

4. **Utility and Infrastructure Compliance:**

The applicant shall maintain compliance with all Town **utility, access, drainage, and fire protection standards** throughout the duration of the project.

5. **Tenant Improvements:**

Separate building permits and fees shall be required for all **tenant improvement work or internal buildouts** not included in the initial phase approvals.

6. **Scope of Approval:**

This approval is granted based on the applicant's representation that phased submittal of construction documents and infrastructure improvements will **not alter the approved use, density, or intensity** of development.

7. **Right to Suspend or Revoke:**

The Town reserves the right to suspend or revoke this approval if project phasing deviates from the approved plan or causes **adverse impacts to Town infrastructure or adjacent properties**.



Town of Alpine

SPECIAL USE PERMIT (SUP)

V. Duration and Expiration

This Special Use Permit shall remain valid for a period of **three (3) years** from the date of Town Council approval, unless otherwise extended in writing by the Town.

The permit shall automatically expire if the approved use has not commenced within this timeframe or if work ceases for more than twelve (12) consecutive months without written extension.

VI. Revocation

Failure to comply with any condition of approval, applicable Town codes, or representations made during the permitting process may result in **revocation of this permit** by action of the **Town Council**.

VII. Acknowledgment and Acceptance

By signing below, the Applicant acknowledges receipt of this Special Use Permit, agrees to all conditions contained herein, and accepts responsibility for compliance with the **Town of Alpine Land Use Development Code** and other applicable laws.

Applicant / Owner:

Signature: _____ Date: _____

Printed Name: _____

Town of Alpine – Authorized Official:



Town of Alpine
SPECIAL USE PERMIT (SUP)

Signature: _____ Date: 10/08/2025
Monica Chenault, Town Clerk
