



Town of Alpine

SPECIAL USE PERMIT APPLICATION

All applicants seeking a Special Use Permit from the Town of Alpine, Wyoming, shall submit a complete application to the Town Planning Commission in accordance with the procedures set forth in Ordinance No. 2025-004, including all required documentation demonstrating compliance with applicable zoning regulations and the Town's Comprehensive Plan.

Property Owner Information:

Please fill out the information below for the legal property owner. If the applicant is not the property owner, written authorization from the property owner must be attached to this application.

Full Name: Creative Properties LLC
Last c/o Dave Jenkins First M.I.

Mailing Address: PO Box 2911, Alpine WY 83128
City State Zip

Email Address: dave@snowpeakwy.com Phone Number: 307-880-4444

Authorized Representative: Surveyor Scherbel, Ltd.

Project Description:

Legal Description: Lot 12 Palisades Heights Subdivision
(Lot #, Block, Tract, & Subdivision)

Please provide a detailed description of the proposed use for the property. Include information about the type of activity, operating hours (if applicable), and any structures, improvements, or modifications being proposed.

See attached.

Please indicate below whether the proposed Special Use is **Temporary** or **Permanent**:

☐ **TEMPORARY SPECIAL USE:** A Temporary Special Use Permit applies to short-term activities or events that are limited in duration, such as seasonal events, temporary structures, or short-term commercial operations. The permit may include specific start and end dates and will require removal or cessation of the use upon expiration.

☒ **PERMANENT SPECIAL USE:** A Permanent Special Use Permit applies to ongoing land uses or developments that are intended to be continuous or long-term in nature, subject to all applicable conditions and ongoing compliance with the Town's zoning and land use regulations.

The application fee for a Special Use Permit is \$1,500.00. This fee must be submitted at the time of application and is non-refundable, regardless of the outcome of the review process.

Criteria for Approval:

The Town Council or Planning Commission will evaluate your application based on the criteria outlined below. Please provide a written response for each criterion, explaining how your proposed use meets these standards.

Compatibility with Zoning:

Describe how the proposed use is compatible with the surrounding area and consistent with the Town's Comprehensive Plan and zoning regulations.

See Master Plan Report prepared by Sunrise Engineering.

Impact on Public Health and Safety:

Explain how the proposed use will avoid adverse impacts on public health, safety, or welfare. Include information on water, sewer, transportation, and emergency service provisions.

See Master Plan Report prepared by Sunrise Engineering.

Environmental Impact:

Describe any potential environmental impacts and how they will be addressed. Consider air quality, water quality, noise, and wildlife habitat.

See Master Plan Report prepared by Sunrise Engineering.

Traffic and Access:

Explain how the proposed use will manage traffic, provide safe access, and include adequate parking.

See Master Plan Report prepared by Sunrise Engineering.

Mitigation of Negative Effects:

Identify any possible negative effects (e.g., noise, lighting, traffic) and explain the measures you will take to minimize them.

See Master Plan Report prepared by Sunrise Engineering.

Consistency with Community Character:

Explain how the proposed use fits with the character and aesthetics of the surrounding neighborhood or district.

See Master Plan Report prepared by Sunrise Engineering.

SITE PLAN & SUPPORTING DOCUMENTS:

Applicants must submit a site plan and all supporting documentation relevant to the proposed special use. The level of detail required may vary depending on whether the proposed use is temporary or permanent.

SITE PLAN:

PURPOSE:

The site plan provides the Town with a clear visual and written understanding of the proposed land use and any physical changes to the property. It ensures the project can be reviewed for consistency with zoning regulations, the Town's Comprehensive Plan, and potential impacts on surrounding properties.

HELPFUL TIPS:

Your application will be reviewed by the Planning & Zoning Commission and ultimately decided upon by the Town Council. When preparing your site plan and narrative, please include:

- **Description of existing site conditions** (lot size, structures, topography, vegetation, etc.)
- **Details on proposed changes** (new buildings, modifications, setbacks, access, parking, lighting, landscaping)
- **How the project complies** with applicable zoning standards and how it mitigates potential impacts (traffic, noise, lighting, etc.)

The more detail you provide, the more complete your application will be for Planning & Zoning review.

ADDITIONAL REQUIRED DOCUMENTS (IF APPLICABLE):

Depending on the nature of your proposed use, you may also be required to submit:

- Architectural drawings or renderings
- Traffic impact analysis
- Environmental assessment
- Drainage plan or grading information
- Utility service plans
- Development schedule (for larger or phased projects)

Person or Company Responsible for Preparation (If Different From Applicant):

Name	Surveyor Scherbel, Ltd / Sunrise Engineering
Address:	PO Box 725 / 770 S. Washington St., Ste A; Afton, WY 83110
Telephone Number:	307-885-9319 / 307-885-5800
Email Address:	

Following Submission, the Process Is as Follows:

- The Zoning Administrator, or their designated representative, will conduct a thorough review of your application to ensure completeness and compliance with applicable zoning regulations, the Town's Comprehensive Plan, and the criteria outlined in Ordinance No. 2025-004. A written staff report summarizing findings, potential impacts, and a recommendation will be prepared for the Planning and Zoning Commission.
- As soon as practical, a public hearing will be scheduled before the Alpine Planning and Zoning Commission. Notice of the hearing will be provided to all property owners within 500 feet of the proposed site, as required by ordinance.
- The applicant or their legal representative is required to attend the hearing. It is the applicant's responsibility to present accurate, fact-based information in support of the proposed use. All claims, exhibits, and statements should be substantiated with clear and relevant documentation or analysis—not promotional or speculative in nature.
- After reviewing the staff report and considering public comments, the Planning and Zoning Commission will issue a written recommendation to the Alpine Town Council. The recommendation will include a rationale for approval, approval with conditions, or denial. Conditions may be recommended to mitigate impacts on surrounding properties or public infrastructure.
- The Town Council will review the staff report, the Planning and Zoning Commission's recommendation, and any additional public input before making a final decision. The Council may vote to approve, approve with conditions, or deny the Special Use Permit application.
- If approved, the Special Use Permit will be issued with any applicable conditions outlined in the Council's decision. The applicant must adhere to these conditions at all times. Failure to comply may result in penalties or revocation of the permit, as outlined in Ordinance No. 2025-004.
- If the Special Use Permit is denied, the applicant or an aggrieved party may file a written appeal with the Town's Board of Adjustment within thirty (30) days of the final decision.

Special Use Permit Public Hearing Notification Requirement:

Following confirmation that your application is complete and a hearing has been scheduled, **you will be provided with a Notice of Public Hearing** prepared by the Town Clerk.

It is **your responsibility** to complete the following notification tasks **no less than twenty (20) business days prior to the scheduled Planning and Zoning Commission Public Hearing**:

- Distribute the Notice of Public Hearing via certified mail to all utility providers that serve or may be impacted by the proposed special use.
- Distribute Notice of Public Hearing to any person owning property that is adjacent to or within five hundred (500) feet of the proposed special use.

Legal Advertising:

It will be your responsibility to give notice of the public hearing at least twice in the local newspaper. The first notice shall be given at least fifteen (15) business days prior to the date of the public hearing. The notice shall contain a location map which includes identifiable landmarks and boundaries of the property.

Local Newspaper: Star Valley Independent
Email: amandan@svinews.com Phone Number: 307-885-5727

It will be your responsibility to post notice on the territory proposed to be annexed. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. Costs of production of the notice and posting the notice shall be borne by the applicant.

PLEASE NOTE:

You must submit proof of all mailings, legal advertisements, and property posting to the Town Clerk prior to the public hearing. Failure to meet these requirements may delay or reschedule your hearing.

Certification

By signing below as the Property Owner or an Authorized Representative, I hereby certify that all information provided in this Special Use Permit application is true, accurate, and complete to the best of my knowledge. I acknowledge that any false or misleading information may result in delays, denial, or revocation of the permit.

Signature: Dave Jenkins

Printed Name: Dave Jenkins

Title/Relationship to Property (if applicable): Managing Member

Date: 08/06/2025



Completed Document Audit Report

Completed with SignWell.com

Title: Alpine - Special Use Permit Application - Creative Properties LLC

Document ID: 079a658a-e239-47d7-bdf4-c0190bfc8f2b





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Files

Alpine - Special Use Permit Application - Creative.pdf - 5 pages

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Activity

 Surveyor Scherbel IP: 45.13.235.139	created the document (surveyorscherbelltd@gmail.com)	Aug 06, 2025 09:32:48 MDT
 Surveyor Scherbel IP: 45.13.235.139	sent the document to dave@snowpeakwy.com	Aug 06, 2025 09:33:54 MDT
 Dave Jenkins IP: 2600:100e:b33e:2986:8f6:fdc1:4792:531	first viewed document (dave@snowpeakwy.com)	Aug 06, 2025 09:56:13 MDT
 Dave Jenkins IP: 2600:100e:b33e:2986:8f6:fdc1:4792:531	signed the document (dave@snowpeakwy.com)	Aug 06, 2025 09:56:48 MDT