



**TOWN OF ALPINE, WYOMING  
ORDINANCE NO. 2026-008**

**AN ORDINANCE ESTABLISHING AN INTERIM MODIFIED PERMITTING STRUCTURE  
FOR CERTAIN CONSTRUCTION AND DEVELOPMENT ACTIVITIES, AND PROVIDING  
FOR AN EFFECTIVE DATE**

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**WHEREAS**, the Town of Alpine is currently undertaking a comprehensive update to its Land Use and Development Code (LUDC); and

**WHEREAS**, the existing permitting structure does not adequately account for varying levels of project complexity for certain common construction activities; and

**WHEREAS**, the current system results in either minimal oversight or overly burdensome review requirements, leading to inefficiencies, increased costs, and delays for applicants; and

**WHEREAS**, the Town desires to implement an interim permitting structure that introduces mid-level permit types to better align review requirements and fees with the scope of proposed work; and

**WHEREAS**, the Town is in the process of implementing a new online permitting system (CitizenServe), and it is necessary to establish an appropriate permitting framework at the outset to avoid inefficiencies and costly system reconfiguration; and

**WHEREAS**, there exists an immediate need to improve permitting efficiency, consistency, and service delivery to residents and applicants; and

**WHEREAS**, delaying implementation of these improvements until adoption of the updated LUDC would result in continued administrative challenges and unnecessary costs;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING:**

**SECTION 1. PURPOSE**

The purpose of this Ordinance is to establish an interim modified permitting structure that introduces mid-level permit types for certain construction activities, allowing the Town to better align review processes, inspection requirements, and fees with the scope and complexity of proposed projects.

**SECTION 2 APPLICABILITY**

This Ordinance shall apply to the following categories of projects:

- a) Sheds, greenhouses, and accessory structures (including detached garages);

- b) Decks;
- c) Roofing projects, including re-roofing;
- d) Demolition and relocation of structures.

### **SECTION 3. INTERIM PERMITTING STRUCTURE**

- a) The Town hereby establishes a mid-level permitting option between affidavit-level review and full minor construction permit review.
- b) The Planning and Zoning Administrator and/or Building Official are authorized to:
  - i. Determine the appropriate level of permit review based on project scope and complexity;
  - ii. Require submittal of plans and supporting documentation as deemed necessary;
  - iii. Conduct or require inspections appropriate to the level of review;
  - iv. Approve qualifying projects administratively without requiring Planning and Zoning Commission review when appropriate.
- c) Projects that exceed the scope or complexity of the mid-level permitting structure shall be processed under existing permit requirements.

### **SECTION 4. FEES**

- a) Fees associated with the interim permitting structure are hereby established and shall be assessed based on the type and level of permit review required.
- b) The following fee schedule shall apply to permits issued under this Ordinance:
  - i. Affidavit-Level Permits:**
    - A. Deck Affidavit: \$100.00
    - B. Fence Affidavit: \$100.00
    - C. Re-Roof Affidavit: \$100.00
    - D. Shed Affidavit: \$100.00
    - E. Demolition / Relocation (greater than 300 sq ft): \$100.00
    - F. All Other Affidavit Permits: \$100.00

**ii. Standard Permits:**

- A. Deck Permit: \$450.00
- B. Roof Permit: \$450.00
- C. Shed/Greenhouse Permit: \$350.00
- D. Demolition / Relocation (greater than 300 sq ft): \$250.00  
*Fee shall be waived if demolition or relocation is part of an active building permit application.*

**iii. Sign Permits:**

- A. Wall or Canopy Sign: \$150.00
  - B. Freestanding Sign: \$450.00
  - C. Permanent Banner (per banner): \$150.00
  - D. Temporary Banner (per banner): \$100.00
- c) The Planning and Zoning Administrator and/or Building Official may determine the appropriate permit category and associated fee based on the scope and complexity of the proposed project.
- d) The Town Council may amend this fee schedule by resolution as needed to ensure fees remain proportionate to the level of review and administrative costs.

**SECTION 5. ADMINISTRATION**

The Planning and Zoning Administrator, in coordination with the Building Official, is authorized to implement and administer the provisions of this Ordinance, including the development of application requirements, review procedures, and inspection protocols consistent with its intent.

**SECTION 6. TEMPORARY NATURE**

This Ordinance is intended as an interim measure and shall remain in effect until the adoption of the updated Land Use and Development Code or until repealed by the Town Council, whichever occurs first.

**SECTION 6. EFFECTIVE DATE**

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

**Passed First Reading on the 21st day of April 2026.**

**VOTING RECORD:**

<i>Ayes:</i>	<b>5</b>	<i>Mayor Green:</i>	<b>Aye</b>
<i>Nays:</i>	<b>0</b>	<i>Burchard:</i>	<b>Aye</b>
<i>Abstentions:</i>	<b>0</b>	<i>Larsen:</i>	<b>Aye</b>
<i>Absent:</i>	<b>0</b>	<i>Wierda:</i>	<b>Aye</b>
		<i>Scaffide:</i>	<b>Aye</b>

**Passed Second Reading on the 5<sup>th</sup> day of May 2026.**

**VOTING RECORD:**

<i>Ayes:</i>	<b>5</b>	<i>Mayor Green:</i>	<b>Aye</b>
<i>Nays:</i>	<b>0</b>	<i>Burchard:</i>	<b>Aye</b>
<i>Abstentions:</i>	<b>0</b>	<i>Larsen:</i>	<b>Aye</b>
<i>Absent:</i>	<b>0</b>	<i>Wierda:</i>	<b>Aye</b>
		<i>Scaffide:</i>	<b>Aye</b>

**Passed on Third and Final Reading 19<sup>th</sup> day of May 2026.**

**VOTING RECORD:**

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

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Eric Green, Mayor of Alpine

ATTEST:

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Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

STATE OF WYOMING            )  
COUNTY OF LINCOLN        )  
TOWN OF ALPINE             )

I hereby certify that the forgoing Ordinance No. 2026-008 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

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Monica L. Chenault, Clerk / Treasurer