



**Town of Alpine
Public Works Department**

Public Works Director:
Craig Leseberg

Public Works Administrator
Melody Leseberg

Planning and Zoning Commission
Town of Alpine
250 River Circle
Alpine, WY 83128

Subject: Encroachment Permit Request

Dear Planning and Zoning Commission Members,


I am writing in my capacity as the Public Works Director for the Town of Alpine to formally forward a request for an encroachment permit concerning the property located at 363 Deer Lane Lot # 302 Riverview Meadows. The request pertains to a proposed encroachment into the town's right-of-way/easement for the purpose of pavement on the town easement

After reviewing the applicant's permit and inspecting the site, I have evaluated the potential impact on public infrastructure, access, and safety. At this time, I am unable to come to a conclusive determination. This easement has no town utilities located within it and poses no risk to public infrastructure.

I am requesting a recommendation be made by the Commission to town council.
Please find attached the encroachment permit by the applicant. I will be available during the Commission's meeting to provide additional information or answer any questions regarding this request.

Thank you for your attention and continued commitment to thoughtful planning and development in the Town of Alpine.

Sincerely,



Craig Leseberg
Public Works Director
Town of Alpine



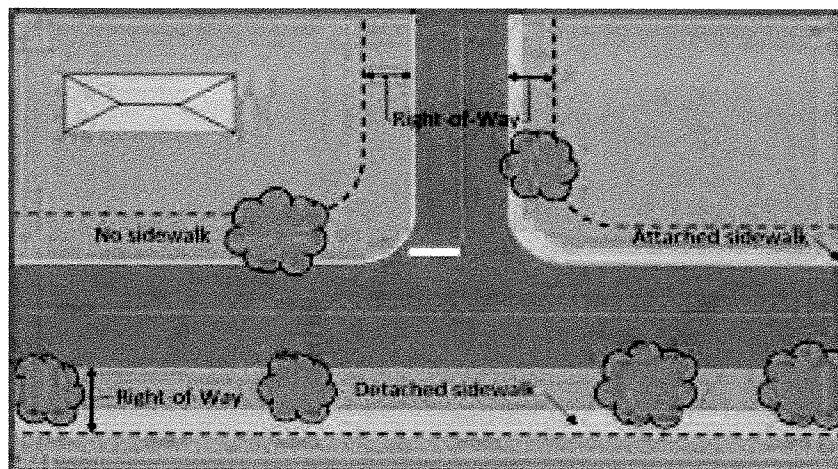
TOWN OF ALPINE

ENCROACHMENT

PERMIT APPLICATION

Complete permit application in its entirety,
include an area map of where the encroachment is located.
Any one of the steps warrants an invalid permit application.

Applications are valid for 30 days from the date submitted to the Town Office.



**Permit application fees
are determined by the Alpine Town Council.**



Encroachment Permit Application

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

Applicant Name: <i>Kurt Linford</i> <i>208-351-2154</i>	
Physical Address: <i>363 Deer Lane</i>	
Legal Description (Lot # and Subdivision): <i>Lot # 302</i>	
Map of Encroachment Area:	
Zoning District: <i>Commercial</i>	
Location and Purpose of the Encroachment: <i>Along Deer Lane</i>	
Description (Reason for Permit): <i>Blacktop parking to edge of driveway</i>	
Dates of Commencement and Date of Completion: <i>5/6/25</i> <i>5/31/25</i>	
Authorized Representative if different from Owner:	
Signature of Owner or Authorized Representative: <i>[Signature]</i>	Date: <i>5/6/25</i>

FOR USE BY TOWN:

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