

*May date
January 9, 2024*



Town of Alpine

*April 2024
City Council
date*

Town of Alpine
P & Z Commission

DEC 04 2023

RECEIVED

MULTI UNIT

RESIDENTIAL BUILDING

PERMIT APPLICATION

Permit applications are DUE now LATER than 4:00 PM
on the 1st and 3rd Mondays of the month

P&Z Commission meets on the 2nd & 4th Tuesdays of the month (during the months of May – October) at 7:00 pm.
P&Z Commission meets on the 2nd Tuesday of the month (during the months of November - April) at 7:00 pm.

Meeting appointments will not be scheduled, until all the associated paperwork has
been submitted (as identified on the permit checklist) along with the payment of all
the required fees.

NO EXCEPTIONS WILL BE GIVEN

Permit Applications are valid for 90 days from the submitted date to the Town Office.

There are no refunds on building application fees.

*The Property Owner or a
Representative must be present for
your permit to permit to be approved!*





MULTI UNIT RESIDENTIAL BUILDING

Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ PLEASE FILL IN ALL BLANKS

PROJECT NAME:

Physical Address:

334 Meadows Road, Alpine WY 83128

334 Meadows Drive

Legal Description (Lot # and Subdivision):

Lot 4 Grey's River Valley Subdivision - Parcel # 37182941600400

Description of Work:

5 Plex Town House - Additional Multi Unit Housing Complex on Lot 4

Additional Construction

Proposed Building Use:

Residential Rental Units

Estimated Valuation of Work:

\$2 Million

Floor Area per Unit:

1856 sq ft

First Flr:

4605 (all 5 units)

Second Flr.

4605

Third Flr:

None

Basement:

None

Total Number of Units:

5 Five

Total Unit Square Footage:

9210

Overall Total Project Square Footage:

9210

*Elmer Add 1000:
- Lashcon Construction
com*

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner:

Chris & Christine Lasher

Phone:

(307)413-4581

Mailing Address:

PO BOX 3534, , ALPINE, WY 83128

Contractor:

Lashcon / Lasher Construction

Phone:

Same


Mailing Address:


Excavating Contractor:

TBD

Phone:

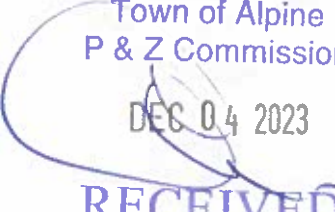
Mailing Address:

Electrical Contractor: TBD	Phone:
Mailing Address:	
Plumbing Contractor: TBD	Phone:
Mailing Address:	
Mechanical Contractor: TBD	Phone:
Mailing Address:	
Authorized Representative if different from Owner: Rachel Ravitz, coRRnice Architecture LLC	
Signature of Owner or Authorized Representative: 	Date: 4-26-2023

 12/04/23
CHRIS LANGE

FOR USE BY TOWN:

Date Received:	Permit #:	Property Zoning:
Permit Fees:	Paid Fees: (Check#/Cash)	Scheduled Meeting Date:
Fire Sprinklers Required: (Yes/No)	Business Licenses:	
Application Completed:	Employee Review:	Application Return Date:
Town Inspector Submittal Date:		

Town of Alpine
P & Z Commission
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Town of Alpine

Multi Unit Residential Building Permit CHECKLIST

There will be **NO** guarantees of being on the P & Z Agenda if...

- o Your application is turned in after the deadline date/day; or,
- o If your Multi Unit Residential building packet (application, checklist, fee payments, all required information, etc.,) is not completed and/or submitted; or,
- o Your review is found to be incomplete and/or not approved by the Town Building Official.

Owner: Christopher and Christine Lasher Phone #'s: (307)413-4581

Lot#/Subdiv. Lot 4 Greys River Valley Physical Address: 334 Meadows Road

You may submit your Building Application Packet by mail to: PO Box 3070, Alpine, WY 83128
Or deliver in person to: 250 River Circle, Alpine, WY 83128

#1 - REVIEW AND COMPLETE ALL APPROPRIATE AREAS: PLACE A CHECK MARK ONCE COMPLETED:

- ALL information is filled out and submitted as requested by the Town of Alpine;
- ALL Contractors/Subcontractors obtained a **Town of Alpine Business License**;
- Requested Water Main Locate prior to ANY digging (Owner's Responsibility);
- Requested all other utility(electrical, phone, etc) lines located prior to ANY digging (Owner's Responsibility)
- Must have written approval from Homeowner's Association on Building Plans (if Applicable)

#2 - GETTING A BUILDING PERMIT:

- Multi Unit Residential Building Permit Application Completed and Signed;
- Multi Unit Residential Building Checklist Completed and Signed;
- Water Connection Application Completed and Signed; **Not found on-line**
- Sewer Connection Application Completed and Signed;
- Deed Copy of Warranty Deed in owner's name that appears on the residential building permit application, & if applicable the Surveyor's written Verification of Lot Dimensions **Applicable?**
- _____ Owner must read and sign Multi Unit Residential Building Permit Instructions;
- _____ **Payment of Permit Fees, which MUST be paid when submitting the Building Permit Application;**
*****See Fee Schedule ****
- _____ **Water and Sewer Fees paid in full; ***See Fee Schedule ** Separate Checks are required for Water, Sewer and Building Permit Fees ** ALL FEES ARE NON REFUNDABLE**

SUBMITTAL REQUIREMENTS:

SITE PLAN TO BE PUT ON 11" X 17" PAPER SIZE AND MUST CONTAIN:

- Setback distances;
- _____ All Property Line & measurements according to surveyor's dimensions;
- Location & Dimensions of ALL buildings (home, garage, yard hydrants, propane tanks etc.) Dimensions must include exact perimeter of all proposed building(s) – include any recessed areas when documenting perimeter;
- Location of utility connections;
- N.A. Location of all recorded easements;
- _____ Proposed Landscaping and Snow Storage Areas/Requirements as stated in Land Use and Development Code;

Property Owner

Initials:

CGL

Proposed Vehicular Parking Requirement as stated in Land Use and Development Code;

THREE (3) FULL SETS OF STRUCTURAL PLANS {2' x 3' IN SIZE} (MUST BE STAMPED BY A WYOMING LICENSED ENGINEER) - (MINIMUM SCALE 1/4" - 1');

- Detailed Building Elevations (All Units);
- Detailed Floor Plan;
- Detailed Wall Sections;
- Detailed Utilities {Plumbing, HVAC Systems, etc.,} and Electrical Plan;
- Detailed Footing/Foundation Plan and Building Material to be Used;
- Detailed Roof Plan and Building Material to be Used;
- Detailed Insulation Schedule {Energy Code, Rescheck or Comcheck Used};
- Detailed Window and Door Schedules/Identifications;
- Detailed Radon Mitigation System Identified;

ADDITIONAL SUBMITTALS NEEDED:

- Any Additional information and/or attachments as stipulated by the Wyoming Licensed Engineer associated with the project;
- Read Propane Tank Regulations (if applicable) Refer to Chapter 38 of IFC;
- Application for State of Wyoming Department of Fire Prevention & Electrical Safety (if applicable);

Please note that the Town of Alpine has adopted the **2018 International Building Codes**; refer to the adopted codes for additional information; in addition, please review the Town Adopted Building Code Ordinances located on our website for any exceptions granted by the Town of Alpine to the Adopted Building Codes.

#3 - TOWN RESPONSIBILITIES:

- Town Building Official approves plans, by conducting a plan review;
- Planning & Zoning Board approves Multi Unit Residential Building Permit.

#4 - PROPERTY OWNER PREPARATIONS:

ON-SITE SETBACK INSPECTION:

- Clearly string & stake the EXACT dimensions of the home, garage, and any other structures. **All Dimensions on the ground **MUST MATCH your Site Plan**;*
- Property stakes: All property monuments/surveyor pins must be exposed and visible; Property lines must be strung & staked - Wooden stakes without Surveyors Monuments will not be accepted.
- Town Building Official verifies the site preparation/plan by conducting an on-site inspection;**

CERTIFICATE OF PLACEMENT:

A Certificate of Placement must be obtained by a Wyoming Licensed Surveyor **BEFORE** your foundation is poured. This certificate must be submitted to the Town Office, before you will be allowed to move forward with your project.

BUILDING/PROJECT INSPECTIONS:

Refer to the inspection schedule for the complete list of scheduled inspections for your project. **IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR INSPECTIONS; a minimum of 48 hours notice is suggested. FAILURE TO NOTIFY THE TOWN OFFICE OF SCHEDULED INSPECTIONS MAY RESULT**

Property Owner

Initials:

CGL

IN ADDITIONAL INSPECTION CHARGES, FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT WAS INSTALLED BUT NOT BEEN INSPECTED.

TEMPORARY CERTIFICATE OF OCCUPANCY

A Temporary Certificate of Occupancy will be issued upon completion of all the final building construction. A Temporary Certificate of Occupancy will be valid for a period of one (1) year from the date of issuance. The temporary certificate will be issued until all landscaping, vehicular parking, storage and snow storage requirements are completed, as per the applicant's site plan requirements, or to at least to the minimum standards as established in the Land Use and Development Code Regulations. **Applicant is to notify the Town office once all requirements have been met.**

CERTIFICATE OF OCCUPANCY:

Upon final completion of all of the multi unit residential building requirements; *a final inspection will be completed, it is the applicant's responsibility to contact the Town Office to schedule the final inspection to receive your Certificate of Occupancy.* A Certificate of Occupancy represents the building can be **permanently** occupied.

***For more thorough information and instructions: Refer to the current version of the adopted Town Ordinance of the International Building Code {IBC} and/or International Residential Code {IRC} in addition refer to the Alpine Land Use and Development Code Ordinance; plus the Adopted Building Code Ordinances.**

These can be found on our website at: www.alpinewy.org/planningandzoning.

Yes, I received, completed and understand the Multi Unit Residential Permit Checklist.



 Property Owner Signature

12/04/23

 Date



 Contractor Signature (if applicable)

12/04/23

 Date

Office Use Only:	
Received By:	Date:
All Items have been Completed & Application Accepted:	
Incomplete Application Returned:	
Scheduled for P&Z Meeting:	

Property Owner
 Initials:

CSL