

**TOWN OF ALPINE, WYOMING
RESOLUTION NO. 2026-___**

**A RESOLUTION ESTABLISHING PERMIT REVIEW AND PROCESSING
SCHEDULES AND AUTHORIZING ADMINISTRATIVE UPDATES**

WHEREAS, the Town of Alpine is responsible for administering permits, applications, and development approvals in accordance with the Town of Alpine Land Use and Development Code; and

WHEREAS, the Town has implemented and continues to develop an online permitting system to improve efficiency, transparency, and customer service; and

WHEREAS, the Town recognizes the need to establish general expectations for permit review timelines while maintaining flexibility to account for project complexity, staffing levels, and workload; and

WHEREAS, rigid timelines established by ordinance may create unintended legal obligations and administrative burdens; and

WHEREAS, it is in the best interest of the Town to adopt permit processing schedules by resolution or administrative policy to allow for periodic updates and adjustments as needed.

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

Section 1. Establishment of Permit Processing Schedules

The Town hereby establishes that permit review timelines and processing schedules shall be maintained by the Town as an administrative policy or schedule, which may be updated from time to time to reflect operational needs and service goals.

Section 2. Administrative Authority

The Planning and Zoning Administrator, in coordination with the Building Official, Public Works Director, and other applicable Town staff, is authorized to develop, implement, and update permit processing schedules, internal workflows, and review timelines as necessary to ensure efficient and effective administration of permits and development applications.

Section 3. Nature of Processing Timelines

Permit review timelines are intended to serve as general guidance for applicants and staff. The Town shall make reasonable efforts to process applications in a timely manner; however, such timelines are not mandatory and shall not be construed as creating a right to approval, automatic approval, or vested rights.

Section 4. Applicability

This Resolution applies to all permit types, applications, and development review processes administered under the Town of Alpine Land Use and Development Code, including but not limited to building permits, minor construction permits, temporary use permits, right-of-way permits, and affidavit permits.

Section 5. Coordination with Land Use and Development Code

This Resolution is intended to support and supplement the procedures set forth in the Town of Alpine Land Use and Development Code. In the event of any conflict, the provisions of the Code shall control.

Section 6. Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 2026.

TOWN OF ALPINE, WYOMING

Mayor

ATTEST:

Town Clerk