

PART 2 - PROCEDURES

ARTICLE 2.2 GENERAL DEVELOPMENT REVIEW AND APPROVAL PROCESS

Section 2-201. General Requirements

- (a) No development or construction activity is permitted until all applicable development approvals are issued by the Town of Alpine in accordance with Part 2 of the Alpine Land Use and Development Code. If a property is to be annexed into the incorporated boundaries of the Town a ~~planned unit development concept~~ with Master Plan and zone identification is required to accompany the annexation petition/application.
- (b) Development approvals are required for all development projects to ensure compliance with codes and standards adopted by the Town of Alpine, as well as consistency with the Town of Alpine Municipal Master Plan. All annexation petition/applications will be reviewed for consistency with the Town of Alpine Master Plan.
- (c) ~~Any development on a parcel and/or a piece of land that is larger than one (1) acre will be required to follow the planned unit development process. Development approvals are required for all development projects to ensure compliance with codes and standards adopted by the Town of Alpine, as well as consistency with the Town of Alpine Municipal Master Plan. All annexation petition/applications will be reviewed for consistency with the Town of Alpine Master Plan.~~
All development projects shall obtain the required development approvals to ensure compliance with all applicable codes, standards, and regulations adopted by the Town of Alpine, and to ensure consistency with the Town of Alpine Municipal Master Plan. All annexation petitions and applications shall be reviewed for consistency with the Town of Alpine Master Plan.
- The requirement for a Master Plan and/or Planned Unit Development (PUD) review shall be determined by the Town based on the scope, complexity, and characteristics of the proposed development. The Town may require a Master Plan, a PUD, or both, as part of the development review process.
- The specific criteria and factors governing the applicability of a Planned Unit Development (PUD) shall be set forth in Section 2-205 of the Land Use and Development Code (LUDC). The specific criteria and factors governing the applicability of a Master Plan shall be set forth in Section 2-204 of the LUDC. Said sections are hereby incorporated by reference.
- (d) General land use application requirements are summarized in Table 2-1 and described more fully in later sections of Part 2.
- (e) Decisions by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and Alpine Town Council concerning applications for land use plan map amendments, planned unit developments, zone changes, variances, subdivisions, buildings, and signs will be transmitted to applicants in writing. Approvals may contain specific stipulations or conditions which modify the original application. Denials of any application will be accompanied with documentation of the rationale used by the Alpine Planning and Zoning Commission, Alpine Board of Adjustments, and/or the Alpine Town Council to make its determination.
- (f) Any construction activity will be subject to inspections by the Town of Alpine Building Official, or its designated representative, until the Certificate of Occupancy or Certificate of Completion has been issued.

- (g) All completed land use permit applications must contain documented approval of the landowner(s) of the subject property.
- (h) If the property is located in an established subdivision, with an active architectural review committee and/or homeowner association, project approval will accompany the permit application.
- (j) Upon inspection and final approval of all construction that is authorized via municipal building permits, the Town of Alpine will issue a Certificate of Occupancy to the owner(s).
- (k) No new building will be used or occupied until a Certificate of Occupancy and/or a Temporary Certificate of Occupancy has been issued by the Town of Alpine.

REMOVE TABLE AND REPLACE WITH THE UPDATED ONE

TABLE 2-1 LAND USE DEVELOPMENT APPLICATION REQUIREMENTS TOWN OF ALPINE					
<i>Land Use Permit</i>	<i>Information Accompanying Application Form</i>	<i>Public Hearing</i>	<i>Notice Prior to Public Hearing</i>	<i>Decision Process</i>	<i>Appeals</i>
Land Use Plan Amendment	Rationale for plan amendment; proposed changes in land use plan map designations	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Planned Unit Development	Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Zone Change	Conceptual site plan of proposed land use development; proposed changes in zoning designations; legal property description; authorization of landowner	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
Variance	Plot plan, description and rationale for deviation from ordinance	Board of Adjustment	30 days	Board of Adjustment makes final decision.	Town Council
Subdivision Approval (Re-Plat)	Generally, include master plan report, preliminary plat, and final plat drawings. But variable requirements for simple, minor and major subdivisions.	Planning and Zoning Commission	30 days	Planning and Zoning Commission makes recommendation to Town Council for final action	District Court as outlined in Part 5
TABLE 2-1 LAND USE DEVELOPMENT APPLICATION REQUIREMENTS (Continued)					

<i>Land Use Permit</i>	<i>Information Accompanying Application Form</i>	<i>Public Hearing</i>	<i>Notice Prior to Public Hearing</i>	<i>Decision Process</i>	<i>Appeals</i>
Special Use Permit	Plot plan, description and rationale for deviation from ordinance, provide location, function and characteristics of the proposed use.	Planning and Zoning Commission	30 days	Planning and Zoning Commission to make recommendation to Town Council for final action	Town Council

**UPDATED TABLE 2-1
LAND USE DEVELOPMENT APPLICATION REQUIREMENTS
TOWN OF ALPINE**

Land Permit	Use	Information Accompanying Application Form	Public Hearing	Notice to Hearing	Prior Public Decision Process	Appeals
Master Plan (Conceptual Plan)	Plan	Conceptual site plan; conceptual narrative; general development framework; property description; authorization of landowner	Administrative Planning & Zoning Commission determined by the of Town)	or In accordance with Ordinance No. 2026-002, if applicable	Administrative determination or Planning & Zoning Commission review (conceptual only; no ordinance)	Not applicable (non-binding determination)
Planned Unit Development (PUD)	Unit Development	Master development plan; PUD standards; narrative; legal property description; authorization of landowner	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Land Use Plan Amendment	Plan	Rationale for plan amendment; proposed changes in land use plan map designations	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Zone Change	Change	Conceptual site plan; proposed zoning changes; legal property description; authorization of landowner	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Variance		Plot plan; description and rationale for deviation	Board of Adjustment	In accordance with Ordinance No. 2026-002	Board of Adjustment makes final decision	Town Council
Subdivision Approval (Re-Plat)	Plat	Master Plan (if applicable); preliminary plat; final drawings; supporting reports as required	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	District Court as outlined in Part 5
Special Permit	Use	Plot plan; description; operational characteristics of proposed use	Planning & Zoning Commission	In accordance with Ordinance No. 2026-002	Planning & Zoning Commission recommendation to Town Council; final 5 action by ordinance	Town Council

Section 2-204 Master Plan (Conceptual Plan) Process

(a) Purpose

The purpose of the Master Plan (Conceptual Plan) process is to provide a planning-level review tool for developments that are large, phased, or complex in nature, but do not require the use of a Planned Unit Development (PUD).

The Master Plan process is intended to:

- (1) Allow the Town to evaluate the overall development vision and layout of a proposed project;
- (2) Promote coordinated planning of land use, infrastructure, access, and circulation;
- (3) Provide a framework for future subdivision, site plan, building permit, or PUD review; and
- (4) Ensure consistency with the Town of Alpine Master Plan.

(b) Applicability

A Master Plan may be required by the Town when:

- (1) A development is large-scale in size or scope;
- (2) A development is proposed to occur in multiple phases;
- (3) A development involves mixed-use or coordinated land use patterns;
- (4) A development requires coordinated infrastructure planning, or
- (5) The Town determines that a comprehensive understanding of the development is necessary before formal approval.

A Master Plan shall not be required for:

- (A) Small or straightforward development projects; or
- (B) Projects that fully comply with zoning and do not require coordinated planning review.

(c) Relationship to Annexation

A Master Plan shall be required as part of all annexation applications in accordance with Section 2-201.

The Master Plan submitted with an annexation application shall provide a conceptual framework for evaluating the proposed development, including general land use, density, infrastructure approach, and long-term development intent.

A Master Plan reviewed as part of an annexation application shall be considered illustrative in nature and shall not establish binding development standards or zoning.

Following annexation, subsequent development applications, including subdivision, site plan, or Planned Unit Development (PUD), shall be generally consistent with the approved or accepted Master Plan, unless otherwise amended in accordance with this Section.

(d) Nature of Approval

A Master Plan:

- (1) Is conceptual and illustrative in nature;
- (2) Does not establish binding development standards;

- (3) Does not constitute zoning approval or create vested development rights; and
- (4) Shall not replace subdivision, site plan, building permit, or PUD approval requirements.

(e) Application Requirements

Applicants shall submit a Master Plan application, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

(f) Required Submittal Materials

In addition to the application form, the applicant shall provide:

- (1) **Conceptual Site Plan**, illustrating:
 - (A) General land use layout;
 - (B) Approximate lot configuration, if applicable;
 - (C) Circulation systems, including vehicular and pedestrian access;
 - (D) General infrastructure and utility framework; and
 - (E) Open space and natural features;
- (2) **Conceptual Narrative**, describing:
 - (A) Project overview;
 - (B) Proposed land uses and development intensity;
 - (C) General density and development pattern;
 - (D) Infrastructure and utility approach;
 - (E) Phasing and long-term development strategy; and
 - (F) Consistency with the Town of Alpine Master Plan;
- (3) A location map showing the project site and surrounding properties;
- (4) A general development schedule, if applicable; and
- (5) Any additional materials required by the Town to evaluate the proposal.

(g) Staff Review

The Planning and Zoning Administrator shall conduct a review of the proposed Master Plan.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the proposal with respect to:

- (1) Consistency with the Town of Alpine Master Plan;
- (2) Compatibility with surrounding land uses;
- (3) Municipal infrastructure and service capacity;
- (4) Vehicular and pedestrian access;
- (5) Drainage, snow storage, and site constraints; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator may prepare a written summary or staff report and provide recommendations as appropriate.

(h) Review Process

A Master Plan shall be reviewed:

- (1) Administratively by the Planning and Zoning Administrator for completeness
- (2) The Planning and Zoning administrator will schedule a public hearing with the Planning and Zoning Commission

The review process shall focus on planning-level considerations and shall not require detailed engineering or construction-level design.

(i) Determination

Following review, the Planning and Zoning Commission may:

- (1) Accept the Master Plan as submitted;
- (2) Accept the Master Plan with recommendations; or
- (3) Request revisions to the Master Plan.
- (4) The Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following Planning and Zoning Commission action.

A Master Plan shall not be approved by ordinance and shall not constitute a final development approval.

(j) Relationship to Subsequent Approvals

- (1) A Master Plan shall serve as a guiding document for future development applications.
- (2) Subsequent subdivision, site plan, building permit, or PUD applications shall be generally consistent with the approved or accepted Master Plan.
- (3) If a proposed development deviates substantially from the Master Plan, the Town may require an amended Master Plan or additional review.

(k) Public Notice

Public notice for Master Plan review, when required, shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(l) Amendments

Any applicant requesting an amendment must submit a written request to the Planning and Zoning Administrator to determine if minor or major.

(1) Minor Amendments- No Fee

Minor amendments to an approved Master Plan may be approved by the Planning and Zoning Administrator when the proposed changes are minor in nature and remain consistent with the overall development intent of the approved Master Plan.

Minor amendments may include, but are not limited to:

- (A) Minor adjustments to lot configuration or layout;
- (B) Refinements to circulation patterns that do not alter overall access intent;
- (C) Minor changes to land use areas that do not significantly alter the character or intensity of the development;
- (D) Adjustments to phasing that do not affect infrastructure planning or overall development sequencing.

and

(2) Major Amendments- See the most recently adopted version of the fee schedule

Major amendments to an approved Master Plan shall be required when proposed changes substantially alter the original development concept or intent.

Major amendments shall be evaluated and approved by the Planning and Zoning Commission and shall follow the applicable review procedures for a Master Plan.

Major amendments include, but are not limited to:

- (A) Significant changes in land use;
- (B) Substantial increases in density or development intensity;
- (C) Significant modifications to circulation systems or access points;
- (D) Changes to the infrastructure framework that impact service capacity or delivery; or
- (E) Changes that alter the overall character of the development.

(m) Notice of Decision

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Planning and Zoning Commission on a Master Plan application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the determination made by the Town, including:

- (1) Acceptance of the Master Plan as submitted;
- (2) Acceptance of the Master Plan with recommendations; or
- (3) A request for revisions to the Master Plan.

The notice of determination shall also identify any recommendations or guidance provided by staff or the Planning and Zoning Commission to inform future development applications.

(n) Appeals

Any appeal of a decision regarding a Master Plan, including determinations made by the Planning and Zoning Administrator or the Planning and Zoning Commission, shall be made to the Board of Adjustment.

Appeals shall be filed in accordance with the procedures set forth in Part 5 of this Code and within the timeframes established therein.

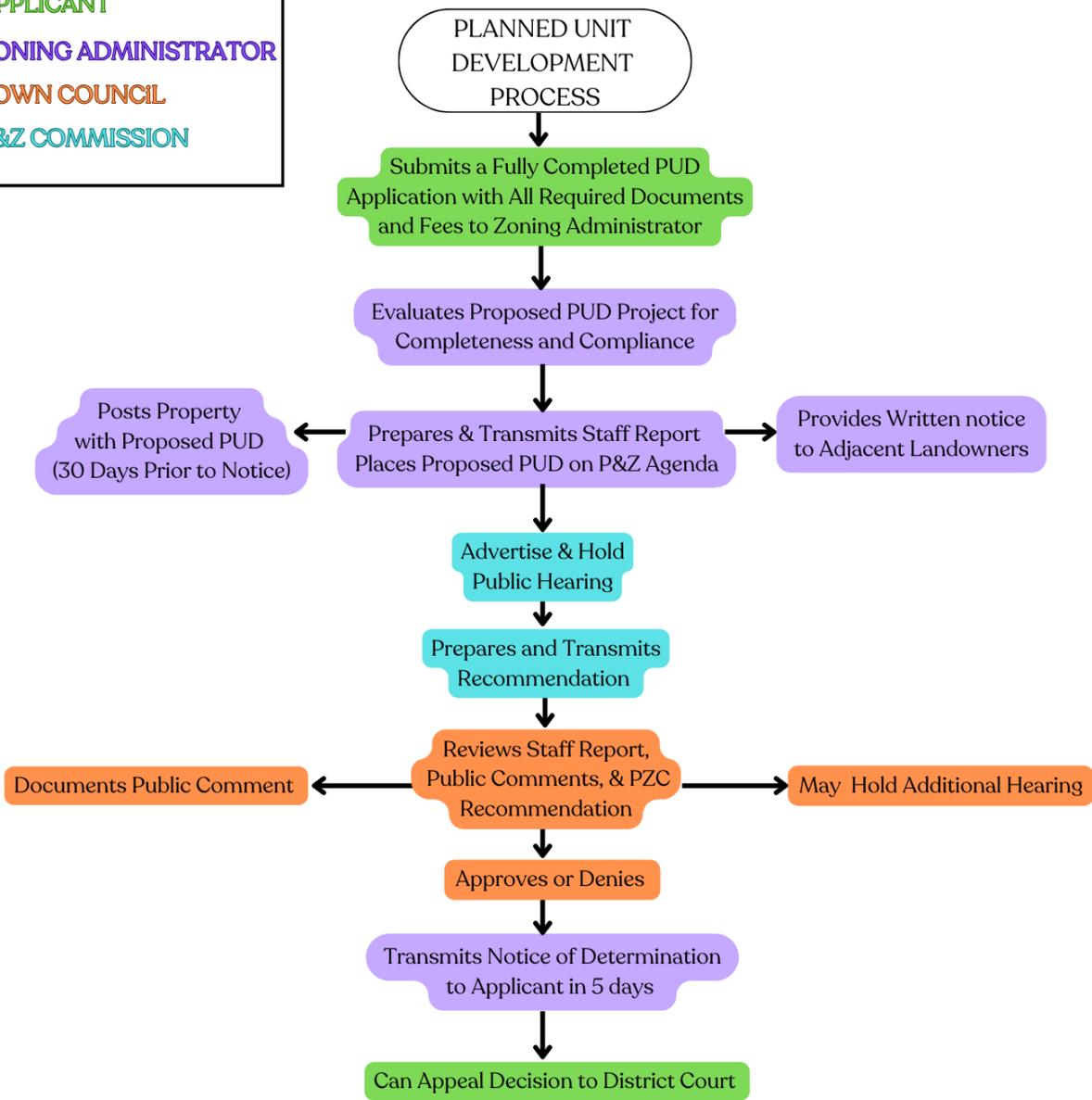
The Board of Adjustment shall review the appeal and may affirm, modify, or reverse the determination based on the standards and evidence presented.

Section ~~2-204~~ 2-205 Planned Unit Development Process

- (a) ~~The purpose of the planned unit development process (Figure 2-2) is to:~~
 - (1) ~~Permit and encourage the development of a combination of land uses that would not be possible via the permitted uses authorized within each zoning district where there is a demonstrable benefit to the town.~~
 - (2) ~~Permit and encourage the creative design of new residential areas that may vary from residential subdivisions of standard lot sizes and standard street systems; and~~
 - (3) ~~Permit the creative design of new buildings associated with residential, commercial, industrial, community facility and public facility land uses; open space areas; bicycle and pedestrian access; vehicular access and parking; and landscaping which may vary, in part, from the development and building standards outlined in Parts 2 and 3 of the Alpine Land Use and Development Code.~~

LEGEND:

- APPLICANT**
- ZONING ADMINISTRATOR**
- TOWN COUNCIL**
- P&Z COMMISSION**



PLANNED UNIT DEVELOPMENT PROCESS

Figure 2-2

- ~~(b) Owners and/or prospective developers of one or more lots or parcels, which comprise more than one (1) acre of land area, may make application for a planned unit development in any single family residential, multi unit residential, mixed residential and commercial, or general commercial zoning district. Owners may gain somewhat greater flexibility in site design and development in exchange for a more detailed site, building plan review, development stipulations, and impact fees.~~
- ~~(c) Applicants must complete a planned unit development application form that will request at least the following information:~~
- ~~(1) Name, address, telephone number, e-mail address, and fax number of the applicant.~~
 - ~~(2) When the applicant is not the landowner, the applicant will furnish a written letter from the landowner, which authorizes the application and endorses the proposed project.~~
 - ~~(3) Name, address, telephone number and e-mail address of the person or company responsible for preparation of the conceptual site plan, which supports the application.~~
 - ~~(4) Legal description and total land area of the lands incorporated into the proposed planned unit development.~~
 - ~~(5) Impact fees will be assessed at the time of application. Before final approval impact fees must be paid.~~
- ~~(d) Applicants will also provide the following additional information, which will supplement a completed application form.~~
- ~~(1) Location map of project site and properties immediately adjacent to the proposed planned unit development.~~
 - ~~(2) A scaled illustration of the existing properties within the proposed planned unit development site. This illustration will locate all existing utility systems, easements, roads and streets, drainage areas and facilities, existing zoning, existing buildings, and topography.~~
 - ~~(3) A conceptual site plan of the proposed land use development concept.~~
 - ~~(4) A schedule for the proposed development project.~~
 - ~~(6) A project narrative describing proposed land uses, proposed site design and construction criteria, as well as any proposed covenants and restrictions of record.~~
 - ~~(7) A description of the benefits that will be provided to the town.~~
- ~~(e) The Zoning Administrator will make a careful plan review of the proposed development project. The Zoning Administrator, or his or her authorized representative, will evaluate the merits, disadvantages, and potential impacts of the proposed project upon adjoining land uses, municipal infrastructure, vehicular and pedestrian access, drainage and snow storage, public health and safety, and community land use relationships. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.~~
- ~~(f) The Zoning Administrator will, as soon as practical, place the proposed planned unit development application on the agenda of the Alpine Planning and Zoning Commission.~~
- ~~(g) Before any decision is reached by the Alpine Planning and Zoning Commission:~~
- ~~(1) The Zoning Administrator will post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. This public~~

~~notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission.~~

- ~~(2) The Zoning Administrator will provide written notice to all owners of property within five hundred (500) feet of the property or properties under consideration for a planned unit development. The written notice will also include the date, time and place when the proposed planned unit development will be considered by the Alpine Planning and Zoning Commission.~~
- ~~(3) The Alpine Planning and Zoning Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. Public comments received during the meeting will be documented for subsequent reference during the zone change process.~~
- ~~(h) Upon consideration of a staff report from the Zoning Administrator, and public comment, the Alpine Planning and Zoning Commission will make a written recommendation to the Alpine Town Council. The recommendation will state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include project stipulations that may be imposed to mitigate potential impacts upon neighboring properties and the general community.~~
- ~~(i) The Town Council will review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. In the course of its review, the Town Council may hold an additional public hearing to provide an expanded opportunity for public comment.~~
- ~~(j) The Town Council will approve, approve with conditions, or deny the proposed planned unit development project by ordinance. In the event that further information is required by the Town Council to complete its evaluation, the Town Council may table its consideration of the proposed planned unit development project until the desired information is obtained and reviewed by the Town Council.~~
- ~~(k) The Zoning Administrator will issue a written notice of determination to the applicant within five (5) business days of the decision of the Town Council. The notice will indicate the decision made and, when appropriate, stipulations that may accompany the approval of a specific application.~~
- ~~(l) No statement of covenants and restrictions will be filed at the Lincoln County Courthouse until the Alpine Town Council first approves the planned unit development by Ordinance.~~
- ~~(m) Any appeal of the decisions by the Alpine Town Council may be reviewed by the district court pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure.~~

(a) Purpose

The purpose of the Planned Unit Development (PUD) process is to provide a flexible zoning and development tool that promotes the most beneficial and creative development of land within the Town.

The PUD process is intended to:

- (1) Permit and encourage coordinated, site-specific development that may not be achievable under standard zoning regulations, where there is a demonstrable benefit to the Town;
- (2) Allow flexibility in site design, land use, density, and development standards, where such flexibility results in improved development outcomes; and
- (3) Promote development that:
 - (A) Improves site design and development quality;

- (B) Encourages efficient use of land and infrastructure;
- (C) Preserves open space and natural features;
- (D) Ensures compatibility with surrounding land uses; and
- (E) Is consistent with the Town of Alpine Master Plan.

(b) Applicability

A Planned Unit Development (PUD) shall not be required solely based on parcel size.

A PUD may be required or permitted when:

- (1) A development proposes flexibility or deviation from base zoning standards;
- (2) A development is large-scale, mixed-use, or phased; or
- (3) The Town determines that a coordinated development approach is necessary to achieve improved design, infrastructure efficiency, or identifiable public benefit.

Owners and/or prospective developers may apply for a PUD within any zoning district, subject to the provisions of this Section.

(c) Relationship to Annexation

A Planned Unit Development (PUD) shall not be required as part of an annexation application.

Annexation applications shall instead be reviewed based on a Master Plan in accordance with Section 2-201.

A PUD may be required or initiated following annexation when a proposed development meets the applicability criteria outlined in this Section.

(d) Application Requirements

Applicants shall submit a completed Planned Unit Development application form, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

(e) Required Submittal Materials

In addition to the application form, the applicant shall provide the following:

(1) **Master Development Plan, if one has not already been approved for the proposed property, OR if there are any changes to the approved Master Plan**, illustrating:

- (A) Land use layout;
- (B) Density and intensity;
- (C) Circulation systems, including vehicular and pedestrian access;
- (D) Infrastructure framework; and
- (E) Open space and common areas;

(2) **PUD Development Standards**, including:

- (A) Permitted uses;
- (B) Dimensional standards;
- (C) Density; and
- (D) Design criteria;

(3) **PUD Narrative**, describing:

- (A) Project overview;
- (B) Consistency with the Town's Master Plan;
- (C) Deviations from base zoning;
- (D) Public benefits; and
- (E) Phasing, if applicable;

(4) Location map showing the project site and surrounding properties;

(5) A development schedule for the proposed project; and

(6) Any additional materials required by the Town to evaluate the application.

(7) Additional Technical Reports

The Town may require the submission of technical studies and engineering reports as part of a Planned Unit Development (PUD) application when necessary to evaluate the proposed development.

Such reports may include, but are not limited to:

- (A) Geotechnical investigations and slope stability analyses;
- (B) Drainage and stormwater management studies;
- (C) Traffic impact analyses;
- (D) Utility and infrastructure capacity analyses;
- (E) Roadway design and grading plans; and
- (F) Any other engineering or technical documentation deemed necessary by the Town to evaluate public health, safety, and welfare.

The scope and level of detail of such reports shall be determined by the Town based on the size, location, complexity, and characteristics of the proposed development.

(f) Staff Review

The Planning and Zoning Administrator shall conduct a detailed review of the proposed development.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed development upon:

- (1) Adjoining land uses;
- (2) Municipal infrastructure and services;
- (3) Vehicular and pedestrian access;
- (4) Drainage and snow storage;
- (5) Public health, safety, and welfare; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator shall prepare and transmit a written staff report, including findings and recommendations, to the Planning and Zoning Commission.

(g) Public Notice

Public notice for Planned Unit Development applications shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(h) Planning and Zoning Commission Recommendation

Upon consideration of the staff report and public comment, the Planning and Zoning Commission shall make a written recommendation to the Town Council.

The recommendation shall include findings of fact and may include conditions necessary to mitigate impacts and ensure compliance with this Code.

(i) Town Council Action

The Town Council shall review the application, staff report, and Planning and Zoning Commission recommendation.

The Town Council may:

- (1) Approve;
- (2) Approve with conditions;
- (3) Deny; or
- (4) Table the application pending additional information.

Approval of a Planned Unit Development shall be by ordinance.

(j) Approval Criteria

A Planned Unit Development may be approved only upon finding that:

- (1) The proposal is consistent with the Town of Alpine Master Plan;
- (2) The development provides improved design or efficiency over standard zoning;
- (3) The project is compatible with surrounding land uses;
- (4) Infrastructure and services can be adequately provided; and
- (5) The development provides identifiable public benefits.

(k) Amendments

(1) Minor Amendments

May be approved administratively when:

- (A) No change in density;
- (B) No change in land use; and
- (C) No alteration of overall development intent.

(2) Major Amendments

Shall require Planning and Zoning Commission review and Town Council approval by ordinance.

Major amendments include:

- (A) Changes in land use;
- (B) Increases in density;
- (C) Significant changes to layout or infrastructure; or
- (D) Changes affecting the overall character of the development.

(l) Notice of Decision

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Town Council on a Planned Unit Development (PUD) application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the final determination made by the Town, including:

- (1) Approval of the Planned Unit Development (PUD);
- (2) Approval of the Planned Unit Development (PUD) with conditions;
- (3) Denial of the Planned Unit Development (PUD);
- (4) Approval of a minor amendment; or
- (5) Approval, approval with conditions, or denial of a major amendment.

The notice of decision shall also include:

- (A) Any conditions of approval imposed by the Town Council or Planning and Zoning Commission;
- (B) A summary of findings supporting the decision; and
- (C) Any applicable requirements for subsequent approvals, including but not limited to subdivision, site plan, or building permit review.

For Planned Unit Developments and major amendments approved by ordinance, the notice of decision shall reference the adopting ordinance and shall constitute written confirmation of the Town Council's action.

(m) Recording Requirements

No covenants, conditions, restrictions, plats, or related documents shall be recorded until the Planned Unit Development has been approved by ordinance of the Town Council.

(n) Appeals

Any appeal of a decision of the Town Council shall be made to the District Court in accordance with Rule 12 of the Wyoming Rules of Appellate Procedure.

~~Section 2-209~~

Section 2-210 Development Fees

- (a) Processing Fees are based on an average cost for the Planning & Zoning Administrator, Planning and Zoning Commission, Board of Adjustment, Town Council, Town Engineer, Town Building Official, Town Clerk, and Planning and Zoning Secretary.
- (b) The person requesting a permit will also pay for any and all advertising separately. Advertising costs will be billed directly to the client along with any and all other out of the ordinary expenses.
- (c) Fees are established by Town Ordinance; (refer to the most current version of the Town of Alpine Building Department Fee Schedule). **All fees are due at the time of submittal. All fees are non-refundable.** There will be no waiver of permit fees.
- (d) Deposits and/or performance bonds will be required by the Town of Alpine Planning & Zoning Commission for the landscaping and parking requirements along with the associated building and/or improvements. The deposit will be determined by the insurance/bonding company in an amount not to exceed One Hundred Twenty-Five (125) percent of the anticipated costs of all improvements for the project. The deposit and/or performance bond(s) will be held by the Town and will be refunded when the project is completed and/or inspected. If the total project is not completed in a timely manner as agreed upon by the Planning & Zoning Commission and owner, the deposit will not be refunded.
- (e) Plats must be filed with Lincoln County within (1) year with a one (1) time, one (1) year extension. If the project is not completed within two (2) years, the applicant will have to start the process over with all new fees, filings, meetings, etc.
- (f) Applications are valid for ninety (90) days, from submittal date; with a one (1) time, ninety (90) day extension upon showing of justifiable cause. If the missing items are not submitted within the allowed time frame, the applicant will have to start the process over with all new fees, filings, etc.
- (g) Fees do not reflect the cost of the Town engineer, attorney, or surveyor's reviews (those are considered out of the ordinary expenses). These costs will be assessed on a case-by-case basis based on the time spent during the review process.
- ~~(h) Planned Unit Development Applications will be determined on a case-by-case basis, number of lots, etc.~~
- (d) No approval will be granted and/or formalized **until all fees have been paid in full.**