



## BUILDING PERMIT — STAFF REVIEW REPORT

Permit No. RB26-000033 | 199 Canyon View Drive, Alpine, WY 83128

Project: New Single-Family Residence | Zoning: R-1 Residential

Legal Description: Lot 37, Palis Park Subdivision | Parcel Area: 9,213.6 sq. ft.

Owner: Gabrielle Alexandra Yacoob | Applicant: Silver Aspen Builders LLC

**Review Date: October 26, 2026 | Status: Staff Completeness Review Complete — Invoices Sent**

### 1. Scope of Staff Review

Staff reviewed the completed application, notarized owner authorization, warranty deed, architectural plans, and civil plans for completeness and apparent consistency with R-1 site development requirements. Civil Sheets C1 (site and utilities), C2 (grading and drainage), and C3 (construction details) have been provided. Findings below are staff observations for Planning & Zoning consideration and do not constitute permit or site-plan approval.

### 2. Staff Site Development Findings

| Review Item        | Submitted / Required Information                                                                                                                             | Staff Finding                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Zoning / use       | R-1 Residential; new single-family residence                                                                                                                 | Consistent with stated R-1 use                                           |
| Building setbacks  | Street frontages: 20 ft. ½ in. and 20 ft.; interior side: 10 ft.; rear: 18 ft. 2 in. Proposed building within building envelope; lot is under 10,000 sq. ft. | Appears compliant based on submitted plans and applicable lot provisions |
| Building height    | 19 ft. 9 in. proposed; 35 ft. stated maximum                                                                                                                 | Appears compliant — 15 ft. 3 in. below maximum                           |
| Landscaping        | 5,670 sq. ft. / 61.54% used for review; 921.36 sq. ft. / 10% minimum                                                                                         | Appears compliant; plan-set discrepancy noted below                      |
| Driveway / parking | Driveway and off-street parking shown on Sheet C1                                                                                                            | Appears compliant; P&Z to verify                                         |
| Snow storage       | 537 sq. ft. shown; submitted chart identifies more than required                                                                                             | Appears compliant per submitted calculations                             |
| Grading / drainage | Grading and drainage plan provided on Sheet C2                                                                                                               | Provided for P&Z review                                                  |
| Water / sewer      | Water and sewer addressed on civil plans                                                                                                                     | Addressed; connection requirements remain applicable                     |

Landscaping: Architectural plans show 5,670 sq. ft. (61.54% of the surveyed 9,213.6 sq. ft. parcel); civil plans show 5,931.5 sq. ft. (64.38%). Staff used the lower figure for review. The R-1 minimum of 10% is 921.36 sq. ft. Both submitted amounts exceed the stated minimum; the difference between plan sets is noted.

Utility note: If water or sewer service lines are not already installed to the property, the applicant is responsible for installing required connections in accordance with Town requirements.

### 3. Review and Payment Status

Planning & Zoning review and approval remain pending. On October 26, 2026, invoices were sent to the applicant for payment, and the building plans and structural calculations were forwarded to the Building Official for technical review. Payment and Building Official approval remain outstanding.

### 4. Staff Recommendation

Staff finds the required site development materials submitted and the proposed dimensions and quantities identified below appear to meet the applicable R-1 standards used in this staff review. Staff recommends that Planning & Zoning review the application and make its independent determination regarding site-plan compliance and approval. This report is not a Planning & Zoning approval, Building Official approval, or authorization to begin construction.

Report attachments: Civil Sheets C1, C2, and C3 only. The application, deed, and building plans remain in the permit file and are not attached to this report.