

TOWN OF SARATOGA  
ORDINANCE NO. 882

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.04,  
SECTION 15.04.080 AS WELL AS TITLE 18, CHAPTER  
18.72, SECTION 18.72.010.D OF THE TOWN OF  
SARATOGA MUNICIPAL CODE CONCERNING  
BUILDING PERMIT APPLICATION FEES AS WELL AS  
PLANNING AND ZONING APPLICATION, AND PERMIT  
FEES; AND TO PROVIDE AN EFFECTIVE DATE.

WHEREAS, The Town Council as well as the Mayor of the Town of Saratoga, has determined that in the best interest of its residents that the above mentioned Town Code Section(s) be amended.

WHEREAS, The Town Council as well as the Mayor of the Town of Saratoga, finds it appropriate and necessary to amend the current planning and zoning fees to ensure application fees are covering the required costs, including but not limited to staff review time, postage, advertising and copies.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Saratoga, Carbon County, Wyoming.

SECTION 1: That Title 15, Chapter 15.04, Section 15.04.080 "Permits-Application-Fee" shall be amended to read:

§ 15.04.080. Permits—Application—Fee.

- A. Every application for a building permit shall contain the following information:
1. Type of building to be constructed;
  2. Number of rooms in plan for such building;
  3. Type of materials to be used in such construction;
  4. Approximate total cost of building;
  5. Location, street and house number.
- B. Every application for a permit shall be filed with the town of Saratoga zoning officer together with such additional information as may be required by the zoning officer and shall be accompanied by the appropriate fee. The amount of said fee shall be determined in accordance with the International Building Code Uniform Building Code and Saratoga Application Fee Table 1 and fee Table 2, as adopted by the town of Saratoga, except that no fee for a building permit shall be less than Forty Dollars twenty-three dollars and fifty cents. All permit fees shall be listed in the Saratoga Application Fee Table 1 or Fee Table 2, any fees not listed in the Saratoga Application Table 1 or Table 2 shall be 40 dollars twenty-five dollars. Permit and Application fees under Title 15 shall be adjusted from time to time as necessary and appropriate by the governing body ~~without resolution~~. The governing body may amend the fees under Title 15 by resolution.

Complex Permits (Saratoga Fee Table 1)

Permit	Cost
Subdivision	<del>Greater of \$100 or \$10 per lot; \$1,000 maximum</del> Greater of \$500 or \$25 per lot; \$1500.00 maximum
Mobile Home Park	<del>\$100 plus \$10 per lot</del> \$500 plus \$20.00 per lot
Recreational Vehicle Park	<del>\$100 plus \$10 per lot</del> \$500 plus \$20.00 per lot
Condominiums	<del>\$100 plus \$10 per unit; \$1,000 maximum</del> Greater of \$500 or \$25 per unit; \$1500.00 maximum
PUD	<del>Greater of \$100 or \$10 per lot; \$1,000 maximum</del> Greater of \$500 or \$25 per lot; \$1500.00 maximum

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Simple Permits (Saratoga Fee Table 2)

Permit	Cost
<u>Building Permits</u>	<u>International Building Code Fee Schedule adopted as amended.</u>
Grading/Excavation	\$25
<u>Fence only needed if outside parameters of 18.42.030</u>	
<u>Sign new signs only</u>	<del>\$25</del> \$50.00
Solar Access	\$0
Zoning Annexation	<del>\$50</del> \$625.00
Zoning Amendments	<del>\$100</del> \$625.00
Special Use	\$25\$150.00
Variance	<del>\$50</del> \$435.00
Electrical	\$0
Mechanical	<del>\$40</del> \$60.00
Business License	\$0
Building Moving	<del>\$25</del> \$60.00

C. Every application for a permit to move a building shall state the type and size of the building to be moved and the streets to be traversed, as well as the date and time that such moving shall occur.  
(Prior code § 6-6; Ord. 607 § 1, 1996; Ord. 684, 2001; Ord. 846 § 1, 2018)

SECTION 2: That Title 18, Chapter 18.72, Section 18.72.010.D "Variances" shall be amended to read:

§ 18.72.010. Variances

D. A request for a variance shall be submitted in writing a minimum of thirty days prior to a regularly scheduled planning commission meeting. The request shall state the location of where the variance is proposed and the purpose for the variance. When a request for a variance is received, the zoning officer shall send letters to all property owners within a three hundred-foot radius of the proposed variance location, notifying them of the nature and scope of the proposed variance, and notifying them of the time and date of a public hearing to discuss the proposed variance.

At the public hearing, the property owner seeking the variance (the petitioner) will be present to answer any questions that the planning commission or property owners within the three hundred-foot radius may have.  
After the public hearing, the petitioner shall complete an application which shall be accompanied by a petition signed by the owners of all property within a three hundred-foot radius of the perimeter of the property in question indicating, as to each owner, his or her approval or disapproval and indicating approval by a minimum of fifty percent of the owners of real property within a three hundred-foot radius of the perimeter of the property affected.

The application must be filed twenty-two days prior to the planning commission meeting. The applicant shall include a the applicable fee in the amount of fifty dollars ~~to be as established by the Town Council in accordance with section 15.04.080 to cover~~ advertising and processing costs.

SECTION 3: CONFORMANCE

Upon adoption of this ordinance the Town Council shall take action to confirm the seat of existing members in order to comply with This ordinance.

SECTION 4: REPEALED

All other prior Ordinances or Parts Thereof that are in conflict herewith are hereby repealed.

**SECTION 5: METHODOLOGY**

For purposes of clarifying the amending procedures all code sections are listed in full in the above sections. Additions to the original language are underlined and deletions are stricken through.

**SECTION 6: SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any Person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

**SECTION 5:** This ordinance shall be in full force and effect upon passage, approval, and publication.

**PASSED ON FIRST READING** on the 14 day of April 2025.  
**PASSED ON SECOND READING** on the \_\_\_ day of May 2025.  
**PASSED, AND ADOPTED ON THIRD READING** on the \_ day of May 2025.

ATTEST:

APPROVED:

\_\_\_\_\_  
Jenn Anderson, Town Clerk

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Chuck Davis, Mayor