



Town of Alpine

Lot Replat PERMIT APPLICATION

Application Process takes at least 30 days for public notice. Please plan accordingly

*Failure to complete any one of the steps warrants cancellation of permit request.

Applications are valid for 180 days from the date they were submitted to the Town Office.

There are no refunds on replat application fees.

P&Z Commission meets the 2nd & 4th Tuesday of every month at 7:30pm
Town Council meets the 1st and 3rd Tuesday of every month at 7:00pm

The Property Owner must be present for you permit to be approved!





REPLAT PERMIT APPLICATION

CHECK ONE: SIMPLE MINOR MAJOR

Owner:	Phone:
Mailing Address:	
Project's Physical Address:	
Legal Description (Lot#, Block, Tract and Subdivision):	
Land Surveyor/Engineer (must be registered in the State of Wyoming):	
Description of Proposal & Purpose:	

Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:

Owner's Signature:	Date:
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FOR USE BY TOWN

Date Received:	Permit #:	Zoning:
Permit Fees:	Date Paid: (Check#/Cash)	Date Paid:
Town Surveyor Review:	Town Engineer Review:	Fire Dept Review:



Replat APPLICATION PROCESS

REPLAT PERMIT APPROVAL PROCESS:

STEP 1 -- A Replat Packet is submitted and all fees paid.

STEP 2 -- A pre-meeting is scheduled with the Planning & Zoning Commission.

STEP 3 -- The needed notifications are completed.

STEP 4 -- Plat Plan is reviewed.

STEP 5 -- The Planning & Zoning Commission reviews your request

STEP 6 -- The Alpine Town Council reviews your request.

STEP 7 -- A final plat will be provided to the Town of Alpine for final review and approval.

STEP 1: Your Replat Packet Must Include:

- A replat application must be completed with all applicable areas filled in. Application must be signed and dated.
- A replat checklist completed with all applicable items submitted to the Town for review.
- All applicable fees must be turned in at the time of submittal.
- Applications are valid for 180 days from time of submittal. Failure to provide the necessary items warrants cancellation of your application.

STEP 2: A Pre-Meeting is Scheduled with the Planning & Zoning Commission:

- A conference is scheduled during the first available Planning & Zoning Meeting to gain a mutual understanding of the project.
- Items to be discussed include but are not limited to specific development objectives, anticipated project schedule, any other Town approvals that may be required, and any potential issues associated with the subdivision.
- This meeting will not be an approval or denial of the application. This is a pre-meeting discussion only.

STEP 3: Notification is Required for 30 Days:

- Please allow 30 days prior to a meeting for advertisement. You must pay to advertise your hearing(s) in the legal section for 1 week prior to your public hearing(s). The Town will arrange the advertisement and the newspaper will bill the owner.
- There are two public hearings; one for the Planning & Zoning Commission and one for the Town Council. Both can be advertised within the same advertisement. Note: If the Planning & Zoning Commission request additional time to review a 2nd advertisement will need to be placed in the newspaper notifying the public of the change.
- Notices will be sent to property owners within a 500 foot radius of your property.
- A notice will also be posted, by the Town, on the property for 30 days prior to your hearing(s).

STEP 4: Plat Plan is Reviewed:

- Depending on the size of your replat certain Town persons and/or agencies will review your plat. Each agency and/or person will be allowed at least 2 weeks to review. Multiple copies of your plat are required to expedite this process. The number required depends on the size of your replat.
- Persons, Agencies who may be reviewing your plat include but are not limited to the following: Town Maintenance Supervisor, Town Engineer, Town Surveyor, Town Engineer, Town Attorney, etc.

STEP 5: Planning & Zoning Commission Reviews:

- The Planning & Zoning Commission meets the 2nd and 4th Tuesdays of every month at 7:30 p.m. Your meeting will be scheduled on the Tuesday meeting following the 30 day notice. Call the Town Office and speak with the P&Z secretary if you have any questions at, 654-7754.
- As the property owner, you are obligated to attend your public hearing.
- Property owners may appear at the public hearing to voice their opinion.
- Upon review the Planning & Zoning Commission will either recommend approval, approval with conditions or denial. (If you are applying for a simple subdivision the Planning & Zoning Commission will approve, approve with conditions or deny your application. No further steps are required.)
- If your permit is recommended for approval the P&Z Secretary will schedule your 2nd public hearing with the Town Council. (If you have a simple plat plan review the P&Z Secretary will mail you your permit to the address you provided with your simple replat packet. Permits are valid for one year from the date of approval.)

STEP 6: Town Council Reviews:

- The Town Council meets the 1st and 3rd Tuesdays of every month at 7:00 p.m. Your meeting will be scheduled on the Tuesday meeting following the recommendation of the Planning & Zoning Commission. Reminder: If the Planning & Zoning Commission request additional time to review a 2nd advertisement will need to be placed in the newspaper notifying the public of the change. Call the Town Office and speak with the P&Z secretary if you have any questions at, 654-7754.
- As the property owner, you are obligated to attend your public hearing.
- Property owners may appear at the public hearing to voice their opinion.
- Upon review the Town Council will approve, approve with conditions or deny.
- If your permit is approved by the Town Council the P&Z Secretary will mail you your permit to the address you provided with your replat packet. Permits are valid for one year from the date of approval.

STEP 7: A Final Plat is Provided to the Town for Final Review and Approval:

- One hardcopy and one digital copy of the final subdivision plat, related filing fees, a signed copy of the subdivision improvement agreement, payment of all design costs for the improvements, & a performance security shall be submitted to the Town.
- The final plat shall conform to the approved preliminary plat, as well as the revisions or modifications required by the Town of Alpine. Any deviations from the preliminary plat require additional review and approval.
- The performance security shall be in the amount of 125% of the anticipated cost of the improvements in the approved plat. It shall be sufficient to cover all promises and conditions contained in the subdivision improvement agreement.
- The Planning & Zoning Commission will review the final plat to confirm the completeness and consistency. They will then either recommend approval, approval with conditions or denial.
- Upon the Planning & Zoning Commissions determination the P&Z Secretary will schedule the review with the Town Council.
- The Town Council will approve, approve with conditions, or deny.
- If the approved final plat is not recorded within one year from the date of preliminary approval, or upon any expiration of any time extension issued, the approval shall expire. A new application along with fees will be required.

By signing below, I acknowledge that I have read the above instructions, understand them, and agree to follow all Town of Alpine requirements.

Owner Signature

Date



Replat Checklist

The minimum information needed on plat plans is outlined as follows:

□ Simple Plat Plan

A simple plat plan would include a subdivision that creates only one additional lot/parcel, consolidates one or more lot, changes a boundary line between two adjoining lots/parcels, or changes a subdivision plat to correct errors in legal descriptions or monument locations. A simple plat plan requires no changes in zoning.

Please include:

- Copy of deed and easements pertaining to property
- The size of property prior to replat in acres
- The size of each lot/parcel being proposed in acres
- Date of drawing preparation and subsequent revisions
- Scale Not less than 1"=200'
- North Arrow
- Two-foot contours where ground slopes are less than 10% and five-foot contours where ground slopes exceed 10%
- Extends at least ¼ mi. surrounding proposed subdivision
- Boundary lines of subdivision
- Displaying existing streets, alleys, trails, highways, easements, watercourses, irrigation ditches, structures on and within 200 feet of the subdivision, natural drainage courses and other major natural or manmade features of the area.
- Location of existing water distribution and wastewater collection lines on and within 200 feet of subdivision

□ Minor Plat Plan

A minor plat plan would include a subdivision creating two to five lots/parcels. A minor plat plan may or may not conform to existing zoning. The construction of new municipal streets, the extension of municipal water and wastewater systems, and the development of other public improvements will not be required.

Please include:

Plan Report-1 hardcopy & 1 digital copy

- Copy of deed and easements pertaining to property
- A development schedule
- Zoning of Each Lot
- Name of Subdivision
- Total number of lots being created
- Total acreage
- Proposed site usage for all lands
- Storm Water Management Plan & Anticipated Storm Water Flows for 10 Year Storm Event
- Planned Water System including average day and maximum day water demand, location within subdivision, size, grade, type of material, approx. depth of bury, service locations.
- Planned Wastewater System including average day and maximum day water demand, location within subdivision, size, grade, type of material, approx. depth of bury, service locations.
- Planned points of access to municipal roads, County roads, & US Hwy 89. As well as anticipated average & peak day traffic volumes.
- Planned Snow Storage Areas
- Landscape Plan
- Planned easements & facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.

Preliminary Plat-3 hardcopies & 1 digital copy

- Name of Subdivision
- The size of property to be subdivided in acres
- The size of each lot/parcel being proposed in acres
- Date of drawing preparation and subsequent revisions
- Scale Not less than 1"=200'
- North Arrow
- Two-foot contours where ground slopes are less than 10% and five-foot contours where ground slopes exceed 10%
- Extends at least ¼ mi. surrounding proposed subdivision
- Boundary lines of subdivision
- Displaying all streets, alleys, trails, highways, easements, watercourses, irrigation ditches, structures on and within 200 feet of the subdivision, natural drainage courses and other major natural or manmade features of the area.
- Location of water distribution and wastewater collection lines on and within 200 feet of subdivision
- Location/Boundaries tied to official government survey
- Location/dimensions lot lines
- Designated flood areas
- Lot designated/lot size
- Names of adjacent subdivisions

□ Major Plat Plan

A major subdivision would include a plat plan creating six or more lots/parcels. It may or may not conform to existing zoning. A major plat plan may or may not require the construction of new municipal streets, the extension of water and wastewater systems, and/or the development of other public improvements. A major subdivision could generate significant impacts upon existing public improvements and facilities.

Please include:

Plan Report-1 hardcopy & 1 digital copy

- Copy of deed and easements pertaining to property
- A development schedule
- Zoning of Each Lot
- Name of Subdivision
- Total number of lots being created
- Total acreage
- Proposed site usage for all lands
- Compatibility of proposed land uses with adjacent land uses
- Storm Water Management Plan & Anticipated Storm Water Flows for 10 Year Storm Event
- Planned Water System including average day and maximum day water demand, location within subdivision, size, grade, type of material, approx. depth of bury, service locations.
- Planned Wastewater System including average day and maximum day water demand, location within subdivision, size, grade, type of material, approx. depth of bury, service locations.
- Planned points of access to municipal roads, County roads, & US Hwy 89. As well as anticipated average & peak day traffic volumes.
- Vehicular Circulation Plan
- Planned Snow Storage Areas
- Landscape Plan
- Suitability of Soil to support future land use expansion
- Planned easements & facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
- When applicable, planned covenants, contracts, or deed restrictions.
- When applicable, the potential of new housing in context for anticipated housing demands for Alpine.

Preliminary Plat-3 hardcopies & 1 digital copy

- Name of Subdivision
- The size of property to be subdivided in acres
- The size of each lot/parcel being proposed in acres
- Date of drawing preparation and subsequent revisions
- Scale Not less than 1"=200'
- North Arrow
- Two-foot contours where ground slopes are less than 10% and five-foot contours where ground slopes exceed 10%
- Extends at least ¼ mi. surrounding proposed subdivision
- Boundary lines of subdivision
- Displaying all streets, alleys, trails, highways, easements, watercourses, irrigation ditches, structures on and within 200 feet of the subdivision, natural drainage courses and other major natural or manmade features of the area.
- Location of water distribution and wastewater collection lines on and within 200 feet of subdivision
- Location/Boundaries tied to official government survey
- Location/dimensions lot lines
- Designated flood areas
- Lot designated/lot size
- Names of adjacent subdivisions

You may be requested to provide additional information throughout the review process as each project is unique.

By signing below, I acknowledge that I have received the Replat Application Checklist and will provide the information required of me.

Owner Signature

Date