



*Town of Alpine*

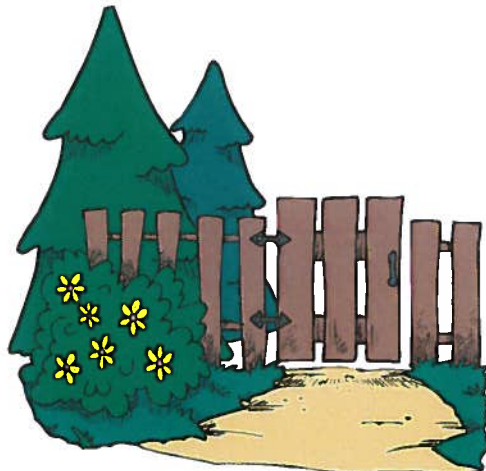
# FENCE PERMIT APPLICATION

ALL information DUE NO LATER than 5 pm on the Monday  
of the week prior to the scheduled meeting

\*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 building application fees.

*P&Z Commission meets the 2<sup>nd</sup> Tuesday of every month at 7:30pm*

*A representative must be present for your permit to be approved!*





# FENCE Permit APPLICATION

INFORMATION TO BE PROVIDED BY APPLICANT - ALL BLANKS MUST BE FILLED IN

## PROJECT:

Physical Address:
Legal Description (Lot#, Block, Tract and Subdivision):
Description of Work:
Estimated Valuation of Work:

## APPLICANT/CONTRACTORS:

Owner:	Phone:
Mailing Address:	
Contractor:	Phone:
Mailing Address:	
Subcontractor:	Phone:
Mailing Address:	
Subcontractor:	Phone:
Mailing Address:	
Authorized Representative if different from Owner:	Phone:
Signature of Owner or Authorized Representative:	Date:

## FOR USE BY TOWN

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:

# Town of Alpine

## FENCE Permit CHECKLIST

- There will be NO guarantees of being on the following P&Z Agenda if...
  - You wait until the deadline day for turning in your paperwork or,
  - If your fence packet is not complete or,
  - Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

Lot#/Subdiv. \_\_\_\_\_ Physical Address: \_\_\_\_\_

You may submit your Building Application packet by mail to: PO Box 3070, Alpine, WY 83128  
or in person at: 250 River Circle, Alpine, WY 83128

**Please complete:**

- ALL information is filled out and submitted as requested by the Town of Alpine
- All Contractors/Subcontractors have obtained a **Town of Alpine Business License**
- Requested Water Main Locate prior to ANY digging (Owner's Responsibility)
- Requested all other utility (electrical, phone, etc) lines located prior to ANY digging (Owner's Responsibility)
- Must have written approval from Homeowner's Association on Building Plans (*if applicable*)

**GETTING A FENCE BUILDING PERMIT:**

- \_\_\_\_\_ Fence Building Permit Application Completed and Signed
- \_\_\_\_\_ Fence Building Permit Checklist Completed and Signed
- \_\_\_\_\_ Fees, which **MUST** be paid when submitting Fence Permit Application (*See Fee Schedule\*\*all fees are non-refundable*)
- \_\_\_\_\_ Building Official approves Site Plan by conducting an on-site inspection.  
*\*\*\*Above Items Must be completed prior to being placed on the following P&Z Agenda.*
- \_\_\_\_\_ Planning & Zoning Board approves fence permit

**YOUR FENCE PACKET MUST INCLUDE:**

**Site plan on 8 ½ x 11 paper containing:**

- \_\_\_\_\_ Setback distances
- \_\_\_\_\_ Property corners & measurements according to surveyor's dimensions
- \_\_\_\_\_ Location & Dimensions of the proposed fence  
*(\*Perimeter fences must be WITHIN your property)*
- \_\_\_\_\_ Location of other Structures and Septic System
- \_\_\_\_\_ Distances of easements, roads, etc

**Additional information:**

- \_\_\_\_\_ Materials using
- \_\_\_\_\_ Drawing or picture of proposed fencing
- \_\_\_\_\_ Dimensions of proposed fence

**ON-SITE SETBACK INSPECTION: (\*Repeat or Additional Inspections will be assessed an additional fee.)**

- \_\_\_\_\_ Clearly String & stake the **EXACT** dimensions of the fence  
*(\*Dimensions on the ground MUST MATCH your 8 ½ x 11 Site Plan)*
- \_\_\_\_\_ Property Stakes: **All property monument/surveyor pins must be exposed and visible.**  
*(\*Wooden stakes without Surveyor's monuments will not be accepted)*

**Certificate of Completion**

Upon completion of your fence please contact the Town Office for a final inspection to receive your Certificate of Completion.

***Yes, I received and understand the Fence Permit Checklist***

\_\_\_\_\_  
Signature  
For Town Use:

\_\_\_\_\_  
Date

Date Received:

Permit Fees: