

Town of Star Valley Ranch
FENCE CONSTRUCTION/ALTERATION PERMIT REVIEW PROCESS

OWNER Prepare Fence Permit Application (P/Z 08-101).
Complete owner portion of checklist (P/Z 08-201) to assure application is complete.
Submit application to Town at least two weeks prior to P&Z Board Meeting.
(1st & 3rd Wednesday of each month.)

TOWN STAFF Review for completeness:
Signatures
Two (2) sets of Construction Documents
Permit & Inspection fee
Construction deposit
Provide receipt for money received.
Stamp date received.
Notify Inspector of plans received for review.

BUILDING OFFICIAL Review application (PZ 08-101) and Town Code 9.05.70.
Clarify questionable items with owner or representative.
After resolving any questions, sign and return form to Town Staff.

TOWN STAFF Notify Board to conduct a physical inspection of property
Notify P/Z Board chairman to place item on agenda by Tuesday the week prior to the next P&Z meeting. (Items received after that point will be placed on following board meeting agenda.)

BOARD MEETING Owner or representative Introduction of project (if applicable).
Motion to approve, disapprove or table application.
Board review and discussion.
Owner comments.
Public comments.
Board vote on motion.

TOWN STAFF Notify owner of Board's decision.
If application is NOT approved, provide to the applicant written P&Z comments and variance or appeal procedures.
If application is approved, issue permit to applicant.
Provide permit and return one set of approved drawings to owner.
Provide applicable inspections and documentation.
Close out permit log.
Move files to completed filing drawer.