

**PRIOR TO APPLYING FOR
A FENCE PERMIT**

YOU

Must Have

**SURVEY MARKERS
ESTABLISHED AT ALL
CORNERS OF THE
PROPERTY.**

**IDENTIFY MARKERS USING A
THREE FOOT HIGH POST, WITH
THE TOP ONE (1) FOOT PAINTED**

A

BRIGHT COLOR.

The Town of Star Valley Ranch Wyoming

APPLICATION

FENCE CONSTRUCTION / ALTERATION PERMIT (INCLUDING A DOG RUN)

Submit application 8 days prior to a P&Z board meeting. Meetings are scheduled on the 1st and 3rd Wednesdays of each month. Please complete the entire application.

TO: Town of Star Valley Ranch
Planning and Zoning Board
171 Vista Drive
Star Valley Ranch, WY 83127-7001
(307) 883-8696

Date _____

FROM: _____ (Owner Name)

_____ (Address)

_____ (City, State, Zip)

Phone: Home _____ /Cell _____

Designated Contact Person _____ (Phone) _____

PROJECT STREET ADDRESS _____ PLAT _____ LOT _____

IS THIS A CORNER LOT? YES ___ NO ___

IS THIS PERMIT FOR A DOG RUN? YES ___ NO ___ is the dog run portable? YES ___ NO ___

DESCRIPTION OF CONSTRUCTION, ALTERATION, OR REPAIR FOR WHICH PERMIT IS REQUESTED: _____

(DESCRIBE MATERIALS TO BE USED AND HEIGHT(S) OF FENCE)

CONSTRUCTION WILL BE PERFORMED BY: _____

(Contractor name, address, and phone number, if applicable)

ESTIMATED START AND COMPLETION DATES: Start _____ Completion _____

THE FOLLOWING MUST ACCOMPANY THIS REQUEST:

1. Two (2) complete plot plans to scale, (minimum scale 1 inch equals 20 feet) showing all buildings, setbacks from property lines, existing fences, septic system, water lines, power and telephone lines, driveways, and propane tanks. Describe the colors and materials of existing buildings and fences. Also show the location of the proposed fence(s) in red ink or highlight them. Write the height and length of each different section of proposed fence plus materials and colors to be used, along the red line/highlighted area. (If building a fence that changes ground water drainage, you may need to submit a drainage plan). See Planning and Zoning Board Clerk for more information. One set of plans will be returned to the applicant, when the permit is issued.

2. A non-refundable plan review, permit and construction inspection fee in the amount specified in Title 6 of the Town Code, Chapter 1 Buildings, Construction and Permit Requirements, Section 6.01.030 Fee Schedule, Table 11-3.

3. A refundable construction deposit in the amount specified in Title 6 of the Town Code, Chapter 1 Buildings, Construction and Permit Requirements, Section 6.01.040.

4. The permit application checklist completed, checked, and signed off.

NOTE: Prior to proceeding with your fence project, Wyoming One Call must be notified to avoid digging into underground telephone or power cables. Locally, dial 811 to request surface markers indicating the location of underground power and telephone lines. The Town water department can assist in locating water lines.

The requirement to obtain a building permit from the Town of Star Valley Ranch does not eliminate the need to also obtain a permit from an association or other areas within the Town that may have a Homeowners Association.

CERTIFICATION AND AGREEMENT OF OWNER: As owner of the property, I acknowledge I am responsible for complying with the provisions of the **Star Valley Ranch Town Code, Title 6 Buildings and Star Valley Ranch Town Code Title 9 Zoning**. I hereby agree to comply with all the rules, regulations, restrictions, policies and procedures of the State of Wyoming, Lincoln County, and the Town of Star Valley Ranch. Should it become necessary for the Town of Star Valley Ranch to take any action to enforce any of the rules, regulations, restrictions, policies, and procedures of the State of Wyoming, Lincoln County, and the Town of Star Valley Ranch, the prevailing party shall recover attorney fees, court costs and other costs incurred.

Owner Signature

Owner Signature

Date

Date

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.