



Town Residential Driveway Permit Application

ALL permit information is **DUE NO LATER** than 8 calendar days prior to a P&Z meeting. Meetings are held on the **2nd and 4th** Wednesday of each month. Applications will not be scheduled if applicant has failed to submit all requested information identified on the checklist and/or has not paid all required permitting fees.

While not mandatory it is recommended that the applicant or his/her representative be present at the Planning and Zoning meeting.

PRIOR TO APPLYING FOR A BUILDING PERMIT ALL PROPERTY MONUMENTS/SURVEY PINS MUST BE EXPOSED AND VISIBLE

IDENTIFY MARKERS USING A THREE-FOOT-HIGH POST, WITH THE TOP ONE (1) FOOT PAINTED A BRIGHT COLOR AND/OR FLAGGED WITH A BRIGHT COLOR SURVEYORS TAPE

Wooden Stakes without Survey Monuments/Pins will not be accepted

NO EXCEPTIONS WILL BE GIVEN

Allow up to 30 days for plan review and action on the request. There will be no guarantees of being on the P&Z agenda if your application is not complete.

PRIOR TO DIGGING YOU MUST CALL One Call of Wyoming @ 1-800-849-2476 or 811

If you have any questions regarding building permits, please contact Town Hall or the Planning and Zoning Clerk at (307) 883-8696 or court@starvalleyranchwy.org

APPLICANT REQUIREMENT: (please initial)

	All information filled out and submitted as required by the Town of Star Valley Ranch
	Property deed showing description of property and ownership included
	All plan requirements are available and ready for review, permit fee and deposit included
	All property monuments/surveyor pins are visible and marked with a three (3) foot high stake with top one (1) foot painted a bright color or flagged
	Requested all utility (water, power, phone) lines located prior to any excavating has started (CALL 811)
	Specifications for restoration of the town's road right-of-way reviewed

PLOT PLAN REQUIREMENTS: TWO (2) SETS. PLANS MUST BE OF GOOD QUALITY (NO HAND SKETCHES, DRONE OR GOOGLE EARTH PHOTOS) CONTAINING: (please initial)

	Minimum scale 1-inch equals 20 feet
	Arrow showing north
	Street names (Corner lot both street names)
	Address of home
	Plat and Lot numbers
	Property line shown with measurements
	Location of ALL buildings (home garage, etc.) shown
	Location of septic system including drain field
	Fences (if applicable) shown with dimensions
	Building lot setback lines shown with dimensions
	Location of utilities shown (water, power, communications)
	Driveway location(s) including proposed driveway shown with dimensions (width and distance from property corners)
	Water drainage patterns on the property shown (including drainage onto roadway)
	Impervious surfaces cover less than 40% of lot surface verified

BEFORE CONSTRUCTION STARTS, THE TOWN PUBLIC WORKS DIRECTOR SHALL INSPECT THE DRIVEWAY LOCATION. A FINAL INSPECTION IS ALSO REQUIRED BEFORE A REFUND IS ISSUED.

Building/project inspections:

It is the responsibility of the applicant to schedule building inspections with the Town Public Works Director both prior to the start of the project and after completion for final inspection. Failure to do so and may result in fines, penalties, and or removal of the work that has been completed. See attached specifications for restoration of Town right-of-way.

Town Code Title XI Chapter 112 requires certain contractors to be registered with the Town and issued a registration number before performing any work within city limits. The contractor shall be registered with the Town, a Minimum of 5 days before performing any work. The following list of contractors, but may not be all inclusive:

- General
- Plumbing/HVAC
- Electrical
- Roofing
- Concrete/Masonry
- Asphalt/Chip Seal
- Fencing
- Sprinkler/Landscaping
- Excavating

*Fines or fees can occur if contractor is not registered with the Town. The homeowner may ultimately be responsible for these costs.

The Lincoln County Assessor's Office Will be Notified of a building permit for construction of a structure on your property. Per Wyoming State Statue 39-13-103 (b) (I) (A).

Information regarding Driveways can be found on the Town of Star Valley Ranch's website under Title XV Chapter 154. Information regarding working in Town rights-of-way can be found on the Town of Star Valley Ranch's website under Title VII Chapter 72. It is the applicant's responsibility to read and familiarize themselves with the ordinances and requirements of the Town. See link below.

<https://www.starvalleyranchwy.org/government/ordinances.php>

OWNER	PROPERTY OWNER NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:
CONTRACTOR <i>*Contractor Registration may be required, contact Town Hall to verify</i>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: EMAIL:
CONTACT	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: EMAIL:
LEGAL SITE OF WORK	PLAT: LOT:
	STREET ADDRESS:
	LOCATION DESCRIPTION:
WORK DESCRIPTION	LENGTH OF EXCAVATION (FEET):
	TYPE OF WORK: <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> OTHER
	SURFACE: <input type="checkbox"/> UNPAVED <input type="checkbox"/> DIRT AREA <input type="checkbox"/> PAVED <input type="checkbox"/> SIDEWALK
	WILL GROUNDWATER BE ENCOUNTERED DURING EXCAVATION? <input type="checkbox"/> NO <input type="checkbox"/> YES
	PROPOSED DATES FOR PROJECT:
	DESCRIPTION:

APPLICATION CHECK LIST

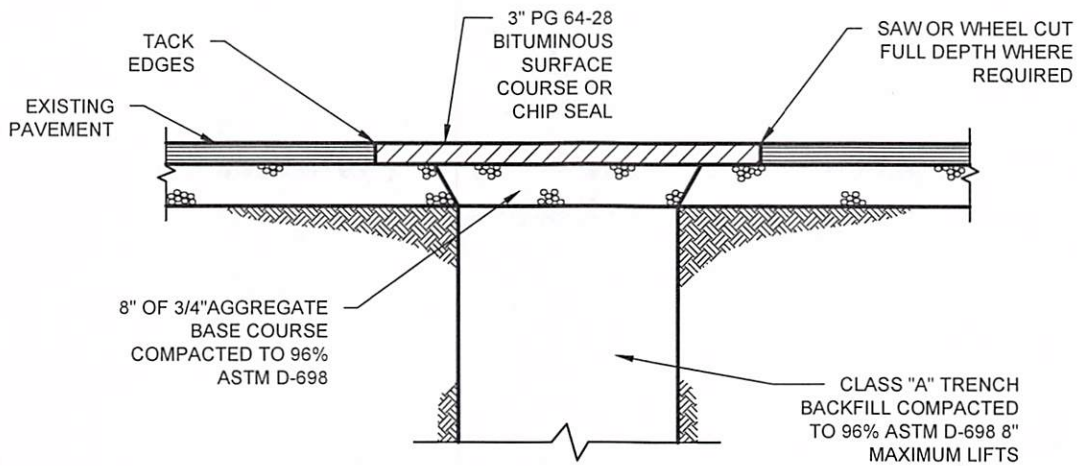
- ☐ Site Plan / Traffic Control Plan
- ☐ Certificate of Liability Insurance or Wyoming Certification
- ☐ Copy of the DEQ Permit to Discharge Water (if necessary)

FEES & BOND	PERMIT FEE: BOND AMOUNT:
	NAME OF FINANCIAL INSTITUTION:
	CERTIFICATE NUMBER: BOND START DATE: BOND END DATE:

I hereby acknowledge that I have read this application and state that the information contained herein is accurate to the best of my knowledge and agree to comply with all Town Ordinances and State Laws regulating building construction. I agree to contact the Town of Star Valley Ranch to schedule all required inspections. By signing below, the applicant certifies that they are authorized by the owner to act as their agent. I understand that all the information listed above is required to obtain a building permit and I agree to make all building plans and information available to Town representatives as requested.

Signature _____ Date _____

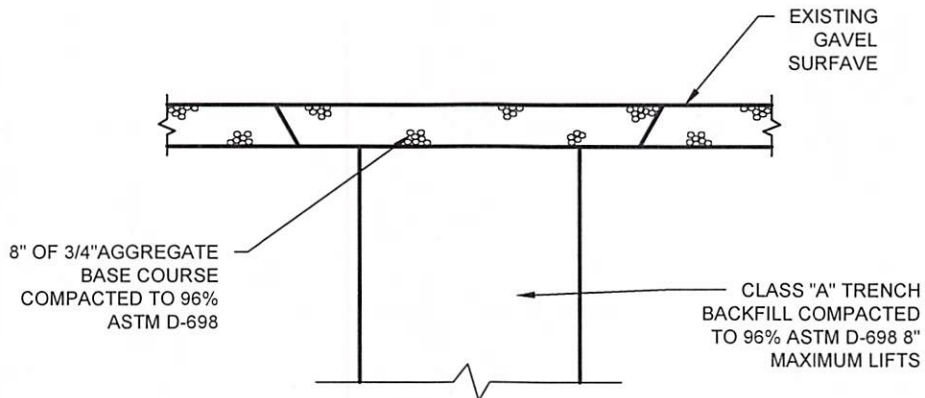
Please note the requirement to obtain a building permit from the Town of Star Valley Ranch does not eliminate the need to also obtain a permit from an association or other areas within the Town that may have a Homeowners Association.



CLASS "B" STREET REPAIR

N.T.S.

E



CLASS "C" STREET REPAIR

N.T.S.

F

TSVR STANDARD DETAILS



PROJECT NO:

NA

DATE:

5/20/22