



Town of Alpine

REZONE

PERMIT APPLICATION

ALL specified application information is DUE with the permit application.

Application Process will take up to 160 days (6 months)

There is a 30-day publication notice for the scheduled public hearing and a 90-day publication notice for ordinance approval and adoption.

Please plan accordingly.

Failure to complete any one of the required steps will result in delays and possible cancellation of the request.

NO EXCEPTIONS WILL BE GIVEN

Applications are valid for 90 days from the submitted date to the Town Office.

P&Z Commission meets on the 2nd & 4th Tuesdays of the month (during the months of May – October) at 7:00 pm.

P&Z Commission meets on the 2nd Tuesday of the month (during the months of November - April) at 7:00 pm.

Town Council meets on the 3rd Tuesday of the month at 7:00 pm.

There are no refunds on rezone application fees.



*The Property Owner and/or
the Authorized Representative
must be present at the Scheduled Meeting,
for the Permit to be APPROVED.*



REZONE PERMIT APPLICATION

Owner Information:

Owner:	Phone:
Mailing Address:	
Physical Address:	
Legal Description (Lot#, Block, Tract & Subdivision)	

Attached additional Information Page, if needed:

Current Zoning:	Proposed Zoning:
Existing Structure(s) Use: (if applicable)	
Reason for Rezone Request: (use separate sheet, if needed)	

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:

Signature of Owner or Authorized Representative:	Date:
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FOR TOWN USE ONLY

Date Received:	Permit #:
Permit Fees:	Paid Fees (Ck #/cash):



TOWN OF ALPINE REZONE APPLICATION PROCESS

REZONE APPLICATION/PERMIT APPROVAL PROCESS:

- STEP 1 -- A Rezone 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 -- The Development Plan is reviewed.
- STEP 5 -- The Planning & Zoning Administrator schedules a public hearing for the project;
- STEP 6 -- The Planning & Zoning Commission reviews the request at the scheduled public hearing and subsequent Planning & Zoning Commission meeting;
- STEP 7 -- The Alpine Town Council reviews the request;
- STEP 8 -- Town Council initiates the rezone ordinance publication and proceeds forward with final review, approval and passage of the Town ordinance (3 readings are required for passage).

STEP 1: YOUR REPLAT PACKET MUST INCLUDE:

- * A rezone application must be completed with all applicable areas filled in. Application must be signed and dated.
- * A rezone checklist completed with all applicable items submitted to the Town for review.
- * Applications are valid for 90 days from time of submittal. Failure to provide the necessary items warrants cancellation of your application.
- * ALL information DUE NO LATER than 4:00 pm on the 2nd Monday of the month. No exceptions will be given.

Permit Fees:

- * All applicable permit fees must be paid when submitting your application packet.

STEP 2 & 4: PRE-MEETING SCHEDULE:

- * A meeting/conference is scheduled with the Zoning Administrator 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 approval 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 & PLANNING & ZONING COMMISSION REVIEWS:

- * Please allow at least 45 days prior to the public hearing meeting for advertisement to be completed. You must pay to advertise your hearing in the legal section for 2 weeks prior to your public hearing. The Town will arrange the advertisement and the newspaper will bill the owner accordingly.
- * 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 scheduled public hearing.

STEP 5 & 6: PLANNING & ZONING PUBLIC HEARING FOR THE PROJECT:

- * The Planning & Zoning Commission meets on the 2nd & 4th Tuesdays of the month (during the months of May – October) at 7:00 pm and then on the 2nd Tuesday of the month (during the months of November - April) at 7:00 pm.
- * Your public hearing and scheduled Planning & Zoning Commission meeting will be scheduled on the Tuesday meeting following the initial required 30-day notice. Call the Town Office and speak with the P & Z Administrator if you have any questions: (307) 654-7757, extension #7.
- * As the property owner, you are obligated to attend your public hearing. You may send an authorized representative in your place, **only if a notarized statement of authority has been submitted with the permit application** and is approved by the Zoning Administrator.
- * Area property owners may and are encouraged to attend the public hearing to voice their opinions.

STEP 7 & 8: TOWN COUNCIL REVIEW AND PROCEDURES:

- * If your rezone application is recommended for approval by the Planning & Zoning Commission; your rezone application/request will be forwarded to the Town Council for ordinance publication, Town Council meetings may vary, please check with the Town Clerk regarding the publication and/or ordinance reading dates. Upon Town Council ordinance approval your application/permit document will be sent to you at the address you provided in your rezone packet.

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