

**Town of Upton  
Planning Commission  
Instruction Sheet**

Welcome to the Town of Upton

The Upton Planning Commission meets the first and third Tuesday of the month April through November and the first Tuesday December through March at 7:00 pm at the Upton City Hall (Pine Street entrance).

Fully completed permits will be reviewed at this time. It is recommended, but not mandated, that if you have a permit before the Commission for consideration you attend the meeting to be available to answer any questions.

This permit must be completed in FULL and SIGNED by the applicant to be considered. Permits not filled out completely will NOT be considered until they are complete.

Applicants seeking a permit for any reason must be able to show proof that they can provide location of their property boundaries. ALL setback measurements MUST be clearly marked on the drawing page of this application.

Pictures must be provided to the Commission as per required for each permit. Mobile homes must have Letter of Compliance by a certified electrician.

The cost of a permit for construction or building placement will be calculated by the square footage of the structure. Mobile home placement permits are at a set rate but also have an application fee of \$10.00.

I have read these instructions and understand that I must meet all requirements in this permit to have it brought before the Commission.

Please return pages 1-3. Keep 4-6 for your records.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**TOWN OF UPTON  
APPLICATION FOR PERMIT  
MOBILE HOME PARKING**

Permit Number \_\_\_\_\_

Date \_\_\_\_\_

**CHECK ONE-**

SINGLE WIDE \_\_\_\_\_ DOUBLE WIDE \_\_\_\_\_ MULTIPLE WIDE \_\_\_\_\_

MOVING COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

SETTING UP COMPANY NAME: \_\_\_\_\_

TYPE OF HOME: \_\_\_\_\_ YEAR: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDITION: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK \_\_\_\_\_

Submit a drawing: Use the second sheet of this application.

Show location of home on the lot, position of the water, sewer, electrical and phone.

Set backs from all sides of the home to the property lines.

**Letter of compliance by a certified electrician.**

All setbacks must be in accordance with the Ordinance #4 Series 1998.

Skirting of home must be done within 90 days in accordance with Ordinance #15.20.160 Section A.

Any other Ordinances that may apply.

Application must be completed in Full.

\_\_\_\_\_  
Signature of Owner

Application: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Board Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_

Fee: \_\_\_\_\_

**SKETCH DRAWING:**

\_\_\_\_\_  
Signature of Owner

**ORDINANCE NO. 1, SERIES 2015**

**AN ORDINANCE AMENDING PORTIONS OF CHAPTER 15.20, UPTON MUNICIPAL CODE  
INDIVIDUALMOBILE HOME LOT DEVELOPMENT**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF UPTON, WESTON COUNTY, WYOMING:**

Section 1: Chapter 15.20 of the Upton Municipal Code is hereby amended as follows:

1. Section 15.20.080 is hereby amended to read as follows:  
“Planning Board shall act on each application at their first regular meeting after the application is filed. Failure of the Planning Board to act within the allotted time period shall not constitute approval of the application, but will require submission of the application thereafter to the Town Council.”
2. Section 15.20.150 (A) is hereby amended to read as follows:  
“The Planning Board and Town Council shall, upon receipt of an application for a permit, consider the following factors:
  - (1) Continuity of the structure in relation to the surrounding structures;
  - (2) Any other factors deemed appropriate;
  - (3) If the applicant’s permit is denied, he/she may make any changes suggested by the Planning Board and resubmit his/her application for Planning Board review.”
3. Section 15.20.135 is hereby amended to read:  
“Whenever, upon inspection of the mobile home lot, the Town finds that conditions or practices exist which are in violation of this Ordinance, the Town Council shall give notice in writing to the person to whom the permit was issued that such conditions exist which are in non-compliance with this Ordinance, and unless such conditions are corrected, the Town Council may suspend the permit, and Town Council shall give notice in writing of such suspension to the person to whom the permit was issued. Should non-compliance continue, the Town shall issue a notice of intent to disconnect sewer and water services. If the non-compliance condition is still not corrected, the Town Council shall disconnect water and sewer services no later than thirty (30) days after issuing the notice of intent. When the condition of non-compliance is corrected, the Council shall charge the applicable fee, as determined from time to time by the Planning Board or Town Council, to reconnect the water and sewer services.”
4. Section 15.20.170 is hereby amended to read as follows:
  - A. “Not more than one mobile home shall be located on one mobile home lot.
  - B. Each mobile home lot shall adhere to the current setback requirements established by the Town of Upton.”
5. Section 15.20.205 titled DEVELOPMENT STANDARDS is hereby amended to read as follows:  
“GENERAL

- A. Any application for a mobile home being moved into or relocated within city limits must be accompanied by proof of compliance with the current building code adopted by the Town of Upton.
  - B. Photographs of the mobile home are required with the permit application. Photographs of the front, back, both sides and roof are required.
  - C. Appearance of the mobile home must not show signs of dilapidation. Examples include: Excessive peeling or missing paint, broken windows, and doors or roof in poor condition, etc. Non-compliance with this provision will result in rejection of the permit request. Applicants may be granted up to one (1) year to comply with this provision with approval of the Town Council.”
6. Section 15.20.275 SEVERABILITY is hereby amended to read as follows:
- “If any provision of this Ordinance is declared to be invalid by a decision of any court of competent jurisdiction, the legislative intent is:
1. Any such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and
  2. Such decisions shall not effect, impair or nullify this Ordinance as a whole or any part thereof, and the remainder shall remain in force. “
7. Section 15.20.280 PENALTY is hereby amended to read as follows:
- “Any person or persons who shall place, construct, reconstruct, alter, or extend any mobile home within the Town of Upton or its jurisdiction without a permit, or who shall otherwise fail to comply with the provisions of this Ordinance, shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine of not more than Seven Hundred Fifty Dollars (\$750.00).”

Ordinance No 4, Series 1998

AN ORDINANCE ESTABLISHING SETBACK REQUIREMENTS FOR BUILDINGS

Be It Ordained by The Governing Body of The Town of Upton, Weston County, Wyoming:

1. All houses, garages, sheds and other structures erected, constructed, moved, placed or otherwise
  - A) A minimum of fifteen (15) feet between the structure and the front property line.
  - B) A minimum of five (5) feet between the structure and each side property line.
  - C) A minimum of ten (10) feet between the structure and the rear property line, however, if a garage, shed or other accessory structure is installed with a principal structure on the same property, the accessory structure shall have a minimum setback of three (3) feet from the rear property line.
2.
  - A) The Building Inspector shall be responsible for the administration and interpretation and enforcement of this ordinance.
  - B) No building permit shall be issued for structures in violation of this ordinance. Building permit applications shall contain sufficient information to determine compliance with the provisions of this ordinance.
  - C) Decisions by the Building Inspector regarding interpretation of the provisions of this ordinance may be appealed to the Planning Commission by the person affected by the decisions. Any such appeal shall be submitted in writing to the Town Clerk in sufficient time to be placed on the agenda of the next regular meeting of the commission. After consideration of the appeal, the commission may reaffirm or amend the decision of the Building Inspector.

15.20.180 Required Setbacks

- B) For corner lots the setbacks shall be fifteen (15) feet from the street side property line, five (5) feet from the interior side property line, fifteen (15) feet from the front property line and ten (10) feet from the rear property line, with

three (3) feet for garages. If both front and rear property lines face on a street, the fifteen (15) foot setback shall apply on both sides. (Ord. 238 S3.1.4, 1977).

Note: These set backs are from your property line. In most cases the curb is NOT the property line. You must know where your property line is when you fill out this permit application. The Town of Upton does not have a record of where your property lines are. Setbacks also pertain to the eaves of any structure.

Note: Fences **MUST** be located within or on your property line.

## Why Use Appendix F or RRNC Techniques to Build Radon Systems Into New Homes?

- Radon-Resistant New Construction Techniques:
- Improves cost & efficiency in radon removal.
- Seals all cracks in the foundation.
- Better control of moisture and mold in the home.
- Hides the radon piping and fan from view.
- Improves aesthetics for real estate value.
- *Helps reduce the chance of lung cancer in residents!*

Illustration Credit: EPA's "Building Radon Out Guide"  
Appendix F & RRNC Techniques for New Housing

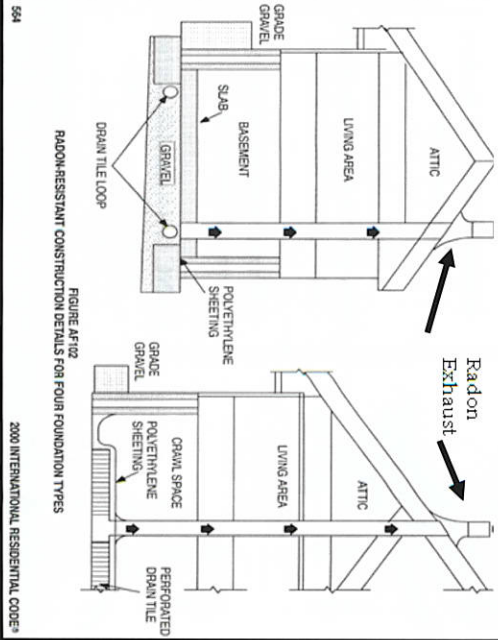
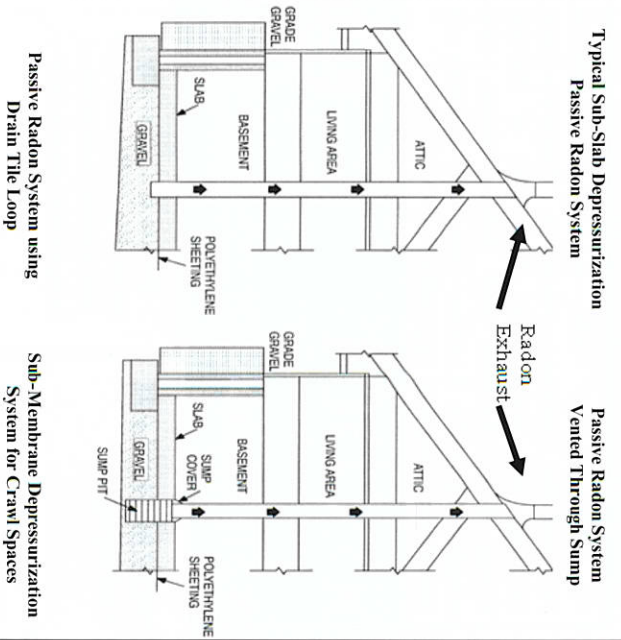


FIGURE A102  
RADON-RESISTANT CONSTRUCTION DETAILS FOR FOUR FOUNDATION TYPES  
2000 INTERNATIONAL RESIDENTIAL CODE®

## Why Adopt Appendix F?

The Town of Jackson and Teton County chose to adopt Appendix F for the protection and well being of the public. With testing showing elevated levels of radon, construction practices making new homes more energy efficient and existing homes being sealed tighter it only made sense to mitigate radon from our homes. Recognition of radon being an issue has become so prevalent in the real estate industry that you can rarely purchase a home without it being mentioned in the disclosure statement. Radon mitigation has been in place within Teton County for more than a decade with excellent results.

Mark Antrabus,  
Former Teton County Building Official, Jackson, WY

The City of Green River Wyoming has adopted the IRC Appendix F section covering Radon mitigation. We want our residents safe from this toxic gas. We enforce construction methods with Radon mitigation to lower the Radon levels in our new homes.

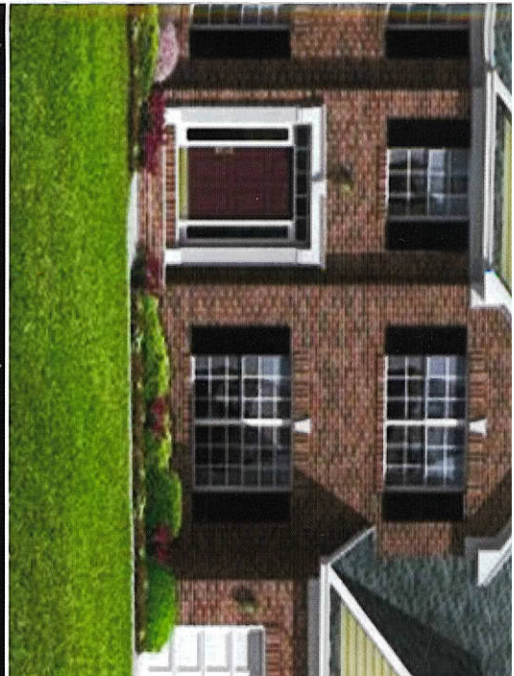
David C Allred C.B.O.  
Senior Building Inspector, Green River, WY

The construction techniques used for radon mitigation, should be learned and practiced by all architects. Radon's potential carcinogenic effects in residential structures can be minimized by using these techniques during the initial construction or renovation. The cost of mitigation is minimal in new construction, and although somewhat greater in existing structures, is very inexpensive in comparison to the cost of treating the lung cancer which could be caused by unchecked radon gas.

Danny Williams Architects and Planners  
Paul J. Bulat, Architect, Jackson, WY

Installing a radon system in a home, at initial construction, helps lower health risks, makes the most financial sense; is more efficient and quite easy to install at this time as opposed to having to add a system after an issue has been detected. The safety net for a home owner outweighs the initial cost they spend on having a mitigation system installed up front.

Eric Adams, Project Manager  
Gateway Construction, LLC., Cheyenne, WY



## Building Radon Out of Wyoming

Working with Building Code Officials to Consider The Adoption of Appendix F  
International Residential Code

Home Builders/Contractors to use - RRNC - Radon-Resistant New Construction

Wyoming Department of Health  
Public Health Division  
Preventive Health and Safety Section  
Environmental and Occupational Health Program  
6101 Yellowstone Road, Suite 510  
Cheyenne, WY 82002  
(307) 777-6015 • Fax (307) 777-5402



## What is Radon?

Radon is a colorless, odorless, radioactive gas, naturally emitted from the decay of uranium in the soil and rocks beneath a home. You cannot see, hear, smell, taste, or feel radon. Radon enters homes through cracks and pipe penetrations in the home's foundation, and can accumulate to elevated levels (4.0 pCi/l or higher). According to the U.S. Environmental Protection Agency (E.P.A.) it is the second leading cause of lung cancer. A radon test is the only way to determine the radon level in your home.

E.P.A. and the Wyoming Department of Health recommend fixing any home with radon levels greater than 4.0 pCi/l. According to the E.P.A., at this level, seven of every 1,000 people (non-smokers) and 62 of every 1,000 (smokers) could develop lung cancer after living in a home for many years.

Not everyone exposed to elevated levels of radon will develop lung cancer. However, the higher the radon level, the greater the risk people have of developing lung cancer. Many areas in Wyoming have been identified as having elevated levels of radon.

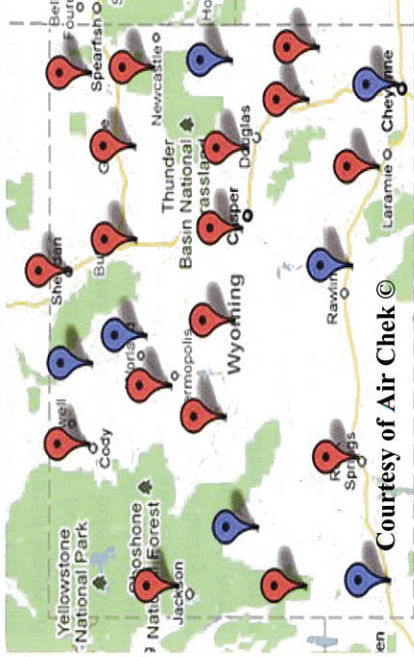
## What is Appendix F & RRNC?

Appendix F is part of the International Residential Building Code designed for the installation of passive radon mitigation systems in new homes. Adoption of Appendix F is at the discretion of local building code officials, and is highly encouraged by the E.P.A. and by the Wyoming Radon Program. RRNC techniques are construction plans for building radon mitigations systems into new homes during construction of the home.

Appendix F and RRNC provides installation details for radon mitigation systems in new home construction. The mitigation system collects radon gas from beneath a home and vents it to the atmosphere. A radon fan can be included to further reduce radon levels in a home.

All of the techniques and materials are commonly used in construction. No special skills or materials are required. However, proper installation of the radon-resistant (RRNC) features is important.

## Levels of Radon Throughout Wyoming



Courtesy of Air Chek ©

- Less Than 2.0 pCi/L
- Between 2 & 4 pCi/L
- Above 4.0 pCi/L

## Why is Appendix F & RRNC Important?

The E.P.A. lists radon as the second leading cause of lung cancer. Exposure to radon can independently increase the risk of lung cancer, and the Wyoming Department of Health 2011 Annual Cancer Report indicates lung cancer as the highest cancer mortality in Wyoming. When a city or county adopts Appendix F, and builders use RRNC, they help lower the levels of radon and the risk of lung cancer of their residents. Appendix F and RRNC can help save time, money and lives. The Wyoming Radon Program supports the adoption of Appendix F.

**The Town of Star Valley Ranch, Alpine, Burns, Diamondville, Guernsey, Meeteetse, Mountain View, Saratoga and Wamsutter; the Cities of Buffalo, Green River, Jackson and Teton County have adopted Appendix F. Other cities and counties are considering adopting Appendix F. (8/31/2013).**

# BUILDING RADON OUT

## WITH SIMPLE CONSTRUCTION METHODS

Visit [www.epa.gov/iaq/radon](http://www.epa.gov/iaq/radon)  
Or call 1-800-55-RADON

Radon vent pipe exits roof like a plumbing vent pipe.

[www.epa.gov/radon/pdfs/buildradonout.pdf](http://www.epa.gov/radon/pdfs/buildradonout.pdf)

<http://www.epa.gov/radon/rrnc/>

Electrical junction box

provided in attic for later installation of fan to increase system performance if radon test is elevated.

Builder installs vent pipe through house's conditioned space.

3 inch or 4 inch PVC Schedule 40 vent pipe stubbed up through slab.

Slab perimeter crack sealed with polyurethane caulk.

6 mil polyethylene sheeting over gravel layer or geotextile matting. Special options available for crawl spaces.



[www.wyomingradon.org](http://www.wyomingradon.org)