INTERLAKEN TOWN, UTAH

BUILDING PERMIT AGREEMENT ADOPTION
November 3, 2026

RESOLUTION NO. 2026-11-03

A RESOLUTION ADOPTING INTERLAKEN
BUILDING PERMIT AGREEMENTS

WHEREAS, the Interlaken Town Council finds it in the best interests of the Town and the public to evaluate building permit applications for construction of new buildings, remodels of existing structures, work performed within the Town road right of way, work designated as site disturbance or flatwork, and solar panel installations, for compliance with Town municipal code and policy; and

WHEREAS, the Interlaken Town Council recognizes their right and responsibility to monitor and enforce compliance with all Town municipal code and policies in the issuance of building permits and require applicants to agree to these requirements, and hold applicants responsible for subsequent violations of Town municipal code and policy; and

WHEREAS, the Interlaken Town Council finds it necessary enter into an agreement with the building permit applicant that requires knowledge of and compliance with the Town's requirements for all permitted construction activity in the Town; and

NOW THEREFORE, it is hereby **RESOLVED** by Interlaken Town, Utah, that the Town Council of Interlaken, Utah adopts these five Interlaken Town Building Permit Agreements, attached as Exhibits "A," "B," "C," "D," and "E".

PASSED AND ADOPTED by the Interlaken Town Council on this 3rd day of November, 2026.

INTERLAKEN TOWN

_____
Gregory Harrigan, Mayor

ATTEST:

(SEAL)

_____
Bart Smith, Recorder

Interlaken Town Building Agreement for New Buildings and Demolitions with New Buildings

This Building Agreement for New Buildings ("**Agreement**") is entered into as of the last date signed below, by and between Interlaken Town (the "**Town**") and the registered property owner for the property entered below (the "**Owner**").

The Owner must agree to the following policies and conditions prior to the Town granting approval for their request for building a new structure. **Jones and DeMille Engineers** are the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Administrator, Planning Commission, and Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representative. The Owner agrees to comply with the following conditions of this agreement:

1. The Owner must provide a site plan and engineering survey if the grade of land being disturbed is over a 10% slope. It must be submitted by the Owner to the Interlaken Town Administrator. This is to ensure compliance with the Land Use and Building Ordinances of Interlaken Town.
2. The Owner will provide the name and phone number of their contractor/builder (if used) on the application. The Owner will further agree to provide their contractor/builder with a copy of this document. The Owner agrees that they, the property owner, are the ultimate responsible party for compliance with all Land Use and Building Ordinances of Interlaken Town and any additional requirements specified in this Agreement. If the Owner is acting as the builder, the Owner must complete the Utah State Owner-Builder form. A copy of this form and the associated requirements can be obtained from the Interlaken Town Administrator.
3. Demolitions of any existing building or structure within Interlaken Town requires notification to the Interlaken Town Administrator. The application for a new building permit must include a description and scope of the demolition project. Additional fees and deposits may apply for a new building permit if demolition of an existing building or structure is included in the permit application.
4. Connection to the water system: A stubbed connection to the water main exists at each lot. The Owner must contact the Interlaken Town Water Master to obtain specifications for the connection to the system. All external faucets and hose connections must be equipped with either a built in ANTI-SIPHON VALVE (e.g., traditional farm faucets) or be fitted with a screw-on anti-siphon device. All in-ground irrigation systems (sprinklers or drip), pond, waterfall, and / or other water features are required to have a Reduced Pressure Principle backflow device to prevent cross connections. The Owner is responsible for purchasing and installing the specified components. The Certified Operator will inspect the installation upon notification that it is complete and take an initial meter reading. A Water Connection Inspection Fee applies for this work.
5. The Owner will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.

6. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The Owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the town dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a $500.00 fine will be imposed on the Owner for any violations.**
7. The Interlaken Town roadway includes a 33-foot wide right-of-way. Construction vehicles are subject to the parking regulations listed in Title 6 of Interlaken Town municipal code. Interlaken Municipal code prohibits parking within the town's 33-foot wide right of way from November 1st through March 31st. The Owner must advise contractors that their vehicles must be parked outside the 33-foot wide right of way during these months. The road right of way includes any shoulder areas that fall within the 33-foot width. Failure to comply with this ordinance will result in fines and removal of the vehicle at the registered owner's expense. When construction activity requires temporary blockage of the right of way, the town administrator must be notified a minimum of 48 hours in advance. Traffic measure controls must be in place during the blockage, with at least one attendant in place to help with directing traffic.

   Any vehicle which is blocking more than 50% of the roadway surface, other than for temporary unloading of materials or if a notification was sent in accordance with this section, will be considered in violation of the town's parking regulations and subject to penalties. Any vehicle which is moving through the roadway in a backwards fashion, blocking more than 50% of the roadway surface, and presenting a hazard to oncoming traffic, requires the presence of flaggers in front and behind the vehicle. Of special concern are dump trucks, concrete trucks, trailers, and other heavy equipment backing up into a blind spot section of roadway.

   During April through October, when parking in the roadway is permitted, no construction site shall have in excess of 3 vehicles present. Vehicles must be parked with wheels off the asphalt surface, but may encroach on the shoulder areas, as specified in Title 6 of Interlaken code. Workers should carpool to the worksite to limit the number of cars parked to a maximum of 3. In the months from November through March, winter parking restrictions are in place, and no vehicles may be parked in the 33-foot right of way, 24 hours a day, 7 days a week.
8. No tracked vehicles, i.e., bulldozers or backhoes with steel tracks, are allowed on the Interlaken Town road surface unless protected by some type of pads.
9. It is understood that the roadway includes a 33-foot right-of-way and that the Owner has no right to place any obstacle in the right-of-way at any time. Both the toilet and dumpster will be on the property owner's property and not in the road right-of-way.
10. Interlaken Town is not responsible for providing connections to sewer, natural gas, electricity, or any other utilities besides the water system. The road may NOT be cut without approval from the Town of Interlaken for modification of sewer connections or any other utilities, or for any other reasons. Any work within the town's right of way, other than installation or modification of the existing

driveway connection from a building requires application for and approval of the town's Road Right of Way work permit. Additional fees and deposits will be collected with the application of the right of way work permit. Any new or modified driveway must be included in the plan set submitted for approval.

11. A Road Impact Fee and Damage deposit are collected for new buildings and other projects that make significant use of the Town's roads. The impact fee and damage deposit must be paid prior to the Town's approval of the plans. The damage deposit refund amount will be determined after assessing any damage to the Town's road system and municipal property, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional Town property located within or outside the Town's 33 foot wide right of way. Any damage resulting from construction activity directed onsite, or any additional activity including, but not limited to, delivery of construction materials, concrete, or equipment, or other vehicular or equipment use associated with the project, shall be assessed and deducted from the damage deposit. The remaining damage deposit balance will be assessed and released once construction has completed and a Certificate of Occupancy has been issued and an inspection by the Interlaken Planning Commission has been completed.
12. The Completion deposit must be paid prior to the Town's approval of the plans. Upon issue of a Certificate of Occupancy the balance remaining after deducting any engineering fees that exceeded the original amount collected for plan review and inspections will be refunded. If an application is withdrawn prior to issue of a Certificate of Occupancy, the balance refunded will include deductions for all services provided by the town engineer.
13. The Owner is responsible to keep all debris off the Interlaken Town Roads. This includes, but is not limited to, dirt, mud, trash, gravel or any of the like, that accumulates on the roads due to construction vehicles going to/from the construction site. The Owner is responsible to clean up any such debris from the road by the end of the workday. The Owner will be fined $500.00 per day for failure to keep the Interlaken Town Roads clear of debris. Each day will be considered a separate violation.
14. New construction applications require a certified staked survey that is dated within 5 years of the application.
15. The Owner and any contractors agree to abide by the town's permitted construction activity work hours as specified in Interlaken Town code, Section 9.07.010.

Please contact the Interlaken Town Administrator at admin@interlakenut.gov or (435) 565-3812 if you have questions.

For more information about building in Interlaken Town, visit our website at: https://www.interlakenut.gov/building

See the **Interlaken Town Fee Schedule** for a list of fees and deposits for new buildings, remodels, additions, and demolition. Note that fees are collected separately for the town's engineering services. These fees are determined after submission of the town's fees and deposits, and a signed building agreement.

Submit the signed agreement below, with a check made out to Interlaken Town for the appropriate fees and deposits, and a full set of plans in digital form. You may also pay fees online using the town's SmartPay portal. Contact the Town Administrator for more information.

Interlaken Town
PO Box 1256
Midway, UT 84049

The undersigned property owner agrees to the policies and conditions of this building agreement.

Property Owner

Name: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

Lot # _____ Interlaken Address: _____

Date: _____

Builder/Contractor Name: _____

Builder/Contractor License#: _____

Builder/Contractor Phone: _____

Builder/Contractor Email: _____

Interlaken Town Administrator

Name: _____

Signature _____ for Interlaken Town having

Received check # or ACH _____ for the amount of $_____ on _____(date).

Interlaken Town Fee Schedule

New Buildings

Established by *Town Resolution No. 2026-06-30 Fee Resolution Amendment*.

Payable to the Interlaken Town - due upon submission of a building agreement.

Interlaken Town Fees and Deposits

Fee/Deposit	Amount	Description
Application fee	$ 1,500.00	Processing application, including plan submission, booking receivables & payables (bookkeeping), tracking project, communicating with Town Engineers.
Water connection fee	$ 6,700.00	Base fee for base installation of a new water meter or replacement of an existing water meter to comply with Interlaken code requirements. Additional fees will be charged for installations requiring roadway excavation, hot tap connections, repair and replacement of asphalt surfaces. Cost is based on materials and labor costs.
Road impact fee	$ 5,000.00	Fee to pay for use of Interlaken roadways and resulting roadway capital improvement costs.
Damage deposit (refundable)	$ 5,000.00	Damage deposit is fully/partially refundable. Would be applied to any unforeseen costs to the Town: including but not limited to road surface and right of way cleanup or repair.
Completion deposit (refundable)	$ 4,000.00	Balance refunded upon issue of Certificate of Occupancy after deducting any engineering fees that exceed the original amount collected for plan review and inspections. If an application is withdrawn prior to issue of a Certificate of Occupancy, balance refunded will include deductions for services provided by the town engineer.
TOTAL	$ 22,200.00	

Additional Services and Fees

Town Engineering Fees – Plan Review and Inspections

Upon receipt of this agreement and the Interlaken Town Fees and Deposits, the applicant's plan set will be submitted to the town's contracted engineer for review. Upon approval of the plans, the town will bill the applicant for the permit fees covering plan review and inspections by the engineer. The approved permit will be issued upon receipt of these funds.

Midway Sanitation District - Heber Valley Special Services District

Please contact Midway Sanitation District who manages all sewer related items for the Interlaken Town. Fees will need to be paid directly to them. MSD can be contacted at 75 North 100 West, Midway, UT, (435) 654-3227. Heber Valley Special Services District collects an impact fee for new connections to the sewer system. Contact HVSSD at (435) 654-2248 for more details.

Heber Light & Power

This fee is paid at the Heber Light & Power offices in Heber City, 31 South 100 West, Heber City, UT. (435) 654-1581

Wasatch County Fire District

On October 17, 2019 Wasatch County passed Resolution No. 19-02 adopting impact fees for the Wasatch County Fire District. This fee is collected by the Wasatch County Fire District. For more information, call WCFD at 435-940-9636.

Interlaken Town Building Agreement for New Additions/Remodels/Demolitions

This Building Agreement for Additions, Remodels, and Demolitions ("**Agreement**") is entered into as of the last date signed below, by and between Interlaken Town (the "**Town**") and the registered property owner for the property entered below (the "**Owner**").

The Owner must agree to the following policies and conditions prior to the Town granting approval for their request for remodeling, adding to, or demolishing a structure. **Jones and DeMille Engineers** are the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Administrator, Planning Commission, and Council. No permits will be approved until the plans are reviewed and signed by Interlaken Town's authorized representative. The Owner agrees to comply with the following conditions of this agreement:

1. For **Remodels**, the Owner must provide a site plan and engineering survey if grade of land being disturbed is over a 10% slope, landscaping in excess of 200 ft2 will be performed, or the footprint of any structure will change. It must be submitted by the Owner to the Interlaken Town Administrator. This is to ensure compliance with the Land Use and Building Ordinances of the Interlaken Town.
2. A **Remodel** application that enlarges the existing dwelling requires a certified staked survey that is dated within 5 years of the application.
3. **Remodels** with an updated water service connection. The property owner must contact the Interlaken Town Water Master to obtain specifications for the connection to the system if that connection is to be disturbed in any way. All external faucets and hose connections must be equipped with either a built in ANTI-SIPHON VALVE (e.g., traditional farm faucets) or be fitted with a screw-on anti-siphon device. All in-ground irrigation systems (sprinklers or drip), pond, waterfall, and / or other water features are required to have a vacuum breaker. The Owner is responsible for purchasing and installing the specified components. The Certified Operator will inspect the installation upon notification that it is complete and take an initial meter reading.
4. **Demolitions** of any existing building or structure within Interlaken Town require notification to the Interlaken Town Administrator and a demolition. Permit. The application must include a description and scope of the demolition project. Permit fees and deposits will be collected and a permit issued prior to the start of a demolition project.
5. The Owner will provide the name and phone number of their contractor/builder (if used) on the application. The Owner will further agree to provide their contractor/builder with a copy of this document. The Owner agrees that they, the property owner, are the ultimate responsible party for compliance with all Land Use and Building Ordinances of the Interlaken Town and any additional requirements specified in this Agreement. If the Owner is acting as the builder or contractor, the Owner must complete the Utah State Owner-Builder form. A copy

of this form and the associated requirements can be obtained from the Interlaken Town Administrator.

6. The Owner will provide a suitable toilet on-site or will provide the workers access to the facilities in the home prior to the work beginning.
7. A suitable closed trash container or dumpster will be on site as soon as the building or demolition phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The property owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a $500.00 fine will be imposed on the Owner for any violations.**
8. The Interlaken Town roadway includes a 33-foot wide right-of-way. Construction vehicles are subject to the parking regulations listed in Title 6 of Interlaken Town municipal code. Interlaken Municipal code prohibits parking within the town's 33-foot wide right of way from November 1st through March 31st. The Owner must advise contractors that their vehicles must be parked outside the 33-foot wide right of way during these months. The road right of way includes any shoulder areas that fall within the 33-foot width. Failure to comply with this ordinance will result in fines and removal of the vehicle at the registered owner's expense. When construction activity requires temporary blockage of the right of way, the town administrator must be notified a minimum of 48 hours in advance. Traffic measure controls must be in place during the blockage, with at least one attendant in place to help with directing traffic.

   Any vehicle which is blocking more than 50% of the roadway surface, other than for temporary unloading of materials or if a notification was sent in accordance with this section, will be considered in violation of the town's parking regulations and subject to penalties. Any vehicle which is moving through the roadway in a backwards fashion, blocking more than 50% of the roadway surface, and presenting a hazard to oncoming traffic, requires the presence of flaggers in front and behind the vehicle. Of special concern are dump trucks, concrete trucks, trailers, and other heavy equipment backing up into a blind spot section of roadway.

   During April through October, when parking in the roadway is permitted, no construction site shall have in excess of 3 vehicles present. Vehicles must be parked with wheels off the asphalt surface, but may encroach on the shoulder areas, as specified in Title 6 of Interlaken code. Workers should carpool to the worksite to limit the number of cars parked to a maximum of 3. In the months from November through March, winter parking restrictions are in place and no vehicles may be parked in the 33-foot right of way, 24 hours a day, 7 days a week.
9. No tracked vehicles, i.e., bulldozers or backhoes with steel tracks, are allowed on the Interlaken Town asphalt road surface unless protected by some type of pads.
10. It is understood that the roadway includes a 33-foot right-of-way and that the Owner has no right to place any obstacle in the right-of-way at any time. Both the toilet and dumpster will be on the property owner's property and not in the road right-of-way.

11. Interlaken Town is not responsible for providing connections to sewer, natural gas, electricity, or any other utilities besides the water system. The road may NOT be cut without approval from the Town of Interlaken for modification of sewer connections or any other utilities, or for any other reasons. Any work within the Town's right of way, other than installation or modification of the existing driveway connection from the new building requires application for and approval of the town's Road Right of Way work permit. Additional fees and deposits will be collected with the application of the right of way permit. Any new or modified driveway must be included in the plan set submitted for approval.
12. A Road Impact Fee and Damage deposit are collected for remodels, demolitions, and other projects that make significant use of the Town's roads. The impact fee and damage deposit must be paid prior to the Town's approval of the plans. The damage deposit refund amount will be determined after assessing any damage to the Town's road system and municipal property, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional Town property located within or outside the town's 33 foot wide right of way. Any damage resulting from construction activity directed onsite, or any additional activity including, but not limited to, delivery of construction materials, concrete, or equipment, or other vehicular or equipment use associated with the project, shall be assessed and deducted from the damage deposit. The remaining damage deposit balance will be assessed and released once construction has completed and a final inspection by the town engineer and Interlaken Planning Commission has been completed.
13. The Completion deposit must be paid prior to the Town's approval of the plans. Upon completion of the final inspections performed by the town engineer and the Interlaken Planning Commission, the balance remaining after deducting any engineering fees that exceeded the original amount collected for plan review and inspections will be refunded. If an application is withdrawn prior to completion of a final inspection, the balance refunded will include deductions for all services provided by the town engineer.
14. The Owner is responsible to keep all debris off the Interlaken Town Roads. This includes, but is not limited to, dirt, mud, trash, gravel or any of the like, that accumulates on the roads due to construction vehicles going to/from the construction site. The Owner is responsible to clean up any such debris from the road by the end of the workday. The Owner will be fined $500.00 per day for failure to keep the Interlaken Town Roads clear of debris. Each day will be considered a separate violation.
15. The Owner and any contractors agree to abide by the town's permitted construction activity work hours as specified in Interlaken Town code, Section 9.07.010.

Remodel/Additions/Demolition
Permit Fees and Deposits

The Town's fees and deposits are billed upon receipt of this agreement, the plan set, and the completed remodel checklist. Additional engineering fees will be billed upon review and approval of the plan set. The remodel permit issued upon receipt of all the fees and approval of the plan set. Remodel deposits and fees for the Town are scaled according to the scale of the remodel project and established by *Town Resolution No. 2026-06-30 Consolidated Fee Schedule.* To view the fee schedule, visit the Town website at: https://www.interlakenut.gov/documents

The engineering fees are collected by the Town and passed to the Town Engineer. These fees, including plan review and inspections, are based on the current hourly rates set by the engineer and vary from project to project. If at the conclusion or cancellation of the project, the total engineering fees billed exceed the initial engineering fees collected, the difference will be deducted from the Completion Deposit prior to a refund.

Please contact the Interlaken Town Administrator at admin@interlakenut.gov or (435) 565-3812 if you have questions.

For more information about building in Interlaken Town, visit our website at: https://www.interlakenut.gov/building

Sign this agreement below and complete the attached Remodel Checklist. Provide as much detail on the checklist as possible to ensure a quick assessment of your project.

Submit your plan set, the completed signature page from this agreement, and the completed checklist by USPS mail, or email to one of the following:

Interlaken Town
P.O. Box 1256
Midway, UT 84049

admin@interlakenut.gov

The undersigned property Owner agrees to the policies and conditions of this building agreement.

Property Owner

Name: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

Lot # _____ Interlaken Address: _____

Date: _____

Builder/Contractor Name: _____

Builder/Contractor License#: _____

Builder/Contractor Phone: _____

Builder/Contractor Email: _____

Interlaken Town Building Permit - Remodel Checklist

Interlaken Town Remodel Checklist

Modification or Expansion of an Existing Structure, Utilities, Appliances

Contact the Town Administrator with questions: admin@interlakenut.gov, 435-565-3812

Item#	Checklist				Remodel Element	Provide Details for Remodel Element
01		YES		NO	Change in structure's footprint or liveable space - provide square footage of modification	
02		YES		NO	Exterior walls - modification, specify if load bearing	
03		YES		NO	Interior walls - modification, specify if load bearing	
04		YES		NO	Site excavation - provide a site plan and approximate square footage of disturbance	
05		YES		NO	New or upgraded water meter	
06		YES		NO	Foundation, footings, structural elements - new addition or modification	
07		YES		NO	Demolition and removal of existing building materials, provide descriptive list	
08		YES		NO	Roof - re-roofing or modification of roofline, square footage, dormers, other modifications	
09		YES		NO	New or upgraded meter base for electrical service	
10		YES		NO	Appliances - replacement or new installation	
11		YES		NO	HVAC - replacement or new installation	
12		YES		NO	Natural gas service - replacement or new service	
13		YES		NO	Flatwork - modification or new construction - non structural concrete, asphalt, other	
14		YES		NO	Exterior deck or patio - replacement or new installation	
15		YES		NO	Electrical - addition or modification of existing circuits	
16		YES		NO	Plumbing - addition or modification of existing lines	
17		YES		NO	Irrigation - new addition or modification	
18		YES		NO	Landscaping - new addition or modification	
19		YES		NO	Dumpster onsite - if NO, please explain how construction trash will be contained	
20		YES		NO	Portable toilet onsite - if NO, please explain access to toilet facilities	
21		YES		NO	Planned Right of Way work	
22		YES		NO	Windows and exterior doors - new addition or replacement	
23		YES		NO	Replacement of exterior siding	
24		YES		NO	Insulation - new or replacement of existing	

Interlaken Town Building Permit - Remodel Checklist

Item#	Provide Additional Comments Here

Additional Services and Fees

Town Engineering Fees – Plan Review and Inspections

Upon receipt of this agreement and the Interlaken Town Fees and Deposits, the applicant's plan set will be submitted to the town's contracted engineer for review. Upon approval of the plans, the town will bill the applicant for the permit fees covering plan review and inspections by the engineer. The approved permit will be issued upon receipt of these funds.

Midway Sanitation District - Heber Valley Special Services District

Please contact Midway Sanitation District who manages all sewer related items for the Interlaken Town. Fees will need to be paid directly to them. MSD can be contacted at 75 North 100 West, Midway, UT, (435) 654-3227. Heber Valley Special Services District collects an impact fee for new connections to the sewer system. Contact HVSSD at (435) 654-2248 for more details.

Heber Light & Power

This fee is paid at the Heber Light & Power offices in Heber City, 31 South 100 West, Heber City, UT. (435) 654-1581

Wasatch County Fire District

On October 17, 2019 Wasatch County passed Resolution No. 19-02 adopting impact fees for the Wasatch County Fire District. This fee is collected by the Wasatch County Fire District. For more information, call WCFD at 435-940-9636.

Interlaken Town Road
Right-Of-Way Work Agreement

This Interlaken Town Road Right-Of-Way Work Agreement ("**Agreement**") is entered into as of the last date signed below, by and between Interlaken Town (the "**Town**") and the contractor submitting the application for the road right-of-way work (the "**Contractor**").

The Contractor must agree to the following policies and conditions prior to Interlaken Town granting approval for their request to work in or alter any portion of the 33-foot wide Interlaken Town road right-of-way, including both paved and shoulder areas. Excavation or saw cutting requirements and specifications are provided in a separate document.

1. **Jones and DeMille Engineers** are the Interlaken Town Engineers and will review all permit applications and make recommendations to the Town Administrator, Planning Commission, and Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representative.
2. A policy of liability insurance must be obtained by the Contractor, naming Interlaken Town as coinsured, insuring against liability for property damage and personal injury in an amount not less than 1 million (1,000,000.00) dollars which may result from road right of way conditions created by the encroachment/cut or any other modifications done in the road right of way. No permit shall be issued until the policy or a valid binder therefore has been delivered to the Interlaken Town Administrator.
3. The Contractor will provide a site plan and engineering survey if grade of land being disturbed is over a 10% slope and this plan must be submitted to the Interlaken Town Administrator. This is to ensure compliance with the Land Use and Building Ordinances of Interlaken Town.
4. The Contractor agrees to conform to all Land Use and Building Ordinances of Interlaken Town and the requirements in this agreement.
5. The Contractor agrees to complete a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that could be affected by work in the road right-of-way. Failure to do so could result in fines and repair costs.
6. The Contractor will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.
7. The Contractor shall utilize appropriate traffic signs, markers, and procedures in all construction activities as defined on the approved traffic control plan and in the Federal "Manual of Uniform Traffic Control Devices".
8. A suitable closed trash container or dumpster will be on site as soon as the construction phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The Contractor is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located**

at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a $500.00 fine will be imposed on the permit Contractor for any violations.

9. The Interlaken Town roadway includes a 33-foot wide right-of-way. Construction vehicles are subject to the parking regulations listed in Title 6 of Interlaken Town Municipal code. Interlaken Municipal code prohibits parking within Interlaken Town's 33-foot wide right of way from November 1st through March 31st. The Contractor must advise contractors that their vehicles must be parked outside the 33-foot wide right of way during these months. The road right of way includes any shoulder areas that fall within the 33-foot width. Failure to comply with this ordinance will result in fines and removal of the vehicle at the registered owner's expense. When construction activity requires temporary blockage of the right of way, the Town Administrator must be notified a minimum of 48 hours in advance. Traffic control measures must be in place during the blockage, with at least one attendant in place to help with directing traffic.

   Any vehicle which is blocking more than 50% of the roadway surface, other than for temporary unloading of materials or if a notification was sent in accordance with this section, will be considered in violation of Interlaken Town's parking regulations and subject to penalties. Any vehicle which is moving through the roadway in a backwards fashion, blocking more than 50% of the roadway surface, and presenting a hazard to oncoming traffic, requires the presence of flaggers in front and behind the vehicle. Of special concern are dump trucks, concrete trucks, trailers, and other heavy equipment backing up into a blind spot section of the roadway.

10. During April through October, when parking in the roadway is permitted, no construction site shall have an excess of 3 vehicles present. Vehicles must be parked with wheels off the asphalt surface, but may encroach on the shoulder areas, as specified in Title 6 of Interlaken code. Workers should carpool to the worksite to limit the number of vehicles parked to a maximum of 3. In the months from November through March, winter parking restrictions are in place, and no vehicles may be parked in the 33-foot right of way, 24 hours a day, 7 days a week.

11. The Contractor shall take precautions to prevent damage to the pavement and shoulder surfaces at all times. Paved and shoulder surfaces outside the work area shall also be protected. The operation of steel tracked equipment or the placement of steel outriggers/stabilizers in direct contact with the pavement surface shall be prohibited. To avoid unnecessary damage to paved surfaces, backhoes and track equipment should use rubber cleats or paving pads. Any damage to the paved or shoulder surfaces shall be repaired to the satisfaction of Interlaken Town's inspector at the Contractor's expense.

12. A Road Impact Fee and Damage deposit are collected for all construction projects that make significant use of Interlaken Town's roads. The impact fee and damage deposit must be paid prior to Interlaken Town's approval of the plans. The damage deposit refund amount will be determined after assessing any damage to Interlaken Town's road system and municipal property, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional Town property located within or outside the Town's 33 foot wide right of way. Any damage resulting from construction activity directed onsite, or any additional activity including, but not

limited to, delivery of construction materials, concrete, or equipment, or other vehicular or equipment use associated with the project, shall be assessed and deducted from the damage deposit. The remaining damage deposit balance will be assessed and released once construction has completed and a final inspection by the Town Engineer and Interlaken Planning Commission has been completed.

13. The Completion deposit must be paid prior to the Town's approval of the plans. Upon completion of the final inspections performed by the Town Engineer and the Interlaken Planning Commission, the balance remaining after deducting any engineering fees that exceeded the original amount collected for plan review and inspections will be refunded. If an application is withdrawn prior to completion of a final inspection, the balance refunded will include deductions for all services provided by the Town Engineer.
14. Environmental Control: a) Dust and debris will be controlled at all times. b) Noise will be kept down so as not to become a nuisance. c) Clean up will require the removal of all equipment, material, barricades and similar items from the right-of-way. Areas used for storage of excavated material will be smoothed and returned to their proper contour. The street will need to be vacuumed and/or swept in order to restore the surfaces and surrounding surfaces to their clean condition by the end of the workday. The Contractor will be fined $500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris. Each day is considered a separate violation.
15. All road modification work will be completed by the completion date specified in this agreement. If the work is not completed satisfactorily by this date, Interlaken Town reserves the right to complete the work using its own contract labor. The cost of this work will be deducted from the Contractor's road damage deposit along with a $500 service fee.
16. Failure to Comply In the event of failure on the part of any person, firm, public utility, or corporation to comply fully with the provisions of Interlaken Town Ordinances, enforcement authorities of Interlaken Town are authorized to: a) Initiate action by citation and/or proceed to forfeit bonds; b) Under conditions which create an immediate hazard to public health or safety, to require the responsible entity to immediately repair or remove the hazard from the right-of-way and require the responsible entity to bear all costs of the repair or removal plus 15%, or c) Under conditions which do not create an immediate hazard to public health or safety give written notice to the responsible entity to repair or remove such hazard from the right-of-way. Such notice may be served either by personal service or by mailing the notice to the responsible entity by registered mail and posting by copy thereof on such hazard for a period for 5 days. If such hazard is not removed within 5 days after the notice is complete, the Town may remove the same at the expense of the person, firm, or corporation and recover costs and expenses, and also liquidated damages in the amount of $100 for each day the hazard remained within the right of way after notice was served and d) Immediately rescind any pre-qualification which may have previously been granted.
17. The Contractor agrees to abide by the Town's permitted construction activity work hours as specified in Interlaken Town code, Section 9.07.010.

18. **Road cuts from October 15 to April 15 shall require a special construction plan to be submitted** and approved by the Town Engineer and will require written authorization. All road pavement repairs shall be completed per the Town policy regarding repair of roadway pavements.

Road Right of Way Work
Permit Fees and Deposits

Interlaken Town's fees and deposits are billed upon receipt of this agreement and the plan set. Additional engineering fees for plan review and inspection will be included in this billing. The road right of way work permit is issued upon receipt of the fees and deposits and approval of the plan set. Road right of way work permit deposits and fees are set according to the scale of the project as established by *Town Resolution No. 2026-06-30 Consolidated Fee Schedule.* To view the fee schedule, visit the Town website at: https://www.interlakenut.gov/documents

After receipt of this signed agreement and the plans for the project, the Town will bill the Contractor for permit fees and deposits.

Please contact the Interlaken Town Administrator at admin@interlakenut.gov or (435) 565-3812 if you have questions.

For more information about building in Interlaken Town, visit our website at: https://www.interlakenut.gov/building

Please sign this agreement on the next page, and submit that page either by US mail to:

Interlaken Town
P.O. Box 1256
Midway, UT 84049

Or, electronically, to:
admin@interlakenut.gov

The undersigned responsible party agrees to the policies and conditions of the Interlaken Road Right of Way Work Agreement.

Road Right of Way Contractor Agreement

I HEREBY certify that I have read and examined this application and knowing the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or performance of construction and that I make this statement under penalty of perjury.

Contractor Name: _____

Contractor License#: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

Lot # _____ Interlaken Address: _____

Date: _____

Description of Work (attach site plan and project details):

_____

_____

_____

_____

_____

_____

_____

_____

Completion Date_____

Excavation and Saw Cutting Requirements

1. Road surface will be saw cut to minimize disturbed area. Boring is the preferred method of extending utilities across the road right of way. Cutting should be used only if boring underneath the road right of way is not an option or if the project takes place between October 15th and April 15th, or when day or nighttime temperatures reach 32 degrees or below freezing.
2. Asphalt patch will consist of 9 inches of road base and 3 inches of asphalt or match existing, whichever is greater. T-patches will be used to replace asphalt and extend overlap in the disturbed surface. See the attached T-Trench and Pavement Restoration plans.
3. Traffic control will be provided to allow residents to ingress and egress with minimal delays.
4. Contractor will contact Ardurra Engineers for inspections prior to asphalt replacement.

Right of Way Subsurface Boring Requirements

1. Boring operations are permitted only in areas located a minimum of five feet (5') away from the edge of the asphalt surface of the Town road right of way.
2. Boring operations will be conducted in a way to minimize the disturbed area. Upon completion, any disturbed area in the road right of way must be restored to its original condition, including compaction and restoration of vegetation.
3. Use of missiles to bore under the road right of way is NOT permitted. Horizontal drilling is the only allowed method for boring under the road right of way. Trenching for drilling must be located a minimum of five feet (5') from the edge of the asphalt surface.
4. Minimum depths for buried cables and lines: All small cables, conduits, or pipelines to be buried in town rights of way for utility purposes shall be a minimum of twenty-four inches (24") below the final surface grade.
5. Traffic control will be provided to allow residents to ingress and egress with minimal delays.
6. Contractor will contact the Town Engineer for inspections prior to filling the area disturbed by the drilling activity, including trenches and other disturbances.

Blue Stakes Requirement

No excavation of road right of way work may proceed until the Contractor completes a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that could be affected by work in the road right-of-way. Failure to do so could result in fines and repair costs.

Interlaken Town Fee Schedule

Road Right of Way Work Agreement

This table lists the fees and deposits as set by *Town Resolution 2026-06-30 - Consolidated Fee Schedule*. Fees and deposits may be adjusted downward for projects of a smaller scope with less impact on the Town's infrastructure and road system.

Fee Description:	**Amount**:
Interlaken Permit Application Fee	$500
Town Engineers Review/Inspection Fee	$300
Road Impact Fee (if applicable)	$5,000 maximum
Damage Deposit (refundable)	$5,000 maximum
Completion Deposit (refundable)	$4,000 maximum

Upon receipt of the Contractor's plans and the signed agreement, the Town will invoice the Contractor for the permit fees and deposits. Payment can be made by check, payable to **Interlaken Town**.

Mail check to:
Interlaken Town
P.O. Box 1256
Midway, UT 84049

Payment may also be made through the Town's SmartPay online portal. Contact the Town Administrator for more information.

Interlaken Town Road
Site Disturbance and Flat Work Agreement

This Building Agreement for Site Disturbance and Flat Work ("**Agreement**") is entered into as of the last date signed below, by and between Interlaken Town (the "**Town**") and the registered property Owner for the property entered below (the "**Owner**").

A. Permit Required. A Town of Interlaken Site Disturbance-Flat Work Permit is required before any person or entity may landscape, excavate, grub and clear, grade, or perform any type of construction activity that will disrupt or cause a change in the natural landscape or increase impervious surfaces upon any parcel of property located in the Town. No excavating shall be done further than is necessary to place the lot on grade or for building a dwelling and/or garage.

B. Exemptions. The following activities are exempt from the permit requirements of this agreement (*Interlaken Town Municipal Code Section 9.05.030*):

1. Actions by a public utility, the Town, or any other governmental entity to remove or alleviate an emergency condition, including the restoration of utility service or the reopening of a public thoroughfare to traffic;
2. Actions by any other person when the Town determines, and documents in writing, that the actions are necessary to remove or alleviate an emergency condition;
3. Construction activities disturbing less than 200 square feet of land and surface area;
4. Residential landscaping and gardening activities disturbing less 500 square feet of land surface area;
5. Town of Interlaken capital improvement projects, provided that site disturbance control measures are included in the bid specifications and plans for the special improvement project.

C. Special Considerations. When residential landscaping and gardening activities disturbs an excess of 500 square feet of land, the Town Council may consider a waiver of some of the conditions listed below as requirements of the Site Disturbance Agreement. The Owner must apply for a waiver to the Town Council, and the Council will consider the request as part of their regular business at a regularly scheduled Town council meeting.

Refer to Title 09 "Building and Construction," Chapter 9.05, of the Interlaken Town Municipal Code for more information about the site disturbance permit.

The Owner must agree to the following policies and conditions prior to Interlaken Town granting approval for their request to disturb the natural landscape or increase impervious surfaces upon any parcel of property located in the Town.

1. **Jones and DeMille Engineers** are the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Administrator, Planning Commission, and Council . No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representative.
2. A policy of liability insurance must be obtained by the Owner, naming Interlaken Town as coinsured, insuring against liability for property damage and personal injury

in an amount not less than 1 million (1,000,000.00) dollars which may result from work performed in the Town road right of way or other municipal property.

3. The Owner will provide a site plan and engineering survey if grade of land being disturbed is over a 10% slope, must be submitted to the Interlaken Town Administrator. This is to ensure compliance with the Land Use and Building Ordinances of Interlaken Town.
4. The Owner agrees to conform to all Land Use and Building Ordinances of Interlaken Town and the requirements in this agreement.
5. The Owner agrees to complete a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that could be affected by the site disturbance work. Failure to do so could result in fines and repair costs.
6. The Owner will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.
7. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The Owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd . Per the Interlaken Town Ordinances, a $500.00 fine will be imposed on the Property Owner for any violations.**
8. The Interlaken Town roadway includes a 33-foot wide right-of-way. Construction vehicles are subject to the parking regulations listed in Title 6 of Interlaken Town municipal code. Interlaken Municipal code prohibits parking within the Town's 33-foot wide right of way from November 1st through March 31st. The Owner must advise contractors that their vehicles must be parked outside the 33-foot wide right of way during these months. The road right of way includes any shoulder areas that fall within the 33-foot width. Failure to comply with this ordinance will result in fines and removal of the vehicle at the registered owner's expense. When construction activity requires temporary blockage of the right of way, the Town Administrator must be notified a minimum of 48 hours in advance. Traffic measure controls must be in place during the blockage, with at least one attendant in place to help with directing traffic.

   Any vehicle which is blocking more than 50% of the roadway surface, other than for temporary unloading of materials or if a notification was sent in accordance with section 9., will be considered in violation of the Town's parking regulations and subject to penalties. Any vehicle which is moving through the roadway in a backwards fashion, blocking more than 50% of the roadway surface, and presenting a hazard to oncoming traffic, requires the presence of flaggers in front and behind the vehicle. Of special concern are dump trucks, concrete trucks, trailers, and other heavy equipment backing up into a blind spot section of roadway.

   During April through October, when parking in the roadway is permitted, no construct site shall have in excess of 3 vehicles present. Vehicles must be parked with wheels off the asphalt surface, but may encroach on the shoulder areas, as specified in Title 6 of Interlaken code. Workers should carpool to the worksite to limit the number

of cars parked to a maximum of 3. In the months from November through March, winter parking restrictions are in place and no vehicles may be parked in the 33-foot right of way, 24 hours a day, 7 days a week.

9. The Owner shall take precautions to prevent damage to the pavement and shoulder surfaces at all times. Paved and shoulder surfaces outside the work area shall also be protected. The operation of steel tracked equipment or the placement of steel outriggers/stabilizers in direct contact with the pavement surface shall be prohibited. To avoid unnecessary damage to paved surfaces backhoes and track equipment should use rubber cleats or paving pads. Any damage to the paved or shoulder surfaces shall be repaired to the satisfaction of the Inspector at the Owner's expense.
10. A Road Impact Fee and Damage deposit are collected for projects that make significant use of the Town's roads. The impact fee and damage deposit must be paid prior to the Town's approval of the plans. The damage deposit refund amount will be determined after assessing any damage to the Town's road system and municipal property, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional Town property located within or outside the Town's 33 foot wide right of way. Any damage resulting from construction activity directed onsite, or any additional activity including, but not limited to, delivery of construction materials, concrete, or equipment, or other vehicular or equipment use associated with the project, shall be assessed and deducted from the damage deposit. The remaining damage deposit balance will be assessed and released once construction has completed, a final inspection has been completed and an inspection by the Interlaken Planning Commission has been completed.
11. Environmental Control: a) Dust and debris will be controlled at all times. b) Noise will be kept down so as not to become a nuisance. c) Clean up will require the removal of all equipment, material, barricades and similar items from the right-of-way. Areas used for storage of excavated material will be smoothed and returned to their proper contour. The street will need to be vacuumed and/or swept in order to restore the surfaces and surrounding surfaces to their clean condition by the end of the workday. The Owner will be fined $500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
12. New construction applications require a certified staked survey that is dated within 5 years of the application.
13. Failure to Comply In the event of failure on the part of any person, firm, public utility, or corporation to comply fully with the provisions of Interlaken Town Ordinances, enforcement authorities of Interlaken Town are authorized to: a) Initiate action by citation and/or proceed to forfeit bonds; b) Under conditions which create an immediate hazard to public health or safety, to require the responsible entity to immediately repair or remove the hazard from the right-of-way and require the responsible entity to bear all costs of the repair or removal plus 15%, or c) Under conditions which do not create an immediate hazard to public health or safety give written notice to the responsible entity to repair or remove such hazard from the right-of-way. Such notice may be served either by personal service or by mailing the notice to the responsible entity by registered mail and posting by copy thereof on such hazard for a period for 5 days. If such hazard is not removed within 5 days after the notice is complete, the Town may remove the same at the expense of the person, firm,

or corporation and recover costs and expenses, and also liquidated damages in the amount of $100 for each day the hazard remained within the right of way after notice was served and d) Immediately rescind any pre-qualification which may have previously been granted.

Site Disturbance-Flat Work
Permit Fees and Deposits

The Town's fees and deposits are billed upon receipt of this agreement and the plan set. Additional engineering fees for plan review and inspection will be included in this billing. The site disturbance-flat work permit is issued upon receipt of the fees and deposits and approval of the plan set. These permit deposits and fees are set according to the scale of the project as established by *Town Resolution No. 2026-06-30 Consolidated Fee Schedule.* To view the fee schedule, visit the Town website at: https://www.interlakenut.gov/documents

After receipt of this signed agreement and the plans for the project, the Town will bill the Owner for permit fees and deposits.

Please contact the Interlaken Town Administrator at admin@interlakenut.gov or (435) 565-3812 if you have questions.

For more information about building in Interlaken Town, visit our website at: https://www.interlakenut.gov/building

Please sign this agreement on the next page, and submit that page either by US mail to:

Interlaken Town
P.O. Box 1256
Midway, UT 84049

Or, electronically, to:
admin@interlakenut.gov

The undersigned responsible parties agree to the policies and conditions of the Interlaken Site Disturbance-Flat Work Agreement.

Site Disturbance-Flat Work Agreement

I HEREBY certify that I have read and examined this application and knowing the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or performance of construction and that I make this statement under penalty of perjury.

Property Owner

Name: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

Lot # _____ Interlaken Address: _____

Date: _____

Contractor

Contractor Name: _____

Contractor License#: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

Description of Work (attach site plan and project details):

_____

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_____

Completion Date_____

Interlaken Town Fee Schedule

Site Disturbance-Flat Work Agreement

This table lists the fees and deposits as set by *Town Resolution 2026-06-30 - Consolidated Fee Schedule*. Fees and deposits may be adjusted downward for projects of a smaller scope with less impact on the town's infrastructure and road system.

Fee Description:	**Amount**:
Interlaken Permit Application Fee	$500
Town Engineers Review/Inspection Fee	$300 minimum
Road Impact Fee (if applicable)	$5,000 maximum
Damage Deposit (refundable)	$5,000 maximum
Completion Deposit (refundable)	$4,000 maximum

Upon receipt of the project plans and the signed agreement, the town will invoice the Owner for the permit fees and deposits. Payment can be made by check, payable to **Interlaken Town**.

Mail check to:
Interlaken Town
P.O. Box 1256
Midway, UT 84049

Payment may also be made through the town's SmartPay online portal. Contact the Town Administrator for more information.

Interlaken Town
Solar PV Installation Permit Agreement

This Building Agreement for Solar PV Installation ("**Agreement**") is entered into as of the last date signed below, by and between Interlaken Town (the "**Town**") and the registered property Owner for the property entered below (the "**Owner**").

Requirements for Solar Photovoltaic Panels

A. Interlaken Town regulates the installation of solar panels for personal use and encourages renewable energy practices with minimal regulation while mitigating negative effects.

B. Flush mounted roof solar panels are allowed as a permitted use as long as the panels are mounted flush (or minimum parallel separation allowed for cooling) with the roof and are a maximum of 4" thick.

C. Structured roof mounted solar panels are permitted. Structured panels are defined as a panel that does not mount flush with the roof but has some type of structure to change the angle of the panel.

D. Free standing solar panel structures are a permitted with the following regulations:
1. A maximum height of 15' from natural grade.
2. A maximum area of 300 square feet.
3. The solar panel structure shall meet all the setback requirements for an accessory structure as required in the zoning district in which it will be located.

E. Solar panels require a building permit in all cases except when **all** the following requirements are met:
1. The solar panels are not hooked into any local electrical provider's system.
2. The size of the panels is no more than 2' x 2'.
3. No more than 2 amps are produced.

Permit Requirements

All applicants must submit the following items when applying for a Solar PV array installation permit:
1. Complete plan set stamped by a professional engineer for review by the Town Engineer.
2. Letter from Heber Light and Power approving the connection to the grid.
3. A signed copy of the completed Interlaken Building Permit Agreement below.
4. Fees payable by check or online to Interlaken Town. See fee schedule at the end of this document. Fees are set according to the scale of the project as established by *Town Resolution No. 2026-06-30 Consolidated Fee Schedule.*

Interlaken Building Permit Policies and Agreement

The applicant must agree to the following policies and conditions prior to Interlaken Town granting approval for solar panel installation.

1. **Jones and DeMille Engineers** are the Interlaken Town Engineer and will review all permit applications and make recommendations to the Town Administrator, Planning Commission, and Council. No permits will be approved until the plan is reviewed and signed by Interlaken Town's authorized representative.
2. The applicant agrees to conform to all Land Use and Building Ordinances of Interlaken Town and the requirements in this agreement.
3. The applicant agrees to complete a location request with Blue Stakes of Utah to identify existing underground utilities, including but not limited to, the Interlaken water system, that could be affected by work designated in this permit. Failure to do so could result in fines and repair costs.
4. The applicant will provide a suitable toilet on-site or will provide the workers access to the facilities in a home prior to the work beginning.
5. A suitable closed trash container or dumpster will be on site as soon as the building phase begins to produce trash. All dumpsters and containers will be covered with a mesh cover (blanket) to prevent the spread of debris. The property Owner is responsible for any trash that leaves the property due to wind or to negligence by the workers. **No construction debris is to be put in the community dumpster located at the Interlaken Town dumpster site on Luzern Rd. Per the Interlaken Town Ordinances, a $500.00 fine will be imposed on the Property Owner for any violations.**
6. Unless appropriate traffic control measures are utilized, vehicles must be parked off the road. No work shall take place in the 33-foot road right-of-way from November 1st through April 1st that interferes with snow removal activities. No unattended vehicles or equipment or any obstacles shall be placed in the road right-of-way during these months. Vehicles or equipment left in the road right-of-way may be removed at the owner's expense, as specified in Interlaken Municipal Ordinance "Title 06 Town Streets," available on the town website: https://www.interlakenut.gov/. Neither the toilet nor the dumpster will be located in the road right-of-way.
7. The applicant shall take precautions to prevent damage to the pavement and shoulder surfaces at all times. Paved and shoulder surfaces outside the work area shall also be protected. The operation of steel tracked equipment or the placement of steel outriggers/stabilizers in direct contact with the pavement surface shall be prohibited. To avoid unnecessary damage to paved surfaces backhoes and track equipment should use rubber cleats or paving pads. Any damage to the paved or shoulder surfaces shall be repaired to the satisfaction of the Inspector at the applicant's expense.
8. A Damage deposit is collected for all construction projects that make significant use of the Town's roads. The damage deposit must be paid prior to the Town's approval of the plans. The damage deposit refund amount will be determined after assessing any damage to the Town's road system and municipal property, including, but not limited to, the asphalt surface, shoulder areas, guardrails, or any additional Town property located within or outside the town's 33 foot wide right of way. Any damage resulting from construction activity directed onsite, or any additional activity including, but not limited to, delivery of construction materials, concrete, or

equipment, or other vehicular or equipment use associated with the project, shall be assessed and deducted from the damage deposit. The remaining damage deposit balance will be assessed and released once construction has completed and a final inspection by the town engineer and Interlaken Planning Commission has been completed.

9. The Completion deposit must be paid prior to the Town's approval of the plans. Upon completion of the final inspections performed by the town engineer and the Interlaken Planning Commission, the balance remaining after deducting any engineering fees that exceeded the original amount collected for plan review and inspections will be refunded. If an application is withdrawn prior to completion of a final inspection, the balance refunded will include deductions for all services provided by the town engineer
10. Environmental Control: a) Dust and debris will be controlled at all times. b) Noise will be kept down so as not to become a nuisance. c) Clean up will require the removal of all equipment, material, barricades and similar items from the right-of-way. The street will need to be vacuumed and/or swept in order to restore the surfaces and surrounding surfaces to their clean condition by the end of the workday. The applicant will be fined $500.00 per occurrence for failure to keep the Interlaken Town Roads clear of debris.
11. Failure to Comply In the event of failure on the part of any person, firm, public utility, or corporation to comply fully with the provisions of Interlaken Town Ordinances, enforcement authorities of Interlaken Town are authorized to: a) Initiate action by citation and/or proceed to forfeit bonds; b) Under conditions which create an immediate hazard to public health or safety, to require the responsible entity to immediately repair or remove the hazard from the right-of-way and require the responsible entity to bear all costs of the repair or removal plus 15%, or c) Under conditions which do not create an immediate hazard to public health or safety give written notice to the responsible entity to repair or remove such hazard from the right-of-way. Such notice may be served either by personal service or by mailing the notice to the responsible entity by registered mail and posting by copy thereof on such hazard for a period for 5 days. If such hazard is not removed within 5 days after the notice is complete, the Town may remove the same at the expense of the person, firm, or corporation and recover costs and expenses, and also liquidated damages in the amount of $100 for each day the hazard remained within the right of way after notice was served and d) Immediately rescind any pre-qualification which may have previously been granted.

Solar Installation
Permit Fees and Deposits

The Town's fees and deposits for a solar installation should be submitted with this signed agreement and the plan set. The solar installation permit is issued upon receipt of the fees and deposits and approval of the plan set. Permit fees and deposits are established by *Town Resolution No. 2026-06-30 Consolidated Fee Schedule.* For more information about the Interlaken fee schedule, visit the Town website at:
https://www.interlakenut.gov/documents

Interlaken Town Solar Installation Fee Schedule

Fee Description:	**Amount**:
Interlaken Permit Application Fee	$300
Town Engineers Review/Inspection Fee	$300
Damage Deposit (refundable)	$300
Completion Deposit (refundable)	$200

Payment can be made by check, payable to **Interlaken Town**. Payment may also be made through the town's SmartPay online portal. Contact the Town Administrator for more information.

Please contact the Interlaken Town Administrator at admin@interlakenut.gov or (435) 565-3812 if you have questions.

For more information about building in Interlaken Town, visit our website at:
https://www.interlakenut.gov/building

Please sign the Interlaken Solar Installation Agreement on the next page. Submit the plan set, the required approval letter from Heber Light and Power, the signed agreement, and fees-deposits (with a check made out to Interlaken Town or through SmartPay Online) to:

Interlaken Town
P.O. Box 1256
Midway, UT 84049

Or, electronically, to:
admin@interlakenut.gov

The undersigned responsible parties agree to the policies and conditions of the Interlaken Solar Installation Permit Application.

Interlaken Solar Installation Permit Agreement

I HEREBY certify that I have read and examined this application and knowing the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or performance of construction and that I make this statement under penalty of perjury.

Property Owner

Name: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

Lot # _____ Interlaken Address: _____

Date: _____

Contractor

Contractor Name: _____

Contractor License#: _____

Signature: _____

Mailing Address: _____

Phone Contact: _____

Email Address: _____

2026 Interlaken Cross Connection Control Program Status						
Cross Connection Status as of:		10/30/26				
Connection Type	Confirmed Connections	Unknown Connections	Confirmed BFPDs	Confirmed Tested BFPDs	% Inspection Completed	Estimate Max Buildout BFPDs
Irrigation	39	0	38	25	64%	73
Fire Suppression	22	10	22	15	68%	32
TOTAL	**61**	**10**	**60**	**40**	**66%**	**105**

Interlaken Town Procurement Policy DRAFT

Amount	Approval	Quote/Bid Requirement
less than $5,000	Designated Staff	Direct buy, no competitive quotes required, with consideration of budget priorities
$5,000 to $9,999	Town Administrator or Clerk	Minimum 2 verbal or written informal quotes
$10,000 to $29,999	Mayor	Minimum 2 verbal or written informal quotes or use or use of a state/cooperative contract
$30,000 to $75,000 - Public Works Projects	Town Council	Minimum 3 verbal or written informal quotes or use or use of a state/cooperative contract
$75,000 and more - Public Works Projects	Town Council	Formal sealed bidding or Request for Proposals (RFP) published according to current Utah State public noticing requirements
$30,000 and more - Non Public Works	Town Council	Formal sealed bidding or Request for Proposals (RFP) published according to current Utah State public noticing requirements

Interlaken Town

Statement of Assets, Liabilities, and Fund Balance

As of September 30, 2026

	TOTAL	
	AS OF SEP 30, 2026	AS OF SEP 30, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
General Fund	816.37	0.00
10001 General Fund GVB7730	102,530.40	53,315.46
10102 10102 - Water Rev Fund GVB7811	113,892.90	235,615.82
10201 Building Fund GVB7803	87,894.34	159,154.79
Reserve Funds	0.00	0.00
10300 Transportation Reserve Fund GVB7854	157,190.23	8,993.97
10301 Transp Cap Facilities Res GVB7854	82,069.29	82,009.69
Total 10300 Transportation Reserve Fund GVB7854	**239,259.52**	**91,003.66**
Water Reserve Funds	462.46	462.46
10401 Water Sys Cap Facilities GVB	235,392.92	152,334.30
Total Water Reserve Funds	**235,855.38**	**152,796.76**
Total Reserve Funds	**475,114.90**	**243,800.42**
Total General Fund	**780,248.91**	**691,886.49**
Total Bank Accounts	**$780,248.91**	**$691,886.49**
Accounts Receivable		
20000 Accounts Receivable	7,085.03	7,085.03
Total Accounts Receivable	**$7,085.03**	**$7,085.03**
Other Current Assets		
QuickBooks Tax Holding Account	1,574.31	0.00
Total Other Current Assets	**$1,574.31**	**$0.00**
Total Current Assets	**$788,908.25**	**$698,971.52**
Fixed Assets		
25900 Accumulated Depeciation	(1,810,569.72)	(1,810,569.72)
Amortizable Expenditures	0.00	0.00
26000 Bond Fees	25,000.00	25,000.00
26100 Accumulated Amortization	(23,541.67)	(23,541.67)
Total Amortizable Expenditures	**1,458.33**	**1,458.33**
Depreciable Assets	0.00	0.00
Property, Plant and Equipment	0.00	0.00
25000 Garbage Site	98,318.85	98,318.85
25100 Equipment	31,366.00	31,366.00
25200 Roads	705,967.00	705,967.00
25300 Water System	1,712,694.73	1,712,694.73
Total Property, Plant and Equipment	**2,548,346.58**	**2,548,346.58**
Total Depreciable Assets	**2,548,346.58**	**2,548,346.58**
Total Fixed Assets	**$739,235.19**	**$739,235.19**

Interlaken Town

Statement of Assets, Liabilities, and Fund Balance

As of September 30, 2026

	TOTAL	
	AS OF SEP 30, 2026	AS OF SEP 30, 2025 (PY)
Other Assets		
25400 Land	16,965.00	16,965.00
25500 Water Rights	37,508.00	37,508.00
Total Other Assets	**$54,473.00**	**$54,473.00**
TOTAL ASSETS	**$1,582,616.44**	**$1,492,679.71**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
30000 Accounts Payable	(47.77)	(502.77)
Total Accounts Payable	**$ (47.77)**	**$ (502.77)**
Other Current Liabilities		
30100 Road Damage Deposit	52,557.89	65,557.89
30200 Completion Deposit (refundable)	35,171.04	39,021.04
30300 Payroll Liabilities	(621.55)	(621.55)
Federal Taxes (941/943/944)	561.64	0.00
Federal Unemployment (940)	24.00	(60.00)
UT Income Tax	178.00	(89.00)
UT Unemployment Tax	21.27	13.00
Total 30300 Payroll Liabilities	**163.36**	**(757.55)**
Total Other Current Liabilities	**$87,892.29**	**$103,821.38**
Total Current Liabilities	**$87,844.52**	**$103,318.61**
Long-Term Liabilities		
Division of Finance	0.00	0.00
30400 Note Payable UT Div. of Finance	2,000.00	2,000.00
30401 Undisbursed Principal	2,526.34	2,526.34
Total Division of Finance	**4,526.34**	**4,526.34**
Total Long-Term Liabilities	**$4,526.34**	**$4,526.34**
Total Liabilities	**$92,370.86**	**$107,844.95**
Equity		
50000 Fund Balance	1,556,460.89	1,445,028.11
Net Income	(66,215.31)	(60,193.35)
Total Equity	**$1,490,245.58**	**$1,384,834.76**
TOTAL LIABILITIES AND EQUITY	**$1,582,616.44**	**$1,492,679.71**

Interlaken Town

Statement of Revenue and Expense

July - September, 2026

	TOTAL	
	JUL - SEP, 2026	JUL - SEP, 2025 (PY)
Income		
Miscellaneous Revenue	0.00	0.00
60000 Base Usage Water Revenue	0.00	1,176.00
60100 Overage Usage Water Revenue	1,656.00	3,666.80
60101 Wasatch County Tax Assessment	5,802.54	7,558.76
60102 State Sales Tax Revenue	8,272.85	7,730.24
60103 B and C Road Tax Revenue	4,449.23	8,413.02
60104 Lot Transfer Fees	750.00	0.00
60105 Late Fees	0.00	140.00
60106 Revenue from RMA Agreement	0.00	5,840.89
60110 Permit fees for town engineer	1,628.00	0.00
60200 Building Fee	0.00	11,565.08
60201 Application Fee	4,000.00	2,200.00
60202 Water connection Fee	0.00	2,300.00
60203 Road Impact Fee	0.00	8,000.00
Total 60200 Building Fee	**4,000.00**	**24,065.08**
60800 Interest Income	2,089.26	965.58
Total Miscellaneous Revenue	**28,647.88**	**59,556.37**
Sales	1,656.00	0.00
Total Income	**$30,303.88**	**$59,556.37**
GROSS PROFIT	**$30,303.88**	**$59,556.37**
Expenses		
70000 Administrative Expenditures	0.00	0.00
70100 Animal Control	392.44	742.50
70101 Council, Commissions, Appointee Stipends	775.00	1,200.00
70102 Town Council Equip and Supplies	0.00	75.00
70103 Accounting and Bookkeeping Fees	6,240.00	4,516.60
70104 Bank Charges, Checks	0.00	369.23
70105 Plan Review and Inspections	(1,403.75)	5,651.25
70108 Town Attorney Legal Fees	0.00	1,333.44
70110 Office Expense	600.00	30.77
70111 Town Administrator and Clerk	26,797.00	16,399.00
70114 Web Hosting and IT Services	1,259.44	374.18
70116 Association Memberships	583.00	469.00
70117 Road Signage	2,305.78	0.00
70120 Insurance	5,508.05	5,476.14
70130 Public Works Manager	3,230.00	4,875.00
70131 Election Expenses	315.11	0.00
Total 70000 Administrative Expenditures	**46,602.07**	**41,512.11**

Interlaken Town

Statement of Revenue and Expense

July - September, 2026

	TOTAL	
	JUL - SEP, 2026	JUL - SEP, 2025 (PY)
70303 Payroll Expenses	0.00	0.00
Taxes	640.79	602.94
Wages	8,268.00	7,872.00
Total 70303 Payroll Expenses	**8,908.79**	**8,474.94**
Road Maintenance Expenditures	0.00	0.00
70201 Annual Road Repair	24,703.91	1,530.00
70202 Additional Contract Services	1,356.00	7,190.43
70205 Brush Removal and Fire Mitigation	0.00	6,300.00
Total Road Maintenance Expenditures	**26,059.91**	**15,020.43**
Water System Expenditures	0.00	0.00
70300 Interest Expense	0.00	19.03
70301 Chemicals and Monitoring	84.00	100.00
70302 Meter Repair/Replacement (deleted)	0.00	15,201.20
70305 Utilities Gas and Electric	1,865.17	2,578.49
70308 Water System Maint and Repair	5,916.00	13,941.03
70309 Misc. Water Expense	0.00	102.49
70310 Annual Memberships	0.00	50.00
70311 Water system contract services	4,283.25	21,200.00
71001 Depr. Expense- Water System	2,800.00	1,550.00
Total Water System Expenditures	**14,948.42**	**54,742.24**
Total Expenses	**$96,519.19**	**$119,749.72**
NET OPERATING INCOME	**$ (66,215.31)**	**$ (60,193.35)**
NET INCOME	**$ (66,215.31)**	**$ (60,193.35)**

Thursday, October 29, 2026 at 3:25:07 PM Mountain Daylight Time

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Subject: Remaining Projects - pre Winter
Date: Friday, October 9, 2026 at 11:52:58 AM Mountain Daylight Time
From: Bart Smith
To: Interlaken Mayor, Derek Becker
Attachments: image001.jpg

Greg-
Derek and I drove through town this morning and came up with a list of projects to be completed before winter sets in. Here's the list – let us know if you have any comments or changes:

Signage:

- RE-install the No Winter Parking Sign at the town entrance on Interlaken Dr. This will require a new post, and re-setting in concrete
- Install 3 Stop signs – 2 at the Luzern-Interlaken Dr. Junction, and 1 at the Bern-Jungfrau Junction – on Jungfrau, for downhill traffic into Bern. Waiting for Signarama to deliver signs.

Water Meter Pits:

- Repair/reset of sunken meter pit – 320 Interlaken Drive (Don Miller), located in driveway
- Repair/reset of degraded meter pit – 276 Big Matterhorn (Mark Hunter). This lid gets pushed off every winter during plowing.

Asphalt Patching – just this one, the rest can wait until next year:

- Asphalt patch in front of 370 Bern Way (Cardie Hanabass). Derek will replace a section the full width of the road over the sunken area including the depression uphill on Bern.

Shoulder Work:

- Jungfrau, south edge, downhill side coming up from Bern Way intersection – rock fill
- Jungfrau, north edge by 330 – rock fill
- Jungfrau, south edge by 333 (in front of Sue & Chuck's) – rock fill
- St. Moritz, south edge below 272 (Sheldon) – rock fill
- Big Matterhorn, below 255 (McLaughlin) – compact dirt

Speed Bumps:

- Remove all temporary speed bumps – protect inserts from winter debris

I think that's it – let me know if I missed anything.

Thanks,
Bart Smith
Interlaken Town Administrator

