



PRE-APPLICATION CONFERENCE REQUEST (PAP)

**Planning & Building Department
Planning Division**

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

For Office Use Only

Fees Paid _____
Check # _____ Credit Card _____ Cash _____
Application # _____

APPLICABILITY. *This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.*

When is a Pre-application Conference required?

A pre-application conference is required for the following applications:

- Sketch Plan
- Development Plan
- Conditional Use Permit
- Special Use Permit
- Development Option Plan
- Zoning Map Amendment
- Planned Unit Development
- Plan-level Grading Permit
- Environmental Analysis

When not required, the applicant may request a pre-application conference for other types of applications.

PROJECT.

Name/Description: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Owner _____ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

ANTICIPATED TYPES OF REVIEW PROCESS NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit (includes grading)	This pre-application conference is:
_____ Use Permit	_____ Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ Environmental Analysis	

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

- _____ **Application Fee.** See the currently adopted Fee Schedule in the Administrative Manual for more information.
- _____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.
- _____ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:
 - _____ Existing property conditions (buildings, uses, natural resources, etc)
 - _____ Character and magnitude of proposed physical development or use
 - _____ Intended development options or subdivision proposal (if applicable)
 - _____ Proposed amendments to the LDRs (if applicable)
- _____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:
 - _____ Property boundaries
 - _____ Existing and proposed physical development and the location of any uses not requiring physical development
 - _____ Proposed parcel or lot lines (if applicable)
 - _____ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference
- _____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.
- _____ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title