



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only	
Fees Paid _____	Date & Time Received _____
Application #s _____	
<i>Please note: Applications received after 3 PM will be processed the next business day.</i>	

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

<p>Use Permit</p> <p>_____ Basic Use</p> <p>_____ Conditional Use</p> <p>_____ Special Use</p> <p>Relief from the LDRs</p> <p>_____ Administrative Adjustment</p> <p>_____ Variance</p> <p>_____ Beneficial Use Determination</p> <p>_____ Appeal of an Admin. Decision</p>	<p>Physical Development</p> <p>_____ Sketch Plan</p> <p>_____ Development Plan</p> <p>_____ Design Review</p> <p>Subdivision/Development Option</p> <p>_____ Subdivision Plat</p> <p>_____ Boundary Adjustment (replat)</p> <p>_____ Boundary Adjustment (no plat)</p> <p>_____ Development Option Plan</p>	<p>Interpretations</p> <p>_____ Formal Interpretation</p> <p>_____ Zoning Compliance Verification</p> <p>Amendments to the LDRs</p> <p>_____ LDR Text Amendment</p> <p>_____ Map Amendment</p> <p>Miscellaneous</p> <p>_____ Other: _____</p> <p>_____ Environmental Analysis</p>
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PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

_____ **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. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title