

**SEWER AND WATER CONNECTIONS PERMIT (SWP)**

**APPLICATION  
For County Connections**



**Public Works Department**

phone: (307) 733-3079  
450 W Snow King Ave.  
P.O. Box 1687  
Jackson, WY 83001

phone: (307) 733-7030  
200 S. Willow St.  
P.O. Box 1727  
Jackson, WY 83001

[www.jacksonwy.gov](http://www.jacksonwy.gov)

[www.tetoncountywy.gov](http://www.tetoncountywy.gov)



**!!NEW!! Submit application via email to [townengineering@jacksonwy.gov](mailto:townengineering@jacksonwy.gov) !!**

**APPLICATION INFORMATION AND INSTRUCTIONS.**

*This permit is required by Town of Jackson Municipal Code prior to any connection to Town of Jackson (ToJ) sewer and/or water systems (or private extensions thereto). This permit must be approved and issued by the ToJ and all fees paid to the ToJ prior to connection.*

*Please fill out this application completely and submit with all supporting documents in PDF format to [townengineering@jacksonwy.gov](mailto:townengineering@jacksonwy.gov). Contact Town of Jackson Engineering with questions regarding this permit.*

*Teton County on-site wastewater facilities, such as septic systems and lift stations, require separate applications to the Teton County Engineering Department, see their [Small Wastewater Facilities \(SWF\) Permit](#).*

**PROJECT INFORMATION.**

Physical Address:			
Lot, Subdivision:		PIDN:	

**PROJECT DESCRIPTION AND PURPOSE.** Describe the precise nature of the proposed use (i.e. single-family home with garage, accessory unit, subdivision, etc.):

**APPLICANT.** *This is the primary contact for the permit.*

Name:		Title:	
Mailing Address:			
E-mail:		Phone:	

*\*If the applicant is not the owner, a notarized **Town of Jackson Letter of Authorization** must accompany this application. Only the Owner or their authorized agent may sign this application.*

**PROPERTY OWNER.** *Required if other than APPLICANT.*

Name:		Phone:	
Mailing Address:			
E-mail:			

*\*If Owner is a corporation or other business entity, documents showing authority to sign must accompany this application.*

**WHAT TYPE OF CONNECTION ARE YOU APPLYING FOR?**

<input type="checkbox"/>	<b>Sewer Service Connection: Complete Section 1 – Sewer Service Connections</b>
<input type="checkbox"/>	<b>Water Service Connection: Complete Section 2 - Water Service Connection</b>

**PERMIT PROCESS.**

1. Submit application in PDF to the [Town of Jackson Engineering Division](#) for approval.
  - a. \$100 Application Fee and Town Capacity Fees will be assessed.
  - b. When requested, a financial surety is required; the applicant shall be responsible for providing a cost estimate for the work requiring the surety.
  - c. Permit will be issued electronically by the ToJ after all fees have been paid to the Town of Jackson.
2. Submit the issued ToJ permit to [Teton County Building Department](#).
3. Inspection

## SECTION 1 – SEWER SERVICE CONNECTIONS

**APPROVED CONNECTION DISTRICT:** *The Sewer and Water Connections Permits for County Connections* are required for all connections to the sewage collection systems located in the following developments:

*Check the system to which the proposed connection is being made.*

<input type="checkbox"/> 3 Creek Subdivision	<input type="checkbox"/> Rafter J Ranch	<input type="checkbox"/> Melody Ranch, Sagebrush
<input type="checkbox"/> TCSD Munger School Sewer	<input type="checkbox"/> O Bar B; *Valley View	<input type="checkbox"/> Big Trails (See OTHER)
<input type="checkbox"/> Teton County - Adams Canyon	<input type="checkbox"/> Indian Springs – Boyles Hill Road	<input type="checkbox"/> South Park Service Center
<input type="checkbox"/> Gros Ventre Utility (JH Golf & Tennis);	<input type="checkbox"/> Stone Creek Road (Grand View Estates)	<input type="checkbox"/> Teton Shadows
<input type="checkbox"/> Spring Creek Ranch	<input type="checkbox"/> Homes at Amangani	<input type="checkbox"/> Elk Dance Estates
<input type="checkbox"/> Wilson Sewer District	<input type="checkbox"/> JH Airport	<input type="checkbox"/>
<input type="checkbox"/> OTHER <i>Requires Jackson Town Council Approval and a Connection and Use Agreement prior to permit application.</i>		

**SEWER USE INFORMATION:** *Reference Town of Jackson Municipal Code §13.08.030 for details on types of use.*

<b>Residential Uses:</b>	Number of Bedrooms:		
<b>Non-Residential Uses:</b>	Use Description:	Use Quantity:	
	Use Description:	Use Quantity:	

*\*Uses that have higher classes of wastewater, e.g. restaurants require individual meters.*

**SEWER SERVICE CONNECTION APPLICATION INFORMATION.** *The following information shall be provided.*

<input type="checkbox"/>	<a href="#">Town of Jackson Letter of Authorization</a> if the applicant is other than the property owner.
One set of SWP scaled drawings in PDF that are scalable, review compatible, and include the following:	
<input type="checkbox"/>	Site plan of the property showing the location and size of all existing and proposed wastewater facilities, sewer mains and services, water mains and services, valves, water wells or other water supplies.
<input type="checkbox"/>	Floor plans of all levels of the building to be connected to sewer and the planned use of the building.
<input type="checkbox"/>	Town of Jackson sewer connection and installation standard details incorporated to the plans.
<input type="checkbox"/>	Size, slope and material of the sewer service.
<input type="checkbox"/>	Water Meter Size for individually metered services. <i>Water meters must be purchased from the Town.</i>
<input type="checkbox"/>	For sewer services larger than 4-inches, plans must be stamped by a Wyoming licensed engineer.
<input type="checkbox"/>	For mains larger than 8-inch and/or longer than 250 feet, a Wyoming DEQ Permit to Construct is required.
<input type="checkbox"/>	For restaurants or other fats, oil, grease producers provide calculation and sizing for the grease mitigation device.

## SECTION 2 - WATER SERVICE CONNECTION

**APPROVED CONNECTION DISTRICT:** *The Sewer and Water Connections Permits for County Connections are required for all connections to water supply systems located in the following developments:*

*Check the system to which the proposed connection is being made.*

<input type="checkbox"/>	3 Creek Subdivision	<input type="checkbox"/>	Individual Lot		
<input type="checkbox"/>	OTHER Requires Jackson Town Council Approval and a Connection and Use Agreement prior to permit application.				

**WATER SUPPLY INFORMATION:** *Only for connections to the Town of Jackson water system.*

<input type="checkbox"/>	Domestic Water Meter - Residential	SIZE:	<input type="checkbox"/>	¾ - Inch	<input type="checkbox"/>	1-inch		
<input type="checkbox"/>	Irrigation Water Meter	SIZE:	<input type="checkbox"/>	¾ - Inch	<input type="checkbox"/>	1-inch	<input type="checkbox"/>	OTHER: _____ in.
<input type="checkbox"/>	Domestic Water Meter - Commercial	SIZE:	<input type="checkbox"/>	¾ - Inch	<input type="checkbox"/>	1-inch	<input type="checkbox"/>	OTHER: _____ in.

**WATER SERVICE CONNECTION INFORMATION:** *Where a connection to the Town water system is proposed, the following information shall be provided.*

	<a href="#">Town of Jackson Letter of Authorization</a> if the applicant is other than the property owner.
One set of SWP scaled drawings in PDF that are scalable, review compatible, and include the following:	
<input type="checkbox"/>	Site plan of the property showing the location and size of all existing and proposed sewer mains and services, wastewater facilities, water mains and services, valves, water wells or other water supplies.
<input type="checkbox"/>	Floor plans of all levels of the building to be connected to sewer and the planned use of the building.
<input type="checkbox"/>	Location of water service meter(s) and backflow systems.
<input type="checkbox"/>	Water service entry detail, detailing the plumbing of meter(s) and backflow systems to be installed within the building. <i>Note that ¾" and 1" meters are allowed for residential services, larger meters are allowed if a water fixture unit analysis warrants a larger meter.</i>
<input type="checkbox"/>	Backflow Prevention: size, type, make and model. <i>Fire suppression systems require a reduced pressure backflow assembly. Commercial installations require a double check valve assembly, minimum.</i>
<input type="checkbox"/>	Town of Jackson water service connection and installation standard details incorporated to the plans.
<input type="checkbox"/>	For water services larger than 2-inches, plans must be stamped by a Wyoming licensed engineer.
<input type="checkbox"/>	For mains larger than 8-inch and/or longer than 250 feet, a Wyoming DEQ Permit to Construct is required.

**APPLICANT’S SIGNATURE, CERTIFICATION, AND AUTHORIZATION**

For sewer connections, Applicant acknowledges that wastewater rates, charges and fees for a sewer connection shall be in accordance with the standard service policies and user rates established by the Town of Jackson via ordinance and in accordance with state statute. It is acknowledged and agreed by the Applicant that wastewater rates, charges and fees are subject to change, and changes thereto are applicable to the owner, even when the connection is situated outside the Town’s corporate limits. Given that the property is located outside of the corporate limits of the Town, it is also acknowledged and agreed that owner may have different rates, charges and fees than users within the Town’s corporate limits.

For sewer connections, Applicant agrees to pay a wastewater capacity fee prior to connecting in accordance with Jackson Municipal Code §13.08.020, as amended, at the current scheduled fee. Unless metered and/or billed by a district, owner agrees to pay for its wastewater, pursuant to Jackson Municipal Code §13.08.013, as amended.

For water connections, owner acknowledges that water rates, charges and fees for a water connection shall be in accordance with the standard service policies and user rates established by the Town of Jackson via ordinance and in accordance with state statute. It is acknowledged and agreed by the owner that water rates, charges and fees are subject to change, and changes thereto are applicable to owner, even when the connection is situated outside the Town’s corporate limits. Given that the property is located outside of the corporate limits of the Town, it is also acknowledged and agreed that owner may have different rates, charges and fees than users within the Town’s corporate limits.

For water connections, Applicant agrees to pay a water capacity fee(s) prior to connecting in accordance with Jackson Municipal Code §13.04.050, as amended. Unless metered and/or billed by its district, owner agrees to pay pursuant to Jackson Municipal Code §13.04.300, as amended. The water meter must be purchased from the Town of Jackson, or such other meter as the Town of Jackson shall approve.

Under penalty of perjury I hereby certify that I have read and examined this application and state that, to the best of my knowledge, all of the information herein is true and correct and I swear that any information which may be hereafter given by me in hearing before Teton County or the Town of Jackson shall be truthful and correct. I agree to comply with all town, state, and federal laws relating to the subject matter of this application, all provisions of the rules, regulations, ordinances, and laws of Teton County and the Town of Jackson governing this connection(s) and work will be complied with whether specified herein or not, and hereby authorize representatives of Teton County and the Town of Jackson to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.

In signing this application, I acknowledge that the Town of Jackson's acceptance of this application does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate Town agencies and payment of any fees due.

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title