



MISCELLANEOUS PLANNING REQUEST (MSC)
Planning & Development Department
Planning Division

200 S. Willow St. | ph: (307) 733-3959
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Jackson, WY 83001 | www.tetonwyo.org

For Office Use Only

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

PROPERTY INFORMATION.

Physical Address: _____ PIDN: _____

OWNER.

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

APPLICANT/AGENT.

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

DESIGNATED PRIMARY CONTACT.

_____ Owner _____ Applicant/Agent

PURPOSE OF REQUEST. Please indicate the purpose of the miscellaneous request:

- _____ Planner of the day research request. For inquiries and research requiring more than 1 hour of staff time.
_____ Fee Waiver Request
_____ Special Purpose Fencing Exemption
_____ Review of required annual monitoring report
_____ Other

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. 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.

_____ **Additional Submittal Requirements.** Additional information required to review a Miscellaneous request varies depending on the purpose. Please attach the information listed below, as applicable.

Planner of the Day Research Request

_____ Include a brief narrative description of the inquiry or research requested.

Fee Waiver Request

_____ **Application Type or Number.** If the fee waiver is being requested in advance of application submittal, indicate the types of applications involved. If the fee waiver is requested in association with an active application, indicate the project number.

_____ **Fees to be waived.** Indicate the amount of the fees to be waived.

_____ **Basis for the fee waiver request.** See the Fee Waiver Resolution in the adopted Fee Schedule for more information on applicable criteria.

Special Purpose Fencing Exemption

_____ **Response to Section 5.1.2.E of the LDRs.** Include a narrative statement addressing the purpose of the fencing and how it complies with the standards found in this section.

_____ **Site Plan.** Include a site plan of the property, drawn to scale, depicting the location of any existing and proposed fencing.

_____ **Fencing Description.** Describe existing and proposed fencing, including materials, height and design.

Review of Required Annual Monitoring Reports

_____ **Permit Number.** Indicate the permit or approval number with which the annual report is associated.

_____ **Report.** Attach a copy of the required monitoring report or review.

Other – briefly describe the nature of the request:

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.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title