



PRE-APPLICATION CONFERENCE SUMMARY
Planning & Development Department
Planning Division

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The pre-application conference is intended as a means of facilitating the application review process; discussions at the meeting and the written summary of the meeting are not binding on the County. This Summary will be prepared by Planning Staff and is valid for 12 months. The applicant, or the applicant's agent, shall receive a copy of this summary for their reference in submitting a sufficient application.

Staff may request additional materials during review as needed to determine compliance with the LDRs.

PRE-APPLICATION MEETING BASICS.

PAP#: _____
 Date of Conference: _____ Date Issued (post conference): _____
 County Staff: _____

PROJECT.

Name/Description: _____
 Physical Address: _____
 Lot, Subdivision _____ PIDN: _____
 Zoning District(s): _____
 Overlay(s): _____

STAKEHOLDERS.

Applicant: _____
 Owner: _____
 Agent: _____

REQUIRED APPLICATIONS. *This project will require the following applications:*

Application	Reason	Fee

MEETING ATTENDEES (Plan Review Committee, applicant/owner representatives):

Name	Company/Agency	Phone/Email

TIMELINES. This table is intended to provide general information regarding the review process and timing of decisions. See Article 8 for a complete explanation of the review process.

For administrative decisions made by the Planning Director, the following timelines are generally applicable:

Application Types:	Sufficiency	Planning Director

GENERAL INFORMATION.

Required, If Checked.

If not checked, review requirement with a Staff member to determine if necessary for your application.

Requirement

Notes

- _____ **Planning Permit Application.** The application should list all pertinent permits (use, physical development, interpretation, relief from the LDRs, Development Option/Subdivisions, Amendments to the LDRs) for which you are applying.
- _____ **Notarized Letter of Authorization.** See Section 8.2.4.A for requirements. A template is established in the Administrative Manual.
- _____ **Application Fees.** 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.
- _____ **Review fees.** The applicant is responsible for paying any review fees and expenses from consulting services necessitated by the review of the application by the County Surveyor, County Engineer, County Engineering Technician, Title Company and any other required consultant. Such fees shall be paid prior to approval of the permit.
- _____ **Mailed Notice fee.** See Section 8.2.14.C.2 for notice requirements. If mailed notices are required, the applicant is responsible for paying for any mailing in excess of 25 notices.
- _____ **Posted Notice.** All applications subject to a public hearing shall post and maintain notice of the public hearing on the land subject to the application. Evidence of posting of the notice shall be provided to the Planning Department at least 10 days prior to the hearing. See Section 8.2.14.C4 for more information.
- _____ **Other information needed.** All applications submitted to the Teton County Planning Department must be submitted in digital format.

_____ **Response to Submittal Checklist.** All applications require response to applicable review standards. For applications where a pre-application conference is required, applicable standards are identified below. If a pre-application conference is optional, see the submittal checklist for the relevant application type, established in the Administrative Manual.

_____ **Title Report.** A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review.

_____ **Narrative description of the proposed development.** Briefly describe the existing condition of the property and the proposed use, physical development, subdivision or development option for which you are seeking approval.

_____ **Findings for approval.** Include in your narrative a response to the findings for approval found in LDR Section 8.5.2

_____ **Proposed Development Program.** Please use the attached template established in the Administrative Manual.

_____ **Site Plan.** Please see the attached list of minimum standards for a site plan, established in the Administrative Manual.

_____ **Floor Plans.** Include floor plans for any existing buildings that will be occupied by a proposed use. If changes to existing buildings are proposed, indicate those on the floor plans.

_____ **Neighborhood Meeting Summary.** See Section 8.2.3 for Neighborhood Meeting requirements.

ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES).

Applicable Zone: _____

Applicable LDR Section: _____

SUBSECTION B, PHYSICAL DEVELOPMENT. *Please provide the following information for the applicable zone.*

Required, If Checked.

If not checked, this requirement is not applicable to your application.

Requirement	Notes
_____ Structure Location and Mass	
_____ Maximum Scale of Development	
_____ Building Design	
_____ Site Development	
_____ Landscaping (see Div. 5.5 for more information)	
_____ Fencing (see Sec. 5.1.2 for more information)	

_____ **Environmental Standards (see Div. 5.1 and 5.2 for more information)**

- Natural Resource Buffers
- Irrigation Ditch Setback
- Wild Animal Feeding
- Natural Resource Overlay Standards
- Bear Conflict Area Standards

_____ **Scenic Standards (see Div. 5.3 for more information)**

- Exterior Lighting
- Scenic Resource Overlay (SRO) Standards

_____ **Natural Hazards to Avoid (see Div. 5.4 for more information)**

- Steep Slopes
- Areas of Unstable Soils
- Fault Areas
- Floodplains
- Wildland Urban Interface

_____ **Signs (see Div. 5.6 for more information)**

_____ **Grading, Erosion Control, Stormwater (see Div. 5.7 for more information)**

- Grading
- Erosion Control
- Stormwater Management

SUBSECTION C, USE STANDARDS. *Please provide the following information for the applicable zone.*

 X *Required, If Checked.*

 If not checked, this requirement is not applicable to your application.

Requirement

Notes

_____ **Allowed Uses (see Div. 6.1 for more information)**

_____ **Use Requirements (see Div. 6.2 and 6.3 for more information)**

- Parking
- Employees Required to be Housed

_____ **Maximum Scale of Use**

_____ **Operational Standards (see Div. 6.4 for more information)**

- Outside Storage
- Refuse and Recycling
- Noise
- Vibration
- Electrical Disturbances
- Fire and Explosive Hazards
- Heat and Humidity
- Radioactivity

SUBSECTION D, DEVELOPMENT OPTIONS. *Please provide the following information for the applicable zone.*

Required, If Checked.

If not checked, this requirement is not applicable to your application.

Requirement	Notes
<input type="checkbox"/> Allowed Subdivision and Development Options (see Div. 7.1 and 7.2 for more information)	
<input type="checkbox"/> Residential Subdivision Requirements (see Div. 7.4 and 7.5 for more information) <ul style="list-style-type: none">• Affordable Housing• School and Parks Exactions	
<input type="checkbox"/> Infrastructure (see Div. 7.6 and 7.7 for more information) <ul style="list-style-type: none">• Transportation Facilities• Required Utilities	

SUBSECTION E, ADDITIONAL ZONE-SPECIFIC STANDARDS. *Please provide the following information for the applicable zone.*

Required, If Checked.

If not checked, this requirement is not applicable to your application.

Requirement	Notes
<input type="checkbox"/>	
<input type="checkbox"/>	

OTHER APPLICABLE STANDARDS.

Required, If Checked.

If not checked, this requirement is not applicable to your application.

Requirement

Notes:

_____ **Division 1.9, Nonconformities**

- 1.9.2** Nonconforming Physical Development
- 1.9.3** Nonconforming Uses
- 1.9.4** Nonconforming Development Options and Subdivisions
- 1.9.5** Nonconforming Signs

_____ **Division 7.3, Open Space Standards**

- 7.3.3** Configuration and Location of Required Open Space
- 7.3.4** Use of Open Space
- 7.3.5** Physical Development Permitted in Open Space
- 7.3.6** Record of Restriction
- 7.3.7** Ownership of Open Space

_____ **Adopted County Resolutions**

_____ **Approved Master Plans**

PLAN REVIEW COMMITTEE. *The Plan Review Committee consists of the following listed agencies. Planning Staff will transmit pertinent portions of the application to each agency. **Other agencies and individuals not checked off on this list may be added to the PRC if necessary.***

Agency

Required for:

- _____ Building Official
- _____ County Attorney
- _____ County Engineer
- _____ County Sanitarian
- _____ County Surveyor
- _____ Fire Marshal
- _____ Housing Authority
- _____ Integrated Solid Waste & Recycling
- _____ National Park Service
- _____ Parks and Recreation Department
- _____ Pathways Coordinator
- _____ Public and Environmental Health
- _____ Road & Levee Supervisor
- _____ Sheriff's Department
- _____ Teton Conservation District (required when subdividing land)

- _____ Teton County Scenic Preserve Trust
- _____ Teton County School District
- _____ Town of Jackson (required when subdividing land within one mile of the Town of Jackson)
- _____ U.S. Forest Service (if adjacent to or accessing through forest service lands)
- _____ Weed & Pest
- _____ Wyoming Department of Game & Fish
- _____ Other

Additional Notes: