



**TETON COUNTY SCENIC PRESERVE TRUST
CONSERVATION EASEMENT REVIEW (EAS)
APPLICATION**
Planning & Building Services Department
Planning Division

200 S. Willow St. | ph: (307) 733-3959
P.O. Box 1727 | www.tetoncountwy.gov
Jackson, WY 83001

For Office Use Only

Application # _____

PROJECT

Name/Description: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____
Existing easement information (Document number or book and page numbers from the Clerk) _____

APPLICANT/OWNER

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

AGENT

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

DESIGNATED PRIMARY CONTACT

_____ Applicant/Owner _____ Agent

APPLICABILITY *This application should be used when applying for review of a Teton County Scenic Preserve Trust (TCSPT) Conservation Easement. The purpose of the review is to ensure that any TCSPT conservation easement, or any change to an existing TCSPT easement, is in compliance with the [Open Space Resources Resolution](#) of Teton County, Wyoming.*

An EAS application is required in the following situations (check which applies):

- Dedication of required conservation area**
A land owner may request that the TCSPT accept dedication of a new easement to fulfill a requirement of the LDRs or for another reason. For projects with required conservation areas, the following information shall be submitted. It may be submitted separately or may be included in the Development Option application packet. (*LDR source of requirement in italics*) (*Open Space Resources Resolution of Teton County, Wyoming December 22, 2015, Sections 4, 5, 7, 8, 9, Easement Amendments*).

1. Environmental Analysis (Section 7.3.3.B.1.a and Section 8.2.2).

In the case of newly created open space easements, this document may also serve as the Baseline Inventory/Documentation of the Condition of the Open Space Land referenced in the easement when wildlife is a conservation value. The applicant should be aware that it may need to be supplemented with on-site photographs of the current conditions of the land.

2. Conservation Area Configuration (Section 7.3.3).

A map that demonstrates how the configuration and location of the required open space protects the Conservation Values identified in Section 7.3.2.A, *Conservation Values*, and Section 7.3.3, *Conservation Area Configuration*. (This may be included in the Environmental Analysis referenced above.)

3. Proposed Record of Restriction (Section 7.3.5).

A copy of the legal instrument that shall provide for the perpetual preservation of the required open space. If not already recorded, the document shall indicate a proposed Grantee. All exhibits referenced in the document shall also be provided.

_____ **Request to amend easement terms on existing open space**

Properties with an existing open space easement held by the Teton County Scenic Preserve Trust may request to amend the open space easement in certain situations. Please see the *Open Space Resources Resolution of Teton County, Wyoming December 22, 2015, Section 10, Easement Amendments*. Section 10.2A lists the standards for considering the approval of open space easement amendments. Section 10.B describes the procedure for submitting an amendment.

_____ **Request to transfer an easement**

Easements held by the Trust may be requested to be transferred to another qualified organization. Please see the *Open Space Resources Resolution of Teton County, Wyoming December 22, 2015, Section 11, Easement Transfers* for the standards that must be met for the transfer of an easement.

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

_____ **Electronic Submittal** A complete digital file of the application with attachments/plans

_____ **Hard Copy Submittal** A complete printed file of the application with attachments/plans

_____ **Notarized Letter of Authorization** A notarized letter of consent from the landowner is required if the signatory on this application is not the owner. Please see the Letter of Authorization template on the website for a sample.

_____ **Deed** A copy of the most recently recorded deed to the property

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not originally evident. The applicant is responsible for fulfilling all legal requirements of all agencies with jurisdiction over the proposed project, whether or not those requirements are fully identified in this checklist or in representations made by any individual or representative.

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 Applicant/Owner or Authorized Agent

Date

Name Printed

Title/Role