



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Services Department
Planning Division

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

For Office Use Only

Fees Paid \_\_\_\_\_
Check # \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_
Application # \_\_\_\_\_

APPLICABILITY This application should be used when applying for a Pre-application Conference. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Your pre-application conference will be scheduled and held within 60 days of submittal of this request.

A pre-application conference is REQUIRED for the following applications:

- Sketch Plan
Development Plan
Conditional Use Permit
Special Use Permit
Subdivision Permit
Zoning Map Amendment
Planned Unit Development
Plan-level Grading Permit
Environmental Analysis

A pre-application conference is OPTIONAL for the following applications:

- EA Update
Basic Use Permit
Physical Development Permit (includes statement level grading)
Interpretations of the LDRs
Amendments to the LDRs
Relief from the LDRs
Other (Please state):

When not required, the applicant may request a pre-application conference for other types of applications.

This pre-application conference is: Required Optional

For plan-level grading pre-application conferences that require additional input due to complexity, please indicate if you would like a representative from Building or Fire to attend:

Building Official Fire Marshal

Is a separate Pre-application Conference required for an Environmental Analysis (EA)?

Yes. When a project requires a pre-application conference for an EA and a pre-application conference for a physical development, use, or development option, two separate pre-application conferences are required.

\*Please contact staff to discuss if combining multiple requests into one conference may be appropriate.

PROJECT

Name/Description:
Physical Address:
Lot, Subdivision: PIDN:

**OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT**

\_\_\_\_\_ Owner      \_\_\_\_\_ Applicant/Agent (Letter of Authorization required)

**ENVIRONMENTAL PROFESSIONAL** *For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement.*

**For an EA associated with a Sketch Plan, Development Plan, Conditional Use Permit, Special Use Permit or Planned Unit Development,** an environmental consultant will be assigned to the project through the county-hired consultant process after this request is submitted. Prior to scheduling the pre-application conference, a planner will contact you with the name of the next consultant on the rotation and to discuss any potential conflicts of interest. The assigned consultant will attend the pre-application conference.

**For an EA associated with a Building Permit, Grading Permit, Floodplain Permit, Basic Use Permit or Development Option Plan,** please provide contact information for the Environmental Consultant if different from Agent.

Name, Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

- \_\_\_\_\_ **Application Fee** See the currently adopted Planning Fee Schedule on the website for more information.
- \_\_\_\_\_ **Notarized Letter of Authorization** A notarized letter of consent from the landowner is required if the applicant is not the owner. Please see the Letter of Authorization template on the website for a sample.
- \_\_\_\_\_ **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.
- \_\_\_\_\_ **Corporations and Partnerships** If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation.
- \_\_\_\_\_ **Narrative Project Description** Please attach a short narrative description of the project that addresses:
  - \_\_\_\_\_ Existing property conditions (buildings, uses, natural resources, etc)
  - \_\_\_\_\_ Character and magnitude of proposed physical development or use
  - \_\_\_\_\_ Intended development options or subdivision proposal (if applicable)
  - \_\_\_\_\_ Proposed amendments to the LDRs (if applicable)
- \_\_\_\_\_ **Conceptual Site Plan** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

- \_\_\_\_\_ Property boundaries
- \_\_\_\_\_ Existing and proposed physical development and the location of any uses not requiring physical development
- \_\_\_\_\_ Proposed parcel or lot lines (if applicable)
- \_\_\_\_\_ Locations of any natural resources identified in Sections 5.1.1 and 5.2.1.G, access, utilities, etc that may be discussed during the pre-application conference

\_\_\_\_\_ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

\_\_\_\_\_ **Other Pertinent Information** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

\*Your Pre-Application Conference will be based on documents submitted with this application. If significant changes are made before the meeting, please update staff.

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, 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