



**Application Submittal Checklist for a
BASIC USE PERMIT (BUP)
Planning & Development Department
Planning Division**

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

APPLICABILITY. *This checklist should be used when submitting an application for a **Basic Use Permit**.*

When is a Basic Use Permit required?

Section 6.1.1 of the LDRs contains the Use Schedule for all zones. Allowed uses that require a Basic Use Permit are denoted with a "B." You can also determine whether a Basic Use Permit is required by referencing Subsection C of the applicable zone.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff. This is encouraged for applicants who are unfamiliar with the regulations and the planning process. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in Section 8.4.1, **Basic Use Permit**.*

1. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone; and
2. Complies with all other relevant standards of these LDRs and all other County Resolutions; and
3. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

GENERAL INFORMATION.

_____ **Narrative description of the use.** Briefly describe the proposed use for which you are seeking a permit. Include the proposed location of the use and whether any new physical development is required.

_____ **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 the proposed use. If any changes to the buildings are proposed, indicate those on the plans.

APPLICABLE LDR STANDARDS. *At a minimum, the applicant is responsible for demonstrating compliance with the standards listed below. Depending on the nature and location of the use proposed, the applicant may also need to demonstrate compliance with standards found in Article 5, Physical Development Standards Applicable in All Zones and Article 7, Development Option and Subdivision Standards Applicable in All Zones, particularly if a use is being established on a previously undeveloped property.*

ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES). *Please provide the following information for the applicable zone. If you need assistance determining which zone applies to the property, please contact the Planning Department.*

_____ Subsection B, Physical Development of the applicable zone

_____ Subsection C, Use Standards of the applicable zone

_____ Subsection D, Development Options of the applicable zone

_____ Subsection E, Zone Specific Standards of the applicable zone, if any specific standards are relevant to the proposed use

OTHER LDR STANDARDS

_____ Use Specific Standards found in Sections 6.1.3 – 6.1.12 as applicable. If you are applying to establish an Accessory Residential Unit, a Temporary Gravel Extraction operation, or a home occupation, please respond to the standards listed in in the following sections of this checklist, as applicable.

- _____ Division 6.2, Parking and Loading Standards
- _____ Division 6.3, Employee Housing Requirement
- _____ Division 6.4, Operational Standards as applicable.
- _____ Division 7.6, Transportation Facilities as applicable.
- _____ Division 7.7, Required Utilities as applicable.

ACCESSORY RESIDENTIAL UNIT. *If you are applying for an ARU, please respond to the following standards found in Sec. 6.1.11.B of the LDRs:*

Occupancy. Describe the type of occupancy for the proposed ARU (Guests, Family or Persons Working within Teton County):

Rental Period. If the ARU is to be rented, identify the minimum lease period proposed for the tenant(s):

Outside Storage. Only vehicles used for daily travel may be stored outside. All other possessions belonging to the occupants of an ARU shall be stored within an enclosed structure. Describe where the occupants will store possessions:

HOME OCCUPATION. *If you are applying for a home occupation, please respond to the following standards found in Sec. 6.1.11.D of the LDRs:*

Type of Home Occupation. Describe the type of home occupation to be conducted on the property:

Floor Area Limitation. The area devoted to the home occupation including the area in accessory structures shall not exceed 25% of the habitable floor area of the principal dwelling unit. Please identify the total floor area to be used for the home occupation and the floor area of the primary dwelling unit:

_____ **Resident as Employee.** A home occupation shall be operated by a person residing within the dwelling. Will a resident be operating the home occupation?

_____ **No Additional Employees Permitted.** No one residing off-site may be employed on the site of a home occupation. Will residents of the dwelling be the only employees?

_____ **Class Size Limits.** Tutoring and classes shall be limited to two students at one time. If you are proposing to hold classes or tutoring sessions as part of your home occupation, please identify the maximum number of students you will have at one time:

_____ **Parking.** All parking shall be provided on-site, and shall be located to the rear of the structure or in another location that is visually obtrusive. Please identify where parking for visitors of the home occupation shall occur:

_____ **No Window Display.** There shall be no window display or other public display of material or merchandise connected with the home occupation. Will you be displaying goods as part of your home occupation?

_____ **Signs.** No more than one wall sign, not to exceed two square feet in area, shall be permitted. Are you proposing any signage?

TEMPORARY GRAVEL EXTRACTION. *If you are applying for a temporary gravel extraction operation, please see the standards found in Sec. 6.1.12.F of the LDRs and provide the following information:*

_____ **Plans and Maps.** Please submit two sets of legible 11" x 17" drawings and one set of 24" x 36" drawings. The maps should include:

_____ **Existing Conditions Site Plan.** Provide the following:

- Site boundaries and contiguous lands
- Watercourses – lakes, streams, wetlands, ditches, etc.
- Floodplains
- Landslide or bedrock slum (talus and/or avalanche slopes)
- Predominant soil types – location and identification
- Vegetation cover – location and species
- Stormwater drainage and/or natural drainage patterns (locations and dimensions)
- Utilities and other structures – buildings and paved areas
- Site topographic map

_____ **Site Construction Plans.** Provide the following in sufficient detail to describe the proposed operation:

- Land disturbing activities-locations and dimensions
- Temporary topsoil/dirt stockpile-location and dimensions
- Plans and sections of excavation features
- Location of processing equipment – screening plants, crushers, batch plants, equipment trailers, etc.
- Engineering technique to minimize adverse effect of geologic or flood conditions
- Site storm water management and erosion control measures
- Road access plan – plan, profile, and typical cross-sections of all new or modified roads. Cross-sections of existing roads should also be provided.
- Project schedule/hours of operation

_____ **Reclamation Plan.** Provide plans for the re-vegetation of the affected site area necessary for the stabilization of all disturbed surfaces. Re-vegetation shall approximate the natural state including use of site-specific indigenous seed mixtures. Information required shall include:

- Cross-sections of reclaimed site – finished slopes, site preparation, topsoil placement, etc.
- Reclamation specifications – details on the recommended plant materials (species names), application rates and methods, use of fertilizers, use of mulch, soil stabilization materials, etc.
- Location of temporary and permanent water conveyance structures

_____ **Review by a Wildlife Biologist.** All ponds constructed in Teton County must be for fire protection or wildlife habitat enhancement purposes (Section 6.1.12.F.2.b.iv). All wildlife habitat enhancement ponds must adequately demonstrate that the project indeed enhances wildlife habitat. The pond design shall be reviewed at the applicant's expense by a wildlife biologist or by Wyoming Game and Fish; and the applicant shall provide evidence of the review in the form of a report or letter which shall be submitted with this application.

_____ **Airport Resolution.** Identify the pond's distance from the Jackson Hole Airport runway.



PROPOSED DEVELOPMENT PROGRAM
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PROPOSED DEVELOPMENT PROGRAM. *If a proposed development program is required as part of an application, it should be submitted as a table, in the following format.*

PROPOSED DEVELOPMENT PROGRAM		
Area Calculations. Please complete for each affected lot or parcel.		
	Base Site Area	Adjusted Site Area
Gross Site Area		
Land within road easements and rights-of-way		
Land within existing vehicular access easements		
Land between levees or banks of rivers and streams		
Lakes or ponds > 1 acre		
Land previously committed as open space in accordance with these or prior LDRs		
50% of lands with slopes greater than 25%		
Calculated Totals		

Development Calculations. Please complete for each structure or use.				
	LDR Standard	Existing	Proposed	Gross
Number of units or density				
Floor area (by use if applicable)				
FAR or maximum floor area				
Site Development				
Landscape Surface Ratio				
Setbacks				
Front or street yard				
Rear yard				
Side yard				
Side yard				
Height				



SITE PLAN – MINIMUM STANDARDS
Planning & Development Department
Planning Division

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GENERAL STANDARDS. *When a site plan is required as part of an application submittal, it should adhere to the following general standards.*

1. **Page Size.** Site plans should be on 24 x 36 inch paper. Larger page sizes require prior approval of the Planning or Building Department.
2. **Scale.** All site plan elements should be drawn to an accepted engineering scale that allows review of the proposal. A scale bar depicting the chosen scale should be included on the site plan.
3. **Title Block.** The site plan should contain a title block indicating the owner's name, designer or engineer's name, date of the drawing, date of any revisions or alterations of the drawing, sheet or page number, and a description of the work depicted.
4. **North Arrow.** A north arrow should be provided on the site plan.
5. **Legend.** The site plan should include a legend describing any lines, symbols, or shading used on the site plan.

INFORMATION TO BE DEPICTED. *A site plan should depict the following information.*

1. Boundaries of the entire property
2. All existing and proposed easements (road, driveway, utility, etc.)
3. Adjacent streets, roads, and public improvements
4. Existing and proposed access driveways and parking areas
5. Location of existing and proposed structures
6. Dimensioned setbacks from property lines, rights-of-way and protected natural resources
7. Grade or contour lines for areas of slope greater than 5%
8. Locations of wells, septic systems, leach fields, sewer lines and other existing and proposed utilities
9. Snow storage areas
10. Required landscaping
11. Existing and proposed fencing

Flexibility of Requirements. *Planning, Building or Engineering staff may waive or alter requirements for information to be depicted on a site plan to suit the specifics of an application, particularly for uses proposed within existing physical development where a more conceptual site plan may be sufficient.*