



**Application Submittal Checklist for a
DEVELOPMENT PLAN (DEV)
Planning & Development Department
Planning Division**

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APPLICABILITY. *This checklist should be used when submitting an application for a **Development Plan**. The purpose of a development plan review is to review a physical development or development option that is large and complex enough to benefit from a public review at a sufficient level of detail to determine compliance with the LDRs prior to preparation of final construction or plat documents.*

When is a Development Plan required?

A development plan is required for physical development and development options that exceed a certain threshold for project size or number of units. Physical development that requires a development plan is identified in the standards for each zone, found in Articles 2-4, Subsection B.12, Physical Development Permit Thresholds. Development options that require a development plan are identified in the standards for each zone, found in Articles 2-4, Subsection D.4, Permit Requirement Thresholds.

Do I need a Pre-Application Conference first?

Yes, a Pre-Application Conference is required.

POSTED NOTICE. *The applicant is responsible for posting and maintaining a notice of the public hearing on the land subject to the application. The posted notice shall meet the following standards.*

- **Content.** The posted notice shall contain the notice content required by Subsection 1 above, except the description of the location of the land subject to the application. A template is available in the Administrative Manual.
- **Timing.** The notice shall be posted for at least 10 days prior to the hearing, and shall be removed within 5 days following the hearing.
- **Size.** The notice shall be 4 ft by 4 ft.
- **Location and Legibility.** A notice shall be placed along each front lot line so as to be legible from each access point to the site. The notice may be mounted to a building. If the notice is freestanding, it should be set back 2 ft from any lot line or access easement.
- **Materials.** The notice shall meet the materials standards of Div. 5.6. and shall not be lighted.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.3.2, Development Plan**.*

A development plan shall be approved upon finding the application:

1. Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan; and
2. Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable; and
3. Does not have a significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities; and
4. Complies with all relevant standards of these LDRs and other County Resolutions; and
5. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

GENERAL INFORMATION.

_____ **Response to Pre-Application Conference Summary Checklist.** During the pre-application conference, you will be provided with a summary and checklist of applicable LDR standards and requirements that must be addressed for a sufficient application.