CHECKLIST FOR PERMIT APPLICATIONS

In an effort to be sure you have everything you need when you come to submit your plans and application for a permit, we have developed this checklist. Make sure you have checked off each of the following:

- ☐ **Application: Make sure you have the proper type, i.e. bridge, floodplain permit application. All applicable portions of the permit should be filled in if you are unsure about the applicability of a question, please ask at the time of submittal.**

- ☐ **Plans: Provide 2 sets of plans, one hard copy, and one digital copy in PDF format. They should be full sets with a site plan as the first page, and all applicable stamps (engineers or architects).**

- ☐ **Proof of Ownership: We need a copy of either a Warranty Deed, or quick claim deed with your permit application. You can get one at the Teton County Clerk's Land Records Office, located in the basement of the County Administration building.**

- ☐ **Letter of Authorization: If you are not the owner, or if the owner has not signed the application, you must include a notarized Letter of Authorization with the application.**

- ☐ **Check or Cash: You will be asked for the permit fee at the time of application submittal. Please refer to the fee schedule to assist you in calculating the correct fee. Please bring a separate check for each application.**

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TETON COUNTY ENGINEERING
320 S. King Street
P.O. Box 3594, Jackson, WY 83001
Phone: (307) 733-3317 Fax: (307) 734-3864

For Office Use Only

DATE RECEIVED:	PERMIT #

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

PLEASE TYPE OR PRINT THIS FORM IN INK ONLY

OWNER(S): _____

MAILING ADDRESS: _____
CITY STATE/ZIP

E-MAIL ADDRESS: _____ PHONE: _____

Have all property owner's consented to this project? _____

*Attach additional forms if there are multiple landowners. This application will not be approved without the signature of all landowners (or their authorized agents).

APPLICANT: *(Contact Person)* _____

If applicant is other than owner, a notarized Teton County ***Letter of Authorization*** *must accompany this application. Only the owner or his/her authorized agent may sign either the application, correction list or permit.*

MAILING ADDRESS: _____
CITY STATE/ZIP

E-MAIL ADDRESS: _____ PHONE: _____

SITE LOCATION: List all properties effected. (If not enough room please attach list.)

PHYSICAL ADDRESS: _____
CITY STATE/ZIP

SUBDIVISION: _____ LOT(S): _____

PIDN(S): _____

BRIEF PROJECT DESCRIPTION AND PURPOSE: *(i.e. Stream/Wetland Crossing, Roadway, Pathway, etc.)*

TYPE OF PROJECT: (circle one) NEW EXISTING **TYPE OF USE:** (circle one) PUBLIC PRIVATE

PROJECT INFORMATION (mark all that apply)

ACTIVITY TYPES	CATEGORIES	COMPONENTS
☐ New Construction	☐ Residential Structure	☐ Excavation
☐ Addition	☐ Non-Residential Structure	☐ Fill
☐ Alteration	☐ Manufactured/Mobile Home	☐ Channelization
☐ Relocation	☐ Bridge/Culvert	☐ Grading
☐ Demolition	☐ Levee	☐ Clearing
☐ Replacement	☐ Road/Utility	☐ Mining & Dredging
☐ Rehabilitation	☐ Stream Bank/Channel	☐ Drilling
	☐ Irrigation Structure	☐ Debris Removal
SPECIAL CONDITIONS	☐ Habitat Enhancement	☐ Wetland Impact
☐ * Emergency	☐ Water & Sewer/Septic Systems	
After-the-Fact Application	☐ Subdivision (new or expansion)	

** Emergency activities must be authorized by the Floodplain Administrator prior to beginning work*

Quantity of Fill placement in Floodplain? _____ Cubic Yards (Note: calculations must be provided)

Estimated Cost of Project? _____

List all applicable local, state, and federal permits and indicate whether they were issued, waived, denied, or pending. (Note - all required permits must be issued (or waived) prior to the issuance of a Floodplain Development Permit.)

FLOOD HAZARD DATA

Watercourse Name(s): _____

Flood Insurance Rate Map (FIRM) Panel No: _____ Map Date: _____

Additional FIRMs: _____

Special Flood Hazard Zone(s): _____ Is the Project in the Floodway? ◯ YES ◯ NO

Have BFEs/100-year Water Surface Elevations been determined? ◯ YES ◯ NO

If yes, Base Flood Elevation (BFE) at Project Site: _____

Upstream X-section #: _____ Downstream X-section #: _____

If no, What is the LOCATION of the highest adjacent grade (HAG) to the structure? _____

ELEVATION of the highest adjacent grade? _____

For Residential and Non-Residential structures, proposed Lowest Floor Elev.: _____

Proposed Floodproofing Elev. (if applicable): _____

ACCOMPANYING PERMIT APPLICATION CERTIFICATIONS, COMPLIANCES, & REQUESTS

Mark all that apply to the proposed development project:

- ☐ **Elevation Certificate:** required to document the lowest floor of all new and substantially improved post-FIRM structures in the floodplain.
  As-built Elevation Certificate must be submitted to County Floodplain Administrator prior to issuance of Certificate of Occupancy. Must be completed by registered Professional Engineer or Land Surveyor. NOTE - Inspections may be required during & after construction.
- ☐ **Non-Residential Floodproofed Structure:** Floodproofing Certificate completed by registered Professional Engineer or Architect (required with permit application).
- ☐ **Enclosure or Crawlspace below the Structures Lowest Floor:** Openings must meet Floodplain Management Resolution criteria or be designed by a registered Professional Engineer or Architect.
- ☐ **Floodway Encroachment:** No-Rise Certification completed by registered Professional Engineer (provide written No-Rise certification along with supporting documentation, technical data and hydraulic model files).
- ☐ **Water/Sewer/Septic System Compliance:** Certification that these systems have been designed and located to avoid impairment to them or contamination from them during flooding.
- ☐ **Floodplain Study:** for new/expanded Subdivision; Approx. Zone A Areas; bridges &structures; flood map revisions, or other. Prof. Engineer must submit written report and hydraulic model files.
- ☐ **Watercourse Alteration:** realignment or diversion; Certification from a qualified engineer or professional with floodplain experience that the flood-carrying capacity will be maintained.
- ☐ **Variance Request:** Include detailed letter describing the reasons and conditions of the request.

APPLICANT'S SIGNATURE, CERTIFICATION, AND AUTHORIZATION

Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may be hereafter given by me in hearing before the Planning Commission of Teton County or the Board of County Commissioners of Teton County shall be truthful and correct. I agree to comply with all County regulations, State and Federal laws relating to the subject matter of this application and hereby authorize representatives of Teton County to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.

In signing this application, I acknowledge that the County's acceptance of this application and a plan review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate County agencies and payment of any fees due.

Signature of Applicant _____ Date _____

Print Name _____ Title _____

****

FOR OFFICE USE ONLY

FLOOD PERMIT NO. **FPR** _____ ZONE _____ BASE FLOOD ELEV. _____

PIDN _____ OWNERSHIP MAP _____

PARCEL ADDRESS _____

FEE _____ REC'D BY _____ DATE _____

FORM OF PAYMENT (CIRCLE ONE): CASH CHECK (#) OTHER

LETTER OF AUTHORIZATION

_____, **"Owner"** whose address is: _____

_____,

as owner of property more specifically described as: _____

_____,

hereby authorizes _____ as agent to represent and act for Owner in making application for and receiving and accepting on Owner's behalf, any permits or other action by the Teton County Commissioners, the Teton County Planning and Development, Building, and/or Engineering Departments relating to the modification, development, planning, platting, replatting, improvements, use or occupancy of land in Teton County. Owner agrees that Owner is, or shall be deemed conclusively to be, fully aware of and to have authorized and/or made any and all representations or promises contained in said application of any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of Teton County, in accordance with applicable codes and regulations.

Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

_____	_____
(Signature of Owner)	(Signature of Co-Owner)
_____	_____
Title:	(Secretary or Corporate Owner)

ACKNOWLEDGMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name of acknowledging agent), on behalf of _____ (Owner).

WITNESS my hand and official seal.

_____
Notary Public Signature

My Commission Expires: _____

(This form may be faxed)