



**ENVIRONMENTAL ANALYSIS  
PRE-APPLICATION CONFERENCE SUMMARY**  
Planning & Development Department  
Planning Division

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*The pre-application conference is intended as a means of facilitating the application review process; discussions at the meeting and the written summary of the meeting are not binding on the County. This Summary will be prepared by Planning Staff and is valid for 12 months. The applicant, or the applicant's agent shall receive a copy of this summary for their reference in compiling a sufficient EA application.*

**Staff may request additional materials during review as needed to determine compliance with the LDRs.**

**PRE-APPLICATION MEETING BASICS.**

PAP#: \_\_\_\_\_  
Date of Conference: \_\_\_\_\_ Date Issued (post conference): \_\_\_\_\_  
County Staff: \_\_\_\_\_

**PROJECT.**

Name/Description: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Lot, Subdivision \_\_\_\_\_ PIDN: \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Overlay(s): \_\_\_\_\_

**STAKEHOLDERS.**

Applicant: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Agent: \_\_\_\_\_

**COUNTY CONSULTANT.** Consultants for the County (if any) attending the meeting.

| Name | Company | Phone/Email |
|------|---------|-------------|
|------|---------|-------------|

**APPLICANT REPRESENTATIVES/CONSULTANTS.** Representatives/consultants for the applicant (if any) attending the meeting.

| Name | Company | Phone/Email |
|------|---------|-------------|
|------|---------|-------------|

**PLAN REVIEW COMMITTEE.** Plan Review Committee (if any) attending the meeting.

Name

Agency

Phone/Email

**BASIS FOR NEED.**

**Requirement**

**Notes**

- \_\_\_\_\_ Proposed development is entirely or partially within the Natural Resources Overlay (NRO).
- \_\_\_\_\_ The property has resources protected by **Section 5.1.1, Waterbody and Wetland Buffers**
- \_\_\_\_\_ The property has agricultural resources relevant to purposes of **Section 6.1.3, Open Space Uses**
- \_\_\_\_\_ The property has required open space relevant to purposes of **Division 7.3, Open Space Standards.**
- \_\_\_\_\_ The property is exempt from an EA according to **Section 8.2.2, Environmental Analysis (EA)**

**CONTENT OF ENVIRONMENTAL ANALYSIS (EA).** *All projects requiring an EA shall be provided by the Planning Director with an "Environmental Analysis Checklist" that will specify the submittal requirements for each project based on the standards of Division 5.1, General Environmental Standards and Division 5.2, Environmental Standards Applicable in Specific Areas.*

**GENERAL INFORMATION AND PROCEDURE.**

  X   Required, If Checked.  
       If not checked, review requirement with a Staff member to determine if necessary for your application.

**Requirement**

**Notes**

- \_\_\_\_\_ **Professional Consultant(s) Required.** See Section 8.2.2.C and the Administrative Manual for more information.
- \_\_\_\_\_ **Fees.** See the currently adopted Fee Schedule in the Administrative Manual. For EAs prepared by a county-hired consultant, the applicant will also be responsible for the cost of preparation. See the Administrative Manual for more information.
- \_\_\_\_\_ **Substantial Changes.** See Section 8.2.2.D for more information.
- \_\_\_\_\_ **Expiration of EA.** See Section 8.2.2.E for more information.
- \_\_\_\_\_ **Methodology.** A statement summarizing the methodology used to produce the Habitat Inventory and Development Impact Assessment shall be provided. This shall include, for example, the number, date, and duration of visits to the site, sources of relevant information (written and verbal), and outline of analytical process and major assumptions used to assess and compare the development impacts of the project.
- \_\_\_\_\_ **Progress report.** The Planning Director may require the EA consultant to provide one or more progress reports during the development of an EA. Progress reports shall be used primarily on large projects to receive and respond to information and recommendations in the preliminary stages of

an EA. Progress reports shall summarize the consultant’s actions and important preliminary conclusions related to the EA.

**Environmental Analysis in digital form.** The mapping components of the EA shall be submitted in a digital form that is compatible with the County’s Geographic Information Systems (GIS) program. The Planning Director may waive this requirement when no practical technical alternative exists to comply with this requirement. See EA Data Standardization Guidelines for required digital format. The following mapping layers will be required. Upon receipt of the EA, it may become evident that additional layers may be required.

- \_\_\_\_\_ Vegetation Cover Types (at application submittal)
- \_\_\_\_\_ Wetlands (at application submittal)
- \_\_\_\_\_ Waterbodies (at application submittal)
- \_\_\_\_\_ Resource Setbacks
- \_\_\_\_\_ Wildlife
- \_\_\_\_\_ Raptor Nests
- \_\_\_\_\_ Development Impact Area
- \_\_\_\_\_ Mitigation Area
- \_\_\_\_\_ .pdf of entire EA document

**HABITAT INVENTORY.**

*Required, If Checked*

*If not checked, this requirement is not applicable to your application.*

**Requirement**

**Notes**

- \_\_\_\_\_ **Site conditions.** General description of existing site conditions, both human made (e.g., structures, land disturbances and human uses) and natural, including slopes, hydrology, fault lines, and other important natural attributes.
- \_\_\_\_\_ **Vegetative cover types.** A description and map shall be provided of the property’s vegetative cover types, pursuant to Subsection 5.2.1.F, Vegetative Cover Type Standards; Map(s) shall include aerial photography and at least one aerial map that shows neighboring properties within at least 2,640 feet (1/2 mile) of the property.
- \_\_\_\_\_ **Protected resources.** A description and map shall be provided containing resources protected pursuant to Section 5.1.1., Waterbody and Wetland Buffers.
- \_\_\_\_\_ **Habitats protected by the NRO.** Descriptions and maps shall be provided that identify the locations of lands serving as critical winter habitats, spawning areas, protected nesting locations, or migration routes protected by Section 5.2.1, Natural Resource Overlay Standards. A description of wildlife habitat within ½ mi of the property shall also be included.
- \_\_\_\_\_ **Map of the NRO / Site Specific Analysis Required.** The NRO shown on the Official Zoning Map identifies, on a general scale, the locations of those areas protected by the NRO. A site-specific analysis of the accuracy of the

NRO, and whether land should be included within the NRO is required. See Section 5.2.B.2 for more information.

\_\_\_\_\_ **Habitat ranking.** A summary shall be provided that ranks the importance of the vegetative cover types according to the ordinal ranking system for vegetative cover types described in Subsection 5.2.1.F. Notwithstanding, other factors that may compromise or enhance the importance of these habitat types (e.g., artificial obstacles, degraded conditions) shall be identified and considered in ranking the relative importance of the property's habitat types. For example, based on personal observation, a consultant may determine that certain areas of crucial moose winter range deserve greater protection than designated areas because they are more heavily browsed, provide vegetative cover, or exhibit some other superior quality.

\_\_\_\_\_ **Agricultural component.** When applicable, an EA shall contain an agricultural component that identifies the location of agricultural land and describes related agricultural operation, such as irrigation practices, that occur on the land.

\_\_\_\_\_ **Habitat summary.** A summary shall be provided of critical findings related to the protected wildlife habitats and natural resources present on the property.

**DEVELOPMENT IMPACT ASSESSMENT. This section may be filled out following a second meeting to discuss alternative site designs.**

*Required, If Checked.*

*If not checked, this requirement is not applicable to your application.*

**Requirement**

**Notes**

\_\_\_\_\_ **Description of proposed development.** This shall show accurate locations of all proposed structures, driveways, and other development, estimates of the amount of clearing and grading of land, and a description of all proposed uses on the property. A description of all proposed uses on the property shall be included. The locations of development and estimates of clearing and grading is permitted to be conceptual and schematic at this stage, consistent with Section 8.3.1, Sketch Plan.

\_\_\_\_\_ **Setbacks/buffers.** Map showing all required setbacks/buffers and compliance with all required setbacks/buffers.

\_\_\_\_\_ **Habitat Impact Assessment.** Assessment of the short and long term impacts of proposed development to resources protected by Section 5.1.1, Waterbody and Wetland Buffers, and Section 5.2.1, Natural Resource Overlay Standards, shall be provided. This assessment shall, at minimum, include maps, and/or supporting evidence, that depict the locations of the following:

\_\_\_\_\_ Areas rendered unusable by the proposed development (i.e., impervious surface and other fully developed areas) for species protected under this section.

\_\_\_\_\_ Areas impacted, degraded, or fragmented to the extent that they will no longer support long-term utilization by protected species.

\_\_\_\_\_ Areas that will be unaffected by the proposed development so that the current quality of the wildlife habitat is maintained.

\_\_\_\_\_ Areas that will be enhanced as wildlife habitat relative to current conditions.

\_\_\_\_\_ Areas where the proposed development poses a threat to the water quality of any rivers, streams, water bodies, or wetlands protected by this Article.

\_\_\_\_\_ Locations where protected species may be displaced to by the proposed development and the suitability of those areas for continued survival of the affected species.

\_\_\_\_\_ **Project vicinity impact statement.** An analysis of critical wildlife habitat and other protected resources within at least 2,640 feet (1/2 mile) of property proposed for development. Due to topographical and ecological variations (e.g., river corridors, mountains), the Planning Director can extend or reduce the 1/2 mile zone in certain areas to correlate with these variations so that the project vicinity zone may not be a perfect circle. This analysis shall summarize how existing development in the half-mile vicinity zone - including the zone's undeveloped potential - when combined with the proposed development, would foreseeably sustain, alter, or negatively affect the area's wildlife patterns for species protected by this Article, and surface and groundwater. Review of EAS completed for properties within the projects vicinity is encouraged.

\_\_\_\_\_ **Threatened and Endangered plant and vertebrate species.** A list of all known and suspected threatened endangered plants and vertebrates (e.g., birds, fish, amphibians, mammals) shall be provided. In addition, habitat descriptions shall be provided for any identified endangered species and compliance with all applicable federal and state laws protecting identified species shall be demonstrated.

\_\_\_\_\_ **Alternative site design analysis.** Alternative site designs shall be developed by the consultant and Planning Director that shall be based on habitat-based considerations only; visual impacts to the landowner or potential effects on the market value of the property are not to be considered for this purpose. The impacts of development to protected resources shall be addressed for each alternative. The alternative site designs will be conceptual and schematic, consistent with Section 8.3.1, Sketch Plan. At minimum, the following information shall be provided:

\_\_\_\_\_ An analysis that compares the degree to which the selected alternative site designs avoid and minimize negative impacts to protected resources to the impacts of the proposed site design.

\_\_\_\_\_ Identification of locations for major types of potentially permitted development (e.g., guesthouses, barns, gazebos, etc.) that are not part of the development proposal.

\_\_\_\_\_ Recommendations related to the human uses of the property, including, but not limited to, ATV use, livestock grazing, outdoor lighting, cross-

country skiing, pet control, bear conflicts, and fencing.

Note: The Planning Director may not require analysis of alternative site designs if the applicant can clearly demonstrate through the development statement that the proposed site plan already minimizes potential negative impacts to wildlife, habitats, and natural resource protection.

\_\_\_\_\_ **Analysis of required open space.** When a proposed development has required open space, the EA shall consider how well the proposed open space meets the standards of Division 7.3: Open Space Standards.

\_\_\_\_\_ **Habitat enhancement plan.** Identification of any habitat enhancement plan(s) as specified by Subsection 5.2.1.E.2.b.

\_\_\_\_\_ **Recommendation by Planning Director of preferred development site design.** See Section 8.2.2 for more information.

**REQUIRED REVIEW LETTERS.**

*Required, If Checked.*

*If not checked, this requirement is not applicable to your application.*

\_\_\_\_\_ Wyoming Game and Fish

\_\_\_\_\_ Wyoming Department of Environmental Quality

\_\_\_\_\_ U.S. Army Corps of Engineers

\_\_\_\_\_ U.S. Fish and Wildlife Service

\_\_\_\_\_ Teton Conservation District