



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Development Department  
Planning Division

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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.*

**When is a Pre-application Conference required?**

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

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

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

**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.

**PROJECT.**

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

**OWNER.**

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



\_\_\_\_\_ **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.

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 Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title