



**Application Submittal Checklist for a  
ZONING MAP AMENDMENT (ZMA)  
Planning & Development Department  
Planning Division**

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**APPLICABILITY.** *This checklist should be used when submitting an application for a **Zoning Map Amendment**. The purpose of a zoning map amendment is to publicly review a change to the Official Zoning Map to ensure that it improves the implementation of the Jackson/Teton County Comprehensive Plan.*

**When is a Zoning Map Amendment application required?**

A zoning map amendment application is required for any proposal to change the zoning classification of a property, and therefore the applicable LDRs.

**Do I need a Pre-Application Conference first?**

A Pre-Application Conference is required prior to submittal.

**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.*

1. **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.
2. **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.
3. **Size.** The notice shall be 4 ft by 4 ft.
4. **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.
5. **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 8.7.2, Zoning Map Amendment**.*

In deciding to adopt or deny a proposed zoning map amendment the Board of County Commissioners shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs.
2. Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.
3. Is necessary to address changing conditions or a public necessity.
4. Is consistent with other adopted County Resolutions.

**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.

\_\_\_\_\_ **Identification of Proposed Area of Amendment.** Identify the property, properties, or areas where the change to the zoning is proposed.

\_\_\_\_\_ **Description of Existing Conditions.** Provide a narrative description of the existing conditions on the affected properties, including existing physical development, existing uses, nonconformities, access, protected natural resources, and neighboring land uses.

\_\_\_\_\_ **Description of the Proposal.** Specify the proposed zone for the property and the reason or purpose for requesting the rezoning.