



MISCELLANEOUS PLANNING REQUEST (MSC)
Planning & Building Services Department
Planning Division

200 S. Willow St. | ph: (307) 733-3959
P.O. Box 1727 | www.tetoncountywy.gov
Jackson, WY 83001 | permits@tetoncountywy.gov

For Office Use Only

Fees Paid \_\_\_\_\_
Check # \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_
Application # \_\_\_\_\_

PROJECT

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

OWNER

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

APPLICANT/AGENT

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

DESIGNATED PRIMARY CONTACT

\_\_\_\_\_ Owner \_\_\_\_\_ Applicant/Agent

PURPOSE OF REQUEST

- \_\_\_\_\_ Planner of the day research request For inquiries and research requiring more than 1 hour of staff time.
\_\_\_\_\_ Fee Waiver Request
\_\_\_\_\_ Special Purpose Fencing Exemption
\_\_\_\_\_ Review of required annual monitoring report
\_\_\_\_\_ Environmental analysis exemption request
\_\_\_\_\_ Revalidation of an Environmental Analysis
\_\_\_\_\_ Other

**SUBMITTAL REQUIREMENTS** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications.

\_\_\_\_\_ **Electronic Submittal** A complete digital file of the application with attachments/plans sent to [permits@tetoncountwy.gov](mailto:permits@tetoncountwy.gov)

\_\_\_\_\_ **Hard Copy Submittal** A complete printed file of the application with attachments/plans.

\_\_\_\_\_ **Application Fee** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Planning Fee Schedule on the website for more information. **Notarized**

\_\_\_\_\_ **Letter of Authorization** A notarized letter of consent from the landowner is required if the applicant is not the owner. Please see the Letter of Authorization template on the website for a sample.

\_\_\_\_\_ **Corporations and Partnerships** If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation.

\_\_\_\_\_ **Additional Submittal Requirements** Additional information required to review a Miscellaneous request varies depending on the purpose. Please attach the information listed below, as applicable.

**Planner of the Day Research Request**

\_\_\_\_\_ Include a brief narrative description of the inquiry or research requested.

**Fee Waiver Request**

\_\_\_\_\_ **Application Type or Number** If the fee waiver is being requested in advance of application submittal, indicate the types of applications involved. If the fee waiver is requested in association with an active application, indicate the project number.

\_\_\_\_\_ **Fees to be waived** Indicate the amount of the fees to be waived. In the case of a building permit waiver request, the applicant shall provide the building square footage and a basic floor plan illustration.

\_\_\_\_\_ **Basis for the fee waiver request** See the Fee Waiver Resolution in the adopted Fee Schedule for more information on applicable criteria.

**Special Purpose Fencing Exemption**

\_\_\_\_\_ **Response to Section 5.1.2.E of the LDRs** Include a narrative statement addressing the purpose of the fencing and how it complies with the standards found in this section.

\_\_\_\_\_ **Site Plan** Include a site plan of the property, drawn to scale, depicting the location of any existing and proposed fencing.

\_\_\_\_\_ **Fencing Description** Describe existing and proposed fencing, including materials, height and design.

**Review of Required Annual Monitoring Reports**

\_\_\_\_\_ **Permit Number** Indicate the permit or approval number with which the annual report is associated.

\_\_\_\_\_ **Report** Attach a copy of the required monitoring report or review.

**Environmental analysis exemption request**

\_\_\_\_\_ **Exemption you are requesting** Please reference 8.2.2.B.1 (Please note that in certain circumstances a zoning compliance verification for environmental standards may be required).

**Revalidation of an Expired Environmental Analysis**

\_\_\_\_\_ **Original Environmental Analysis Permit #:** \_\_\_\_\_

**Other** – Briefly describe the nature of the request:

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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.

\_\_\_\_\_  
Signature of Owner or Applicant/Authorized Agent

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title/Role