



PLANNING PERMIT APPLICATION
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 #s \_\_\_\_\_

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

TYPE OF APPLICATION Check all that apply; see the applicable application submittal checklists and Planning Fee Schedule online.

Use Permit Physical Development Interpretations
\_\_\_\_\_ Basic Use \_\_\_\_\_ Sketch Plan \_\_\_\_\_ Formal Interpretation
\_\_\_\_\_ Conditional Use \_\_\_\_\_ Development Plan \_\_\_\_\_ Zoning Compliance Verification
\_\_\_\_\_ Special Use
Relief from the LDRs Development Option/Subdivision Amendments to the LDRs
\_\_\_\_\_ Administrative Adjustment \_\_\_\_\_ Development Option Plan \_\_\_\_\_ LDR Text Amendment
\_\_\_\_\_ Variance \_\_\_\_\_ Subdivision Plat \_\_\_\_\_ Zoning Map Amendment
\_\_\_\_\_ Beneficial Use Determination \_\_\_\_\_ Boundary Adjustment (replat) \_\_\_\_\_ Planned Unit Development
\_\_\_\_\_ Appeal of an Admin. Decision \_\_\_\_\_ Boundary Adjustment (no plat)

**PRE-SUBMITTAL STEPS** *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. **If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: \_\_\_\_\_ Environmental Analysis #: \_\_\_\_\_  
Original Permit #: \_\_\_\_\_ Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS** *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant.*

- \_\_\_\_\_ **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 county website for more information.
- \_\_\_\_\_ **Electronic Submittal** A complete digital file of the application with attachments/plans sent to [permits@tetoncountywy.gov](mailto:permits@tetoncountywy.gov).
- \_\_\_\_\_ **Hard Copy Submittal** A complete printed file of the application with attachments/plans.
- \_\_\_\_\_ **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 county 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.
- \_\_\_\_\_ **Response to Submittal Checklist** All applications require response to applicable review standards. These standards are outlined on the submittal checklists for each application type. If a pre-application conference is held, the submittal checklists will be provided at the conference. If no pre-application conference is required, please see the website for the applicable checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

## FORMAT

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

**Note:** *Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.*

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Applicant/ Authorized Agent

\_\_\_\_\_  
Date

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

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