



**Application Submittal Checklist for an  
ADMINISTRATIVE ADJUSTMENT (ADJ)  
Planning & Development Department  
Planning Division**

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**APPLICABILITY.** *This checklist should be used when submitting an application for an **Administrative Adjustment**. The purpose of an administrative adjustment is to provide the Planning Director the ability to allow minor variations to certain requirements and numerical standards in the LDRs when public review is not needed to ensure the protection afforded the community is upheld.*

**When is an Administrative Adjustment required?**

Approval of an administrative adjustment is required for any use, physical development, development option, or subdivision proposal that fails to meet an applicable LDR standard, where the strict application of that standard would inadvertently impede the applicant's ability to realize the community's desired future character for the property. An administrative adjustment request is most often reviewed in conjunction with the application for the use, physical development, development option or subdivision requiring the adjustment.

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

A Pre-Application Conference is not required prior to submittal of an administrative adjustment, unless the request is submitted in conjunction with another application that does require a Pre-Application conference. An applicant may request a Pre-Application meeting to discuss the requirements and applicable regulations with Planning Staff. This is encouraged for applicants who are unfamiliar with the regulations and the planning process. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

**FINDINGS FOR APPROVAL.** *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.8.1, Administrative Adjustment**.*

An administrative adjustment shall be approved upon finding the application:

1. Complies with the applicability standards of this Section;
2. Either:
  - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
  - b. Better protects natural and scenic resources, or
  - c. Better supports the purpose of the zone;
3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;
4. Will not pose a danger to the public health or safety; and
5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.

**GENERAL INFORMATION.**

\_\_\_\_\_ **Adjustment Requested.** Identify the provision of the LDRs from which you are seeking relief. **If you are requesting an administrative adjustment for a Road Exception Request, please provide two copies of the application materials.**

\_\_\_\_\_ **Narrative description of the proposal.** Briefly describe the proposed use, physical development, development option or subdivision requiring the adjustment.

**APPLICABLE LDR STANDARDS.**

An administrative adjustment request will be reviewed in conjunction with an application for the use, physical development, development option or subdivision requiring the adjustment. Demonstration of compliance with applicable LDR standards will be addressed primarily through the application for the use, physical development, development option or subdivision.