



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Services Department
Planning Division

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

For Office Use Only

Fees Paid _____
Check # _____ Credit Card _____ Cash _____
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. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Your pre-application conference will be scheduled and held within 60 days of submittal of this request.

A pre-application conference is **REQUIRED** for the following applications:

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

A pre-application conference is **OPTIONAL** for the following applications:

- EA Update
- Basic Use Permit
- Subdivision Permit
- Physical Development Permit (includes statement level grading)
- Interpretations of the LDRs
- Amendments to the LDRs
- Relief from the LDRs
- Other (Please state): _____

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

This pre-application conference is: Required Optional

For plan-level grading pre-application conferences that require additional input due to complexity, please indicate if you would like a representative from Building or Fire to attend:

Building Official Fire Marshal

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.

*Please contact staff to discuss if combining multiple requests into one conference may be appropriate.

PROJECT

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT

Owner Applicant/Agent (Letter of Authorization required)

ENVIRONMENTAL PROFESSIONAL For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement.

For an EA associated with a Sketch Plan, Development Plan, Conditional Use Permit, Special Use Permit or Planned Unit Development, an environmental consultant will be assigned to the project through the county-hired consultant process after this request is submitted. Prior to scheduling the pre-application conference, a planner will contact you with the name of the next consultant on the rotation and to discuss any potential conflicts of interest. The assigned consultant will attend the pre-application conference.

For an EA associated with a Building Permit, Grading Permit, Floodplain Permit, Basic Use Permit or Development Option Plan, please provide contact information for the Environmental Consultant if different from Agent.

Name, Company: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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

- Application Fee** 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.
- Electronic Submittal** A complete digital file of the application with attachments/plans.
- Hard Copy Submittal** A complete printed file of the application with attachments/plans.
- 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.

*Your Pre-Application Conference will be based on documents submitted with this application. If significant changes are made before the meeting, please update staff.

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 Applicant/Owner or Authorized Agent

Date

Name Printed

Title/Role



Planning Commission Meeting

Hearing Procedures

1. Chair opens the public hearing and announces the purpose of the hearing, permit or application number, or item on the agenda to be discussed.
2. Planning Department staff member presents the application or proposal including background facts, reviews the key elements of the staff report and proposal, issues for consideration, and provides staff's recommendation. *(10 – 15 minutes)*
3. The Planning Commission has an opportunity to ask follow-up questions of the Staff. Staff responds to questions.
4. The Applicant/Proponent makes a presentation to the Commission, explains the proposals and why the application meets adopted Land Development Regulations, or why the application/proposal should be approved. *(10 – 15 minutes)*
5. The Planning Commission has an opportunity to ask questions to the Applicant. The Applicant responds to questions.
6. Chair opens the public comment period. Members of the public may attend the hearing and provide testimony supporting approval or denial of the application or request.
 - Members of the public that wish to speak or present evidence must first be recognized by the Chair and must speak from the podium to ensure all comments are picked up by the microphone.
 - Speakers must state their name and any organization or group they are representing.
 - The Chair may limit the duration of public comments as necessary to ensure sufficient time for the hearing (maximum 3 minutes per speaker).
 - Comments from the public and applicants shall be directed to the Planning Commission and shall not be directed to staff, applicant or the audience.
 - Members of the public should focus on the facts of the application and should avoid making personal attacks on staff, the applicant, or the Commission.
7. Chair closes the public comment period. No additional public comment will be allowed after the public comment period is closed unless the Chair re-opens the comment period. At the option of the Chair, the staff or the Applicant/Proponent may be allowed to respond to public comments to answer questions or clarify facts.
8. Planning Commission publicly deliberates the application/proposal.
9. Planning Commission may make a motion and vote (i.e., make a decision or recommendation) or the Commission may postpone the hearing for additional information.

For more information, please refer to the [Planning Commission Rules of Procedure](#).

Hearing Tips, Protocols and Etiquette:

Please speak clearly into the microphone at the podium. State your name for the record, including any groups or organizations that you are representing; after speaking, add your name to the sign-in sheet to ensure your name is properly recorded in the minutes.

Speak only when recognized by the Chair;

Focus your testimony on the matter at hand, state only the relevant facts and opinions; comments should be focused on why or how an application meets/ fails to meet adopted Land Development Regulations or other adopted policies and goals;

Avoid repetitive testimony. If another witness has made similar points please make note of it in the record and state that you concur with the previous speaker;

Please be prepared to limit your comments to three (3) minutes per speaker per item;

Speaking time may not be deferred to another witness;

Do not speak to the Commission unless you step forward to the middle of the room at the podium; for remote/virtual meetings, the Chair will recognize members of the public that request to speak (for Zoom meetings, please use the "Raise Hand" feature to request speaking. Comments in the "Chat" feature will not be considered official testimony and should be avoided.

Exhibits (photographs, letters, maps) provided during public comment become part of the permanent record and cannot be returned;

The Commission's hearings are conducted in a courtroom-like environment and audience conduct shall be in accordance with courtroom etiquette. Clapping, cheering, speaking out of order or disorderly conduct are not appropriate and are grounds for removal from the hearing room by order of the Chair. Pager and cellular phones should be turned off or placed on vibrate as to not disturb the hearing.

Please contact the Planning and Building Services Department at (307) 733-3959 if you have questions.