



**Application Submittal Checklist for a
SKETCH PLAN (SKC)
Planning & Development Department
Planning Division**

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APPLICABILITY. *This checklist should be used when submitting an application for a **Sketch Plan**. The purpose of a sketch plan is to publicly review a large physical development or development option for general consistency with the LDRs at a preliminary, conceptual level of detail before the development is fully designed.*

When is a Sketch Plan required?

A sketch plan is required for physical development and development options that exceed a certain threshold for project size or number of units. Physical development that requires a sketch plan is identified in the standards for each zone, found in Articles 2-4, Subsection B.12, Physical Development Permit Thresholds. Development options that require a sketch plan are identified in the standards for each zone, found in Articles 2-4, Subsection D.4, Permit Requirement Thresholds.

Do I need a Pre-Application Conference first?

Yes, a Pre-Application Conference is required.

Note: *For a Sketch Plan, the level of detail should be conceptual. The objectives of a sketch plan include identification of opportunities to achieve the desired future character, identification of development issues to be addressed in the public development plan, discussion of alternate site designs, and identification of natural and scenic resources protected by the LDRs. Final construction plans or plat documents are neither expected nor required.*

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.*

- **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.
- **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.
- **Size.** The notice shall be 4 ft by 4 ft.
- **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.
- **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 8.3.1, Sketch Plan**.

A sketch plan shall be approved upon finding the application:

1. Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan; and
2. Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable; and
3. Does not have a significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities; and
4. Complies with all relevant standards of these LDRs and other County Resolutions as can be determined by the level of detail of a sketch plan; and
5. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

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.