



**Application Submittal Checklist for a
ZONING COMPLIANCE VERIFICATION (ZCV) for a
BOUNDARY ADJUSTMENT
Planning & Development Department
Planning Division**

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

APPLICABILITY. *This checklist should be used when submitting a request for a **Zoning Compliance Verification (ZCV)** in advance of a Boundary Adjustment application.*

When is a ZCV for a Boundary Adjustment required?

A ZCV to determine the zoning compliance of the proposed configuration of each lot, parcel, and/or tract that would result from a proposed boundary adjustment is required prior to submittal of an application for a boundary adjustment. The standards for a boundary adjustment are identified in Section 8.5.5 of the LDRs.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff.

GENERAL INFORMATION.

- _____ **Requested Verification.** A brief narrative description of the boundary adjustment proposed and the verification being requested.
- _____ **Proposed Development Program.** Please use the attached template, established in the Administrative Manual.
- _____ **Site Plan.** Concept site plan of proposed adjustment.

APPLICABLE LDR STANDARDS FOR THE ZCV. *When requesting a zoning compliance verification for a proposed boundary adjustment, in advance of a boundary adjustment application, the applicant shall demonstrate the compliance of each proposed lot, parcel and/or tract with the following standards.*

ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES). *Please provide the following information for the applicable zone. If you need assistance determining which zone applies to the property, please contact the Planning Department.*

- _____ Subsection B, Physical Development of the applicable zone
- _____ Subsection C, Use Standards of the applicable zone
- _____ Subsection D, Development Options of the applicable zone
- _____ Subsection E, Zone Specific Standards of the applicable zone

OTHER LDR STANDARDS

- _____ Division 5.1, General Environmental Standards
- _____ Division 5.2, Environmental Standards Applicable in Specific Areas as applicable
- _____ Division 5.3, Scenic Standards
- _____ Division 5.4, Natural Hazard Protection Standards as applicable.
- _____ Division 5.5, Landscaping Standards
- _____ Division 7.1, Development Option Standards as applicable
- _____ Division 7.3, Open Space Standards as applicable
- _____ Division 7.6, Transportation Facility Standards
- _____ Division 7.7, Required Utilities



PROPOSED DEVELOPMENT PROGRAM
Planning & Development Department
Planning Division

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PROPOSED DEVELOPMENT PROGRAM. *If a proposed development program is required as part of an application, it should be submitted as a table, in the following format.*

PROPOSED DEVELOPMENT PROGRAM		
Area Calculations. Please complete for each affected lot or parcel.		
	Base Site Area	Adjusted Site Area
Gross Site Area		
Land within road easements and rights-of-way		
Land within existing vehicular access easements		
Land between levees or banks of rivers and streams		
Lakes or ponds > 1 acre		
Land previously committed as open space in accordance with these or prior LDRs		
50% of lands with slopes greater than 25%		
Calculated Totals		

Development Calculations. Please complete for each structure or use.				
	LDR Standard	Existing	Proposed	Gross
Number of units or density				
Floor area (by use if applicable)				
FAR or maximum floor area				
Site Development				
Landscape Surface Ratio				
Setbacks				
Front or street yard				
Rear yard				
Side yard				
Side yard				
Height				