



#### PRE-APPLICATION CONFERENCE REQUEST (PAP)

##### Planning & Building Department

150 East Pearl Ave. ph: (307) 733-0440  
P.O. Box 1687 [www.jacksonwy.com](http://www.jacksonwy.com)  
Jackson, WY 83001 planning@jacksonwy.gov

**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.

For additional information, visit <https://www.jacksonwy.gov/204/Pre-Application>

FOR GRADING PREAPPS ONLY, submit to townengineering@jacksonwy.gov. **All other requests should be sent to planning@jacksonwy.gov**

#### PROJECT

Name/Description:

Physical Address:

PIDN:

Lot, Subdivision:

#### PROPERTY OWNER

Name:

Phone:

Mailing Address:

Email:

#### APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency:

Phone:

Mailing Address:

Email:

#### ENVIRONMENTAL PROFESSIONAL.

Please see LDR 8.2.2 for more information on this requirement. Please provide contact information for the Environmental Consultant if required by this section.

Name: Phone:

Mailing Address:

Email:

#### **TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.**

Physical Development Permit

This pre-application conference is:

Use Permit

Required

Development Option or Subdivision Permit

Optional

Interpretations of the LDRs

For Grading

Amendments to the LDRs

If for grading, submit to townengineering@jacksonwy.gov

Relief from the LDRs

Environmental Analysis

**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. Submit via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov) for all requests other than grading.

**Notarized Letter of Authorization.** A notarized letter of consent from the landowner is **required** if the applicant is *not* the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

**Narrative Project Description.** Attach a 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, access, utilities, etc., that may be discussed during the pre-application conference

**Other Pertinent Information.** *Include any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.*

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** 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, identify these areas on the site plan.

**Application Fee.** The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/204/Pre-Application>

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.

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Signature

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Date

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Name Printed

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Title