



**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

**Engineering Department  
Public Works Division**

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Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

<i>For Office Use Only</i>			
Fees Paid _____			Date Received: _____
Check # _____	Credit Card _____	Cash _____	Permit No. _____
Application #s _____	_____	_____	

**INSTRUCTIONS.**

*Complete all portions of the application or note them as not applicable. Sign the application. Include all attachments.*

**PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

*List all properties effected. (If not enough room please attach list.)*

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*Have all landowner's consented to this project? \_\_\_\_\_ YES \_\_\_\_\_ NO

*A copy of either a Warranty Deed, or Quick Claim deed must be included with your permit application. Available at the Teton County Clerk's Land Records Office, located in the basement of the County Administration building.*

*Attach additional forms if there are multiple landowners. This application will not be approved without the signature of all property Owners (or their authorized agents).*

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

*\*If applicant is other than owner, a notarized Town of Jackson Letter of Authorization must accompany this application. Only the Owner or their authorized agent may sign the application.*

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Owner \_\_\_\_\_ Applicant/Agent (a Letter of Authorization must accompany the application)

**BRIEF PROJECT DESCRIPTION AND PURPOSE.** (i.e. Stream/Wetland Crossing, Roadway, Building, Pathway, Ice Removal, etc.)

TYPE OF PROJECT: \_\_\_\_\_ NEW \_\_\_\_\_ EXISTING TYPE OF USE: \_\_\_\_\_ PUBLIC \_\_\_\_\_ PRIVATE

**PROJECT INFORMATION.** *Mark all that apply.*

**ACTIVITY TYPES**

\_\_\_\_\_ New Construction  
\_\_\_\_\_ Addition  
\_\_\_\_\_ Alteration  
\_\_\_\_\_ Relocation  
\_\_\_\_\_ Demolition  
\_\_\_\_\_ Replacement  
\_\_\_\_\_ Rehabilitation  
\_\_\_\_\_ Ice Removal  
\_\_\_\_\_ FEMA Process  
\_\_\_\_\_ Other: \_\_\_\_\_

**CATEGORIES**

\_\_\_\_\_ Residential Structure  
\_\_\_\_\_ Non-residential Structure  
\_\_\_\_\_ Non-residential Structure  
\_\_\_\_\_ Manufactured/Mobile Home  
\_\_\_\_\_ Bridge Culvert  
\_\_\_\_\_ Levee  
\_\_\_\_\_ Road/Utility  
\_\_\_\_\_ Stream/Bank Channel  
\_\_\_\_\_ Irrigation Structure  
\_\_\_\_\_ Habitat Enhancement  
\_\_\_\_\_ Water & Sewer Systems  
\_\_\_\_\_ Subdivision  
\_\_\_\_\_ Flood Control  
\_\_\_\_\_ Other: \_\_\_\_\_

**COMPONENTS**

\_\_\_\_\_ Excavation  
\_\_\_\_\_ Fill  
\_\_\_\_\_ Channelization  
\_\_\_\_\_ Grading  
\_\_\_\_\_ Clearing  
\_\_\_\_\_ Mining & Dredging  
\_\_\_\_\_ Drilling  
\_\_\_\_\_ Debris Removal  
\_\_\_\_\_ Wetland Impact  
\_\_\_\_\_ Ice Removal  
OTHER: \_\_\_\_\_

**SPECIAL CONDITIONS**

\_\_\_\_\_ \*Emergency  
\_\_\_\_\_ After-the-Fact Application  
*\*Emergency activities must be authorized by the Floodplain Administrator prior to beginning work*

Quantity of fill placement in Floodplain? \_\_\_\_\_ Cubic Yards Note: Calculations must be provided.

Estimated Cost of Project? \$ \_\_\_\_\_

List all applicable local, state, and federal permits and indicate whether they were issued, waived, denied, or pending. (Note – all required permits must be issued (or waived) prior to the issuance of a Floodplain Development Permit.)

**FLOOD HAZARD DATA.**

Watercourse Name(s): \_\_\_\_\_

Flood Insurance Rate Map (FIRM) Panel No: \_\_\_\_\_

Additional FIRMs: \_\_\_\_\_

Special Flood Hazard Zone(s): \_\_\_\_\_ Is this project in the Floodway? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have BFE/100-year Water Surface Elevations been determined? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, Base Flood Elevation (BFE) at Project Site: \_\_\_\_\_

Upstream X-section #: \_\_\_\_\_ Downstream X-section #: \_\_\_\_\_

If no, what is the LOCATION of the highest adjacent grade (HAG) to the structure? \_\_\_\_\_

ELEVATION of the highest adjacent grade?

For Residential and Non-Residential structures, proposed Lowest Floor Elev. \_\_\_\_\_

Proposed Floodproofing Elevation (if applicable): \_\_\_\_\_

**ACCOMPANYING PERMIT APPLICATION CERTIFICATIONS, COMPLIANCES, & REQUESTS. *Mark all that apply to the proposed development project.***

- \_\_\_\_\_ **PLANS, CALCULATIONS, REPORT, etc.:** Provide in digital PDF format to scale with all applicable stamps (engineer, architect, etc.).
  
- \_\_\_\_\_ **ELEVATION CERTIFICATE:** required to document the lowest floor of all new and substantially improved post-FIRM structures in the floodplain.  
  
As-built Elevation certificate must be submitted to the Town Floodplain Administrator prior to issuance of Certificate of Occupancy. Must be completed by registered Professional Engineer or Land Surveyor. NOTE – Inspection may be required during & after construction.
  
- \_\_\_\_\_ **NON-RESIDENTIAL FLOODPROOFED STRUCTURE:** Floodproofing Certificate completed by registered Professional Engineer or Architect (required with permit application).
  
- \_\_\_\_\_ **ENCLOSURE OR CRAWLSPACE BELOW THE STRUCTURES LOWEST FLOOR:** Openings must meet Flood Damage Prevention Municipal Code (15.30) criteria or be designed by a registered Professional Engineer or Architect.
  
- \_\_\_\_\_ **FLOODWAY ENCROACHMENT:** No-Rise Certification completed by registered Professional Engineer (provide written No-Rise certification along with supporting documentation, technical data and hydraulic model files).
  
- \_\_\_\_\_ **WATER/SEWER COMPLIANCE:** Certification that these systems have been designed and located to avoid impairment to them or contamination from them during flooding.
  
- \_\_\_\_\_ **FLOODPLAIN STUDY:** for new/expanded Subdivision; Approx. Zone A Areas: bridges & structures; flood map revisions, or other. Prof. Engineer must submit written report and hydraulic model files.
  
- \_\_\_\_\_ **WATERCOURSE ALTERATION:** realignment or diversion; Certification from a qualified engineer or professional with floodplain experience that the flood-carrying capacity will be maintained.
  
- \_\_\_\_\_ **VARIANCE REQUEST:** Include detailed letter describing the reasons and conditions of the request.

**APPLICANT'S SIGNATURE, CERTIFICATION, AND AUTHORIZATION**

Under penalty of perjury I hereby certify that I have read this application and state that, to the best of my knowledge, all of the information herein is true and correct and I swear that any information which may be hereafter given by me in hearing before the Planning Commission of Town of Jackson or the Town Council of the Town of Jackson shall be truthful and correct. I agree to comply with all Town, State, and Federal laws relating to the subject matter of this application and hereby authorize representatives of the Town of Jackson to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.

In signing this application, I acknowledge that the Town's acceptance of this application and a plan review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate Town agencies and payment of any fees due.

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

## PERMIT FEES

Fees are based on an hourly review rate of \$50 per hour. Estimated fees are listed for reference only, actual permit fees will be based on review time and are due at the time of permit issuance. The Floodplain Administrator shall consider the scope of the project, anticipated public involvement, project complexity, and the likelihood of follow-up administration. Considering the complexity of the project, the Floodplain Administrator may assess additional fees or require external/third party review by a qualified professional of the County's choosing and at the Applicant's expense.

Examples are listed for typical small-scale and large-scale projects. The Applicant should contact the Floodplain Administrator (307 739-4547) if they need assistance determining the project category.

### Floodplain Permit Applications:

#### **Small-Scale Project \$250**

(May typically include, but not limited to: single family residential structures and additions; small ponds; on-site septic & repair; minor grading in floodplain fringe; utility crossings; small culverts and irrigation structures; debris removal; or other projects as determined by the Floodplain Administrator)

#### **Large-Scale Project \$600**

(May typically include, but not limited to: floodplain studies; floodway encroachments; nonresidential floodproofed structures; new or expanded Subdivisions; watercourse alterations; bridges; in-stream and flood control structures; gravel pits; multi-unit dwellings; stream restoration or stabilization; or other projects as determined by the Floodplain Administrator)

### Compliance Fees:

(Failure to obtain permit prior to commencing development – not including an Emergency Waiver; which must be pre-authorized by the Floodplain Administrator):

After the fact permit fees are double the initial fee.

### OTHER FLOODPLAIN DEVELOPMENT FEES:

Floodplain Determination/Information Request \$50/hour

Site Visit, Inspections, Investigative Fees \$50/hour

Pre-application Conference \$50/hour

Revision to previously reviewed Floodplain Permit Application \$250.00

Extension to Floodplain Permit (6 month extension) \$50

Floodplain Map Revision (LOMR) Application \$1,200

Third Party Technical Review At Cost

Variance Application \$400.00