



TOWN OF JACKSON, WYOMING

Planning & Building Department

150 E. Pearl Avenue

P.O. Box 1687

Jackson, WY 83001

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townofjackson.com

APPLICATION FOR DEVELOPMENT PERMIT ACTION

Project Information

Physical Address: _____

Legal Description: _____

Zoning District: _____ Previous Planning Case Number: _____

Existing Use: _____ Proposed Use: _____

New Construction: _____ Addition: _____ Remodel: _____

Requested Action:	Pre-application Conference:	Conditional Use Permit	_____
	Staff	Special Use Permit	_____
	PC/TC	Preliminary Determination	_____
	Sketch Plan	PMD Master Plan	_____
	Final Development Plan:	Minor Boundary Adjustment	_____
	Minor	Amendments:	
	Intermediate	LDRs Text	_____
	Major	Official Zoning Map	_____
	Amendment	Employee Housing Waiver	
	Appeal	(Independent Calculation)	_____
	Shared Parking	Final Plat (Use Final Plat Application)	
	Variance		

Applicant(s), Applicant Representative and Property Owner

Applicant: _____ **Phone:** _____

Mailing Address: _____ **FAX:** _____

_____ **Email:** _____

Representative: _____ Phone: _____

Mailing Address: _____ FAX: _____

_____ Email: _____

Property Owner: _____ Phone: _____

Mailing Address: _____ FAX: _____

_____ Email: _____

Please designate the contact person for this application: _____

Zoning Data

Gross Site Area: _____ Net Site Area: _____

Total # of Units: _____ 1 BR _____ 2 BR _____ 3 BR _____ 4+ BR _____

Gross Floor Area: _____ sq. ft. Office: _____ sq. ft. Retail: _____ sq. ft.

Industrial: _____ sq. ft. Other: _____ sq. ft.

Density (per acre): _____ FAR: _____ LSR: _____

Lot Coverage: _____

Certificate of Authenticity

I hereby certify that all information indicated in this application or that is included as part of this application is, to the best of my knowledge, true and correct.

Signature: _____ **Date:** _____

(Applicant or Representative)

Print Name: _____

Owner Authorization

I hereby certify that I am an owner of record of the property that is the subject of this application and approve of the requested action in this application. (Attach names and addresses of all owners if multiple owners are involved.)

Signature of Owner: _____ **Date:** _____

Print Name: _____

The above must be signed by the property owner, or a Letter of Authorization must be attached in order for the application to be considered complete.

Letter of Justification

Along with the application, the applicant shall submit a letter of explanation for the project. The letter should include the following items:

1. General project description
2. Special project features or characteristics
3. Explanation of how the project satisfies necessary findings for approval for the specific action requested.
4. Any other pertinent information.

Submittal Requirement Checklist

_____ Application Form (1 copy)	_____ Floor Plan (12 sets)
_____ Application Fee	_____ Building Elevations (3 sets)
_____ Letter of Justification (12 copies)	_____ Landscape Plan (12 sets)
_____ Site Plan (12 sets)	_____ Engineering Plans (3 sets-which can count towards the 12)
_____ Other Submittal Requirements (Housing Mitigation Plan, Transportation Management Plan, etc.)	_____ Design Review Submittal* (8 sets)

***Eight (8) additional sets of site plan, landscape plan, building elevations and other applicable design documents are required for non-residential projects.**