



# Jackson Teton County Administrative Manual

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# 1. Overview

## *1.1 Introduction*

The Administrative Manual is a compilation of information, processes, templates and forms designed to supplement the Town of Jackson Land Development Regulations and the Teton County Land Development Regulations (LDRs) and to serve as a resource in implementation of the LDRs.

The Administrative Manual is a joint document; however, certain sections of this Manual are applicable only to physical development, use, development options, and subdivision in the Town of Jackson or in unincorporated Teton County. Sections that are applicable only in one jurisdiction are distinguished by color. Sections applicable only to the Town of Jackson are indicated in blue font; sections applicable only to Teton County are indicated in green font.

## *1.2 Purpose and Intent*

The purpose of the Administrative Manual is to assist in the processing and review of applications and the administration of the LDRs by providing additional detail regarding the administrative procedures outlined in *Article 8* of the LDRs. The Administrative Manual is intended to assist in equitable processing of all applications and to provide additional resources that may be helpful to those involved in the review process.

## *1.3 Applicability*

The standards and requirements outlined in this Administrative Manual are applicable to all processes required by and applications submitted pursuant to:

1. Teton County Land Development Regulations (LDRs)
2. Town of Jackson Land Development Regulations (LDRs)
3. Town of Jackson Design Guidelines

## *1.4 Relationship to Regulatory Documents*

This manual does not serve as a substitute for the LDRs or any other Town or County ordinances or resolutions. In the event of a conflict between this document and other regulatory documents, the adopted regulation, ordinance or resolution shall control.

## *1.5 Preparation and Amendment*

This manual is prepared and amended pursuant to *Section 8.1.3, Additional Resources* of the LDRs.

## 2. Fee Schedule

The current Fee Schedule as approved by the Town Council or Board of County Commissioners, as applicable, follows. The fee schedule establishes fees collected for processing and review of applications and for other services provided.

**Town of Jackson Planning and Building Department Fee Schedule**

**Teton County Planning and Development Department Fee Schedule**

## 3. Additional Procedural Guidelines

### 3.1 *Financial Assurances and Performance Guarantees*

All financial assurances required pursuant to *Section 8.2.11* of the LDRs should comply with the following procedures and standards.

#### 3.1.1 **Acceptable Types of Assurance**

All forms of financial assurance shall follow the form of the standard templates provided at the end of this section. Acceptable types of assurances include:

1. **Surety or Performance Bond.** A written instrument issued by a surety company that guarantees the performance by a developer or applicant to the [Town/County]. At a minimum, surety or performance bonds should:
  - A. Be executed by a corporate surety duly licensed to do business in the State of Wyoming, or any other institution having adequate assets to perform the terms of the surety as determined by the [Town/County] Attorney. All sureties shall be rated A- or better with a financial rating of VII or better in the most recent A.M. Best's Rating Guide.
  - B. Provide that it is governed by the laws of the State of Wyoming.
  - C. Comply with the standards in LDR *Subsection 8.2.11.F, Duration*.
  - D. Provide that a claim may be made by the [Town/County] upon written notice to the surety that the applicant is in default of its obligations under any agreement referenced in the bond.
  - E. In the event of a partial release, a new bond shall be delivered in accordance with the terms of the LDRs as a condition to such partial release.
  - F. Notwithstanding anything to the contrary contained in the LDRs, the [Town Council/Board County Commissioners] shall have the authority to make a claim on any bond for which it receives a notice of cancellation or expiration. Determination that the applicant is failing or will fail to complete improvements or other work or is failing or will fail to implement the approved plan is not required. The [Town/County] Treasurer will hold such funds until such time as the applicant has provided a new bond or other financial assurance in conformance with the requirements of the LDRs.
2. **Escrow Deposit of Cash or Certified Funds.** A deposit with the [Town/County] Treasurer of cash or certified funds. The [Town/County] Treasurer shall place the cash or certified funds in an interest bearing account at a financial institution. Any interest earned on the deposit shall be the property of the [Town/County]. The deposit shall comply with the standards in LDR *Subsection 8.2.11.F, Duration*.
3. **Irrevocable Letter of Credit.** A document obtained from a bank granting permission to the [Town/County] to draw on the developer or applicant's account should the

developer or applicant default under its obligations to the [Town/County]. At a minimum, the irrevocable letter of credit should:

- A. Be an irrevocable standby letter of credit.
  - B. Be issued by a commercial bank insured by the FDIC or another financial institution having adequate assets to perform the terms of the letter of credit as determined by the [Town/County] Attorney.
  - C. Provide that it is governed by the laws of the State of Wyoming.
  - D. Be for a minimum period of one year and automatically renew for successive periods compliant with the standards in LDR *Subsection 8.2.11.F, Duration* unless the [Town/County] receives written notice of non-renewal from the issuer of the letter of credit at least 90 days before the expiration of the then-effective letter of credit. In the event the [Town/County] receives a written notice of non-renewal from the issuer of the letter of credit, the applicant shall provide the [Town/County] with a substitute letter of credit or replacement financial security, in a form and substance acceptable to the [Town/County] Attorney and a Financial Assurance Agreement, at least 30 days prior to the expiration of the letter of credit then in effect. Failure to provide a substitute letter of credit or other acceptable financial assurance within 30 days of the expiration date of the letter of credit shall authorize the [Town/County] to draw upon the letter of credit up to the maximum amount of the letter of credit. If another form of financial assurance is delivered, it shall comply with the standards in the LDRs and this Administrative Manual.
  - E. Provide that it may be drawn upon by the [Town/County] upon presentation by the [Town/County], subject only to the [Town's/County's] affidavit that the applicant is in default of its obligations under any agreement referenced in the letter of credit.
  - F. That in the event of a partial release, a new letter of credit shall be executed in accordance with these as a condition to such partial release.
  - G. That notwithstanding anything to the contrary contained in the LDRs, the [Town/County] shall have the authority to draw upon any irrevocable letter of credit that is within 15 days of the expiration date. Determination that the applicant is failing or will fail to complete improvements or other work or is failing or will fail to implement the approved plan is not required. The [Town/County] Treasurer will hold such funds until such time as the applicant has provided a new letter of credit or other financial assurance in conformance with the LDRs.
4. **Alternate Forms of Assurance.** An applicant may propose alternate forms of financial assurance for consideration and approval. Such requests shall be made in writing and shall include the type of assurance proposed and an explanation of why one of the more standard forms of assurance is not available or appropriate. Alternate forms of assurance shall be approved at the discretion of the [Town/County] Attorney. At a minimum, alternate forms of assurance shall:

- A. Be executed by an appropriate institution licensed to do business in the State of Wyoming and with adequate assets to perform the terms of the assurance;
- B. Provide that the assurance is governed by the laws of the State of Wyoming; and
- C. Provide that a claim may be made by the [Town/County] upon written notice to the assurance provider that the Developer or Applicant, as applicable, is in default of its obligations under any agreement referenced in the assurance.

### 3.1.2 Financial Assurance Agreement

1. **Purpose.** The purpose of a Financial Assurance Agreement is to outline the terms under which an assurance is being posted in more detail than is permissible within the assurance itself. The Financial Assurance Agreement serves as a contract between the developer/applicant and the [Town/County] regarding the standards and terms under which the assurance shall be administered.
2. **Content.** The Financial Assurance Agreement shall be in the form of the template provided at the end of this section, and should include the following information:
  - A. Permit number and description of the development or use being approved;
  - B. Description of the required improvements or a reference to appropriate documents governing the requirements, such as a Physical Development Permit, Use Permit, Development Option Permit, or a Habitat Enhancement Plan in the case of mitigation or reclamation work;
  - C. Timeline under which the improvements are to be completed;
  - D. Estimate of the cost of the improvements;
  - E. Type and amount of the assurance being provided; and
  - F. Terms governing the renewal, warranty, review of amount, release and partial release and events of default of the financial assurance.

### 3.1.3 Financial Assurance Templates

#### Town of Jackson

[Letter of Credit Template](#)

[Performance Bond Template](#)

[Financial Assurance Agreement—Bond](#)

[Financial Assurance Agreement—Letter of Credit](#)

[Financial Assurance Agreement—Escrow Deposit](#)

[Simplified Assurance Agreement—For Small Deposits](#)

[Subdivision Improvements Agreement](#)

[Request for Surety Release](#)

#### Teton County

[Letter of Credit Template](#)

[Performance Bond Template](#)

[Financial Assurance Agreement—Bond](#)

[Financial Assurance Agreement—Letter of Credit](#)

[Financial Assurance Agreement—Escrow Deposit](#)

[Simplified Assurance Agreement—For Small Deposits](#)

[Subdivision Improvements Agreement](#)

[Request for Surety Release](#)



### 3.2 *Pre-Application Conference*

Following a pre-application conference, staff will provide a summary of the meeting. The pre-application conference summary will generally include:

1. Identification of key issues and LDR standards
2. Required permits and associated fees
3. Anticipated review process and estimated timeline
4. Application Submittal Checklist (s)
5. Mailing list if neighborhood meeting is required

### 3.3 *Environmental Analysis*

#### 3.3.1 *County-Hired Consultant Process*

[Section Under Revision]

#### 3.3.2 *Environmental Analysis Templates*

##### EA Consultant Policy

##### EA Consultant Agreement

##### EA Release

### 3.4 *Neighborhood Meeting*

#### 3.4.1 *Neighborhood Meeting Procedure*

1. **Time and Duration.** Neighborhood meetings should be held anytime between the hours of 5:30pm and 9:00pm weekdays and anytime between the hours of 9am and 9pm on weekends. Ideally, the meeting should not exceed two hours in length, unless held in an open house/drop-in format, in which case the applicant should make themselves and the relevant materials available for a minimum of two hours.
2. **Place.** The meeting should be held in a location of the applicant's choosing that is convenient and accessible to neighbors residing in close proximity to the land subject to the application.
3. **Meeting Agenda.** A sample meeting agenda follows this section. The applicant is responsible for modifying the template to reflect the specifics of the project, and to remove notes and bullet points intended to provide guidance to the applicant. Copies of the agenda should be made available at the meeting.
4. **Attendance.** The applicant should provide a sign-in sheet where attendees can provide their name and contact information.

5. **Facilitation.** The applicant will be responsible for facilitating the meeting and will not receive facilitation assistance from any Planning Department staff that may attend. The applicant is encouraged to establish “ground rules” to ensure a constructive discussion. A sample set of rules is provided on the agenda template which follows this section.
6. **Open House.** An applicant may elect to conduct the meeting in an open house/drop-in format, rather than make a formal presentation. If an open house is held, the applicant should be available to greet attendees, explain the process for commenting, provide adequate displays, visual aids and handouts to depict the proposal and provide key information, and be available to receive comments and answer questions for the full duration of the open house time.
7. **Submittal of Comments (optional).** The applicant may record comments and questions and may include a copy of any comments collected in the application submittal package for the proposal. The applicant may also want to respond to comments in the application, or outline how those comments affected the final submittal.

### 3.4.2 Neighborhood Meeting Templates

[Neighborhood Meeting Mailed Notice](#)

[Neighborhood Meeting Posted Notice](#)

[Neighborhood Meeting Agenda Template](#)

## 4. Application Submittal Requirements

The term “application” is used to refer to both a request for a pre-submittal step, such as a pre-application conference, and to an application for a physical development permit, use permit, development option or subdivision permit, interpretation of the LDRs, amendment to the LDRs, or relief from the LDRs.

### 4.1 *Application Forms*

Application forms serve as a cover sheet for the application package, and identify the type of request or application being made. Application forms are available at the end of this section. Forms may also be obtained online, via the Planning and Development Department website, or in hard copy, by visiting the Planning and Development Department during regular business hours. There are two types of application forms:

1. Planning Permit Application. This general application form should be used for:
  - A. Physical Development Permits (Division 8.3)
  - B. Use Permits (Division 8.4)
  - C. Development Option or Subdivision Permits (Division 8.5)
  - D. Interpretations of the LDRs (Division 8.6)
  - E. Amendments to the LDRs (Division 8.7)
  - F. Relief from the LDRs (Division 8.8)
2. Specific Application. A specific application form is required for the following:
  - A. Pre-Application Conference Request
  - B. Environmental Analysis Pre-Application Conference Request
  - C. Environmental Analysis
  - D. Building Permits—Residential and Commercial
  - E. Grading and Erosion Control Permit
  - F. Small Wastewater Facility Permit
  - G. Sign Permit

There is no separate application form to apply for an amendment of an approved permit. Applications to amend an approved permit should use the form from the list above appropriate for the threshold of review triggered by the proposed amendment. Refer to **Section 8.2.13, *Amendment of Permits or Approvals*** for information on the review thresholds for amendments.

### 4.2 *Submittal Checklists*

The main component of any application submittal is information demonstrating compliance with all applicable LDRs and resolutions. Applicable LDRs and resolutions and submittal requirements to address them will vary from application to application. Applicable standards are listed on the submittal checklist for each application type.

The purpose of the application submittal checklist is to assist applicants in preparing a sufficient application package that adequately demonstrates compliances with applicable LDR standards. The checklist also identifies application components where minimum standards or formatting requirements must be met.

There are no separate submittal checklists for amendments of approved permits. Applications to amend an approved permit should use the submittal checklist for the threshold of review triggered by the proposed amendment. Refer to *Section 8.2.13, Amendment of Permits or Approvals* for information on the review thresholds for amendments.

#### 4.2.1 Checklist Components

1. **Applicability.** This section describes when the particular checklist is applicable and answers common questions about how to use the checklist.
2. **Findings for Approval.** This section identifies the findings for approval of the application. The applicant should include a narrative response to each finding as part of the application.
3. **General Information.** This portion of the checklist identifies requirements for components of the application which must meet minimum standards or specific formatting requirements.
4. **Applicable LDR Standards.** This section identifies applicable LDRs and resolutions with which the applicant must demonstrate compliance. When a pre-application conference is required, this portion of the submittal checklist will be discussed and provided to the applicant at the pre-application conference. The applicant is ultimately responsible for demonstrating compliance with all applicable standards, whether or not those standards are identified in the application submittal checklist.
5. **Other Requirements.** Some application submittal checklists will provide additional guidance on information that should be included in the application package. For example, the Application Submittal Checklist for a Subdivision Plat includes specific standards for plat preparation, as well as checklists for information to be submitted at various stages of the process.

#### 4.2.2 Modification of the Checklist

If a pre-application conference is required, or requested by the applicant, Planning Staff will discuss each component of the applicable checklist with the applicant and may modify the checklist to identify additional LDR standards or submittal requirements based on the specifics of the proposal and the project location. For applications in which a pre-application conference is optional, applicants unfamiliar with the LDRs are encouraged to request a pre-application conference or seek guidance from staff prior to application submittal in order to avoid insufficiencies.

### 4.2.3 Level of Detail

Compliance should be demonstrated at a level of detail appropriate to the permit being sought. For example, demonstration of compliance at the time of Sketch Plan application should include conceptual proposals or narrative statements, rather than detailed construction drawings. As another example, grading and erosion control information presented as part of a Development Plan may be less detailed than that presented on an application for a Grading Permit, unless approval of both permits is being requested concurrently.

### 4.2.4 Zoning Compliance Verifications

A Zoning Compliance Verification (ZCV) application is unique when compared to other application types in that a ZCV may be requested to determine compliance with any standard of the LDRs. As a result, the information required to review a ZCV request will vary from application to application, and a standardized application submittal checklist is impossible to prepare.

#### *Commonly Requested ZCVs*

In order to assist applicants requesting a ZCV, application submittal checklists are available for the following types of commonly requested ZCVs:

1. Environmental Standards
2. Visual Resource Analysis
3. Boundary Adjustment
4. Confirmation of Nonconformities
5. Minor Deviation

#### *Less Common ZCV Requests*

Applicants requesting a ZCV for a purpose other than any of the common requests listed above, should include the following information with the application, in-lieu of following an application submittal checklist:

1. Narrative description of the existing condition of the property, including any details of its size, configuration, physical development or use that may be pertinent to determining compliance; and
2. Attributes of the property, or the property's physical development, use, development options or subdivision to be verified. The applicant may choose to submit questions regarding the property's compliance for Staff to answer.

# Application Forms and Submittal Checklists

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## Application Forms

### Town of Jackson

[Building Permit Application—Commercial](#)

[Building Permit Application—Residential](#)

[Grading and Erosion Control Application](#)

[Planning Permit Application](#)

[Pre-Application Conference Request](#)

[Sign Permit Application](#)

### Teton County

[Building Permit Application—Commercial](#)

[Building Permit Application—Residential](#)

[Environmental Analysis Application](#)

[Exempt Land Division Application](#)

[Grading and Erosion Control Application](#)

[Miscellaneous Planning Request](#)

[Planning Permit Application](#)

[Pre-Application Conference Request](#)

[Sign Permit Application](#)

[Small Wastewater Facility Permit Application](#)

## Submittal Checklists (to accompany application forms)

### Town of Jackson

[Administrative Adjustment Checklist](#)

[Appeal of an Administrative Decision Checklist](#)

[Basic Use Permit Checklist](#)

[Beneficial Use Determination Checklist](#)

[Boundary Adjustment Checklist](#)

[Conditional Use Permit Checklist](#)

### Teton County

[Administrative Adjustment Checklist](#)

[Appeal of an Administrative Decision Checklist](#)

[Basic Use Permit Checklist](#)

[Beneficial Use Determination Checklist](#)

[Boundary Adjustment Checklist](#)

[Conditional Use Permit Checklist](#)

**Town of Jackson cont'd**

[Development Option Plan Checklist](#)

[Development Plan Checklist](#)

[Formal Interpretation Checklist](#)

[LDR Text Amendment Checklist](#)

[Planned Unit Development Checklist](#)

[Sketch Plan Checklist](#)

[Special Use Permit Checklist](#)

[Subdivision Plat Checklist](#)

[Variance Checklist](#)

[Zoning Compliance Verification Checklist—  
Boundary Adjustment](#)

[Zoning Compliance Verification Checklist—  
Environmental Standards](#)

[Zoning Compliance Verification Checklist—  
Minor Deviation](#)

[Zoning Compliance Verification Checklist—  
Nonconformities](#)

[Zoning Compliance Verification Checklist—  
Visual Resources](#)

[Zoning Map Amendment Checklist](#)

**Teton County cont'd**

[Conservation Area Easement Review  
Application](#)

[Development Option Plan Checklist](#)

[Development Plan Checklist](#)

[Formal Interpretation Checklist](#)

[LDR Text Amendment Checklist](#)

[Planned Unit Development Checklist](#)

[Sketch Plan Checklist](#)

[Special Use Permit Checklist](#)

[Subdivision Plat Checklist](#)

[Variance Checklist](#)

[Zoning Compliance Verification Checklist—  
Boundary Adjustment](#)

[Zoning Compliance Verification Checklist—  
Environmental Standards](#)

[Zoning Compliance Verification Checklist—  
Minor Deviation](#)

[Zoning Compliance Verification Checklist—  
Nonconformities](#)

[Zoning Compliance Verification Checklist—  
Visual Resources](#)

[Zoning Map Amendment Checklist](#)

### 4.3 *Standard Formatting*

In order to facilitate efficient review, minimum standards and formatting requirements for some components of a submittal and some applications have been established.

#### 4.3.1 **Site Plans**

[Town of Jackson Site Plan Standards](#)

[Teton County Site Plan Standards](#)

#### 4.3.2 **Proposed Development Program**

[Town of Jackson Proposed Development Program Template](#)

[Teton County Proposed Development Program Template](#)

#### 4.3.3 **Master Signage Plan**

When the Planning Director requires a Master Signage Plan pursuant to the LDRs, the signage plan should include the following:

1. **Site Plan.** A site plan, drawn to a recognized engineering scale, which depicts property boundaries, building footprints, access and circulation, parking areas, and the location of each existing and proposed sign.
2. **Linear Frontage.** Provide the building frontage in linear feet. If there are multiple buildings or multiple frontages, provide a separate measurement for each.
3. **Proposed Signs.** In a tabular format, the applicant shall identify the type, dimensions, square footage, height, clearance, setbacks, materials and colors of each sign proposed.
4. **Existing Signs.** If there are existing signs on the property that will be retained, the applicant shall identify the type, dimensions, square footage, height, clearance, setbacks, materials and colors of each existing sign, in tabular format.
5. **Illustrations.** An illustration of each proposed sign that includes dimensions, colors, materials and sign type is required.
6. **Lighting Plans.** Include specifications for the type of fixture and location of any proposed sign lighting.

#### 4.3.4 **Subdivision Plats and Maps of Survey**

##### *Review*

The proposed plat or map of survey and other documents to be recorded shall be reviewed, at a minimum, by the County Surveyor for compliance with state statute and Section 8.5.3 of the LDRs, by a title company for clarity of title, and by the County Clerk to ensure that the plat and associated documents can be recorded.



*Form*

The final version of a subdivision plat or map of survey shall be prepared in the following form:

1. The map shall be prepared on 24"x36" mylar sheets, 4 mils thick.
2. The map shall be prepared in black, indelible ink or other durable medium approved by the County Clerk.
3. For subdivision plats, the margins shall conform with Wyoming Statutes.
4. A final plat or map of survey shall be prepared by a licensed Wyoming Land Surveyor.

*Content*

A subdivision plat or map of survey prepared in association with a Subdivision Plat or Boundary Adjustment application shall contain the information required by state statute and Section 8.5.3 or Section 8.5.5 of the LDRs, as applicable.

***Wyoming State Statute § 34-12-103 Contents of plat; acknowledgment; approval by county commissioners or governing body of cities or towns; filing and recording.***

*Every such plat shall contain a statement to the effect that "the above or foregoing subdivision of (here insert a correct description of the land or parcel subdivided) as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owners and proprietors", which shall be signed by the owners and proprietors, and shall be duly acknowledged before some officer authorized to take the acknowledgement of deeds. The plat shall meet the approval of the board of county commissioners if it is of land situated without the boundaries of any city or town or by the governing body of the city or town if situated within the boundaries of such city or town. When thus executed, acknowledged and approved, said plat shall be filed for record and recorded in the office of the clerk of the proper county; provided, however, that any such plat of land adjacent to any incorporated city or town, or within one (1) mile of the boundaries of any such city or town, shall be jointly approved by both the board of county commissioners of said county and the governing body of said city or town before same shall be filed and recorded in the office of the county clerk as aforesaid.*

**For a subdivision plat**, the following information should generally be included, although this list should not be considered a substitute for state statute or the LDRs:

1. **Project boundary.** The boundary of the proposed development. For plats involving currently un-platted lands, the project boundary should be accurately related to at least 2 corners of the Public Land Survey System (section, quarter, or 1/16 corner).
2. **Dimensions.** Accurate angular and lineal dimensions of all lines, angles, and curves used to describe boundaries, streets or alley easements or other areas or important features. Also, radii, internal angles, arc lengths, chords, and chord bearings shall be given of all arcs.
3. **Preparation and revision dates.**
4. **Scale.** The map shall be prepared at a scale of 1" = 100' unless the [Town/County] Engineer approves a lesser scale.

5. **Coordinates.** In the case of plats of currently un-platted lands, Wyoming State Plane Coordinates, NAD 83 Wyoming, West Zone, on at least two boundary points of the subdivision or development, and a note indicating the monument used to derive this information.
6. **Monuments.** Accurate location of all monuments, found or set, within or adjacent to the development, including benchmarks or triangulations stations. Each lot corner and road easement shall be monumented or witnessed as required by Wyoming Statutes and the regulations of the State Board of Registration for professional engineers and land surveyors. Descriptions of all monuments, found or set, shall be shown by legend or separate description.
7. **Title block.** A title block, in the lower right hand corner of the sheet(s), showing the name of the proposed subdivision and its location by aliquot part and Section, Township and Range, and if applicable, lot, block and subdivision name.
8. **Vicinity map.** A vicinity map, showing the location of the proposed subdivision, the Section, Township, and Range, other pertinent information that will help lay-people locate the proposed subdivision, and: existing and platted or public roads and highways within  $\frac{1}{4}$  mile of the subdivision, along with their names; and the names of adjoining subdivisions.
9. **Owner/developer information.** Names, addresses and phone numbers of the owner, developer, if other than the owner, the developer's representative, if any, and the person or firm preparing the plan.
10. **Legend.** Symbols and different line types used for boundaries, easements, right-of-ways, and other features shall be described in a legend.
11. **Subdivision summary.** Specify the total acreage of the project, and the number of lots and units.
12. **Areas dedicated to the public or reserved.** Accurate boundaries of any open space/landscape surface, other areas, or roads dedicated or reserved, and a notation with the purpose of the dedication or reservation indicated.
13. **Lot lines or buildings and areas.** Lot lines or buildings (in the case of condominium or townhouse subdivisions), and the area of each lot or building in acres or square feet, as appropriate.
14. **Numbering.** Identification of all lots, blocks, buildings, streets, and other areas. Lots or buildings shall be numbered progressively in accordance with applicable state statute.
15. **Easements.** Easements and right-of-ways for utilities, pathways, drainage, public or private access, or other purposes.
16. **Road names.**
17. **Annotations.** The following certificates or annotations should be included, as applicable:
  - a. **Water system.** The annotation in bold letters of the name of the water system serving the subdivision and a certification from a licensed Wyoming Engineer of the adequacy and safety of the system. If no domestic water source is proposed for the development, the annotation shall state: **"NO PROPOSED DOMESTIC WATER SOURCE."**

- b. **Wastewater treatment.** The annotation in bold letters of the name of the sewage disposal system serving the subdivision and a certification from a licensed Wyoming Engineer of the adequacy and safety of the system shall appear. If no public sewage disposal system is proposed for the development, the annotation shall state: **“NO PROPOSED PUBLIC SEWAGE DISPOSAL SYSTEM.”**
  - c. **Roads.** If the roads are private, the annotation in bold letters with the statement **“NO PUBLIC MAINTENANCE OF STREETS OR ROADS.”**
  - d. **Airport vicinity.** Developments within, or partially within, a two (2) mile area measured from any point on the centerline of the Jackson Hole Airport runway shall be annotated: **“THIS DEVELOPMENT LIES IN THE IMMEDIATE PROXIMITY TO THE JACKSON HOLE AIRPORT.”**
  - e. **Mineral Rights.** All plats must include the following language per Wyoming Statutes: **“THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.”**
  - f. **Agricultural water rights.** Certification by Surveyor or Engineer regarding the status or water rights and the adequacy and workability of the water rights distribution and conveyance system. Proposed subdivisions with a ditch running through the land must file notice with all downstream irrigators 60 days before submitting for plat review (a notarized affidavit from the plat applicant/property owner attesting to the fact that this has been filed will suffice).
- 18. **Certificate of Surveyor.** This certificate shall include a legal description of the property to be subdivided.
  - 19. **Certificate of Owner(s).**
  - 20. **Certificate of Mortgagee.** Certificate of acceptance of mortgages, if any, of the lands included in the subdivision or development that are subject to a mortgage.
  - 21. **Acknowledgement.** Acknowledgement of all certificates.
  - 22. **Certificate of approval.** Certificate of approval by the Mayor of the Town, Town Clerk and Town Engineer, or designees, or the Chairperson of the Board of County Commissioners and County Clerk.

*Templates*

**[Subdivision Plat Amendment – Partial Vacation Instrument](#)**

## 5. Templates

These templates are provided for use by applicants and staff in preparing and processing applications.

### 5.1 *Public Templates*

These templates may be used by applicants in preparing an application package:

[Town of Jackson Letter of Authorization](#)

[Teton County Letter of Authorization](#)

[Town of Jackson Posted Notice](#)

[Teton County Posted Notice](#)

[Teton County Scenic Preserve Trust Conservation Easement Template](#)

[Teton County Noise Measurement Guidelines and Noise Measurement Report Template](#)

Certificate of Standards

### Housing Mitigation Plan Templates and Worksheets

[Housing Mitigation Plan](#)

[Independent Calculation Worksheet](#)

[Teton County Affordable Housing Calculation Worksheet](#)

[Teton County Employee Housing Calculation Worksheet](#)

[Teton County Single Family Dwelling Affordable Housing Fee Worksheet](#)

[Town of Jackson Affordable Housing Worksheet](#)

[Town of Jackson Employee Housing Calculation Worksheet](#)

### 5.2 *Internal Templates*

These templates are for use by Planning, Building and Engineering staff and are provided here for reference and information only:

#### **Correspondence**

Notice of Sufficiency

Notice of Insufficiency

Mailed Notice

**Application Processing and Review**

[Town of Jackson Pre-Application Conference Summary Template](#)

[Teton County Pre-Application Conference Summary Template](#)

[Environmental Analysis Pre-Application Conference Summary Template](#)

Staff Report

Zoning Compliance Verification Table

Review/Decision Memo

Findings of Fact and Conclusions of Law

Notice of Decision

Permit

LDR Text Amendment or Zoning Map Amendment Filing Form

**Compliance and Enforcement**

Notice to Abate

Notice of Abatement Hearing

## 6. Interpretations

From time to time, the Planning Director may issue Formal Interpretations of the LDRs, in response to written request from landowners or residents within Teton County. All Formal Interpretations issued under the LDRs are incorporated here, so that they may be referenced by the general public.