



**Application Submittal Checklist for an
LDR TEXT AMENDMENT (AMD)
Planning & Development Department
Planning Division**

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APPLICABILITY. *This checklist should be used when submitting an application for an **LDR Text Amendment**. The purpose of an LDR Text Amendment is to publicly review a change to the LDRs to ensure that it improves implementation of the Jackson/Teton County Comprehensive Plan.*

When is an LDR Text Amendment application required?

An LDR text amendment application is needed for any proposal that involves changes to the language in 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. This is encouraged for applicants who are unfamiliar with the regulations and the planning process. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

POSTED NOTICE. *The applicant is responsible for posting and maintaining a notice of the public hearing on the land subject to the application. The posted notice shall meet the following standards.*

- **Content.** The posted notice shall contain the notice content required by Subsection 1 above, except the description of the location of the land subject to the application. A template is available in the Administrative Manual.
- **Timing.** The notice shall be posted for at least 10 days prior to the hearing, and shall be removed within 5 days following the hearing.
- **Size.** The notice shall be 4 ft by 4 ft.
- **Location and Legibility.** A notice shall be placed along each front lot line so as to be legible from each access point to the site. The notice may be mounted to a building. If the notice is freestanding, it should be set back 2 ft from any lot line or access easement.
- **Materials.** The notice shall meet the materials standards of Div. 5.6. and shall not be lighted.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings, found in **Section 8.7.1, LDR Text Amendment**.*

The advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Board of County Commissioners and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Board of County Commissioners shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs;
2. Improves the consistency of the LDRs with other provisions of the LDRs;
3. Provides flexibility for landowners within standards that clearly define desired character;
4. Is necessary to address changing conditions, public necessity, and/or state or federal legislation;
5. Improves implementation of the Comprehensive Plan; and
6. Is consistent with other adopted County Resolutions.

SUBMITTAL REQUIREMENTS.

_____ **Narrative description of the objective.** Briefly describe the purpose or objective of the proposed amendment.

_____ **Existing Text to be Amended.** If the proposed amendment is to existing text within the LDRs, please identify the relevant Article, Section, or Subsection.

_____ **Proposed Amendment.** A narrative description or proposal for the amendment content and structure. Chapters, articles,

or specific text language is not required, but is helpful in review.

_____ **Neighborhood Meeting Summary (optional).** If a neighborhood meeting is held, the applicant may submit a summary of comments or questions received and the applicant's response.