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.