



**Application Submittal Checklist for a
FORMAL INTERPRETATION (INT)
Planning & Building Department
Planning Division**

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

APPLICABILITY. *This checklist should be used when submitting a request for a **Formal Interpretation**. A formal interpretation provides a written answer to a specific question of how a provision of these LDRs is applied.*

When is a Formal Interpretation required?

Interpretations of the regulations made during the course of review or execution of an application do not require a separate request for a formal interpretation. A formal interpretation may be requested to interpret any provision of the LDRs or boundary or classification of the zoning map.

When will a Formal Interpretation not be provided?

Formal interpretations that would provide for any of the following circumstances are prohibited:

- An increase in the maximum density of a use or development option.
- An increase in the floor area of a physical development or development option (e.g., FAR, maximum scale of development).
- Allowance of a not previously permitted physical development, use, or development option, except under a similar use determination.
- Enlargement of a nonconformity beyond its allowed expansion.
- Reduction of a requirement where an option for independent calculation of the requirement exists (e.g., housing, development exactions).

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.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.6.1, Formal Interpretations**.*

In making a formal interpretation, the Planning Director shall consider the following:

1. The Jackson/Teton County Comprehensive Plan;
2. The purposes for which the regulation was initially adopted. The Planning Director’s judgment should not be substituted for the legislative intent of the Town Council;
3. Previous interpretations of similar circumstances; and
4. Flexibility to achieve the desired future character within the established protections of these LDRs is to be encouraged, while flexibility around the protections provided by the standards of the LDRs shall be prohibited.

GENERAL INFORMATION.

_____ **Interpretation Requested.** Identify the LDR provision or boundary or classification of the zoning map for which you are requesting an interpretation.

_____ **Circumstances.** Briefly describe the circumstances to be evaluated in making the interpretation.