



**Application Submittal Checklist for a  
ZONING COMPLIANCE VERIFICATION (ZCV) for  
ENVIRONMENTAL STANDARDS  
Planning & Building Department  
Planning Division**

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**APPLICABILITY.** *This checklist should be used when submitting a request for a Zoning Compliance Verification (ZCV) to determine compliance with **Division 5.1, General Environmental Standards and/or Division 5.2, Environmental Standards Applicable in Specific Areas.***

**When is an Environmental Standards ZCV required?**

An Environmental Standards ZCV is required when a proposed physical development, use, development option, or subdivision is exempt from the requirement to prepare an Environmental Analysis (EA) but must still be found compliant with the environmental standards in Divisions 5.1 and 5.2 in order to be approved.

**When else might an Environmental Standards ZCV be requested?**

Most of the time, compliance with Divisions 5.1 and 5.2 will be determined as part of an application for a physical development, use, subdivision or development option, with no separate analysis or determination required. However, an applicant may wish to request an environmental standards ZCV that informs application submittal but is not dependent on application information for review, for example:

- An applicant is considering purchase or selling property and wishes to obtain confirmation that a building envelope or conceptual physical development area is compliant in advance of sale; or
- An applicant would like confirmation and review of a wetland delineation to inform site planning; or
- An applicant would like a written determination of exemption from the requirement to prepare an EA, pursuant to Section 8.2.2.

**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.

**GENERAL INFORMATION.**

\_\_\_\_\_ **Requested Standards for Compliance Review.** The application package should identify which standards you are requesting review for compliance with, including, but not limited to:

- \_\_\_\_\_ 5.1.1, Waterbody and Wetland Buffers
- \_\_\_\_\_ 5.2.1, Natural Resource Overlay Standards
- \_\_\_\_\_ 5.2.1.G.4, Trumpeter Swan
- \_\_\_\_\_ 5.2.1.G.6, Bald Eagle

**WETLANDS AND WATERBODIES.** *If the request is for evaluation of the compliance of the proposed physical development, use, development option or subdivision with the standards in 5.1.1, Waterbody and Wetland Buffers, the application should include the following.*

\_\_\_\_\_ **Map(s) containing Waterbodies and Wetlands.** The map shall include aerial photography, property boundaries (or the project area if different than the property boundaries), waterbodies, delineated wetlands and associated setbacks.

\_\_\_\_\_ **Map and description of the proposal.** The map shall depict aerial photography, property boundaries, waterbodies, wetlands, any applicable resource setbacks and the proposed physical development, use, development option or subdivision. Include a narrative description of the proposal.

\_\_\_\_\_ **Description of Waterbodies and Wetlands.** Provide a description of the wetlands on the property including the size,

type and observed condition.

\_\_\_\_\_ **US Army Corps of Engineers verification.** Provide a copy of the US Army Corps of Engineers wetland verification letter prior to initiating development. If the letter refers to a particular report, please provide the report with the letter.

**TRUMPETER SWAN.** *If the request is for evaluation of the compliance of the proposed physical development, use, development option or subdivision with the standards in 5.2.1.F.4, Trumpeter Swan, the application should include the following.*

\_\_\_\_\_ **Map(s) containing location of trumpeter swan nest and 300-foot buffer.** The map shall include aerial photography, property boundaries, trumpeter swan nest location and 300-foot setback.

\_\_\_\_\_ **Map and description of the proposal.** The map shall depict aerial photography, property boundaries, waterbodies, wetlands, any applicable resource setbacks and the proposed physical development, use, development option or subdivision. Include a narrative description of the proposal.

**BALD EAGLE.** *If the request is for evaluation of the compliance of the proposed physical development, use, development option or subdivision with the standards in 5.2.1.F.6, Bald Eagle, the application should include the following.*

\_\_\_\_\_ **Map(s) containing location of bald eagle nest, 660-foot buffer, and crucial winter habitat.** The map shall include aerial photography, property boundaries, bald eagle nest location, 660-foot setback, and crucial winter habitat areas.

\_\_\_\_\_ **Map and description of the proposal.** The map shall depict aerial photography, property boundaries, waterbodies, wetlands, any applicable resource setbacks and the proposed physical development, use, development option or subdivision. Include a narrative description of the proposal.

**The bald eagle setback/buffer may be administratively varied by the Planning Director given specific circumstances. See Subsection 5.2.1.F.6.a for a description of the circumstances under which the setback may be varied. If you are requesting that the 660-foot setback be varied, please indicate below which section you would like the Planning Director to evaluate in order to process your request and include information demonstrating compliance with the relevant section:**

\_\_\_\_\_ Temporary activities.

\_\_\_\_\_ Development not visible from the nest.

\_\_\_\_\_ Development visible from the nest.

\_\_\_\_\_ Map showing 330' buffer.