



**Application Submittal Checklist for a  
ZONING COMPLIANCE VERIFICATION (ZCV) for  
VISUAL RESOURCE ANALYSIS  
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 5.3, Scenic Standards.***

**When is a Visual Resource Analysis ZCV required?**

A Visual Resource Analysis ZCV is required when, pursuant to Subsection 5.3.2.H.1, an applicant must demonstrate that no other siting alternative compliant with the LDRs exists which would avoid penetration of the skyline by proposed physical development. Verification of the finding that skylining cannot be avoided is required before an applicant may proceed to the standards for mitigating necessary skyline penetration.

**When else might a Visual Resource Analysis ZCV be requested?**

Most of the time, compliance with Division 5.3, Scenic Standards 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 a visual resource analysis 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 is compliant in advance of sale; or
- An applicant would like preliminary confirmation that a conceptual roof ridge or building elevation will comply prior to investing in full design and construction plans.

**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.**

\_\_\_\_\_ **Narrative description of the use, physical development or subdivision or development option.** Briefly describe the proposed use, physical development, or subdivision or development option for which you are seeking a verification. Include the proposed location of the use or physical development.

**FOREGROUND OF THE SCENIC AREAS.** *If the proposed physical development, use, development option or subdivision will be located within the foreground of a designated Scenic Area, please submit the following information with your ZCV request.*

\_\_\_\_\_ **Site Plan.** Include a site plan, drawn to a recognized engineering scale, that depicts the location of the proposed physical development, use, development option or subdivision in relation to any State Highway or County designed Scenic Road, existing and/or proposed property boundaries, existing physical development or uses, and landscaping.

\_\_\_\_\_ **Visual Analysis Narrative.** A narrative describing the visual impact of the proposed physical development, use, development option or subdivision on surrounding designated scenic corridors and viewpoints.

\_\_\_\_\_ **Photographic Perspective/Simulation.** A photographic analysis or simulation, in accurate perspective format, that depicts what portions of the proposed physical development, use, development option or subdivision are visible from various points along the scenic corridor. Multiple perspectives may be required to reflect the appearance of the development as the viewpoint is moved along the corridor.

\_\_\_\_\_ **Photographic Perspective/Simulation Viewpoint Reference Map.** A map indicating the locations or viewpoints along the corridor from which photographic perspectives or simulations have been submitted.

\_\_\_\_\_ **Subsection 5.3.2.G.** Please include a demonstration of compliance with the standards of this section. Depending on the nature of the proposal and the specific site, demonstration of compliance may include elevations, sections, grading plans, landscaping plans, descriptions of bulk, scale or massing, or samples of exterior materials.

\_\_\_\_\_ **Alternative Site Design Analysis.** Compare the visual impacts of alternative site designs, if any.

**SKYLINE OF THE SCENIC AREAS.** *If the proposed physical development, use, development option or subdivision will be located within the Skyline of a designated Scenic Area, a story pole analysis conducted with Planning Department staff will be required. In order to initiate the process, please submit the following with a ZCV request.*

\_\_\_\_\_ **Site Plan.** Include a site plan, drawn to a recognized engineering scale, that depicts existing contours and slope of the lot, the proposed building envelope or building location, and the locations where story poles will be placed to simulate the proposed or conceptual roof ridgeline.

\_\_\_\_\_ **Building specifications.** A narrative identifying the proposed height of the building, form of the structure and exterior materials or colors. Building plans or elevations are not required, but may be submitted if available.

\_\_\_\_\_ **Proposed time for story pole analysis.** Identify a window of time when the applicant or applicant's agent is available to erect the story poles on the property and participate in the story pole analysis with staff.

**Once the ZCV request is received, a planner will contact you to schedule an exact day and time for the story pole analysis. Because weather may impact story pole visibility, or make it challenging to keep the poles upright in the event of high winds, we recommend you do not place the story poles on site until a specific date is chosen for the analysis.**

**The story poles must be 30 feet in height, and should be flagged or marked at 20 feet in height in a manner that is visible from a distance. Once the poles are up, staff and the applicant will view the poles from various points along the scenic corridor. Photographs will be taken from each viewpoint to document the findings of the analysis. Following the analysis, staff will issue a determination and will outline any next steps required.**