



**Application Submittal Checklist for a  
CONDITIONAL USE PERMIT (CUP)  
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](http://www.townofjackson.com)

**APPLICABILITY.** *This checklist should be used when submitting an application for a **Conditional Use Permit**.*

**When is a Conditional Use Permit required?**

Section 6.1.1 of the LDRs contains the Use Schedule for all zones. Allowed uses that require a Conditional Use Permit are denoted with a "C." You can also determine whether a Conditional Use Permit is required by referencing Subsection C of the applicable zone.

**Do I need a Pre-Application Conference first?**

Yes, a Pre-Application Conference is required.

**FINDINGS FOR APPROVAL.** *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.4.2, Conditional Use Permit**.*

A conditional use permit shall be approved upon finding the application:

1. Is compatible with the desired future character of the area; and
2. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone; and
3. Minimizes adverse visual impacts, and;
4. Minimizes adverse environmental impacts; and
5. Minimizes adverse impacts from nuisances; and
6. Minimizes adverse impacts on public facilities; and
7. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and
8. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

**GENERAL INFORMATION.**

\_\_\_\_\_ **Response to Pre-Application Conference Summary Checklist.** During the pre-application conference, you will be provided with a summary and checklist of applicable LDR standards and requirements that must be addressed for a sufficient application.