



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

**Town of Jackson**

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police

**Joint Town/County**

- Parks and Recreation
- Pathways
- Housing Department

**Teton County**

- Planning Division

- Engineer
- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee

**State of Wyoming**

- Teton Conservation
- WYDOT
- TC School District #1
- Game and Fish
- DEQ

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Special Districts**

- START
- Jackson Hole Fire/EMS
- Irrigation Company

<p>Date: August 28, 2019</p> <hr/> <p>Item #: P19-208</p> <hr/> <p>Planner: Brendan Conboy</p> <p>Phone: 733-0440 ext. 1302</p> <p>Fax: 734-3563</p> <p>Email: <a href="mailto:bconboy@jacksonwy.gov">bconboy@jacksonwy.gov</a></p> <hr/> <p><b>Owner:</b> Julie Holding PO Box 3052 Jackson, WY 83001</p> <hr/> <p><b>Applicant:</b> Davin Stitgen – Lot Nineteen, LLC 9028 Mt. Oliver St Victor, ID 83455</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Grading Pre-Application for the property located 240 E. Kelly Avenue legally known as, LOT 6, BLK. 3, BRUNDAGE.</p> <p>For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p><b>Please respond by:</b>    n/a</p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Department

\* EMAILED 8/22/19
TIFFANY STOLTE
TSTOLTE@JACKSONWY.GOV

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

For Office Use Only

Fees Paid \_\_\_\_\_ Time & Date Received \_\_\_\_\_
Application # \_\_\_\_\_

Please note: Applications received after 3 PM will be process the next business day.

APPLICABILITY. This application should be used when applying for a Pre-application Conference. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: Gilbert-Holding Residence
Physical Address: 240 E. Kelly Ave., Jackson, WY 83001
Lot, Subdivision: Lot 6, Blk 3, Brundage PIDN: 22-41-16-34-2-28-004

PROPERTY OWNER.

Name: Julie Holding Phone: (520) 604-0064
Mailing Address: PO Box 3052, Jackson, WY ZIP: 83001
E-mail: julieholding@yahoo.com

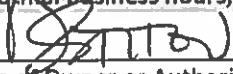
APPLICANT/AGENT.

Name, Agency: Davin Stitgen - Lot Nineteen, LLC Phone: (608) 285-2219
Mailing Address: 9028 Mt. Oliver Street, Victor, ID ZIP: 83455
E-mail: davin.stitgen@lot19.co

DESIGNATED PRIMARY CONTACT.

Property Owner X Applicant/Agent

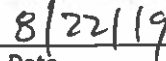
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.



Signature of Owner or Authorized Applicant/Agent

Davin Stitgen

Name Printed



Date

8/22/2019

Title

Residential Building Construction – Pre-Application Narrative

August 22, 2019

Project Name:  
Gilbert-Holding Residence

Project Location:  
240 E. Kelly Ave.  
Jackson, WY 83001  
PIDN: 22-41-16-34-2-28-004

Owner(s):  
Julie Holding - Trustee  
PO Box 3052  
Jackson, WY 83001

Applicant/Agent:  
Davin Stitgen  
Lot Nineteen, LLC  
9028 Mt. Oliver Street  
Victor, ID 83455

Project Description:

240 E. Kelly Ave. sits vacant and lightly vegetated after an existing structure was demolished last fall, Fall 2018, to make way for a new construction, single family, residential building. The proposed new house will be two stories with a basement and an 8:12 gable roof. The proposed structure will be approximately 29.5' wide, 35ft deep, and 31ft tall. The lot is approximately level with alley access to the South and an existing, ~10ft driveway cut in the NW corner. There is a utility pole along the alleyway that holds, cable and electric services. We intend to reconnect to the existing sewer, water, and gas lines that were temporarily abandoned last fall. The new residence will be situated towards the street side, north, property line to leave the rear yard available for current green space and future development—generating this future development is not a goal of the current owners. We do not intent for the proposed structure or development to require any variances to the currently adopted Town of Jackson LRDs.

Please find the proposed conceptual site plan attached to this letter. There are no major topographic features on this lot so no grading plan has been provided at this time.

Sincerely,

  
Davin Stitgen

**LETTER OF AUTHORIZATION**

Julie Holding "Owner" whose address is: P.O. Box  
3052 Jackson Way 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)  
Julie Holding Trust dated 10/29/08 as the owner of property

more specifically legally described as: PARCEL 22-41-16-34-2-28-004  
240 E. KELLY AVE. JACKSON, N.Y.

LOT 6, BLOCK 3 BRUNDAGE ADDITION, PLAT NO. 117A

(If too lengthy, attach description)

HEREBY AUTHORIZES DAVN STIGEN - LOT N NETERN, LLC as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER: Julie Holding

(SIGNATURE) (SIGNATURE OF CO-OWNER)  
Trustee

Title: Trustee  
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Colorado

COUNTY OF Larimer

The foregoing instrument was acknowledged before me by Julie Holding this 19<sup>th</sup> day of August, 2019

WITNESS my hand and official seal, [Signature] (Seal)

(Notary Public)

My commission expires: 04/25/2023

