



# 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: January 11, 2021</p> <hr/> <p>Item #: P21-007</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <hr/> <p><b>Owner:</b> Nick Zazzara PO Box 10812 Jackson, WY 83002</p> <hr/> <p><b>Applicant:</b> Nelson Engineering – Suzanne Lagerman PO Box 1599 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Sewer Connect located at 2165 Fish Creek Rd.</p> <p>For questions, please call Brian Lenz 733-0440 x1410 or email to the address shown below. Thank you.</p>
<p><b>Please respond by:</b> <b>February 1, 2021 (with Comments)</b></p>	

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



# JORGENSEN

It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

6 January 2021

Town of Jackson Planning Department  
Attn: Brian Lenz, Town Engineer  
PO Box 1687  
Jackson, WY 83001  
via Digital Delivery

Dear Planning Department,

Jorgensen, Inc (Jorgensen) is working with Flat Creek Inn and Elk Refuge Inn, both located roughly 1.25 miles north of Town, to explore wastewater disposal options. This letter is submitted accompanying a Planning Permit Application for the purpose of seeking permission for Flat Creek Inn and Elk Refuge Inn to connect to the Town of Jackson Sewer Collection and Treatment system.

Both Inns currently dispose of wastewater using disposal fields that they wish to abandon, in favor of connecting to the Town of Jackson system. This would require the construction of a lift station and roughly 1.25 miles of pressure sewer. The line would discharge into the Town of Jackson manhole located between Highway 89 and Flat Creek, in the vicinity of Dairy Queen. The design, procurement of easements and agreements with landowners and construction of the lift station and sewer line would be undertaken by a partnership between the two Inns.

Neighboring property owners have been contacted to determine if there are interested in discharging wastewater to the town and the two Inns are the only interested parties at this time. The expected quantity of wastewater expected to be discharged to the Town of Jackson system is approximately 16,000 GPD and is summarized below.

- Flat Creek Inn
  - Current generation (peak season) = 7500 GPD<sub>1</sub>
  - Additional generation of future expansion 120GPD/apartment<sub>2</sub>\*5 apartments = 600 GPD
  - Additional generation of laundry 450GPD/machine<sub>2</sub>\*2 machines = 900 GPD
- Elk Refuge Inn
  - Current generation
    - 140GPD/room<sub>2</sub>\*25 rooms = 3500 GPD
    - 450GPD/machine<sub>2</sub>\*1 machine = 450 GPD
  - Additional generation of future expansion
    - 140GPD/room<sub>2</sub>\*10 rooms = 1400 GPD
    - 4\*(280GPD/2 bd emp housing)<sub>2</sub> = 1120 GPD
    - 450GPD/machine<sub>2</sub>\*1 machine = 450 GPD

<sub>1</sub> measured flows <sub>2</sub> Wyoming Department of Environmental Quality Chapter 25 (2018)

The wastewater generated at Flat Creek Inn has been analyzed and sewage strength information is available upon request.

We look forward to working with the Town of Jackson and if any questions should arise, please contact me.

Regards,  
Jorgensen Associates

Joseph Lovett, PE  
Project Manager



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

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

**For Office Use Only**

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

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

**PROJECT.**

Name/Description: North Highway 89 Inns sewer connection  
Physical Address: Flat Creek Inn Elk Refuge Inn  
1935 North Highway 89 1755 North Highway 89  
Lot, Subdivision: 22-41-16-22-2-00-015 22-41-16-22-2-00-007

**PROPERTY OWNER.**

Name: Brunson, Patricia Bagley & Bagley Living Trust Elk Refuge Inn, LLC ET AL  
1409 North 400 West PO Box 10518  
Mailing Address: American Fork, UT 84003 Jackson, WY 83002-0518  
E-mail: 801-492-1658 307-699-4707  
korinnebn@gmail.com monay@theshinegroup.net

**APPLICANT/AGENT.**

Name: Jorgensen Associates; attn Joe Lovett Phone: 307.733.5150  
Mailing Address: PO Box 9550 ZIP: 83002  
E-mail: JLOVETT@JORGENG.COM

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/200/Planning)

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> Other: <u>TOJ sewer</u>
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: n/a Environmental Analysis #: n/a  
Original Permit #: n/a Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

\_\_\_\_\_ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).

\_\_\_\_\_ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**Note:** Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title