



# 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: May 17, 2019</p> <p>Item #: P19-125</p> <p>Planner: Brendan Conboy</p> <p>Phone: 733-0440 ext. 1302</p> <p>Fax: 734-3563</p> <p>Email: bconboy@jacksonwy.gov</p> <p><b>Owner:</b> 540 Cache Creek LLC c/o Wildstar Partners LLC 207 High Point Dr Building 100 Victory, NY 14564-1061</p> <p><b>Applicant:</b> Farmer Payne Architects PO Box 381 Jackson, WY 83001</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for Pre-Application Conference for a Grading Permit for the property located at 540 Cache Creek Drive, legally know as Lot 6, BLK. 7, Hall 2</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)

Town of Jackson  
Planning & Building Department  
150 E Pearl Ave.  
Jackson WY 83001

NE Job #: 19-046-04  
May 15, 2019

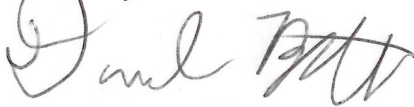
## **Pre-Application Conference Request: Cache Creek Residences**

This application is seeking to schedule a pre-application to determine the process for a proposed development at 540 Cache Creek Drive. Enclosed with this application are several layouts, indicating existing conditions, a demolition plan, and a utility/grading plan for the proposed development. The development will consist of subdividing the lot in question into 2 lots, and building a single-family residence on the Southern lot with a new access/approach from Snow King Drive. This Pre-app request is for grading purposes.

This is phase 1 of a 2-phase process for subdividing and developing this parcel(s). At a later date, in the near future, a single-family home will also be constructed on the Northern lot. This work is not imminent, but is currently being schematically planned.

The application wishes to schedule a meeting as soon as possible.

Sincerely,



Daniel J Bates, PE  
Staff Engineer



## **PRE-APPLICATION CONFERENCE REQUEST (PAP)**

### **Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **DESIGNATED PRIMARY CONTACT.**

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

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

\_\_\_\_\_ Physical Development Permit  
\_\_\_\_\_ Use Permit  
\_\_\_\_\_ Development Option or Subdivision Permit  
\_\_\_\_\_ Interpretations of the LDRs  
\_\_\_\_\_ Amendments to the LDRs  
\_\_\_\_\_ Relief from the LDRs  
\_\_\_\_\_ Environmental Analysis

**This pre-application conference is:**

\_\_\_\_\_ Required  
\_\_\_\_\_ Optional  
\_\_\_\_\_ For an Environmental Analysis  
\_\_\_\_\_ For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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).

\_\_\_\_\_ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

\_\_\_\_\_ Existing property conditions (buildings, uses, natural resources, etc)  
\_\_\_\_\_ Character and magnitude of proposed physical development or use  
\_\_\_\_\_ Intended development options or subdivision proposal (if applicable)  
\_\_\_\_\_ Proposed amendments to the LDRs (if applicable)

\_\_\_\_\_ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

\_\_\_\_\_ Property boundaries  
\_\_\_\_\_ Existing and proposed physical development and the location of any uses not requiring physical development  
\_\_\_\_\_ Proposed parcel or lot lines (if applicable)  
\_\_\_\_\_ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

\_\_\_\_\_ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

\_\_\_\_\_ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

# LETTER OF AUTHORIZATION

540 Cache Creek LLC as contract purchaser, "Owner" whose address is: PO Box 7944

Jackson, WY, 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

540 Cache Creek LLC, as the owner of property

more specifically legally described as:

PIDN 22-41-16-34-1-35-010

(If too lengthy, attach description)

HEREBY AUTHORIZES Farmer Payne Architects and Holland & Hart LLP 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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Owners Rep & Manager

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

STATE OF Wyoming )  
COUNTY OF Teton )SS.

The foregoing instrument was acknowledged before me by Douglas Workman this 14th day of January, 2021.

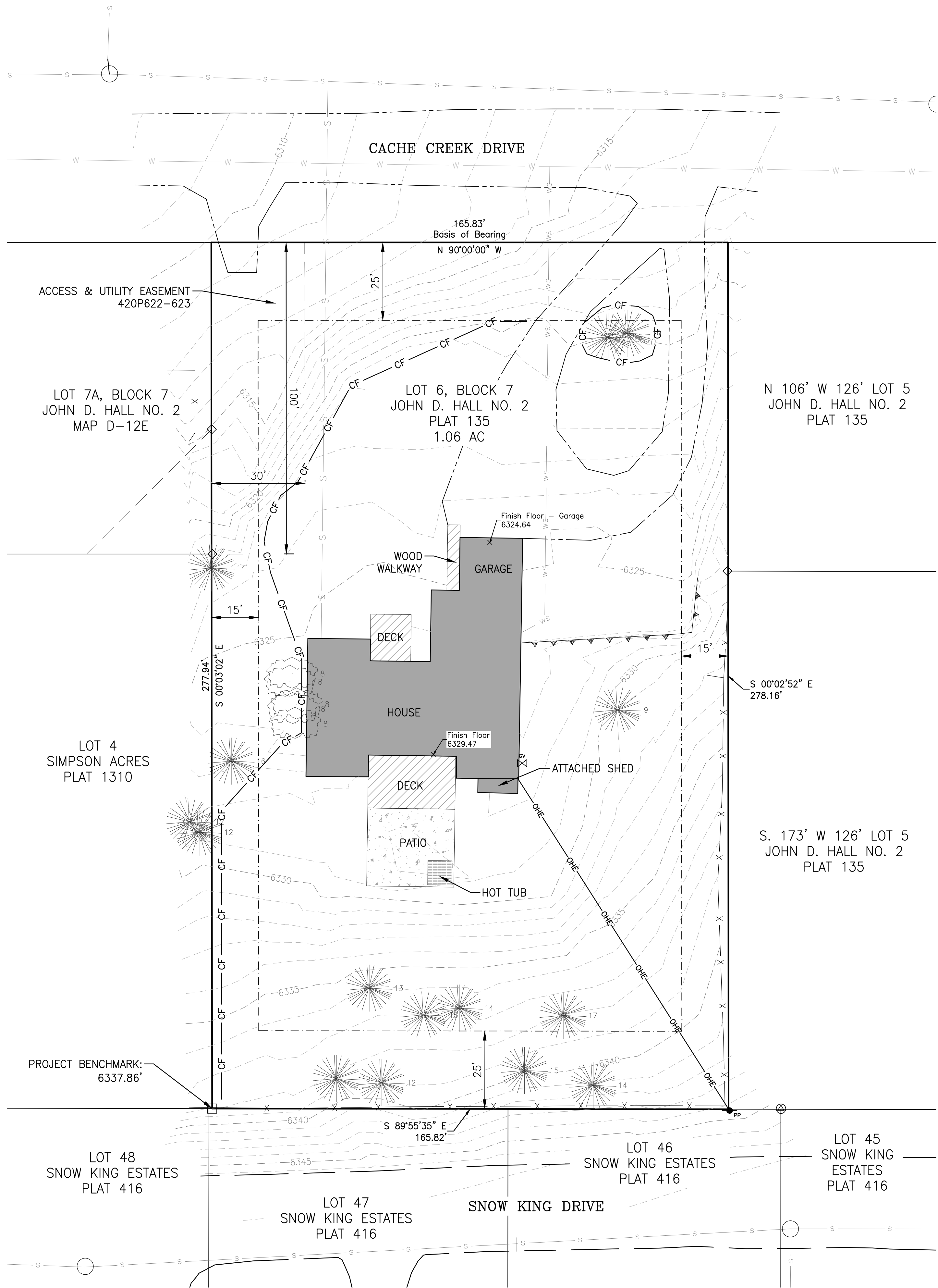
WITNESS my hand and official seal.

Lydda J. James (Seal)  
(Notary Public)

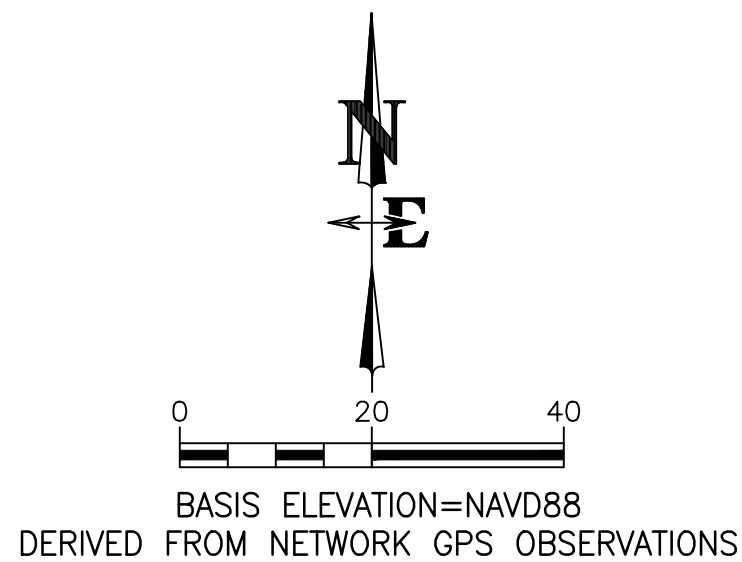
My commission expires: 7/12/21



S:\Proj\2019\046-01 (Lot 6 John D Hall-540 Cache Creek Drive)\19-046-01-existing.dwg EXISTING SITE PLAN - May 15 2019 03:05:25 pm PLOTTED BY: JMK DATE: 5/17/19



EXISTING SITE PLAN  
SCALE: 1" = 20' (24X36)



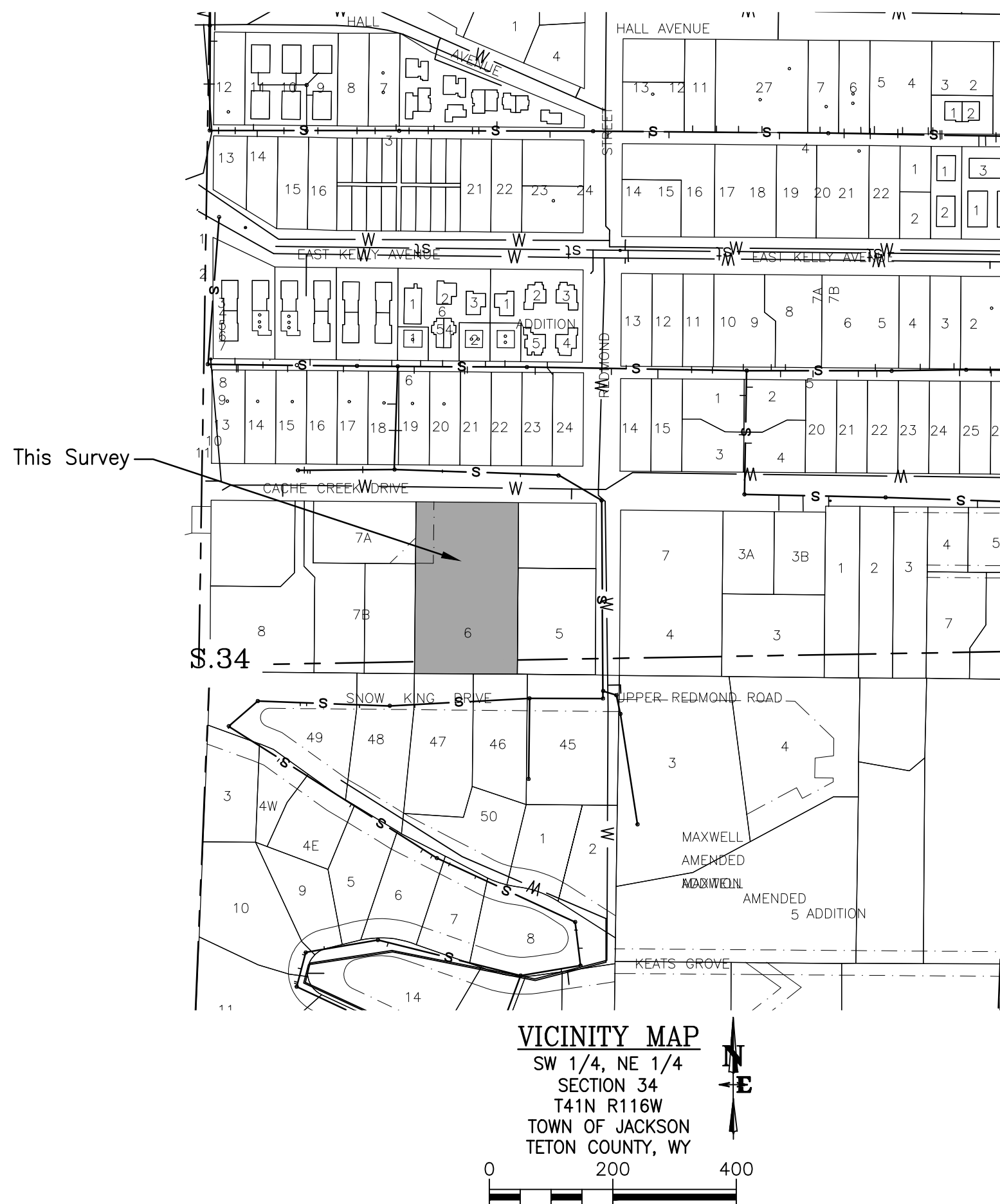
TOWN OF JACKSON ZONING:  
NL-2 (NEIGHBORHOOD LOW DENSITY-2)

PRIMARY BUILDING SETBACKS  
(PER TOWN OF JACKSON LDRs 3/8/19):  
PRIMARY STREET SETBACK - 25'  
SECONDARY STREET - 15'  
SIDE INTERIOR - 15'  
REAR - 25'

SEE REGULATIONS FOR ADDITIONAL REQUIREMENTS

FIELD WORK COMPLETED 3/6-3/7/19

- NOTES:
- 3'-4' of snow cover at time of survey - features may exist that were not located as part of this survey.
  - Decks and concrete patio were calculated from scanned building footprint. Not surveyed in field due to snow cover.



LEGEND

	=	PROPERTY LINE		=	GAS VALVE
	=	EASEMENT LINE		=	POWER POLE
	=	SETBACK LINE		=	PINE TREE WITH TRUNK DIA (IN.)
	=	ADJACENT LOT LINE		=	COTTONWOOD TREE WITH TRUNK DIA (IN.)
	=	CONCRETE (APPROX.)		=	FOUND BRASS CAP 164
	=	EDGE PAVEMENT		=	FOUND REBAR WITH CAP 3831
	=	EDGE PLOWED ROAD		=	FOUND REBAR WITH CAP 522
	=	WOOD FENCE			
	=	RETAINING WALL (APPROX.)			
	=	OVERHEAD POWER			

DATE	5-17-19	REV.
SURVEYED	NE	
ENGINEERED	JK	
DRAWN	DB	
CHECKED	JK	
APPROVED	JK	

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DRAWING TITLE  
**EXISTING SITE PLAN**

JOB TITLE  
**LOT 6 JOHN DODGE HALL #2  
540 CACHE CREEK DRIVE  
NEW WEST BUILDING COMPANY**

DRAWING NO  
**C1.0**

JOB NO  
**19-046-01**

5-17-19\_PRE-APP



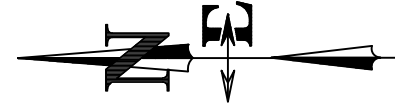
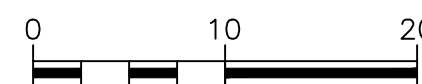
S:\Projects\2019\046-01\Lot 6 John Dodge Hall\4046-01 cache creek drive dr-survey & replot.dwg 15:06:40 05/15/2019 03:59:59 pm PLOTTED BY: JMK DWG: 19-046-01 PRE-APP

DEMOLITION NOTES:

1. ENCROACHMENT PERMIT MUST BE SUBMITTED TO TOWN OF JACKSON PRIOR TO ANY WORK IN RIGHT-OF-WAY.
2. INSTALL CONSTRUCTION FENCE AND GATE AS SHOWN.
3. REFER TO MAY 2, 2019 LETTER REGARDING ASBESTOS INSPECTION. ASBESTOS WAS FOUND.
4. CONTRACTOR TO COORDINATE WITH UTILITY COMPANIES FOR DISCONNECTION OF SERVICES PRIOR TO DEMOLITION AND IN REGARDS TO SERVICES TO NEW HOME.
5. POTHOLE AND/OR CAMERA TO LOCATE EXISTING SEWER WHICH EXTENDS NORTHERLY FROM THE EXISTING HOUSE TO THE SEWER MAIN IN CACHE CREEK DRIVE. CAP SERVICE LINE AND ABANDON LINE TO HOUSE, PER TOJ STANDARD.
6. LOCATE WATER CURB STOP ON SITE. POTHOLE AND INSPECT WATER SERVICE AT PROPERTY LINE, & CAP.
7. BUILDING CRAWLSPACE WILL BE LEFT AS DEPRESSION FROM ADJACENT GRADE AND ADJUSTED FOR CRAWLSPACE/FOOTING OF NEW RESIDENCE.
8. WORK TO COMMENCE UPON PERMIT ISSUANCE AND COMPLETE BY FALL, 2020.

DEMOLITION PLAN

SCALE: 1" = 10' (24X36)



- = PROPERTY LINE
- - - = EASEMENT LINE
- · - · - = SETBACK LINE
- - - - - = ADJACENT LOT LINE
- [Pattern] = CONCRETE (APPROX.)
- = EDGE PAVEMENT
- - - = EDGE PLOWED ROAD
- x — x — = WOOD FENCE
- ▲ — ▲ — ▲ = RETAINING WALL (APPROX.)
- OHE — OHE — = OVERHEAD POWER

LEGEND

- [Symbol] = GAS VALVE
- [Symbol] = POWER POLE
- [Symbol] = PINE TREE WITH TRUNK DIA (IN.)
- [Symbol] = COTTONWOOD TREE WITH TRUNK DIA (IN.)
- [Symbol] = FOUND BRASS CAP 164
- [Symbol] = FOUND REBAR WITH CAP 3831
- [Symbol] = FOUND REBAR WITH CAP 522

5-17-19\_PRE-APP

DRAWING NO

C1.1

JOB TITLE

LOT 6 JOHN DODGE HALL #2  
540 CACHE CREEK DRIVE  
NEW WEST BUILDING COMPANY

DRAWING TITLE

DEMO PLAN

DATE

SURVEYED

ENGINEERED

DRAWN

CHECKED

APPROVED

REV.

5-17-19

NE

JK

DB

JK

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087



