



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

Date: May 31, 2019	REQUESTS: The applicant is submitting a request for an Encroachment Agreement for the property located at 60 E. Pearl Avenue, legally known as, LOT 4-5-6, BLK. 6 CACHE CREEK ADDITION, 1 st ADD. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-040	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Jackson Fire / EMS 40 E. Pearl Ave Jackson, WY 83001 Applicant: Joe Bolton 370 E. 500 S. Suite 200 Salt Lake City, UT 84111	
Please respond by: June 21, 2019 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@jacksonwy.gov



ENCROACHMENT AGREEMENT APPLICATION

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

OWNER OF PROPERTY:

Name: Jackson Fire/ EMS Phone: 307-733-4732
Mailing Address: 40 E Pearl Ave, Jackson, WY ZIP: 83001
E-mail: mredwine@tetoncountywy.gov

APPLICANT/AGENT:

Name: Joe Bolton Phone: 385-232-5682
Mailing Address: 370 E 500 S Suite 200 SLC, UT ZIP: 84111
E-mail: jbolton@forsgren.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 60 E Pearl Ave, Jackson, WY, 83001
Lot, Subdivision: LOTS 4-5-6, BLK. 6 CACHE CREEK ADDITION, 1ST ADD.
PIDN: 22-41-16-34-2-06-008.02
Description of Public Right-of Way: Unnamed Alley South of Fire Station

SUBMITTAL REQUIREMENTS. Three (3) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department. 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.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

10/29/15

✓ **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

✓ **Narrative Description of the Request.** Provide a detailed narrative description explaining the use of the noted public right-of-way.

✓ **Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

FORMAT:

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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. 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 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 the Town of Jackson to enter upon the abovementioned 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

Joe Bolton

Name Printed

5/30/19

Date

Owner's Representative

Title

LETTER OF AUTHORIZATION

JACKSON HOLE FIRE/EMS, "Owner" whose address is: 60 East Pearl Ave.
Jackson Wyoming 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: 22-41-16-34-2-06-008 Part Block 6
Lot 4 Plat 000102 Cache Creek
Jackson Hole Fire/EMS - FIRE STATION #1

(If too lengthy, attach description)

HEREBY AUTHORIZES Joe Bolton, Owner's Representative - Fire Station 1 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: Brady Hansen BRADY HANSEN

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: FIRE CHIEF

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

STATE OF WYOMING)
)SS.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by BRADY HANSEN this 29 day of
MAY, 2019.

WITNESS my hand and official seal.

Kelli Fennessey
(Notary Public)

My commission expires:

(Seal)

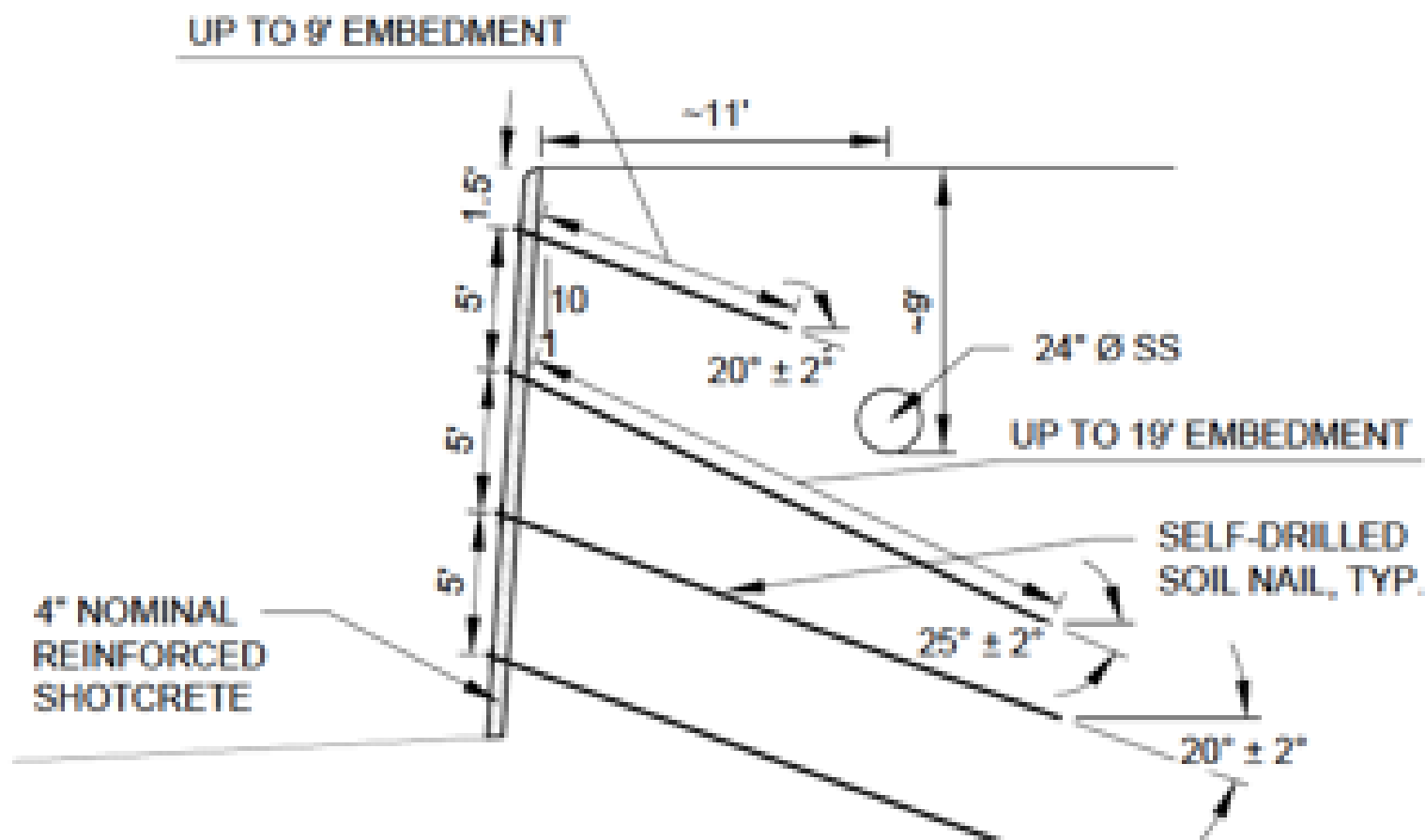


Encroachment Agreement Application

Narrative Description of the Request

Fire Station 1 – 60 E Pearl Ave

Along the southern extent of the proposed basement addition and stormwater infiltrator, temporary shoring will be required to stabilize the surrounding soil during excavation and construction. This shoring will be accomplished by soil nails which will extend underneath the town right of way of the existing unnamed alley to the south of the fire station. Along the extent of the elevator pit, 25 LF, the shoring will reach existing grade approximately 2-4 ft into the ROW. Along the southern extent of the infiltrator, the excavation will not extend into the ROW. It is understood that a total of approximately 60 LF of shoring parallel to the ROW will be required at a maximum height of 18 ft.



B

SECTION VIEW - ELEVATOR PIT

SCALE: 1" = 8'

