



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

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

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, 1st ADD.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

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.

 **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 / EPIS , "Owner" whose address is: 50 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 50
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 &

1

COUNTY OF TARRANT

1

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

WITNESS my hand and official seal.

WITNESS my hand and official seal.



(Notary Public)

(Seal)



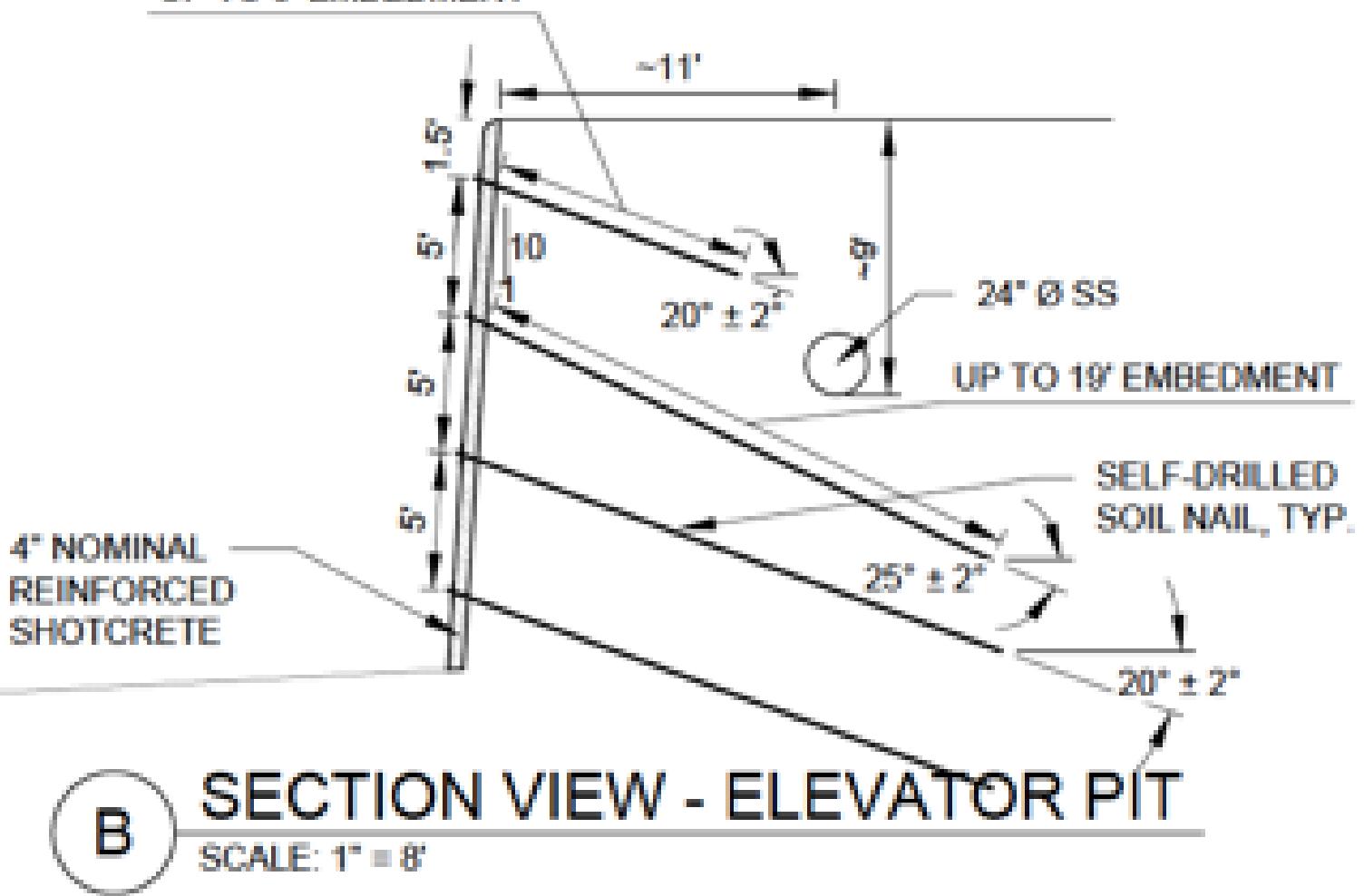
Encroachment Agreement Application

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.

UP TO 9' EMBEDMENT



LEGEND
 (E) EXISTING (P) PROPOSED
 +200.6' (E) SPOT ELEVATION
 +200.6' (P) SPOT ELEVATION
 PROPERTY BOUNDARY
 EASEMENT
 (E) STRUCTURE
 (P) STRUCTURE
 (E) EDGE OF ASPHALT
 (P) EDGE OF ASPHALT
 (E) EDGE OF GRAVEL
 (P) EDGE OF GRAVEL
 (E) FENCE
 (P) FENCE
 (E) CURB FLOW LINE
 (E) EDGE OF CONCRETE
 (P) EDGE OF CONCRETE
 (E) WATER MAIN
 (E) WATER SERVICE
 (E) SEWER MAIN
 (E) SEWER SERVICE
 (E) GAS LINE
 (E) OVERHEAD ELECTRICAL LINE
 (E) UNDERGROUND ELECTRICAL LINE
 (E) UNDERGROUND TELEPHONE LINE
 (P) SEWER SERVICE
 (P) GAS LINE
 SAN SAN
 SAN SAN
 GAS GAS
 CH CH
 USE USE
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 SAN SAN
 GAS GAS

GRADING AND EROSION CONTROL NOTES (PLAN LEVEL)

DISTURBANCE (SF) SLOPES (%)
 7,200 0-5
 300 5-10
 0 10+
 7,500 25/30 TOTAL

0 SF OF DISTURBANCE OCCURRING ON >15% SLOPES
 EXISTING IMPERVIOUS SURFACES 30.9%
 PROPOSED IMPERVIOUS SURFACES 54.3%
 THEREFORE A GES "PLAN" IS REQUIRED.

DEVELOPMENTAL NOTES:

- LAND DISTURBING ACTIVITIES WILL BEGIN SPRING 2019 (PENDING PERMIT APPROVALS) AND WILL BE COMPLETED FALL 2020.
- REVEGETATION WILL OCCUR AS SOON AS CONDITIONS ALLOW PER THE DETAILS BELOW.

INVASIVE SPECIES MANAGEMENT:

- ALL CONSTRUCTION ACTIVITIES, INCLUDING LAND DISTURBING ACTIVITIES, THE CONTRACTOR SHALL CONTACT TETON COUNTY WEED AND PEST TO NOTE THE PRESENCE OF INVASIVE SPECIES.
- ALL CONSTRUCTION EQUIPMENT WILL BE CLEANED PRIOR TO ENTERING THE SITE.
- SOL STOCKPILES WILL BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
- DISPERSAL OF INVASIVE SPECIES SEEDS AND SPOROCARPS, IF ANY, WHERE SPECIES ARE PRESENT WILL BE MINIMIZED.
- ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE WILL BE KEPT ON ACTIVE MANAGEMENT USING THE METHODS LISTED IN THE INVASIVE SPECIES MANAGEMENT PLAN. THIS AREA WILL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

PROPOSED GRADING PLANS:

- GRADE SURFACES AS SHOWN ON THE PLANS WHILE PROVIDING FOR SMOOTH TRANSITIONS TO EXISTING GRADE.
- MATERIAL STOCKPILE LOCATIONS PER PLANS.
- TOPSOIL TO BE STORED AND MAINTAINED TO BE DUSTED BY EXCAVATION, FILLING, OR COMPACTION AT EQUIPMENT.
- STOCKPILE TO BE STORED AND MAINTAINED TO PREVENT MOISTURE WITH SUBSOIL OR OTHER MATERIALS AND PROTECT FROM EROSION.
- SOL IN AREAS COMPACTED BY HEAVY EQUIPMENT TRAVEL WILL BE PREPARED FOR RESEEDING BY SCARIFICATION.
- DO NOT USE A BULLDOZER TO REMOVE SOIL. USE A BACKHOE OR DOZER TO REMOVE SOIL TO A DEPTH OF 3-4 INCHES.
- IMMEDIATELY PRIOR TO SPREADING TOPSOIL, LOOSEN THE SURGRADE BY DISKING OR SCARIFY TO A DEPTH OF 4" TO ENSURE BONDING OF THE TOPSOIL AND SUBSOIL. REMOVE ROCKS AND OTHER MATERIAL GREATER THAN 3" IN DIAMETER.
- SOL STOCKPILE DATS ROAD IS PROHIBITED. CLEAR IMMEDIATELY.

- REVEGETATION DETAILS:
- TOPSOIL FOR RECLAMATION OF ACTIVITIES AND RE-DISTRIBUTION OF STOCKPILED ON-SITE TOPSOIL TO FINISHED GRADES, THE FOLLOWING "RECLAMATION" SEED MIX SHALL BE APPLIED TO ALL DISTURBED AREAS NOT OTHERWISE SLATED TO RECEIVE STRUCTURES, ROADS, HARSCAPE, SOIL/LAWN, OR OTHER LANDSCAPE FEATURES.
- SEED MIX: 50% ALPINE GRASS, 20% ALPINE BLUEGRASS, 20% CANNY BLUEGRASS, 10% UTAH LICHEN.
- SPECIFIC REQUIREMENTS: THE SEED MIX SHALL BE APPLIED AT A RATE OF SPECIES MEASURED IN POUNDS OF "PURE LIVE SEED" AS SPECIFIED ON THIS SHEET. VERIFY THE EXTENT OF THE AREA REQUIRED IS BEING RECLAMED, PRIOR TO ORDERING SEED. SEED SHALL BE DELIVERED TO THE PROJECT SITE IN ITS ORIGINAL SEALED, LABELED, AND UNDAMAGED CONTAINERS. THE CONTAINERS SHALL BE LABELLED IN ACCORDANCE WITH THE REQUIREMENTS AND STANDARDS OF THE ASSOCIATION OF SEED CERTIFICATION AGENCIES (ASCA).

- THE SEED MIX HAVE BEEN APPROVED BY THE STATE OF WYOMING, AND WILL BE PROVIDED BY THE CONTRACTOR. CERTIFICATION OF SEED IN ACCORDANCE WITH THE LAWS OF THE STATE OF WYOMING, AND SHALL BE SO LABELED. COPIES OF SEED TAGS AND CERTIFICATION LABELS SHALL BE MAINTAINED ON THE JOB SITE AND PROVIDED TO THE LANDSCAPE ARCHITECT/ ENGINEER FOR REVIEW AND APPROVAL PRIOR TO SOWING THE SEED.
- THESE SEED SPECIES ARE AVAILABLE FROM GRANITE SEED, 801-768-4422.

RECLAMATION SEED MIX:

SCIENTIFIC NAME	COMMON NAME	POUNDS / ACRE
POA ALPESTRIS "COVARI"	ALPINE GRASS	3.0
ALPINE BLUEGRASS	ALPINE BLUEGRASS	3.0
POA CANIBI "CANNABAR"	CANNY BLUEGRASS	4.0
UTAH LICHEN	BLUE FLAX	2.0
TOTAL		14.0

- SEED WILL BE BROADCAST WITH TWO PERPENDICULAR PASSES.
- REVEGETATION WILL OCCUR BEFORE MAY 15 OR AFTER SEPTEMBER 15 OF ANY CALENDAR YEAR (FALL AND SPRING).
- SEEDING RATE: 100 POUNDS OF SEED PER ACRE. TO BE APPLIED BY APPROVED MECHANICAL BROADCASTING DEVICE.
- IF DRILL SEEDED, SEEDING RATE CAN BE REDUCED BY 50%.
- SEEDS SHALL NOT BE APPLIED DURING HIGH WINDS.
- AFTER SEEDING IS COMPLETE, THE SURFACE OF THE SOIL WILL BE THOROUGHLY RAKED WITH A FINE-TOOTHED RAKE TO INCORPORATE SEED INTO THE TOPSOIL.

EROSION CONTROL PLAN:

- EROSION CONTROL MEASURES SHALL BE INSPECTED WEEKLY BY THE GENERAL CONTRACTOR/CONSTRUCTION SITE MANAGER AND REPORT TO THE LANDSCAPE ARCHITECT.
- THE GENERAL CONTRACTOR/CONSTRUCTION SITE MANAGER SHALL COMPLY WITH WYDEQ WYDYES SMALL CONSTRUCTION GENERAL PERMITS AND LARGE CONSTRUCTION GENERAL PERMITS FOR SITES LESS THAN 5 ACRES AND LARGER THAN 5 ACRES, RESPECTIVELY.
- EROSION CONTROL MEASURES SHALL BE APPLIED TO THE TOE OF THE DOWN-SLOPE SIDE OF MATERIAL STOCKPILES AND CUT AND FILL SLOPES, AND WHERE INDICATED ON PLANS.
- SEED SURFACES WILL REMAIN IN PLACE UNTIL THE STOCKPILED MATERIAL IS REMOVED, AND ELSEWHERE UNTIL AREAS ARE REVEGETATED.
- SLOPE STABILIZATION BLANKETS SHALL BE INSTALLED ON ALL CUT AND FILL SLOPES STEEPER THAN 4:1 BEING REVEGETATED. USE AN AMERICAN SOIL STABILIZATION SYSTEM 8" OR EQUAL, PER DETAILS.

STORAGE = 9400 SF (AREA OF PARKING LOT) * 2.5% = 126.5 SF

PROPOSED STORAGE = 175 SF

GENERAL UTILITY NOTE

FIRE SPRINKLER SYSTEM SHALL HAVE A TESTABLE REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER AND SHALL BE IN CONFORMANCE WITH CHAPTER 12 OF WATER QUALITY RULES AND REGULATIONS OF THE WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY.

INFILTRATOR SIZING CALC'S:

ROOFING AREA = A = 0.18 ACRES

C = 0.5

CI = 1.25

TU = 45 MINUTES

I = 0.45 INCHES/HOUR

Or = INFILTRATION RATE X AREA OF INFILTRATOR = 0.0023 CFS

Qmax = 0.10 CFS

Wetd = 703 SF WTH THREE (3) MC-4500 STORMTECH INFILTRATORS AND TWO (2) END CAPS

Storage = 9400 SF / (Area of Parking Lot) * 2.5% = 126.5 SF

Proposed Storage = 175 SF

General Utility Note

Fire Sprinkler System

General Utility Note

General Utility Note