



# 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

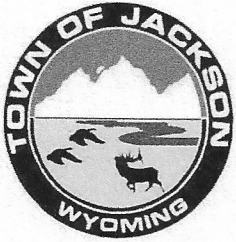
- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

### Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: June 5, 2019	<b>REQUESTS:</b>  The applicant is submitting a request for an Encroachment Agreement for the property located at 785 Snow King Drive, legally know as LOT 7, SNOW KING ESTATES.  For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-144	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Fax: 734-3563  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Bob Owens PO Box 1606 Wilson, WY 83014  <b>Applicant:</b> Joe Gawaldo PO Box 11574 Jackson, WY 83002	
<b>Please respond by:</b> <b>June 26, 2019 (with Comments)</b>	

**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: BOB OWENS Phone: 215 205 2582  
Mailing Address: PO BOX 1606 WILSON ZIP: 83014  
E-mail: RWOWENS8@GMAIL.COM

#### APPLICANT/AGENT:

Name: JOE GAWALDO Phone: 307 690 5315  
Mailing Address: PO BOX 11574 ZIP: 83002  
E-mail: JGAWALDO@HOTMAIL.COM

#### DESIGNATED PRIMARY CONTACT:

Owner \_\_\_\_\_ Applicant/Agent X

#### PROPERTY:

Physical Address of Property: 785 SNOW KING DRIVE  
Lot, Subdivision: 7, SNOW KING ESTATES  
PIDN: 22-41-16-34-4-04-010

Description of Public Right-of Way: ADD PERMANENT SOIL NAILS TO EXIST AGREEMENT P18-052

**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

X **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.

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

X **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.

Joseph Gawaldo  
Signature of Owner or Authorized Applicant/Agent

6/3/19  
Date

JOE GAWALDO  
Name Printed

Agent  
Title



# PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

INFORMATION TO BE PROVIDED BY APPLICANT – ALL BLANKS MUST BE FILLED IN AND  
ALL REQUIRED ELEMENTS MUST BE SUBMITTED

Please note that Public Works will require 5 working days notice for all water and sewer taps. Please call Public Works at 307-733-3079 to schedule this.

## **PROJECT:**

Address: 785 SNOW KING DRIVE

Legal Description (Lot No., Block, and Tract): LOT 7 SNOW KING ESTATES

Purpose/Description of Work (Provide Site Plan of proposed work in right-of-way): \_\_\_\_\_

\_\_\_\_\_

Date Encroachment to Commence: \_\_\_\_\_

## **APPLICANT/CONTRACTOR INFORMATION:**

Property Owner: ROBERT & SANDRE OWENS Phone: 215.205.2582

Mailing Address: PO BOX 1606 WILSON WY. 83014

Contractor: ROBERT OWENS (OWNER) Phone: 215.205.2582

Mailing Address: PO BOX 1606 WILSON WY. 83014

Signature of Owner or Authorized Representative (Letter of Authorization Attached):

Joseph Gawaldo

In order to be considered complete the following elements must be supplied with this application:

- \_\_\_\_\_ Name and Address of Applicant and Contractor and Letter of Authorization (if acting as Authorized Representative)
- \_\_\_\_\_ Nature, location, and purpose of encroachment
- \_\_\_\_\_ Date of commencement and anticipated completion
- \_\_\_\_\_ Completed Sketch/Plans showing extent of encroachment work including limits of sawcuts
- \_\_\_\_\_ Traffic Control Plan
- \_\_\_\_\_ Location of Construction Fencing
- \_\_\_\_\_ Material proposed to be used as bedding and backfill (if needed) – See TOJ Specifications for various bedding applications
- \_\_\_\_\_ Proposed method of compaction and compaction testing (if necessary)

Bob Owens was granted an encroachment agreement a little over a year ago for front of the structure sitting in the ROW. See the attached file just for reference and your records.

Since the first encroachment agreement was reviewed and approved, and upon further advancement of the remodel design, it was necessary to permanently stabilize the proposed basement cut wall. The cut wall is directly beneath the south wall of the existing house and garage. The final design includes permanent soil nails that encroach into the Town's Snow King Drive right-of-way. Refer to the shoring wall drawings from SCG and the grading plan from Inside Out Landscape Architecture for reference to the proposed work and the extent of the encroachment. The soil nails will encroach into Snow King Drive right-of-way, but will be set beneath existing utilities, therefore no conflict expected.

I have attached the civil drawings (11x17 format). I have also included the public right of way permit app that we filled out after the first TOJ review. Use for reference if necessary. Please advise

Thanks  
Joe Gawaldo  
307.690.5315



# LETTER OF AUTHORIZATION

Robert W. Owens, "Owner" whose address is: 785 Snow King Drive, Jackson WY.  
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

\_\_\_\_\_, as the owner of property  
more specifically legally described as: \_\_\_\_\_

(If too lengthy, attach description)

HEREBY AUTHORIZES Joe Gawaldo 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) (SIGNATURE OF CO-OWNER)

Title:

OWNER (OWNER)

(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 Robert Williams this 22 day of  
March, 2019.

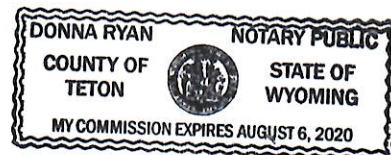
WITNESS my hand and official seal.

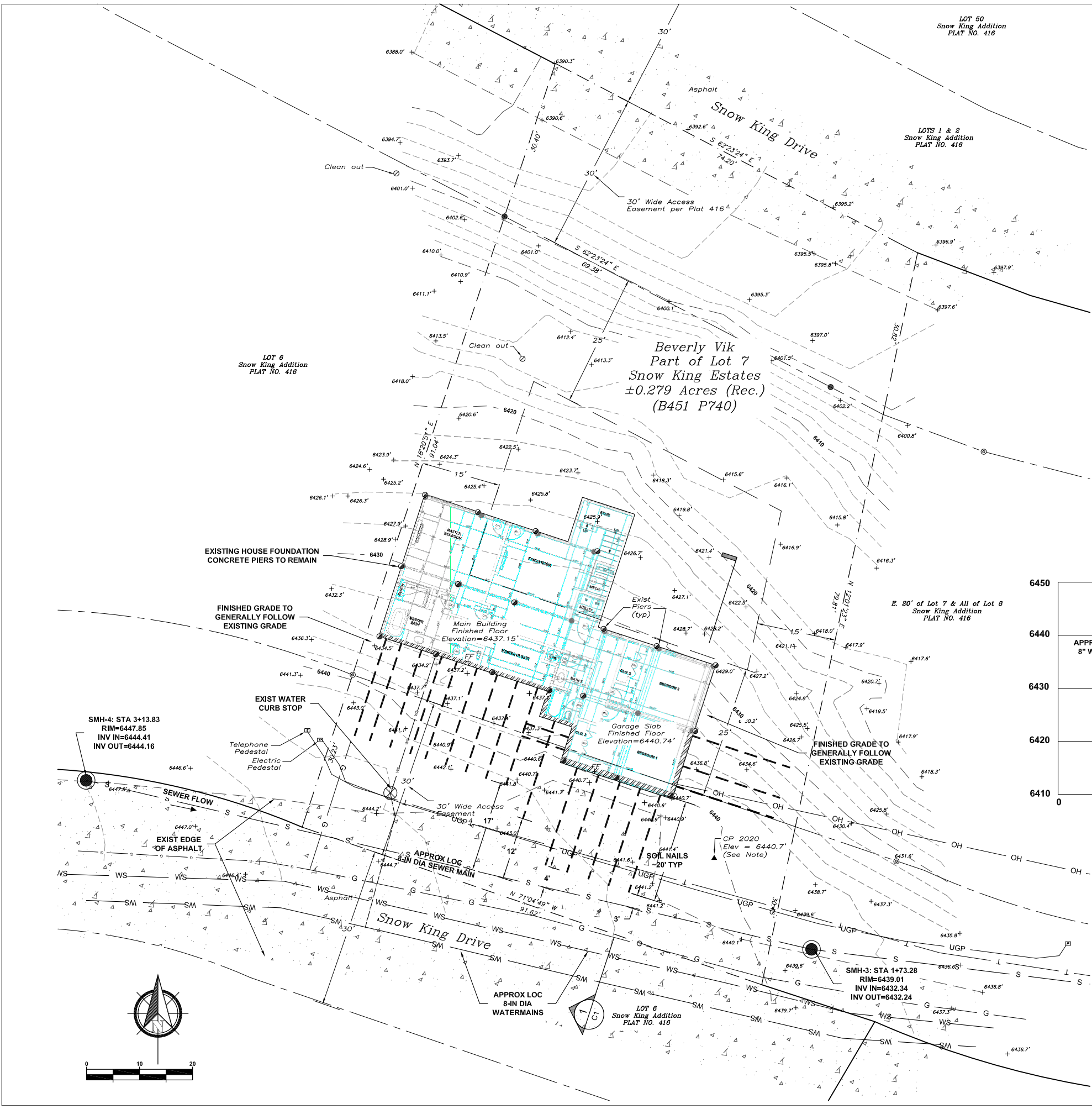
Donna Ryan

(Seal)

(Notary Public)

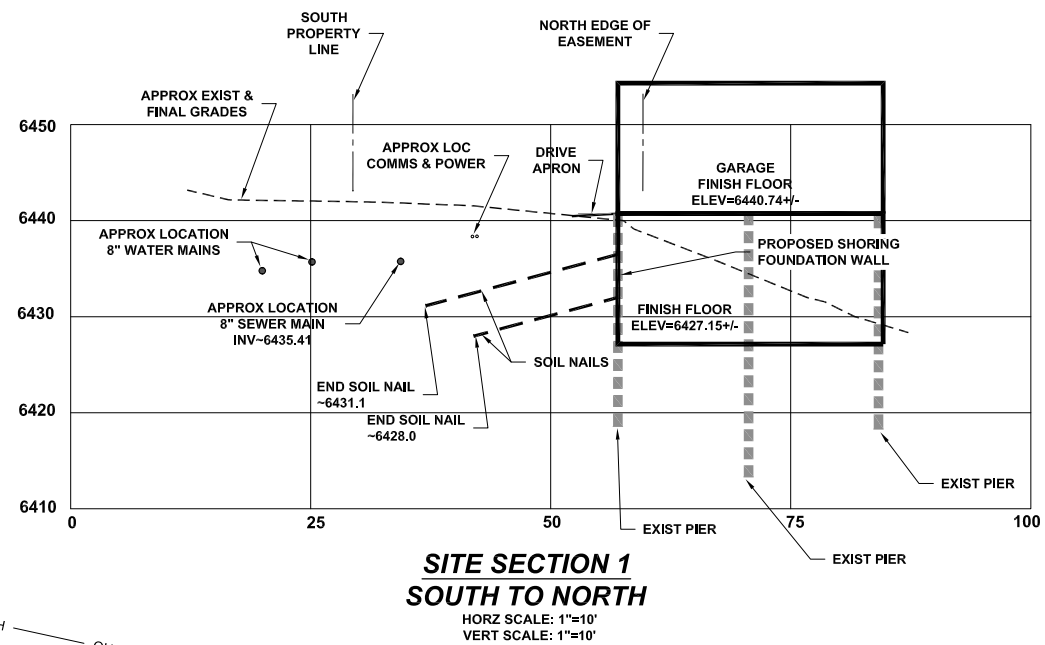
My commission expires: August 6, 2020



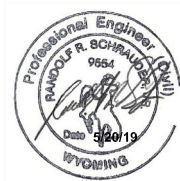


- GENERAL NOTES:** (TETON COUNTY PARCEL: 22-41-16-34-4-04-010)
- PROPERTY OWNER: OWENS, ROBERT W. & SANDRA A.  
PO BOX 1606  
WILSON, WY 83014
  - PROPERTY ADDRESS: 785 SNOW KING DRIVE; LOT 7 SNOW KING ESTATES
  - EXISTING CONDITIONS SURVEY PROVIDED BY Y2 CONSULTANTS, JANUARY 2018, USING NAVD88.
  - WATER, SEWER AND OTHER EXISTING UNDERGROUND UTILITIES PROVIDED BY RENDEZVOUS ENGINEERING FROM TOJ #18-10. THE DATUM USED FOR THE SEWER AND WATER PROJECT HAVE BEEN ADJUSTED FROM NAVD1929 TO MATCH NAVD88.
  - PROPOSED ARCHITECTURAL PLANS PROVIDED BY DESIGN CORP. LOWER LEVEL FLOOR PLAN SHOWN ON THIS DRAWING.
  - PROPOSED "FOR CONSTRUCTION" STRUCTURAL PLANS PROVIDED BY EDELWEISS CONSULTING, LLC
  - REFER TO FINAL SITE CONDITIONS AND GRADING PLANS BY INSIDE OUT LANDSCAPE ARCHITECTURE.
  - EXISTING WATER SERVICE MUST BE PRESSURE TESTED FROM RE-SET METER TO CURB STOP PRIOR TO RE-USE.
  - SEWER SERVICE MUST HAVE VIDEO EVIDENCE, FROM HOUSE TO MAIN THAT, THAT IT HAS NOT BEEN DAMAGED BY PROPOSED WORK PRIOR TO RE-USE.

- SHORING WALL & EXCAVATION NOTES**
- THE SCOPE OF WORK OUTLINED BY THESE SHORING WALL DESIGN CRITERIA AND NOTES INCLUDE THE INSTALLATION OF PERMANENT EARTH SHORING SYSTEM AS DETAILED IN THESE DRAWINGS. REFER TO GEOTECHNICAL ENGINEERING REPORT BY SUMMIT CONSULTING GROUP (SCG), MARCH 6, 2019. CONTRACTOR SHALL KEEP A COPY OF REPORT ON SITE.
  - PER SECTION 4.2.8, NO PERMANENT IRRIGATION SYSTEM SHALL BE INSTALLED AT THE SITE.
  - NO NOT PLACE FOUNDATIONS WITHOUT SITE OBSERVATIONS AND ADDITIONAL INSTRUCTIONS FROM SCG.
  - EXCAVATIONS MUST FOLLOW THE SEQUENCING AND SHORING SCHEDULES AS DEFINED WITHIN THE GEOTECH REPORT AND ON THE FOLLOWING CONSTRUCTION DRAWINGS.
  - SCG SHOULD BE ON SITE TO PROVIDE SUPERVISION DURING FOUNDATION EXCAVATION TO OBSERVE THE BOTTOM OF FOOTING CONDITIONS.
  - THE SHORING WALL AND SLOPE STABILITY ANALYSES PROVIDED FOR THIS PROPERTY ARE NOT AN EXHAUSTIVE GLOBAL LANDSLIDE ASSESSMENT OF THE UPPER SNOW KING ESTATES AREA AND SHOULD NOT BE USED IN-LIEU OF SUCH AN ASSESSMENT.
  - SCG SHOULD BE RETAINED TO INSPECT AND APPROVE THE OVER-EXCAVATION LIMITS AND SUBGRADE PRIOR TO PLACEMENT OF STRUCTURAL FILL OR FOUNDATION ELEMENTS.
  - IF MICROPILES ARE USED WITHIN THE FOUNDATION SUPPORT SYSTEM, THOUGH NOT ANTICIPATED, THE DESIGN MUST BE SUBMITTED FOR BUILDING DEPARTMENT APPROVAL
  - REFER TO SHEET C2 FOR SHORING, SHOTCRETE AND SOIL NAIL DETAILS.
    - EXCAVATION MUST BE PERFORMED IN STAGED VERTICAL LIFTS NOT TO EXCEED 4-FT
    - TEMPORARY BERMS OR SHORTER LIFTS MAY BE NECESSARY IF SIGNS OF INSTABILITY ARE NOTICED.
    - UNSHORED EXCAVATIONS MUST COMPLY WITH OSHA STANDARDS. THE MAXIMUM 1.5H:1V BACKSLOPE BEHIND THE SOIL NAIL WALL MAY BE COVERED WITH SHOTCRETE VENEER IF RAVELING OCCURS.
    - SURFACE WATER MUST BE DIRECTED AWAY FROM THE EXCAVATION
    - CONSTRUCTION SURCHARGE LOAD OF 150-PSF MAX MAY BE LOCATED ON SNOW KING DRIVE ONLY.



- LEGEND**
- UNDERGROUND ELEC
  - UNDERGROUND COMMS
  - WATER LINE
  - SANITARY SEWER LINE
  - PROPOSED SOIL NAILS
- PROPOSED SHOTCRETE SHORING & BUILDING FOUNDATION WALL





Civil + Geotechnical Engineering,  
Geology, Groundwater,  
and Construction Administration

P.O. Box 6482 • 2100 Wilson Road  
Jackson, WY 83002 • Jackson, WY 83001  
www.scgengineering.com • 307.413.4399

PROJECT TITLE:  
785 SNOW KING DRIVE  
LOT 7 SNOW KING  
ESTATES  
JACKSON, WY

DRAWING TITLE:  
OVERALL PROJECT  
PROPOSED SHORING  
WALL PLAN

REV.	DATE:	BY:	DESCRIPTION:
A	5/20/19	RS	FOR TOJ PERMITTING

CHECKED BY: RS  
PROJECT NO. 209-18-1

SCALE:  
1"=10'  
(24"x36" SHEET)

SHEET NO.  
C1