



# 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 26, 2019

Item #: P19-164

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner/Applicant:**

Barbara Allen  
PO Box 8034  
Jackson, WY 83002  
307-413-3510  
[Barbara.allen@jhsir.com](mailto:Barbara.allen@jhsir.com)

**REQUESTS:**

The applicant is submitting a request for an extension to a previously approve Variance (P17-088) for a front yard setback relating for the property located at 795 Snow King Drive, legally known as LOT 6, SNOW KING ESTATES.

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

**Please respond by:** **July 10, 2019 (Sufficiency)**  
**July 17, 2019 (with Comments)**

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

June 21, 2019

To: The Town of Jackson Planning Department  
The Town of Jackson Board of Adjustment  
From: Barbara Allen  
Ref: Variance Extension for 795 E. Snow King Drive

Dear Sir or Madam,

Attached please find an application requesting an extension of the variance granted for 795 E. Snow King Drive.

I was granted a front yard setback variance in June of 2017 which was predicated on the Town Council agreeing to an Encroachment Agreement that was granted in August of 2017. By the time I received the Encroachment Agreement, it was too late in the season for me to complete the necessary work and bids to excavate and build the garage for which the variance was granted. Snow King Drive, as you know, was closed for 2018 during the building season and is closed again through July of 2019. The variance was for three years. I would like to request that the Board of Adjustment extend the variance for the two years that the road was closed which would bring it to June of 2022.

Thank you for your time and consideration.

Sincerely,

Barbara Allen  
Owner





**PLANNING PERMIT APPLICATION**  
Planning & Building Department

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

### **Fees Raid**

**For Office Use Only**

**Date & Time Received**

**Application #5**

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

## PROJECT.

Name/Description: BARBARA ALLEN

Physical Address: 795 E. SNOW KING DR.

Lot, Subdivision: LOT 6 SNOW KING ESTATES PIDN: 22-41-16-34-4-04

**PROPERTY OWNER:**

Name: BARBARA Allen Phone: 307-413-3510

Mailing Address: P.O. Box 1673 ZIP: 83001

E-mail: BARBARA\_ALLEN@JHSIR.COM

**APPLICANT/AGENT.**

Name: SAME AS Above Phone: \_\_\_\_\_

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

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

**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 checked="" 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 type="checkbox"/> Other: _____
<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 #: \_\_\_\_\_ Environmental Analysis #: \_\_\_\_\_  
Original Permit #: \_\_\_\_\_ 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?

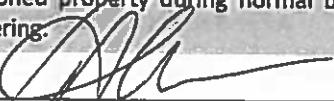
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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  
Brent Auer

Name Printed

6/21/2019  
Date

Title