



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: July 18, 2019

Item #: P19-180

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

Fax: 734-3563

Email: panthony@jacksonwy.gov

Owner/Applicant:

Crystal Creek Capital
PO Box 844
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Utility Easement for the property 112 Center Street and 165 E. Deloney Ave.

For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

Please respond by: August 8, 2019 (Comments)

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



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

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

PROJECT.

Name/Description: Center Street Hotel (Utility Easement in PROW across King Street)
Physical Address: 112 Center Street; 165 E Deloney Ave
Lot, Subdivision: L 2-5, B3, Clubhouse; L8-9, B1 Van Vleck PIDN: _____

PROPERTY OWNER.

Name: CCC's Center Street, LLC Phone: 307-733-4733
Mailing Address: PO Box 844 ZIP: 83001
E-mail: Jeanne@crystalcreekcapital.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.com/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	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> Other: <u>Utility Easement</u>
<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 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 and select the relevant application type for submittal requirements.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

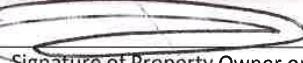
N/A **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

X **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 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


James Walter

Name Printed

Date

Title

Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

July 12, 2019

Tiffany Stolte
Planning Department, Office Manager
Town of Jackson
PO Box 1687
Jackson, WY 83001

Center Street Project: Utility Easement in PROW - King Street

Dear Tiffany,

Please accept this Utility Easement: King Street application. The installation of utilities is in accordance to the Center Street Project Development Agreement effective April 18, 2019 and via further direction from the Town Engineer.

The Town Engineer has requested we submit a "Planning Application: Other" for a Utility Easement that bisects King Street.

Attached documents for reference:

Exhibit A: Utility Easement: King Street
Exhibit B: Approved Wire Utility Plan C3100 (Building Permit Set)

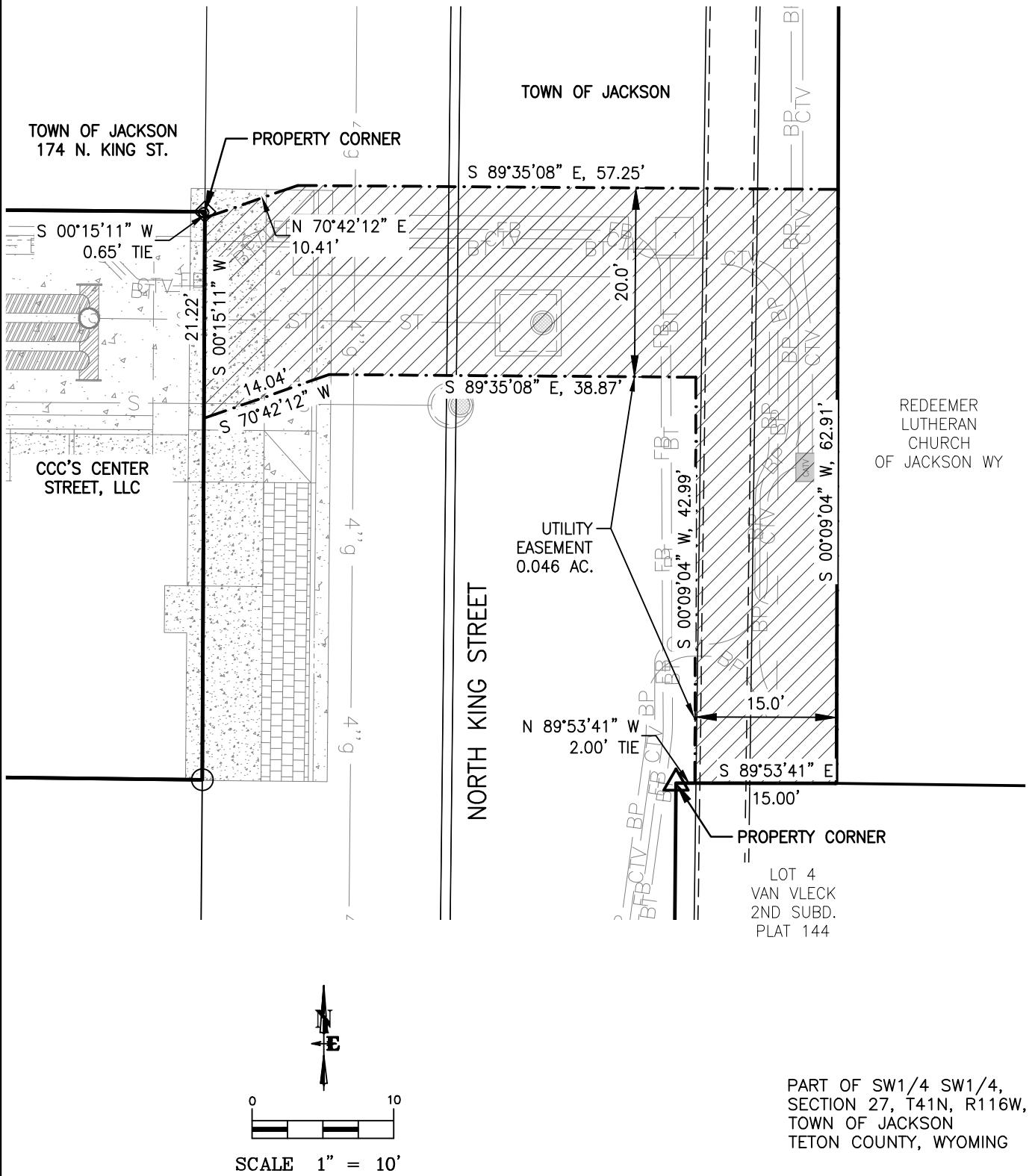
If you have any questions, please free to contact me at your convenience.

Regards,



Jeanne Carruth
Crystal Creek Capital, Manager

EXHIBIT A
A UTILITY EASEMENT



DRAWING NO 1	TITLE UTILITY EASEMENT	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087		DATE 7/03/2019	REV.
JOB NO 16-306-05		SURVEYED		DRAWN SK	
		CHECKED		APPROVED	

Exhibit B

