



# 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](mailto: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](mailto:tstolte@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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/200/Planning](http://www.townofjackson/200/Planning)

**Use Permit**

☐ Basic Use  
☐ Conditional Use  
☐ Special Use

**Relief from the LDRs**

☐ Administrative Adjustment  
☐ Variance  
☐ Beneficial Use Determination  
☐ Appeal of an Admin. Decision

**Physical Development**

☐ Sketch Plan  
☐ Development Plan  
☐ Design Review

**Subdivision/Development Option**

☐ Subdivision Plat  
☐ Boundary Adjustment (replat)  
☐ Boundary Adjustment (no plat)  
☐ Development Option Plan

**Interpretations**

☐ Formal Interpretation  
☐ Zoning Compliance Verification

**Amendments to the LDRs**

☐ LDR Text Amendment  
☐ Map Amendment

**Miscellaneous**

☒ Other: Utility Easement  
☐ 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?

N/A **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.

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](http://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](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

Date

Name Printed

Title

## Crystal Creek Capital Real Estate Advisors, LLC

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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)

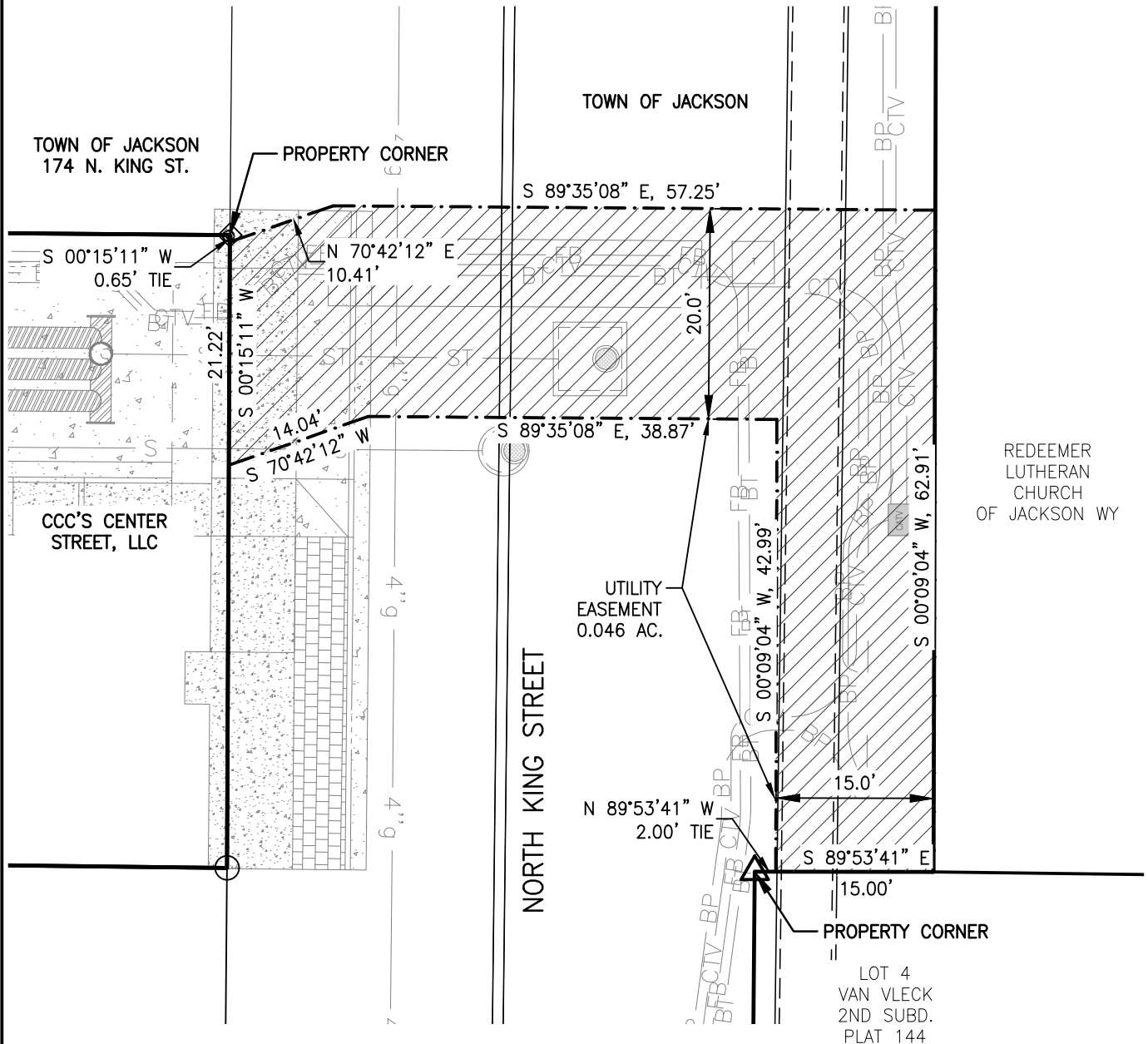
If you have any questions, please feel free to contact me at your convenience.

Regards,



Jeanne Carruth  
Crystal Creek Capital, Manager

# A UTILITY EASEMENT

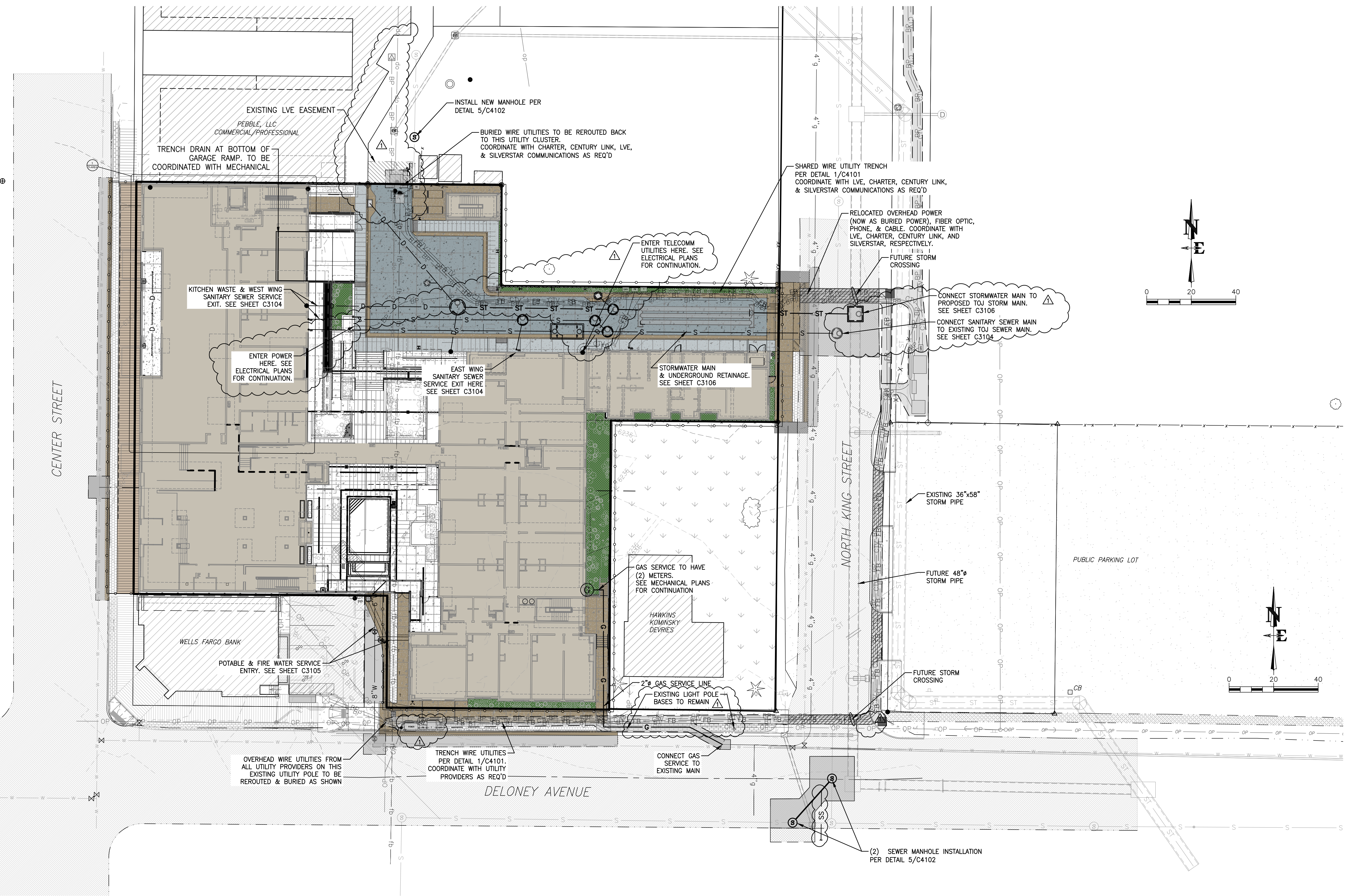


PART OF SW1/4 SW1/4,  
SECTION 27, T41N, R116W,  
TOWN OF JACKSON  
TETON COUNTY, WYOMING

DRAWING NO 1	TITLE UTILITY EASEMENT   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



- LEGEND**
- = SIDEWALK / CONCRETE FLATWORK/ CURB (NOT HEATED)
  - = BOARDWALK
  - = PROPOSED BUILDING
  - = EXISTING BUILDING
  - = GRASS AREA
  - = ASPHALT (NEW)
  - = BRICK PAVERS
  - = ASPHALT PATCHING
  - = HEATED CONCRETE DRIVEWAY
  - = HEATED CONCRETE SIDEWALK
  - = PROPERTY LINE
  - = SS SS = SANITARY SEWER LINE
  - = SSS SSS = SANITARY SEWER SERVICE
  - = W W = WATER LINE
  - = WS WS = WATER SERVICE
  - = ST ST = STORM SEWER LINE
  - = G G = GAS LINE
  - = BU BU = BURIED UTILITY
  - = BT BT = BURIED TELEPHONE LINE
  - = BP BP = BURIED POWER
  - = OP OP = OVERHEAD POWER LINE
  - = --- --- = EDGE OF PAVEMENT
  - = --- XX XX --- = CONCRETE CURB AND GUTTER
  - = --- X X X X --- = WIRE FENCE
  - = --- D D --- = STORM DRAIN COLLECTOR LINE
  - = CTV CTV = BURIED CABLE TV
  - = FB FB = FIBER OPTIC
  - = --- --- = ROAD CENTER LINE
  - = BUSH
  - = COTTONWOOD TREE
  - = SPRUCE TREE
  - = COLUMN
  - = POST
  - = DRAIN PIPE
  - = SIGN
  - = POWER POLE
  - = GUY WIRE
  - = ELECTRIC TRANSFORMER
  - = SEWER MANHOLE
  - = STORM SEWER MANHOLE
  - = GAS VALVE
  - = CURB STOP
  - = FIRE HYDRANT
  - = WATER VALVE
  - = CATCH BASIN
  - = MONITORING WELL
  - = BORE HOLE
- BH 1  
EL. 6232.81

CLIENT

**CRYSTAL CREEK CAPITAL**

REAL ESTATE ADVISORS, LLC  
PO BOX 844  
275 VERONICA LANE, SUITE 300  
JACKSON, WY 83001

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ISSUE	ISSUANCE	DATE
A	BLDG PERMIT SUBMISSION	2019-02-15
B	PLAN CHECK RESPONSE / ADDENDUM 1	2019-04-26
C	ADDENDUM 2	2019-05-15

KEYPLAN

CONSULTANTS

**NELSON ENGINEERING** since 1964  
Professional Engineers & Land Surveyors  
www.nelsonengineering.net  
Jackson WY 307.733.2087 | Buffalo WY 307.684.7039

SEAL

PRIME CONSULTANT

**IBI GROUP**  
10 Exchange Place, Suite 112  
Salt Lake City, UT 84111, USA  
tel 801 532 4233 fax 801 532 4231  
ibigroup.com

PROJECT

**CENTER STREET HOTEL**  
112 CENTER STREET  
Jackson, Wyoming 83001

PROJECT NO: 113760	CHECKED BY: MB
DRAWN BY: BJG	APPROVED BY: MB
PROJECT MGR: MB	DATE: 02/15/19
SCALE:	

SHEET TITLE

**WIRE UTILITY PLAN AND WATER-SEWER OVERVIEW**

SHEET NUMBER	ISSUE
<b>C3100</b>	<b>C</b>

BUILDING PERMIT SET

S:\Projects\113760-05 Center Street Hotel - construction documents\proposals\113760-05 Center Street Hotel - UTILITY PLAN - Jan 16 2019 09:04:04 am - PLUTED BY: dexter DWG 120W1 2311

BNW 301/113760-05 Center Street Hotel - construction documents\proposals\113760-05 Center Street Hotel - UTILITY PLAN - Jan 16 2019 09:04:04 am - PLUTED BY: dexter DWG 120W1 2311