



# 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: August 14, 2019	<b>REQUESTS:</b>  The applicant is submitting a request for Pre-Application Conference for a Grading Permit for the property at 120 Flat Creek Drive legally known as PT NW1/4NE1/4, SEC. 33, TWP. 41, RNG. 116  For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P19-194	
Planner: Brendan Conboy	
Phone: 733-0440 ext. 1302	
Fax: 734-3563	
Email: bconboy@jacksonwy.gov	
<b>Owner:</b> CBV Partners, LLC PO Box 308 Jackson, WY 83001	
<b>Applicant:</b> Nelson Engineering – Bob Norton PO Box 1599 Jackson, WY 83001	
<b>Please respond by: August 28, 2019</b>	

The applicant is submitting a request for Pre-Application Conference for a Grading Permit for the property at 120 Flat Creek Drive legally known as PT NW1/4NE1/4, SEC. 33, TWP. 41, RNG. 116

For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.

CBV Partners, LLC  
PO Box 308  
Jackson, WY 83001

Nelson Engineering – Bob Norton  
PO Box 1599  
Jackson, WY 83001

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



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

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

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

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

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_

PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ZIP: \_\_\_\_\_

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

**APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ZIP: \_\_\_\_\_

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

**DESIGNATED PRIMARY CONTACT.**

Property Owner

Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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).

**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (if applicable)  
 Proposed amendments to the LDRs (if applicable)

**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:  
 Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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 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.

Charisse Meadows Haws

Signature of Owner or Authorized Applicant/Agent

Charisse Meadows Haws

Name Printed

8/14/19

Date

General Manager

Title

## Cowboy Village Water Service Replacement

Cowboy Village needs to replace the water lines serving cabins 111 through 120, 131 through 137, and the water service to the Pavilion which contains the motel laundry facilities and guest laundry.

The water service lines will be buried six feet below existing ground and be insulated with 2" thick blue board. The new service lines that will service the cabins will start after the existing 2" diameter meters and so water use will be metered as before. The water service to the Pavilion will tap into an existing unmetered 4" diameter line serving the office fire sprinkler system and therefore will require a new 1.5" diameter meter. There are no new structures planned, only new plumbing to the existing cabins and Pavilion.

All trenches will be in existing grass areas or asphalt; surface reclamation will be with sod and asphalt matching the existing finished surface. There will be no change in impervious surface.

The disturbed area will be approximately 7,324 square feet based on 634 lineal feet of trench and 10 to 12-foot wide disturbed area consisting of trench excavation and spoils material.

Cowboy Village plans to replace the water lines starting October 21<sup>st</sup> and plans to complete the reclamation by November 8<sup>th</sup>.

DATE	INVOICE NO.	COMMENT	AMOUNT	NET AMOUNT
08/14/2019	19-217-01	Grading Preapplication Conference Request - 19-217-01		150.00
DATE 08/14/19	VENDOR Town of Jackson		TOTAL	150.00

# Nelson Engineering

Professional Engineers & Land Surveyors  
P.O. Box 1599, JACKSON WYOMING 83001-1599  
307-733-2087

PAY **One Hundred Fifty and no/100**

First Interstate Bank  
802 West Broadway 99-12  
P.O. Box 11095 1023  
Jackson, WY 83002-1095

15986

DATE	AMOUNT
08/14/19	15986 \$150.00

TO THE  
ORDER  
OF  
TOWN OF JACKSON  
P.O. BOX 1687  
JACKSON WY 83001

AUTHORIZED SIGNATURE

1001598610230012914700011721

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

## WARRANTY DEED

Creed and Clarene Law, husband and wife as tenants by the entireties, Old West Corporation, a Wyoming corporation, and Elk Country Motels, Inc., a Wyoming corporation, each owning a 1/3 undivided interest as tenants in common, GRANTORS, of P.O. Box 575, Jackson, Teton County, State of Wyoming 83001, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, CONVEY and WARRANT to CBV PARTNERS LLC, A Wyoming Limited Liability Company, GRANTEE, whose address is P.O. Box 575 Jackson, Wyoming 83001, the following described real estate, situate in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

**PARCEL 1:**

A tract of land located in the NW 1/4 of the NE 1/4 of Section 33, Township 41 North, Range 116 West, 6th P.M. within the Town of Jackson, Teton County, Wyoming, more particularly described as follows, being a portion of an unnumbered tract in the Fourth Karns Addition:

Beginning at a point 375 feet south and 160 feet west of the NW corner of Block 4 of the Second Wort Addition to said Town of Jackson, Teton County, Wyoming, which point of beginning is located 375 feet south of the South Boundary line of Pearl Street of said Town of Jackson as project; thence west 375 feet; thence south 500 feet; thence east 375 feet; thence north 500 feet to the point of beginning.

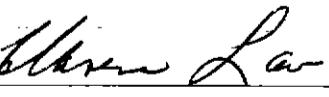
**PARCEL 2:**

The South 90 feet of Lot 2, Block 1, Fifth Karns Addition to the Town of Jackson, Teton County, Wyoming.

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging. Subject to all covenants, conditions, restrictions, easements, reservations, and rights -of-way of sight and / or record.

Grantor shall and will specially warrant that the title to the aforesaid property is free from defects or encumbrances created or suffered by Grantor and will forever defend the property conveyed by the within deed, and every part thereof, against every person lawfully claiming the same, or any part thereof, by, through, or under Grantor, and no other.

WITNESS our hands this 30 day of January, 2003.

  
Clarene Law

  
Creed Law

Grantor: LAW, CREED ET AL  
Grantee: CBV PARTNERS LLC  
Doc #693878 bk 502 pg 129-130 Filed at 11:55 on 04/28/03  
Sherry L Daigle, Teton County Clerk fees: 11.00  
By MARY D ANTROBUS Deputy

OLD WEST CORPORATION

Clarene Law

By: Clarene Law, President

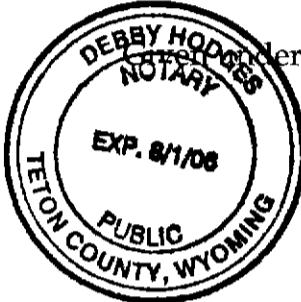
ELK COUNTRY MOTELS, INC.

Clarene Law

By: Clarene Law, President

STATE OF WYOMING )  
                          ) SS  
COUNTY OF TETON      )

On this 15<sup>th</sup> day of January, 2003, before me personally appeared Creed Law and Clarene Law, who, being sworn by me duly said that the instrument was signed both individually and on behalf of said corporations, and that the corporate action was by authority of its Board of Directors, and acknowledged to be the free act and deed of said corporations.

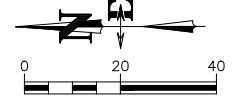


My Commission Expires: 8-1-2006

Debby Hodges  
Notary Public



ALL UTILITY LOCATIONS SHOWN ARE APPROXIMATE. NO SURVEY PERFORMED



<u>LEGEND</u>	
—————	PROPERTY BOUNDARY
-----	EDGE OF PAVEMENT
—————	BUILDING OR CABIN
— W ——	WATER LINE
— s ——	SEWER LINE
— bp —— bp —	BURIED POWER
— g —— g —	GAS LINE
— X-X —	FENCE LINE
	WATER VALVE
	WATER METER
	SEWER MANHOLE
	SEWER CLEANOUT
	TREE

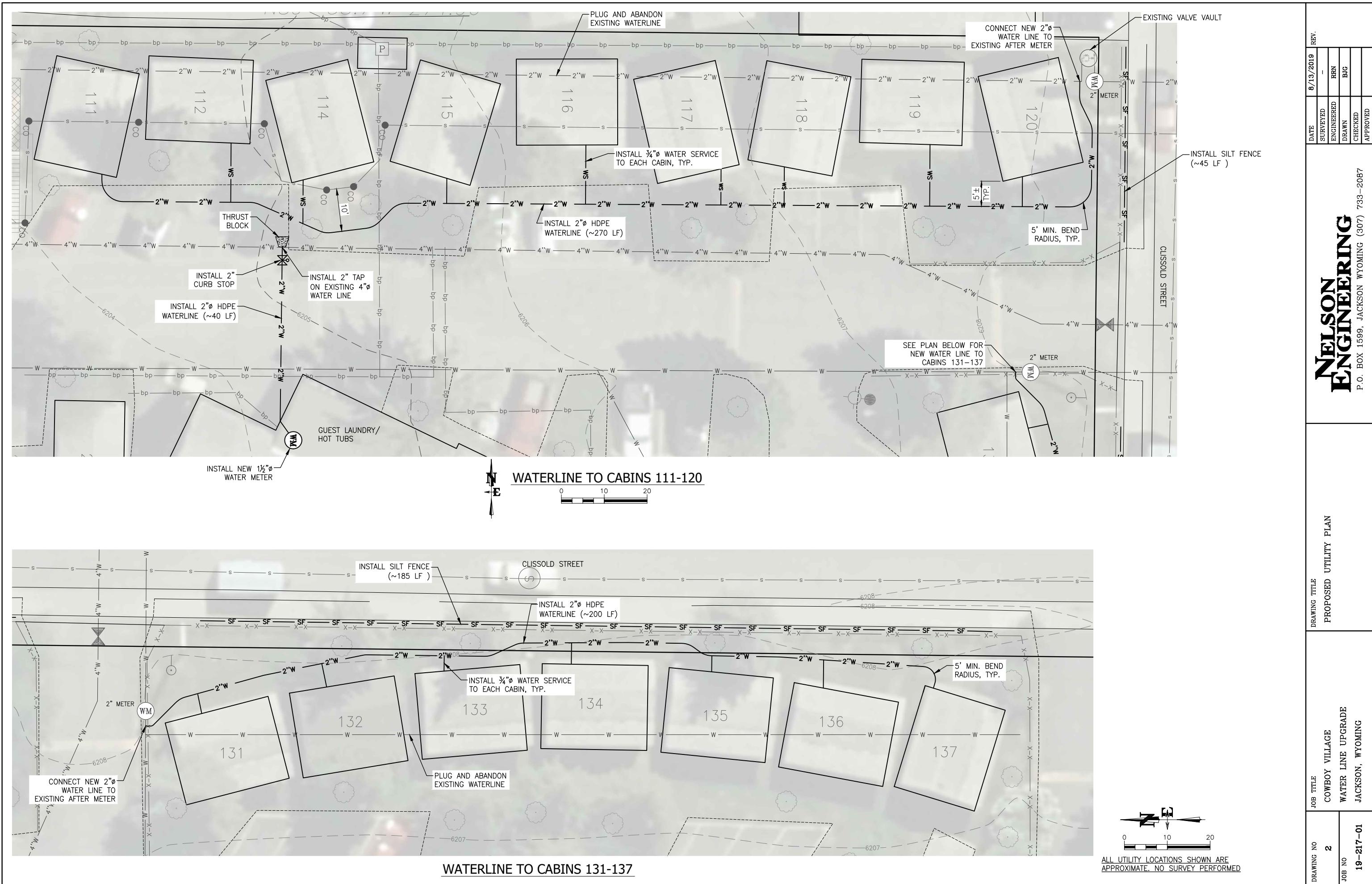
# NELSON ENGINEERING

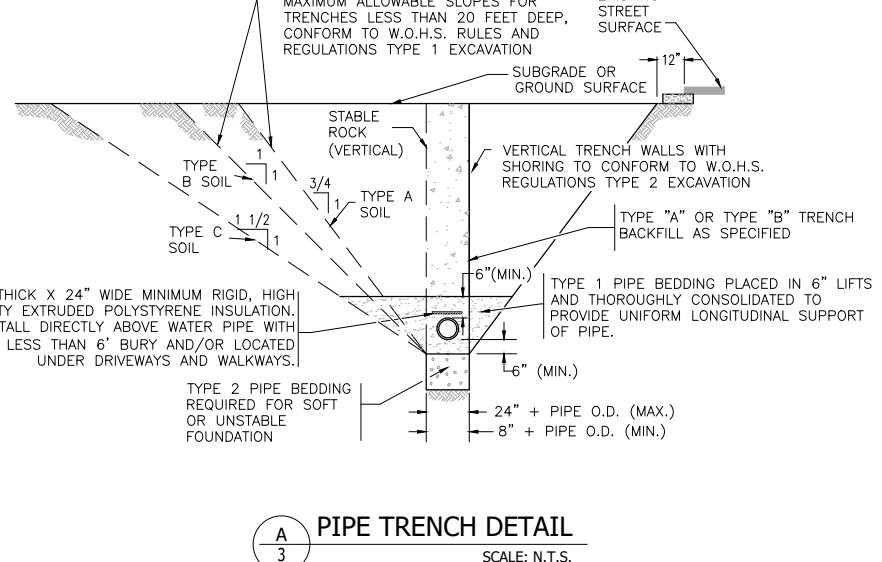
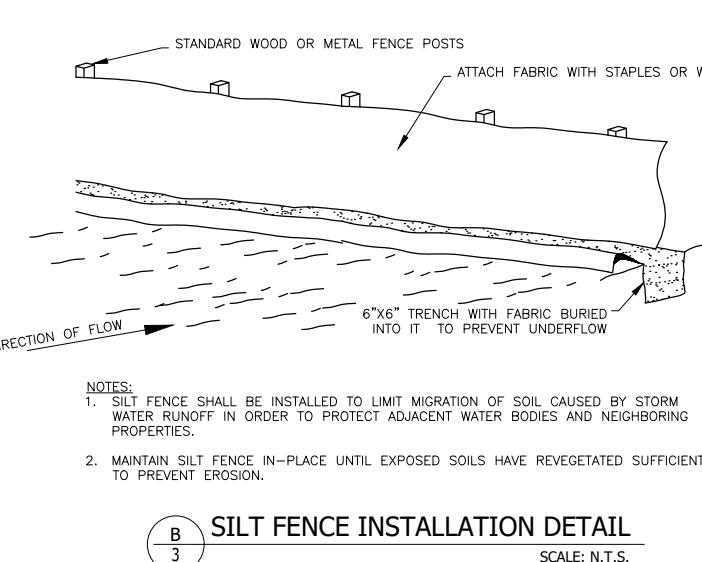
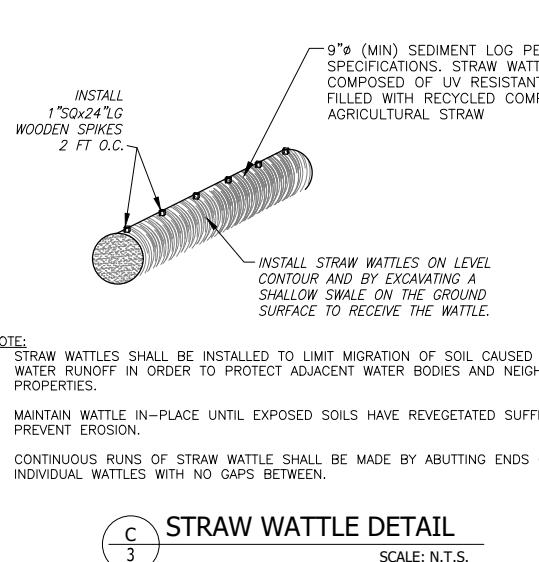
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REVIEWING THE SITE AND UTILIZING THE PLAN

**COWBOY VILLAGE  
WATER LINE UPGRADE  
JACKSON, WYOMING**

DRAWING NO 1



 <b>W-113</b> <b>3</b> <b>WATER METER INSTALLATION INTERIOR INSTALLATION</b> <b>SCALE: N.T.S.</b>	 <p>MAXIMUM ALLOWABLE SLOPES FOR TRENCHES LESS THAN 20 FEET DEEP, CONFORM TO W.O.H.S. RULES AND REGULATIONS TYPE 1 EXCAVATION</p> <p>EXISTING STREET SURFACE</p> <p>STABLE ROCK (VERTICAL)</p> <p>TYPE A SOIL</p> <p>TYPE "A" OR TYPE "B" TRENCH BACKFILL AS SPECIFIED</p> <p>TYPE 1 PIPE BEDDING PLACED IN 6" LIFTS AND THOROUGHLY CONSOLIDATED TO PROVIDE UNIFORM LONGITUDINAL SUPPORT OF PIPE.</p> <p>2" THICK X 24" WIDE MINIMUM RIGID, HIGH DENSITY EXTRUDED POLYSTYRENE INSULATION. INSTALL DIRECTLY ABOVE WATER PIPE WITH LESS THAN 6" BURY AND/OR LOCATED UNDER DRIVeways AND WALKWAYS.</p> <p>TYPE 2 PIPE BEDDING REQUIRED FOR SOFT OR UNSTABLE FOUNDATION</p> <p>1 1/2" 3/4"</p> <p>6" (MIN.)</p> <p>6" (MIN.)</p> <p>24" + PIPE O.D. (MAX.)</p> <p>8" + PIPE O.D. (MIN.)</p> <p>PIPE TRENCH DETAIL SCALE: N.T.S.</p>	 <p>STANDARD WOOD OR METAL FENCE POSTS</p> <p>ATTACH FABRIC WITH STAPLES OR WIRE</p> <p>VERTICAL TRENCH WALLS WITH SHORING TO CONFORM TO W.O.H.S. REGULATIONS TYPE 2 EXCAVATION</p> <p>12"</p> <p>6"X6" TRENCH WITH FABRIC BURIED INTO IT TO PREVENT UNDERFLOW</p> <p>DIRECTION OF FLOW</p> <p>SILT FENCE INSTALLATION DETAIL SCALE: N.T.S.</p>	 <p>9"Ø (MIN) SEDIMENT LOG PER SPECIFICATIONS. STRAW WATTERS COMPOSED OF UV RESISTANT NET TUBE FILLED WITH RECYCLED COMPRESSED AGRICULTURAL STRAW</p> <p>INSTALL 1"SQX24"LG WOODEN SPIKES 2 FT O.C.</p> <p>INSTALL STRAW WATTERS ON LEVEL CONTOUR AND BY EXCAVATING A SHALLOW SWALE ON THE GROUND SURFACE TO RECEIVE THE WATTER.</p> <p>NOTE: 1. STRAW WATTERS SHALL BE INSTALLED TO LIMIT MIGRATION OF SOIL CAUSED BY STORM WATER RUNOFF IN ORDER TO PROTECT ADJACENT WATER BODIES AND NEIGHBORING PROPERTIES. 2. MAINTAIN WATTER IN-PLACE UNTIL EXPOSED SOILS HAVE REVEGETATED SUFFICIENTLY TO PREVENT EROSION. 3. CONTINUOUS RUNS OF STRAW WATTER SHALL BE MADE BY ABUTTING ENDS OF INDIVIDUAL WATTERS WITH NO GAPS BETWEEN.</p> <p>STRAW WATTLE DETAIL SCALE: N.T.S.</p>	<p><b>CONSTRUCTION SPECIFICATIONS</b></p> <p>All work shall be done in accordance with Wyoming Public Works Standard Specifications (WPWSS) 2015 Edition. Special provisions amending, supplementing and clarifying the above-referenced specifications are as follows:</p> <p><b>Section 02220 – Trench Excavation</b></p> <p>3.08.A Trench excavation shall be performed with minimum requirements of Wyoming State OSHA regulations.</p> <p><b>Section 02225 – Trench Backfill</b></p> <p>3.01.A.3 Type A trench backfill shall be used under all existing and proposed roadways and parking areas. Type B backfill shall be used in all areas not receiving Type A backfill.</p> <p>3.01.B.1 Type A trench backfill shall be placed in maximum 8-inch lifts and compacted to 95% of the maximum density as determined by ASTM D1557 (Modified Proctor).</p> <p><b>Section 02665 – Water Distribution and Transmission Systems</b></p> <p>2.01.A Water Main Pipe shall be Class 50 cement mortar-lined ductile iron, mechanical or push-on joint, conforming to AWWA C-151.</p> <p>2.01.B.1 Water Main Pipe fittings shall be cast-iron or ductile iron conforming to AWWA C-110. Tapping sleeves shall be Type 622 as manufactured by Rockwell International, or equal.</p> <p>2.01.F Water Main Gate valves shall be resilient-seated gate valves conforming to AWWA C-509.</p> <p>2.01.G All buried valves shall be furnished with valve boxes set to the finished grade.</p> <p>2.01.H Pipe used in water service line construction (½" through 3" diameter) shall be polyethylene, conforming to AWWA C-901. Pipe shall be tubing class 160 with DR of 9.0.</p> <p>3.01.E Thrust blocks shall be installed at all bends and fittings unless joints are mechanically restrained. Thrust blocks shall be poured against undisturbed earth and the concrete shall not cover any joints. Thrust blocks shall be sized in accordance with WPWSS standards. All waterline shall have a minimum of 7 ft. cover, or shall be insulated as shown on the Drawings.</p> <p><b>Section 02670 – Hydrostatic Testing</b></p> <p>3.02.A.1 Waterlines shall be subject to pressure and leakage tests. Test pressure shall be 100 psi.</p> <p><b>Section 02675 – Disinfection</b></p> <p>3.02.B Waterlines shall be disinfected in accordance with AWWA C651-686. Chlorine shall be applied by the continuous feed method. Chlorinated water shall not be discharged to storm sewer or where it will flow into Flat Creek.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Contractor shall dig test pits prior to construction, as necessary, to verify existing pipeline locations and elevations.</li> <li>Water meters and backflow prevention devices shall be installed on all domestic service connections in accordance with Town of Jackson standards.</li> </ol> <p><b>DATE: 8/13/2019</b>  <b>REV: -</b>  <b>SURVEYED: FRN</b>  <b>ENGINEERED: BAG</b>  <b>DRAWN: BAG</b>  <b>CHECKED: APPROVED</b></p> <p><b>NELSON ENGINEERING</b>  P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</p>
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