



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 28, 2019	REQUESTS:
Item #: P19-208	
Planner: Brendan Conboy	The applicant is submitting a request for a Grading Pre-Application for the property located 240 E. Kelly Avenue legally known as, LOT 6, BLK. 3, BRUNDAGE.
Phone: 733-0440 ext. 1302	
Fax: 734-3563	For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.
Email: bconboy@jacksonwy.gov	
Owner: Julie Holding PO Box 3052 Jackson, WY 83001	
Applicant: Davin Stitgen – Lot Nineteen, LLC 9028 Mt. Oliver St Victor, ID 83455	
Please respond by: n/a	

Owner:

Julie Holding
PO Box 3052
Jackson, WY 83001

Applicant:

Davin Stitgen – Lot Nineteen, LLC
9028 Mt. Oliver St
Victor, ID 83455

The applicant is submitting a request for a Grading Pre-Application for the property located 240 E. Kelly Avenue legally known as, LOT 6, BLK. 3, BRUNDAGE.

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

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

* ENCLLED 8/22/19



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

TIFFANY STOLTE

TSOLTE@JACKSONWY.GOV

150 E Pearl Ave. | ph: (307) 733-0440 fax:
P.O. Box 1687 | 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 process 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

PROJECT.

Name/Description: Gilbert-Holding Residence

Physical Address: 240 E. Kelly Ave., Jackson, WY 83001

Lot, Subdivision: Lot 6, Blk 3, Brundage

PIDN: 22-41-16-34-2-28-004

PROPERTY OWNER.

Name: Julie Holding

Phone: (520) 604-0064

Mailing Address: PO Box 3052, Jackson, WY

ZIP: 83001

E-mail: julieholding@yahoo.com

APPLICANT/AGENT.

Name, Agency: Davin Stitgen - Lot Nineteen, LLC

Phone: (608) 285-2219

Mailing Address: 9028 Mt. Oliver Street, Victor, ID

ZIP: 83455

E-mail: davin.stitgen@lot19.co

DESIGNATED PRIMARY CONTACT.

Property Owner

X

Applicant/Agent

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.



Signature of Owner or Authorized Applicant/Agent
Davin Stitgen

Name Printed

8/22/19

Date

8/22/2019

Title

Residential Building Construction – Pre-Application Narrative

August 22, 2019

Project Name:
Gilbert-Holding Residence

Project Location:
240 E. Kelly Ave.
Jackson, WY 83001
PIDN: 22-41-16-34-2-28-004

Owner(s):
Julie Holding - Trustee
PO Box 3052
Jackson, WY 83001

Applicant/Agent:
Davin Stitgen
Lot Nineteen, LLC
9028 Mt. Oliver Street
Victor, ID 83455

Project Description:

240 E. Kelly Ave. sits vacant and lightly vegetated after an existing structure was demolished last fall, Fall 2018, to make way for a new construction, single family, residential building. The proposed new house will be two stories with a basement and an 8:12 gable roof. The proposed structure will be approximately 29.5' wide, 35ft deep, and 31ft tall. The lot is approximately level with alley access to the South and an existing, ~10ft driveway cut in the NW corner. There is a utility pole along the alleyway that holds, cable and electric services. We intend to reconnect to the existing sewer, water, and gas lines that were temporarily abandoned last fall. The new residence will be situated towards the street side, north, property line to leave the rear yard available for current green space and future development—generating this future development is not a goal of the current owners. We do not intent for the proposed structure or development to require any variances to the currently adopted Town of Jackson LRDs.

Please find the proposed conceptual site plan attached to this letter. There are no major topographic features on this lot so no grading plan has been provided at this time.

Sincerely,

Davin Stitgen

LETTER OF AUTHORIZATION

Julie Holden, "Owner" whose address is: P.O. Box
3052 Jackson NY 14501
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Julie Holden, Lewellen, ~~not valid address~~ as the owner of property
more specifically legally described as: PARCEL 22-41-16-34-2-28-004
240 E. KELLY AVE., JACKSON, NY
LOT 6, BLOCK 3 BRUNDAGE ADDITION, PLAT NO. 117A

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HEREBY AUTHORIZES DAWN STIGGEN -LOT N NETHERN, LLC
agent to represent and act for Owner in making application for and receiving and accepting
on Owner's 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 material. 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:

ISIGNATURES DE LA PRESSE FRANÇAISE

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If signed by officer, partner or member of corporation, LLC (secretary or corporate officer) partnership or
other see Individual Disclosure

STATE OF

Справки об

For further information, contact the author at www.earthworks.org.

The foregoing instrument was acknowledged before me this 1st day of January, 1993.

August 20

WITNESS my hand and official seal.

卷之三

Montgomery

(Notary Public)
My commission expires: 04/25/2023

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KAREN ETHELE HUNT
NOTARY PUBLIC
STATE OF COLORADO
NOTARY AC 201400000000
MT. CLEMENS, MICHIGAN, REGISTERED