



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: October 10, 2019	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located 515 E. Hansen Avenue legally known as, Lot 13, BLK. 3, HALL 1. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-236	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalenine@jacksonwy.gov	
Owner: Broadway LLC 1014 Flora Ave Coronado, CA 92118-2828 Applicant: Reese Design Studio – Richard Reese PO Box 883 Jackson, WY 83001	
Please respond by: n/a	

RESPONSE: For Departments not using Trak-it, please send responses via email to: 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
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: _____

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	This pre-application conference is:
_____ Use Permit	_____ Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ Environmental Analysis	

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 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.

_____ **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)

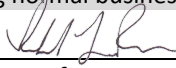
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not 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.



Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

Town of Jackson
Planning & Building Department
150 E Pearl Ave.
Jackson WY 83001

NE Job #: 19-276-02
October 9, 2019

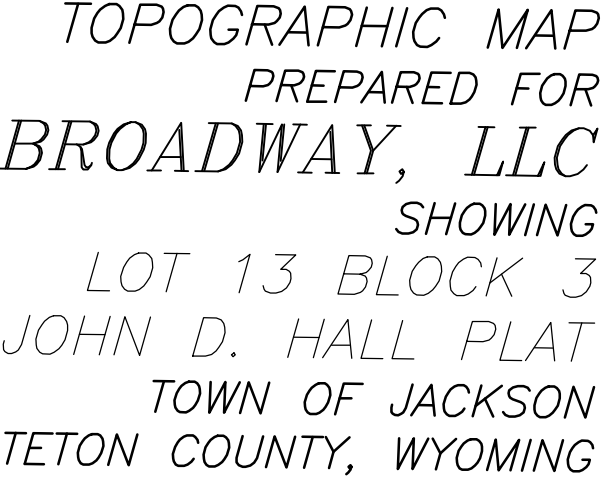
Pre-Application Conference Request: Broadway LLC Detached Garage


This application is seeking to schedule a pre-application for a building permit that requires 4,100 SF of total disturbance for the construction of a new detached garage/ARU on the rear of the property at 515 E. Hansen St. Enclosed with this application are several layouts, indicating existing conditions, and a utility/grading plan for the proposed development. This Pre-app request is for grading purposes.

The applicant wishes to schedule a meeting as soon as possible.

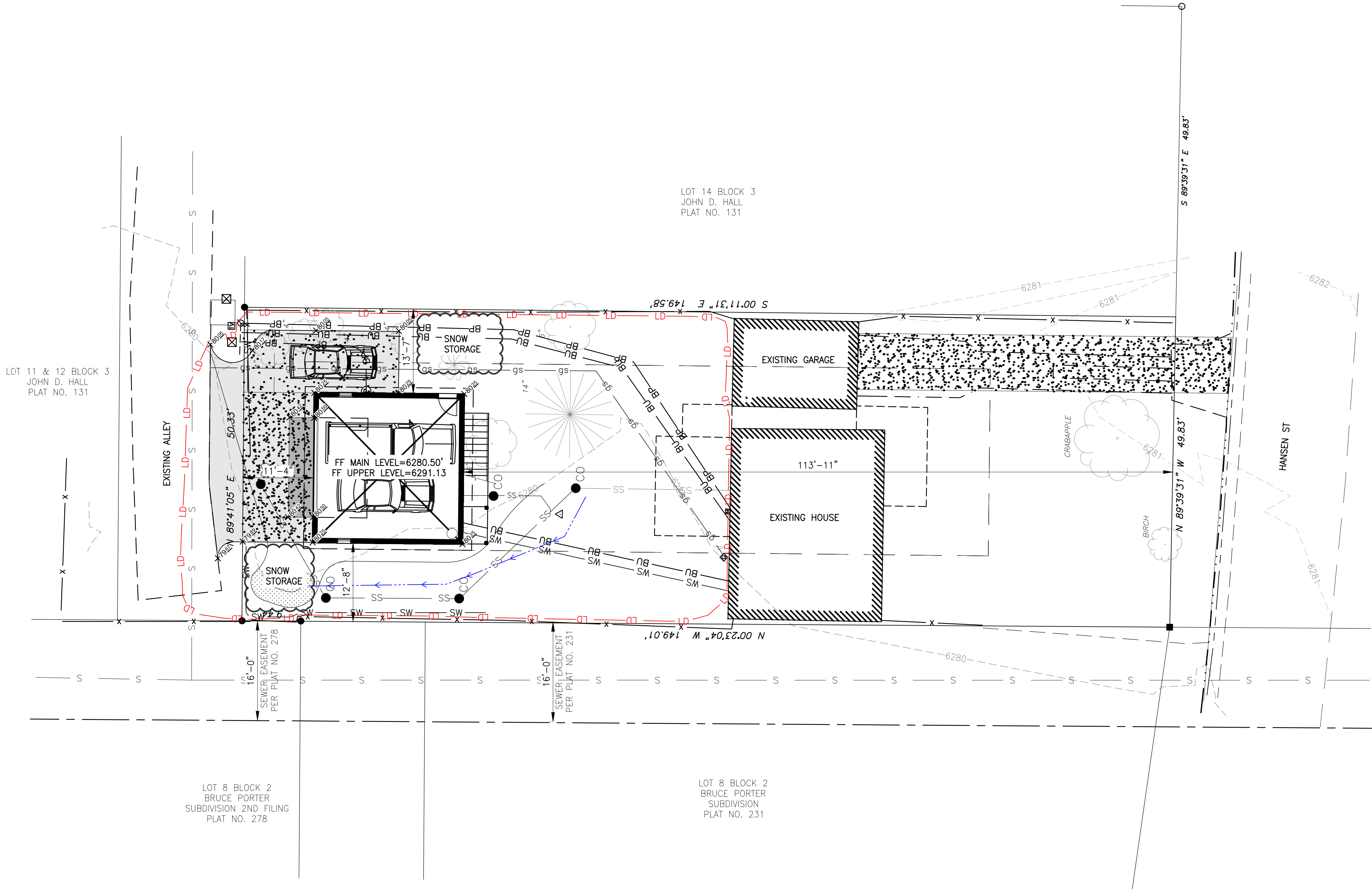
Sincerely,

Daniel J Bates, PE
Staff Engineer



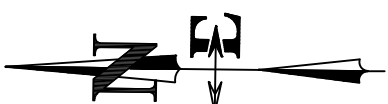
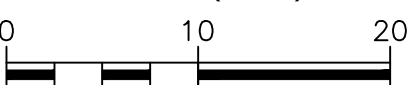
DRAWING NO C1.0	JOB TITLE BROADWAY LLC 515 E. HANSEN ST. JACKSON, WY	DRAWING TITLE EXISTING SITE PLAN	<div><p>NELSON ENGINEERING</p><p>P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</p></div>	DATE	10-9-19	REV.
				SURVEYED	OSLS	
				ENGINEERED	DD	
				DRAWN	DB	
				CHECKED	DD	
JOB NO 19-276-02			APPROVED	DD		

S:\Proj\2019\276-02 GIS E. Hansen St. - Civil and Housing\4 Drawings\Civil\Civil DESIGNING\FINAL SITE PLAN - Dct 09 2019 02:26:06 pm PLOTTED BY: bates DWG: FIRMAT 230



FINAL SITE PLAN

SCALE: 1" = 10' (22X34)

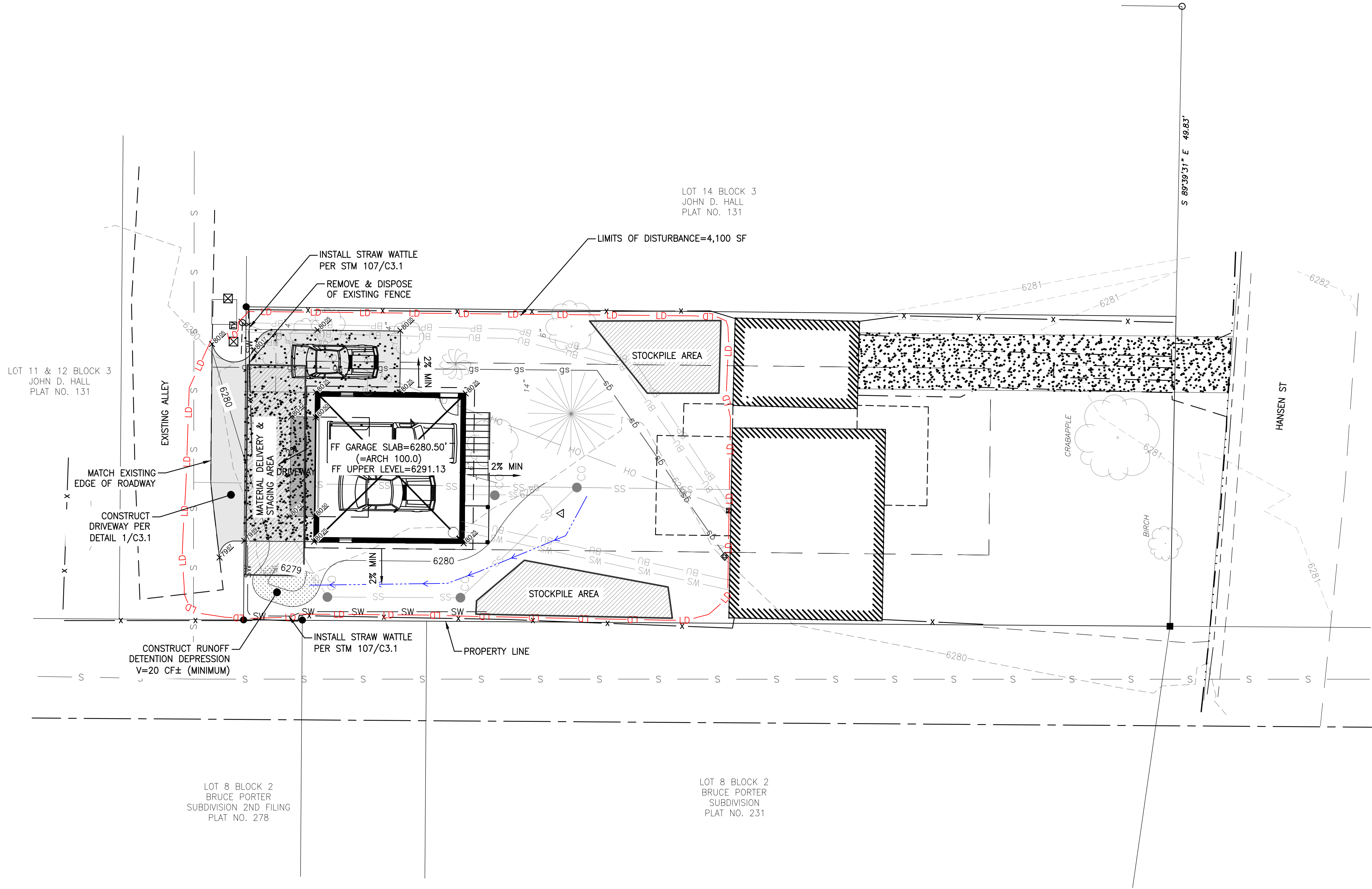


10-09-19_PERMIT SET

DRAWING NO	JOB TITLE	DRAWING TITLE	DATE	REV.				
				10-9-19	OSLS	DD	DD	DD
C2.0	BROADWAY LLC	FINAL SITE PLAN						
JOB NO	515 E. HANSEN ST. JACKSON, WY							
19-276-02								

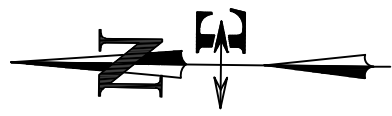
**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

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GRADING & EROSION CONTROL PLAN

SCALE: 1" = 10' (22X34)
0 10 20



10-09-19_PERMIT SET



DRAWING NO	JOB TITLE	DRAWING TITLE	DATE	REV.				
				10-9-19	OSLS	DD	DB	DD
C3.0	BROADWAY LLC 515 E. HANSEN ST. JACKSON, WY	GRADING & EROSION CONTROL PLAN		SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
19-276-02								

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P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

SITE CONSTRUCTION NOTES & SPECIFICATIONS

- ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) 2015 EDITION AND THESE PLANS.
- IT IS RECOMMENDED THAT THE CONTRACTOR EMPLOY A SURVEYOR TO PROVIDE STAKING FOR LOCATIONS OF FOUNDATIONS, UTILITIES, DRIVEWAY, AND FOR GRADING WORK.
- STRIPPED MATERIAL SHALL BE STOCKPILED AT STOCKPILE AREAS SHOWN ON PLAN, CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED.
- TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH SLOPES. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING, AND FOR RECLAMATION OF OLD DRIVEWAY & WALKWAY AREAS, ETC. LEAVE SUBGRADE DOWN 4-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
- DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
- CONTRACTOR SHALL PREVENT TRACKING OF SOIL ONTO THE ROAD AND CLEAN THE ROAD OF SOILS WHEN NECESSARY.
- INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING WITH LAND DISTURBING ACTIVITIES AND MAINTAIN THE DEVICES DURING CONSTRUCTION. IF NECESSARY THE CONTRACTOR SHOULD INSTALL AND MAINTAIN ADDITIONAL EROSION CONTROL MEASURES TO ENSURE THE SITE IS STABILIZED DURING CONSTRUCTION AND WILL NOT IMPACT NEIGHBORING PROPERTIES OR PUBLIC RIGHT-OF-WAY.
- REVEGETATION SHALL BE NATIVE SEED AND SOD AND SHALL BE IRRIGATED BY CONTRACTOR & OWNER WHEN NECESSARY.
- CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION. SEE WEED & PEST STRATEGIES ON C3.1.
- LAND DISTURBING ACTIVITIES ARE ANTICIPATED TO BE FROM WINTER 2019 THROUGH FALL 2021.
- CONTRACTOR TO COORDINATE THE INSTALLATION AND/OR IMPROVEMENT OF EXISTING WIRE UTILITY SERVICES WITH UTILITY PROVIDERS, AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.

TETON COUNTY WEED AND PEST MANAGEMENT STRATEGIES

PRE-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

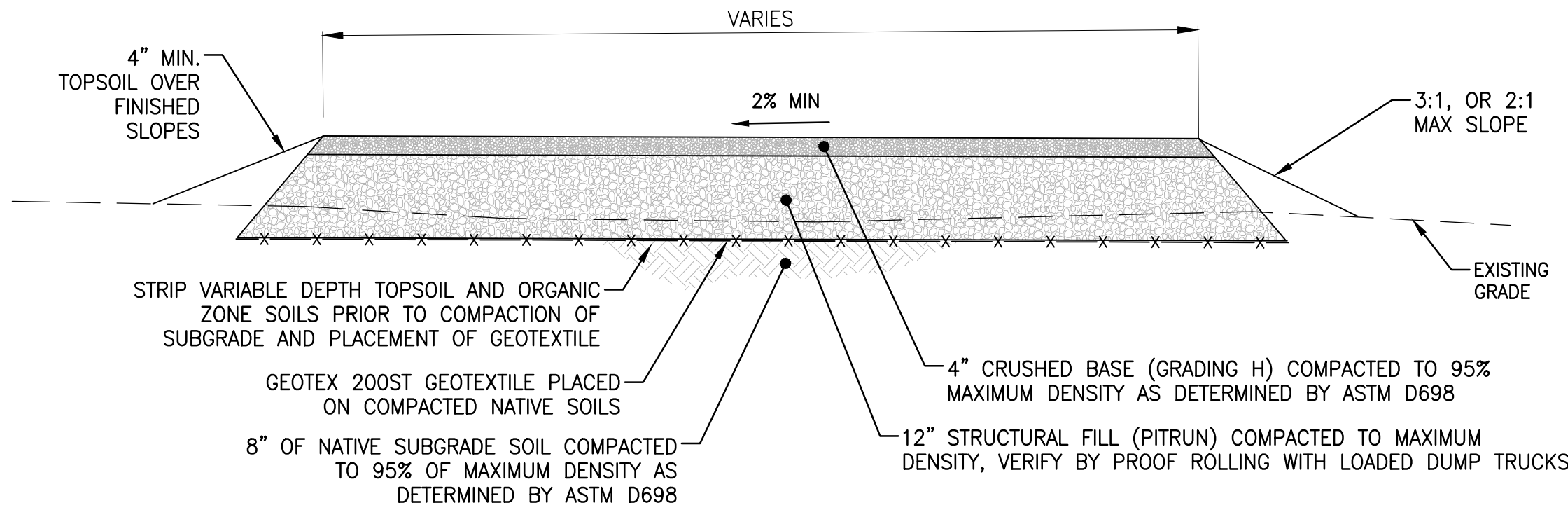
- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT THE TETON COUNTY WEED & PEST, OR OTHER QUALIFIED PROFESSIONAL, TO CONDUCT A SITE SPECIFIC INVENTORY OF INVASIVE SPECIES AND CREATE A SPECIES SPECIFIC MANAGEMENT PLAN IN ACCORDANCE WITH TETON COUNTY LDR 5.7.2.

ACTIVE CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

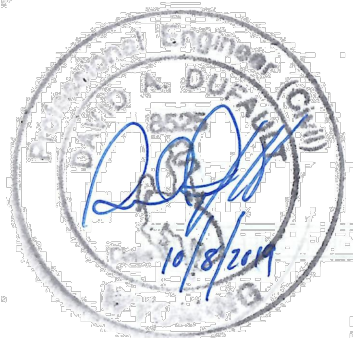
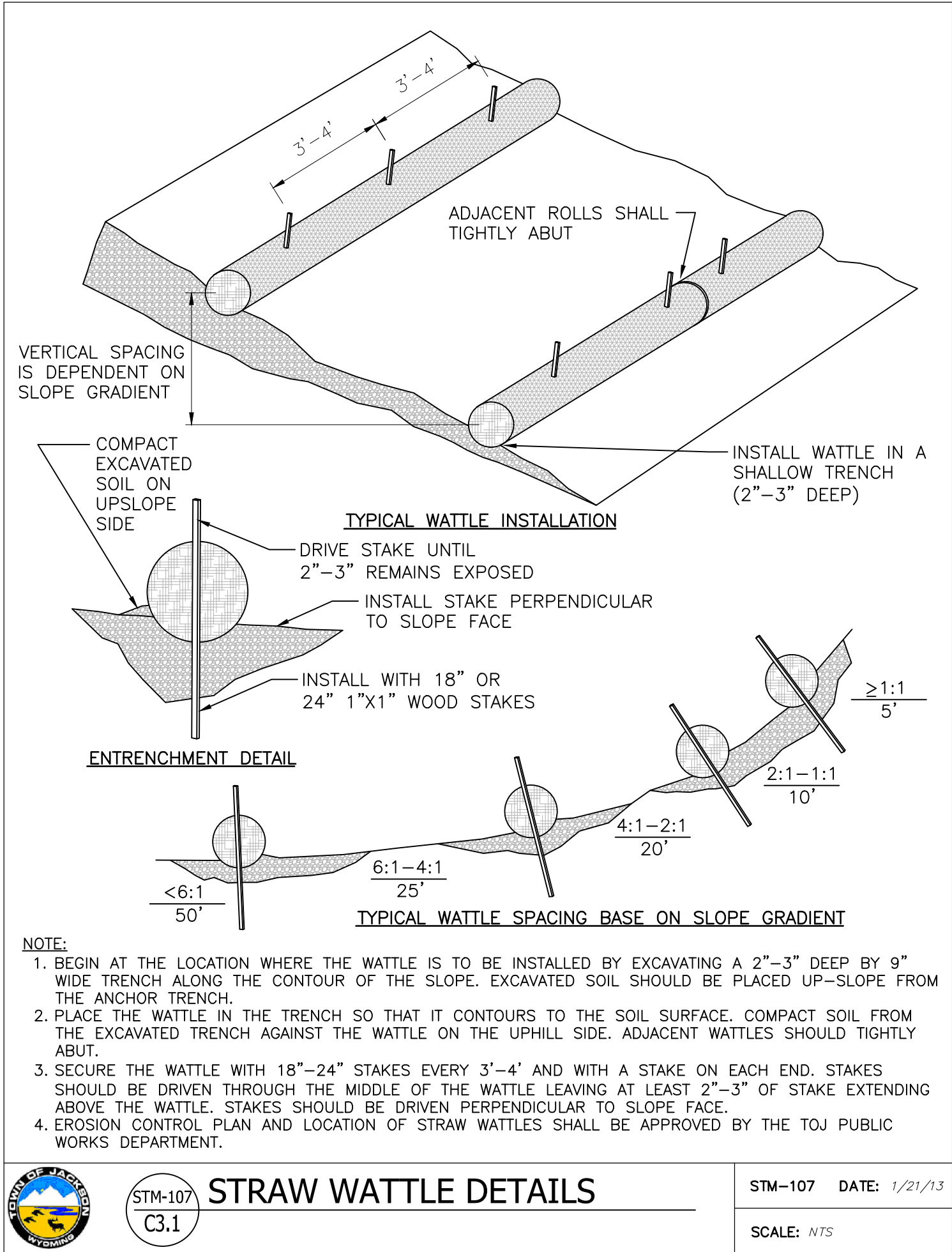
- ALL CONSTRUCTION EQUIPMENT TO BE CLEANED PRIOR TO ENTERING THE SITE.
- SOIL STOCKPILES TO BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
- DISTURBANCE OUTSIDE OF THE CONSTRUCTION ZONE AND IN AREAS WHERE INVASIVE SPECIES ARE PRESENT SHALL BE MINIMIZED.
- ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE SHALL BE KEPT ON ACTIVE MANAGEMENT USING THE CONTROL METHODS PRESCRIBED IN THE SPECIES SPECIFIC MANAGEMENT PLAN CREATED PRIOR TO CONSTRUCTION. THIS AREA SHALL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

POST-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- RE-VEGETATION TO OCCUR IMMEDIATELY AFTER CONSTRUCTION IS COMPLETE TO PREVENT THE ESTABLISHMENT OF INVASIVE SPECIES IN DISTURBED AREAS.
- NURSERY STOCK SHALL BE IN ACCORDANCE WITH W.S. 11-9-101 - 109 (WYOMING NURSERY STOCK LAW), ACCOMPANIED BY A VALID HEALTH CERTIFICATE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE. SEEDS SHALL BE IN ACCORDANCE WITH W.S. 11-12-101 - 125 (WYOMING SEED LAW), CERTIFIED WEED FREE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE.
- CERTIFIED WEED FREE STRAW, GRAVEL, AND SOIL SHALL BE UTILIZED WHERE POSSIBLE.
- TCWP TO BE CONTACTED TO CREATE A POST-CONSTRUCTION INVENTORY.



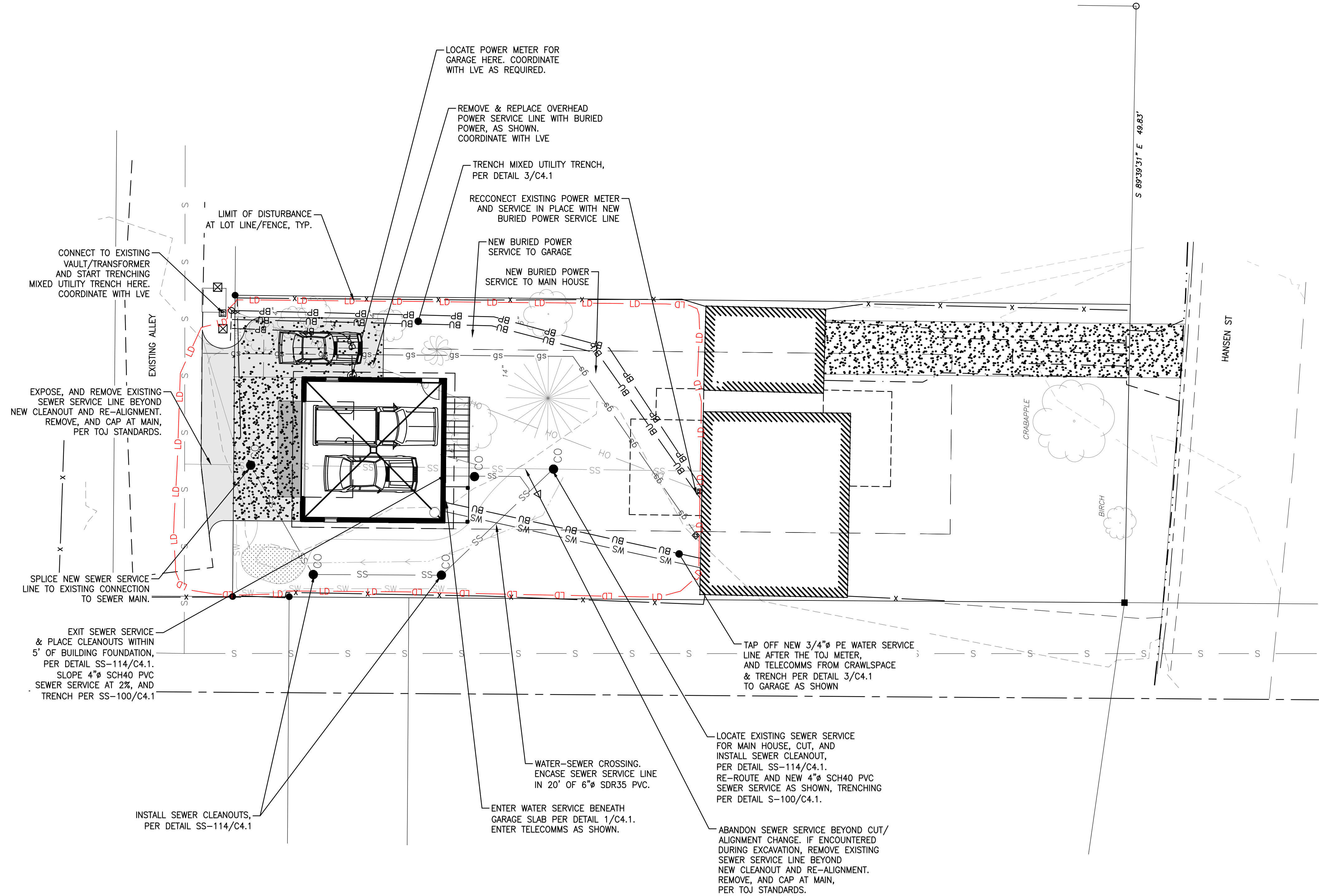
1
C3.1
TYPICAL DRIVEWAY SECTION
SCALE: N.T.S.



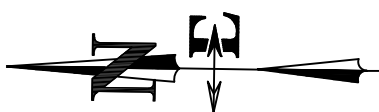
10-09-19_PERMIT SET

DRAWING NO	JOB NO	JOB TITLE	DRAWING TITLE	REV.				
				DATE	10-9-19	OSLS	DD	DD
C3.1		BROADWAY LLC	GRADING DETAILS	SURVEYED				
		515 E. HANSEN ST.		ENGINEERED				
		JACKSON, WY		DRAWN				
				CHECKED				
				APPROVED				

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UTILITY PLAN
SCALE: 1" = 10' (22X34)

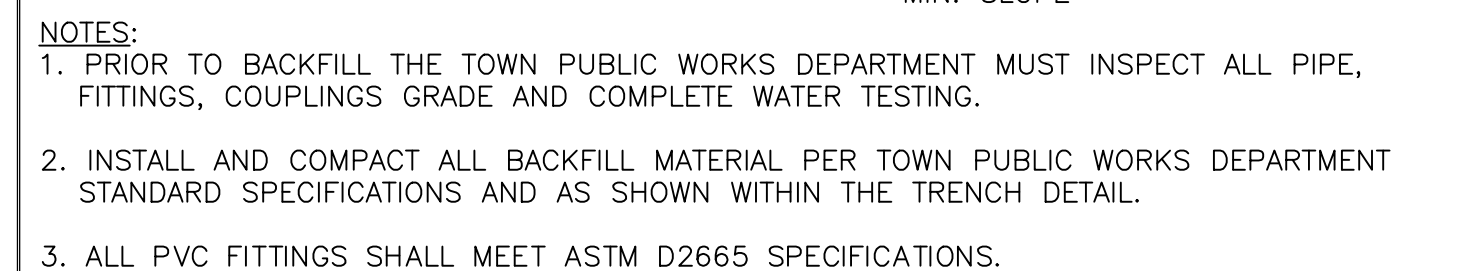
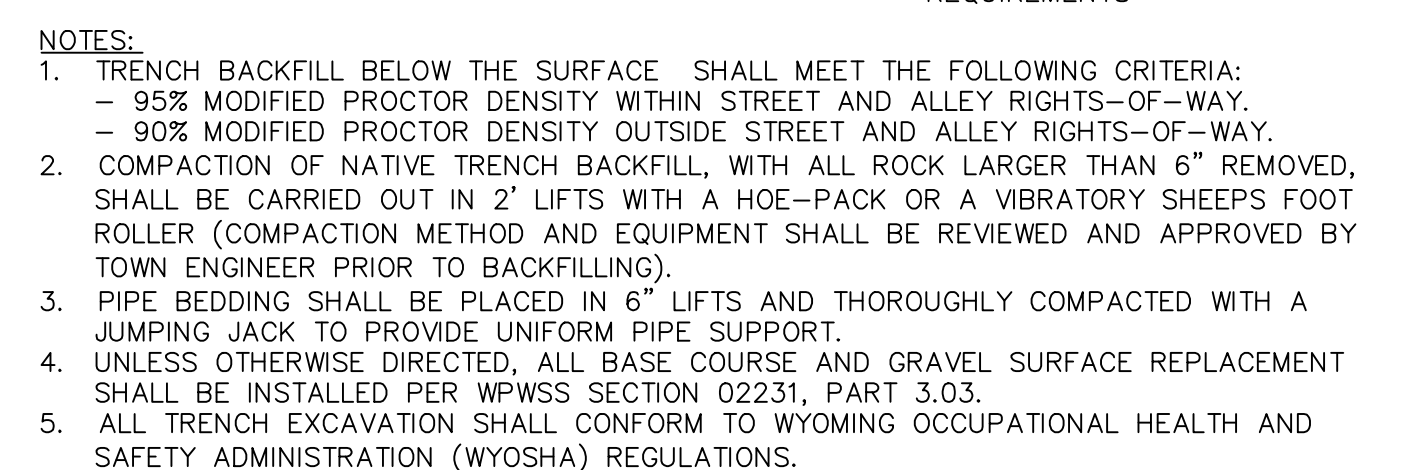
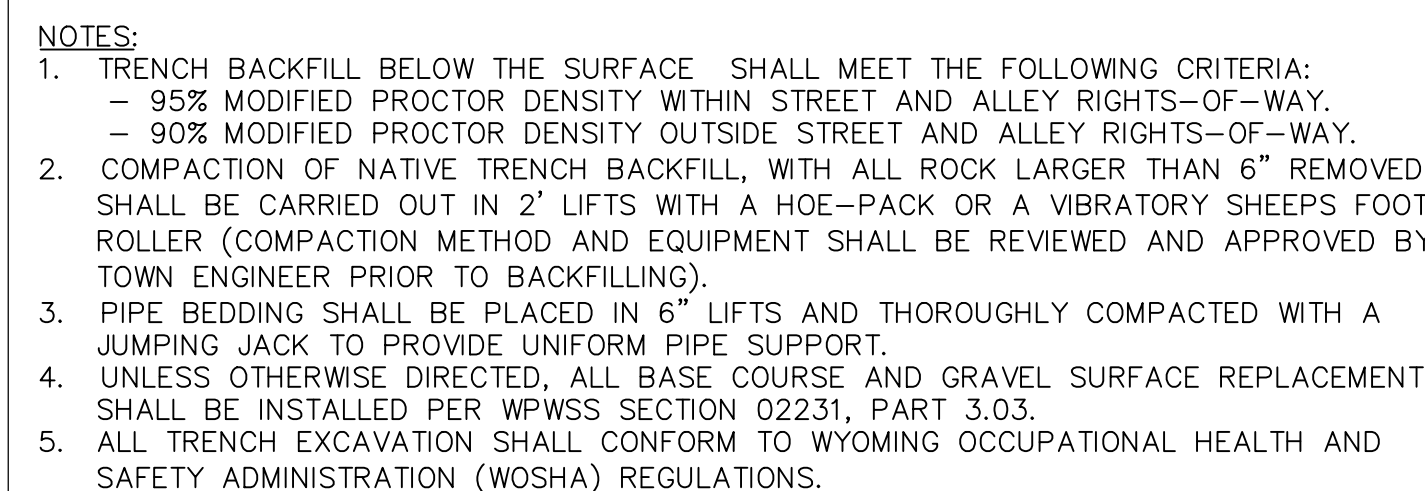


10-09-19_PERMIT SET



DRAWING NO	JOB NO	JOB TITLE	DRAWING TITLE	REV.				
				DATE	10-9-19	OSLS	DD	DD
C4.0		BROADWAY LLC 515 E. HANSEN ST. JACKSON, WY	UTILITY PLAN	SURVEYED	ENGINEERED	DD	DD	DD
				DRAWN	CHECKED	DD	DD	DD
				APPROVED				

**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087



SEWER LATERAL TESTING TEE

FINISH GRADE

SEWER SERVICE LINE
45° PIPE BEND

SEWER TAP IN
ACCORDANCE WITH
SS-115/C3.1

45°

SANITARY SEWER
MAIN LINE

SLOPE 1/4" PER
FOOT MIN.

PIPE SPOOL
AS NEEDED

FLOW DIRECTION

CAP END IF NOT
CONNECTING TO TO
BUILDING SEWER

SECTION

FLOW

BEDDING
MATERIAL

SCHEDULE 40 ASTM D2665 4"φ
(MINIMUM) SERVICE PIPE SHALL BE
REQUIRED FROM SEWER MAIN TO
BUILDING (SEE TOWN STANDARDS)

Y FITTING

MAIN

SEWER LATERAL TESTING TEE
TO BE LOCATED AS CLOSE TO
THE SEWER MAIN/POINT OF
CONNECTION AS POSSIBLE OR AT
THE PROPERTY LINE

PLAN VIEW

NOTES:

1. NEW SERVICE CONNECTIONS TO EXISTING SANITARY SEWER MAINS (OWNED BY THE TOWN) SHALL BE COMPLETED BY THE TOWN OF JACKSON. THE PRIVATE PARTY BEING SERVED BY THE NEW CONNECTION SHALL BE RESPONSIBLE FOR CARRYING OUT BACKFILL OPERATIONS.
2. BACKFILL OPERATIONS AT NEW SERVICES CONNECTED TO EXISTING SANITARY SEWER MAINS SHALL BE COMPLETED PER TOWN STANDARDS.
3. CLEANOUT TO BE PROVIDED ADJACENT TO HOUSE OR BUILDING, EVERY 100' OF SERVICE LINE, AND AT EVERY POINT WHERE THE SEWER SERVICE MAKES 135° OF ANGLE CHANGE PER THE INTERNATIONAL PLUMBING CODE.
4. COMPLETE WATER LEAK TESTING OF NEW SEWER PIPE IN ACCORDANCE WITH TOJ STANDARDS.

SS-111 DATE: 1/14/13

SCALE: NTS

36" MIN. FOR
SECONDARY POWER
42" MIN. FOR
PRIMARY POWER

FINISHED GRADE

12"

4'-0"

GAS WARNING TAPE

COMPACTED BACKFILL

ELECTRICAL WARNING TAPE

LOCATOR WIRE

LOCATOR WIRE

6" SHADING

4" BEDDING

4"

18"

18"

4"

WATER OR
SEWER PIPE

60" MIN.
IF DEPTH IS GREATER THAN
8' CONTACT LIVE FOR
REQUIRED OFF-SET.

TELEPHONE/
CABLE BY
OTHERS

ELECTRICAL
CABLE IN
CONDUIT

GAS SERVICE BY
LOWER VALLEY
ENERGY

NOTES:

1. WHEN ELECTRICAL CONDUCTORS CROSS OVER OR UNDER WATER AND/OR SEWER PIPES THERE SHALL BE A MINIMUM OF 12" VERTICAL SEPARATION. IN ADDITION, THE ELECTRICAL CONDUCTORS SHALL BE PROTECTED WITH NOT LESS THAN 48" OF SUITABLE PVC OR RIGID STEEL CONDUIT WITH NO LESS THAN 24" ON EITHER SIDE OF THE CROSSING.
2. CONSUMER INSTALLED CONDUIT MUST BE INSPECTED PRIOR TO BACKFILLING. IF NOT INSPECTED, TRENCH MAY BE REJECTED.
3. ALL TRENCHES ARE TO BE INSPECTED PRIOR TO BACKFILLING.
4. 18" SEPARATION MUST BE OBTAINED BETWEEN PE GAS PIPE AND POWER CABLE OR TRENCH WILL BE REJECTED.
5. BEDDING AND SHADING MATERIAL MUST BE SMOOTH, FREE OF ROCKS, AND MUST BE ABLE TO SIFT THROUGH A 1/4" SCREEN (SAND RECOMMENDED).

SCALE: NTS

DATE	10-9-19	REV.
SURVEYED	OSLS	
ENGINEERED	DD	
DRAWN	DB	
CHECKED	DD	
APPROVED	DD	

**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DRAWING TITLE
UTILITY DETAILS

DB TITLE
BROADWAY LLC
515 E. HANSEN ST.
JACKSON, WY

DRAWING NO	C4.1
JOB NO	19-276-02

10-09-19_PERMIT SET

