



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 21, 2019	REQUESTS: The applicant is submitting a request for a vacation from a plat for the property located at 675 E. Kelly Ave, legally known as, LOT 2, ENRIGHT TOWNHOMES ADDITION. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-241	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Michael F. Enright Trustee PO Box 4120 Jackson, WY 83001	
Applicant: William Collins PO Box 7441 Jackson, WY 83002	
Please respond by: November 4, 2019 (Sufficiency) November 11, 2019 (with 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: Plat Note Revision -- Enright Townhome Subdivision
Physical Address: 675 E. Kelly Avenue
Lot, Subdivision: Lots 1, 2; Enright Townhome Addition PIDN: 22-41-16-34-1-97-001/002

PROPERTY OWNER.

Name: Michael Enright Phone: 413-4444
Mailing Address: P.O. Box 4120; Jackson, WY ZIP: 83001
E-mail: menright@wyoming.com

APPLICANT/AGENT.

Name: Collins Planning Associates Phone: 690-4436
Mailing Address: P.O. Box 7441; Jackson, WY ZIP: 83002
E-mail: collinsplanning@bresnan.net

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

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: vacate plat note
_____ 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 #: N/A Environmental Analysis #: N/A
Original Permit #: P07 - 129 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?

- X **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.
- X **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 on hard copy

Signature of Property Owner or Authorized Applicant/Agent

Bill Collins

Name Printed

10-18-19

Date

agent

Title

COLLINS PLANNING
• A S S O C I A T E S •

October 18, 2019

Mr. Paul Anthony, Planning Director
P.O. Box 1687
Jackson, WY 83001 via hand delivery

Re: Vacation of Plat Note

Dear Paul;

Attached is an application to vacate and replace notes on subdivision plan 1230. The plat is the Enright Townhomes Addition to the Town of Jackson and the plat notes describe the allowed amount of floor area permitted in the subdivision and then allocates this floor area between to two lots.

Attached are:

1. Application;
2. Affidavit;
3. Copy of the plat with notes to be changed circled;
4. Letter of authorization; and,
5. The fee.

Please call with any questions or the need for additional information.

Sincerely;



William E. Collins, AICP

LETTER OF AUTHORIZATION

Michael Enright, "Owner" whose address is: 675 East
Kooley Ave Jackson WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: Enright Town house
subdivision

(If too lengthy, attach description)

HEREBY AUTHORIZES Collins Planning Associates as
agent to represent and act for Owner in making application for and receiving and accepting
on Owners 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 materials. 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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Owner

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or
other non-individual Owner)

STATE OF Wyoming)
)SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Michael Enright this 16 day of
October, 2019.

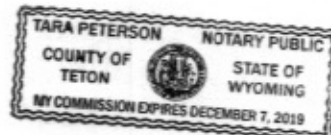
WITNESS my hand and official seal.

Tara Peterson

(Notary Public)

My commission expires:

(Seal)



AFFIDAVIT

Michael F. Enright, being first duly sworn upon oath, deposes and says as follows:

1. I am over the age of eighteen, have personal knowledge of the following facts and make this affidavit for the purpose of vacating (and replacing) certain certifications and notations included on that plat recorded in the Office of the Teton County Clerk as Plat No. 1230.

2. I am the owner of Lots 1, 2 and 3 of the Enright Townhomes Addition to the Town of Jackson according to that plat recorded in the Office of the Teton County Clerk as Plat No. 1230, and am the only party affected by the partial vacation of the certifications and notations as described herein.

3. The Certificate of Owners on Plat No. 1230 includes the following certifications:

That the Town of Jackson, under Land Development Regulations, in effect on the date of this Plat, allows a Floor Area Ratio of 0.42 x 7,481 sq. ft., (0.172 acres) = 3,142 sq. ft.;

That Lot 1 of this Townhouse Plat has an existing 2 story building on the Lot with a floor area of 1,575 sq. ft.; and

That Lot 1 is hereby allocated 1,575 sq. ft. of the total 3,142 sq. ft. and that Lot 2 is hereby allocated the remaining 1,567 sq. ft.

5. The above-described certifications on Plat 1230 are hereby vacated and replaced with the following:

That the Town of Jackson, under Land Development Regulations, in effect on the date of this Plat, allows a Floor Area Ratio of 0.42 x 7,492.3 sq. ft., (0.172 acres) = 3,146.8 sq. ft.;

That Lot 1 of this Townhouse Plat has an existing 2-story building on the Lot with a floor area of 1,760 sq. ft. and Lot 2 has an existing 2-story building with a floor area of 1,296 sq. ft.;

That Lot 1 is hereby allocated 1,850.8 sq. ft. of the total floor area of 3,146.8 sq. ft. for expansion purposes and Lot 2 is allocated 1,296 sq. ft. of floor area;

6. Plat No. 1230 includes the following notations regarding the floor area ratio and allowed floor area ratio for Lots 1 and 2 as shown on the depiction of the subdivision:

FAR = 1,575 sf (for Lot 1)

FAR allowed = 1,567 sf (for Lot 2)

7. The above-described notations on Plat 1230 are hereby vacated and replaced with the following:

Floor Area allowed = 1,850.8 s.f. (for Lot 1)

Floor Area allowed = 1,296 s.f. (for Lot 2)

8. The partial vacation of the certifications and notations as described herein does not abridge or destroy any rights and privileges of other proprietors in Plat No. 1230.

DATED this ____ day of _____, 20__.

Michael F. Enright

STATE OF WYOMING)
)
COUNTY OF TETON)

Subscribed and sworn to before me this ____ day of _____, 20__ by
Michael F. Enright.

WITNESS my hand and official seal.

Notary Public
My Commission expires:

[Acknowledgement, Acceptance and Approval by Jackson Town Council Follows.]

ACKNOWLEDGMENT, ACCEPTANCE AND APPROVAL

The partial vacation (and replacement) of the certification and notations contained on Plat No. 1230 as described in the foregoing Affidavit was acknowledged, accepted and approved at a regular meeting of the Jackson Town Council held on the ____ day of _____, 20__.

Attest:

Town of Jackson

Clerk

Mayor

