



# 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: December 30, 2019	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located 660 W. Broadway Avenue legally known as, LOT 2, TIBBITTS SUBDIVISION.  For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-290	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Fax: 734-3563  Email: tvalenine@jacksonwy.gov	
<b>Owner:</b> David Tibbitts PO Box 3695 Jackson, WY 83001  <b>Applicant:</b> Y2 Consultants PO Box 2674 Jackson, WY 83001	
<b>Please respond by:</b> n/a	

**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. | phone (307)733-0440  
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 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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: Tibbitts Lot 1: Phase 1

Physical Address: 660 W Broadway Ave

Lot, Subdivision: Lot 2, Tibbitts Subdivision

PIDN: 22-41-16-33-1-70-001

#### **PROPERTY OWNER.**

Name: David Tibbitts

Phone: 307-413-3407

Mailing Address: PO BOX 125

ZIP: 83001

E-mail: JeffTibbitts1@gmail.com

#### **APPLICANT/AGENT.**

Name, Agency: Y2 Consultants, LLC

Phone: 733-2999

Mailing Address: PO Box 2870

ZIP: 83001

E-mail: Skyler@Y2Consultants.com

#### **DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner

x

\_\_\_\_\_ 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** (tstolte@gmail.com).

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)

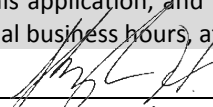
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be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



Signature of Owner or Authorized Applicant/Agent

Skyler Helffrich

Name Printed

12/20/2019

Date

Agent

Title



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

## TIBBITTS LOT 1: PHASE 1

December 20, 2019

### PROJECT DESCRIPTION

1. Existing Property Conditions

The property, 660 W Broadway Ave, is currently an undeveloped lot serving as a parking area for the Jackson hole White Water customers. This property is currently under Town of Jackson Zone Specific Standards for the CR-3 Zone as directed by Town of Jackson staff during the BUP process. It is also within the Natural Resource Overlay. All information is based on the Teton County GIS.

2. Character of Project

This project consists of the preliminary grading of the site for future development.

3. Intended Development

The property owner would like to use the existing material to be removed from the adjacent lot, Lot 2 Tibbitts Subdivision, to reconstruct the parking area in adherence with Town of Jackson Land Development Regulations. The proposed development for phase one is to regrade the site appropriately to prepare for future development of a parking area in the future. Final grading and building plans will be submitted in 2021.

4. Proposed Amendments to the LDR's

There are no proposed amendments to the Town of Jackson Land Development Regulations.

# LETTER OF AUTHORIZATION

David Tibbitts

, "Owner" whose address is:

670 W. Broadway Avenue Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

David Tibbitts

, as the owner of property

more specifically legally described as: Pt. SE1/4 NW 1/4, Sec. 33, Twp. 41, Rng. 116

(If too lengthy, attach description)

HEREBY AUTHORIZES Y2 Consultants LLC

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:

(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 LINCOLN

)

The foregoing instrument was acknowledged before me by JEFF TIBBITTS this 11<sup>th</sup> day of OCTOBER, 2019.

WITNESS my hand and official seal.

Sandy Toland  
(Notary Public)

My commission expires: 6-27-22

(Seal)



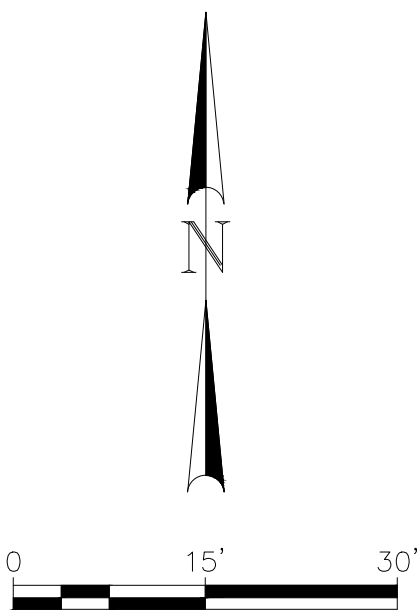


DAVID TIBBITTS  
GEC PRE-APP  
LOT 1, TIBBITTS SUBDIVISION

NOTES:

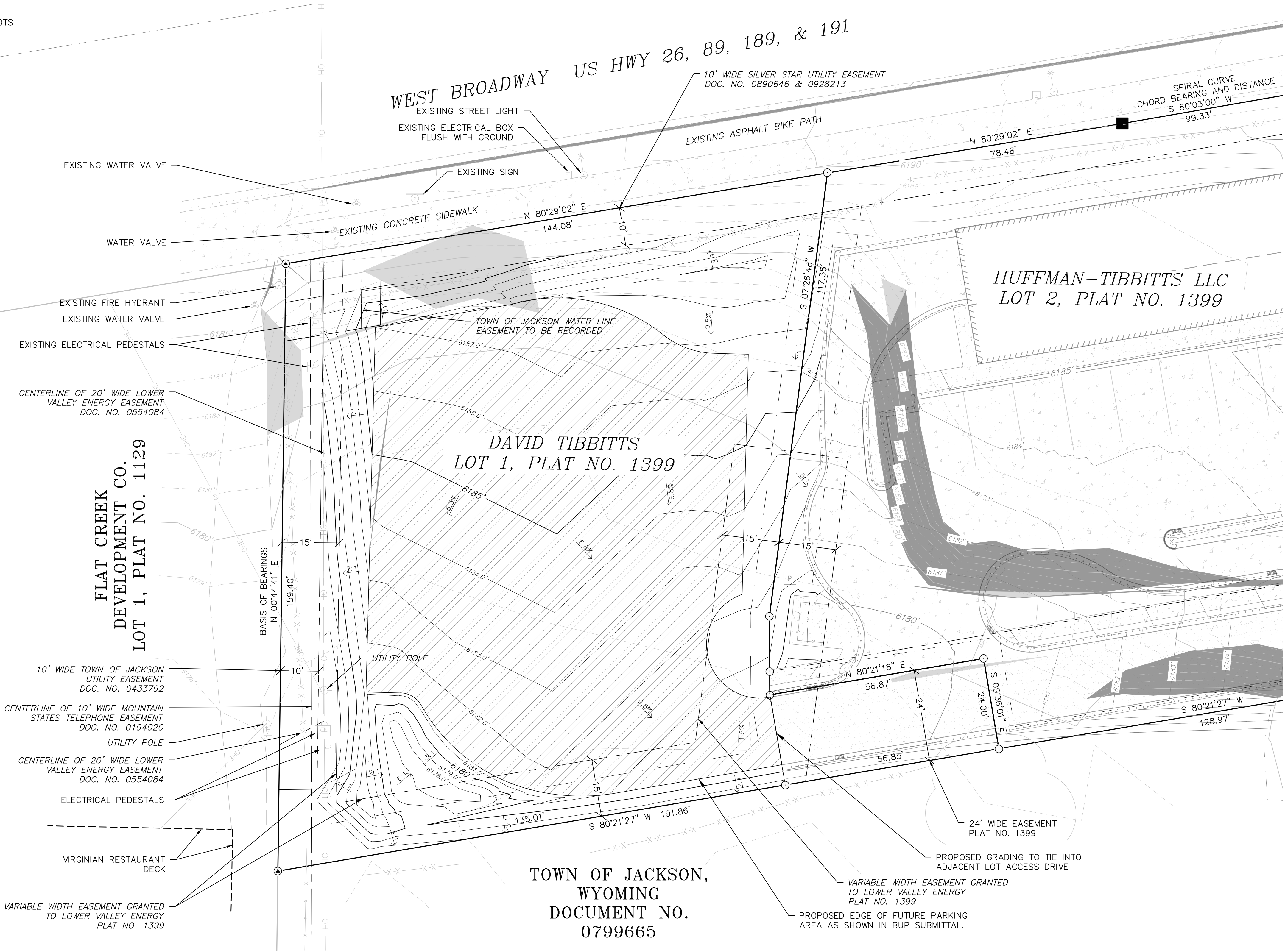
1. LINEWORK SHOWN BEYOND LIMITS OF LOT 1 PROPERTY BOUNDARY DEPICTS PROPOSED DEVELOPMENT OF ADJACENT LOT AND IS TO BE PERMITTED SEPARATELY.
2. LINEWORK SHOWN WITHIN LIMITS OF LOT 1 PROPERTY BOUNDARY DEPICTS FUTURE DEVELOPMENT CORRESPONDING WITH BASIC USE PERMIT (BUP) AND TO BE PERMITTED SEPARATELY WITH FINAL DEVELOPMENT.
3. CONTOURS DEPICTING BOTH EXISTING AND PROPOSED CONDITIONS HAVE BEEN SHOWN FOR BOTH LOTS TO SHOW FINAL CONDITION OF DEVELOPMENT. LOT 2 CONTOURS HAVE BEEN GREYED BACK TO EMPHASIZE EXTENTS OF THIS PROJECT.
4. PROJECT IS CURRENTLY PLANNED TO COINCIDE WITH THE DEVELOPMENT OF ADJACENT LOT, LOT 2 TIBBITTS SUBDIVISION. AS MATERIAL FROM LOT 2 IS REMOVED IT WILL BE PLACED ON LOT 1. STOCKPILING WILL BE LIMITED AND KEPT WITHIN THE PROPERTY BOUNDARIES OF THE LOTS.
5. ALL CURRENTLY VEGETATED AREAS SHALL BE RESEEDING IMMEDIATELY FOLLOWING GRADING.

DISTURBANCE	
SLOPES	AREA (SF)
0 - 5%	13,204
5 - 15%	3,032
> 15%	2,035
TOTAL	18,271



LEGEND	
(E) - EXISTING	(P) - PROPOSED
	(E) MAJOR CONTOUR
	(E) MINOR CONTOUR
	(P) MAJOR CONTOUR
	(P) MINOR CONTOUR
	PROPERTY BOUNDARY
	SETBACK
	EASEMENT
	(F) EDGE OF PARKING AREA
	(F) PARKING AREA
	(E) SURVEY MONUMENT
	(E) SLOPES 30-36%
	(E) SLOPES > 36%

ADJACENT PROPOSED DEVELOPMENT	
	(P) MAJOR CONTOUR
	(P) MINOR CONTOUR
	(P) EDGE OF CONCRETE
	(P) EDGE OF PAVEMENT
	(P) CURB FLOW LINE
	(P) TOP BACK OF CURB
	(P) BUILDING
	(P) STORMWATER
	(P) SANITARY SERVICE
	(P) WATER SERVICE
	(P) UNDERGROUND UTILITIES
	(P) COMMUNICATIONS
	(P) LIMITS OF DISTURBANCE
	(P) ASPHALT PAVEMENT
	(P) HEATED CONCRETE PAVEMENT
	(P) SIDEWALK
	(P) RETAINING WALL



DATE	DRAWING SET TITLE
12/20/2019	PREAPP CONFERENCE
DRAWN BY: SAH	
CHECKED BY: KC	
JOB #: 15215.2	

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TIBBITTS LOT 1: PHASE 1  
DAVID TIBBITTS  
LOT 1, TIBBITTS SUBDIVISION  
JACKSON, WY 83001

GEC PRE APP

C1.1