



# 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: January 14, 2020

Item #: P20-006

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Email: [bconboy@jacksonwy.gov](mailto:bconboy@jacksonwy.gov)

**Owner:**

Gary & Susan Halling  
PO Box 6304  
Jackson, WY 83002

**Applicant:**

MB Architects – Matt Bowers  
2090 E. Horse Creek Road  
Jackson, WY 83001

**REQUESTS:**

The applicant is submitting a request for a Grading Pre-Application for the property located at 742 Rodeo Drive legally known as, LOT 37, KARNS HILLSIDE ADDITION.

For questions, please call Brain Lenz at 733-3079, x1410 or email to the address shown below. Thank you.

**Please respond by: January 20, 2020**

**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).

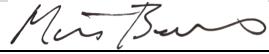
**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal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



Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

## LETTER OF AUTHORIZATION

Halling, Gary & Susan Family Trust \_\_\_\_\_, "Owner" whose address is: 742 Rodeo Drive  
Jackson, Wyoming

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Halling, Gary & Susan Family Trust \_\_\_\_\_, as the owner of property  
more specifically legally described as: Lot 37, Karns Hillside Division, Jackson, Wyoming  
PIDN: 22-41-16-33-3-07-037

(If too lengthy, attach description)

HEREBY AUTHORIZES Matt Bowers, MB Architects 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: Trustee, Gary & Susan Halling Family Trust

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

STATE OF \_\_\_\_\_

)

)SS.

COUNTY OF \_\_\_\_\_

)

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:

*see attached to tank certificate  
J. Melvin 1/6/2020*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

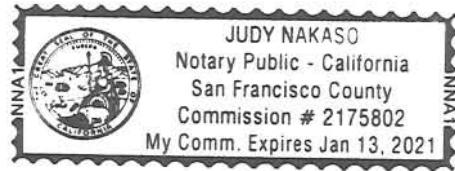
State of California )  
County of San Francisco )

On Jan. 6, 2020, before me, Judy Nakaso, a Notary Public, personally appeared Gary L. Halling, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



**M B Architects**  
2090 E. Horse Creek Rd.  
Jackson, WY. 83001  
(307) 413- 5808  
[bowersarchitecture@gmail.com](mailto:bowersarchitecture@gmail.com)

13th January 2020  
Subject: Project Narrative for 742 Rodeo Drive, Jackson, WY. 83001

**Town of Jackson Planning and Building Dept**  
150 E Pearl Avenue  
Jackson, WY. 83001

To Town of Jackson Planning and Building Department;

Project Location/Description: 742 Rodeo Drive in Jackson, WY, Lot 37, Karns Hillside Division, zoned as NL-2 (Neighborhood Low Density-2), Lot acreage: 0.39 acres. Site features include sloping, grass-covered, residential vacant land.

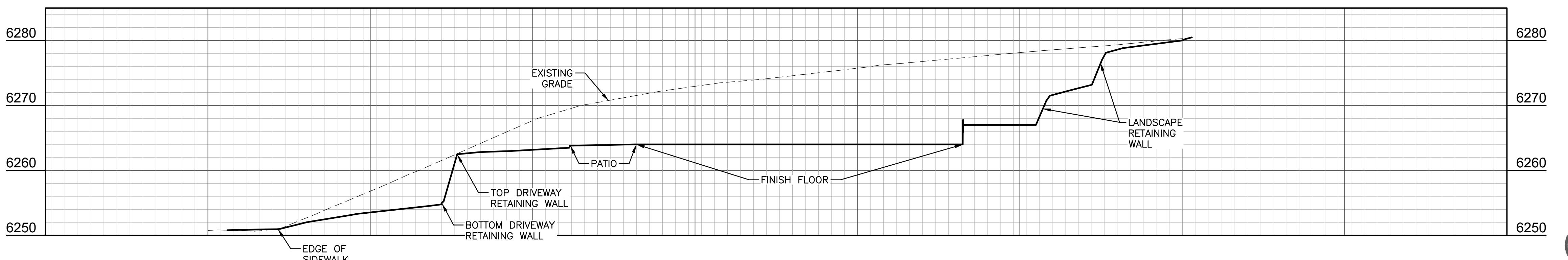
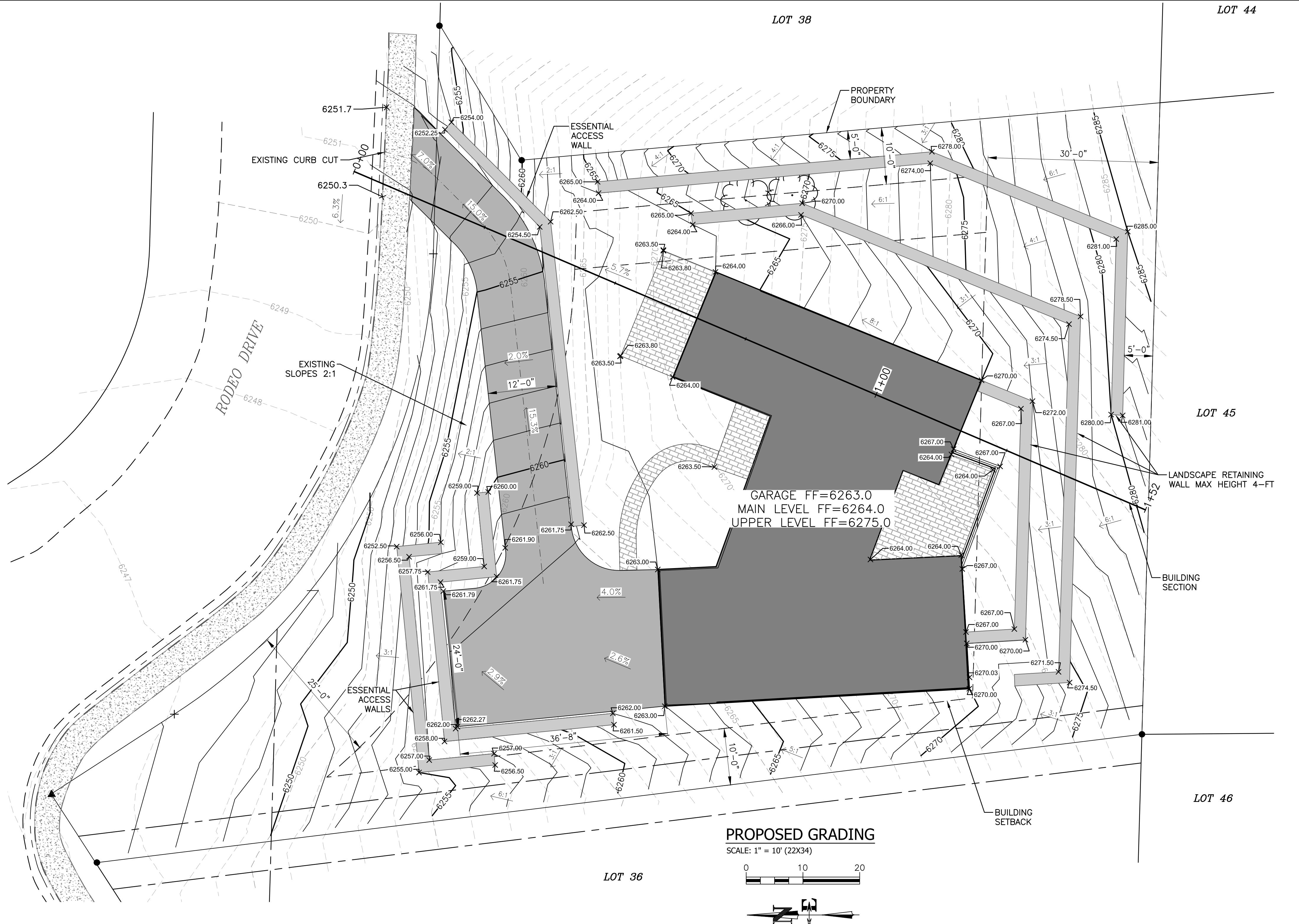
The owners wish to construct a +/- 5,000 sq. ft. two-story residence with attached garage and decks on the existing residential vacant land. The proposed structure would be two-story and within the required height limits of the NL-2 zoning requirements and CCR requirements of the Karns Hillside Subdivision.

The character of the proposed residence shall be in keeping with the CCR requirements of the Karns Hillside Addition subdivision and shall include rustic, natural materials and tones, and contemporary forms and rooflines.

No proposed amendments to the LDRs associated with this development are requested at this time.

Sincerely,

Matt Bowers



NOT FOR CONSTRUCTION

GARAGE ELEVATION	DRIVEWAY SLOPE
6263.00	15.3%
6262.00	13.0%
6261.00	10.8%
6260.00	8.5%

SURVEYED	NE
ENGINEERED	BO
DRAWN	BO
CHECKED	MB
APPROVED	MB

# WELSON ENGINEERING

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

DRAWING NO.		JOB NO.		PROPOSED GRADING PLAN	
1		HALLING RESIDENCE 742 RODEO DR TOWN OF JACKSON		SURVEYED NE ENGINEERED BO DRAWN BO CHECKED MB APPROVED MB	
19-350-01		733-2087		P.O. BOX 1599, JACKSON WYOMING (307)	
<h1>NELSON ENGINEERING</h1>					