



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 17, 2020	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 30 Stormy Circle legally known as, LOT 3, PINWOOD ADDITION. For questions, please call Brain Lenz at 733-3079, x1410 or email to the address shown below. Thank you.
Item #: P20-011	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner/ Applicant: Teri Davis PO Box 3353 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. | phone (307)733-0440
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** (tstolte@gmail.com).

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.

Teri Davis

Signature of Owner or Authorized Applicant/Agent

Teri Davis

Name Printed

1/15/2020

Date

Owner

Title

Jeff Lawrence, AIA - Architect

307.690.2056

74jeff@gmail.com

P.O. Box 42, Kelly, WY 83011- 330 N.Glenwood St., Jackson, WY 83001

January 15, 2020

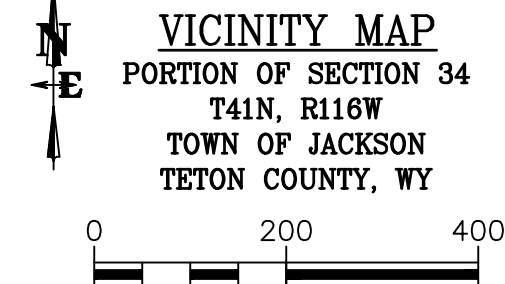
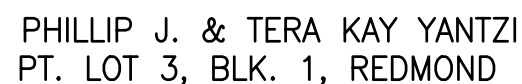
Town of Jackson Planning and Engineering Dept.
Tiffany Stolte, Office Manager
tstolte@jacksonwy.gov

Grading Pre-Application Narrative for 30 Stormy Circle

The property located at 30 Stormy Circle in Jackson, Wyoming is 0.12 acres in size. It has an existing two-story home located on it. The desired purpose of the pre-app request is to discuss a proposal to modify the grading around the existing home. The existing grading around the home currently slopes backwards towards the house resulting in improper drainage around the home. To solve this problem, revised grading is proposed which will result in proper drainage. The LDRs state that grades can only be modified to the minimum necessary which will achieve positive drainage. While the LDRs do not specify what this minimum amount is, building code does require at least a 5% or 1:20 slope to provide positive drainage so that is the standard we are using here. See attached drawings by Nelson Engineering for reference. The first drawing is the existing survey which shows existing grades. The second drawing is a proposed grading plan that shows modified grades around the home. The third drawing shows a profile of the proposed grades around the perimeter of the home.

Let us know if you have any questions and we look forward to discussing this project with you at the pre-application conference.

Best regards,
Jeff Lawrence, AIA



- | DRAWING TITLE |
|----------------------|
| EXISTING SITE SURVEY |

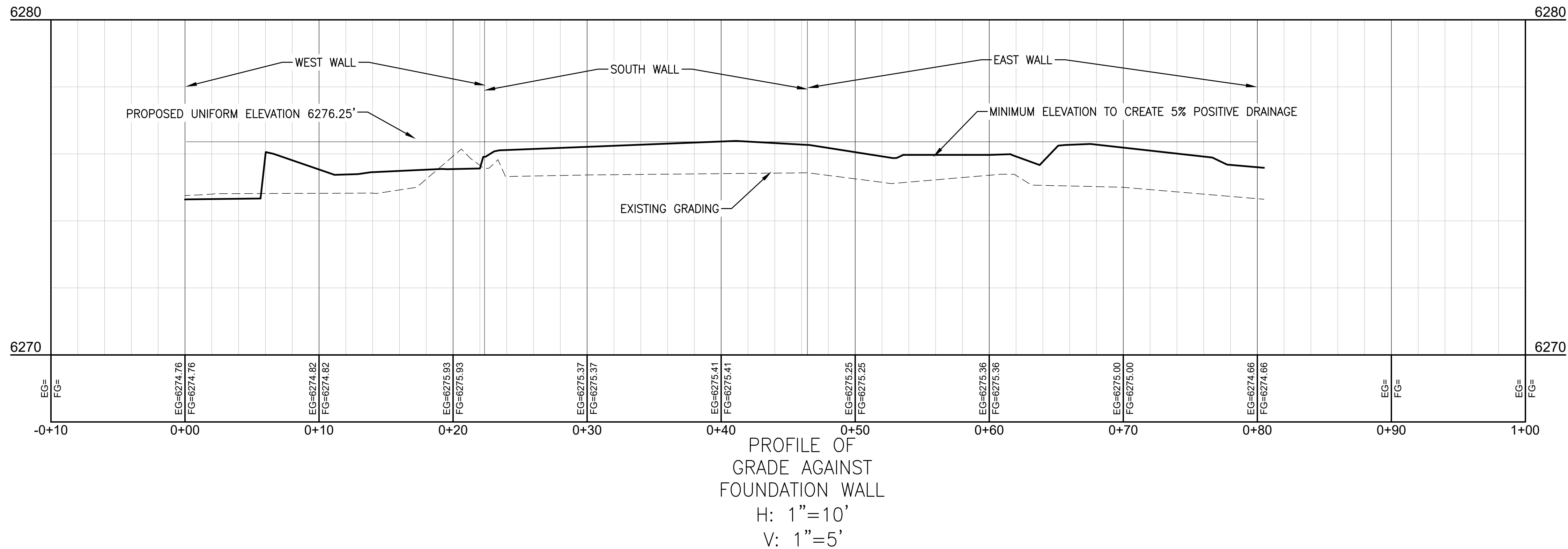
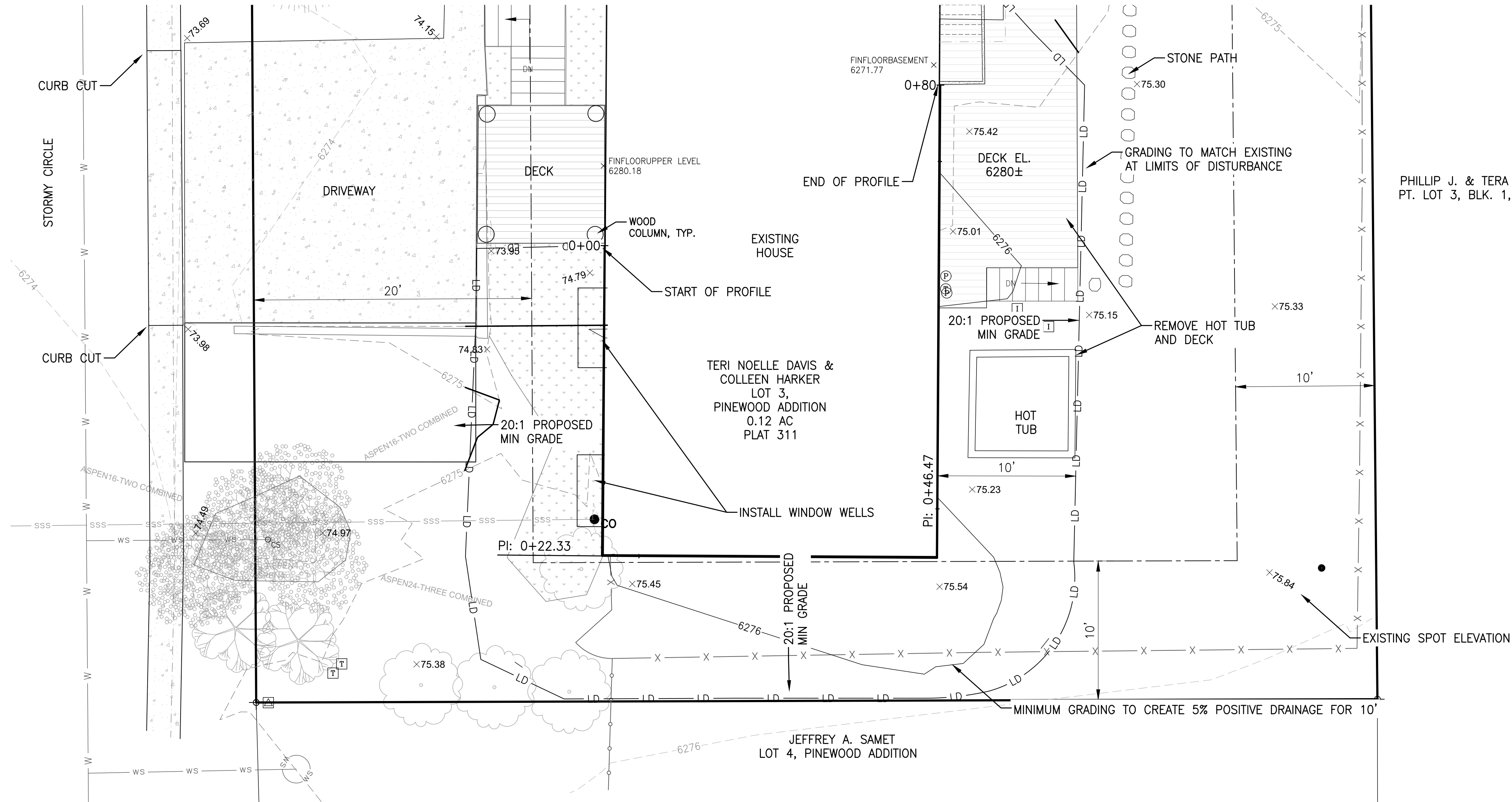
OB TITLE
TERI DAVIS
30 STORMY
JACKSON, W

DRAWING NO	1
JOB NO	19-253-01

DATE	1/9/2020	REV.
SURVEYED	DK	
ENGINEERED	-	
DRAWN	BJG	
CHECKED	LR	
APPROVED		

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

S:\Proj\2019\253-02 - 03 Stormy Circle - Jeff Lawrence - Civil Design Concept Grading\4 Drawings\CON\SDSN STORMY CIRCLE.dwg (PLAN AND PROFILE) - Jan 08 2020 04:42:23 pm PLOTTED BY: bering DWG FORMAT: c30



DRAWING NO	JOB TITLE	DRAWING TITLE	REV.				
			DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED
3	TERI DAVIS 30 STORMY CIRCLE JACKSON, WYOMING	Conceptual Grading and Improvement Plan	1/9/2020	DK	NB	NB	DD
19-253-01							