



# 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
- ☒ Joint Housing Dept

### 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 21, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Pre-Application for a lot split for the property located at 505 E. Simpson Avenue, legally known as Lot 14, John D. Hall Ninth Addition of the Town of Jackson.  For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P20-012	
Planner: Brendan Conboy  Phone: 733-0440 ext. 1302  Email: bconboy@jacksonwy.gov	
<b>Owner</b> 505 Simpson LLC PO Box 642 Jackson, WY 83001  <b>Applicant:</b> Jorgensen Associates – Ron Levy PO Box 9550 Jackson, WY 83002	
<b>Please respond by:</b> <b>February 11, 2020 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



**JORGENSEN**  
It's About People, Trust and Know How

PO Box 9550 • 1315 HWY 89 S., Suite 201  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

January 17, 2020

Town of Jackson  
Planning & Building Department  
P.O. Box 1687  
150 E. Pearl Ave.  
Jackson, WY 83001

**RE: Pre-Application Conference Request – 505 East Simpson**  
Jorgensen Project No. 19001

Dear Staff,

Enclosed you will find the necessary materials for a Pre-Application Conference Request for 505 East Simpson Avenue; more specifically Lot 14 of the John D. Hall Ninth Addition to the Town of Jackson, as recorded by Plat 1168 in the Office of the Clerk of Teton County, Wyoming.

The owner of Lot 14 seeks to split Lot 14 into two single-family residential lots; each with access from East Simpson Avenue, and each keeping in character with the existing neighborhood. Historically, Lots 10, 11, and 12 of Plat 131 were vacated to create only two residential lots of Plat 1168. Approval of this Development Plan would re-create the vacated residential unit in a stable subarea of the Neighborhood Low Density (NL-3) Zone and District 3.1: East Jackson of the Comprehensive Plan.

In order to satisfy the 7,500 square foot lot minimum size in the NL-3 Zone, the applicant would need to acquire 1,125 square feet, more or less, from the adjacent property owner of Lot 7, Block 1, of the Bruce Porter, Second Filing. Positive discussions among property owners have already taken place.

For processing, please find the following enclosed items:

- Pre-Application Conference Request
- Conceptual Plan
- Check for \$300.00

Please call me if you have any questions, or if you require additional information at this time. Thank you for your assistance.

Sincerely,  
JORGENSEN ASSOCIATES, INC.

Ron Levy  
Land Use Technician



## **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: 505 East Simpson Ave.

Physical Address: 505 East Simpson Avenue, Jackson, Wyoming 83001

Lot, Subdivision: Lot 14, John D. Hall Ninth Addition of the Town of Jackson

PIDN: 22-41-16-34-1-88-002

#### **PROPERTY OWNER.**

Name: 505 Simpson LLC

Phone: \_\_\_\_\_

Mailing Address: P.O. Box 642, Jackson, Wyoming

ZIP: 83001

E-mail: \_\_\_\_\_

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

Name, Agency: Ron Levy, Jorgensen Associates Inc.

Phone: 307-733-5150

Mailing Address: P.O. Box 9550, Jackson, Wyoming

ZIP: 83002

E-mail: rlevy@jorgeng.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.

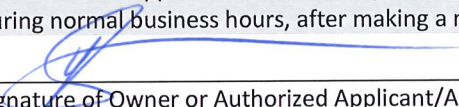
<input type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b>
<input type="checkbox"/> Use Permit	<input checked="" type="checkbox"/> Required
<input checked="" type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input type="checkbox"/> For an Environmental Analysis
<input type="checkbox"/> Amendments to the LDRs	<input type="checkbox"/> For grading
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> 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](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

Ron Levy

\_\_\_\_\_  
Name Printed

1/17/2020  
\_\_\_\_\_  
Date

Land Use Technician

\_\_\_\_\_  
Title

# LETTER OF AUTHORIZATION

505 Simpson, LLC

PO Box 642, Jackson, WY 83001

, "Owner" whose address is: \_\_\_\_\_

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

ANDREW MILLER, ADAM SCOTT, MIKE WILSON, as the owner of property  
more specifically legally described as: Lot 14, John D. Hall Ninth Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, Inc.

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: MEMBER

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

STATE OF Wyoming )

COUNTY OF Teton )

)SS.

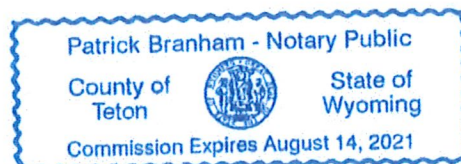
The foregoing instrument was acknowledged before me by Patrick Branham this 17th day of January, 2020.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:



RELEASED	<input type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input type="checkbox"/>

## QUITCLAIM DEED

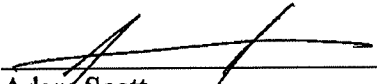
Adam Scott, a married man and Andrew Miller, a married man and Michael Wilson, a married man, GRANTORS, of Teton County, Wyoming, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, does hereby CONVEY AND QUITCLAIM TO 505 Simpson LLC, a Wyoming limited liability company, GRANTEE, whose address is PO Box 642, Jackson, WY 83001, all right, title and interest in and to the following described real estate situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:


**Lot 14 of the John D. Hall Ninth Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of Teton County Clerk on October 20, 2005 as Plat No. 1168.  
PIDN: 22-41-16-34-1-88-002**


Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, local improvement districts, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, easements, restrictive covenants, and reservations of record.

GRANTOR: SCOTT, ADAM ET AL  
GRANTEE: 505 SIMPSON LLC  
Doc 0963741 Filed At 14:10 ON 01/25/19  
Sherry L. Daigle Teton County Clerk fees: 15.00  
By Mary D Antrobus Deputy

WITNESS the due execution and delivery of this Quitclaim Deed this 25 day of JANUARY 7, 2019.

  
Adam Scott

  
Andrew Miller

  
Michael Wilson


State of Wyoming )

:SS

County of Teton )

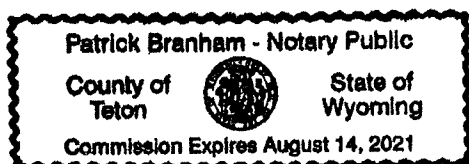
On this 25 day of JANUARY, 2019, before me a Notary Public, personally appeared Adam Scott, Andrew Miller, and Michael Wilson, proven or known to me to be the person(s) whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year above written.



Notary Public

(SEAL)



My Commission Expires: 8-14-2021



Prepared by JORGENSEN on 02/04/2019 9:58am

J:\2019\19001 - 505 East Simpson Ave. Option B.dwg

Option B

Existing Conditions:

Lot 13 & 14 Total Area = 22,502.20 s.f. [rec]  
Lot 13 Total Area = 8,625.2 s.f. [rec]  
Lot 14 Total Area = 13,877.0 s.f. [rec]  
Lot 7 Total Area = 9,611.00 s.f. [rec]

Proposed Conditions:

Lot 13 & 14a & 14b Total Area = 23,627.20 s.f.  
Lot 13 Total Area = 8,625.2 s.f. [rec]  
Lots 14a & 14b Total Area = 15,002.00 s.f.  
Lot 14a Total Area = 7,501.1 s.f.  
Lot 14b Total Area = 7,501.48 s.f.  
Lot 7 Total Area = 8,486.00 s.f.

