



# 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: February 21, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 530 Aspen Drive legally known as, LOT 31, SAGE ADDITION.  For questions, please call Brain Lenz at 733-3079, x1410 or email to the address shown below. Thank you.
Item #: P20-030	
Planner: Brendan Conboy  Phone: 733-0440 ext. 1302  Email: bconboy@jacksonwy.gov	
<b>Owner:</b> Michele Labounta PO Box 3347 Jackson, WY 83001	
<b>Applicant:</b> Hawtin Jorgensen Architects PO Box 1249 Jackson, WY 83001	
<b>Please respond by: N/A</b>	

**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](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: 2 STORY BEDROOM ADDITION TO SINGLE FAMILY HOME

Physical Address: 530 ASPEN DRIVE, JACKSON, WYOMING 83001

Lot, Subdivision: LOT 31, SAGE ADDITION

PIDN: 22-41-16-33-4-10-004

#### **PROPERTY OWNER.**

Name: MICHELE LABOUNTA

Phone: 307-690-9522

Mailing Address: P.O. BOX 3347, JACKSON, WYOMING

ZIP: 83001

E-mail: MICHELE@WYOM.NET

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

Name, Agency: ARNE JORGENSEN, HAWTIN JORGENSEN ARCHITECTS

Phone: 307-733-4364

Mailing Address: P.O. BOX 1249, JACKSON, WYOMING

ZIP: 83001

E-mail: MBELLO@HAWTINJORGENSEN.COM

#### **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: N/A 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 checked="" type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b>
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Required
<input 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 checked="" 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](mailto:tstolte@gmail.com)).

Have you attached the following?

\$150 **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.

Michele LaBounta  
Signature of Owner or Authorized Applicant/Agent

2-19-2020  
Date

Michele LaBounta  
Name Printed

Title



## LETTER OF AUTHORIZATION

Michele LaBounta, "Owner" whose address is: 530 Aspen Drive,

P.O. Box 3347, Jackson, Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Michele LaBounta, ???

, as the owner of property  
more specifically legally described as: 530 Aspen Drive, Lot 31, Sage Addition  
Jackson, Wyoming 83001. PIDN: 22-41-16-33-4-10-004

(If too lengthy, attach description)

HEREBY AUTHORIZES Arne Jorgensen, Hawtin Jorgensen 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: 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 Michele LaBounta this 21<sup>st</sup> day of  
January, 2020.

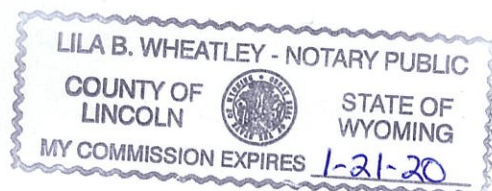
WITNESS my hand and official seal.

Lila B. Wheatley

(Notary Public)

My commission expires:

(Seal)





February 4, 2020

Planning & Building Department

Town of Jackson

150 East Pearl Avenue, P.O. Box 1687

Jackson, Wyoming 83001

**RE: Narrative Project Description for Grading Pre-App**

Dear Planning & Building Department,

The owner is proposing to add a 2-story bedroom addition to their existing Single Family (with garage) home at 530 Aspen Drive in the town of Jackson. The existing home was built in 1984 on the existing hillside that was re-graded at the time of construction. The home has performed well on the hillside since initial construction, no signs of settlement or drainage problems are known.

The proposed addition over two levels consists of a Master Bedroom Suite on the main level, and an additional bedroom suite on the level below (accessed from main floor of addition). The addition is proposed on the north side of the existing home, away from the steep slope on the south side.

The existing home contains 2,789 square feet (including garage), the addition proposes to add 882 square feet.

Sincerely,

Arne Jorgensen, AIA

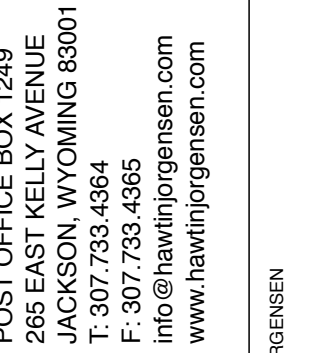
Hawtin Jorgensen Architects, PC

POST OFFICE BOX 1249  
PHONE: 307.733.4364  
[www.hawtinjorgensen.com](http://www.hawtinjorgensen.com)

265 EAST KELLY

JACKSON, WYOMING 83001  
FAX: 307.733.4365  
E-MAIL: [info@hawtinjorgensen.com](mailto:info@hawtinjorgensen.com)





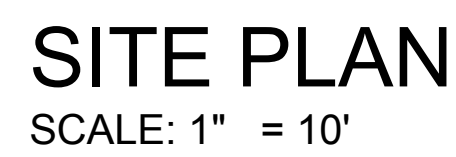
MICHELE SIMPSON LABOUNTA  
530 ASPEN DRIVE

mit Set: \_\_\_\_\_  
Set: \_\_\_\_\_  
isions: \_\_\_\_\_

NOT FOR  
CONSTRUCTION

2/19/20

## 41.0



**SITE AREA**  
20,027.10 sq ft

**EXISTING MAIN**  
2,186.74 sq ft

**EXISTING GARAGE**  
602.47 sq ft

**WALKWAYS & RETAINING  
WALLS: 1,480.35 sq ft**

**BEDROOM ADDITION**  
506.24 sq ft

**SITE SQUARE FOOTAGE CALCULATIONS:**

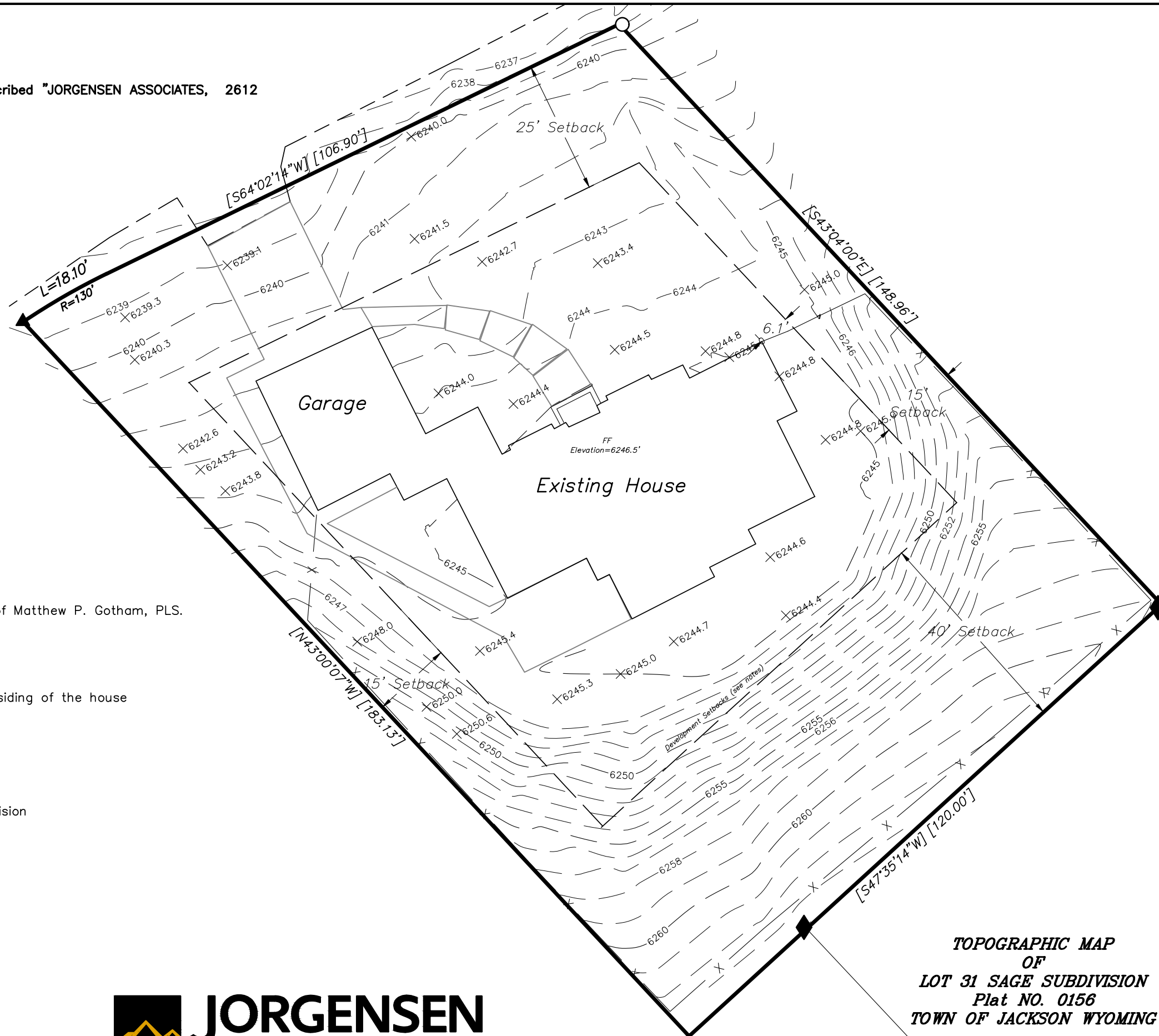
LOT COVERAGE:	20,027 SF
LANDSCAPE SURFACE RATIO MINIMUM: .6	12,016 SF
<b>PROPOSED LANDSCAPED SURFACES:</b>	<b>15,252 SF</b>
<b>LANDSCAPE SURFACE RATIO PROPOSED: .76</b>	

**RESIDENCE SQUARE FOOTAGE CALCULATIONS:**

EXISTING MAIN FLOOR:	2,187 SF
EXISTING GARAGE:	602 SF
PROPOSED ADDITION MAIN FLOOR:	506 SF
PROPOSED ADDITION BASEMENT:	376 SF
<b>TOTAL SQFT AFTER ADDITION:</b>	<b>3,671 SF</b>

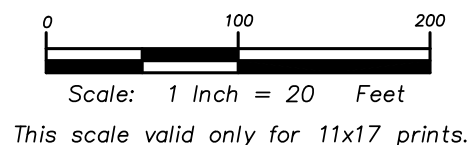
# LEGEND

- reinforcing steel bar with 1.5" diameter aluminum cap inscribed "JORGENSEN ASSOCIATES, 2612
- ◆ T-stake
- ▲ Fence Post Flush With the Ground
- × Calculated Point
- Set Back Line
- Property Boundary
- Existing House
- X — Fence



## NOTES

- This field survey was conducted on March 28th, 2018 under the direction of Matthew P. Gotham, PLS.
- No underground utilities were located as part of this survey.
- Elevations are referenced to NAVD '88.
- Building was shot using a total station and was measured to the wooden siding of the house
- The Finish Floor Elevation was shot on the hardwood inside the house
- Trees were not shown in this Map
- Set backs are based on the TOWN OF JACKSON LDR Section 2.3.16
- Dimensions shown hereon are record per plat No. 0156 of the Sage Subdivision



**JORGENSEN**  
JACKSON, WYOMING 307.733.5150  
www.jorgeng.com

PREPARED BY: JB

MAP PREPARED: 04/04/2018

PROJECT NUMBER: 18016

**TOPOGRAPHIC MAP  
OF  
LOT 31 SAGE SUBDIVISION  
Plat NO. 0156  
TOWN OF JACKSON WYOMING**