



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: March 26, 2020	REQUESTS: The applicant is submitting a request for a Boundary Adjustment with no re-plat for the property located at 640-650 S. Glenwood Street legally known as, LOT 4, 5, 6 & 7 BLK. 4 Karns 2 nd Addition, Plat 128. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P20-064	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Base Camp, LLC 2120 Carey Ave. Cheyenne, WY Applicant: Long Reimer Winegar, LLP – Erika Nash PO Box 3070 Jackson, WY 83001	
Please respond by: April 9, 2020 (Sufficiency) April 16, 2020 (Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. *To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.*

Pre-application Conference #: _____ Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.*

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: *Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.*

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title

March 17, 2020

Paul Anthony, Teton County Planning Director
P.O. Box 1687 / 150 East Pearl Avenue, Jackson, WY 83001

Re: 640-650 South Glenwood Street, Lot Combination—Architect's Narrative

Dear Mr. Anthony,

As the South Glenwood Apartments at 640-650 South Glenwood Street, have received an approval for the Final Development Plan, and are presently seeking a building permit, it has come to our attention that the 4 existing contiguous lots must be combined in order to satisfy fundamental Building Code Requirements.

On behalf of our client, Base Camp LLC, MERGE Architects, is requesting the Town of Jackson Council acknowledgement for a lot combination of Lots 4, 5, 6 & 7 of the 4 Karns Addition, Plat 128 at 640-650 South Glenwood Street.

Markings on a reference copy of the C1.0 map that is associated with Plat map 128, is included as a visual description for the lot combination.

If application is sufficient, please schedule the item as appropriate for the earliest upcoming Council meeting and let us know if we or a representative from our project team needs to be present for the meeting.

Thank you.

Sincerely,



Elizabeth Whittaker, AIA
MERGE Architects, Principal
beth@mergearchitects.com
617 670 0265

**PARTIAL VACATION WITHOUT REPLAT / LOT COMBINATION OF LOTS 4, 5, 6 & 7 OF THE 4
KARNS ADDITION, PLAT 128 AT 640-650 SOUTH GLENWOOD STREET, TOWN OF JACKSON**

WHEREAS, the Town of Jackson Council has previously approved a Final Development Plan (P19-137 & 138) for twenty units of workforce housing on the four subject lots, and

WHEREAS, having determined that the proposed partial vacation / lot combination does not abridge or destroy any rights and privileges of other proprietors in said plat; and

WHEREAS, the partial vacation without replat / lot combination is acknowledged by all affected parties and approved by the Town Council, and

WHEREAS, the combined lots shall be treated as one for all purposes under these LDRs and cannot be resubdivided without receiving subdivision approval under the LDRs in effect at that time, and

WHEREAS, Merge Architects has prepared the required application and this instrument of documentation.

NOW, THEREFORE, BE IT ACKNOWLEDGED that the Town of Jackson Council hereby requests the Teton County Clerk to make the appropriate annotations on Plat No. 128 and Map C1.0, referencing the partially vacated plat boundary lines for the lot combination of lots 8a, 8b & 9 as further described below, and that the County Clerk also make reference on said plat and map to the volume and page in which this required instrument of partial vacation without replat is recorded:

1. Eliminate the boundary line between lots 4 & 5.
2. Eliminate the boundary line between lots 5 & 6.
3. Eliminate the boundary line between lots 6 & 7.
4. The 4 subject lots shall be combined into one lot to here forth be labeled and referred to as Lot 7A and consisting of 0.62 acres..

FURTHER, all of the above is in accordance with the Town of Jackson Land Development Regulations, **Section 8.2.13 Amendments of Permits or Approvals**, paragraph **C.5 Subdivision Plat Amendment/Partial Vacation Without Replat**, and it is expressly permitted by said regulations.

OWNER ACKNOWLEDGEMENT:

(signature)
Base Camp LLC Representation

(print name) (title)
Base Camp LLC Representation

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by _____
on this _____ day of _____, 2020.

Notary Public

My commission expires

Witness my hand and official seal.

TOWN ACKNOWLEDGEMENT:

Pete Muldoon, Mayor
Town of Jackson

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

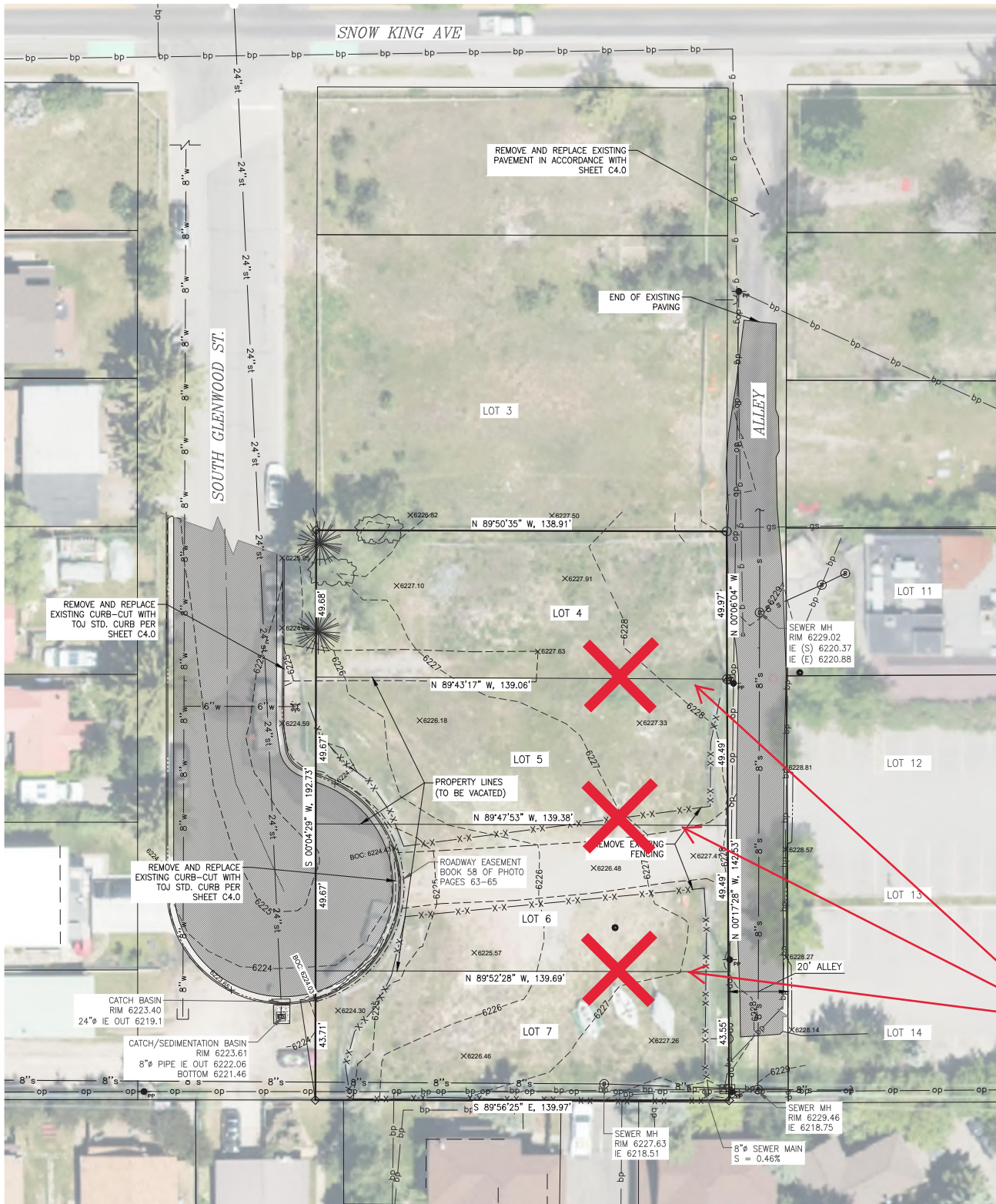
The foregoing instrument was acknowledged before me by Pete Muldoon, as Mayor of the Town Council
on this _____ day of _____, 2020.

Witness my hand and official seal.

Notary Public

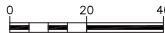
My commission expires

S:\Proj\2017\196-20-646-003 General\100 EPN\4 Drawings\Site\Existing Streets C1.0 - EXISTING SITE - 12-12-2019 04:40:02.plt PLotted in: MergeArchitects Inc. DWG FORMAT: 250



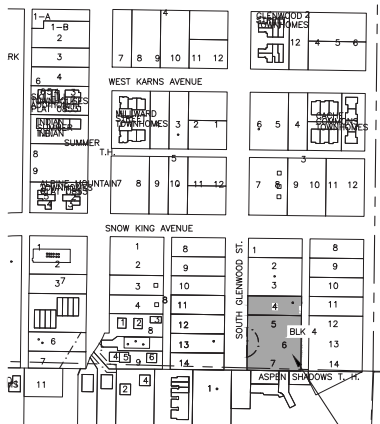
EXISTING SITE & DEMO PLAN

SCALE: 1" = 20' (24X36)



CIVIL DRAWING INDEX

DWG NO.	DESCRIPTION
C1.0	EXISTING SITE & DEMO PLAN
C1.1	FINAL SITE PLAN
C2.0	CONSTRUCTION STAGING & PHASING PLAN
C3.0	UTILITY PLAN
C3.1	WATER SERVICE PLAN AND PROFILE
C3.2	SEWER SERVICE PLAN AND PROFILE
C3.3	UTILITY DETAILS
C3.4	UTILITY DETAILS
C3.5	UTILITY DETAILS
C3.6	UTILITY DETAILS
C4.0	GRADING PLAN
C4.1	GRADING DETAILS
C4.2	GRADING DETAILS
C5.0	SIGN & STRIPING PLAN



LEGEND	
—	= PROPERTY LINE
- - -	= EASEMENT LINE
- - -	= EDGE OF GAVEL
st	= PAVED STREET
8" w 8" w	= 8" WATER LINE PER TOWN OF JACKSON GIS
6" w 6" w	= 6" WATER LINE PER TOWN OF JACKSON GIS
ws ws	= WATER SERVICE LINE PER TOWN OF JACKSON GIS
op op	= OVERHEAD POWER LINE
bp bp	= BURIED POWER (APPROXIMATE LOCATION)
bu bu	= BURIED UTILITIES (APPROXIMATE LOCATION)
g g	= BURIED GAS (APPROXIMATE LOCATION)
8" s	= 8" SANITARY SEWER LINE
24" st	= 24" STORM PIPE
-X-X-X-X-	= FENCE LINE
- - -	= TOP BACK OF CURB AND FLOW LINE
- - -	= CENTERLINE OF ROAD
PP	= POWER POLE
ET	= ELECTRIC TRANSFORMER
TP	= TELEPHONE PEDESTAL
CB	= CATCH BASIN
FD	= FIRE HYDRANT
CS	= CURB STOP
RC	= REBAR AND CAP
NRC	= NELSON REBAR AND CAP
P	= PIPE
SE	= SPOT ELEVATION
PT	= PINE TREE
CT	= COTTONWOOD TREE

LOTS 4-7 = 26,846 SF OR 0.616 ACRES
RIGHT OF WAY EASEMENT = 1,710 SF OR 0.39 AC.

DEMOLITION REQUIREMENTS:

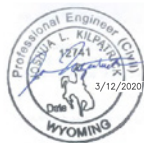
1. COMPLY WITH THE GENERAL CONSTRUCTION NOTES ON SHEET C1.1.
2. CONTRACTOR SHALL OBTAIN RIGHT-OF-WAY PERMIT FROM THE TOWN OF JACKSON FOR WORK COMPLETED IN THE PUBLIC RIGHT-OF-WAY.
3. CONTRACTOR SHALL COORDINATE WITH TOJ OR UTILITY COMPANIES FOR DISCONNECTION OF SERVICES PRIOR TO DEMOLITION.

PROPERTY
BOUNDARIES TO
BE VACATED

DOCUMENT HAS BEEN
REPRODUCED AT 40%
ORIGINAL SIZE



REGISTRATION



CLIENT

BASE CAMP LLC C/O COHEN & ASSOCIATES LLC
40 RICHMOND AVE, SUITE 105
WESTPORT, CT 06880
(203) 227-2390

ARCHITECT

MERGE ARCHITECTS, INC.
360 CONSUMERS BLVD, FLOOR 8
BOSTON, MA 02210
(617) 670-0265

LANDSCAPE ARCHITECT

AGROSTIS, INC.
1130 MAPLE WAY, SUITE 20
PO BOX 3014 | JACKSON, WY 83001
(307) 415-3863

CIVIL/STRUCTURAL ENGINEER

NELSON ENGINEERING
430 CACHE ST, PO BOX 1599
JACKSON, WY 83001
(307) 733-2087

MEP ENGINEER

ENERGY-A, LLC
225 EAST BROADWAY
JACKSON, WY 83001
(307) 200-2210

MERGE ARCHITECTS INC
SOUTH GLENWOOD APARTMENTS
640-650 SOUTH GLENWOOD ST
JACKSON, WY 83001

12/19/19 DD SET

1/24/20 PRE-APPLICATION SET

3/12/20 BUILDING PERMIT SET

THE CONTRACTOR IS RESPONSIBLE
FOR MATERIALS, DETAILS AND
ACCURACY, FOR ALL QUANTITIES AND
DIMENSIONS, FOR SELECTING
FABRICATION PROCESSES, FOR
TECHNIQUES OF ASSEMBLY, FOR
PERFORMING WORK IN A SAFE MANNER,
AND FOR COORDINATING WORK WITH
THAT OF ALL TRADES

JOB NO.: 17261

SCALE: AS INDICATED

DATE: 3/12/2020

DRAWING TITLE

EXISTING SITE
& DEMOLITION PLAN

SHEET NO.

C1.0

3/12/2020 - BUILDING PERMIT SET

LETTER OF AUTHORIZATION

Base Camp, LLC

, "Owner" whose address is: 49 Richmondville Ave, Suite 105

Westport, CT, 06880

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: LOTS 5-6-7, BLK. 4, KARNS-2

(If too lengthy, attach description)

HEREBY AUTHORIZES New West Building Company

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: Special Limited Manager Agent

(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 Erika M. Nash this 18th day of March, 2020.

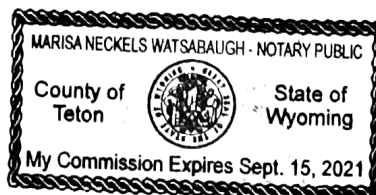
WITNESS my hand and official seal.

(Seal)

Marisa N. Watsabaugh
(Notary Public)

My commission expires:

09-15-2021





COMMERCIAL BUILDING PERMIT APPLICATION

Building and Planning Department

P.O. Box 1687

Jackson, Wyoming 83001

307.733.0520 or 307.733.0440

Fax 307.734.3563

www.townofjackson.com

This application form is for commercial and multi-family buildings only. If you wish to construct a one or two family residential dwelling, please use the residential application form. Separate permits are required for plumbing, mechanical, and electrical.

SITE LOCATION STREET ADDRESS _____

CLASS OF WORK: New ____ Addition ____ Alteration ____ Repair ____

PROPOSED USE/DESCRIPTION OF WORK: Describe the proposed use & work to be completed (i.e. retail, office, dwelling unit)

OWNER _____ **PHONE** _____

MAILING ADDRESS _____ **EMAIL ADDRESS** _____

APPLICANT (If other than owner) _____ **PHONE** _____

If the applicant is other than the owner, a notarized Letter of Authorization shall accompany this application. Only the owner or authorized agent may sign either the application or permit.

MAILING ADDRESS _____ **EMAIL ADDRESS** _____

CONTRACTOR _____ **PHONE** _____

MAILING ADDRESS _____ **EMAIL ADDRESS** _____

PLANS PREPARER _____ **PHONE** _____

MAILING ADDRESS _____ **EMAIL ADDRESS** _____

ENGINEER _____ **PHONE** _____

MAILING ADDRESS _____ **EMAIL ADDRESS** _____

LEGAL DESCRIPTION:

Subdivision _____ Lot _____ Block _____

Or

Section _____ Township _____ Range _____ Parcel _____

ZONING DISTRICT _____ **ZONING OVERLAY DISTRICT** _____

BUILDING DESIGN CRITERIA AND PLAN INFORMATION

All buildings are to be designed to the requirements of the 2015 International Building Code. The design criteria (Seismic Zone D, 75lbs psf Roof Snow Load, 90 mph/3 second gust Wind Load) information should be shown on the submitted plans. Plans must be drawn on 24 X 36 inch paper, to a 1/4 inch scale (except for details) with dimensions. Each page shall bear a title block (with name of the owner and the building address), a scale, and a north arrow. On building elevations, the building height shall be shown and dimensioned.

IMPERVIOUS SURFACES: Impervious surfaces shall include buildings and roofed areas (eaves that overhang landscaped surfaces are excluded), paved and/or unpaved parking areas, solid terraces and other similar improvements.

Square footage of existing roofed areas	_____	square feet
Square footage of proposed roofed areas, including covered porches	_____	square feet
Paved, concrete, or unpaved driveways and parking areas	_____	square feet
Other impervious surfaces such as solid terraces and paved sidewalks	_____	square feet
TOTAL	_____	square feet

GROSS SITE AREA _____ square feet.

NET SITE AREA: Net site area is the gross site area less all land within road rights of way or access easements.
_____ square feet or _____ acres

Landscaping provided on site _____ square feet

PARKING: Provide the location and dimension of all parking spaces on the site plan.

GRADING: There is a separate application for this. Grading and Erosion Control Statement will be required for:

- Slopes of 0-5%, if area disturbed is at least 8000 square feet but less than one acre.
- Slopes of greater than 5-15%, if area disturbed is at least 1000 square feet but less than one acre.
- Slopes greater than 15%, if area disturbed is 3000 square feet or less.

Grading and Erosion Control Plan prepared by a registered Wyoming professional engineer will be required for:

- Slopes of 0-5%, if area disturbed is one acre or larger.
- Slopes greater than 5% to 15% if area disturbed is one acre or larger.
- Slopes of greater than 15% if area disturbed is greater than 3000 square feet.

PROPOSED ACCESS: If proposed construction site is accessed by a State or County road, not within the jurisdictional authority of the Town of Jackson, an approved road access permit must accompany this application. Please contact:

Wyoming Department of Transportation
1040 E. Evans Lane, Jackson 733-3665

Teton County Road Department
3190 S. Adams Canyon Dr., Jackson 733-7190

FLOOD PLAIN

Is the site or structure located in a flood plain or in close proximity to Cache Creek, Spring Creek, or Flat Creek?

Yes_____ No_____

Please be advised that development with the flood way is prohibited. If you are unsure if your site is located within the 100-year floodplain, please contact the Floodplain Administrator. Buildings located within the 100 year floodplain are required to provide an elevation certificate (FEMA Form No. 3067-0077) proving the first floor of the structure is elevated one foot above the base flood elevation. For additions or alterations to an existing structure, provide an elevation certificate for the first floor of the existing structure.

CERTIFICATE OF PLACEMENT: A Certificate of Placement will be required for all new construction and must be completed by a Wyoming licensed land surveyor.

SETBACKS

Setbacks of proposed structure from property and easement lines, streams, ponds, wetlands, and ditches. Clearly show any of these features on your site plan.

Street	Rear	Left Side	Right Side	Alleys
Streams	Ponds	Ditches	Wetlands	

HEIGHT OF STRUCTURE_____The height of a building or structure is the vertical dimension measured from any point on the exterior of the building or structure to the nearest point of finished grade. For purposes of measuring height, finished grade shall mean the grade directly adjacent to the structure, which has been set through an approved grading and/or drainage plan. The term "finished grade" may also mean natural grade when no terrain alteration is proposed, or where otherwise applicable. Fill which is not necessary to achieve positive drainage or slope stabilization, or which is otherwise proposed clearly to raise the finished floor elevations(s) for any other purpose, shall not be considered finished grade. The vertical dimension from the highest point of the structure to the lowest point of finished grade, as viewed on any structure face or elevation, shall not exceed 110 percent of the maximum height allowed. No part of any structure may exceed the maximum structural height except for the following:

1. Chimneys, vents, and roof-top mechanical equipment such HVAC systems, provided that the maximum height is not exceeded by more than four (4) feet; and/or
2. Antenna used for the reception of television broadcast signals.

GROSS SQUARE FOOTAGE TABULATION

	Existing	Proposed
1 st Floor		
2 nd Floor		
3 rd Floor		
Basement		
Garage		

FIRE SPRINKLER: The Town of Jackson requires all structures in excess of 5000 square feet to be fire sprinklered.

UTILITIES: Provide the location of all utilities on the site plan or utility plan to include any work in the public right of way or public easements.

WATER METER SIZE(S): 3/4-inch____ 1-inch____ 1 1/2-inch____ 2-inch____ 3-inch____

ESTIMATED COST OF CONSTRUCTION (required)_____

BUILDING PLANS:

Please submit two (2) complete sets of building plans and 1 flash drive including the same complete set of plans/documents. If there is food service provide a set to the Teton County Health Department for review. Plans shall at a minimum include a site plan, landscape plan (Stamped by a landscape Architect licensed in Wyoming), foundation plan, floor plan, framing plan, building elevations, plumbing plan and/or mechanical plan. All structural plans of the building are required to be designed and stamped by an Engineer licensed in the State of Wyoming.

CERTIFICATE OF OCCUPANCY IS REQUIRED. Before occupying the building, a Certificate of Occupancy must be issued by the Building Department. Persons occupying a structure prior to issuance of the Certificate of Occupancy are subject to fines under the Town of Jackson Municipal Code.

APPLICANTS' SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and swear that any information which may be given by me shall be truthful and correct. I agree to comply with all city regulations and state laws relating to the subject matter of this application and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant

Print Name _____

Date _____

Notice: The review and approval of a Building Permit by the Town of Jackson is not an endorsement or approval under other applicable review or regulations specific to the subject parcel or building. The Town of Jackson encourages the applicant to contact all other applicable reviewing agencies or associations at the same time or prior to submitting an application for a Building Permit.

APPLICANT'S GUIDE TO SUBMITTAL MATERIALS

Minimum of two (2) sets of plans and 1 flash drive, at 1/4" = 1' scale (except for details, which may be shown at a larger scale). All pages shall be on 24 X 36 inch paper. For other plan sizes please contact the Building Department. Each drawing shall bear a Title, a Scale, and North Arrow, as appropriate. On building elevations, the building height shall be shown and dimensioned. **Plans for alterations and repairs may deviate from these requirements with approval from the Building Official.**

☐ COVER SHEET
☐ SITE PLAN
☐ UTILITIES PLAN
☐ FLOOR PLAN
☐ ROOF PLAN
☐ LANDSCAPE PLAN

☐ BUILDING ELEVATIONS
☐ PLUMBING PLAN
☐ MECHANICAL PLAN
☐ ELECTRICAL PLAN
☐ FRAMING PLAN
☐ FOUNDATION PLAN

☐ COVER SHEET

☐ SITE PLAN

☐ PROJECT NAME & ADDRESS
☐ PROJECT OWNER & ADDRESS
☐ PLANS PREPARER, ADDRESS & PHONE
☐ VICINITY MAP
☐ ZONING DISTRICT
☐ BUILDING OCCUPANCY/USE
☐ LOT AREA (SF)
☐ EXISTING & PROPOSED NO. OF STORIES
 (LIST FOR EACH FLOOR & BASEMENT)
☐ EXISTING & PROPOSED FLOOR AREA (LIST FOR EACH FLOOR & BASEMENT)
☐ TOTAL FLOOR AREA (INCLUDING BASEMENT)
☐ TYPE OF CONSTRUCTION (PER THE INTERNATIONAL BUILDING CODE)
☐ LISTING OF THE INTERNATIONAL CODES UTILIZED IN THE DESIGN OF THE BUILDING
☐ DESIGN CRITERIA UTILIZED (SEISMIC ZONE D, 75 PSF ROOF SNOW LOAD, 90 MPH/3 SEC WIND LOAD)
☐ PARKING (EXISTING & PROPOSED NO. OF SPACES)
☐ NOTATION AS TO WHETHER FIRE SPRINKLERS ARE BEING PROPOSED

☐ ENGINEERING SCALE
☐ PROPERTY LINES (WITH BEARINGS & DIMENSIONS)
☐ EASEMENTS
☐ DIMENSIONED SETBACKS
☐ NORTH ARROW
☐ ADJACENT STREETS
☐ ADJACENT PUBLIC IMPROVEMENTS
☐ PARKING (EXISTING & PROPOSED)

FOR OFFICE USE ONLY

DATE RECEIVED _____ ZONE _____
 TYPE OF CONSTRUCTION _____ OCCUPANCY GROUP _____ BUILDING USE _____
 FLOOR AREA 1ST FLOOR _____ 2ND FLOOR _____ 3RD FLOOR _____ BSMNT _____ GARAGE _____
 TOTAL SIZE OF BUILDING (SQ. FT.) _____ NO. OF STORIES _____
 NO. OF DWELLING UNITS _____ FIRE SPRINKLERS REQUIRED (YES/NO) _____
 FEMA ELEVATION CERTIFICATE REQUIRED (YES/NO) _____ BASE FLOOD ELEVATION _____
 BUILDING VALUATION _____ PLAN CHECK FEE _____ PERMIT FEE _____

Town of Jackson Building Permit: Exterior Lighting Submittal Requirements

(For Commercial and Residential)

Address: _____

In addition to completing the tables below, you will need to submit **manufacturers' product specification sheets** for all proposed outdoor lighting and a **lighting plan showing the location and height of all proposed exterior lighting**. Commercial applications shall include description of adaptive controls and plan for lighting reduction. Complex uses may require additional information.

Proposed Lighting:					
Fixture Model or Description	No. of Fixtures	Shielded (Y/N)	Light Color (Kelvin)	Max Lumen per Fixture	Lumens Total
Ex: Cornice P5634 sconce	3	Y	3000	623	1869

Existing Exterior Lighting (complete to the best of your knowledge):					
Fixture Description	No. of Fixtures	Shielded (Y/N)	Light Color (Kelvin)	Max Lumen per Fixture	Lumens Total

Lumen Total (Existing & Proposed)					

**If you need additional space to detail your exterior lighting fixtures, please submit on a separate page*

Is your exterior lighting contained entirely on your property? **Yes** ☐ **No** ☐

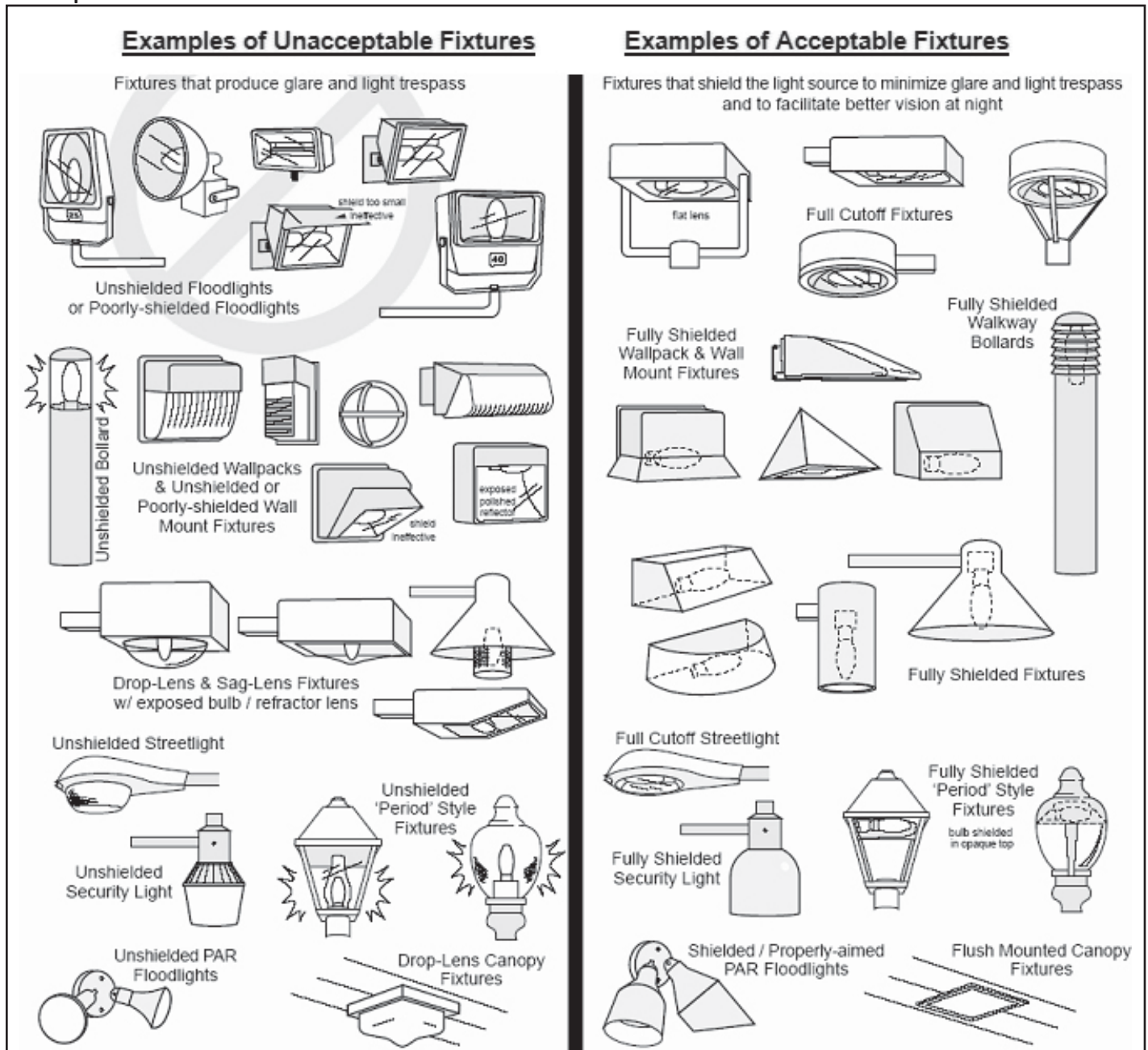
Exterior Lighting Requirements (Sec. 5.3.1 of the Land Development Regulations)

- ✓ **Shielding.** All lights over 600 lumen must be shielded so that light is directed downward (see picture on reverse side). A lumen measures the brightness of a light and is indicated on lighting packaging. A standard 60 watt light bulb is roughly 800 lumens.
- ✓ **Illumination per sq ft limits.** Illumination is limited by how much existing or proposed impervious surface (pavement, building footprint, decks, gravel, etc) you have on your property.

Zone	Lumens/sq ft	Example
TS, UC, UC-2, UR, AC-ToJ, AR-ToJ, OP-ToJ, OP-2, BP-R, BP-ToJ, BC-ToJ, RB, MHP-ToJ, NC-2, P/SP-ToJ, P-ToJ	3	A commercial property with 32,395 sq ft of impervious surface is allowed 97,185 lumens (32,395 X 3)
R-ToJ, S-ToJ, NC-ToJ, RB	1.5	A property with 5,500 sq ft of impervious surface is allowed 8,250 lumens (1.5 X 5,500)

- ✓ **Light Color.** All lights must be equal to or below 3000 K. Correlated color temperature refers to the 'color' of the light emitted. It is indicated on lighting packaging.
- ✓ **Light trespass.** Don't shine light into your neighbor's yard.
- ✓ **Pole Height:** Lights mounted on a standalone pole cannot be greater than 15 ft in height.
- ✓ **Prohibited Lights.** No flickering or flashing lights, no searchlights or laser lights, no strings of lights (unless between Nov 1 and April), or singular lights having 20,000 lumens or more.
- ✓ **Controls & Lighting Reduction.** All *nonresidential* properties shall use automatic lighting controls to extinguish lighting or reduce total exterior lighting by 30% by 12:00 am. Lights should be extinguished during the day when there is sufficient daylight.

Examples of Unshielded and Shielded Fixtures:



Why do we have Exterior Lighting Requirements?

Excessive or poorly designed exterior lighting contributes to Light Pollution, which has negative consequences for our community, including:

- **Hazards for public safety.** Poor lighting creates glare which makes it difficult to see hazards such as wildlife crossing the road at night.
- **Impacts to public health & Nuisance.** Excessive lighting disrupts sleep patterns.
- **Impacts on the natural environment.** Excessive lighting impacts wildlife feeding & breeding patterns.

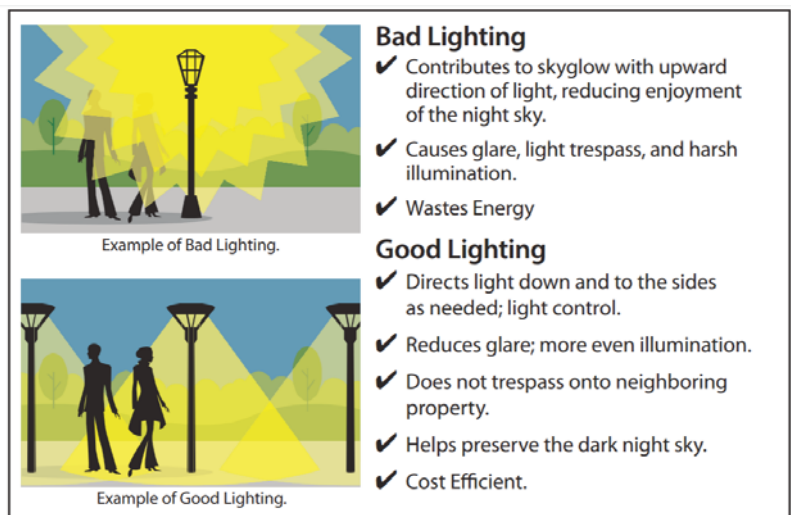


Image Credit: Boulder County. Used with permission.