



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: April 1, 2020	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 650 Cedar Lane legally known as, LOT 79, FERRIN ELEVENTH ADDITION. For questions, please call Brian Lenz at 733-3079 or email to the address shown below. Thank you.
Item #: P20-065	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: ECLIOS JH, LLC PO Box 1905 Jackson, WY 83001	
Applicant: Northworks Architects + Planners – Matt Van Wagner PO Box 1613 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. | ph: (307) 733-0440 fax:
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: 650 Cedar Ln Residence

Physical Address: 650 Cedar Ln

Lot, Subdivision: Lot 79, Ferrin Eleventh Addition

PIDN: 22-41-16-35-3-06-002

PROPERTY OWNER.

Name: Eclipse JH, LLC / attn: Matt Bahr

Phone: _____

Mailing Address: PO Box 1905, Jackson, WY

ZIP: 83001

E-mail: _____

APPLICANT/AGENT.

Name, Agency: Matt Van Wagner, Northworks Architects

Phone: (307)201-5324

Mailing Address: 185 E. Hansen Ave, Jackson, WY

ZIP: 83001

E-mail: MVanWagner@nwks.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.

_____ 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 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.

 FOR NORTHWORKS

Signature of Owner or Authorized Applicant/Agent

ADAM JANAK FOR NORTHWORKS

Name Printed

3-27-2020

Date

ARCHITECT

Title

LETTER OF AUTHORIZATION

Eclipse JH, LLC, "Owner" whose address is: _____
PO Box 1905, Jackson, WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Noa Staryk, as the owner of property
more specifically legally described as: _____
650 Cedar Lane, Jackson, WY 83001
Lot 79 of Ferrin Eleventh Addition
(If too lengthy, attach description)

HEREBY AUTHORIZES New West Building Company & Northworks 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.

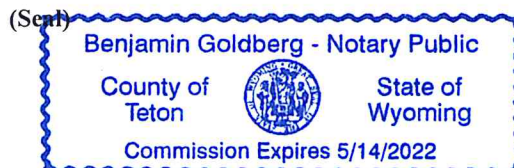
DocuSigned by:
OWNER: Noa Staryk
DA15C72CD1324AD
(SIGNATURE) (SIGNATURE OF CO-OWNER)
Title: Managing Member
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF WYOMING)
COUNTY OF TETON)SS.
)

The foregoing instrument was acknowledged before me by Noa Staryk this 26 day of March, 2020

WITNESS my hand and official seal.

Benjamin Goldberg
(Notary Public)
My commission expires:



March 31, 2020

FPD\19-354-04

Town of Jackson Planning & Engineering
150 E. Pearl Ave
Jackson WY 83001

ATTN: Pre-Application Conference Committee
RE: 650 Cedar Lane – Pre-Application Conference

Pre-Application Conference Committee,

The following is a project description narrative to be included with the grading pre-application conference request for construction of a new residence at 650 Cedar Lane.

The existing property is a sparsely developed lot with 3 structures: a garage, cabin, and storage shed. The cabin is served by sewer and water. An existing irrigation ditch runs along the south property boundary.

The proposed construction at 650 Cedar Lane includes a Main House with an attached garage and a 500ft² Accessory Residential Unit. The proposed driveway is 140' long to access the attached garage,

The property owners are not requesting any development options or amendments to the Town of Jackson LDR's.

Please let me know the earliest availability you may have to schedule this pre-application conference, and don't hesitate to contact me if there are any questions.

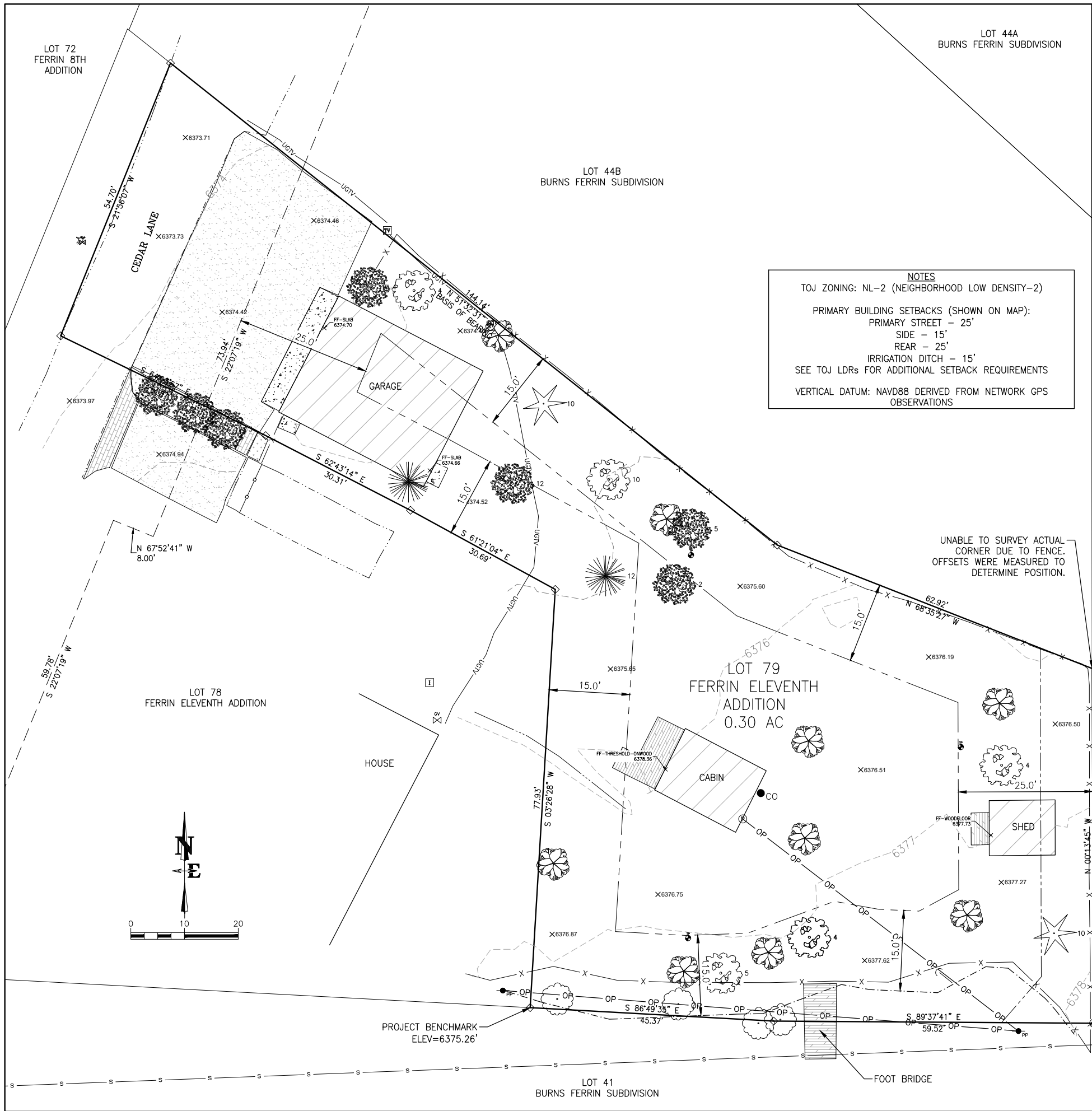
Sincerely,



Fritz Doter, PE
Project Manager

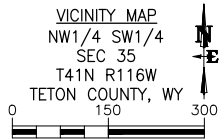
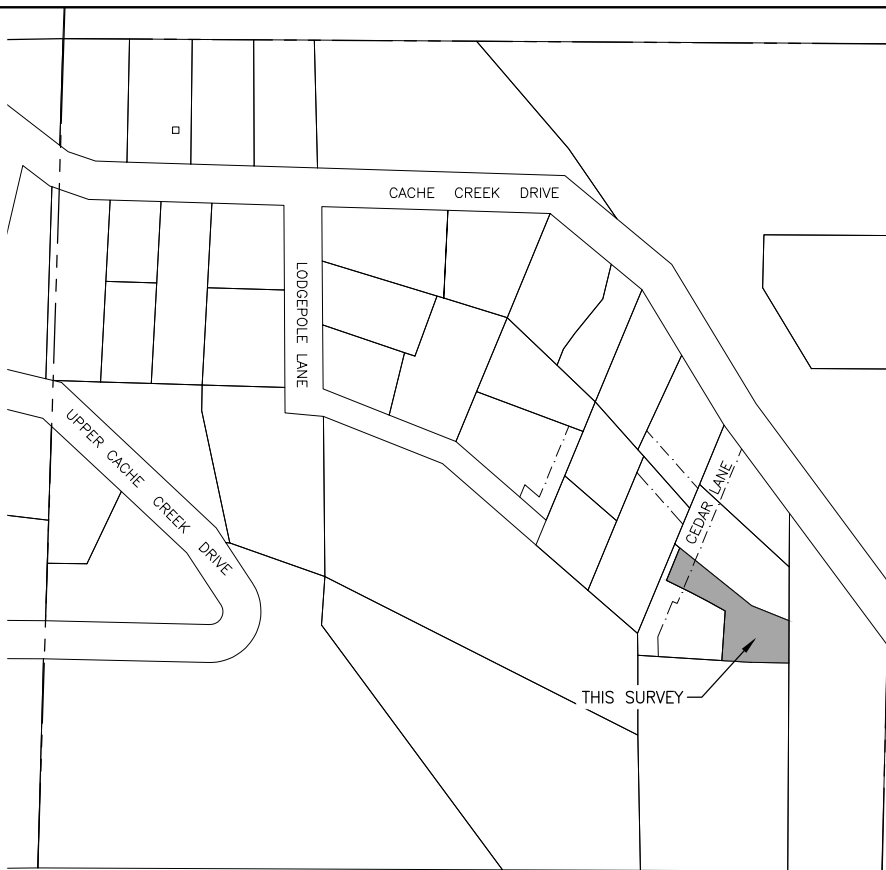
Encl.

S:\proj\2019\354-04 650 Cedar Lane - NWBC - Surveying\14 Drawings\19-354-04_Existing\dwg (GEC EXIST SITE) - Mar 31 2020 09:44:55 pm PLOTTED BY: doster DWG FORMAT: 230



NOTES
TOJ ZONING: NL-2 (NEIGHBORHOOD LOW DENSITY-2)
PRIMARY BUILDING SETBACKS (SHOWN ON MAP):
PRIMARY STREET - 25'
SIDE - 15'
REAR - 25'
IRRIGATION DITCH - 15'
SEE TOJ LDRs FOR ADDITIONAL SETBACK REQUIREMENTS
VERTICAL DATUM: NAVD88 DERIVED FROM NETWORK GPS OBSERVATIONS

UNABLE TO SURVEY ACTUAL CORNER DUE TO FENCE. OFFSETS WERE MEASURED TO DETERMINE POSITION.



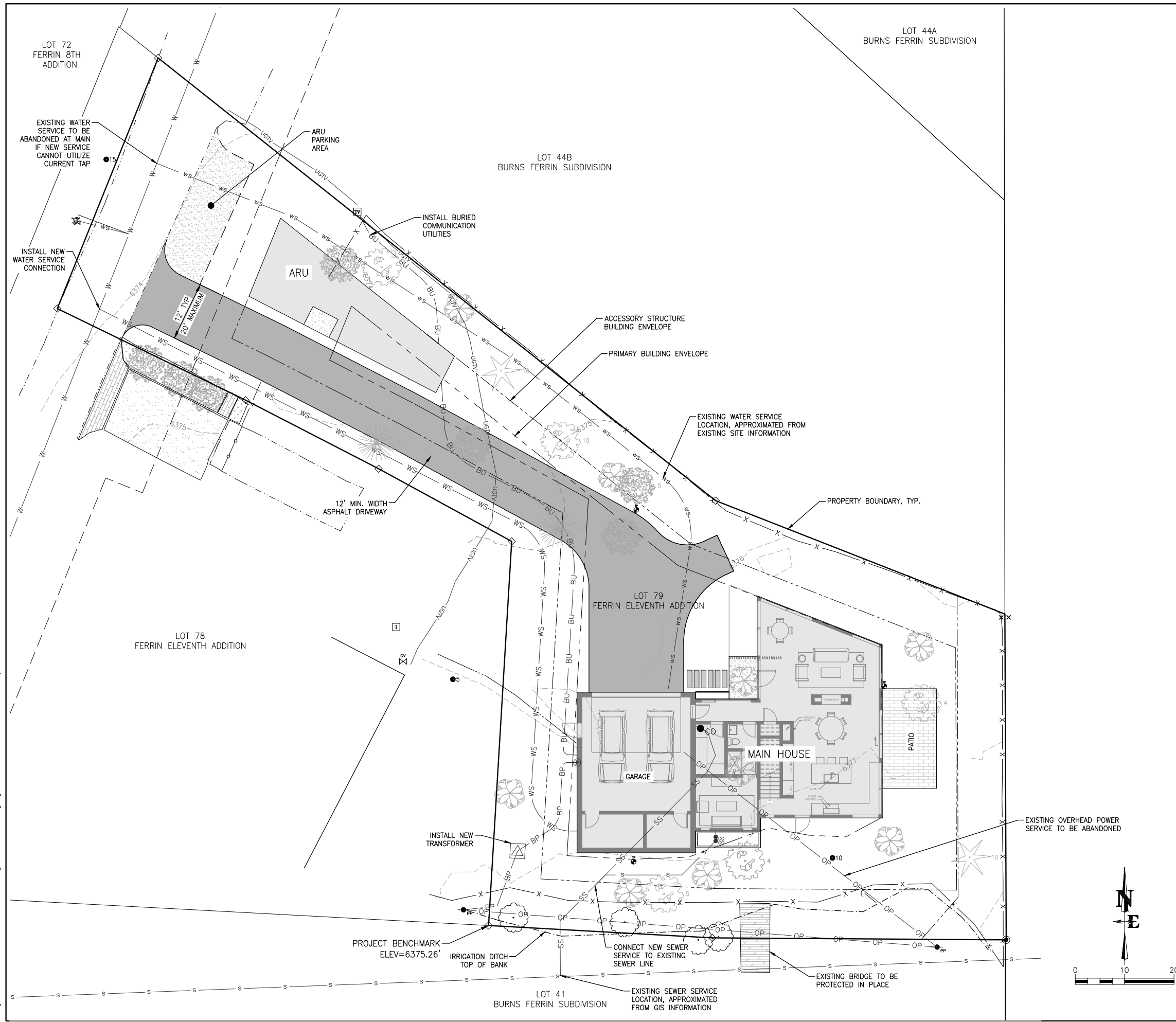
LEGEND

- | | |
|--|-------------------------|
| PROPERTY BOUNDARY | FOUND REBAR & CAP #3831 |
| ROAD EASEMENT LINE (B270P538-540; B14P388) | FOUND REBAR |
| BUILDING SETBACK LINE | CABLE TV PEDESTAL |
| LVE UTILITY EASEMENT LINE (B152P553) | ELECTRICAL METER |
| TOP BANK IRRIGATION DITCH | GAS VALVE |
| EDGE OF GRAVEL | POWER POLE |
| POST & WIRE FENCE | GUY WIRE |
| WOOD GATE | FIRE HYDRANT |
| UNDERGROUND CABLE LINE | WATER VALVE |
| OVERHEAD POWER LINE | IRRIGATION BOX |
| FLOWLINE SWALE | SANITARY SEWER MANHOLE |
| SEWER LINE (RECORD PER TC GIS) | SEWER CLEANOUT |
| CONCRETE | TEST PIT |
| PAVED ASPHALT DRIVEWAY | ASPEN TREE W/DIA. |
| WOOD DECK | DECIDUOUS TREE W/DIA. |
| PAVERS | PINE TREE W/DIA. |
| GARDEN | SPRUCE TREE W/DIA. |
| | WILLOWS |
| | BUSH |

DRAWING NO	JOB NO	JOB TITLE	DRAWING TITLE	REV.				
				DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED
C1.0	19-354-04	650 CEDAR LANE LOT 79, FERRIN ELEVENTH ADDITION TOWN OF JACKSON, WY	EXISTING SITE PLAN	3/31/2020	JK	WV	LR	LR

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

S:\proj\2019\354-04 650 Cedar Lane - NWBC - Civil\4 Drawings\Civil\1935404 Site Designing C3.0 GRADING PLAN.dwg - Plotted by: doctier - DWG Format: C3.0 - Mar 31, 2020 09:45:02 pm



3-31-20_GEC Pre-App

DRAWING NO	JOB TITLE	DRAWING TITLE	REV.				
			DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED
C3.0	650 CEDAR LANE LOT 79, FERRIN ELEVENTH ADDITION TOWN OF JACKSON, WY	GRADING PLAN	3/31/2020	NE	FPD	FPD	FPD
19-354-04							