



# 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

Item #: P20-065

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: [tvalentine@jacksonwy.gov](mailto: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

**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.

**Please respond by:** **N/A**

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

n/a 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

n/a 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.

n/a **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

Adam Janak for Northworks

Name Printed

for Northworks

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)

Nog Stark

NEO STARPK, 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 Staruk  
DA15C72CD1324AD

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(SIGNATURE) (SIGNATURE)

**Title:** Managing Member  
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or

other non-individual Owner)

)

COUNTY OF TETON

)

The foregoing instrument was acknowledged before me by Noa Starry/C this 26 day of March 2013

Matthew, 20. 20  
WITNESS my hand and official seal

WITNESS my hand and official seal.  
  
(Notary Public)

~~My commission~~

(Sent)

Benjamin Goldberg - Notary Public

## County of Teton



State of  
Wyoming

Commission Expires 5/14/2022

# NELSON ENGINEERING since 1964

Professional Engineers & Land Surveyors

JACKSON, WY • BUFFALO, WY

WWW.NELSONENGINEERING.NET

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 500ft<sup>2</sup> 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.

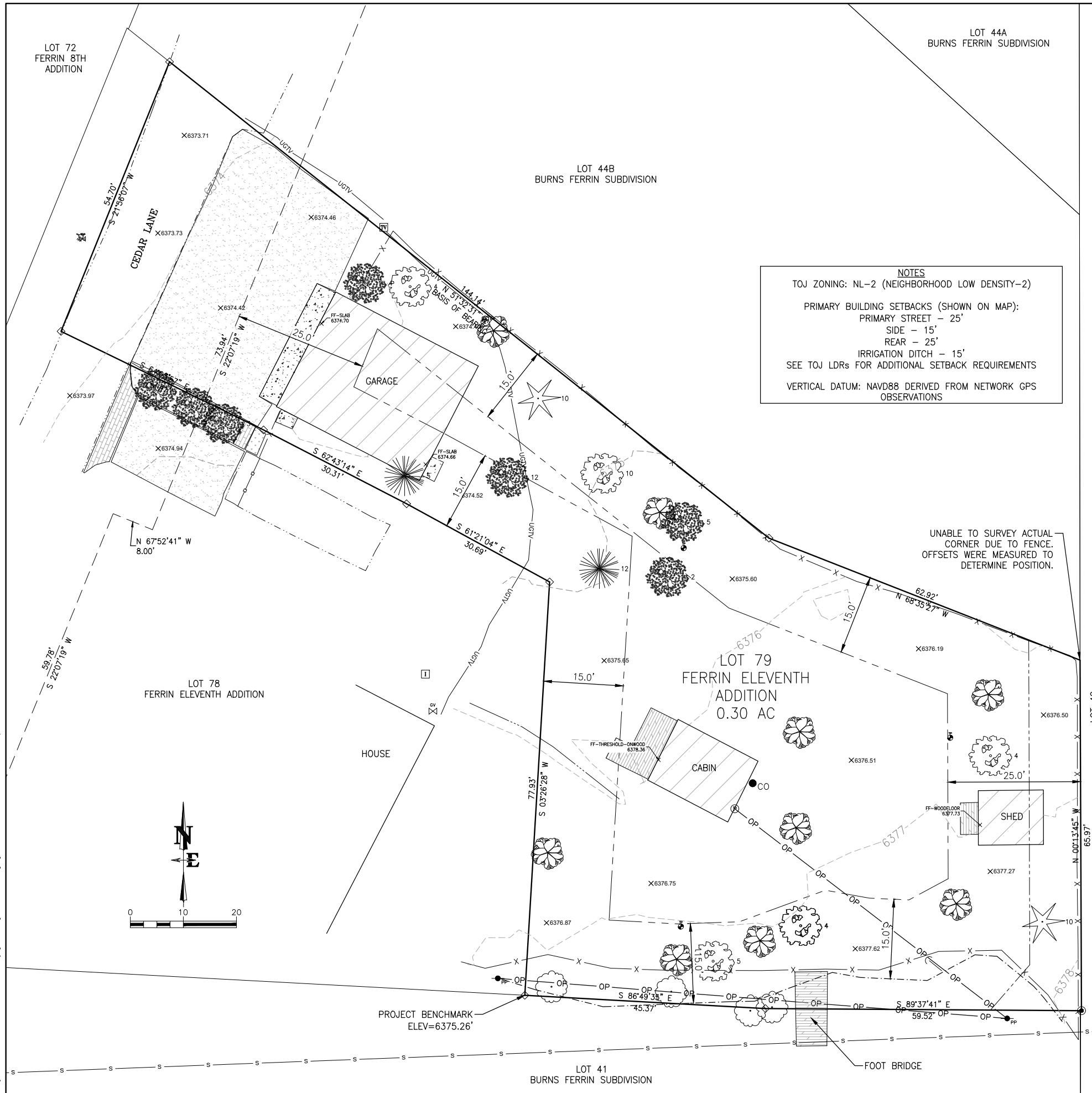
Please let me know the earliest availability you may have to schedule this pre-application conference, and don't hesitate to contact me if there are any questions.

Sincerely,



Fritz Doter, PE  
Project Manager

Encl.



## LEGEND

LOI 42 BURNS FERRIN SUBDIVISION	PROPERTY BOUNDARY		DRAWING TITLE EXISTING SITE PLAN	
	Symbol	Description		
	ROAD EASEMENT LINE (B270P538-540; B14P388)	◇ FOUND REBAR & CAP #3831		
	BUILDING SETBACK LINE	● FOUND REBAR		
	LVE UTILITY EASEMENT LINE (B152P553)	TV CABLE TV PEDESTAL		
	TOP BANK IRRIGATION DITCH	(P) ELECTRICAL METER		
	EDGE OF GRAVEL	gv GAS VALVE		
	X X X POST & WIRE FENCE	● <sub>PP</sub> POWER POLE		
	WOOD GATE	→ GUY WIRE		
	UGTV UNDERGROUND CABLE LINE	● F FIRE HYDRANT		
	OP OP OP OVERHEAD POWER LINE	W WATER VALVE		
	FLOWLINE SWALE	IB IRRIGATION BOX		
	S S SEWER LINE (RECORD PER TC GIS)	(S) SANITARY SEWER MANHOLE		
		● <sub>co</sub> SEWER CLEANOUT		
		TP TEST PIT		
		CONCRETE		ASPEN TREE W/DIA.
		PAVED ASPHALT DRIVEWAY		DECIDUOUS TREE W/DIA.
		WOOD DECK		PINE TREE W/DIA.
		PAVERS		SPRUCE TREE W/DIA.
		GARDEN		WILLOWS
				BUSH
JOB TITLE		JOB TITLE		
650 CEDAR LANE		LOT 79, FERRIN ELEVENTH ADDITION		
TOWN OF JACKSON, WY		TOWN OF JACKSON, WY		
DRAWING NO		JOB NO		
C1.0		19-354-04		
JOB NO				

Dwg Format: 23.0  
Plotted By: doster  
Nor. 31 2020 03:45:02 pm  
Site Designing: C30 GRADING PLAN -  
Drawing: Civil\1935404 Lane - NWBC - Civil\4 Color: 650  
S:\Pro\2019\354-04.dwg

LOT 72 FERRIN 8TH ADDITION

EXISTING WATER SERVICE TO BE ABANDONED AT MAIN IF NEW SERVICE CANNOT UTILIZE CURRENT TAP

ARU PARKING AREA

ARU

INSTALL NEW WATER SERVICE CONNECTION

12' TYP. MAXIMUM

12' MIN. WIDTH ASPHALT DRIVEWAY

INSTALL BURIED COMMUNICATION UTILITIES

PROPERTY BOUNDARY, TYP.

ACCESORY STRUCTURE BUILDING ENVELOPE

PRIMARY BUILDING ENVELOPE

EXISTING WATER SERVICE LOCATION, APPROXIMATED FROM EXISTING SITE INFORMATION

LOT 44A BURNS FERRIN SUBDIVISION

LOT 44B BURNS FERRIN SUBDIVISION

LOT 78 FERRIN ELEVENTH ADDITION

MAIN HOUSE

GARAGE

PATIO

INSTALL NEW TRANSFORMER

PROJECT BENCHMARK ELEV=6375.26'

IRRIGATION DITCH TOP OF BANK

CONNECT NEW SEWER SERVICE TO EXISTING SEWER LINE

EXISTING SEWER SERVICE LOCATION, APPROXIMATED FROM GIS INFORMATION

EXISTING BRIDGE TO BE PROTECTED IN PLACE

LOT 41 BURNS FERRIN SUBDIVISION

3-31-20\_GEC Pre-App

<b>NELSON ENGINEERING</b>	
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	
DRAFTING NO.	650 CEDAR LANE
JOB NO	LOT 79, FERRIN ELEVENTH ADDITION
19-354-04	TOWN OF JACKSON, WY
GRADING PLAN	
SURVEYED	NE
ENGINEERED	FPD
DRAWN	FPD
CHECKED	FPD
APPROVED	FPD