



# 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-
- ☐ 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: May 27, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 984 Bluffs Drive legally known as, LOT 1, CRYSTAL VALLEY ADDITION.  For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P20-101	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Fax: 734-3563  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Bluffs Development PO Box 551 Jackson, WY 83001  <b>Applicant:</b> Jorgensen Associates – Brendan Schulte PO Box 9550 Jackson, WY 83002	
<b>Please respond by: N/A</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)

May 27, 2020

Town of Jackson Planning and Building Dept.  
P.O. Box 1687  
150 East Pearl Street  
Jackson, WY 83001

-tstolte@jacksonwy.gov-

**RE: Grading Pre-Application Conference Request (PAP) – Bluffs Proposed #1  
Jorgensen Associates, Inc., Project 16092**

Dear Planning Staff,

Enclosed you will find the necessary materials for a Grading Pre-application Conference Request for the proposed development at 984 Budge Drive. We are submitting this request on behalf of our client, Bluffs Development Group, LLC.

Lot 1 of the Crystal Valley Addition (Plat 1051) is located at 984 Budge Drive in the Town of Jackson. This lot takes access from W Broadway Ave via Budge Drive. Our client intends to submit a building permit to replace an existing cabin on Lot 1 and some grading is required. This property is currently on review for a development plan and will be heard by the Town Council on June 15<sup>th</sup>.

Included with this transmittal you will find the following:

- Pre-Application Conference request form
- Deed and Letter of Authorization
- Conceptual site plan
- Check for \$150

Sincerely,

JORGENSEN ASSOCIATES, INC.

Brendan Schulte  
Senior Project Manager



## **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: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **PROPERTY OWNER.**

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

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

#### **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: \_\_\_\_\_ 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** (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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

## LETTER OF AUTHORIZATION

Bluffs Development Group, LLC

, "Owner" whose address is:

PO Box 551, Jackson WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Bluffs Development Group, LLC

, as the owner of property

more specifically legally described as: LOT 1, Crystal Valley Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, P.C.

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) (SIGNATURE OF CO-OWNER)

Title: MANAGER

(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 )

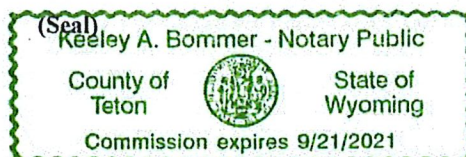
The foregoing instrument was acknowledged before me by STEFAN FODOR this 7<sup>th</sup> day of MARCH, 2001B

WITNESS my hand and official seal.

*[Signature]*

(Notary Public)

My commission expires:





*First American Title  
Insurance Company*

**WARRANTY DEED**

Jody R. Burkes and Linda S. Burkes, duly acting as Trustees of the Amended and Restated Burkes Family Trust created u/t/a dated January 1, 2014, of Teton County, Wyoming, GRANTORS, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY AND WARRANT unto **Bluffs Development Group, LLC**, a Wyoming limited liability company, P.O. Box 551, Jackson, Wyoming 83001, GRANTEE, the following-described property situated in the County of Teton, State of Wyoming, to-wit:

**Lot 1 of Crystal Valley Addition to the Town of Jackson, Teton County, Wyoming, according to Plat No. 1051 recorded June 24, 2002 with the Clerk of Teton County, Wyoming,**

*Parcel Identification No. 22-41-16-32-1-07-001*


including and together with all and singular the tenements, hereditaments, appurtenances and improvements or thereunto belonging and any rights of grantor to minerals thereunder, but subject to taxes, assessments, covenants, restrictions, reservations, easements and rights-of-way of sight and/or record,

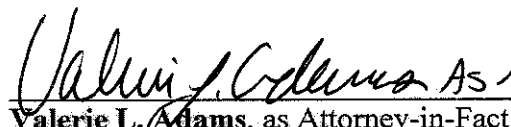
hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, for purposes of this conveyance.

WITNESS the due execution and delivery of this instrument effective as of the 16th day of June, 2017.

Released	<input checked="" type="checkbox"/>
Indexed	<input checked="" type="checkbox"/>
Abstracted	<input checked="" type="checkbox"/>
Scanned	<input checked="" type="checkbox"/>

GRANTOR: BURKES, JODY R ET AL TRUSTEE  
GRANTEE: BLUFFS DEVELOPMENT GROUP LLC  
Doc 0929996 bk 947 pg 488-489 Filed At 14:58 ON 06/19/17  
Sherry L. Daigle Teton County Clerk fees: 15.00  
By Mary Smith Deputy

  
Jody R. Burkes, Trustee of the Amended  
and Restated Burkes Family Trust u/t/a  
dated 1/1/2014

  
Valerie L. Adams, as Attorney-in-Fact  
for Linda S. Burkes, Trustee of the Amended  
and Restated Burkes Family Trust u/t/a  
dated 1/1/2014



STATE OF WYOMING                    )  
  ) ss.  
COUNTY OF TETON                    )

The foregoing instrument was acknowledged before me by **Jody R. Burkes, duly acting as Trustee of the Amended and Restated Burkes Family Trust u/t/a dated January 1, 2014**, this 14<sup>th</sup> day of June, 2017.

WITNESS my hand and official seal.



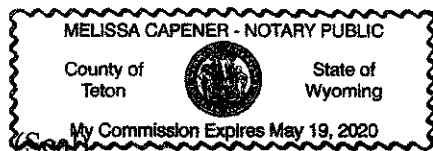
(Seal)

Melissa Capener  
Notary Public  
My Commission Expires: 5/19/20

STATE OF WYOMING                    )  
  ) ss.  
COUNTY OF TETON                    )

The foregoing instrument was acknowledged before me by **Valerie L. Adams, duly acting as Attorney-in-Fact for Linda S. Burkes, Trustee of the Amended and Restated Burkes Family Trust u/t/a dated January 1, 2014**, this 14<sup>th</sup> day of June, 2017.

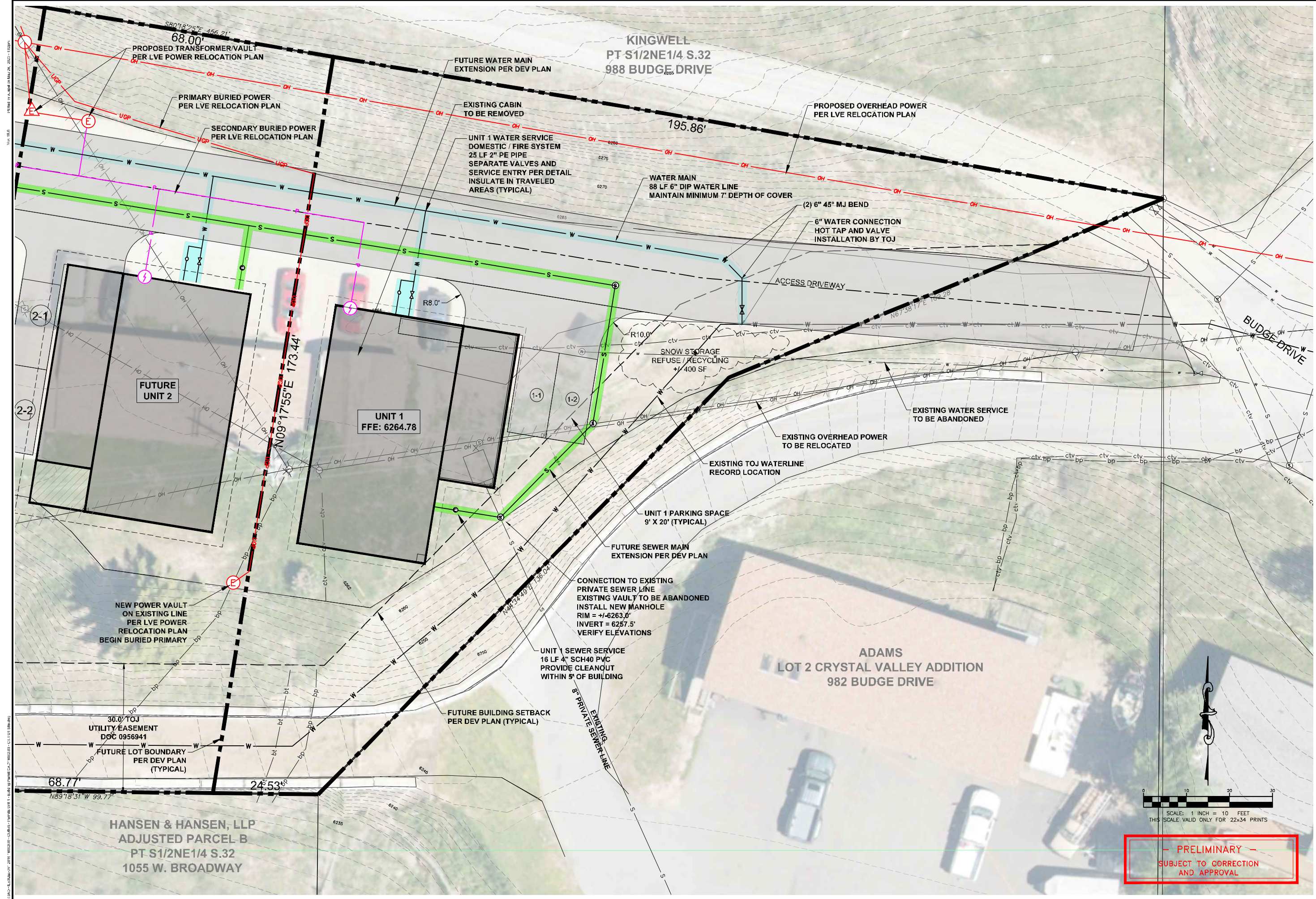
WITNESS my hand and official seal.



(Seal)

Melissa Capener  
Notary Public  
My Commission Expires: 5/19/20





**— PRELIMINARY —**  
SUBJECT TO CORRECTION  
AND APPROVAL