



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: June 25, 2020	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 365 S. Willow Street, legally known as, NORTH 1/3 LOTS 6,7,8, BLK. 2, KELLY ADDITION. For questions, please call Brian Lenz at 307-733-0440, x1410 or email to the address shown to the left. Thank you.
Item #: P20-123	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: INSIEME LLC PO Box 9794 Jackson, WY 83002 Applicant: Northworks Architects - Matt 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. | phone (307)733-0440
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: WILLOW ST. GARAGE

Physical Address: 365 S. WILLOW ST.

Lot, Subdivision: NORTH 1/3 LOTS 6, 7, 8, BLK. 2, PIDN: 22-41-16-34-2-24-001
KELLY ADDITION

PROPERTY OWNER.

Name: ~~INSIEE~~ INSIEME LLC Phone: 307-201-5324

Mailing Address: PO BOX 9794 JACKSON, WY 83002 ZIP: 83002

E-mail: _____

APPLICANT/AGENT.

Name, Agency: MATTHEW P. VAN WAGNER, Phone: 307-201-5324
NORTHWORKS ARCHITECTS

Mailing Address: PO 4027 JACKSON, WY ZIP: 83001

E-mail: MVANWAGNER@NWKS.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: _____ 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@jacksonwy.gov).

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.



Signature of Owner or Authorized Applicant/Agent

Date

MATTHEW P. VAN WAGNER
Name Printed

ARCHITECT
Title

LETTER OF AUTHORIZATION

INSIEME LLC

PO BOX 9794 JACKSON, WY 83002

, "Owner" whose address is: _____

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property

more specifically legally described as: NORTH 1/3 LOTS 6,7,8, BLK. 2, KELLY ADDITION

365 S. WILLOW ST. JACKSON, WY 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES Northworks Architects + Planners

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: *Partner*

(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 *Sasha Carney* this *24* day of *June*, 20*20*.

WITNESS my hand and official seal.

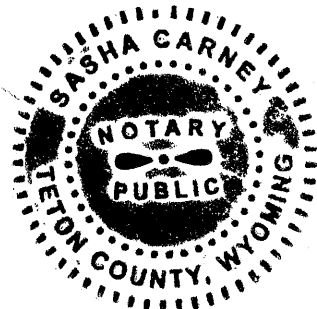
[Signature]

(Seal)

(Notary Public)

My commission expires:

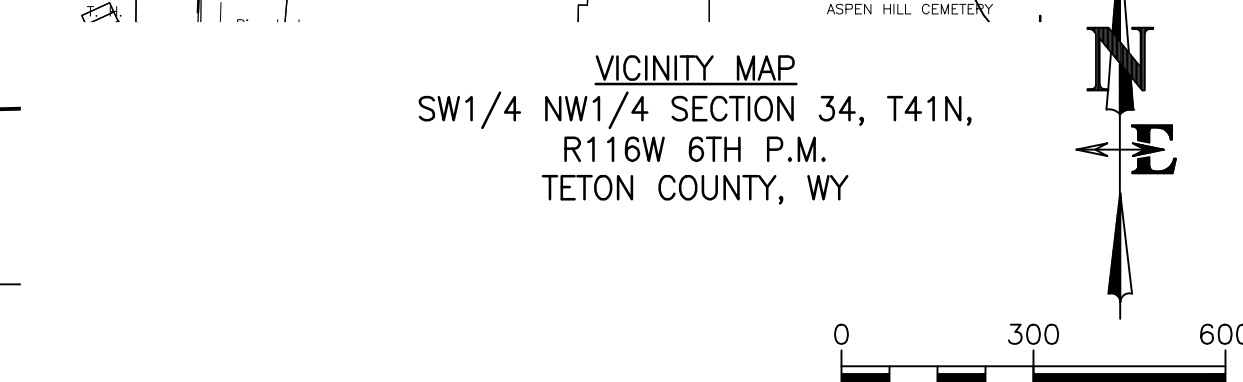
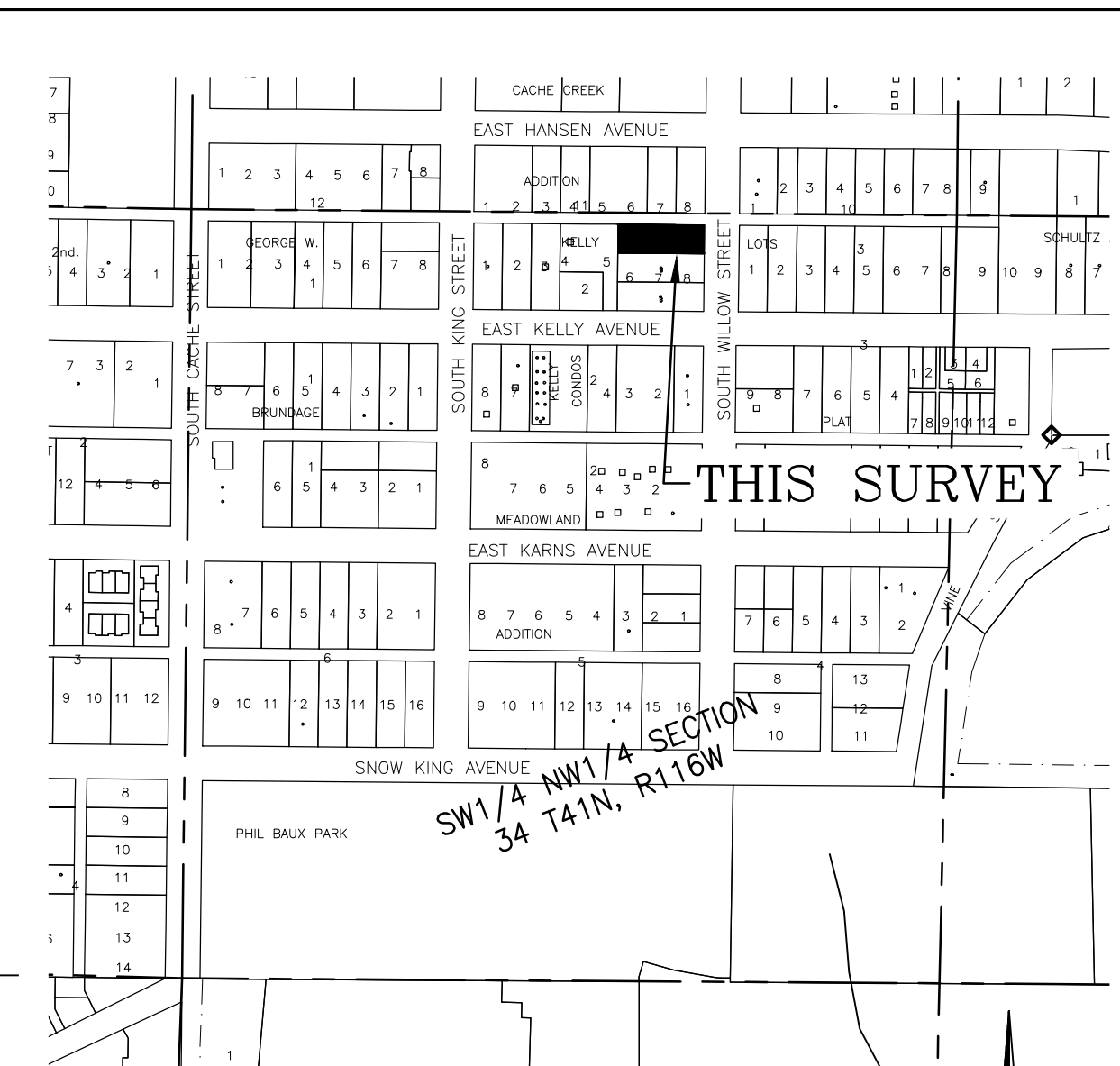
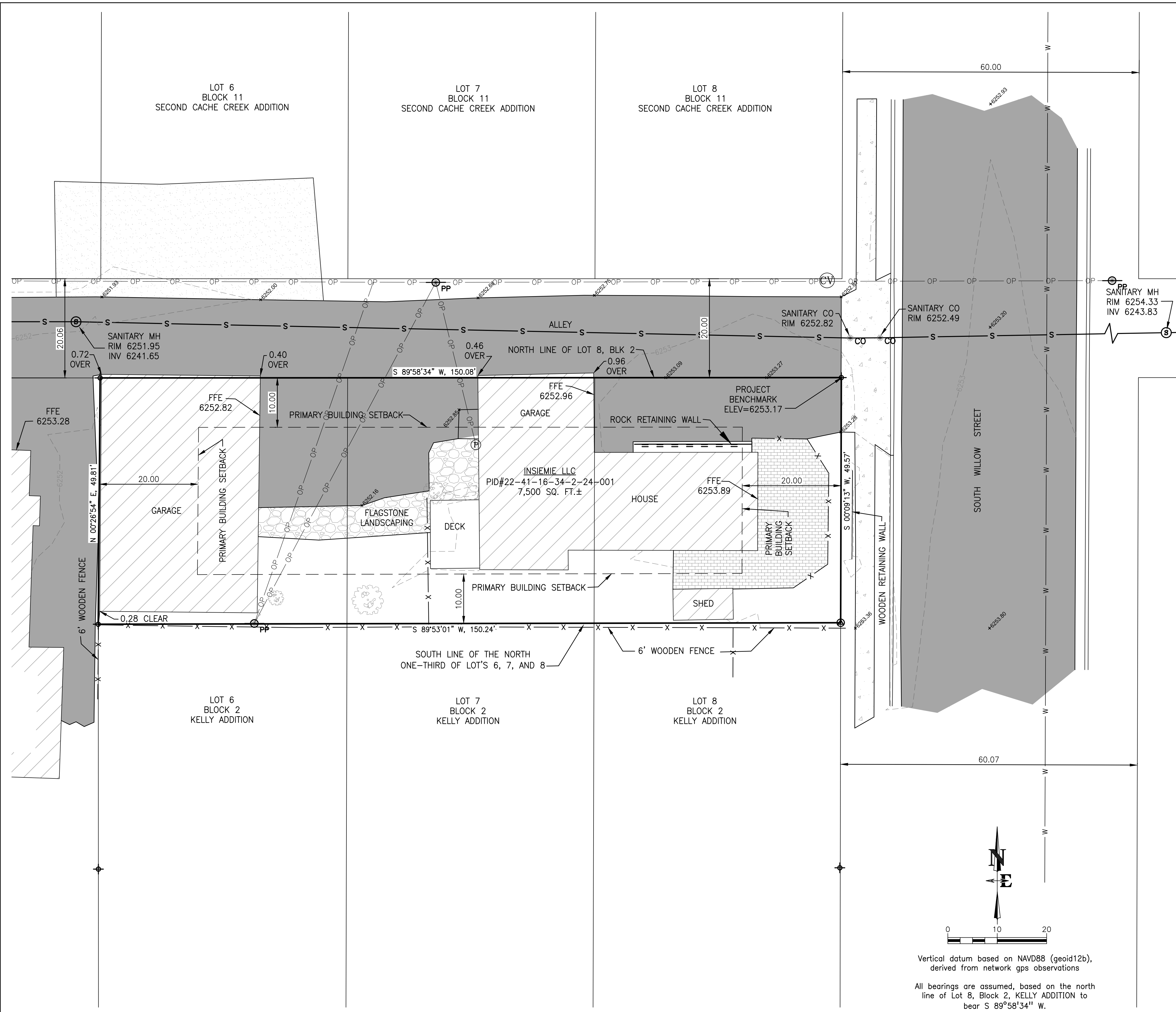
12/26/2023



365 S. WILLOW ST.

Project Narrative:

Existing property includes a detached single family residence and a separate working garage (see site survey) - the existing residence is to remain as-is, and the garage will be demolished. In place of the existing garage, a new building is proposed that includes a large garage below attached single family. This new 3-story structure will have a footprint of approximately 1,280 sq ft and the total disturbed site area (including demolition of the existing garage and minor landscaping/hardscaping) looks to be approximately 3,000 sq ft.



- LEGEND
- = PROPERTY LINE
 - - - = PRIMARY SETBACK LINE
 - X - X - = FENCE LINE
 - S - = SANITARY SEWER LINE
 - OP - OP - = OVERHEAD POWER LINE
 - W - = WATER LINE (APPROXIMATE FROM GIS)
 - = CURB AND GUTTER
 - [Pattern] = GRAVEL SURFACE
 - [Pattern] = PAVED SURFACE
 - [Pattern] = CONCRETE SURFACE
 - [Pattern] = CONCRETE PAVER SURFACE
 - [Pattern] = FLAGSTONE LANDSCAPING
 - (CV) = COMMUNICATION VAULT
 - (P) = ELECTRIC METER
 - + = FOUND T STAKE
 - (R) = FOUND REBAR AND CAP
 - (S) = RETAINING WALL
 - (CO) = SANITARY MANHOLE
 - (PP) = SANITARY CLEAN OUT
 - (•) = POWER POLE
 - (•) = SPOT ELEVATION
 - (•) = DECIDUOUS TREE

NOTE:
ZONING INFORMATION TO ESTABLISH PRIMARY STRUCTURE SETBACKS WAS TAKEN FROM THE TETON COUNTY WEBSITE. THE INFORMATION SHOWN IS AS FOLLOWS:

ZONE NM-2 - PRIMARY STRUCTURE SETBACKS
PRIMARY STREET= 20 FEET MINIMUM
SECONDARY STREET= 10 FEET MINIMUM
SIDE INTERIOR= 10 FEET MINIMUM
REAR= 20 FEET MINIMUM

PLEASE CONTACT THE PLANNING AND ZONING DEPARTMENT PRIOR TO ANY CONSTRUCTION TO VERIFY INFORMATION.

NOTE:
THIS MAP WAS PREPARED WITHOUT BENEFIT OF TITLE REPORT AND IS SUBJECT TO ANY OTHER EASEMENTS, RESTRICTIONS, RESERVATIONS, RIGHTS-OF-WAY, AND CONDITIONS OF SIGHT AND/OR OF RECORD INCLUDING, BUT NOT LIMITED, TO THOSE SHOWN HEREON;

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Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

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Drawing Name
ARCHITECTURAL SITE PLAN