



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: July 7, 2020	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 3056 Whitehouse Drive, legally known as, LOT 21, HOMESTEAD NEIGHBORHOOD 3RD FILING. For questions, please call Brian Lenz at 307-733-0440, x1410 or email to the address shown to the left. Thank you.
Item #: P20-132	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner: Four Lazy F Ranch PO Box 453 Jackson, WY 83001 Applicant: Y2 Consultants – Katie PO Box 2870 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 Planning Division

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

For Office Use Only

Fees Paid _____

Check # _____

Credit Card _____

Cash _____

Application # _____

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.*

When is a Pre-application Conference required?

A pre-application conference is required for the following applications:

- Sketch Plan
- Development Plan
- Conditional Use Permit
- Special Use Permit
- Development Option Plan
- Zoning Map Amendment
- Planned Unit Development
- Plan-level Grading Permit
- Environmental Analysis

When not required, the applicant may request a pre-application conference for other types of applications.

PROJECT.

Name/Description: Four Lazy F Ranch, Lot 21

Physical Address: 3056 Whitehouse Drive

Lot, Subdivision: 21, Homestead Neighborhood 3rd Filing

PIDN: 22-40-16-06-2-43-010

OWNER.

Name: Four Lazy F Ranch, Inc

Phone: _____

Mailing Address: PO Box 453

ZIP: 83001

E-mail: _____

APPLICANT/AGENT.

Name, Agency: Y2 Consultants

Phone: 307-733-2999

Mailing Address: PO Box 2870

ZIP: 83001

E-mail: katie@y2consultants.com

DESIGNATED PRIMARY CONTACT.

_____ 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: _____

ANTICIPATED TYPES OF REVIEW PROCESS NEEDED. *Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.*

☒ _____ Physical Development Permit (includes grading)
 _____ 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.** See the currently adopted Fee Schedule in the Administrative Manual for more information.

☒ _____ **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

☒ _____ **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)

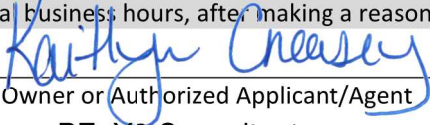
☒ _____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not 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

Katie Creasey, PE, Y2 Consultants

Name Printed

7/3/2020

Date

Civil Engineer

Title

LETTER OF AUTHORIZATION

Four Lazy F Ranch, Inc.

, "Owner" whose address is: PO BOX 453

Jackson WY, 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: Lot 21 of Homestead Neighborhood 3rd Filing

(If too lengthy, attach description)

HEREBY AUTHORIZES Y2 Consultants, LLC

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:

Chelsa D 6/29/2020

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Vice President

(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)

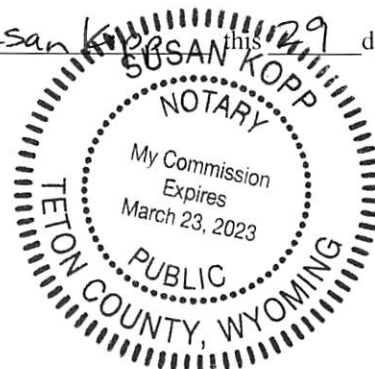
The foregoing instrument was acknowledged before me by Susan Kopp this 29 day of June, 2020.

WITNESS my hand and official seal.

Susan Kopp
(Notary Public)

My commission expires:

(Seal)





y2consultants.com
307 733 2999

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

3056 WHITEHOUSE DRIVE PLAN NARRATIVE

NARRATIVE PROJECT DESCRIPTION

1. Existing Property Conditions

The property is currently a vacant residential lot. It is not in any zoning overlays, i.e. Natural Resource Overlay, Scenic Resource Overlay, TOJ Lodging Overlay, or the Office Use Permitted overlay. The property is not in the Wildland Urban Interface zone or FEMA flood zone and has no wildfire history and is not in a landslide area. There are existing water and sewer mains that are located on Whitehouse Drive. All information is based off the Teton County GIS.

2. Character of Project

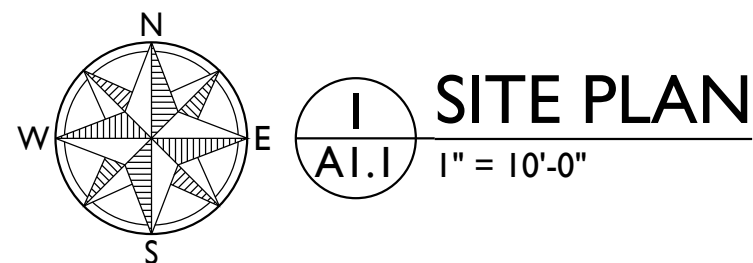
The property owner would like to build one single-family residence and driveway that would blend into the existing neighborhood. The residence would focus on the character set forth by the current Town of Jackson's Land Development Regulations and the vision that they provide for the town. The surrounding area is zoned PUD-NL-3 and within the Homestead Neighborhood subdivision. The surrounding lots are single family homes.

3. Intended Development

The property owner would like to build one single-family residence and driveway that adheres to the Town of Jackson Land Development Regulations.

4. Proposed Amendments to the LDR's

There are no proposed amendments to the Town of Jackson Land Development Regulations.



1. ARCHITECTURAL SITE PLAN WAS DERIVED FROM INFORMATION GATHERED FROM SURVEY MAP PREPARED BY: PIERSON LAND SURVEYS, P.C. SURVEY IDENTIFICATION NUMBER: PROJECT NO. 93064 DATED: SEPTEMBER, 1993
2. GENERAL CONTRACTOR TO REMOVE ONLY TREES AND VEGETATION VERIFIED BY THE ARCHITECT OR OWNER. ALL REMAINING TREES MUST BE PROTECTED AGAINST ALL PHASES OF CONSTRUCTION.
3. GENERAL CONTRACTOR TO MAINTAIN SITE THROUGHOUT THE COURSE OF THE PROJECT BY:
 - REPAIRING ALL RUTS CAUSED BY EQUIPMENT, SPILLS, OR OTHER EARTH-RELATED SCARRING.
 - REPAIRING OR REPLACEMENT OF ALL SCARRED, BROKEN, OR OTHERWISE DAMAGED TREES DUE TO CONSTRUCTION.
 - EXERCISE ROUTINE PERIODIC REMOVAL OF ALL REFUSE.
4. THE CONTRACTOR SHALL MINIMIZE THE DISTURBANCE OF THE EXISTING GRADE. THE CONTRACTOR SHALL VERIFY WITH THE OWNER ALL STAGING AREAS AND METHODS OF STORAGE.
5. GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION, TAPPING INTO, INSTALLATION AND VERIFYING LOCATION OF ALL NECESSARY SITE UTILITIES INCLUDING POWER, WATER, SANITARY SEWER, CABLE, PHONE, ETC. GENERAL CONTRACTOR TO COORDINATE ALL UTILITY FEES AND SERVICES WITH THE OWNER.
6. ANY DISTURBED SOIL TO BE FINISH GRADED & RAKED TO ACHIEVE A UNIFORM SURFACE. ALL FINISH GRADE TO BE FREE OF ROCKS AND POTENTIAL LANDSCAPING MATERIAL. DRAINAGE DITCHES AND CONSIDERING OF NATIVE SOIL CHARACTERISTICS, NO TIGRS, STICKS, OR OTHER NON-SOIL MATERIAL SHALL BE INCLUDED IN THE FINAL GRADE BEING PREPARED FOR FINAL LANDSCAPING.
7. ALL EXCESS EXCAVATED MATERIAL TO BE TRUCKED OFF SITE WITH THE EXCEPTION OF ALL NECESSARY BACKFILL MATERIAL OR POTENTIAL LANDSCAPING MATERIAL. GENERAL CONTRACTOR TO PROVIDE LOCATION TO LIMIT AMOUNT OF LAWN DAMAGE. STOCKPILE LOCATION TO BE DETERMINED BY GENERAL CONTRACTOR AND SHALL INCORPORATE ALL EROSION CONTROL METHODS & TECHNIQUES AS PRESCRIBED BY TETON COUNTY, WY.
8. ALL DISTURBED EXISTING GRADE TO BE REGRADED AND RE-SEEDS AS PER LANDSCAPE AGREEMENT WITH REGARD TO DIMENSION, SCOPE, AND VARIETY OF VEGETATION TO BE INSTALLED.
9. PLANT UNITS TO BE INSTALLED IN ACCORDANCE WITH TOWN OF JACKSON REQUIREMENTS.

	PROPERTY BOUNDARY
	EASEMENT LINE
	SETBACK LINE
	FENCE LINE
	POWER LINE
	OVERHEAD POWER LINE
	SEWER LINE
	TELEPHONE LINE
	WATER LINE
	GAS LINE
	CABLE TELEVISION LINE
	EDGE OF MAIN ROAD
	NEW DRIVEWAY
	ELECTRICAL TRANSFORMER
	UTILITY PEDESTAL
	MONITORING WELL
	SPOT ELEVATION
	FOUND SURVEY MONUMENT
	CENTER LINE
	REVISION NUMBER
	REVISION NUMBER
	SUPPLEMENTAL DUG. NO.
	PROJECT LOCATION SYMBOL

Project Number	1921	7 X 1 . 1
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