



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 14, 2020

Item #: P20-130

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Email: bconboy@jacksonwy.gov

Owner:

Jackson Karns Hillside Association
430 E. State Street Suite 100
Eagle, ID 83616

Applicant:

Jalyn Prochay
112 Water Street
Boston, MA 02109

REQUESTS:

The applicant is submitting a request for a Zoning Compliance Verification for the property located at 550 Rodeo Drive, legally known as, PT. SW1/4NE1/4 & PT. NW1/SE1/4, SEC. 33, TWP. 41, RNG. 116.

For questions, please call Brendan Conboy at 307-733-0440, x1302 or email to the address shown to the left. Thank you.

Please respond by: **July 28, 2020 (Sufficiency)**
August 4, 2020 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: **Snow King Apartments**

Physical Address: **550 Rodeo Drive, Jackson, WY**

Lot, Subdivision: _____

PIDN: **OJ-005926 and OJ-006656**

PROPERTY OWNER.

Name: **JACKSON KARNS HILLSIDE ASSOCIATES**

Phone: _____

Mailing Address: **430 E STATE ST SUITE 100, EAGLE, ID**

ZIP: **83616**

E-mail: _____

APPLICANT/AGENT.

Name: **Jalyn Porchay**

Phone: **8573218603**

Mailing Address: **112 Water Street, 5th Floor, Boston, MA**

ZIP: **02109**

E-mail: **jporchay@aeiconsultants.com**

DESIGNATED PRIMARY CONTACT.

Property Owner Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit

Basic Use

Conditional Use

Special Use

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

Physical Development

Sketch Plan

Development Plan

Design Review

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Miscellaneous

Other: _____

Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Jalyn Porchay

Name Printed

6/22/2020

Date

Project Manager

Title

LETTER OF AUTHORIZATION

Jackson Karns Hillside Associates, a Wyoming Limited Partnership, "Owner" whose address is: 590 Rodeo Dr., Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY) _____, as the owner of property
more specifically legally described as: ATTACHED

(If too lengthy, attach description)

HEREBY AUTHORIZES Caleb Roope 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: MANAGER, TPC HOLDINGS 1, LLC, GENERAL PARTNER

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF IDAHO

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COUNTY OF ADA

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The foregoing instrument was acknowledged before me by CALEB ROOPE this 22nd day of

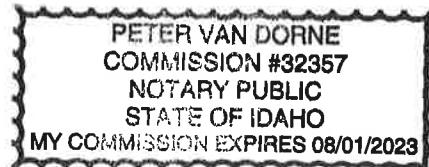
JUNE, 2020

WITNESS my hand and official seal.


(Notary Public)

My commission expires: 8/11/2023

(Seal)



From: [Jalyn Porchay](#)
To: [Tiffany Stolte](#)
Cc: [Peter Monea](#)
Subject: Zoning compliance request
Date: Wednesday, July 01, 2020 10:43:12 AM
Attachments: [image001.png](#)
[Zoning Letter of Authorization.pdf](#)
[Planning-Permit-Application-PDF-signed.pdf](#)
[Preliminary ALTA As-Built Survey - Snow King - 1-10-05.pdf](#)

Greetings,

I would like a zoning compliance letter answering the following questions:

What is the current zoning classification for the Subject Property?
When was this zoning classification adopted?
Is the use permitted by right?
Is the current structure conforming to the existing ordinance?
Are there any PUD and/or development review documents associated with the property?
Are there any Variances, Special Use Permits / Exceptions, Ordinances or Conditions related to the Subject Property?
Is there an approved site plans on file for the subject property?
In the event of a catastrophic loss, can the subject property be rebuilt to its current density?
Are there any outstanding Zoning Code Violations on file for the Subject Property?
Does the subject property have a valid Certificate of Occupancy on file?

Mr. Jalyn Porchay
Zoning Project Manager
AEI Consultants
112 Water Street, 5th Floor
Boston, MA 02109

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f. 857.233.5531
jporchay@aeiconsultants.com
www.aeiconsultants.com



