



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: August 20, 2020	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 1030 Upper Cache Creek Drive, legally known as, LOT 6, THE RIDGE ADDITION. For questions, please call Brian Lenz at 307-733-0440, x1410 or email to the address shown to the left. Thank you.
Item #: P20-160	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner: Stephen Melcer PO Box 605 Jackson, WY 83001 Applicant: Nelson Engineering – Dave Dufault PO Box 605 Jackson, WY 83001	
Please respond by: N/A	

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



RE-APPLICATION CONFERENCE REQUEST (AP)
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: Melcer Addition

Physical Address: 1030 Upper Cache Creek Drive

Lot, Subdivision: Lot 6, The Ridge Addition

PIDN: 22-41-16-34-4-02-028

PROPERTY OWNER.

Name: Melcer, Stephen G

Phone: _____

Mailing Address: P.O. Box 605

ZIP: 83001

E-mail: smelcer@melcerlaw.com

APPLICANT/AGENT.

Name, Agency: _____

Phone: _____

Mailing Address: _____

ZIP: _____

E-mail: _____

DESIGNATE PRIMARY CONTACT.

x _____ Property Owner _____ Applicant/Agent

Please also contact David Dufault for scheduling and correspondence
ddufault@nelsonengineering.net
PO Box 1599, Jackson, WY 83001
307-733-2087

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: _____

TYPE OF PRE-APPLICATION REQUIRED. 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)

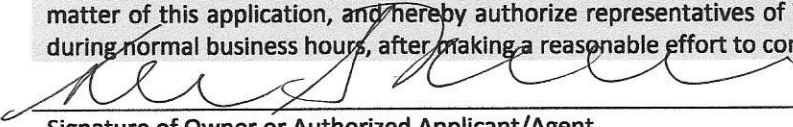
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be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

8-11-20
Date

STEPHEN B. MELCER
Name Printed

Title

11 August 2020

DD/147-204-01

Town of Jackson
Planning & Building Department-Planning Division
150 E. Pearl Ave.
PO Box 1687
Jackson, WY 83001

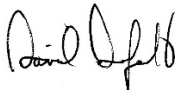
To Whom it May Concern,

The Attached PAP is for Grading permit to construct an access driveway. The access driveway will serve multiple purposes. 1) it will provide access for construction of an addition to an existing residence at 1030 Upper Cache Creek Drive. (the addition building permit will be applied for this winter). 2) it will provide permanent access to a planned future guest home to be located also at 1030 Upper Cache Creek Drive. And 3) it will also be used in the future as a portion of the driveway for a home to be located at 1040 Upper Cache Creek Drive.

To build the addition at 1030 Upper Cache Creek Drive a construction access driveway will need to be created to the south of the existing residence as the west and north side is otherwise inaccessible. The western end of the access will be reclaimed and a patio will be completed to the west of the addition. The first 200 feet of the driveway will remain for access to a future guest home, and for 1040 Upper Cache Creek Drive's use when they develop.

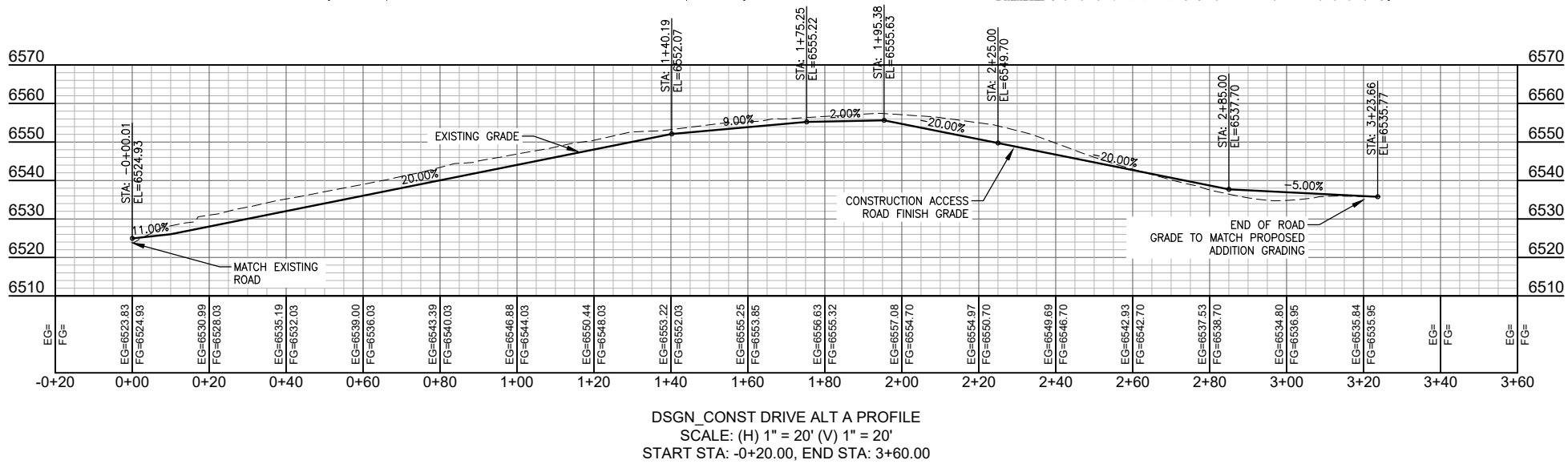
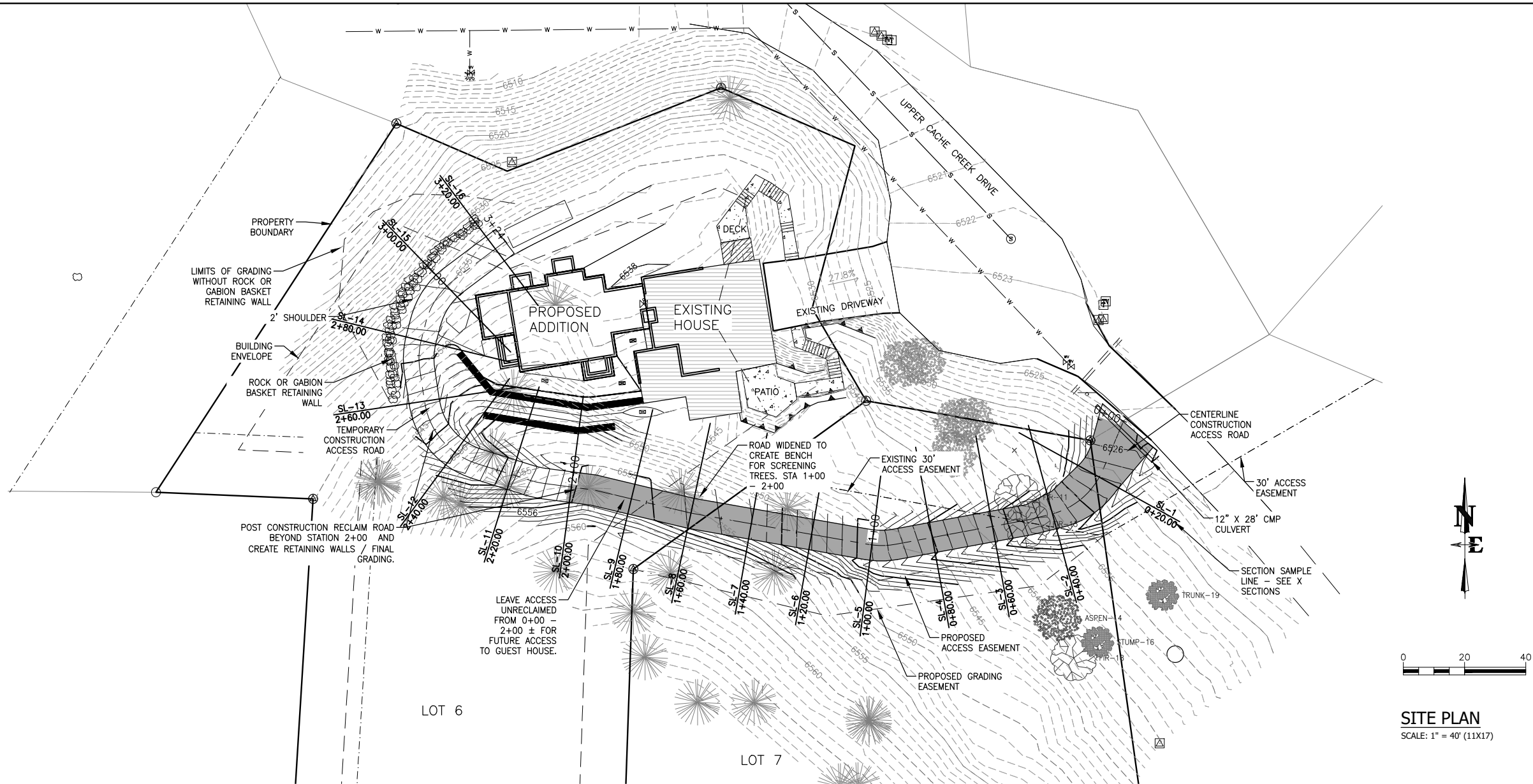
An existing 30' wide access easement (for the benefit of 1030 and 1040 Upper Cache Creek Drive) exists across the northerly frontage of 1040 and 1050 Upper Cache Creek Drive. An additional access easement is proposed on 1040 Upper Cache Creek Drive for the benefit of 1030 Upper Cache Creek Drive, and there is an understanding between the two homeowners that this will be created concurrently with the application for a GEC for construction. Additionally, a temporary cross lot grading agreement is proposed for the grading south of the actual access driveway footprint. The applicant, Stephen Melcer is working with the owner of 1040 Upper Cache Creek Drive to create the appropriate agreements.

Sincerely,



Dave Dufault, PE
Nelson Engineering

S:\p\2017\204-01 Melcer Res - 1030 Upper Cache Cr Drive\Drawings\JUN MELCER CONSTRUCTION ACCESS 7-20-20.dwg (COMBINED) - Aug 04 2020 10:56:43 on PLOTTED BY lewinty DWG FORMAT: E30

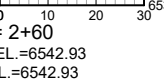
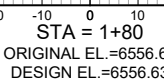
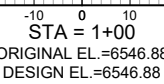
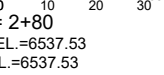
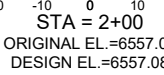
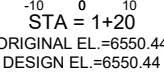
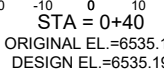
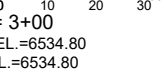
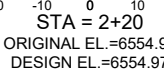
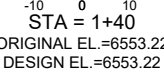
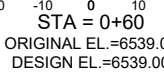
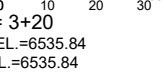
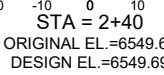
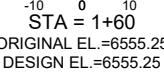


Cut/Fill Summary

Name	Cut Factor	Fill Factor	2d Area	Cut	Fill	Net
ADDITION EXCAVATION VOLUMES	1.00	1.00	3130.95 Sq. Ft.	624.21 Cu. Yd.	1.01 Cu. Yd.	623.20 Cu. Yd.<Cut>
ACCESS ROAD VOLUMES	1.00	1.00	6907.71 Sq. Ft.	466.08 Cu. Yd.	33.91 Cu. Yd.	432.16 Cu. Yd.<Cut>
Totals			10038.67 Sq. Ft.	1090.29 Cu. Yd.	34.92 Cu. Yd.	1055.37 Cu. Yd.<Cut>


SCHEMATIC DESIGN – NOT FOR CONSTRUCTION

DRAWING NO EX 1		JOB TITLE MELCER RESIDENCE LOT 6, THE RIDGE ADDITION TOWN OF JACKSON	DRAWING TITLE CONSTRUCTION ACCESS EXHIBIT	<div>NELSON ENGINEERING</div> <div>P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</div>					REV. 5/28/20 add. topo
JOB NO 17-204-01				DATE	8/3/20	WT/DK			
				SURVEYED		ENGINEERED			
				DRAWN		NB			
				CHECKED		DD			
				APPROVED					



SCHEMATIC DESIGN – NOT FOR CONSTRUCTION

DRAWING NO	JOB TITLE	DRAWING TITLE
EX 2	MELCER RESIDENCE	CONSTRUCTION ACCESS ROAD
	LOT 6, THE RIDGE ADDITION	CROSS SECTIONS
JOB NO	TOWN OF JACKSON	
17-204-01		



P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	8/3/20	REV.
SURVEYED	WV/DK	5/28/20
ENGINEERED		add. topo
DRAWN	NB	
CHECKED	DD	
APPROVED		