



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: October 20, 2020	REQUESTS: The applicant is submitting a request for a Utility Easement Agreement for the property located at the intersection of Cache St and Broadway Ave, PIDN 22-41-16-27-3-23-001. For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.
Item #: P20-201	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Town of Jackson PO 1687 Jackson, WY 83001 Applicant: The Transportation Commission of Wyoming Att: ROW 5300 Bishop Blvd Cheyenne, WY 82003-3340	
Please respond by: November 10, 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: B219026 District 3 & 4 Signal Detection Upgrade
Physical Address: Broadway & Cache Streets
Lot, Subdivision: Lots 1-8 Block 1, Clubhouse Addtn., (Town Square Park) PIDN: 22-41-16-27-3-23-001

PROPERTY OWNER.

Name: Town of Jackson Phone: (307) 733-0440
Mailing Address: 150 E Pearl Ave. Jackson, WY ZIP: 83001
E-mail: btlenz@jacksonwy.gov, jsilliman@jacksonwy.gov

APPLICANT/AGENT.

Name: The Transportation Commission of Wyoming Phone: (888) 570-9908
Mailing Address: Attn: ROW Dept., 5300 Bishop Blvd., Cheyenne, WY ZIP: 82003-3340
E-mail: Millissia.Ludtke@wyo.gov or Roy.Weber@wyo.gov

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/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: Easement Request
_____ 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?

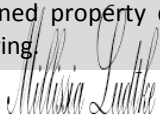
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

X **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.

X **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

Millissia Ludtke

Name Printed

October 19, 2020

Date

Acquisition Agent

Title

LETTER OF AUTHORIZATION

Town of Jackson _____, "Owner" whose address is: _____

150 East Pearl Avenue, Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Town of Jackson _____, as the owner of property

more specifically legally described as: Lots 1-8, Block 1, Clubhouse Addition,, (Town Square Park)

(If too lengthy, attach description)

HEREBY AUTHORIZES The Transportation Commission of Wyoming _____ 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: _____

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

STATE OF _____)
)SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____ this _____ day of _____, 20____.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:

LEGEND:

- EXISTING PULL BOX TO REMAIN
- EXISTING DRILLED SHAFT
- EXISTING CONDUIT
- EXISTING VEHICLE SIGNAL INDICATION W/ BACK PLATE
- EXISTING VEHICLE SIGNAL INDICATION
- EXISTING PEDESTRIAN SIGNAL INDICATION
- RELOCATED TRAFFIC CONTROLLER CABINET (332 CABINET FOOTING)
- CONDUIT RIGID PVC
- CONDUIT TO BE BORED
- PULL BOX TYPE A
- PULL BOX TYPE B
- PULL BOX TYPE RB
- BELL CAMERA VIDEO DETECTOR
- SERVICE POINT PEDISTAL
- FLAG NOTE SYMBOL

NOTES:

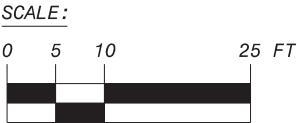
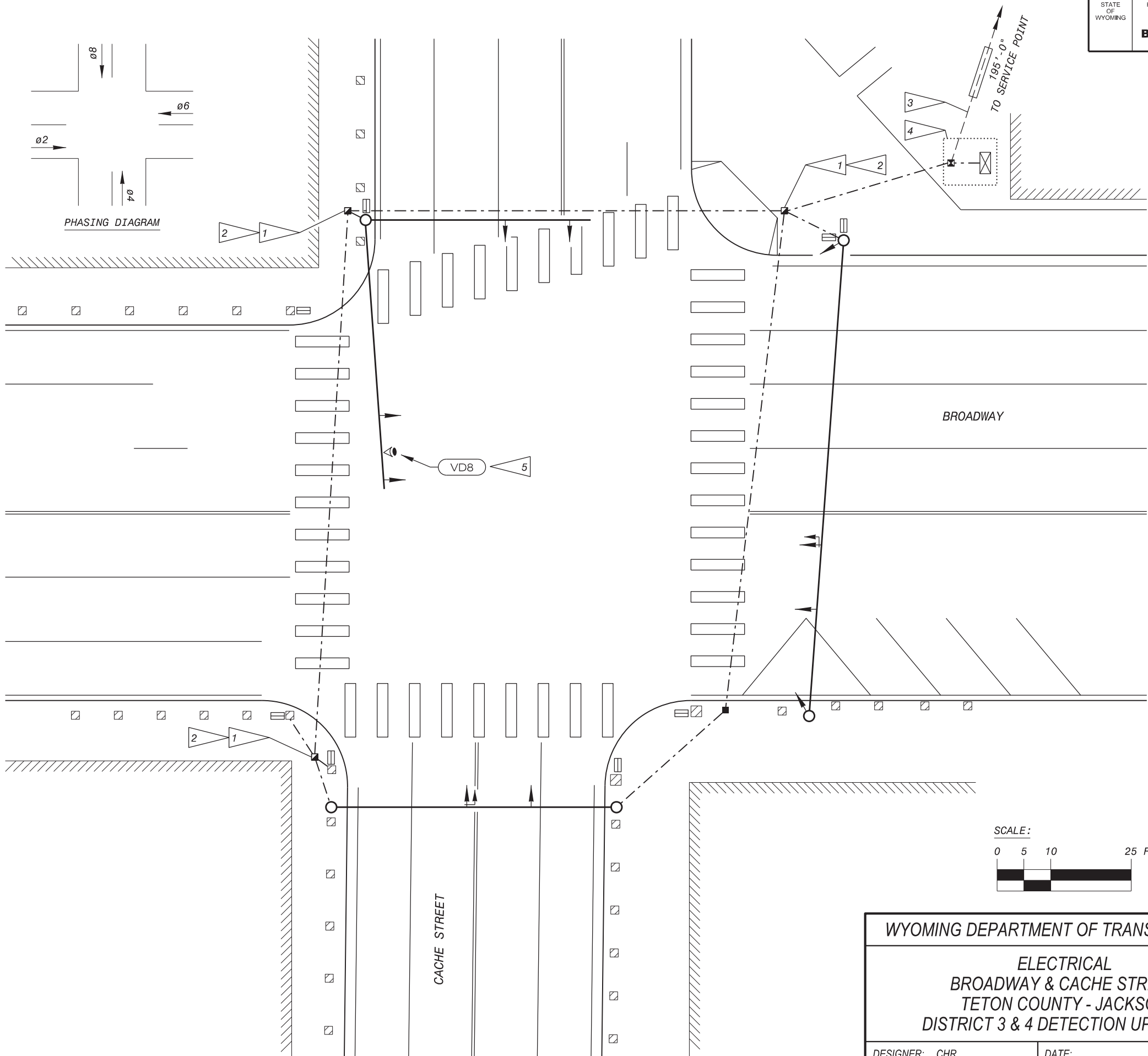
- ALL CONCRETE REMOVAL REQUIRED TO BE REPLACED IN KIND.
- TRACER WIRE TO LOOP THROUGH ALL PULL BOXES AND TRAFFIC SIGNALS.
- END OF TRACER WIRE TO BE TAPED AND SCOTCHKOTED.

FLAG NOTE:

- REPLACE EXISTING PULL BOX AS SHOWN.
- PULLBOX IS BELOW BOARDWALK WOOD DECKING HATCH, IF ADDITIONAL BOARDWALK NEEDS TO BE REMOVED, CONTACT SAM JEWISON (307-690-5864)
- SEE SHEET NO. 12, FOR SERVICE POINT INFORMATION.
- ACQUIRE UTILITIES EASEMENT - 10'-0" x 10'-0"
- VIDEO DETECTION TO BE MOUNTED ON THE MAST ARM AT A HEIGHT OF 7'-0", SEE MANUFACTURERS RECOMMENDATIONS.

GENERAL NOTES:

- COMPLETELY REMOVE THE EXISTING DETECTION SYSTEM FROM THIS INTERSECTION WITH THE EXCEPTION OF ANY EXISTING WAVETRONIX EQUIPMENT. THIS INCLUDES ALL ASSOCIATED CABLES FROM THE TRAFFIC CONTROL CABINET AND ALL CONDUIT RUNS. DISCONNECT LOOPS AT THE NEAREST PULL BOX AND ABANDON. ALL REMOVED EQUIPMENT IS TO BE RETURNED TO WYDOT AS DIRECTED BY DISTRICT TRAFFIC PERSONNEL.
- CONTRACTOR IS ADVISED TO COMPLETE ALL DETECTION AT A GIVEN INTERSECTION BEFORE MOVING TO THE NEXT INTERSECTION. THIS MAY BE ALTERED WITH PERMISSION FROM THE RESIDENT ENGINEER OR TRAFFIC OPERATIONS. TRAFFIC SIGNALS SHALL NOT BE LEFT IN A PRE-TIMED STATE OVER THE WEEKEND; AT A MINIMUM THEY SHALL OPERATE SEMI-ACTUATED.



WYOMING DEPARTMENT OF TRANSPORTATION

ELECTRICAL
BROADWAY & CACHE STREET
TETON COUNTY - JACKSON
DISTRICT 3 & 4 DETECTION UPGRADE

DESIGNER: CHR	DATE:	REV:
ENGINEER: BR	SHEET 1 OF 2	

LEGEND:

- CONDUIT RIGID PVC
- CONDUIT TO BE BORED
- PULL BOX TYPE A
- SERVICE POINT PEDISTAL
- GROUNDING ROD
- EXISTING TRANSFORMER
- FLAG NOTE SYMBOL

NOTES:

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2. END OF TRACER WIRE TO BE TAPED AND SCOTCHKOTED.

FLAG NOTE:

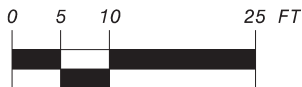
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- 2 ACQUIRE CONSTRUCTION PERMIT FOR A BORE PIT.
- 3 ACQUIRE UTILITIES EASEMENT - 5'-0" x 10'-0"
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- 5 INSTALL LOCATE SYSTEM GROUNDING ANODE 90° FROM CONDUIT RUN, AS SHOWN. GROUNDING ANODE IS INCIDENTAL TO SERVICE POINT BID ITEM. YELLOW TRACER WIRES ARE TO BE TERMINATED AT SEPERATE TERMINALS ON THE THE LOCATE ACCESS BOX. GROUND WIRE SHOULD BE TERMINATED ON THE UPPER TERMINAL OF THE LOCATE ACCESS BOX.
- 6 FOR ANY QUESTIONS REGARDING BOARDWALK WOOD DECKING REMOVAL AND REINSTALLATION, CONTACT SAM JEWISON (307-690-5864).

STATE OF WYOMING	PROJECT NO.	SHEET NO.	TOTAL SHEETS
	B219026	E12	EX



SP-4
NEW SERVICE POINT
120 / 240 V
100 AMP
LAT: 43.480209°
LONG: -110.761732°

SCALE:



WYOMING DEPARTMENT OF TRANSPORTATION

ELECTRICAL
BROADWAY & CACHE STREET
TETON COUNTY - JACKSON
DISTRICT 3 & 4 DETECTION UPGRADE

DESIGNER: CHR	DATE:	REV:
ENGINEER: BR	SHEET 2 OF 2	

9/16/2020

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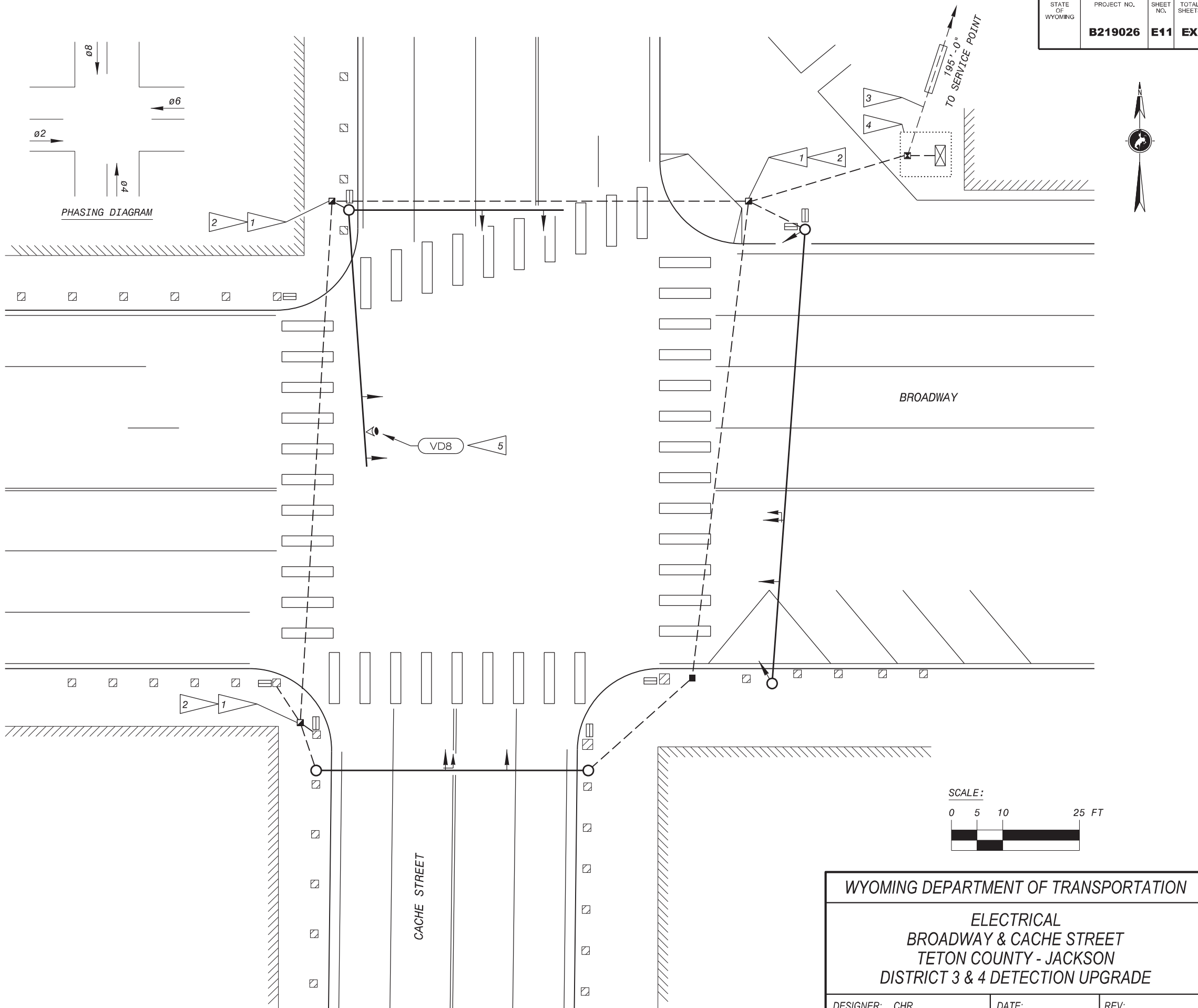
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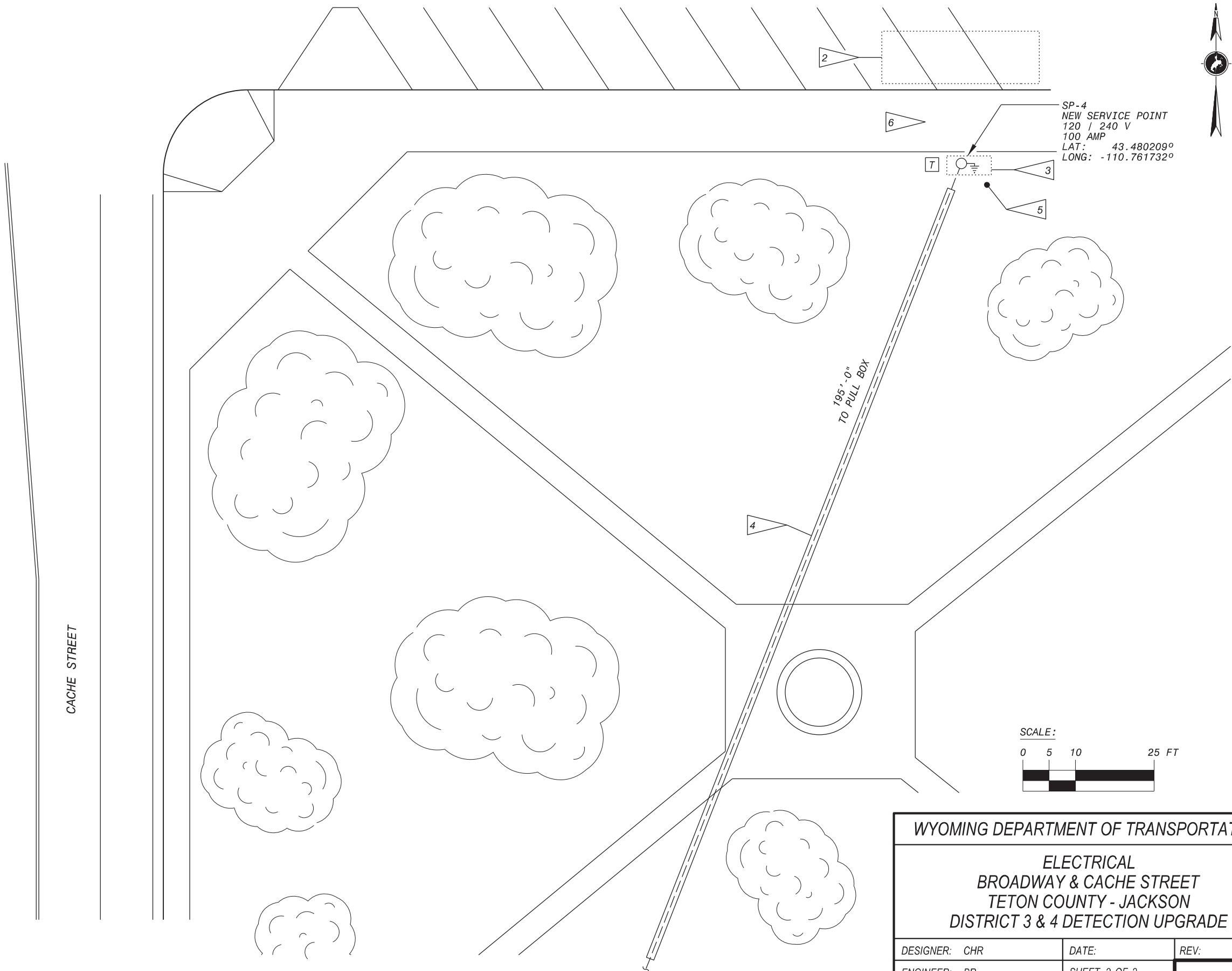
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STATE OF WYOMING	PROJECT NO.	SHEET NO.	TOTAL SHEETS
	B219026	E12	EX



WYOMING DEPARTMENT OF TRANSPORTATION

ELECTRICAL
BROADWAY & CACHE STREET
TETON COUNTY - JACKSON
DISTRICT 3 & 4 DETECTION UPGRADE

DESIGNER: CHR	DATE:	REV:
ENGINEER: BR	SHEET 2 OF 2	



Mark Gordon
Governor

WYOMING Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



William T. Panos
Director

October 19, 2020

Town of Jackson
Attn: Brian Lenz, Planning Department
150 East Pearl Avenue
P.O. Box 687
Jackson, WY 83001

Project: B219026
Road: Broadway & Cache
Section: Dist 3 & 4 Signal Detection Upgr.
County: Teton
Parcel No.: TBD

Town of Jackson:

Pursuant to Title 37, Chapter 12, Article 3 of the Wyoming Underground Facilities Notification Act, WYDOT does hereby state our register the line with and to notify One Call Wyoming at least 24 hours prior to the start of any excavation activity in regard to the aforementioned project.

Should you have any questions or concerns, please contact Assistant R/W Administrator Roy Weber at (307) 777-4122 or myself at (307) 777-4129 or call our office toll free at 1-888-570-9908.

Regards,

Millissia Ludtke, Acquisition Agent
(307) 777-4129
Millissia.ludtke@wyo.gov



WYOMING Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



SCOPE OF WORK

TO: Town of Jackson

FROM: DOT Right of Way Program

DATE: 10/19/2020

SUBJECT: Project No.: B219026
Road: Broadway, Deloney & Cache Streets
Section: Signal Detection Upgrade
County: Teton
Parcel No. 1

The Transportation Commission of Wyoming is seeking to acquire an underground easement for a power line and a surface easement for a control box to be located in the Jackson Town Square, as follows:

Broadway & Cache

- Requires a 10' x 10' Utility Easement in order to replace the existing pull box and mount a video detection system

Deloney & Cache

- Requires a Bore Pit Construction area and a 5' x 10' Utility Easement for bored conduit under the park for installation of a locate system