# 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: December 29, 2020

Item #: P20-232

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: tvalentine@jacksonwy.gov

**Owner:**
Laurene M. Grant Trustee
PO Box 891
Jackson, WY 83001

**Applicant:**
A43 Architecture – Chris Jaubert
3970 Hawthorne Ln
Wilson, WY 83014

**REQUESTS:**

The applicant is submitting a request for a Grading Pre-Application for the property located at250 E. Karns Ave, legally known as, Lot 3, Block 4, Meadowland.

For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.

**Please respond by:**

**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.
P.O. Box 1687
Jackson, WY 83001

phone (307)733-0440
www.townofjackson.com

***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: GRANT GUEST HOUSE

Physical Address: 250 E KARNS AVENUE

Lot, Subdivision: LOT 3 BLCK. 4, MEADOWLAND PIDN: 22-41-16-34-2-36-002

**PROPERTY OWNER.**

Name: GRANT, LAURENE M. TRUSTEE Phone:

Mailing Address: PO BOX 891, JACKSON WY ZIP: 83001

E-mail:

**APPLICANT/AGENT.**

Name, Agency: A43 Architecture - Chris Jaubert Phone: 307-200-1790

Mailing Address: 3970 Hawthorne Ln. Wilson, WY ZIP: 83014

E-mail: chris@a43design.com

**DESIGNATED PRIMARY CONTACT.**

_____ Property Owner X 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.*

X 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:**
X 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?*

x **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com 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 **Narrative Project Description.** Please attach a short narrative description of the project that addresses:
- x Existing property conditions (buildings, uses, natural resources, etc)
- x Character and magnitude of proposed physical development or use
- x Intended development options or subdivision proposal (if applicable)
- x Proposed amendments to the LDRs (if applicable)

x **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:
- xx Property boundaries
- _____ Existing and proposed physical development and the location of any uses not requiring physical development
- x Proposed parcel or lot lines (if applicable)
- x Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

x **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.

| | |
|---|---|
| | 12/28/2020 |
| Signature of Owner or Authorized Applicant/Agent | Date |
| Chris Jaubert | Architect |
| Name Printed | Title |

# LETTER OF AUTHORIZATION

Laurene M. Grant, Trustee, "Owner" whose address is: 250 East Karns Ave, as the owner of property more specifically legally described as: LOT 3, BLK. 4, MEADOWLAND PIN 22-41-16-34-2-36-002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

(If too lengthy, attach description)

**HEREBY AUTHORIZES** Chris Jaubert - Atelier 43, 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:** Laurene M. Grant

**(SIGNATURE) (SIGNATURE OF CO-OWNER)**

***Title*:** owner trustee

**(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 Laurene M. Grant this 17 day of December, 2021.

**WITNESS my hand and official seal.**

Kelsey Brehm **(Seal)**

**(Notary Public)**

**My commission expires:**

KELSEY BREHM
Notary Public
State of Wyoming
County of Teton
My Commission Expires
November 25, 2024

**NELSON ENGINEERING** *since 1964*
Professional Engineers & Land Surveyors
JACKSON, WY • BUFFALO, WY • WWW.NELSONENGINEERING.NET

DD/20-132-02

December 18, 2020

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

ATTN: Town of Jackson Planning and Building Department
**RE: Grading Pre-Application Conference Request for 250 E. Karns Ave, Jackson, Wyoming**

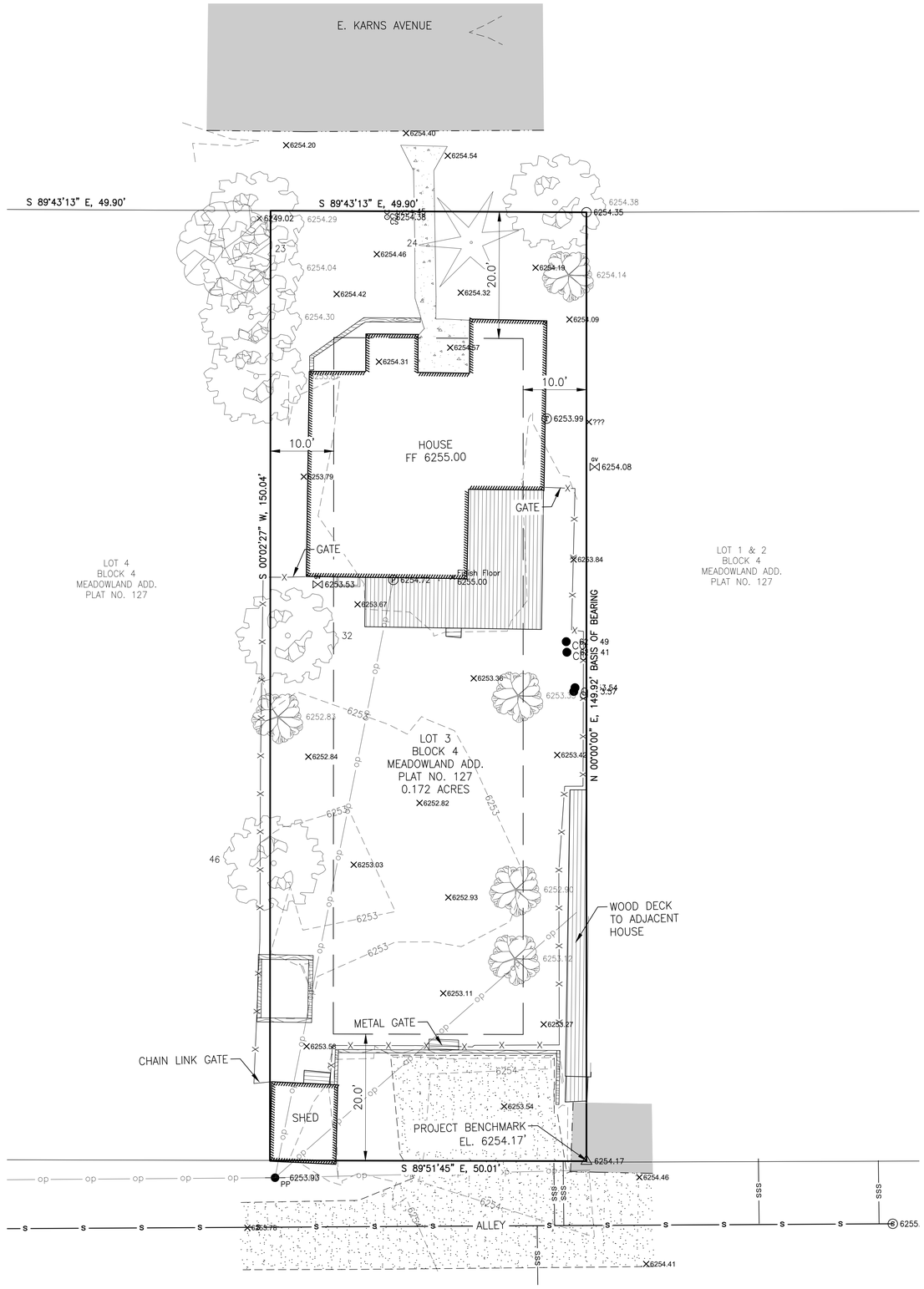
Dear Planning Personnel:

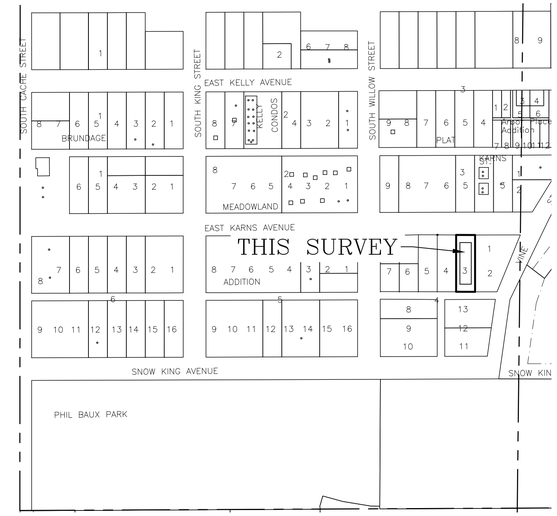
The attached Pre-Application Request Packet is for a proposed building project of an unattached guest house and garage located at 250. East Karns Ave, Jackson, Wyoming. In accordance with the existing site plan attached, there is an existing residence situated on a town lot with associated parking and utilities. The project area is zoned NH-1 (High Density-1) and is used as a residence. Proposed development includes building an unattached garage and guest house on the south side of the lot. The structure will consist of a garage, two bedrooms, and two baths. Minor grading changes will be made to the existing site, overhead power and neighboring power will be rerouted, and minor adjustments to the existing parking area will be made to accommodate the garage. Water service will be stemmed from the existing water service in the main house following the water meter. The sanitary sewer service for the structure is proposed to be connected to the existing sewer line. Electrical, Natural Gas, and Communication connections will be replaced or adjusted as needed, this work will be coordinated with the utility companies and the owner of Lot 1 who currently has overhead power crossing the project site.

Please do not hesitate to contact me with project inquiries at (307) 733-2087 or ddufault@nelsonengineering.net.

Sincerely,

Dave Dufault, PE
Senior Project Manager




VICINITY MAP
SW 1/4 NW 1/4
SECTION 34
TOWN OF JACKSON
TETON COUNTY, WY

0 200' 400'

ZONED NH-1

PRIMARY STRUCTURE MIN. SETBACKS
20' – PRIMARY STREET
10' – SECONDARY STREET
10' – SIDE INTERIOR
20' – REAR

ACCESSORY STRUCTURE SETBACKS
(NOT SHOWN)
30' – PRIMARY STREET
10' – SECONDARY STREET
5' – SIDE INTERIOR
10' – REAR ALLEY

0 10' 20'

Vertical datum based on NAVD88 (geoid12b), project benchmark SE lot corner = 6254.17' derived from network gps observations.

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.

LEGEND

= PROPERTY LINE
= ADJACENT PROPERTY LINE
= PRIMARY STRUCTURE SETBACK LINE
= EDGE OF PAVEMENT
= EDGE OF GRAVEL
= WOOD PRIVACY FENCE
= OVERHEAD POWER LINE
= SANITARY SEWER LINE
= SANITARY SEWER SERVICE LINE PER TOJ GIS
= WOOD DECKING
= RR TIES
= CONCRETE SIDEWALK
= CURB STOP
= GAS VALVE
= POWER METER
= POWER POLE
= SANITARY SEWER CLEAN OUT
= SANITARY SEWER MANHOLE
= TELEPHONE PANEL
= WILLOW BUSH
= WILLOW TREE W/TRUNK DIA.
= FIR TREE W/TRUNK DIA.
= SPRUCE TREE W/TRUNK DIA.
= FOUND REBAR
= FOUND PK

| REV. | DATE | |
|---|---|---|
| | 11/5/2020 | DK |
| | SURVEYED | |
| | ENGINEERED | |
| | DRAWN | SK |
| | CHECKED | LR |
| | APPROVED | LR |

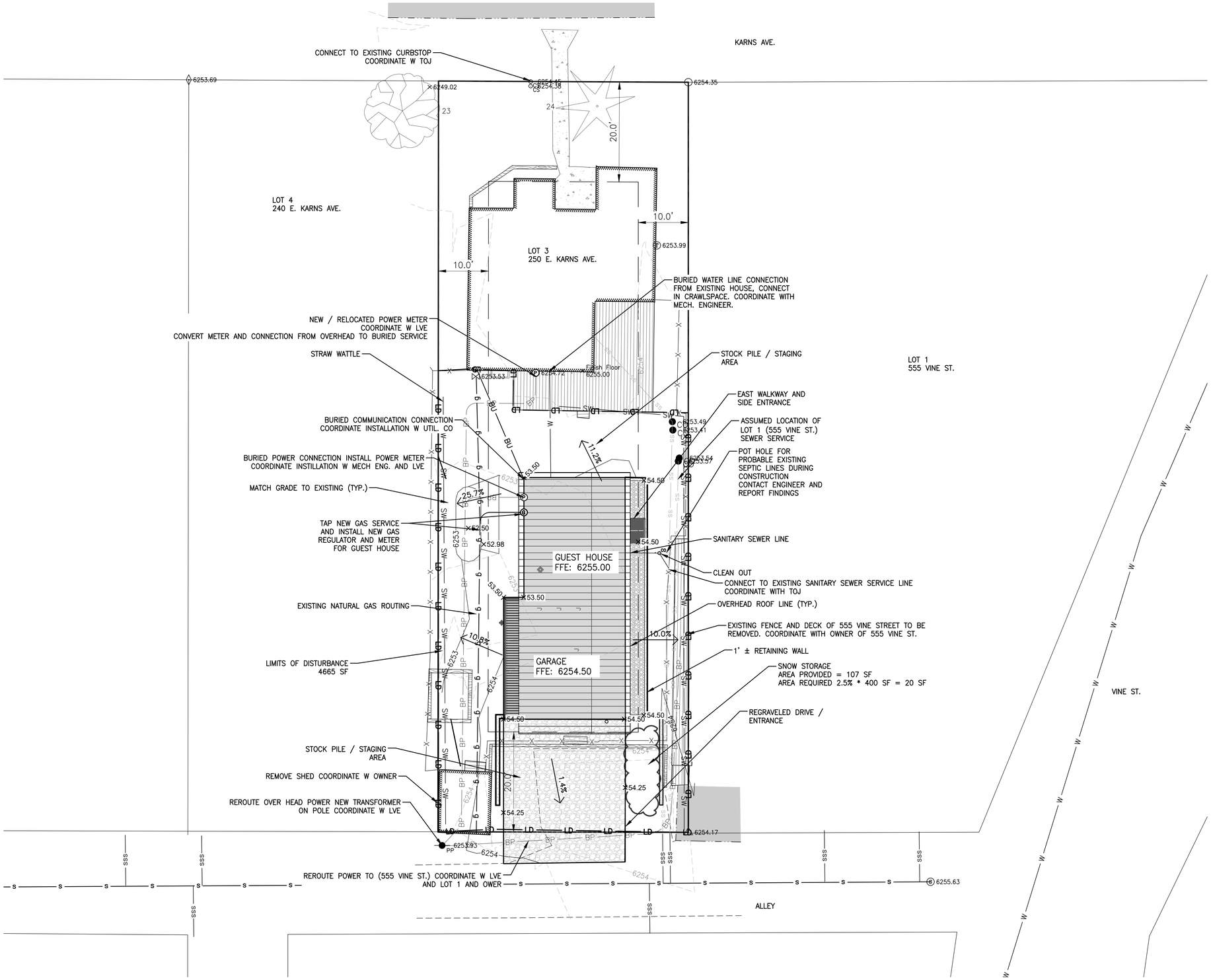

NELSON ENGINEERING
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087


DRAWING TITLE
Existing Site Plan

JOB TITLE
Chris Jaubert
250 E. Karns
Lot 3, Meadowland Addition

DRAWING NO
C1.0

JOB NO
20-132-01




## LEGEND
(DESIGN)

- INDEX CONTOUR
- MINOR CONTOUR
- WS — WATER SERVICE
- 2"W — 2"ø WATER SERVICE
- 4"W — 4"ø WATER SERVICE
- 6"S — 6"ø SEWER LINE
- 4"S — 4"ø SEWER LINE
- PS — PRESSURE SEWER
- BU — BURIED UTILITIES
- BP — BURIED POWER
- G — BURIED GAS
- REPLACEMENT LEACHFIELD
- LD — LIMITS OF DISTURBANCE
- FLOWLINE DITCH/SWALE
- SF — SILT FENCE
- SW — STRAW WATTLE
- SNOW STORAGE
- STAGING AREA
- DETENTION AREA
- CS — CURB STOP
- WV — WATER VALVE
- W — WATER WELL
- M — WATER METER
- CO — SEWER CLEANOUT
- POWER TRANSFORMER
- P — POWER/UTILITY METER
- G — GAS METER
- PV — POWER VAULT
- S — SEWER MANHOLE

## GEC PREAPP
SCALE: 1" = 20' (11X17)

0 10 20

N E

| REV. | DATE | |
|---|---|---|
| | 12/21/2020 | |
| | SURVEYED | NE |
| | ENGINEERED | NB |
| | DRAWN | NB |
| | CHECKED | MB |
| | APPROVED | MB |


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


DRAWING TITLE
GEC PREAPP

JOB TITLE
GRANT GUEST HOUSE
250 E. KARNS AVE.
JACKSON, WY

DRAWING NO
C1.0

JOB NO
20-132-02