



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: January 4, 2021	REQUESTS: The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 370 E. Deloney and 385 E. Broadway, legally known as, NO. 1/2 LOTS 5,6, BLK. 2, L.G. GILL SUBDIVISION and SO. 1/2, LOTS 5,6, BLK. 2, L.G. GILL SUBDIVISION . For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Item #: P21-002	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Scott & Melissa Larsen PO Box 400 Jackson, WY 83001 Applicant: Nelson Engineering - Sue PO Box 159 Wilson, WY 83001	
Please respond by: January 18, 2021 (Sufficiency) January 25, 2021 (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: Larsen Boundary Adjustment
Physical Address: 370 E DELONEY AVENUE & 385 E BROADWAY AVENUE
Lot, Subdivision: Lot 5 & Lot 6, Block 2, L.G. Gill Subd. PIDN: 22-41-16-27-3-19-001 & 005

PROPERTY OWNER.

Name: Scott C. Larsen and Melissa Larsen Phone: 307.413.6756
Mailing Address: P.O. Box. 400, Jackson, WY ZIP: 83001
E-mail: mlarsen22@gmail.com

APPLICANT/AGENT.

Name: Nelson Engineering Phone: 307-733-2087
Mailing Address: P.O. Box 1599, Jackson, WY ZIP: 83001
E-mail: skarichner@nelsonengineering.net

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	Physical Development	Interpretations
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	<input checked="" type="checkbox"/> Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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.

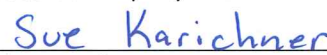
Have you attached the following?

- ☒ **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.

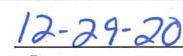
Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine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

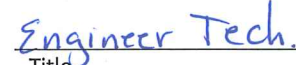
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, 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


Name Printed



Date


Title

NELSON ENGINEERING since 1964

Professional Engineers & Land Surveyors

JACKSON, WY • BUFFALO, WY •

WWW.NELSONENGINEERING.NET

LR/20-180-04

December 30, 2020

Town of Jackson
P.O. Box 1687
Jackson, Wyoming 83001

ATTN: Planner

RE: Larsen Zoning Compliance Application for a Boundary Adjustment

Dear Planner:

This letter accompanies an application and supporting documents for a Zoning Compliance Verification for the Larsen Properties. The maps that are attached shows the existing properties and proposed adjusted properties. The owners wish to build a house on their north property and require an additional square footage to the north lot of 685 sf.

- Attached is the Zoning Compliance Application
- \$500 Fee per credit card by phone
- The Calculations are shown on the attached maps for existing and proposed sites
- Findings

Existing North property at 370 E. Deloney Ave. – 0.203 ac (8,852 sf): has an existing house, shed, open storage area and parking area;

FAR (0.40) 3,541 sf allowed, existing 576 sf (0.07), **it meets the requirements**

LSR (0.45) 3,983 sf, existing 6,909 sf (0.78), **it meets the requirements**

Existing South property at 385 E. Broadway Ave. – 0.221 acres: has an existing house, decks, sidewalks and parking area.

FAR of (0.40) 3,846 sf allowed, existing house is 2,118 sf. (0.22), **it meets the requirement**

LSR of (0.45) 4,327 sf required; it currently has 3,478 sf of green space (0.36); **it does not meet the requirement**

Findings for Boundary Adjustment:

1. *No additional lots of record are created.* No additional lots shall be created.
2. *Each of the resulting lots of record complies with the zone in which it is located as approved through a zoning compliance verification.*

The resulting lots shall conform to Zone NL-3. The lots shall be a minimum of 7,500 sf.

The proposed North Lot shall be 9,536 sf.

FAR (0.40) 3,814 sf. allowed - proposed house 3,796 sf (0.40), (all existing structures shall be removed when the house is built) existing 576 sf, **meets the requirement now**

LSR (0.45) 4,291 sf required, existing site shall be designed to meet the requirements,

Existing 7,173 sf (0.75), **meets the requirement now**, all existing hardscape to be removed at construction time.

Setbacks: the new house shall meet the required primary building setbacks

The Southern Lot shall be 8,930 sf.

FAR allowed 3,572 sf – existing house 2,118 sf. **meets requirements**

LSR required 4,019 sf – existing 3,478 sf, the area in red shown on the map shall be reclaimed,

The proposed LSR shall be 4,739 sf after area reclaimed and **shall meet the requirements.**

Setbacks: the existing house meets the required primary building setback

3. *The applicability and required document provisions of this Section are met.* The required documents shall be submitted with the boundary Adjustment application after Zoning compliance verification by Teton County.
4. *The application is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.* There are no permits or approvals applicable to the proposed site.

I believe this application is sufficient, but please let me know if you require anything further for submittal. Please call me if you have any questions or concerns. Thank you for your time and consideration.

Sincerely



Sue Karichner

LETTER OF AUTHORIZATION

Scott C. Larsen & Melissa Larsen, "Owner" whose address is: P.O. Box 400
Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Scott C. Larsen & Melissa Larsen, as the owner of property
more specifically legally described as: Lot 5 and Lot 6, Block 2 of The L.G. Gill Subdivision
Plat No. 139

(If too lengthy, attach description)

HEREBY AUTHORIZES Nelson Engineering 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: Owner

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

STATE OF Wyoming)
COUNTY OF Teton)SS.

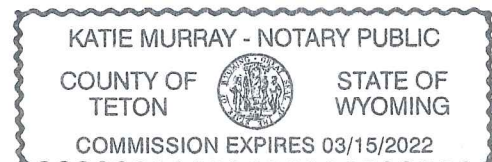
The foregoing instrument was acknowledged before me by Melissa + Scott Larsen this 30 day of Dec. 2020.

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 3/15/2022

(Seal)



RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

1

WARRANTY DEED

SMILIE TIMES, INC., a Wyoming Corporation, GRANTOR, for TEN DOLLARS (\$10.00) and other valuable consideration, the receipt of which is hereby acknowledged, CONVEYS and WARRANTS to SCOTT C. LARSEN and MELISSA LARSEN, husband and wife as tenants by the entirety, GRANTEEES, of P.O. Box 400, Jackson, WY 83001, the following described real property, situated in Teton County, Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

See Exhibit A, attached hereto

PIDN 22-41-16-27-3-19-001

Together with all tenements, hereditaments, appurtenances and improvements thereon, and subject to taxes, encumbrances, covenants, conditions, restrictions, reservations, mineral interests, and easements of sight and record, if any.

WITNESS MY HAND this 30 day of November, 2018.

SMILIE TIMES, INC., a
Wyoming Corporation

By: Melissa Larsen
MELISSA LARSEN, President
and sole shareholder

STATE OF WYOMING)
) ss.
County of Teton)

ACKNOWLEDGMENT

On the 30 day of November, 2018, personally appeared before me MELISSA LARSEN and she being duly sworn did say that she is the President and sole shareholder of Smilie Times, Inc., a Wyoming Corporation, and that the within and foregoing Warranty Deed was signed in behalf of said corporation by authority of its Articles of Incorporation and Resolutions; said Melissa Larsen duly acknowledged to me that said corporation executed the same.

Witness my hand and official seal.

Lea Kuvinka
NOTARY PUBLIC

My commission expires: 3/9/22



GRANTOR: SMILIE TIMES INC
GRANTEE: LARSEN, SCOTT C ET UX
Doc 0961113 Filed At 15:19 ON 11/30/18
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary D Antrobus Deputy

~PARCEL 2:~ (NORTH 1/2 LOTS 5 AND 6, BLOCK 2)

A PARCEL OF LAND BEING A PORTION OF LOTS 5 AND 6, BLOCK 2, L. G. GILL SUBDIVISION TO THE TOWN OF JACKSON, TETON COUNTY, WYOMING, ACCORDING TO THAT PLAT RECORDED JUNE 6, 1950 AS PLAT 139, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID BLOCK 2, WHERE IS FOUND A 1 INCH DIAMETER METAL ROD;

THENCE SOUTH, 87.83 FEET TO A 5/8 INCH DIAMETER BY 16 INCH LONG STEEL REINFORCING BAR WITH ALUMINUM SURV-CAP INSCRIBED "NELSON ENGR. PE & LS 578";

THENCE SOUTH 89 ° 19" WEST, 100.01 FEET TO A 5/8 INCH DIAMETER BY 16 INCH LONG STEEL REINFORCING BAR WITH ALUMINUM SURV-CAP INSCRIBED "NELSON ENGR. PE & LS 578";

THENCE NORTH 88.84 FEET TO AN "X" CHISELED IN THE CONCRETE AROUND THE FENCE CORNER POST OF A CHAIN LINK FENCE;

THENCE EAST 100.00 FEET TO THE POINT OF BEGINNING.

PIDN: 22-41-16-27-3-19-001

ALTA Owner's Policy (6-17-06) Form 4309



①

WARRANTY DEED

SMILIE TIMES, INC., a Wyoming Corporation, GRANTOR, for TEN DOLLARS (\$10.00) and other valuable consideration, the receipt of which is hereby acknowledged, CONVEYS and WARRANTS to SCOTT C. LARSEN and MELISSA LARSEN, husband and wife as tenants by the entirety, GRANTEES, of P.O. Box 400, Jackson, WY 83001, the following described real property, situated in Teton County, Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

See Exhibit A, attached hereto

PIDN 22-41-16-27-3-19-005

Together with all tenements, hereditaments, appurtenances and improvements thereon, and subject to taxes, encumbrances, covenants, conditions, restrictions, reservations, mineral interests, and easements of sight and record, if any.

WITNESS MY HAND this 7 day of December, 2020.

SMILIE TIMES, INC., a
Wyoming Corporation

By: Melissa Larsen
MELISSA LARSEN, President
and sole shareholder

STATE OF WYOMING)
) ss.
County of Teton)

ACKNOWLEDGMENT

On the 7 day of December, 2020, personally appeared before me MELISSA LARSEN and she being duly sworn did say that she is the President and sole shareholder of Smilie Times, Inc., a Wyoming Corporation, and that the within and foregoing Warranty Deed was signed in behalf of said corporation by authority of its Articles of Incorporation and Resolutions; said Melissa Larsen duly acknowledged to me that said corporation executed the same.

Witness my hand and official seal.

Lea Kuvinka
NOTARY PUBLIC

My commission expires: 3/9/22



GRANTOR: SMILIE TIMES INC
GRANTEE: LARSEN, SCOTT C ET UX
Doc 1004566 Filed At 15:31 ON 12/07/20
Maureen Murphy Teton County Clerk fees: 15.00
By Vicki Carpenter Deputy Clerk

Exhibit A

PARCEL 1:-(SOUTH 1/2 LOTS 5 AND 6, BLOCK 2)

A PARCEL OF LAND BEING A PORTION OF LOTS 5 AND 6, BLOCK 2 OF THE L. G. GILL SUBDIVISION TO THE TOWN OF JACKSON, TETON COUNTY, WYOMING, ACCORDING TO THAT PLAT RECORDED JUNE 6, 1950 AS PLAT 139, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID BLOCK 2, WHERE IS FOUND A 1 INCH DIAMETER METAL ROD;

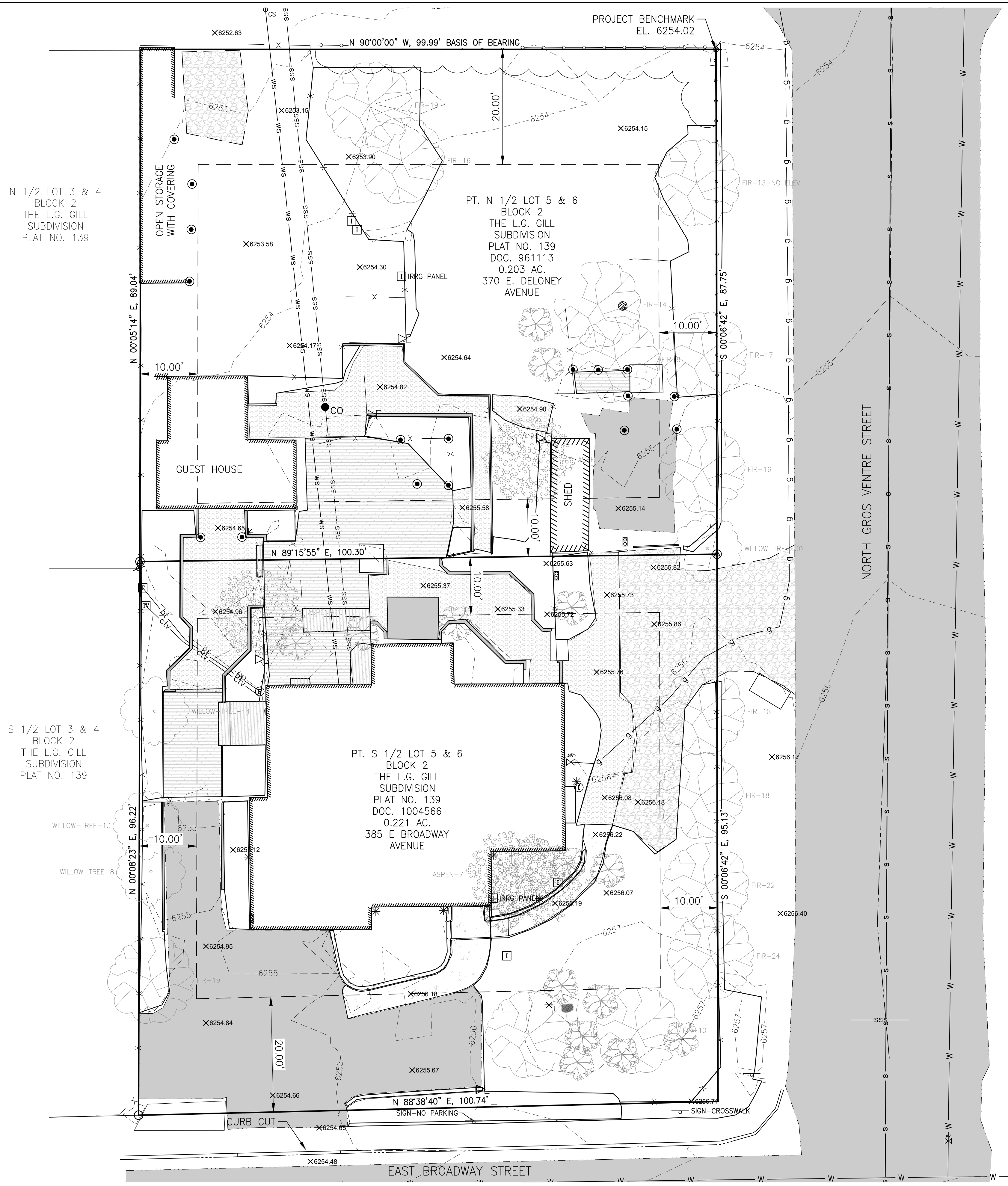
THENCE NORTH, 95.05 FEET TO A 5/8 INCH DIAMETER BY 16 INCH LONG STEEL REINFORCING BAR WITH ALUMINUM SURV-CAP INSCRIBED "NELSON ENGR. PE & LS 578";

THENCE SOUTH 89° 25' 19" WEST, 100.01 FEET TO A 5/8 INCH DIAMETER BY 16 INCH LONG STEEL REINFORCING BAR WITH ALUMINUM SURV -CAP INSCRIBED "NELSON ENGR. PE & LS 578";

THENCE SOUTH, 96.30 FEET TO AN "X" CHISELED IN THE CONCRETE AROUND THE FENCE CORNER POST OF A CHAIN LINK FENCE;

THENCE NORTH 88° 42' 19" EAST, 100.02 FEET TO THE POINT OF BEGINNING

PIDN# 22-41-16-27-3-19-005



LEGEND

- | | |
|--|--------------------------------|
| | = BOUNDARY |
| | = SETBACK LINE |
| | = CENTERLINE OF ROAD |
| | = CURB LINE |
| | = EDGE OF PAVEMENT |
| | = EDGE OF GRAVEL |
| | = FENCE LINE- WOOD |
| | = FENCE LINE - CHAIN LINK |
| | = RAILROAD TIES |
| | = BUILDING LINE |
| | = BURIED POWER LINE |
| | = BURIED TELEPHONE LINE |
| | = BURIED CABLE TV LINE |
| | = GAS LINE |
| | = SANITARY SEWER LINE |
| | = SHRUB LINE |
| | = STONE PATHWAY |
| | = STORM SEWER LINE PER TOJ GIS |
| | = WATER LINE PER TOJ GIS |
| | = CONCRETE WALKWAY |
| | = BUILDING COLUMN |
| | = BOULDER |
| | = CABLE TV PEDESTAL |
| | = ELECTRIC METER |
| | = GAS METER |
| | = IRRIGATION BOX |
| | = IRRIGATION CONTROLLER VALVE |
| | = IRON HOOK |
| | = MARKER DOT |
| | = POST |
| | = POWER SOCKET |
| | = SIGN |
| | = SANITARY SEWER MH |
| | = STORM SEWER MH |
| | = SPRINKLER |
| | = TELEPHONE PEDESTAL |
| | = WATER SPICKET |
| | = WATER VALVE |
| | = ASPEN TREE |
| | = BUSH |
| | = DECIDUOUS TREE W/ TRUNK DIA. |
| | = FIR TREE W/ TRUNK DIA. |
| | = WILLOW TREE |
| | = FOUND NELSON REBAR AND CAP |
| | = FOUND REBAR AND CAP |
| | = FOUND T-STAKE |
| | = FOUND PIPE |

PRIMARY BUILDING SETBACKS
PER TOWN OF JACKSON
ZONE NL-3

20' - STREET
10' - SECONDARY STREET
10' - SIDE
10' - REAR "Remaining lot lines shall be side lot lines; a lot with multiple frontages shall not have a rear lot line." PER 9.4.10.B-B

ZONE NL-3 (NEIGHBORHOOD LOW DENSITY-3)
MIN. 7,500 SF LOTS REQUIRED

N 1/2 LOT 5 & LOT 6
AT 370 E DELONEY AVENUE

0.203 ACRES (8,852 SF)

SCALE OF DEVELOPMENT (FAR MAX) 0.40 = 3,541 SF
576 SF EXISTING (0.07)

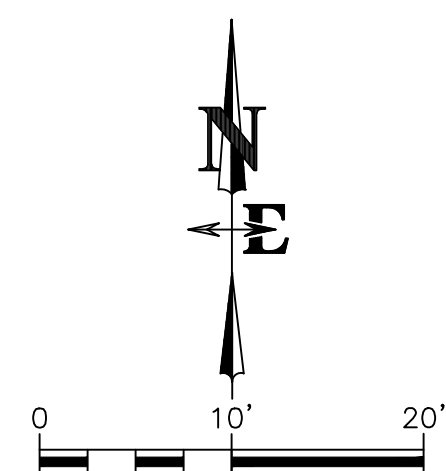
LANDSCAPING 0.45 = 3,983 SF
6,909 SF EXISTING (0.78)

S 1/2 LOT 5 & LOT 6
AT 385 E BROADWAY AVENUE

0.221 ACRES 9,616 SF

SCALE OF DEVELOPMENT (FAR MAX) 0.40 = 3,846 SF
2,118 SF EXISTING (0.22)

LANDSCAPING 0.45 = 4,327 SF
3,478 SF EXISTING (0.36)



Vertical datum based on NAVD88 (geoid12b),
project benchmark derived from network gps
observations

DRAWING NO		JOB TITLE	DRAWING TITLE	<div>NELSON ENGINEERING</div> <div>P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</div>				DATE	12/30/20	REV.
1		SCOTT & MELISSA LARSEN	EXISTING ZONING COMPLIANCE					SURVEYED	DK	
		385 E BROADWAY & 370 E DELONEY						ENGINEERED		
		LOT 5 & 6, BLOCK 2, LG GILL SUBD.						DRAWN	DK/BK	
								CHECKED	LR	
JOB NO				APPROVED	LR					
20-180-1										

