



# 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: February 19, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 355 E. Broadway Ave., legally known as LOTS 1 & 2, BLK. 2, L.G. GILL SUBDIVISION. PIDN: 22-41-16-27-3-19-003  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-034	
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Fax: 734-3563	
Email: tvalentine@jacksonwy.gov	
<b>Owner</b> Basilboy, LLC PO Box 10187 Jackson, WY 83002	
<b>Applicant:</b> Nelson Engineering – Matt Bowers PO Box 1599 Jackson, WY 83001	
<b>Please respond by:</b>	

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



## **PRE-APPLICATION CONFERENCE REQUEST (PAP)**

### **Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner      \_\_\_\_\_ 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.

\_\_\_\_\_ 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** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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](http://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 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.



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Signature of Owner or Authorized Applicant/Agent

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Date

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Name Printed

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Title

## LETTER OF AUTHORIZATION

Basilboy LLC, a WY limited liability company, "Owner" whose address is: 355 E. Broadway,  
Jackson, Wyoming

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Basilboy LLC

, as the owner of property  
more specifically legally described as: Lot 1 and Lot 2, 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:

David L. Nichols

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Managing member

(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 David L. Nichols this 23rd day of November, 2020

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 11/4/2021

(Seal)





## SINGLE MEMBER OPERATING AGREEMENT OF

Basilboy, LLC

THIS OPERATING AGREEMENT is entered as of the 2nd day of November, 2016 (the "Effective Date"), by Basilboy, LLC, a limited liability company organized and existing under the laws of the State of Wyoming having its principal place of business 100 Moran Street, Jackson WY 83001 (the "Company"), and David Nichols, a Wyoming resident (the "Member"), as sole member.

### ARTICLE I

#### DEFINITIONS

Section 1. Certain Definitions. As used herein, the following terms have the following meanings:

(A) "Act" means the Limited Liability Company Act of the State of Wyoming, as from time to time amended.

(B) "Agreement" means this Operating Agreement, as the same may be amended from time to time.

(C) "Code" means the Internal Revenue Code of 1986, as amended from time to time.

(D) "Company" means Basilboy, LLC, the limited liability company formed and governed pursuant to this Agreement.

(E) "Legal Representative" of a Member shall mean executor, executors, administrator, administrators, committee, guardian, distributee, under the intestacy laws or other personal representative of a deceased Member.

(F) "Manager" means the Manager designated by the Company to manage the affairs of the Company. The Manager shall be David Nichols or its designee.

(G) "Person" or "person" shall mean any individual, trust, estate, partnership, association, firm, company, or corporation, or any state or public officer, agency or instrumentality.

(H) "Property" shall mean any and all assets and property of the Company, real or personal, tangible or intangible (including but not limited to goodwill), including but not limited to money and any legal or equitable interest in any such assets and property, but excluding services

**ARTICLE II**  
**CAPITAL CONTRIBUTIONS**

**Section 2.1. Initial Capital Contributions.** As of the Effective Date, the Member has heretofore made his or its respective capital contributions to the Company as reflected on Schedule 2.1 attached hereto and incorporated herein by reference.

**Section 2.2. Additional Capital Contributions.** Except as otherwise provided in Schedule 2.1., the Member shall not be required to make capital contributions in addition to those mentioned in the preceding paragraph.

**ARTICLE III**  
**DISTRIBUTIONS**

**Section 3.1. Distributions.** Subject to the provisions of Section 7.3 hereof, the Company's net profits shall be distributed to the Member at such times and in such amounts as the Member shall determine in his or its absolute discretion. Such distributions may take the form of cash or Property as the Manager shall determine in his or its absolute discretion.

**ARTICLE IV**  
**ACCOUNTING**

**Section 4.1. Accounting Methods.** The Company books and records shall be prepared in accordance with generally accepted accounting principles, consistently applied. The Company shall be on a cash basis for both tax and accounting purposes, or as otherwise determined by the Manager. The Manager is hereby designed as the "tax matters partner" for the Company (as such term is defined in Section 6231(a)(7) of the Code).

**Section 4.2. Fiscal Year.** The fiscal year of the Company shall be the twelve calendar month period ending December 31.

**ARTICLE V**

## **DISSOCIATION OF A MEMBER**

**Section 7.1. Dissolution of the Company.** The Company shall only be dissolved upon a affirmative vote of the Member(s) or the occurrence of any of the events set forth in Section 17-29-701 of the Act.

**Section 7.2. Effect of Dissolution.** Upon dissolution, the Company shall cease carrying on the Company business except as necessary for the winding up of the Company business, and the Company is not terminated, but rather shall continue until the winding up of the affairs of the Company is completed and a Certificate of Dissolution has been issued by the Secretary of State of the State of Wyoming.

**Section 7.3. Distribution of Assets on Dissolution.** Upon the winding up of the Company, the Company's Property shall be distributed: first, to creditors, including the Member if then a creditor, to the extent permitted by law, in satisfaction of the Company's indebtedness and other liabilities; and second, to the Member, or if the Member is not then living, as otherwise directed by the Member in writing, or if the Member is not then living and no such writing exists, by the laws of intestacy of the State of Wyoming

**Section 7.4. Winding Up and Certificate of Dissolution.** The winding up of the Company shall be completed when all debts, liabilities, and obligations of the Company have been paid and discharged or reasonably adequate provision therefore has been made, and all of the remaining Property and assets of the Company have been distributed as provided in Section 8.3 hereof. Upon the completion of winding up of the Company, a Certificate of Dissolution shall be delivered to the Office of the Secretary of State of the State of Wyoming for filing. The Certificate of Dissolution shall set forth the information required by the Act.

## **ARTICLE VIII**

### **GENERAL**



IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

Basilboy, LLC

David Nichols

By: David Nichols  
David Nichols

November 3, 2016

MB/21-038-01

February 9, 2021

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 355 Broadway Avenue.,  
Jackson, Wyoming**

Dear Planning Personnel:

The attached Pre-Application Request Packet is for the proposed construction of a new residence at 355 Broadway Avenue, Jackson, Wyoming. In accordance with the existing site plan attached, the lot is vacant and situated on a town lot with associated parking and utilities. The project area is zoned NL-3 (Low Density-3). Proposed development includes building a two story residence partially on the foot print of the previous structure. The structure will consist of a two car garage attached to a residence. An unattached small structure will be located on the South East corner of the property. Minor grading changes will be made to the existing site. The site is very flat with no areas exceeding 5% slope. Water service will be stemmed from the existing curb stop, new metering will be installed. The sanitary sewer service for the structure is proposed to be connected to the existing sewer line stub coming off the Deloney Ave sewer line. Electrical, Natural Gas, and Communication connections will be replaced or adjusted as needed, this work will be coordinated with the utility companies.

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

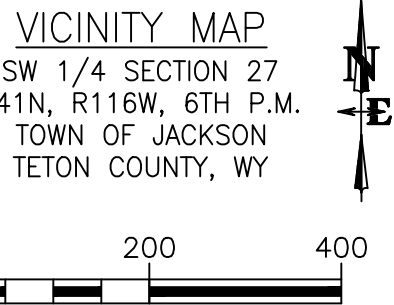
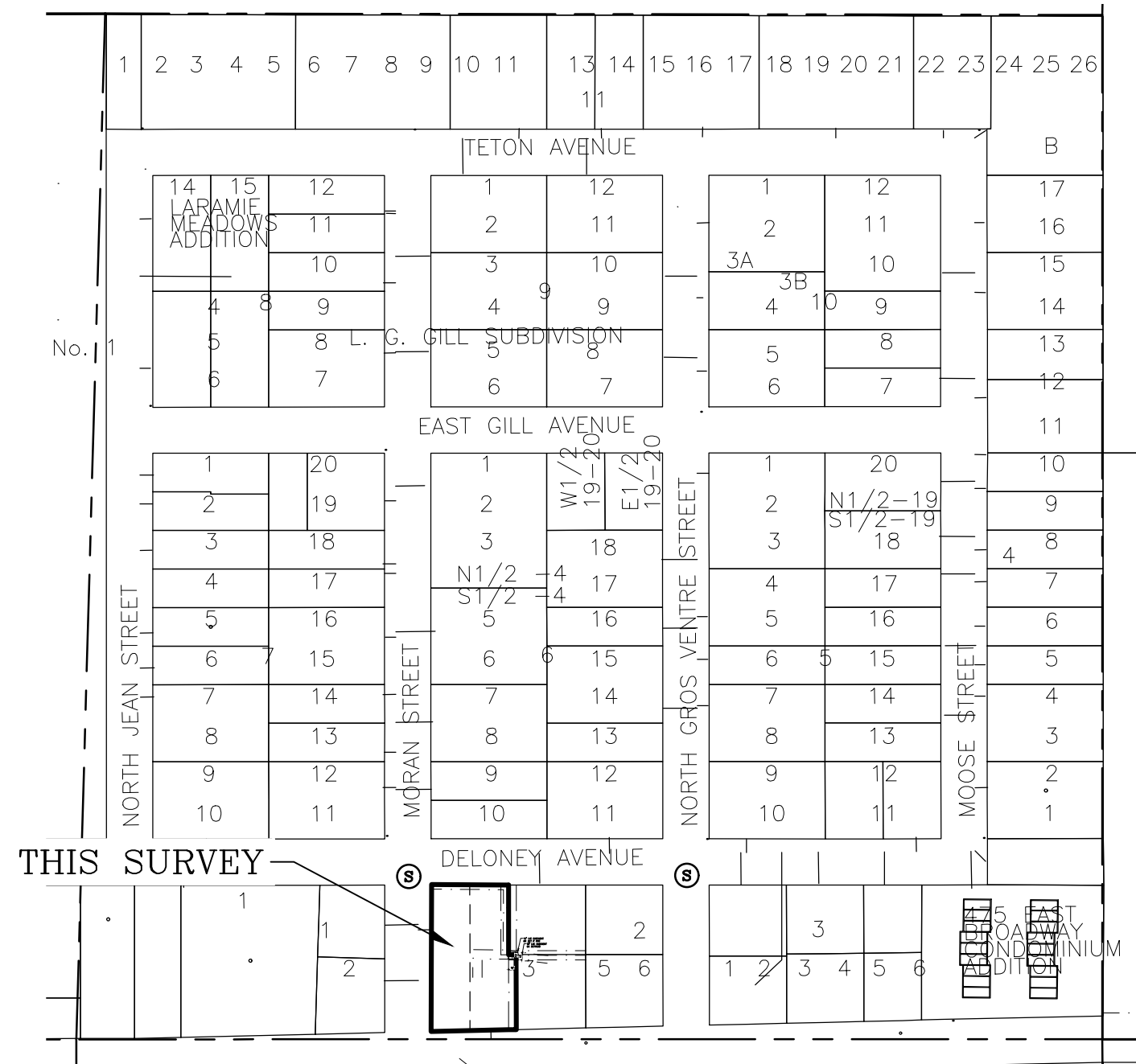
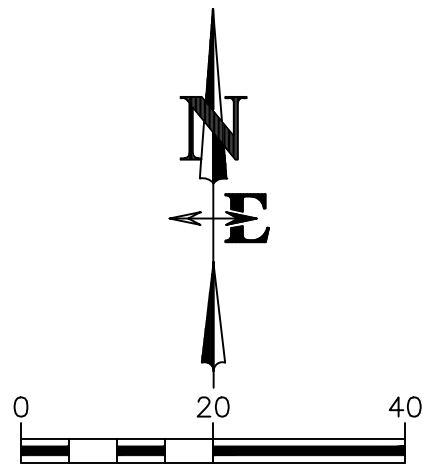
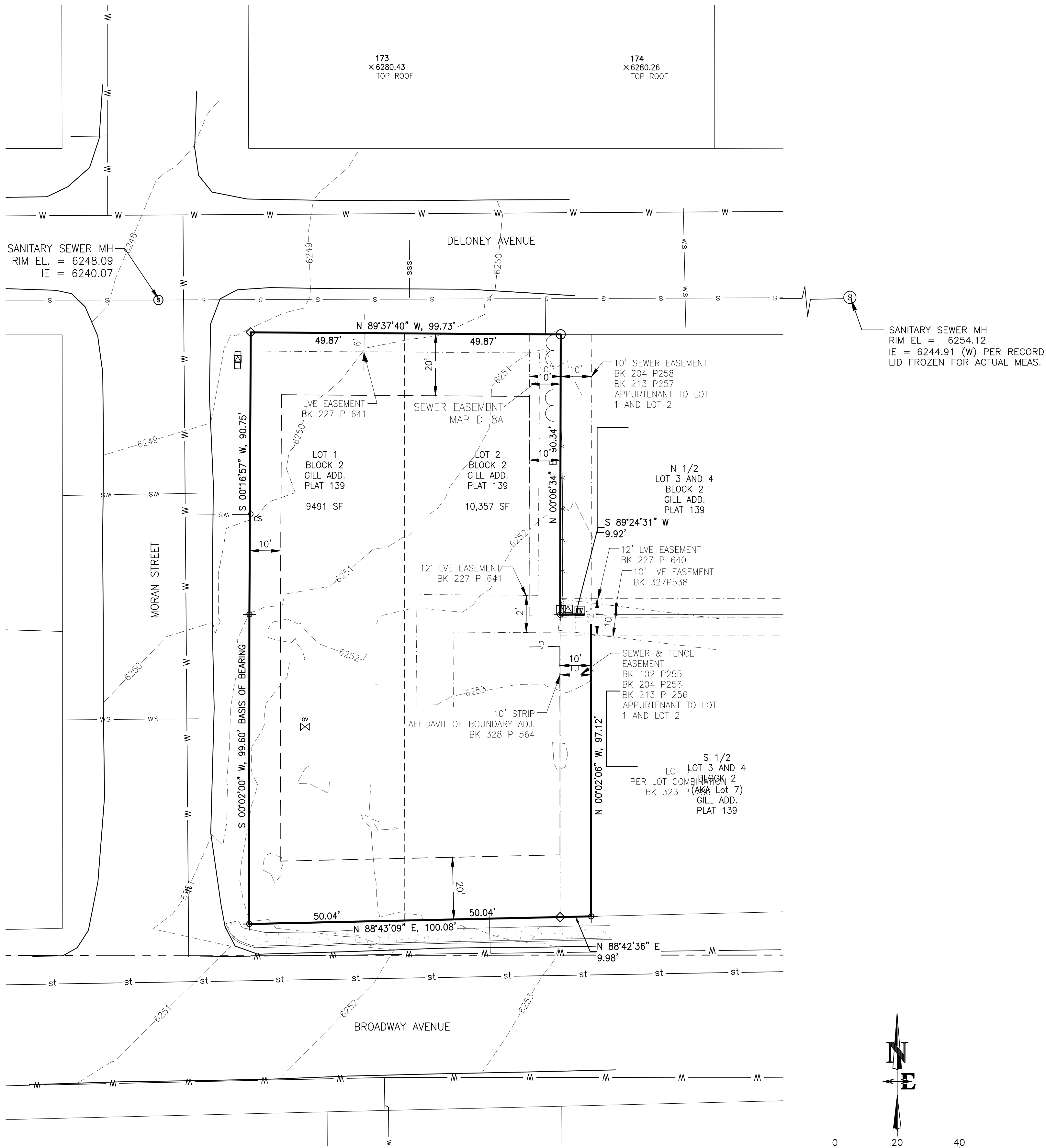
Sincerely,



Matt Bowers  
Senior Project Manager







ZONE: NL-3  
STRUCTURE SETBACKS:  
PRIMARY STREET - 20 FEET  
SECONDARY STREET - 10 FEET  
SIDE STREET - 10 FEET  
REAR - 25 FEET

- LEGEND**
- = PROPERTY LINE
  - - - = EASEMENT LINE
  - - - = STRUCTURE SETBACK LINE
  - s — = SANITARY SEWER LINE
  - w — = WATER LINE PER TOWN OF JACKSON GIS
  - ws — = WATER SERVICE LINE
  - st — = STORM SEWER LINE PER TOWN OF JACKSON GIS
  - x - = FENCE LINE
  - x — = LINE OF BUSHES
  - ⊠ = ELECTRIC TRANSFORMER
  - ⊗ = GAS VALVE
  - ⊕ = ELECTRIC METER
  - ⊙ = CURB STOP
  - ⊕ = TELEPHONE PEDESTAL
  - ⊕ = CABLE TV PEDESTAL
  - ⊕ = SANITARY SEWER MANHOLE
  - ⊕ = FOUND T-STAKE 2612
  - = FOUND T-STAKE NO CAP
  - ◇ = FOUND REBAR

DRAWING TITLE  
EXISTING SITE PLAN

JOB TITLE  
BASILBOY LLC  
LOT 1 AND LOT 2, BLK 2  
L.G. GILL SUBDIVISION

DRAWING NO  
1  
JOB NO  
17-409-01

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

DATE	1/04/18	REV.
SURVEYED	NE	
ENGINEERED		
DRAWN	WV/SK	
CHECKED	LR	
APPROVED		