



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 Item #: P21-034	REQUESTS: 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.
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner Basilboy, LLC PO Box 10187 Jackson, WY 83002 Applicant: Nelson Engineering – Matt Bowers PO Box 1599 Jackson, WY 83001	
Please respond by:	

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
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: _____
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	This pre-application conference is:
_____ Use Permit	_____ Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ Environmental Analysis	

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 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 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.



Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

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.

[Signature]
(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.

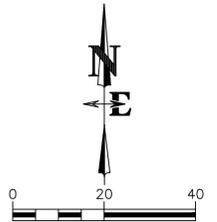
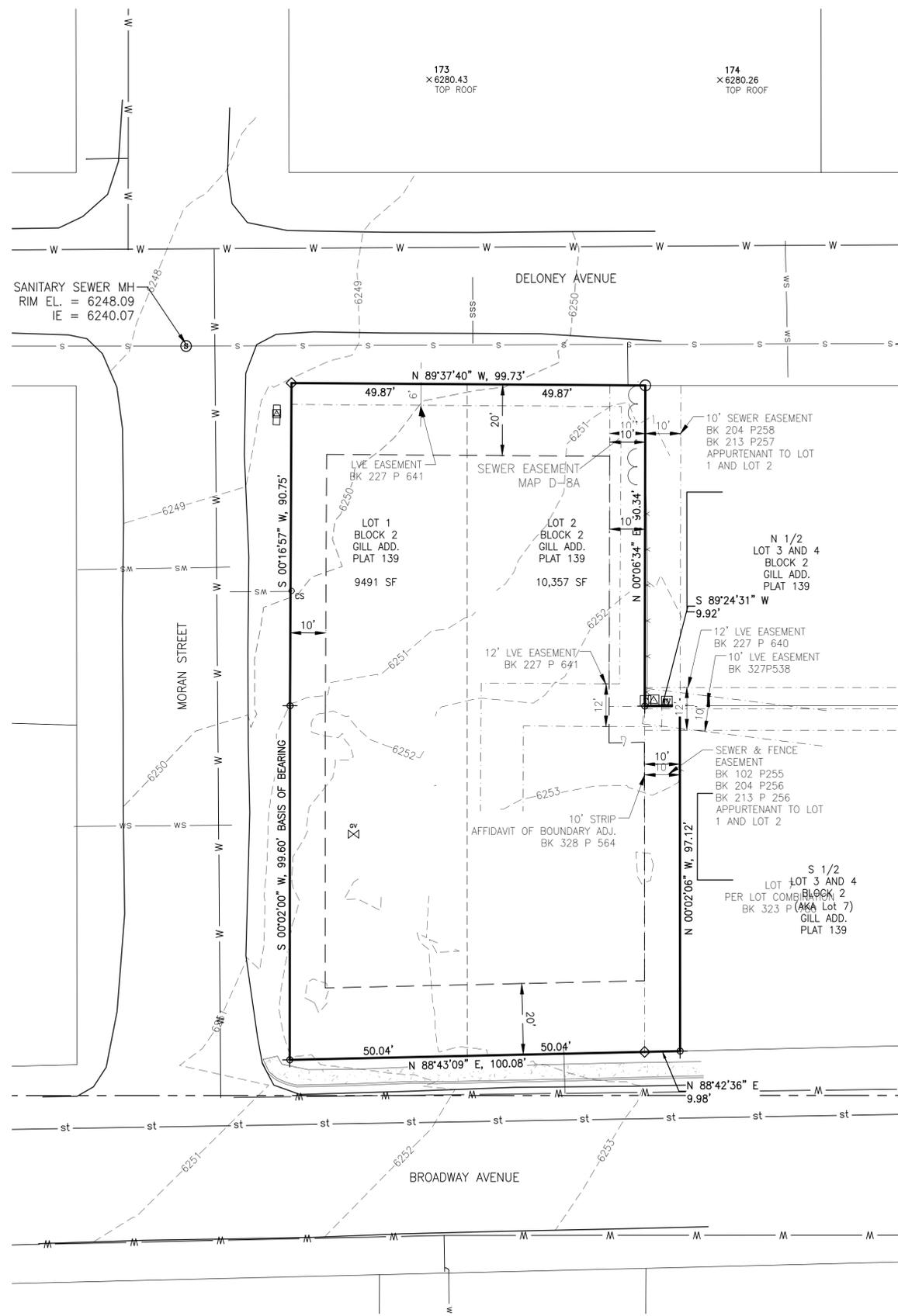
Please do not hesitate to contact me with project inquiries at (307) 733-2087 or mbowers@nelsonengineering.net.

Sincerely,

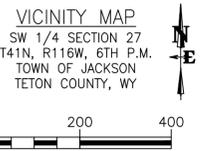
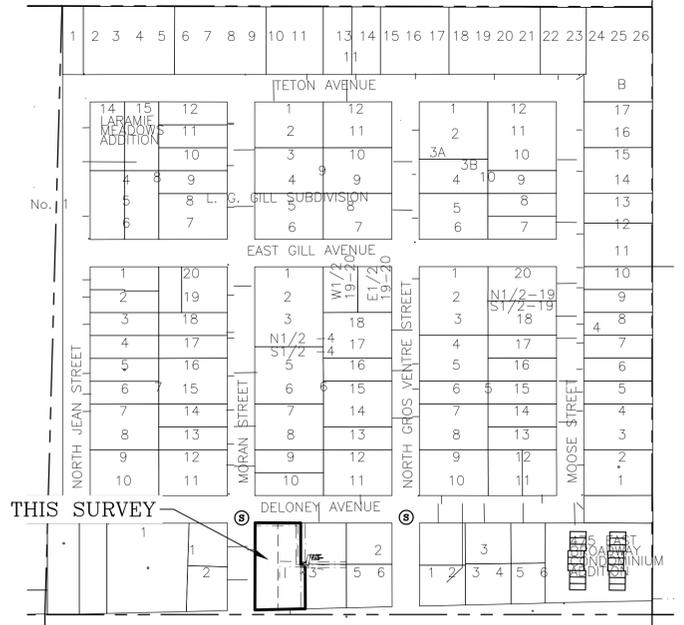


Matt Bowers
Senior Project Manager

S:\Proj\2017\409-03_Basilboy LLC Lot Combination - Surveying\4 Drawing\174891_registration_25234 or 11x17 - Feb 08 2021 05:54:04 pm PLOTTED By: benthin DWG FIRM: 1: 233



SANITARY SEWER MH
RIM EL. = 6254.12
IE = 6244.91 (W) PER RECORD
LID FROZEN FOR ACTUAL MEAS.



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 NO 1	JOB NO 17-409-01	JOB TITLE BASILBOY LLC LOT 1 AND LOT 2, BLK 2 L.G. GILL SUBDIVISION	DRAWING TITLE EXISTING SITE PLAN	DATE	1/04/18	REV.
				SURVEYED	NE	
				ENGINEERED		
				DRAWN	WV/SK	
				CHECKED	LR	
				APPROVED		

**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2067