



# 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: March 25, 2021

Item #: P21-068

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner:**

Jerod & Sarah Kennedy  
PO Box 12573  
Jackson, WY 83002

**Applicant:**

Brent Sikora, Untitled Architecture  
8525 S 1000 W  
Victor, ID 83455

**REQUESTS:**

The applicant is submitting a request for a Pre-Application Conference for the property located at 55 Nelson Drive, PIDN: 22-41-16-34-1-02-005 legally known as, PT LOTS 5-6, DALLAS NELSON SUBDIVISION

For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.

**Please respond by:** **April 8, 2021 (Sufficiency)**  
**April 15, 2021 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tvalentine@jacksonwy.gov](mailto:tvalentine@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 processed 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 to [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)) 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.



Signature of Owner or Authorized Applicant/Agent

03.23.2021

Date

Name Printed

Title

## LETTER OF AUTHORIZATION

JEROD KENNEDY, SARAH K., "Owner" whose address is: 55 NELSON DR.

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

JEROD + SARAH KENNEDY, as the owner of property  
more specifically legally described as: LOTS 5-6, DALLAS NELSON  
SUBDIVISION

(If too lengthy, attach description)

HEREBY AUTHORIZES BRENT SIKORA, UNTITLED ARCHITECTURE 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

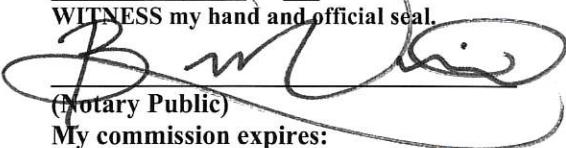
)

COUNTY OF TETON

)  
SS.

The foregoing instrument was acknowledged before me by SARAH KENNEDY this 23<sup>RD</sup> day of MARCH 2021.

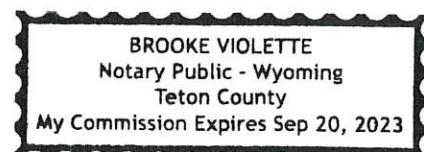
WITNESS my hand and official seal.



(Notary Public)

My commission expires:

(Seal)



**Kennedy Residence  
55 Nelson Drive**

**Pre-Application Conference Narrative**

55 Nelson Drive is a roughly 0.2 acre (8575.3 SF) lot with an existing 1232 SF home. In NL-3 Zoning, the ratio of maximum habitable SF above grade is 0.40. Therefore, 55 Nelson Drive can accommodate 3430.12 SF of habitable square footage. The intent of the overall scope of this project is to build a detached 500 SF ARU in 2021. In the future, the existing home will be demolished for the construction of a new home not to exceed 2930.12 habitable SF.

The habitable space of the ARU will be elevated to a second level accessed by an exterior stair. Under this habitable space will be open air exterior terrace. Framing the exterior terrace and under the exterior stair will be an outdoor bbq/kitchen and shed storage. The main house design also includes a roughly 600 SF attached garage and an elevated open-air outdoor terrace on the second level. Both buildings will be clad in natural, non-reflective materials.

## GENERAL PLAN NOTES

01. Do not scale drawings. Contact Architect for any undocumented dimensions or clarification of any dimensional discrepancies. Large scale drawings take precedence over smaller scale drawings.
02. All dimensions are from gridline to centerline of structural columns, to centerline of windows and doors, or to face of stud walls.
03. All interior partitions are framed with 2 x 6 wood studs unless noted otherwise.
04. The General Contractor shall coordinate the spacing of all ceiling and floor joists with lighting fixtures, mechanical openings, and any other potential conflict. (See Structural, Mechanical, Lighting, and Reflected Ceiling Plans)
05. See paving plans and interior elevations for dimensions and locations of millwork, plumbing fixtures, appliances, and interior finishes. Interior drawings take precedence over Architectural drawings concerning these elements.
06. Dimensions for windows and doors are shown to center of unit. Coordinate with schedules and details to determine rough opening dimensions.
07. Interior doors to be centered in their respective rooms unless dimensioned otherwise.
08. General Contractor shall provide temporary ventilation for crawlspace until permanent system is operational.
09. Sprinkler Contractor to coordinate placement of heads with Mechanical, Electrical, and Lighting equipment. Sprinkler layout is subject to Architect approval.
10. Where shown, furniture is for reference only and not in contract.
11. Contractor to coordinate location of radon pipe through walls, attic space and roof.
12. All gutters and downspouts are to be heat traced, U.N.O.

# Square Footage Calculations

## Habitable

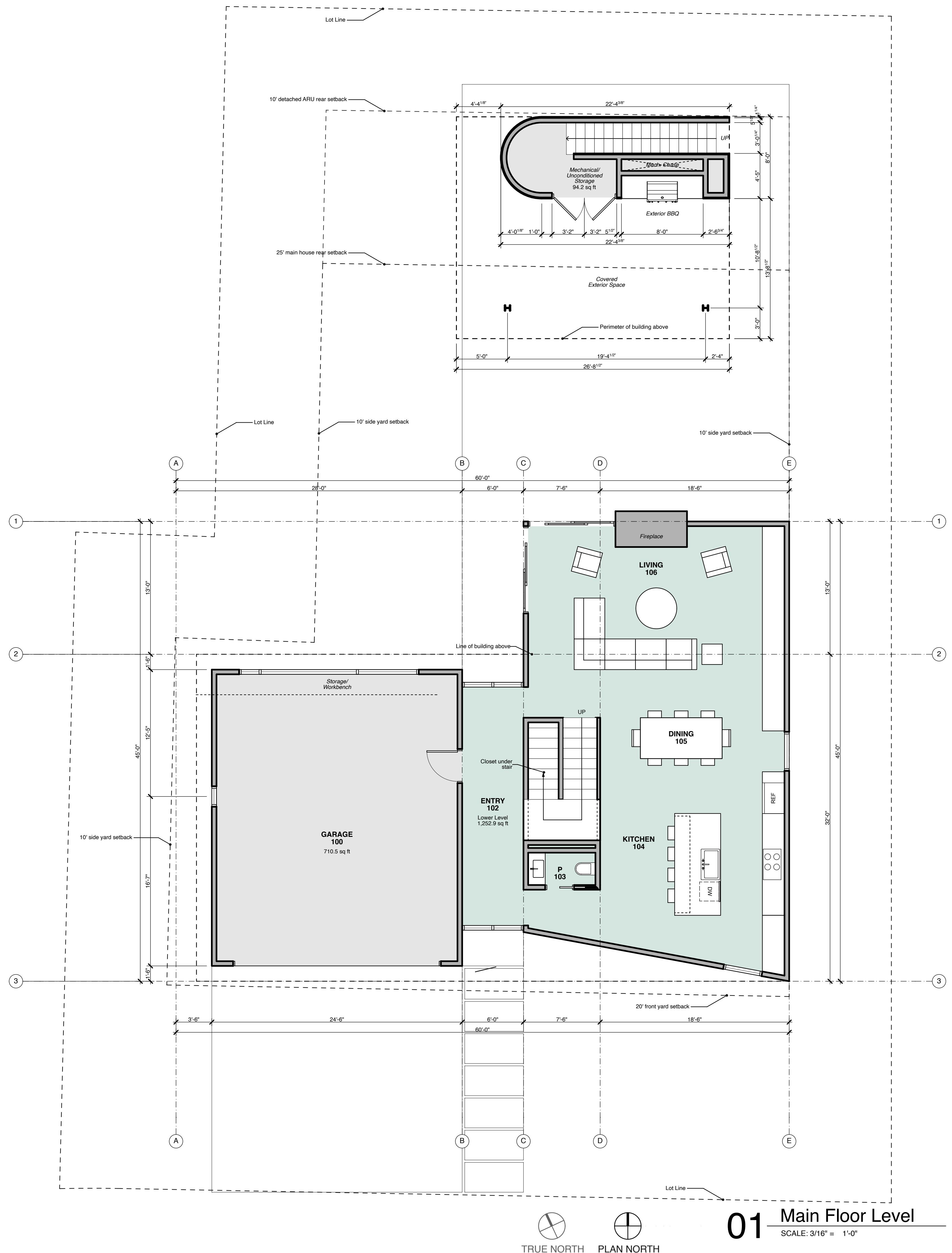
Main House Main Floor = 1,252.9 SF  
Main House Upper Floor = 1,655.8 SF  
ARU = 500 SF

**Total = 3,408.7 SF**

## *Non-Habitable*

**Non Habitable**  
Main House Garage/Mech = 710.5 SF  
Main House Mechanical = 22.1 SF  
***Total = 732.6***

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