



# 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: May 28, 2021	<b>REQUESTS:</b>
Item #: P21-137	The applicant is submitting a request for a Grading Pre-Application for the property located at Pt. Lot 4, Smith's #184 Addition, PIDN: 22-40-16-06-1-10-008
Planner: Katelyn Page	For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1302	
Fax: 734-3563	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner / Applicant:</b> Town of Jackson / Johnny Ziem Nelson Engineering	
<b>Please respond by: June 11 (with Comments)</b>	

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

Fees Paid \_\_\_\_\_

***For Office Use Only***

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: Town of Jackson Thaw Well #4

Physical Address: Address not yet assigned - suggested address 1505 Berger Lane

Lot, Subdivision: Pt. Lot 4, Smith's #184 Addition PIDN: 22-40-16-06-1-10-008

**PROPERTY OWNER.**

Name: Town of Jackson Phone: 307-733-3932

Mailing Address: PO Box 1687, Jackson WY ZIP: 83001

E-mail: jziem@jacksonwy.gov

**APPLICANT/AGENT.**

Name, Agency: Nelson Engineering Phone: 307-733-2087

Mailing Address: PO Box 1599, Jackson WY ZIP: 83001

E-mail: pgyr@nelsonengineering.net

**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: Alder Environmental Phone: 307-733-5031  
Mailing Address: PO Box 6519, Jackson WY ZIP: 83001  
E-mail: brian@alderenvironmental.com

**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 [planning@jacksonwy.gov](mailto:planning@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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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.

*Johnny Ziem*

Signature of Owner or Authorized Applicant/Agent

**Johnny Ziem**

Name Printed

**5/27/21**

Date

**Assistant Public Works Director**

Title

**Town of Jackson, Thaw Well #4 - Pre-App Project Narrative**

Existing property conditions (buildings, uses, natural resources, etc):

The existing property conditions include a pathway and pathway bridge.

Character and magnitude of proposed physical development or use:

The proposed project would include the addition of a thaw well, a new transformer, electrical controls, and a possible gravel path to access the site.

Intended development options or subdivision proposal (if applicable):

N/A

Proposed amendments to the LDRs (if applicable):

N/A

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

## DEDICATION DEED

KNOW ALL MEN BY THESE PRESENTS, that EAGLE VILLAGE INVESTORS, L.L.C., a Wyoming limited liability company, Grantor, for and in consideration of the receipt of the approval of the final plat for Eagle Village Condominiums Addition to the town of Jackson, receipt of which is hereby acknowledged, as to one-half (1/2) and as a donation as to one-half (1/2), DEDICATES, CONVEYS AND WARRANTS to THE TOWN OF JACKSON, a municipality in Teton County, Wyoming, of P.O. Box 1687, Jackson, WY 83001, Grantee, the following-described property situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

See attached Exhibit A

PIN# 22-40-16-06-1-10-008 007

*Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, conditions, restrictions, rights-of-way and easements of sight and record, if any and SUBJECT TO THE RESTRICTION THAT IT BE USED SOLELY FOR PARK AND/OR FOR OPEN SPACE USES.*

WITNESS my hand effective the 22 day of September, 2003.

Grantor: EAGLE VILLAGE INVESTORS L L C

Grantee: TOWN OF JACKSON

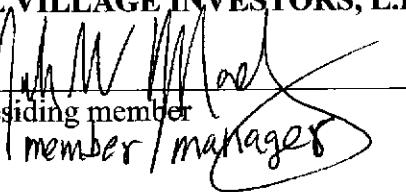
Doc #608439 bk 528 pg 474-476 Filed at 2:23 on 10/16/03

Sherry L Daigle, Teton County Clerk fees: 14.00

By MARY D ANTROBUS Deputy

STATE OF Idaho )  
COUNTY OF Ada ) ss.

**EAGLE VILLAGE INVESTORS, L.L.C.**

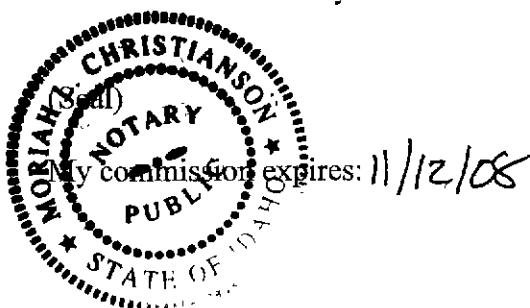
By: 

Its Presiding member

*member manager*

On this 22 day of September, 2003, before me personally appeared John M. Christianson, the presiding Member of said Company, under the authority and on behalf of said Company as its free act and deed.

Given under my hand and seal the date first above written.



  
Notary Public

EXHIBIT A  
SUGGESTED LEGAL DESCRIPTION

A portion of Lot 4 of the Smith's #184 Addition to the Town of Jackson, Plat No. 1029 as recorded in the Office of the Teton County Clerk, located in the NE1/4 of Section 6, Township 40 North, Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, being all of Said Lot 4 lying northerly of the following described line:

Beginning at a Point on the easterly boundary line of Said Lot 4 which lies N00°04'57"W, 114.79 feet from the southeast corner of Said Lot;  
Thence N89°24'40"W, 72.69 feet;  
Thence S43°42'26"W, 58.55 feet;  
Thence N89°24'40"W, 74.17 feet, more or less, to an angle point in the westerly boundary line of Said Lot 4.

Containing 1.89 acres, more or less, and subject to easements, rights-of-way, reservations, and restrictions, of sight and/or of record.

Michael J. Quinn  
Wyoming Professional Land Surveyor 4270  
16 October 2002  
Nelson Engineering Project No. 02-065-1

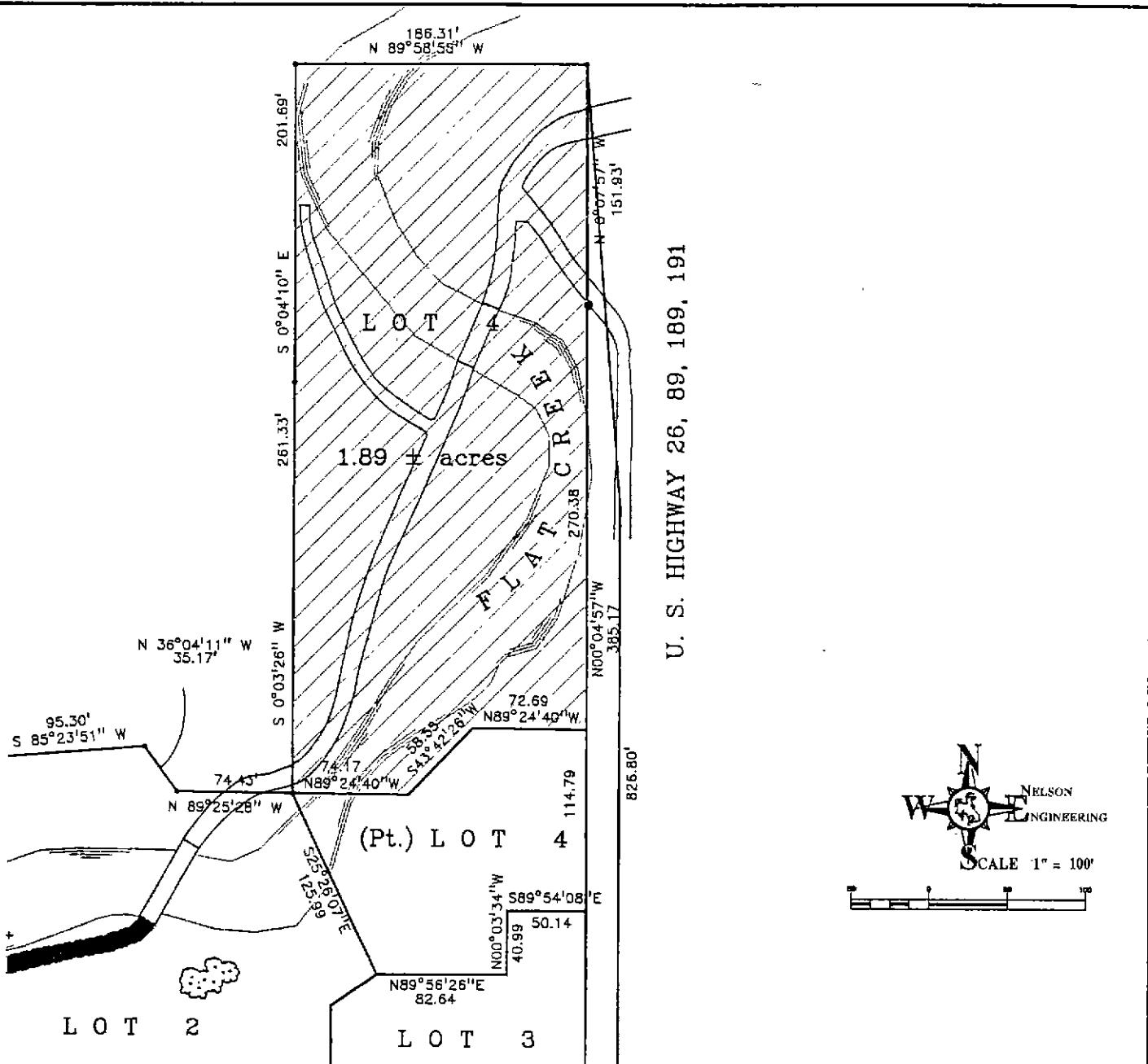
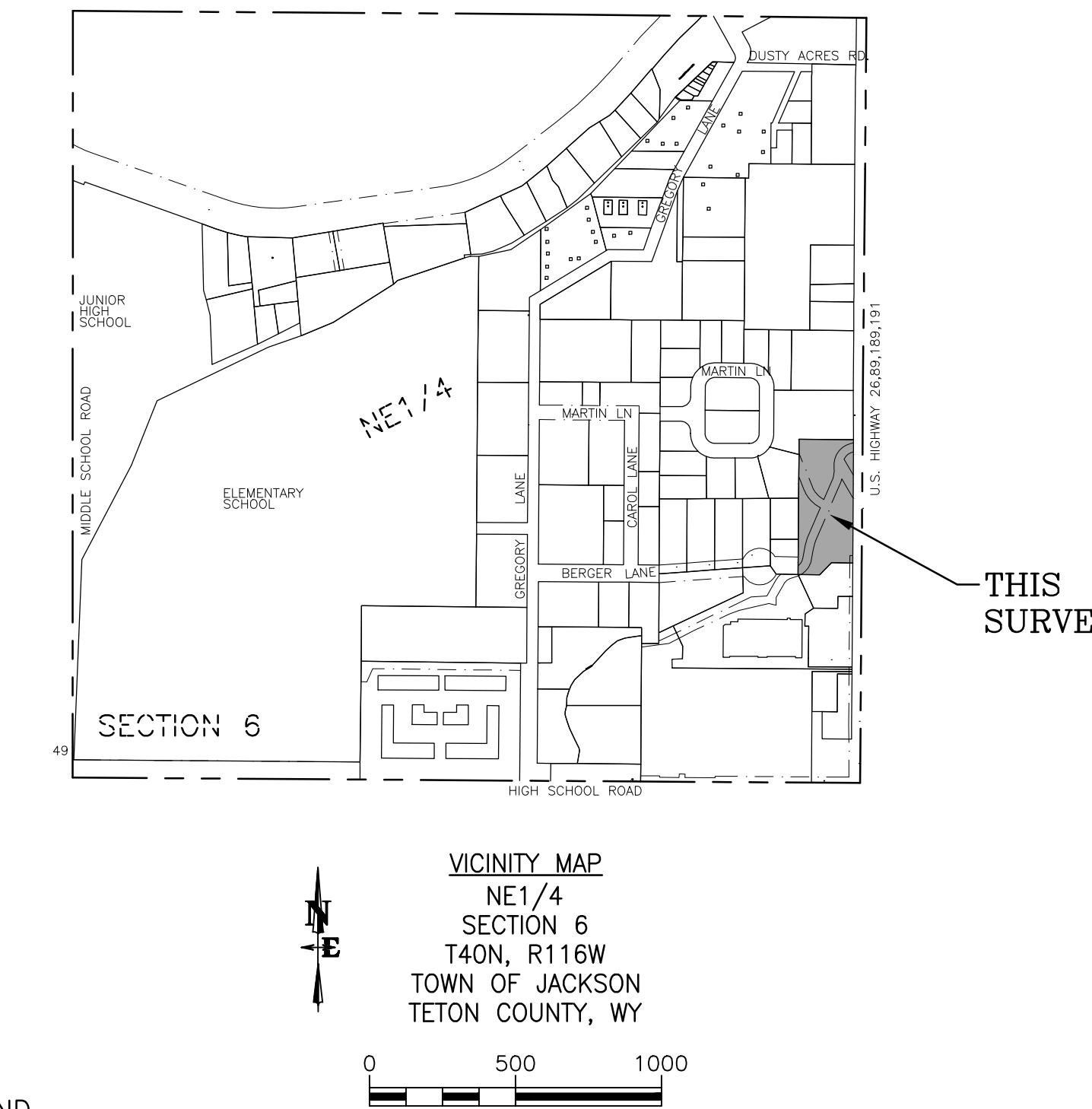
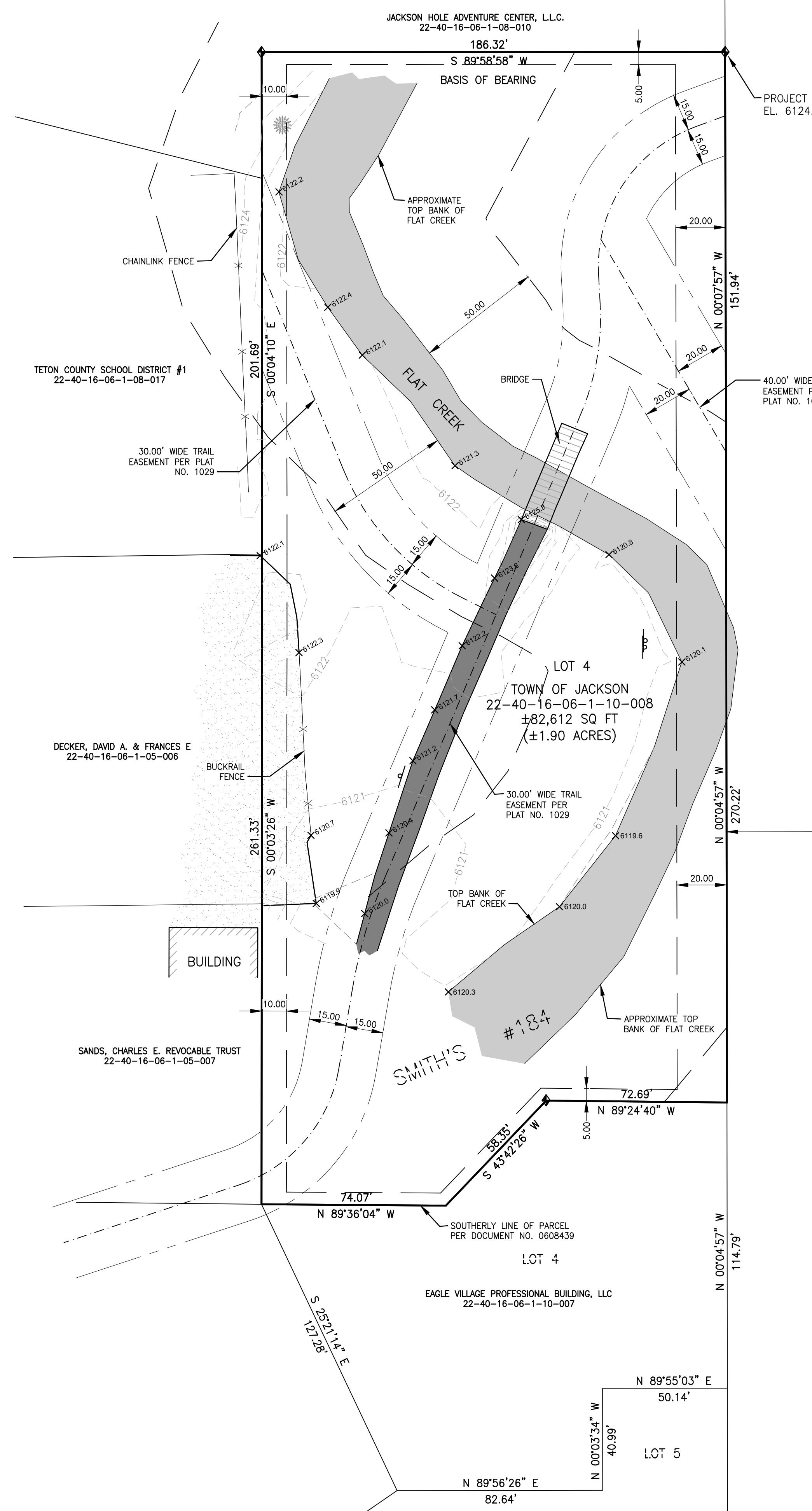


EXHIBIT to ACCOMPANY  
LEGAL DESCRIPTION

part of Lot 4  
Smith's #184 Addition  
to the  
Town of Jackson

located in the NE1/4  
Section 6, Township 40 North, Range 116 West  
6th P.M., Town of Jackson  
Teton County, Wyoming

DRAWING NO 1 of 1	TITLE Eagle Village LLC New park lands	<b>NELSON ENGINEERING</b> P O BOX 1699 JACKSON WYOMING (307) 733-2087	DATE Oct 2002	REV.
JOB NO 02-065-1		SURVEYED ne	DRAWN mjq	
		CHECKED mjq	APPROVED mjq	



## LEGEND

—	= BOUNDARY LINE
—	= ADJACENT LOT LINE
— — — — —	= EASEMENT SIDELINE
— — — — —	= EASEMENT CENTERLINE
— — — — —	= SETBACK LINE
— X — — X — — X — —	= FENCE
	= PAVEMENT
	= GRAVEL
	= CREEK
	= BRIDGE
—○—	= SIGN
◆	= REBAR AND CAP PLS# 2860
X 6222.0	= SPOT ELEVATION
	= CONIFEROUS TREE

NOTE:  
THE 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:

FOR THE PURPOSES OF THIS SURVEY,  
IMPROVEMENT AND TOPOGRAPHY  
INFORMATION WAS ONLY COLLECTED  
OVER A PORTION OF THE PROPERTY.

SURVEY WAS PERFORMED ON MARCH 4, 2021 WITH 1-2 FEET OF SNOW ON THE GROUND. FEATURES MAY EXIST THAT WERE NOT LOCATED AS PART OF THE SURVEY

SETBACKS PER TOWN OF JACKSON  
LAND DEVELOPMENT REGULATIONS.  
(2.2.13 CR-3)

PRIMARY STREET (HWY 89/191)  
20' PROPERTY LINE (MIN)  
30' BACK OF CURB (MIN)  
85' PROPERTY LINE (MAX)

ALL OTHER STREETS  
5' SIDE INTERIOR (MIN)  
10' REAR (MIN)

FLAT CREEK  
25' NORTH OF HANSEN AVE  
50' SOUTH OF HANSEN AVE

FOR FURTHER ZONING, SETBACK, AND  
LAND USE REGULATIONS, PLEASE  
REFER TO THE TOWN OF JACKSON  
LAND DEVELOPMENT REGULATIONS.

VERTICAL DATUM BASED ON NAVD88 (GEOID12B),  
NE PROPERTY CORNER = 6224.27'  
DERIVED FROM NETWORK GPS OBSERVATIONS.

# NEILSON ENGINEERING

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