



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
- ☐ Joint Housing Dept

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

<p>Date: June 8, 2021 Item #: P21-144</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Fee Waiver for all planning and building fees for projects in: May Park 780 E. Hansen Ave PIDN: 22-41-16-34-1-00-019; Miller Park 255 W. Deloney Ave PIDN: 22-41-16-28-4-18-001, and Powderhorn Park 200 Powderhorn Lane PIDN: 22-41-16-32-4-00-018</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner Town of Jackson PO Box 1687 Jackson, WY 83001</p> <p>Applicant/Agent: Teton County/Jackson Parks & Recreation – Steve Ashworth 307-733-5056</p>	
<p>Please respond by:</p> <p>June 29, 2021 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangle@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: May Park Master Plan, and Off Leash Dog Parks:
Physical Address: May Park, 780 East Hansen Ave., Jackson (PIDN 22-41-16-34-1-00-019)
Miller Park, 255 W. Deloney Ave, Jackson (PIDN 22-41-16-28-4-18-001)
Lot, Subdivision: Powderhorn Park, 200 Powderhorn Lane, Jackson (PIDN 22-41-16-32-4-00-018)

PROPERTY OWNER.

Name: Town of Jackson Wyoming Phone: 307-733-3932
Mailing Address: PO Box 1687, Jackson WY ZIP: 83001
E-mail: _____

APPLICANT/AGENT.

Name: Teton County/ Jackson Parks & Recreation Phone: 307-733-5056
Mailing Address: PO Box 811, Jackson WY ZIP: 83001
E-mail: Steve Ashworth, Director <sashworth@tetoncountywy.gov>

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	_____ 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)	<input checked="" type="checkbox"/> Other: Waive all planning and building
_____ 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 #: pending 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?

n/a **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

n/a **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>.

X **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.
See attached letter.

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

STEVE ASHWORTH

Date

Title

6/8/21

DIRECTOR



y2consultants.com
307 733 2999

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

June 8, 2021

Tyler Sinclair, Planning Director
Planning & Building Dept.
Town of Jackson
PO Box 1687
Jackson WY 83001

RE: Request to Waive All Planning and Building-Related Application Fees
May Park Master Plan
Off-Leash Dog Parks at Miller Park, Powderhorn Park

Tyler –

In association with the Parks & Recreation Dept.'s request for a pre-application conference (submitted June 4, 2021) for a Conditional Use Permit (CUP) for the parks listed above, the applicant requests your consideration of a Waiver of associated submittal and review fees for the anticipated permit applications required to plan, permit, and install the proposed improvements.

The Town's current (3/17/2021) Fee Schedule states (on pg 3):

The Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:

1. A project that is sponsored by a governmental entity...

Such requests shall be submitted...to the Planning Director...

At this time, we anticipate the following potential fees for the subject projects:

Pre -Application Conference, Planning	\$ 361.00
Zoning Map Amendment for May Park and Miller Park (2 x \$1803)	3,606.00
Conditional Use Permit Application (3 x \$601)	1,803.00
GEC Pre-Application Conference, Engineering (3 x \$180)	540.00
GEC, Engineering (3 x \$600 plan level)	1,800.00
Right-of-way permits: curb cuts, on-street parking	t.b.d.
Building Permits: restroom, barn refurbishment, fencing, misc. equipment	t.b.d.

Thank you very much.

Patricia Ehrman, PLA
Landscape Architecture Studio Lead
pat@y2consultants.com