



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: June 22, 2021	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 984 Budge Dr., legally known as LOT 1, CRYSTAL VALLEY ADDITION, PIDN: 22-41-16-32-1-07-001 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-159	
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Fax: 734-3563	
Email: tvalentine@jacksonwy.gov	
Owner: Bluffs Development PO Box 551 Jackson, WY 83001	
Applicant: Jorgensen Associates PO Box 9550 Jackson WY 83002	
Please respond by: June 29, 2021 (with Comments)	

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



JORGENSEN

It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

June 21, 2021

Town of Jackson Planning and Building Dept.
P.O. Box 1687
150 East Pearl Street
Jackson, WY 83001

-tstolte@jacksonwy.gov-

**RE: Grading Pre-Application Conference Request (PAP) – Bluffs Infrastructure
Jorgensen Associates, Inc., Project 16092**

Dear Planning Staff,

Enclosed you will find the necessary materials for a Grading Pre-application Conference Request for the proposed infrastructure improvements at 984 Budge Drive. We are submitting this request on behalf of our client, Bluffs Development Group, LLC.

Lot 1 of the Crystal Valley Addition (Plat 1051) is located at 984 Budge Drive in the Town of Jackson. This lot takes access from W Broadway Ave via Budge Drive. Our client intends to install necessary infrastructure improvements for the 5-lot subdivision. The property is currently under plat review for the subdivision.

Included with this transmittal you will find the following:

- Pre-Application Conference request form
- Deed and Letter of Authorization
- Conceptual site plan
- Check for \$150

Sincerely,

JORGENSEN ASSOCIATES, INC.

Brendan Schulte
Senior Project Manager



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

150 E Pearl Ave. | phone (307)733-0440
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
_____ 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** (tstolte@gmail.com).

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

Bluffs Development Group, LLC

, "Owner" whose address is:

PO Box 551, Jackson WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Bluffs Development Group, LLC

, as the owner of property

more specifically legally described as: LOT 1, Crystal Valley Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, P.C.

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) (SIGNATURE OF CO-OWNER)

Title: *MANAGER*

(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*

)

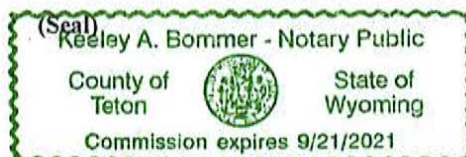
The foregoing instrument was acknowledged before me by *STEFAN FODOR* this *7th* day of *MARCH*, 200*18*

WITNESS my hand and official seal.

[Signature]

(Notary Public)

My commission expires:





*First American Title
Insurance Company*

WARRANTY DEED

Jody R. Burkes and Linda S. Burkes, duly acting as Trustees of the Amended and Restated Burkes Family Trust created u/t/a dated January 1, 2014, of Teton County, Wyoming, GRANTORS, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY AND WARRANT unto **Bluffs Development Group, LLC**, a Wyoming limited liability company, P.O. Box 551, Jackson, Wyoming 83001, GRANTEE, the following-described property situated in the County of Teton, State of Wyoming, to-wit:

Lot 1 of Crystal Valley Addition to the Town of Jackson, Teton County, Wyoming, according to Plat No. 1051 recorded June 24, 2002 with the Clerk of Teton County, Wyoming,

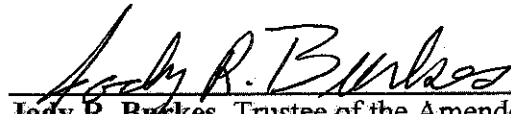
Parcel Identification No. 22-41-16-32-1-07-001

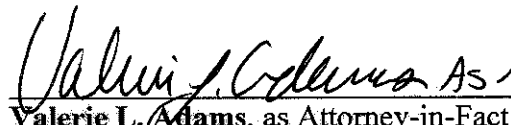
including and together with all and singular the tenements, hereditaments, appurtenances and improvements or thereunto belonging and any rights of grantor to minerals thereunder, but subject to taxes, assessments, covenants, restrictions, reservations, easements and rights-of-way of sight and/or record,

hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, for purposes of this conveyance.

WITNESS the due execution and delivery of this instrument effective as of the 16th day of June, 2017.

Released	
Indexed	✓
Abstracted	✓
Scanned	


Jody R. Burkes, Trustee of the Amended
and Restated Burkes Family Trust u/t/a
dated 1/1/2014

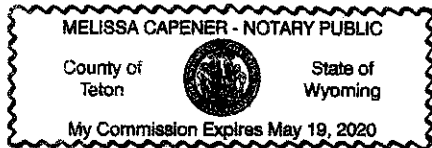

Valerie L. Adams, as Attorney-in-Fact
for Linda S. Burkes, Trustee of the Amended
and Restated Burkes Family Trust u/t/a
dated 1/1/2014

GRANTOR: BURKES, JODY R ET AL TRUSTEE
GRANTEE: BLUFFS DEVELOPMENT GROUP LLC
Doc 0929996 bk 947 pg 488-489 Filed At 14:58 ON 06/19/17
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary Smith Deputy

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by **Jody R. Burkes, duly acting as Trustee of the Amended and Restated Burkes Family Trust u/t/a dated January 1, 2014**, this 14th day of June, 2017.

WITNESS my hand and official seal.



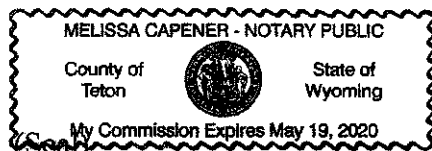
(Seal)

Melissa Capener
Notary Public
My Commission Expires: 5/19/20

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by **Valerie L. Adams, duly acting as Attorney-in-Fact for Linda S. Burkes, Trustee of the Amended and Restated Burkes Family Trust u/t/a dated January 1, 2014**, this 14th day of June, 2017.

WITNESS my hand and official seal.



(Seal)

Melissa Capener
Notary Public
My Commission Expires: 5/19/20



SHEET TITLE:
CIVIL SITE OVERVIEW

DRAFTED BY:	PY
REVIEWED BY:	AJ
PLAN VERSION	DAT
PAP Request	06/21/20

PROJECT NUMBER	06092
SHEET	C1.1

1. ALL PROPOSED WATER AND SEWER INFRASTRUCTURE AS SHOWN SUBJECT TO CHANGE BASED ON REQUIRED PERMIT TO CONSTRUCT FROM THE WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY (WYDEQ).
2. ALL PROPOSED WATER AND SEWER INFRASTRUCTURE AS SHOWN SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS AND THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS.
3. ALL PROPOSED WATER AND SEWER INFRASTRUCTURE AS SHOWN SHALL BE PRIVATELY OWNED, OPERATED AND MAINTAINED FROM THE POINT OF CONNECTION. THE CONSTRUCTION OF THE ONSITE IMPROVEMENTS SHALL BE THE RESPONSIBILITY OF THE DEVELOPER.
4. COPIES OF ALL AGREEMENTS AND EASEMENTS FOR USE OF THE EXISTING PRIVATE SEWER LINE SHALL BE PROVIDED TO THE TOWN OF JACKSON PRIOR TO CONNECTION AND INSTALLATION OF IMPROVEMENTS.
5. A GRADING PERMIT IS REQUIRED FROM THE TOWN OF JACKSON FOR THE INSTALLATION OF THE COMMON UTILITIES AND SITE IMPROVEMENTS, ACCORDING TO THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS.

