



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: July 15, 2021	REQUESTS:
Item #: P21-185	The applicant is submitting a request for a Grading Pre-Application for the property located at 795 Snow King Dr., legally known as LOT 6, SNOW KING ESTATES, PIDN: 22-41-16-34-4-04-009 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: Corontzes Revocable Trust PO Box 3281 Jackson, WY 83001	
Applicant: Jorgensen Assoc. PO Box 9550 Jackson, WY 83002	
Please respond by: July 22, 2021 (with Comments)	

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



July 14, 2021

Ms. Chandler Windom, Associate Planner
Teton County Administration Building, 2nd Floor
PO Box 1727
200 S. Willow Street
Jackson, Wyoming 83001

RE: Corontzes Garage, Pre-Application Conference Request (PAP)
Jorgensen Associates, Inc., Project No. 21418

Dear Ms. Chandler,

Presently, one residential single-family dwelling with no garage or driveway exists on 795 Snow King Drive, Jackson, Wyoming 83001. The property is described as Lot 6, Snow King Estates located within NW1/4SE1/4 Section 34, T41N, R116W, 6th P.M., Teton County, Wyoming. Parking is only available on the southern portion of the property on a gravel patch on the shoulder of Snow King Drive. Access to the property requires walking down about fifty (50) feet of steep terrain.

The applicant is seeking to begin construction of a detached garage on the southern portion of the property. In August of 2017, the Town Council agreed to an Encroachment Agreement to allow for the garage to be constructed with a sixty (60) foot right-of-way and utility easement. In August of 2019, an extension for said agreement was approved and extended to June of 2022.

For processing, please find enclosed the following items:

- Application for a Pre-Application Conference Request (PAP)
- Notarized Letter of Authorization, signed by property owner
- Warranty Deed
- Final Letter for approved Variance, Item P17-088
- Extension Letter for approved Variance, Item P19-164
- Final Letter for Encroachment Agreement, Item P17-123
- Conceptual Site Plan with Grading Information
- Jorgensen Associates, Inc., Check for \$180.00

Should you have any questions or require additional information, please do not hesitate to contact me at our office. Thank you for your assistance.

Sincerely,
JORGENSEN ASSOCIATES, INC.

Colter H. Lane, P.E.
Geotechnical Engineering Manager | Project Manager



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 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

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 planning@jacksonwy.gov) 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 <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.



Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

LETTER OF AUTHORIZATION

Corontzes Revocable Trust _____, "Owner" whose address is: _____

P.O. Box 3281, Jackson, Wyoming

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Corontzes Revocable Trust _____, as the owner of property
more specifically legally described as: Lot 6, Replat of Snow King Estates (Plat No. 416)

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, Inc. _____ 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:

Arthur Corontzes _____
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: N/A

(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 Arthur Corontzes this 14th day of July, 2021.

WITNESS my hand and official seal.

Brian Carew _____
(Notary Public)

My commission expires: 5/1/2024

(Seal)



WARRANTY DEED

MARGARET GAINES also known as **GRETA GAINES**, a single woman, GRANTOR, of 10 Leonard Street #3N, New York, New York 10013, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS to **BARBARA ALLEN**, a single woman, GRANTEE, whose address is P. O. Box 8034, Jackson, Wyoming 83002, the following described real estate, 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 of Wyoming, to-wit:

LOT 6 OF THE REPLAT OF SNOW KING ESTATES, TETON COUNTY, WYOMING, ACCORDING TO THAT PLAT RECORDED IN THE OFFICE OF THE TETON COUNTY CLERK ON AUGUST 21, 1980 AS PLAT NO. 416.

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of sight and/or record.

WITNESS the due execution and delivery of this Warranty Deed this 17 day of February, 2000.

RELEASED
INDEXED
ABSTRACTED
SCANNED

MARGARET GAINES a/k/a Greta Gaines

Grantor: GAINES, MARGARET AKA*

Grantee: ALLEN, BARBARA

Doc 0510629 bk 394 pg 1172-1172 Filed at 3:23 on 03/03/00

Sherry L Daigle, Teton County Clerk fees: 6.00

By WENDY R GRALUND Deputy

STATE OF New York)
COUNTY OF New York)

) ss.

The foregoing instrument was acknowledged before me by Margaret Gaines a/k/a Greta Gaines this 17 day of February, 2000.

WITNESS my hand and official seal.

Nancy O. Walker
Notary Public

My Commission Expires: 02/28/00

NANCY O. WALKER
NOTARY PUBLIC, STATE OF NEW YORK
NO. 1WA4790736
QUALIFIED IN KINGS COUNTY
COMMISSION EXPIRES 02/28/00

State Parcel Identification Number: 22-41-16-34-4-04-009

Jackson Hole Title and Escrow
PO Box 921
Jackson, Wyoming 83001-0921

GRANTOR: ALLEN, BARBARA
GRANTEE: CORONTZES, ARTHUR B TRUSTEE
Doc 0980401 Filed At 10:06 ON 10/30/19
Sherry L. Daigle Teton County Clerk fees: 12.00
By Mary Smith Deputy Clerk

Space Above This Line for Recorder's Use Only

WARRANTY DEED

File No.: **855616JAC (sm)**

Barbara Allen, a married woman who acquired title as Barbara Allen, GRANTOR(S), for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, for other good and valuable consideration and pursuant to an I.R.C. § 1031 tax deferred exchange on behalf of Grantor CONVEY(S) AND WARRANT(S) to

Arthur B. Corontzes, Trustee, of The Corontzes Revocable Trust dated 02/22/2018, GRANTEE(S),

whose mailing address is P.O. Box 3281, Jackson, WY 83001, the following described real estate, 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 of Wyoming, to-wit:

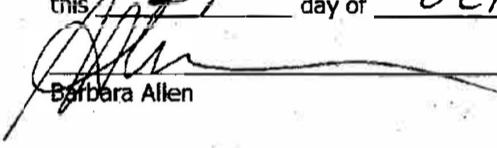
Lot 6 of the Replat of Snow King Estates, Teton County, Wyoming, according to that Plat recorded in the Office of the Teton County Clerk on August 21, 1980 as Plat No. 416.

State Identification Number 22-41-16-34-4-04-009

Including and together with all and singular the **tenements, hereditaments, appurtenances and improvements** thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

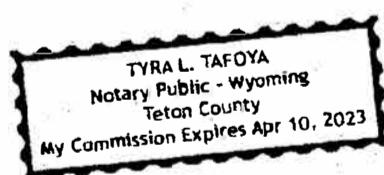
WITNESS the due execution and delivery of this Warranty Deed

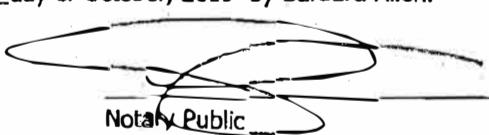
this 29 day of October, 2019.


Barbara Allen

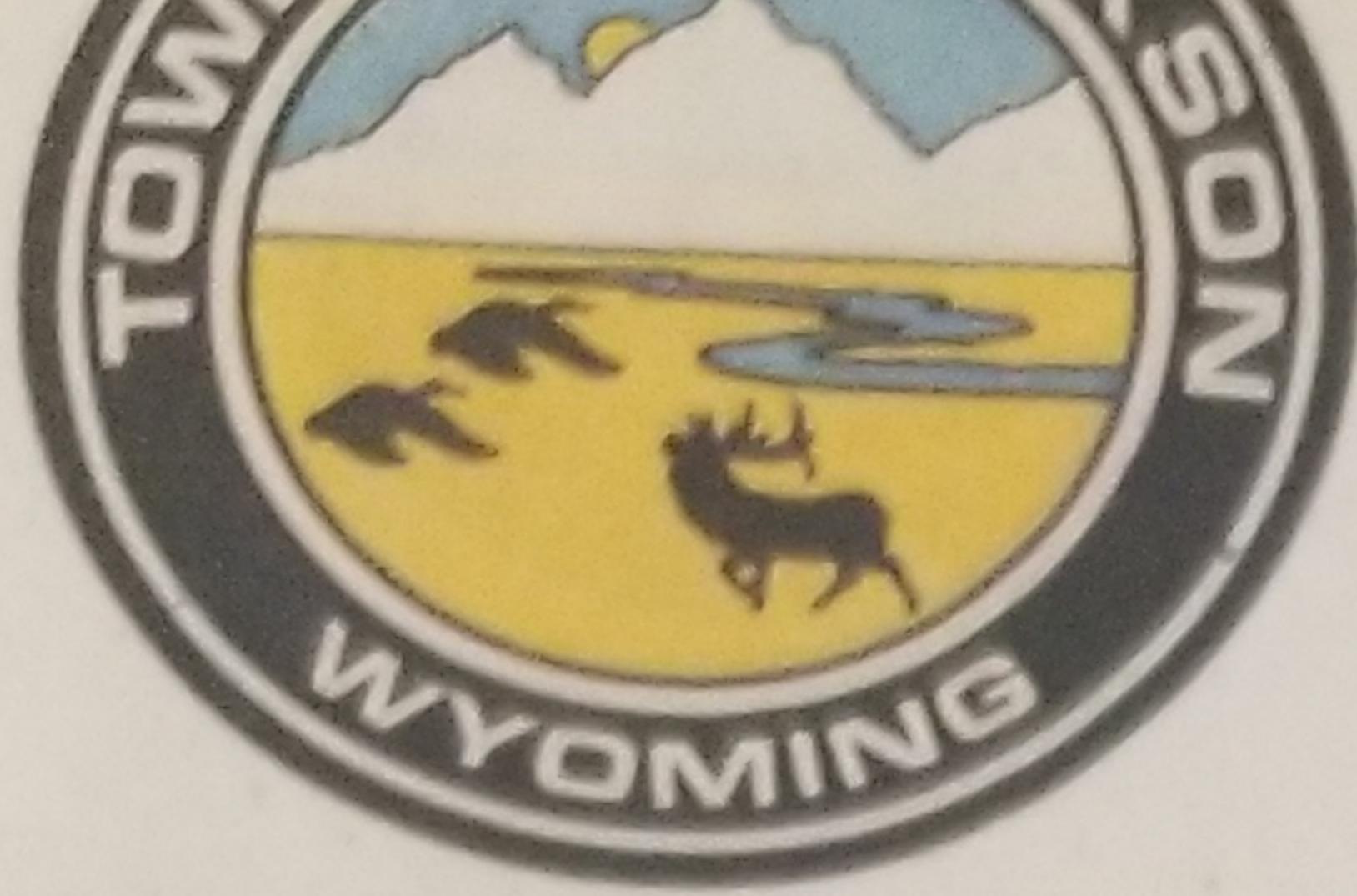
State of **Wyoming**)
County of **Teton**)
ss.

This instrument was acknowledged before me on 29 day of October, 2019 by Barbara Allen.




Notary Public
My Commission expires:

4-10-2023



PLANNING & BUILDING DEPARTMENT

July 6, 2017

Barbara Allen
PO Box 8034
Jackson, WY 83002

RE: Final Letter
Item P17-088
Variance – Front Yard Setback for Accessory Structures & Associated Retaining Elements
795 Snow King Drive

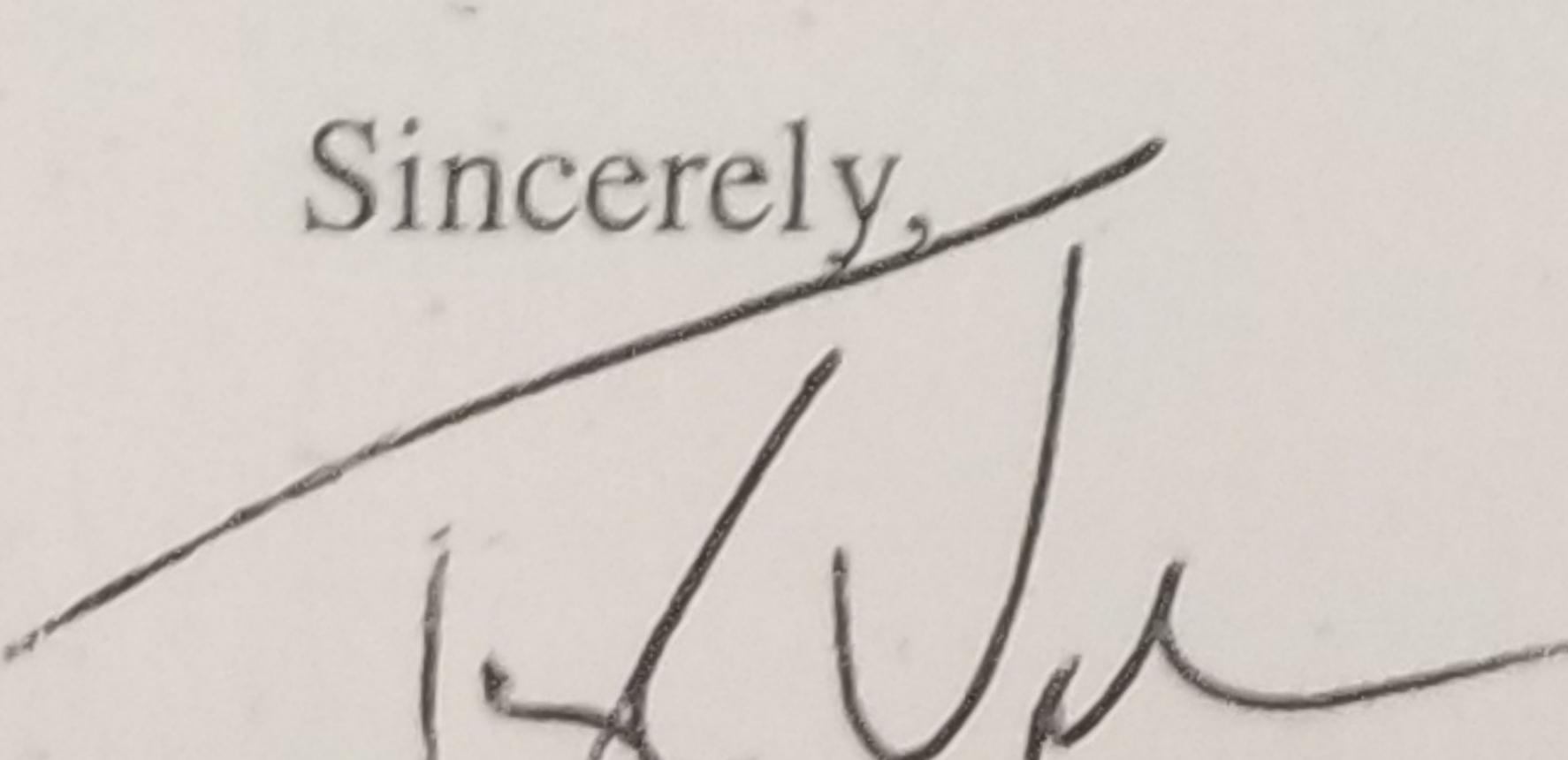
Dear Ms. Allen:

This letter is to confirm on June 21, 2017 the Board of Adjustment *approved*, based upon the findings as presented in the staff report for Item P17-088, a Variance to allow an 8' front yard setback for a new detached garage and associated retaining elements where 30' is required for the property addressed at 795 Snow King Drive, subject to the department reviews attached hereto and following conditions of approval:

1. The owner shall obtain an Encroachment Agreement from the Town to use a portion of the existing 30' roadway easement for a garage and associated retaining elements and no building permit shall be submitted until such agreement is approved and recorded.
2. The variance shall expire 3 years from the date of approval.

If you have any questions or need additional information, please contact me at 307-733-0440, ext. 1305.

Sincerely,


Tyler Valentine
Associate Planner
(307) 733-0440 ext. 1305



TOWN OF JACKSON

PLANNING & BUILDING

DEPARTMENT

TRANSMITTAL MEMO

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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 26, 2019

Item #: P19-164

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: tvalentine@jacksonwy.gov

Owner/Applicant:

Barbara Allen
PO Box 8034
Jackson, WY 83002
307-413-3510
Barbara.allen@jhsir.com

REQUESTS:

The applicant is submitting a request for an extension to a previously approve Variance (P17-088) for a front yard setback relating for the property located at 795 Snow King Drive, legally known as LOT 6, SNOW KING ESTATES.

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

Please respond by: **July 10, 2019 (Sufficiency)**
July 17, 2019 (with Comments)

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

June 21, 2019

To: The Town of Jackson Planning Department
The Town of Jackson Board of Adjustment
From: Barbara Allen
Ref: Variance Extension for 795 E. Snow King Drive

Dear Sir or Madam,

Attached please find an application requesting an extension of the variance granted for 795 E. Snow King Drive.

I was granted a front yard setback variance in June of 2017 which was predicated on the Town Council agreeing to an Encroachment Agreement that was granted in August of 2017. By the time I received the Encroachment Agreement, it was too late in the season for me to complete the necessary work and bids to excavate and build the garage for which the variance was granted. Snow King Drive, as you know, was closed for 2018 during the building season and is closed again through July of 2019. The variance was for three years. I would like to request that the Board of Adjustment extend the variance for the two years that the road was closed which would bring it to June of 2022.

Thank you for your time and consideration.

Sincerely,

Barbara Allen
Owner

A handwritten signature in black ink, appearing to read "Barbara Allen".



PLANNING & BUILDING DEPARTMENT

September 6, 2017

Barbara Allen
PO Box 8034
Jackson, WY 83002

RE: Encroachment Agreement
Item P17-123
795 Snow King Drive

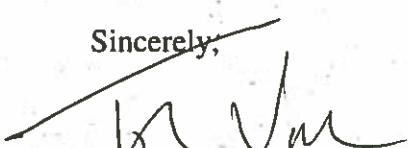
Dear Ms. Allen,

This letter is to confirm on July 17, 2017 the Town Council *approved* an Encroachment Agreement, specifically for a garage and associated retaining elements, for the property located at 795 Snow King Drive, subject to the department review and the following condition of approval:

1. If a building permit for the garage and associated retaining elements is not submitted within the three (3) year timeframe that was approved with variance Item P17-088, this encroachment agreement shall expire. Such language shall be written into the encroachment agreement subject to the final review of the Town Attorney.

The Town is currently preparing a draft of the agreement and will notify you when the Town Attorney has finalized said document. If you have any questions or need additional information, please contact me at 307-733-0440, ext. 1305.

Sincerely,


Tyler Valentine
Senior Planner
tvalentine@jacksonwy.gov

