



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 20, 2021	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 738 Rodeo Dr., legally known as LOT 39, KARNS HILLSIDE ADDITION, PIDN: 22-41-16-33-3-07-039 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-191	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Fax: 734-3563 Email: kpage@jacksonwy.gov	
Owner: Sinclair Family Trust 18304 Carriger Rd Sonoma, CA 95476 Applicant: Josh Kilpatrick/Nelson Engineering Catherine Kanter – Northworks Architects	
Please respond by: July 27, 2021 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
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
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** (via email or thumb drive), and **two hard copies** 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 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)

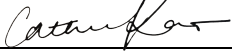
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not 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

SINCLAIR FAMILY TRUST

JACKSON WY 83001

, "Owner" whose address is: 738 RODEO DRIVE

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

STUART SINCLAIR ; ASHLEY SINCLAIR

, as the owner of property

more specifically legally described as: 738 RODEO DRIVE, JACKSON WY 83001

PARCEL: 22-41-16-33-3-07-039

(If too lengthy, attach description)

HEREBY AUTHORIZES Catherine Kanter of NORTHWORKS ARCHITECTS + PLANNERS

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: TRUSTEES

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF _____)

COUNTY OF _____)

SS.

Notary Certificate Attached

The foregoing instrument was acknowledged before me by _____ this _____ day of _____, 20____.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

California All-Purpose Acknowledgement

State of California }
County of Sonoma } SS.

On July 14, 2021 before me Heidi Banales, Notary Public

personally appeared Stuart Sinclair And Ashley Sinclair
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Heidi Banales (Seal)



Optional

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of the Attached Document:

Title of Type of Document: Letter Of Authorization

Document Date: 7-14-21 Number of Pages: 1

Signer(s) Other Than Named Above: _____

JK/21-086-03

July 16, 2021

Planning & Building Department
150 E. Pearl
PO Box 1687
Jackson, WY 83001

ATTN: Planning Office
Re: Proposed Residence at 738 Rodeo Drive

To Whom it May Concern:

Please find attached preapplication conference request, submitted on behalf of the Sinclair Family Trust, for construction of a new single-family residence at 738 Rodeo Drive. The project includes construction of a new 3-bedroom 3800 sf single-family residence, an access driveway (including engineered retaining walls) from Rodeo Drive, associated grading (including landscape retaining walls and storm detention), and installation of utilities. Utility installations are to be coordinated with Lower Valley Energy and the Town of Jackson.

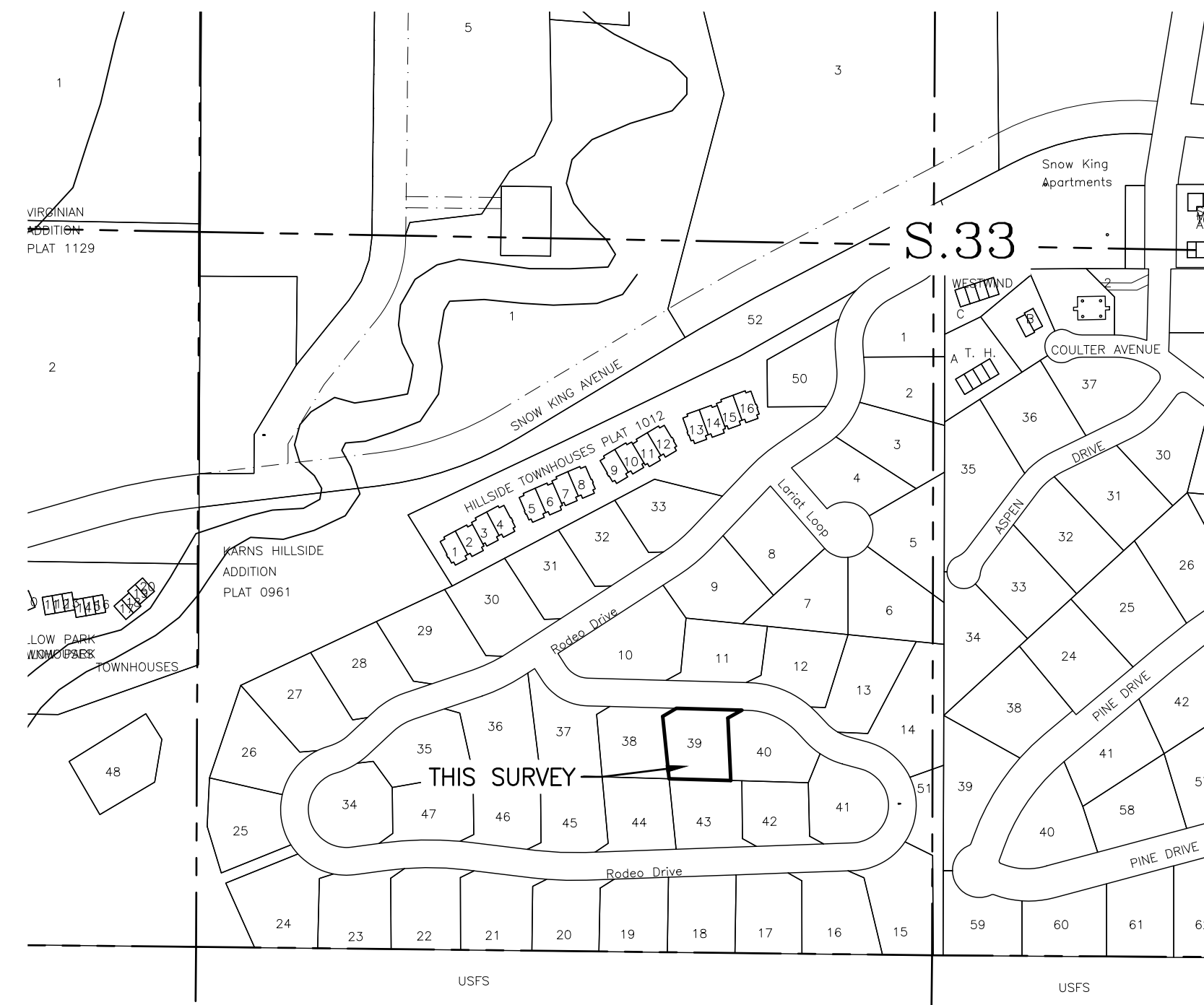
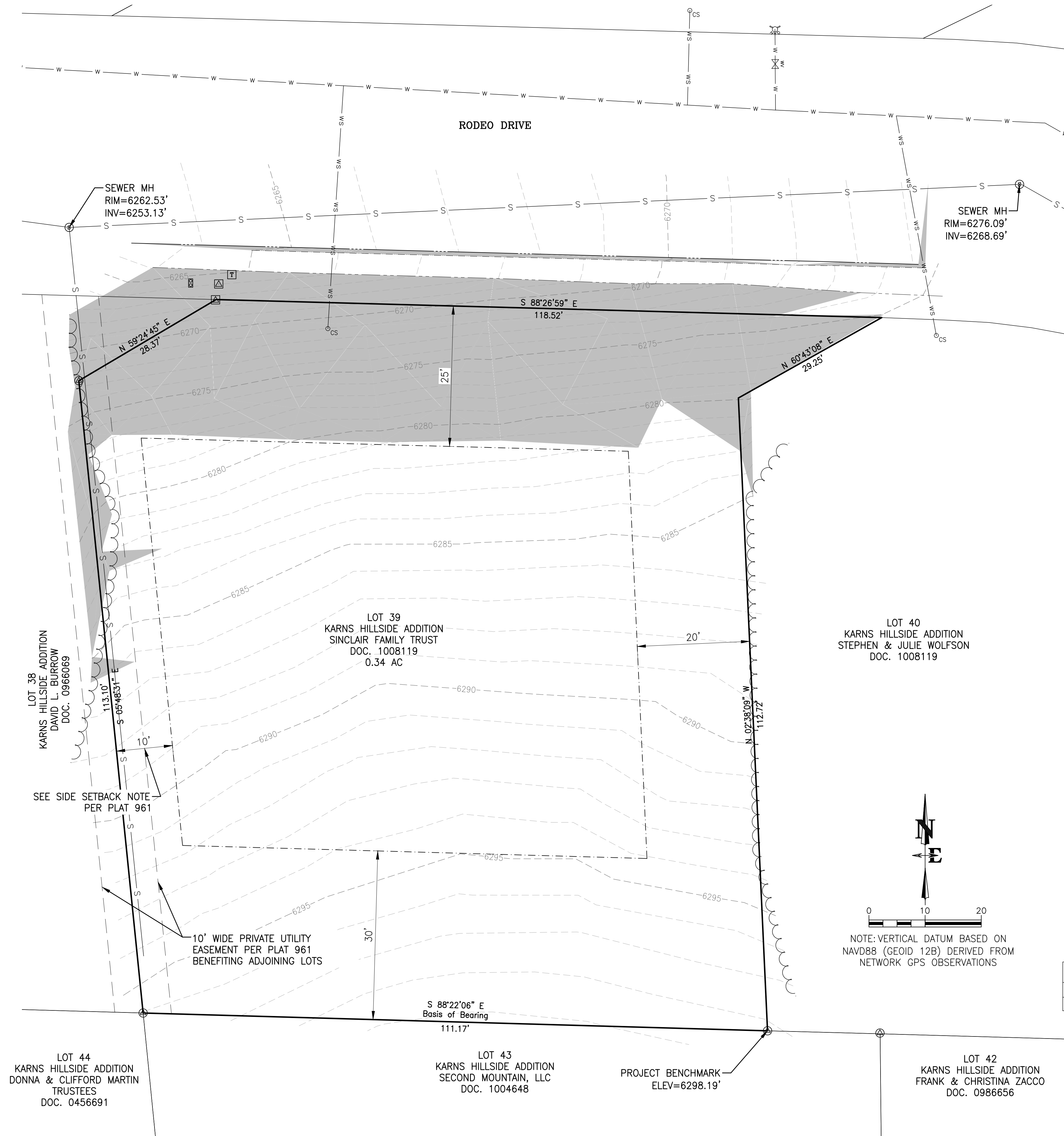
Work on this project is expected to be completed in July of 2022 pending approval. Please don't hesitate to contact me should you have questions.

With Regards,



Josh Kilpatrick, PE
Project Manager
PH: 307-690-2086
Encl.

S:\Projects\2021\086-03 C728 Rodeo Drive - Sinclair Residence - Civil\Drawings\Civil\086-03 EXISTING SITE PLAN - Jul 16, 2021, 10:00:01 am PLOTTED BY: read BAG FEBRUARY 23, 2021



VICINITY MAP
SW1/4 SECTION 33
T41N, R116W
6TH P.M.
TOWN OF JACKSON
TETON COUNTY, WY

TOJ ZONING: NL-2 (NEIGHBORHOOD LOW DENSITY-2)

STRUCTURE SETBACKS (PER PLAT 961):
FRONT/STREET-25'
REAR-30'
SIDE-10' (PLUS AN ADDITIONAL 10' ON ONE SIDE)

- LEGEND
- = PROPERTY LINE
 - - - = EASEMENT LINE
 - · - · = ADJOINING PROPERTY LINE (RECORD)
 - · - · = STRUCTURE SETBACK LINE
 - · - · = EDGE OF SIDEWALK
 - · - · = BACK OF CURB
 - · - · = FLOW LINE GUTTER
 - ~ ~ ~ = TREE LINE
 - S = SANITARY SEWER LINE
 - SSS = SANITARY SEWER SERVICE (APPROX)
 - W = WATER MAIN (APPROX)
 - WS = WATER SERVICE (APPROX)
 - ⊙ = FOUND REBAR & CAP - PLS #578
 - × = CALCULATED POINT - NO MONUMENT FOUND OR SET
 - ⊠ = ELECTRIC TRANSFORMER
 - ⊡ = TELEPHONE PEDESTAL
 - ⊞ = ELECTRICAL BOX
 - ⊕ = SANITARY SEWER MANHOLE
 - ⊗ = FIRE HYDRANT (APPROX)
 - ⊕ = WATER VALVE (APPROX)
 - °CS = CURB STOP (APPROX)

SLOPE TABLE			
NUMBER	MIN. SLOPE	MAX. SLOPE	COLOR
1	30.000%	118.600%	

NOTES:

THIS MAP WAS PREPARED WITHOUT BENEFIT OF A 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.

SITE SURVEY PERFORMED ON 3/11/21. CURRENT EXISTING SITE CONDITIONS MAY VARY. 2.5'-3' OF SNOW COVER AT TIME OF SURVEY. FEATURES MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

DRAWING NO C1.0	JOB TITLE SINCLAIR RESIDENCE LOT 39 KARN'S HILLSIDE SUBDIVISION 738 RODEO DRIVE, JACKSON WY.	DRAWING TITLE EXISTING SITE PLAN	NELSON ENGINEERING					P.O. BOX 1599, JACKSON WYOMING (307) 733-2087
			DATE	04/19/2021	REV.			
JOB NO 21-086-03			SURVEYED	NE				
			ENGINEERED	JK				
			DRAWN	BAG				
			CHECKED					
			APPROVED					

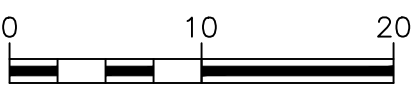
**NELSON
ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

S:\Proj\2021\086-03 C208 Rodeo Drive - Sinclair Residence - C2.0\Drawings\Civil\21-086 2021-GRADING V2.dwg GRADING PLANS - Jul 16, 2021 10:24:43 am PLOTTED BY: nead DWG: 01/06/2021



GRADING PLAN
SCALE: 1" = 20' (11x17)



LEGEND (DESIGN)	
	INDEX CONTOUR
	MINOR CONTOUR
	WATER SERVICE
	2"Ø WATER SERVICE
	4"Ø WATER SERVICE
	6"Ø SEWER LINE
	4"Ø SEWER LINE
	PRESSURE SEWER
	BURIED UTILITIES
	BURIED POWER
	BURIED GAS
	REPLACEMENT LEACHFIELD
	LIMITS OF DISTURBANCE
	FLOWLINE DITCH/SWALE
	SILT FENCE
	STRAW WATTLE
	SNOW STORAGE
	STAGING AREA
	DETENTION AREA
	CURB STOP
	WATER VALVE
	WATER WELL
	WATER METER
	SEWER CLEANOUT
	POWER TRANSFORMER
	POWER/UTILITY METER
	GAS METER
	POWER VAULT
	SEWER MANHOLE

DRAWING NO C2.0		JOB TITLE SINCLAIR RESIDENCE LOT 39 KARNS HILLSIDE SUBDIVISION 738 RODEO DRIVE, JACKSON WY.	DRAWING TITLE GRADING PLAN	REV.					
JOB NO 21-086-03				DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
				04/19/2021	NE	JK	BJG		
				NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087					

S:\Proj\2021\086-03 C738 Rodeo Drive - Sinclair Residence - C:\NVA Drawings\CA\21-086 SINCLAIR RESIDENCE V2.dwg UTILITY PLANS - Jul 16 2021 11:52:57 am PLOTTED BY: mead DWG: F08WAT_210



UTILITY PLAN
SCALE: 1" = 20' (11x17)

DRAWING NO C3.0		JOB TITLE SINCLAIR RESIDENCE LOT 39 KARNS HILLSIDE SUBDIVISION 738 RODEO DRIVE, JACKSON WY.	DRAWING TITLE UTILITY PLAN	<div>NELSON ENGINEERING</div> <div>P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</div>					REV.	
JOB NO 21-086-03				DATE 04/19/2021	SURVEYED NE	ENGINEERED JK	DRAWN BJG	CHECKED	APPROVED	