



# 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

Date: July 28, 2021

Item #: P21-202

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner**

Blair Place, LLC  
PO Box 453  
Jackson, WY 83001

**Applicant**

The Planning and Zoning Resource Co.  
1300 South Meridian Avenue, Suite 400  
Oklahoma City, OK 73108

**REQUESTS:**

The applicant is submitting a request for a Zoning Compliance Verification at the property located at 145 Blair Place Legally known LOT 1, HOMESTEAD NEIGHBORHOOD1 PIDN: 22-40-16-06-2-39-001

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

**Please respond by:** **August 11, 2021 (Sufficiency)**  
**August 18, 2021 (with Comments)**

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

## LETTER OF AUTHORIZATION

**BLAIR PLACE LLC**, "Owner" whose address is: PO Box 453  
Jackson, WY 83001-0453

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY) \_\_\_\_\_, as the owner of property  
more specifically legally described as: 145 Blair Drive Jackson WY 83001

**(If too lengthy, attach description)**

**HEREBY AUTHORIZES** Planning and Zoning Resource Company 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: Authorized Agent - Joanne Bruleau

(SIGNATURE) (SIGNATURE OF CO-OWNER) *[Signature]*  
Title: INFORMATION SPECIALIST  
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or  
other non-individual Owner)

STATE OF Oklahoma )  
COUNTY OF Osage )  
 )SS.  
)

The foregoing instrument was acknowledged before me by Shannon Bondreau this 28 day of July 2021

WITNESS my hand and official seal

(Seal)

(Notary Public)

(Notary Public)  
My commission expires:



# The Planning & Zoning Resource Company

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1300 South Meridian Avenue, Suite 400, Oklahoma City, OK 73108  
Telephone (405) 840-4344 · Fax (405) 840-2608  
Toll Free (800) 344-2944  
Ext: 4486  
Please fax to my direct fax number: 405-562-6185

To: Zoning Compliance  
Fax:  
Email: planning@jacksonwy.gov  
Date: 7/28/2021  
Subject:  
Ref. Number 148855-1  
RE: Blair Place, 145 Blair Drive, Jackson, Wyoming  
Add'l Info: Parcel: 22-40-16-06-2-39-001

Attached is our request for property information on the above-mentioned property. Please copy it onto your letterhead, provide the requested information, sign and return to me via either my direct fax, shown above, or via email to: Kylie.Pena@pzs.com

It is my understanding that there will be fees associated with this request. Please be advised that the total fees are not to exceed \$601 without my approval. If you should expect the fees to exceed this amount, please notify me as soon as possible. Furthermore, any additional costs associated with this request must be approved, in writing, prior to their incurrence.

Thank you in advance for your time and consideration on the above matter. If there are any questions you are unable to answer please let me know who I should contact. If you have any questions or concerns, do not hesitate to contact me at the toll free number 800-344-2944, extension 4486. You may also reach me by email at: Kylie.Pena@pzs.com

Sincerely,  
Kylie Pena

**The Planning & Zoning Resource Company**  
**1300 South Meridian Avenue, Suite 400**  
**Oklahoma City, OK 73108**

7/28/2021

ATTN: Kylie Pena  
Ref. No. 148855-1  
RE: Blair Place, 145 Blair Drive, Jackson, Wyoming  
Add'l Info. Parcel: 22-40-16-06-2-39-001

**The current zoning classification for the subject property is:** \_\_\_\_\_

**Adjacent property zoning designations:**

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**Is the subject property part of a Planned Unit Development?**

Yes, part of a PUD (See comment) \_\_\_\_\_  
No, not part of a PUD \_\_\_\_\_

Comment: \_\_\_\_\_

**Is the subject property part of an Overlay District?**

Yes, within an Overlay District \_\_\_\_\_  
No, not within an Overlay District \_\_\_\_\_

Comment: \_\_\_\_\_

**The subject property is currently regulated by:**

Section \_\_\_\_\_ of the Zoning Ordinance  
Planned Unit Development Ordinance No. \_\_\_\_\_ (copy attached)  
Site Plan Approval Case No. \_\_\_\_\_ (copy of plan and case attached)

Comment: \_\_\_\_\_

**According to the zoning ordinances and regulations for this district, the use of the subject property is a:**

Permitted Use by Right \_\_\_\_\_  
Permitted Use by Special/Specific Use Permit \_\_\_\_\_  
Copy Attached \_\_\_\_\_  
Copy Not Available (see comment) \_\_\_\_\_  
Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments) \_\_\_\_\_  
Non-Permitted Use \_\_\_\_\_

Comment: \_\_\_\_\_

**The subject structure(s) was developed:**

- In accordance with Current Zoning Code Requirements and is
- Legal Conforming
- Non-Conforming (see comments)
- In accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal
- Non-Conforming to current zoning requirements
- Prior to the adoption of the Zoning Code and is
- Grandfathered/Legal Non-conforming to current zoning requirements.
- In accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment:

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**Information regarding variances, special permits/exceptions, ordinances or conditions:**

- There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property
- The following apply to the subject property (see comments):
  - Variance - Documentation attached or is otherwise, no longer available (see comment)
  - Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
  - Ordinance Documentation attached or is otherwise, no longer available (see comment)
  - Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment:

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**Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:**

- May be rebuilt in the current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable.
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section \_\_\_\_\_ of the current zoning code/ordinance for details.

Comment:

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**To the best of your knowledge, do your records show any unresolved zoning code violations?**

- Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- No, there are no open violations on file in our records.

\*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

**To the best of your knowledge, do your records show any unresolved building code violations and/or complaints?**

- Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- No, there are no open violations on file in our records.

\*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

**To the best of your knowledge, do your records show any unresolved fire code violations and/or complaints?**

- Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- No, there are no open violations on file in our records.

\*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

**Site Plan Information:**

The subject property was not subject to a site plan approval process.

The subject property was subject to site plan approval: a copy of the approved site plan is attached.

The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (was lost or destroyed). All other existing documents applicable to site plan approval for the site are attached if available.

An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached if available.

Other, (as noted here): \_\_\_\_\_

**Were Certificates of Occupancy issued? If so, please provide all available copies. If copies are unavailable, please fill out our attached form letter.**

Please call the undersigned at \_\_\_\_\_, extension \_\_\_\_\_ if you have questions or concerns.

Sincerely:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

7/28/2021

ATTN: Kylie Pena  
Ref. No. 148855-1  
RE: Blair Place, 145 Blair Drive, Jackson, Wyoming  
Add'l Info. Parcel: 22-40-16-06-2-39-001

Based on our Records [Choose One]:

- A valid final certificate of occupancy has been issued and is in effect for the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. (See Attached Copy Issued)
- Certificates of Occupancy are not required. Final Building Permits have been issued and are now outstanding for the Project. (See Attached Copy Issued)
- Certificates of Occupancy for projects constructed prior to the year \_\_\_\_\_ are no longer on file with this office. The Project was constructed in \_\_\_\_\_. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the Project or any part thereof).
- We are unable to locate a certificate of occupancy for the Project from our records. We have evidence in our records, however, one was issued and has been subsequently lost or misplaced. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity, restoring, renovating or expanding the Project or any part thereof.
- This site is still being constructed. The absence of a certificate of occupancy for the Project will not give rise to any enforcement action affecting the Project. A certificate of occupancy for the Project will be issued when all final inspections have been passed.
- There are no records of a certificate of occupancy in any of our files; however, we consider the structures to be legally occupied.

Please call the undersigned at \_\_\_\_\_, extension \_\_\_\_\_ if you have questions or concerns.

Sincerely:

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner \_\_\_\_\_ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

**Use Permit**

Basic Use

Conditional Use

Special Use

**Relief from the LDRs**

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

**Physical Development**

Sketch Plan

Development Plan

Design Review

**Subdivision/Development Option**

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

**Interpretations**

Formal Interpretation

Zoning Compliance Verification

**Amendments to the LDRs**

LDR Text Amendment

Map Amendment

**Miscellaneous**

Other: \_\_\_\_\_

Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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 #: \_\_\_\_\_ 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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type 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](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).

**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](http://www.townofjackson.com/200/Planning) under the relevant application type.

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title