



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: August 3, 2021	REQUESTS:
Item #: P21-209	
Planner: Tyler Valentine	The applicant is submitting a request for a Zoning Compliance Verification at the property located at 245 Blair Place Legally known LOT 1, HOMESTEAD NEIGHBORHOOD1 PIDN: 22-40-16-06-2-39-001
Phone: 733-0440 ext. 1305	For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Email: tvalentine@jacksonwy.gov	
Owner Blair Place, LLC PO Box 453 Jackson, WY 83001	
Applicant Steven Yu 1845 Mt. Diablo Blvd STE 410 Walnut Creek, CA 94552	
Please respond by: August 17, 2021 (Sufficiency) August 24, 2021 (with Comments)	

Owner

Blair Place, LLC
PO Box 453
Jackson, WY 83001

Applicant

Steven Yu
1845 Mt. Diablo Blvd STE 410
Walnut Creek, CA 94552

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

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@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

Fees Paid _____	For Office Use Only
Application # _____	Date & Time Received _____
<i>Please note: Applications received after 3 PM will be processed the next business day.</i>	

PROJECT

Name/Description: Blair Place Apartments (295 apartment units)
Physical Address: 245 Blair Place, Jackson, WY 83001-0453 (contact address is 145 Blair Drive)
Lot, Subdivision: LOT 1, Homestead Neighborhood PIDN: Plat Number 759

PROPERTY OWNER

Name: Blair Place LLC Phone: _____
Mailing Address: 145 Blair Drive, Jackson, WY ZIP: 83001
E-mail: _____

APPLICANT/AGENT

Name: Steven Yu Phone: 510-589-4354
Mailing Address: 1850 Mt. Diablo Blvd Suite 410, Walnut Creek, CA ZIP: 94552
E-mail: yu@bridgepartners.com

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

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input checked="" type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> 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 #: _____ 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?

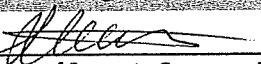
Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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 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 Laramie 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

7/30/2021

Date

Steven Yu

Name Printed

Title

LETTER OF AUTHORIZATION

Blair Place LLC _____, "Owner" whose address is: 145 Blair Drive

Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: LOT 1, HOMESTEAD NEIGHBORHOOD
Plat number 759

(If too lengthy, attach description)

HEREBY AUTHORIZES Steven Yu, Bridge Partners 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: Manager Power

(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

Susan Kopp, July 2021.

WITNESS my hand and official seal.

Susan Kopp
(Notary Public)

My commission expires: 3/23/23

(Seal)



Zoning Conformance Letter Request:

July 30, 2021

Jackson Planning Department,

I would like to request a Zoning Conformance Letter for a property in Jackson:

1. Blair Place (*Parcel: 22-40-16-06-2-39-001*) – 245 Blair Place, Jackson, WY 83001-0453 (the contact address is shown as 145 Blair Drive in Jackson, WY)

Please address the letter to:

Steven Yu
Bridge Partners
1850 Mt. Diablo Blvd., Ste. 410
Walnut Creek, CA 94596

Based on our preliminary research, Blair Place is a twenty-five building, two- and three-story apartment complex with 295 dwelling units and 675 parking stalls. The property was built from 1996-2008 with an approximate Gross Building Area of 317,897 SF and Land Area of 1,254,963.6 SF (28.81 acres).

In the Zoning Conformance Letter, please confirm the information above regarding existing site conditions and use for the property and address the following:

1. Provide the property's general plan/zoning designation – use and/or construction permitted (*specify current development standards – density/acre, setback and parking requirements*),
2. Provide a copy of findings, conditions and approved plans for all land use permits on file (*including variance approvals*)
3. Confirm that there are no existing building, zoning, or fire code violations outstanding (*code violations*),
4. Confirm that the property can be rebuilt as-is in the event of fire or natural disaster (*Replacement Clause*) and
5. Provide copies of all certificates of occupancy and final building permits on file.

Feel free to reach out to me with any questions or if I can help clarify anything.

Best,

Steven Yu

925 378-7443 (direct dial)

510 589-4354 (cell)

yu@bridgepartners.com

