



# 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: August 16, 2021	<b>REQUESTS:</b>
Item #: P21-222	The applicant is submitting a request for a Grading Pre-Application for the property located at 865 Wheatleigh Way, legally known as LOT 17, DAISY BUSH SECOND ADDITION, PIDN: 22-41-16-34-1-AD-003
Planner: Tyler Valentine	For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1305	
Fax: 734-3563	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
Owner: Amy & Jeff Golightly PO Box 11802 Jackson, WY 83002	
Applicant: Anna Butler, Miro Studio Architecture PO Box 12374 Jackson WY 83002	
Please respond by: August 23, 2021 (with Comments)	

**Owner:**

Amy & Jeff Golightly  
PO Box 11802  
Jackson, WY 83002

**Applicant:**

Anna Butler, Miro Studio Architecture  
PO Box 12374  
Jackson WY 83002

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

August 11, 2021

Golightly Residence  
865 Wheatleigh Way  
Jackson, WY

**Pre-application Conference narrative.**

This Narrative describes a new house at 865 Wheatleigh Way at Lot 17 Daisy Bush, second addition.

The zoning is NM-1 with specific requirements listed in the subdivision agreements.

The 0.17 acre lot is currently vacant.

A new 2394 SF single family house above a 1044 SF basement is proposed. An attached garage will be 718 SF providing 2 parking spaces.

A plan level grading permit will accompany the Residential Building Permit Application. (site disturbance will be >3000 SF) The building will comply with all Town of Jackson LDR dimensional and use limitations as well as all adopted codes.

Please find attached a sketch site plan prepared by Randy Schrouder of SCG Engineering.

Respectfully,

*AButler*

Anna Butler

Miro Studio Architecture, LLC



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

150 E Pearl Ave. ph: (307) 733-0440 fax:  
P.O. Box 1687 [www.townofjackson.com](http://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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Golightly Residence

Physical Address: 865 Wheatleigh Way

Lot, Subdivision: lot 17 Daisy Bush, Second Addition

PIDN: 22-41-16-34-1-AD-003

**PROPERTY OWNER.**

Name: Amy + Jeffrey Golightly

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

Mailing Address: PO BOX 11802, Jackson

ZIP: 83002

E-mail: amycgolightly@gmail.com

**APPLICANT/AGENT.**

Name, Agency: Anna Butler, Miro Studio Architecture

Phone: 3076904187

Mailing Address: PO Box 12374, Jackson

ZIP: 83002

E-mail: anna@miroarchitect.com

**DESIGNATED PRIMARY CONTACT.**

       Property Owner

       x        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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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.

**Anna Butler**

Signature of Owner or Authorized Applicant/Agent

**Anna Butler**

Name Printed

**8/11/2021**

Date

**Agent / Architect**

Title

## LETTER OF AUTHORIZATION

Jeff Golightly \_\_\_\_\_, "Owner" whose address is: 865 Wheatleigh  
Way, Jackson, Wyoming 83001

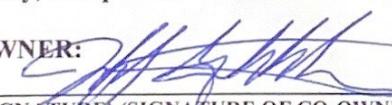
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Amy and Jeff Golightly \_\_\_\_\_, as the owner of property  
more specifically legally described as:  
LOT 17, DAISY BUSH SECOND ADDITION PIDN: 22-41-16-34-1-AD-003

(If too lengthy, attach description)

HEREBY AUTHORIZES Anna Butler \_\_\_\_\_ 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: \_\_\_\_\_

(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 Jeff Golightly this 16<sup>th</sup> day of  
August, 2021.

WITNESS my hand and official seal.

Cynthia Wiley  
(Notary Public)

My commission expires: 6.18.25

(Seal)



## GENERAL PROJECT NOTES:

1. THE PROJECT WORK SHALL CONFORM TO THE SPECIFICATIONS DEFINED WITHIN THESE DRAWINGS ALONG WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) AND FEDERAL REGULATIONS.
2. CONTRACTOR WILL COMPLY WITH ALL STATE AND FEDERAL REGULATIONS, INCLUDING BUT NOT LIMITED TO THE OCCUPATIONAL SAFETY AND HEALTH ACT REQUIREMENTS.
3. CONTRACTOR IS TO KEEP CURRENT STAMPED PLANS AND TOWN OF JACKSON GRADING & EROSION CONTROL PERMIT ON JOBSITE AT ALL TIMES.
4. ALL WORK PERFORMED IS SUBJECT TO INSPECTION BY ENGINEER TO ENSURE COMPLIANCE WITH THE PROJECT SPECIFICATIONS AND THESE CONSTRUCTION DRAWINGS.
5. SUMMIT CONSULTING GROUP IS NOT RESPONSIBLE FOR WORK COMPLETED WITHOUT THE SUPERVISION OF THE PROJECT ENGINEER OR AUTHORIZED AGENT.
6. SUMMIT CONSULTING GROUP IS NOT RESPONSIBLE FOR WORK NOT SPECIFIED IN THESE CONSTRUCTION DRAWINGS AND PROJECT SPECIFICATIONS.
7. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF ANY EXISTING PUBLIC AND PRIVATE UTILITIES. EXISTING UTILITIES HAVE BEEN LOCATED ON THE PLANS USING THE BEST AVAILABLE INFORMATION AND THROUGH FIELD SURVEY. CALL 811 FOR LOCATES.
8. THE CONTRACTOR IS RESPONSIBLE FOR THE CONFINEMENT OF THE WORK TO THE LIMITS SHOWN ON THE DRAWINGS. ANY ADJACENT AREAS THAT ARE DISTURBED WILL BE RESTORED TO THE ORIGINAL CONDITION AS DIRECTED BY THE ENGINEER OR GOVERNING BODY.
9. THE CONTRACTOR IS RESPONSIBLE FOR RESETTING ALL LAND MONUMENTS DISRUPTED BY CONSTRUCTION ACTIVITIES OR BY NEGLIGENCE ON THE PART OF CONTRACTOR.
10. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR CONFLICTS DISCOVERED WITHIN THE DRAWINGS AND SPECIFICATIONS PRIOR TO COMMENCEMENT OF THE WORK SHOWN. REVISIONS OR CORRECTIONS TO THE DRAWINGS MUST BE ACCEPTED AND APPROVED BY THE ENGINEER IN WRITING BEFORE THE AFFECTED WORK IS STARTED. FIELD CHANGES MADE WITHOUT WRITTEN CONSENT FROM THE ENGINEER WILL BE SUBJECT TO REJECTION AND REPLACEMENT IN ACCORDANCE TO THESE GENERAL SPECIFICATIONS.
11. REFER TO ARCHITECTURAL PLANS AND DETAILS BY MIRO STUDIO ARCHITECTURE.
12. FINAL LANDSCAPE AND IRRIGATION PLAN BY OTHERS.
13. CERTIFICATE OF PLACEMENT REQUIRED FOR ALL STRUCTURES.
14. CONTRACTOR SHALL PREVENT TRACKING OF DIRT/MUD ONTO THE STREET.
15. INSTALL CONSTRUCTION FENCING AROUND PERIMETER OF PROPERTY WITH ACCESS GATE(S) IN ACCORDANCE WITH APPROVED CONSTRUCTION MANAGEMENT PLAN.
16. REFER TO CONSTRUCTION MANAGEMENT PLAN (BY OTHERS) FOR THE LOCATIONS OF MATERIAL AND EQUIPMENT STORAGE AND SOIL STOCKPILE LOCATIONS.
17. CONTRACTOR TO SUBMIT A CONSTRUCTION-STAGING NARRATIVE TO TOJ ENGINEER FOR REVIEW AND APPROVAL PRIOR TO COMMENCEMENT OF WORK.
18. PROPOSED SITE DEVELOPMENT: ~8,360-SQFT ( $= LSR \sim 0.38 > 0.21$ )
19. SCHEDULE OF LAND DISTURBING ACTIVITIES:
  - 19.1. EXCAVATE BUILDING FOUNDATION: APRIL 2021
  - 19.2. BUILD HOUSE AND INSTALL UTILITIES: APRIL 2021 - APRIL 2022
  - 19.3. FINAL SITE LANDSCAPING AND STABILIZATION: APRIL - JUNE 2022

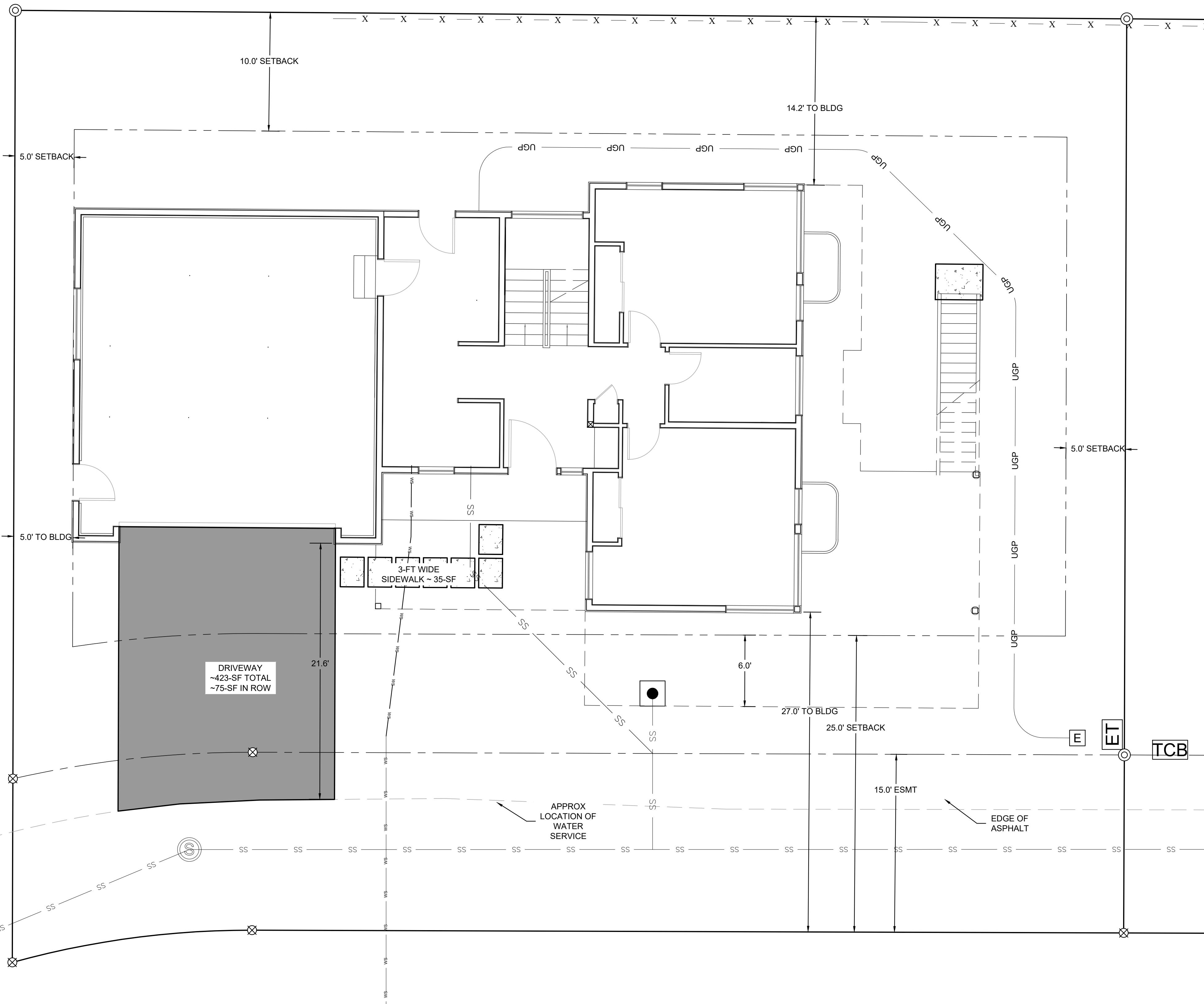
Summit Consulting Group

**SCG**

Civil + Geotechnical Engineering,  
Geology, Groundwater,  
and Construction Administration  
P.O. Box 6482 • 2100 Wilson Road  
Jackson, WY 83001 • 307.413.3599  
[www.sccengineering.com](http://www.sccengineering.com)

PROJECT TITLE: GOLIGHTLY RESIDENCE  
DRAWING TITLE: LOT 17 DAISY BUSH 2ND ADD  
PROPOSED CONDITIONS 865 WHEATLEIGH WAY  
SITE PLAN TOWN OF JACKSON, WY

REV: A XXXX  
DESCRIPTION:  
DATE: RS XXXXXX  
CHECKED BY: RS  
PROJECT NO. 256-21-1  
SCALE: 1"=10'  
(24" x 36" SHEET)  
SHEET NO. C2



10/16/20

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