



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

<p>Date: August 16, 2021</p> <p>Item #: P21-222</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Fax: 734-3563</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner: Amy & Jeff Golightly PO Box 11802 Jackson, WY 83002</p> <p>Applicant: Anna Butler, Miro Studio Architecture PO Box 12374 Jackson WY 83002</p>	<p>REQUESTS:</p> <p>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</p> <p>For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.</p>
<p>Please respond by: August 23, 2021 (with Comments)</p>	

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

A Butler

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
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: 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) 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.

Anna Butler

8/11/2021

Signature of Owner or Authorized Applicant/Agent

Date

Anna Butler

Agent / Architect

Name Printed

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 16th day of AUGUST, 2021.

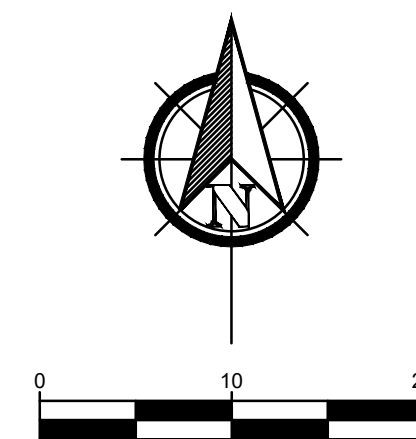
WITNESS my hand and official seal.

Cynthia Wiley
(Notary Public)

My commission expires: 6.18.25

(Seal)





Summit Consulting Group			
Civil + Geotechnical Engineering, Geology, Groundwater, and Construction Administration		P.O. Box 6482 • 2100 Wilson Road Jackson, WY. 83002 • Jackson, WY 83001 www.scgengineering.com • 307.413.4399	
PROJECT TITLE:		GOLIGHTLY RESIDENCE LOT 17 DAISY BUSH 2ND ADD 865 WHEATLEIGH WAY TOWN OF JACKSON, WY	
DRAWING TITLE:		PROPOSED CONDITIONS SITE PLAN	
REV.	DESCRIPTION:	BY:	DATE:
A	XXXX	RS	XXXXXX
CHECKED BY:		RS	
PROJECT NO.		256-21-1	
SCALE: 1"=10' (24"x36" SHEET)			
SHEET NO.			
C2			