



# 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: September 16, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 820 Upper Cache Creek Dr, legally known as LOT 1, GREEN BAY, WYOMING ADDITION, PIDN: 22-41-16-34-4-10-001  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-244	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Fax: 734-3563	
Email: kpage@jacksonwy.gov	
<b>Owner:</b> Destin Peters PO Box 9605 Jackson, WY 83002	
<b>Applicant:</b> same	
<b>Please respond by: September 30, 2021 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
blenz@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](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 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](http://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.

<input type="checkbox"/> NO Physical Development Permit	<b>This pre-application conference is:</b>
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Required
<input type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input type="checkbox"/> For an Environmental Analysis
<input type="checkbox"/> Amendments to the LDRs	<input checked="" type="checkbox"/> For grading
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

**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.

*Destin Peters*

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

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

RE: 820 Upper Cache Creek Rd - Narrative for Optional GEC Pre Application Conference

Town of Jackson Planning & Building,

We are planning on starting construction of a small single story residence w/ no garage (<500 sqft unit) on our 0.28 acre lot at 820 Upper Cache Creek Dr. We'd like to quickly schedule an optional preapplication conference to review our site plan and grading info (Statement Level GEC submission is required), in hopes of being proactive and obtaining speedy approval to allow connection of our water and sewer services prior to the Oct 15th deadline for working within the town right of way.

Sincerely,

*Destin Peters*

Destin Peters



