



# 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

<p>Date: September 17, 2021</p> <hr/> <p>Item #: P21-247</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <hr/> <p><b>Owner</b> Town of Jackson PO Box 1687 Jackson, WY 83001</p> <hr/> <p><b>Applicant:</b> Lower Valley Energy PO Box 572 Jackson, WY 83001</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for an Easement for the property located at 172 Center St. known as LOT 1-2, BLK. 4, SMITH PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116</p> <p>For questions, please call Brian Lenz at 733-0440, x1410 or email to the address shown below. Thank you.</p>
<p><b>Please respond by:</b></p> <p style="font-size: 1.2em;"><b>October 8, 2021 (with Comments)</b></p>	

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



**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

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

**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/200/Planning](http://www.townofjackson/200/Planning)

<p><b>Use Permit</b></p> <p>_____ Basic Use</p> <p>_____ Conditional Use</p> <p>_____ Special Use</p> <p><b>Relief from the LDRs</b></p> <p>_____ Administrative Adjustment</p> <p>_____ Variance</p> <p>_____ Beneficial Use Determination</p> <p>_____ Appeal of an Admin. Decision</p>	<p><b>Physical Development</b></p> <p>_____ Sketch Plan</p> <p>_____ Development Plan</p> <p>_____ Design Review</p> <p><b>Subdivision/Development Option</b></p> <p>_____ Subdivision Plat</p> <p>_____ Boundary Adjustment (replat)</p> <p>_____ Boundary Adjustment (no plat)</p> <p>_____ Development Option Plan</p>	<p><b>Interpretations</b></p> <p>_____ Formal Interpretation</p> <p>_____ Zoning Compliance Verification</p> <p><b>Amendments to the LDRs</b></p> <p>_____ LDR Text Amendment</p> <p>_____ Map Amendment</p> <p><b>Miscellaneous</b></p> <p>_____ <b>Other:</b> _____</p> <p>_____ Environmental Analysis</p>
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**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 <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](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

## EXHIBIT A

A 10-foot-wide Access and Utility Easement located in those Tracts of Land described within Warranty Deed, Book 683, pages 374-375, records of the Clerk of Teton County, Wyoming and being located in the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$  of Section 27, Township 41 North, Range 116 West, 6<sup>th</sup> P.M., Town of Jackson, Teton County, Wyoming, said easement being the northerly 10 feet of said tracts and being more particularly described as follows;

Beginning at the northeast corner of the first tract of land (Tract 1) described in Said Book 683, and being the westerly right of way line of King Street, thence N 89°37'38" W along the north line of Said Tracts, a distance of 154.97 feet to the northwest corner of the second Tract (Tract 2);

Thence S00°22'22" W along the westerly line of said Tract 2, a distance of 5.00 feet;

Thence S31°20'22" W, continuing along said westerly line to a point being 10 feet southerly of said north line, a distance of 5.83 feet;

Thence S89°37'38" E, being 10 feet southerly of said north line, a distance of 157.92 feet to said westerly right-of-way line of King Street;

Thence N00°38'22" E, along said right-of-way line, a distance of 10.00 feet to the point of beginning.

Said easement contains 0.0357 acres, more or less, and is subject to any easements, rights-of-way, reservations or restrictions of sight and/or of record.

The Basis of Bearing for this description is N00°38'22" E along the westerly line of King Street.

All as shown on Exhibit "B" attached hereto and by this reference made a part hereof.

Lucas D. Rudolph  
Wyoming PLS 15442  
Nelson Engineering  
Project 21-271-01  
June 24, 2021



**DISTRIBUTION GAS EASEMENT**

KNOW ALL MEN BY THESE PRESENT:

That the undersigned, TOWN OF JACKSON, a Wyoming municipal corporation, ("Grantors") for a good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, convey and warrant unto Lower Valley Energy, a Cooperative Corporation, of Afton and Jackson, Wyoming and to its successors and assigns, ("Grantees"), a perpetual easement and right of way for the construction and continued maintenance, repair, alteration and replacement of the natural gas lines, lines and equipment of the Grantee to be constructed and maintained under, upon and across the premises of Grantor in Teton County, State of Wyoming, along a line described as follows, to wit:

As described in Exhibit A and as shown on Exhibit B, attached hereto and by this reference made a part hereof.

Together with all necessary and reasonable rights of ingress and egress and to excavate and refill ditches and trenches for the location and repair of said facilities and to cut, trim, spray herbicides, or remove trees, shrubbery, undergrowth or other obstructions interfering with the repair and maintenance of the facilities.

Grantor agrees that all natural gas lines and other facilities, installed on or under the described lands shall remain the property of the Grantee removable in the sole discretion of the Grantee at the Grantee's expense. The rights, conditions and provisions of this easement shall inure to the benefit of and be binding upon the parties, their heirs, executors, administrators, successors and assigns. Grantor shall compensate Grantee for any damages to Grantee's facilities caused by Grantor, including payment of Grantee's attorney fees if action is undertaken by Grantee to enforce the commitments described in this easement. Grantor reserves the right to improve, occupy and use this easement for all purposes not inconsistent with the easement grant. Each party shall have the remedy of specific performance regarding this easement. The rights and obligations described in this easement shall run with the land. This easement is not exclusive, and Grantor retains all rights not specifically granted by this easement. This is the entire agreement of the parties regarding this easement, except as may be set forth in writing after the date of this easement and signed by the parties. Grantor hereby releases and waives all rights by virtue of the Homestead Exemption Laws of Wyoming.

WITNESS the Hand of the Grantor, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TOWN OF JACKSON

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF                    }

COUNTY OF                }

The foregoing instrument was acknowledged before me by \_\_\_\_\_,  
affirming proper authority as the \_\_\_\_\_ of Town of Jackson, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal)

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: