



# 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: October 15, 2021</p> <p>Item #: P21-267</p> <hr/> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: <a href="mailto:kpape@jacksonwy.gov">kpape@jacksonwy.gov</a></p> <hr/> <p><b>Owner</b>          Monroe Partners Old West, LLC          PO Box 12494          Jackson, WY 83002</p> <p><b>Applicant</b>          Howard Zoning Assoc. -Bonita Knight          19045 N. Rockwell Ave.          Edmond, OK 73012</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Zoning Compliance Verification for the property located at 1150 W HWY 22, legally known as PT. SW1/4NE1/4, SEC. 32, TWP. 41, RNG. 116, (MOS T-30K &amp; T-30L) PIDN: 22-41-16-32-1-00-047</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: November 5, 2021 (with Comments)</b></p>	

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



**Howard Zoning Associates, LLC**

19045 North Rockwell Avenue • Edmond, OK 73012

Tel: (813) 938-8035 • Toll Free Fax: (877) 655-6292

Email: [bonita.knight@howardzoning.com](mailto:bonita.knight@howardzoning.com)

To: Town of Jackson, WY Planning Division

Email: [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

Date: October 4, 2021

**Request for a Zoning Verification Letter for: Storage Stables located at 1150 aka 1148 Highway 22, Parcel ID: 22-41-16-32-1-00-047, Built in 1969-2002.**

To Whom It May Concern:

Please kindly consider this as a formal request for a Zoning Verification Letter for the subject parcel. Below is a list of the items I am requesting to be included in the letter if they are not already included.

- What is the current zoning of this site (including any special or overlay districts)?
- Are self-storage facilities a permitted use under the current zoning?
- Are accessory uses such as a manager's residence permitted by right or would this require special permitting?
- What are the abutting Zoning Districts to this property (if they impact the development setbacks, height and buffer requirements)?
- Was this property developed with site plan approval? If so, can you please provide a copy of the approved site plan if available?
- To your knowledge are there any open/unresolved zoning or building violations of record for the above listed property? For any open violations can you please provide a copy of the citation or violation report?
- Was a variance or special/conditional use permit issued for this development? Can you please provide a copy of any documents if applicable? If one was issued, does it run with the land? If not, under what circumstances would a new CUP/SUP be required?
- If a variance or special/conditional use permit was issued/applicable would it run with the land, to successors (foreclosing lender/purchaser) as a matter of right, or would a new permitting process need to happen after a transfer?
- Was this site approved a Planned Unit Development and if so, can you please provide the PUD approvals and plan?
- If the sites do not meet the current zoning code (ie setbacks, height, density, parking, etc) would they be considered legal nonconforming?

Please provide as much information as possible on your city letterhead and return via Fax 877-655-6292 or Email to: [bonita.knight@howardzoning.com](mailto:bonita.knight@howardzoning.com). If you have any questions please feel free to contact me directly at (813) 938-8035. Thank you so much for your help.

Sincerely,

Bonita Knight



**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

**For Office Use Only**

Fees Paid \_\_\_\_\_ Date & Time Received \_\_\_\_\_  
Application #s \_\_\_\_\_

**Please note:** Applications received after 3 PM will be processed the next business day.

**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)

**Use Permit**

\_\_\_\_\_ Basic Use  
\_\_\_\_\_ Conditional Use  
\_\_\_\_\_ Special Use

**Relief from the LDRs**

\_\_\_\_\_ Administrative Adjustment  
\_\_\_\_\_ Variance  
\_\_\_\_\_ Beneficial Use Determination  
\_\_\_\_\_ Appeal of an Admin. Decision

**Physical Development**

\_\_\_\_\_ Sketch Plan  
\_\_\_\_\_ Development Plan  
\_\_\_\_\_ Design Review

**Subdivision/Development Option**

\_\_\_\_\_ Subdivision Plat  
\_\_\_\_\_ Boundary Adjustment (replat)  
\_\_\_\_\_ Boundary Adjustment (no plat)  
\_\_\_\_\_ Development Option Plan

**Interpretations**

\_\_\_\_\_ Formal Interpretation  
\_\_\_\_\_ Zoning Compliance Verification

**Amendments to the LDRs**

\_\_\_\_\_ LDR Text Amendment  
\_\_\_\_\_ Map Amendment

**Miscellaneous**

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Environmental Analysis

**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.

*Bonita Knight*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title



Town of Jackson  
 150 E Pearl Avenue  
 PO Box 1687, Jackson, WY 83001  
 P: (307)733-3932 F: (307)739-0919  
 www.jacksonwy.gov

Date:

# LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

**PRINT** full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Monroe Partners Real Estate LLC is the owner in fee of the premises located at:

Address of Premises: Storage Stables 1148 WY-22, Jackson WY

Legal Description: Please see attached.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Bonita Knight, Howard Zoning Assoc.

Mailing address of Applicant/agent: 19045 N. Rockwell Ave

Email address of Applicant/agent: bonita.knight@howardzoning.com

Phone Number of Applicant/agent: (405) 359-6292

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application
- ☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application
- ☐ Demolition Permit    ☒ Other (describe) Zoning letter, Violations, Co's, Approvals etc.

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.

Property Owner Signature

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Tennessee )  
 ) SS.  
 COUNTY OF Putnam )

The foregoing instrument was acknowledged before me by Barry Reese this 6<sup>th</sup> day of October 2021. WITNESS my hand and official seal.

Notary Public

My commission expires: 10/23/24

