



# 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: October 20, 2021	<b>REQUESTS:</b>
Item #: P21-274	The applicant is submitting a request for a Grading Pre-Application for the property located at 430 E Simpson Ave., legally known as LOT 3, BLK. 2, BRUCE PORTER SUBDIVISION (2ND FILING), PIDN: 22-41-16-34-2-12-006
Planner: Katelyn Page	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. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner:</b> Gary Lee & Jonathan Gordon 2 Horatio St. Apt 12A New York, NY 10014	
<b>Applicant:</b> same	
<b>Please respond by: October 28, 2021 (with Comments)</b>	

**Applicant:**

same

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

20 October 2021

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

To Whom it May Concern,

The Attached PAP is for new residential construction located at 430 E Simpson Ave., Jackson WY. In accordance with the site plan attached, there is an existing residence with associated parking and utilities. Proposed development includes demolition of existing structure and construction of a new residence and attached ARU with separate utilities. The proposed development is shown on the same attached site plan. Please don't hesitate to contact me with project inquiries.

Sincerely,



Braden Olson, PE  
Nelson Engineering

Office: 307.733.2087  
Email: [bolson@nelsonengineering.net](mailto:bolson@nelsonengineering.net)



**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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Lee- Gordon Residence

Physical Address: 430 E. Simpson Street, Jackson WY 83001

Lot, Subdivision: LOT 3, BLK. 2, BRUCE PORTER SUBDIVISION (2ND FILING)

PIDN: 22-41-16-34-2-12-006

**PROPERTY OWNER.**

Name: Gary Lee and Jonathan Gordon

Phone: 1-917-579-5473

Mailing Address: 2 HORATIO ST APT 12A, NEW YORK, NY

ZIP: 10014-1634

E-mail: Gary Lee <gary.y.lee@gmail.com>

**APPLICANT/AGENT.**

Name, Agency:

Phone:

Mailing Address:

ZIP:

E-mail:

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

Please contact Braden Olson and Elyse Casper when scheduling the pre-app meeting. Thank you.  
bolson@nelsonengineering.net; elyse@paradigmv3.com

**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.

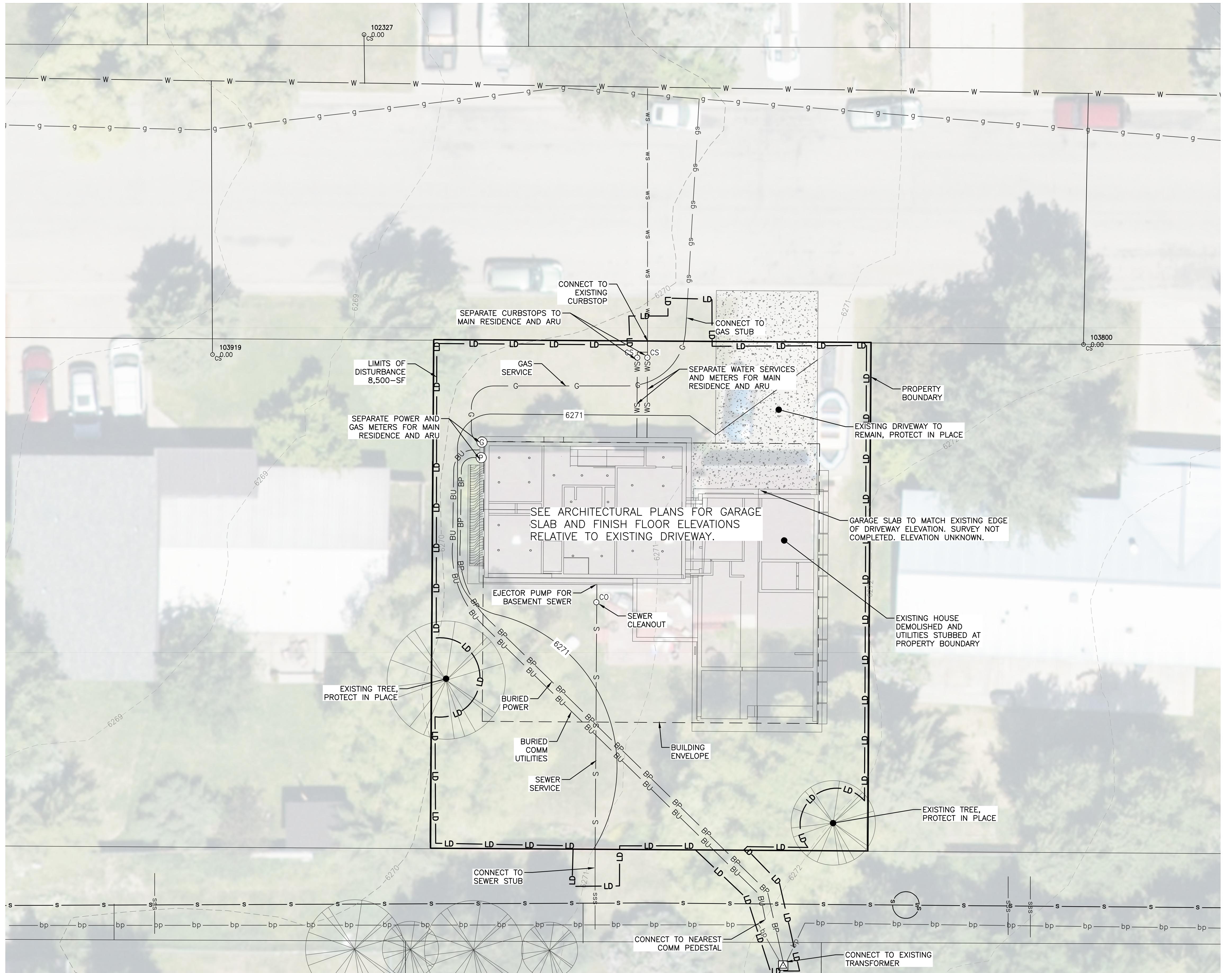
  
Signature of Owner or Authorized Applicant/Agent

Gary Lee  
Name Printed

10/19/2021

Date

Title



PROPOSED SITE PLAN

SCALE: 1" = 20' (12x18)

0 10 20

10-20-21\_PRE-APP SITE PLAN  
NOT FOR CONSTRUCTION

DRAWING NO	JOB TITLE	DRAWING TITLE		
		PRE-APPLICATION SITE PLAN	20 OCT 2021	REV.
21-395-02	LEE-GORDON RESIDENCE 430 E SIMPSON AVE JACKSON, WYOMING	SURVEYED	—	BO
21-395-02	ENGINEERING P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087	ENGINEERED	BO	BO
21-395-02	DRAWN	BO	BO	BO
21-395-02	CHECKED	BO	BO	BO
21-395-02	APPROVED	BO	BO	BO