



# 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 21, 2021	<b>REQUESTS:</b>
Item #: P21-274	The applicant is submitting a request for a Grading Pre-Application for the property located at 640 Snow King Drive, legally known as LOT 48, SNOW KING ESTATES, PIDN: 22-41-16-34-4-03-004
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> Sean & Helen Macauley PO Box 7934 Jackson, WY 83002	
<b>Applicant:</b> A43 Architecture – Chris Jaubert 3970 Hawathorne Ln Wilson, WY 83014	
<b>Please respond by:</b> October 28, 2021 (with Comments)	

**Owner:**

Sean & Helen Macauley  
PO Box 7934  
Jackson, WY 83002

**Applicant:**

A43 Architecture – Chris Jaubert  
3970 Hawathorne Ln  
Wilson, WY 83014

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



## PRE-APPLICATION CONFERENCE REQUEST (PAP)

### Planning & Building Department Planning Division

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

#### *For Office Use Only*

Fees Paid \_\_\_\_\_

Check # \_\_\_\_\_

Credit Card \_\_\_\_\_

Cash \_\_\_\_\_

Application # \_\_\_\_\_

**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.

#### **When is a Pre-application Conference required?**

A pre-application conference is required for the following applications:

- Sketch Plan
- Development Plan
- Conditional Use Permit
- Special Use Permit
- Development Option Plan
- Zoning Map Amendment
- Planned Unit Development
- Plan-level Grading Permit
- Environmental Analysis

When not required, the applicant may request a pre-application conference for other types of applications.

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT.**

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: \_\_\_\_\_

**ANTICIPATED TYPES OF REVIEW PROCESS NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit (includes grading)  
 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, and six hard copies of the submittal packet.

Have you attached the following?

**Application Fee.** See the currently adopted Fee Schedule in the Administrative Manual for more information.

**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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

**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)

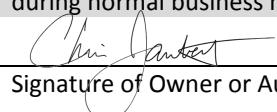
**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. 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

Name Printed

Date

Title

## LETTER OF AUTHORIZATION

Helen & Sean Macauley      **“Owner” whose address is:** 640 Snow King Dr.

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY) \_\_\_\_\_, as the owner of property  
more specifically legally described as: LOT 48, SNOW KING ESTATES

**(If too lengthy, attach description)**

HEREBY AUTHORIZES Chris Jaubert - A43 Architecture 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:**

Smalley  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

(SIC#)

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

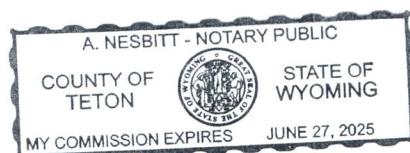
The foregoing instrument was acknowledged before me by Sean Macauley this 12<sup>th</sup> day of February, 2001.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:





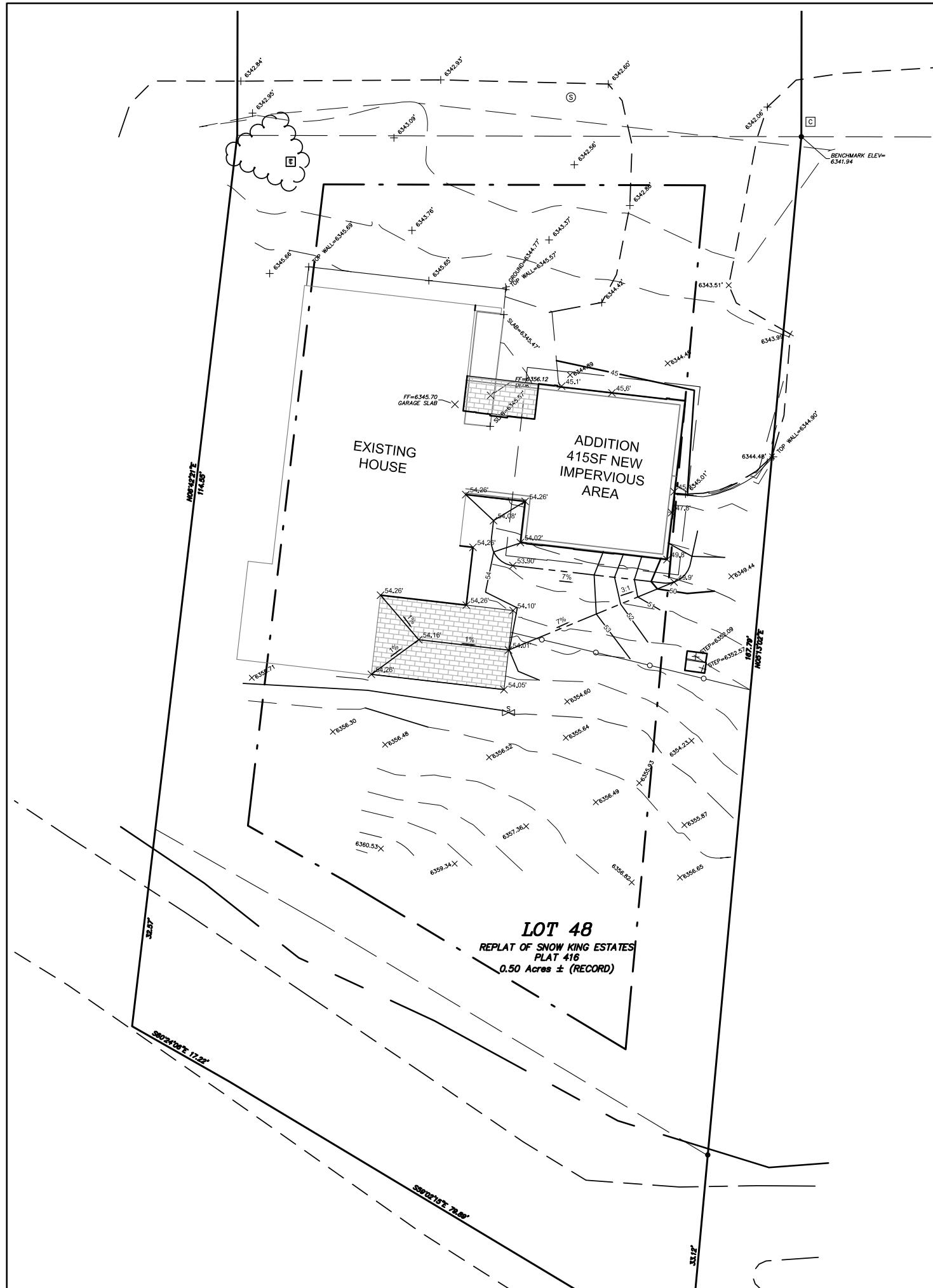
## **Macauley Residence – Remodel/Addition**

### **640 Snow King Dr.**

#### **Project Narrative**

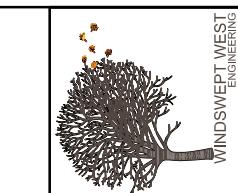
The existing single-family residence is located on a sloped site in the NL-2 Zone. The project consists of a 1560sf addition that will include a new entry to the existing home as well as an attached 2-car garage with a new Master Suite above. At the same time, we will be replacing the wood deck on the South of the home. We will also be enclosing a small portion of the existing upper deck on the North and converting that space to a small home office.

The existing grade ranges from 0-16% and is all man-made. Total grading disturbance will exceed 1000sf.



## LEGEND

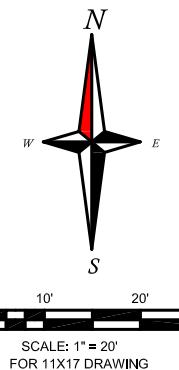
PRO	
BUILDING	
FOUNDATION	
ROOF LINE	
PATIO	
FLOW LINE	
MAJOR CONTOUR	
MINOR CONTOUR	
SPOT ELEVATION	



Project Title: MACUALEY RESIDENCE  
640 SNOW KING DRIVE  
JACKSON, WY

Sheet Title: ADDITION PROJECT  
PROPOSED CONDITIONS

Ver: PRE-APP 10/20/21  
Ver:  
Ver:  
Ver:  
Ver:  
Project: 21011



C2.1

Date: 10/20/21

