



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 25, 2021	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the properties located at 370 E Deloney and 385 E Broadway, legally known as NO. 1/2 LOTS 5,6, BLK. 2, L.G. GILL SUBDIVISION, PIDN: 22-41-16-27-3-19-001 and SO. 1/2, LOTS 5,6, BLK. 2, L.G. GILL SUBDIVISION PIDN: 22-41-16-27-3-19-005 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-278	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: Atlantic Creek Holdings, LLC 115 W Snow King Ave. Jackson, WY 83001 Applicant: DMARC Studio 1804 Fifth St. Berkeley, CA 94710	
Please respond by: November 1, 2021 (with Comments)	

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
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

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.

☒ 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) of the submittal packet.

Have you attached the following?

☒ **Application Fee.** Go to 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)

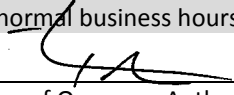
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be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

Date

Name Printed

Title

LETTER OF AUTHORIZATION

ATLANTIC CREEK HOLDINGS LLC, "Owner" whose address is: 116 W. SNOW
KING AVE JACKSON WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: 370 E DELONEY AVE 385 E BROADWAY
AVE. JACKSON WY. 22-41-16-27-3-19-001; 22-41-16-
27-3-19-005

(If too lengthy, attach description)

HEREBY AUTHORIZES ZAC MADDRY / DHARC STUDIO 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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: MEMBER

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

STATE OF _____)
)SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____ this _____ day of
_____, 20____.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of San Francisco)

On October 22, 2021 before me, Shirley E. Busch, Notary Public,
Date Here Insert Name and Title of the Officer

personally appeared John Stricklin,
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Shirley E. Busch
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Letter of Authorization Document Date: October 22, 2021
Number of Pages: 1 Signer(s) Other Than Named Above: n/a

Capacity(ies) Claimed by Signer(s)

Signer's Name: John Stricklin
☐ Corporate Officer — Title(s): Owner
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____



Teton County Planning and Development

Planning Division
200 S. Willow St.
Teton County, WY

October 19, 2021

Delivered via: email

Please accept this **Pre-Application Conference** request on behalf of the property owner, Atlantic Creek Holdings, LLC. The authorized agent is Dmarc Studio. The project will disturb approximately .42 acres on a flat site. This submittal includes the following files:

1. Pre-Application Conference request form
2. Notarized Letter of Authorization
3. Existing site plan
4. Proposed site plan

The key property details and items pertaining to the physical development limits are as follows:

Property:

Both properties are Lot 5, Gill Subdivision

The parcel identification number for 370 E Deloney Ave is 22-41-16-27-3-19-001 and the parcel identification number for 385 E Broadway Ave is 22-41-16-27-3-19-005.

Acres:

Gross site area for 370 E Deloney Ave is .20 acres. Gross site area for 385 E Broadway Ave is .22 acres.

Zoning:

NL-3. There are no proposed changes to the current zoning designation.

Zoning Overlays:

The property is not in any Zoning Overlays

Hazard Zones:

The property is not located within any hazard zones, there are no flood zones on the property.

Project Scope:

The project consists of the demolition of existing structures and the construction of two single family residences (one on each of the two parcels).

Grading:

The lots are mostly flat. The site grading will be designed in a manner which will minimize disturbance areas. The grading will also be designed to preserve as many existing trees as possible. The impacts of the proposed use will be mitigated and detailed on the construction plans and permitting packages.



Utilities:

Water: Town of Jackson Hook Up
Septic: Town of Jackson Sewer
Gas: Town of Jackson Connection
Utility locations: to be determined.

Landscaping:

The proposed development plan will enhance the existing landscape. A landscaping plan will be included in the GEC permit set and will meet or exceed the minimum plant unit and types required.

Site Development:

The proposed specific site development area calculation will comply with the Town of Jackson LDRs. It will be finalized as the project proceeds.

Building Height:

The highest point of the structure shall not exceed 30' per Town of Jackson LDRs.

Required Permits:

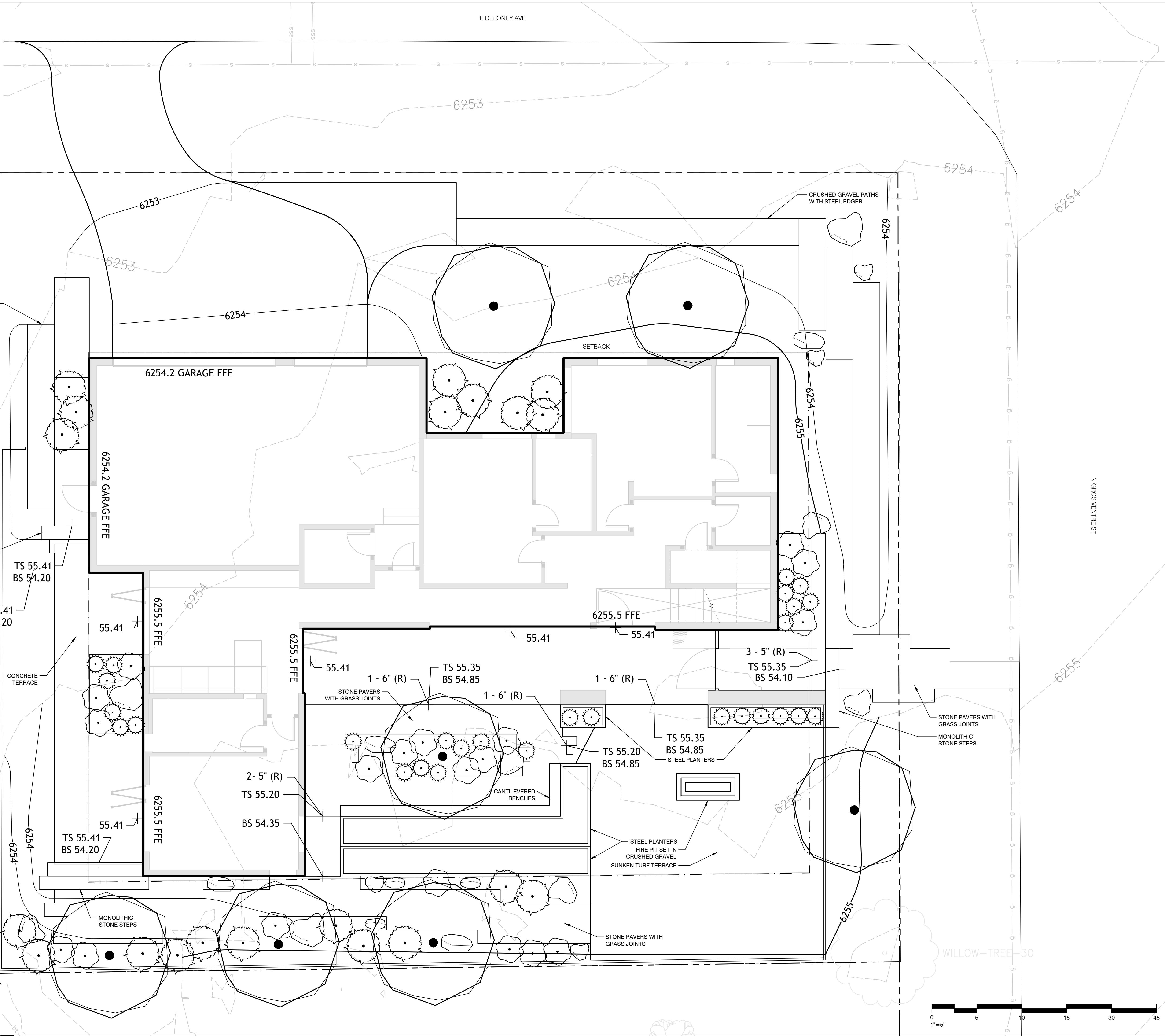
- GEC – plan level anticipated

Thank you,

Hans N Flinch, PLA
Cairn Landscape Architects, LLC
hans@cairnla.com

LEGEND

- PROPERTY BOUNDARY
- BUILDING ENVELOPE
- SETBACK
- ROADWAY
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR



DMARCstudio

1804 fifth st
berkeley, CA 94710
tel: 415.690.0800
www.dmarcstudio.com

PROPERTY OWNER

ATLANTIC CREEK HOLDINGS, LLC
115 W SNOW KING AVE.
JACKSON, WY 83001

ARCHITECT

DMARCstudio
1804 FIFTH STREET
BERKELEY, CA 94710
415.258.9100
zac@dmarcstudio.com

STRUCTURAL ENGINEER

G&S STRUCTURAL ENGINEERS
505 LINDSAY BOULEVARD
IDAHO FALLS, ID 83402
208.523.6918
dean@gsengineers.net

CIVIL ENGINEER

-
-
-

LANDSCAPE ARCHITECT

CAIRN LANDSCAPE ARCHITECTS
P.O. BOX 8281
JACKSON, WY 83002-8281
307.264.0939
hans@cairnla.com

MECHANICAL, ELECTRICAL, PLUMBING ENGINEER

ARCHITECTURAL ENGINEERING CONSULTANTS, INC.
40801 US HWY 6 & 24, SUITE 214
P.O. BOX 8489
AVON, CO 81620
970.748.8520

SUBMISSIONS

DATE
06/15/2021
07/12/2021
10/19/2021
11/02/2021

ISSUE
SCHEMATIC DESIGN SET
PRICING SET
PRE APP PLANS
UPDATED PRE APP PLANS

REVISIONS

NO	DATE	DESCRIPTION

PROJECT

370 E. Deloney Ave
Jackson, WY 83001

Project North
N

True North
N

SCALE: 1" = 5'-0"

ARCH D

370 E. DELONEY
SITE PLAN

L0.1

DATE: 11/02/2021
JOB NUMBER:

804 fifth st
berkeley, CA 94710
tel: 415.690.0800
www.dmarcstudio.com

ARCHITECT
DMARCstudio
1804 FIFTH STREET
BERKELEY, CA 94710
415.258.9100
zac@dmarcstudio.com

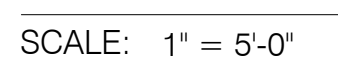
CIVIL ENGINEER

MECHANICAL, ELECTRICAL, PLUMBING ENGINEER
ARCHITECTURAL ENGINEERING CONSULTANTS, INC.
40801 US HWY 6 & 24, SUITE 214
P.O. BOX 8489
AVON, CO 81620
970.748.8520

DATE	ISSUE
06/15/2021	SCHEMATIC DESIGN SET
07/12/2021	PRICING SET
10/19/2021	PRE APP PLANS
11/02/2021	UPDATED PRE APP PLANS

NO	DATE	DESCRIPTION

385 E. Broadway Ave
Jackson, WY 83001



385 E. BROADWAY SITE PLAN

_0.2

DATE: 11/02/2021
JOB NUMBER:

