



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: February 25, 2022	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 75,85 & 105 McKean Dr. ., legally known as LOT 4, LOT 5, and LOT 6 ASHLEY NOWLIN ADDITION, PIDNs: 22-41-16-34-1-89-004, 005, 006 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P22-042	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Mark Nowlin PO Box 2152 Jackson, WY 83001 Applicant: Tim Grimes, Houseplant, Inc. PO Box 6729 Jackson, WY 83002	
Please respond by: March 4, 2022 (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: 75 McKean Dr. - Platting, & Civil proposal

Physical Address: 75 McKean Drive

Lot, Subdivision: Lot 4,5,6, Ashley Nowlin Addition

PIDN: 22-41-16-34-1-89-004 (Lot 4)
22-41-16-34-1-89-005 (Lot 5)
22-41-16-34-1-89-006 (Lot 6)

PROPERTY OWNER.

Name: Mark Nowlin

Phone: _____

Mailing Address: P.O. Box 2152

ZIP: 83001

E-mail: mnowlinj@AOL.com

APPLICANT/AGENT.

Name, Agency: Tim Grimes, Houseplant, Inc.

Phone: 307-690-6064

Mailing Address: P.O. Box 6729

ZIP: 83002

E-mail: tim@stinkyprints.com

DESIGNATED PRIMARY CONTACT.

X Property Owner

X Applicant/Agent

(Please email Tim Grimes in addition to owner to schedule meeting date and copy on all correspondence)

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: N/A 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.

<input checked="" type="checkbox"/> Physical Development Permit	This pre-application conference is:
<input type="checkbox"/> Use Permit	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input type="checkbox"/> For an Environmental Analysis
<input type="checkbox"/> Amendments to the LDRs	<input checked="" type="checkbox"/> For grading
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

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 or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

☒ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com for the fees. **\$180 to be confirmed**

☐ **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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.

Mark Nowlin

Signature of Owner or Authorized Applicant/Agent

18 Feb 2022

Date

MARK NOWLIN

Name Printed

owner

Title

February 17, 2022

DD/21-539-01

Planning & Building Department
200 S. Willow St.
P.O. Box 1727
Jackson, WY 83001

Pre-application Conference Request (PAP) – Narrative Project Description

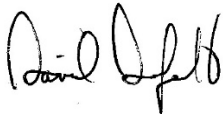
To Whom it May Concern:

The following planned work will take place on McKean Drive, Lots 4, 5, and 6 of Ashley Nowlin Addition, Plat #1172, Town of Jackson. The planned land disturbing activities will take place between Spring 2022 through Fall 2022.

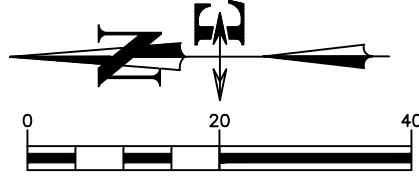
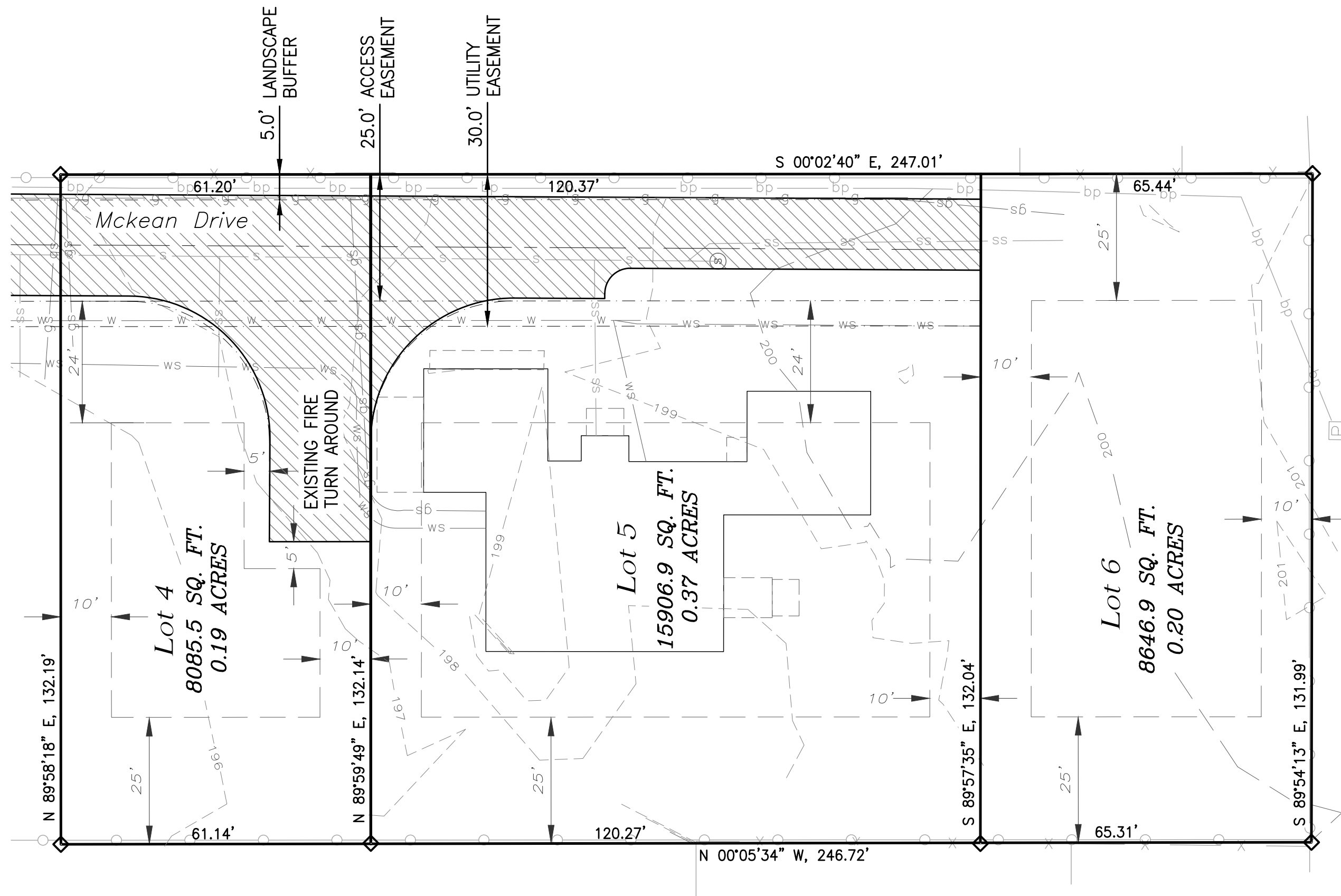
The project consists of the relocation of an existing required fire department turnaround on McKean Drive from Lot 4 to Lot 6. The existing fire department turnaround on Lot 4 will be removed and revegetated per attached drawings. The new fire department turnaround will be constructed on Lots 5 and 6 per Teton County fire protection regulations and attached drawings. The platted easement for the fire department turnout on Lot 4 and Lot 5 will be vacated and an easement for the turnout on Lots 5 and Lot 6 will be recorded.

There are no planned amendments to the LDRs for this project.

Sincerely,



David Dufault, PE
Project Engineer



EXISTING SITE PLAN

SCALE: 1" = 20'

CONTRACTOR NOTE:

CAUTION: UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.

NOTES:

RECORD DESIGN INFORMATION USED, NO SURVEY WAS PERFORMED.

SETBACKS AS SHOWN ON PLAT 1172:

24' FROM MCKEAN DRIVE

10' SIDE

25' REAR

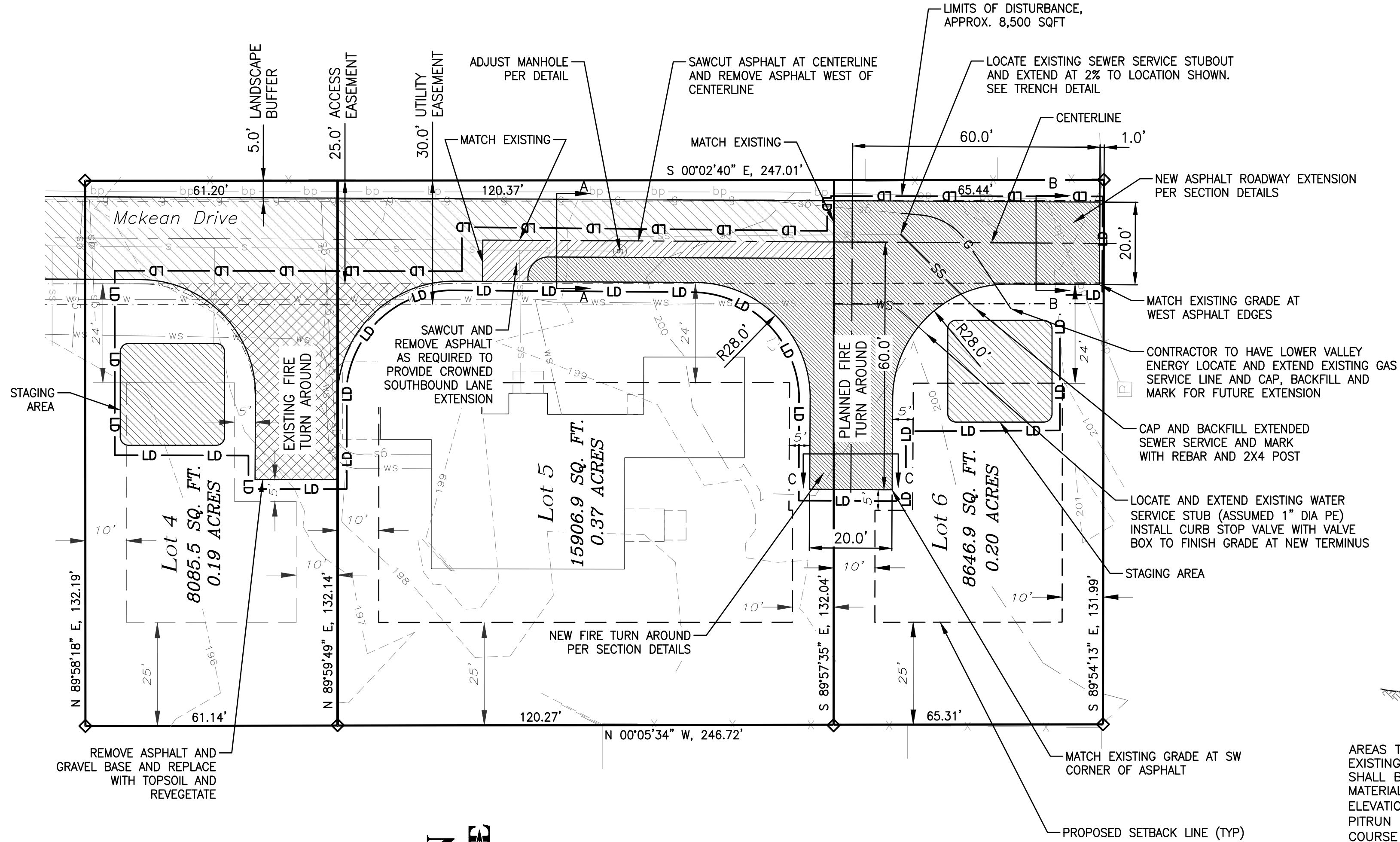
5' FROM FIRE TURN AROUND

EXISTING SITE LEGEND

	PROPERTY LINE
	EASEMENT
	BUILDING SETBACK
	INDEX CONTOUR
	MINOR CONTOUR
	BURIED POWER (APPROX. LOCATION)
	BURIED GAS MAIN (APPROX. LOCATION)
	BURIED GAS SERVICE (APPROX. LOCATION)
	SEWER MAIN (APPROX. LOCATION)
	SEWER SERVICE (APPROX. LOCATION)
	WATER MAIN (APPROX. LOCATION)
	WATER SERVICE (APPROX. LOCATION)
	RAIL FENCE
	WIRE AND POST FENCE
	POWER VAULT
	SANITARY SEWER MANHOLE
	FOUND REBAR AND KAP

DRAWING NO CI. 0		JOB TITLE MARK NOWLIN 75 MCKEAN DR. – PLATTING & CIVIL ASHLEY NOWLIN ADDITION	DRAWING TITLE EXISTING SITE PLAN	<div>NELSON ENGINEERING</div> <div>P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</div>	DATE	2/2/2082	REV.
JOB NO 21-539-01					SURVEYED	NE	
					ENGINEERED	DD	
					DRAWN	LB	
					CHECKED	DD	
					APPROVED	DD	

S:\Projects\2021\539-01 - Flatting, Civil\Civil4 Drawings\Civil\21-539-01 Design\2 - Fire Turn Around Section C-C.dwg - Feb 07 2022 12:44:08 pm PLOTTED BY: hutter DWG ID: 241



EXISTING SITE LEGEND

	PROPERTY LINE
	EASEMENT
	BUILDING SETBACK
	INDEX CONTOUR
	MINOR CONTOUR
	BURIED POWER (APPROX. LOCATION)
	BURIED GAS MAIN (APPROX. LOCATION)
	BURIED GAS SERVICE (APPROX. LOCATION)
	SEWER MAIN (APPROX. LOCATION)
	SEWER SERVICE (APPROX. LOCATION)
	WATER MAIN (APPROX. LOCATION)
	WATER SERVICE (APPROX. LOCATION)
	RAIL FENCE
	WIRE AND POST FENCE
	POWER VAULT
	SANITARY SEWER MANHOLE
	FOUND REBAR AND KAP

DESIGN SITE LEGEND

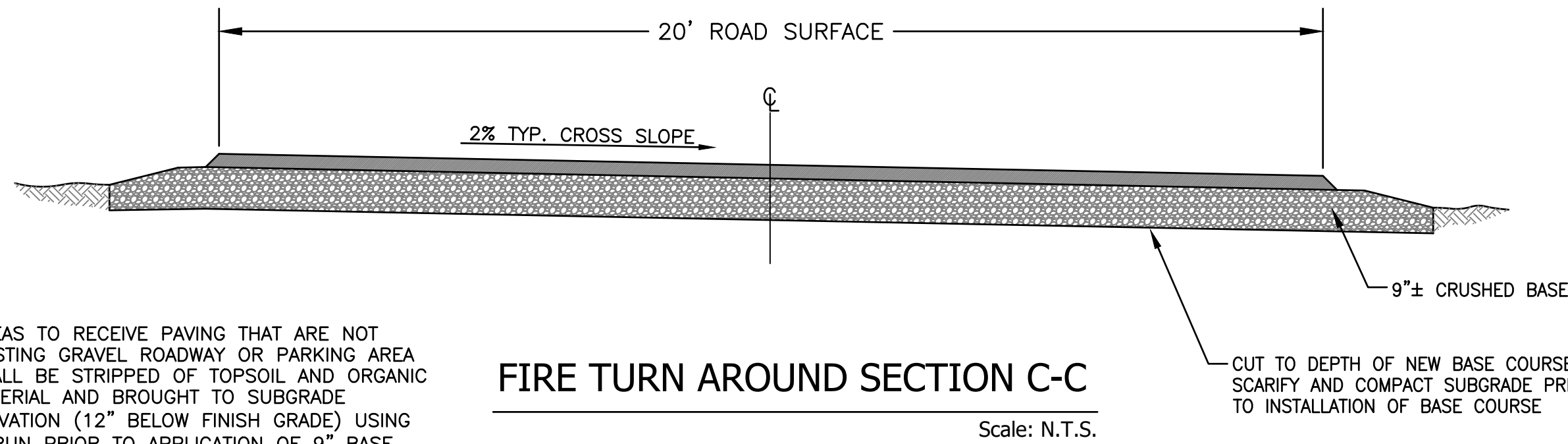
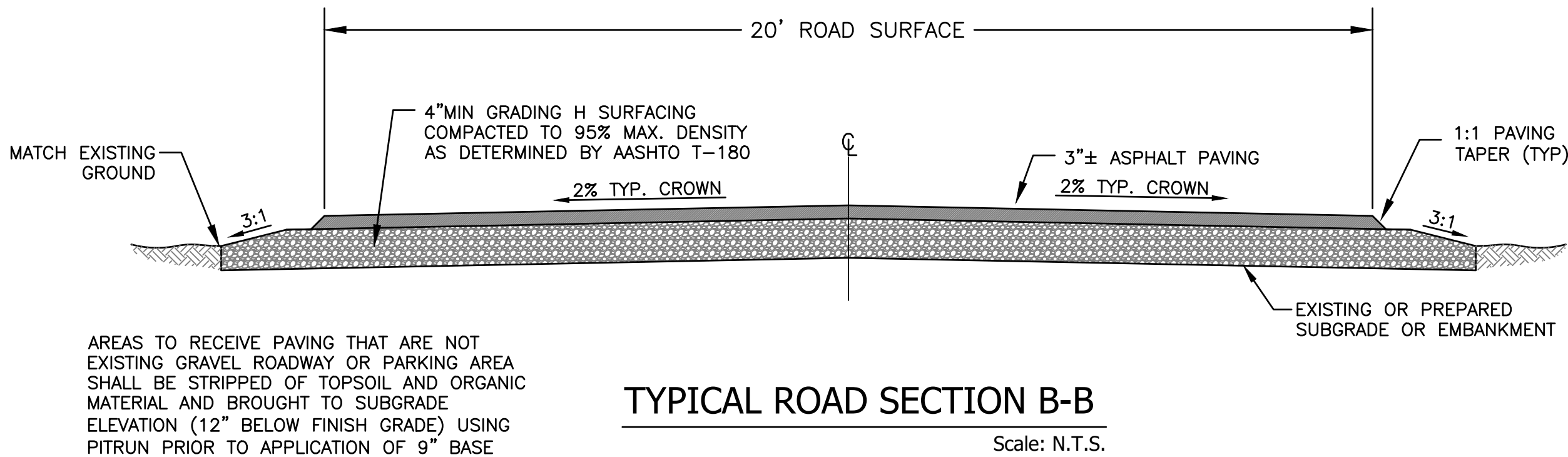
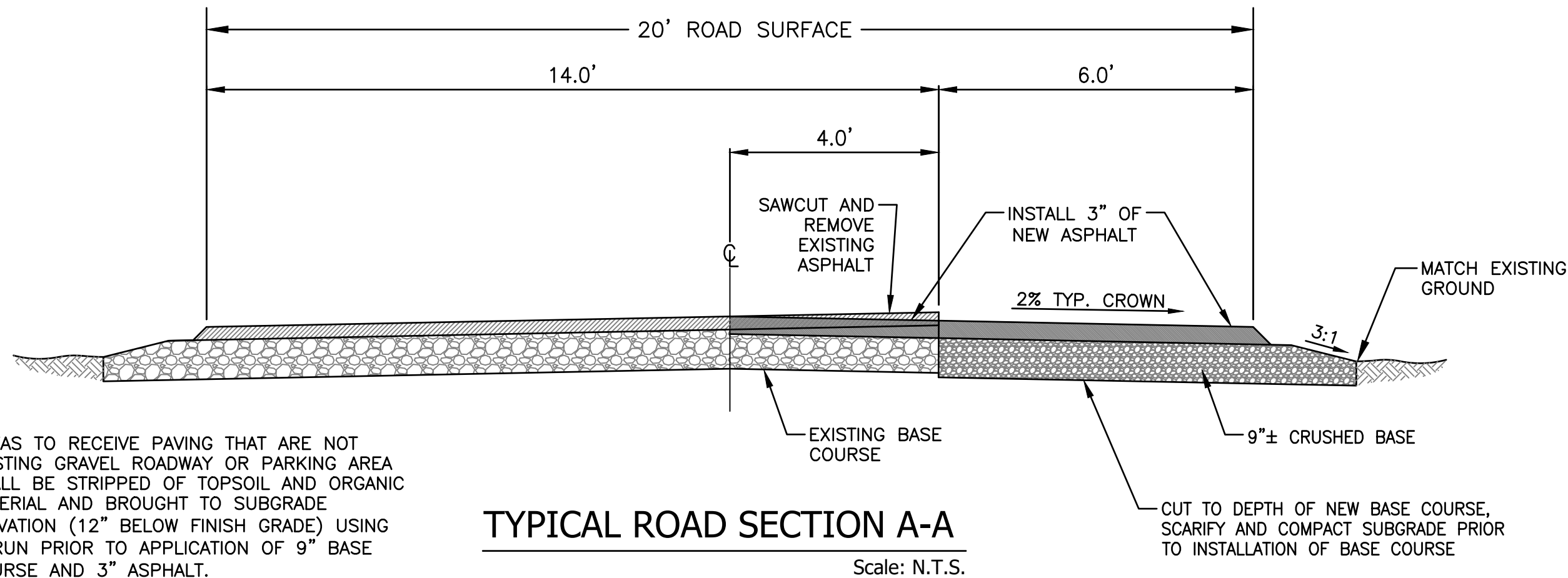
	PROPOSED GAS SERVICE
	PROPOSED SEWER SERVICE
	PROPOSED WATER SERVICE
	LIMITS OF DISTURBANCE
	STAGING AREA

CONTRACTOR NOTE:

CAUTION: UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.

SITE CONSTRUCTION NOTES & SPECIFICATIONS

- ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) 2015 EDITION AND THESE PLANS.
- CONTRACTOR REQUIRED TO MEET WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY'S STORMWATER PERMIT REQUIREMENTS.
- SITE PLAN WAS NOT SURVEYED FOLLOWING INSTALLATION OF MCKEAN DRIVE AND THEREFORE CONDITIONS MAY DIFFER FROM SHOWN.
- STRIPPED MATERIAL SHALL BE STOCKPILED AT STAGING AREAS SHOWN ON PLAN, CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED.
- TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH SLOPES. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING. LEAVE SUBGRADE DOWN 4-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
- DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
- CONTRACTOR SHALL PREVENT TRACKING OF SOIL ONTO THE ROAD AND CLEAN ROAD OF SOILS WHEN NECESSARY.
- INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING WITH LAND DISTURBING ACTIVITIES AND MAINTAIN THE DEVICES DURING CONSTRUCTION. IF NECESSARY THE CONTRACTOR SHOULD INSTALL AND MAINTAIN ADDITIONAL EROSION CONTROL MEASURES TO ENSURE THE SITE IS STABILIZED DURING CONSTRUCTION.
- REVEGETATION SHALL BE NATIVE SEED AND SOD AND SHALL BE IRRIGATED BY OWNER WHEN NECESSARY.
- CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION.
- LAND DISTURBING ACTIVITIES SHALL OCCUR FROM SPRING 2022 THROUGH FALL 2022
- CONTRACTOR SHOULD COORDINATE THE INSTALLATION OF WIRE UTILITY SERVICES WITH UTILITY PROVIDERS AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.



DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
2/2/2022	NE	DD	LB	DD	DD

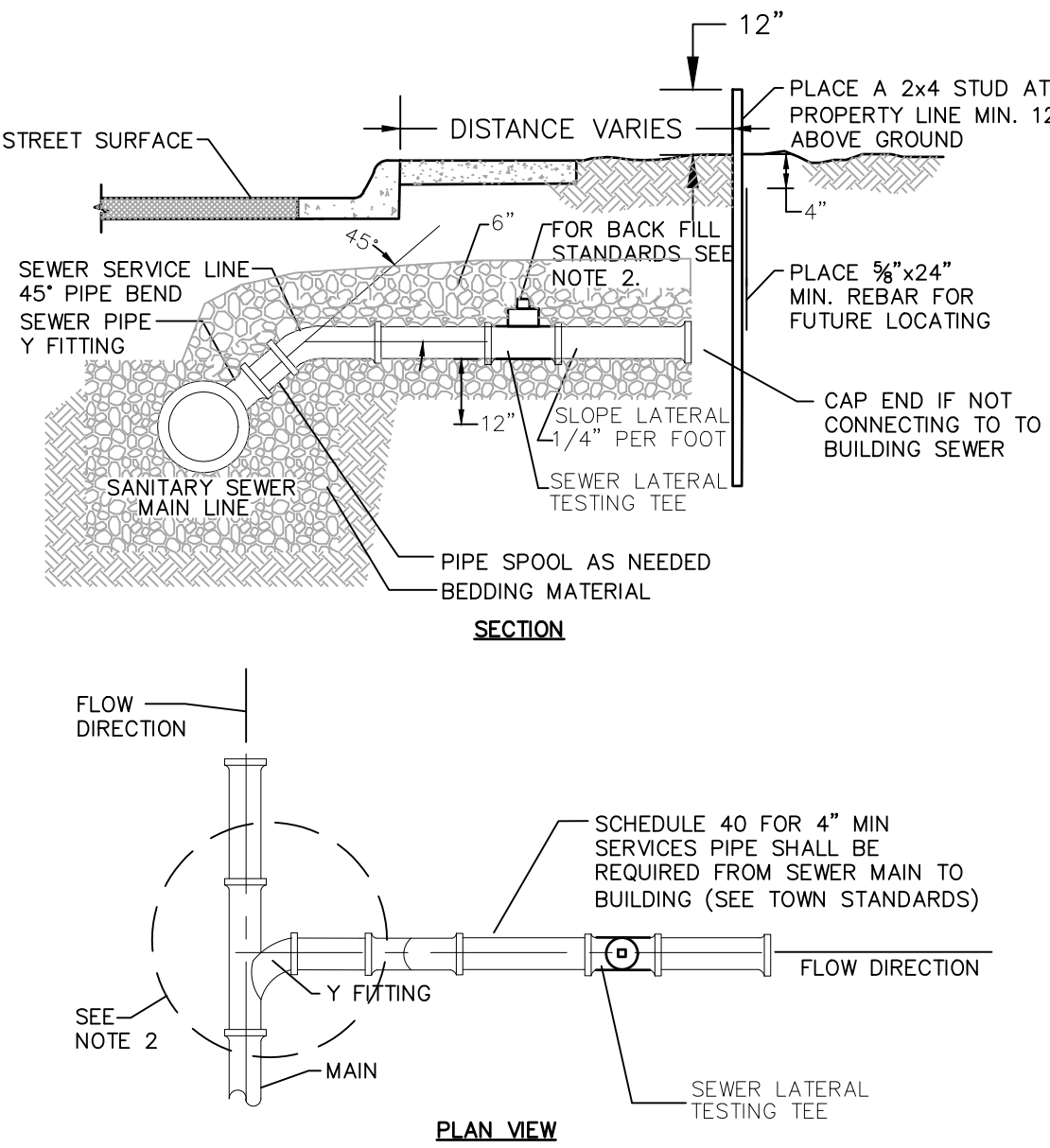
**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DRAWING TITLE
FIRE TURN AROUND RELOCATION
PLAN AND DETAILS

JOB TITLE
MARK NOWLIN
75 MCKEAN DR. - PLATTING & CIVIL
ASHLEY NOWLIN ADDITION

DRAWING NO	C2.0
JOB NO	21-539-01

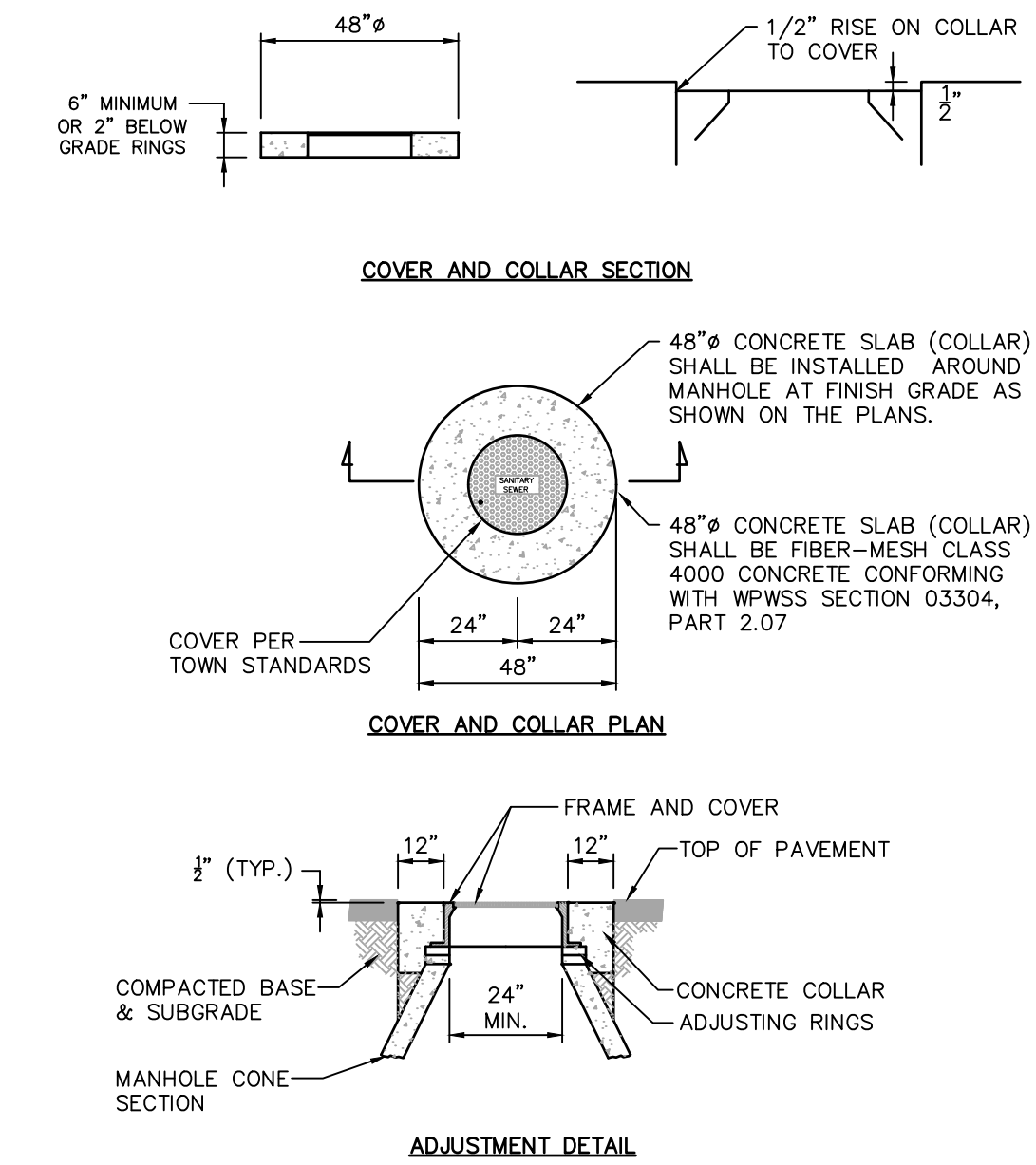
S:\Prep\2021\539-01_05 McKean Dr. - Platting, Civil\DWG\4 Drawings\Civil\21-539-01_Designing\C3.0 Details.dwg - Feb 07 2022 12:44:01 pm PLOTTED BY: lucter DWG FIRMW: 241



- NOTES:
1. NEW SERVICE CONNECTIONS TO EXISTING SANITARY SEWER MAINS SHALL BE COMPLETED BY TOWN OF JACKSON. THE PRIVATE PARTY BEING SERVED BY THE NEW CONNECTION SHALL BE RESPONSIBLE FOR CARRYING OUT BACKFILL OPERATIONS.
 2. BACKFILL OPERATIONS AT NEW SERVICES CONNECTED TO EXISTING SANITARY SEWER MAINS SHALL BE COMPACTED PER TOWN STANDARDS.
 3. CLEANOUT TO BE PROVIDED ADJACENT TO HOUSE EVERY 100' OR SERVICE LINE AND AT ALL BENDS.

SEWER SERVICE LINE

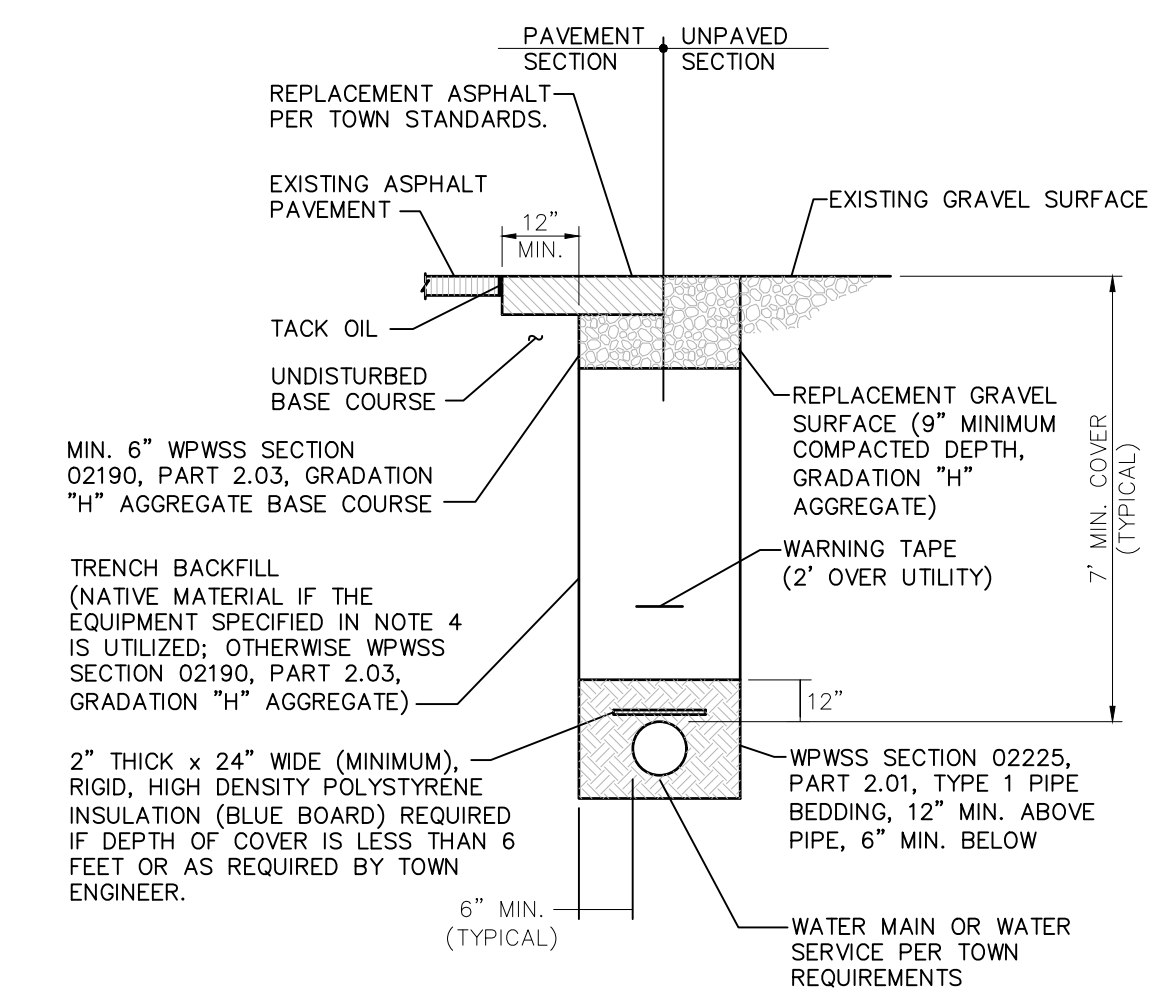
SCALE: NTS
DATE: 03/23/05



- NOTE:
1. ADJUST MANHOLE UPWARD WITH ADJUSTING RINGS UNDER FRAME. ADJUST MANHOLE DOWNWARD BY REMOVING A PORTION OF THE MANHOLE RISER AND REBUILDING TO PROPER HEIGHT. SLOPE MANHOLE RING AS REQUIRED TO MATCH STREET GRADE AND CROSS SLOPE. MAKE FINAL MANHOLE ADJUSTMENT AFTER PAVING AND BEFORE SEAL COATING.

MH ADJUSTMENT FOR ASPHALT SURFACES

SCALE: NTS
DATE: 03/23/05



- NOTES:
1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
 - 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
 - 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
 2. COMPACTION OF NATIVE TRENCH BACKFILL, WITH ALL ROCK LARGER THAN 6" REMOVED, SHALL BE CARRIED OUT IN 2' LIFTS WITH A HOE-PACK OR A VIBRATORY SHEEPS FOOT ROLLER (COMPACTION METHOD AND EQUIPMENT SHALL BE REVIEWED AND APPROVED BY TOWN ENGINEER PRIOR TO BACKFILLING).
 3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED WITH A JUMPING JACK TO PROVIDE UNIFORM PIPE SUPPORT.
 4. UNLESS OTHERWISE DIRECTED, ALL BASE COURSE AND GRAVEL SURFACE REPLACEMENT SHALL BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
 5. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WYOSHA) REGULATIONS.

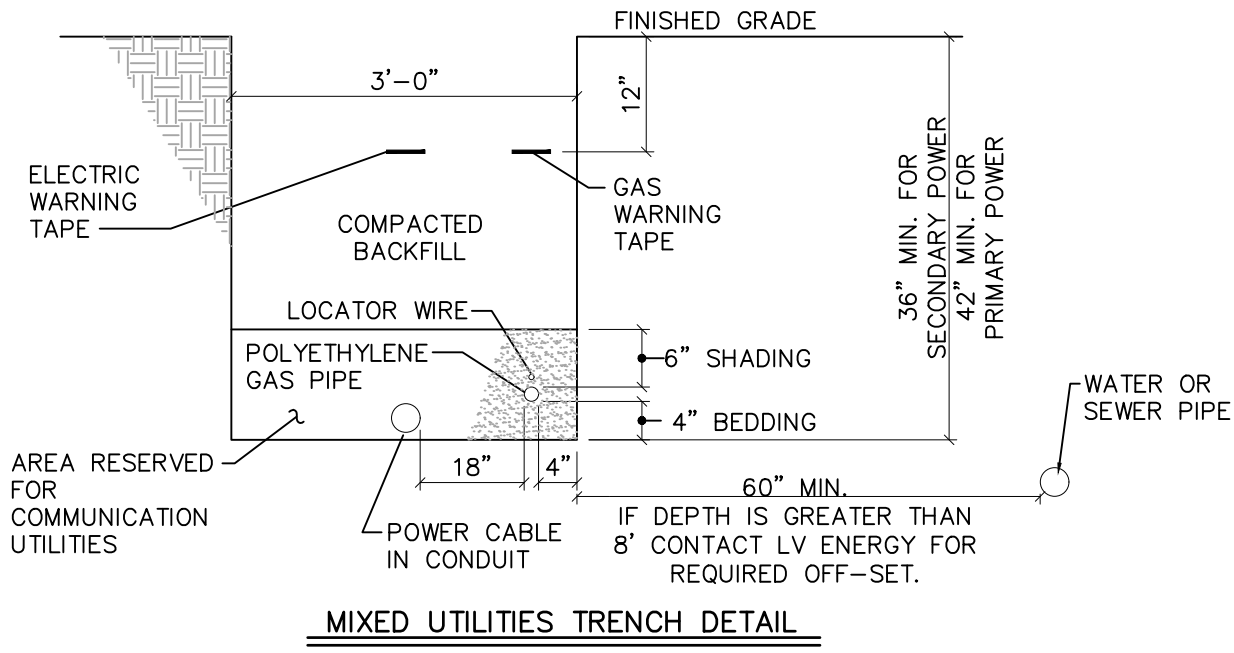
WATER MAIN AND SERVICE LINE TRENCH

W-100 DATE: 1/14/13
SCALE: NTS

SEWER MAIN & SERVICE TRENCH DETAIL

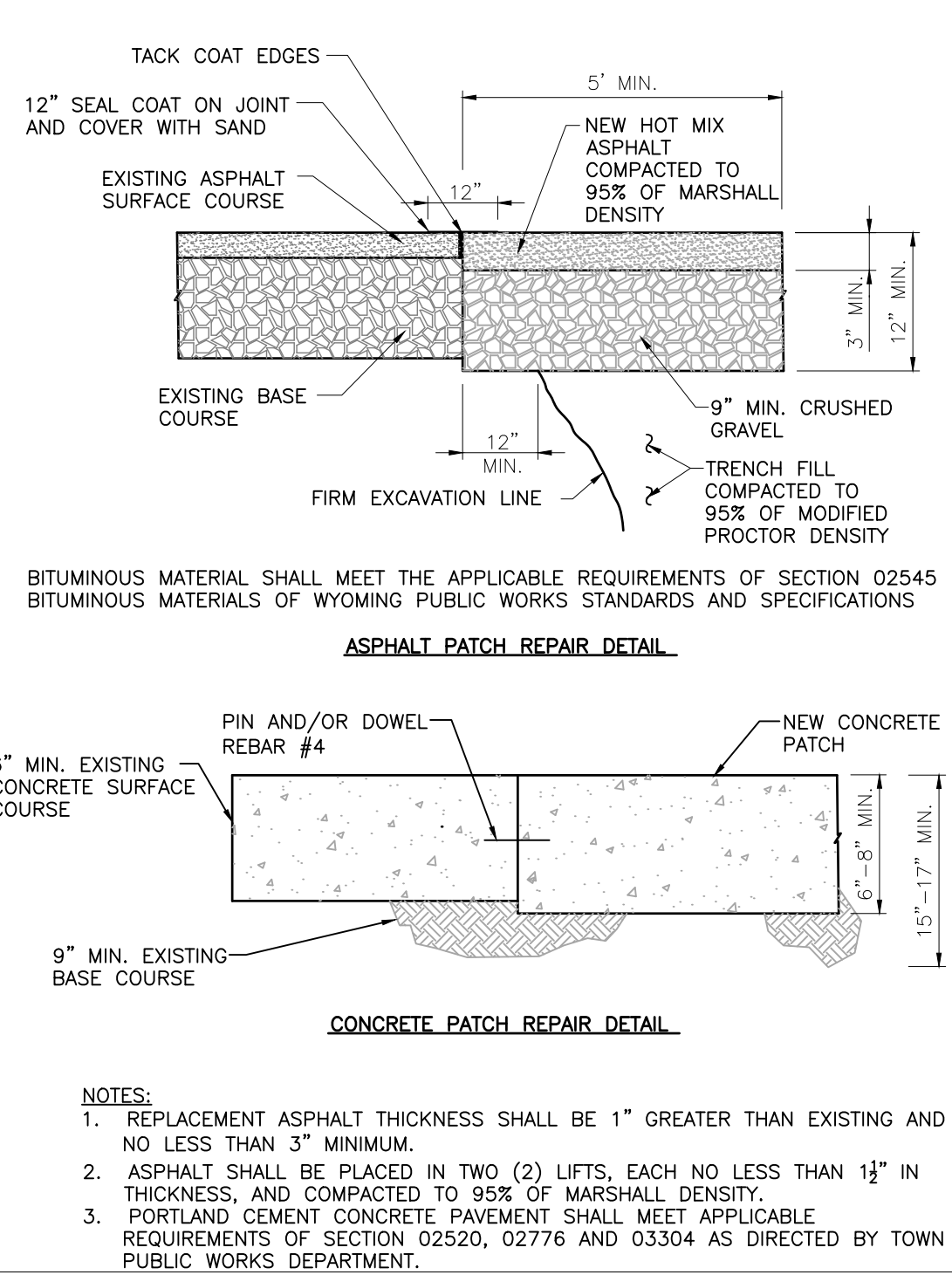
SS-100 DATE: 1/10/13
SCALE: NTS

- NOTES:
1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
 - 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
 - 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
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 3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED WITH A JUMPING JACK TO PROVIDE UNIFORM PIPE SUPPORT.
 4. UNLESS OTHERWISE DIRECTED, ALL BASE COURSE AND GRAVEL SURFACE REPLACEMENT SHALL BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
 5. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WOSHA) REGULATIONS.



- NOTES:
1. WHEN ELECTRICAL CONDUCTORS CROSS OVER OR UNDER WATER AND/OR SEWER PIPES THERE SHALL BE A MINIMUM OF 12" VERTICAL SEPARATION. IN ADDITION, THE ELECTRICAL CONDUCTORS SHALL BE PROTECTED WITH NOT LESS THAN 48" OF SUITABLE PVC OR RIGID STEEL CONDUIT WITH NO LESS THAN 24" ON EITHER SIDE OF THE CROSSING.
- CONSUMER INSTALLED CONDUIT MUST BE INSPECTED PRIOR TO BACKFILLING. IF NOT INSPECTED, TRENCH MAY BE REJECTED.
- ALL TRENCHES ARE TO BE INSPECTED PRIOR TO BACKFILLING.
- 18" SEPARATION MUST BE OBTAINED BETWEEN PE GAS PIPE AND POWER CABLE OR TRENCH WILL BE REJECTED.
- BEDDING AND SHADING MATERIAL MUST BE SMOOTH, FREE OF ROCKS, AND MUST BE ABLE TO SIFT THROUGH A 1/4" SCREEN (SAND RECOMMENDED).

LVE POWER AND GAS TRENCH DETAIL



TOJ ASPHALT AND CONCRETE PATCH REPAIR

SPECIFICATIONS

All work shall be in accordance with Wyoming Public Works Standard Specifications (WPWSS) 2015 Edition. Special Provisions amending, clarifying and supplementing the WPWSS are as follows:

Section 01010 SUMMARY OF WORK

1.01.A Inquire about and if necessary, apply for and obtain Town of Jackson Encroachment permit for utility and street work to be performed. Apply for and obtain Wyoming Discharge Elimination System permit (WYPDES) including submittal of a Stormwater Pollution Prevention Plan if required by the State of Wyoming for the project.

Section 02512 PLANT MIX PAVEMENTS

2.01.A.1 Bituminous material shall be PG58-28F or equivalent and shall be 4.5% to 7% of the total weight of the job mix formula.

Section 02665 WATER DISTRIBUTION AND TRANSMISSION SYSTEMS

2.01.H.1.b Deleted (only copper service pipe shall be used)

2.01.I.1 One-inch corporation stop valves shall be Mueller H-15028 Ground Key Corporation Stops.

2.01.M.5 Pipe insulation shall be used when the bury depth over the crown of the pipe is less than seven (7) feet. Refer to subsection 3.06.

2.01.L.1 Curb Stops shall be Minneapolis Pattern Bronze ball-valve type with joints suitable for the service pipe to be used. Curb stops shall be provided with a 1 1/2" Minneapolis curb stop box adequate for a minimum of seven feet of cover and a type PXL lid.

3.01.A.1.1 Maximum joint deflection shall be three quarters of the manufacturer's maximum allowable deflection.

3.03.B.1 All service connections shall be installed such that a minimum horizontal separation, measured center to center, of ten (10) feet is maintained from sewer service lines.

SECTION 02700 - SANITARY SEWER SYSTEMS

2.01.L.1 Sanitary sewer service pipe and fittings shall meet the requirements of Subsection 2.01.A.

DRAWING TITLE
ROADWAY AND UTILITIES DETAILS &
PROJECT SPECIFICATIONS

JOB TITLE
MARK NOWLIN
75 MCKEAN DR. - PLATTING & CIVIL
ASHLEY NOWLIN ADDITION

DRAWING NO
C3.0
JOB NO
21-539-01

NELSON
ENGINEERING
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

REV.	DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
2/2/2022	NE	DD	LB	DD	DD	