



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: February 25, 2022</p> <p>Item #: P22-043</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <hr/> <p>Owner 1400 South LLC PO Box 13144 Jackson, WY 83002</p> <p>Applicant Rocio Morales / Happy Kidz PO Box 13144 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit to change use to a Day Care Center for the property located at 1450 S Hwy 89, legally known as PT. SW1/4 NW1/4, SEC. 5, TWP. 40, RNG. 116 PIDN: 22-40-16-05-2-00-012</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p>Please respond by: March 14, 2022 (Sufficiency) March 21, 2022 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangle@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | 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: Happy Kidz Daycare Center
Physical Address: 1450 S. HWY 89, Jackson, WY 83001
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: 1400 South LLC, Jeff Tibbitts MEMBER Phone: _____
Mailing Address: P.O. Box 802523, Dallas, Tx 75380 ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: Rocio Morales / Happy Kidz Phone: 307 699 0553
Mailing Address: P.O. Box 13144, Jackson, WY ZIP: 83002
E-mail: happykidzdaycarecenter@yahoo.com

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

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 and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: N/A 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 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 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 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.

Rocio Morales
Signature of Property Owner or Authorized Applicant/Agent

Rocio Morales
Name Printed

3/25/22
Date

Agent
Title

Basic Use



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: 2/23/22

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

1400 SOUTH, LLC By: Jeff Tibbitts, Co-Trustee of the David Tibbitts Living Trust dated June 14, 2020, MEMBER

Being duly sworn, deposes and says that 1400 SOUTH LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 1450 S HWY, JACKSON, WY 83001

Legal Description: SEE ATTACHED

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Happy Kidz Daycare Center Rocio Morales

Mailing address of Applicant/agent: Po Box 13144 Jackson Wyoming 83002

Email address of Applicant/agent: happykidzdaycarecenter@yahoo.com

Phone Number of Applicant/agent: 307 699 0553

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) _____

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

1400 SOUTH, LLC By: Jeff Tibbitts, Co-Trustee of the David Tibbitts Living Trust dated June 14, 2020, MEMBER

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

STATE OF Wyoming)

) SS.

COUNTY OF LINCOLN)

JEFF TIBBITTS (MEMBER)

The foregoing instrument was acknowledged before me by 1400 SOUTH LLC this 23rd day of FEBRUARY. WITNESS my hand and official seal.

Sandy Toland
Notary Public

My commission expires:

6-27-2022



Happy Kidz Daycare Center
1450 US HWY 89
Jackson, WY 83001
2/25/2022

- The ground level building that is being used for the day care is a total of 1128 square feet
- The operating hours are: 730am to 5:pm weekdays
- We met with Kelli Dunne from the Department of Family Services and based on the square footage we are allowed to have up to 20 kids on the premises.
- 3 teachers will be working 5 days a week and 2 substitutes if needed
- The building has two bathrooms.
- We will install a kitchen type sink and a refrigerator
- The site has plenty of parking space. We can have up to 6 dedicated parking spots plus a van size handicap spot
- There will be a play area right/ adjacent to the building

27' -6" WIDE

closet

closet

Double door Entrance

Bathroom 1

Door

Bathroom 2

Door

Door

12' X 9' SEP ROOM

Back door

40' -9" LONG

