



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: March 9, 2022

Item #: P22-054

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: tvalentine@jacksonwy.gov

Owner:

Kirsten Corbett
PO Box 3291
Jackson, WY 83001

Applicant:

Richard Reese, Reese Design Studio /
Contact: Braden Olson – Nelson
Engineering
PO Box 883
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Grading Pre-Application for the property located at 610 E. Hall Ave., legally known as PT. LOTS 12,13, BLK. 4, HALL 2 (T-65I FILED 9/5/12) PIDN: 22-41-16-34-1-28-008

For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.

Please respond by: March 16, 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 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

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.

Please include Braden Olson when scheduling.
bolson@nelsonengineering.net

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 no [redacted] s, after making a reasonable effort to contact the owner/applicant prior to entering.


Signature of Owner or Authorized Applicant/Agent

Name Printed

Date

Title



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:

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 : KIRSTEN A. CORBETT

Being duly sworn, deposes and says that KIRSTEN A. CORBETT is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 610 E. HALL AVE.

Legal Description: PT. LOTS 12,13, BLK. 4, HALL 2 (T-65I FILED 9/5/12)

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: REESE DESIGN STUDIO, LLC, RICHARD REESE

Mailing address of Applicant/agent: PO BOX 883, JACKSON, WY, 83001

Email address of Applicant/agent: rich@reesedesignstudio.com

Phone Number of Applicant/agent: 307-690-1762

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 in this(these) application(s) at the premises listed above:

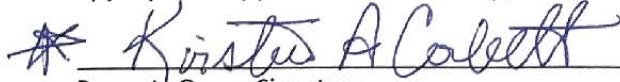
Development/Subdivision Plat Permit Application Building Permit Application

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

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

STATE OF Wyoming)

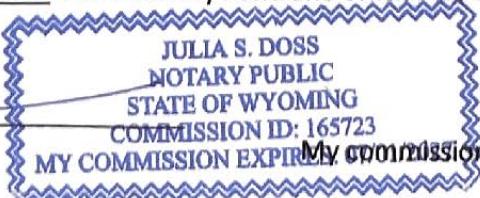
)

COUNTY OF Teton)

)

The foregoing instrument was acknowledged before me by KIRSTEN ANN CORBETT 4th day of MARCH 2022. WITNESS my hand and official seal.


Notary Public



My commission expires:

07/01/2027

7 March 2022

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

To Whom it May Concern,

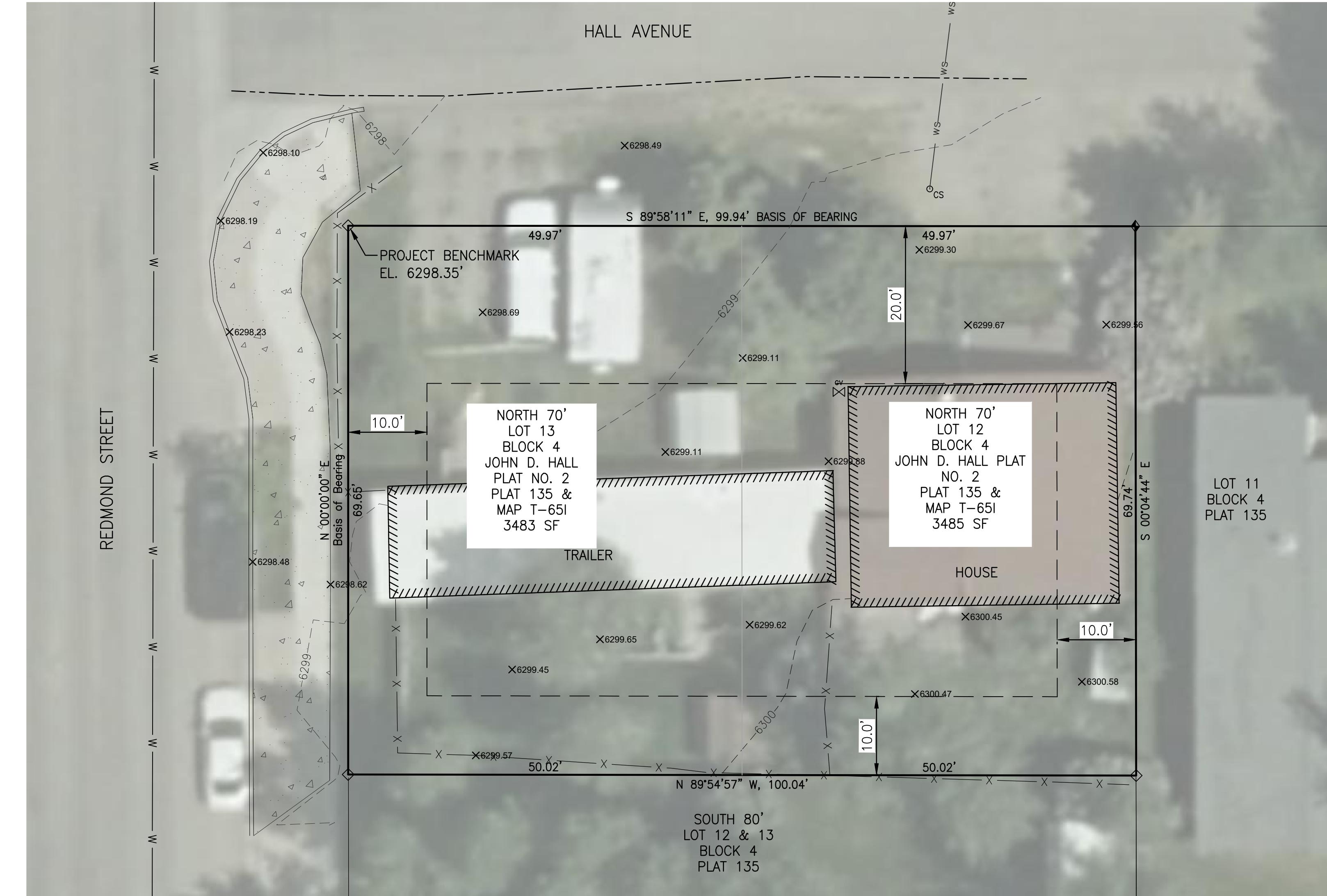
The Attached PAP is for new residential construction located at 610E Hall Ave., Jackson WY. In accordance with the site plan attached, there is an existing residence with associated parking and utilities. Proposed development includes demolition of the existing structures and construction of a new residence with new utilities and driveways. The proposed development is shown on an additional attached site plan. Please don't hesitate to contact me with project inquiries.

Sincerely,

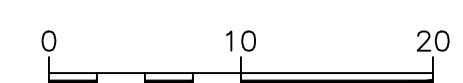


Braden Olson, PE
Nelson Engineering

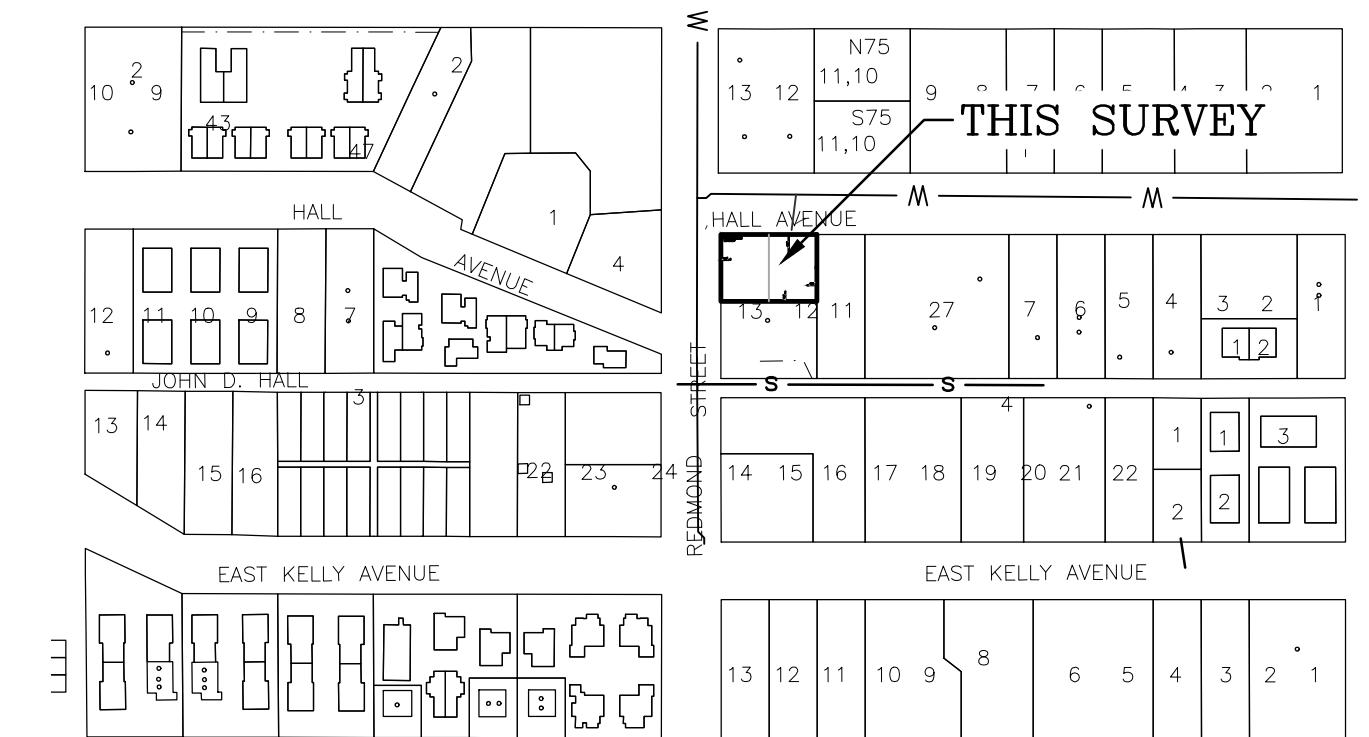
Office: 307.413.3707
Email: bolson@nelsonengineering.net



EXISTING SITE PLAN



Vertical datum based on
NAVD88 (geoid12b),
derived from network gps
observations



LEGEND

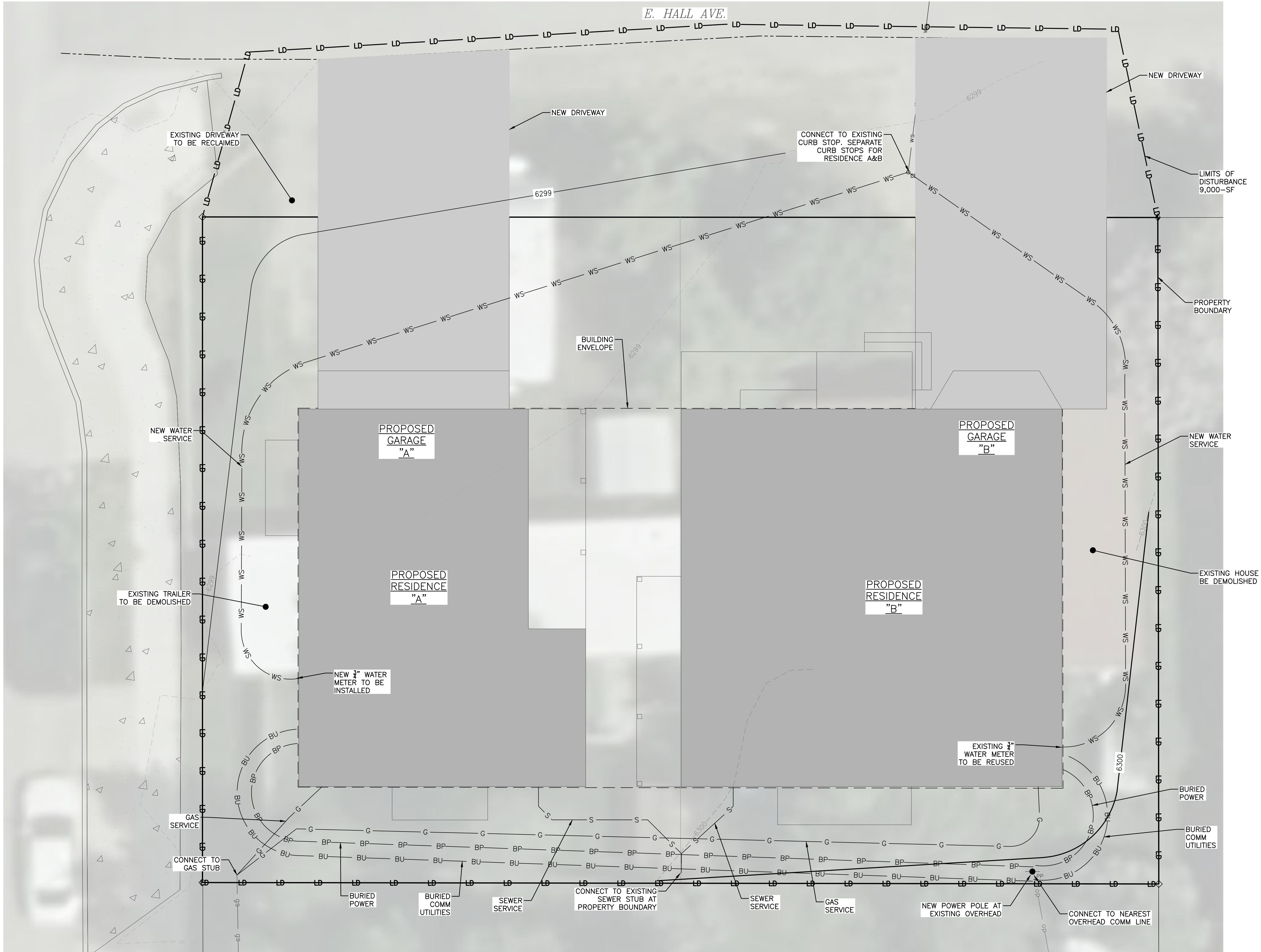
- PROPERTY LINE
- SETBACK LINE
- EDGE OF PAVEMENT
- X — X — FENCE LINE
- Curb line
- SIDEWALK
- CS = CURB STOP
- ◊ = REBAR WITH CAP 6447
- ◆ = REBAR WITH CAP 3831
- X6300.45 = SPOT ELEVATION

TOJ NL-5 ZONE

SETBACKS:
20' PRIMARY STREET
10' SECONDARY STREET
10' SIDE
10' REAR

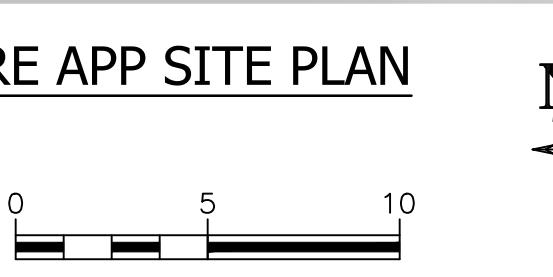
THIS MAP WAS PREPARED WITHOUT BENEFIT OF
TITLE REPORT AND IS SUBJECT TO ANY OTHER
EASEMENTS, RESTRICTIONS, RESERVATIONS,
RIGHTS-OF-WAY, AND CONDITIONS OF SIGHT
AND/OR OF RECORD INCLUDING, BUT NOT
LIMITED, TO THOSE SHOWN HEREON.

DRAWING NO	JOB TITLE	EXISTING SITE PLAN	DRAWING TITLE	DATE	REV.
1	SIMPSON-CORBETT RESIDENCE		EXISTING SITE PLAN	7 MAR 2022	REV.
22-057-01	610 E HALL AVE JACKSON, WY		THIS SURVEY	NELSON ENG. DRAWN BO CHECKED BO APPROVED BO	Surveyed Engineered Drawn Checked Approved



PRE APP SITE PLAN

0 5 10



3-7-22_PRE-APP SITE PLAN
NOT FOR CONSTRUCTION

DRAWING NO	JOB TITLE		DRAWING TITLE PRE APP SITE PLAN	DATE 7 MAR 2022	REV. REV.
	2	SIMPSON-CORBETT RESIDENCE			
JOB NO 22-057-01	610 E HALL AVE JACKSON, WY	P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087	ENGINEERING NELSON	ENGINEERED NELSON ENG.	DRAWN BO