



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	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-651 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.
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	
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 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.

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:

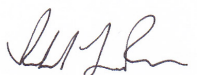
_____ Existing property conditions (buildings, uses, natural resources, etc)
_____ Character and magnitude of proposed physical development or use
_____ Intended development options or subdivision proposal (if applicable)
_____ Proposed amendments to the LDRs (if applicable)

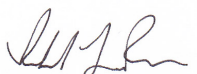
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not 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  s, after making a reasonable effort to contact the owner/applicant prior to entering.



Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

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-65) 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 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.

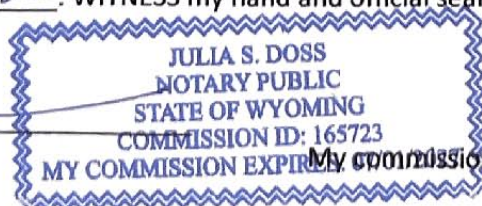
Kirsten A Corbett
 Property Owner Signature

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

STATE OF Wyoming)
) SS.
 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.

Julia S. Doss
 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,

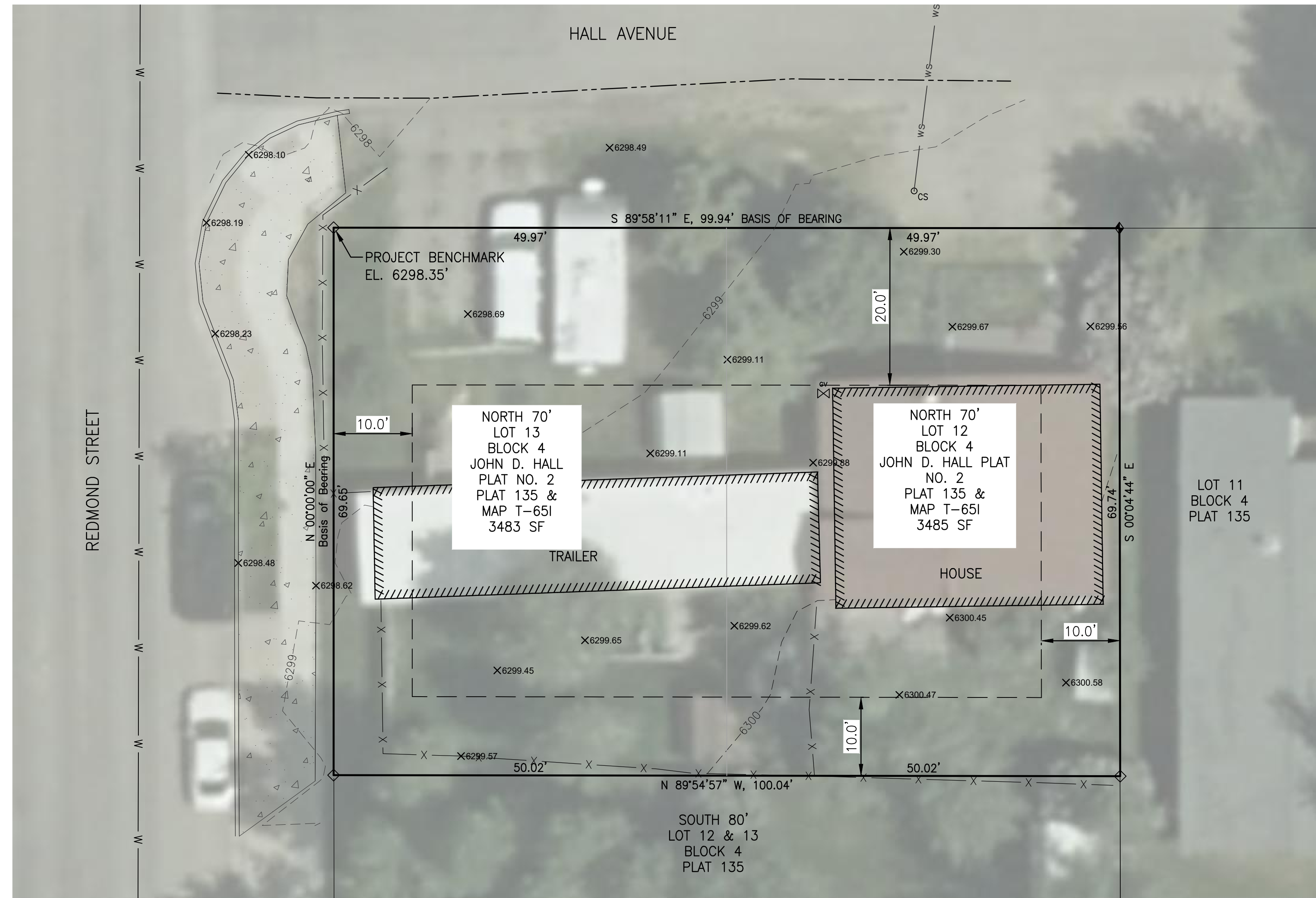
The Attached PAP is for new residential construction located at 610E Hall Ave., Jackson WY. In accordance with the site plan attached, there is an existing residence with associated parking and utilities. Proposed development includes demolition of the existing structures and construction of a new residence 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,

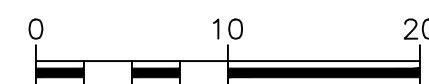
A handwritten signature in black ink, appearing to read "Braden Olson".

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




VICINITY MAP
PT. SW1/4 NE1/4
SECTION 34
T41N, R116W
TOWN OF JACKSON
TETON COUNTY, WY

- LEGEND
- | | | |
|---|---|---------------------|
|  | = | PROPERTY LINE |
|  | = | SETBACK LINE |
|  | = | EDGE OF PAVEMENT |
|  | = | FENCE LINE |
|  | = | CURB LINE |
|  | = | SIDEWALK |
|  | = | 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 1	JOB TITLE SIMPSON-CORBETT RESIDENCE 610 E HALL AVE JACKSON, WY	DRAWING TITLE EXISTING SITE PLAN	<div><p>P. O. BOX 1599, JACKSON WYOMING (307) 733-2087</p></div>	DATE	7 MAR 2022	REV.
	JOB NO 22-057-01			SURVEYED	NELSON ENG.	
				ENGINEERED	BO	
				DRAWN	BO	
				CHECKED	BO	
				APPROVED	BO	

