



# 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: April 7, 2022	REQUESTS:
Item #: P22-076	The applicant is submitting a request for a Grading Pre-Application for the property located at 849 Upper Cache Creek Dr., legally known as LOT 29B, FERRIN ADDITION PIDN: 22-41-16-34-4-06-002 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
Owner: Maria Damon Trust 1430 2 <sup>nd</sup> St. Wilson, WY 83014	
Applicant: Ponderosa Builders 2803 Ironwood Dr. Driggs, ID 83422	
Please respond by: <b>April 14, 2022 (with Comments)</b>	

**Owner:**

Maria Damon Trust  
1430 2<sup>nd</sup> St.  
Wilson, WY 83014

**Applicant:**

Ponderosa Builders  
2803 Ironwood Dr.  
Driggs, ID 83422

**REQUESTS:**

The applicant is submitting a request for a Grading Pre-Application for the property located at 849 Upper Cache Creek Dr., legally known as LOT 29B, FERRIN ADDITION PIDN: 22-41-16-34-4-06-002

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

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[blenz@jacksonwy.gov](mailto: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](http://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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Damon-Sundqvist Residence

Physical Address: 849 Upper Cache Creek Drive

Lot, Subdivision: Lot 29B Ferrins Addition

PIDN: 22-41-16-34-4-06-002

**PROPERTY OWNER.**

Name: Maria Damon Trust

Phone: \_\_\_\_\_

Mailing Address: 1430 2nd Street, Wilson WY

ZIP: 83014

E-mail: mariadamon@gmail.com

**APPLICANT/AGENT.**

Name, Agency: Michael Adams, Ponderosa Builders

Phone: 714-514-7992

Mailing Address: 2803 Ironwood Dr, Driggs ID

ZIP: 83422

E-mail: michael@ponderosabuilders.com

**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: 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.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

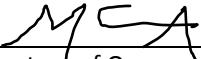
**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**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 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](http://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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://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.



\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Michael Adams

\_\_\_\_\_  
Name Printed

4/6/2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Title

## LETTER OF AUTHORIZATION

Maria Damon , "Owner" whose address is: 849 Upper  
Cache Creek Drive, Jackson WY 83001  
**(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)**  
Maria Damon Trust , as the owner of property  
**more specifically legally described as:** Lot 29B, Ferrin Addition  
PIDN 22-41-16-34-4-06-002

**(If too lengthy, attach description)**

HEREBY AUTHORIZES Ponderosa Builders & Nelson Engineers 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: Mike

**(SIGNATURE) (SIGNATURE OF CO-OWNER)**

*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 )  
 )SS.  
 )

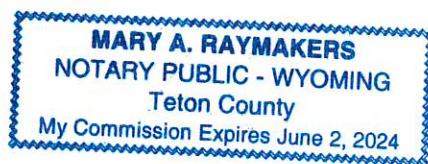
The foregoing instrument was acknowledged before me by Maria Damon this 2nd day of March, 2022.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires: 6-2-2024



# NELSON ENGINEERING since 1964

Professional Engineers & Land Surveyors

JACKSON, WY • BUFFALO, WY •

WWW.NELSONENGINEERING.NET

April 7, 2022

DD/21-488-03

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

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

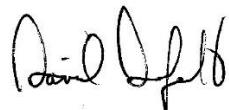
To Whom it May Concern:

A project is planned at Lot 29B Ferrins Addition, 849 Upper Cache Creek Drive, Town of Jackson. The planned land disturbing activities will take place between Fall 2022 through Spring 2024.

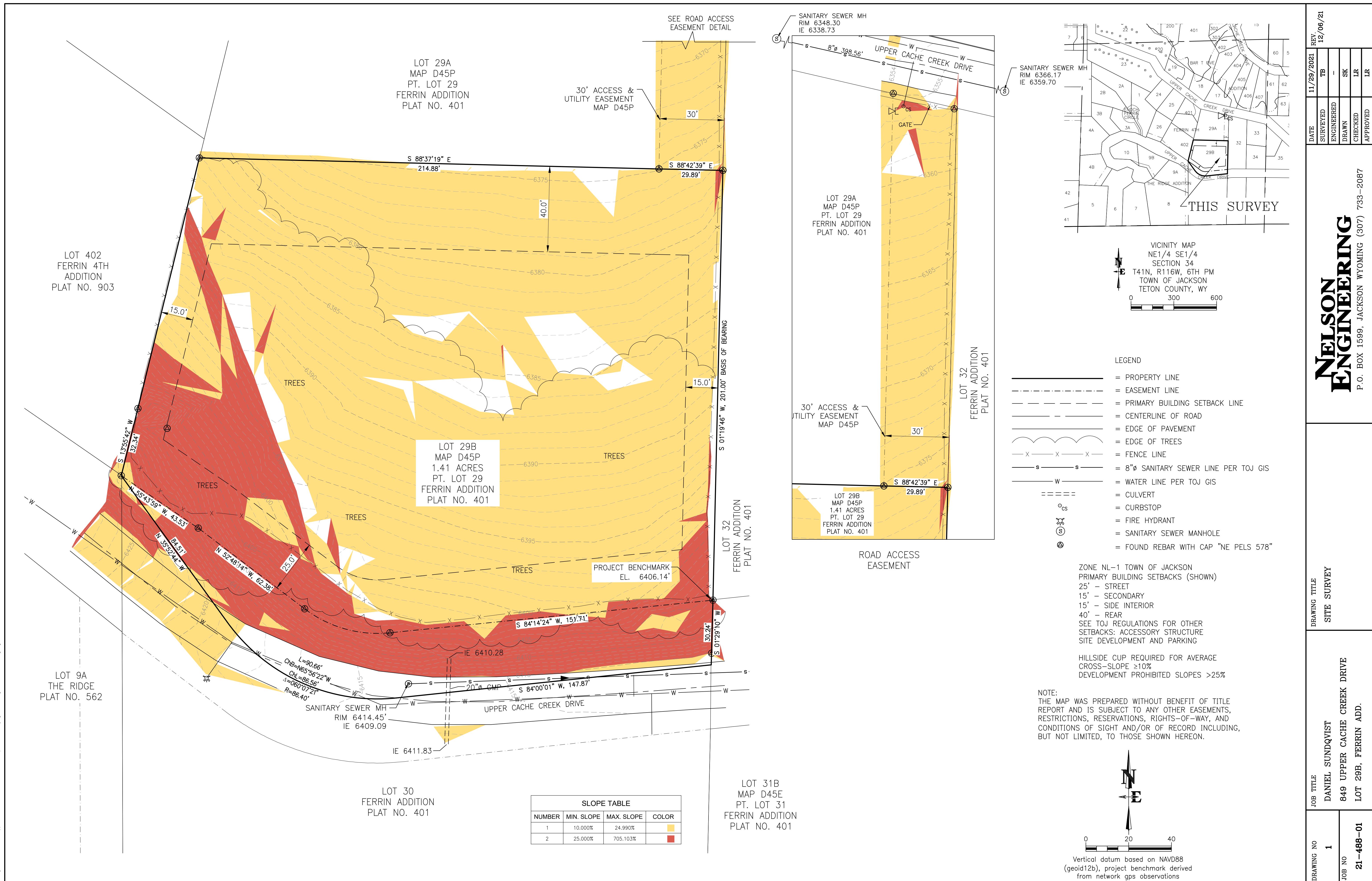
The project consists of the construction of an access driveway and installation of site utilities (water, sewer and wire utilities) and the construction of a residence. A preliminary site plan is attached and a plan and profile of the driveway. The site of the driveway is all meadow grasses and the home will site at the edge of the meadow and an aspen and pine forest. Slopes on the property within the footprint of the project disturbance are all less than 25% slope.

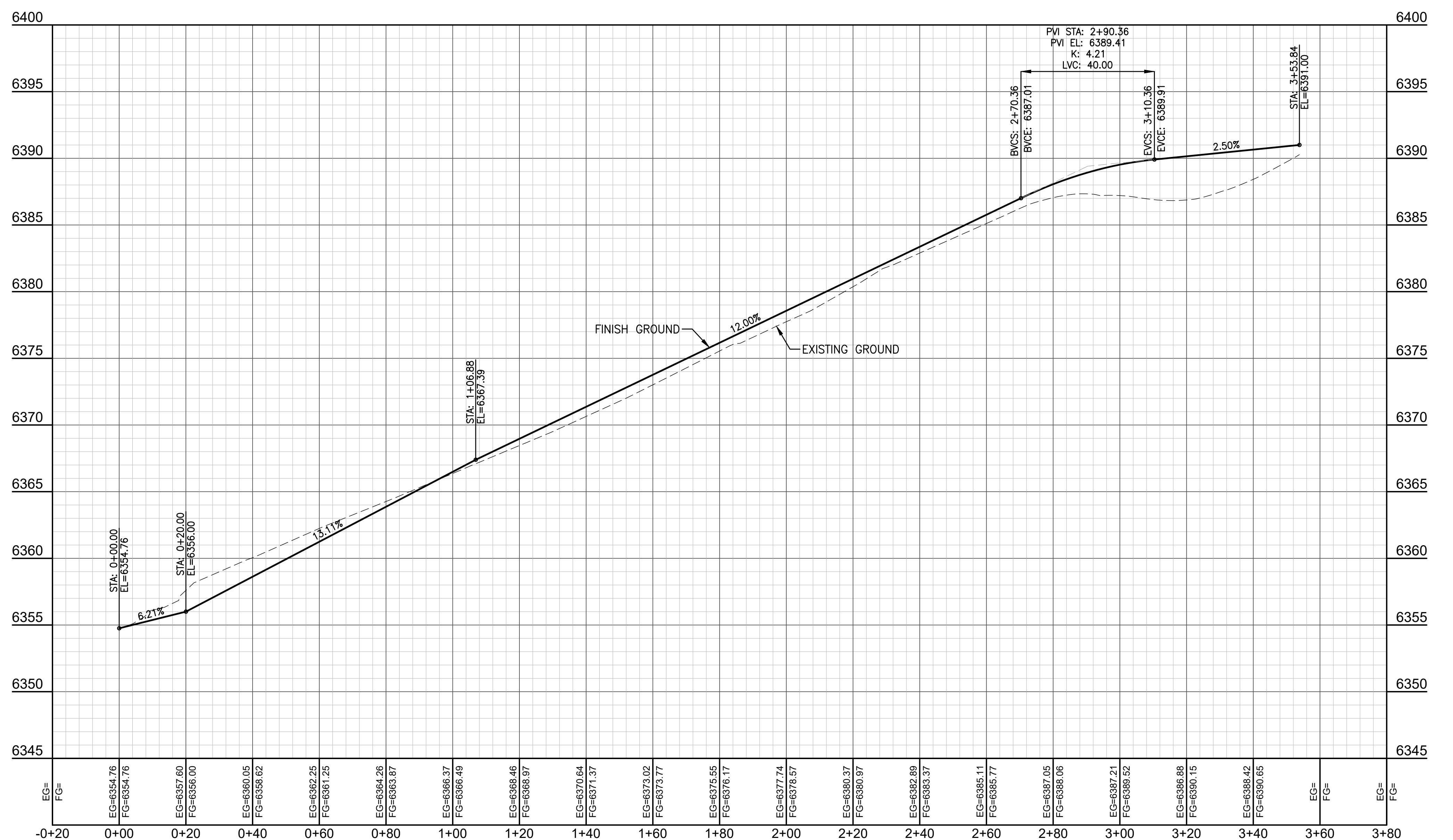
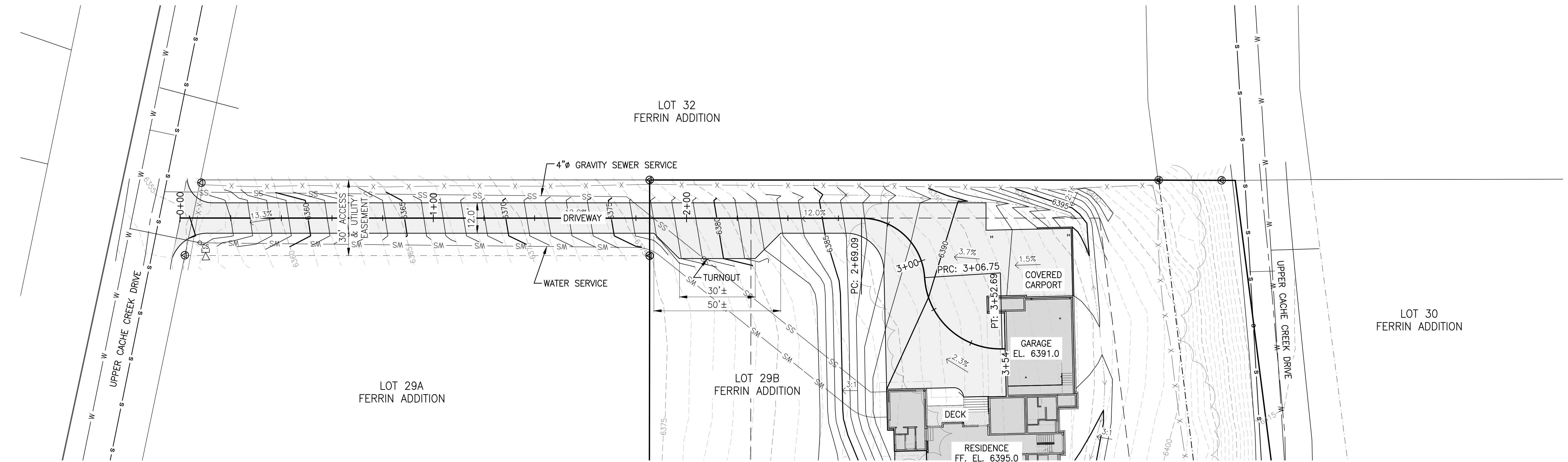
There are no planned amendments to the LDRs for this project.

Sincerely,

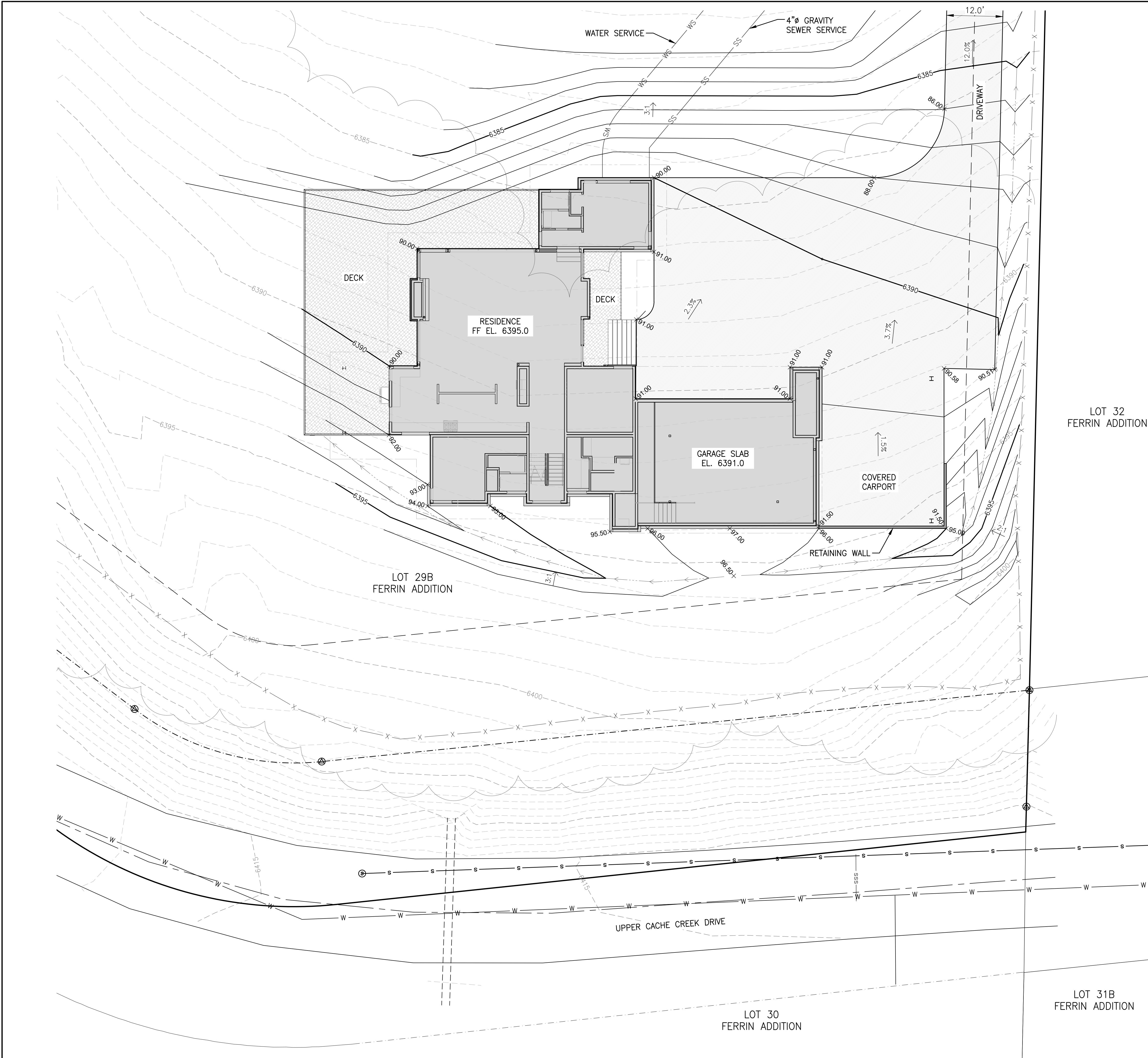


David Dufault, PE  
Project Engineer





DRAWING NO.		JOB TITLE		DRAWING TITLE	
21-488-03	C2..1	849	UPPER CACHE CREEK DRIVE, JACKSON, WY.	DRIVEWAY PLAN AND PROFILE	
JOB NO.		DAMON-SUNDquist RESIDENCE		LOT 29B FERRINS ADDITION	
DRAWING NO.		LOT 29B FERRINS ADDITION		P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	
REV.		CHECKED		APPROVED	
DATE		DRAWN		CHECKED	
SURVEYED		DRAWN		CHECKED	
ENGINEERED		DRAWN		CHECKED	
REV.		DRAWN		CHECKED	



DRAWING NO C2.2	JOB TITLE DAMON-SUNDQVIST RESIDENCE LOT 29B FERRIN ADDITION 849 UPPER CACHE CREEK DRIVE, JACKSON, WY.	DRAWING TITLE HOUSE SITE GRADING PLAN	DATE 04/08/22	REV. NE
JOB NO 21-486-03		SURVEYED DD	ENGINEERED BIG/DD	DRAWN BIG/DD
		CHECKED APPROVED		

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