



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: April 28, 2022</p> <p>Item #: P22-103</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner Teton County School District & Town of Jackson</p> <p>Applicant Nelson Engineering PO Box 1599 Jackson, WY 83001</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Grading Pre-Application Conference for a thaw well at 1540 Martin Lane.</p> <p>For questions, please call Tyler Valentine at 733-0440, x1303 or email to the address shown below. Thank you.</p>
<p>Please respond by: May 12, 2022 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@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: Town of Jackson Thaw Well #4

Physical Address: 1540 Marin Lane and 1505 Berger Lane

Lot, Subdivision: Lot 10 JH Business Park and Pt. Lot 4, Smith's #184 Addition

PIDN: 22-40-16-06-1-08-017 & 22-40-16-06-1-10-008

PROPERTY OWNER.

Name: Teton County School District 1 and Town of Jackson

Phone: 307-733-3932

Mailing Address: PO Box 1687, Jackson WY

ZIP: 83001

E-mail: jziem@jacksonwy.gov

APPLICANT/AGENT.

Name, Agency: Nelson Engineering

Phone: 307-733-2087

Mailing Address: PO Box 1599, Jackson WY

ZIP: 83001

E-mail: pgyr@nelsonengineering.net

DESIGNATED PRIMARY CONTACT.

_____ Property Owner

X _____ 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: Alder Environmental Phone: 307-733-5031
Mailing Address: PO Box 6519, Jackson WY ZIP: 83001
E-mail: brian@alderenvironmental.com

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 checked="" type="checkbox"/> Required <input type="checkbox"/> Optional <input type="checkbox"/> For an Environmental Analysis <input checked="" type="checkbox"/> For grading
<input type="checkbox"/> Use Permit	
<input type="checkbox"/> Development Option or Subdivision Permit	
<input type="checkbox"/> Interpretations of the LDRs	
<input type="checkbox"/> Amendments to the LDRs	
<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 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 normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Johnny Ziem

4/12/2022

Signature of Owner or Authorized Applicant/Agent

Date

Johnny Ziem

Assistant Public Works Director

Name Printed

Title

Town of Jackson, Thaw Well #4 - Pre-App Project Narrative

Existing property conditions (buildings, uses, natural resources, etc):

Lot 9 Jackson Hole Business Park is owned by the Teton County School District and is occupied by an unimproved parking and vehicle storage area. TOJ owned Lot 4 is occupied by Flat Creek and riparian zone adjacent, a pathway and pathway bridge.

Character and magnitude of proposed physical development or use:

A thaw well, a new transformer, electrical controls, valve vault, discharge water line, and stream bank spillway compose the Thaw Well.

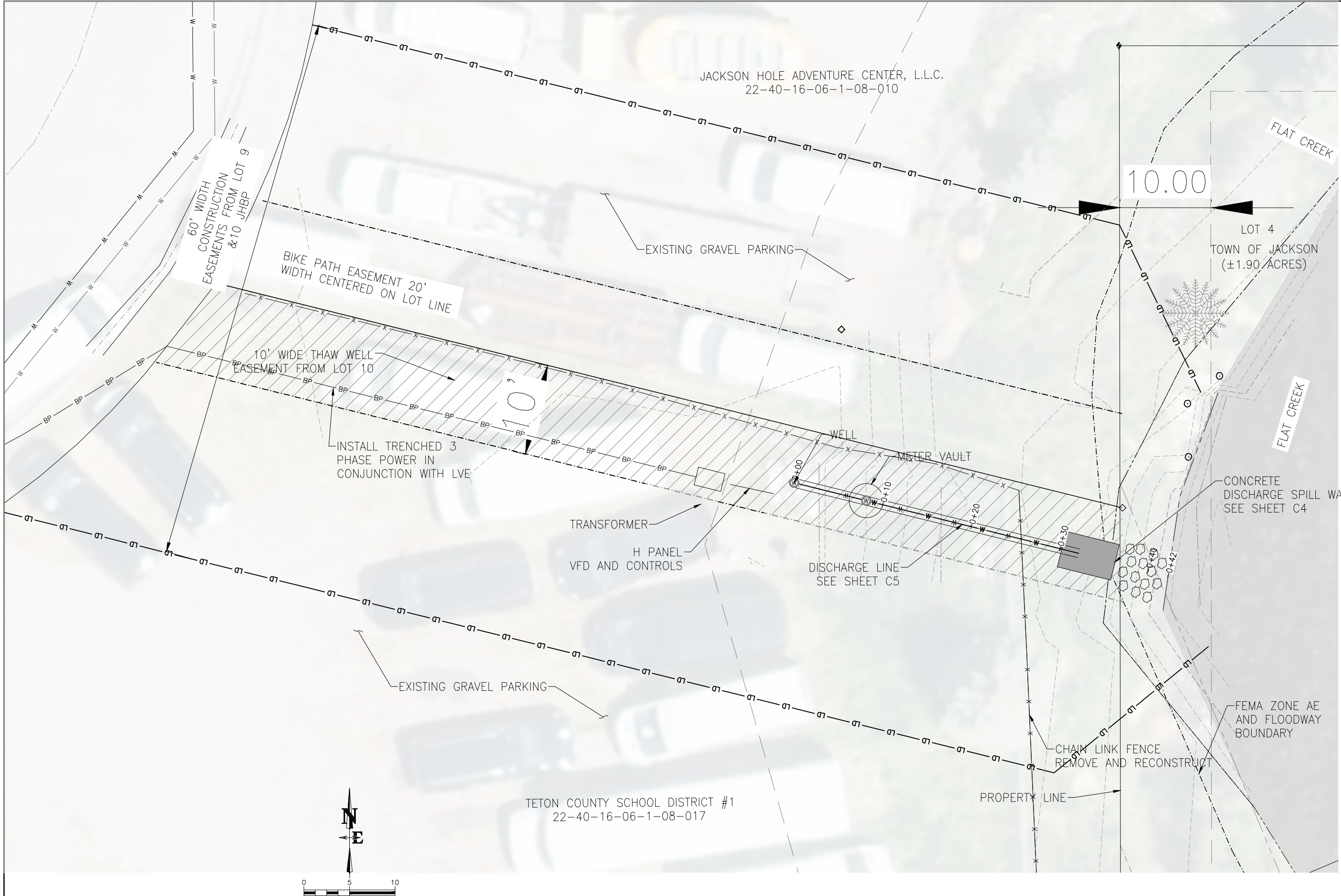
Intended development options or subdivision proposal (if applicable):

N/A

Proposed amendments to the LDRs (if applicable):

N/A

D:\CADD\TEMP\AC\PLANS\21-060\1\ThawWell\Planning\21-060-01.dwg PLOTTED BY: GYR DATE: 04/07/2022 03:34:46 PM



DRAWING NO C3	JOB TITLE JACKSON THAW WELL #4 TOWN OF JACKSON, WY	DRAWING TITLE THAW WELL #4 CONSTRUCTION PREAPP SITE PLAN					DATE 9/8/22	REV.				
								SURVEYED NE	ENGINEERED PG	DRAWN BIC/PG	CHECKED PG	APPROVED PG

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



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 : _____

Being duly sworn, deposes and says that Teton County School District No. 1 is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 1540 Martin Lane, Jackson, WY 83001

Legal Description: Lot 10, Jackson Business Park Addition

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Larry Pardee, Town of Jackson, Town Administrator

Mailing address of Applicant/agent: PO Box 1687, Jackson, WY 83001

Email address of Applicant/agent: lpardee@jacksonwy.gov

Phone Number of Applicant/agent: 307-733-3932

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) Pre-application Conference Request

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.

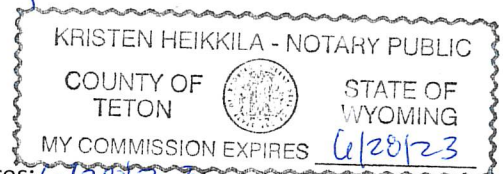
Property Owner Signature

Keith Ginger, Chairman, Teton County School Board

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 Keith Ginger this 21st day of April, 2022. WITNESS my hand and official seal.



Kate Hakkila
Notary Public

My commission expires: 6/20/23



RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

DEDICATION DEED

KNOW ALL MEN BY THESE PRESENTS, that EAGLE VILLAGE INVESTORS, L.L.C., a Wyoming limited liability company, Grantor, for and in consideration of the receipt of the approval of the final plat for Eagle Village Condominiums Addition to the town of Jackson, receipt of which is hereby acknowledged, as to one-half (1/2) and as a donation as to one-half (1/2), DEDICATES, CONVEYS AND WARRANTS to **THE TOWN OF JACKSON**, a municipality in Teton County, Wyoming, of P.O. Box 1687, Jackson, WY 83001, Grantee, the following-described property situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

See attached Exhibit A

PIN# 22-40-16-06-1-10-008 ⁰⁰⁷

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, conditions, restrictions, rights-of-way and easements of sight and record, if any and SUBJECT TO THE RESTRICTION THAT IT BE USED SOLELY FOR PARK AND/OR FOR OPEN SPACE USES.

WITNESS my hand effective the 22 day of September, 2003.

Grantor: EAGLE VILLAGE INVESTORS L L C
Grantee: TOWN OF JACKSON
Doc #608439 bk 528 pg 474-476 Filed at 2:23 on 10/16/03
Sherry L Daigle, Teton County Clerk fees: 14.00
By MARY D ANTROBUS Deputy

EAGLE VILLAGE INVESTORS, L.L.C.

By:

Its Presiding member

member/managers

STATE OF Idaho)
) ss.
COUNTY OF Ada)

On this 22 day of September, 2003, before me personally appeared John Markley, the presiding Member of said Company, under the authority and on behalf of said Company as its free act and deed.

Given under my hand and seal the date first above written.



[Signature]
Notary Public

EXHIBIT A

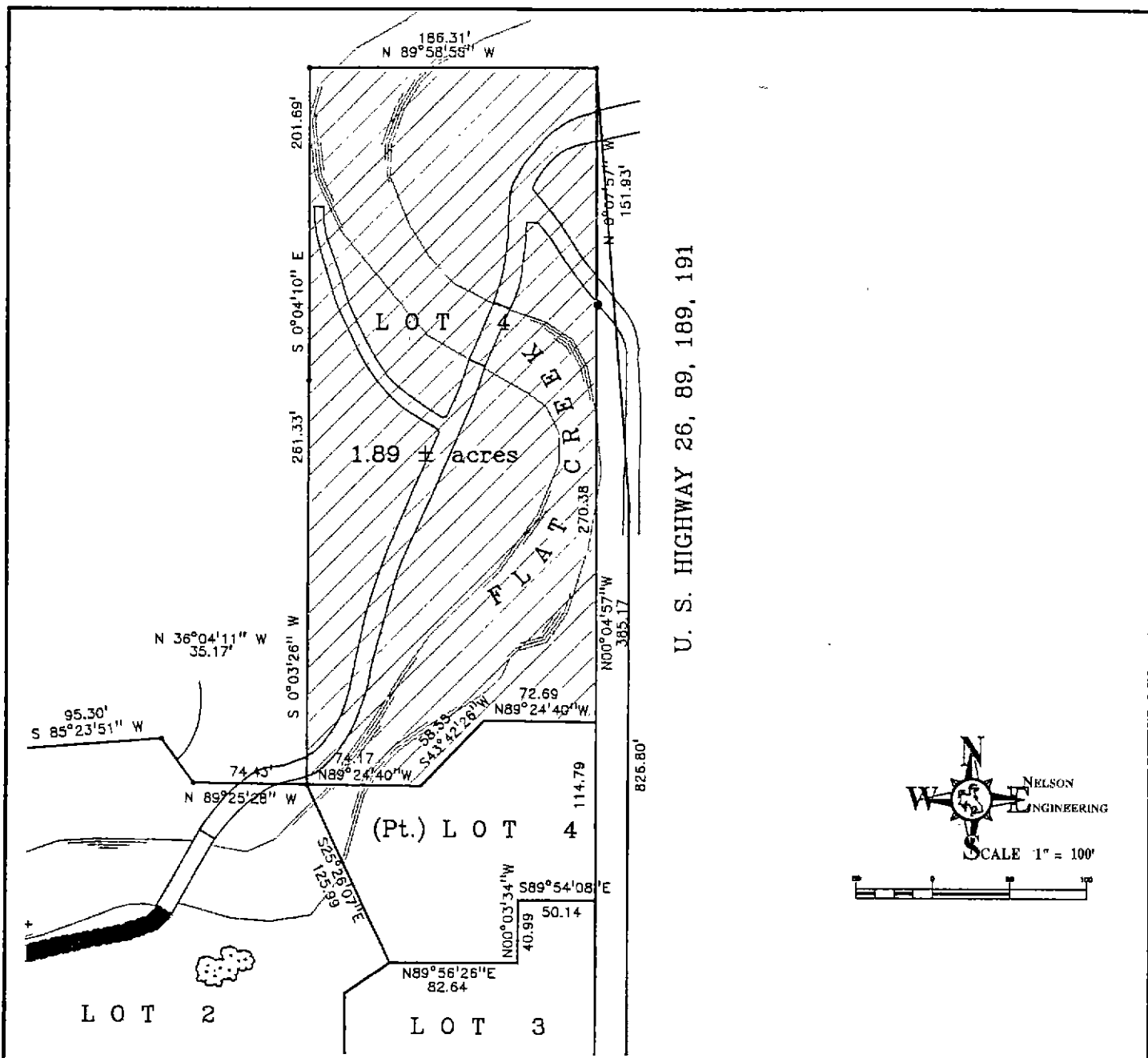
SUGGESTED LEGAL DESCRIPTION

A portion of Lot 4 of the Smith's #184 Addition to the Town of Jackson, Plat No. 1029 as recorded in the Office of the Teton County Clerk, located in the NE1/4 of Section 6, Township 40 North, Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, being all of Said Lot 4 lying northerly of the following described line:

Beginning at a Point on the easterly boundary line of Said Lot 4 which lies N00°04'57"W, 114.79 feet from the southeast corner of Said Lot;
Thence N89°24'40"W, 72.69 feet;
Thence S43°42'26"W, 58.55 feet;
Thence N89°24'40"W, 74.17 feet, more or less, to an angle point in the westerly boundary line of Said Lot 4.

Containing 1.89 acres, more or less, and subject to easements, rights-of-way, reservations, and restrictions, of sight and/or of record.

Michael J. Quinn
Wyoming Professional Land Surveyor 4270
16 October 2002
Nelson Engineering Project No. 02-065-1



U. S. HIGHWAY 26, 89, 189, 191

EXHIBIT to ACCOMPANY
LEGAL DESCRIPTION

part of Lot 4
Smith's #184 Addition
to the
Town of Jackson

located in the NE1/4
Section 6, Township 40 North, Range 116 West
6th P.M., Town of Jackson
Teton County, Wyoming

DRAWING NO 1 of 1	TITLE Eagle Village LLC New park lands	NELSON ENGINEERING P O BOX 1699 JACKSON WYOMING (307) 733-2087	DATE Oct 2002	REV.
JOB NO 02-065-1			SURVEYED ne	
			DRAWN mjq	
			CHECKED mjq	
			APPROVED	