



# 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: May 4, 2022	<b>REQUESTS:</b>  The applicant is submitting a request for a Zoning Compliance for the property located at 930 W Broadway., legally known as LOT 4, WESTERN INN ADDITION AMENDED PIDN 22-41-16-32-1-12-002  For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P22-104	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner:</b> Wyoming Inn Holdings LLC 1250 E Oxford Ln. Cherry Hills Vlg, CO 80113  <b>Applicant:</b> Nova Group – Kasey Little 121198 S 4159 Rd. Eufaula, OK 74432	
<b>Please respond by: May 18, 2022 (Sufficiency)</b> <b>May 25, 2022 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: Wyoming Inn  
Physical Address: 930 W Broadway, Jackson WY 83001  
Lot, Subdivision: Lot 4, Western Inn Addition Amended PIDN: 22-41-16-32-1-12-002

**PROPERTY OWNER.**

Name: Wyoming Inn Holdings LLC Phone: \_\_\_\_\_  
Mailing Address: 1250 E Oxford LN ZIP: 80113-4824  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: Kasey Little Phone: (405)308-1411  
Mailing Address: 121198 S 4159 Rd, Eufaula OK ZIP: 74432  
E-mail: kasey.little@novagroupgbc.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](http://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](http://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 #: \_\_\_\_\_ 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](http://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](http://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](http://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.

\_\_\_\_\_  
Signature of Property 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: 4/18/22

# **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: Kelly Allen Krause Manager/Owner

Being duly sworn, deposes and says that Wyoming Inn Holdings Inc the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 930 W Broadway Ave, Jackson WY 83001

Legal Description: Lot 4, Western Inn Addition Amended  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Kasey Little/ Nova Group GBC

Mailing address of Applicant/agent: 121198 S 4159 Rd, Eufaula OK 74432

Email address of Applicant/agent: kasey.little@novagroupghc.com

Phone Number of Applicant/agent: (405)308-1411

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) Zoning Compliance Verification Letter

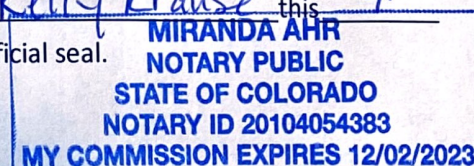
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

[Signature]  
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 Colorado )  
 ) SS.  
COUNTY OF Jefferson )

The foregoing instrument was acknowledged before me by Kelly Krause this 4th  
day of May, 2022. WITNESS my hand and official seal.



[Signature]  
Notary Public

My commission expires: 12/02/2023





Date: 4/27/22

Project # DK22-4161

Property Location: 930 W Broadway, Jackson WY 83001

APN: 22-41-16-32-1-12-002

I would like to request information for the above-mentioned property. If possible, please provide answers to the below questions on your letterhead and return via email to [zoning@novagroupgbc.com](mailto:zoning@novagroupgbc.com):

- What is the **zoning designation** of the above-mentioned property?
- What is the zoning designation(s) of the abutting properties?
- Is the use(s) of this property a permitted use(s) within this zoning designation?

Sincerely,

Kasey Little  
121198 S 4159 Road  
Eufaula, OK 74432  
(405) 308-1411  
[Kasey.little@novagroupgbc.com](mailto:Kasey.little@novagroupgbc.com)