



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

Date: May 17, 2022	REQUESTS: The applicant is submitting a request for an Access and Maintenance Easement for the property located at 175 E Broadway Ave., legally known as LOT 6, GENEVIEVE BLOCK ADDITION (PLAT 01412) PIDN: 22-41-16-27-3-35-006 For questions, please call Brian Lenz at 733-0440, x1410 or email to the address shown below. Thank you.
Item #: P22-124	
Planner: Paul Anthony Phone: 733-0440 ext. 1303 Email: panthony@jacksonwy.gov	
Owner JH Historical Society & Museum PO Box 1005 Jackson, WY 83001 Applicant: Berning Project Management PO Box 485 Victor, ID 83455	
Please respond by: June 7, 2022 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
blenz@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | 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: Jackson Hole Historical Society & Museum
Physical Address: 175 E Broadway
Lot, Subdivision: Lot 6, Genevieve Block Addition PIDN: 22-41-16-27-3-35-006

PROPERTY OWNER.

Name: Jackson Hole Historical Society & Museum Phone: 307-733-2414
Mailing Address: PO Box 1005, Jackson, WY ZIP: 83001
E-mail: Executive Director, Morgan Jaouen - morgan@jacksonholehistory.org

APPLICANT/AGENT.

Name: Jason Berning, Berning Project Management Phone: 307-699-3733
Mailing Address: PO Box 485, Victor, ID ZIP: 83455
E-mail: berningpm@gmail.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

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 Public Access /
☒ **other:** Maintenance Agreement
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to 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 #: P21-203 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 and select the relevant application type for submittal requirements.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

X **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>.

X **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 under the relevant application type.

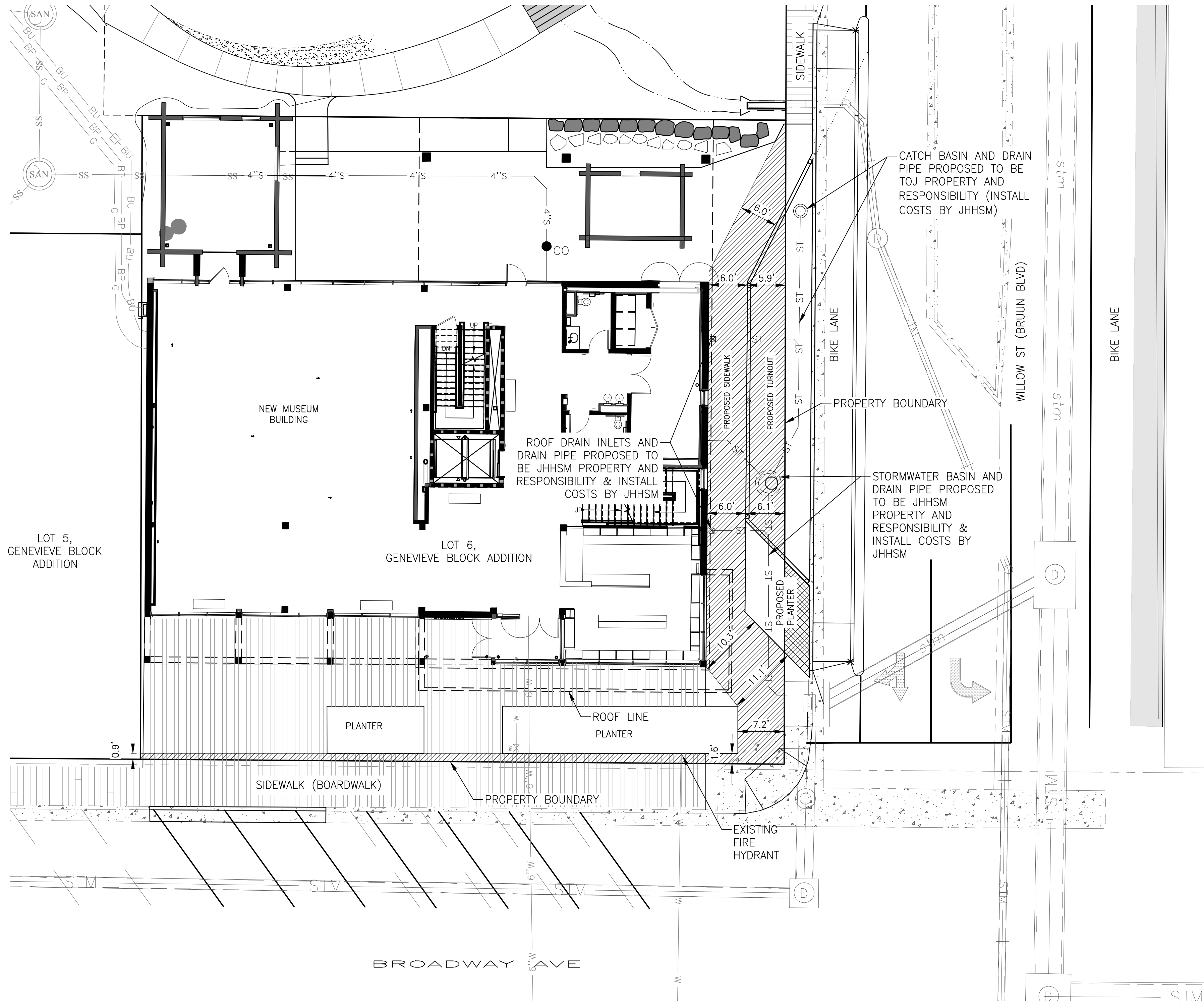
Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

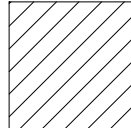
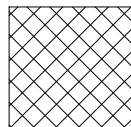
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, 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.

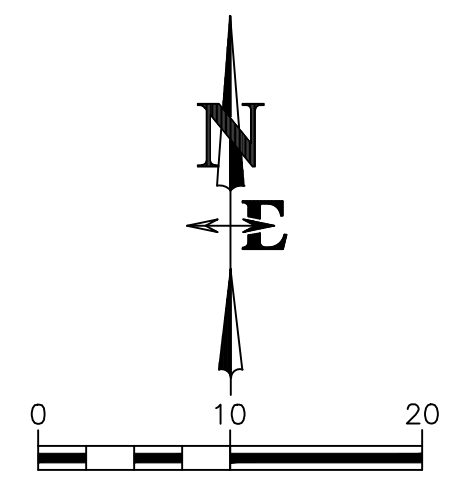

Signature of Property Owner or Authorized Applicant/Agent
Jason Berning
Name Printed

2/24/22
Date
Owner's Representative
Title

S:\Projects\2020\458-01 Jackson Hole Historical Society and Museum - HGA - Civil\4 Drawings\Civil\350-G-Grading\DT10N.dwg (TJU Easement Areas) - Feb 24 2022 05:28:59 pm PLOTTED BY: default DWG FORMAT: 241



-  = SIDEWALK AND TURNOUT AREA ON JHHSM PROPERTY PROPOSED TO BE MAINTAINED BY TOWN OF JACKSON (PROPOSED EASEMENT FROM JHHSM TO TOJ)
-  = PLANTER AREA ON TOWN OF JACKSON PROPERTY PROPOSED TO BE MAINTAINED BY JHHSM (PROPOSED TO BE IN AN ENCROACHMENT AGREEMENT BETWEEN TOJ AND JHHSM)



DRAWING NO	JOB TITLE	DRAWING TITLE	DATE	REV.				
				SURVEYED	ENGINEERED	Y2	NE	DD
EX	JACKSON HOLE HISTORICAL SOCIETY MUSEUM PROJECT 175 E BROADWAY AVENUE	PROPOSED EASEMENTS AND MAINTENANCE RESPONSIBILITIES	2/24/2022	DRAWN	CHECKED	DD	DD	DD
				APPROVED				