



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:
Item #: P22-125	The applicant is submitting a request for a Shoring Encroachment Agreement 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
Planner: Paul Anthony	For questions, please call Brian Lenz at 733-0440, x1410 or email to the address shown below. Thank you.
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



ENCROACHMENT AGREEMENT APPLICATION

Planning & Building Department Planning Division

150 E Pearl Ave. ph: (307) 733-0440

P.O. Box 1687 fax: (307) 734-3563
Jackson, WY 83001 www.townofjackson.com

OWNER OF PROPERTY:

Name: Jackson Hole Historical Society & Museum Phone: 307-733-2414

Mailing Address: Po Box 1005, Jackson, WY 83001 ZIP: 83001

E-mail: morgan@jacksonholehistory.org

APPLICANT/AGENT:

Name: Jason Berning, Berning Project Management Phone: 307-699-3773

Mailing Address: Po Box 485, Victor, ID 83455 ZIP: 83455

E-mail: berningpm@gmail.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent

PROPERTY:

Physical Address of Property: 175 E Broadway

Lot, Subdivision: Lot 6, Genevieve Block Addition

PIDN: Downtown Core District 2

Description of Public Right-of Way: Broadway & Willow

SUBMITTAL REQUIREMENTS. One(1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department via email to planning@jacksonwy.gov. 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.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

Narrative Description of the Request. Provide a detailed narrative description explaining the use of the noted public right-of-way.

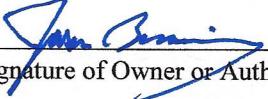
Exhibit. Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

FORMAT:

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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. 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 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 the Town of Jackson to enter upon the abovementioned 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


Name Printed

5/12/22

Date


Owners Representative

Title

LETTER OF AUTHORIZATION

Jackson Hole Historical Society and Museum **“Owner” whose address is:** PO Box 1005

Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property

more specifically legally described as:

22-41-16-27-3-35-006 - Lot 6 Plat 001412 - Genevieve Block Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Jason Berning

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:

Massan A. Abner

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Executive Director **Jackson Hole Historical Society**
(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 *Sinton*

13

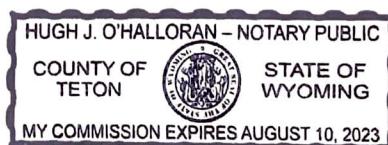
The foregoing instrument was acknowledged before me by June 22, 2021 this 22nd day of June, 2021.

WITNESS my hand and official seal.

WITNESS, HAN and OFFICIAL SEAL. (Seal)

(Notary Public)

(Notary Public) My commission expires:





**Checklist for a
ENCROACHMENT AGREEMENT-SHORING SYSTEMS
Planning & Building Department
Building Division**

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687
Jackson, WY 83001 | www.townofjackson.com

APPLICABILITY. This checklist should be used when applying for an **Encroachment Agreement** specifically for shoring systems that encroach into the right-of-way. The purpose of the Encroachment Agreement- Shoring Systems is to review the location of shoring systems in the Public Right-of-Way and their proximity to underground utilities and structures.

When is a Encroachment Agreement-Shoring Systems Required?

An Encroachment Agreement-Shoring Systems is required for shoring systems that encroach into the Right-of-way.

INSTRUCTIONS. Use this checklist to complete all portions of the application. All items on this checklist should be shown or noted on the plans, including not applicable items.

ENCROACHMENT AGREEMENT-SHORING NAILS SUBMITTAL REQUIREMENTS. Please fill out the left side of this checklist.

APPLICANT	ALL Encorahcment Agreement Plans shall include the following:	TOWN
<input checked="" type="checkbox"/>	A brief narrative summarizing the scope of the project.	
<input checked="" type="checkbox"/>	Proposed schedule of construction for the Project.	
<input checked="" type="checkbox"/>	A Geotechnical Engineering Report stamped by a licensed Wyoming Engineer.	
<input checked="" type="checkbox"/>	An As-built Certification Statement (Included on plans)	
<input checked="" type="checkbox"/>	A construction management plan outlining the details of the construction associated with the soil nails.	
<input checked="" type="checkbox"/>	<p>PLANS:</p> <ul style="list-style-type: none">Provide the licensed Wyoming civil engineers seal and original signature.Show all property boundaries on the plan and section views. Include dimensions of the shoring system to the property line.Show all existing and proposed utilities, easements, rights-of-way, structures and construction improvements on the property and in the adjacent right-of-way.Show all the parts of the shoring system.Provide the location, angle, and depth of all soil nails by determining and maintaining six foot clearance from the soil nail to the closest existing utility and a minimum of eight(8) feet below finished grade.Permanent and temporary anchors for shoring shall not be located within 10 feet of the roadway surface.Show the area within Right-of-way being affected by the soil nails.Provide shoring method details indicating length, angle, material.Include all design loads, testing requirementsInclude statements that:<ul style="list-style-type: none">The owner/applicant is required to video the existing sewer lines before and after the soil nail installation to confirm no contact or damage.The contractor shall pothole all water lines and utilities to confirm that there are no conflicts prior to shoring installation.Special inspections and tests shall be performed by the engineer of record during installation of the Encroaching Property. The approved geotechnical report and the construction documents prepared by the registered design professionals shall be used to determine compliance. Prior to the Town Engineer's Final Inspection Encroaching	

	<p>Party must provide the Town Engineer: (i) a certification that the system has been installed according to plans and specifications, and (ii) record drawings of the shoring to document the Encroaching Property's "as-built" location.</p> <ul style="list-style-type: none"> ○ the shoring system is temporary and may be disturbed, destroyed or removed in connection with any construction, installation, excavation, maintenance or replacement of the right-of-way or any public utilities located therein following completion of construction of the building foundation and backfill, thus permanently stabilizing the excavation. ○ the percentage of nails to be tested, testing procedures, and acceptance criteria. Include Design Loads, Verification Nails (at least 3 and as necessary per different soil stratas) process and acceptance criteria, Proof Testing (minimum of 5% of the production nails to be prooftested to 150% of the design load) process (location, load increments, timing, etc.) and acceptance criteria. Include a statement that all test results shall be approved by the design engineer. ○ to the effect that: there shall be periodic special inspections by 3rd party inspector on site during the placement of the micropiles and soil nails. The inspections shall be paid for by the owner or contractor and must be registered engineer or certified to be able to perform the inspections. Special inspector shall witness all verification and proof tests ○ For soil nails a statement that the shoring system has been designed based on the US Federal Highway Administration's FHWA-NHI-14-007 Soil Nail Reference Manual or other standard used. <ul style="list-style-type: none"> ● Provide construction sequencing process, soil nail wall installation parameters and tolerances, assumptions, special instructions, anticipated soil types, material specs, grout mixes, certification requirements, safety, equipment requirements, general information, etc. on the plans as necessary to provide sufficient information for the installation and certification of the installation. ● Provide the maximum lateral and vertical estimated movements of the wall, movement shall be limited such that adjacent public and private property is protected from damage during construction. ● Provide the stability factors of safety for each section of wall. 	
X	<ul style="list-style-type: none"> ● Include Wyoming Licensed Engineer stamped calculations for the shoring system. 	
X BPM	<ul style="list-style-type: none"> ● When the applicant is not the property owner, a Town of Jackson Letter of Authorization must be included with the application. 	
To be provided at a later date	<ul style="list-style-type: none"> ● For private properties written agreements recorded against the property are required. ● For encroachments within the Wyoming Department of Transportation Right-of-Way licensing is required. 	
Estimated Provided	<p>FINANCIAL ASSURANCE</p> <ul style="list-style-type: none"> ● In accordance with Town of Jackson Land Development Regulations 8.2.11, post a financial assurance that required construction or installation of improvements, performance of duties, or other financial duty is completed following the issuance. The financial assurance shall be at least 125% of the cost to complete the improvements, implement the plan, or complete other work approved as part of the permit or approval. ● Provide a cost estimate for the work required to complete the excavation, shoring, and complete the foundation/building construction and backfill to the point that the shoring is no longer warranted. Include the 125% value for the financial assurance. 	

ENCROACHMENT AGREEMENT FOR SHORING PROCESS.

Description of Events

Submit Shoring Plan with an Encroachment Agreement Application.

Town Engineering Review for Sufficiency, an agreement is drafted by Town Engineering Department and Legal Department.

Town Council Approval Required for Encroachment Agreements-Shoring Systems.

Apply for a Grading Permit for the shoring system with engineered calculations, plans, and specifications. (Or include with the Building Permit application).

Encroachment Agreement- Soil Nails finalized or approved prior to Permit Issuance.

- Grading Permit Issuance required prior to Building Permit Issuance

Ongoing inspection by the design engineer during construction.

Record Drawings and Certification following completion of the shoring system.

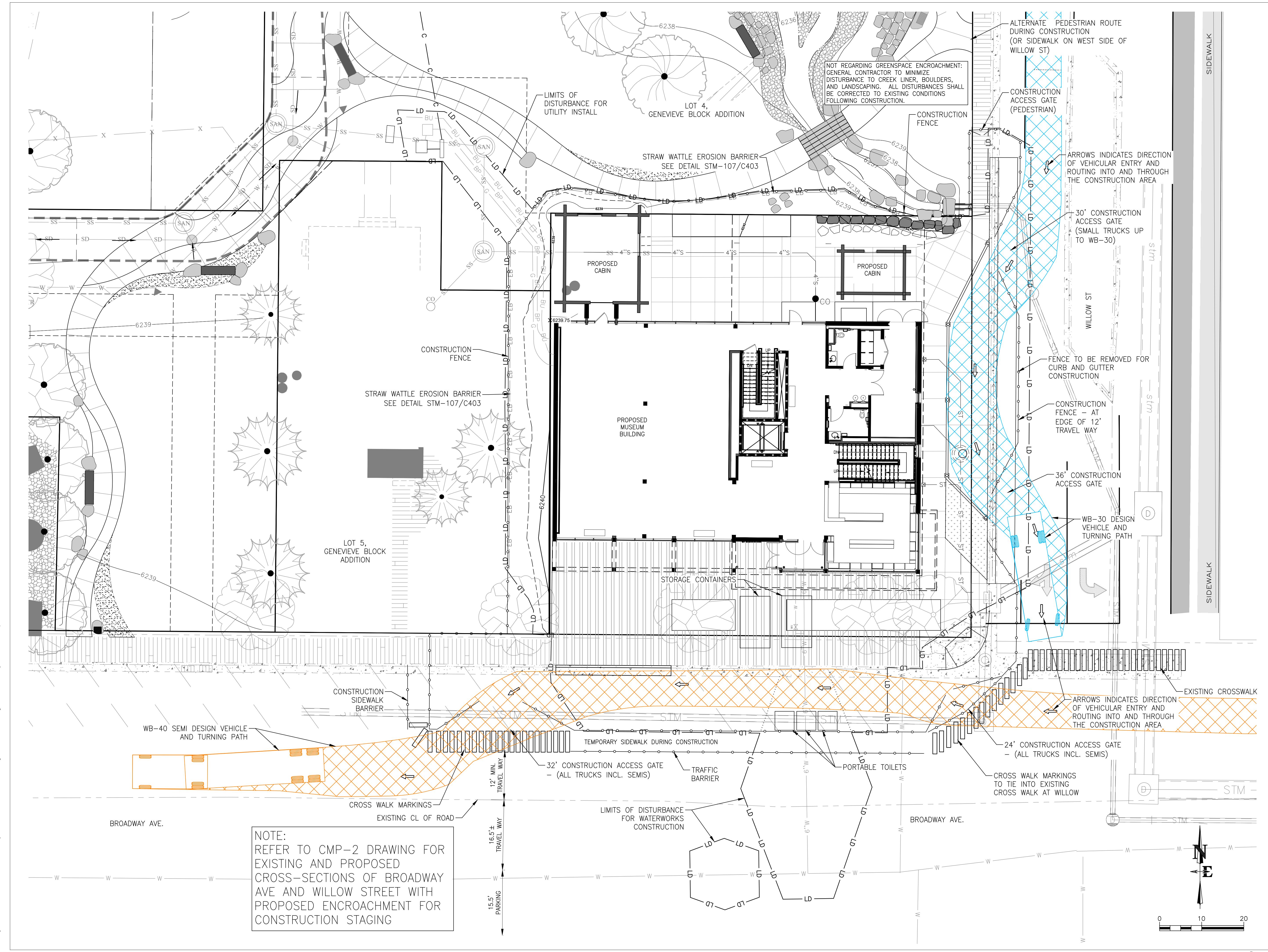
Encroaching Party records Encroachment Agreement – Shoring System with the Teton County Clerk.

Bonds are returned following completion of all the resotoration work and conditions of Encroachment Agreement are met..

1.2 PROJECT INFORMATION

- A. Owner: Jackson Hole Historical Society & Museum
- B. Project: New Museum Building
- C. Site Location: East Broadway and Willow Street; Jackson, Wyoming
- D. Project Summary: New construction, approximately 13,100 GSF on 3 levels (basement, street, upper) including exhibit space, collections storage, classrooms, administration, gift shop, public restrooms, circulation and back-of-house spaces.

Estimated Costs Shoring Checklist	
Item	Estimated Cost
Shoring	\$390,000
Excavation and Backfill	\$350,000
Concrete foundations	\$390,000
Water proofing	\$70,000
Total estimated cost	\$1,200,000
125% of Value	\$1,500,000



**NELSON
ENGINEERING**
Professional Engineers & Land Surveyors
www.NELSONENGINEERING.NET
PO Box 1999 | 430 South Cache St. | Jackson, WY 83001
Jackson 307.733.2087 | Toll Free 307.684.7029

LOCAL ARCHITECT
PROSPECT STUDIO
4030 W LAKE CREEK DRIVE
SUITE 104
P.O. BOX 1870
WILSON, WY 83014
307-264-2600

CIVIL
NELSON ENGINEERING
P.O. BOX 1599
JACKSON, WY 83001
307-733-2087

DESIGN ARCHITECT /
LANDSCAPE / STRUCTURAL /
MECHANICAL / ELECTRICAL /
PLUMBING / FIRE
PROTECTION / LIGHTING
HGA



**JACKSON
HOLE
HISTORICAL
SOCIETY
& MUSEUM**



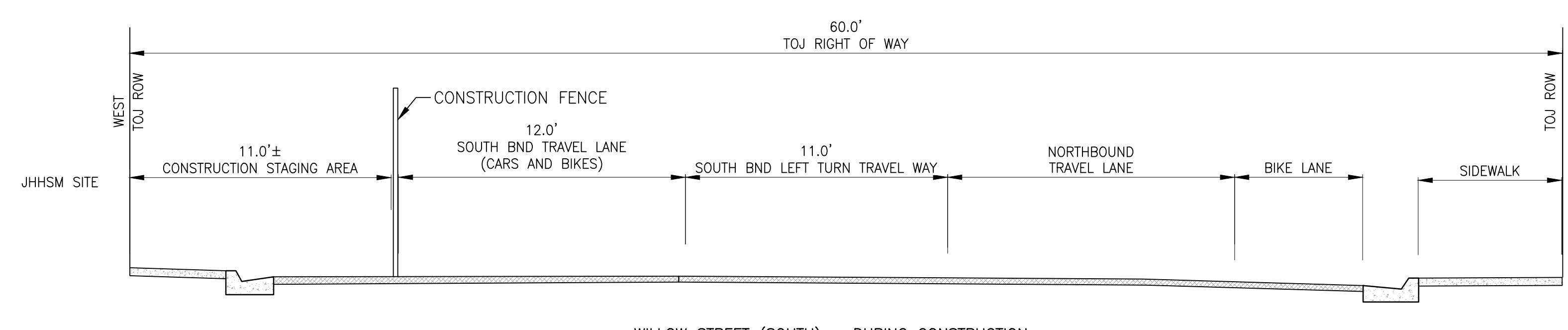
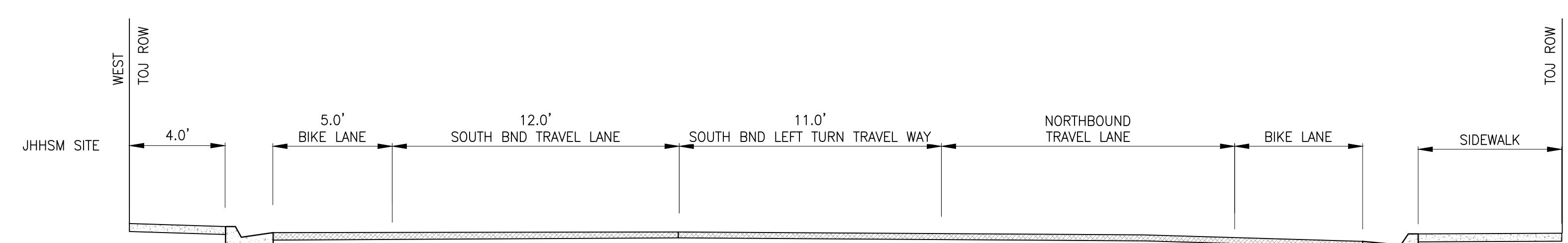
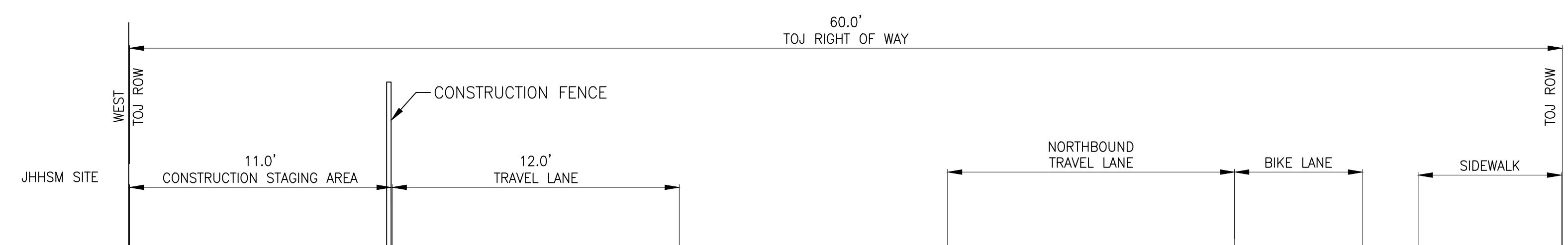
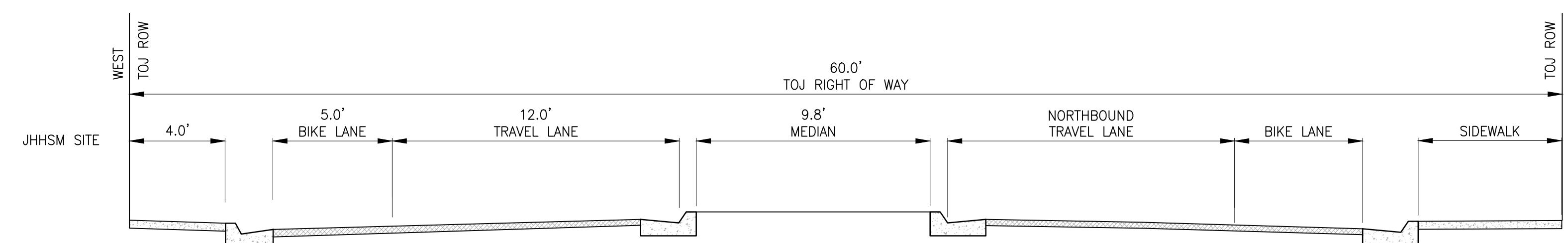
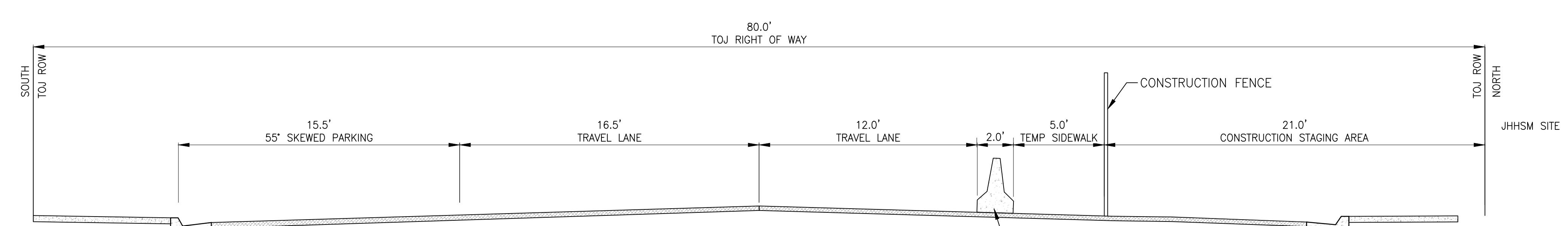
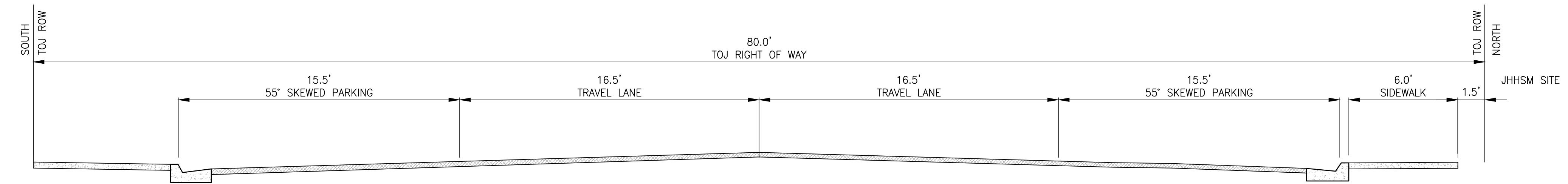
NO DESCRIPTION DATE
1 ASI#1 5/13/2022

ISSUANCE HISTORY - THIS SHEET
HGA NO: 4720-001-00

**CMP -
SITE PLAN
SUPPLEMENT**

DATE: FEB 09, 2022
CONSTRUCTION DOCUMENTS

CMP-1



**NELSON
ENGINEERING**
Professional Engineers & Land Surveyors
www.NELSONENGINEERING.NET
PO Box 1999 | 430 South Cache St. | Jackson, WY 83001
Jackson 307-733-2087 | Email 307-684-7079

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4030 W LAKE CREEK DRIVE
SUITE 104
P.O. BOX 1870
WILSON, WY 83014
307-264-2600

CIVIL
NELSON ENGINEERING
P.O. BOX 1599
JACKSON, WY 83001
307-733-2087

**DESIGN ARCHITECT /
LANDSCAPE / STRUCTURAL /
MECHANICAL / ELECTRICAL /
PLUMBING / FIRE
PROTECTION / LIGHTING**
HGA



**JACKSON
HOLE
HISTORICAL
SOCIETY
& MUSEUM**



△ NO	DESCRIPTION	DATE
1	ASH#1	5/13/2022

ISSUANCE HISTORY - THIS SHEET
HGA NO: 4720-001-00

**CMP
STREET
SECTIONS
ENCROACHMENT**

DATE: FEB 09, 2022
CONSTRUCTION DOCUMENTS

CMP-2

DATE	TITLE/FILE NAME	REV. N
010922	JHHS SCHEDULE	REV 2
041422	JHHS SCHEDULE	REV 3

JACKSON HOLE HISTORICAL SOCIETY MUSEUM

175 E Broadway
Jackson, WY 83001



JACKSON HOLE HISTORICAL SOCIETY & MUSEUM



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Jackson, WY 83001



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