



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

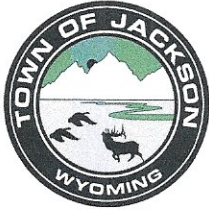
- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

<p>Date: July 11, 2022</p> <p>Item #: P22-174</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner OLIVIERI, CRAIG & LYNCH, KATHERINE E. PO Box 13854 Jackson, WY 83002</p> <p>Applicant Same</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Grading Pre-Application Conference for a single-family home addition at 435 Wister Ave., legally known as LOT 22, SAGE ADDITION PIDN: 22-41-16-33-4-11-007</p> <p>For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.</p>
<p>Please respond by: July 18, 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: 435 Wister Ave - Olivieri Addition

Physical Address: 435 Wister Ave

Lot, Subdivision: Lot 22 Sage Addition

PIDN: 22-41-16-33-4-11-007

PROPERTY OWNER.

Name: OLIVIERI, CRAIG TRUST & LYNCH, KATHERINE E. REVOCABLE TRUST

Phone: 307.413.9922

Mailing Address: PO BOX 13854, JACKSON, WY

ZIP: 83002

E-mail: craig@jacksonholecontracting.com

APPLICANT/AGENT.

Name, Agency: Craig Olivier

Phone: 307.413.9922

Mailing Address: PO 13854, Jackson, WY. 83002

ZIP: 83002

E-mail: craig@jacksonholecontracting.com

DESIGNATED PRIMARY CONTACT.



Property Owner

Applicant/Agent

Please include Braden Olson with Nelson engineering when scheduling the pre application meeting. Thank you. bolson@nelsonengineering.net

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: _____ 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 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.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

Craig Olivier

7/8/22
Owner

11 July 2022

Town of Jackson
Planning & Building Department-Planning Division
150 E. Pearl Ave.
PO Box 1687
Jackson, WY 83001

To Whom it May Concern,

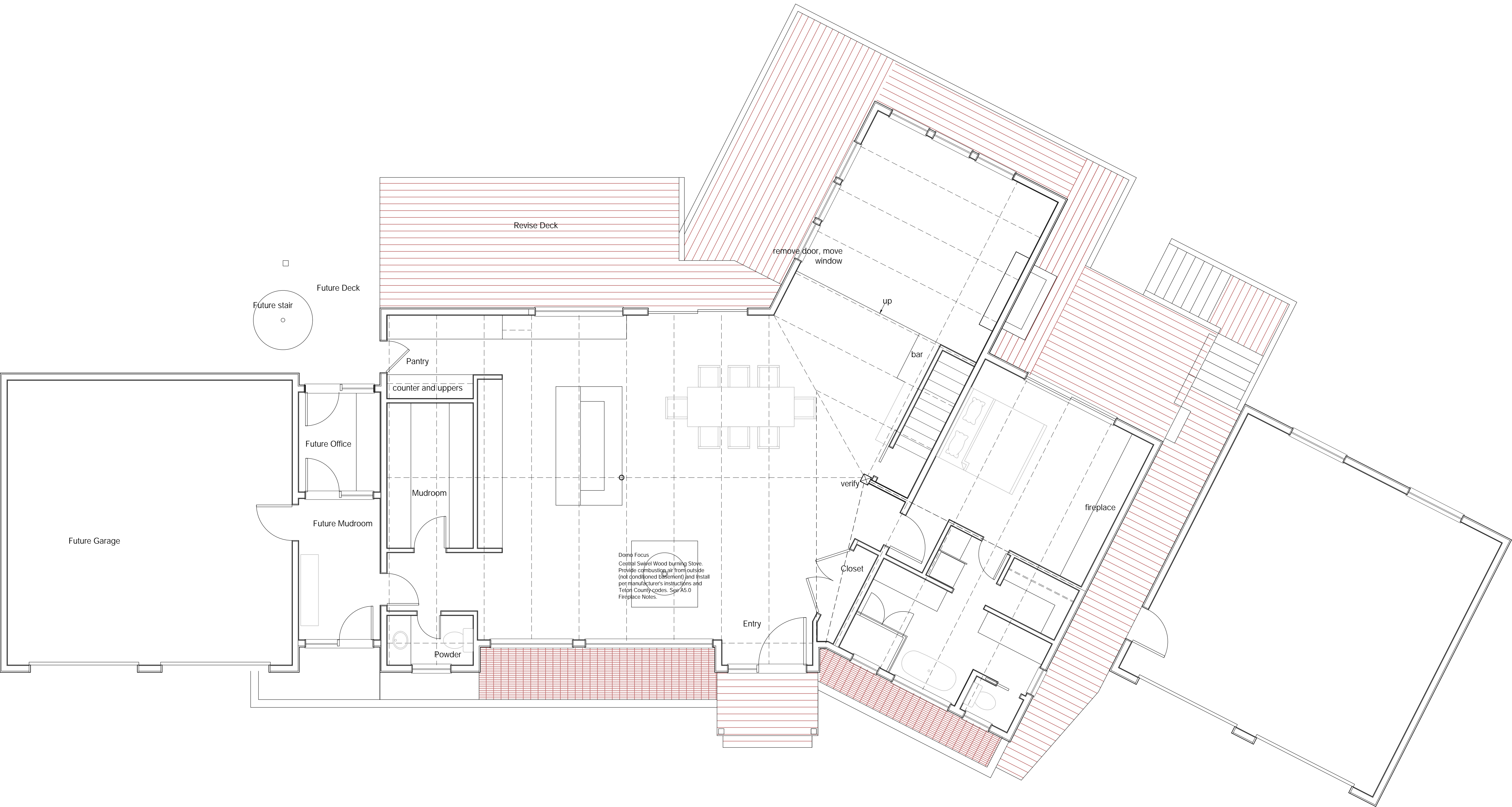
The Attached PAP is for an addition to an existing residential house located at 435 Wister Ave., Jackson WY. In accordance with the site plan attached, there is an existing residence with associated parking, detached garage and utilities. Proposed development includes the construction of an attached garage and revised driveway grading. Please don't hesitate to contact me with project inquiries.

Sincerely,

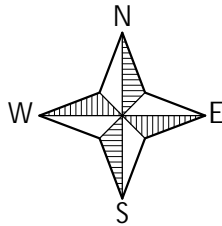
A handwritten signature in dark ink, appearing to read 'Braden Olson', is written over a light gray rectangular background.

Braden Olson, PE
Nelson Engineering

Office: 307.733.2087
Email: bolson@nelsonengineering.net



Proposed Upper Floor Plan A
1/4" = 1'-0"



Project Number:	as noted	Date:	June 8, 2022
Scale:			
Sheet Number:			

A

Olivieri Lynch
Addition
435 Wister Avenue
Jackson, Wyoming

Floor Plans

REVISIONS

MIRO STUDIO
architecture
ANNA BUTLER AIA
P.O. Box 12374
Jackson, WY 83002
307.580.4115
anna@miroarchitect.com