



# 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: July 11, 2022

Item #: P22-174

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov)

**Owner**

OLIVIERI, CRAIG & LYNCH,  
KATHERINE E.  
PO Box 13854  
Jackson, WY 83002

**Applicant**

Same

**REQUESTS:**

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

For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.

**Please respond by: July 18, 2022 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto: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](http://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 processed 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](http://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 Olivieri** 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](mailto: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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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

na Intended development options or subdivision proposal (if applicable)

na 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

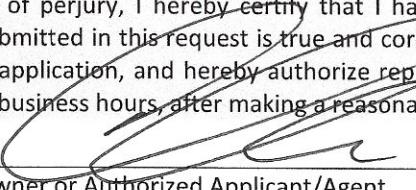
na Proposed parcel or lot lines (if applicable)

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

Name Printed

Craig Olivier

7/8/22

Date

Owner  
Title

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,



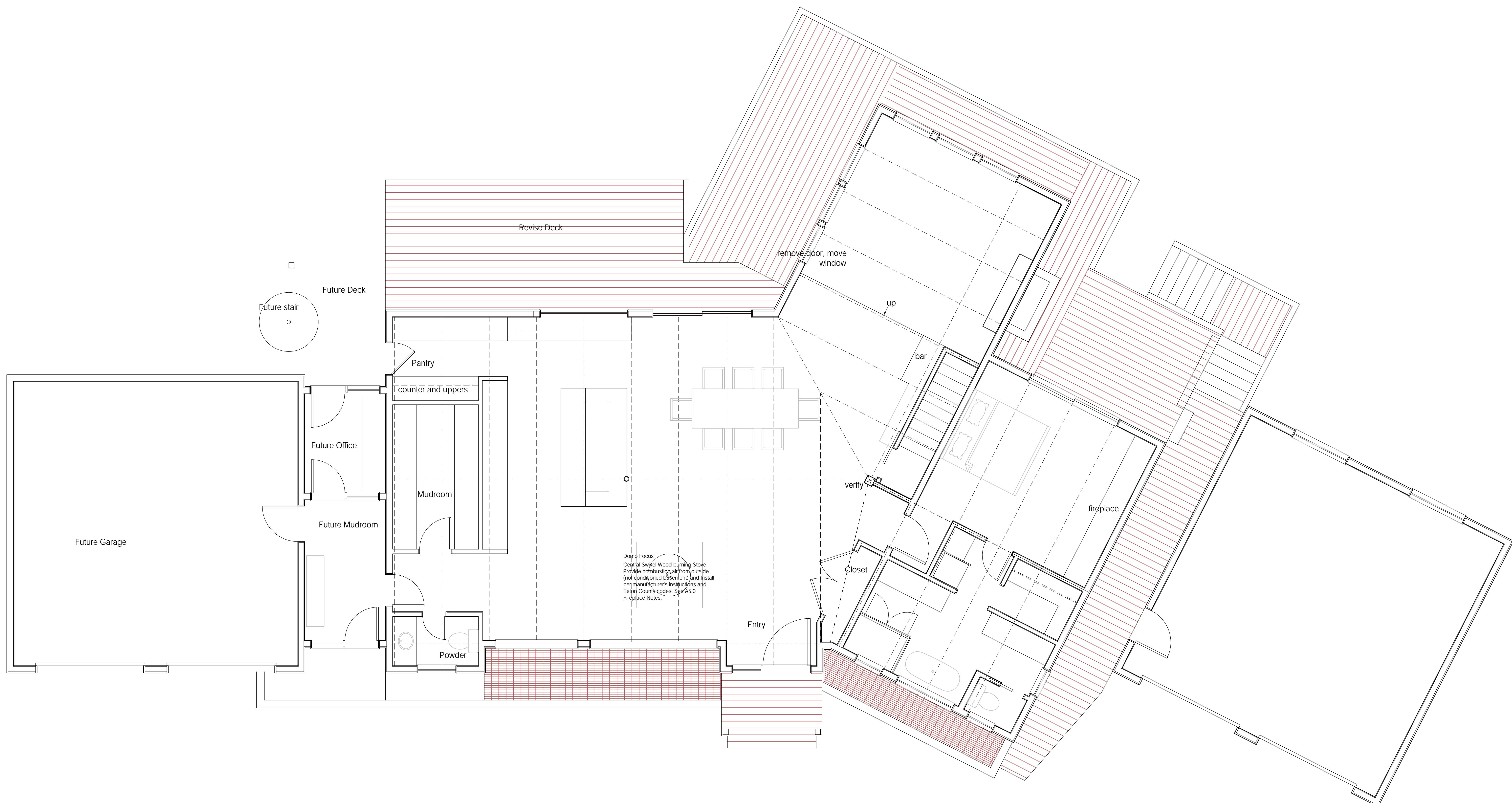
Braden Olson, PE  
Nelson Engineering

Office: 307.733.2087  
Email: [bolson@nelsonengineering.net](mailto:bolson@nelsonengineering.net)

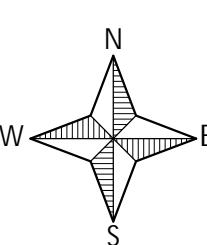


## PRE APPLICATION SITE PLAN

DRAWING NO		JOB NO		DRAWING TITLE			
1		22-163		PRE APPLICATION SITE PLAN			
				OLIVIERI RESIDENCE ADDITION			
				435 WISTER AVE			
				JACKSON, WY			
				P.O. BOX 1599, JACKSON WYOMING (307) 733-2087			
				APPROVED BO			
				CHECKED BO			
				DRAWN BO			
				ENGINEERED BO			
				SURVEYED GIS			
				DATE 8 JULY 2022 REV.			



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



Olivieri Lynch  
Addition  
435 Wister Avenue  
Jackson, Wyoming

MMRO STUDIO  
architecture  
ANNA BUTLER AIA  
P.O. Box 2374  
Jackson, WY 83002  
307.660.4187 mobile  
anna@mmroarchitecture.com

Project Number:  
Olivieri Lynch  
Addition  
Sheet Number:  
A

Sheet Title:  
Floor Plans  
Floor Plans

Scale:  
as noted  
Date:  
June 8, 2022

A