



# 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: July 12, 2022

Item #: P22-178

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

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

**Owner:**

Jean Ellen Anderson Revocable Living  
Trust  
PO Box 4547  
Jackson, WY 83001

**Applicant:**

Jorgensen Assoc.  
PO Box 9550  
Jackson WY 83001

**Please respond by: August 3, 2022 (with Comments)**

**REQUESTS:**

The applicant is submitting a request for a Pre-Application Conference to split Lot 1 into two single-family residential lots for the property located at 180 Aspen Dr. legally known as LOT 1, BLK. 4, ASPEN HILL LOTS, PIDN 22-41-16-33-4-07-006

For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.

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



# JORGENSEN

It's About People, Trust and Know How

PO Box 9550 • 1315 HWY 89 S., Suite 201  
Jackson, WY 83002  
PH: 307.733.5150  
| [www.jorgeng.com](http://www.jorgeng.com)

July 7, 2022

Town of Jackson  
Planning & Building Department  
P.O. Box 1687  
150 E. Pearl Ave.  
Jackson, WY 83001

**RE: Pre-Application Conference Request – 180 Aspen Drive**

Jorgensen Project No. 22099

Dear Staff,

Enclosed you will find the necessary materials for a Pre-Application Conference Request for 180 Aspen Drive; more specifically Lot 1, Block 4 of the Aspen Hill Lots, as recorded by Plat 1168 in the Office of the Clerk of Teton County, Wyoming.

The owner of Lot 1 seeks to split Lot 1 into two single-family residential lots; each with access from Milward Street, and each keeping in character with the existing neighborhood.

The intent of the NM-1 Zone is to have typical lot sizes of 7,500 and 3,750 square feet. Upon splitting the lots, this intent will be met.

For processing, please find the following enclosed items:

- Pre-Application Conference Request
- Letter of Authorization and Deed
- Conceptual Plan

Please call me if you have any questions, or if you require additional information at this time. Thank you for your assistance.

Sincerely,  
JORGENSEN ASSOCIATES, INC.

Ryan Wells,  
Project Surveyor



**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: Anderson Lot Split

Physical Address: 180 Aspen Drive, Jackson WY 83001

Lot, Subdivision: Lot 1, BLK. 4, Aspen Hill Lots

PIDN: 22-41-16-33-4-07-006

**PROPERTY OWNER.**

Name: Jean Ellen Anderson Revocable Living Trust

Phone: (307) 413-6548

Mailing Address: PO Box 4547, Jackson WY

ZIP: 83001

E-mail: [jeanie@mountainmax.net](mailto:jeanie@mountainmax.net) c/o Jean Anderson

**APPLICANT/AGENT.**

Name, Agency: Jorgensen Associates, Inc Attn: Matt Gotham

Phone: 307-733-5150

Mailing Address: Po BOX 9550, Jackson WY

ZIP: 83001

E-mail: [rwell@jorgeng.com](mailto:rwell@jorgeng.com)

**DESIGNATED PRIMARY CONTACT.**

Property Owner

Applicant/Agent

**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
- Intended development options or subdivision proposal (if applicable)
- Proposed amendments to the LDRs (if applicable)

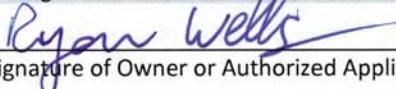
**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. 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.

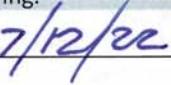


Signature of Owner or Authorized Applicant/Agent

Jorgensen Associates, Inc. Attn: Ryan Wells

Name Printed

7-7-2022



Date

Project Surveyor

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](http://www.jacksonwy.gov)

Date: 02/07/2022

**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 : Jean Ellen Anderson, Trustee

Jean Ellen Anderson Revocable  
Being duly sworn, deposes and says that Living Trust dated May 1, 1997 is the owner in fee of the premises located at:  
Name of property owner as listed on deed  
Address of Premises: 180 Aspen Dr., Jackson, WY

Legal Description: Lot 1, Block 4, Aspen Hill Lots, Plat 124. Town of Jackson, Wyoming

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Matt Gotham, Jorgensen Associates, Inc

Mailing address of Applicant/agent: PO Box 9550, Jackson, WY 83002

Email address of Applicant/agent: mgotham@jorgeng.com

Phone Number of Applicant/agent: 307-733-5150

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 in 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) \_\_\_\_\_

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of

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

Jon Ellen Anderson  
Property Owner Signature

Property Owner Signature

Trustee

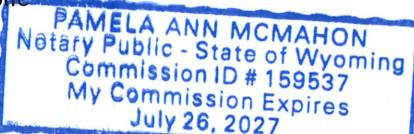
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming )

COUNTY OF Teton ) SS. )  
 )

The foregoing instrument was acknowledged before me by Jean Lehman this 8<sup>th</sup> day of June, 2022. WITNESS my hand and official seal.

Notary Public



My commission expires: July 26, 2027

RELEASED	<input checked="" type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input checked="" type="checkbox"/>

## RELEASE OF LIS PENDENS

Notice is hereby given that the Lis Pendens filed by Garland & Potter, LLC in *Patricia L. Anderson v. Jean E. Anderson, as Trustee of the Anne R. Anderson Trust dated February 2, 1996, James L. Anderson as Trustee of the Laurence E. Anderson Trust dated February 2, 1996, Jean Ellen Anderson, as Trustee of the Jean Ellen Anderson Trust dated May 1, 1997 and Jean E. Anderson*, Civil Action No. 16980 (Teton Co. WY) on June 4, 2015, in the official records of Teton County, Wyoming as Document No.0883551 at Book 896 of Photo, p. 1074, is hereby released, discharged, and of no further force and effect. The real property which is the subject of the above-referenced Lis Pendens is described as:

Lot 1 of Block 4 of the Aspen Hill Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded May 13, 1938 as Plat No. 124.

PIN 22-41-16-33-4-07-006

Together with all improvements thereon and all fixtures and appurtenances thereto.

GRANTOR: POTTER, AMY W ATTORNEY

GRANTEE: THE PUBLIC

Doc 0894378 bk 908 pg 926-926 Filed At 15:29 ON 11/12/15

Sherry L. Daigle Teton County Clerk fees: 12.00

By Mary D Antrobus Deputy



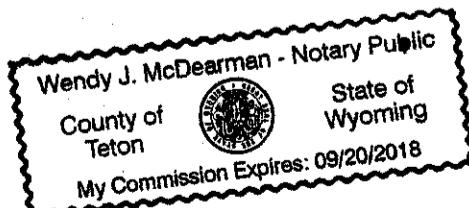
Amy W. Potter (6-4300)  
Garland & Potter, LLC  
P. O. Box 4310  
Jackson, WY 83001  
(307) 733-0661  
(307) 222-0530 FAX  
Attorneys for Plaintiff

STATE OF WYOMING )  
 ) ss.  
COUNTY OF TETON )

The foregoing Notice of Lis Pendens was acknowledged before me by Amy W. Potter this 12 day of November, 2015.

WITNESS my hand and official seal.

SEAL



Notary Public

