



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	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.
Item #: P22-178	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpape@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)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: 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

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
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: 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 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: rwells@jorgeng.com

DESIGNATED PRIMARY CONTACT.

_____ Property Owner

X _____ 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) 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.

Ryan Wells
Signature of Owner or Authorized Applicant/Agent

Jorgensen Associates, Inc. Attn: Ryan Wells

Name Printed

~~7-7-2022~~ 7/12/22

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

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 is 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 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.

Jean Ellen Anderson

Property Owner Signature
Trustee

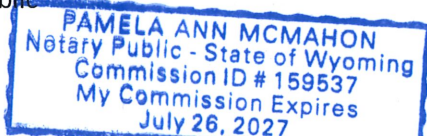
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Jean Ellen Anderson this 8th
day of June, 2022. WITNESS my hand and official seal.

Pamela Ann McMahon

Notary Public



My commission expires: July 26, 2027

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

RELEASE OF LIS PENDENS

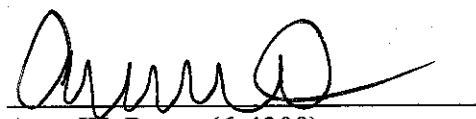
Notice is hereby given that the Lis Pendens filed by Garland & Potter, LLC in *Patricia L. Anderson v. Jean E. Anderson, as Trustee of the Anne R. Anderson Trust dated February 2, 1996, James L. Anderson as Trustee of the Laurence E. Anderson Trust dated February 2, 1996, Jean Ellen Anderson, as Trustee 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

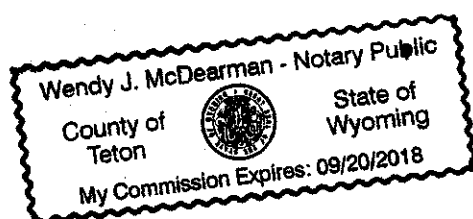

Amy W. Potter (6-4300)
Garland & Potter, LLC
P. O. Box 4310
Jackson, WY 83001
(307) 733-0661
(307) 222-0530 FAX
Attorneys for Plaintiff

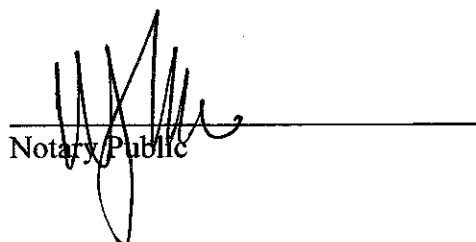
STATE OF WYOMING)
) ss.
COUNTY OF TETON)

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

WITNESS my hand and official seal.

SEAL




Notary Public

Printed by Jorgensen on Jul 06, 2022, 2:10 PM
Map File: Aspen Hill Lots Fifth Addition to the Town of Jackson.dwg
User: Jorgensen
Plot Size: 24x36
Scale: 1" = 10'
Title: ASPEN HILL LOTS FIFTH ADDITION TO THE TOWN OF JACKSON
Author: Jorgensen
Date: 07/05/2022
Project: 22099

CERTIFICATE OF OWNERS

The undersigned, Jean Ellen Anderson, Trustee of the Jean Ellen Anderson Revocable Living Trust does hereby certify;

that said Jean Ellen Anderson, Trustee of the Jean Ellen Anderson Revocable Living Trust is the owner and proprietor of Lot 1, Block 4, Aspen Hill Lots, of record in the Office of the Teton County Clerk as Plat 124 within the SE1/4SE1/4 of Section 33, Township 41 North, Range 116 West, 6th P.M. Teton County, Wyoming, more particularly described in the Certificate of Surveyor and shown this plat;

that said Lot 1, Block 4, Aspen Hill Lots is hereby subdivided and that the foregoing subdivision of said lands as shown on this plat is with the free consent and in accordance with the desires of said Jean Ellen Anderson Revocable Living Trust;

that the name of the foregoing subdivision shall be the ASPEN HILL LOTS FIFTH ADDITION TO THE TOWN OF JACKSON;

that the foregoing subdivision is SUBJECT TO the terms and conditions of the following instruments of record in the Office of the Clerk of Teton County, Wyoming:

that the undersigned owner hereby reserves unto itself, and its heirs, successors and assigns, the right to grant unto other parties non-exclusive easements for any purpose the undersigned deems necessary in, under, and across the Lots of the foregoing subdivision and easements shown on this plat, as may be amended by the terms of the third party instruments that created such easements, provided that such future grants shall not cause unreasonable interference with use under prior easement grants;

that the undersigned owner hereby reserves unto itself, and its heirs, successors and assigns, the right to amend, modify and/or relocate all easements created by or referenced on this plat; by accepting a deed to any lot of the foregoing subdivision, an owner acknowledges the undersigned's reserved rights set forth in this paragraph, and expressly consents hereto to any such amendment, modification and/or relocation, and provides that such party is not an abridged or affected party and acknowledges consent to any action required to accomplish said amendment, modification and/or relocation, including, but not limited to, a partial vacation of plat;

that for all lots that remain in the ownership of the undersigned, the undersigned owner hereby reserves unto itself, and its heirs, successors and assigns, the right to vacate and replat any lot(s) of the foregoing subdivision and/or perform a boundary adjustment within the foregoing subdivision; by accepting a deed to any lot of the foregoing subdivision, an owner acknowledges the undersigned's reserved rights set forth in this paragraph, and expressly consents hereto to any such vacation and replat of any lots, or portions thereof, and/or the performance of a boundary adjustment and acknowledges consent to the completion of any other action required by the governing bodies for the vacation and replat of such lot or lots, or any portion thereof, and/or the performance of a boundary adjustment, including, but not limited to the conveyance of any access and easements in, under, over, and across and lot(s) of the foregoing subdivision;

that the undersigned owner hereby reserves unto itself, and its heirs, successors and assigns, and is hereby granted the right to ingress and egress over, upon, and across the foregoing subdivision, and the right to perform all construction activities necessary in, under, over, upon, and across the foregoing subdivision, including, but not limited to, grading, installation of infrastructure, landscaping, utilities and roadways and to store materials thereon and to make such other uses thereof as may be reasonably necessary and incidental to the completion of the development of the foregoing subdivision;

that no surface water rights are attached to this subdivision;

that the seller does not warrant to the purchaser that he or she shall have any rights to the natural flow of any stream within or adjacent to this subdivision;

that Wyoming law does not recognize any riparian rights with regard to the natural flow of a stream or river for persons living on the banks of the stream or river;

that this subdivision may be subject to other easements, rights-of-way, covenants, conditions, restrictions, reservations, or agreements of sight and/or record including but not limited to those shown hereon.

that subdivision of record in the Office of the Clerk of Teton County as Plat No. 124

Jean Ellen Anderson, Trustee of the Jean Ellen Anderson Revocable Living Trust

The foregoing instrument was acknowledged before me by Jean Ellen Anderson, Trustee of the Jean Ellen Anderson Revocable Living Trust, this _____ day of _____, 2022.

WITNESS my hand and official seal.

Notary Public
My commission expires:

CERTIFICATE OF APPROVAL

State of Wyoming)
County of Teton) S.S.
Town of Jackson)

Pursuant to Section 15-1-415 Wyoming Statutes, and the pertinent Land Development Regulations of the Town of Jackson, Wyoming, as amended, the foregoing subdivision, THE ASPEN HILL LOTS FIFTH ADDITION TO THE TOWN OF JACKSON, was approved at the regular meeting of the Jackson Town Council held on the ____th day of _____, 2022;

ATTEST: TOWN OF JACKSON

Riley Taylor, Clerk Hailey Morton Levinson, Mayor

Brian T. Lenz, Engineer Paul Anthony, Planning Director

The foregoing instrument was acknowledged before me by Hailey Morton Levinson, Mayor, this ____ day of _____

WITNESS my hand and official seal.

Notary Public
My commission expires:

The foregoing instrument was acknowledged before me by Riley Taylor, Clerk, this ____ day of _____

WITNESS my hand and official seal.

Notary Public
My commission expires:

The foregoing instrument was acknowledged before me by Brian T. Lenz, Town Engineer, this ____ day of _____

WITNESS my hand and official seal.

Notary Public
My commission expires:

The foregoing instrument was acknowledged before me by Paul Anthony, Planning director, this ____ day of _____

WITNESS my hand and official seal.

Notary Public
My commission expires:

CERTIFICATE OF SURVEYOR

I, Ryan D. Wells, a Wyoming Professional Land Surveyor, do hereby certify;

that by the authority of the owners, I have subdivided the lands shown on this plat to be known as the ASPEN HILL LOTS FIFTH ADDITION TO THE TOWN OF JACKSON;

that the subdivided land is identical with Lot 1, Block 4 of the Aspen Hill Lots, of record as Plat No. 124 in the Office of the Teton County Clerk and located in the SE1/4SE1/4 of Section 33, T41N, R116W, 6th P.M., Town of Jackson, Teton County, Wyoming;

that to the best of my belief and knowledge, the dimensions of the boundary and lots of the ASPEN HILL LOTS FIFTH ADDITION TO THE TOWN OF JACKSON are correctly shown on this plat, and are from data collected during field surveys performed by Jorgensen Associates, P.C. under my direction during 2022;

that the foregoing subdivision is SUBJECT TO easements, rights-of-way, covenants, conditions, restrictions, reservations, encumbrances, or agreements of sight and/or record called for in the Certificate of Owner on this plat;

that there are no surface water rights appurtenant to the lands of the foregoing subdivision;

Ryan D. Wells
Wyoming Professional Land Surveyor No. 16884
State of Wyoming)
County of Teton) SS
Town of Jackson)

The foregoing instrument was acknowledged before me by Ryan D. Wells this ____ day of _____, 2022.

WITNESS my hand and official seal.

Notary Public
My commission expires:

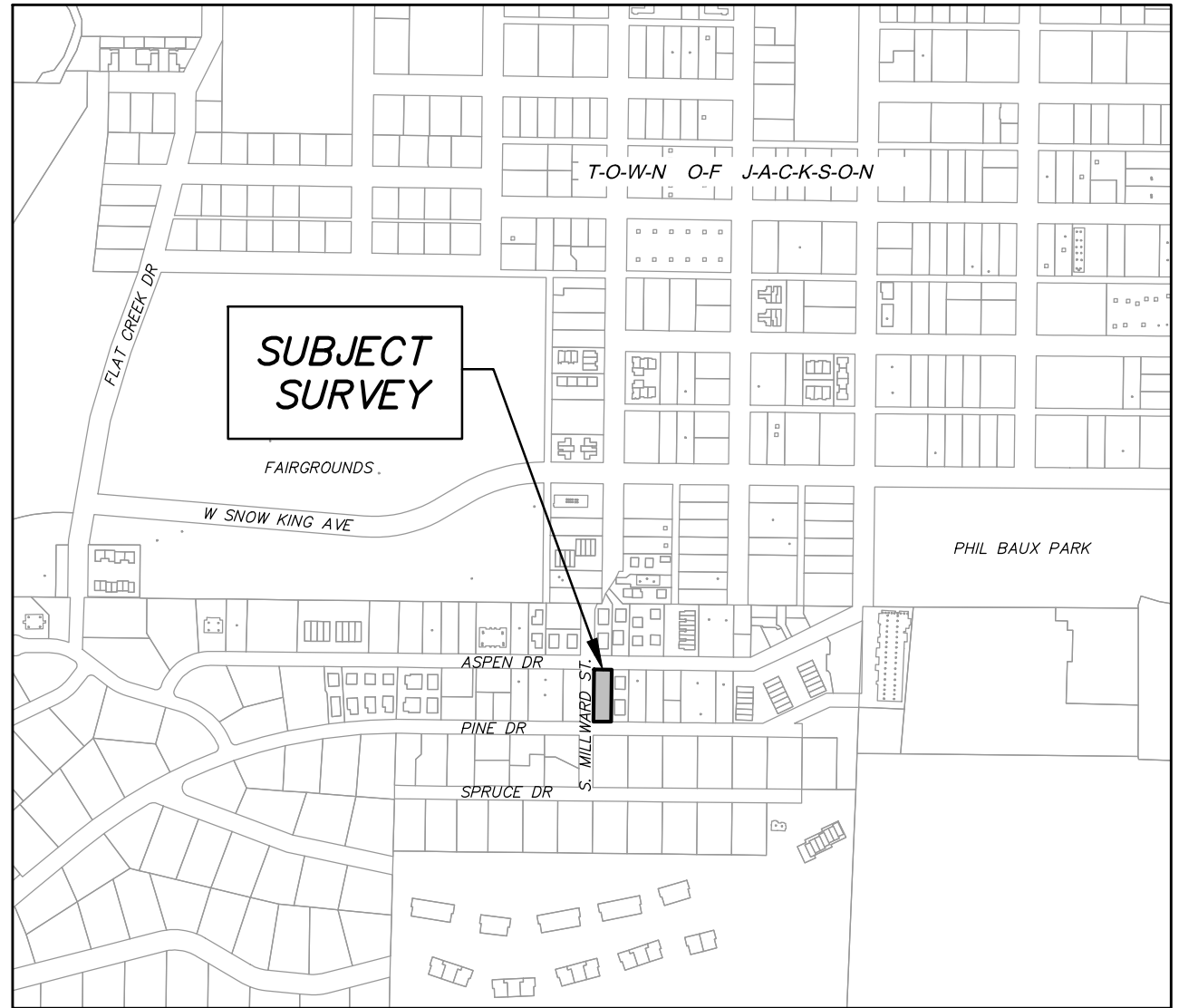
LEGEND

- ▲ 5/8" diameter reinforcing steel bar with 2" diameter aluminum cap inscribed "NELSON ENGINEERING PLS 6193" found this survey
- △ 5/8" diameter reinforcing steel bar with 2" diameter aluminum cap inscribed "NELSON ENGINEERING PLS 4270" found this survey
- ▲ 5/8" diameter reinforcing steel bar with 2" diameter aluminum cap inscribed "NELSON ENGINEERING" other details were illegible, found this survey
- 5/8" diameter reinforcing steel bar with 2" diameter aluminum cap inscribed: "JORGENSEN ASSOCIATES PLS 16884" set this survey
- _____ boundary this subdivision
- _____ property adjoining this subdivision
- _____ lot of this subdivision
- _____ easement as noted
- _____ building setback
- _____ measured bearing and or distance
- _____ record bearing and or distance
- ▨ existing building footprint

WATER RIGHTS NOTES

THE SELLER DOES NOT WARRANT TO THE PURCHASER THAT HE OR SHE SHALL HAVE ANY RIGHTS TO THE NATURAL FLOW OF ANY STREAM WITHIN OR ADJACENT TO THE SUBDIVISION.

WYOMING LAW DOES NOT RECOGNIZE ANY RIPARIAN RIGHTS TO THE CONTINUED NATURAL FLOW OF ANY STREAM WITHIN OR ADJACENT TO THE SUBDIVISION



VICINITY MAP
SCALE: 1" = 500'

GENERAL NOTES

THIS SUBDIVISION SHALL NOT BE SUBJECT TO FURTHER DIVISION EXCEPT AS PERMITTED BY THE TOWN OF JACKSON, WYOMING.

THIS SUBDIVISION WILL BE CONNECTED TO THE TOWN OF JACKSON WATER DISTRIBUTION SYSTEM AND SEWAGE COLLECTION AND TREATMENT SYSTEMS.

NO PUBLIC MAINTENANCE OF WATER DISTRIBUTION SYSTEM, SEWER COLLECTION SYSTEM, AND STORM DRAINAGE COLLECTION SYSTEM WITHIN THE SUBDIVISION.

NO PUBLIC MAINTENANCE OF ANY STREETS AND ROADS OF THIS SUBDIVISION.

THE TOWN OF JACKSON IS UNDER NO OBLIGATION TO CONSTRUCT, REPAIR, OR MAINTAIN ANY ROADS WITHIN THIS SUBDIVISION.

ACCORDING TO MAP 56039C2906D OF THE TETON COUNTY, WYOMING AND INCORPORATED AREAS FLOOD INSURANCE RATE MAP (FIRM) WITH EFFECTIVE DATE OF SEPTEMBER 16, 2015 PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), THIS SUBDIVISION LIES WITHIN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% (500-YEAR FLOOD) ANNUAL CHANCE FLOODPLAIN.

THE FOLLOWING STATEMENT IS INCLUDED ON THIS PLAT IN ACCORDANCE WITH WYOMING STATUTE: "THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE."

LAND USE SUMMARY

2 Lots Total
1 @ 0.09 AC
1 @ 0.09 AC
Total Acreage 1.18 AC

APPLICANT & OWNER:

Jean Ellen Anderson, Trustee of the
Jean Ellen Anderson Revocable Living Trust
P.O. Box 4547
Jackson, Wyoming 83001

SURVEYOR & ENGINEER:

Jorgensen Associates, P.C.
1315 Highway 89 S., Ste. 201
P.O. Box 9550
Jackson, Wyoming 83002
307-733-5150

**ASPEN HILL LOTS FIFTH
ADDITION TO THE
TOWN OF JACKSON
IDENTICAL WITH
LOT 1, BLOCK 4
ASPEN HILL LOTS
PLAT NO. 124**

LOCATED IN THE
SE1/4 SE1/4 SECTION 33
TOWNSHIP 41 NORTH, RANGE 116 WEST 6TH P.M.
TOWN OF JACKSON,
TETON COUNTY, WYOMING
SHEET 1 OF 1

DRAFT