



# 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

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| <p>Date: August 31, 2022</p> <p>Item #: P22-223</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a></p> <p><b>Owner</b><br/>SES 135, LLC<br/>925 Windsor Ln.<br/>Kaysville, UT 84037</p> <p><b>Applicant</b><br/>Design Associates Architects<br/>PO Box 4615<br/>Jackson, WY 83001</p> | <p>REQUESTS:</p> <p>The applicant is submitting a request for a Grading Pre-Application Conference for 940 Snow King Dr., legally known as LOT 40, SNOW KING ESTATES PIDN: 22-41-16-34-4-04-047</p> <p>For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.</p> |
| <p><b>Please respond by: September 7, 2022 (with Comments)</b></p>   |  |

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



29 August 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 application is intended for grading associated with temporary construction access related to geotechnical boring investigations. Earthwork described on an attached site plan is proposed in order to allow access for a tracked drilling rig for performing geotechnical boring for use in slope stability analysis located at **940 Snow King Dr., Jackson WY**. In accordance with the site plan attached, the lot is vacant with associated utilities stubbed to the property line. The proposed access is 10 feet wide with slopes ranging between 20% and 35% to a pad in the upper portion of the site that is 10'x20'. No driveway grading or building pad grading is proposed. No proposed utility improvements at this time. In general, all existing slopes within the building envelope are greater than 25%. Specific questions for discussion during the PAP meeting include: "At what phase in this project will a variance be required?" and "Please describe the permitting process as it relates to subsequent phases of the project". 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 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 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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner \_\_\_\_\_ Applicant/Agent

Please include Ansel Lee, Phil Gyr, and Braden Olson for PAP meeting scheduling.  
[alee@nelsonengineering.net](mailto:alee@nelsonengineering.net), [pgyr@nelsonengineering.net](mailto:pgyr@nelsonengineering.net), [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.

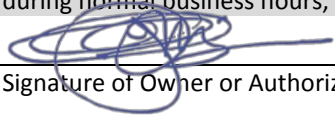
|  |  |
|--|--|
| _____ Physical Development Permit              | <b>This pre-application conference is:</b> |
| _____ Use Permit                               | _____ Required                             |
| _____ Development Option or Subdivision Permit | _____ Optional                             |
| _____ Interpretations of the LDRs              | _____ For an Environmental Analysis        |
| _____ Amendments to the LDRs                   | _____ For grading                          |
| _____ Relief from the LDRs                     |  |
| _____ Environmental Analysis                   |  |

**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.



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Signature of Owner or Authorized Applicant/Agent

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Date

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Name Printed

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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:

**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

Being duly sworn, deposes and says that SES 135, LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 940 SNOW KING DR; JACKSON, WYOMING 83001

Legal Description: LOT 40; VACANT LOT OF SNOW KING ESTATES

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: DESIGN ASSOCIATES ARCHITECTS

Mailing address of Applicant/agent: PO BOX 4615; JACKSON, WY 83001

Email address of Applicant/agent: DIANA@DAJH.COM; CHRIS@DAJH.COM

Phone Number of Applicant/agent: 307 699 8224; 307 733 3600

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 ☐ Home Occupation ☐ 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.

[Signature]  
Property Owner Signature

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

STATE OF Utah )  
 ) SS.  
COUNTY OF Davis )

The foregoing instrument was acknowledged before me by Jeffrey Lynn Varbrough this  
day of 22 August 2022. WITNESS my hand and official seal.

[Signature]  
Notary Public



My commission expires: 1-9-2024

S:\projects\2022\1940 Snow King Dr - DA - Survey\Geo3\4 Drawing\22\_261 PREL ACCESS\dwg PRE APPLICATION SITE PLAN.dwg - Aug 25 2022 05:02:36 pm PLOTTED BY: dason DWG FORMAT: 241

