



# 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: February 8, 2023	<b>REQUESTS:</b>  The applicant is submitting a request for an optional Pre-Application Conference with staff for the property located at 3001 Rangeview Dr., legally known as LOTS 29 & 100 COTTONWOOD PARK, RANGEVIEW NEIGHBORHOOD (RANGEVIEW PARK) PIDN: 22-40-16-06-2-09-027  For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-030	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Town of Jackson PO Box 1687 Jackson, WY 83001  <b>Applicant:</b> Nelson Engineering PO Box 1599 Jackson, WY 83001	
<b>Please respond by: March 1, 2023 (with Comments)</b>	

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

**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?

n/a **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) for the fees. **exempt - public entity**  
n/a **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

February 7<sup>th</sup>, 2023

JK/22-255

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

**ATTN: ToJ Planning Dept.**  
**RE: PAP Conference for ToJ Rangeview Well House and Well #9 Completion**

To Whom it May Concern,

Please find attached Pre-application (PAP) for the ToJ Rangeview Well House and Well #9 Completion project being submitted on behalf of the Town of Jackson. This is being submitted as an optional PAP request as agreed to by Town Engineer and Town Planning Director to document the process/reviews that will be expected for the approval of the project, including any applicable exemptions. A grading pre-application will come later, if determined necessary.

The existing site is flat (<5% slope) and consists of unoccupied irrigated lawn within the existing park limits. The project is located on the northern most portion of Rangeview Park in west Jackson. The project consists of construction of a 816 s.f. utility building, installation of below-grade utilities to connect existing Well #9 to the ToJ public water system, and exterior improvements. The building will house necessary control, treatment, electrical and stand-by power to ensure safe and reliable water supply to the Town's water system. Attached to this application are existing and final site plans along with building renderings describing the project.

The attached layout and renderings have been pre-approved by Teton County Parks & Recreation Director and Pathways Coordinator, as well as the Cottonwood Park Subdivision HOA Board Chair. In order to remain consistent with adjacent zoning, the building has been set back from adjacent property line 20 feet; this requires relocation of the existing bike path and park irrigation systems.

Please don't hesitate to contact me should you have questions or concerns regarding the application and information provided.

Sincerely,



Josh Kilpatrick, PE  
Civil Project Manager

[jkilpatrick@nelsonengineering.net](mailto:jkilpatrick@nelsonengineering.net)



**2214 - RANGEVIEW WELL HOUSE**  
**SCHEMATIC DESIGN DRAWINGS**  
02/06/2023

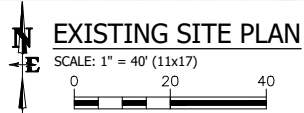






EXISTING SITE LEGEND

	PROPERTY LINE		ELECTRICAL TRANSFORMER
	EASEMENT		FOUND REBAR
	BUILDING SETBACK		FOUND REBAR AND CAP
	INDEX CONTOUR		SANITARY SEWER MANHOLE (APPROX)
	MINOR CONTOUR		TELEPHONE PEDESTAL
	BURIED POWER		CURBSTOP
	BURIED POWER 3-PHASE		WATER WELL
	BURIED TELEPHONE		WATER VALVE
	BURIED GAS SERVICE		GAS MARKER
	SEWER SERVICE (APPROX. LOCATION)		IRRIGATION CONTROL VALVE
	SEWER MAIN (APPROX. LOCATION)		IRRIGATION BOX
	WATER SERVICE (APPROX. LOCATION)		SPRINKLER
	WATER MAIN (APPROX. LOCATION)		SIGN
	FENCE		LIGHTPOLE
	IRON FENCE		ASPEN
	FLOWLINE GUTTER		FIR
	GRAVEL AREA		DECIDUOUS TREE
	ASPHALT		BURIED COMMUNICATIONS
	ASPHALT PATHWAY		
	CONCRETE		
	LANDSCAPE AREA		



EXISTING SITE PLAN

DRAWING NO  
C1.0

JOB NO  
22-255-01

JOB TITLE  
RANGEVIEW WELL HOUSE &  
WELL NO. 9 COMPLETION  
TOWN OF JACKSON, WY

DRAWING TITLE  
EXISTING SITE PLAN

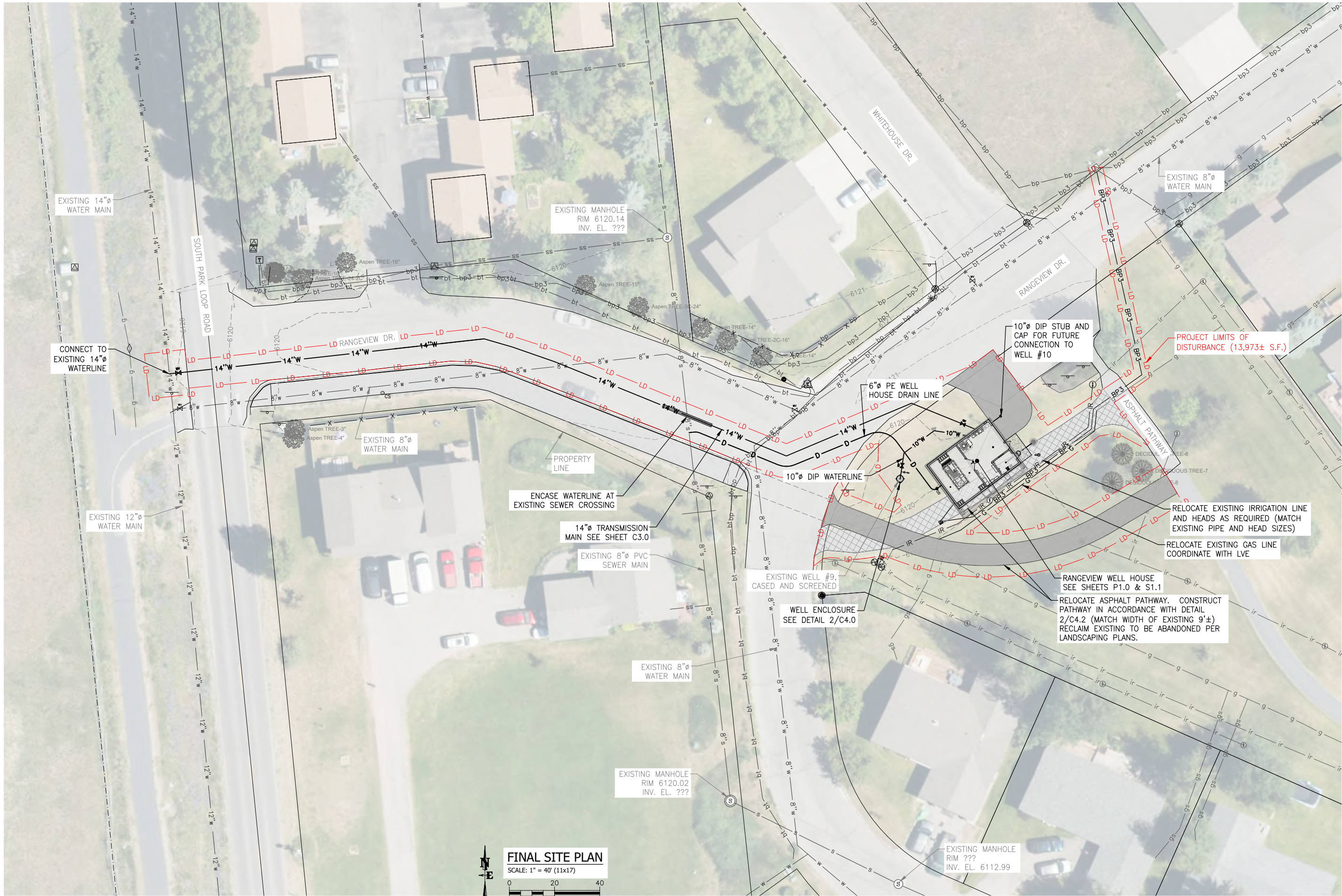
**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
01/25/2023	n/a	JK	JK	BG/JK	

REV.



S:\p020255 (csj) well 99 completion\4 drawings\DWG\WELL 9 PLANS\DWG FINAL SITE PLAN - Feb 06 2023 07:40:27 on PLOTTED BY: kspstrick DWG FORMAT: A4



DRAWING NO	JOB TITLE	DRAWING TITLE	DATE				REV.
			SURVEYED	ENGINEERED	DRAWN	CHECKED	
C2.0	RANGEVIEW WELL HOUSE & WELL NO. 9 COMPLETION	FINAL SITE PLAN	n/a	JK	JK	BIG/JK	
22-255-01	TOWN OF JACKSON, WY						

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087







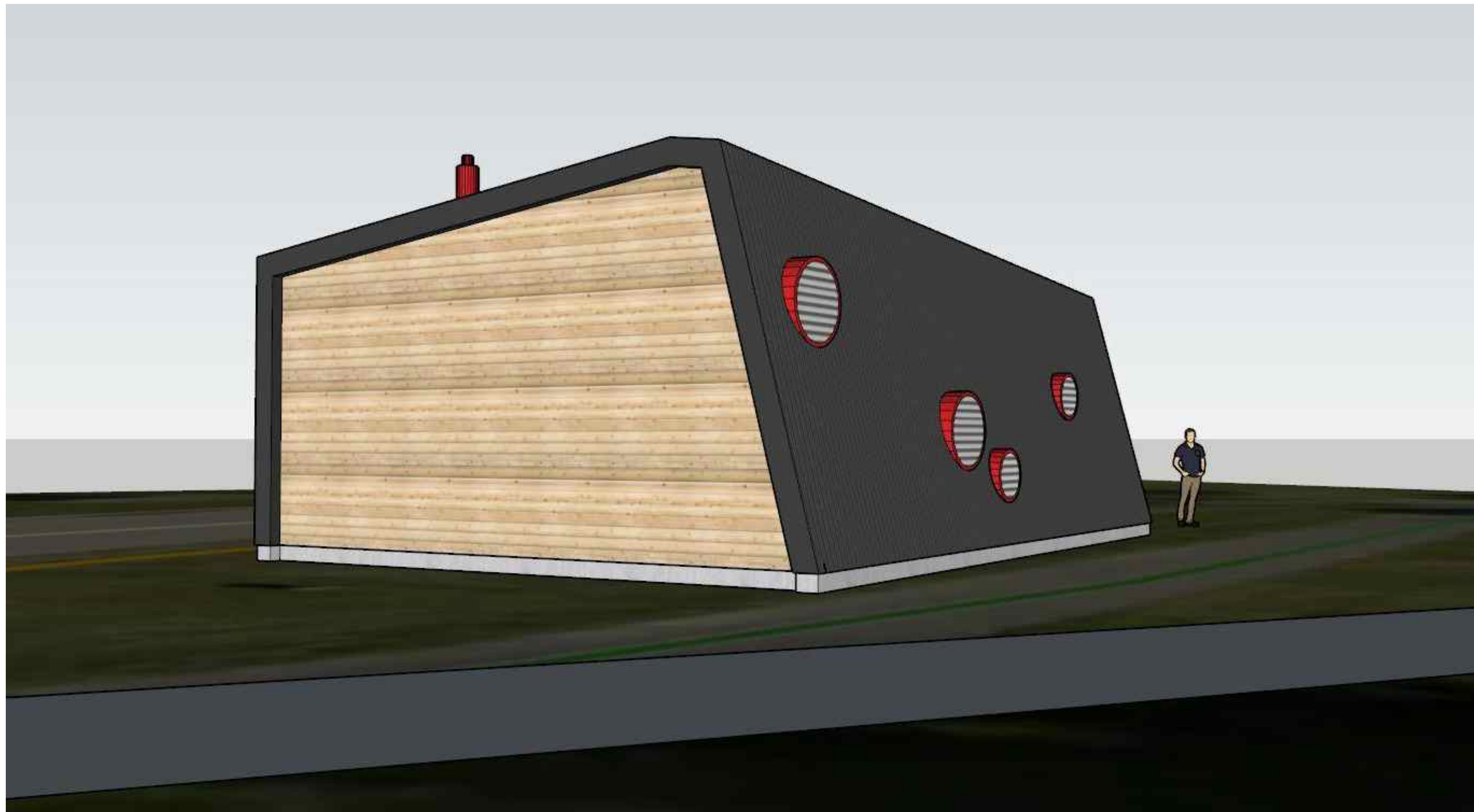
**2214 - RANGEVIEW WELL HOUSE**

SCHEMATIC DESIGN DRAWINGS

02/06/2023







**2214 - RANGEVIEW WELL HOUSE**

SCHEMATIC DESIGN DRAWINGS

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