



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

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|--|---|
| Date: April 21, 2023 | REQUESTS: The applicant is submitting a request for tree removal in the N Millward public alley located next to 255 W Gill Avenue, E. 80' OF LOTS 11,12, BLK. 2, JACKSON For questions, please call Matthew Doyle at 733-0440, x1411 or email to the address shown below. Thank you. |
| Item #: PM23-002 | |
| Planner: Paul Anthony Phone: 733-0440 ext. 1305 Email: panthony@jacksonwy.gov | |
| Owner: Town of Jackson PO Box 1687 Jackson, WY 83001 Applicant: Town of Jackson – Public Works PO Box 1687 Jackson WY 83001 | |
| Please respond by: May 5, 2023 (with Comments) | |

RESPONSE: For Departments not using SmartGov, please send responses via email to:
alangley@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: Tree removal in alley between N Jackson St and N Millward St
Physical Address: 255 W GILL AVENUE
Lot, Subdivision: E. 80' OF LOTS 11,12, BLK. 2 PIDN: 22-41-16-28-4-05-009

PROPERTY OWNER.

Name: Town of Jackson - Public Works Phone: (307) 733-3079
Mailing Address: 450 W SNOW KING AVENUE ZIP: 83001
E-mail: Townengineering@jacksonwy.gov

APPLICANT/AGENT.

Name: Matthew Doyle (Associate Engineer) Phone: (307) 733-3079 ext 1411
Mailing Address: 450 W SNOW KING AVENUE ZIP: 83001
E-mail: mdoyle@jacksonwy.gov

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

☒ other: PROW Tree Removal
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: N/A Environmental Analysis #: N/A
Original Permit #: N/A Date of Neighborhood Meeting: N/A

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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>.

N/A **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Floren Poliseo

Name Printed

04/21/23

Date

Public Works Director

Title



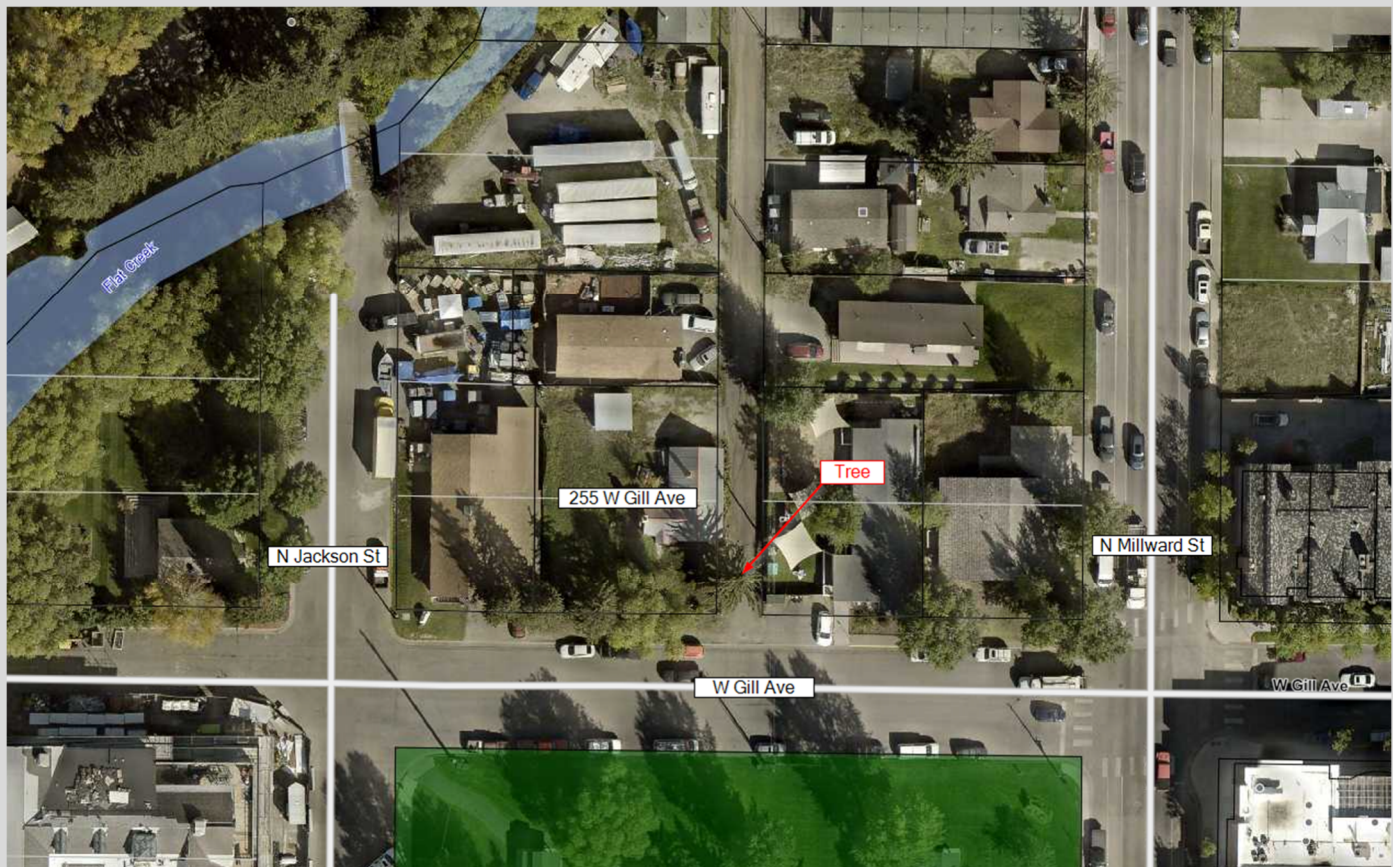
Narrative
Tree Removal in Public Right of Way
Public Works Department
Engineering Division

450 West Snow King Ave.
P.O. Box 1687
Jackson, WY 83001

ph: (307) 733-3079 ext. 1411
Townengineering@jacksonwy.gov

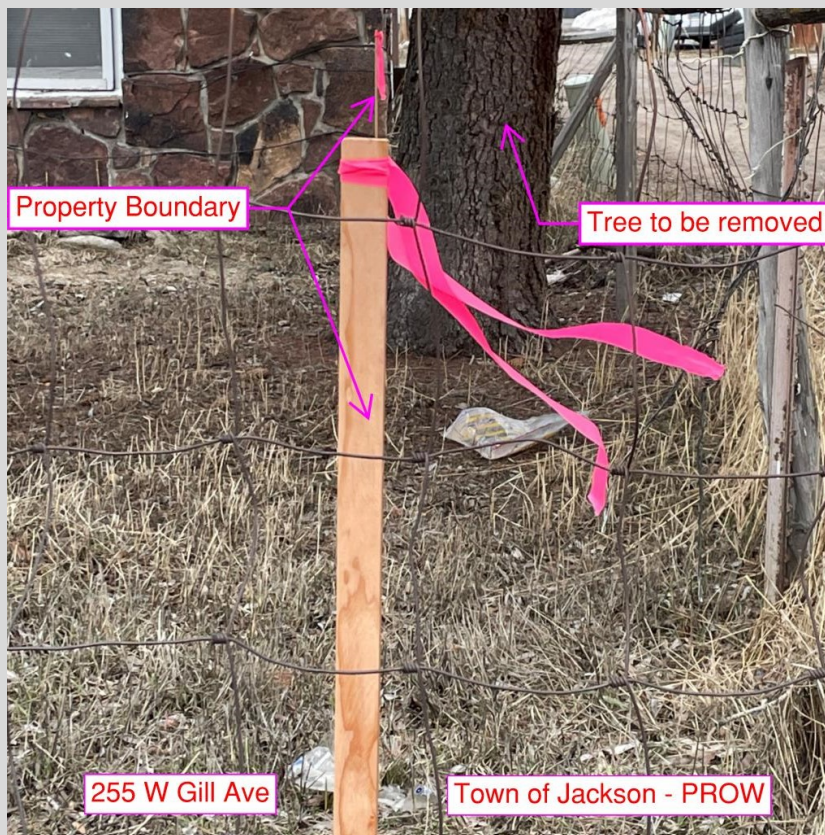
PROJECT NARRATIVE.

The “West Gill Ave Sewer Service Replacement Project” is a Town capital improvements project that includes the replacement of the sewer main within the North Millward Alley. The 20 feet wide alley is located off of West Gill Ave. between North Jackson and Millward Streets, as shown on Plat 100. See the vicinity map below for location reference.



As part of the project, we are proposing to remove a tree located within the alley. Based on a survey of the alley by Nelson Engineering, the tree is located just east of 255 W Gill Ave property line. This survey includes the dimensions of the tree in relation to the 255 W Gill property line. The Nelson Alley Survey is attached for reference.

The photo below shows the points on the 255 W Gill property line set by Nelson Engineering in relation to the tree proposed for removal. We have been in contact with the adjacent property owner regarding the tree removal and they would prefer it if the work could be done without removing the tree. It is not clear that all of the tree is within the public way but certainly, a majority of the tree is.



REASONING FOR REMOVAL.

The Town Public Works Department is requesting the removal of this tree in order to service our sewer main in the alley in accordance with Town Municipal Code 12.24.070.

TIMELINE.

Currently, the contractor is looking to begin construction within the Alley possibly as early as May 15th. We respectfully request that this review go in front of the Town Council no later than May 15th.



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: Tyler Sinclair Title: Town Manager

Being duly sworn, deposes and says that Tyler Sinclair / Town Manager is the owner in fee of the premises located at:

Name of legal property owner as listed on deed

Address of Premises: 255 North Millward Alley PIPN: 22-41-16-28-

Legal Description: 4-05-009

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Tyler Sinclair

Mailing address of Applicant/agent: _____

Email address of Applicant/agent: tsinclair@jacksonwy.gov

Phone Number of Applicant/agent: 733-0440 x 1301

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) Tree Removal

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.

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 Wyoming)

COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Tyler Sinclair this 24th day of April 2023. WITNESS my hand and official seal.

Mary A Hurst
 Notary Public

My commission expires:

10/06/2027

