



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: May 25, 2023	REQUESTS: The applicant is submitting a Zoning Compliance Verification for the property located at 390 N Glenwood St., legally known as PT. LOT 18, ALL LOT 19 & 20, BLK 3, JONES PIDN: 22-41-16-28-4-03-002 For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-095	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Cache Creek Owner LLC C/O Newport Hotel Group 28 Jacome Way Middletown, RI 02842 Applicant: Ashlee Turner 8205 NW 69 th St. OKC, OK 73132	
Please respond by: June 15, 2023 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@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: _____
Physical Address: 390 N GLENWOOD STREET
Lot, Subdivision: _____ PIDN: 22-41-16-28-4-03-002

PROPERTY OWNER.

Name: CACHE CREEK OWNER LLC C/O NEWPORT HOTEL GROUP Phone: _____
Mailing Address: 28 JACOME WAY MIDDLETOWN, RI 02842-5793 ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: Ashlee Turner Phone: 4055709749
Mailing Address: 8205 NW 69TH ST OKC OK ZIP: _____
E-mail: ashlee@globalzoning.com

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: _____
_____ 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 #: _____ Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: _____

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?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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>.

_____ **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

Ashlee Turner

Name Printed

5/17/23

Date

Research Analyst

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: _____ Title: _____

Being duly sworn, deposes and says that CACHE CREEK OWNER LLC C/O NEWPORT HOTEL GROUP is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 390 N GLENWOOD STREET

Legal Description: PT. LOT 18, ALL LOT 19 & 20, BLK 3, JONES
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ashlee Turner

Mailing address of Applicant/agent: 8205 NW 69TH ST OKC OK 73132

Email address of Applicant/agent: ashlee@globalzoning.com

Phone Number of Applicant/agent: 405.570.9749

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) Zoning Verification Letter

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.

Eugene Goldstein
 Property Owner Signature
Eugene Goldstein Authorized Manager

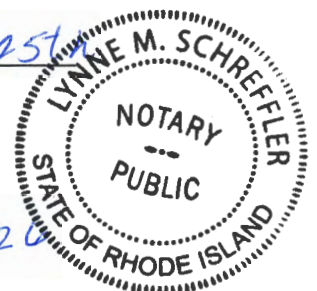
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Rhode Island)
) SS.
 COUNTY OF Providence)

The foregoing instrument was acknowledged before me by Eugene Goldstein this 25th day of May 2023. WITNESS my hand and official seal.

Lynne M. Schreffler
 Notary Public

My commission expires: 2/25/2026



Global Zoning
8205 NW 69th Street
Oklahoma City, OK 73132
Phone: 405-570-9749
Fax: 844-866-8503
Ashlee@globalzoning.com
www.globalzoning.com



May 17, 2023

RE: Zoning Verification Letter Request:

390 Glenwood Street

Greetings:

Please find this to be a request for Zoning letter/FOIA on the above stated parcels. We are researching these matters for a zoning compliance report. Please incorporate the answers to the following questions in a letter on letterhead.

- What is the current zone of the property? Are there any overlay districts?
- Did the property receive any variances, PD's, conditional or special permits issued or require site plan approval? If so, can you provide a copy?
- Is the property permitted in the Use Designation?
- Are there any conformance issues with the property?
- What are the Parking Requirements and Conformance for this property
- Are there any current/upcoming road projects that will impact the right of way of the property? (road widening/sidewalk improvements)

Please email the letter and documents to ashlee@globalzoning.com or 844.866.8503 if possible. If you cannot E-mail or fax, please return the letter to:

Global Zoning
8205 NW 69th Street
Oklahoma City, OK 73132

Warm regards,
Ashlee Turner