



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 June 2, 2023	REQUESTS:
Item #: P23-102	<p>The applicant is submitting a request for a partial vacation without replat for the property located at 125 N Gros Ventre St. legally known LOTS 12 & 13, BLK. 6, L.G. GILL SUBDIVISION PIDN: 22-41-16-27-3-09-017</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	
Owner: Baltzell-Richards Trust PO Box 1357 Jackson, WY 83001	
Applicant: Design Associates Architects PO Box 4615 Jackson, WY 83001	
Please respond by: June 23, 2023 (with Comments)	

Owner:

Baltzell-Richards Trust
PO Box 1357
Jackson, WY 83001

Applicant:

Design Associates Architects
PO Box 4615
Jackson, WY 83001

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: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

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

Date

Name Printed

Title



June 2nd, 2023

Town of Jackson

P.O. Box 1687
150 E. Pearl Ave.
Jackson, WY 83001-1687

Attn: Planner

Re: L.G. Gill Subdivision Final Plat No Map

Dear Planner:

Attached are submittal materials for the partial vacation of a plat on which we are submitting on behalf of Richards-Baltzell Trust to formally vacate the Lot Line between Lot 12 and Lot 13, Block 6 of the L.G. Subdivision, Plat No. 139

They below listed are the included in the submittal:

1. Planning Permit Application for Final Plat
2. Payment of \$601 (via phone)
3. Letter of Authorization
4. Final Plat Narrative and Findings
5. Title Report
6. Partial Vacation of Plat Instrument

If you have and question regarding this submittal, do not hesitate to contact me at diana@dajh.com or by phone at 307 699 8224

With regards,

da



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: Joshua J. Baltzell and Suzanne R. Richards Title: Trustees

Being duly sworn, deposes and says that Baltzell-Richards Trust is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 125 N Gros Ventre St, Jackson WY

Legal Description: Lot 12 & 13, BLK. 6, L.G. Gill Subdivision

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: chris@dajh.com; diana@dajh.com

Phone Number of Applicant/agent: 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 in 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.

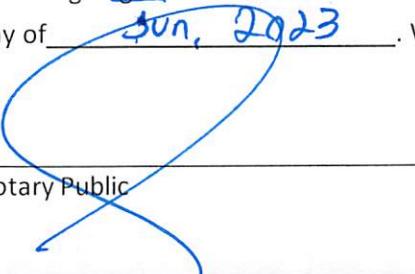

Property Owner Signature

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

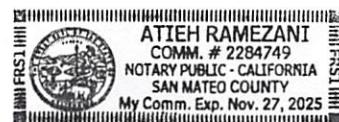
STATE OF California)

COUNTY OF San Mateo) SS.

The foregoing instrument was acknowledged before me by Joshua J. Baltzell / Suzanne R. Richards this 2nd day of Sun, 2023. WITNESS my hand and official seal.


Notary Public

My commission expires:



Partial vacation without Replat

Lot 12 & 13, Block 6 of L.G. Subdivision, Plat No. 139
June 2nd, 2023

Project Narrative:

Joshua J Batzell and Suzanne R Richards of Baltzell-Richards Trust, owners of Lot 12 & 13, Block 6, L.G. Subdivision, Plat No. 139, wish to vacate the lot line between the two lots.

The newly built residential house encroaches fully over the existing lot line therefore it is best practice and owners' wish to vacate this existing lot line between Lot 12 and Lot 13, Block 6, L.G. Subdivision, Plat No. 139

Findings of Approval per Section 8.5.3 - Final Plat

1. Is in substantial conformance with and approved development plan or development option plan or is a condominium or townhouse subdivision of existing physical development-

This finding can be made. This application is for a partial vacation of a Plat. It is the matter of procedure that the application be processed for the Final Plat with no plat map.

2. Complies with the standards on this Section - This finding can be made. This application, final plat and accompanying materials complies with the Section 8.5.3

3. Complies with the subdivision standards of Division 7.2 - This finding can be made. This application seeks to vacate the existing lot line between the two lots. No physical subdivision of land or subdivision improvements are proposed and the application is not a condominium or townhouse subdivision.

4. The application complies with all other relevant standards of these LDRs and other County Resolutions - This finding can be made. The Final Plat application is submitted in accordance with Standards in Section 8.2.13.C.5.d - Subdivision plat Amendment/Partial Vacation without Replat/Lot Combination: This is a lot Combination Request. All standards have been adequately addressed or met with this application.



OWNERSHIP AND ENCUMBRANCE REPORT

Issued To:

Individual Parties (WTE)

Report No.: W-29156
Effective Date: May 12, 2023
Current Date: June 2, 2023
Cost: \$0.00

Project Reference: Boundary line vacation

Property Address: 125 North Gros Ventre Street, Jackson, WY 83001

County: Teton

1. According to the last deed appearing of public record, title to the fee simple estate or interest in the land described or referred to in this Report at the effective date hereof appears to be vested in:

Joshua J. Baltzell and Suzanne R. Richards, Trustees of the Baltzell-Richards Trust dated June 2, 2018 and any amendments thereto

2. The land referred to in this Report is described as follows:

See Exhibit "A" Attached Hereto and Made a Part Hereof

NAME SEARCH:

Issued By:

WYOMING TITLE & ESCROW, INC.

Christina Feuz, President

Phone: 307.732.2983

This Ownership and Encumbrance Report is not a Commitment for Title Insurance nor is it an Abstract of Title. This Ownership and Encumbrance Report is for informational purposes only, does not necessarily contain all defects, liens or encumbrances of record, and may not be relied upon as a representation of the record regarding the subject property, and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

Wyoming Title & Escrow
Ownership and Encumbrance Report
Report No.: W-29156

EXHIBIT "A"
LEGAL DESCRIPTION

Lots 12 and 13 of Block 6 of the L.G. Gill Subdivision to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 16, 1950 as Plat No. 139.

PIDN: 22-41-16-27-3-09-012

Wyoming Title & Escrow
Ownership and Encumbrance Report
Report No.: W-29156

ENCUMBRANCES WHICH AFFECT THE SUBJECT PROPERTY APPEAR TO BE (BUT ARE NOT NECESSARILY LIMITED TO) THE FOLLOWING:

1. General taxes for the year 2023 and subsequent years, not yet due or payable.

Taxes, special and general, assessment districts and service areas, for the year 2022. Tax ID No. OJ-007080.

1st Installment: \$9,294.64 PAID
2nd Installment: \$9,294.64 PAID

2. Record of Survey T-22, The L.G. Gill Subdivision, Official Records.

[T-22](#)

3. All matters as delineated on the Official Plat of The L.G. Gill Subdivision, on file and of record with the Teton County Clerk, Official Records of Teton County, State of Wyoming, Plat No. 139.

[Plat No. 139](#)

Certificate regarding plat, recorded October 9, 1950, as (book) 6 of Mixed Records (page) 527 Official Records.

[B6P527](#)

4. Terms, provisions, covenants, conditions, restrictions and easements, provided in the Covenants, Conditions and Restrictions, but omitting covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, in document recorded December 20, 1950, as (book) 6 of Mixed Records (page) 552, Official Records.

[B6P552](#)

5. An easement upon the terms, conditions and provisions contained therein for the purpose shown below and rights incidental thereto as granted to The Mountain States Telephone & Telegraph Company and Jackson Hole Light & Power Company in a document recorded April 19, 1951, as (book) 6 of Mixed Records (page) 577, Official Records:

Purpose: Right-of-Way Easement

[B6P577](#)

Effect of Vacation of Utility Easement, recorded July 27, 2012, as (book) 815 (page) 51 Official Records.

[B815P51](#)

6. Covenants, conditions and restrictions, but omitting covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as contained in the deed from L.G. Gill and Helen M. Gill, husband and wife and C. LeRoy Jensen and Lela V. Jensen, husband and wife, recorded May 9, 1951, as (book) 10 of Deeds (page) 89, recorded July 20, 1953 as (book) 10 of Deeds, (page) 293, and recorded April 26, 1955 as (book) 10 of Deeds (page) 494, Official Records.

[10D89; 10D293; 10D494](#)

Wyoming Title & Escrow
Ownership and Encumbrance Report
Report No.: W-29156

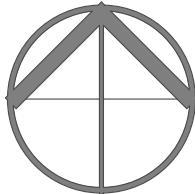
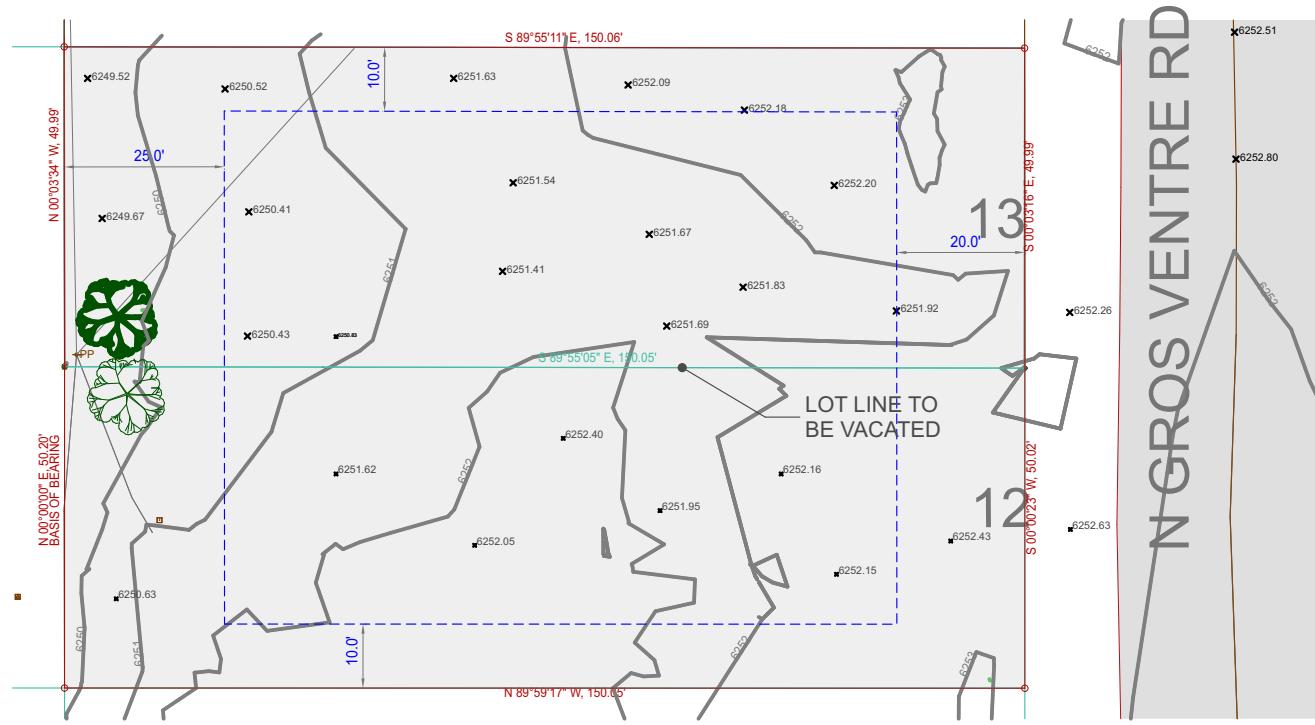
7. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Power and Light, Inc., recorded September 26, 1977, as (book) 62 (page) 287, Official Records.
[B62P287](#)
8. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Power and Light, Inc., recorded November 1, 2022, as (instrument) 1049113, Official Records.
[1049113](#)

***** End of Encumbrances *****

Teton County Wyoming MapServer



Teton County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.



LOTS 12 & 13, BLK. 6, L.G.
GILL SUBDIVISION; PLAT 139
SE 1/4 SW 1/4, SECTION 127
T41N, R116W,
TOWN OF JACKSON,
TETON COUNTY, WYOMING

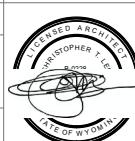
RICHARDS - BALTZELL RESIDENCE

125 N GROS VENTRE ST
JACKSON, WY 83001

DESIGN ASSOCIATES ARCHITECT

50 S KING ST, STE 201, JACKSON, WY 83001
(O) 307 733 3600

www.dajh.com



da

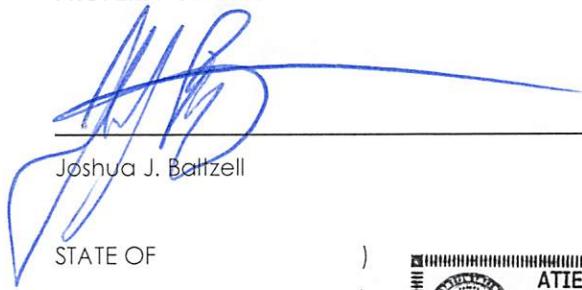
PARTIAL VACATION OF PLAT

WHEREAS, on _____, 2023, the Town of Jackson City Council met to consider a request to vacate the Lot Line between Lot 12 and 13, BLK 6, L.G. Gill Subdivision, Plat No. 139 as recorded in the Office of the Teton Clerk, Wyoming on June 7, 1950.

WHEREAS, having determined that the proposed vacation/lot combination does not abridge or destroy any of the rights and privileges of the other proprietors in the said plat, the proposed vacation was approved by the Town Council.

BY SIGNATURE BELOW, the affected property owners acknowledge and accept that the combined lots cannot be re-subdivided without first receiving subdivision approval from the Town of Jackson, the combination of lots shall be treated as one for all purposes under LDRs in effect at that time. In addition, the affected property owners acknowledge and accept that the combined lots shall be treated as one lot for all purposes under said regulations.

PROPERTY OWNER:


Joshua J. Baltzell

STATE OF _____

COUNTY OF _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Mateo
Subscribed and sworn to (or affirmed) before me on this 2nd day
of Jun 2023, by Joshua J. Baltzell, proved to me on the basis
ATIEH RAMEZANI satisfactory evidence to be the person(s) who appeared before me.
COMM. # 2284749
NOTARY PUBLIC - CALIFORNIA
SAN MATEO COUNTY
My Comm. Exp. Nov. 27, 2025

Signature _____ (Seal)

The foregoing instrument was subscribed and sworn before me on this _____ day of _____, 2023.
by Joshua J. Baltzell who personally appeared before me and being personally known by me
acknowledged that the foregoing statements are true and correct to the best of his knowledge.

Witness my hand and official seal.


AR

Notary Public

My commission expires:

PROPERTY OWNER:

Suzanne R. Richards

Suzanne R. Richards

STATE OF)
)
) ss.
COUNTY OF)

The foregoing instrument was subscribed and sworn before me on this _____ day of _____, 2023.
by Suzanne R. Richards who personally appeared before me and being personally known by me
acknowledged that the foregoing statements are true and correct to the best of her knowledge.

Witness my hand and official seal.

AR

Notary Public

My commission expires:

TOWN ACKNOWLEDGEMENT



ATIEH RAMEZANI
COMM. # 2284749
NOTARY PUBLIC - CALIFORNIA
SAN MATEO COUNTY
My Comm. Exp. Nov. 27, 2025

A notary public or other officer completing this certificate verifies only the
identity of the individual who signed the document to which this certificate
is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of *San Mateo*

Subscribed and sworn to (or affirmed) before me on this *2nd* day

8 Jun 2023 by *Suzanne R. Richards*

, proved to me on the basis

of satisfactory evidence to be the person(s) who appeared before me.

Signature *Suzanne R. Richards* (Seal)

Peter Muldoon, Mayor

Town of Jackson

STATE OF WYOMING)
)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Peter Muldoon as Mayor of the Town Council,
on this _____ day of _____, 2023.

WITNESS, my hand and official seal.

Notary Public

My Commission Expires: