



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: September 7, 2023	REQUESTS: The applicant is submitting a request for tree removal on the property at 125 Virginian Lane, legally known as PT. NW1/4SW1/4 SEC. 33, TWP. 41, RNG. 116, PIDN: 22-41-16-33-3-00-003 For questions, please call Katelyn Page at 307-733-0440 x 1302 or email to the address shown below. Thank you.
Item #: PM23-005	
Planner: Katelyn Page Phone: 307-733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: Teton County PO Box 1727 Jackson, WY 83001 Applicant: Teton County Library Kip Robertson, Director of Library Services Rick Smith, Facilities Maintenance Coordinator PO Box 1629 Jackson, WY 83001	
Please respond by: September 28, 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: Tree Removal
Physical Address: 125 Virginian Lane
Lot, Subdivision: _____ PIDN: 22-41-16-33-3-00-003

PROPERTY OWNER.

Name: Teton County Library Phone: 307-733-2164 x3121
Mailing Address: P.O. Box 1629 ZIP: 83001
E-mail: rsmith@tclib.org

APPLICANT/AGENT.

Kip Roberson Director of Library Services
Name: Rick Smith, Facilities Maintenance Coordinator Phone: 307-264-4241
Mailing Address: P.O. Box 1629 ZIP: 83001
E-mail: rsmith@tclib.org

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	Physical Development	Interpretations
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> other: Tree Removal
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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.

Rick Smith X 7/14/2023
Signature of Property Owner or Authorized Applicant/Agent

Rick Smith, Library Facilities Maintenance Coordinator (FMC)

Name Printed
Kip Roberson Director of Library Services

8/28/2023

Date

FMC

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: TETON COUNTY Title: _____

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

Address of Premises: 125 VIRGINIAN LANE

Legal Description: _____

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: KIP ROBERSON

Mailing address of Applicant/agent: PO BOX 1629 JACKSON, WY 83001

Email address of Applicant/agent: KROBERSON@TCLIB.ORG

Phone Number of Applicant/agent: (307) 733-2164 x3100

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:

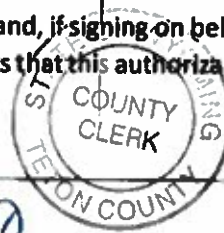
- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
☐ Demolition Permit ☐ Home Occupation ☒ Other (describe) PLANNING PERMIT APPLICATION - TREE REMOVAL

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.

Luther Probst

Property Owner Signature

Attested by: Maureen Murphy



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

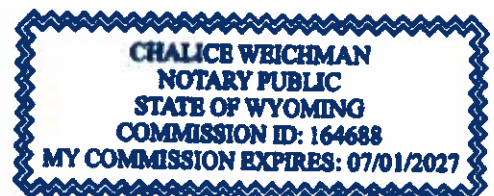
STATE OF WYOMING)
) SS.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by LUTHER PROBST, Chair, and MAUREEN MURPHY this 5th day of SEPTEMBER 2013. WITNESS my hand and official seal.

Notary Public

My commission expires:

7-1-2027



Proposal for Tree Removal at 125 Virginian Lane – Teton County Library

Teton County Library proposes removal of a Narrowleaf Cottonwood tree that is a hazard to people and property. This tree had large limbs fall during a recent storm and is further compromised. The fallen tree limbs landed on top of our Youth Yard fence and onto a bench inside of the Youth Yard.





