



# 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

Item #: PM23-005

Planner: Katelyn Page

Phone: 307-733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto: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

**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.

**Please respond by: September 28, 2023 (with Comments)**

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto: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.com/200/Planning](http://www.townofjackson.com/200/Planning)

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

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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](http://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](http://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](http://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  
**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: JETON COUNTY Title: \_\_\_\_\_

Being duly sworn, deposes and says that JETON 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 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

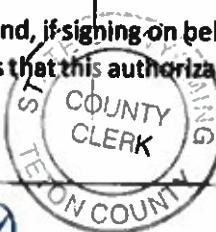
Demolition Permit     Home Occupation     Other (describe) PLANNING PERMIT APPLICATION - TREE REMOVAL

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.

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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 JETON )

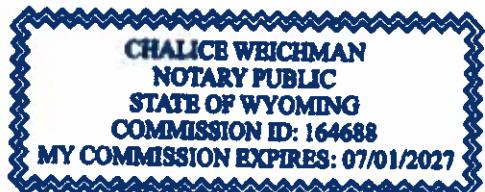
)

The foregoing instrument was acknowledged before me by MAUREEN MURPHY this 5<sup>th</sup> day of SEPTEMBER 2023, 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.



