



# 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

<p>Date: November 14, 2023</p> <p>Item #: P23-202</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p><b>Owner:</b> Powderhorn Partners Real Estate, LLC C/o Christopher Hawks 199 E. Pearl Ave Suite 102 Jackson, WY 83001</p> <p><b>Applicant:</b> Sidney Hanna 3825 N. Shiloh Dr. Fayetteville, AR 72703</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a Zoning Compliance Verification for the properties located at 625-685 Powderhorn Ln., PIDNs:</p> <p>22-41-16-32-4-43-001 22-41-16-32-4-43-002 22-41-16-32-4-43-003 22-41-16-32-4-43-004 22-41-16-32-4-43-005 22-41-16-32-4-43-006 22-41-16-32-4-43-007</p> <p>For questions, please call Katelyn Page at 307-733-0440 x1302, or e-mail to the address shown to the left. Thank you.</p>
<p><b>Please respond by: December 5, 2023 (with Comments)</b></p>	

**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](http://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.**

APNS: 22-41-16-32-4-43-002

Name/Description: \_\_\_\_\_ 22-41-16-32-4-43-003 \_\_\_\_\_  
Physical Address: \_\_\_\_\_ 22-41-16-32-4-43-004 \_\_\_\_\_  
Lot, Subdivision: \_\_\_\_\_ 22-41-16-32-4-43-005 \_\_\_\_\_  
\_\_\_\_\_ 22-41-16-32-4-43-006 \_\_\_\_\_ PIDN: \_\_\_\_\_  
\_\_\_\_\_ 22-41-16-32-4-43-001 \_\_\_\_\_

**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/200/Planning](http://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](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.

*Sidney Hanna*

\_\_\_\_\_  
Signature of Property Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title



**Wyoming Secretary of State**

State Capitol Building, Room 110  
200 West 24<sup>th</sup> Street  
Cheyenne, WY 82002-0020  
Ph. 307.777.7311  
Fax 307.777.5339  
Email: Business@wyo.gov

**Max Maxfield, WY Secretary of State**

**FILED: 05/17/2013 04:07 PM**

**ID: 2013-000643694**

**Limited Liability Company  
Articles of Organization**

1. Name of the limited liability company:

Powderhorn Housing LLC

2. Name and physical address of its registered agent:

*(The registered agent may be an individual resident in Wyoming, a domestic or foreign entity authorized to transact business in Wyoming, having a business office identical with such registered office. The registered agent must have a physical address in Wyoming. A Post Office Box or Drop Box is not acceptable. If the registered office includes a suite number, it must be included in the registered office address.)*

Snake River Corporate Services, 199 East Pearl Avenue, Suite 102, Jackson, WY 83001


3. Mailing address of the limited liability company:

C/O JHMR, PO Box 290, Teton Village, WY 83025

4. Principal office address:

3395 West Village Drive, Teton Village, WY 83025

Signature:

  
(Shall be executed by an organizer.)

Date:

05/13/2013

(mm/dd/yyyy)

Print Name:

Christopher H. Hawks

Contact Person:

Christopher H. Hawks

Daytime Phone Number:

(307) 733-9437

Email:

chris@hawksassociates.net



**Wyoming Secretary of State**

State Capitol Building, Room 110

200 West 24<sup>th</sup> Street

Cheyenne, WY 82002-0020

Ph. 307.777.7311

Fax 307.777.5339

Email: [Business@wyo.gov](mailto:Business@wyo.gov)**Consent to Appointment by Registered Agent**

I, Snake River Corporate Services, registered office located at  
(name of registered agent)

199 East Pearl Avenue, Suite 102, Jackson, WY 83001

voluntarily consent to serve

\* (registered office physical address, city, state & zip)

as the registered agent for Powderhorn Housing LLC  
(name of business entity)

I hereby certify that I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: [Signature]  
(Shall be executed by the registered agent.)

Date: 05/13/2013  
(mm/dd/yyyy)

Print Name: Christopher H. Hawks Daytime Phone: (307) 733-9437

Title: President Email: chris@hawksassociates.net

Registered Agent Mailing Address (if different than above): PO Box 4430, Jackson, WY 83001

**\*If this is a new address, complete the following:**

Previous Registered Office(s):

I hereby certify that:

- After the changes are made, the street address of my registered office and business office will be identical.
- This change affects every entity served by me and I have notified each entity of the registered office change.
- I certify that the above information is correct and I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: \_\_\_\_\_  
(Shall be executed by the registered agent.)

Date: \_\_\_\_\_  
(mm/dd/yyyy)

**Checklist**

☐ Submit one **originally signed** consent to appointment and one exact photocopy.

**STATE OF WYOMING**  
**Office of the Secretary of State**

I, MAX MAXFIELD, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that the filing requirements for the issuance of this certificate have been fulfilled.

**CERTIFICATE OF ORGANIZATION**

**Powderhorn Housing LLC**

Accordingly, the undersigned, by virtue of the authority vested in me by law, hereby issues this Certificate.

I have affixed hereto the Great Seal of the State of Wyoming and duly executed this official certificate at Cheyenne, Wyoming on this **17th** day of **May**, **2013**.



Filed Date: 05/17/2013

  
\_\_\_\_\_  
Secretary of State

By: \_\_\_\_\_ Meghan Connor

# WYOMING SECRETARY OF STATE

## OFFICIAL RECEIPT

Thank you for your payment!

**DO NOT PAY!  
THIS IS NOT A BILL.**

Christopher Hawks, P.C.  
PO Box 1495  
Jackson, WY 83001


Amount Paid: **\$100.00**


Receipt #: **736500**

Receipt Date: **May 17, 2013**

Processed By: **MEGHAN CONNOR**

Corp #: **2013-000643694**

Payment	Reference	Amount
CHECK	11345	100.00
<b>TOTAL PAYMENT</b>		<b>\$100.00</b> 

Description of Charges	Invoice #	Sec. File #	Quantity	Unit Price	Total
LCD - Limited Liability Company - Domestic			1	100.00	100.00
<b>TOTAL CHARGES PAID</b>					<b>\$100.00</b> 

**In Reference To:**

Powderhorn Housing LLC

**Comments:**

SECRETARY OF STATE  
State Capitol, 200 W. 24th St.  
Cheyenne, WY 82002-0020

PAD or Billing Questions?  
(307) 777-5343  
SOSBilling@wyo.gov



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
[www.jacksonwy.gov](http://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: **Christopher Hawks** Title: Attorney in Fact

Being duly sworn, deposes and says that Powderhorn Housing LLC is the owner in fee of the premises located at: \_\_\_\_\_  
Name of legal property owner as listed on deed

Address of Premises: 655 POWDERHORN Ln

Legal Description: **See attached legal description**

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: **Sidney Hanna**

Mailing address of Applicant/agent: 3825 N Shiloh Dr, Fayetteville, AR 72703

Email address of Applicant/agent: [zoning@blewinc.com](mailto:zoning@blewinc.com)

Phone Number of Applicant/agent: 888-933-2111

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:

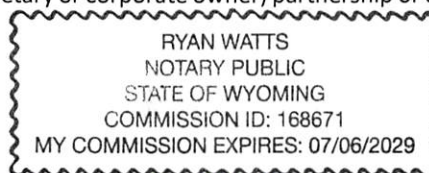
- ☐ Development/Subdivision Plat Permit Application      ☐ Building Permit Application
- ☐ Public Right of Way Permit   ☐ Grading and Erosion Control Permit   ☐ Business License Application
- ☐ Demolition Permit   ☐ Home Occupation   ☒ Other (describe) **Zoning Certification Letter**

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.

  
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 )  
 ) SS.  
COUNTY OF Teton )

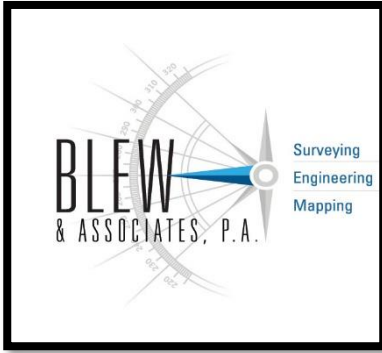


The foregoing instrument was acknowledged before me by Christopher Hanks this 8th day of Nov. WITNESS my hand and official seal.

Notary Public

My commission expires: 7/6/29





## ZONING VERIFICATION

**Zoning Verification Letter Provided To:** Sidney Hanna

**3825 N. Shiloh Drive  
Fayetteville, AR 72703  
Zoning@blewinc.com  
479-443-4506  
Blew Job # 23-7511.01**

APNS: 22-41-16-32-4-43-002  
22-41-16-32-4-43-003  
22-41-16-32-4-43-007  
22-41-16-32-4-43-004  
22-41-16-32-4-43-005  
22-41-16-32-4-43-006  
22-41-16-32-4-43-001

### Subject Property:

Address

Parcel #

1. The current zoning classification for the subject property:
2. Adjacent property zoning designations:

North	South	East	West

3. Is the subject property located in a Planned Development?

- ☐ Yes (documentation attached)  
☐ Yes, but documentation is no longer available (if the documents are no longer available due to municipality document retention time-period, please include in comments section below)  
☐ No

Comments:

4. Is the subject property located in any special, restrictive or overlay districts?

☐ Yes ☐ No

Comments:

5. According to the zoning ordinances and regulations for this district, the use of the subject property is a:

- ☐ Permitted use by right  
☐ Permitted use by Special/Specific Use Permit (SUP), or Conditional Use Permit (CUP)  
☐ Copy Attached  
☐ Copy Not Available (see comment below)  
☐ Permitted use by Planning Commission action  
☐ Permitted use by Special Exception  
☐ Permitted use by Zoning Administrator permit  
☐ Legal Nonconforming Use  
☐ Non-permitted use (see comment below)

Comments:

6. Was the subject property granted any variances, special permits/exemptions, ordinances, conditions, or any form of zoning relief?

- ☐ Yes (documentation attached)  
☐ Yes, but documentation is no longer available (if the documents are no longer available due to municipality document retention time-period, please include in comments section below)  
☐ Yes, however our department does not maintain these records (if known what department maintains these records, please include in the comments section below so that we may request them separately)  
☐ No; There do not appear to be any variances, special permits/exemptions, ordinances, conditions, or any other form of zoning relief that apply to this property/properties.

Comments:

**7. Was the subject property subject to Site Plan approval?**

- ☐ Yes (*Site plan(s) attached*)
- ☐ Yes, but documentation is no longer available (*if the documents are no longer available due to municipality document retention time-period, please include in comments section below*)
- ☐ Yes, however our department does not maintain these records (*if known what department maintains these records, please include in the comments section below so that we may request them separately*)
- ☐ No, the property/properties were not subject to a site plan approval process.

Comments:

**8. The subject improvement(s) was/were developed:**

- ☐ In accordance with the Current Zoning Code requirement and is legal conforming.
- ☐ In accordance with Previous Zoning Code requirements and if any nonconforming issues exist with respect to current zoning requirements the property would be considered Legal nonconforming. (*Grandfathered.*)
- ☐ In accordance with an Approved Site Plan; if any nonconforming issues exist with respect to current zoning Requirements, the property would be considered legal nonconforming.
- ☐ Nonconforming

Comments:

**9. Do your records show any unresolved Zoning code violations?**

- ☐ Yes (*Violations attached*)
- ☐ Yes, but documentation is no longer available (*if the documents are no longer available due to municipality document retention time-period, please include in comments section below*)
- ☐ Unknown - our department does not maintain these records (*if known what department maintains these records, please include in the comments section below so that we may request them separately*)
- ☐ No, there are no open violations on file.

*\*Please note, this is only a request for open violations of which you are aware, not a request for inspection.*

Comments:

**10. Do your records show any unresolved Building code violations?**

- ☐ Yes (*Violations attached*)
- ☐ Yes, but documentation is no longer available (*if the documents are no longer available due to municipality document retention time-period, please include in comments section below*)
- ☐ Yes, however our department does not maintain these records (*if known what department maintains these records, please include in the comments section below so that we may request them separately*)
- ☐ No, there are no open violations on file.

*\*Please note, this is only a request for open violations of which you are aware, not a request for inspection.*

Comments:

**11. Do your records show any unresolved Fire/Safety code violations?**

- ☐ Yes (Violations attached)
- ☐ Yes, but documentation is no longer available (if the documents are no longer available due to municipality document retention time-period, please include in comments section below)
- ☐ Yes, however our department does not maintain these records (if known what department maintains these records, please include in the comments section below so that we may request them separately)
- ☐ No, there are no open violations on file.

*\*Please note, this is only a request for open violations of which you are aware, not a request for inspection.*

Comments:

**12. Was the subject property issued Certificate(s) of Occupancy? If so, please provide copies of all available Certificates of Occupancy?**

- ☐ Yes, a valid Certificate(s) of Occupancy has been issued and is attached.
- ☐ Certificates of Occupancy are not required. Building permits have however been issued and are attached.
- ☐ Certificates of Occupancy issued prior to \_\_\_\_\_ are no longer on file.
- ☐ Although it appears that a Certificate of Occupancy has been issued, we are unable to locate Certificate(s) of Occupancy for the property in our records.

Comments:

**13. In the case that the address has multiple buildings are Certificates of Occupancy issued by the municipality as a single Certificate of Occupancy per address, or one Certificate of occupancy per building located on site?**

- ☐ Per Address      ☐ Per Building on Site

**14. If a valid Certificate of Occupancy (either per address, or building) is not on file for any of the above-mentioned reasons, or otherwise, is the absence of a valid Certificate of Occupancy on file considered a violation, (which might result in an enforcement action)?**

- ☐ Yes      ☐ No

Comments:

**15. Change of Use(s)/Tenant(s)/Owner(s) requires new Certificate of Occupancy?**

- ☐ Yes      ☐ No

Comments:

Sincerely,

Name:

Title:

Department:

Email:

Municipality:

Phone #:

Signature:

Date: