



# 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
- ☐ Joint Housing Dept

### 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: March 13, 2024 Item #: P24-026	<b>REQUESTS:</b>  The applicant is submitting a request for a Basic Use Permit for a short-term rental for the property located at 570 E Hall Ave. PIDN: 22-41-16-34-1-94-006  For questions, please call Katelyn Page at 733-0440 x 1302 or email the address shown. Thank you.
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
<b>Owner</b> Deborah Corso 5420 E Via Del Cielo Paradise Valley, AZ 85253-2128  <b>Applicant</b> Rick Wieloh PO Box 11244 Jackson, WY 83002	
<b>Please respond by: April 2, 2024 (with Comments)</b>	

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

# Submittal Checklist for a Basic Use Permit- Short-Term Rental Outside of Lodging Overlay

Up to 3 rental periods and 60 nights maximum per calendar year

Applicants must fill out the checklist below and submit it with their complete application.

Incomplete applications will not be accepted by the Town. Failure to complete any item will delay the processing of your application. A BUP-Short Term Rental and a Business License must be approved by the Town before the business can begin rental operations.

## All submitted applications must include the following items: *(please check to indicate that each item has been addressed)*

☒ **Narrative:** Narrative description of use. Include whether entire unit or portion of unit will be rented.

☐ **Rental Dates and Number of Nights Rented PDF:** This document will need to be resubmitted if rental dates change or are unknown at time of application.

☒ **Notarized Letter of Authorization or Warranty Deed:** LOA required if applicant is not the landowner. If the applicant is the landowner, provide warranty deed.

☐ **Letter from HOA:** (If applicable) Letter must confirm that short-term rentals are permitted.

☒ **Notice to Neighbors within 200 feet:** Rental unit owners or their agents must provide notice to the owners of neighboring parcels within 200 feet of the short-term rental property. Applicant must use Notice Template provided by the Town. A copy of the notice and a list of the neighbors noticed must be submitted.

☒ **Parking Plan**

☒ **Floor Plan**



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: Deborah Corso Title: \_\_\_\_\_

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

Address of Premises: 570 E. Hall, Jackson WY

Legal Description: Lot 6 Aspen Stand Townhome  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Rick Wielon

Mailing address of Applicant/agent: PO Box 11833, Jackson, WY 83002

Email address of Applicant/agent: RICK@APEXJACKSON.COM

Phone Number of Applicant/agent: 307-733-0943

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) BASIC USE PERMIT

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 ARIZONA )  
 ) SS.  
COUNTY OF MARICOPA )

The foregoing instrument was acknowledged before me by DEBORAH CORSO this 10th day of MARCH, 2024. WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: Nov. 30, 2025





## Short-Term Rental Program Outside of Lodging Overlay

Short-term rental property address: \_\_\_\_\_

Basic Use Permit Number: \_\_\_\_\_ Business License Number: \_\_\_\_\_

**Short-Term rentals outside of the lodging overlay are limited to no more than 3 rentals per calendar year, and a maximum of 60 total rental nights within the 3 rental periods.**

Please list the rental dates and total number of nights per rental:

Rental #1 Dates: \_\_\_\_\_ Total Number of Nights: \_\_\_\_\_

Rental #2 Dates: \_\_\_\_\_ Total Number of Nights: \_\_\_\_\_

Rental #3 Dates: \_\_\_\_\_ Total Number of Nights: \_\_\_\_\_

E-Mail form to [Planning@jacksonwy.gov](mailto:Planning@jacksonwy.gov)

You must e-mail a new form any time you make changes to the above dates.



**From:** Rebecca <ebwilcox05@gmail.com>  
**Sent:** Wednesday, December 20, 2023 9:56 AM  
**To:** Tucker Olsen <tolsen@gtpmjh.com>  
**Cc:** nina.resor@gmail.com; trevor@tetonpines.com  
**Subject:** Re: FW: authorization

I approve, she has been using it as a short term rental with the 30 day minimum stipulation since she bought her unit.  
Rebecca

On Wed, Dec 20, 2023 at 9:36 AM Tucker Olsen <[tolsen@gtpmjh.com](mailto:tolsen@gtpmjh.com)> wrote:  
Good Morning Board, 570 E Hall is seeking written approval from the HOA to allow the unit to be used as a short term rental.

Please let me know if you approve.

Tucker

From: Rick Wieloh <[apexmgt@hotmail.com](mailto:apexmgt@hotmail.com)> On Behalf Of Rick Wieloh  
Sent: Tuesday, December 19, 2023 9:02 PM  
To: Tucker Olsen <[tolsen@gtpmjh.com](mailto:tolsen@gtpmjh.com)>  
Subject: Fw: authorization

Hello Tucker,

Not sure if your aware of not but Town is issuing a new permit process for renting homes outside the resort over lay One of the requirements is written approval from HOA Can you provide me this for 570 E Hall, Deb Corso property?

Rick Wieloh

Owner /Agent

Email: [rick.wieloh@cbmp.com](mailto:rick.wieloh@cbmp.com)<mailto:[rick.wieloh@cbmp.com](mailto:rick.wieloh@cbmp.com)>

Direct: 307 413 0732

Coldwell Banker Mountain Properties

[cid:image004.png@01DA3327.F5735B50]

Rick Wieloh, Owner/Agent  
Apex Real Estate and Property Management  
[www.apexjackson.com](http://www.apexjackson.com)<<http://www.apexjackson.com/>>  
PO BOX 11833, Jackson WY 83002  
40 E. Simpson, Jackson WY 83001  
O-307-732-0943  
[office@apexjackson.com](mailto:office@apexjackson.com)<<mailto:office@apexjackson.com>>  
[rick@apexjackson.com](mailto:rick@apexjackson.com)<<mailto:rick@apexjackson.com>>

[cid:image005.png@01DA3327.F5735B50]

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From: Deborah Corso <[dcorso@benefit-design.com](mailto:dcorso@benefit-design.com)<<mailto:dcorso@benefit-design.com>>>  
Sent: Tuesday, December 19, 2023 12:17 PM  
To: Rick Wieloh <[rick@apexjackson.com](mailto:rick@apexjackson.com)<<mailto:rick@apexjackson.com>>>  
Subject: RE: authorization



**Narrative:**

**This home will be used by owner for personal enjoyment and then renter to vacationers for income 3 times a year per the new TOJ BUP guidelines and rules**

**Parking Plan:**

There is a 2 car garage and room for 2 cars in driveway We limit parking to 2 cars max with rules that there are no trailers, or RV's permitted and parking is in garage or driveway only



use 3" nominal or wider DF#2. Sheathing joints from alternate sides shall not join on the same stud. Provide 3/4" diameter anchor bolts at 12" o/c maximum spacing at the foundation. See plans for locations and sizes of holdowns.

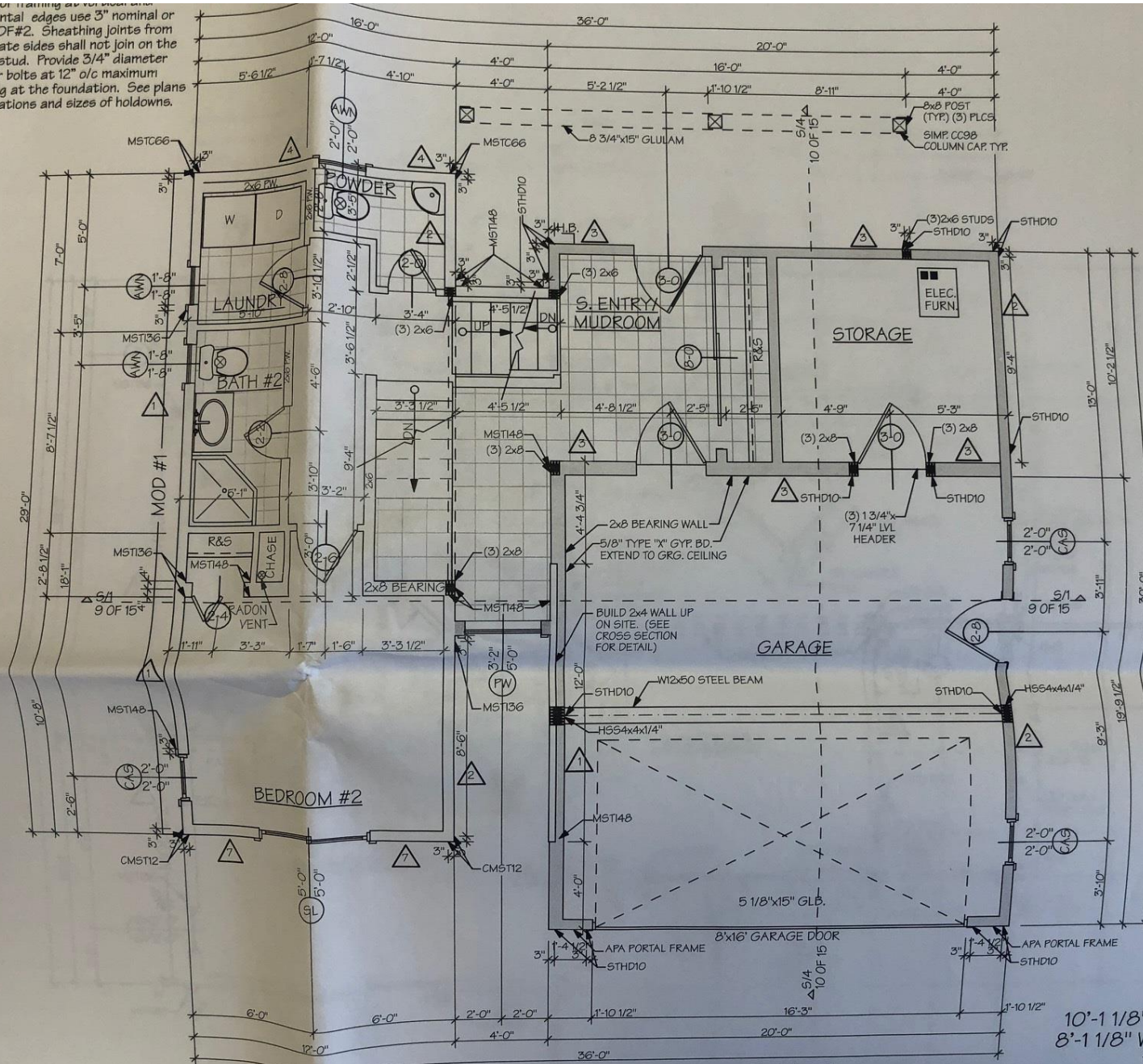
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NOTE:  
DOOR FROM GARAGE  
TO HOUSE SHALL BE  
A 20-MINUTE  
FIRE-RATED DOOR



10'-1 1/8" WALLS MODS 4 & 5  
8'-1 1/8" WALLS MODS 1, 2, & 3  
2'-0" EAVES  
7/12 PITCH  
ROOFING BY OTHERS  
75# SNOW LOAD  
SIDING BY OTHERS

LOWER FLOOR



spacing at the foundation.  
for locations and sizes of

same spacing at the foundation.  
anchor bolts at 12" o/c maximum  
spacing at the foundation. See plans  
for locations and sizes of holdowns.

#### ISHEAR = 640 P.L.F.

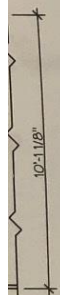
APA Rated sheathing one  
Nail all edges with 8d  
ls (d=.131", min. fastener  
into framing 1 3/8") at  
ered. For framing at  
horizontal edges use 3"  
ider DF#2. Provide 5/8"  
hor bolts at 24" o/c  
acing at the foundation.  
locations and sizes of

#### EAR = 770 P.L.F.

ated sheathing one  
all all edges with 10d  
(d=.148", min. fastener  
o framing 1 1/2") at  
d. For framing at  
tizational edges use 3"  
r DF#2. Provide 5/8"  
r bolts at 16" o/c  
ng at the foundation.  
ations and sizes of

#### AR = 845 P.L.F.

ated sheathing both  
all all edges with 10d  
(d=.148", min. fastener  
framing 1 1/2") at 4  
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t sizes of holdowns.



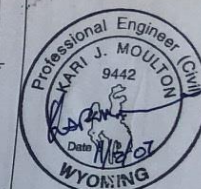
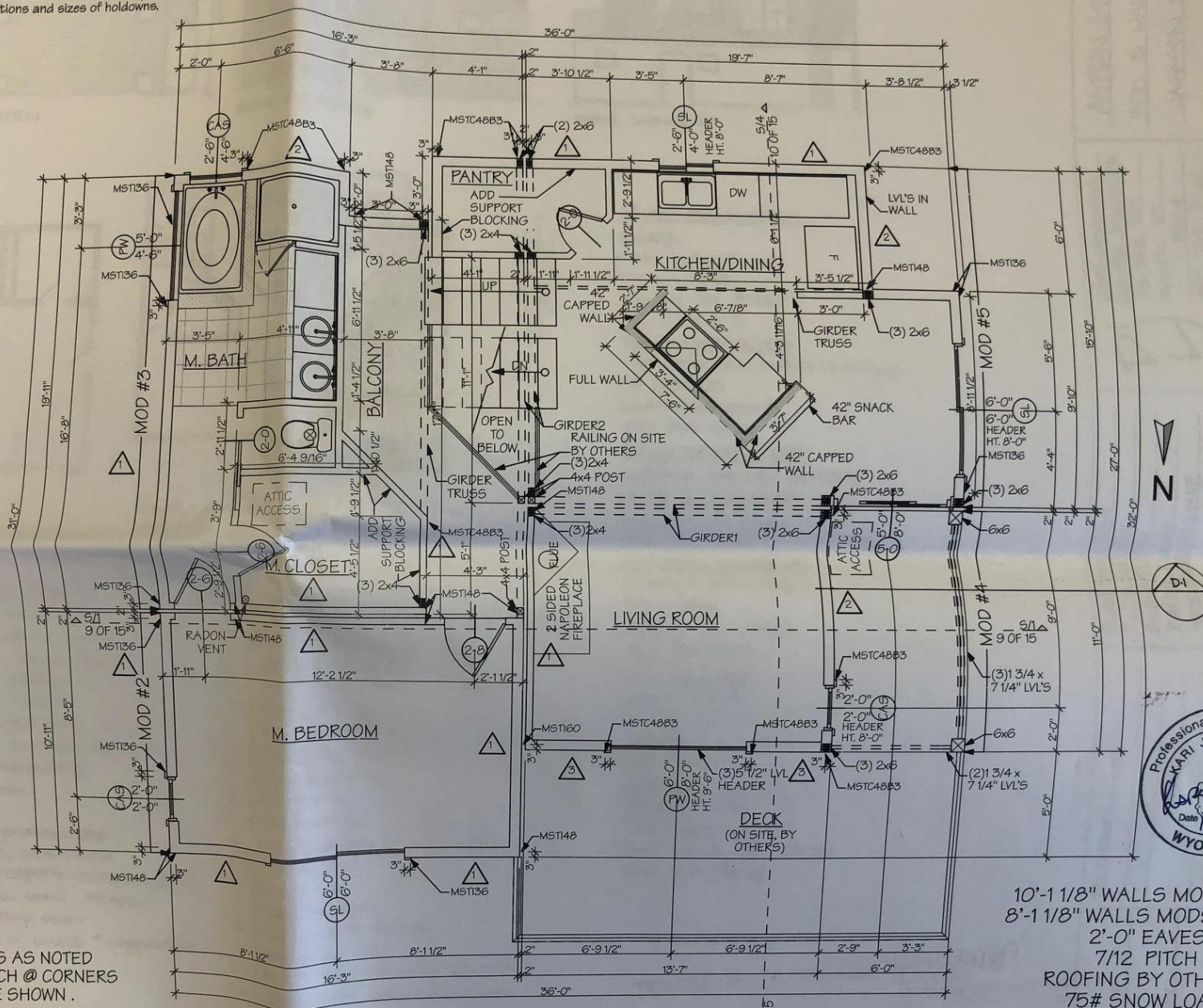
#### NOTE:

SIMPSON HOLDDOWNS AS NOTED  
IN CONCRETE TO ATTACH @ CORNERS  
OF EACH MOD. WHERE SHOWN.

#### NOTES:

ANY CHANGES ARE TO BE DISCUSSED WITH SMS CUSTOM  
BUILDERS  
(TO AVOID ANY LOSS OF WARRANTY).

ALL FRAMING TO BE WITH DOUGLAS FIR STD & BTR, 2x6  
EXTERIOR & PLUMBING WALLS AND 2x4 INTERIOR WALLS  
UNLESS OTHERWISE NOTED.

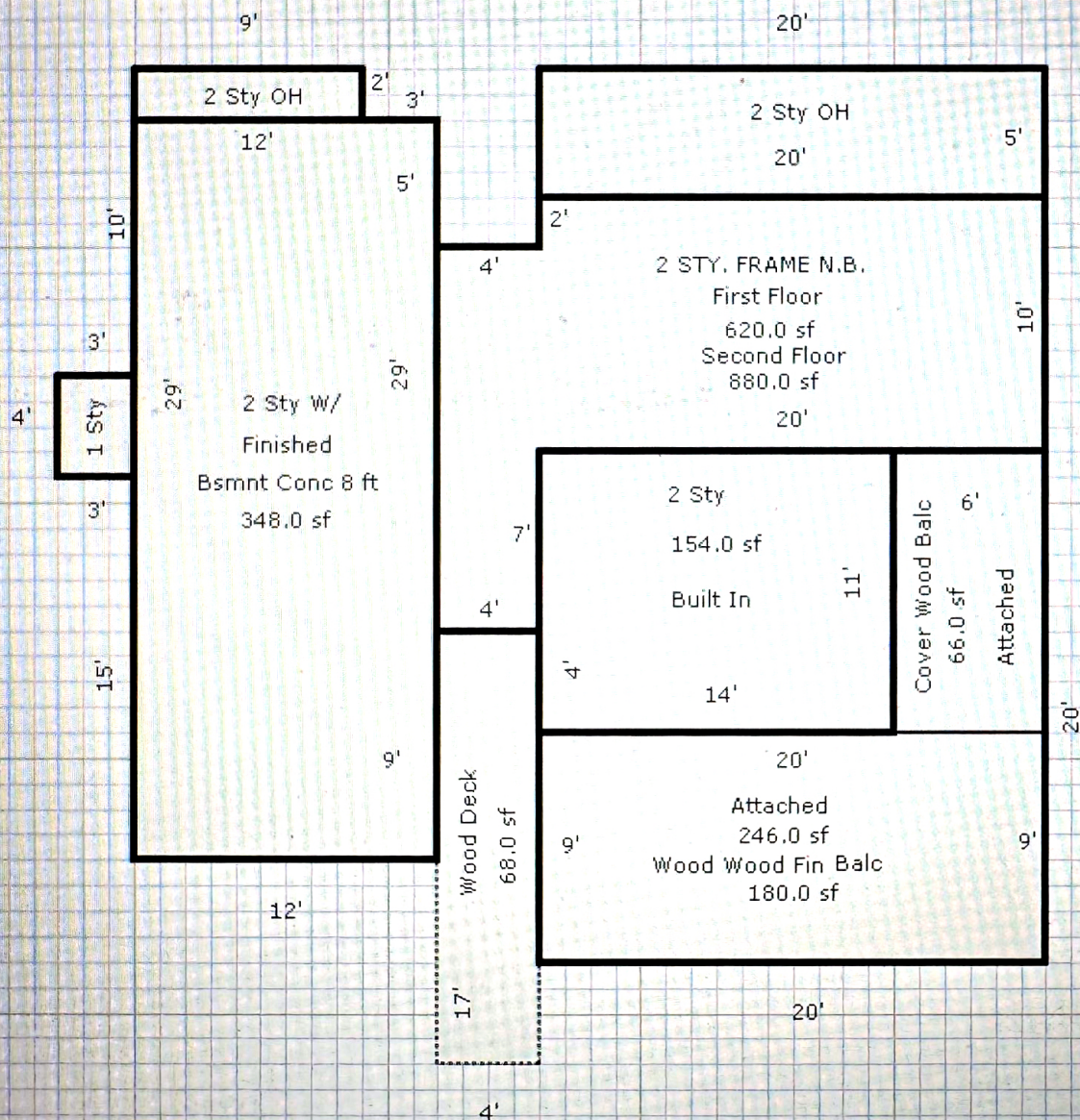


10'-1 1/8" WALLS MODS 4 & 5  
8'-1 1/8" WALLS MODS 1, 2, & 3  
2'-0" EAVES  
7/12 PITCH  
ROOFING BY OTHERS  
75# SNOW LOAD  
SIDING BY OTHERS  
SOFFIT & FASCIA BY OTHERS  
STAIRS BY OTHERS  
LOCATION:  
LOTS # 5 & 6 JOHN-D HALL

#### UPPER FLOOR

SCALE: 1/4" = 1'-0"





## **SHORT-TERM RENTAL NEIGHBORHOOD NOTICE**

**\*\*Required for all STRs *outside* the Lodging Overlay\*\***

Per the Town of Jackson Land Development Regulations, property owners or their agents must provide notice to the owners of neighboring parcels within 200 feet of the short-term rental property. **The Town of Jackson Planning Department must be a recipient of this notice.** A copy of the notice and a list of the recipients must be included in the application and submitted using Smartgov.

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Rental Physical Address: 570 E Hall Ave

Bldg./Apt: \_\_\_\_\_ City: Jackson State: WY Zip Code: 83001

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**For questions or concerns regarding rental operations for this property please contact:**

**Owner or Managing Agent (Required to be on call 24/7 and located within Teton County, WY)**

Name: Rick Wieloh Apex Real Estate and Property Management

Post Office Box: 11833 City: Jackson State: WY Zip Code: 83002

Phone Number: (307) 7320943

Fax/email address: info@apexjackson.com

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For more information regarding residential short-term rentals ***outside*** the Lodging Overlay, within The Town of Jackson, please see the Town of Jackson website at:

<https://www.jacksonwy.gov/335/Short-Term-Rentals>.