



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	REQUESTS: 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.
Item #: P24-026	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	

Owner
Deborah Corso
5420 E Via Del Cielo
Paradise Valley, AZ 85253-2128

Applicant
Rick Wieloh
PO Box 11244
Jackson, WY 83002

Please respond by: **April 2, 2024 (with Comments)**

RESPONSE: For Departments not using SmartGov, please send responses via email to:
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 Town home
Please attach additional sheet for additional addresses and legal descriptions

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

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

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

Phone Number of Applicant/agent: 307-732-0943

Is authorized to act as property owner's agent and be the applicant for the app

I am 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) 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

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> 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> On Behalf Of Rick Wieloh
Sent: Tuesday, December 19, 2023 9:02 PM
To: Tucker Olsen <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>

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>>
PO BOX 11833, Jackson WY 83002
40 E. Simpson, Jackson WY 83001
O-307-732-0943
office@apexjackson.com<mailto:office@apexjackson.com>
rick@apexjackson.com<mailto:rick@apexjackson.com>

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

From: Deborah Corso <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>>
Subject: RE: authorization



Narrative:

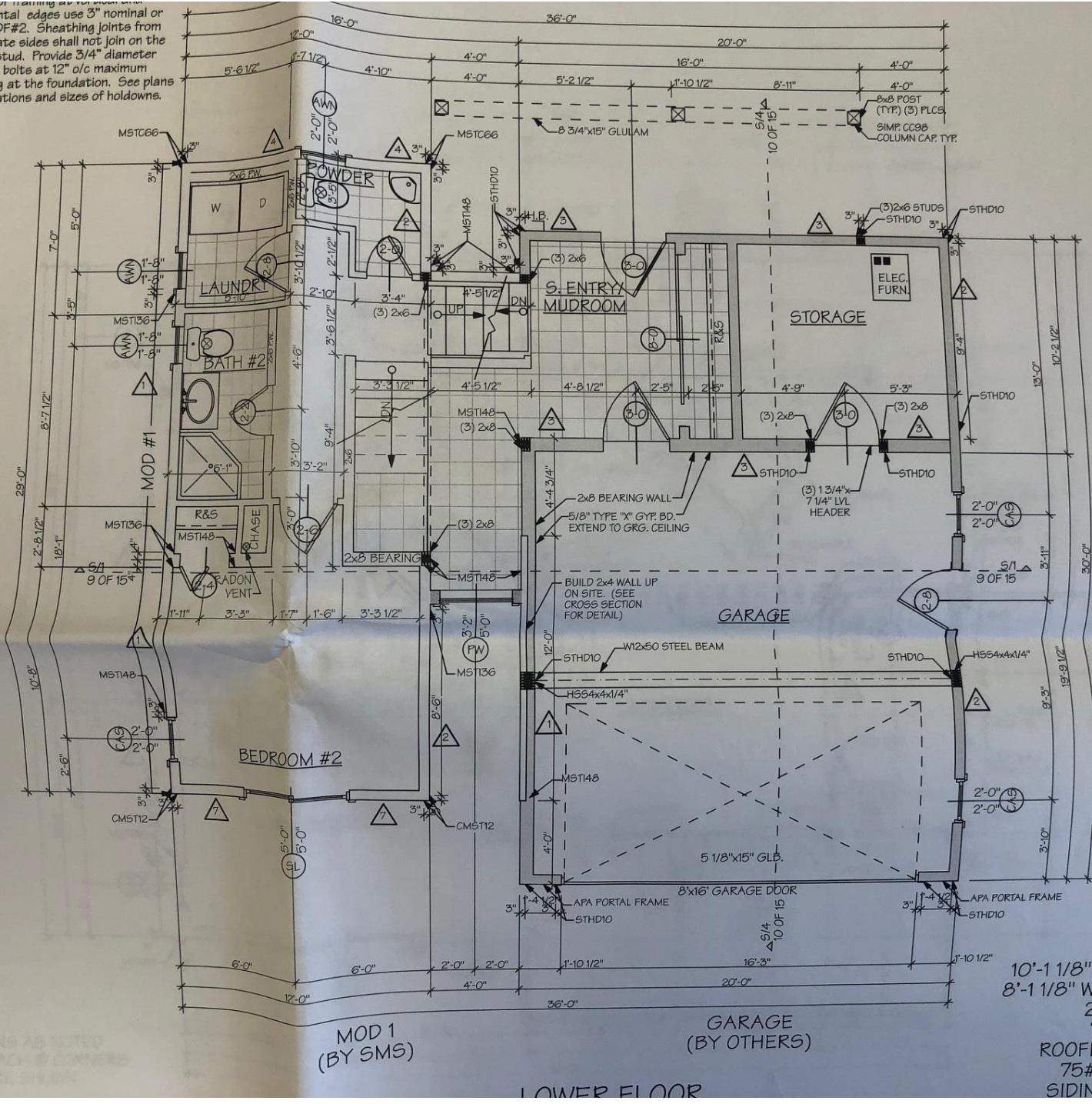
This home will be used by owner for personal enjoyment and then renter to vacationers for income 3 times a year per the new TOJ BUP guidelines and rules

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" wide 5/8" o/c foundation sizes of

horizontal edges 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.



spacing at the foundation for locations and sizes of

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

LSHEAR = 640 PLF.

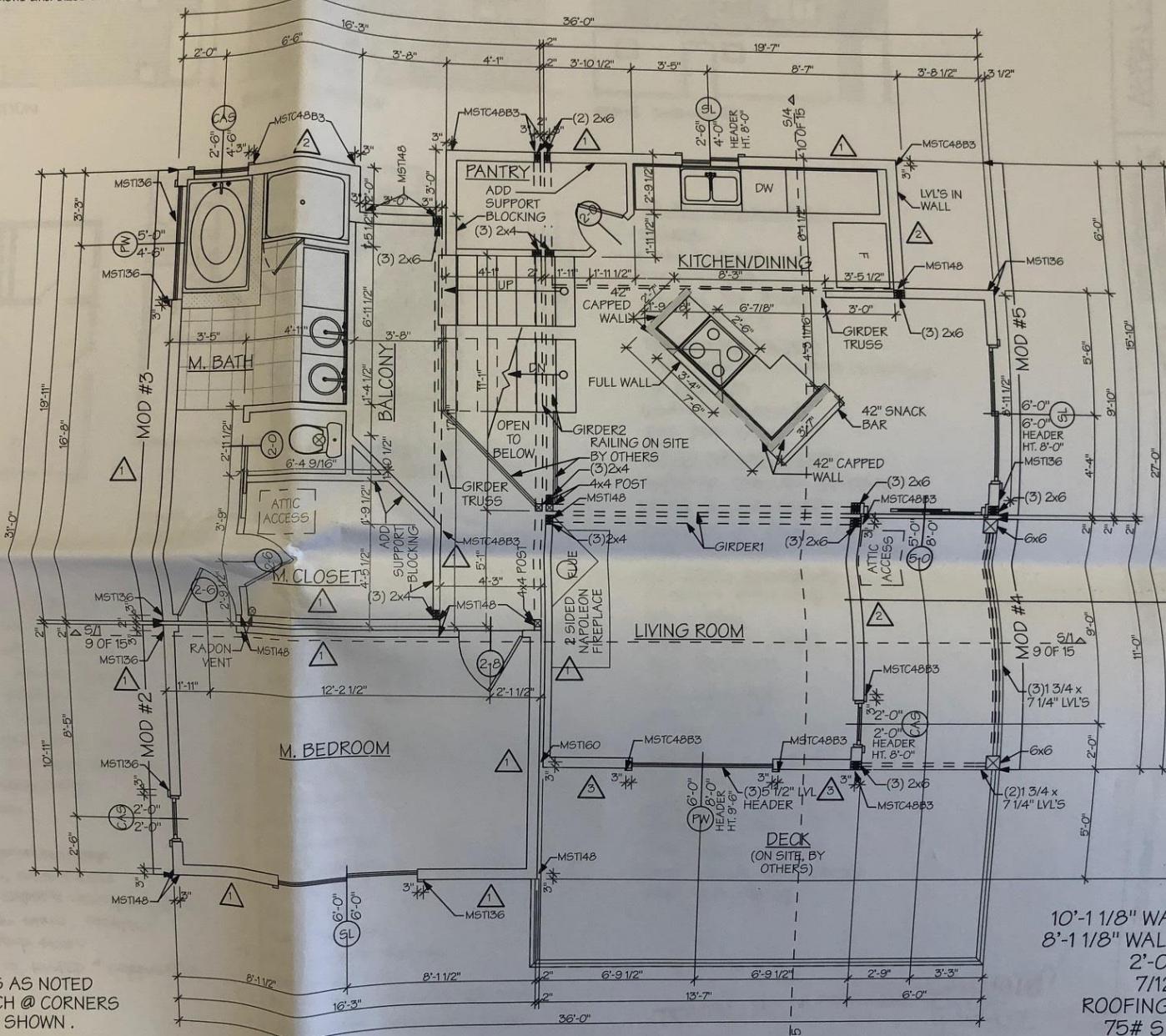
NSA Rated sheathing one nail all edges with 8d nails (d=.131", min. fastener into framing 1 3/8") at 16d. For framing at horizontal edges use 3" wide DF#2. Provide 5/8" shear bolts at 24" o/c spacing at the foundation. locations and sizes of

EAR = 770 PLF.

Rated sheathing one nail all edges with 10d nails (d=.148", min. fastener into framing 1 1/2") at 16d. For framing at horizontal edges use 3" wide DF#2. Provide 5/8" shear bolts at 16" o/c spacing at the foundation. locations and sizes of

AR = 845 PLF.

Rated sheathing both nail all edges with 10d nails (d=.148", min. fastener into framing 1 1/2") at 4d spacing at vertical and 3" nominal or 3 1/4" diameter 4" o/c maximum foundation. See plans for locations and sizes of holdowns.



NOTE:

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

NOTES:

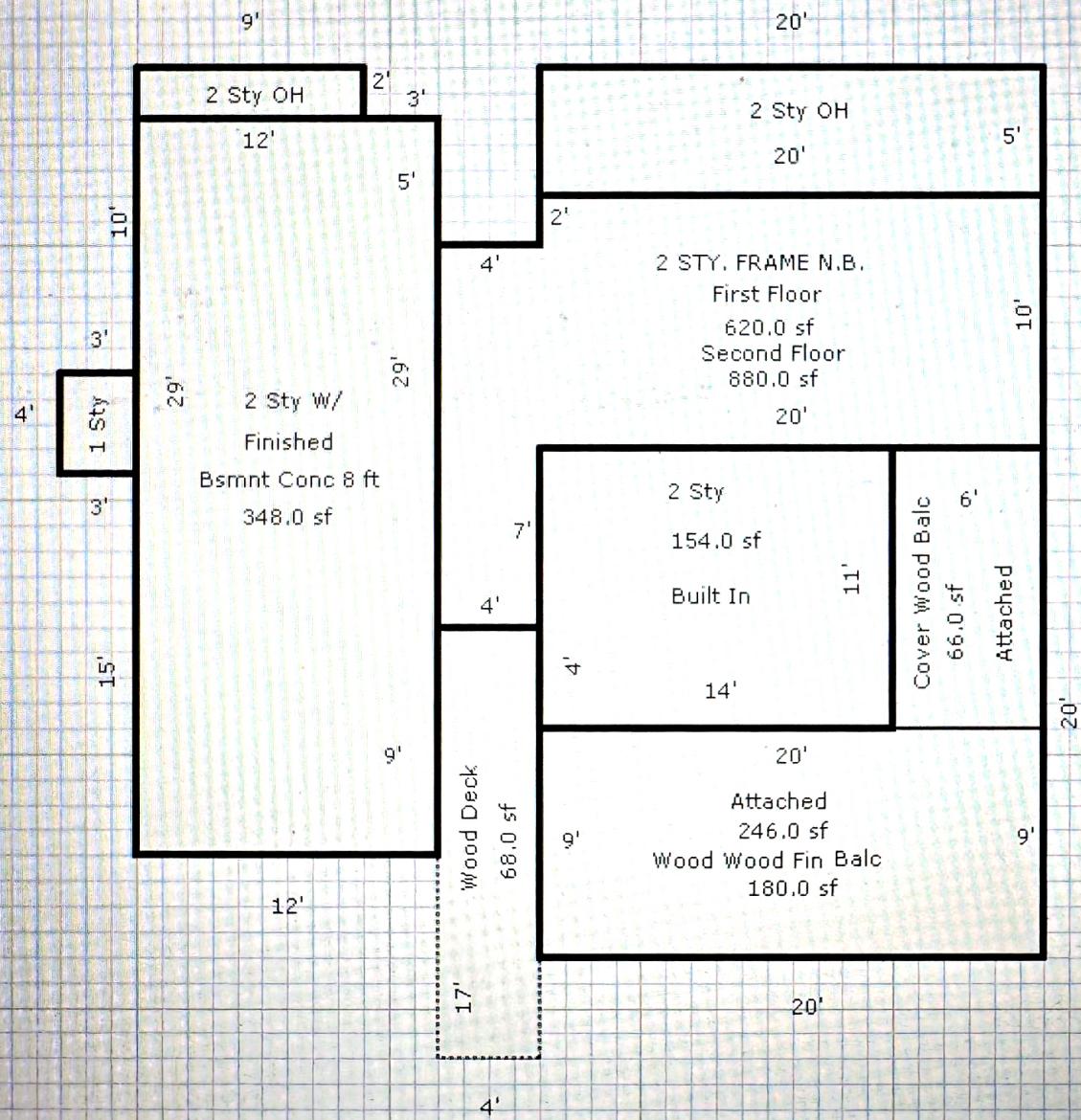
ANY CHANGES ARE TO BE DISCUSSED WITH SMS CUSTOM BUILDERS (TO AVOID ANY LOSS OF WARRANTY).

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

UPPER FLOOR

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

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



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.

Rental Physical Address: 570 E Hall Ave

Bldg./Apt: _____ City: Jackson State: WY Zip Code: 83004

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

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.>