



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

| | |
|---|---|
| <p>Date: August 19, 2024</p> <p>Item #: P24-128</p> | <p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Zoning Compliance Verification for the property located at 1400 & 1450 S Hwy 89, legally known as PT. SW1/4 NW1/4, SEC. 5, TWP. 40, RNG. 116 & PARCEL B PIDN: 22-40-16-05-2-00-010 and 012.</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p> |
| <p>Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov</p> | |
| <p>Owner 1400 South LLC PO Box 802523 Dallas, TX 75380</p> <p>Applicant Chelsea Craig (PZR) 1300 S. Meridian Ave. Suite 400 Oklahoma City, OK 73108</p> | |
| <p>Please respond by: September 9, 2024 (with Comments)</p> | |

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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

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

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 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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.

Chelsea Craig

Signature of Property Owner or Authorized Applicant/Agent

Date

Name Printed

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: JOHN HUFFMAN Title: MANAGER

Being duly sworn, deposes and says that 1400 SOUTH LLC is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 1400 and 1450 South Highway 89

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: Chelsea Craig

Mailing address of Applicant/agent: 1300 South Meridian Avenue, Suite 400 Oklahoma City, OK 73108

Email address of Applicant/agent: Chelsea.Craig@pzs.com

Phone Number of Applicant/agent: 405-442-2613

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 Compliance Application

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
MANAGER OF 1400 SOUTH LLC

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

STATE OF TEXAS)

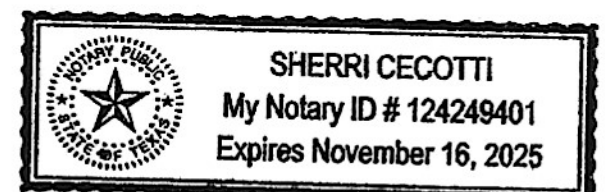
) SS.

COUNTY OF DALLAS)

The foregoing instrument was acknowledged before me by JOHN HUFFMAN this 14 day of AUGUST, 2024. WITNESS my hand and official seal.

Notary Public

My commission expires:





The Planning & Zoning Resource Company

1300 South Meridian Avenue, Suite 400, Oklahoma City, OK 73108
Telephone (405) 840-4344 · Fax (405) 840-2608
Toll Free (800) 344-2944
Ext: 405-442-2613
Please fax to my direct fax number: 405-328-7375

To: Zoning Compliance
Fax:
Email: planning@jacksonwy.gov
Date: 8/12/2024
Subject: Request for Information
Ref. Number 174363-1
RE: 1400 & 1450 South Highway 89, 1400 & 1450 South Highway 89, Jackson, Wyoming
Add'l Info: Parcels: 22-40-16-05-2-00-010 & 22-40-16-05-2-00-012

Attached is our request for property information on the above-mentioned property. Please copy it onto your letterhead, provide the requested information, sign and return to me via either my direct fax, shown above, or via email to: Chelsea.craig@pzs.com

It is my understanding that there will be fees associated with this request. Please be advised that the total fees are not to exceed \$640.00 without my approval. If you should expect the fees to exceed this amount, please notify me as soon as possible. Furthermore, any additional costs associated with this request must be approved, in writing, prior to their incurrence.

Thank you in advance for your time and consideration on the above matter. If there are any questions you are unable to answer please let me know who I should contact. If you have any questions or concerns, do not hesitate to contact me at the toll free number 800-344-2944, extension 405-442-2613. You may also reach me by email at: Chelsea.craig@pzs.com

Sincerely,
Chelsea Craig

The Planning & Zoning Resource Company
1300 South Meridian Avenue, Suite 400
Oklahoma City, OK 73108

8/12/2024

ATTN: Chelsea Craig

Ref. No. 174363-1

RE: 1400 & 1450 South Highway 89, 1400 & 1450 South Highway 89, Jackson, Wyoming

Add'l Info. Parcels: 22-40-16-05-2-00-010 & 22-40-16-05-2-00-012

The current zoning classification for the subject property is: _____

Adjacent property zoning designations:

North: _____

South: _____

East: _____

West: _____

Is the subject property part of a Planned Unit Development?

____ Yes, part of a PUD (See comment)

____ No, not part of a PUD

Comment: _____

Is the subject property part of an Overlay District?

____ Yes, within an Overlay District

____ No, not within an Overlay District

Comment: _____

The subject property is currently regulated by:

____ Section _____ of the Zoning Ordinance

____ Planned Unit Development Ordinance No. _____ (copy attached)

____ Site Plan Approval Case No. _____ (copy of plan and case attached)

Comment: _____

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

____ Copy Attached

____ Copy Not Available (see comment)

____ Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)

____ Non-Permitted Use

Comment: _____

The subject structure(s) was developed:

- ☐ In accordance with Current Zoning Code Requirements and is
- ☐ Legal Conforming
- ☐ Non-Conforming (see comments)
- ☐ In accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal
- ☐ Non-Conforming to current zoning requirements
- ☐ Prior to the adoption of the Zoning Code and is
- ☐ Grandfathered/Legal Non-conforming to current zoning requirements.
- ☐ In accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: _____

Information regarding variances, special permits/exceptions, ordinances or conditions:

- ☐ There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property
- ☐ The following apply to the subject property (see comments):
- ☐ Variance - Documentation attached or is otherwise, no longer available (see comment)
- ☐ Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
- ☐ Ordinance Documentation attached or is otherwise, no longer available (see comment)
- ☐ Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: _____

Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:

- ☐ May be rebuilt in the current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable.
- ☐ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section _____ of the current zoning code/ordinance for details.

Comment: _____

To the best of your knowledge, do your records show any unresolved zoning code violations?

- ☐ Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- ☐ No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

Site Plan Information:

- ☐ The subject property was not subject to a site plan approval process.
- ☐ The subject property was subject to site plan approval: a copy of the approved site plan is attached.
- ☐ The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (was lost or destroyed). All other existing documents applicable to site plan approval for the site are attached if available.
- ☐ An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached if available.
- ☐ Other, (as noted here): _____

Please call the undersigned at _____, extension _____ if you have questions or concerns.

Sincerely:

| | | | |
|--------|-------|-------------|-------|
| Name: | _____ | Department: | _____ |
| Title: | _____ | Email: | _____ |