



# 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: August 19, 2024

Item #: P24-128

Planner: Tyler Valentine  
Phone: 733-0440 ext. 1305  
Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner**  
1400 South LLC  
PO Box 802523  
Dallas, TX 75380

**Applicant**  
Chelsea Craig (PZR)  
1300 S. Meridian Ave.  
Suite 400  
Oklahoma City, OK 73108

**REQUESTS:**

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.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

**Please respond by: September 9, 2024 (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](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.**

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.com/200/Planning](http://www.townofjackson.com/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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://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](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.

Chelsea Craig

Signature of Property Owner or Authorized Applicant/Agent

\_\_\_\_\_

Name Printed

\_\_\_\_\_



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: 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@pzc.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 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) 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**

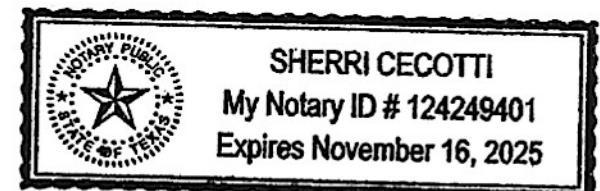
STATE OF TEXAS )  
 ) SS.  
COUNTY OF DALLAS )

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

Deni Heath  
Notary Public

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](mailto: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](mailto: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: \_\_\_\_\_