



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

### Town of Jackson

- ☒ Public Works/Engineering
- ☐ Building
- ☒ Town Attorney
- ☐ Police

### Joint Town/County

- ☐ Parks and Recreation
- ☐ Pathways
- ☐ Housing Department

### Teton County

- ☐ Planning Division

- ☐ Engineer
- ☒ Surveyor
- ☐ 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: April 7, 2025</p> <p>Item #: P25-056</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p><b>Owner:</b> Cowboy Country, LLC 600 Peachtree Street NE Suite 300 Atlanta, GA 30308</p> <p><b>Applicant:</b> Kinsey, LLC Cornelius Kinsey PO Box 12258 Jackson, WY 83002</p>	<p><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a partial vacation without replat (lot combination) for the property located at 410 E Gill Street legally known as LOTS 1, 2, &amp; 3, BLK. 5. L.G. GILL SUBDIVISION.</p> <p>PIDN: 22-41-16-27-3-08-002</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to planning@jackson.gov. Thank you.</p>
<p><b>Please respond by: April 28, 2025 (with Comments)</b></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](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/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.

\_\_\_\_\_  
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](http://www.jacksonwy.gov)

Date: 3/21/2025

**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: Carol Torne Title: Trustee

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

Address of Premises: 410 E Gill Street, Jackson, WY 83001

Legal Description: see attached, LOTS 1, 2, 3 BLK 5, L.G. Gm SUBDIVISION  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: KINSEY, LLC - CORNELIUS KINSEY

Mailing address of Applicant/agent: P.O. Box 12258, Jackson, WY 83002

Email address of Applicant/agent: KINSEY CORNELIUS @ VATHOO.COM

Phone Number of Applicant/agent: 413. 2485

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) \_\_\_\_\_

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 Trustee

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

STATE OF Georgia )  
 ) SS.  
COUNTY OF Cherokee )

The foregoing instrument was acknowledged before me by Carol Tame this 21  
day of March 2025. WITNESS my hand and official seal.

Notary Public

My commission expires:

Amy Hawkins  
NOTARY PUBLIC  
Cherokee County, Georgia  
My Commission Expires July 5, 2028



AFFIDAVIT AFFECTING TITLE

STATE OF                                 )  
  ) ss.  
COUNTY OF                                 )

I, \_Carol Tome, ("Affiant") being duly sworn, and upon oath deposes and states: as follows:

1. This Affidavit is made with respect to real property known and situation at 410 East Gill Street, Jackson, WY, which is legally described as Lot 1, 2 and 3, BLK 5, L.G. Gill Subdivision, Plat No. 0139 as recorded in the Office of the Teton County, Wyoming Clerk on 14<sup>th</sup> day of June 1950 with the 22-41-16-27-3-08-002 ("Property").
2. As of the record date of this Affidavit, the record owner(s) of the Property is Cowboy Country, LLC.
3. On 14 March, 2025, the record owner(s) requested the vacation of the Lot Line between Lot 1,2 and 3 of the Property.
4. On \_\_\_\_\_, 20\_\_, the Jackson Town Council met to consider a request to vacate the Lot Line between Lot \_\_\_\_\_ and \_\_\_\_\_ of the Property.
5. On \_\_\_\_\_, 20\_\_, the Jackson Town Council determined the requested vacation/lot combination does not abridge or destroy any of the rights and privileges of the other proprietors in the said plat and approved the vacation/lot combination.
6. As a result, the Teton County Clerk shall write, "Vacated" across the lot line between Lot \_\_\_\_\_ and Lot \_\_\_\_\_ as shown on **Exhibit A** attached hereto, and make a reference of said plat of the book and page in which this instrument of partial vacation has been recorded.
7. As a result, the combined lots should be referred to as "Lots \_\_\_\_\_ and \_\_\_\_\_ of BLK \_\_\_\_\_ Subdivision recorded in the Office of the Teton County Clerk on \_\_\_\_\_ as Plat \_\_\_\_\_," subject to that Partial Vacation of Plat and Lot Combination recorded in the Office of the Teton County Clerk as Document Number \_\_\_\_\_.
8. As a result, the combined lots cannot be re-subdivided without first receiving subdivision approval from the Town of Jackson, the combination of lots shall be treated as one for all purposes under the Town of Jackson Land Development Regulations in effect at that time, and the combined lots shall be treated as one lot for all purposes under the Town of Jackson Land Development Regulations.

FURTHER AFFIANT SAYETH NAUGHT.

Dated: \_\_\_\_\_,

STATE OF WYOMING )

) ss.

COUNTY OF TETON )

The foregoing instrument was acknowledged before me by \_\_\_\_\_, Town of Jackson Planning  
Director, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

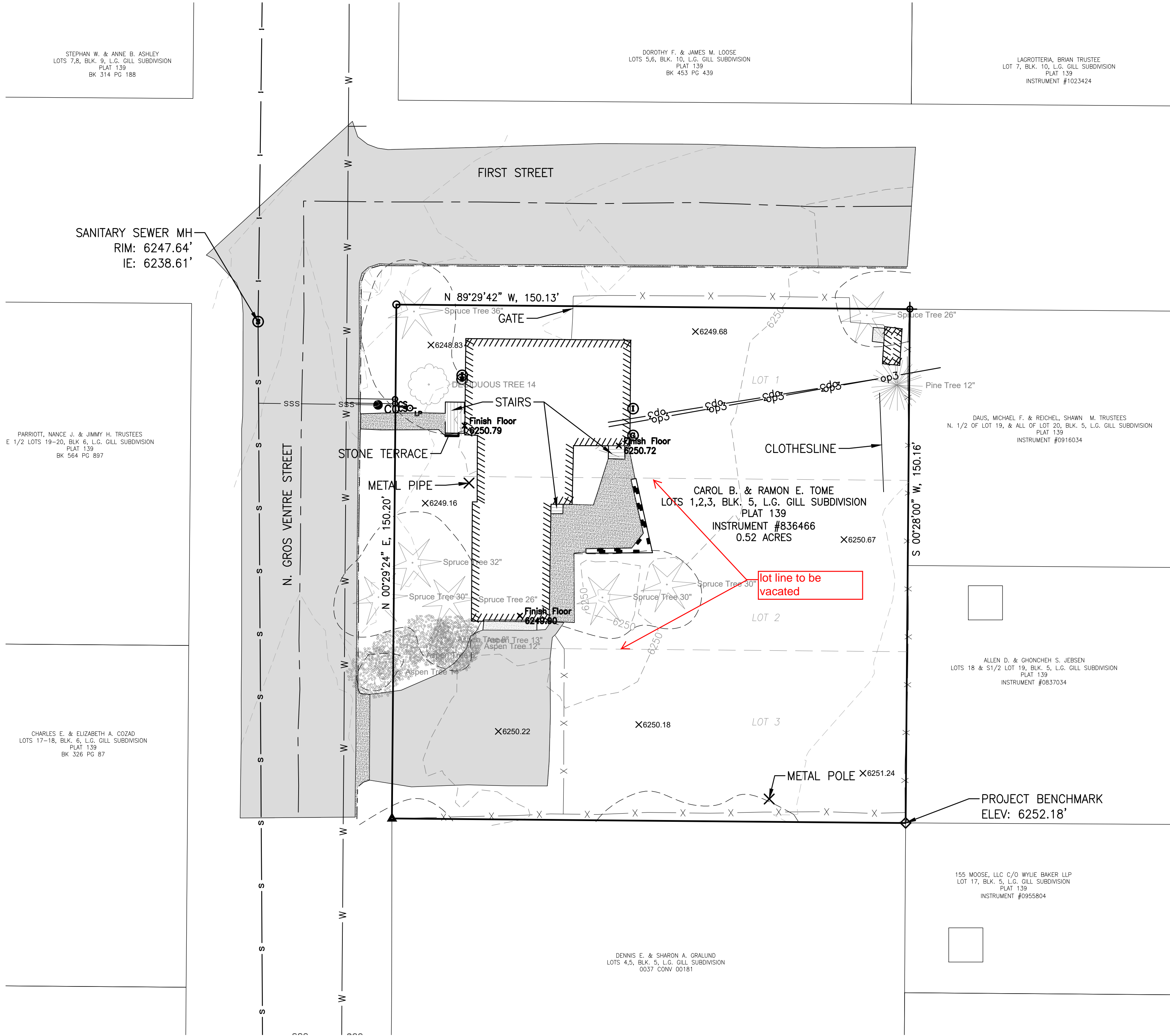
WITNESS, my hand and official seal.

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Notary Public

My Commission Expires:

S:\Projects\2021-525-01 Existing\21-525-01\_Existing.dwg (Layout)-22x34 or 11x17 - Dec 13 2021 08:10:09 pm PLOTTED BY: angle DWG ECR:MT: 230



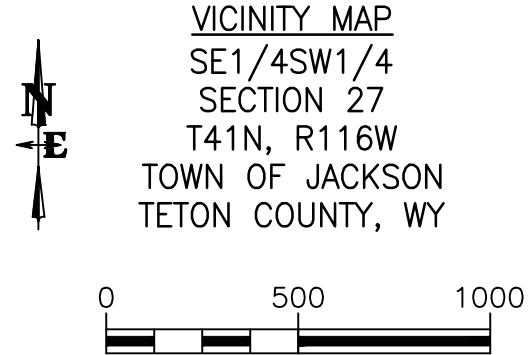
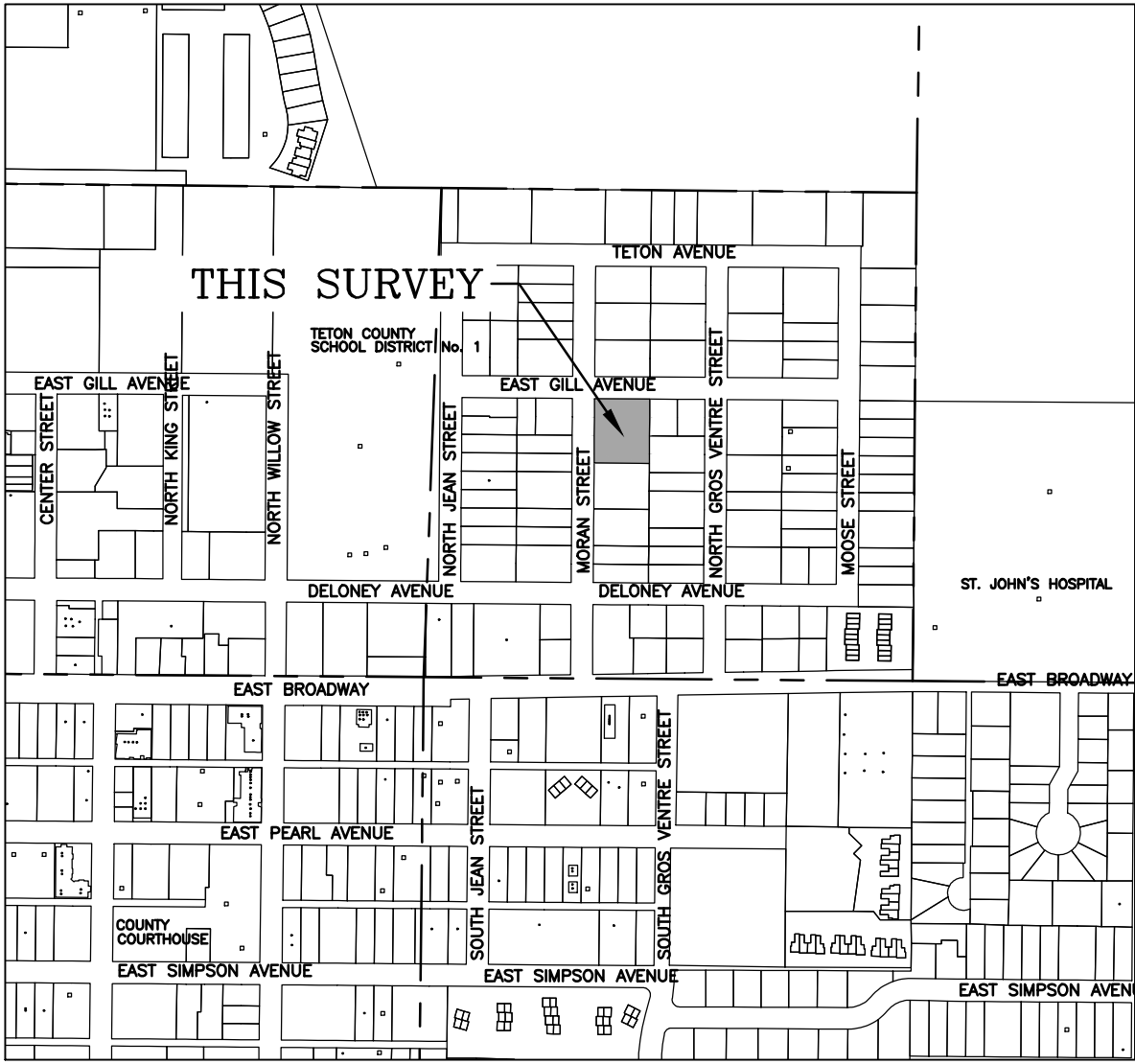
NOTE:

THE SITE SURVEY REPRESENTED ON THIS MAP SHOW CONDITIONS DETERMINED BY A FIELD SURVEY MADE ON NOVEMBER 22 AND NOVEMBER 23, 2021. AND MAY NOT REFLECT CHANGES MADE SUBSEQUENT TO THAT DATE.

THE MAP WAS PREPARED WITHOUT BENEFIT OF TITLE REPORT AND IS SUBJECT TO ANY OTHER EASEMENTS, RESTRICTIONS, RESERVATIONS, RIGHTS-OF-WAY, AND CONDITIONS OF SIGHT AND/OR OF RECORD INCLUDING, BUT NOT LIMITED, TO THOSE SHOWN HEREON;

PRIMARY BUILDING SETBACKS PER TOJ NL-3 ZONE  
20' PRIMARY STREET  
10' SECONDARY STREET  
10' SIDE  
25' REAR

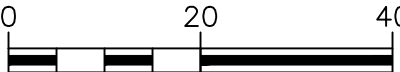
SITE DEVELOPMENT SETBACKS AND BUILDING SETBACKS SHALL BE VERIFIED WITH THE PLANNING DEPARTMENT IN THE AUTHORITY HAVING JURISDICTION PRIOR TO PLANNING ANY DEVELOPMENT. IT IS ALSO TO BE UNDERSTOOD THAT OTHER APPLICABLE CODES, RESTRICTIONS, COVENANTS AND REGULATIONS APPLICABLE TO DEVELOPMENT AND USE SHOULD BE DETERMINED PRIOR TO PLANNING ANY DEVELOPMENT AS THESE ARE NOT SHOWN ON THIS MAPPING



- LEGEND
- = PROPERTY LINE
  - - - = UNDERLYING LOT LINE
  - - - = CURB LINE
  - op3 op3 = OVERHEAD POWER
  - - - = DRIP LINE
  - ||||| = BUILDING
  - x - x - x - = FENCE
  - - - - - = BRICK WALL
  - - - - - = ROAD CENTERLINE
  - - - - - = WATER LINE PER TOJ GIS
  - - - - - = SANITARY SEWER LINE PER TOJ GIS
  - = PAVEMENT AREA
  - = CONCRETE
  - ① = IRRIGATION CONTROL VALVE
  - ② = SANITARY SEWER MANHOLE
  - ③ = WATER METER
  - ④ = GAS METER
  - CS = CURB STOP
  - × 6250' = SPOT ELEVATION
  - Op = LIGHT POST
  - ◇ = FOUND REBAR AND CAP
  - = FOUND REBAR
  - ▲ = FOUND T-STAKE
  - ⊕ = CALCULATED POINT
  - ASPEN-14 = ASPEN TREE WITH TRUNK DIA.
  - SPRUCE-14 = SPRUCE TREE WITH TRUNK DIA.
  - DECIDUOUS-14 = DECIDUOUS TREE
  - PINE -12 = PINE TREE

EXISTING SITE PLAN

SCALE: 1" = 20' (22x34)



VERTICAL DATUM BASED ON NAVD88 (GEOID12B),  
BENCHMARK SE PROPERTY CORNER ELEV = 6252.18'  
DERIVED FROM NETWORK GPS OBSERVATIONS.

DRAWING TITLE  
EXISTING SITE PLAN

JOB TITLE  
170 N GROS VENTRE STREET  
LOTS 1-3, BLK 5  
LG GILL SUBDIVISION, PLAT 139

DRAWING NO  
1

JOB NO  
21-525-01

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	12/13/2021	REV.
SURVEYED	TB	
ENGINEERED		
DRAWN	AR	
CHECKED	LR	
APPROVED	LR	