



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 <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 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

Date:

LETTER OF AUTHORIZATION

NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

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: One Hundred Seven LLC, Karen Coleman,

Being duly sworn, deposes and says that Executive Via President
One Hundred Seven LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 155 W Pearl Avenue

Legal Description: Lots 9-10, Blk 2, Warr 1

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Rob Neill, Tyler Davis Real Estate

Mailing address of Applicant/Authorized Representative: P.O. Box 12111, 83002

Email address of Applicant/Authorized Representative: rneill@kw.com

Phone Number of Applicant/Authorized Representative: 336-406-0910

Is authorized to act as property owner's representative 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 ☒ Other (describe) housing mitigation credit transfer

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.

Karen A.T. Coleman

Property Owner Signature Executive Via President

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

STATE OF Wyoming)
) SS.
 COUNTY OF Teton)



The foregoing instrument was acknowledged before me by Karen Coleman this 27
 day of October, 2025. WITNESS my hand and official seal.

Kelli L Hardwick
 Notary Public

My commission expires: February 16, 2028

October 23, 2025

To: Town of Jackson Planning Department

From: Rob Neill, Tyler Davis Real Estate

RE: Zoning Compliance Verification for 155 W Pearl Avenue Transfer of “Housing Mitigation Credits” to 295 W Pearl Avenue

On behalf of One Hundred Seven, LLC, owner of the property located at 155 West Pearl Avenue (Lots 9 and 10, Block 2 of the Wort Addition to the Town of Jackson, Teton County, Wyoming according to that plat recorded in the Office of the Teton County Clerk as Plat No. 107, PIDN:22-41-16-33-1-02-006) and Teton Gables LLC, owner of the property located at 295 W Pearl Avenue (BLK. 3, WORT-1, PID: 22-41-16-33-1-03-005), I am submitting this Zoning Compliance Verification (ZCV) application pursuant to Town LDR Section 5.9.6.C to verify that the transfer of “unused Housing Mitigation Credits” from 155 W Pearl Avenue to 295 W Pearl Avenue described herein is permitted by the Town Land Development Regulations. The transfer of “unused Housing Mitigation Credits” is to ensure the property at 295 W Pearl has no further housing mitigation requirements or fees.

The property at 155 W Pearl Avenue, the “Sending Property”, contains “The Wort House”, a 1930’s Cabin, formerly owned by John and Gladys Wort. The structure was added to the Jackson Historic Registrar on May 12, 2021. Pursuant to LDR Section 5.9.6.C, for any property with a Registered Historic Resource, the landowner may transfer or sell any “unused housing mitigation credits” to properties located in the DC-1, DC-2, CR-1, CR-2, CR-3, BP, NM-2, or NH-1 zone in the Town of Jackson. The Sending Property contains a Registered Historic Resource and is therefore eligible to transfer its unused Floor Area. The unused Housing Mitigation credits are described Below:

Sending Property: Amount and Type of Unused Floor Area

Zoning: DC-1

Property Size: 0.34 Acres

Allowable FAR: 1.3 FAR = 19,254 SF

Existing Floor Area: 360 SF

Previously Transferred Housing Mitigation Credits:

- 5,000SF per ZCV No. P23-155 (Oct 10, 2023)

Remaining Unused Housing Mitigation Credits: 13,894 SF

The property located at 295 W Pearl Avenue, (“Receiving Property”), is zoned Downtown Core-1 (DC-1). Pursuant to LDR Section 5.9.6.C, properties zoned DC-1 are eligible as “Receiving Properties” for transfer of “Unused Housing Mitigation Credits”. Furthermore, the Receiving Property has no significant environmental or developmental constraints and is adequately served by public infrastructure.

The owner of the Sending Property desires to transfer a total of two thousand four hundred and sixty-one (2,461SF) of “unused housing mitigation credits” to the Receiving Property. These mitigation credits will be for **Office Use**. The owner of the Receiving Property desires to acquire two thousand four hundred and sixty-one (2,461SF) of “unused housing mitigation credits” from the Sending Property. These unused housing mitigation credits will be for **Office Use**. The transfer of “unused housing mitigation credits” is to ensure the property at 295 W Pearl has no further housing mitigation requirements or fees.

Once the transfer of two thousand four hundred and sixty-one (2,461SF) of “unused housing mitigation credits” is complete and a deed restriction memorializing the transfer is recorded on the Sending Property, the Sending Property will retain a total of **11,433 SF of “Unused Floor Area”**.

Once the transfer of two thousand four hundred and sixty-one (2,461SF) of “unused housing mitigation credits” is complete and a deed restriction memorializing the transfer is recorded on the Receiving Property, the Receiving Property will hold two thousand four hundred and sixty-one (2,461SF) of “unused housing mitigation credits”. These “Unused housing mitigation credits” shall be established as consideration, in part, for the long-term preservation of the Registered Historic Resource on the sending property, as approved and authorized by the Town of Jackson, and shall be retained by the Receiving Property for use by the owner of the Receiving Property, including the ability of the owner of the Receiving Property to transfer the “Unused housing mitigation credits” to another eligible ‘Receiving’ property, as permitted by the LDRs.