



# 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 3, 2021</p> <p>Item #: P21-209</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p><b>Owner</b> Blair Place, LLC PO Box 453 Jackson, WY 83001</p> <p><b>Applicant</b> Steven Yu 1845 Mt. Diablo Blvd STE 410 Walnut Creek, CA 94552</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Zoning Compliance Verification at the property located at 245 Blair Place Legally known LOT 1, HOMESTEAD NEIGHBORHOOD1 PIDN: 22-40-16-06-2-39-001</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: August 17, 2021 (Sufficiency)</b> <b>August 24, 2021 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: [alangley@jacksonwy.gov](mailto:alangley@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 #: \_\_\_\_\_  
*Please note: Applications received after 3 PM will be processed the next business day.*

**PROJECT:**

Name/Description: Blair Place Apartments (295 apartment units)  
 Physical Address: 245 Blair Place, Jackson, WY 83001-0453 (contact address is 145 Blair Drive)  
 Lot, Subdivision: LOT 1, Homestead Neighborhood PIDN: Plat Number 759

**PROPERTY OWNER:**

Name: Blair Place LLC Phone: \_\_\_\_\_  
 Mailing Address: 145 Blair Drive, Jackson, WY ZIP: 83001  
 E-mail: \_\_\_\_\_

**APPLICANT/AGENT:**

Name: Steven Yu Phone: 510-589-4354  
 Mailing Address: 1850 Mt. Diablo Blvd Suite 410, Walnut Creek, CA ZIP: 94552  
 E-mail: yu@bridgepartners.com

**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)*

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	<input checked="" type="checkbox"/> _____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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?

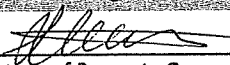
\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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  
**Steven Yu**  
\_\_\_\_\_  
Name Printed

**7/30/2021**  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Title

**LETTER OF AUTHORIZATION**

Blair Place LLC, "Owner" whose address is: 145 Blair Drive

Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

\_\_\_\_\_, as the owner of property more specifically legally described as: LOT 1, HOMESTEAD NEIGHBORHOOD Plat number 759.

(If too lengthy, attach description)

HEREBY AUTHORIZES Steven Yu, Bridge Partners as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER: [Handwritten Signature]

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Manager Partner

(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 Susan Kopp of Blair Place LLC on July, 2021.

WITNESS my hand and official seal.

[Handwritten Signature]  
(Notary Public)

(Seal)

My commission expires: 3/23/23



**Zoning Conformance Letter Request:**

July 30, 2021

Jackson Planning Department,

I would like to request a Zoning Conformance Letter for a property in Jackson:

1. Blair Place (*Parcel: 22-40-16-06-2-39-001*) – 245 Blair Place, Jackson, WY 83001-0453 (the contact address is shown as 145 Blair Drive in Jackson, WY)

Please address the letter to:

Steven Yu  
Bridge Partners  
1850 Mt. Diablo Blvd., Ste. 410  
Walnut Creek, CA 94596

Based on our preliminary research, Blair Place is a twenty-five building, two- and three-story apartment complex with 295 dwelling units and 675 parking stalls. The property was built from 1996-2008 with an approximate Gross Building Area of 317,897 SF and Land Area of 1,254,963.6 SF (28.81 acres).

In the Zoning Conformance Letter, please confirm the information above regarding existing site conditions and use for the property and address the following:

1. Provide the property's general plan/zoning designation – use and/or construction permitted (*specify current development standards – density/acre, setback and parking requirements*),
2. Provide a copy of findings, conditions and approved plans for all land use permits on file (*including variance approvals*)
3. Confirm that there are no existing building, zoning, or fire code violations outstanding (*code violations*),
4. Confirm that the property can be rebuilt as-is in the event of fire or natural disaster (*Replacement Clause*) and
5. Provide copies of all certificates of occupancy and final building permits on file.

Feel free to reach out to me with any questions or if I can help clarify anything.

Best,

Steven Yu

925 378-7443 (direct dial)

510 589-4354 (cell)

[yu@bridgepartners.com](mailto:yu@bridgepartners.com)

