



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
- ☐ 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: December 13, 2023	REQUESTS: The applicant is submitting a request for a Zoning Compliance Verification for the property located at 105 Buffalo Way, legally known as LOT 3, BISHOP ADDITION PDIN: 22-41-16-32-4-19-001 For questions, please call Katelyn Page at 733-0440 x 1302, or email the address shown below. Thank you.
Item #: P23-219	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	
Owner Albertson's Stores Sub, LLC Edith Popocatl PO Box 10104 Jackson, WY 83002 Applicant Jackie Rumbaugh 222 E. Eufaula St. Norman, OK 73069	
Please respond by: Wednesday January 3, 2024 (with Comments)	

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 <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.

Jackie Rumbaugh
Signature of Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title



October 6, 2023

Subject Property: 105 Buffalo Way Jackson, WY
AKA Address: 180 S Hwy 89, 115 Buffalo Way
Parcel Numbers: 22-41-16-32-4-19-001; 22-41-16-32-4-19-002

Dear Municipality Official,

At our client's request, we are seeking the following information:

- **Zoning Compliance/Verification Letter:** Please supply a letter (or use the enclosed template and copy onto letterhead) stating in which zoning district the subject property is currently located, if there are any overlay districts applicable to the subject property, permissiveness of current use and any compliance information you may be able to provide. Please use municipality letterhead, or, if this is not possible for some reason, please enclose a municipality fax coversheet showing that the zoning letter is enclosed.
- **Adjacent Property Designations and Uses (if known):** Current zoning district in which properties adjacent to the subject property (North, South, East & West) are located.
- **Any Variances, Special Permits, Conditions, etc:** Please note the existence of these items as they relate to the subject property and supply documentation, if available.
- **Code Violations:** Please note whether or not there are currently any open/outstanding zoning, building or fire code violations of record that apply to the subject property.
- **Planned Public Improvements/Roadway Condemnation:** Please note whether or not there are currently any planned public improvements/roadway condemnation that would affect the subject property.
- **Certificates of Occupancy:** Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate copies.
- **Approved Site Plan and/or Conditions of Approval,** if applicable: Please supply available documents, particularly if the subject property is located in a Planned Development.

Please advise us at your earliest convenience of any additional fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. We are on a strict timeline, and your prompt attention to this request is greatly appreciated. Upon completion, please forward the information via email or **toll free fax (877) 635-4349**. We truly appreciate your help with this request and look forward to your reply. Please feel free to contact me **toll-free at (800) 787-8390 (15213)** or via email at Lauren.westmoreland@NV5.com with any questions or concerns you may have regarding this request.

Thank you very much for your assistance!

Lauren Westmoreland, Bock & Clark Corporation, an NV5 Company

_____, 2023

Kloey Massey
Bock & Clark Corporation, an NV5 Company
222 E. Eufaula St., Suite 140
Norman, OK 73069

Subject Property: 105 Buffalo Way Jackson, WY
AKA Address: 180 S Hwy 89, 115 Buffalo Way
Parcel Number: 22-41-16-32-4-19-001

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification, including any applicable overlay districts, for the subject property is:

2. Adjacent property zoning designations:

North: _____ South: _____

East: _____ West: _____

3. According to the zoning ordinances and regulations for this district, the current 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: _____

4. To the best of our knowledge, the subject structure(s) was developed:

- ☐ 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 Current Zoning Code Requirements and is
☐ Legal Conforming
☐ Non-conforming (see comments)
☐ in accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirements; the subject property would be considered legal non-conforming.

Comment: _____

5. 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: _____

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

- ☐ May be rebuilt in its 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.

7. Code Violations Information:

- ☐ There do **NOT** appear to be any outstanding/open zoning, building or fire code violations that apply to the subject property.
- ☐ The following outstanding/open ☐ zoning / ☐ building / ☐ fire code violations apply to the subject property:

Comment: _____

8. Certificate of Occupancy, status:

- ☐ A valid Certificate of Occupancy has been issued for the subject property and is attached.
- ☐ Certificates of Occupancy have been issued and are in effect for all buildings and, if required, for all units at the Property; however, we are unable to locate a copy in our records. The absence of a copy of the Certificate(s) of Occupancy will not give rise to any enforcement action affecting the property.
- ☐ Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The absence of a copy of the Certificate(s) of Occupancy will not give rise to any enforcement action affecting the property. A Certificate of Occupancy will only be required for new construction.
- ☐ A Certificate of Occupancy is not required for the subject property.

Comment: _____

9. 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): _____

10. Planned Public Improvements/Roadway Condemnation:

- ☐ There are no planned, threatened or possible public improvement/roadway condemnation that would affect the subject property.
- ☐ The following planned, threatened or possible public improvement/roadway condemnation projects may affect the subject property:

Comment: _____

This information was researched on _____, 2023, by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon, or relates to, the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

By: _____

Printed Name: _____

Title: _____

Department: _____

Phone: _____