



Town of Green Mountain Falls Land Use Approval Application Zoning Variance

General Information

- A zoning variance is a request to deviate from the requirements in the Green Mountain Falls Land Use and Zoning Code, as established in §16-709.
- This checklist is a guide to submitting a complete application and is not a substitute for all provisions in [GMF Municipal Code](#). Applicants are responsible for reviewing and understanding the Code.
- Complete applications are subject to **four weeks (28 days)** GMF Staff review before appearing on Planning Commission and Board of Trustees agendas.

Applicant

Applicant:
Address:
E-Mail:
Phone:
Owner:
Address:
E-mail:
Phone:

Property

Address:	
Zoning Designation:	Lot Size:
Hillside Overlay zone? Yes <input type="checkbox"/> No <input type="checkbox"/>	Land Survey Included: Yes <input type="checkbox"/> No <input type="checkbox"/>

Certification & Signature

APPLICANT'S STATEMENT: I understand the procedures that apply to my request and acknowledge an incomplete application will not be processed or scheduled for public hearing until such time it is complete. GMF Town Staff's acceptance of the application, the payment of fees, and submittal of accompanying materials does not constitute completeness. I further agree to reimburse the city for technical and professional consulting expenses that may be incurred during the review of my request. Failure to reimburse the Town for invoiced expenses constitutes an incomplete application.

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge.

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____

This document can be signed electronically using [Adobe Reader DC for free](#).

Variance Checklist

The following checklist is a guideline for submitting a complete Variance Land Use Approval Application. Failure to provide information that address the standards and requirements in GMF Zoning Code could result in staff review delays. GMF Staff may require additional information in accordance with Town Code and Town Attorney's recommendation.

1. Variance Application & Petition

- a. Application, signed and dated by the applicant and property owner(s)
- b. [Application fee](#)
- c. Letter of explanation
 - i. Describe the proposed project in detail, referring to site plans and drawings as necessary
 - i. Describe the reason for pursuing a variance; include benefits to yourself, the neighborhood, and the Town.
 - ii. Explain how the variance would not be contrary to the public interest.
 - iii. Provide proof of unique circumstances or conditions and how the strict application of the provisions of GMF Zoning and Land Use Code would deprive the applicant of the reasonable use of such land or building as described in the [Zoning Code §16-709](#)
 - iv. Provide proof of unnecessary hardship as described in the [Zoning Code §16-709](#)

2. Development Plan

- a. Vicinity Map
- b. Total development plan area in acres or square feet
- c. Zoning setbacks
 - a. North arrow
 - b. Property boundaries and dimensions
 - c. Existing and proposed lots and tract lines, with dimensions
 - d. Existing and proposed topography (contour lines or slope)
 - e. Show and label all access points to the property from adjacent streets and alleys
 - f. Proposed grading plan and separate GECP application

3. Procedure:

- a. Consultation meeting with GMF Staff and draft plans
- b. Submit completed application and checklist materials electronically: planner@gmfco.us
- c. Submit appropriate fees to Town Clerk for receipt
- d. Work with GMF Staff to schedule public hearings

GMF Town Staff:

- Application
- Variance Petition
- Development Plan
- Application fee
Date _____ Amount _____ Check # _____ Credit Card