



## Town of Green Mountain Falls Land Use Approval Application Grading/ECP

### General Information

- All applications for a Grading Permit/Erosion Control Plan will be reviewed for compliance with [Chapter 17 - Subdivision](#).
- The checklist is a guide and is not a substitute for all provisions in GMF Zoning Code. Applicants are responsible for understanding requirements and the procedure.
- Complete applications will receive a minimum staff review of two weeks (14 days) and may be subject to Town Engineer review, which can take an additional 2-3 weeks (14 -21 days).

### Applicant Information

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

### Property Information

Physical Address:	
Amount of earth disturbance:	Zoning Designation:
Hillside Overlay zone? Yes <input type="checkbox"/> No <input type="checkbox"/>	Lot Size:
FEMA FIRM Designation:	ILC or Survey Included: Yes <input type="checkbox"/> No <input type="checkbox"/>

### Certification & Signature

APPLICANT'S STATEMENT: I understand the procedures and requirements (pages 1 and 2 of this application) that apply to my request and acknowledge an incomplete application will not be scheduled for public hearing. GMF Staff's acceptance of the application, 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.

By checking this box, I agree to the certification statement and am typing my full name as an electronic signature.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## Grading/ECP Checklist

The following checklist is a guideline for submitting a Land Use Approval Application for Grading and Erosion Control. GMF Staff may request additional information in accordance with Town Code, or by Town Engineer and Town Attorney's recommendation.

### 1. Application

- a. Application form, signed and dated by the applicant and/or owners
- b. [Application fee](#)
- c. Letter of explanation
  - i. Describe the proposed project in detail. Explain the purpose, referring to site plans and drawings, as necessary
  - ii. Statement of the estimated starting and completion dates for the grading work proposed, and for any landscape work that may be required

### 2. Development Plans – GECP will be reviewed for compliance with §17-81 – 17-96

- a. Vicinity Map
- b. Existing and proposed buildings or structures
- c. Zoning setback distances and lot lines
- d. Details of all items and features pertaining to site preservation and improvements
- e. All access points to the property; location of all existing and proposed streets, roadways, driveways, easements, and rights-of-way
- f. The present contours of the site in dashed lines and the proposed contours in solid lines. Contour intervals shall not be less than two (2) feet. The source of topographical information shall be indicated
- g. Equipment staging and vehicle access routes
- h. The location of all drainage to, from and across the site, the location of intermittent and permanent springs, culverts and other drainage structure
- i. Details of any proposed drainage structures, cribbing, terraces and/or surface protection, not including vegetative cover required as a result of grading and required for the support of adjoining property

### 3. Procedure

- a. Electronic submittal of signed application and checklist materials: [planner@gmfco.us](mailto:planner@gmfco.us)
- b. Payment of fees to Town Clerk for receipt
- c. Upon determining an application is complete, staff will schedule for PC and/or BoT public hearing
- e. Engineering review of GECP may be required for final approval. GMF on-call engineering review can take several weeks. A failure to plan will not result in expedited review.

#### GMF Town Staff:

- |  |  |
|--|--|
| <input type="checkbox"/> Application           |  |
| <input type="checkbox"/> Letter of Explanation |  |
| <input type="checkbox"/> Site Development Plan |  |
| <input type="checkbox"/> Application fee       |  |
| Date_____ Amount_____                          | <input type="checkbox"/> Check #_____ <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Application fee       |  |