



## Town of Green Mountain Falls Land Use Approval Application Revocable Permit

### General Information

- A Revocable Permit is a license to occupy public land, as established in Green Mountain Falls Zoning Code, [Sections 18-61 - 18-78](#)
- Applicants are responsible for understanding the code and the application process
- Complete applications are subject to **two weeks (14 days)** GMF Staff review before appearing on Planning Commission agenda

### 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.

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](#).

## Revocable Permit Checklist

The following checklist is a guideline for submitting a complete 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. Application and Project Explanation

- a. Application, signed and dated by the applicant
- b. Application fee, as established by Board of Trustees
- c. Letter of explanation
  - i. Describe the proposed project, referring to site plans and maps
  - i. Describe the purpose and whether the use is below, upon, or above the surface
  - ii. Explain how the license is compatible with surrounding uses

### 2. Development Plan

- a. Vicinity Map
- b. Dimensions of proposed development
- c. Existing and proposed lots and tract lines with dimensions
- d. Existing and proposed topography, if relevant (contour lines or slope)
- e. Show and label all access points to the property from adjacent streets and alleys

### Application and Review Procedure

- a. Consultation phone/email with staff
- b. Submit completed application and checklist materials electronically: [planner@gmfco.us](mailto:planner@gmfco.us)
- c. Submit appropriate fees to Town Clerk for receipt
- d. Work with GMF Staff to schedule public hearings at Planning Commission and Board of Trustees