



Town of Green Mountain Falls Land Use Approval Application Special Use Permit

General Information

- Special uses are permitted in the Green Mountain Falls Land Use and Zoning Code, as established in §16-710.
- 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 submittals will receive a minimum staff review time of thirty (30) days before appearing on a 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.

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____

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

Special Use Permit Checklist

The following checklist is a guideline for submitting a complete Special Use Permit Land Use Approval Application. Failure to provide information that addresses 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. Special Use Application & Petition

- a. Application, signed and dated by the applicant and all owners
- b. [Application Fee](#)
- c. Letter of explanation
 - i) Explain how the special use would meet standards of approval within the Green Mountain Falls Land Use Code §16-710:
 - (1) The petition and use conform to the requirements of the zoning ordinances
 - (2) The use is consistent with the goals and objectives of the Comprehensive Plan
 - (3) Neighboring land uses are compatible with the contemplated use, and the use will not result in an oversensitive use of land
 - (4) The use will not result in undue traffic congestion or traffic hazards
 - (5) The use will not be unreasonably detrimental to public health, safety or welfare

2. Site Plan Review

- a. The location, height and dimensions of each existing and proposed structure in the development area and the uses to be contained therein.
- b. The proper building setbacks and building area with reference to property lines, highways or street rights-of-way
- c. Include slope of the property in question
- d. The location and surfaces of all parking areas and the exact number of parking spaces
- e. The location of watercourses and other natural historic features
- f. The location of all pedestrian walks, malls, recreation and other open spaces
- g. The location, number, height and square footage of freestanding identification signs
- h. The location, height, size and orientation of any required light standards
- i. The location of all permanent accesses from publicly dedicated streets, roads or highways
- j. The location, overlain on contours for the area, of all roadways, walkways, bridges, culverts, drainage easements, existing or contemplated, and greenbelts
- k. The location of all footpaths, traffic islands, traffic devices and driveways, indicating the pedestrian and vehicular movement and control
- l. The stages, if appropriate, in which the project will be developed

3. A vicinity map to locate the development in relation to the community

The application and checklist materials shall be submitted electronically: planner@gmfco.us.

GMF Town Staff:

- Special Use Application
- Special Use Petition
- Site Plan
- Application fee
Date _____ Amount _____ Check # _____ Credit Card