



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 which can be found on the [Green Mountain Falls town website](#) under the Government menu.
- 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: _____

Owner Address: _____

Owner E-Mail: _____

Owner Phone: _____

Property

Physical Property Address: _____

Zoning Designation: _____ Lot Size: _____

Hillside Overlay zone?

Land Survey/ILC Included:

Certification & Signature

I understand the procedures that apply to my request and acknowledge an incomplete application will not be processed or reviewed by planning staff until it is complete. Submittal of fees and materials does not constitute completeness. I agree to reimburse the city for technical and professional consulting expenses that may be incurred during the review of my request and have read the general procedure in each application checklist. Failure to reimburse the city for invoiced expenses constitutes an incomplete application. I understand and acknowledge the use or action for which approval is requested is not allowed until the permit is granted.

Applicant _____ Date _____

Owner _____ Date _____

Owner _____ Date _____

Variance/ECP 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. Application & Petition

- a. Application, signed and dated by the applicant and property owner(s)
- b. Application fee (Fee schedule is on the [Green Mountain Falls town website](#) under services)
- c. Letter of explanation
 - (a) Describe the proposed project in detail, referring to site plans and drawings as necessary
 - (b) Describe the reason for pursuing a variance; include benefits to yourself, the neighborhood, and the Town.
 - (c) Explain how the variance would not be contrary to the public interest.
 - (d) 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
 - (e) 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
- d. North arrow
- e. Property boundaries and dimensions
- f. Existing and proposed lots and tract lines, with dimensions
- g. Existing and proposed topography (contour lines or slope)
- h. Show and label all access points to the property from adjacent streets and alleys
- i. Proposed grading plan and separate GECP application

3. Procedure

- a. Consultation meeting with GMF Staff and draft plans
- b. Electronic submittal of signed application and checklist materials: planner@gmfco.us
- c. Payment of fees to Town Clerk for receipt
- d. Work with GMF Staff to schedule public hearings

GMF Town Staff:

- | | | | |
|---|--------------|--|--------------------------------------|
| <input type="checkbox"/> Application | | | |
| <input type="checkbox"/> Letter of Explanation | | | |
| <input type="checkbox"/> Development Plan | | | |
| <input type="checkbox"/> Application fee (Town Clerk) | | | |
| Date _____ | Amount _____ | <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Credit Card |