



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

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 _____

Revocable Permit 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 & Project Explanation

- 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, referring to site plans and maps
 - (b) Describe the purpose and whether the use is below, upon, or above the surface
 - (c) 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

3. Application and Review 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 at Planning Commission and Board of Trustees

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 |