



Town of Green Mountain Falls

Land Use Approval Application

Fence Permit

General Information

- This checklist serves as a guideline for submitting a request for Planning Commission review of a Fence Permit, per Section 16-707 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 staff review time of **two weeks (14 days)**.

Applicant

Applicant: _____

Address: _____

E-Mail: _____

Phone: _____

Owner: _____

Owner Address: _____

Owner E-Mail: _____

Owner Phone: _____

Property

Physical Property Address: _____

Type of Project: _____ Zoning/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 _____

Fence Permit Checklist

This checklist serves as a guideline for submitting a Fence Plan Review application and is not a substitute for the provisions in Green Mountain Falls Municipal Code or any other rules that apply. Applicants are expected to review §16, Zoning, §17, Subdivision, §18, Building Regulations which can be found on the [Green Mountain Falls town website](#) under the Government menu.

1. Application

- 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 - Description of the proposed project including:
 - (a) Construction schedule
 - (b) Zoning designation
 - (c) Fence height, material, and whether lattice, solid, or open
 - (d) Any potential traffic vision obstruction

2. Site Plan Drawings - Fencing site plan may be on multiple sheets but must include:

- a. Footprint with setbacks to property line
- b. Clearly labeled front, sides, and rear of property
- c. Zoning designation of any abutting properties
- d. Driveways, public and private roads, public trails
- e. Existing structures with distances to proposed fence
- f. Waterways and floodplains with [FEMA Flood Zone](#)
- g. ILC or Survey

3. Procedure

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

GMF Town Staff:

- Application
- Letter of Explanation
- Site Plan
- Application fee (Town Clerk)
Date _____ Amount _____ Check # _____ Credit Card