



Town of Green Mountain Falls

Land Use Approval Application

Architectural Plan Review

General Information

- This checklist serves as a guideline for submitting a Zoning & Architectural Plan Review Land Use Approval application and is not a substitute for the provisions in GMF Municipal Code or any other rules that may apply.
- 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 Plan Review: _____ Lot Size/Zoning: _____

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 _____

Plan Review Checklist

This checklist serves as a guideline for submitting a Zoning & Architectural Plan Review (APR) Land Use Approval application and is not a substitute for the provisions in Green Mountain Falls Municipal Code or any other rules that may apply. Applicants are expected to review, at a minimum §16, Zoning, §17, Subdivision, §18, Building Regulations [Green Mountain Falls town website](#) under the Government menu.

APR is a general term for the review by the Planning Commission/Board of Trustees for zoning compliance and the evaluation of architectural compatibility, as outlined in §16-705.

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 the Services menu)
- c. Letter of explanation
 - (a) Describe the purpose of the project (e.g., deck, SFH addition, exterior renovation, etc.) and describe project details, referring to site plans and drawings as necessary

2. Development Plan

- a. Vicinity Map with streets and access points to the property
- b. Existing and proposed structures with zoning setbacks, property boundaries and dimensions
- c. The location of all drainage to, from and across the site, the location of intermittent and permanent springs, culverts and other drainage structure

3. Procedure

- a. Electronic submittal of signed application and checklist materials: planner@gmfc.us
- b. Payment of fees to Town Clerk for receipt
- c. Upon determining an application is complete, staff will schedule for PC and/or BoT public hearing

GMF Town Staff:

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