



Town of Green Mountain Falls

Land Use Approval Application

Subdivision/Final Plat

General Information

- This checklist serves as a guideline for submitting a Subdivision/Final Plat Land Use Approval application, per Section 17 of the GMF Municipal Code 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 _____

Subdivision/Final Plat Checklist

This checklist serves as a guideline for submitting a Subdivision/Final Plat 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 which can be found on the [Green Mountain Falls town website](#) under the Government menu.

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 Intent - Narrative project description, including purpose of and justification for replay, referencing site plans and drawings as necessary.

2. Site Plans

- a. Electronic site plans, prepared to the specifications in GMF Land Use Code 17-23.
- b. Vicinity Map with streets and access points to the property
- c. Existing and proposed structures with zoning setbacks, property boundaries and dimensions
- d. 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@gmfco.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 Intent
- Site Plans
- Application fee (Town Clerk)
Date _____ Amount _____ Check # _____ Credit Card