



**Town of Green Mountain Falls
Minor Site Plan Review Checklist
Major Site Plan Review Checklist**

Reference & General Information

MINOR SITE PLAN [5:3\(c\) GMF LAND USE CODE:](#)

Accessory structures < 200 SF

Sign

Fence

Retaining Wall

Deck

Change in Use

Expansion, alternation, or modification of a nonconforming building

Expansion, alternation, or modifications that increase the area < 25%

Alteration of parking area

MAJOR SITE PLAN 5:3(D) [GMF LAND USE CODE:](#)

Any development that exceeds minor site plan review thresholds.

Process

1. An applicant requests a pre-application conference with GMF Staff to review conceptual site plan drawings.
2. During the pre-application meeting, GMF Staff discusses process, schedule, application fees, site plan design requirements, and potential professional services deposit/fees.
3. Application submittal and fees:
 - a. GMF General LU Application.
 - b. Signed checklist(s) with required documents.
 - c. Application fee, per current GMF Fee Schedule.
 - d. Deposits for any proposed professional services.
4. Staff review for application completeness. If incomplete, Staff notifies applicant on outstanding items.
5. If complete, Staff schedules tentative date for Planning Commission and/or Board of Trustees public meetings

☐ **1. General Land Use Application Form**

☐ **2. Letter of explanation, briefly describing the following:**

- a. Proposed project
- b. Height and dimensions
- c. Materials
- d. Zoning

☐ **3. Site Plan**

- a. Front, sides, and rear of property.
- b. Setback distances of proposed project to property lines (see example)
- c. Driveways, sidewalks, roads, paths, trails
- d. Utility, drainage, or other easements
- e. Building footprint of all structures on the property
- f. Parking (number of off-street parking spots and dimensions)
- g. Location of proposed fence or retaining wall, marked by X X X X X.

☐ **4. Indicate on the site plan any Sensitive Lands features (Art 4 Section 6)**

- a. Lands that are subject to periodic inundation, subsidence of the earth's surface, high water table or have difficult topography, unstable soils, wetlands, or other natural or human-created hazards.
- b. Setback distances to wetlands, stormwater features, waterways.
- c. Distance to special flood hazard zone (FEMA FIRM).
- d. Steep slopes

☐ **5. An Improvement Location Certificate and/or Professional Land Survey is attached.**

Certification: 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 _____