Town of Green Mountain Falls
Land Use Approval Application
Grading/ECP

General Information

- All applications for a Grading Permit/Erosion Control Plan will be reviewed for compliance with Chapter 17 - Subdivision found on the Green Mountain Falls town website under the Government menu.
- The checklist is a guide and is not a substitute for all provisions in GMF Zoning Code. Applicants are responsible for understanding requirements and the procedure.
- Complete applications will receive a minimum staff review of two weeks (14 days) and may be subject to Town Engineer review, which can take an additional 2 - 3 weeks (14 - 21 days).

Applicant

Applicant:

Address:

E-Mail:

Phone:

Owner:

Owner Address:

Owner E-Mail:

Owner Phone:

Property

Physical Property Address:

Amount of earth disturbance: _____ Zoning Designation: _____

Lot Size: _____ FEMA FIRM Designation: _____

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_____

The following checklist is a guideline for submitting a Land Use Approval Application for Grading and Erosion Control. GMF Staff may request additional information in accordance with Town Code, or by Town Engineer and Town Attorney's recommendation.

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
      (a) Describe the proposed project in detail. Explain the purpose, referring to site plans and drawings, as necessary
      (b) Statement of the estimated starting and completion dates for the grading work proposed, and for any landscape work that may be required

2. **Development Plans** - GECP will be reviewed for compliance with §17-81 – 17-96
   a. Vicinity Map
   b. Existing and proposed buildings or structures
   c. Zoning setback distances and lot lines
   d. Details of all items and features pertaining to site preservation and improvements
   e. All access points to the property; location of all existing and proposed streets, roadways, driveways, easements, and rights-of-way
   f. The present contours of the site in dashed lines and the proposed contours in solid lines. Contour intervals shall not be less than two (2) feet. The source of topographical information shall be indicated
   g. Equipment staging and vehicle access routes
   h. The location of all drainage to, from and across the site, the location of intermittent and permanent springs, culverts and other drainage structure
   i. Details of any proposed drainage structures, cribbing, terraces and/or surface protection, not including vegetative cover required as a result of grading and required for the support of adjoining property

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.
   d. Engineering review of GECP may be required for final approval. GMF on-call engineering review can take several weeks. A failure to plan will not result in expedited review.

GMF Town Staff:

☐ Application
☐ Letter of Explanation
☐ Development Plan
☐ Application fee (Town Clerk)
Date_____Amount_____   ☐ Check #_____   ☐ Credit Card