



Town of Green Mountain Falls

Land Use Approval Application

Special Use Permit

General Information

- Special uses are permitted in the Green Mountain Falls Land Use and Zoning Code, as established in §16-710 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 submittals will receive a minimum staff review time of thirty (30) days before appearing on a Planning Commission agenda.

Applicant

Applicant: _____

Address: _____

E-Mail: _____

Phone: _____

Owner: _____

Owner Address: _____

Owner E-Mail: _____

Owner Phone: _____

Property

Physical Property Address: _____

Zoning Designation: _____ 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 _____

Special Use Permit Checklist

The following checklist is a guideline for submitting a complete Special Use Permit Land Use Approval Application. Failure to provide information that address the standards and requirements in GMF Zoning Code could result in staff review delays. GMF Staff may require additional information in accordance with Town Code and Town Attorney’s recommendation.

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 explanation - Explain how the special use would meet standards of approval within the Green Mountain Falls Land Use Code §16-710:
 - (a) The petition and use conform to the requirements of the zoning ordinances
 - (b) The use is consistent with the goals and objectives of the Comprehensive Plan
 - (c) Neighboring land uses are compatible with the contemplated use, and the use will not result in an oversensitive use of land
 - (d) The use will not result in undue traffic congestion or traffic hazards
 - (e) The use will not be unreasonably detrimental to public health, safety or welfare

2. Site Plan Review

- a. The location, height and dimensions of each existing and proposed structure in the development area and the uses to be contained therein.
- b. The proper building setbacks and building area with reference to property lines, highways or street rights-of-way
- c. Include slope of the property in question
- d. The location and surfaces of all parking areas and the exact number of parking spaces
- e. The location of watercourses and other natural historic features
- f. The location of all pedestrian walks, malls, recreation and other open spaces
- g. The location, number, height and square footage of freestanding identification signs
- h. The location, height, size and orientation of any required light standards
- i. The location of all permanent accesses from publicly dedicated streets, roads or highways
- j. The location, overlain on contours for the area, of all roadways, walkways, bridges, culverts, drainage easements, existing or contemplated, and greenbelts
- k. The location of all footpaths, traffic islands, traffic devices and driveways, indicating the pedestrian and vehicular movement and control
- l. The stages, if appropriate, in which the project will be developed

3. A vicinity map to locate the development in relation to the community

4. Procedure

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

GMF Town Staff:

- Special Use Application
- Special Use Petition
- Site Plan
- Application fee (Town Clerk)
Date _____ Amount _____ Check # _____ Credit Card