

Applicant Checklist for Project Review Application

Thank you for taking the time to prepare your project application. This checklist is designed to ensure your application can be processed in a timely fashion. Missed steps create delays in the process.

- ☐ Read instructions
- ☐ Fill out Preliminary Application summary page
- ☐ Fill out Project Fee Worksheet
- ☐ Fill out appropriate Form A–J based on type of project
- ☐ Provide site drawing showing:
 - ☐ entire lot or parcel indicating location of proposed construction
 - ☐ distance noted from proposed construction to nearest property boundaries
 - ☐ already existing structures or development on lot for reference including drainfields, easements, etc.*
- ☐ Provide Elevation and Plan views of proposed structure as appropriate**
- ☐ Sign Application
- ☐ Enclose check for all fees made out to “GLA”
- ☐ Stake out proposed building footprint
- ☐ Locate and mark closest boundary to proposed construction
- ☐ Contact the Project Review Committee by phone (406-451-0033, ext. 103) or e-mail (info@glamontana.org) to schedule a site inspection
- ☐ Mail application, drawings and fee payment to:
GLA, PO Box 312, Emigrant, MT 59027

Questions? Leave a message for the Project Review Committee, 406-451-0033 ext. 103, or e-mail: info@glamontana.org.

Forms? May be obtained at www.glamontana.org under “current landowners” and then “building projects/improvements.”

* Drawings can be hand-drawn with pertinent distances/dimension indicated

** Non-scaled, owner-created drawings with dimensions are acceptable, as long as they are clear, legible, and representative.