

Glastonbury Landowners Association, Inc.
Application for Preliminary Project Approval
~ Required for ALL Projects ~

Parcel/Tract # North South Date

Parcel Physical Address

Parcel Owner

Applicant

Mailing Address

Email

Telephone (day) Telephone (evenings)

Do the proposed structures and/or other improvements such as driveway, well or drainfield follow the original specified placements approved by the Park County and DEQ? Yes No

Have you read GLA Covenants? Yes No

If your project is located on a subdivided lot (less than 20 acres), have you read your subdivision covenants and is your project in compliance with them? Yes No. Please attach a copy of your subdivision covenants.

Do your plans comply with GLA Covenants and the Glastonbury Land Use Master Plan? Yes No

In keeping with the Restated Covenants, I request that the Glastonbury Landowners Association (GLA) Project Review Committee review and recommend approval of the following project(s) or proposal(s) for the above-described property in the Community and further, I state that I am abiding by all laws, rules, and regulations of Montana and Park County and the Restated Covenants, Master Plan and rules and standards of Glastonbury in carrying out the project/proposal. I understand that the Glastonbury Landowners Association's approval--and any comments or recommendations--does not constitute an endorsement or approval of the design, engineering, safety or legality of the proposed project or any structures, and the Glastonbury Landowners Association, the Committee, and all their agents shall not be liable, therefore.

The Project Review Committee has the right to inspect and review all construction, "at reasonable times and with reasonable notice of at least seven (7) days for the purpose of insuring compliance herewith," (Covenant 2.03), at any time from the beginning to the final completion of a project. Once approved by the GLA Board of Directors, any alterations to Project Review Application(s) become grounds for official disapproval and out-of-compliance status, and may result in a court-ordered injunction.

Date

APPLICANT'S / PARCEL OWNER'S SIGNATURE

Date

GENERAL CONTRACTOR'S / ENGINEER'S SIGNATURE

After filling out the fee sheet on page 2, please provide totals for the following categories and please attach your check for the total amount. Mail to GLA, PO Box 312, Emigrant, MT 59027. Canceled checks are your receipts.

APPLICATION FEES	\$	<input type="text"/>
IMPACT FEE TOTAL	\$	<input type="text"/>
CONSTRUCTION BOND	\$	<input type="text"/>
GLA ASSESSMENT FEES OWED*	\$	<input type="text"/>
TOTAL ENCLOSED	\$	<input type="text"/>

*The GLA requires that you bring your assessments current before beginning a new project and that you are in compliance with all the Covenants, Master Plan and Standards.

PROJECT FEES WORKSHEET

~ Required ~

Attach to your Preliminary Project Review Application

For your convenience an **Impact Fee and Construction Bond table** is attached below.

For your records a **Final Approval Form** is also included. Please file it when you complete your project and are ready for a final inspection and construction bond refund. There is no fee for filing the Final Approval Form.

Form Fees

Preliminary Project Review Application \$ 50.00
Number of Form(s) A through K needed for your project at \$20.00 each = \$

Form A-1. Residence. See *Impact and Construction Bond Fee Schedule for Structures*

Size of Structure in square footage
Impact Fee from Fee Schedule Construction Bond from Fee Schedule
Mileage Impact Fee Miles x \$50 =

Form A-2. Outbuilding. See *Impact and Construction Bond Fee Schedule for Structures*

Size of Structure in square footage
Impact Fee from Fee Schedule Construction Bond from Fee Schedule
Mileage Impact Fee Miles x \$50 =

Form A-3. Accessory Building. See *Impact and Construction Bond Fee Schedule for Structures*

Size of Structure in square footage
Impact Fee from Fee Schedule Construction Bond from Fee Schedule
Mileage Impact Fee Miles x \$50 =

Form A-4. Residence Addition. See *Impact and Construction Bond Fee Schedule for Structures*

Size of Structure in square footage
Impact Fee from Fee Schedule Construction Bond from Fee Schedule
Mileage Impact Fee Miles x \$50 =

Form A-5. Guest House. See *Impact and Construction Bond Fee Schedule for Structures*

Size of Structure in square footage
Impact Fee from Fee Schedule Construction Bond from Fee Schedule
Mileage Impact Fee Miles x \$50 =

Form B. Well

Well or Water Source other than a well Impact fee: \$75.00 Construction Bond: \$100.00

Form C. Septic System

Septic / Drainfield Impact fee: \$75.00 Construction Bond: \$100.00

Form D. Subdivision / Family Conveyance / Boundary Adjustment

- Subdivision / Family Conveyance Impact fee: \$0.00 Construction Bond: \$0.00
- Boundary Adjustment Impact fee: \$0.00 Construction Bond: \$0.00

Form E. Road / Driveway

- Driveway – Single Residence Impact fee: \$75.00 Construction Bond: \$100.00
- Private Road / Multi-Use Driveway Impact fee: \$200.00 Construction Bond: \$100.00

Form F. Factory-Built Home Placement

- Under 1600 sq.ft. or less Impact fee: \$100.00 Construction Bond: \$100.00
- Over 1600 sq.ft.

Impact fee: \$100. + \$50. for each additional 1000 sq.ft. \$ Construction Bond: \$150.00
 Mileage Impact Fee Miles x \$50 =

Form G. Proposed Manufactured Home Placement

- Under 1600 sq.ft. or less Impact fee: \$100.00 Construction Bond: \$100.00
- Over 1600 sq.ft.

Impact fee: \$100. + \$50. for each additional 1000 sq.ft. \$ Construction Bond: \$150.00
 Mileage Impact Fee Miles x \$50 =

Form H. Variance from Covenants and Master Plan

- Variance (Minor – does not affect neighbors) Impact fee: \$50.00 Construction Bond: TBD_____
- Variance (Major – involves change in density standards or lot size; may affect neighbors; may require substantial board time to process) Impact fee: \$200–\$400* \$___ Construction Bond: TBD _____

Form I. Commercial / Institutional

- Specify Impact fee: TBD _____ Construction Bond: TBD_____

Form J. Signage / Other Project

- Sign Impact fee: \$25.00 Construction Bond: \$50.00
- Other (Specify) Impact fee: TBD _____ Construction Bond: TBD _____

Form K. Blasting

- Blasting Impact fee: \$200.00 Construction Bond TBD_____

Construction Bond Combination

- Construction Bond does not exceed \$500. Construction Bond: \$

Notes:

1. The construction bond consisting of more than one item above will not exceed \$500.00
2. The Mileage Impact Fee is calculated based on measuring the distance from the building site to the junction of Arcturus Drive and Dry Creek Road for South Glastonbury, or to the appropriate entrance (tory Road at Sirius Hill or Hwy. 89 at the North Entrance), for North Glastonbury.

* In some cases, the Impact Fee and Construction Bond will vary depending on the scope of your project or type of variance. In these cases, the Project Review Committee will assign a fee before proceeding to process your application.

Glastonbury Landowners Association, Inc.

Applicant Checklist

We want your application to proceed smoothly and quickly through the GLA administrative process. For your convenience we assembled the following checklist to assist with documents, tasks and details.

Please study the Covenants, Master Plan, and GLA Standards that apply to your project. If your land is part of a subdivided parcel obtain and study your subdivision covenants and DEQ certification. Both documents may prove immensely helpful and time-saving. Please create PDF copies and submit them with your Preliminary Application.

Please include a plat map or site drawing drawn to scale showing the entire lot indicating the location and dimensions of the proposed construction, setback distances from the proposed construction to the nearest property boundaries, as well as any existing structures or development on the lot for reference including the well, septic system and drain fields ([site plan example](#)). Plat maps, DEQ Certification, subdivision covenants, and most other documents about your land may be acquired from the Park County Clerk and Recorder's office. A small fee is charged for copies.

Did you include Elevation and Plan views of the proposed structure(s) as appropriate ([building plan example](#))?

Study and complete the Preliminary Project Review Application and the associated Forms A through K that apply to your improvements. Complete the fees and checklist.

Email PDF copies of your completed forms and required documents to ProjectReview@glamontana.org or mail them to: GLA, PO Box 312, Emigrant, MT 59027. Remit payment for all fees and bonds by sending a check made out to the "GLA" to the above address. Or remit payment via PayPal at [GLA Payments via PayPal](#)

Green T posts are widely used to mark property corners. They can usually be located on plat maps from the Park County Clerk and Recorder's office. Or you can hire a surveyor to find them. The corner posts must be flagged before your project application is submitted. We will need to view them during the first on-site inspection visit.

Have you signed your Preliminary Project Review Application?

Did you enclose check for all fees made out to "GLA"? Or remit payment via PayPal?

Please stake out any proposed building footprints.

Please locate and mark the closest boundary line to your proposed improvement.

Impact and Construction Bond Fee Schedule - 2020

Bldg Size (s.f.)	IMPACT FEE SCHEDULE		CONSTRUCTION BOND SCHEDULE	
	Structure/Addition (100 s.f. adds \$10)	Residence/Dwelling (100 s.f. adds \$25)	Structure/Addition (100 s.f. adds \$10)	Residence/Dwelling (100 s.f. adds \$10)
0-200	0	0	0	0
201-300	20	25	20	50
301-400	30	50	30	60
401-500	40	75	40	70
501-600	50	100	50	80
601-700	60	125	60	90
701-800	70	150	70	100
801-900	80	175	80	110
901-1000	90	200	90	120
1001-1100	100	225	100	130
1101-1200	110	250	110	140
1201-1300	120	275	120	150
1301-1400	130	300	130	160
1401-1500	140	325	140	170
1501-1600	150	350	150	180
1601-1700	160	375	160	190
1701-1800	170	400	170	200
1801-1900	180	425	180	210
1901-2000	190	450	190	220
2001-2100	200	475	200	230
2101-2200	210	500	210	240
2201-2300	220	525	220	250
2301-2400	230	550	230	260
2401-2500	240	575	240	270
2501-2600	250	600	250	280
2601-2700	260	625	260	290
2701-2800	270	650	270	300
2801-2900	280	675	280	310
2901-3000	290	700	290	320
3001-3100	300	725	300	330
3101-3200	310	750	310	340
3201-3300	320	775	320	350
3301-3400	330	800	330	360
3401-3500	340	825	340	370
3501-3600	350	850	350	380
3601-3700	360	875	360	390
3701-3800	370	900	370	400
3801-3900	380	925	380	410
3901-4000	390	950	390	420
4001-4100	400	975	400	430
4101-4200	410	1000	410	440
4201-4300	420	1025	420	450
4301-4400	430	1050	430	460
4401-4500	440	1075	440	470
4501-4600	450	1100	450	480
4601-4700	460	1125	460	490
4701-4800	470	1150	470	500
4801-4900	480	1175	480	500

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APPLICATION FOR FINAL PROJECT APPROVAL

Parcel/Tract # North South
Applicant's Name Date
Brief description of project

If your project is 100% completed, please check all that apply:

- The required conditions for Final Approval of project were met. Please inspect my project site to verify that everything matches my Preliminary Project Review Application.
- Necessary GLA setback requirements were met for all structures and improvements.
- All required permits/approvals were obtained from the state and/or county. Copies are attached.
- All county regulations for utilities, septic and applicable road issues were satisfied.
- My construction site was cleaned up.
- All disturbed land was re-seeded.
- Form D applicants only** - My subdivision was completed and copies of State and County approvals including subdivision's covenants, Plat map / Certificate of Survey prepared by a Registered Land Surveyor are attached.
- Form D applicants only** – My subdivision was completed and the final plat map is substantially the same as the one approved by the GLA.
- I certify that all the above-checked tasks were completed and request that the Construction bond paid to the GLA be refunded. Please send my refund to:

Name
Mailing Address
Telephone (day) Telephone (evenings) Email

(GLA Use Only)

The items checked above have been confirmed as completed. Please proceed with a bond refund.

Project Review Committee Approval Signature Date