

**GLASTONBURY LANDOWNERS ASSOCIATION
PROJECT REVIEW APPLICATION COVER SHEET**

Parcel/Tract No. _____ North South COS No. _____

Name(s) of Applicant(s): _____

Parcel Owner(s): _____

Mailing Address: _____

Telephone (day): _____ Telephone (evenings): _____

In keeping with the Restated Covenants, I request that the Glastonbury Landowners Association (GLA) Project Review Committee review and approve 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 of their agents shall not be liable therefore. I also understand that my project must be completed within 18 months from the date of GLA approval. (Note: For building projects this means that at the minimum--the siding, windows, roof, including shingling and secured doors, etc., must be completed.) If my project is not completed in the 18 month time period, I understand that I must apply to the GLA for a time extension to complete the project.

_____ Date _____

APPLICANT'S / PARCEL OWNER'S SIGNATURE

If your project is located on a subdivided lot, please answer the following:

What is the name of your subdivision? _____

Have you read your particular subdivision covenants? Yes No

Is your project in compliance with those subdivision covenants? Yes No

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

Have you presented your project to your subdivision board or representative? Yes No

After reviewing the fee sheet on page 2, please fill in the following and attach your check for the necessary amount (cancelled checks are your receipts).

APPLICATION FEE	\$ <u>25.00</u>
IMPACT FEE TOTAL	\$ _____
SANITATION BOND	\$ _____
GLA ASSESSMENT FEES OWED*	\$ _____
TOTAL ENCLOSED	\$ _____

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

**Send your forms and checks to:
Glastonbury Landowners Association, Box 312, Emigrant, MT 59027**

PROJECT APPLICATION INSTRUCTIONS

Please complete the Application Cover Sheet plus all forms and supplementary information pages as appropriate to each of the projects or proposals you are submitting. If requesting a review or approval of more than one project or proposal in any of the categories, please use a separate sheet for each one. You may make additional copies of these pages or obtain them from the GLA or the GLA website (www.gla-mt.org). We recommend you make copies of your completed application for your personal records.

The Project Review Process consists of 2 parts: 1) before beginning a project, the plans are submitted to the GLA board for preliminary review 2 weeks prior to the regularly scheduled monthly board meeting. The project may be given Preliminary Approval with or without conditions, or disapproval. 2) after the project has been completed, the applicant will request Final Approval by submitting the Application Cover Sheet and Form F "Final Approval" to the GLA. A member of the Project Review committee will verify that the conditions of preliminary approval have been met, and if so, the Sanitation Bond will be refunded.

The Glastonbury Landowners Association, the Project Review Committee, and their agents shall have no liability or obligation for any of their actions or failures to act hereunder to any person or entity. The relationship between the GLA, its committees or agents and landowners shall be deemed to be that of independent contractors, and not that of principal and agent, trustee and beneficiary, partnership or joint venture. The GLA'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 GLA, the Committee, and all of their agents shall not be liable therefore. You are advised to hire a consultant specializing in the type of project you are proposing.

Please indicate the type of project and fill out the corresponding form(s) as appropriate.

Form A. Proposed Residential Construction Project and/or Property Improvements

Size of Structure:	Impact Fee for:		Sanitation Bond for:	
	Structure/Addition	Residence/Dwelling	Structure/Addition	Residence/Dwelling
<input type="checkbox"/> 500 s.f. or less	\$50 _____	\$200 _____	\$100 _____	\$250 _____
<input type="checkbox"/> 501–1000 s.f.	\$100 _____	\$250 _____	\$150 _____	\$250 _____
<input type="checkbox"/> 1001–1500 s.f.	\$150 _____	\$300 _____	\$200 _____	\$250 _____
<input type="checkbox"/> 1501–2000 s.f.	\$200 _____	\$350 _____	\$250 _____	\$250 _____
<input type="checkbox"/> 2001–2500 s.f.	\$250 _____	\$400 _____	\$250 _____	\$250 _____
<input type="checkbox"/> 2501–3000 s.f.	\$300 _____	\$450 _____	\$250 _____	\$250 _____
<input type="checkbox"/> over 3000 s.f.	\$350 _____	\$500 _____	\$250 _____	\$250 _____

Mileage Impact Fee for new residential or commercial construction: _____ Miles x \$50 = _____

- Well or Water Source other than Well Impact fee: \$75 _____ Sanitation Bond: \$100 _____
- Septic / Drainfield Impact fee: \$75 _____ Sanitation Bond: \$100 _____
- Driveway – Single Residence Impact fee: \$75 _____ Sanitation Bond: \$100 _____
- Maximum Sanitation Bond for Combination of the Above Sanitation Bond: \$250 _____

Form B. Proposed Subdivision / Family Conveyance / Road / Driveway

- Subdivision / Family Conveyance Impact fee: \$150 _____ Sanitation Bond: \$100 _____
- Boundary Adjustment Impact fee: \$0 _____ Sanitation Bond: \$0 _____
- Road / Multi-Use Driveway Impact fee: \$200 _____ Sanitation Bond: \$100 _____

Form C. Proposed Manufactured / Factory-Built Home Placement

- Manufactured Home Placement Impact fee: \$100 _____ Sanitation Bond: \$100 _____
- Factory-Built Home Placement 1600 s.f. or less Impact fee: \$100 _____ Sanitation Bond: \$100 _____
- Factory-Built Home Placement over 1600 s.f. Impact fee: \$150 _____ Sanitation Bond: \$150 _____

Form D. Proposed Other Construction Project

- Commercial/Institutional Impact fee: TBD _____ Sanitation Bond: TBD _____
- Sign Impact fee: \$25 _____ Sanitation Bond: \$50 _____
- Other (specify): _____ Impact fee: TBD _____ Sanitation Bond: TBD _____

Form E. Proposed Variance from Covenants and Rules of the Community

- Variance (minor – does not affect neighbors) Impact fee: \$50 _____ Sanitation Bond: TBD _____
- Variance (major – involves a change in density standards or lot size; may affect neighbors; may require substantial board time to process) Impact fee: \$200–\$400* _____ Sanitation Bond: TBD _____

Form F. Request for Final Approval (No fees involved)

Note: The sanitation bond for a particular project consisting of more than one item, such as Residence and Driveway, will not exceed \$250.

*In some cases, the Impact Fee and Sanitation Bond will vary depending on the scope of your project or type of variance. In these cases a member of the GLA Board will discuss a fee schedule with you before proceeding to process your application.

MAPS OR DRAWINGS REQUIRED:

1. For Residences, Other Structures and Manufactured Home Placement: A design drawing of the proposed construction project on a scale of 1/4" = 1' or 1/8" = 1". Drawings should include details of the following information as is appropriate to your project: drainage around structure, foundation and structural plans, architectural plans, nearby wells, drainfields, road easements and distance of structures from property lines. Site plan maps should be at a scale of 1" = 100' or appropriate engineering scale. It is highly important that you have a qualified individual locate your property lines to ensure that proper set backs are met for all structures and improvements.

2. For Driveways, Roads, Wells, Septic Systems and Water Sources Other than Wells: A detailed site drawing (on a scale of at least 1/16" = 1') showing the location of all structures, roads, driveways, easements, septic tanks and drainfields, wells, cisterns, culverts, and all watercourses including streams, draws, drainage ditches, etc. in the immediate vicinity of the proposed construction project. Include accurate dimensions showing distances between structures and other developments, especially setbacks for wells, drainfields, road easements and property lines. (Note: a watercourse is an area that carries any flow of water at any time during the year. Thus, a watercourse may be dry most of the year.)

3. For Preliminary Subdivision Review: A Glastonbury Certificate of Survey Topographic Map (Scale: 1" = 100'; Contour Interval = 10'), or larger scale topographic map, which shows the location of all existing and proposed improvements, public and private roads, drainage courses, structures, wells and septic systems.

4. For Final Subdivision Approval: A Certificate of Survey or Final Subdivision Plat Map approved by the County or State must be submitted to the GLA with the application for final approval, Form F.

Note: Any division of land, whether it be a subdivision, family conveyance, mortgage division, etc., is to be reviewed by the GLA Project Review Committee to ensure compliance with the Covenants, Standards and Master Plan.

PROJECT APPLICATION FEE / PROJECT IMPACT FEE / MILEAGE IMPACT FEE:

The GLA charges a \$25 Application Fee to help cover secretarial time and processing costs for each application. In addition, a Project Impact Fee is charged to help offset the damage to our roads due to construction activities. Heavy equipment such as excavators, concrete trucks, well-digging rigs, lumber delivery trucks, and the typical ongoing stream of contractors involved in a construction project produce a lot of wear and tear on our roads. The impact fees vary based on the type of project, not only taking into consideration road usage, but the amount of time involved for the board to properly handle the processing of an application which may include research, on-site inspection, letters to other landowners, special meetings, etc. As a further step to help the GLA to better maintain our roads, the Mileage Impact Fee applies only to the construction of new residential or commercial buildings and is calculated by measuring the distance from the building site to Hwy. 89 for South Glastonbury, or to the appropriate entrance (Story Rd. / Hwy. 89) for North Glastonbury. The Application Fee and Impact Fees are non-refundable, and may be increased every two years based on the cost of living index.

SANITATION / RECLAMATION BOND:

Due to problems Glastonbury has experienced from lack of proper facilities for waste and trash containment, we have found it necessary to institute a Sanitation/Reclamation Bond for each construction job. The owner or contractor of a construction project is required to submit the appropriate amount as defined in the "Project Fee Schedule" with each application for a project. Since the GLA handles projects as a two-part process, the Sanitation Bond also serves as an incentive for landowners to comply with the conditions of their Preliminary Approval so that they may be eligible to have the bond refunded upon completion of the project and submittal of their request for Final Approval.

The bond will be held by the GLA to ensure that the following requirements are met:

- a. Sanitary facility such as a porta-potty is provided for workers on the job site;
- b. Adequate trash containers with lids are placed and used on the job site;
- c. Temporary fencing (i.e. snow fence) around the perimeter of the work area to prevent debris from blowing to adjacent parcels (the fence will normally placed in respect to wind from the SW);
- d. Adequate cleanup is performed on the job site and adjoining parcels, including waste concrete piles (note: a hole may be provided at the construction site for waste concrete, to be buried at the end of the job); and
- e. Satisfactory reclamation of the construction site according to the Glastonbury Reclamation Guidelines.

If at any time during the project the requirements are not met, after five days notice the GLA reserves the right to ensure these facilities are provided at the owner/contractors expense according to the following charges:

Porta-Potty	Market price	Install 4' snow fencing	\$50.00 per 50' length
Pumping fee	Market price	Fence posts for snow fence	\$16.00 per 50' length
Trash container w/lid	Market price	Reclamation work	\$75.00 per hour
Top soil	\$12.00 per cu. yd	Clean up waste concrete	higher of \$75.00 per hour or market price

The above fees will be charged to the owner or contractor as they occur and are payable within 10 days. The bond is held to ensure payment and may be applied to any such charges that are unpaid. Upon completion of the project the bond will be returned to the owner or contractor, less any deductions for unpaid charges.

FORM A: PROPOSED CONSTRUCTION PROJECT / PROPERTY IMPROVEMENTS

(Submit with GLA Project Review Application Cover Sheet)

Parcel/Tract No. _____ North South COS No. _____ Project No. _____
(GLA use Only)

RESIDENCE **OTHER STRUCTURE** **OTHER** (specify): _____

Brief description of construction project: _____

- Set back from property line is greater than 50 feet (per Master Plan Section 2.0)**
- Set back from any easement is greater than 15 feet (per Covenants Section 6.02)**
- Set back from any creek is greater than 20 feet (per Covenants Section 7.02)**
- Pipelines and gas lines are at least 36 inches below the surface (per Covenants Section 6.03)**
- Power and telephone lines are at least 24 inches below the surface (per State Electrical Code)**

Structural Total sq. ft.: _____ Width: _____ Length: _____ Basement: Yes No

Number of stories: _____ Height: _____

Method of construction: Concrete Wood frame Adobe Other: _____

Materials to be used: _____

Describe your plan for the foundation: _____

Architect / Designer and Address: _____

Contractor and Address: _____

Have you or your contractor obtained an electrical permit from the County? Yes No

Copy of permit attached Electrical permit number: _____

Have you or your contractor obtained a Plumbing permit from the County? Yes No

Copy of permit attached Plumbing permit number: _____

DRIVEWAY For Single Residence For Multiple Residences (*fill out Form B, 2nd page*)

240' Minimum visibility in both directions on Glastonbury road at driveway access point

Maximum Grade: 14% **Road Width: 10 feet**

Depth of Base Course Rock: 6 inches **Depth of Crushed Surface Gravel: 3 inches**

Length: _____ feet Driveway Width: _____ feet No. of Culverts: _____

Is the proposed driveway/road staked out? Yes No

Planned begin date: _____ Estimated time to complete: _____

WELL (1-2 Residences)

Property line set back greater than 50 feet

Septic tank set back greater than 50 feet

Drain field set back greater than 100 feet

Multi-Use WELL (3+ Residences)

Property line set back greater than 100 feet

Septic tank set back greater than 100 feet

Drain field set back greater than 100 feet

NOTE: Per Covenant 5.12d, all landowners are required to report the location, depth, and flow of completed wells. Please send a copy of Well Log Report upon completion.

If well is for a public water system:

Name and address of engineer working with the Montana DEQ for approval of public water system:

What residences are served by the well? _____

Form A: Continued on Next Page

Form A: Second Page

Parcel/Tract No. _____ North South COS No. _____ Project No. _____
(GLA use Only)

SEPTIC/SEWAGE DISPOSAL SYSTEM

**Set back of septic tank from well, stream, lake or pond is greater than 50 feet
from property line, water lines, roadcut or bank is greater than 15 feet
from foundation wall is greater than 5 feet**

**Set back of drainfield from well, stream, lake or pond is greater than 100 feet
from property line is greater than 50 feet,
from roadcut or bank is 25 feet,
from road easement is 15 feet,
from foundation wall or waterlines is 10 feet.**

Have you or your contractor obtained a septic system permit from the Park County Health Department?

Yes No Copy of permit attached.

Contractor and address: _____

WATER SOURCE OTHER THAN WELL

Describe location of water source: _____

Estimated volume of source: _____ gpm

Estimated volume of usage: _____ gpm Total gallons per day (average use): _____

Estimated period of use each year: From _____ to _____ (i.e. what months).

Intended purpose of proposed water usage: _____

Describe how water would be diverted, drawn off, stored and/or developed: _____

Describe how water would be disposed of or returned to watercourse: _____

Contractor and address: _____

FORM B: PROPOSED SUBDIVISION / FAMILY CONVEYANCE / ROAD / DRIVEWAY

(Submit with GLA Project Review Application Cover Sheet)

Original Parcel/Tract No. _____ North South COS No. _____ Project No. _____
(GLA use Only)

NOTE: GLA Preliminary Subdivision Review and Approval precedes the Park County Review

Proposed Improvement is a: Subdivision Family Conveyance Boundary Adjustment

No. of **New** Tracts/Lots Proposed: _____ Minimum Tract/Lot Size: _____

Total No. of Tracts in Original Parcel as a result of this Subdivision or Family Conveyance: _____

Is the total number of tracts in proposed subdivision/conveyance in accordance with the Master Plan for your Area? Yes No Unsure

Is the smallest lot size in proposed subdivision/conveyance in accordance with the Master Plan for your Area? Yes No Unsure

Note: If the answer is “No” to either of the above questions, please submit a Variance Form “E” describing the variance.

Name & address of Registered Land Surveyor who will prepare Subdivision Plat or Certificate of Survey if this request is approved: _____

List the name, address and phone number of each known (future) owner of the new tracts/lots:
(This information is used by the GLA for accounting purposes. Each new lot is charged an annual assessment at the time the division of land is approved by the State or County. If you sell a lot, please inform the GLA of the new owner and contact info.)

Tract/lot# _____ Owner info: _____

Tract/lot# _____ Owner info: _____

Tract/lot# _____ Owner info: _____

Tract/lot# _____ Owner info: _____

Tract/lot# _____ Owner info: _____

Describe in detail how road access and required utilities will be provided to all new tracts/lots (attach additional sheets as necessary): _____

Note: For GLA Final Approval and Refund of Sanitation Bond please provide the following:

A Subdivision Plat or Certificate of Survey prepared by a Registered Land Surveyor showing all survey and platting information required by state law, in substantially the same form as preliminarily approved by the committee.

Copies of all necessary State and County Approvals including parcel’s subdivision covenants.

Form B: Continued on Next Page

Form B: Second Page

PRIVATE ROAD

- 240' Minimum visibility in both directions on Glastonbury road at driveway/road access point**
- 60' Easement width**
- Maximum Grade: 12%**
- Maximum Continuous Grade for 500 or more feet: 10%**
- Road Width: 16 feet**
- Minimum Frequency of Turnouts in Sections Narrower than Normal Width: 500 feet**
- Minimum Turning Radius: 50 feet**
- Depth of Base Course Rock: 9 inches**
- Depth of Crushed Surface Gravel: 3 inches**

DRIVEWAY FOR MULTIPLE RESIDENCES

- 240' Minimum visibility in both directions on Glastonbury road at driveway/road access point**
- Maximum Grade: 14%**
- Road Width: 12 feet**
- Depth of Base Course Rock: 6 inches**
- Depth of Crushed Surface Gravel: 3 inches**

DRIVEWAY FOR SINGLE RESIDENCE

- 240' Minimum visibility in both directions on Glastonbury road at driveway/road access point**
- Maximum Grade: 14%**
- Road Width: 10 feet**
- Depth of Base Course Rock: 6 inches**
- Depth of Crushed Surface Gravel: 3 inches**

Total Length of Road or Driveway: _____ feet

Easement Width: _____

Number of Culverts: _____

Diameter of Culverts: _____

Source of Roadbed Materials: _____

Is the proposed driveway/road staked out? Yes No

Planned begin date: _____

Estimated time to complete: _____

FORM C: PROPOSED MANUFACTURED / FACTORY-BUILT HOME PLACEMENT

(Submit with GLA Project Review Application Cover Sheet)

Parcel/Tract No. _____ North South COS No. _____ Project No. _____
(GLA use Only)

- Set back from property line is greater than 50 feet (per Covenants Section 6.02)
- Set back from any easement is greater than 15 feet (per Covenants Section 6.02)
- Set back from any creek is greater than 20 feet (per Covenants Section 7.02)
- Pipelines and gas lines are at least 36 inches below the surface (per Covenants Section 6.03)
- Power and telephone lines are at least 24 inches below the surface (per State Electrical Code)

MANUFACTURED HOME INFORMATION

Make: _____ Model: _____ Year: _____

Dimensions: Width: _____ Length: _____ Total Square Feet: _____

Does your manufactured home have a pitched roof? Yes No

If No, describe your plans for retrofitting with a pitched roof (attach drawing).

Does your manufactured home have a roof overhang? Yes No

If No, which of the following do you plan to add? (attach drawing).

- Garage Covered Carport Covered Terrace or Patio Roof Overhang

If your manufactured home is used, please attach several pictures of the exterior.

Describe its general condition: Like new Good Fair Only a mother could love

PLACEMENT DETAILS

Are there other manufactured homes on the parcel/tract/lot? Yes No

Number of feet from nearest stream, draw, drainage ditch, well, septic tank or drainfield _____

Average depth of pad below ground level _____

Material to be used on pad base _____

Thickness of base material _____

Are well water and septic system riser pipes to be laid before home is placed? Yes No

If No, please explain condition or situation that would not enable you to place water and septic riser pipes before the manufactured home is positioned. _____

Is pad laid out such that a mover can place manufactured home on pad, disconnect and pull out?

- Yes No

If not, explain how you propose to position your manufactured home: _____

Have you reviewed the GLA Manufactured Home Specifications and Standards? Yes No

Do you agree to abide by them? Yes No Describe any proposed deviations: _____

Have you or your contractor obtained a septic system permit from the Park County Health Department?

- Yes No Copy of permit attached.

Have you or your contractor obtained an electrical permit? Yes No

- Copy of permit attached Electrical permit number: _____

FORM D: OTHER CONSTRUCTION PROJECT

(Submit with GLA Project Review Application Cover Sheet)

Parcel/Tract No. _____ North South COS No. _____ Project No. _____
(GLA use Only)

- Set back from property line is greater than 50 feet (per Master Plan Section 2.0)
- Set back from any easement is greater than 15 feet (per Covenants Section 6.02)
- Set back from any creek is greater than 20 feet (per Covenants Section 7.02)
- Pipelines and gas lines are at least 36 inches below the surface (per Covenants Section 6.03)
- Power and telephone lines are at least 24 inches below the surface (per State Electrical Code)

COMMERCIAL **INSTITUTIONAL**

Project description: _____

Number of people facility is designed for _____ (per day usage)

Project dimensions: Width: _____ feet Length: _____ feet Height: _____ feet Total Sq. feet _____

Offstreet Parking provided? Yes No Number of parking spaces: _____

Expected increase in community road usage? (i.e. cars per day) _____

Contractor Name and address: _____

SIGN

Project description: _____

Provide a scale drawing of proposed sign.

Sign dimensions: Width: _____ feet Length: _____ feet Height: _____ feet

Time period for sign placement: _____

OTHER

Project description: _____

FORM F: REQUEST FOR FINAL PROJECT APPROVAL / REFUND

(Submit with GLA Project Review Application Cover Sheet)

Parcel/Tract No. _____ North South COS No. _____ Project No. _____
(GLA use Only)

Type of Project:

- Residential Construction Project and/or Property Improvements
- Subdivision
- Road
- Manufactured Home Placement
- Commercial/Institutional Construction
- Other _____

Depending on the type of project, please check off all that apply:

- The required conditions for Final Approval of project have been met. Please inspect project site to verify that the conditions specified in Preliminary Approval Form have been satisfied.
- Necessary GLA setback requirements have been met for all structures and improvements
- All required permits/approvals have been obtained from the state and/or county
(If you have not yet submitted copies of these to the GLA, have these ready at time of final inspection.)
- All county regulations for utilities, septic and applicable road issues have been satisfied
- Well log report has been submitted to the GLA
(If you have not yet submitted a copy to the GLA, have this ready at time of final inspection.)
- Construction site has been cleaned up
- All disturbed land has been re-seeded
- Subdivision has been 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.
- Subdivision has been completed and the final plat map is substantially the same as the one preliminarily approved by the GLA Project Review Committee. Yes No
- Sanitation/Reclamation bond has been paid and is now due for refund
- Send refund to the following address:

Name: _____

Mailing Address: _____

Telephone (day): _____ Telephone (evenings): _____

(GLA Use Only)

PROJECT REVIEW COMMITTEE APPROVAL SIGNATURE _____ DATE _____