

Glastonbury Landowners Association, Inc.
P.O. Box 312, Emigrant, MT 59027
www.GLA-MT.org

Instructions

Project Review Application Forms

As required by Section 6.01 of the Glastonbury Covenants, when Glastonbury landowners are planning to build a home, an addition or structure over 200 s.f., a driveway or road, install a well or septic system, install a mobile home or subdivide, etc., they are required to first submit their plans to the Project Review Sub-committee of the Glastonbury Landowners Association. This is a 2-step process which involves 1) an application for preliminary approval before beginning the project; 2) an application for final approval at the completion of the project.

There are fees involved and are paid to the GLA to help cover the cost to process and review the application, and to contribute to the expense of maintaining our roads as a result of construction activity. A refundable sanitation bond is required in most cases, and gives landowners an incentive to clean-up and re-seed their property at the conclusion of their project.

The Project Review Sub-committee will look at various aspects of the project to ensure that the guidelines established by the Covenants and standards of Glastonbury are being met. The committee will also give recommendations and conditions for preliminary approval as needed.

One aspect reviewed by the committee is setback requirements: any building, septic system, drain field, well or driveway must have adequate distance from property lines, streams, ponds, etc. to meet county and GLA standards. In the case of driveways and roads, there must be adequate site distance at the point where the driveway or road enters into a Glastonbury platted road or subdivision road, and the grade should be no greater than 10%. When there is an existing ditch along the side of the platted road, the Sub-committee will determine whether a culvert is needed under the driveway.

After reviewing a project application, the Project Review Sub-committee presents it to the GLA Board during the monthly board meeting. As a result of the Board's review, the applicant is then sent a form that indicates the approval status along with any recommendations or conditions for approval.

When a landowner has completed their project, they will apply for final approval. At this time, a committee member visits the site to ensure that conditions for approval have been met, and the sanitation bond (if previously collected) is scheduled for refund.

Choosing the Appropriate Forms for your Project Application

All projects require that you complete 1) the "Project Review Application Cover Sheet" and 2) one or more of Forms A-F that are appropriate for your project.

The following forms may be downloaded from our website (please contact our secretary if you need them mailed or faxed to you):

Form A: Proposed Construction Project/Property Improvements (2 pages)

Form B: Proposed Parcel Subdivision or Road

Form C: Proposed Mobile Home Placement

Form D: Other Construction Project

Form E: Proposed Variance from Covenants, Master Plan or Rules

Form F: Request for Final Approval and Refund

Please return your completed forms, along with any supplementary information that may be required for your application, to the above address. Applications need to be received at least two weeks before a GLA Board meeting to allow time for review. Meetings are generally scheduled on the first Monday of each month and are posted on our web site.

If you have any questions regarding these forms or your construction project, please don't hesitate to contact a member of the Project Review Committee. Names and phone numbers of Committee members are listed on our web site.

Note: The Glastonbury Covenants, Bylaws, Master Plan and Standards are (or will be in the near future) posted on our web site and can be downloaded.