

Glastonbury Landowners Association, Inc.
Instructions for Project Review Application - Draft

As required by Section 6.01 of the Glastonbury Covenants, when Glastonbury landowners are planning to build a home, an addition or structure, a driveway or road, install a well or septic system, install a manufactured home or subdivide, etc., they are required to submit their plans to the Project Review Committee of the Glastonbury Landowners Association prior to starting any work.

The GLA Board project review is a 2-part process: 1) Preliminary Project Review Approval and 2) Final Project Review Approval.

Notes:

- The Project Review Committee recommends you notify any adjoining or nearby property owners that may be affected by your project. Consider and discuss with them any easements, the view shed, noise, odors, proposed business or commercial activities, traffic, etc. and impacts from your project. This should be done prior to submitting your project application to the GLA Board.
- The applicant must be current on assessments on all GLA properties owned by the applicant and in compliance with all covenants.

Preliminary Project Approval – before beginning the project:

- Pay any current or past GLA Annual Assessments due prior to submitting your application. This is required before submitting your project application to the GLA for consideration.
- Obtain a current copy of your parcel's Department of Environmental Quality (DEQ) report from Park County. This will show county-approved well and septic system locations on your parcel, and must be submitted as part of the application.
- Obtain a current copy of your parcel's Septic System Permit from Park County, if building a new dwelling, and must be submitted as part of the application.
- Provide a good Site Plan Drawing of your parcel, showing any existing structures with the distances of your new project from existing structures and from your parcel boundaries (property lines).
- Stake out your project area and nearby property lines to ensure your project and property boundary lines are adequately marked to enable verification of setback requirements by the Project Review Committee site inspection, including:
 - Parcel corner boundaries flagged;
 - Location of your project footprint flagged, both corners and sidelines.
- Fill out and complete the appropriate GLA Project Application forms (provided on this website) pertaining to your project.
- When complete, submit all of the following items in your Project Application package to the Project Review Committee (info@glamontana.org) or PO Box 312, Emigrant, MT 59027 at least 30 days prior to the next GLA Board Meeting for consideration of approval at that monthly GLA Board Meeting:
 - Park County DEQ report
 - Park County Septic System Permit (for dwellings)
 - Site Plan Drawing
 - All appropriate GLA Project Application forms

- Payment of all appropriate GLA Project Application fees according to the forms being submitted.
- Payment of the refundable GLA Construction Bond.

Upon receipt of your complete Project Application package, the Project Review Committee will contact you for an on-site review and discussion, if needed. The Project Review Committee will attempt to contact and invite adjoining landowners to an Open Meeting held ~2 weeks prior to the next Board Meeting to discuss your project. The adjoining landowners will be informed of your project application posted on the GLA website, where they may review your project prior to the Open Meeting. This allows any concerns with your project to be discussed in an open forum with landowners and the Project Review Committee.

Complete, written Project Application plans, with appropriate drawings, reports and permits (as listed above) must be submitted to the Project Review Committee members of the GLA Board for preliminary project review at least 30 days prior to the next scheduled GLA Board Meeting, for consideration by the Board at that next meeting. If the Project Review Committee members do not receive a complete application package prior to 30 days before the next scheduled GLA Board Meeting, the project will not be presented to the Board for consideration until the following month's (next) meeting. Any revision to the plans prior to Board consideration, must be submitted in writing and the revision may reset the clock on when the project can be presented to the Board. You must allow the Project Review Committee a full 30 days' time period for review of project or any changes.

Preliminary Project Review Timeline:

- Project Application Package submitted to GLA for Preliminary Review.
- 0-5 days:
 - GLA Administrator reviews application package for completeness and coordinates with submitting landowner, if necessary.
 - GLA Administrator verifies with GLA Treasurer that all GLA Annual Assessments owed by submitting landowner are current and paid.
 - GLA Administrator forwards Project Application package to all Project Review Committee members and GLA Board Members.
- 6-8 days:
 - GLA Webmaster posts application (with no personal information) and project information on GLA website. This posting will remain on the GLA website until 3-5 business days following either: 1) GLA Board approval or 2) your retraction of your project.
 - Project Review Committee notifies adjoining landowners of planned Open Meeting date.
- 8-14 days:
 - Project Review Committee reviews and analyzes application documents and conducts site inspection with submitting landowner.
- 14 days:
 - Open Meeting held to discuss project application with any concerned landowners and Project Review Committee members. Submitting landowner or their representative should attend.
- 15-29 days:
 - Submitting landowner works with Project Review Committee to resolve or address any issues raised during Project Review Committee review, site inspection or Open Meeting with landowners.
- 30 days:

- GLA Monthly Board Meeting - Project Review Committee report on the project application and presents recommendation for approval, disapproval or reasons for tabling. GLA Board votes on project approval/disapproval. Landowner submitting application is encouraged to attend.

The project may be given Preliminary Approval with or without conditions, or Disapproval. Project Approval may be dependent on the impact of your project on your neighbor's view shed. Reference Master Plan 2.0 Building Placement requirements and 2.1 the View Shed paragraph.

Final Project Approval – at the completion of the project:

After the project has been completed, the applicant will request Final Approval by submitting the *Application for Final Project 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 Construction Bond will be refunded.

Final Project Review Timeline:

Note: The Board has adopted a policy that all projects, including partitioning a lot into subdivisions, must be completed within 18 months from the date of preliminary approval. For building projects, at least siding, windows, roof, including shingling and secured doors, etc., must be completed. If not completed within 18 months, you must apply for a time extension.

- Preliminary Approval granted by the GLA for project application.
- Within 18 months of Preliminary Approval:
 - Submitting landowner works on and completes the project.
- Within 1 year of project completion (within 30 months of Preliminary Approval):
 - Final Project Application form submitted to GLA by landowner for Final Review.
- 0-5 days:
 - GLA Administrator reviews application for completeness and coordinates with submitting landowner, if necessary.
 - GLA Administrator verifies with GLA Treasurer that all GLA Annual Assessments owed by submitting landowner are current and paid.
 - GLA Administrator forwards Final Project Application to all Project Review Committee members and GLA Board Members.
- 6-15 days:
 - Final Project Review - Project Review Committee schedules site inspection with landowner for compliance with Project Application, Park County DEQ, Park County Septic Permit (if applicable) and any GLA conditions on the Preliminary Approval, including reseeding disturbed land.
- 15-29 days:
 - Project Review Committee works with landowner to resolve or address any issues raised during the final site inspection.
- 30 days:
 - GLA Monthly Board Meeting - Project Review Committee report on the project completion and presents recommendation for approval or disapproval of Construction Bond Refund, or reasons for tabling.
- 31-45 days:
 - GLA Treasurer refunds the Construction Bond.