

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

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 (NOT GLA) 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, Bylaws, 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	\$	
IMPACT FEE TOTAL	\$	
CONSTRUCTION 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 all the Covenants, Master Plan and Standards.

PROJECT FEES WORKSHEET

~ Required ~

Attach to your Preliminary Project Review Application

Please file a [Final Approval Form](#) 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 \$25.00 each = \$

Form A-1. Residence

1) Total square footage for all stories and the garage that are under roof
2) Impact fee: \$.25 per square foot under roof. \$
3) Distance in miles the driveway is from the nearest County road. - Minimum distance is one mile.
Total Impact Fee – Impact Fee From Line 2 \$ X Mileage from Line 3 = \$
Construction Bond: \$.75 per square foot under roof. \$

Form A-2. Outbuilding

Total square footage for all stories and the garage that are under roof
Impact fee: \$.25 per square foot under roof. \$
Construction Bond: \$.75 per square foot under roof. \$

Form A-3. Accessory Building

1) Total square footage for all stories and the garage that are under roof
2) Impact fee: \$.25 per square foot under roof. \$
3) Distance in miles the driveway is from the nearest County road. - Minimum distance is one mile.
Total Impact Fee – Impact Fee From Line 2 \$ X Mileage from Line 3 = \$
Construction Bond: \$.75 per square foot under roof. \$

Form A-4. Residence Addition

1) Total square footage for all stories and the garage that are under roof
2) Impact fee: \$.25 per square foot under roof. \$
3) Distance in miles the driveway is from the nearest County road. - Minimum distance is one mile.
Total Impact Fee – Impact Fee From Line 2 \$ X Mileage from Line 3 = \$
Construction Bond: \$.75 per square foot under roof. \$

Form A-5. Guest House

1) Total square footage for all stories and the garage that are under roof

2) Impact fee: \$.25 per square foot under roof.

\$

3) Distance in miles the driveway is from the nearest County road. - Minimum distance is one mile.

Total Impact Fee – Impact Fee From Line 2 \$

X Mileage from Line 3

= \$

Construction Bond: \$.75 per square foot under roof.

\$

Form B. Well☐

Well or Water Source other than a well

Impact fee: \$500.00

Construction Bond: \$500.00

Form C. Septic System☐

Septic / Drainfield

Impact fee: \$750.00

Construction Bond: \$750.00

Form D. Subdivision / Family Conveyance / Boundary Adjustment☐

Subdivision / Family Conveyance/Boundary Adjustment Impact fee: \$1,000.00 Construction Bond: \$0.00

Form E. Road / Driveway☐

Driveway – Single Residence

Impact fee: \$750.00

Construction Bond: \$750.00

☐

Road / Multi-Use Driveway

Impact fee: \$750.00

Construction Bond: \$750.00

*Additional Impact Fee – Please add \$1.00 per linear foot for any driveway/road longer than 750 feet.

Form F. Factory-Built Home

Size of Structure in square footage

Impact fee: \$.25 per square foot under the roof.

\$

Construction Bond: \$.75 per square foot under the roof.

\$

Form G. Proposed Manufactured Home Placement

Form G must be filed with Form F. Fees apply to Form F only.

Form H. Variance from Covenants and Master Plan☐

Variance (Minor – does not affect neighbors)

Impact fee: \$500.00

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: TBD* _____

Construction Bond: TBD* _____

Form I. Commercial / Institutional☐

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: \$1,000.00

Construction Bond TBD* _____

Notes:

1. Mileage is calculated by measuring the distance in miles and tenths from the building site driveway to the junction of Arcturus Drive and Dry Creek Road for South Glastonbury, or to the appropriate entrance (Story Road at Sirius Hill or Hwy. 89 at the North Entrance), for North Glastonbury. For Total Impact Fee calculation purposes the minimum distance is one mile.

* In some cases, Impact Fees and Construction Bonds will vary depending on the scope of your project. In these cases, the Project Review Committee will assign a fee to your application.

Glastonbury Landowners Association, Inc.

Applicant Checklist

~ Required ~

☐ Please study the Covenants, Master Plan, and GLA Standards that apply to your project. If your land is part of a subdivided parcel, less than 20 acres, obtain and study your subdivision covenants and DEQ certification and plat map. Both documents may prove immensely helpful and time-saving. Please create PDF copies and submit them with your Preliminary Application.

☐ Are you connecting to or altering an existing septic system? Park County Wastewater Regulations state “3.3. “Alteration” shall mean physically changing a Sewage treatment system by lengthening, shortening, widening, building structures over or changing the flow into a system by changing or adding Dwelling units or adding to the living capacity of a Dwelling unit. “. If yes, a County Permit ***is required*** with your 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 our website payment portal?

☐ Please stake out any proposed building footprints.

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