



Application Checklist

Annexation (Voluntary)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Annexation requires review by staff and approval by the City Council, in accordance with [UDC Section 3.25](#). **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Digital Submission Requirements

New applications are only accepted one day per month. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

The City of Georgetown utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyGovernmentOnline User Guide* available at <https://planning.georgetown.org/planning-overview/mygovernmentonline/>.

Application Fee

Application fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and thus not filed. The application fee schedule is available at: <https://udc.georgetown.org/development-manual/>.

Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please review the Detailed Information section of this form for help in preparing each of these items.

Application Information

- [Property Owner's Consent Form](#)
- Letter of Intent (see Detailed Information section below)

Property Boundary

- Location Map of property with surrounding roads identified
- Field Notes: A legal description of the subject property, including adjacent county right-of-way, performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2" x 11" sketch of the property boundaries

Detailed Information

The **Letter of Intent** shall include:

- Acknowledgement that the subject property is contiguous to the current city limits
- Total acreage of the subject property
- Current use of the subject property
- Number of residents and qualified voters on the subject property
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.25.030](#).

Detailed Information

- A sentence reading: “The applicant reserves the right to pull this annexation application from consideration at any time during the proceedings”
- A sentence reading: “With this signed petition for voluntary annexation, the landowner understands that construction of any capital improvements necessary for development on the property will not be the responsibility of the City of Georgetown if approved for annexation; rather, such improvements will occur through non-City financial assistance through the subdivision and construction process.”
- Notarized signature of each property owner.

If the request includes the petition for a different initial zoning designation, the Letter of Intent shall also include:

- The zoning district(s) requested to be designated to the subject property upon annexation.
NOTE: In the event of multiple zoning districts, field notes and sketch for each zoning district shall be included with the request.
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.06.030](#).