



# Application Checklist

## Appeal

This Checklist is intended to provide the information and data needed to constitute a complete application. A request to appeal an Administrative Decision requires review by staff, in accordance with [UDC Section 3.14](#) and other applicable regulations. A request to appeal the decision of a Board or Commission will be processed in accordance with the UDC for the application type. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or [planning@georgetown.org](mailto:planning@georgetown.org).

### Sub-Application Type

This checklist may be used for the following Sub-Application Types:

- Appeal of an Administrative Action/Decision
- Appeal of a Board Action/Decision

### 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***
  - Letter of Intent (see Detailed Information section below)
- Supporting Documents***
  - Copy of the Action made by the Administrative Staff, or Board or Commission
  - Any materials to be considered by the decision-making authority

### Detailed Information

The **Letter of Intent** shall include:

- Decision that is being appealed.
- Justification for why the decision is being appealed.