



Application Checklist

Construction Plans, Subdivision (Infrastructure)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Subdivision Construction Plans requires review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.08.100](#) and Ordinance 2019-50. **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](#)
- Plan Review**
 - Subdivision Construction Plans (see Detailed Information section below)
 - Preliminary Plat or Preliminary-Final Plat Combo case number and P&Z action date
- Additional Water Quality Information (in the Edwards Aquifer Recharge Zone only)**
 - [Water Quality Acknowledgement Form](#)
 - Geological Assessment
- Drainage Study**
- Engineering Report**

Detailed Information

The **Subdivision Construction Plans** shall include:

- Subdivision name (located top center)
- City's project number (locate at bottom right corner of page). Your case manager will provide you with the project number with the first review comments.
- Basic Details: north arrow, scale (use a scale at a size adequate to show all information clearly), property boundary lines (dimensioned), legend, location map
- Project Information: acreage, contact information
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction."
- Notes:
 1. These plans were prepared, sealed, signed and dated by a Texas Licensed Professional Engineer. Therefore, based on the engineer's concurrence of compliance, the plans for construction of the proposed project are hereby approved subject to the Standard Construction Specifications and Details Manual and all other applicable City, State and Federal Requirements and Codes.
 2. This project is subject to all City Standard Specifications and Details in effect at the time of submittal of the project to the City.
- Additional notes for properties located over the Edwards Aquifer Recharge Zone:
 1. The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown.
 2. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on (date). Any springs and streams as identified in the Geologic Assessment are shown herein.
- Existing and proposed contours and spot elevations
- Heritage trees – delineate between those to be preserved and those proposed to be removed and show PDF. If any removal is proposed, mitigation must be worked out with the Landscape Planner prior to approval of the Subdivision Construction Plans.
- Provide Tree Survey of Heritage Trees, if none exist provide note stating such.
- Proposed paving
- Grading Plan
- Drainage Plan showing pre-development and post development drainage areas and, for properties located over the Edwards Aquifer Recharge Zone, identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment.
- Drainage calculations
- Overall Utility Plan with size and location of all existing and proposed utility mains
- Plan and Profile Sheets for the following:
 - Streets
 - Public Storm Sewers, including 25 & 100 Year HGL (unless requested for private)
 - Public Drainage Channels, including 100 depth of flow (unless requested for private)
 - Driveway pipe, including 100 HW
 - Water lines 12" and greater in diameter
 - Wastewater Lines
- Standard City Details, and any additional construction details
- Construction Traffic Review
- Any additional plans and/or details needed to detail construction of the project