



Application Checklist Development Agreement

This Checklist is intended to provide the information and data needed to constitute a complete application. A Development Agreement application requires the formation of a Development Agreement Committee, to be established by the Director when an application is submitted to the City pursuant to [UDC Section 3.20](#). The Committee shall determine completeness within fifteen (15) working days of submittal and assign staff hourly rates, a payment schedule and determine if the application is consistent with City policies or reject the application. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Sub-Application Type

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

- ETJ Development Agreement with modifications to UDC or other City regulations
- Amendment to an existing agreement
- ETJ Release Agreement
- Other (Utility Agreement, Economic Development Performance Agreement, etc.)

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](#) (including all lien holders)
 - Letter of Intent (see Detailed Information section below)
- Conceptual Plan**
 - A to-scale 8 1/2" x 11" sketch of the property boundaries and vicinity map

- Field Notes: A legal description of the subject property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2" x 11" sketch of the property boundaries.
- Any proposals, land plans, color or bound documents

Detailed Information

The **Letter of Intent** shall include:

- A statement of understanding that if the proposal is not consistent with the 2030 Comprehensive Plan, that an application to amend the comprehensive plan shall accompany the application
- Reasons the proposal requires a development agreement
- What the applicant wishes to accomplish with the proposal
- The need for the proposed agreement or amendment
- How the proposed development agreement will address traffic impacts, utilities, impacts on public facilities
- List of all subsequent applications that would be affected or addressed by a finalized development agreement and how
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.20.030](#)