



Application Checklist

Driveway Access Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Driveway Access Permit requires review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.19](#) 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

NOTE: This application does not apply to a proposed driveway, to include the driveway approach, as part of a Site Development Plan or Stormwater Permit application, or Building Permit for a single-family or two-family residential property.

Sub-Application Type

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

- Driveway Access Permit, Agricultural
- Driveway Access Permit, Residential
- Driveway Access Permit, Non-Residential

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**
 - Driveway Approach Plan (see Detailed Information section below)
 - Traffic Control Plan

Driveway TIA

- Driveway Traffic Impact Analysis (if determined necessary by the Development or Transportation Engineer)

Drainage Study

Detailed Information

The **Driveway Approach Plan** shall include:

- Basic Information
 - North arrow
 - Scale (use a scale at a size adequate to show all information clearly)
 - Address
 - Roadway(s) name(s)
 - Property boundary lines (dimensioned)
 - Legend
- Proposed driveway approach, dimensioned
- Existing driveways, dimensioned (include driveways on adjacent lots and across the street)
- Standard City Details
- Drainage information, as applicable