



Application Checklist

License to Encroach

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a License to Encroach requires a review by staff in accordance with [UDC Section 3.21](#). **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 Types

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

- License to encroach into an easement
- License to encroach into a right-of-way

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)
 - A location map, survey, plat, or tax map with the property boundaries clearly delineated
- Exhibit 1: Survey of Property**
 - Survey of property and encroachment labeled as Exhibit 1 (see Detailed Information below)
- Utility Provider Acknowledgements**
 - [Utility Provider Consent Form](#)

Detailed Information

The **Letter of Intent** shall include:

- Explanation of the type and extent of encroachment (type of structure, overall dimensions of structure, dimensions within easement, etc.)
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.21.040](#)

The **Survey of Property** shall include:

- Legal description of property
- Location, type, and dimensions of all existing and proposed easements
- Location, type, and size of all existing and proposed utilities
- Location and dimensions of encroachment, make sure to include dimensions indicating the extent the structure is within the easement
- Diagram and description of the encroachment (type of structure, height, depth, underground dimensions)
- Field notes

NOTE: This survey will be included as Exhibit 1 of the License Agreement that will be created.