



Application Checklist

Letter of Regulatory Compliance

A Letter of Regulatory Compliance is a document provided by the City acknowledging: 1) whether a plat is required for the tract of land or proposed division of land, or whether an exemption to platting under the UDC applies; or 2) verification of the current zoning and/or use of a property. The Letter of Regulatory Compliance process does not make claims as to ownership, title or boundary locations. A separate request form and fee is required for each property. **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:

- Plat Certification Letter
- Zoning Verification Letter (may also indicate if a specified use is allowed in the applicable zoning district)

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**
 - A location map, plat, or tax map with the property boundaries clearly delineated
 - Copies of all recorded deed(s) for the subject property from a date prior to May 10, 1977, to the present establishing the configuration of the lot (available at the Williamson County Clerk's Office or online at www.wilco.org) (for Plat Certification Letters only)
 - Letter of Intent (see Detailed Information section below)
- Property Survey** (for Plat Certification Letters only)
 - A concept plan showing the proposed division of land (see Detailed Information Section below)

Detailed Information

The **Letter of Intent** shall include:

- For Zoning Verification Letter requests that include verification if a specified use is allowed in the applicable zoning district, the specific use(s) as listed in the Permitted Use Table(s) in UDC Chapter 5. If the use(s) is not identified in the Permitted Use Table(s), additional information describing the nature and operation of the proposed use(s).

The **Property Survey** 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 lots or tracts (dimensioned)
- Area of each new lot or tract to be created