



Application Checklist

Special Purpose District: Creation of a Municipal Utility District (MUD), Water Control and Improvement District (WCID) or Fresh Water Supply District (FWSD)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for the creation of a Special Purpose District requires review by staff and approval by the City Council in accordance with [UDC Section 13.10](#). **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](#) (including all lien holders)
- Letter of Intent (see Detailed Information section below)

Proposal

- Preliminary cost estimates for water, wastewater, stormwater, or road facilities or projects, parks, trails, and recreational amenities, and any other facilities that are proposed to be reimbursed or paid for by the issuance of district bonds.
- Information concerning provision of firefighting and law enforcement services.
- Estimated build-out schedule by year with estimated assessed valuations in the district.

Master Development 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.

- General layout of proposed land uses, major streets and roads, water, wastewater, drainage facilities, parks, trails, and recreational amenities, and any other district facilities.

Engineering Reports

- Preliminary water availability study
- Preliminary wastewater treatment availability
- Preliminary drainage study
- Preliminary road study for any roads proposed to be reimbursed by bonds

Traffic Study (see Detailed Information section below)

Financial Information

- A detailed project pro-forma with assumptions of different tax rates and homes at various price points.
- A marketing study completed within the previous six (6) months of the date the petition indicating project feasibility based on regional market absorption rates that indicates projections in residential units per year for specific years of the development. The marketing study should include all proposed uses within the Special Purpose District.
- A clear and understandable comparison of a Special Purpose District financed development to non-Special Purpose District financed development, including projections of municipal property tax generation.
- A copy of the petitioner's financial statement and a detailed description of the petitioner's experience with a Special Purpose District. If petitioner and developer are not the same, provide documentation explaining the relationship between the petitioner and developer.

Detailed Information

The **Letter of Intent** shall include:

- What the applicant wishes to accomplish with the Special Purpose District;
- Whether the Special Purpose District is proposed to be in the City's limits or extraterritorial jurisdiction (ETJ);
- How the Special Purpose District will address traffic impacts, utilities, impacts on public facilities;
- A statement of understanding that if the request is not consistent with the 2030 Comprehensive Plan that an application to amend the comprehensive plan shall accompany the application;
- Explanation as to how the request meets the approval criteria outlined in UDC Section 3.26.

The **Traffic Study** shall identify the potential impacts on:

- The City's road system serving the land proposed to be included in the district, if all or any portion of the land is located within the City or within the ETJ;
- The county's road system, this traffic study is in addition to any traffic studies required by the City's subdivision regulations in connection with submittal of subdivision plats;
- If all or any portion of the proposed district is located outside the City's boundaries, proof that the applicant has provided the following information by certified mail to the Williamson County Judge and each member of the Commissioners Court: the name, acreage, and location of the proposed district, build-out schedule, estimated population on total build-out, and map of the area; and
- Such other information as City staff may reasonably require to analyze the need for the proposed facilities and the development's potential impact.

