



# Application Checklist

## Planned Unit Development (PUD)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Planned Unit Development requires review by staff and approval by the City Council, in accordance with UDC Sections [3.06.040](#) and [4.06](#). **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or [planning@georgetown.org](mailto:planning@georgetown.org)

### Sub-Application Type

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

- Planned Unit Development
- Planned Unit Development Amendment, Major
- Planned Unit Development Amendment, Minor

### 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)
- Property Survey**
  - Location Map of property to be rezoned, delineating proposed district boundaries
  - Field Notes: A legal description of the property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2" x 11" sketch of the property boundaries (required if proposed zoning district boundary is not a platted lot)

**Development Plan**

- Development Plan (see Detailed Information section below)

### Detailed Information

The **Letter of Intent** shall include:

- Existing zoning district
- Proposed base zoning district
- Future Land Use and Growth Tier designations
- Acreage of property to be rezoned
- Justification and explanation of how the proposal is in compliance with the City's [2030 Comprehensive Plan](#). Cite the goals and policies of the 2030 Plan that will be met by the proposal.
- Explanation of how roads and utilities will serve the property
- Comparison table of proposed development and architectural standards vs. current UDC standards
- Justification for any deviations from the UDC requirements and proposed mitigations for those deviations
- If existing structures or features of property will be utilized, provide a Conceptual Site Layout exemplifying how the structures will meet all applicable development standards of the proposed zoning district (i.e. legal nonconformities per UDC Chapter 14 will not be created)
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.06.040](#)

The **Development Plan** shall include:

- Proposed land uses including uses to be prohibited, if different than base zoning district
- Proposed development and architectural standards
- Existing natural features, drainageways, one-hundred year floodplain, if applicable, and existing topography at a maximum of five-foot (5') contour intervals
- Location of proposed buildings, building envelopes, or building setbacks
- A tabulation of proposed dwelling unit density in residential areas
- A tabulation of proposed floor area ratios, and/ or square footage of development, and maximum heights of proposed buildings
- Proposed circulation systems, including preliminary street cross sections
- Proposed public parks, greenbelts, and other open space
- Proposed public facilities (i.e., school sites, fire stations, etc.)
- Location, size and type of proposed landscaping including existing landscaping (trees)
- Demonstrate compliance with Chapters [11](#) and [12](#) of the UDC, per UDC Section [4.06.010.D](#).