



# Application Checklist

## Site Development Plan

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Site Development Plan requires review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.09](#) 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](mailto:planning@georgetown.org)

### Sub-Application Type

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

- Site Development Plan
- Minor Site Development Plan
- Site Development Plan Amendment

### 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**
  - Final Plat case number and P&Z action date
  - Site Development Plan, including the following sheets in the order listed (see Detailed Information section below):
    - A. Cover Sheet
    - B. Dimensional Site Plan

- C. Architectural Plan
- D. Lighting Plan
- E. Landscape Plan
- F. Tree Preservation Plan
- G. Utility Plan
- H. Grading Plan
- I. Drainage Plan
  
- Additional Water Quality Information (only in Edwards Aquifer Recharge Zone)**
  - [Water Quality Acknowledgement Form](#)
  - Geological Assessment
  
- Drainage Study**
  - PDF file
  - HEC/RES file (zip file)
  
- Tree Schedule List** (Excel file)
  - Excel Spreadsheet of the Tree Schedule
  
- Electric Service Site Plan** (AutoCAD file) (see Detailed Information section below)

Detailed Information	
Site Development Plan Details	
A. Cover Sheet	
	<ul style="list-style-type: none"> <li>• Title (located top center): project name, street address</li> <li>• City's project number (locate at bottom right corner of page): 2019-____-SDP <i>Your case manager will provide you with the project number with the first review comments.</i></li> <li>• Title Block: project name; street address; drawing scale; original date, revision dates (provide space)</li> <li>• Project Information:               <ul style="list-style-type: none"> <li>○ Proposed Use (per <a href="#">Chapter 5 of the UDC</a>)</li> <li>○ Zoning District(s) and any applicable Overlay Districts. Also list any special conditions related to the rezoning ordinance, if applicable.</li> <li>○ Acreage</li> <li>○ Proposed total impervious coverage</li> <li>○ Legal description of property including full subdivision name, date recorded, and cabinet/slide or document number</li> <li>○ Name, address, telephone, email, and website of the property owner(s), applicant/agent, engineer, architect, surveyor, landscape architect, and other related contacts as applicable. Clearly indicate each responsibility.</li> <li>○ Utility providers' information: name, address, telephone, and website</li> </ul> </li> <li>• Location Map, to scale with cross streets shown</li> <li>• Sheet index with description and page numbers</li> <li>• Space for City to provide digital approval stamp (minimum size 2" by 3")</li> </ul>

## Detailed Information

### General Notes:

1. It is the responsibility of the property owner, and successors to the current property owner, to ensure the subject property and any improvements are maintained in conformance with this Site Development Plan.
2. This development shall comply with all standards of the Unified Development Code (UDC), the City of Georgetown Construction Standards and Specifications Manual, the Development Manual and all other applicable City standards.
3. This Site Development Plan shall meet the UDC Stormwater requirements.
4. All signage requires a separate application and approval from the Inspection Services Department. No signage is approved with the Site Development Plan.
5. Sidewalks shall be provided in accordance with the UDC.
6. Driveways will require approval by the Development Engineer of the City of Georgetown.
7. Outdoor lighting shall comply with Section 7.04 of the UDC.
8. Screening of mechanical equipment, dumpsters and parking shall comply with Chapter 8 of the UDC. The screening is shown on the Landscape and Architectural Plans, as applicable.
9. The companion Landscape Plan has been designed and plant materials shall be installed to meet all requirements of the UDC.
10. All maintenance of required landscape shall comply with the maintenance standards of Chapter 8 of the UDC.
11. A separate Irrigation Plan shall be required at the time of building permit application.
12. Fire flow requirements of \_\_\_\_\_ per minute (include amount) are being met by this plan.
13. Any Heritage Tree noted on this Site Development Plan is subject, in perpetuity, to the maintenance, care, pruning and removal requirements of the Unified Development Code.
14. The construction portion of these plans were prepared, sealed, signed and dated by a Texas Licensed Professional Engineer. Therefore, based on the engineer's concurrence of compliance, the construction plans for construction of the proposed project are hereby approved subject to the Standard Construction Specifications and Details Manual and all other applicable City, State and Federal Requirements and Codes.
15. This project is subject to all City Standard Construction Specifications and Details in effect at the time of submittal of the project to the City.

### Additional Site Development Plan Notes, subject to applicability:

1. This development has received the following approvals from the Historic Architectural Review Commission for \_\_\_\_\_. (if applicable, list approvals and dates)
2. A (Variance or Special Exception) was approved by the Zoning Board of Adjustment on (date) to allow (describe allowance) (if applicable)
3. A Subdivision Variance was approved by the Planning and Zoning Commission on (date) to allow (describe allowance) (if applicable)
4. An Administrative Exception for (an Alternative Building Plan, Parking Plan, Landscape Plan, etc.) was approved by the Planning Director on (date) to allow (describe allowance) (if applicable)
5. Alternative impervious cover standards have been approved in accordance with Section 11.02 of the UDC for \_\_\_\_\_. (if applicable)
6. Traffic Impact Analysis (TIA) requirements have been met. (if applicable)
7. Screening and location of outdoor storage shall comply with Section 5.09 of the UDC. (if applicable)
8. The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown. (for properties located over the Edwards Aquifer Recharge Zone)
9. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on (date). Any springs and streams as identified in the Geologic Assessment are shown herein.

## Detailed Information

### B. Dimensional Site Plan

- Basic Information:
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend
- Site Data:
  - Land area in square feet and acres
  - Total area and percentage of the site covered by impervious materials, include maximum impervious coverage allowable or detail of waivers requested (see [UDC Section 11.02](#))
  - Total gross floor area of all buildings
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction."
- Parking Data: Total number of parking spaces required and provided (see [UDC Section 9.02](#)), break down by use if applicable
- Distance and reference to an original survey corner, original tract corner, or original subdivision corner
- Areas dedicated or proposed to be dedicated for public use including existing and proposed utility, access, and/or drainage easements
- Location of all existing / proposed buildings on the site (dimensioned to adjacent property lines), include square footage and finished floor elevations
- Existing and proposed streets and private drives adjacent to the site, include dimensions, radii of all curves, and indicate if one-way travel
- Existing and proposed driveways (include driveways on adjacent lots and across the street), include dimensions, radii of all curves, and indicate if one-way travel
- Existing and proposed sidewalks, include dimensions
- Existing and proposed parking spaces and loading spaces
- Pedestrian access routes (note in legend)
- Location of all existing and proposed drainage structures including drainage easements
- Location of any floodplain and flood zone boundaries
- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)
- Identify all natural features on-site
- Size and location of all existing and proposed public and private utilities
- Location and size of all existing and proposed outdoor refuse receptacles and enclosures and screening compliance
- Location, height and materials of any outdoor fencing pursuant to UDC Chapters [5](#), [6](#), [7](#) and [8](#), if applicable
- Location, height and size of all existing and proposed signs (for reference only – does not constitute review or approval of signage).
- Within 100' of the subject site: indicate location of all existing buildings, parking lots, sidewalks, and other pertinent site features.

#### Dimensional Site Plan Notes:

1. All lighting fixtures shall be designed to completely conceal and fully shield, within an opaque housing, the light source from visibility from any street right-of-way. The cone of light shall not cross any adjacent property line. The illumination shall not exceed 2 foot candles at a height of three feet at the property line. Only incandescent, fluorescent, color-corrected high-pressure sodium or metal halide may be used. All

## Detailed Information

- vehicle or pedestrian access shall be sufficiently lighted to ensure security of property and persons.
2. All roof, wall and ground mounted mechanical equipment must be screened in accordance with Chapter 8 of the UDC. If roof and wall mounted equipment of any type including duct work and large vents is proposed it shall be shown on the Site Plan and screening identified. Screening of mechanical equipment shall result in the mechanical equipment blending in with the primary building and not appearing separate from the building and shall be screened from view of any rights-of-way or adjoining properties.
  3. Per Chapter 8, the dumpster enclosures must be one (1) foot above the height of the waste container. Use protective poles in corners and at impact areas. Fence posts shall be of of rust protected metal or concrete. A minimum 6" slab is required and must be sloped to drain; the enclosure must have steel framed gates with spring loaded hinges and fasteners to keep closed. Screening must be on all four sides by masonry wall or approved fence or screening with opaque gates.

### C. Architectural Plan (see UDC Section 7.03)

- Demonstrate compliance with the Design Standards of [UDC Chapter 7](#). Submittal of an Architectural Plan consisting of elevation drawings is required for the compliance review. If these requirements are not applicable to your project, or your project is exempt from the Design Standards, provide documentation to demonstrate lack of applicability or basis for exemption.
- Architectural Plans shall provide the following detail and demonstrate UDC compliance:
  - Foundation type ([UDC Section 7.03.030](#))
  - Building Elements, including percentages of all colors, roof style and treatment, entry and entrance treatment ([UDC Section 7.03.040](#))
  - Building Articulation (horizontal and vertical) and Architectural Features ([UDC Section 7.03.050](#))
  - Architectural Compatibility (walls and buildings) ([UDC Section 7.03.060](#))
- Identify required Architectural Features provided, for each facade separately, pursuant to [UDC Section 7.03.050.D](#)
- For all walls facing public streets, public park or Residential Zoning Districts provide articulation calculation tables for both footprint and elevation drawings to demonstrate compliance with [UDC Chapter 7](#). Show all dimensions confirming the calculations on the Plan.
  - Horizontal Articulation for Footprint:  
Average Building Height \_\_\_ ft. x 3 = \_\_\_ ft., maximum distance without perpendicular offset  
Average Building Height \_\_\_ ft. x 25% = \_\_\_ ft., minimum height of perpendicular offset.  
Average Building Height \_\_\_ ft. x 75% = \_\_\_ ft., minimum span of perpendicular offset.
  - Vertical Articulation for Elevations:  
Average Building Height \_\_\_ ft. x 3 = \_\_\_ ft., maximum distance without vertical elevation change.  
Average Building Height \_\_\_ ft. x 25% = \_\_\_ ft., minimum height of vertical elevation change.  
Average Building Height \_\_\_ ft. x 75% = \_\_\_ ft., minimum lateral elevation change.
- Provide documentation of approval of an Alternative Building Design, if applicable. Architectural Plan provided must meet approved Alternative Building Design.

#### Architectural Plan Notes:

1. All signage requires a separate application and approval from the Building Inspections Department. No signage is approved with the Site Development Plan.
2. Color selection is not approved with the Site Development Plan and may be counted toward the signage calculation if it is found to reflect color that is considered signage according to the definition of signage in the UDC.
3. This Site Development Plan shall meet all design standards for articulation, building design, elements and architectural features of Section 7.03 of the UDC.
4. All roof, wall and ground mounted mechanical and electrical equipment shall be screened using the following methods: \_\_\_\_\_ (list)\_\_\_\_\_.

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### D. Lighting Plan (See UDC Section 7.04)

- Provide Photometric Plan showing compliance with [UDC Section 7.04.010](#), including maximum standard of two (2) foot candles at the property line.
- Decorative lighting used as architectural features or canopy lighting requires submittal of a technical data sheet with details of the fixture.

#### Lighting Plan Notes:

1. All lighting fixtures shall be designed so that the light source is completely concealed, fully shielded within opaque housing and not visible from any street right-of-way. The cone of light shall not cross any adjacent property line. The illumination shall not exceed 2-foot candles at a height of three (3) feet at the property line. Only incandescent, fluorescent, light-emitting diode (LED), color-corrected high-pressure sodium or metal halide may be used.
2. Roof lighting may not include naked bulbs or tubing or run along the highest peak of the roofline. Roof lighting that qualifies as signage per the UDC is prohibited.

### E. Landscape Plan (See UDC Chapter 8)

- Basic Information:
  - North arrow
  - Scale and scale bar (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Vision triangles (if applicable)
  - Landscape legend (property line, easements, vision triangle, plat key, light poles)
  - Plant schedule
  - Street names and adjacent property zoning
  - Irrigation notes
  - 811 Notification
  - Details associated with plantings, boulders, edging, and amenities
  - Legend
- Planting Plan
- Non-residential Landscape Planting Requirements Summary Table on Landscape Plan (located in the [Development Manual](#))
- Calculation formulas for each landscaping requirement on the Landscape Plan
- Plant schedule (located in the [Development Manual](#))
  - Plant type quantity
  - Botanical name
  - Common name
  - Size (At installation)
  - Water use
  - Deciduous/Evergreen
  - Mature Size (H x W, see asterisk (\*))
  - Notes
- Callout legend (identify all on-site amenities, ex. trash enclosures, transformers, drainage features, benches)
- Preparer's Seal and Statement of Compliance as follows (unless exempt per [UDC Section 8.05.020.B](#)):

I, Landscape Architect's name, hereby certify that this Landscape Plan complies with the requirements of Chapter 8 of the Unified Development Code.

## Detailed Information

*Landscape Architect's Name and Seal*

*Date*

### Landscape Plan Notes:

1. The \_\_\_\_\_ System for irrigation has been selected for this development. (Choose one from below)
  - Conventional System: An automatic or manual underground irrigation system, which may have conventional spray or bubbler type heads.
  - Drip or Leaky-Pipe System: An automatic or manual underground irrigation system in conjunction with a water-saving system, which is a drip or a leaky pipe system.
  - Temporary and Above-Ground Watering: Landscape areas utilizing xeriscaping plants and installation techniques, including areas planted with native grasses, wildflowers, and trees may use a temporary and above ground system, and shall be required to provide irrigation for the first three (3) growing seasons.
2. A separate irrigation plan shall be provided at the time of application for a Building Permit.
3. Maintenance: The current owner and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscaped areas and materials, required buffer yard areas and materials and required screening materials. Said areas must be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. Maintenance will include replacement of all dead plant material if that material was used to meet the requirements of the UDC. All such plants shall be replaced within six (6) months of notification, or by the next planting season, whichever comes first. A property/ homeowners association may assume responsibility for maintenance of common areas.
4. This Landscape Plan has been prepared and certified by a Landscape Architect to meet all requirements of the City of Georgetown Unified Development Code. (Provide individuals contact information and certification on landscape plan.)
5. All plant selections have been chosen from the City of Georgetown Preferred Plant List.
6. No more than 25% of plantings have been selected from any one species (if planting more than 5 trees or 10 shrubs)
7. At least 50% of the required plant materials are low water users as identified on the preferred plant list.

### **F. Tree Preservation Plan (See UDC Chapter 8)**

- Tree Survey:
  - Survey legend
  - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
  - Locate and label all Protected Trees
  - If credit trees are to be used on-site, locate and label as such
  - Identify and label all existing trees listed on the Prohibited Species list and indicate to be removed
- Tree Schedule, in table format including the following: (See Tree Schedule template in [Development Manual](#))
  - Each surveyed tree on site indicating its species name, size, ½ CRZ, and status (i.e. Protected Tree preserve, Protected Tree removal, etc.). For multi-trunk trees, provide the size of each individual trunk and the total calculated tree size
  - Total number of Protected Trees as identified on Tree Survey
  - Calculation of Average Protected Tree density (total number of Protected Trees divided by the total acreage, any fraction of a tree equals a full tree)
  - Calculation for determination of minimum required Protected Tree Preservation
- Critical Root Zone (CRZ) Protection Plan, showing the following:
  - Location of each Protected or Heritage Tree on site with either a solid line if it is to remain or a dashed line if it is to be removed

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- The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
- Delineate the location of the required protective fencing around each tree and graphically show the boundaries of soil disturbance around each tree
- Mitigation Plan, including:
  - Total tree removal broken down by Heritage Trees and Protected Trees
  - Calculation for the maximum allowed amount of each mitigation option, including credit trees, planted trees, fees in-lieu, and supplemental nutrients broken down where applicable by Heritage Trees, Protected Trees from 12 to 25 inches, and Protected Trees 26 inches and larger
  - Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in [Development Manual](#))
  - If proposing to plant trees off-site to meet mitigation requirements, provide a Letter of Intent outlining location and number (a separate planting plan will be required if proposal approved by the Landscape Planner)
  - If proposing to pay fees-in-lieu into tree fund to meet mitigation requirements, provide billing information for invoice to the Landscape Planner, or designee

## G. Utility Plan

- Basic Information:
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction."
- Size and location of all existing and proposed utilities, including mains, service lines and meter sizes
- Plan and Profile Sheets for the following:
  - Water lines 12" and greater in diameter
  - Wastewater Lines
- Standard City Details
- Any additional plans and / or details needed to detail construction of the project

## H. Grading Plan

- Basic Information:
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend
- Proposed paving
- Protected and/or Heritage Trees
- Existing and proposed contours and spot elevations
- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction."
- Any additional plans and / or details needed to detail construction of the project



## Detailed Information

### I. Drainage Plan

- Basic Information:
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction."
- Pre-development and post development drainage areas and existing contours, finished contours may also be included
- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)
- Drainage calculations
- Plan and Profile Sheets for the following:
  - Public Storm Sewers, including 25 & 100 Year HGL (unless requested for private)
  - Public Drainage Channels, including 100 depth of flow (unless requested for private)
  - Driveway pipe, including 100 HW
- Standard City Details
- Any additional plans and / or details needed to detail construction of the project

### Electric Service Plan Details

The **Electric Service Site Plan** shall include an electronic (AutoCAD) copy of the site plan with the following information:

- Electrical load calculations
- Electrical one-line diagram showing the connection to the utility, the main disconnect and service panels or MCC's
- Service Voltage: \_\_\_\_\_ Volts, \_\_\_\_\_ Phase Main disconnect \_\_\_\_\_ amps, kW Demand \_\_\_\_\_ kW
- Conditioned square footage for commercial - apartments and number of dwelling units on house panels
- Requested point of service
- Requested City transformer location and screening on the Site Plan, if visible from roadway or adjacent properties
- Type of Service: overhead or underground shown on Site Plan
- Developer is required to locate and furnish, with dedication documents for overhead and underground primary, and all easements associated with all City electric equipment.