



# Application Checklist

## Zoning Variance

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Zoning Variance requires review by staff and approval by the Zoning Board of Adjustments, in accordance with [UDC Section 3.15](#) **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)

### 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)
- Conceptual Plan**
  - Conceptual Plan (see Detailed Information section below)

### Detailed Information

The **Letter of Intent** shall include:

- Description of the type and amount of variance being requested
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.15.030](#)

**NOTE: Justifiable reasons for a variance do not include the property being able to be used for its highest and best use, financial or economic hardships, hardships self-created by the property owner or their agent, profitability, or the development objectives of the property owner.**

The **Conceptual Plan** shall include:

### Detailed Information

- Subdivision name, lot and block number, if applicable
- Zoning District and any Overlay Districts noted
- Location map, with north arrow, showing location within neighborhood
- Scale (scale should be adequate to clearly show all information)
- Property boundaries and length (dimensions)
- Depiction of proposed variance
- Any other information determined necessary by staff to portray the requested variance