



# Application Checklist

## Heritage Tree Removal or Pruning

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Heritage Tree removals or pruning requires a review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.23](#) 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).

### 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](#)
- Heritage Tree Removal or Pruning Form**
  - [Heritage Tree Removal or Pruning Form](#)
- Supporting Visual References**
  - Pictures that clearly show and identify the issues or request for each Heritage Tree being referenced.