



Application Checklist

Certificate of Appropriateness

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Certificate of Appropriateness requires review by staff, in accordance with [UDC Section 3.13](#). **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Application and Sub-Application Types

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

Application Type	Sub-Application Type
<input type="checkbox"/> Certificate of Appropriateness (CoA)	<input type="checkbox"/> HARC Review
	<input type="checkbox"/> HPO Review
	<input type="checkbox"/> Minor HPO Review (signage, paint color, changes in color to awning fabric, exterior lighting and mechanical equipment)

Digital Submission Requirements

New applications are only accepted two days 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://udc.georgetown.org/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.

Please Note:

- For projects requiring more than one level of review (HARC and HPO) per the requirements identified in [UDC Table 3.13.010](#), the project may be submitted as one application for the highest level of review.
- All dimensional drawings shall be to scale and include dimensions (height, area, etc.), label, scale, and north arrow.
- All color renderings and samples shall be an accurate representation of the proposed or existing color.

- All renderings provided shall be an accurate representation of the property and any proposed changes.

Application Information

- [Property Owner's Consent Form](#)
- Letter of Intent (see Detailed Information section below)

Plan Review

- Plans, drawings, specifications and other supporting materials of the proposed Project(s) as identified in the Detailed Information section below.

Material(s) Samples

- 1 copy of each material sample (i.e. paint chip samples, wall panel samples, etc.), as specified in the Detailed Information section below. Additional copies of all material samples may be required.

Detailed Information

The **Letter of Intent** shall include:

- A detailed description of the proposed Project(s). For applications with multiple Projects (signage, paint, addition, etc.) include each item being sought as a part of the application using the applicable *Additional Items Required for Submittal* as specified below.
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.13.020.B](#) for HPO Review, or [UDC Section 3.13.030.B-F](#), as applicable, for HARC Review. Provide detailed explanation of the request supports the applicable Downtown and Old Town Design Guidelines.
- Current photos of the site, structure and/or condition.

The **Plan Review** shall include the specific information identified with an "X" in columns A-G below for each Project (Scope of Work) as follows:

Project (Scope of Work) <i>Below is information that is required to be included in the application packet for each project. An "X" in the column at the right indicates that item is required for that project.</i>		Historic Significance	Review Authority	Site Design (Plot) Plan	Architectural Elevations	Specification and Details	Photographs/Renderings	Material(s) Sample	Other Information (Pages 11 and 12)	Fee (per application)
HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
New Construction (Infill Development)										
1	New building construction	All Historic Overlay Districts	HARC	X	X	X		X		\$265
Additions										
2	Addition that creates a new, or adds to an existing street facing facade	Historic Landmark	HARC	X	X	X	X	X		\$265
		Contributing Historic Structure (High and Medium Priority resources as identified on the most recently adopted historic resource survey)								
		Contributing Historic Structure (Low Priority resources as identified on the most recently adopted historic resource survey)	HPO	X	X	X	X	X		\$160
3	Addition of a non-street facing facade	Historic Landmark	HARC	X	X	X	X	X		\$265
		Contributing Historic Structure	HPO	X	X	X	X	X		\$160
4	New addition does not comply with the	Historic Landmark								

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HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
	zoning standards of the historic overlay district	Contributing Historic Structure	HARC	X	X	X	X	X	X	\$265
		Non-Contributing Historic Structure								
5	Awning or canopy	Historic Landmark	HARC							\$265
		Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)		X	X	X	X	X		
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO	X	X	X	X	X	\$160	
		Non-Contributing Historic Structure*								
6	Porch, patio or deck	Historic Landmark								

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HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
		Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)	HARC	X	X	X	X	X		\$265
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO	X	X	X	X	X		\$160
		Non-Contributing Historic Structure*								
Reconstruction, Alterations, Changes										
7	Restoring historic architectural features	Historic Landmark	HPO							\$160
		Contributing Historic Structure*		X	X	X				
8	Replacing a historic architectural feature	Historic Landmark								

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	with a non-historic architectural feature+	Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)	HARC		X	X	X	X		\$265
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO		X	X	X	X		\$160
9	Replacing roof materials with different roof materials+	Historic Landmark	HARC		X	X	X	X		\$265
		Contributing Historic Structure	HPO		X	X	X	X		\$160
10	Modifications to exterior steps, stairways and ramps using in-kind material	Historic Landmark	HPO	X	X	X	X	X		\$160
		Contributing Historic Structure*								
11	Modifications to exterior steps, stairways	Historic Landmark								

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	and ramps	Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)	HARC	X	X	X	X	X		\$265
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO	X	X	X	X	X		\$160
		Non-Contributing Historic Structure*								
12	Paint removal from historic and significant architectural features (back to original condition; does not include repainting)	Historic Landmark Contributing Historic Structure*	HPO		X		X			\$31
13	Changes to paint color on previously painted surfaces (includes repainting or new paint on previously painted surface)	Historic Landmark Contributing Historic Structure*	HPO		X	X	X	X		\$31

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		Non-Contributing Historic Structure*								
14	New paint on unpainted historic and other significant architectural features	Historic Landmark Contributing Historic Structure*	HPO		X	X	X	X		\$31
15	Changes in color to awning fabric	Historic Landmark Contributing Historic Structure* Non-Contributing Historic Structure*	HPO		X	X	X	X		\$31
16	Exterior lighting that is attached to the building or structure	Historic Landmark Contributing Historic Structure* Non-Contributing Historic Structure*	HPO		X	X	X	X		\$31
17	Rooftop HVAC, mechanical or communication equipment that result in no modifications to the building façade	Historic Landmark* Contributing Historic Structure*	HPO		X	X	X			\$31

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		Non-Contributing Historic Structure*								
18	Rooftop HVAC, mechanical or communication equipment that result in modifications to the building façade	Historic Landmark	HARC							
		Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)*		X	X	X		\$265		
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO	X	X	X		\$160		
		Non-Contributing Historic Structure*								
Removal, Demolition or Relocation										
19	Removal of awnings or canopies	Historic Landmark								

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HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
		Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)	HARC		X	X	X			\$265
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO		X	X	X			\$160
20	Removal of exterior non-historic architectural features	Historic Landmark	HPO		X	X	X			\$160
		Contributing Historic Structure*								
21	Removal of exterior siding to unencapsulate historic siding materials	Historic Landmark	HPO		X	X	X			\$160
		Contributing Historic Structure*								
22	Removal, stripping, concealing, or	Historic Landmark								

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	destruction of any historic and architectural feature that is integral to the historic character of the building or structure, or historic overlay district	Contributing Historic Structure* (<i>High and Medium Priority resources as identified on the most recently adopted historic resource survey</i>)*	HARC	X	X	X	X			\$265
		Contributing Historic Structure* (<i>Low Priority resources as identified on the most recently adopted historic resource survey</i>)	HPO	X	X	X	X			\$160
		Non-Contributing Historic Structure*								
23	Demolition of non-historic additions that are made of non-historic materials	Historic Landmark Contributing Historic Structure	HPO	X			X			\$160
24	Demolition of an attached carport, porch, patio or deck	Historic Landmark Contributing Historic Structure*	HARC‡	X			X		X	\$265
25	Demolition of an attached carport, porch,	Historic Landmark								

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HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
	patio or deck made of non-historic materials	Contributing Historic Structure*	HPO	X			X			\$160
26	Reopen enclosed porch, patio or deck to original condition	Historic Landmark	HPO	X	X	X	X			\$160
		Contributing Historic Structure*								
27	Demolition of a street facing façade	Historic Landmark	HARC‡	X	X		X		X	\$265
		Contributing Historic Structure								
28	Demolition that results in the reduction or loss in the total square footage of the existing structure	Historic Landmark	HARC	X	X		X		X	\$265
		High Priority resources identified in the Historic Resource Survey located outline a Historic Overlay District								
		Medium Priority resources identified in the Historic Resource Survey located outline a Historic Overlay District								
29	Relocation of a building or structure on the same lot	Historic Landmark	HPO	X			X			\$160
		Contributing Historic Structure								

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HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
		Non-Contributing Historic Structure								
30	Relocation of a building or structure to a historic overlay district (includes relocation of buildings or structures within the same historic overlay districts)	Historic Landmark	HARC	X			X		X	\$265
		Contributing Historic Structure								
		Non-Contributing Historic Structure								
31	Relocation of a building or structure (located inside the district) to outside of the historic overlay district	Historic Landmark	HARC	X			X		X	\$265
		Contributing Historic Structure								
Signage										
32	Master Sign Plan	All Historic Overlay Districts	HPO	X	X	X	X	X		\$160
33	New signage, to include new signage that is consistent with an approved Master Sign Plan		HPO	X	X	X	X	X		\$31
34	New signage that is inconsistent with an approved Master Sign Plan or applicable guidelines		HARC	X	X	X	X	X		\$265
35	Changes in content or configuration (re-facing) that do not involve changes in sign location, dimensions, lighting or total sign area		HPO	X	X	X	X	X		\$31
36	Amending an approved Master Sign Plan		HPO	X	X	X	X	X		\$160
Fences										
37	New fence, railing or wall that is inconsistent with the overlay district's characteristics and applicable guidelines	All Historic Overlay Districts	HARC	X		X	X	X		\$265

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HARC = Historic and Architectural Review Commission HPO = Historic Preservation Officer				A	B	C	D	E	F	G
Miscellaneous										
38	Building height, setback and FAR modifications pursuant to Section 4.08 of this Code	All Historic Overlay District	HARC	X	X	X	X		X	\$265
39	Renewal of an expired Certificate of Appropriateness	All Historic Overlay Districts	HPO			X				\$160
		Historic Landmark								

*Only applicable to a street facing façade

†Only applicable to fences along a street lot line or located in a street yard

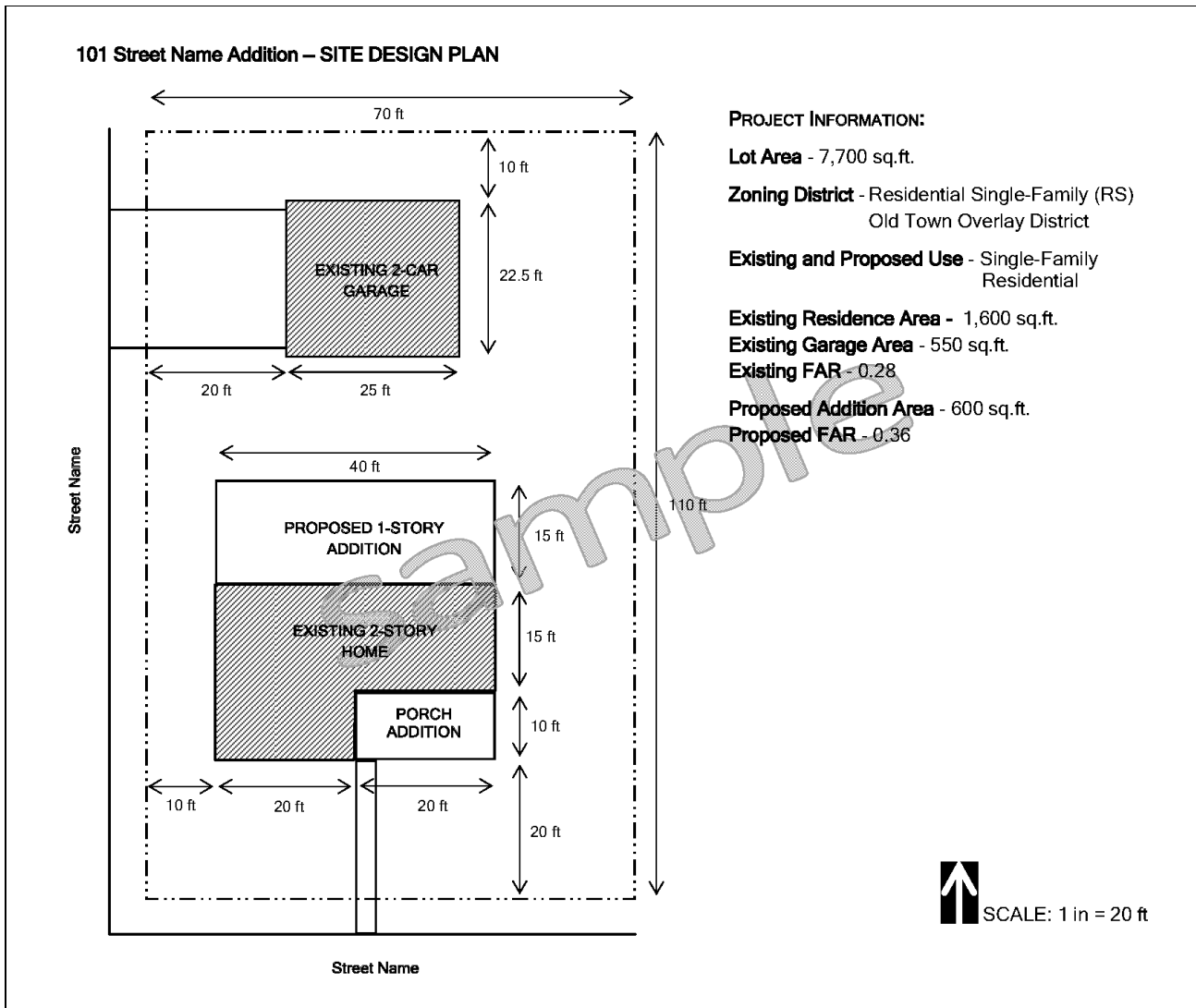
‡CLG demo delay period and Demolition Subcommittee review not applicable

+ Material that is intended to replace a historic material or feature that is either the same or a similar material, and the result will match all visual aspects, including form, color, and workmanship in order to retain the original design of the structure, may be permitted by the identified decision maker for medium and low priority resources.

A. SITE DESIGN (PLOT) PLAN

Site Design or Plot plans must be dated, drawn to scale and have north arrows and directional labels. In addition, Site Plans must include the following information:

- Graphic scale
- Dimensions of the site and all improvements, to include setbacks (existing and proposed) and building separation
- Location of property lines, streets, walkways, parking, driveways, mechanical equipment, fences, and other hardscape features
- Existing and proposed buildings and additions
- Portion(s) of structure to be demolished (if applicable)
- If signage is included, location and dimensions of existing and proposed signage
- If relocation of a building or structure is included, a Site Design Plan showing the new location of the building or structure to be relocated, in addition of the information listed above



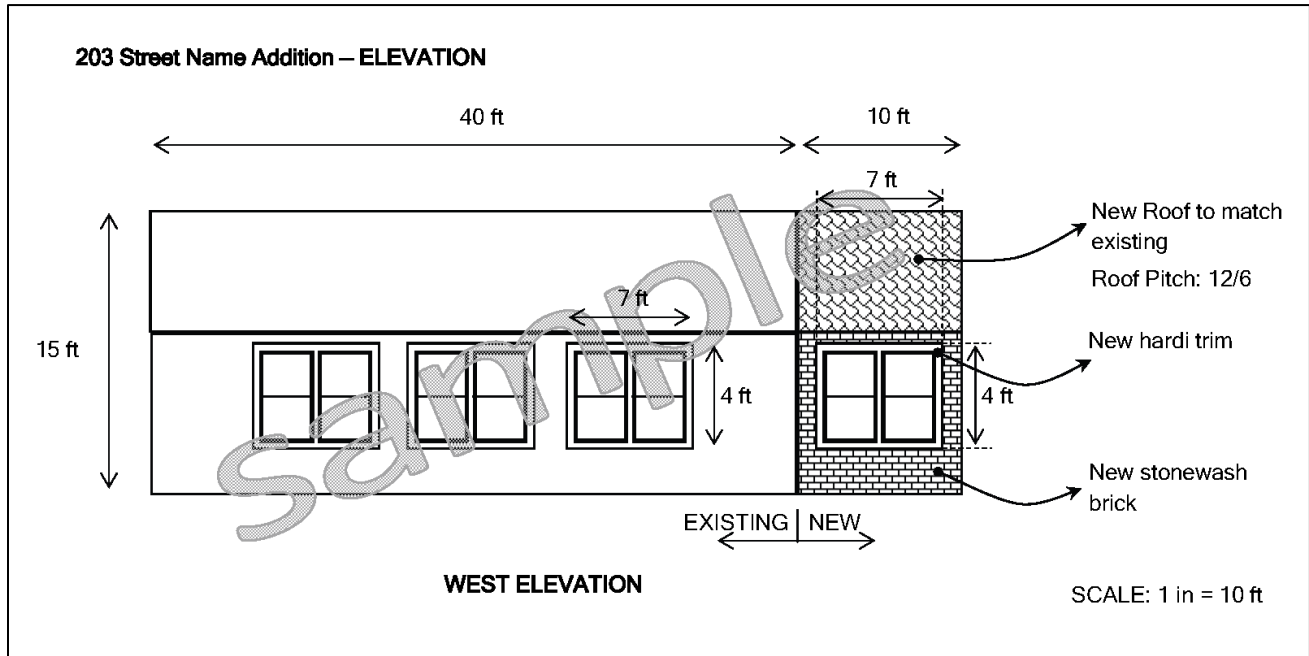
DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on a Site Plan, and does not necessarily show compliance with applicable requirements of the UDC, Downtown and Old Town Design Guidelines, or building codes. For other graphic samples, please refer to the Downtown and Old Town Design Guidelines.

B. ARCHITECTURAL DRAWINGS (ELEVATIONS)

Elevation of each building façade subject to an application must be dated, drawn to scale and have directional labels. In addition, Elevations must include the following information:

- Graphic scale
- Dimensions of the building and architectural features, including overall building height, width and depth of doors, windows and other openings
- Roof pitch
- Existing and proposed materials
- Types of windows, doors and dormers (i.e. aluminum, vinyl, wood, one over one, etc.)

- If signage is included, location and dimensions of existing and proposed signage

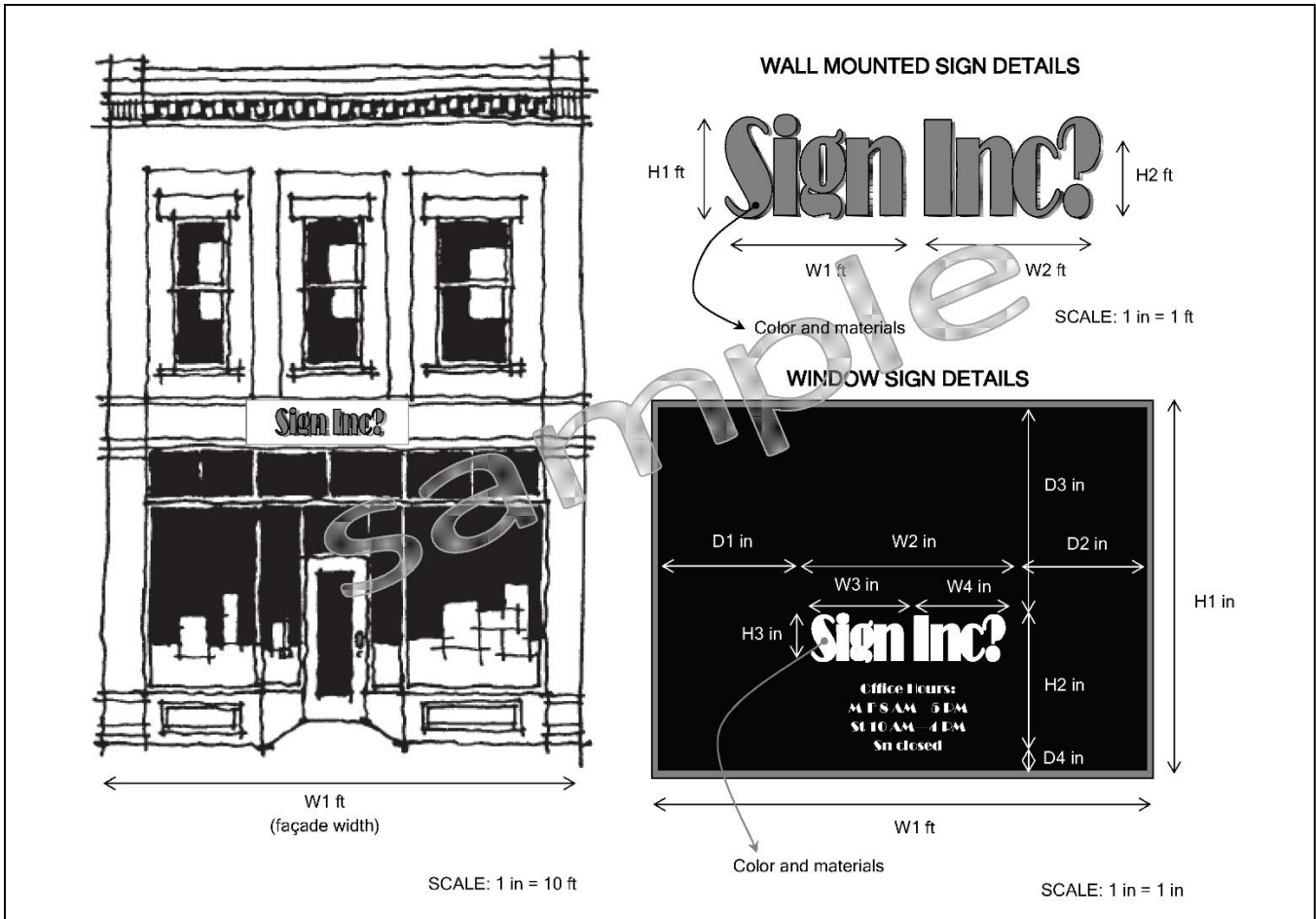


DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on an Elevation, and does not necessarily show compliance with applicable requirements of the UDC, Downtown and Old Town Design Guidelines, or building codes. For other graphic samples, please refer to the Downtown and Old Town Design Guidelines.

C. SPECIFICATIONS AND DETAILS

Specifications and details of architectural features, doors and windows, lighting, signage and other applicable features and improvements must be included in the submittal packet. Details must be dated, drawn to scale and labeled accordingly. All details must include dimensions, materials, type, color, and proposed location.

For proposed replacement and/or installation of windows, doors, dormers, awnings or shutters, please provide a window and door opening schedule. The schedule should consist of a sketch of each floor and/or elevation of the structure with openings clearly defined as existing in terms of quantity, size, style and material corresponding appropriately to a proposed window and door schedule as a result of the requested action.



DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on specifications and details, and does not necessarily show compliance with applicable requirements of the UDC, Downtown and Old Town Design Guidelines, or building codes. For other graphic samples, please refer to the Downtown and Old Town Design Guidelines.

Source: Building Elevation – City of Georgetown Downtown and Old Town Design Guidelines.

D. PHOTOGRAPHS/RENDERINGS

- Photographs of all sides of the structure and site, as well as of the sign structure and all other improvements must be included in the submittal packet. Photographs must be in color and no smaller than 4” by 6”; or
- A three-dimensional sketch or drawing of the Street View or Street Elevation. All renderings provided shall be an accurate representation of the property and any proposed changes.

E. MATERIAL(S) SAMPLES

A minimum of one sample of each material to be used in the proposed scope of work, such as paint color chips or wall panel samples, shall be submitted with the application packet. All color renderings and samples must be an accurate representation of the proposed or existing color and feature. In the event that material samples are not available, photographs or catalog pictures and specifications identifying the proposed material may be submitted. All material samples must be submitted in an 8” by 10” envelope or small container (not to exceed 7-1/2" x 5-1/8" x 14-3/8") with the

name of the project and address written on the top right corner of the envelope or narrow side of the container.

F. OTHER INFORMATION

The following projects (scope of work) must include the following additional information:

Project (Scope of Work)		Additional Information Required
4	New addition does not comply with the zoning standards of the Historic Overlay District	Written statement addressing how the addition complies with the approval criteria for granting a Certificate of Appropriateness, as well as how the addition meets the spirit and intent of the regulations and adopted Design Guidelines.
24	Demolition of an attached carport, porch, patio or deck	<p>In the event the proposed demolition is due to Loss of Significance, supporting documents demonstrating the items listed below shall be required:</p> <ul style="list-style-type: none"> ➤ The building or structure is no longer historically, culturally or architecturally significant, or is no longer contributing to the Historic Overlay District. ➤ The building or structure has undergone significant and irreversible changes, which have caused the building or structure to lose the historic, cultural or architectural significance, qualities or features which qualified the building or structure for such designation. ➤ The building or structure were not caused either directly or indirectly by the owner, and were not due to intentional or negligent destruction, or lack of maintenance rising to the level of a demolition by neglect; and ➤ Demolition of the building or structure will not cause significant adverse effect on the Historic Overlay District or the City’s Historic Resources. <p>In the event the proposed demolition is due to Economic Hardship, supporting documents demonstrating the items listed below shall be required:</p> <ul style="list-style-type: none"> ➤ The property owner cannot take reasonable, practical or viable measures to adaptively use, rehabilitate or restore the building or structure, or make reasonable beneficial use of, or realize a reasonable rate of return on a building or structure unless the building or structure may be demolished or relocated; and ➤ The building of structure cannot be reasonably adapted for any other feasible use, which would result in a reasonable rate of return.
27	Demolition of a street facing façade	
28	Demolition that results in the reduction or loss in the total square footage of the existing structure	
30	Relocation of a building or structure to a Historic Overlay	Detailed description and plans addressing the following:

Project (Scope of Work)		Additional Information Required
	District	<ul style="list-style-type: none"> ➤ The architectural compatibility of the relocated building or structure with adjacent buildings according to the applicable Downtown and Old Town Design Guidelines and UDC standards for new construction. ➤ The proposed siting, setback and other applicable site-specific treatments according to pertinent Downtown and Old Town Design Guidelines and UDC standards of the applicable Historic Overlay District. ➤ Relocation will not damage existing contributing historic buildings or structures, or the character of the Historic Overlay District.
31	Relocation of a building or structure outside of the historic overlay district	Supporting documentation to demonstrate Loss of Significance or Economic Hardship as listed above for demolition.
38	HARC exceptions (building height and setback exceptions only)	<p>In the event of a Building Height Exception, supporting documentation shall include a visual analysis that identifies the following:</p> <ul style="list-style-type: none"> ➤ The extent to which the building would impact views to and from the Courthouse, and to what extent the building will be visible from four directions. ➤ How the building will relate to the context of the surrounding structures and the character of the District. ➤ A summary of the conclusions of the visual analysis as to how the proposed building will impact the District, specifically the immediate surroundings. <p>In the event of a Setback Exception, supporting documentation shall include the following:</p> <ul style="list-style-type: none"> ➤ Aerial of block to demonstrate the contextual arrangement of structures within the block. ➤ Current appraisal records indicating existing structures on site within the past year.

G. FEES

Required fees must be paid to the City at the time of application submittal. Applications that are not accompanied with the appropriate fee will not be accepted by the City. Fees may be paid in person by check (payable to the City of Georgetown) or credit card.

Assessed fees are per application and not per type project (scope of work).

Certificate of Appropriateness Application	Fee
HPO Review - Minor Projects (signage, paint color, changes in color to awning fabric, exterior lighting and mechanical equipment)	\$31
HPO Review, save and except Minor Projects as noted above	\$160
HARC Review	\$265