



# Application Checklist

## Comprehensive Plan Amendment

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Comprehensive Plan Amendment requires review by staff and approval by the City Council, in accordance with [UDC Section 3.04](#). **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 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.

- Application Information**
  - [Property Owner's Consent Form](#)
  - Letter of Intent (see Detailed Information section below)
- Conceptual Plan**
  - Conceptual Plan graphically depicting proposed Land Use category or categories

### Detailed Information

The **Letter of Intent** shall include:

- The need for the proposed change
- A statement indicating if the proposed amendment is concurrent with a rezoning or other development application. If not, please explain.
- If the subject property is outside the city limits, a statement indicating if the proposed amendment is

## Detailed Information

accompanied by a petition for annexation. If not, please explain.

- A description of changing or unforeseen circumstances/emergence of new information that supports the proposed amendment
- Which Vision Statements and/or Goals, Policies, and Actions the proposed change would be implementing, and why the 2030 Future Land Use designation/OTP does not meet the vision or goals. A copy of the 2030 Comprehensive Plan may be viewed online at [2030.georgetown.org](http://2030.georgetown.org).
- Explanation as to how the request meets the Approval Criteria outlined in [UDC Section 3.04.030](#)
  - The City Council shall consider the following approval criteria in an analysis of immediate needs and consideration of the long-term effects.
    - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action
    - The Amendment promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City.
  - In considering Amendments to the Plan, the City should be guided by the following:
    - The need for the proposed change;
    - The effect of the proposed change on the need for City services and facilities;
    - The compatibility of the proposed change with the existing uses and development patterns of nearby property and with the character of the neighborhood; and
    - The implications, if any, that the amendment may have for other parts of the Plan.