



# Application Checklist

## Zoning Map Amendment (Rezoning)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Zoning Map Amendment (Rezoning) requires review by staff and approval by the City Council, in accordance with [UDC Section 3.06](#). **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)
- Property Survey**
  - Location Map of property to be rezoned, delineating proposed district boundaries
  - Field Notes: A legal description of the property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2" x 11" sketch of the property boundaries (field notes are only required if proposed zoning district boundary is not a platted lot)
- Supporting Documents** (Historic Overlay District only)
  - Supporting Documents that describe the historic, architectural and/or cultural significance of the building(s), structure(s), site or area (see Detailed Information section)

## Detailed Information

The **Letter of Intent** shall include:

- Existing and proposed zoning districts
- Future Land Use Designation (see Interactive FLU map at [maps.georgetown.org](http://maps.georgetown.org))
- Acreage of property to be rezoned
- Justification and explanation of how the proposal is in compliance with the City's [2030 Comprehensive Plan](#). Cite the goals and policies of the 2030 Plan that will be met by the proposal.
- Explanation of how roads and utilities will serve the property (**not applicable for Historic Overlay District**)
- If existing structures or features of property will be utilized, provide a Conceptual Site Layout exemplifying how the structures will meet all applicable development standards of the proposed zoning district (i.e. legal nonconformities per [UDC Chapter 14](#) will not be created)
- Explanation as to how the request meets the approval criteria outlined in UDC Sections [3.06.030](#) (Rezoning), [3.06.050](#) (Overlay Districts), and [3.06.060](#) (Historic Overlay Districts), as applicable.

The **Supporting Documents** shall include (Historic Overlay District only):

- Detailed description of the building, structure or site, including one or more of the following:
  - Unique role in the development, heritage or cultural characteristics of the city, county, state or nation.
  - Occurrence of a notable historical event.
  - Identification of person(s) who have contributed notably to the culture and development of the city, county, state, or nation.
  - Distinctive elements of architectural design, detail material, or craftsmanship, or the related distinctiveness of a craftsman, master builder or architect, or a style or innovation, including but not limited to:
    - Scale of buildings and structures typical of the area;
    - Architectural style of the buildings and structures;
    - Architectural period of the buildings and structures;
    - Building materials typical of the area;
    - Colors and textures used in the buildings and structures typical of the area;
    - Typical relationships of buildings in the area to the street;
    - Setbacks and other physical patterns of buildings in the area; or
    - Typical patterns of rooflines, or porch and entrance treatments of buildings in the area.
  - Archaeological value that have been produced or can be expected to yield information affecting knowledge of history or prehistory (based on physical evidence).
- Aerial map with street names and addresses showing the location of all structures, sites or area.
- Photographs of all structures, sites or area from each street frontage