



# Application Checklist

## Subdivision Plat Vacation

This Checklist is intended to provide the information and data needed to constitute a complete application. A request to vacate a recorded Plat requires review by staff, in accordance with [UDC Section 3.08.080.H](#). **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://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](#)

A letter of intent explaining the impact that vacating the subject property would have on proposed development, utility easements, and rights-of-way.

#### *Plat Vacation Document*

Signed and notarized copy of the Plat Vacation Document form. This form must be signed by all property owners within the original subdivision to be vacated or partially vacated.

#### *Supporting Documents*

Copy of the recorded subdivision plat to be vacated.

A copy of the [Utility Provider's Consent form](#) to certify they have no objection to the vacation of the plat and its implications on their utilities.