



Application Checklist

Letter of Regulatory Compliance Zoning Verification Letter

A Letter of Regulatory Compliance is a document provided by the City acknowledging: 1) whether a plat is required for the tract of land or proposed division of land, or whether an exemption to platting under the UDC applies; or 2) verification of the current zoning and/or use of a property. This checklist is meant to be a guide to help you prepare an application for a Zoning Verification Letter. Please see the Letter of Regulatory Compliance Plat Certification checklist if you are requesting a letter to verify if a property is exempt from the requirement to plat. The Letter of Regulatory Compliance process does not make claims as to ownership, title or boundary locations. A separate request form and fee is required for each property. **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"/> Letter of Regulatory Compliance (LTR)	<input type="checkbox"/> Zoning Verification Letter (may also indicate if a specific use is allowed in the applicable zoning district)

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**
 - Letter of Intent (see Detailed Information section below)

- A location map, plat, or tax map with the property boundaries clearly delineated

Detailed Information

The **Letter of Intent** shall include:

- The legal description and address/general location of the property
- A statement requesting verification of the current zoning district designation or use of a property
- A request to verify if a specific use is permitted in the current zoning district of a property. For inquiries about whether or not a specific use is permitted on a property or specific zoning district please include the following information:
 - The name of the specific use(s) as listed in the Permitted Use Table(s) in [UDC Chapter 5*](#), or
 - If the use(s) is not identified in the Permitted Use Table(s), additional information describing the nature and operation of the proposed use(s).

*Descriptions of each use can be found in [UDC Chapter 16 – Definitions](#)