



# Application Checklist

## Special Exception

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Special Exception requires review by staff and approval by the Zoning Board of Adjustments, in accordance with [UDC Section 3.15](#). **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 (See Detailed Information Section below)

### Detailed Information

The **Letter of Intent** shall include:

- Description of the exception being requested.
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.15.040](#)

## Detailed Information

The **Conceptual Plan** shall include:

- North arrow and Scale (use a scale adequate to show all information clearly)
- Site Data: street address, site acreage, zoning district
- Property boundaries with dimensions
- Adjacent streets (labeled) and sidewalks
- Existing and proposed driveways, dimensioned (include driveways on adjacent lots and across the street)
- Existing and proposed buildings and structures on the site: include gross floor area, dimensions, and height of each building and show dimensions to existing property lines (make sure to differentiate between existing and proposed buildings)
- Existing and proposed parking spaces: list total required and total provided, indicate if existing or proposed
- Existing trees, label species and size (diameter-at-breast-height)
- Landscaping, including buffering and screening
- Other building/site features: outdoor refuse containers, fencing (label height and materials), lighting, and signage Boundaries of any easements, floodplain, and/or utilities on site (label all)
- Any additional information determined necessary for the particular Special Exception request.