



# Application Checklist

## Unified Development Code (UDC) Text Amendment

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a UDC Text Amendment requires review by staff and approval by the City Council, in accordance with [UDC Section 3.05](#). **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**
  - Letter of Intent (see Detailed Information section below)
- Supporting Documents**
  - Redline document depicting the existing and proposed revisions to the Unified Development Code (UDC). Added/new language shall be depicted as underline; deleted language shall be depicted as ~~strikethrough~~.

### Detailed Information

The **Letter of Intent** shall include:

- Reasoning for UDC text amendment
- 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 as to how the request meets the approval criteria outlined in [UDC Section 3.05.050](#)
  - Promotes the health, safety or general welfare of the City and the safe, orderly, and healthful development of the City;
  - Is consistent with the Comprehensive Plan;
  - Is necessary to address conditions that have changed in the City;

### Detailed Information

- Would positively or negatively impact the environment or community; and
- Is in conformance with other applicable Sections of the City Code.