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PURPOSE

Welcome to the City of Georgetown Development Process! This Development Manual is adopted as an integral component of the Unified Development Code (UDC) under UDC Section 1.11. The manual is intended to provide applicants with information and forms necessary to submit a complete application required of the UDC.

There are other regulations/publications in addition to the UDC and this Development Manual that may need to be referenced while preparing your application. These include, but are not limited to:

- **2030 Comprehensive Plan**
  - Land Use Element
  - Williams Drive Gateway Plan
  - Overall Transportation Plan
  - Downtown Master Plan
  - Gateways & Image Corridors

- **Utility Master Plan**
- **Parks, Recreation, and Trails Master Plan**
- **Housing Element**
- **Construction Specifications and Standards Manual**
- **Drainage Criteria Manual**
- **Historic District Design Guidelines**

Please keep in mind that the UDC Development Manual is designed to assist you in preparing your application. If anything in this manual is in conflict with any code, regulation or other legal requirement, the other requirement supersedes this manual.

Please contact the Planning Department if you have any questions regarding this Development Manual or the development process.
GENERAL INFORMATION

What is the Unified Development Code (UDC)?

The Unified Development Code (UDC) is the primary tool used to regulate land development in Georgetown. The Code was adopted to promote the public health, safety and general welfare of its citizens, and to regulate the safe, orderly and healthful development of the City and the Extraterritorial Jurisdiction (ETJ). The Code was originally adopted in 2003 and contains zoning and subdivision regulations along with related development standards. The UDC adheres to a regular review of its provisions to ensure its compatibility with the 2030 Comprehensive Plan and current building and development patterns.

All regulations in the UDC apply to land within the Georgetown City Limits. Land within Georgetown's Extraterritorial Jurisdiction (ETJ) are subject to the subdivision, tree preservation, signage, environmental protection (impervious cover, stormwater, water quality, etc.), and public improvements (utilities and parks).

Click here to view the Unified Development Code (UDC).

Interactive Mapping

The City of Georgetown has created a database of interactive maps to allow the exploration of the City's collection of property data. They are easy to use and provide a wealth of information.

The maps include:

- Planning (Zoning, Future Land Use, Thoroughfare Plan, Water/Wastewater Lines)
- Future Land Use and Overall Transportation Plan
- Georgetown Utility Information
- Edwards Aquifer Recharge Zones
- FEMA Flood Zones
- City Limits & Extra-Territorial Jurisdiction
- Historic Properties
- Parks and Trails
- City Council Districts
- Georgetown Fire Services

Zoning Verification

The Planning Department’s website contains a tool to quickly look up zoning information for a specific address. Visit https://planning.georgetown.org/ and scroll to the bottom left of the page.
Overview of the Development Review Process

After talking with a Planner or having a Pre-Application Meeting, apply through MyGovernmentOnline. Development application types can be found here. Applications are only processed on set application submittal days. Applications will be considered incomplete if required information is missing and/or payment is made after noon (12pm) on the Friday following the submittal date and will not be reviewed until a complete application is received. Missing required documents/payment may only be submitted on the application submittal date.

The technical review and approval process is dependent on the application type. Please refer to page 12 for the various timelines for technical review.

- Ordinance is signed;
- Plat is recorded;
- Site Development Plan is approved/accepted;
- Building Permit is issued; or
- CO is issued
Application Types
The following are applications accepted by the Planning Department. Each application type listed below is hyperlinked to information about the application and the required documents. For more information regarding applications, please refer to Chapter 3 – Applications and Permits of the UDC.

Annexation and Special Agreements
- Annexation
- Development Agreement
- Special Purpose Districts (MUDs, PID, FWDs – please also see this site for more info.)

Zoning and Future Land Use
- Comprehensive Plan Amendment
- Zoning Map Amendment (Rezoning)
- Planned Unit Development (PUD)
- Special Use Permit (SUP)

Subdivision and Platting
- Subdivision Plat (Preliminary Plat, Final Plat, Minor Plat, Replat)
- Subdivision Variance
- Construction Plans, Subdivision (Infrastructure)
- Driveway Access Permit

Historic
- Certificate of Appropriateness (COA)
- Historic Landmark Designation

Site Development
- Site Development Plan
- Zoning Variance
- Stormwater Permit

Miscellaneous Types
- Abandonment
• Administrative Exception
• Appeal
• Letter of Regulatory Compliance
• License to Encroach
• Traffic Impact Analysis (TIA)
• Special Exception
• Heritage Tree Removal or Pruning Permit
Review Authority

The Application Review Authority chart outlines the review authority for each application type. Below is a summary of the governing bodies that participate in the review and approval of development-related applications.

City Council

The City of Georgetown City Council is composed of a Mayor, elected at large, and seven Councilmembers elected from individual single-member districts. Georgetown is a Home Rule City, meaning that the Council is free to enact local legislation, adopt budgets, and determine policies subject only to the limitations imposed by the State Constitution and the City Charter. Learn more about the City Council here.

Planning & Zoning Commission (P&Z)

The P&Z is an appointed Commission assigned the task of reviewing various types of development-related applications, providing recommendations on land use changes to the City Council, and final approval of subdivision-related applications.

Historic Architectural Review Commission (HARC)

This Commission makes recommendations to City Council on the designation of historic sites or districts, acts and assists the City Council in formulating design guidelines and other supplemental materials relevant to the historic preservation or design review and takes action on Certificates of Appropriateness. Additionally, the Commission renders advice and guidance upon the request of property owners or occupants on new construction or the restoration, alteration or maintenance of any historic resource or other building within the District.

Zoning Board of Adjustments (ZBA)

The ZBA is a board appointed to hear and grant requests for variances from the zoning standards of the UDC. This Board also makes decisions regarding requests for special exceptions from the UDC standards and considers applicant appeals of administrative decisions. This is a quasi-judicial board and any appeal of its decision must be taken to a court of law.

Unified Development Code Advisory Committee (UDCAC)

The UDCAC is a seven-member board to review proposed or request amendments to the UDC. The Committee makes recommendations to the P&Z and City Council.

Click here to view the Boards & Commissions website.
PREPARING, SUBMITTING, AND TRACKING AN APPLICATION

Preparing an application: Optional Pre-Application Meeting

Prior to the submission of an application, a Pre-Application Meeting between the applicant and City staff is highly encouraged. At this meeting staff will explain the process, note the relevant codes and ordinances applicable to the proposed project, and answer any questions. Staff will provide comments based on the information provided at the meeting but cannot guarantee approval of any development permit or application.

Pre-Application Meetings may be combined when an applicant will be making simultaneous applications for the same project.

How to Request a Pre-Application Meeting:

- Fill out the Pre-Application Meeting request form and attach required documents (PDFs only please).
- A Planning Specialist will send an invite with the next available date and time.
- These meetings are held every week on Wednesday mornings. Staff’s goal is to schedule the Pre-Application meeting within three weeks.

Click here to submit Pre-Application Meeting Request.
Submitting and tracking an application: MyGovernmentOnline

The City of Georgetown utilizes a paperless system called MyGovernmentOnline (aka MyPermitNow) for the intake and review of development applications. **Hard copies of applications or emailed documents will not be accepted.**

MyGovernmentOnline is the City's development application tracking software that is designed to streamline application submittal and review of development plans and permits. This web-based system is currently active for all applications through the Planning Department, as well as all permits and inspections through the Inspections Services Department.

MyGovernmentOnline will allow those seeking building and development-related approvals to **track the progress** of their application from submittal to approval to inspection. Features include digital submission, digital review of staff comments, online payment, and online information about pending application.

The City of Georgetown Planning Department has created a **User Guide** to guide and help you use MyGovernmentOnline, including creating your account, submitting applications online, tracking the status and progress of you application, paying fees online and so much more.

**For assistance with MyGovernmentOnline - www.mygovernmentonline.org tech support, creating account, associating files, and paying online – please call their customer service number 1-866-957-3764.**

**Click here to download the MyGovernmentOnline User Guide**

**Click here to access MyGovernmentOnline**
Application Submittal Calendar

All new applications and resubmittals are accepted on the dates in blue. Only new land use related applications may be accepted on the dates in black.

**All submittals must be uploaded NO LATER than 12:01 AM on the application day.**

The P&Z dates are only for complete applications subject to HB 3167. All other applications considered by the P&Z will be scheduled when all comments have been cleared.

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**2023 APPLICATION DEADLINE DATES/TIMES**

<table>
<thead>
<tr>
<th>Land Use-related Applications:</th>
<th>Zoning Map Amendment (Rezoning)</th>
<th>Subdivision-related Applications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandonment</td>
<td></td>
<td>Construction Plans, Subdivision</td>
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<tr>
<td>Administrative Exception</td>
<td></td>
<td>Infrastructure</td>
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<tr>
<td>Annexation (Voluntary)</td>
<td></td>
<td>Driveway Access Permit</td>
</tr>
<tr>
<td>Appeal</td>
<td></td>
<td>Heritage Tree Removal and Planting</td>
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<tr>
<td>Certificate of Appropriateness (COA)</td>
<td></td>
<td>Site Development Plan (SDP)</td>
</tr>
<tr>
<td>Comprehensive Plan Amendment</td>
<td></td>
<td>Stormwater Permit</td>
</tr>
<tr>
<td>Development Agreement</td>
<td></td>
<td>Subdivision Plates (Preliminary Plans, Final Plans, Septic, etc.)</td>
</tr>
<tr>
<td>Historic Landmark Designation</td>
<td></td>
<td>Subdivision Plat Vacation</td>
</tr>
<tr>
<td>License to Encroach</td>
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<td>Subdivision Variance</td>
</tr>
<tr>
<td>Planned Unit Development (PUD)</td>
<td></td>
<td>Traffic Impact Analysis (TIA)</td>
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<tr>
<td>Special Exception</td>
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<tr>
<td>Special Purpose Districts (MUDs)</td>
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<tr>
<td>Special Use Permit (SUP)</td>
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<tr>
<td>UDRC Text Amendment</td>
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</tr>
</tbody>
</table>

**All new land use and subdivision related applications may be submitted on the dates listed in blue. Only new land use related applications may be submitted on or after the dates listed below.**

**P&Z Meeting**

<table>
<thead>
<tr>
<th>New Applications@ 12:01AM</th>
<th>All Resubmittals@ 12:01AM</th>
<th>P&amp;Z Meeting**</th>
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</thead>
<tbody>
<tr>
<td>Land Use only</td>
<td>Dec 5, 2022</td>
<td>Jan 3, 2023</td>
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<td>Land Use &amp; Subdivision</td>
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<td>Land Use only</td>
<td>Jan 9</td>
<td>Feb 7</td>
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<td>Jan 23</td>
<td>Feb 21</td>
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<td>Feb 6</td>
<td>Mar 7</td>
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<td>Feb 21 (Tue)</td>
<td>Mar 25</td>
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<td>Mar 6</td>
<td>Apr 4</td>
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<td>Mar 20</td>
<td>Apr 18</td>
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<td>May 22</td>
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<td>Jun 19</td>
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<td>Jun 20 (Tue)****</td>
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<td>Land Use &amp; Subdivision</td>
<td>Jun 20 (Tue)****</td>
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<td>Jul 5</td>
<td>Jul 18</td>
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<td>Jul 17</td>
<td>Aug 15</td>
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<tr>
<td>Land Use &amp; Subdivision</td>
<td>Jul 17</td>
<td>Aug 15</td>
</tr>
<tr>
<td>Land Use only</td>
<td>Aug 7</td>
<td>Sep 5</td>
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<tr>
<td>Land Use &amp; Subdivision</td>
<td>Aug 21</td>
<td>Sep 19</td>
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<tr>
<td>Land Use only</td>
<td>Sep 5 (Tue)</td>
<td>Oct 3</td>
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<tr>
<td>Land Use &amp; Subdivision</td>
<td>Sep 18</td>
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<tr>
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<td>Oct 9</td>
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<tr>
<td>Land Use &amp; Subdivision</td>
<td>Oct 23</td>
<td>Nov 21</td>
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<td>Nov 20</td>
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<tr>
<td>Land Use &amp; Subdivision</td>
<td>Nov 20</td>
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</tr>
<tr>
<td>Land Use only</td>
<td>Nov 20</td>
<td>Dec 18</td>
</tr>
<tr>
<td>Land Use &amp; Subdivision</td>
<td>Dec 4</td>
<td>Dec 19</td>
</tr>
<tr>
<td>Land Use only</td>
<td>Dec 18</td>
<td>Jan 2, 2024</td>
</tr>
</tbody>
</table>

**P&Z Meeting Cancelled on July 4th Due to City Observed 4th of July Holiday**

**June 20th Submittals are reserved for the Submittals of Shot Clock Waiver Projects ONLY**
Application Review and Approval Process (Subdivision Related Applications)

PLEASE NOTE: The following review and approval process only applies to the following application types:

- All plats (including Plat Vacation)
- Construction Plans
- Driveway Permits
- Heritage Tree Removal and Pruning Permits
- Site Development Plans
- Stormwater Permits
- Subdivision Variances
- Traffic Impact Analysis

Completeness Review

After the application window closes, staff will send an invoice requesting payment and begin the completeness review. Applications will be considered incomplete if required information is missing and/or payment is made after noon (12pm) on the Friday following the submittal date and will not be reviewed until a complete application is received. Missing required documents/payment may only be submitted (through a resubmittal) by the next applicable application submittal date. Missing information cannot be resubmitted during the completeness review period.

Each application has an associated Application Checklist that outlines everything needed for a complete application. Please refer to page 16 for the types of applications and the associated checklists.

Technical Review

After an application has been deemed complete, staff will begin the technical review. The case manager will coordinate with all technical reviewers and compile comments. The case manager will schedule the application for the next available Planning & Zoning Commission (P&Z) meeting (within 30 days for new applications and within 15 days for resubmittals). Staff’s comments will be posted with the agenda the Friday prior to the P&Z meeting at https://georgetown.org/agendas/.

Please note that when you submit an application with a Shot Clock Waiver, you are removing the requirement for your application to be heard by P&Z until such time as either:

- The applicant withdrew the waiver, and re-entered the “Shot Clock” process; or,
- The applicant has resolved all staff comments and was recommended for approval.
P&Z Action

All new applications must receive P&Z action within 30 days and all resubmittals must receive P&Z action within 15 days (Exception: Shot Clock Waived Applications)

The P&Z can take the following actions:

- Approval
- Approval with Conditions – This does not mean start work/construction. Applicant must resubmit to verify that conditions have been met and P&Z must issue final approval.
- Denial (with explanation) – The applicant must resubmit (only on a resubmittal date) and adequately address the comments.

Application Review and Approval Process (Land Use and Zoning-Related Applications)

PLEASE NOTE: The following review and approval process only applies to the following application types:

- Abandonment
- Administrative Exception
- Annexation
- Appeal
- Certificate of Appropriateness
- Comprehensive Plan Amendment
- Development Agreement
- Historic Landmark Designation
- License to Encroach
- Letter of Regulatory Compliance
- Municipal Utility District (and other Special Districts)
- Planned Unit Development
- Zoning Map Amendment (Rezoning)
- Special Exception
- Special Use Permit
- UDC Text Amendment
- Zoning Variance

Completeness Review

After the application window closes, staff will send an invoice requesting payment and begin the completeness review. Applications will be considered incomplete if required information is missing and/or payment is made after noon (12pm) on the Friday following the submittal date and will not be reviewed until a complete application is received. Missing required documents/payment may only be submitted on the application submittal date. Missing information cannot be resubmitted during the completeness review period.
Each application has an associated Application Checklist that outlines everything needed for a complete application. Please refer to page 16 for the types of applications and the associated checklists.

**Technical Review**

The case manager will coordinate the review with all applicable City departments. Below is the review timeline for most land use and zoning-related application types (including Certificate of Appropriateness – HARC/HPO):

- 1st Round: 4 weeks or 20 business days
- 2nd Round: 3 weeks or 15 business days
- 3rd Round: 2 weeks or 10 business days
- Subsequent rounds (if needed): 2 weeks or 10 working days

Below is the review timeline for Planned Unit Developments, Special Use Permits, and Mixed Use Rezonings:

- 1st Round: 5 weeks or 25 business days
- 2nd Round: 4 weeks or 20 business days
- 3rd Round: 3 weeks or 15 business days
- Subsequent rounds (if needed): 2 weeks or 10 working days
- Subsequent rounds (if needed): 2 weeks or 10 working days

Below is the review timeline for Certificate of Appropriateness (HPO Minor - Signs):

- All Rounds: 2 weeks or 10 business days

**Final Action**

Applications are subject to the review and approval authority outlined in the Application Review Authority chart. Once the case manager has cleared all technical comments, the application will be scheduled for the applicable Board or Commission or taken before the Director for final approval.
APPLICATION TYPES

Each application type has an associated checklist to help the applicant prepare the application, including required documents and information. Utilizing the checklists will help the applicant ensure a complete and accurate submittal, which will result in fewer delays and a timelier review of the application.

Application Fees

Each application type also has an associated fee, as outlined in the Application Fee Schedule. Each fee is listed with the application types below. When calculating fees, all fractions of an acre will be rounded up to the next acre. A per lot calculation includes the total number of lots being created in a subdivision (not just buildable lots, but open space, drainage, etc.).

Public Notification Requirements

Per State Law and the City's UDC, many application types require public notification and/or a public hearing. The Public Notification Requirements chart outlines the application types that require notification and the type of notification required.

Abandonment

A request for the sale, vacation, or abandonment of city-owned land, public streets, alleys, easements or right-of-way, or portion thereof.

Code of Ordinances: Chapter 12.10

Items Required for Application:

- Application Fee
- All Required Documents from the Abandonment Checklist
- Abandonment Form
- Utility Providers' Acknowledgement Form
- Property Owner Abandonment Form
- Property Owner's Consent Form

Administrative Exception

A request for a numerical adjustment or to consider alternative design schemes for particular development standards in the UDC.

UDC Reference: Section 3.16

Items Required for Application:

- Application Fee
- All Required Documents from the Administrative Exception Checklist
- Property Owner’s Consent Form

## Annexation

A request for property to be voluntarily brought into, or removed from, the city limits.

**UDC Reference:** Section 3.25

**Items Required for Application:**

- Application Fee
- All Required Documents from the Annexation Checklist
- Property Owner’s Consent Form

## Appeal

A request for an appeal to the Zoning Board of Adjustments of an administrative decision, or to City Council of a decision made by the Historic and Architectural Review Commission.

**Sub-Application Types:**

- Administrative Action/Decision
- Appeal of a Board Action/Decision

**UDC Reference:** Sections 3.14 and 3.13.080

**Items Required for Application:**

- Application Fee
- All Required Documents from the Appeal Checklist
- Property Owner’s Consent Form

## Certificate of Appropriateness (COA)

A request for new construction or any modifications to existing structures that are within the City’s historic districts.

**Sub-Application Types:**

- HARC Review
- HPO Review
• Minor HPO Review (signage, paint color, changes in color to awning fabric, exterior lighting and mechanical equipment)

**UDC Reference:** [Section 3.13](#)

**Items Required for Application:**

- [Application Fee](#)
- All Required Documents from the [COA Checklist](#)
- [Property Owner’s Consent Form](#)

---

**Comprehensive Plan Amendment**

A request to amend the Comprehensive Plan, including the Future Land Use Map and Overall Transportation Plan.

**UDC Reference:** [Section 3.04](#)

**Items Required for Application:**

- [Application Fee](#)
- All Required Documents from the [Comprehensive Plan Amendment Checklist](#)
- [Property Owner’s Consent Form](#)

---

**Construction Plans, Subdivision (Infrastructure)**

A request for review and approval of construction plans relating to the subdivision of land and that conform to the City’s [Construction Specifications and Standards Manual](#).

**Sub-Application Types:**

- Construction Plans, Subdivision (Infrastructure)
- Construction Plans (Approved), Major Revision

**UDC Reference:** [Section 3.08.100](#)

**Items Required for Application:**

- [Application Fee](#)
- All Required Documents from the [Construction Plans Checklist](#)
- [Property Owner’s Consent Form](#)
**Development Agreement**

A request to modify or delay certain requirements of the Unified Development Code (UDC) and/or City Code of Ordinances for a new development.

**Sub-Application Types:**
- Development Agreement
- Development Agreement Amendment

**UDC Reference:** Section 3.20

**Items Required for Application:**
- Application Fee
- All Required Documents from the Development Agreement Checklist
- Property Owner’s Consent Form

**Driveway Access Permit**

A request for approval of a new driveway or change in existing driveway.

**Sub-Application Types:**
- Driveway Access Permit, Agricultural
- Driveway Access Permit, Residential
- Driveway Access Permit, Non-Residential

**UDC Reference:** Section 3.19

**Items Required for Application:**
- Application Fee
- All Required Documents from the Driveway Access Permit Checklist
- Property Owner’s Consent Form

**Heritage Tree Removal or Pruning Permit**

A request for approval of a new driveway or change in existing driveway.

**UDC Reference:** Section 3.23 (Removal Permit) and Section 3.24 (Pruning Permit)

**Items Required for Application:**
• Application Fee
• All Required Documents from the Heritage Tree Removal or Pruning Permit Checklist
• Property Owner’s Consent Form

**Historic Landmark Designation**

A request to change the historic designation of a building, structure, or site.

**UDC Reference:** [Section 3.06.070](#)

**Items Required for Application:**

• Application Fee
• All Required Documents from the Historic Landmark Designation Checklist
• Property Owner’s Consent Form

**License to Encroach**

A request for an agreement to encroach on public streets, roadways, sidewalks, rights-of-way, or easements.

**Sub-Application Types:**

• License to encroach into an easement
• License to encroach into a right-of-way

**UDC Reference:** More information can be found in [Section 3.21](#) of the UDC. Information can also be found at realestate.georgetown.org or realestate@georgetown.org.

**Items Required for Application:**

• Application Fee
• All Required Documents from the License to Encroach Checklist
• Property Owner’s Consent Form
• Utility Providers’ Acknowledgement Form

**Letter of Regulatory Compliance**

A request for a letter from 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 of a property.

**Sub-Application Types:**
• Plat Certification Letter
• Zoning Verification Letter (may also indicate if a specific use is allowed in the applicable zoning district)

**Plat Certification Letter**
A request for a letter from the City to determine compliance with the subdivision provisions of the UDC.

**UDC Reference:** Section 3.08.030

**Items Required for Application:**
- Application Fee
- All Required Documents from the Letter of Regulatory Compliance Checklist

**Zoning Verification Letter**
A request for a letter from the City to verify the zoning designations on a specific property.

**UDC Reference:** Section 3.10

**Items Needed for Application:**
- Application Fee
- All Required Documents from the Letter of Regulatory Compliance Checklist

**Planned Unit Development (PUD)**
A request for approval of creation of a PUD, which creates a unique zoning district specifically for one property.

**Sub-Application Types:**
- Planned Unit Development
- Planned Unit Development Amendment, Major
- Planned Unit Development Amendment, Minor
UDC Reference: Section 4.06 & Section 3.06.040

Items Required for Application:

- Application Fee
- All Required Documents from the PUD Checklist
- Property Owner’s Consent Form

Site Development Plan

A request for review and approval of site development plans prior to construction, expansion, or removal of improvements to a property.

Sub-Application Types:

- Site Development Plan
- Site Development Plan Amendment
- Site Development Plan, Minor

UDC Reference: Section 3.09

Items Required for Application:

- Application Fee
- All Required Documents from the Site Development Plan Checklist
- Property Owner’s Consent Form

Helpful Items:

- Approved Plant List
- Plant Schedule Template
- Non-Residential Landscape Calculations
- Landscape Summary Table
- Tree Schedule Template
- Tree Mitigation Summary

Special Purpose Districts

A request for the creation of a special district (MUD, WCID, FWSD), in accordance with State Law, to provide utilities and allow development.

UDC Reference: Section 13.10 & Section 3.26

Items Required for Application:

- Application Fee
• All Required Documents from the Special Purpose Districts Checklist
• Property Owner’s Consent Form

Special Exception

A request for the Zoning Board of Adjustments (ZBA) to hear and decide special exceptions to the terms of the Unified Development Code (UDC) when the UDC requires the ZBA to do so.

UDC Reference: Section 3.15

Items Required for Application:

• Application Fee
• All Required Documents from the Special Exception Checklist
• Property Owner’s Consent Form

Special Use Permit (SUP)

A request for approval of a specific use within an established zoning district.

UDC Reference: Section 3.07

Items Required for Application:

• Application Fee
• All Required Documents from the SUP Checklist
• Property Owner’s Consent Form

Stormwater Permit

A request for review and approval of certain development types in the Extraterritorial Jurisdiction (ETJ) to ensure conformance with stormwater management provisions.

Sub-Application Types:

• Stormwater Permit
• Stormwater Permit Revision, Major

UDC Reference: Section 3.17

Items Required for Application:
• Application Fee
• All Required Documents from the Stormwater Permit Checklist
• Property Owner’s Consent Form

Subdivision Plat
A request for approval of a plat to subdivide or re-subdivide land within the City or the Extraterritorial Jurisdiction (ETJ).

Types of Subdivision Plats include:
• Preliminary Plats
• Recording Plats
  • Final Plats
  • Minor Plats
  • Amending Plats
  • Replats
• Preliminary-Final Plats

Preliminary Plats Sub-Application Types:
• Preliminary Plat
• Preliminary Plat Amendment
• Preliminary Plat Minor Revision
• Preliminary Plat Major Revision

Final Plats Sub-Application Types:
• Amending Plat
• Final Plat
• Minor Plat
• Replat

UDC Reference: Section 3.08

Items Required for Application:
• Application Fee
• All Required Documents from the Subdivision Plat Checklist
• Property Owner’s Consent Form

Helpful Items:
• Signature Blocks
• Fiscal/Surety Bond Information
• Parkland Dedication Form
• Easement Encumbrance Schedule Template

Subdivision Plat Vacation
A request to vacate a recorded plat.

UDC Reference: Section 3.08.080.H

Items Required for Application:
• Application Fee
• All Required Documents from the Subdivision Plat Vacation Checklist
• Property Owner’s Consent Form

Subdivision Variance
A request for approval of a variance from the subdivision provisions of the Unified Development Code (UDC).

UDC Reference: Section 3.22

Items Required for Application:
• Application Fee
• All Required Documents from the Subdivision Variance Checklist
• Property Owner’s Consent Form

Traffic Impact Analysis (TIA)
A request for approval of a TIA report that ensures development impacts to the roadway network are properly mitigated.

UDC Reference: Section 12.09

Items Required for Application:
- **Application Fee**
- All Required Documents from the TIA Checklist
- **Property Owner’s Consent Form**

### Unified Development Code (UDC) Text Amendment

A request for a text amendment to the Unified Development Code (UDC).

**UDC Reference:** [Section 3.05](#)

**Items Required for Application:**

- **Application Fee**
- All Required Documents from the [UDC Text Amendment Checklist](#)

### Zoning Map Amendment (Rezoning)

A request to amend the zoning map by rezoning a property or extending the boundaries of an existing zoning district of overlay district.

**UDC Reference:** [Section 3.06](#)

**Items Required for Application:**

- **Application Fee**
- All Required Documents from the [Rezoning Checklist](#)
- **Property Owner’s Consent Form**

### Zoning Variance

A request for the Zoning Board of Adjustments to hear and grant a request for a variance from the zoning provisions of the UDC.

**UDC Reference:** [Section 3.15](#)

**Items Required for Application:**

- **Application Fee**
- All Required Documents from the [Zoning Variance Checklist](#)
- **Property Owner’s Consent Form**
FREQUENTLY ASKED QUESTIONS (FAQs)

The following are quick answers to FAQs. If you need more information or have a question that is not listed below, please contact the Planner of the Day at planning@georgetown.org or 512-930-3575.

How do I find out information about my property?

There are several ways to find out information about your property. Online you can use the City’s interactive maps to look up information such as city limit and extra territorial jurisdiction (ETJ) boundaries, zoning, future land use, and utilities around your property. If you have trouble using the map, you can call the Planning Department at 512-930-3575 for help. If you are looking for existing plats or past permits, you can submit an Open Records Request.

What does it mean if I am located in the ETJ?

The ETJ is the Extraterritorial Jurisdiction (ETJ) of the City. This area is established the Texas Local Government Code that is not in the City Limits; therefore, is not subject to zoning regulations. However, subdivision regulations are enforceable. If you are in the ETJ, the City regulates and reviews the subdivision of land, stormwater, and driveway and sign permits.

How do I acquire an address?

If you are within the Georgetown city limits or Georgetown extra-territorial jurisdiction, contact the City’s addressing staff at addressing@georgetown.org.

Can I begin construction while I am processing an application or awaiting a permit?

No, you must have a building permit. Final approval for either a Plat or Site Plan will be required. Contact the Building Inspections and Permits Department to determine if you may clear and grade the property for preparation.

What is the Edwards Aquifer and what does it mean for me?

The Edwards Aquifer is an underground body of water that lies underneath much of the western half of Williamson County. This aquifer has recharge zones, which is where water soaks through the soil to the aquifer. If you are over these areas,
there are various considerations when developing, such as water quality and possible contaminations and the location of sensitive environmental features such as springs, streams, and karst features. Check the Edwards Aquifer Map for a general location for the Edwards Protection Zones.

**How do I obtain a copy of my plat?**

All recorded plats can be obtained from the Williamson County Clerk’s Office. More information, including contact information, can be found at: https://www.wilco.org/County-Clerk.

**How do I obtain a building permit?**

Building Permits are obtained through the Building Inspections and Permit Department. Applications can be submitted online. More information can be found at: https://permits.georgetown.org/.

**Can I build in the floodplain?**

Development is prohibited in the FEMA 100-year floodplain and the floodway. Development is permitted in the 500-year floodplain. Also, no development is permitted with stream buffers. Stream buffers are determined by the size of the area it drains. A link to the FEMA floodplain is located on the Interactive Maps webpage.

**How do I give input at public meetings?**

All members of the public are invited to give input at public meetings. Generally, members of the public are given three minutes to speak at a meeting. A public speaking form will be available at the meeting. More information on meeting procedures can be found on the City Council’s webpage.
CHECKLISTS AND FORMS

The pages that follow contain all checklists and forms that are referenced in this Development Manual. The list below contains direct URL hyperlinks.

Application Checklists

**Subdivision-Related Applications**
- Construction Plans, Subdivision Infrastructure
- Driveway Access Permit
- Heritage Tree Removal or Pruning Permit
- Site Development Plan (SDP)
- Stormwater Permit
- Subdivision Plats (Preliminary Plats, Final Plats, Replats, etc.)
- Subdivision Plat Vacation
- Subdivision Variance
- Traffic Impact Analysis (TIA)

**Land Use/Zoning-Related Applications**
- Abandonment
- Administrative Exception
- Annexation (Voluntary)
- Appeal
- Certificate of Appropriateness (COA)
- Comprehensive Plan Amendment
- Development Agreement
- Historic Landmark Designation
- Letter of Regulatory Compliance (Plat Certification)
- Letter of Regulatory Compliance (Zoning Verification)
- License to Encroach
- Planned Unit Development (PUD)
- Special Exception
- Special Purpose Districts (MUDs)
- Special Use Permit (SUP)
- UDC Text Amendment
- Zoning Map Amendment (Rezoning)
- Zoning Variance

Forms

- Pre-Application Meeting Request Form
- Property Owner's Consent Form
- Water Quality Acknowledgement Form
- Utility Provider Acknowledgement Form
- Fiscal Surety Forms
- Parkland Dedication Form
- Easement Encumbrance Schedule Template
- Abandonment Form
- Property Owner Consent to Abandonment

Landscaping and Trees

- Plant Schedule Template
- Landscape Summary Table
- Non-Residential Landscape Calculations
- Preferred, Controlled, and Prohibited Plant List
- Tree Mitigation Summary
- Tree Schedule Template
- Heritage Tree Removal/Pruning Application Form
- Landscape Certificate of Compliance
- How to Measure a Tree Guide

Other Information

- Public Notification Requirements
- Review Authority
- Subdivision Plat Signature Blocks
- Plat Recordation Requirements
- Owner Affidavit for Plat Recordation

Fees
- Application Fee Schedule
APPLICATIONS AND SUB-APPLICATION TYPES

Some applications require a Sub-Application Type (i.e. final plats). In this case, you will be prompted to select the Sub-Application Type as identified in the Application Submittal Checklist under the Application Questionnaire section of the online application form.

For your reference, below is a list of the Application and associated Sub-Application types:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandonment</td>
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</tr>
<tr>
<td>Administrative Exception</td>
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<tr>
<td>Annexation (Voluntary)</td>
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<tr>
<td>Appeal</td>
<td>Administrative Action/Decision</td>
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<td>Appeal of a Board Action/Decision</td>
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<td>HARC Review</td>
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<td>HPO Review</td>
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<td></td>
<td>Minor HPO Review</td>
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<tr>
<td>Comprehensive Plan Amendment</td>
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<tr>
<td>Development Agreement</td>
<td>Development Agreement</td>
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<td></td>
<td>Development Agreement Amendment</td>
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<td>Heritage Tree Removal or Pruning Permit</td>
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<td>Planned Unit Development (PUD)</td>
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<td></td>
<td>Planned Unit Development (PUD) Amendment, Major</td>
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<td>Planned Unit Development (PUD) Amendment, Minor</td>
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<td>Site Development Plan (SDP), Minor</td>
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<td>Public Improvement District (PID)</td>
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<td>Application Type</td>
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<td>Preliminary Plat Amendment</td>
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<td>Preliminary Plat Minor Revision</td>
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<td>Preliminary Plat Major Revision</td>
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<tr>
<td>Final Plat</td>
<td>Amending Plat</td>
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<td></td>
<td>Final Plat</td>
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<td></td>
<td>Minor Plat</td>
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<td>Replat</td>
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<tr>
<td>Preliminary Final Plat Combo</td>
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<tr>
<td>Plat Vacation</td>
<td>N/A</td>
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<tr>
<td>Subdivision Variance</td>
<td>Subdivision Variance with Plat</td>
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<td>Subdivision Variance without a Plat</td>
</tr>
<tr>
<td>UDC Text Amendment</td>
<td>N/A</td>
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<tr>
<td>Zoning Map Amendment (Rezoning)</td>
<td>N/A</td>
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<tr>
<td>Zoning Variance</td>
<td>N/A</td>
</tr>
<tr>
<td>Construction Plans, Subdivision</td>
<td>Construction Plans (Approved), Major Revision</td>
</tr>
<tr>
<td>(Infrastructure)</td>
<td>Construction Plans, Subdivision (Infrastructure)</td>
</tr>
<tr>
<td>Driveway Access Permit</td>
<td>Driveway Access Permit: Agricultural</td>
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<td></td>
<td>Driveway Access Permit: Non-Residential</td>
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<td></td>
<td>Driveway Access Permit: Residential</td>
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<tr>
<td>License to Encroach</td>
<td>Easement Encroachment</td>
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<td>Right-Of-Way Encroachment</td>
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<tr>
<td>Stormwater Permit</td>
<td>Stormwater Permit (SWP)</td>
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<td></td>
<td>Stormwater Permit (SWP) Revision, Major</td>
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<tr>
<td>Traffic Impact Analysis (TIA)</td>
<td>N/A</td>
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</tbody>
</table>
Application Checklist

Construction Plans, Subdivision (Infrastructure)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Subdivision Construction Plans requires review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.08.100 and Ordinance 2019-50. **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:

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<td>☐ Construction Plans, Subdivision (Infrastructure) (CON)</td>
<td>☐ Construction Plans, Subdivision (Infrastructure)</td>
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<td></td>
<td>☐ Construction Plans (Approved), Major Revision</td>
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### 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/](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/](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/](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
  - Shot Clock Waiver Consent Form (when selecting this process)
  - If any of the items listed below do not apply to this submittal (i.e. Tree Preservation Plan as no trees exist on the subject property), letter explaining why each document or information omitted was not included in this submittal packet.

- **Plan Review**
  - Subdivision Construction Plans (see Detailed Information section below)
☐ Preliminary Plat or Preliminary-Final Plat Combo case number and P&Z action date

☐ Additional Water Quality Information (applicable for property in the Edwards Aquifer Recharge Zone only)
  ☐ Water Quality Acknowledgement Form
  ☐ Geological Assessment

☐ Tree Preservation Plan (see Detailed Information section below)
  ☐ Tree Survey or Tree Inventory (if applicable, see also Tree Measurement Guide)
  ☐ Tree Schedule (see Tree Schedule Template)
  ☐ Critical Root Zone Protection Plan
  ☐ Mitigation Plan (including Tree Mitigation Summary)

☐ Tree Schedule List (Excel file)
  ☐ Excel Spreadsheet of the Tree Schedule

☐ Drainage Study

☐ Engineering Report

☐ Electric Utility Services Availability Letter (to be submitted prior to approval of the Construction Plans)

---

### Detailed Information

#### Subdivision Construction Plans

- Subdivision name (located top center)
- City’s project number (locate at bottom right corner of page): 2020-____-CON. 
  *Your case manager will provide you with the project number with the first review comments.*
- Basic Details: north arrow, scale (use a scale at a size adequate to show all information clearly), property boundary lines (dimensioned), legend, location map
- Project Information: acreage, contact information
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction.”
- Notes:
  1. These plans were prepared, sealed, signed and dated by a Texas Licensed Professional Engineer. Therefore, based on the engineer’s concurrence of compliance, the plans for construction of the proposed project are hereby approved subject to the Standard Construction Specifications and Details Manual and all other applicable City, State and Federal Requirements and Codes.
  2. This project is subject to all City Standard Specifications and Details in effect at the time of submittal of the project to the City.
  3. All electric distribution lines and individual service lines shall be installed underground. If overhead lines existed prior to underground installation, such poles, guy wires, and related structures shall be removed following construction of the underground infrastructure (only
### Detailed Information

1. Where no existing overhead infrastructure exists, underground electric utility lines shall be located along the street and within the site. Where existing overhead infrastructure is to be relocated, it shall be re-installed underground and the existing facilities shall be removed at the discretion of the Development Engineer (only applicable for non-residential and multi-family development).

2. All electric and communication infrastructure shall comply with UDC Section 13.06.

- **Additional notes for properties located over the Edwards Aquifer Recharge Zone:**
  1. The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown.
  2. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on (date). Any springs and streams as identified in the Geologic Assessment are shown herein.

### Tree Preservation Plan

- **Tree Survey (or Tree Inventory see below):**
  - Survey legend
  - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
  - Locate and label all Protected Trees
  - If credit trees are to be used on-site, locate and label as such

### Additional Notes

- Existing and proposed contours and spot elevations
- Existing and proposed easements
- Heritage trees – delineate between those to be preserved and those proposed to be removed
- Proposed paving
- Grading Plan
- Drainage Plan showing pre-development and post development drainage areas and, for properties located over the Edwards Aquifer Recharge Zone, identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment.
- Drainage calculations
- Dimensions for any required detention pond setbacks and landscaping areas (UDC Section 11.04.030)
- **Overall Utility Plan with size and location of all existing and proposed utility mains and other infrastructure showing compliance with UDC Sections 13.02, 13.04, 13.05, 13.06 and 13.07**
- **Plan and Profile Sheets for the following:**
  1. Streets
  2. Public Storm Sewers, including 25 & 100 Year HGL (unless requested for private)
  3. Public Drainage Channels, including 100 depth of flow (unless requested for private)
  4. Driveway pipe, including 100 HW
  5. Water lines 12” and greater in diameter
  6. Wastewater Lines
  7. Electric Lines
- Standard City Details, and any additional construction details
- Construction Traffic Review
- Proposed Mailbox Kiosks and temporary loading zones (see UDC 12.06.H)
- Residential Boundary Walls and details (as applicable per UDC 8.07.060)
- Any additional plans and/or details needed to detail construction of the project
## Detailed Information

- Identify and label all existing trees listed on the Prohibited Species list and indicate to be removed

- **Tree Schedule**, in table format including the following: (See Tree Schedule template in [Development Manual](#))
  - Each surveyed tree on site indicating its species name, size, ½ CRZ, and status (i.e. Protected Tree preserve, Protected Tree removal, etc.). For multi-trunk trees, provide the size of each individual trunk and the total calculated tree size
  - Total number of Protected Trees as identified on Tree Survey
  - Calculation of Average Protected Tree density (total number of Protected Trees divided by the total acreage, any fraction of a tree equals a full tree)

- **Tree Inventory** *(as required by UDC 8.05.010-020)* shall provide all required Tree Survey and Tree Schedule information along with the following:
  - A determination on the health of each tree (i.e. “Dead” or “Poor” health)
  - Description of any diseases present on trees of “Dead” or “Poor” health
  - Proposed measures to be taken to prevent spread of disease through the project site
  - Existing canopy cover (as a percentage of the project area)
  - A description of a tree’s aesthetic value (i.e. size, evaluation as a specimen of the species, size and quality of the canopy, etc.)

- **Critical Root Zone** *(CRZ) Protection Plan*, showing the following:
  - Location of each Protected or Heritage Tree on site with either a solid line if it is to remain or a dashed line if it is to be removed
  - The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
  - Delineate the location of the required protective fencing around each tree and graphically show the boundaries of soil disturbance around each tree

- **Mitigation Plan**, including:
  - Total tree removal broken down by Heritage Trees and Protected Trees
  - Calculation for the maximum allowed amount of each mitigation option, including credit trees, planted trees, fees in-lieu, and supplemental nutrients broken down where applicable by Heritage Trees, Protected Trees from 12 to 25 inches, and Protected Trees 26 inches and larger
  - Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in [Development Manual](#))
  - If proposing to plant trees off-site to meet mitigation requirements, provide a Letter of Intent outlining location and number (a separate planting plan will be required if proposal approved by the Landscape Planner)
  - If proposing to pay fees-in-lieu into tree fund to meet mitigation requirements, provide billing information for invoice to the Landscape Planner, or designee
Application Checklist
Driveway Access Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Driveway Access Permit requires review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.19 and Ordinance 2019-50. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

NOTE: This application does not apply to a proposed driveway, to include the driveway approach, as part of a Site Development Plan or Stormwater Permit application, or Building Permit for a single-family or two-family residential property.

Application and Sub-Application Types

This checklist may be used for the following Application and Sub-Application Types:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Driveway Access Permit (DWP)</td>
<td>☐ Driveway Access Permit, Agricultural</td>
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<tr>
<td>☐ Driveway Access Permit, Non-Residential</td>
<td>☐ Driveway Access Permit, Residential</td>
</tr>
</tbody>
</table>

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Application Fee

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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
  ☐ Shot Clock Waiver Consent Form (when selecting this process)
Plan Review

Driveway Approach Plan (see Detailed Information section below)

Traffic Control Plan

Driveway TIA

Driveway Traffic Impact Analysis (if determined necessary by the Development or Transportation Engineer)

Drainage Study

Tree Preservation Plan (see Detailed Information section below)

Driveway Approach Plan

- Basic Information
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Address
  - Roadway(s) name(s)
  - Property boundary lines (dimensioned)
  - Legend
- Proposed driveway approach, dimensioned
- Existing driveways, dimensioned (include driveways on adjacent lots and across the street)
- Standard City Details
- Drainage information, as applicable

Tree Preservation Plan

- Tree Survey (or Tree Inventory):
  - Survey legend
  - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
  - Locate and label all Protected Trees
  - If credit trees are to be used on-site, locate and label as such
  - Identify and label all existing trees listed on the Prohibited Species list and indicate to be removed
- Tree Schedule, in table format including the following: (See Tree Schedule template in Development Manual)
  - Each surveyed tree on site indicating its species name, size, ½ CRZ, and status (i.e. Protected Tree preserve, Protected Tree removal, etc.). For multi-trunk trees, provide the size of each individual trunk and the total calculated tree size
  - Total number of Protected Trees as identified on Tree Survey
  - Calculation of Average Protected Tree density (total number of Protected Trees divided by the...
### Detailed Information

- **total acreage, any fraction of a tree equals a full tree**
  - Calculation for determination of minimum required Protected Tree Preservation

- **Critical Root Zone (CRZ) Protection Plan**, showing the following:
  - Location of each Protected or Heritage Tree on site with either a solid line if it is to remain or a dashed line if it is to be removed
  - The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
  - Delineate the location of the required protective fencing around each tree and graphically show the boundaries of soil disturbance around each tree

- **Mitigation Plan**, including:
  - Total tree removal broken down by Heritage Trees and Protected Trees
  - Calculation for the maximum allowed amount of each mitigation option, including credit trees, planted trees, fees in-lieu, and supplemental nutrients broken down where applicable by Heritage Trees, Protected Trees from 12 to 25 inches, and Protected Trees 26 inches and larger
  - Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in Development Manual)
  - If proposing to plant trees off-site to meet mitigation requirements, provide a Letter of Intent outlining location and number (a separate planting plan will be required if proposal approved by the Landscape Planner)
  - If proposing to pay fees-in-lieu into tree fund to meet mitigation requirements, provide billing information for invoice to the Landscape Planner, or designee
This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Site Development Plan requires review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.09 and Ordinance 2019-50. 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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
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<tbody>
<tr>
<td>☐ Site Development Plan (SDP)</td>
<td>☐ Site Development Plan</td>
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<td></td>
<td>☐ Site Development Plan Amendment</td>
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<tr>
<td></td>
<td>☐ Site Development Plan, Minor</td>
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Digital Submission Requirements

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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. Please ensure that all PDFs are flattened for submitting files.
☐ **Application Information**
- Property Owner's Consent Form
- Shot Clock Waiver Consent Form (when selecting this process)
- Letter of Intent for Parkland from the developer explaining how the Parkland Dedication requirements will be met (UDC Section 13.08).
  - Please Note: No parkland intended to meet the requirements for Parkland Dedication under UDC 13.08 will be accepted until interest has been conveyed to the City in a manner acceptable to the City Attorney. See Parkland Improvement Agreement. (Not a requirement for application completeness)
- Letter of Intent for any revision or amendment (if applicable) that gives a brief description of the scope of work that is changing. Please also make clear on the plan set what your revision(s) or amendment(s) are so that staff can easily identify the changes being proposed.
- If any of the items listed below do not apply to this submittal (i.e. Tree Preservation Plan as no trees exist on the subject property), provide a letter explaining why each document or information omitted was not included in this submittal packet.

☐ **Plan Review**
- Final Plat case number and P&Z action date
- Site Development Plan, including the following sheets in the order listed (see Detailed Information section below):
  - A. Cover Sheet
  - B. Dimensional Site Plan
  - C. Architectural Plan
  - D. Lighting Plan
  - E. Landscape Plan
  - F. Tree Preservation Plan
  - G. Utility Plan
  - H. Grading Plan
  - I. Drainage Plan
  - J. Underground Fire Line Plan (must include third party review, including associated calculations).
    - The underground fire line is not required to be completed at first review, however, will be required prior to Fire signing off on the SDP.

Note: Plan Sets must be submitted as a single PDF file. Plan Sets which are locked, and to which comments cannot be added, will be deemed incomplete and not reviewed.

☐ **Additional Water Quality Information** (applicable for property in Edwards Aquifer Recharge Zone only)
- Water Quality Acknowledgement Form
- Geological Assessment

☐ **Drainage Study**
### Detailed Information

#### Site Development Plan Details

**A. Cover Sheet**

- **Title** (located top center): project name, street address
- **City’s project number** (locate at bottom right corner of page): 2020-_____ -SDP
  
  _Your case manager will provide you with the project number with the first review comments._
- **Title Block**: project name; street address; drawing scale; original date, revision dates (provide space)
- **Project Information**:
  - Proposed Use (per [Chapter 5 of the UDC](#) and defined in Chapter 16). Include the number of dwelling units proposed (if applicable) and the projected Average Daily Trips that would be generated by the development.
  - Zoning District(s) and any applicable Overlay Districts. Also list any special conditions related to the rezoning ordinance, if applicable.
  - Acreage
  - Proposed total impervious coverage
  - Legal description of property including full subdivision name, date recorded, and cabinet/slide or document number
  - Name, address, telephone, email, and website of the property owner(s), applicant/agent, engineer, architect, surveyor, landscape architect, and other related contacts as applicable. Clearly indicate each responsibility.
  - Utility providers’ information: name, address, telephone, and website
- **Location Map**, to scale with cross streets shown
- **Sheet index** with description and page numbers
- **Space for City to provide digital approval stamp (minimum size 2” by 3”)**

**General Notes:**

1. It is the responsibility of the property owner, and successors to the current property owner, to ensure the subject property and any improvements are maintained in conformance with this Site Development Plan.
2. This development shall comply with all standards of the Unified Development Code (UDC), the City of Georgetown Construction Standards and Specifications Manual, the Development Manual and all other applicable City standards.
3. This Site Development Plan shall meet the UDC Stormwater requirements.
4. All signage requires a separate application and approval from the Inspection Services Department. No signage
is approved with the Site Development Plan.
5. Sidewalks shall be provided in accordance with the UDC.
6. Driveways will require approval by the Development Engineer of the City of Georgetown.
7. Outdoor lighting shall comply with Section 7.04 of the UDC.
8. Screening of mechanical equipment, dumpsters and parking shall comply with Chapter 8 of the UDC. The screening is shown on the Landscape and Architectural Plans, as applicable.
9. The companion Landscape Plan has been designed and plant materials shall be installed to meet all requirements of the UDC.
10. All maintenance of required landscape shall comply with the maintenance standards of Chapter 8 of the UDC.
11. A separate Irrigation Plan shall be required at the time of building permit application.
12. Fire flow requirements of ____ per minute (include amount) are being met by this plan (please provide the fire flow that this development is providing for this site).
13. Any Heritage Tree noted on this Site Development Plan is subject, in perpetuity, to the maintenance, care, pruning and removal requirements of the Unified Development Code.
14. The construction portion of these plans were prepared, sealed, signed and dated by a Texas Licensed Professional Engineer. Therefore, based on the engineer’s concurrence of compliance, the construction plans for construction of the proposed project are hereby approved subject to the Standard Construction Specifications and Details Manual and all other applicable City, State and Federal Requirements and Codes.
15. This project is subject to all City Standard Construction Specifications and Details in effect at the time of submittal of the project to the City.
16. Where no existing overhead infrastructure exists, underground electric utility lines shall be located along the street and within the site. Where existing overhead infrastructure is to be relocated, it shall be re-installed underground and the existing facilities shall be removed at the discretion of the Development Engineer.
17. All electric and communication infrastructure shall comply with UDC Section 13.06.

**Additional Site Development Plan Notes, subject to applicability:**

1. This development has received the following approvals from the Historic Architectural Review Commission for_______________. (if applicable, list approvals and dates)
2. A (Variance or Special Exception) was approved by the Zoning Board of Adjustment on (date) to allow (describe allowance) (if applicable)
3. A Subdivision Variance was approved by the Planning and Zoning Commission on (date) to allow (describe allowance) (if applicable)
4. An Administrative Exception for (an Alternative Building Plan, Parking Plan, Landscape Plan, Courthouse View Overlay District, etc.) was approved by the Planning Director on (date) to allow (describe allowance) (if applicable)
5. Alternative impervious cover standards have been approved in accordance with Section 11.02 of the UDC for _______________. (if applicable)
6. Traffic Impact Analysis (TIA) requirements have been met. (if applicable)
7. Screening and location of outdoor storage shall comply with Section 5.09 of the UDC. (if applicable)
8. The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown. (for properties located over the Edwards Aquifer Recharge Zone)
9. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on (date). Any springs and streams as identified in the Geologic Assessment are shown herein.
## Detailed Information

- **Basic Information:**
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend

- **Site Data:**
  - Land area in square feet and acres
  - Total area and percentage of the site covered by impervious materials, include maximum impervious coverage allowable or detail of waivers requested (see UDC Section 11.02)
  - Total gross floor area of all buildings

- **Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)**

- **Engineer’s preliminary review note (to be removed with final submittal):** "For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction."

- **Parking Data:**
  - Total number of parking spaces required and provided (see UDC Section 9.02) - break down by use if applicable
  - List the ratio and the total amount of square footage (or other unit) used to calculate the number of spaces required

- Distance and reference to an original survey corner, original tract corner, or original subdivision corner

- Areas dedicated or proposed to be dedicated for public use including existing and proposed utility, access, and/or drainage easements

- Required setbacks along all property lines as established by the zoning district

- Location of all existing / proposed buildings on the site (dimensioned to adjacent property lines), include square footage and finished floor elevations

- Existing and proposed streets and private drives adjacent to the site, include dimensions, radii of all curves, and indicate if one-way travel

- Existing and proposed driveways (include driveways on adjacent lots and across the street), include dimensions, radii of all curves, and indicate if one-way travel

- Existing and proposed sidewalks, include dimensions

- Existing and proposed parking spaces and loading spaces

- Pedestrian access routes (note in legend)

- Location of all existing and proposed drainage structures including drainage easements

- Location of any floodplain and flood zone boundaries

- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)

- Identify all natural features on-site

- Size and location of all existing and proposed public and private utilities

- Location and size of all existing and proposed outdoor refuse receptacles and enclosures and screening compliance

- Location, height and materials of any outdoor fencing pursuant to UDC Chapters 5, 6, 7 and 8, if applicable

- Location, height and size of all existing and proposed signs (for reference only – does not constitute review or approval of signage)

- Within 100’ of the subject site: indicate location of all existing buildings, parking lots, sidewalks, and other
Detailed Information

- Dimension of required setbacks (see UDC Section 6.02 (residential districts) or 7.02 (commercial districts)

**Dimensional Site Plan Notes:**

- All lighting fixtures shall be designed to completely conceal and fully shield, within an opaque housing, the light source from visibility from any street right-of-way. The cone of light shall not cross any adjacent property line. The illumination shall not exceed 2 foot candles at a height of three feet at the property line. Only incandescent, fluorescent, color-corrected high-pressure sodium or metal halide may be used. All vehicle or pedestrian access shall be sufficiently lighted to ensure security of property and persons.

- All roof, wall and ground mounted mechanical equipment must be screened in accordance with Chapter 8 of the UDC. If roof and wall mounted equipment of any type including duct work and large vents is proposed it shall be shown on the Site Plan and screening identified. Screening of mechanical equipment shall result in the mechanical equipment blending in with the primary building and not appearing separate from the building and shall be screened from view of any rights-of-way or adjoining properties.

- Per Chapter 8, the dumpster enclosures must be one (1) foot above the height of the waste container. Use protective poles in corners and at impact areas. Fence posts shall be of rust protected metal or concrete. A minimum 6” slab is required and must be sloped to drain; the enclosure must have steel framed gates with spring loaded hinges and fasteners to keep closed. Screening must be on all four sides by masonry wall or approved fence or screening with opaque gates.

C. **Architectural Plan (see UDC Section 7.03)**

- Demonstrate compliance with the Design Standards of UDC Chapter 7.03. Submittal of an Architectural Plan consisting of elevation drawings is required for the compliance review. If these requirements are not applicable to your project, or your project is exempt from the Design Standards, provide documentation to demonstrate lack of applicability or basis for exemption.

- Architectural Plans shall provide the following detail and demonstrate UDC compliance:
  - Foundation type (UDC Section 7.03.030)
  - Building Elements, including percentages of all colors, roof style and treatment, entry and entrance treatment (UDC Section 7.03.040)
  - Building Articulation (horizontal and vertical) and Architectural Features (UDC Section 7.03.050)
  - Architectural Compatibility (walls and buildings) (UDC Section 7.03.060)

- Identify required Architectural Features provided, for each facade separately, pursuant to UDC Section 7.03.050.D

- For all walls facing public streets, public park or Residential Zoning Districts provide articulation calculation tables for both footprint and elevation drawings to demonstrate compliance with UDC Chapter 7. Show all dimensions confirming the calculations on the Plan.
  - Horizontal Articulation for Footprint:
    - Average Building Height ___ ft. x 3 = ___ ft., maximum distance without perpendicular offset
    - Average Building Height ___ ft. x 25% = ___ ft., minimum depth of perpendicular offset.
    - Average Building Height ___ ft. x 75% = ___ ft., minimum span of perpendicular offset.
  - Vertical Articulation for Elevations:
    - Average Building Height ___ ft. x 3 = ___ ft., maximum distance without vertical elevation change.
    - Average Building Height ___ ft. x 25% = ___ ft., minimum height of vertical elevation change.
Detailed Information

**Average Building Height** ___ ft. x 75% = ___ ft., minimum lateral elevation change.

- Provide documentation of approval of an Alternative Building Design, if applicable. Architectural Plan provided must meet approved Alternative Building Design.

**Architectural Plan Notes:**

1. All signage requires a separate application and approval from the Building Inspections Department. No signage is approved with the Site Development Plan.

2. Color selection is not approved with the Site Development Plan and may be counted toward the signage calculation if it is found to reflect color that is considered signage according to the definition of signage in the UDC.

3. This Site Development Plan shall meet all design standards for articulation, building design, elements and architectural features of Section 7.03 of the UDC.

4. All roof, wall and ground mounted mechanical and electrical equipment shall be screened using the following methods: ____ (list) ____.

**D. Lighting Plan (See UDC Section 7.04)**

- Provide Photometric Plan showing compliance with [UDC Section 7.04.010](#), including maximum standard of two (2) foot candles at the property line.

- Details and technical data for all light fixtures used on the exterior of the site.

**Lighting Plan Notes:**

1. All lighting fixtures shall be designed so that the light source is completely concealed, fully shielded within opaque housing and not visible from any street right-of-way. The cone of light shall not cross any adjacent property line. The illumination shall not exceed 2-foot candles at a height of three (3) feet at the property line. Only incandescent, fluorescent, light-emitting diode (LED), color-corrected high-pressure sodium or metal halide may be used.

2. Roof lighting may not include naked bulbs or tubing or run along the highest peak of the roofline. Roof lighting that qualifies as signage per the UDC is prohibited.

**E. Landscape Plan (See UDC Chapter 8)**

- **Basic Information:**
  - North arrow
  - Scale and scale bar (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Vision triangles (if applicable)
  - Landscape legend (property line, easements, vision triangle, plat key, light poles)
  - Plant schedule
  - Street names and adjacent property zoning
  - Irrigation notes
  - 811 Notification
  - Details associated with plantings, boulders, edging, and amenities
  - Legend

- **Planting Plan** (ID all mitigation, credit, street trees, and parking trees on plan)
**Detailed Information**

- Non-residential Landscape Planting Requirements Summary Table on Landscape Plan (located in the Development Manual)
- Calculation formulas for each landscaping requirement on the Landscape Plan
- Plant schedule (located in the Development Manual)
  - Plant type quantity
  - Botanical name
  - Common name
  - Size (At installation)
  - Water use
  - Deciduous/Evergreen
  - Mature Size (H x W, see asterisk (*))
  - Notes
- Callout legend (identify all on-site amenities, ex. trash enclosures, transformers, drainage features, benches)
- Preparer’s Seal and Statement of Compliance as follows (unless exempt per UDC Section 8.05.020.B):

  I, Landscape Architect’s name, hereby certify that this Landscape Plan complies with the requirements of Chapter 8 of the Unified Development Code.

  _____________________________          _____________________________
  Landscape Architect’s Name and Seal                       Date

**Landscape Plan Notes:**

1. The __________ System for irrigation has been selected for this development. (Choose one from below)
   - Conventional System: An automatic or manual underground irrigation system, which may have conventional spray or bubbler type heads.
   - Drip or Leaky-Pipe System: An automatic or manual underground irrigation system in conjunction with a water-saving system, which is a drip or a leaky pipe system.
   - Temporary and Above-Ground Watering: Landscape areas utilizing xeriscaping plants and installation techniques, including areas planted with native grasses, wildflowers, and trees may use a temporary and above ground system, and shall be required to provide irrigation for the first three (3) growing seasons.
2. A separate irrigation plan shall be provided at the time of application for a Building Permit.
3. Maintenance: The current owner and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscaped areas and materials, required buffer yard areas and materials and required screening materials. Said areas must be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. Maintenance will include replacement of all dead plant material if that material was used to meet the requirements of the UDC. All such plants shall be replaced within six (6) months of notification, or by the next planting season, whichever comes first. A property/ homeowners association may assume responsibility for maintenance of common areas.
4. This Landscape Plan has been prepared and certified by a Landscape Architect to meet all requirements of the City of Georgetown Unified Development Code. (Provide individuals contact information and certification on landscape plan.)
Detailed Information

5. All plant selections have been chosen from the City of Georgetown Preferred Plant List.
6. No more than 25% of plantings have been selected from any one species (if planting more than 5 trees or 10 shrubs)
7. At least 50% of the required plant materials are low water users as identified on the preferred plant list.

F. Tree Preservation Plan (See UDC Chapter 8)

- Tree Survey or Tree Inventory (if applicable):
  - Survey legend
  - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
  - Locate and label all Protected Trees
  - If credit trees are to be used on-site, locate and label as such
  - Identify and label all existing trees listed on the Prohibited Species list and indicate to be removed
- Tree Inventory (as required by UDC 8.05.010-020) shall provide all required Tree Survey and Tree Schedule information along with the following:
  - A determination on the health of each tree (i.e. “Dead” or “Poor” health)
  - Description of any diseases present on trees of “Dead” or “Poor” health
  - Proposed measures to be taken to prevent spread of disease through the project site
  - Existing canopy cover (as a percentage of the project area)
  - A description of a tree’s aesthetic value (i.e. size, evaluation as a specimen of the species, size and quality of the canopy, etc.)
- Tree Schedule, in table format including the following: (See Tree Schedule template in Development Manual)
  - Each surveyed tree on site indicating its species name, size, ½ CRZ, and status (i.e. Protected Tree preserve, Protected Tree removal, etc.). For multi-trunk trees, provide the size of each individual trunk; total calculated tree size use the largest trunks full diameter and half of each additional trunk
  - Total number of Protected Trees as identified on Tree Survey
  - Calculation of Average Protected Tree density (total number of Protected Trees divided by the total acreage, any fraction of a tree equals a full tree)
  - Calculation for determination of minimum required Protected Tree Preservation
- Critical Root Zone (CRZ) Protection Plan, showing the following:
  - Location of each Protected or Heritage Tree on site with either a solid line if it is to remain or a dashed line if it is to be removed
  - The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
  - Delineate the location of the required protective fencing around each tree and graphically show the boundaries of soil disturbance around each tree
- Mitigation Plan, including:
  - Total tree removal broken down by Heritage Trees and Protected Trees
  - Calculation for the maximum allowed amount of each mitigation option, including credit trees, planted trees, fees in-lieu, and supplemental nutrients broken down where applicable by Heritage Trees, Protected Trees from 12 to 25 inches, and Protected Trees 26 inches and larger
  - Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in Development Manual)
  - If proposing to plant trees off-site to meet mitigation requirements, provide a Letter of Intent outlining location and number (a separate planting plan will be required if proposal approved by the Landscape
**Detailed Information**

*If proposing to pay fees-in-lieu into tree fund to meet mitigation requirements, provide billing information for invoice to the Landscape Planner, or designee*

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<td>Plan and Profile Sheets for the following:</td>
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<td>o Wastewater Lines</td>
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<td>o Electric Lines</td>
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- Property boundary lines (dimensioned)
- Legend
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction.”
- Pre-development and post development drainage areas and existing contours, finished contours may also be included
- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)
- Drainage calculations
- Plan and Profile Sheets for the following:
  - Public Storm Sewers, including 25 & 100 Year HGL (unless requested for private)
  - Public Drainage Channels, including 100 depth of flow (unless requested for private)
  - Driveway pipe, including 100 HW
- Standard City Details
- Any additional plans and / or details needed to detail construction of the project

### Electric Service Plan Details

The **Electric Service Site Plan** shall include an electronic (AutoCAD) copy of the site plan with the following information:

- Electrical load calculations
- Electrical one-line diagram showing the connection to the utility, the main disconnect and service panels or MCC’s
- Service Voltage: ______ Volts, ______ Phase Main disconnect _____ amps, kW Demand _____ kW
- Conditioned square footage for commercial - apartments and number of dwelling units on house panels
- Requested point of service
- Requested City transformer location and screening on the Site Plan, if visible from roadway or adjacent properties
- Type of Service: overhead or underground shown on Site Plan
- Developer is required to locate and furnish, with dedication documents for overhead and underground primary, and all easements associated with all City electric equipment.
Application Checklist
Tree Removal or Pruning

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Heritage Tree removals or pruning requires a review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.23, Section 3.24, and Ordinance 2019-50. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

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  □ Property Owner’s Consent Form
  □ Shot Clock Waiver Consent Form (when choosing this process)

☐ Tree Removal or Pruning Form
  □ Tree Removal or Pruning Form

☐ Supporting Visual References
  □ Pictures that clearly show and identify the issues or request for each Heritage Tree being referenced. For pruning applications, provide notated photos that show where the pruning cut marks will be.
  □ Plot Plan identifying building pad location and all Heritage Trees and Heritage Tree information (Residential Only)
Application Checklist
Stormwater Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Stormwater Permit requires review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.17 and Ordinance 2019-50. 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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Stormwater Permit (SWP)</td>
<td>☐ Stormwater Permit</td>
</tr>
<tr>
<td></td>
<td>☐ Stormwater Permit Revision, Major</td>
</tr>
</tbody>
</table>

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
  ☐ Copy of the Engineering comments from the Pre-Application Meeting
  ☐ Letter of Intent for Parkland from the developer explaining how the Parkland Dedication requirements will be met (UDC Section 13.08).
    ☐ Please Note: No parkland intended to meet the requirements for Parkland Dedication under UDC 13.08 will be
If any of the items listed below do not apply to this submittal (i.e. Tree Preservation Plan as no trees exist on the subject property), letter explaining why each document or information omitted was not included in this submittal packet.

☐ Shot Clock Waiver Consent Form (when selecting this process)

☐ Plan Review
☐ Plan set, including the following sheets in the order listed (see Detailed Information section below):
  ☐ A. Cover Sheet
  ☐ B. Dimensional Site Plan
  ☐ C. Grading Plan
  ☐ D. Drainage Plan
  ☐ E. Utility Plan
  ☐ F. Fire Protection Plan

☐ Tree Preservation Plan (see Detailed Information section below)
☐ Tree Survey
☐ Tree Schedule (see [Tree Schedule Template])
☐ Critical Root Zone Protection Plan
☐ Mitigation Plan (including Tree Mitigation Summary)

☐ Additional Water Quality Information (applicable for property in Edwards Aquifer Recharge Zone only)
  ☐ Water Quality Acknowledgement Form
  ☐ Geological Assessment

☐ Drainage Study

☐ Engineering Report

☐ Tree Survey Tree ID List (Excel file)
  ☐ Excel Spreadsheet of trees and tree data identified in the Tree Survey

☐ FEMA Floodplain Study

☐ TCEQ-WPAP Approval (to be submitted prior to construction)

☐ Electric Utility Services Availability Letter (to be submitted prior to approval of the Stormwater Permit)
### Detailed Information

#### Plan Review Details

<table>
<thead>
<tr>
<th>A. Cover Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Title (located top center): project name, street address</td>
</tr>
<tr>
<td>- City's project number (located at bottom right corner of page): 2019-____-SWP</td>
</tr>
<tr>
<td>(Your case manager will provide you with the project number with the first review comments.)</td>
</tr>
<tr>
<td>- Location Map, to scale with cross streets shown</td>
</tr>
<tr>
<td>- Proposed use and the projected Average Daily Trips that would be generated by the development</td>
</tr>
<tr>
<td>- Notes:</td>
</tr>
<tr>
<td>1. These plans were prepared, sealed, signed and dated by a Texas Licensed Professional Engineer. Therefore, based on the engineer's concurrence of compliance, the plans for construction of the proposed project are hereby approved subject to the Standard Construction Specifications and Details Manual and all other applicable City, State and Federal Requirements and Codes.</td>
</tr>
<tr>
<td>2. This project is subject to all City Standard Specifications and Details in effect at the time of submittal of the project to the City.</td>
</tr>
<tr>
<td>3. This project is subject to the Water Quality Regulations of the City of Georgetown.</td>
</tr>
<tr>
<td>4. Where no existing overhead infrastructure exists, underground electric utility lines shall be located along the street and within the site. Where existing overhead infrastructure is to be relocated, it shall be re-installed underground and the existing facilities shall be removed at the discretion of the Development Engineer.</td>
</tr>
<tr>
<td>5. All electric and communication infrastructure shall comply with <a href="#">UDC Section 13.06</a>.</td>
</tr>
<tr>
<td>- Additional notes for properties located over the Edwards Aquifer Recharge Zone:</td>
</tr>
<tr>
<td>1. The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown.</td>
</tr>
<tr>
<td>2. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on [date]. Any springs and streams as identified in the Geologic Assessment are shown herein.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Dimensional Site Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Basic Information: north arrow, scale (use a scale at a size adequate to show all information clearly), legend</td>
</tr>
<tr>
<td>- Site Data: acreage, legal description, total impervious coverage</td>
</tr>
<tr>
<td>- Property boundary lines (dimensioned)</td>
</tr>
<tr>
<td>- Existing and proposed buildings and structures</td>
</tr>
<tr>
<td>- Existing and proposed streets, driveways, sidewalks, and other pavements areas</td>
</tr>
<tr>
<td>- Floodplain and flood zone boundaries</td>
</tr>
<tr>
<td>- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)</td>
</tr>
<tr>
<td>- Existing and proposed utility, access, and/or drainage easements</td>
</tr>
<tr>
<td>- Existing and proposed drainage structures including drainage easements</td>
</tr>
<tr>
<td>- Size and location of all existing and proposed public and private utilities</td>
</tr>
</tbody>
</table>
C. Grading Plan

- Basic Information:
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend
- Proposed paving
- Protected or Heritage trees
- Existing and proposed contours and spot elevations
- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction.”
- Any additional plans and / or details needed to detail construction of the project

D. Drainage Plan

- Basic Information:
  1. North arrow
  2. Scale (use a scale at a size adequate to show all information clearly)
  3. Property boundary lines (dimensioned)
  4. Legend
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction.”
- Pre-development and post development drainage areas and existing contours, finished contours may also be included
- Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)
- Drainage calculations
- Plan and Profile Sheets for the following:
  1. Public Storm Sewers, including 25 & 100 Year HGL (unless requested for private)
  2. Public Drainage Channels, including 100 depth of flow (unless requested for private)
  3. Driveway pipe, including 100 HW
- Standard City Details
- Any additional plans and / or details needed to detail construction of the project
Detailed Information

E. Utility Plan (if applicable)

- Basic Information:
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Property boundary lines (dimensioned)
  - Legend
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of (name of engineer & seal number) on (date). It is not to be used for bidding, permit or construction.”
- Size and location of all existing and proposed utilities, including mains, service lines and meter sizes, and other infrastructure showing compliance with UDC Sections 13.02, 13.04, 13.05, 13.06 and 13.07
- Plan and Profile Sheets for the following:
  - Water lines 12” and greater in diameter
  - Wastewater Lines
  - Electric Lines
- Standard City Details
- Any additional plans and / or details needed to detail construction of the project

Tree Preservation Plan Details (see UDC Chapter 8)

- Tree Survey:
  - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
  - Locate and label all Protected Trees
  - If credit trees are to be used on-site, locate and label as such
  - Identify and label all existing trees listed on the Prohibited Species list and indicate to be removed
- Tree Schedule, in table format including the following: (See Tree Preservation Templates in Development Manual)
  - Each surveyed tree on site indicating its species name, size and status (i.e. Protected Tree preserve, Protected Tree removal, etc.). For multi-trunk trees, provide the size of each individual trunk and the total calculated tree size
  - Total number of Protected Trees as identified on Tree Survey
  - Calculation of Average Protected Tree density (total number of Protected Trees divided by the total acreage)
  - Calculation for determination of minimum required Protected Tree Preservation (see Tree Preservation templates in Development Manual)
- Critical Root Zone (CRZ) Protection Plan, showing the following:
  - Location of each Protected or Heritage Tree on site with either a solid line if it is to remain or a dashed line if it is to be removed
  - The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
  - Delineate the location of the required protective fencing around each tree and graphically show the boundaries of soil disturbance around each tree
- Mitigation Plan, including:
  - Total tree removal broken down by Heritage Trees and Protected Trees
## Detailed Information

- Calculation for the maximum allowed amount of each mitigation option, including credit trees, planted trees, fees-in-lieu, and supplemental nutrients broken down where applicable by Heritage Trees, Protected Trees from 12 to 25 inches, and Protected Trees 26 inches and larger
- Mitigation Chart outlining mitigation proposal (see Tree Preservation templates in [Development Manual](#))
  - If proposing to plant trees off-site to meet mitigation requirements, provide a Letter of Intent outlining location and number (a separate planting plan will be required if proposal approved by Landscape Planner)
  - If proposing to pay fees-in-lieu into the tree fund to meet mitigation requirements, provide billing information for invoice to Landscape Planner
- Heritage Tree Removal Checklist (if applicable)
This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Subdivision Plat requires a review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.08 and Ordinance 2019-50. 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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Preliminary Plat (PP)</td>
<td>☐ Preliminary Plat</td>
</tr>
<tr>
<td>☐ Preliminary Plat Amendment</td>
<td></td>
</tr>
<tr>
<td>☐ Minor Revision (P&amp;Z Action)</td>
<td></td>
</tr>
<tr>
<td>☐ Major Revision</td>
<td></td>
</tr>
<tr>
<td>☐ Final Plat (FP)</td>
<td>☐ Amending Plat</td>
</tr>
<tr>
<td>☐ Final Plat (P&amp;Z Action)</td>
<td></td>
</tr>
<tr>
<td>☐ Minor Plat</td>
<td></td>
</tr>
<tr>
<td>☐ Replat</td>
<td></td>
</tr>
<tr>
<td>☐ Preliminary Final Plat Combo (PFP)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Digital Submission Requirements

New applications are only accepted one day per month (exception: Shot Clock Waived applications are accepted on all application days with the exception of Land Use only application days). Shot Clock Waiver information can be found at: https://planning.georgetown.org/shot-clock-waiver-process/ 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. Please, flatten all PDF before submittal.

- **Application Information**
  - Property Owner’s Consent Form
  - Shot Clock Waiver Consent Form (when choosing this process)
  - Letter of Intent for Utilities from the developer explaining how the tract will be served by water, wastewater and electric, including commitments for oversize line construction and/or off-site requirements (UDC Sections 13.02, 13.04, 13.05, 13.06 and 13.07).
    - If the water service provider for the property is NOT the City of Georgetown (e.g. Jonah Water SUD) then please describe the capacity available in their system at this property.
    - Please Note: If any lot in the proposed subdivision is to be served by an on-site sewage facility (OSSF) an application must be made to the Williamson County OSSF Office. Certification by the OSSF office that the proposed lot configuration can meet the requirements for an OSSF is required before a plat can be approved.
    - Please Note: No public infrastructure such as water lines, wastewater lines, lift stations, etc. will be accepted until interest has been conveyed to the City in a manner acceptable to the City Attorney. See fiscal surety forms. (Not a requirement for application completeness)
  - Letter of Intent for Parkland from the developer explaining how the Parkland Dedication requirements will be met (UDC Section 13.08).
    - Please Note: No parkland intended to meet the requirements for Parkland Dedication under UDC 13.08 will be accepted until interest has been conveyed to the City in a manner acceptable to the City Attorney. See Parkland Improvement Agreement. (Not a requirement for application completeness)
  - Letter of Intent for any revision or amendment (if applicable) that gives a brief description of the scope of work that is changing (including the number associated with the impacted acreage/sections/lots). Please also make clear on the plan set what your revision(s) or amendment(s) are so that staff can easily identify the changes being proposed.
  - If any of the items listed below do not apply to this submittal (i.e. Tree Preservation Plan as no trees exist on the subject property), provide a letter explaining why each document or information omitted was not included in this submittal packet.

- **Plan Review**
  - Construction Plan case number and P&Z action date (only applicable to Final Plat)
  - Subdivision Plat (see Detailed Information section below)
    - Note: Plan Sets must be turned in as a single PDF file. Plan sets that are locked, and to which comments cannot be added, will be deemed incomplete and not reviewed.

- **Additional Water Quality Information** (applicable for property in the Edwards Aquifer Recharge Zone only)
  - Water Quality Acknowledgement Form
  - Geological Assessment

- **Tree Preservation Plan**
  - Tree Survey (or Tree Inventory when applicable per UDC 8.05.020)
  - Tree Schedule (see Tree Schedule Template)
☐ Critical Root Zone Protection Plan
☐ Housing Pad Exhibit showing: Buildable house footprint and driveway for each lot with a Heritage Tree

☐ **Tree Schedule List** *(Excel file)*
   ☐ Excel Spreadsheet of the Tree Schedule

☐ **Drainage Study**
   ☐ PDF file
   ☐ HEC/RES file *(zip file)*

☐ **Utility Service Plan**
   ☐ Preliminary Utility Plan (only applicable to applications for a Preliminary Plat, Preliminary Plat Amendment, or a Preliminary Final Plat Combo)
   ☐ Written statement that the schematic plans and preliminary drainage calculations were submitted with the Preliminary Plat and no changes have occurred; OR, if changes have occurred, provide new or updated schematics and specifications (only applicable to Final Plat or Replat)

☐ **Existing Improvements Exhibit**
   ☐ Proposed lot layout with any existing structures or improvements to remain, shown with distances to adjacent proposed lot lines indicated
   ☐ List all easement, licenses, joint use agreements, and other encumbrances affecting the property to be platted
   ☐ Any existing encroachment agreements or licenses to encroach, authorizing the proposed City infrastructure to exist within an existing third-party easement or right-of-way, must be assigned to the City in a form acceptable to the City Attorney prior to the City’s acceptance of the infrastructure.
   ☐ Provide the correct recording information for each item
   ☐ Provide a title report for the property to be platted showing all easements, encumbrances, liens, and other matters of title currently affecting the property.

   ☐ Effective Date of the report may be no more than 90 days prior to the day the application is filed. For Resubmittals, Applicant may use the same report but include a statement that there are no new matters of record since the Effective Date of the report.

   ☐ Provide the following information on a completed Easement-Encumbrance Schedule:
   ▪ Document recording number or Volume and Page
   ▪ Type of document (easement, license, joint use agreement, etc.)
   ▪ General location of all crossings or conflicts with any public utility easement, public right of way, City of Georgetown easement, or other area dedication or conveyed to the Public or the City of Georgetown
   ▪ Notes or other general information applicant wishes to share with the reviewer
   ▪ The Schedule must include the following statement: "I attest under penalty of perjury that this Easement-Encumbrance Schedule is, to the best of my knowledge, a complete and accurate list of all matters affecting the property." The applicant must sign after the statement.

*Note: No other easements may run longitudinally with a City of Georgetown easement, public utility easement, public drainage easement, or public right-of-way, unless the City reviews the terms of the other easement and determines that it will not conflict with the City of Georgetown easement, public utility easement, public drainage easement, or
Public right-of-way to be dedicated or conveyed to the City. Dedicated easements may cross an existing third-party easement at an angle greater than 45 degrees unless prohibited by the terms of the existing easement or the existing easement is greater than 15 feet in width, per the City’s Real Estate Policies. See realestate@georgetown.org for more information. Easement forms acceptable to the City Attorney can be found at realestate.georgetown.org.

- **Street Projection Exhibit**
  - Proposed street stubs to adjacent properties showing the continued projection of such a street to the nearest Major Street. Right of way dimensions and speed of street shall be included.
  - Exhibit shall show aerials, topography, hydrological features, significant trees, zoning, future land use, and existing habitable structures on the adjacent property(ies).

- **Cul-de-sac Lot Width Exhibit**
  - An exhibit for each lot fronting a cul-de-sac that does not meet the required lot width at the ROW line. This width may be reduced up to 30-feet so long as the required lot width is met at the front setback line. The exhibit should demonstrate this with a scaled, dimensioned drawing. See UDC Section 6.04.010 for more information.

<table>
<thead>
<tr>
<th>Detailed Information</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subdivision Plat</strong> <em>Below is information that is required to be included or shown on the various plat types. An “X” in the column at the right indicates that item is required for that particular plat type</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plat should be in an 18”x24” format, oriented landscape, and have one sheet per page in the PDF. If the PDF is a scan of the original document, please make sure that the image was created with a resolution of at least 300 dpi.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Title of the Subdivision (on each page) <em>Title must include “Preliminary Plat”, “Final Plat”, “Replat”, or “Amended Plat” as applicable</em></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Page numbers (include sheet index on 1st page if more than two pages)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>City’s project number (locate at bottom right corner of each sheet): i.e., 2022-<strong><strong>-</strong></strong> Your case manager will provide you with the project number with the first review comments.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>List the following information on the first page of the plat:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner’s name</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Applicant’s or Agent’s name (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Surveyor’s company name and contact information</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### Detailed Information

**Subdivision Plat**

Below is information that is required to be included or shown on the various plat types. An "X" in the column at the right indicates that item is required for that particular plat type.

<table>
<thead>
<tr>
<th>Platted Type</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer’s company name and contact information (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Submittal date (with revision dates, if any)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Acreage of total site</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Total number of blocks</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Total number of lots (also list total residential lots, open space lots, etc., as applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Street table, including: Street classification type, street name, ROW dimension, pavement dimension, curb type, pedestrian clear zone dimension, and design speed.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Location Map to scale with cross streets for identification and north arrow (on first page)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Engineer’s preliminary review note (to be removed with final submittal): “For Review. This document is released for the purpose of review under the authority of (name of engineer &amp; seal number) on (date). It is not to be used for bidding, permit or construction.”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Current field notes and description of Boundary Survey with bearings and distances</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Include the following signature blocks and certifications on the last page of the plat: (also see Subdivision Plat Signature Block Templates in this Development Manual)</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Owner’s Signature Block (one for each owner)</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lien Holder’s Signature Block (if applicable)</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Surveyor’s Certification (original signature and seal to be added at final approval)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Engineer’s Certification (original signature and seal to be added at final approval)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>County Clerk’s Certification (must be placed in the bottom right-hand corner of last sheet)</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Space for City to provide digital Planning and Zoning Commission approval stamp minimum size 2&quot; by 3&quot; (Preliminary Plats only)</td>
<td>X</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Planning and Zoning Commission Approval Block (Recording Plats only)</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Planning Director Approval Block</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Floodplain Administrator (choose city or county signature block, whichever is applicable)</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### Detailed Information

**Subdivision Plat**

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<thead>
<tr>
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<th>Minor Plat</th>
<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamson County On-Site Sewage Facilities Certification (properties to be served by septic only)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Show the following on the plat drawing(s):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Arrow</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scale (1” = 100’ scale unless otherwise approved by city)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Point of beginning, labeled (also described in field notes)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Plat boundaries identified in heavy, solid lines and dimensioned</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lot and block lines</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dimensions of front, rear, and side lot lines</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Existing and proposed streets (include adjacent), label names and right-of-way widths. Width of existing rights-of-way must be identified at two points.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Labels for proposed lots and blocks (lots shall use numerals; blocks shall use letters)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Monuments. All monuments and control points shall be set or recovered by a licensed surveyor, placed prior to plat recordation. Grid coordinate values shall be shown on the plat at four main corners of the subdivision. Coordinates should be rotated to the City of Georgetown Control Network.</td>
<td>-</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Permanent Benchmarks. One permanent benchmark shall be set by a licensed surveyor, tied to the City of Georgetown Control Network. A statement as to the origin of the elevation datum shall be made on the plat. (The City Utility Engineer may waive the requirement for installation of a benchmark for subdivisions smaller than 50 acres when at least two benchmarks are located within one-half mile of the subdivision boundaries.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Acreage or square footage of each lot (provide note indicating size of smallest lot for large residential subdivisions)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Topographic features, with ten (10) foot contour lines</td>
<td>X</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Adjoining properties (show in dashed line), include property lines labeled with lots and blocks, names of recorded subdivisions, streets, easements and water courses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All existing physical features, such as watercourses, railroads, alleys, fissures, Karst</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
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<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depiction of the 100-year floodplain (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All (existing and new) easements, including but not limited to drainage, utility, landscape, tree protection and access - dimension and label as to type, note any restriction on the plat</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment. (for properties located over the Edwards Aquifer Recharge Zone)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Heritage Trees to be saved as defined in UDC Section 8.02.020 and 16 (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>Heritage Trees to be removed as defined in UDC Section 8.02.020 and 16 (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>Tree Inventory as defined in UDC Section 8.05.020 (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>Development phasing boundary lines, include any improvements related to the proposed phasing. (NOTE: future final plats must correspond to the proposed phasing plan)</td>
<td>X</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Existing or new Avigation easements as required by the City, include the extension of the center line of the runway for up to two (2) miles from the end of the runway and all applicable avigation zones</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>Label any lots designated for special use (e.g., parks, open space, detention, etc.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Subdivision plats for properties located in the city’s ETJ must also address the following items, pursuant to Sections 3.2, 10.1, 5.1, 5.7 and 5.10 of the Williamson County Subdivision Regulations:

- Collector level street pavement width (Section 5.1) | X | X | X | X | X | X |
- Drainage requirements for detention ponds (Section 5.1) | X | X | X | X | X | X |
- Surety for detention pond construction (Section 5.2) | X | X | X | X | X | X |
- Traffic lights at entrances to subdivisions (Section 5.10) | X | X | X | X | X | X |
### Detailed Information

**Subdivision Plat**

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<table>
<thead>
<tr>
<th>Landscape maintenance agreements for landscaping in public rights-of-way (Section 5.7)</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
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<th>Minor Plat</th>
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</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

Include the following Subdivision Plat notes:

_all blanks must be completed with appropriate site-specific information. Informative annotations in parentheticals are not to be included._

1. Utility providers for this development are Water: __________, Wastewater/septic: __________, and Electric: __________.

   x | x | x | x | x | x | x |

2. All structures/obstructions are prohibited in drainage easements. (if applicable)

   x | x | x | x | x | x | x |

3. There (are / are no) areas within the boundaries of this subdivision in the 100-year floodplain as defined by FIRM Map Number __________, effective date of __________.

   x | x | x | x | x | x | x |

4. No development shall begin prior to the issuance of a Floodplain Development Permit for each of the following lots: __________________. (if applicable)

   x | x | x | x | x | x | x |

5. Prior to any channel alteration or bridge construction, which will change existing flood patterns or elevations, a Letter of Map Amendment must be submitted to the City of Georgetown Floodplain Administrator for approval and approval by the Federal Emergency Management Agency. (if applicable)

   x | x | x | x | x | x | x |

6. In order to promote drainage away from a structure, the slab elevation should be built at least one-foot above the surrounding ground, and the ground should be graded away from the structure at a slope of 1/2" per foot for a distance of at least 10 feet.

   x | x | x | x | x | x | x |

7. All sedimentation, filtration, detention, and/or retention basins and related appurtenances shown shall be situated within a drainage easement or drainage lot. The owners, HOA, or assignees of the tracts upon which are located such easements, appurtenances, and detention facilities shall maintain same and be responsible for their maintenance, routine inspection, and upkeep.

   x | x | x | x | x | x | x |

8. Parkland Dedication requirements are being met by (choose either fee-in-lieu or by dedication of lot/block). (if applicable)

   x | x | x | x | x | x | x |
### Detailed Information

#### Subdivision Plat

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<table>
<thead>
<tr>
<th>9.</th>
<th>Any Heritage Tree as noted on this plat is subject, in perpetuity, to the maintenance, care, pruning and removal requirements of the City of Georgetown. Approved removal does not require modification of the plat. (if applicable)</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X X X X X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.</th>
<th>All individual lots containing Heritage Trees are configured and designed so that the lot is developable for the intended purpose without requiring removal of the Heritage Trees or exceeding the percentage of allowable disturbance within the Heritage Trees CRZ. (if applicable)</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.</th>
<th>A 10-foot or 15-foot Public Utility Easement is dedicated along all street frontages within this plat. (as applicable)</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
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<th>Minor Plat</th>
<th>Amending Plat</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.</th>
<th>The monuments of this plat have been rotated to the NAD 83/93 HARN - Texas Central Zone and NAVD 88.</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
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<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

| 13. | Impervious Coverage Plat Notes – Residential Lots: (select those that apply)  
- The maximum impervious coverage per residential lot is ____ percent. OR  
- The maximum impervious coverage per residential lot is according to the following table: (provide table) | Preliminary Plat | Prelim./Final Combo | Final Plat | Replat | Minor Plat | Amending Plat |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>-</td>
<td>X</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

| 14. | Impervious Coverage Plat Notes – Non-Residential Lots: (select those that apply)  
- The maximum impervious coverage per non-residential lot shall be pursuant to the UDC at the time of Site Plan application based on the zoning designation of the property. OR  
- The maximum impervious coverage per non-residential lot is according to the following table: (provide table) | Preliminary Plat | Prelim./Final Combo | Final Plat | Replat | Minor Plat | Amending Plat |
<table>
<thead>
<tr>
<th></th>
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<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15.</th>
<th>This subdivision is subject to all general notes and restrictions appearing on the plat of Lot(s) ______, recorded in Cabinet ____ Slide ____ (or Document No. if applicable) of the Plat Records of Williamson County, Texas.</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
<th>Final Plat</th>
<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
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<td>X</td>
<td>-</td>
<td>X</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16.</th>
<th>The landowner assumes all risks associated with improvements located in the right-of-way, or road widening easements. By placing anything in the right-of-way or road widening easements, the landowner indemnifies and holds the City of Georgetown, Williamson County, their officers, agents and employees harmless from any liability</th>
<th>Preliminary Plat</th>
<th>Prelim./Final Combo</th>
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<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td><strong>17.</strong> Owing to property defects or negligence not attributable to them and acknowledges that the improvements may be removed by the City and/or County and that the owner of the improvements will be responsible for the relocation and/or replacement of the improvements.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>18.</strong> The building of all streets, roads, and other public thoroughfares and any bridges or culverts necessary to be constructed or placed is the responsibility of the owners of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the City of Georgetown and/or Williamson County, Texas. Neither the City of Georgetown nor Williamson County assumes any obligation to build any of the streets, roads, or other public thoroughfares shown on this plat or of constructing any of the bridges or drainage improvements in connection therewith. Neither the City of Georgetown nor Williamson County assumes any responsibility for drainage ways or easements in the subdivision, other than those draining or protecting the road system and streets in their respective jurisdictions.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>19.</strong> Neither the City of Georgetown nor Williamson County assumes any responsibility for the accuracy of representations by other parties in this plat. Floodplain data, in particular, may change depending on subsequent development. It is further understood that the owners of the tract of land covered by this plat must install at their own expense all traffic control devices and signage that may be required before the streets in the subdivision have finally been accepted for maintenance by the City and/or County.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>20.</strong> Right-of-way easements for widening roadways or improving drainage shall be maintained by the landowner until road or drainage improvements are actually constructed on the property. The City and/or County have the right at any time to take possession of any road widening easement for construction, improvement, or maintenance of the adjacent road.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>21.</strong> Unless otherwise noted herein, all easements dedicated to the City of Georgetown by this plat shall be EXCLUSIVE to the City of Georgetown, and Grantor covenants that Grantor and Grantor’s heirs, successors, and assigns shall not convey any other easement, license, or conflicting right to use in any manner, the area (or any portion thereof) covered by this grant.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
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<tr>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

21. All easements dedicated to the City of Georgetown by this plat additionally include the following rights: (1) the right of the City to change the size of any facilities installed, maintained, or operated within the easement area; (2) the right of the City to relocate any facilities within the easement area; and (3) the right of the City to remove from the easement area all trees and parts thereof, or other obstructions, which endanger or may interfere with the efficiency and maintenance of any facilities within the easement area.

22. This plat is subject to the provisions of the City of Georgetown Water Conservation Ordinance.

23. The subdivision subject to this application is subject to the Water Quality Regulations of the City of Georgetown. (for properties over the Edwards Aquifer Recharge Zone)

24. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on [date]. Any springs and streams as identified in the Geologic Assessment are shown herein. (for properties over the Edwards Aquifer Recharge Zone)

25. State-owned riverbeds and beds of navigable streams in the public domain are held in trust for the public. There is hereby granted for the use and benefit of the public a continuing access easement for the free and unobstructed use of the navigable river and the right of portage along its banks, across any portion of the Property between the mean high-water marks of the river in its natural state.

Additional Notes for Noise and Avigation Easements (if applicable – please reference the Airport Zones on the Georgetown Planning Map):

1. “There is hereby granted for the use and benefit of the public a continuing avigation easement for the free and unobstructed flight of aircraft (which term shall include any contrivance now or hereafter used for flight through the air) and the right of flight for the passage of aircraft in the air space above the surface of the Property, together with such noise and other effects as may be inherent in the operation of aircraft landing at, taking off from, or engaged in other flight activities at the Georgetown Municipal Airport.”
### Subdivision Plat

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<th>Replat</th>
<th>Minor Plat</th>
<th>Amending Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. “Grantors do hereby grant and convey an easement for the Approach Zone, as that term is defined in Section 12.36 of the City of Georgetown Code of Ordinances and as shown on this plat, being further described as (describe Zone as it relates to the Property).”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. “Grantors do hereby grant and convey an easement for the Transition Zone, as that term is defined in Section 12.36 of the City of Georgetown Code of Ordinances and as shown on this plat, being further described as (describe Zone as it relates to the Property).”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. “Grantors do hereby grant and convey an easement for the Horizontal Zone, as that term is defined in Section 12.36 of the City of Georgetown Code of Ordinances and as shown on this plat, being further described as (describe Zone as it relates to the Property).”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5. “Grantors do hereby grant and convey an easement for the Conical Zone, as that term is defined in Section 12.36 of the City of Georgetown Code of Ordinances and as shown on this plat, being further described as (describe Zone as it relates to the Property).”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6. “These easements shall be perpetual and shall be binding on Grantor and its assigns, heirs, and successors.”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
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

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
  ☐ Shot Clock Waiver Consent Form (when choosing this process)
  ☐ 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.
Application Checklist

Subdivision Variance

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Subdivision Variance requires review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 3.22 and Ordinance 2019.50. 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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Subdivision Variance (WAV)</td>
<td>☐ Subdivision Variance with Plat</td>
</tr>
<tr>
<td></td>
<td>☐ Subdivision Variance without Plat</td>
</tr>
</tbody>
</table>

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/](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/](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/](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
  - ☐ Shot Clock Waiver Consent Form (when choosing this process)
  - ☐ Letter of Intent (see Detailed Information section below)

☐ **Conceptual Plan** (see Detailed Information section below)
Detailed Information

The **Letter of Intent** shall include:

- Description of the type and amount of variance being requested
- Justification for the request explaining the reason the provisions of the Code cannot be met
- Explanation of how the requested variance meets the Approval Criteria outlined in **UDC Section 3.22.060**
  - That the granting of the variance will not be detrimental to the public health, safety or welfare or injurious to other property in the area or to the City in administering this Code.
  - That the granting of the variance would not substantially conflict with the Comprehensive Plan and the purposes of this Code.
  - That the conditions that create the need for the variance do not generally apply to other property in the vicinity.
  - That application of a provision of this Code will render subdivision of the land impossible.
  - Where the literal enforcement of these regulations would result in an unnecessary hardship.

The **Conceptual Plan** shall include:

- Subdivision name, lot and block number, if applicable
- Location map, with north arrow, showing location within neighborhood
- Scale (scale should be adequate to clearly show all information)
- Property boundaries and length (dimensions)
- Graphic depiction of the requested variance
- Tree Inventory (only required when the request is related to tree preservation and mitigation standards)
  - A tree survey that graphically identified the location, size, and species of all Heritage Trees, Protected Trees, and other trees to be credited toward mitigation requirements
  - A determination on the health of each tree (i.e. “Dead” or “Poor” health)
  - Description of any diseases present on trees of “Dead” or “Poor” health
  - Proposed measures to be taken to prevent spread of disease through the project site
  - Existing canopy cover (as a percentage of the project area)
  - A description of a tree’s aesthetic value (i.e. size, evaluation as a specimen of the species, size and quality of the canopy, etc.)
- Any other information determined necessary by staff to portray the requested variance
Application Checklist
Traffic Impact Analysis (TIA)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Traffic Impact Analysis (TIA) requires a review by staff and approval by the Planning & Zoning Commission, in accordance with UDC Section 12.09. and Ordinance 2019-50. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or 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/.

NOTE: Additional fees will be charged by the review body, based on a predetermined hourly rate and as discussed in the Scoping Meeting.

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
  ☐ Shot Clock Waiver Consent Form (when choosing this process)
  ☐ Letter of Intent (see Detailed Information section below)
  ☐ Completed and signed Scope of TIA (valid only if within six (6) months from signed date)

☐ Traffic Impact Analysis (TIA) (see Detailed Information section below)
  ☐ Full PDF copy of TIA report

☐ HCS Synchro Files (All files must be zipped together)
## Detailed Information

The **Letter of Intent** shall include:
- Explanation as to how the request complies with the Georgetown Overall Transportation Plan ([available here](https://planning.georgetown.org)).

### Important **TIA** information:
- Texas Department of Transportation (TxDOT) requirements shall be met when connecting to a state road system.
- If the Synchro analysis software is used in the intersection analysis, a corridor overview must be provided as well as the printout for the HCS analysis (Synchro can report HCS results).
- If the TIA requires data collection, turning movement counts must be completed for the subject property. Previously recorded data, TxDOT data, or data collected for any other project may NOT be used. In addition, the City will not accept data that was recorded in a previous year and had a growth factor applied. The percent of Heavy Vehicles must also be recorded.
Application Checklist
Abandonment

This Checklist is intended to provide the information and data needed to constitute a complete application. Those who desire the sale, vacation and abandonment of public streets, alleys, easements and/or public rights-of-way by the City of Georgetown should submit a request for abandonment follow the procedure described below in order to expedite the processing of such request. A request for an abandonment requires review by staff, in accordance with Code of Ordinances Chapter 12.10. Incomplete applications will not be accepted. For assistance regarding application content please contact realestate@georgetown.org. For assistance with the MyGovernmentOnline portal please contact the Planner of the Day at (512) 930-3575 or 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
  ☐ Application Form
  ☐ Letter of Intent

☐ Exhibits
  ☐ Exhibit A – Metes & Bounds Description of property to be Abandoned
  ☐ Exhibit B – Survey Sketch of property to be Abandoned
  ☐ Exhibit C – Deeds & Title
  ☐ Exhibit D – Utility Providers’ Acknowledgement Form
  ☐ Exhibit E – Property Owner Abandonment Form
  ☐ Exhibit F – Property Owner’s Application Consent Form
### Detailed Information

The **Application Form** shall include:

- □ The completed form executed and notarized.

The **Letter of Intent** shall include:

- □ A description of the requested abandonment
- □ An explanation of any existing utilities and public improvements on the property to be abandoned and how these utilities will be relocated or removed prior to abandonment.
- □ An explanation of how the requirements of Texas Local Gov’t. 272.001 are being met either through exchange of property of equivalent value or payment.
- □ A signed statement acknowledging that unless the sale or exchange of property meets an exception of Section 272.001, the applicant will be required to pay the fair market value of the real estate interest being abandoned, as well as the cost of the City’s appraisal to determine such.

**Exhibit A** shall include:

- □ A metes and bounds description prepared by a Registered Professional Land Surveyor of the Property proposed to be sold, vacated or abandoned.
- □ This exhibit must be formatted as a letter sized document (8.5”x11”)
- □ This exhibit must be prepared by licensed surveyor.

**Exhibit B** shall include:

- □ A plat or sketch prepared by a Registered Professional Land Surveyor of the Property proposed to be sold, vacated or abandoned (only the easement or portion of property to be abandoned), showing:
  - The names and deed recording information of the current owners of record of all property contiguous to the Property proposed to be sold, vacated or abandoned;
  - The nearest streets in all directions and the subdivision or the addition in which the Property is situated; and
  - The location of any existing public utilities located within the Property proposed to be sold, vacated or abandoned.
- □ This exhibit must be formatted as a letter sized document (8.5”x11”)
- □ This exhibit must be prepared by licensed surveyor.

**Exhibit C** shall include:

- □ Copies of recorded deeds or a title search performed by a title company evidencing current ownership of all property contiguous to the Property proposed to be sold, vacated or abandoned.

**Exhibit D** shall include:

- □ Copies of the written consent(s) to the sale, vacation or abandonment of the Property of the owners/providers of any existing public utilities that are located within the Property proposed to be proposed sold, vacated or abandoned.
- □ If unable to obtain such consent, please provide written proof of your attempt to do so and the utility owner/provider’s reason for denial.
### Detailed Information

- Consent is not required in advance from Georgetown Electric, Georgetown Water, or any other utilities owned by the City of Georgetown, as such consent will be provided or denied during the City’s review of the application.

<table>
<thead>
<tr>
<th>Exhibit E shall include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The consent to the sale, vacation or abandonment of all owners of property contiguous to the Property proposed to be vacated, sold or abandoned, as well as any owners of the fee encumbered by the City's easement, if applicable.</td>
</tr>
<tr>
<td>• If the property is owned in fee by the City of Georgetown, Exhibit E is not required in advance of the City’s review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibit F shall include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Property Owner’s Consent Form</td>
</tr>
</tbody>
</table>
Application Checklist
Administrative Exception

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for an Administrative Exception requires review by staff, in accordance with **UDC Section 3.16**. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or 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/](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](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/](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:

- A detailed description regarding the proposed exception(s)
- The necessity of the proposed exception(s)
- Explanation as to how the request meets the approval criteria outlined in UDC Section 3.16.030
  - That granting the Administrative Exception serves an obvious and needed purpose.
  - That granting the Administrative Exception will ensure an equal or better level of design or land use compatibility as the otherwise applicable standards.
  - That granting the Administrative Exception will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development.
### Detailed Information

- That granting the Administrative Exception will be consistent with the purposes and intent of this Unified Development Code.
- **Explanation as to how the request meets the approval criteria for specific requests:**
  - Alternative Building Design ([UDC Section 7.03.070](#))
  - Alternative Landscape Plan ([UDC Section 8.05.050](#))
  - Alternative Fence Design ([UDC Section 8.070.080](#))
  - Alternative Parking Plan ([UDC Section 9.06](#))
  - Non-Conforming Use ([UDC Section 14.02.030](#))
  - Inter-Parcel Connectivity ([UDC Section 12.05.040](#))

---

<table>
<thead>
<tr>
<th>The <strong>Conceptual Plan</strong> shall include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The location on the plat or Site Development Plan that the Exception(s) would apply to</td>
</tr>
<tr>
<td>- A detailed depiction of the alternative design plan</td>
</tr>
<tr>
<td>- Any additional information determined necessary for your particular Administrative Exception request</td>
</tr>
</tbody>
</table>
Application Checklist
Annexation (Voluntary)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Annexation requires review by staff and approval by the City Council, in accordance with UDC Section 3.25. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or 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 Boundary**
  - Location Map of property with surrounding roads identified
  - Field Notes & Sketch of the subject property: A legal description of the subject 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 & Sketch of Adjacent County ROW: A legal description of the adjacent county right-of-way (ROW), performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2” x 11” sketch of the ROW boundaries
Detailed Information

The **Letter of Intent** shall include:

- Acknowledgement that the subject property is contiguous to the current city limits
- Total acreage of the subject property
- Current use of the subject property
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.25.030](#)
  - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action; and
  - The annexation promotes the health, safety or general welfare of the City and the safe, orderly, and healthful development of the City.
  - Consistency with the City’s adopted long range plans and annexation policies.
- A sentence reading: “The applicant reserves the right to pull this annexation application from consideration at any time during the proceedings”
- A sentence reading: “With this signed petition for voluntary annexation, the landowner understands that construction of any capital improvements necessary for development on the property will not be the responsibility of the City of Georgetown if approved for annexation; rather, such improvements will occur through non-City financial assistance through the subdivision and construction process.”
- Notarized signature of each property owner

If the request for annexation includes the petition for an initial zoning designation other than Agriculture (AG), the Letter of Intent shall also include:

- The zoning district(s) requested to be designated to the subject property upon annexation and the acreage of each proposed district.

  **NOTE:** In the event of multiple zoning districts, field notes and sketch for each zoning district must be included with the request.

- Explanation as to how the request meets the approval criteria for a Zoning Map Amendment outlined in [UDC Section 3.06.030](#):
  - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
  - The zoning change is consistent with the Comprehensive Plan;
  - The zoning change promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City;
  - The zoning change is compatible with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and
  - The property to be rezoned is suitable for uses permitted by the district that would be applied by the proposed amendment.

*Note: Additional fees do apply for Voluntary Annexation requests that do include a request for initial zoning.*
Application Checklist

Appeal

This Checklist is intended to provide the information and data needed to constitute a complete application. A request to appeal an Administrative Decision requires review by staff, in accordance with UDC Section 3.14 and other applicable regulations. A request to appeal the decision of a Board or Commission will be processed in accordance with the UDC for the application type. 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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Appeal (APL)</td>
<td>☐ Appeal of an Administrative Action/Decision</td>
</tr>
<tr>
<td></td>
<td>☐ Appeal of a Board Action/Decision</td>
</tr>
</tbody>
</table>

### 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/](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/](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/](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
  - ☐ Copy of the Action made by the Administrative Staff, or Board or Commission
Any materials to be considered by the decision-making authority

<table>
<thead>
<tr>
<th>Detailed Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The <strong>Letter of Intent</strong> shall include:</td>
</tr>
<tr>
<td>• An overview of the decision that is being appealed.</td>
</tr>
<tr>
<td>• Justification for why the decision is being appealed.</td>
</tr>
</tbody>
</table>
Application Checklist
Certificate of Appropriateness

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Certificate of Appropriateness requires review by staff, in accordance with UDC Section 3.13. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Application Types and Associated Fees

This checklist may be used for the following Application and Sub-Application Types. Please use UDC Section 3.13.010 - Applicability to identify which fee category your application falls under.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Certificate of Appropriateness (CoA)</td>
<td>☐ HARC Review*</td>
<td>$503</td>
</tr>
<tr>
<td></td>
<td>☐ HPO Review*</td>
<td>$181</td>
</tr>
<tr>
<td></td>
<td>☐ Minor HPO Review* (signage, paint color, changes in color to awning fabric, exterior lighting and mechanical equipment)</td>
<td>$120</td>
</tr>
</tbody>
</table>

*Please note that staff will ultimately determine the appropriate fee based on the submitted request.

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/.

Submission Requirements

New applications are only accepted two days per month and can only be accepted digitally. 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/.

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.

Please Note:
- For projects requiring more than one level of review (HARC and HPO) per the requirements identified in UDC Table 3.13.010, the project may be submitted as one application for the highest level of review.
- All dimensional drawings shall be to scale and include dimensions (height, area, etc.), label, scale, and north arrow.
- All color renderings and samples shall be an accurate representation of the proposed or existing color.
- All renderings provided shall be an accurate representation of the property and any proposed changes.
Please ensure the below required documents are included in your submittal. The lack of these required documents will deem the application incomplete and will delay the review of the application.

☐ Letter of Intent (see Detailed Information section below).
☐ Plan Review: Plans, drawings, specifications and other supporting materials of the proposed project(s) as identified in the Detailed Information section below.
☐ Material(s) Samples: Example photos, product information sheets. Physical samples will not be accepted.
☐ Property Owner’s Consent Form
☐ Additional Information: See below for required additional information for the following project types: Demolition, Relocation and Removal, Building Height Modification, Setback Modification, and Signs

**Detailed Information**

The Letter of Intent shall include:

- A detailed description of the proposed Project(s). For applications with multiple Projects (signage, paint, addition, etc.) include each item being sought as a part of the application using the applicable Additional Items Required for Submittal as specified below.
- Explanation as to how the request meets the approval criteria outlined in UDC Section 3.13.020.B for HPO Review, or UDC Section 3.13.030.B-F, as applicable, for HARC Review. Provide detailed explanation of the request supports the applicable Historic District Design Guidelines.
- Current photos of the site, structure and/or condition.

The Plan Review shall include the applicable information for each Project as follows:

**A. SITE PLAN**

Site plans must be dated, drawn to scale and have north arrows and directional labels. In addition, Site Plans must include the following information:

- Graphic scale
- Dimensions of the site and all improvements, to include setbacks (existing and proposed) and building separation
- Location of property lines, streets, walkways, parking, driveways, mechanical equipment, fences, and other hardscape features
- Existing and proposed buildings and additions
- Portion(s) of structure to be demolished (if applicable)
- If signage is included, location and dimensions of existing and proposed signage
- If relocation of a building or structure is included, a Site Plan showing the new location of the building or structure to be relocated, in addition of the information listed above
B. ARCHITECTURAL DRAWINGS (ELEVATIONS)

Elevation of each building façade subject to an application must be drawn to scale and have directional labels. In addition, Elevations must include the following information:

- Scale
- Dimensions of the building and architectural features, including overall building height, width and depth of doors, windows and other openings
- Roof pitch (roof slope)
- Existing and proposed materials
- Types of windows, doors and dormers (i.e. aluminum, vinyl, wood, one over one, etc.)
- If signage is included, location and dimensions of existing and proposed signage
DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on an Elevation, and does not necessarily show compliance with applicable requirements of the UDC, Downtown and Old Town Design Guidelines, or building codes.

C. PROJECT VISUALIZATION/MATERIALS AND SPECIFICATIONS

- Renderings and/or sketches of architectural features, doors and windows, lighting, signage and other applicable features must be included. Details must be drawn to scale and labeled accordingly. All details must include dimensions, materials, type, color, and proposed location. All renderings provided shall be an accurate representation of the property and any proposed changes.
- Manufacturer’s product information and images can be used – if they already exist you do not have to recreate.
- In the event that material samples are not available, photographs or catalog pictures and specifications identifying the proposed material may be submitted.
- Ensure all selected materials are labeled.
Project Types with Additional Information Needed

Demolition, Relocation and Removal
- An explanation of the work needed to restore the structure
- A justification explaining why the work is infeasible or would cause an economic hardship for the applicant
AND/OR
- An explanation of how the structure has irreversibly lost its historic significance
AND/OR
- A compelling public interest justifying the demolition, relocation or removal of the structure
- Review Historic District Design Guidelines Chapter 4 for review criteria of a Demolition or Relocation.

Building Height Modification
- Proposed building height shown on the project Elevations
- Statement of how the proposed request meets the Criteria for Approval of a Building Height Modification in UDC Sec. 3.13.030.C.

Setback Modification
- Proposed setback modification shown on the project Site Plan
- Statement of how the proposed request meets the Criteria for Approval of a Setback Modification in UDC Sec. 3.13.030.D.

Signs
- Width of the primary building façade and proposed sign location
- Proposed sign dimensions.
- Proposed sign materials and colors.
- Proposed illumination type including wattage.

DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on specifications and details and does not necessarily show compliance with applicable requirements of the UDC, Historic District Design Guidelines, or building codes.
Application Checklist

Comprehensive Plan Amendment

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Comprehensive Plan Amendment requires review by staff and approval by the City Council, in accordance with UDC Section 3.04. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or 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 graphically depicting proposed Land Use category or categories

Detailed Information

The Letter of Intent shall include:
- The need for the proposed change
- A statement indicating if the proposed amendment is concurrent with a rezoning or other development application. If not, please explain.
- If the subject property is outside the city limits, a statement indicating if the proposed amendment is accompanied by a petition for annexation. If not, please explain.
- A description of changing or unforeseen circumstances/emergence of new information that supports the proposed amendment
## Detailed Information

- Which Vision Statements and/or Goals, Policies, and Actions the proposed change would be implementing, and why the 2030 Future Land Use designation/OTP does not meet the vision or goals. A copy of the 2030 Comprehensive Plan may be viewed online at [2030.georgetown.org](http://2030.georgetown.org).
- Explanation as to how the request meets the Approval Criteria outlined in [UDC Section 3.04.030](http://udc.georgetown.org).
  - The City Council shall consider the following approval criteria in an analysis of immediate needs and consideration of the long-term effects.
    - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action.
    - The Amendment promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City.
  - In considering Amendments to the Plan, the City should be guided by the following:
    - The need for the proposed change;
    - The effect of the proposed change on the need for City services and facilities;
    - The compatibility of the proposed change with the existing uses and development patterns of nearby property and with the character of the neighborhood; and
    - The implications, if any, that the amendment may have for other parts of the Plan.
Application Checklist
Development Agreement

This Checklist is intended to provide the information and data needed to constitute a complete application. A Development Agreement application requires the formation of a Development Agreement Committee, to be established by the Director when an application is submitted to the City pursuant to UDC Section 3.20. The Committee shall determine completeness within fifteen (15) working days of submittal and assign staff hourly rates, a payment schedule and determine if the application is consistent with City policies or reject the application. 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:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Development Agreement (DA)</td>
<td>☐ Development Agreement</td>
</tr>
<tr>
<td></td>
<td>☐ Development Agreement Amendment</td>
</tr>
</tbody>
</table>

Digital Submission Requirements

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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 (including all lien holders)
  ☐ Letter of Intent (see Detailed Information section below)

☐ Conceptual Plan
  ☐ A to-scale 8 1/2” x 11” sketch of the property boundaries and vicinity map
☐ Field Notes: A legal description of the subject property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2” x 11” sketch of the property boundaries.

☐ Any proposals, land plans, color or bound documents

☐ Tree Inventory (required when alternative tree preservation and mitigation standards are proposed)
  ☐ A tree survey that graphically identified the location, size, and species of all Heritage Trees, Protected Trees, and other trees to be credited toward mitigation requirements. (See Tree Schedule Template and Tree Measurement Guide)
  ☐ A determination on the health of each tree (i.e. “Dead” or “Poor” health)
  ☐ Description of any diseases present on trees of “Dead” or “Poor” health
  ☐ Proposed measures to be taken to prevent spread of disease through the project site
  ☐ Existing canopy cover (as a percentage of the project area)
  ☐ A description of a tree’s aesthetic value (i.e. size, evaluation as a specimen of the species, size and quality of the canopy, etc.)

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**Detailed Information**

The **Letter of Intent** shall include:

- A statement of understanding that if the proposal is not consistent with the 2030 Comprehensive Plan, that an application to amend the comprehensive plan shall accompany the application. The 2030 Comprehensive Plan can be viewed here.
- Reasons the proposal requires a development agreement
- What the applicant wishes to accomplish with the proposal
- The need for the proposed agreement or amendment
- How the proposed development agreement will address traffic impacts, utilities, impacts on public facilities
- List of all subsequent applications that would be affected or addressed by a finalized development agreement and how
- Explanation as to how the request meets the approval criteria outlined in UDC Section 3.20.030
  - The proposed agreement promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City.
  - The proposed agreement is consistent with the Comprehensive Plan.
Application Checklist

Historic Landmark Designation

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Historic Landmark Designation requires review by staff and approval by the Planning & Zoning Commission, 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.

Digital Submission Requirements

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Application Fee

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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)
  □ Location Map of property
  □ 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 (required if proposed zoning district boundary is not a platted lot)

☐ Supporting Documents
  □ 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
- Explanation as to how the request meets the approval criteria outlined in **UDC Section 3.06.070**
  - Character, interest, or value of the building, structure or site because of its unique role in the development, heritage or cultural characteristics of the City, County, State or Nation;
  - Occurrence of a notable historical event at the building, structure or site;
  - Identification of the building, structure or site with a person or persons who contributed notably to the culture and development of the City, County, State, Nation, or society;
  - Distinctive elements of architectural design, detail material, or craftsmanship that make it an established or familiar visual feature, or the related distinctiveness of a craftsman, master builder or architect, or a style or innovation, including but not limited to:
    1. Architectural style of the building or structure;
    2. Architectural period of the building or structure;
    3. Textures and colors of materials used in the building or structure;
    4. Shape of the building or structure;
    5. Roofline of the building or structure;
    6. Porch and entrance treatments of the building or structure;
    7. Height and mass of the building or structure; or
    8. Relative proportions of the building or structure (width to height, width to depth); and
  - Archaeological value in the sense that the building, structure or site can be expected to yield, based on physical evidence, information affecting knowledge of history or prehistory.

The **Supporting Documents** shall include:

- Detailed description of all structures, sites or area, 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.
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 Plat Certification Letter. Please see the Letter of Regulatory Compliance Zoning Verification checklist if you are requesting a letter to verify a zoning designation. 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:

<table>
<thead>
<tr>
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<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Letter of Regulatory Compliance (LTR)</td>
<td>☐ Plat Certification Letter</td>
</tr>
</tbody>
</table>

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/

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Application Fee

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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
Supporting Documents

Documentation to support which exemption (A-F) is being claimed under UDC Section 3.08.020. Examples of supporting documentation may include:

- Copies of all recorded deed(s) for the subject property from a date prior to May 10, 1977, to the present establishing the configuration of the lot (available at the Williamson County Clerk’s Office or online at www.wilco.org).
- Copies of any recorded deed(s) or documents related to the acquisition of land by the City, County or state for public improvements.
- Property survey and sketch identifying the total acreage and amount of right-of-way frontage for the existing configuration of the property (see Detailed Information Section below).
- Map of all utilities that serve the property, or the closest termination point of such.
- A concept plan showing the proposed division of land (see Detailed Information Section below).

Detailed Information

The Letter of Intent shall include:

- A statement on which specific exemption from a required plat the property meets. See UDC Section 3.08.020 for a list of the exemptions.
- A description of any proposed further subdivision of the property or expansion of existing structures.

The Property Survey or Concept Plan shall include:

- Basic Information
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Address
  - Roadway(s) name(s)
  - Property boundary lines (dimensioned)
  - Legend
- Proposed lots or tracts (dimensioned)
- Area of each new lot or tract to be created
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:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>☐ Letter of Regulatory Compliance (LTR)</td>
<td>☐ Zoning Verification Letter (may also indicate if a specific use is allowed in the applicable zoning district)</td>
</tr>
</tbody>
</table>

Digital Submission Requirements

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Application Fee

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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

<table>
<thead>
<tr>
<th>Detailed Information</th>
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</thead>
</table>
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 is 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 found in [UDC Chapter 16 – Definitions](#)*
Application Checklist
License to Encroach

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a License to Encroach requires a review by staff in accordance with UDC Section 3.21. **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:

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>☐ License to Encroach (LIC)</td>
<td>☐ License to encroach into an easement</td>
</tr>
<tr>
<td>☐ License to encroach into a right-of-way</td>
<td></td>
</tr>
</tbody>
</table>

**Digital Submission Requirements**

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**Application Fee**

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**Submittal Documents**

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- **Application Information**
  - ☐ Property Owner’s Consent Form
  - ☐ Letter of Intent (see Detailed Information section below)
  - ☐ A location map, survey, plat, or tax map with the property boundaries clearly delineated

- **Exhibit 1: Survey of Property**
- Survey of property and encroachment labeled as Exhibit 1 (see Detailed Information below)

- **Utility Provider Acknowledgements**
  - [ ] Utility Provider Consent Form

### Detailed Information

The **Letter of Intent** shall include:
- Explanation of the type and extent of encroachment (type of structure, overall dimensions of structure, dimensions within easement, etc.)
- Explanation as to how the request meets the approval criteria outlined in UDC Section 3.21.040

The **Survey of Property** shall include:
- Legal description of property
- Location, type, and dimensions of all existing and proposed easements
- Location, type, and size of all existing and proposed utilities
- Location and dimensions of encroachment, make sure to include dimensions indicating the extent the structure is within the easement
- Diagram and description of the encroachment (type of structure, height, depth, underground dimensions)
- Field notes

**NOTE:** This survey will be included as Exhibit 1 of the License Agreement that will be created.
Application Checklist
Planned Unit Development (PUD)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Planned Unit Development requires review by staff and approval by the City Council, in accordance with UDC Sections 3.06.040 and 4.06. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

### Sub-Application Type

This checklist may be used for the following Sub-Application Types:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Sub-Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Planned Unit Development (PUD)</td>
<td>☐ Planned Unit Development</td>
</tr>
<tr>
<td></td>
<td>☐ Planned Unit Development Amendment, Major</td>
</tr>
<tr>
<td></td>
<td>☐ Planned Unit Development Amendment, Minor</td>
</tr>
</tbody>
</table>

### Digital Submission Requirements

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### Application Fee

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### Submittal Documents

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- **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 (required if proposed zoning district boundary is not a platted lot)

□ Development Plan

□ Development Plan (see Detailed Information section below)

□ Tree Inventory (required when alternative tree preservation and mitigation standards are proposed)

□ A tree survey that graphically identified the location, size, and species of all Heritage Trees, Protected Trees, and other trees to be credited toward mitigation requirements

□ A determination on the health of each tree (i.e. “Dead” or “Poor” health)

□ Description of any diseases present on trees of “Dead” or “Poor” health

□ Proposed measures to be taken to prevent spread of disease through the project site

□ Existing canopy cover (as a percentage of the project area)

□ A description of a tree’s aesthetic value (i.e. size, evaluation as a specimen of the species, size and quality of the canopy, etc.)

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**Detailed Information**

The **Letter of Intent** shall include:

- Existing zoning district
- Proposed base zoning district
- Future Land Use and Growth Tier designations
- 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
- Comparison table of proposed development and architectural standards vs. current UDC standards
- Justification for any deviations from the UDC requirements and proposed mitigations for those deviations
- 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 Section 3.06.030**
  - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
  - The zoning change is consistent with the Comprehensive Plan;
  - The zoning change promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City;
  - The zoning change is compatible with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and
  - The property to be rezoned is suitable for uses permitted by the district that would be applied by the proposed amendment.
- Explanation as to how the request meets the approval criteria outlined in **UDC Section 3.06.040**
  - A variety of housing types, employment opportunities, or commercial services to achieve a balanced community;
  - An orderly and creative arrangement of all land uses with respect to each other and to the
### Detailed Information

- A planned and integrated comprehensive transportation system providing for a separation of pedestrian and vehicular traffic, to include facilities such as roadways, bicycle ways, and pedestrian walkways;
- The provisions of cultural or recreational facilities for all segments of the community;
- The location of general building envelopes to take maximum advantage of the natural and manmade environment; and
- The staging of development in a manner which can be accommodated by the timely provision of public utilities, facilities, and services.

The **Development Plan** shall include:

- Proposed land uses including uses to be prohibited, if different than base zoning district
- Proposed development and architectural standards
- Existing natural features, drainageways, one-hundred year floodplain, if applicable, and existing topography at a maximum of five-foot (5') contour intervals
- Location of proposed buildings, building envelopes, or building setbacks
- A tabulation of proposed dwelling unit density in residential areas
- A tabulation of proposed floor area ratios, and/ or square footage of development, and maximum heights of proposed buildings
- Proposed circulation systems, including preliminary street cross sections
- Proposed public parks, greenbelts, and other open space
- Proposed public facilities (i.e., school sites, fire stations, etc.)
- Location, size and type of proposed landscaping including existing landscaping (trees)
- Demonstrate compliance with Chapters 11 and 12 of the UDC, per UDC Section 4.06.010.D.
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

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**
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.
Application Checklist

Creation of a Special Purpose District
Municipal Utility Districts (MUD), Public Improvement Districts (PID),
Water Control and Improvement Districts (WCID), & Fresh Water Supply Districts (FSWD)

Special Purpose Districts (SPD) are independent governmental entities that exist locally and provide infrastructure and deliver specific services, like firefighting, road construction, and water treatment. Districts can be created by local government bodies, the Texas Legislature, or the Texas Commission on Environmental Quality. Generally, SPDs are governed by the commissioner’s court of the county of their origin or by a board of directors. In the City of Georgetown, they are governed by a board of directors. At the City of Georgetown, the City Manager’s Office oversees the creation and amendments of Special Purposes Districts which are, for the City of Georgetown, Municipal Utility Districts (MUD) and Public Improvement Districts (PID). For more information on Special Purpose Districts please see planning.georgetown.org/special-purpose-districts.

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for the creation of a Special Purpose District requires review by staff and approval by the City Council in accordance with UDC Section 13.10. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Digital Submission Requirements

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Application Fee

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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 (including all lien holders)
  ☐ Declaration of Intent Form
  ☐ Formal Petition of Creation or Amendment to Existing District (see “Detailed Information Section”)

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☐ Proposal

☐ Preliminary cost estimates for water, wastewater, stormwater, or road facilities or projects, parks, trails, and recreational amenities, and any other facilities that are proposed to be reimbursed or paid for by the issuance of district bonds.

☐ Information concerning provision of firefighting and law enforcement services.

☐ Master Development Plan

☐ A to-scale 8 1/2” x 11” location map identifying property boundaries and vicinity.

☐ Field Notes: A legal description of the subject property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2” x 11” sketch of the property boundaries.

☐ A to-scale 8 1/2” x 11” conceptual plan showing the general layout of proposed land uses, major streets and roads, water, wastewater, drainage facilities, parks, trails, and recreational amenities, and any other district facilities.

☐ Engineering Reports

☐ Preliminary water availability study

☐ Preliminary wastewater treatment availability

☐ Preliminary drainage study

☐ Preliminary road study for any roads proposed to be reimbursed by bonds

☐ Traffic Impact Study (TIA)
  • Prior to March 2023 – In city (or to be annexed) Development may request approval to pay impact fees in lieu of conducting a traffic study.
  • March 2023 or Later - In city (or to be annexed) Development will be subject to Transportation Impact Fees. ETJ developments must continue to conduct TIAs.

☐ Financial Information

☐ A detailed project pro-forma with assumptions of different tax rates and homes at various price points.

☐ A marketing study completed within the previous six (6) months of the date the petition indicating project feasibility based on regional market absorption rates that indicates projections in residential units per year for specific years of the development. The marketing study should include all proposed uses within the Special Purpose District.

☐ A clear and understandable comparison of a Special Purpose District financed development to non-Special Purpose District financed development, including projections of municipal property tax generation.

### Detailed Information

The Formal Petition for a MUD shall include:

- A description of the boundaries of the land to be included in the district by metes and bounds or by lot and block number, if there is a recorded map or plat and survey of the area, and
- A statement as to the general nature of the work proposed to be done,
- A statement as to the necessity for the work,
- and the cost of the project as then estimated by those filing the petition.
### Detailed Information

The Formal Petition for a **PID** shall include:

- the general nature of the proposed improvement;
- the estimated cost of the improvement;
- the boundaries of the proposed assessment district;
- the proposed method of assessment, which may specify included or excluded classes of assessable property;
- the proposed apportionment of cost between the public improvement district and the municipality or county as a whole;
- whether the management of the district is to be by the municipality or county, the private sector, or a partnership between the municipality or county and the private sector;
- that the persons signing the petition request or concur with the establishment of the district; and
- that an advisory body may be established to develop and recommend an improvement plan to the governing body of the municipality or county.

All signatures required by Local Gov’t. Code Section 372.005
Application Checklist
Special Use Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Special Use Permit requires review by staff and approval by the City Council, in accordance with UDC Section 3.07. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Digital Submission Requirements

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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
  □ 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 only required if subject property is not a platted lot)

☐ **Conceptual Plan** (see Detailed Information section below)
Detailed Information

The **Letter of Intent** shall include:
- A statement of justification including type of business operation, hours of operation, estimated number of employees and customers/attendees, etc.
- 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 3.07.030](#):
  - The proposed special use is not detrimental to the health, welfare, and safety of the surrounding neighborhood or its occupants.
  - The proposed conceptual site layout, circulation plan, and design are harmonious with the character of the surrounding area.
  - The proposed use does not negatively impact existing uses in the area and in the City through impacts on public infrastructure such as roads, parking facilities, and water and sewer systems, and on public services such as police and fire protection and solid waste collection and the ability of existing infrastructure and services to adequately provide services.
  - The proposed use does not negatively impact existing uses in the area and in the City through the creation of noise, glare, fumes, dust, smoke, vibration, fire hazard or other injurious or noxious impact.

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 site: include gross floor area, dimensions, and height of each building and show dimensions to property lines (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 your particular Special Use Permit request
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

Digital Submission Requirements

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Application Fee

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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)
- 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
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

Digital Submission Requirements

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Application Fee

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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.
Application Checklist

Zoning Variance

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Zoning Variance 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

Digital Submission Requirements

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Application Fee

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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 type and amount of variance being requested
  • Explanation as to how the request meets the approval criteria outlined in UDC Section 3.15.030
    □ Extraordinary Conditions. That there are extraordinary or special conditions affecting the land involved such that strict application of the provisions of this Unified Development Code will deprive the applicant of the reasonable use of their land. For example, a Zoning Variance might be justified because of topographic or other special conditions unique to the property and development involved, while it would not be justified due to inconvenience or financial disadvantage.
### Detailed Information

- **No Substantial Detriment.** That the granting of the Zoning Variance will not be detrimental to the public health, safety or welfare or injurious to other property in the area or to the City in administering this Code.
- **Other Property.** That the conditions that create the need for the Zoning Variance do not generally apply to other property in the vicinity.
- **Applicant's Actions.** That the conditions that create the need for the Zoning Variance are not the result of the applicant's own actions.
- **Comprehensive Plan.** That the granting of the Zoning Variance would not substantially conflict with the Comprehensive Plan and the purposes of this Code.
- **Utilization.** That because of the conditions that create the need for the Zoning Variance, the application of this Code to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.
- **Insufficient Findings.** The following types of possible findings do not constitute sufficient grounds for granting a Zoning Variance:
  - That the property cannot be used for its highest and best use.
  - That there is a financial or economic hardship.
  - That there is a self-created hardship by the property owner or their agent.
  - That the development objectives of the property owner are or will be frustrated.

**NOTE:** Justifiable reasons for a variance do not include the property being able to be used for its highest and best use, financial or economic hardships, hardships self-created by the property owner or their agent, profitability, or the development objectives of the property owner.

The **Conceptual Plan** shall include:
- Subdivision name, lot and block number, if applicable
- Zoning District and any Overlay Districts noted
- Location map, with north arrow, showing location within neighborhood
- Scale (scale should be adequate to clearly show all information)
- Property boundaries and length (dimensions)
- Depiction of proposed variance
- Any other information determined necessary by staff to portray the requested variance
Property Owner’s Consent is required for each Development Application. A completed and signed copy of this form is required to be included with every application packet. For property with more than one owner, each owner must sign a copy of this form. In the event that the owner of property is an organization/entity, proof of signature authority on behalf of the organization/entity must be attached to this form.

**Authorization by Property Owner(s)**

I, ________________________________, swear and affirm that I am

(property owner’s printed legal name; include signatory name and title if signing for a company)

the owner of property at ________________________________, as shown in the records

(property address or legal description)

of Williamson County, Texas, which is the subject of this Application. I further affirm that I am fully aware of the City’s application, fee(s) and procedural requirements, and consent to this Application.

I authorize ________________________________ to submit this application and serve

(applicant’s printed name if different from property owner)

as my representative for this request.

Property Owner’s Signature: ________________________________ Date: ________________

(property owner’s signature)
A signed and notarized copy of this form is required to be submitted with a required development application [Plat (Preliminary, Final, Minor, Amending and Replat); Subdivision Construction Plan, Site Development Plan; or Stormwater Permit] for all Regulated Activity for property located over the Edwards Aquifer Recharge Zone (“EARZ”) within the City Limits and its Extraterritorial Jurisdiction (“ETJ”). No application will be accepted without completing this form.

**PROPERTY INFORMATION**

Property Address: 
Legal Description: 
City/ETJ: Acres: 

**PROJECT INFORMATION**

Name of Project: 
Application Type: 
Proposed Use: No. of Lots: 

**PROPERTY OWNER/REPRESENTATIVE INFORMATION**

Business Name: 
Point of Contact: 
Address: 
Contact Information: Phone: Email: 

**PROPERTY OWNER’S CONSENT**

I, , swear and affirm that I am the owner of property at , as shown in the records of Williamson County, Texas, which is the subject of this form.

I, , the owner of the property subject to this form, authorize to submit this acknowledgement form and serve as my representative for this request.

Property Owner’s Signature: Date:
AFFIDAVIT

My name is ________________________________, and I am the owner or authorized representative of the property that is subject of this request to the City of Georgetown, Texas. I hereby certify under penalty of perjury the following:

1. The Regulated Activity, as proposed, is in compliance with the City’s Water Quality Best Management Practices (UDC Section 11.07.004); and

☐ 2. The subject property has an Occupied Site, or is located within 984 feet of an Occupied Site; and
   ☐ The Regulated Activity, as submitted, complies with the Federal standards in UDC Appendix A;
   or
   ☐ A variance request has been submitted to the Williamson County Conservation Foundation Adaptive Management Working Group on the Federal standards outlined in UDC Appendix A;
   or
   ☐ The owner of property will coordinate directly with the USFWS; or

☐ 3. The subject property is located more than 984 feet from an Occupied Site, and the Regulated Activity, as submitted, complies with UDC Section 11.07. In addition,
   ☐ A Geologic Assessment was completed in accordance with UDC Section 11.07 and is made part of this development application (attached); or
   - The project, as proposed:
     ☐ Does not meet the definition of a Regulated Activity; or
   ☐ Meets all of the criteria below:
     - Proposed development is Single-Family Residential or Two-Family Residential; and
     - Subject property is located on an individual lot that is less than 5 acres; and
     - Subdivision (to include replat) is 5 lots or less, and no more than 5 gross acres; and
     - Subject property is located within a drainage area that is less than 64 acres.
   NOTE: A letter signed by an Engineer certifying the drainage area and identifying any springs on the subject property must be submitted with the required application.
   Thus no Geologic Assessment is required with this development application.

Signed this ______ day of ______________________ 20___
Signature: ______________________________________

STATE OF TEXAS
   COUNTY OF WILLIAMSON

[Signature]

KNOW ALL MEN BY THESE PRESENTS

Sworn and subscribed before me by ________________________ on this _____ day of ______________________ in the year ______, to certify which witness my hand and seal of office.

________________________________________
Notary Public in and for the State of Texas
My Commission expires on: ______________________
Utility Providers’ Acknowledgement Form

When proposing to encroach into or abandon sell, or vacate a public utility easement or right-of-way, any additional utility companies who currently use the easement or right-of-way must be notified. A list of the utility companies and each representative is included in this form for your convenience as well as signature blocks for their acknowledgements. All applicable signature blocks must be completed by the respective utility companies prior to submittal of the License to Encroach application. A separate form is required for each property.

Check one:    ☐ License to Encroach into Easement      ☐ License to Encroach into Right-of-Way
              ☐ Abandonment, Sale, or Vacation

Property Information:
Address: ____________________________________________
City: ___________________________ State: ____________ Zip Code: ______________
Legal Description: ____________________________________________
Deed Reference (Document Number): ________________________________
Owner’s Name (or Corporate Entity): ______________________________________

Applicant’s Information: (if different from the owner)
Name: __________________________________________________ Company: ________________________________
Mailing Address: ____________________________________________________________
Phone: ___________________________ Email: __________________________________________

Applicant’s Signature: __________________________________ Date: __________________________

Utility Provider Acknowledgements:
The undersigned public utility companies, using , under the terms and provisions of our respective franchises with the City of Georgetown, that portion of the public utility easement or right-of-way sought for license in the Application for License to Encroach into said public utility easement or right-of-way or the public utility easement or right-of-way sought for abandonment, sale, or vacation in the Application for Abandonment, do hereby acknowledge the application for a license to encroach into the described portion of said utility easement or right-of-way or the application for the abandonment, sale or vacation of said utility easement or right-of-way.
Place an N/A for any that are not applicable to your location.

**Atmos Energy**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**Frontier Communications (formerly Verizon)**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**Altice (formerly Suddenlink)**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**AT&T**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**Jonah Water Special Utility District**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**Oncor**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**LCRA**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**Other: __________________________**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

**Other: __________________________**
- By: __________________________
- Printed Name: __________________________
- Title: __________________________

(Pedernales Electric Coop. does not participate in our licensing process, separate authorization may be required.)

**Utility Provider Contact Information:**
Utility providers regularly change the staff responsible for reviewing requests of this type and may not service the area in which your property is located.

<table>
<thead>
<tr>
<th>Pedernales Electric Cooperative</th>
<th>Oncor</th>
<th>Atmos Energy</th>
</tr>
</thead>
<tbody>
<tr>
<td>(512) 355-2131</td>
<td>Randy Hickerson 254.750.5304</td>
<td>David Dobernecki (512) 310-3854 <a href="mailto:david.dobernecki@atmosenergy.com">david.dobernecki@atmosenergy.com</a></td>
</tr>
<tr>
<td><strong>Cequel Communications, LLC d/b/a Suddenlink Communications</strong></td>
<td><strong>Frontier Communications</strong></td>
<td><strong>AT&amp;T</strong></td>
</tr>
<tr>
<td>Dean Cole 512-931-2965 <a href="mailto:dean.cole@AlitceTechServicesUSA.com">dean.cole@AlitceTechServicesUSA.com</a> Gus Kawell 512-931-2981 <a href="mailto:gus.kawell@AlticeUSA.com">gus.kawell@AlticeUSA.com</a></td>
<td>Trey Valdez (512) 869-2231 (o) <a href="mailto:Lorenzo.t.valdez@ftr.com">Lorenzo.t.valdez@ftr.com</a> Kathy Heiner (830) 997-2186 (o)</td>
<td>David Williams <a href="mailto:Dw8132@att.com">Dw8132@att.com</a> (512)870-4760</td>
</tr>
</tbody>
</table>
Letter of Intent
Parkland Dedication & Development

The purpose of this form is to outline the manner in which the Parkland Dedication and Development Requirements of Unified Development Code Section 13.08 will be satisfied. This form is required for any development application that proposes new residential dwelling units within the City of Georgetown or its extraterritorial jurisdiction. Parkland dedication is not required for commercial development.

General Information

Project Information:
Name of Project: ______________________________________________________
Address or General Location: ____________________________________________

Applicant’s Contact Info:
Name: ___________________________________________ Company: ________________________________
Phone: ___________________________________________ Email: ________________________________________

Proposed Use:
☐ Current Zoning District: _______________________________ or ☐ Project is located in the ETJ
No. of Single-Family Detached Units: _________________  No. of Single-Family Attached Units: _________________
No. of Two-Family Units: _________________  No. of Multi-Family Units: _________________
Total Number of Units Proposed: _______________________

Intentions to Satisfy Requirements of UDC 13.08

This project intends to satisfy the Parkland Dedication and Development Requirements of UDC Section 13.08 through the manner selected below – please select one option:

☐ This project proposes less than five dwelling units and is exempt from the parkland dedication and development requirements of the UDC per UDC Section 13.08.020.

☐ As a part of this project, land will be dedicated for a public park and improvements constructed for the park in-lieu of the payment of fees. We have met with the Parks & Recreation Director on _______________ (insert date) to review the requirements set forth in the UDC and received preliminary approval to proceed with public park land dedication and development. Parkland will be dedicated at a ratio of 1 acre for every 80 single-family/two family units proposed and 1 acre for every 110 multi-family units proposed. A parkland improvement agreement is required.

☐ As a part of this project, land will be dedicated for a public park and fees-in-lieu of parkland development will be paid. We have met with the Parks & Recreation Director on _______________ (insert date) to review the requirements set forth in the UDC and received preliminary approval to proceed with public park land dedication and development. Parkland will be dedicated at a ratio of 1 acre for every 80 single-family/two family units proposed and 1 acre for every 110 multi-family units proposed. The required fees will be paid prior to final approval of any development permit for this project.

☐ Instead of dedicating or constructing a public park, this project will pay the fees in-lieu of parkland dedication and the development fees that are set within the fee schedule. There is no intent to construct a private park for credit. The required fees will be paid prior to final approval of any development permit for this project.
☐ In this project, land will be set aside for a private park and will be developed with non-exclusive park improvements to be used as partial credit, up to 50%, toward parkland dedication and development requirements. We have met with the Parks & Recreation Director on __________________________ (insert date) to review the requirements set forth in the UDC and received preliminary approval to proceed with private park land dedication and development. Private Park credit requires a recommendation from the Parks and Recreation Advisory Board.

☐ This project is subject to the alternative parkland dedication and development requirements approved in a Planned Unit Development or a Development Agreement. Any required parkland dedication or development is reflected in the submitted plans, and/or any fee-in-lieu required will be paid prior to the approval of any development permit.

PUD Ord. No._________________________ or Development Agreement Record Info:________________________

Description of Parkland to be Dedicated

☐ No public or private parkland is proposed.

☐ This project proposes three (3) or more acres for public parkland dedication.

1. Number of acres proposed: _______________
   (Parkland should be dedicated at a ratio of 1 acre for every 80 single-family or two-family units proposed, and 1 acre for every 110 multi-family units proposed.)

2. Please describe the terrain and location of the public parkland in respect to the requirements of UDC Section 13.08.040:

   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

☐ This subdivision proposes two (2) or more acres for a private park.

1. Number of acres proposed: _______________

2. Please describe the terrain and location of the public parkland in respect to the requirements of UDC Section 13.08.030. Also describe what kind of amenities will be provided and who will be responsible for ownership and maintenance of the park.

   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

Please Note: No parkland intended to meet the requirements for Parkland Dedication under UDC 13.08 will be accepted until interest has been conveyed to the City in a manner acceptable to the City Attorney. See Parkland Improvement Agreement. (Not a requirement for application completeness)

I, ________________________________, certify the enclosed information to be true and accurate.

   (Applicant’s name)

   (Signature of Applicant)          (Date)
Easement-Encumbrance Schedule Template

The following is required on an Easement Schedule which identifies matters from the title report:

1. Document Number (per County Clerk)
2. Type of Document (Easement, License, etc.)
3. Location of cross or conflict with proposed or existing PUE/ROW/DE/CoG Easement, etc.
4. Notes or additional information for the reviewer.

The following is an example of how to list an item on the Easement-Encumbrance Schedule:

<table>
<thead>
<tr>
<th>Doc. # (Vol/Page)</th>
<th>Type (Easement, License, etc.)</th>
<th>Location of Cross or Conflict</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008085655</td>
<td>Easement</td>
<td>@Whisper Creek Dr., Plat pg. 3 of 7, northwest of intersection w/ River Terrace Dr.</td>
<td>WW easement held by City of Georgetown.</td>
</tr>
</tbody>
</table>

Total Number of Easements/Encumbrances: ____________________ Date of Title Report ____________________

"I, ______________________ attest under penalty of perjury that this Easement Encumbrance Schedule is, to the best of my knowledge, a complete and accurate list of all matters affecting the property."

Applicant or Property Owner’s Signature: ______________________

Printed Applicant or Property Owner’s Name: ______________________

Applicant or Property Owner’s Title: ______________________

Date: ___________

---

1 Title report must be less than 90 days old at the time of submittal.
The following items are required on all Plans identifying plant material:

- A Plant Schedule, which includes the following:
  1. Plant type quantity
  2. Botanical name
  3. Common name
  4. Size (At installation)
  5. Water use
  6. Deciduous/Evergreen
  7. Mature Size (H x W, see asterisk (*)
  8. Notes

The following is an example of all forms of information to be provided on Landscape Plans ‘Plant Schedule’.

### PLANT SCHEDULE

<table>
<thead>
<tr>
<th>Qty / SF</th>
<th>Botanical Name</th>
<th>Common Name</th>
<th>Size</th>
<th>Water Use</th>
<th>Deciduous/Evergreen</th>
<th>Mature Size (H x W) *</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHADE / EVERGREEN TREES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Acer grandidentatum</td>
<td>Big Tooth Maple</td>
<td>4” Cal.</td>
<td>VL</td>
<td>D</td>
<td>23’ x 38’</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Taxodium distichum</td>
<td>Bald Cypress</td>
<td>8’ Min.</td>
<td>H</td>
<td>E</td>
<td>75’ x 38’</td>
<td>To be uniform in size &amp; shape, foliage to be full &amp; uniform</td>
</tr>
<tr>
<td>7</td>
<td>Quercus stellata</td>
<td>Post Oak</td>
<td>3” Cal.</td>
<td>M</td>
<td>D</td>
<td>38’ x 60’</td>
<td></td>
</tr>
<tr>
<td>ORNAMENTAL TREES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lagerstroemia indica</td>
<td>Crape Myrtle</td>
<td>#45</td>
<td>L-M</td>
<td>D</td>
<td>23’ x 15’</td>
<td>3 - Trunk min.</td>
</tr>
<tr>
<td>4</td>
<td>Sophora secundiflora</td>
<td>Texas Mountain Laurel</td>
<td>#25</td>
<td>L</td>
<td>D</td>
<td>15’ x 9’</td>
<td>6’ Height min.</td>
</tr>
<tr>
<td>SHRUBS / GRASSES / PERENINAL / AGAVE / CACTUS</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Agave americana</td>
<td>Century Plant Agave</td>
<td>#15</td>
<td>VL</td>
<td>E</td>
<td>6’ x 10’</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Muhlenbergia capillaris</td>
<td>Gulf Mully</td>
<td>#5</td>
<td>L-M</td>
<td>D</td>
<td>2.5’ x 3’</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Salvia greggii</td>
<td>Cherry Sage</td>
<td>#5</td>
<td>L</td>
<td>E</td>
<td>3’ x 3’</td>
<td></td>
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<tr>
<td>VINES / GROUNDCOVER / TURF / SEED</td>
<td></td>
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<tr>
<td>7</td>
<td>Ficus pumila</td>
<td>Fig Vine</td>
<td>#2</td>
<td>M</td>
<td>E</td>
<td>W 30’+ Esperlair</td>
<td></td>
</tr>
<tr>
<td>35 sf</td>
<td>Sedum nuttalianum</td>
<td>Sedum</td>
<td>#SP4</td>
<td>L</td>
<td>E</td>
<td>12” x 2’</td>
<td></td>
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<tr>
<td>3,000 sf</td>
<td>Cynodon dactylon</td>
<td>Bermuda</td>
<td>L</td>
<td></td>
<td></td>
<td>Overseed as noted</td>
<td></td>
</tr>
</tbody>
</table>

* Provide mature tree height and width at 75% of maximum and mature size of shrubs at 100%
* Any fraction of a tree equals a full tree.
## Non-Residential Landscape Planting Requirements Summary Table

<table>
<thead>
<tr>
<th>Landscape Area Required</th>
<th>Landscape Area Proposed</th>
<th>Shrubs Required</th>
<th>Shrubs Proposed</th>
<th>Evergreen Shrubs Required</th>
<th>Evergreen Shrubs Proposed</th>
<th>Evergreen Ornamental Trees Required</th>
<th>Evergreen Ornamental Trees Proposed</th>
<th>Shade Trees Required</th>
<th>Shade Trees Proposed</th>
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<tbody>
<tr>
<td>Gateway Landscape Required</td>
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<td>Minus &lt; 20” Landscape Credit Trees Counted</td>
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<tr>
<td>Minus 20”+ Landscape Credit Trees Counted x 2</td>
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<tr>
<td>Street Yard Landscaping - Section 8.04.030</td>
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<tr>
<td>Minus area or plantings that can be credited from Gateway Landscaping</td>
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<td>Street Yard Landscape Provided</td>
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<td>Parking Lot Landscaping - Section 8.04.040</td>
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<td>Minus area or plantings that can be credited towards Street Yard Landscaping</td>
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<td>Parking Lot Landscape Provided</td>
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<tr>
<td>Bufferyard Landscaping - Section 8.04.060 (if applicable)</td>
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<tr>
<td>Minus 20” Landscape Credit Trees Counted</td>
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<tr>
<td>Minus 20”+ Landscape Credit Trees Counted x 2</td>
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<tr>
<td>Screening – Section 8.04.060 (if applicable)</td>
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<td><strong>Grand Total</strong></td>
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</table>
Non-Residential Landscape Calculations

Street Yard Landscaping (UDC Section 8.04.030)
All non-residential development, as defined per Section 8.01.040 of the UDC, is required to provide Street Yard Landscaping including a minimum amount of area, shade trees, and shrubs. The following is intended to help determine those required amounts and shall be included on the landscape plan. The street yard is the area between the building and the right-of-way line of an adjacent street.

Minimum Required Street Yard Landscape Area
The amount of Landscape Area required is:
Total square footage of the street yard X 0.2 (20%)
Required Landscaped Area shall consist of pervious areas not necessarily contingent to each other and able to support plant material.

Minimum Number of Required Street Yard Shade Trees
The minimum number of Shade Trees required is determined by the total size of the street yard:
For street yards smaller than 10,000 sq. ft., the number is:
Total square footage of the street yard ÷ 2500
For street yards between 10,000 and 100,000 sq. ft., the number is:
Total sq. ft. of the street yard minus 10,000 sq. ft. ÷ 10,000, plus 4 additional trees
For street yards larger than 100,000 sq. ft., the number is:
Total sq. ft. of the street yard minus 100,000 sq. ft. ÷ 20,000, plus 18 additional trees

Minimum Number of Required Street Yard Shrubs
The minimum number of shrubs required is determined by the total size of the street yard:
For street yards smaller than 10,000 sq. ft., the number is:
Total square footage of the street yard ÷ 2500 and multiplied by 3
For street yards between 50,000 and 500,000 sq. ft., the number is:
Total sq. ft. of the street yard minus 10,000 sq. ft. ÷ 10,000 and multiplied by 4, plus 12 additional shrubs
For street yards larger than 100,000 sq. ft., the number is:
Total sq. ft. of the street yard minus 100,000 sq. ft. ÷ 20,000 and multiplied by 5, plus 48 additional shrubs

Parking Lot Landscaping (UDC Section 8.04.040)
All non-residential development, as defined per Section 8.01.040 of the UDC, is required to provide Parking Lot Landscaping including a minimum amount of area and shade trees. The following is intended to help determine those required amounts
and shall be included on the landscape plan. The landscaping required for parking lots may be counted towards the Street Yard landscaping if located within the street yard.

**Minimum Required Parking Lot Landscape Area**

The square footage of Landscape Area required is:

\[
\text{The total number of parking stalls located between the building and the street} \times 20 \text{ plus the total number of parking stalls not located between the building and the street} \times 10.
\]

Required Landscaped Area shall consist of pervious areas not necessarily contingent to each other and able to support plant material.

**Minimum Number of Required Parking Lot Shade Trees**

The minimum number of Shade Trees required is determined by the total number of parking spaces:

\[
\text{Total number of parking stalls} \div 12 \text{ (please note - parking stalls provided in excess of the UDC parking requirements shall be calculated as 1.5 stalls each for purposes of this calculation)}
\]

**Gateway Overlay District Landscaping (UDC Section 8.04.050)**

All non-residential development, as defined per Section 8.01.040 of the UDC, located along designated Gateway roadways as identified in Section 4.11 of the UDC are required to provide Gateway Overlay District Landscaping including a minimum amount of area, shade trees, and shrubs. The following is intended to help determine those required amounts and shall be included on the landscape plan. The landscaping required for Gateways may be counted towards the Street Yard landscaping if located within the street yard.

**Scenic and Highway Gateway Overlay Districts**

The required amount of live vegetative coverage is:

\[
\text{Lot width at designated right-of-way in feet} \times 25 \text{, then multiplied by } 0.8 \text{ (80%)}
\]

The minimum number of Shade Trees required is:

\[
\text{Lot width at designated right-of-way in feet} \times 25 \text{, divided by } 1000 \text{, then multiplied by } 2
\]

The minimum number of Shrubs required is:

\[
\text{Lot width at designated right-of-way in feet} \times 25 \text{, divided by } 1000 \text{, then multiplied by } 5
\]

**Downtown Gateway Overlay District**

The required amount of live vegetative coverage is:

\[
\text{Lot width at designated right-of-way in feet} \times 10 \text{, then multiplied by } 0.8 \text{ (80%)}
\]

The minimum number of Shade Trees required is:

\[
\text{Lot width at designated right-of-way in feet} \times 10 \text{, divided by } 1000 \text{, then multiplied by } 2
\]

The minimum number of Shrubs required is:

\[
\text{Lot width at designated right-of-way in feet} \times 10 \text{, divided by } 1000 \text{, then multiplied by } 2
\]

**Bufferyard Landscaping (UDC Section 8.04.060)**

Development subject to Bufferyard Landscaping requirements as identified in Table 8.04.050.B.1 of the UDC are required to provide landscaping as identified below. The following is intended to help determine those required amounts and shall be
included on the landscape plan. The landscaping required for Bufferyards may not be counted towards any other landscaping requirements.

**Low Level Bufferyard**

The Low Level Bufferyard shall consist of a 10-foot wide planting area along the affected property line plus the following plantings:

- The minimum number of Evergreen Ornamental Trees required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50, then multiplied by 2}
  \]

- The minimum number of Shrubs required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50, then multiplied by 4}
  \]

**Medium Level Bufferyard**

The Medium Level Bufferyard shall consist of a 15-foot wide planting area along the affected property line plus the following plantings:

- The minimum number of Shade trees required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50}
  \]

- The minimum number of Evergreen Ornamental Trees required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50, then multiplied by 2}
  \]

- The minimum number of Shrubs required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50, then multiplied by 8}
  \]

**High Level Bufferyard**

The High Level Bufferyard shall consist of a 30-foot wide planting area along the affected property line plus a 6-foot screening wall in addition to the following plantings:

- The minimum number of Shade trees required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50, then multiplied by 2}
  \]

- The minimum number of Evergreen Ornamental Trees required is:
  \[
  \text{Linear feet of required bufferyard at property line ÷ 50, then multiplied by 4}
  \]

**Screening (UDC Section 8.04.070)**

The Landscape Architect must demonstrate that proposed locations and the projected spread for the plantings proposed to provide screening, as allowed per Section 8.04.070 of the UDC, have been selected and designed in a manner that will meet the screening criteria for the particular item being screened at the time of planting and reach a height of three to four feet within two years. The landscaping required for Screening may not be counted towards any other landscaping requirements. The totals for all such plantings shall be included on the Landscape Summary Table.
Preferred, Controlled, and Prohibited Plant List

Key to abbreviations in Plant Lists:

Native to:
The Native column indicates plant species that are native to Texas and the area of Texas to which it is native.

- E – Edwards Plateau
- B – Blackland Prairie
- B/E – Native to both Edwards Plateau & Blackland Prairie
- T – Texas (outside Central Texas)
- X – Hybrid plant with native Texas parentage

Water:
The Water column indicates the particular plant species’ water needs. At least 50% of any plantings required by the UDC shall have low or very low watering needs.

- VL – Very low – water occasionally
- L – Low – water thoroughly every 3-4 weeks if no rainfall
- M – Medium – water thoroughly every 2-3 weeks if no rainfall
- H – High – water thoroughly every 5-7 days

Evergreen or Deciduous:
The Evergreen/Deciduous column indicates whether the plant species is of an evergreen or deciduous variety. Certain landscaping requirements of the UDC specifically call for evergreen plantings.

- E – Evergreen
- SE – Semi-Evergreen
- D – Deciduous

Utility Approved Trees:
Tree species that are acceptable to plant under utility lines are marked with a “yes” in the utility column.

Preferred Plant List - Shade Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ash, Texas</td>
<td><em>Fraxinus texensis</em></td>
<td>E</td>
<td>30'</td>
<td>40-50'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Cedar, Eastern Red</td>
<td><em>Juniperus virginiana</em></td>
<td>B</td>
<td>20-50'</td>
<td>15-25'</td>
<td>Sun</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Cherry, Escarpment Black</td>
<td><em>Prunus serotina var. eximia</em></td>
<td>E</td>
<td>25-50'</td>
<td>25-35'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Cypress, Arizona</td>
<td><em>Cupressus arizonica</em></td>
<td>T</td>
<td>20-50'</td>
<td>15-25'</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Cypress, Bald</td>
<td><em>Taxodium distichum</em></td>
<td>B/E</td>
<td>50-100'</td>
<td>25-50'+</td>
<td>Sun/part shade</td>
<td>H</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Cypress, Montezuma</td>
<td><em>Taxodium mucronatum</em></td>
<td>T</td>
<td>50-100+</td>
<td>25-50'+</td>
<td>Sun/part shade</td>
<td>M-H</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Elm, American</td>
<td><em>Ulmus americana</em></td>
<td></td>
<td>70-90'</td>
<td>50-90'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Elm, Cedar</td>
<td><em>Ulmus crassifolia</em></td>
<td>B/E</td>
<td>25-60'</td>
<td>25-35'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Elm, Lacebark</td>
<td><em>Ulmus parvifolia</em></td>
<td></td>
<td>40-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Magnolia, Southern</td>
<td><em>Magnolia grandiflora</em></td>
<td></td>
<td>30-100'</td>
<td>30'-40'</td>
<td>Sun</td>
<td>H</td>
<td>E</td>
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</tbody>
</table>
## Preferred Plant List - Shade Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple, Big Tooth</td>
<td><em>Acer grandidentatum</em></td>
<td>E</td>
<td>40-50'</td>
<td>20-30'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Honey Mesquite</td>
<td><em>Prosopis glandulosa</em></td>
<td>B/E</td>
<td>15-30'</td>
<td>25-30'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Bur</td>
<td><em>Quercus macrocarpa</em></td>
<td>B/E</td>
<td>50-75'</td>
<td>50'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Chinquapin</td>
<td><em>Quercus muehlenbergii</em></td>
<td>B/E</td>
<td>30-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Lacey</td>
<td><em>Quercus laceyi</em></td>
<td>E</td>
<td>20-35'</td>
<td>25'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
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</tr>
<tr>
<td>Oak, Monterey (Mexican White)</td>
<td><em>Quercus polymorpha</em></td>
<td>T</td>
<td>40-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Oak, Escarpment Live*</td>
<td><em>Quercus fusiformis</em></td>
<td>B/E</td>
<td>20-40'</td>
<td>50'</td>
<td>Sun</td>
<td>L-VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Oak, Shumard Red*</td>
<td><em>Quercus shumardii</em></td>
<td>E</td>
<td>30-50'</td>
<td>30'-50'</td>
<td>Sun</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Southern Live*</td>
<td><em>Quercus virginiana</em></td>
<td>B/E</td>
<td>30-50'</td>
<td>50'</td>
<td>Sun</td>
<td>L-VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Oak, Texas Red*</td>
<td><em>Quercus texana</em></td>
<td>E</td>
<td>15-30'</td>
<td>15-30'</td>
<td>Sun</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Post</td>
<td><em>Quercus stellata</em></td>
<td></td>
<td>30-50'</td>
<td>60-80'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Shin, White Shin, Bigelow</td>
<td><em>Quercus sinata</em></td>
<td></td>
<td>Up to 30'</td>
<td>20-30'</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Pecan</td>
<td><em>Carya illinoiensi</em></td>
<td>B</td>
<td>60-90'</td>
<td>60-75'</td>
<td>Sun</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Pine, Italian Stone</td>
<td><em>Pinus pinea</em></td>
<td></td>
<td>35-60'</td>
<td>20-40'</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Sycamore, Mexican</td>
<td><em>Platanus mexicana</em></td>
<td></td>
<td>30-50'</td>
<td>40'</td>
<td>Sun/part shade</td>
<td>M-L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Walnut, Eastern Black</td>
<td><em>Juglans nigra</em></td>
<td></td>
<td>30-80'</td>
<td>40-50'</td>
<td>Sun</td>
<td>M-H</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Walnut, Texas Little</td>
<td><em>Juglans microcarpa</em></td>
<td>T</td>
<td>18-20'</td>
<td>20'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

* May not be used in Oak Wilt prone area. ** May account for maximum 25% of Shade Trees in none Oak Wilt areas.

## Preferred Plant List - Ornamental Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acacia, Catclaw</td>
<td><em>Acacia greggii</em></td>
<td>E</td>
<td>15-30'</td>
<td>20-30'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Acacia, Sweet or Huisache</td>
<td><em>Acacia smallii</em> (Acacia farnesiana)</td>
<td>E</td>
<td>15-25'</td>
<td>30-40'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Anacacho Orchid Tree</td>
<td><em>Bauhinia lunariodes</em></td>
<td>T</td>
<td>6-12'</td>
<td>6-12'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Anacua</td>
<td><em>Ehretia anancua</em></td>
<td></td>
<td>15-40'</td>
<td>30-45'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Arroyo Sweetwood</td>
<td><em>Myrospumum sosuansum</em></td>
<td></td>
<td>15-20'</td>
<td>15-20'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Ash, Fragrant</td>
<td><em>Fraxinus cuspidata</em></td>
<td></td>
<td>10-20'</td>
<td>10-15'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Ash, Greg</td>
<td><em>Fraxinus gregii</em></td>
<td></td>
<td>10-15'</td>
<td>10-15'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Brasil or Bluewood</td>
<td><em>Condalia hookeri</em></td>
<td>E</td>
<td>8-15'</td>
<td>35'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Buckeye, Mexican</td>
<td><em>Ungnadia speciosa</em></td>
<td>E</td>
<td>8-15'</td>
<td>12-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Buckeye, Red</td>
<td><em>Aesculus pavia</em></td>
<td>B/E</td>
<td>10-15'</td>
<td>10-15'</td>
<td>Part shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Crabapple, Blanco</td>
<td><em>Pyrus ioensis var. texensis</em></td>
<td>E</td>
<td>10-15'</td>
<td>7-9'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Carolina Buckthorn</td>
<td><em>Frangula caroliniana Rhamnus caroliniana</em></td>
<td>B/E</td>
<td>12-20'</td>
<td>15'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Cherry Laurel</td>
<td><em>Prunus caroliniana</em></td>
<td>T</td>
<td>15-20'</td>
<td>12-15'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Chitalpa</td>
<td><em>Chitalpa tashkentensis</em></td>
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<td>25-30'</td>
<td>15-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Chokecherry</td>
<td><em>Prunus virginiana</em></td>
<td>Up to 30'</td>
<td>15-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crape Myrtle</td>
<td><em>Lagerstroemia indica</em></td>
<td></td>
<td>4-30'</td>
<td>10-20'</td>
<td>Sun</td>
<td>L-M</td>
<td>D</td>
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<tr>
<td>Desert Willow</td>
<td><em>Chilopsis linearis</em></td>
<td>E</td>
<td>10-25'</td>
<td>15-20'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
<td></td>
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</tbody>
</table>
### Preferred Plant List - Ornamental Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogwood, Rough-leaf</td>
<td>Cornus drummondii</td>
<td>T</td>
<td>8-15'</td>
<td>10-15'</td>
<td>Sun/shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Eve's Necklace</td>
<td>Sophora affinis, Styphnolobium affinis</td>
<td>E</td>
<td>10-20'</td>
<td>15-20</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Goldenball Leadtree</td>
<td>Crataegus retusa</td>
<td>E</td>
<td>5-16'</td>
<td>20'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
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<tr>
<td>Hawthorn, Texas</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holly, Deciduous Possumhaw</td>
<td>Ilex decidua</td>
<td>B/E</td>
<td>12-15'</td>
<td>12'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Holly, Yaupon</td>
<td>Ilex vomitoria</td>
<td>B</td>
<td>15-25'</td>
<td>10-15'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>E</td>
<td>Yes</td>
</tr>
<tr>
<td>Hop Tree “Wafer Ash”</td>
<td>Ptelea trifoliata</td>
<td>B/E</td>
<td>10-15'</td>
<td>6'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
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<tr>
<td>Kidneywood</td>
<td>Eysenhardtia texana</td>
<td>E</td>
<td>8-15'</td>
<td>6-8'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
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<tr>
<td>Madrone, Texas</td>
<td>Arbutus (xalapensis)</td>
<td>E</td>
<td>15-30'</td>
<td>20-40'</td>
<td>Sun/part sun</td>
<td>L</td>
<td>E</td>
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<tr>
<td>Mountain Laurel, Texas</td>
<td>Sophora secundiflora</td>
<td>E</td>
<td>10-20'</td>
<td>8-12'</td>
<td>Sun/part shade</td>
<td>VL</td>
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<tr>
<td>Olive, Mexican</td>
<td>Cordia boissieri</td>
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<td>15'</td>
<td>Sun/part shade</td>
<td>VL</td>
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<tr>
<td>Persimmon, Texas</td>
<td>Diospyros texana</td>
<td>E</td>
<td>8-15'</td>
<td>8-12'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
<td>Yes</td>
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<tr>
<td>Pistache, Texas</td>
<td>Pistacia texana</td>
<td>E</td>
<td>10-30'</td>
<td>30-45'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Plum, Mexican</td>
<td>Prunus mexicana</td>
<td>B/E</td>
<td>15-25'</td>
<td>15-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td>Yes</td>
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<tr>
<td>Redbud, Mexican</td>
<td>Cercis canadensis Var. mexicana</td>
<td>E</td>
<td>15-30'</td>
<td>12-15'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Redbud, Texas</td>
<td>Cercis canadensis Var. texensis</td>
<td>T</td>
<td>15-30'</td>
<td>12-15'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Retama Palo Verde</td>
<td>Parkinsonia aculeata</td>
<td>T</td>
<td>12-20'</td>
<td>12-20'</td>
<td>Part shade/ sun</td>
<td>VL</td>
<td>D</td>
<td></td>
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<tr>
<td>Silktassel, Mexican</td>
<td>Garrya ovata spp. lindheimeri</td>
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<td>5-11'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
<td></td>
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<tr>
<td>Smoke Tree, American</td>
<td>Cotinus obovatus</td>
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<td>15-30'</td>
<td>15-25'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
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</tr>
<tr>
<td>Soapberry, Western</td>
<td>Sapindus saponaria var. drummondii</td>
<td>T</td>
<td>15-30'</td>
<td>10-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Sumac, Evergreen</td>
<td>Rhus virens</td>
<td>E</td>
<td>8-10'</td>
<td>6-8'</td>
<td>Sun/ shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Sumac, Prairie Flameleaf</td>
<td>Rhus lanceolata</td>
<td>T</td>
<td>10-30'</td>
<td>15-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Viburnum, Rusty Blackhaw</td>
<td>Viburnum rufidulum</td>
<td>B/E</td>
<td>10-30'</td>
<td>10-15'</td>
<td>Sun/shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Wax Myrtle</td>
<td>Myrica cerifera</td>
<td>B</td>
<td>10-15'</td>
<td>6-15'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Preferred Plant List - Downtown Gateway Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crape Myrtle</td>
<td>Lagerstroemia indica</td>
<td></td>
<td>4-30'</td>
<td>10-20'</td>
<td>Sun</td>
<td>L-M</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Cypress, Arizona</td>
<td>Cupressus arizonica</td>
<td>T</td>
<td>20-50'</td>
<td>15-25'</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Elm, Cedar</td>
<td>Ulmus crassifolia</td>
<td>B/E</td>
<td>25-60'</td>
<td>25-35'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Elm, Lacebark</td>
<td>Ulmus parvifolia</td>
<td></td>
<td>40-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Holly, Deciduous Possumhaw</td>
<td>Ilex decidua</td>
<td>B/E</td>
<td>12-15'</td>
<td>12'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Holly, Yaupon</td>
<td>Ilex vomitoria</td>
<td>B</td>
<td>15-25'</td>
<td>10-15'</td>
<td>Sun/ part shade</td>
<td>L-M</td>
<td>E</td>
<td>Yes</td>
</tr>
<tr>
<td>Mountain Laurel, Texas</td>
<td>Sophora secundiflora</td>
<td>E</td>
<td>10-20'</td>
<td>8-12'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Oak, Bur</td>
<td>Quercus macrocarpa</td>
<td>B/E</td>
<td>50-75'</td>
<td>50'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Chinquapin</td>
<td>Quercus muhlenbergii</td>
<td>B/E</td>
<td>30-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Lacey</td>
<td>Quercus laceyi</td>
<td>E</td>
<td>20-35'</td>
<td>25'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Oak, Monterey (Mexican White)</td>
<td>Quercus polymorpha</td>
<td>T</td>
<td>40-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>VL</td>
<td>E</td>
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</tr>
</tbody>
</table>
### Preferred Plant List - Downtown Gateway Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/ Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plum, Mexican</td>
<td>Prunus mexicana</td>
<td>B/E</td>
<td>15-25'</td>
<td>15-20'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Redbud, Texas</td>
<td>Cercis canadensis Var. texensis</td>
<td>15-30'</td>
<td>12-15'</td>
<td></td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Preferred Plant List – Parking Lot / Sidewalk Trees

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/ Deciduous</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Tupelo *</td>
<td>Nyssa sylvatica</td>
<td>30-50'</td>
<td>20-30'</td>
<td></td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Bottle Tree</td>
<td>Brachychiton populnes</td>
<td>30-50'</td>
<td>30'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Ginko</td>
<td>Ginko biloba</td>
<td>25-50'</td>
<td>25-35'</td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Ginko, Autumn Gold*</td>
<td>Ginko biloba ‘Autumn Gold’</td>
<td>40-50'</td>
<td>25-30'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Ginko, Princeton Sentry*</td>
<td>Ginko biloba ‘Princeton Sentry’</td>
<td>40-50'</td>
<td>25-30'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Ginko, Saratoga</td>
<td>Ginko biloba ‘Saratoga’</td>
<td>40'</td>
<td>30'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Maple, Trident</td>
<td>Acer buergeranum</td>
<td>20-30'</td>
<td>20-30'</td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Oak, Chinquapin</td>
<td>Quercus muhlenbergii</td>
<td>B/E</td>
<td>30-60'</td>
<td>30-40'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Olive, Wilson</td>
<td>Olea europaea ‘Wilsonii’</td>
<td>25-30'</td>
<td>25-30'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>E</td>
<td>Yes</td>
</tr>
<tr>
<td>Redbud, Mexican</td>
<td>Cercis canadensis Var. texensis</td>
<td>E</td>
<td>15-30'</td>
<td>12-15'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Redbud, Texas White</td>
<td>Cercis reniformis ‘Texas White’</td>
<td>T</td>
<td>20-30'</td>
<td>15-25'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
<td>Yes</td>
</tr>
<tr>
<td>Willow, Australian</td>
<td>Geijera parviflora</td>
<td>35'</td>
<td>20'</td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Willow, Scarlet Curls</td>
<td>Salix matsudana x S. alba ‘Scarlet Curls’</td>
<td>30'</td>
<td>15-20'</td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
<td>Yes</td>
</tr>
<tr>
<td>Yew, Japanese</td>
<td>Podocarpus macrophyllus</td>
<td>40-50'</td>
<td>20-25'</td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Zelkova, Village Green</td>
<td>Zelkova serrata ‘Village Green’</td>
<td>40'</td>
<td>30-50'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Zelkova, Musashino</td>
<td>Zelkova serrata ‘Musashino’</td>
<td>40'</td>
<td>15'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Zelkova, Green Vase</td>
<td>Zelkova serrata ‘Green Vase’</td>
<td>50'</td>
<td>40-50'</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

*Male versions are seedless / fruitless

### Preferred Plant List – Shrubs

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/ Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abelia Glossy</td>
<td>Abelia grandiflora</td>
<td>6'</td>
<td>6'</td>
<td></td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>E</td>
</tr>
<tr>
<td>Acuba</td>
<td>Acuba japonica</td>
<td>3-5'</td>
<td>3-5'</td>
<td></td>
<td>Part shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Agarita</td>
<td>Berberis trifoliata</td>
<td>E</td>
<td>3-6'</td>
<td>3-6'</td>
<td>Sun/Part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Aralia, Japanese</td>
<td>Fatsia japonica</td>
<td>10-12'</td>
<td>10-12'</td>
<td></td>
<td>Part shade/ shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Bottlebrush</td>
<td>Callistemon citrus</td>
<td>8'</td>
<td>6'</td>
<td></td>
<td>Sun</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Cotoneaster</td>
<td>Cotoneaster sp.</td>
<td>3-5'</td>
<td>4-7'</td>
<td></td>
<td>Sun/Part shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Germander, Bush</td>
<td>Teucrium fruticans</td>
<td>4-6'</td>
<td>4-6'</td>
<td></td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Hawthorne, Indian</td>
<td>Raphiolepis indica</td>
<td>4-6'</td>
<td>4-6'</td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Holly, Burford</td>
<td>Ilex cornuta ‘Burfordii’</td>
<td>8-12'</td>
<td>8-10'</td>
<td></td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Holly, Dwarf Burford</td>
<td>Ilex cornuta ‘Burfordii Nana’</td>
<td>4-6'</td>
<td>3-4'</td>
<td></td>
<td>Sun/Part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Holly, Dwarf Chinese</td>
<td>Ilex cornuta ‘Rotunda nana’</td>
<td>3-4'</td>
<td>3-6'</td>
<td></td>
<td>Sun/Part shade</td>
<td>L</td>
<td>E</td>
</tr>
</tbody>
</table>
### Preferred Plant List – Shrubs

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/ Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly, Nellie R. Stevens</td>
<td>Ilex cornuta ‘Nellie R. Stevers’</td>
<td>8-10</td>
<td>5-6’</td>
<td></td>
<td>Sun</td>
<td>L-M</td>
<td>E</td>
</tr>
<tr>
<td>Holly, Dwarf Yaupon</td>
<td>Ilex vomitoria ‘Nana’</td>
<td>X</td>
<td>2-4’</td>
<td>2-4’</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Jasmine, Primrose</td>
<td>Jasminum mesnyi</td>
<td>6-8’</td>
<td>8-15’</td>
<td></td>
<td>Sun/Part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Oleander</td>
<td>Nerium oleander</td>
<td>5-15’</td>
<td>5-15’</td>
<td></td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Pineapple Guava</td>
<td>Feijoa sellowiana</td>
<td>6-10’</td>
<td>6-8’</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Rosemary, Upright</td>
<td>Roschmarinus officinalis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sage, Texas</td>
<td>Leucophyllum frutescens</td>
<td>T</td>
<td>4-5’</td>
<td>4-5’</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Sumac, Evergreen</td>
<td>Rhus virens</td>
<td>B/E</td>
<td>4-10’</td>
<td>4-6’</td>
<td>Sun/Part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Thryallis, Golden Showers</td>
<td>Galphimia</td>
<td>4-6’</td>
<td>4’</td>
<td></td>
<td>Sun</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Wax Myrtle, Dwarf</td>
<td>Myrica pusilla; Morella cerifera var. pumila</td>
<td>3-5’</td>
<td>3-6’</td>
<td></td>
<td>Part shade/ sun</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Wax Myrtle, Southern</td>
<td>Myrica cerifera</td>
<td>B</td>
<td>Shrub to 12'</td>
<td>6-15’</td>
<td>Sun/ part shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Xylosma</td>
<td>Xylosma congestum</td>
<td>12-20’</td>
<td>8-15’</td>
<td></td>
<td>Sun/ part shade</td>
<td>M</td>
<td>E</td>
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</table>

### Large

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/ Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Althea or Rose of Sharon</td>
<td>Hibiscus syriacus</td>
<td>4-12’</td>
<td>10’</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Butterfly Bush, Wooly</td>
<td>Buddleja marrubiifolia</td>
<td>T</td>
<td>5’</td>
<td>5’</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Crape Myrtle</td>
<td>Lagerstroemia indica</td>
<td>4-30’</td>
<td>10-20’</td>
<td></td>
<td>Sun</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Duranta, Skyflower</td>
<td>Duranta erecta</td>
<td>5-10’</td>
<td>4-10’</td>
<td></td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Mimosa, Fragrant</td>
<td>Mimosa borealis</td>
<td>E</td>
<td>6-8’</td>
<td>6-8’</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Mock Orange</td>
<td>Philadelphus coronarius</td>
<td>8-12’</td>
<td>6-8’</td>
<td></td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Poinciana, Bird of Paradise</td>
<td>Caesalpinia gillesii</td>
<td>4-6’</td>
<td>5-15’</td>
<td></td>
<td>Sun</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Poinciana, Mex. Bird of Par.</td>
<td>Caesalpinia mexicana</td>
<td>3-7’</td>
<td>10-15’</td>
<td></td>
<td>Sun/part shade</td>
<td>M-L</td>
<td>D</td>
</tr>
<tr>
<td>Pomegranate</td>
<td>Punica granatum</td>
<td>10’</td>
<td>8’</td>
<td></td>
<td>Sun/ part shade</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Rose, Mutabilis</td>
<td>Rosa 'Mutabilis'</td>
<td>6’</td>
<td>8’</td>
<td></td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
</tr>
<tr>
<td>Senna, Flowering</td>
<td>Cassia corymbosa</td>
<td>6-8’</td>
<td>6-8’</td>
<td></td>
<td>Sun</td>
<td>L</td>
<td>SE</td>
</tr>
<tr>
<td>Sumac, Fragrant</td>
<td>Rhus aromatica</td>
<td>B/E</td>
<td>6-9’</td>
<td>4-6’</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>SE</td>
</tr>
<tr>
<td>Viburnum, Sandankwa</td>
<td>Viburnum suspensum</td>
<td>6-8’</td>
<td>6-8’</td>
<td></td>
<td>Sun/ shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Yucca, Spanish Dagger</td>
<td>Yucca rostrata</td>
<td>T</td>
<td>5-15’</td>
<td>4’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
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### Medium

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/ Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agave, Blue</td>
<td>Agave tequiliana</td>
<td>6’</td>
<td>6’</td>
<td></td>
<td>Sun</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Agave, Century Plant</td>
<td>Agave americana</td>
<td>T</td>
<td>6’</td>
<td>8-10’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>American Beauty</td>
<td>Callicarpa americana</td>
<td>B</td>
<td>4-6’</td>
<td>6’</td>
<td>Part shade/shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Barbados Cherry</td>
<td>Malpighia glabra</td>
<td>E</td>
<td>4-6’</td>
<td>3-5’</td>
<td>Sun/Part shade</td>
<td>L-M</td>
<td>SE</td>
</tr>
<tr>
<td>Barberry, Japanese</td>
<td>Berberis thunbergii f. atropurpurea</td>
<td>4-6’</td>
<td>4-6’</td>
<td></td>
<td>Sun/shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Cactus, Prickly Pear</td>
<td>Opuntia spp.</td>
<td>B/E</td>
<td>3-4’</td>
<td>3-4’</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Elbow Bush</td>
<td>Forestiera pubescens</td>
<td>E</td>
<td>4-6’</td>
<td>4-5’</td>
<td>Sun/Part shade</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Esperanza/ Yellow Bells</td>
<td>Tecoma stans</td>
<td>T</td>
<td>4‘-8’</td>
<td>4-6’</td>
<td>Sun</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Flame Acanthus</td>
<td>Anisacanthus quadrifidus var. wrightii</td>
<td>E</td>
<td>3-4’</td>
<td>3-4’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Honeysuckle Bush, white</td>
<td>Lonicera albiflora</td>
<td>B/E</td>
<td>3-6’</td>
<td>4-5’</td>
<td>Shade/part sun</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Indigo Spires</td>
<td>Salvia 'Indigo Spires'</td>
<td>X</td>
<td>3-4’</td>
<td>5-7’</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Lantana, Texas</td>
<td>Lantana horrid</td>
<td>B/E</td>
<td>2-6’</td>
<td>4-5’</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
</tr>
</tbody>
</table>
## Preferred Plant List – Shrubs

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallow, Globe</td>
<td>Sphaeralcea</td>
<td>T</td>
<td>2-5'</td>
<td>2-5'</td>
<td>Sun</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Mistflower, White (Shrubby White Boneset)</td>
<td>Ageratina havanense</td>
<td>E</td>
<td>3-4'</td>
<td>2-3'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Palmetto, Texas Dwarf</td>
<td>Sabal minor</td>
<td>B/E</td>
<td>3-5'</td>
<td>4-6'</td>
<td>Sun/shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Rose, 'Belinda's Dream'</td>
<td>Rosa 'Belinda’s Dream'</td>
<td>4'</td>
<td>4'</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, 'Cecile Bruner'</td>
<td>Rosa, 'Cecile Bruner'</td>
<td>3-4'</td>
<td>3-4'</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, 'Grandma’s Yellow'</td>
<td>Rosa, 'Grandma’s Yellow'</td>
<td>4-5'</td>
<td>3'</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, 'Knock Out'</td>
<td>Rosa ‘Knock Out’</td>
<td>3'</td>
<td>3'</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, 'Livin’ Easy'</td>
<td>Rosa ‘Livin’ Easy’</td>
<td>4’</td>
<td>3’</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, 'Marie Pavie' Rose 'Marie Daly'</td>
<td>Rosa ‘Marie Pavie’ Rosa ‘Marie Daly’</td>
<td>3’</td>
<td>3’</td>
<td>Sun/part shade</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose ‘Martha Gonzales’</td>
<td>Rosa ‘Martha Gonzales’</td>
<td>3’</td>
<td>3’</td>
<td>Sun/part shade</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, Nearly Wild</td>
<td>Rosa ‘Nearly Wild’</td>
<td>3’</td>
<td>4’</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Rose, Old Blush</td>
<td>Rosa ‘Old Blush’</td>
<td>5'</td>
<td>5'</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Sage, Cherry (Autumn Sage)</td>
<td>Salvia greggii</td>
<td>E</td>
<td>2-3'</td>
<td>2-3'</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Sage, Henry Duelberg (Blue Sage)</td>
<td>Salvia farinacea ‘Henry Duelberg’</td>
<td>X</td>
<td>3'</td>
<td>3’</td>
<td>Sun</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Sage, Jerusalem</td>
<td>Phlomis fruticosa</td>
<td>2-3’</td>
<td>3-4’</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Sage, Majestic</td>
<td>Salvia guaranitica</td>
<td>3-5’</td>
<td>4-5’</td>
<td>Sun/shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Sage, Mexican Bush</td>
<td>Salvia leucantha</td>
<td>4.5’</td>
<td>4.5’</td>
<td>Sun</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Sage, Mountain</td>
<td>Salvia regla</td>
<td>T</td>
<td>2-3’</td>
<td>3’</td>
<td>Part shade/full shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Sage, Penstemon Big Red Sage</td>
<td>Salvia penstemonoides</td>
<td>E</td>
<td>3-4’</td>
<td>1.2’</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Sage, Russian</td>
<td>Perovskia atricifolia</td>
<td>3’</td>
<td>3’</td>
<td>Sun</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Senna, Lindheimer</td>
<td>Cassia lindheimeriana</td>
<td>E</td>
<td>3-4’</td>
<td>3-4’</td>
<td>Part shade/sun</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Sotol, Texas</td>
<td>Dasylirion texanum</td>
<td>E</td>
<td>3-4’</td>
<td>3-4’</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Turk’s Cap</td>
<td>Malvaviscus arboreus</td>
<td>E</td>
<td>2-6’</td>
<td>3-5’</td>
<td>Sun or shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Yucca, Gaint Hesperaloe</td>
<td>Hesperaloe funifera</td>
<td>6’</td>
<td>4’</td>
<td>Sun</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Yucca, Softleaf</td>
<td>Yucca recurvifolia</td>
<td>4-6’</td>
<td>3’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

**Small**

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agave, Parry’s</td>
<td>Agave parryi</td>
<td>T</td>
<td>1-1.5’</td>
<td>1.5’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Agave, Queen Victoria</td>
<td>Agave victoriae-reginae</td>
<td>T</td>
<td>1.5’</td>
<td>1.5’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Agave, Squid</td>
<td>Agave bracteosa</td>
<td>1-2’</td>
<td>1-2’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Artemisia</td>
<td>Artemisia ‘Powis Castle’</td>
<td>1-2’</td>
<td>3-6’</td>
<td>Sun</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Coralberry</td>
<td>Symphoricarpous orbiculatus</td>
<td>T</td>
<td>2-3’</td>
<td>2-3’</td>
<td>Sun/ part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Dalea, Black</td>
<td>Dalea frutescens</td>
<td>E</td>
<td>1-3’</td>
<td>3-4’</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Rock Rose</td>
<td>Pavonia lasiopetala</td>
<td>E</td>
<td>2’</td>
<td>3’</td>
<td>Sun/shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Sage, Cedar</td>
<td>Salvia roemeriana</td>
<td>E</td>
<td>1-2’</td>
<td>1-2’</td>
<td>Part shade/shade</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Sage, Scarlet or ‘Tropical’</td>
<td>Salvia coccinea</td>
<td>B</td>
<td>1.5-3’</td>
<td>1-1.5’</td>
<td>Sun/ Shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Skullcap, Pink</td>
<td>Scutellaria suffrutescens</td>
<td>1’</td>
<td>3’</td>
<td>Sun/ part shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Yucca, Paleleaf</td>
<td>Yucca pallida</td>
<td>B</td>
<td>1’</td>
<td>2’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Yucca, Red</td>
<td>Hesperaloe parviflora</td>
<td>E</td>
<td>2-4’</td>
<td>4’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Yucca, Twistleaf</td>
<td>Yucca rupicola</td>
<td>E</td>
<td>1-2’</td>
<td>2’</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
</tbody>
</table>
### Preferred Plant List - Ornamental Grasses

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beargrass (Sacahuista); Basket Grass</td>
<td><em>Nolina texana</em></td>
<td>E</td>
<td>2-3'</td>
<td>3-4'</td>
<td>Sun/shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Bluestem, Big</td>
<td><em>Andropogon gerardii</em></td>
<td>E</td>
<td>4-8'</td>
<td>2-3'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Bluestem, Little</td>
<td><em>Schizachyrium scoparium</em></td>
<td>B/E</td>
<td>2-3'</td>
<td>1-1.5'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Feathergrass, Mexican; Mexican Wiregrass</td>
<td><em>Stipa tenuissima; Nassella tenuissima</em></td>
<td>T</td>
<td>1-2'</td>
<td>1-2.5'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>SE</td>
</tr>
<tr>
<td>Fountain Grass, Dwarf</td>
<td><em>Pennisetum alopecuroides</em></td>
<td>E</td>
<td>2.5-3'</td>
<td>2.5-3'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Inland Seaoats</td>
<td><em>Chasmanthium latifolium</em></td>
<td>B/E</td>
<td>1-3'</td>
<td>3-6'</td>
<td>Part sun/shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Muhly, Bamboo</td>
<td><em>Muhlenbergia dumosa</em></td>
<td>E</td>
<td>4-5'</td>
<td>4-5'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Muhly, Big; Lindheimer Muhly</td>
<td><em>Muhlenbergia lindheimeri</em></td>
<td>E</td>
<td>3-5'</td>
<td>3-4'</td>
<td>Sun/part shade</td>
<td>M-L</td>
<td>D</td>
</tr>
<tr>
<td>Muhly, Deer</td>
<td><em>Muhlenbergia rigens</em></td>
<td>T</td>
<td>1-1.5'</td>
<td>1-1.5'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Muhly, Gulf</td>
<td><em>Muhlenbergia capillaris</em></td>
<td>T</td>
<td>2-2.5'</td>
<td>2-3'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Muhly, Pine</td>
<td><em>Muhlenbergia dubia</em></td>
<td>T</td>
<td>1-3'</td>
<td>1-3'</td>
<td>Sun/part shade</td>
<td>VL</td>
<td>E</td>
</tr>
<tr>
<td>Muhly, Seep</td>
<td><em>Muhlenbergia reverchonii</em></td>
<td>T</td>
<td>2-3'</td>
<td>1.5-2'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Nolina; Ribbon Grass, Devil’s Shoestring</td>
<td><em>Nolina lindheimeriana</em></td>
<td>E</td>
<td>1-3'</td>
<td>4-5'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Rye, Canada Wild</td>
<td><em>Elymus canadensis</em></td>
<td>T</td>
<td>2-4'</td>
<td>2-3'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Sideoats Grama</td>
<td><em>Bouteloua curtipendula</em></td>
<td>T</td>
<td>1-3'</td>
<td>2-3'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Switchgrass</td>
<td><em>Panicum virgatum</em></td>
<td>T</td>
<td>3-6'</td>
<td>1-3'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Wheatgrass, Western</td>
<td><em>Pascopyrum smithii</em></td>
<td>E</td>
<td>1-3'</td>
<td>1.5-1.5'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
</tr>
</tbody>
</table>

### Preferred Plant List - Vines and Groundcovers

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aztec Grass</td>
<td><em>Ophiopogon intermedius</em></td>
<td>1'</td>
<td>1'</td>
<td>Part shade</td>
<td>Sun/shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Carolina snailseed or Moonseed</td>
<td><em>Cocculus carolinus</em></td>
<td>to 10'</td>
<td></td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Clematis, Drummond’s, Old Man's Beard</td>
<td><em>Clematis drummondii</em></td>
<td>T</td>
<td>3-6'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Clematis, Curly or Blue Jasmine</td>
<td><em>Clematis crispa</em></td>
<td>to 10'</td>
<td></td>
<td></td>
<td>Part shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Clematis, Scarlet or Texas</td>
<td><em>Clematis texensis</em></td>
<td>T</td>
<td>to 10'</td>
<td>Shade/part shade</td>
<td>L-M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Coral Vine</td>
<td><em>Antigonon leptopus</em></td>
<td>6-30'</td>
<td></td>
<td></td>
<td>Sun/part shade</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Crossvine</td>
<td><em>Bignonia capreolata</em></td>
<td>T</td>
<td>6-30'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Dalea, Gregg</td>
<td><em>Dalea greggii</em></td>
<td>T</td>
<td>6-12'</td>
<td>2-4'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Fig Vine</td>
<td><em>Ficus pumila</em></td>
<td>6-30'</td>
<td></td>
<td>Sun/shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Frogfruit</td>
<td><em>Phyla incisa</em></td>
<td>B/E</td>
<td>6-8'</td>
<td>1.5-2'</td>
<td>Sun/shade</td>
<td>L-M</td>
<td>D</td>
</tr>
<tr>
<td>Germander, Creeping</td>
<td><em>Teucrium cossonii</em></td>
<td>4-6'</td>
<td>1.5-2'</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Honeysuckle, Coral</td>
<td><em>Lonicera sempervirens</em></td>
<td>T</td>
<td>6-12'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Honeysuckle, White</td>
<td><em>Lonicera albiflora</em></td>
<td>B/E</td>
<td>3-6'</td>
<td>4-5'</td>
<td>Shade/part sun</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Horseherb</td>
<td><em>Calyptracarpus vialis</em></td>
<td>B/E</td>
<td>6-10'</td>
<td>1'</td>
<td>Sun/shade</td>
<td>VL</td>
<td>D</td>
</tr>
</tbody>
</table>
### Preferred Plant List - Vines and Groundcovers

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessamine, Carolina</td>
<td>Gelsemium sempervirens</td>
<td>T</td>
<td>3'</td>
<td>6-20'</td>
<td>Sun/part shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Lantana, Trailing</td>
<td>Lanatana montevidensis</td>
<td>1-1.5'</td>
<td>4'</td>
<td>6-10'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Leadwort Plumbago</td>
<td>Ceratostigma plumbaginoides</td>
<td>6-12'</td>
<td>3-5'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Liriope</td>
<td>Liriope muscari</td>
<td>12-18'</td>
<td>12'</td>
<td>Sun/shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Monkey Grass (Mondo Grass)</td>
<td>Ophiopogon japonicus</td>
<td>4-8'</td>
<td>6-10'</td>
<td>Part shade/shade</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Mountain Pea</td>
<td>Orbexilium sp. nov.</td>
<td>8-12'</td>
<td>2-3'</td>
<td>Sun/shade</td>
<td>L</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Oregano</td>
<td>Origanum vulgare</td>
<td>10'-2'</td>
<td>4'+</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Passion Flower, Bracted</td>
<td>Passiflora affinis; corona de Cristo</td>
<td>E</td>
<td>3-6'</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Passion Vine/Flower or mayhpop</td>
<td>Passiflora incarnata</td>
<td>T</td>
<td>6-15'</td>
<td>Sun/part shade</td>
<td>L-M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Pigeonberry</td>
<td>Rivina humilis</td>
<td>B/E</td>
<td>1-1.5'</td>
<td>2'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Purple Heart</td>
<td>Setcreasea pallida; Tradescantia pallida</td>
<td>1'</td>
<td>3'+</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Rose, Lady Banksia</td>
<td>Rosa banksiae</td>
<td>10-15'</td>
<td>15-20'</td>
<td>Sun</td>
<td>M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Rosemary, Trailing</td>
<td>Rosmarina officinalis var. prostratus</td>
<td>1-2'</td>
<td>2.5-4'+</td>
<td>Sun</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Santolina (Lavender Cotton)</td>
<td>Santolina chamae cyparissus</td>
<td>1-1.5'</td>
<td>1.5-2.5'</td>
<td>Sun</td>
<td>VL</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Sedge, Berkeley</td>
<td>Carex tenuicola</td>
<td>1'</td>
<td>1'</td>
<td>Part shade/shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Sedge, Blue</td>
<td>Carex flacca</td>
<td>6-12'</td>
<td>15-18'</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Sedge, Cherokee</td>
<td>Carex cherokeeensis</td>
<td>T</td>
<td>2-2.5'</td>
<td>1'</td>
<td>Part shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Sedge, Meadow</td>
<td>Carex perditata</td>
<td>B/E</td>
<td>1-1.5'</td>
<td>1.5'</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Sedge, Texas</td>
<td>Carex texensis</td>
<td>T</td>
<td>6-8'</td>
<td>6-18'</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Sedum (Stonecrop)</td>
<td>Sedum nuttalianum</td>
<td>T</td>
<td>4-12'</td>
<td>1-2'+</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Silver Ponyfoot; Silver Falls</td>
<td>Dichondra argentea</td>
<td>T</td>
<td>2-4'</td>
<td>2'+</td>
<td>Sun/part shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Sweet Autumn Clematis</td>
<td>Clematis paniculata</td>
<td>T</td>
<td>10-20'</td>
<td>Sun/shade</td>
<td>M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Violet</td>
<td>Viola missourensis</td>
<td>T</td>
<td>4-6'</td>
<td>8-12'</td>
<td>Part shade/shade</td>
<td>L/M</td>
<td>D</td>
</tr>
<tr>
<td>Virginia Creeper</td>
<td>Parthenocissus quinquefolia</td>
<td>B/E</td>
<td>to 40'</td>
<td>Sun/shade</td>
<td>L</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Wisteria, Evergreen</td>
<td>Milletia reticulata</td>
<td>15'</td>
<td>8'</td>
<td>Sun</td>
<td>M</td>
<td>SE</td>
<td></td>
</tr>
<tr>
<td>Wisteria, Texas</td>
<td>Wisteria frutescens</td>
<td>T</td>
<td>25-30'</td>
<td>3-6'</td>
<td>Part shade/sun</td>
<td>M</td>
<td>D</td>
</tr>
<tr>
<td>Wooly Stemodia</td>
<td>Stemodia lanata or Stemodia tomentosa</td>
<td>T</td>
<td>4-6'</td>
<td>3'+</td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
</tbody>
</table>

### Controlled Plant List *

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ash, Arizona</td>
<td>Fraxinus velutina</td>
<td>30-40'</td>
<td>25'</td>
<td>Sun</td>
<td>L-M</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Ash, Texas</td>
<td>Fraxinus texensis</td>
<td>E</td>
<td>30'</td>
<td>40-50'</td>
<td>Sun</td>
<td>VL</td>
<td>D</td>
</tr>
<tr>
<td>Ashe Juniper, Cedar, Mountain Cedar</td>
<td>Juniperus ashei</td>
<td>T</td>
<td>20-30'</td>
<td>Sun/Part shade</td>
<td>L-M</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Bois d'Arc, Osage Orange</td>
<td>Maclura pomifera</td>
<td>20-35'</td>
<td>Sun</td>
<td>M</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cottonwood, Eastern</td>
<td>Populus deltoids</td>
<td>40-90'</td>
<td>Sun</td>
<td>M</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cypress, Italian</td>
<td>Cupressus sempervirens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elm, Siberian</td>
<td>Ulmus pumila</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Controlled Plant List *

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
<th>Native</th>
<th>Height</th>
<th>Spread</th>
<th>Light</th>
<th>Water</th>
<th>Evergreen/Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jasmine, Asian</td>
<td><em>Trachelospermum asiaticum</em></td>
<td></td>
<td>1-1.5’</td>
<td>4-20’</td>
<td>Sun/shade</td>
<td>M</td>
<td>E</td>
</tr>
<tr>
<td>Hackberry</td>
<td><em>Celtis laevigata</em></td>
<td></td>
<td>30-40’</td>
<td></td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
<tr>
<td>Maple, Silver</td>
<td><em>Acer saccharinum</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Myoporum</td>
<td><em>Myoporum parvifolium</em></td>
<td></td>
<td>3-12”</td>
<td>6’</td>
<td>Sun/shade</td>
<td>L</td>
<td>E</td>
</tr>
<tr>
<td>Pear, Bradford</td>
<td><em>Pyrus calleryana</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trumpet Vine</td>
<td><em>Campsis radicans</em></td>
<td>B/E</td>
<td>6-40’+</td>
<td></td>
<td>Sun/part shade</td>
<td>L</td>
<td>D</td>
</tr>
</tbody>
</table>

*Controlled Plants are not required to be removed from a site; however, they are excluded from meeting any planting requirements unless otherwise approved by the Director. No new Controlled Plants may be planted.

**Ash Trees are a controlled species due the spread of the Emerald Ash Borer.

### Prohibited Plant List *

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bamboo, Bamboo, Running</td>
<td><em>Phyllostachys aurea; Bambusa spp.</em></td>
</tr>
<tr>
<td>Cat’s Claw Vine</td>
<td><em>Macfadyena unguis-cati</em></td>
</tr>
<tr>
<td>Chinaberry</td>
<td><em>Melia azedarach</em></td>
</tr>
<tr>
<td>Chinese Parasol Tree</td>
<td><em>Firmiana simplex</em></td>
</tr>
<tr>
<td>Chinese Pistache</td>
<td><em>Pistacia chinensis</em></td>
</tr>
<tr>
<td>Chinese Tallow</td>
<td><em>Sapium sebiferum</em></td>
</tr>
<tr>
<td>English Ivy</td>
<td><em>Hedera helix</em></td>
</tr>
<tr>
<td>Giant Cane; Giant Reed</td>
<td><em>Arundo donax</em></td>
</tr>
<tr>
<td>Japanese Honeysuckle</td>
<td><em>Lonicera japonica</em></td>
</tr>
<tr>
<td>Jujube</td>
<td><em>Ziziphus zizyphus</em></td>
</tr>
<tr>
<td>Kudzu</td>
<td><em>Pueraria lobata</em></td>
</tr>
<tr>
<td>Ligustrum, Japanese</td>
<td><em>Ligustrum, lucidum</em></td>
</tr>
<tr>
<td>Ligustrum, Wax Leaf</td>
<td><em>Ligustrum japonicum</em></td>
</tr>
<tr>
<td>Mimosa (non-native)</td>
<td><em>Albizia julibrissin</em></td>
</tr>
<tr>
<td>Mulberry, Paper</td>
<td><em>Broussonetia papyrifera</em></td>
</tr>
<tr>
<td>Mulberry, White</td>
<td><em>Morus alba</em></td>
</tr>
<tr>
<td>Nandina (berrying varieties)</td>
<td><em>Nandina sp</em></td>
</tr>
<tr>
<td>Pampas Grass</td>
<td><em>Cortadenia selloana</em></td>
</tr>
<tr>
<td>Paulownia</td>
<td><em>Paulownia tomentosa</em></td>
</tr>
<tr>
<td>Pines, non-native</td>
<td><em>Pinus elliottii; P. eldarica, P. virginiana</em></td>
</tr>
<tr>
<td>Photinia, Chinese</td>
<td><em>Photinia spp.</em></td>
</tr>
<tr>
<td>Privet, Common</td>
<td><em>Ligustrum sinense, Ligustrum vulgare (and others)</em></td>
</tr>
<tr>
<td>Pyracantha</td>
<td><em>Pyracantha spp.</em></td>
</tr>
<tr>
<td>Russian Olive</td>
<td><em>Elaegnus angustifolia</em></td>
</tr>
<tr>
<td>Tamarsik, Salt Cedar</td>
<td><em>Tamarix spp.</em></td>
</tr>
<tr>
<td>Tree of Heaven</td>
<td><em>Ailanthus altissima</em></td>
</tr>
<tr>
<td>Vinca, Periwinkle</td>
<td><em>Vinca major &amp; V. minor</em></td>
</tr>
</tbody>
</table>
**Prohibited Plant List *\**

<table>
<thead>
<tr>
<th>Plant</th>
<th>Scientific Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vitex, Lilac Tree; Chaste Tree</td>
<td><em>Vitex agnus-castus</em></td>
</tr>
<tr>
<td>Wisteria, Chinese</td>
<td><em>Wisteria sinensis</em> (and others)</td>
</tr>
</tbody>
</table>

*Prohibited Plants are required to be removed at time of site development, unless otherwise approved by the Director. Prohibited species are excluded from meeting any planting requirements. No new Prohibited Plants may be planted.*
# Tree Mitigation Summary Template

<table>
<thead>
<tr>
<th>Tree Mitigation Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Protected Tree Preservation Percentage (UDC Sec. 8.02.030.E)</strong></td>
</tr>
<tr>
<td>Percentage of Protected Trees that must be retained on site (not applicable to residential subdivisions or Heritage Trees)</td>
</tr>
<tr>
<td>Project acreage: ________</td>
</tr>
<tr>
<td>Total number of Protected Trees existing on-site: ________</td>
</tr>
<tr>
<td>Average number of protected trees per acre: ________</td>
</tr>
<tr>
<td>Applicable Required Protected Tree Preservation percentage: ________</td>
</tr>
<tr>
<td>Number of existing protected trees to remain on-site: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owed Mitigation for Protected Removals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protected tree mitigation inches owed within required percentage: ________</td>
</tr>
<tr>
<td>Protected tree mitigation inches owed more than the allowable percentage: ________</td>
</tr>
<tr>
<td>Overall protected tree mitigation inches owed: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Trees – On-Site Planted Trees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inches of shade trees planted on-site: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Trees – On-Site Existing Trees (3 - &lt;12&quot; trees only)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>May count for up to 75% of overall required Protected Tree mitigation inches (does not count towards Heritage Tree mitigation)</td>
</tr>
<tr>
<td>Note: Credit trees count tree per tree toward landscape requirement tree replacements not in inches</td>
</tr>
<tr>
<td>Maximum available on-site credit tree discount: ________</td>
</tr>
<tr>
<td>Number of on-site credit trees (6 - &lt;12&quot; trees only) available for maximum discount: ________</td>
</tr>
<tr>
<td>Number of on-site credit trees (3 - &lt;6&quot; trees only) available for maximum discount: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Soil Aeration &amp; Supplemental Nutrients Credit – Up To 30%</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Must provide Fiscal Surety before Certificate of Occupancy may be issued</td>
</tr>
<tr>
<td>Maximum inches that can count towards soil aeration &amp; supplemental nutrient credit: ________</td>
</tr>
<tr>
<td>Maximum soil aeration or supplemental nutrient payment: ________</td>
</tr>
<tr>
<td>Total inches used for soil aeration or supplemental nutrient: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Owed Mitigation for Heritage Tree Removals</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Heritage Tree mitigation inches owed: ________</td>
</tr>
<tr>
<td>Number of three-inch trees owed: ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cash Payout</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Goes into the Tree Fund for both Protected and Heritage Trees</td>
</tr>
<tr>
<td>Amount owed by fee-in-lieu: ________</td>
</tr>
<tr>
<td>Protected Tree fee-in-lieu payment: ________</td>
</tr>
<tr>
<td>Heritage Tree fee-in-lieu payment: ________</td>
</tr>
</tbody>
</table>
The following is required on a Tree Schedule which identifies trees from a Tree Survey.

1. Key (classification of tree on project)
2. Tree number (per survey)
3. Size (individual trunks)
4. Half Critical Root Zone (in feet)
5. Species
6. Legend (identifying acronyms from the ‘Key’)
7. Total number of Protected Trees
8. Protected Tree Preservation Calculation
9. Total number of protected trees required to remain

Please reference the following UDC codes: Residential UDC Section 8.05.010/Non-Residential UDC Section 8.05.020

The following is an example of the Tree Schedule to be on a Tree Survey.

<table>
<thead>
<tr>
<th>Key</th>
<th>Tree #</th>
<th>Size (individual trunks)</th>
<th>Half Critical Root Zone (in feet)</th>
<th>Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>1</td>
<td>12” (11.5)***</td>
<td>6’</td>
<td>Live Oak</td>
</tr>
<tr>
<td>NP</td>
<td>2</td>
<td>10”</td>
<td>5’</td>
<td>Hackberry</td>
</tr>
<tr>
<td>P</td>
<td>3</td>
<td>20”</td>
<td>10’</td>
<td>Post Oak</td>
</tr>
<tr>
<td>HT</td>
<td>4</td>
<td>36”</td>
<td>18’</td>
<td>Cedar Elm</td>
</tr>
<tr>
<td>R</td>
<td>5</td>
<td>16”</td>
<td>8’</td>
<td>Live Oak</td>
</tr>
<tr>
<td>R-HT</td>
<td>6</td>
<td>26” (25.5)***</td>
<td>14’</td>
<td>Shumard Red Oak</td>
</tr>
<tr>
<td>D</td>
<td>7</td>
<td>40”</td>
<td>20’</td>
<td>Live Oak</td>
</tr>
<tr>
<td>P</td>
<td>8</td>
<td>12”</td>
<td>6’</td>
<td>Cedar Elm</td>
</tr>
<tr>
<td>R</td>
<td>9</td>
<td>12”</td>
<td>6’</td>
<td>Pecan</td>
</tr>
<tr>
<td>HT</td>
<td>10</td>
<td>33” (19.5, 16, 9.5)***</td>
<td>16.5’</td>
<td>Pecan</td>
</tr>
<tr>
<td>C</td>
<td>11</td>
<td>11”</td>
<td>5.5’</td>
<td>Live Oak</td>
</tr>
<tr>
<td>C</td>
<td>12</td>
<td>6”</td>
<td>3’</td>
<td>Bur Oak</td>
</tr>
<tr>
<td>X</td>
<td>13</td>
<td>5”</td>
<td>2.5’</td>
<td>Chinaberry</td>
</tr>
</tbody>
</table>

Legend

- P = Protected
- D = Dead or Diseased
- HT = Heritage Tree
- NP = Not Protected
- R = Removal of Protected Tree
- C = Credit Tree
- R-HT = Removal of Heritage Tree
- X = Prohibited Species (must be removed)

Total Number of Protected Trees: _____  Total Number of Protected Trees Required to Remain: _____

Protected Tree Preservation Calculation (UDC Section 8.02.030.E.2):

Total # of Protected Trees ÷ Total Acreage = Tree Density

Tree Density x (0.2 or 0.3**) = Total # of Protected Trees Required to Remain on Site***

*For multi-trunk trees, list the total diameter at breast height (DBH) for the tree as well as each individual trunk size. To calculate the DBH for multi-trunk trees, take the diameter of the largest trunk and add half the diameter of all remaining trunks.

**If the tree density is less than 10 (trees per acre), multiply the total number of protected trees by 30%. If the tree density is more than 11, multiply the total number of protected trees by 20%.

***Any fraction of a tree equals a full tree. For example, a calculation of 4.2 would be 5 trees, due to the fraction.
The following is a reference guide for how to measure the Diameter of a tree at breast height (DBH) and determine which Tree Classification to associate it with. These are strictly guidelines and do not cover all situations found in the field; instead, it is the intent of these diagrams to provide a general understanding of how a tree can be measured and how best to assess a given situations to attain the most accurate measurement possible.

**Diagram 1** – Std. measurement height of 4.5’ above grade determines both the full critical root zone (CRZ) and the ½ CRZ

**Diagram 2** – Measuring locational guide for Multi-trunk trees, Leaning trees, Irregular Swelling, and trees on Slopes; multiple instances can apply to a single tree in which both measuring locations are to be used to determine the DBH

* Diameter at Breast Height (DBH), is measured at four and a half feet above grade.
* ** Reference measurement locations for each instance above when encountered in the field.
* ** When an irregular swelling occurs at the DBH height, measurements are to be taken just below the swell.
* **** DBH measurement is to be taken from the uphill side of the tree when the tree is on a slope.
Diagram 3 – Ornamental Multi-trunk Formula (OMTF); the below guide is meant to increase proficiency and reduce time spent to measure multi-trunk ornamental trees only. It is still recommended that all trunks are measured to provide the most accurate DBH possible however if the below measurement is used, this is to be identified on the plans and tree survey schedule as OMTF. The rules of Diagram 2 shall apply to ornamental trees if applicable.

Notes:
*For all non-ornamental multi-trunk trees, list the total diameter at breast height (DBH) for the tree as well as each individual trunk size. To calculate the DBH for multi-trunk trees, take the diameter of the largest trunk and add half the diameter of all remaining trunks.
**Any fraction of a tree equals a full tree.
The purpose of this form is to outline a request to remove or prune a Tree. A permit to remove or prune a Heritage or Protected Tree is required by UDC Section 3.23 and 3.24 in accordance with UDC Section 8.02. This form is required for any development application that proposes new residential dwelling units within the City of Georgetown or its extraterritorial jurisdiction.

### General Information

**Applicant’s Contact Info:**
- Name: ___________________________________________
- Company: _______________________________________
- Phone: _________________________________________
- Email: _________________________________________

**Property Owner’s Contact Info:**
- Name: _________________________________________
- Company: ______________________________________
- Phone: _________________________________________
- Email: _________________________________________

**Project Information:**
- Name of Project: _________________________________
- Related City Project/Permit No.: ___________________
- Address or General Location: ______________________
- Legal Description of Property: ______________________

### Scope of Work

Please Select One:

- ☐ This application is a request to **remove** one or more Heritage and/or Protected Trees.
  - Current photos of the subject tree(s) that clearly illustrate the conditions of the tree(s) or property that necessitate removal are included herein this application.
  - Plot Plan identifying building pad location and all Heritage Trees and Heritage Tree information (Residential Only)

- ☐ This application is a request to **prune** one or more Heritage Trees.

**Please describe the reason for this request:**

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Please complete the following table for each tree to removed or pruned:

<table>
<thead>
<tr>
<th>Tree ID #</th>
<th>Tree Diameter</th>
<th>Tree Species</th>
<th>Removal or Prune</th>
<th>% to be Pruned</th>
<th>Tree Condition</th>
<th>Location or Lot #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Arborist Contact Information**

**Company to Perform Work:**

Company Name: ____________________________________________

Name of Arborist: ____________________________________________ ISCA Certification No. of Arborist/Company: _______________

Phone: ____________________________ Email: ____________________________

**FOR INTERNAL USE ONLY**

City Case No: _____________

Final Action Taken: ☐ Approved ☐ Approved with Mitigation ☐ Denied ☐ More Information Required

Date of Final Action: _____________

Landscape Planner Comments:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________
Public Notification Requirements

Public Notice is required by Ordinance for review of certain applications as shown in the following Table and Section 3.03 of the Unified Development Code. Although there may be specific UDC standards, these are the general requirements that modify those noted here.

Published Public Notice:
The Planning Department submits the notice to the official newspaper that is published at least 15 days in advance of the Public Hearing.

Mailed Public Notice:
A Notice of Public Hearing will be sent by U.S. mail to owners of record of real property and registered neighborhood associations within 300-feet of the property under consideration, as determined by the most recent tax roll information, unless stated otherwise in the UDC. Notice will also be sent to any registered neighborhood associations with 300 feet of the property under consideration. The Planning & Development Department mails the notification letters at least 15 days prior to the date set for the Public Hearing.

Posted Public Notice:
Signage for posting on the property will be issued by the Planning and Development Department. The sign(s) must be obtained from Planning and Development and posted in locations specified by the Department no less than 15 days prior to the Public Hearing. Tracts with less than 300 feet of right-of-way frontage require one sign. Tracts with over 300 feet of right-of-way frontage require a sign at each interval of 1,000 feet, with the total number of signs posted to not exceed four signs. The applicant is responsible for posting the sign(s) no less than 15 days prior to the Public Hearing, maintaining the sign(s) and removing the sign(s) within 5 days following the final Public Hearing.

<table>
<thead>
<tr>
<th>Process</th>
<th>Published</th>
<th>Mailed</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Point Connection Exemption</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Annexation - Voluntary</td>
<td>X</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Certificate of Appropriateness - HARC</td>
<td>-</td>
<td>-</td>
<td>X</td>
</tr>
<tr>
<td>Certificate of Appropriateness – HARC (relocation, removal, or demolition, or building height, setback, or floor-to-area ratio modification)</td>
<td>-</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Comprehensive Plan Amendment, site specific</td>
<td>varies</td>
<td>varies</td>
<td>varies</td>
</tr>
<tr>
<td>Development Agreement</td>
<td>varies</td>
<td>varies</td>
<td>varies</td>
</tr>
<tr>
<td>Rezoning (including PUDs)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Special Exception</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Special Use Permit</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Variance</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

X = Notice is required.
The following is a list of all application types noted in the Unified Development Code and an identification of the typical responsible decision-maker and possible review board for each application.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Decision Maker</th>
<th>Recommending Body</th>
<th>Public Hearing Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Point Connection Exemption</td>
<td>City Council</td>
<td>P&amp;Z</td>
<td>Yes</td>
</tr>
<tr>
<td>Annexation</td>
<td>City Council</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Appeal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal of Administrative Decision</td>
<td>ZBA</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Appeal of HARC Decision</td>
<td>City Council</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Appeal of P&amp;Z Decision</td>
<td>City Council</td>
<td></td>
<td>Varies</td>
</tr>
<tr>
<td>Appeal of ZBA Decision</td>
<td>Court</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Certificate of Appropriateness - Administrative</td>
<td>HPO</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Certificate of Appropriateness - HARC</td>
<td>HARC</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Construction Plans</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Courthouse View Protection Determination</td>
<td>Director</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Development Agreement</td>
<td>City Council</td>
<td>Various</td>
<td>Varies</td>
</tr>
<tr>
<td>Driveway Access Permit</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Heritage Tree Removal or Pruning</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Letters of Regulatory Compliance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plat Certification or Zoning Verification Letter</td>
<td>Director</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>License to Encroach - Easement</td>
<td>Real Estate Manager</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>License to Encroach – Right-of-Way</td>
<td>City Council</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Master Sign Plan - Administrative</td>
<td>Building Official</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Master Sign Plan - HARC</td>
<td>HARC</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Rezoning (General)</td>
<td>City Council</td>
<td>P&amp;Z</td>
<td>Yes</td>
</tr>
<tr>
<td>Rezoning - Planned Unit Dev. (PUD)</td>
<td>City Council</td>
<td>P&amp;Z</td>
<td>Yes</td>
</tr>
<tr>
<td>Sign Permit</td>
<td>Building Official</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Site Development Plan</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Special Exception</td>
<td>ZBA</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Special Use Permit</td>
<td>City Council</td>
<td>P&amp;Z</td>
<td>Yes</td>
</tr>
<tr>
<td>Stormwater Permit</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Subdivision (Plat) Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amending / Minor Plats</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Final Plat</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Preliminary Plat</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Preliminary / Final Combined</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Resubdivision (Replat)</td>
<td>P&amp;Z</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Subdivision Variance</td>
<td>P&amp;Z</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Use Permit</td>
<td>Building Official</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Variance*</td>
<td>ZBA</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

*This is the typical decision maker, although some application types may have others specified in the UDC.
Please refer to the Subdivision Plat Checklist to determine which signature blocks are required for the plat you are preparing.

- All text must be at least 10 pt. font.
- Stamps or seals must not overlap text, leave enough room for a two-inch round seal.
- Signatures and seals cannot be printed on the document. Must be original signatures or wet stamps.
- The name of the owner and the name of the plat must be consistent on all documents and throughout the plat.

**Owner’s Signature Block (Notarized)**

There must be a signature block, with a separate notary block, for each owner on the deed. If there is a lien holder of the property, remove the bracketed statement and add the Lien Holder’s Signature Block shown below.

```
STATE OF <STATE> { KNOW ALL MEN BY THESE PRESENTS
COUNTY OF <COUNTY> { 

I, <name of current owner>, sole owner (or co-owner) of the certain <acreage> tract of land shown hereon and described in a deed (or deeds) recorded in Document No. ___________ (or Volume and Page) of the Official Records of Williamson County, Texas, [do hereby state that there are no lien holders of the certain tract of land;] [do hereby certify there are no easement holders except as shown hereon;] do hereby <subdivide, resubdivide, amend, etc.> said tract as shown hereon; do hereby covenant to all restrictions listed herein, which shall run with the land; and do hereby dedicate to <the City of Georgetown or the public> the streets, alleys, rights-of-way, easements, and public places shown hereon for such public purposes as <the City of Georgetown or Williamson County> may deem appropriate. I hereby bind my heirs, successors, and assigns to warrant and forever defend such dedications, all and singular, to <the City of Georgetown or the public> against every person whomsoever claiming or to claim the same or any part thereof. This subdivision is to be known as <Subdivision Name>.

TO CERTIFY WHICH, WITNESS by my hand this ______ day of ____________________, 20_____.

(Owner’s Signature) ________________________________

<Owner’s typed name and address>

STATE OF <STATE> { KNOW ALL MEN BY THESE PRESENTS
COUNTY OF <COUNTY> { 

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared <owner’s name>, known to me to be the person whose name is subscribed to the foregoing instrument.
```
Lien Holder’s Signature Block

STATE OF <STATE> [ ]
COUNTY OF <COUNTY> [ ]

I, <name of current lien holder>, Lien Holder of the certain <acreage> tract of land shown hereon and described in a deed recorded in Document No. ________ (or Volume and Page) of the Official Records of Williamson County, Texas, do hereby consent to the <subdivision, resubdivision, amendment, etc.> of said tract as shown hereon; do further hereby join, approve and covenant to all restrictions listed herein; and do hereby dedicate to <the City of Georgetown or the public> the streets, alleys, rights-of-way, easements and public places shown hereon for such public purposes as <the City of Georgetown or Williamson County> may deem appropriate. This subdivision is to be known as <Subdivision Name>.

TO CERTIFY WHICH, WITNESS by my hand this _______ day of ______________, 20__.

(Lien Holder’s Signature) ____________________

<Lien holder’s typed name and address>

STATE OF <STATE> [ ]
COUNTY OF <COUNTY> [ ]

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared <lien holder’s name>, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this _______ day of ______________, 20__.

_____________________________________________________

Notary Public in and for the State of Texas <Leave enough room for seal to not overlap any text.>
My Commission expires on: ____________________________
Engineer's Certification (Sealed)

I, <engineer’s name>, Registered Professional Engineer in the State of Texas, do hereby certify that this <subdivision, parcel, etc.> is in the Edwards Aquifer Recharge Zone and is not encroached by a Zone A flood area, as denoted herein, and as defined by Federal Emergency Management Administration Flood Hazard Boundary Map, Community Panel Number____, effective date September 26, 2008, and that each lot conforms to the City of Georgetown regulations.

The fully developed, concentrated stormwater runoff resulting from the one hundred (100) year frequency storm is contained within the drainage easements shown and/or public rights-of-way dedicated by this plat.

TO CERTIFY WHICH, WITNESS my hand and seal at <City>, <County>, Texas, this day of_____, 20___.

__________________________
<Engineer’s Name>
Registered Professional Engineer (sealed)
No. _______________ State of Texas

Surveyor's Certification (Sealed)

STATE OF <STATE> { KNOW ALL MEN BY THESE PRESENTS

COUNTY OF <COUNTY> { } I, <surveyor’s name>, Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown on the accompanying plat, and that the corner monuments shown thereon were properly placed under my supervision in accordance with the subdivision regulations of the City of Georgetown, Texas.

TO CERTIFY WHICH, WITNESS my hand and seal at <City>, <County>, Texas, this__ day of__________, 20___.

__________________________
<Surveyor’s Name>
Registered Professional Surveyor (sealed)
No. _______________ State of Texas
**County Clerk’s Certification**

STATE OF TEXAS { KNOW ALL MEN BY THESE PRESENTS
COUNTY OF WILLIAMSON { 

I, Nancy Rister, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certificate of authentication was filed for record in my office on the_______day of__, 20__, A.D., at ___ o’clock, ___M., and duly recorded this the_______day of__, 20__, A.D., at ___ o’clock, ___M., in the Official Public Records of said County in Document No._____________.

TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

Nancy Rister, Clerk
County Court of Williamson County, Texas <Leave enough room for seal to not overlap any text.>

By:______________________________, Deputy

*This block must be placed at the bottom right-hand corner of the last sheet of the plat. It is also appreciated if it can be double spaced.*

---

**Planning Director**

I, Sofia Nelson, Planning Director of the City of Georgetown, Texas, do hereby certify this plat is approved for filing of record with the County Clerk of Williamson County, Texas.

______________________________
Sofia Nelson, Planning Director

______________________________
Date
This subdivision to be known as <subdivision name> has been accepted and approved for filing of record with the County Clerk of Williamson County, Texas, according to the minutes of the meeting of the Georgetown Planning and Zoning Commission on the _____ day of ____________, 20__, A.D.

_________________________________________    __________________________
Travis Perthuis, Chairman                              Date

_________________________________________    __________________________
Stephen Dickey, Secretary                              Date

City Building Official – NO FLOODPLAIN PRESENT ON PLAT & IN CITY LIMITS

Based upon the above representations of the Engineer or Surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said Engineer or Surveyor, I find that this plat complies with the requirements of Chapter 15.44, Flood Damage Prevention, of the Georgetown Municipal Code. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The City of Georgetown disclaims any responsibility to any member of the public or independent verifications of the representation, factual or otherwise, contained in this plat and the documents associated with it.

_________________________________________    __________________________
Glen Holcomb, Building Official                              Date
City of Georgetown

City Floodplain Coordinator – FLOODPLAIN PRESENT ON PLAT & IN CITY LIMITS

Based upon the above representations of the Engineer or Surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said Engineer or Surveyor, I find that this plat complies with the requirements of Chapter 15.44, Flood Damage Prevention, of the Georgetown Municipal Code. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The City of Georgetown disclaims any responsibility to any member of the public or independent verifications of the representation, factual or otherwise, contained in this plat and the documents associated with it.

_________________________________________    __________________________
Wesley Wright, P.E., CFM, Floodplain Coordinator                              Date
City of Georgetown
Williamson County Flood Plain Administrator (ONLY IF OUTSIDE OF CITY LIMITS)

Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the Williamson County Floodplain Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. Williamson County disclaims any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated within it.

_____________________________________         _____________________
J. Terron Evertson, P.E., D.R., C.F.M.     Date
Williamson County Floodplain Administrator

Williamson County On-Site Sewage Facilities (OSSF)

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edwards Aquifer Regulations for Williamson County and Williamson County On-Site Sewage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County Engineer’s Office and Williamson County disclaims any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

_____________________________________         _____________________
J. Terron Evertson, P.E., D.R., C.F.M.     Date
Williamson County Engineer
Plat Recordation Requirements

Items Needed Prior to Plat Approval by P&Z:

- All public improvements (water, wastewater, drainage, streets) must be built and accepted (including maintenance bonds) or fiscal surety posted. More information can be found at: udc.georgetown.org/fiscal-surety-forms. For more information on fiscal surety documents please contact Vanessa Conde in GUS Engineering at vanessa.conde@georgetown.org.
- Payment for all and any outstanding fees, if applicable (these fees are paid through the Planning Department):
  - Parkland Dedication/Development
  - Tree Mitigation
  - Traffic Impact Analysis (TIA)
- Off-site easements that are necessary to serve the subdivision with utilities or drainage are not required to be recorded before a plat received approval. But, these easements must be recorded before the plat can be recorded.

Submittal for Plat Recordation Should Include:

- One (1) of 18"x24" paper copy of plat (signed by all but City officials and County Clerk).
- All required seals must be original, present, clear and legible. Signatures must be original, present, dark enough for visibility and accompanied by the printed name. Text cannot overlap. Digital signatures and seals are not accepted.
- There must be no empty blanks for signatures, dates, recording numbers, etc.
- Affidavit from each property owner (not needed for lien holders), certifying the validity of the tax certificates for the property to be subdivided. These must be original, notarized affidavits. Digital signatures and seals are not accepted. Please be sure that all signatories are consistent in spelling and title between the plat and the affidavit.
- Original, stamped tax certificates, current and paid from the City of Georgetown, Williamson County and the Georgetown Independent School District. The plat will not be recorded if the taxes are delinquent. (Available at the County Tax Assessor’s Office, 904 S. Main Street or online at wilco.org/PropertyTax)
- Check for recording fee. The sheet charge is $96.00 for the first sheet, and $75.00 per each additional sheet. Checks should be made payable to “Nancy E. Rister, County Clerk” or to “Williamson County Clerk”.

<table>
<thead>
<tr>
<th># of Sheets</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$96</td>
<td>$171</td>
<td>$246</td>
<td>$321</td>
<td>$396</td>
</tr>
</tbody>
</table>

- If using a PERSONAL check write the date of birth, phone number, and driver’s license number of signatory on the check.
- ALL checks must have a pre-printed name and address. This information cannot be handwritten. If your business does not have checks that meet this require a cashier’s check for the exact amount is acceptable.
- ALL Checks must have a check number greater than 1020.
- For more information regarding the County Clerk’s fees and requirements for documents, call (512) 943-1519.

Other Notes:

- Once a plat is approved, it is valid for recordation for 24 months from the date of approval.
- If a plat is damaged (creased, ripped, wrinkled, etc.) or if any text on the plat is illegible the County Clerk may charge an additional fee to record the document if the document is determined to not be suitable to reproducing.