



UNIFIED DEVELOPMENT CODE (UDC) DEVELOPMENT MANUAL

EFFECTIVE SEPTEMBER 18, 2023

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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.

Planning Department Contact Information

-  809 Martin Luther King Jr St
-  512-930-3575
-  planning@georgetown.org
-  planning.georgetown.org



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

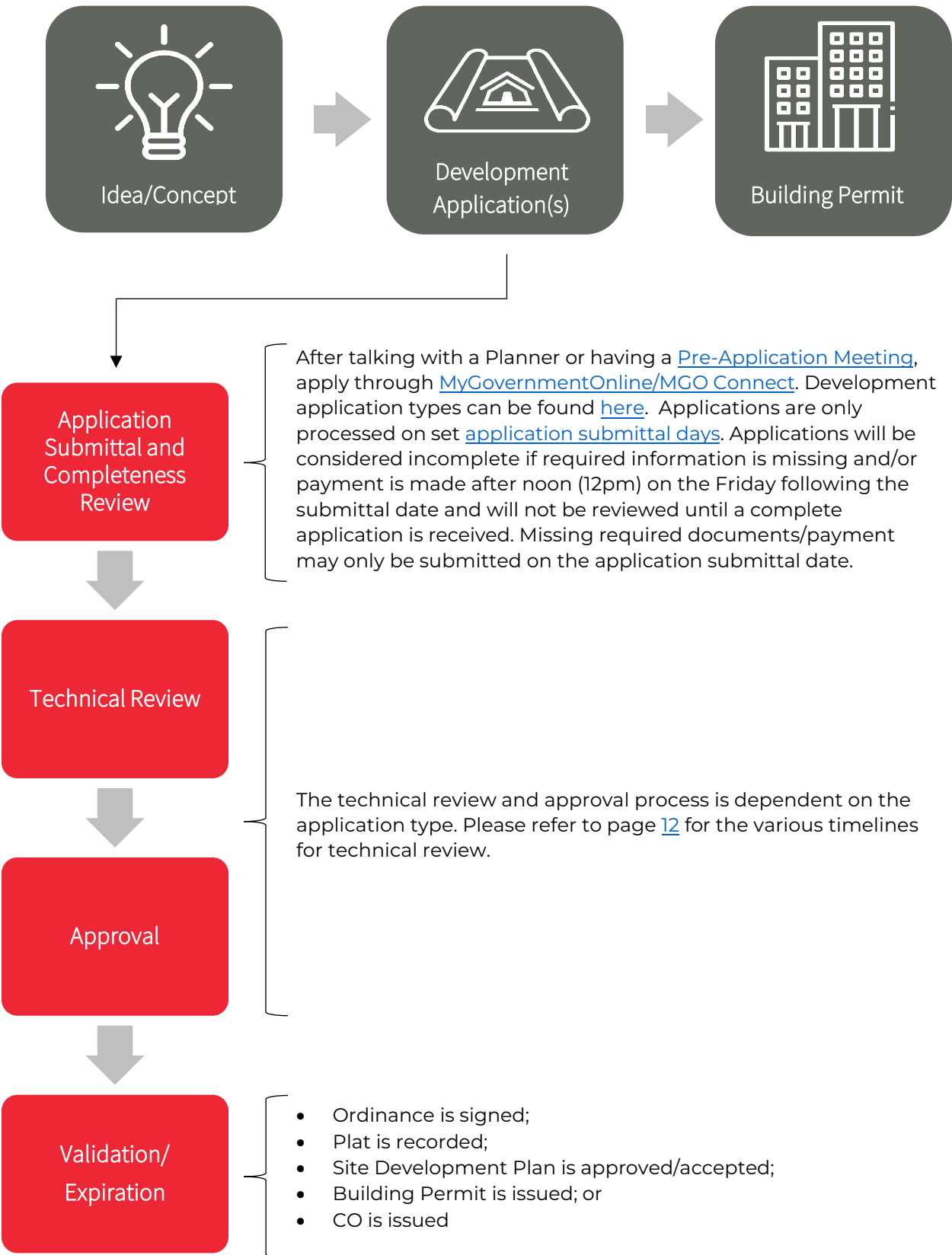
The Planning Department's website contains a tool to quickly look up zoning information for a specific address. Visit <https://planning.georgetown.org/> and scroll to the bottom left of the page.

ZONING VERIFICATION

Enter An Address:

Enter a location

Overview of the Development Review Process



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, PIDs, 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](#)
- [Courthouse View Waiver](#)

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 \(TIA\)](#)
- [Residential Artificial Turf Permit](#)
- [Special Exception](#)
- [Heritage Tree Removal or Pruning Permit](#)

Boards and Commissions

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 various applications. Please refer to the Application Review Authority chart to learn more about the decision-making authority of a case type.

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 and providing recommendations on land use changes to the City Council.

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). Please note that a concept plan is required for a Pre-Application meeting to be scheduled.
- 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 (MGO Connect)

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

MyGovernmentOnline (MGO Connect) 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.

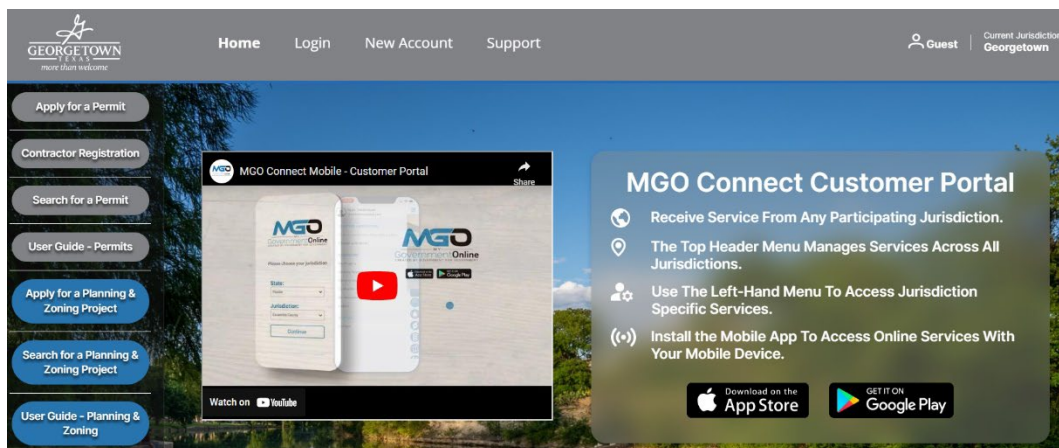
MyGovernmentOnline (MGO Connect) will allow those seeking building and development-related approvals to **track the progress** of their application from submittal to approval to inspection. Features include digital submission, digital review of staff comments, online payment, and online information about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

The City of Georgetown Planning Department has created a [User Guide](#) to guide and help you use MyGovernmentOnline (MGO Connect), 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 (MGO Connect), www.mgoconnect.org, tech support, creating account, associating files, and online payments – please call their customer service number 1-866-957-3764. For submittal issues related to incorrect case status – please email planning@georgetown.org

Click [here](#) to download the MyGovernmentOnline/MGO Connect User Guide

Click [here](#) to access MyGovernmentOnline/MGO Connect



Application Submittal Calendar

All new applications and resubmittals are accepted on the dates outlined below and must be submitted **NO LATER than 12:01 AM** on the application day.



Planning Department
City of Georgetown

Revised: 2023 Application Submittal Deadline Dates/Time

Application Types	New & Resubmittal Applications due 12:01 AM
All Subdivision and Land Use	Sept 5 (Tue)
All Subdivision and Land Use	Sept 18
All Subdivision and Land Use	Oct 2
All Subdivision and Land Use	Oct 9
All Subdivision and Land Use	Oct 23
All Subdivision and Land Use	Nov 6
All Subdivision and Land Use	Nov 20
All Subdivision and Land Use	Dec 4
All Subdivision and Land Use	Dec 18
Please note: Any application received after 12:01AM will be taken in on the next applicable application day	

Application Types & Decision-Making Authority

Land Use Related Application Types	Decision Making Authority
Letter of Regulatory Compliance	Staff Approval
Administrative Exception	Staff Approval
License to Encroach	Staff Approval
Certificate of Appropriateness (COA)	HARC Approval
Special Exception	ZBA Approval
Zoning Variance	ZBA Approval
Appeal	ZBA/P&Z Approval
Annexation (Voluntary)	City Council Approval
Abandonment	City Council Approval
Comprehensive Plan Amendment	City Council Approval
Development Agreement	City Council Approval
Historic Landmark Designation	City Council Approval
Planned Unit Development	City Council Approval
Special Purpose Districts (MUD/PID)	City Council Approval
Special Use Permit (SUP)	City Council Approval
UDC Text Amendment	City Council Approval
Zoning Map Amendment (Rezoning)	City Council Approval

Subdivision Related Application Types	Decision Making Authority
Subdivision Variance	P&Z Approval
Construction Plans, Subdivision (Infrastructure)	Staff Approval
Driveway Access Permit	Staff Approval
Heritage Tree Removal and Pruning	Staff Approval
Site Development Plan (SDP)	Staff Approval
Stormwater Permit	Staff Approval
Subdivision Plat Vacation	Staff Approval
Traffic Impact Analysis	Staff Approval
Subdivision-Related Plats	Staff Approval ¹
¹All Subdivision-Related Plats will continue to be subject to LGC 212.009 (Shot Clock)	

Subdivision-Related Plats¹:

- >Preliminary Plat
- >Final Plat
- >Preliminary Final Plat Combo
- >Minor Plat
- >Preliminary Plat Amendment
- >Preliminary Plat Revision (major/minor)
- >Replat

REVISED 8.9.2023 | Effective for Applications Submitted after 9.1.2023

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)
- Residential Artificial Turf Permit
- 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 reviewed for information and data needed to constitute a complete application. Payment will be required before noon (12pm) the Friday following the submittal date (or earlier if a City holiday falls within that week).

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 and Final Action

After an application has moved through the completeness review, staff will begin the technical review. The case manager will coordinate with all technical reviewers and compile comments.

All new applications will receive final action within 30 days and all resubmittals will receive final action within 15 days. The following final actions can be taken:

- Approval
- Approval with Conditions – This does not mean start work/construction. Applicant must resubmit to verify that conditions have been met and final approval must be issued.
- Denial (with explanation) – The applicant must resubmit) 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
- Courthouse View Waiver
- 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 in accordance with the application submittal calendar. 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.

CASE TYPES

Each case type has an associated checklist to help the applicant prepare the application, including required documents and information for approval. 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 case type also has an associated fee, as outlined in the [Application Fee Schedule](#). Each fee is listed with the case 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 case types require public notification and/or a public hearing. The [Public Notification Requirements](#) chart outlines the case 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 Final 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](#)

Courthouse View Waiver

A request for review and approval of a Courthouse View Waiver to allow protected views to be obstructed.

UDC Reference: [Section 4.10.040](#)

Items Required for Application:

- [Application Fee](#)
- All Required Documents from the [Courthouse View Waiver](#)
- [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.

Sub-Application Types:

- Tree Pruning for a Protected or Heritage Tree
- Tree Removal for a Protected or Heritage Tree

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](#)

Residential Artificial Turf Permit

A request for approval of installation of artificial turf in a residential property.

UDC Reference: [Section 8.06.020.C.3](#)

Items Required for Application:

- [Application Fee](#)
- All Required Documents from the [Residential Artificial Turf Permit](#)
- [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 an 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 or 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 have a case in review 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 made 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 Case Types

- [Construction Plans, Subdivision \(Infrastructure\)](#)
- [Driveway Access Permit](#)
- [Heritage Tree Removal or Pruning Permit](#)
- [Residential Artificial Turf 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 Case Types

- [Abandonment](#)
- [Administrative Exception](#)
- [Annexation \(Voluntary\)](#)
- [Appeal](#)
- [Certificate of Appropriateness \(COA\)](#)
- [Comprehensive Plan Amendment](#)
- [Courthouse View Waiver](#)
- [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](#)

CASE TYPES AND SUB-CASE TYPES

Some Cases require a Sub-Case Type (i.e. final plats). In this instance, you will be prompted to select the Sub-Case 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 Cases and associated Sub-Case types:

Case Type	Sub-Case Type
Abandonment	N/A
Administrative Exception	N/A
Annexation (Voluntary)	N/A
Appeal	Administrative Final Action/Decision
	Board Action/Decision
Certificate of Appropriateness (CoA)	HARC Review
	HPO Review
	Minor HPO Review
Comprehensive Plan Amendment	N/A
Construction Plans, Subdivision (Infrastructure)	Construction Plans (Approved), Major Revision
	Construction Plans, Subdivision (Infrastructure)
Courthouse View Waiver	N/A
Development Agreement	Development Agreement
	Development Agreement Amendment
Driveway Access Permit	Driveway Access Permit: Agricultural
	Driveway Access Permit: Non-Residential
	Driveway Access Permit: Residential
Final Plat	Amending Plat
	Final Plat
	Minor Plat
	Replat
Heritage Tree Removal or Pruning Permit	Tree Pruning of a Protected or Heritage Tree
	Tree Removal of a Protected or Heritage Tree
Historic Landmark Designation	N/A
Letter of Regulatory Compliance	Plat Certification Letter
	Zoning Verification Letter

Case Type	Sub-Case Type
License to Encroach	Easement Encroachment
	Right-Of-Way Encroachment
Municipal Utility District (MUD)	N/A
Planned Unit Development (PUD)	Planned Unit Development (PUD)
	Planned Unit Development (PUD) Amendment, Major
	Planned Unit Development (PUD) Amendment, Minor
Plat Vacation	N/A
Preliminary Final Plat Combo	N/A
Preliminary Plat	Preliminary Plat
	Preliminary Plat Amendment
	Preliminary Plat Minor Revision
	Preliminary Plat Major Revision
Public Improvement District (PID)	N/A
Residential Artificial Turf Permit	N/A
Site Development Plan (SDP)	Site Development Plan (SDP)
	Site Development Plan (SDP) Amendment
	Site Development Plan (SDP), Minor
Special Exception	N/A
Special Use Permit (SUP)	N/A
Stormwater Permit	Stormwater Permit (SWP)
	Stormwater Permit (SWP) Revision, Major
Subdivision Variance	Subdivision Variance with Plat
	Subdivision Variance without a Plat
Traffic Impact Analysis (TIA)	N/A
UDC Text Amendment	N/A
Zoning Map Amendment (Rezoning)	N/A
Zoning Variance	N/A

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 digitally in accordance with our posted submittal dates within the Development Manual. 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.
- ☐ Assigned 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:
 - o 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;
 - o The nearest streets in all directions and the subdivision or the addition in which the Property is situated; and
 - o 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.

Exhibit E shall include:

- 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.
- If the property is owned in fee by the City of Georgetown, Exhibit E is not required in advance of the City's review

Exhibit F shall include:

- The [Property Owner's Consent Form](#)

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 digitally in accordance with our posted submittal dates within the Development Manual. 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:

- 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.

Detailed Information

- 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.
- 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](#))

The **Conceptual Plan** shall include:

- The location on the plat or Site Development Plan that the Exception(s) would apply to
- A detailed depiction of the alternative design plan
- Any additional information determined necessary for your particular Administrative Exception request

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 digitally in accordance with our posted submittal dates within the Development Manual. 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.

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. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Appeal (APL)	<input type="checkbox"/> Appeal of an Administrative Final Action/Decision
	<input type="checkbox"/> Appeal of a Board Action/Decision

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. 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 approval. 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

Detailed Information

The Letter of Intent shall include:

- An overview of the decision that is being appealed.
- Justification for why the decision is being appealed.



Application Checklist

Residential Artificial Turf Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Residential Artificial Turf Permit requires review by staff, in accordance with [8.06.020.C.3](#). 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

Please Note:

- If artificial turf is requested or planned as part of a Commercial, Multifamily, or otherwise Non-Residential project, the proposed artificial turf will be reviewed by staff in accordance with [8.06.020.C.3](#) of the UDC during Site Development Plan review.
- Fee to become established and effective in Fall/Winter 2023 pending adoption by City Council.

Please use UDC Section [3.13.010 - Applicability](#) to identify which fee category your application falls under.

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 digitally in accordance with our posted submittal dates within the Development Manual. 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 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.

☐ **Application Information**

- ☐ Material Specification Documents: Product information sheets. Physical samples will not be accepted.
- ☐ [Property Owner's Consent Form](#)
- ☐ Engineer's Certification: documentation of permeability sealed by a Professional Engineer

☐ **Plan Review**

- ☐ Plan Review: Plans identifying all necessary lot lines, overlays, and screening as identified in the Detailed Information section below.

Detailed Information

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

- Site plans must include the following information: (NOTE: A survey or plat of the property modified to include all required elements can be used - you do not have to create a new site plan if one exists.)
 - Dimensions of the site and all improvements, to include setbacks
 - Location of property lines, setbacks, streets, easements, gateway overlays, buffer yards, and screening fences or other screening
 - Existing buildings
 - Must indicate proposed location of artificial turf
- DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on a Site Plan and does not necessarily show compliance with applicable requirements of the UDC or building codes.

The Material Specification Documents shall include the following:

- Manufacturer's product information and images
- Must demonstrate that artificial turf is made of polyethylene, polypropylene, or a nylon material.
- Must demonstrate that artificial turf is a two-tone color or better.
- Must demonstrate that artificial turf utilizes heat blocking or other dissipating features to limit heat gain.

The Engineer's Certification shall consist of:

- Documentation signed and sealed by a professional Engineer certifying that the artificial lawn will allow rainwater to infiltrate at the same rate as natural turf following the installation of the artificial turf product.



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.

Application Type	Sub-Application Type	Fee
<input type="checkbox"/> Certificate of Appropriateness (CoA)	<input type="checkbox"/> HARC Review*	\$503
	<input type="checkbox"/> HPO Review*	\$181
	<input type="checkbox"/> Minor HPO Review* (signage, paint color, changes in color to awning fabric, exterior lighting and mechanical equipment)	\$120

*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:

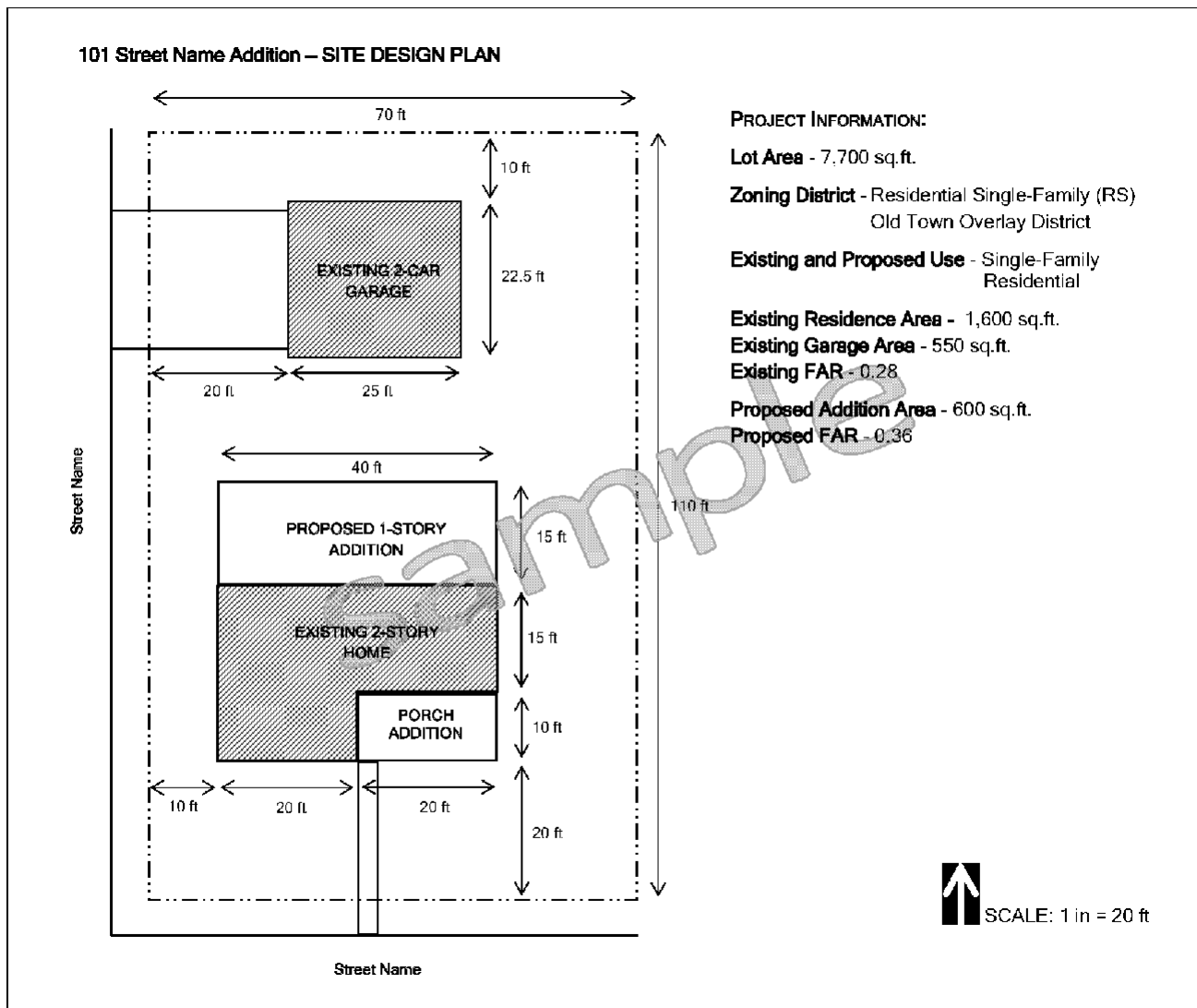
- A detailed description of the proposed Project(s). For applications with multiple Projects (signage, paint, addition, etc.) include each item being sought as a part of the application using the applicable *Additional Items Required for Submittal* as specified below.
- Explanation as to how the request 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

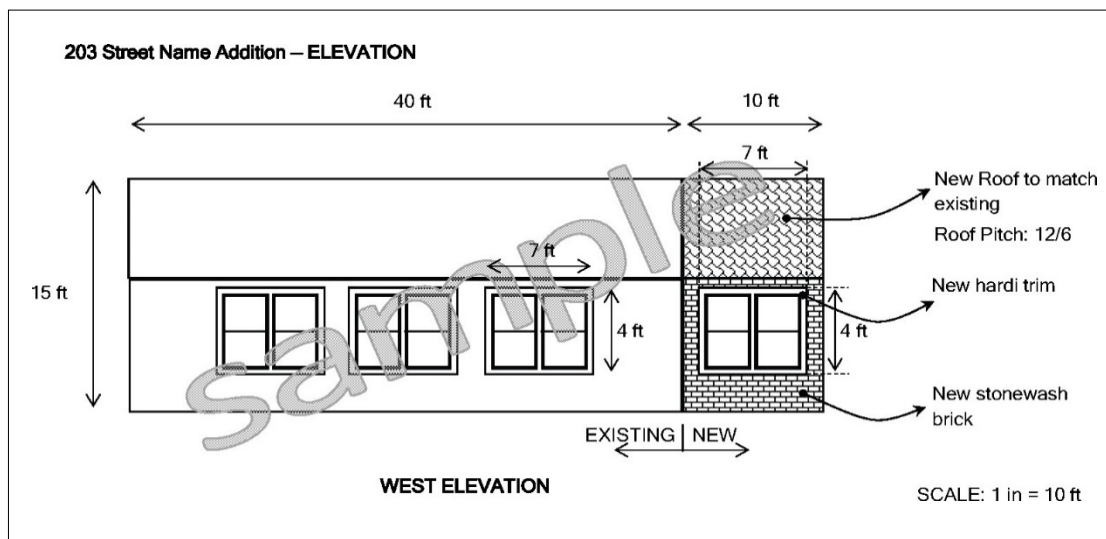


DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on a Site Plan and does not necessarily show compliance with applicable requirements of the UDC, Historic District Design Guidelines, or building codes.

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.

MATERIAL SAMPLE SHEET EXAMPLE

Please provide a picture of each material selection, label, and include details on the product specifications (material type, dimensions, color, etc.). Screenshots from retailer/supplier can be used for material selections.



CEMENT FIBER EXTERIOR SIDING
8.25" WIDE WITH 7" EXPOSURE



BRICK SIDING 2.5" WIDTH
PAINTED WHITE



COMPOSITE SHINGLE ROOF
BROWN

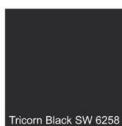


WOOD CLAD DOUBLE HUNG WINDOWS
2.5' WIDE BY 3.5' TALL



MAHOGANY FRONT DOOR
3'-0" X 6'-8" WITH SIDE LITES

TRIM PAINT
BLACK MATTE
Tricorn Black SW 6258



EXTERIOR
SIDING PAINT
CREAM MATTE

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

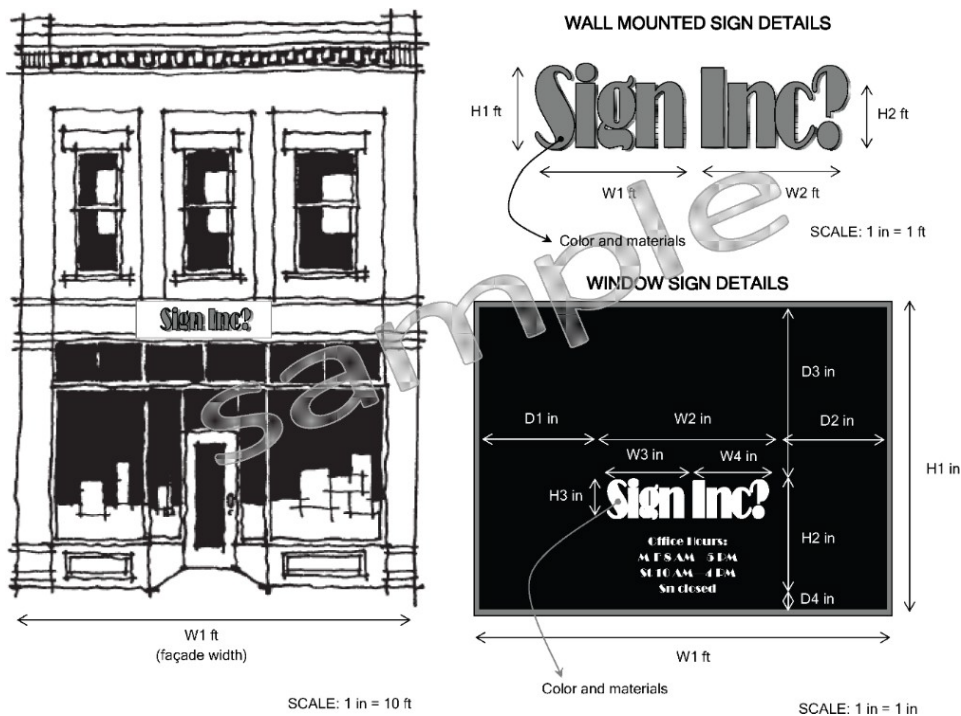
- Proposed building height shown on the project Elevations
- Statement of how the proposed request meets the [Criteria for Approval of a Building Height Modification](#) in UDC Sec. 3.13.030.C.

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

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 in accordance with the applicable sections of the Unified Development Code. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Construction Plans, Subdivision (Infrastructure) (CON)	<input type="checkbox"/> Construction Plans, Subdivision (Infrastructure)
	<input type="checkbox"/> Construction Plans (Approved), Major Revision

Note: For any Revision or Amendment of approved Construction Plan, a new application and case number (through the selection of the correct Sub-Case Type) will be needed. A Revision or Amendment (to an approved Construction Plan) will be considered a new application and will be assigned. Reviews of the application will be completed in accordance with City procedures for new applications.

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. 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 approval. 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](#)
 - ☐ 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.
 - For revisions and amendments: All required documentation must either be uploaded, or you must specify which of items *have not* been uploaded, the reason, and the Case Number in which those documents have previously been submitted. Documents which require review relevant to your revision/amendment request, must be submitted to the revision/amendment case.
- ☐ *Plan Review*
 - ☐ Subdivision Construction Plans (see Detailed Information section below)
 - ☐ Preliminary Plat or Preliminary-Final Plat Combo case number and final 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 topcenter)
- City's project number (locate at bottom right corner of page): 2023-____-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)
- Notes:
 - ☐ 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.
 - ☐ This project is subject to all City Standard Specifications and Details in effect at the time of submittal of the project to the City.
 - ☐ 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 applicable for residential property).
 - ☐ 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).
 - ☐ All electric and communication infrastructure shall comply with [UDC Section 13.06](#).
- Additional notes for properties located over the Edwards Aquifer Recharge Zone:
 - ☐ The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown.
 - ☐ 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

- 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 infrastructures showing compliance with UDC Sections 1.08 (Comprehensive Plan), 1.16 (Utility Improvement and Extension Policy), [13.02](#), [13.04](#), [13.05](#), [13.06](#) and [13.07](#)
- Plan and Profile Sheets for the following:
 - ☐ Streets
 - ☐ 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 100HW
 - ☐ Water lines 12” and greater in diameter
 - ☐ Wastewater Lines
 - ☐ Electric Lines
 - ☐ Proposed Easements and Ownership (or something similar that shows where you plan to dedicate easements and/or land to the City, the County, a MUD, etc.). Proposed Easements sheet must also show off-site easements.
- 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

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

Detailed Information

- o 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](#))
 - o 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
 - o Total number of Protected Trees as identified on Tree Survey
 - o 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)
 - o Calculation for determination of minimum required Protected Tree Preservation
- ☐ Tree Inventory ([as required by UDC 8.05.010-020](#)) shall provide all required Tree Survey and Tree Schedule information along with the following:
 - o A determination on the health of each tree (i.e. “Dead” or “Poor” health)
 - o Description of any diseases present on trees of “Dead” or “Poor” health
 - o Proposed measures to be taken to prevent spread of disease through the project site
 - o Existing canopy cover (as a percentage of the project area)
 - o 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:
 - o 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
 - o The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
 - o 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:
 - o Total tree removal broken down by Heritage Trees and Protected Trees
 - o 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
 - o Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in [Development Manual](#))
 - o 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)
 - o 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.
 - o If credit trees are to be used on-site, locate and label as such



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

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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)

☐ *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

Detailed Information

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
- 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.
- Explanation as to how the request meets the Approval Criteria outlined in [UDC Section 3.04.030](#)
 - 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

Courthouse View Waiver

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Courthouse View Waiver may only be requested when a development does not meet the criteria for a [Courthouse View Exception](#). The application requires review by staff, in accordance with UDC Section 3.27. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

PLEASE NOTE if the property is located within a Historic Overlay District, the development must have undergone a conceptual review by the Historic and Architectural Review Committee (HARC) through the Certificate of Appropriateness (COA) process with general support for the building massing and form **prior to submittal of this application**.

Application Types and Associated Fees

Please Note: Fee to become established and effective in Fall/Winter 2023 pending adoption by City Council.

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

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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.

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:
 - Elevation Study with all required information cited in UDC Section 4.10.030 (see Detailed Information section below).
 - Conceptual Plan (see Detailed Information section below)
- ☐ [Property Owner's Consent Form](#)
- ☐ Courthouse View Determination Letter Issued by City of Georgetown

The Letter of Intent shall include:

- A detailed description regarding the proposed development and the requested waiver(s) to include the number of protected viewpoints to the Courthouse impacted by the proposed development
- The necessity of the proposed waiver(s) and justification for the request
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.27.060](#)
 - Whether there is the existence of specific site opportunities or constraints that necessitates the waiver
 - Whether the proposed waiver furthers goals of the comprehensive plan, and any applicable small area plans, specific to the location of the property and furthers a specific implementation step(s) of the comprehensive plan
 - Whether the waiver is not contrary to the public interest
 - Whether the request for a waiver creates a building height that is in scale with conforming uses of nearby property and with the character of the neighborhood

The Elevation Study shall include the applicable information for each Project as follows:

- Each protected view point
- The proposed height of the building(s)
- Distances from each view point to review site to the Courthouse, which establishes the allowable height according to the height calculation formula
- An aerial map of the proposed site and Courthouse and view point elevations
- Height Calculation Formula

The height calculation formula is used to determine structure height for projects within the Courthouse View Protection Overlay District. The height calculation formula is as follows:

$\tan \text{ of angle} = A/B = E/F$ ($\tan \text{ Deg} = A/B = E/F$)

$\tan \text{ of angle} \times F = E$ ($\tan \text{ Deg} \times F = E$)

$E - D = G$.

Combined formula $(A/B \times F) - D = G$ (allowable height)

The Site Plan shall include:

- Basic Information:
 - North arrow
 - Scale (use a scale at a size adequate to show all information clearly)
 - Property boundary lines (dimensioned)
 - Legend
- Location of all existing / proposed buildings and improvements on the site (dimensioned to adjacent property lines), include square footage and finished floor elevations
- 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
- The location on Site Plan that the Waiver(s) would apply to (areas of the proposed improvement obstructing the protected viewpoints to the Courthouse)
- Label the elevation of the proposed improvement(s). If the elevation of the site varies, label the variation in the elevation across the improvement(s)
- Any additional information determined necessary for the particular Courthouse View Waiver request



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.

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Development Agreement (DA)	<input type="checkbox"/> Development Agreement
	<input type="checkbox"/> Development Agreement Amendment

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

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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.)

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

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, in accordance with [UDC Section 3.19](#) and Ordinance 2019-50. 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.

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Driveway Access Permit (DWP)	<input type="checkbox"/> Driveway Access Permit, Agricultural
	<input type="checkbox"/> Driveway Access Permit, Residential
	<input type="checkbox"/> Driveway Access Permit, Non-Residential

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

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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 approval. 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](#)

☐ **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)

- ☐ Tree Survey (or Tree Inventory)
- ☐ Tree Schedule (see [Tree Schedule Template](#))
- ☐ Critical Root Zone Protection Plan
- ☐ Mitigation Plan (including Tree Mitigation Summary)

Detailed Information

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

Detailed Information

- 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 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

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

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)
- ☐ 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.



Application Checklist Tree Removal or Pruning of a Protected or Heritage Tree

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 in accordance with [UDC Section 3.23](#), [Section 3.24](#), and Ordinance 2019-50. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Case Type

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

Case Type	Sub-Case Type
<input type="checkbox"/> Heritage Tree	<input type="checkbox"/> Tree Pruning of a Protected or Heritage Tree
	<input type="checkbox"/> Tree Removal of a Protected Tree or Heritage Tree

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/wp-content/uploads/sites/8/2022/12/New-Fee-Schedule-New-Logo-10.1.2022.pdf>.

Submittal Documents

The following is grouped into the electronic documents that will be required for approval. 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](#)
- ☐ *Tree Removal or Pruning Form*
 - ☐ [Tree Removal or Pruning Form](#). Arborist and applicant contact information must be filled out in full.

☐ *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).
- ☐ Tree Preservation Plan and Mitigation Table from recorded plat.

Detailed Information

- Plot Plan
 - Indicate the Full Critical Root Zone and Half Critical Root Zone on plan set in feet.
 - Include the percentage of Full and Half Critical Root Zone that will be impacted by any proposed encroachment.
 - The tree tag number corresponding to the plat and DBH in inches must be shown.
 - Credit trees must be indicated on the plot plan with the same information as Heritage Trees.
 - Credit trees are treated like Heritage Trees, they require a permit for trimming or removal.
 - The Certified Arborist's ISA certification number must be indicated on the application form. This must be from the Arborist who will be performing the tree work upon approval of the permit. This Arborist must provide the information for the percentage of the tree to be trimmed and where the pruning cuts will be made.



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

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> License to Encroach (LIC)	<input type="checkbox"/> License to encroach into an easement
	<input type="checkbox"/> License to encroach into a right-of-way

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)
 - ☐ 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

Letter of Regulatory Compliance

Plat Certification Letter

A Letter of Regulatory Compliance is a document provided by the City acknowledging: 1) whether a plat is required for the tract of land or proposed division of land, or whether an exemption to platting under the UDC applies; or 2) verification of the current zoning and/or use of a property. This checklist is meant to be a guide to help you prepare an application for a 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

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Letter of Regulatory Compliance (LTR)	<input type="checkbox"/> Plat Certification Letter

Digital Submission Requirements

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Submittal Documents

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- ☐ 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



Application Checklist

Letter of Regulatory Compliance

Zoning Verification Letter

A Letter of Regulatory Compliance is a document provided by the City acknowledging: 1) whether a plat is required for the tract of land or proposed division of land, or whether an exemption to platting under the UDC applies; or 2) verification of the current zoning and/or use of a property. This checklist is meant to be a guide to help you prepare an application for a Zoning Verification Letter. Please see the Letter of Regulatory Compliance Plat Certification checklist if you are requesting a letter to verify if a property is exempt from the requirement to plat. The Letter of Regulatory Compliance process does not make claims as to ownership, title or boundary locations. A separate request form and fee is required for each property. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Letter of Regulatory Compliance (LTR)	<input type="checkbox"/> Zoning Verification Letter (may also indicate if a specific use is allowed in the applicable zoning district)

Digital Submission Requirements

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Submittal Documents

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☐ *Application Information*

- ☐ Letter of Intent (see Detailed Information section below)
- ☐ A location map, plat, or tax map with the property boundaries clearly delineated

Detailed Information

The Letter of Intent shall include:

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

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

Application Checklist

Subdivision Plats

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, in accordance with [UDC Section 3.08](#) and Ordinance 2019-50. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Preliminary Plat (PP)	<input type="checkbox"/> Preliminary Plat
	<input type="checkbox"/> Preliminary Plat Amendment
	<input type="checkbox"/> Minor Revision
	<input type="checkbox"/> Major Revision
<input type="checkbox"/> Final Plat (FP)	<input type="checkbox"/> Amending Plat
	<input type="checkbox"/> Final Plat
	<input type="checkbox"/> Minor Plat
	<input type="checkbox"/> Replat
<input type="checkbox"/> Preliminary Final Plat Combo (PFP)	N/A

Note: For any Revision or Amendment of the Preliminary Plat, a new application and case number (through the selection of the correct Sub-Case Type) will be needed. A Revision or Amendment (to a Preliminary Plat) will be considered a new application and will be assigned. Reviews of the application will be completed in accordance with City procedures for new applications.

Digital Submission Requirements

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Submittal Documents

The following is grouped into the electronic documents that will be required for approval. 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](#)

- ☐ Letter of Intent for Utilities from the developer explaining how the tract will be served by water, wastewater and electric, including commitments for oversized 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.
- For revisions and amendments: All required documentation must either be uploaded, or you must specify which of items *have not* been uploaded, the reason, and the Case Number in which those documents have previously been submitted. Documents which require review relevant to your revision/amendment request, must be submitted to the revision/amendment case.

☐ ***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.

Detailed Information						
<div>Subdivision Plat</div> <div><i>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</i></div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
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.	X	X	X	X	X	X
Title of the Subdivision (on each page) <i>Title must include "Preliminary Plat", "Final Plat", "Replat", or "Amended Plat" as applicable</i>	X	X	X	X	X	X
Page numbers (include sheet index on 1st page if more than two pages)	X	X	X	X	X	X
City's project number (locate at bottom right corner of each sheet): i.e., 2022-____-____ <i>Your case manager will provide you with the project number with the first review comments.</i>	X	X	X	X	X	X
List the following information on the first page of the plat:						

Detailed Information						
<div>Subdivision Plat</div> <div><i>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</i></div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
Owner’s name	X	X	X	X	X	X
Applicant’s or Agent’s name (if applicable)	X	X	X	X	X	X
Surveyor’s company name and contact information	X	X	X	X	X	X
Engineer’s company name and contact information (if applicable)	X	X	X	X	X	X
Submittal date (with revision dates, if any)	X	X	X	X	X	X
Acreage of total site	X	X	X	X	X	X
Total number of blocks	X	X	X	X	X	X
Total number of lots (also list total residential lots, open space lots, etc., as applicable)	X	X	X	X	X	X
Street table, including: Street classification type, street name, ROW dimension, pavement dimension, curb type, pedestrian clear zone dimension, and design speed.	X	X	X	X	-	-
Location Map to scale with cross streets for identification and north arrow (on first page)	X	X	X	X	X	X
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 (<u>name of engineer & seal number</u>) on (<u>date</u>). It is not to be used for bidding, permit or construction.”	X	X	X	X	X	X
Current field notes and description of Boundary Survey with bearings and distances	X	X	X	X	X	X
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)						
Owner’s Signature Block (one for each owner)	-	X	X	X	X	X
Lien Holder’s Signature Block (if applicable)	-	X	X	X	X	X
Surveyor’s Certification (original signature and seal to be added at final approval)	X	X	X	X	X	X
Engineer’s Certification (original signature and seal to be added at final approval)	X	X	X	X	X	X
County Clerk’s Certification (must be placed in the bottom right-hand corner of last sheet)	-	X	X	X	X	X
Space for City to provide digital Planning and Zoning Commission approval stamp minimum size 2” by 3” (Preliminary Plats only)	X	-	-	-	-	-

Detailed Information						
<div>Subdivision Plat</div> <div>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</div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
Planning and Zoning Commission Approval Block (Recording Plats only)	-	X	X	X	X	X
Planning Director Approval Block	-	X	X	X	X	X
Floodplain Administrator (choose city or county signature block, whichever is applicable)	-	X	X	X	X	X
Williamson County On-Site Sewage Facilities Certification (properties to be served by septic only)	-	X	X	X	X	X
Show the following on the plat drawing(s):						
North Arrow	X	X	X	X	X	X
Scale (1" = 100' scale unless otherwise approved by city)	X	X	X	X	X	X
Point of beginning, labeled (also described in field notes)	X	X	X	X	X	X
Plat boundaries identified in heavy, solid lines and dimensioned	X	X	X	X	X	X
Lot and block lines	X	X	X	X	X	X
Dimensions of front, rear, and side lot lines	X	X	X	X	X	X
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.	X	X	X	X	X	X
Labels for proposed lots and blocks (lots shall use numerals; blocks shall use letters)	X	X	X	X	X	X
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.	-	X	X	-	-	-
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.)	X	X	X	X	X	X
Acreage or square footage of each lot (provide note indicating size of smallest lot for large residential subdivisions)	X	X	X	X	X	X

Detailed Information						
<div>Subdivision Plat</div> <div><i>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</i></div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
Topographic features, with ten (10) foot contour lines	X	-	-	-	-	-
Adjoining properties (show in dashed line), include property lines labeled with lots and blocks, names of recorded subdivisions, streets, easements and water courses	X	X	X	X	X	X
All existing physical features, such as watercourses, railroads, alleys, fissures, Karst features and endangered species habitats and corresponding preserve areas, etc.	X	X	X	X	X	X
Depiction of the 100-year floodplain (if applicable)	X	X	X	X	X	X
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	X	X	X	X	X	X
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)	X	X	X	X	X	X
Heritage Trees to be saved as defined in UDC Section 8.02.020 and 16 (if applicable)	X	X	X	X	X	-
Heritage Trees to be removed as defined in UDC Section 8.02.020 and 16 (if applicable)	X	X	X	X	X	-
Tree Inventory as defined in UDC Section 8.05.020 (if applicable)	X	X	X	X	X	-
Development phasing boundary lines, include any improvements related to the proposed phasing. (NOTE: future final plats must correspond to the proposed phasing plan)	X	-	-	-	-	-
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	X	X	X	X	X	-
Label any lots designated for special use (e.g., parks, open space, detention, etc.)	X	X	X	X	X	X
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

Detailed Information						
<div>Subdivision Plat</div> <div>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</div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
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
Landscape maintenance agreements for landscaping in public rights-of-way (Section 5.7)	X	X	X	X	X	X
Include the following Subdivision Plat notes: <i>All blanks must be completed with appropriate <u>site-specific</u> information. Informative annotations in parentheses are not to be included.</i>						
1. Utility providers for this development are Water: _____, Wastewater/septic: _____, and Electric: _____.	X	X	X	X	X	X
2. All structures/ obstructions are prohibited in drainage easements. (if applicable)	X	X	X	X	X	X
3. There <u>(are / are no)</u> 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
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
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
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
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,	X	X	X	X	X	X

Detailed Information						
<div>Subdivision Plat</div> <div><i>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</i></div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
appurtenances, and detention facilities shall maintain same and be responsible for their maintenance, routine inspection, and upkeep.						
8. Parkland Dedication requirements are being met by (<u>choose either fee-in-lieu or by dedication of lot/block</u>). (If applicable)	X	X	X	X	X	X
9. 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)	X	X	X	X	X	X
10. 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)	X	X	X	X	X	X
11. A 10-foot or 15-foot Public Utility Easement is dedicated along all street frontages within this plat. (As applicable)	X	X	X	X	X	X
12. The monuments of this plat have been rotated to the NAD 83/93 HARN - Texas Central Zone and NAVD 88.	X	X	X	X	X	X
13. Impervious Coverage Plat Notes – Residential Lots: (select those that apply) <ul style="list-style-type: none"> 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) 	X	-	X	-	-	-
14. Impervious Coverage Plat Notes – Non-Residential Lots: (select those that apply) <ul style="list-style-type: none"> 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) 	X	X	X	X	X	X

Detailed Information						
<div>Subdivision Plat</div> <div><i>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</i></div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
15. 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.	-	-	-	X	-	X
16. 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 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.	X	X	X	X	X	X
17. 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.	X	X	X	X	X	X
18. 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.	X	X	X	X	X	X
19. 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	X	X	X	X	X	X

Detailed Information						
<div>Subdivision Plat</div> <div>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</div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
possession of any road widening easement for construction, improvement, or maintenance of the adjacent road.						
20. 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.	X	X	X	X	X	X
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.	X	X	X	X	X	X
22. This plat is subject to the provisions of the City of Georgetown Water Conservation Ordinance.	X	X	X	-	X	-
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)	X	X	X	X	X	-
24. A Geologic Assessment, in accordance with the City of Georgetown Water Quality Regulations, was completed on <u> (date) </u> . Any springs and streams as identified in the Geologic Assessment are shown herein. (for properties over the Edwards Aquifer Recharge Zone)	X	X	X	X	X	-
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	X	X	X	X	X	X

Detailed Information						
<div>Subdivision Plat</div> <div>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</div>	Plat Type					
	Preliminary Plat	Prelim./Final Combo	Final Plat	Replat	Minor Plat	Amending Plat
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.”	X	X	X	X	X	X
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 <i>(describe Zone as it relates to the Property).</i> ”	X	X	X	X	X	X
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 <i>(describe Zone as it relates to the Property).</i> ”	X	X	X	X	X	X
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 <i>(describe Zone as it relates to the Property).</i> ”	X	X	X	X	X	X
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 <i>(describe Zone as it relates to the Property).</i> ”	X	X	X	X	X	X
6. “These easements shall be perpetual and shall be binding on Grantor and its assigns, heirs, and successors.”	X	X	X	X	X	X



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-Case Type

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

Case Type	Sub-Case Type
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Planned Unit Development
	<input type="checkbox"/> Planned Unit Development Amendment, Major
	<input type="checkbox"/> Planned Unit Development Amendment, Minor

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. 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 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.)

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.

Detailed Information

- 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 entire community;
 - 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](#).

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

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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

Site Development Plan

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, in accordance with [UDC Section 3.09](#) and Ordinance 2019-50. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Site Development Plan (SDP)	<input type="checkbox"/> Site Development Plan
	<input type="checkbox"/> Site Development Plan Amendment
	<input type="checkbox"/> Site Development Plan, Minor

Note: For any Revision or Amendment of the approved Site Development Plan, a new application and case number (through the selection of the correct Sub-Case Type) will be needed. A Revision or Amendment (to an approved Site Development Plan) will be considered a new application and will be assigned. Reviews of the application will be completed in accordance with City procedures for new applications.

Digital Submission Requirements

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Submittal Documents

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☐ **Application Information**

☐ [Property Owner's Consent Form](#)

☐ [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.

- For revisions and amendments: All required documentation must either be uploaded, or you must specify which of items *have not* been uploaded, the reason, and the Case Number in which those documents have previously been submitted. Documents which require review relevant to your revision/amendment request, must be submitted to the revision/amendment case.

☐ **Plan Review**

☐ Final Plat case number and approval 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***

☐ PDF file

☐ HEC/RES file (zip file)

☐ ***Tree Schedule List*** (Excel file)

☐ Excel Spreadsheet of the Tree Schedule

☐ ***Electric Service Site Plan*** (AutoCAD file) (see Detailed Information section below)

☐ ***Electric Utility Services Availability Letter*** (to be submitted prior to approval of the Site Development Plan)

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

Detailed Information

- 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)

Detailed Information

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.

B. Dimensional Site Plan

- 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

Detailed Information

- 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 pertinent site features.
- 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 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:

Detailed Information

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.

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

Detailed Information

- 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)
- 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.

Detailed Information

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.)
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; toe 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

Detailed Information

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

G. Utility Plan

- 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

H. 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 and/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."

Detailed Information

- Any additional plans and / or details needed to detail construction of the project

I. Drainage Plan

- 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."
- 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

Special Exception

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Special Exception requires review by staff and approval by the Zoning Board of Adjustments, in accordance with [UDC Section 3.15](#). **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

The City of Georgetown utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyGovernmentOnline User Guide* available at <https://udc.georgetown.org/mygovernmentonline/>.

Application Fee

Application fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and thus not filed. The application fee schedule is available at: <https://udc.georgetown.org/development-manual/>.

Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the **individual items that are to be combined to form the PDF document**. Please review the Detailed Information section of this form for help in preparing each of these items.

- ☐ *Application Information*
 - ☐ [Property Owner's Consent Form](#)
 - ☐ Letter of Intent (see Detailed Information section below)
- ☐ *Conceptual Plan*
 - ☐ Conceptual Plan (See Detailed Information Section below)

Detailed Information

The **Letter of Intent** shall include:

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

Detailed Information

The Conceptual Plan shall include:

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



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

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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)
 - ☐ [Declaration of Intent Form](#)
 - ☐ Formal Petition of Creation or Amendment to Existing District (see "Detailed Information Section")
-

☐ 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 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

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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
- ☐ 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

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, in accordance with [UDC Section 3.17](#) and Ordinance 2019-50. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Stormwater Permit (SWP)	<input type="checkbox"/> Stormwater Permit
	<input type="checkbox"/> Stormwater Permit Revision, Major

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☐ *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).
 - o *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)

- ☐ 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**
 - ☐ 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

A. Cover Sheet

- Title (located top center): project name, street address
- City's project number (located at bottom right corner of page): 2019-____-SWP
(Your case manager will provide you with the project number with the first review comments.)
- Location Map, to scale with cross streets shown
- Proposed use and the projected Average Daily Trips that would be generated by the development
- 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. This project is subject to the Water Quality Regulations of the City of Georgetown.
 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.
 5. 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.

B. Dimensional Site Plan

- Basic Information: north arrow, scale (use a scale at a size adequate to show all information clearly), legend
- Site Data: acreage, legal description, total impervious coverage
- Property boundary lines (dimensioned)
- Existing and proposed buildings and structures
- Existing and proposed streets, driveways, sidewalks, and other pavements areas
- 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)
- Existing and proposed utility, access, and/or drainage easements
- Existing and proposed drainage structures including drainage easements
- Size and location of all existing and proposed public and private utilities

Detailed Information

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)

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, in accordance with [UDC Section 12.09](#), and Ordinance 2023-44. For assistance, please contact the Systems Engineering Department at (512) 930-6908 or engineering@georgetown.org.

TIAs are required in the Extraterritorial Jurisdiction for developments that generate more than 1,000 average daily traffic (ADT) and for developments within the City limits that generate a minimum of 5,000 (ADT).

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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

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- ☐ ***Application Information***
 - ☐ [Property Owner's Consent Form](#)
 - ☐ 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)
- ☐ ***Keyhole Marker Zipped (KMZ) of traffic counts***

Detailed Information

(TIA) The Letter of Intent shall include:

- Explanation as to how the request complies with the Georgetown Overall Transportation Plan/Future Mobility Plan ([available here](#)).

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.
- Current edition of the International Transportation Engineering (ITE) Manual must be used to develop analysis.



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](#). For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

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☐ *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

Detailed Information

- development of the City;
- Is consistent with the Comprehensive Plan;
- Is necessary to address conditions that have changed in the City;
- Would positively or negatively impact the environment or community; and
- Is in conformance with other applicable Sections of the City Code.

Application Checklist

Subdivision Plat Vacation

This Checklist is intended to provide the information and data needed to constitute a complete application. A request to vacate a recorded Plat requires review by staff, in accordance with [UDC Section 3.08.080.H](#).. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

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☐ *Application Information*

- ☐ [Property Owner's Consent Form](#)
- ☐ A letter of intent explaining the impact that vacating the subject property would have on proposed development, utility easements, and rights-of-way.

☐ *Plat Vacation Document*

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

☐ *Supporting Documents*

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

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

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☐ *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

Detailed Information

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.

- **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



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. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Subdivision Variance (WAV)	<input type="checkbox"/> Subdivision Variance with Plat
	<input type="checkbox"/> Subdivision Variance without Plat

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- ☐ **Application Information**
 - ☐ [Property Owner's Consent Form](#)
 - ☐ 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

Plant List Abbreviations Key

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								
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous	Utility
Ash, Texas	<i>Fraxinus texensis</i>	E	30'	40-50'	Sun	VL	D	
Cedar, Eastern Red	<i>Juniperus virginiana</i>	B	20-50"	15-25'	Sun	M	E	
Cherry, Escarpment Black	<i>Prunus serotina</i> var. <i>eximia</i>	E	25-50'	25-35'	Sun/part shade	L	D	
Cypress, Arizona	<i>Cupressus arizonica</i>	T	20-50'	15-25'	Sun	L	E	
Cypress, Bald	<i>Taxodium distichum</i>	B/E	50-100'	25-50'+	Sun/part shade	H	D	
Cypress, Montezuma	<i>Taxodium mucronatum</i>	T	50-100+	25-50'+	Sun/part shade	H	E	
Elm, American	<i>Ulmus americana</i>		70-90'	50-90'	Sun/part shade	M	D	
Elm, Cedar	<i>Ulmus crassifolia</i>	B/E	25-60'	25-35'	Sun/part shade	L	D	
Elm, Lacebark	<i>Ulmus parvifolia</i>		40-60'	30-40'	Sun	M	D	
Magnolia, Southern	<i>Magnolia grandiflora</i>		30-100'	30'-40'	Sun	H	E	
Maple, Big Tooth	<i>Acer grandidentatum</i>	E	40-50'	20-30'	Sun/part shade	VL	D	
Oak, Bur	<i>Quercus macrocarpa</i>	B/E	50-75'	50'+	Sun	VL	D	
Oak, Chinquapin	<i>Quercus muhlenbergii</i>	B/E	30-60'	30-40'	Sun	M	D	
Oak, Lacey	<i>Quercus laceyi</i>	E	20-35'	25'	Sun	VL	D	
Oak, Monterey (Mexican White)	<i>Quercus polymorpha</i>	T	40-60'	30-40'	Sun	VL	E	
Oak, Escarpment Live*	<i>Quercus fusiformis</i>	B/E	20-40'	50'+	Sun	L	E	
Oak, Overcup	<i>Quercus lyrata</i>	T	20-35'	35'	Sun	L	E	
Oak, Shumard Red*	<i>Quercus shumardii</i>	E	30-50'	30'-50'	Sun	L	D	
Oak, Southern Live*	<i>Quercus virginiana</i>	B/E	30-50'	50'+	Sun	L	E	
Oak, Texas Red*	<i>Quercus texana</i>	E	15-30'	15-30'	Sun	L	D	
Oak, Post	<i>Quercus stellata</i>		30-50'	60-80'	Sun/part shade	M	D	
Oak, Shin, White Shin, Bigelow	<i>Quercus sinata</i>		Up to 30'	20-30'	Sun	L	E	
Pecan	<i>Carya illinoensis</i>	B	60-90'	60-75'	Sun	M	D	
Pine, Italian Stone	<i>Pinus pinea</i>		35-60'	20-40'	Sun	L	E	
Sycamore, Mexican	<i>Platanus mexicana</i>		30-50'	40'	Sun/part shade	M	D	
Walnut, Eastern Black	<i>Juglans nigra</i>		30-80'	40-50'	Sun	M	D	
Walnut, Texas Little	<i>Juglans microcarpa</i>	T	18-20'	20'	Sun/part shade	M	D	

* May not be used in Oak Wilt prone area.

Preferred Plant List - Ornamental Trees								
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous	Utility
Acacia, Catclaw	<i>Acacia greggii</i>	E	15-30'	20-30'	Sun/part shade	VL	D	
Acacia, Sweet or Huisache	<i>Acacia smallii</i> (<i>Acacia farnesiana</i>)	E	15-25'	30-40'	Sun	VL	D	
Anacacho Orchid Tree	<i>Bauhinia lunariodes</i>	T	6-12'	6-12'	Sun/part shade	L	D	
Anacua	<i>Ehretia anacua</i>		15-40'	30-45'	Sun/part shade	M	E	
Arroyo Sweetwood	<i>Myrosporum sousanum</i>		15-20'	15-20'	Sun	VL	D	
Ash, Fragrant	<i>Fraxinus cuspidata</i>		10-20'	10-15'	Sun/part shade	L	D	
Ash, Greg	<i>Fraxinus gregii</i>		10-15'	10-15'	Sun/part shade	VL	E	
Brasil or Bluewood	<i>Condalia hookeri</i>	E	8-15'	35'	Sun/part shade	L	E	
Buckeye, Mexican	<i>Ungradia speciosa</i>	E	8-15'	12-20'	Sun/part shade	L	D	yes
Buckeye, Red	<i>Aesculus pavia</i>	B/E	10-15'	10-15'	Part shade	M	D	
Crabapple, Blanco	<i>Pyrus ioensis</i> var. <i>texensis</i>	E	10-15'	7-9'	Sun/part shade	L	D	
Carolina Buckthorn	<i>Frangula caroliniana</i> <i>Rhamnus caroliniana</i>	B/E	12-20'	15'	Sun/part shade	L	D	yes
Cherry Laurel	<i>Prunus caroliniana</i>	T	15-20'	12-15'	Sun/part shade	M	E	
Chitalpa	<i>Chitalpa tashkentensis</i>		25-30'	15-20'	Sun/part shade	L	D	
Chokecherry	<i>Prunus virginiana</i>		Up to 30'	15-20'	Sun/part shade	L	D	
Crape Myrtle	<i>Lagerstroemia indica</i>		4-30'	10-20'	Sun	M	D	yes
Desert Willow	<i>Chilopsis linearis</i>	E	10-25'	15-20'	Sun/part shade	VL	D	yes
Dogwood, Rough-leaf	<i>Cornus drummondii</i>	T	8-15'	10-15'	Sun/shade	M	D	
Eve's Necklace	<i>Sophora affinis</i> <i>Styphnolobium affinis</i>	E	10-20'	15-20'	Sun/part shade	L	D	yes
Goldenball Leadtree	<i>Leucaena retusa</i>	E	15-25'	12-15'	Sun/part shade	VL	D	
Hawthorn, Texas	<i>Crataegus texana</i>	E	5-16'	20'	Sun/part shade	M	D	
Holly, Deciduous Possumhaw	<i>Ilex decidua</i>	B/E	12-15'	12'	Sun/part shade	L	D	Yes
Holly, Yaupon	<i>Ilex vomitoria</i>	B	15-25'	10-15'	Sun/part shade	L	E	yes
Hop Tree "Wafer Ash"	<i>Ptelea trifoliata</i>	B/E	10-15'	6'	Sun/part shade	M	D	
Kidneywood	<i>Eysenhardtia texana</i>	E	8-15'	6-8'	Sun/part shade	VL	D	
Madrone, Texas	<i>Arbutus (xalapensis)</i>	E	15-30'	20-40'	Sun/part sun	L	E	
Mountain Laurel, Texas	<i>Sophora secundiflora</i>	E	10-20'	8-12'	Sun/part shade	L	E	yes
Olive, Mexican	<i>Cordia boissieri</i>	T	10-15'	15'	Sun/part shade	VL	E	
Persimmon, Texas	<i>Diospyros texana</i>	E	8-15'	8-12'	Sun/part shade	VL	D	yes
Pistache, Texas	<i>Pistacia texana</i>	E	10-30'	30-45'	Sun/part shade	VL	E	
Plum, Mexican	<i>Prunus mexicana</i>	B/E	15-25'	15-20'	Sun/part shade	L	D	yes
Redbud, Mexican	<i>Cercis canadensis</i> Var. <i>mexicana</i>	E	15-30'	12-15'	Sun/part shade	VL	D	yes
Redbud, Texas	<i>Cercis canadensis</i> Var. <i>texensis</i>	T	15-30'	12-15'	Sun/part shade	L	D	yes
Retama Palo Verde	<i>Parkinsonia aculeata</i>	T	12-20'	12-20'	Part shade/ sun	VL	D	
Silktassel, Mexican	<i>Garrya ovata</i> spp. <i>lindheimeri</i>	E	5-11'	5-11'	Sun/part shade	L	E	
Smoke Tree, American	<i>Cotinus obovatus</i>	E	15-30'	15-25'	Sun/part shade	L	D	

Soapberry, Western	<i>Sapindus saponaria var. drummondii</i>	T	15-30'	10-20'	Sun/part shade	L	D	
Preferred Plant List - Ornamental Trees								
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous	Utility
Sumac, Evergreen	<i>Rhus virens</i>	E	8-10'	6-8'	Sun/ shade	L	E	
Sumac, Prairie Flameleaf	<i>Rhus lanceolata</i>	T	10-30'	15-20'	Sun/part shade	L	D	
Viburnum, Rusty Blackhaw	<i>Viburnum rufidulum</i>	B/E	10-30'	10-15'	Sun/shade	L	D	
Wax Myrtle	<i>Myrica cerifera</i>	B	10-15'	6-15'	Sun/part shade	M	E	yes

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

Preferred Plant List - Shrubs							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
Screening							
Abelia Glossy	<i>Abelia grandiflora</i>		6'	6'	Sun/part shade	M	E
Acuba	<i>Acuba japonica</i>		3-5'	3-5'	Part shade	M	E
Agarita	<i>Berberis trifoliata</i>	E	3-6"	3-6'	Sun/Part shade	VL	E
Aralia, Japanese	<i>Fatsia japonica</i>		10-12'	10-12'	Part shade/ shade	M	E
Bottlebrush	<i>Callistemon citrinus</i>		8'	6'	Sun	L	E
Cotoneaster	<i>Cotoneaster sp.</i>		3-5'	4-7'	Sun/Part shade	M	E
Germander, Bush	<i>Teucrium fruticans</i>		4-6'	4-6'	Sun/part shade	L	E
Hawthorne, Indian	<i>Raphiolepis indica</i>		4-6'	4-6'	Sun/part shade	M	E
Holly, Burford	<i>Ilex cornuta 'Burfordii'</i>		8-12'	8-10'	Sun/part shade	L	E
Holly, Dwarf Burford	<i>Ilex cornuta 'Burfordii Nana'</i>		4-6'	3-4'	Sun/Part shade	L	E
Holly, Dwarf Chinese	<i>Ilex cornuta 'Rotunda nana'</i>		3-4'	3-6'	Sun/Part shade	L	E
Holly, Nellie R. Stevens	<i>Ilex cornuta 'Nellie R. Stevens'</i>		8-10'	5-6'	Sun	M	E
Holly, Dwarf Yaupon	<i>Ilex vomitoria 'Nana'</i>	X	2-4'	2-4'	Sun/shade	L	E
Jasmine, Primose	<i>Jasminum mesnyi</i>		6-8'	8-15'	Sun/Part shade	L	E
Oleander	<i>Nerium oleander</i>		5-15'	5-15'	Sun	VL	E
Pineapple Guava	<i>Feijoa sellowianan</i>		6-10'	6-8'	Sun	M	E
Rosemary, Upright	<i>Rosmarinus officinalis</i>		4'	4-6'	Sun	M	E
Sage, Texas	<i>Leucophyllum frutescens</i>	T	4-5'	4-5'	Sun	L	E
Sumac, Evergreen	<i>Rhus virens</i>	B/E	4-10'	4-6'	Sun/Part shade	L	E
Thryallis, Golden Showers	<i>Galphimia</i>		4-6'	4'	Sun	L	E
Wax Myrtle, Dwarf	<i>Myrica pusilla; Morella cerifera</i> var. <i>pumila</i>		3-5'	3-6'	Part shade/ sun	M	E
Wax Myrtle, Southern	<i>Myrica cerifera</i>	B	Shrub to 12'	6-15'	Sun/ part shade	M	E
Xylosma	<i>Xylosma congestum</i>		12-20'	8-15'	Sun/ part shade	M	E
Large							
Althea or Rose of Sharon	<i>Hibiscus syriacus</i>		4-12'	10'	Sun	M	D
Butterfly Bush, Woolly	<i>Buddleja marrubifolia</i>	T	5'	5'	Sun/part shade	M	D
Crape Myrtle	<i>Lagerstroemia indica</i>		4-30'	10-20'	Sun	M	D
Duranta, Skyflower	<i>Duranta erecta</i>		5-10'	4-10'	Sun/part shade	M	D
Mimosa, Fragrant	<i>Mimosa borealis</i>	E	6-8'	6-8'	Sun	VL	D
Mock Orange	<i>Philadelphus coronarius</i>		8-12'	6-8'	Sun/part shade	M	D
Poinciana, Bird of Paradise	<i>Caesalpinia gilliesii</i>	4-6'	5-15'		Sun	L	D
Poinciana, Mex. Bird of Par.	<i>Caesalpinia mexicana</i>	3-7'	10-15'		Sun/part shade	L	D
Pomegranate	<i>Punica granatum</i>		10'	8'	Sun/ part shade	VL	D
Rose, Mutabilis	<i>Rosa 'Mutabilis'</i>		6'	8'	Sun	M	SE
Senna, Flowering	<i>Cassia corymbosa</i>		6-8'	6-8'	Sun	L	SE
Sumac, Fragrant	<i>Rhus aromatica</i>	B/E	6-9'	4-6'	Sun/part shade	L	D
Viburnum, Sandankwa	<i>Viburnum suspensum</i>		6-8'	6-8'	Sun/ shade	M	D
Yucca, Spanish Dagger	<i>Yucca rostrata</i>	T	5-15'	4'	Sun/part shade	VL	E

Medium							
Preferred Plant List - Shrubs							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
Agave, Blue	<i>Agave tequilana</i>		6'	6'	Sun	VL	E
Agave, Century Plant	<i>Agave americana</i>	T	6'	8-10'	Sun/part shade	VL	E
American Beautyberry	<i>Callicarpa americana</i>	B	4-6'	6'	Part shade/shade	L	D
Barbados Cherry	<i>Malpighia glabra</i>	E	4-6'	3-5'	Sun/Part shade	M	SE
Barberry, Japanese	<i>Berberis thunbergii f. atropurpurea</i>		4-6'	4-6'	Sun/shade	M	D
Cactus, Prickly Pear	<i>Opuntia spp.</i>	B/E	3-4'	3-4'	Sun	L	E
Elbow Bush	<i>Forestiera pubescens</i>	E	4-6'	4-5'	Sun/Part shade	VL	D
Esperanza/ Yellow Bells	<i>Tecoma stans</i>	T	4'-8'	4-6'	Sun	L	D
Flame Acanthus	<i>Anisacanthus quadrifidus var. wrightii</i>	E	3-4'	3-4'	Sun/part shade	VL	D
Honeysuckle Bush, white	<i>Lonicera albiflora</i>	B/E	3-6'	4-5'	Shade/part sun	L	D
Indigo Spires	<i>Salvia 'Indigo Spires'</i>	X	3-4'	5-7'	Sun/part shade	M	D
Lantana, Texas	<i>Lantana urticoides</i>	B/E	2-6'	4-5'	Sun	VL	D
Mallow, Globe	<i>Sphaeralcea</i>	T	2-5'	2-5'	Sun	L	D
Mistflower, White (Shrubby White Boneset)	<i>Ageratina havanense</i>	E	3-4'	2-3'	Sun/part shade	L	D
Palmetto, Texas Dwarf	<i>Sabal minor</i>	B/E	3-5'	4-6'	Sun/shade	M	E
Rose, 'Belinda's Dream'	<i>Rosa 'Belinda's Dream'</i>		4'	4'	Sun	M	SE
Rose, 'Cecile Bruner'	<i>Rosa, 'Cecile Bruner'</i>		3-4'	3-4'	Sun	M	SE
Rose, 'Grandma's Yellow'	<i>Rosa, 'Grandma's Yellow'</i>		4-5'	3'	Sun	M	SE
Rose, 'Knock Out'	<i>Rosa 'Knock Out'</i>		3'	3'	Sun	M	SE
Rose, 'Livin' Easy'	<i>Rosa 'Livin' Easy'</i>		4'	3'	Sun	M	SE
Rose, 'Marie Pavie' Rose 'Marie Daly'	<i>Rosa 'Marie Pavie' Rosa 'Marie Daly'</i>		3'	3'	Sun/part shade	M	SE
Rose 'Martha Gonzales'	<i>Rosa 'Martha Gonzales'</i>		3'	3'	Sun/part shade	M	SE
Rose, Nearly Wild	<i>Rosa 'Nearly Wild'</i>		3'	4'	Sun	M	SE
Rose, Old Blush	<i>Rosa 'Old Blush'</i>		5'	5'	Sun	M	SE
Sage, Cherry (Autumn Sage)	<i>Salvia greggii</i>	E	2-3'	2-3'	Sun	L	E
Sage, Henry Duelberg (Blue Sage)	<i>Salvia farinacea 'Henry Duelberg'</i>	X	3'	3'	Sun	L	D
Sage, Jerusalem	<i>Phlomis fruticosa</i>		2-3'	3-4'	Sun	L	E
Sage, Majestic	<i>Salvia guaranitica</i>		3-5'	4-5'	Sun/shade	L	D
Sage, Mexican Bush	<i>Salvia leucantha</i>		4-5'	4-5'	Sun	L	D
Sage, Mountain	<i>Salvia regla</i>	T	2-3'	3'	Part shade/ full shade	M	D
Sage, Penstemon Big Red Sage	<i>Salvia penstemonoides</i>	E	3-4'	1-2'	Sun/part shade	L	D
Sage, Russian	<i>Perovskia atriclipifolia</i>		3'`	3'	Sun	L	D
Senna, Lindheimer	<i>Cassia lindheimeriana</i>	E	3-4'	3-4'	Part shade/sun	L	D
Sotol, Texas	<i>Dasylirion texanum</i>	E	3-4'	3-4'	Sun/part shade	L	E
Turk's Cap	<i>Malvaviscus arboreus</i>	E	2-6'	3-5'	Sun or shade	L	E

Yucca, Giant Hesperaloe	<i>Hesperaloe funifera</i>		6'	4'	Sun	VL	E
Yucca, Softleaf	<i>Yucca recurvifolia</i>		4-6'	3'	Sun/part shade	VL	E
Preferred Plant List - Shrubs							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
<i>Small</i>							
Agave, Parry's	<i>Agave parryi</i>	T	1-1.5'	1.5'	Sun/part shade	VL	E
Agave, Queen Victoria	<i>Agave victoriae-reginae</i>	T	1.5'	1.5'	Sun/part shade	VL	E
Agave, Squid	<i>Agave bracteosa</i>		1-2'	1-2'	Sun/part shade	VL	E
Artemisia	<i>Artemisia 'Powis Castle'</i>		1-2'	3-6'	Sun	VL	E
Betony, Texas	<i>Stachys coccinea</i>	E	1-3'	1-3'	Part shade/shade	M	D
Blackfoot Daisy	<i>Melampodium leucanthum</i>	E	1-2'	1-2'	Sun	L	D
Chile Pequin	<i>Capsicum annuum</i>	B	1-3'	2-3'	Sun/part shade	VL	D
Coralberry	<i>Symphoricarpos orbiculatus</i>	T	2-3'	2-3'	Sun/ part shade	L	D
Dalea, Black	<i>Dalea frutescens</i>	E	1-3'	3-4'	Sun	VL	D
Damianita	<i>Chrysactinia Mexicana</i>	E	1-2'	1-2'	Sun	VL	E
Four-nerve Daisy	<i>Tetaneuris scapose</i>	T	1'	1-2'	Sun	L	D
Milkweed, Antelope Horns	<i>Asclepias asperula</i>	E	1-2'	1-2'	Sun	VL	D
Milkweed, Zizotes	<i>Asclepias oenotheriod</i>	B	1-2'	1-2'	Sun	VL	D
Milkweed, Green	<i>Asclepias, viridis</i>	B	1-2'	1-2'	c	VL	D
Rock Rose	<i>Pavonia lasiopetala</i>	E	2'	3'	Sun/shade	L	D
Sage, Mealy Blue	<i>Salvia farinacea</i>	B	1-3'	1-3'	Sun/part shade	M	D
Sage, Cedar	<i>Salvia roemeriana</i>	E	1-2'	1-2'	Part shade/shade	VL	D
Sage, Scarlet or 'Tropical'	<i>Salvia coccinea</i>	B	1.5-3'	1-1.5'	Sun/Shade	L	D
Skullcap, Pink	<i>Scutellaria suffrutescens</i>		1'	3'	Sun/ part shade	L	E
Yucca, Paleleaf	<i>Yucca pallida</i>	B	1'	2'	Sun/part shade	VL	E
Yucca, Red	<i>Hesperaloe parviflora</i>	E	2-4'	4'	Sun/part shade	VL	E
Yucca, Twistleaf	<i>Yucca rupicola</i>	E	1-2'	2'	Sun/part shade	VL	E
Zexmenia	<i>Wedelia acapulcensis var. hispida</i>	T	1-3'	1-3'	Sun	L	D

Preferred Plant List - Ornamental Grasses							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
Beargrass (Sacahuista); Basket Grass	<i>Nolina texana</i>		2-3'	3-4'	Sun/shade	VL	E
Bluestem, Big	<i>Andropogon gerardii</i>	E	4-8'	2-3'	Sun/part shade	L	D
Bluestem, Little	<i>Schizachyrium scoparium</i>	B/E	2-3'	1-1.5'	Sun/part shade	L	D
Feathergrass, Mexican; Mexican Wiregrass	<i>Stipa tenuissima; Nassella tenuissima</i>	T	1-2'	1-2.5''	Sun/part shade	L	SE
Grama, Blue	<i>Bouteloua gracilis</i>	T	0.5-2'	0.5-2'	Sun	VL	D
Fountain Grass, Dwarf	<i>Pennisetum alopecuroides</i>		2.5-3'	2.5-3'	Sun	M	D
Indiangrass, Yellow Indian Grass	<i>Sorghastrum nutans</i>	E	3-5'	1-1.5'	Sun/part shade/shade	L	D
Inland Seaoats	<i>Chasmanthium latifolium</i>	B/E	1-3'	3-6'	Part sun/shade	L	D
Muhly, Bamboo	<i>Muhlenbergia dumosa</i>		4-5'	4-5'	Sun/part shade	L	E
Muhly, Big; Lindheimer Muhly	<i>Muhlenbergia lindheimeri</i>	E	3-5'	3-4'	Sun/part shade	L	D
Muhly, Deer	<i>Muhlenbergia rigens</i>	T	1-1.5'	1-1.5'	Sun/part shade	L	D
Muhly, Gulf	<i>Muhlenbergia capillaris</i>	T	2-2.5'	2-3'	Sun/part shade	L	D
Muhly, Pine	<i>Muhlenbergia dubia</i>	T	1-3'	1-3'	Sun/part shade	VL	E
Muhly, Seep	<i>Muhlenbergia reverchonii</i>	T	2-3'	1.5-2'	Sun	VL	D
Nolina; Ribbon Grass, Devil's Shoestring	<i>Nolina lindheimeriana</i>	E	1-3'	4-5'	Sun/part shade	L	E
Rye, Canada Wild	<i>Elymus canadensis</i>	T	2-4'	2-3'	Sun/part shade	M	D
Sideoats Grama	<i>Bouteloua curtipendula</i>	T	1-3'	2-3'	Sun/part shade	L	D
Switchgrass	<i>Panicum virgatum</i>	T	3-6'	1-3'	Sun/part shade	M	D
Wheatgrass, Western	<i>Pascopyrum smithii</i>		1-3'	1-1.5'	Sun/part shade	M	D

Preferred Plant List - Vines and Groundcovers							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
Aztec Grass	<i>Ophiopogon intermedius</i>		1'	1'	Part shade /shade	M	E
Carolina snailseed or Moonseed	<i>Cocculus carolinus</i>			to 10'	Sun/part shade	M	D
Clematis, Drummond's, Old Man's Beard	<i>Clematis drummondii</i>	T		3-6'	Sun/part shade	L	D
Clematis, Curly or Blue Jasmine	<i>Clematis crispa</i>			to 10'	Part shade	M	D
Clematis, Scarlet or Texas	<i>Clematis texensis</i>	T		to 10'	Shade/part shade	L	D
Coral Vine	<i>Antigonon leptopus</i>			6-30'	Sun/part shade	M	D
Crossvine	<i>Bignonia capreolata</i>	T		6-30'+	Sun/part shade	L	E
Dalea, Gregg	<i>Dalea greggii</i>	T	6-12"	2-4'	Sun/part shade	L	D
Fig Vine	<i>Ficus pumila</i>			6-30'+	Sun/shade	M	E
Frogfruit	<i>Phyla incisa</i>	B/E	6-8"	1.5-2'+	Sun/shade	L	D
Germander, Creeping	<i>Teucrium cossonii</i>		4-6'	1.5-2'	Sun	L	E
Honeysuckle, Coral	<i>Lonicera sempervirens</i>	T		6-12'	Sun/part shade	L	SE
Honeysuckle, White	<i>Lonicera albiflora</i>	B/E	3-6'	4-5'	Shade/part sun	L	D
Horseherb	<i>Calyptocarpus vialis</i>	B/E	6-10"	1'+	Sun/shade	VL	D
Jessamine, Carolina	<i>Gelsemium sempervirens</i>	T	3'	6-20'	Sun/part shade	M	E
Lantana, Trailing	<i>Lanтана montevidensis</i>		1-1.5'	4'+	Sun/part shade	L	E
Leadwort Plumbago	<i>Ceratostigma plumbaginoides</i>		6-12"	3-5'	Sun/part shade	L	D
Liriope	<i>Liriope muscari</i>		12-18"	12"	Sun/shade	M	E
Monkey Grass (Mondo Grass)	<i>Ophiopogon japonicus</i>		4-8"	6-10"	Part shade/shade	M	E
Mountain Pea	<i>Orbexilum sp. nov.</i>		8-12"	2-3'+	Sun/shade	L	SE
Oregano	<i>Origanum vulgare</i>		10"-2'	4'+	Sun	M	E
Passion Flower, Bracted	<i>Passiflora affinis; corona de Cristo</i>	E		3-6'	Sun/part shade	L	D
Passion Vine/Flower or mayhpop	<i>Passiflora incarnata</i>	T		6-15'	Sun/part shade	L	D
Pigeonberry	<i>Rivina humilis</i>	B/E	1-1.5'	2'	Sun	M	D
Purple Heart	<i>Setcreasea pallida; Tradescantia pallida</i>		1'	3'+	Sun/shade	L	E
Rose, Lady Banksia	<i>Rosa banksiae</i>		10-15'	15-20'	Sun	M	E
Rosemary, Trailing	<i>Rosmarinas officinalis var. prostratus</i>		1-2"	2.5-4'+	Sun	L	E
Santolina (Lavender Cotton)	<i>Santolina chamae cyparissus</i>		1-1.5'	1.5-2.5'	Sun	VL	E
Sedge, Berkeley	<i>Carex tumulicola</i>		1'	1'	Part shade/shade	L	E
Sedge, Blue	<i>Carex flacca</i>		6-12"	15-18"	Sun/shade	L	E
Sedge, Cherokee	<i>Carex cherokeensis</i>	T	2-2.5'	1'	Part shade	M	E
Sedge, Meadow	<i>Carex perdentata</i>	B/E	1-1.5'	1.5'	Sun/shade	L	E
Sedge, Texas	<i>Carex texensis</i>	T	6-8"	6-18"	Sun/shade	L	E
Sedum (Stonecrop)	<i>Sedum nuttallianum</i>	T	4-12"	1-2'+	Sun/shade	L	E
Silver Ponyfoot; Silver Falls	<i>Dichondra argentea</i>	T	2-4"	2'+	Sun/part shade	L	E
Sweet Autumn Clematis	<i>Clematis paniculata</i>			10-20'	Sun/shade	M	D

Violet	<i>Viola missouriensis</i>	T	4-6"	8-12"	Part shade/shade	M	D
Virginia Creeper	<i>Parthenocissus quinquefolia</i>	B/E		to 40'+	Sun/shade	L	D
<i>Preferred Plant List - Vines and Groundcovers</i>							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
Wisteria, Evergreen	<i>Millettia reticulata</i>		15'	8'	Sun	M	SE
Wisteria, Texas	<i>Wisteria frutescens</i>	T	25-30'	3-6'	Part shade/sun	M	D
Wooly Stemodia	<i>Stemodia lanata or Stemodia tomentosa</i>	T	4-6"	3'+	Sun/part shade	L	D

Controlled Plant List *							
Common Name	Scientific Name	Native	Height	Spread	Light	Water	Evergreen/ Deciduous
Ash, Arizona	<i>Fraxinus</i>						
Ashe Juniper, Cedar, Mountain Cedar	<i>Juniperus ashei</i>	T	20-30'		Sun/Part shade	M	E
Bois d'Arc, Osage Orange	<i>Maclura pomifera</i>		20-35'		Sun	M	E
Cottonwood, Eastern	<i>Populus deltoids</i>		40-90'		Sun	M	D
Cypress, Italian	<i>Cupressus sempervirens</i>						
Elm, Siberian	<i>Ulmus pumila</i>						
Jasmine, Asian	<i>Trachelospermum asiaticum</i>		1-1.5'	4-20'	Sun/shade	M	E
Hackberry	<i>Celtis laevigata</i>		30-40'		Sun/part shade	L	D
Maple, Silver	<i>Acer saccharinum</i>						
Myoporum	<i>Myoporum parvifolium</i>		3-12"	6'	Sun/shade	L	E
Pear, Bradford	<i>Pyrus calleryana</i>						
Trumpet Vine	<i>Campsis radicans</i>	B/E		6-40'+	Sun/part shade	L	D

*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.

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

**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

Required Protected Tree Preservation Percentage (UDC Sec. 8.02.030.E)

Percentage of Protected Trees that must be retained on site (not applicable to residential subdivisions or Heritage Trees)

Project acreage: _____

Total number of Protected Trees (this does not include Heritage trees) existing on-site (before removals): _____

Average number of protected trees per acre (total protected existing trees/total acres): _____

Applicable Required Protected Tree Preservation percentage (20% if 11 or more trees/acre; 30% if 10 or less per acre) Some PUDs may have greater required percentages: _____

Number of existing protected trees to remain on-site (total protected trees x required protected preservation percentage): _____

Owed Mitigation for Protected Removals 8.02.040 C.1.

Total protected inches removed _____

Protected tree mitigation inches owed within the required percentage (40% times total protected removed inches) at 1:1 ratio: _____

Protected tree mitigation inches owed more than the allowable percentage (for trees removed past 20% or 30% (site dependent) the ratio increases of 1.5:1 (then these inches removed times 40%): _____

Overall protected tree mitigation inches owed (total of all protected categories): _____

Credit Trees – On-Site Existing Trees (3 - <12" trees only) 8.02.040C.2.

May count for up to 75% of overall required Protected Tree mitigation inches (does not count towards Heritage Tree mitigation)

Note: Credit trees count tree per tree toward landscape requirement tree replacements not in inches (see 8.04.020)

Maximum available on-site credit tree inches discount (total protected inches removed x 75%): _____

Number of on-site credit tree inches (6 - <12" trees) utilized (note: ratio differs for residential vs. non-residential see details and requirements in the UDC): _____

Number of on-site credit tree inches (3 - <6" trees) utilized (note: ratio and requirements in the UDC): _____

On-Site Replacement (Planted) Trees 8.02.040 C.3.

Inches of shade trees planted on-site (Shade trees must be a minimum of 3" caliper and from the City's Preferred list see additional requirements in the UDC): _____

Soil Aeration & Supplemental Nutrients Credit – Up To 30% 8.02.040 C.5.

Must provide Fiscal Surety before Certificate of Occupancy may be issued

Maximum dollar amount that can count towards soil aeration & supplemental nutrient credit (use amount calculated for fee-in-lieu of all protected tree mitigation owed x 30%): _____

Soil aeration and supplemental nutrient payment: _____

Total inches used for soil aeration or supplemental nutrient: _____

Owed Mitigation for Heritage Tree Removals 8.02.030 C.1.b.

Overall Heritage Tree mitigation inches owed (at 3:1 ratio): _____

Total inches of trees planted (minimum size is 3" caliper shade tree from the preferred list): _____

Cash Payment 8.02.040 C.4 b.

Goes into the Tree Fund for both Protected and Heritage Trees

The amount owed by fee-in-lieu (total fee protected and heritage): _____

Protected Tree fee-in-lieu payment (there are two fee categories of protected trees 12-17", 18-25". Trees which are 26"+ of non-heritage species have a 2:1 ratio at the larger protected size fee 8.02.020 C.1. cost per inch is described in 8.02.020 C.4.: _____

Heritage Tree fee-in-lieu payment (3:1 x \$225/inch): _____



Tree Removal & Pruning Form

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 subject to the guidance in the note below. For more information about the Tree Removal and Pruning Application, please review the Application Checklist [linked here](#).

Note for Residential Building Permit Applicants: Completion of this form will be required for any lot, tract, or property on which a residential building permit is being sought, *unless*:

1. The outer edge of any structure being proposed in the permit is *greater* than 12' from the outer edge of the dripline of a Heritage Tree or a tree used for credit towards tree removal mitigation during the development process (see relevant development permit documents).
2. Photographic evidence of the installation of tree protection fencing compliant with the City of Georgetown regulations is provided to the building permit.

If one or more of the above conditions are met, and no pruning is proposed, then this form is not required. The above conditions do not apply to the removal of trees from the lot. All removals will require an approved permit prior to the removal of the tree.

General Information

Arborist's Contact Info:*

Name: _____ Company: _____

Phone: _____ Email: _____

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. Include the following:
- 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 and Plat identifying building pad location and all Heritage Trees and Heritage Tree information (Residential Only). Include tree tag number(s), half Critical Root Zone, and percentage of Critical Root Zone that is being impacted by application request.
- ☐ This application is a request to prune one or more Heritage Trees. Include the following:
- Plot Plan and Plat identifying building pad location and all Heritage Trees and Heritage Tree information (Residential Only). Include tree tag number(s), half Critical Root Zone, and percentage of Critical Root Zone that is being impacted by application request.
 - For pruning applications, provide notated photos that **show where the pruning cut marks will be.**

Please describe the reason for this request:

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

Tree Tag #	Tree Diameter (DBH)	Tree Species	Removal or Prune	% to be Pruned	Tree Condition (Good, Fair, Poor)	Location or Plat Document #

Arborist Contact Information

Company to Perform Work: _____

Company Name: _____

Name of Arborist:_____

ISCA Certification No. of Arborist/Company:_____

Phone:_____Email:_____

Arborist Digital Signature: _____

The following is required on a Tree Schedule which identifies trees from a Tree Survey; the Tree Survey and Schedule reference each other. Use of the below format is required to ensure efficient review and consistency.

1. Key (classification of the tree on the project)
2. Tree # tag number (per survey)
3. Size in inches (individual trunks measurements)
M with a total and each trunk's whole measurement for multi)
4. Half Critical Root Zone (in feet)
5. Species
6. Legend (identifying acronyms from the 'Key')
7. Total number of Protected & Heritage 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. An Excel version of the Tree Schedule, with proposed mitigation calculations is also required for submittals. A Tree Inventory may also be required [UDC Section 8.05](#)

Tree Schedule					
Key (1.)	Tree # (2.)	Size" (3.) (individual trunk measurements)	Half Critical Root Zone (in feet) (4.)	Common Name (5.)	Latin Name (5.)
R	1	12"* (11.5)†	6'	Live Oak	<i>Quercus virginiana</i>
NP	2	10"	5'	Hackberry	<i>Celtis laevigata</i>
P	3	20"	10'	Post Oak	<i>Quercus stellata</i>
HT	4	36"	18'	Cedar Elm	<i>Ulmus crassifolia</i>
R	5	16"	8'	Live Oak	<i>Quercus fusiformis</i>
R-HT	6	26"* (25.5)†	14'	Shumard Red Oak	<i>Quercus shumardii</i>
D	7	40"	20'	Live Oak	<i>Quercus fusiformis</i>
P	8	12"	6'	Cedar Elm	<i>Ulmus crassifolia</i>
R	9	12"	6'	Pecan	<i>Carya illinoensis</i>
HT	10	33"* M (19.5, 16, 9.5)†	16.5'	Pecan	<i>Carya illinoensis</i>
C	11	11"	5.5'	Live Oak	<i>Quercus virginiana</i>
C	12	6"	3'	Bur Oak	<i>Quercus macrocarpa</i>
X	13	5"	2.5'	Chinaberry	<i>Melia azedarach</i>
Legend (6.) P = Protected (to Remain) HT = Heritage Tree (to Remain) R-P = Removal of Protected Tree R-HT = Removal of Heritage Tree D = Dead or Diseased (must be shown for approval of omission by the Urban Forester) NP = Not Protected† C = Credit Tree§ X = Prohibited Species (must be removed)					
Total Number of All Protected & Heritage Trees (7.): _____ Total Number of Protected Trees Required to Remain (9.): _____ (see tree mitigation summary for more detail)					
Protected Tree Preservation Calculation (8.) (UDC Section 8.02.040.E.2): -Total # of Protected Trees ÷ Total Acreage = Tree Density (per acre) -Tree Density x (0.2 or 0.3**) = Total # of Protected Trees Required to Remain on Site† -Some PUDs & DAs may have higher minimum density requirement percentages for example 40%					

*For multi-trunk trees, list the total diameter at breast height (DBH) for the tree as well as each individual trunk size (i.e., 30" M (20", 10", 10")). To calculate the DBH for multi-trunk trees, take the diameter of the largest trunk and add half the diameter of each remaining trunk. See [Tree Measurement Guide](#) for more information.

**If the tree density (trees per acre) is equal to or less than 10, multiply the total number of protected trees by 30%. If the tree density is more than 10, multiply the total number of protected trees by 20%. [UDC 8.02.030](#)

†Any fraction of a tree equals a full tree. For example, a calculation of 4.2 would be 5 trees, due to the fraction (i.e., 4.2 trees would be rounded up to 5 trees).

‡ Not protected trees may be used in some cases for credit. (i.e., A 9" Cedar Elm is not protected but may be used for credit. It would be listed as C-NP on the Key.)

§ Credit Trees:

- Credit Trees with a diameter of 3-6" (see [UDC 8.02.040.C.2.f](#))
- Credit Trees with a diameter of 6-11" (see [UDC 8.02.040.C.2.a](#))

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

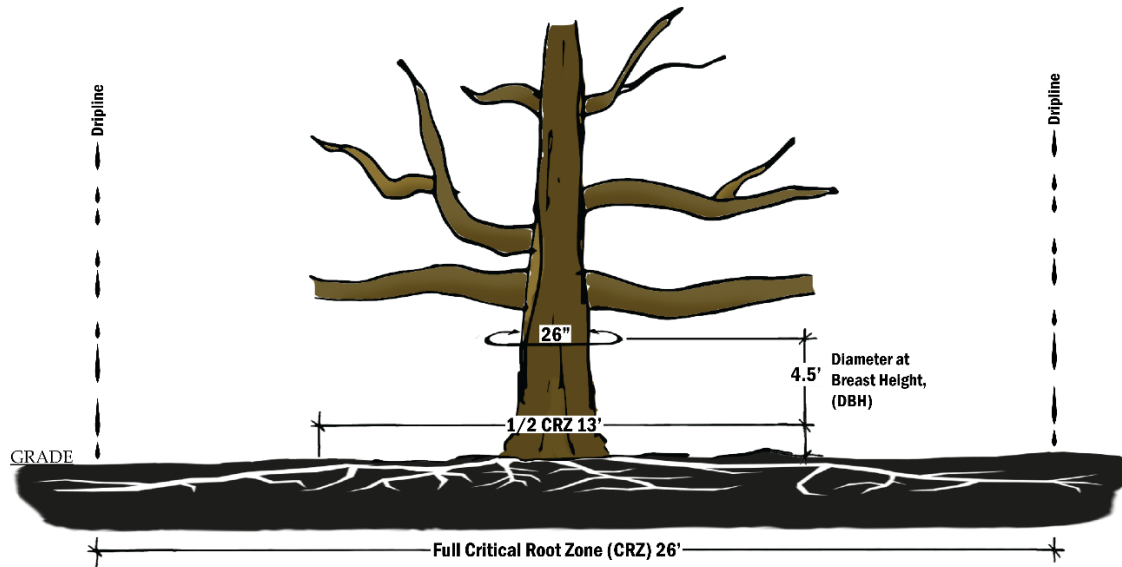
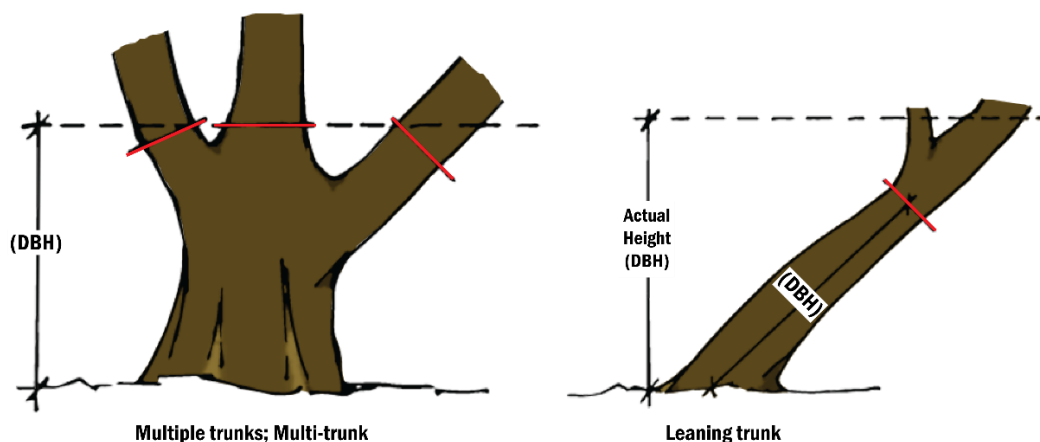


Diagram 2 – Measuring locational guide for Multi-trunk trees, Leaning trees, Irregular Swelling, and trees on Slopes; multiple instances can apply to a single tree in which both measuring locations are to be used to determine the DBH



- * 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.

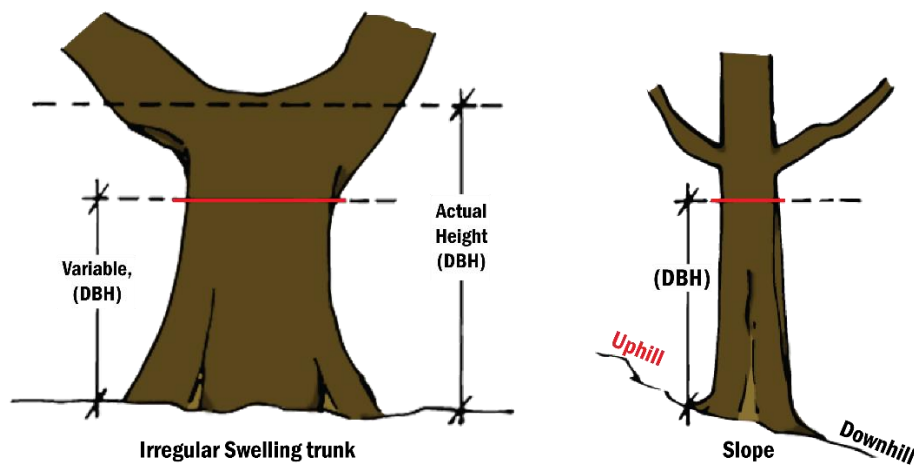
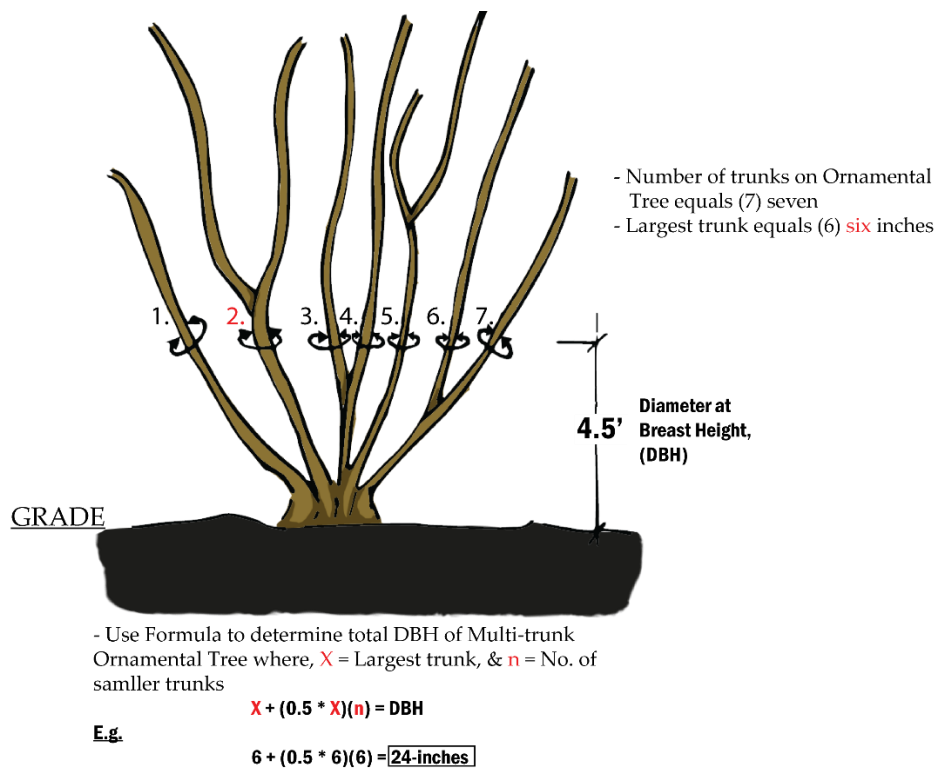


Diagram 3 – Ornamental Multi-trunk Formula (OMTF); the below guide is meant to increase proficiency and reduce time spent to measure multi-trunk ornamental trees only. It is still recommended that all trunks are measured to provide the most accurate DBH possible however if the below measurement is used, 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.

Subdivision Plat Signature Blocks

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.

Subdivision Plat Signature Blocks

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: _____

Subdivision Plat Signature Blocks

Lien Holder's Signature Block

STATE OF <STATE> {

KNOW ALL MEN BY THESE PRESENTS

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> {

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 <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: _____

Subdivision Plat Signature Blocks

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

Subdivision Plat Signature Blocks

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

Subdivision Plat Signature Blocks

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
City of Georgetown

Date

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
City of Georgetown

Date

Subdivision Plat Signature Blocks

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

Items Needed Prior to Plat Approval:

- 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 visit <https://udc.georgetown.org/fiscal-surety-forms/>.
- 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 \$91.00 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".

# of Sheets	1	2	3	4	5
Total	\$96	\$171	\$246	\$321	\$396

- Include, on a separate sheet, the following statement with the Engineer's printed name, signature, and the Stamp/Seal of the Engineer signing the plat. **Digital signatures and seals are not accepted.**
 - *"I attest under penalty of perjury that this plat represents a true and exact copy of the approved document, and that no changes have been which have not been reviewed and approved by the City of Georgetown."*
 - Failure to provide this statement as described will lead to the rejection of the plat package. Changes made to the plat will necessitate an additional application for review.
- * 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.
- * 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.