



# 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](mailto:planning@georgetown.org).

### Digital Submission Requirements

New applications are only accepted two days per month. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

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

### Application Fee

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

### Submittal Documents

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

#### *Application Information*

- [Property Owner's Consent Form](#)
- Letter of Intent (see Detailed Information section below)

#### *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.*