



Application Checklist

Creation of a Special Purpose District

Municipal Utility Districts (MUD), Public Improvement Districts (PID), Water Control and Improvement Districts (WCID), & Fresh Water Supply Districts (FSWD)

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

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

Digital Submission Requirements

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](#) (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