



# Application Checklist

## Stormwater Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Stormwater Permit requires review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.17](#) and Ordinance 2019-50. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or [planning@georgetown.org](mailto:planning@georgetown.org)

### Application and Sub-Application Types

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

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

### Digital Submission Requirements

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

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

### Application Fee

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

### Submittal Documents

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

- Application Information*
  - [Property Owner's Consent Form](#)
  - Copy of the Engineering comments from the Pre-Application Meeting
  - [Letter of Intent for Parkland](#) from the developer explaining how the Parkland Dedication requirements will be met (UDC Section 13.08).
    - Please Note: No parkland intended to meet the requirements for Parkland Dedication under UDC 13.08 will be*

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)