

# 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 and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.08](#) and Ordinance 2019-50. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or [planning@georgetown.org](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"/> Preliminary Plat (PP)	<input type="checkbox"/> Preliminary Plat
	<input type="checkbox"/> Preliminary Plat Amendment
<input type="checkbox"/> Final Plat (FP)	<input type="checkbox"/> Amending Plat
	<input type="checkbox"/> Final Plat (P&Z Action)
	<input type="checkbox"/> Minor Plat
	<input type="checkbox"/> Replat
<input type="checkbox"/> Preliminary Final Plat Combo (PFP)	N/A

### Digital Submission Requirements

New applications are only accepted one day per month (exception: Shot Clock Waived applications are accepted on all application days with the exception of Land Use only application days). Shot Clock Waiver information can be found at: <https://planning.georgetown.org/shot-clock-waiver-process/> The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

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

### Application Fee

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

### Submittal Documents

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

**Application Information**

- [Property Owner's Consent Form](#)
- [Shot Clock Waiver Consent Form \(when choosing this process\)](#)
- Letter of Intent for Utilities from the developer explaining how the tract will be served by water, wastewater and electric, including commitments for 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)*
- 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**

- 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 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 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](mailto:realestate@georgetown.org) for more information. Easement forms acceptable to the City Attorney can be found at [realestate.georgetown.org](http://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						
<b>Subdivision Plat</b> <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>	<i>Plat Type</i>					
	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 <b>on the first page</b> of the 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

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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 &amp; 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: <i>(also see <a href="#">Subdivision Plat Signature Block Templates</a> in this Development Manual)</i>						
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	-	-	-	-	-
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

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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
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

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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 <a href="#">UDC Section 8.02.020</a> and <a href="#">16</a> (if applicable)	X	X	X	X	X	-
Heritage Trees to be removed as defined in <a href="#">UDC Section 8.02.020</a> and <a href="#">16</a> (if applicable)	X	X	X	X	X	-
Tree Inventory as defined in <a href="#">UDC Section 8.05.020</a> (if applicable)	X	X	X	X	X	-
Development phasing boundary lines, include any improvements related to the proposed phasing. <b>(NOTE: future final plats must correspond to the proposed phasing plan)</b>	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 <b>ETJ</b> must also address the following items, pursuant to Sections 3.2, 10.1, 5.1, 5.7 and 5.10 of the Williamson County Subdivision Regulations:						
Collector level street pavement width (Section 5.1)	X	X	X	X	X	X
Drainage requirements for detention ponds (Section 5.1)	X	X	X	X	X	X
Surety for detention pond construction (Section 5.2)	X	X	X	X	X	X
Traffic lights at entrances to subdivisions (Section 5.10)	X	X	X	X	X	X
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>						

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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, appurtenances, and detention facilities shall maintain same and be responsible for their maintenance, routine inspection, and upkeep.	X	X	X	X	X	X
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



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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"> <li>The maximum impervious coverage per residential lot is ____ percent. OR</li> <li>The maximum impervious coverage per residential lot is according to the following table: (provide table)</li> </ul>	X	-	X	-	-	-
14. Impervious Coverage Plat Notes – Non-Residential Lots: (select those that apply) <ul style="list-style-type: none"> <li>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</li> <li>The maximum impervious coverage per non-residential lot is according to the following table: (provide table)</li> </ul>	X	X	X	X	X	X
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

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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 possession of any road widening easement for construction, improvement, or maintenance of the adjacent road.	X	X	X	X	X	X
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	X	X	X	X	X	X

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easement area all trees and parts thereof, or other obstructions, which endanger or may interfere with the efficiency and maintenance of any facilities within the easement area.						
22. This plat is subject to the provisions of the City of Georgetown Water Conservation Ordinance.	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
Additional Notes for Noise and Avigation Easements (if applicable – <a href="#">please reference the Airport Zones on the Georgetown Planning Map</a> ):						
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	X	X	X	X	X	X

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shown on this plat, being further described as <i>(describe Zone as it relates to the Property).</i> "						
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