

# 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](mailto: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:

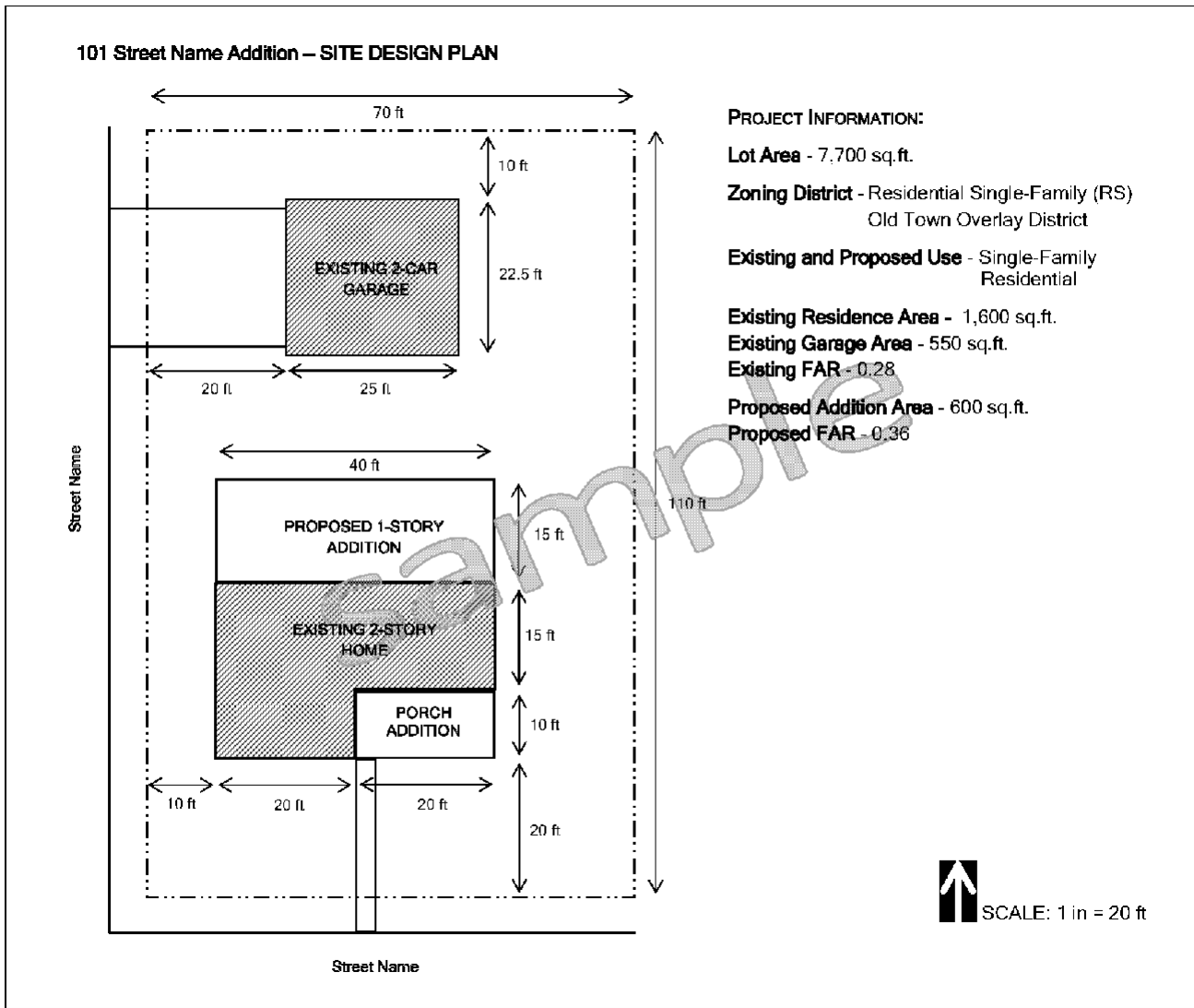
- A detailed description of the proposed Project(s). For applications with multiple Projects (signage, paint, addition, etc.) include each item being sought as a part of the application using the applicable *Additional Items Required for Submittal* as specified below.
- Explanation as to how the request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

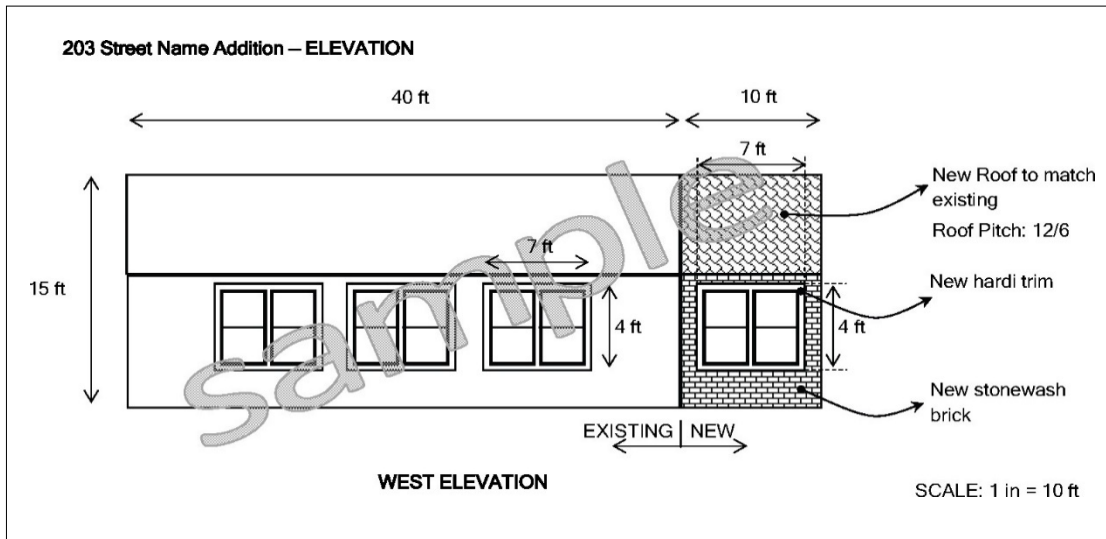


DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on a Site Plan and does not necessarily show compliance with applicable requirements of the UDC, Historic District Design Guidelines, or building codes.

**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



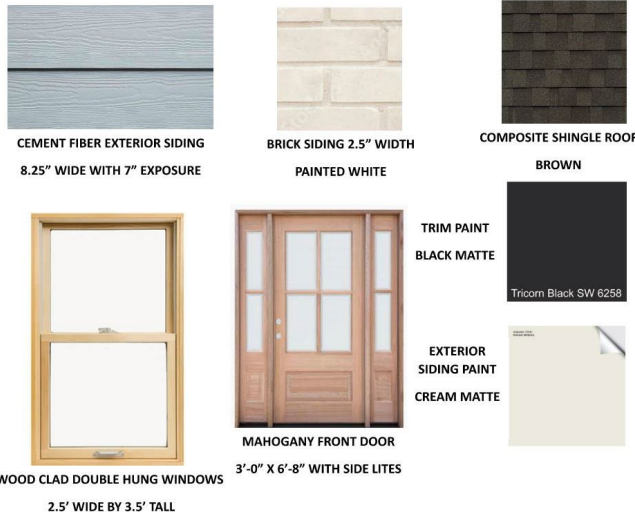
DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on an Elevation, and does not necessarily show compliance with applicable requirements of the UDC, Downtown and Old Town Design Guidelines, or building codes.

**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.



## 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

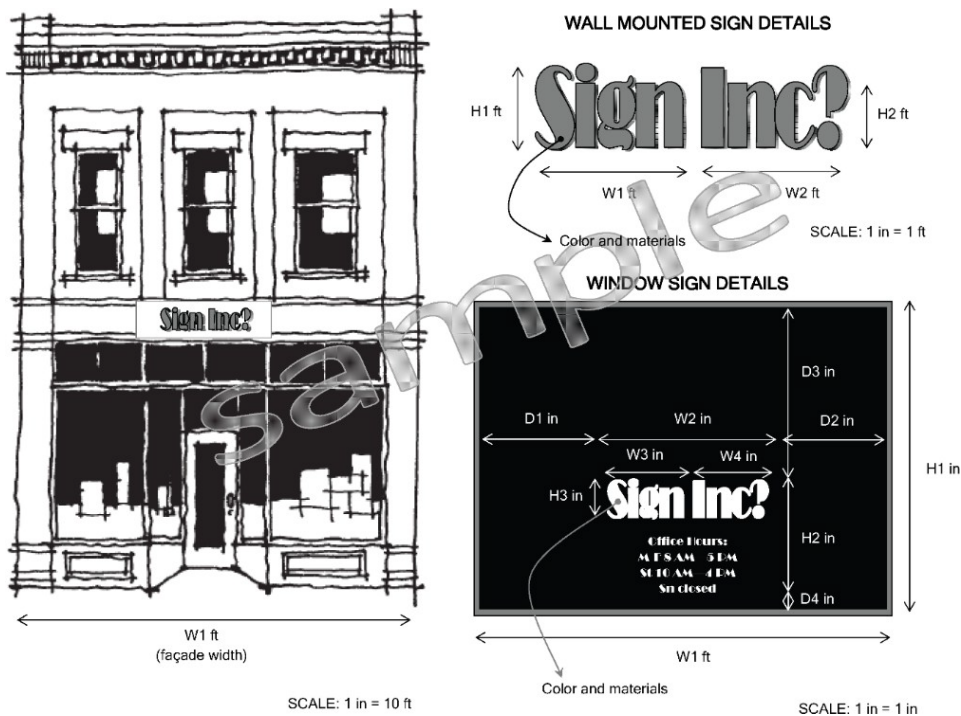
- Proposed building height shown on the project Elevations
- Statement of how the proposed request meets the [Criteria for Approval of a Building Height Modification](#) in UDC Sec. 3.13.030.C.

### 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.