Application Checklist
Administrative Exception

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for an Administrative Exception requires review by staff, in accordance with UDC Section 3.16. **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. 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)

☐ *Conceptual Plan*

    ☐ Conceptual Plan (see Detailed Information section below)

Detailed Information

The **Letter of Intent** shall include:
- A detailed description regarding the proposed exception(s)
- The necessity of the proposed exception(s)
- Explanation as to how the request meets the approval criteria outlined in UDC Section 3.16.030
  - That granting the Administrative Exception serves an obvious and needed purpose.
  - That granting the Administrative Exception will ensure an equal or better level of design or land use compatibility as the otherwise applicable standards.

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- - That granting the Administrative Exception will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development.
  - That granting the Administrative Exception will be consistent with the purposes and intent of this Unified Development Code.
- Explanation as to how the request meets the approval criteria for specific requests:
  - Alternative Building Design (UDC Section 7.03.070)
  - Alternative Landscape Plan (UDC Section 8.05.050)
  - Alternative Fence Design (UDC Section 8.070.080)
  - Alternative Parking Plan (UDC Section 9.06)
  - Non-Conforming Use (UDC Section 14.02.030)
  - Inter-Parcel Connectivity (UDC Section 12.05.040)

The **Conceptual Plan** shall include:

- The location on the plat or Site Development Plan that the Exception(s) would apply to
- A detailed depiction of the alternative design plan
- Any additional information determined necessary for your particular Administrative Exception request