



Application Checklist

Construction Plans, Subdivision (Infrastructure)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Subdivision Construction Plans requires review by staff and approval in accordance with the applicable sections of the Unified Development Code. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Case and Sub-Case Types

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

Case Type	Sub-Case Type
<input type="checkbox"/> Construction Plans, Subdivision (Infrastructure) (CON)	<input type="checkbox"/> Construction Plans, Subdivision (Infrastructure)
	<input type="checkbox"/> Construction Plans (Approved), Major Revision

Note: For any Revision or Amendment of approved Construction Plan, a new application and case number (through the selection of the correct Sub-Case Type) will be needed. A Revision or Amendment (to an approved Construction Plan) will be considered a new application and will be assigned. Reviews of the application will be completed in accordance with City procedures for new applications.

Digital Submission Requirements

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 approval. 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](#)
 - 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.
 - o For revisions and amendments: All required documentation must either be uploaded, or you must specify which of items *have not* been uploaded, the reason, and the Case Number in which those documents have previously been submitted. Documents which require review relevant to your revision/amendment request, must be submitted to the revision/amendment case.

- Plan Review*
 - Subdivision Construction Plans (see Detailed Information section below)
 - Preliminary Plat or Preliminary-Final Plat Combo case number and final action date

- Additional Water Quality Information* (applicable for property in the Edwards Aquifer Recharge Zone only)
 - [Water Quality Acknowledgement Form](#)
 - Geological Assessment

- Tree Preservation Plan* (see Detailed Information section below)
 - Tree Survey or Tree Inventory (if applicable, see also [Tree Measurement Guide](#))
 - Tree Schedule (see [Tree Schedule Template](#))
 - Critical Root Zone Protection Plan
 - Mitigation Plan (including [Tree Mitigation Summary](#))

- Tree Schedule List* (Excel file)
 - Excel Spreadsheet of the Tree Schedule

- Drainage Study*

- Engineering Report*

- Electric Utility Services Availability Letter* (to be submitted prior to approval of the Construction Plans)

Subdivision Construction Plans

- Subdivision name (located topcenter)
- City's project number (locate at bottom right corner of page): 2023-____-CON.
Your case manager will provide you with the project number with the first review comments.
- Basic Details: north arrow, scale (use a scale at a size adequate to show all information clearly), property boundary lines (dimensioned), legend, location map
- Project Information: acreage, contact information.
- Signature and seal by a Professional Engineer licensed in the State of Texas (for final approval)
- Notes:
 - 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.
 - This project is subject to all City Standard Specifications and Details in effect at the time of submittal of the project to the City.
 - All electric distribution lines and individual service lines shall be installed underground. If overhead lines existed prior to underground installation, such poles, guy wires, and related structures shall be removed following construction of the underground infrastructure (only applicable for residential property).
 - 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 (only applicable for non-residential and multi-family development).
 - All electric and communication infrastructure shall comply with [UDC Section 13.06](#).
- Additional notes for properties located over the Edwards Aquifer Recharge Zone:
 - The property subject to this application is subject to the Water Quality Regulations of the City of Georgetown.
 - 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.

Detailed Information

- Existing and proposed contours and spot elevations
- Existing and proposed easements
- Heritage trees – delineate between those to be preserved and those proposed to be removed
- Proposed paving
- Grading Plan
- Drainage Plan showing pre-development and post development drainage areas and, for properties located over the Edwards Aquifer Recharge Zone, identification of springs and/or stream buffers and associated disturbance and/or buffer zones as identified in the geological assessment.
- Drainage calculations
- Dimensions for any required detention pond setbacks and landscaping areas ([UDC Section 11.04.030](#))
- Overall Utility Plan with size and location of all existing and proposed utility mains and other infrastructures showing compliance with UDC Sections 1.08 (Comprehensive Plan), 1.16 (Utility Improvement and Extension Policy), [13.02](#), [13.04](#), [13.05](#), [13.06](#) and [13.07](#)
- Plan and Profile Sheets for the following:
 - Streets
 - Public Storm Sewers, including 25 & 100 Year HGL (unless requested for private)
 - Public Drainage Channels, including 100 depth of flow (unless requested for private)
 - Driveway pipe, including 100HW
 - Water lines 12” and greater in diameter
 - Wastewater Lines
 - Electric Lines
 - Proposed Easements and Ownership (or something similar that shows where you plan to dedicate easements and/or land to the City, the County, a MUD, etc.). Proposed Easements sheet must also show off-site easements.
- Standard City Details, and any additional construction details
- Construction Traffic Review
- Proposed Mailbox Kiosks and temporary loading zones ([see UDC 12.06.H](#))
- Residential Boundary Walls and details ([as applicable per UDC 8.07.060](#))
- Any additional plans and/or details needed to detail construction of the project

Tree Preservation Plan

- Tree Survey (or Tree Inventory see below):
 - Survey legend
 - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
 - Locate and label all Protected Trees

Detailed Information

- o 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 Schedule template in [Development Manual](#))
 - o Each surveyed tree on site indicating its species name, size, ½ CRZ, 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
 - o Total number of Protected Trees as identified on Tree Survey
 - o Calculation of Average Protected Tree density (total number of Protected Trees divided by the total acreage, any fraction of a tree equals a full tree)
 - o Calculation for determination of minimum required Protected Tree Preservation
- Tree Inventory ([as required by UDC 8.05.010-020](#)) shall provide all required Tree Survey and Tree Schedule information along with the following:
 - o A determination on the health of each tree (i.e. “Dead” or “Poor” health)
 - o Description of any diseases present on trees of “Dead” or “Poor” health
 - o Proposed measures to be taken to prevent spread of disease through the project site
 - o Existing canopy cover (as a percentage of the project area)
 - o A description of a tree’s aesthetic value (i.e. size, evaluation as a specimen of the species, size and quality of the canopy, etc.)
- Critical Root Zone (CRZ) Protection Plan, showing the following:
 - o 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
 - o The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
 - o 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:
 - o Total tree removal broken down by Heritage Trees and Protected Trees
 - o 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
 - o Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in [Development Manual](#))
 - o 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 the Landscape Planner)
 - o If proposing to pay fees-in-lieu into tree fund to meet mitigation requirements, provide billing information for invoice to the Landscape Planner, or designee.
 - o If credit trees are to be used on-site, locate and label as such