



Application Checklist

Courthouse View Waiver

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Courthouse View Waiver may only be requested when a development does not meet the criteria for a [Courthouse View Exception](#). The application requires review by staff, in accordance with UDC Section 3.27. Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

PLEASE NOTE if the property is located within a Historic Overlay District, the development must have undergone a conceptual review by the Historic and Architectural Review Committee (HARC) through the Certificate of Appropriateness (COA) process with general support for the building massing and form **prior to submittal of this application**.

Application Types and Associated Fees

Please Note: Fee to become established and effective in Fall/Winter 2023 pending adoption by City Council.

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 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/>.

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 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:
 - Elevation Study with all required information cited in UDC Section 4.10.030 (see Detailed Information section below).
 - Conceptual Plan (see Detailed Information section below)
- [Property Owner's Consent Form](#)
- Courthouse View Determination Letter Issued by City of Georgetown

Detailed Information

The Letter of Intent shall include:

- A detailed description regarding the proposed development and the requested waiver(s) to include the number of protected viewpoints to the Courthouse impacted by the proposed development
- The necessity of the proposed waiver(s) and justification for the request
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.27.060](#)
 - Whether there is the existence of specific site opportunities or constraints that necessitates the waiver
 - Whether the proposed waiver furthers goals of the comprehensive plan, and any applicable small area plans, specific to the location of the property and furthers a specific implementation step(s) of the comprehensive plan
 - Whether the waiver is not contrary to the public interest
 - Whether the request for a waiver creates a building height that is in scale with conforming uses of nearby property and with the character of the neighborhood

The Elevation Study shall include the applicable information for each Project as follows:

- Each protected view point
- The proposed height of the building(s)
- Distances from each view point to review site to the Courthouse, which establishes the allowable height according to the height calculation formula
- An aerial map of the proposed site and Courthouse and view point elevations
- Height Calculation Formula
The height calculation formula is used to determine structure height for projects within the Courthouse View Protection Overlay District. The height calculation formula is as follows:
 $\text{Tan of angle} = A/B = E/F$ ($\text{TAN Deg} = A/B = E/F$)
 $\text{Tan of angle} \times F = E$ ($\text{TAN Deg} \times F = E$)
 $E - D = G$.
Combined formula $(A/B \times F) - D = G$ (allowable height)

The Site Plan shall include:

- Basic Information:
 - North arrow
 - Scale (use a scale at a size adequate to show all information clearly)
 - Property boundary lines (dimensioned)
 - Legend
- Location of all existing / proposed buildings and improvements on the site (dimensioned to adjacent property lines), include square footage and finished floor elevations
- Areas dedicated or proposed to be dedicated for public use including existing and proposed utility, access, and/or drainage easements
- Required setbacks along all property lines as established by the zoning district
- The location on Site Plan that the Waiver(s) would apply to (areas of the proposed improvement obstructing the protected viewpoints to the Courthouse)
- Label the elevation of the proposed improvement(s). If the elevation of the site varies, label the variation in the elevation across the improvement(s)
- Any additional information determined necessary for the particular Courthouse View Waiver request