



# Application Checklist

## Driveway Access Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Driveway Access Permit requires review by staff and approval, in accordance with [UDC Section 3.19](#) and Ordinance 2019-50. For assistance, please contact the Planner of the Day at (512) 930-3575 or [planning@georgetown.org](mailto:planning@georgetown.org)

NOTE: This application does not apply to a proposed driveway, to include the driveway approach, as part of a Site Development Plan or Stormwater Permit application, or Building Permit for a single-family or two-family residential property.

### 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"/> Driveway Access Permit (DWP)	<input type="checkbox"/> Driveway Access Permit, Agricultural
	<input type="checkbox"/> Driveway Access Permit, Residential
	<input type="checkbox"/> Driveway Access Permit, Non-Residential

### 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](#)

- Plan Review**
  - Driveway Approach Plan (see Detailed Information section below)
  - Traffic Control Plan
- Driveway TIA**
  - Driveway Traffic Impact Analysis (if determined necessary by the Development or Transportation Engineer)
- Drainage Study**
- Tree Preservation Plan** (see Detailed Information section below)
  - Tree Survey (or Tree Inventory)
  - Tree Schedule (see [Tree Schedule Template](#))
  - Critical Root Zone Protection Plan
  - Mitigation Plan (including Tree Mitigation Summary)

**Detailed Information**

**Driveway Approach Plan**

- Basic Information
  - North arrow
  - Scale (use a scale at a size adequate to show all information clearly)
  - Address
  - Roadway(s) name(s)
  - Property boundary lines (dimensioned)
  - Legend
- Proposed driveway approach, dimensioned
- Existing driveways, dimensioned (include driveways on adjacent lots and across the street)
- Standard City Details
- Drainage information, as applicable

**Tree Preservation Plan**

- Tree Survey (or Tree Inventory):
  - Survey legend
  - Locate and label all Heritage Trees (including any multi-trunk trees qualifying as Heritage Trees)
  - Locate and label all Protected Trees
  - If credit trees are to be used on-site, locate and label as such
  - 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](#))
  - 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
  - Total number of Protected Trees as identified on Tree Survey

## Detailed Information

- 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)
- Calculation for determination of minimum required Protected Tree Preservation
- Critical Root Zone (CRZ) Protection Plan, showing the following:
  - 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
  - The Critical Root Zone of each tree scheduled to remain calculated as 1 foot of radial distance for every inch of DBH
  - 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:
  - Total tree removal broken down by Heritage Trees and Protected Trees
  - 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
  - Tree Mitigation Summary outlining mitigation proposal (see Tree Mitigation Summary template in [Development Manual](#))
  - 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)
  - 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