

# Application Checklist

## Historic Landmark Designation

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Historic Landmark Designation requires review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.06](#). **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)

### 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 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)
- Location Map of property
- Field Notes: A legal description of the property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2" x 11" sketch of the property boundaries (required if proposed zoning district boundary is not a platted lot)

*Supporting Documents*

- Supporting Documents that describe the historic, architectural and/or cultural significance of the building(s), structure(s), site or area (see Detailed Information section)

## Detailed Information

The Letter of Intent shall include:

- Existing and proposed zoning districts
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.06.070](#)
  - Character, interest, or value of the building, structure or site because of its unique role in the development, heritage or cultural characteristics of the City, County, State or Nation;
  - Occurrence of a notable historical event at the building, structure or site;
  - Identification of the building, structure or site with a person or persons who contributed notably to the culture and development of the City, County, State, Nation, or society;
  - Distinctive elements of architectural design, detail material, or craftsmanship that make it an established or familiar visual feature, or the related distinctiveness of a craftsman, master builder or architect, or a style or innovation, including but not limited to:
    1. Architectural style of the building or structure;
    2. Architectural period of the building or structure;
    3. Textures and colors of materials used in the building or structure;
    4. Shape of the building or structure;
    5. Roofline of the building or structure;
    6. Porch and entrance treatments of the building or structure;
    7. Height and mass of the building or structure; or
    8. Relative proportions of the building or structure (width to height, width to depth); and
  - Archaeological value in the sense that the building, structure or site can be expected to yield, based on physical evidence, information affecting knowledge of history or prehistory.

The Supporting Documents shall include:

- Detailed description of all structures, sites or area, including one or more of the following:
  - Unique role in the development, heritage or cultural characteristics of the city, county, state or nation.
  - Occurrence of a notable historical event.
  - Identification of person(s) who have contributed notably to the culture and development of the city, county, state, or nation.
  - Distinctive elements of architectural design, detail material, or craftsmanship, or the related distinctiveness of a craftsman, master builder or architect, or a style or innovation, including but not limited to:
    - Scale of buildings and structures typical of the area;
    - Architectural style of the buildings and structures;
    - Architectural period of the buildings and structures;
    - Building materials typical of the area;
    - Colors and textures used in the buildings and structures typical of the area;
    - Typical relationships of buildings in the area to the street;
    - Setbacks and other physical patterns of buildings in the area; or
    - Typical patterns of rooflines, or porch and entrance treatments of buildings in the area.
    - Archaeological value that have been produced or can be expected to yield information affecting knowledge of history or prehistory (based on physical evidence).
- Aerial map with street names and addresses showing the location of all structures, sites or area.
- Photographs of all structures, sites or area from each street frontage.