

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Special Use Permit requires review by staff and approval by the City Council, in accordance with [UDC Section 3.07](#). **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or 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)

- Property Survey*
 - 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 (field notes only required if subject property is not a platted lot)

- Conceptual Plan* (see Detailed Information section below)

Detailed Information

The **Letter of Intent** shall include:

- A statement of justification including type of business operation, hours of operation, estimated number of employees and customers/ attendees, etc.
- Justification and explanation of how the proposal is in compliance with the City's [2030 Comprehensive Plan](#). Cite the goals and policies of the 2030 Plan that will be met by the proposal.
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.07.030](#)
 - The proposed special use is not detrimental to the health, welfare, and safety of the surrounding neighborhood or its occupants.
 - The proposed conceptual site layout, circulation plan, and design are harmonious with the character of the surrounding area.
 - The proposed use does not negatively impact existing uses in the area and in the City through impacts on public infrastructure such as roads, parking facilities, and water and sewer systems, and on public services such as police and fire protection and solid waste collection and the ability of existing infrastructure and services to adequately provide services.
 - The proposed use does not negatively impact existing uses in the area and in the City through the creation of noise, glare, fumes, dust, smoke, vibration, fire hazard or other injurious or noxious impact.

The **Conceptual Plan** shall include:

- North arrow and Scale (use a scale adequate to show all information clearly)
- Site Data: street address, site acreage, zoning district
- Property boundaries with dimensions
- Adjacent streets (labeled) and sidewalks
- Existing and proposed driveways, dimensioned (include driveways on adjacent lots and across the street)
- Existing and proposed buildings and structures on site: include gross floor area, dimensions, and height of each building and show dimensions to property lines (differentiate between existing and proposed buildings)
- Existing and proposed parking spaces: list total required and total provided, indicate if existing or proposed
- Existing trees, label species and size (diameter-at-breast-height)
- Landscaping, including buffering and screening
- Other building/site features: outdoor refuse containers, fencing (label height and materials), lighting, and signage
- Boundaries of any easements, floodplain, and/or utilities on site (label all)
- Any additional information determined necessary for your particular Special Use Permit request