



Application Checklist

Subdivision Variance

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Subdivision Variance requires review by staff and approval by the Planning & Zoning Commission, in accordance with [UDC Section 3.22](#) and Ordinance 2019.50. 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"/> Subdivision Variance (WAV)	<input type="checkbox"/> Subdivision Variance with Plat
	<input type="checkbox"/> Subdivision Variance without Plat

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)
- Conceptual Plan* (see Detailed Information section below)

Detailed Information

The **Letter of Intent** shall include:

- Description of the type and amount of variance being requested
- Justification for the request explaining the reason the provisions of the Code cannot be met
- Explanation of how the requested variance meets the Approval Criteria outlined in [UDC Section 3.22.060](#)
 - That the granting of the variance will not be detrimental to the public health, safety or welfare or injurious to other property in the area or to the City in administering this Code.
 - That the granting of the variance would not substantially conflict with the Comprehensive Plan and the purposes of this Code.
 - That the conditions that create the need for the variance do not generally apply to other property in the vicinity.
 - That application of a provision of this Code will render subdivision of the land impossible.
 - Where the literal enforcement of these regulations would result in an unnecessary hardship.

The **Conceptual Plan** shall include:

- Subdivision name, lot and block number, if applicable
- Location map, with north arrow, showing location within neighborhood
- Scale (scale should be adequate to clearly show all information)
- Property boundaries and length (dimensions)
- Graphic depiction of the requested variance
- Tree Inventory (only required when the request is related to tree preservation and mitigation standards)
 - A tree survey that graphically identified the location, size, and species of all Heritage Trees, Protected Trees, and other trees to be credited toward mitigation requirements
 - A determination on the health of each tree (i.e. “Dead” or “Poor” health)
 - Description of any diseases present on trees of “Dead” or “Poor” health
 - Proposed measures to be taken to prevent spread of disease through the project site
 - Existing canopy cover (as a percentage of the project area)
 - 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.)
- Any other information determined necessary by staff to portray the requested variance