



# Application Checklist

## Residential Artificial Turf Permit

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Residential Artificial Turf Permit requires review by staff, in accordance with [8.06.020.C.3](#). 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)

### Case Types and Associated Fees

Please Note:

- If artificial turf is requested or planned as part of a Commercial, Multifamily, or otherwise Non-Residential project, the proposed artificial turf will be reviewed by staff in accordance with [8.06.020.C.3](#) of the UDC during Site Development Plan review.

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.

#### ☐ Application Information

- ☐ Material Specification Documents: Product information sheets. Physical samples will not be accepted.
- ☐ [Property Owner's Consent Form](#)
- ☐ Engineer's Certification: documentation of permeability sealed by a Professional Engineer

#### ☐ Plan Review

- ☐ Plan Review: Plans identifying all necessary lot lines, overlays, and screening as identified in the Detailed Information section below.

## Detailed Information

The Plan Review shall include the applicable information for each Project as follows:

- Site plans must include the following information: (NOTE: A survey or plat of the property modified to include all required elements can be used - you do not have to create a new site plan if one exists.)
  - Dimensions of the site and all improvements, to include setbacks
  - Location of property lines, setbacks, streets, easements, gateway overlays, buffer yards, and screening fences or other screening
  - Existing buildings
  - Must indicate proposed location of artificial turf
- DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on a Site Plan and does not necessarily show compliance with applicable requirements of the UDC or building codes.

The Material Specification Documents shall include the following:

- Manufacturer's product information and images
- Must demonstrate that artificial turf is made of polyethylene, polypropylene, or a nylon material.
- Must demonstrate that artificial turf is a two-tone color or better.
- Must demonstrate that artificial turf utilizes heat blocking or other dissipating features to limit heat gain.

The Engineer's Certification shall consist of:

- Documentation signed and sealed by a professional Engineer certifying that the artificial lawn will allow rainwater to infiltrate at the same rate as natural turf following the installation of the artificial turf product.