

# Application Checklist

## Letter of Regulatory Compliance

### Plat Certification Letter

A Letter of Regulatory Compliance is a document provided by the City acknowledging: 1) whether a plat is required for the tract of land or proposed division of land, or whether an exemption to platting under the UDC applies; or 2) verification of the current zoning and/or use of a property. This checklist is meant to be a guide to help you prepare an application for a Plat Certification Letter. Please see the Letter of Regulatory Compliance Zoning Verification checklist if you are requesting a letter to verify a zoning designation. The Letter of Regulatory Compliance process does not make claims as to ownership, title or boundary locations. A separate request form and fee is required for each property. 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 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"/> Letter of Regulatory Compliance (LTR) | <input type="checkbox"/> Plat Certification Letter |

#### 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)
  - ☐ A location map, plat, or tax map with the property boundaries clearly delineated

□ Supporting Documents

- Documentation to support which exemption (A-F) is being claimed under [UDC Section 3.08.020](#). Examples of supporting documentation may include:
- Copies of all recorded deed(s) for the subject property from a date prior to May 10, 1977, to the present establishing the configuration of the lot (available at the Williamson County Clerk's Office or online at [www.wilco.org](http://www.wilco.org)).
  - Copies of any recorded deed(s) or documents related to the acquisition of land by the City, County or state for public improvements.
  - Property survey and sketch identifying the total acreage and amount of right-of-way frontage for the existing configuration of the property (see Detailed Information Section below)
  - Map of all utilities that serve the property, or the closest termination point of such.
  - A concept plan showing the proposed division of land (see Detailed Information Section below).

Detailed Information

The Letter of Intent shall include:

- A statement on which specific exemption from a required plat the property meets. See [UDC Section 3.08.020](#) for a list of the exemptions..
- A description of any proposed further subdivision of the property or expansion of existing structures.

The Property Survey or Concept Plan shall include:

- 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 lots or tracts (dimensioned)
- Area of each new lot or tract to be created