



Application Checklist

Planned Unit Development (PUD)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Planned Unit Development requires review by staff and approval by the City Council, in accordance with UDC Sections [3.06.040](#) and [4.06](#). **Incomplete applications will not be accepted.** For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org

Sub-Case Type

This checklist may be used for the following Sub-Case Types:

Case Type	Sub-Case Type
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Planned Unit Development
	<input type="checkbox"/> Planned Unit Development Amendment, Major
	<input type="checkbox"/> Planned Unit Development Amendment, Minor

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 to be rezoned, delineating proposed district boundaries
- ☐ 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)

☐ **Planned Unit Development vs. UDC Comparison Chart**

- ☐ Comparison table showing all proposed development standards vs. current UDC standards and the justification for any deviations from the UDC requirements and proposed mitigations for those deviations.
- ☐ Template located on page 4 of checklist.

☐ **Development Plan**

- ☐ Development Plan (see Detailed Information section below)
- ☐ Tree Inventory (required when alternative tree preservation and mitigation standards are proposed)
 - ☐ 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.)

Detailed Information

The **Letter of Intent** shall include:

- Existing zoning district
- Proposed base zoning district
- Future Land Use and Growth Tier designations
- Acreage of property to be rezoned
- **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 of how roads and utilities will serve the property
- If existing structures or features of property will be utilized, provide a Conceptual Site Layout exemplifying how the structures will meet all applicable development standards of the proposed zoning district (i.e. legal nonconformities per [UDC Chapter 14](#) will not be created)
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.06.030](#)
 - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
 - The zoning change is consistent with the Comprehensive Plan;
 - The zoning change promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City;

Detailed Information

- The zoning change is compatible with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and
- The property to be rezoned is suitable for uses permitted by the district that would be applied by the proposed amendment.
- **Explanation** as to how the request meets the approval criteria outlined in [UDC Section 3.06.040](#)
 - A variety of housing types, employment opportunities, or commercial services to achieve a balanced community;
 - An orderly and creative arrangement of all land uses with respect to each other and to the entire community;
 - A planned and integrated comprehensive transportation system providing for a separation of pedestrian and vehicular traffic, to include facilities such as roadways, bicycle ways, and pedestrian walkways;
 - The provisions of cultural or recreational facilities for all segments of the community;
 - The location of general building envelopes to take maximum advantage of the natural and manmade environment; and
 - The staging of development in a manner which can be accommodated by the timely provision of public utilities, facilities, and services.

The **Development Plan** shall include:

- Proposed land uses including uses to be prohibited, if different than base zoning district
- Proposed development and architectural standards
- Existing natural features, drainageways, one-hundred-year floodplain, if applicable, and existing topography at a maximum of five-foot (5') contour intervals
- Location of proposed buildings, building envelopes, or building setbacks
- A tabulation of proposed dwelling unit density in residential areas
- A tabulation of proposed floor area ratios, and/ or square footage of development, and maximum heights of proposed buildings
- Proposed circulation systems, including preliminary street cross sections
- Proposed public parks, greenbelts, and other open space
- Proposed public facilities (i.e., school sites, fire stations, etc.)
- Location, size and type of proposed landscaping including existing landscaping (trees)
- Demonstrate compliance with Chapters [11](#) and [12](#) of the UDC, per UDC Section [4.06.010.D](#).

Template Planned Unit Development (PUD) vs. UDC Comparison Chart

A chart showing a comparison between the standards of the proposed Planned Unit Development and the adopted standards of the UDC must be included within your PUD application upon each submittal. This chart must specify:

1. Each deviation from the UDC's requirements made by the proposed PUD application
2. The Section of the UDC modified
3. The specific standard of the UDC that is being modified
4. A written justification of the deviation
5. Proposed Mitigation for the deviation, if applicable.

Example Chart:

Proposed Deviations	UDC Sections modified	UDC Standard	Justification of Deviation	Proposed Mitigation of standard (If Applicable)
<i>Example: Increased the maximum building height of the C-1 zoning district by 10 feet for a new maximum height of 45 feet</i>	<i>UDC Section 7.02.020</i>	<i>The maximum building height of the C-1 zoning district is 35 feet</i>	<i>The proposed Planned Unit Development seeks to allow for a vertical-mixed use retail and multi-family development that is 3-stories in height in order to achieve the recommended primary and secondary uses of the Community Center Future Land Use.</i>	<i>Any building greater than 35 feet in height will have an increased rear or side-yard setback of 90 feet to an existing residential district or single-family home in the ETJ.</i>