



## **Policy, Subdivision and Development Permits**

The following is a list of all applicable permits identified in the Unified Development Code and an identification of the responsible decision-maker for each application type:

| <i><b>Application Type</b></i>      | <i><b>Decision Maker</b></i>    | <i><b>Review Commission/ Board</b></i> | <i><b>Public Hearing Required</b></i> |
|-------------------------------------|---------------------------------|--|---------------------------------------|
| <b><i>Policy Related</i></b>        |                                 |  |                                       |
| Comprehensive Plan Amendment        | City Council                    | Planning & Zoning                      | Yes                                   |
| UDC Text Amendment                  | City Council                    | Planning & Zoning                      | Yes                                   |
| Zoning Map Amendment:               |                                 |  |                                       |
| Rezoning                            | City Council                    | Planning & Zoning                      | Yes                                   |
| Planned Unit Development            | City Council                    | Planning & Zoning                      | Yes                                   |
| Historic District Designation       | City Council                    | Historic & Architectural Review        | Yes                                   |
| Special Use Permit                  | City Council                    | Planning & Zoning                      | Yes                                   |
| <b><i>Subdivision Related</i></b>   |                                 |  |                                       |
| Administrative Plat:                |                                 |  |                                       |
| Minor Plat / Amending Plat          | Director                        |  | No                                    |
| Preliminary Plat                    | City Council                    | Planning & Zoning                      | No                                    |
| Construction Plans                  | Engineer                        |  | No                                    |
| Final Plat                          | Director                        |  | No                                    |
| <b><i>Development Related</i></b>   |                                 |  |                                       |
| Site Plan Review                    | Director                        |  | No                                    |
| Driveway Permit                     | Engineer                        |  | No                                    |
| Letter(s) of Regulatory Compliance: |                                 |  |                                       |
| Zoning Verification                 | Director                        |  | No                                    |
| Legal Lot Verification              | Director                        |  | No                                    |
| Temporary Use Permit                | Building Official               |  | No                                    |
| Master Sign Plan                    | Director                        |  | No                                    |
| Certificate of Design Compliance    | Historic & Architectural Review |  | No                                    |
| Variance (Zoning)                   | Zoning Board of Adjustment      |  | Yes                                   |
| Administrative Exception            | Director                        |  | No                                    |
| Stormwater Permit                   | Engineer                        |  | No                                    |
| Sign Permit                         | Building Official               |  | No                                    |



## Pre-application Conference Request

A Pre-Application Conference is required prior to submitting an application for the following projects. Please check application type. You may also request a Pre-Application Conference for other applications.

- Comp. Plan Amendment
- Planned Unit Development
- Preliminary Plat
- Administrative Plat (Minor or Amending)
- Final Plat
- Site Plan
- Variance, UDC Section \_\_\_\_\_
- Certificate of Design Compliance (CDC), type \_\_\_\_\_
- Sign Permit, with CDC
- Zoning Map Amendment (Rezoning)
- Historic District Designation
- Special Use Permit
- Master Sign Plan
- Driveway Permit
- Construction Plan Review
- Stormwater Permits (recommended)
- Other \_\_\_\_\_

The purpose of the conference is to assist the applicant in assembling a **complete** application. Please provide the following information so that a pre-application conference may be scheduled for your project. Completion of a Pre-Application Conference does not imply or assume subsequent approval of the permit or application.

*Submit this form to: Planning & Development at 300-1 Industrial Avenue, Georgetown, Texas 78627; fax to 512-930-5892; or e-mail to [plds@georgetowntx.org](mailto:plds@georgetowntx.org). You will be contacted to schedule an appointment within 5 working days.*

### Project Description

*Please attach detailed description, conceptual plans, or other pertinent project information. Complete the below project information, if known or applicable:*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Acreage: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_ Intensity Level: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Legal Description (subdivision/survey name): \_\_\_\_\_

If Residential, estimated number of dwelling units: \_\_\_\_\_ Single-family: \_\_\_\_\_ Multi-family: \_\_\_\_\_

If Non-residential, estimated square footage per use: \_\_\_\_\_

Water Requirements: \_\_\_\_\_ Sewer Requirements: \_\_\_\_\_

City Limits: \_\_\_\_\_ ETJ: \_\_\_\_\_ Anticipated Date of Application Submittal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Pre-application Conference Request continued**

This is a preliminary set of comments based on the Pre-Application Conference information. Until a Master Application is received by the City, formal review comments cannot be provided to the applicant.

**Staff Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions needing further consideration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicable regulations: \_\_\_\_\_ Date of Plat: \_\_\_\_\_  
Electric: \_\_\_\_\_ Water: \_\_\_\_\_ Sewer: \_\_\_\_\_  
Tree Requirements: \_\_\_\_\_ Parkland: \_\_\_\_\_ Thoroughfare Plan: \_\_\_\_\_  
Heritage Tree Protection: \_\_\_\_\_  
Aquifer: \_\_\_\_\_ Overlay Districts: \_\_\_\_\_ Access: \_\_\_\_\_  
Floodplain/Drainage Study: \_\_\_\_\_ Sidewalks: \_\_\_\_\_  
Traffic Study: \_\_\_\_\_ Driveway Separation: \_\_\_\_\_  
Streetlights: \_\_\_\_\_ Impervious Cover requirements: \_\_\_\_\_  
Fire Protection: \_\_\_\_\_ Fire Hydrants/Fire Access: \_\_\_\_\_  
Type of Plat required: \_\_\_\_\_ Legal Lot Status: \_\_\_\_\_  
Sequence of Applications: \_\_\_\_\_  
Notification Required: \_\_\_\_\_ Fees: \_\_\_\_\_

**Affidavit**

Being the applicant/agent for the above-referenced project, I did hereby attend a Pre-Application conference with a representative(s) of Planning and Development Services for the above-referenced project.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_



# Master Application Form

All applications must be submitted with a **complete** Master Application Form and with all materials listed in the appropriate checklist.

Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Address: \_\_\_\_\_ City Limit: \_\_\_\_\_ ETJ: \_\_\_\_\_

Deed Reference. Volume \_\_\_\_\_ Page \_\_\_\_\_ or, Document Number: \_\_\_\_\_

Zoning / Overlay District: \_\_\_\_\_ Future Land Use Plan Designation: \_\_\_\_\_

**Submitted Application** (check all that apply)

**Policy Related:**

- Annexation
- Comp. Plan Amendment
- Land Use Plan Amendment
- Thoroughfare Plan Amendment
  
- Zoning Map Amendment
- Rezoning
- PUD
- Development Agreement
- Historic Designation
- Special Use Permit

**Subdivision Related:**

- Preliminary Plat Review
- Final Plat Review
- Admin. Plat Review
- Construction Plan
- Easement Vacation
- R.O.W. Abandonment
- License to Encroach
- Tree Removal or Pruning\*
  
- \*use other Application

**Development Related:**

- Zoning Verification
- Legal Lot Verification
- Temporary Use Permit
- Stormwater Permit
- Site Plan Review
- Driveway Permit
- Certif. of Design Compliance
- Master Sign Plan
- Appeal of Admin. Decision
- Administrative Exception
- Variance (Zoning)
- Sign Permit

Application Checklist (attach appropriate Checklist) \_\_\_\_\_ Yes \_\_\_\_\_ No

Property Owner: (or authorized representative) \_\_\_\_\_

Address (w/City,St,Zip): \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Authorization:** Being the owner (or authorized representative of the owner) of the above described property, I hereby authorize the agent named below to act on my behalf in all dealings with the City with regards to this application.

**SIGNATURE:** (owner or authorized representative) \_\_\_\_\_  
(Authorized representative must have letter of authorization signed by the property owner.)

Agent: \_\_\_\_\_ Firm: \_\_\_\_\_

Address (w/City,St,Zip): \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fee Received \$ \_\_\_\_\_ File number: \_\_\_\_\_



## Heritage Tree Removal or Pruning Application

This application requests \* (specify all that apply):

- Removal of a Heritage Tree(s);
- Proposed development exceeding allowable standards for encroachment within the critical root zone of a Heritage Tree;
- Pruning of Heritage Tree(s).

\* Additional tree protection information may be obtained from the Unified Dev. Code, Chapter 11, Sec. 11.03.080

**Tree Survey must be attached. See Development Manual p. 69 for Template.**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Address: \_\_\_\_\_

Legal Description/Project Name: \_\_\_\_\_

Building Permit Number (if applicable) \_\_\_\_\_

Type of Tree: \_\_\_\_\_ Location on Lot:: \_\_\_\_\_

Tree trunk(s) circumference at 4 1/2 feet above ground (inches): \_\_\_\_\_

General Condition: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**To be completed after determination by City's Urban Forester:**

**Resolution:**  Approved  Approved with Mitigation  Denied \*  More Info Required

Urban Forester's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Approval:**  None  As described within Arborist Comments (see above) and/or  
 Applicant agrees to plant \_\_\_\_\_ container grown, City of Georgetown preferred trees (see Preferred Plant list in Development Manual) on the lot prior to obtaining a Certificate of Occupancy.

\_\_\_\_\_  
Owner/Applicant Signature and date

\_\_\_\_\_  
City Urban Forester Signature and date

\* Consistent with the provisions of Section 11.03.080 E.5 of the UDC, an applicant may appeal the decision of the Urban Forester to the City Council. The Director of Planning & Development must receive the Appeal request within 30 days of the date of the decision.



## ***Application Fee Schedule***

The following is a summary of the City of Georgetown's processing fees. For verification of the total fees for your project or with questions, please contact Planning and Development Services of the City of Georgetown at 512-930-3575.

### **Policy Related Applications**

|  |  |
|--|--|
| ▪ Annexations (Voluntary)                      | No Charge  |
| ▪ Comprehensive Plan Amendment                 | \$500  |
| ▪ Zoning Map Amendment:                        |  |
| Rezoning (0 – 5 acres)                         | \$325  |
| (Each Additional 5 acres)                      | \$50 (Maximum of \$1,200)                            |
| Planned Unit Development (3 – 5 acres)         | \$625  |
| (Each Additional 5 acres)                      | \$50 (Maximum of \$2,500)                            |
| ▪ Development Agreement                        | \$2,500 + Staff time @ hr. rate + related Legal Fees |
| ▪ Municipal Utility District/ Special District | \$2,500 + Staff time @ hr. rate + related Legal Fees |
| ▪ Special Use Permit                           | \$325  |
| ▪ Notification Fees                            | \$20 newspaper ad + \$5 sign per 1000 lin. ft.       |
| ▪ Comprehensive Plan Amendment Notification    | \$555 (2 display ads) + \$5 sign per 1000 lin. ft.   |

### **Subdivision Related Applications**

|   |   |
|---|---|
| ▪ Administrative Plat (Minor / Amending)      | \$100   |
| ▪ Preliminary Plat                            | \$785 + \$13 per acre or lot (whichever is greater)                   |
| Fire Services Review                          | \$100   |
| ▪ Construction Plans                          | \$100 per acre (\$100 min.)   |
| Fire Services Review                          | \$100   |
| ▪ Final Plat                                  | \$650 + \$13 per acre or lot (whichever is greater)                   |
| ▪ Plat Recordation (set by Williamson County) | \$61 1 <sup>st</sup> pg, \$50 ea. add'l pg, 2 sets, \$5 ea. add'l set |
| ▪ Large Format Copies (larger than 11" X 17") | \$6 per page  |

### **Development Related Applications**

|   |   |
|---|---|
| ▪ Letters of Reg. Compliance:                         |   |
| Zoning / Legal Lot Verification                       | \$25  |
| ▪ Administrative Exception                            | \$250   |
| ▪ Administrative Revision                             | \$250   |
| ▪ Temporary Use Permit                                | \$50  |
| ▪ Site Plan Review                                    | \$390 + \$65 per acre over 1 acre               |
| Fire Services Review                                  | \$250   |
| ▪ Site Plan Construction Plans                        | \$100 per acre (\$100 min.)                     |
| ▪ Driveway Permit                                     | \$100 per site (plus \$250 for TIA if required) |
| ▪ Stormwater Permit                                   | \$150   |
| ▪ Traffic Impact Assessment Review                    | \$500 + Engineer Review Fees @ \$150 hrly. rate |
| ▪ Sign Permit   | \$75 per Sign                                   |
| ▪ Master Sign Plan                                    | \$75 per Sign + \$100 with Variance             |
| ▪ Variance (Zoning)                                   | \$250   |
| ▪ Abandonment / License to Encroach:                  | \$35  |
| (Public Utility, Right-of-Way and Drainage Easements) |   |
| ▪ 911 Addressing Fee                                  | \$75 (to be submitted at time of Final Plat)    |



## *Application Fee Schedule continued*

### GIS Mapping Fees

- |  |   |
|--|---|
| ▪ Comprehensive Plan Amendment   | \$75  |
| ▪ Rezoning   | \$75  |
| ▪ Administrative Plat  | \$75  |
| ▪ Final Plat   | \$200 + \$10 per acre or lot (whichever is greater) |
| ▪ Development Agreement  | \$75  |
| ▪ Pre-Made Hardcopy Maps   |   |
| ▪ 8.5" x 11"   | \$2   |
| ▪ 11" x 17"  | \$5   |
| ▪ 32" x 42"  | \$40  |
| ▪ Hardcopy Aerial Maps   |   |
| ▪ Pre-made 8.5" x 11"  | \$10  |
| ▪ Pre-made 11" x 17"   | \$20  |
| ▪ Pre-made 32" x 42"   | \$75  |
| ▪ GIS Data on CD or DVD (sold by layer)  | \$100 for one data layer, \$5 for ea. add'l layer   |
| ▪ Digital Aerial Photography/ Topographic Contours   |   |
| \$275 for two (2) DVD set that includes all high-resolution aerial photography and 2 ft. topographic contour data owned by city of Georgetown.   |   |
| ▪ Custom Mapping: GIS Staff is not authorized to prepare custom maps. However, should the preparation of a custom map be authorized by the Planning Director, the customer will be charged on a per hour basis, \$75 for the first hour, \$35 for each additional hour. This includes one hardcopy output. |   |

### Certificate of Design Compliance in the Downtown Overlay and Town Square Historic Districts

- |  |       |
|--|-------|
| ▪ Administrative / De Minimis Projects<br>(Exterior signage, paint color, fencing and other minor improvements)  | \$15  |
| ▪ Minor Projects<br>(Remodel of structures less than 5,000 sq. ft. in size; landscape / hardscape installation; alternative parking plans; demolition and / or removal of structures.) | \$50  |
| ▪ Major Projects<br>(Remodel of structures greater than 5,000 sq. ft. in size; infill / new construction.)   | \$100 |



## **Notification Requirements**

Public Notice is required by Ordinance for review of certain applications as shown in the following Table 3.03.010 of the Unified Development Code.

When Public Notice is to be **published**, the applicant will be charged \$20.00 at time of application to cover the cost of the newspaper notice. Planning & Development submits the notice that is published at least 15 days in advance of the Public Hearing. Comprehensive Plan Amendments require published notices before both the Planning & Zoning Public Hearing and the City Council Public Hearing. By ordinance these notices shall be no less than a quarter page newspaper ad. The current rate for a quarter page size ad in the local newspaper is \$236.25. Therefore, a Notification fee of \$472.50 is due at application for a Comprehensive Plan Amendment.

A Notice of Public Hearing will be sent by U.S. **mail** to owners of record of real property within 200 feet of the property under consideration, as determined by the most recent tax roll information as may be obtained from the Williamson County Appraisal District. The Planning & Development Department makes the notification letters, addresses the envelopes and sends the letters to these property owners to meet the **mailed notice requirement**. The City mails these notices at least 15 days prior to the date set for the Public Hearing.

**Posted** Public Notice is in the format of signage issued by the Planning & Development Department. Cost of this signage is \$5.00 per sign, payable at time of application. The sign(s) must be collected from Planning & Development and posted on the site no less than 15 days prior to the Public Hearing. Tracts with less than 300 feet of right-of-way frontage require one sign. Tracts with over 300 feet of right-of-way frontage require a sign at each interval of 1,000 feet, with the total number of signs posted to not exceed four signs. The applicant is responsible for posting the sign(s) no less than 15 days prior to the Public Hearing and removing the sign within 5 days following the Public Hearing.

Table 3.03.010: Summary of Notice Requirements

| Procedure                           | Published | Mailed   | Posted   |
|-------------------------------------|-----------|----------|----------|
| UDC Text Amendment                  | <b>X</b>  |          |          |
| Zoning Map Amendment (Rezoning)     | <b>X</b>  | <b>X</b> | <b>X</b> |
| Historic District Designation       | <b>X</b>  | <b>X</b> | <b>X</b> |
| Special Use Permit                  | <b>X</b>  | <b>X</b> | <b>X</b> |
| Certificate of Design Compliance    |           |          | <b>X</b> |
| Variance (Zoning)                   | <b>X</b>  | <b>X</b> | <b>X</b> |
| Replat without Vacating (§212.0145) | <b>X</b>  | <b>X</b> |          |

**X** = Notice Required



## 2008 Commission and City Council Meetings

### Planning & Zoning Commission (1<sup>st</sup> Tuesday)

| Application Deadline* | Dev. Review Comm | Notification | Commission Meeting | City Council Meetings Proposed to attend |
|-----------------------|------------------|--------------|--------------------|--|
| Nov 19, 2007          | Nov 28, 2007     | Dec 14, 2007 | Jan 3, 2008        | Jan 22/ Feb 12, 2008                     |
| Dec 17, 2007          | Jan 2            | Jan 18       | Feb 5              | Feb 26/Mar 11                            |
| Jan 18                | Jan 30           | Feb 15       | Mar 4              | Mar 25/ Apr 8                            |
| Feb 18                | Feb 27           | Mar 14       | Apr 1              | Apr 22/ May 13                           |
| Mar 24                | Apr 2            | Apr 18       | May 6              | May 27/ June 10                          |
| Apr 21                | Apr 30           | May 16       | June 3             | June 24/ Jul 8                           |
| May 19                | May 28           | June 13      | July 1             | July 22/ Aug 12                          |
| June 23               | Jul 2            | July 18      | Aug 5              | Aug 26/ Sep 9                            |
| July 21               | Jul 30           | Aug 15       | Sept 2             | Sept 23/ Oct 14                          |
| Aug 25                | Sep 3            | Sept 19      | Oct 7              | Oct 28/ Nov 11                           |
| Sept 22               | Oct 1            | Oct 17       | Nov 4              | Nov 25/ Dec 9                            |
| Oct 20                | Oct 29           | Nov 14       | Dec 2              | Dec 23/ Jan 13, 2009                     |
| Nov 24                | Dec 3            | Dec 19       | Jan 6, 2009        | Jan 27/ Feb 10, 2009                     |
| Dec 22                | Dec 31           | Jan 16, 2009 | Feb 3, 2009        | Feb 24/ Mar 10, 2009                     |
| Jan 16, 2009          | Jan 28, 2009     | Feb 13, 2009 | Mar 3, 2009        | Mar 24/ Apr 14, 2009                     |

### Zoning Board of Adjustment (3<sup>rd</sup> Tuesday)

| Application Deadline * | Dev. Review Comm. | Notification | Bd Meeting   |
|------------------------|-------------------|--------------|--------------|
| Dec 17, 2007           | Jan 2, 2008       | Dec 24, 2007 | Jan 15, 2008 |
| Jan 18                 | Jan 30            | Feb 1        | Feb 19       |
| Feb 18                 | Feb 27            | Feb 29       | Mar 18       |
| Mar 24                 | Apr 2             | Mar 28       | Apr 15       |
| Apr 21                 | Apr 30            | May 2        | May 20       |
| May 19                 | May 28            | May 30       | June 17      |
| June 23                | Jul 2             | Jun 27       | July 15      |
| July 21                | Jul 30            | Aug 1        | Aug 19       |
| Aug 25                 | Sep 3             | Aug 29       | Sept 16      |
| Sept 22                | Oct 1             | Oct 3        | Oct 21       |
| Oct 20                 | Oct 29            | Oct 31       | Nov 18       |
| Nov 24                 | Dec 3             | Nov 26       | Dec 16       |
| Dec 22                 | Dec 31            | Jan 2, 2009  | Jan 20, 2009 |
| Jan 20, 2009           | Jan 28, 2009      | Jan 26, 2009 | Feb 17, 2009 |

### Historic and Architectural Review Commission (4th Thursday) and HARC Sign Subcommittee (2nd & 4th Thursday) \*\*

| Sign Applications Due ** | Design Applications Due | Posting Dates **     | Meeting Dates **      |
|--------------------------|-------------------------|----------------------|-----------------------|
| Dec 10 / Dec 26          | Dec 17                  | Dec 21 / Jan 7, 2008 | Jan 10 / Jan 24, 2008 |
| Jan 14 / Jan 28          | Jan 18                  | Jan 28 / Feb 11      | Feb 14 / Feb 28       |
| Feb 11 / Feb 25          | Feb 18                  | Feb 25 / Mar 10      | Mar 13 / Mar 27       |
| Mar 10 / Mar 24          | Mar 24                  | Mar 24 / Apr 7       | Apr 10 / Apr 24       |
| Apr 7 / Apr 21           | Apr 21                  | Apr 21 / May 5       | May 8 / May 22        |
| May 12 / May 23          | May 19                  | May 26 / Jun 9       | Jun 12 / Jun 26       |
| Jun 9 / Jun 23           | Jun 23                  | Jun 23 / Jul 7       | Jul 10 / Jul 24       |
| Jul 14 / Jul 28          | Jul 21                  | Jul 28 / Aug 11      | Aug 14 / Aug 28       |
| Aug 11 / Aug 25          | Aug 25                  | Aug 25 / Sep 8       | Sep 11 / Sep 25       |
| Sep 8 / Sep 22           | Sep 22                  | Sep 22 / Oct 6       | Oct 9 / Oct 23        |
| Oct 13 / Nov 7           | Oct 20                  | Oct 27 / Nov 24      | Nov 13 / Dec 11       |
| Dec 8 / Dec 22           | Dec 22                  | Dec 22 / Jan 5, 2009 | Jan 8 / Jan 22, 2009  |
| Jan 12 / Jan 26, 2009    | Jan 16, 2009            | Jan 26 / Feb 9, 2009 | Feb 12 / Feb 26, 2009 |

\* Applications may be submitted at any time. This date reflects the last day to submit for the corresponding meeting(s).

\*\* The first date listed applies to the Sign Subcommittee.

The second date listed applies to the HARC Commission and Sign Subcommittee shared meeting date.



## *Application Review Timelines*

The following timelines are provided as a guideline to determine the approximate processing time for the specific applications illustrated and represent review time only. The total processing time is dependent upon a number of factors including the responsiveness of the applicant. The City does not make any guarantee that all applications submitted will be processed within the time frames identified. For projects involving multiple applications the approximate timeline should be based on the application requiring the most extensive review period.

| <b>Application</b>                      | <b>Time Line (Days)</b> |
|---|-------------------------|
| <b><i>Policy Related</i></b>            |                         |
| Land Use Plan Amendment                 | 90                      |
| Zoning Map Amendment:                   |                         |
| Rezoning                                | 90                      |
| Planned Unit Development                | 90                      |
| Historic District Designation           | 120                     |
| Special Use Permit                      | 90                      |
| <b><i>Subdivision Related</i></b>       |                         |
| Administrative Plat:                    |                         |
| Minor Plat                              | 30                      |
| Amending Plat                           | 30                      |
| Preliminary Plat                        | 60                      |
| Construction Plans                      | 45                      |
| Final Plat                              | 30                      |
| <b><i>Development Related</i></b>       |                         |
| Site Plan Review                        | 45                      |
| Driveway Permit                         | 21                      |
| Letter(s) of Regulatory Compliance:     |                         |
| Zoning Verification                     | 7                       |
| Legal Lot Verification                  | 7                       |
| Temporary Use Permit                    | 14                      |
| Master Sign Plan                        | 21                      |
| Sign Permit                             | 14                      |
| Variance                                | 30                      |
| Administrative Exception                | 30                      |
| Stormwater Permit                       | 45                      |
| Tree Removal or Pruning Permit          | 30                      |
| Certificate of Design Compliance (HARC) | 45                      |



## 2008 Board & Commission Meeting Dates

| 2008<br>Month        | Planning &<br>Zoning<br>Commission<br>(1 <sup>st</sup> Tuesday) | Zoning Board of<br>Adjustment<br>(3 <sup>rd</sup> Tuesday) | Historic &<br>Architectural<br>Review<br>Commission<br>(Sign Subcomm –<br>2 <sup>nd</sup> Thurs)<br>(4th Thursday) | City Council<br>(2 <sup>nd</sup> and 4 <sup>th</sup><br>Tuesdays) |
|----------------------|---|--|--|---|
| <b>January</b>       | 1 (meet on 3 <sup>rd</sup> )                                    | 15   | 10<br>24   | 8<br>22   |
| <b>February</b>      | 5   | 19   | 14<br>28   | 12<br>26  |
| <b>March</b>         | 4   | 18   | 13<br>27   | 11<br>25  |
| <b>April</b>         | 1   | 15   | 10<br>24   | 8<br>22   |
| <b>May</b>           | 6   | 20   | 15<br>29   | 13<br>27  |
| <b>June</b>          | 3   | 17   | 12<br>26   | 10<br>24  |
| <b>July</b>          | 1   | 15   | 10<br>24   | 8<br>22   |
| <b>August</b>        | 5   | 19   | 7<br>21  | 12<br>26  |
| <b>September</b>     | 2   | 16   | 11<br>25   | 9<br>23   |
| <b>October</b>       | 7   | 21   | 9<br>23  | 14<br>28  |
| <b>November</b>      | 4   | 18   | 13<br><i>combined w/ Dec.</i>  | 11<br>25  |
| <b>December</b>      | 2   | 16   | 11<br><i>25 (mtg. date TBD)</i>  | 9<br>23   |
| <b>January, 2009</b> | 6   | 20   | 8<br>22  | 13<br>27  |



## ***Annexation Calendar for 2007 through 2009***

These dates are based on notification requirements and regularly scheduled City Council meetings that match the timing requirements suggested by the City Attorney. Please call (512) 930-2544, e-mail [epolasek@georgetowntx.org](mailto:epolasek@georgetowntx.org) or fax (512-930-5892) for additional information.

Petition for annexation filing – Owner of the property must submit a letter or petition requesting voluntary annexation, with meets and bounds description of the property, and a map of the property.

### ***June – August 2007:***

- June 21, 2007: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including July 10, 2007: Resolution setting Public Hearing date.
- June 24, 2007 **or** June 27, 2007: 1st Public Hearing notice in Sun.
- July 10, 2007: 1st Public Hearing held at City Council Meeting.
- July 8, 2007 **or** July 11, 2007: 2<sup>nd</sup> Public Hearing notice in Sun.
- July 24, 2007: 2nd Public Hearing at City Council Meeting.
- August 5, 2007: Ordinance captions printed in Sun.
- August 14, 2007: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- August 28, 2007: 2nd Reading of Ordinance. *(Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is October 23, 2007.)*

### ***September – November 2007:***

- September 20, 2007: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including October 9, 2007: Resolution setting Public Hearing date.
- September 23, 2007 **or** September 26, 2007: 1st Public Hearing notice in Sun.
- October 9, 2007: 1st Public Hearing held at City Council Meeting.
- October 7, 2007 **or** October 10, 2007: 2<sup>nd</sup> Public Hearing notice in Sun.
- October 23, 2007: 2nd Public Hearing at City Council Meeting.
- November 4, 2007: Ordinance captions printed in Sun.
- November 13, 2007: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- November 27, 2007: 2nd Reading of Ordinance. *(Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is January 22, 2008.)*

### ***December 2007 – February 2008:***

- December 20, 2007: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including January 8, 2008: Resolution setting Public Hearing date.
- December 23, 2007 **or** December 26, 2007: 1st Public Hearing notice in Sun.
- January 8, 2008: 1st Public Hearing held at City Council Meeting.
- January 6, 2008 **or** January 9, 2008: 2<sup>nd</sup> Public Hearing notice in Sun.
- January 22, 2008: 2nd Public Hearing at City Council Meeting.
- February 3, 2008: Ordinance captions printed in Sun.
- February 12, 2008: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- February 26, 2008: 2nd Reading of Ordinance. *(Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is April 22, 2008.)*



## ***Annexation Calendar continued***

### ***March – May 2008:***

- March 20, 2008: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including April 8, 2008: Resolution setting Public Hearing date.
- March 23, 2008 **or** March 26, 2008: 1st Public Hearing notice in Sun.
- April 8, 2008: 1st Public Hearing held at City Council Meeting.
- April 6, 2008 **or** April 9, 2008: 2<sup>nd</sup> Public Hearing notice in Sun.
- April 22, 2008: 2nd Public Hearing at City Council Meeting.
- May 4, 2008: Ordinance captions printed in Sun.
- May 13, 2008: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- May 27, 2008: 2nd Reading of Ordinance. (*Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is July 22, 2008.*)

### ***June – August 2008:***

- June 19, 2008: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including July 8, 2008: Resolution setting Public Hearing date.
- June 22, 2008 **or** June 25, 2008: 1st Public Hearing notice in Sun.
- July 8, 2008: 1st Public Hearing held at City Council Meeting.
- July 6, 2008 **or** July 9, 2008: 2<sup>nd</sup> Public Hearing notice in Sun.
- July 22, 2008: 2nd Public Hearing at City Council Meeting.
- August 3, 2008: Ordinance captions printed in Sun.
- August 12, 2008: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- August 26, 2008: 2nd Reading of Ordinance. (*Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is October 28, 2008.*)

### ***August – October 2008:***

- August 21, 2008: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including September 9, 2008: Resolution setting Public Hearing date.
- August 24, 2008 **or** August 27, 2008: 1st Public Hearing notice in Sun.
- September 9, 2008: 1st Public Hearing held at City Council Meeting.
- September 7, 2008 **or** September 10, 2008: 2<sup>nd</sup> Public Hearing notice in Sun.
- September 23, 2008: 2nd Public Hearing at City Council Meeting.
- October 5, 2008: Ordinance captions printed in Sun.
- October 14, 2008: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- October 28, 2008: 2nd Reading of Ordinance. (*Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is December 23, 2008.*)



## ***Annexation Calendar continued***

### ***November 2008 – January 2009:***

- November 20, 2008: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including December 9, 2008: Resolution setting Public Hearing date.
- November 23, 2008 **or** November 26, 2008: 1st Public Hearing notice in Sun.
- December 9, 2008: 1st Public Hearing held at City Council Meeting.
- December 7, 2008 **or** December 10, 2008: 2<sup>nd</sup> Public Hearing notice in Sun.
- December 23, 2008: 2nd Public Hearing at City Council Meeting.
- January 4, 2009: Ordinance captions printed in Sun.
- January 13, 2009: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- January 27, 2009: 2nd Reading of Ordinance. *(Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is March 24, 2009.)*

### ***February – April 2009:***

- February 19, 2009: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including March 10, 2009: Resolution setting Public Hearing date.
- February 22, 2009 **or** February 25, 2009: 1st Public Hearing notice in Sun.
- March 10, 2009: 1st Public Hearing held at City Council Meeting.
- March 8, 2009 **or** March 11, 2009: 2<sup>nd</sup> Public Hearing notice in Sun.
- March 24, 2009: 2nd Public Hearing at City Council Meeting.
- April 5, 2009: Ordinance captions printed in Sun.
- April 14, 2009: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- April 28, 2009: 2nd Reading of Ordinance. *(Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is June 23, 2009.)*

### ***May – July 2009:***

- May 21, 2009: Last day of petition submittal to meet notification deadline.
- Any City Council Meeting before and including June 9, 2009: Resolution setting Public Hearing date.
- May 24, 2009 **or** May 27, 2009: 1st Public Hearing notice in Sun.
- June 9, 2009: 1st Public Hearing held at City Council Meeting.
- June 7, 2009 **or** June 10, 2009: 2<sup>nd</sup> Public Hearing notice in Sun.
- June 23, 2009: 2nd Public Hearing at City Council Meeting.
- July 5, 2009: Ordinance captions printed in Sun.
- July 14, 2009: 1st Reading of Ordinance at City Council Meeting, >20 days from 2nd Public Hearing, < 40 days from 1st Public Hearing.
- July 28, 2009: 2nd Reading of Ordinance. *(Second Reading can be held up to 90 days from 1st reading, last scheduled Council Meeting in the 90 days is September 22, 2009.)*