



Development Agreement Checklist

This Checklist is intended to provide the information and data that is necessary to assess the merits of the project proposal. Please note that this Checklist is intended to assist developers and design professionals in the preparation of submittals for review and is generally what is needed to facilitate the review of the project. A Development Agreement application requires the formation of a Development Agreement Committee, to be established by the Director when an application is submitted to the City, per UDC Section 3.20.

Under special circumstances, additional items may be required prior to approval. Development Agreements and any subsequent Amendments have public notice requirements, so please see Notification Requirements in the Development Manual.

Per UDC Section 3.20, Development Agreement applications will be considered by the Development Agreement Committee for both completeness and determination of necessity for the City. The Committee shall determine completeness within fifteen (15) working days of submittal and assign staff hourly rates, a payment schedule and determine if the application is consistent with City policies or reject the application.

What type of development agreement are you requesting? (Check all that apply)

- Special District Consent Agreement (MUD, PID, etc.) Please list type of district _____
- ETJ Development Agreement with modifications to UDC or other City regulations
- Amendment to existing agreement. Please name: _____
- Other (Utility Agreement, Economic Development Performance Agreement, etc.)
- ETJ Release Agreement

Submission of this application and completion of this checklist confirms that the applicant understands that additional fees for staff time and legal fees will apply prior to consideration by the appropriate review body.

Digital Submission Requirements

The City of Georgetown utilizes a digital review system called MyPermitNow, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyPermitNow User Guide* available at <https://planning.georgetown.org/mypermitnow/>.

- All applications must be submitted on a CD/DVD or Flash Drive that will not be returned. Discs or drives must be clearly labeled with the Project Name directly on the disc.
- All items must be submitted in flat PDF format (no layers) with no digital signatures or passwords. The maximum file size is 50 MB with a 300 dpi resolution preferred. JPEG is not an acceptable format.

Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The bulleted list below each document heading shows the individual items that are to be combined to form that PDF document in the order that they are to be combined. The wording in italics is the name that particular PDF document must be given to expedite the intake of your application. Please review the Detailed Information section of this form for help in preparing each of these items.

- PDF Document 1: ***Application Information***
 - Master Application Form
 - Submittal Authorization Form (provided at Pre-application meeting)
 - Development Agreement Checklist

- ☐ PDF Document 2: **Proposal**
 - Letter of Intent (see Detailed Information section below)
 - A to-scale 8 1/2" x 11" sketch of the property boundaries (does not need completed survey at this time)
 - Any proposals, land plans, color or bound documents

Detailed Information

The **Letter of Intent** shall include:

If Requesting a Development Agreement:

- A statement of understanding that if the proposal is not consistent with the 2030 Comprehensive Plan, that an application to amend the comprehensive plan shall accompany the application
- Reasons the proposal requires a development agreement
- What the applicant wishes to accomplish with the proposal
- The need for the proposed agreement or amendment
- How the proposed development agreement will address traffic impacts, utilities, impacts on public facilities
- List of all subsequent applications that would be affected or addressed by a finalized development agreement and how

If Requesting a Special District, in addition to the information provided above:

- A detailed explanation of how the proposed district meets the "unique factor" justification in Policy #2 of the City's Interim MUD Policy and Implementation Manual, as amended, and additional documentation and supporting material complying with all other applicable policy statements in the Policy and UDC Section 13.10. An application will not be accepted as completed without demonstrating the characteristics of the proposal that are compliant with the City's district policies.
- Whether the district is proposed to be in the City's corporate limits or ETJ and explanation as to why.