



Application Checklist

Certificate of Appropriateness

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Certificate of Appropriateness requires review by staff, in accordance with [UDC Section 3.13](#). Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or historic@georgetowntexas.gov.

Application Types and Associated Fees

This checklist may be used for the following Application and Sub-Application Types. Please use UDC Section [3.13.010 - Applicability](#) to identify which fee category your application falls under.

Application Type	Sub-Application Type	Fee
☐ Certificate of Appropriateness (CoA)	☐ HARC Review*	\$505
	☐ HPO Review*	\$185
	☐ Minor HPO Review* (signage, paint color, changes in color to awning fabric, exterior lighting and mechanical equipment)	\$121

*Please note that staff will ultimately determine the appropriate fee based on the submitted request.

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://www.georgetowntexas.gov/development_services/planning/information/development_manual/index.php

Submission Requirements

New applications are only accepted two days per month and can only be accepted digitally. The application submittal calendar is available at:

https://www.georgetowntexas.gov/development_services/planning/information/development_manual/index.php

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://www.georgetowntexas.gov/development_services/planning/information/my_government_online.php

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 Note:

- For projects requiring more than one level of review (HARC and HPO) per the requirements identified in [UDC Table 3.13.010](#), the project may be submitted as one application for the highest level of review.
- All dimensional drawings shall be to scale and include dimensions (height, area, etc.), label, scale, and north arrow.
- All color renderings and samples shall be an accurate representation of the proposed or existing color.
- All renderings provided shall be an accurate representation of the property and any proposed changes.

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**

- Completed Scope of Work Form (see Form on page 8 of the application checklist).
- Letter of Intent (see Detailed Information section below).
- Property Owner's Consent Form

☐ **Conceptual Plan**

- Plan Review: Plans, drawings, specifications, demolition plan and other supporting materials of the proposed project(s). (see Detailed Information section below).
- Material(s) Samples: Example photos, product information sheets. Physical samples will not be accepted. (see Detailed Information section below).

☐ **Additional Information:**

- See below for required additional information for the following project types: Demolition, Relocation and Removal, Building Height Modification, Setback Modification, and Signs

Detailed Information

The Letter of Intent shall include:

- A detailed description of the proposed Project(s).
 - For applications with multiple Projects (signage, paint, addition, etc.) include each item being sought as a part of the application using the applicable *Additional Items Required for Submittal* as specified below.
 - If proposed work includes any demolition or removal of existing walls: A detailed description of demolition that will need to occur to accommodate the new project. Provide detail of any exterior walls or architectural features to be removed. Provide detail of any square footage of the existing structure that will be lost.
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.13.020.B](#) for HPO Review, or [UDC Section 3.13.030.B-F](#), as applicable, for HARC Review. Provide detailed explanation of the request supports the applicable Historic District Design Guidelines.
 - For HPO Approval:
 1. The application is complete and the information contained within the application is correct and sufficient enough to allow adequate review and final action;
 2. Compliance with applicable design and development standards of this Code;
 3. Compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties to the most extent practicable;
 4. Compliance with the adopted Historic District Design Guidelines, as may be amended from time to time, specific to the applicable Historic Overlay District; and
 5. The overall character of the applicable Historic Overlay District and the building or structure is preserved, and the design is compatible with the Historic Overlay District.

6. The sign is in keeping with the adopted Historic District Design Guidelines and character of the Historic Overlay District.

- For HARC Approval:

1. The application is complete and the information contained within the application is correct and sufficient enough to allow adequate review and final action;
2. Compliance with applicable design standards of this Code;
3. Compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties to the most extent practicable;
4. Compliance with the adopted Historic District Design Guidelines, as may be amended from time to time, specific to the applicable Historic Overlay District;
5. The general historic, cultural, and architectural integrity of the building, structure or site is preserved;
6. New buildings or additions are designed to be compatible with surrounding properties in the applicable historic overlay district;
7. The overall character of the applicable historic overlay district is protected; and
8. The Master Sign Plan is in keeping with the adopted Historic District Design Guidelines and character of the historic overlay district.

- Current photos of the site, structure and/or condition.

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

- Site Plan (See Example figure 1)
 - Site plans must be dated, drawn to scale and have north arrows and directional labels. In addition, Site Plans must include the following information:
 - Graphic scale
 - Dimensions of the site and all improvements, to include setbacks (existing and proposed) and building separation
 - Location of property lines, streets, walkways, parking, driveways, mechanical equipment, fences, and other hardscape features
 - Existing and proposed buildings and additions
 - Demolition plan that illustrates walls and other features to be removed to accommodate a new addition (if applicable)
 - If signage is included, location and dimensions of existing and proposed signage
 - If relocation of a building or structure is included, a Site Plan showing the new location of the building or structure to be relocated, in addition of the information listed above
- Architectural Drawings (Elevations) (See Example Figure 2)
 - Elevation of each building façade subject to an application must be drawn to scale and have directional labels. In addition, Elevations must include the following information:
 - Scale
 - Dimensions of the building and architectural features, including overall building height of existing structure and proposed work, width, length, and depth of doors, windows and other openings
 - Roof pitch (roof slope) and lengths of eaves and overhangs
 - Existing and proposed materials (exterior siding, roof material, etc.)
 - Types of proposed windows, doors and dormers (i.e. aluminum, vinyl, wood, one over one, etc.)

- Portions of exterior walls to be demolished (if applicable)
- If signage is included, location and dimensions of existing and proposed signage
- Project Visualization/Materials and Specifications (See example figure 3)
 - Renderings and/or sketches of architectural features, doors and windows, lighting, signage and other applicable features must be included. Details must be drawn to scale and labeled accordingly. All details must include dimensions, materials, type, color, and proposed location. All renderings provided shall be an accurate representation of the property and any proposed changes.
 - Manufacturer's product information and images can be used – if they already exist you do not have to recreate.
 - In the event that material samples are not available, photographs or catalog pictures and specifications identifying the proposed material may be submitted.

Ensure all selected materials are labeled

Project Types with Additional Information Needed

Demolition, Relocation and Removal (only applicable if project scope meets the definition of demolition as established by the Historic District Design Guidelines and/or the Unified Development Code)

In the event the proposed demolition is due to **Loss of Significance**, an explanation as to how the project meets the items listed below shall be required:

- The building or structure is no longer historically, culturally or architecturally significant, or is no longer contributing to the Historic Overlay District.
- The building or structure has undergone significant and irreversible changes, which have caused the building or structure to lose the historic, cultural or architectural significance, qualities or features which qualified the building or structure for such designation.
- The building or structure were not caused either directly or indirectly by the owner, and were not due to intentional or negligent destruction, or lack of maintenance rising to the level of a demolition by neglect; and
- Demolition of the building or structure will not cause significant adverse effect on the Historic Overlay District or the City's Historic Resources.

In the event the proposed demolition is due to **Economic Hardship**, an explanation as to how the project meets the items listed below shall be required:

- The property owner cannot take reasonable, practical or viable measures to adaptively use, rehabilitate or restore the building or structure, or make reasonable beneficial use of, or realize a reasonable rate of return on a building or structure unless the building or structure may be demolished or relocated; and
- The building or structure cannot be reasonably adapted for any other feasible use, which would result in a reasonable rate of return.

All Demolition Projects are reviewed against [Chapter 4 of the Historic District Design Guidelines](#)

Building Height Modification

- Proposed building height shown on the project Elevations
- Explanation of how the proposed request meets the [Criteria for Approval of a Building Height Modification](#) in UDC Sec. 3.13.030.C.

Setback Modification

- Proposed setback modification shown on the project Site Plan
- Explanation of how the proposed request meets the [Criteria for Approval of a Setback Modification](#) in UDC Sec. 3.13.030.D.

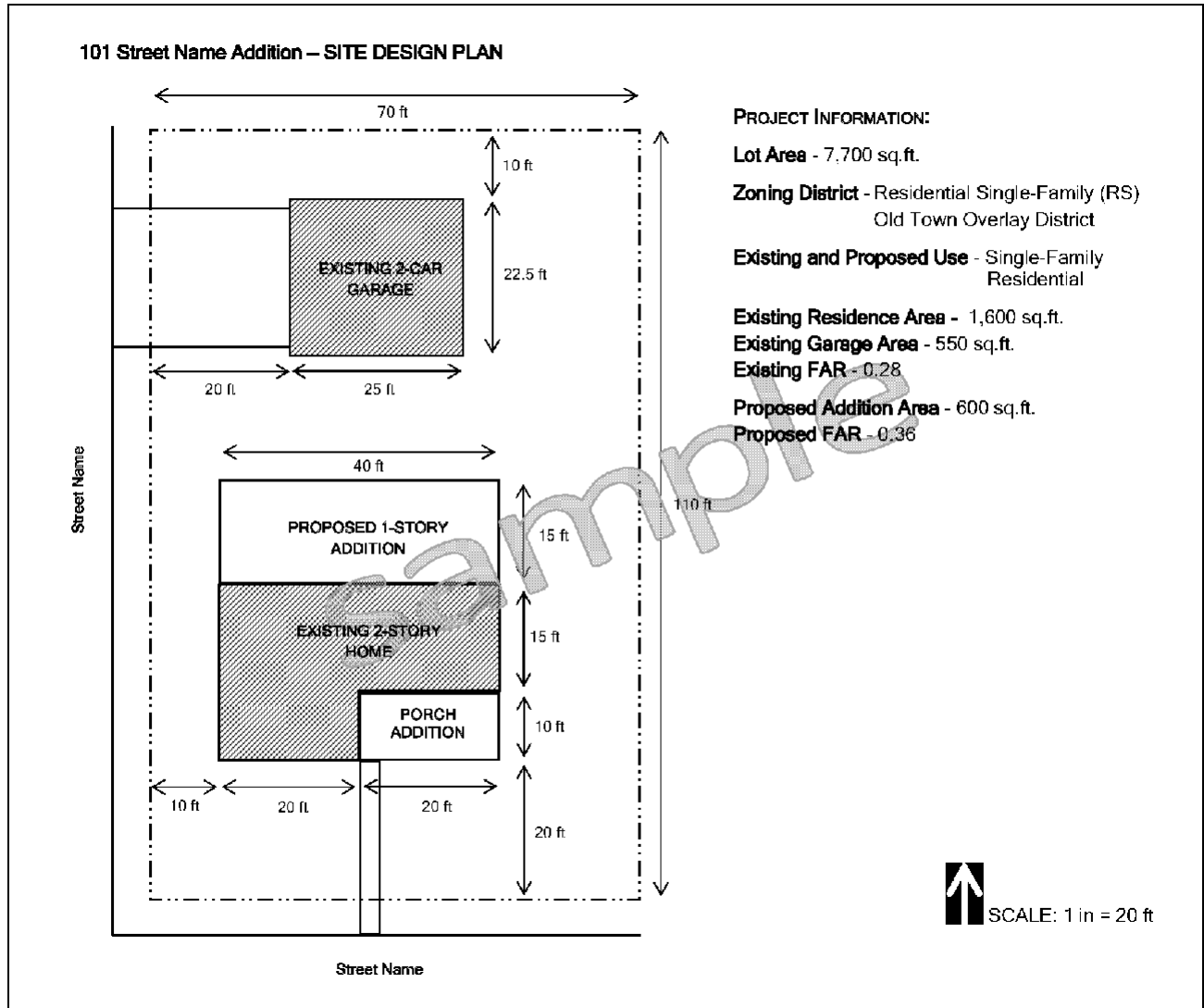
Signs

- Width of the primary building façade and proposed sign location
- Proposed sign dimensions.
- Proposed sign materials and colors
- Proposed illumination type including wattage.

All Sign projects are reviewed against [Chapter 5 of the Historic District Design Guidelines](#)

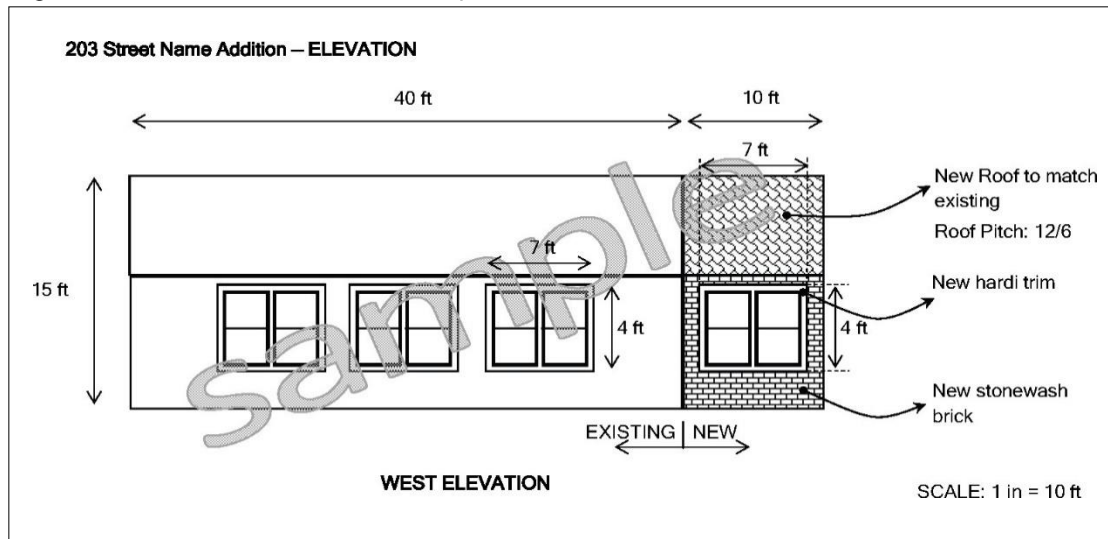
Examples

Figure 1, Site Plan Example:



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, Historic District Design Guidelines, or building codes

Figure 2, Architectural Elevation Example:



DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on an Elevation, and does not necessarily show compliance with applicable requirements of the UDC, Downtown and Old Town Design Guidelines, or building codes.

Figure 3, Material Sample Example:

MATERIAL SAMPLE SHEET EXAMPLE

Please provide a picture of each material selection, label, and include details on the product specifications (material type, dimensions, color, etc.). Screenshots from retailer/supplier can be used for material selections.



CEMENT FIBER EXTERIOR SIDING
8.25" WIDE WITH 7" EXPOSURE



BRICK SIDING 2.5" WIDTH
PAINTED WHITE



COMPOSITE SHINGLE ROOF
BROWN



WOOD CLAD DOUBLE HUNG WINDOWS
2.5' WIDE BY 3.5' TALL



MAHOGANY FRONT DOOR
3'-0" X 6'-8" WITH SIDE LITES

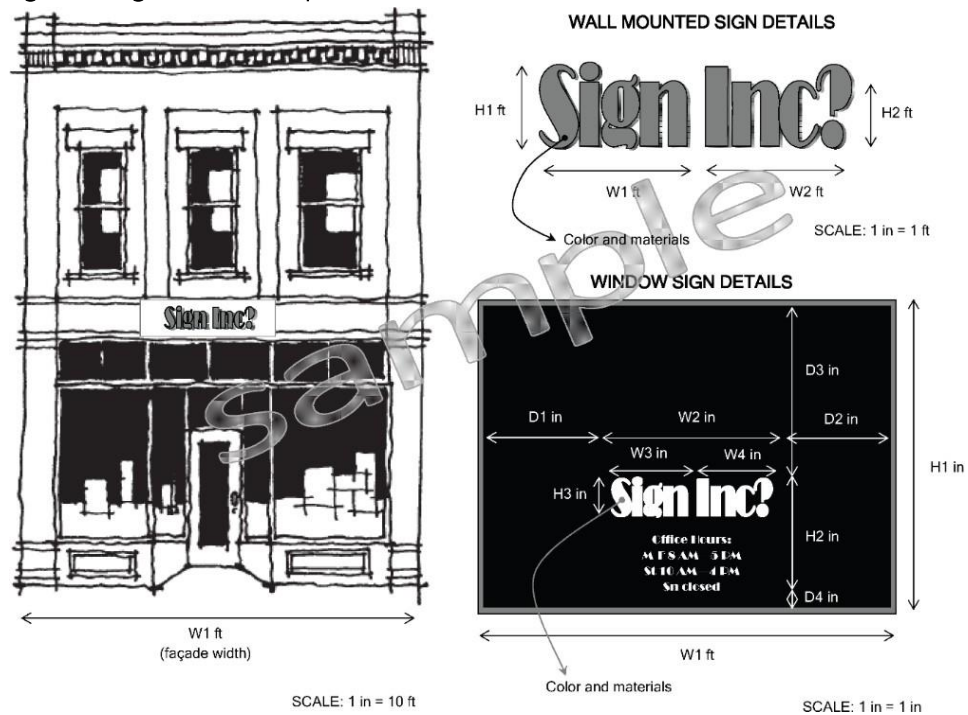
TRIM PAINT
BLACK MATTE



EXTERIOR
SIDING PAINT
CREAM MATTE



Figure 4, Sign detail example



DISCLAIMER: Please note that the drawing above is only for reference purposes on information and details that must be included on specifications and details and does not necessarily show compliance with applicable requirements of the UDC, Historic District Design Guidelines, or building codes.

Certificate of Appropriateness Scope of Work Form

Based on the applicability table found within UDC [Section 3.13.010.A. Certificate of Appropriateness Applicability](#), this Certificate of Appropriateness Scope of Work Form is intended to provide the information needed to constitute a complete application and is a required document for staff review as per the Certificate of Appropriateness Application Checklist. A request for a Certificate of Appropriateness requires review by staff, in accordance with [UDC Section 3.13](#). Incomplete applications will not be accepted. For assistance, please contact the Planner of the Day at (512) 930-3575 or historic@georgetowntexas.gov.

If the project includes ANY of the below listed scopes of work within this table, this form IS REQUIRED to be completed.	
Additions	Remodels/Alterations
Restorations	Demolition/Relocation
Fences	Signs

Demolition/Deconstruction

(applicable to any structure on the lot)

- Will the project require the removal or deconstruction of any existing exterior walls?
Yes ☐ No ☐
- Will the project require removal or deconstruction of exterior walls facing the street?
Yes ☐ No ☐
- Will the project require removal or replacement of existing exterior structural framing of the building?
Yes ☐ No ☐
- Will the project require changes or removal in the roof framing that will be visible from the street?
Yes ☐ No ☐
- Will any portion of the existing foundation require removal or replacement?
Yes ☐ No ☐
- Will the project require removal or deconstruction of an existing historic porch, patio, or deck?
Yes ☐ No ☐
- Will the footprint of the **existing structure** be changed/reduced (permanently or temporarily) to accomplish the proposed work?
Yes ☐ No ☐
- Will any building or portion of a building be relocated to a different location on or off of the subject property?
Yes ☐ No ☐

Reconstruction, Alterations, Changes

(applicable to any structure on the lot)

1. Will historic exterior siding material be removed and/or replaced?
Yes ☐ No ☐
2. Will historic windows and doors be removed and/or replaced?
Yes ☐ No ☐
3. Will historic porch features (columns, railings, piers, decking) be removed and/or replaced?
Yes ☐ No ☐
4. Will historic roof be altered/removed/replaced (change in material, shape, shingles, trusses, etc.)?
Yes ☐ No ☐
5. Will historic skirting be removed and/or replaced?
Yes ☐ No ☐
6. Will repair or changes to exterior steps, stairways, or ramps that are visible from the street take place?
Yes ☐ No ☐
7. Will any existing canopies or awnings be removed and/or replaced?
Yes ☐ No ☐
8. Is new exterior paint proposed to be removed from the structure without re-painting proposed?
Yes ☐ No ☐
9. Is new exterior paint proposed on a currently unpainted surface (may include exterior brickwork, masonry, historic siding, porch columns, piers, windows, doors, etc.)?
Yes ☐ No ☐

Restoration

(applicable to any structure on the lot)

1. Is any work being done to restore an architectural detail to its original historic condition (may include, but not limited to, original siding, windows, doors, porch railings, columns)?
Yes ☐ No ☐
2. Is any work being done to re-open or restore a porch, patio, or deck to its original historic condition?
Yes ☐ No ☐
3. Is any structural work being done to restore the historic structure to its original shape, orientation, size, or roof form?
Yes ☐ No ☐

Fences, Railings, or Walls

1. Will there be a new fence, railing, or wall constructed as part of the project?
Yes ☐ No ☐
2. Will the proposed fence, railing, or wall be replacing an existing fence with like material?
Yes ☐ No ☐
3. Will the proposed fence, railing, or wall be replacing an existing fence with like opacity?
Yes ☐ No ☐
4. Will the proposed fence, railing, or wall be replacing an existing fence with like height?
Yes ☐ No ☐

Signs

1. Does the subject property have an existing Master Sign Plan?
Yes ☐ No ☐
2. Will there be a change in content or configuration (re-facing) that do not involve changes in sign location, dimensions, lighting or total sign area?
Yes ☐ No ☐
3. Will there be an Open Sign, A-frame sign, or other moveable sign?
Yes ☐ No ☐

Please note: As a requirement of the application checklist, the applicant bears the responsibility of the determining/outlining the scope of work as well as the defining of the historic nature of the project as it relates to materials/features.

I hereby certify that the information provided above is true and correct to the best of my knowledge.

Signed*: _____ Date: _____

Print Name: _____

*If signed by an authorized agent on behalf of the property owner, the authorized signature must match the signature provided on the property owner's consent form.