



**AGENDA
PLANNING & ZONING COMMISSION MEETING
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Thursday, November 14, 2024
Regular Meeting at 6:00 PM



**Place 1 – Donnie Mahan
Place 2 – John Cosgrove
Place 3 – Ron May
Place 4 – Deirdre Moss**

**Place 5 – James Oliver, Vice Chair
Place 6 – Laura Lantrip, Chair
Place 7 – Scott Calame
Staff Liaison – Robin Griffin**

The meeting will also be live-streamed at the following link: <https://www.leandertx.gov/video>.

REGULAR MEETING

1. Call to Order.
2. Roll Call.
3. Swearing in of Planning & Zoning Commissioners Joseph Morales, Tara LeDay, Laura Lantrip, and Scott Calame.
4. Election of Chair.
 - a. Nomination for position of Chair.
 - b. Discussion of Nominees.
 - c. Election of Chair.
5. Election of Vice Chair.
 - a. Nomination for position of Vice Chair.
 - b. Discussion of Nominees.
 - c. Election of Vice Chair.
6. Director's report to the Planning & Zoning Commission on action taken by City Council on the November 7, 2024 meeting.
7. Review of meeting protocol.
8. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]

CONSENT AGENDA: ACTION

9. Approval of Subdivision Case FP-23-0055 regarding the replat of Lots 37, 38, and 39, Hidden Mesa Subdivision as Crystal Mesa Cove Two Final Plat on three parcels of land approximately 10.339 acres ± in size, more particularly described by Travis Central Appraisal District Parcels 354047, 354048, and 354050; and generally located to the southwest of the intersection of on the west of High Lonesome and CR 290, Leander, Travis County, Texas.
10. Approval of Plat Vacate Case FP-24-0163 regarding the vacation of Plat Vacate Case Cross Creek Phase 2 Partial Plat Vacate Final Plat on six (6) parcels of land approximately 5.8644 acres ± in size, more particularly described by Travis Central Appraisal District Parcels 467188, 467189, 467190, 459396, 459397, and 459398; generally located northeast of the intersection of Buck Run and Martha Ann Drive, Leander, Travis County, Texas.
11. Approval of the Subdivision and Site Development Application Forms pursuant to Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance; Leander, Williamson & Travis Counties, Texas.
12. Approval of the minutes for meeting held on October 24, 2024.
13. Approval of the designation of the Planning Coordinator as the Planning & Zoning Commission Secretary.

PUBLIC HEARING: ACTION

14. Conduct a Public Hearing and consider action regarding Zoning Case Z-23-0103 to amend the current zoning of TOD/PUD-CD (Transit Oriented Development/ Planned Unit Development – Conventional Development Sector) to adopt the Skotz Minor PUD (Planned Unit Development) with the base zoning district of GC-2-A (General Commercial) on one (1) parcel of land approximately 4.03 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R031255; and more commonly known as 9800 RM 2243, Leander, Williamson County, Texas.
 - Discuss and consider action regarding Zoning Case Z-23-0103 as described above.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Discussion
 - f. Consider Action
15. Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0118 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the High Gabriel Township PUD (Planned Unit Development) with the base zoning district of SFS-2-B (Single-Family Suburban) on two (2) parcels of land approximately 12.75 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R362129 and R032227; and generally located south of High Gabriel East, approximately 1,100 feet east of US 183, Leander, Williamson County, Texas.
 - Discuss and consider action regarding Zoning Case Z-24-0118 as described above.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Discussion
 - f. Consider Action
16. Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0123 to amend the Northline Planned Unit Development on several parcels of land approximately 115.7076 acres ± in size, out of the

William Mancil Survey, Abstract No. 437, the Talbot Chambers Survey, Abstract No. 125; and generally located south of East San Gabriel Parkway and approximately 200 feet east of US 183, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0123 as described above.

- a. Staff Presentation
- b. Applicant Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Discussion
- f. Consider Action

17. Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0148 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to SFS-2-B (Single-Family Suburban) on one (1) parcel of land approximately 15.416 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031560; and generally located north of the intersection of CR 177 and Valley View Drive, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0148 as described above.

- a. Staff Presentation
- b. Applicant Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Discussion
- f. Consider Action

18. Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0149 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to SFS-2-A (Single-Family Suburban) on one (1) parcel of land approximately 28.74 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R338811; and generally located southeast of the intersection of Mineral Drive and CR 175, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0149 as described above.

- a. Staff Presentation
- b. Applicant Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Discussion
- f. Consider Action

19. Conduct a Public Hearing and consider action regarding Ordinance Case OR-24-0023 to amend the Composite Zoning Ordinance to update requirements for site development, dry utilities, and to provide for related matters; Williamson & Travis Counties, Texas.

- Discuss and consider action regarding Ordinance Case OR-24-0023 as described above.

- a. Staff Presentation
- b. Open Public Hearing
- c. Close Public Hearing
- d. Discussion
- e. Consider Action

REGULAR AGENDA

20. Adjournment

CERTIFICATION

The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Planning and Zoning Commission of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 8th day of November 2024 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

Veronica Tovar, Secretary



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Approval of Subdivision Case FP-23-0055 regarding the replat of Lots 37, 38, and 39, Hidden Mesa Subdivision as Crystal Mesa Cove Two Final Plat on three parcels of land approximately 10.339 acres $\pm$ in size, more particularly described by Travis Central Appraisal District Parcels 354047, 354048, and 354050; and generally located to the southwest of the intersection of on the west of High Lonesome and CR 290, Leander, Travis County, Texas.

BACKGROUND:

This request is the final step in the subdivision process. Pursuant to Section 212.005 of the Texas Local Government Code, approval by municipality is required since the short form final plat satisfies the applicable regulations without requesting any variances.

The Commission conducted a public hearing and took action and approved this plat during the meeting of May 9, 2024. The applicant is requesting additional time in order to complete the construction of Crystal Mesa Phase 2 subdivision.

HISTORY/TIMELINE:

10/10/1972 – Original Plat
12/16/2021 – Zoning Approved
05/09/2024 – Final Plat Approved
11/09/2024 – Final Plat Approval Expires

APPLICANT/AGENT:

Walker Partners (Sean Friend) on behalf of Seth Robinson, CP 290 Holdings LLC. (Seth Robinson).

RECOMMENDATION:

This final plat includes eight (8) single-family lots, two (2) HOA landscape lots and one (1) HOA drainage lot. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following conditions.

1. All conditions listed in the Subdivision Ordinance Article II, Section 24 (f) (3) regarding the acceptance of the final improvements or the posting of fiscal assurance for the final improvements have been met.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. FP-23-0055 Att 1 Final Plat
2. FP-23-0055 Att 2 Location Map - Crystal Mesa 2

Crystal Mesa Cove Two
Final Plat

Resubdivision of Lots 37, 38 and 39, Hidden Mesa

LOTS 37, 38 AND 39, HIDDEN MESA, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 66, PAGE 27 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	FINAL PLAT SHEET
3	NOTES & SIGNATURES

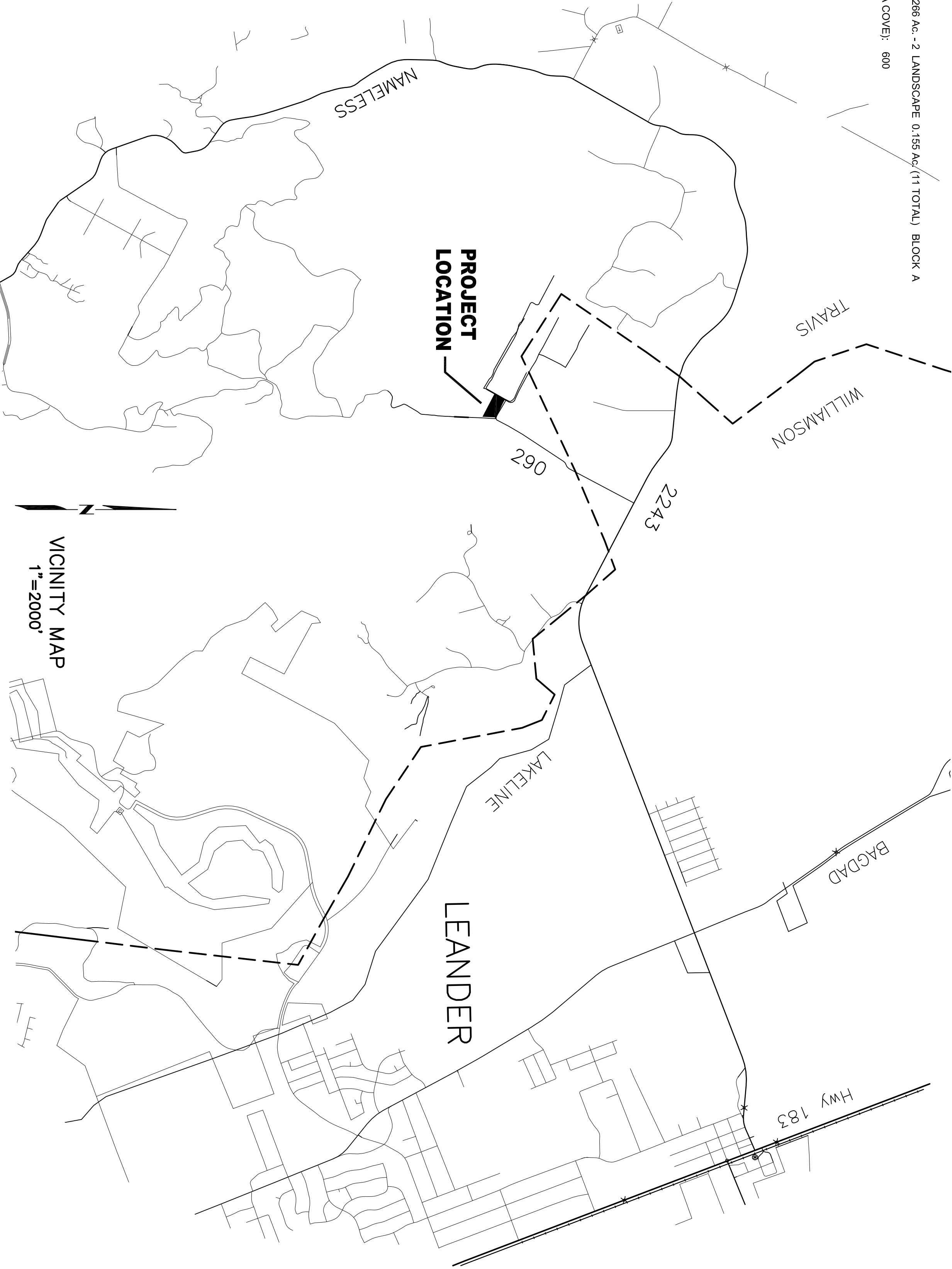
LEGAL DESCRIPTION:

CRYSTAL MESA COVE SUBDIVISION

LOT 37, 38 & 39, HIDDEN MESA, ACCORDING TO MAP OR PLAT THEREOF RECORDED IN VOLUME 66, PAGE 27 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

PROJECT INFORMATION:

ACREAGE: 10.339
LOTS: 8 (SFR) 8.801 Ac. - 1 Drainage 1.266 Ac. - 2 LANDSCAPE 0.155 Ac. (11 TOTAL) BLOCK A
ADDITIONAL RIGHT-OF-WAY 0.108 Ac.
L.F. OF NEW STREET (CRYSTAL MESA COVE): 600



OWNER:
CM 290 Holdings LLC
3550 Lakeline #170-1711
Leander, Texas 78641

ENGINEER:
Walker Partners
804 Los Cimos #150
Austin, Texas 78746
512.382.0021

SURVEYOR:
STEVE WOMACK
10703 SIERRA OAKS
AUSTIN, TEXAS 78759
PHONE: (512) 638-0220

FILING DATE: 3/28/23

Steven Warner Womack, RPLS, PLS, NCEES
National Council of Examiners for Engineering and Surveying #1928
Texas Registered Professional Land Surveyor #5025
North Carolina Professional Land Surveyor # L-5043
E-Mail: SWRPLS@gmail.com Phone/Text: (512) 638-0220

Crystal Mesa Cove Two
Resubdivision of Lots 37, 38 and 39, Hidden Mesa

TRAVIS COUNTY, TEXAS

SCALE: 1" =100' DATE: 01-19-23
FIELD BOOK:86
DRAWN BY: STAFF
FILE NAME: 21-083 REPLAT
APPROVED BY: STAFF
PROJECT NO: 21-083

OWNER:
CM 290 Holdings LLC
3550 Lakeline #170-1711
Leander, Texas 78641

ENGINEER:
Walker Partners
804 Las Cimas #150
Austin, Texas 78746
512.382.0021

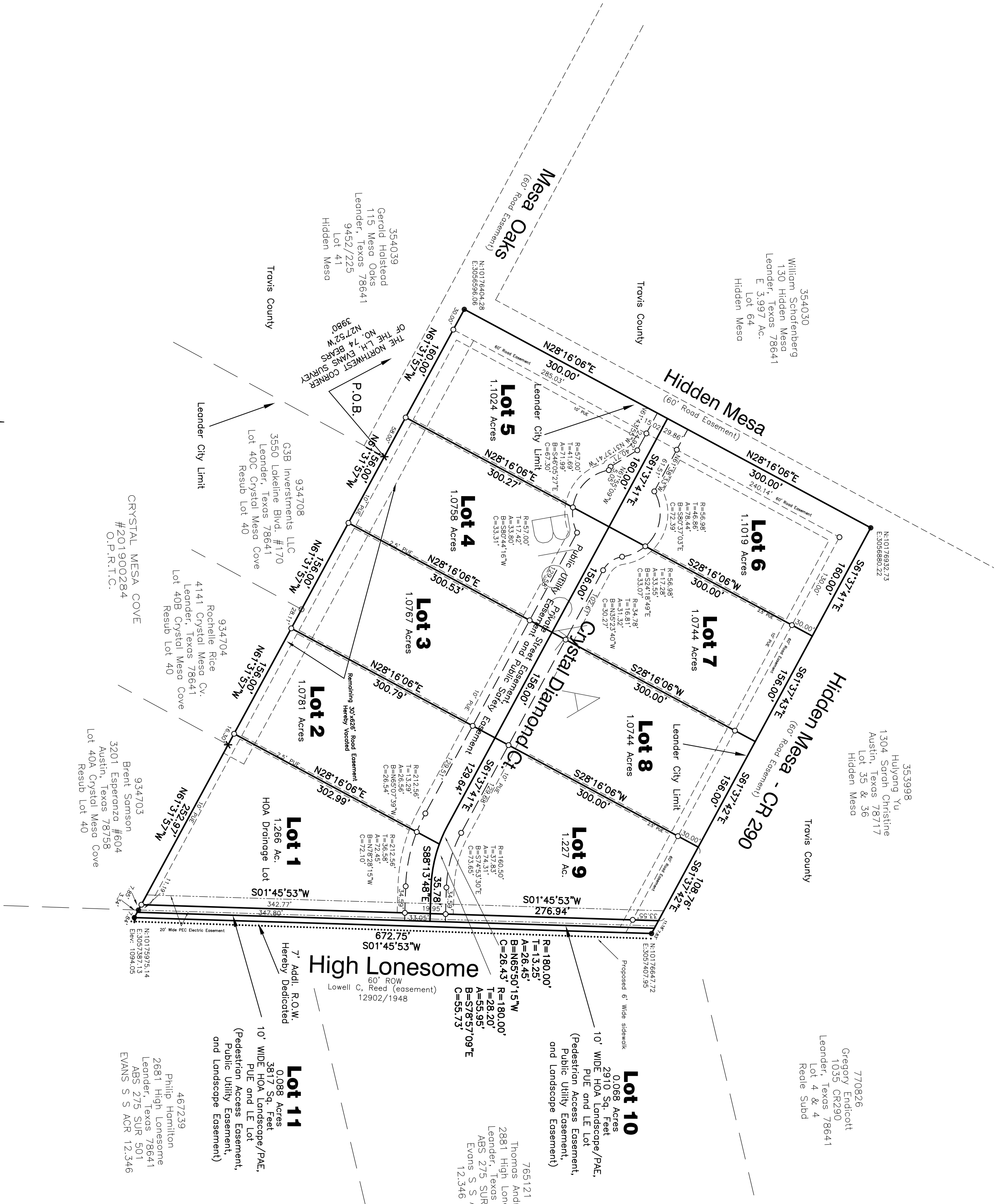
SURVEYOR:
STEVE WOMACK
10703 SIERRA OAKS
AUSTIN, TEXAS 78759
PHONE: (512) 638-0220

354030
William Schorfenberg
1301 Hidden Mesa
Leander, Texas 78641
E 3,997 Ac.
Lot 64
Hidden Mesa

353998
Huiyong Yu
1304 Sarah Christine
Austin, Texas 78717
Lot 35 & 36
Hidden Mesa

770826
Gregory Endicott
1035 CR290
Leander, Texas 78641
Lot 4 & 4
Reale Subd

Steven Warner Womack, RPLS, PLS, NCEES
National Council of Examiners for Engineering and Surveying #1928
Texas Registered Professional Land Surveyor #5025
North Carolina Professional Land Surveyor # L-5043
E-Mail: SWRPLS@Gmail.com Phone/Text: (512) 638-0220



LEGEND

- IRON ROD FOUND
 - IRON ROD SET
 - ▲ TRAVERSE NAIL SET
 - * COTTON SPINDLE SET
 - () RECORD BEARING, DISTANCE
 - PAE PEDESTRIAN ACCESS EASEMENT,
 - PUE PUBLIC UTILITY EASEMENT,
 - LE LANDSCAPE EASEMENT)
- TOPO/BEARING/COORDINATE BASIS
ELPSOID: WGS 1984/GRS 1980
PROJECTION: TEXAS CENTRAL NAD 83
GEOID MODEL: GEOID 12B



Crystal Mesa Cove Two

Resubdivision of Lots 37, 38 and 39, Hidden Mesa

TRAVIS COUNTY, TEXAS

SCALE: 1" =100' DATE: 01-19-23
FIELD BOOK:86
DRAWN BY: STAFF
FILE NAME: 21-083 REPLAT
APPROVED BY: STAFF
PROJECT NO: 21-083

SHEET
2
OF
3

STATE OF TEXAS
COUNTY OF TRAVIS
KNOW ALL MEN BY THESE PRESENTS:

That CM 290 HOLDINGS, a Limited Liability Corporation, as the owner of that certain 10.339 acre tract of land recorded Document No. 2022087635, of the Official Records of Williamson County, Texas does hereby certify that there are no lien holders and dedicates to the public forever use of all additional ROW, streets, alleys, easements, ports, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as CRYSTAL MESA COVE TWO, RESUBDIVISION OF LOT 37, 38 & 39, HIDDEN MESA subdivision.

CM 290 HOLDINGS LLC

Seth Robinson, Managing Partner
3550 LAKELINE BLVD, #170-1711
LEANDER, TEXAS 78641

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, Seth Robinson, as Managing Partner, of CM 290 Holdings, a Texas Limited Liability Corporation, on behalf of said CM 290 Holdings, a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the day of _____, 20____,
Notary Public—State of Texas

Printed Name:
My Commission Expires:

Permit Plat Note:

All property herein is subject to the Lower Colorado River Authority's Highland Lakes Watershed Ordinance. Written notification and/or permits are required prior to commencing any development activities. Contact LCRA Watershed Management at 1-800-776-5272, extension 2324 for more information.

Restrictive Covenant Plat Note:

Impervious cover on all property herein shall be limited in accordance with the Restrictive Covenant filed in the Real Property Records of _____ County. Document # _____). Impervious cover includes, but is not limited to pavement, rooftops, and other surfaces that reduce the infiltration of runoff into the soil. Homeowners may utilize stormwater credits to reduce effective impervious cover, as per the LCRA Highland Lakes Watershed Ordinance. Stormwater credits include porous pavement, rainwater harvesting, soil amendment, conservation landscaping, disconnection of rooftop runoff and natural area preservation.

Lower Colorado River Authority

Date

PRIVATE SUBDIVISION NOTES

1. Every deed within this subdivision shall contain notice that all roads within this subdivision are private. Travis County will never accept or maintain the roads unless they meet the county standards in effect on the date of acceptance.
2. The owner shall create a mandatory homeowners association that shall be responsible for the maintenance of the road within this subdivision. This homeowners association shall have assessment authority to insure the proper funding for maintenance, and membership in this association shall be mandatory for all lot owners.
3. The roads within this subdivision plat shall be maintained to such a standard which will allow emergency vehicles access for the roadway design speed in perpetuity by the homeowners association, and the homeowners association must contain a mechanism for assessing the Owners within the subdivision to produce adequate revenue for perpetual maintenance.
4. Every deed for property within this subdivision contain notice to the grantee that all roads are private, that the homeowners association shall be perpetually liable for maintenance, that the County will never accept them for maintenance, and that the quality of the roads must be maintained as to not offset access by public service agencies such as police, fire, and emergency medical services.
5. The County will not be responsible for providing enforcement of traffic control within this subdivision.
6. A perpetual public safety and public service easement is hereby dedicated for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation, any other public services and enforcing the city ordinances, and giving the City and its authorized officers and designees unimpeded ingress and egress over, across and through such streets, roadways, and rights-of-way for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation. The HOA shall maintain at all times with the City Secretary the current gate code or key for all gates regulating access to and from the subdivision.

Travis County On-Site Wastewater Program (OSSF) Plat Notes

1. No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site wastewater (septic) system that has been approved and licensed for operation by the Travis County On-Site Wastewater Program.
2. This subdivision is subject to all the terms and conditions of Chapter 44B, Travis County Code, Rules of Travis County, Texas for On-Site Sewage Facilities. These rules require, among other things, that a construction permit be obtained from Travis County before an on-site sewage facility can be constructed, altered, modified, or repaired in the subdivision and that a license to operate be obtained from Travis County before an on-site sewage facility can be operated in the subdivision.
3. Each residential lot in this subdivision is restricted to no more than one single family dwelling per acre.
4. These restrictions are enforceable by the Travis County On-Site Wastewater Program.

Brandon Couch, D. R. Program Manager,
On-site Wastewater, Travis County TNR

Date

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

That I, Steven Womack, am authorized under the laws of the State of Texas to practice the profession of land surveying and hereby state that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the laws of the State of Texas, and that all existing monuments of record as found on the Title Commitment (3/20/23) and the existing Certificate (1/25/23) referenced in the subdivision application have been shown or noted herein.

STEVEN W. WOMACK
REGISTERED PROFESSIONAL LAND SURVEYOR No. 5025

Date



That I, Sean Friend, am authorized under the laws of the State of Texas to practice the profession of engineering, and do hereby state that this plat conforms with the applicable ordinances of the City of Leander, Texas.

SEAN FRIEND
PROFESSIONAL ENGINEER #9671

Date

PERMETER FIELD NOTE DESCRIPTION

LOT 37, 38 & 39, HIDDEN MESA, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 66, PAGE 27 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

BEGINNING AT A COTTON SPINDLE AT THE NORTHEAST CORNER OF LOT 41, HIDDEN MESA, BEING ALSO ON THE CENTERLINE OF MESA OAKS, (60' ROAD EASEMENT) AT THE NORTHWEST CORNER OF CRYSTAL MESA COVE SUBDIVISION, FOR A POINT ON THE SOUTHERLY LINE OF THE HEREIN DESCRIBED TRACT;

THENCE N 61 DEG 31 MIN 57 SEC W 218.00 FEET TO AN IRON ROD AT THE INTERSECTION OF THE CENTERLINES OF SADD MESA OAKS AND HIDDEN MESA AT THE SOUTHWEST CORNER OF LOT 64, HIDDEN MESA, FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE N 28 DEG 16 MIN 06 SEC E 600.00 FEET TO AN IRON ROD SET AT THE SOUTHWEST CORNER OF LOT 35 & 36, HIDDEN MESA, BEING ALSO ON THE CENTERLINE OF HIDDEN MESA — CR290, FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE S 61 DEG 37 MIN 43 SEC E 599.78 FEET TO AN IRON ROD SET ON THE WESTERLY RIGHT-OF-WAY OF HIGH LONESOME (A 60' ROW EASEMENT RECORDED IN VOLUME 12902, PAGE 1948 TDR), FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE S 01 DEG 45 MIN 53 SEC W 672.75 FEET TO THE POINT OF BEGINNING.

TOPO/BEARING/COORDINATE BASIS
ELIPSOID: WGS 1984/GRS 1980
PROJECTION: TEXAS CENTRAL NAD 83
GEOID MODEL: GEOID 12B

STANDARD PLAT NOTES

General Plat Notes:

1. This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas.
2. No lot in this subdivision shall be occupied until connected to the City of Leander water distribution system.
3. Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision.
4. No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.
5. Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.
6. All easements on private property shall be maintained by the property owner or his or her assigns.
7. In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all private street easements and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines. Lots 10 & 11 are Pedestrian Access Easement, Public Utility Easement, and Landscape Easement.
8. No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # 48453C00951, EFFECTIVE DATE 1/22/20 for Williamson and Travis Counties.
9. Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance.
10. Sidewalks shall be installed on the subdivision side of High Lonesome. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on sole school routes shall be installed when the adjoining street is constructed. Sidewalks shall be 6 feet wide.
11. All new utility lines must be located underground.
12. No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.
13. The HOA will own and maintain the following lot(s): Lot 1 (drainage), Lots 10 & 11 Block A (landscape lots).
14. The HOA bylaws are recorded in the Official Public Records of Travis County, Texas under document number _____.
15. The homeowners association is required to mow and maintain landscaping in detention and water quality areas.
16. The homeowners association accepts and maintains drainage and water quality improvements contained in the detention and water quality areas.
17. If single family or two family residential lots are proposed to back or side up to an arterial or collector street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide (Lot 10 & 11, Block A): For every six hundred (600) square feet of area in the landscape lots, two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory lined (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g., Woodcrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lots are required to be maintained by a private association.
18. All properties on the downstream side of the roadway (Crystal Diamond Ct.) must accept and convey storm water runoff in sheet flow from the roadway.
19. The 30'x626' road easement (Mesa Oaks) is vacated with this plat.
20. This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on 12/20/2022.
21. Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.

Approved this the _____ day of _____, 20____, A.D. at a public meeting of the Planning and Zoning Commission of the City of Leander, Texas and authorized to be filed for record by the County Clerk of _____ County.

ATTEST:

Laura Lantip, Chairman
Planning and Zoning Commission
City of Leander, Texas

Ellen Coufal, Secretary
Planning and Zoning Commission
City of Leander, Texas

STATE OF TEXAS §
COUNTY OF TRAVIS §
KNOW ALL MEN BY THESE PRESENTS:

I, REBECCA GUERRERO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK _____ M., AND WAS DULY RECORDED ON THIS THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK _____ M. PLAT RECORDS OF SADD COUNTY AND STATE IN DOCUMENT NO. _____, WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SADD COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
REBECCA GUERRERO
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS

Steven Warner Womack, RPLS, PLS, NCEES
National Council of Examiners for Engineering and Surveying #1928
Texas Registered Professional Land Surveyor #5025
North Carolina Professional Land Surveyor # L-5043
E-Mail: SWRPLS@gmail.com Phone/Text: (512) 638-0220

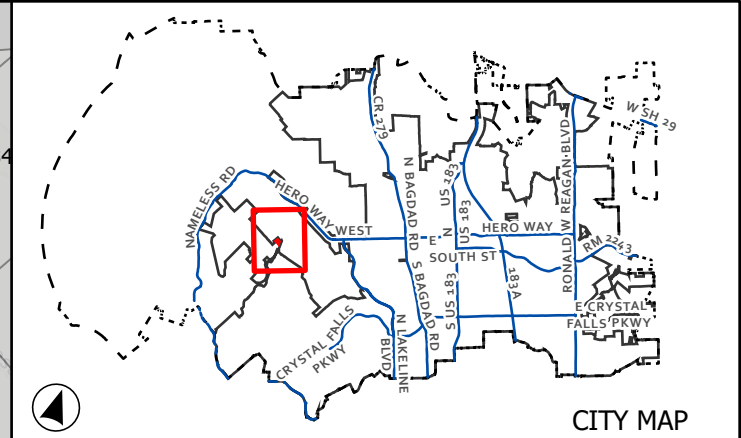
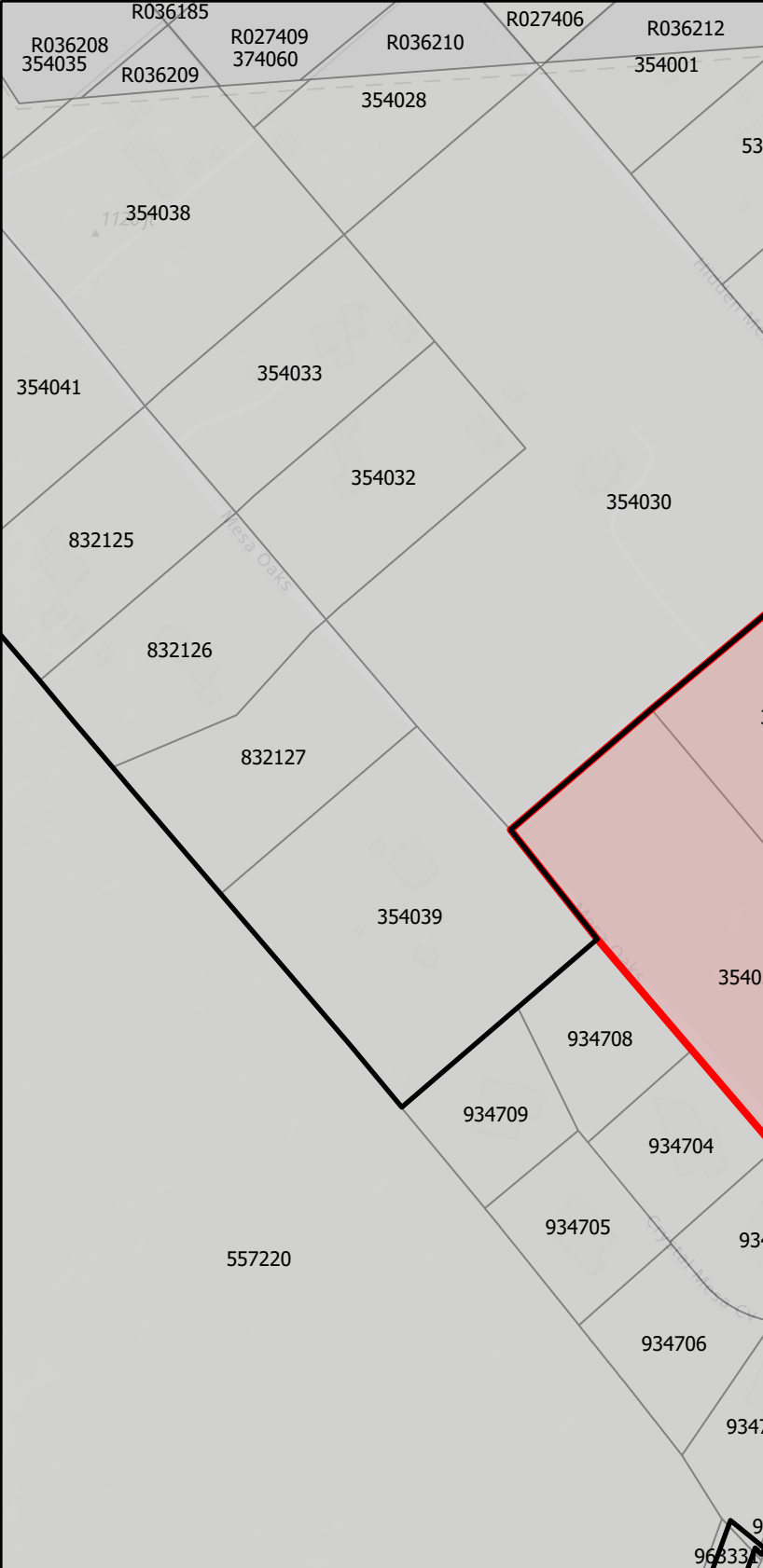
Crystal Mesa Cove Two

Resubdivision of Lots 37, 38 and 39, Hidden Mesa

TRAVIS COUNTY, TEXAS

SCALE: 1" =100' DATE: 01-19-23
FIELD BOOK: 86
DRAWN BY: STAFF
FILE NAME: 21-083 REPLAT
APPROVED BY: STAFF
PROJECT NO: 21-083

SHEET
3
OF 3



CASE: FP-23-0055 ATTACHMENT 2 CRYSTAL MESA 2

Location Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

0
130
260

Feet

- City Limits
- ETJ Boundary
- Subject Boundary

Page 10 of 349



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Approval of Plat Vacate Case FP-24-0163 regarding the vacation of Plat Vacate Case Cross Creek Phase 2 Partial Plat Vacate Final Plat on six (6) parcels of land approximately 5.8644 acres ± in size, more particularly described by Travis Central Appraisal District Parcels 467188, 467189, 467190, 459396, 459397, and 459398; generally located northeast of the intersection of Buck Run and Martha Ann Drive, Leander, Travis County, Texas.

BACKGROUND:

The purpose of this request is to vacate the remainder of the Cross Creek Phase 2 Final Plat. The original plat was approved on July 11, 1974. This subdivision was never constructed. There are no public roads built or utilities or installed in this area. This site is intended to be developed as an extension of the Travisso subdivision. On March 14, 2019, 138.65 acres of the initial subdivision were vacated. This request includes the remaining 5.8644 acres.

HISTORY/TIMELINE:

07/11/1794 – Original Plat approved

03/14/2019 – Partial vacate approved

APPLICANT/AGENT:

Pape-Dawson Consulting Engineers, LLC. (Aimee Chavez) on behalf of Travisso, Ltd. (Mark Berman).

RECOMMENDATION:

Staff recommends approval of this request.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. FP-24-0163 Att 1 Executed Plat Vacate - Cross Creek Phase 2
2. FP-24-0163 Att 2 Plat - Cross Creek Phase 2
3. FP-24-0163 Att 3 Location Map - Cross Creek Phase 3

**PARTIAL VACATION OF CROSS CREEK PHASE TWO
(REMAINING LOTS 5-10)**

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

WHEREAS, Travisso, LTD., a limited partnership ("Proprietor"), is the owner of all real property included in the Cross Creek Phase Two, a subdivision located in Travis County, Texas and within the corporate city limits of the City of Leander, Texas (the "City"), the plat of which is recorded as Document No. 417081, Official Public Records of Travis County, Texas, and Volume 69, Page 76, Plat Records of Travis County, Texas (the "Plat"); and

WHEREAS, Proprietor previously vacated a portion of this Plat, recorded in Document No. 2019089457, and now wishes to partially vacate the remainder of the Plat, being Lots 5-10, in accordance with the procedures set forth in Section 212.013 of the Texas Local Government Code.

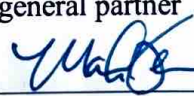
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, that the Proprietor does hereby declare that, subject to the approval of the City's Planning & Zoning Commission, Lots 5-10 of the Plat shall be vacated.

EXECUTED this 21st day of October, 2024.

PROPRIETOR:

TRAVISSO, LTD., a Texas Limited Partnership

By: TMC Travisso GP, LLC,
a Texas limited liability company,
its general partner

By: 

Mark Berman, Vice President
9601 Amberglen Blvd., Suite 200
Austin, Texas 78729
Williamson County

THE STATE OF TEXAS §
 §
COUNTY OF Williamson §

This instrument was acknowledged before me on the 21st day of October, 2024, by Mark Berman, Vice President of TMC Travisso GP, LLC, a Texas limited liability company, general partner of Travisso, Ltd., a Texas limited partnership, on behalf of said limited liability company and said limited partnership.




Notary Public – State of Texas

**LIEN HOLDER'S CONSENT
OF
PARTIAL VACATION OF SUBDIVISION PLAT
(CROSS CREEK PHASE TWO, LOTS 5 - 10)**

The undersigned, being the Bank Officer of Third Coast Bank a Texas State Bank, development lender and lien holder of Lots 5 through 10, of Cross Creek Phase Two, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Document No. 417081, of the Official Public Records of Travis County, Texas, and Volume 69, Page 76, Plat Records of Travis County, Texas, having examined a true and correct copy of the "Partial Vacation Of Cross Creek Phase Two" to be submitted to the City of Leander, Texas, by Mark Berman, Vice President, of TMC Travisso GP, LLC on behalf of Travisso, Ltd., owner of Lots 5 through 10, of said subdivision ("Cross Creek Phase Two"), does hereby approve and declare no objection to said request to convert Lots 5 through 10 to acreage as the same existed before such land was platted, subdivided and recorded.

EXECUTED this 28th day of October, 2024.

By: Tiffany Weber
Name: Tiffany Weber
Title: Bank Officer
Lending Entity: Third Coast Bank, a Texas state bank

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF Tarrant §

This instrument was acknowledged before me on the 28th day of October, 2024,
by Tiffany Weber, Bank officer of Third Coast Bank a Texas state bank
on behalf of said Bank.

SEAL



Leslie K Thompson
Notary Public - State of Texas

Leslie K Thompson
My Commission Expires
11/1/2025
Notary ID
4886460



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Approval of the Subdivision and Site Development Application Forms pursuant to Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance; Leander, Williamson & Travis Counties, Texas.

BACKGROUND:

Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance and Article II, Section 20 (f) of the Subdivision Ordinance requires that the Director of Planning presents Subdivision, Site Development, and Dry Utility Application Forms to the Planning & Zoning Commission for approval. This agenda item includes updates which include changes to the parkland dedication ordinance. This item is a housekeeping item and the applications are based on the current ordinance requirements.

HISTORY/TIMELINE:

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

Staff recommends approval of the applications.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. Concept Plan Submittal Packet 11.14.2024
2. Concept Plan & Preliminary Plat Submittal Packet 11.14.2024
3. Preliminary Plat Submittal Packet 06.13.2024
4. Construction Plans Submittal Packet 11.14.2024
5. Final Plat Submittal Packet 11.14.2024
6. Short Form Final Plat Submittal Packet 11.14.2024
7. Amended Plat Submittal Packet 11.14.2024

PROJECT NAME: _____

CONCEPT PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- The Concept Plan is the first step in the subdivision process that provides for the proposed land uses, major thoroughfares, general points of access, and traffic and utility information.
- The Concept Plan is required to include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed to ensure the orderly planning of streets, utilities, drainage, and other public facilities.
- The Concept Plan shall comply with the Comprehensive Plan. The zoning of the property is required to be approved prior to the submittal of the Concept Plan.
- A phasing plan is required to be reviewed concurrently with this application and approved prior to the approval of the Concept Plan for subdivisions that include more than 30 units or lots. This phasing plan is reviewed and approved by the City Council.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 17](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 15](#)).
- Action by the Planning & Zoning Commission and/or City Council is required if one of the following items apply:
 - A variance is requested;
 - A replat of residential property is proposed;
 - Significant and/or Heritage Tree(s) are proposed for removal and action by the governing body is required; and/or
 - The Director of Planning, for any reason, elects to present the application to the Commission and/or Council for action.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

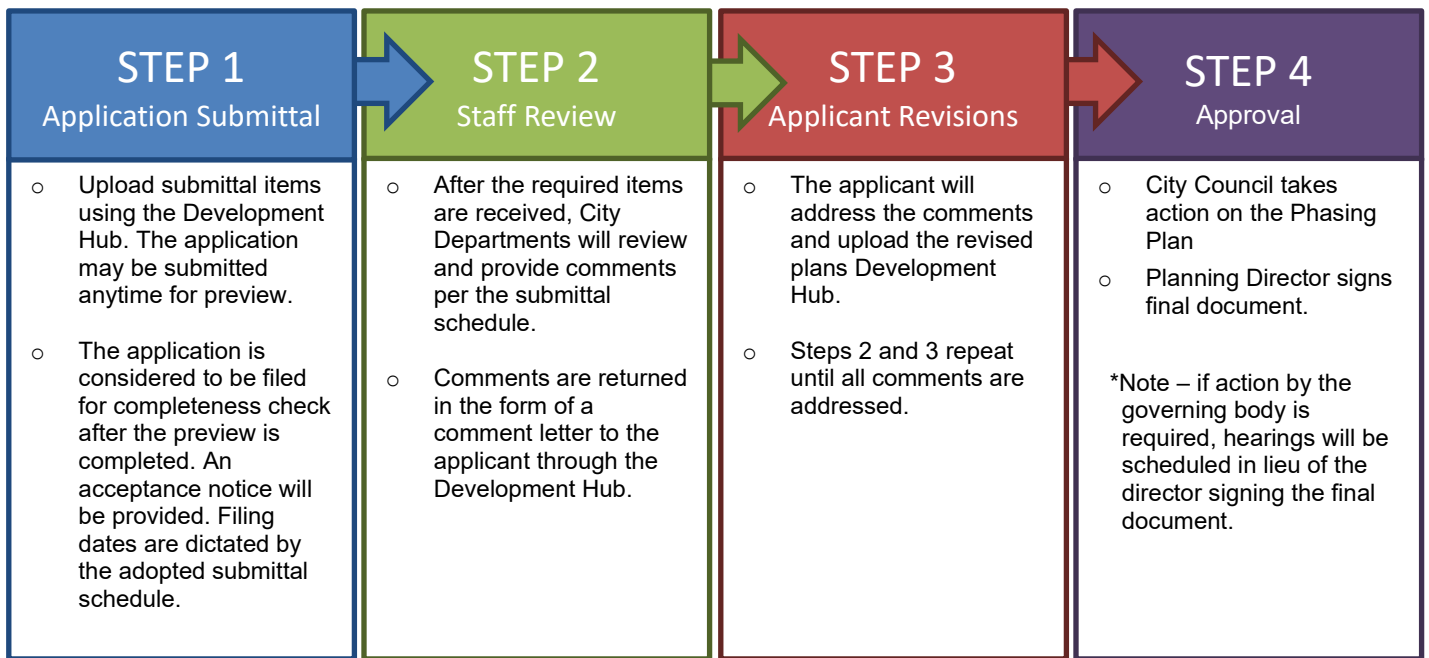
CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

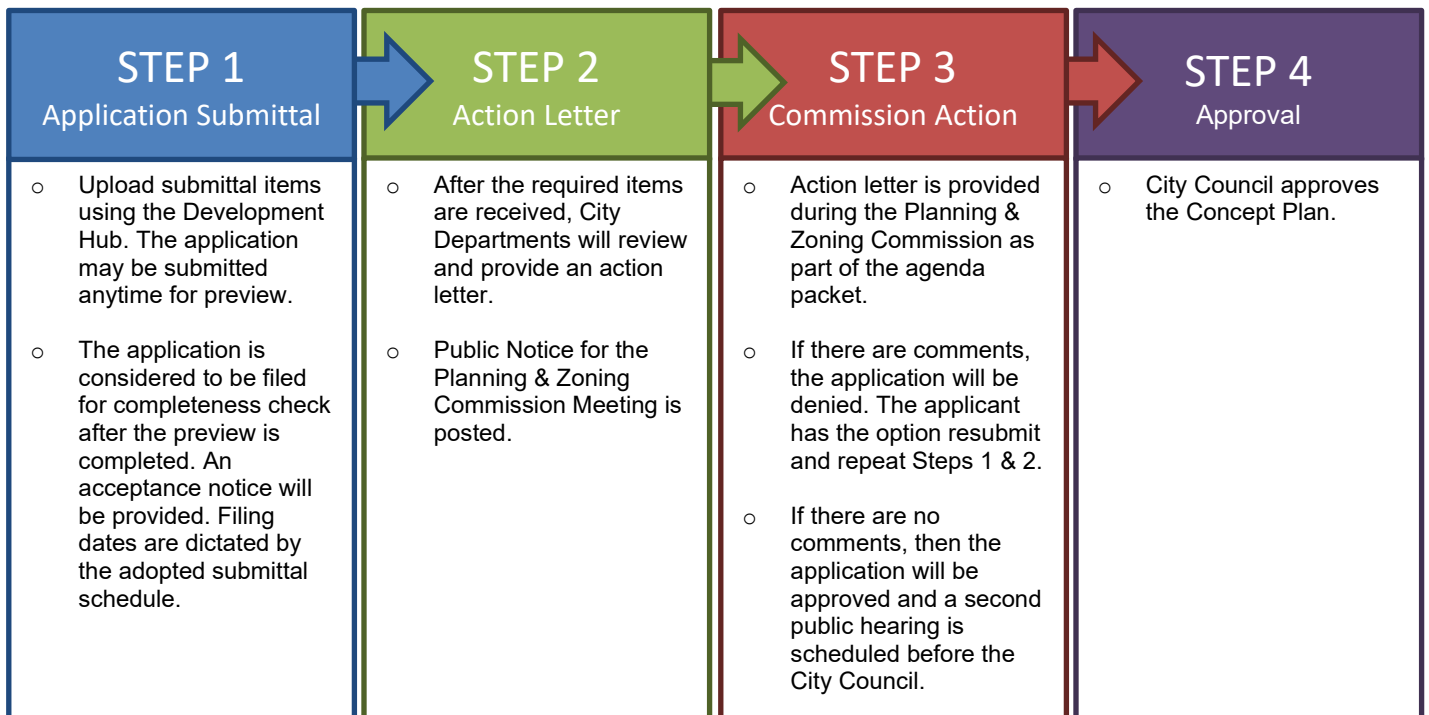
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS	PROVIDED	Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.
	☐	1. Completed and signed application & checklist with the owner's signatures.
	☐	2. Concept Plan Document (24"X36" in size).
	☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	4. Certified tax certificate.
	☐	5. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
	☐	6. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
	☐	7. Is a variance proposed? ☐ Yes ☐ No If yes, submit the application for concurrent review. Variances will require public hearings.
	☐	8. Planned Unit Development (PUD) information (if applicable) - Is this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____ - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No If yes, this application is required to be submitted concurrently with the PUD application. PUD name: _____
	☐	9. Traffic Study Screening Evaluation Form (page 17). The Traffic Level Study Guide can be found on page 15 .
	☐	10. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
	☐	11. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION – DUE AT SUBMITTAL

Filing Fee:	\$ 500.00
\$25 per lot or acre or portion thereof (whichever is greater):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

PUBLIC NOTIFICATION FEE** CALCULATION – DUE IF PUBLIC NOTICE

Owner Notification Fee – \$5.00 per owner notification (x 2 if the Standard Review Procedure is selected):	\$ _____
Notification Sign – \$30.00 per sign (1 sign at edge of the roadway frontage with signs no more than 300' apart along frontage):	\$ _____
TOTAL FEE \$	

** An invoice for public notification fees will be provided after the review of the request if a public hearing is required. All public notification fees shall be paid prior to scheduling the application for public hearings.

ADDITIONAL INFORMATION ABOUT FEES:

CONCURRENT REVIEWS:

- If this application is submitted concurrently with another application that requires public notice, only one public notice fee is required.

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the “Required Items” list on [page 4](#). Examples:
 - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
 1. Application 06.13.2022
 - The Concept Plan shall be identified as the CP and include the creation date in MM.DD.YYYY format:
 2. Project Name CP 06.13.2022
 - Corrections shall include the version number in the title:
 2. Project Name CP V2 06.13.2022

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the “Required Items for Submittal Package” list shall be included.
2. All plan sheets shall meet the format listed in the “General Section” on [page 9](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as “pending” or “noted” will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

CONCEPT PLAN REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows for staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 14](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

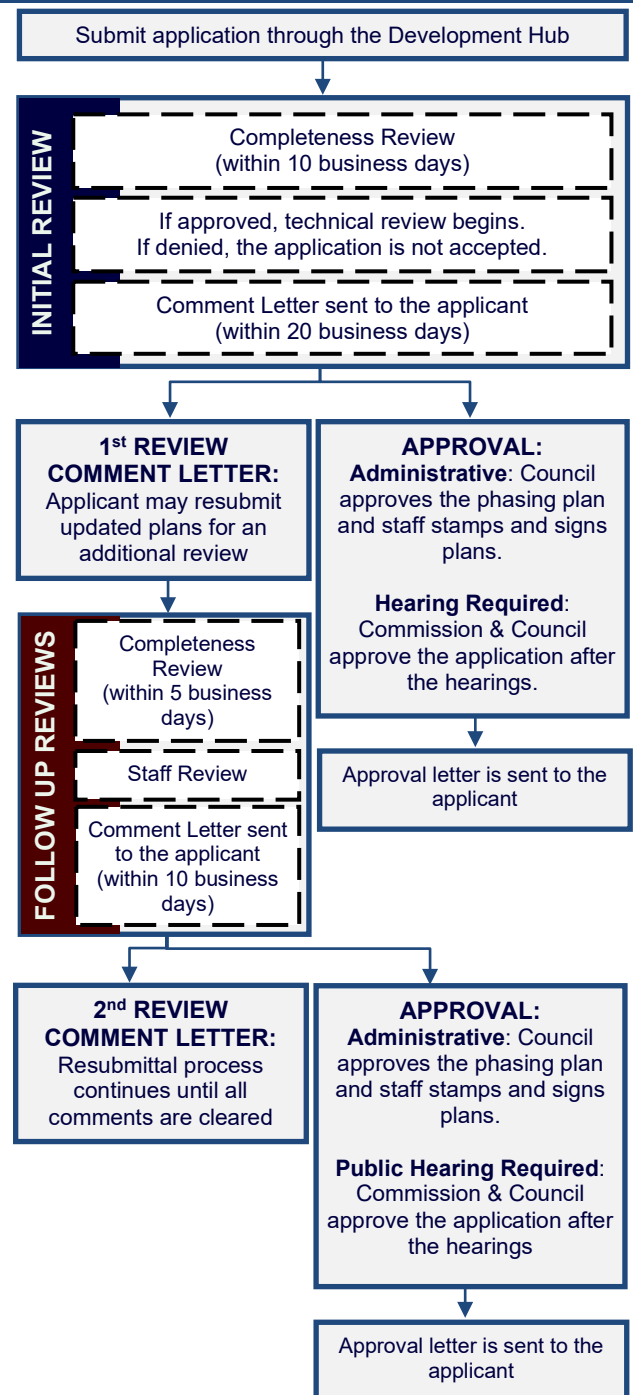
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 days of the filing date. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review. If the application is approved, proceed to Step 6 below.
5. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
6. Once all comments are cleared, action will be taking on the application:
 - a. Eligible for Administrative Approval: The phasing plan will be reviewed by Council. If approved by Council, the Planning Director will sign the plans. Once the plans are signed, an approval letter is sent to the applicant.
 - b. Hearing Required: If a public hearing is required, letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. The Commission and Council both review this request and take action. Once the Commission & Council approve the Concept Plan, an approval letter is sent to the applicant.



STANDARD REVIEW PROCEDURE

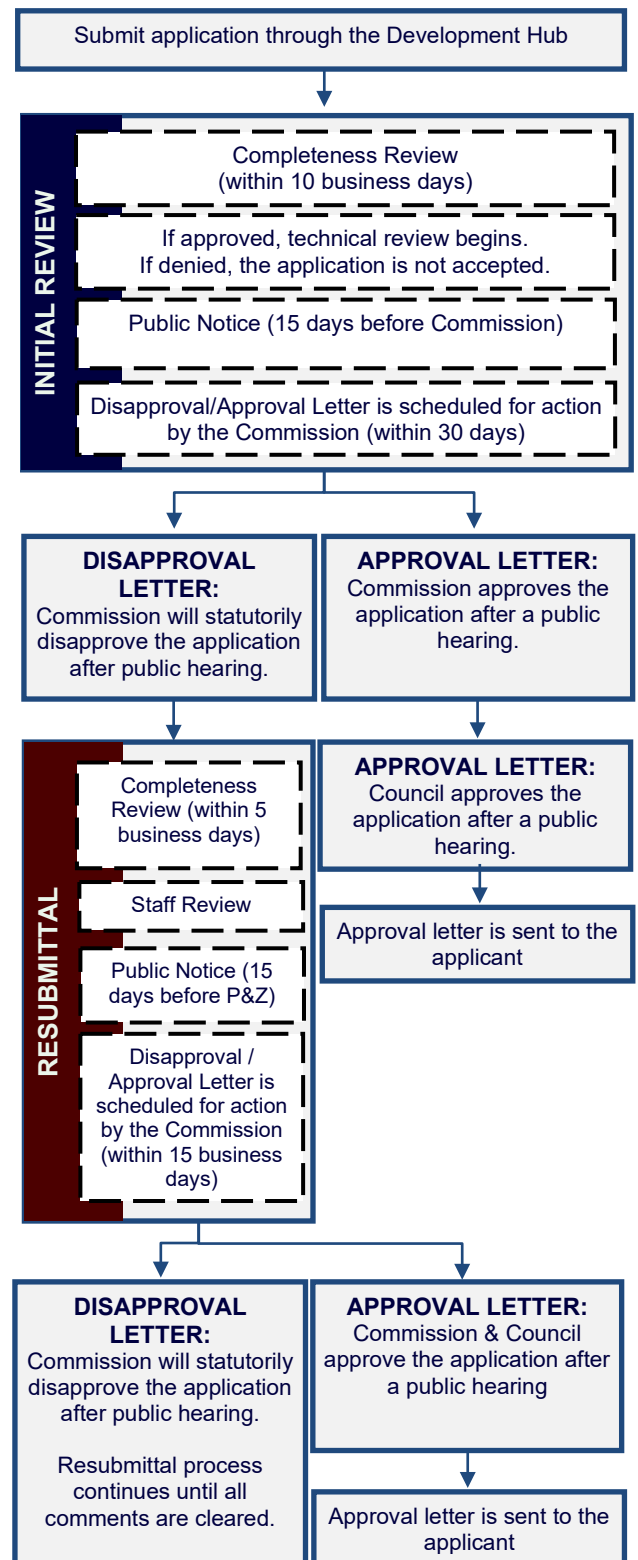
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
3. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet.
4. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Submittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within five (5) business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Public notification fees & mailing labels
 - e. Resubmittal fee (after the first resubmittal)

If the items above are not provided, the resubmittal will be NOT be accepted.

5. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
6. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet. If the Commission approves the Concept Plan, the Council will take final action.
7. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 4 and 5 above shall be repeated until all comments have been cleared.
8. Once the Commission approves the application, letters of notification will be mailed and signage posted for the Council Meeting.
9. If the Council approves the Concept Plan, an approval letter is sent to the applicant.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent. **Agent contact information will be shared as part of the public notice if a notice is required.**

(Check One):

____ I, the owner, will represent this application with the City of Leander.

____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

____ I, the owner, have selected the Standard Review Procedure.

____ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

CONCEPT PLAN CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

		Ordinance Reference
___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Concept Plan ☐ Phasing Plan ☐ Parks Plan	Art II, Sec 21 (d)(1) Chp 13 of the Code of Ordinance
___ 2.	Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 21 (c)(4)
___ 3.	All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 2 (d)(1)
___ 4.	A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application)	Art II, Sec 21 (d)(1)
___ 5.	All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 21 (d)(1)
___ 6.	FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 21 (d)(1)

SHEET 1 – COVER SHEET

		Ordinance Reference
___ 1.	Title block including the following in the top center of the page. Subdivision Name Concept Plan Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 21 (c)(2)
___ 2.	Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 21 (c)(1)
___ 3.	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 21 (d)(3)
___ 4.	Index on the right side of the sheet name and number.	Art II, Sec 21 (d)(1)
___ 5.	Table including the major categories of land use by acreage showing the compatibility of land use with the Comprehensive Plan.	Art II, Sec 21 (c)(7)
___ 6.	Example cover sheet: Subdivision Name Concept Plan Project Number Approval Signature Project Information Location Sketch Index 1 of 1	Art II, Sec 21 (d)(1)
___ 7.	Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision. Provide proposed densities for any residential development.	Art II, Sec 21 (d)(1)
___ 8.	Provide any recommendations from the approved TIA (if applicable)	Art II, Sec 21 (d)(1)
___ 9.	Include the following signature block in the upper left corner. APPROVED BY:	Art II, Sec 21 (d)(1)

Robin M. Griffin, AICP, Executive Director of Development Services

Date _____

If a residential phasing plan is required, please include the following note:

The Phasing Plan was approved by City Council on _____
Date

SHEET 2 – CONCEPT PLAN

	Ordinance Reference
___ 1. Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')	Art II, Sec 21 (b)
___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.	Art II, Sec 21 (c)(4)
___ 3. All owner's names, deed or plat references and property lines of property within two hundred (200) feet of the development boundaries, as determined by current tax rolls.	Art II, Sec 21 (c)(5)
___ 4. Topographic contours at ten (10) foot intervals or less.	Art II, Sec 21 (c)(6)
___ 5. Label the proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.	Art II, Sec 21 (c)(7)
___ 6. Identify the zoning of the property. Demonstrate compliance with the residential lot mix requirements listed below. These lot mix requirements shall apply to all new residential subdivisions except those served by on-site sewage treatment systems. For the purposes of this requirement, net acres shall mean the total acres of the subdivision minus the required parkland. ☐ Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement. ☐ Subdivisions greater than thirty (30) and less than ninety (90) net acres shall include at least two (2) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision. ☐ Subdivisions greater than ninety (90) net acres shall include at least three (3) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.	Art II, Sec 21 (a)(5)
___ 7. Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated: ___ a. number of LUE's required for each category of lots; and ___ b. the traffic volume to be generated by all proposed development other than single-family.	Art II, Sec 21(c)(8)
___ 8. Proposed and existing arterial and collector streets to serve the general area with ROW widths labeled. Does subdivision comply with the City of Leander Transportation Plan? (Y/N) If no, provide a letter of explanation. Adjacent boundary streets have adequate ROW.	Art II, Sec 21(c)(9)
___ 9. Location of sites for parks, schools and other public uses, and all areas of common ownership.	Art II, Sec 21 (c)(10)
___ 10. Significant drainage features and structures including any regulatory one hundred (100) year flood plains. If there is no one hundred (100) year flood plain on the property, a note on the plan indicating that there are no identified flood hazard areas in the planned area and cite the appropriate FEMA map as the reference.	Art II, Sec 21 (c)(11)
___ 11. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.	Art II, Sec 21 (c)(12)
___ 12. Approximate boundaries, development density and anticipated timing of proposed phases of development.	Art II, Sec 21 (c)(13)
___ 13. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards.	Art II, Sec 21 (c)(14)
___ 14. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses or is contiguous to the development's boundary.	Art II, Sec 21 (c)(15)
___ 15. A proposed phasing plan for the development of future sections.	Art II, Sec 21 (c)(16)
___ 16. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plan.	Art III, Sec 45 (b)(2)(i)
___ 17. Arrows demonstrating access to adjacent properties.	Art III, Sec 42 (b)(2)(ii)
___ 18. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, etc.	Art II, Sec 21 (c)(9)

SHEET 3 – PHASING PLAN

	Ordinance Reference
___ 1. A Phasing Plan is required for subdivision that include more than 30 lots or units. This plan shall demonstrate the phase boundaries of the subdivision.	Art II, Sec 20 (d)(ii)

- ___ 2. The Phasing Plan shall contain timeframes in compliance with the term of the Concept Plan.
- ___ 3. Phases shall be provided in sequential order and include all proposed subsections. Phases shall not create remnant tracts less than five acres in size.
- ___ 4. Each phase shall illustrate the property to be included in each phase and the number of LUEs per phase. Phases shall include all required infrastructure and drainage facilities to support the phase without the development of the entire subdivision, and infrastructure for each phase shall fully serve each phase.

Art 13.12 of the Code of Ordinances
Art 13.12 of the Code of Ordinances
Art 13.12 of the Code of Ordinances

SHEET 3 – PARKS PLAN

Ordinance Reference

- ___ 1. A Parks Plan is required for all developments that include residential uses. The Parks Plan sheet shall include the following items:
 - ☐ Location of parkland including for proposed private parkland and public parkland. Please refer to the Leander Parks, Public Spaces, & Recreation Comprehensive Plan to identify any required improvements.
 - ☐ Location of all required public trails as shown in the Leander Parks, Public Spaces, & Recreation Comprehensive Plan and Transportation Master Plan.
 - ☐ Parks Plan Matrix including the total number of units, required amount of parkland dedication, proposed amount of parkland dedication, calculation of park improvements, and a phasing plan.
- ___ 2. Parkland is calculated as 7.5 acres per each 100 dwelling units. A payment of fee in lieu of parkland is an option at a rate of \$1,676.60 for Williamson County or \$2,355.13 for Travis County
- ___ 3. Park Improvements shall provide up to 50% for the development of amenities and improvements on dedicated land to meet the standards for a neighborhood park. The remaining 50% shall be placed
- ___ 4. Standards for Dedication of Parkland
 - ☐ Land dedication shall be a single lot based on the unit calculation unless otherwise approved by the City.
 - ☐ Public access to parkland shall be provided at least 25% of the perimeter boundary of the park with street frontage or as determined by the City.
 - ☐ Parkland shall not be encumbered by overhead utilities or easements, no more than 2 sides of the park may be adjacent to sides or rears of homes, and must have a visible and attractive means of ingress and egress.
 - ☐ Land dedication of trail corridors identified on the Leander Parks, Public Spaces, & Recreation Comprehensive Plan and Transportation Master Plan. Developers are responsible for preserving the natural character of the trail corridor and dedication the required right-of-way.
 - ☐ Land within the 100 year floodplain and land that has a greater than 15% slope may constitute, in total, not more than 33% of land dedication requirement.
 - ☐ Drainage ditches, detention ponds, power line easements, and similar sites shall not be accepted for parkland dedication, unless 75% of more of the active and usable area is designed for recreational use and the Parks Department finds that the land has exceptional recreational value that that warrants acceptance as parkland.

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ Concept Plan (24" X 36") pdf
- ☐ A comment response letter indicating how the staff comments were addressed.

FINAL APPROVAL

After the review is complete and staff has cleared all comments, staff will take the next steps in the approval process. If the application is eligible for administrative approval, the phasing plan will be scheduled for review by the City Council. If the application requires a hearing, staff will initiate the hearing process. If a public hearing is required, the Planning & Zoning Commission is the recommending body and will make a recommendation to the City Council. The City Council will take final action on the approval of the Concept Plan.

The following items are required to be submitted through the Development Hub to start the approval process.

- ☐ Concept Plan (24" X 36") pdf
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05. CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

§

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:							
Name:		Project Number(s):							
Location:									
Applicant/Agent/Project Developer		Traffic Study Preparer							
Name:		Name:							
Phone:		Phone:							
Email:		Email:							
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:					
		☐ NO		Project Number(s):					
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips			
				AM (in/out)	PM (in/out)				
Existing									
Total									
Proposed									
Total									
Total New Trips (increase/decrease from exist.) →									
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study		Level 4 Traffic Study	
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips		≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres	
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4			
	Printed Name:				Comments:				
	Signature:								
	Date:								

January 2024 v.1.1

PROJECT NAME: _____

CONCEPT PLAN & PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- The Concept Plan is the first step in the subdivision process that provides for the proposed land uses, major thoroughfares, general points of access, and traffic and utility information. The Concept Plan is required to include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed to ensure the orderly planning of streets, utilities, drainage, and other public facilities.
- The Preliminary Plat is the second step in the subdivision process that provides for the proposed lots, street layout, utility layout, parks plan, and drainage.
- The Concept Plan and Preliminary Plat may be combined into one submittal package when the subdivision meets the following criteria. If this option is selected, please use the Concept Plan & Preliminary Plat Application & Checklist.
 - No new road networks are proposed
 - The subdivision includes no more than 15 lots
 - The subdivision includes less than 30 acres
 - Alternative Review Procedure is selected
- A phasing plan is required to be reviewed concurrently with this application and approved prior to the approval of the Concept Plan and Preliminary Plat for subdivisions that include more than 30 units or lots. This phasing plan is reviewed and approved by the City Council.
- The Preliminary Plat may include either the entire subdivision as shown in the concept plan or an individual phase. Phases are not allowed to be reviewed concurrently unless they are part of a submittal that includes the entire subdivision.
- The Concept Plan and Preliminary Plat shall comply with the Comprehensive Plan. The zoning of the property is required to be approved prior to the submittal of the Concept Plan and Preliminary Plat.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 20](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 18](#)).
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD
- Action by the Planning & Zoning Commission and/or City Council is required if one of the following items apply:
 - A variance is requested;
 - A replat of residential property is proposed;
 - Significant and/or Heritage Tree(s) are proposed for removal and action by the governing body is required; and/or
 - The Director of Planning, for any reason, elects to present the application to the Commission and/or Council for action.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

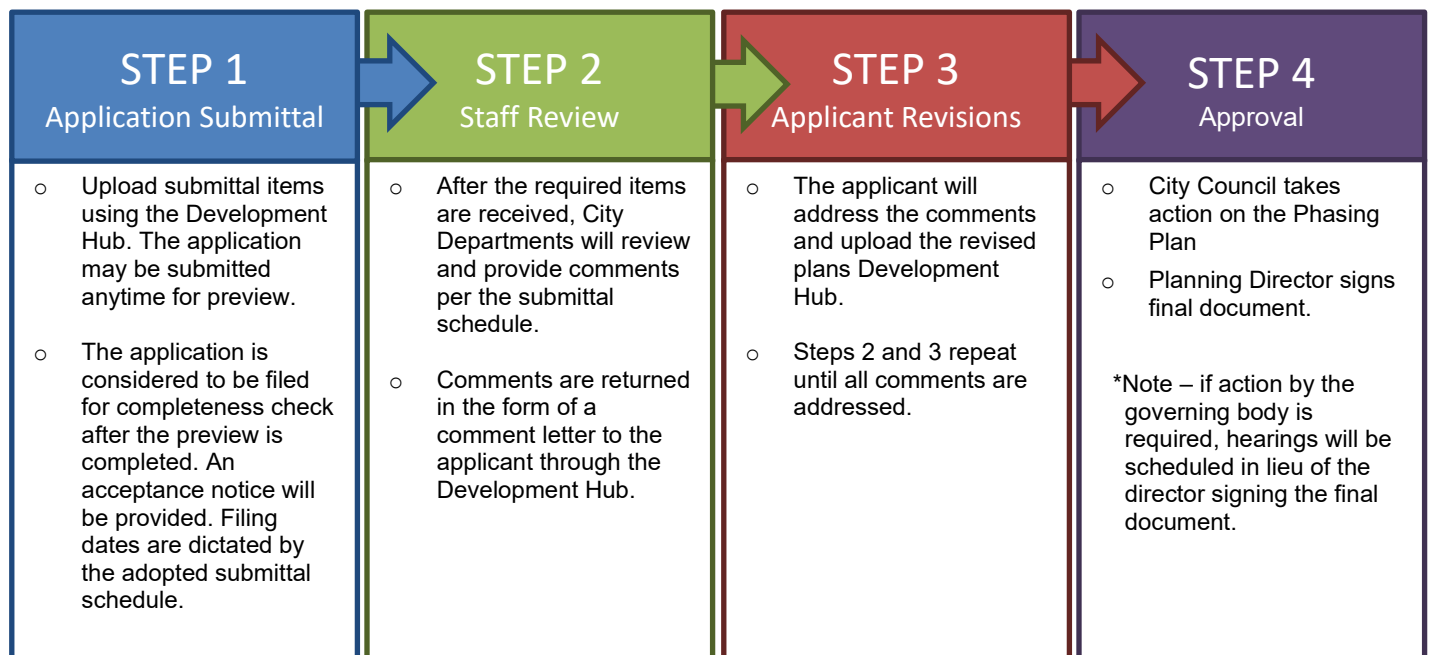
CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Contact both Travis and Williamson Counties to verify the proposed street names. Provide documentation confirm that they names are approved and reserved. Street names may not be duplicated in either database.
 - <http://www.wilco.org/CountyDepartments/GIS/Addressing/tabid/203/language/en-US/Default.aspx> links to the Williamson County Address Search Page (Please check current names and all reserved street names for all jurisdictions).
 - <https://data.austintexas.gov/Public-Safety/911-Addressing-Street-Name-Master-List/kumu-nbtd> links to the City of Austin 911 Addressing Street Name Master List
 - Compliance with geometry and other considerations incorporate portions of the Austin and Travis County Street Name Standards are available at http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

REQUIRED ITEMS

PROVIDED

Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Concept Plan & Preliminary Plat Document (24"X36" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Annexation petition and letter requesting water and wastewater service (if applicable).
- ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
- ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing agreement, provide the name: _____.
- ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA (if applicable).
- ☐ 12. Drainage Study and any associated studies or models needed for review.
- ☐ 13. County short ID # of subject property: _____
- ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 15. Is a variance proposed? ☐ Yes ☐ No
If yes, submit the application for concurrent review. Variances will require public hearings.
- ☐ 16. Planned Unit Development (PUD) information (if applicable)
 - Is this plan subject to a PUD? ☐ Yes ☐ No
If yes, provide the name: _____
 - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No
If yes, this application is required to be submitted concurrently with the PUD application.
PUD name: _____
- ☐ 17. Traffic Study Screening Evaluation Form ([page 20](#)) The Traffic Level Study Guide can be found on [page 18](#).
- ☐ 18. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 19. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION – DUE AT SUBMITTAL

CONCEPT PLAN FEES	
Filing Fee:	\$ 500.00
\$25 per lot or acre or portion thereof (whichever is greater):	\$ _____
PRELIMINARY PLAT FEES	
Filing Fee:	\$ 2,000.00
\$50 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (\$125 per section or phase):	\$ _____
System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE)	\$ _____
OTHER FEES	
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

PUBLIC NOTIFICATION FEE** CALCULATION – DUE IF PUBLIC NOTICE IS REQUIRED

Owner Notification Fee – \$5.00 per owner notification (x 2 if the Standard Review Procedure is selected):	\$ _____
Notification Sign – \$30.00 per sign (1 sign at edge of the roadway frontage with signs no more than 300' apart along frontage):	\$ _____
TOTAL FEE \$	

** An invoice for public notification fees will be provided after the review of the request if a public hearing is required. All public notification fees shall be paid prior to scheduling the application for public hearing.

ADDITIONAL INFORMATION ABOUT FEES:

CONCURRENT REVIEWS:

- If this application is submitted concurrently with another application that requires public notice, only one public notice fee is required.

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the “Required Items for Submittal Package” list shall be included.
2. All sheets shall meet the format listed in the “General Section” below on [page 8](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as “pending” or “noted” will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

CONCEPT PLAN & PRELIMINARY PLAT REVIEW PROCESS

The Alternative Review Procedure is required if concurrent reviews are proposed.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

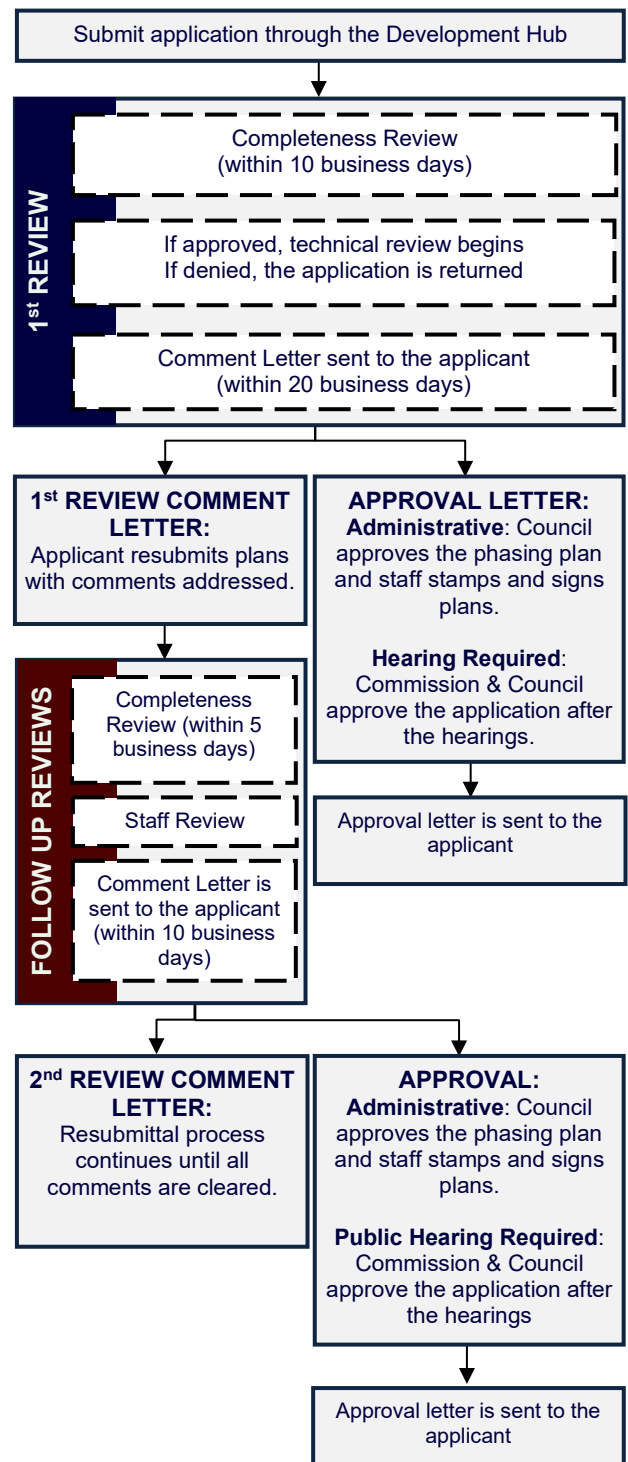
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Plans
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 days of the filing date. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review. If the application is approved, proceed to Step 6 below.
5. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
6. Once all comments are cleared, action will be taking on the application:
 - a. Eligible for Administrative Approval: The phasing plan will be reviewed by Council. If approved by Council, the Planning Director will sign the plans. Once the plans are signed, an approval letter is sent to the applicant.
 - b. Hearing Required: If a public hearing is required, letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. The Commission and Council both review this request and take action. Once the Commission & Council approve the Concept Plan, an approval letter is sent to the applicant.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent. **Agent contact information will be shared as part of the public notice if a notice is required.**

(Check One):

☐ I, the owner, will represent this application with the City of Leander.

☐ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

Before me, _____, on this day personally appeared _____, §

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

CONCEPT PLAN & PRELIMINARY PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Phasing Plan for the entire subdivision ☐ Concept Plan ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Overall ☐ Drainage Plan ☐ Water Plan ☐ Wastewater Plan ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application)	Art II, Sec 21 (d)(1)
___ 5. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 6. FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 22 (d)(1)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan. <i>Subdivision Name</i> Concept Plan & Preliminary Plat Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 22 (c)(1)(ii)
___ 2. Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)
___ 5. Table including the major categories of land use by acreage showing the compatibility of land use with the Comprehensive Plan.	Art II, Sec 21 (c)(7)
___ 6. Include the following signature block in the upper left corner. APPROVED BY: _____ Robin M. Griffin, AICP, Executive Director of Development Services _____ Date If a residential phasing plan is required, please include the following note: The Phasing Plan was approved by City Council on _____ Date	Art II, Sec 21 (d)(1)

___ 7. Example cover sheet:

Subdivision Name		
Concept Plan		
Project Number		
Approval Signature	Location Sketch	Index
Project Information		
1 of 1		

Art II, Sec 22
(c)(3)

___ 8. A certification block signed and sealed by the project engineer.

Art II, Sec 22
(c)(1)(vi)

___ 9. Provide any recommendations from the approved TIA (if applicable)

Art II, Sec 22
(c)(3)

___ 10. Include the draft plat notes

General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. *(inside City only)*
- ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. *(ETJ only)*
- ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.
- ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. *(inside City only)*
- ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.
- ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.
- ☐ All easements on private property shall be maintained by the property owner or his or her assigns.
- ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.
- ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.
- ☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. *(for plats inside City only)*
- ☐ Sidewalks shall be installed on both sides of *[insert street name(s)]* and the subdivision side of *[insert street name(s)]*. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.
- ☐ All utility lines must be located underground.
- ☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)
- ☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46
(b)

Art III, Sec 46
(b)

Art II, Sec 24
(c)(6)(vi)

Code of
Ordinances Art
3.10

Art II, Sec 24
(c)(6)(vii)

Art II, Sec 24
(c)(6)(vii)

Art III, Sec 47

Art II, Sec 24
(a) (2)

Art II, Sec 20
(j)

___ 11. Non-Residential & Multi-Family Plat Notes:

- ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.
- ☐ Traffic Impact Analysis Note (if applicable):
 - ☐ Include items required by the TIA as a plat note.

Art III, Sec 42
(h)

Code of
Ordinances
10.03.003

___ 12. Single-Family & Two Family Plat Notes:

- ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the

Transportation
Criteria Manual

ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.

- ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____
- ☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.
- ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.
- ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.
- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

5.3.1 J

Art IV, Sec
61(d)
Art IV, Sec
61(d)

Art III, Sec 41
(a)

Art III, Sec 41
(a)

Composite
Zoning
Ordinance

Art VI, Sec 8

A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)

For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty-five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.

SHEET 2 – PHASING PLAN

Ordinance
Reference

- ___ 1. A Phasing Plan is required for subdivision that include more than 30 lots or units. This plan shall demonstrate the phase boundaries of the subdivision.
- ___ 2. The Phasing Plan shall contain timeframes in compliance with the term of the concept plan.
- ___ 3. Phases shall be provided in sequential order and include all proposed subsections. Phases shall not create remnant tracts less than five acres in size.
- ___ 4. Each phase shall illustrate the property to be included in each phase and the number of LUEs per phase. Phases shall include all required infrastructure and drainage facilities to support the phase without the development of the entire subdivision, and infrastructure for each phase shall fully serve each phase.
- ___ 5. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.

Art II, Sec 20
(d)(ii)

Art 13.12 of
the Code of
Ordinances
Art 13.12 of
the Code of
Ordinances

Art 13.12 of
the Code of
Ordinances

Art 13.12 of
the code of
ordinances

SHEET 3 – CONCEPT PLAN

Ordinance
Reference

- ___ 1. Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')
- ___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.
- ___ 3. All owner's names, deed or plat references and property lines of property within two hundred (200) feet of the development boundaries, as determined by current tax rolls.
- ___ 4. Topographic contours at ten (10) foot intervals or less.
- ___ 5. Label the proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.
- ___ 6. Identify the zoning of the property. Demonstrate compliance with the residential lot mix requirements listed below. These lot mix requirements shall apply to all new residential subdivisions except those served by on-site sewage treatment systems. For the purposes of this requirement, net acres shall mean the total acres of the subdivision minus the required parkland.
 - i. Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement.
 - ii. Subdivisions greater than thirty (30) and less than ninety (90) net acres shall include at least two (2) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.

Art II, Sec 21
(b)

Art II, Sec 21
(c)(4)

Art II, Sec 21
(c)(5)

Art II, Sec 21
(c)(6)

Art II, Sec 21
(c)(7)

Art II, Sec 21
(a)(5)

iii. Subdivisions greater than ninety (90) net acres shall include at least three (3) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.	
___ 7. Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated: ___ a. number of LUE's required for each category of lots; and ___ b. the traffic volume to be generated by all proposed development other than single-family.	Art II, Sec 21(c)(8)
___ 8. Proposed and existing arterial and collector streets to serve the general area with ROW widths labeled. Does subdivision comply with the City of Leander Transportation Plan? (Y/N) If no, provide a letter of explanation. Adjacent boundary streets have adequate ROW.	Art II, Sec 21(c)(9)
___ 9. Location of sites for parks, schools and other public uses, and all areas of common ownership.	Art II, Sec 21(c)(10)
___ 10. Significant drainage features and structures including any regulatory one hundred (100) year flood plains. If there is no one hundred (100) year flood plain on the property, a note on the plan indicating that there are no identified flood hazard areas in the planned area and cite the appropriate FEMA map as the reference.	Art II, Sec 21(c)(11)
___ 11. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.	Art II, Sec 21(c)(12)
___ 12. Approximate boundaries, development density and anticipated timing of proposed phases of development.	Art II, Sec 21(c)(13)
___ 13. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards.	Art II, Sec 21(c)(14)
___ 14. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses or is contiguous to the development's boundary.	Art II, Sec 21(c)(15)
___ 15. A proposed phasing plan for the development of future sections.	Art II, Sec 21(c)(16)
___ 16. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plan.	Art III, Sec 45(b)(2)(i)
___ 17. Arrows demonstrating access to adjacent properties.	Art III, Sec 42(b)(2)(ii)
___ 18. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, etc.	Art II, Sec 21(c)(9)

SHEET 4 – EXISTING CONDITIONS

	Ordinance Reference
___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Art II, Sec 22(c)(2)(i)
___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.	Art II, Sec 22(c)(2)(ii)
___ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown. Provide all assumptions including drainage reports, models, spreadsheets, and other required elements.	Art II, Sec 22(c)(2)(iii)
___ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.	Art II, Sec 22(c)(2)(iv)
___ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10% and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.	Art II, Sec 22(c)(2)(v)
___ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.	Art II, Sec 22(c)(2)(vi)
___ 7. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.	Art II, Sec 22(c)(2)(vii)
___ 8. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.	Art II, Sec 22(c)(2)(vii)
___ 9. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).	Art II, Sec 22(c)(2)(vii)
___ 10. The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.	Art II, Sec 22(c)(2)(viii)
___ 11. Watershed information is provided (if applicable): ___ Watershed information is provided (if applicable): ___ Lake Travis watershed report provided to LCRA.	Art III, Sec 41

_____ Edward's recharge zone report provided to TCEQ.		
_____ Edward's contributing zone report provided to TCEQ.		
___ 12.	Identify all required Buffer Zones.	Art III, Sec 49
___ 13.	Existing drainage presented with all assumptions. This shall include elements such as drainage reports, models, spreadsheets, and any other required elements.	Art II, Sec 23 (c) (3) (iv)
___ 14.	Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.	Art II, Sec 23 (c) (3) (vii)

SHEET 5 – PRELIMINARY PLAT

		Ordinance Reference
___ 1.	The date, scale (1"=100), and north indicator.	Art II, Sec 22 (c)(1)(iii)
___ 2.	The owners' names, deed or plat references and property lines for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.	Art II, Sec 22 (c)(1)(v)
___ 3.	Provide a table including the street name and linear feet.	Art II, Sec 22 (c)(2)(vii)
___ 4.	Provide a secondary access for all subdivisions greater than thirty (30) lots unless otherwise approved by the Fire Department. The secondary access shall be constructed in accordance with the current Fire Code and City Standard Details and Specifications.	Art III, Sec 42 (i)
___ 5.	Identify the zoning of the property. A separate sheet may be required for PUD.	Art II, Sec 22 (2)(ix)
___ 6.	Numbers to identify each lot and block.	Art III, Sec 45
___ 7.	The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.	Art III, Sec 45 (b)(1)
___ 8.	Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.	TCM
___ 9.	Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.	Art II, Sec 22 (c)(1)(ii)
___ 10.	Except for SFR zoning districts, residential blocks do not exceed a perimeter length of three thousand five hundred (3,500) feet, and residential blocks in SFR zoning districts do not exceed a perimeter length of six thousand (6,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.	Art III, Sec 45 (a)
___ 11.	Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length of four thousand (4,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.	Art III, Sec 45 (a)
___ 12.	Blocks are wide enough to accommodate two tiers of lots except for blocks adjacent to major streets, railroads, waterways or other topographical features prohibiting a second lot tier.	Art III, Sec 45 (a)
___ 13.	If inside the City, lot sizes and dimensions as well as proposed use are in conformance with the Composite Zoning Ordinance. Lots to be served by septic systems shall be a minimum of one acre in area if on a public water supply, two acres if served by an on-site private well, located in areas with steep topography, floodplain, or other natural features, and conform to the County or LCRA regulations based on percolation tests and soil analysis.	Art III, Sec 45 (b)(2)
___ 14.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 15.	All lots front on a public roadway.	Art III, Sec 45 (b)(8)
___ 16.	Lots are arranged so that all lots face similar lots across the street.	Art III, Sec 45 (b)(9)(ii)
___ 17.	Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)(ii)
___ 18.	There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)
___ 20.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:	Art III, Sec 45 (b)(8)
___	_____ Driveways would be located no closer than permitted by the Transportation Criteria Manual.	
___	_____ The minimum width of the flag lot is no less than twenty five (25) feet.	
___	_____ The narrow portion of the lot is dedicated as a common driveway access easement.	
___	_____ No more than two "flag" lots are located side by side.	

_____	The Fire Chief has no objection to the lot layout.	
	The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 33.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 34.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

		Ordinance Reference
___ 1.	The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)
___ 2.	The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development.	Art IV, Sec 60 (b)
___ 3.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 4.	Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process.	Art II, Sec 22 (c)(4)
___ 5.	Label the static pressure for the highest and lowest lot in the subdivisions and include any require PRVs. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.	Art II, Sec 22 (c)(5)(ii)
___ 6.	Provide utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.	Art II, Sec 22 (c)(5)(ii)

SHEET 7 – TREE PROTECTION PLAN

Ordinance
Reference

1. Required Items for Tree Protection Plan:
- ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible.
 - ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.
 - ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red dashed circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.
 - ☐ The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree.

Tree Number	Tree Type	Caliper Inch	Removed	Protected	Heritage	Reason for Removal
####	Live Oak	29"		29"	Y	
####	Cedar Elm	18"	18"			
####	Live Oak	32"	32"		Y	

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
- ☐ Approval of removal permits shall be based on the following:
 - a. Tree size/number of trunks;
 - b. Tree health and viability;
 - c. Tree location;
 - d. Other Significant and Heritage Trees to be preserved on site; and
 - e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
- ☐ Provide the following note:
In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.

2. Tree Mitigation Requirements:
- ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.

3. Significant Tree Removal Permit
- ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.
 - ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.

4. A non-disturbance zoning shall be maintained for single-family and two-family developments. A disturbance area of no more than five (5') feet from the foundation necessary for construction and grade transitions, this disturbance zoning is increased to ten (10') feet from the foundation for lots zoned with the SFR use component. Trees may be proposed for removal on the building pads at the construction plan phase, this tree removal shall be include in the protection plan and mitigation requirements shall apply.

5. Mitigation for the removal of a Heritage or Significant Tree
- ☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.
 - a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
 - b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
 - c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.
 - d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be

Art II, Sec 22
(c)(2)(iii)

Art II, Sec 22
(c)(2)(iii)

Art II, Sec 22
(c)(2)(iii)

Composite
Zoning Art VI,
Sec 1 (c)(8)

Art II, Sec 22
(c)(2)(iii)

equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.

- ___ 6. Replacement Trees
- ☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time.

Art II, Sec 22
(c)(2)(iii)

SHEET 8 – PARKS PLAN

Ordinance
Reference

- ___ 1. A Parks Plan is required for all developments that include residential uses. The Parks Plan sheet shall include the following items:
- ☐ Location of parkland including for proposed private parkland and public parkland. Please refer to the Leander Parks, Public Spaces, & Recreation Comprehensive Plan to identify any required improvements.
 - ☐ Location of all required public trails as shown in the Leander Parks, Public Spaces, & Recreation Comprehensive Plan and Transportation Master Plan.
 - ☐ Parks Plan Matrix including the total number of units, required amount of parkland dedication, proposed amount of parkland dedication, calculation of park improvements, and a phasing plan.
- ___ 2. Parkland is calculated as 7.5 acres per each 100 dwelling units. A payment of fee in lieu of parkland is an option at a rate of \$1,676.60 for Williamson County or \$2,355.13 for Travis County
- ___ 3. Park Improvements shall provide up to 50% for the development of amenities and improvements on dedicated land to meet the standards for a neighborhood park. The remaining 50% shall be placed
- ___ 4. Standards for Dedication of Parkland
- ☐ Land dedication shall be a single lot based on the unit calculation unless otherwise approved by the City.
 - ☐ Public access to parkland shall be provided at least 25% of the perimeter boundary of the park with street frontage or as determined by the City.
 - ☐ Parkland shall not be encumbered by overhead utilities or easements, no more than 2 sides of the park may be adjacent to sides or rears of homes, and must have a visible and attractive means of ingress and egress.
 - ☐ Land dedication of trail corridors identified on the Leander Parks, Public Spaces, & Recreation Comprehensive Plan and Transportation Master Plan. Developers are responsible for preserving the natural character of the trail corridor and dedication the required right-of-way.
 - ☐ Land within the 100 year floodplain and land that has a greater than 15% slope may constitute, in total, not more than 33% of land dedication requirement.
 - ☐ Drainage ditches, detention ponds, power line easements, and similar sites shall not be accepted for parkland dedication, unless 75% of more of the active and usable area is designed for recreational use and the Parks Department finds that the land has exceptional recreational value that that warrants acceptance as parkland.

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ Concept Plan (24" X 36") pdf
- ☐ A comment response letter indicating how the staff comments were addressed.

FINAL APPROVAL

After the review is complete and staff has cleared all comments, staff will take the next steps in the approval process. If the application is eligible for administrative approval, the phasing plan will be scheduled for review by the City Council. If the application requires a hearing, staff will initiate the hearing process. If a public hearing is required, the Planning & Zoning Commission is the recommending body and will make a recommendation to the City Council. The City Council will take final action on the approval of the Concept Plan.

The following items are required to be submitted through the Development Hub to start the approval process.

- ☐ Concept Plan & Preliminary Plat (24" X 36") pdf
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05. CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:							
Name:		Project Number(s):							
Location:									
Applicant/Agent/Project Developer		Traffic Study Preparer							
Name:		Name:							
Phone:		Phone:							
Email:		Email:							
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:					
		☐ NO		Project Number(s):					
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips			
				AM (in/out)	PM (in/out)				
Existing									
Total									
Proposed									
Total									
Total New Trips (increase/decrease from exist.) →									
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study		Level 4 Traffic Study	
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips		≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres	
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4	Comments:		
	Printed Name:								
	Signature:								
	Date:								

January 2024 v.1.1

PROJECT NAME: _____

PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- The Preliminary Plat is the second step in the subdivision process that provides for the proposed lots, street layout, utility layout, parks plan, and drainage.
- **An approved Concept Plan & Phasing Plan are required prior to the submission of a Preliminary Plat.**
- The Preliminary Plat may include either the entire subdivision as shown in the concept plan or an individual phase. Phases are not allowed to be reviewed concurrently unless they are part of a submittal that includes the entire subdivision.
- If an update to the TIA is necessary, please coordinate a scoping meeting with the City Engineer prior to submittal for review. Or an updated Traffic Study Screening Evaluation Form is required with this submittal ([page 20](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 22](#)).
- If an amendment to the phasing plan is proposed, it needs to be approved prior to the submittal of the preliminary plat.
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD
- Action by the Planning & Zoning Commission and/or City Council is required if one of the following items apply:
 - A variance is requested;
 - A replat of residential property is proposed;
 - Significant and/or Heritage Tree(s) are proposed for removal and action by the governing body is required; and/or
 - The Director of Planning, for any reason, elects to present the application to the Commission and/or Council for action.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

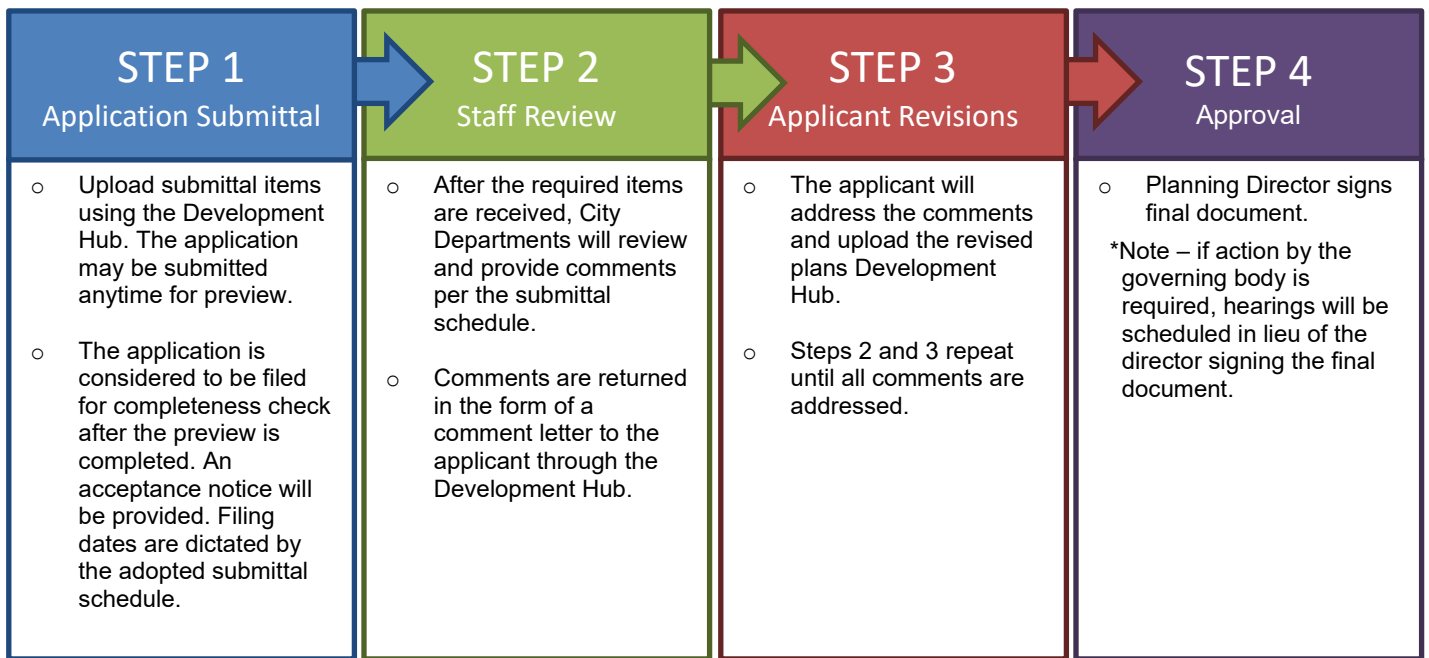
CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

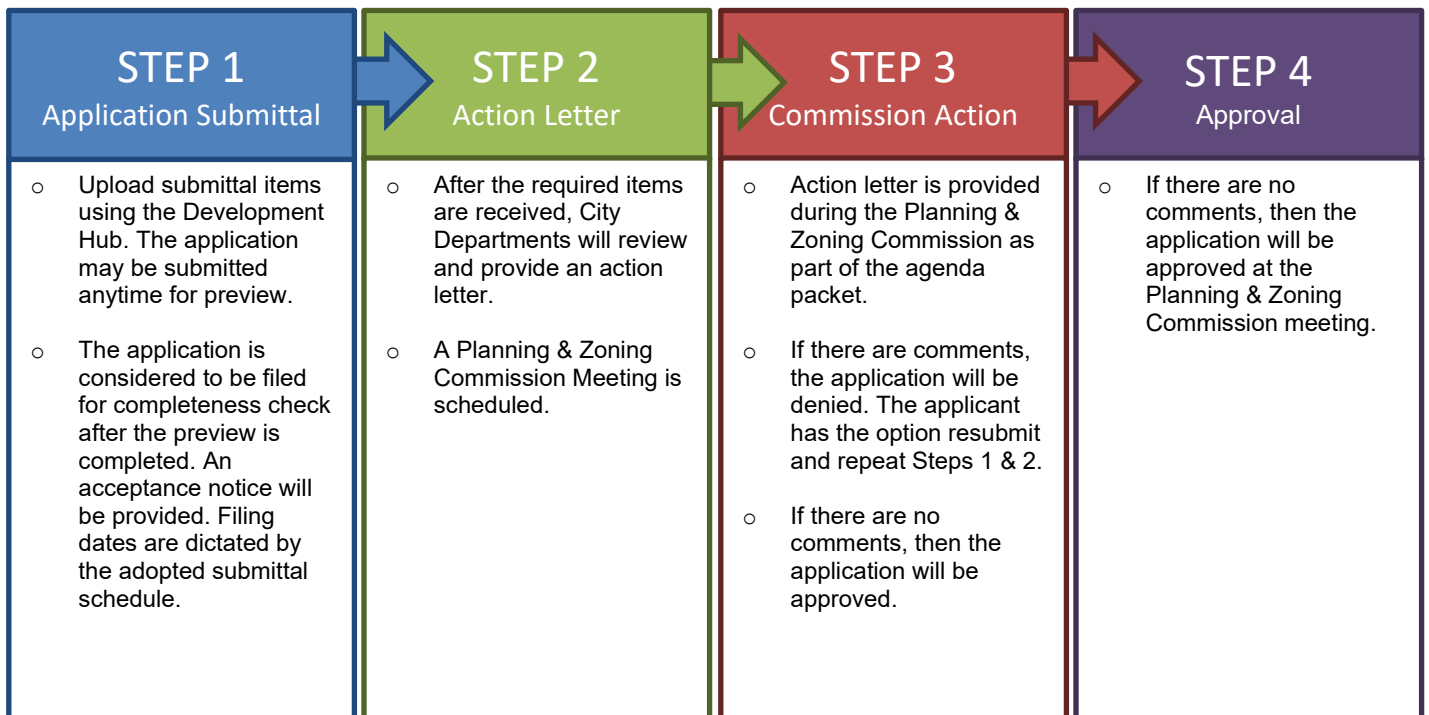
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Contact both Travis and Williamson Counties to verify the proposed street names. Provide documentation confirm that they names are approved and reserved. Street names may not be duplicated in either database.
 - <http://www.wilco.org/CountyDepartments/GIS/Addressing/tabid/203/language/en-US/Default.aspx> links to the Williamson County Address Search Page (Please check current and reserved street names for all jurisdictions).
 - <https://data.austintexas.gov/Public-Safety/911-Addressing-Street-Name-Master-List/kumu-nbtd> links to the City of Austin 911 Addressing Street Name Master List
 - Compliance with geometry and other considerations incorporate portions of the Austin and Travis County Street Name Standards are available at http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

PROVIDED

Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Preliminary Plat (24"X36" in size)
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Annexation petition and letter requesting water and wastewater service where applicable
- ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
- ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
- ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 12. Drainage Study and any associated studies or models needed for review.
- ☐ 13. County short ID # of subject property: _____
- ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 15. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 16. Planned Unit Development (PUD) information (if applicable)
 - Is this plan subject to a PUD? ☐ Yes ☐ No
If yes, provide the name: _____
 - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: _____
- ☐ 17. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only and only for projects with fee-in-lieu approved by the City Engineer prior to January 2024) – This letter shall confirm the trip generation based on the current ITE Manual and the proposed fee in lieu of TIA request or that TIA fees are not required. The letter shall be signed and sealed by an engineer.
 - ☐ Traffic Study Screening Evaluation Form (current or updated as necessary)
 - ☐ TIA Update Submittal (TIA review only) – Provide the TIA Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 18. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 19. Application Fees (calculation listed below).

REQUIRED ITEMS

APPLICATION FEE* CALCULATION:

Filing Fee:	\$2,000.00
\$50 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (\$125 per Phase and/or Section):	\$ _____
System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE)	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

TOTAL FEE (due at the time of application submission) **\$**

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review/Expedited Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All preliminary plat sheets shall meet the format listed in the "General Section" below on [page 9](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

PRELIMINARY PLAT REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows for staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 18](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

If Heritage Tree Removal is proposed with this application, the preliminary plat will also need to be approved by the Council.

The Alternative Review Procedure is required if concurrent reviews are proposed.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. This process repeats until all comments are cleared.
8. Once all comments are cleared, the preliminary plat will be signed and approved by the Planning Director.



STANDARD REVIEW PROCEDURE

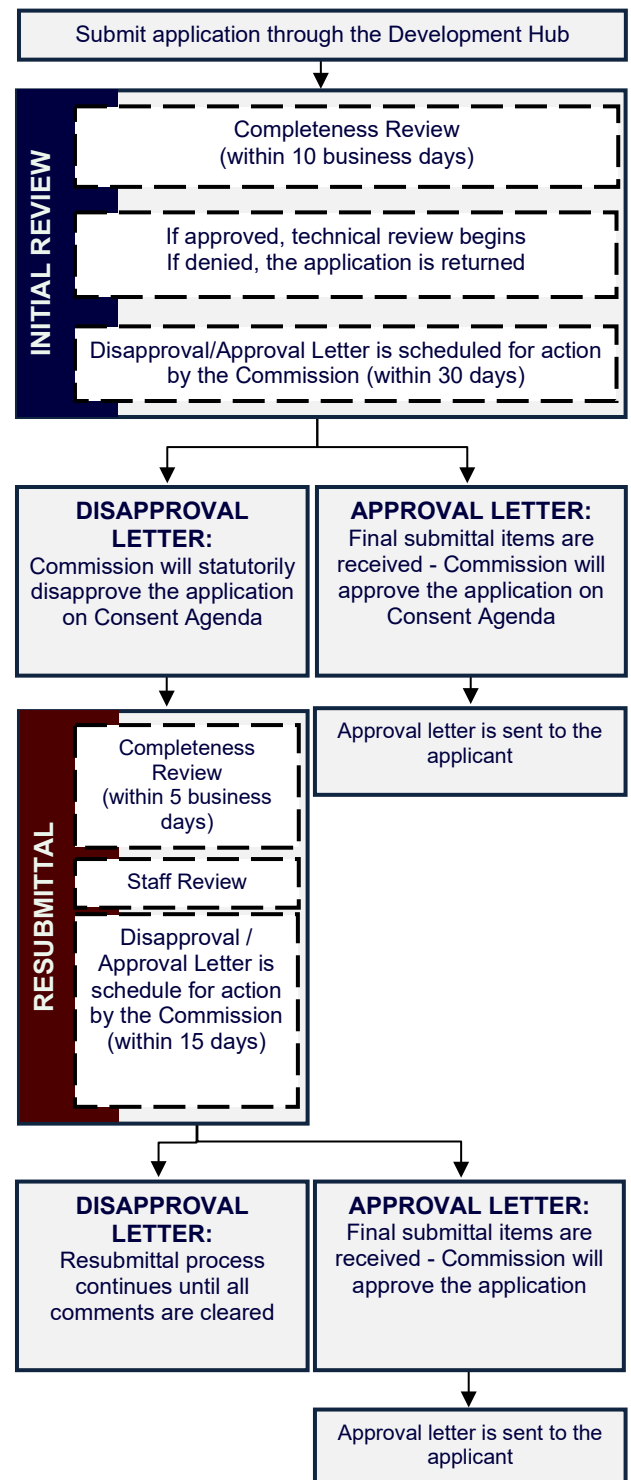
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
3. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet.
4. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Submittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within five (5) business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the first resubmittal)

If the items above are not provided, the resubmittal will be NOT be accepted.

5. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
6. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet. If the Commission approves the Preliminary Plat, the Council will take final action.
7. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 4 and 5 above shall be repeated until all comments have been cleared.
8. Once the Commission approves the application, an approval letter will be sent to the applicant.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent. **Agent contact information will be shared as part of the public notice if a notice is required.**

(Check One):

____ I, the owner, will represent this application with the City of Leander.

____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

____ I, the owner, have selected the Standard Review Procedure.

____ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

Before me, _____, on this day personally appeared _____,

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

PRELIMINARY PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Approved Concept Plan ☐ Approved Phasing Plan for the entire subdivision ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Overall ☐ Drainage Plan ☐ Water Plan ☐ Wastewater Plan ☐ Including utilities and drainage ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application)	Art II, Sec 21 (d)(1)
___ 5. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 6. FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 22 (d)(1)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan. Subdivision Name Preliminary Plat Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 22 (c)(1)(ii)
___ 2. Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)
___ 5. Include the following signature block in the upper left corner. APPROVED BY: Robin M. Griffin, AICP, Executive Director of Development Services Date If a residential phasing plan is required, please include the following note: The Phasing Plan was approved by City Council on Date	Art II, Sec 21 (d)(1)

___ 6. Example cover sheet:

Subdivision Name		
Preliminary Plat Project Number		
Approval Signature	Location Sketch	Index
Project Information		
1 of 1		

Art II, Sec 22
(c)(3)

___ 7. A certification block signed and sealed by the project engineer.

Art II, Sec 22
(c)(1)(vi)

___ 8. Provide any recommendations from the approved TIA (if applicable)

Art II, Sec 22
(c)(3)

___ 9. Include the draft plat notes

General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. *(inside City only)* County
- ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. *(ETJ only)* County
- ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities. Art I, Sec 8 (b)
- ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. *(inside City only)* Art I, Sec 8 (b)
- ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department. Art III, Sec 46 (b)
- ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander. Art III, Sec 46 (b)
- ☐ All easements on private property shall be maintained by the property owner or his or her assigns.
- ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines. Art II, Sec 24 (c)(6)(vi)
- ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) _____. Code of Ordinances Art 3.10
- ☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. *(inside City only)* Art II, Sec 24 (c)(6)(vii)
- ☐ Sidewalks shall be installed on both sides of *[insert street name(s)]* and the subdivision side of *[insert street name(s)]*. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed. Art II, Sec 24 (c)(6)(vii)
- ☐ All utility lines must be located underground. Art III, Sec 47
- ☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date) Art II, Sec 24 (a) (2)
- ☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements. Art II, Sec 20 (j)

___ 10. Non-Residential & Multi-Family Plat Notes:

- ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties. Art III, Sec 42 (h)
- ☐ Traffic Impact Analysis Note (if applicable):
 - ☐ Include items required by the TIA as a plat note. Code of Ordinances 10.03.003

___ 11. Single-Family & Two Family Plat Notes:

- ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.
- ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ___
- ☐ The HOA bylaws are recorded in the Official Public Records of ___ County, Texas under document number ____.
- ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.
- ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.
- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)

For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.

Transportation
Criteria Manual
5.3.1 J

Art IV, Sec
61(d)
Art IV, Sec
61(d)

Art III, Sec 41
(a)

Art III, Sec 41
(a)

Composite
Zoning
Ordinance

Art VI, Sec 8

SHEET 2 – APPROVED CONCEPT PLAN

- ___ 1. Provide the approved concept plan.

Ordinance
Reference

Art II, Sec 22
(c)(1)

SHEET 3 – APPROVED PHASING PLAN

- ___ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.

Ordinance
Reference

Art 13.12 of
the code of
ordinances

SHEET 4 – EXISTING CONDITIONS

- ___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- ___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.
- ___ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown. Provide all assumptions including drainage reports, models, spreadsheets, and other required elements.
- ___ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.
- ___ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10% and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.
- ___ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.
- ___ 7. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.
- ___ 8. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.
- ___ 9. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).

Ordinance
Reference

Art II, Sec 22
(c)(2)(i)

Art II, Sec 22
(c)(2)(ii)

Art II, Sec 22
(c)(2)(iii)

Art II, Sec 22
(c)(2)(iv)

Art II, Sec 22
(c)(2)(v)

Art II, Sec 22
(c)(2)(vi)

Art II, Sec 22
(c)(2)(vii)

Art II, Sec 22
(c) (2) (vii)

Art II, Sec 22
(c) (2) (vii)

___ 10.	The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.	Art II, Sec 22 (c) (2) (viii)
___ 11.	Watershed information is provided (if applicable): ___ Watershed information is provided (if applicable): ___ Lake Travis watershed report provided to LCRA. ___ Edward's recharge zone report provided to TCEQ. ___ Edward's contributing zone report provided to TCEQ.	Art III, Sec 41
___ 12.	Identify all required Buffer Zones.	Art III, Sec 49
___ 13.	Existing drainage presented with all assumptions. This shall include elements such as drainage reports, models, spreadsheets, and any other required elements.	Art II, Sec 23 (c) (3) (iv)
___ 14.	Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.	Art II, Sec 23 (c) (3) (vii)

SHEET 5 – PRELIMINARY PLAT

		Ordinance Reference
___ 1.	The date, scale (1"=100), and north indicator.	Art II, Sec 22 (c)(1)(iii)
___ 2.	The owners' names, deed or plat references and property lines for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.	Art II, Sec 22 (c)(1)(v)
___ 3.	Provide a table including the street name and linear feet.	Art II, Sec 22 (c)(2)(vii)
___ 4.	Provide a secondary access for all subdivisions greater than thirty (30) lots unless otherwise approved by the Fire Department. The secondary access shall be constructed in accordance with the current Fire Code and City Standard Details and Specifications.	Art III, Sec 42 (i)
___ 5.	Identify the zoning of the property. A separate sheet may be required for PUD.	Art II, Sec 22 (2)(ix)
___ 6.	Numbers to identify each lot and block.	Art III, Sec 45
___ 7.	The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.	Art III, Sec 45 (b)(1)
___ 8.	Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.	TCM
___ 9.	Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.	Art II, Sec 22 (c)(1)(ii)
___ 10.	Except for SFR zoning districts, residential blocks do not exceed a perimeter length of three thousand five hundred (3,500) feet, and residential blocks in SFR zoning districts do not exceed a perimeter length of six thousand (6,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.	Art III, Sec 45 (a)
___ 11.	Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length of four thousand (4,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.	Art III, Sec 45 (a)
___ 12.	Blocks are wide enough to accommodate two tiers of lots except for blocks adjacent to major streets, railroads, waterways or other topographical features prohibiting a second lot tier.	Art III, Sec 45 (a)
___ 13.	If inside the City, lot sizes and dimensions as well as proposed use are in conformance with the Composite Zoning Ordinance. Lots to be served by septic systems shall be a minimum of one acre in area if on a public water supply, two acres if served by an on-site private well, located in areas with steep topography, floodplain, or other natural features, and conform to the County or LCRA regulations based on percolation tests and soil analysis.	Art III, Sec 45 (b)(2)
___ 14.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 15.	All lots front on a public roadway.	Art III, Sec 45 (b)(8)
___ 16.	Lots are arranged so that all lots face similar lots across the street.	Art III, Sec 45 (b)(9)(ii)
___ 17.	Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)(ii)
___ 18.	There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)

___ 20. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 21. A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22. The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23. A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24. A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25. Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26. Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27. Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28. Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30. The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31. Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32. Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33. Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34. Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35. Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – OVERALL IMPROVEMENTS

___ 1. The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)
___ 2. The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development.	Art IV, Sec 60 (b)
___ 3. Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 4. Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process.	Art II, Sec 22 (c)(4)

- | | | |
|--------|---|------------------------------|
| ___ 5. | Label the static pressure for the highest and lowest lot in the subdivisions and include any require PRVs. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition. | Art II, Sec 22
(c)(5)(ii) |
| ___ 6. | Provide utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements. | Art II, Sec 22
(c)(5)(ii) |

SHEET 7 – DRAINAGE PLAN

- | | | |
|--------|--|---|
| ___ 1. | Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process. | Ordinance Reference
Art II, Sec 22
(c)(4) |
|--------|--|---|

SHEET 8 – WATER PLAN

- | | | |
|--------|---|---|
| ___ 1. | Water Plans presented in a way that portrays the intended layout of the proposed elements. Demand information consistent with the intended use. | Ordinance Reference
Art II, Sec 23
(c) (5) (ii) |
|--------|---|---|

SHEET 9 – WASTEWATER PLAN

- | | | |
|--------|--|---|
| ___ 1. | Wastewater Plans presented in a way that portrays the intended layout of the proposed elements. Demand information consistent with the intended use. | Ordinance Reference
Art II, Sec 23
(c) (5) (ii) |
|--------|--|---|

SHEET 10 – TREE PROTECTION PLAN

- | | | |
|--------|--|--|
| ___ 1. | <p>Required Items for Tree Protection Plan:</p> <ul style="list-style-type: none"> ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible. ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected. ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list. ☐ The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree. | Ordinance Reference
Art II, Sec 22
(c)(2)(iii) |
|--------|--|--|

Tree Number	Tree Type	Caliper Inch	Removed	Protected	Heritage	Reason for Removal
####	Live Oak	29"		29"	Y	
####	Cedar Elm	18"	18"			
####	Live Oak	32"	32"		Y	

- | | | |
|--------|---|-------------------------------|
| ___ 1. | <ul style="list-style-type: none"> ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages. ☐ Approval of removal permits shall be based on the following: <ul style="list-style-type: none"> a. Tree size/number of trunks; b. Tree health and viability; c. Tree location; d. Other Significant and Heritage Trees to be preserved on site; and e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site. ☐ Provide the following note:
 <i>In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.</i> | |
| ___ 2. | Tree Mitigation Requirements: <ul style="list-style-type: none"> ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions. | Art II, Sec 22
(c)(2)(iii) |
| ___ 3. | Significant Tree Removal Permit <ul style="list-style-type: none"> ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation | Art II, Sec 22
(c)(2)(iii) |

	requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance. ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family. ___ 4. A non-disturbance zoning shall be maintained for single-family and two-family developments. A disturbance area of no more than five (5') feet from the foundation necessary for construction and grade transitions, this disturbance zoning is increased to ten (10') feet from the foundation for lots zoned with the SFR use component. Trees may be proposed for removal on the building pads at the construction plan phase, this tree removal shall be include in the protection plan and mitigation requirements shall apply. ___ 5. Mitigation for the removal of a Heritage or Significant Tree ☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical. a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches. b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches. c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed. d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree. ___ 6. Replacement Trees ☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time.	Composite Zoning Art VI, Sec 1 (c)(8) Art II, Sec 22 (c)(2)(iii) Art II, Sec 22 (c)(2)(iii)
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SHEET 8 – PARKS PLAN

	Ordinance Reference
___ 1. A Parks Plan is required for all developments that include residential uses. The Parks Plan sheet shall include the following items: ☐ Location of parkland including for proposed private parkland and public parkland. Please refer to the Leander Parks, Public Spaces, & Recreation Comprehensive Plan to identify any required improvements. ☐ Location of all required public trails as shown in the Leander Parks, Public Spaces, & Recreation Comprehensive Plan and Transportation Master Plan. ☐ Parks Plan Matrix including the total number of units, required amount of parkland dedication, proposed amount of parkland dedication, calculation of park improvements, and a phasing plan. ___ 2. Parkland is calculated as 7.5 acres per each 100 dwelling units. A payment of fee in lieu of parkland is an option at a rate of \$1,676.60 for Williamson County or \$2,355.13 for Travis County ___ 3. Park Improvements shall provide up to 50% for the development of amenities and improvements on dedicated land to meet the standards for a neighborhood park. The remaining 50% shall be placed ___ 4. Standards for Dedication of Parkland ☐ Land dedication shall be a single lot based on the unit calculation unless otherwise approved by the City. ☐ Public access to parkland shall be provided at least 25% of the perimeter boundary of the park with street frontage or as determined by the City. ☐ Parkland shall not be encumbered by overhead utilities or easements, no more than 2 sides of the park may be adjacent to sides or rears of homes, and must have a visible and attractive means of ingress and egress. ☐ Land dedication of trail corridors identified on the Leander Parks, Public Spaces, & Recreation Comprehensive Plan and Transportation Master Plan. Developers are responsible for preserving the natural character of the trail corridor and dedication the required right-of-way. ☐ Land within the 100 year floodplain and land that has a greater than 15% slope may constitute, in total, not more than 33% of land dedication requirement. ___ 5. Drainage ditches, detention ponds, power line easements, and similar sites shall not be accepted for parkland dedication, unless 75% of more of the active and usable area is designed for recreational use and the Parks Department finds that the land has exceptional recreational value that that warrants acceptance as parkland.	Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ Preliminary Plat (24" X 36") pdf
- ☐ A comment response letter indicating how the staff comments were addressed.

FINAL APPROVAL

After the review is complete and staff has cleared all comments, staff will take the next steps in the approval process. If the application is eligible for administrative approval, the Planning Director will sign the preliminary plat. If the application requires a hearing, staff will initiate the hearing process.

The following items are required to be submitted through the Development Hub to start the approval process.

- ☐ Preliminary Plat (24" X 36") pdf
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____
My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____
My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:				
Name:		Project Number(s):				
Location:						
Applicant/Agent/Project Developer		Traffic Study Preparer				
Name:		Name:				
Phone:		Phone:				
Email:		Email:				
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:		
		☐ NO		Project Number(s):		
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips
				AM (in/out)	PM (in/out)	
Existing						
Total						
Proposed						
Total						
Total New Trips (increase/decrease from exist.) →						
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips
						≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4
	Printed Name:				Comments:	
	Signature:					
	Date:					

January 2024 v.1.1

PROJECT NAME: _____

PUBLIC IMPROVEMENT CONSTRUCTION PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- Construction Plans are the third step in the subdivision process. These plans include all public improvements needed for a subdivision. This application may also be used for offsite public improvements.
- A Preliminary Plat is required to be approved prior to the submittal of the Construction Plans as part of the long form process. A Preliminary Plat is not required if non-subdivision related Construction Plans are proposed.
- Construction plans may be submitted for review and approval simultaneously with a Final Plat only if the applicant elects to seek approval under the Alternative Review/Expedited Procedure. In addition, the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Final Plat are to be reviewed simultaneously, a complete application for Construction Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the construction plans. A scoping meeting with the City Engineer is required prior to submittal.
- If the construction plans do not conform to the approved preliminary plat, a redline document identifying all changes shall be provided and approved prior to the submittal of the final plat application. Staff will determine if the changes require a formal revision to the preliminary plat.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with the County.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to public improvement projects for infrastructure to be dedicated to the City.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

APPLICATION TYPE

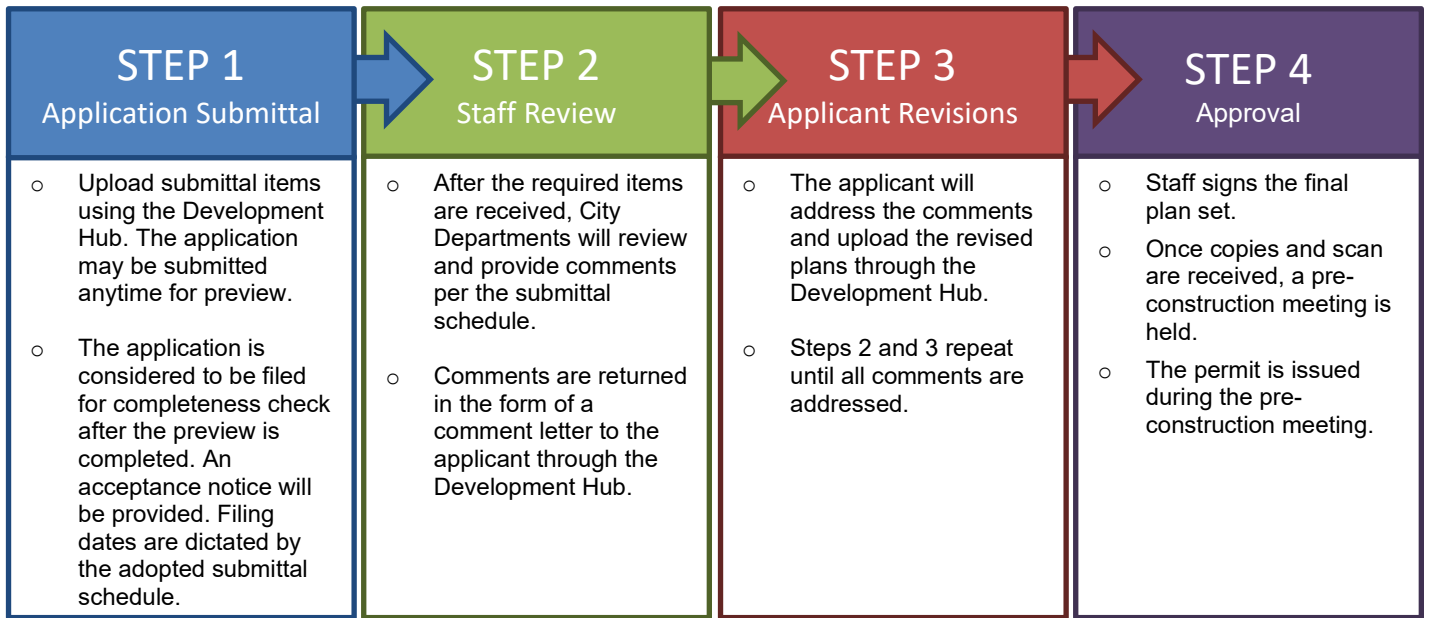
☐ SUBDIVISION RELATED CONSTRUCTION PLANS:

NAME OF SUBDIVISION _____

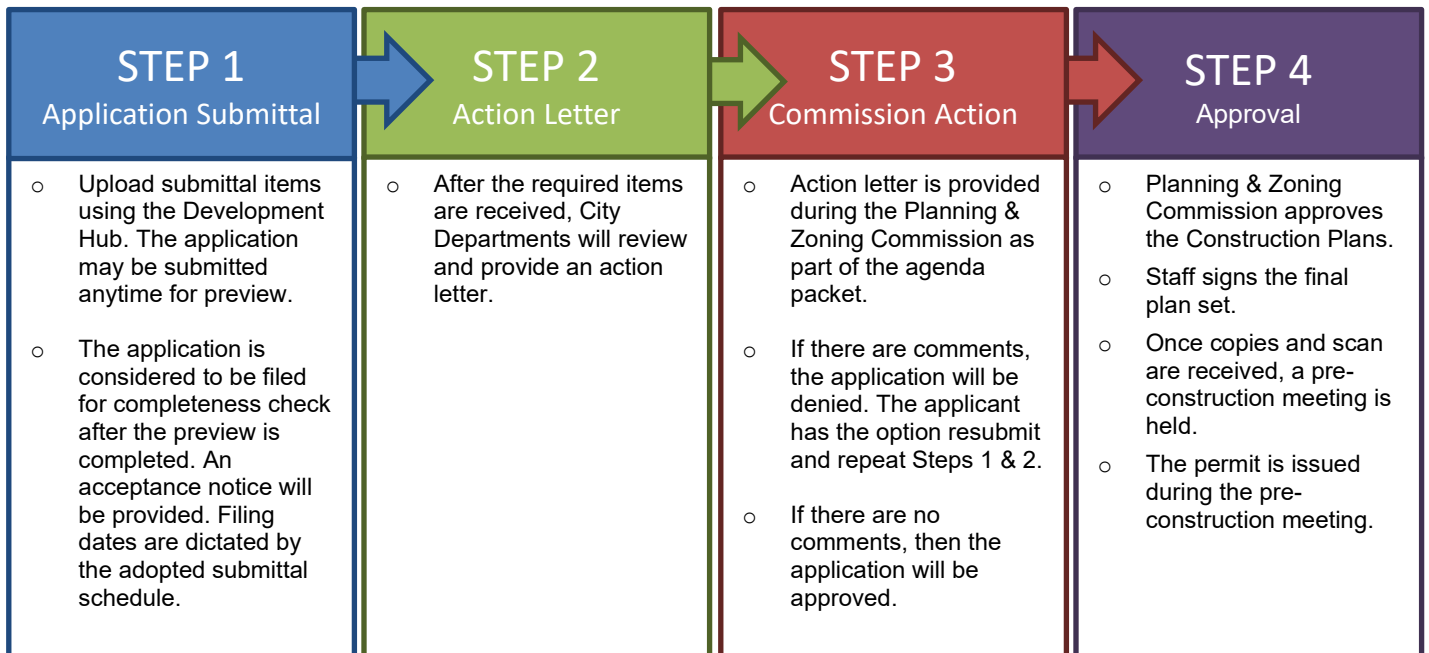
☐ NON-SUBDIVISION RELATED CONSTRUCTION PLANS:

PROJECT NAME _____

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

PROVIDED	<i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i>
☐	1. Completed and signed application & checklist with the owner's signatures.
☐	2. Construction Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.
☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
☐	4. Certified tax certificate.
☐	5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.
☐	6. Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____
☐	7. Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
☐	8. Is this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____
☐	9. Are any offsite or separate instrument easements required? ☐ Yes ☐ No If yes, either provide the recordation number on the plans or provide the application for review.
☐	10. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No If so, please contact the City Engineer to confirm if an updated is needed.
☐	11. Certified estimate of cost of construction.
☐	12. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
☐	13. Application Fees (calculation listed on page 7).

PROJECT INFORMATION

Linear Feet of Water	Linear Feet of Wastewater
Linear Feet of Stormwater	Linear Feet of Other Similar Improvement
Linear Feet of Other Similar Improvement	
Square Feet of Sidewalk	Square Feet of Streets
Square Feet of Deceleration Lanes	Square Feet of Other Similar Improvement
Square Feet of Other Similar Improvement	
Number of Traffic Signals	Number of Traffic Signals to be modified
Number of Lift Stations	Number of Booster Pump Stations

APPLICATION FEE* CALCULATION

SUBDIVISION RELATED PLANS

(Construction Plans that are associated with the long form platting process)

	\$1,500 per acre for the first 100 acres:	\$ _____
FILING FEE	\$1,000 per acre for the next 150 acres:	+ \$ _____
	\$500 per acre for each acre over 250 acres:	+ \$ _____

	\$2,500 per acre for the first 100 acres:	+ \$ _____
INSPECTION FEES	\$1,500 per acre for the next 150 acres:	+ \$ _____
	\$1,000 per acre for each acre over 250 acres:	+ \$ _____

	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00

TOTAL FEE (due at the time of application submission):		\$ _____

NON-SUBDIVISION RELATED PLANS

(Offsite improvements required for any improvement which lies outside of the property being developed)

	\$2.50 per linear foot per improvement (drainage, water, wastewater, or other similar improvement):	\$ _____
FILING FEE**	\$2.50 per square foot of sidewalks, decel lanes, streets, or other similar improvement):	+ \$ _____
	\$10,000 per traffic signal or signal modifications:	+ \$ _____
	\$20,000 per lift station:	+ \$ _____
	\$10,000 per booster pump station:	+ \$ _____

	\$7.50 per linear foot per offsite infrastructure improvement item (streets, drainage, water, wastewater, or similar item):	+ \$ _____
INSPECTION FEES***	\$5.00 per square foot of sidewalk, decel lanes, streets, or similar improvement):	+ \$ _____
	\$25,000 per traffic signal or signal modification:	+ \$ _____
	\$100,000 per lift station:	+ \$ _____
	\$40,000 per booster pump station:	+ \$ _____

	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00

TOTAL FEE (due at the time of application submission):		\$ _____

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

** For offsite infrastructure improvements other than specified above as determined by the City Engineer or his/her assigns:

- The hourly rate for the estimated actual direct time of the City's Employees performing the subdivision construction plan review per offsite infrastructure improvement other than specified above as determined by City Engineer or his/her assigns; and/or
- The actual costs assessed to the City by a third-party entity that provides subdivision construction plan review services to the City.

*** For Offsite Infrastructure improvements other than specified above as determined by City Engineer or his/her assigns:

- The hourly rate for the estimated actual direct time of the City's Employees performing the subdivision construction inspections; or
- The actual costs assessed to the City by a third-party entity that provides subdivision construction inspection services to the City.

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the “Required Items” list on [page 4](#). Examples:
 - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
 1. Application 06.13.2022
 - The Construction Plan shall be identified as the PICP and include the creation date in MM.DD.YYYY format:
 2. Project Name PICP 06.13.2022
 - Corrections shall include the version number in the title:
 2. Project Name PICP V2 06.13.2022

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the “Required Items for Submittal Package” list shall be included.
2. All plan sheets shall meet the format listed in the “General Section” below on [page 9](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as “pending” or “noted” will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

CONSTRUCTION PLAN REVIEW PROCESS

The applicant has the option to select the Alternative Review Procedure or Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows for staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 19](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

The Alternative Review Procedure is required if concurrent reviews are proposed.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

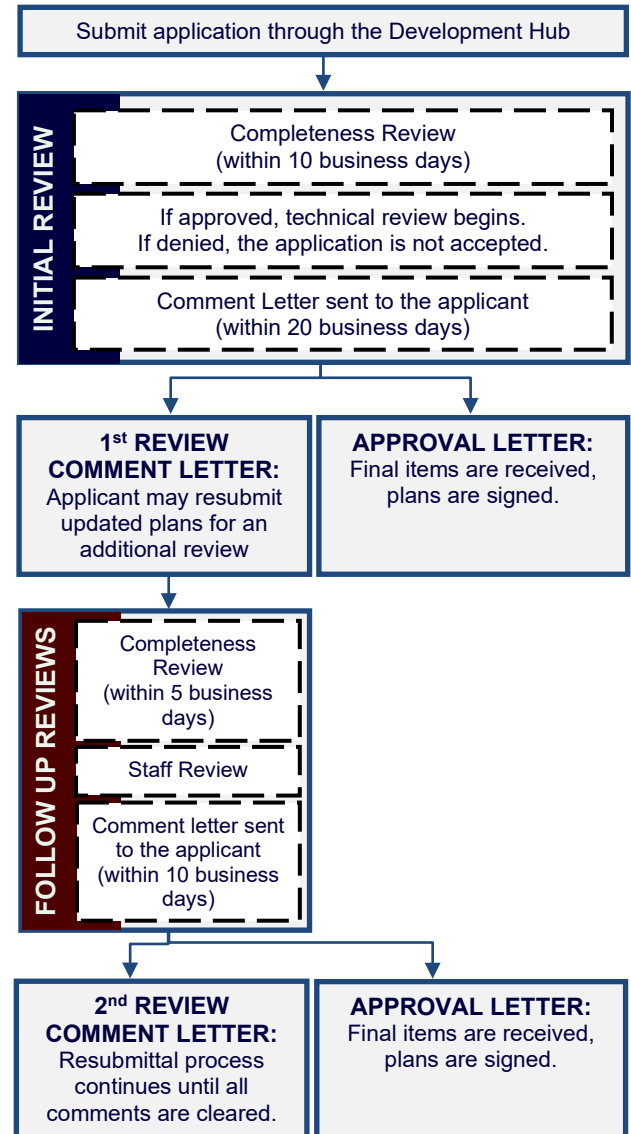
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated plans & supporting documents/materials
 - b. Written response letter identifying how the comments were addressed
 - c. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references.
5. This process repeats until all comments are cleared.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated plans & supporting documents/materials
 - b. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and return them to the applicant. The following items will need to be submitted to schedule a pre-construction meeting:
 - a. 2 collated and stapled final copies of the signed plans.
 - b. A scanned copy of the plans - scanned at 300 dpi, uncompressed format TIF to the original approved scale.
 - c. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
 - d. SWPPP (Reviewed by the Stormwater Inspector)
 - e. Outstanding Fees
 - f. Pre-construction meeting request form
9. A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



STANDARD REVIEW PROCEDURE

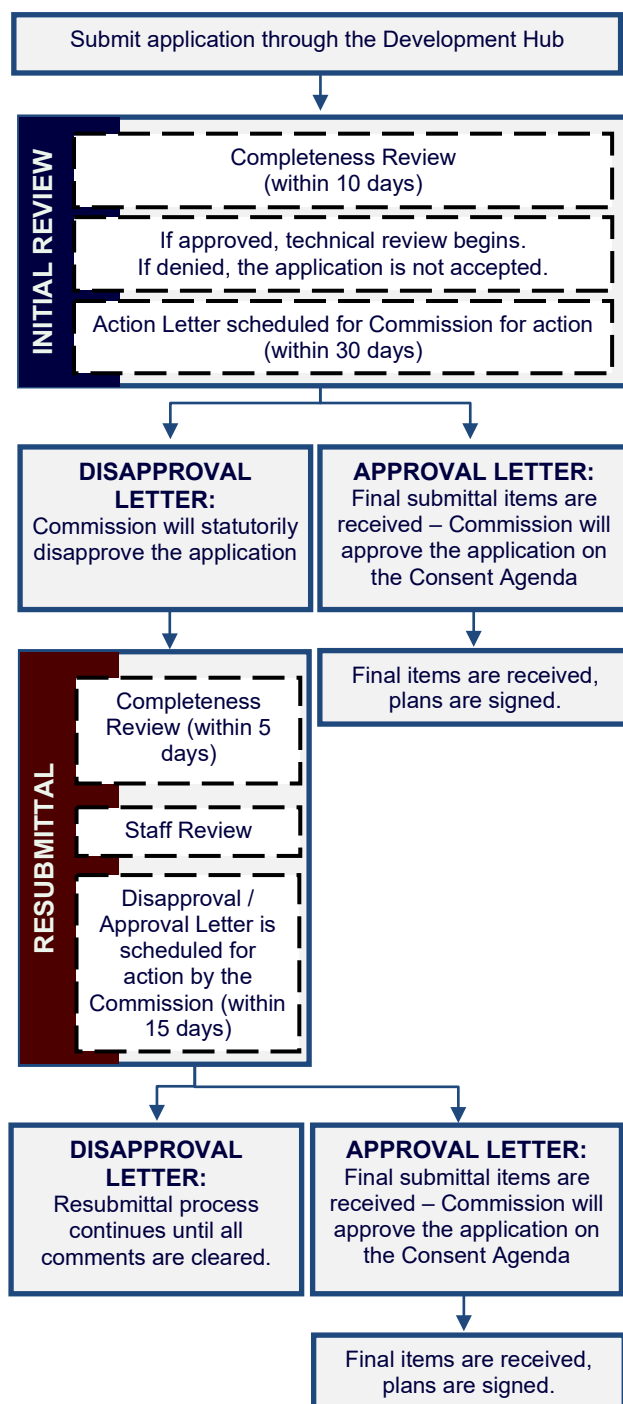
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references
3. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Resubmittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated plans & supporting documents/materials
 - b. Comment response letter identifying how the comments were addressed
 - c. Submittal Fees (after the 2nd review)

If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list deficiencies with Code references
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in item 3 and 4 above shall be repeated.
6. Once the Commission approves the plans, then the final plan set needs to be submitted and routed for signatures.
7. The City will sign the plans and return them to the applicant. The following items will need to be submitted to schedule a pre-construction meeting:
 - a. 2 collated and stapled final copies of the signed plans.
 - b. Scanned copy of the plans on disk. Plans must be scanned at 300 dpi, uncompressed format TIF to original approved scale.
 - c. SWPPP (Reviewed by the Stormwater Inspector)
 - d. A digital version final copies of all support documents (TIA, Drainage Studies, Lift Station Reports, etc)
 - e. Outstanding Fees
 - f. Pre-construction meeting request form
8. A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

____ I, the owner, will represent this application with the City of Leander.

____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

____ I, the owner, have selected the Standard Review Procedure.

____ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

PUBLIC IMPROVEMENT CONSTRUCTION PLAN CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL:		Ordinance Reference
___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ General Notes ☐ Final Plat ☐ Overall Preliminary Plat ☐ Approved Phasing Plan ☐ Existing Conditions & Demolition Plan ☐ Erosion & Sedimentation Control Plan ☐ Streets & Roadway Systems ☐ Grading & Drainage Plan ☐ Water Distribution System ☐ Wastewater Collection System ☐ Traffic Control, Street Lights, & Signage Plan ☐ Sidewalk Plan ☐ Road & Sidewalk Closure Plan ☐ Standard Details ☐ Parkland Trail Improvements Plan ☐ Landscape Plan	Art II, Sec 20 (f)
___ 2.	All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 20 (f)
___ 3.	A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).	Art II, Sec 20 (f)
___ 4.	All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 20 (f)
___ 5.	All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. The application is available online at https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists .	Art II, Sec 20 (f)
___ 6.	Provide a note clarifying which improvements will be dedicated to the City and which improvements will be owned and maintained by a private entity.	Art II, Sec 20 (f)
___ 7.	Provide the scale (Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60'), labeled on plan.), a graphic scale, and a north arrow on all sheets.	Art II, Sec 20 (f)
COVER SHEET		Ordinance Reference
___ 1.	Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number. <i>Subdivision Name</i> Public Improvement Construction Plans Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 20 (f)
___ 2.	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 23 (c)(1)(ii)
___ 3.	Project information below the location sketch including the following: • Property owner name, address, and phone number • Engineer name, address, and phone number • Surveyor name, address, and phone number • Developer/Agent name, address, and phone number • Filing date • Property information including legal description • Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat. • List of required offsite easements and recordation numbers	Art II, Sec 23 (c)(1)(i)
___ 4.	Index on the right side of the sheet name and number.	Art II, Sec 20 (f)

___ 5. Example cover sheet:

Project Name Public Improvement Construction Plans Project Number		
Signature Block	Location Sketch	Index
Revision Block	Project Information	
		Approval 1 of 1

Art II, Sec 20
(f)

___ 6. Include the following signature block in the upper left corner.

APPROVED BY:

Robin M. Griffin, AICP, Executive Director of Development Services

Date

Emily Truman, P.E., CFM, City Engineer

Date

Gina Ellison, P.E., Executive Director of Public Works

Date

Greg Olmer, Interim Director of Parks and Recreation

Date

Chief Joshua Davis, Fire Marshal

Date

Art II, Sec 23
(c)(2)

___ 7. Revision block below the below including the following.

Revision #	Description	Approval

Art II, Sec 20
(f)

___ 8. Include this engineering responsibility statement below the signature block above.

The Engineer of Record is solely responsible for the completeness, accuracy, regulatory compliance, and adequacy of these plans and/or specifications whether or not the plans and/or specifications were reviewed by the City Engineer(s).

Art II, Sec 23
(9)(d)(3)

___ 9. If an adjacent street is sub-standard or needs widening in accordance with Transportation Plan, right-of-way and pro-rata cost participation is provided. This is typically a payment for half the cost of the full cross-section for the street over the length of the property along the street.

Art 10.03 of
the code of
Ordinances

GENERAL NOTES:

___ 1. Insert the City of Leander General Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>. Insert the most recent notes is included within the general notes sheet. Any changes on the general notes must be highlighted within a cloud and explained within an attached memo.

Ordinance
Reference

Art II, Sec 23
(c)

FINAL PLAT:

___ 1. Insert draft of the final plat.

Ordinance
Reference

Art II, Sec
23(a)

OVERALL PRELIMINARY PLAT:

___ 1. Provide the overall layout of the project as shown on the Preliminary Plat.

Ordinance
Reference

Art II, Sec 23
(c)

APPROVED PHASING PLAN:

- ___ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan

Ordinance
Reference

Art 13.12 of
the code of
ordinances

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 2. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- ___ 3. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
- ___ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 6. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 7. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 8. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- ___ 9. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.
- ___ 10. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. A template is available online at: <https://www.leandertx.gov/engineering>. The pond's engineered drawing specification sheet(s) shall be included in the plan as part of the recorded agreement. Documentation of the submittal to the County shall be provided to the City. This plan needs to include the location of the water permanent stormwater control facility such as a water quality or detention pond, and allow the City or its contractors access to the facility for periodic inspection.
- ___ 11. If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria.
- Fill material originating from the land that is the subject of a subdivision application may be temporarily stored on said land provided that the developer complies at all times with the following requirements:
 - The fill material shall be stored at the location shown on the approved construction plans.
 - The fill material shall consist of earthen material originating from the subdivision only, shall remain free from debris, and shall be suitable for use as fill material on the future phases of the subdivision. The fill material may not include any material from outside of the subdivision.
 - Storage of the fill material shall comply with the Storm Water Pollution Prevention Plan including revegetation of disturbed areas and other sedimentation and erosion controls adopted by the Texas Commission on Environmental Quality.
 - The fill material will be placed and stored in such manner so that it is stable, with the side slopes no steeper than a 3:1 (h:v) slope.
 - The fill material will be located so as not to disturb any wetland areas that may exist in the subdivision, and will be placed in a manner and location so as not to adversely affect the natural course of drainage across the land or impede drainage from neighboring properties.
 - Fiscal surety that complies with Section 28 of this Ordinance in an amount equal to 110% of the cost of removal of the fill material will be filed with the City prior to the acceptance of the subdivision that generates the fill material. The fiscal surety will be based on an estimate prepared by the engineer for the subdivision and approved by the City Engineer.
 - The height of the fill material shall not exceed ten (10') feet.
 - The location of the fill material must comply with the following setback requirements:
 - 400' setback from major roadways as identified on the Roadway Plan;
 - 100' setback from all other roadways platted at the time of the fill material pile approval; and
 - 100' setback from residential structures.
 - The setback requirements may be reduced by twenty-five (25%) percent if screening of the fill material is provided. Screening includes a six (6') foot privacy fence constructed of cedar

Ordinance
Reference

Art II, Sec 23
(4)(i)

Art II, Sec 23
(4)(ii)

Art II, Sec 23
(4)(iii)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(v)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(iii)

Art II, Sec 23
(4)(iii)

Art III, Sec 46
(2)

Art III, Sec 48

with steel posts sunk in concrete. The smooth side of the fence shall face away from the fill material.

- j. Permission to store fill material in the subdivision will expire and terminate in the event that a preliminary plat, construction plans, or a final plat for any portion of the land expires, or at such time that the improvements for the last phase of the subdivision are accepted.

STREET & ROADWAY SYSTEMS:

	Ordinance Reference
___ 1. The horizontal layouts and alignments showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.	Art II Sec 23 (c)(2)(i)
___ 2. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway.	Art II Sec 23 (c)(2)(ii)
___ 3. Typical right-of-way cross sections showing pertinent design details and elevations as prescribed in the City Standard Details and Specifications.	Art II Sec 23 (c)(2)(iii)
___ 4. Typical paving sections showing right-of-way width, lane widths, median widths, shoulder widths, and pavement recommendations.	Art II Sec 23 (c)(2)(iv)
___ 5. Attendant documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information and traffic impact studies.	Art II Sec 23 (c)(2)(v)
___ 6. Show any transportation improvements required by a TIA on the property.	Art II Sec 23 (c)(2)(vi)

GRADING & DRAINAGE IMPROVEMENTS:

	Ordinance Reference
___ 1. Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities.	Art II, Sec 23 (c)(3)
___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.	Art III, Sec 46 (d))
___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.	Art II, Sec 23 (c)(3)
___ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.	Art II, Sec 23 (c)(3)
___ 5. Attendant documents containing design computations in accordance with the Subdivision Ordinance for the City of Leander, and any additional information required to evaluate the proposed drainage improvements	Art II, Sec 23 (c)(3)
___ 6. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.	Art II, Sec 23 (c)(3)
___ 7. Non-Residential and Multi-Family Drainage and Detention Facilities: ☐ Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included. ☐ Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW. ☐ Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback. ☐ Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product. ☐ Structural stabilization including vertical walls and riprap for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.	Composite Zoning Art VI Sec 7 (b)

___ 8. Residential Drainage and Detention Facilities: ❑ Residential drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included. ❑ Residential drainage facilities shall utilize earthen berms and be designed with a curvi-linear shape. Any structural stabilization with slopes steeper than 3:1 shall be limited to the use of native stone (except for outlet structures which can be concrete) and shall be limited to not more than thirty (30%) percent of the perimeter of the pond. Such ponds shall be seamlessly integrated with the landscaping. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, concrete is permitted instead of native stone and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply. ❑ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product. ___ 9. FYI – Maintenance of the drainage and detention facilities are the responsibility of the property owner. The Homeowners Association (HOA) will be responsible for the maintenance of these facilities for residential subdivisions.	Composite Zoning Art VI Sec 7 (c)
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WATER DISTRIBUTION SYSTEMS:

	Ordinance Reference
___ 1. The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures sufficient to serve the proposed land uses and development as identified in the Preliminary Plat phase and in accordance with the City Standards and Details and Specifications.	Art II, Sec 23 (c)(5)
___ 2. Provide an overall layout of the water distribution system.	Art II, Sec 23 (c)(5)
___ 3. Plan and profile drawings for the public water utility showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all fittings, restraints, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns, at minimum of 50 foot stationing.	Art II, Sec 23 (c)(5)
___ 4. The existing and proposed location of fire hydrants, valves, backflow devices, meters, and other fittings.	Art II, Sec 23 (c)(5)
___ 5. Design details showing the connection with the existing City water system.	Art II, Sec 23 (c)(5)
___ 6. The specific location and size of all water service connections for each individual lot. Note: backflow preventers are required after all water meters (domestic, commercial, fire, irrigation, etc)	Art II, Sec 23 (c)(5)
___ 7. Attendant documents containing any additional information required to evaluate the proposed water distribution system.	Art II, Sec 23 (c)(5)
___ 8. Label the static pressure for the highest and lowest lot in the subdivisions. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.	Art II, Sec 23 (c)(5)

WASTEWATER COLLECTION SYSTEMS:

	Ordinance Reference
___ 1. The layout, size and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures sufficient to serve the land uses and development as identified in the Preliminary Plat phase, in accordance with all current City standards, specifications, and criteria for constructions of wastewater systems.	Art II, Sec 23 (c)(6)
___ 2. Provide an overall layout of the wastewater distribution system.	Art II, Sec 23 (c)(6)
___ 3. Plan and profile drawings for each line in public right-of-ways or public utility easements, showing existing ground level elevation at center line of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element,, drops, turns, and station numbers at fifty (50) foot intervals.	Art II, Sec 23 (c)(6)
___ 4. Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.	Art II, Sec 23 (c)(6)
___ 5. Detailed design for lift stations, package plants or other special wastewater structures.	Art II, Sec 23 (c)(6)
___ 6. Attendant documents containing any additional information required to evaluate the proposed wastewater system, and complete an application for State Health Department approval.	Art II, Sec 23 (c)(6)

TRAFFIC CONTROL, STREET LIGHTS & SIGNS:		Ordinance Reference
___ 1.	If applicable, a Site specific minimum Traffic Control Plan shall be submitted as part of this set of plans.	Art II, Sec 23 (c)(8)
___ 2.	The location, size, type and description of street lights according to City Standard Details and Specifications.	Art II, Sec 23 (c)(8)
___ 3.	The electrical design signed and sealed by an engineer for the LED street light system on a metered circuit.	Art II, Sec 23 (c)(8)
___ 4.	The location, size, type and description of street signs according to City Standard Details and Specifications	Art II, Sec 23 (c)(9)
___ 5.	Show pavement markings and location of stop bars and other markings (if applicable) as required in the latest version of the Texas Manual Uniform Traffic Control Devices.	Art II, Sec 23 (c)(9)
___ 6.	Provide City of Leander street sign detail.	Art II, Sec 23 (c)(9)
___ 7.	The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications.	Art II, Sec 23 (c)(10)
ROAD & SIDEWALK CLOSURE PLAN:		Ordinance Reference
___ 1.	Provide a road closure plan if a road closure is necessary during construction. This will also be noted within the minimum Site Specific Traffic Control Plan.	Art II, Sec 23 (c)(11)
___ 2.	If an existing sidewalk is required to be closed during construction, provide an alternative plan.	Art II, Sec 23 (c)(11)
___ 3.	Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.	Art II, Sec 23 (c)(11)
___ 4.	If the project impacts existing school zones, they include any necessary signage and/or striping.	Art II, Sec 23 (c)(11)
SIDEWALKS:		Ordinance Reference
___ 1.	The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.	Art II, Sec 23 (c)(11)
___ 2.	Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.	Art II, Sec 28 (c)(2)
___ 3.	Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.	Art II, Sec 28 (c)(2)
___ 4.	Provide a note on the plans stating: <i>For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.</i>	Art II, Sec 23 (c)(11)
___ 5.	Provide a note stating that turf grass is prohibited in strips of land less than six (6') feet in width between sidewalks and pavement.	Composite Zoning Art VI, Sec 1 (b)(4)
STANDARD DETAILS:		Ordinance Reference
___ 1.	Insert the applicable City of Leander Standard Details. These details may be found online at http://www.leandertx.gov/engineering/page/standard-details .	Art II, Sec 23 (c)
___ 2.	No more than 8x 8-1/2"x11" or 4x 11"x17" size detail sheets may be included on any one 22-24"x34-36" plan sheet.	Art II, Sec 23 (b)
PARKLAND, IMPROVEMENTS & OTHER PUBLIC OR COMMON AREAS:		Ordinance Reference
___ 1.	Proof of HOA establishment (One copy of the homeowner's association creation documents including responsibilities for park and/or landscaped entrance maintenance is provided if such facilities are provided.	Art IV, Sec 61 (d)
___ 2.	Proof of Ownership, Dedication, Perpetual Use & Maintenance (Provide a recorded deed, agreement, conveyance and/or restrictions demonstrating that the private park land and facilities are restricted to park and recreational purposes by a recorded covenant that runs with the land in favor of the future owners of property that cannot be defeated or eliminated without the consent of the City Council. The recorded deed, agreement, conveyance and/or restrictions should adequately provide for private ownership and perpetual maintenance.)	Art IV, Sec 61 (d)

- ___ 3. Show all facilities included on the approved *Park Concept Plan* and label improvement phases, if applicable.
- ___ 4. Plans for public trail systems as required by the Parks Open Space & Master Plan.
- ___ 5. Demonstrate that the addition of new turf grass is limited to fifty (50%) percent of landscape lots, open space lots, HOA lots, and parkland lots.

Art II, Sec 23
(c)(12)

Art II, Sec 23
(c)(12)

Composite
Zoning Art VI,
Sec 1 (b)(4)

TREE PROTECTION PLAN

Ordinance
Reference

- ___ 1. Include the approved Tree Protection Plan from the Preliminary Plat. If changes are proposed or a Preliminary Plat was not required the following Required Items need to be provided:
- ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible.
 - ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.
 - ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.
 - ☐ The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree.

Art II, Sec 22
(c)(2)(iii)

Tree Number	Tree Type	Caliper Inch	Removed	Protected	Heritage	Reason for Removal
####	Live Oak	29"		29"	Y	
####	Cedar Elm	18"	18"			
####	Live Oak	32"	32"		Y	

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
 - ☐ Approval of removal permits shall be based on the following:
 - a. Tree size/number of trunks;
 - b. Tree health and viability;
 - c. Tree location;
 - d. Other Significant and Heritage Trees to be preserved on site; and
 - e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
 - ☐ Provide the following note:
In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.
- ___ 2. Tree Mitigation Requirements:
- ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.
- ___ 3. Significant Tree Removal Permit
- ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.
 - ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.
- ___ 4. A non-disturbance zoning shall be maintained for single-family and two-family developments. A disturbance area of no more than five (5') feet from the foundation necessary for construction and grade transitions, this disturbance zoning is increased to ten (10') feet from the foundation for lots zoned with the SFR use component. Trees may be proposed for removal on the building pads at the construction plan phase, this tree removal shall be include in the protection plan and mitigation requirements shall apply.

Art II, Sec 22
(c)(2)(iii)

Art II, Sec 22
(c)(2)(iii)

Composite
Zoning Art VI,
Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree ❑ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical. a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches. b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches. c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed. d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree. e. Fee credits are available for mitigation trees that are planted on site that are 2 caliper inches measured at 4 feet in height.	Art II, Sec 22 (c)(2)(iii)
___ 6. Replacement Trees ❑ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time.	Art II, Sec 22 (c)(2)(iii)

LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:

	Ordinance Reference
___ 1. The location, size and description of all Significant Trees (to remain or to be removed), and Replacement Trees to meet the requirements of the City of Leander Subdivision Ordinance. Replacement trees must be of a type and species listed on the Preferred Plant List associated with the Composite Zoning Ordinance.	Art II, Sec 23 (c)(13)
___ 2. The location, size and description of all landscaping and screening materials as required by the City of Leander Composite Zoning Ordinance and must be of a type and species listed on the Preferred Plant List.	Art II, Sec 23 (c)(14)
___ 3. For single family or duplex lots that side up or back up to a major arterial roadway, a masonry wall at least six feet tall in conformance with the Leander Composite Zoning Ordinance is shown on the plans for construction with the subdivision improvements.	Art III, Sec 45 (a)(4)
___ 4. Include the following notes on the Landscape Plan: <i>Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.</i> <i>Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.</i> <i>A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.</i> <i>All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.</i> <i>Turf grass is prohibited in strips of land less than six (6') feet in width between sidewalks and pavement.</i> <i>Turf grass shall be limited to fifty (50%) percent of landscape lots, open space lots, greenspace lots, HOA lots, and parkland lots.</i>	Composite Zoning Art VI, Sec 1 (d)(1)(i) Composite Zoning Art I, Sec 6 Composite Zoning Art VI, Sec 1 (b)(20) & (21) Composite Zoning Art VI, Sec 1 (b)(20) & (21) Composite Zoning Art VI, Sec 1 (b)(4) Composite Zoning Art VI, Sec 1 (b)(4)
___ 7. Provide the location and species of all required street trees on every street in accordance with all current City standards, specifications and criteria for the installation of street trees.	Art II, Sec 23 (c)(15)
___ 8. Provide a root barrier detail for all street trees if proposed.	Art II, Sec 23 (c)(15)
___ 9. Include the wall detail and elevation for any required screening walls.	Art II, Sec 23 (c)(14)
___ 10. Provide screening for detention or water quality ponds.	Composite Zoning

- ___ 11. Provide an approved License Agreement associated with any landscaping, irrigation, or signage located in the public right-of-way.

DESIGN CRITERIA:

- ___ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.
- ___ 2. Site specific design criteria, reports, calculations and all other related computation shall be presented specific to the public improvements, and if applicable, compared to previously established conditions as presented within the preliminary plat stage. If there is not any previous preliminary plat nor the existing information presented during an accepted earlier stage of development, then it shall be submitted in this stage.

Ordinance
Reference

Art II, Sec 23
(c)

Art II, Sec 23
(c)

COST ESTIMATE:

- ___ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.
- ___ 2. Verification and adjustment of the construction cost is required prior to City acceptance. A final engineer's signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.

Ordinance
Reference

Art II, Sec 23
(c)(17)

Art II, Sec 23
(c)(17)

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.

REQUIREMENTS FOR ISSUANCE OF CONSTRUCTION PLAN PERMIT

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule.
- To schedule a pre-construction meeting, the following items must be provided:
 1. Two printed copies of the approved and signed plans.
 2. Upload the following items to the Development Hub:
 - Scan of the final approved site development plan as a PDF and AutoCAD formats. Plans must be scanned at 300 dpi to the original approved scale.
 - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
 - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the site development permit, provide documentation from the appropriate water quality regulating entity, TCEQ Edwards Aquifer or LCRA Highland lakes, that the project is approved or exempt.
- The Construction Plan Permit shall be issued during the pre-construction meeting.
- Upon receipt of the final copies of the plans, the approved SWPPP, and the completion of the Erosion Control Inspection, a pre-construction meeting will be scheduled.
- **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

PROJECT NAME: _____

FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

The Final Plat is last step in the subdivision process. The final plat includes the survey description for each lot in the plat plus plat notes and dedication, recording and approval statements. The final plat is the “recorded document” that is filed for record with the county.

- **An approved Concept Plan and Preliminary Plat is required prior to submission of a Final Plat. A Final Plat is required for all subdivisions except those that qualify as a Short Form Final Plat or Amended Final Plat.**
- Construction plans may be submitted for review and approval simultaneously with a Final Plat only if the applicant elects to seek approval under the Alternative Review/Expedited Procedure. In addition, the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Final Plat are to be reviewed simultaneously, a complete application for Constructions Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- If the final plat does not conform to the approved preliminary plat, a redline document identifying all changes shall be provided and approved prior to the submittal of the final plat application. Staff will determine if the changes require a formal revision to the preliminary plat.
- If changes to the street names are proposed after the approval of the Preliminary Plat, then documentation from both Williamson and Travis County 911/Addressing stating that all street names on the Final Plat are approved and not duplicated in other areas of the counties.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 25](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 23](#)).
- If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the final plat. If a Traffic Study Screening Evaluation Form was required for the submittal of the concept plan or preliminary plat, an update Traffic Study Screening Evaluation Form is required to be submitted concurrently with the final plat.
- Any fees in lieu of a TIA (only if approved by City Engineer during the concept or preliminary plat prior to January 2024) or fees associated with a TIA as approved by the City Engineer are due prior to scheduling the final plat for review by the Commission for residential plats that do not require a site plan. Fees in lieu of a TIA or fees associated with a TIA are due at the site development stage for non-residential, multi-family, or residential plats that require a site plan (only if approved by City Engineer during the concept or preliminary plat prior to January 2024).
- All fees such as TIA fee in lieu, fees associated with a TIA, parkland fee in lieu, recreation improvement deposit, roadway adequacy fees, etc are due prior to scheduling the plat for review by the Commission.
- Action by the Planning & Zoning Commission and/or City Council is required if one of the following items apply:
 - A variance is requested;
 - A replat of residential property is proposed;
 - Significant and/or Heritage Tree(s) are proposed for removal and action by the governing body is required; and/or
 - The Director of Planning, for any reason, elects to present the application to the Commission and/or Council for action.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

CONTACT INFORMATION

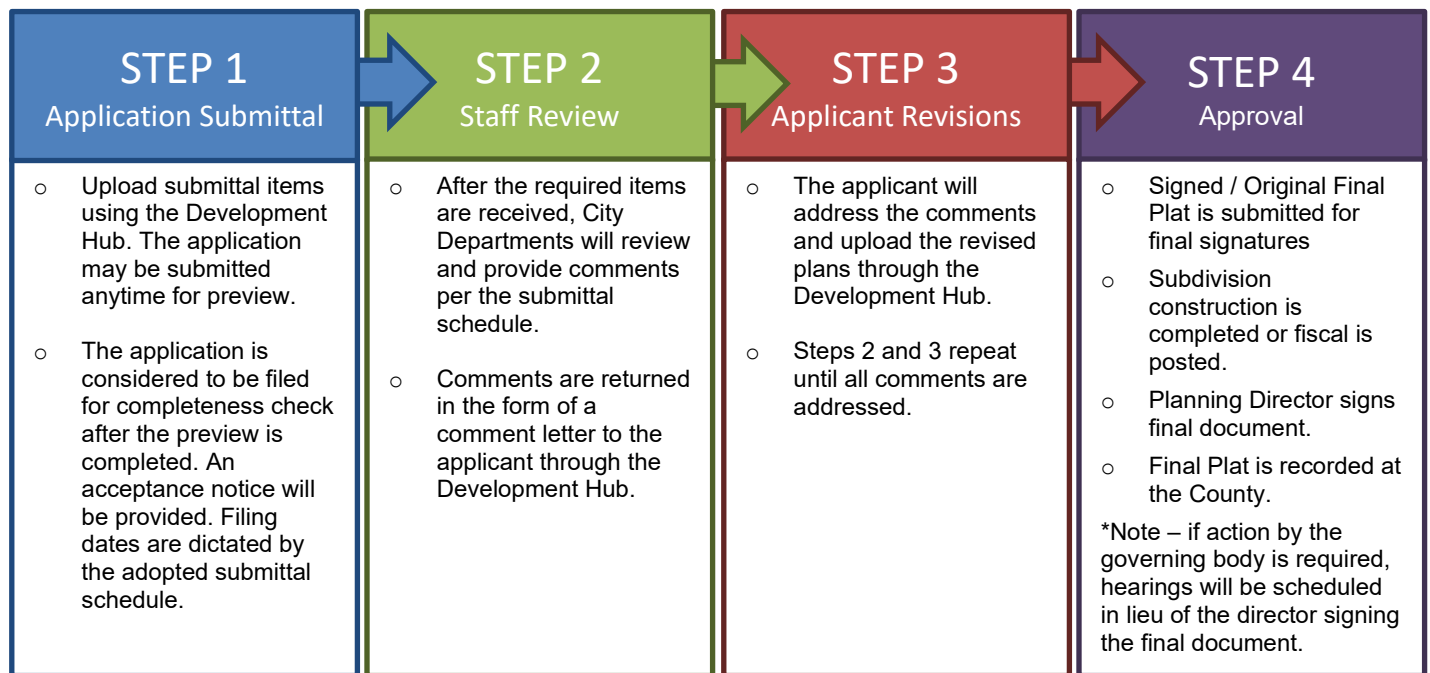
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

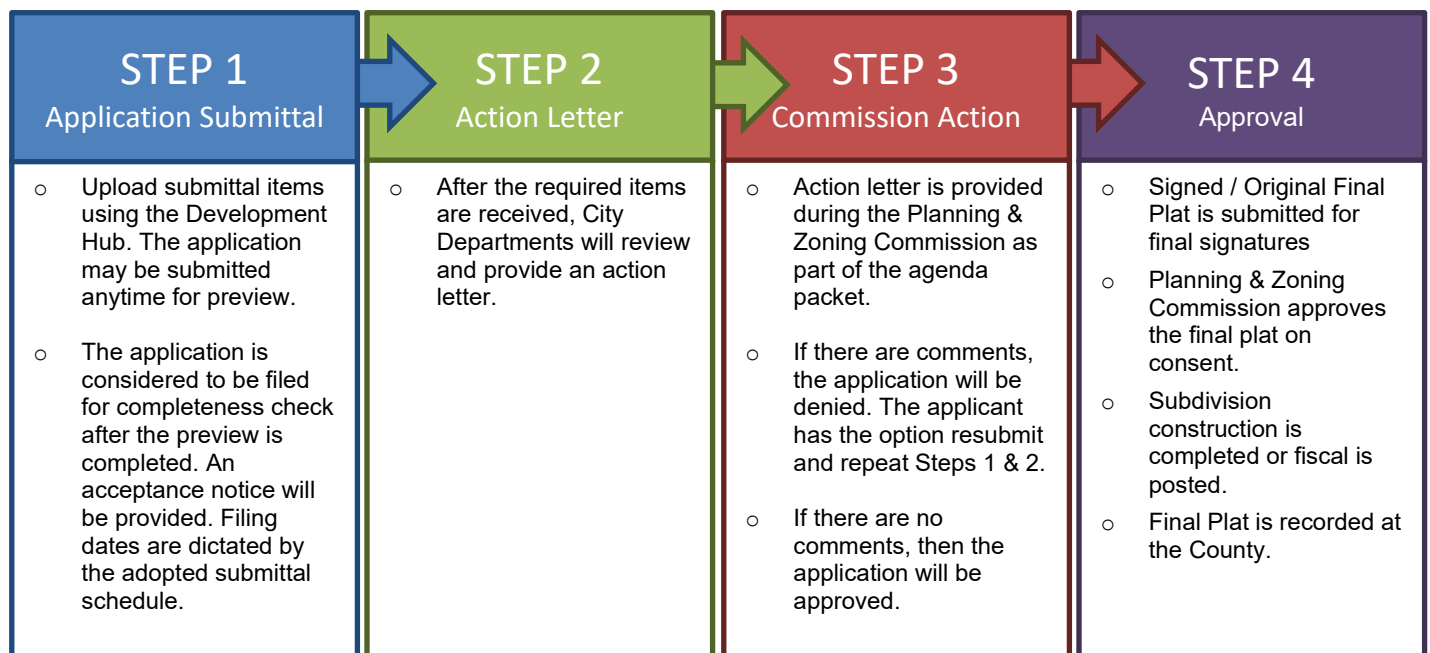
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).

- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the “Submittal Schedule” for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the “Required Items for Application Submittal” on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. Final Plat Document (18"X24" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
- ☐ 7. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 8. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
- ☐ 9. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Final Plat are not duplicated in other areas of the county.
- ☐ 10. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 11. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only and only for projects with fee-in-lieu approved by the City Engineer prior to January 2024) – This letter shall confirm the trip generation based on the current ITE Manual and the proposed fee in lieu of TIA request or that TIA fees are not required. The letter shall be signed and sealed by an engineer.
 - ☐ Traffic Study Screening Evaluation Form (current or updated as necessary)
 - ☐ TIA Update Submittal (TIA review only) – Provide the TIA Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 12. Provide documentation that the concept plan and preliminary plat have been approved.
- ☐ 13. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 14. Application Fees (calculation listed on [page 5](#)).

APPLICATION FEE* CALCULATION

Filing Fee:	\$1,000.00
\$25 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (per Phase and/or Section):	\$ 125.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

TOTAL FEE \$

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list on [page 4](#). Examples:
 - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
1. Application 06.13.2022
 - The Final Plat shall be identified as the FP and include the creation date in MM.DD.YYYY format:
2. Project Name FP 06.13.2022
 - Corrections shall include the version number in the title: 2. Project Name FP V2 06.13.2022

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plat sheets shall meet the format listed in the "General Section" on [page 9](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plats, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

FINAL PLAT REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or the Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 21](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

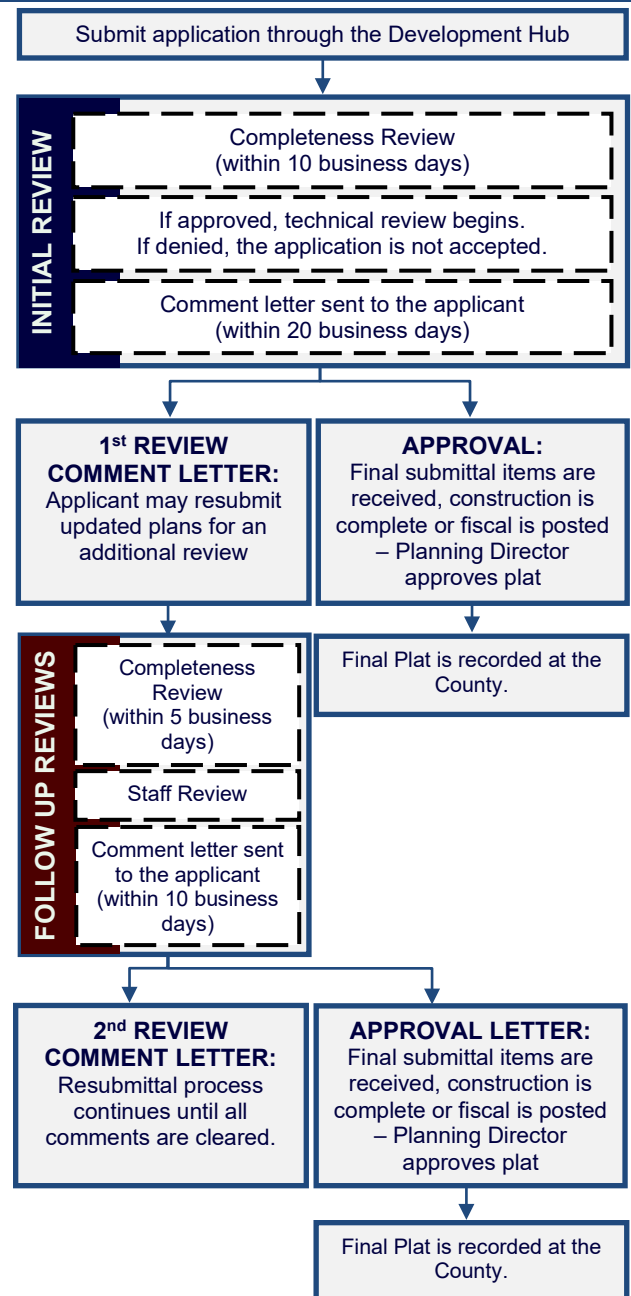
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Plat
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the applicant will need to submit a final copy of the final plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor. Any required fees are required to be paid prior to approval.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, the developer will either need to complete the subdivision improvements or post fiscal for the improvements. Then the Planning Director will approve final plat and it will be sent to the County for recordation. Once the plat is recorded, the process will be completed.



STANDARD REVIEW PROCEDURE

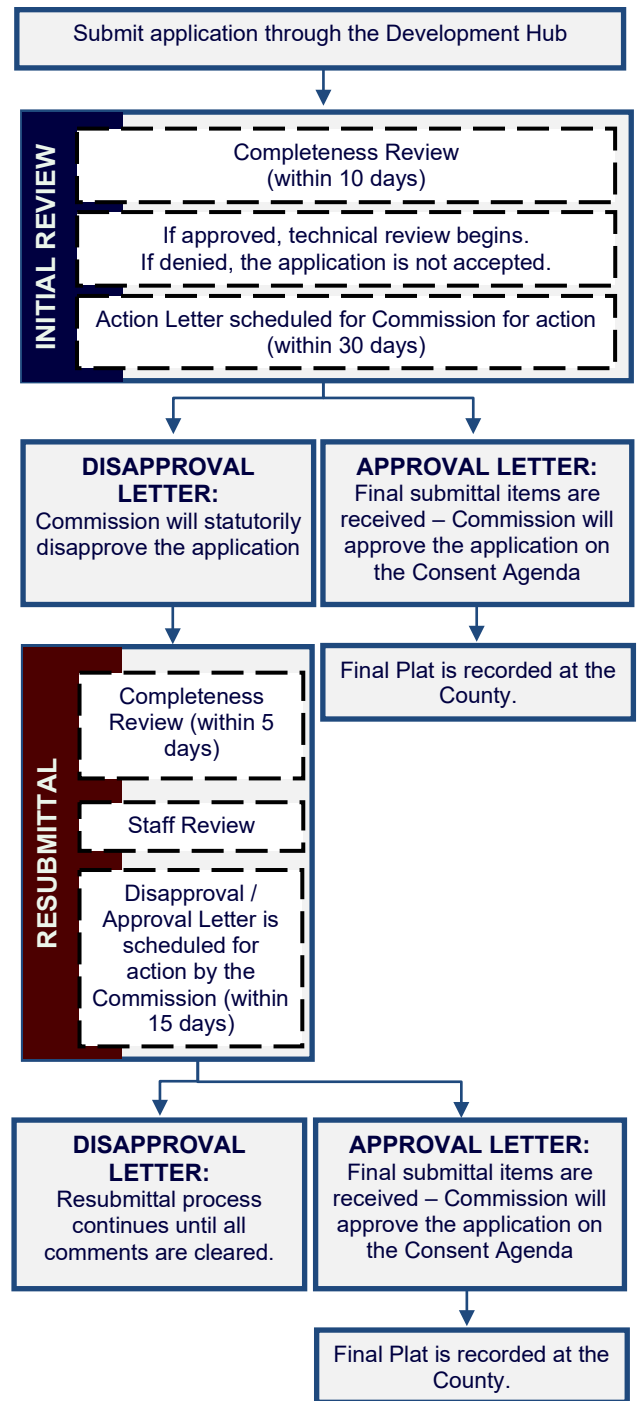
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the applicant will need to submit a final copy of the plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor.
3. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Resubmittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 2nd review)

If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list deficiencies with Code references. If approved, the applicant will need to submit a final copy of the plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor.
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in item 3 and 4 above shall be repeated.
6. Once the Commission approves the final plat, then the plat will be signed by the Commission. After any conditions are addressed then the plat will be signed by the Planning Director and City Secretary.
7. After the plat is signed, the City will send the plat to the County for recordation. Once the plat is recorded, the process will be completed.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

☐ I, the owner, will represent this application with the City of Leander.

☐ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

☐ I, the owner, have selected the Standard Review Procedure.

☐ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

Before me, _____, on this day personally appeared _____,

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

FINAL PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Final Plat Sheets ☐ Notes & Signatures	Art II, Sec 24 (d)(2)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 24 (b)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 24 (d)(2)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 24 (d)(2)
___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 24 (c)(4)(i)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number. The proposed name of the subdivision does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction unless for different sections or phases of the same subdivision. Subdivision Name Final Plat	Art II, Sec 24 (c)(1)(i)
___ 2. Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Developer name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Developer/Agent name, address, and phone number ☐ Filing date	Art II, Sec 24 (c)(1)(ii)
___ 3. Scale (graphic and number format) and north arrow.	Art II, Sec 24 (c)(1)(ii)
___ 4. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 24 (c)(1)(iii)
___ 5. Index on the right side of the sheet name and number.	Art II, Sec 24 (d)(2)
___ 6. Example cover sheet: Subdivision Name Final Plat Project Information Location Sketch Index 1 of 1	Art II, Sec 24 (d)(2)
___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.	Art II, Sec 24 (c)(1)(iv)
___ 8. Provide a table including the street name(s) and linear footage.	Art II, Sec 24 (d)(2)

SHEET 2 – FINAL PLATOrdinance
Reference**EXISTING CONDITIONS**

___ 1.	The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Art II, Sec 24 (c)(2)(i)
___ 2.	Plat or deed references for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.	Art II, Sec 24 (c)(1)(v)
___ 3.	Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.	Art II, Sec 24 (c)(2)(ii)
___ 4.	Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records.	Art II, Sec 24 (c)(2)(iii)
___ 5.	Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of 1,000 feet of the subdivision boundary.	Art II, Sec 24 (c)(2)(iii)
___ 6.	Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat). This measurement is used to determine if additional ROW is required based on the Transportation Plan	Art II, Sec 24 (c)(2)(iii)
___ 7.	The location of the City limit lines and/or outer border of the City's extra-territorial jurisdiction.	Art II, Sec 24 (c)(2)(iv)
___ 8.	The location of the County line if it traverses or is contiguous to the subdivision.	Art II, Sec 24 (c)(2)(iv)

SURVEY CONTROL INFORMATION

___ 1.	True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, which is accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.	Art II, Sec 24 (c)(3)(i)
___ 2.	The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.	Art II, Sec 24 (c)(3)(ii)
___ 3.	Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.	Art II, Sec 24 (c)(3)(iii)
___ 4.	Sufficient data for each lot to prove mathematical closure.	Art II, Sec 24 (c)(3)(iv)
___ 5.	Metes and bounds description.	Art II, Sec 24 (c)(3)(iv)
___ 6.	AutoCAD or GIS digital file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included. Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203) Units: US Survey Feet	Art II, Sec 24 (c)(3)(v)

IMPROVEMENTS:

___ 1.	The location, bearings, distances, and widths of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.	Art II, Sec 24 (c)(4)(i)
___ 2.	A ten foot wide public utility, landscape and pedestrian access easement is dedicated and shown graphically adjacent to all street ROW. (Note: if use is single family or duplex, only dedicate a ten foot public utility easement).	Art III, Sec 46 (c)
___ 3.	A two and a half foot wide public utility easement is dedicated and shown graphically on all side lot lines.	Art III, Sec 46 (c)
___ 4.	A public safety and a public utility easement is shown on all private streets in the subdivision and includes cable and telecommunications utilities (only if private streets are proposed).	Art III Sec 42 (g)
___ 5.	Streets: Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins. Provide street centerline information	Art II, Sec 24 (c)(4)(ii)
___ 6.	Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.	Art II, Sec 24 (c)(4)(iii)

___ 7.	The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. Identify the dimensions in number format instead of abbreviations (ex. C10 = 110'). If inside the City, lot area, width and depth, public utility and drainage easements conform to the requirements as established for the designated land use as set forth in the Composite Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.	Art II, Sec 24 (c)(4)(iv)
___ 8.	All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.	Art III, Sec 45 (b) (14)
___ 9.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 10.	Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)	Art II, Sec 24 (c)(1)(iv)
___ 11.	Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).	Art II, Sec 24 (c)(1)(iv)
___ 12.	The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.	Art II, Sec 24 (c)(4)(v)
___ 13.	The final plat is in conformance with the approved preliminary plat.	Art II, Sec 24 (a)(2)
___ 14.	Graphically show the proposed location of sidewalks.	Art II, Sec 24 (c)(4)(vii)
___ 15.	If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed. Current zoning (if inside City of Leander)_____ (Do not show on plat)	Art II, Sec 24 (f)(3)(i)
___ 16.	Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.	Sec 42 (b)(1)
___ 17.	All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.	Art III, Sec 45 (b)(8)
___ 18.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 19.	There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.	Art III, Sec 45 (b)(10)
___ 20.	Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)
___ 21.	Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(10)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 24 (c)(2)(iii)
___ 23.	Street right-of-way is dedicated with the plat for the full length and/or width of the lots adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(vi)
___ 24.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 45 (b)(2)(i)
___ 25.	The following is information to the applicant: AI Clawson Disposal, Inc. is currently the sole provider of waste hauling for this site both during and after construction.	Franchise Agreement
___ 26.	If private streets are proposed, the following are provided. Private streets may only be approved for local streets and may not be approved where the gated, private street would prohibit the connection of the street network between neighborhoods impair the ability to complete the City's overall transportation network. a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance. b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association.	Art III, Sec 42(b)(2)(vii) & Art III, Sec 45 (f) & (g)

- c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement.
- d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities. Note should include the following:

A perpetual public safety and public service easement is hereby dedicated for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation, any other public services and enforcing the city ordinances; and giving the City and its authorized officers and designees uninhibited ingress and egress over, across and through such streets, roadways, and rights-of-way for the purpose of providing public safety services, police, fire and medical services, and enforcing the penal code and city ordinances. The HOA shall maintain at all times with the City Secretary the current gate code or key for all gates regulating access to and from the subdivision.

- ___ 27. Certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.

Art II, Sec 24
(c)(1)(vi)

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES

- ___ 1. Certification and signature blocks as required by the City and County, including the following:

- a) A certified statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat (as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of the subject property) and the plat is in conformance with the Leander Subdivision Ordinance.

Art II, Sec 24
(c)(1)(ii) & (iv)

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, *[Name of Surveyor]*, am authorized under the laws of the State of Texas to practice the profession of land surveying and hereby state that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with all City of Leander Ordinance and Codes, and that all existing easements of record as found on the Title Policy provided by *[Title Company Name, GF No.]* issued *[date]* have been shown or noted heron.

Signature and Seal of Licensed Surveyor Date

- b) A certified statement by the engineer is provided as follows.

Art II, Sec 24
(c)(1)(ii) & (iv)

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, *[Name of Engineer]*, am authorized under the laws of the State of Texas to practice the profession of engineering, and do hereby state that this plat conforms with the applicable ordinances of the City of Leander, Texas.

Signature and Seal of Licensed Engineer Date

- c) City approval statement as follows if the project is eligible for administrative approval:

Art II, Sec 25
(f)

Approved this the ___ day of ___, 20__ A.D. and authorized to be filed for record by the County Clerk of ___ County.

Robin M. Griffin, AICP
Executive Director of Development Services
City of Leander, Texas

ATTEST: _____
Dara Crabtree
City Secretary
City of Leander, Texas

- d) If the Planning & Zoning Commission approval is required, provide the names and signature lines for the Chairman of the Planning and Zoning Commission attesting approval of the plat on the right side of the sheet above the County recording statement as follows:

Art II, Sec 25
(f)

Approved this the ___ day of ___, 20__ A.D. at a public meeting of the Planning and Zoning Commission of the City of Leander, Texas and authorized to be filed for record by the County Clerk of ___ County.

ATTEST: _____
Laura Lantrip, Chairman
Planning and Zoning Commission
City of Leander, Texas
Ellen Coufal, Secretary
Planning and Zoning Commission
City of Leander, Texas

- e) Owner's dedication statement including the following with signatures in permanent/waterproof ink and notary seals are legible.

Art II, Sec 24
(c)(1)(vi)

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ *[or Document Number]*, of the Official Records of Williamson County, Texas does hereby certify that there are no lien holders and dedicates to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[signature] _____

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, *[Name of authorized officer]*, as *[Title of officer]* of *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, on behalf of said *[Name of corporate entity]*, a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ *[or Document Number]*, of the Official Records of Williamson County, Texas does hereby dedicates to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[signature] _____

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, *[Name of authorized officer]*, as *[Title of officer]* of *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, on behalf of said *[Name of corporate entity]*, a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is

subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

By signing this plat, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the rights-of-way, streets, alleys, easements, parks, and other open spaces dedicated to the City or to public use set forth on this plat, from any deed of trust, vendor's lien, or other type of lien or note on the Property owned by the lien holder, including but not limited to the note and lien described in the instrument entitled _____, dated _____, filed of record in the Official Public Records of _____ County, Texas at Vol. ____, Page ____/Document No. _____.

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the ____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[signature] _____

[NAME OF OWNER]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the ____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[signature] _____

[NAME OF OWNER]

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

By signing this plat, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the rights-of-way, streets, alleys, easements, parks, and other open spaces dedicated to the City or to public use set forth on this plat, from any deed of trust, vendor's lien, or other type of lien or note on the Property owned by the lien holder, including but not limited to the note and lien described in the instrument entitled _____, dated ____, filed of record in the Official Public Records of __ County, Texas at Vol. __, Page __/Document No. _____.

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the ____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

- f) If the subdivision is not to be served by an organized wastewater collection system, provide this note with the engineer's seal stating whether the tract is or is not located in the Edwards Aquifer Recharge Zone and a signature block certified by Terron Everston, Williamson Co. Director of Environmental Services for Williamson County:

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the Edwards Aquifer Regulations for Williamson County and the Williamson County On-Site Sewerage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District (WCCHD) and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in the plat and the documents associated with it.

Art II, Sec 24
(c)(1)(vi)

Or a signature block certified by Brandon Couch, Program Manager – On-site Waste Water Program for Travis County:

O.S.S.F. NOTES:

1. No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site wastewater (septic) system that has been approved and licensed for operation by the Travis County On-Site Wastewater Program.
2. This subdivision is subject to all the terms and conditions of Chapter 448, Travis County Code, Rules of Travis County, Texas for On-Site Sewage Facilities. These rules require, among other things, that a construction permit be obtained from Travis County before an on-site sewage facility can be constructed, altered, modified, or repaired in the subdivision and that a license to operate be obtained from Travis County before an on-site sewage facility can be operated in the subdivision.
3. Each residential lot in this subdivision is restricted to no more than one single family dwelling per acre.
4. These restrictions are enforceable by the Travis County On-Site Wastewater Program.

Brandon Couch, D. R., Program Manager,
On-site Wastewater, Travis County TNR

Date

- g) The County recording statement is located in the lower right corner of the signature page. A 1½ x 1½ space is need

Art II, Sec 24
(c)(1)(vi)

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

I, **NANCY RISTER**, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF _____, 20____, AD, AT _____ O'CLOCK, ____M, AND DULY RECORDED THIS THE DAY OF _____, 20____, AD, AT _____ O'CLOCK ____M, IN THE PLAT RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

I, REBECCA GUERRERO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____M., AND WAS DULY RECORDED ON THIS THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET _____, SLIDES ____ WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
DYANA LIMON-MERCADO
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS

- h) If the property is in Travis County and within the City ETJ, provide a Travis County Commissioner's Court approval note.

Art II, Sec 24
(c)(1)(vi)

STANDARD PLAT NOTES

___ 1. General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. (inside City only)
- ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. (ETJ only)

County

County

- | | |
|--|-----------------------------|
| ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities. | Art I, Sec 8 (b) |
| ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i> | Art I, Sec 8 (b) |
| ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department. | Art III, Sec 46 (b) |
| ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander. | Art III, Sec 46 (b) |
| ☐ All easements on private property shall be maintained by the property owner or his or her assigns. | |
| ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines. | Art II, Sec 24 (c)(6)(vi) |
| ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____. | Code of Ordinances Art 3.10 |
| ☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. <i>(inside City only)</i> | Art II, Sec 24 (c)(6)(vii) |
| ☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed. | Art II, Sec 24 (c)(6)(vii) |
| ☐ All utility lines must be located underground. | Art III, Sec 47 |
| ☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date) | Art II, Sec 24 (a) (2) |
| ☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements. | Art II, Sec 20 (j) |

___ 2. Non-Residential & Multi-Family Plat Notes:

- | | |
|---|------------------------------|
| ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties. | Art III, Sec 42 (h) |
| ☐ Traffic Impact Analysis Note (if applicable):
○ Include items required by the TIA as a plat note. | Code of Ordinances 10.03.003 |

___ 3. Single-Family & Two Family Plat Notes:

- | | |
|--|--|
| ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street. | Transportation Criteria Manual 5.3.1 J |
| ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____ | Art IV, Sec 61(d) |
| ☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number _____. | Art IV, Sec 61(d) |
| ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas. | Art III, Sec 41 (a) |
| ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas. | Art III, Sec 41 (a) |
| ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: | Composite Zoning Ordinance |

A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)

For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In

addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.

ADDRESSING INFORMATION

Addressing for projects will be released ten working days after the receipt of the scanned final recorded plat.

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ Final Plat (18" X 24") pdf
- ☐ A comment response letter indicating how the staff comments were addressed.

FINAL APPROVAL

After the review is complete and staff has cleared all comments, staff will take the next steps in the approval process. If the application is eligible for administrative approval, the Planning Director will sign the final plat after the subdivision construction is complete or fiscal is posted for the improvements. If the application requires a hearing, staff will initiate the hearing process.

The following items are required to be submitted through the Development Hub to start the approval process.

- ☐ Final Plat (18" X 24") pdf
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

If the applicant wishes to record the final plat on their schedule, then following items need to be submitted:

- ____ 1. Final Plat printed on mylar with signatures in black, permanent ink. All notary seals are required to be legible and current.

If the applicant prefers that the City records the final plat, then the following items need to be submitted:

- ____ 1. Final Plat with signatures in black, permanent ink. All notary seals are required to be legible and current.
- ____ 2. Original tax certificates from the County tax office (includes County, City, and ACC) are required prior to recording.
- ____ 3. Original owner's affidavit for recording.
- ____ 4. Williamson County cover sheet.
- ____ 5. Recordation fees.

☐ TRAVIS COUNTY

The following items need to be submitted:

- ____ 1. Final Plat printed on mylar with signatures in black, permanent ink. All notary seals are required to be legible and current.

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05. CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

§

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:							
Name:		Project Number(s):							
Location:									
Applicant/Agent/Project Developer		Traffic Study Preparer							
Name:		Name:							
Phone:		Phone:							
Email:		Email:							
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:					
		☐ NO		Project Number(s):					
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips			
				AM (in/out)	PM (in/out)				
Existing									
Total									
Proposed									
Total									
Total New Trips (increase/decrease from exist.) →									
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study		Level 4 Traffic Study	
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips		≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres	
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4			
	Printed Name:				Comments:				
	Signature:								
	Date:								

January 2024 v.1.1

PROJECT NAME: _____

SHORT FORM FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A short form final plat allows for the subdivision of properties that do not require a concept plan, preliminary plat, or public improvement construction Plans. This platting option may be utilized when a subdivision meets the following conditions:

- ☐ No new public street is necessary for each lot to have access on to a public street.
- ☐ Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
- ☐ No off-site improvements are necessary for utility service or drainage.
- ☐ No more than four (4) lots are involved.
- If changes to the existing street names or a new street configuration is proposed, then documentation from both Williamson and Travis County 911/Addressing stating that all street names on the Final Plat are approved and not duplicated in other areas of the counties.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 24](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 22](#)).
- Action by the Planning & Zoning Commission and/or City Council is required if one of the following items apply:
 - A variance is requested;
 - A replat of residential property is proposed;
 - Significant and/or Heritage Tree(s) are proposed for removal and action by the governing body is required; and/or
 - The Director of Planning, for any reason, elects to present the application to the Commission and/or Council for action.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

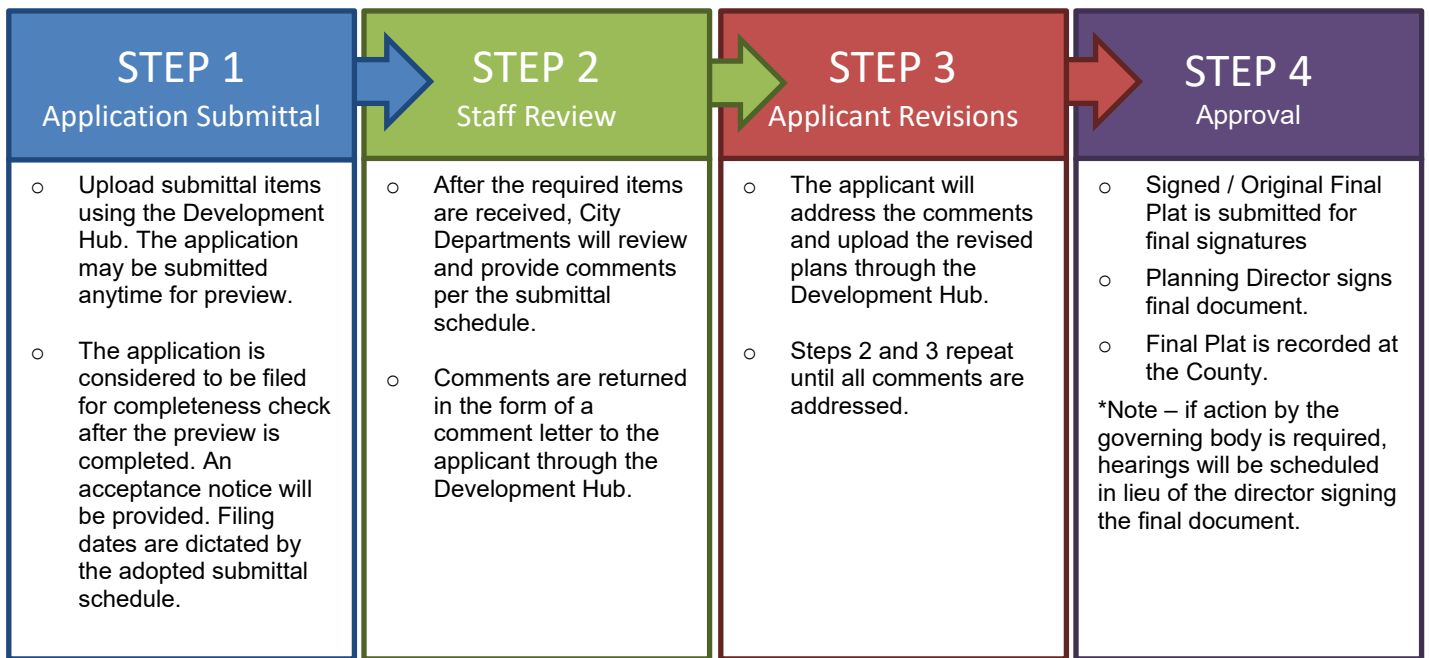
CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

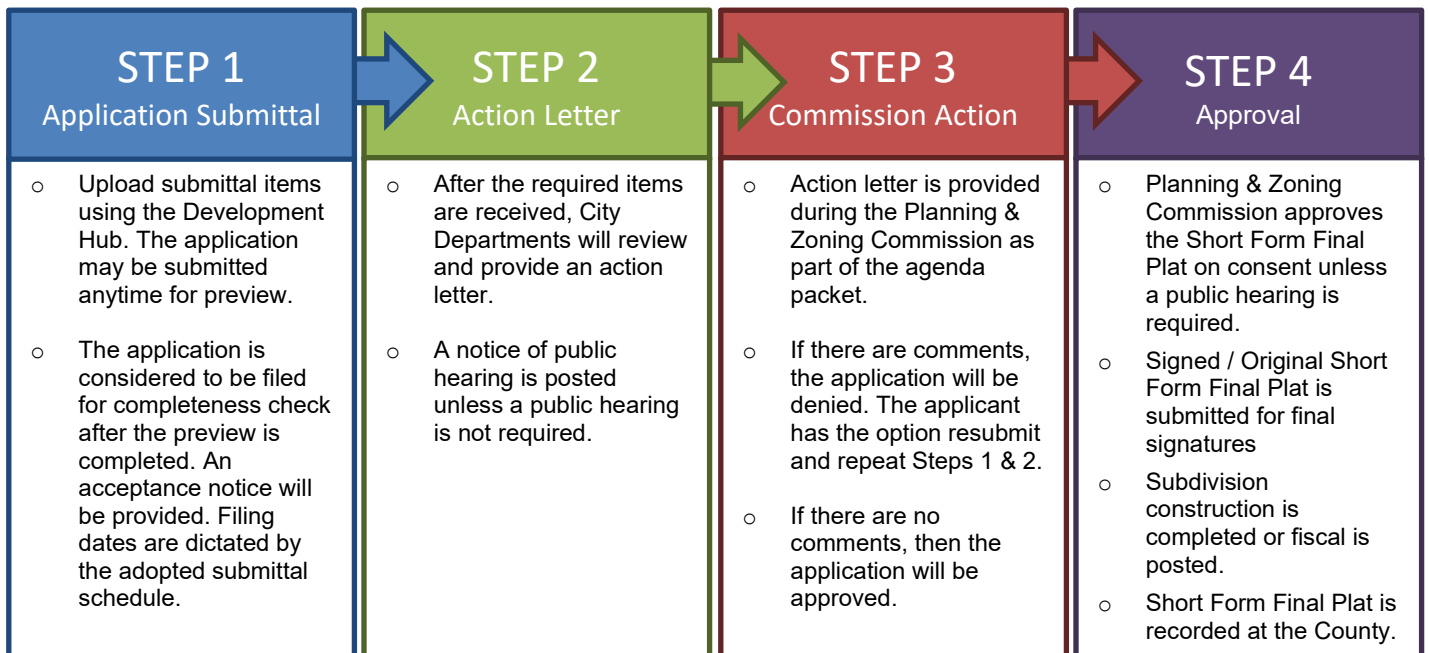
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- A short form final plat determination must first be completed before the submittal of this application.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. Short Form Final Plat Document (18"X24" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
- ☐ 7. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 8. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
- ☐ 9. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Short Form Final Plat are not duplicated in other areas of the county (if new street names are proposed).
- ☐ 10. Is a variance proposed? ☐ Yes ☐ No
If yes, submit the application for concurrent review.
- ☐ 11. Traffic Study Screening Evaluation Form ([page 24](#)). The Traffic Level Study Guide can be found on [page 22](#).
- ☐ 12. Is a public hearing required? ☐ Yes ☐ No
- ☐ 13. County short ID # of subject property: _____
- ☐ 14. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 15. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION – DUE AT SUBMITTAL

Filing Fee:	\$1,000.00
GIS Mapping Fee:	\$ 75.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

TOTAL FEE \$

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

PUBLIC NOTIFICATION FEE** CALCULATION – DUE IF PUBLIC NOTICE IS REQUIRED

Owner Notification Fee – \$5.00 per owner notification (if required for replat):	\$ _____
Public Hearing Notification – \$150.00 (if required for replat):	\$ _____

TOTAL FEE \$

** An invoice for public notification fees will be provided after the review of the request if a public hearing is required. All public notification fees shall be paid prior to scheduling the application for public hearings.

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the “Required Items” list on [page 4](#). Examples:
 - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
1. Application 06.13.2022
 - The Short Form Final Plat shall be identified as the FP and include the creation date in MM.DD.YYYY format:
2. Project Name SFP 06.13.2022
 - Corrections shall include the version number in the title: 2. Project Name SFP V2 06.13.2022

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the “Required Items for Submittal Package” list shall be included.
2. All plat sheets shall meet the format listed in the “General Section” on [page 9](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plats, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as “pending” or “noted” will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

SHORT FORM FINAL PLAT REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or the Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 21](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

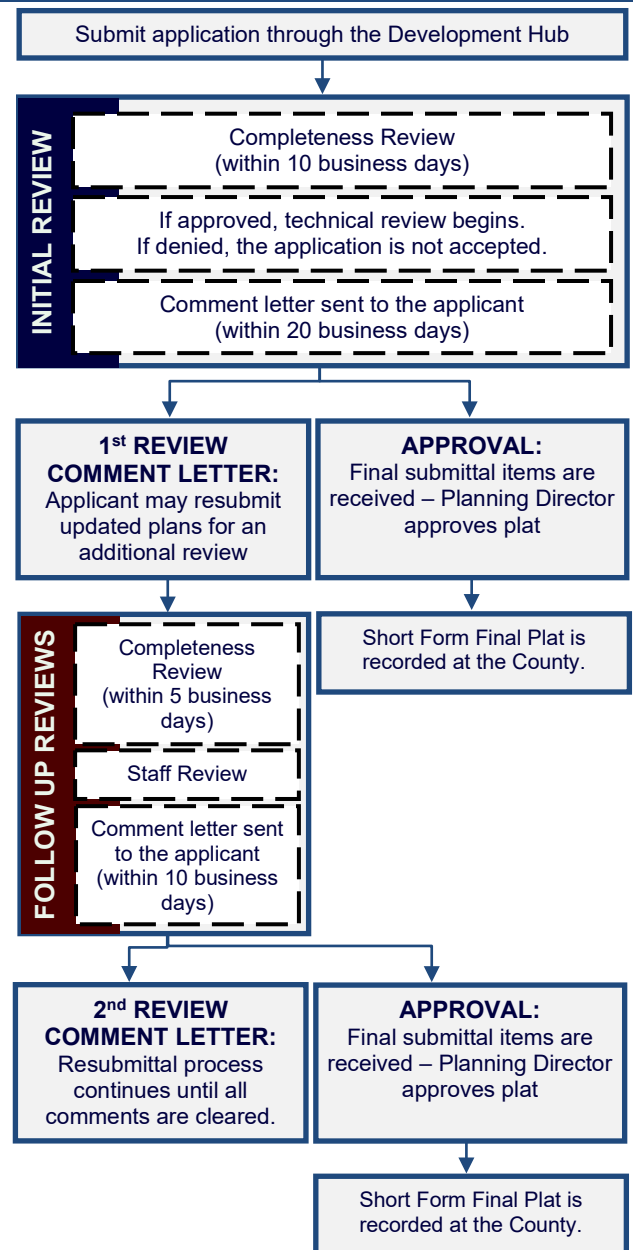
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Plat
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the applicant will need to submit a final copy of the final plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor. Any required fees are required to be paid prior to approval.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, the developer will either need to complete the subdivision improvements or post fiscal for the improvements. Then the Planning Director will approve final plat and it will be sent to the County for recordation. Once the plat is recorded, the process will be completed.



STANDARD REVIEW PROCEDURE

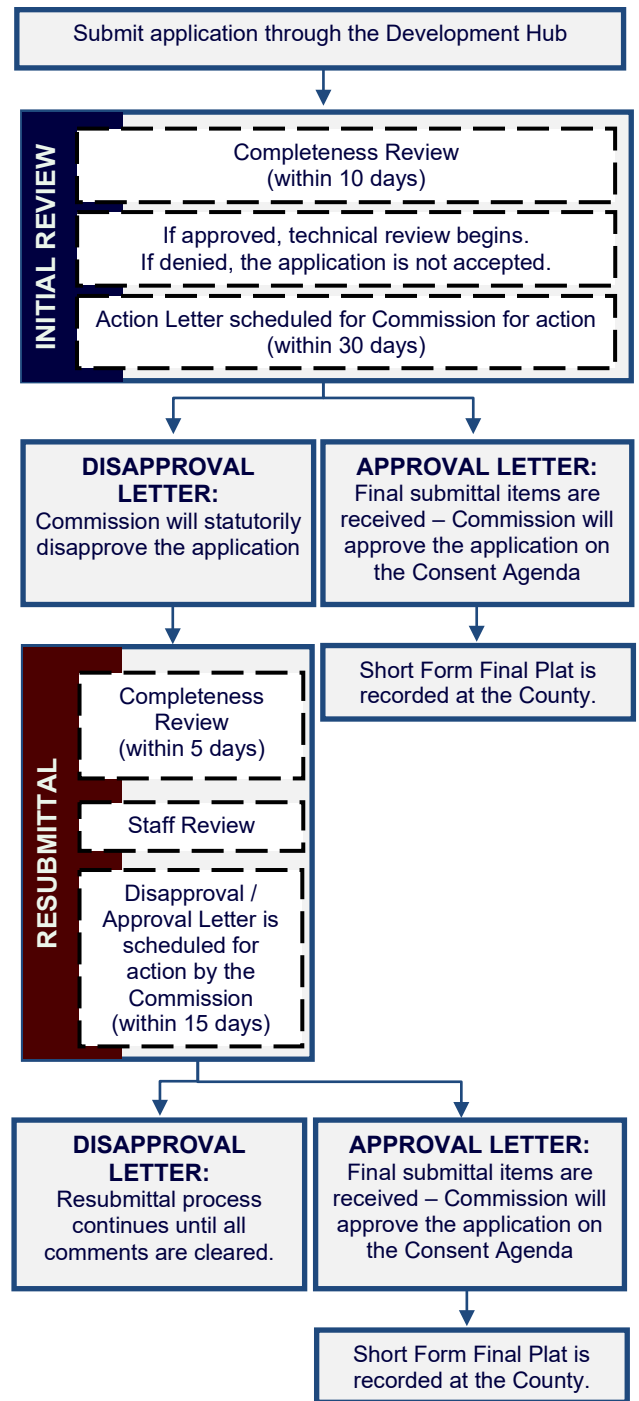
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the applicant will need to submit a final copy of the plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor.
3. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Resubmittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 2nd review)

If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list deficiencies with Code references. If approved, the applicant will need to submit a final copy of the plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor.
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in item 3 and 4 above shall be repeated.
6. Once the Commission approves the final plat, then the plat will be signed by the Commission. After any conditions are addressed then the plat will be signed by the Planning Director and City Secretary.
7. After the plat is signed, the City will send the plat to the County for recordation. Once the plat is recorded, the process will be completed.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent. **Agent contact information will be shared as part of the public notice.**

(Check One):

____ I, the owner, will represent this application with the City of Leander.

____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

____ I, the owner, have selected the Standard Review Procedure.

____ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

Before me, _____, on this day personally appeared _____,

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

SHORT FORM FINAL PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Final Plat Sheets ☐ Notes & Signatures	Art II, Sec 24 (d)(2)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 24 (b)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 24 (d)(2)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 24 (d)(2)
___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 24 (c)(4)(i)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number. The proposed name of the subdivision does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction unless for different sections or phases of the same subdivision. Include the word " Replat " after the subdivision name if a replat is proposed. Subdivision Name Short Form Final Plat	Art II, Sec 24 (c)(1)(i)
___ 2. Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Developer name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Developer/Agent name, address, and phone number ☐ Filing date	Art II, Sec 24 (c)(1)(ii)
___ 3. Scale (graphic and number format) and north arrow.	Art II, Sec 24 (c)(1)(ii)
___ 4. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 24 (c)(1)(iii)
___ 5. Index on the right side of the sheet name and number.	Art II, Sec 24 (d)(2)
___ 6. Example cover sheet: Subdivision Name Short Form Final Plat Project Information Location Sketch Index 1 of 1	Art II, Sec 24 (d)(2)
___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.	Art II, Sec 24 (c)(1)(iv)
___ 8. Provide a table including the street name(s) and linear footage.	Art II, Sec 24 (d)(2)

SHEET 2 – SHORT FORM FINAL PLATOrdinance
Reference**EXISTING CONDITIONS:**

___ 1.	The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Art II, Sec 24 (c)(2)(i)
___ 2.	Plat or deed references for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.	Art II, Sec 24 (c)(1)(v)
___ 3.	Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.	Art II, Sec 24 (c)(2)(ii)
___ 4.	Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records.	Art II, Sec 24 (c)(2)(iii)
___ 5.	Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of 1,000 feet of the subdivision boundary.	Art II, Sec 24 (c)(2)(iii)
___ 6.	Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat). This measurement is used to determine if additional ROW is required based on the Transportation Plan	Art II, Sec 24 (c)(2)(iii)
___ 7.	The location of the City limit lines and/or outer border of the City's extra-territorial jurisdiction.	Art II, Sec 24 (c)(2)(iv)
___ 8.	The location of the County line if it traverses or is contiguous to the subdivision.	Art II, Sec 24 (c)(2)(iv)

SURVEY CONTROL INFORMATION:

___ 1.	True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, which is accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.	Art II, Sec 24 (c)(3)(i)
___ 2.	The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.	Art II, Sec 24 (c)(3)(ii)
___ 3.	Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.	Art II, Sec 24 (c)(3)(iii)
___ 4.	Sufficient data for each lot to prove mathematical closure.	Art II, Sec 24 (c)(3)(iv)
___ 5.	Metes and bounds description.	Art II, Sec 24 (c)(3)(iv)
___ 6.	AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included. Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203) Units: US Survey Feet	Art II, Sec 24 (c)(3)(v)

IMPROVEMENTS:

___ 1.	The location, bearings, distances, and widths of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.	Art II, Sec 24 (c)(4)(i)
___ 2.	A ten foot wide public utility, landscape and pedestrian access easement is dedicated and shown graphically adjacent to all street ROW. (Note: if use is single family or duplex, only dedicate a ten foot public utility easement).	Art III, Sec 46 (c)
___ 3.	A two and a half foot wide public utility easement is dedicated and shown graphically on all side lot lines.	Art III, Sec 46 (c)
___ 4.	A public safety and a public utility easement is shown on all private streets in the subdivision and includes cable and telecommunications utilities (only if private streets are proposed).	Art III Sec 42 (g)
___ 5.	Streets: Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins. Provide street centerline information	Art II, Sec 24 (c)(4)(ii)
___ 6.	Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.	Art II, Sec 24 (c)(4)(iii)
___ 7.	The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. Identify the dimensions in number format instead of abbreviations (ex. C10 = 110'). If inside the City, lot area, width and depth, public utility and drainage	Art II, Sec 24 (c)(4)(iv)

easements conform to the requirements as established for the designated land use as set forth in the Composite Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.

- | | |
|--|---|
| <p>___ 8. All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.</p> | <p>Art III, Sec 45
(b) (14)</p> |
| <p>___ 9. No lot has a lot line intersection of less than forty-five (45) degrees.</p> | <p>Art III, Sec 45
(b)(7)</p> |
| <p>___ 10. Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)</p> | <p>Art II, Sec 24
(c)(1)(iv)</p> |
| <p>___ 11. Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).</p> | <p>Art II, Sec 24
(c)(1)(iv)</p> |
| <p>___ 12. The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.</p> | <p>Art II, Sec 24
(c)(4)(v)</p> |
| <p>___ 13. The final plat is in conformance with the approved preliminary plat.</p> | <p>Art II, Sec 24
(a)(2)</p> |
| <p>___ 14. Graphically show the proposed location of sidewalks.</p> | <p>Art II, Sec 24
(c)(4)(vii)</p> |
| <p>___ 15. If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside City of Leander)_____ (Do not show on plat)</p> | <p>Art II, Sec 24
(f)(3)(i)</p> |
| <p>___ 16. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.</p> | <p>Sec 42 (b)(1)</p> |
| <p>___ 17. All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.</p> | <p>Art III, Sec 45
(b)(8)</p> |
| <p>___ 18. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:</p> <ul style="list-style-type: none"> ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements. | <p>Art III, Sec 45
(b)(8)</p> |
| <p>___ 19. There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.</p> | <p>Art III, Sec 45
(b)(10)</p> |
| <p>___ 20. Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.</p> | <p>Art III, Sec 45
(b)(9)</p> |
| <p>___ 21. Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.</p> | <p>Art III, Sec 45
(b)(10)</p> |
| <p>___ 22. The proposed subdivision complies with the Leander Transportation Plan.</p> | <p>Art II, Sec 24
(c)(2)(iii)</p> |
| <p>___ 23. Street right-of-way is dedicated with the plat for the full length and/or width of the lots adjacent to such street, unless otherwise approved by the City Engineer.</p> | <p>Art III, Sec 42
(b)(2)(vi)</p> |
| <p>___ 24. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.</p> | <p>Art III, Sec 45
(b)(2)(i)</p> |
| <p>___ 25. The following is information to the applicant: Al Clawson Disposal, Inc. is currently the sole provider of waste hauling for this site both during and after construction.</p> | <p>Franchise Agreement</p> |
| <p>___ 26. If private streets are proposed, the following are provided. Private streets may only be approved for local streets and may not be approved where the gated, private street would prohibit the connection of the street network between neighborhoods impair the ability to complete the City's overall transportation network.</p> <ul style="list-style-type: none"> a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance. b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association. c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the | <p>Art III, Sec 42(b)(2)(vii) &
Art III, Sec 45
(f) & (g)</p> |

streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement.

- d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities. Note should include the following:

A perpetual public safety and public service easement is hereby dedicated for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation, any other public services and enforcing the city ordinances; and giving the City and its authorized officers and designees uninhibited ingress and egress over, across and through such streets, roadways, and rights-of-way for the purpose of providing public safety services, police, fire and medical services, and enforcing the penal code and city ordinances. The HOA shall maintain at all times with the City Secretary the current gate code or key for all gates regulating access to and from the subdivision.

- ___ 27. Certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.

Art II, Sec 24
(c)(1)(vi)

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES:

- ___ 1. Certification and signature blocks as required by the City and County, including the following:

- a) A certified statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat (as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of the subject property) and the plat is in conformance with the Leander Subdivision Ordinance.

Art II, Sec 24
(c)(1)(ii) & (iv)

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, [Name of Surveyor], am authorized under the laws of the State of Texas to practice the profession of land surveying and hereby state that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with all City of Leander Ordinance and Codes, and that all existing easements of record as found on the Title Policy provided by [Title Company Name, GF No.] issued [date] have been shown or noted heron.

Signature and Seal of Licensed Surveyor

Date

- b) A certified statement by the engineer is provided as follows.

Art II, Sec 24
(c)(1)(ii) & (iv)

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, [Name of Engineer], am authorized under the laws of the State of Texas to practice the profession of engineering, and do hereby state that this plat conforms with the applicable ordinances of the City of Leander, Texas.

Signature and Seal of Licensed Engineer

Date

- c) City approval statement as follows if the project is eligible for administrative approval:

Art II, Sec 25
(f)

Approved this the ___ day of ___, 20__ A.D. and authorized to be filed for record by the County Clerk of ___ County.

*Robin M. Griffin, AICP
Executive Director of Development Services
City of Leander, Texas*

ATTEST: _____
*Dara Crabtree
City Secretary
City of Leander, Texas*

- d) If the Planning & Zoning Commission approval is required, provide the names and signature lines for the Chairman of the Planning and Zoning Commission attesting approval of the plat on the right side of the sheet above the County recording statement as follows:

Art II, Sec 25
(f)

Approved this the ___ day of ___, 20__ A.D. at a public meeting of the Planning and Zoning Commission of the City of Leander, Texas and authorized to be filed for record by the County Clerk of ___ County.

Laura Lantrip, Chairman
Planning and Zoning Commission
City of Leander, Texas

ATTEST: _____
Veronica Tovar, Secretary
Planning and Zoning Commission
City of Leander, Texas

- e) Owner's dedication statement including the following with signatures in permanent/waterproof ink and notary seals are legible.

Art II, Sec 24
(c)(1)(vi)

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ *[or Document Number]*, of the Official Records of Williamson County, Texas does hereby certify that there are no lien holders and dedicates to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]
[signature] _____

[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, *[Name of authorized officer]*, as *[Title of officer]* of *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, on behalf of said *[Name of corporate entity]*, a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____
My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ *[or Document Number]*, of the Official Records of Williamson County, Texas does hereby dedicates to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]
[signature] _____

[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, *[Name of authorized officer]*, as *[Title of officer]* of *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, on behalf of said *[Name of corporate entity]*, a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

By signing this plat, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the rights-of-way, streets, alleys, easements, parks, and other open spaces dedicated to the City or to public use set forth on this plat, from any deed of trust, vendor's lien, or other type of lien or note on the Property owned by the lien holder, including but not limited to the note and lien described in the instrument entitled _____, dated _____, filed of record in the Official Public Records of _____ County, Texas at Vol. _____, Page _____/Document No. _____.

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[signature] _____

[NAME OF OWNER]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____
Printed Name: _____
My Commission Expires: _____

FOR NATURAL PERSONS– if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[signature] _____
[NAME OF OWNER]

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

By signing this plat, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the rights-of-way, streets, alleys, easements, parks, and other open spaces dedicated to the City or to public use set forth on this plat, from any deed of trust, vendor's lien, or other type of lien or note on the Property owned by the lien holder, including but not limited to the note and lien described in the instrument entitled _____, dated __, filed of record in the Official Public Records of __ County, Texas at Vol. __, Page __/Document No. _____.

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the __ day of _____ 20____.

Notary Public-State of _____
Printed Name: _____
My Commission Expires: _____

- f) If the subdivision is not to be served by an organized wastewater collection system, provide this note with the engineer's seal stating whether the tract is or is not located in the Edwards Aquifer Recharge Zone and a signature block certified by Terron Everston, Williamson Co. Director of Environmental Services for Williamson County:

Art II, Sec 24
(c)(1)(vi)

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the Edwards Aquifer Regulations for Williamson County and the Williamson County On-Site Sewerage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District (WCCHD) and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in the plat and the documents associated with it.

Adam Boatright, PE, DR, CFM
County Engineer

Date

Or a signature block certified by Brandon Couch, Program Manager – On-site Waste Water Program for Travis County:

O.S.S.F. NOTES:

1. No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site wastewater (septic) system that has been approved and licensed for operation by the Travis County On-Site Wastewater Program.
2. This subdivision is subject to all the terms and conditions of Chapter 448, Travis County Code, Rules of Travis County, Texas for On-Site Sewage Facilities. These rules require, among other things, that a construction permit be obtained from Travis County before an on-site sewage facility can be constructed, altered, modified, or repaired in the subdivision and that a license to operate be obtained from Travis County before an on-site sewage facility can be operated in the subdivision.
3. Each residential lot in this subdivision is restricted to no more than one single family dwelling per acre.
4. These restrictions are enforceable by the Travis County On-Site Wastewater Program.

*Brandon Couch, D. R., Program Manager,
On-site Wastewater, Travis County TNR*

Date

- g) The County recording statement is located in the lower right corner of the signature page. A 1½ x 1½ space is need

Art II, Sec 24
(c)(1)(vi)

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

I, **NANCY RISTER**, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF _____, 20____, AD, AT _____ O'CLOCK, _____ M, AND DULY RECORDED THIS THE DAY OF _____, 20____, AD, AT _____ O'CLOCK _____ M, IN THE PLAT RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

I, REBECCA GUERRERO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ___ DAY OF ___, 20___, A.D. AT ___ O'CLOCK ___.M., AND WAS DULY RECORDED ON THIS THE ___ DAY OF ___, 20___, A.D. AT ___ O'CLOCK ___.M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET ___, SLIDES ___. WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
DYANA LIMON-MERCADO
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS

- h) If the property is in Travis County and within the City ETJ, provide a Travis County Commissioner's Court approval note.

Art II, Sec 24
(c)(1)(vi)

STANDARD PLAT NOTES

___ 1. General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. (*inside City only*)
- ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. (*ETJ only*)
- ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.

County

County

Art I, Sec 8 (b)

☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i>	Art I, Sec 8 (b)
☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.	Art III, Sec 46 (b)
☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.	Art III, Sec 46 (b)
☐ All easements on private property shall be maintained by the property owner or his or her assigns.	
☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.	Art II, Sec 24 (c)(6)(vi)
☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.	Code of Ordinances Art 3.10
☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. <i>(inside City only)</i>	Art II, Sec 24 (c)(6)(vii)
☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐ All utility lines must be located underground.	Art III, Sec 47
☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)	Art II, Sec 24 (a) (2)
☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
☐ This subdivision is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas. <i>(replats only)</i>	Art II, Sec 26 (c)(3)
___ 2. Non-Residential & Multi-Family Plat Notes:	
☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.	Art III, Sec 42 (h)
☐ Traffic Impact Analysis Note (if applicable): ☐ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
___ 3. Single-Family & Two Family Plat Notes:	
☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐ The Home Owners Association (HOA) shall own and maintain the following lots: _____	Art IV, Sec 61(d)
☐ The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.	Art IV, Sec 61(d)
☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. <i>(which should be contained in a drainage easement)</i> .	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat) <i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	Composite Zoning Ordinance Art VI, Sec 8

ADDRESSING INFORMATION

Addressing for projects will be released ten working days after the receipt of the final recorded plat and digital copy of the plat.

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ Final Plat (18" X 24") pdf
- ☐ A comment response letter indicating how the staff comments were addressed.

FINAL APPROVAL

After the review is complete and staff has cleared all comments, staff will take the next steps in the approval process. If the application is eligible for administrative approval, the Planning Director will sign the final plat after the subdivision construction is complete or fiscal is posted for the improvements. If the application requires a hearing, staff will initiate the hearing process.

The following items are required to be submitted through the Development Hub to start the approval process.

- ☐ Final Plat (18" X 24") pdf
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)

Units: US Survey Feet

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

If the applicant wishes to record the final plat on their schedule, then following items need to be submitted:

- ____ 1. Final Plat printed on mylar with signatures in black, permanent ink. All notary seals are required to be legible and current.

If the applicant prefers that the City records the final plat, then the following items need to be submitted:

- ____ 1. Final Plat with signatures in black, permanent ink. All notary seals are required to be legible and current.
- ____ 2. Original tax certificates from the County tax office (includes County, City, and ACC) are required prior to recording.
- ____ 3. Original owner's affidavit for recording.
- ____ 4. Williamson County cover sheet.
- ____ 5. Recordation fees.

☐ TRAVIS COUNTY

The following items need to be submitted:

- ____ 1. Final Plat printed on mylar with signatures in black, permanent ink. All notary seals are required to be legible and current.

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05. CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____
My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____
My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:							
Name:		Project Number(s):							
Location:									
Applicant/Agent/Project Developer		Traffic Study Preparer							
Name:		Name:							
Phone:		Phone:							
Email:		Email:							
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:					
		☐ NO		Project Number(s):					
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips			
				AM (in/out)	PM (in/out)				
Existing									
Total									
Proposed									
Total									
Total New Trips (increase/decrease from exist.) →									
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study		Level 4 Traffic Study	
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips		≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres	
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4	Comments:		
	Printed Name:								
	Signature:								
	Date:								

January 2024 v.1.1

PROJECT NAME: _____

AMENDED FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

An Amended Final Plat is used to correct minor errors or make minor adjustments to a recorded final plat. Examples include:

- Correction of an error on a previously approved plat;
- Removal a lot line to combine multiple lots into one lot;
- Relocation of a lot line; or
- Removal, adjustment, or addition of an easement previously recorded by plat.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

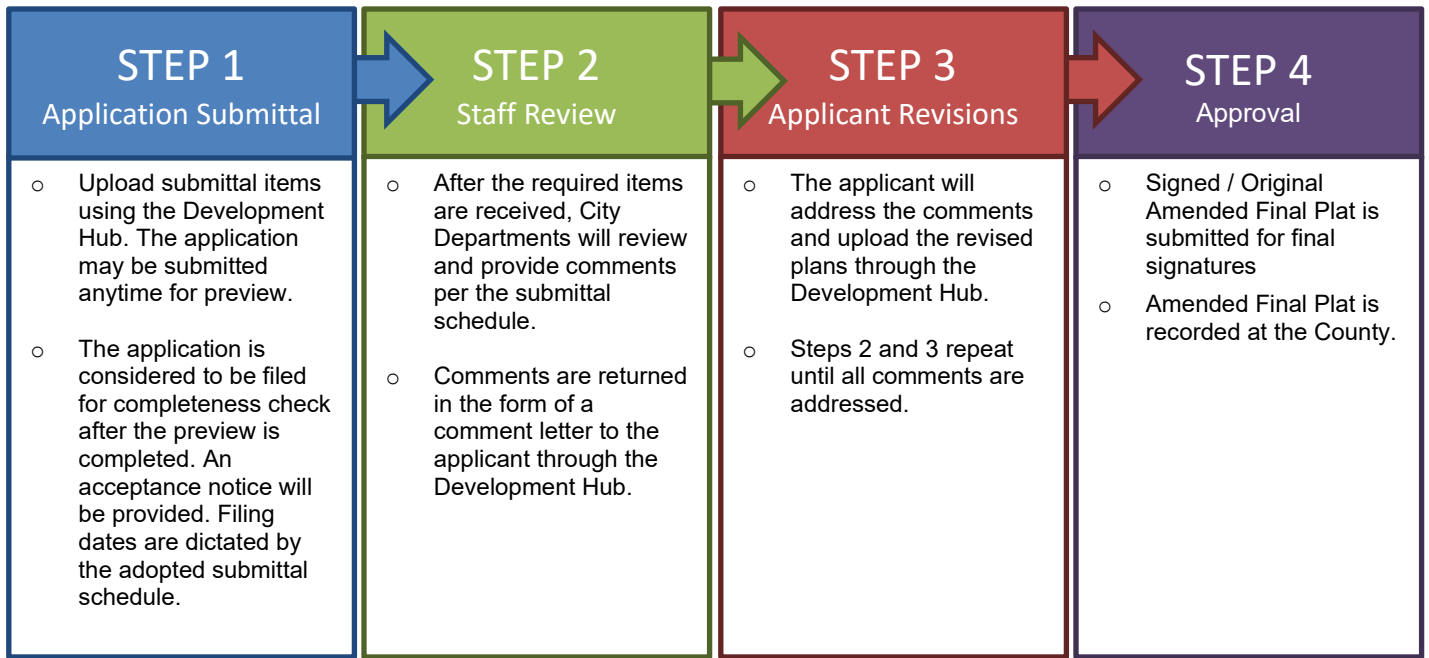
CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

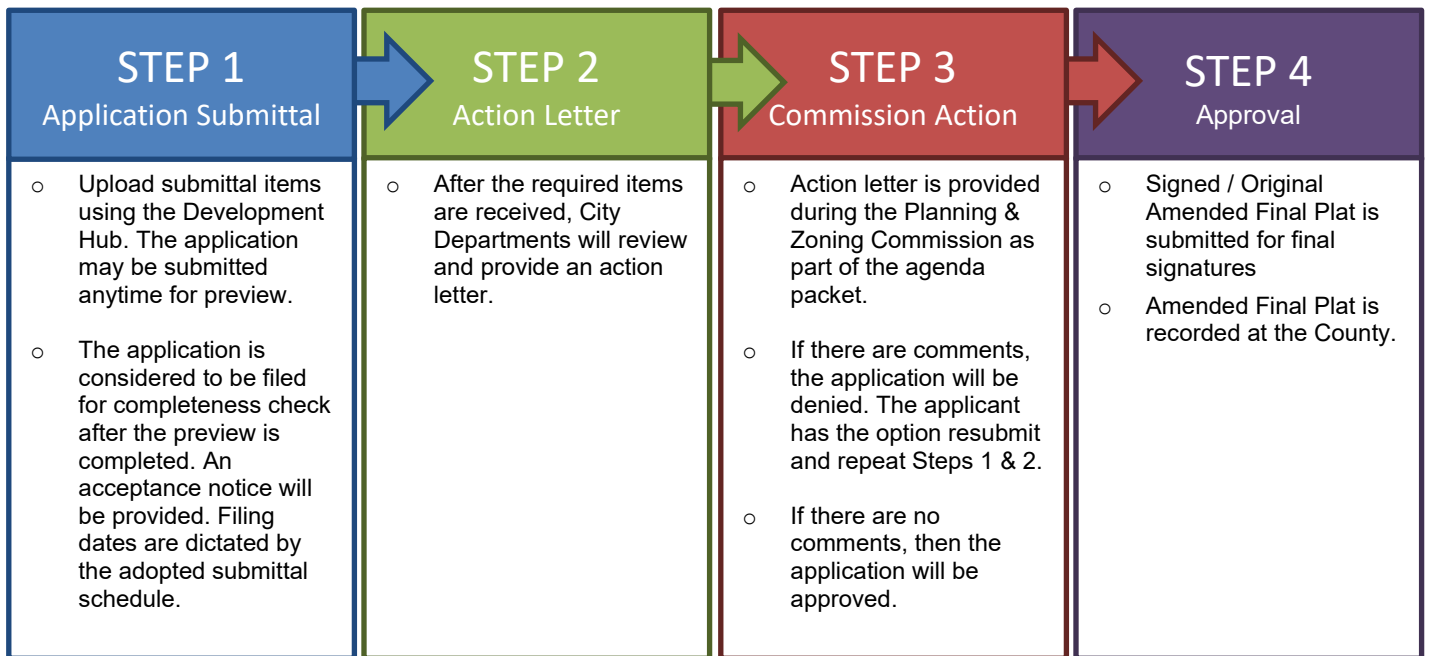
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS	PROVIDED	Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.
	☐	1. Completed and signed application & checklist with the owner's signatures.
	☐	2. Amended Final Plat Document (18"X24" in size).
	☐	3. Letter of Intent – provide reason for requested Amended Final Plat.
	☐	4. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	5. Existing deed restrictions or covenants (if applicable).
	☐	6. Certified tax certificate.
	☐	7. Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
	☐	8. Submit approvals from utility providers if easements are proposed to be vacated (see page 18 for contacts).
	☐	9. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
	☐	10. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Final Plat are not duplicated in other areas of the county (if new street names are proposed).
	☐	11. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
	☐	12. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 650.00
GIS Mapping Fee (only applies if the lot lines are changed):	\$ 75.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc). These items need to be provided in a .zip file.
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the “Required Items” list on [page 4](#). Examples:
 - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
1. Application 06.13.2022
 - The Amended Final Plat shall be identified as the AFP and include the creation date in MM.DD.YYYY format:
2. Project Name AFP 06.13.2022
 - Corrections shall include the version number in the title: 2. Project Name AFP V2 06.13.2022

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the “Required Items for Submittal Package” list shall be included.
2. All plat sheets shall meet the format listed in the “General Section” on [page 9](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plats, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as “pending” or “noted” will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

AMENDED FINAL PLAT REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or the Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 20](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

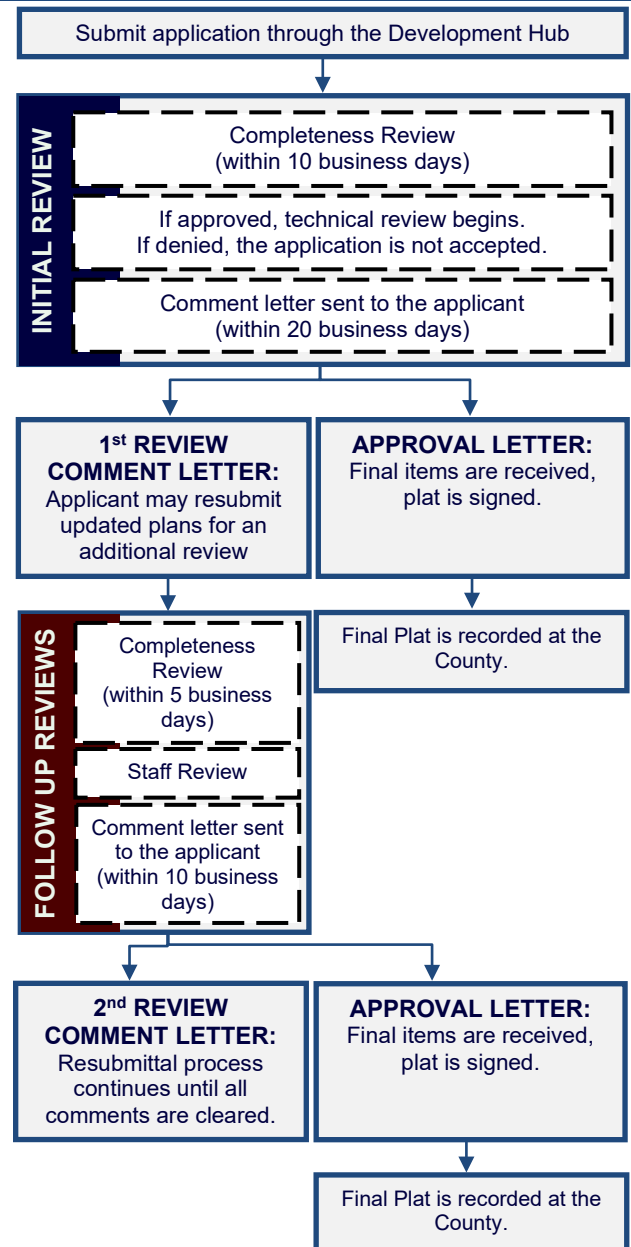
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Plat
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the applicant will need to submit a final copy of the final plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor. Any required fees are required to be paid prior to approval.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. The Planning Director and City Secretary will sign the final plat and send it to the County for recordation. Once the plat is recorded, the process will be completed.



STANDARD REVIEW PROCEDURE

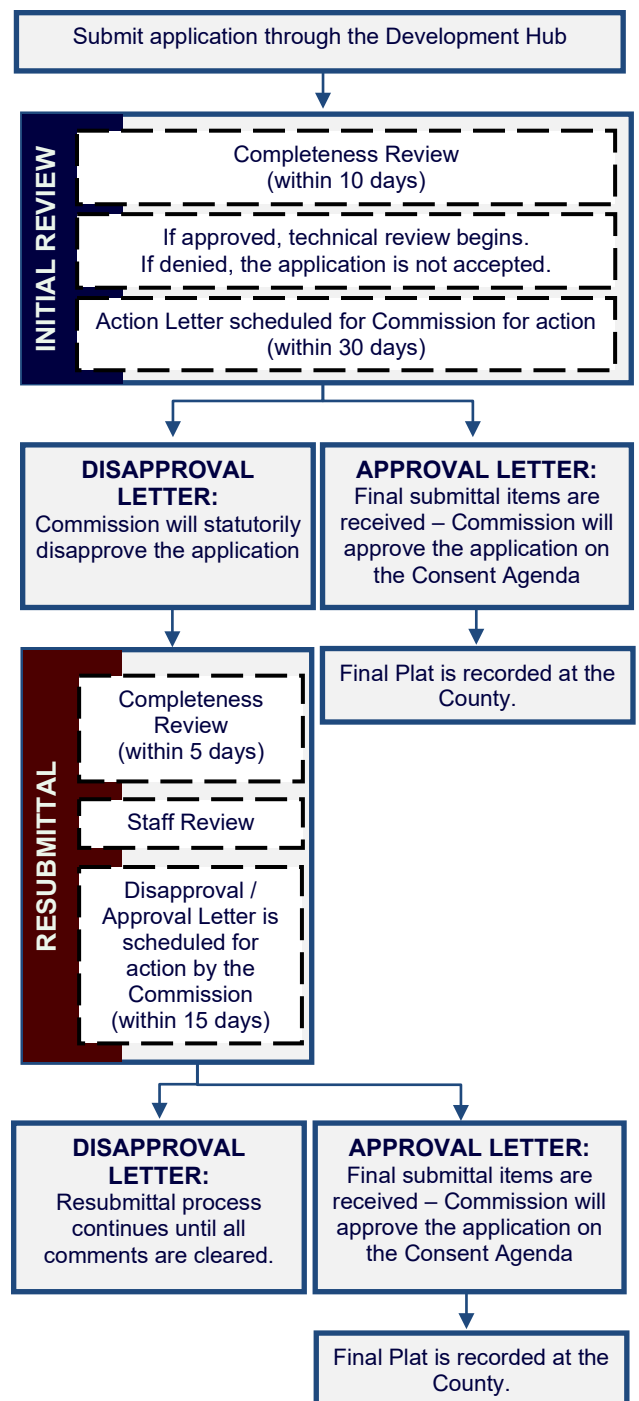
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A disapproval or approval letter will be generated within 30 business days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the applicant will need to submit a final copy of the plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor.
3. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Resubmittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 2nd review)

If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list deficiencies with Code references. If approved, the applicant will need to submit a final copy of the plat that includes original signatures by the owner, engineer (if required), County (if septic is proposed), lien holder (if required), and surveyor.
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in item 3 and 4 above shall be repeated.
6. Once the Commission approves the final plat, then the plat will be signed by the Commission. After any conditions are addressed then the plat will be signed by the Planning Director and City Secretary.
7. After the plat is signed, the City will send the plat to the County for recordation. Once the plat is recorded, the process will be completed.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

____ I, the owner, will represent this application with the City of Leander.

____ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

____ I, the owner, have selected the Standard Review Procedure.

____ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

AMENDED FINAL PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Amended Final Plat Sheets ☐ Notes & Signatures	Ordinance Reference Art II, Sec 25 (d)(2)(iii)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 25 (d)(2)(iii)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 25 (d)(2)(iii)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 25 (d)(2)(iii)
___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 24 (c)(4)(i)

SHEET 1 – COVER SHEET

___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the final plat and include the phase and section number. The name should be the subdivision, lot(s) and block being replatted and followed by the word: Amended	Ordinance Reference Art II, Sec 24 (c)(1)(i)
___ 2. Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Developer name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Developer/Agent name, address, and phone number ☐ Filing date	Art II, Sec 25 (d)(2)(iii)
___ 3. Scale (graphic and number format) and north arrow.	Art II, Sec 24 (c)(1)(ii)
___ 4. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 24 (c)(1)(iii)
___ 5. Index on the right side of the sheet name and number.	Art II, Sec 25 (d)(2)(iii)
___ 6. Example cover sheet: Subdivision Name Amended Final Plat Project Information Location Sketch Index 1 of 1	Art II, Sec 25 (d)(2)(iii)
___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.	Art II, Sec 24 (c)(1)(iv)
___ 8. Provide a table including the street name(s) and linear footage.	Art II, Sec 25 (d)(2)(iii)

SHEET 2 – AMENDED FINAL PLAT

EXISTING CONDITIONS

___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Ordinance Reference Art II, Sec 24 (c)(2)(i)
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___ 2.	Plat or deed references for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.	Art II, Sec 24 (c)(1)(v)
___ 3.	Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.	Art II, Sec 24 (c)(2)(ii)
___ 4.	Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records.	Art II, Sec 24 (c)(2)(iii)
___ 5.	Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of 1,000 feet of the subdivision boundary.	Art II, Sec 24 (c)(2)(iii)
___ 6.	Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat). This measurement is used to determine if additional ROW is required based on the Transportation Plan	Art II, Sec 24 (c)(2)(iii)
___ 7.	The location of the City limit lines and/or outer border of the City's extra-territorial jurisdiction as well as the location of the County line if it traverses or is contiguous to the subdivision.	Art II, Sec 24 (c)(2)(iv)

SURVEY CONTROL INFORMATION

___ 1.	True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, which is accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.	Art II, Sec 24 (c)(3)(i)
___ 2.	The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.	Art II, Sec 24 (c)(3)(ii)
___ 3.	Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.	Art II, Sec 24 (c)(3)(iii)
___ 4.	Sufficient data for each lot to prove mathematical closure.	Art II, Sec 24 (c)(3)(iv)
___ 5.	Metes and bounds description.	Art II, Sec 24 (c)(3)(iv)
___ 6.	AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included. Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203) Units: US Survey Feet	Art II, Sec 24 (c)(3)(v)

IMPROVEMENTS:

___ 1.	The location, bearings, distances, and widths of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.	Art II, Sec 24 (c)(4)(i)
___ 2.	A ten foot wide public utility, landscape and pedestrian access easement is dedicated and shown graphically adjacent to all street ROW. (Note: if use is single family or duplex, only dedicate a ten foot public utility easement).	Art III, Sec 46 (c)
___ 3.	A two and a half foot wide public utility easement is dedicated and shown graphically on all side lot lines.	Art III, Sec 46 (c)
___ 4.	A public safety and a public utility easement is shown on all private streets in the subdivision and includes cable and telecommunications utilities (only if private streets are proposed).	Art III Sec 42 (g)
___ 5.	Streets: Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins. Provide street centerline information	Art II, Sec 24 (c)(4)(ii)
___ 6.	Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.	Art II, Sec 24 (c)(4)(iii)
___ 7.	The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. Identify the dimensions in number format instead of abbreviations (ex. C10 = 110'). If inside the City, lot area, width and depth, public utility and drainage easements conform to the requirements as established for the designated land use as set forth in the Composite Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum	Art II, Sec 24 (c)(4)(iv)

	area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.	
___ 8.	All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.	Art III, Sec 45 (b) (14)
___ 9.	Any lot subject to an amended final plat shall be renumbered using the original lot number followed by a letter designation starting with A.	Art III, Sec 45 (b) (14) (ii)
___ 10.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 11.	Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)	Art II, Sec 24 (c)(1)(iv)
___ 12.	Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).	Art II, Sec 24 (c)(1)(iv)
___ 13.	The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.	Art II, Sec 24 (c)(4)(v)
___ 14.	Graphically show the proposed location of sidewalks.	Art II, Sec 25 (d)(2)(iii)
___ 15.	If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed. Current zoning (if inside City of Leander) _____ (Do not show on plat)	Art II, Sec 24(f)(3)(i)
___ 16.	All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.	Art III, Sec 45 (b)(8)
___ 17.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 18.	There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)
___ 20.	Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(10)
___ 21.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 24 (c)(2)(iii)
___ 22.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 45 (b)(2)(i)
___ 23.	If private streets are proposed, the following are provided. Private streets may only be approved for local streets and may not be approved where the gated, private street would prohibit the connection of the street network between neighborhoods impair the ability to complete the City's overall transportation network. a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance. b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association. c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement. d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities. Note should include the following: <i>A perpetual public safety and public service easement is hereby dedicated for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation, any other public services and enforcing the city ordinances; and giving the</i>	Art III, Sec 42(b)(2)(vii) & Art III, Sec 45 (f) & (g)

City and its authorized officers and designees uninhibited ingress and egress over, across and through such streets, roadways, and rights-of-way for the purpose of providing public safety services, police, fire and medical services, and enforcing the penal code and city ordinances. The HOA shall maintain at all times with the City Secretary the current gate code or key for all gates regulating access to and from the subdivision.

- ___ 24. Certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.

Art II, Sec 24
(c)(1)(vi)

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES

- ___ 1. Certification and signature blocks as required by the City and County, including the following:

- a) A certified statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat (as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of the subject property) and the plat is in conformance with the Leander Subdivision Ordinance.

Art II, Sec 24
(c)(1)(ii) & (iv)

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, *[Name of Surveyor]*, am authorized under the laws of the State of Texas to practice the profession of land surveying and hereby state that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with all City of Leander Ordinance and Codes, and that all existing easements of record as found on the Title Policy provided by *[Title Company Name, GF No.]* issued *[date]* have been shown or noted heron.

Signature and Seal of Licensed Surveyor Date

- b) A certified statement by the engineer is provided as follows.

Art II, Sec 24
(c)(1)(ii) & (iv)

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, *[Name of Engineer]*, am authorized under the laws of the State of Texas to practice the profession of engineering, and do hereby state that this plat conforms with the applicable ordinances of the City of Leander, Texas.

Signature and Seal of Licensed Engineer Date

- c) City approval statement as follows:

Art II, Sec 25
(f)

Approved this the ___ day of ___, 20__ A.D. and authorized to be filed for record by the County Clerk of ___ County.

Robin M. Griffin, AICP
Exec Director of Development Services
City of Leander, Texas

ATTEST: _____
Dara Crabtree
City Secretary
City of Leander, Texas

- d) Owner's dedication statement including the following with signatures in permanent/waterproof ink and notary seals are legible.

Art II, Sec 24
(c)(1)(vi)

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That *[Name of corporate entity]*, a *[State of formation]* *[type of corporate entity]*, as the owner of that certain _____ acre tract of land recorded in Volume ___, Page ___ *[or Document Number]*, of the Official Records of Williamson County, Texas does hereby certify that there are no lien holders and dedicates to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]
[signature]
[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number], of the Official Records of Williamson County, Texas does hereby dedicates to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[signature]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

By signing this plat, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the rights-of-way, streets, alleys, easements, parks, and other open spaces dedicated to the City or to public use set forth on this plat, from any deed of trust, vendor's lien, or other type of lien or note on the Property owned by the lien holder, including but not limited to the note and lien described in the instrument entitled _____, dated _____, filed of record in the Official Public Records of _____ County, Texas at Vol. _____, Page _____/Document No. _____.

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[signature]
[NAME OF OWNER]

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of all additional ROW, streets, alleys, easements, parks, and all other lands intended for public dedication, or when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision as shown hereon to be known as _____ subdivision.

[signature]
[NAME OF OWNER]

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

By signing this plat, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the rights-of-way, streets, alleys, easements, parks, and other open spaces dedicated to the City or to public use set forth on this plat, from any deed of trust, vendor's lien, or other type of lien or note on the Property owned by the lien holder, including but not limited to the note and lien described in the instrument entitled _____, dated __, filed of record in the Official Public Records of __ County, Texas at Vol. __, Page __/Document No. _____.

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____, 20____, personally appeared, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity], a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____ 20____.

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

- e) If the subdivision is not to be served by an organized wastewater collection system, provide this note with the engineer's seal stating whether the tract is or is not located in the Edwards Aquifer Recharge Zone and a signature block certified by Terron Evertson, Williamson Co. Director of Environmental Services for Williamson County:

Art II, Sec 24
(c)(1)(vi)

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the Edwards Aquifer Regulations for Williamson County and the Williamson County On-Site Sewerage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District (WCCHD) and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in the plat and the documents associated with it.

Adam Boatright, PE, DR, CFM
County Engineer

Date

Or a signature block certified by Brandon Couch, Program Manager – On-site Waste Water Program if the property is located with Travis County. The County will require a review of this application prior to signing the document.

O.S.S.F. NOTES:

1. No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site wastewater (septic) system that has been approved and licensed for operation by the Travis County On-Site Wastewater Program.
2. This subdivision is subject to all the terms and conditions of Chapter 448, Travis County Code, Rules of Travis County, Texas for On-Site Sewage Facilities. These rules require, among other things, that a construction permit be obtained from Travis County before an on-site sewage facility can be constructed, altered, modified, or repaired in the subdivision and that a license to operate be obtained from Travis County before an on-site sewage facility can be operated in the subdivision.
3. Each residential lot in this subdivision is restricted to no more than one single family dwelling per acre.
4. These restrictions are enforceable by the Travis County On-Site Wastewater Program.

Brandon Couch, D. R., Program Manager,
On-site Wastewater, Travis County TNR

Date

- f) The County recording statement is located in the lower right corner of the signature page.

Art II, Sec 24
(c)(1)(vi)

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

I, **NANCY RISTER**, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF _____, 20____, AD, AT _____ O'CLOCK, ____M, AND DULY RECORDED THIS THE DAY OF _____, 20____, AD, AT _____ O'CLOCK ____M, IN THE PLAT RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

I, REBECCA GUERRERO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____M., AND WAS DULY RECORDED ON THIS THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET _____, SLIDES ____ WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
DYANA LIMON-MERCADO
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS

- g) If the property is in Travis County and within the City ETJ, provide a Travis County Commissioner's Court approval note.

Art II, Sec 24
(c)(1)(vi)

STANDARD PLAT NOTES

___ 1. General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. *(inside City only)*
- ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. *(ETJ only)*
- ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.
- ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. *(inside City only)*
- ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.
- ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.
- ☐ All easements on private property shall be maintained by the property owner or his or her assigns.
- ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.
- ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46
(b)

Art III, Sec 46
(b)

Art II, Sec 24
(c)(6)(vi)

Code of
Ordinances Art
3.10
Flood Damage
Prevention –
Code of
Ordinances

☐	Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. <i>(for plats inside the inside City only)</i>	Art II, Sec 24 (c)(6)(vii)
☐	Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐	All utility lines must be located underground.	Art III, Sec 47
☐	This amended plat does not remove any restrictions. This subdivision is subject to all general notes and restrictions appearing on the plat of _____ recorded at _____ of the Plat Records of _____ County, Texas.	Art II, Sec 25 (d)(2)(iv)
☐	Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
☐	Provide a note stating what changed about the plat.	
___ 2.	Non-Residential & Multi-Family Plat Notes:	
☐	All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.	Art III, Sec 42 (h)
☐	Traffic Impact Analysis Note (if applicable): ○ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
___ 3.	Single-Family & Two Family Plat Notes:	
☐	No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐	The Home Owners Association (HOA) shall own and maintain the following lots: _____	Art IV, Sec 61(d)
☐	The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.	Art IV, Sec 61(d)
☐	The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐	The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐	If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat) <i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	Composite Zoning Ordinance Art VI, Sec 8

UTILITY PROVIDER INFORMATION

Letters from each public utility provider are required to be submitted that demonstrate consent to the removal of public utility easements. Below, please find the list of providers.

Electric

PEC
Whitney Burke
800-868-4791 X 4489
Whitney.Burke@peci.com

Telephone

AT&T
Pamela Johnson
512-975-0607
pb9891@att.com

Water / Wastewater

City of Leander
Gina Ellison
512-259-2640
gellison@leandertx.gov

Cable TV

Suddenlink
Dean Cole
512-931-2965
Dean.Cole@AlticeUSA.com

Gas

Atmos Energy
Michael Andrews
512-310-3855
Michael.Andrews@atmosenergy.com

Grande Communications
Daniel Pina
737-346-7155
daniel.pina@mygrande.com

Spectrum

Troy Smith
512-682-8593
troy.smith@charter.com

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ Amended Final Plat (18" X 24") pdf
- ☐ A comment response letter indicating how the staff comments were addressed.

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

If the applicant wishes to record the final plat on their schedule, then following items need to be submitted:

- ___ 1. Final Plat printed on mylar with signatures in black, permanent ink. All notary seals are required to be legible and current.

If the applicant prefers that the City records the final plat, then the following items need to be submitted:

- ___ 1. Final Plat with signatures in black, permanent ink. All notary seals are required to be legible and current.
- ___ 2. Original tax certificates from the County tax office (includes County, City, and ACC) are required prior to recording.
- ___ 3. Original owner's affidavit for recording.
- ___ 4. Williamson County cover sheet.
- ___ 5. Recordation fees.

☐ TRAVIS COUNTY

If the applicant wishes to record the final plat on their schedule, then following items need to be submitted:

- ___ 1. Final Plat printed on mylar with signatures in black, permanent ink. All notary seals are required to be legible and current.

If the applicant prefers that the City records the final plat, then the following items need to be submitted:

- ___ 1. Final Plat with signatures in black, permanent ink. All notary seals are required to be legible and current.
- ___ 2. Original tax certificates from the County tax office (includes County, City, and ACC) are required prior to recording.
- ___ 3. Recordation fees.

FINAL APPROVAL

In order to complete the amended final plat process, the following items will be required to be submitted.

- ☐ Amended Final Plat, signed original (black, permanent ink only)
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§
§
§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Approval of the minutes for meeting held on October 24, 2024.

BACKGROUND:

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

Staff recommends approval of the minutes.

PRESENTER:

Veronica Tovar, Planning Coordinator

Attachments:

1. 10-24-2024 P & Z Minutes



**MINUTES
PLANNING & ZONING COMMISSION MEETING
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Thursday, October 24, 2024
Regular Meeting at 6:00 PM



**Place 1 – Donnie Mahan
Place 2 – John Cosgrove
Place 3 – Ron May
Place 4 – Deirdre Moss**

**Place 5 – James Oliver, Vice Chair
Place 6 – Laura Lantrip, Chair
Place 7 – Scott Calame
Staff Liaison – Robin Griffin**

REGULAR MEETING

1. Call to Order.
Call the meeting at 6:00 p.m.
2. Roll Call.
All Commissioners are present.
3. Director's report to the Planning & Zoning Commission on action taken by City Council on the October 17, 2024 meeting.
4. Review of meeting protocol.
5. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]

No one wished to speak.

CONSENT AGENDA: ACTION

Motion to approve Consent Agenda Items # 6 & 7

6. Approval of the minutes for meeting held on October 10, 2024.
7. Approval of the submittal schedule for Subdivision, Site Development Applications, and Dry Utility Applications pursuant to Article IX, Section 9 (a) (1) b. of the Composite Zoning Ordinance and Article II, Section 20 (e) of the Subdivision Ordinance; Leander, Williamson & Travis Counties, Texas. Motion to approve OR-24-0025

By: Board Member May
Seconded: Board Member Oliver

Vote: 7 - 0 None

PUBLIC HEARING: ACTION

8. Conduct a Public Hearing and consider action regarding Ordinance Case OR-24-0025 to amend the Composite Zoning Ordinance Article V, Section 2(b)(2) to modify the building size requirements, and to provide for related matters; Williamson & Travis Counties, Texas.

- Discuss and consider action regarding Ordinance Case OR-24-0025 as described above.

No one wished to speak

Motion to approve OR-24-0025

By: Board Member May

Seconded: Board Member Moss

Vote: 7 - 0 None

REGULAR AGENDA

9. Adjournment
Meeting adjourned at 6:09 p.m.

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Approval of the designation of the Planning Coordinator as the Planning & Zoning Commission Secretary.

BACKGROUND:

This position serves as the secretary to the Planning & Zoning Commission and is responsible for taking minutes during the meeting and authorized to attest the approval of final plats.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Robin M. Griffin, AICP

Attachments:



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-23-0103 to amend the current zoning of TOD/PUD-CD (Transit Oriented Development/ Planned Unit Development – Conventional Development Sector) to adopt the Skotz Minor PUD (Planned Unit Development) with the base zoning district of GC-2-A (General Commercial) on one (1) parcel of land approximately 4.03 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R031255; and more commonly known as 9800 RM 2243, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-23-0103 as described above.

BACKGROUND:

This request is the first step in the zoning process. This property is located approximately 200 feet west of the intersection of RM 2243 and 183A Toll Road. The property was previously used as a fabrication shop under the Cantwell Special Use Permit that was approved in June 2018. The applicant is proposing to establish the base zoning of GC-2-A (General Commercial) which would allow for the development of small to large scale commercial, retail, and commercial service uses located in high traffic areas. The proposal does comply with the Comprehensive Plan and is appropriate for properties located in an Activity Center identified by the Comprehensive Plan.

The Planning Analysis is provided as Attachment #1 and provides more details about the request and the property.

HISTORY/TIMELINE:

11/06/2002 – Annexation approved
09/22/2005 – TOD zoning approved
09/19/2007 – Annexation approved
06/07/2018 – Special Use Permit approved

APPLICANT/AGENT:

Commercial Market Exchange (Anthony Gonzales) on behalf of Robert S. Ingram.

RECOMMENDATION:

Staff recommends approval.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. Z-23-0103 Att 1 Planning Analysis - Skotz PUD
2. Z-23-0103 Att 2 Current Zoning - Skotz PUD
3. Z-23-0103 Att 3 FLU Map - Skotz PUD
4. Z-23-0103 Att 4 Public Notification - Skotz PUD
5. Z-23-0103 Att 5 Proposed Zoning - Skotz PUD
6. Z-23-0103 Att 6 FLU Map - Skotz PUD
7. Z-23-0103 Att 7 PUD Notes - Skotz PUD



PLANNING ANALYSIS

ZONING CASE Z-23-0103
SKOTZ MINOR PUD
9800 RM 2243

GENERAL INFORMATION

Owner/Agent: Commercial Market Exchange (Anthony Gonzales) on behalf of Robert S. Ingram.

Current Zoning: TOD/PUD-CD (Transit Oriented Development/ Planned Unit Development – Conventional Development Sector)

Proposed Zoning: Skotz Minor PUD (Planned Unit Development) with the base zoning district GC-2-A (General Commercial)

Size and Location: The property is located 9800 RM 2243, including approximately 4.03 acres.

Staff Contact: Karina Castillo, AICP
Planning Manager

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to establish the base zoning of GC-2-A (General Commercial).

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 4*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

This property is subject to the Cantwell Special Use Permit (SUP) that was approved on June 7, 2018. This SUP allows the expansion of parts and steel fabrication business, the outdoor storage of junk vehicles to be changed to steel associated with the steel fabrication business, storage, sale, and repair/restoration of classic cars part storage, metal wall enclosures, waivers landscaping requirements.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	TOD/PUD-CD	Undeveloped
EAST	TOD/PUD-CD	Undeveloped

SOUTH	PUD-MU	Undeveloped
WEST	TOD/PUD-CD	Undeveloped

SURROUNDING AREA:

This property is located just northwest of the intersection RM 2243 and 183A Toll Road. The areas surrounding this site are all currently undeveloped. The Leander Springs development is proposed just south of this site.

PHYSICAL AND NATURAL FEATURES:

This property currently has a structure on the site with some existing landscaping.

PROPERTY HISTORY:

This property was annexed into the City of Leander on 11/06/2002 and 09/19/2007.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- 05-Z-006 adopted the Transportation Oriented Development District on 09/22/2005.
- 18-SUP-004 requested a Special Use Permit and was approved on 06/07/2018.



Figure 1: Aerial

MAJOR CORRIDORS:

This property has access onto RM 2243.

TRANSPORTATION PLAN REQUIREMENTS:

This property does not include any proposed roads identified in the Future Transportation Plan.

The table below includes the streets within the development. These streets have not been reviewed and are subject to change during the review process.

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
RM 2243	Arterial	Commercial	100' ROW 4 Lanes 10' sidewalk

SUBDIVISIONS:

No subdivision cases have been previously submitted for this property:

EXISTING UTILITIES:

This property has access to water and wastewater along RM 2243 as shown in Figures 2 and 3.



Figure 2: Water System

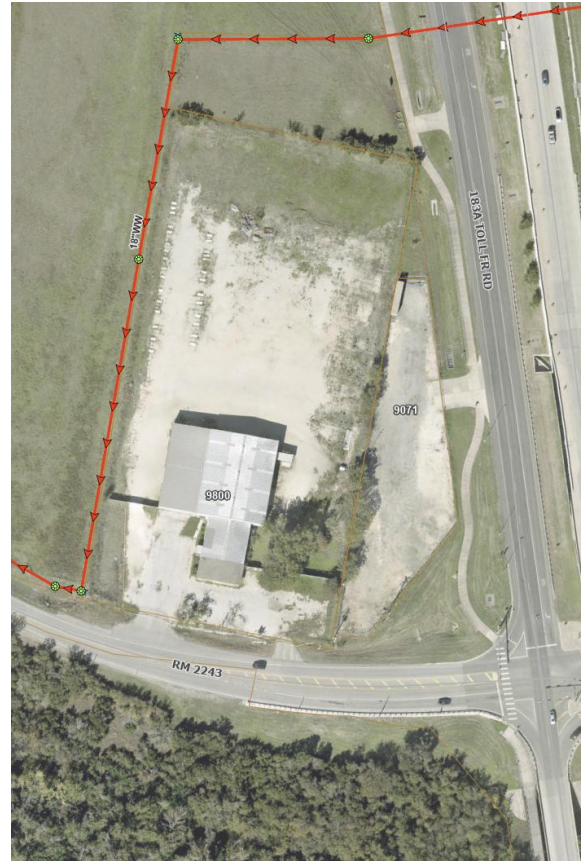


Figure 3: Wastewater System

CURRENT LAND USES:

This property was previous used for metal fabrication. The building is currently vacant.

PROPOSED ZONING DISTRICT:

MINOR PUD – PLANNED UNIT DEVELOPMENT:

The purpose and intent of the Minor Planned Unit Development (PUD) district is to designate a base zoning district that may allow or prohibit uses without granting significant waivers. The intent of this zoning request is to provide for the development of retail, office, and hospitality uses. The contents of this Minor PUD further explain and illustrate the overall function desired for this development.

USE COMPONENT

GC – GENERAL COMMERCIAL:

Features: Any use in LC plus bar, nightclub, entertainment venues, hospital, hotel, liquor store, office/warehouse, vehicle and equipment sales, leasing and repair, furniture sales, pet shop, wholesale activities less than 3,500 sq. ft.

Intent: Development of small to large scale commercial, retail, and commercial service uses located in high traffic areas. Access to this component should be provided by an arterial street. The heaviest concentration of this component should be located at intersections of arterial streets.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE A:**

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Strategy 1.1: Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.

Applicable Future Land Use categories**ACTIVITY CENTER**

- Activity Center areas are the major strategic commercial centers within the community. They are intended to provide opportunity for diverse retail, employment and mixed-use destinations at critical intersections to create dense, value-intense development. These centers are regional in nature and serve a population

beyond Leander, and are found on major highways and arterials. Managing access and traffic in these high-volume areas will require planning and coordination.

In a changing retail environment, Activity Centers are designed to become community destinations with activities, amenities, shopping, restaurants and places to gather, live and work. These mixed-use centers complement neighborhood centers and the urban development around Leander Station. Individually, these centers are expected to have a differing balance of land use, design, and atmosphere based on their location and context. High-density apartments and lofts are appropriate if designed and connected to the larger mixed-use center.

The Activity Center land use is intended to be implemented using a strategically planned framework, typically a PUD. When multiple landowners exist without a unified development scheme, proposed projects should plan for future integration to balance the activity center area as much as possible.

Desired Mix: 70-100% Non-Residential, 0-30% Residential

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:

DEVELOPMENT MEETING

A development meeting was held with Staff on 09/11/2023. The following changes were made to the project since the development meeting was held:

- The proposed use has changed from a gymnasium to retail, office, and hospitality uses.

NOTIFICATION

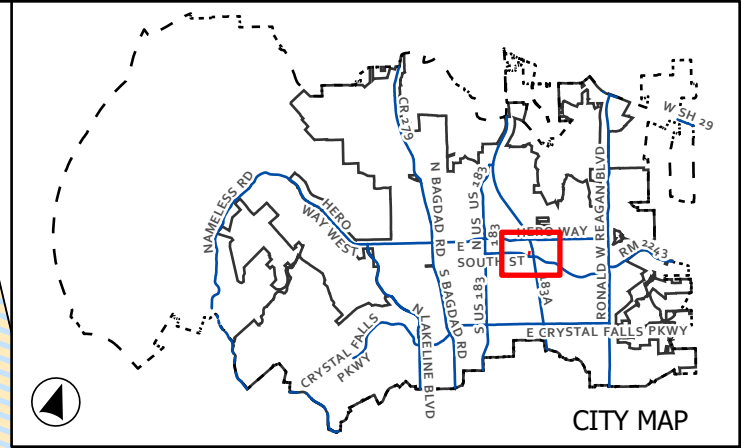
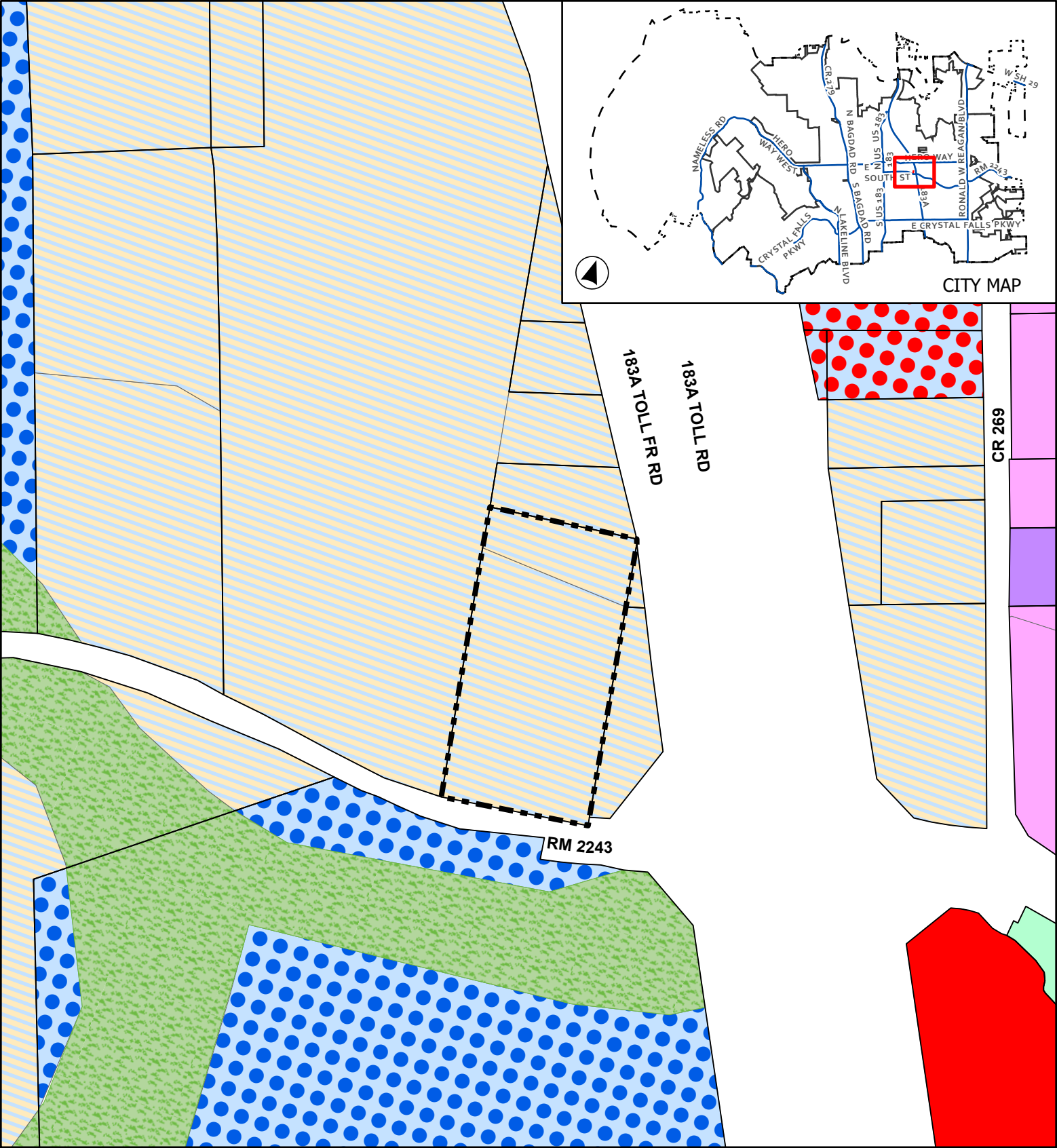
10/24/2024 - Public Notice on Hill Country News
 10/30/2024 - Mail Notification to Property Owners within 200'
 10/30/2024 - Public Hearing Signage Posted on Property
 11/14/2024 - Planning and Zoning Commission Public Hearing
 12/05/2024 - City Council Public Hearing & First Reading of the Ordinance
 12/19/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent is required to reach out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' are also required to be contacted. There are no single-family uses within 500' of this site.

APPROVAL CRITERIA:

This site is located near the intersection of RM 2243 and 183A Toll Road and within the Activity Center future land use category which is compatible with General Commercial. Staff recommends approval of the request.

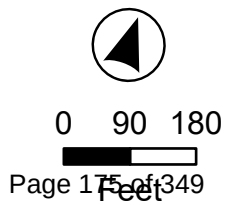


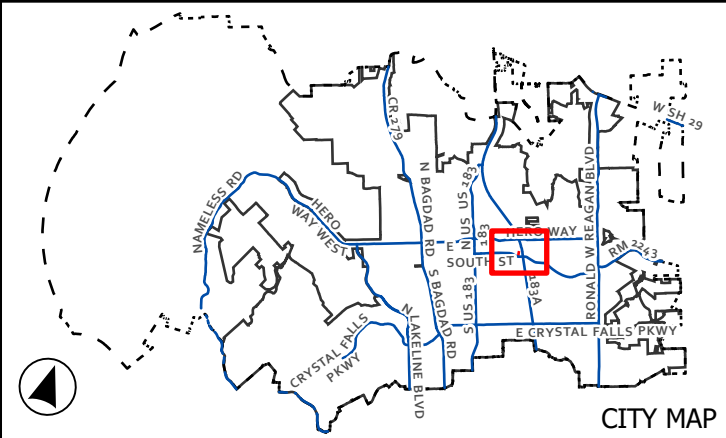
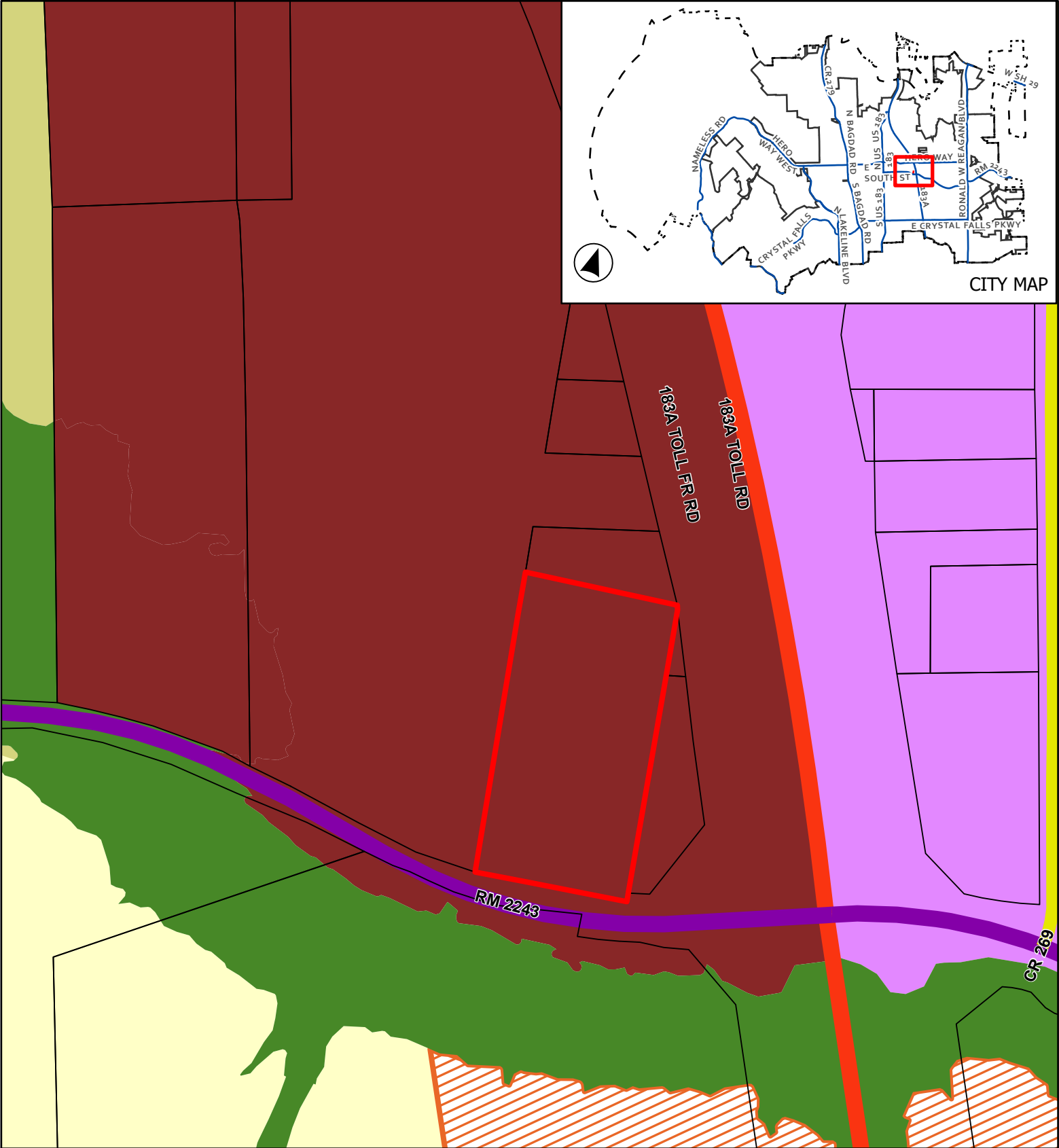
CASE: Z-23-0103 ATTACHMENT 2 SKOTZ MINOR PUD

Current Zoning

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- | | |
|--------------------------------|--------------------------|
| Leander City Limits | HC - Heavy Commercial |
| Extra-Territorial Jurisdiction | HI - Heavy Industrial |
| Subject Boundary | PUD - Mixed Use |
| SFR - Single-Family Rural | PUD - General Commercial |
| SFS - Single-Family Suburban | OS - Open Space |
| GC - General Commercial | CD - Conventional Sector |





CASE: Z-23-0103

ATTACHMENT 3

SKOTZ MINOR PUD

Future Land Use Map



0 100 200

Feet

- Leander City Limits
- ETJ Boundary
- Subject Boundary

Future Land Use

- Neighborhood Residential

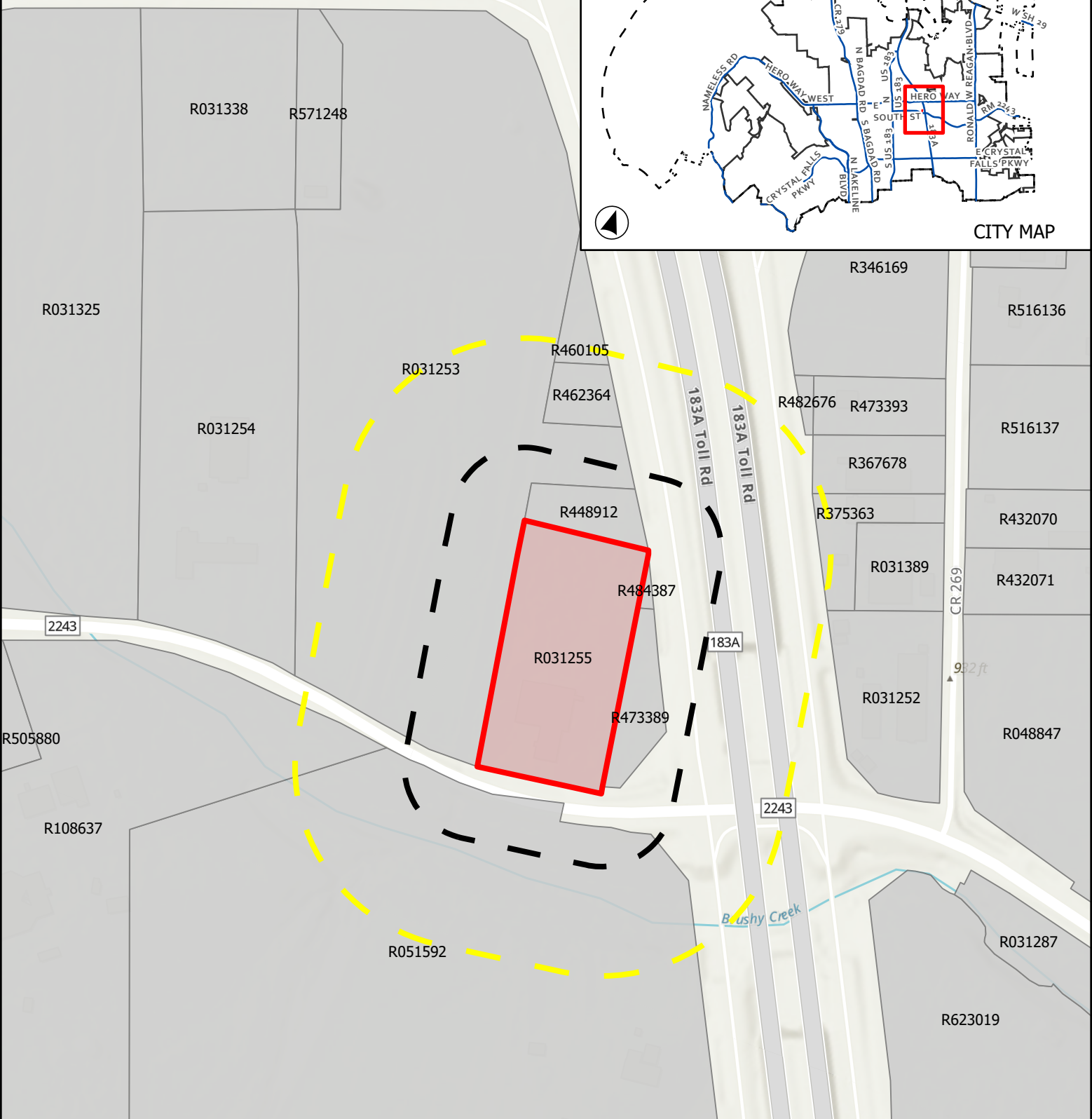
- Multi-Use Corridor - Priority Corridor
- Activity Center
- Employment Center
- Urban Mixed Use
- Greenway

Thoroughfare Plan

- Access Controlled, Existing
- Arterial 4 Lane, Existing
- Collector, Existing

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Hero Way



CASE: Z-23-0103

ATTATCHMENT 4

SKOTZ MINOR PUD

Public Notification

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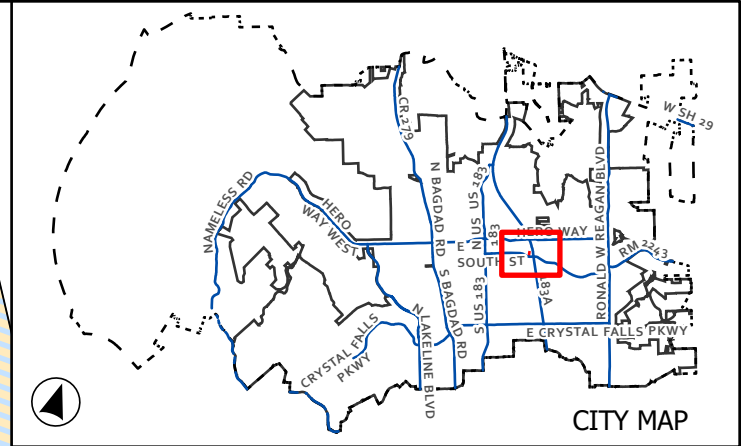
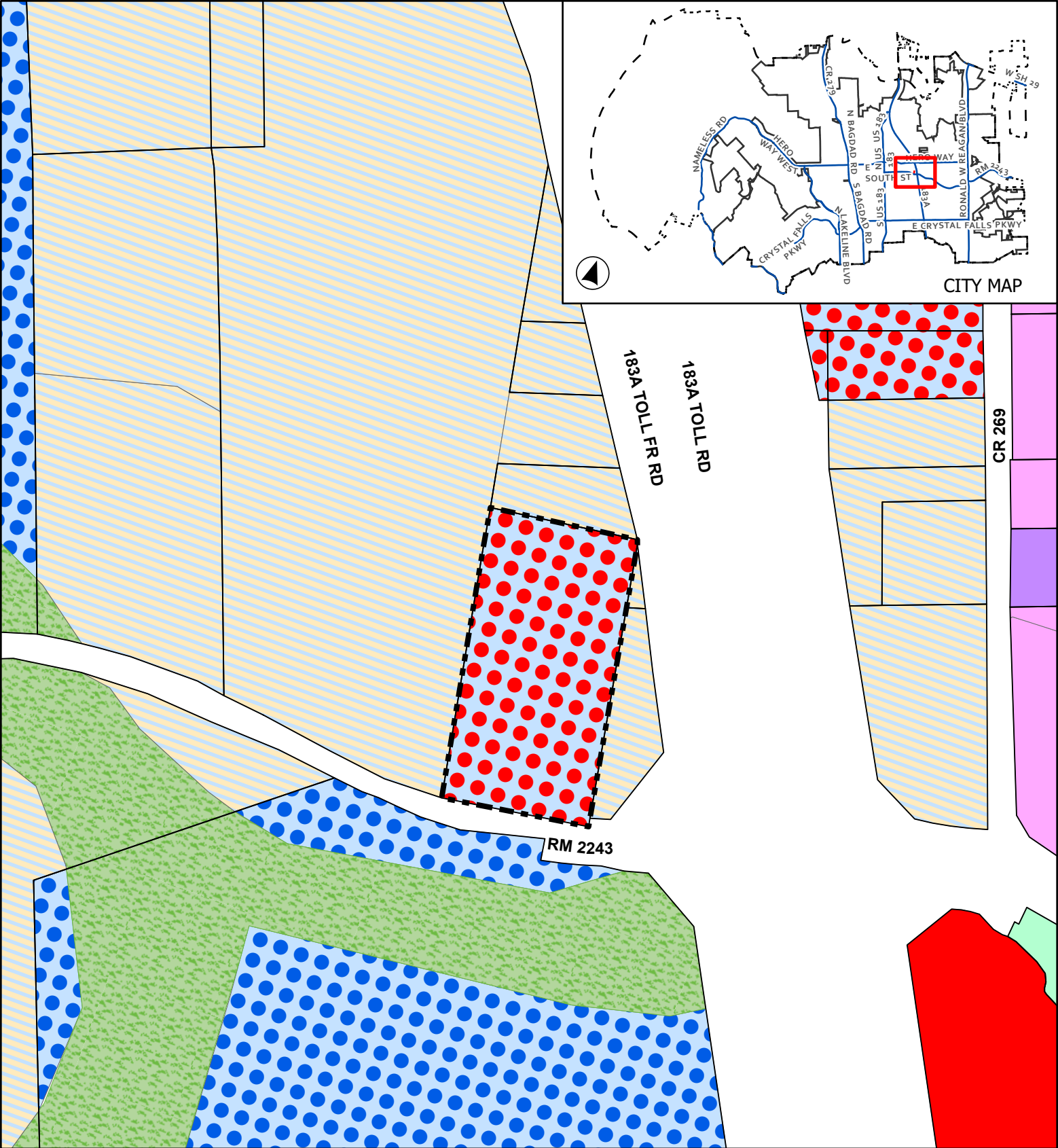
Feet

-  City Limits
 ETJ Boundary
 Subject Boundary

Notification Buffer

200'

Page 177 of 349



CASE: Z-23-0103

ATTACHMENT 5

SKOTZ MINOR PUD

Proposed Zoning

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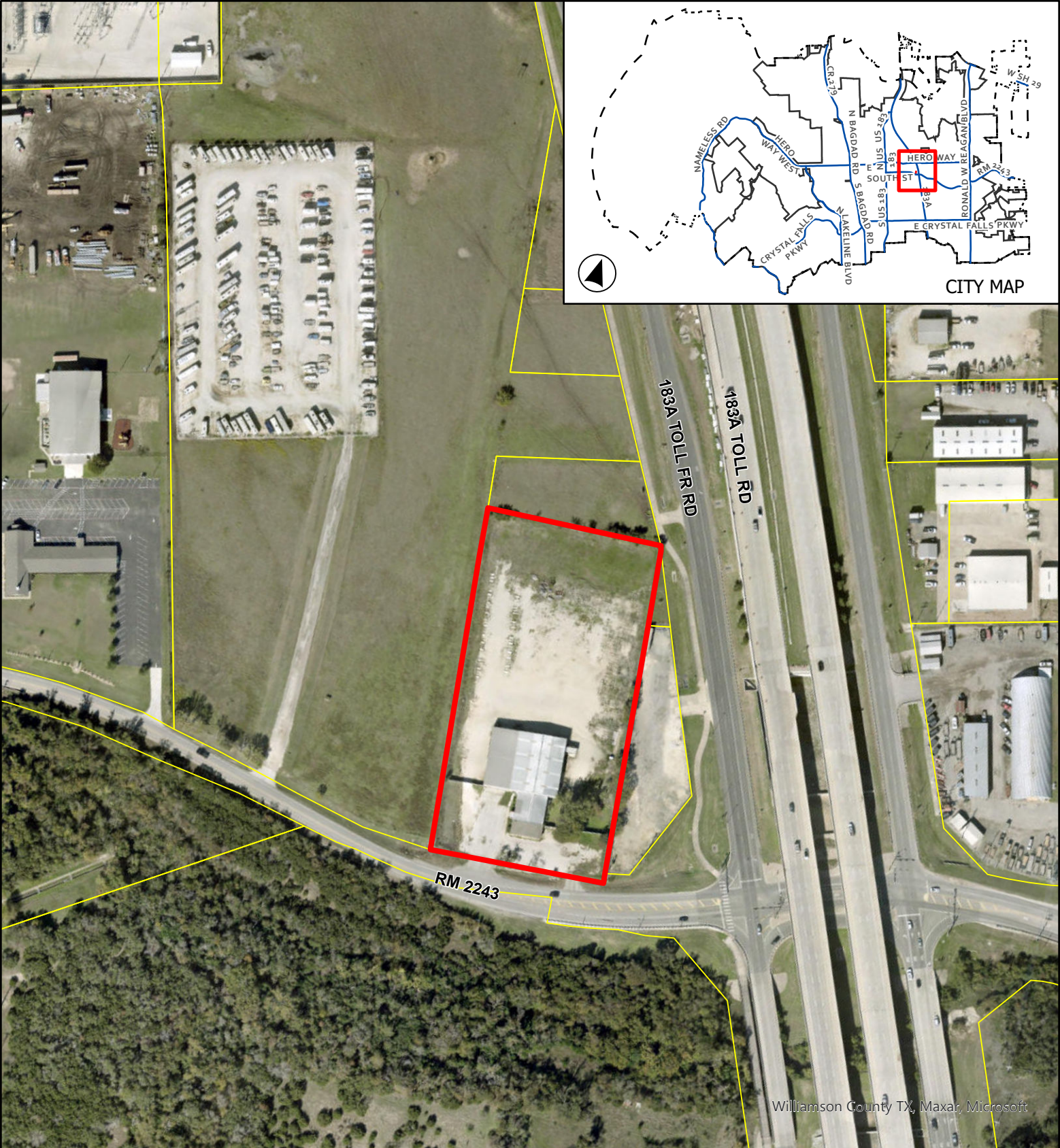
	Leander City Limits		HC - Heavy Commercial
	Extra-Territorial Jurisdiction		HI - Heavy Industrial
	Subject Boundary		PUD - Mixed Use
	SFR - Single-Family Rural		PUD - General Commercial
	SFS - Single-Family Suburban		OS - Open Space
	GC - General Commercial		CD - Conventional Sector



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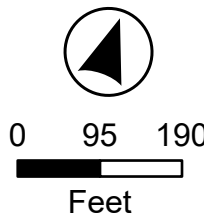
Feet



Williamson County TX, Maxar, Microsoft

Aerial Map

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- Leander City Limits
- Subject Boundary

EXHIBIT A

Skotz Minor PUD (Planned Unit Development)

A. Purpose and Intent

1. The Skotz Minor PUD is comprised of approximately 4.031 acres, as shown in **Exhibit B.** The development of this property includes the existing building, parking and an additional building with an associated parking lot.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A.**
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

GC-2-A (General Commercial)

C. Allowable / Prohibited Uses

1. The Allowable Uses shall include all authorized uses currently permitted under the GC Use Component per the Leander Composite Zoning Ordinance.
2. The following uses shall be prohibited:
 - a. Farms or truck gardens.
 - b. Funeral home.
 - c. New vehicle and major equipment sales, rental or leasing, repair of new or used vehicles, body shop.
 - d. Wholesale activities.



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0118 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the High Gabriel Township PUD (Planned Unit Development) with the base zoning district of SFS-2-B (Single-Family Suburban) on two (2) parcels of land approximately 12.75 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R362129 and R032227; and generally located south of High Gabriel East, approximately 1,100 feet east of US 183, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0118 as described above.

BACKGROUND:

This request is the first step in the zoning process. This property is located on High Gabriel East to the north of the Bryson subdivision, approximately 1,100 feet east of US 183. The applicant has submitted a petition for annexation of this tract. This request would rezone the property from the interim zoning applied at annexation. The proposed zoning district of SFS-2-B (Single-Family Suburban) would allow for the development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The proposal does comply with the Comprehensive Plan and is appropriate for properties located in a Neighborhood Residential identified by the Comprehensive Plan. In addition, the proposal is in compliance with Resolution No. 22-031-00 that was adopted by City Council to limit consideration of zoning requests that seek to add residential lots.

The Planning Analysis is provided as Attachment #1 and provides more details about the request and the property.

HISTORY/TIMELINE:

APPLICANT/AGENT:

Kirkman Engineering (Sandy Brantley) on behalf of United AP Investments of Texas, LLC. (Ashok Parmar).

RECOMMENDATION:

Staff recommends approval.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. Z-24-0118 Att 1 Planning Analysis - High Gabriel PUD
2. Z-24-0118 Att 2 Current Zoning - High Gabriel PUD
3. Z-24-0118 Att 3 FLU Map - High Gabriel PUD
4. Z-24-0118 Att 4 Public Notification - High Gabriel PUD
5. Z-24-0118 Att 5 Proposed Zoning - High Gabriel PUD
6. Z-24-0118 Att 6 Aerial Map - High Gabriel PUD
7. Z-24-0118 Att 7 PUD Notes - High Gabriel PUD
8. Z-24-0118 Att 8 Letter of Intent- High Gabriel PUD
9. Z-24-0118 Att 9 Outreach Summary - High Gabriel PUD



PLANNING ANALYSIS

ZONING CASE Z-24-0118 HIGH GABRIEL TOWNSHIP PUD

GENERAL INFORMATION

Owner/Agent:	Kirkman Engineering (Sandy Brantley) on behalf of United AP Investments of Texas, LLC. (Ashok Parmar).
Current Zoning:	Interim SFR-1-B (Single-Family Rural)
Proposed Zoning:	High Gabriel Township PUD (Planned Unit Development) with the base zoning district SFS-2-B (Single-Family Suburban)
Size and Location:	The property is located south of High Gabriel East, approximately 1,100 feet east of US 183, including approximately 12.75 acres.
Staff Contact:	Karina Castillo, AICP Planning Manager

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to allow for single-family lots with an adjusted lot depth on certain lots that would not be meeting the minimum requirements due to the configuration of the tract.

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 2*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

The applicant is requesting alternative standards for lot dimensions on lots where the lot depth cannot be met. On lots that require this alternative, the overall lot area will still need to be met by adjusting the lot width. The changes to the lot dimension require the establishment of a Planned Unit Development (PUD).

The annexation case A-24-0011 must be approved before this zoning request may be approved by the City Council. The two cases are scheduled for a public hearing with City Council on December 5, 2024 and a final reading on December 19, 2024.

As this Commission is aware, Resolution No. 22-031-00 was adopted by City Council in October of 2022 to limit consideration of zoning requests that seek to add residential lots. However this resolution does prioritize large lot/low-density residential development such as SFR, SFE and SFS.

SITE INFORMATION:**ABUTTING ZONING AND LAND USE:**

	ZONING	LAND USE
NORTH	ETJ	Residential
EAST	SFR-1-B	Residential
SOUTH	PUD-SF	Bryson Subdivision
WEST	LC-2-A	Undeveloped

SURROUNDING AREA:

This property is located north of the Bryson Subdivision, just east of US 183 and High Gabriel East.

PHYSICAL AND NATURAL FEATURES:

This property contains trees that will be held to the mitigation standards provided in the Composite Zoning Ordinance.

PROPERTY HISTORY:

This property is proposed to be annexed prior to the approval of this zoning case.

PREVIOUS ZONING CASES:

No zone cases have been previously submitted for this property:

MAJOR CORRIDORS:

This property has access onto High Gabriel East.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes proposed streets that will be reviewed during the subdivision of the site.

SUBDIVISIONS:

No subdivision cases have been previously submitted for this property:

EXISTING UTILITIES:

This property has access to water from the Bryson Subdivision on the south. Wastewater will need to be extended to the property.

CURRENT LAND USES:

This property is currently being used as residence.

PROPOSED ZONING DISTRICT:**PUD – PLANNED UNIT DEVELOPMENT:**

The purpose and intent of the Planned Unit Development (PUD) district is to design unified standards for development in order to facilitate flexible, customized zoning and subdivision standards which encourage imaginative and innovative designs for the development of property within the City. The intent of this zoning request is to provide for a single-family residential neighborhood. The contents of this PUD further explain and illustrate the overall function desired for this development. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, Exhibit C, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document. The intent of this zoning district is to cohesively regulate the development to assure compatibility with adjacent single-family residences, neighborhoods, and commercial properties within the region.

USE COMPONENT**SFS – SINGLE FAMILY SUBURBAN:**

Features: 9,000 sq. ft. lot min.; 1,500 sq. ft. living area min.

Intent: Development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The purpose of this component is to provide regulations to maintain and protect the City's single-family residences and neighborhoods in areas with intermediate lot sizes.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE B:**

Features: 4 or more architectural features.

Intent:

- (1) The Type B architectural component is intended to be utilized for the majority of residential development except that which is intended as a Type A architectural component.
- (2) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions.
- (3) This component may be utilized to raise the building standards and help ensure compatibility for non-residential uses adjacent to property that is more restricted.
- (4) This component is intended for the majority of the LO and LC use components except those meeting the intent of the Type A or C architectural components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Strategy 10.2: Support housing that has well-defined design character, compatibility with adjacent uses, and balanced density.

Applicable Future Land Use categories**NEIGHBORHOOD RESIDENTIAL**

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:**DEVELOPMENT MEETING**

A development meeting was held with Staff on 12/04/2023. The following changes were made to the project since the development meeting was held:

- Adjusted the lot dimensions to comply with the SFS zoning district instead of SFC.

NOTIFICATION

10/24/2024 - Public Notice on Hill Country News
 10/30/2024 - Mail Notification to Property Owners within 200'
 10/30/2024 - Public Hearing Signage Posted on Property
 11/14/2024 - Planning and Zoning Commission Public Hearing
 12/05/2024 - City Council Public Hearing & First Reading of the Ordinance
 12/19/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

A neighborhood meeting was held at 5:30 pm on 04/02/2024 at Blue Corn Harvest. A second meeting was held at the Bryson Amenity Center. Below is a list of comments/concerns that were discussed during the meeting:

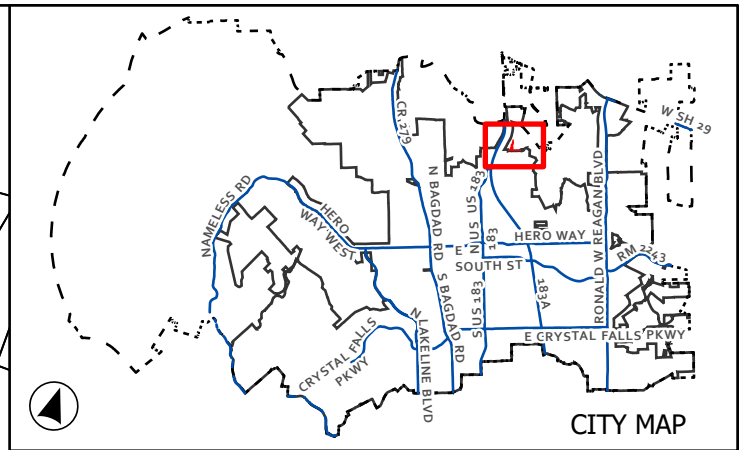
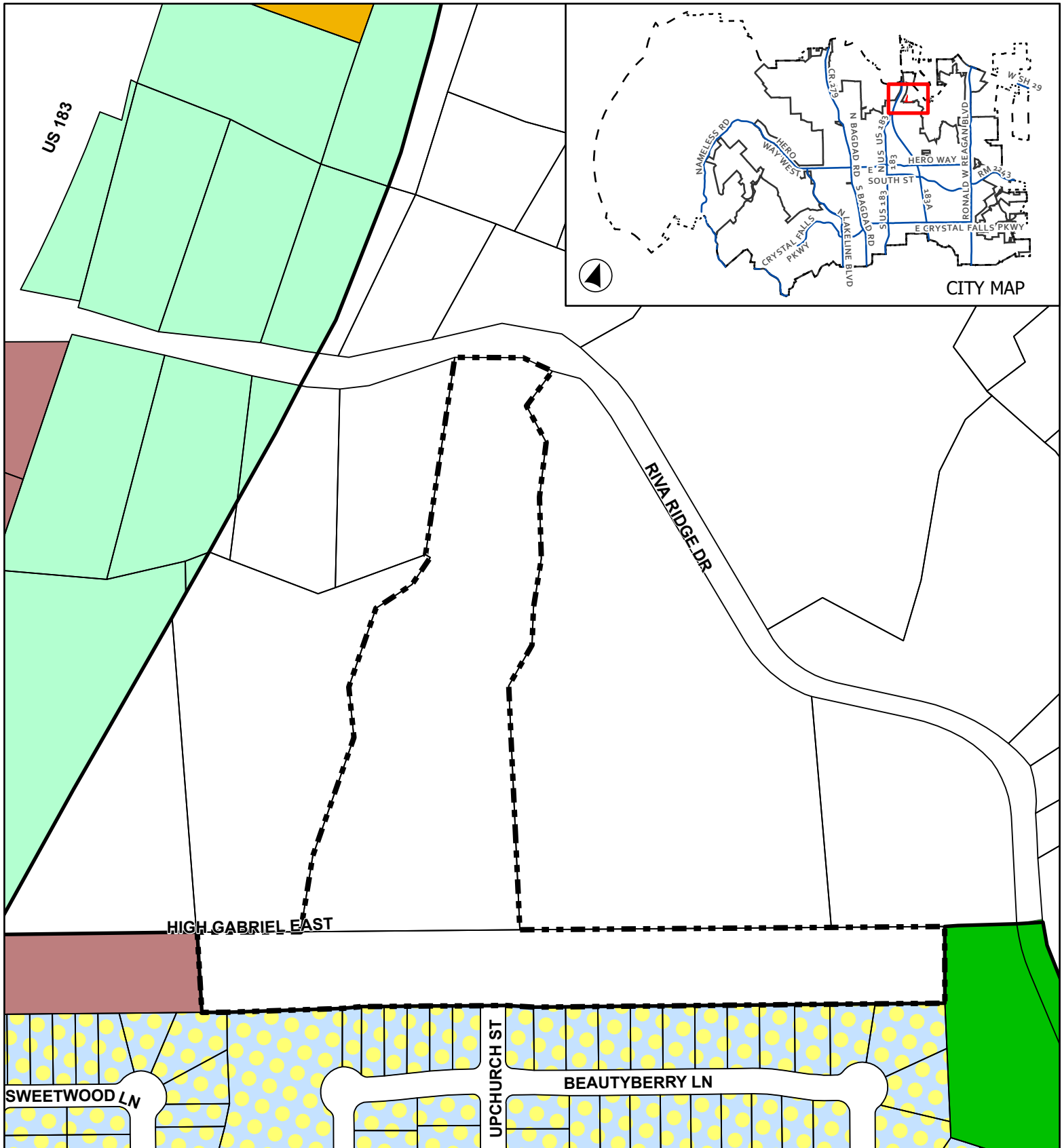
- Privacy/height
- Traffic
- Drainage

No changes were made to address issues discussed. Concerns will be taken into consideration at the design stage.

Please see the full report from the applicant attached.

APPROVAL CRITERIA:

This request for a Planned Unit Development with a base zoning district of SFS-2-B (Single-Family Suburban) is compatible with the Neighborhood Residential future land use category. The PUD includes alternative standards for lot depths that would meet the intent of the ordinance regarding lot area minimums. Staff recommends approval of the request.



CASE: Z-24-0118

ATTACHMENT 2

HIGH GABRIEL PUD

Current Zoning

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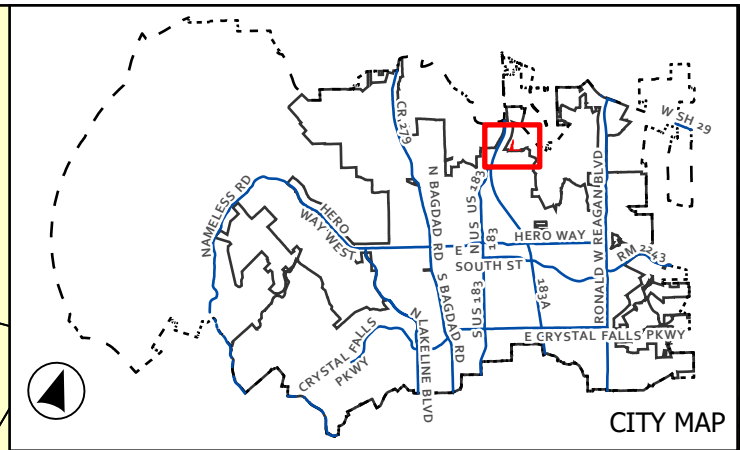
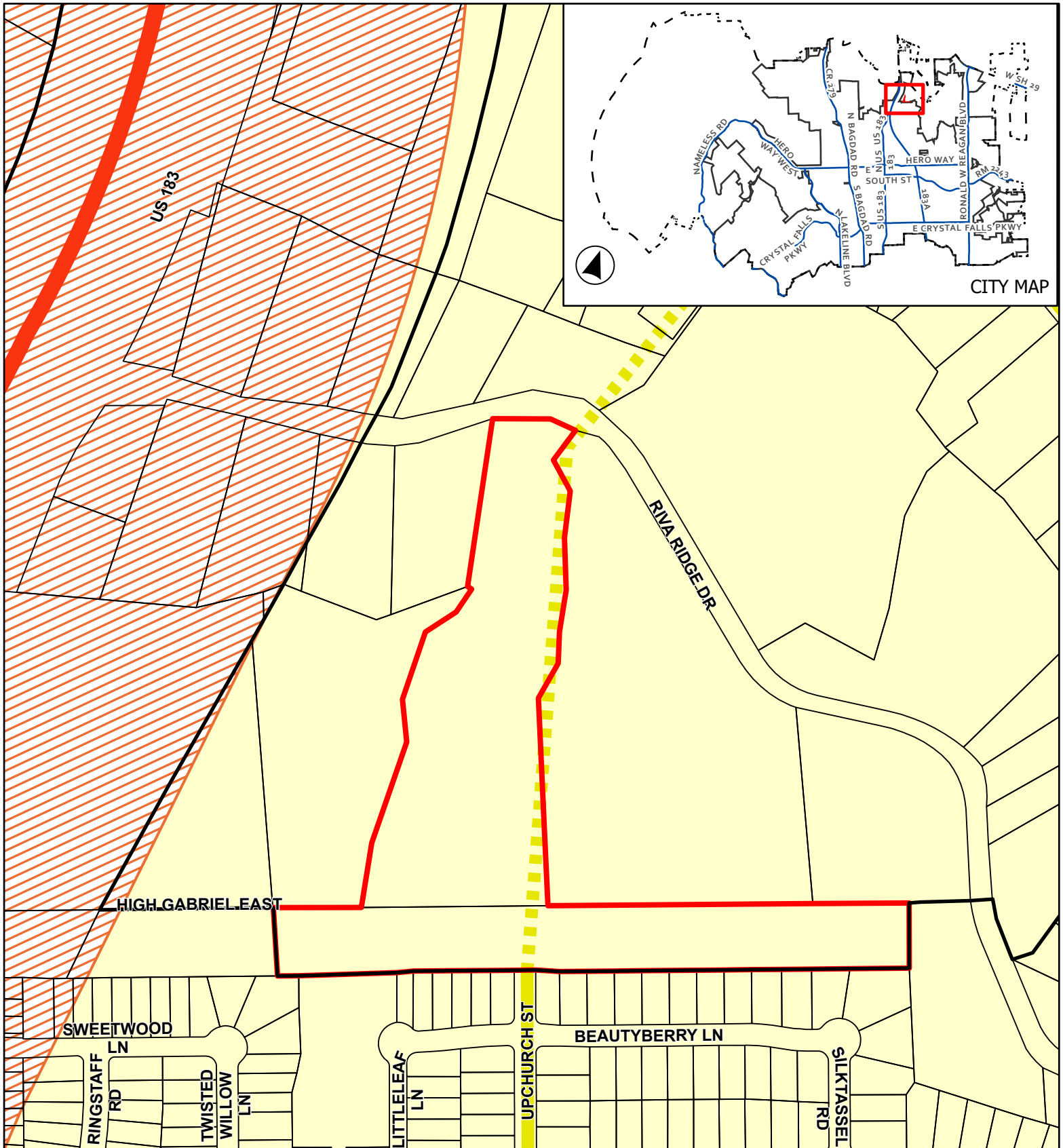
- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural

- SFS - Single-Family Suburban
- SFT - Single-Family Townhouse
- LC - Local Commercial
- PUD - Single-Family



0 90 180

Feet



CASE: Z-24-0118

ATTACHMENT 3

HIGH GABRIEL PUD

Future Land Use Map



0 120 240



Feet

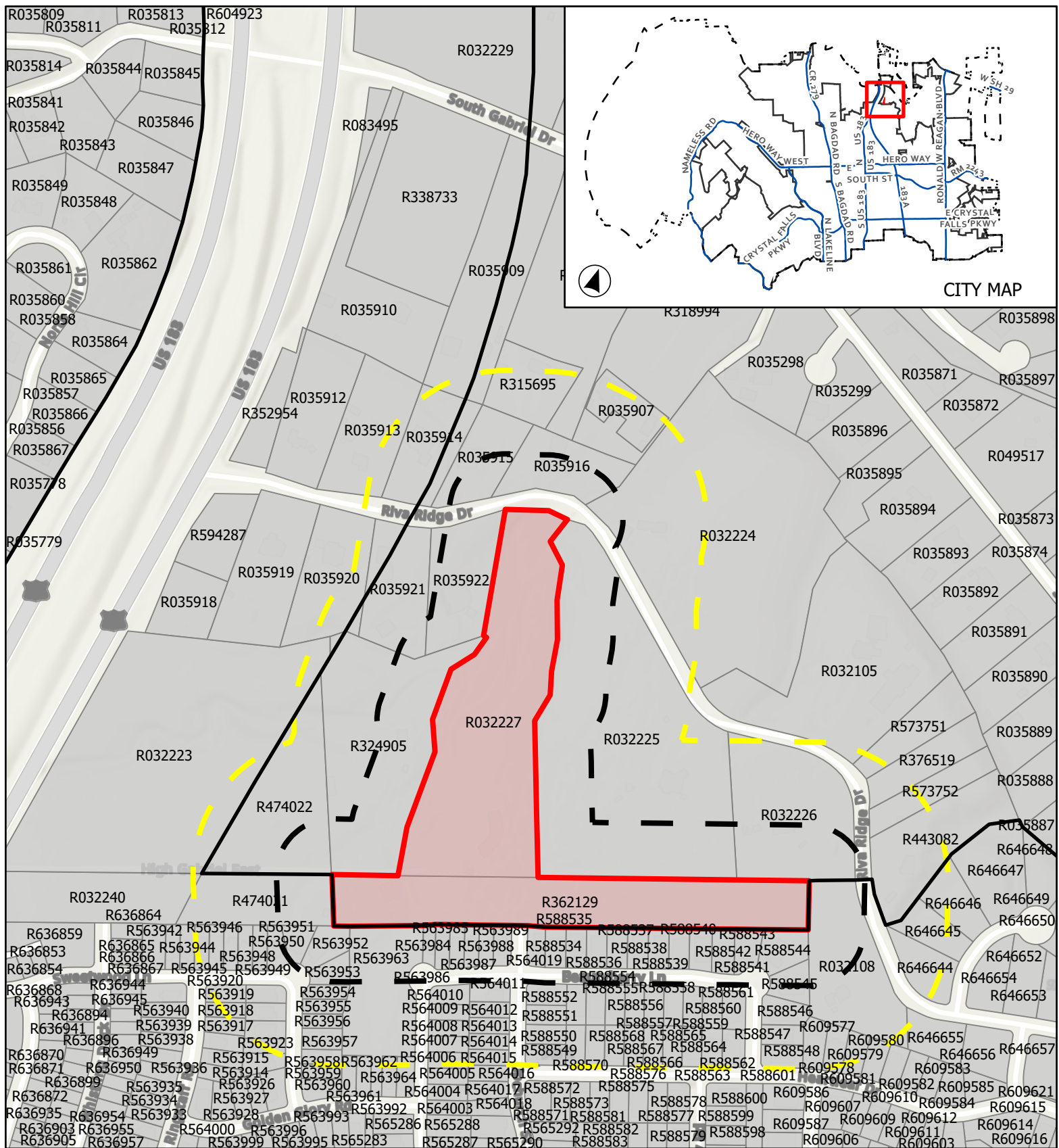
- Leander City Limits
- ETJ Boundary
- Subject Boundary

Future Land Use

- Greenway
- Multi-Use Corridor - Priority Corridor

- Neighborhood Residential
- Thoroughfare Plan**
- Access Controlled, Existing
- Collector, Existing
- Collector, Proposed

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Public Notification

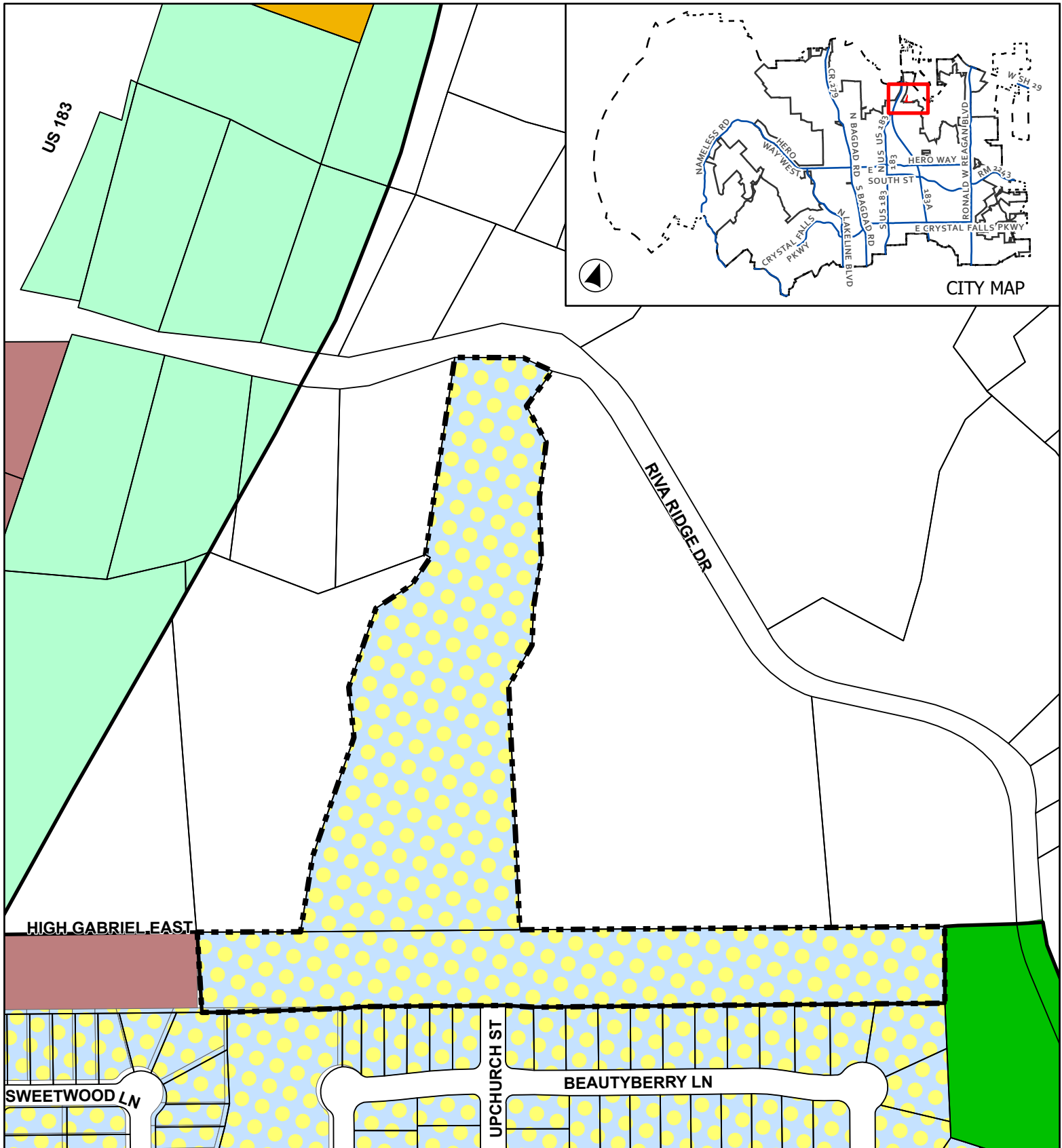
This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



0 187.5 375

Feet

-  City Limits
 ETJ Boundary
 Subject Boundary
Notification Buffer
 200'
 500'



CASE: Z-24-0118

ATTACHMENT 5

HIGH GABRIEL PUD

Proposed Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

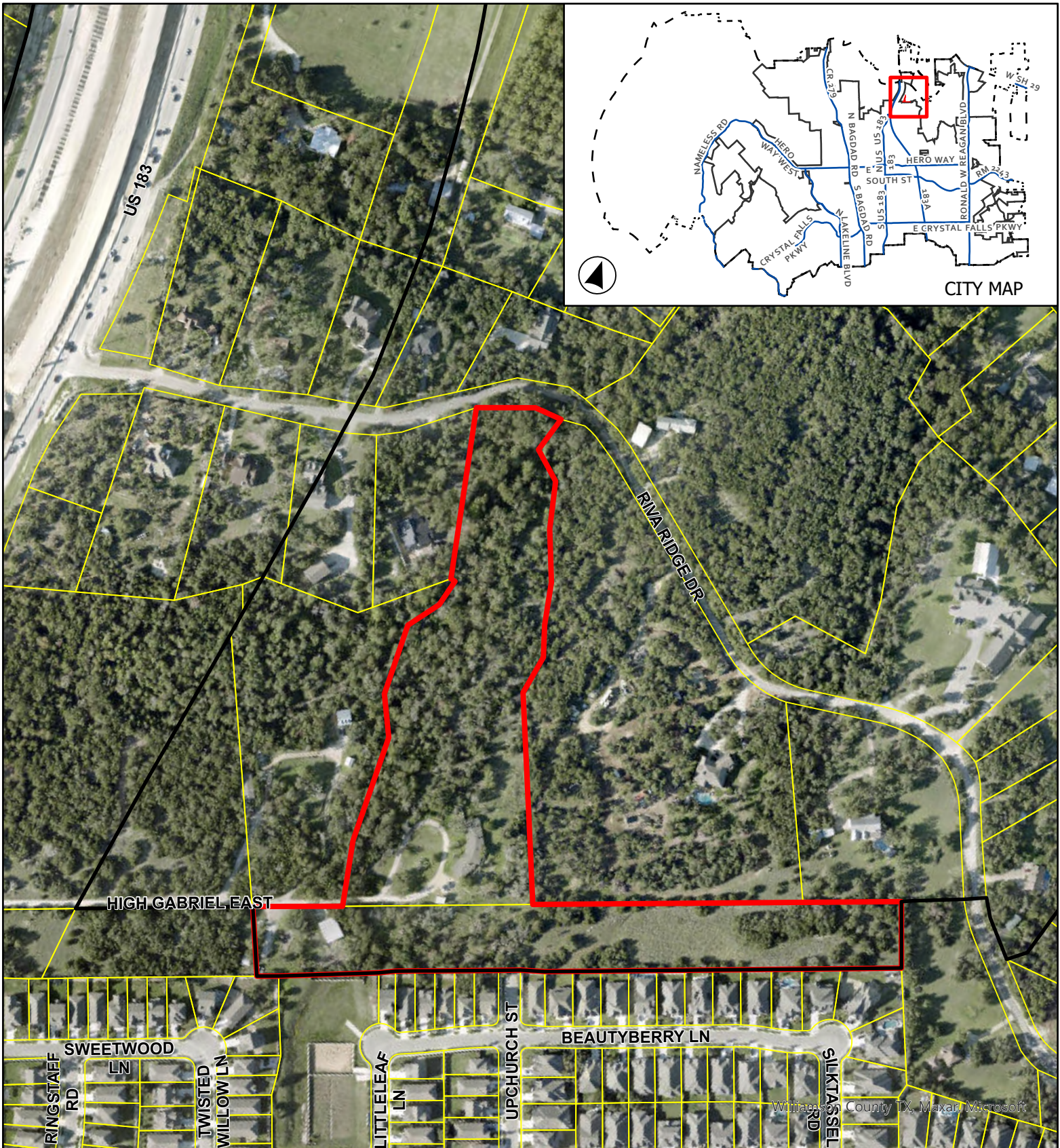
- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural

- SFS - Single-Family Suburban
- SFT - Single-Family Townhouse
- LC - Local Commercial
- PUD - Single-Family



0 90 180

Feet



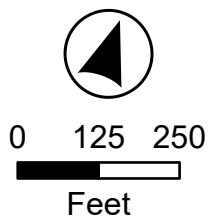
CASE: Z-24-0118

ATTACHMENT 6

HIGH GABRIEL PUD

Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Subject Boundary

EXHIBIT A

High Gabriel Township Planned Unit Development

A. Purpose and Intent

1. The High Gabriel Township PUD is comprised of approximately 12.75 acres, as shown in **Exhibit B**. The development of this property includes single family residential lots.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning district has been selected from the Leander Composite Zoning Ordinance.

SFS- 2- B (Single-Family Suburban)

C. Conceptual Site Layout & Land Use Plan

1. A Conceptual Site Layout and the Land Use Plan has been attached to this PUD, **Exhibit C**, to illustrate the design intent for the property. The Conceptual Site Layout and Site Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document.

D. Allowable/Prohibited Uses

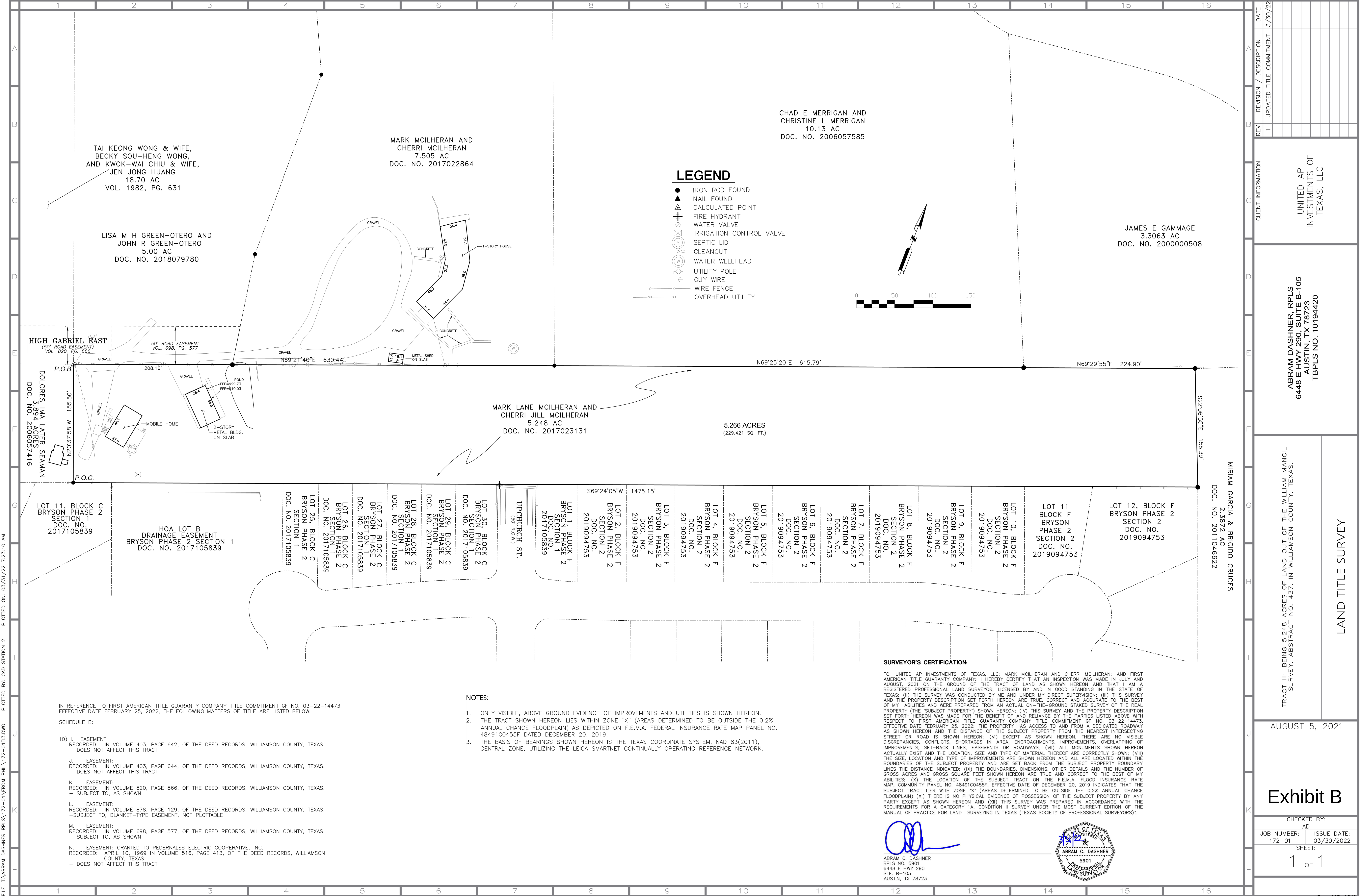
1. The allowable uses shall include all uses permitted in the SFS use component as defined in the Leander Composite Zoning Ordinance.

E. Development Standards

1. The lots shall comply with the area minimums required for SFS use component in the Leander Composite Zoning Ordinance. Where lot depths must be reduced, the lots must comply with the minimums shown in the table provided in E.(2) When lot depths are reduced, the widths shall be increased to maintain minimum areas.
2. The following lot sizes shall apply when not able to comply with those provided in the SFS use component:

Interior Lots				Corner Lots			
Min Area	Min Width	Max Width	Min Depth	Min Area	Min Width	Max Width	Min Depth
9,000 SF	70'	90'	105'	10,000 SF	80'	105'	105'

3. All other development standards shall match the standards defined in the Leander Composite Zoning Ordinance.



IN REFERENCE TO FIRST AMERICAN TITLE GUARANTY COMPANY TITLE COMMITMENT OF NO. 03-22-14473 EFFECTIVE DATE FEBRUARY 25, 2022, THE FOLLOWING MATTERS OF TITLE ARE LISTED BELOW:

SCHEDULE B:

10) I. EASEMENT:
RECORDED: IN VOLUME 403, PAGE 642, OF THE DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
- DOES NOT AFFECT THIS TRACT

J. EASEMENT:
RECORDED: IN VOLUME 403, PAGE 644, OF THE DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
- DOES NOT AFFECT THIS TRACT

K. EASEMENT:
RECORDED: IN VOLUME 820, PAGE 866, OF THE DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
- SUBJECT TO, AS SHOWN

L. EASEMENT:
RECORDED: IN VOLUME 878, PAGE 129, OF THE DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
-SUBJECT TO, BLANKET-TYPE EASEMENT, NOT PLOTTABLE

M. EASEMENT:
RECORDED: IN VOLUME 698, PAGE 577, OF THE DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
- SUBJECT TO, AS SHOWN

N. EASEMENT: GRANTED TO PEDERNALES ELECTRIC COOPERATIVE, INC.
RECORDED: APRIL 10, 1969 IN VOLUME 516, PAGE 413, OF THE DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
- DOES NOT AFFECT THIS TRACT

NOTES:

- ONLY VISIBLE, ABOVE GROUND EVIDENCE OF IMPROVEMENTS AND UTILITIES IS SHOWN HEREON.
- THE TRACT SHOWN HEREON LIES WITHIN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS DEPICTED ON F.E.M.A. FEDERAL INSURANCE RATE MAP PANEL NO. 48491C0455F DATED DECEMBER 20, 2019.
- THE BASIS OF BEARINGS SHOWN HEREON IS THE TEXAS COORDINATE SYSTEM, NAD 83(2011), CENTRAL ZONE, UTILIZING THE LEICA SMARTNET CONTINUALLY OPERATING REFERENCE NETWORK.

SURVEYOR'S CERTIFICATION:

TO: UNITED AP INVESTMENTS OF TEXAS, LLC; MARK MCILHERAN AND CHERRI MCILHERAN; AND FIRST AMERICAN TITLE GUARANTY COMPANY: I HEREBY CERTIFY THAT AN INSPECTION WAS MADE IN JULY AND AUGUST, 2021 ON THE GROUND OF THE TRACT OF LAND AS SHOWN HEREON AND THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSED BY AND IN GOOD STANDING IN THE STATE OF TEXAS; (II) THE SURVEY WAS CONDUCTED BY ME AND UNDER MY DIRECT SUPERVISION; (III) THIS SURVEY AND THE PROPERTY DESCRIPTION SET FORTH HEREON ARE TRUE, CORRECT AND ACCURATE TO THE BEST OF MY ABILITIES AND WERE PREPARED FROM AN ACTUAL ON-THE-GROUND STAKED SURVEY OF THE REAL PROPERTY (THE "SUBJECT PROPERTY") SHOWN HEREON; (IV) THIS SURVEY AND THE PROPERTY DESCRIPTION SET FORTH HEREON WAS MADE FOR THE BENEFIT OF AND RELIANCE BY THE PARTIES LISTED ABOVE WITH RESPECT TO FIRST AMERICAN TITLE GUARANTY COMPANY TITLE COMMITMENT OF NO. 03-22-14473, EFFECTIVE DATE FEBRUARY 25, 2022; THE PROPERTY HAS ACCESS TO AND FROM A DEDICATED ROADWAY AS SHOWN HEREON AND THE DISTANCE OF THE SUBJECT PROPERTY FROM THE NEAREST INTERSECTING STREET OR ROAD IS SHOWN HEREON; (V) EXCEPT AS SHOWN HEREON, THERE ARE NO VISIBLE DISCREPANCIES, CONFLICTS, SHORTAGES IN AREA, ENCROACHMENTS, IMPROVEMENTS, OVERLAPPING OF IMPROVEMENTS, SET-BACK LINES, EASEMENTS OR ROADWAYS; (VI) ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THE LOCATION, SIZE AND TYPE OF MATERIAL THEREOF ARE CORRECTLY SHOWN; (VII) THE SIZE, LOCATION AND TYPE OF IMPROVEMENTS ARE SHOWN HEREON AND ALL ARE LOCATED WITHIN THE BOUNDARIES OF THE SUBJECT PROPERTY AND ARE SET BACK FROM THE SUBJECT PROPERTY BOUNDARY LINES THE DISTANCE INDICATED; (IX) THE BOUNDARIES, DIMENSIONS, OTHER DETAILS AND THE NUMBER OF GROSS ACRES AND GROSS SQUARE FEET SHOWN HEREON ARE TRUE AND CORRECT TO THE BEST OF MY ABILITIES; (X) THE LOCATION OF THE SUBJECT TRACT ON THE F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 48491C0455F, EFFECTIVE DATE OF DECEMBER 20, 2019 INDICATES THAT THE SUBJECT TRACT LIES WITHIN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) (XI) THERE IS NO PHYSICAL EVIDENCE OF POSSESSION OF THE SUBJECT PROPERTY BY ANY PARTY EXCEPT AS SHOWN HEREON AND (XII) THIS SURVEY WAS PREPARED IN ACCORDANCE WITH THE REQUIREMENTS FOR A CATEGORY 1A, CONDITION II SURVEY UNDER THE MOST CURRENT EDITION OF THE MANUAL OF PRACTICE FOR LAND SURVEYING IN TEXAS (TEXAS SOCIETY OF PROFESSIONAL SURVEYORS').

ABRAM C. DASHNER
RPLS NO. 5901
6448 E HWY 290
STE. B-105
AUSTIN, TX 78723



AUGUST 5, 2021

Exhibit B

CHECKED BY:
AD

JOB NUMBER: 172-01

ISSUE DATE: 03/30/2022

SHEET: 1 OF 1

LAND TITLE SURVEY

TRACT III: BEING 5.248 ACRES OF LAND OUT OF THE WILLIAM MANCILL SURVEY, ABSTRACT NO. 437, IN WILLIAMSON COUNTY, TEXAS.

ABRAM DASHNER, RPLS
6448 E HWY 290, SUITE B-105
AUSTIN, TX 78723
TBPLS NO. 10194420

UNITED AP
INVESTMENTS OF
TEXAS, LLC

REV	REVISION / DESCRIPTION	DATE
1	UPDATED TITLE COMMITMENT	3/30/22

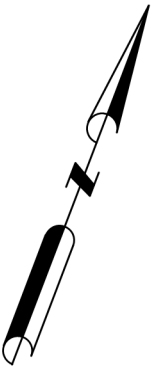
CLIENT INFORMATION

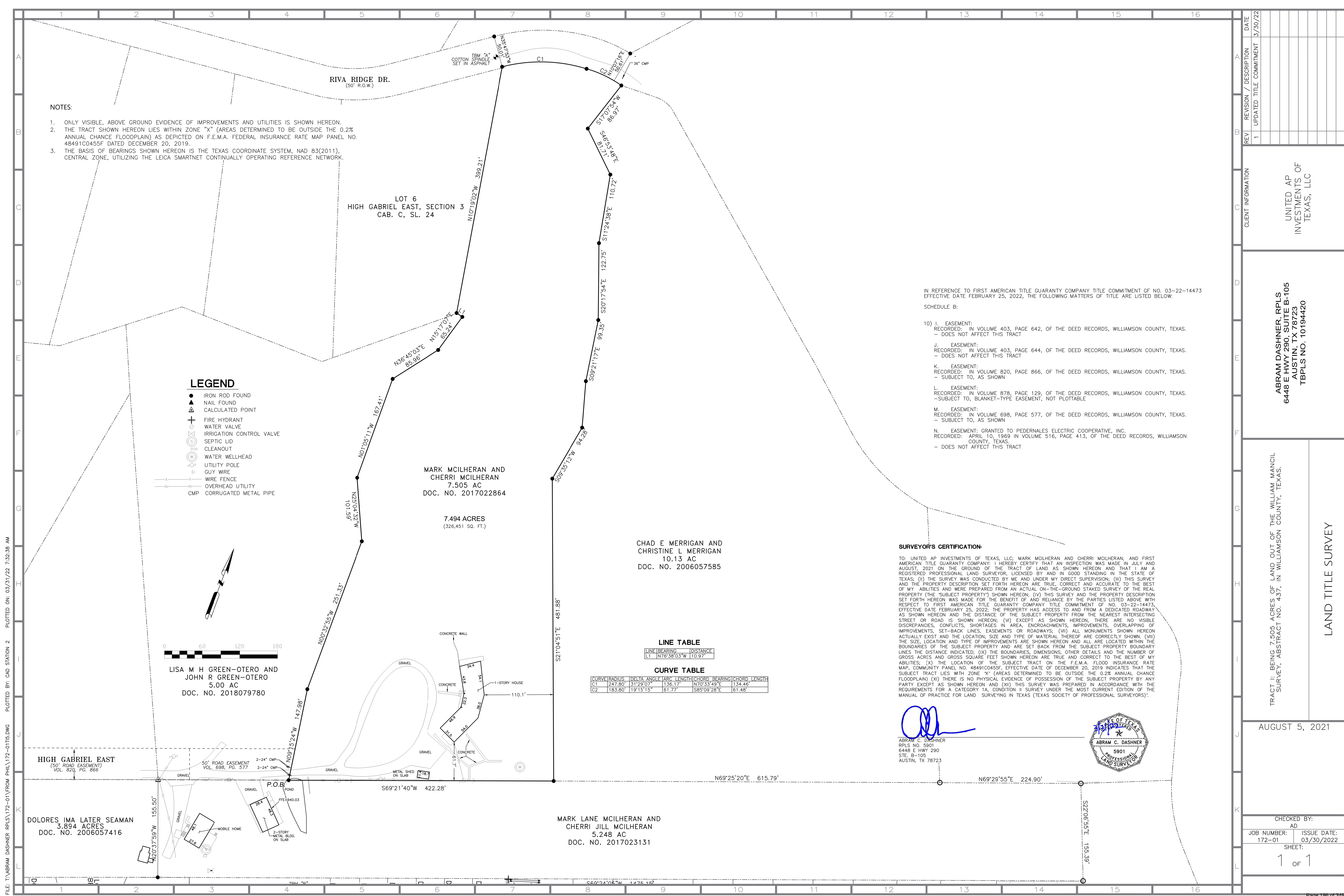
JAMES E GAMMAGE
3.3063 AC
DOC. NO. 2000000508

CHAD E MERRIGAN AND
CHRISTINE L MERRIGAN
10.13 AC
DOC. NO. 2006057585

LEGEND

- IRON ROD FOUND
- NAIL FOUND
- CALCULATED POINT
- FIRE HYDRANT
- WATER VALVE
- IRRIGATION CONTROL VALVE
- SEPTIC LID
- CLEANOUT
- WATER WELLHEAD
- UTILITY POLE
- GUY WIRE
- WIRE FENCE
- OVERHEAD UTILITY







7.494+/- acres situated in the W. Mancil survey, abstract no. 437

Leander, Williamson County, Texas

BEING a tract situated in the W. Mancil Survey, abstract Number 437, in the City of Leander, Williamson County, Texas, being all of "TRACT I" by deed recorded under Document Number 2022044782 of the Official Public Records, Williamson County, Texas, (O.P.R.W.C.T.), the subject tract being more particularly described as follows:

BEGINNING at a 1/2 inch rebar found for the southwest corner of said "TRACT I" and the herein described tract;

THENCE with the perimeter and to the corners of said "TRACT I", the following calls:

1. North 09 degrees 15 minutes 24 seconds West, a distance of 147.98 feet to a 1/2 inch rebar found;
2. North 00 degrees 32 minutes 55 seconds West, a distance of 251.33 feet to a 1/2 inch rebar found;
3. North 25 degrees 04 minutes 32 seconds West, a distance of 101.59 feet to a 1/2 inch rebar found;
4. North 01 degrees 05 minutes 11 seconds West, a distance of 167.41 feet to a 1/2 inch rebar found;
5. North 36 degrees 45 minutes 03 seconds East, a distance of 85.96 feet to a 1/2 inch rebar found;
6. North 15 degrees 17 minutes 07 seconds East, a distance of 65.24 feet to a 1/2 inch rebar found;
7. North 76 degrees 38 minutes 03 seconds West, a distance of 10.97 feet to a 1/2 inch rebar found;
8. North 10 degrees 19 minutes 02 seconds West, a distance of 399.21 feet to a 1/2 inch rebar found at the beginning of a non-tangent curve to the right, having a radius of 247.80 feet, with a delta angle of 31 degrees 29 minutes 07 seconds, whose chord bears North 70 degrees 33 minutes 49 seconds East, a distance of 134.46 feet;
9. Along said non-tangent curve to the right, an arc length of 136.17 feet to a 1/2 inch rebar found at the beginning of a compound curve to the right, having a radius of 183.80 feet, with a delta angle of 19 degrees 15 minutes 15 seconds, whose chord bears South 85 degrees 09 minutes 28 seconds East, a distance of 61.48 feet;
10. Along said compound curve to the right, an arc length of 61.77 feet to a 1/2 inch rebar found;
11. South 17 degrees 07 minutes 54 seconds West, a distance of 86.97 feet to a 1/2 inch rebar found;
12. South 46 degrees 53 minutes 48 seconds East, a distance of 81.71 feet to a 1/2 inch rebar found;
13. South 11 degrees 24 minutes 38 seconds East, a distance of 110.72 feet to a 1/2 inch rebar found;
14. South 20 degrees 17 minutes 54 seconds East, a distance of 122.75 feet to a 1/2 inch rebar found;
15. South 09 degrees 21 minutes 17 seconds East, a distance of 99.35 feet to a 1/2 inch rebar found;
16. South 16 degrees 15 minutes 06 seconds East, a distance of 74.32 feet to a 1/2 inch rebar found;
17. South 09 degrees 35 minutes 12 seconds West, a distance of 94.28 feet to a 1/2 inch rebar found;
18. South 21 degrees 04 minutes 51 seconds East, a distance of 481.88 feet to a 1/2 inch rebar found;
19. South 69 degrees 21 minutes 40 seconds West, a distance of 422.28 feet, returning to the **POINT OF BEGINNING** and enclosing 7.494 (326,451 square feet) of land, more or less.

Prepared for Kirkman Engineering by Barton Chapa Surveying

3601 NE Loop 820, Ste. 108 – Fort Worth, TX 76137

817.864.1957 | info@bcsdfw.com | TBPELS Firm 10194474 | John H. Barton III, RPLS# 6737



This document was prepared under 22 Texas Administrative Code §138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared. Any reference to “found” corner monument(s) within the above description is as called/shown on Land Title Survey prepared by Abram C. Dashner, RPLS 5901, re-issued on March 30, 2022 and is not indicative of an on-the-ground survey by Barton Chapa Surveying, LLC.

ABRAM DASHNER RPLS, LLC

TEXAS REGISTERED PROFESSIONAL LAND SURVEYOR 5901

TBPLS FIRM NO. 10194420

info@rpls5901.com 512-244-3395

5.266 ACRES
WILLIAM MANCIL SURVEY
WILLIAMSON COUNTY, TX

FILE NO. 2022.050
PROJECT: 172-01
DATE: 03/22/2022

DESCRIPTION

5.266 ACRES IN THE WILLIAM MANCIL SURVEY, ABS. NO. 437, IN WILLIAMSON COUNTY, TEXAS, BEING THAT CERTAIN 5.248 ACRE TRACT CONVEYED TO MARK LANE MCILHERAN AND CHERRI JILL MCILHERAN BY DEED OF RECORD, IN DOCUMENT NO. 2017023131, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; SAID 5.266 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a calculated point at the northwest corner of said 5.248 acre tract, being the northeast corner of that certain 3.894 acre tract conveyed to Dolores Ima Later Seaman, by Deed of record in Document No. 2006057416 of said Official Public Records, also being the southeast corner of that certain 18.70 acre tract conveyed to Tai Keong & wife, Becky Sou-Heng Wong, and Kwok-Wai Chiu & wife, Jen Jong Huang, by Deed of record in Volume 1982, Page 631, of the Official Records of Williamson County, Texas, and the southwest corner of that certain 5.00 acre tract conveyed to Lisa M H Green-Otero and John R Green-Otero, by Deed of record in Document No. 2018079780, of said Official Public Records, for the northwesterly corner hereof;

THENCE, N69°21'40"E, along the north line of said 5.248 acre tract, in part along the south line of said 5.00 acre tract, at 208.16 feet passing a 1/2-inch iron rod found at the southeast corner of said 5.00 acre tract, being the southwest corner of that certain 7.505 acre tract conveyed to Mark McIlheran and Cherri McIlheran, by Deed of record in Document No. 2017022864, of said Official Public Records, and continuing along the south line of said 7.505 acre tract for a total distance of a distance of 630.44 feet to a 1/2-inch iron rod found at the southeast corner of said 7.505 acre tract, also being the southwest corner of a 10.13 acre tract conveyed to Chad E Merrigan and Christine L Merrigan, by Deed of record in Document No. 2006057585, of said Official Public Records, for an angle point;

THENCE, N69°25'20"E, along the south line of said 10.13 acre tract, being the north line of said 5.248 acre tract, a distance of 615.79 feet to a 1/2-inch iron rod found at the southeast corner of said 10.13 acre tract, being the southwest corner of a 3.3063 acre tract conveyed to James E Gammage, by Deed of record in Document No. 2000000508, of said Official Public Records, for an angle point;

THENCE, N69°29'55"E, along the south line of said 3.3063 acre tract, being the north line of said 5.248 acre tract, a distance of 224.90 feet to a 1/2-inch iron rod found at the northwest corner of a 2.3872 acre tract conveyed to Miriam Garcia & Brigido Cruces, by Deed of record in Document No. 2011046622, of said Official Public Records, for the northeasterly corner of said 5.248 acre tract and hereof;

Exhibit " C "

THENCE, S22°06'55"E, along the west line of said 2.3872 acre tract, being the east line of said 5.248 acre tract, a distance of 155.39 feet to a 1/2-inch iron rod found at the northeast corner of Lot 12, Block F, Bryson Phase 2, Section 2, a subdivision of record in Document No. 2019094753, of said Official Public Records, for the southeasterly corner of said 5.248 acre tract and hereof;

THENCE, S69°24'05"W, in part along the north line of said Bryson Phase 2, Section 2, in part along the north terminus of Upchurch Street (50' r.o.w.), and in part along the north line of Bryson Phase 2, Section 1, a subdivision of record in Document No. 2017105839, of said Official Public Records, a distance of 1475.15 feet to a 1/2-inch iron rod found at the southwest corner of said 5.248 acre tract, in the north line of Lot 11, Block C, of said Bryson Phase 2, Section 1, being the southeast corner of said 3.894 acre tract, for the southwesterly corner hereof;

THENCE, N20°37'58"W, along the east line of said 3.894 acre tract, being the west line of said 5.248 acre tract, a distance of 155.50 feet to the **POINT OF BEGINNING**, and containing 5.266 acres (229,421 square feet) of land, more or less.

BEARING BASIS: TEXAS COORDINATE SYSTEM, NAD 83(2011), CENTRAL ZONE, UTILIZING THE LEICA SMARTNET CONTINUALLY OPERATING REFERENCE NETWORK.

I HEREBY CERTIFY THAT THE ABOVE DESCRIPTION WAS PREPARED BASED UPON A FIELD SURVEY PERFORMED UNDER MY SUPERVISION DURING THE MONTHS OF JULY AND AUGUST, 2021, AND IS TRUE AND CORRECT TO THE BEST OF MY ABILITIES.



ABRAM C. DASHNER
TEXAS RPLS 5901
TBPLS FIRM NO. 10194420

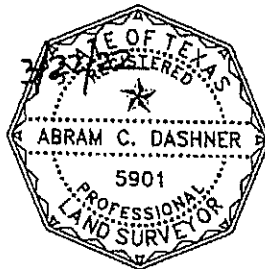
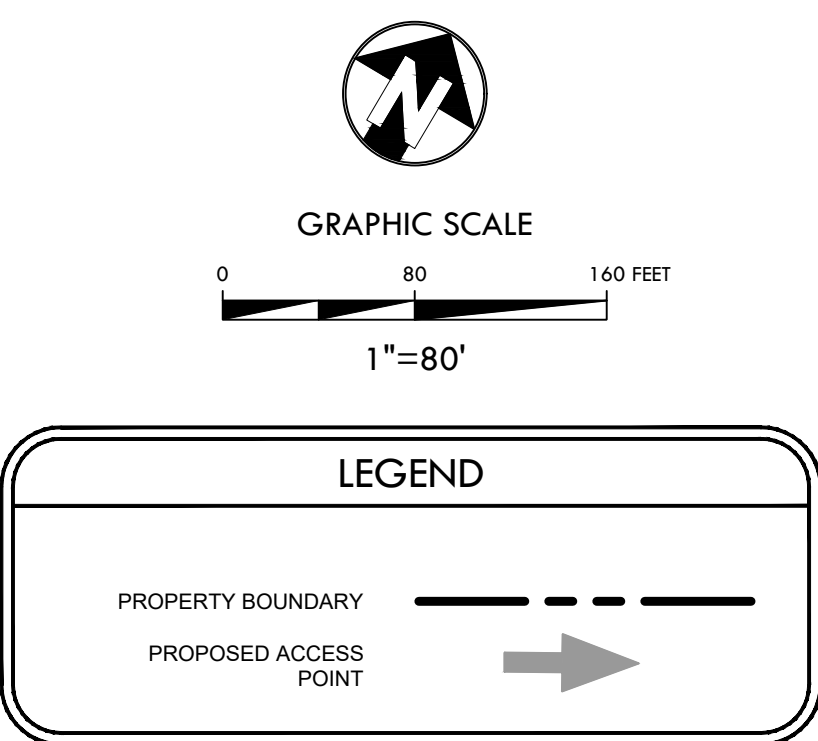


Exhibit " C "



SHEA O. KIRKMAN
P.E.# 91865
DATE: June 3, 2024

**HIGH GABRIEL
RESIDENTIAL**

CITY OF LEANDER
WILLIAMSON COUNTY, TEXAS

[illegible]

The image shows the top portion of a technical drawing sheet. At the top is the Kirkman Engineering logo, which consists of a large stylized 'K' in blue and grey, followed by the word 'kirkman' in a lowercase sans-serif font, and 'ENGINEERING' in a smaller, all-caps sans-serif font below it. Below the logo is the company name 'KIRKMAN ENGINEERING, LLC' in all caps, followed by the address '5200 STATE HIGHWAY 121 COLLEYVILLE, TX 76034' and the Texas FIRM NO. '15874'. Below this is a table with two rows: 'JOB NUMBER: ASH23001' and 'ISSUE DATE: 6/3/24'. Below the table is a thick black horizontal line. Below the line is the text 'PUD EXHIBIT C' in all caps. Below that is the title 'CONCEPTUAL SITE LAYOUT & LAND USE PLAN' in large, bold, all-caps sans-serif font. Below the title is the text 'SHEET:' followed by a large 'V1.5' in a very large, bold, all-caps sans-serif font.

Kirkman Engineering
1130 Cottonwood Creek Trail
Suite C3
Cedar Park, TX 78613
512-428-8586



April 22, 2024

City of Leander Planning Department
P.O. Box 319
Leander, Texas 78646

High Gabriel Township PUD Request: 450 & 501 High Gabriel E

On behalf of the property owner, I am applying for a Planned Unit Development of the properties located at 450 and 501 High Gabriel East (Williamson County Appraisal District Parcel ID R362129 & R032227). The properties total approximately 12.75 acres and are currently in the City of Leander's ETJ. The base zoning is SFS-2-B.

Property Owner: United AP Investments of Texas LLC
Nilangini Sishodia, Owner Contact

Owner Mailing Address: 1801 S. Mopac Expressway, Suite 100
Austin, TX 78746

This PUD is being requested because the dimensions of the overall property do not allow us to meet the lot depth standards required in the SFS district along the south boundary. With that being the case, we are proposing to keep the SFS lot area minimums the same but reduce lot depths where needed, compensating with increased lot widths. The minimum lot depths will be changed from 115' to 105' for both corner and interior lots, while the maximum lot widths will be changed from 80' to 90' for interior lots and 90' to 105' for corner lots. We believe this combination of efforts allows us to maintain the ability to develop lower-density, single family uses on the property as prioritized by its future land use designation.

Please don't hesitate to contact me at 512-428-8586 if you have any questions.

Sincerely,

Sandy Brantley, Project Manager

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

This summary is only required for a PUD or a Minor PUD

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

On April 2, 2024, a neighborhood meeting was held at Blue Corn Harvest in Leander at 5:30pm. Properties within 500' radius were notified about the Annexation and TUD Requests. Attached to this submittal is the list of residents who were invited to the meeting. The engineer and developer intended the meeting to discuss all concerns from the neighboring properties.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

Attached with this submittal is a list of the neighboring properties who were notified to attend the meeting. The HOA member with the Bryson community attended the meeting. An additional meeting was held afterwards at the HOA property to further discuss concerns from the residents. The city staff were also at the second meeting.

3. What concerns were raised during these communications?

The residents were concerned about building heights from the proposed homes abutting their property. A request was made so the proposed homes would be one-story in this area. There were concerns about access onto Riva Ridge Dr. Residents mentioned this road needs to be maintained and additional traffic was a concern for them. The residents mentioned there is a flooding problem during extreme storm events. A resident asked to relocate High Gabriel E to the south side of the property line to provide buffering from their homes and add an 8' fence.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

many concerns were site development plan concerns (Drainage and Grading); no changes were made here at this time. The developer has taken the residents concerns into account about building heights, stories and buffering. Where possible, these changes will be made during site development plan review. The developer agrees to add an 8' wooden fence to help with screening.

The above information is deemed to be true to the best of my knowledge.

Signature: _____



Date 5/8/2024



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0123 to amend the Northline Planned Unit Development on several parcels of land approximately 115.7076 acres ± in size, out of the William Mancil Survey, Abstract No. 437, the Talbot Chambers Survey, Abstract No. 125; and generally located south of East San Gabriel Parkway and approximately 200 feet east of US 183, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0123 as described above.

BACKGROUND:

This request is the first step in the zoning process. This property is located southeast of the intersection of 183A Toll Road and San Gabriel Parkway, south of the St. David's hospital development and north of the ACC San Gabriel Campus. The applicant is requesting to amend the Northline PUD to allow for the removal of a defined area from the Northline development for additional flexibility and retail uses. Additionally, the applicant has proposed modifications to Exhibits A, B, D and F of the previously approved Northline PUD. The proposal does comply with the Comprehensive Plan and is appropriate for properties located in an Activity Center category identified by the Comprehensive Plan.

The Planning Analysis is provided as Attachment #1 and provides more details about the request and the property.

HISTORY/TIMELINE:

06/21/2018 – Approval of Northline PUD and Concept Plan.
11/20/2019 – Administrative approval of Northline Minor PUD Amendment #1
09/12/2024 – Item was postponed
09/19/2024 – Council Briefing Workshop
10/17/2024 – Administrative approval of Northline Minor PUD Amendment #3

APPLICANT/AGENT:

Northline Leander Development Company, LP (Alexander H. Tynberg).

RECOMMENDATION:

Staff recommends approval of the request with the exception to the increase to compact parking, removal of certain 100% percent retail ground floor use areas per revised Exhibit F, and the revised definition of the commercial associated with the first floor of the structures along Main Street.

PRESENTER:

Cory Dale, Senior Planner

Attachments:

1. Z-24-0123 Att 1 Planning Analysis - Northline PUD Amendment #2
2. Z-24-0123 Att 2 Current Zoning - Northline PUD Amendment #2
3. Z-24-0123 Att 3 FLU Map - Northline PUD Amendment #2
4. Z-24-0123 Att 4 Public Notification - Northline PUD Amendment #2
5. Z-24-0123 Att 5 Aerial Map - Northline PUD Amendment #2
6. Z-24-0123 Att 6 Letter of Intent - Northline PUD Amendment #2
7. Z-24-0123 Att 7 PUD Notes (redlined) - Northline PUD Amendment #2



PLANNING ANALYSIS

ZONING CASE Z-24-0123 NORTHLINE PUD AMENDMENT #2

GENERAL INFORMATION

Owner/Agent: Northline Leander Development Company, LP (Alexander H. Tynberg)

Current Zoning: PUD (Planned Unit Development/Transit Oriented Development)

Size and Location: The property is generally located to the southwest of the intersection of 183A Toll Road and San Gabriel Pkwy and includes approximately 115.7076 acres.

Staff Contact: Cory Dale, Senior Planner

APPLICANT REQUEST

The applicant has submitted a request to amend the existing Northline PUD in order to allow the removal of a defined area from the Northline development for additional flexibility and retail uses. Additionally, the applicant has proposed modifications to Exhibits A, B, D and F of the previously approved Northline PUD along with justification statements as to the rationale behind the modification (see Letter of Intent – Att 6).

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3 & 4*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 4*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

This request includes an option for the removal of a portion of the existing Northline PUD property to be incorporated into the Northline Retail PUD to allow for conventional commercial development along 183A Toll Road.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	T5 – Urban Center	St. David’s Medical Campus
EAST	PUD-GC	Undeveloped
SOUTH	PUD/TOD	ACC Campus
WEST	PUD-GC	Undeveloped

SURROUNDING AREA:

This property is located southeast of the intersection of 183A Toll Road and San Gabriel Parkway. Northline is bound to the north by the Saint David's hospital development and south by the ACC campus. Undeveloped land to the east is within the San Gabriels Villas PUD and to west, across US 183, is Tylerville Commercial and Michelle Tract.

PHYSICAL AND NATURAL FEATURES:

This property is under construction and does not contain any tree coverage or creeks.

PROPERTY HISTORY:

- This property was annexed into the City of Leander on 07/16/1997 and 08/08/2005.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- 18-TOD-Z-012 requested a zone change from Transit Oriented Development District to Northline PUD and was approved on 06/21/2018.
- 19-TOD-Z-021 requested an amendment to the Northline PUD and was administratively approved on 11/20/2019.
- Z-24-0150 requested an amendment to the Northline PUD to remove about 16 acres from the PUD and was administratively approved on 10/17/2024.
- Z-24-0123 requested a second amendment to the Northline PUD, this item was postponed by the City Council on 09/09/2024. A workshop was scheduled on 09/19/2024 that included City Council, Staff and the Developer. Post workshop, the applicant/developer has resubmitted Z-24-0123 with modifications to address the workshop feedback.

MAJOR CORRIDORS:

This property has access onto San Gabriel Parkway and 183A Toll Road.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes Main Street and College Way as proposed on the Transportation Master Plan. All other proposed roads will be local streets.

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
Internal Streets (Main and College Way)	Collector	Mixed Use	60' & 54' ROWs 4-lane collector 6 foot sidewalks
San Gabriel Parkway	Arterial	Commercial	126' ROW 6-Lane Arterial 10' sidewalk
183A Toll Road	Access Controlled	Commercial	400' ROW Access Controlled 10' sidewalk

SUBDIVISIONS:

The site has had several subdivision cases that have been previously submitted, approved, and/or completed for this property.

EXISTING UTILITIES:

This property has access to water and wastewater as shown in Figures 1 and 2.



Figure 1: Water System



Figure 2: Wastewater System

CURRENT LAND USES:

This property is currently under construction. Townhomes and multi-family uses currently exist within this site.

EXISTING ZONING DISTRICT:**PUD – PLANNED UNIT DEVELOPMENT:**

The purpose and intent of the Planned Unit Development (PUD) district is to design unified standards for development in order to facilitate flexible, customized zoning and subdivision standards which encourage imaginative and innovative designs for the development of property within the City. The intent of this zoning request is to provide for a complex mixed-use development under the SmartCode. The contents of this PUD further explain and illustrate the overall function desired for this development. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, Exhibit C, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document. The intent of this zoning district is to cohesively regulate the development to assure compatibility with adjacent single-family residences, neighborhoods, and commercial properties within the region.

SMARTCODE INTENT STATEMENTS – CHAPTER 1**1.3.2 THE COMMUNITY**

- a. That neighborhoods, including downtowns, should be compact, pedestrian-oriented and mixed use.
- b. That mixed-use neighborhoods, including downtowns, should be the preferred pattern of development, and that districts specializing in a single use should be the exception.
- c. That ordinary activities of daily living should occur within walking distance of most dwellings, allowing independence to those who do not drive.
- d. That interconnected networks of thoroughfares should be designed to disperse traffic and reduce the length of automobile trips.
- e. That within each pedestrian shed, a range of housing types and price levels should be provided to accommodate diverse ages and incomes.
- f. That appropriate building densities and land uses should be provided within walking distance of transit stops.
- g. That civic, institutional, and commercial activity should be embedded in neighborhoods, including downtowns, not isolated in remote single-use complexes.
- h. That schools should be sized and located to enable children to walk or bicycle to them.

- i. That a range of open space including parks, squares, and playgrounds should be distributed within neighborhoods, including downtowns.

T4 GENERAL URBAN ZONE

T4 General Urban Zone consists of a mixed use but primarily residential urban fabric. It includes a wide range of building types: detached, semi-detached, rowhouses, and small apartment buildings. Setbacks and landscaping are variable. Streets with curbs and sidewalks define medium-sized blocks.

T5 URBAN CENTER ZONE

The T5 Urban Center Zone consists of higher density mixed use development that accommodates retail, offices, rowhouses, and apartments. It has a tight network of streets, with wide sidewalks, steady street tree planting, and buildings set close to the sidewalks. The general character of this zone includes shops with apartments and office above; townhouses, larger apartment houses, live-works, and civic buildings; predominantly attached buildings; trees within the public right-of-way; substantial pedestrian activity, frequent retail frontages.

T6 URBAN CORE ZONE

T6 Urban Core Zone consists of the highest density and height, with the greatest variety of uses, and civic buildings of regional importance. It tends to have larger blocks; streets have steady street tree planting, and buildings are set close to wide sidewalks. Typically, only large towns and cities have an Urban Core Zone.

COMPREHENSIVE PLAN:

Applicable Comprehensive Plan goal statements

- Strategy 1.1: Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.
- Continue efforts regarding the construction of projects within the Leander Central/Transit-Oriented Development District as a mixed-use urban environment.
- Pursue signature regional attractions, destinations, and events.

Applicable Future Land Use categories

LEANDER CENTRAL

- The Leander Central future development category encompasses the City's future urban center, in close proximity to Leander Station. This area is envisioned to be a very walkable area which encourages a "sense of place" and should represent the most dense, urban form Leander will have. This is a highly activated area with first floor storefronts, employment, dense residential, and entertainment.

Land uses are less distinguishable and less regulated in the urban environment, where the focus is more on form than function. Important characteristics in the central location are building relationship with the street and pedestrian movement, signage, street design, and public gathering places.

This area is envisioned to be developed with an urban character, meaning development requires on-street or structured parking and an emphasis on pedestrian walkability. Vehicular circulation occurs along a grid-based network of complete streets with short blocks and focus on safety and efficient distribution of vehicles, bikes and pedestrians.

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:**DEVELOPMENT MEETING**

A development meeting was not held with Staff, but the applicant has been working closely with staff to coordinate the process of this project

NOTIFICATION

10/24/2024 - Public Notice on Hill Country News
 10/30/2024 - Mail Notification to Property Owners within 200'
 10/30/2024 - Public Hearing Signage Posted on Property
 11/14/2024 - Planning and Zoning Commission Public Hearing
 11/21/2024 - City Council Public Hearing & First Reading of the Ordinance
 12/05/2024 - City Council Second & Final Reading of the Ordinance

Previous Dates:

08/22/2024 - Public Notice on Hill Country News
 08/28/2024 - Mail Notification to Property Owners within 200'
 08/28/2024 - Public Hearing Signage Posted on Property
 09/12/2024 - Planning and Zoning Commission Public Hearing
 09/19/2024 - City Council Public Hearing & First Reading of the Ordinance
 10/03/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent is required to reach out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' shall also be contacted.

Being that no residential properties or HOAs were within 500 feet of property subject to rezone, no additional neighborhood outreach was required.

STAFF ANALYSIS:

The applicant has submitted a request to amend the existing Northline PUD in order to remove a defined area from the Northline development for additional flexibility and conventional retail uses to be included in the Northline Retail PUD. The applicant has also added an additional portion of the Northline Development as an "Optional Area", wherein an owner may develop under the Northline PUD Ordinance or elect to develop under the Northline Retail PUD Ordinance, subject to approval.

Additionally, the applicant has proposed modifications to Exhibits A, B, D and F of the previously approved Northline PUD along with justification statements as to the rationale behind the modification. That being said, please reference the attached redlined PUD Amendment #2, Exhibits A and L and the Letter of Intent for additional information. Staff has provided below the highlights of the applicant's request:

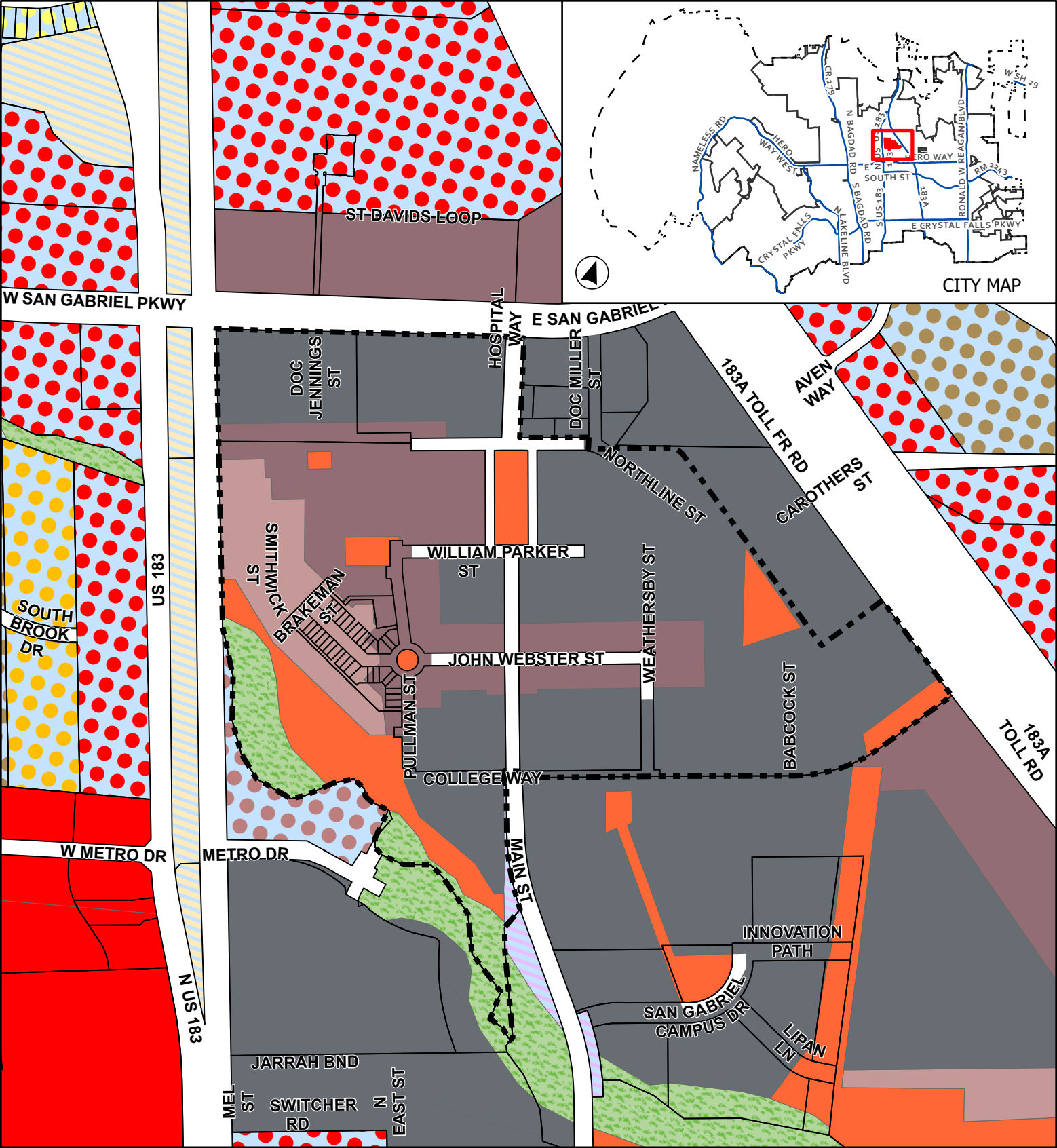
- **EXHIBIT A:**
 - i. Addition of Exhibit A-4 "Excluded Parcel" that is tied to the Northline Retail PUD project Z-24-0127. This change removes a portion of the original Northline PUD and allows for conventional development.
- **EXHIBIT B:**
 - i. Addition of an "Optional Site" area, as shown in Exhibit C-2. An owner of the optional site area, or portion thereof, may develop via Northline PUD Ordinance or elect to develop per Northline Retail PUD Ordinance provided that the property is adjacent to the "Excluded Parcel" or adjacent to a roadway bordering the "Excluded Parcel".

- ii. Modification to Chapter 4(A)(6) to allow additional warrants for Blocks P, X, F and J with respect to block perimeter and block face length (see Exhibit C). The Planning Director may grant these warrants as long as alleys, drives, pedestrian passages or civic spaces/other public spaces are included in those blocks.
 - iii. Modification to Chapter 6.3.1.b to remove certain ground floor retail/restaurant uses along frontages (see Exhibit F) and instead provide for commercial and/or common area space or convertible to commercial uses. Common area space is defined as private multi-family or condo amenities such as leasing offices, lobby, fitness center and the like. Convertible to commercial uses is defined as built to commercial code/standards for an easy conversion to retail/commercial use as the market dictates.
 - iv. Modification of Chapter 6.A.18.a to allow an additional 10% compact parking (from 20% max to 30% max) provided in the private realm/private lots.
 - v. Modifications of Chapter 6.A.63 and 64 to allow a warrant process, reviewed and approved by Planning Director, for mechanical and utility equipment and other mechanical equipment at frontages to be visible from the frontage subject to screening requirements.
 - vi. Addition of Chapter 6.A.66 to restrict Blocks A and B from multifamily uses unless approved by the Planning Director, through findings of fact, that the multi-family use is the highest and best use for the development.
 - vii. Addition of terms in Section VII to further define common area space and retail definition within Exhibit F.
- **EXHIBIT C:**
 - i. Update of blocks, street names and show removal of “Excluded Parcel” area that is tied to the Northline Retail PUD project Z-24-0127.
 - ii. Addition of Exhibit C-2 to show the limits and boundaries of the “Optional Site”. An owner of the optional site area, or portion thereof, may develop via Northline PUD Ordinance or elect to develop per Northline Retail PUD Ordinance provided that the property is adjacent to the “Excluded Parcel” or adjacent to a roadway bordering the “Excluded Parcel”.
 - **EXHIBIT D**
 - i. Modification to represent Northline Minor PUD Amendment #1 (19-TOD-Z-021) to show street section change of Main Street adjacent to Civic Space P-1 (The Square).
 - **EXHIBIT F/SHEET 10:**
 - i. Addition of two (2) new line works of royal blue and magenta (reference sheet legend). Each new line work represents the development type of the building frontage along a Main Street within the Northline PUD.
 - ii. Removal of retail frontages and retail/convertible retail ground floor uses associated with the “Excluded Parcel” area that is tied to the Northline Retail PUD project Z-24-0127 and the “Optional Site” area, as shown in Exhibit C-2.
 - iii. Modification from 100% retail uses to commercial and/or common area space at ground floor for the hard corners of block O and N (Main at William Parker).
 - iv. Modification from 100% retail uses to 50% commercial and/or common area space (but no less than 25% commercial) uses, with remaining frontages to be convertible commercial at ground floor for block F abutting Main Street.

APPROVAL CRITERIA:

Please reference the above staff analysis section. Staff is in support of the modifications proposed under Amendment #2 to the Northline PUD with concerns on certain Section modifications. Below, please find the modifications and concerns.

Modification request	Staff concern
Exhibit B: Modification of Chapter 6.A.18.a to allow an additional 10% compact parking (from 20% max to 30% max) provided in the private realm/private lots.	Increased compact parking within the Northline development could be seen as adverse to the intent statements of the SmartCode Chapter 1.3.2 a through g.
Exhibit F: Modification requests to remove any of 100% retail uses at ground floor for Blocks O, N, N, J & F.	Common area space is defined as private multifamily or condo amenities such as leasing office, clubroom, lobby or fitness center. Convertible to commercial designation could potentially be additional apartment/townhome units or additional common area space uses for an extended period of time (as market allows).



CASE: Z-24-0123

ATTACHMENT 2

**NORTHLINE PUD AMENDMENT #2
MAJOR AMENDMENT EXISTING PUD**

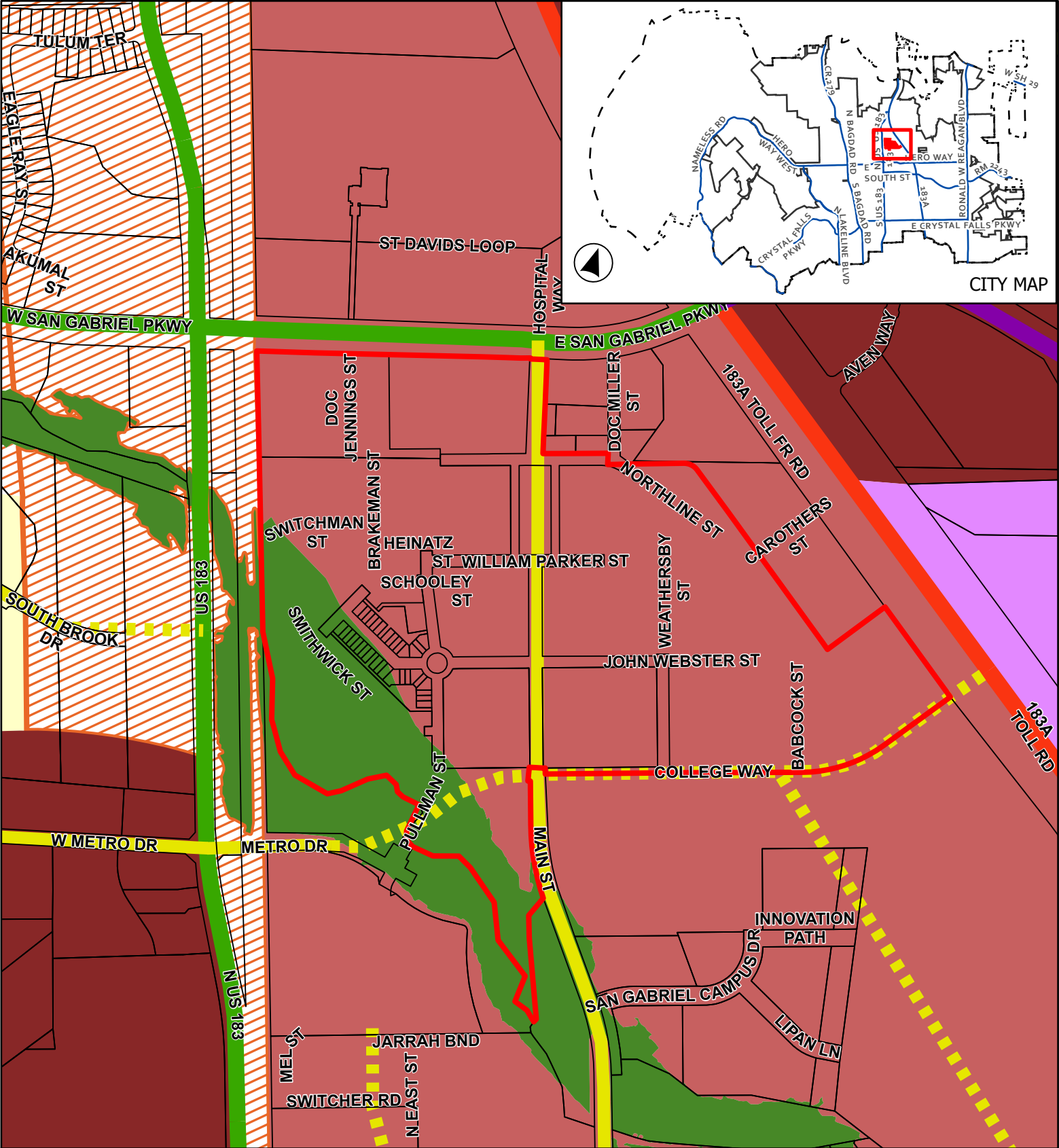
Current Zoning

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- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- GC - General Commercial
- PUD - Single-Family
- PUD - Townhomes
- PUD - Multi-Family
- PUD - Local Commercial
- PUD - General Commercial
- OS - Open Space
- CD - Conventional Sector
- S2 - Station Sector
- Civic Building
- T4 - Genral Urban
- T5 - Urban Center
- T6 - Urban Core

0 195 390 Feet

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CASE: Z-24-0123

ATTACHMENT 3

NORTHLINE PUD AMENDMENT #2
MAJOR AMENDMENT EXISTING PUD

Future Land Use Map



0 237.5 475

Feet

- Leander City Limits
- ETJ Boundary
- Subject Boundary

Future Land Use

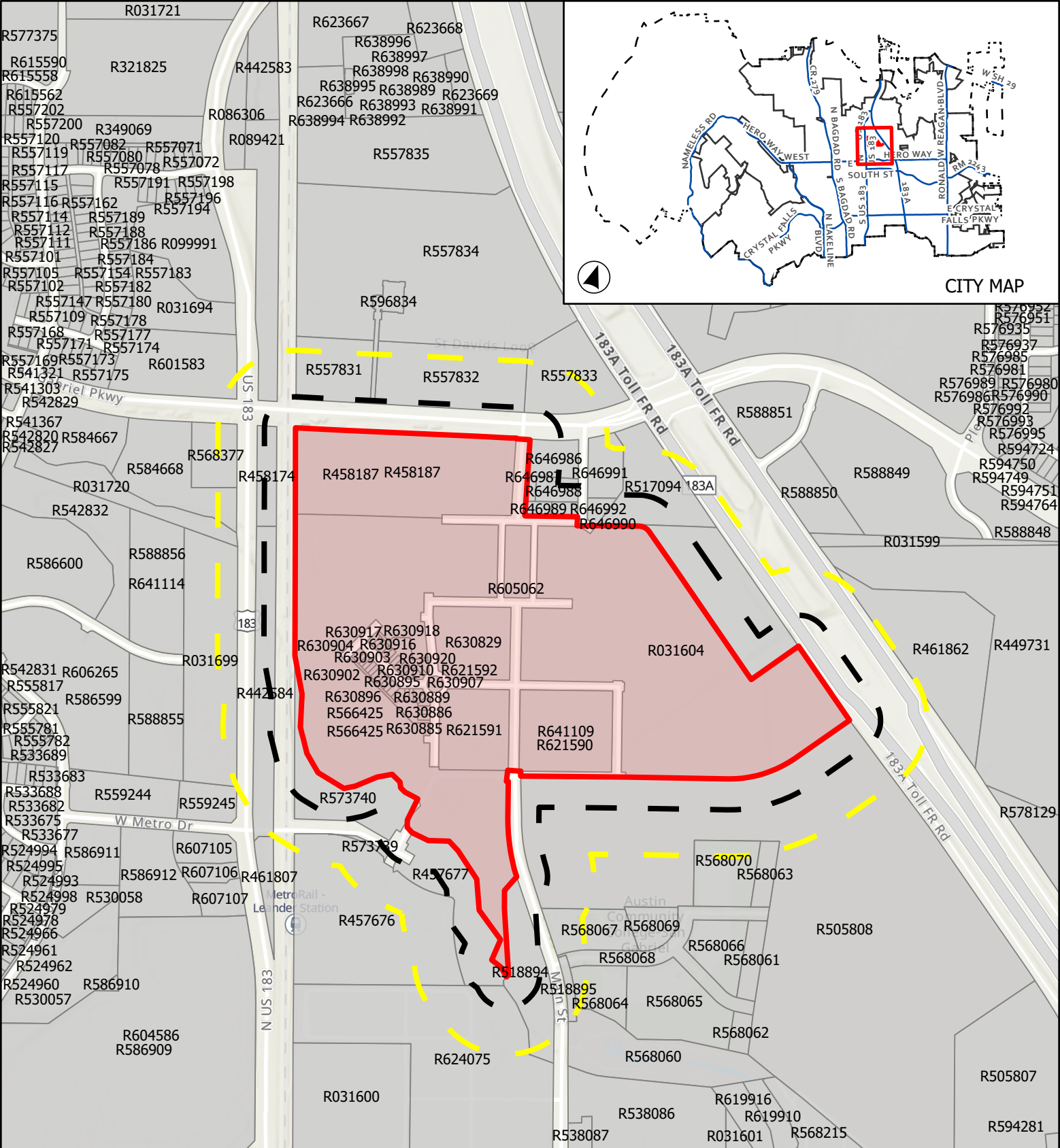
- Neighborhood Residential
- Multi-Use Corridor

- Multi-Use Corridor - Priority Corridor
- Activity Center
- Employment Center
- Leander Central
- Greenway

Thoroughfare Plan

- Access Controlled, Existing
 - Arterial 6 Lane, Existing
 - Arterial 4 Lane, Existing
 - Collector, Existing
 - Collector, Proposed
- Page 214 of 349

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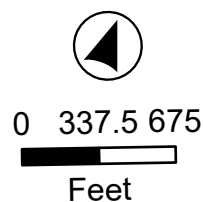
CASE: Z-24-0123

ATTACHMENT 4

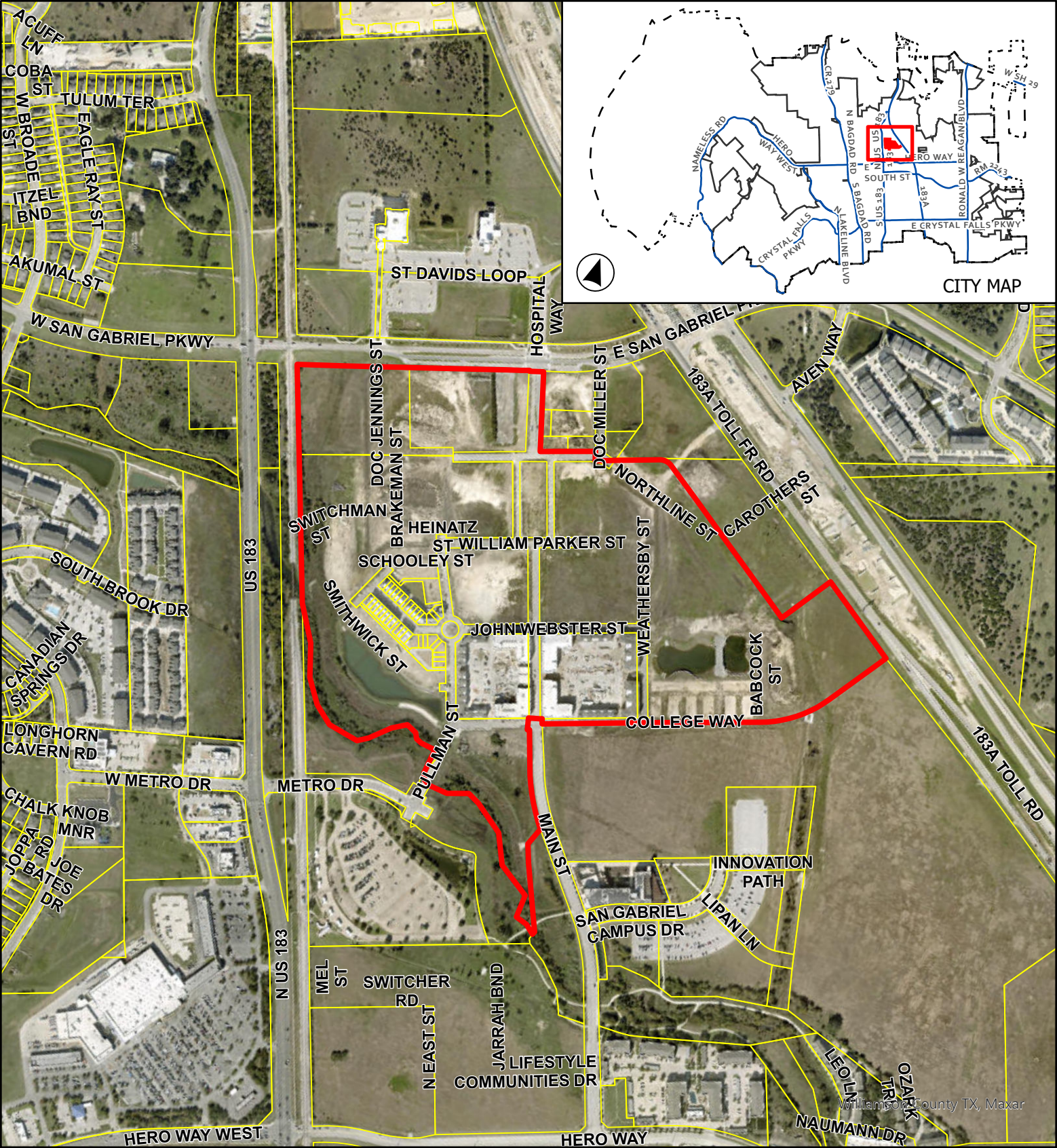
NORTHLINE PUD AMENDMENT #2
MAJOR AMENDMENT EXISTING PUD

Public Notification

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- City Limits
- ETJ Boundary
- Subject Boundary
- Notification Buffer**
- 200'
- 500'



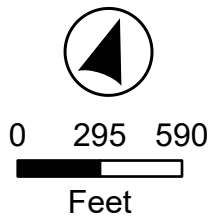
CASE: Z-24-0123

ATTACHMENT 5

**NORTHLINE PUD AMENDMENT #2
MAJOR AMENDMENT EXISTING PUD**

Aerial Map

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- Leander City Limits
- Subject Boundary

Date: August 12, 2024

To: Robin Griffin, City of Leander Executive Director of Development Services

From: Northline Leander Development Company, LP and Endeavor Real Estate Group

Subject: Northline Major PUD Amendment #2 (Z-24-0123) Modification Request

Per the City's request, please see the below outline of the requested Northline Major PUD Amendment #2 modifications. These modifications will remove a defined area from the Northline PUD for retail use per Staff recommendation and allow substantially similar development to what is currently being developed at Northline. This memo serves as a clarification of those details within the Northline PUD.

Requested Modifications:

- **Requested Modification:** Purpose and Intent; modify to remove approximately 16.08 acres of land from the Northline PUD (the Excluded Parcel) to be added to the Endeavor Major Retail PUD and allow owner right to remove up to an additional 18 acres from the Northline PUD provided that the acreage is adjacent to the Excluded Parcel or to a private drive or roadway bordering the Excluded Parcel. The additional 20.5 acres may be administratively approved to be removed from the Northline PUD and be rezoned to the then existing zoning for the Excluded Parcel in the Endeavor Major Retail PUD Amendment (Z-24-0127). The submittal also includes an exhibit entitled "Optional Site Area Adjacent to Excluded Parcel" depicting the additional 18 acres.

Intent: Allows the developer to develop a viable and financially feasible site plan with primarily retail uses in an important frontage section to Northline, and provides for flexibility for the inclusion of additional acreage with primarily retail uses, if feasible, under a PUD complying with General Commercial base zoning within the Leander Composite Zoning Ordinance and its proposed modifications from the base zoning district. The impact of the additional retail areas within Northline will increase the scale of Northline's commercial development.

- **Requested Modification:** Chapter 2, Sector, Community Unit & Transect Zone Allocation; Modifying the Northline street grid, block layouts, transect zones, Civic Space designations, and removal of the LUE chart, along with other items referenced throughout this Modifications Request Memorandum described further.

Intent: Alignment with transect zones to comply with the Leander SmartCode requirements given the removal of the 16.08 acres to the Endeavor Major Retail PUD, Civic Spaces (that result in a net percentage increase of Civic Spaces in the remaining Northline PUD), and removal of the LUE chart that will be relocated to the Northline Preliminary Plat, per Staff request. Specifically, the only blocks in the Land Use Plan that have been submitted and referenced for new Warrants given their modifications are Blocks F and J, which are the two blocks on both sides of Block I (Town Square) to facilitate the best opportunity for those blocks to have as much vertical mixed-use with retail or commercial on the ground floor as possible. The reference to Block P has been added to this section; however, Block P was formerly Block S, which was listed as a block that had a Warrant in the original PUD, and so the change to Block P is simply to correct that block name. Similarly, Block X now comprises what formerly was Blocks AA and BB in the original PUD, which had a design change due to the addition of the 2nd water quality pond in this area. The configuration of Block X already has been approved in the Preliminary Plat updates (Rev 1 on 7/8/21 and Rev 2 on 12/21/23) and so the addition of Block X in this section is to confirm this

previously approved Warrant. Note that the Leander SmartCode under Table 1C under the T6 transect zone (which these blocks are comprised) states that the T6 transect zone “tends to have larger blocks” to best facilitate density and height. These are the two blocks that are anticipated to have the most density and height throughout the Northline project. In addition, Doctor Jennings Street was extended to the south without the jog at Block A in order to better facilitate traffic flow through Northline. Block A was extended into Block E to allow for the design in Block A of a more efficient parking garage for the initial southern medical office building within that block. Block E was redesigned for a potential senior living development and so the public streets within that reconfigured block were removed. Finally, a portion of Block R that previously was in the floodplain and was removed, as documented in the Phase 1.3 Blocks A&B subdivision construction documentation (PICP-21-0036), was shifted into Block E.

- **Requested Modification:** Chapter 3 (Thoroughfares & Civic Spaces), Chapter 4 (New Communities), and Chapter 6 (Lots and Buildings); Aligning the street names and block names with the current street names and block names in the updated Land Use Plan (Exhibit C), per Staff request.
Intent: Conformance to the current Land Use Plan to avoid confusion with interpretation.
- **Requested Modification:** Chapter 3 (Thoroughfares & Civic Spaces) and Chapter 6 (Lots and Buildings); clarifying that the City of Austin Transportation Criteria Manual, “currently adoption version by the City of Leander and as amended from time to time,” applies throughout the Northline PUD, per Staff request. However, Section 42(b) clarifies that at the option of the owner, all transportation improvements within the PUD may be designed in accordance with the same standards used for the design and construction of the then existing transportation improvements within the PUD in order to maintain uniformity and achieve the intent of the PUD.
Intent: Conformance to the City of Leander’s current code to avoid confusion with interpretation while also preserving the uniformity and the original intent of the PUD.
- **Requested Modification:** Chapter 3 (Thoroughfares & Civic Spaces) – Sections 9 and 10(a). Civic Spaces; clarifying language to sync with the current Civic Spaces in the updated Land Use Plan (Exhibit C), which has a higher percentage of Civic Space acreage than past Land Use Plans.
Intent: Conformance to the current Land Use Plan to avoid confusion with interpretation.
- **Requested Modification:** Chapter 3 (Thoroughfares & Civic Spaces) – 10C.; modify to remove the public street curb cut requirements along 183A Toll Road frontage. Other requirements per this section abide by the original PUD document.
Intent: 183A Toll Road frontage, except for the potential for Block X to remain, is no longer part of the Northline PUD.
- **Requested Modification:** 4.1.5. Clarifies that Land Use Plan may be modified by owner (Section 4.1.2-3).
Intent: Clarification of language in the PUD.
- **Requested Modification:** 4.6.1. Modify to remove the requirement of residential square feet in order to develop additional non-residential square feet.

Intent: Due to input from current City representatives regarding the importance of commercial development over residential development (and specifically multifamily development), this requirement was removed.

- **Requested Modification: 6.3.1b.**

- Modify areas with required retail ground floor and/or convertible retail in Exhibit “F”.
 - Blocks N, O: modify to remove the ground floor retail requirement and permit commercial and/or common area space at ground floor, with remaining frontages to be convertible to commercial uses at ground floor per Exhibit F.
 - Block F: modify to provide a minimum of 50% commercial use and/or common area space, but no less than 25% commercial uses, with remaining frontages to be convertible to commercial uses at ground floor per Exhibit F.
 - Block J: modify to provide a minimum of 50% commercial uses, with remaining frontages to be convertible to commercial uses at ground floor per Exhibit F.

Intent: Allows developer flexibility to have the highest potential to develop the most impactful vertical mixed-use projects, with superior building and streetscape aesthetics along with uses within the building at important ground floor building frontages that align with intent of the pedestrian-oriented walkability inherent in the Leander SmartCode/initial Northline PUD. Specifically, this exhibit outlines the hierarchy of pedestrian-friendly walkability, active uses along the building frontage at the ground floor to include – retail/commercial, common area space, and commercial convertible uses (to commercial standards for an easy conversion to retail/commercial when the market permits such use) that comprise a block frontage. In this regard, the PUD is requiring the minimum of these standards along the important areas of Main Street. Common area space is to be defined as private apartment amenities, to potentially include: leasing office, clubroom, lobby, conference center, co-working space or business center. These uses activate the ground floor and provide the developer flexibility to still create active spaces at the streetscape level where retail may not yet be viable. This exhibit also eliminates the retail convertible areas outside of Main Street along Northline Street (east of Main Street). Those locations have been removed from the exhibit as nearly every section of those retail convertible areas are within the acreage being removed from the PUD to be added to the Endeavor Major Retail PUD or is anticipated to be added to the Endeavor Major Retail PUD with the future conversion. It is important to note that there will be a significant increase in retail development acreage within Northline as a result of all of the PUD changes to merit the modifications to the remaining retail in this exhibit (that intend to allow for that retail to represent the minimum requirements to be market viable).

- The modification of commercial and/or common area space at ground floor in the identified areas of Blocks N&O provides for these superior uses at the corners of the Block I Civic Space, which supports the intent of the pedestrian-oriented walkability inherent in the Leander SmartCode.
- The modification of a minimum of 50% commercial use and/or common area space, but no less than 25% commercial uses along the Main Street frontage of Block F provides for these superior uses along this important section of Main Street, which supports the intent of the pedestrian-oriented walkability inherent in the Leander SmartCode. The fact that Block F’s Main Street frontage is geographically distanced from the main retail core of Northline, which is located to the east of Block I, supports the rationale for the distinction between the requirements for Block F and Block J, as retail development is more challenging the further it is located from the retail core of an overall development.

- The modification of a minimum of 50% commercial uses along the Main Street frontage of Block J provides for these superior uses along this important section of Main Street, which supports the intent of the pedestrian-oriented walkability inherent in the Leander SmartCode.

Updated per Staff request.

- **Requested Modification:** 6.4.2f. Modify to remove references to Block D.
Intent: Block D requirements are no longer part of the Northline PUD as those now are in the Endeavor Major Retail PUD area.
- **Requested Modification:** Section 9 of the CoA TCM: 9.2.0 Compact parking is limited to a maximum of 20% of total parking provided. Modify this to a maximum of 30% of total parking provided in the private realm only.
Intent: Provides developer flexibility on surface parking requirements and allows more spaces to be achieved in a smaller area, potentially reducing impact of surface parking. This modification, to reduce the size of the parking area with the same number of parking spaces, would generate more developable or amenity area and meets the intent of the Leander SmartCode to create a development that has greater pedestrian-friendly walkability attributes. For clarity, this modification represents the parking spaces within private lots and not in the public Right-of-Way.
- **Requested Modification:** 6.8.1a. Modify to differentiate bicycle space minimums in the public and private realm. Modify to provide the original number of bicycle spaces (1 per 20 vehicular parking spaces in public ROW), and allow those spaces to be placed in any block (as approved by owner of that block), streetscape area, or in Civic Spaces throughout the PUD area. Modify to provide bicycle spaces (1 per 30 vehicular parking spaces in the private realm) for multifamily, office and Civic buildings.
Intent: Provide flexibility to place bicycle spaces where bicyclists are most likely to utilize them within the entire PUD area (including the Civic Spaces) or in private frontages if spacing is not viable in the public streetscapes. Bicycle space requirements in the private realm for multifamily, office and Civic buildings align with previously approved projects within the Northline PUD area and will provide additional bicycle spaces to what is currently required in the Leander SmartCode/Northline PUD.
- **Requested Modification:** 6.13.1f. and 6.13.2f. Allows for the use of soldier courses in masonry walls in addition to lintels.
Intent: Provides developer flexibility with a comparable quality architectural feature.
- **Requested Modification:** 6.13.5a and 6.13.5c. Allows for the use of vinyl doors facing frontages and vinyl windows.
Intent: Provides developer flexibility with a comparable quality architectural feature.
- **Requested Modification:** 6.13.5d. Removes the requirement that the simulated wood material is “indiscernible from wood at arm’s length”.
Intent: Provides developer flexibility with a comparable quality architectural feature.
- **Requested Modification:** 6.13.6e. To confirm this requirement only applies to windows in masonry and stucco walls.

Intent: Provides developer flexibility with a comparable quality architectural feature.

- **Requested Modification:** 6.13.9c. Adding exterior drywall as an acceptable material on all areas except when facing Main Street.

Intent: Provides developer flexibility with a comparable quality architectural feature.

- **Requested Modification:** 6.13.10h. Adding the clarification to ensure compliance with ADA requirements.

Intent: Provides the assurance that the project meets ADA requirements and allows any turnarounds that may be required to meet those minimum requirements.

- **Requested Modification:** 6.13.11a. and 6.13.11b. Allows mechanical and utility equipment at frontages and to be visible from frontages, as long as they are screened, as Warrants with Planning Director approval supported by findings of fact, to include the consideration of previously approved Warrants in other projects. This does not include air conditioning units and satellite dishes, which shall not be permitted at frontages. Allows mechanical equipment to vent to frontage, as Warrants with Planning Director approval supported by findings of fact, to include the consideration of previously approved Warrants in other projects, with intent to match appearance of venting material to adjacent facades as shown in the attached precedent images.

Intent: Clarification within the PUD document to reflect variances granted to other projects currently being developed in Northline (i.e. Gramercy at Northline). Provides developer flexibility to facilitate a more cost-effective design/construction in order to allow for other design/construction features to be implemented, such as additional retail storefronts along frontages in vertical mixed-use buildings and higher architectural quality material selections, etc. that will be more impactful to achieving the intent of the Leander SmartCode zoning.

- **Requested Modification:** Chapter 6 (A)(66); The restriction of multifamily from Blocks A&B, which represent an additional ~14 acres along the northern frontage of Northline.

Intent: Both the restriction of multifamily from these large blocks in addition to the restriction of multifamily from the 16.06 acres being removed from the Northline PUD (plus the potential of an additional 18 acres) for primary retail use represents a significant net decrease in potential for multifamily development throughout Northline, which aligns with current City Council objectives to increase commercial development.

- **Requested Modification:** Chapter VII definitions; Providing a definition of Common Area Space and updating the Retail and Commercial definitions.

Intent: To clarify those definitions per Staff coordination.

- **Requested Modification:** The inclusion of a new Exhibit D, Sheet 4 to represent the Northline Minor PUD Amendment #1 (19-TOD-Z-021) street section change and exhibit notations on other sheets.

Intent: The Exhibit D, Sheet 4 inclusion is 2 pages showing the new Thoroughfare Cross-Section Type CA-36-24 on the 2nd page (sheet 20 of 172 the original Northline Phase 1 PICP) and references on all other exhibits that contain block references or street grid information that is outdated with this amendment with the following language “*Refer to Exhibit C for updated block naming and street grid.” Updated per Staff request.

EXHIBIT A

115.7076 acres of land, more or less, comprised of those three (3) certain tracts of land containing 22.781 acres, more or less, out of the William Mancil Survey, Abstract No. 437 in Leander, Williamson County, Texas, more particularly described on **Exhibit A-1** attached hereto; 47.5871 acres, more or less, in the Talbot Chambers Survey, Abstract No. 125 in Leander, Williamson County, Texas, more particularly described on **Exhibit A-2** attached hereto; and 45.3395 acres of land, more or less, more or less, in the Talbot Chambers Survey, Abstract No. 125 in Leander, Williamson County, Texas, more particularly described on **Exhibit A-3** attached hereto.

Save and Except 16.08 acres of land, more or less, more particularly described on Exhibit A-4 and Exhibit A-5.

EXHIBIT A-1

Talbot Chambers Survey, Abstract No. 125

Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 47.5871 ACRES (2,072,892 SQUARE FEET) OUT OF THE TALBOT CHAMBERS SURVEY, ABSTRACT NO. 125, IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF A CALLED 269.836 ACRE TRACT CONVEYED TO RB 270 PARTNERSHIP, RECORDED IN DOCUMENT NO. 2004036768 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (O.P.R.W.C.T.), SAID 47.5871 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND AS FOLLOWS:

4WARD
Land Surveying

PO Box 90876
Austin, TX 78709
512.537.2384
jward@4wardls.com
www.4wardls.com

BEGINNING, at a 1/2-inch iron rod with "Ward-5811" cap found in the curving east right-of-way line of Mel Mathis Boulevard (right-of-way varies), and being the southwest corner of a called 9.850 acre tract conveyed to Area Leander I LP, recorded in Document No. 2016069577 (O.P.R.W.C.T.) and being in the north line of said 269.836 acre tract, for the northwest corner and **POINT OF BEGINNING** hereof, from which a 1/2-inch iron rod with "Ward-5811" cap found at point of tangency in the east right-of-way line of said Mel Mathis Boulevard, and being in the west line of said 9.850 acre Area Leander I LP tract, bears, 24.13 feet along the arc of a curve to the right, having a radius of 999.00 feet, and whose chord bears N18°36'59"W, a distance of 24.13 feet;

THENCE, leaving the east right-of-way line of said Mel Mathis Boulevard, with the north line of said 269.836 acre RB 270 Partnership tract and the south line of said 9.850 acre Area Leander I LP tract, the following three (3) courses and distances:

- 1) N70°42'41"E, a distance of 938.70 feet to a 1/2-inch iron rod found for an angle point hereof,
- 2) N70°36'57"E, a distance of 53.16 feet to a 1/2-inch iron rod found for an angle point hereof, and
- 3) N71°20'07"E, a distance of 79.42 feet to a 1/2-inch iron rod found for the northeast corner hereof, said point being the southeast corner of said 9.850 acre Area Leander I LP tract, and being in the north line of said 269.836 acre RB 270 Partnership tract, and being in the west right-of-way line of US Highway 183A (400' right-of-way, conveyed in Document No(s). 2004068741 and 2004088731 (O.P.R.W.C.T.);

THENCE, leaving the north line of said 269.836 acre RB 270 Partnership tract, with the west right-of-way line of said US Highway 183A, over and across said 269.836 acre RB 270 Partnership tract, S56°03'41"E, passing at a distance of 524.73 feet a TxDOT Type II Brass Disc Monument with "CTRMA" stamp found, and continuing for a total distance of 1,299.85 feet to a 1/2-inch iron rod with "KHA" cap found for the southeast corner hereof, said point being the northeast corner of a called 100.000 acre tract, conveyed to Austin Community College District recorded in Document No. 2010030836 (O.P.R.W.C.T.), from which a TxDOT Type II Brass Disc Monument with "CTRMA" stamp found at a point of curvature in the west right-of-way line of said US Highway 183A, and being in the east line of said 100.000 acre Austin Community College District tract bears, S56°03'41"E, a distance of 724.81 feet;

THENCE, over and across said 269.836 acre RB 270 Partnership tract, with the north line of said 100.000 acre Austin Community College District tract, the following three (3) courses and distances:

- 1) S33°55'23"W, a distance of 371.76 feet to a 5/8-inch iron rod with aluminum "MWM" cap found for a point of curvature hereof,
- 2) 390.32 feet along the arc or a curve to the right, having a radius of 630.00 feet, and whose chord bears S51°42'47"W, a distance of 384.11 feet to a 5/8-inch iron rod with aluminum "MWM" cap found for a point of tangency hereof, and

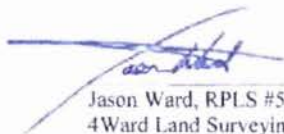
- 3) **S69°24'42"W**, a distance of **1,157.38** feet to a 1/2-inch iron rod with "Ward-5811" cap set for the southwest corner hereof, said point being the northwest corner of said 100.000 acre Austin Community College District tract, and being in the east right-of-way line of said Mel Mathis Boulevard;

THENCE, over and across said 269.836 acre RB 270 Partnership tract, with the east right-of-way line of said Mel Mathis Boulevard, and the west line of the herein described tract the following two (2) courses and distances:

- 1) **N20°34'14"W**, a distance of **1,393.85** feet to a 1/2-inch iron rod with "Ward-5811" cap set for a point of curvature hereof, and
- 2) **22.41** along the arc of a curve to the right, having a radius of **999.00** feet, and whose chord bears **N19°55'40"W**, a distance of **22.41** feet to the **POINT OF BEGINNING**, and containing 47.5871 Acres (2,072,892 Square Feet) more or less.

NOTE:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203), all distances were adjusted to surface using a combined scale factor of 1.000138805545. See attached sketch (reference drawing: 00508 47 Acre Tract.dwg)


Jason Ward, RPLS #5811
4Ward Land Surveying, LLC

2/1/17



EXHIBIT A-2



DOROTHY R. WINTERS EXEMPT FAMILY TRUST
WILLIAM MANCIL SURVEY, ASTRAC T NO. 437
22.781 ACRES (992,343 SQ. FT.)

DESCRIPTION OF 22.781 ACRES (992,343 SQ. FT.) OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS, OUT OF THE WILLIAM MANCIL SURVEY, ASTRAC T NO. 437, BEING A PORTION OF A 159.838 ACRE TRACT DESCRIBED IN A DEED OF RECORD TO DOROTHY R. WINTERS EXEMPT FAMILY TRUST IN DOCUMENT NO. 2014021295 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; SAID 22.781 ACRES (992,343 SQ. FT.), BEING TWO TRACTS OF LAND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

TRACT 1:

BEGINNING at a 1/2" iron rod found in the easterly line of a 100 foot wide right-of-way for railroad purposes, quitclaimed to the City of Austin by deed of record in Volume 1417, Page 282, Official Records of Williamson County, Texas, same being the westerly line of said 159.838 Acre Tract, at the southwesterly corner of a 3.733 acre tract conveyed to Williamson County, Texas for street right-of-way purposes (San Gabriel Parkway - R.O.W. width varies) by deed of record in Document No. 2004068740, Official Public Records of Williamson County, Texas, for the northwesterly corner of the herein described tract;

THENCE over and across said 159.838 Acre Tract, with the southerly line of said 3.733 Acre Tract, same being the northerly line of the herein described tract the following two (2) courses:

1. N71°51'31"E, a distance of 261.37 feet to a 1/2" iron rod found;
2. N71°29'44"E, a distance of 843.54 feet to an iron rod with cap found at the most westerly corner of a 163 square foot tract conveyed to Williamson County, Texas for street right-of-way purposes (San Gabriel Parkway - R.O.W. width varies) by deed of record in Document No. 2010082651, Official Public Records of Williamson County, Texas;

THENCE N72°06'36"E, continuing over and across said 159.838 Acre Tract with the southerly line of said 163 square foot tract, same being the northerly line of the herein described tract, a distance of 81.22 feet to an iron rod with cap found in the westerly line of a 2.124 acre tract conveyed to Williamson County, Texas for street right-of-way purposes (San Gabriel Parkway - R.O.W. width varies) by deed of record in Document No. 2006066934, Official Public Records of Williamson County, Texas, at the southwesterly corner of said 163 Square Foot Tract;

THENCE continuing over and across said 159.838 Acre Tract with the westerly and southerly lines of said 2.124 Acre Tract, same being the northerly line of the herein described tract the following two (2) courses:

1. S16°45'56"E, a distance of 8.41 feet to a cotton spindle found at the southwesterly corner of said 2.124 Acre Tract;
2. N69°57'17"E, a distance of 39.44 feet to an iron rod with G&R Cap set at the northwesterly corner of a 0.821 acre tract conveyed to The City of Leander, Texas for street right-of-way purposes (Mel Mathis Avenue - 80' R.O.W.) by deed of record in Document No. 2012077074, Official Public Records of Williamson County, Texas, for the northeasterly corner of the herein described tract;

THENCE continuing over and across said 159.838 Acre Tract with the westerly line of said 0.821 Acre Tract, same being the easterly line of the herein described tract the following two (2) courses:

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Page 1 of 3



1. S17°55'56"E, a distance of 420.33 feet to an iron rod with G&R Cap set at the point of curvature of a curve to the left;
2. Along said curve to the left, having a radius of 1079.00 feet, an arc length of 25.93 feet and a chord which bears S18°37'14"E, a distance of 25.93 feet to an iron rod with G&R Cap set in the northerly line of a 269.836 acre tract described in a deed of record to RB 270 Partnership in Document No. 2004036768, Official Public Records of Williamson County Texas, same being the southerly line of said 159.838 Acre Tract, for the southeasterly corner of the herein described tract;

THENCE with the southerly line of said 159.838 Acre Tract, same being in part the northerly line of said 269.836 Acre Tract and in part the northerly line of Lot 2, San Gabriel Park, a subdivision of record in Cabinet Y, Slides 364-367, Plat Records of Williamson County Texas, the following five (5) courses:

1. S70°42'59"W, a distance of 3.13 feet to an iron rod with G&R Cap set at the common northerly corner of said 269.836 Acre Tract and said Lot 2;
2. S71°12'01"W, a distance of 61.83 feet to a 1/2" iron rod found;
3. S69°02'16"W, a distance of 90.38 feet to a 1/2" iron rod found;
4. S70°43'16"W, a distance of 728.63 feet to a 1/2" iron rod found;
5. S70°11'21"W, a distance of 314.93 feet to a 1/2" iron rod found in the easterly line of said 100 foot wide right-of-way for railroad purposes and the westerly line of said 159.838 Acre Tract, for the southwesterly corner of the herein described tract;

THENCE N21°11'57"W, with the common line of said 100 foot wide right-of-way for railroad purposes and said 159.838 Acre Tract, a distance of 477.91 feet to the **POINT OF BEGINNING**, containing an area of 12.931 acres (563,261 sq. ft.) of land, more or less.

TRACT 2:

BEGINNING at a cotton spindle found in the westerly line of a 24.697 acre tract, conveyed to Williamson County, Texas for Highway 183-A right-of-way purposes (400' R.O.W.) by deed of record in Document No. 2004068741, Official Public Records of Williamson County, Texas, for the northeasterly corner of the herein described tract;

THENCE S56°04'40"E, over and across said 159.838 Acre Tract, with the westerly line of said 24.697 Acre Tract, same being the easterly line of the herein described tract, a distance of 712.18 feet to a 1/2" iron rod found in northerly line of a 269.836 acre tract described in a deed of record to RB 270 Partnership in Document No. 2004036768, Official Public Records of Williamson County Texas, for the southeasterly corner of the herein described tract;

THENCE with the common line of said 159.838 Acre Tract and said 269.836 Acre Tract the following three (3) courses:

1. S71°18'14"W, a distance of 79.46 feet to a 1/2" iron rod found;
2. S70°37'32"W, a distance of 53.16 feet to a 1/2" iron rod found;

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Page 2 of 3



3. S70°42'59"W, a distance of 938.59 feet to an iron rod with G&R Cap set at the southeasterly corner of a 0.821 acre tract conveyed to The City of Leander, Texas for street right-of-way purposes (Mel Mathis Avenue - 80' R.O.W.) by deed of record in Document No. 2012077074, Official Public Records of Williamson County, Texas, for the southwesterly corner of the herein described tract;

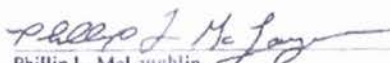
THENCE leaving the common line of said 159.838 Acre Tract and said 269.836 Acre Tract and continuing over and across said 159.838 Acre Tract with the easterly line of said 0.821 Acre Tract, same being the westerly line of the herein described tract, the following two (2) courses:

1. Along a curve to the right, having a radius of 999.00 feet, an arc length of 24.05 feet and a chord which bears N18°37'19"W, a distance of 24.05 feet to an iron rod with G&R Cap set at the end of said curve
2. N17°55'56"W, a distance of 423.28 feet to an iron rod with G&R Cap set in the southerly line of a 2.124 acre tract conveyed to Williamson County, Texas for street right-of-way purposes (San Gabriel Parkway - R.O.W. width varies) by deed of record in Document No. 2006066934, Official Public Records of Williamson County, Texas, for the northwesterly corner of the herein described tract;

THENCE N69°57'17"E, continuing over and across said 159.838 Acre Tract with the southerly line of said 2.124 Acre Tract, same being the northerly line of the herein described tract, a distance of 115.16 feet to an iron rod with cap found at the southwesterly corner of a 0.808 acre tract conveyed to Williamson County, Texas for street right-of-way purposes (San Gabriel Parkway - R.O.W. width varies) by deed of record in Document No. 2010082651, Official Public Records of Williamson County, Texas;

THENCE continuing over and across said 159.838 Acre Tract with the southerly line of said 0.808 Acre Tract, same being the northerly line of the herein described tract, the following two (2) courses:

1. Along a curve to the left, having a radius of 1113.00 feet, an arc length of 444.24 feet and a chord which bears N59°35'56"E, a distance of 441.30 feet to an iron rod with cap found at the end of said curve;
2. N48°11'55"E, a distance of 93.35 feet to the POINT OF BEGINNING, containing an area of 9.850 (429,082 sq. ft.) acres of land, more or less, FOR A TOTAL AREA OF 22.781 (992,343 SQ. FT.) ACRES OF LAND WITHIN TRACTS 1 AND 2.


Phillip L. McLaughlin
Registered Professional Land Surveyor
State of Texas No. 5300

07-19-16

Bearings are based on the Texas Coordinate System, NAD 83, Central Zone.

G&R Surveying Project No. 16240
ATTACHMENTS: 16240 GR-ALTA.DWG



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Page 3 of 3

EXHIBIT A-3

EXHIBIT " "

Talbot Chambers Survey, Abstract No. 125

Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 45.3395 ACRES (1,974,990 SQUARE FEET) OUT OF THE TALBOT CHAMBERS SURVEY, ABSTRACT NO. 125, IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF LOT 2, SAN GABRIEL PARK, A SUBDIVISION RECORDED IN CABINET Y, SLIDES 364-367 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS (P.R.W.C.T.), SAID 45.3395 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND AS FOLLOWS:



PO Box 90876
Austin, TX 78709
512.537.2383
jward@4wards.com
www.4wards.com

BEGINNING, at a 1/2-inch iron rod found in the east right-of-way line of the Capital Metropolitan Transportation Authority Railroad (100' right-of-way), conveyed in Document No. 2000020773 of the Official Public Records of Williamson County, Texas (O.P.R.W.C.T.), being the southwest corner of a called 12.931 acre tract conveyed to Area Leander 1, L.P. in Document No. 2016069577 (O.P.R.W.C.T.), and being the northwest corner of said Lot 2, for the northwest corner hereof, from which a 1/2-inch iron rod found at the intersection of the south right-of-way line of San Gabriel Parkway (right-of-way width varies), partially dedicated in Document No. 2004068740 (O.P.R.W.C.T.), and the east right-of-way line of said Railroad, bears N21°12'43"W, a distance of 477.90 feet;

THENCE, leaving the east right-of-way line of said Railroad, with the common line of said 12.931 acre tract and said Lot 2, the following four (4) courses and distances:

- 1) N70°11'45"E, a distance of 314.90 feet to a 1/2-inch iron rod found for an angle point hereof,
- 2) N70°43'28"E, a distance of 728.71 feet to a 1/2-inch iron rod found for an angle point hereof,
- 3) N69°06'10"E, a distance of 90.47 feet to a 1/2-inch iron rod found for an angle point hereof, and
- 4) N71°06'42"E, a distance of 61.67 feet to a 1/2-inch iron rod with "Ward-5811" cap set for the northeast corner hereof, being an angle point in the west right-of-way line of Mel Mathis Boulevard (right-of-way width varies), partially dedicated in Document No. 2014077239 (O.P.R.W.C.T.), and being the northeast corner of said Lot 2;

THENCE, with the west right-of-way line of said Mel Mathis Boulevard and the east line of said Lot 2, the following three (3) courses and distances:

- 1) S20°36'40"E, a distance of 1,117.48 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof,
- 2) S20°26'00"E, a distance of 27.68 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof, and
- 3) S20°29'52"E, a distance of 128.25 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof;

THENCE, with the east line of said Lot 2, in part being the west right-of-way line of Mel Mathis Boulevard, and in part being the west line of a called 3.827 acre tract conveyed to the City of Leander, Texas in Document No. 2014005725 (O.P.R.W.C.T.), S20°28'10"E, a distance of 493.39 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof, and being an angle point in the common line of said Lot 2 and said 3.827 acre tract;

THENCE, continuing with the common line of said Lot 2 and said 3.827 acre tract, the following seven (7) courses and distances:

- 1) S22°49'04"E, a distance of 50.01 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof,

- 2) S16°12'32"E, a distance of 67.74 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof,
- 3) S21°18'20"E, a distance of 61.32 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof,
- 4) S20°56'16"E, a distance of 136.77 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof,
- 5) S21°13'59"E, a distance of 70.93 feet to a 1/2-inch iron rod with "Ward-5811" cap set for an angle point hereof,
- 6) S25°02'37"E, a distance of 366.51 feet to a Mag nail with "4Ward Boundary" washer set for an angle point hereof, and
- 7) S24°25'23"W, a distance of 17.00 feet to a calculated point for southeast corner hereof, from which a 1/2-inch iron rod found for an angle point in the common line of said Lot 2 and said 3.827 acre tract bears S24°25'23"W, a distance of 33.09 feet;

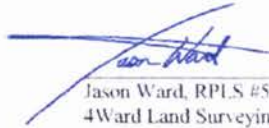
THENCE, over and across said Lot 2, the following twenty-five (25) courses and distances:

- 1) N50°07'41"W, a distance of 60.74 feet to a calculated point for an angle point hereof,
- 2) N73°38'59"W, a distance of 66.59 feet to a calculated point for an angle point hereof,
- 3) N01°56'09"E, a distance of 123.08 feet to a calculated point for an angle point hereof,
- 4) N57°13'47"W, a distance of 201.97 feet to a calculated point for an angle point hereof,
- 5) N26°00'29"W, a distance of 171.59 feet to a calculated point for an angle point hereof,
- 6) N54°28'17"W, a distance of 188.91 feet to a calculated point for an angle point hereof,
- 7) N64°34'23"W, a distance of 73.26 feet to a calculated point for an angle point hereof,
- 8) S70°35'47"W, a distance of 116.88 feet to a calculated point for an angle point hereof,
- 9) N85°17'49"W, a distance of 101.63 feet to a calculated point for an angle point hereof,
- 10) N64°04'31"W, a distance of 40.75 feet to a calculated point for an angle point hereof,
- 11) N23°03'16"W, a distance of 40.58 feet to a calculated point for an angle point hereof,
- 12) N23°06'23"E, a distance of 108.63 feet to a calculated point for an angle point hereof,
- 13) N38°35'17"W, a distance of 36.64 feet to a calculated point for an angle point hereof,
- 14) N82°04'13"W, a distance of 84.65 feet to a calculated point for an angle point hereof,
- 15) N67°25'14"W, a distance of 33.59 feet to a calculated point for an angle point hereof,
- 16) N28°42'54"W, a distance of 32.70 feet to a calculated point for an angle point hereof,
- 17) N66°18'33"W, a distance of 60.73 feet to a calculated point for an angle point hereof,
- 18) S58°21'10"W, a distance of 86.21 feet to a calculated point for an angle point hereof,
- 19) S46°19'59"W, a distance of 131.18 feet to a calculated point for an angle point hereof,
- 20) S57°26'06"W, a distance of 63.53 feet to a calculated point for an angle point hereof,
- 21) N80°03'30"W, a distance of 169.03 feet to a calculated point for an angle point hereof,
- 22) N51°26'55"W, a distance of 123.90 feet to a calculated point for an angle point hereof,
- 23) N35°13'10"W, a distance of 149.36 feet to a calculated point for an angle point hereof,
- 24) N18°38'44"W, a distance of 183.61 feet to a calculated point for an angle point hereof,
- 25) N32°05'59"W, a distance of 222.61 feet to a calculated point for an angle point hereof, said point being in the east right-of-way line of said Railroad, and being in the west line of said Lot 2, from which a 1/2-inch iron rod with "Ward-5811" cap set in the common line of said Lot 2 and said Railroad, for the northwest corner of a called 0.548 acre right-of-way dedication conveyed in Document No. 2014003534 (O.P.R.W.C.T.), bears S21°06'14"E, a distance of 930.19 feet;

THENCE, with the east right-of-way line of said Railroad and the west line of said Lot 2, N21°06'14"W, a distance of 779.40 feet to the POINT OF BEGINNING, and containing 45.3395 Acres (1,974,990 Square Feet) more or less.

NOTE:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203), all distances were adjusted to surface using a combined scale factor of 1.000138805545. See attached sketch (reference drawing: 00508 45 Acre Title-Tree-Topo (2017).dwg)


Jason Ward, RPLS #5811
4Ward Land Surveying, LLC

3/19/18



EXHIBIT A-4

Tract One: Lots 1 through 5, Block C, and Lots 1 and 2, Block D of NORTHLINE BLOCK C AND LOTS 1 & 2, BLOCK D FINAL PLAT, a subdivision in Williamson County, Texas, according to the map or plat thereof recorded under Document # 2023041478 of the Plat Records of Williamson County, Texas.

Tract Two: That certain tract of land containing 11.4432 acres, more or less, out the Talbot Chambers Survey, Abstract No. 125 and the William Mansil Survey, Abstract No. 437 in Williamson County, Texas, as more particularly described on **Exhibit A-5** attached hereto.

|

EXHIBIT A-5

EXHIBIT “ ”

Talbot Chambers Survey, Abstract No. 125 &
William Mansil Survey Abstract No. 437

Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING 11.4432 ACRES (498,464 SQUARE FEET) OUT OF THE TALBOT CHAMBERS SURVEY, ABSTRACT NO. 125 AND THE WILLIAM MANSIL SURVEY ABSTRACT NO. 437 IN WILLIAMSON COUNTY, TEXAS, BEING A PORTION OF A CALLED 47.5871 ACRES TRACT AND THE REMAINDER OF A CALLED 22.781 ACRES TRACT CONVEYED TO NORTHLINE LEANDER DEVELOPMENT COMPANY, LP IN DOCUMENT NO. 2023004523 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (O.P.R.W.C.T.), SAID 11.4432 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:



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BEGINNING, at a cotton gin spindle found being the intersection of the southwest right-of-way line of U.S. Highway 183A (400' right-of-way) dedicated in Document No. 2004068741 and Document No. 2004088731 (O.P.R.W.C.T.) and the south right-of-way line of San Gabriel Parkway - County Road 276 (right-of-way varies) dedicated in Document No. 2004068740, Document No. 2006066934 and Document No. 2010082651, and being the northwest corner of said Northline Leander Development Company Tract, and being the north corner and **POINT OF BEGINNING** hereof;

THENCE, leaving the south right-of-way line of said San Gabriel Parkway, along the southwest right-of-way line of U.S. Highway 183A and the northeast line of said Northline Leander Development Company tract **S56°03'41"E**, passing at a distance of 712.11 feet a 1/2-inch iron rod found, passing at a distance of 1,236.84 feet a Texas Department of Transportation (TxDOT) Type II concrete monument found, in all a distance of **1,521.97** feet to a 1/2-inch iron rod with "4Ward-boundary" cap set for the east corner hereof;

THENCE, leaving the southwest right-of-way line of U.S. Highway 183A over and across said Northline Leander Development Company tract the following four (4) courses and distances:

- 1) **S33°55'23"W**, a distance of **321.13** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for an angle point hereof,
- 2) **N56°03'41"W**, a distance of **1,000.58** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for a point of curvature hereof,
- 3) Along the arc of a curve to the left, whose radius is **75.00** feet, whose arc length is **71.32** feet and whose chord bears **N83°18'07"W**, a distance of **68.66** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for a point of tangency hereof,
- 4) **S69°27'26"W**, a distance of **242.79** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for an angle point hereof, being in the north right-of-way line of Northline Street (54' right-of-way, dedicated in Document No. 2023041478 (O.P.R.W.C.T.);

THENCE, leaving the north right-of-way line of Northline Street, in part with the east and north lines of Lot 1 and Lot 2, Block D, Northline Block C and Lots 1 & 2 Block D Final Plat, a subdivision recorded in Document No. 2023041478 (O.P.R.W.C.T.) the following three (3) courses and distances:

- 1) **N15°47'42"E**, passing at a distance of 196.95 feet a 1/2-inch iron rod with "4Ward-Boundary" cap set for the common east corner of said Lot 2 and said Lot 1 of Block D, in all a distance of **247.31** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for an angle point hereof,

- 2) **N20°32'34"W**, a distance of **244.68** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for an angle point hereof,
- 3) **N56°05'19"W**, a distance of **90.63** feet to a 1/2-inch iron rod with "4Ward-Boundary" cap set for an angle point hereof, being in the south right-of-way line of said San Gabriel Parkway - County Road 276, being the northeast corner of said Lot 1, Block D;

THENCE, leaving the north east line of said Lot 1, Block D, with the south right-of-way line of said San Gabriel Parkway - County Road 276 the following two (2) courses and distances:

- 1) Along the arc of a curve to the left, whose radius is **1,113.00** feet, whose arc length is **86.10** feet and whose chord bears **N50°22'40"E**, a distance of **86.08** feet to a 1/2-inch iron rod with "Baker Aiklen" cap set for a tangent point and angle point hereof, and
- 2) **N48°14'14"E**, a distance of **93.39** feet to the **POINT OF BEGINNING** hereof, containing 11.4432 Acres (498,464 Square Feet) more or less.

NOTE:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203), all distances were adjusted to surface using a combined scale factor of 1.000138805545. See attached sketch (reference drawing: 00508_NORTHLINE BLOCKS C, D, K & H.dwg)


Steven M. Duarte, RPLS #5940
4Ward Land Surveying, LLC



EXHIBIT B
THE NORTHLINE
PLANNED UNIT DEVELOPMENT AMENDMENT #2

I. PURPOSE AND INTENT

- A. The Northline PUD (the "**PUD**") consists of three (3) tracts of land containing a total of approximately 115.708 acres located in Leander, Williamson County, Texas, ~~and~~ more particularly described ~~on~~ in **Exhibit "A"** attached to this PUD Ordinance (the "**Property**"). The PUD shall be developed as a mixed-use community that may consist of residential and commercial development. This PUD will result in significant benefits to the City, and development of the PUD is expected to add significant new tax revenues to the City's tax base, create jobs, and stimulate the overall local economy. The PUD will encourage and provide comprehensive master-planning of the Property and result in a high-quality project.
- B. Except as otherwise provided in this PUD Ordinance, the Property and PUD shall be governed by the ordinances of the City of Leander (the "**City Code**"). This PUD Ordinance is intended to, and shall, supersede the City Code. In the case that this PUD Ordinance does not address a specific City requirement, the City Code shall apply to the extent it is not inconsistent with this PUD Ordinance, and in the event any amendment to the City Code adopted after the date of this PUD Ordinance is inconsistent with the provisions of this PUD Ordinance, the provisions of this PUD Ordinance shall apply. Any capitalized terms used, but not defined herein, shall have the meanings ascribed to them in the City Code.
- C. Notwithstanding any provision of this PUD Ordinance, including this **Exhibit B**, the two tracts of land containing a total of approximately 16.08 acres of land described in **Exhibit "A-4"** attached to this PUD (the "**Excluded Parcel**") is removed from and shall not be a part of the PUD or the Property.
- D. The portion of the Property consisting of approximately twenty two (22) acres as depicted on **Exhibit C-2** attached hereto as the Optional Site Area shall have dual zoning, and shall be subject to both the Northline PUD Ordinance (Ordinance # _____) and the Northline Retail PUD Ordinance (Ordinance # 24-098-00). An owner of the Option Site Area, or portion therefor, may develop the said property in accordance with the Northline Retail PUD provided that the property is adjacent to the Excluded Parcel or is adjacent to a roadway bordering the Excluded Parcel. The owner shall submit an application for a Minor PUD Amendment removing the portion of the property from the Northline PUD and adding it to the Northline Retail PUD concurrently with the site development permit application.

II. CHAPTER 1. GENERAL INSTRUCTIONS

- A. The following amendment to Chapter 1 of the Leander SmartCode shall apply:
1. 1.4.1 d. The Planning Director shall review proposed design for a building under Section 1.4.1(d) of the Leander SmartCode at the schematic design level to confirm the

proposed design will comply with the requirements of the Leander SmartCode and the provisions of this PUD Ordinance. Review of such proposed design shall be completed in a timely and expedited manner. Approval of building massing, roof form, architectural character, fenestration, sign locations, materials, and colors may also be requested by the applicant as part of the schematic design review; provided any such approvals shall be limited to those requested, and approval and issuance of a building permit in accordance with the other applicable requirements of this PUD Ordinance and the City Code shall still be required.

III. CHAPTER 2. SECTOR, COMMUNITY UNIT & TRANSECT ZONE ALLOCATION

A. Table 2A. The Transect Zone Allocation, which complies with the Leander SmartCode, shall be as reflected on the Land Use Plan attached hereto as Exhibit “C.”

IV. CHAPTER 3. THOROUGHFARES & CIVIC SPACES

A. The following amendments to Chapter 3 of the SmartCode shall apply:

1. 3.1.12. Rear Alleys shall not be required to the extent that service uses are provided within the interior of a block and not along a Frontage, except as provided in Section 6.5.3 a (as modified below), and so long as the areas in which trash containers and receptacles are maintained on days other than when trash collection occurs are screened from the street. Such areas for trash containers and receptacles may be located within parking garages or along service drives or fire lanes internal to the development of the block. Whether rear alleys are provided, all mechanical and utility equipment, including without limitation, utility boxes, meters and other above-ground structures, shall comply with the requirements of Section 6.13.11 of the Leander SmartCode. The provisions of Section 5.3.1(B) and requirements pertaining to intersection offsets and 90 degree intersections of the City of Austin Transportation Criteria Manual shall not apply to the PUD. Section 5.3.1(D) of the City of Austin Transportation Criteria Manual, currently adopted version by the City of Leander and as amended from time to time, shall be modified to permit one-way driveways on any two-way undivided streets within the PUD. In lieu of the Driveway Criteria listed in 5.3.2 of the City of Austin Transportation Criteria Manual, currently adopted version by the City of Leander and as amended from time to time, all driveways within the PUD shall meet the following standards: Minimum width (one-way) of 10 feet; Minimum width (two-way) of 16 feet; Minimum curb return radius of 3 feet; Minimum curb return radius whereby back of curb shall not extend past a line parallel to the inner side of the sidewalk planter zone. Rear alleys for residential blocks, where needed, shall have a minimum of 16 feet of right-of-way with easements on either side of the alley of a minimum of an additional 3 feet depth and of appropriate length for above-grade transformers, utility boxes and/or meters at such locations as may be necessary to provide services to the lots as reflected in Exhibit “D.” Alleys, where provided, shall not require fire department access, except when a block exceeds a length of 400 feet. On blocks with alleys, where the length of the block exceeds 400 feet, in lieu of providing fire department alley access, a mid-block fire hydrant and a mid-block cross-alley with a clear width of 20 to 26 feet

shall be provided, unless fire department access is achieved at the block face along the Public Frontage.

2. 3.1.13. Water quality facilities for lots, blocks, vehicular thoroughfares and Civic Spaces may include rain gardens, prefabricated water quality treatment measures as approved by the Texas Commission on Environmental Quality, or similar facilities; provided no surface ponds, rain gardens or similar surface water quality facilities shall be permitted within the public street right-of-way without the approval of the City Engineer and Planning Director; and provided that water quality facilities within public street right-of-way shall allow pedestrians to walk through them rather than require that pedestrians walk around them. Such water quality facilities installed along the surface of public street right-of-way shall not be deemed to waive the building frontage requirements of the Leander SmartCode as modified by this PUD Ordinance. All water quality facilities shall be designed and utilize Best Management Practices that comply with the Texas Commission on Environmental Quality Edwards Aquifer Recharge Zone Guidance Manual (as updated from time to time) and may involve the implementation of green infrastructure and/or low-impact development standards. Otherwise, stormwater and water quality facilities shall comply with the provisions of Section 7 or Article VI of the City's Composite Zoning Ordinance.
3. 3.1.14. Subject to confirmation by the City Engineer based on a regional drainage study to be completed by owner, it is contemplated that no retention or detention of stormwater shall be required for the Property. Stormwater management and water quality facilities may be phased to accommodate the drainage generated by the development of the portion of the Property that are served by the applicable stormwater management facilities as reflected on the Site Development Plan for each phase. In the event the regional drainage study determines retention or detention of stormwater is required for any portion of the Property, the Land Use Plan attached as "**Exhibit C**" may be modified and adjusted as necessary to accommodate retention or detention facilities, subject only to the Planning Director confirming such modifications and adjustments do not reduce the total amount of the Civic Space within the PUD or materially change the street layout within the entirety of the PUD or the relative Transect Zone percentages within the PUD.
4. 3.2.1 a. Thoroughfares – Vehicular Lanes
 - a. The street types within the PUD shall be as designated on the Street Types attached as "**Exhibit D.**" All vehicular thoroughfares within the PUD shall comply with the requirements as shown on the Thoroughfare Cross-Sections attached as **Exhibit "D,"** which supersedes Table 3A of the Leander SmartCode.
 - b. ~~Mel Mathis Avenue~~Main Street and College Way shall not be considered collector or arterial roadways.
5. 3.2.1 b. The Thoroughfare intersection configurations shall be based upon the Thoroughfare Cross-Sections shown on **Exhibit "D"** and Intersection Configurations shown on **Exhibit "D."** Raised street and intersections are permitted on the block

surrounding Civic Space P-1 as shown on the Key of Thoroughfare Cross-Sections attached as **Exhibit “D”** or as lay down and/or mountable curbs. In order to calm traffic, create a more pedestrian friendly environment, and denote the importance of Civic Space P-1, the roadway surface of the streets bordering Civic Space P-1 (on ~~Mel Mathis Avenue~~ Main Street between Northline ~~Boulevard Street~~ and William Parker Street-2 on both sides of Civic Space P-1 between Blocks ~~HF~~ and ~~KJ~~ as well as along Northline ~~Boulevard Street~~ and William Parker Street-2 on the north and south sides of the Civic Space P-1 that connect to Blocks B, C (the block on the east side of Main Street across from Block B that is being removed from the PUD), ~~PN~~ and ~~QO~~) and the block just to the south of the Civic Space P-1 (on ~~Mel Mathis Avenue~~ Main Street, between William Parker Street-2 and John Webster Street-3 between Blocks ~~PN~~ and ~~QO~~) may utilize one or more of the following materials for the wearing surface: natural stone, synthetic stone, and precast pavers as recommended by the National Association of City Transportation Officials. In addition, pedestrian crosswalks may be denoted with alternative paving materials and color to distinguish them from the roadway surface, however, the texture of these materials shall be ADA compliant and shall be subject to approval of the material and pattern by the Planning Director. Other than as provided herein at Civic Space P-1, speed tables may be located at or between intersections subject only to the approval of the Planning Director. Raised street and intersections, lay down and/or mountable curbs, and speed tables shall comply with all applicable Federal, State and/or City of Leander requirements as approved by the Director of Planning.

6. 3.3.1 b. The Walkway and Planter requirements in Table 3E of the Leander SmartCode shall apply within the PUD except as follows:

- (1) The owner may determine the relative widths of the Walkway and the Planters within the Public Frontage reflected on **Exhibit “D;”**
- (2) The owner may provide a forecourt as shown in Leander SmartCode Table 6C(d) up to 7 feet in depth from the Public Frontage on all streets within the PUD (and from those described as the Private Frontage requirements in the Leander SmartCode at Tables 7D, 7E, and/or 8A) to provide supplementary landscaping, pedestrian oriented activities, and/or lighting, which will be maintained by the owner;
- (3) The owner may provide a forecourt as shown in Leander SmartCode Table 6C(d) up to a total of 16 feet in depth from the Public Frontage street on all streets within the PUD other than 183A Toll Road to provide for outdoor patios or sidewalk café extensions of the commercial uses on the lot;
- (4) The Principal Entrance for any lot or block developed with one or more buildings and for which the primary use is for a multifamily residential or hotel use shall face a frontage line, but may be setback from the Frontage line by an internal driveway and related loading and unloading and short-term parking facilities in a fourcourt that may provide an entry driveway and visitor parking for access to leasing offices or for porte-cochères or check-in and valet parking

drop-off, pick-up and delivery. The width and depth of the forecourt requires the approval of the Planning Director; and

(5) The owner of lots adjacent to any street within the PUD shall be entitled, without the necessity of any further consent, to use the Public Frontage to extend such outdoor patios or sidewalk café uses; provided, that a 4 foot minimum clear passage is maintained. Restaurant seating is permitted within up to 2 feet of the curb including under street trees when a 5 foot clear zone is provided along the face of the building. All sidewalk seating shall be allowed to serve alcohol subject to compliance with all local and state regulations. As conditions for such use of the Public Frontage, the owner shall submit to the City (i) a plan reflecting such uses for approval by the Planning Director if the same complies with the terms of this PUD Ordinance, and (ii) a License Agreement in the form attached hereto as **Exhibit “I.”** Tree wells, with the option of tree grates, shall be permitted subject to approval by the Planning Director. Sidewalks may be constructed with concrete only material and/or may include pavers or such other materials as may be approved by the Planning Director, or a combination of concrete, pavers, and such other approved materials.

7. 3.3.1 c. Public Planting and Public Lighting Tables

- a. The modified Public Planting Table 3G attached in **Exhibit “G”** shall apply. In addition, the following trees shall be permitted for all vehicular thoroughfares and Civic Spaces: Cedar Elm, Drake Elm, Lacembark Elm, Bigtooth Maple, Chinquapin Oak, Monterey Oak/Mexican White Oak, Shumard Oak, Texas Red Oak, Southern Live Oak, Texas Ash, Pecan, Mexican Sycamore, and Bald Cypress. At the option of the owner, specific plantings for the PUD that are not explicitly listed on the preferred plan list maintained by the Planning Department or the Grow Green Guide for Native and Adaptive Landscape Plans as provided in Section 6.9.1(c) of the Leander SmartCode may be used subject only to the approval of the Planning Director.
- b. The modified Public Lighting Table 3H attached in **Exhibit “G”** shall apply. Lighting for landscaping by such fixtures as determined by owner shall be permitted so long as the same do not exceed 1800 lumens per fixture with the approval of the fixture specification by the Planning Director as part of the applicable Construction Plans. Bollards with internal lighting that are dark-skies compliant shall be permitted in Open Spaces and Civic Spaces to enhance visibility and pedestrian safety so long as the same do not exceed 1800 lumens per fixture with approval of the fixture specification by the Planning Director as part of the applicable Construction Plans or Site Development Permit. The lighting fixture styles as described in the modified Table 3H attached as **Exhibit “G”** may be provided for all Civic Spaces, subject to the approval of the Parks Director, and may be provided within any other portion of the PUD as determined from time to time by the owner. Column, Double Column, and Post lighting fixtures that are permitted include fixtures that contain a variety of hardware pole heights, mounting options, and lighting component output and distribution types, lenses, and lamps to address the varying lighting needs of streets, streetscapes and other locations throughout the

PUD; provided, the variation of the lighting fixtures throughout the PUD shall be limited as may be determined necessary to minimize maintenance costs and to maximize maintenance efficiencies. The type of fixture and quality of light shall be appropriate to its Transect Zone and consistent throughout each Transect Zone.

8. 3.4.2 a. The Civic Spaces within the PUD as shown on the Land Use Plan attached hereto as **Exhibit “C”** shall be public, but shall be maintained and may be improved by The Northline PUD Property Owners Association (the “**Association**”). The Association shall be a non-profit corporation of which all owners of any portion of the Property shall be members and which members shall be responsible for the payment of assessments secured by liens against such owners’ portion of the Property to cover the costs of such maintenance and improvements by the Association, including without limitation, the costs of irrigation and replacement, as appropriate, of trees, landscaping, lighting, hardscape, fixtures, and equipment. The Association shall execute and deliver a Public Parks Maintenance and Improvements License Agreement in the form attached hereto as **Exhibit “K”** as a condition for the City’s acceptance of the dedication of the first Civic Space(s) to the City.
9. 3.4.2 d. Recreational, playground equipment and/or playground improvements, which may consist of any play area or active use area that can be used and enjoyed by children, ~~shall~~may be provided in any of the Civic Spaces ~~P-2 & P-4~~ as indicated on the Land Use Plan attached hereto as **Exhibit “C.”** The requirements of Section 3.4.2(d) of the Leander SmartCode shall not apply.
10. A Parkland Dedication and Recreation Improvement Work Plan that includes all Civic Spaces and other potential private parkland will be developed by the owner for approval by the Parks Director as of the approval of the first Preliminary Plat for land within the PUD. Among such other things as the owner may determine, such Parkland Dedication and Recreation Improvement Work Plan shall include a concept plan for each Civic Space and such other private parkland and a general narrative description of the type of design and improvements to be made to such Civic Spaces and other private parkland. The Parkland Dedication and Recreation Improvement Work Plan shall include the following for the respective Civic Spaces:
 - (a) Civic Space P-1: This Civic Space functions as the central Civic Space for the PUD and the surrounding area and is proposed as a Square. Its design will support adequate space and programming to host large events that draw community members from the immediate TOD and the City of Leander. The design shall consider all ages by offering activities for children, with a potential interactive water feature, and a variety of seating that creates the feeling of an outdoor living room. At owner’s option, the design may include an iconic architectural feature in the way of a stage and/or kiosk, ~~and~~ potential pop-up shop area, a potential playground or active use area that can be used and enjoyed by children, and/or a potential area for food trucks. The minimum program requirements for this Civic Space are areas with lawn, seasonal and perennial plantings, trees, ~~an interactive water feature~~, benches or seating areas, paved pathways, and flexible plaza space, and programing should accommodate ample

seating space for lunchtime use. The character of Civic Space P-1 shall be the most formal of all the Civic Spaces within the PUD.

- (b) ~~Civic Spaces~~Space P-2A and P-2B: ~~These~~This Civic ~~Spaces are~~Space is proposed as ~~Squares. The location of these Civic Spaces has close proximity to office and programing should accommodate ample seating space for lunchtime use~~a Square. At owner's option, the design may include a potential dog park and/or playground ~~and/or a potential area for food trucks~~component. The minimum program requirements for ~~these~~this Civic ~~Spaces~~Space are areas with lawn, ~~trees~~, seasonal and perennial plantings, ~~paved pathways, and benches or seating areas. Furthermore, these Civic Spaces shall include a play area or active use area that can be used and enjoyed by children.~~
- ~~(c) Civic Space P-3: This Civic Space functions is proposed as a Pocket Park. At owner's option, the design may include a potential area for food trucks. The minimum program requirements for this Civic Space are areas with lawn, seasonal and perennial plantings, trees, benches or seating areas, and paved pathways.~~
- ~~(d) Civic Space P-4: This Civic Space is proposed as a Square. At owner's option, the design may include a potential dog park and/or playground component. The minimum program requirements for this Civic Space are areas with lawn, seasonal and perennial plantings, trees, natural play areas, benches or seating areas, and paved pathways. Furthermore, these~~this Civic ~~Spaces shall~~Space may include a play area or active use area that can be used and enjoyed by children.
- ~~(e) Civic Space P-5: This Civic Space is proposed as a Pocket Park. The minimum program requirements for this Civic Space are areas with lawn, seasonal and perennial plantings, trees, benches or seating areas, and paved pathways.~~
- ~~(f) Civic Space P-6: This Civic Space is proposed as a Pocket Park. The minimum program requirement for this Civic Space are areas with lawn, seasonal and perennial plantings, paved pathways and a dog park component with the potential of an art installation.~~
- ~~(h) Civic Space P-7: This Civic Space is proposed as a Green. The minimum program requirement for this Civic Space are landscaping and a trail.~~
- (e) Civic Space P-5: This Civic Space is proposed as a Green. The minimum program requirement for this Civic Space are landscaping and paved pathways.

B. The thoroughfares as reflected in the Land Use Plan attached hereto as **Exhibit "C"** and otherwise provided in this PUD Ordinance, including any Exceptions or Warrants reflected herein, have achieved compliance with the requirements of Section 45 of the City's Subdivision Ordinance, and pursuant to Section 1.2.3 of the Leander SmartCode, the provisions of the Leander SmartCode, as modified by this PUD shall apply. Specifically, the requirements of Section 45(a)(3), (4) and (5) of the City's Subdivision Ordinance shall not apply to the PUD. The construction of the streets within the PUD as provided in this

PUD Ordinance shall satisfy all requirements with respect to all boundary streets, and no additional improvements and no fees for the improvement of any boundary street, specifically including fees in lieu of boundary street improvements or cost contribution to any proposed or completed boundary street improvement project, shall be required, whether as conditions for approval of a Preliminary Plan, a Final Plat, a Site Development Plan, or otherwise.

- C. Curb cuts for driveways, alleys, and parking access shall be permitted to and from each street within the PUD in accordance with the spacing requirements set forth in the ~~current~~ City of Austin Transportation Criteria Manual, currently adopted version by the City of Leander and as amended from time to time, which may be 200 feet from arterial streets and 50 feet from collector and all other streets. ~~However, only public streets are permitted onto the 183A Toll Road frontage per Central Texas Regional Mobility Authority requirements.~~ In addition, there shall be no more than 4 curb cuts within an entire block, and no more than 2 curb cuts per block face, with additional curb cuts approved by Warrant. There shall be no more than 1 curb cut on any block face along ~~Mel Mathis Avenue~~ Main Street or Northline ~~Boulevard~~ Street. Curb cuts and driveways within this PUD area along San Gabriel Parkway, ~~Street 8~~, Weathersby Street, ~~2~~, William Parker Street, ~~3~~, John Webster Street and College Way are permitted so long as they are located no closer than 100 feet from face of curb at 183A Toll Road. Driveways onto ~~San Gabriel Parkway are permitted onto the slip street. Access from the main lanes of~~ San Gabriel Parkway to the slip streets will be determined at the Construction Plan stage.

V. CHAPTER 4. NEW COMMUNITIES

A. The following amendments to Chapter 4 of the SmartCode shall apply:

1. 4.1.2-3. The Land Use Plan attached hereto as **Exhibit "C"** is a conceptual site layout and land use plan intended to visually convey the general layout for The Northline PUD and constitutes the approved Concept Plan for the Property, and supersedes and replaces any prior approved Concept Plans for any portion of the Property. **Exhibit "C"** may be amended by the owner from time to time to adjust or change the locations of the Transect Zones within the PUD. The proposed adjustments or relocations shall not result in an increase or decrease of the total area of the land within each of the Transect Zones by more than 15% from the areas reflected on the Land Use Plan attached hereto as **Exhibit "C"** on the effective date of this PUD Ordinance or to adjust or change the location of one or more of the streets or thoroughfares and the associated sidewalks or to adjust or change the size and locations of the Civic Spaces within the PUD, subject only to the Planning Director or the Planning Director's designee confirming that such adjustment or relocation does not reduce the total amount of the Civic Space within the PUD or materially change the street layout within the entirety of the PUD for such administrative approval. In addition, streets or thoroughfares may be deleted to combine blocks subject only to the approval of the Planning Director or the Planning Director's designee confirming that such deletion does not result in combined blocks in excess of the maximum perimeters provided in SmartCode Table 7A, as modified in this PUD. Moreover, the Planning Director may administratively grant approval by Warrant any other material modifications to the Land Use Plan that relate to street

locations and block sizing, particularly to address any new information related to detention requirements, if applicable, other water quality requirements, or the location of a public trail along the North Fork of Brushy Creek.

2. 4.1.3. The Land Use Plan attached as **Exhibit “C”** constitutes the approved Concept Plan for the Property and satisfies the requirements of Section 21 of Article II of the City’s Subdivision Regulations. Any material changes or revisions to the Land Use Plan attached as **Exhibit “C”** shall require approval by the City Council, and any changes or revisions approved by the City Council shall constitute changes or revisions to the Concept Plan for the Property. The number of LUEs of water and wastewater capacity of utility service reflected on the Concept Plan shall not limit or restrict the density of the development of the PUD; provided, the maximum development within the PUD shall not exceed the maximum number of LUEs or water and wastewater capacity reflected on the Concept Plan on a cumulative basis unless and until adequate arrangements have been made for the provision of the additional number of LUEs or water and wastewater capacity of service required for such additional development. The Land Use Plan attached as **Exhibit “C”** contemplates that dry utilities primarily will be located in the public right-of-way subject to future agreements between the City of Leander and Pedernales Electric Cooperative as transformers and/or other electrical equipment may be located on private property.
3. 4.1.5. At owner’s discretion, the PUD may be subdivided in phases, and a Preliminary Plat may be submitted for the entirety of the PUD or multiple Preliminary Plats may be submitted for portions of the PUD. Each Preliminary Plat shall be approved if it is consistent with the Land Use Plan attached as **Exhibit “C”** (as may be modified by owner as provided in this PUD pursuant to Section 4.1.2-3 above) and complies with the provisions of this PUD Ordinance and the requirements of the City’s Subdivision Regulations as modified by the Leander SmartCode and this PUD Ordinance. Final Plats may be filed for all or any portion of the Property covered by a Preliminary Plat.
4. 4.6.1. The permitted Residential Density of each Transect Zone shall be calculated in terms of housing units (not including accessory units) as specified by Summary Table 7A. For purposes of density calculation, the Transect Zone areas include the private lots and thoroughfares but not land assigned to Civic Zones. No minimum residential units shall be required for any phase or building within the PUD. No maximum percentage of uses other than residential shall apply to any phase or building within the PUD; provided, a minimum of 30% of the area within the PUD shall be developed for residential uses. No maximum unit per acre or other density limitations shall apply within Transect Zones T5 or T6 within the PUD. Notwithstanding the foregoing, certificates of occupancy shall not be issued for more than a total of 100,000 square feet of space of non-residential uses within the PUD until Site Development Plans and/or building permits have been issued for a total of at least 200 residential units within the PUD, ~~and certificates of occupancy shall not be issued for more than a total of 200,000 square feet of space of non-residential uses within the PUD until Site Development Plans and/or building permits have been issued for a total of at least 400 residential units within the PUD.~~

5. 4.8.1 a. The streets within the PUD and adjacent to the PUD have been designated as A-Streets, B-Streets, and C-Streets as reflected the Street Types attached as **Exhibit “D.”** It is intended that development of the Frontages adjacent to A-Streets will support more pedestrian activity than the development of the Frontages adjacent to B-Streets, which allow more automobile-oriented standards, and the Frontages adjacent to 183A Toll Road, which is considered a C-Street, will be developed to accommodate the high-volume automobile-oriented traffic on 183A Toll Road. Garages or parking structures on A-Street Frontages, except as otherwise provided in this PUD Ordinance or in Leander SmartCode Section 6.7.4, as modified by this PUD Ordinance, shall meet the Principal Building definition of the City of Leander SmartCode; provided that the garage’s Façade(s) are provided with an enhanced façade treatment consisting of exterior wall surfaces and openings, massings, and details that relate to adjacent building facades and produce the appearance of a building that relates to its immediate surroundings with respect to scale, materials and details. Façade openings shall be infilled with either windows, grills, or open metal grid with divisions not less than 24” on-center. Garages located along the Frontages designated in the Required Ground Floor Uses attached as **Exhibit “F”** to have retail or convertible retail space shall be designed with a liner ground floor retail use at the indicated Frontages. **Exhibit “D”** reflects the locations where the A-Street requirements of the Leander SmartCode are modified by this PUD Ordinance, including specifically Sections 6.5.3 a, 6.7.1, and 6.7.4 d below.
6. For Blocks A, B, P, and SX, Warrants to the Leander SmartCode requirements of Table 7A have been granted by this PUD Ordinance with respect to block perimeter and block face lengths as reflected in the Land Use Plan attached hereto as **Exhibit “C.”** For Blocks F and J, Warrants to the Leander SmartCode requirements of Table 7A, with respect to block perimeter and block face lengths as reflected in the Land Use Plan attached hereto as Exhibit “C,” shall be granted by the Planning Director so long as alleys, drives, pedestrian passages, or Civic Spaces or other public spaces are included in those blocks. The allowance for larger block sizes for these important block locations provides critical development flexibility to facilitate the best opportunity for those blocks to have as much vertical mixed use with retail/commercial on the ground floor in order to meet the intent of the Leander SmartCode. Block B shall have an intra-block pedestrian passage between San Gabriel Parkway and Northline Boulevard as determined by owner.

VI. CHAPTER 6. LOTS & BUILDINGS

A. The following amendments to Chapter 6 of the SmartCode shall apply:

1. 6.1.3. Temporary Uses.
 - b. Non-food businesses. Temporary retail businesses selling non-food items and services to customers from a movable vehicle or trailer or from kiosks shall be permitted on any lot or part of the PUD, including within Civic Spaces, so long as no such temporary retail business shall remain at the same location for more than 180 days without the approval of the Planning Director. Only a notice of the

commencement of such temporary retail business within any portion of the PUD other than within a Civic Space shall be required to be filed with the Planning Director. In addition to the date of the commencement of such business, the notice shall include a layout showing the location of the moveable vehicle or trailer and any furniture, equipment, sign (other than signs on the vehicle or trailer), lighting, and/or speakers to be installed or place on the property in connection with such use. Such businesses and the movable vehicle or trailer from which such non-food items and services are provided shall comply with all other applicable requirements of the City, including specifically all building codes adopted by the City (e.g., plumbing, electrical, housing, fire, etc.) and the lighting and sound requirements of the Leander SmartCode as modified by this PUD Ordinance. The notice for any such temporary non-food retail business proposed within a Civic Space shall also be filed with the Parks Director, and such use shall be subject to the approval of the Parks Director. If any such business is not open for business for a period of more than 14 consecutive days, the vehicle, trailer, or kiosk from which such business is operated shall be removed.

- c. Food businesses. Food trucks, mobile food units, mobile food establishments, temporary retail establishments, and farmer's markets (all as defined and regulated by state law) shall be permitted on any lot or part of the PUD, including Civic Spaces, so long as such uses comply with the applicable state regulations and obtain all required licenses and permits from the City, Williamson County, and Texas Department of State Health Services. Only a notice of the commencement of such temporary retail business shall be filed with the Planning Director. In addition to the date of the commencement of such business, the notice shall include a layout showing the location of the moveable vehicle or trailer or kiosk and any furniture, equipment, sign (other than signs on the vehicle or trailer), lighting and speakers to be installed or place on the property in connection with such use. In addition to complying with the applicable state regulations, such food trucks, mobile food units, mobile food establishments, temporary retail establishments, and farmer's markets, and the food trucks, mobile units, or temporary facilities from which such food products are provided, shall comply with all other applicable requirements of the City, including specifically all building codes adopted by the City (e.g., plumbing, electrical, housing, fire, etc.) and the lighting and sound requirements of the Leander SmartCode as modified by this PUD Ordinance. The notice for any such temporary food business proposed within a Civic Space shall also be filed with the Parks Director, and such use shall be subject to the approval of the Parks Director. If any such business is not open for business for a period of more than 14 consecutive days, the vehicle, trailer, or kiosk from which such business is operated shall be removed.
2. 6.1.6. The building codes adopted by the City governing construction of buildings (including without limitation, the adopted Building Code and Fire Code, including local amendments) shall apply within the areas included in the Transect Map, with the following exceptions: Buildings may be constructed to a height and number of stories in conformance with the current edition of the International Building Code (the "IBC") adopted by the City of Leander. In addition to the IBC requirements, however, Type III

construction utilizing wood frame erected to a height greater than 3 stories shall meet the following:

- added sprinkler requirements shall be provided in residential buildings:
 - ♦ for all rooms, closets, or storage areas 24 square feet or greater;
 - ♦ in pitched attic spaces; and
 - ♦ at balconies
- fire-resistant insulation meeting ASTM E84 standards, whether spray foam, fiber glass, mineral wool, or cellulose, or other applicable material meeting these standards, shall be provided between floors; and
- for flat roofs, fire-resistant insulation (as defined above) shall be provided underneath the roof areas where no sprinklers are needed.

Furthermore, black sprinkler pipe is not required for residential where pvc or poly, or other alternatives approved by the Fire Marshal, may be used.

3. 6.1.7. Site Development Plans

a. Submittals shall show the following, in compliance with the standards described in Chapter 6, as modified by this PUD Ordinance:

- Building Placement
- Building Form
- Building Function
- Parking Location
- Parking Maximums
- Landscape
- Light Levels
- Sound Levels

The inclusion of proposed Signage and Building Facades and Elevations are at the applicant's option for Site Development Plan submittals. Architecture documentation, when provided, shall describe building massing, (including roof form), fenestration and materials developed to a schematic level of design as necessary to show compliance with the standards of Chapter 6 of the Leander SmartCode as modified and otherwise provided in this PUD Ordinance.

b. Site Development Plans for any portion of the PUD can be phased to provide for sequential construction of multiple buildings. The approval of a phased Site Development Plan shall not expire provided that the construction of at least one of the principle buildings is commenced not later than every 2 years after the initial approval of the Site Development Plan and diligently and continuously completed thereafter.

4. 6.1.8. The Planning Director may require additional information consistent with the SmartCode, as modified and otherwise provided in this PUD Ordinance, as part of the application for Site Development Plans.

5. 6.3.1 b. The building shall provide a shopfront at sidewalk level except where entrances and lobbies to upper floor uses are located, such entrances and lobbies shall not occupy more than 20% of the frontage along the block face. A building's, or use's, public amenity areas may also be located along the Retail Frontage. The shopfront shall

be 50% minimum glass between 2 feet and 12 feet above the sidewalk, and may be shaded by an awning, gallery, or arcade overlapping the sidewalk as generally illustrated in Table 6C and Table 6D. The measurement for minimum glass areas shall include window framing members not exceeding 2 inches in elevation. Shopfronts in Blocks ~~PN~~, ~~QO~~, ~~Y~~, ~~T~~ and ~~ZU~~, however, are permitted to have a 40% minimum glass area between 2 feet and 12 feet above the sidewalk. Awnings, if present, shall be 3 feet minimum depth and shall clear the sidewalk vertically by 7 feet. The ground floor of buildings along the Frontages indicated on the Required Ground Floor Uses attached hereto as **Exhibit “F”** shall be constructed to provide for common area space, commercial, retail or restaurant uses, or be constructed to allow for future conversion to retail/commercial or restaurant uses (“**Convertible Space**”); however, ~~at a minimum of 50%~~ of the ground floor of buildings along Frontages adjacent to Block ~~J~~ (Civic Space P-1) shall be constructed to provide for retail-~~or restaurant~~/commercial uses, or common area space, at initial occupancy, except by Warrant. The minimum requirements for retail/commercial uses at the ground floor of these blocks allows for flexibility to have the highest potential to develop the most impactful vertical mixed-use projects, with superior building and streetscape aesthetics along with uses within the building at important ground floor building frontages that align with the intent of the pedestrian-oriented walkability inherent in the Leander SmartCode. The distinctions between the requirements along each block frontage relate to each block’s proximity to the rest of the main retail areas within the overall Northline project. Convertible Space shall be provided with a minimum dimension of 11 feet from the floor to ceiling; provided, however, for uses other than retail or restaurant uses located in the space prior to conversion, an infill, raising the first floor may be installed that results in a finished ceiling height of less than 11 feet. Convertible Space shall have a 2nd-floor construction assembly that will provide the necessary fire separation between the upper floor use(s) and the future ground floor retail or restaurant use(s). To achieve the aforementioned fire separation, additional material may be added to the floor assembly at the time of conversion; however, it shall not require wholesale reconstruction of the 2nd-floor floor structure. The ground floor façade along the Public Frontage of Convertible Space shall be capable of having its ground floor fenestration modified to achieve a minimum glass area of 50% within a zone measured between 2 feet and 12 feet above the finished floor, without requiring major structure modifications to the building; however, shopfronts at Convertible Spaces located in Blocks ~~PN~~, ~~QO~~, ~~Y~~, ~~T~~ and ~~ZU~~ are permitted to have a 40% minimum glass area between 2 feet and 12 feet above the sidewalk prior to the conversion for retail or restaurant use. A Live-Work unit shall meet the requirement for a retail or restaurant use or Convertible Space.

6. 6.4.2 f. Facades shall be built parallel to a rectilinear Principal Frontage Line or to the tangent of a curved Principal Frontage Line, and along a minimum percentage of the Frontage width within the front setback range, as required by this PUD. Prior to the expiration of a 15-year period from the effective date of this PUD Ordinance (the “**Interim 15-Year Condition**”), surface parking lots may be constructed along the Frontage and shall be excluded from the Frontage Buildout ~~requirements~~requirement so that initially the Frontage ~~Buildout~~Building requirements do not need to be met and the blocks within the PUD may be constructed in phases in accordance with the other provisions of the City of Leander SmartCode, subject to Section 6.7.1 as modified by

this PUD Ordinance and as shown in **Exhibit “F.”** The phasing of development of each block, however, shall contemplate and provide for the location of future building locations that meet City of Leander SmartCode Frontage Buildout requirements after the expiration of the Interim 15-Year Condition and when the surface parking lots are replaced with garages or parking structures, and, therefore, no approval for any building will be granted by the City during the Interim 15-Year Condition that would allow a building that would not meet the Leander SmartCode Frontage Buildout requirements as modified by this PUD Ordinance. However, approval for “interim” buildings may be granted during the Interim 15-Year Condition that otherwise would not meet the Leander SmartCode Frontage Buildout requirements, subject to the approval of the Planning Director. After the expiration of the Interim 15-Year Condition, all new Site Development Plans shall meet the Frontage Buildout requirements (for all blocks, including the development of any portion of a block not meeting the Frontage Buildout requirements at that time as the result of the construction of surface parking lots). Notwithstanding the foregoing, Block ~~D is only required to have a 40% Building Frontage requirements along San Gabriel Parkway and along the 183A Toll Road (for the viability of retail uses in Block D)~~ and Block BBX is only required to have a 60% building Frontage requirement along College Way. Furthermore, the exercising of the parking lot location provisions in Section 6.7.1 of the Leander SmartCode, as modified by this PUD Ordinance, shall not be limited by minimum Frontage Buildout requirements of the Leander SmartCode, as modified by this PUD Ordinance and as shown in **Exhibit “D.”**

7. 6.4.2 f. The Frontage Buildout requirements shall apply to the total Frontage of each block and not to the Frontage of each lot within the PUD.
8. 6.4.2 g. Setbacks for Principal Buildings shall be as shown in the Summary Table 7A attached as **Exhibit “G,”** except as otherwise provided for in Section 3.3.1 b of the Leander SmartCode, as modified above. In the case of a single infill lot, setbacks shall match one of the existing adjacent setbacks if it conforms to the range provided for its Transect Zone.
9. 6.5.1 d. Building heights, setbacks, and extension lines shall conform to Table 6B of the Leander SmartCode; provided that no minimum number of stories is required in the T6 Transect Zone for commercial buildings with primary retail uses. Table 7A of the Leander SmartCode is modified to not require a minimum numbers of stories in the T6 Transect Zone.
10. 6.5.1.e. Lower commercial floor to ceiling height may be approved by Warrant.
11. 6.5.3 a. Frontages for B-Streets, C-Streets, along the western perimeter of the Property along and immediately adjacent to the railroad right-of-way or the North Fork of Brushy Creek, and A-Streets identified on **Exhibit “D”** may have loading docks and service areas fronting the streets within the 2nd layer as long as they are screened and/or contain a service door that shall be treated architecturally. Any architectural treatment of service doors, whose design shall be compatible with and architecturally integrated into the building façade within which it is located. The architectural treatment of service

doors is subject to the review and approval of the Planning Director when located along A-Street and B-Street Frontages as referenced above. There is no minimum or maximum number of loading docks and service areas within the PUD, and the number of loading docks and service areas will be determined by the owner at the time of submission of applications for Site Development Permits or Building Permits. Mixed-use buildings may share loading spaces and trash collection facilities, provided they are sized according to the types and intensity of uses. Within a given block, multiple buildings may share common loading and trash collection facilities provided the location can adequately service the individual uses. Each off-street loading space shall consist of a rectangular area not less than 12 feet wide and a minimum length of 30 feet long, with a vertical clearance of not less than 14 feet. Loading and trash collection facilities may be integrated within the interiors of blocks and share access drives and aisles with vehicle parking. Truck maneuver spaces may utilize and overlap into parking aisles and access areas but shall not overlap with vehicle parking spaces. Parked service vehicles shall not block access to vehicle parking spaces.

12. 6.5.3 b. In the absence of a building facade along any part of a Frontage line, a hedge, fence, or wall shall be built coplanar with the facade. The foregoing shall not be construed to waive the building Frontage requirements of the Leander SmartCode as modified by this PUD Ordinance.
13. 6.5.3 c. A first level residential or lodging function may be raised from average sidewalk grade.
14. 6.7.1. Surface parking (including both temporary parking and surface parking during the Interim 15-year Condition) and parking in garages or parking structure may be provided for use by the occupants, visitors, or customers of any building where that parking is located on another adjacent or nearby block or lot. Upon the expiration of the Interim 15-Year Condition, the approval of any Site Development Plan for the development of any portion of a block for which surface parking is provided on another lot, or for the portion of the block on which such surface parking is located, shall be subject to such surface parking being removed or replaced with a garage or parking structure in compliance with the Leander SmartCode as modified by this PUD Ordinance. This condition shall not be interpreted to require a garage or parking structure where such garage or parking structure is not otherwise needed on a particular block to the extent that particular block achieves the required Frontage Buildout after the Interim 15-Year Condition. The parking for any office, retail, restaurant, or other non-residential use may be provided by parking spaces located in a surface parking lot, garage, or parking structure on the same block or on adjacent or nearby blocks. During the Interim 15-Year Condition period, surface parking is permitted to extend into the 2nd layer along certain A-Street Frontages as identified on Exhibit "F." At Frontages of B-Streets C-Streets, or along the western perimeter of the Property along and immediately adjacent to the railroad right-of-way, surface parking may extend into the 2nd layer. At the specific A-Streets locations identified on Exhibit "D," one double-loaded surface parking aisle up to 80 feet in width (measured parallel to street) may be located within the 2nd layer. For all surface parking lots along Frontages of any street, the surface parking lot shall be screened with a hedge, fence, wall, berm, 5-year

projected maturity evergreen planted materials, or other method approved by the Planning Director meeting the requirements of the Section 6.7.1 b of the Leander SmartCode as modified by this PUD Ordinance. Only one surface parking lot is permitted on each Frontage of a block.

15. 6.7.4 a. To the extent there is temporary surface parking to be used when a permanent garage or parking structure is being completed and parking is temporarily being displaced, the masking or screening requirement for surface parking shall not apply during the construction of the permanent garage or parking structure and such temporary parking shall not be required to be paved so long as an all-weather surface is provided, so long as such temporary parking shall not be used for a period in excess of 18 months. Temporary surface parking lots shall not be required to meet the Parking Lot Design requirements in Section 9.2.0 of the City of Austin Transportation Criteria Manual, currently adopted version by the City of Leander and as amended from time to time, and shall be permitted to be paved with gravel; provided, that accessible parking space requirements continue to be met with spaces the design and construction of which comply with all applicable state and federal accessibility requirements. All surface parking shall provide direct pedestrian access to buildings and/or the Frontage.
16. 6.7.4 d. Garages or parking structures are permitted at Frontages along B-Streets, C-Streets, or along the western perimeter of the Property along and immediately adjacent to the railroad right-of-way or the North Fork of Brushy Creek, and are exempt from the liner building requirements and the enhanced façade design requirements of Section 4.8.1 of the Leander SmartCode as modified by this PUD Ordinance. Garages and parking structures with Frontages along A-Streets shall have liner buildings lining the first and second stories of the garage or parking structure along those Frontages. In lieu of a liner building along A-Streets, a garage or parking structure may extend into the 2nd layer if an enhanced façade treatment complying with Section 4.8.1 a of the Leander SmartCode, as modified above, is provided. A garage or parking structure without liner uses or an enhanced façade treatment is permitted to extend into the 2nd layer of A-Streets at the specific locations identified on **Exhibit “D,”** provided the length of any garage or parking structure along the indicated Frontages is limited to 185 feet maximum per block.
17. Fire lanes and zones will be required to comply with the current City ordinances and codes and approved by the Fire Marshall; provided, all required markings may be provided by striping or by signage in lieu of striping.
18. Section 9 of the City of Austin Transportation Criteria Manual, currently adopted version by the City of Leander and as amended from time to time, shall be modified as follows:
 - a. 9.2.0 #1 Parking lots and garages within the PUD shall be constructed in accordance with the dimensions in Table 9-2 Alternative Parking Lot and Garage Criteria, including for retail uses, without the approval of the Director, or the Director equivalent for the City of Leander. Compact spaces and parallel spaces that are within the PUD shall be constructed in accordance with the dimensions

provided in Table 9-1 Parking Lot Criteria. Compact parking is limited to a maximum of ~~20~~30% of the total parking provided [in the private realm](#).

- b. 9.2.0 #4 Tandem parking shall be provided in accordance with the Transportation Criteria Manual Section 9.2.0 #4 with the following exceptions:
 - (1) Tandem parking may be provided for within parking lots and garages serving mixed-use buildings that provide valet service.
 - (2) When tandem parking spaces are provided within a parking lot or structured garage, both spaces may be unenclosed.
- c. 9.2.0 #6 Signs and curb markings delineating Fire Zones and turning radii for access for fire department apparatus is to be as approved by the Fire Marshall.
- d. 9.2.0 #15 Parking Bays are recommended not to exceed 350 feet in length.
- e. 9.2.0 #16 Trees and curbed landscape areas shall not be required within temporary parking lots within the PUD.
- f. 9.3.0 #1 The Table at the end of Section 25-6-592 of the Austin Land Use Development Code shall apply to determine the minimum size of loading spaces for uses within the PUD.
- g. 9.3.0 #3 Loading vehicles may utilize the public right-of-way for back-in maneuvers.
- h. 9.4.0 #3 A minimum 10 foot bypass lane (12 feet maximum) may be provided adjacent a queue lane(s) to allow for vehicles an opportunity to circumvent a drive-through or drop-off activity in order to exit the site.
- i. 9.5.0 #1 The minimum separation between the edge of the street pavement and the first conflict point within a parking area shall be determined according to the requirements listed in the Section 5 of the TCM. In the case where on-street parking is provided, the throat length noted may be reduced by the width of the on-street parking space.
- j. 9.5.0 #7 Parking directly in front of a building lobby entrances or pedestrian pass-throughs is discouraged. Parking (on-street or within parking areas) may be provided along the remainder of the Building Frontage. Passenger loading/unloading zones may be provided at building lobby entrances or pedestrian pass-throughs.
- k. 9.5.0 #9 Continuous vehicular travel ways at block interiors that provide building entries should be no more than 600 feet in length, preferably no more than 400 feet in order to discourage high speeds and to reduce conflicting vehicular and pedestrian movements.
- l. 9.8.0 Valet parking/queuing within the PUD may be provided within parking areas (both on-street and off-street) of mixed-use and commercial blocks as approved by the Owner.

- 19. 6.8.1 a. There are no Parking Minimums or Maximums required within the PUD. One bicycle space shall be provided for every 20 vehicular parking spaces [in the public right-of-way](#) within the PUD, [or as approved by Planning Director, and which can be located within the Public Frontage or Private Frontage. These spaces may be placed in any block \(as approved by owner of that block\) or civic spaces \(as approved by owner\) throughout the PUD. One bicycle space shall be provided for every 30 vehicular parking spaces in the private realm for multifamily, office and Civic projects, or as approved by Planning Director. Bicycle spaces shall be identified on applicable City approved plan sets.](#)

20. 6.12. The Master Signage Guidelines for the PUD attached hereto as **Exhibit “J”** represent the signage vision for the PUD. Sign types not allowed by right in the Leander SmartCode may be approved as Warrants or Exceptions by the Planning Director to modify Section 6.12 (and Table 6D) of the Leander SmartCode with approval of a Master Sign Plan.
21. 6.13.1 a. Building walls shall be stone (or synthetic equivalent as approved by the Planning Director), brick, stucco, split-faced block (foundations only), or siding (except foundations). Metal panels may be used for infill or decorative panels and storefronts. Metal panels may be used elsewhere for building walls, as a secondary or primary material, provided they are appropriate to the building’s architectural character and may be approved by Warrant. EFIS is permitted on elevations and above the first floor of facades.
22. 6.13.1 c. Any stone material shall be unpainted.
23. 6.13.1 f. Lintels or soldier courses in masonry walls at Frontages shall be detailed to appear structural and shall be masonry, concrete (including precast concrete, cast stone, and glass-fiber reinforced concrete (GFRC) or steel.
24. 6.13.2. Simplicity of massing: A building’s primary massing shall be composed of a single volume or multiple volumes that establish a clear hierarchy of form. Secondary massing elements, including, but not limited to, bays, towers, oriels and dormers, may be used to augment the primary massing.
25. 6.13.2 b. Building walls shall show no more than two primary materials on any exterior wall, not counting the foundation nor secondary materials used for trim, lintels, sills, opening surrounds, cornices, water tables, band courses and minor details. A primary material of a different color, texture, finish, pattern etc. that is used as an accent or trim material shall not be considered an additional material. An additional number of building wall façade materials may be approved by Warrant. For the purposes of this paragraph, building facades that are subdivided into multiple architectural expressions (i.e. employing more than one architectural style or character to create the appearance of multiple buildings) shall be treated as multiple buildings, each of which may include up to two primary materials. The visually heavier material shall be below the lighter one. A lighter color material may be used below a darker color material if it is detailed in a manner that suggests that it is heavier. Alternate building wall colors may be approved by Warrant. Vertical joints between different primary materials utilized within the building’s primary massing shall occur at inside corners, except for conditions where a vertical joint between primary materials at a non-inside corner is consistent with the architectural style, which may be approved by Warrant. Wall designs and materials on the same building shall be consistent on all facades facing frontages.
26. 6.13.2 c. Brick shall be detailed and laid to resemble load-bearing construction, provided, however non-loading bearing coursings may be utilized where brick is used as

part of a façade detail, including but not limited to decorative panels, opening surrounds, cornice or frieze elements, parapets and pier and pilaster details.

27. 6.13.2 f. Lintels or soldier courses in masonry walls at Frontages shall be detailed to appear structural. Brick soldier courses may not be used in-lieu of a lintel, except where a continuous soldier course band is part of the detailing of the overall façade and runs across the head of an opening.
28. 6.13.2 g. Freestanding masonry piers shall be a size appropriate to the load they are supporting. 12 inches by 12 inches (nominal dimensions) minimum are required, except that smaller piers may be approved by Warrant.
29. 6.13.2 h. Building material colors shall be appropriate to the style of the building or Central Texas historic precedent, except paint colors which may be any color. Alternate building material colors may be approved by Warrant.
30. 6.13.3 a. Fences in the first and second layers shall be wood (painted or with an opaque stain) or metal, and may have masonry or stucco piers. The style of metal fencing is subject to the approval of the Planning Director. Chain link fencing is prohibited along Frontages.
31. 6.13.3 b. Garden walls in the first and second layers shall be stone (or synthetic equivalent as approved by the Planning Director), brick, or stucco.
32. 6.13.5 a. When facing Frontages, exterior doors shall be wood and/or clad wood and/or vinyl for single-family residential buildings and shall be wood, clad wood, steel, vinyl and/or extruded aluminum for multi-family residential or commercial buildings.
33. 6.13.5 b. When facing Frontages, garage doors shall be wood, clad wood, metal, composite, PVC (if approved by the Planning Director), or vinyl that resembles wood at arm's length provided the door has a traditional style as approved by the Planning Director.
34. 6.13.5 c. When facing Frontages, windows shall be manufactured from wood, vinyl-clad wood, aluminum clad wood, vinyl and/or solid PVC ~~provided that PVC windows shall be permitted only if approved by the Planning Director~~ ~~that is indiscernible from wood at arm's length~~. For multi-family residential buildings, windows may also be extruded aluminum or hollow steel frame. Highly reflective glass and mirror glass are not permitted in windows at Frontages.
35. 6.13.5 d. Storefronts shall be wood, simulated wood ~~that is indistinguishable from wood at arm's length~~, custom metalwork, hollow steel frame, or extruded aluminum detailed in such manner as appropriate to the building's style, or built-up using mullions and trim elements to provide additional variation in sightlines, depth, and shadow lines. Other storefront materials may be approved by Warrant.

36. 6.13.6 a. Doors shall be side-hinged or top and bottom hinged, except garage doors, which may be sectional. Sliders shall not be visible from Frontages. The style of the doors facing Frontages shall match the building style. Doors, except garage doors, shall be, or appear to be, constructed of planks, or rail-and-stile with raised or recessed panels (not flush with applied trim). All-glass doors (frameless or with top and bottom rails) are permitted on non-single-family residential buildings. Sliders are prohibited at frontages.
37. 6.13.6 c. Ratio of openings to wall: Openings percentages of the façade area of each floor along Frontages shall be appropriate to the style of the building. Each floor of each façade shall be assessed independently.
38. 6.13.6 d. Windows shall be single-hung, double-hung, triple-hung, casement, or fixed. Hopper or awning windows are permitted within fixed window assemblies. Fixed or operable transoms are permitted as part of window assemblies. The style of the windows, including the proportions of window openings and subdivision of glass areas shall match the building style. Flush mounted windows are prohibited. Sliders are prohibited at Frontages.
39. 6.13.6 e. Windows in masonry and stucco walls shall be inset a minimum of 2” (two inches) from the exterior wall plane. (measurement is from the exterior face of wall, excluding the depth of any window surrounds, to the outer most face of the window frame, brick mold, or panning trim, whichever surface is closest to the exterior wall plane). The foregoing does not apply to walls clad with siding.
40. 6.13.6 f. Glazing of shopfronts shall be a minimum 50% of the area between 2 feet and 12 feet above the sidewalk (the Shopfront Glazing Zone) for buildings with a first floor floor-to-floor height of 16 feet or more. Where the first floor floor-to-floor height is less than 16 feet, the top of Shopfront Glazing Zone shall reduce in height an amount equal to the reduction of the first floor floor-to-floor height below 16 feet.
41. 6.13.6 i. Wood (or simulated wood, if approved by the Planning Director) casing trim, when used, shall be 3-½ inches wide minimum except on masonry, or stucco walls. Brick shall not be visible between a door or window and its casing. Head casing shall be equal to or taller than the jamb casing.
42. 6.13.6 j. In general, surround trim used at the principal entry trim should be more substantial than the surround trim at other adjacent window or door openings except, where the architectural character or style of the façade dictates that other openings (e.g. at a piano nobile, openings at retail Frontage) receive a more substantial treatment.
43. 6.13.7 a. Sloped roofs that are visible from Frontages, thoroughfares, or Civic Spaces shall be metal, slate, wood shakes, tile (clay, concrete or metal), asphalt, fiberglass, or equivalent synthetic or better.
44. 6.13.7 c. Eaves shall be wood, other paintable weather resistant materials equal in appearance to smooth painted wood, cementitious bead board, synthetic stucco, or EIFS.

Vinyl and sheet aluminum is prohibited. The eave return cap shall be built of continuous, un-seamed metal flashing.

45. 6.13.7 e. Dormer jamb material should be a solid casing assembly from the window to the corner of the dormer wall. Siding as jamb material on dormers is prohibited. Brick shall only be used for a dormer face when it forms a parapet at the top of the dormer or is in plane with, and/or is an extension of the below building façade.
46. 6.13.8 c. Roofs of Principal Buildings, where sloped, shall be a symmetrical gable or hip with a slope of 4:12 to 7.5:12, except where a roof with greater or less slope is consistent with the architectural character or style of the building.
47. 6.13.8 d. “Flat” roofs are permitted in Transect Zones T4, T5, and T6, and shall be surrounded by a parapet wall extending above the highest point of the roof deck a height at least high enough to provide for adequate waterproofing and screen roof top equipment visible from Frontages, thoroughfares, or Civic Spaces. Along elevations fronting an alley or interior of a block, the parapet may be omitted along the low-side of a low sloping roof to allow for a gutter.
48. 6.13.8 e. Ancillary roofs where sloped may, but shall not be required to, be between 1/3 and 1/2 the principal roof slope, except where a roof with greater or less slope is consistent with the architectural character or style of the building.
49. 6.13.8 f. Gables shall not overlap except when the smaller gable is part of a balcony, bay, porch, or entrance. The stepping of a gable roof that occurs where the building’s principal mass changes in height or width shall not be considered an overlap for the purposes of this paragraph.
50. 6.13.8 h. Eaves shall be built to a depth and level of detail appropriate to the architectural style or character of the building on gabled and hipped roofs. Eave lines shall be simple and continuous, both horizontally and vertically. Eaves shall return around the corner and die into the wall without the common “pork chop” return. Brackets, when used, shall extend to the back of the fascia or horizontal trim board running along the leading edge of soffit. The design shall provide for a frieze board of the appropriate depth and detail along the bottom of the eave when it is appropriate to the building’s architectural style. Formal styles may have closed eaves if appropriate to the style of the building, but vernacular buildings should have open eaves. Exposed rafter tails shall not exceed 6 inches in height.
51. 6.13.8 i. The upper-most portion of the façade on buildings with a flat roof shall be articulated to provide an appropriate termination of the façade against the sky that is appropriate to the style of the building. Such articulation can include, but is not limited to band courses, decorative and/or stepped or sloping parapet treatments, cornices, material changes, accent masonry bond patterns and material plane changes that create shade and shadow.

52. 6.13.8 j. Along Frontages, dormers shall be placed 3 feet minimum from exterior face of side building walls. Dormers shall have roof trim beginning at the window head and shall be composed of a head casing, soffit, and fascia at a minimum. Siding shall not be used above a window head except in the triangular space enclosed by the pediment of a gable front dormer. The body of a single-window dormer shall be vertically proportioned or square. Dormer roofs shall have eave and soffit details, and overhang dimension that are appropriate to the architectural style of the building. Dormer windows shall be slightly shorter than typical windows in the floor below.
53. 6.13.9 a. Columns and posts shall be made of wood, PVC, CPVC, fiberglass, fly ash, composite metal, exposed steel and/or architectural grade metal, stone (or synthetic equivalent), precast concrete and cast stone. Extruded aluminum is prohibited.
54. 6.13.9 b. Porch beams shall be clad in painted wood, PVC, CPVC, fiberglass, paintable exterior grade synthetic trim materials indiscernible from painted wood when viewed at arm's length, fiber-cement, fly ash, stone, concrete, stucco EIFS, or exposed steel. The grain or texture, if visible, shall be horizontal.
55. 6.13.9 c. Porch ceilings shall be painted wood, fiber-cement, simulated bead-board PVC, fly ash, [drywall, \(except facing Main Street\)](#) or stucco.
56. 6.13.9 d. Balcony and porch railings shall be wood, PVC, architectural urethane, fiber-cement, fly ash, precast concrete, cast stone or metal. PVC and architectural urethane materials shall be in shapes and profiles that match traditional wood railing members.
57. 6.13.10 a. Columns shall have entasis. Where classical columns are used, the Orders shall be with correct proportions and profiles according to the American Vignola. In addition, buildings may utilize custom column designs that are derived from the classical orders, or that make use of new, customized orders that, while deriving their proportions from that classical orders, are dissimilar in their detailing.
58. 6.13.10 e. Posts, when used in lieu of columns at a porch, arcade, or gallery, shall be a minimum of 6 inches by 6 inches minimum when viewed in plan.
59. 6.13.10 f. Porches and stoops at single-family buildings must be 12 inches minimum above the adjacent sidewalk elevation. Porches shall be a minimum of 7 feet deep.
60. 6.13.10 h. Balconies facing Frontages may cantilever a maximum of 3 feet from the face of the building. Deeper balcony projections may be permitted if they have a visible means of support, including, but not limited to, brackets, or cables, [or as approved by the Planning Director. Deeper balcony projections are permitted as needed to satisfy ADA requirements.](#)
61. 6.13.10 i. Railings shall have horizontally proportioned top rails and vertically proportioned bottom rails (except metal railings), with the bottom rails clearing the floor. Pickets shall be centered on the rails and spaced no farther apart than permitted by the

IBC. Balustrades shall be in accordance with the American Vignola, or with an alternative design that may be approved by Warrant.

62. 6.13.10 k. Screens are permitted on stoops and porches at Frontages.

63. 6.13.11 a. Warrants granted by the Planning Director are presumed for HVAC equipment, utility meters, ~~satellite dishes,~~ permanent grills, ~~window air conditioning units and~~ and other mechanical equipment ~~shall~~that are visible from Frontages, but shall be screened, when supported by findings of fact, particularly if consistent with other previously approved projects within the PUD. Window ~~air conditioning units and satellite dishes may~~ not be ~~located at~~visible from Frontages ~~except as otherwise provided for in Section 6.13.11 b of the Leander SmartCode, as modified below. Mechanical. Warrants granted by the Planning Director are presumed for mechanical~~ equipment ~~shall not~~that vent to Frontages ~~except make up air grilles utilizing decorative grilles or screens compatible with the buildings architectural character may be permitted in, when supported by findings of fact, particularly if consistent with other previously approved projects within the PUD, and reasonable efforts will be used to match appearance of venting material to the frontadjacent façade of ground floor space for retail or retail convertible spaces~~paint or surface color. Water meters are permitted to be flush with the ground Frontages.

64. 6.13.11 b. ~~Site~~Warrants granted by the Planning Director are presumed for site utility structures located above the surface, such as transformers, ~~shall not be~~that are located in front of the building, when supported by findings of fact, particularly if consistent with other previously approved projects within the PUD. Above-surface utility structures, ~~located in locations other than in front of the building,~~ shall be screened from Frontages using landscaping or fences, hedges or walls. Utility boxes and conduits on exterior walls shall be painted to match the wall or their visibility otherwise minimized. Meter rooms and utility vaults that meet the requirements of the Leander SmartCode, as modified by this PUD Ordinance, may be permitted if approved by the provider(s) of the applicable utility service(s).

65. Water quality ponds may be constructed with earthen berms, engineered gravity walls comprised of concrete and stone materials, stone (including but not limited to ledgerstone, fieldstone, or cast stone), and textured or stamped (irrespective of color) flat concrete for elements that may need to be cast in place such as splitter boxes or bridge abutments as approved by the City Engineer. The interior of splitter boxes may be concrete only material as approved by the City Engineer.

66. Blocks A and B are restricted from multifamily use unless that use is approved by the Planning Director as the highest and best use for development.

B. Lots within the PUD shall comply with the requirements the Leander SmartCode, as modified by this PUD Ordinance. For clarity, but without limiting the generality of the foregoing, the requirements of Section 45(b)(8), (9), (10), (11), (12) and (15) of the City's Subdivision Ordinance shall not apply to the PUD.

- C. The blocks within the PUD may be platted as one or more lots and the maximum lot width requirements of the Leander SmartCode shall not apply.
- D. The attached modified Building Function Table 6E and Specific Function & Use Table 6F attached as **Exhibit “G”** shall apply within the PUD.

VII. DEFINITIONS OF TERMS

- A. ~~A.~~ **8.1 Accessory Use:** Uses customarily incidental to any permitted primary use, including without limitation, kiosks, leasing offices, fitness centers, spas, restaurants, conference or meeting centers, community centers or halls, carriage houses, private garages, storage buildings, or sheds. Accessory uses for a hotel include a cocktail lounge or bar.
- ~~B. — 8.1~~
- B. **8.1 Common Area Space** is to be defined as private multifamily or condominium amenities, to potentially include: leasing office, clubroom, lobby, conference center, co-working space, fitness center, or business center.
- C. **8.1 Retail and Commercial** are equal in definition and specifically include premises available for the sale of goods or services. The Retail definition does not include Lodging as it relates to Chapter 6 requirements. The Commercial definition includes live/work units.
- D. **8.1 Single Family Attached Use:** Single-family dwelling units comprised of 3 or more adjacent units that share a common wall or walls between any 2 units. Single Family Attached Use includes townhouses and duplexes.

VIII. SUBDIVISION ORDINANCE AND ROADWAY ADEQUACY STANDARDS

- A. Any Subdivision Plat or Site Development Plan submitted for the phases of the development of the PUD that comply with the requirements of this PUD Ordinance shall be deemed to have satisfied the requirements of Chapter 10, Exhibit A (Subdivision Regulations) of the City’s Code of Ordinances, and the improvements associated with this PUD meet the requirements of the Roadway Adequacy Regulations of Article 10.03 of the City’s Code of Ordinances.
- B. Section 40 (c) Coordinated Design.
 - (2) The street system reflected in the Land Use Plan attached hereto as **Exhibit “C”** has been designed to safely and efficiently service multiple modes of transportation including automobiles, bicycles, and pedestrians, and is designed for a hierarchical increase in capacity based on land use. To avoid concentration of traffic on individual thoroughfares, streets have been designed as a connective network that allows traffic to be disbursed onto many streets. Similarly, the blocks served by the street network should have multiple points of access to disperse vehicles as well as provide multiple

access points for pedestrians from the center of blocks to the surrounding streets. Street design, including lane widths, should be designed to encourage slower travel speeds for the safety of pedestrians and bicyclists.

- (4) The PUD includes a mix of uses and at varying densities in close proximity in order to create an attractive and walkable environment that offers residents and visitors an array of options within easy walking distance. To that end, differing uses and densities will be located within the same block, with similar uses and densities located opposite each other along portions of individual streets.

C. Section 42(b) Policy. Except as modified by this PUD Ordinance, as the same may be amended for a specific area or thoroughfare, all transportation improvements within the PUD shall be designed in accordance with the City's Transportation Plan, the City of Austin's Transportation Criteria Manual (as ~~currently~~the same may be amended from time to time, save and except those provisions as excepted in Section 42(b)(1); provided at the option of the owner, all transportation improvements within the PUD may be designed in accordance with the same standards used for the design and construction of the then existing transportation improvements within the PUD), and the Leander SmartCode.

D. Section 42(c) Street Lighting. Street lighting shall be installed by the developer for all new streets within the PUD, and may be designed and constructed in accordance with the modified Standard Lighting Pole Detail #402-I attached hereto as **Exhibit "H"**. Any alternate street light fixture will be submitted with the Construction Plans application or with the Site Development Plan application for review by the Planning Director.

E. Section 42(d) Street Signage. Street signs shall be installed by the developer at all intersections within and immediately adjacent to the PUD, and street signs may be designed and constructed to allow street identification signage to be mounted separately from the traffic control signage. Alternate street signs will be submitted with the Construction Plans application or with the Site Development Plan application for review by the Planning Director.

F. Section 45(b)(11) Corner Lots.

- (ii) Corner lots shall be allowed access from all adjacent streets regardless of classification and the provisions of Section 45(b)(11)(ii) shall not apply within the PUD.
- (iii) Corner residential lots shall be a minimum of 5 feet wider than the average interior lot within the same block.

G. Section 45(b)(i) Building Setback Lines. The building setback lines are not required to be shown on the plat, but if shown, shall conform to the requirements of the Leander SmartCode, as modified by this PUD Ordinance.

Plotted By: Wilkins, Bradley Date: August 05, 2024 05:37:09pm File Path: K:\AUS_civil\069298102-Northline Master Subdivision\06a\Plan Sheets - Concept Plan.dwg
This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kinley-Horn and Associates, Inc. shall be without liability to Kinley-Horn and Associates, Inc.



- NOTES:
- THIS CONCEPTUAL SITE LAYOUT AND LAND USE PLAN IS CONCEPTUAL AND DOES NOT CONSTITUTE PLAT OR SITE PLAN APPROVAL. SITE DEVELOPMENT PLANS WILL BE SUBMITTED TO THE CITY FOR REVIEW AS PROVIDED IN THE PUD ORDINANCE.
 - APPROVAL OF THE CONCEPT PLAN DOES NOT CONSTITUTE STREET NAME APPROVAL. STREET NAMES ARE REVIEWED AT TIME OF PRELIMINARY PLAT.
 - THE EXISTING OPEN CHANNEL ALONG 183A TOLL WILL BE TRANSITIONED TO CLOSED CONDUIT. ANY STREET CONNECTION TO 183A TOLL ROAD FRONTAGE ROAD REQUIRES CTRMA APPROVAL.
 - PHASING TO BE DONE AS PROVIDED IN THE PUD ORDINANCE.
 - PARK AND CIVIC SPACES TO BE PROVIDED AS DESCRIBED IN THE PUD ORDINANCE.
 - TIA FEES ARE NOT REQUIRED PER THIS PUD.
 - NORTHLINE PUD; SECTORS: S2-STATION SECTOR, WITH A PORTION CHANGING FROM S1-GENERAL SECTOR TO S2-STATION SECTOR; TRANSECT ZONES T4, T5 AND T6
 - THE BOUNDARY STREET IMPROVEMENT FEES OTHERWISE REQUIRED FOR SAN GABRIEL PARKWAY, OR ANY OTHER STREET LOCATED WITHIN OR ADJACENT TO THE NORTHLINE PUD WILL BE REQUIRED UNLESS A DEVELOPMENT AGREEMENT WAIVES THE FEES.
 - LOTS SHOWN ON ADJACENT ACC PROPERTY ARE PRELIMINARY & NOT YET PLATTED.
 - ALLEY BREAK, PRIVATE DRIVE, OR PEDESTRIAN PASSAGE TO OCCUR ALONG SOUTH FACE OF BLOCK X TO MAINTAIN THE INTENT OF THE SMARTCODE. EXACT LOCATION TO BE DETERMINED BY OWNER.
 - ALLEY BREAK, PRIVATE DRIVE, OR PEDESTRIAN PASSAGE TO OCCUR ALONG SOUTH FACE OF BLOCK J TO MAINTAIN THE INTENT OF THE SMARTCODE. EXACT LOCATION TO BE DETERMINED BY OWNER. ALTERNATIVELY, THE BLOCK COULD BE DIVIDED BY A PUBLIC STREET AND/OR A PORTION OF THE BLOCK COULD BE ADDED TO THE AREA REMOVED FROM THE NORTHLINE PUD.

LEGEND

	T6 URBAN CORE ZONE	(60.17%)
	T5 URBAN CENTER ZONE	(25.73%)
	T4 URBAN CENTER ZONE	(14.09%)
	CIVIC SPACE (18.79% OF TOTAL AREA)	16.23 ACRES
TOTAL AREA: 86.38 ACRES* (100.00%)		
	EXISTING PROPERTY LINE	
	EASEMENT	
	PROPOSED THOROUGHFARE (R.O.W.)	
	FLOW LINE	
	SIDEWALK	
	PROPOSED SECONDARY TRAIL	
	100 YEAR FLOODPLAIN PROPOSED (POST FEMA MAP REVISION)	
	100 YEAR FLOODPLAIN EXISTING	
	CONTOUR (GRADE) ELEVATION 1'-0" INCREMENT	
	PROPOSED INTERSECTION AT EXISTING STREET	

*NOTE: FINAL ACREAGE SUBJECT TO CHANGE PENDING COORDINATION WITH APPROVED STREET SECTIONS

BLOCK ID	TRANSECT ZONES
BLOCK A	T5, T6
BLOCK B	T5, T6
BLOCK E	T4, T5
BLOCK F	T4, T5, T6
BLOCK I	T6
BLOCK J	T6
BLOCK L	T4, T5
BLOCK M	T4, T5
BLOCK N	T5, T6
BLOCK O	T5, T6
BLOCK P	T5, T6
BLOCK R	T4, T5
BLOCK S	T6
BLOCK T	T5, T6
BLOCK U	T5, T6
BLOCK V	T4, T5
BLOCK W	T4, T5
BLOCK X	T5, T6
BLOCK Y	T6

CONCEPT PLAN,
CONCEPTUAL SITE
LAYOUT AND
LAND USE PLAN

NORTHLINE
CONCEPT PLAN
EXHIBIT C

CITY OF LEANDER
WILLIAMSON COUNTY, TEXAS

CP-24-003

Kimley»Horn

10814 JOLLYVILLE ROAD AVALON IV SUITE 200 AUSTIN, TX 78759
PHONE: 512-418-1771 FAX: 512-418-1791
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TPE Firm No. 928

8/5/2024

KHA PROJECT
069421800

DATE
AUGUST 2024

SCALE: AS SHOWN

DESIGNED BY: BMW

DRAWN BY: JML

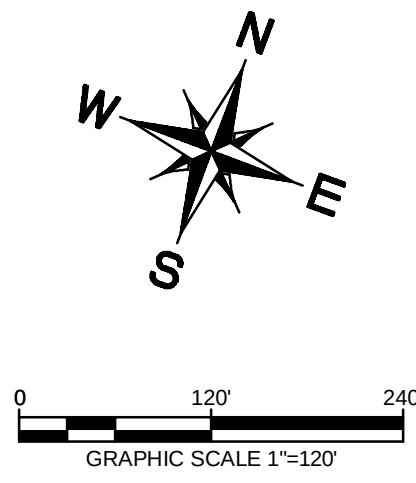
CHECKED BY: BMW

REVISIONS

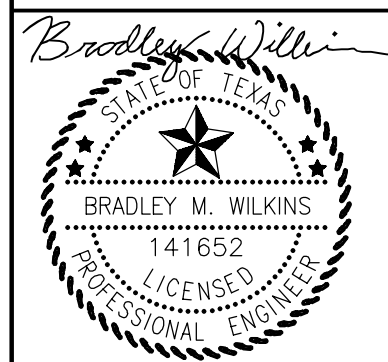
DATE

BY

6 Page 260 of 349

[illegible]

Kimley»»Horn
10814 JOLLYVILLE ROAD AVALON IV SUITE 200 AUSTIN, TX 78759
PHONE: 512-418-1771 FAX: 512-418-1791
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TBPE Firm No. 928



10/28/2024
KHA PROJECT 068588069
DATE OCTOBER 2024
SCALE: AS SHOWN
DESIGNED BY: BMW
DRAWN BY: JML
CHECKED BY: BMW

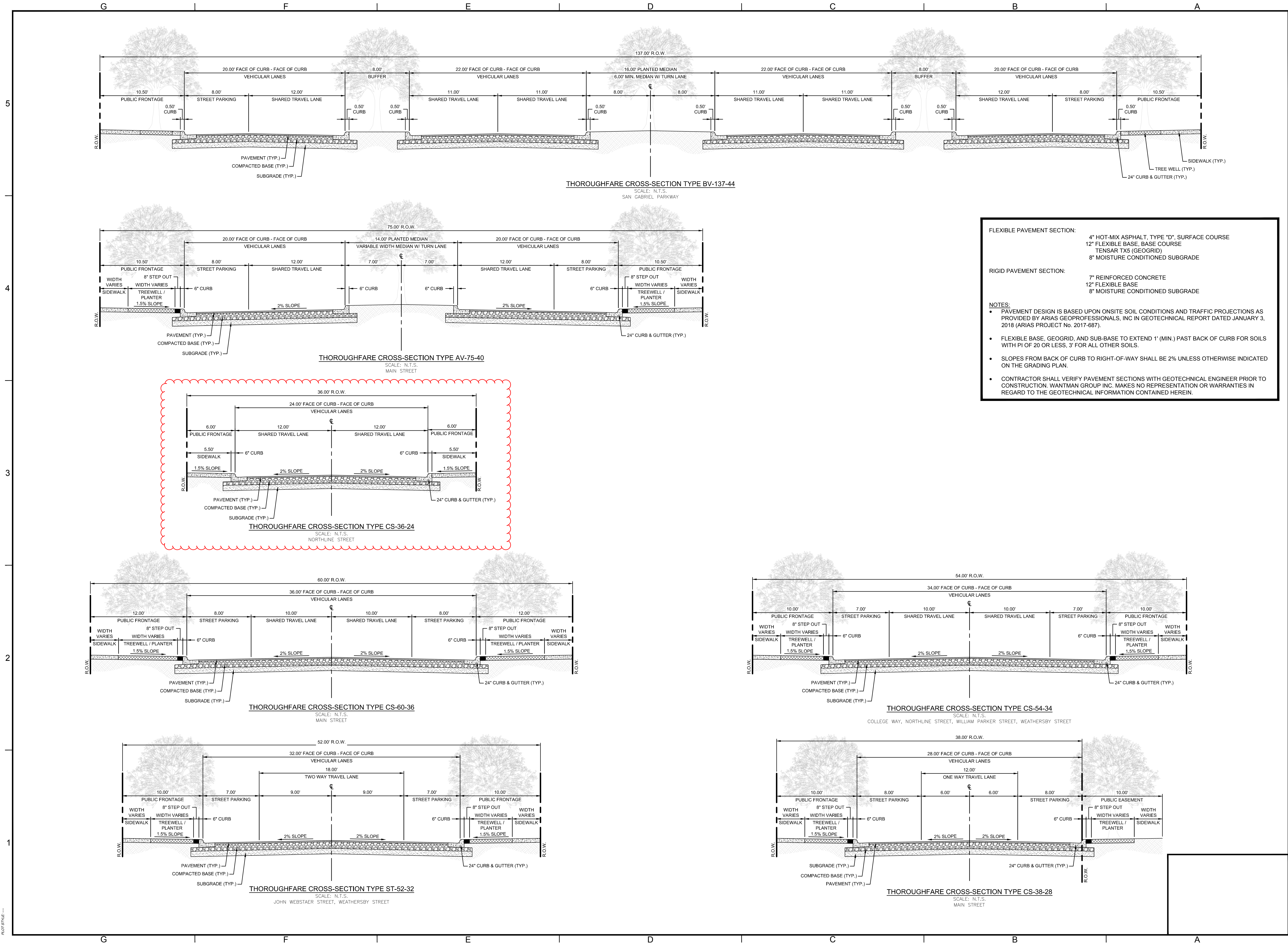
EXHIBIT C-2
OPTIONAL SITE
AREA EXHIBIT

NORTHLINE
CITY OF LEANDER
WILLIAMSON COUNTY, TEXAS

Plotted By: Wilkins, Bradley
 Date: October 28, 2024 04:51:29pm
 File Path: K:\US_Civil\069298102-Northing Master Subdivision\CadPlan Sheets - Concept_Plan\Referral Site Area Exhibit.dwg
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FILE NAME: 3074268 - 15 OVERALL ROADWAY PLAN.DWG
LAST MODIFIED BY: PATRICK WOODS
LAST MODIFIED DATE: 11/11/2024 11:54 AM
PLOT DATE: 11/11/2024 11:54 AM
PLOT BY: NONE



FLEXIBLE PAVEMENT SECTION:

- 4" HOT-MIX ASPHALT, TYPE "D", SURFACE COURSE
- 12" FLEXIBLE BASE, BASE COURSE
- TENSAR TX5 (GEOGRID)
- 8" MOISTURE CONDITIONED SUBGRADE

RIGID PAVEMENT SECTION:

- 7" REINFORCED CONCRETE
- 12" FLEXIBLE BASE
- 8" MOISTURE CONDITIONED SUBGRADE

NOTES:

- PAVEMENT DESIGN IS BASED UPON ONSITE SOIL CONDITIONS AND TRAFFIC PROJECTIONS AS PROVIDED BY ARIAS GEOPROFESSIONALS, INC IN GEOTECHNICAL REPORT DATED JANUARY 3, 2018 (ARIAS PROJECT No. 2017-687).
- FLEXIBLE BASE, GEOGRID, AND SUB-BASE TO EXTEND 1' (MIN.) PAST BACK OF CURB FOR SOILS WITH PI OF 20 OR LESS, 3' FOR ALL OTHER SOILS.
- SLOPES FROM BACK OF CURB TO RIGHT-OF-WAY SHALL BE 2% UNLESS OTHERWISE INDICATED ON THE GRADING PLAN.
- CONTRACTOR SHALL VERIFY PAVEMENT SECTIONS WITH GEOTECHNICAL ENGINEER PRIOR TO CONSTRUCTION. WANTMAN GROUP INC. MAKES NO REPRESENTATION OR WARRANTIES IN REGARD TO THE GEOTECHNICAL INFORMATION CONTAINED HEREIN.

NOT AUTHORIZED FOR
CONSTRUCTION PRIOR TO
FORMAL CITY APPROVAL

FIRM NO. F-15085



WGL Inc.

5710 W. HAUSMAN RD. SUITE 115 SAN ANTONIO, TEXAS 78249

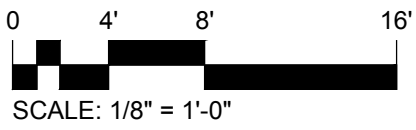
NORTHLINE - PHASE 1
SWC 183A & SAN GABRIEL PARKWAY
LEANDER, WILLIAMSON COUNTY, TEXAS 78641

TYPICAL STREET SECTIONS

PROJECT:

SHEET
20
20 OF 172
PLAT NO.

Page 263 of 349



NORTHLINE PUD

SWC 183A &
SAN GABRIEL PARKWAY
LEANDER, WILLIAMSON
COUNTY, TEXAS

OWNER/MASTER DEVELOPER:

AREA LEANDER 1 LP
2501 TARRYHILL PLACE
AUSTIN, TEXAS 78703
ATYNBERG@TYNBERG.COM
CONTACT: ALEX TYNBERG

LAND USE ATTORNEY:

GRAVES DOUGHERTY HEARON &
MOODY
401 CONGRESS AVENUE
SUITE 2200
AUSTIN, TEXAS 78701
(512) 480-5600
CONTACT: R. ALAN HAYWOOD

MASTER PLANNER:

DAVID M. SCHWARZ ARCHITECTS
1707 L ST NW SUITE 400
WASHINGTON, DC 20002
(202) 862-0777
CONTACT: MICHAEL SWARTZ, AIA

ENGINEER:

BIG RED DOG ENGINEERING |
CONSULTING
2021 EAST 5TH ST. SUITE 200 (OFFICE)
815-A BRAZOS ST. #219 (MAIL)
AUSTIN, TX 78701
(512) 669-5560
CONTACT: BAILEY HARRINGTON, P.E.

SURVEYOR:

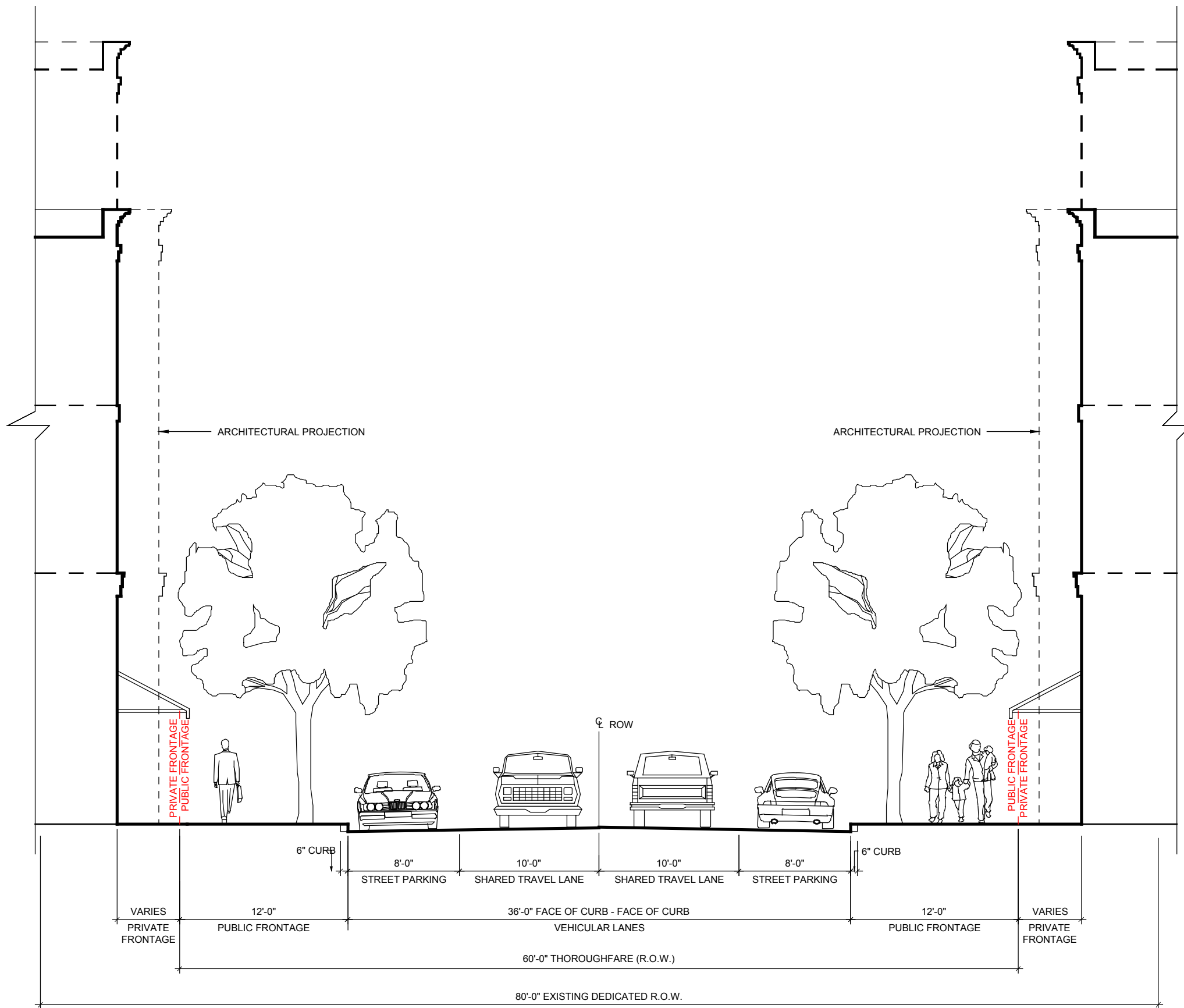
4WARD LAND SURVEYING
2201 WOODWARD ST. STE. 2201
AUSTIN, TEXAS 78744
(512) 537-2384
CONTACT: JASON WARD, R.P.L.S.

LANDSCAPE ARCHITECT:

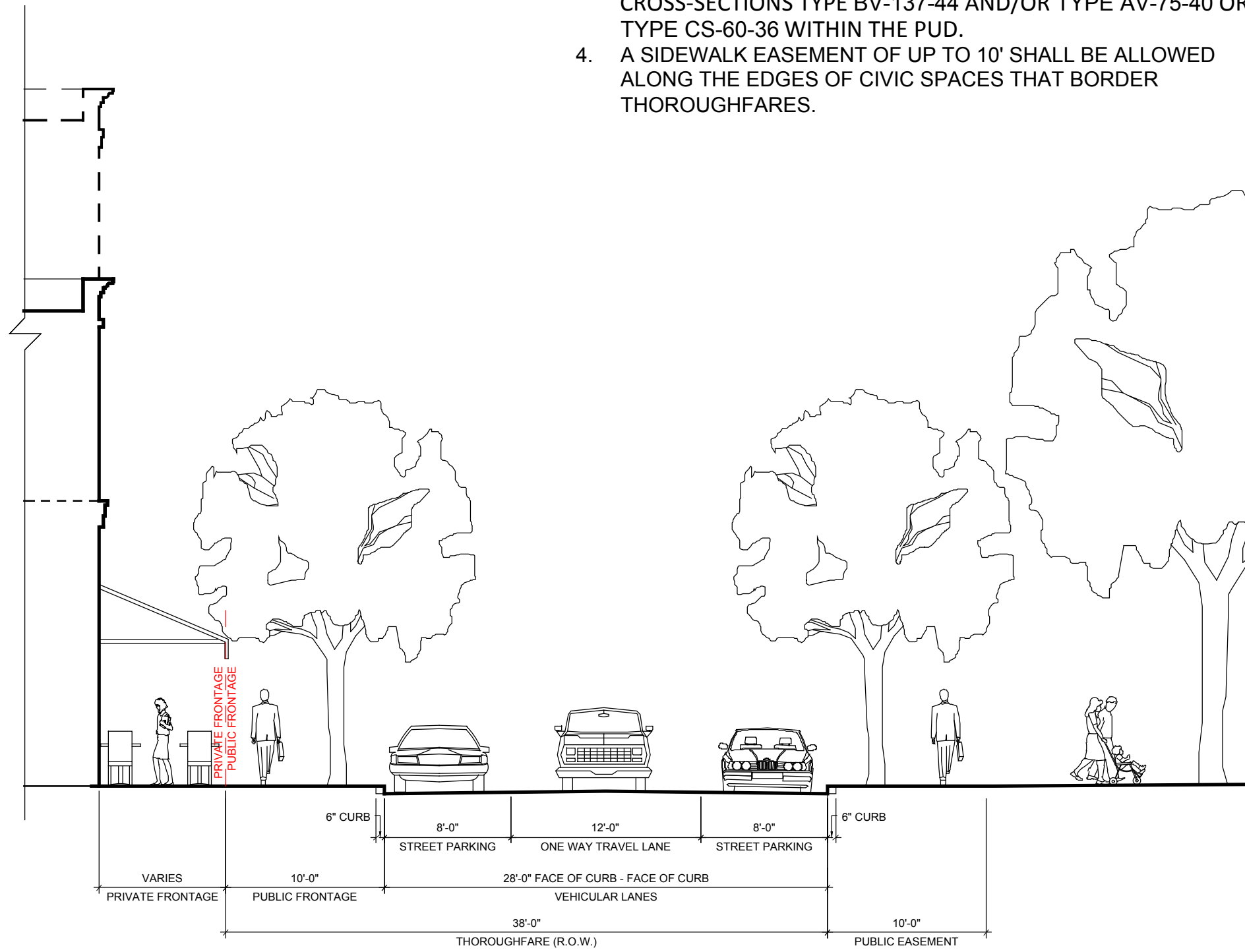
DESIGN WORKSHOP
800 BRAZOS STREET, SUITE 490
AUSTIN, TEXAS 78701
(512) 499-0222
CONTACT: LAURA BRYANT

NOTE:

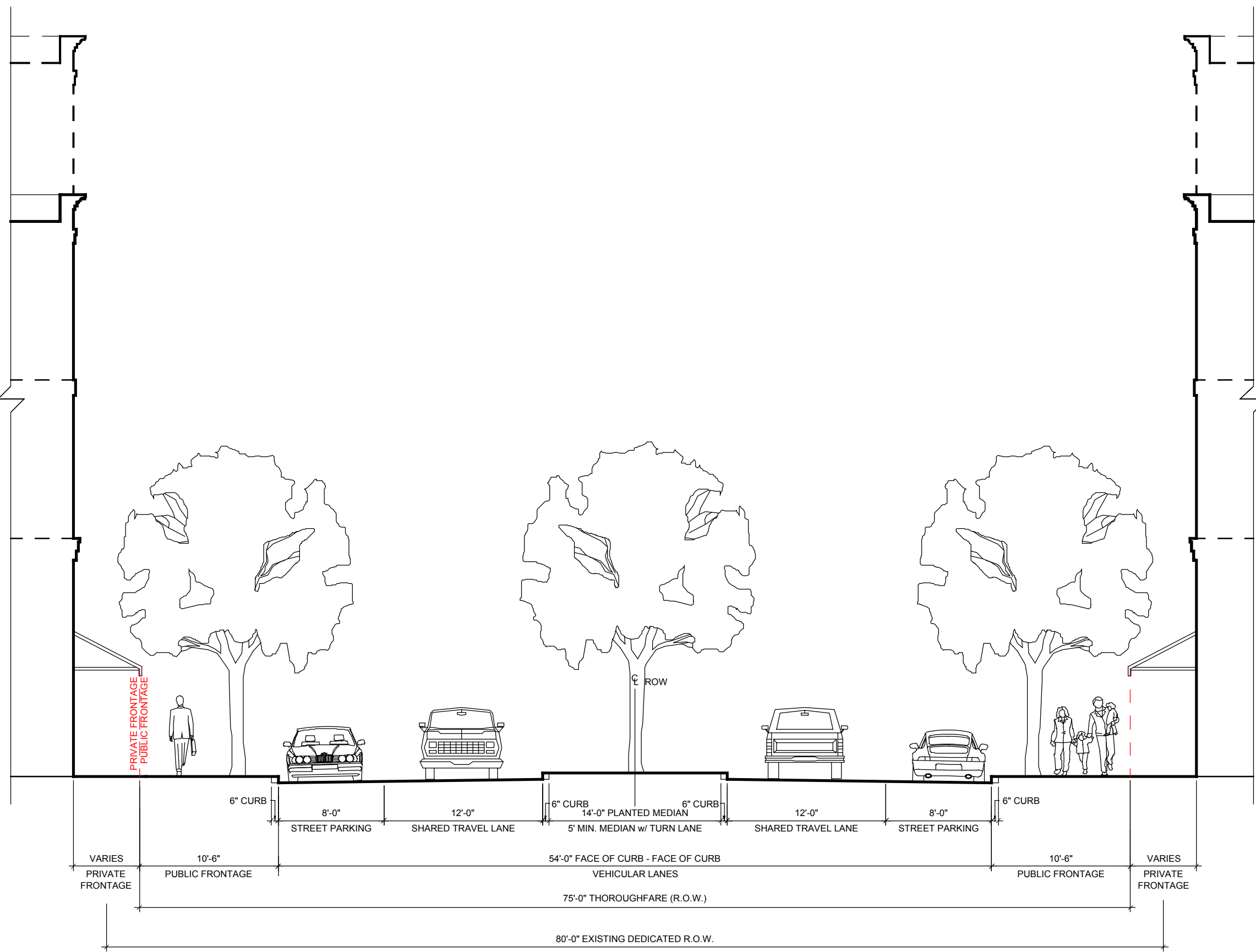
- ALL ROADWAY DIMENSIONS ARE MEASURED TO FACE OF CURB. ON-STREET PARKING SPACES ARE MEASURED TO INCLUDE ANY GUTTER LOCATED ALONG THE CURB.
- PARKING SHALL BE PERMITTED ALONG COLLECTOR AND ARTERIAL ROADWAYS THAT PROVIDE EITHER TYPE II OR TYPE III BIKEWAYS AS DEFINED WITHIN THE AUSTIN TRANSPORTATION CRITERIA MANUAL SECTION 7.2.2.
- AN 11-FOOT TO 12-FOOT WIDE SHARED TRAFFIC LANE MAY ACCOMMODATE A TYPE III BIKEWAY WITHIN THOROUGHFARE CROSS-SECTIONS TYPE BV-137-44 AND/OR TYPE AV-75-40 OR TYPE CS-60-36 WITHIN THE PUD.
- A SIDEWALK EASEMENT OF UP TO 10' SHALL BE ALLOWED ALONG THE EDGES OF CIVIC SPACES THAT BORDER THOROUGHFARES.



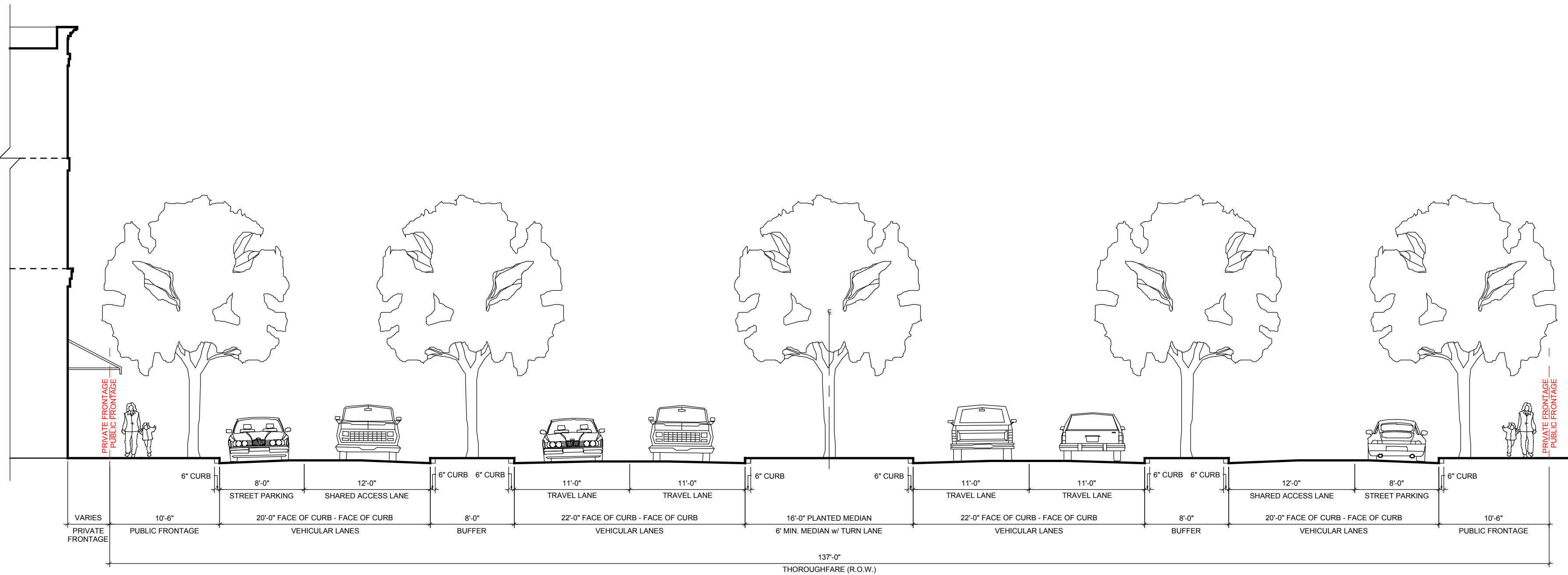
THOROUGHFARE CROSS-SECTION TYPE CS-60-36 4
1/8" = 1'-0" X-D5



THOROUGHFARE CROSS-SECTION TYPE CS-38-28 3
1/8" = 1'-0" X-D5



THOROUGHFARE CROSS-SECTION TYPE AV-75-40 2
1/8" = 1'-0" X-D5



THOROUGHFARE CROSS-SECTION TYPE BV-137-44 1
NOTE: EXISTING CENTERLINE OF ROW IS MAINTAINED.
1/8" = 1'-0" X-D5

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PUD

NOT FOR CONSTRUCTION

ISSUED: MAY 16, 2018

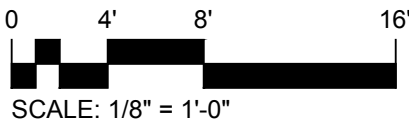
SHEET TITLE:

EXHIBIT D

THOROUGHFARE CROSS SECTIONS (1 OF 2)

SHEET NO.:

5



NOTE:

1. ALL ROADWAY DIMENSIONS ARE MEASURED TO FACE OF CURB. ON-STREET PARKING SPACES ARE MEASURED TO INCLUDE ANY GUTTER LOCATED ALONG THE CURB.
2. PARKING SHALL BE PERMITTED ALONG COLLECTOR AND ARTERIAL ROADWAYS THAT PROVIDE EITHER TYPE II OR TYPE III BIKEWAYS AS DEFINED WITHIN THE AUSTIN TRANSPORTATION CRITERIA MANUAL SECTION 7.2.2.
3. AN 11-FOOT TO 12-FOOT WIDE SHARED TRAFFIC LANE MAY ACCOMMODATE A TYPE III BIKEWAY WITHIN THOROUGHFARE CROSS-SECTIONS TYPE BV-137-44 AND/OR TYPE AV-75-40 OR TYPE CS-60-36 WITHIN THE PUD.
4. A SIDEWALK EASEMENT OF UP TO 10' SHALL BE ALLOWED ALONG THE EDGES OF CIVIC SPACES THAT BORDER THOROUGHFARES.

NORTHLINE PUD

SWC 183A &
SAN GABRIEL PARKWAY
LEANDER, WILLIAMSON
COUNTY, TEXAS

OWNER/MASTER DEVELOPER:

AREA LEANDER 1 LP
2501 TARRYHILL PLACE
AUSTIN, TEXAS 78703
ATYNBERG@TYNBERG.COM
CONTACT: ALEX TYNBERG

LAND USE ATTORNEY:

GRAVES DOUGHERTY HEARON &
MOODY
401 CONGRESS AVENUE
SUITE 2200
AUSTIN, TEXAS 78701
(512) 480-5600
CONTACT: R. ALAN HAYWOOD

MASTER PLANNER:

DAVID M. SCHWARZ ARCHITECTS
1707 L ST NW SUITE 400
WASHINGTON, DC 20002
(202) 862-0777
CONTACT: MICHAEL SWARTZ, AIA

ENGINEER:

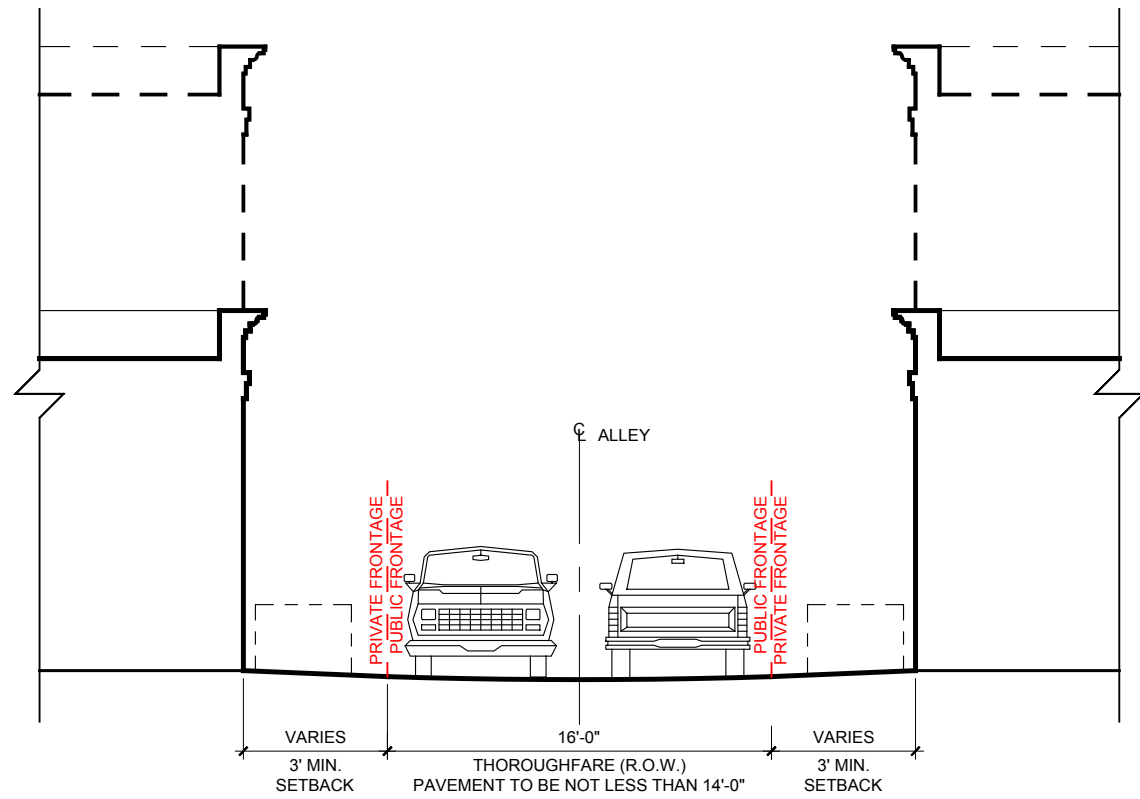
BIG RED DOG ENGINEERING |
CONSULTING
2021 EAST 5TH ST, SUITE 200 (OFFICE)
815-A BRAZOS ST, #219 (MAIL)
AUSTIN, TX 78701
(512) 669-5560
CONTACT: BAILEY HARRINGTON, P.E.

SURVEYOR:

4WARD LAND SURVEYING
2201 WOODWARD ST, STE. 2201
AUSTIN, TEXAS 78744
(512) 537-2384
CONTACT: JASON WARD, R.P.L.S.

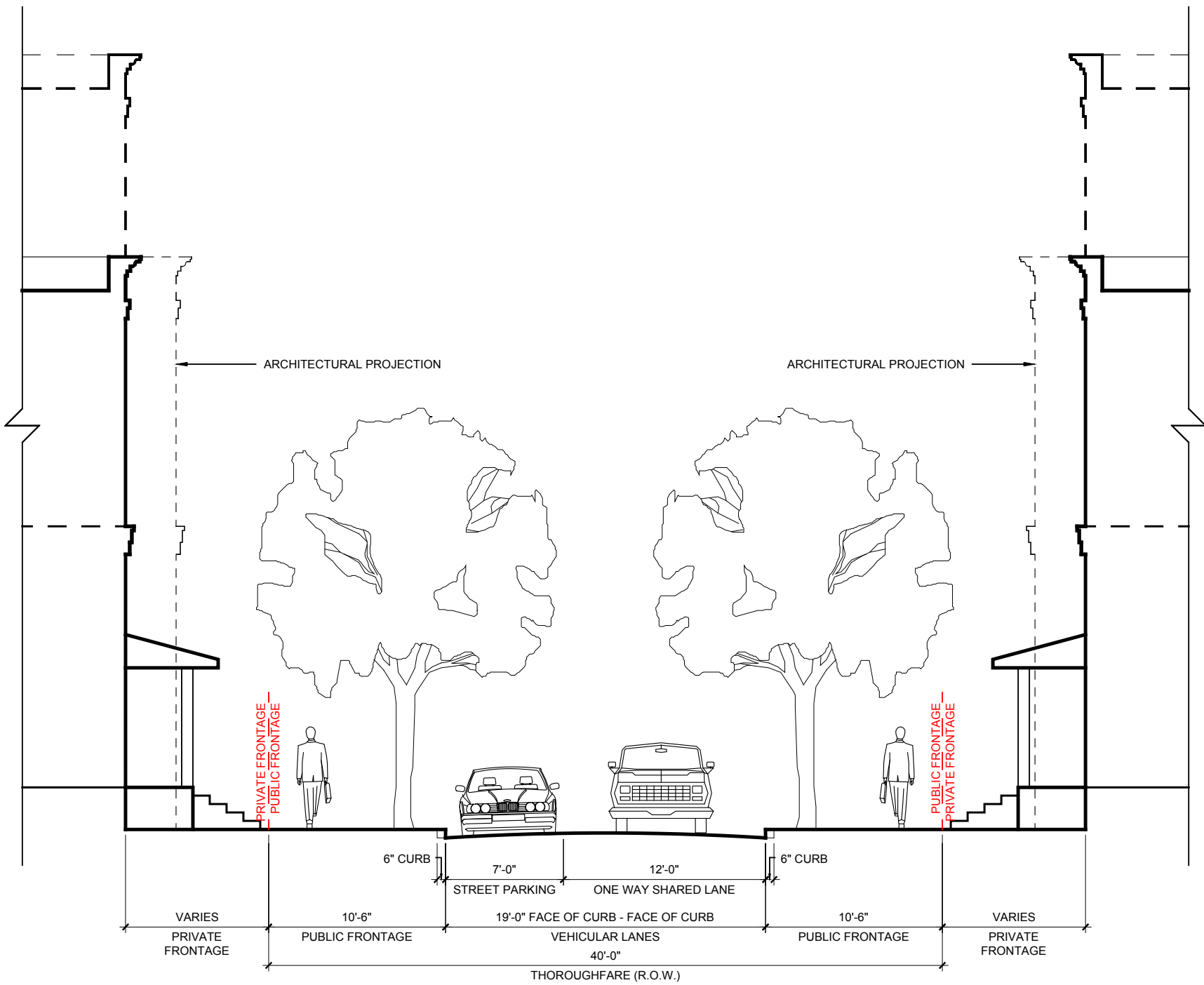
LANDSCAPE ARCHITECT:

DESIGN WORKSHOP
800 BRAZOS STREET, SUITE 490
AUSTIN, TEXAS 78701
(512) 499-0222
CONTACT: LAURA BRYANT



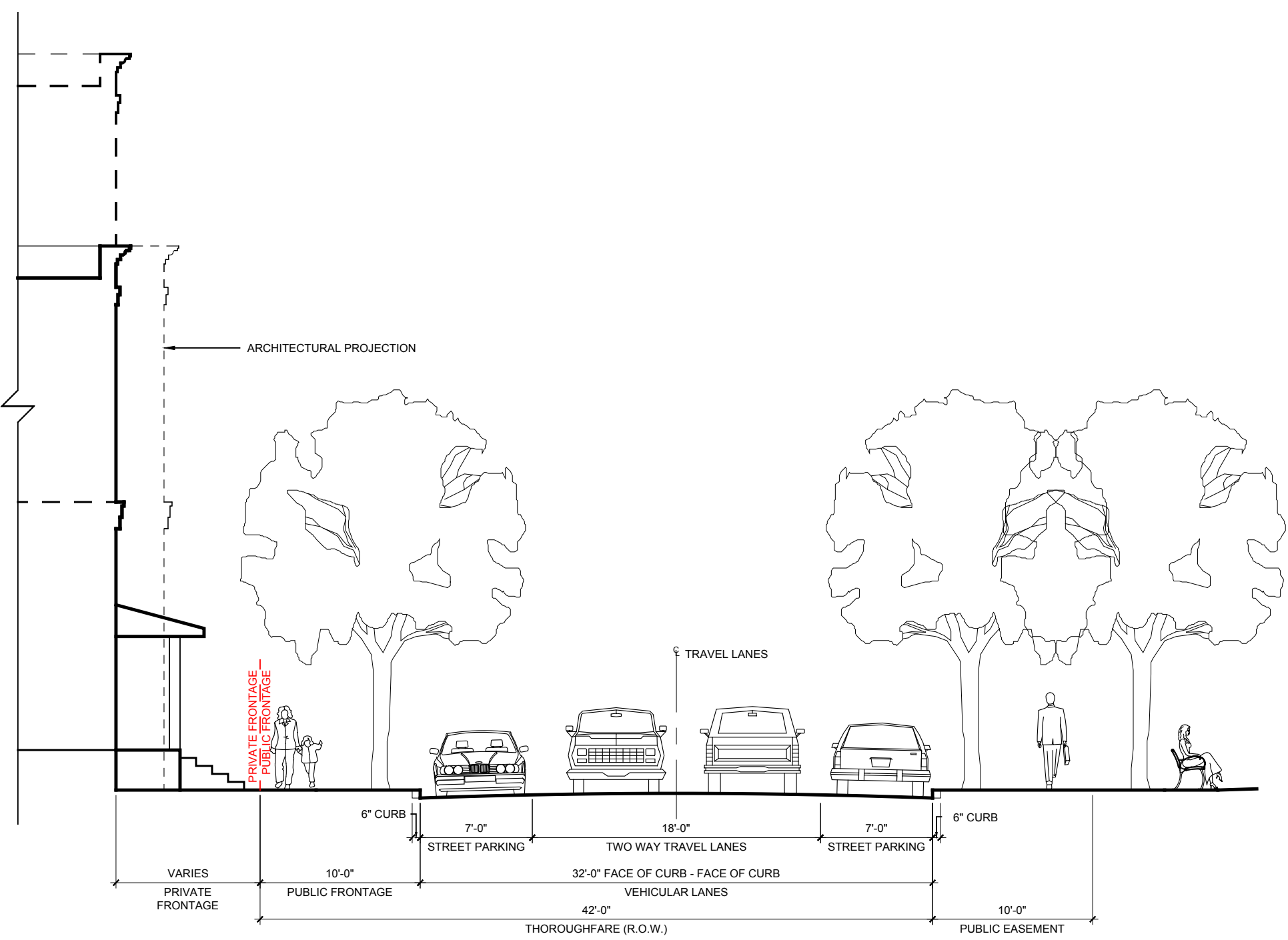
THOROUGHFARE CROSS-SECTION TYPE RA-16-16

1/8" = 1'-0" 5 X-D6



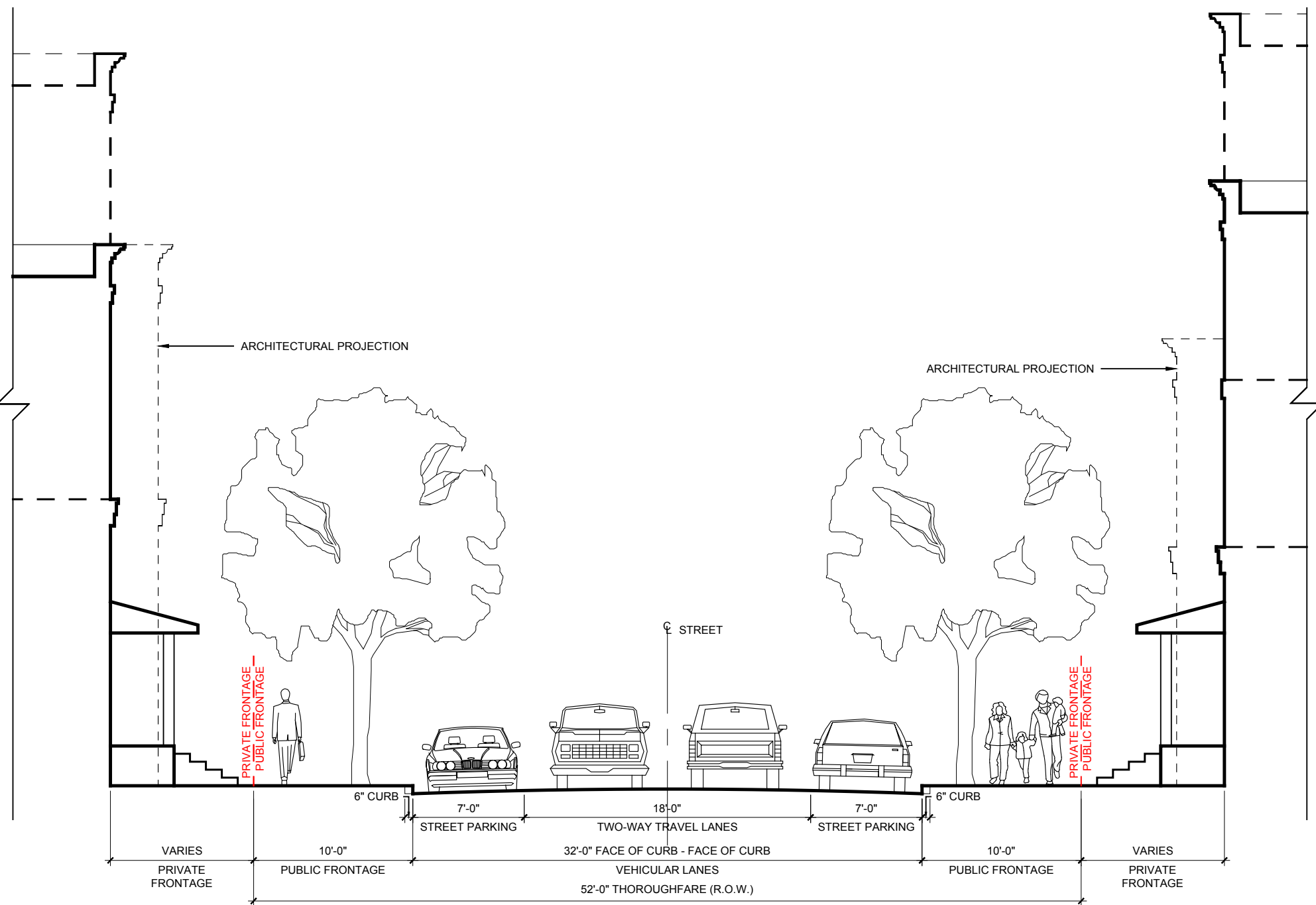
THOROUGHFARE CROSS-SECTION TYPE ST-40-19

1/8" = 1'-0" 4 X-D6



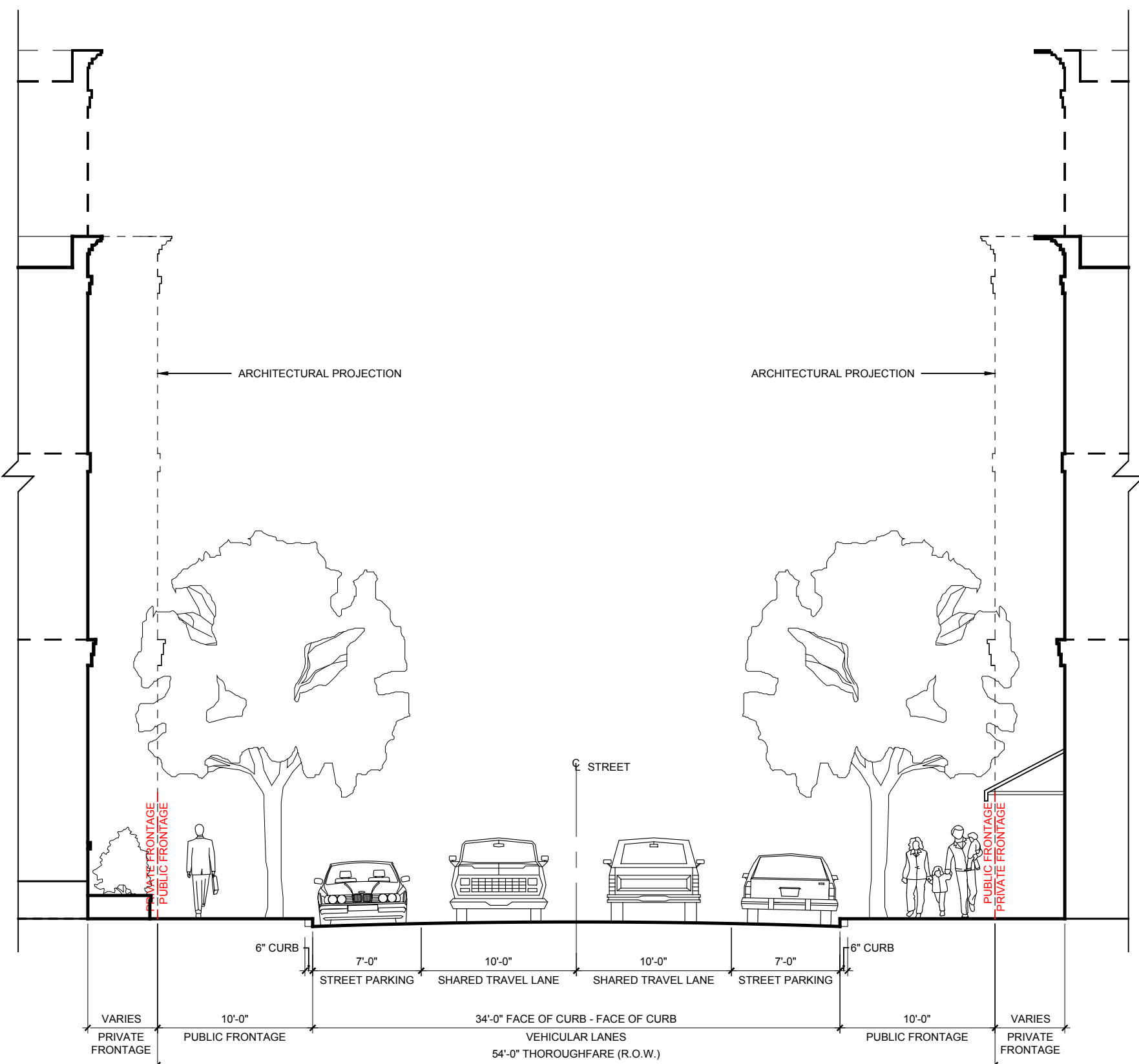
THOROUGHFARE CROSS-SECTION TYPE ST-42-32

1/8" = 1'-0" 3 X-D6



THOROUGHFARE CROSS-SECTION TYPE ST-52-32

1/8" = 1'-0" 2 X-D6



THOROUGHFARE CROSS-SECTION TYPE CS-54-34

1/8" = 1'-0" 1 X-D6

Design Documents have been prepared solely for the limited purpose of establishing the Project's aesthetic architectural design intent. The Design Documents shall not be used for construction, permitting, or any other use inconsistent with the limited purpose of establishing aesthetic architectural design intent. Any dimensional or technical information contained in the Design Documents is provided solely for illustrative purposes and shall not be relied upon. Any use of the Design Documents for purposes other than establishing the Project's aesthetic architectural design intent shall be at user's sole risk and without liability to the Design Architect. Further, to the extent permitted by law, any use of these Design Documents constitutes an agreement by the user to indemnify and hold harmless the Design Architect and its officers, directors, employees and consultants from all damages, liability, costs, and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such damages, liability, costs and expenses arise from use of the Design Documents for purposes other than establishing the Project's aesthetic architectural design intent. Any use of these Design Documents for any purpose constitutes acceptance of the above terms and conditions by the user.

These drawings, specifications, and other documents, (the Documents) including electronic versions thereof and the ideas, design and arrangements represented thereby, are and shall remain the property of David M. Schwarz Architects, Inc. as defined by applicable contractual agreements (the Agreements) and as protected by the copyright statutes of the United States. Use of the Documents shall be strictly limited to the project for which they were prepared and developed (the Project) per the terms of the Agreements. No part of the Documents shall be copied, disclosed to others, or used in connection with any other work or project, or by any other persons for any other purposes, other than the completion of the Project without the specific written authorization of David M. Schwarz Architects, Inc. The downloading, opening, or viewing of electronic versions of the Documents or visual contact with any printed form thereof shall constitute conclusive evidence of acceptance of these restrictions.

PUD

NOT FOR CONSTRUCTION

ISSUED: MAY 16, 2018

SHEET TITLE:
EXHIBIT D
THOROUGHFARE CROSS
SECTIONS (2 OF 2)

SHEET NO.:
6

NORTHLINE PUD

SWC 183A &
SAN GABRIEL PARKWAY
LEANDER, WILLIAMSON
COUNTY, TEXAS

OWNER/MASTER DEVELOPER:

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AUSTIN, TEXAS 78703
ATYNBERG@TYNBERG.COM
CONTACT: ALEX TYNBERG

LAND USE ATTORNEY:

GRAVES DOUGHERTY HEARON &
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SUITE 2200
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MASTER PLANNER:

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CONTACT: MICHAEL SWARTZ, AIA

ENGINEER:

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CONSULTING
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PUD

NOT FOR CONSTRUCTION

ISSUED: MAY 22, 2018

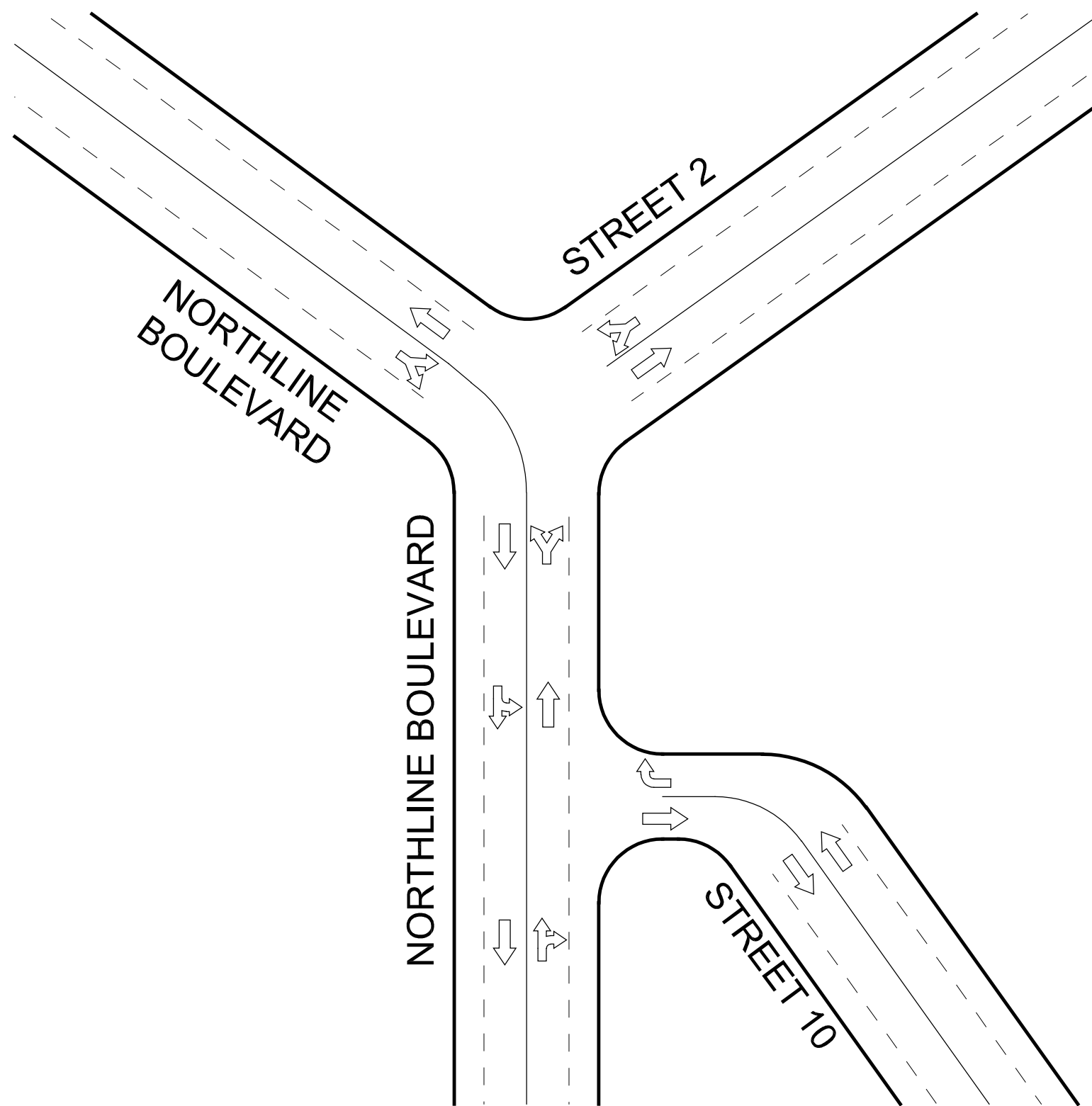
SHEET TITLE:

EXHIBIT D

ATYPICAL
THOROUGHFARE
INTERSECTION
CONFIGURATIONS

SHEET NO.:

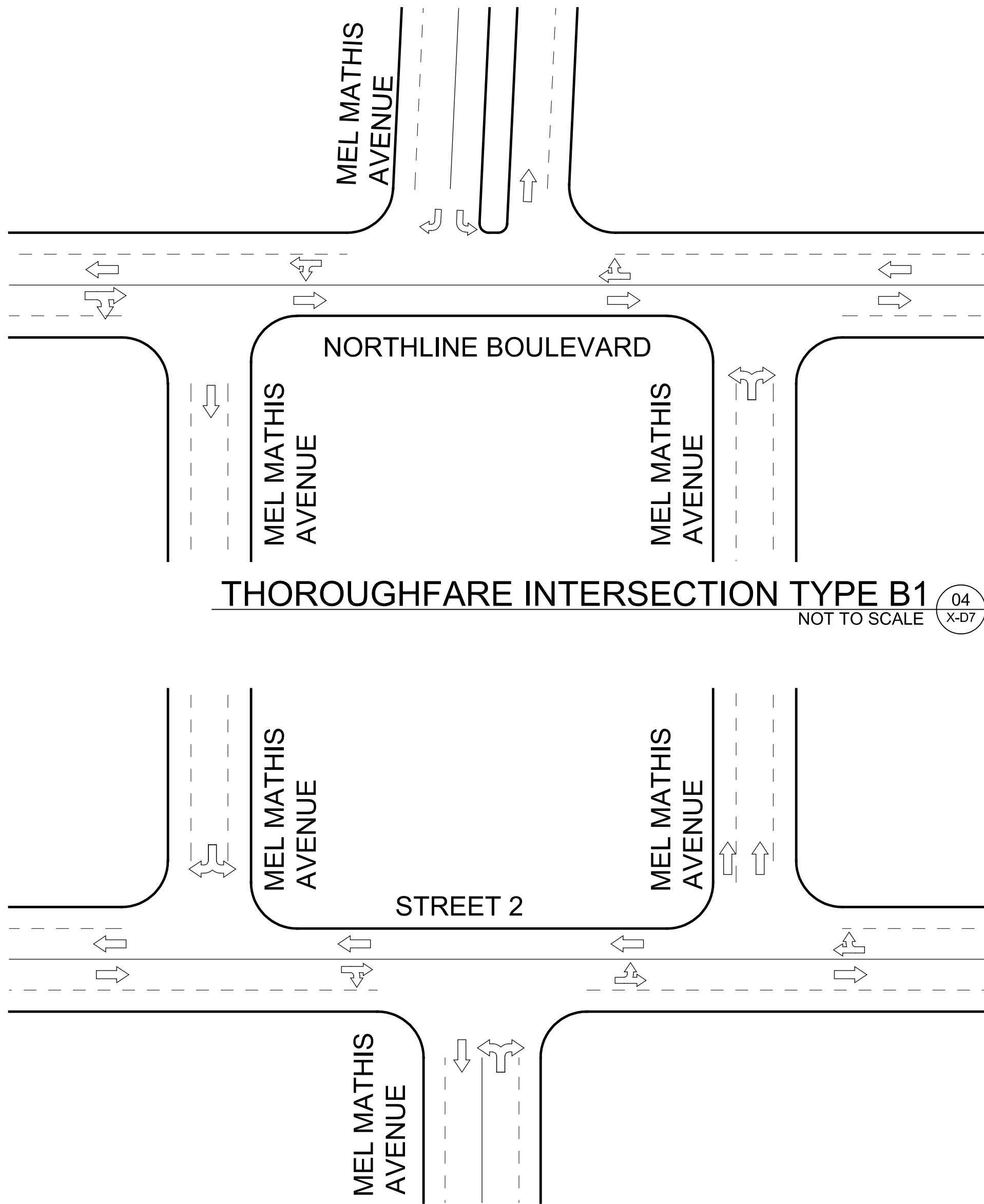
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THOROUGHFARE INTERSECTION TYPE C

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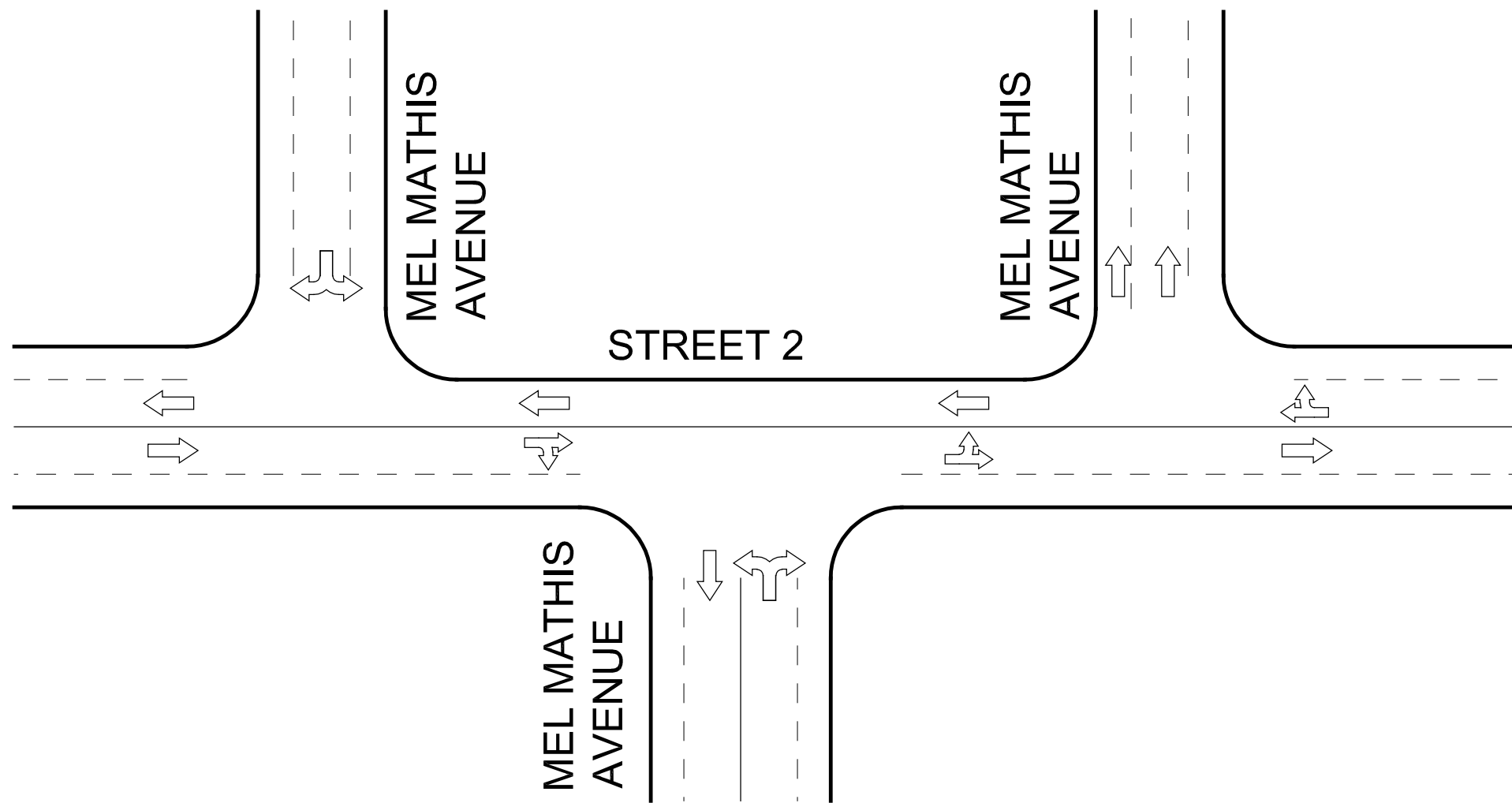
05
X-07



THOROUGHFARE INTERSECTION TYPE B1

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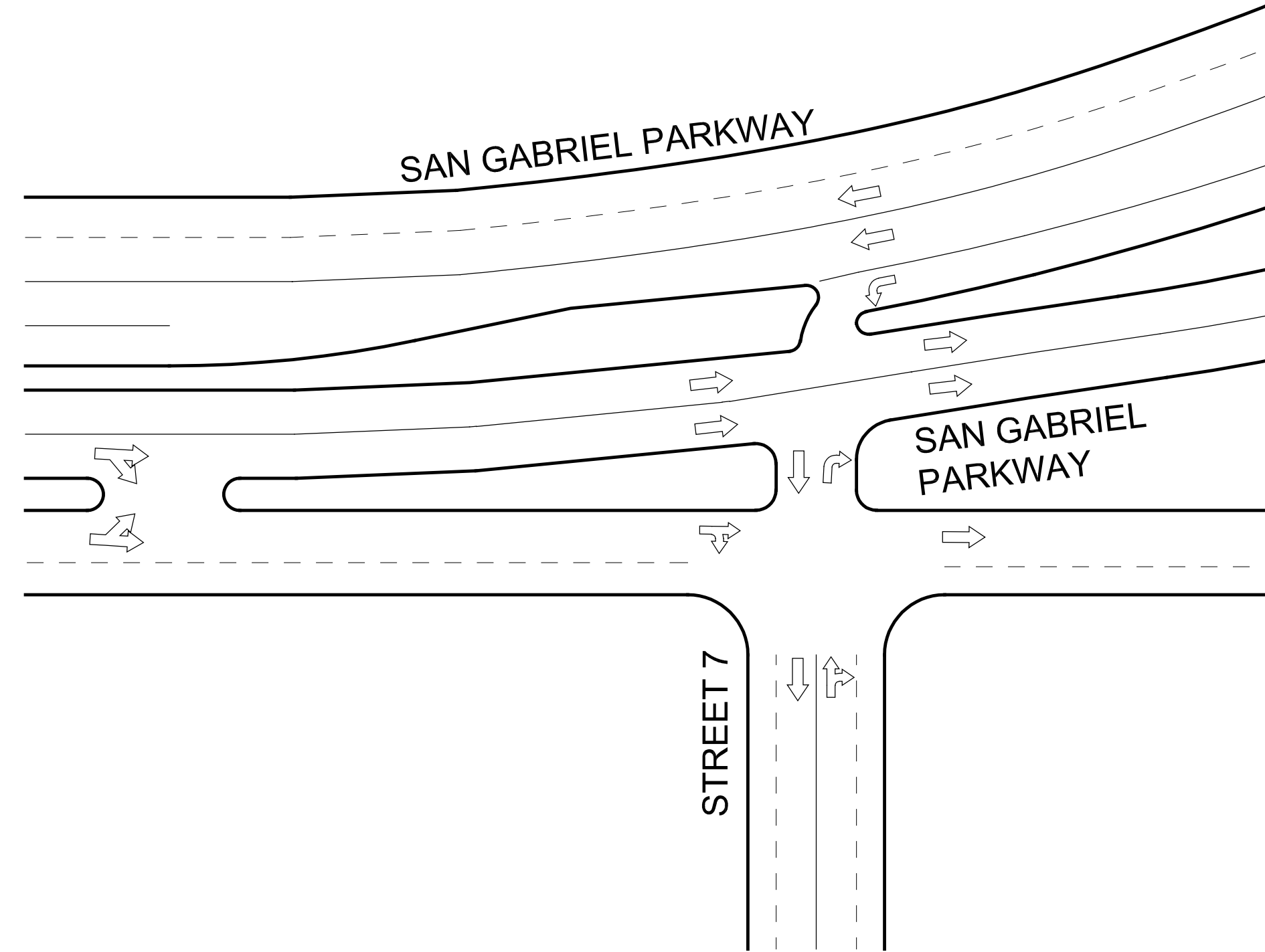
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X-07



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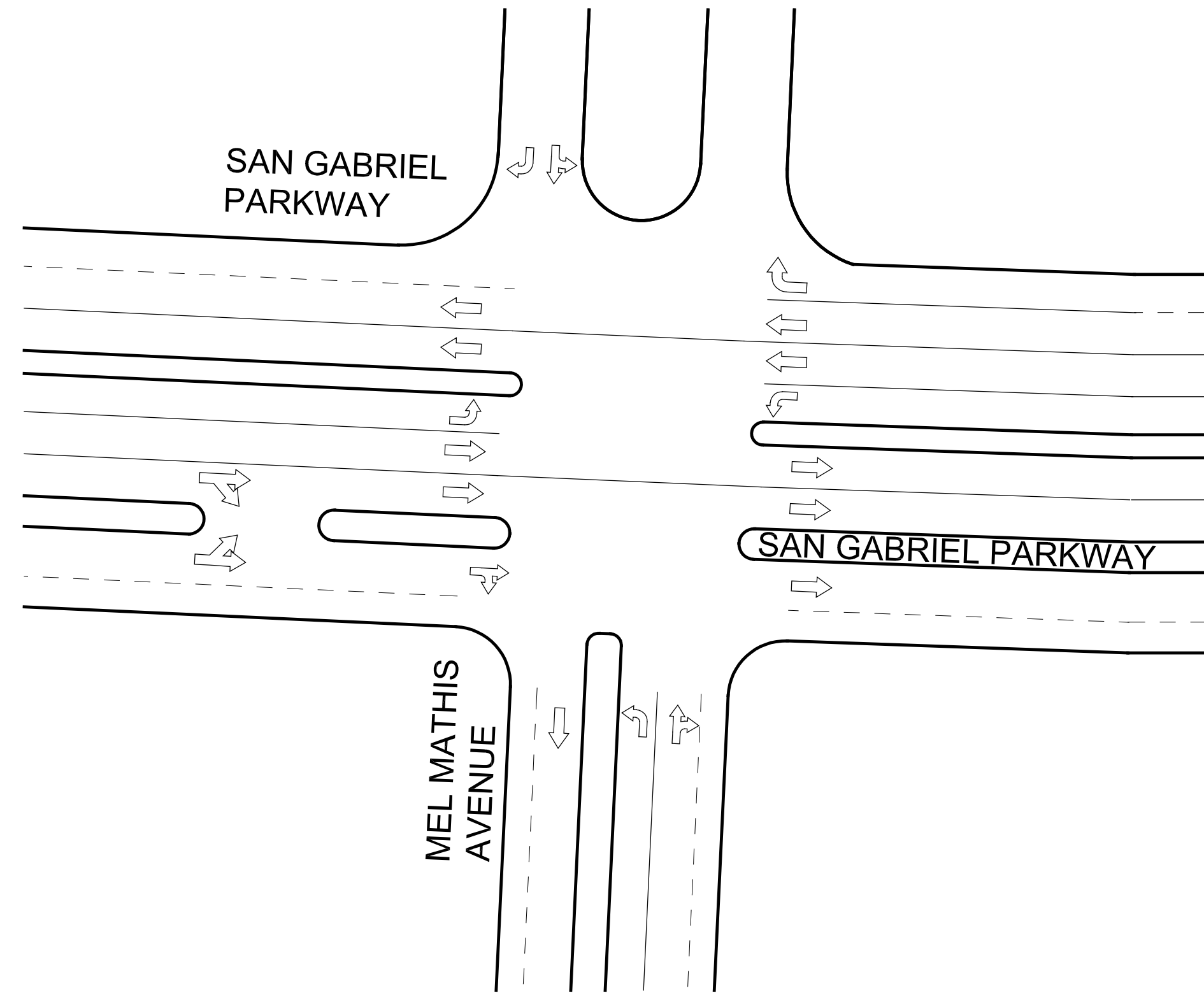
03
X-07



THOROUGHFARE INTERSECTION TYPE A2

NOT TO SCALE

02
X-07



THOROUGHFARE INTERSECTION TYPE A1

NOT TO SCALE

01
X-07

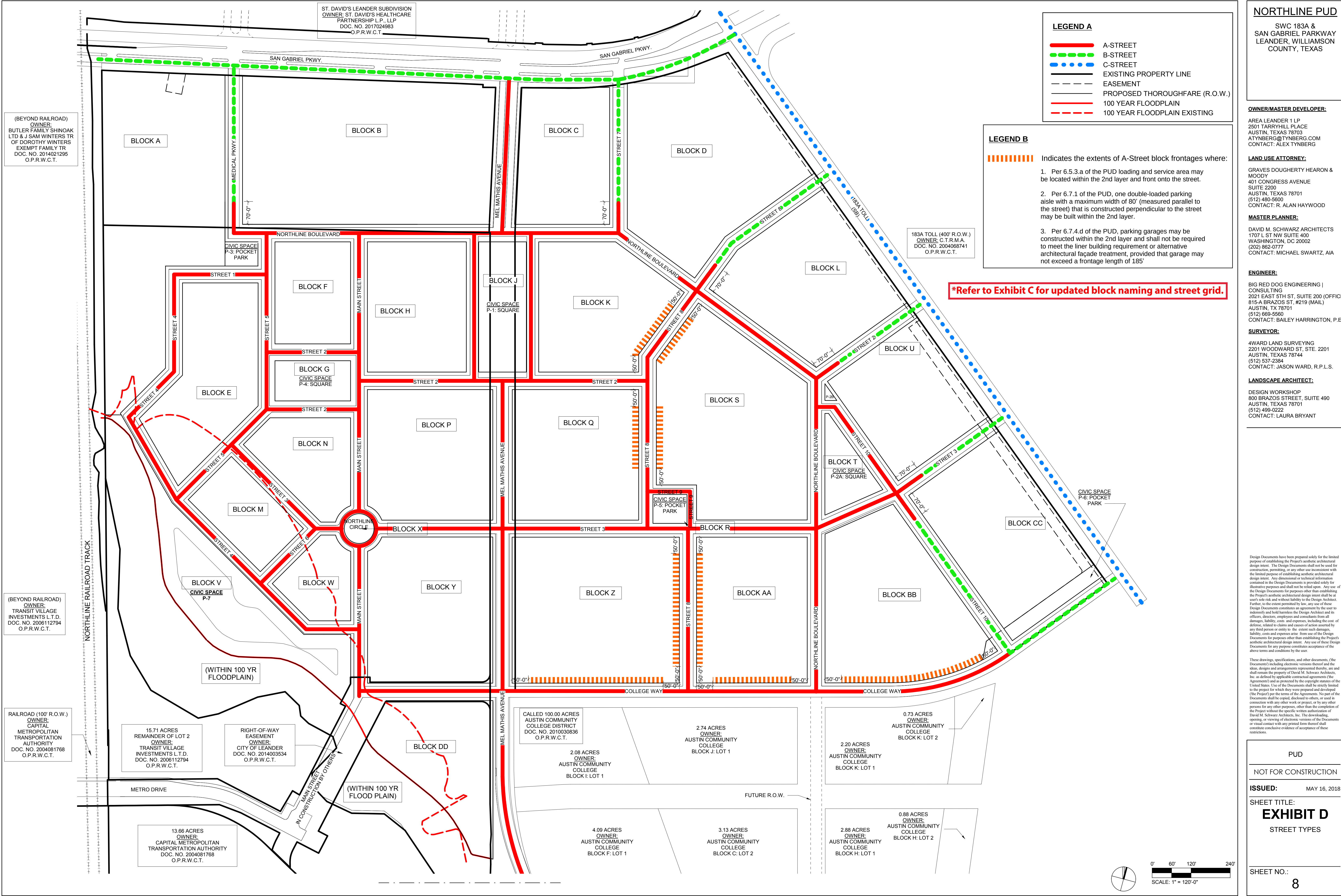


EXHIBIT E

PHASING PLAN

- A. The PUD is divided into twenty-eight (28) blocks as shown on the PUD Land Use plan. The PUD shall be developed in phases to accommodate the market demand, financing, sequence of construction and business needs and plans of the owner(s). Multiple lots may be developed within some of the blocks, and some of the blocks may be platted and developed in their entireties. Multiple buildings, some of which will be of equivalent size, are contemplated to be developed within some of the blocks to be developed as a single lot. Any one or more buildings and/or additions to buildings (which may include additional levels) on one or more parcels may be included in a phase. The sequence and the timing for the development of the various lots and blocks within the PUD shall be determined by the owner(s) of the property within the PUD; provided Phase I (as described below) must be completed prior to the issuance of Certificates of Occupancy for buildings constructed within the PUD; provided, a Certificate of Occupancy may be issued for any building for which all of the infrastructure required for the use and occupancy of such building has been completed, notwithstanding all of improvements of Phase I may not have been finally completed.
- B. The first phase of the PUD (“**Phase 1**”) shall be the construction of that portion of the basic infrastructure required within the PUD as depicted on the third page of this Exhibit (titled Sheet 9), which consists of the installation of public water, wastewater and drainage lines and systems, public streets and the associated sidewalks and landscaping, and the initial improvements within the Civic Areas. Due to the uncertainty of market demand and timing for future development after the first phase, additional phases are not identified in this PUD Ordinance. The future buildout of the PUD will occur to respond to the market conditions over time.
- C. The depiction of Phase 1 on the third page of this Exhibit also shows an “Optional Phase 1 Area” that may be added by owner to the Phase 1 development as follows: within 2 years of completion of the initial Phase 1 improvements, defined as the City’s approval and recording of the subdivision plats for Phase 1, owner may extend the Phase 1 improvement work to include the infrastructure depicted in the “Optional Phase 1 Area” so that these additional improvements will be considered part of Phase 1.
- D. A 10-foot wide sidewalk shall be constructed along the frontage of 183A Toll Road within Block D when the primary building is constructed on the eastern portion of Block D adjacent to the 183A Toll Road frontage and such sidewalk shall be completed as a condition for the issuance of a Certificate of Occupancy for such building. A 10-foot wide sidewalk shall be constructed along the frontage of 183A Toll Road within Blocks L, U, and CC when the primary buildings are constructed on the eastern portions of Block L, U, and CC adjacent to the 183A Toll Road frontage and such sidewalk shall be completed as a condition for the issuance of a Certificate of Occupancy for such buildings.

***Refer to Exhibit C for updated block naming and street grid.**

- E. Surface parking may be initially provided to serve buildings constructed in one or more phases during the Interim 15-Year Condition, and shall be replaced with a garage, structured parking, or otherwise as provided in this PUD Ordinance.
- F. It is contemplated that shared private and/or public/private parking garages may be constructed within the PUD. Parking spaces within such garages shall be allocated to various buildings to be constructed within reasonably adjacent portions of the PUD as may be designated by the owner(s) on the respective site plans for the development of lots within such blocks. If the construction of public or public/private parking garages have been authorized, construction of building(s) for which parking within such garages have been allocated may be constructed and occupied so long as temporary surface parking facilities are provided anywhere within the PUD until such garages are completed.
- G. No posting of fiscal is required for the approval of final plats in Phase 1, unless the owner requests a final plat be approved prior to the completion of the streets, water, wastewater and drainage infrastructure improvements required to provide access and services to the property covered by such final plat.
- H. During construction of any phase of the PUD, a construction office and appropriate storage and staging areas may be located in such portions of the PUD as the owner may determine and are not required to be located on the particular lot(s) or block(s) within such phase.

***Refer to Exhibit C for updated block naming and street grid.**



Plotted By: Wilkins, Bradley Date: October 02, 2024 08:14:45am File Path: K:\AUS_Civil\068288102-Northline Master Subdivision\CodePlan Sheets - Concept Plan\N_PUD Exhibit F.dwg
This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



LEGEND

- BUILDING FRONTAGES TO HAVE COMMERCIAL USES AT GROUND FLOOR.
- BUILDING FRONTAGES TO HAVE A MINIMUM OF 50% COMMERCIAL AND/OR COMMON AREA SPACE (BUT NO LESS THAN 25% COMMERCIAL) USES, WITH REMAINING FRONTAGES TO BE CONVERTIBLE TO COMMERCIAL USES AT GROUND FLOOR.
- BUILDING FRONTAGES TO HAVE COMMERCIAL AND/OR COMMON AREA SPACE USES AT GROUND FLOOR.
- BUILDING FRONTAGES TO HAVE COMMERCIAL USES OR CONVERTIBLE TO COMMERCIAL USES AT GROUND FLOOR.
- PROPOSED THOROUGHFARE (R.O.W.)
- AREA TO BE REMOVED FROM NORTHLINE PUD

NOTE: FRONTAGES MAY BE INTERRUPTED BY DRIVEWAYS, ALLEYS, BREAKS BETWEEN BUILDINGS, AND ACCESS POINTS TO CENTER OF BLOCK.

EXHIBIT F LOCATION OF GROUND FLOOR COMMERCIAL, COMMON AREA SPACE AND CONVERTIBLE COMMERCIAL		NORTHLINE CITY OF LEANDER WILLAMSON COUNTY, TEXAS		SHEET NUMBER 10
KHA PROJECT 068588069	DATE OCTOBER 2024	SCALE: AS SHOWN DESIGNED BY: BMW DRAWN BY: JML CHECKED BY: BMW	10/1/2024	BRADLEY M. WILKINS 141652 PROFESSIONAL ENGINEER
Kimley»Horn 10814 JOLLYVILLE ROAD AVALON IV SUITE 200 AUSTIN, TX 78759 PHONE: 512-418-7791 FAX: 512-418-7791 WWW.KIMLEY-HORN.COM © 2020 KIMLEY-HORN AND ASSOCIATES, INC. TBPE Firm No. 928				REVISIONS No. DATE BY

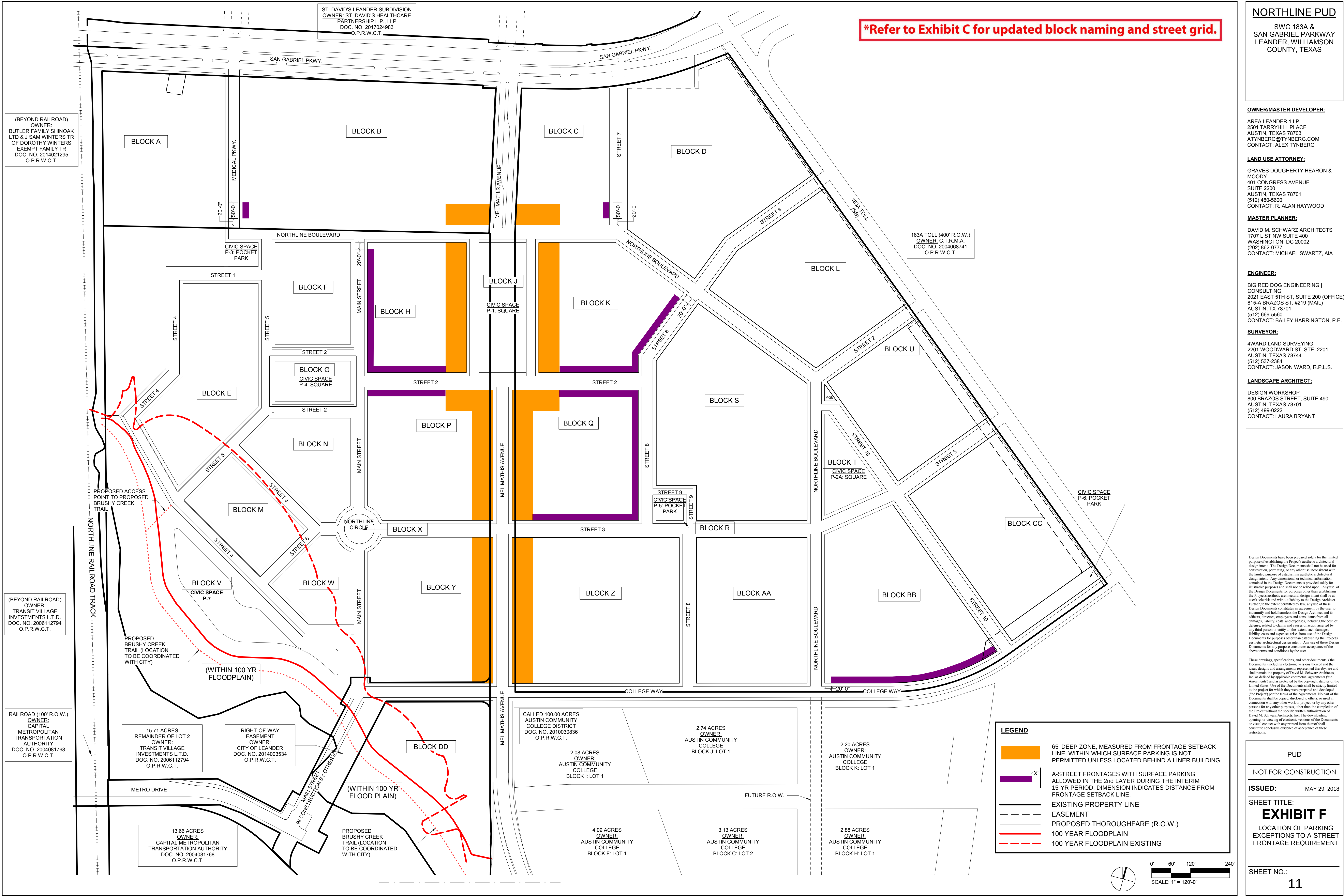


EXHIBIT G
UPDATED TABLES

- A. TABLE 3G. PUBLIC PLANTING
- B. TABLE 3H. PUBLIC LIGHTING
- C. TABLE 6E. BUILDING FUNCTION
- D. TABLE 6F. BUILDING FUNCTION
- E. TABLE 7A. SMARTCODE SUMMARY

Table 3G: Public Planting. This table provides tree shapes appropriate to thoroughfare types and Transect Zones. Specific trees and shrubs appropriate for the bioregion should be selected from the preferred plant list maintained by the Planning Department or the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time. **Plants not listed in this section or the preferred plant list may be approved by the Director of Planning**

Thoroughfare Type	T1 T2 T3	T3 T4	T5 T6	T5 T6
	HW & RD	ST, DR, AV & BV	ST, DR, AV & BV	CS
Columnar 	■	■	■	■
Oval 	■	■	■	■
Rounded 	■	■	■	■
Conical 	■	■	■	■
Spreading 	■	■	■	■
Vase 	■	■	■	■

Appropriate trees will need to be selected when adjacent to retail frontages. An appropriate tree would not interfere with the viability with regard to the canopy shape

Table 3H: Public Lighting. Lighting varies in the character of the fixture according to the Transect. This table shows five common types. All lighting in vehicular thoroughfares, parking lots, and civic spaces shall be incandescent, fluorescent, halogen, natural gas elements, metal halide, or LED. High-pressure sodium is permitted only in temporary parking lots. Fixtures shall be full cut-off fixtures directing light downwards. Street light specifications are maintained by the City Engineer.

	T1	T2	T3	T4	T5	T6
Cobra Head 	■				■	■
Pipe 	■	■	■			
Post 		■	■	■	■	■
Column 			■	■	■	■
Double Column 				■	■	■

The Cobra Head fixture is only permitted along College Way and San Gabriel Parkway

TABLE 6E. BUILDING FUNCTION

Table 6E: Building Function. This table categorizes Building Functions within Transect Zones. For Specific Function and Use, see Table 6F.

	T4	T5 T6
a. RESIDENTIAL	Open Residential: The number of dwellings on each lot is unlimited except by the form regulations of Chapter 6.	Open Residential: The number of dwellings on each lot is unlimited except by the form regulations of Chapter 6.
b. LODGING	Limited Lodging: The number of bedrooms available on each lot for lodging is limited to twelve. Food service may be provided in the a.m. The maximum length of stay shall not exceed ten days.	Open Lodging: The number of bedrooms available on each lot for lodging is unlimited. Food service may be provided at all times. The maximum length of stay shall not exceed ten days.
c. OFFICE	Limited Office: The building area available for office use by the resident of each lot, and up to three non-resident employees, is restricted to the first floor of the Principal Building or any part of an Accessory Building. Home Occupations are permitted anywhere.	Open Office: The building area available for office use on each lot is unlimited.
d. RETAIL	Limited Retail: The building area available for retail use with regular hours is limited to the first story of buildings. The specific use shall be further limited to neighborhood store, or food service seating no more than 40. Cottage Industry with up to three employees shall be permitted at all locations, with retail sales by appointment only.	Open Retail: The building area available for retail use is unlimited. Accessory uses customarily incidental to any permitted use, including a cocktail lounge or bar associated with a hotel is permitted. Convenience store uses and drive-through facilities for banks, financial institutions, pharmacies, dry cleaners and coffee shops are permitted. Drive-through facilities will be limited to 1 lane of traffic with a max. roadway width of 12' and shall not be located within or along a Principal or Secondary Frontage. Driveways accessing a drive-through facility may cross a Principal or Secondary Frontage but not along Mel Mathis Avenue, Northline Blvd. or Street 10 along Block T, unless utilizing an alley or driveway providing access to the block interior.
e. CIVIC	See Table 6F	See Table 6F
f. OTHER	See Table 6F	See Table 6F

Table 6F: Specific Function & Use. This table expands the categories of Table 6E to delegate specific functions and uses within Transect Zones.

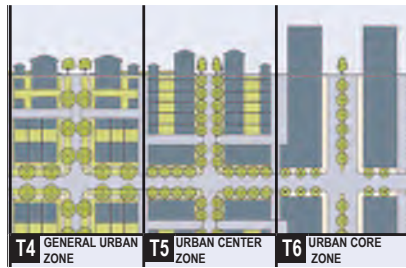
	T4	T5	T6
a. RESIDENTIAL			
Single Family	■	■	□
Two-family (Duplex)	■	■	■
Multi-family	■	■	■
Live/Work Unit	■	■	■
Group Home	□	■	
Accessory Unit	■	■	■
Manufactured House			
Temporary Tent	□	□	□
b. LODGING			
Hotel (no room limit)		■	■
Inn (up to 12 rooms)	■	■	■
Inn (up to 5 rooms)	■	■	■
S.R.O. hostel	□	□	□
School Dormitory	■	■	■
c. OFFICE			
Office Building	■	■	■
Medical Office Building		■	■
Live-Work Unit	■	■	■
d. RETAIL			
Open-Market Building	■	■	■
Retail Building	■	■	■
Display Gallery	■	■	■
Cafe / Restaurant	■	■	■
Kiosk	■	■	■
Push Cart		■	■
Liquor Selling Establishment		■	■
Adult Entertainment			□
Mobile Food Establishments		■	■
e. CIVIC			
Bus Shelter	■	■	■
Convention Center			■
Conference Center		□	■
Exhibition Center			□
Fountain or Public Art	■	■	■
Library	■	■	■
Live Theater		■	■
Movie Theater		■	■
Museum	□	□	■
Outdoor Auditorium		■	■
Parking Structure	□	■	■
Passenger Terminal		□	□
Playground	■	■	■
Sports Stadium			□
Surface Parking Lot	□	■	■
Religious Assembly	■	■	■

	T4	T5	T6
f. OTHER: AGRICULTURE			
Grain Storage			
Livestock Pen			
Greenhouse			
Stable			
Kennel	□	□	□
g. OTHER: AUTOMOTIVE			
Gasoline		□	□
Automobile Service			
Automobile Sales		□	□
Truck Maintenance			
Drive -Through Facility		□	□
Rest Stop			
Roadside Stand			
Shopping Center / Mall		■	■
h. OTHER: CIVIL SUPPORT			
Fire Station	■	■	■
Police Station	■	■	■
Cemetery	□		
Funeral Home	■	■	■
Hospital		□	□
Medical Clinic	□	■	■
Urgent, Emergency and/or Acute Care		■	■
Outpatient Surgery Center		■	■
Healthcare Services		■	■
i. OTHER: EDUCATION			
College		□	□
High School	□	□	□
Trade School		□	□
Elementary School	■	■	■
Childcare Center	■	■	■
j. OTHER: INDUSTRIAL			
Heavy Industrial Facility			
Light Industrial Facility			□
Truck Depot			
Laboratory Facility			□
Water Supply Facility			
Sewer and Waste Facility			
Electric Substation	□	□	□
Wireless Transmitter			
Cremation Facility			
Warehouse			□
Produce Storage			
Mini-Storage			

■ BY RIGHT
□ BY WARRANT

TABLE 7A. SMARTCODE SUMMARY

LEANDER SMARTCODE



a. ALLOCATION OF ZONES for New Communities (by land area, per Community Unit) See Table 2A

CLD	20-40%	not permitted	not permitted
TND	30-60%	10-30%	not permitted
RCD	10-30%	10-30%	40-80%

b. BASE RESIDENTIAL DENSITY

By Right	30 units / ac gross	no maximum	no maximum*
Other Functions Permitted*	up to 70%		

c. BLOCK SIZE

Block Perimeter	3600' max, b/f 1200 max	See Note 1.	See Note 1.
-----------------	-------------------------	-------------	-------------

d. THOROUGHFARES * 3000 ft max with parking structures

Rear Lane	permitted		
Rear Alley	required	permitted	
Road			
Street	permitted	permitted	permitted
Commercial Street		permitted	permitted
Avenue	permitted	permitted	permitted
Boulevard	permitted	permitted	permitted
RR			
Drive	permitted	permitted	permitted
Path	permitted		
Passage	permitted	permitted	permitted
Bicycle Trail	permitted *		
Bicycle Lane	permitted	permitted	permitted
Bicycle Route	permitted	permitted	permitted

e. CIVIC SPACES See Table 3F * permitted only within Civic Spaces

Park			
Green	permitted	permitted	
Square	permitted	permitted	permitted
Plaza		permitted	permitted
Playground / Pocket Park	permitted	permitted	permitted

f. LOT OCCUPATION

Lot Width	16 ft min 96 max	no min. & no. max.	no min. & no. max.
Lot Coverage	70% max	80% max	100% max

g. SETBACKS - PRINCIPAL BUILDING See Table 8A

Front Setback (Principal)	See Note 2.		
Front Setback (Secondary)	6 ft min 20 ft max	0 ft min 12 ft max	0 ft min 12 ft max
Side Setback	0 ft min	0 ft min 24 ft max	0 ft min 24 ft max
Rear Setback	3 ft min *	3 ft min *	0 ft min
Frontage Buildout	60% min	See Note 4.	See Note 4.

h. SETBACKS - OUTBUILDING See Table 8A

Front Setback	See Note 3.		
Side Setback	5 ft min or attached	5 ft min or attached	
Rear Setback	5 ft min	5 ft min	

i. BUILDING PLACEMENT See Table 6A

Detached	permitted		
Semi-Detached	permitted	permitted	
Attached	permitted	permitted	permitted
Courtyard		permitted	permitted

j. PRIVATE FRONTAGES See Table 6C

Common Yard	permitted		
Porch & Fence	permitted		
Terrace or LC	permitted	permitted	
Forecourt	permitted	permitted	permitted
Stoop	permitted	permitted	permitted
Shopfront	permitted	permitted	permitted
Gallery	permitted	permitted	permitted
Arcade	permitted	permitted	permitted

k. BUILDING FORM See Table 6B

Principal Building	3 Stories max	4 Stories max	See Note 5.
Outbuilding & Accessory Use	2 Stories max	2 Stories max	

l. BUILDING FUNCTION See Table 6E & Table 6F

Residential	limited use	open use	open use
Lodging	limited use	open use	open use
Office	limited use	open use	open use
Retail	limited use	open use	open use

Chapter 6
Chapter 3, 4, 5

NOTES

1. 2000' max., b/f 600' max as modified by this PUD Ordinance
2. The Front Setback (Principal) should be the same as the Front Setback (Secondary)
3. The Front Setback for Outbuildings should be behind the Principal Building
4. Per Section 6.4.2 f as modified by this PUD Ordinance
5. No maximum. 2-story minimum in T6 except for certain retail buildings as described in 6.5.1 d.

Pole Cap With
Stainless Stl.
Screws

6'-0"

Cooper NAVION Fixture
NAV-AF-01-E-UNV-T3-10K-AP

2"

6"

Tapered Alum. Tube (4" O.D.)
.125" Wall Alloy 6063-T6

2'-6"
Rise

4 1/2" O.D.

2 1/2" x 5 1/8"
Elliptical Section

Wire Hole With 1" I.D. Rubber Grommet

Extruded Alum. Pole Plate Alloy 6063-T6
With 1/2"-13NC Stainless Stl. Hardware

25'-0"
Mounting Height

HAPCO 25'-0" LIGHTING POLE OR APPROVED EQUAL

LED Light Fixture Notes

1. Streetlight Electrical Systems shall be designed and constructed per City of Leander Residential Roadway Lighting Standards.
2. LED fixtures shall be supplied and installed by the contractor with the light pole installation.
3. All roadway lights shall be on a metered circuit. Meter installations shall be pedestal type.
4. The City of Leander will establish an account with the electricity provider.
5. The Illumination Plan shall show the light pole spacing. Light poles shall be installed as appropriate to provide continuous illumination of the roadway. Maximum spacing between poles shall be per Detail #402-3 Roadway Lighting Notes.
6. Pole foundations shall be per Detail #402-2.

In lieu of HAPCO 25' Lighting pole, street lighting within the PUD shall be permitted to be provided by decorative street lights - final model and lamping to be specified and subject to the approval of the Director.

23'-0"

Tapered Alum. Tube
.156" Wall Alloy 6063-T6
Satin Ground Finish

10" To 11" Dia.
Bolt Circle



7" O.D.

Handhole Frame Tapped 3/8"-16NC
For Grounding

Reinforced Handhole (4" X 6") With
Cover And Stainless Stl. Hex. Hd. Screws

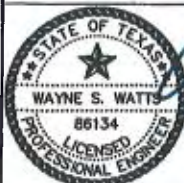
1'-6"

Base Flange Alloy 356-T6 With Bolt
Covers And Stainless Stl. Hex. Hd. Screws

10 1/2" Square

MOUNTING HARDWARE

- (4) 1"-8NC Galv. Stl. Anchor Bolts, AASHTO M314-90 Grade 55, 10" of Threaded End Galv. Per ASTM A153.
- (4) 1"-8NC Galv. Stl. Hex. Nuts
- (4) 1" Galv. Stl. Lockwashers
- (4) 1" Galv. Stl. Flatwashers



Wayne S. Watts
12/22/16



City of Leander, Texas

DETAIL #402-I
STANDARD LIGHTING POLE

EXHIBIT "H"

Exhibit “I”

FORM OF LICENSE AGREEMENT

The CITY OF LEANDER, a Texas home-rule municipal corporation and political subdivision of the State of Texas situated in Williamson and Travis County, Texas (the “**City**”), and _____, a _____ (the “**Licensee**”), enter into this License Agreement (this “**Agreement**”) to be effective the ____ day of _____, 20____, upon the terms and conditions set forth below.

I. PURPOSE OF LICENSE AGREEMENT. The City grants to Licensee permission to use the property, located within the right-of-way of _____, shown on **Exhibit “A”** attached hereto and incorporated herein for all purposes (the “**Licensed Property**”), for the following purposes only: *{insert description of permitted Improvements as applicable, by way of examples only*

- (1) the installation and maintenance of landscaping, including trees in tree wells or tree grates and flowers and plants in pots and planters;*
- (2) the installation and maintenance of an irrigation system for the landscaping;*
- (3) the installation, operation and maintenance of a sidewalk café, including tables, chairs, stools, canopy and supporting posts and poles, bar, and associated equipment and other personal property;*
- (4) the installation and maintenance of benches and seating areas;*
- (5) the installation and maintenance of goods and produce racks and displays;*
- (6) the installation and maintenance of newspaper and magazine racks and displays;}*

within right-of-way of _____ shown on Exhibit "A" hereto. The landscaping, irrigation system and other Improvements and personal property are sometimes collectively referred to herein as the “**Improvements**.”

The City makes this grant solely to the extent of its right, title and interest in the Licensed Property, without any express or implied warranties.

Licensee agrees that all construction installation and maintenance permitted by this Agreement shall be done in compliance with plans and specifications approved in writing by the City Engineer and all applicable City, County, State and/or Federal laws, ordinances, regulations and policies now existing or later adopted.

Any provision herein to the contrary notwithstanding, Licensee shall be liable for, and shall indemnify and hold the City harmless from all damages, causes of action, and claims arising out of or in connection with Licensee's installation, operation, maintenance or removal of the Improvements permitted under this Agreement.

II. ANNUAL FEE. No annual fee shall be due in connection with this License Agreement.

III. CITY'S RIGHT TO LICENSED PROPERTY. This Agreement is expressly subject and subordinate to the present and future right of the City, its successors, assigns, lessees, grantees, and

Licensee, to construct, install, establish, maintain, use, operate, and renew any public utilities facilities, franchised public utilities, rights-of-way, roadways, or streets on, beneath, or above the surface of the Licensed Property. The uses of the Licensed Property are subject to the City's right to interfere with or destroy Licensee's use of the Licensed Property, or any property or the Improvements placed thereon or therein by Licensee, if such use or action is determined necessary by the City.

Notwithstanding any provision of this Agreement to the contrary, the City retains the right to enter upon the Licensed Property, at any time and without notice, and assuming no obligation to Licensee, to remove any of the Improvements or alterations thereof whenever such removal is deemed necessary for: (a) exercising the City's rights or duties with respect to the Licensed Property; (b) protecting persons or property; or (c) the public health or safety.

IV. INSURANCE. Licensee shall, at its sole expense, provide a commercial general liability insurance policy, written by a company acceptable to the City and licensed to do business in Texas, with a combined single limit of not less than \$1,000,000.00, which coverage may be provided in the form of a rider and/or endorsement to a previously existing insurance policy. The City may require the Licensee to increase the combined single limit of such coverage from time to time in the discretion of the City. Such insurance coverage shall specifically name the City as an additional-insured. The insurance shall cover all perils arising from the activities of Licensee, its officers, employees, agents, or contractors, relative to this Agreement. Licensee shall be responsible for any deductibles stated in the policy. Evidence of such insurance in the form of a certificate of insurance, together with the policy provision or endorsement reflecting the City as an additional insured, to the City Manager on or before the use or occupancy of the Licensed Property and within thirty (30) days after the date of each renewal or replacement of such policy. The Licensee shall not cause any insurance to be canceled nor permit any insurance to lapse. All insurance certificates shall include a clause to the effect that the policy shall not be canceled, reduced, restricted or otherwise limited until forty-five (45) days after the City has received written notice as evidenced by a return receipt of registered or certified mail. Notwithstanding the foregoing, in the event obtaining such provision for prior notice to the City is not reasonably available, the Licensee agrees to give the City written notice of any suspension, cancellation, non-renewal or material change in coverage of the insurance policy required to be obtained and maintained by the Licensee under the terms of this Agreement. Within ten (10) days after a suspension, cancellation or non-renewal of coverage, the Association shall provide a replacement certificate of insurance to the City. The City shall have the option to suspend the Licensee's authorization and liability under this Agreement should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

V. INDEMNIFICATION. Licensee shall indemnify, defend, and hold harmless the City and its officers, agents and employees against all claims, suits, demands, judgments, expenses, including attorney's fees, or other liability for personal injury, death, or damage to any person or property which arises from or is in any manner caused by the Licensee's construction, maintenance or use of the Licensed Property. This indemnification provision, however shall not apply to any claims, suits, damage, costs, losses, or expenses (i) for which the City shall have been compensated by insurance provided under Paragraph IV, above, or (ii) arising solely from the negligent or willful acts of the City; provided that for the purposes of the foregoing, the City's entering into this Agreement shall

not be deemed to be a "negligent or willful act."

VI. CONDITIONS.

A. Licensee's Responsibilities. Licensee will be responsible for any and all damage to or relocation of existing facilities. Further, Licensee shall reimburse the City for all costs of replacing or repairing any property of the City, or of others, that is damaged by or on behalf of Licensee as a result of activities under this Agreement.

B. Maintenance. Licensee shall maintain the Licensed Property by keeping the area free of debris and litter. Removal of dead or dying plants shall also be handled by Licensee at its expense. Further, the City may require Licensee to take action to maintain the Licensed Property including, but not limited to, the removal of dead or dying vegetation. Such removal shall be completed within thirty (30) days following receipt of a written request from the City.

C. Removal or Modification. Licensee agrees that removal or modification of any of the Improvements now existing or to be later placed on the Licensed Property shall be a Licensee's expense. Provided the City has given prior written approval of the plans and specifications for the Improvements, said removal or modification shall be at Licensee's sole discretion.

D. Default. In the event that Licensee fails to maintain the Licensed Property or otherwise comply with the terms or conditions as set forth herein, the City shall give Licensee written notice thereof, by registered or certified mail, return receipt requested, to the address set forth below. Licensee shall have thirty (30) days from the date of receipt of such notice to take action to remedy the failure complained of, and, if Licensee does not satisfactorily remedy the same within the thirty (30) day period, the City may perform the work or contract for the completion of the work. Licensee agrees to pay within thirty (30) days of written demand by the City, all reasonable costs expenses incurred by the City in completing the work.

Licensee Address

City Address

City of Leander
Attn: City Manager
P. O. Box 319
Leander, Texas 78646-0319

VII. COMMENCEMENT AND TERMINATION BY ABANDONMENT. This Agreement shall begin with the effective date and continue thereafter for so long as the Licensed Property shall be used for the purposes set forth herein. If Licensee abandons the use of all or any part of the Licensed Property for the purposes set forth in this Agreement, this Agreement shall expire and terminate, as to the portion or portions abandoned, following thirty (30) days written notice by the City to the Licensee or by Licensee to the City. If all or a part of the Licensed Property is abandoned by Licensee, the City shall thereafter have the same complete title to the Licensed Property so abandoned as though this Agreement had never been made, and shall have the right to enter on the Licensed Property and terminate the rights of Licensee, its successors and assigns hereunder, to the abandoned part of the Licensed Property. All installations of Licensee on a

portion of the Licensed Property that is abandoned shall be deemed property of the City unless removed with the consent of the City.

VIII. TERMINATION.

A. Termination by Licensee. This Agreement may be terminated by Licensee by delivering written notice of termination to the City not later than thirty (30) days before the effective date of termination. If Licensee terminates, then it shall remove all installations that it made from the Licensed Property within the thirty day notice period, at its sole cost and expense. Failure to do so shall constitute a breach of this Agreement.

B. Termination by City. Notwithstanding any other term, provision or conditions of this Agreement, subject only to prior written notification to Licensee or its successor-in-interest, this Agreement is revocable by the City if:

1. The Improvements, or a portion of them, interfere with the City's right-of-way;
2. Use of the Licensed Property becomes necessary for a public purpose;
3. The Improvements, or a portion of them, constitute a danger to the public which the City deems not be remediable by alteration, repair or maintenance;
4. Despite thirty (30) days written notice to Licensee, maintenance or alteration necessary to alleviate a danger to the public has not been made; or
5. Licensee fails to comply with the terms and conditions of this Agreement including, but not limited to the insurance requirements specified herein.

If Licensee abandons or fails to maintain the Licensed Property, and the City receives no substantive response within thirty (30) days following written notification to Licensee, then the City may remove and/or replace all of the Improvements and collect from Licensee the City's actual expenses incurred in connection therewith.

IX. EMINENT DOMAIN. If eminent domain is exerted on the Licensed Property the City will, to the extent permitted by law, cooperate with Licensee to effect the removal of Licensee's affected installations and the Improvements thereon, at Licensee's sole expense. Licensee shall be entitled to retain all monies paid by the condemning authority to Licensee for Licensee's installations taken, if any.

X. INTERPRETATION. This Agreement shall, in the event of any dispute over its intent, meaning or application, shall be interpreted fairly and reasonably, and neither more strongly for or against either party.

XI. APPLICATION OF LAW. This Agreement shall be governed by the laws of the state of Texas. If the final judgment of a court of competent jurisdiction invalidates any part of this Agreement, then the remaining parts shall be enforced, to the extent possible, consistent

with the intent of the parties as evidenced by this Agreement.

XII. VENUE. Venue for all lawsuits concerning this Agreement will be in the Williamson County, Texas.

XIII. COVENANT RUNNING WITH LAND; WAIVER OF DEFAULT. This Agreement and all of the covenants herein shall run with the land; therefore, the conditions set forth herein shall inure to and bind each party's successors and assigns. Either party may waive any default of the other at any time by written instrument, without affecting or impairing any right arising from any subsequent or other default.

XIV. ASSIGNMENT. Licensee shall not assign, sublet or transfer its interest in this Agreement without the written consent of the City, which consent shall not be unreasonably withheld; provided, Licensee shall be entitled to assign this Agreement to any subsequent owner of the property adjacent to the Licensed Property without the prior consent of City so long as a notice of such assignment is given to the City. Subject to the assignee's compliance with the insurance requirements set forth herein, if any, Licensee shall furnish to the City a copy of any such assignment or transfer of any of Licensee's rights in this Agreement, including the name, address, and contact person of the assignee, along with the date of assignment or transfer.

TERMS AND CONDITIONS ACCEPTED, this the ____ day of _____, 20__.

LICENSOR

City of Leander

By: _____

Name: _____

Title: City Manager

LICENSEE

By: _____

Name: _____

Title: _____

THE STATE OF TEXAS §

§

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on this the ____ day of _____, 20__, by _____, City Manager, City of Leander, Texas, on behalf of the City.

Notary Public - State of Texas

THE STATE OF TEXAS

§
§
§

COUNTY OF _____

This instrument was acknowledged before me on this the ____ day of _____, 20__, by _____ of _____, a _____ partnership (or corporation), on behalf of said partnership (or corporation).

Notary Public, State of Texas

AFTER RECORDING RETURN TO:

City of Leander
Attn: City Secretary
P. O. Box 319
Leander, Texas 78646-0319

Exhibit J

These standards shall be reviewed as a Master Sign Plan in accordance with the provisions of Exhibit B, Section VI, A, 20.

Signage Rights for Northline PUD – Master Developer, Site Perimeter

Reserved for use by Master Developer only

All signs in this section are by Right (R)

Sign Type	T4	T5	T6	Specifications	
District Identifier	N/A	N/A	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Spacing	4 for PUD development Max 100 sq ft. of sign display area per sign Max 20'-0" Max 10'-0" Varies N/A N/A No Limit Min 400'-0"
Vehicular Directional	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Spacing	6 placed on site perimeter frontages Max 27 sq ft. per sign Max 3'-0" Max 9'-0" Varies N/A N/A Max 6" Min 250'-0"
Street Identification - Small	R	R	R	a. Location b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	Non-signalized Intersection Max 3 sq ft. per sign Max 3'-0" Max 1'-0" N/A Min 7'-0" N/A Max 6" Pole-mounted
Street Identification - Medium	R	R	R	a. Location b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	Non-signalized Intersection Max 8 sq ft. per sign Max 5'-0" Max 1'-6" N/A Min 7'-0" N/A Max 6" Pole-mounted
Street Identification - Large	R	R	R	a. Location b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	Signalized Intersection Max 16 sq ft. per sign Max 8'-0" Max 2'-0" N/A N/A N/A Max 8" Signal-arm Mounted

Pedestrian Directional	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	6 placed on site perimeter frontages Max 12 sq ft. per sign Max 2'-0" Max 6'-0" Varies N/A N/A Max 3" 175'-0" apart
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Master Developer Site Perimeter Section Notes:

1) Site Perimeter is defined as the frontages of

west A) San Gabriel Parkway, between 183A Toll Road to the east and light rail tracks to the

south B) 183A Toll Road, between San Gabriel Parkway to the north and College Way to the

C) College Way, between 183A Toll Road to the east and Main Street to the west

2) District Identifiers are to be placed only at locations on the site perimeter. Proposed locations are at the following intersections:

A) San Gabriel Parkway and 183A Toll Road

B) NW corner of Block A on San Gabriel Parkway

C) Mel Mathis Avenue and San Gabriel Parkway

D) Mel Mathis Avenue and College Way

E) College Way and 183A Toll Road

F) College Way and Main Street

3) District Identifier Signs may be installed on dedicated support structure, landscape wall, or building wall.

4) District Identifier signs may be illuminated by internal, external face illumination, and/or exposed neon.

5) Vehicular Directional and Pedestrian Directional signs may be illuminated by internal or external face illumination.

6) Vehicular and Pedestrian Directional signs may be installed as freestanding elements or on landscape wall type elements.

7) Spacing distances are not intended to regulate the distance between different sign types. The spacing minimums are for signs of the same type.

8) Vehicular and Pedestrian Directional or Orientation type signs located within lot interiors and are not easily viewed from the Right-of-Way are not governed by this document and are permitted by right.

9) Typical regulatory signs located along the streetscapes such as Stop, Yield, Speed Limit, Bicycle Route, etc. are not addressed by this document. This document assumes these signs will be installed by the City of Leander or by other party at the direction of the City of Leander.

Signage Rights for Northline PUD – Master Developer, Site Interior
Reserved for use by Master Developer only
All signs in this section are by Right (R)

Sign Type	T4	T5	T6	Specifications	
Vehicular Directional	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Spacing	5 placed on site interior frontages Max 27 sq ft. per sign Max 3'-0" Max 9'-0" Varies N/A N/A Max 6" Min 250'-0"
Street Identification - Small	R	R	R	a. Location b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	Non-signalized Intersection Max 3 sq ft. per sign Max 3'-0" Max 1'-0" N/A Min 7'-0" N/A Max 6" Pole-mounted
Street Identification - Medium	R	R	R	a. Location b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	Non-signalized Intersection Max 8 sq ft. per sign Max 5'-0" Max 1'-6" N/A Min 7'-0" N/A Max 6" Pole-mounted
Street Identification - Large	R	R	R	a. Location b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	Signalized Intersection Max 16 sq ft. per sign Max 8'-0" Max 2'-0" N/A N/A N/A Max 8" Signal-arm Mounted
Pedestrian Directional	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Placement	16 placed on site interior frontages Max 12 sq ft. per sign Max 2'-0" Max 6'-0" Varies N/A N/A Max 3" 175'-0" apart
Temporary Space for Lease or Sale Sign / Banner	R	R	R	a. Duration b. Area c. Width d. Height e. Clearance f. Letter Ht.	Until Lease or Sale is Finalized Max 30 sq ft. per sign Varies Varies N/A Max 18" unless part of a logo or illustration

Temporary Sign / Banner	R	R	R	a. Quantity b. Duration c. Area d. Width e. Height f. Clearance g. Letter Ht.	Max 6 for PUD development can be displayed at any given time. 30 days maximum Max 50 sq ft. per sign Varies Varies When suspended over roadway: 14'-0" or local fire code requirement (whichever is greater) When suspended over roadway: max 18"
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Master Developer Site Interior Section Notes:

- 1) Site Interior frontages are frontages within the site excluding those defined in the Site Perimeter section.
- 2) Temporary signs or banners advertising space for lease or for sale shall be permitted, all other temporary signs may be approved by Warrant for a maximum 30-day period. The temporary elements shall be contained within the storefront areas. Construction barricades with advertising graphics shall be constructed of solid substrates with vinyl graphics.
- 3) Temporary Space for Lease or Sale Sign / Banner signs to be placed in storefront of space that is available for lease.
- 4) Temporary Sign/Banner is used by Master Developer to advertise or provide public notice of special events. Can be suspended over roadway or on open building façade area
- 5) Vehicular and Pedestrian Directional signs may be installed as freestanding elements or on landscape wall type elements.
- 6) Vehicular Directional and Pedestrian Directional signs may be illuminated by internal or external face illumination.
- 7) Vehicular and Pedestrian Directional or Orientation type signs located within lot interiors and are not easily viewed from the Right-of-Way are not governed by this document and are permitted by right.
- 8) Spacing distances are not intended to regulate the distance between different sign types. The spacing minimums are for signs of the same type.
- 9) Vehicular and Pedestrian Directional or Orientation type signs located within lot interiors and are not easily viewed from the Right-of-Way are not governed by this document and are permitted by right.
- 10) Typical regulatory signs located along the streetscapes such as Stop, Yield, Speed Limit, Bicycle Route, etc. are not addressed by this document. This document assumes these signs will be installed by the City of Leander or by other party at the direction of the City of Leander.

Signage Rights for Northline PUD – 183A Toll Road Frontage
Signs in this section are not intended for use by Master Developer
All signs in this section are by Right (R)

Sign Type	T4	T5	T6	Specifications	
Monument Sign – Multi Business or Single Business	N/A	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Spacing	2 for PUD development on 183A frontage Max 70 sq ft. per sign for Multi Business and 35 sq. ft per sign for Single Business Varies Max 10'-0" Varies N/A N/A Max 18" Min 300'-0", calculated per single lot
Building ID Wall Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Building Façade, max 2 per building 2.0 sq ft. of sign area per 1 ft. of façade frontage upon which sign is mounted, max 150 sq ft per sign Varies Varies Max 7" Min 7'-0" AFG N/A Max 2'-0"
Building ID Blade Sign Restricted to Hotel and Cinema business types	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Building max 120 sq ft. Varies Varies Max 4'-0" Min 10'-0" N/A Max 18"

183A Toll Road Frontages Section Notes:

- 1) There is a total PUD allotment of 3 Multi Business Monument Signs for Northline. If there are no Multi Business Monument Signs installed on San Gabriel Parkway, the maximum allotment of three can be placed on the 183A Toll Road Frontage.
- 2) Signs in this section are only available to Building Facades located on the 183A Toll Road Frontage.

Signage Rights for Northline PUD – San Gabriel Parkway Frontage
Signs in this section are not intended for use by Master Developer
All signs in this section are by Right (R)

Sign Type	T4	T5	T6	Specifications	
Monument Sign – Multi Business and Single Business	N/A	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Spacing	1 for PUD development on San Gabriel Parkway frontage Max 70 sq ft. per sign for Multi Business and 35 sq ft. for Single Business Varies Max 10'-0" Varies N/A N/A Max 18" Min 300'-0", calculated per single lot
Building ID Wall Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Building Façade, max 2 per building 2.0 sq ft. of sign area per 1 ft. of façade frontage upon which sign is mounted; max 150 sq ft per sign Varies Varies Max 8" Min 7'-0" AFG N/A Max 2'-0"
Building ID Blade Sign Restricted to Hotel, Multi-Family, and Cinema business types	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Building Max 120 sq ft. Varies Varies Max 4'-0" Min 10'-0" N/A Max 18"

San Gabriel Parkway Frontages Section Notes:

- 1) There is a total PUD allotment of 3 Multi Business Monument Signs for Northline. A maximum of one location is permitted on the San Gabriel Parkway frontage. If there are no Multi Business Monument Signs installed on San Gabriel Parkway, the maximum allotment of three can be placed on the 183A Toll Road Frontage.
- 2) Signs in this section are only available to Building Facades located on the San Gabriel Parkway Frontage.

Signage Rights in Northline PUD – General

Applies to all businesses at Northline. Signs in this section are not intended for use by Master Developer.

R= By Right / W=By Warrant

Sign Type	T4	T5	T6	Specifications	
Roof Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht	1 per PUD Development 10% of façade area upon which sign is located Varies 12'-0" N/A Not to project below parapet top N/A N/A
Address Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Business Entity Max 2 sq ft per sign Max 24" Max 12" Max 3" Min 4'-6" N/A Comply with Fire Code
Awning Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth/Projection f. Clearance g. Apex h. Letter Ht i. Valance Height j. Distance from Curb	Max 1 per window N/A Max equals width of facade N/A Min 3'-0" Min 8'-0", 7'-0" by warrant N/A Min 5", max 10" Max 12" Min 2'-0"
Canopy Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Projection f. Clearance g. Apex h. Letter Ht. i. Dist. to Curb	1 per Business Entity max 50 sq ft. per canopy (subject to note 7 below) Max equals width of canopy Max 3'-0" Max 4" from canopy face Min 9'-0" AFG N/A Max 18" Min 2'-0"
Building ID Wall Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Building Façade, max 2 1.5 sq ft. of sign area per 1 linear ft. of façade frontage upon which sign is mounted, max 40 sq ft per sign Varies Varies Max 8" Min 7'-0" AFG N/A Max 2'-0" unless part of a business logo or brand mark

Building ID Blade Sign Restricted to Hotel, Multi- Family, and Cinema business types	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Building Max 120 sq ft. Varies Varies Max 4'-0" Min 10'-0" N/A Max 18"
Retail Band Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Retail Façade, 2 max 1.0 sq ft. of sign area per 1 linear ft. of retail façade frontage Max 90% of storefront width Max 3'-0" Max 8"; 4" if mounted below 7'-0" AFG No Limit Max 18" unless part of a business logo or brand mark
Retail Blade Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Retail Facade, 2 max Max 4 sqft. per sign Max 4'-0" Max 4'-0" Max 2" Min 8'-0" AFG, 7'-0" by warrant N/A Max 8" unless part of a business logo or brand mark
Marquee Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht. i. Dist. to Curb	1 per Business Entity N/A Entrance plus 2'-0" on each side/end Max 50% of story height Min 4'-0", max 10'-0" Min 10'-0" AFG N/A No Limit Min 3'-0"
Nameplate Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Business Entity Max 3 sq ft. Max 18" Max 2'-0" Max 3" Min 4'-0" AFG Max 7'-0" N/A
Outdoor Display Case	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Business Entity Max 6 sq ft. Max 3'-6" Max 3'-6" Max 5" Min 4'-0" AFG N/A N/A
Shingle Sign; See	N/A	N/A	N/A	N/A	N/A

Retail Blade Sign					
Sandwich Board Sign (Sidewalk Sign)	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Business Entity Max 8 sq ft. Max 26" Max 42" N/A N/A Max 42" N/A
Window Sign	R	R	R	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Window Max 25% of glazed storefront façade area Varies Varies N/A N/A N/A Max 8" unless part of a logo or brand element
Yard Sign	R	N/A	N/A	a. Quantity b. Area c. Width d. Height e. Depth f. Clearance g. Apex h. Letter Ht.	1 per Lot Max 6 sq ft. Max 3'-0" not counting post Max 2'-0" not counting post N/A Min 3'-0" to sign edge Max 6'-0" to top of post Max 8"

General Notes applicable to all sections:

1) Total sign allotments are divided into the following categories:

- A) Developer Partner businesses who are developing 50% or more of a single block have a maximum cumulative sign area of 500 sq ft per development area for purposes of building/project identification.
- B) General Retail and Office Businesses have a maximum cumulative total sign area of 200 sq ft. per business.

2) Roof signs are restricted to interior site frontages on Northline Boulevard, Mel Mathis Avenue between San Gabriel Parkway and Street 3, Street 7 between San Gabriel Parkway and Northline Boulevard, and Street 8 between 183A Toll Road and Northline Boulevard only. Design, message, and placement of roof sign requires approval of Master Developer.

3) Roof sign may be mounted projecting vertically from roof or be parallel to a gabled roof. Height limit of 12'-0" is for sign only, does not include support structure.

4) Awning signs follow restrictions of Leander Smart Code Chapter 6.12.3. Colors of Awnings and Awning signs require approval of Master Developer.

5) If a Business elects to have a Canopy sign and a Retail Band Sign, one shall be the primary identification and shall be 25% larger than the other.

6) Canopy signs may be mounted above, within, or below canopies installed on the first floor of buildings. Letters, numbers and graphics on such signs, and the size of such letters, numbers, and graphics, shall be as determined by the Master Developer.

7) If a Canopy sign has message faces or two or more sides on a canopy, the 50 sq ft. size limit is a cumulative total of all sign message faces on the canopy.

8) Canopy signs shall have a minimum clearance of 9 feet above the sidewalk or if the canopy is lower than 8 feet above the sidewalk, the canopy sign may not extend below the bottom of the canopy.

9) A canopy is an overhead element typically placed over doors, windows, or storefronts made of rigid/permanent materials. Canopies are intended to provide shade or shelter from weather conditions.

10) Channel letters shall be permitted on Wall Signs, Band Signs, and Building ID Blade Signs.

- 11) Neon and other internal lighting shall be permitted on Retail Band Signs, Building ID Wall Signs, Building ID Blade Signs, and Window Signs and may be exposed and not fully contained within the sign.
- 12) The limitations of max of 1 Building ID Wall Sign per Building Façade and max of 2 Building ID Wall Signs per building, or 1 Building ID Blade Sign per building are cumulative totals and account for all facades of a building.
- 13) Building ID Wall Signs and Building ID Blade Signs may be placed anywhere on the building façade subject to approval of Master Developer. Placement should complement and work with the architectural details and proportions of the building façade.
- 14) Building ID Blade Sign is restricted to hotel and cinema business types.
- 15) Building ID Blade Sign to be located with bottom of sign no lower than bottom of 2nd level windows, unless integrated into an architectural element that is part of the building's design that extends lower.
- 16) Retail Band Signs may be placed anywhere within the retail façade. Placement should complement and work with the architectural details and proportions of the retail façade.
- 17) Marquee Sign is for theater type businesses only. This includes cinema, performance venue, and/or other similar business types.
- 18) Outdoor Display Case signs are restricted to restaurant business types and are intended to only display menus. Thickness/wall projection to comply with TAS limits as applicable.
- 19) Sandwich Board signs to have a hand-crafted quality.

EXHIBIT J

Signage Rights for Northline PUD – Master Developer, Site Perimeter
Reserved for use by Master Developer only
All signs in this section are by Right (R)

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project



Vehicular Directional
Represitative of both perimeter and interior vehicular directional signage



Street Identification - Medium



District Identification



Street Identification - Small



Street Identification - Large

EXHIBIT J

Signage Rights for Northline PUD – Master Developer, Site Interior

Reserved for use by Master Developer only

All signs in this section are by Right (R)

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project



Vehicular Directional



Street Identification - Medium



Street Identification - Small



Street Identification - Large



Pedestrian Dirctional

EXHIBIT J

Signage Rights for Northline PUD – Master Developer, Site Interior
Reserved for use by Master Developer only
All signs in this section are by Right (R)

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project



Temporary Space for Lease or Sale Sign/Banner



Temporary Sign/Banner



EXHIBIT J

Signage Rights for Northline PUD – 183A Toll Road Frontage
Signs in these section are not intended for use by Master Developer
All signs in this section are by Right (R)

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project



Monument Sign - Multi Business or Single Business



Building Identification Blade - Restricted to Hotel and Cinema Businss Types



Building Identification - Wall Sign

EXHIBIT J

Signage Rights for Northline PUD – **San Gabriel Frontage**
Signs in these section are not intended for use by Master Developer
All signs in this section are by Right (R)

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project



Monument Sign - Multi Business or Single Business



Building Identification Blade - Restricted to Hotel, Cinema and Multi-Family Types



Building Identification - Wall Sign

EXHIBIT J

Signage Rights for Northline PUD – General
Applies to all businesses at Northline. Signs in these section are not intended for use by Master Developer
R = by Right / W = By Warrant

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project



Roof Sign



Building Identification - Wall Sign



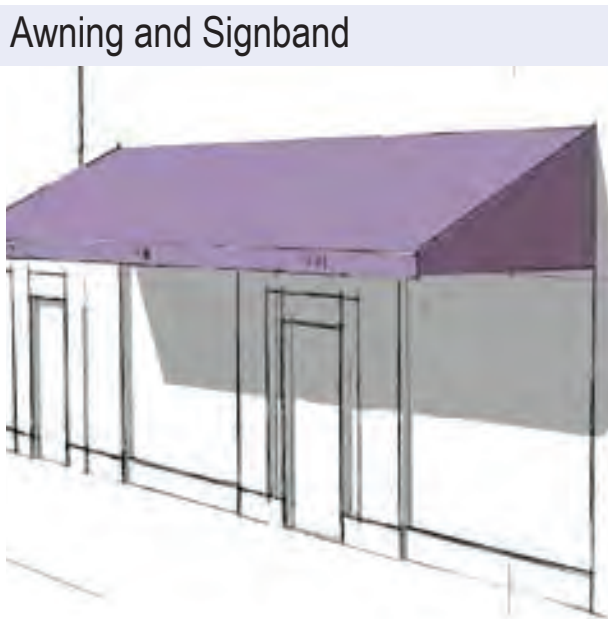
Address Sign



Canopy Sign



Building Identification Blade - Restricted to Hotel, Cinema and Multi-Family Types



Awning Sign

EXHIBIT J

Signage Rights for Northline PUD – **General**
Applies to all businesses at Northline. Signs in these section are not intended for use by Master Developer
R = by Right / W = By Warrant

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project

Band Sign



Retail Band Sign

Marquee and Sign



Marquee Sign

Outdoor Display Case



Outdoor Display Case

Blade Sign



Retail Blade Sign

Nameplate Sign



Nameplate Sign

Shingle Sign



Shingle Sign; See Retail Blade Sign

EXHIBIT J

Signage Rights for Northline PUD – **General**
Applies to all businesses at Northline. Signs in these section are not intended for use by Master Developer
R = by Right / W = By Warrant

Images shown here are for illustrative purposes only and are not specific to designs for the Northline project

Sidewalk Sign



Sandwich Board Sign (Sidewalk Sign)

Yard Sign



Yard Sign

Window Sign



Window Sign

Exhibit “K”

**PUBLIC PARKS MAINTENANCE
AND IMPROVEMENT LICENSE AGREEMENT
(THE NORTHLINE PUD)**

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

This Public Parkland Maintenance and Improvements License Agreement (this "**Agreement**") is made the date set forth below by and between the CITY OF LEANDER, a home-rule municipal corporation and political subdivision of the State of Texas situated in Williamson and Travis Counties, Texas (the "**City**"), and THE NORTHLINE PUD PROPERTY OWNERS ASSOCIATION, INC., a Texas non-profit corporation (the "**Association**").

RECITALS:

A. The Northline PUD is a mixed-used community located within the corporate limits of the City consisting of residential and commercial lots and associated improvements.

B. The Association was created to administer the affairs of The Northline PUD pursuant to the terms of that certain Declaration of Covenants, Conditions and Declaration for The Northline PUD (the "**Declaration**") dated effective _____, 2018, and recorded under Document No. 2018_____ of the Official Public Records of Williamson County, Texas, and has the authority to levy assessments secured by liens against the lots within The Northline PUD to provide a permanent source of funding for the Association, among other things, to pay for the costs of maintaining and making improvements to the public parks located within The Northline PUD dedicated to the City.

C. Pursuant to the terms of Ordinance No. #_____ of the City creating The Northline PUD ("**The Northline PUD Ordinance**"), certain Civic Areas located with The Northline PUD as reflected on the Land Use Plan attached as Exhibit C to The Northline PUD Ordinance will be dedicated by the owner to the City as public parkland (the "**Public Parks**") and certain improvements, including without limitation, trees, landscaping, lighting, hardscape, fixture and equipment, have been made, and may in the future be installed, by the owner within the Public Parks as provided in Exhibit B to The Northline PUD Ordinance.

D. In accordance with the terms of The Northline PUD Ordinance, the Association is required to maintain the landscaping and improvements within the Public Parks within The Northline PUD, and maintain liability insurance insuring the City for any personal injury or property damage claims arising from the maintenance activities performed by or on behalf of the Association in accordance the terms of this Agreement.

E. The Association acknowledges and agrees that the City has exclusive jurisdiction and control of the Public Parks, and that no trees, landscaping, lighting, hardscape, fixture and equipment may be placed within any portion of the Public Parks that would cause a hazard, or potential hazard to public health and safety, as determined in the sole discretion of the CITY.

F. The City has agreed to grant to the Association a license to maintain and improve the Public Parks within The Northline PUD in accordance with, and subject to, the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises; in furtherance of the mutual benefits to be derived by the general public, the residents of the City, and the members of the Association; and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Association agree as follows:

1. The Recitals set out above in this Agreement are hereby adopted in whole as each were set out herein.

2. The City grants to the Association permission to use the Public Parks located within The Northline PUD that are now, or that may be hereafter, dedicated to the City, for the following purposes only: (1) the maintenance of the trees, shrubs, plants, grasses, ground cover and other landscaping, hardscape, fixtures, recreational, playground and equipment installed or constructed within the Public Parks from time to time; (2) the maintenance, repair and replacement of irrigation systems installed within the Public Parks from time to time; and (3) the maintenance, repair and replacement of lighting installed within the Public Parks from time to time. The City makes this grant solely to the extent of its right, title and interest in the Public Parks and such improvements, without any express or implied warranties.

3. The Association agrees that all maintenance and other activities permitted by this Agreement shall be done in compliance with plans and specifications approved in writing by the City Engineer and all applicable City, County, State and/or Federal laws, ordinances, regulations and policies now existing or later adopted.

4. No annual fee shall be due in connection with this Agreement.

5. This Agreement is expressly subject and subordinate to the present and future right of the City, its successors and assigns, contractors and designees to construct, install, establish, maintain, use, operate, and renew any public utilities facilities, and franchised public utilities, on, beneath, or above the surface of the Public Parks. Notwithstanding any provision of this Agreement to the contrary, the City retains the right to enter upon the Public Parks, at any time and without notice, and assuming no obligation to the Association or its members, to remove any of the improvements located within the Public Parks whenever such removal is deemed necessary for: (a) exercising the City's rights or duties with respect to the Public Parks; (b) protecting persons or property; or (c) the public health or safety.

6. The Association shall, at its sole expense, provide a commercial general liability insurance policy, written by a company acceptable to the City and licensed to do business in Texas, with a combined single limit of not less than \$2,000,000.00, which coverage may be provided in the form of a rider and/or endorsement to a previously existing insurance policy. The amount of such coverage may be increased from time to time as may be deemed necessary and prudent by the City

and the Association based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. Such insurance coverage shall specifically name the City as an additional-insured. The insurance shall cover all perils arising from the activities of the Association, its employees, agents, or contractors, permitted by this Agreement. The Association shall be responsible for any deductibles stated in the policy.

7. The Association shall provide evidence of such insurance in the form of a certificate of insurance, together with the policy provision or endorsement reflecting the City as an additional insured, to the City Manager of City within thirty (30) days after the date of this Agreement and within thirty (30) days after the date of each renewal or replacement of such policy. The Association shall not cause any insurance to be canceled nor permit any insurance to lapse. All insurance certificates shall include a clause to the effect that the policy shall not be canceled, reduced, restricted or otherwise limited until forty-five (45) days after the City has received written notice as evidenced by a return receipt of registered or certified mail. Notwithstanding the foregoing, in the event obtaining such provision for prior notice to the City is not reasonably available, the Association agrees to give the City written notice of any suspension, cancellation, non-renewal or material change in coverage of the insurance policy required to be obtained and maintained by the Association under the terms of this Agreement. Within ten (10) days after a suspension, cancellation or non-renewal of coverage, the Association shall provide a replacement certificate of insurance to the City. The City shall have the option to suspend the Association's authorization and liability under this Agreement should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

8. The Association shall indemnify, defend, and hold harmless the City and its officers, agents and employees against all claims, suits, demands, judgments, expenses, including attorney's fees, or other liability for personal injury, death, or damage to any person or property which arises from or is in any manner caused by the activities of the Association under this Agreement, including any acts or negligent omissions of the Association, and its agents, officers, directors, or employees, while in the exercise or performance of the rights or duties under this Agreement. This indemnification provision, however shall not apply to any claims, suits, damage, costs, losses, or expenses (i) for which the City shall have been compensated by insurance provided for under Paragraph 6 above, or (ii) arising from the negligent or willful acts of the City; provided that for the purposes of the foregoing, the City's entering into this Agreement shall not be deemed to be a "negligent or willful act."

9. The maintenance of the Public Parks shall include the following:

- (a) keeping the Public Parks free of debris and litter.
- (b) mowing grass areas;
- (c) trimming and pruning trees, plants and ground cover;
- (d) removing and replacing dead or dying plants as necessary; provided the City may require the Association to take action to maintain the licensed property including, but

not limited to, the removal of dead or dying vegetation, which removal shall be completed within thirty (30) days following receipt of a written request from the City; and

- (e) paying the costs and charges for water required for any irrigation system installed within any of the Public Parks, and the costs and charges for electricity required for any lighting within the Public Parks that is not part of the public street lighting.

10. The Association shall be permitted to make additional improvements or to make alterations and modifications to any of the improvements now existing or to be later placed on or within the Public Parks only with the prior written approval of the City Park's Director of the plans and specifications for the improvements, which approval shall be in accordance with the Parks Plan approved for The Northline PUD, as the same may be amended from time to time.

11. In the event that the Association fails to maintain the Public Parks as provided in this Agreement or otherwise fails to comply with the terms or conditions as set forth herein, the City shall give the Association written notice thereof, by registered or certified mail, return receipt requested, to the address set forth below. The Association shall have thirty (30) days from the date of receipt of such notice to take action to remedy the failure complained of, and, if the Association does not satisfactorily remedy the same within the (30-day period, the City may perform the work or contract for the completion of the work. The Association agrees to pay within thirty (30) days of written demand by the City, all reasonable costs expenses incurred by the City in completing the work.

Association Address

The Northline PUD Property
Owners Association
Attn: Alex Tynberg
2501 Tarryhill Place
Austin, Texas 78703

City Address

City of Leander
Attn: City Manager
P. O. Box 319
Leander, Texas 78646-0319

12. This Agreement may be terminated by the Association by delivering written notice of termination to the City not later than thirty (30) days before the effective date of termination.

13. Notwithstanding any other term, provision or conditions of this Agreement, subject only to prior written notification to the Association, this Agreement is revocable by the City if:

- (a) The landscaping, and/or irrigation, lighting or other improvements within the Public Parks, or a portion of them, interfere with the City's use of the Public Parks.
- (b) Use of the Public Parks, or any portion thereof, becomes necessary for a public purpose, in which event the City may remove the landscaping, and/or irrigating, lighting or other improvements within a portion of the Public Parks, in which event this Agreement shall continue as to the remainder of the Public Parks.

- (c) Despite thirty (30) days written notice, the Association fails to maintain the Public Parks in accordance with this Agreement or otherwise fails to comply with the terms and conditions of this Agreement, including but not limited to, the insurance requirements specified herein.

14. This Agreement shall, in the event of any dispute over its intent, meaning or application, shall be interpreted fairly and reasonably, and neither more strongly for or against either party.

15. This Agreement shall be governed by the laws of the state of Texas. If the final judgment of a court of competent jurisdiction invalidates any part of this Agreement, then the remaining parts shall be enforced, to the extent possible, consistent with the intent of the parties as evidenced by this Agreement.

16. Venue for all lawsuits concerning this Agreement will be in the Williamson County, Texas.

17. This Agreement and all of the covenants herein shall run with the land; therefore, the conditions set forth herein shall inure to and bind each party's successors and assigns. Either party may waive any default of the other at any time by written instrument, without affecting or impairing any right arising from any subsequent or other default.

18. The Association shall not assign, sublet or transfer its interest in this Agreement without the written consent of the City, which consent shall not be unreasonably withheld. Subject to the assignee's compliance with the insurance requirements set forth herein, if any, the Association shall furnish to the City a copy of any such assignment or transfer of any of the Association's rights in this Agreement, including the name, address, and contact person of the assignee, along with the date of assignment or transfer.

EXECUTED to be effective this the _____ day of _____, 20____.

THE CITY:

CITY OF LEANDER

By: _____
Kent Cagle, City Manager

THE ASSOCIATION:

THE NORTHLINE PUD PROPERTY
OWNERS ASSOCIATION, INC.

By: _____
Alex Tynberg, President

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on this ____ day of _____, 20____, by Kent Cagle, as City Manager of THE CITY OF LEANDER, TEXAS, a home rule City, on behalf of said City.

Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF _____ §

This instrument was acknowledged before me on this ____ day of _____, 20____, by Alex Tynberg, as President of THE NORTHLINE PUD PROPERTY OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said non-profit corporation.

Notary Public, State of Texas

AFTER RECORDING, PLEASE RETURN TO:

City of Leander
Attn: City Secretary
P. O. Box 319
Leander, Texas 78646-0319



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0148 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to SFS-2-B (Single-Family Suburban) on one (1) parcel of land approximately 15.416 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R031560; and generally located north of the intersection of CR 177 and Valley View Drive, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0148 as described above.

BACKGROUND:

This request is the first step in the zoning process. This property is proposed to be an extension of the Lone Star Landing subdivision which is north of the intersection of CR 177 and Valley View Drive, located directly east of Austin Precision Products storage/warehouse. The proposed zoning district of SFS-2-B (Single-Family Suburban) would allow for the development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The proposal does comply with the Comprehensive Plan and is appropriate for properties located in a Neighborhood Residential identified by the Comprehensive Plan. In addition, the proposal is in compliance with Resolution No. 22-031-00 that was adopted by City Council to limit consideration of zoning requests that seek to add residential lots.

The Planning Analysis is provided as Attachment #1 and provides more details about the request and the property.

HISTORY/TIMELINE:

02/16/2017 – Annexation and assignment of interim zoning
06/09/2022 – Zoning Case 22-Z-017 withdrawn
06/01/2023 – Concept Plan Approved

APPLICANT/AGENT:

Eli Engineering, PLLC. (Gary Eli Jones) on behalf of Texas Lonestar Landing, LLC. (Mallik Gilakattula).

RECOMMENDATION:

Staff recommends approval.

PRESENTER:

Michael Chenausky AICP, Senior Planner

Attachments:

1. Z-24-0148 Att 1 - Planning Analysis
2. Z-24-0148 Att 2 - Current Zoning
3. Z-24-0148 Att 3 FLU Map - Lone Star Landing Ph 2
4. Z-24-0148 Att 4 Public Notification - Lone Star Landing Ph 2
5. Z-24-0148 Att 5 Proposed Zoning - Lone Star Landing Ph 2
6. Z-24-0148 Att 6 Aerial Map - Lone Star Landing Ph 2
7. Z-24-0148 Att 7 - Letter of Intent
8. Z-24-0148 Att 8 - Neighborhood Outreach



PLANNING ANALYSIS

ZONING CASE Z-24-0148
LONE STAR LANDING

GENERAL INFORMATION

Owner/Agent: Eli Engineering (Gary Jones) on behalf of Texas Lone Star Landing, LLC (Mallik Gilakattula).

Current Zoning: Interim SFR-1-B (Single-Family Rural)

Proposed Zoning: SFS-2-B (Single-Family Suburban)

Size and Location: The property is generally located north of the intersection of CR 177 and Valley View Drive, including approximately 15.416 acres.

Staff Contact: Michael Chenausky
Senior Planner

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district change for a 15.4 acre portion of their property in order to match the zoning to the south and develop single family residential.

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 4*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below.*

SPECIAL CONSIDERATIONS

As this Commission is aware, Resolution No. 22-031-00 was adopted by City Council in October of 2022 to limit consideration of zoning requests that seek to add residential lots. However this resolution does prioritize large lot/low-density residential development such as SFR, SFE and SFS. This zoning request is meant to match the zoning to the south currently being developed as Lone Star Landing Phase 1.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	ETJ	Undeveloped
EAST	SFR-1-B (Interim)	Undeveloped
SOUTH	SFS-2-B	Residential

WEST	ETJ SFR-1-B (Interim) SFS-2-B	Residential Undeveloped Storage/Warehouse
------	-------------------------------------	---

SURROUNDING AREA:

This property is proposed to be an extension of the Lone Star Landing subdivision which is north of the intersection of CR 177 and Valley View Drive and directly east of Austin Precision Products storage/warehouse.

PHYSICAL AND NATURAL FEATURES:

This property is undeveloped and contains significant tree cover which will be subject to the Leander tree preservation requirements and mitigation at time of development.

PROPERTY HISTORY:

This property was annexed into the City of Leander on 02/16/2017.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- 22-Z-017 requested a zone change from SFR-1-B B (Single-Family Rural) and SFS-2-B (Single-Family Suburban) to SFT-2-B B (Single-Family Townhome) and SFC-2-B (Single-Family Compact) and was withdrawn on 06/01/2023.

MAJOR CORRIDORS:

This property will have access onto the future extension of E. Crystal Falls Pkwy, but will take access through the Lone Star subdivision to the south until that time.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes an arterial segment for the future extension of Crystal Falls Parkway that will head east and tie into CR 177.

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
Crystal Falls Pkwy	Arterial	Urban arterial low traffic	100' ROW 4-lane arterial 10' sidewalk

EXISTING UTILITIES:

Property has access to water and wastewater off-site and will work through serving the site as part of a public improvement construction plan submittal.

CURRENT LAND USES:

This property is currently undeveloped.

PROPOSED ZONING DISTRICT:**USE COMPONENT****SFS – SINGLE FAMILY SUBURBAN:**

Features: 9,000 sq. ft. lot min.; 1,500 sq. ft. living area min.

Intent: Development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The purpose of this component is to provide regulations to maintain and protect the City's single-family residences and neighborhoods in areas with intermediate lot sizes.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE B:**

Features: Four or more architectural features.

Intent:

- (1) The Type B architectural component is intended to be utilized for the majority of residential development except that which is intended as a Type A architectural component.
- (2) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions.
- (3) This component may be utilized to raise the building standards and help ensure compatibility for non-residential uses adjacent to property that is more restricted.
- (4) This component is intended for the majority of the LO and LC use components except those meeting the intent of the Type A or C architectural components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.

Applicable Future Land Use categories**NEIGHBORHOOD RESIDENTIAL**

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary

schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

This category is compatible with SFR, SFE, SFS, SFU, SFC, SFL, SFT, TF CH, NR and PUD zoning districts.

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:

DEVELOPMENT MEETING

A development meeting was held with Staff on 09/23/2024. No changes were made to the project since the development meeting was held.

NOTIFICATION

- 10/24/2024 - Public Notice on Hill Country News
- 10/30/2024 - Mail Notification to Property Owners within 200'
- 10/30/2024 - Public Hearing Signage Posted on Property
- 11/14/2024 - Planning and Zoning Commission Public Hearing
- 12/05/2024 - City Council Public Hearing & First Reading of the Ordinance
- 12/19/2024 - City Council Second & Final Reading of the Ordinance

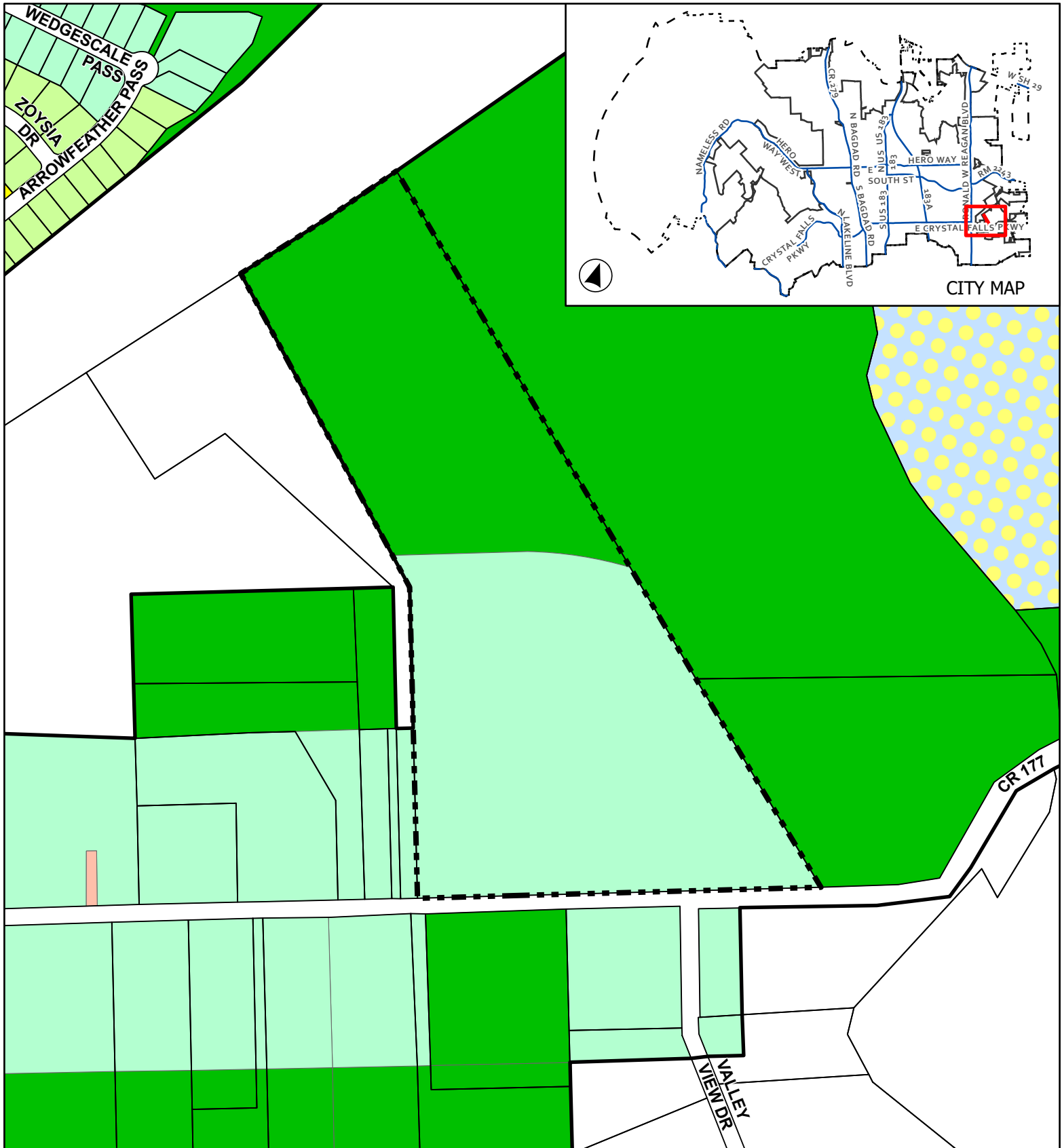
PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

A neighborhood outreach letter was mailed out per developer to solicit concerns and inform the property owner of what is proposed. Please see the full report from the applicant as attachment 8.

APPROVAL CRITERIA:

The Comprehensive Plan identifies the subject tract as a Neighborhood Residential future land use category which is intended to be developed primarily as new single-family detached residential with associated amenities. The applicant's request complies with both the Comprehensive Plan and current zoning designations. Additionally, this request is compatible with surround zoning designations and land uses. This proposal of SFS-2-B, to include minimum 70-foot-wide lots, is in compliance with Resolution No. 22-031-00 adopted by City Council, therefore staff recommends approval of the zoning request.



CASE: Z-24-0148

ATTACHMENT 2

LONE STAR LANDING PH 2

Current Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural
- SFS - Single-Family Suburban

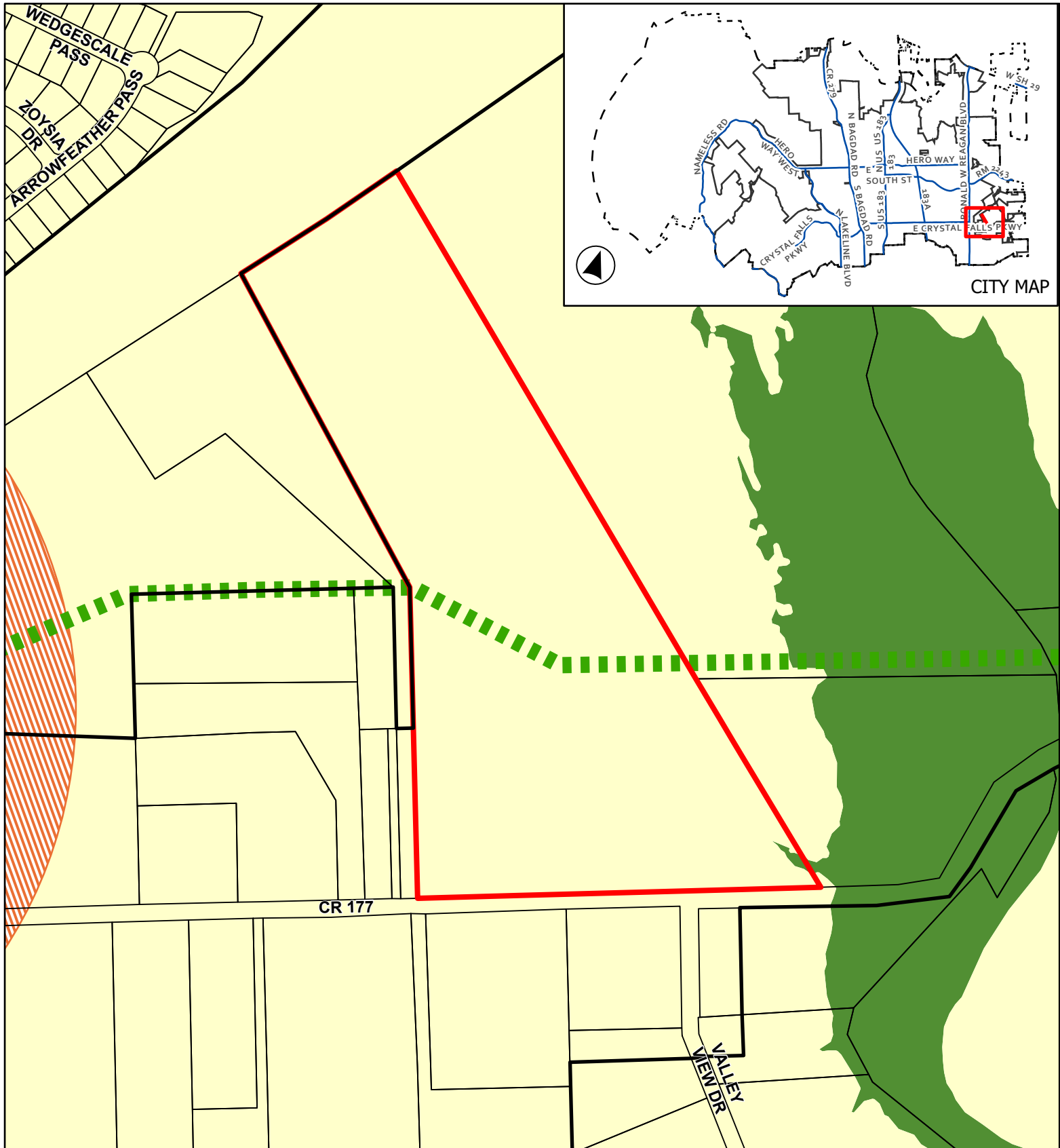
- SFU - Single-Family Urban
- SFC - Single-Family Compact
- LO - Local Office
- PUD - Single-Family



0 137.5275



Feet



CASE: Z-24-0148

ATTACHMENT 3

LONE STAR LANDING PH 2

Future Land Use Map



0 155 310

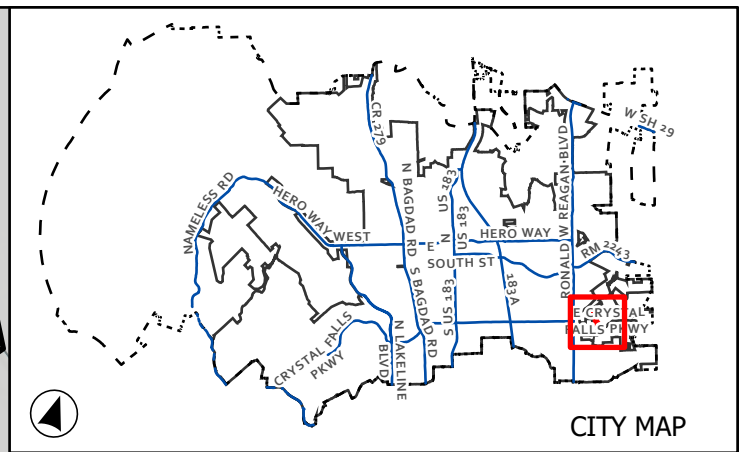
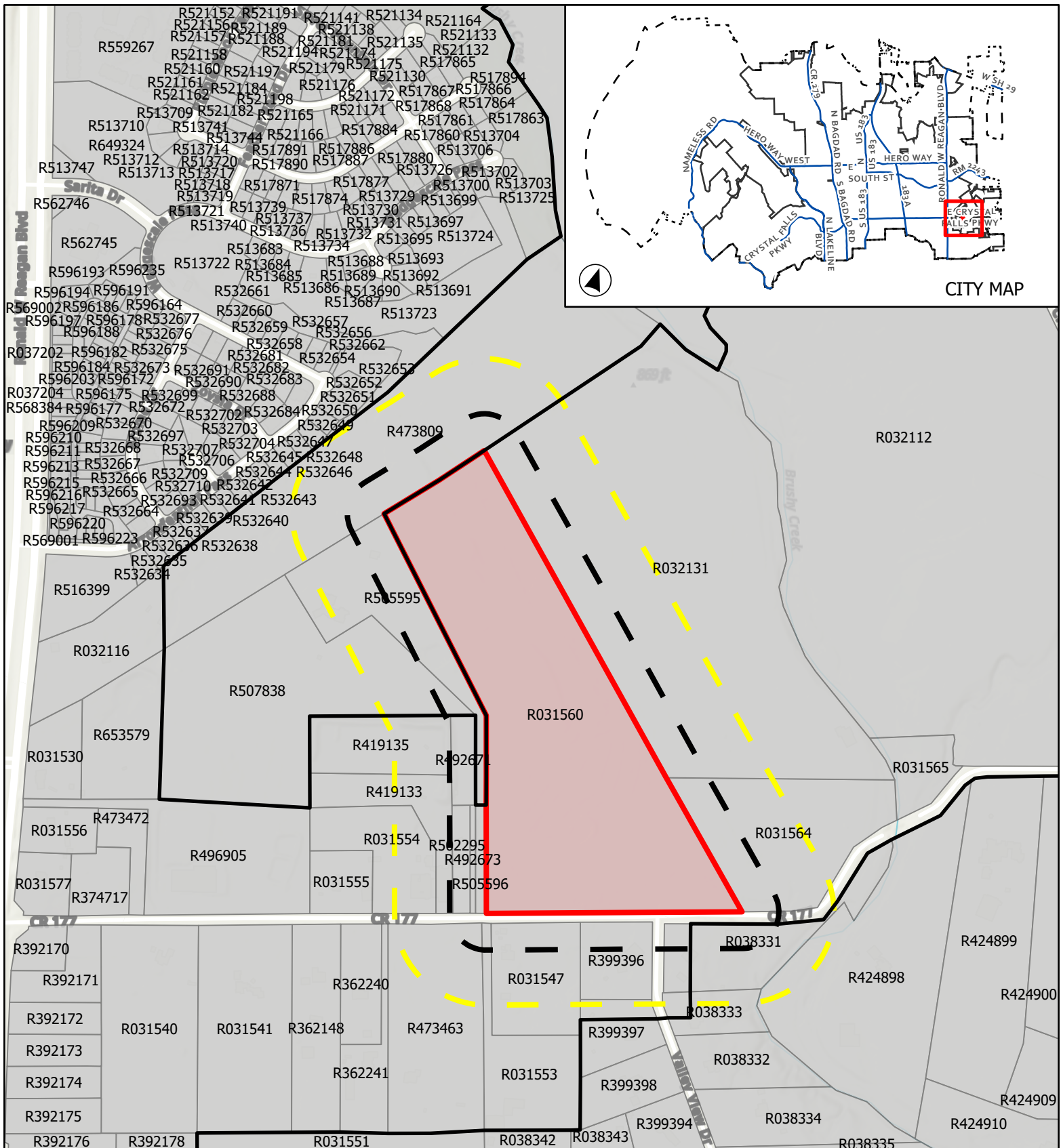


Feet

- Leander City Limits
- ETJ Boundary
- Subject Boundary
- Future Land Use**
- Greenway

- Neighborhood Center - Priority Corridor
- Neighborhood Residential
- Thoroughfare Plan**
- ARTERIAL 6, Proposed

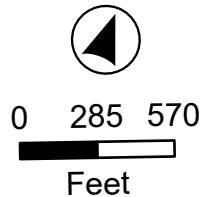
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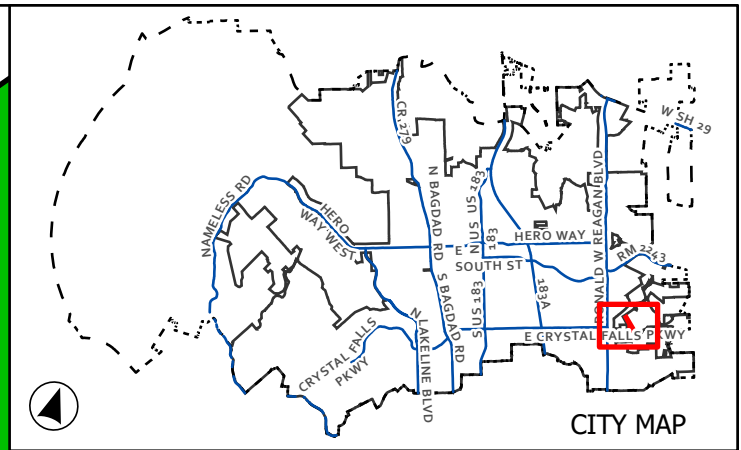
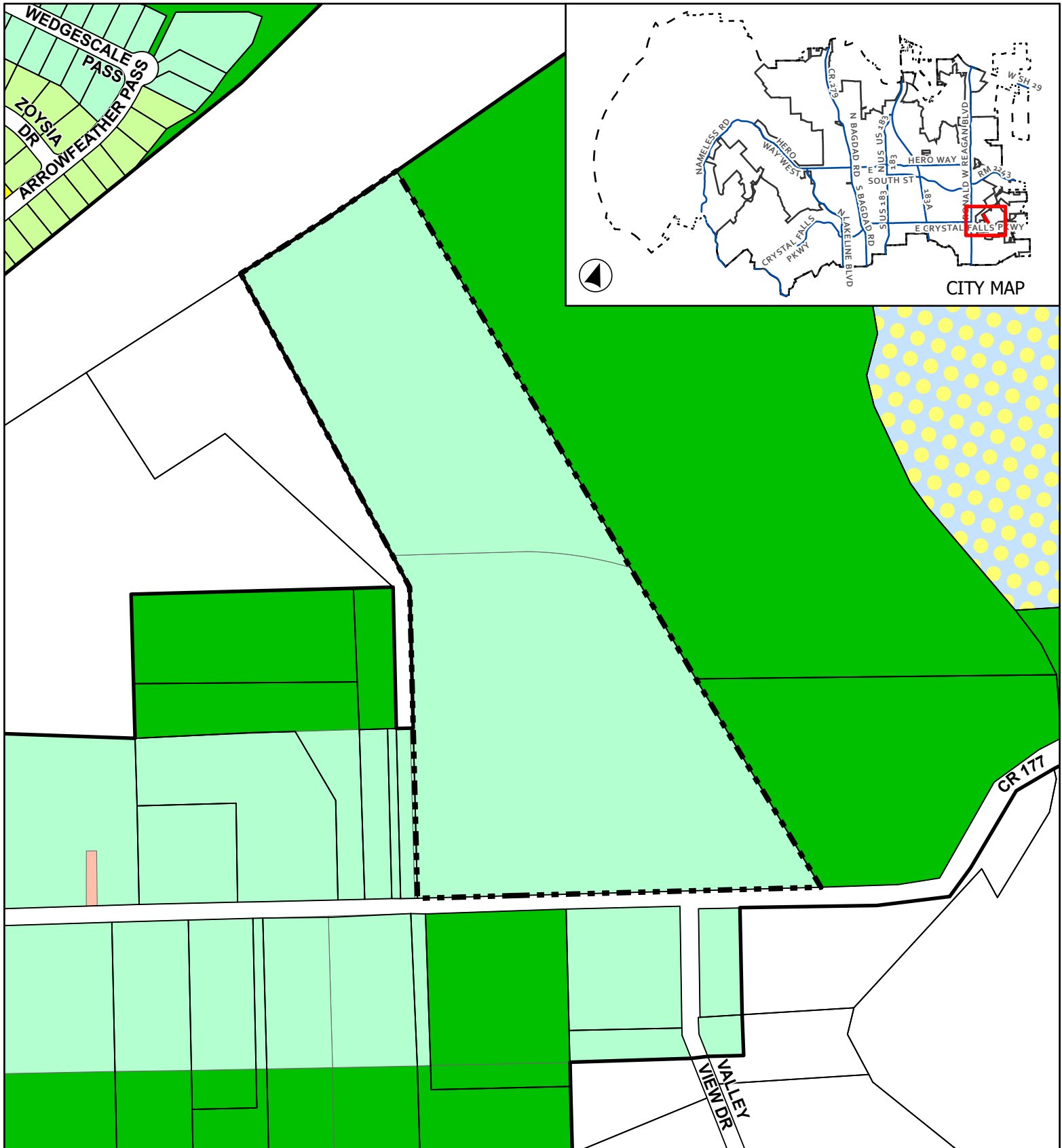
CASE: Z-24-0148 ATTACHMENT 4 LONE STAR LANDING PH 2

Public Notification

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- City Limits
- ETJ Boundary
- Subject Boundary
- Notification Buffer**
 - 200'
 - 500'



CASE: Z-24-0148

ATTACHMENT 5

LONE STAR LANDING PH 2

Proposed Zoning

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- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural
- SFS - Single-Family Suburban

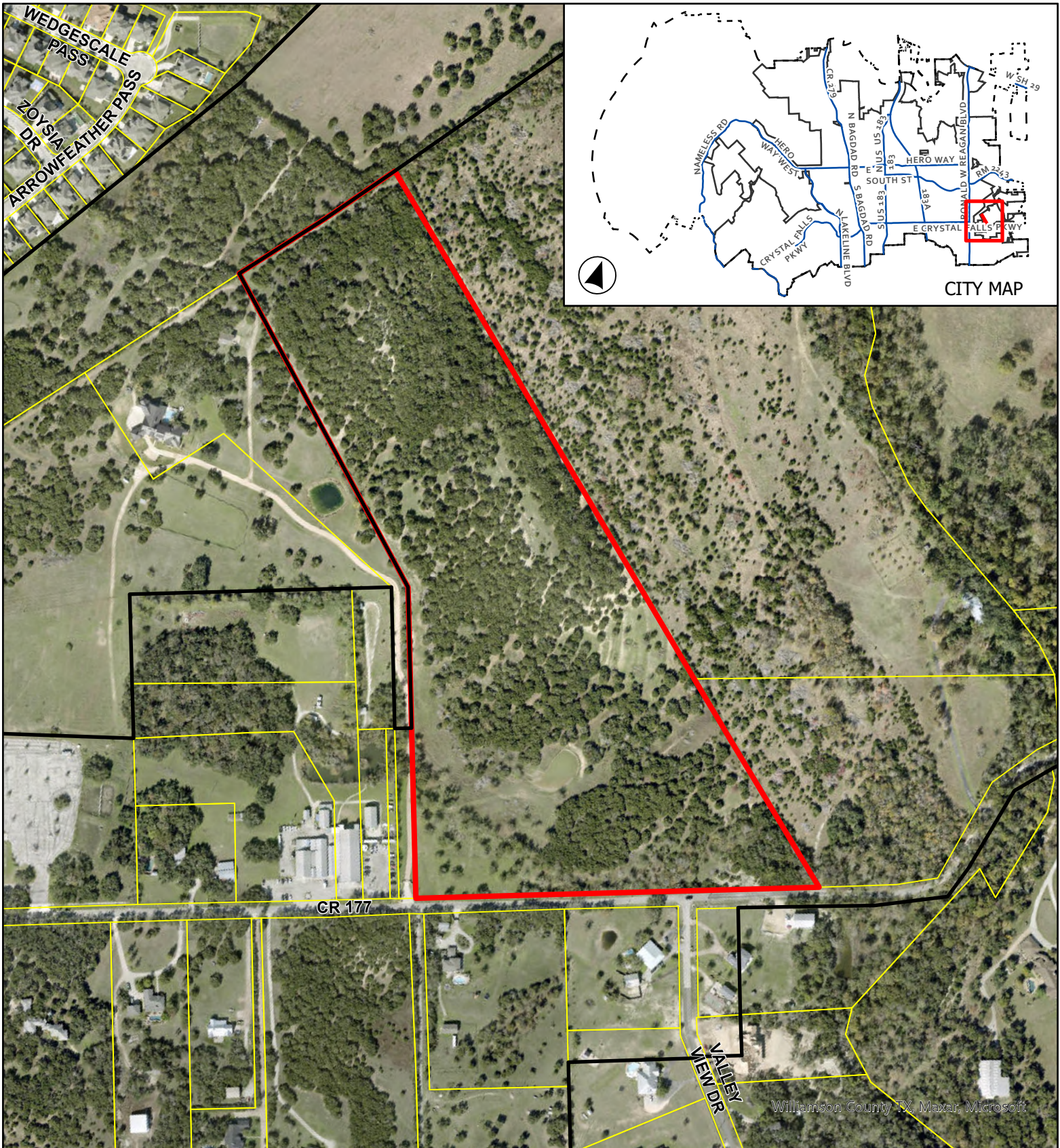
- SFU - Single-Family Urban
- SFC - Single-Family Compact
- LO - Local Office
- PUD - Single-Family



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Feet



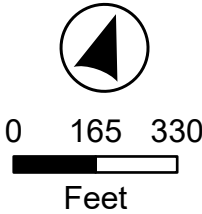
CASE: Z-24-0148

ATTACHMENT 6

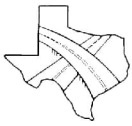
LONE STAR LANDING PH 2

Aerial Map

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- Leander City Limits
- Subject Boundary



Firm # 17877

October 10, 2024

Ms. Robin M. Griffin, AICP
Executive Director of Development Services
PO Box 319
Leander, TX 78646

Re: Lone Star Landing Phase 2 – Zoning Application Letter of Intent

Dear Ms. Griffin:

On behalf of Texas Lone Star Landing, LLC, we are submitting this application for zoning change for the north 15.416 Ac portion of the Lone Star Landing 37 acre tract located on CR 177. The property is currently zoned SFR-1-B and is designated Neighborhood Residential on the Future Land Use Map.

The south 21.599 acres out of the total 37.015 acre property has already been rezoned to SFS-2-B. This zoning request includes matching the same zoning for the remaining 15.416 acres on the north side of the property.

If you need additional information, please do not hesitate to contact my office.

Best Regards,

Gary Eli Jones, P.E.

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Discussed the zoning with Mr. Thomas and Chris Fielder is talking with Mr. LaRue. Contacting Grady and Amy this evening. Letters of the proposed zoning have been mailed to all property owners within 500-ft of the proposed zoning.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

HOA of the neighborhood to the north is included in the mailout.

3. What concerns were raised during these communications?

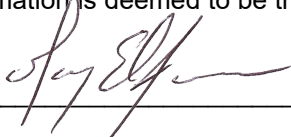
None so far. They all want to know about Crystal Falls Parkway

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

Nothing.

The above information is deemed to be true to the best of my knowledge.

Signature: _____



Date 10/5/2024



EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0149 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to SFS-2-A (Single-Family Suburban) on one (1) parcel of land approximately 28.74 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R338811; and generally located southeast of the intersection of Mineral Drive and CR 175, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0149 as described above.

BACKGROUND:

This request is the first step in the zoning process. This property is located on CR 175, to the south of the Trails at Shady Oaks subdivision and across from the Lost Woods Subdivision. The applicant has submitted a petition for annexation of this tract. This request would rezone the property from the interim zoning applied at annexation. The proposed zoning district of SFS-2-B (Single-Family Suburban) would allow for the development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The proposal does comply with the Comprehensive Plan and is appropriate for properties located in a Neighborhood Residential identified by the Comprehensive Plan. In addition, the proposal is in compliance with Resolution No. 22-031-00 that was adopted by City Council to limit consideration of zoning requests that seek to add residential lots.

The Planning Analysis is provided as Attachment #1 and provides more details about the request and the property.

HISTORY/TIMELINE:

APPLICANT/AGENT:

Kimley-Horn and Associates (Ethan Harwell) on behalf of the Estate of Peggy Borho Simpson (Christy Simpson Ledbetter).

RECOMMENDATION:

Staff recommends approval.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. Z-24-0149 Att 1 Planning Analysis - Simpson Tract
2. Z-24-0149 Att 2 Current Zoning - Simpson Tract
3. Z-24-0149 Att 3 FLU Map - Simpson Tract
4. Z-24-0149 Att 4 Public Notification - Simpson Tract
5. Z-24-0149 Att 5 Proposed Zoning - Simpson Tract
6. Z-24-0149 Att 6 Aerial Map - Simpson Tract
7. Z-24-0149 Att 7 Letter of Intent - Simpson Tract
8. Z-24-0149 Att 8 Outreach Summary - Simpson Tract



PLANNING ANALYSIS

ZONING CASE Z-24-0149 SIMPSON TRACT

GENERAL INFORMATION

Owner/Agent:	Kimley-Horn and Associates (Ethan Harwell) on behalf of the Estate of Peggy Borho Simpson (Christy Simpson Ledbetter).
Current Zoning:	Interim SFR-1-B (Single-Family Rural)
Proposed Zoning:	SFS-2-A (Single-Family Suburban)
Size and Location:	The property is located southeast of the intersection of Mineral Drive and CR 175, including approximately 28.74 acres.
Staff Contact:	Karina Castillo, AICP Planning Manager

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to develop a single-family residential neighborhood.

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 2*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

This property owner entered into a development agreement with the City of Leander in April 2016 to allow for the continuation of the extraterritorial status until the owner files any type of development document. The annexation case A-24-0017 has been filed and must be approved before this zoning request may be approved by the City Council. The two cases are scheduled for a public hearing with City Council on December 5, 2024 and a final reading on December 19, 2024.

As this Commission is aware, Resolution No. 22-031-00 was adopted by City Council in October of 2022 to limit consideration of zoning requests that seek to add residential lots. However this resolution does prioritize large lot/low-density residential development such as SFR, SFE and SFS.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	SFS-2-B & SFU-2-A	Trails at Shady Oak Subdivision

EAST	ETJ	Undeveloped
SOUTH	ETJ	Undeveloped
WEST	SFU-2-B	Lost Woods Preserve Subdivision

SURROUNDING AREA:

This property is located south of the Trails at Shady Oaks subdivision and east of Lost Woods Preserve.

PHYSICAL AND NATURAL FEATURES:

This property contains trees that will be held to the mitigation standards provided in the Composite Zoning Ordinance.

PROPERTY HISTORY:

This property is proposed to be annexed prior to the approval of this zoning case.

PREVIOUS ZONING CASES:

No zone cases have been previously submitted for this property:

MAJOR CORRIDORS:

This property has access onto CR 175.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes two proposed streets that will be reviewed during the subdivision of the site.

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
CR 175	Arterial	Through	100' ROW 4 Lanes 10' sidewalk

SUBDIVISIONS:

No subdivision cases have been previously submitted for this property:

EXISTING UTILITIES:

This property has access to water and wastewater from the Trails at Shady Oaks on the north.

CURRENT LAND USES:

This property is currently being used as a single-family home.

PROPOSED ZONING DISTRICT:**USE COMPONENT**

SFS – SINGLE FAMILY SUBURBAN:

Features: 9,000 sq. ft. lot min.; 1,500 sq. ft. living area min.

Intent: Development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The purpose of this component is to provide regulations to maintain and protect the City's single-family residences and neighborhoods in areas with intermediate lot sizes.

SITE COMPONENT

TYPE 2:

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT

TYPE A:

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

COMPREHENSIVE PLAN:

Applicable Comprehensive Plan goal statements

- Strategy 10.2: Support housing that has well-defined design character, compatibility with adjacent uses, and balanced density.

Applicable Future Land Use categories

NEIGHBORHOOD RESIDENTIAL

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:**DEVELOPMENT MEETING**

A development meeting was held with Staff on 08/12/2024. No changes were made to the project since the development meeting was held.

NOTIFICATION

- 10/24/2024 - Public Notice on Hill Country News
- 10/30/2024 - Mail Notification to Property Owners within 200'
- 10/30/2024 - Public Hearing Signage Posted on Property
- 11/14/2024 - Planning and Zoning Commission Public Hearing
- 12/05/2024 - City Council Public Hearing & First Reading of the Ordinance
- 12/19/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

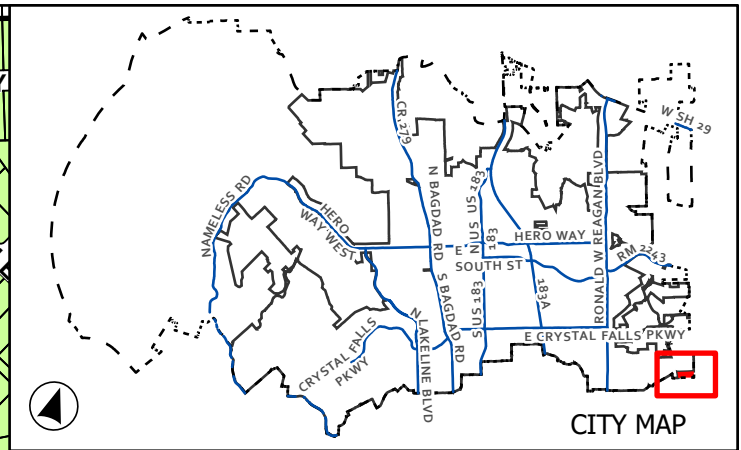
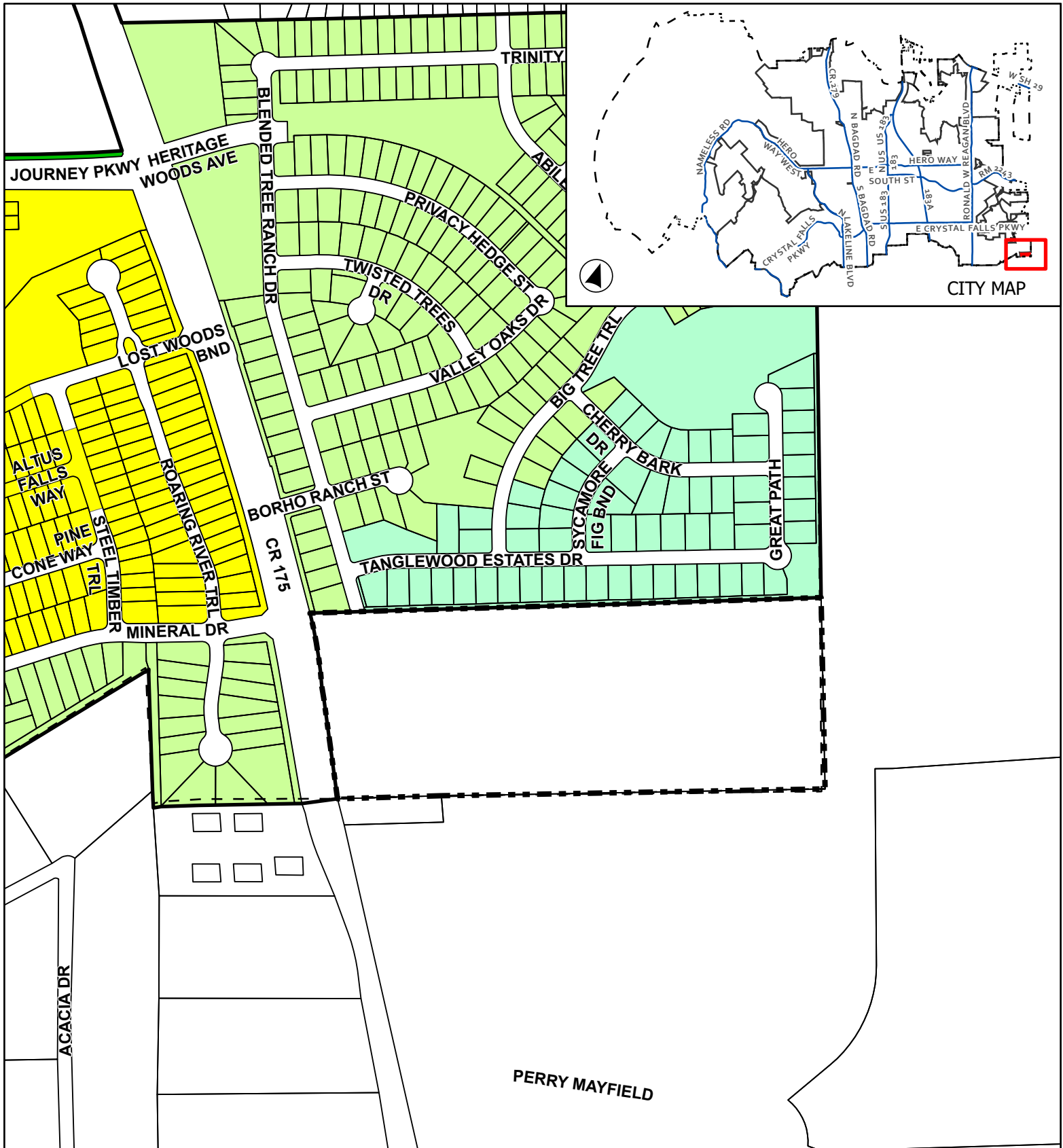
In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

The applicant reached out to the residents by mailing a letter with information. Two residents reached out with questions regarding the development. No changes were made to address any issues discussed.

Please see the full report from the applicant attached.

APPROVAL CRITERIA:

This request for a SFS-2-B (Single-Family Suburban) zoning district is compatible with the Neighborhood Residential future land use category. Staff recommends approval of the request.



CASE: Z-24-0149

ATTACHMENT 2

SIMPSON TRACT

Current Zoning

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- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural

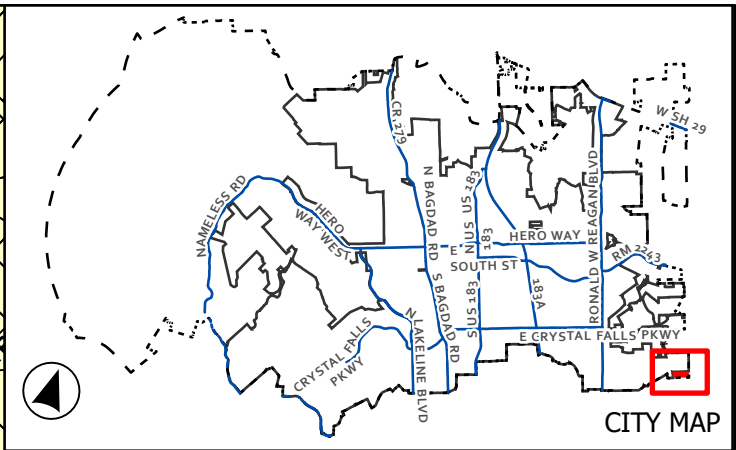
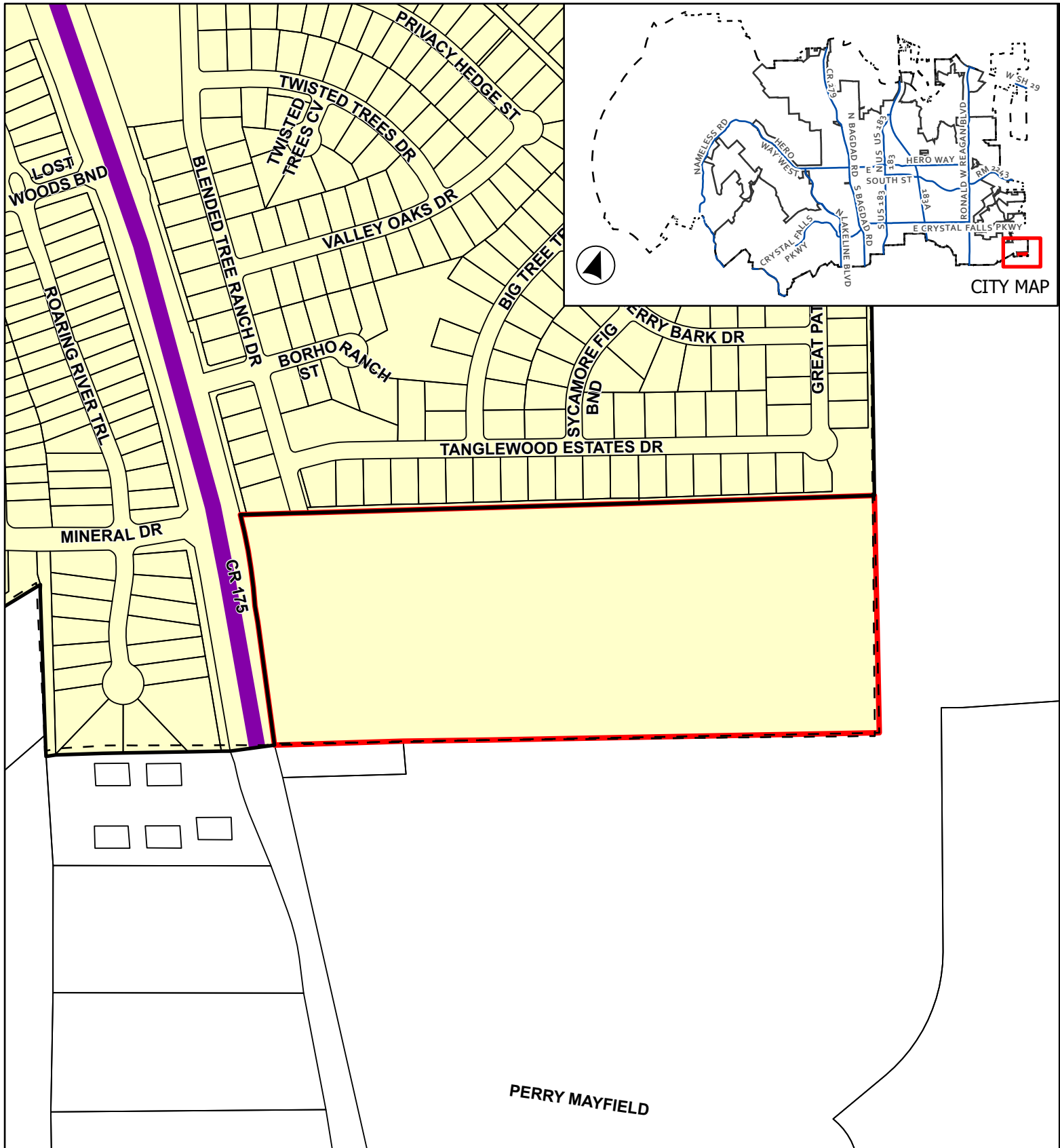
- SFS - Single-Family Suburban
- SFU - Single-Family Urban
- SFC - Single-Family Compact



0 165 330



Feet



CASE: Z-24-0149

ATTACHMENT 3

SIMPSON TRACT

Future Land Use Map



0 150 300



Feet

- Leander City Limits
- ETJ Boundary
- Subject Boundary

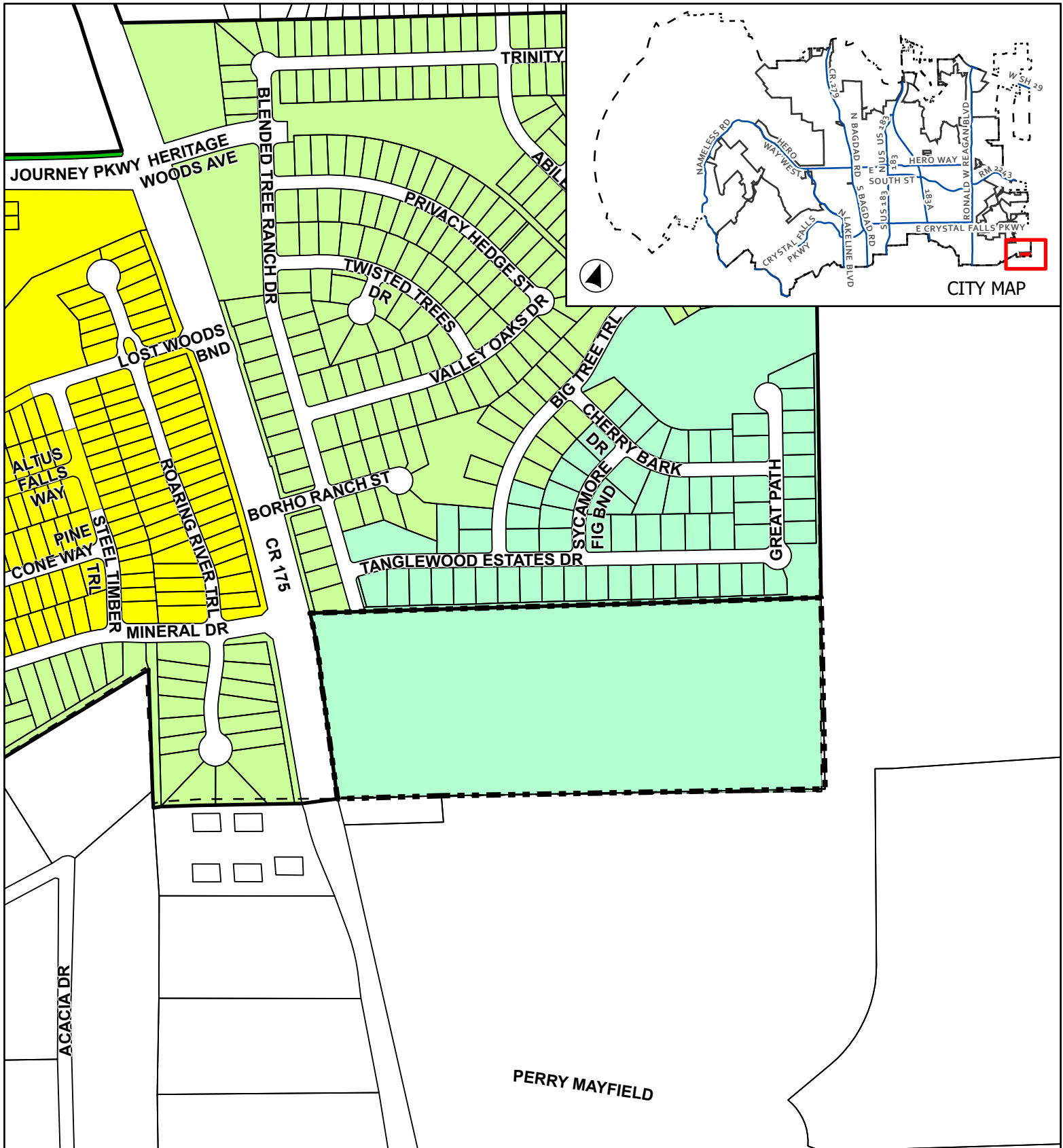
Future Land Use

Neighborhood Residential

Thoroughfare Plan

Arterial 4 Lane, Existing

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CASE: Z-24-0149

ATTACHMENT 5

SIMPSON TRACT

Proposed Zoning

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- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural

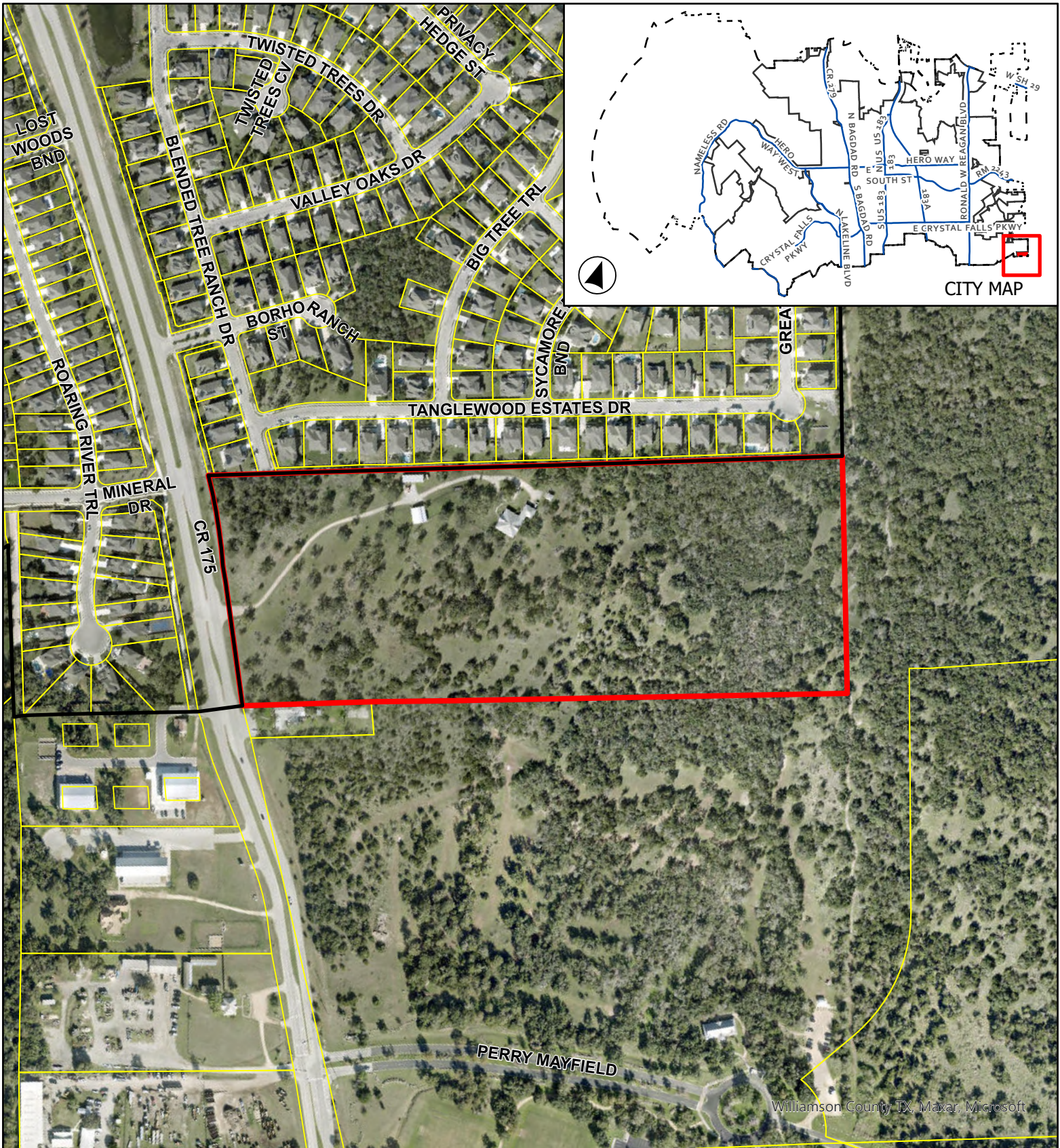
- SFS - Single-Family Suburban
- SFU - Single-Family Urban
- SFC - Single-Family Compact



0 165 330



Feet



CASE: Z-24-0149

ATTACHMENT 6

SIMPSON TRACT

Aerial Map

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0 162.5 325



Feet

Leander City Limits
Subject Boundary



October 9, 2024

Robin M. Griffin, AICP
Executive Director of Development Services
City of Leander
201 N. Brushy Street
Leander, TX 78641

Via Electronic Submittal

RE: Application for a Rezoning of approximately 28.12 acres in the Anastasha Carr Survey, Abstract No. 122 generally located at 2855 CR 175, Leander, TX 78641 (WCAD ID R338811) (the "Property")

Dear Ms. Griffin:

As representatives of the Property owner, please accept this application for a rezoning on the subject property. The site is currently located in the City of Leander ETJ. This application is made concurrently with a request for voluntary annexation. We request that the property be zoned to the Single Family Suburban (SFS-2-A) district upon annexation.

The proposed Single Family Suburban (SFS-2-A) will allow for the development of a single-family subdivision consistent with the development pattern of the neighboring subdivision, The Trails of Shady Oak. The property has frontage on CR 175 and a stub street along its northern boundary. The site is relatively flat, contains some oak stands, and has an existing home on the property.

According to the Future Land Use Map (FLUM), the site is located in the Neighborhood Residential Future Land Use Category; therefore, the proposed Zoning Change complies with the FLUM.

If you have any questions about this application for rezoning or need additional information, please do not hesitate to contact me at your convenience.

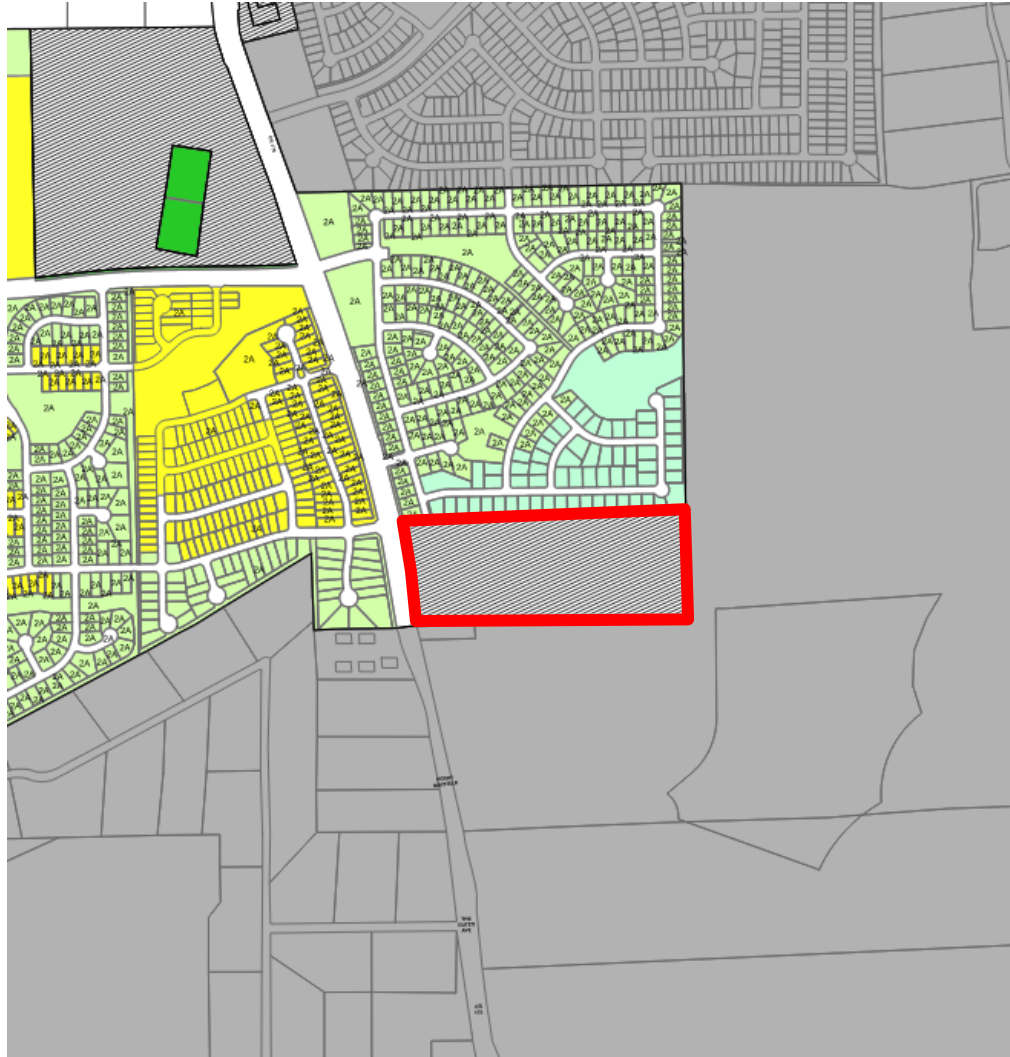
Sincerely,

A handwritten signature in blue ink, appearing to read "Ethan Harwell".

Ethan Harwell, AICP

Ethan.Harwell@Kimley-Horn.com
512 580 5803

ZONING MAP



APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Surrounding neighborhood and residential property owners within 500' were notified by mail.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

Property owners (see attached list) and the Trails at Shady Oak HOA were notified.

3. What concerns were raised during these communications?

Two neighbors expressed interest in the preservation of the natural area along the north property boundary. This area is a open space lot maintained by the Trails at Shady Oak HOA and not a part of this development and will remain. The neighbors also expressed an interest in living in this development themselves.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

No specific conditions have been requested at this time.

The above information is deemed to be true to the best of my knowledge.

Signature:  Date 11/06/2024



October 8, 2024

**RE: Annexation and Rezoning of approximately 28.12 acres located at 2855 CR 175
 (WCAD ID R338811) (the “Property”)**

Dear Neighbor:

You are receiving this letter because you are within 500 feet of the Property to be annexed into the City of Leander and zoned to SFS-2-A. The Property is located at 2855 CR 175 (see map on the back of this page). The property is currently outside the city limits and not zoned.

The proposed SFS-2-A zoning would permit the development of a single-family neighborhood similar to the Trails at Shady Oaks.

If you have any questions about this application for the rezoning or need additional information, please do not hesitate to reach out to me at the phone number or email below.

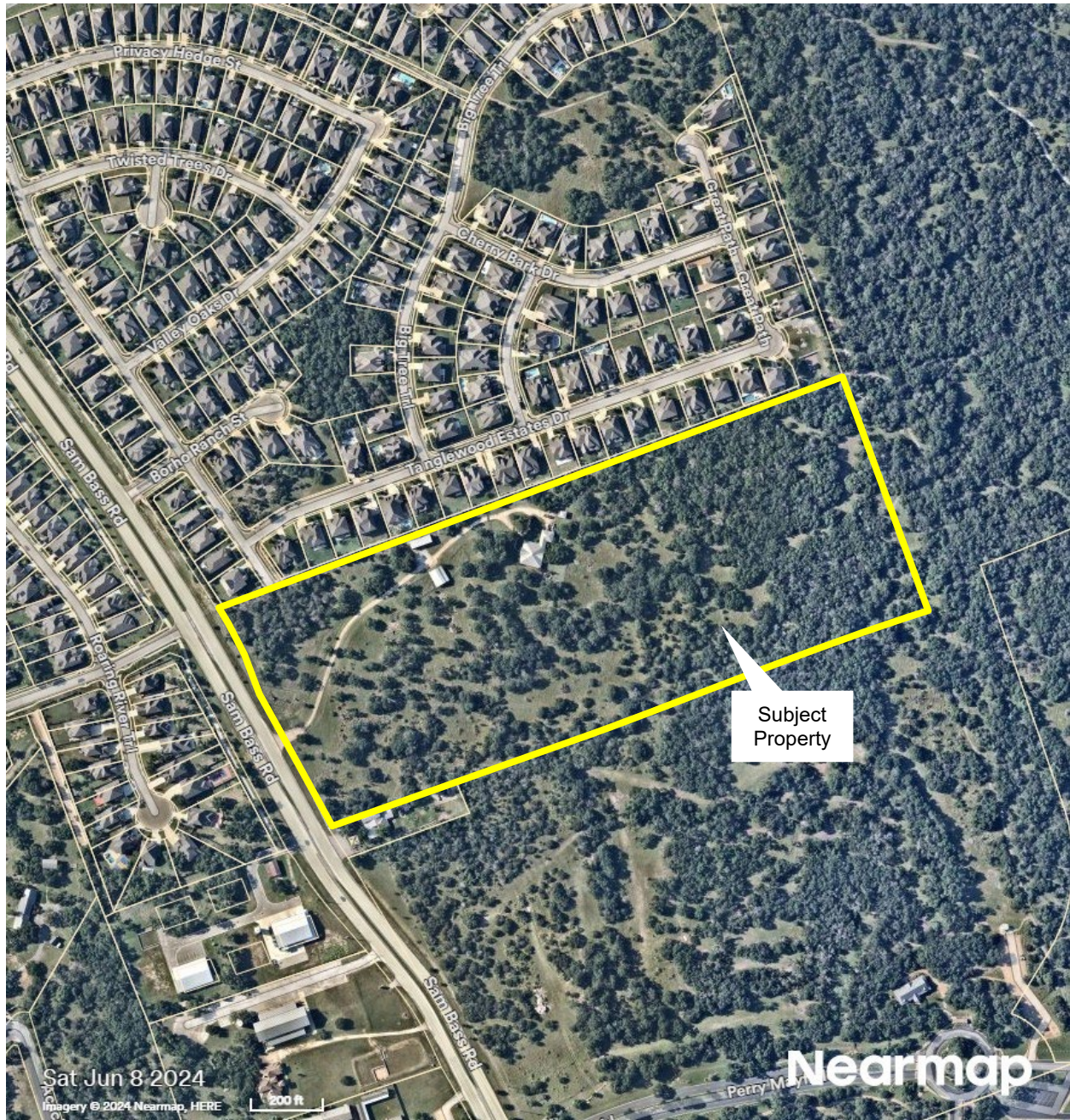
Sincerely,

A handwritten signature in blue ink, appearing to read "E. Harwell".

Ethan Harwell, AICP

Ethan.Harwell@Kimley-Horn.com
512 580 5803

Location Map





EXECUTIVE SUMMARY
11/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Ordinance Case OR-24-0023 to amend the Composite Zoning Ordinance to update requirements for site development, dry utilities, and to provide for related matters; Williamson & Travis Counties, Texas.

- Discuss and consider action regarding Ordinance Case OR-24-0023 as described above.

BACKGROUND:

This request is the first step in the ordinance amendment process. This amendment to the Composite Zoning Ordinance includes the following:

- Created a Development Services Review Committee to allow for administrative flexibility.
- Updated the requirements for Dry Utility Permits.
- Clarified the process for Site Development Permits, Minor Site Development Permits, and Dry Utility Permits.
- Removed the requirement for approval of a lift station report, water and wastewater capacity analysis, drainage study, floodplain development, TIA, and/or preliminary park plan in order to be in compliance with the recent legislative update.
- Provided an option for the applicant to request an extension from the Planning & Zoning Commission if the application expires.
- Established a deadline for the commencement of a pre-construction meeting to start a project.
- Added provisions to allow for an Early Grading Phase of development.

HISTORY/TIMELINE:

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

Staff recommends approval of the ordinance amendment.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. OR-24-0023 Att 1 Ordinance

ARTICLE IX. SITE DEVELOPMENT

SECTION 2: ADMINISTRATION AND REVIEW

(a) Development Services Review Committee (DSRC)

- (1) Purpose:** The Development Services Review Committee (DSRC) shall be created to generally ensure compliance of applications with all applicable codes, regulations, laws, ordinances and plans and to coordinate the review of development proposals to ensure that all City requirements have been met without conflict. The DSRC shall have all the power and duties specifically provided for herein.
- (2) Representatives:** The DSRC shall consist of department or division authorities or their assigns from the review departments to include:
 - (i) Development Services Director**
 - (ii) City Engineer**
 - (iii) Planning Manager**
 - (iv) Building Official**
 - (v) Fire Marshal**
 - (vi) Parks & Recreation Director**
 - (vii) Public Works Director**
- (3) Powers and Duties:**
 - (i) The DSRC shall determine based on information submitted by the applicant whether or not the site development plans meet the requirements of codes, regulations, and ordinances.**
 - (ii) The DSRC will review requests for administrative exceptions to provisions of this code.**
 - (iii) An administrative exception may be granted if the DSRC finds the following:**
 - 1. The exception will provide an alternate means of achieving the same or higher level of technical performance specified by this code; and**
 - 2. The exception is in harmony with the general purpose and intent of this Article so that public health, safety and welfare may be secured.**
 - (iv) All requested exceptions from this code shall be made in writing before the first resubmittal of the application. The request shall be made to the Development Services Department.**
 - (v) The applicant shall have the burden of proving that an exception, if granted, will provide the same level of technical performance specified by this Article.**
 - (vi) Findings of the DSRC, together with the specific facts upon which findings are based, shall be kept in the case files for the site development permit.**
- (4) Administrative Exceptions:** The DSRC shall have the authority to authorize an administrative adjustment to up to ten (10%) percent of any numerical standard set forth in the Composite Zoning Ordinance. Exceptions include setback encroachments, driveway determinations, and detention pond design. No administrative exception shall increase the overall density or intensity of the development.
 - (i) Review and action by the DSRC:** The DSRC shall review the application and approve or disapprove the application based on the criteria below. A written decision including findings on the criteria below and provided to the applicant.
 - 1. That granting the administrative adjustment serves a conspicuously obvious and needed purpose;**
 - 2. That granting the administrative adjustment will ensure an equal or better level of land use compatibility as compared to the applicable standards;**
 - 1-3. That granting the administrative adjustment will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks and other land use considerations; and**
 - 2-4. That granting the administrative adjustment shall be generally consistent with the purposes and intent of this Code.**

SECTION 23: ~~SITE APPLICATION PLAN~~ PROCESSING, APPLICATION, EXPIRATION, AND PERMITTING.

(a) ~~Site Application Plan~~ Processing.

(1) ~~Application Site plan s~~Submission.

- (i) The applicant is required to attend a pre-development meeting with city staff to help familiarize the applicant with applicable codes and regulations for site development and minor site development permit applications. The Planning Director may waive this requirement if they deem that the meeting is not necessary.
- (ii) The Planning Director shall prepare an application Submittal Schedule. The Submittal Schedule shall be reviewed and approved by the Commission annually. The Planning Director is authorized to adjust an approved schedule to accommodate holidays, City Hall closures, and cancelled or special called meetings.
- (iii) The Planning Director shall prepare site development, minor site development, and dry utility application forms which shall include a checklist of the required information and documents that are required to be submitted by applicants in order for an application to be accepted as complete for review and processing under this Chapter. The Commission shall review and approve the application forms and amendments prepared by the Planning Director from time to time. The submittal shall also include a list of any requested variances from the ordinances. The Planning Director shall update the application from time to time as required due to amendments to this Ordinance, state law, or applicable technical codes and manuals.
- (iv) ~~Applications Site plans shall be submitted by appointment and~~ will only be accepted for submittal with the Planning Department on the days authorized by the adopted Submittal Schedule. City staff shall review the application for completeness and either accept the application as complete or reject the application and provide the applicant with written notice of rejection that specifies the reasons for rejection within ten (10) business days of the date the application is submitted. An application will be considered complete if it is submitted in the required form, includes all information and documents required in the application, and is accompanied by the applicable fees. An application that is not complete, does not include the information or documents required in the application, or is not accompanied by the applicable fees shall not be accepted by the City for review and processing. If the application is determined to be incomplete, the Planning Director shall provide written notice of the rejection of the application that includes a description of the application's deficiencies. No further processing of the application will occur until the deficiencies are corrected. ~~e. In addition to the items required on the Site Development Permit application and checklist, the following must be reviewed and approved prior to the submittal of the Site Development Permit application in order for the Site Development Permit application to be accepted as complete, unless the City Engineer, Director of Planning, or Director of Parks and Recreation determines that one of the items is either not needed or may be reviewed concurrently to process the Site Development Permit application:~~
 - a. —
 - b. — Lift station report
 - c. — Water and wastewater capacity analysis
 - d. — Drainage study
 - e. — Floodplain permit/ CLOMR
 - f. — Traffic impact analysis
 - g. — Preliminary Park Plan
- (v) ~~f. —~~ As coordinator of the ~~site development~~ permit process, the Planning Department shall distribute copies of a site plan accepted for review and processing to all reviewing departments. Within forty-five (45) calendar days of the filing date, the applicationsite development permit shall be disapproved, with reasons provided for such disapproval, or

approved. Issuance of comments by ~~city~~ Development Services Review Committee (DSRC) staff identifying items to be addressed by the applicant shall constitute disapproval of such application until the applicant addresses such comments. Failure to disapprove or approve the site development application within forty-five (45) days shall constitute approval of the application.

(b) Expiration of application.

- (1) Prior to an application being accepted for review and processing, an application shall expire on the forty-fifth (45th) day after the date the application is submitted to the City if:
 - (i) The applicant fails to provide documents or other information necessary to comply with requirements relating to the form and content of the application set forth in this Ordinance;
 - (ii) Within ten (10) business days of the date the application is submitted to the City, the City provides the applicant written notice of the failure that specifies the necessary documents or other information that are missing from the application and the date the application will expire if the documents or other information is not provided; and
 - (iii) The applicant fails to provide the specified documents or other information within the time provided in the notice.
- (2) After an ~~an application-site development permit~~ is accepted for review and processing, the site development permit application shall expire within nine (9) months of the date that all initial staff review comments from all reviewing departments have been issued on the application if a ~~site development~~ permit has not been issued due to the applicant's failure to cause the proposed ~~site development~~ application to comply with applicable city regulations. The Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining a ~~site development~~ permit. Substantial progress shall consist of, at a minimum, a resubmission of the ~~site development~~ plans and all relevant materials by the applicant that address all initial staff review comments from all reviewing departments.
- (3) If the permit has not been issued after the administrative extension is granted, the Planning & Zoning Commission may consider one (1) additional six (6) month extension if the applicant can show substantial progress towards obtaining a permit.

~~(c)~~ Permit Issuance.

(c)

- (1) Approved plans signed.
 - (i) After all comments from all reviewing departments have been addressed and all fees have been paid, the applicant shall deliver a digital file of the corrected site plan including civil plan sheets, utility plans, drainage, and landscape plans with a letter from the person preparing the plan stating that the digital file is the most recent version reflecting all changes made to the site plan and landscape plan and is the same version as represented on the prints provided.
 - (ii) The applicant shall also deliver the required number of prints of the sets of final plans, including civil plan sheets and all accompanying materials, as required on the most recent application and checklist, for final review and approval. The applicant or applicant's agent shall include a letter with the resubmission explaining how all staff comments have been addressed. The applicant or applicant's agent shall also provide a signed statement indicating what additional changes, other than those required to address staff comments, if any, have been made to the site plan and any accompanying materials and plan sheets. If no additional changes have been made, the applicant or applicant's agent shall provide a signed statement verifying this.
 - (iii) Once the DSRC has verified that the application and plans conform to all applicable ordinances of the city, the DSRC shall sign all sets of approved plans, and one signed set shall be provided to the applicant or applicant's agent. The applicant shall provide the applicant's signed set (or a copy, thereof) to the contractor responsible for completing site

improvements. Approval of a permit does not constitute, nor does it guarantee, approval of a building permit to construct a building.

(2) Pre-Construction Meeting.

- (i) Each site development permit, minor site development permit, or dry utility permit requires a pre-construction meeting with an engineering Inspector prior to any construction on site. A pre-construction meeting provides an opportunity to begin communication and problem solving between the city staff and the design/construction team prior to the start of a construction project. At this meeting, the approved site development, minor site development, or dry utility plans and any documents relevant to the site will be reviewed and the participants will discuss any major items, answer questions the sub-contractors may have, and explain the inspection procedure. The project agent may request this meeting after installing the erosion controls and completing an inspection. The city encourages owner representative, project architect, project engineer, project manager, project superintendent, and subcontractor to attend this meeting. An additional pre-construction meeting is required if the primary contractors change unless otherwise approved by the Planning Director.
- (ii) Construction shall begin within ninety (90) days after the pre-construction meeting, if construction has not started within the ninety (90) day period then another pre-construction meeting will be required prior to start of construction.

(3) Construction shall not to begin prior to a pre-construction meeting and permit issuance.

- (i) Site construction shall not begin until the Planning Department has issued a site development permit. all necessary permits have been obtained, all fees paid, approval has been granted by all reviewing departments and a site development permit is issued by the Planning Department. A stop-work order may be issued and an applicant shall be required to pay two (2) times the normal application permit fee for any property upon which construction has begun prior to the issuance of a site development, minor site development, or dry utility permit, unless prior written approval is obtained from the Planning Department. If a stop-work order is issued as a result of construction beginning prior to issuance of a site development permit, construction activities shall cease until the required approval is obtained.

~~(d)(a) Review fee and professional recovery fee. A professional recovery fee as set forth in Appendix A shall be required at the time of site development or minor site development permit application submittal. In addition to the professional recovery fee and the review fee, a phasing fee shall be required at the time of site development permit application submittal for all projects with more than one phase. The phasing fee shall be as set forth in Appendix A and shall not be assessed for the first phase. Fees associated with proposed site development permit revisions shall apply to proposed changes to an approved site plan that are considered minor deviations or design modifications and impervious cover shall be calculated based only on the portions of the plan proposed to be changed. Fees for proposed changes to an approved site plan may be waived by the Planning Department if such deviations are so minor so as not to require the submission or review of new plans. All fees shall be non-refundable. Changes to an approved site plan which are necessary to relocate approved building square footage or parking areas due to the exercise of the power of eminent domain by the City shall be considered minor deviations and design modifications for the purposes of this section and, in addition, shall not be assessed any additional fee.~~

~~(b)~~ (e) Site Development Permit Expiration.

- (1) A site development permit and/or minor site development permit, including all phases identified on the site plan, expires two (2) years after the date of its approval issuance, or as identified on an approved phasing plan, unless one or more of the following events occur:

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- (i) ~~(i)~~—Building permits required to construct all buildings shown on the site plan are issued prior to the expiration date and those active building permits are in effect until the work is completed and certificates of occupancy are issued.
 - (ii) ~~(ii)~~—If no building permits are required to complete the development authorized by the site development permit, any required site work is commenced and diligently pursued to completion and a certificate of completion is issued. For purposes of this section, the term "diligently pursued" shall mean that activity towards completion of the development approved by the site development permit does not cease for more than thirty (30) consecutive days, that substantial progress is being made and that all improvements required by the site development permit are completed with two years of issuance of the permit. The Planning Department will be responsible for making the determination of whether site work is diligently pursued to completion. The determination may be appealed to the City Manager, whose decision is final.
- (2) If a site development or minor site development permit expires, the applicant may request a reinstatement of the site development permit with the following conditions:
- (i) No changes are permitted to be made to the site development permit except for minor changes as defined in this Chapter and approved by the Planning Department.
 - (ii) The applicant shall pay a nonrefundable fee in the amount of one-half of the original fee.
 - (iii) ~~(iii)~~—The application is in conformance with all applicable rules and regulations of the City in effect at the time that the application for reinstatement is made.
 - (iv) The reinstatement must be requested within 24 months of the expiration date of the approved Site Development Plan.
 - (v) The circumstances of the adjacent properties, roadways and subject property shall have remained the same, so as to not change the requirements applicable to the property. Such circumstances could include, but not be limited to, a change of zoning in the subject or adjacent properties, a change in the boundary of the subject property, a change in classification of the adjacent roadway or neighboring construction affecting landscape buffers.
- (3) A dry utility permit expires six (6) months after the date of issuance. The applicant may request an additional three (3) month extension by requesting a pre-construction meeting and an extension.

(f) Site Development Permit.

- (1) Projects that include site activity as listed in Section 1(b), Article IX of this ordinance require a site development permit. A site development permit application shall be submitted for review in conformance with all information and materials required by the most recent site development permit application/checklist.
- (2) Review fee and professional recovery fee. A professional recovery fee as set forth in Appendix A shall be required at the time of site development or minor site development permit application submittal. In addition to the professional recovery fee and the review fee, a phasing fee shall be required at the time of site development permit application submittal for all projects with more than one phase. The phasing fee shall be as set forth in Appendix A and shall not be assessed for the first phase. Fees associated with proposed site development permit revisions shall apply to proposed changes to an approved site plan that are considered minor deviations or design modifications and impervious cover shall be calculated based only on the portions of the plan proposed to be changed. Fees for proposed changes to an approved site plan may be waived by the Planning Department if such deviations are so minor so as not to require the submission or review of new plans. All fees shall be non-refundable. Changes to an approved site plan which are necessary to relocate approved building square footage or parking areas due to the exercise of the power of eminent domain by the City shall be considered minor deviations and design modifications for the purposes of this section and, in addition, shall not be assessed any additional fee.
- (3) A site development permit may include an early grading phase as part of the application in compliance with the Site Development Permit application and checklist. Once a project meets the following requirements, an Early Grading Phase Permit may be issued.

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- (i) The review of the site development permit shall be substantially complete which means confirmation that the following requirements have been met:
- a. All substantial comments relating to the location of any proposed impervious cover have been cleared as determined by the Development Services Review Committee (DSRC);
 - b. The site development plans are in compliance with the setback requirements;
 - c. Tree preservation plan is approved;
 - d. All required fees have been paid associated with the site development permit including the additional early grading phase fee.
 - e. An early grading phase package is incorporated into the Site Development Permit submittal as listed in the application and checklist.
- (ii) Upon approval of the review of the Early Grading Phase sheets of the plan set, an Early Grading Phase Permit may be issued. Prior to issuance, the following items shall be completed:
- a. A cost estimate for revegetating the site signed and sealed by the project engineer shall be provided as well as a cash deposit equal to the cost estimate plus fifteen (15%) shall be submitted. This deposit shall be held until site completion and then returned to the payee upon issuance of the certificate of completion for the site.
 - b. An erosion control inspection shall be completed and approved;
 - c. A pre-construction meeting shall be held; and
 - d. An Early Grading Permit shall be issued that is signed by the property owner and site contractor conducting the grading. This permit shall include conditions confirming that the permit only allows for grading, requirements for revegetation if the construction activity ceases for more than fourteen (14) days, and confirm that this permit is issued at the risk of the developer. In the event that the plans change after the grading has started, compliance with all ordinances and requirements is still required.
- (d) ~~(c)~~ Minor Site Development Permit.
- (1) ~~(1)~~ Projects that include minor site activity similar to those listed in Section 1(b) and including brush clearing, Article IX of this ordinance may be eligible for a minor site development permit. To be eligible, such projects may increase the impervious cover by no more than 1,000 square feet. In addition, a minor site development permit application shall be submitted for review in conformance with all information and materials required by the most recent minor site development permit application/checklist. Example improvements may include:
- (i) Small building additions;
 - (ii) Parking lot revisions to include striping and small expansions;
 - (iii) Outdoor storage location adjustments; or
 - ~~(iv)~~ Landscaping modifications.
- (2) ~~(2)~~ A project is not eligible for the Minor Site Development Process when:
- (i) A Traffic Impact Analysis (TIA) is required;
 - (ii) The proposal requires preparation of a drainage study.
 - (iii) Impervious cover is proposed that exceeds 1,000 square feet;
 - (iv) A new building in excess of 1,000 square feet is proposed; or
 - (v) A building addition is proposed in excess of 1,000 square feet or twenty (20%) of the existing building's square footage, whichever is less.
- (3) A professional recovery fee as set forth in Appendix A shall be required at the time of site development permit exemption application submittal.
- (e) ~~(d)~~ Reserved.
- ~~(e)~~ Dry Utility Permit.
- (1) Projects that consist solely of the installation of utilities and associated facilities are eligible for review and processing as dry utility permit. A dry utility permit application shall be submitted for review in conformance with all information and materials required by the most recent dry utility permit application/checklist.
- (i) Dry utilities shall be located underground in accordance with Section 13.01.004 of the code.
 - ~~(i)~~(ii) Overlash of utility lines is permitted between existing utility poles where existing lines are present. Overlash means the tying of additional communications facilities to those
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previously attached to existing utility poles. New lines may not be extended across public ROW or between poles where lines do not already exist.

(2) Application.

(i) Contractors must carry liability insurance and list the city as additional insured during construction of the project.

(ii) Door hangers are required to be placed on all houses within any subdivisions impacted by the dry utility permit a minimum of fifteen (15) days prior to the start of a dry utility project. These door hangers shall include the name and phone number of the contractor doing the work, the name of the dry utility provider and phone number, and the time frame for the work.

(3) Project close out:

(i) A certificate of completion shall be issued upon completion of the project. All construction equipment, spoils, and debris shall be removed and the site shall be revegetated and restored.

(4) Penalties

(i) Damage to property

i. If public or private property is damaged during installation of dry utilities, the utility provider, contractor, and/or sub-contractor shall be responsible for repair.

ii. No additional applications will be accepted for review or permits issued until damage is repaired.

(ii) Work without permit

i. No additional applications will be accepted for review or permits issued until the plans are submitted and a permit is issued.

(iii) Stagnant project: If works stops for more than two (2) weeks, all construction equipment, spoils, and debris shall be removed and the site shall be revegetated and restored.

SECTION 3: PROCEDURES FOR APPLICATION APPROVAL OF SITE PLANS.

- (a) ~~Site Application Plan~~ Approval. The Planning Department shall not ~~approve~~ issue a site development or minor site development permit ~~site plan~~ until all reviewing departments of the city have indicated that the proposed site plan, with all applicable attachments, complies with all applicable provisions of the code of ordinances of the city including the Composite Zoning Ordinance and the Subdivision Ordinance. ~~The applicant shall identify all A, B, and C Streets.~~ Parkland and park improvements shall be required for all multi-family development in accordance with the standards of Section 61 of the Subdivision Ordinance. Development shall comply with regulations for Buffer Zones set forth in Section 49 of the Subdivision Ordinance. The Planning Department shall approve a site plan if the proposed development complies with all applicable codes of the city. If the Planning Department finds that the site plan does not comply with all applicable codes of the city, the site plan shall be disapproved pending submittal of a site plan in compliance with the code of ordinances of the city. ~~Issuance Approval~~ of a site development permit authorizes the applicant to begin site development.