AGENDA
PLANNING & ZONING COMMISSION MEETING
CITY OF LEANDER, TEXAS

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Thursday, October 9, 2025
Regular Meeting at 6:00 PM

Place 1 – Donnie Mahan	**Place 5 – James Oliver, Chair**
Place 2 – Joseph Morales	**Place 6 –Laura Lantrip**
Place 3 – Karen Lewis	**Place 7 – Vacant**
Place 4 – Vacant	**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. Director's report to the Planning & Zoning Commission on action taken by City Council on the September 18, 2025 and October 2, 2025 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.]

CONSENT AGENDA: ACTION

6. Approval of the minutes for meeting held on September 11, 2025.
7. Approval of the Subdivision and Site Development Application Forms pursuant to Article II, Section 20 (f) of the Subdivision Ordinance and Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance; Leander, Williamson & Travis Counties, Texas.
8. Approval of the extensions of the application expiration for Subdivision Case FP-23-0079 Russi Replat; on one (1) parcel of land 9.186 acres ± in size; more particularly described by Travis Central Appraisal District Parcel 354066, generally located approximately 2,500 feet east of the intersection of Round Mountain Road and Flukes Lane, Leander, Travis County, Texas.
9. Approval of the extension of the application expiration for Subdivision Case FP-23-0081 Gabriels Horn Development; on five (5) parcels of land 16.372 acres ± in size; more particularly described by Williamson Central Appraisal District Parcels R473804, R500871, R022218, R655765, and R500872, generally located northwest of the intersection of Ronald W. Reagan Boulevard and Gabriel's Horn Road, Leander, Williamson County, Texas.

10. Approval of the extension of the application expiration for Subdivision Case PICP-23-0079 regarding Gabriels Horn Development on five (5) parcels of land 16.372 acres ± in size, more particularly described by Williamson County Appraisal District Parcels R473804, R500871, R022218, R755765, and R500872, generally located northwest of the intersection of Ronald W. Reagan Boulevard and Gabriel's Horn Road, Leander, Williamson County, Texas.

11. Approval of the extension of the application expiration for Site Development Case SD-24-0196 Harvest Retreat; on one (1) parcel of land 9.996 acres ± in size; more particularly described by Williamson Central Appraisal District Parcel R332409, commonly known as 14751 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.

12. Approval of the extension of the application expiration for Site Development Case SD-24-0212 Founders Classical Academy Leander School Addition; on three (3) parcels of land 9.02 acres ± in size; more particularly described by Williamson Central Appraisal District Parcels R036500, R036501, and R036502, commonly known as 1303 Leander Drive, Leander, Williamson County, Texas.

PUBLIC HEARING: ACTION

13. Conduct a Public Hearing and consider action regarding Zoning Case Z-25-0192 to amend the Journey Bible Church Planned Unit Development (PUD) with base zoning of LO-2-A (Local Office) to include a base zoning district of LC-2-A (Local Commercial) on two (2) parcels of land approximately 3.0 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R668974 and R668975; and generally located approximately 300 feet east of the intersection of Bull Nettle Drive and Journey Parkway, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-25-0192 as described above.

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

14. Conduct a Public Hearing and consider action on the Fiscal Year 2026 Capital Improvement Program (CIP).

- Discuss and consider action regarding Fiscal Year 2026 Capital Improvement Program (CIP).

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

REGULAR AGENDA

15. 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 1st day of October 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

Veronica Tovar, Secretary

EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Approval of the minutes for meeting held on September 11, 2025.

BACKGROUND:

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:
Staff recommends approval of minutes.

PRESENTER:

Attachments:

1. 9-11-2025 P & Z minutes

MINUTES
PLANNING & ZONING COMMISSION MEETING
CITY OF LEANDER, TEXAS

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Thursday, September 11, 2025
Regular Meeting at 6:00 PM

Place 1 – Donnie Mahan	**Place 5 – James Oliver, Chair**
Place 2 – Joseph Morales	**Place 6 –Laura Lantrip**
Place 3 – Karen Lewis	**Place 7 –Scott Calame, Vice-Chair**
Place 4 – Vacant	**Staff Liaison – Robin Griffin**

REGULAR MEETING

1. Call to Order.
   Meeting was called to order at 6:00 p.m.

2. Roll Call.
   All commissioners present except Commissioner Laura Lantrip.

3. Director's report to the Planning & Zoning Commission on action taken by City Council on the September 4, 2025 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 6-9.

By: Board Member Morales
Seconded: Board Member Lewis

Vote: 5 - 0

6. Approval of the minutes for meeting held on August 28, 2025 and reconsideration of the revised minutes for the meeting held on August 14, 2025.

7. Approval of the extension of the application expiration for Subdivision Case FP-23-0097 Leander Estates Phase 2 Final Plat; on one (1) parcel of land 79.107 acres ± in size; more particularly described by Williamson Central Appraisal District Parcel R383651, generally located southeast of the intersection of Sandman Pass and Prairie Verbena Road, Leander, Williamson County, Texas.

8. Approval of the extension of the application expiration for Subdivision Case FP-24-0152 Crystal Falls Frozen Custard Addition Short Form Final Plat; on one (1) parcel of land 2.597 acres ± in size; more particularly described by Williamson Central Appraisal District Parcel R565325, commonly known as 10745 E. Crystal Falls Parkway, Leander, Williamson County, Texas.

9. Approval of the extension of the application expiration for Subdivision Case PICP-23-0089 Cypress Meadows; on one (1) parcel of land 44.035 acres ± in size; more particularly described by Williamson Central Appraisal District Parcel R403528, generally located west of US 183 and south of Hernandos Loop, Leander, Williamson County, Texas.

PUBLIC HEARING: ACTION

10. Conduct a Public Hearing regarding Special Use Case Z-25-0161 to consider action on a Special Use Permit to allow for outdoor sporting activities such as soccer, cricket, football, and other similar sports on two (2) parcels of land approximately 0.603 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R036045 and R036046; and commonly known as 302 & 304 Brushy Street, Leander, Williamson County, Texas.

    - Discuss and consider action regarding Zoning Case Z-25-0161 as described above.

Public Hearing opened at 6:10 p.m.; Public Hearing closed at 6:13 p.m.; following discussion.

Terry Davis, 105 W. Broade, Leander, Texas 78641 spoke against the request.

Josh Howard, 614 Maplecreek Dr., Leander, Texas 78641 submitted via the website against the request.

Motion to approve Zoning Case Z-25-0161 Special Use Permit for cricket activities only with limited hours of operation being Monday through Thursday from 5 pm to 11 pm, Friday from 5 pm to 12 am, Saturday from 8 am to 12 am, and Sunday from 8 am to 11 pm for a five (5) year time limit.

By: Board Member Calame
Seconded: Board Member Mahan

Vote: 5 - 0

REGULAR AGENDA

11. Approval of Plat Vacate Case FP-25-0245 regarding the vacation of Lenox Hill Subdivision Final Plat on one (1) parcel of land approximately 16.429 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R653589; generally located west of Ronald W. Reagan Boulevard, approximately 550 feet south of Niles Drive, Leander, Williamson County, Texas.

Motion to approve Plat Vacate Case FP-25-0245.

By: Board Member Calame
Seconded: Board Member Mahan

Vote: 5 - 0

12. Adjournment
Meeting adjourned at 6:32 p.m.

APPROVED

_____

CHAIR

ATTEST:

_____

STAFF LIAISON

EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Approval of the Subdivision and Site Development Application Forms pursuant to Article II, Section 20 (f) of the Subdivision Ordinance and Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance; Leander, Williamson & Travis Counties, Texas.

BACKGROUND:
Article II, Section 20 (f) of the Subdivision Ordinance and Article IX, Section 9 (a) (1) c. of the Composite Zoning 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 to the applications due to the change in the fee schedule. 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:
Robin M. Griffin, AICP, Executive Director of Development Services

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Attachments:

1. 1. Amended Plat Submittal Packet 10.09.2025
2. 2. CIP Project Const Plan Submittal Packet 10.09.2025
3. 3. CIP Project Site Development Submittal Packet 10.09.2025
4. 5. Concept Plan & Preliminary Plat Submittal Packet 10.09.2025
5. 4. Concept Plan Submittal Packet 10.09.2025
6. 6. Construction Plans Submittal Packet 10.09.2025
7. 7. Final Plat Submittal Packet 10.09.2025
8. 8. Minor Revision Preliminary Plat Submittal Packet 10.09.2025
9. 9. Minor Site Development Application and Checklist 10.09.2025
10. 10. Preliminary Plat Submittal Packet 10.09.2025
11. 11. Short Form Final Plat Submittal Packet 10.09.2025
12. 12. Site Development Submittal Packet 10.09.2025

City of Leander

DEVELOPMENT HUB

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

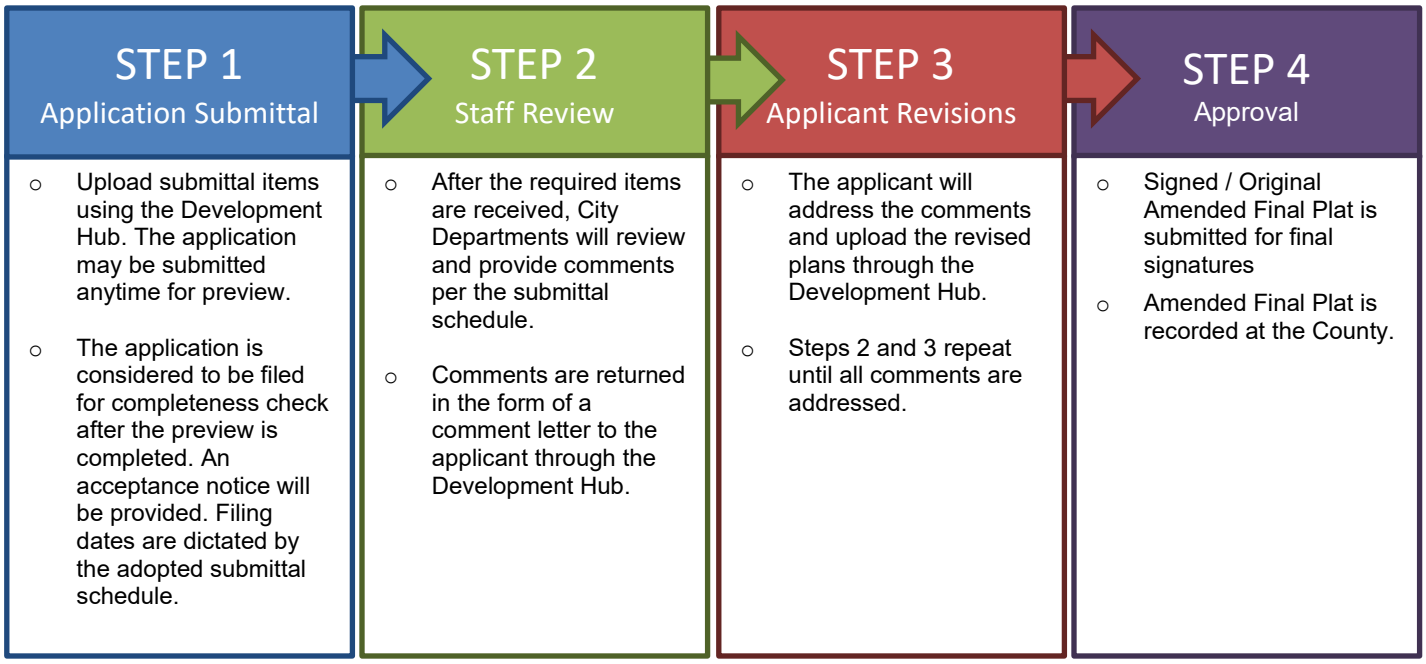
CONTACT INFORMATION

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

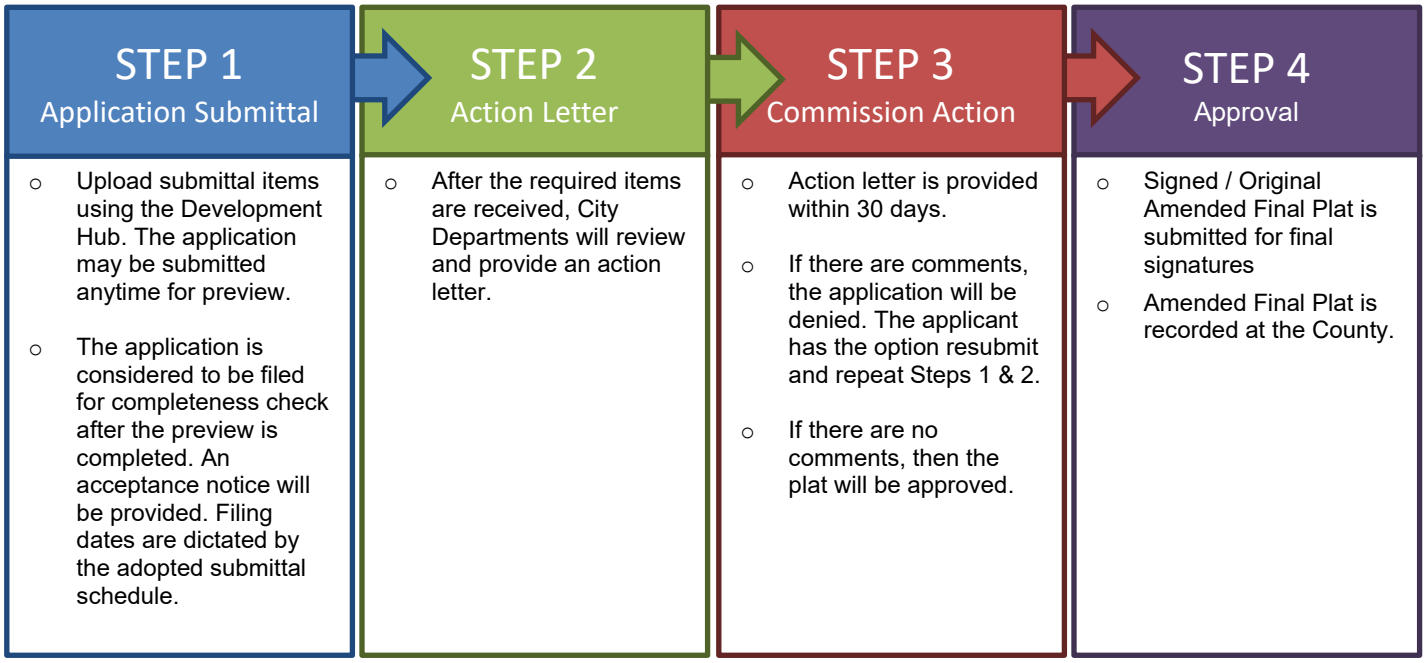
INSTRUCTIONS

- 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 served by septic the county will conduct a separate review of the plat to confirm that the lot complies with the county requirements for a septic system.
- 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 or confirmation that a development meeting was not required.
	☐	12. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	$1,000.00
GIS Mapping Fee (only applies if the lot lines are changed):	$ 75.00
Plat Recordation Fee:	$ 50.00
Professional Recovery Fee:	$ 250.00
Technology Fee:	$ 40.00
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 1st 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 based on the Submittal Schedule.
2. The Standard Review Procedure requires that the review comments are issued within 30 days based on the review schedule.

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)

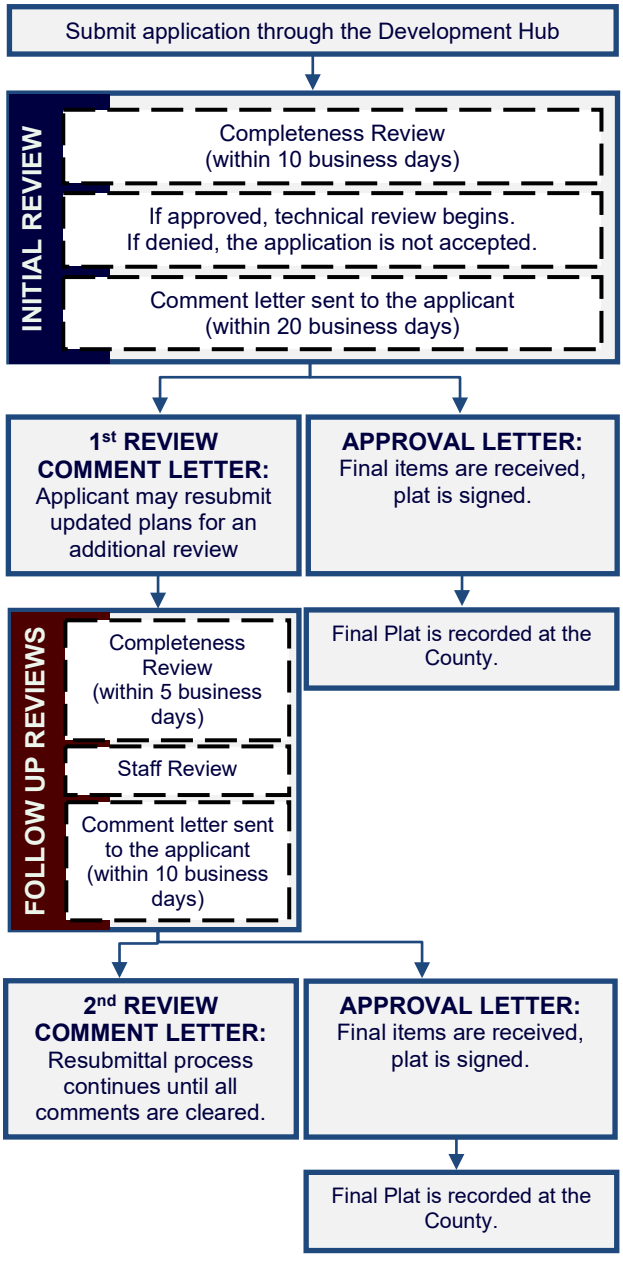
   If the items above are not provided, the re-submittal will be NOT be accepted.

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. 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, the applicant has the ability to resubmit for an additional review of a corrected plan set. Resubmittals will only be accstaffepted 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)

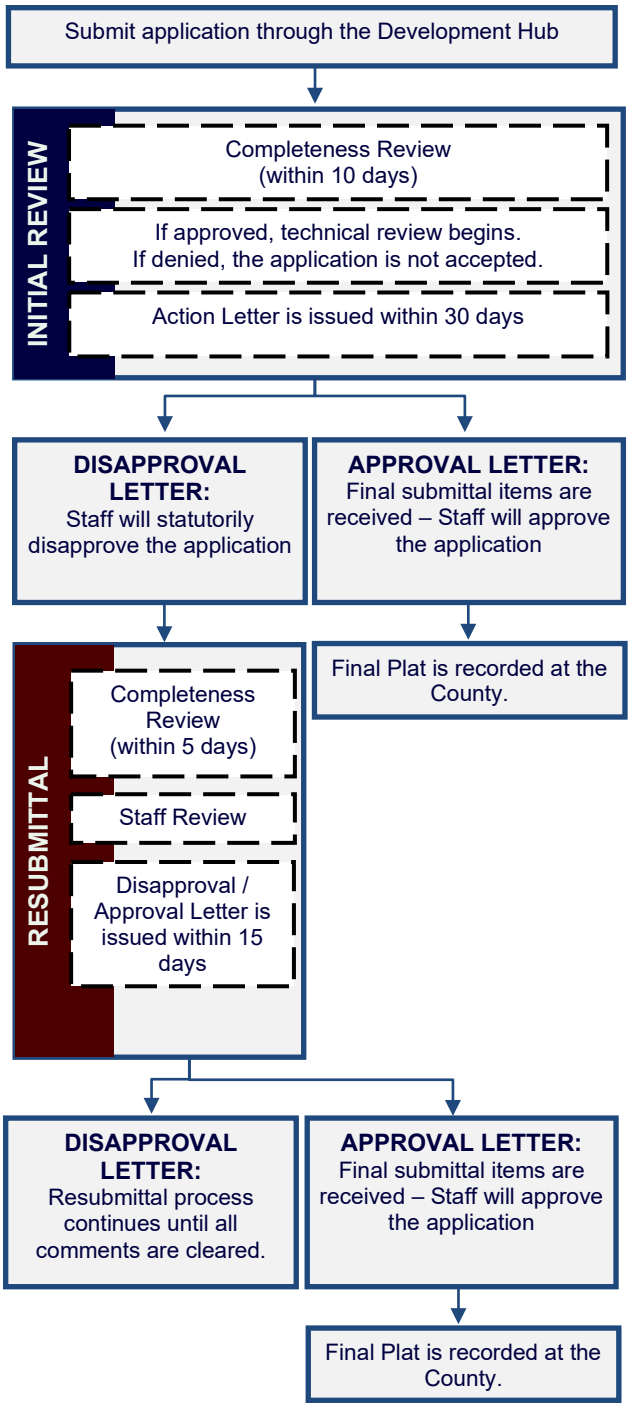
   If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date. 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 staff approves the final plat, then the plat will be signed. 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, (notary name)_____, on this day personally appeared (owner name)_____, 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*

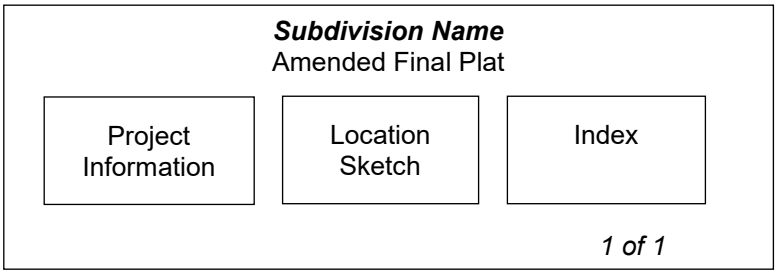
AMENDED FINAL PLAT CHECKLIST

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

		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 ○ Amended Final Plat Sheets ○ Notes & Signatures	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

		Ordinance Reference
___ 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***	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:  	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

		Ordinance 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 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. — Art II, Sec 24(f)(3)(i)

Current zoning (if inside City of Leander)_____ (Do not show on plat)

___ 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: — 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.

___ 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. — Art III, Sec 42(b)(2)(vii) & Art III, Sec 45 (f) & (g)

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:

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.

___ 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.

_____ *ATTEST:* _____
Robin M. Griffin, AICP *Dara Crabtree*
Exec Director of Development Services City Secretary
City of Leander, Texas *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 *Date*
County Engineer

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, *Date*
On-site Wastewater, Travis County TNR

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, DYANA LIMON-MERCADO, 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)* — 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 Flood Damage Prevention –

❑ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. *(for plats inside the inside City only)*	Code of Ordinances 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 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 Study Note (if applicable): ❍ Include items required by the traffic study 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
❑ There shall be 10 feet between the curb inlet opening and the edge of a driveway curb return. (Transportation Criteria Manual 5.3.1.A)	Art IV, Sec 61(d)
❑ 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 _____.	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) ***For every six hundred (600) square feet of area in the landscape lot <u>(#)</u> , 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.***	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

Gas
Atmos Energy
Michael Andrews
512-310-3855
Michael.Andrews@atmosenergy.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

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, (notary name) _____, on this day personally appeared (owner name) _____, 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 _____ §

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

Before me, (notary name) _____, on this day personally appeared (owner name) _____, 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: _____

CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT

CONSTRUCTION PLANS

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A CIP is a long range plan for all individual capital improvement projects that include a timeline and funding sources. A CIP Project is any major improvement to City facilities and infrastructure that is part of the CIP. These projects may include utilities, roads, parks, city buildings, etc.

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

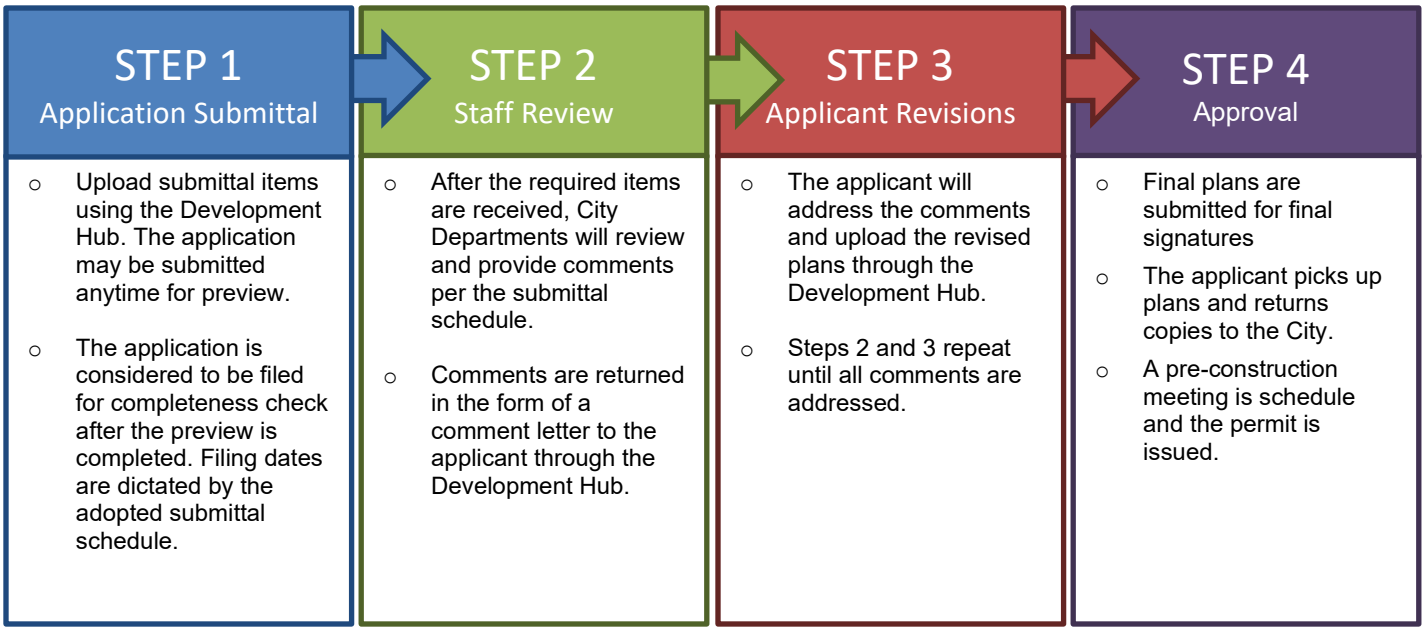
CONTACT INFORMATION

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.
- 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 subdivision improvement projects. CIPs that follow the site development process shall submit the CIP Site Development Permit application. Examples include Fire Stations, Public Parks, Community Facilities, etc.
- All items listed in the "Required Items for Application Submittal" above 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. Construction plans (24"X36" sheets) at generally accepted horizontal and vertical engineering scale. 11"X17" sheets are permitted for linear only improvements.
☐	3. Specifications Manual.
☐	4. 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.
☐	5. Is development proposed within the floodplain? ○ Yes ○ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
☐	6. Development meeting notes or confirmation that a development meeting was not required.
☐	7. Certified estimate of cost of construction.

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 Construction Plans shall be identified as the CIP PICP and include the creation date in MM.DD.YYYY format:
     2. Project Name CIP PICP 06.13.2022
   - Corrections shall include the version number in the title: 2. Project Name CIP PICP V2 06.13.2022

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 required support documents (such as drainage reports and engineering studies) are provided.
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.

APPLICANT INFORMATION:

OWNER INFORMATION:

Staff Representative: _____ **Department:** _____

Email: _____ Phone: _____

AGENT 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*

CIP PROJECT REVIEW PROCESS

City Projects shall comply with the Alternative Review Procedure.

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 4) 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

   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 final plans for signatures.

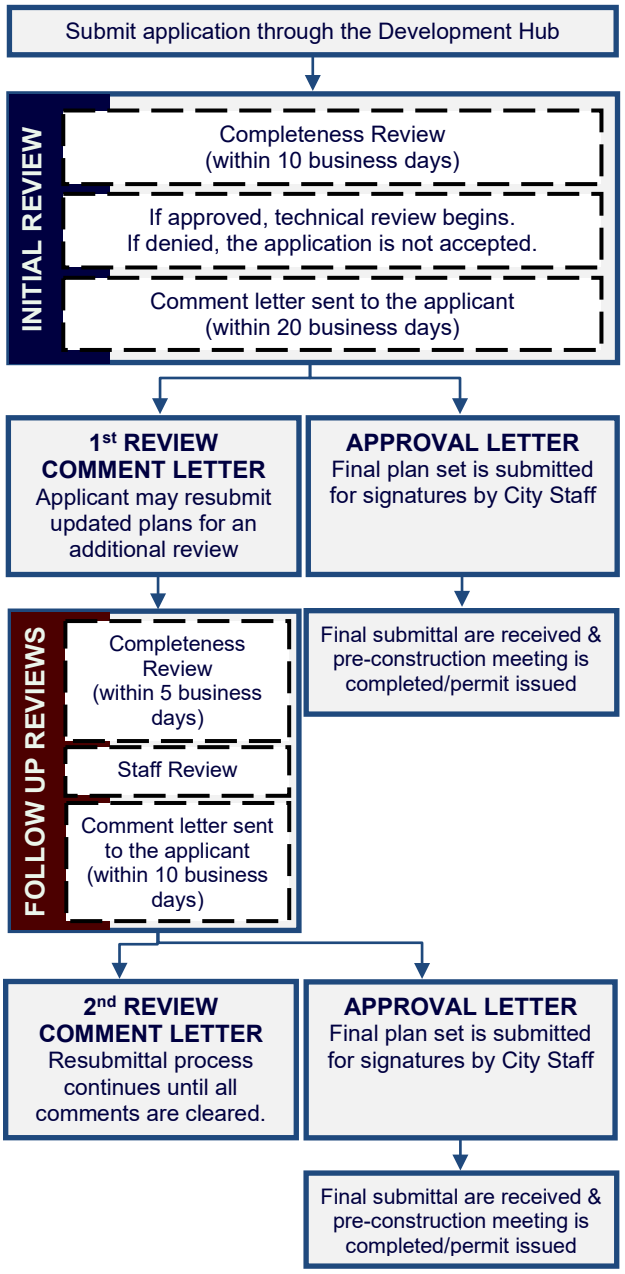
5. This process repeats until all comments are cleared.

6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
   a. Updated Plans
   b. Supporting materials
   c. 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 upload the approved plans to the Development Hub. The following items will need to be submitted to schedule a pre-construction meeting:
   a. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
   b. SWPPP (Needs to be approved by the Stormwater Inspector)
   c. Outstanding Fees
   d. 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.



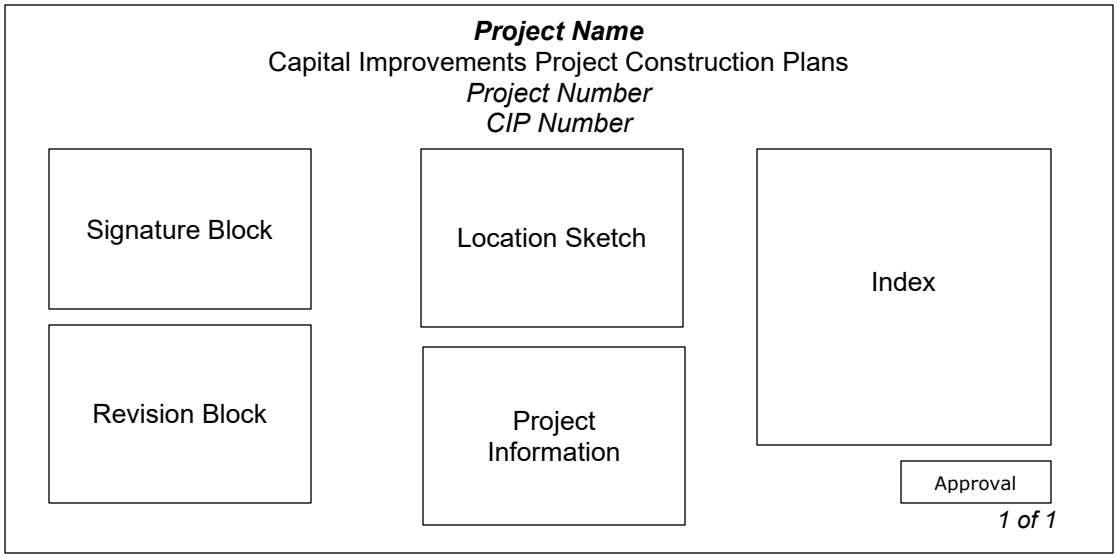
CIP PROJECT PUBLIC IMPROVEMENT CONSTRUCTION PLANS CHECKLIST

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 ○ 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 final plat. 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)

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. Project Name Capital Improvement Plan Project Construction Plans Project Number (This number will be assigned during the first review of the plan set) CIP Project Number	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	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: — Art II, Sec 20 (f)



___ 6. Include the following signature block below the location sketch. — Art II, Sec 23 (c)(2)

APPROVED BY:

Robin M. Griffin, AICP, Executive Director of Development Services	Date
Emily Truman, P.E., CFM, City Engineer	Date
Gina Ellison, P.E., Public Works Director	Date
Ashlea Boyle, CPRE, Director of Parks and Recreation	Date
Chief Joshua Davis, Fire Marshal	Date

___ 7. Include this engineering responsibility statement below the signature block above. — Art II, Sec 23 (9)(d)(3)

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).

___ 8. Revision block below the below including the following. — Art II, Sec 20 (f)

Revision #	Description	Approval

GENERAL NOTES:

Ordinance Reference

___ 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. — Art II, Sec 23 (c)

OVERALL PRELIMINARY PLAT:

Ordinance Reference

___ 1. Provide the overall layout of the project as shown on the Preliminary Plat. If there is no preliminary plat, provide an overall layout. — Art II, Sec 23 (c)

APPROVED PHASING PLAN:

Ordinance Reference

___ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan — Art 13.12 of the code of ordinances

EROSION & SEDIMENTATION CONTROLS:

Ordinance Reference

___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown. — Art II, Sec 23 (4)(i)

___ 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.	Art II, Sec 23 (4)(ii)
___ 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.	Art II, Sec 23 (4)(iii)
___ 4.	Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.	Art II, Sec 23 (4)(iv)
___ 5.	A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.	Art II, Sec 23 (4)(v)
___ 6.	Identify at least one construction entrance on the erosion and sediment control site plan.	Art II, Sec 23 (4)(iv)
___ 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.	Art II, Sec 23 (4)(iv)
___ 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.	Art II, Sec 23 (4)(iii)
___ 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.***	Art II, Sec 23 (4)(iii)
___ 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.	Art III, Sec 46 (2)
___ 11.	If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria. a. 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: b. The fill material shall be stored at the location shown on the approved construction plans. c. 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. d. 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. e. 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. f. 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. g. 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. h. The height of the fill material shall not exceed ten (10') feet. i. The location of the fill material must comply with the following setback requirements: i. 400' setback from major roadways as identified on the Roadway Plan; ii. 100' setback from all other roadways platted at the time of the fill material pile approval; and iii. 100' setback from residential structures. iv. 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 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.	Art III, Sec 48

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 ledgestone, 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)

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	Art II, Sec 28 (c)(2)

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.

___ 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: — Art II, Sec 23 (c)(11)

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.

___ 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 (c)

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: — Art II, Sec 22 (c)(2)(iii)

- 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.

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.
- 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.
- 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.

___ 2. Tree Mitigation Requirements: — Art II, Sec 22 (c)(2)(iii)

- 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 — Art II, Sec 22 (c)(2)(iii)

- 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. Mitigation for the removal of a Heritage or Significant Tree — Art II, Sec 22 (c)(2)(iii)

- 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.

___ 5. Replacement Trees — Art II, Sec 22 (c)(2)(iii)

- 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.

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. Include the following notes on the Landscape Plan:

Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way. — Composite Zoning Art VI, Sec 1 (d)(1)(i)

Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance. — Composite Zoning Art I, Sec 6

A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. — Composite Zoning Art VI, Sec 1 (b)(20) & (21)

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. — Composite Zoning Art VI, Sec 1 (b)(20) & (21)

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.

___ 4. 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)

___ 5. Provide a root barrier detail for all street trees if proposed. — Art II, Sec 23 (c)(15)

___ 6. Include the wall detail and elevation for any required screening walls. — Art II, Sec 23 (c)(14)

___ 7.	Provide screening for detention or water quality ponds.	Composite Zoning Art VI Sec 7 (b) & (c)

DESIGN CRITERIA:

		Ordinance Reference
___ 1.	Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.	Art II, Sec 23 (c)
___ 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.	Art II, Sec 23 (c)

COST ESTIMATE:

		Ordinance Reference
___ 1.	A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.	Art II, Sec 23 (c)(17)
___ 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.	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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings 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.

FINAL APPROVAL

In order to complete the CIP Project process, the following items will be required to be submitted after all comments have been addressed.

- The applicant will be required to submit one final set of construction plans for signatures.
- After the plans have been signed, they will be stamped and uploaded to the Development Hub.
- Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- Upload all final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc) to the Development Hub.
- Upon receipt of the final copies of the plans and the approved SWPPP, 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.

PROJECT NAME: _____

CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT

SITE DEVELOPMENT PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- A CIP is a long range plan for all individual capital improvement projects that include a timeline and funding sources. A CIP Project is any major improvement to City facilities and infrastructure that is part of the CIP. These projects may include utilities, roads, parks, city buildings, etc.
- Site development permits are required for non-residential and multi-family developments. This plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Lots are required to be platted prior to the issuance of the site development permit. The final plat may be reviewed concurrently with the site development permit.

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

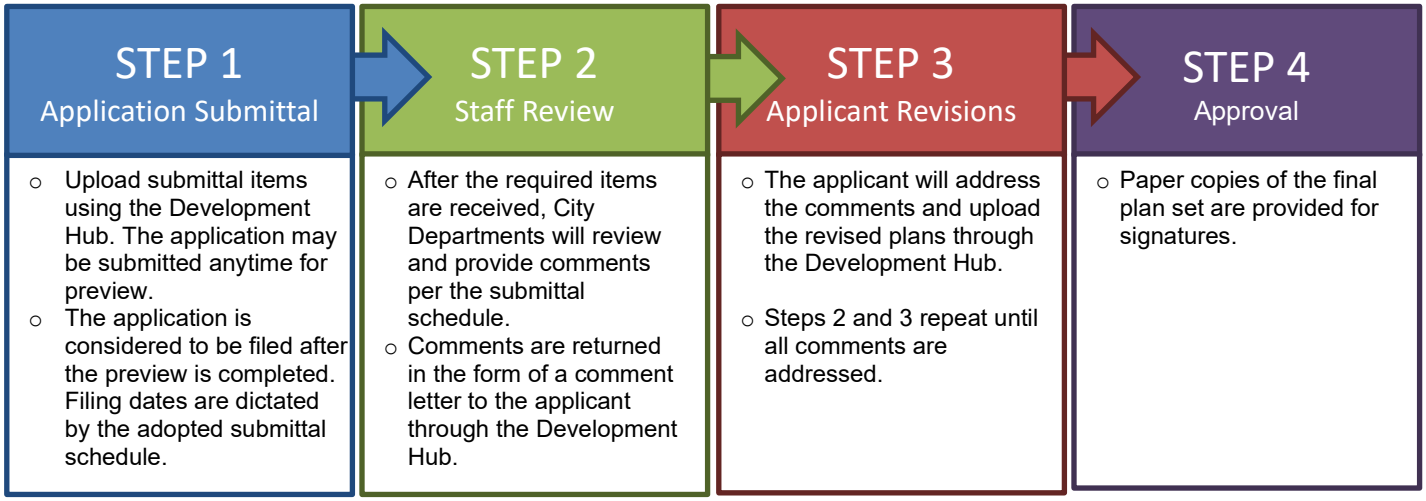
CONTACT INFORMATION

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 (http://www.leandertx.gov/ds).
- 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.
- For projects located within the Lake Travis watershed, the Site 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 site development projects. CIPs that follow the construction plans process shall submit the CIP Construction Plans application. Examples include Fire Stations, Public Parks, Community Facilities, etc.
- All items listed in the "Required Items for Application Submittal" on page 3 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. Site Plans (24" X 36") or (22" X 34") including the items listed in the checklist. Include the title of each sheet (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled.
☐	3. Deed showing current ownership.
☐	4. Support documents such as TIA, Drainage Reports, Lift Station Reports, HEC Models, etc.
☐	5. Specifications Manual.
☐	6. Is development proposed within the floodplain? ○ Yes ○ No If yes, the floodplain development application is required to be submitted concurrently with the Site Plans.
☐	7. Are any offsite or separate instrument easements required? ○ Yes ○ No If use, either provide the recordation number on the plans or provide the application for review.
☐	8. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report of nothing further certificate)
☐	9. Development meeting notes or confirmation that a meeting was not required.

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 above. 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 MSD and include the creation date in MM.DD.YYYY format:
     2. Project Name CIP SD 06.13.2022
   - Corrections shall include the version number in the title:
     2. Project Name CIP SD V2 06.13.2022

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 plan sheets shall meet the format listed in the "General Section" below on page 7
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.

PROJECT INFORMATION

Street Address/Location Description: _____

_____

_____

Subdivision Name: _____ Section, Lot, Block: _____

Zoning District: _____ PUD Ordinance No: _____
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: _____

_____

Total Gross Sq. Ft. of Building(s): _____ Total Impervious Cover Sq. Ft: _____
(pavement and building)

Proposed Number of Multi-Family / Condo Units: _____

Brief Summary of Work: _____

_____

_____

_____

APPLICANT INFORMATION

OWNER INFORMATION:

Staff Representative: _____ **Department:** _____

Email: _____ Phone: _____

AGENT 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*

CIP – SITE DEVELOPMENT 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 4) 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.

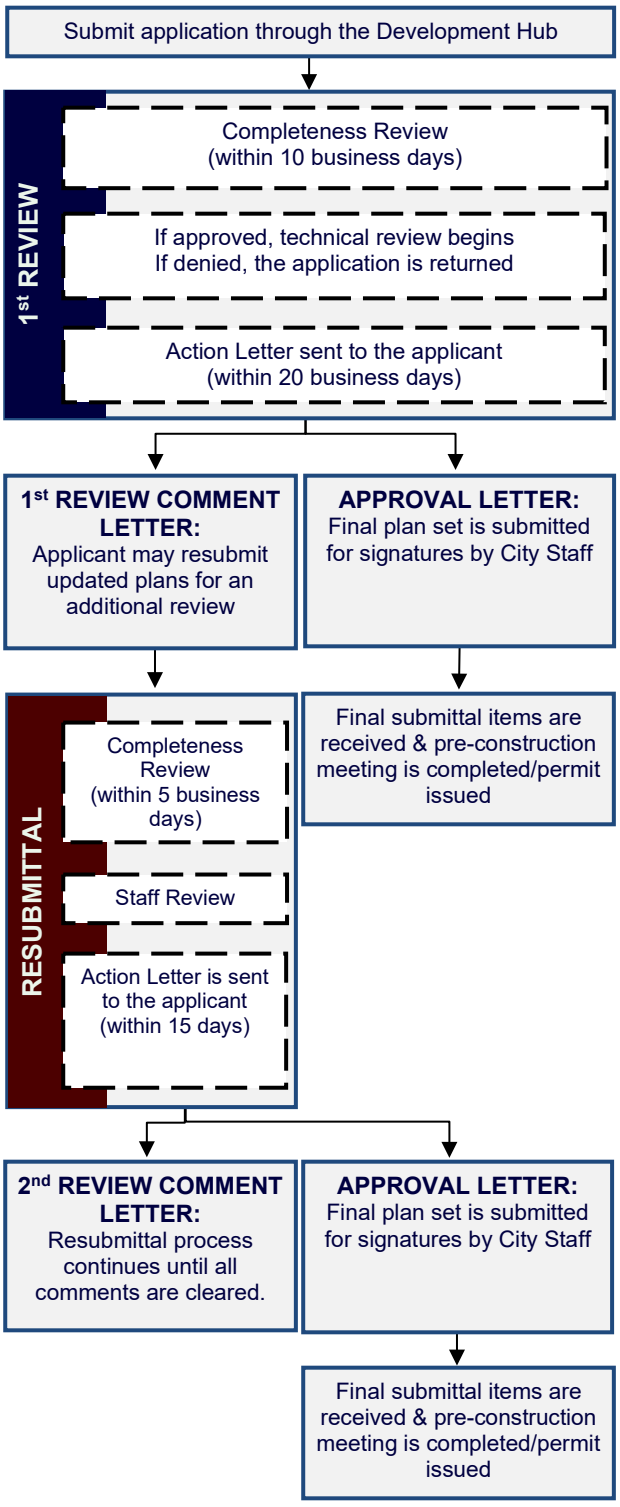
5. This process repeats until all comments are cleared.

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 upload them to the Development Hub. The following items will need to be submitted to schedule a pre-construction meeting:
   a. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
   b. SWPPP (Reviewed by the Stormwater Inspector)
   c. Outstanding Fees
   d. Pre-construction meeting request form

   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.



CIP PROJECT SITE DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of site development permit 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 Composite Zoning 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
- General Notes
- Final Plat
- Existing Conditions & Demolition Plan
- Erosion & Sedimentation Control Plan
- Grading & Drainage Plan
- Site Plan
- Address Plan
- Utility Plan
- Road & Sidewalk Closure Plan
- Standard Details
- Landscape Plan
- Master Architectural Plan
- Major Corridor Streetscape Plan

___ 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.

___ 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).

___ 4. All property lines shall be identified with a solid, heavy, and black line.

___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists.

COVER SHEET

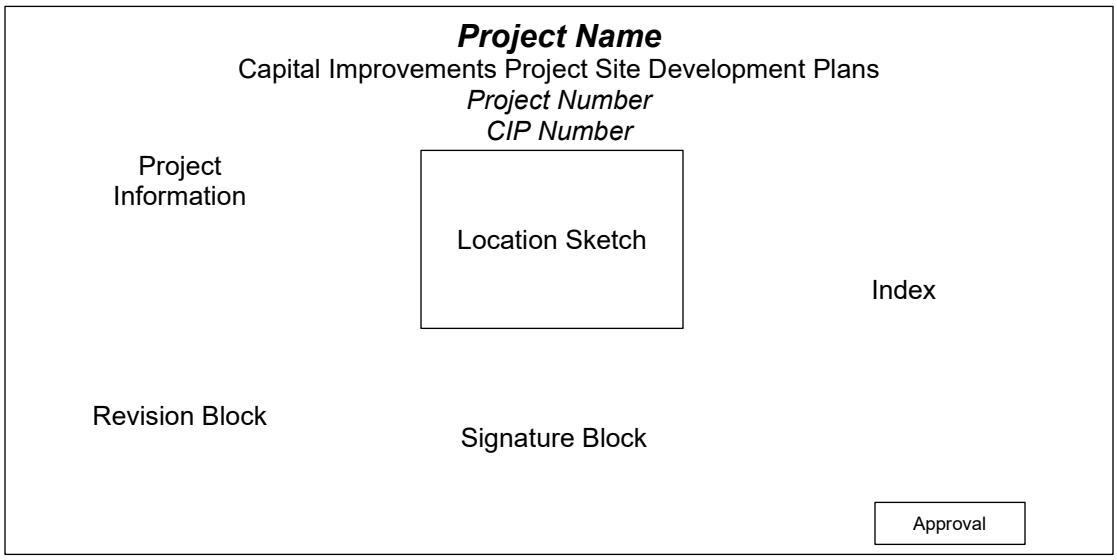
___ 1. Title block including the following in the top center of the page.
Project Name
Capital Improvement Plan Project Site Development Plans
Project Number (This number will be assigned during the first review of the plan set)
CIP Project Number

___ 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.

___ 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
- Submittal date
- Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
- Property information including legal description
- Future Land Use Category as identified on the Future Land Use Map
- Proposed Incentives that are determined by Masonry percentages
- Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
- List of required offsite easements and recordation numbers

___ 4. Index on the right side of the sheet name and number.

___ 5. Example cover sheet:



___ 6. Include the following signature block in the below the location sketch.

APPROVED BY:

Robin M. Griffin, AICP, Executive Director of Development Services	Date
Emily Truman, P.E., CFM City Engineer	Date
Ashlea Boyle, CPRE, Director of Parks and Recreation	Date
Chief Joshua Davis, Fire Marshal	Date

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

Revision #	Description	Approval

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. Ensure that the date of the most recent notes is included within the general notes sheet. Of note that if any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.

FINAL PLAT:

___ 1. Insert draft of the final plat. The final copy needs to be provided prior to the issuance of the site development permit.

EXISTING CONDITIONS & DEMOLITION PLAN

___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.

___ 2. Identify proposed improvements for demolition.

EROSION & SEDIMENTATION CONTROLS:

___ 1. These sheet shall be a standalone sheet that only includes Erosion and Sedimentation Control information.

___ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.

___ 3. 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.

___ 4. 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.

___ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.

___ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.

___ 7. Identify at least one construction entrance on the erosion and sediment control site plan.

___ 8. 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.

___ 9. 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.

___ 10. 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.

___ 11. 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.

GRADING & DRAINAGE IMPROVEMENTS:

___ 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. This shall include all relevant models, spreadsheets, and other aids utilized in this design.

___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.

___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.

___ 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.

___ 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. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process.

___ 6. Location of the regulatory 100-year floodplain (if any) is provided.

___ 7. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review.

___ 8. 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 ledgestone, 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.

SITE PLAN:

___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.

___ 2. North arrow.

___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.

___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.

___ 5. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.

All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.

___ 6. Location, dimensions, square footage and intended uses of the site.

___ 7. Provide the following notes:

All site utility lines are proposed to be located underground.

Exterior lighting shall be shielded such that the light source is not directly visible from the public ROW or adjacent residential districts or uses at the property line. Unshielded "wall pack" lighting is not proposed.

Al Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site after construction.

Air conditioning units are not proposed forward the front wall of the building.

Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.

For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.

___ 8. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):

- Dimensions of parking spaces, aisle widths
- Driveway intersection sight distance
- Driveway and aisle curb return radii
- Dead-end parking bays greater than 150' in length have a fire department turn-around
- One-way aisles have angled parking

___ 9. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.

___ 10. Fire Lane Signs: Signs shall read "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as *approved* by the *Fire Code Official*.

___ 11. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.

___ 12. Driveways are labeled as Type II commercial driveways.

___ 13. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.

___ 14. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.

___ 15. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.

___ 16. Handicap parking is provided as follows:

- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.

- At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

___ 17. A six-foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.

___ 18. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.

___ 19. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.

___ 20. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.

___ 21. Building lines have been checked for compliance with the following tables.

BUILDING / STRUCTURE					
SINGLE-FAMILY RESIDENTIAL DISTRICTS					
	Use Component	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	SFR	25'	7'	15'	15'
	SFE, SFS, SFU, SFU/MH, TF	20'	5'	15'	15'
	SFC, SFL	15' *	5' or 0' & 10'	15'	15'
	CH*****	15'	5'	15'	15'
	TH	10'*	5'	10'	10
	SFT	10' *	0 or 10'	15'	15'
Garage Setback	SFR, SFE, SFS, SFU, SFU/MH. SFC. SFL, CH, SFT, TF	See Article VIII, Section 5 (i)			

NON-RESIDENTIAL & MULTI-FAMILY DISTRICTS							
	Use Component	**Max Front**	**Min Front**	**Min Side**	**Min Street Side**	**Max Street Side**	**Min Rear**
Standard Setback	NR		15' *	5'	15'		15'
	MF		25'	10'	25'		20'
	LO, LC		30'	10'	30'		10'
	GC, HC, HI		35'	15'	35'		15'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI		(NA)	50'	(N/A)		50'

PARKING, AISLE, LOADING, CANOPIES, OUTDOOR DISPLAY						
	Use Component	**Site Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	MF	All	20'	5'****	20'	5'****
	LO, LC, GC, HC, HI	Type 1, 2	15'	5'****	15'	5'****
		Type 3	20'	5'****	20'	5'****
		Type 4, 5	25'	5'****	25'	5'****
Special Setback Where Adjacent to SF or TF**	MF, LO, LC, GC, HC, HI	Type 1-3	(N/A)	15'	(N/A)	15'
		Type 4, 5	(N/A)	20'	(N/A)	20'

OUTDOOR STORAGE						
	Use Component	**Site Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	LO, LC, GC, HC, HI	Type 3-4	***	5'****	***	0'
		Type 5	25'	0'****	25'	0'
Special Setback Where Adjacent to SF or TF**	LO, LC, GC, HC, HI	Type 3-5	(N/A)	25'	(N/A)	25'

* In no case shall the garage be closer to the ROW than 18'
** Unless such district is utilized for a non-residential use
*** No closer than the street facing wall of the primary structure that utilizes such storage.
**** Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.
***** Setbacks are for the perimeter of the project, not the individual units.

Setback Incentives: If the exterior surface area of buildings/structures are comprised of at least 85% masonry and 50% masonry for each additional story, then the following setbacks apply.

All Other Streets	NR	15' *	5'	15'	15'
	MF	20'	10'	20'	20'
	LO, LC, GC, HC, HI	20'	10'	20'	10'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI	(NA)	25'	(NA)	25'

If the exterior surface area of buildings/structures are comprised of at least 100% masonry, then the following setbacks apply:

All Other Streets	NR	15' *	5'	15'	15'
	MF	20'	10'	20'	20'
	LO, LC, GC, HC, HI	15'	10'	15'	10'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI	(NA)	20'	(NA)	20'

___ 22. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

_____ **Type 1**

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).

- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.
- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.
- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.
- No building is proposed with a height of greater than 35 feet.
- Parking areas are no wider than two modules in width (one module is an aisle with adjacent parking stalls).
- No more than one parking module is proposed between the building(s) closest to the street and the street frontage.

_____ **Type 2**

- Accessory structures, if proposed, do not exceed 10% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- No outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- Individual users are not proposed to exceed 40,000 square feet in gross floor area in area in a single building. Individual buildings are not proposed to exceed 60,000 sq. ft. in floor area. The building size limitation only applies to properties that abut property utilized for a single-family or two-family residences and zoned for single-family or two-family uses, including, land located within a Planned Unit Development (PUD) (the "Residentially Zoned Property"). The term Residentially Zoned Property excludes property that is zoned to Interim Zoning District SFR-1-B pursuant to Article II, Section 3 of this Ordinance, unless there is an approved concept plan, preliminary plat, final plat, or site development permit for single-family or two-family uses of such property.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

_____ **Type 3**

- Accessory structures, if proposed, do not exceed 30% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- The area of any outdoor display of merchandise does not exceed 30% of the gross floor area of the building.
- The area of any outdoor storage or container storage does not exceed 20% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- The combination of outdoor display, outdoor storage and accessory buildings does not exceed 40% of the gross floor area of the primary building.
- Vehicle wash facilities are located no closer than 150 feet, and vehicle fueling is located no closer than 200 feet from a residential district unless such district is utilized for non-residential purposes.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

_____ **Type 4**

- The area of any outdoor storage or container storage does not exceed 60% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- Accessory structures, if proposed, do not exceed 60% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- The combination of outdoor storage and accessory buildings does not exceed 80% of the gross floor area of the building.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

_____ **Type 5**

- Outdoor storage and container storage is screened from view in accordance with landscape screening provisions.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.

- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

___ 23. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases. The phasing plan may not exceed four years.

___ 24. If any of the following uses are proposed, a Special Use Permit has been applied for:

Airport, landing field, landing strip, amusement park, circus, carnival, temporary or seasonal development, private community building or recreation field, radio or TV tower or station, drive-in theater on less than ten acres, cemeteries, kiosks or other temporary or seasonal open air vending, accessory buildings that exceed permitted sizes, residential uses on the first floor of non-residential districts (unless permitted by the use component), tents or other temporary structures not permitted by the zoning ordinance, temporary residential use of a travel trailer or recreational vehicle.

___ 25. Enclosed accessory buildings are not shown in front of or to the side of the main building and do not exceed fifteen feet in height.

___ 26. Show the location and description of any proposed fencing and provide a detail. If chain link fencing is proposed, it is not located around a detention or WQ pond and all parts of the fence are vinyl coated.

___ 27. No fencing is proposed within the front or side street setback.

___ 28. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck. For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.

___ 29. Air conditioning units are not shown forward of the front wall of the building.

___ 30. For projects that are within 400 feet of US 183, US 183A, Lakeline Blvd., RM 2243, Old 2243 West, Bagdad Rd., Crystal Falls or San Gabriel Parkway, the following uses are not proposed or permitted: mini-warehouse or self-storage facilities, boat and RV storage, material salvage unless enclosed within a building, sexually-oriented businesses, motor vehicle salvage.

___ 31. Warehouse, mini-warehouse and overhead (commercial service) doors shall not be oriented so as to face a street(s) or residential property or shall be screened from view from the street(s) or residential property unless the Director of Planning determines that there is no other feasible alternative. The Director of Planning may also approve decorative overhead doors in lieu of screening when the doors are oriented towards the street on a case by case basis.

ADDRESS PLAN:

___ 1. Provide an address plan that demonstrates the building and unit numbers. Coordinate the addressing with the GIS Division (GIS@leandertx.gov).

UTILITY PLAN:

___ 1. Provider or method of proposed water and wastewater service is identified.

___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.

___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.

___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.

___ 5. Design details showing the connection with the existing City water system are provided.

___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline 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 at 50 foot intervals are provided.

___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.

___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

___ 1. Provide a road closure plan if a road closure is necessary during construction.

___ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.

___ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.

___ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.

___ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

STANDARD DETAILS:

___ 1. Insert the applicable City of Leander Standard Details. These details may be found online at http://www.leandertx.gov/engineering/page/standard-details.

LANDSCAPE PLAN:

___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).

- Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
  - Office and Professional – 15%
  - Commercial – 15%
  - Industrial or manufacturing – 10%
  - Schools, churches, community centers and private parks – 15%
- The following have not been counted toward landscape requirements:
  - Detention and water quality unless meeting the standards of the landscape ordinance.
  - Utility, mechanical and electrical facilities.
  - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
  - Landscaped areas less than four feet in width.
- For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
- If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.
- Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
  a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.
  b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
  c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed the street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
- Compatibility buffer for uses other than single-family or two-family development:
  a. A compatibility buffer shall be composed of a landscape buffer and a compatibility fence as provided Article VI, Section 14 (d) of this ordinance. Compatibility buffering is intended to minimize the effects of non-residential and multi-family uses which share a common lot line with existing or planned single-family or two-family uses.
  b. Landscape buffer: A landscape area of at least eight (8') feet wide shall be provided that includes the following plantings per every six hundred (600) square feet:
     (i) Two (2) shade trees (two (2) inch caliper or larger)
     (ii) Four (4) shrubs (five (5) gallon container size or larger) – shrubs are not required if when a masonry screening wall is provided as provided in Article VI, Section 14 (d) of this ordinance.
- At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.
- Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon

container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).

- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.

- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of $300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
  - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: $250.00 per tree.

- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
  - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: $250.00 for the first tree plus $100.00 for each additional tree.

- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.

- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.

___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.

___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.

___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.

___ 6. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50’ of a tree.

___ 7. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).

___ 8. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.

___ 9. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)

___ 10. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).

___ 11. Provide the following notes:

The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.
(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:
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.

All disturbed areas and ROW will be re-vegetated by the developer.

All invasive species shall be removed from the property.

No more than 50% of the same species may be planted to meet the tree planting requirements.

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.

___ 12. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.

___ 13. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.

___ 14. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

PARK PLAN:

___ 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.

MASTER ARCHITECTURAL PLAN:

___ 1. Master Architectural Plan:

- The intent of the Master Architectural Plan is to provide for a cohesive development on all four corners at the intersections of arterials and collectors. This plan should incorporate common elements that evoke a sense of place and have elements that contribute to cohesive identity.
- Development on all four corners of intersections of arterials and collectors shall provide and comply with a Master Architectural Plan that incorporates the following:
  - Exterior building materials used on the exterior of each structure
  - Exterior building color palettes
  - Exterior elements of building facades such as wall accents, covered entries, columns, or other features
  - Other elements as approved by the Director of Planning.
- Development at these intersections shall comply with the plan after the date of the initial submittal of a Master Architectural Plan.
- This plan shall be submitted with the site development permit for the project. The plan may be amended as the intersection develops to incorporate additional standards.

MAJOR CORRIDOR STREETSCAPE PLAN:

___ 1. Major Corridor Streetscape Standards:

- Major corridors include all arterials identified on the City's Transportation Plan.
- All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.
- If a parking lot is located between the right-of -way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
  - a four (4) foot tall masonry screening wall located at or behind the required parking setback
  - a berm with landscaping that measures at least four (4) feet tall at the top of the landscaping located within the required front setback area
- In addition to other restrictions in this ordinance, the following items shall not be located between a primary building and the right-of -way along a major corridor:
  - mechanical equipment other than that of a public utility
  - drive-through service lanes or queuing spaces
  - accessory structures
- The following standards apply to the screening of the rear or service side of buildings along a Major Corridor:
  - the rear or service side of a building may not face a Major Corridor within four hundred (400) feet of the corridor's right-of -way.
  - loading areas and service drives must be screened from view of the Major Corridor with landscaping that is six (6) feet tall at installation or a wing wall that extends from the building that is a minimum of six (6) feet tall and constructed of the same or significantly similar materials as the primary building.
- The following standards shall apply to all major intersections along the corridor:
  - major intersections are those intersections with other major corridors or collector roads
  - all four corners of a major intersection shall have a coordinated landscape design
  - all four corners of a major intersection shall include identity monument signs which shall be coordinated and consistent in design and materials
  - identity monument signs may include the name and/or logo of the adjacent development and shall include the City of Leander logo
- Major Corridors shall comply with the following landscape and hardscape materials requirements
  - each major corridor shall have a primary landscape and hardscape materials palette
  - landscaping and hardscaping (including walls and planters) within the right-of -way and front setback of all properties along a major corridor shall comply with the corridor materials palette the corridor materials palette shall be maintained by the Planning Department
- Walls constructed along Major Corridors shall meet the following requirements in addition to any other requirements of this ordinance.
  - all walls constructed parallel to a major corridor shall comply with the corridor materials palette
  - walls that continue from one development or property to another within the same block shall continue the same material and design
  - wall material or design may change in a new block as long as the materials are consistent with the materials palette for the corridor

FINAL SUBMITTAL REVIEW

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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings 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 SITE DEVELOPMENT PERMIT:

- Submittal of one final set of plans for signatures. These plans will be uploaded to the Development Hub they are approved and signed.
- To schedule a pre-construction meeting, the following items must be provided:
    1. Upload the following items to the Development Hub:
        - 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)
    2. Submittal of any outstanding fees including roadway improvement fees and review fees.
    3. 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 Site Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

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.

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.
- The most recent version of the 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).
- The required level of traffic study determined by the Traffic Study Screening Evaluation Form is to be completed with the Concept Plan or first land development application for the development.
- 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

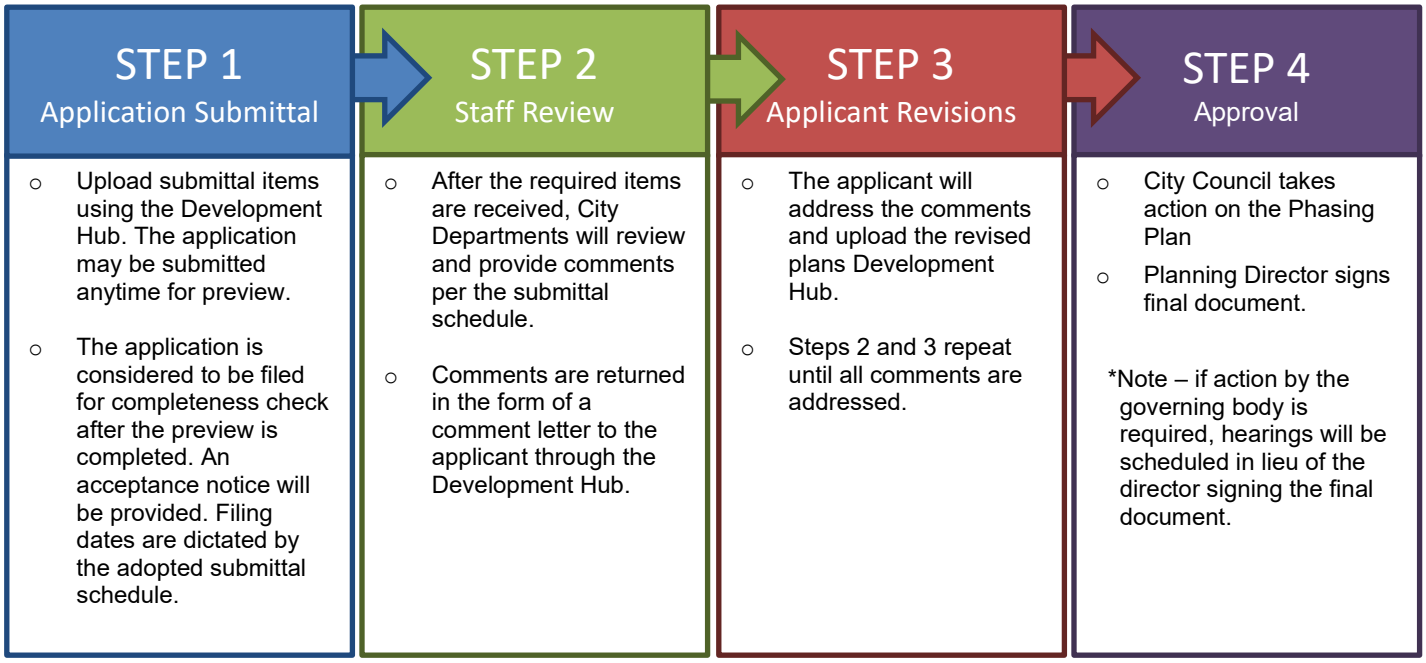
CONTACT INFORMATION

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. The most recent version of the Traffic Study Screening Evaluation Form (page 20) The Traffic Level Study Guide can be found on page 18.
☐	18. Development meeting notes or confirmation that a development meeting was not required.
☐	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:	$ 40.00
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.

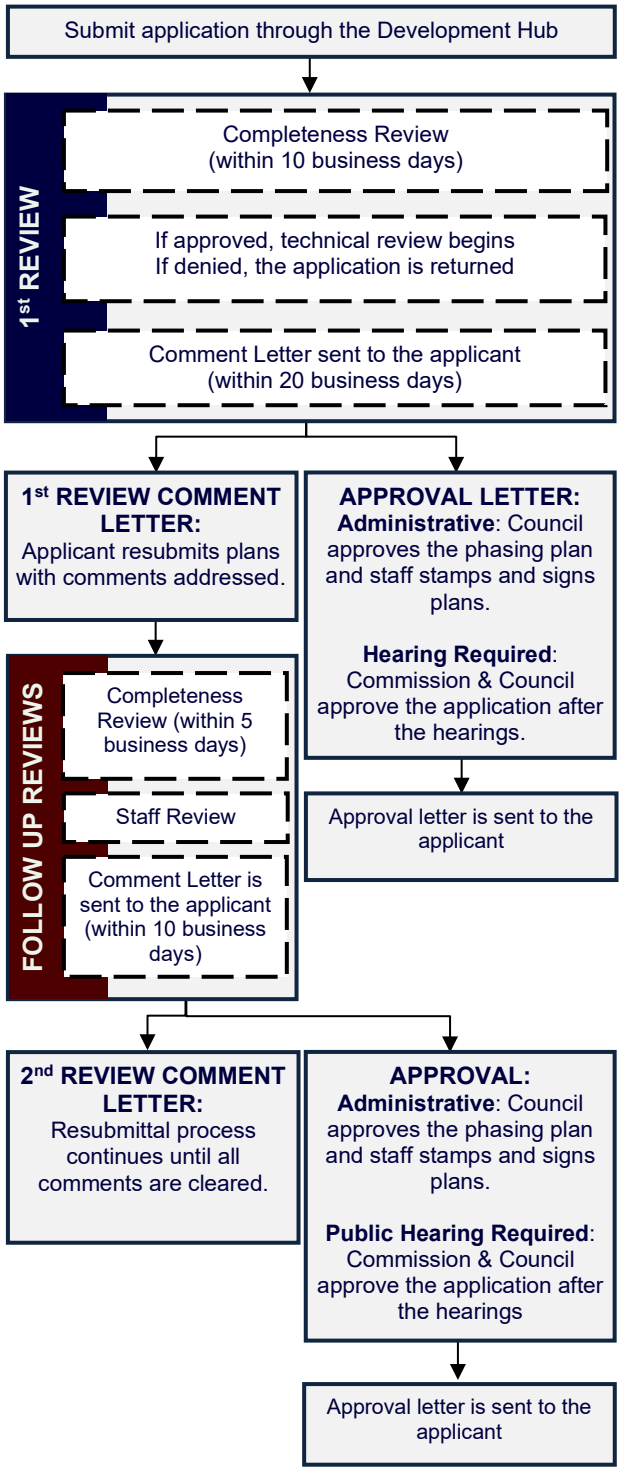
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
   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 _____ §
§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF _____ §

Before me, (notary name)_____, on this day personally appeared (owner name)_____, 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.

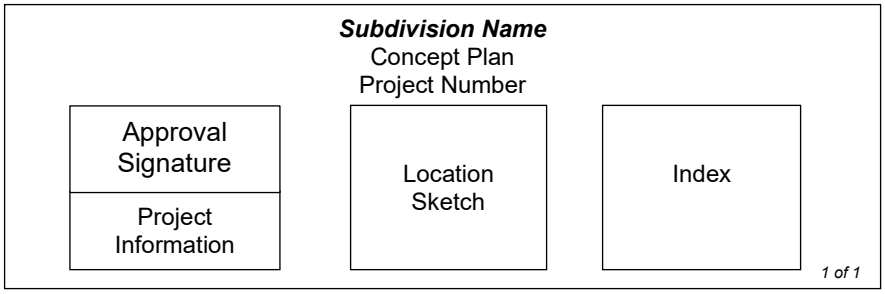
GENERAL

		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. *Subdivision Name* 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: — 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 traffic study (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)* — 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. *(for plats 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)

___ 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. — Art III, Sec 42 (h)
- Traffic Study Note (if applicable): — Code of Ordinances 10.03.003
  - Include items required by the traffic study as a plat note.

___ 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.	5.3.1 J
○ There shall be 10 feet between the curb inlet opening and the edge of a driveway curb return. (Transportation Criteria Manual 5.3.1.A)	
○ 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.***	Art VI, Sec 8

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.	Art II, Sec 20 (d)(ii)
___ 2. The Phasing Plan shall contain timeframes in compliance with the term of the concept plan.	Art 13.12 of the Code of Ordinances
___ 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.	Art 13.12 of the Code of Ordinances
___ 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
___ 5. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.	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')	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. 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 (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 to include the following: _____ (Boundary Street Improvements) for _____ (Boundary Street Name) shall be provided according to the roadway adequacy requirements in the Subdivision Ordinance.	Art III, Sec 45 (b)(2)(i)
____ 17.	Arrows demonstrating access to adjacent properties.	Art III, Sec 42 (b)(2)(ii)
____ 18.	Proposed subdivision will comply with the Transportation Criteria Manual design standards.	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):	Art III, Sec 41

_____ Lake Travis watershed report provided to LCRA.
_____ 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 Master 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 plan to include the following: _____ (Boundary Street Improvements) for _____ (Boundary Street Name) shall be provided according to the roadway adequacy requirements in the Subdivision Ordinance.	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 and 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.	Location, size and description of any proposed transportation improvements.	
___ 4.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 5.	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)
___ 6.	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)

___ 7. 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: — Art II, Sec 22 (c)(2)(iii)

- 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: — Art II, Sec 22 (c)(2)(iii)

- 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 — Art II, Sec 22 (c)(2)(iii)

- 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. — Composite Zoning Art VI, Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree — Art II, Sec 22 (c)(2)(iii)

- 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 — Art II, Sec 22 (c)(2)(iii)
- 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.

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: — Art IV, Sec 61
- 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.

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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

June 2025 v.1.2

City of Leander

DEVELOPMENT HUB

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.
- The most recent version of the 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).
- The required level of traffic study determined by the Traffic Study Screening Evaluation Form is to be completed with the Concept Plan or first land development application for the development.
- 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. 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

STEP 1
Application Submittal

- Upload submittal items using the Development Hub. The application may be submitted anytime for preview.
- The application is considered to be filed for completeness check after the preview is completed. An acceptance notice will be provided. Filing dates are dictated by the adopted submittal schedule.

STEP 2
Staff Review

- After the required items are received, City Departments will review and provide comments per the submittal schedule.
- Comments are returned in the form of a comment letter to the applicant through the Development Hub.

STEP 3
Applicant Revisions

- The applicant will address the comments and upload the revised plans Development Hub.
- Steps 2 and 3 repeat until all comments are addressed.

STEP 4
Approval

- City Council takes action on the Phasing Plan (residential only)
- Planning Director signs final document.

*Note – if action by the governing body is required, hearings will be scheduled in lieu of the director signing the final document.

PROCESS OVERVIEW – STANDARD PROCEDURE

STEP 1
Application Submittal

- Upload submittal items using the Development Hub. The application may be submitted anytime for preview.
- The application is considered to be filed for completeness check after the preview is completed. An acceptance notice will be provided. Filing dates are dictated by the adopted submittal schedule.

STEP 2
Action Letter

- After the required items are received, City Departments will review and provide an action letter.
- Public Notice for the Planning & Zoning Commission Meeting is posted.

STEP 3
Commission Action

- Action letter is provided by staff.
- If there are comments, the application will be denied. The applicant has the option resubmit and repeat Steps 1 & 2.
- If there are no comments, then the application will be approved.

STEP 4
Approval

- City Council takes action on the Phasing Plan (residential only)
- Planning Director signs final document.

*Note – if action by the governing body is required, hearings will be scheduled in lieu of the director signing the final document.

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. The most recent version of the Traffic Study Screening Evaluation Form (page 17). The Traffic Level Study Guide can be found on page 15.
☐	10. Development meeting notes or confirmation that a development meeting was not required.
☐	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:	$ 40.00
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 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 13 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.

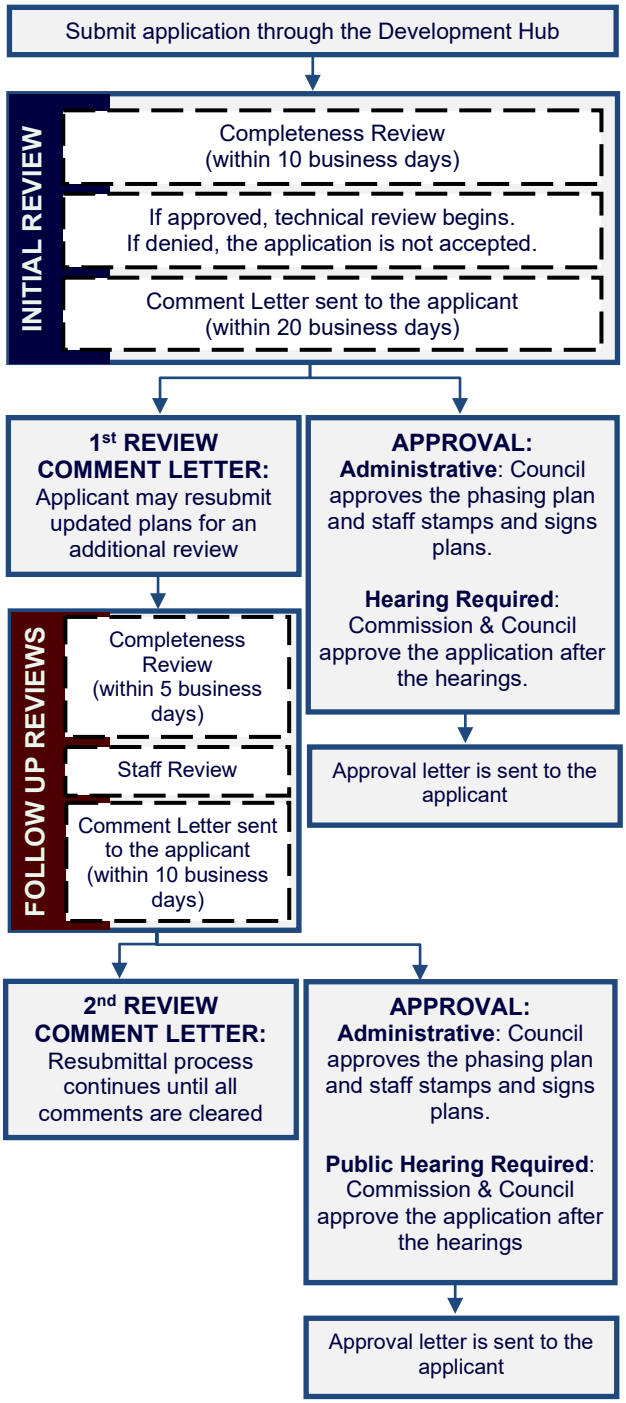
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
   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. 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, 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)

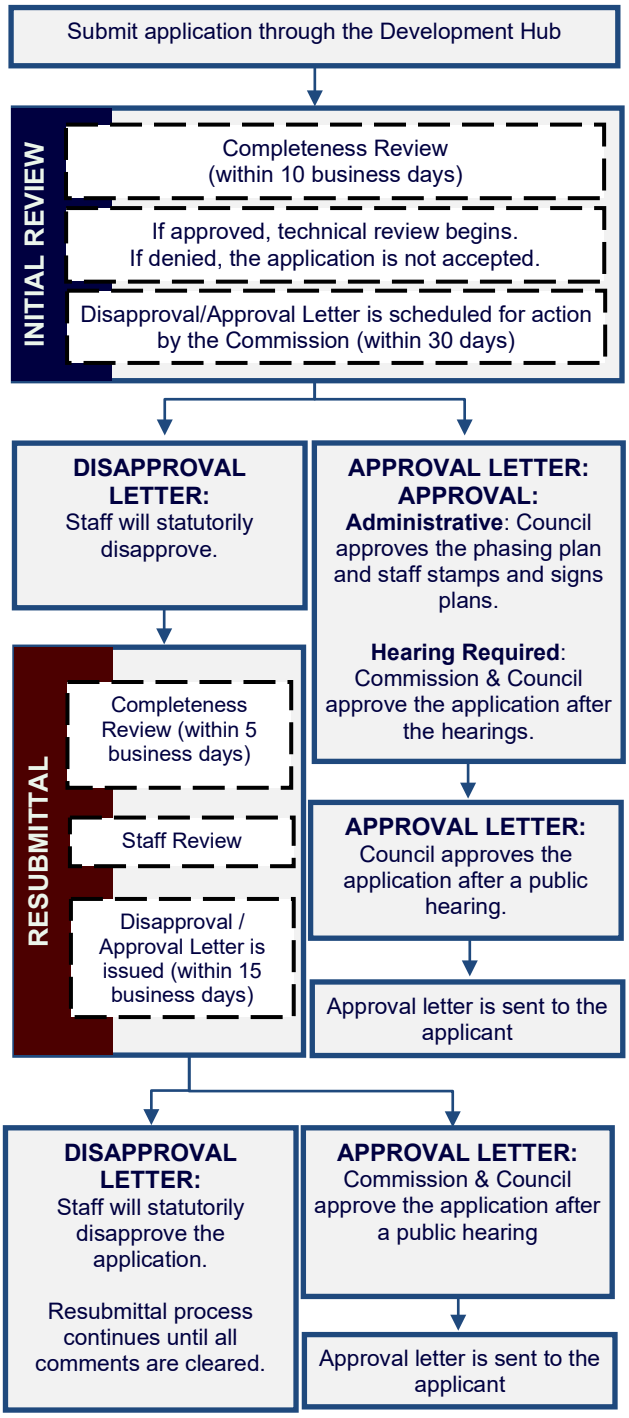
   If the items above are not provided, the resubmittal will be NOT be accepted.

5. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date if required.

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.

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 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.*

(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, (notary name)_____, on this day personally appeared (owner name)_____, 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*

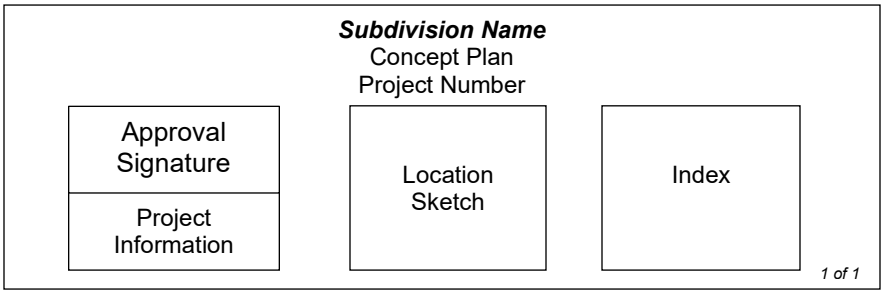
CONCEPT PLAN CHECKLIST

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:  	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 traffic study (if applicable)	Art II,Sec 21 (d)(1)
___ 9.	Include the following signature block in the upper left corner. APPROVED BY: _____ _____ Robin M. Griffin, AICP, Executive Director of Development Services Date	Art II,Sec 21 (d)(1)

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 to include the following: _____ (Boundary Street Improvements) for _____ (Boundary Street Name) shall be provided according to the roadway adequacy requirements in the Subdivision Ordinance.	Art III, Sec 45 (b)(2)(i)
___ 17.	Arrows demonstrating access to adjacent properties.	Art III, Sec 42 (b)(2)(ii)
___ 18.	Proposed subdivision will comply with the Transportation Criteria Manual design standards.	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.	Art 13.12 of the Code of Ordinances
___ 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.	Art 13.12 of the Code of Ordinances
___ 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

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.	Art IV, Sec 61
___ 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.	

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, (notary name) _____, on this day personally appeared (owner name) ____, 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, (notary name)_____, on this day personally appeared (owner name) ____, 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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

January 2025 v.1.2

City of Leander

DEVELOPMENT HUB

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 Constructions Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- If a traffic study was required for the submittal of the concept plan, preliminary plat or final plat, the approved traffic study is required to be submitted with the construction plans. Any recommendations from the approved traffic study, as approved by the City Engineer, should be included in the construction plans.
- If the traffic study assumptions in the approved traffic study have changed, an updated 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). Review of the Traffic Study Screening Evaluation Form will determine whether an update to the traffic study is required.
- 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.

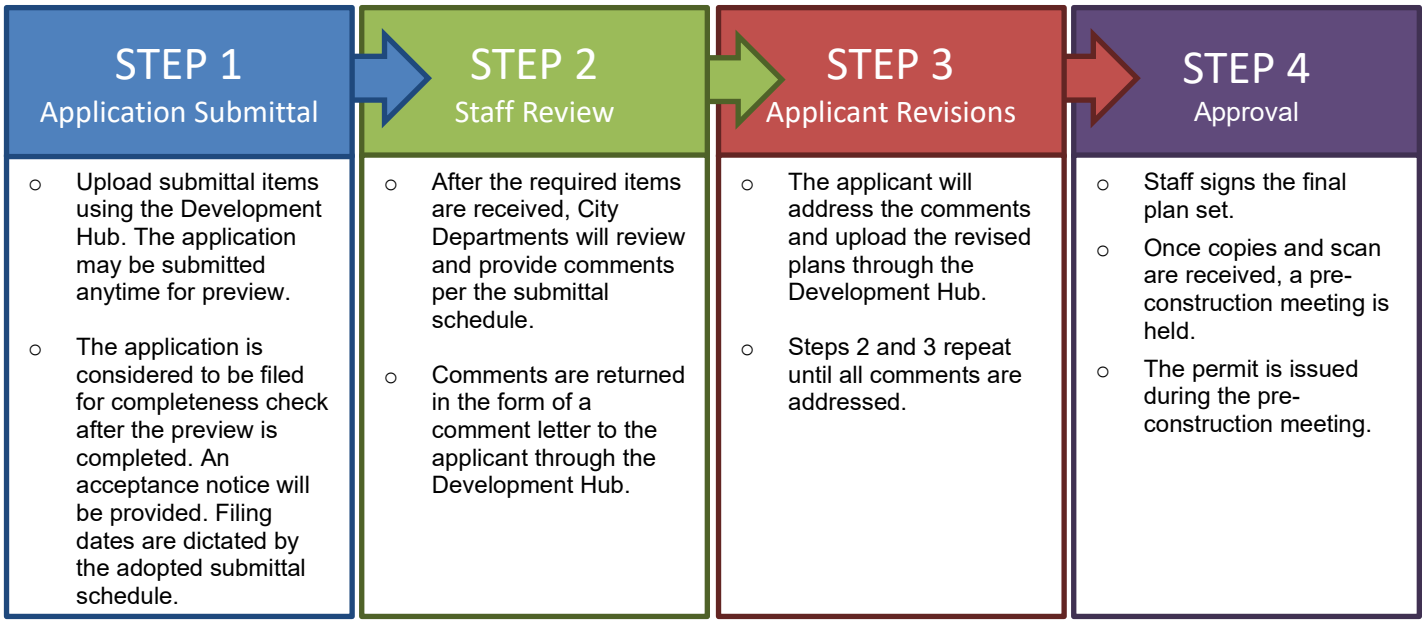
INSTRUCTIONS

- 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.

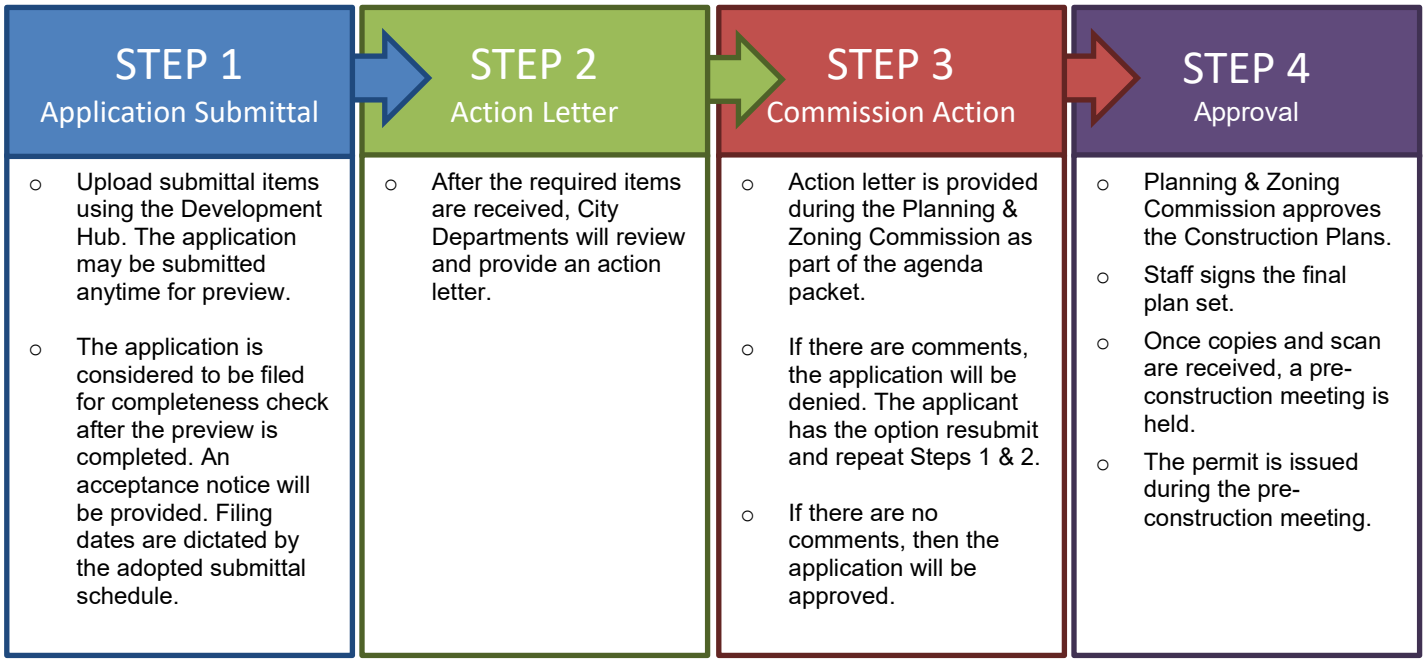
APPLICATION TYPE

- 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

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. 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. Traffic Study information. Provide one of the following: ○ TIA Letter (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. ○ Approved Traffic Study Screening Evaluation Form and the Approved Traffic Study ○ Updated Traffic Study Screening Evaluation Form – If assumptions have changed from the approved traffic study, provide an updated form to determine if an update to the traffic study is required.
☐	11. Certified estimate of cost of construction.
☐	12. Development meeting notes or confirmation that a meeting was not required.
☐	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)

FILING FEE	$1,500 per acre for the first 100 acres:	$_____
	$1,000 per acre for the next 150 acres:	+ $_____
	$500 per acre for each acre over 250 acres:	+ $_____
INSPECTION FEES	$2,500 per acre for the first 100 acres:	+ $_____
	$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:	$ 40.00
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)

FILING FEE**	$2.50 per linear foot per improvement (drainage, water, wastewater, or other similar improvement):	$_____
	$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:	+ $_____
INSPECTION FEES***	$7.50 per linear foot per offsite infrastructure improvement item (streets, drainage, water, wastewater, or similar item):	+ $_____
	$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:	$ 40.00
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:
   a. 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 assignees; and/or
   b. 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:
   a. The hourly rate for the estimated actual direct time of the City's Employees performing the subdivision construction inspections; or
   b. 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.

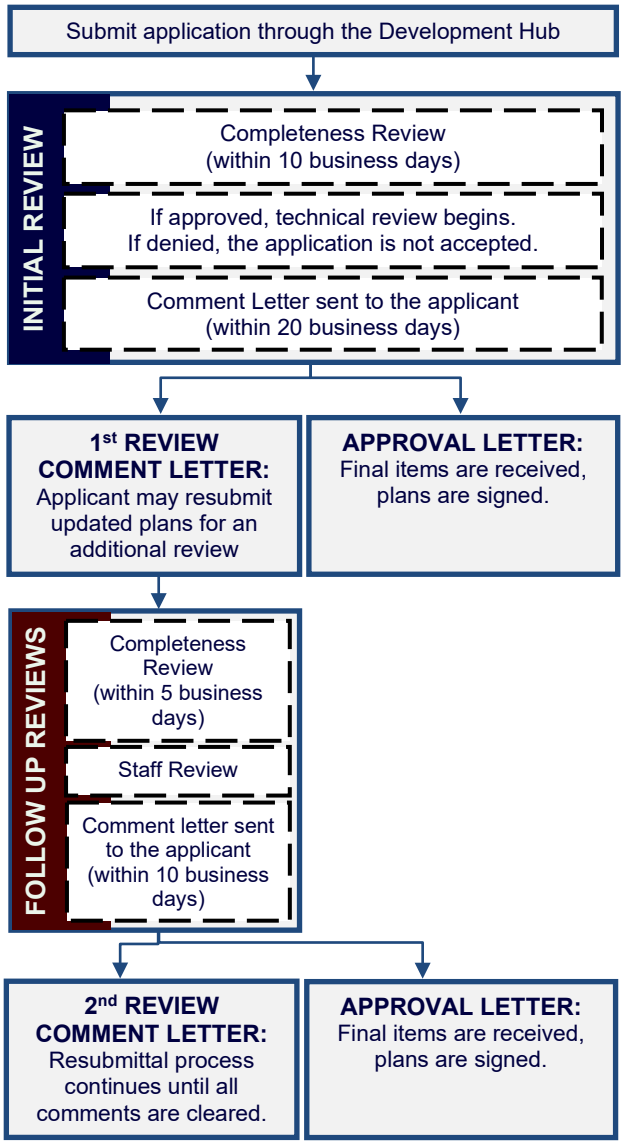
The Alternative Review Procedure is required if concurrent reviews are proposed.

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 upload them to the Development Hub. The following items will need to be submitted to schedule a pre-construction meeting:
   a. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
   b. SWPPP (Reviewed by the Stormwater Inspector)
   c. Outstanding Fees
   d. 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. If the application is disapproved, the letter will list the deficiencies with Code references

3. If the application is disapproved, 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.

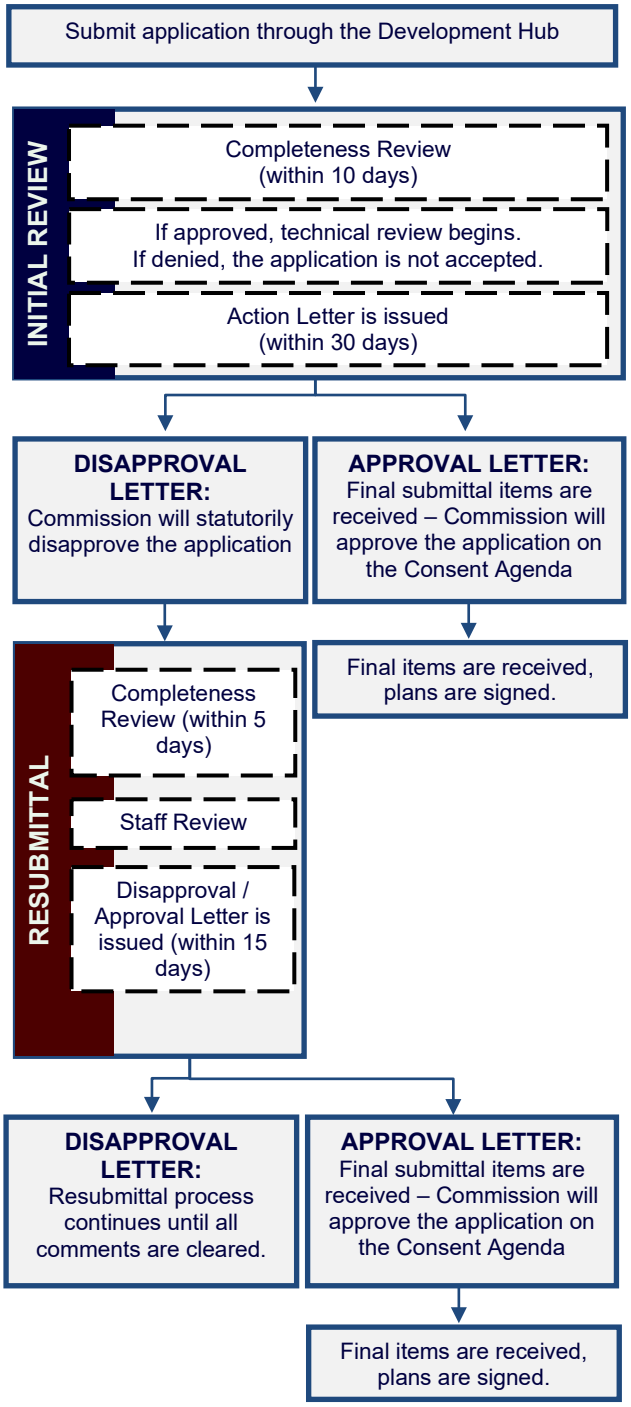
4. A disapproval or approval letter will be generated within 15 days of the filing date. If the application is disapproved, the letter will list deficiencies with Code references

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 staff approves the plans, then the final plan set needs to be submitted and routed for signatures.

7. The City will sign the plans and upload them to the Development Hub. The following items will need to be submitted to schedule a pre-construction meeting:
   a. SWPPP (Reviewed by the Stormwater Inspector)
   b. A digital version final copies of all support documents (TIA, Drainage Studies, Lift Station Reports, etc)
   c. Outstanding Fees
   d. 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, (notary name) _____, on this day personally appeared (owner name) _____, 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

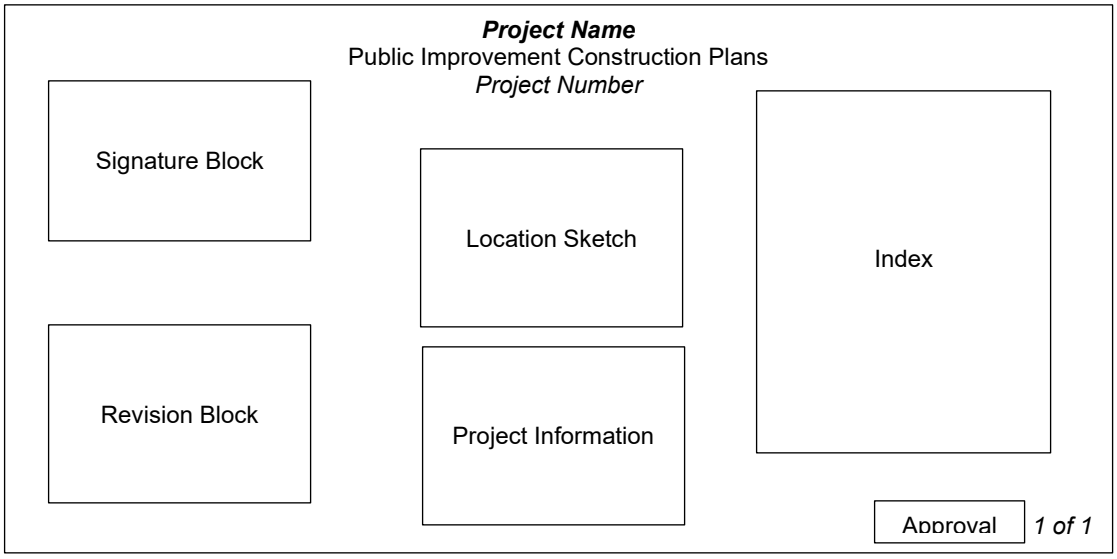
Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All 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. *Subdivision Name* 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: — Art II, Sec 20 (f)



___ 6. Include the following signature block in the upper left corner. — Art II, Sec 23 (c)(2)

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
Ashlea Boyle, MPA, CPRE, Director of Parks and Recreation	Date
Chief Joshua Davis, Fire Marshal	Date

___ 7. Revision block below the below including the following. — Art II, Sec 20 (f)

Revision #	Description	Approval

___ 8. Include this engineering responsibility statement below the signature block above. — Art II, Sec 23 (9)(d)(3)

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).

___ 9. If an adjacent street is sub-standard or needs widening in accordance with Transportation Master 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:

Ordinance Reference

___ 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. — Art II, Sec 23 (c)

FINAL PLAT:

Ordinance Reference

___ 1. Insert draft of the final plat. — Art II, Sec 23(a)

OVERALL PRELIMINARY PLAT:	Ordinance Reference
___ 1. Provide the overall layout of the project as shown on the Preliminary Plat.	Art II, Sec 23 (c)

APPROVED PHASING PLAN:	Ordinance Reference
___ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan	Art 13.12 of the code of ordinances

EROSION & SEDIMENTATION CONTROLS:	Ordinance Reference
___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.	Art II, Sec 23 (4)(i)
___ 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.	Art II, Sec 23 (4)(ii)
___ 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.	Art II, Sec 23 (4)(iii)
___ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.	Art II, Sec 23 (4)(iv)
___ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.	Art II, Sec 23 (4)(v)
___ 6. Identify at least one construction entrance on the erosion and sediment control site plan.	Art II, Sec 23 (4)(iv)
___ 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.	Art II, Sec 23 (4)(iv)
___ 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.	Art II, Sec 23 (4)(iii)
___ 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.***	Art II, Sec 23 (4)(iii)
___ 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.	Art III, Sec 46 (2)
___ 11. If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria. a. 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: b. The fill material shall be stored at the location shown on the approved construction plans. c. 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. d. 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. e. 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. f. 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. g. 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. h. The height of the fill material shall not exceed ten (10') feet. i. The location of the fill material must comply with the following setback requirements: i. 400' setback from major roadways as identified on the Roadway Plan; ii. 100' setback from all other roadways platted at the time of the fill material pile approval; and	Art III, Sec 48

iii. 100’ setback from residential structures.
iv. 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 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 traffic study as approved by the City Engineer..	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 ledgestone, 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,	Composite Zoning Art VI Sec 7 (b)

structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.

___ 8. Residential Drainage and Detention Facilities: — Composite Zoning Art VI Sec 7 (c)

- 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 ledgestone, 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.

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: ***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.***	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. — Art II, Sec 23 (c)(12)

___ 4. Plans for public trail systems as required by the Parks Open Space & Master Plan. — Art II, Sec 23 (c)(12)

___ 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. — 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: — Art II, Sec 22 (c)(2)(iii)

- 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.

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: — Art II, Sec 22 (c)(2)(iii)

- 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 — Art II, Sec 22 (c)(2)(iii)

- 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. — Composite Zoning Art VI, Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree — Art II, Sec 22 (c)(2)(iii)

- 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.

___ 6. Replacement Trees — Art II, Sec 22 (c)(2)(iii)

- 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.

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:

Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way. — Composite Zoning Art VI, Sec 1 (d)(1)(i)

Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance. — Composite Zoning Art I, Sec 6

A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. — Composite Zoning Art VI, Sec 1 (b)(20) & (21)

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. — Composite Zoning Art VI, Sec 1 (b)(20) & (21)

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)

Turf grass shall be limited to fifty (50%) percent of landscape lots, open space lots, greenspace lots, HOA lots, and parkland lots. — 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 Art VI Sec 7 (b) & (c)
___ 11. Provide an approved License Agreement associated with any landscaping, irrigation, or signage located in the public right-of-way.	

DESIGN CRITERIA:

	Ordinance Reference
___ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.	Art II, Sec 23 (c)
___ 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.	Art II, Sec 23 (c)

COST ESTIMATE:

	Ordinance Reference
___ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.	Art II, Sec 23 (c)(17)
___ 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.	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 uploaded to the Development Hub once approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule (pwells@leandertx.gov or 512-285-0055).
- For projects 1 acre or more: A SWP3 must be provided by email or downloaded to the HUB prior to the erosion control inspection.
- To schedule a pre-construction meeting, the following items must be provided:
    1. Upload the following items to the Development Hub:
        - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector and have a passing erosion control inspection. Failed erosion control inspections will result in a delay of the pre-construction meeting.
        - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
    2. Submittal of any outstanding fees including roadway improvement fees, tree removal fees, and review fees.
    3. 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 a passing 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 _____ §
§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF _____ §

Before me, (notary name) _____, on this day personally appeared (owner name) _____, 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, (notary name) _____, on this day personally appeared (owner name) _____, 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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

January 2025 v.1.2

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.
- The required level of traffic study determined by the Traffic Study Screening Evaluation Form is to be completed with the Concept Plan or first land development application for the development.
- If the traffic study assumptions in the approved traffic study have changed, an updated 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). Review of the Traffic Study Screening Evaluation Form will determine whether an update to the traffic study is required. Any fees in lieu of a TIA (only if approved by City Engineer during the concept or preliminary plat prior to January 2024) or payments associated with a traffic study 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 payments associated with a traffic study 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, payments associated with a traffic study, parkland fee in lieu, recreation improvement deposit, roadway adequacy payment, 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

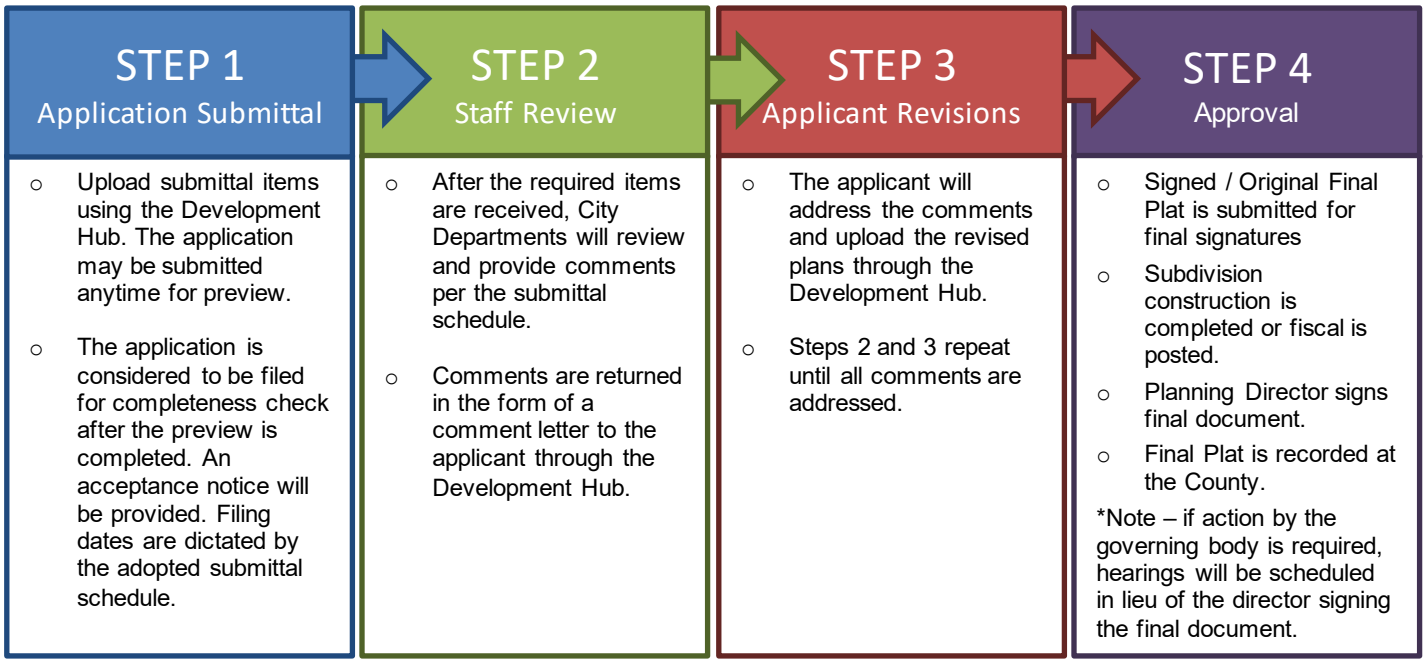
CONTACT INFORMATION

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

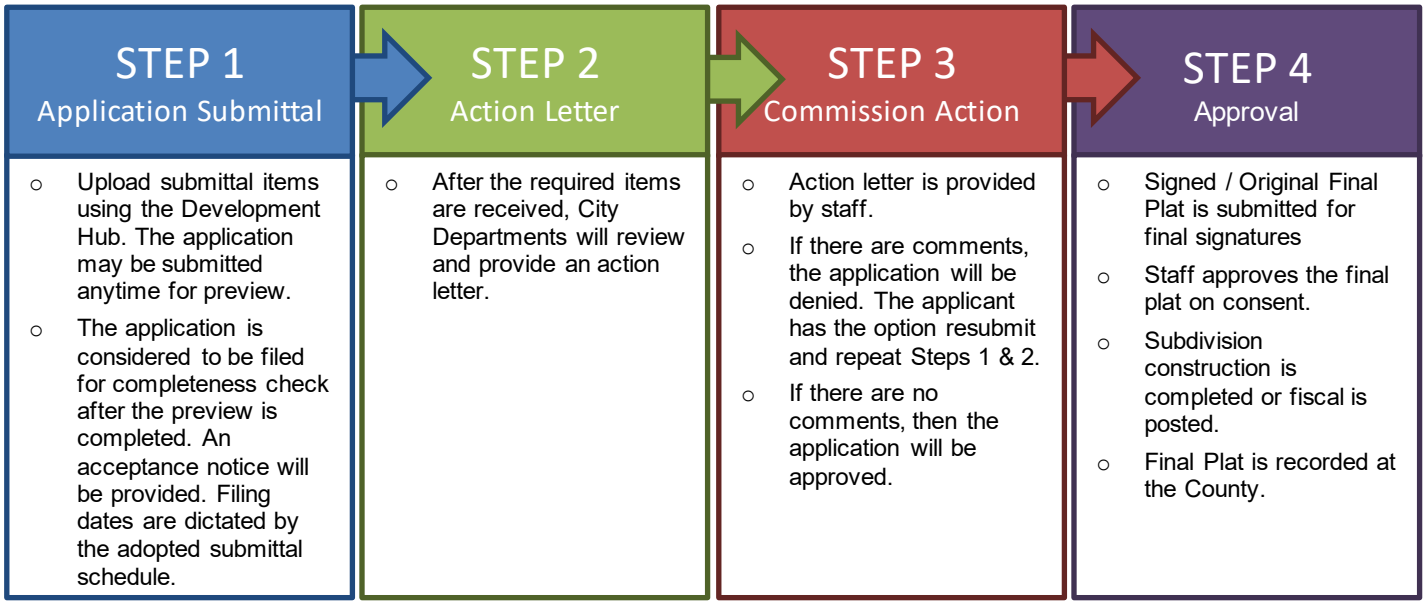
INSTRUCTIONS

- 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 served by septic the county will conduct a separate review of the plat to confirm that the lot complies with the county requirements for a septic system.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required the 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 Study information. Provide one of the following: ○ TIA Letter (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. ○ Approved Traffic Study Screening Evaluation Form and the Approved Traffic Study ○ Updated Traffic Study Screening Evaluation Form – If assumptions have changed from the approved traffic study, provide an updated form to determine if an update to the traffic study is required.
☐	12. Development meeting notes or confirmation that a development meeting was not required.
☐	13. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	$1,500.00
$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
Plat Recordation Fee:	$ 50.00
Professional Recovery Fee:	$ 250.00
Technology Fee:	$ 40.00
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)

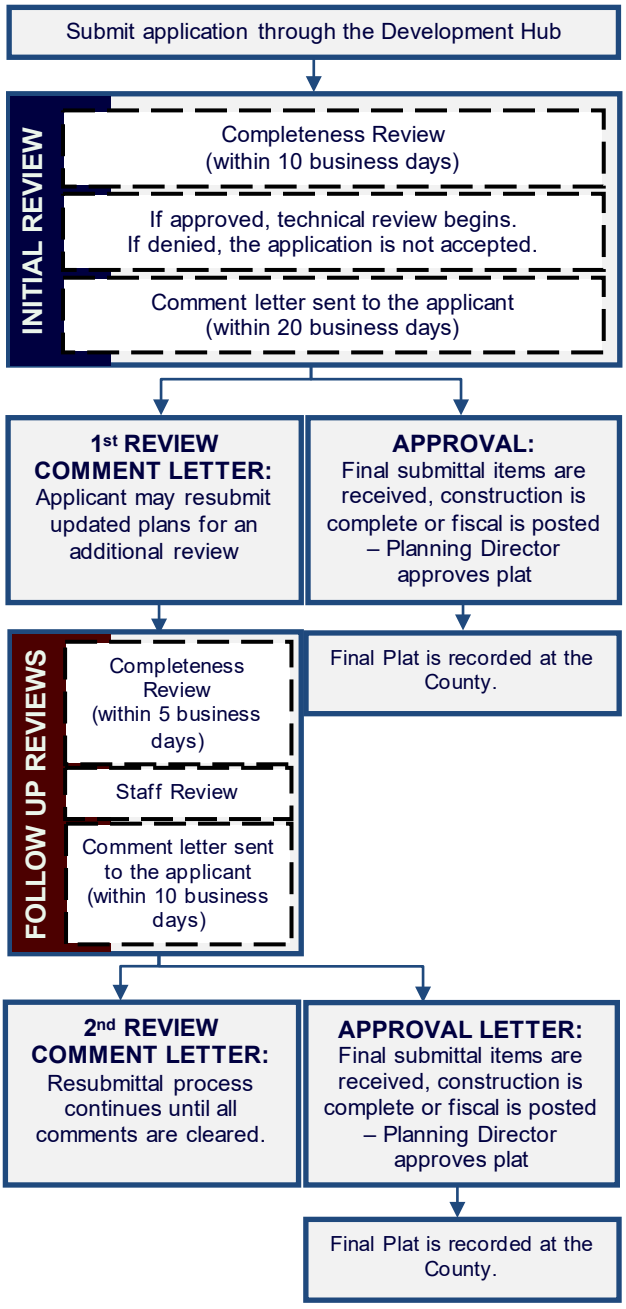
   If the items above are not provided, the re-submittal will be NOT be accepted.

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. 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, 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)

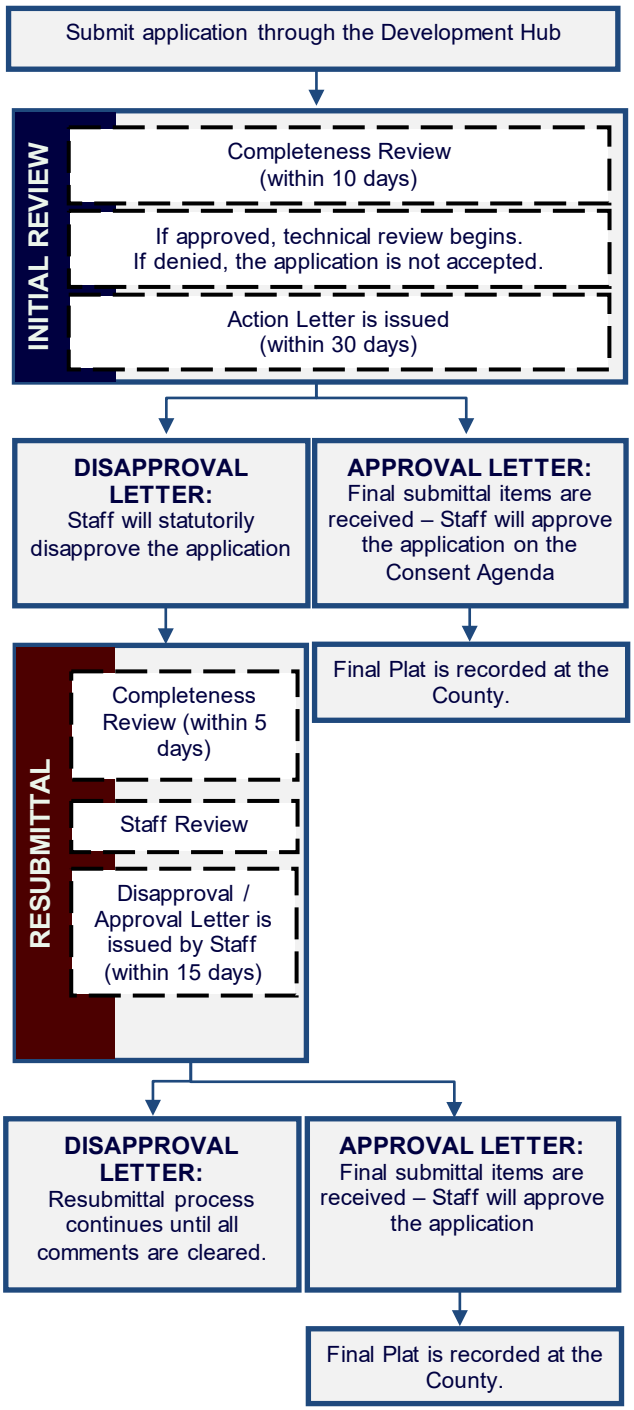
   If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date. 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 staff 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, (notary name)_____, on this day personally appeared (owner name)_____, 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

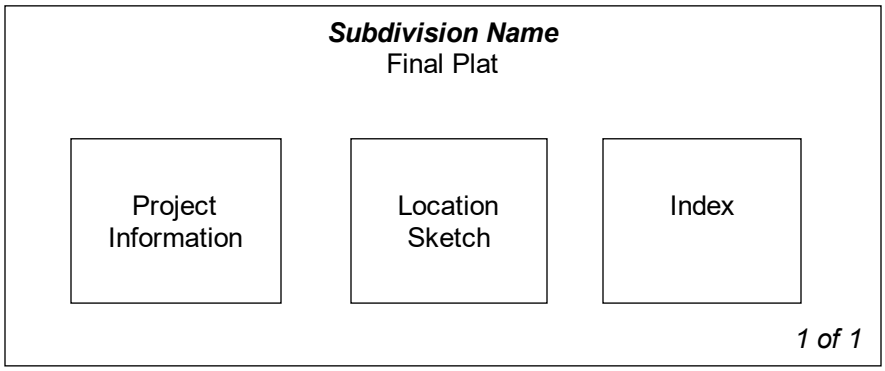
Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All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

		Ordinance 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 Master 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.	After the final plat review is completed and approved, an AutoCAD or GIS digital file is required 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 Master 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: Al 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.

_____ *ATTEST:* _____
Robin M. Griffin, AICP *Dara Crabtree*
Executive Director of Development Services *City Secretary*
City of Leander, Texas *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:* _____
James Oliver, Chairman	*Veronica Tovar Coufal, Secretary*
Planning and Zoning Commission	*Planning and Zoning Commission*
City of Leander, Texas	*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, D.R., CFM *Date*
County Engineer

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, *Date*
On-site Wastewater, Travis County TNR

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, DYANA LIMON-MERCADO, 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)* — 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)

___ 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 Study Note (if applicable): — Code of Ordinances 10.03.003
  - ❍ Include items required by the traffic study as a plat note.

___ 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
- ❑ There shall be 10 feet between the curb inlet opening and the edge of a driveway curb return. (Transportation Criteria Manual 5.3.1.A)
- ❑ 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

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.

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, (notary name) _____, on this day personally appeared (owner name) _____, 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, (notary name) _____, on this day personally appeared (owner name) ____, 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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

January 2025 v.1.2

PROJECT NAME: _____

MINOR REVISION PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- A Minor Revision Preliminary Plat is a revision to the preliminary plat that meets the following criteria.
  - A Minor Revision MAY NOT:
    1. Modify a waiver or variance or result in a new waiver or variance;
    2. Reduce any conservation easement, common area, green space, or other open space or park improvements of the approved Preliminary Plat;
    3. Have a negative impact on property outside the Preliminary Plat;
    4. Require notice and a public hearing under Section 212.015, Tex. Local Gov't Code, as amended, or
    5. Increase the number of dwelling units by more than 5%.
  - A Minor Revision MAY:
    1. Change the street layout.
    2. Increase the number of lots to the extent allowed herein.
    3. Modify a subdivision to accommodate a change in use resulting from rezoning or land acquisition through eminent domain.
  - The Planning Director may determine that other changes similar in scope and effect to those described above are minor revisions.
- 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 19). This application includes a Traffic Level Study Guide to provide assistance with this form (page 21).
- 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

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

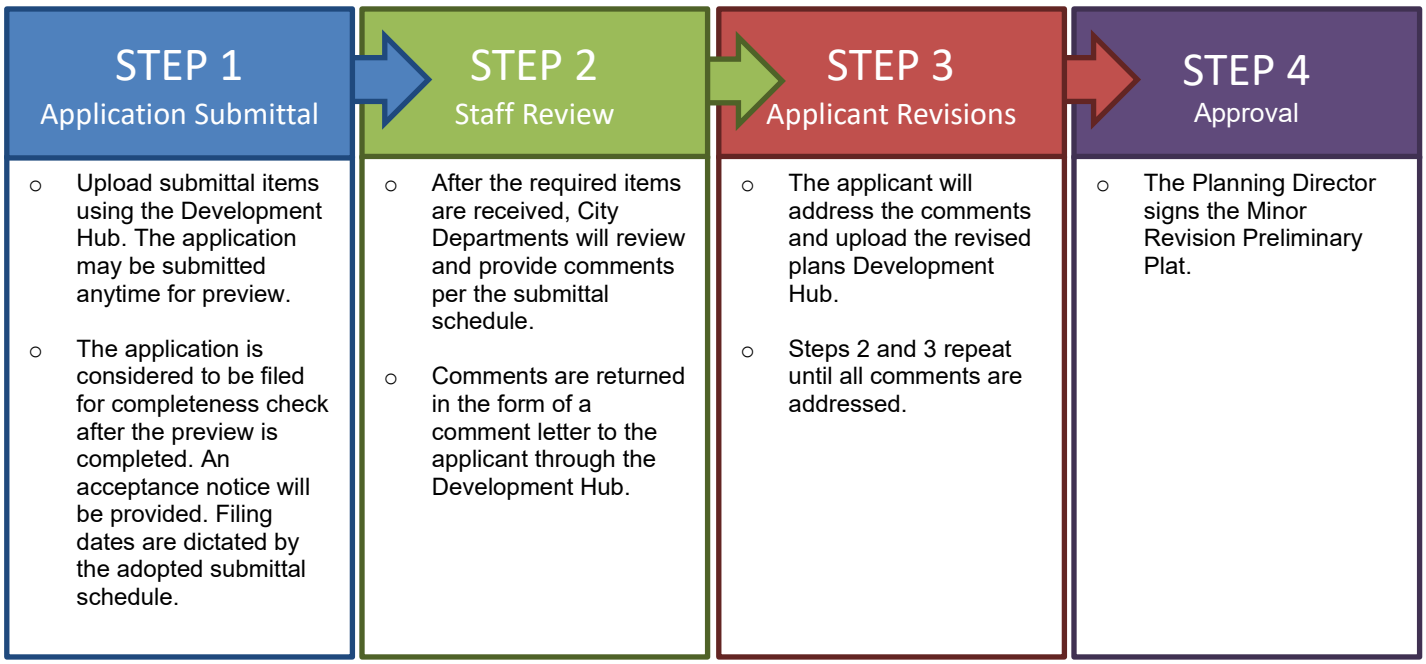
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

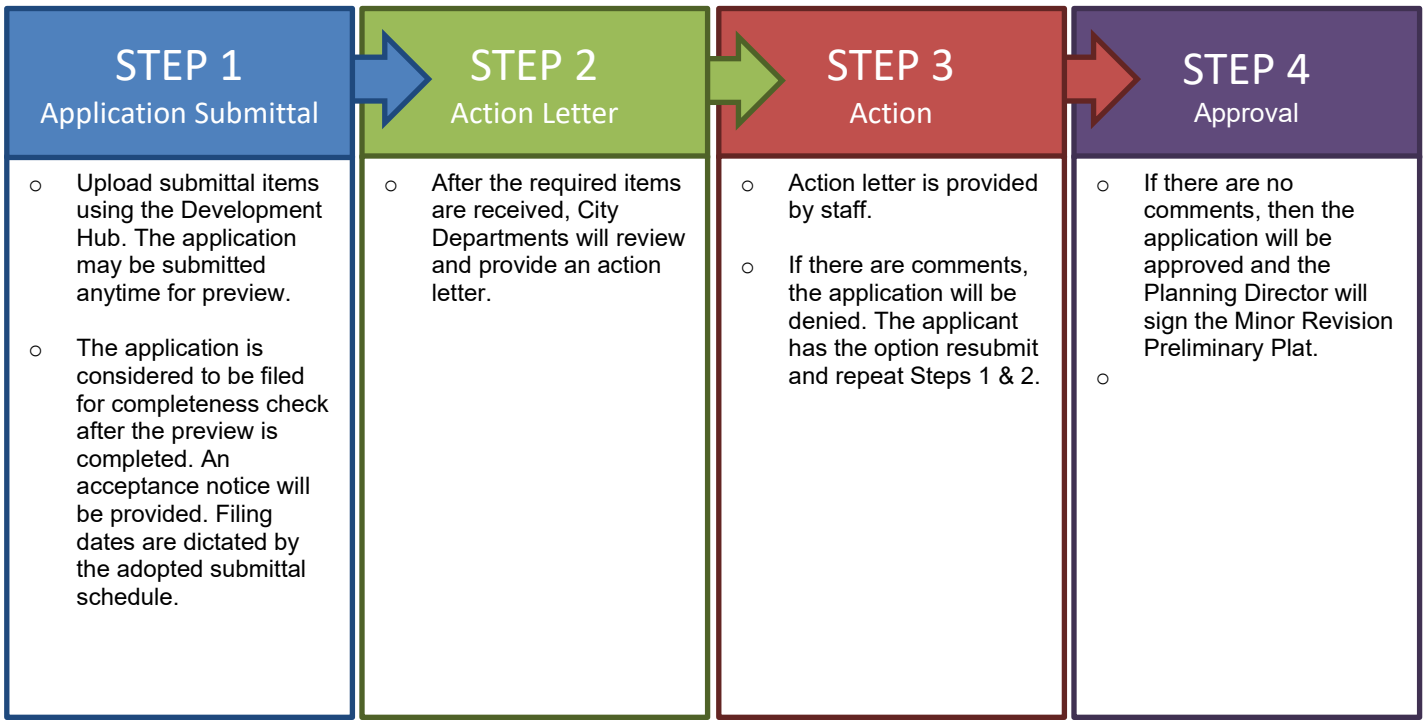
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior 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.
- If changes to the street names are proposed, 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/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR THE 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. Minor Revision 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. Letter describing the revision to the approved preliminary plat and describing how the changes meet the minor revision preliminary plat criteria.
☐	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 if changes to the street names are proposed.
☐	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. Approved Drainage Study, if changes are proposed provide the study and any associated studies or models needed for review.
☐	13. County short ID # of subject property: _____
☐	14. Planned Unit Development (PUD) information (if applicable) - Is this plan subject to a PUD? ○ Yes ○ No If yes, provide the name: _____
☐	15. 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.
☐	16. Development meeting notes or confirmation that a development meeting was not required
☐	17. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee: 50% of the original Preliminary Plat Fee	$ _____
Professional Recovery Fee:	$ 250.00
Technology Fee:	$ 40.00
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 minor revision 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.

MINOR PRELIMINARY PLAT 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 waiver on page 17 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. 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.

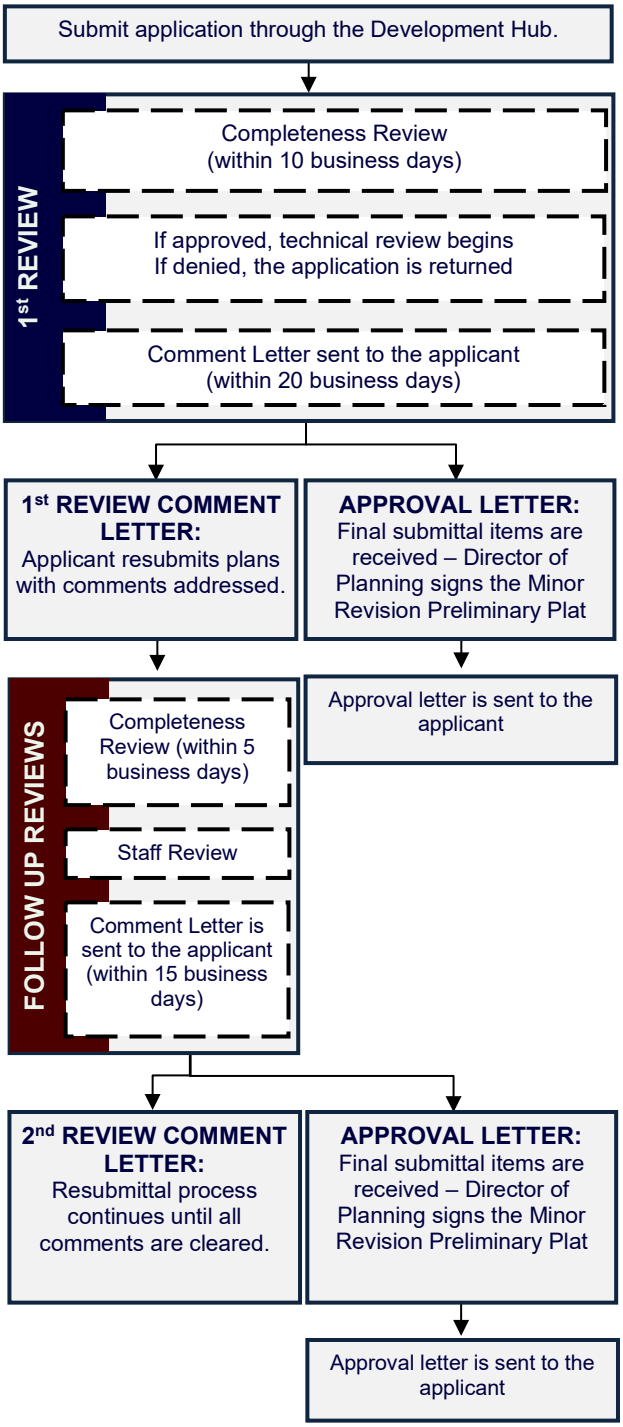
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
   a. Updated Concept Plan
   b. Supporting materials
   c. Comment response letter identifying how the comments were addressed
   d. Submittal Fees (after the 3rd review)

7. This process repeats until all comments are cleared.

8. Once all comments are cleared, then the Planning Director will sign the Minor Revision Preliminary Plat.

9. The applicant will be notified that the document has been signed and it will uploaded to the Development Hub.

10. An approval letter will be 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. 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, 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)

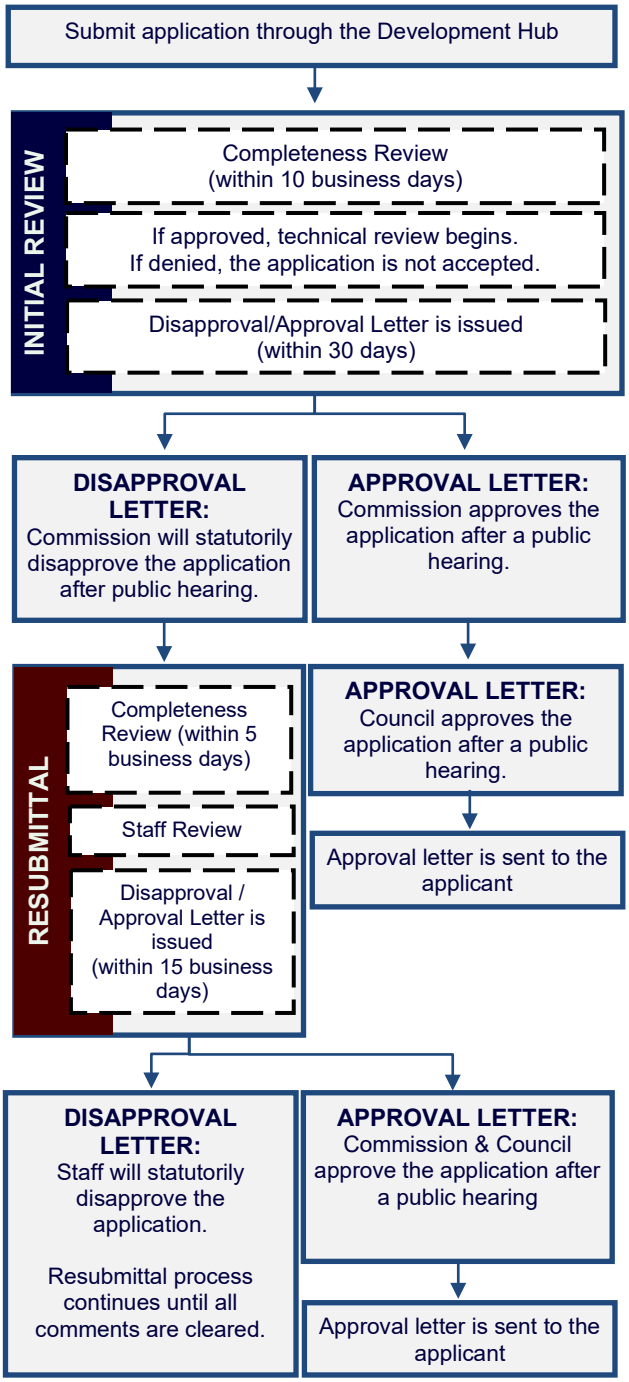
   If the items above are not provided, the resubmittal will be NOT be accepted.

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. 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 staff approves the application, the final document will be signed and 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.

(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, (notary name)_____, on this day personally appeared (owner name)_____, 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*

MINOR REVISION 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 – 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.	All property lines shall be identified with a solid, heavy, and black line.	Art II,Sec 22 (c)(3)
___ 5.	Cloud all proposed changes to the preliminary plat and note the revision number.	Art II, Sec 22 (k)(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* Minor Revision Preliminary Plat No ____	Art II, Sec 22 (k)(1)
___ 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.	Example cover sheet: ***Subdivision Name*** Minor Revision Preliminary Plat #__ Project Number Project Information / Location Sketch / Index *1 of 1*	Art II,Sec 22 (c)(3)
___ 6.	A certification block signed and sealed by the project engineer.	Art II, Sec 22 (c)(1)(vi)
___ 7.	Include the following signature block in the upper left corner. APPROVED BY: _____ _____ Robin M. Griffin, AICP, Executive Director of Development Services Date	Art II, Sec 22 (k)(4)

___ 8. Note identifying the proposed changes.	Art II, Sec 22 (k)(1)
___ 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)*	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)
___ 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.	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
___ 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 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) ***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.***	Composite Zoning Ordinance Art VI, Sec 8

SHEET 2 – APPROVED CONCEPT PLAN

		Ordinance Reference
___ 1.	Provide the approved concept plan.	Art II, Sec 22 (c)(1)

SHEET 3 – APPROVED PHASING PLAN

		Ordinance Reference
___ 2.	Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.	Art 13.12 of the code of ordinances

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.	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. _____ 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

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 five hundred (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) t 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 and 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.	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	Art II, Sec 22 (c)(2)(iii)

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.

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: — Art II, Sec 22 (c)(2)(iii)

- 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 — Art II, Sec 22 (c)(2)(iii)

- 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. — Composite Zoning Art VI, Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree — Art II, Sec 22 (c)(2)(iii)

- 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.

___ 6. Replacement Trees — Art II, Sec 22 (c)(2)(iii)

- 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. The tree protection plan is required to be approved by the Director of Planning prior to submission of a preliminary plat application.

SHEET 8 – PARKS PLAN

Ordinance Reference: Art IV, Sec 61

___ 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.

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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings 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.

FINAL APPROVAL

In order to complete the Minor Revision Preliminary Plat process, the following items will be required to be submitted through the Development Hub after all comments have been addressed.
- The applicant will be required to upload one final copy of the Minor Revision Preliminary Plat for signature to the Development Hub.
- After the plans have been signed, they will be uploaded to the Development Hub.
- The applicant will be responsible for providing AutoCAD files to complete the process by uploading the document through the Development Hub as a zip file.
- AutoCAD or GIS file needs to include the following: 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, (notary name) _____, on this day personally appeared (owner name) _____, 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, (notary name)_____, on this day personally appeared (owner name)_, 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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

January 2025 v.1.2

PROJECT NAME: _____

MINOR SITE DEVELOPMENT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- Minor Site Development Permit applications are required for non-residential and multi-family developments. These plans include minor site activity that may increase the impervious cover by no more than 1,000 square feet. Example improvements may include:
  - Small building additions;
  - Parking lot revisions to include striping and small expansions;
  - Outdoor storage location adjustments; or
  - Landscaping modifications.
- A project is not eligible for the Minor Site Development Process when:
  - A Traffic Impact Analysis (TIA) is required;
  - The proposal requires preparation of a drainage study.
  - Impervious cover is proposed that exceeds 1,000 square feet;
  - A new building in excess of 1,000 square feet is proposed; or
  - 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.

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

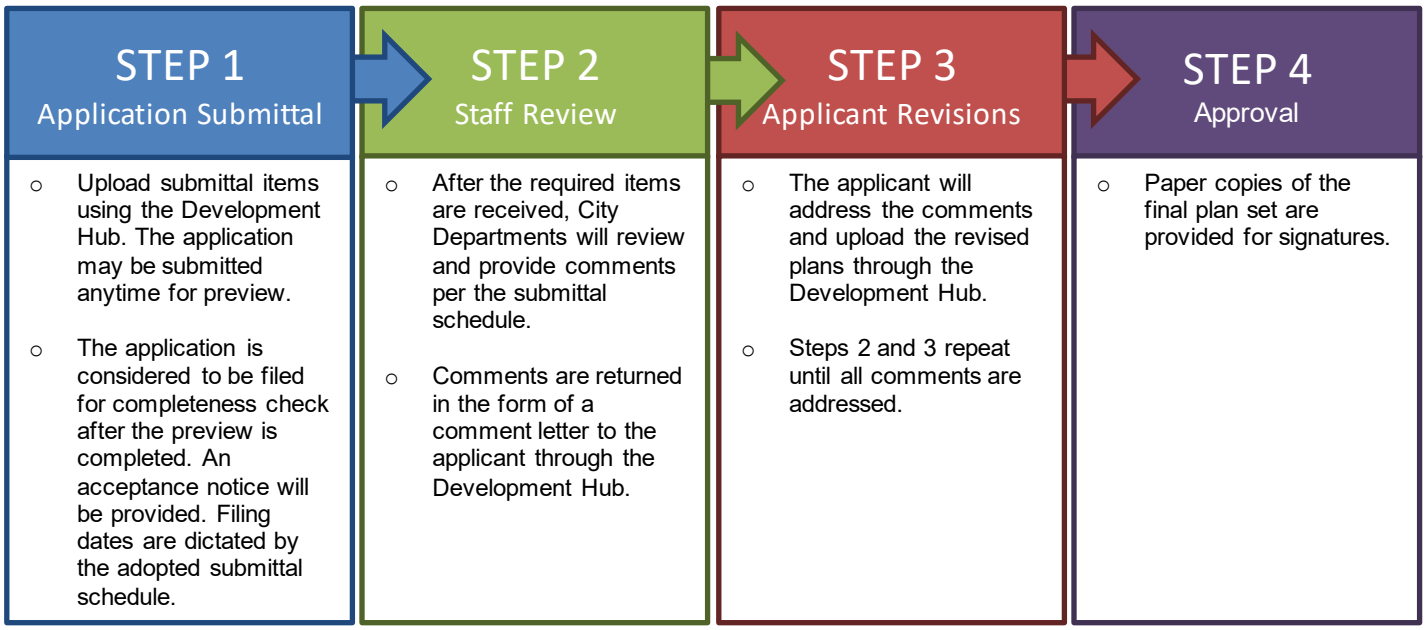
CONTACT INFORMATION

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 (http://www.leandertx.gov/ds).
- 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.
- 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.
- All items listed in the "Required Items for Application Submittal" on page 3 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. Site 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 or other evidence that taxes have been paid.
☐	5. Is development proposed within the floodplain? ○ Yes ○ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
☐	6. Planned Unit Development (PUD) or Special Use Permit (SUP) information (if applicable) Is this plan subject to a PUD? ○ Yes ○ No If yes, provide the name: _____ Is this plan subject to a SUP? ○ Yes ○ No If yes, provide the name: _____
☐	7. Recent Title Commitment (dated within on year; if the title commitment is older than one year, submit a property report of nothing further certificate)
☐	8. Traffic Study Screening Evaluation Form (page 17). The Traffic Level Study Guide can be found on page 15.
☐	9. Development meeting notes or confirmation that a meeting was not required.
☐	10. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	$ 500.00
Professional Recovery Fee:	$ 250.00
Technology Fee:	$ 40.00
TOTAL FEE (due at the time of application submission)	**$ 790.00**

* 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:

- 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 3. 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 MSD and include the creation date in MM.DD.YYYY format:
        2. Project Name MSD 06.13.2022
    - Corrections shall include the version number in the title:
        2. Project Name MSD 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.

PROJECT INFORMATION

Street Address/Location Description: _____

_____

Subdivision Name: _____ Section, Lot, Block: _____

Zoning District: _____ PUD Ordinance No: _____
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: _____

_____

Total Gross Sq. Ft. of Building(s): _____ Total Impervious Cover Sq. Ft: _____
(pavement and building)

Proposed Number of Multi-Family / Condo Units: _____

Brief Summary of Work: _____

_____

_____

MINOR SITE DEVELOPMENT PERMIT REVIEW 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 4) 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.

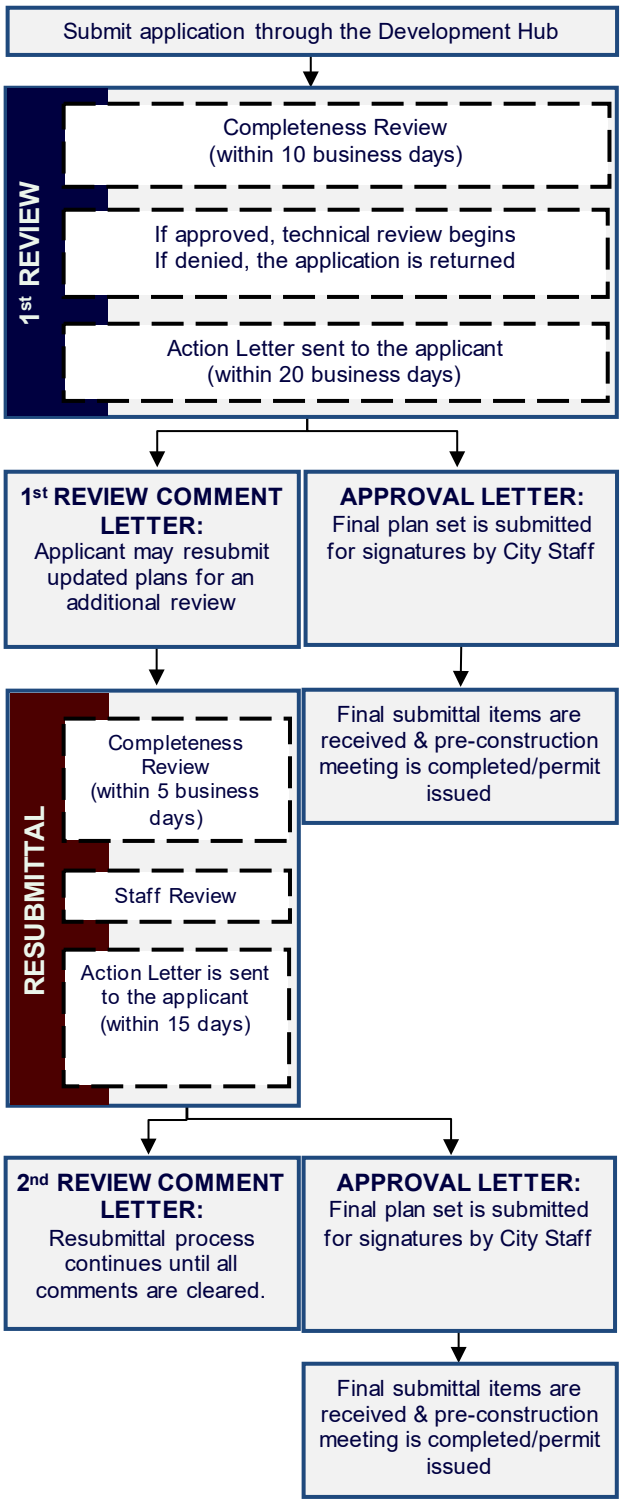
5. This process repeats until all comments are cleared.

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 upload them to the Development Hub. The following items will need to be uploaded to the Development Hub to schedule a pre-construction meeting:
   a. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
   b. SWPPP (Reviewed by the Stormwater Inspector)
   c. Outstanding Fees
   d. Pre-construction meeting request form

   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.*

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, (notary name)_____, on this day personally appeared (owner name)_____, 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*

MINOR SITE DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of site development permit 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 Composite Zoning 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
- General Notes
- Final Plat
- Existing Conditions & Demolition Plan
- Erosion & Sedimentation Control Plan
- Grading & Drainage Plan
- Site Plan
- Utility Plan
- Road & Sidewalk Closure Plan
- Standard Details
- Landscape Plan
- Master Architectural Plan
- Master Streetscape Plan

___ 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.

___ 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).

___ 4. All property lines shall be identified with a solid, heavy, and black line.

___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists.

___ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)

___ 7. 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.

COVER SHEET

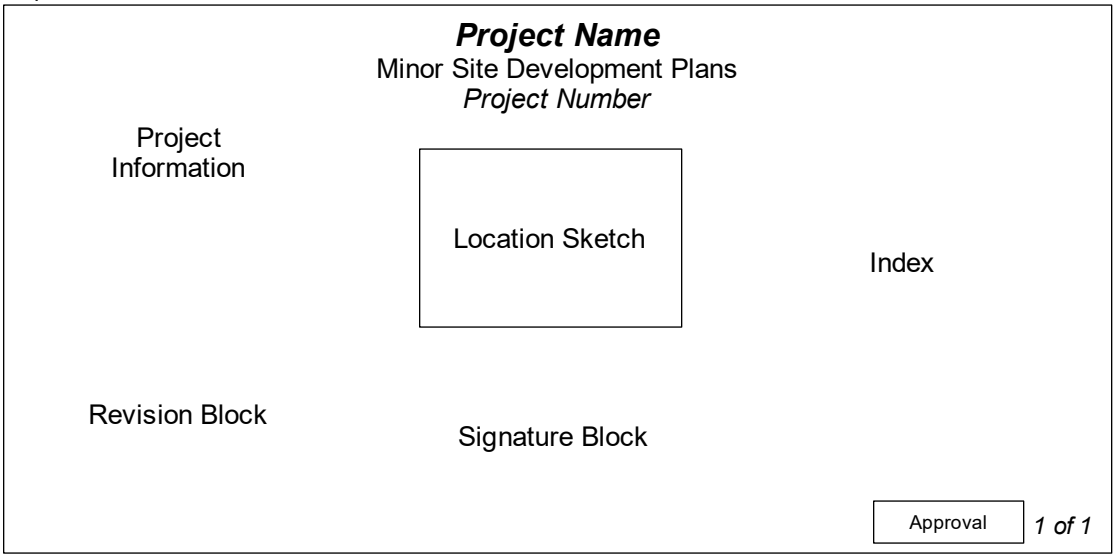
___ 1. Title block including the following in the top center of the page.
Project Name
Minor Site Development Plans
Project Number (This number will be assigned during the first review of the plan set)

___ 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.

___ 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
- Submittal date
- Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
- Property information including legal description
- Future Land Use Category as identified on the Future Land Use Map
- Proposed Incentives that are determined by Masonry percentages
- Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
- List of required offsite easements and recordation numbers

___ 4. Index on the right side of the sheet name and number.

___ 5. Example cover sheet:



___ 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
Ashlea Boyle, CPRE, Director of Parks and Recreation	Date
Chief Joshua Davis, Fire Marshal	Date

___ 7. Include the following engineering responsibility statement below the signature block.
"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)."

___ 8. Revision block below the below including the following.

Revision #	Description	Approval

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.

FINAL PLAT:

___ 1. Insert the final plat. The final copy needs to be provided prior to the issuance of the site development permit.

EXISTING CONDITIONS & DEMOLITION PLAN

___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.

___ 2. Identify proposed improvements for demolition.

___ 3. Tree survey prepared within the past 5 years of the application date with the site plan layout superimposed at a scale of 1"=100 ' (or as appropriate).

- 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.

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.

EROSION & SEDIMENTATION CONTROLS:

___ 1. These sheet shall be a stand along sheet that only includes Erosion and Sedimentation Control information.

___ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.

___ 3. 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.

___ 4. 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.

___ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.

___ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.

___ 7. Identify at least one construction entrance on the erosion and sediment control site plan.

___ 8. 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.

___ 9. 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.

___ 10. 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.

___ 11. 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 engineered drawing specification sheet 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.

GRADING & DRAINAGE IMPROVEMENTS:

___ 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. This shall include all relevant models, spreadsheets, and other aids utilized in this design.

___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.

___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.

___ 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.

___ 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. This shall be formatted into a

drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process.

___ 6. Location of the regulatory 100-year floodplain (if any) is provided.

___ 7. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review.

___ 8. 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 earthern 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 ledgestone, 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 earthern 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.

___ 9. 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 ledgestone, 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.

___ 10. 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.

SITE PLAN:

___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.

___ 2. North arrow.

___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.

___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.

___ 5. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.

All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.

___ 6. Location, dimensions, square footage and intended uses of the site. If uses are not known at this time, a note is provided on the site plan as follows:

Uses for this site are currently unknown. This permit therefore proposes no uses at this time. Uses will be proposed at a later date in conjunction with future permits and in compliance with the zoning ordinance of the City of Leander.

___ 7. Provide the following notes:

All site utility lines are proposed to be located underground.

Exterior lighting shall be shielded such that the light source is not directly visible from the public ROW or adjacent residential districts or uses at the property line. Unshielded "wall pack" lighting is not proposed.

Al Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site after construction.

Air conditioning units are not proposed forward the front wall of the building.

Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.

For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.

___ 8. For multi-family, a table showing the number of living units, the acreage and the units per acre is provided. Density is determined by the amount of proposed masonry.

___ 9. For multi-family, the total number of units per acre is limited to 8 units unless the applicant is proposing a higher masonry standard. If 100% masonry is proposed, then the density may be 25 units per acre. If 85% masonry on the first story and 50% on the second story is proposed, then the density may be 18 units per acre. If increased masonry is proposed, provide a note on the plans.

___ 10. Multi-family units are at least 500 sq. ft. for efficiency units, 650 sq. ft. for one bedroom units, 850 sq. ft. for two bedroom units, and an additional 150 sq. ft. for each bedroom thereafter.

___ 11. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.

___ 12. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):
- Dimensions of parking spaces, aisle widths
- Driveway intersection sight distance
- Driveway and aisle curb return radii
- Dead-end parking bays greater than 150' in length have a fire department turn-around
- One-way aisles have angled parking

___ 13. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.

___ 14. Fire Lane Signs: Signs shall read "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as *approved* by the *Fire Code Official*.

___ 15. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.

___ 16. Driveways are labeled as Type II commercial driveways.

___ 17. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.

___ 18. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are in compliance with TxDOT standards with regards to spacing as stated in the Composite Zoning Ordinance. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.

___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.

___ 20. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
- At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

___ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.

___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.

___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.

___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.

___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.

___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.

___ 27. Building lines have been checked for compliance with the following tables.

BUILDING / STRUCTURE					
SINGLE-FAMILY RESIDENTIAL DISTRICTS					
	Use Component	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	SFR	25'	7'	15'	15'
	SFE, SFS, SFU, SFU/MH, TF	20'	5'	15'	15'
	SFC, SFL	15' *	5' or 0' & 10'	15'	15'
	CH*****	15'	5'	15'	15'
	TH	10'*	5'	10'	10
	SFT	10' *	0 or 10'	15'	15'
Garage Setback	SFR, SFE, SFS, SFU, SFU/MH. SFC. SFL, CH, SFT, TF	See Article VIII, Section 5 (i)			

NON-RESIDENTIAL & MULTI-FAMILY DISTRICTS							
	Use Component	**Max Front**	**Min Front**	**Min Side**	**Min Street Side**	**Max Street Side**	**Min Rear**
Standard Setback	NR		15' *	5'	15'		15'
	MF		25'	10'	25'		20'
	LO, LC		30'	10'	30'		10'
	GC, HC, HI		35'	15'	35'		15'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI		(NA)	50'	(N/A)		50'

PARKING, AISLE, LOADING, CANOPIES, OUTDOOR DISPLAY						
	Use Component	**Site Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	MF	All	20'	5'****	20'	5'****
	LO, LC, GC, HC, HI	Type 1, 2	15'	5'****	15'	5'****
		Type 3	20'	5'****	20'	5'****
		Type 4, 5	25'	5'****	25'	5'****
Special Setback Where Adjacent to SF or TF**	MF, LO, LC, GC, HC, HI	Type 1-3	(N/A)	15'	(N/A)	15'
		Type 4, 5	(N/A)	20'	(N/A)	20'

OUTDOOR STORAGE						
	Use Component	**Site Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	LO, LC, GC, HC, HI	Type 3-4	***	5'****	***	0'
		Type 5	25'	0'****	25'	0'
Special Setback Where Adjacent to SF or TF**	LO, LC, GC, HC, HI	Type 3-5	(N/A)	25'	(N/A)	25'

* In no case shall the garage be closer to the ROW than 18'
** Unless such district is utilized for a non-residential use
*** No closer than the street facing wall of the primary structure that utilizes such storage.
**** Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.
***** Setbacks are for the perimeter of the project, not the individual units.

Setback Incentives: If the exterior surface area of buildings/structures are comprised of at least 85% masonry and 50% masonry for each additional story, then the following setbacks apply.

All Other Streets	NR	15' *	5'	15'	15'
	MF	20'	10'	20'	20'
	LO, LC, GC, HC, HI	20'	10'	20'	10'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI	(NA)	25'	(NA)	25'

If the exterior surface area of buildings/structures are comprised of at least 100% masonry, then the following setbacks apply:

All Other Streets	NR	15' *	5'	15'	15'
	MF	20'	10'	20'	20'
	LO, LC, GC, HC, HI	15'	10'	15'	10'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI	(NA)	20'	(NA)	20'

___ 28. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

_____ **Type 1**

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.

- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.
- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.
- No building is proposed with a height of greater than 35 feet.
- Parking areas are no wider than two modules in width (one module is an aisle with adjacent parking stalls).
- No more than one parking module is proposed between the building(s) closest to the street and the street frontage.
- If a restaurant is proposed, outdoor seating is provided.Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use. If multi-family is proposed:
  - No parking modules, drive aisles, driveways, garages or similar facilities are proposed between the building(s) closest to the street frontage.
  - At least 85% of the units have at least one enclosed garage parking space and such garages are to be leased, rented or sold with the applicable units.
  - No first floor building area exceeds 7,000 gross square feet and no building contains more than 14,000 gross square feet of floor area.
  - The fronts of all buildings face either a public street or an exclusive front yard area not less than twenty feet in depth and garage doors do not face the front.
  - A maximum of two front doors are provided with each building.
  - Each structure is designed to appear to be one single-family home (mansion).
- If Neighborhood Residential is proposed:
  - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
  - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
  - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
  - Any additional parking facilities shall not be located between the building and the street.

Type 2

- Accessory structures, if proposed, do not exceed 10% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- No outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- Individual users shall not exceed 40,000 gross square feet of floor area in a single building. A single building may not exceed 60,000 square feet of floor area. The building size limitation only applies to properties that abut property utilized for a single-family or two-family residences and zoned for single-family or two-family uses, including, land located within a Planned Unit Development (PUD) (the "Residentially Zoned Property"). The term Residentially Zoned Property excludes property that is zoned to Interim Zoning District SFR-1-B pursuant to Article II, Section 3 of this Ordinance, unless there is an approved concept plan, preliminary plat, final plat, or site development permit for single-family or two-family uses of such property.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.
- If multi-family is proposed:
  - At least seventy-five percent (75%) of the units are required to have at least one enclosed garage parking space and such garages are required to be leased, rented or sold with the applicable units.
  - Parking areas shall be no wider than two parking modules wide
- If Neighborhood Residential is proposed:
  - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
  - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
  - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
  - Any additional parking facilities shall not be located between the building and the street.

_____ **Type 3**

- Accessory structures, if proposed, do not exceed 30% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- The area of any outdoor display of merchandise does not exceed 30% of the gross floor area of the building.
- The area of any outdoor storage or container storage does not exceed 20% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- The combination of outdoor display, outdoor storage and accessory buildings does not exceed 40% of the gross floor area of the primary building.
- Vehicle wash facilities are located no closer than 150 feet, and vehicle fueling is located no closer than 200 feet from a residential district unless such district is utilized for non-residential purposes.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

_____ **Type 4**

- The area of any outdoor storage or container storage does not exceed 60% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- Accessory structures, if proposed, do not exceed 60% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- The combination of outdoor storage and accessory buildings does not exceed 80% of the gross floor area of the building.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

_____ **Type 5**

- Outdoor storage and container storage is screened from view in accordance with landscape screening provisions.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

___ 29. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases. The phasing plan may not exceed four years.

___ 30. If any of the following uses are proposed, a Special Use Permit has been applied for:

Airport, landing field, landing strip, amusement park, circus, carnival, temporary or seasonal development, private community building or recreation field, radio or TV tower or station, drive-in theater on less than ten acres, cemeteries, kiosks or other temporary or seasonal open air vending, accessory buildings that exceed permitted sizes, residential uses on the first floor of non-residential districts (unless permitted by the use component), tents or other temporary structures not permitted by the zoning ordinance, temporary residential use of a travel trailer or recreational vehicle.

___ 31. Enclosed accessory buildings are not shown in front of or to the side of the main building and do not exceed fifteen feet in height.

___ 32. Show the location and description of any proposed fencing and provide a detail. If chain link fencing is proposed, it is not located around a detention or WQ pond and all parts of the fence are vinyl coated.

___ 33. No fencing is proposed within the front or side street setback.

___ 34. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck. For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.

___ 35. Air conditioning units are not shown forward of the front wall of the building.

___ 36. For projects that are within 400 feet of US 183, US 183A, Lakeline Blvd., RM 2243, Old 2243 West, Bagdad Rd., Crystal Falls or San Gabriel Parkway, the following uses are not proposed or permitted: mini-warehouse or self-storage facilities, boat and RV storage, material salvage unless enclosed within a building, sexually-oriented businesses, motor vehicle salvage.

___ 37. Warehouse, mini-warehouse and overhead (commercial service) doors shall not be oriented so as to face a street(s) or residential property or shall be screened from view from the street(s) or residential property unless the Director of Planning determines that there is no other feasible alternative. The Director of Planning may also approve decorative overhead doors in lieu of screening when the doors are oriented towards the street on a case by case basis.

UTILITY PLAN:

___ 1. Provider or method of proposed water and wastewater service is identified.

___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.

___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.

___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.

___ 5. Design details showing the connection with the existing City water system are provided.

___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline 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 at 50 foot intervals are provided.

___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.

___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

___ 1. Provide a road closure plan if a road closure is necessary during construction.

___ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.

___ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.

___ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.

___ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

STANDARD DETAILS:

___ 1. Insert the applicable City of Leander Standard Details. These details may be found online at http://www.leandertx.gov/engineering/page/standard-details. These will either be 8x per each 22"x34" plan sheet or 4x for each 22"x34" plan sheet

LANDSCAPE PLAN:

___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).

- Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
  - Multifamily – 20%
  - Office and Professional – 15%
  - Commercial – 15%
  - Industrial or manufacturing – 10%
  - Schools, churches, community centers and private parks – 15%
- The following have not been counted toward landscape requirements:
  - Detention and water quality unless meeting the standards of the landscape ordinance.
  - Utility, mechanical and electrical facilities.
  - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
  - Landscaped areas less than four feet in width.
- For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
- If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.
- Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
  a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.

b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed the street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.

- Compatibility buffer for uses other than single-family or two-family development:
  a. A compatibility buffer shall be composed of a landscape buffer and a compatibility fence as provided Article VI, Section 14 (d) of this ordinance. Compatibility buffering is intended to minimize the effects of non-residential and multi-family uses which share a common lot line with existing or planned single-family or two-family uses.
  b. Landscape buffer: A landscape area of at least eight (8') feet wide shall be provided that includes the following plantings per every six hundred (600) square feet:
     (i) Two (2) shade trees (two (2) inch caliper or larger)
     (ii) Four (4) shrubs (five (5) gallon container size or larger) – shrubs are not required if when a masonry screening wall is provided as provided in Article VI, Section 14 (d) of this ordinance.

- At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.

- Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).

- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.

- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of $300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
  - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: $250.00 per tree.

- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
  - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: $250.00 for the first tree plus $100.00 for each additional tree.

- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.

- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

___ 2. Turfgrass:

- All turfgrass installed shall have summer dormancy capabilities and shall be one of the varieties set forth in the preferred plant list maintained by the Planning Department or the Grow Green Guide. Buffalo grass, zoysia grass or non-seeding varieties of Bermuda grass are recommended for sunny sections of the landscape.
- Turfgrass shall be limited to no more than fifty (50%) of any landscape area. Alternative options to turfgrass can include native and adaptive landscape plants as specified in the Grow Green Guide, mulch, crushed granite, Decorative Groundcover, or similar material. No more than fifty (50%) percent of the lot may consist of non-plant material.
- Turf grass shall be prohibited in strips of land less than six (6') feet wide in parking areas or between sidewalks and pavement.
- Turf grass shall be limited to fifty (50%) percent landscape lots, open space lots, greenspace, and Home Owners Association (HOA) lots.

___ 3. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.

___ 4. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.

___ 5. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.

___ 6. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.

___ 7. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.

___ 8. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).

___ 9. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.

___ 10. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)

___ 11. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).

___ 12. Provide the following notes:

The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.
(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:
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.

All disturbed areas and ROW will be re-vegetated by the developer.

All invasive species shall be removed from the property.

No more than 50% of the same species may be planted to meet the tree planting requirements.

Turf grass is prohibited in strips of land less than six (6') feet in width between sidewalks and pavement.

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.

___ 13. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.

___ 14. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.

___ 15. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

PARK PLAN:

___ 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.

MASTER ARCHITECTURAL PLAN:

___ 1. Master Architectural Plan:
- The intent of the Master Architectural Plan is to provide for a cohesive development on all four corners at the intersections of arterials and collectors. This plan should incorporate common elements that evoke a sense of place and have elements that contribute to cohesive identity.
- Development on all four corners of intersections of arterials and collectors shall provide and comply with a Master Architectural Plan that incorporates the following:
  - Exterior building materials used on the exterior of each structure
  - Exterior building color palettes
  - Exterior elements of building facades such as wall accents, covered entries, columns, or other features
  - Other elements as approved by the Director of Planning.
- Development at these intersections shall comply with the plan after the date of the initial submittal of a Master Architectural Plan.
- This plan shall be submitted with the site development permit for the project. The plan may be amended as the intersection develops to incorporate additional standards.

MAJOR CORRIDOR STREETSCAPE PLAN:

___ 1. Major Corridor Streetscape Standards:
- Major corridors include all arterials identified on the City's Transportation Plan.
- All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.

- If a parking lot is located between the right-of -way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
  - a four (4) foot tall masonry screening wall located at or behind the required parking setback
  - a berm with landscaping that measures at least four (4) feet tall at the top of the landscaping located within the required front setback area
- In addition to other restrictions in this ordinance, the following items shall not be located between a primary building and the right-of -way along a major corridor:
  - mechanical equipment other than that of a public utility
  - drive-through service lanes or queuing spaces
  - accessory structures
- The following standards apply to the screening of the rear or service side of buildings along a Major Corridor:
  - the rear or service side of a building may not face a Major Corridor within four hundred (400) feet of the corridor's right-of -way.
  - loading areas and service drives must be screened from view of the Major Corridor with landscaping that is six (6) feet tall at installation or a wing wall that extends from the building that is a minimum of six (6) feet tall and constructed of the same or significantly similar materials as the primary building.
- The following standards shall apply to all major intersections along the corridor:
  - major intersections are those intersections with other major corridors or collector roads
  - all four corners of a major intersection shall have a coordinated landscape design
  - all four corners of a major intersection shall include identity monument signs which shall be coordinated and consistent in design and materials
  - identity monument signs may include the name and/or logo of the adjacent development and shall include the City of Leander logo
- Major Corridors shall comply with the following landscape and hardscape materials requirements
  - each major corridor shall have a primary landscape and hardscape materials palette
  - landscaping and hardscaping (including walls and planters) within the right-of -way and front setback of all properties along a major corridor shall comply with the corridor materials palette the corridor materials palette shall be maintained by the Planning Department
- Walls constructed along Major Corridors shall meet the following requirements in addition to any other requirements of this ordinance.
  - all walls constructed parallel to a major corridor shall comply with the corridor materials palette
  - walls that continue from one development or property to another within the same block shall continue the same material and design
  - wall material or design may change in a new block as long as the materials are consistent with the materials palette for the corridor

INFORMATION ABOUT THE PUBLIC ART COMMITTEE (LPAC)

The Leander Public Art Committee (LPAC):

- Encourages public & private programs that develop visual & performing arts;
- Recommends cultural & artistic endeavors to City Manager and Council;
- Advocates and advises on cultural and artistic endeavors;
- Encourages donations, grants and other art support; and
- Monitors the Public Art Initiative.

The intent of LPAC is to enhance the aesthetic environment and encourage private developers/owners to provide/promote works of art and donate to the City's Public Art Fund. LPAC encourages the Private Sector to

- Encourage investment of time, effort and money into the art displayed on their sites;
- Recognize that art is intrinsically valuable to the Cityscape;
- Incorporate visual art in the design & construction of facilities; and
- Expand the public's experience & exposure to culture through various art forms.

The Public Art Fund shall be used solely for the selection, commission, acquisition, installation, maintenance, administration and insurance of the works of art or in relation thereto. Contact Mark Tummons, Parks & Recreation Director for more information (512-528-9909 or mtummons@leandertx.gov).

FINAL SUBMITTAL REVIEW

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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings 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 MINOR SITE DEVELOPMENT PERMIT

- Submittal of one final set of plans for signatures. These plans will be uploaded to the Development Hub 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. Upload the following items to the Development Hub:
        - 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)
    2. Submittal of any outstanding fees including roadway improvement fees and review fees.
    3. 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 Site Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.
- **Construction may not start until after the pre-construction meeting and the Site Development 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.

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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

January 2025 v.1.2

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 the traffic study assumptions in the approved traffic study have changed, an updated Traffic Study Screening Evaluation Form is required with this submittal (page 20). Review of the Traffic Study Screening Evaluation Form will determine whether an update to the traffic study is required. 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

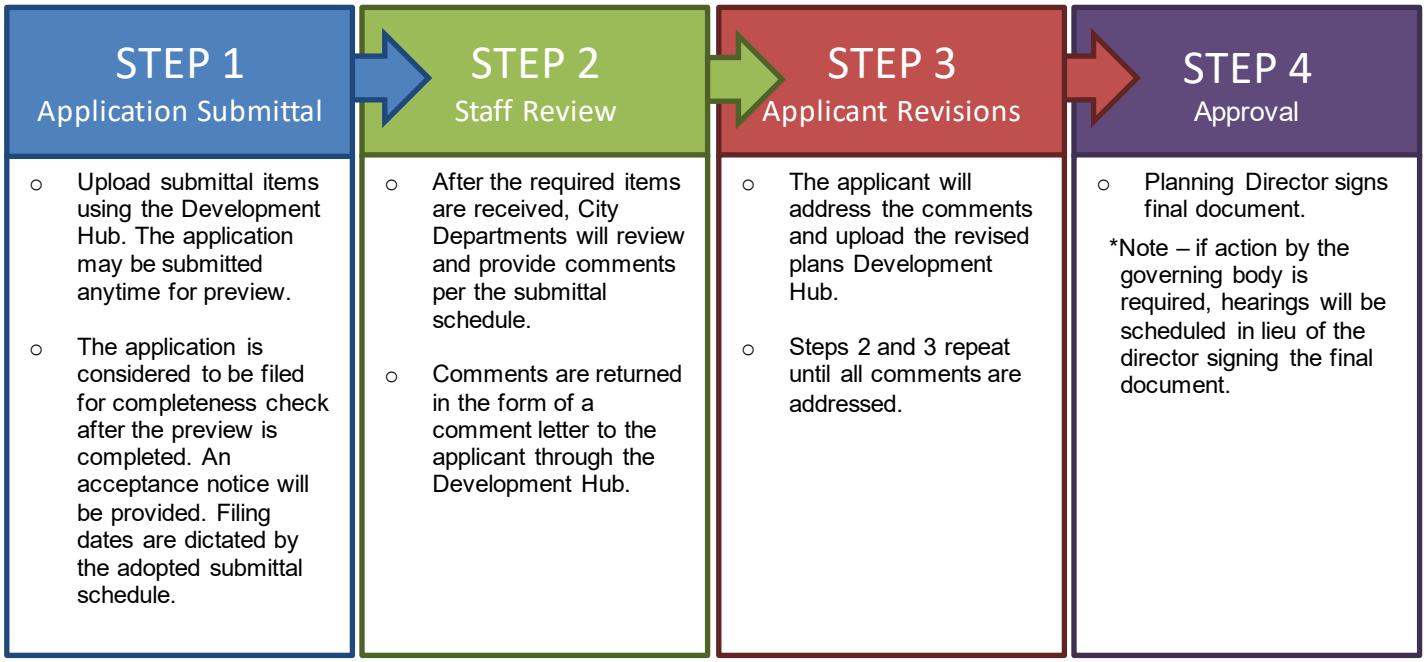
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

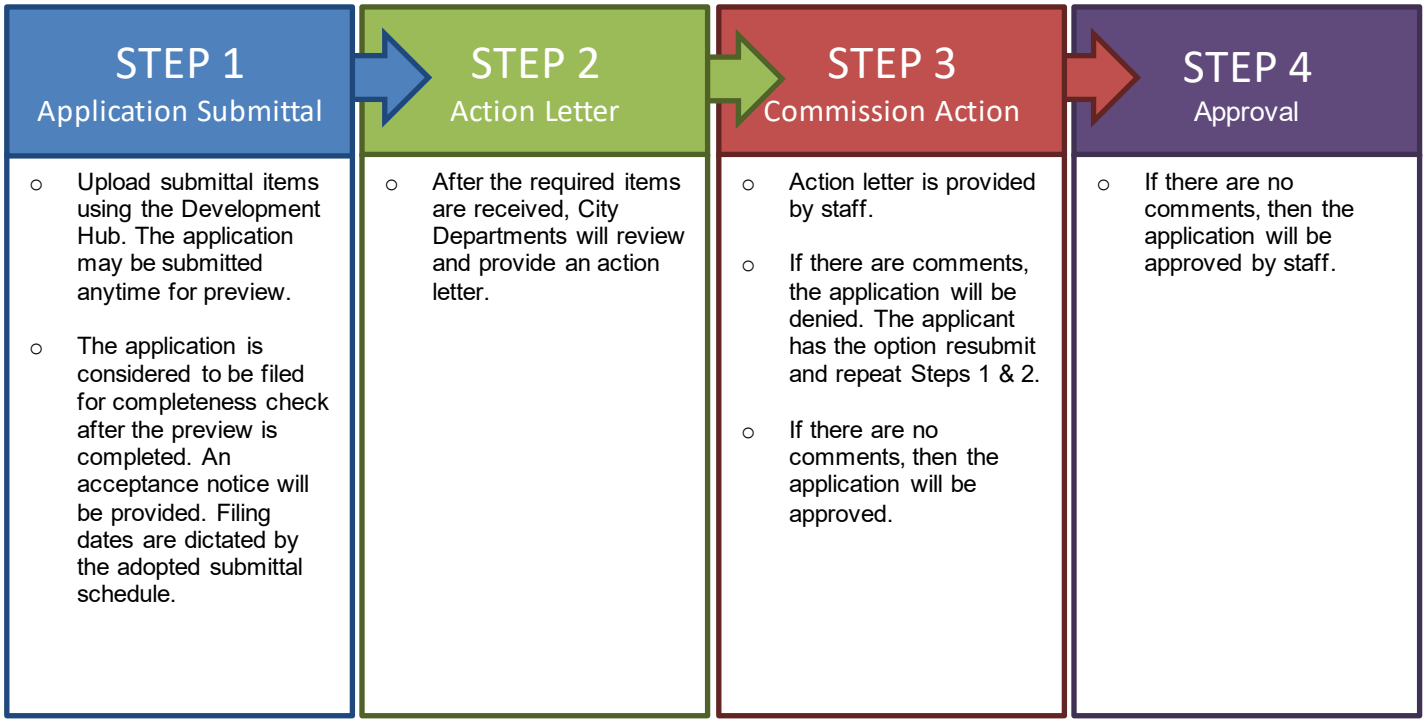
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior 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

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. 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 <u>both</u> 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 Study information. Provide one of the following: ○ TIA Letter (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. ○ Approved Traffic Study Screening Evaluation Form and the Approved Traffic Study ○ Updated Traffic Study Screening Evaluation Form – If assumptions have changed from the approved traffic study, provide an updated form to determine if an update to the traffic study is required.
☐	18. Development meeting notes or confirmation that a development meeting was not required.
☐	19. Application Fees (calculation listed below).

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:	$ 40.00
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.

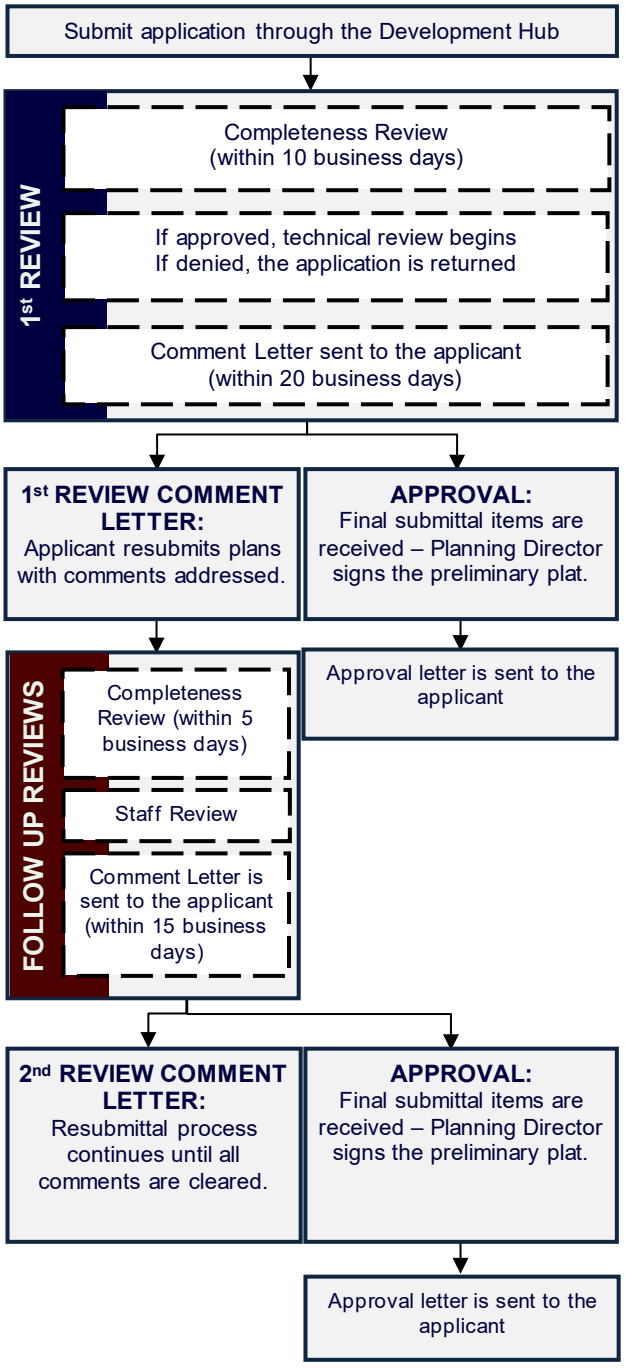
4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.

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 Preliminary 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. A disapproval or approval letter will be generated within 30 days of the filing date. 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.

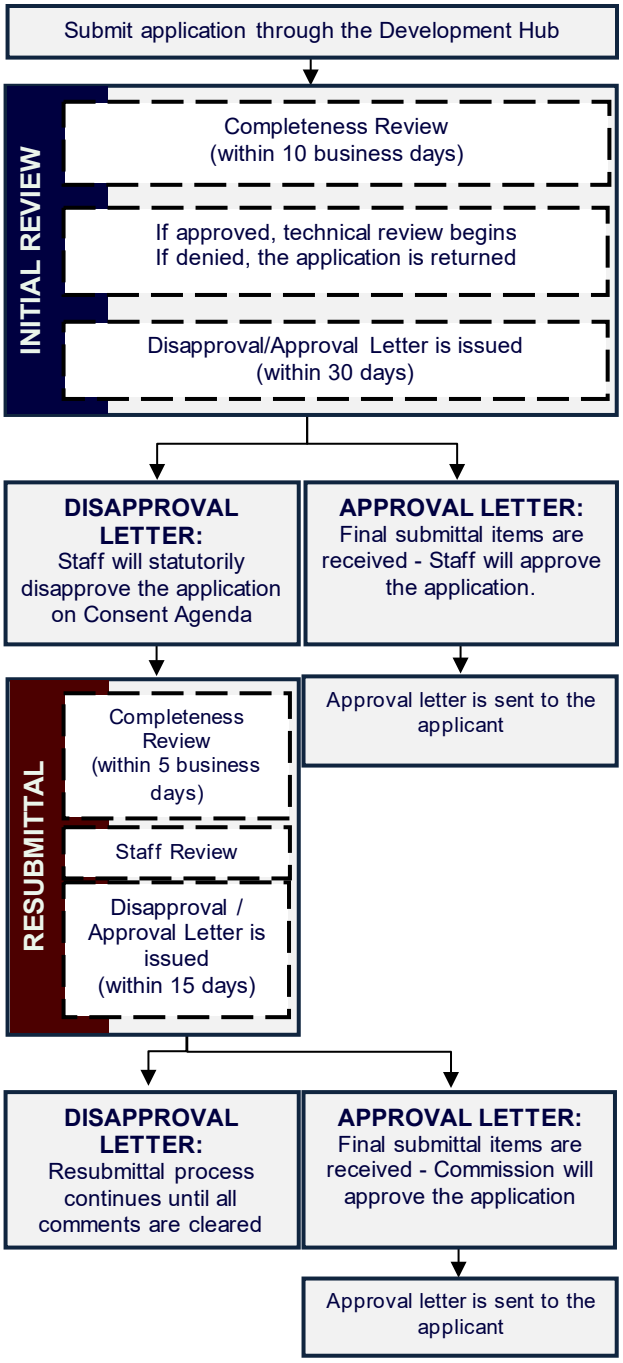
3. If the application is disapproved by staff, the applicant has the ability to resubmit for an additional review of a corrected plan set. Submittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5. A resubmittal fee in 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.

4. A disapproval or approval letter will be generated within 15 days of the filing date. If the application is disapproved, the letter will list the 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 items 4 and 5 above shall be repeated until all comments have been cleared.

6. Once the staff 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 _____ §
§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF _____ §

Before me, (notary name) _____, on this day personally appeared (owner name) _____, 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.

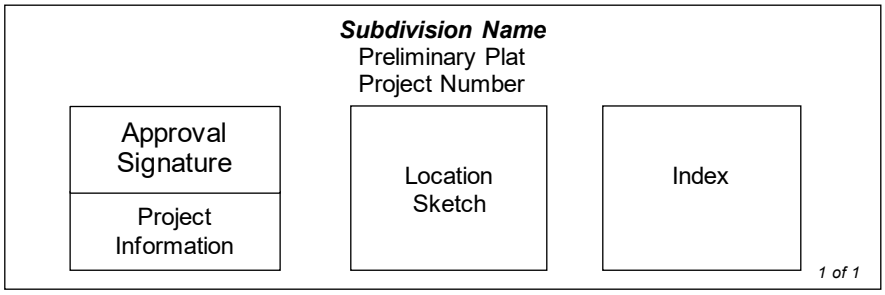
GENERAL

		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: — Art II,Sec 22 (c)(3)



___ 7. A certification block signed and sealed by the project engineer. — Art II, Sec 22 (c)(2)(vi)

___ 8. Provide any recommendations from the approved traffic study (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 Study Note (if applicable): — Code of Ordinances 10.03.003
  - Include items required by the traffic study as a plat note.

___ 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.	Transportation Criteria Manual 5.3.1 J
	○ There shall be 10 feet between the curb inlet opening and the edge of a driveway curb return. (Transportation Criteria Manual 5.3.1.A)	
	○ 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)	Art VI, Sec 8
	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 – APPROVED CONCEPT PLAN

		Ordinance Reference
___ 1.	Provide the approved concept plan.	Art II, Sec 22 (c)(1)

SHEET 3 – APPROVED PHASING PLAN

		Ordinance Reference
___ 1.	Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.	Art 13.12 of the code of ordinances

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) (3) (viii)
___ 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) (3) (viii)

___ 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) (3) (ix)
___ 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 Master 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 non residential 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 plan to include the following: _____ (Boundary Street Improvements) for _____ (Boundary Street Name) shall be provided according to the roadway adequacy requirements in the Subdivision Ordinance.	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 – OVERALL 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 and 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.	Location, size and description of any proposed transportation improvements.	
___ 4.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 5.	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)

___ 6. 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)

___ 7. 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

Ordinance Reference

___ 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. — Art II, Sec 22 (c)(4)

SHEET 8 – WATER PLAN

Ordinance Reference

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

SHEET 9 – WASTEWATER PLAN

Ordinance Reference

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

SHEET 10 – TREE PROTECTION PLAN

Ordinance Reference

___ 1. Required Items for Tree Protection Plan: — Art II, Sec 22 (c)(2)(iii)

- 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.

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: — Art II, Sec 22 (c)(2)(iii)

- 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 — Art II, Sec 22 (c)(2)(iii)

- 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. — Composite Zoning Art VI, Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree — Art II, Sec 22 (c)(2)(iii)
- 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 — Art II, Sec 22 (c)(2)(iii)
- 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.

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: — Art IV, Sec 61
- 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.

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

Before me, (notary name)_____, on this day personally appeared (owner name)_____, 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, (notary name) _____, on this day personally appeared (owner name) _____, 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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

January 2025 v.1.2

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.
- The approved Traffic Study Screening Evaluation Form from the short form final plat determination is required with this submittal. If the assumptions have changed, then an updated 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).
- The required level of traffic study determined by the Traffic Study Screening Evaluation Form is to be completed with the Concept Plan or first land development application for the development.
- 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

STEP 1
Application Submittal

- Upload submittal items using the Development Hub. The application may be submitted anytime for preview.
- The application is considered to be filed for completeness check after the preview is completed. An acceptance notice will be provided. Filing dates are dictated by the adopted submittal schedule.

STEP 2
Staff Review

- After the required items are received, City Departments will review and provide comments per the submittal schedule.
- Comments are returned in the form of a comment letter to the applicant through the Development Hub.

STEP 3
Applicant Revisions

- The applicant will address the comments and upload the revised plans through the Development Hub.
- Steps 2 and 3 repeat until all comments are addressed.

STEP 4
Approval

- Signed / Original Final Plat is submitted for final signatures
- Planning Director signs final document.
- Final Plat is recorded at the County.

*Note – if action by the governing body is required, hearings will be scheduled in lieu of the director signing the final document.

PROCESS OVERVIEW – STANDARD PROCEDURE

STEP 1
Application Submittal

- Upload submittal items using the Development Hub. The application may be submitted anytime for preview.
- The application is considered to be filed for completeness check after the preview is completed. An acceptance notice will be provided. Filing dates are dictated by the adopted submittal schedule.

STEP 2
Action Letter

- After the required items are received, City Departments will review and provide an action letter.

STEP 3
Commission Action

- Action letter is provided by staff.
- If there are comments, the application will be denied. The applicant has the option resubmit and repeat Steps 1 & 2.
- If there are no comments, then the application will be approved.

STEP 4
Approval

- Staff approves the Short Form Final Plat on consent unless a public hearing is required.
- Signed / Original Short Form Final Plat is submitted for final signatures
- Subdivision construction is completed or fiscal is posted.
- Short Form Final Plat is recorded at the County.

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 (approved or updated) (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:	$ 1,500.00
GIS Mapping Fee:	$ 75.00
Plat Recordation Fee:	$ 50.00
Professional Recovery Fee:	$ 250.00
Technology Fee:	$ 40.00
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 – $300.00 (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)

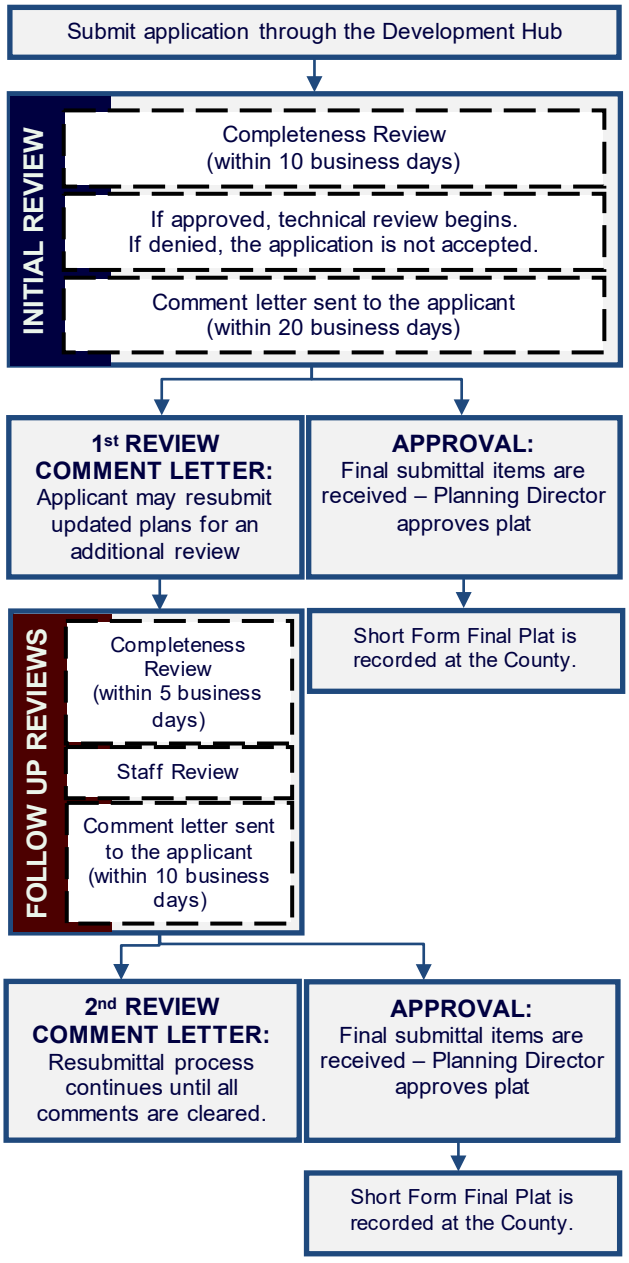
   If the items above are not provided, the re-submittal will be NOT be accepted.

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. 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, 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)

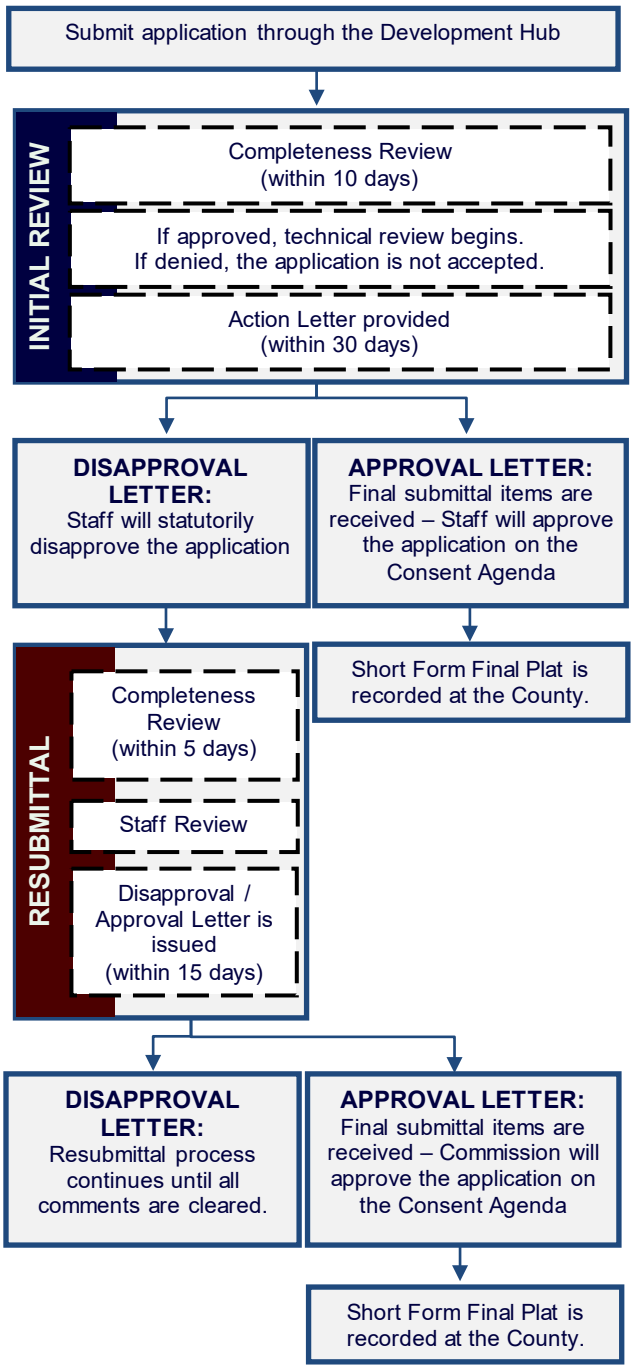
   If the items above are NOT provided, then the re-submittal will be not be accepted.

4. A disapproval or approval letter will be generated within 15 days of the filing date. 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. 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 _____ §
§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF _____ §

Before me, (notary name)_____, on this day personally appeared (owner name)_____, 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:

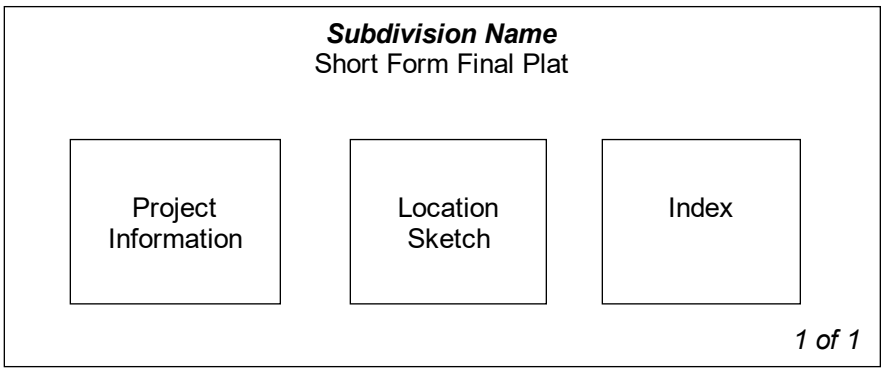
_____ _____ _____
Signature *Name (printed)* *Date*

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:	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 PLAT

		Ordinance 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.	After the final plat review is completed and approved, AutoCAD or GIS digital file is submitted 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 Master 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 plan to include the following: (Boundary Street Improvements) for _____ (Boundary Street Name) shall be provided according to the roadway adequacy requirements in the Subdivision Ordinance.	Art III, Sec 45 (b)(2)(i)
___ 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.	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.	Art III, Sec 42(b)(2)(vii) & Art III, Sec 45 (f) & (g)

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:

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.

_____ *ATTEST:* _____

Robin M. Griffin, AICP	*Dara Crabtree*
Executive Director of Development Services	*City Secretary*
City of Leander, Texas	*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:*_____
James Oliver, Chairman	*Veronica Tovar Coufal, Secretary*
Planning and Zoning Commission	*Planning and Zoning Commission*
City of Leander, Texas	*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 *Date*
County Engineer

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, *Date*
On-site Wastewater, Travis County TNR

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, DYANA LIMON-MERCADO, 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)* — 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)
- ❑ 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. *(replats only)* — 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 Study Note (if applicable): — Code of Ordinances 10.03.003
  - ❍ Include items required by the traffic study as a plat note.

___ 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
- ❑ There shall be 10 feet between the curb inlet opening and the edge of a driveway curb return. (Transportation Criteria Manual 5.3.1.A)
- ❑ 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. *(which should be contained in a drainage easement).* — 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) Art VI, Sec 8

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

Before me, (notary name) _____, on this day personally appeared (owner name) _____, 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, (notary name) _____, on this day personally appeared (owner name) _____, 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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

June 2025 v.1.2

PROJECT NAME: _____

SITE DEVELOPMENT PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- Site development permits are required for non-residential and multi-family developments. These plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Lots are required to be platted prior to the issuance of the site development permit. The final plat may be reviewed concurrently with the site development permit.
- The required level of traffic study determined by the Traffic Study Screening Evaluation Form is to be completed with the Concept Plan or first land development application for the development.
- If the traffic study assumptions in the approved traffic study have changed or no previous traffic study has been approved, an updated Traffic Study Screening Evaluation Form is required with this submittal (page 28). This application includes a Traffic Level Study Guide to provide assistance with this form (page 26). Review of the Traffic Study Screening Evaluation Form will determine whether an update to the traffic study is required.

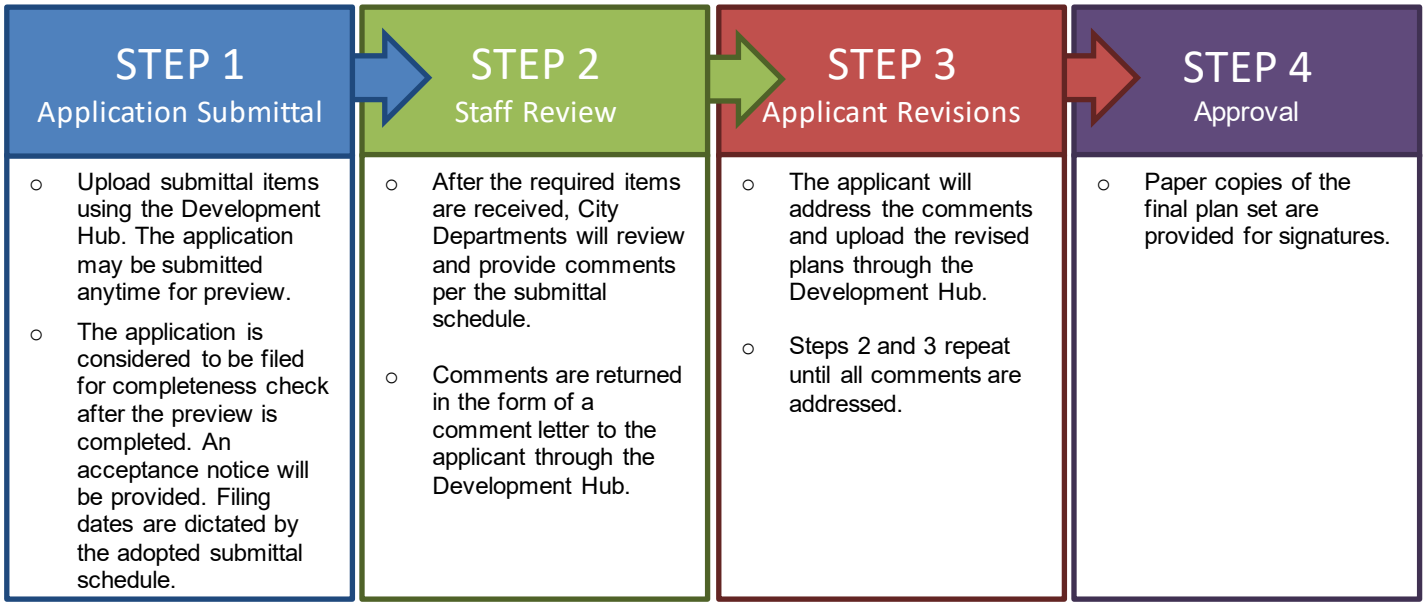
HELPFUL LINKS

- 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

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 (http://www.leandertx.gov/ds).
- 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.
- 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.
- All items listed in the "Required Items for Application Submittal" on page 3 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. Site Plans (24" X 36") or (22" X 34") including the items listed in the checklist. Include the title of each sheet (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled.
☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
☐	4. Certified tax certificate or other evidence that taxes have been paid.
☐	5. Support documents such as the traffic study, Drainage Reports, Lift Station Reports, 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. 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.
	9. Planned Unit Development (PUD) information (if applicable) Is this plan subject to a PUD? ○ Yes ○ No If yes, provide the name: _____
☐	10. Traffic Study information. Provide one of the following: ○ TIA Letter (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. ○ Approved Traffic Study Screening Evaluation Form and the Approved Traffic Study ○ Traffic Study Screening Evaluation Form – Provide if this is the first land development application and no traffic study has been previously approved ○ Updated Traffic Study Screening Evaluation Form – If assumptions have changed from the approved traffic study, provide an updated form to determine if an update to the traffic study is required.
☐	11. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
☐	12. Development meeting notes or confirmation that a meeting was not required.
☐	13. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

FILING FEE	Review Fee:	$ 2,000.00
	$0.05 per square foot of impervious cover: $0.05 X _____ square feet:	+ $_____
	Fire Code Review Fee: $125 per phase	+ $_____
	Phasing: $250 per phase starting with the 2nd phase (if proposed):	+ $_____
	Early Grading: $1,000 + $500 per acre fee (if proposed):	+ $_____
INSPECTION FEES	$500 Inspection Fee	+ $_____
	Phasing: $500 per phase starting with the 2nd phase (if proposed):	+ $_____
	Early Grading: $500	+ $_____
	Professional Recovery Fee:	$ 250.00
	Technology Fee:	$ 40.00
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: 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 3. 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 MSD and include the creation date in MM.DD.YYYY format:
     2. Project Name SD 06.13.2022
   - Corrections shall include the version number in the title:
     2. Project Name SD V2 06.13.2022

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 plan sheets shall meet the format listed in the "General Section" below on page 7
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.

PROJECT INFORMATION

Street Address/Location Description: _____

Subdivision Name: _____ Section, Lot, Block: _____

Zoning District: _____ PUD Ordinance No: _____
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: _____

_____

Total Gross Sq. Ft. of Building(s): _____ Total Impervious Cover Sq. Ft: _____
(pavement and building)

Proposed Number of Multi-Family / Condo Units: _____

Brief Summary of Work: _____

_____

_____

_____

SITE DEVELOPMENT 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 4) 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.

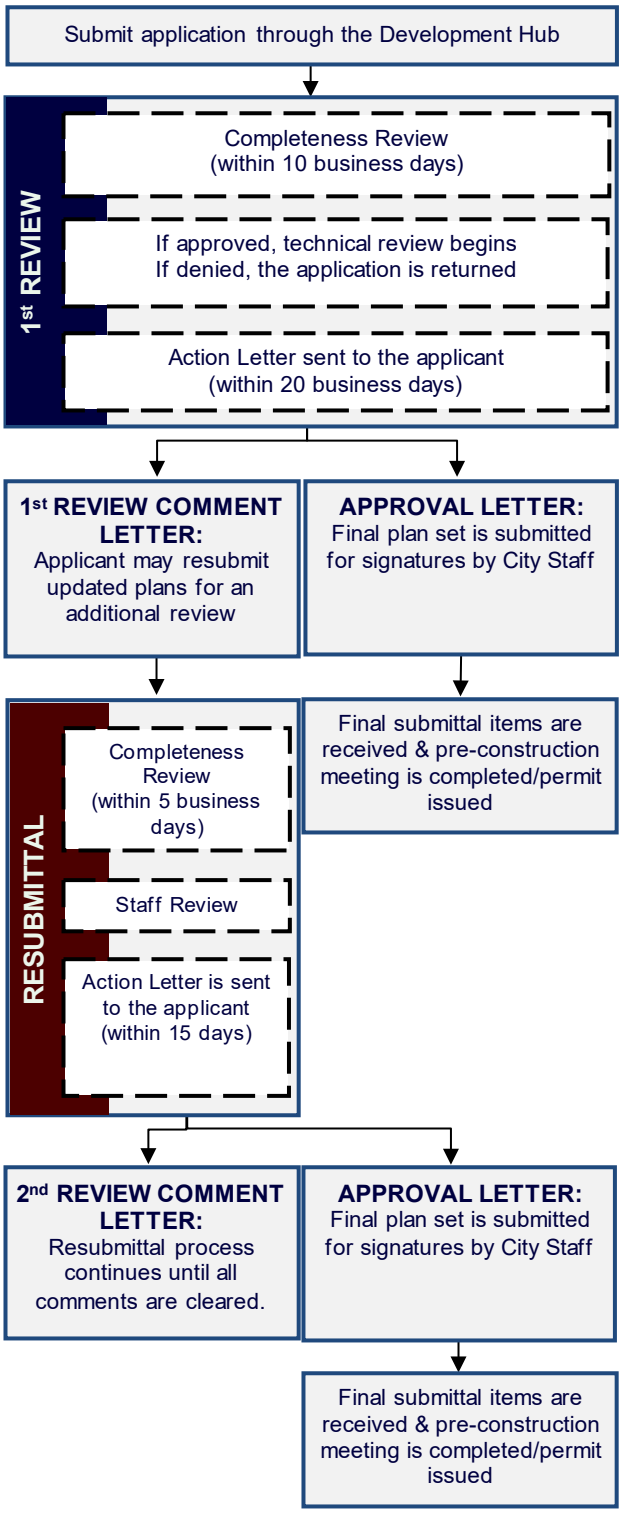
5. This process repeats until all comments are cleared.

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 upload them to the Development Hub. The following items will need to be submitted to schedule a pre-construction meeting:
   a. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
   b. SWPPP (Reviewed by the Stormwater Inspector)
   c. Outstanding Fees
   d. Pre-construction meeting request form

   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.*

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, (notary name)_____, on this day personally appeared (owner name)_____, 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*

SITE DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of site development permit 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 Composite Zoning 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
- ○ General Notes
- ○ Final Plat
- ○ Existing Conditions & Demolition Plan
- ○ Erosion & Sedimentation Control Plan
- ○ Grading & Drainage Plan
- ○ Site Plan
- ○ Address Plan
- ○ Utility Plan
- ○ Road & Sidewalk Closure Plan
- ○ Standard Details
- ○ Landscape Plan
- ○ Park Land Plan
- ○ Master Architectural Plan
- ○ Major Corridor Streetscape Plan
- ○ Early Grading Phase

___ 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.

___ 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).

___ 4. All property lines shall be identified with a solid, heavy, and black line.

___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists.

___ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)

___ 7. 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.

___ 8. If a TIA is proposed, the TIA is required to be approved prior to the approval of the site development permit. If the TIA recommends improvements, provide the improvements as part of a construction plan application.

COVER SHEET

___ 1. Title block including the following in the top center of the page.
Project Name
Site Development Plans
Project Number (This number will be assigned during the first review of the plan set)

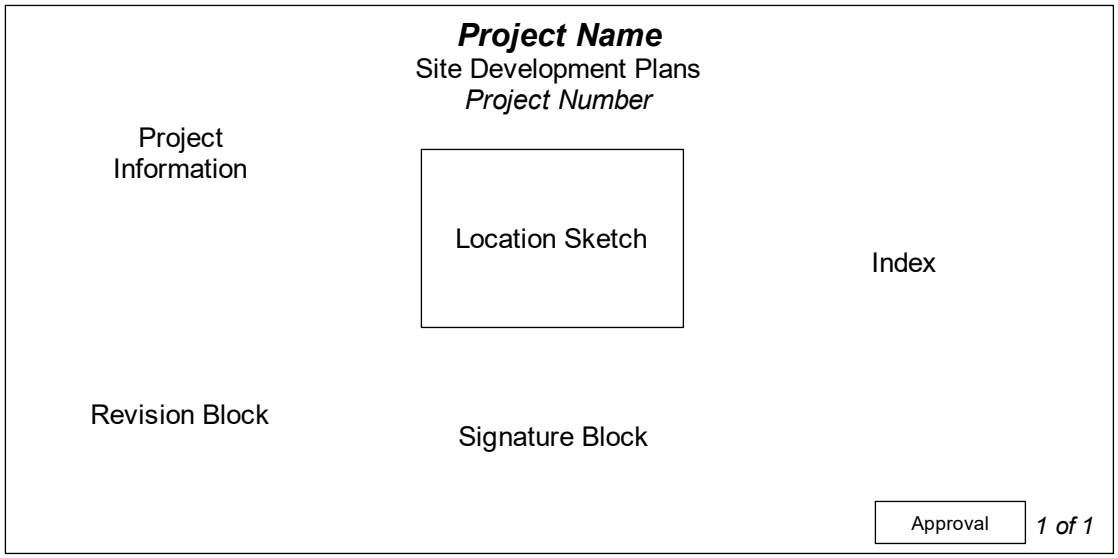
___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.

___ 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
- Submittal date
- Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
- Property information including legal description
- Future Land Use Category as identified on the Future Land Use Map
- Proposed Incentives that are determined by Masonry percentages

- Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
- List of required offsite easements and recordation numbers

___ 4. Index on the right side of the sheet name and number.

___ 5. Example cover sheet:



___ 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
Ashlea Boyle, MPA, CPRE, Director of Parks and Recreation	Date
Chief Joshua Davis, Fire Marshal	Date

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

Revision #	Description	Approval

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. Ensure that the date of the most recent notes is included within the general notes sheet. Of note that if any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.

FINAL PLAT:

___ 1. Insert draft of the final plat. The final copy needs to be provided prior to the issuance of the site development permit.

EXISTING CONDITIONS & DEMOLITION PLAN

___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.

___ 2. Identify proposed improvements for demolition.

EROSION & SEDIMENTATION CONTROLS:

___ 1. This sheet shall be a standalone sheet that only includes Erosion and Sedimentation Control information.

___ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.

___ 3. 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 benchmark or monument.

___ 4. 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.

___ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.

___ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.

___ 7. Identify at least one construction entrance on the erosion and sediment control site plan.

___ 8. 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.

___ 9. 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.

___ 10. 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.

___ 11. 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.

GRADING & DRAINAGE IMPROVEMENTS:

___ 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. This shall include all relevant models, spreadsheets, and other aids utilized in this design.

___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.

___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.

___ 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.

___ 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. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process.

___ 6. Location of the regulatory 100-year floodplain (if any) is provided.

___ 7. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review.

___ 8. 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 ledgestone, 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.

___ 9. 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 ledgestone, 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.

___ 10. 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.

SITE PLAN:

___ 1. Scale 1” = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.

___ 2. North arrow.

___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.

___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.

___ 5. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.

All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.

___ 6. Location, dimensions, square footage and intended uses of the site. If uses are not known at this time, a note is provided on the site plan as follows:

Uses for this site are currently unknown. This permit therefore proposes no uses at this time. Uses will be proposed at a later date in conjunction with future permits and in compliance with the zoning ordinance of the City of Leander.

___ 7. Provide the following notes:

All site utility lines are proposed to be located underground.

Exterior lighting shall be shielded such that the light source is not directly visible from the public ROW or adjacent residential districts or uses at the property line. Unshielded “wall pack” lighting is not proposed.

Al Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site after construction.

Air conditioning units are not proposed forward the front wall of the building.

Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.

For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.

___ 8. For multi-family, a table showing the number of living units, the acreage and the units per acre is provided. Density is determined by the amount of proposed masonry.

___ 9. For multi-family, the total number of units per acre is limited to 8 units unless the applicant is proposing a higher masonry standard. If 100% masonry is proposed, then the density may be 25 units per acre. If 85% masonry on the first story and 50% on the second story is proposed, then the density may be 18 units per acre. If increased masonry is proposed, provide a note on the plans.

___ 10. Multi-family units are at least 500 sq. ft. for efficiency units, 650 sq. ft. for one bedroom units, 850 sq. ft. for two bedroom units, and an additional 150 sq. ft. for each bedroom thereafter.

___ 11. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.

___ 12. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):
- Dimensions of parking spaces, aisle widths
- Driveway intersection sight distance
- Driveway and aisle curb return radii
- Dead-end parking bays greater than 150' in length have a fire department turn-around
- One-way aisles have angled parking

___ 13. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.

___ 14. Fire Lane Signs: Signs shall read "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as *approved* by the *Fire Code Official*.

___ 15. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.

___ 16. Driveways are labeled as Type II commercial driveways.

___ 17. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT or CTRMA driveway permit and a copy is enclosed.

___ 18. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are in compliance with TxDOT standards with regards to spacing as stated in the Composite Zoning Ordinance. Driveways on lesser streets are at least twenty-five (25) feet wide at the property line.

___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.

___ 20. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
- At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

___ 21. A six-foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten-foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.

___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.

___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.

___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.

___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.

___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic

beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.

___ 27. Building lines have been checked for compliance with the following tables.

BUILDING / STRUCTURE					
SINGLE-FAMILY RESIDENTIAL DISTRICTS					
	Use Component	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	SFR	25'	7'	15'	15'
	SFE, SFS, SFU, SFU/MH, TF	20'	5'	15'	15'
	SFC, SFL	15' *	5' or 0' & 10'	15'	15'
	CH*****	15'	5'	15'	15'
	TH	10'*	5'	10'	10
	SFT	10' *	0 or 10'	15'	15'
Garage Setback	SFR, SFE, SFS, SFU, SFU/MH. SFC. SFL, CH, SFT, TF	See Article VIII, Section 5 (i)			
NON-RESIDENTIAL & MULTI-FAMILY DISTRICTS					
	Use Component	**Max Front**	**Min Front**	**Min Side**	**Min Street Side**	**Max Street Side**	**Min Rear**
Standard Setback	NR		15' *	5'	15'		15'
	MF		25'	10'	25'		20'
	LO, LC		30'	10'	30'		10'
	GC, HC, HI		35'	15'	35'		15'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI		(NA)	50'	(N/A)		50'

PARKING, AISLE, LOADING, CANOPIES, OUTDOOR DISPLAY						
	Use Component	**Site Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	MF	All	20'	5'****	20'	5'****
	LO, LC, GC, HC, HI	Type 1, 2	15'	5'****	15'	5'****
		Type 3	20'	5'****	20'	5'****
		Type 4, 5	25'	5'****	25'	5'****
Special Setback Where Adjacent to SF or TF**	MF, LO, LC, GC, HC, HI	Type 1-3	(N/A)	15'	(N/A)	15'
		Type 4, 5	(N/A)	20'	(N/A)	20'

OUTDOOR STORAGE						
	Use Component	**Site Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	LO, LC, GC, HC, HI	Type 3-4	***	5'****	***	0'
		Type 5	25'	0'****	25'	0'
Special Setback Where Adjacent to SF or TF**	LO, LC, GC, HC, HI	Type 3-5	(N/A)	25'	(N/A)	25'

* In no case shall the garage be closer to the ROW than 18'
** Unless such district is utilized for a non-residential use
*** No closer than the street facing wall of the primary structure that utilizes such storage.
**** Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.
***** Setbacks are for the perimeter of the project, not the individual units.

Setback Incentives: If the exterior surface area of buildings/structures are comprised of at least 85% masonry and 50% masonry for each additional story, then the following setbacks apply.

All Other Streets	NR	15' *	5'	15'	15'
	MF	20'	10'	20'	20'
	LO, LC, GC, HC, HI	20'	10'	20'	10'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI	(NA)	25'	(NA)	25'

If the exterior surface area of buildings/structures are comprised of at least 100% masonry, then the following setbacks apply:

All Other Streets	NR	15' *	5'	15'	15'
	MF	20'	10'	20'	20'
	LO, LC, GC, HC, HI	15'	10'	15'	10'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**	MF, LO, LC, GC, HC, HI	(NA)	20'	(NA)	20'

___ 28. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

_____ Type 1

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.
- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.

- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.
- No building is proposed with a height of greater than 35 feet.
- Parking areas are no wider than two modules in width (one module is an aisle with adjacent parking stalls).
- No more than one parking module is proposed between the building(s) closest to the street and the street frontage.
- If a restaurant is proposed, outdoor seating is provided. Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use. If multi-family is proposed:
  - No parking modules, drive aisles, driveways, garages or similar facilities are proposed between the building(s) closest to the street frontage.
  - At least 85% of the units have at least one enclosed garage parking space and such garages are to be leased, rented or sold with the applicable units.
  - No first floor building area exceeds 7,000 gross square feet and no building contains more than 14,000 gross square feet of floor area.
  - The fronts of all buildings face either a public street or an exclusive front yard area not less than twenty feet in depth and garage doors do not face the front.
  - A maximum of two front doors are provided with each building.
  - Each structure is designed to appear to be one single-family home (mansion).
- If Neighborhood Residential is proposed:
  - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
  - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
  - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
  - Any additional parking facilities shall not be located between the building and the street.

_____ **Type 2**

- Accessory structures, if proposed, do not exceed 10% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- No outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- Individual users are not proposed to exceed 40,000 square feet in gross floor area in area in a single building. Individual buildings are not proposed to exceed 60,000 sq. ft. in floor area. The building size limitation only applies to properties that abut property utilized for a single-family or two-family residences and zoned for single-family or two-family uses, including, land located within a Planned Unit Development (PUD) (the "Residentially Zoned Property"). The term Residentially Zoned Property excludes property that is zoned to Interim Zoning District SFR-1-B pursuant to Article II, Section 3 of this Ordinance, unless there is an approved concept plan, preliminary plat, final plat, or site development permit for single-family or two-family uses of such property.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.
- If multi-family is proposed:
  - At least seventy-five percent (75%) of the units are required to have at least one enclosed garage parking space and such garages are required to be leased, rented or sold with the applicable units.
  - Parking areas shall be no wider than two parking modules wide
- If Neighborhood Residential is proposed:
  - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
  - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
  - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
  - Any additional parking facilities shall not be located between the building and the street.

_____ **Type 3**

- Accessory structures, if proposed, do not exceed 30% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.

- The area of any outdoor display of merchandise does not exceed 30% of the gross floor area of the building.
- The area of any outdoor storage or container storage does not exceed 20% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions and complies with required setbacks.
- The combination of outdoor display, outdoor storage and accessory buildings does not exceed 40% of the gross floor area of the primary building.
- Vehicle wash facilities are located no closer than 150 feet, and vehicle fueling is located no closer than 200 feet from a residential district unless such district is utilized for non-residential purposes.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

_____ **Type 4**

- The area of any outdoor storage or container storage does not exceed 60% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provision and complies with required setbacks.
- Accessory structures, if proposed, do not exceed 60% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- The combination of outdoor storage and accessory buildings does not exceed 80% of the gross floor area of the building.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

_____ **Type 5**

- Outdoor storage and container storage is screened from view in accordance with landscape screening provisions.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

___ 29. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases. The phasing plan may not exceed four years.

___ 30. If any of the following uses are proposed, a Special Use Permit has been applied for:

Airport, landing field, landing strip, amusement park, circus, carnival, temporary or seasonal development, private community building or recreation field, radio or TV tower or station, drive-in theater on less than ten acres, cemeteries, kiosks or other temporary or seasonal open air vending, accessory buildings that exceed permitted sizes, residential uses on the first floor of non-residential districts (unless permitted by the use component), tents or other temporary structures not permitted by the zoning ordinance, temporary residential use of a travel trailer or recreational vehicle.

___ 31. Enclosed accessory buildings are not shown in front of or to the side of the main building and do not exceed fifteen feet in height.

___ 32. Show the location and description of any proposed fencing and provide a detail. If chain link fencing is proposed, it is not located around a detention or WQ pond and all parts of the fence are vinyl coated.

___ 33. No fencing is proposed within the front or side street setback.

___ 34. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck. For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.

___ 35. Air conditioning units are not shown forward of the front wall of the building.

___ 36. For projects that are within 400 feet of US 183, US 183A, Lakeline Blvd., RM 2243, Old 2243 West, Bagdad Rd., Crystal Falls or San Gabriel Parkway, the following uses are not proposed or permitted: mini-warehouse or self-storage facilities, boat and RV storage, material salvage unless enclosed within a building, sexually-oriented businesses, motor vehicle salvage.

___ 37. Warehouse, mini-warehouse and overhead (commercial service) doors shall not be oriented so as to face a street(s) or residential property or shall be screened from view from the street(s) or residential property unless the Director of Planning determines that there is no other feasible alternative. The Director of Planning may also approve decorative overhead doors in lieu of screening when the doors are oriented towards the street on a case by case basis.

ADDRESS PLAN:

___ 1. Provide an address plan that demonstrates the building and unit numbers. Coordinate the addressing with the GIS Division (GIS@leandertx.gov).

UTILITY PLAN:

___ 1. Provider or method of proposed water and wastewater service is identified.

___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.

___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.

___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.

___ 5. Design details showing the connection with the existing City water system are provided.

___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline 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 at 50 foot intervals are provided.

___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.

___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

___ 1. Provide a road closure plan if a road closure is necessary during construction.

___ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.

___ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.

___ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.

___ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

STANDARD DETAILS:

___ 1. Insert the applicable City of Leander Standard Details. These details may be found online at http://www.leandertx.gov/engineering/page/standard-details.

LANDSCAPE PLAN:

___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).

- Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
  - Multifamily – 20%
  - Office and Professional – 15%
  - Commercial – 15%
  - Industrial or manufacturing – 10%
  - Schools, churches, community centers and private parks – 15%
- The following have not been counted toward landscape requirements:
  - Detention and water quality unless meeting the standards of the landscape ordinance.
  - Utility, mechanical and electrical facilities.
  - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
  - Landscaped areas less than four feet in width.
- For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
- If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.

- Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
  a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.
  b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
  c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed the street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.

- Compatibility buffer for uses other than single-family or two-family development:
  a. A compatibility buffer shall be composed of a landscape buffer and a compatibility fence as provided Article VI, Section 14 (d) of this ordinance. Compatibility buffering is intended to minimize the effects of non-residential and multi-family uses which share a common lot line with existing or planned single-family or two-family uses.
  b. Landscape buffer: A landscape area of at least eight (8') feet wide shall be provided that includes the following plantings per every six hundred (600) square feet:
     (i) Two (2) shade trees (two (2) inch caliper or larger)
     (ii) Four (4) shrubs (five (5) gallon container size or larger) – shrubs are not required if when a masonry screening wall is provided as provided in Article VI, Section 14 (d) of this ordinance.

- At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.

- Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).

- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.

- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of $300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
  - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: $250.00 per tree.

- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
  - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: $250.00 for the first tree plus $100.00 for each additional tree.

- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.

- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

___ 2. Turfgrass:

- All turfgrass installed shall have summer dormancy capabilities and shall be one of the varieties set forth in the preferred plant list maintained by the Planning Department or the Grow Green Guide. Buffalo grass, zoysia grass or non-seeding varieties of Bermuda grass are recommended for sunny sections of the landscape.
- Turfgrass shall be limited to no more than fifty (50%) of any landscape area. Alternative options to turfgrass can include native and adaptive landscape plants as specified in the Grow Green Guide, mulch, crushed granite, Decorative Groundcover, or similar material. No more than fifty (50%) percent of the lot may consist of non-plant material.

- Turf grass shall be prohibited in strips of land less than six (6') feet wide in parking areas or between sidewalks and pavement.
- Turf grass shall be limited to fifty (50%) percent landscape lots, open space lots, greenspace, and Home Owners Association (HOA) lots.

___ 3. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.

___ 4. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.

___ 5. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.

___ 6. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.

___ 7. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.

___ 8. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).

___ 9. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.

___ 10. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)

___ 11. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).

___ 12. Provide the following notes:

The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:

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.

All disturbed areas and ROW will be re-vegetated by the developer.

All invasive species shall be removed from the property.

No more than 50% of the same species may be planted to meet the tree planting requirements.

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.

___ 13. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.

___ 14. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.

___ 15. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

PARK PLAN:

___ 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.

MASTER ARCHITECTURAL PLAN:

___ 1. Master Architectural Plan:
- The intent of the Master Architectural Plan is to provide for a cohesive development on all four corners at the intersections of arterials and collectors. This plan should incorporate common elements that evoke a sense of place and have elements that contribute to cohesive identity.
- Development on all four corners of intersections of arterials and collectors shall provide and comply with a Master Architectural Plan that incorporates the following:
  - Exterior building materials used on the exterior of each structure
  - Exterior building color palettes
  - Exterior elements of building facades such as wall accents, covered entries, columns, or other features
  - Other elements as approved by the Director of Planning.
- Development at these intersections shall comply with the plan after the date of the initial submittal of a Master Architectural Plan.
- This plan shall be submitted with the site development permit for the project. The plan may be amended as the intersection develops to incorporate additional standards.

MAJOR CORRIDOR STREETSCAPE PLAN:

___ 1. Major Corridor Streetscape Standards:
- Major corridors include all arterials identified on the City's Transportation Plan.
- All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.

- If a parking lot is located between the right-of -way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
  - a four (4) foot tall masonry screening wall located at or behind the required parking setback
  - a berm with landscaping that measures at least four (4) feet tall at the top of the landscaping located within the required front setback area
- In addition to other restrictions in this ordinance, the following items shall not be located between a primary building and the right-of -way along a major corridor:
  - mechanical equipment other than that of a public utility
  - drive-through service lanes or queuing spaces
  - accessory structures
- The following standards apply to the screening of the rear or service side of buildings along a Major Corridor:
  - the rear or service side of a building may not face a Major Corridor within four hundred (400) feet of the corridor's right-of -way.
  - loading areas and service drives must be screened from view of the Major Corridor with landscaping that is six (6) feet tall at installation or a wing wall that extends from the building that is a minimum of six (6) feet tall and constructed of the same or significantly similar materials as the primary building.
- The following standards shall apply to all major intersections along the corridor:
  - major intersections are those intersections with other major corridors or collector roads
  - all four corners of a major intersection shall have a coordinated landscape design
  - all four corners of a major intersection shall include identity monument signs which shall be coordinated and consistent in design and materials
  - identity monument signs may include the name and/or logo of the adjacent development and shall include the City of Leander logo
- Major Corridors shall comply with the following landscape and hardscape materials requirements
  - each major corridor shall have a primary landscape and hardscape materials palette
  - landscaping and hardscaping (including walls and planters) within the right-of -way and front setback of all properties along a major corridor shall comply with the corridor materials palette the corridor materials palette shall be maintained by the Planning Department
- Walls constructed along Major Corridors shall meet the following requirements in addition to any other requirements of this ordinance.
  - all walls constructed parallel to a major corridor shall comply with the corridor materials palette
  - walls that continue from one development or property to another within the same block shall continue the same material and design
  - wall material or design may change in a new block as long as the materials are consistent with the materials palette for the corridor

EARLY GRADING PHASE (OPTIONAL)

An early grading phase permit may be proposed as part of a site development permit if the project meets the following criteria:

- Early Grading Phase Plans are only permitted for non-residential uses and only allows for the following activities:
  - Excavation, placement, and compaction of natural earth materials to subgrade elevation. No other construction activities are permitted.
  - Demolition of existing structures and improvements.
  - Removal of vegetation with required tree removal approvals.
- The review of the site development permit shall be substantially complete including the confirmation that the following requirements have been met:
  - All substantial comments have been cleared as determined by the Development Services Review Committee;
  - The site development plans are in compliance with the setback requirements and drainage requirements;
  - Tree preservation plan is approved and mitigation fees paid;
  - Erosion & Sedimentation Plan comments have been cleared and the SWWP has been accepted.
  - All required fees have been paid associated with the site development permit including the additional early grading phase permit fee.
  - Any required floodplain development permits have been be issued.
  - All state and federal entities have approved the plans (i.e. TCEQ).
  - An early grading phase plan has been provided including the information listed in this submittal packet.
- Upon completion of the review of the early grading phase plans, an early grading phase permit may be issued. Prior to issuance, the following items shall be completed:
  - 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.
  - An erosion control inspection shall be completed and approved;
  - A pre-construction meeting shall be held; and
  - A 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.

EARLY GRADING PHASE COVER SHEET

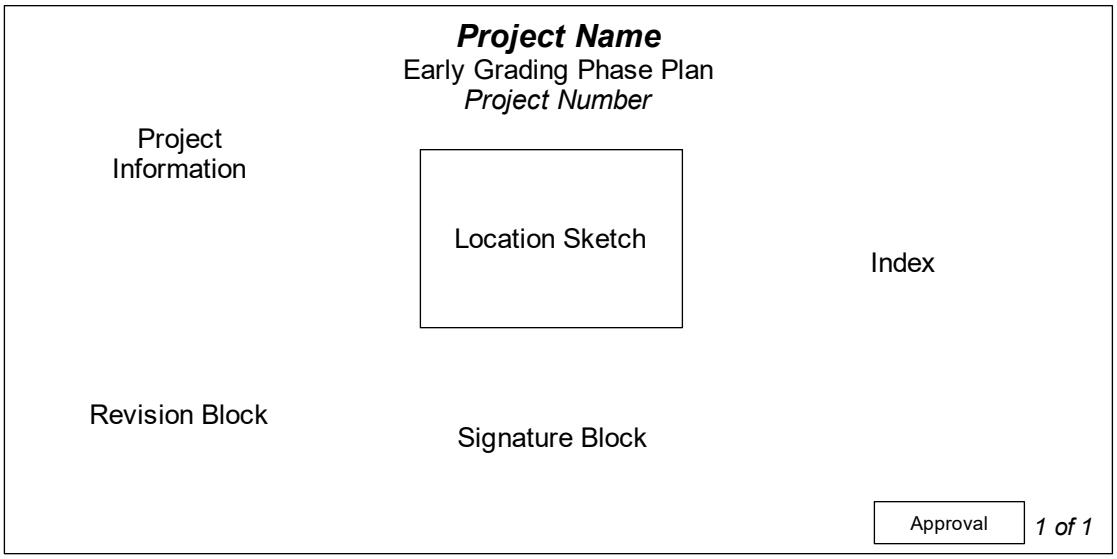
___ 1. Title block including the following in the top center of the page.
Project Name
Early Grading Phase Plan
Site Development Project Number (This number will be assigned during the first review of the plan set)

___ 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.

___ 3. Project information below the location sketch including the following:
- Property owner name, address, and phone number
- Engineer name, address, and phone number
- Geotechnical Engineer name, address, and phone number
- Surveyor name, address, and phone number
- Developer/Agent name, address, and phone number
- Property information including legal description

___ 4. Index on the right side of the sheet name and number.

___ 5. Example cover sheet:



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

APPROVAL FOR EARLY GRADING ONLY BY:

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

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

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

Revision #	Description	Approval

GENERAL NOTES

___ 1. Include the following Early Grading Phase Notes:
1. This permit is for Early Grading ONLY. No infrastructure construction that requires the City of Leander inspection is authorized by this permit.
2. Avoid any areas that alter drainage patterns.
3. Avoid any areas that alter the current spread of runoff (avoid concentration of flow).
4. Grading will be at Developer's risk until the City has approved the site development or construction plans.
5. The fill/graded area shall be revegetated upon completion of grading and prior to removal of erosion control measures.
6. Permit expires 180 days after issuance unless an extension is granted in writing.
7. Each existing utility in the work area must be notified and all utilities must be located prior to start of early grading.
8. Early grading phase permits allows for grading to subgrade elevation only. No select fill, road base or building pad construction is allowed under this permit. No utility construction or installation is allowed.

EXISTING CONDITIONS & DEMOLITION PLAN

___ 1. Survey including the existing conditions such as easements, improvements such as utilities, buildings and pavement.

___ 2. Identify improvements proposed for demolition.

EROSION CONTROL & SEDIMENTATION PLAN

___ 1. This sheet shall be a stand alone sheet that only includes Erosion and Sedimentation Control information.

___ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.

___ 3. 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.

___ 4. 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.

___ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.

___ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.

___ 7. Identify at least one construction entrance on the erosion and sediment control site plan.

___ 8. 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.

___ 9. 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.

___ 10. 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.

ROUGH DRAINAGE PLAN

___ 1. Identify rough drainage patterns with flow arrows and existing drainage structures.

EARLY GRADING PHASE PLAN

___ 1. Scale 1” = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.

___ 2. North arrow.

___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.

___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.

___ 5. Identify the limits of the early grading phase plan.

___ 6. Identify all tree preservation and protection.

___ 7. 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. Proposed grade and contours are for rough grading elevation only, not finished grade.

___ 8. Location of the regulatory 100-year floodplain (if any) is provided.

___ 9. Provide the following notes:

Approval of this plan applies only to excavation, placement, and compaction of natural earth materials to subgrade elevation. No other construction activities are authorized.

PUBLIC ART (OPTIONAL)

___ 1. Consider contributing one (1%) percent of the construction/reconstruction costs of the commercial structure, up to, but not limited to, two hundred thousand dollars ($200,000).

___ 2. Consider contributing one (1%) percent of the phased project construction cost construction/reconstruction costs up to but not limited to two hundred thousand dollars ($200,000.00) for the Phase.

___ 3. Consider donating to the Public Art Fund an amount equal to the percentage of the construction cost of the commercial structure as a charitable donation, if they do not wish to have fine art located on their property.

INFORMATION ABOUT THE PUBLIC ART COMMITTEE (LPAC)

The Leander Public Art Committee (LPAC):

- Encourages public & private programs that develop visual & performing arts;
- Recommends cultural & artistic endeavors to City Manager and Council;
- Advocates and advises on cultural and artistic endeavors;
- Encourages donations, grants and other art support; and
- Monitors the Public Art Initiative.

The intent of LPAC is to enhance the aesthetic environment and encourage private developers/owners to provide/promote works of art and donate to the City's Public Art Fund. LPAC encourages the Private Sector to

- Encourage investment of time, effort and money into the art displayed on their sites;
- Recognize that art is intrinsically valuable to the Cityscape;
- Incorporate visual art in the design & construction of facilities; and
- Expand the public's experience & exposure to culture through various art forms.

The Public Art Fund shall be used solely for the selection, commission, acquisition, installation, maintenance, administration and insurance of the works of art or in relation thereto. Contact Ashlea Boyle, Parks & Recreation Director for more information (512-528-2971 or aboyle@leandertx.gov).

FINAL SUBMITTAL REVIEW

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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings 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 SITE DEVELOPMENT PERMIT:

- Submittal of one final set of plans for signatures. These plans will be uploaded to the Development Hub once approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule (pwells@leandertx.gov or 512-285-0055).
- For projects 1 acre or more: A SWP3 must be provided by email or downloaded to the HUB prior to the erosion control inspection.
- To schedule a pre-construction meeting, the following items must be provided:
    1. Upload the following items to the Development Hub:
        - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector and have a passing erosion control inspection. Failed erosion control inspections will result in a delay of the pre-construction meeting.
        - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
    2. Submittal of any outstanding fees including roadway improvement fees, tree removal fees, and review fees.
    3. 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 a passing 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.

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. 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 999 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, traffic assignment at the proposed access points, and any recommendations. 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 1,000 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, queueing and circulation analysis and recommended mitigations. 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

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 (5) years?	☐ YES ☐ NO	If YES →	Date: 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 49 new pkhr trips OR 0 to 249 new daily trips	50-99 new pkhr trips OR 250 – 999 new daily trips	100 – 299 new pkhr trips OR 1,000 – 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:					

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.

June 2025 v.1.2

EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Approval of the extensions of the application expiration for Subdivision Case FP-23-0079 Russi Replat; on one (1) parcel of land 9.186 acres ± in size; more particularly described by Travis Central Appraisal District Parcel 354066, generally located approximately 2,500 feet east of the intersection of Round Mountain Road and Flukes Lane, Leander, Travis County, Texas.

BACKGROUND:
This request is for an extension of the expiration date of the Russi Replat, which is a 9.186 acre residential subdivision including 3 residential lots.

Article II, Section 24 (g) includes the following provisions.

(g) Application Expiration.
(1) The Final Plat application shall expire nine (9) months after the date that all initial staff review comments from all reviewing departments have been issued on the application if the final plat is not approved due to the applicant's failure to cause the application to comply with applicable city regulations.
(2) The Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining approval of the final plat. Substantial progress shall consist of, at a minimum, a resubmission of the final plat and all relevant materials by the applicant that address all initial staff review comments from all reviewing departments.

The applicant is requesting two six (6) month extensions of the application in order to allow Travis County to review the plat.

HISTORY/TIMELINE:
03/08/2024 - Final Plat Application Expired
09/08/2024 - Final Plat Application Staff Extension Expired

APPLICANT/AGENT:
Masterplan (Carolyn Horner) on behalf of Dario Russi and Cinzia Russi.

RECOMMENDATION:
The Subdivision Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The final plat application expires nine (9) months after the first review comment letter for the final plat is sent to the applicant.

As part of the evaluation of this request, the Planning & Zoning Commission has the following options:

1. Approve the request for extension; or

2. Deny the request for extension.

Staff recommends Option 1 listed above – Approve the requested extension. Staff made this recommendation after evaluating any changes made to the ordinances since the approval of the preliminary plat. Staff does not see that there is any benefit to the City to not approve the extension. Approving this extension would grant an extension to March 8, 2026 and will allow the developer to finalize the plat requirements for approval.

PRESENTER:
Karina Castillo, AICP, Planning Manager

Attachments:

1. FP-23-0079 Att 1 Russi Replat - Extension Request
2. FP-23-0079 Att 2 Russi Replat - Location Map

DB Land Consulting LLC
512-215-1433
11917 Oak Knoll Dr.
Austin, Texas 78759

September 2, 2025

Ms. Veronica Tovar
Planning Coordinator
City of Leander
201 N. Brushy Street
Leander, Texas 78641

Reference: Extension Request 1 – FP23-0079 Russi Replat Short Form Plat

Dear Ms. Tovar:

I have been retained by Mr. Dario Russi, the "Property Owner" for the site located at 15105 Round Mountain Drive, Leander, Texas to request an extension of the approved Russi Replat, Short Form Final Plat (FP-23-0079) to September 8, 2025.

This property has started a new review at Travis County under a new agent and engineering team under permit S-25-394 and is currently awaiting the first round of comments.

Please let me know if you require any additional information regarding this request. You can contact me via email at dianejbernal@gmail.com or by phone at 512-215-1433.

Sincerely,

Diane Bernal
Development Consultant
DB Land Consulting
Agent on behalf of the Property Owner

DB Land Consulting LLC
512-215-1433
11917 Oak Knoll Dr.
Austin, Texas 78759

September 2, 2025

Ms. Veronica Tovar
Planning Coordinator
City of Leander
201 N. Brushy Street
Leander, Texas 78641

Reference: Extension Request 2 – FP23-0079 Russi Replat Short Form Plat

Dear Ms. Tovar:

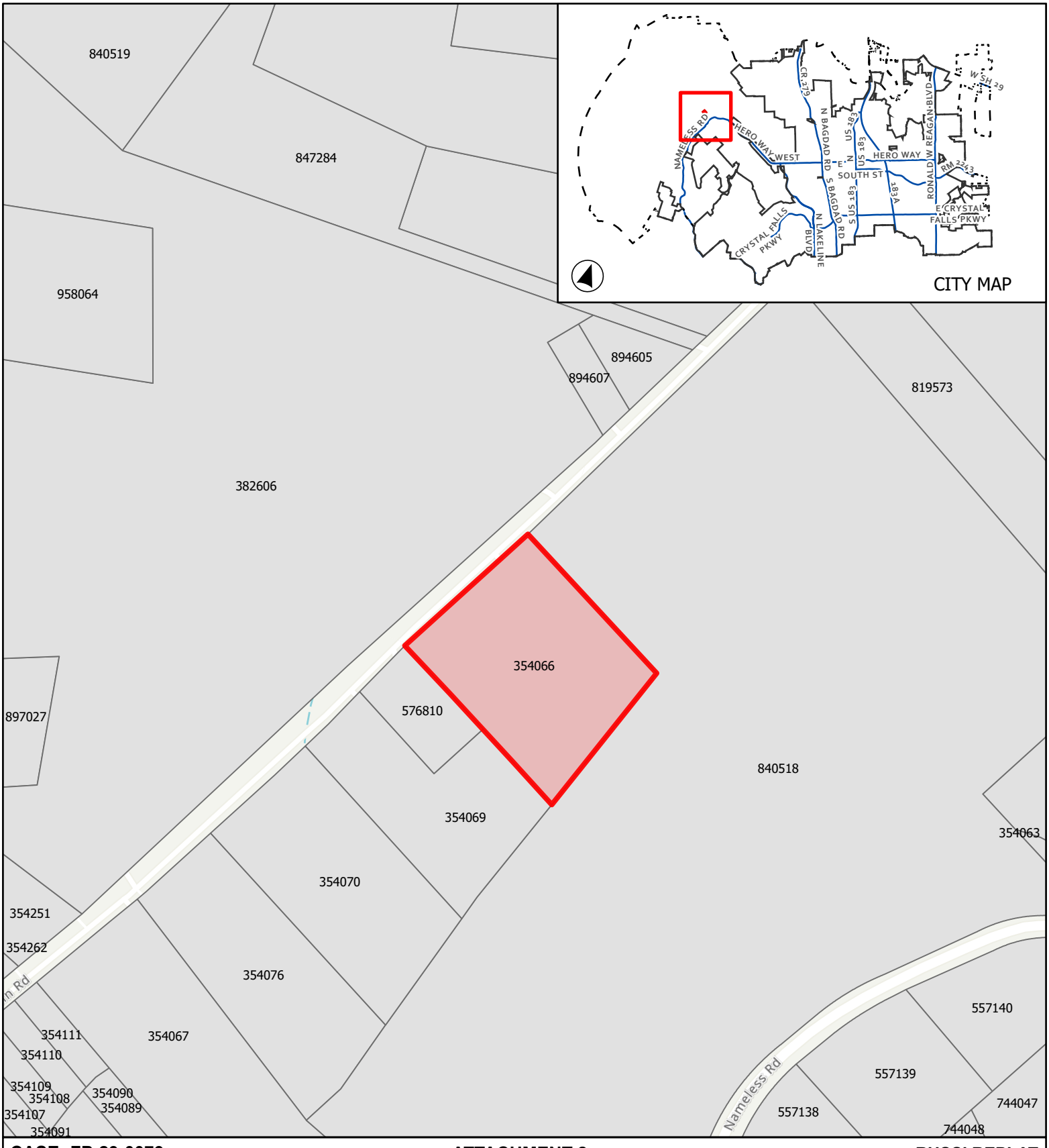
I have been retained by Mr. Dario Russi, the "Property Owner" for the site located at 15105 Round Mountain Drive, Leander, Texas to request an extension of the approved Russi Replat, Short Form Final Plat (FP-23-0079) to March 8, 2026.

This property has started a new review at Travis County under a new agent and engineering team under permit S-25-394 and is currently awaiting resolution of comments.

Please let me know if you require any additional information regarding this request. You can contact me via email at dianejbernal@gmail.com or by phone at 512-215-1433.

Sincerely,

Diane Bernal
Development Consultant
DB Land Consulting
Agent on behalf of the Property Owner



CASE: FP-23-0079 **ATTACHMENT 2** **RUSSI REPLAT**

Location Map

City Limits
ETJ
Subject Boundary

0 175 350
Feet

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 herin provided.

EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Approval of the extension of the application expiration for Subdivision Case FP-23-0081 Gabriels Horn Development; on five (5) parcels of land 16.372 acres ± in size; more particularly described by Williamson Central Appraisal District Parcels R473804, R500871, R022218, R655765, and R500872, generally located northwest of the intersection of Ronald W. Reagan Boulevard and Gabriel's Horn Road, Leander, Williamson County, Texas.

BACKGROUND:
This request is for an extension of the expiration date of the final plat for Gabriels Horn Development, which is a 16.372 acre commercial subdivision including five (5) commercial lots.

Article II, Section 24 (g) includes the following provisions.

(g) Application Expiration.

(1) The Final Plat application shall expire nine (9) months after the date that all initial staff review comments from all reviewing departments have been issued on the application if the final plat is not approved due to the applicant's failure to cause the application to comply with applicable city regulations.

(2) The Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining approval of the final plat. Substantial progress shall consist of, at a minimum, a resubmission of the final plat and all relevant materials by the applicant that address all initial staff review comments from all reviewing departments.

The applicant is requesting another six (6) month extension of the application in order to continue coordination with Williamson County regarding the ROW dedication along Ronald W. Reagan Boulevard.

HISTORY/TIMELINE:
04/20/2023 - Preliminary Plat Approved
03/23/2024 - Final Plat Application Expired
09/23/2024 - Final Plat Application Staff Extension Expired
03/23/2025 - Final Plat Application City Council Extension Expired
09/23/2025 - Final Plat Application City Council Extension Expired

APPLICANT/AGENT:
LJA Engineering, Inc. (Charles R. Hager) on behalf of Reagan Gabriels Real Estate, LLC. (Samir Maredia).

RECOMMENDATION:
The Subdivision Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The final plat application expires nine (9) months after the first review comment letter for the final plat is sent to the applicant.

As part of the evaluation of this request, the Planning & Zoning Commission has the following options:

1. Approve the request for extension; or
2. Deny the request for extension.

Staff recommends Option 1 listed above – Approve the requested extension. Staff made this recommendation after evaluating any changes made to the ordinances since the approval of the preliminary plat. Staff does not see that there is any benefit to the City to not approve the extension. Approving this extension would grant an extension to March 23, 2026 and will allow the developer to finalize the plat requirements for approval.

PRESENTER:
Karina Castillo, AICP, Planning Manager

Attachments:

1. FP-23-0081 Att 1 Gabriel's Horn - Extension Request
2. FP-23-0081 Att 2 Location Map - Gabriels Horn

512.439.4700
TBPELS F-1386
TBPELS 10110501
www.LJA.com
7500 Rialto Boulevard, Building II, Suite 100, Austin, Texas 78735

September 3, 2025

Planning Department
City of Leander
201 North Brushy Street
Leander, Texas 78641

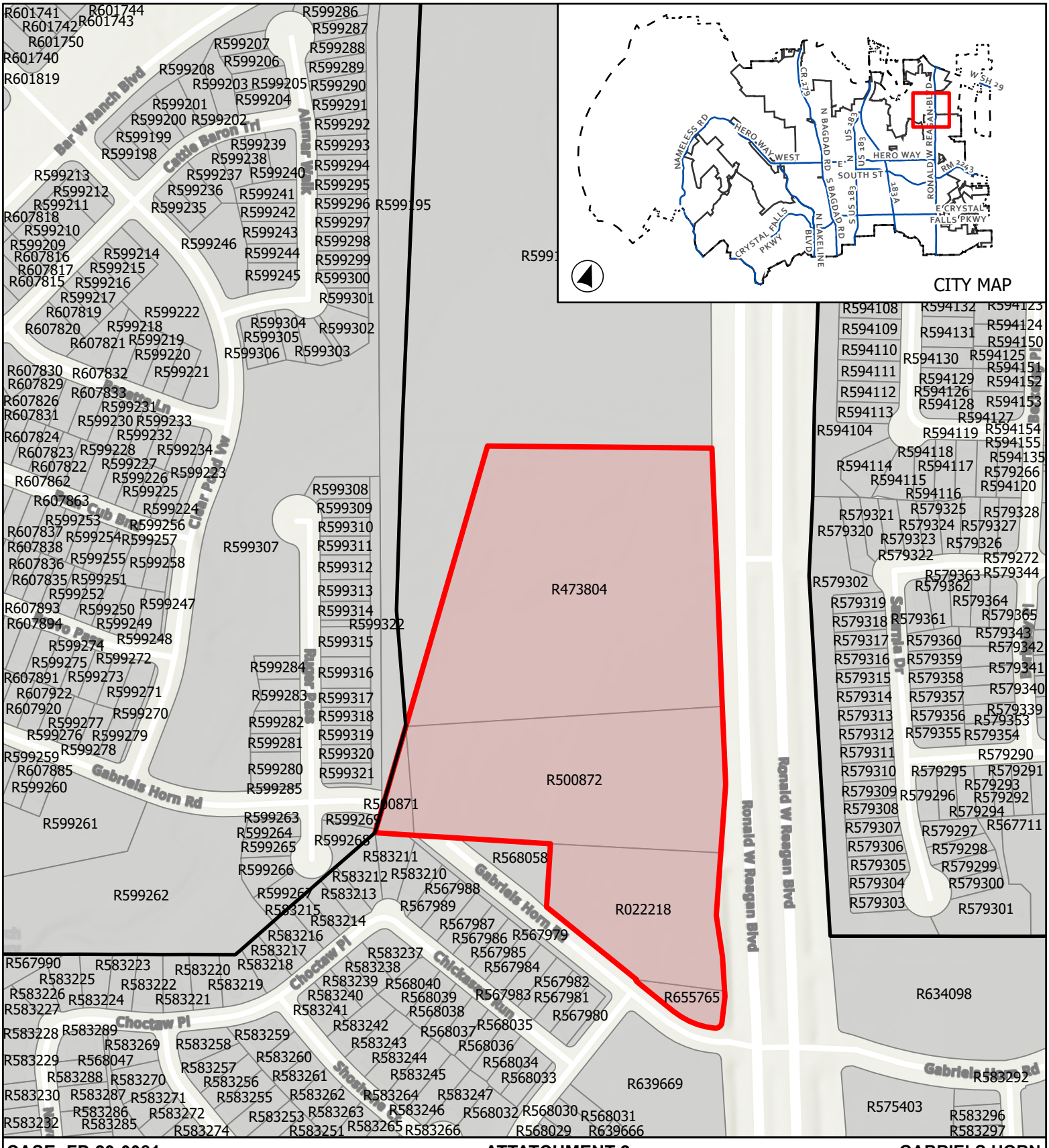
RE: Gabriels Horn Final Plat (FP-23-0081)
Extension Request

To Whom It May Concern:

Due to on-going coordination with Williamson County regarding right-of-way dedication of Ronald Regan along our project property, we hereby request on behalf of the property owner, an extension to the final plat application expiration date on FP-23-0081, Gabriels Horn Final Plat.

Sincerely,
LJA ENGINEERING, INC.

Charles R. Hager V, P.E.
Senior Director


CITY MAP
R473804
R500872
R500871
R022218
R655765
R568058
R634098
R639669
R575403
Gabriels Horn Rd
Ronald W Reagan Blvd
Ber W Ranch Blvd
Cattle Baron Trl
Alamar Walk
Clear Pond Vw
Ruger Pass
Choctaw Pl
Chickasaw Run
Shoshone Dr
Sunnia Dr
HERO WAY WEST
HERO WAY
SOUTH ST
N BAGDAD RD
S BAGDAD RD
N LAKELINE BLVD
CRYSTAL FALLS PKWY
E CRYSTAL FALLS PKWY
NAMELESS RD
CR 379
US 183
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EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Approval of the extension of the application expiration for Subdivision Case PICP-23-0079 regarding Gabriels Horn Development on five (5) parcels of land 16.372 acres ± in size, more particularly described by Williamson County Appraisal District Parcels R473804, R500871, R022218, R755765, and R500872, generally located northwest of the intersection of Ronald W. Reagan Boulevard and Gabriel's Horn Road, Leander, Williamson County, Texas.

BACKGROUND:
This request is for an extension of the expiration date of the construction plan for Gabriels Horn Development, which is a 16.372 acre commercial subdivision including five (5) commercial lots.

Article II, Section 23(g) includes the following provisions.

(g) Application Expiration.

(1) The Construction Plans application shall expire nine months (9) after the date that all initial staff review comments from all reviewing departments have been issued on the application if the construction plans are not approved due to the applicant's failure to cause the application to comply with applicable city regulations.

(2) The Planning Department may grant one six-month (6) extension if the applicant can show substantial progress in obtaining approval of the construction plans. Substantial progress shall consist of, at a minimum, a resubmission of the construction plans and all relevant materials by the applicant that address all initial staff review comments from all reviewing departments.

The applicant is requesting another six (6) month extension of the application in order to continue coordination with Williamson County regarding the ROW dedication along Ronald W. Reagan Boulevard which is delaying the associated Final Plat. This extension would allow the construction plans to be delayed until the required dedication is finalized.

HISTORY/TIMELINE:
04/20/2023 - Preliminary Plat Approved
03/23/2024 - Construction Plans Application Expired
09/23/2024 - Construction Plans Application Staff Extension Expired
09/23/2025 - Final Plat Application City Council Extension Expired

APPLICANT/AGENT:
LJA Engineering, Inc. (Charles R. Hager) on behalf of Reagan Gabriels Real Estate, LLC. (Samir Maredia).

RECOMMENDATION:
The Subdivision Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The construction plans application expires nine (9)

months after the first review comment letter for the construction plans is sent to the applicant.

As part of the evaluation of this request, the Planning & Zoning Commission has the following options:

1. Approve the request for extension; or
2. Deny the request for extension.

Staff recommends Option 1 listed above – Approve the requested extension. Staff made this recommendation after evaluating any changes made to the ordinances since the approval of the preliminary plat. Staff does not see that there is any benefit to the City to not approve the extension. Approving this extension would grant an extension to March 23, 2026, and will allow the developer to finalize the construction plans for approval by the city and schedule a pre-construction meeting.

PRESENTER:
Karina Castillo, AICP, Planning Manager

Attachments:

1. PICP-23-0079 Att 1 Gabriels Horn Development - Extension Request
2. PICP-23-0079 Att 2 Location Map - Gabriels Horn Development

512.439.4700
TBPELS F-1386
TBPELS 10110501
www.LJA.com
7500 Rialto Boulevard, Building II, Suite 100, Austin, Texas 78735

September 3, 2025

Planning Department
City of Leander
201 North Brushy Street
Leander, Texas 78641

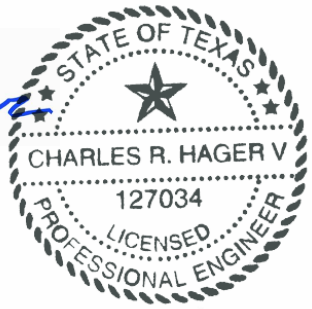
RE: Gabriels Horn Public Improvements Construction Plan (PICP-23-0079)
Extension Request

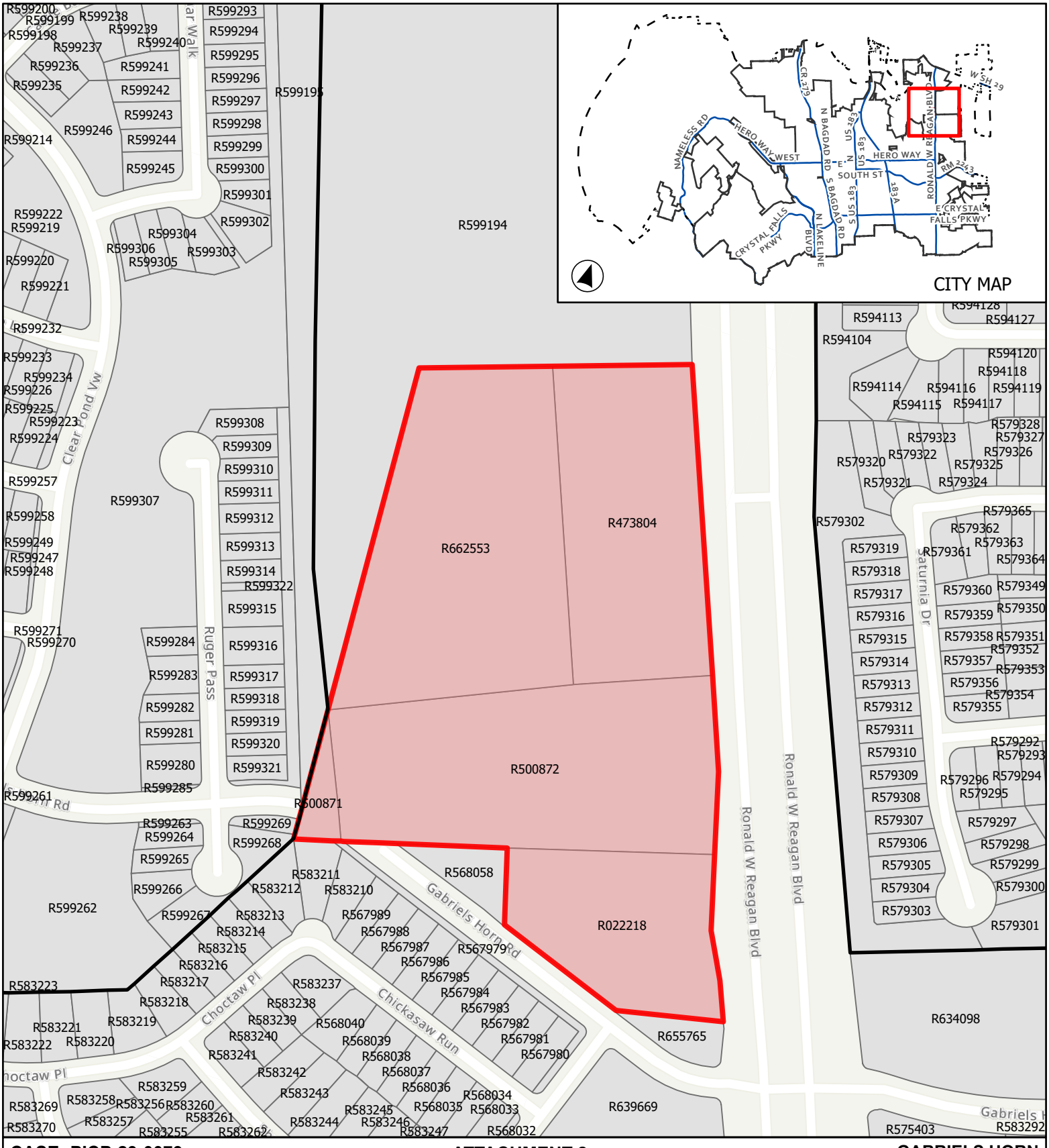
To Whom It May Concern:

On behalf of the property owner of Gabriels Horn, we hereby request an extension to the construction plan application expiration date on PICP-23-0079, Gabriels Horn Public Improvements Construction Plan. The associated final plat approval of FP-23-0081, Gabriels Horn Final Plat, is delayed due to on-going coordination with Williamson County regarding right-of-way dedication of Ronald Regan along our project property.

Sincerely,
LJA ENGINEERING, INC.

Charles R. Hager V, P.E.
Senior Director





CASE: PICP-23-0079 **ATTACHMENT 2** **GABRIELS HORN DEVELOPMENT**

Location Map

City Limits

ETJ

Subject Boundary

0 100 200

Feet

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 herin provided.

EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:

Approval of the extension of the application expiration for Site Development Case SD-24-0196 Harvest Retreat; on one (1) parcel of land 9.996 acres ± in size; more particularly described by Williamson Central Appraisal District Parcel R332409, commonly known as 14751 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.

BACKGROUND:

This request is for an extension of the expiration date of the site development for Harvest Retreat, which is a 9.996 acre mixed use site development including 34 townhomes, an amenity center, and approximately 10,500 square feet of office use.

Article IX, Section 3(b)(3) of the Composite Zoning Ordinance includes the following provisions.

(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 application 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 permit has not been issued due to the applicant's failure to cause the proposed 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 permit. Substantial progress shall consist of, at a minimum, a resubmission of the 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.

The applicant is requesting another six-month (6) extension of the application in order to allow the applicant to continue working through the pending comments with Staff.

HISTORY/TIMELINE:

04/16/2024 – Site Development Application Filed
02/16/2025 – Site Development Application Expired
08/16/2025 – Site Development Application Staff Extension Expired

APPLICANT/AGENT:
Radius Civil Engineering (JP Sullivan) on behalf of BM21, LLC. (Swamy Devuni).

RECOMMENDATION:
The Composite Zoning Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The site development application expires nine (9) months after the first review comment letter for the site development is sent to the applicant.

As part of the evaluation of this request, the Planning & Zoning Commission has the following options:

1. Approve the request for extension; or
2. Deny the request for extension.

Staff recommends Option 1 listed above – Approve the requested extension. Staff made this recommendation after evaluating any changes made to the ordinances since the initial submittal of the application. Staff does not see that there is any benefit to the City to not approve the extension. Approving this extension would grant an extension to February 8, 2026 and will allow the developer to finalize the site development for approval. This extension request is within the timeframe permitted by the Composite Zoning Ordinance.

PRESENTER:
Karina Castillo, AICP, Planning Manager

Attachments:

1. SD-24-0196 Att 1 Harvest Retreat - Extension Request
2. SD-24-0196 Att 2 Harvest Retreat - Location Map

RADIUS
CIVIL ENGINEERING

Texas P.E. Firm Registration 23684
10308 Anahuac Trail, Austin, Texas 78747
Phone 512.431.8510
www.radiuscivil.com | info@radiuscivil.com

9/9/2025
Veronica Tovar
City of Leander Development Services
201 N Brushy Street
Leander, TX 78641

Re: 6-Month Extension Request Letter | SD-24-0196 | Hampton Homes by BM Developers

Dear Ms. Tovar,

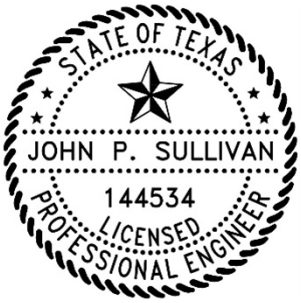
I am writing on behalf of my client, the owner of the property located at 14751 Ronald Reagan Blvd in Leander, TX. The site is undergoing a Site Development Permit review (SD-24-0196) for which we submitted our 3rd update on 7/16/2025.

We have recently been informed that the application expired on 8/29/2025. We are writing to request an administrative 6-month extension. Please invoice the project for the $300 fee and we will get it paid immediately. Included with this letter is a signed authorization from the owner for Radius Civil Engineering to act as the owner's agent for all matters related to the site development permitting for this project.

Please let me know if you need anything further from us to process this administrative extension.

Sincerely,

John P. Sullivan, P.E.



RADIUS
CIVIL ENGINEERING

Texas P.E. Firm Registration 23684
1914 W 36th St. Austin, Texas 78731
Phone 512.431.8510
www.radiuscivil.com | info@radiuscivil.com

12/11/2023

To: **City of Leander Development Services Department**
201 N Brushy St
Leander, TX 78641

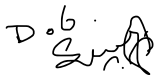
Re: **Owner's Agent Authorization Letter**
14751 Ronald Reagan Blvd

To whom it may concern,

As the owner of 14751 Ronald Reagan Blvd, I hereby authorize Radius Civil Engineering to act as my Agent for all applications related to the Site Development Permitting including: Plat or Subdivision Application, Land Status Determinations, Site Plan Applications, Rezoning Applications, Service Extension Requests, Easement Vacations, License Agreements, TAP Plans, etc.

Furthermore, I hereby grant permission to all City Departments to research my property for reasons necessary for the completion of application prerequisites, or project approvals.

Sincerely,



SIGNATURE

Swamy Devuni

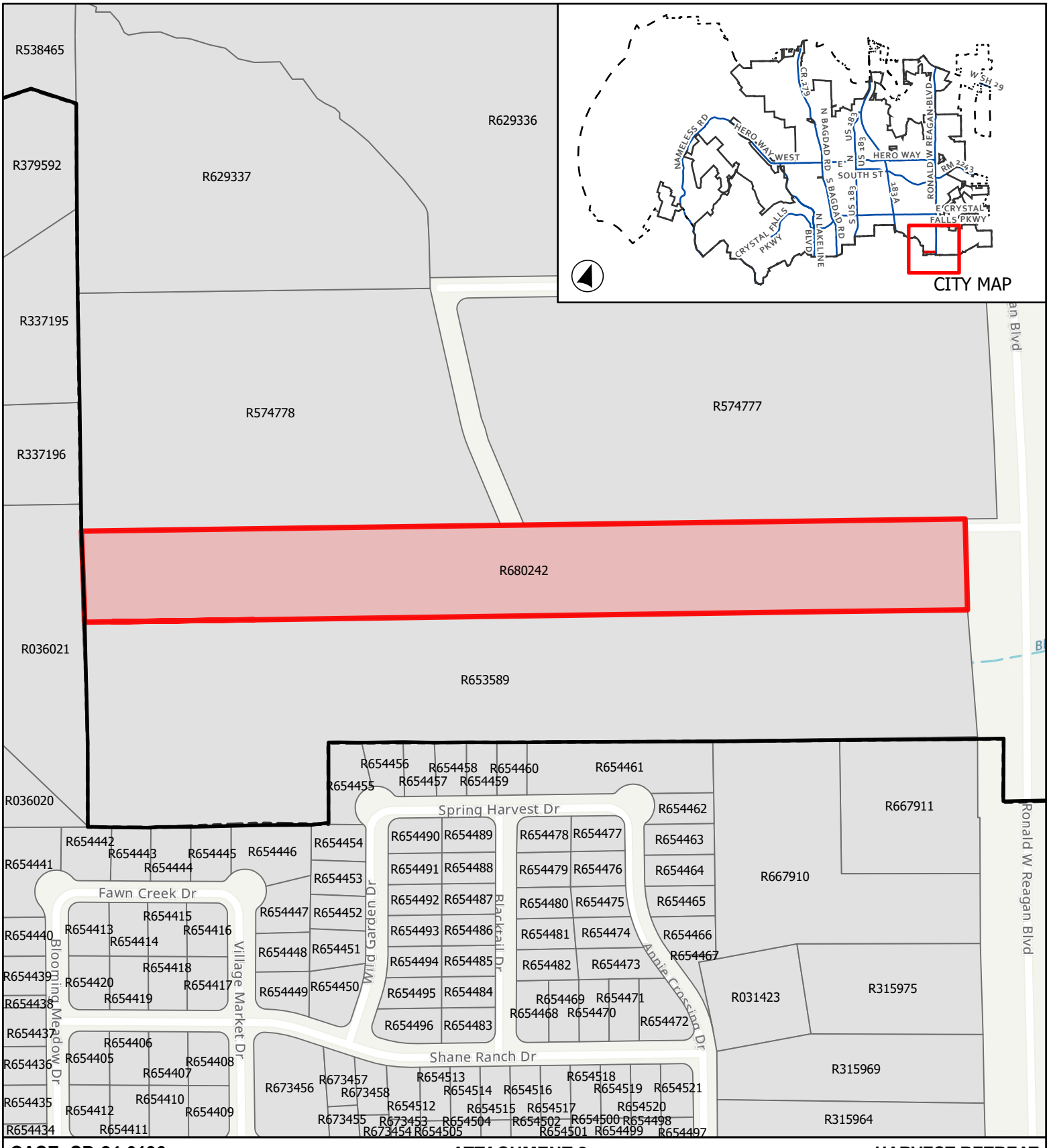
PRINTED NAME

BM Assets, Manager/Co Owner

COMPANY/TITLE

12/14/2023

DATE



CASE: SD-24-0196 **ATTACHMENT 2** **HARVEST RETREAT**

Location Map

City Limits

ETJ

Subject Boundary

0 120 240

Feet

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EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:

Approval of the extension of the application expiration for Site Development Case SD-24-0212 Founders Classical Academy Leander School Addition; on three (3) parcels of land 9.02 acres ± in size; more particularly described by Williamson Central Appraisal District Parcels R036500, R036501, and R036502, commonly known as 1303 Leander Drive, Leander, Williamson County, Texas.

BACKGROUND:

This request is for an extension of the expiration date of the site development for Founders Classical Academy Leander School Addition, which is a 9.02 acre site development including the addition of classrooms, parking, a detention pond, and associated improvements.

Article IX, Section 3(b)(3) of the Composite Zoning Ordinance includes the following provisions.

(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 application 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 permit has not been issued due to the applicant's failure to cause the proposed 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 permit. Substantial progress shall consist of, at a minimum, a resubmission of the 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.

The applicant is requesting another six-month (6) extension of the application in order to allow the applicant to continue working through the pending comments with Staff which includes the reviews and approvals of the recently submitted construction plans and replat.

HISTORY/TIMELINE:

05/28/2024 – Site Development Application Filed
03/28/2025 – Site Development Application Expired
09/28/2025 – Site Development Application Staff Extension Expired

APPLICANT/AGENT:
Hohe Design Group (Jorge Ramirez) on behalf of Responsive Education Solutions (T. Lynn Tompkins, Jr.)

RECOMMENDATION:
The Composite Zoning Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The site development application expires nine (9) months after the first review comment letter for the site development is sent to the applicant.

As part of the evaluation of this request, the Planning & Zoning Commission has the following options:

1. Approve the request for extension; or
2. Deny the request for extension.

Staff recommends Option 1 listed above – Approve the requested extension. Staff made this recommendation after evaluating any changes made to the ordinances since the initial submittal of the application. Staff does not see that there is any benefit to the City to not approve the extension. Approving this extension would grant an extension to March 28, 2026 and will allow the developer to finalize the site development for approval. This extension request is within the timeframe permitted by the Composite Zoning Ordinance.

PRESENTER:
Karina Castillo, AICP, Planning Manager

Attachments:

1. SD-24-0212 Att 1 Founders Classical Academy - Extension Request
2. SD-24-0212 Att 2 Founders Classical Academy - Location Map

302 N Market St., Dallas, TX 75202
469-902-4466

Date: September 12, 2025

RE: SD-24-0212

Founders Classical Academy Leander School Addition Site Development

Extension Letter/Request

We are requesting an extension to the SD permit application currently in review and set to expire on September 28, 2025.

Thank you,

Rosalyn Kula
Project Administrator
302 N. Market St., Dallas, TX 75202
(p) 469-902-4466 | (e) rosalyn@hohedesign.com

From:	Michaela Lenn
To:	Rosalyn Kula
Cc:	Jorge Ramirez; Vanessa Gamboa; Karina Castillo; Chaney Goff
Subject:	RE: Application Preview - PICP-25-0254 Founders Classical Academy-Leander Dr. Right Turn Lane Construction Plan
Date:	Thursday, September 11, 2025 4:24:33 PM
Attachments:	image001.png image002.png

Hi Rosalyn,

I hope all is well with you. I wanted to provide an update on the timing of all the moving parts regarding this project.

With the expiration of the Site Development (SD-24-0212) project review on the 28th I went ahead and looked at the PICP and Final Plat projects that are currently in application preview checks. Staff would suggest beginning the process in applying for a secondary extension because at minimum the PICP (PICP-24-0254) will need to be in review with 1st review comments before the conversation can be had to move forward with the Site Development project.

When you have moment, I would like to get on a phone call and discuss what will be required of the PICP and Final Plat in order to get the Site Development permit.

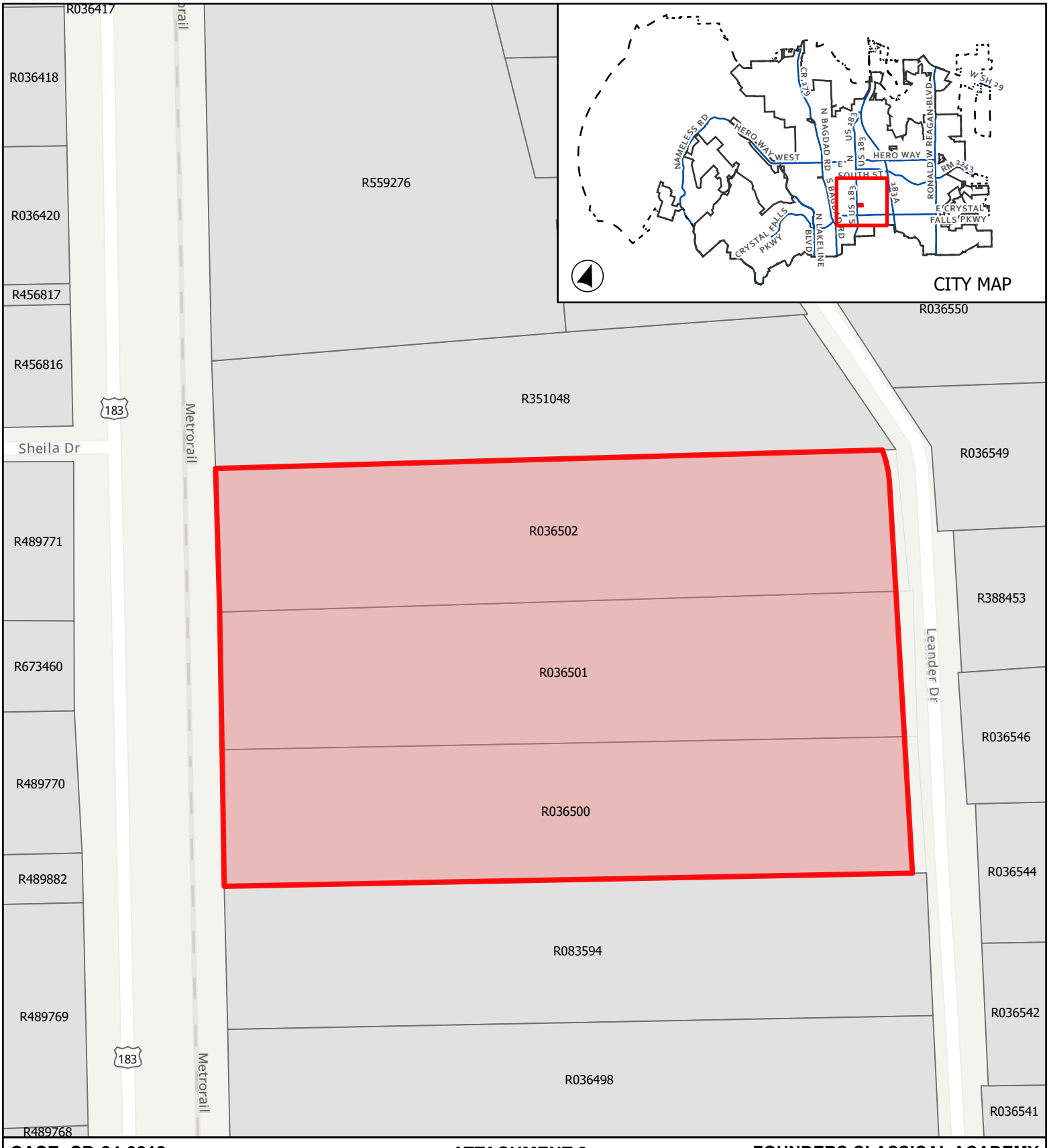
In the meantime, please do not hesitate to reach out with any questions.

Thank you,
Michaela K. Lenn | Planner
512-528-2966
mlenn@leandertx.gov
City of Leander

From: Rosalyn Kula <rosalyn@hohedesign.com>
Sent: Tuesday, September 9, 2025 8:42 AM
To: Michaela Lenn <mlenn@leandertx.gov>
Cc: Jorge Ramirez <jorge@hohedesign.com>; Vanessa Gamboa <vanessa@hohedesign.com>; Karina Castillo <KCastillo@leandertx.gov>; Chaney Goff <cgoff@leandertx.gov>
Subject: RE: Application Preview - PICP-25-0254 Founders Classical Academy-Leander Dr. Right Turn Lane Construction Plan

Caution: This is an external email. DO NOT access links or attachments unless you know the sender and contents are safe. When in doubt, please notify IT Department staff.

Thank you, Michaela. We will be come a bit of a pest here in the next coming days as our



CASE: SD-24-0212 **ATTACHMENT 2** **FOUNDERS CLASSICAL ACADEMY LEANDER SCHOOL ADDITION**

Location Map

City Limits
ETJ
Subject Boundary

0 70 140
Feet

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EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Conduct a Public Hearing and consider action regarding Zoning Case Z-25-0192 to amend the Journey Bible Church Planned Unit Development (PUD) with base zoning of LO-2-A (Local Office) to include a base zoning district of LC-2-A (Local Commercial) on two (2) parcels of land approximately 3.0 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R668974 and R668975; and generally located approximately 300 feet east of the intersection of Bull Nettle Drive and Journey Parkway, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-25-0192 as described above.

BACKGROUND:
This request is the first step in the zoning process. The applicant is seeking to rezone a portion of their property to allow for the development of a swim school. Staff has reviewed the request and determined that a swim school is a permitted use within the Local Commercial (LC) use component. The proposal does comply with the Comprehensive Plan and is appropriate for properties located in a Multi-Use Corridor identified by the Comprehensive Plan.
It's important to note that this zoning change would expand the range of allowable uses on the site beyond just a swim school. If approved, the property could also accommodate other uses permitted in the LC use component, such as retail, office, and restaurant establishments.

GENERAL INFORMATION:
Current Zoning: LO-2-A (Local Office)
Proposed Zoning: LC-2-A (Local Commercial)

Size and Location: The property is located north of Journey Parkway and east of Bull Nettle Drive, including approximately 3 acres.

Surrounding Area: This property is located north of just south of the Journey Bible Church and east of the daycare.

Previous Zoning Cases:
The following zone cases were previously submitted for this property:

- 17-Z-011 approved the Journey Bible PUD with the base zoning district of LO-2-A and restrictions it only allow a daycare use and was approved on June 15, 2017.
- 20-Z-030 approved an amendment to the Journey Bible PUD to remove the use restrictions and was approved on January 21, 2021.

PROPOSED ZONING DISTRICT:

USE COMPONENT

LO – LOCAL OFFICE:

Features: Office, assisted living, day care. Hours of operation: 7:00 a.m. to 10:00 Sun.-Thurs., 7:00 a.m. to 11:00 p.m. Fri. and Sat.

Intent: Development of small scale, limited impact office uses or similar uses which may be located adjacent to residential neighborhoods. Access should be provided by a collector or higher classification street. This component is intended to help provide for land use transitions from local or general commercial or from arterial streets to residential development.

LC – LOCAL COMMERCIAL:

Features: Any use in LO (Local Office) plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

Intent: Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.

SITE COMPONENT

TYPE 2:

Features: Accessory buildings greater of 20% of primary building or 120 square feet; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 square feet; 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 (Local Office) and LC (Local Commercial) 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 (Local Office), LC (Local Commercial), GC (General Commercial), HC (Heavy Commercial), and HI (Heavy Industrial) 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 (Heavy Commercial), and HI (Heavy Industrial) 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: Five (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 (Single-Family Rural), SFE (Single-Family Estate), SFS (Single-Family Suburban), SFU (Single-Family Urban) and SFC (Single-Family Compact) 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

MULTI-USE CORRIDOR

The Multi-Use Corridor future development category is intended for mixed-use areas to be developed at a higher density/intensity and with uses not primarily supported in Neighborhood Residential. These areas are intended to provide for a mix of both commercial and residential uses that are not integrated into neighborhoods but maintain a seamless, compatible transition between residential and commercial uses.

Multi-Use Corridors are not intended for strip commercial nor are they expected to be predominantly commercial. These corridors have been identified as opportunity areas for businesses and daily services, high-intensity residential such as townhouses, civic and employment uses, but also traditional single-family neighborhoods where streets access these corridors.

These areas are intended to be developed with an auto-oriented character, which means vehicles and parking areas are a primary visual characteristic from the street. Access management is recommended to maintain safe traffic movement along these streets. Appropriate bufferyards are required to ensure compatibility with adjacent Neighborhood Residential.

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.

The applicant reached out to the residents within 500' from the property on July 29, 2025 by mail. No responses were received as of the time of the public notification. Please see the full report from the applicant attached as Exhibit 8.

HISTORY/TIMELINE:

06/15/2017 – PUD Approved
01/21/2021 – PUD Amendment #1 Approved

APPLICANT/AGENT:

Polnaszek Holdings, LLC. (Cynthia Polnaszek)

RECOMMENDATION:

As part of the evaluation of this request, the City Council has the following options:

1. Approve the proposed PUD Amendment #2;
2. Deny the proposed PUD Amendment #2; or
3. Approve an alternative request that may include modifications to the PUD Amendment #2 such as adding prohibited uses.

Staff recommends Option 1 listed above – Approve the proposed PUD Amendment #2. Staff made this recommendation based on the proposed use being compatible with the surrounding land uses and the future land use designation.

PRESENTER:

Karina Castillo, AICP, Planning Manager

Attachments:

1. Z-25-0192 Att 1 Letter of Intent - Journey Bible PUD
2. Z-25-0192 Att 2 Current Zoning - Journey Bible PUD
3. Z-25-0192 Att 3 FLU Map - Journey Bible PUD
4. Z-25-0192 Att 4 Public Notification - Journey Bible PUD
5. Z-25-0192 Att 5 Proposed Zoning - Journey Bible PUD
6. Z-25-0192 Att 6 Aerial Map - Journey Bible PUD
7. Z-25-0192 Att 7 Utilities Map - Journey Bible PUD
8. Z-25-0192 Att 8 PUD Notes - Journey Bible PUD
9. Z-25-0192 Att 9 Neighborhood Outreach - Journey Bible PUD

August 1, 2025

City of Leander Planning Department
201 N. Brushy Street Leander, Texas 78646

RE: R668975 Parcel
1.2 Acre at 3421 Journey Parkway
Leander, Texas 78641

Dear Planning Department,

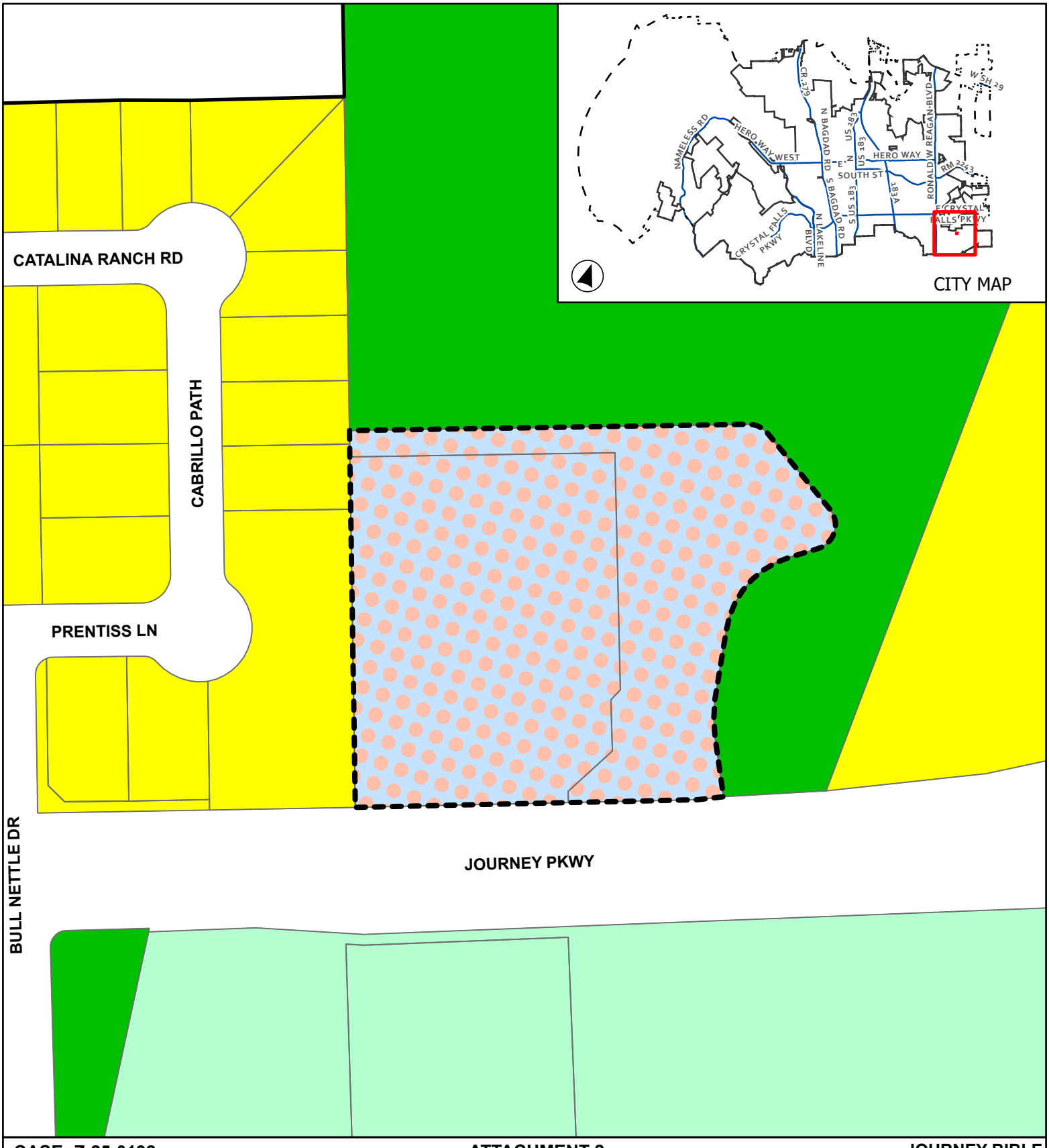
As the owners of the property located at 3421 Journey Parkway, 1 Block A, Journey Bible PUD, we are submitting this letter of intent for the above-referenced parcel.

The property is currently zoned under the Journey Bible PUD (Ordinance 21-005-00) with a base zoning of LO-2-A (Local Office). Our intent is to seek approval for a Marjo PUD Amendment to include the potential construction of a swim school facility under LC-2-A (Local Commercial).

Included in the uploaded application documents is the Determination of Appropriate Use Letter, which outlines the specifics of the building and potential business as a reference.

Thank you for your attention and consideration.

Sincerely,
Cynthia Polnaszek, Owner
3421 Journey Parkway
Leander, TX 78641
(210) 563-9757
cynthia@prepjp.com



CASE: Z-25-0192

ATTACHMENT 2

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Current Zoning

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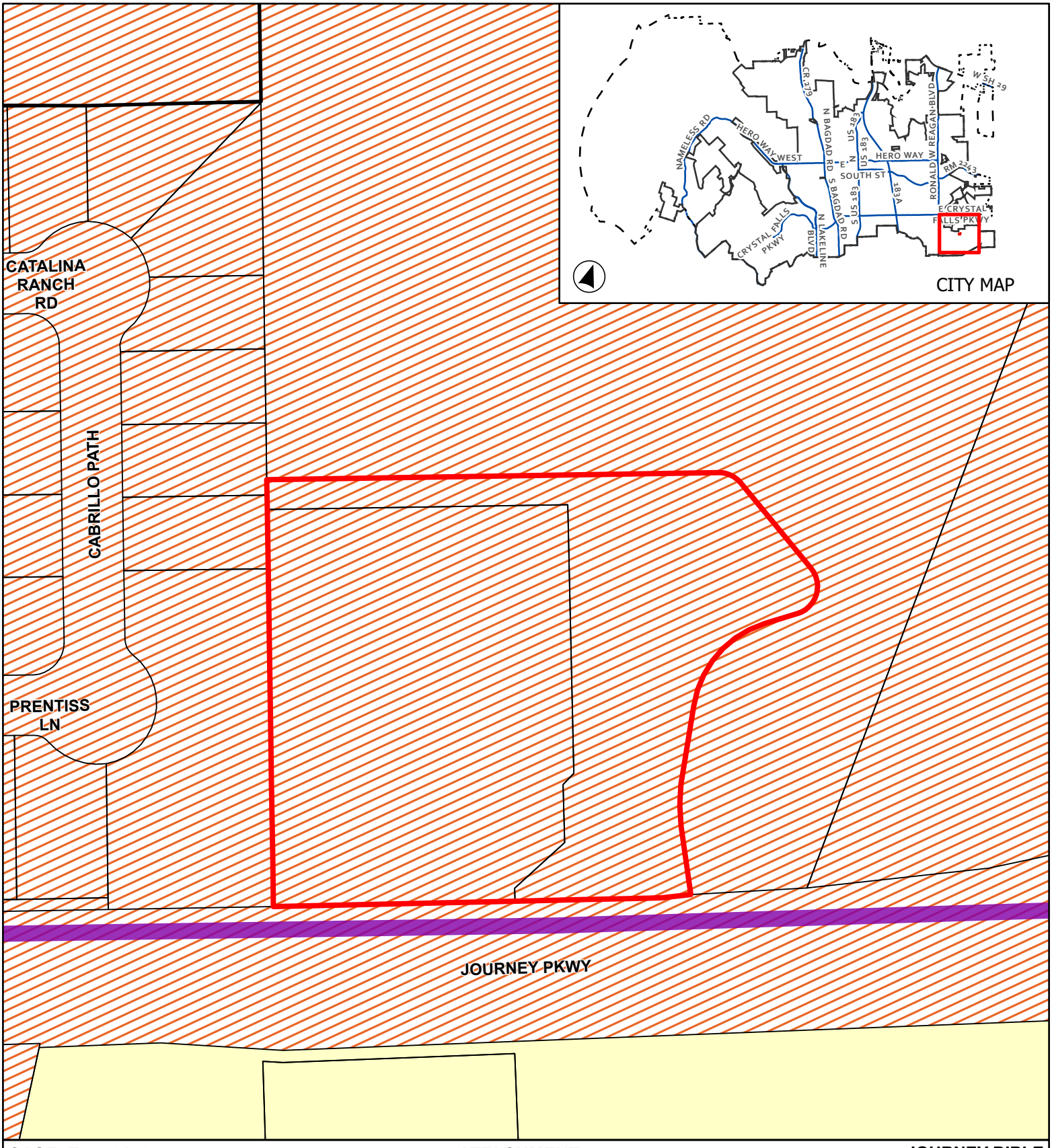
0 95 190

Feet

- City Limits
- ETJ
- Subject Boundary

Current Zoning

- SFR - Single-Family Rural
- SFS - Single-Family Suburban
- SFC - Single-Family Compact
- PUD - Local Office



CASE: Z-25-0192

ATTACHMENT 3

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Future Land Use Map

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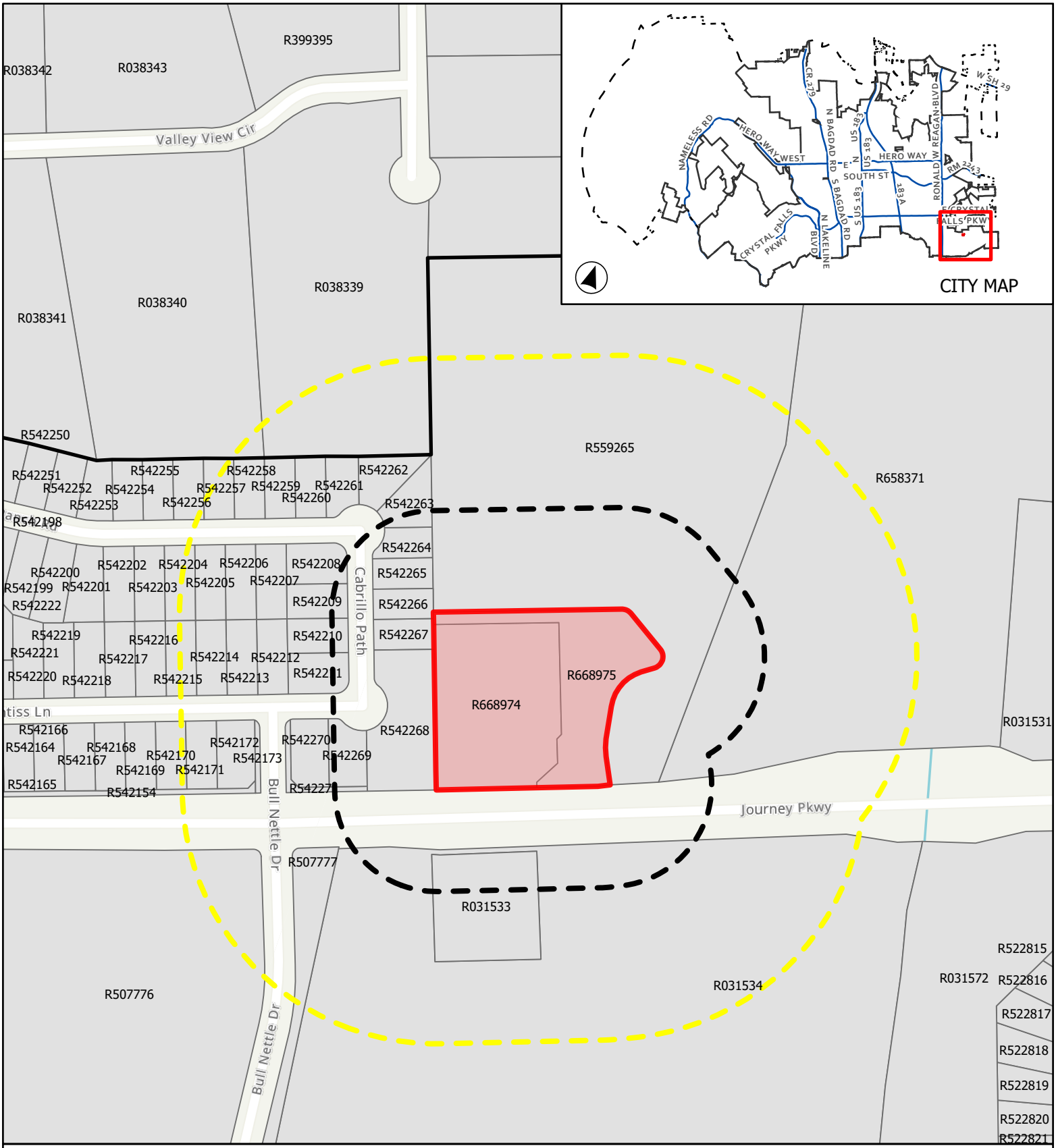
0 45 90

Feet

- ETJ Boundary
- Leander City Limits
- Subject Boundary
- Arterial 4 Lane, Existing



CASE: Z-25-0192

ATTACHMENT 4

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Public Notification

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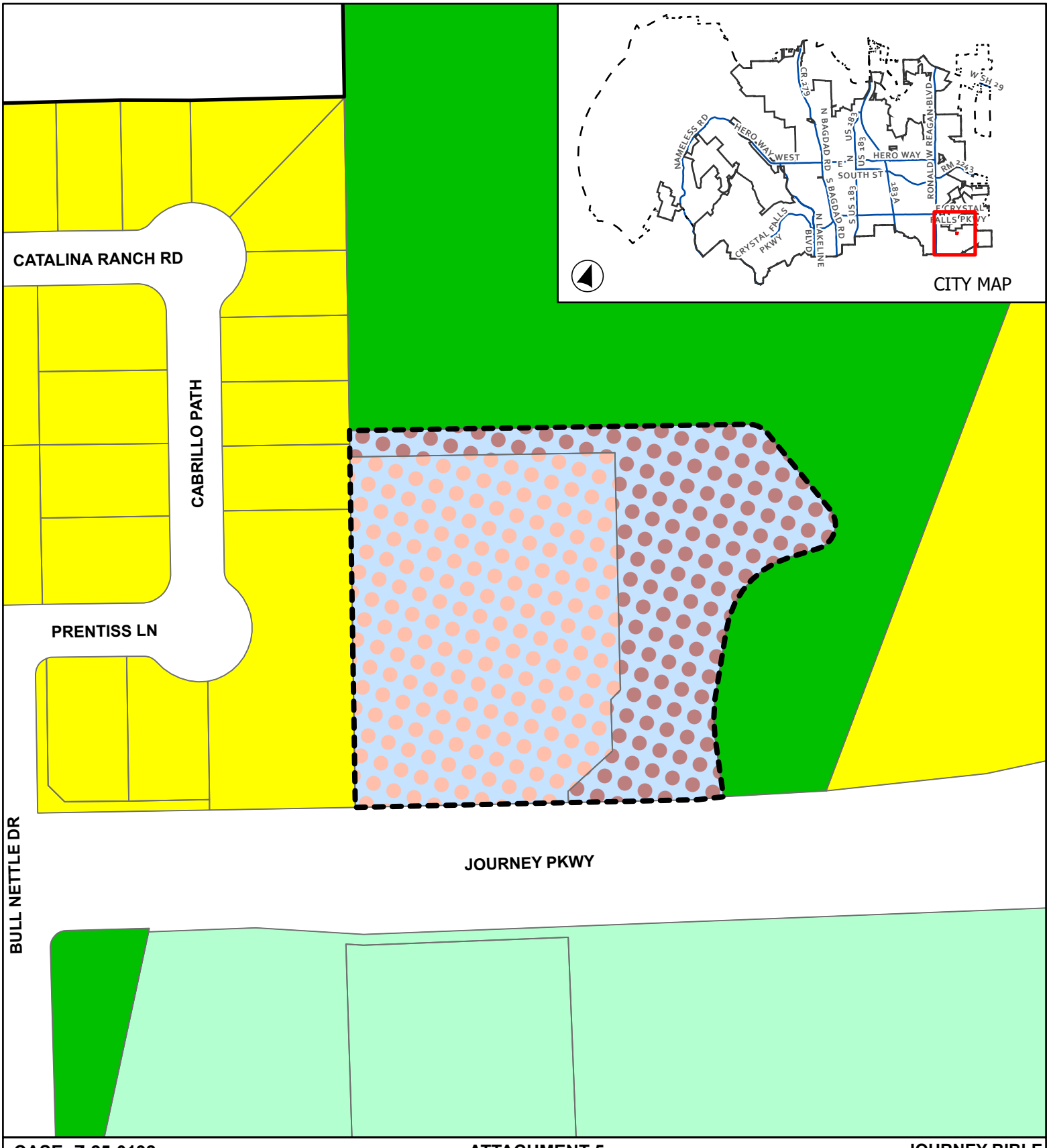
0 100 200
Feet

City Limits
ETJ
Subject Boundary

Notification Buffer
200'
500'



CASE: Z-25-0192

ATTACHMENT 5

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Proposed Zoning

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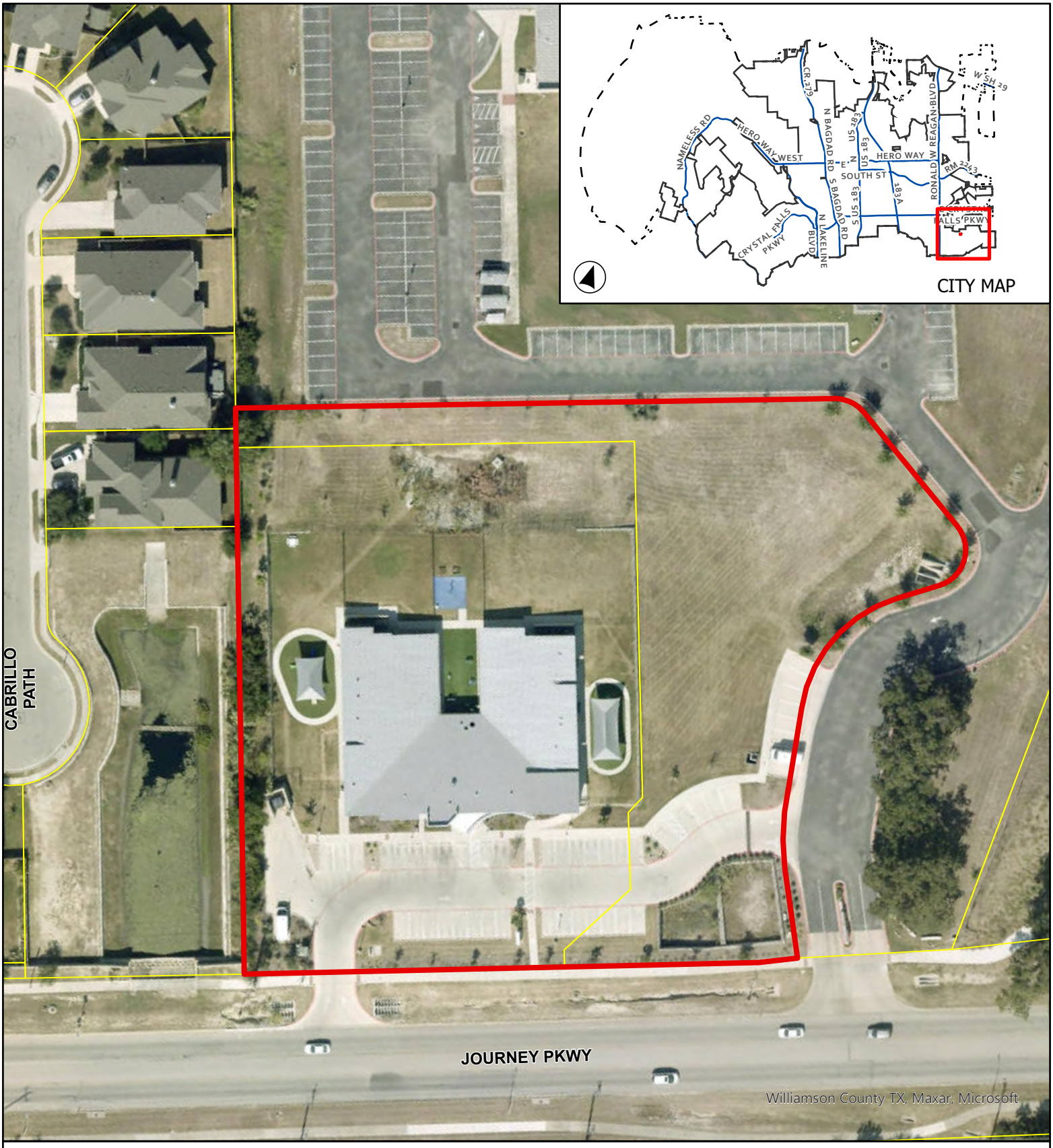
0 95 190

Feet

City Limits
ETJ
Subject Boundary

Proposed Zoning

SFR - Single-Family Rural
SFS - Single-Family Suburban
SFC - Single-Family Compact
PUD - Local Office
PUD - Local Commercial



CASE: Z-25-0192

ATTACHMENT 6

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Aerial Map

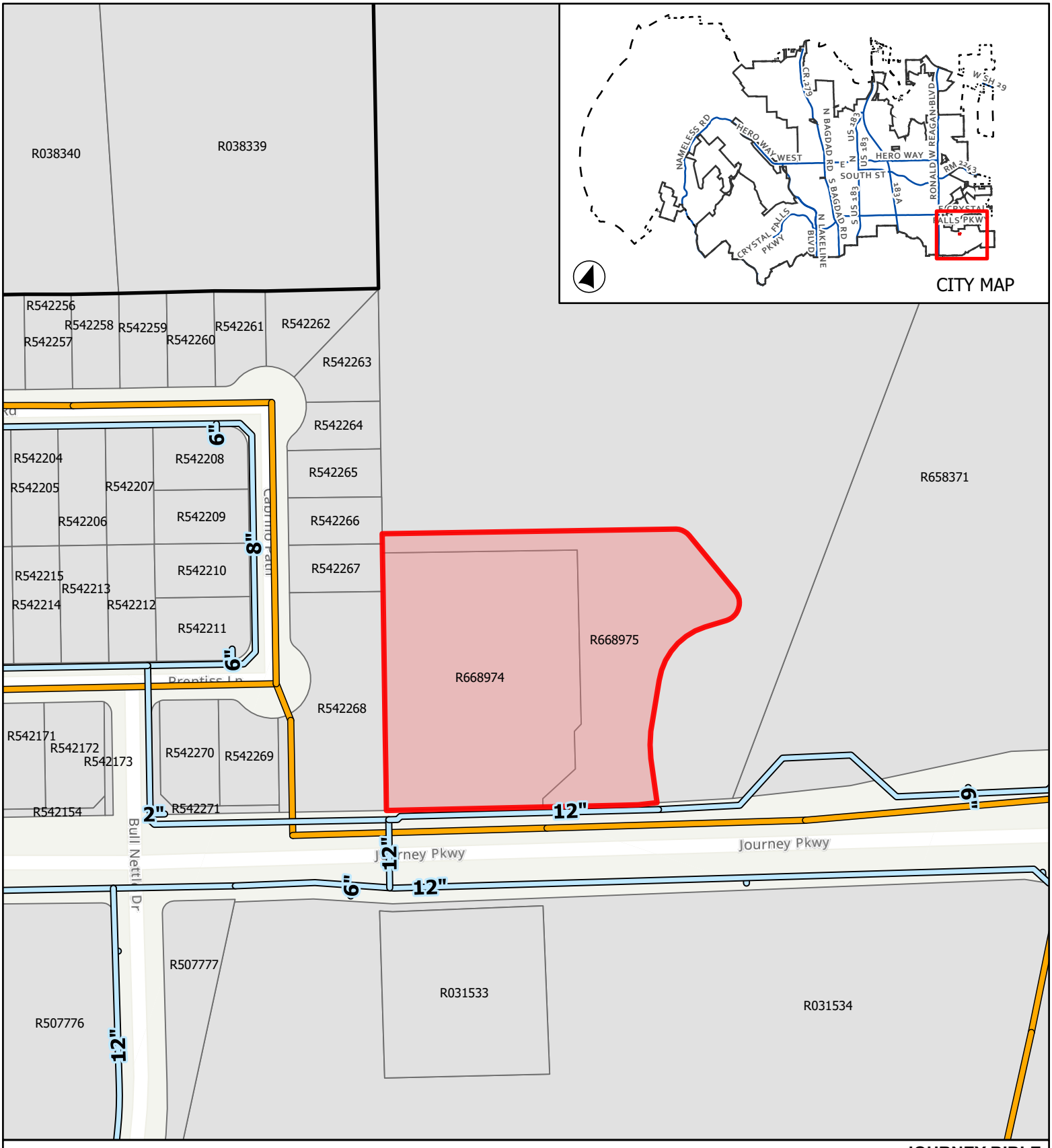
This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the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

0 30 60

Feet

Leander City Limits

Subject Boundary



CASE: Z-25-0192

ATTACHMENT 7

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Utilities Map

City Limits
ETJ
Subject Boundary
Waste Water Line
Water Main Line

0 65 130
Feet

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EXHIBIT A

Journey Bible Church Planned Unit Development Amendment #2

A. Purpose and Intent

1. The Journey Bible Church PUD is comprised of approximately 3.00 acres. The property referenced in this PUD Amendment #2 applies to Lot 2A as shown in **Exhibit B.** The development of this property includes ~~a daycare and office~~ local commercial uses with the addition of a swim school facility.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply 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.

   ~~LO-2-A (Local Office)~~
   LC-2-A (Local Commercial)

C. Conceptual Site Layout & Land Use Plan

1. 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.

REPLAT LOT 1 BLOCK A JOURNEY BIBLE FELLOWSHIP SUBDIVISION
RECORDED IN DOCUMENT NUMBER 2017034117 OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS.
SHORT FORM FINAL PLAT

LEGEND

●	IRON ROD FOUND
◉	IRON ROD FOUND WITH CAP
○	IRON ROD SET WITH CAP STAMPED "CARDINAL SURVEYING"
△	NAIL W/SHINNER SET
▲	CALCULATED CALL CORNER
FNC	FENCE LINE
SW	SIDEWALK
P.U.E.	PUBLIC UTILITY EASEMENT
P.A.E.	PEDESTRIAN ACCESS EASEMENT
( )	RECORD INFORMATION DOC. NO. 2017034117
.....	PROPOSED 6' WIDE SIDEWALK
O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
P.R.W.C.T.	PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS

LINE TABLE

LINE	BEARING	DISTANCE
L1	S52°59'27"W	28.09'
L1	(S52°57'07"W)	(28.07')
L2	S28°17'30"E	58.48'
L2	(S28°13'00"E)	(58.40')
L3	S63°28'49"W	24.12'
L3	(S63°28'40"W)	(24.13')
L4	S21°24'16"E	10.00'
L5	S23°12'58"W	12.88'
L6	N20°58'50"W	24.83'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	20.91'	18.99'	52°02'19"	S85°14'50"E	18.35'
C1	(20.91')	(18.84')	(51°36'40")	(S85°10'36"E)	(18.21')
C2	22.91'	44.89'	112°18'33"	S03°28'09"E	38.08'
C2	(22.91')	(44.92')	(112°19'23")	(S03°13'35"E)	(38.08')
C3	84.09'	94.16'	64°09'32"	S20°53'12"W	89.32'
C3	(84.09')	(94.12')	(64°08'08")	(S20°53'04"W)	(89.29')
C4	116.09'	34.53'	16°59'30"	S19°31'12"E	34.39'
C4	(116.09')	(34.51')	(17°02'01")	(S19°42'00"E)	(34.39')

DATE	BY	REVISIONS

Cardinal Surveying Mapping
David P. Carr, RPLS
TBPLS FIRM NO. 10194078

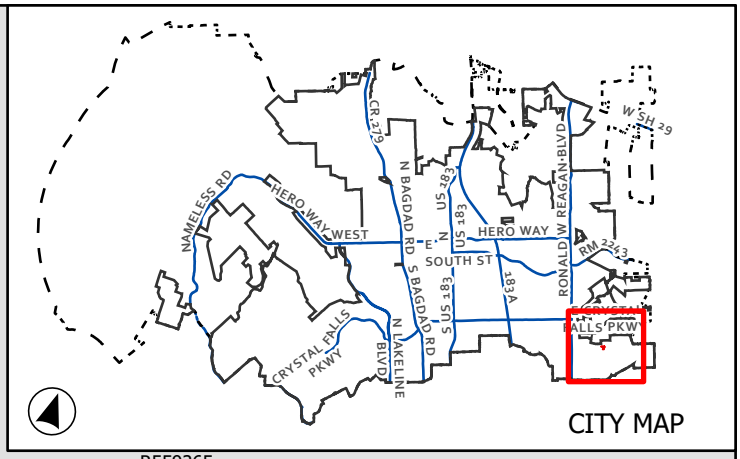
EXHIBIT B

SHEET 2 OF 4

Doc # 2024094657

Unofficial Document

NOTE: This plan is conceptual and has not been reviewed for compliance with the Subdivision Ordinance, Composite Zoning Ordinance, or TOD Ordinance Requirements.



R542262
R542263
R542264
R542265
R542266
R542267
R542268
R542269
R542271
R559265
R668975
R668974
R658371
Journey Pkwy
Journey Pkwy
Journey Pkwy
R031534
R031533

CASE: Z-25-0191

EXHIBIT C

JOURNEY BIBLE MAJOR AMENDMENT TO AN EXISTING PUD

Conceptual Site and Layout Plan

City Limits
ETJ
Subject Boundary
PUD Boundary

0 35 70
Feet

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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.

   With the assistance from the City of Leander, I was provided a list of addresses of residences withing 500' of the property. A letter informing those residents was mailed on July 29, 2025. A copy of the letter and list of addresses is included with the packet.

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.

   Both property owners and HOA's were sent a letter that was included in the address list.

3. What concerns were raised during these communications?

   Pending - but as of this application submission, no concerns had yet to be raised.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

   N/A

The above information is deemed to be true to the best of my knowledge.

Signature: _____ Date 08/01/2025

Cynthia & Nathaniel Polnaszek
Polnaszek Holdings, LLC
222 VP Ranch Drive
Georgetown, TX 78628

July 28, 2025

[redacted]

Dear Neighbor,

Greetings! We are the owners of the 3-acre tract at 3421 Journey Parkway, and we wanted to inform you of our intent to amend the property's PUD Zoning Classification with the City of Leander. Our property is currently zoned to Local Office 2-A (LO-2-A) and we plan to amend the PUD to Local Commercial 2-A (LC-2-A). The intent is to amend the adjoining 1 acre east of The PREP School of Journey Parkway to be limited to include zoning for a potential swim school.

Because you are located within 500 feet of our property line, we are required to inform you of our intent to re-zone and to allow for any questions or concerns you may have to be acknowledged. Should you have any questions or concerns, please contact us by mail or email to cynthia@prepjp.com.

Thank you,
Cynthia & Nathaniel Polnaszek

EXECUTIVE SUMMARY
10/9/2025

AGENDA SUBJECT:
Conduct a Public Hearing and consider action on the Fiscal Year 2026 Capital Improvement Program (CIP).

- Discuss and consider action regarding Fiscal Year 2026 Capital Improvement Program (CIP).

BACKGROUND:
The City Charter tasks the Commission with reviewing a draft of the capital improvements plan. The City of Leander's Capital Improvement Program (CIP) is a five-year plan looking outwards to ten years, is updated each fiscal year, and it identifies major capital improvement needs in Leander. A capital improvement is a major, non-routine expenditure for new construction or improvements to streets, existing buildings, parks, facilities, water and wastewater infrastructure, as well as land purchases or major equipment. These projects are typically large in monetary value, have a long life expectancy and result in the creation or improvement of a City asset. The Fiscal Year CIP Plan for 2024 can be found here: https://www.leandertx.gov/DocumentCenter/View/2032

The City prepares a CIP budget, as well as an Annual Budget for adoption by the City Council at the beginning of each fiscal year in October. While the CIP spans multiple years, capital projects planned in the first year of each CIP budget are also part of the city's annual operating budget.

> **Section 10.09. Capital Improvements Program.**
> The council shall adopt a capital improvements plan and the construction and capital projects of the city shall conform with such adopted plan, as amended. The capital improvements plan may be amended at anytime and shall be reviewed and considered for amendment by the council not less often than every two years.
> The capital improvements plan, or elements or portions thereof, shall be initially prepared and drafted by personnel and/or consultants under the supervision of the city manager. A draft of the capital improvements plan shall be submitted to the planning commission which shall hold one or more public hearings on such plan and make recommendations for the approval of the plan, with or without amendments. The planning commission shall then forward the proposed capital improvements plan or elements or portions thereof to the city manager, who shall thereupon submit such plan, or element or portion thereof, to the council with the recommendations of the city manager and planning commission. Not less frequently than every two years thereafter, the city manager shall cause the review and preparation of any proposed amendments to the capital improvements plan and submit such proposed amendments to the planning commission for its review, approval and recommendations as provided above for the initial plan.

During the meeting of July 24, 2025, the Commission received a presentation from Gina Ellison, Executive Director of Public Works, and Tony Bettis, CIP Program Manager, regarding the CIP and the Commission’s responsibility in the process. Following this public hearing, the Commission is tasked with taking action on the CIP per the City Charter’s requirements.

HISTORY/TIMELINE:

07/24/2025 Workshop to discuss the FY26 CIP

APPLICANT/AGENT:
City of Leander

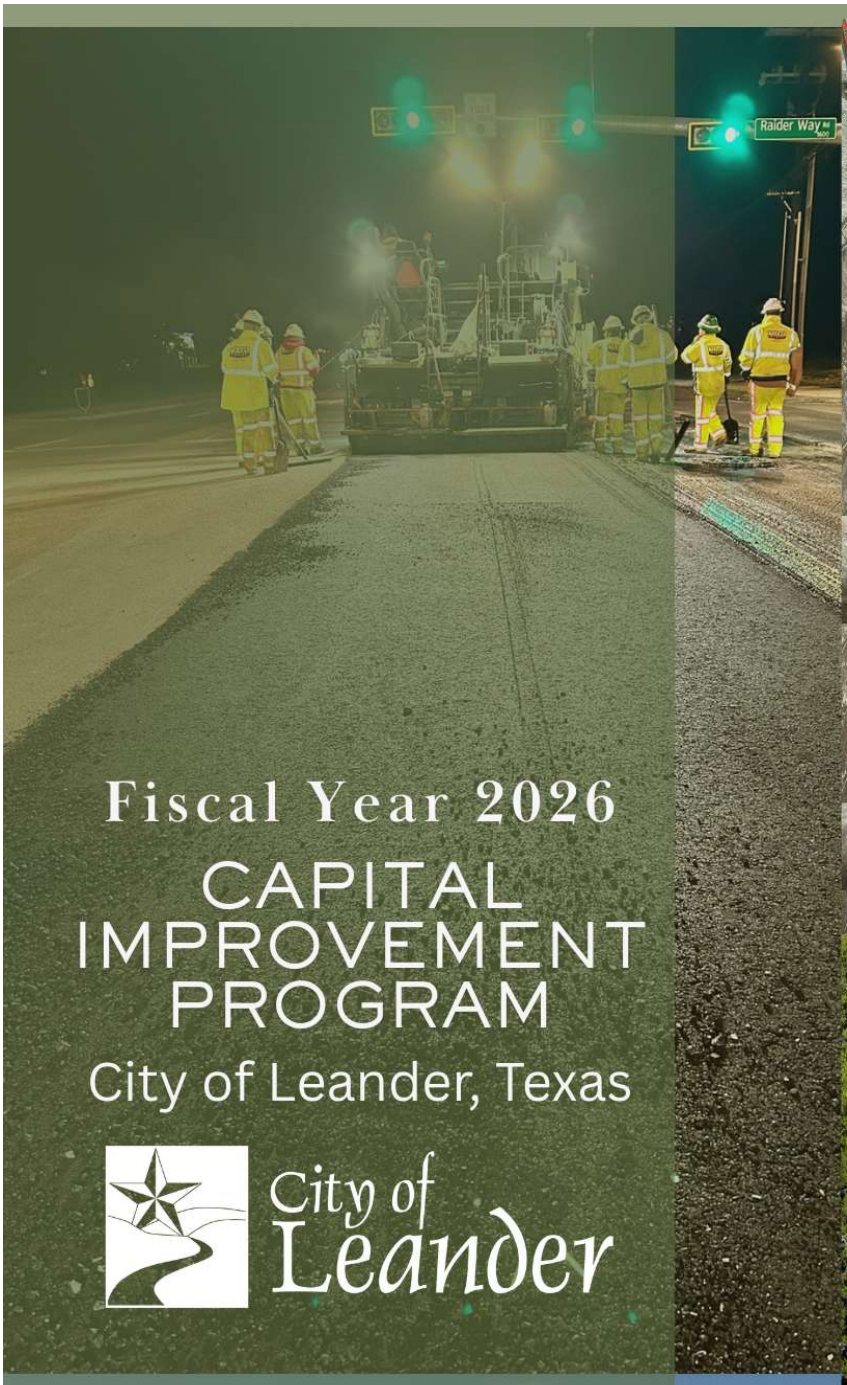
RECOMMENDATION:
As part of the evaluation of this request, the Planning & Zoning Commission has the following options:
1. Approve the proposed FY2026 CIP;
2. Deny the proposed FY2026 CIP; or
3. Approve the proposed FY 2026 CIP with modifications.

Staff recommends Option 1 listed above – Approve the proposed FY 2026 CIP. Staff has presented a thorough CIP that balances the needs of the city and the development community based on the Transportation Master Plan and Comprehensive Plan.

PRESENTER:
Tony Bettis, PMP, CIP Program Manager

Attachments:

1. FY26 CIP Booklet_09.17.2025
2. CIP - Evaluation Matrix_07.31.25



Fiscal Year 2026

CAPITAL IMPROVEMENT PROGRAM

City of Leander, Texas

City of Leander

CITY MANAGER'S LETTER

CITY OF LEANDER, TEXAS

FISCAL YEAR 2024

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

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INTRODUCTION

Reader's Guide

The City of Leander's Capital Improvement Program (CIP) has been developed to identify the capital needs of the community over a ten (10) year period, each fiscal year. This program is designed to plan, prioritize, and coordinate capital improvement projects to work towards meeting today's needs, as well as those of the future. The City of Leander prepares the CIP in addition to the Annual Operating Budget to be adopted by the City Council. The CIP differs from the Operating Budget because it covers multiple years. However, the first year in the CIP is included in the adopted Annual Operating Budget.

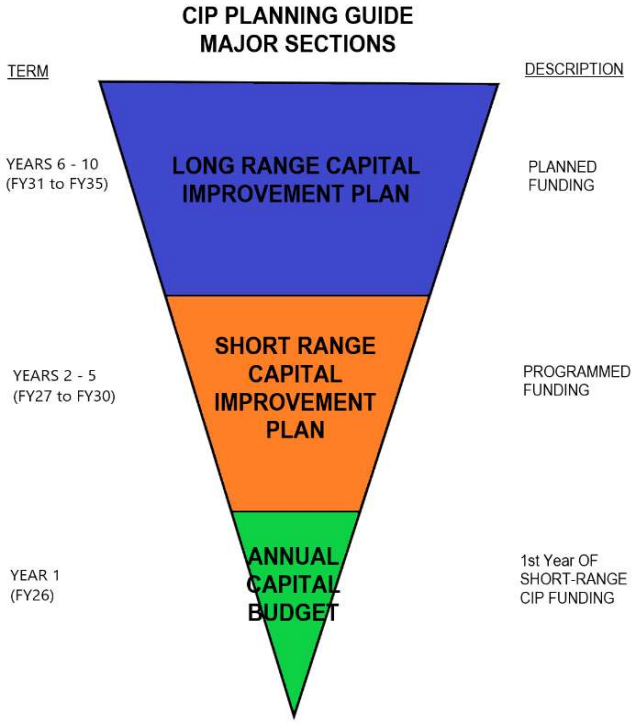
What is a Capital Improvement?

A capital improvement is a major, non-routine expenditure for new construction or improvements to streets, existing buildings, parks, facilities, water infrastructure, and/or wastewater infrastructure, as well as land purchases or major equipment. These projects are typically large in monetary value, have a long-life expectancy and result in the creation or improvement of a City asset. The cost of a capital improvement can include any expense that is necessary to put the asset into service.

Captial Improvement Plan (CIP) Development Process

The City of Leander has experienced significant growth, and the need for capital improvement planning is critical. Several meetings were held with the City Manager and Department Directors to compile a list of projects from each City Department for the FY26to FY35 fiscal years. The list includes all projects regardless of the potential funding source. Once the list was completed, each project was prioritized by need and expected funding sources, in a way that allows the City to achieve goals set forth in the City's Comprehensive Plan, and relative to the City's various master plans.

It is important to note that the CIP document is a continual process and is considered a working document. The CIP will be reviewed on an annual basis, with projects added or removed, and unfinished projects continued into future years.

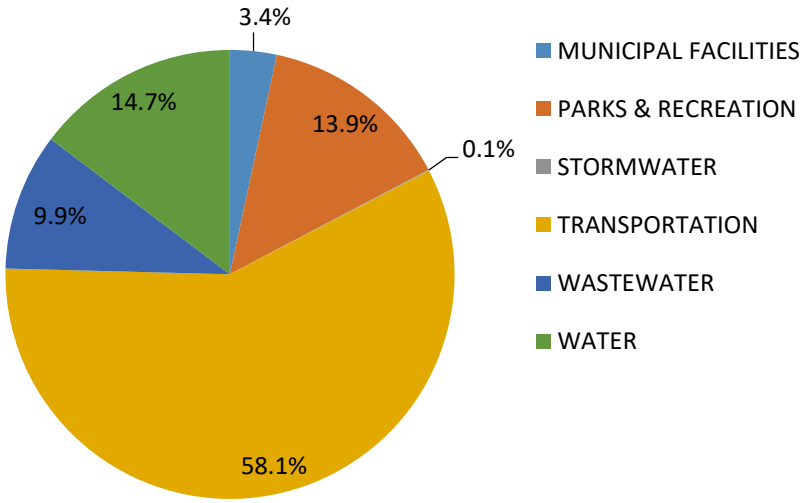


Detailed CIP Project Information

Each planned FY26/35 capital project listed in this ten (10) year outlook has a CIP project sheet that includes the expected costs, the details of the project, the timeline, the benefit the project will have for the City, and the anticipated methods of financing. The project sheets are accompanied by a map to provide a visual of the expected location of each project, although, some projects are citywide or a shared cost with another governmental agency, and cannot specifically pinpoint a location. These project data sheets and maps can be found in the associated budget category in the attached appendices.

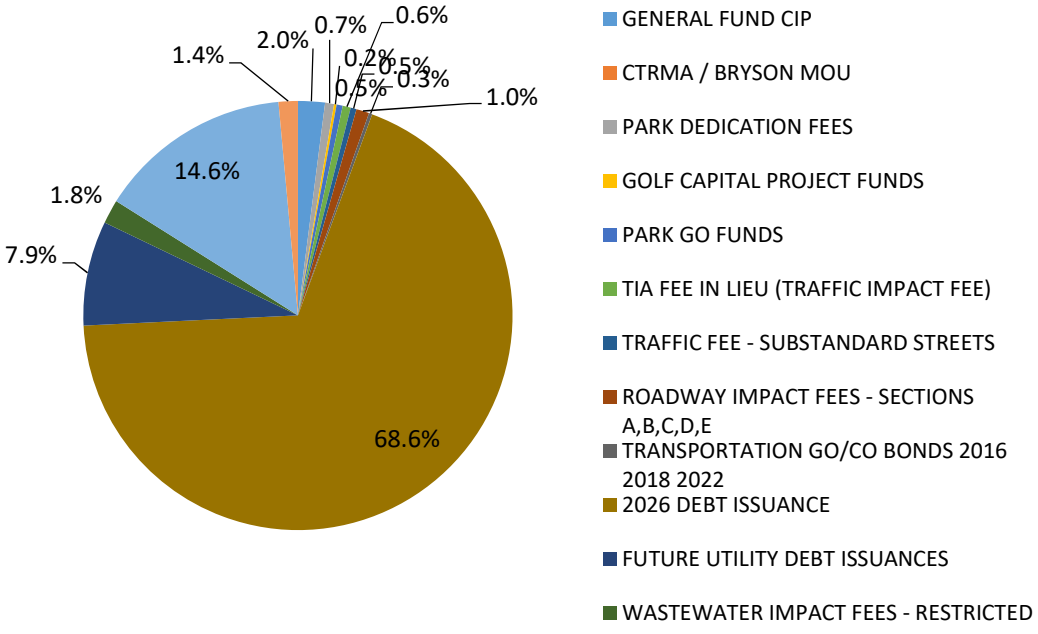
CITY OF LEANDER, TEXAS
CAPITAL IMPROVEMENT PROGRAM FY2026-FY2035
TOTAL SUMMARY - BY TYPE AND FUNDING SOURCE

PROJECT TYPE



TYPE	FY26 - FY30*	FY31-FY35	FY26/35 TOTAL
MUNICIPAL FACILITIES	17,967,000	-	17,967,000
PARKS & RECREATION	59,401,595	15,000,000	74,401,595
STORMWATER	400,000	-	400,000
TRANSPORTATION	227,811,250	82,775,000	310,586,250
WASTEWATER	17,802,000	35,014,000	52,816,000
WATER	72,934,750	5,725,000	78,659,750
TOTAL	**396,316,595**	**138,514,000**	**534,830,595**

*This includes ongoing projects from FY25, which includes previous funding as well as new funding.



FUNDING SOURCE (Funds Available for Each FY)	FY26-FY30	FY31-35
GENERAL FUND CIP	10,469,000	-
CTRMA / BRYSON MOU	802,095	-
PARK DEDICATION FEES	3,421,810	-
GOLF CAPITAL PROJECT FUNDS	1,044,000	-
PARK GO FUNDS	2,414,530	-
TIA FEE IN LIEU (TRAFFIC IMPACT FEE)	3,115,000	-
TRAFFIC FEE - SUBSTANDARD STREETS	2,344,078	-
ROADWAY IMPACT FEES - SECTIONS A,B,C,D,E	4,919,595	-
TRANSPORTATION GO/CO BONDS 2016 2018 2022	1,338,000	-
2026 DEBT ISSUANCE	256,299,556	97,775,000
FUTURE UTILITY DEBT ISSUANCES		40,739,000
WASTEWATER IMPACT FEES - RESTRICTED	9,298,600	-
WATER IMPACT FEES - RESTRICTED	69,734,750	5,725,000
UTILITY FEES	7,413,000	-
TOTALS	**372,614,014**	**144,239,000**

CITY OF LEANDER, TEXAS
CAPITAL IMPROVEMENT PROGRAM - BY TYPE AND FUNDING SOURCE
SHORT-RANGE CIP (FY26 - FY30)

MUNICIPAL SHORT-RANGE CIP		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
PROJECT #	PROJECT DESCRIPTION		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
M.9	Fire Station No. 6	-	2,300,000	500,000	5,150,000	5,150,000	-	13,100,000
M.24	New City Hall	-	4,000,000	-	-	-	-	4,000,000
M.31	Fire Administration/Fire Station 3/EOC Generator Replacement	-	211,500	92,500	-	-	-	304,000
M.36	Portable Office Building for the Water and Wastewater Department	-	563,000	-	-	-	-	563,000
TOTAL		-	7,074,500	592,500	5,150,000	5,150,000	-	17,967,000

MUNICIPAL AVAILABLE FUNDING		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
	REVENUE SOURCE		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
40	Transfer In - General Fund - CIP	-	4,000,000	100,000	100,000	100,000	100,000	4,400,000
27	Utility CIP Funding		563,000					563,000
59	August Debt Issuance - 2025		2,511,500	592,500	5,150,000	5,150,000		13,404,000
TOTAL	FUNDS AVAILABLE	-	7,074,500	692,500	5,250,000	5,250,000	100,000	(400,000)
	DEFICIT (over budget)	-	-	-	-	-	-	-

PARKS AND RECREATION SHORT-RANGE CIP		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
PROJECT #	PROJECT DESCRIPTION	As of April 31, 2024	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
P.14	Recreation Center	-	5,000,000	2,000,000	250,000	20,150,000	20,100,000	47,500,000
P.17/P.18	South San Gabriel River Trail and Park	1,087,500	-	-	-	-	-	-
P.47	Bryson Farmstead	142,905	802,095	-	-	-	-	802,095
P.68	Lakewood Park Maintenance Staff Shop/Break Room	-	389,500	-	-	-	-	389,500
P.83	New Parks Maintenance Shop	-	100,000	1,610,000	-	-	-	1,710,000
P.84	New Golf Course Clubhouse and Cart Barn Facility	-	-	-	-	-	-	-
P.87	New Golf Course Maintenance Facility	-	265,000	5,345,000	2,390,000	-	-	8,000,000
P.88	Park Safety Improvements	-	1,000,000	-	-	-	-	1,000,000
TOTAL		1,230,405	7,556,595	8,955,000	2,640,000	20,150,000	20,100,000	59,401,595

PARKS AND RECREATION AVAILABLE FUNDING		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
	REVENUE SOURCE		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
40	Transfer In - General Fund - CIP	-	-	5,610,000	49,000	-	-	5,659,000
105	Golf Capital Project Fund	-	265,000	345,000	434,000	-	-	1,044,000
75	Park Dedication Fees	-	464,810	1,050,000	1,907,000	-	-	3,421,810
504	Recreation Center	-	-	2,000,000	125,000	-	-	2,125,000
512	Parks	-	289,530	-	-	-	-	289,530
59	August Debt Issuance - 2025	-	6,349,690	-	325,000	-	-	6,674,690
3	CTRMA / Bryson MOU	142,905	802,095	-	-	-	-	802,095
TOTAL	FUNDS AVAILABLE	(1,087,500)	8,171,125	9,619,530	3,504,530	864,530	(19,285,470)	(39,385,470)
	DEFICIT (over budget)	-	-	-	-	19,285,470	39,385,470	39,385,470

CITY OF LEANDER, TEXAS
CAPITAL IMPROVEMENT PROGRAM - BY TYPE AND FUNDING SOURCE
SHORT-RANGE CIP (FY26 - FY30)

STORMWATER SHORT-RANGE CIP		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
PROJECT #	PROJECT DESCRIPTION		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
	Fire Station No. Storm Drains		400,000					400,000
								-
TOTAL		-	400,000	-				400,000
STORMWATER AVAILABLE FUNDING		FY 24 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY25	FUNDING PROGRAMMED FOR FY26				SHORT-RANGE FY26 - FY30
	REVENUE SOURCE		YEAR 1	YEAR 2				TOTAL
24	Utility (Debt-Financed)	-	400,000	-				400,000
TOTAL	FUNDS AVAILABLE	-	400,000	-				400,000
	DEFICIT (over budget)	-	-	-				-

TRANSPORTATION SHORT-RANGE CIP		FY 24 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
PROJECT #	PROJECT DESCRIPTION	As of April 31, 2024	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
T.17	South Street and West Drive Improvements	1,127,000	-	1,000,000	-	12,705,000	5,093,000	18,798,000
T.42	San Gabriel Parkway West Improvements	-	1,200,000	1,800,000	15,250,000	6,919,000	-	25,169,000
T.45	Ronald Reagan and Sarita Drive - Continuous Green Intersection	-	173,500	1,896,500	-	-	-	2,070,000
T.46	San Gabriel Parkway - Phase 3	3,000,000	8,100,000	4,700,000	-	-	-	12,800,000
T.52	Heritage Grove Road Improvements	-	200,000	1,700,000	5,180,000	4,445,000	-	11,525,000
T.56	East South St (RM 2243) - Improvements	-	-	-	-	-	5,000,000	5,000,000
T.63	Crystal Falls Parkway East Extension to County Road 175	-	250,000	250,000	2,000,000	26,000,000	16,080,000	44,580,000
T.66	City of Leander Self-Evaluation and American Disabilities Act Trans	-	1,100,000	-	-	-	-	1,100,000
T.70	Raider Way South and Yaupon Grove Lane Extensions	-	400,000	3,840,000	2,408,750	-	-	6,648,750
T.76	Ronald W. Reagan Boulevard / Journey Parkway - Dual Slip Lanes	-	-	285,000	-	3,718,000	-	4,003,000
T.88	Ronald Reagan at Grand Lake Parkway - Continuous Green and De	-	-	-	-	100,000	3,339,000	3,439,000
T.90	Ronald Reagan to Kauffman Loop - Northbound Right Turn Slip Lar	-	-	283,500	640,000	-	-	923,500
T.107/T.108	CR 270 Improvements Phase 1	-	-	-	-	1,800,000	3,500,000	5,300,000
T.110	County Road 280 Realignment and Improvements	-	1,000,000	4,125,000	-	-	18,930,000	24,055,000
T.120	San Gabriel Parkway Phase 2B - North Two Lanes	-	-	400,000	5,200,000	2,755,000	-	8,355,000
T.121	County Road 175 - Widen to 4 Lanes	-	-	5,300,000	-	-	-	5,300,000
T.122	Hero Way South Service Road	-	100,000	7,700,000	12,700,000	6,400,000	-	26,900,000
T.123	Leander Drive Improvements	-	-	-	-	500,000	1,630,000	2,130,000
T.130	Hero Way and Main Street Intersection Improvements	-	880,000	505,000	-	-	-	1,385,000
T.134	Emergency Vehicle Preemption (EVP) for all Signals	-	625,000	-	-	-	-	625,000
T.136	San Gabriel Parkway East Improvements at Bryson	-	-	-	800,000	700,000	6,700,000	8,200,000
T.137	San Gabriel Parkway Improvements at Northline	-	-	-	500,000	650,000	5,170,000	6,320,000
T.138	Old Town - Sidewalk and Pedestrian Street Lights at South Street,	-	-	-	-	-	225,000	225,000
T.139	North West Drive Improvements	-	-	-	200,000	1,555,000	1,205,000	2,960,000
TOTAL		4,127,000	14,028,500	33,785,000	44,878,750	68,247,000	66,872,000	227,811,250
TRANSPORTATION AVAILABLE FUNDING		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26 - FY30
	REVENUE SOURCE		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
12	TIA Fee In Lieu (Traffic Impact Fee)	803,385	2,610,000	505,000	-	-	-	3,115,000
12	Traffic Fee - Substandard Streets	-	-	-	1,314,790	166,086	863,202	2,344,078
40	General Funds	-	410,000	-	-	-	-	410,000
44	Roadway Impact Fees - Sections A, B, C, D, E	-	1,706,095	1,668,500	885,000	660,000	-	4,919,595
59	August Debt Issuance - 2025	-	9,979,405	32,848,500	42,723,961	20,669,000	120,000,000	226,220,866
55/58/511/59	Transportation GO/CO Bonds - Series 2016, 2018, 2022	531,341	838,000	500,000	-	-	-	1,338,000
WILCO	Williamson County Bond Projects (ILA)	-	7,500,000	-	-	-	-	7,500,000
TOTAL	FUNDS AVAILABLE	2,792,274	23,043,500	44,537,000	55,675,751	32,292,087	84,908,289	245,847,539
	DEFICIT (over budget)		-	-	-	35,954,913	-	-

CITY OF LEANDER, TEXAS
CAPITAL IMPROVEMENT PROGRAM - BY TYPE AND FUNDING SOURCE
SHORT-RANGE CIP (FY26 - FY30)

WASTEWATER SHORT-RANGE CIP		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26- FY30
PROJECT #	PROJECT DESCRIPTION		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
WW.30	City of Leander RM 2243 Wastewater Treatment Plant Expansion	-	6,000,000	4,000,000	39,500,000	36,653,000	-	86,153,000
/W.37/WW.3	North Brushy Creek Wastewater Interceptor - Phases 2 and 3	-	-	300,000	6,910,000	570,000	-	7,780,000
WW.41	North Brushy Creek Wastewater Interceptor - Benbrook Segment	285,000	802,000	6,410,000	2,371,600	-	-	9,583,600
WW.56	Block House Interceptor	-	-	-	-	1,000,000	1,000,000	2,000,000
WW.58	Horizon Lake Interceptor	-	-	-	-	-	500,000	500,000
WW.67	North Fork Brushy Creek WW Interceptor Improvements Ph. 1	-	-	-	-	-	500,000	500,000
WW.68	North Brushy Creek WW Interceptor Improvements	-	-	-	-	-	500,000	500,000
WW.69	North Bagdad Rd. Lift Station Ph. 1	-	-	-	-	-	1,000,000	1,000,000
WW.70	San Gabriel East Regional Lift Station	-	-	-	-	-	500,000	500,000
WW.79	Brushy Creek Regional Wastewater System Rehabilitation	-	81,000	77,000	599,000	830,000	894,000	2,481,000
WW.80	Brushy Creek Regional Wastewater System - 60-inch Interceptor Re	-	17,000	115,000	172,000	-	-	304,000
								-
TOTAL		285,000	6,900,000	10,902,000	49,552,600	39,053,000	4,894,000	17,802,000

WASTEWATER AVAILABLE FUNDING		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26- FY30
	REVENUE SOURCE		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
26	Wastewater Impact Fees	285,000	517,000	6,410,000	2,371,600			9,298,600
27	Transfer In Utility Fund	-	3,250,000					3,250,000
59	August Debt Issuance - 2025		6,000,000	4,000,000				10,000,000
TOTAL	FUNDS AVAILABLE	-	9,767,000	13,277,000	4,746,600	(44,806,000)	(83,859,000)	(100,874,400)
	DEFICIT (over budget)	-	-	-	44,806,000	83,859,000	88,753,000	118,676,400

WATER SHORT-RANGE CIP		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26- FY30
PROJECT #	PROJECT DESCRIPTION	As of April 31, 2024	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
W.18	RM 2243 Water Line	315,000	8,530,000	2,786,500	-	-	-	11,316,500
W.43	Los Vista & Bonita Verde Service Abandonment and Relocations	-	240,000	1,350,000	1,265,000	-	-	2,855,000
W.46	Ronald Reagan Pumps Station and Ground Storage Tanks	6,290,000	11,589,917	13,977,500	2,369,583	-	-	27,937,000
W.55	Hero Way West Elevated Storage Tank (EST) and Water Line	650,000	1,300,000	15,170,000	813,750	7,722,500	2,620,000	27,626,250
W.89	Hero Way East Water Line Relocation	-	3,200,000	-	-	-	-	3,200,000
TOTAL		7,255,000	24,859,917	33,284,000				72,934,750

WATER AVAILABLE FUNDING		FY25 and PRIOR FUNDING	FUNDING PROGRAMMED FOR FY26	FUNDING PROGRAMMED FOR FY27	FUNDING PROGRAMMED FOR FY28	FUNDING PROGRAMMED FOR FY29	FUNDING PROGRAMMED FOR FY30	SHORT-RANGE FY26- FY30
	REVENUE SOURCE		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
27	Utility CIP Funding		3,200,000					3,200,000
25	Water Impact Fees		21,659,917	33,284,000	4,448,333	7,722,500	2,620,000	69,734,750
								-
TOTAL	FUNDS AVAILABLE	(7,255,000)	24,859,917	33,284,000	4,448,333	12,170,833	14,790,833	89,553,917
	DEFICIT (over budget)	-	-	-	-	-	-	-

CITY OF LEANDER, TEXAS
CAPITAL IMPROVEMENT PROGRAM - BY TYPE AND FUNDING SOURCE
LONG-RANGE (FY31 - FY35)

MUNICIPAL LONG-RANGE CIP		PRIOR TO FY31 FUNDING	FY31	FY32	FY33	FY34	FY35
PROJECT #	PROJECT DESCRIPTION		YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
		-	-	-	-	-	-
		-	-	-	-	-	-
TOTAL		-	-	-	-	-	-

PARKS AND RECREATION LONG-RANGE CIP		PRIOR TO FY31 FUNDING	FY31	FY32	FY33	FY34	FY35
PROJECT #	PROJECT DESCRIPTION		YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
P.17/P.18	South San Gabriel River Trail and Park	1,087,500	32,800,000	32,800,000			
P.84	New Golf Course Clubhouse and Cart Barn Facility	-	5,000,000	10,000,000	-	-	-
		-	-	-	-	-	-
TOTAL		-	5,000,000	10,000,000	-	-	-

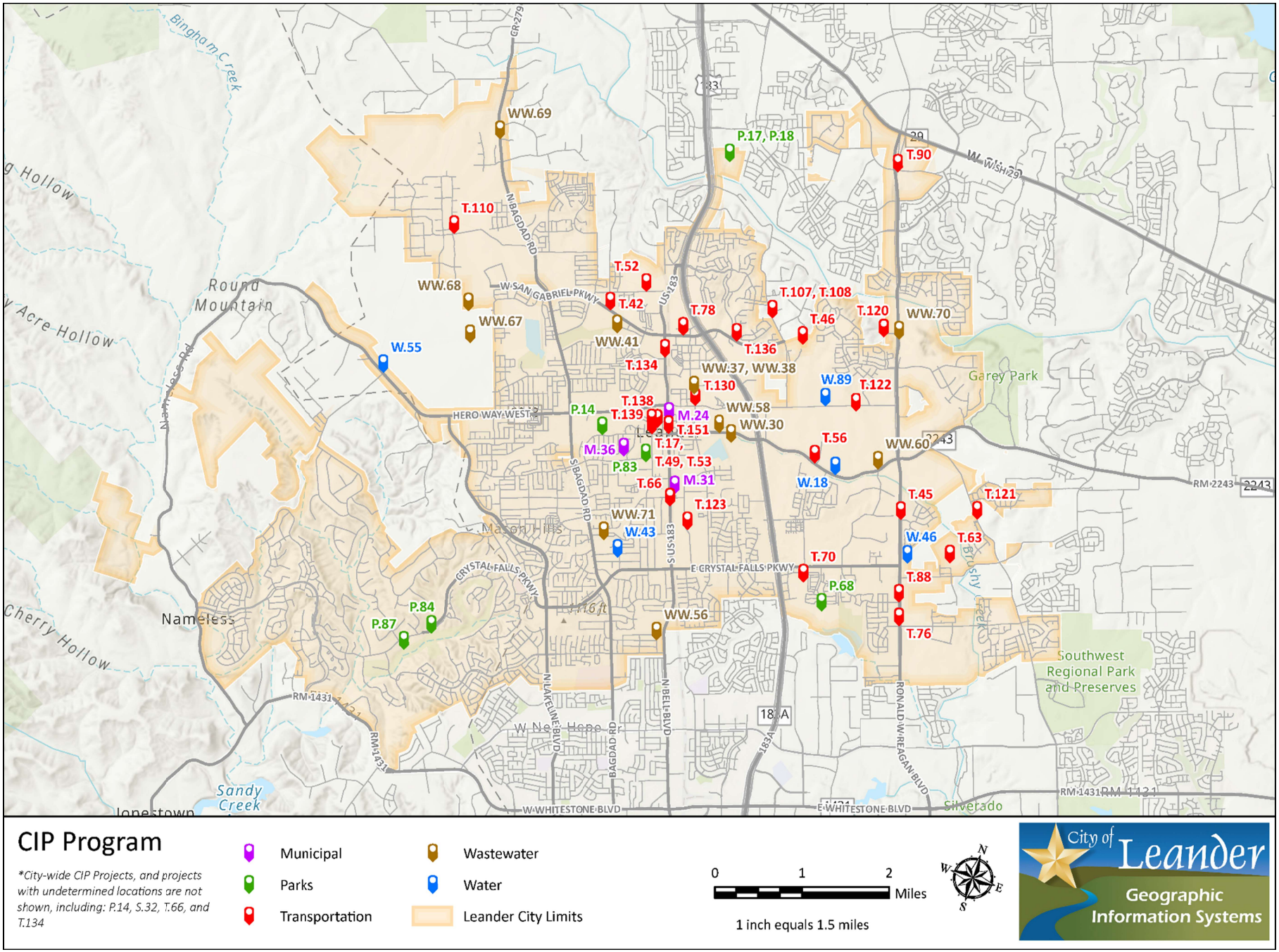
STORMWATER LONG-RANGE CIP		PRIOR TO FY31 FUNDING	FY31	FY32	FY33	FY34	FY35
PROJECT #	PROJECT DESCRIPTION		YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
							-
		-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-

TRANSPORTATION LONG-RANGE CIP		PRIOR TO FY31 FUNDING	FY31	FY32	FY33	FY34	FY35
PROJECT #	PROJECT DESCRIPTION		YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
T.56	East South St (RM 2243) - Improvements	5,000,000	14,000,000	14,000,000	-	-	-
T.107/T.108	CR 270 Improvements Phase 1	5,300,000	13,550,000	13,550,000			
T.110	County Road 280 Realignment and Improvements	24,055,000	3,507,500	3,507,500			
T.123	Leander Drive Improvements	2,130,000	5,160,000	5,160,000			
T.136	San Gabriel Parkway East Improvements at Bryson	8,200,000	2,575,000	2,575,000			
T.137	San Gabriel Parkway Improvements at Northline	6,320,000	1,487,500	1,487,500			
T.138	Old Town - Sidewalk and Pedestrian Street Lights at South S	225,000	2,215,000				
		-	-	-	-	-	-
TOTAL		51,230,000	42,495,000	40,280,000	-	-	-

WASTEWATER LONG-RANGE CIP		PRIOR TO FY31 FUNDING	FY31	FY32	FY33	FY34	FY35
PROJECT #	PROJECT DESCRIPTION		YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
WW.58	Horizon Lake Interceptor	-	5,239,000	-	-	-	-
WW.67	North Fork Brushy Creek WW Interceptor Improvements Ph	-	6,464,000	-	-	-	-
WW.68	North Brushy Creek WW Interceptor Improvements	-	4,217,000	-	-	-	-
WW.69	North Bagdad Rd. Lift Station Ph. 1	-	11,161,000	-	-	-	-
WW.70	San Gabriel East Regional Lift Station	-	4,751,000	-	-	-	-
WW.79	Brushy Creek Regional Wastewater System Rehabilitation	-	538,000	-	-	-	-
WW.80	Brushy Creek Regional Wastewater System - 60-inch Interc	-	2,644,000	-	-	-	-
		-	-	-	-	-	-
TOTAL		-	35,014,000	-	-	-	-

WATER LONG-RANGE CIP		PRIOR TO FY31 FUNDING	FY31	FY32	FY33	FY34	FY35
PROJECT #	PROJECT DESCRIPTION		YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
W.46	Ronald Reagan Pumps Station and Ground Storage Tanks	34,227,000	5,725,000	-	-	-	-
		-	-	-	-	-	-
TOTAL		34,227,000	5,725,000	-	-	-	-

PROJECTED FUNDS NEEDED		FY27	FY28	FY29	FY30	FY31
TOTAL FUNDS ANTICIPATED PER FUTURE FISCAL YEAR		88,234,000	50,280,000	-	-	-


WW.69
P.17, P.18
T.90
T.110
T.52
WW.68
T.42
T.78
T.107, T.108
T.46
T.120
WW.70
WW.67
WW.41
W.55
T.136
T.134
WW.37, WW.38
T.130
W.89
T.122
T.138
P.14
T.139
M.24
WW.58
T.151
WW.30
T.56
M.36
T.17,
T.49, T.53
P.83
T.66
M.31
W.18
T.45
T.121
T.123
WW.71
W.43
W.46
T.63
T.70
T.88
P.68
P.84
P.87
WW.56
T.76
Garey Park
Southwest Regional Park and Preserves
Nameless
Cherry Hollow
Round Mountain
Acre Hollow
Bingham Creek
Sandy Creek
Brushy Creek
W San Gabriel Pkwy
Hero Way West
S Bagdad Rd
N Bagdad Rd
Crystal Falls Pkwy
E Crystal Falls Pkwy
W Whitestone Blvd
E Whitestone Blvd
N Lakeline Blvd
N Bell Blvd
Ronald W Reagan Blvd
W Wsh 29
US 183
RM 1431
RM 2243
CIP Program
*City-wide CIP Projects, and projects with undetermined locations are not shown, including: P.14, S.32, T.66, and T.134
Municipal
Parks
Transportation
Wastewater
Water
Leander City Limits
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1 inch equals 1.5 miles
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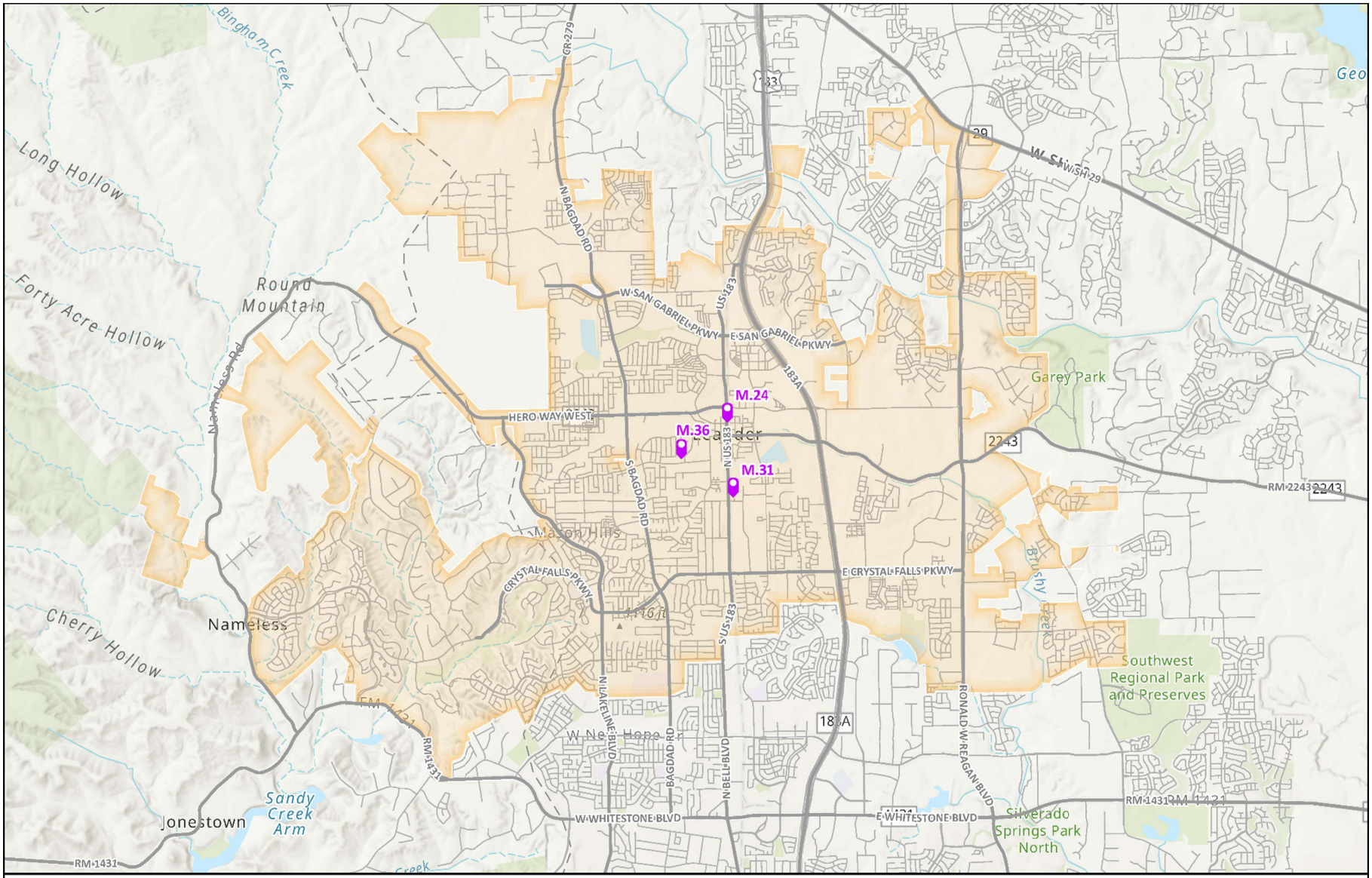
City of Leander
Geographic Information Systems

FY26 - FY35 CAPITAL IMPROVEMENTS PROGRAM

MUNICIPAL FACILITIES



CIP Program

Municipal

Leander City Limits

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City of Leander
Geographic Information Systems

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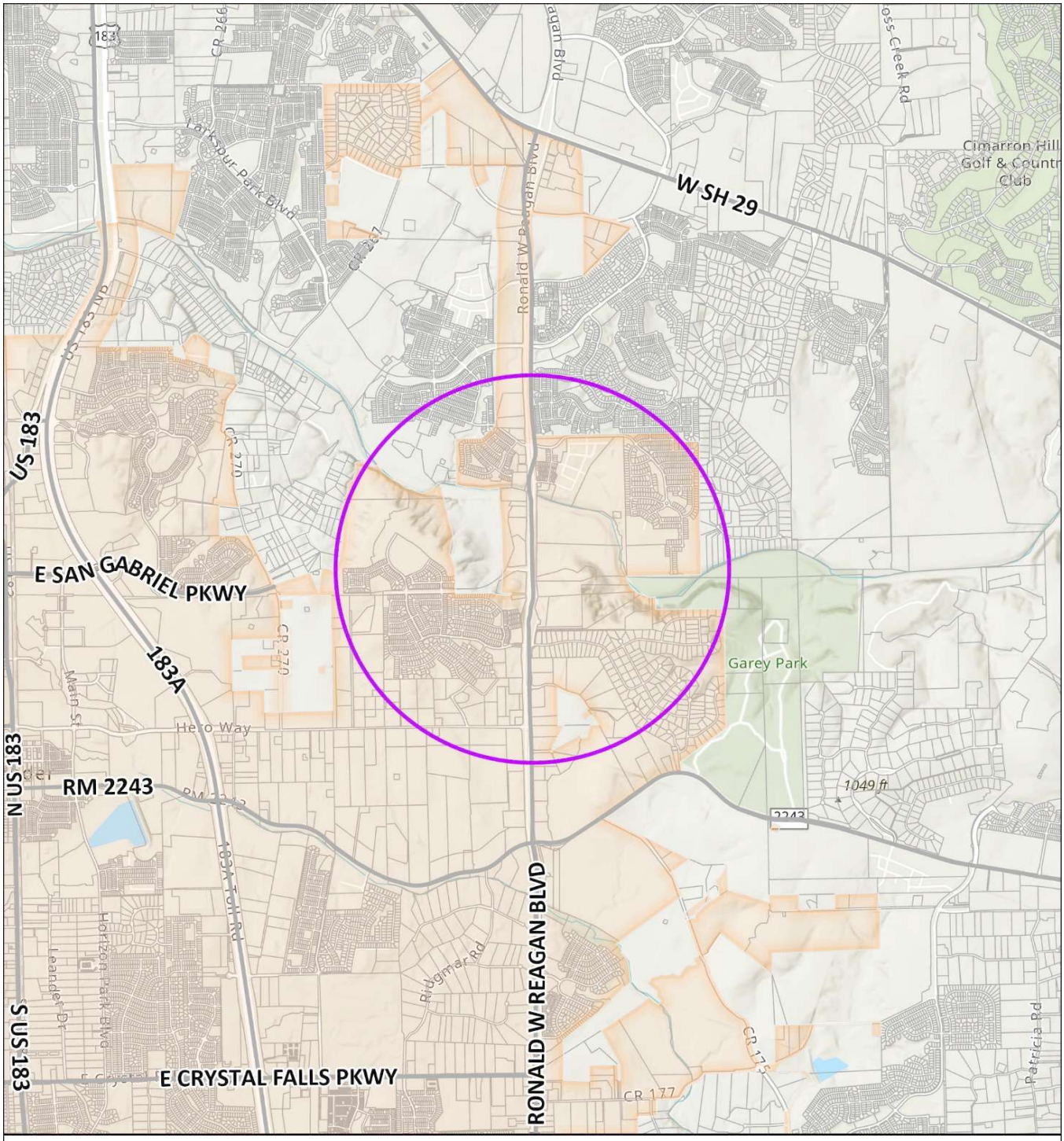

CIP Program

M.9 - Fire Station No. 6

Municipal Projects
M.9

Leander City Limits
Parcels (WCAD)

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Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	M.9	**RANKING:**	
PROJECT TITLE	Fire Station No. 6	**MATRIX SCORE:**	
DEPARTMENT(S)	Fire Department		

PROJECT DESCRIPTION:

City will construct a fire station located in the northeast section of Leander, covering the corridor of Ronald W. Reagan Boulevard and subdivisions of Palmera Ridge, Palmera Bluff, Reagans Overlook, Bar W Ranch, Valley Vista, Valley Vista East, and other subdivisions to the Northeast along the Ronald W. Reagan Boulevard corridor.

City needs to find and procure property for a site, first. City anticipates developing a reusable architectural design for this and future fire stations.

Location	TBD
Limits From/To:	Five minutes from the San Gabriel Parkway and Ronald W. Reagan Boulevard intersection.

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	12 months
Construction	20 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

The Ronald W. Reagan Boulevard corridor is a growing area of the city with more development to come. The new growth in the north section of this corridor is already at the far end of the ISO distance requirements with the covering station also having a growing response area in the southeast portion of the city. These combined issues will lead to longer response times. This new facility will fill the need for the northeast section of the City as San Gabriel Parkway East extends out, this will give the ability to assist with the northern corridor of US Hwy 183 and Tollway 183A.

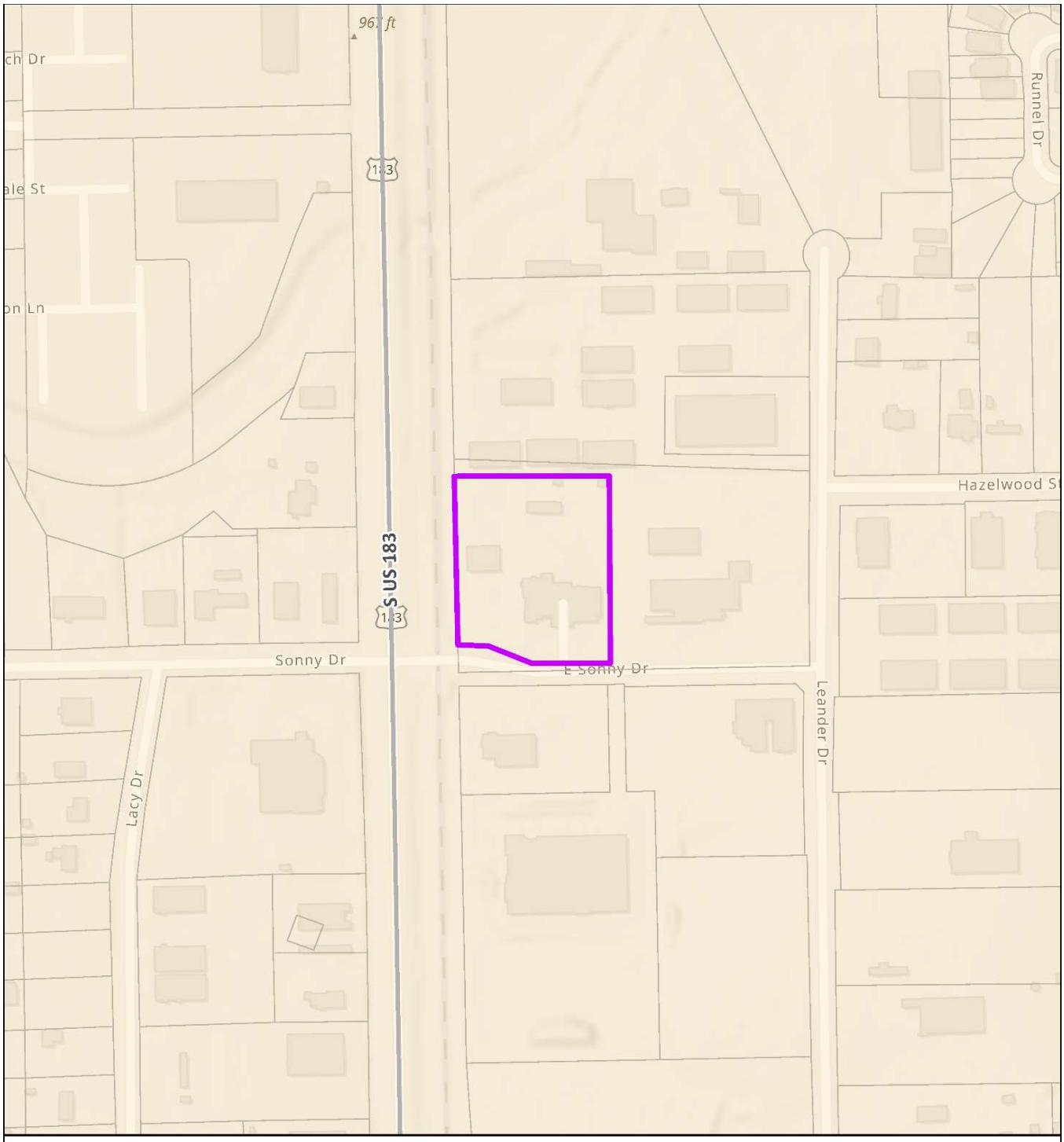
City needs to find and acquire land, first.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	5	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ 800,000	$ 500,000	$ 100,000	$ 100,000	$ -	$ -	$ 1,500,000
Construction	$ -	$ -	$ -	$ 4,000,000	$ 4,000,000	$ -	$ -	$ 8,000,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ 50,000	$ 50,000	$ -	$ -	$ 100,000
Contingencies	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -	$ 2,000,000
Other (Property, ROW, Easement, etc.)	$ -	$ 1,500,000	$ -	$ -	$ -	$ -	$ -	$ 1,500,000
Total Estimated Cost	$ -	$ 2,300,000	$ 500,000	$ 5,150,000	$ 5,150,000	$ -	$ -	$ 13,100,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
59	August Dept Issuance 2025	$ -	$ 2,300,000	$ 500,000	$ 5,150,000	$ 5,150,000	$ -	$ -	$ 13,100,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 2,300,000	$ 500,000	$ 5,150,000	$ 5,150,000	$ -	$ -	$ 13,100,000
EXPENDITURE									
TBD	TBD	$ -	$ 2,300,000	$ 500,000	$ 5,150,000	$ 5,150,000	$ -	$ -	$ 13,100,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 2,300,000	$ 500,000	$ 5,150,000	$ 5,150,000	$ -	$ -	$ 13,100,000

Note: All amounts are shown in current dollars



CIP Program

M.31 - Fire Administration/Fire Station 3/EOC Generator Replacement

Municipal Projects
M.31

Leander City Limits
Parcels (WCAD)

N W E S

0 400
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	M.31	**RANKING:**	24
PROJECT TITLE	Fire Administration/Fire Station 3/EOC Generator Replacement	**MATRIX SCORE:**	91
DEPARTMENT(S)	Facility		

PROJECT DESCRIPTION:

There is a risk of loss of power at the EOC during a major event affecting the power grid. Currently the HVAC system is fully supplied by the generator making power outages in hot or cold weather uncomfortable to work in Fire Admin.

Location	Fire Administration/Fire Station 3/EOC
Limits From/To:	Fire Administration/Fire Station 3/EOC

Schedule	**Duration**
Design Phase	6 months
ROW/Esmt Acq.	N/A
Construction	14 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

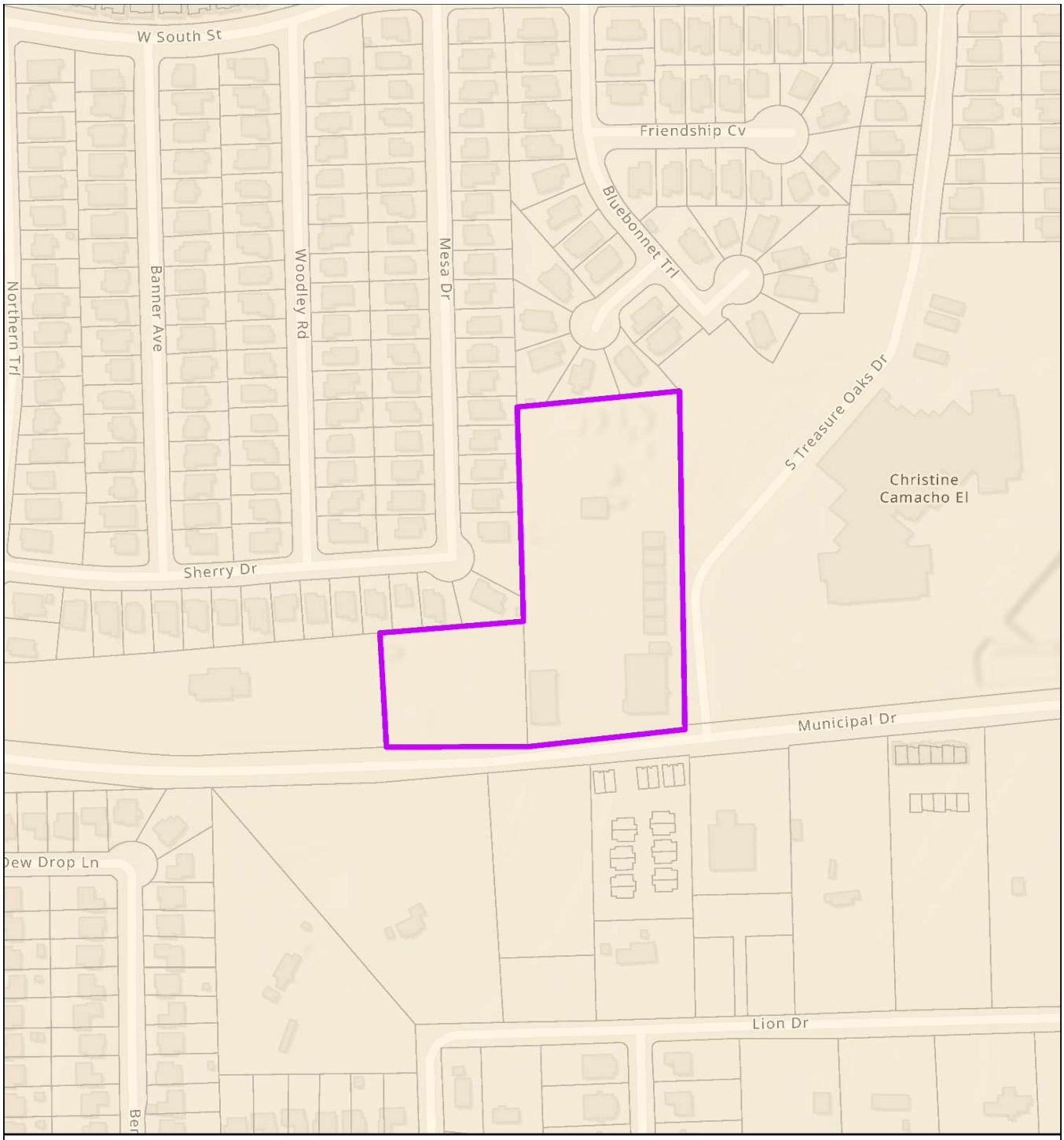
There is a risk of loss of power at the EOC during a major event affecting the power grid. Currently the HVAC system is fully supplied by the generator making power outages in hot or cold weather uncomfortable to work in Fire Admin.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	20	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Phase	$ -	$ 40,000	$ -	$ -	$ -	$ -	$ -	$ 40,000
Construction	$ -	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ 20,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ 2,500	$ 2,500	$ -	$ -	$ -	$ -	$ 5,000
Other (Purchase Order)	$ -	$ 159,000	$ 80,000	$ -	$ -	$ -	$ -	$ 239,000
Total Estimated Cost	$ -	$ 211,500	$ 92,500	$ -	$ -	$ -	$ -	$ 304,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 211,500	$ 92,500	$ -	$ -	$ -	$ -	$ 304,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 211,500	$ 92,500	$ -	$ -	$ -	$ -	$ 304,000
EXPENDITURE									
TBD	TBD	$ -	$ 211,500	$ 92,500	$ -	$ -	$ -	$ -	$ 304,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 211,500	$ 92,500	$ -	$ -	$ -	$ -	$ 304,000

Note: All amounts are shown in current dollars



CIP Program

M.36 - Portable Office Building for the Water and Wastewater Department

Municipal Projects
M.36

Leander City Limits
Parcels (WCAD)

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Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	M.36	**RANKING:**	26
PROJECT TITLE	Portable Office Building for the Water and Wastewater Department	**MATRIX SCORE:**	90
DEPARTMENT(S)	Facility		

PROJECT DESCRIPTION:

The current Public Works facilities house both Water/Wastewater and Streets with approximately 65 plus staff members. The Utility administrative building is crucial for the efficient and effective management of essential services like water and wastewater operations. Project will provide a centralized location for operations, customer service, and record-keeping, ensuring a smooth and reliable supply of these services to our citizens.

Location	607 Municipal DrLeander, TX 78641
Limits From/To:	607 Municipal DrLeander, TX 78641

Schedule	**Duration**
Design Phase	NA
ROW/Esmt Acq.	NA
Construction	6 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

Operational Need Project. Resolves the current issues like overcrowding, cramped workspaces, lack of break areas, meeting rooms and the difficulties accommodating new hires and or the potential hiring of new staff due to lack of space.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	5	Years

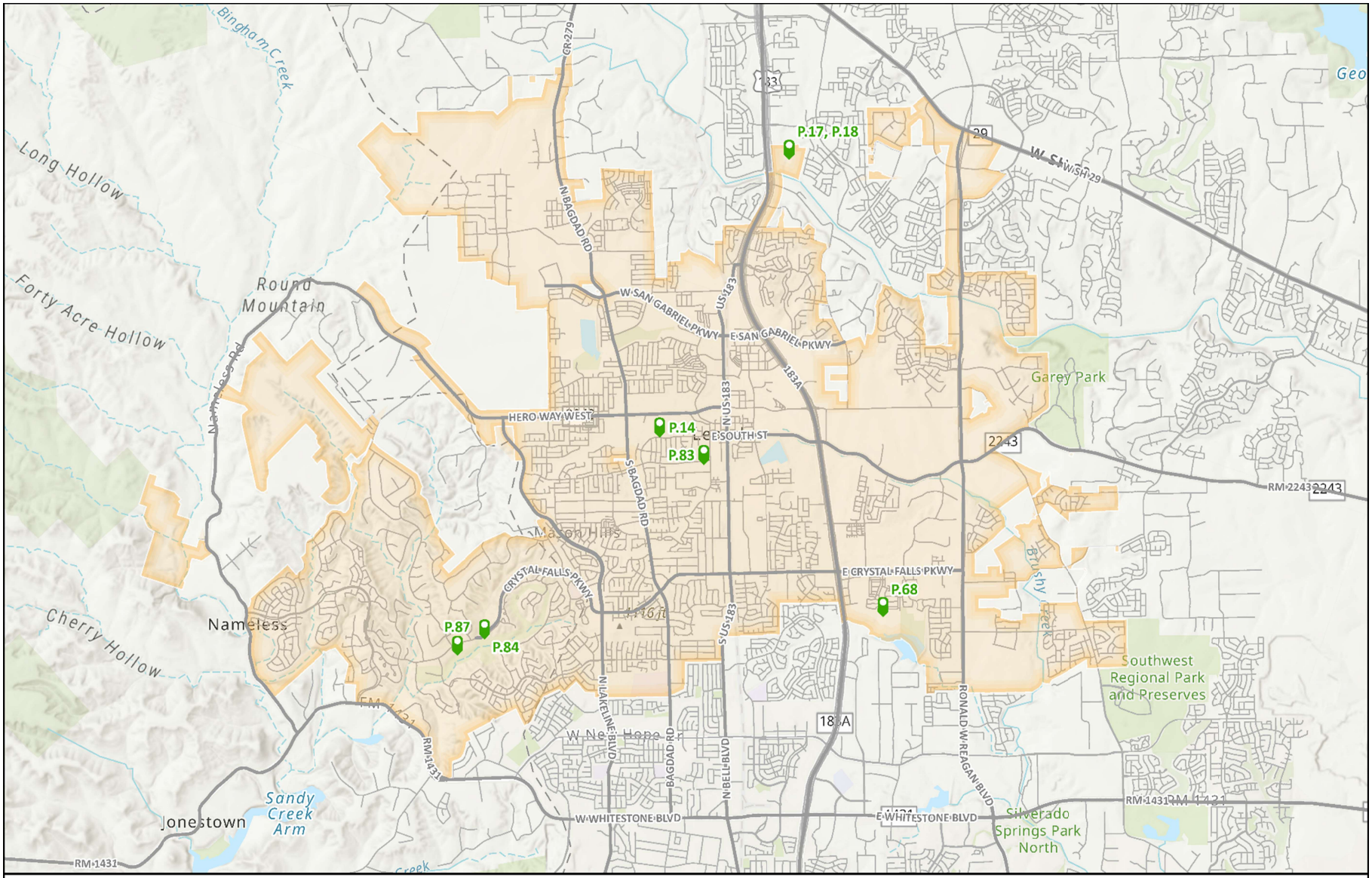
PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ 450,000	$ -	$ -	$ -	$ -	$ -	$ 450,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ 112,500	$ -	$ -	$ -	$ -	$ -	$ 112,500
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 563,000	$ -	$ -	$ -	$ -	$ -	$ 563,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
27	Utility CIP Funding	$ -	$ 563,000	$ -	$ -	$ -	$ -	$ -	$ 563,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 563,000	$ -	$ -	$ -	$ -	$ -	$ 563,000
EXPENDITURE									
TBD	TBD	$ -	$ 563,000	$ -	$ -	$ -	$ -	$ -	$ 563,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 563,000	$ -	$ -	$ -	$ -	$ -	$ 563,000

Note: All amounts are shown in current dollars

FY26 - FY35
CAPITAL IMPROVEMENTS PROGRAM

PARKS
&
RECREATION



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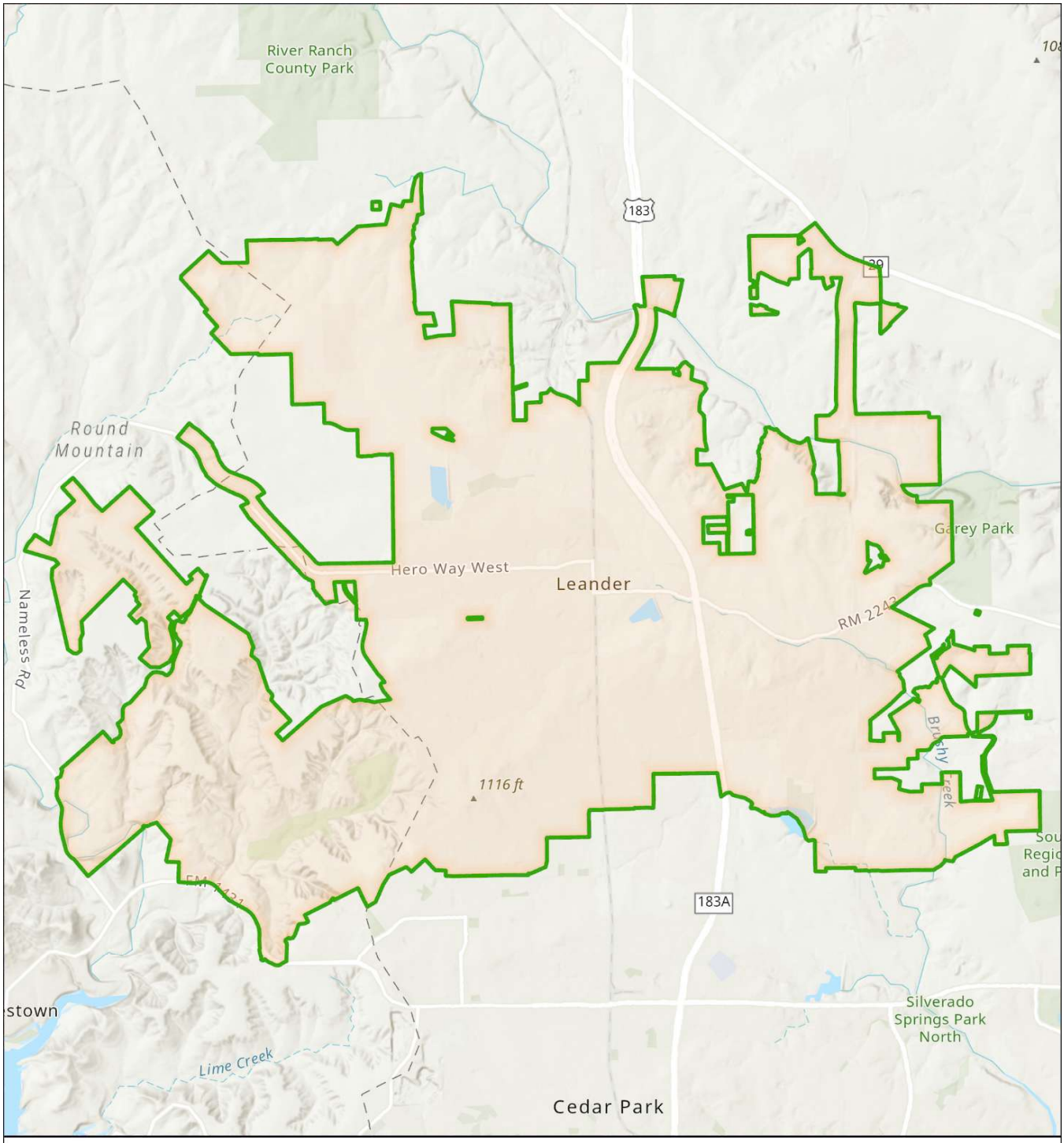


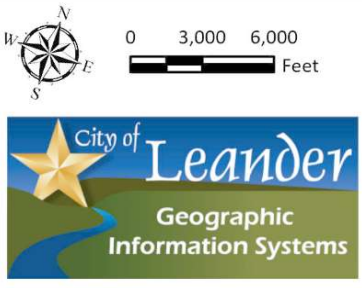
CIP Program

P.14 - Recreation Center

Parks Projects

P.14 - Location to be determined

Leander City Limits



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.14	**RANKING:**	45
PROJECT TITLE	Recreation Center	**MATRIX SCORE:**	87
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

The project involves the design and construction of a recreation center for the benefit of the citizens. This is to be designed as a unique facility conducive to a variety of health, fitness, and athletic endeavors to create a vibrant and healthy community. One options is to remodel the Pat Bryson Building into the Recreation Center.

Location	TBD
Limits From/To:	City of Leander Limits

Schedule	**Duration**
Design Phase	21 months
ROW/Esmt Acq.	TBD
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

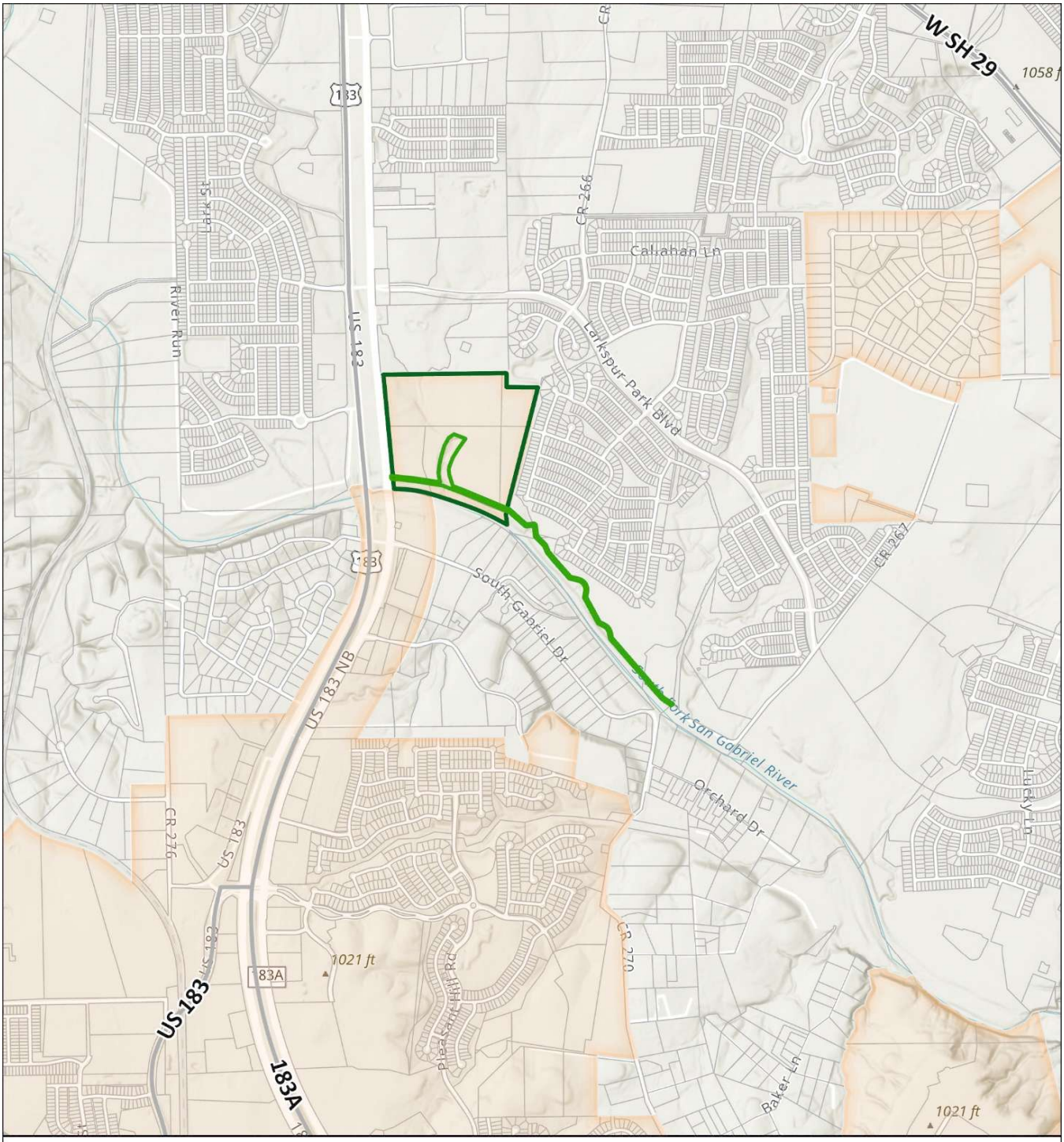
Improve economic opportunities in the area and allow for more programming for Leander Citizens.

☑ Project requires hiring new staff	Anticipated Number of New Employees:	TBD	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Phase	$ -	$ -	$ 2,000,000	$ 250,000	$ 150,000	$ 100,000	$ -	$ 2,500,000
Construction	$ -	$ -	$ -	$ -	$ 15,900,000	$ 15,900,000	$ -	$ 31,800,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ 125,000	$ 125,000	$ -	$ 250,000
Contingencies	$ -	$ -	$ -	$ -	$ 3,975,000	$ 3,975,000	$ -	$ 7,950,000
Other (Land, ROW, Easement, etc.)	$ -	$ 5,000,000	$ -	$ -	$ -	$ -	$ -	$ 5,000,000
Total Estimated Cost	$ -	$ 5,000,000	$ 2,000,000	$ 250,000	$ 20,150,000	$ 20,100,000	$ -	$ 47,500,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
504	2018 GO Bonds	$ -	$ 5,000,000	$ 2,000,000	$ 250,000	$ -	$ -	$ -	$ 7,250,000
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ 20,150,000	$ 20,100,000	$ -	$ 40,250,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 5,000,000	$ 2,000,000	$ 250,000	$ 20,150,000	$ 20,100,000	$ -	$ 47,500,000
EXPENDITURE									
TBD	TBD	$ -	$ 5,000,000	$ 2,000,000	$ 250,000	$ -	$ -	$ -	$ 7,250,000
TBD	TBD	$ -	$ -	$ -	$ -	$ 20,150,000	$ 20,100,000	$ -	$ 40,250,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 5,000,000	$ 2,000,000	$ 250,000	$ 20,150,000	$ 20,100,000	$ -	$ 47,500,000

Note: All amounts are shown in current dollars



CIP Program

P.17 - South San Gabriel River Trail
P.18 - South San Gabriel River Park

Parks Projects
- P.17
- P.18

Leander City Limits
Parcels (WCAD)

N W E S

0 1,000 2,000 Feet

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.17/P.18	**RANKING:**	44
PROJECT TITLE	South San Gabriel River Trail and Park	**MATRIX SCORE:**	87
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

The project will require master plan of the entire park, preparation of construction plans, and the construction of infrastructure, roads, parking, trails, athletic fields, including softball, soccer, and related sports, sports courts, and public use facilities and related support facilities (field houses, concessions, restrooms, utilities, etc.). This includes design and construction of approximately one-mile of an all-weather trail on the north bank of the South San Gabriel River, through the City park property and Caughfield Tract.

Location	North bank of the South San Gabriel River northeast of the Tollway 183A bridge over the South San Gabriel River.
Limits From/To:	North bank of the South San Gabriel River northeast of the Tollway 183A bridge over the South San Gabriel River - 77 acres.

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	TBD
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

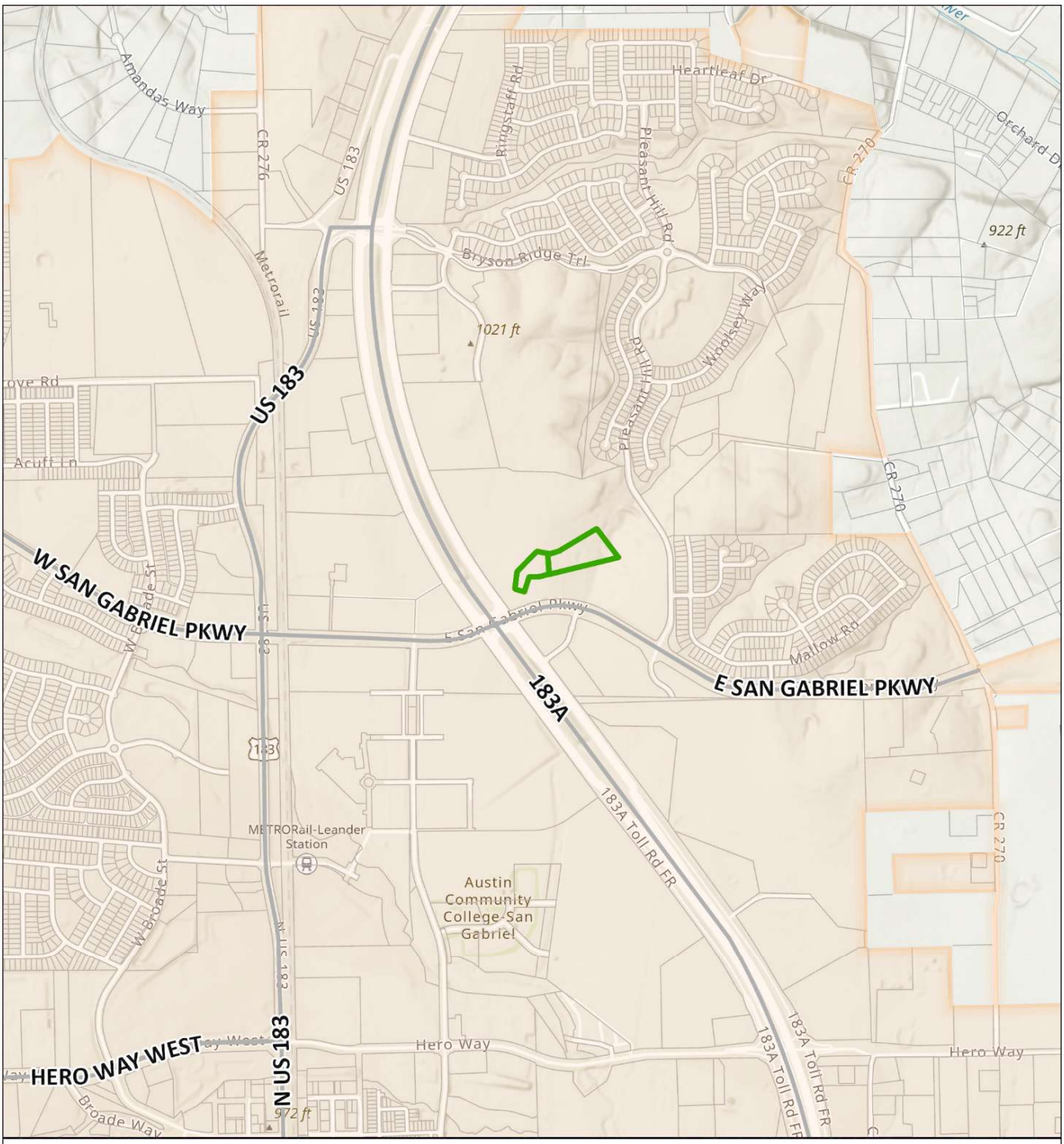
Youth sports, primarily girls softball, are the #1 need identified in the City Parks, Recreation & Open Space Master Plan. Soccer and other "foot sports" such as field hockey, lacrosse and rugby continue to grow. Currently, the Leander Youth Soccer League utilizes Robin Bledsoe Park for both games and practices but participation increases annually. New fields will facilitate program growth and the City will have the ability to sponsor tournaments and enhance economic development in Leander. Trails are one of the highest ranking outdoor recreation activities identified in the City Parks, Recreation & Open Space Master Plan. This will be part of a regional corridor between Georgetown, Leander, Williamson County, and eventually Liberty Hill.
From Parks & Recreation Master Plan

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	50	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ 1,087,500	$ -	$ -	$ -	$ -	$ -	$ 775,000	$ 1,862,500
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 51,300,000	$ 51,300,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 700,000	$ 700,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,825,000	$ 12,825,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ 1,087,500	$ -	$ -	$ -	$ -	$ -	$ 65,600,000	$ 66,687,500

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
40-00-4900	Transfer In - General Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ -	$ 65,600,000	$ 65,600,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ -	$ 65,600,000	$ 65,600,000
EXPENDITURE									
40-05-8220	San Gabriel River Park & Trail	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TBD	Park GO Bonds	$ -	$ -	$ -	$ -	$ -	$ -	$ 65,600,000	$ 65,600,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ -	$ 65,600,000	$ 65,600,000

Note: All amounts are shown in current dollars



CIP Program

P.47 - Bryson Farmstead

Parks Projects
- P.47

Leander City Limits

Parcels (WCAD)

N W E S

0 750 1,500 Feet

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City of Leander Geographic Information Systems

CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.47	**RANKING:**	
PROJECT TITLE	Bryson Farmstead	**MATRIX SCORE:**	
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

The project includes finalizing reasearch and creating a preservation plan to implement the restoration and preservation of an existing Texas Historic Landmark. The project will also seek to implement an economically sustainable solution for an adaptive reuse of the farmstead while protecting the cultural resource of the existing pioneer home.

City has hired an architect to develope Phase 1 - Preservation Plan, Repurposing Plan, and Concepts, first. Preservation Plan has been completed. City staff anticipate including repairs to the historic structures, within this first Phase.

Location	Bryson Farmstead
Limits From/To:	Bryson Farmstead

Schedule	**Duration**
Design Phase	12 months
ROW/Esmt Acq.	N/A
Construction	12 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

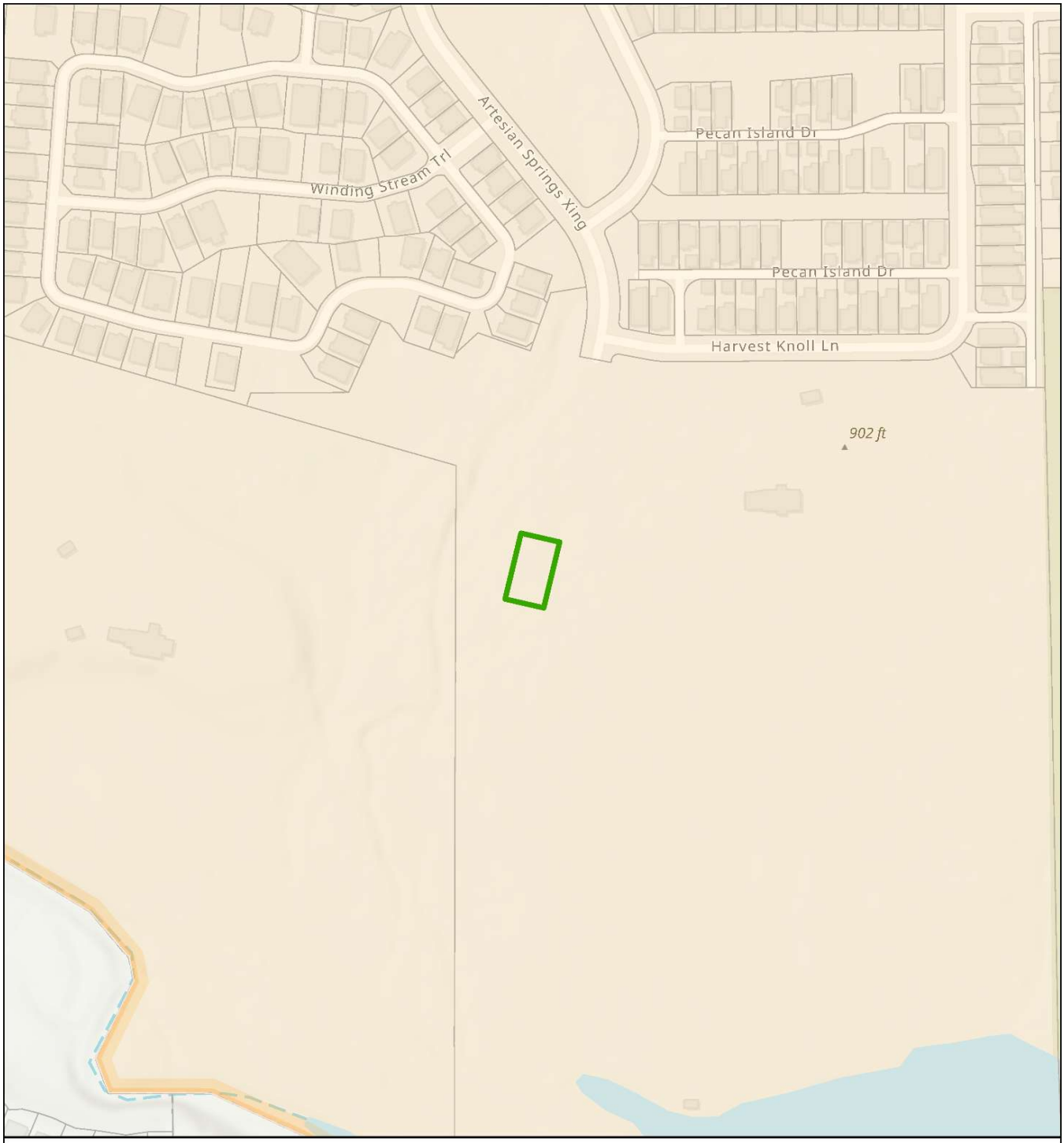
To comply with the 2008 MOA (Memorandum of Agreement) obligation with Texas Department of Transporation (TxDOT), Central Texas Regional Mobility Authority (CTRMA), and the Federal Highway Administration (FHWA). Under the 2008 MOA, the City received two (2) established acres with the farmhouse, barns, and associated structures, an additional four (4) acres of pasture, for the combined six (6) acre tract of the farmstead, and $1,000,000 from CTRMA to develop adaptive use options, conduct studies for the preservation plan for structural rehabiliation of the historic buildings, and carry out the tasks as identified in the approved preservation plan. City has already hired a consultant and has completed the preservation plan.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	N/A	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Phase	$ 142,905	$ -	$ -	$ -	$ -	$ -	$ -	$ 142,905
Construction	$ -	$ 802,095	$ -	$ -	$ -	$ -	$ -	$ 802,095
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ 142,905	$ 802,095	$ -	$ -	$ -	$ -	$ -	$ 945,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
03-00-4020	CTRMA / Bryson MOU	$ -	$ 802,095	$ -	$ -	$ -	$ -	$ -	$ 802,095
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 802,095	$ -	$ -	$ -	$ -	$ -	$ 802,095
EXPENDITURE									
03-01-5600	Contract Labor	$ -	$ 802,095	$ -	$ -	$ -	$ -	$ -	$ 802,095
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 802,095	$ -	$ -	$ -	$ -	$ -	$ 802,095

Note: All amounts are shown in current dollars



CIP Program

P.68 - Lakewood Park Maintenance Staff Shop/Break Room

N W E S

0 400

Feet

Parks Projects

P.68

Leander City Limits

Parcels (WCAD)

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.68	**RANKING:**	5
PROJECT TITLE	Lakewood Park Maintenance Staff Shop/Break Room	**MATRIX SCORE:**	78
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

This building (1,080 sq. feet) will give staff members located at Lakewood Park the ability to store equipment, find shelter during extreme weather conditions, complete repairs, etc. CIP Funds (FY23) 47,450, New Professional Service Fees: $37,000 (Ardurra) $20,000 additional parking/driveway

Location	Lakewood Park
Limits From/To:	Lakewood Park

Schedule	**Duration**
Design Phase	9 months
ROW/Esmt Acq.	N/A
Construction	12 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

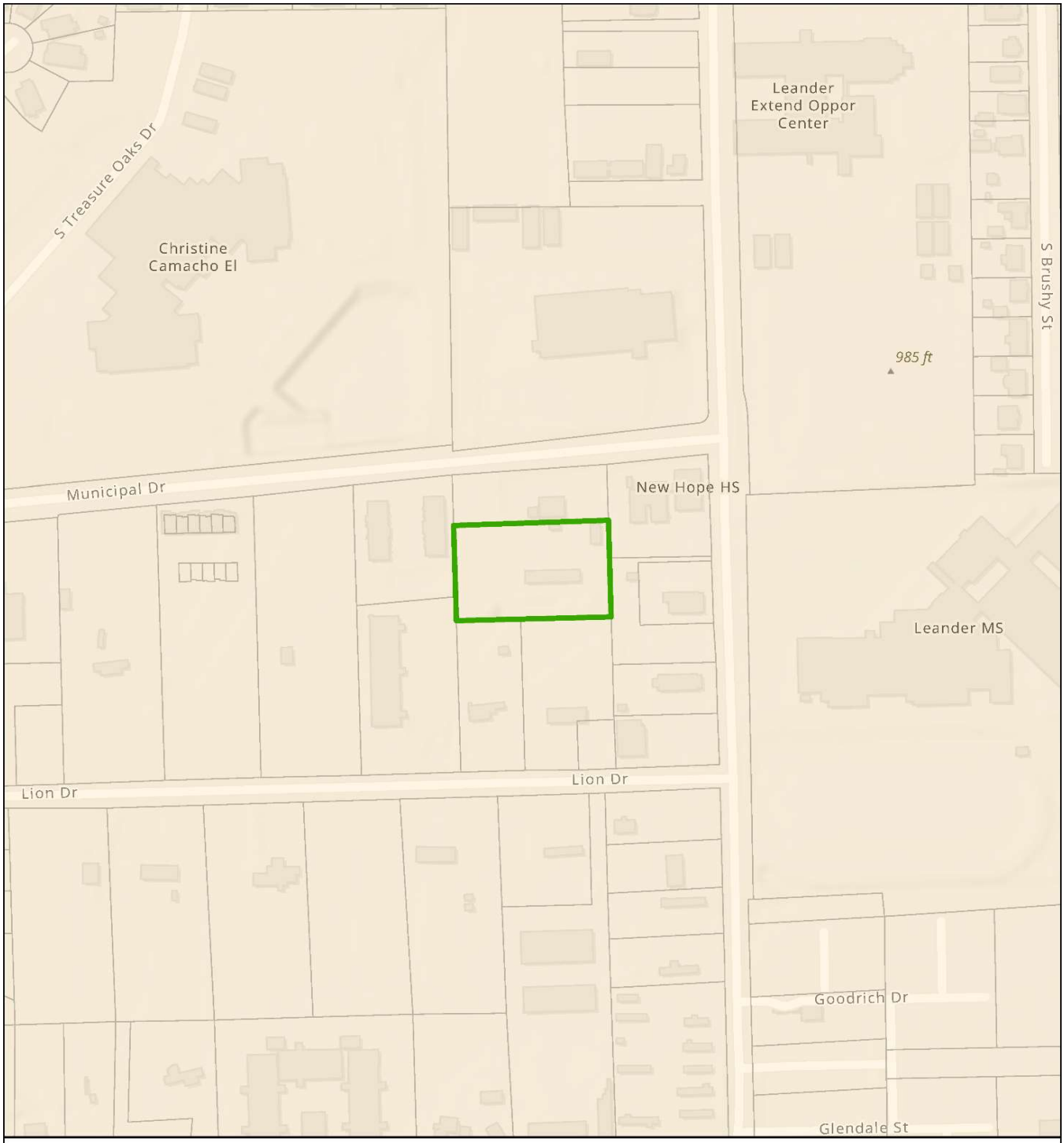
Safety and storage needs

☐ Project requires hiring new staff	Anticipated Number of New Employees:	N/A	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Phase	$ -	$ 37,000	$ -	$ -	$ -	$ -	$ -	$ 37,000
Construction	$ -	$ 270,000	$ -	$ -	$ -	$ -	$ -	$ 270,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ 15,000
Contingencies	$ -	$ 67,500	$ -	$ -	$ -	$ -	$ -	$ 67,500
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 389,500	$ -	$ -	$ -	$ -	$ -	$ 389,500

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 389,500	$ -	$ -	$ -	$ -	$ -	$ 389,500
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 389,500	$ -	$ -	$ -	$ -	$ -	$ 389,500
EXPENDITURE									
TBD	TBD	$ -	$ 389,500	$ -	$ -	$ -	$ -	$ -	$ 389,500
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 389,500	$ -	$ -	$ -	$ -	$ -	$ 389,500

Note: All amounts are shown in current dollars



CIP Program

P.83 - New Parks Maintenance Shop

Parks Projects

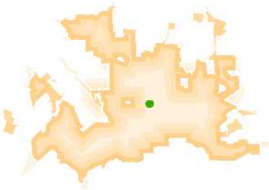
P.83

Leander City Limits

Parcels (WCAD)

0 400

Feet



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.83	**RANKING:**	46
PROJECT TITLE	New Parks Maintenance Shop	**MATRIX SCORE:**	86.5
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

Currently, the exisiting shop behind the Administration Offices is too small and doesn't provide a safe location for staff. There is only one restroom for 20 staff members, small breakroom, very little storage for fertlizers, chemicals, and supplies and significant plumbing and electrical issues. This site currently is a health and safety risk to staff. This project would include design, demo existing maintenance building, build new prefabricatied metal building with offices, break/training room, restrooms/locker room with showers, mechanics bay and office, equipment storage, concrete foundation/covered parking lot, staff parking, Furniture, Fixtures, and Equipment(FFE), Heating Ventilation, and Air Conditioning (HVAC), fire protection, etc.

Location	Leander Parks and Recreation Administrative Offices on Municipal Drive
Limits From/To:	In yared behind the Administration Offices

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	N/A
Construction	12 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

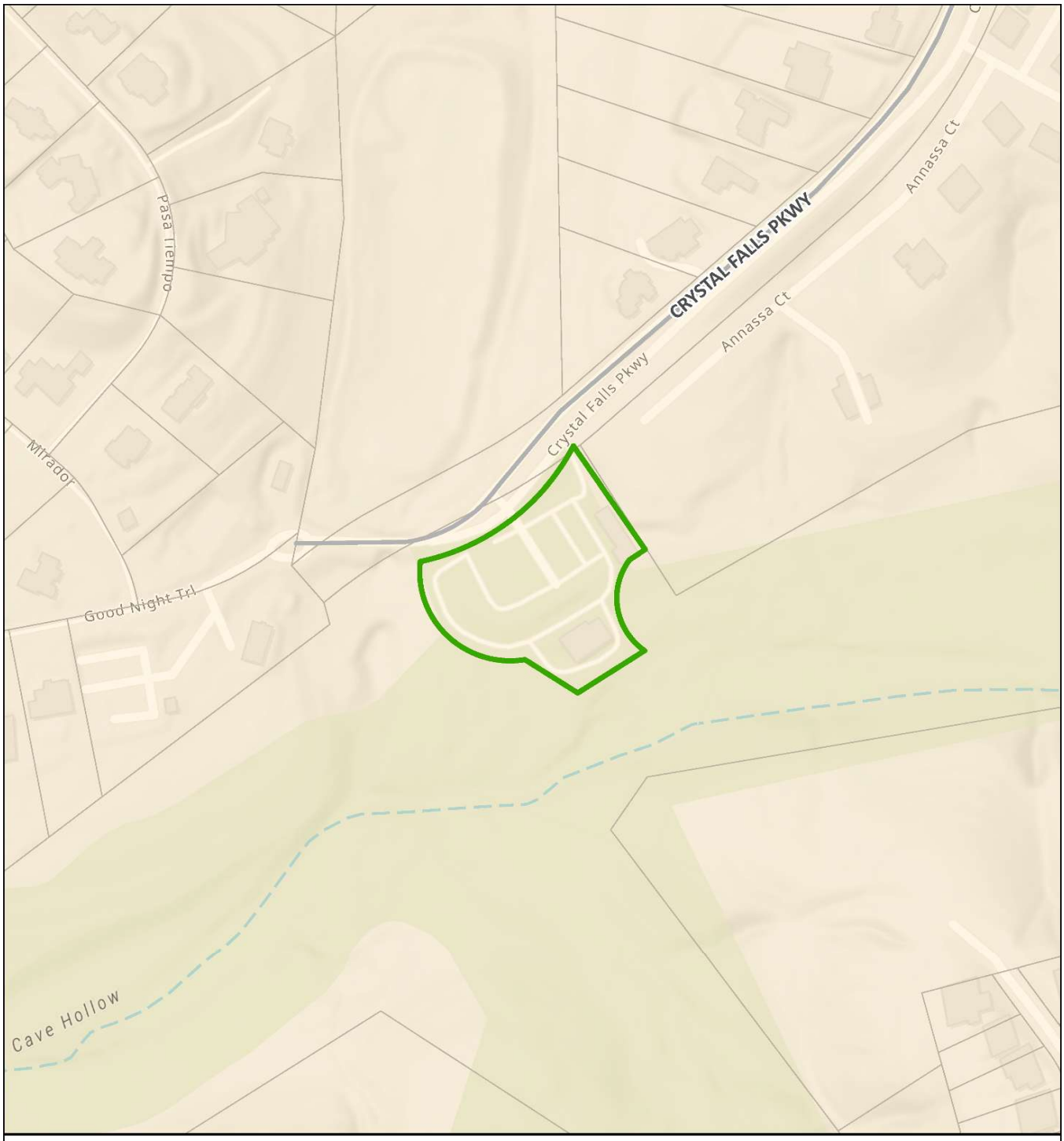
Currently, the exisiting shop is too small and doesn't provide a safe location for staff. There is only one restroom for 20 staff members, small breakroom, very little storage for fertlizers, chemicals, and supplies and significant plumbing and electrical issues. This site currently is a health and safety risk to staff.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	N/A	Usable Life of Asset:	35	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Phase	$ -	$ 100,000	$ 50,000	$ -	$ -	$ -	$ -	$ 150,000
Construction	$ -	$ -	$ 1,200,000	$ -	$ -	$ -	$ -	$ 1,200,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Contingencies	$ -	$ -	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 100,000	$ 1,610,000	$ -	$ -	$ -	$ -	$ 1,710,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
40	General Funds	$ -	$ -	$ 1,610,000	$ -	$ -	$ -	$ -	$ 1,610,000
75	Park Dedication Fee - B	$ -	$ 100,000	$ 50,000	$ -	$ -	$ -	$ -	$ 150,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 100,000	$ 1,660,000	$ -	$ -	$ -	$ -	$ 1,760,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 1,610,000	$ -	$ -	$ -	$ -	$ 1,610,000
TBD	TBD	$ -	$ 100,000	$ 50,000	$ -	$ -	$ -	$ -	$ 150,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 100,000	$ 1,660,000	$ -	$ -	$ -	$ -	$ 1,760,000

Note: All amounts are shown in current dollars



CIP Program

P.84 - New Golf Course Clubhouse and Cart Barn Facility

Parks Projects

P.84

Leander City Limits

Parcels (TCAD)

N W E S

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Feet

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.84	**RANKING:**	18
PROJECT TITLE	New Golf Course Clubhouse and Cart Barn Facility	**MATRIX SCORE:**	95
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

The clubhouse and cart barn facilities located at 3400 Crystal Falls Parkway are outdated, undersized and inconsistent with the demand for services associated with golf, dining and special events. The physical infrastructure limits the number of staff and patrons that can effectively use the facility. Restaurant seating, restroom access and availability, staff workspaces, parking and storage for merchandise, food stuff and golf cars are not adequate to accommodate the current and future needs of the facility. IT and utility infrastructure are outdated and overtaxed. The facility also lacks the infrastructure needed for growth into additional service offerings such as corporate meetings and conferences, shopping, hotel accommodation and personal services that would allow the facility and the city to become a meaningful and sought-after destination for recreation, tourism and commerce. First phase is for master plan and design.

Location	Crystal Falls Golf Club - 3400 Crystal Falls Parkway
Limits From/To:	Crystal Falls Golf Club

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	N/A
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

The current maintenance facility is approximately 35 years old and has outlived its usefulness in material condition, size and functionality. As the golf course maintenance needs have expanded, so has the need for space to accommodate additional staff, equipment and materials. In addition, the current facility is outdated and unusable from a safety, technology and efficiency standpoint regarding equipment maintenance and repair, hazardous and flammable chemical storage and staff habitability. A new facility is required to allow for the integration of the best agronomic practices, efficient storage and the handling of associated supplies, materials and equipment. Project needs to start with master plan and design.

☑ Project requires hiring new staff	Anticipated Number of New Employees:	TBD	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Phase	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
105	Golf Capital Project Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000

Note: All amounts are shown in current dollars

CIP Program

P.87 - New Golf Course Maintenance Facility

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Feet

Parks Projects

P.87

Leander City Limits

Parcels (TCAD)

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.87	**RANKING:**	31
PROJECT TITLE	New Golf Course Maintenance Facility	**MATRIX SCORE:**	89.5
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

The current maintenance facility is approximately 35 years old and has outlived its usefulness in material condition, size and functionality. As the golf course maintenance needs have expanded, so has the need for space to accommodate additional staff, equipment and materials. In addition, the current facility is outdated and unusable from a safety, technology and efficiency standpoint regarding equipment maintenance and repair, hazardous and flammable chemical storage and staff habitability. A new facility is required to allow for the integration of the best agronomic practices, efficient storage and the handling of associated supplies, materials and equipment.

Location	
Limits From/To:	

Schedule	**Duration**
Design Phase	15 months
ROW/Esmt Acq.	N/A
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

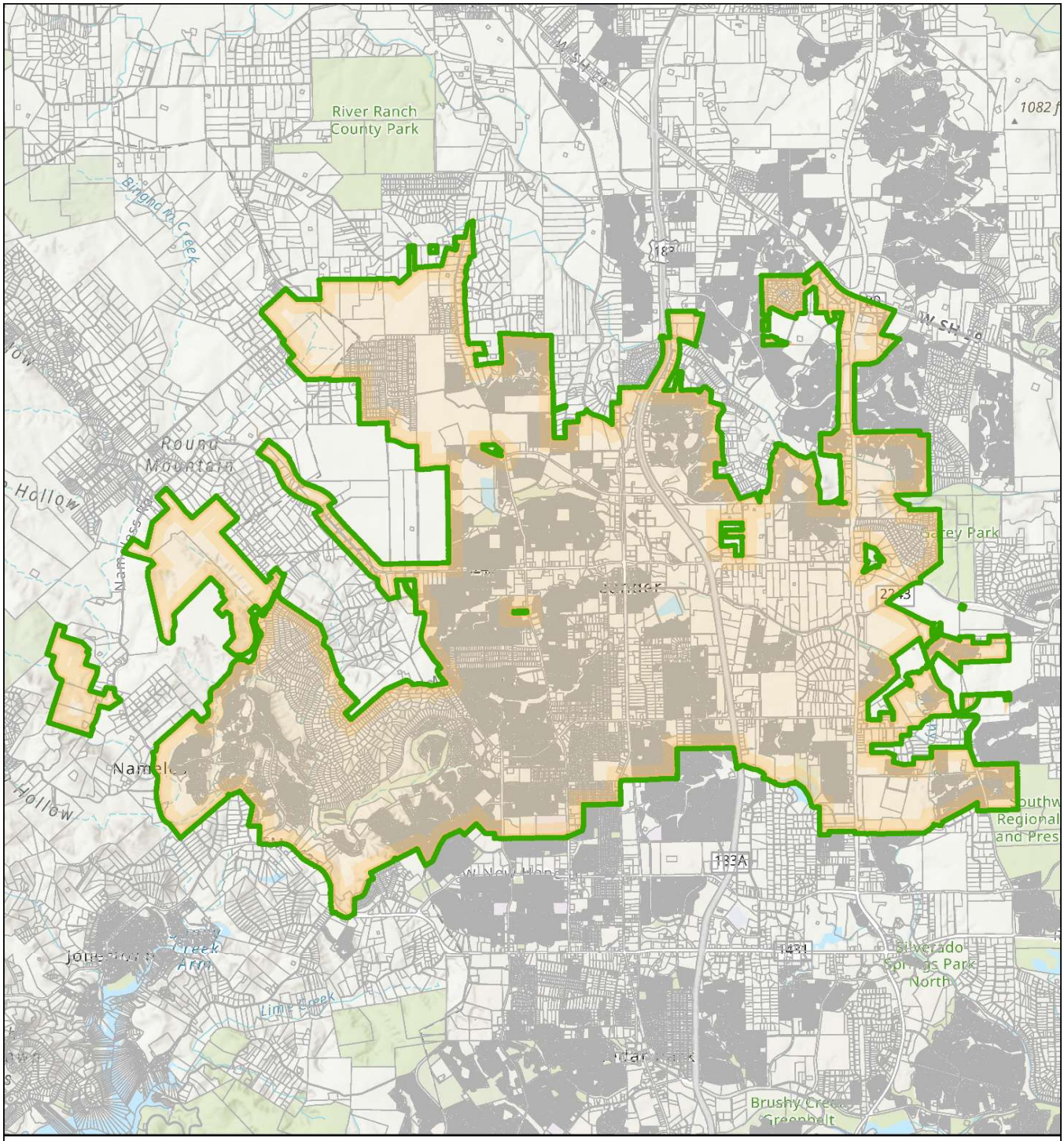
Address outdated facilities to accommodate safety and storage needs. Also, to improve economic opportunities in the area.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Phase	$ -	$ 265,000	$ 70,000	$ 50,000	$ -	$ -	$ -	$ 385,000
Construction	$ -		$ 4,000,000	$ 1,800,000	$ -	$ -	$ -	$ 5,800,000
Management	$ -		$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -		$ 60,000	$ 20,000	$ -	$ -	$ -	$ 80,000
Contingencies	$ -		$ 1,000,000	$ 450,000	$ -	$ -	$ -	$ 1,450,000
Other	$ -		$ 215,000	$ 70,000	$ -	$ -	$ -	$ 285,000
Total Estimated Cost	$ -	$ 265,000	$ 5,345,000	$ 2,390,000	$ -	$ -	$ -	$ 8,000,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
40	General Funds	$ -	$ -	$ 4,000,000	$ 49,000	$ -	$ -	$ -	$ 4,049,000
75	Park Dedication Funds	$ -	$ -	$ 1,000,000	$ 1,907,000	$ -	$ -	$ -	$ 2,907,000
105	Golf Capital Project Funds	$ -	$ 265,000	$ 345,000	$ 434,000	$ -	$ -	$ -	$ 1,044,000
Total Revenues		$ -	$ 265,000	$ 5,345,000	$ 2,390,000	$ -	$ -	$ -	$ 8,000,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 4,000,000	$ 49,000	$ -	$ -	$ -	$ 4,049,000
TBD	TBD	$ -	$ -	$ 1,000,000	$ 1,907,000	$ -	$ -	$ -	$ 2,907,000
TBD	TBD	$ -	$ 265,000	$ 345,000	$ 434,000	$ -	$ -	$ -	$ 1,044,000
Total Expenditures		$ -	$ 265,000	$ 5,345,000	$ 2,390,000	$ -	$ -	$ -	$ 8,000,000

Note: All amounts are shown in current dollars



CIP Program

P.88 - Park Safety Improvements

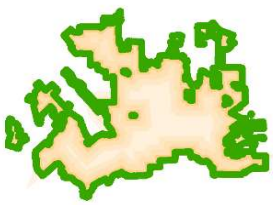
Parks Projects

P.88

Leander City Limits

Parcels (WCAD)

Parcels (TCAD)



City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	P.88	**RANKING:**	
PROJECT TITLE	Park Safety Improvements	**MATRIX SCORE:**	
DEPARTMENT(S)	Parks		

PROJECT DESCRIPTION:

This is to construct new safe pathways, parking lots, courts, and any other structure which needs to be made safe.

Location	
Limits From/To:	

Schedule	**Duration**
Design Phase	TBD
ROW/Esmt Acq.	TBD
Construction	TBD

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

☐ Project requires hiring new staff | Anticipated Number of New Employees: | | Usable Life of Asset: | | Years

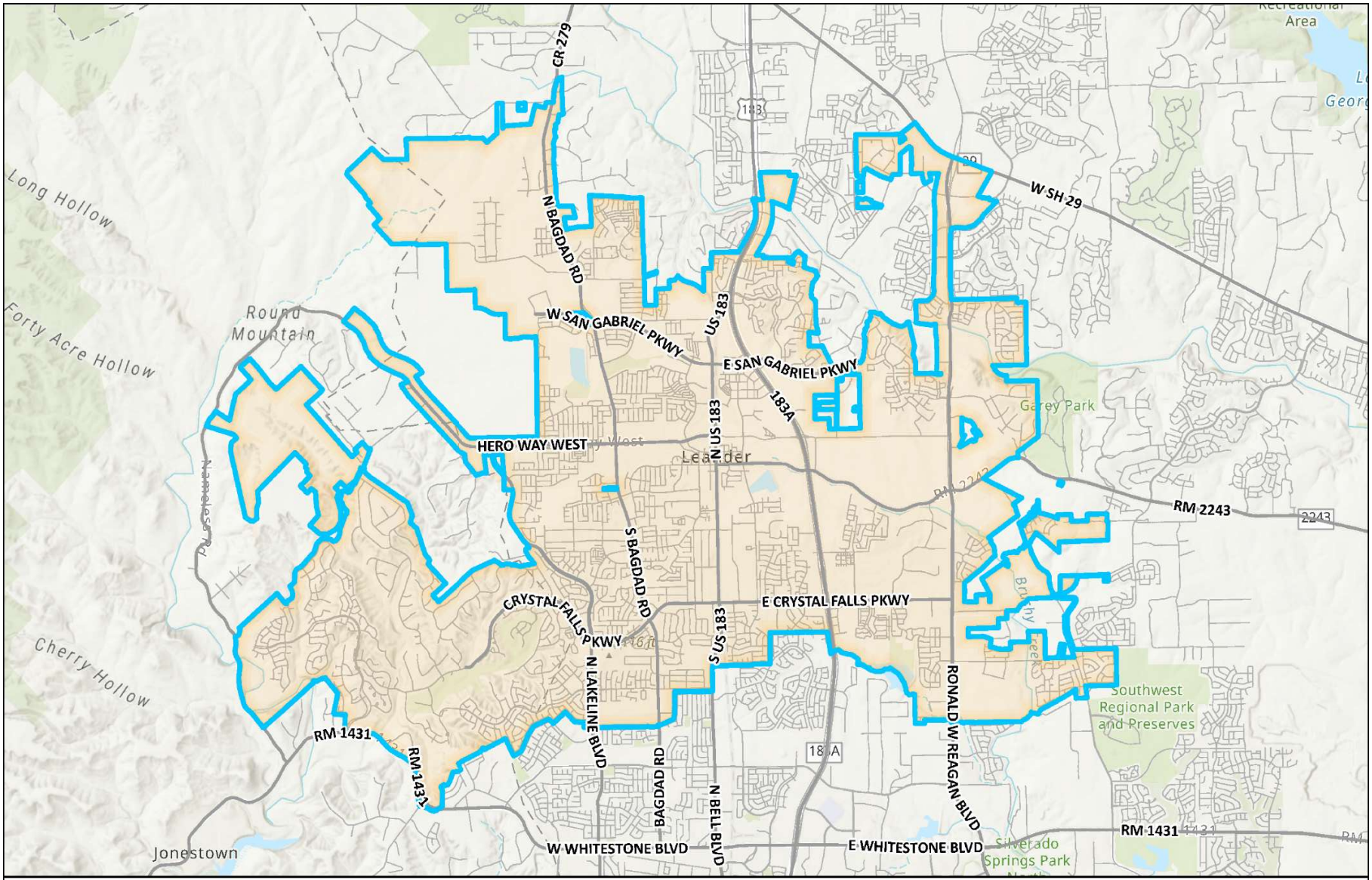
PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Phase	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
75	Park Dedication Funds - B	$ -	$ 39,810	$ -	$ -	$ -	$ -	$ -	$ 39,810
59	August Debt Issuance 2025	$ -	$ 960,190	$ -	$ -	$ -	$ -	$ -	$ 960,190
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
EXPENDITURE									
TBD	TBD	$ -	$ 39,810	$ -	$ -	$ -	$ -	$ -	$ 39,810
TBD	TBD	$ -	$ 960,190	$ -	$ -	$ -	$ -	$ -	$ 960,190
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000

Note: All amounts are shown in current dollars

FY26 - FY35
CAPITAL IMPROVEMENTS PROGRAM

STORMWATER



CIP Program

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Stormwater CIP Projects (Citywide)

Leander City Limits

N W E S

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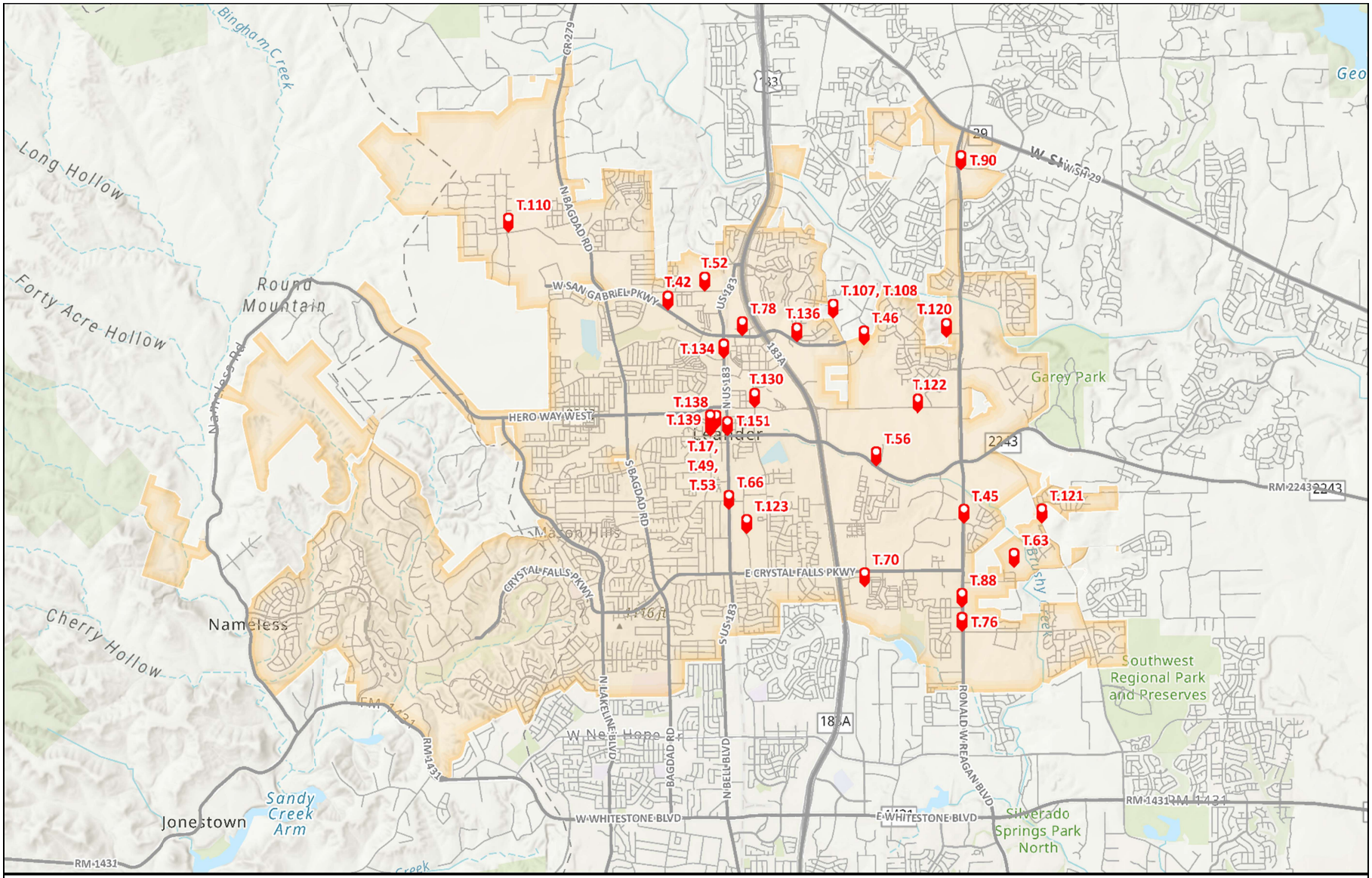
City of Leander Geographic Information Systems

THERE ARE NO STORMWATER PROJECTS
FOR FY26

FY26 - FY35
CAPITAL IMPROVEMENTS PROGRAM

TRANSPORTATION



CIP Program

Transportation

Leander City Limits

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City of Leander Geographic Information Systems

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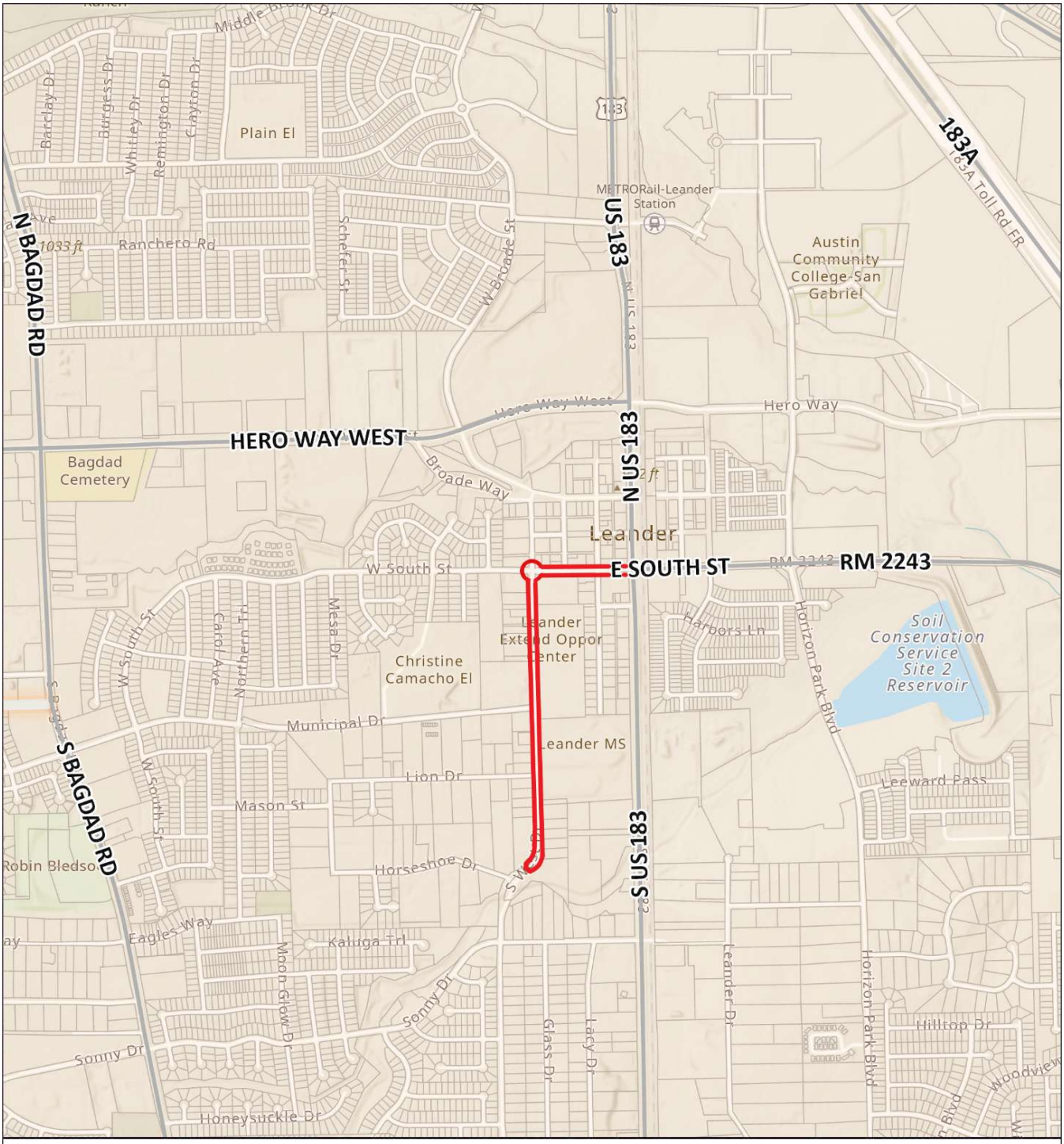
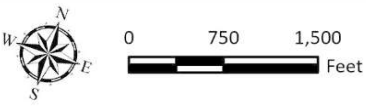


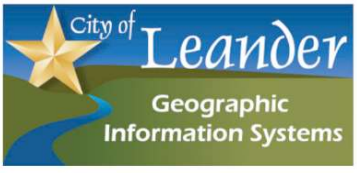
CIP Program

T.17 - Intersection Improvements for South Street and West Drive
T.49 - South Street Improvements
T.53 - West Drive Improvements

Transportation Projects
T.17/T.49/T.53

Leander City Limits
Parcels (WCAD)





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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.17	**RANKING:**	8
PROJECT TITLE	South Street and West Drive Improvements	**MATRIX SCORE:**	99
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

Includes the widening and improvement of the existing streets into a three (3) lane undivided collector, with curb, gutter, and sidewalk. Project will also include improvements and realignment to the intersection between the two (2) streets and at US Hwy 183, including improved traffic signals, and adding an 8-inch water line along South Street. The project will copy elements of North Brushy Street to provide for a more beautiful Old Town area.

Location	Old Town area
Limits From/To:	From US Highway 183 west to West Drive and south from South Street to just north of Horseshoe Drive

Schedule	**Duration**
Design Phase	30 months
ROW/Esmt Acq.	9 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

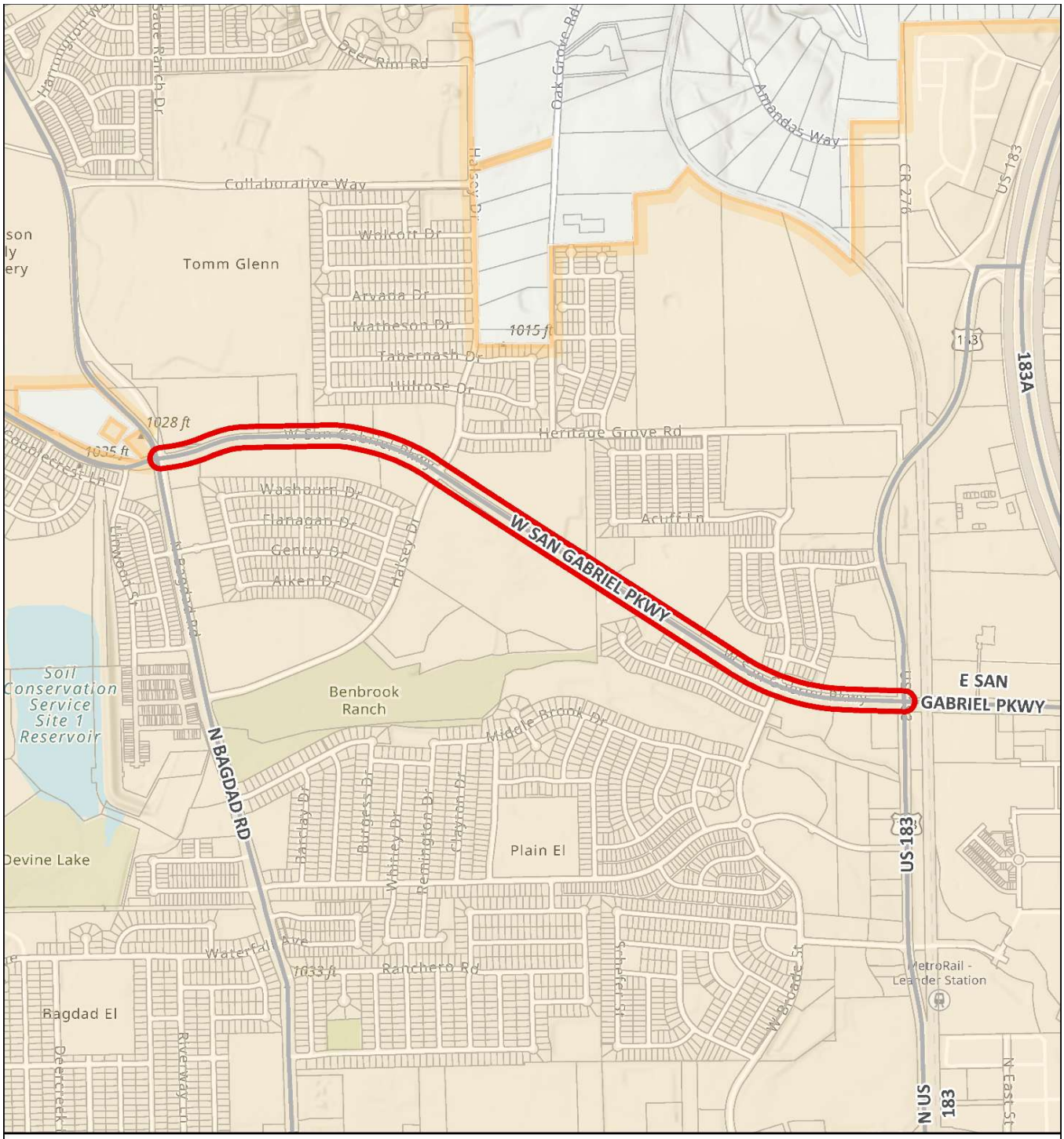
From the Old Town Master Plan and the Transportation Master Plan, this project is to alleviate traffic congestion and provide for greater safety, and to create a charming downtown area.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ 1,127,000	$ -	$ -	$ -	$ 125,000	$ 53,000	$ -	$ 1,305,000
Construction	$ -	$ -	$ -	$ -	$ 10,000,000	$ 4,000,000	$ -	$ 14,000,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ 80,000	$ 40,000	$ -	$ 120,000
Contingencies	$ -	$ -	$ -	$ -	$ 2,500,000	$ 1,000,000	$ -	$ 3,500,000
Other (easements and Right-Of-Way)	$ -	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
Total Estimated Cost	$ 1,127,000	$ -	$ 1,000,000	$ -	$ 12,705,000	$ 5,093,000	$ -	$ 19,925,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
12-00-4062	TIA Fee In Lieu Of	$ -	$ -	$ 1,000,000	$ -	$ 12,705,000	$ 5,093,000	$ -	$ 18,798,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ 1,000,000	$ -	$ 12,705,000	$ 5,093,000	$ -	$ 18,798,000
EXPENDITURE									
12-01-8383	W. SOUTH / S. WEST INTERSE	$ -	$ -	$ 1,000,000	$ -	$ 12,705,000	$ 5,093,000	$ -	$ 18,798,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ 1,000,000	$ -	$ 12,705,000	$ 5,093,000	$ -	$ 18,798,000

Note: All amounts are shown in current dollars



CIP Program

T.42 - San Gabriel Parkway West Improvements

Transportation Projects
T.42

Leander City Limits
Parcels (WCAD)

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.42	**RANKING:**	23
PROJECT TITLE	San Gabriel Parkway West Improvements	**MATRIX SCORE:**	92
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

This project will widen the current 7,650 linear feet of 2-lane road to a 4-lane arterial with center medians and multimodal paths, from Bagdad Road to the west to US Highway 183 on the east end, eventually becoming part of a major east-west arterial between Bagdad Road and Ronald W. Reagan Boulevard. A ductbank for City fiber optic cable will be included.

Location	North central Leander
Limits From/To:	US Highway 183 to Bagdad Road

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	8 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

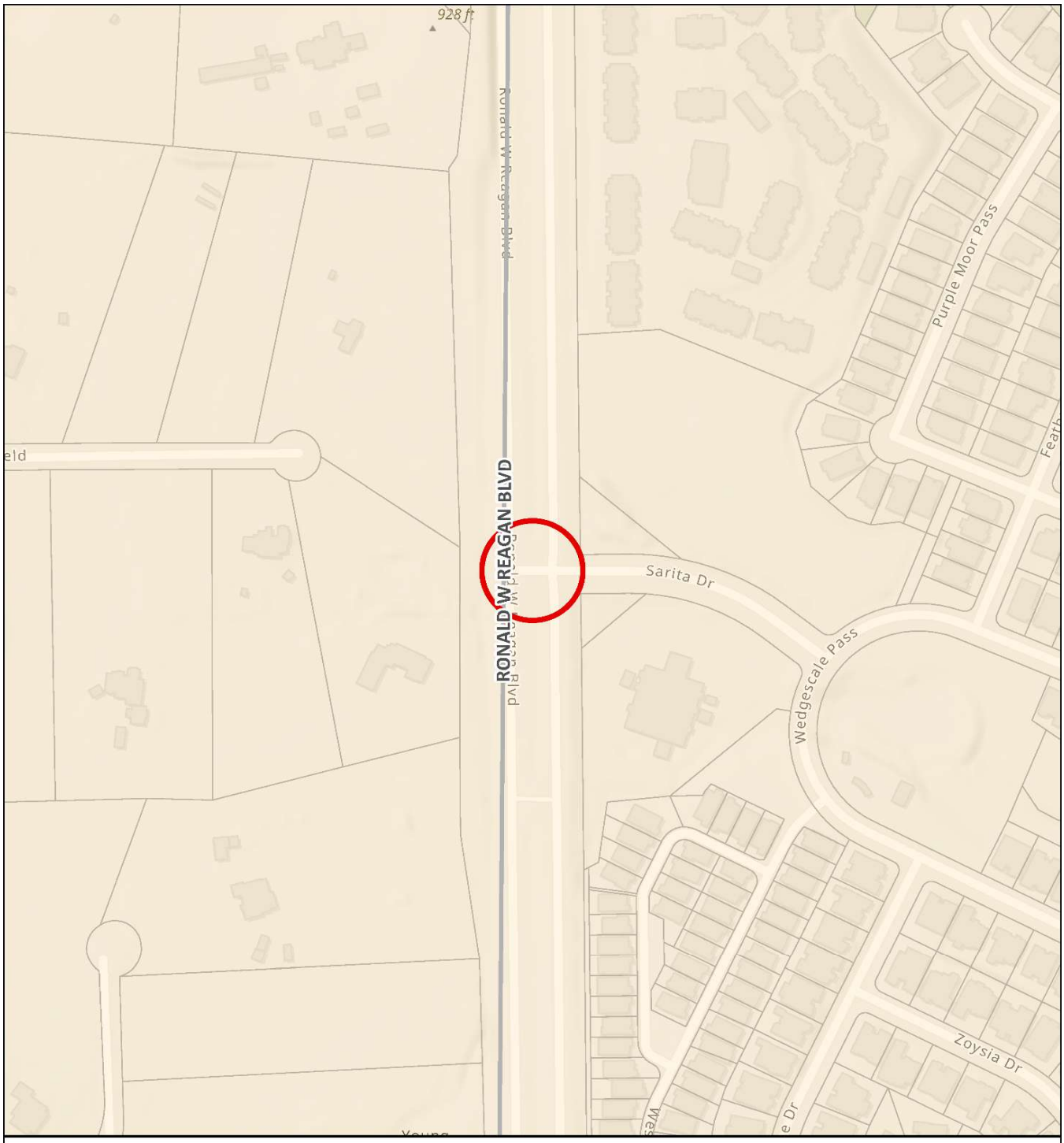
Per Transportation Master Plan, the current 2-lane configuration is to be widened to an initial 4-lane arterial with the option to expand to 6-lanes in the future. With Leander Independent School District constructing their new Early Childhood Development Center at the corner of Halsey Drive and San Gabriel Parkway West, this road will be impacted with cyclical waves of heavy traffic in the morning and afternoon, possibly creating gridlock.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 1,200,000	$ 300,000	$ 150,000	$ 100,000	$ -	$ -	$ 1,750,000
Construction	$ -	$ -	$ -	$ 12,000,000	$ 5,375,000	$ -	$ -	$ 17,375,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ 100,000	$ 100,000	$ -	$ -	$ 200,000
Contingencies	$ -	$ -	$ -	$ 3,000,000	$ 1,344,000	$ -	$ -	$ 4,344,000
Other (easements and Right-Of-Way)	$ -	$ -	$ 1,500,000	$ -	$ -	$ -	$ -	$ 1,500,000
Total Estimated Cost	$ -	$ 1,200,000	$ 1,800,000	$ 15,250,000	$ 6,919,000	$ -	$ -	$ 25,169,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 893,905	$ 1,800,000	$ 14,356,095	$ 6,919,000	$ -	$ -	$ 23,969,000
12	Substandard Boundary Streets	$ -	$ -	$ -	$ 893,905	$ -	$ -	$ -	$ 893,905
44	Roadway Impact Fees - A	$ -	$ 306,095	$ -	$ -	$ -	$ -	$ -	$ 306,095
Total Revenues		$ -	$ 1,200,000	$ 1,800,000	$ 15,250,000	$ 6,919,000	$ -	$ -	$ 25,169,000
EXPENDITURE									
TBD	TBD	$ -	$ 893,905	$ 1,800,000	$ 14,356,095	$ 6,919,000	$ -	$ -	$ 23,969,000
TBD	TBD	$ -	$ -	$ -	$ 893,905	$ -	$ -	$ -	$ 893,905
TBD	TBD	$ -	$ 306,095	$ -	$ -	$ -	$ -	$ -	$ 306,095
Total Expenditures		$ -	$ 1,200,000	$ 1,800,000	$ 15,250,000	$ 6,919,000	$ -	$ -	$ 25,169,000

Note: All amounts are shown in current dollars



CIP Program

T.45 - Ronald Reagan and Sarita Drive - Continuous Green Intersection

Transportation Projects
T.45

Leander City Limits
Parcels (WCAD)

N W E S

0 400
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.45	**RANKING:**	4
PROJECT TITLE	Ronald Reagan and Sarita Drive - Continuous Green Intersection	**MATRIX SCORE:**	84
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Signalize intersection. Add deceleration lane on NB Ronald Reagan Blvd; and acceleration lane and deceleration lane on SB Ronald Reagan.

Location	Ronald W. Reagan Blvd.
Limits From/To:	At intersection of Sarita Dr, between Crystal Falls Pkwy and Old RM 2243

Schedule	**Duration**
Design Phase	10 months
ROW/Esmt Acq.	6 months
Construction	12 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

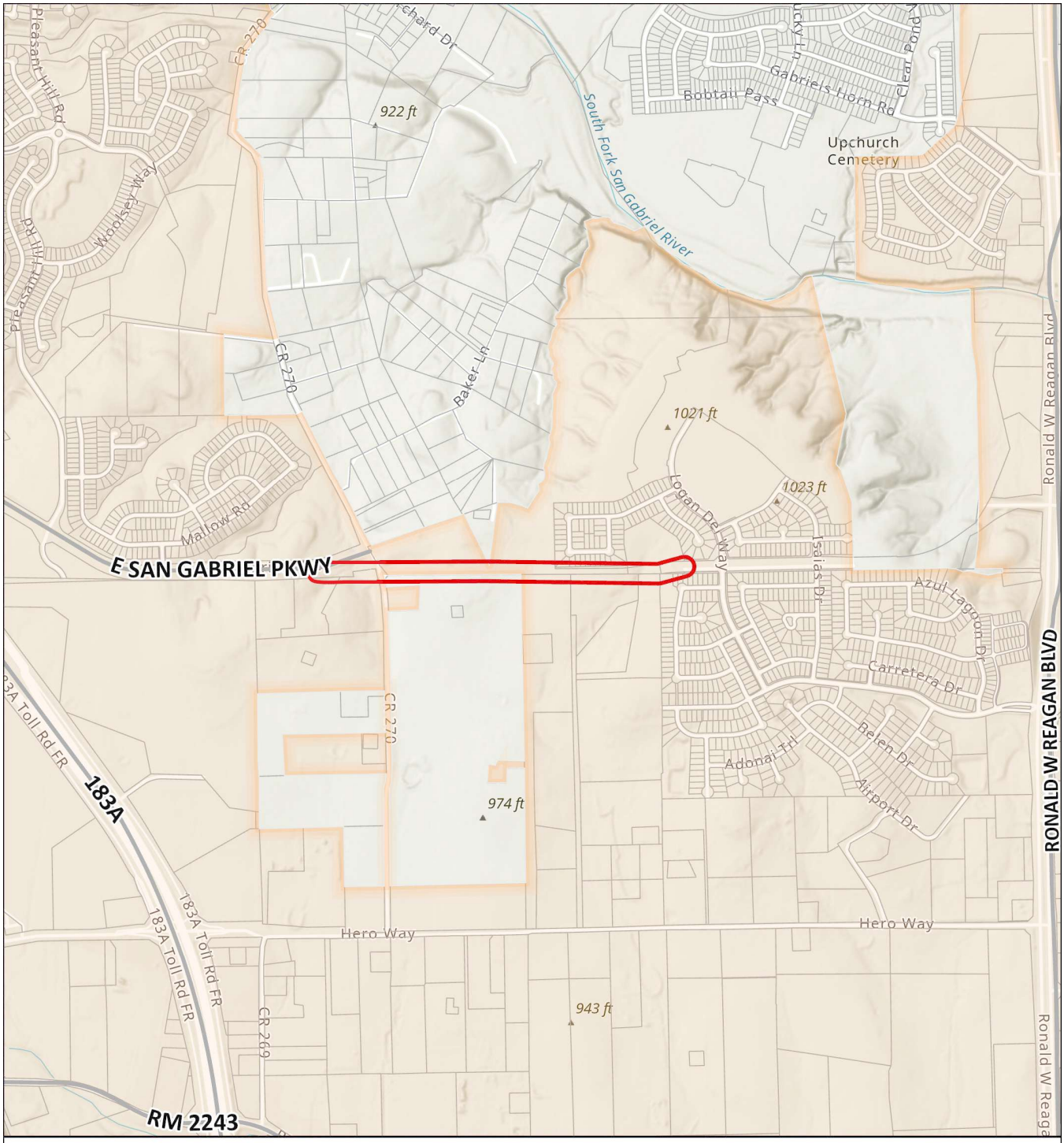
This intersection backs up on Sarita Drive as residents attempt to leave the neighborhood.. These improvements are anticipated to reduce wait times by more than half, provide a signal to stop northbound traffic and get across, and provide a dedicated acceleration lane for traffic going southbound onto Ronald W Reagan Blvd.
From Ronald Reagan Corridor Study

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ 123,500	$ 73,000	$ -	$ -	$ -	$ -	$ 196,500
Construction	$ -	$ -	$ 1,446,800	$ -	$ -	$ -	$ -	$ 1,446,800
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
Contingencies	$ -	$ -	$ 361,700	$ -	$ -	$ -	$ -	$ 361,700
Other (easements and Right-Of-Way)	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ 50,000
Total Estimated Cost	$ -	$ 173,500	$ 1,896,500	$ -	$ -	$ -	$ -	$ 2,070,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 173,500	$ 1,896,500	$ -	$ -	$ -	$ -	$ 2,070,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 173,500	$ 1,896,500	$ -	$ -	$ -	$ -	$ 2,070,000
EXPENDITURE									
TBD	TBD	$ -	$ 173,500	$ 1,896,500	$ -	$ -	$ -	$ -	$ 2,070,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 173,500	$ 1,896,500	$ -	$ -	$ -	$ -	$ 2,070,000

Note: All amounts are shown in current dollars



CIP Program

T.46 - San Gabriel Parkway East - Phase 3

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Feet

Transportation Projects
- T.46

- Leander City Limits
- Parcels (WCAD)

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.46	**RANKING:**	17
PROJECT TITLE	San Gabriel Parkway - Phase 3	**MATRIX SCORE:**	95.5
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

This project constructs four (4) lane arterial section with medians for San Gabriel Parkway beginning at County Road 270 and extending to the western end of the recently completed Phase 1 four (4) lane section of San Gabriel Parkway that extends across the common boundary of Palmera Bluff and Palmera Ridge. The intersection at County Road 270 will be extended through private property and City-owned Right-Of-Way (ROW). The project will include storm drains, detention pond, sidewalks, street lighting, and conduit for future fiber optic cable.

Location	East North Central Leander
Limits From/To:	CR 270 to Palmera Ridge Subdivision - CO

Schedule	**Duration**
Design Phase	40 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

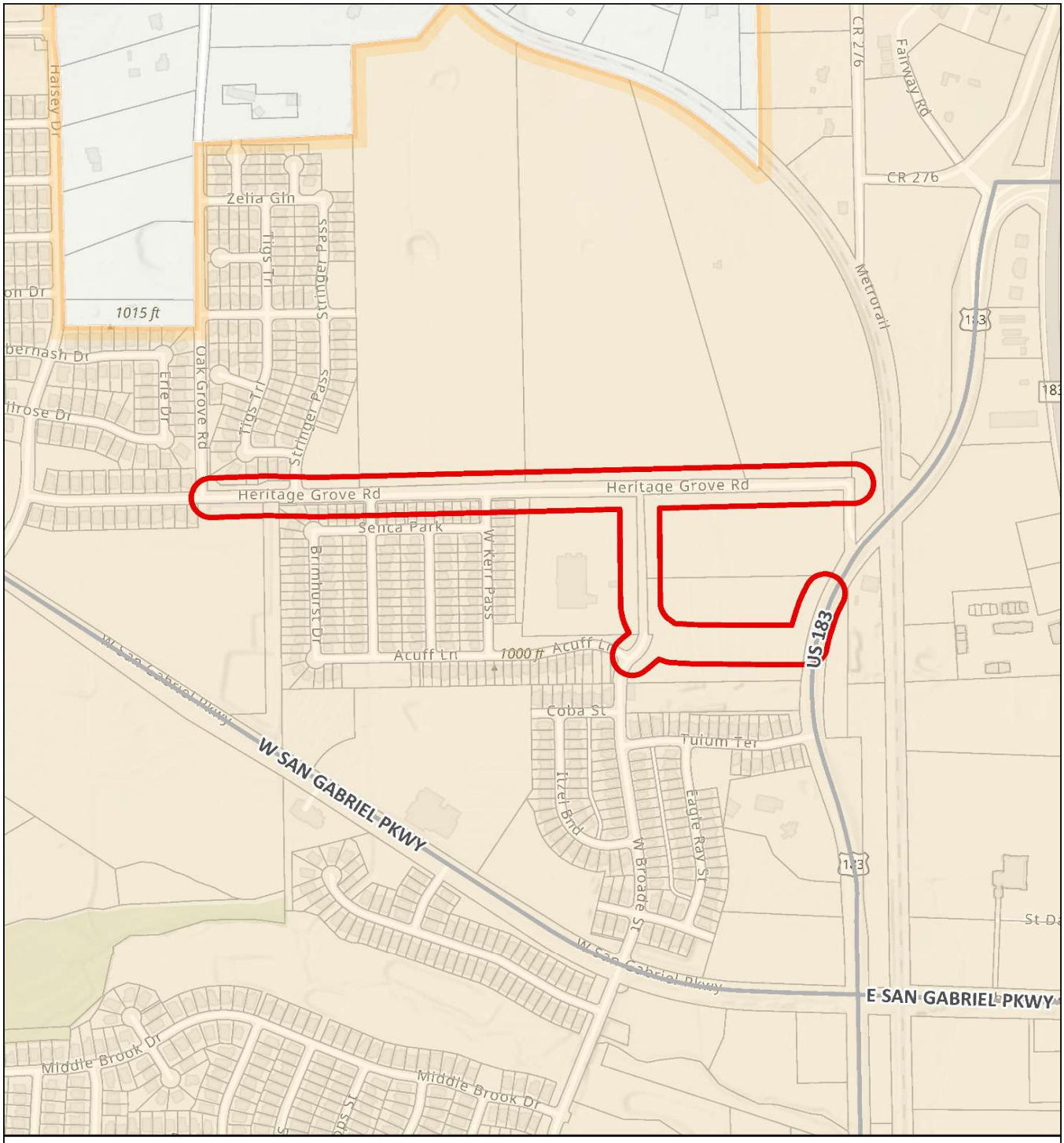
Per the Transportation Master Plan, this project is needed to provide egress from the Palmera Bluff and Palmera Ridge subdivisions, to the west and towards Tollway 183A. Completes the east to west corridor, improving response times for emergency vehicle traffic.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ 500,000	$ 100,000	$ 80,000	$ -	$ -	$ -	$ -	$ 680,000
Construction	$ -	$ 6,250,000	$ 3,650,000	$ -	$ -	$ -	$ -	$ 9,900,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ 87,500	$ 57,500	$ -	$ -	$ -	$ -	$ 145,000
Contingencies	$ -	$ 1,562,500	$ 912,500	$ -	$ -	$ -	$ -	$ 2,475,000
Other (easements and Right-Of-Way)	$ 2,500,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 2,600,000
Total Estimated Cost	$ 3,000,000	$ 8,100,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ 15,800,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
55-00-4013	2016 CO Proceeds	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 100,000
59	August Debt Issuance 2025	$ -	$ 8,000,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ 12,700,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 8,100,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ 12,800,000
EXPENDITURE									
55-01-8386	San Gabriel Pkwy	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 100,000
TBD	TBD	$ -	$ 8,000,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ 12,700,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 8,100,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ 12,800,000

Note: All amounts are shown in current dollars



CIP Program

T.52 - Heritage Grove Road Improvements

Transportation Projects

T.52

Leander City Limits

Parcels (WCAD)

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Feet

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.52	**RANKING:**	48
PROJECT TITLE	Heritage Grove Road Improvements	**MATRIX SCORE:**	93
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

This project consists of reconstructing the existing roadway to a three lane (built-out) undivided collector road. This also includes removal of the direct connection to US 183, and connecting to the future extension of Broade Street, with adjacent development.

As of August 2023, this project is 80% designed. Designs will be completed, but construction is delayed based upon the need driven by adjacent development. The road has been refurbished in FY23 as a stop-gap repair to a driveable condition.

The need to extend Broade Street might need to be added to this project, depending upon need. The southern extension of Broade Street and the connection to US Highway 183 are included as necessary pathways to this project, with the understanding that these sections may not be constructed at the same time.

Location	Heritage Grove Road
Limits From/To:	Between Stringer Pass to US Highway 183

Schedule	**Duration**
Design Phase	12 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

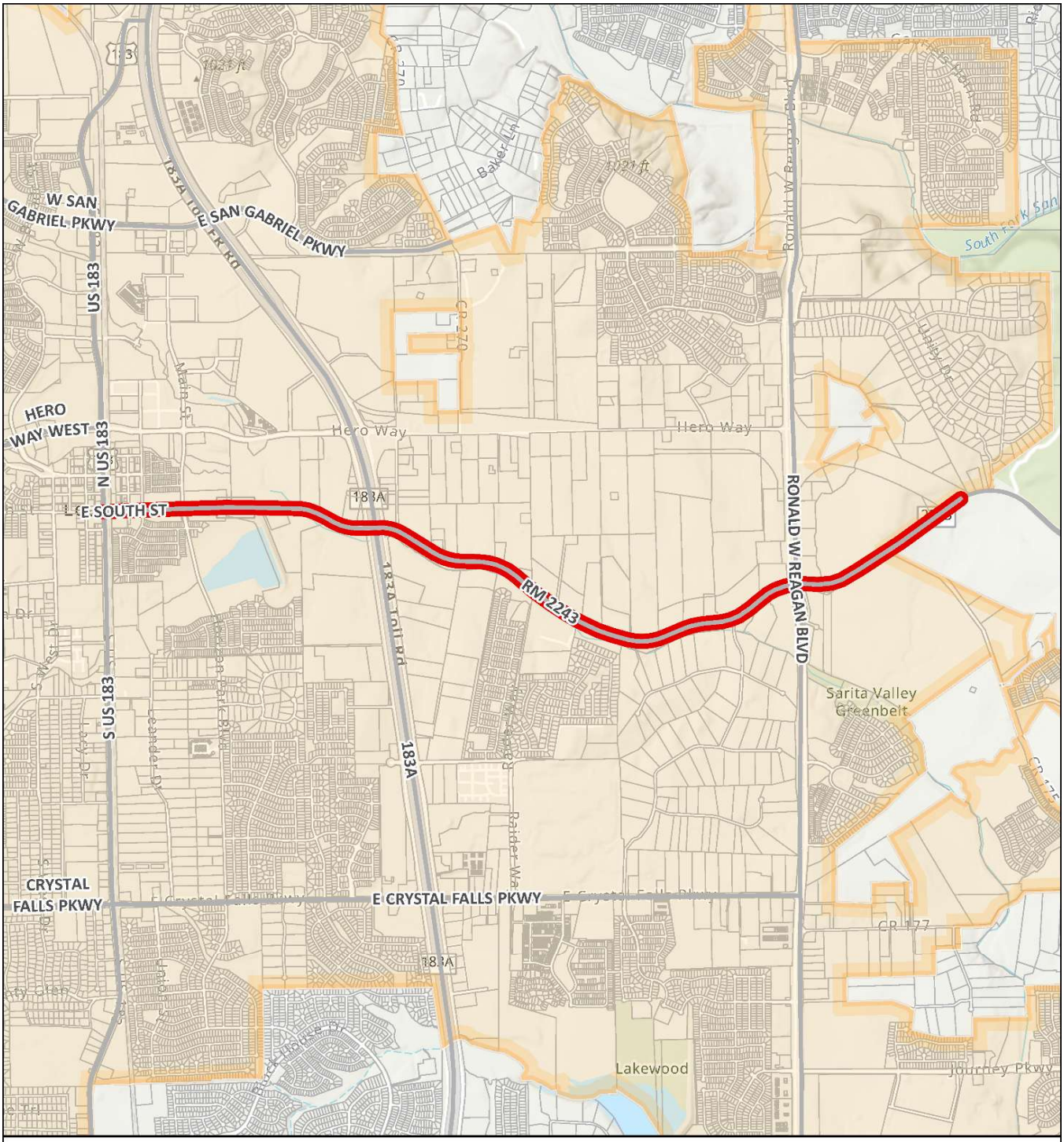
Per Transporation Master Plan. Widening and improving this road for industrial zoned properties. This project had been scheduled for FY23 to occur in conjunction with the development of a manufacturer, but after the manufacturer pulled out, the project was delayed. The road has been refurbished to extend the current usability, but it is a temporary stop-gap fix.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 200,000	$ 200,000	$ 100,000	$ -	$ -	$ -	$ 500,000
Construction	$ -	$ -	$ -	$ 4,000,000	$ 3,500,000	$ -	$ -	$ 7,500,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ 80,000	$ 70,000	$ -	$ -	$ 150,000
Contingencies	$ -	$ -	$ -	$ 1,000,000	$ 875,000	$ -	$ -	$ 1,875,000
Other (easements and Right-Of-Way)	$ -	$ -	$ 1,500,000	$ -	$ -	$ -	$ -	$ 1,500,000
Total Estimated Cost	$ -	$ 200,000	$ 1,700,000	$ 5,180,000	$ 4,445,000	$ -	$ -	$ 11,525,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 200,000	$ 1,700,000	$ 4,219,226	$ 3,945,000	$ -	$ -	$ 10,064,226
12	Substd Boundary Streets	$ -	$ -	$ -	$ 320,774	$ -	$ -	$ -	$ 320,774
44	Roadway Impact Fees - A	$ -	$ -	$ -	$ 640,000	$ 500,000	$ -	$ -	$ 1,140,000
Total Revenues		$ -	$ 200,000	$ 1,700,000	$ 5,180,000	$ 4,445,000	$ -	$ -	$ 11,525,000
EXPENDITURE									
TBD	TBD	$ -	$ 200,000	$ 1,700,000	$ 4,219,226	$ 3,945,000	$ -	$ -	$ 10,064,226
TBD	TBD	$ -	$ -	$ -	$ 320,774	$ -	$ -	$ -	$ 320,774
		$ -	$ -	$ -	$ 640,000	$ 500,000	$ -	$ -	$ 1,140,000
Total Expenditures		$ -	$ 200,000	$ 1,700,000	$ 5,180,000	$ 4,445,000	$ -	$ -	$ 11,525,000

Note: All amounts are shown in current dollars



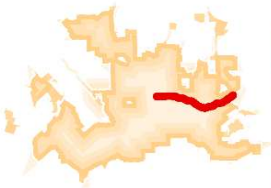
CIP Program

T.56 - South St (RM 2243) - Widen - Center Turn Lane - 183 to Eastern ETJ

Transportation Projects
- T.56

Leander City Limits

Parcels (WCAD)



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City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.56	**RANKING:**	10
PROJECT TITLE	East South St (RM 2243) - Improvements	**MATRIX SCORE:**	98
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Widen existing lanes and add center turn lane and right turn lanes along old RM 2243 from US Highway 183 to the eastern ETJ (extra-territorial jurisdiction).Existing roadway is a 2-lane classified as an arterial, which should be a minimum of 4-lanes. The ultimate lane configuration will be determined by the corridor study which would not be completed until the completion of construction of Hero Way and proposed turnover of this section from TxDOT to City of Leander. Will include all crosswalks, curb ramps, and pedestrian crossing signals to all approaches at US Highway 183.

Location	East South Street (RM 2243)
Limits From/To:	US Highway 183 to Eastern ETJ Edge

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	12 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

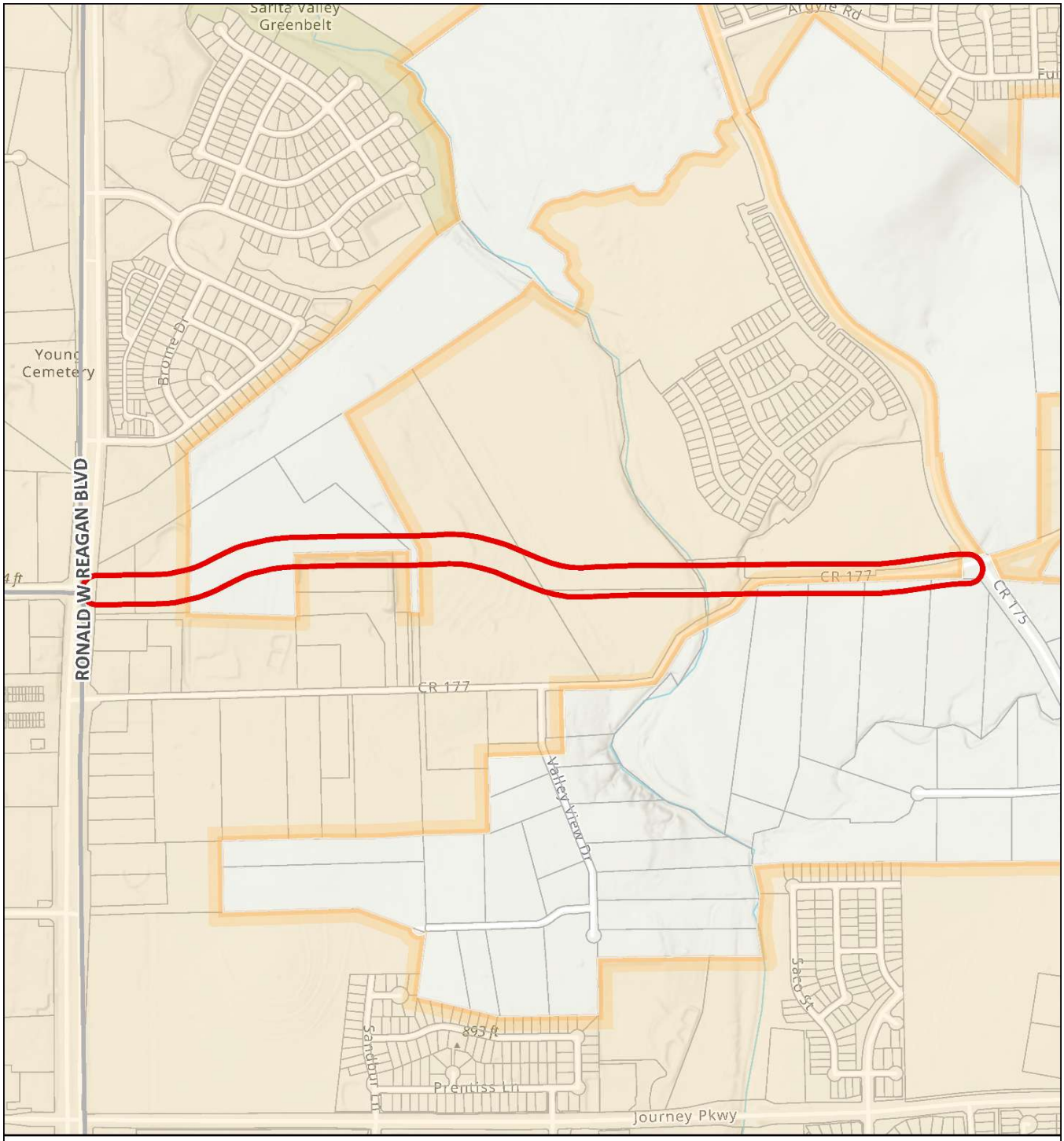
From Transportation Master Plan. This section of Ranch-to-Market 2243 (RM 2243) is currently operated and maintained by TxDOT (Texas Department of Transportation) but is anticipated to be transferred to the City of Leander after the completion of the construction and widening of Hero Way from Tollway 183A to Garey Park that is just to the north of this section. This project's timeframe is projected further out, because of that.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 3,000,000	$ 200,000	$ 3,200,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 22,000,000	$ 22,000,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000	$ 300,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,500,000	$ 5,500,000
Other (easements and Right-Of-Way)	$ -	$ -	$ -	$ -	$ -	$ 2,000,000	$ -	$ 2,000,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 28,000,000	$ 33,000,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 28,000,000	$ 33,000,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 28,000,000	$ 33,000,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 28,000,000	$ 33,000,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 28,000,000	$ 33,000,000

Note: All amounts are shown in current dollars

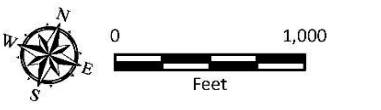


CIP Program

T.63 - East Crystal Falls Pkwy - Extension to CR175

Transportation Projects
T.63

Leander City Limits
Parcels (WCAD)



City of Leander
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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.63	**RANKING:**	12
PROJECT TITLE	Crystal Falls Parkway East Extension to County Road 175	**MATRIX SCORE:**	98
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Includes procurement of land, surveying, design, and construction of the extension of Crystal Falls Parkway, eastward from Ronald W. Reagan Boulevard to County Road 175 (CR 175). Per the 2020 Transportation Master Plan, the road extension is to be a four (4) lane divided arterial, with a long span bridge, and traffic signals, as needed. This project is performed in conjunction with Williamson County in which they are contributing $7.5 million to the design and right-of-way purchase, with the stipulation that the City matches with $2.5 million.

Location	Crystal Falls Parkway East
Limits From/To:	From Ronald W. Reagan Boulevard, eastward to County Road 175

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	9 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

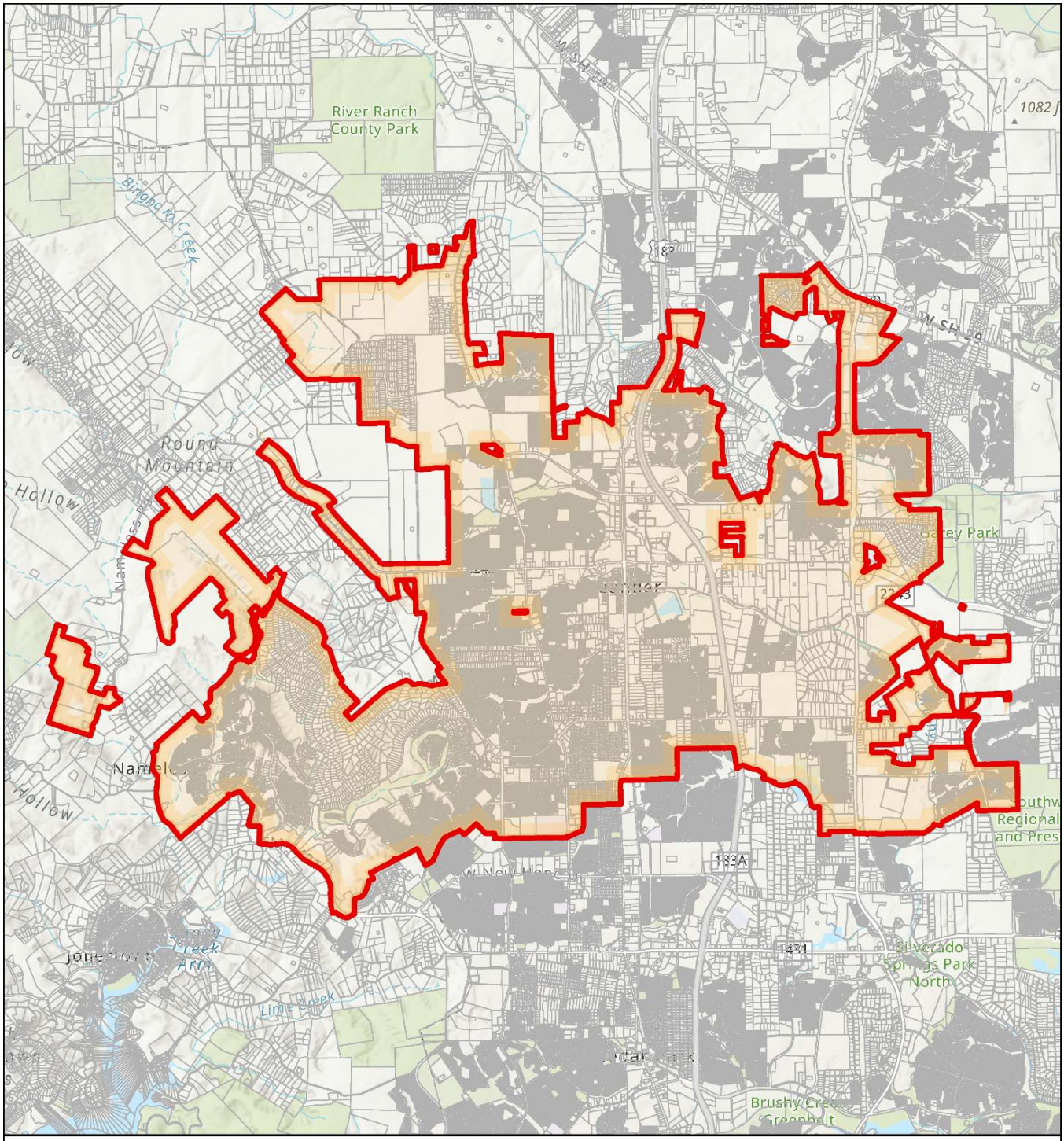
From City of Leander Transportation Master Plan and Williamson County Master Plan. The expansion and growth on the east side of Leander has outgrown the existing transportion routes, which thereby limits any future growth and development to the southeast. The extension of Crystal Falls Parkway, as noted in the 2020 Transportation Master Plan, is an important arterial for connecting southeast Leander to the city proper. *County is cost contributing $7,500,000 to Design and ROW.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ 250,000
Construction	$ -	$ -	$ -	$ -	$ 20,000,000	$ 12,230,000	$ -	$ 32,230,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ 1,000,000	$ 792,000	$ -	$ 1,792,000
Contingencies	$ -	$ -	$ -	$ -	$ 5,000,000	$ 3,058,000	$ -	$ 8,058,000
Other (easements and Right-Of-Way)	$ -	$ -	$ 250,000	$ 2,000,000	$ -	$ -	$ -	$ 2,250,000
Total Estimated Cost	$ -	$ 250,000	$ 250,000	$ 2,000,000	$ 26,000,000	$ 16,080,000	$ -	$ 44,580,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 250,000	$ 250,000	$ 2,000,000	$ -	$ -	$ -	$ 2,500,000
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ 26,000,000	$ 16,080,000	$ -	$ 42,080,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 250,000	$ 250,000	$ 2,000,000	$ 26,000,000	$ 16,080,000	$ -	$ 44,580,000
EXPENDITURE									
TBD	TBD	$ -	$ 250,000	$ 250,000	$ 2,000,000	$ -	$ -	$ -	$ 2,500,000
TBD	TBD	$ -	$ -	$ -	$ -	$ 26,000,000	$ 16,080,000	$ -	$ 42,080,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 250,000	$ 250,000	$ 2,000,000	$ 26,000,000	$ 16,080,000	$ -	$ 44,580,000

Note: All amounts are shown in current dollars



CIP Program

T.66 - City of Leander Self-Evaluation and American Disabilities Act Transition Plan

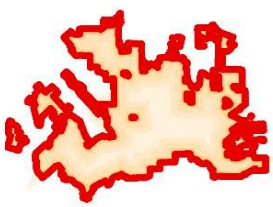
Transportation Projects

T.66

Leander City Limits

Parcels (WCAD)

Parcels (TCAD)



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.66	**RANKING:**	21
PROJECT TITLE	City of Leander Self-Evaluation and American Disabilities Act Transition Plan	**MATRIX SCORE:**	93.5
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

This project will assess the City's services, programs, activities, and public facilities to ensure they meet American Disabilities Act (ADA) accessibility requirements. It will develop an ADA Transition Plan outlining how compliance will be achieved. Additionally, it will introduce initiatives for a Safe Routes to School (SRTS) Program, including placing crossing guards and crosswalks strategically, educating and engaging the community, and improving infrastructure. The infrastructure projects will focus on addressing gaps in sidewalks and shared-use paths within a half-mile of schools, ensuring a minimum width of 6 feet for local roads and 10 feet for arterial roads.

Location	Citywide
Limits From/To:	Citywide

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	NA
Construction	NA

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

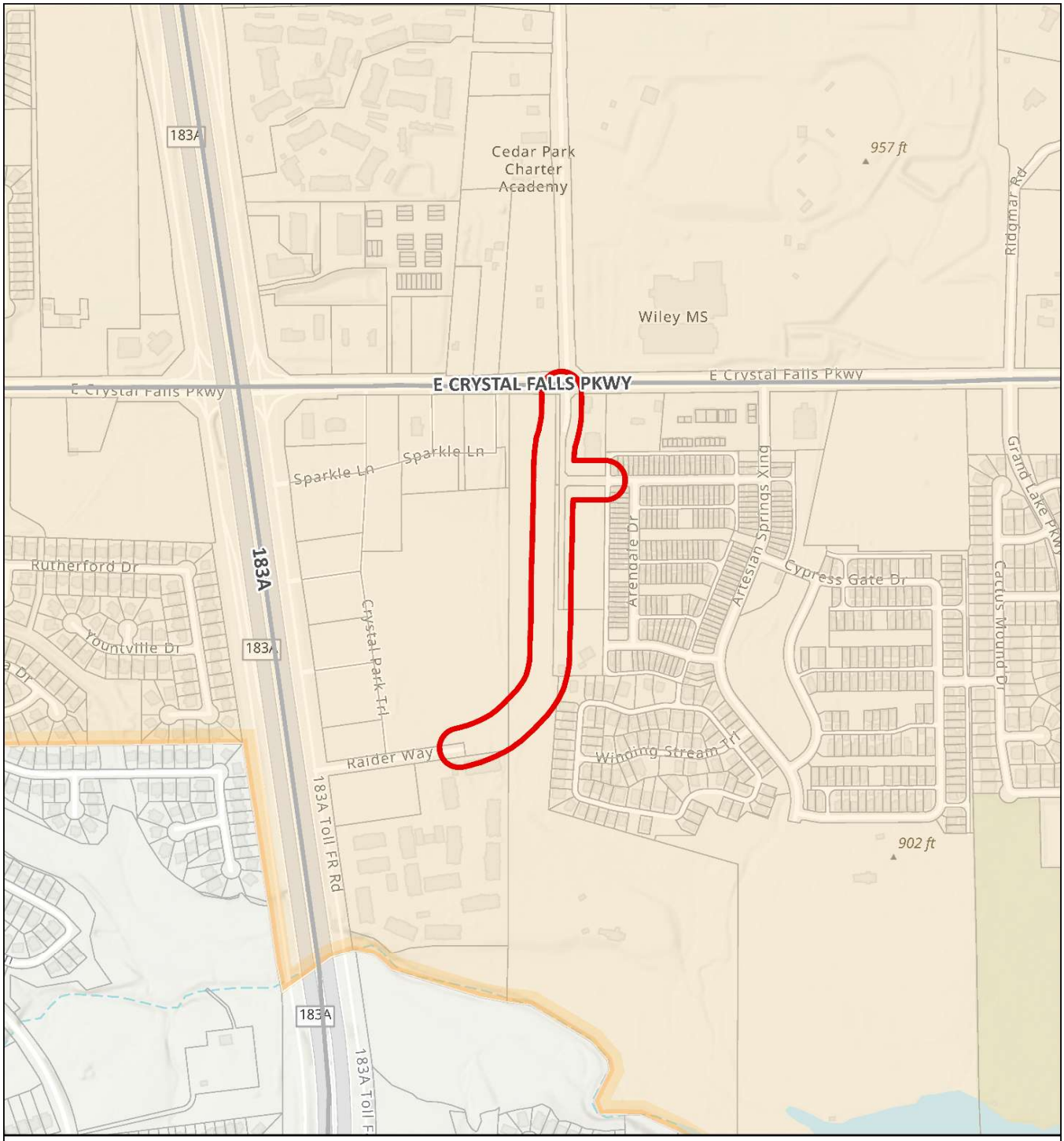
Project will bring City in compliance with TXDOT requirement for Federal Funding. Project has been submitted for funding from the Texas Department of Transportation (TxDOT) through the 2025 Transportation Alternatives (TA) Program, which supports bicyclist and pedestrian infrastructure and planning. More information on the program

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 1,100,000	$ -	$ -	$ -	$ -	$ -	$ 1,100,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 1,100,000	$ -	$ -	$ -	$ -	$ -	$ 1,100,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
55,511,58,59	Transportation CO	$ -	$ 362,000	$ -	$ -	$ -	$ -	$ -	$ 362,000
59	August Debt Issuance 2025	$ -	$ 738,000	$ -	$ -	$ -	$ -	$ -	$ 738,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 1,100,000	$ -	$ -	$ -	$ -	$ -	$ 1,100,000
EXPENDITURE									
TBD	TBD	$ -	$ 362,000	$ -	$ -	$ -	$ -	$ -	$ 362,000
TBD	TBD	$ -	$ 738,000	$ -	$ -	$ -	$ -	$ -	$ 738,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 1,100,000	$ -	$ -	$ -	$ -	$ -	$ 1,100,000

Note: All amounts are shown in current dollars

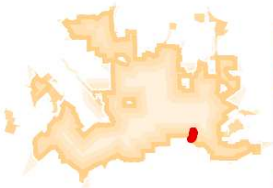


CIP Program

T.70 - Raider Way South and Yaupon Grove Lane Extensions

Transportation Projects
T.70

Leander City Limits
Parcels (WCAD)



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.70	**RANKING:**	16
PROJECT TITLE	Raider Way South and Yaupon Grove Lane Extensions	**MATRIX SCORE:**	96
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Extend Raider Way southward through Crystal Village to where it terminates at the Tollway 183A connecting road, and complete Yaupon Grove Lane's section from existing Crystal Springs segment westward to the extended Raider Way South.

Location	East South Central Leander
Limits From/To:	Crystal Falls Parkway south to Tollway 183A connection.

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	6 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

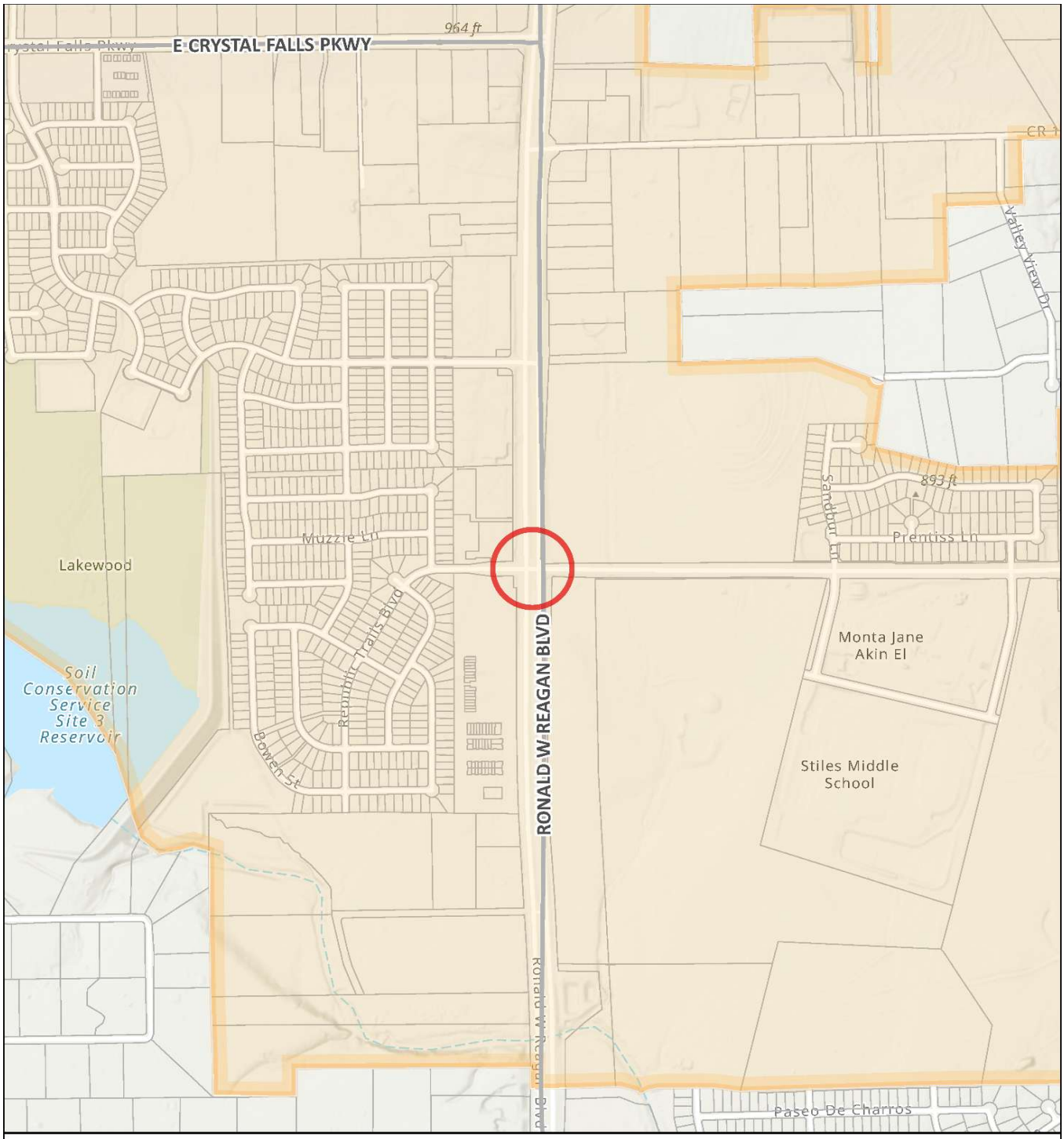
From Transportation Master Plan. This provides additional egress from Crystal Springs community.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 400,000	$ 80,000	$ 25,000	$ -	$ -	$ -	$ 505,000
Construction	$ -	$ -	$ 2,000,000	$ 1,875,000	$ -	$ -	$ -	$ 3,875,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 60,000	$ 40,000	$ -	$ -	$ -	$ 100,000
Contingencies	$ -	$ -	$ 500,000	$ 468,750	$ -	$ -	$ -	$ 968,750
Other (easements and Right-Of-Way)	$ -	$ -	$ 1,200,000	$ -	$ -	$ -	$ -	$ 1,200,000
Total Estimated Cost	$ -	$ 400,000	$ 3,840,000	$ 2,408,750	$ -	$ -	$ -	$ 6,648,750

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
44	Roadway Impact Fee - D	$ -	$ 400,000	$ -	$ -	$ -	$ -	$ -	$ 400,000
59	August Debt Issuance 2025	$ -	$ -	$ 3,840,000	$ 2,408,750	$ -	$ -	$ -	$ 6,248,750
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 400,000	$ 3,840,000	$ 2,408,750	$ -	$ -	$ -	$ 6,648,750
EXPENDITURE									
TBD	TBD	$ -	$ 400,000	$ -	$ -	$ -	$ -	$ -	$ 400,000
TBD	TBD	$ -	$ -	$ 3,840,000	$ 2,408,750	$ -	$ -	$ -	$ 6,248,750
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 400,000	$ 3,840,000	$ 2,408,750	$ -	$ -	$ -	$ 6,648,750

Note: All amounts are shown in current dollars

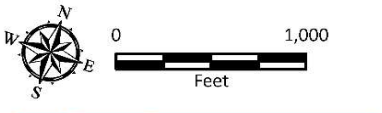


CIP Program

T.76 - Ronald W. Reagan Boulevard and Journey Parkway - Intersection Improvements

Transportation Projects
T.76

Leander City Limits
Parcels (WCAD)



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.76	**RANKING:**	27
PROJECT TITLE	Ronald W. Reagan Boulevard / Journey Parkway - Dual Slip Lanes	**MATRIX SCORE:**	90
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Additional lanes on southbound Ronald Reagan Blvd to create dedicated dual left onto Journey Parkway and dedicated right turn to Republic Trails Blvd

Location	Intersection of Ronald W Reagan Blvd and Journey Parkway
Limits From/To:	Extents as needed to create and define turn lanes

Schedule	**Duration**
Design Phase	9 months
ROW/Esmt Acq.	3 months
Construction	9 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

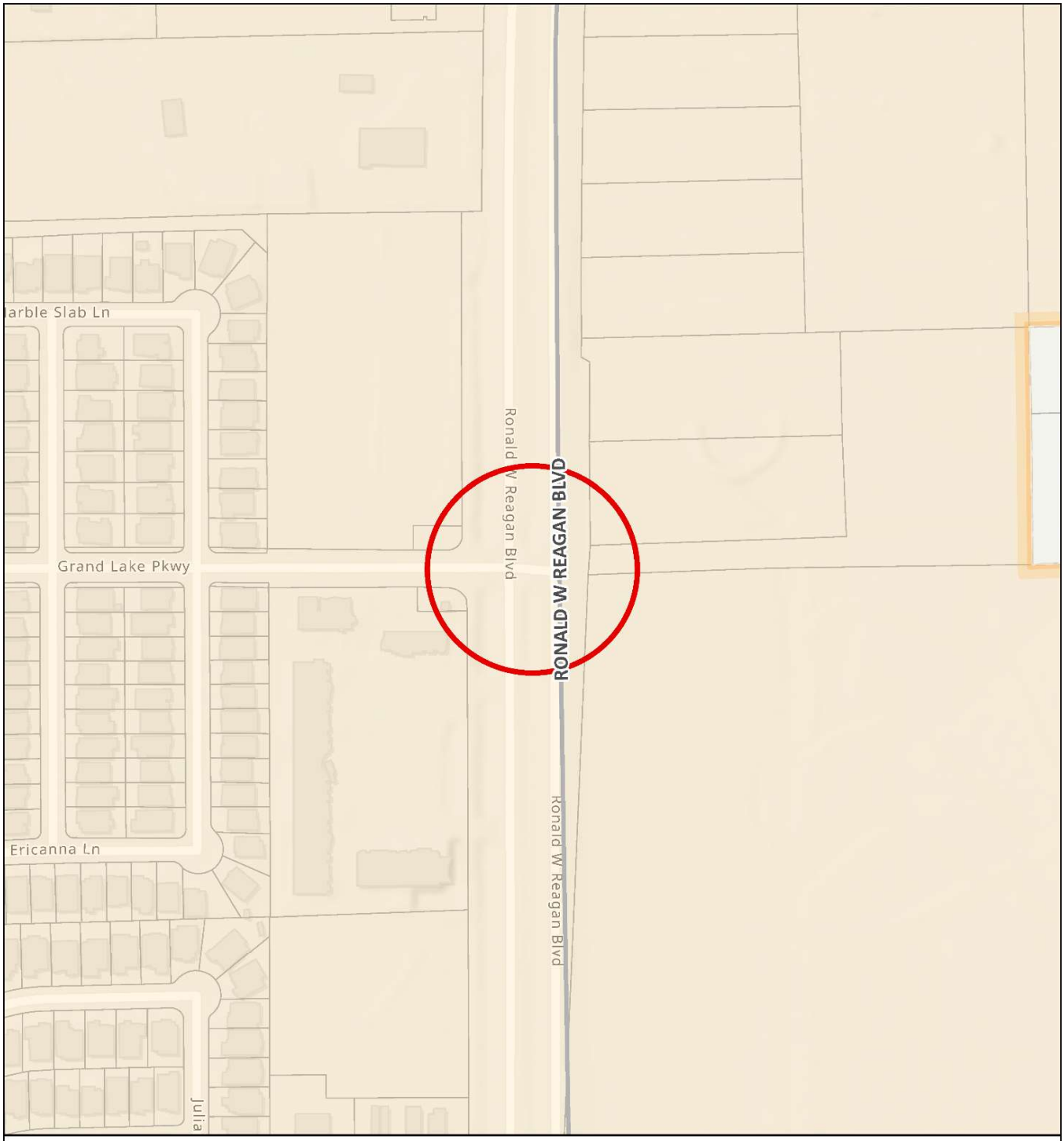
This intersection is highly congested and traffic backs up at the existing turn lanes. These improvements are anticipated to reduce wait times by more than half.
Provides dedicated deceleration lane for traffic going to Republic Trails, and provides additional traffic capacity for traffic going to Journey Pkwy.
From Ronald Reagan Blvd Corridor Study

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ 270,000	$ -	$ 160,000	$ -	$ -	$ 430,000
Construction	$ -	$ -	$ -	$ -	$ 2,806,000	$ -	$ -	$ 2,806,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Contingencies	$ -	$ -	$ -	$ -	$ 702,000	$ -	$ -	$ 702,000
Other	$ -	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
Total Estimated Cost	$ -	$ -	$ 285,000	$ -	$ 3,718,000	$ -	$ -	$ 4,003,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ -	$ 285,000	$ -	$ 3,718,000	$ -	$ -	$ 4,003,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ 285,000	$ -	$ 3,718,000	$ -	$ -	$ 4,003,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 285,000	$ -	$ 3,718,000	$ -	$ -	$ 4,003,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ 285,000	$ -	$ 3,718,000	$ -	$ -	$ 4,003,000

Note: All amounts are shown in current dollars



CIP Program

T.88 - Ronald Reagan and Grand Lake Parkway - Continuous Green and Deceleration Lane

Transportation Projects

T.88

Leander City Limits

Parcels (WCAD)

0 400

Feet

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.88	**RANKING:**	43
PROJECT TITLE	Ronald Reagan at Grand Lake Parkway - Continuous Green and Decel Lane	**MATRIX SCORE:**	87
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

This project would signalize the intersection of Ronald W. Reagan Boulevard and Grand Lake Paryway, add deceleration lane on southbound Ronald W. Reagan Boulevard, and add an acceleration lane and deceleration lane on northbound Ronald W. Reagan Boulevard. Northbound traffic on Ronald W. Reagan Boulevard would be continuously green. This project would help facilitate traffic in and out of the Cold Springs neighborhood and assists traffic access to existing retail from northbound Ronald W. Reagan Boulevard.

Location	Ronald W. Reagan Boulevard intersection with Grand Lake Parkway
Limits From/To:	

Schedule	**Duration**
Design Phase	9 months
ROW/Esmt Acq.	none
Construction	12 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

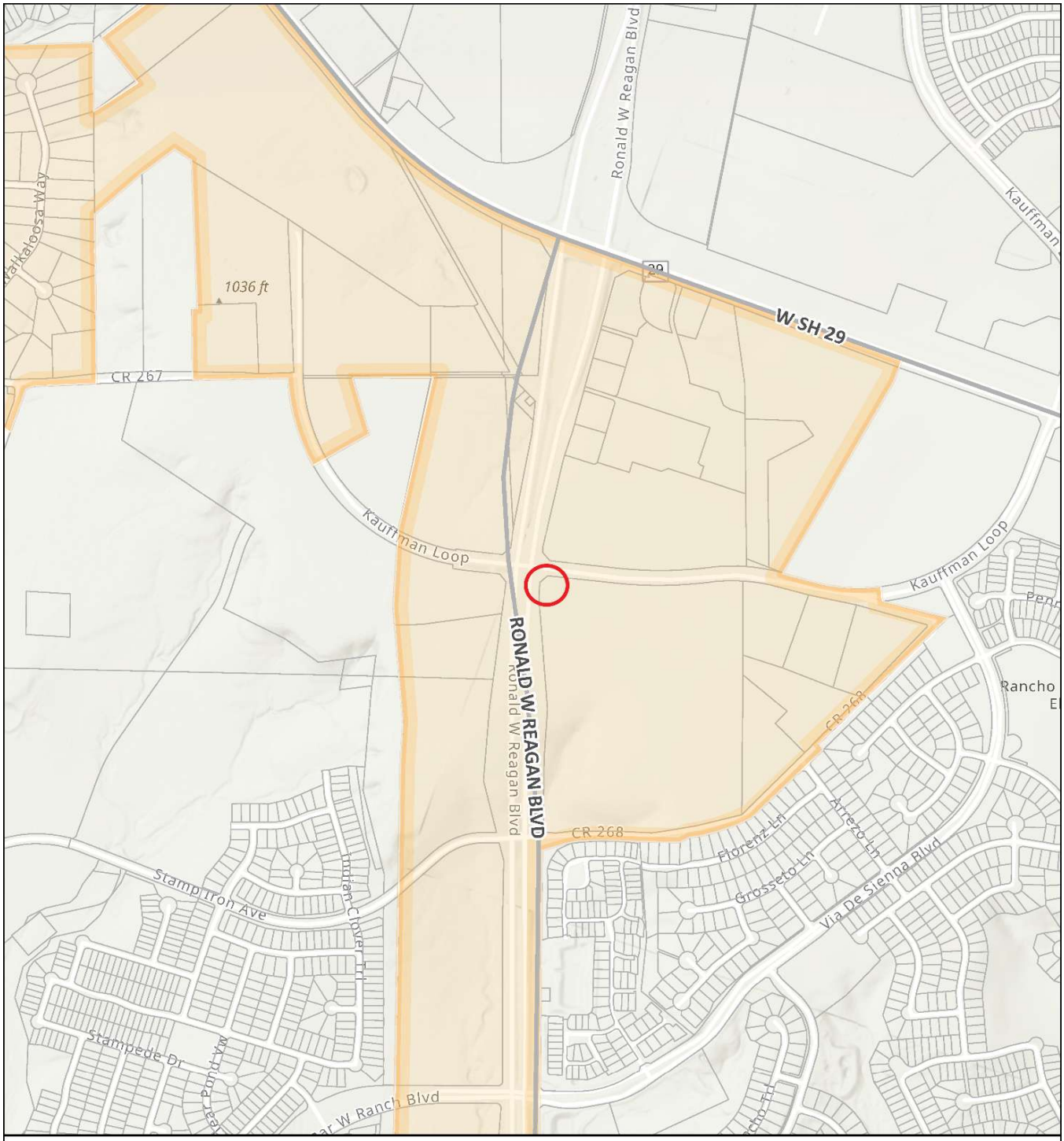
From Transportation Master Plan.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ 100,000	$ -	$ -	$ 100,000
Construction	$ -	$ -	$ -	$ -	$ -	$ 2,647,000	$ -	$ 2,647,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ 30,000	$ -	$ 30,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ 662,000	$ -	$ 662,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ -	$ -	$ -	$ 100,000	$ 3,339,000	$ -	$ 3,439,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ 100,000	$ 3,339,000	$ -	$ 3,439,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ 100,000	$ 3,339,000	$ -	$ 3,439,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ 100,000	$ 3,339,000	$ -	$ 3,439,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ 100,000	$ 3,339,000	$ -	$ 3,439,000

Note: All amounts are shown in current dollars

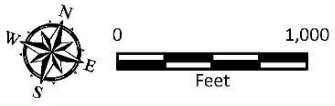


CIP Program

T.90 - Ronald W. Reagan Boulevard - Eastbound Right Turn at Kauffman Loop

Transportation Projects
T.90

Leander City Limits
Parcels (WCAD)



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.90	**RANKING:**	13
PROJECT TITLE	Ronald Reagan to Kauffman Loop - Northbound Right Turn Slip Lane	**MATRIX SCORE:**	97
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Add dedicated right turn lane on northbound Ronald W. Reagan Boulevard to access Kauffman Loop. Add slip lane on eastbound Kauffman Loop

Location	Ronald Reagan to Kauffman Loop
Limits From/To:	Ronald Reagan to Kauffman Loop

Schedule	**Duration**
Design Phase	9 months
ROW/Esmt Acq.	6 months
Construction	8 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

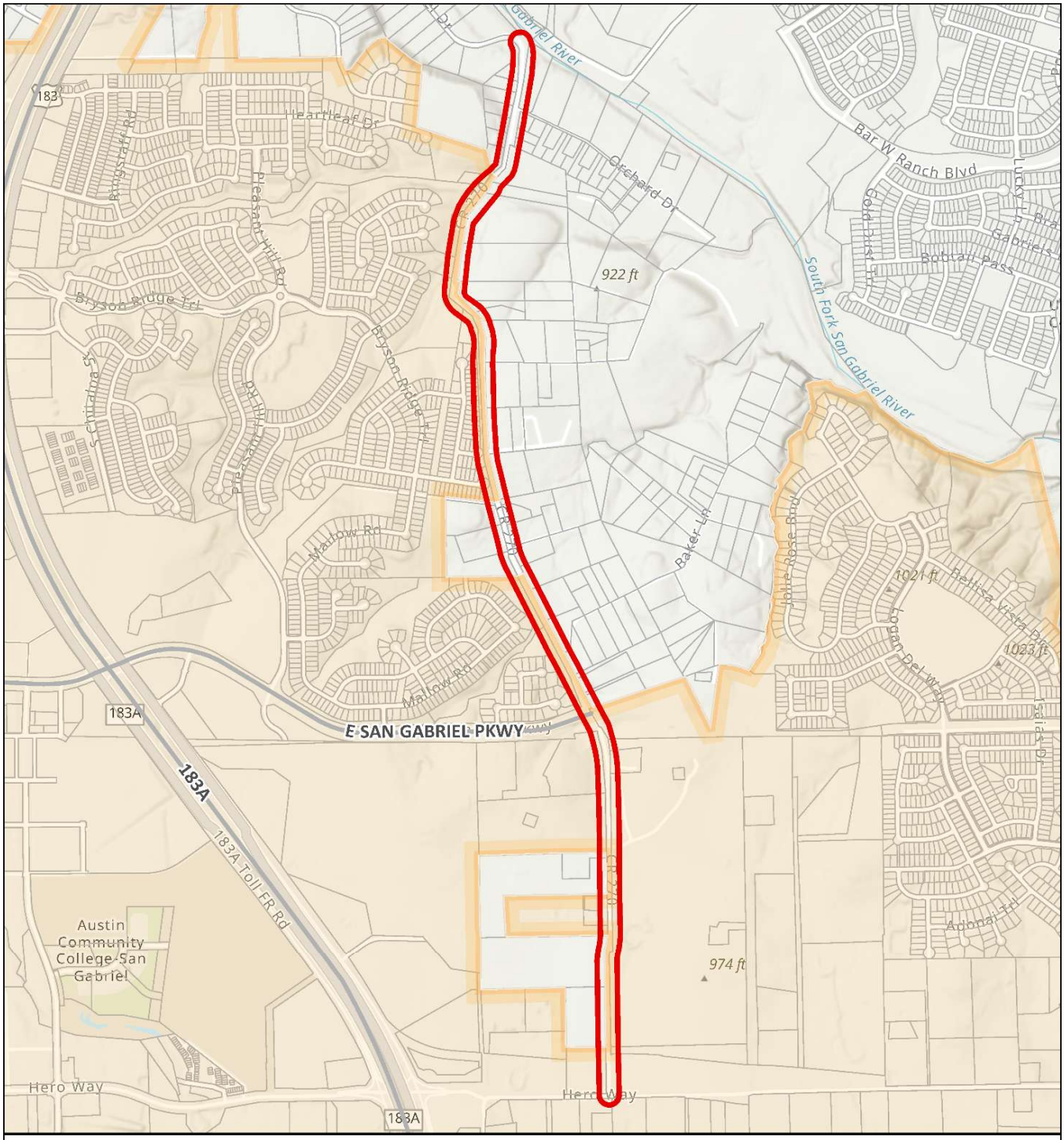
Helps to facilitate traffic that desires to head eastbound on Kauffman Loop. Assist traffic access to existing and future retail in the area. Increases traffic safety, desiring to turn right and removes driving on the shoulder.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	N/A	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Phase	$ -	$ -	$ 48,500	$ 15,000	$ -	$ -	$ -	$ 63,500
Construction	$ -	$ -	$ 120,000	$ 480,000	$ -	$ -	$ -	$ 600,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 5,000	$ 5,000	$ -	$ -	$ -	$ 10,000
Contingencies	$ -	$ -	$ 30,000	$ 120,000	$ -	$ -	$ -	$ 150,000
Other (easements and Right-Of-Way)	$ -	$ -	$ 80,000	$ 20,000	$ -	$ -	$ -	$ 100,000
Total Estimated Cost	$ -	$ -	$ 283,500	$ 640,000	$ -	$ -	$ -	$ 923,500

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
44	Roadway Impact Fee - B	$ -	$ -	$ 283,500	$ -	$ -	$ -	$ -	$ 283,500
59	August Debt Issuance - 2025	$ -	$ -	$ -	$ 640,000	$ -	$ -	$ -	$ 640,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ 283,500	$ 640,000	$ -	$ -	$ -	$ 923,500
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 283,500	$ -	$ -	$ -	$ -	$ 283,500
		$ -	$ -	$ -	$ 640,000	$ -	$ -	$ -	$ 640,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ 283,500	$ 640,000	$ -	$ -	$ -	$ 923,500

Note: All amounts are shown in current dollars



CIP Program

T.107, T.108 - County Road 270 Improvements - E San Gabriel Pkwy to Hero Way

Transportation Projects

T.107, T.108

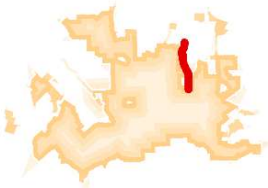
Leander City Limits

Parcels (WCAD)

N W E S

0 1,000

Feet



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.107/T.108	**RANKING:**	25
PROJECT TITLE	CR 270 Improvements Phase 1	**MATRIX SCORE:**	91
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Widen and improve County Road 270 (CR 270) to a three-lane undivided collector road from Hero Way to the North City Limit.

Location	Northbound section of CR 270
Limits From/To:	From North City Limit to Hero Way

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	18 months
Construction	15 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

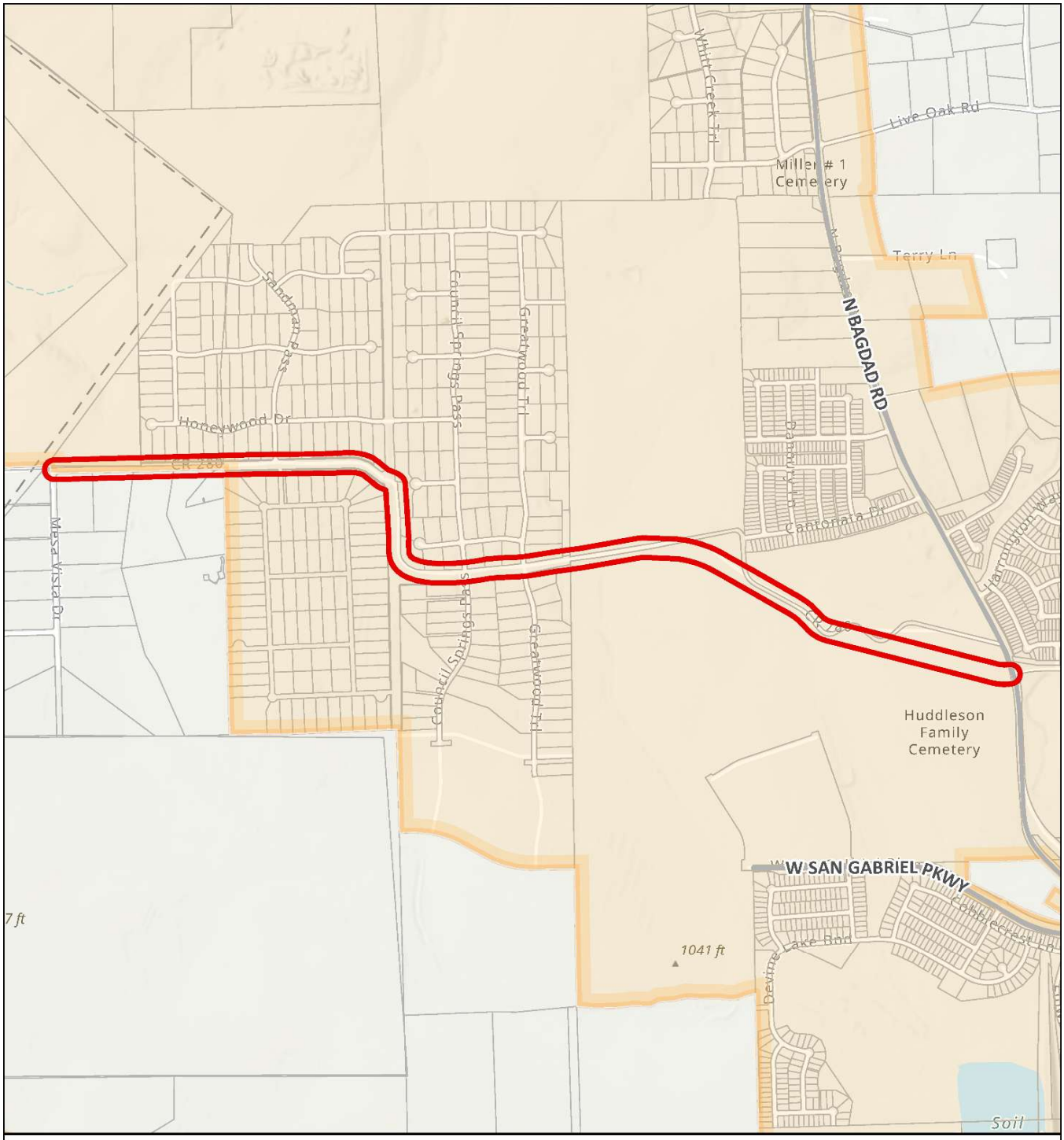
From Transportation Plan. Currently a two-way collector, the widening of CR 270 will help facilitate the responsiveness of emergency teams and improve the travel flow and safety, with the addition of the center turn lane. ROW & Easement acquisition appear to involve about 40+ parcels of varying lengths. Overall length is 16,207 lf.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ 1,300,000	$ 1,000,000	$ 200,000	$ 2,500,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 21,000,000	$ 21,000,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,250,000	$ 5,250,000
Other (easements and Right-Of-Way)	$ -	$ -	$ -	$ -	$ 500,000	$ 2,500,000	$ 500,000	$ 3,500,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ 1,800,000	$ 3,500,000	$ 27,100,000	$ 32,400,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ 1,800,000	$ 3,500,000	$ 27,100,000	$ 32,400,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ 1,800,000	$ 3,500,000	$ 27,100,000	$ 32,400,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ 1,800,000	$ 3,500,000	$ 27,100,000	$ 32,400,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ 1,800,000	$ 3,500,000	$ 27,100,000	$ 32,400,000

Note: All amounts are shown in current dollars



CIP Program

T.110 - CR 280 Improvements - 9000 LFt

Transportation Projects
- T.110

- Leander City Limits
- Parcels (WCAD)
- Parcels (TCAD)

N W E S

0 1,000 Feet

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.110	**RANKING:**	47
PROJECT TITLE	County Road 280 Realignment and Improvements	**MATRIX SCORE:**	86.5
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

Approximately 11,700 feet of County Road 280 (CR 280) will be realigned, widened, and improved to a non-residential collector road from Bagdad Road westward to the point where the future roadway will extend westward to RM 2243 (Hero Way West).

Location	Northwest Leander
Limits From/To:	Bagdad Road to Western Terminus

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	9 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

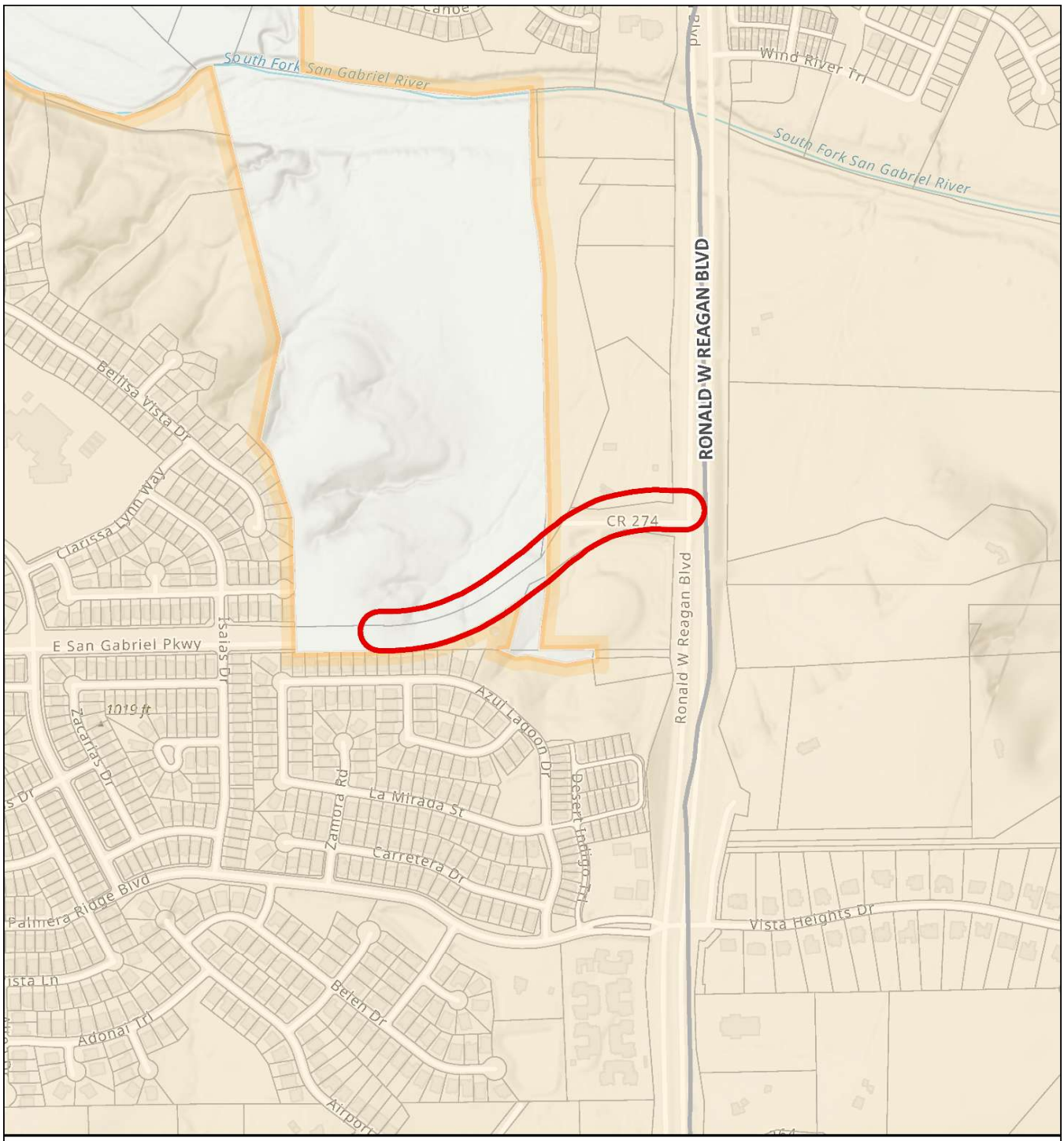
From Transportation Master Plan

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 1,000,000	$ 800,000	$ -	$ -	$ 100,000	$ 100,000	$ 2,000,000
Construction	$ -	$ -	$ -	$ -	$ -	$ 15,000,000	$ 5,500,000	$ 20,500,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ 80,000	$ 40,000	$ 120,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ 3,750,000	$ 1,375,000	$ 5,125,000
Other (easements and Right-of-Way)	$ -	$ -	$ 3,325,000	$ -	$ -	$ -	$ -	$ 3,325,000
Total Estimated Cost	$ -	$ 1,000,000	$ 4,125,000	$ -	$ -	$ 18,930,000	$ 7,015,000	$ 31,070,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ -	$ 3,325,000	$ -	$ -	$ -	$ -	$ 3,325,000
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 18,212,967	$ 7,015,000	$ 25,227,967
44	Roadway Impact Fee - A	$ -	$ 1,000,000	$ 800,000	$ -	$ -	$ -	$ -	$ 1,800,000
12	Substd Boundary Streets	$ -	$ -	$ -	$ -	$ -	$ 717,033	$ -	$ 717,033
Total Revenues		$ -	$ 1,000,000	$ 4,125,000	$ -	$ -	$ 18,930,000	$ 7,015,000	$ 31,070,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 3,325,000	$ -	$ -	$ -	$ 7,015,000	$ 10,340,000
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 18,212,967	$ -	$ 18,212,967
TBD	TBD	$ -	$ 1,000,000	$ 800,000	$ -	$ -	$ -	$ -	$ 1,800,000
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 717,033	$ -	$ 717,033
Total Expenditures		$ -	$ 1,000,000	$ 4,125,000	$ -	$ -	$ 18,930,000	$ 7,015,000	$ 31,070,000

Note: All amounts are shown in current dollars

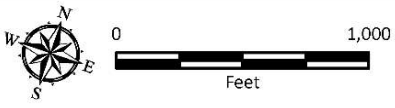


CIP Program

T.120 - San Gabriel Pkwy East - Phase 2 North Two Lanes

Transportation Projects
T.120

Leander City Limits
Parcels (WCAD)



City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.120	**RANKING:**	50
PROJECT TITLE	San Gabriel Parkway Phase 2B - North Two Lanes	**MATRIX SCORE:**	
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

San Gabriel Parkway Phase 2 was contracted for the south two lanes of a 4-lane roadway. This project adds the two north lanes to provide for a complete four lane road, including paved lanes, curb and gutter, stormwater drains, fiber conduit, retaining walls.

Location	Northwest Leander
Limits From/To:	Bagdad Road to Western Terminus

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	N/A
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

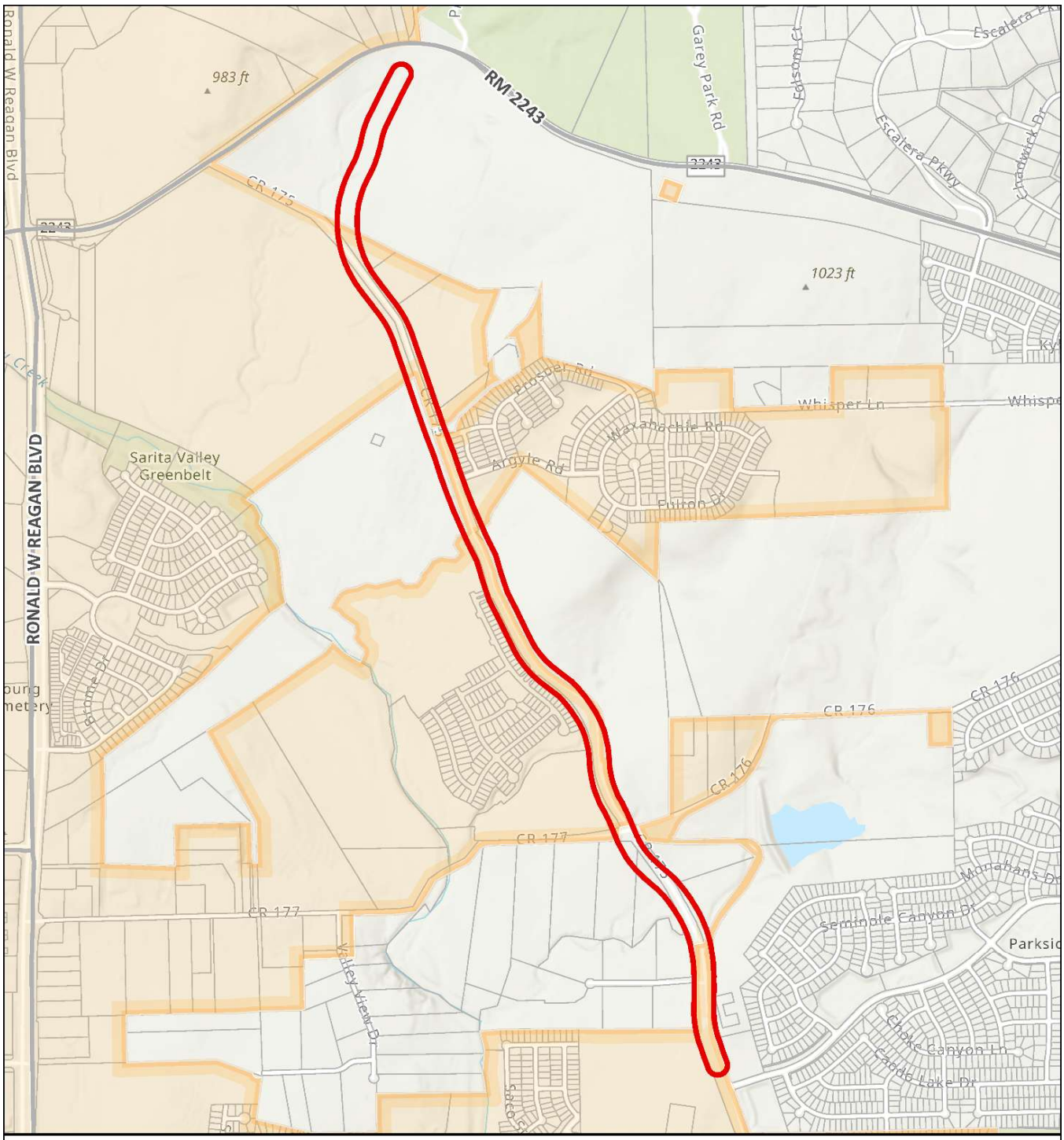
From Transportation Master Plan. This completes the four lanes for this roadway profile. With the growth and the need for an east-west thoroughfare, these two north lanes need to be added to the project to provide for a full roadway. The City was originally waiting on the adjacent landowner to develop, but through a series of discussions, the landowner has expressed that there is no desire to develop this property in the near future.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ 400,000	$ 100,000	$ 80,000	$ -	$ -	$ 580,000
Construction	$ -	$ -	$ -	$ 4,000,000	$ 2,100,000	$ -	$ -	$ 6,100,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ 100,000	$ 50,000	$ -	$ -	$ 150,000
Contingencies	$ -	$ -	$ -	$ 1,000,000	$ 525,000	$ -	$ -	$ 1,525,000
Other (easements and Right-of-Way)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ -	$ 400,000	$ 5,200,000	$ 2,755,000	$ -	$ -	$ 8,355,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**Future**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ -	$ 400,000	$ 5,200,000	$ 2,755,000	$ -	$ -	$ 8,355,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ 400,000	$ 5,200,000	$ 2,755,000	$ -	$ -	$ 8,355,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 400,000	$ 5,200,000	$ 2,755,000	$ -	$ -	$ 8,355,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ 400,000	$ 5,200,000	$ 2,755,000	$ -	$ -	$ 8,355,000

Note: All amounts are shown in current dollars

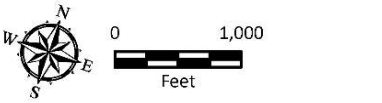


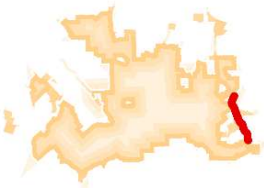
CIP Program

T.121 - County Road 175 - Widen to 4 Lanes

Transportation Projects
T.121

Leander City Limits
Parcels (WCAD)





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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.121	**RANKINGS:**	11
PROJECT TITLE	County Road 175 - Widen to 4 Lanes	**MATRIX SCORE:**	98
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

This project will reconstruct CR 175 from the current 2-lane rural roadway into a 4-lane urban section divided arterial with a median, curb and gutter and street lighting. This is a Williamson County project and the City will participate with funds. This is a cost-share.

Location	County Road 175
Limits From/To:	Ranch-to-Market 2243 (RM 2243) to Parkside Parkway

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	6 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☑ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

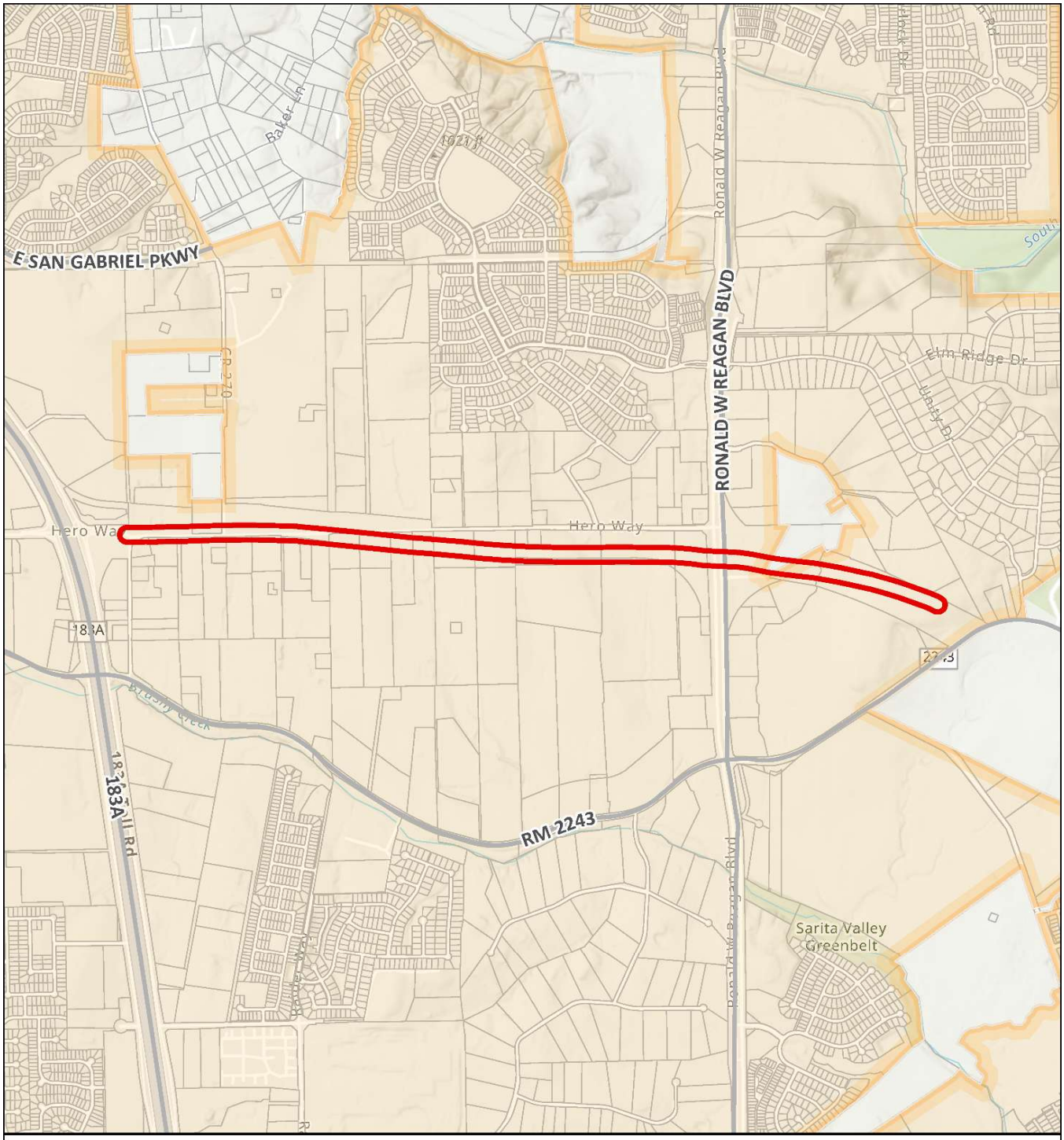
From Transportation Master Plan.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ -	$ 5,300,000	$ -	$ -	$ -	$ -	$ 5,300,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other (easements and Right-of-Way)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ -	$ 5,300,000	$ -	$ -	$ -	$ -	$ 5,300,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance2025	$ -	$ -	$ 5,300,000	$ -	$ -	$ -	$ -	$ 5,300,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ 5,300,000	$ -	$ -	$ -	$ -	$ 5,300,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 5,300,000	$ -	$ -	$ -	$ -	$ 5,300,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ 5,300,000	$ -	$ -	$ -	$ -	$ 5,300,000

Note: All amounts are shown in current dollars



CIP Program

T.122 - Hero Way South Service Road

Transportation Projects
T.122

Leander City Limits
Parcels (WCAD)

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.122	**RANKINGS:**	22
PROJECT TITLE	Hero Way South Service Road	**MATRIX SCORE:**	92.5
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Due to significant growth, Williamson County, in coordination with The Texas Department of Transportation (TxDOT) will construct and widen RM 2243 between Tollway 183A and Southwest Bypass. This was included in the County's 2013/2019 Road Bond Program. Phase 1A design is complete and the project will start construction in early 2026 of the north 3-lanes of what will become the future westbound frontage road from 183A to Garey Park.

Due to the City of Leander's growth and economic development along the Hero Way corridor, the City desires to fund and proceed with construction of the future Phase 2 eastbound frontage road between 183A and to approximately 3000 feet east of Roald W. Reagan Boulevard. This project will construct 3-lanes. The majority of design and all right-of-way has been purchased as a part of the overall Williamson County project.

After construction of Williamson County's Phase 1A and this project, Phase 2, this will replace existing two-lane rural roadway with six-lanes, three in each direction, between Tollway 183A and Ronald W. Reagan Boulevard.

Location	City of Leander
Limits From/To:	From County Road 269 to 3000 feet east of Ronald W. Reagan Boulevard

Schedule	**Duration**
Design Phase	12 months
ROW/Esmt Acq.	N/A
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

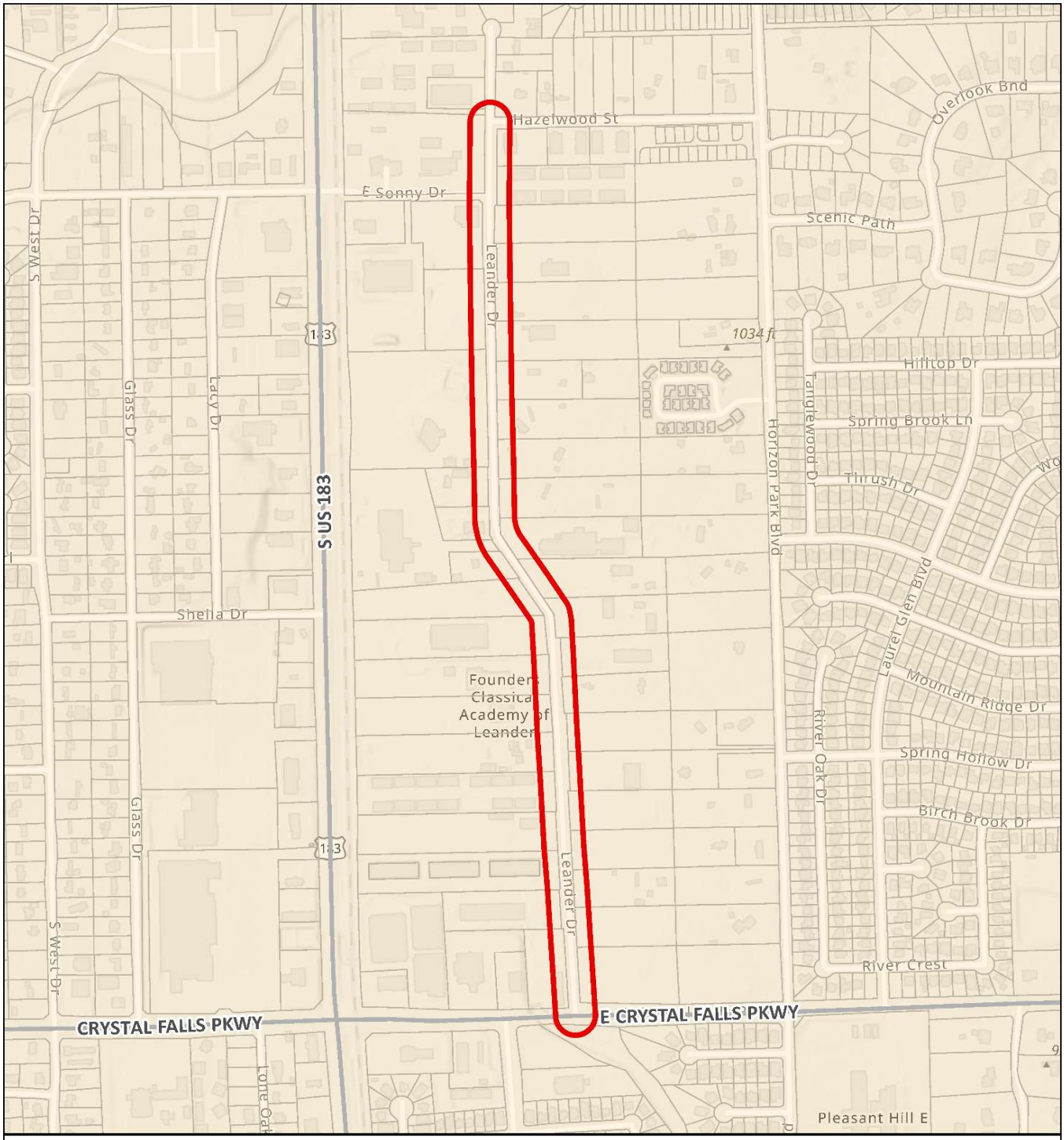
Based on Williamson County's 2013/2019 Road Bond Program. This is relative to the widening and improvements of Hero Way from Georgetown to Tollway 183A. Williamson County excluded the south side frontage road from their scope and left it to the City o Leanderto complete this portion.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ -	$ -	$ 400,000
Construction	$ -	$ -	$ 6,000,000	$ 10,000,000	$ 5,000,000	$ -	$ -	$ 21,000,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 100,000	$ 100,000	$ 50,000	$ -	$ -	$ 250,000
Contingencies	$ -	$ -	$ 1,500,000	$ 2,500,000	$ 1,250,000	$ -	$ -	$ 5,250,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 100,000	$ 7,700,000	$ 12,700,000	$ 6,400,000	$ -	$ -	$ 26,900,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 100,000	$ 7,700,000	$ 12,599,890	$ 6,400,000	$ -	$ -	$ 26,799,890
12	Substd Boundary Streets	$ -	$ -	$ -	$ 100,110	$ -	$ -	$ -	$ 100,110
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 100,000	$ 7,700,000	$ 12,700,000	$ 6,400,000	$ -	$ -	$ 26,900,000
EXPENDITURE									
TBD	TBD	$ -	$ 100,000	$ 7,700,000	$ 12,599,890	$ 6,400,000	$ -	$ -	$ 26,799,890
TBD	TBD	$ -	$ -	$ -	$ 100,110	$ -	$ -	$ -	$ 100,110
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 100,000	$ 7,700,000	$ 12,700,000	$ 6,400,000	$ -	$ -	$ 26,900,000

Note: All amounts are shown in current dollars



CIP Program

T.123 - Leander Drive Improvements

Transportation Projects

T.123

Leander City Limits

Parcels (WCAD)

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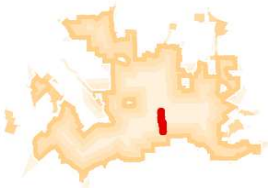

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.123	**RANKINGS:**	32
PROJECT TITLE	Leander Drive Improvements	**MATRIX SCORE:**	89
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

This project consists of fully reconstructing the existing roadway to a three-lane undivided collector.

Location	Leander Drive
Limits From/To:	From Crystal Falls Parkway to Hazelwood Street

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	16 months
Construction	20 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

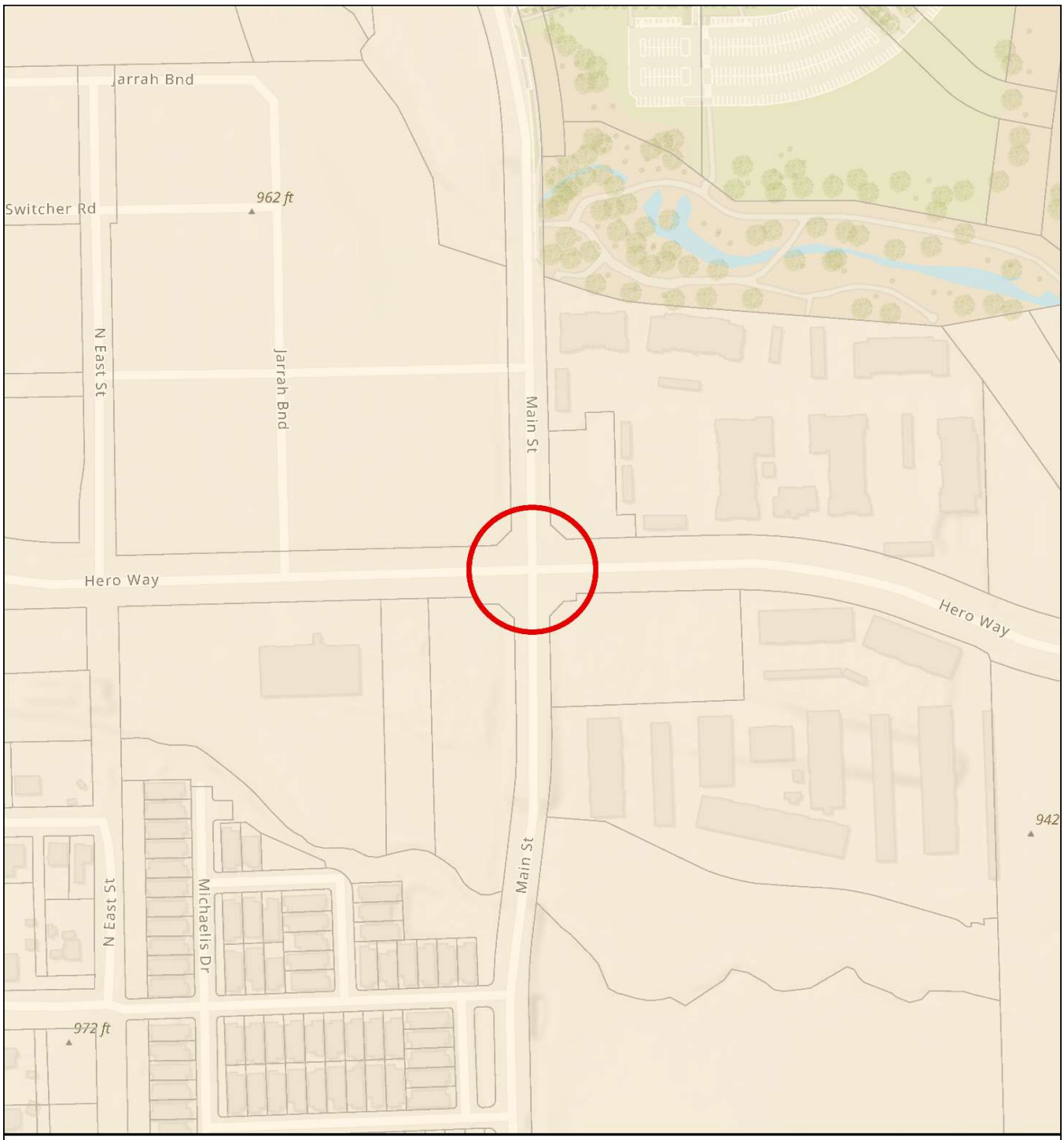
From Transportation Master Plan.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ 500,000	$ 300,000	$ 200,000	$ 1,000,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,000,000	$ 8,000,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 120,000	$ 120,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000,000	$ 2,000,000
Other (easements and Right-of-Way)	$ -	$ -	$ -	$ -	$ -	$ 1,330,000	$ -	$ 1,330,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ 500,000	$ 1,630,000	$ 10,320,000	$ 12,450,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ 500,000	$ 1,630,000	$ 10,173,831	$ 12,303,831
12	Substd Boundary Streets	$ -	$ -	$ -	$ -	$ -	$ -	$ 146,169	$ 146,169
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ 500,000	$ 1,630,000	$ 10,320,000	$ 12,450,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ 500,000	$ 1,630,000	$ 10,173,831	$ 12,303,831
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 146,169	$ 146,169
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ 500,000	$ 1,630,000	$ 10,320,000	$ 12,450,000

Note: All amounts are shown in current dollars



CIP Program

T.130 - Hero Way and Main Street Intersection Improvements

Transportation Projects
T.130

Leander City Limits
Parcels (WCAD)

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City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.130	**RANKING:**	19
PROJECT TITLE	Hero Way and Main Street Intersection Improvements	**MATRIX SCORE:**	94
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Signalize intersection. Add turn lanes all directions and define pedestrian crossings

Location	Intersection of Hero Way and Main Street
Limits From/To:	Extents as needed to create and define turn lanes and pedestrian pathways

Schedule	**Duration**
Design Phase	8 months
ROW/Esmt Acq.	6 months
Construction	10 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

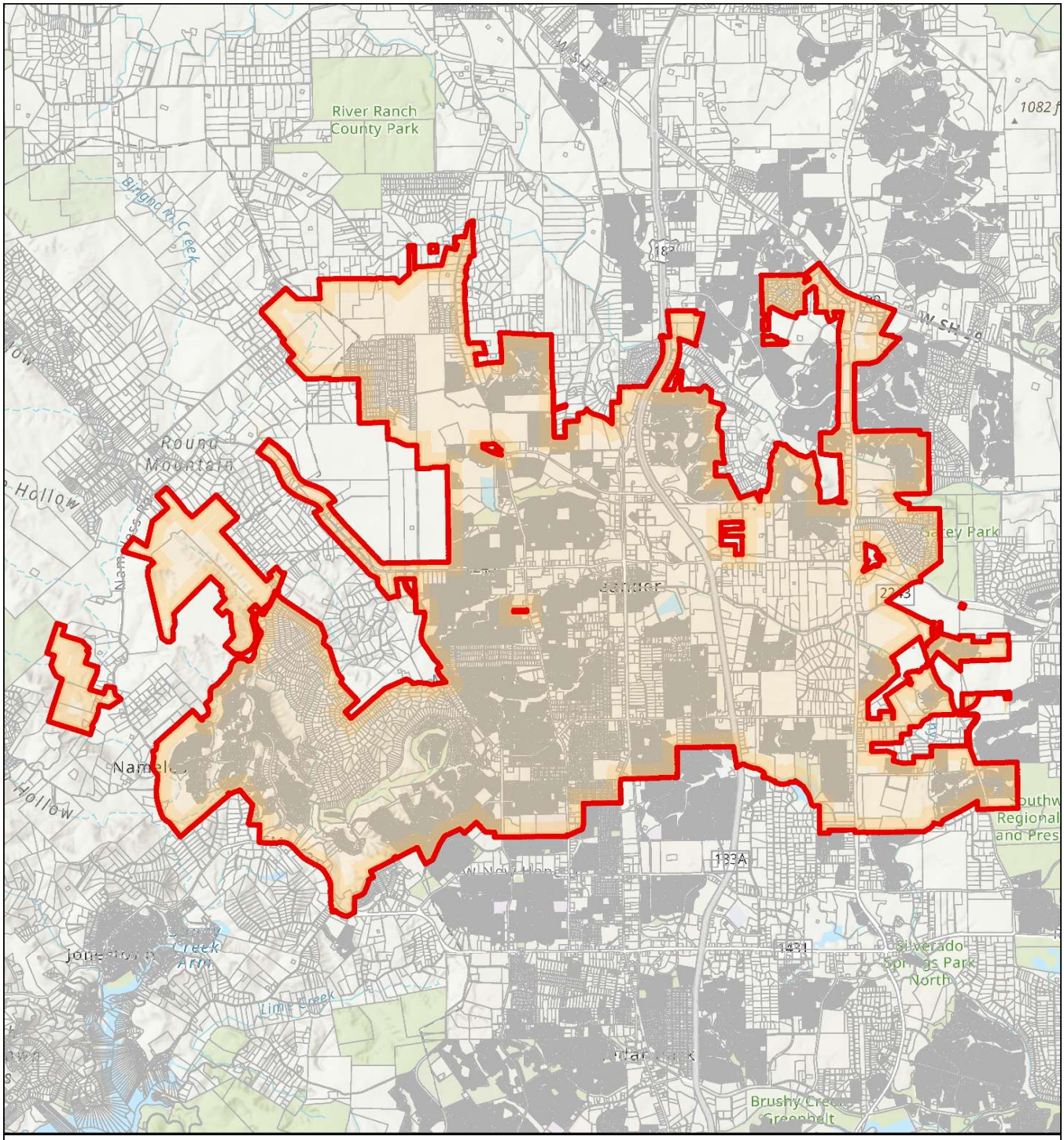
From 2024 Hero Way at Main Street Traffic Signal Warrant Analysis

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 200,000
Construction	$ -	$ 500,000	$ 400,000	$ -	$ -	$ -	$ -	$ 900,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ 10,000
Contingencies	$ -	$ 125,000	$ 100,000	$ -	$ -	$ -	$ -	$ 225,000
Other	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ 50,000
Total Estimated Cost	$ -	$ 880,000	$ 505,000	$ -	$ -	$ -	$ -	$ 1,385,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
12	Traffic Impact Fees	$ -	$ 880,000	$ 505,000	$ -	$ -	$ -	$ -	$ 1,385,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 880,000	$ 505,000	$ -	$ -	$ -	$ -	$ 1,385,000
EXPENDITURE									
TBD	TBD	$ -	$ 880,000	$ 505,000	$ -	$ -	$ -	$ -	$ 1,385,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 880,000	$ 505,000	$ -	$ -	$ -	$ -	$ 1,385,000

Note: All amounts are shown in current dollars



CIP Program

T.134 - Emergency Vehicle Preemption (EVP) for all Signals

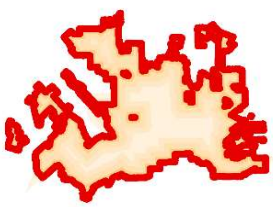
Transportation Projects

T.134

Leander City Limits

Parcels (WCAD)

Parcels (TCAD)



0 10,000

Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.134	**RANKING:**	36
PROJECT TITLE	Emergency Vehicle Preemption (EVP) for all Signals	**MATRIX SCORE:**	88
DEPARTMENT(S)	Transportation		

PROJECT DESCRIPTION:

Install Emergency Vehicle Preemption (EVP) system for all signals

Location	All City owned traffic signals
Limits From/To:	Extents of City Limits

Schedule	**Duration**
Design Phase	2 months
ROW/Esmt Acq.	0 months
Construction	3 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

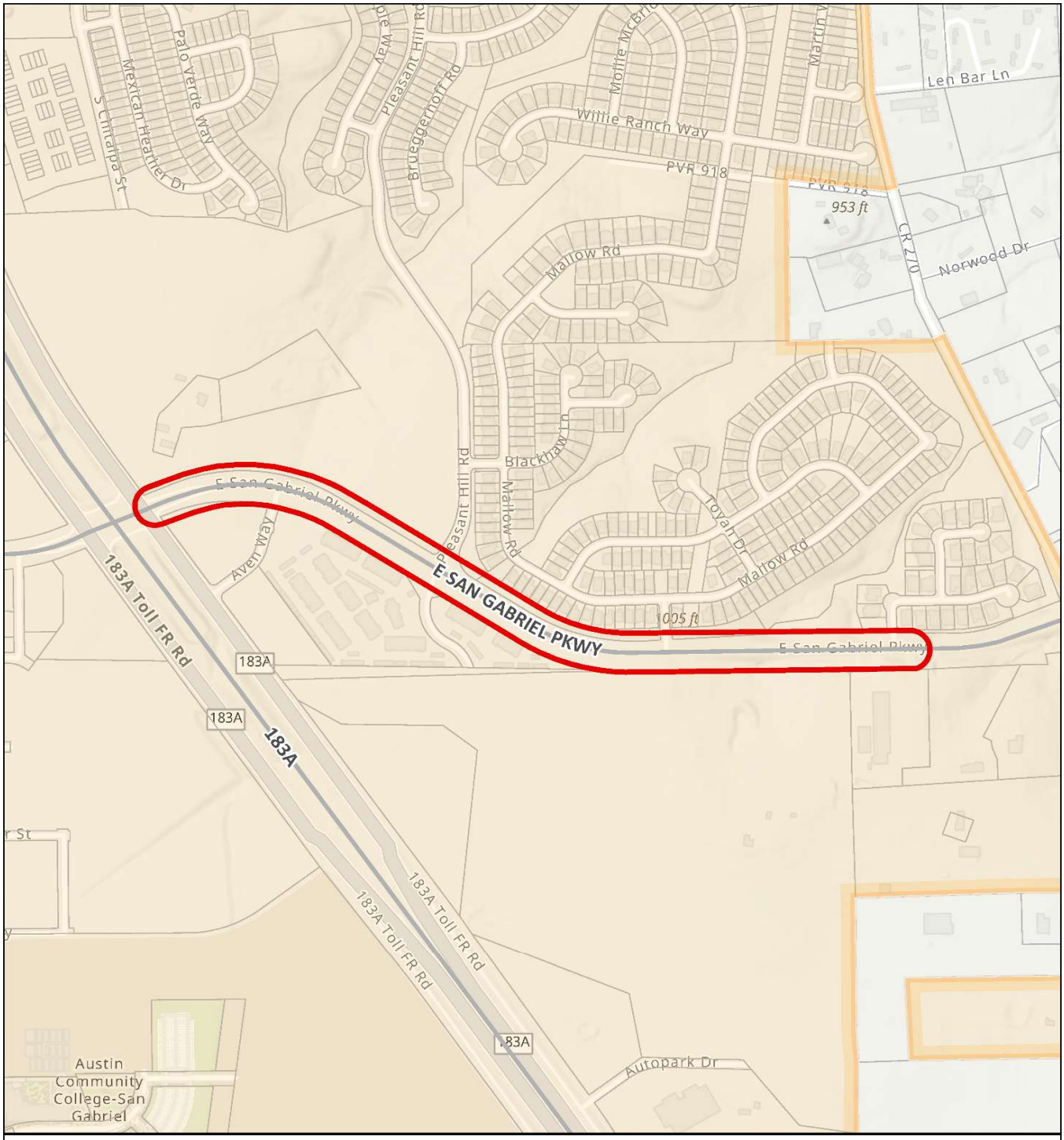
From Fire Department

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30 Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ 500,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ 125,000	$ -	$ -	$ -	$ -	$ -	$ 125,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 625,000	$ -	$ -	$ -	$ -	$ -	$ 625,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
12	Traffic Impact Fees	$ -	$ 625,000	$ -	$ -	$ -	$ -	$ -	$ 625,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 625,000	$ -	$ -	$ -	$ -	$ -	$ 625,000
EXPENDITURE									
TBD	TBD	$ -	$ 625,000	$ -	$ -	$ -	$ -	$ -	$ 625,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 625,000	$ -	$ -	$ -	$ -	$ -	$ 625,000

Note: All amounts are shown in current dollars



CIP Program

T.136 - San Gabriel Parkway East Improvements at Bryson

Transportation Projects
T.136

Leander City Limits
Parcels (WCAD)

0 1,000
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.136	**RANKING:**	15
PROJECT TITLE	San Gabriel Parkway East Improvements at Bryson	**MATRIX SCORE:**	96
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

Widen 4,300 linear feet of San Gabriel Parkway East from 2 lanes to divided 4 lane arterial with medians, from County Road 270, adjacent to the Bryson community, to Tollway 183A.

Location	Eastern North Central Leander
Limits From/To:	from Tollway 183A to County Road 270

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	9 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

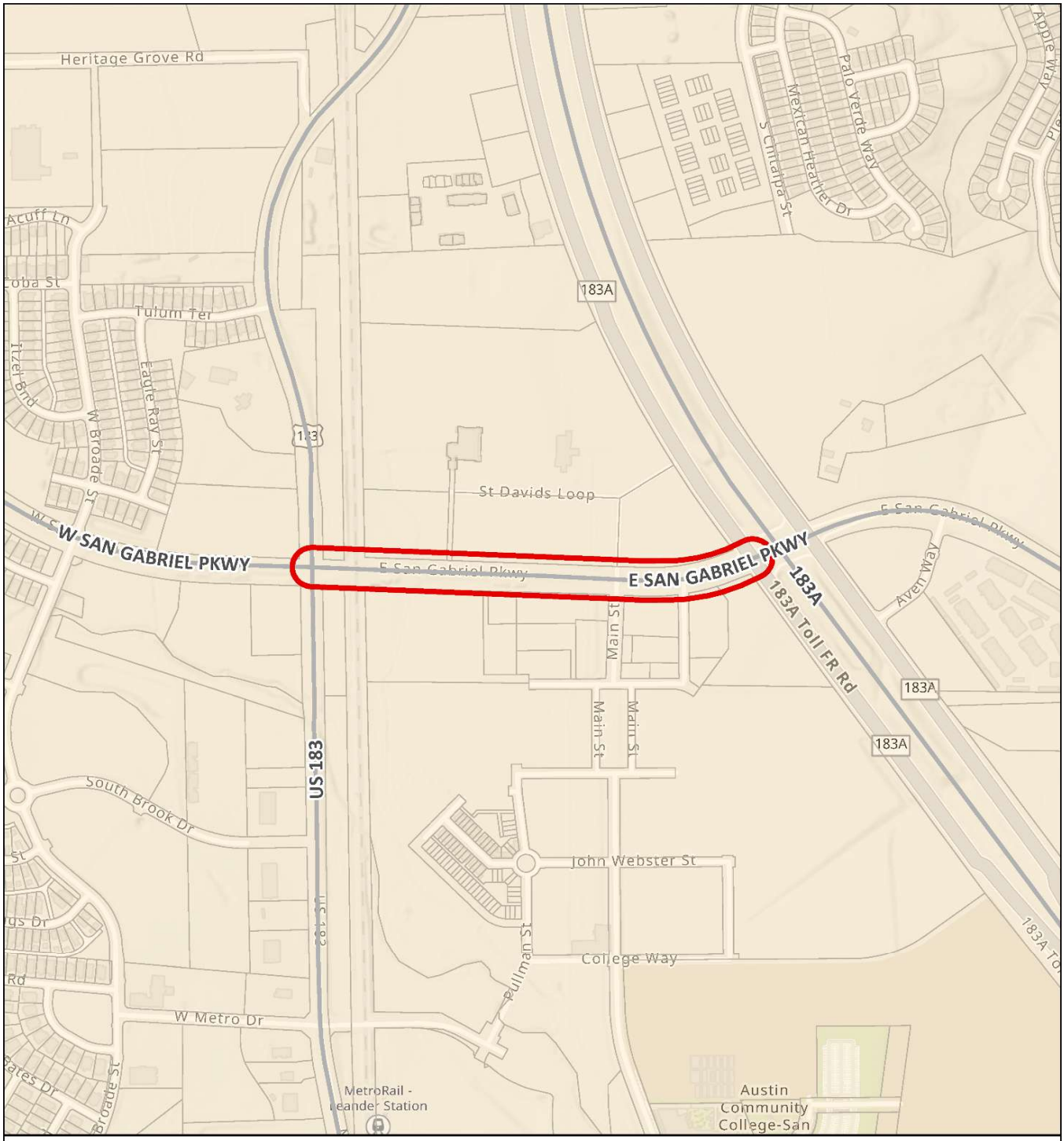
From Transportation Master Plan.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ 800,000	$ 200,000	$ 100,000	$ 100,000	$ 1,200,000
Construction	$ -	$ -	$ -	$ -	$ -	$ 5,200,000	$ 4,000,000	$ 9,200,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ 100,000	$ 50,000	$ 150,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ 1,300,000	$ 1,000,000	$ 2,300,000
Other (including easements, ROW, etc.)	$ -	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ 500,000
Total Estimated Cost	$ -	$ -	$ -	$ 800,000	$ 700,000	$ 6,700,000	$ 5,150,000	$ 13,350,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ -	$ -	$ 800,000	$ -	$ -	$ -	$ 800,000
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ 700,000	$ 6,533,914	$ 5,150,000	$ 12,383,914
12	Substandard Boundary Streets	$ -	$ -	$ -	$ -	$ -	$ 166,086	$ -	$ 166,086
Total Revenues		$ -	$ -	$ -	$ 800,000	$ 700,000	$ 6,700,000	$ 5,150,000	$ 13,350,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ 800,000	$ -	$ -	$ 5,150,000	$ 5,950,000
TBD	TBD	$ -	$ -	$ -	$ -	$ 700,000	$ 6,533,914	$ -	$ 7,233,914
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 166,086	$ -	$ 166,086
Total Expenditures		$ -	$ -	$ -	$ 800,000	$ 700,000	$ 6,700,000	$ 5,150,000	$ 13,350,000

Note: All amounts are shown in current dollars



CIP Program

T.78 - San Gabriel Parkway Improvements at Northline

Transportation Projects
T.78

Leander City Limits
Parcels (WCAD)

0 1,000
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.137	**RANKING:**	20
PROJECT TITLE	San Gabriel Parkway Improvements at Northline	**MATRIX SCORE:**	94
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

Widen existing section of San Gabriel Parkway, between the Hospital and Northline, to 4 lanes, with a potential for a future 6 lanes. Will require coordination, review, approval, and permitting with CapMetro to widen the road at the railroad tracks.

Location	
Limits From/To:	Tollway 183A to US Highway 183

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	10 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

From Transportation Master Plan. This project should follow T.42 San Gabriel West Improvements project within close timeframe, to provide for better traffic flow as quickly as possible without creating bottlenecks.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ 500,000	$ 150,000	$ 110,000	$ 60,000	$ 820,000
Construction	$ -	$ -	$ -	$ -	$ -	$ 4,000,000	$ 2,300,000	$ 6,300,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ 60,000	$ 40,000	$ 100,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 575,000	$ 1,575,000
Other (easements and Right-Of-Way)	$ -	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ 500,000
Total Estimated Cost	$ -	$ -	$ -	$ 500,000	$ 650,000	$ 5,170,000	$ 2,975,000	$ 9,295,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ -	$ -	$ 500,000	$ 650,000	$ -	$ -	$ 1,150,000
59	Future Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 5,170,000	$ 2,975,000	$ 8,145,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ 500,000	$ 650,000	$ 5,170,000	$ 2,975,000	$ 9,295,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ 500,000	$ 650,000	$ -	$ -	$ 1,150,000
		$ -	$ -	$ -	$ -	$ -	$ 5,170,000	$ 2,975,000	$ 8,145,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ 500,000	$ 650,000	$ 5,170,000	$ 2,975,000	$ 9,295,000

Note: All amounts are shown in current dollars

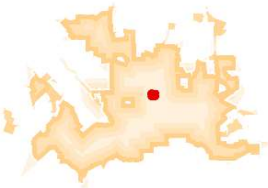
CIP Program

T.138 - Old Town - Sidewalk Infrastructure & Pedestrian Street Lights

Transportation Projects
T.138

Leander City Limits
Parcels (WCAD)

0 400
Feet



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.138	**RANKING:**	9
PROJECT TITLE	Old Town - Sidewalk and Pedestrian Street Lights at South Street, US 183, and RM 2243	**MATRIX SCORE:**	99.5
DEPARTMENT(S)	Facilities		

PROJECT DESCRIPTION:

Improve/add sidewalk and pedestrian street light infrastructure in Old Town. This will follow the T.17 South Street and West Drive Improvements project. Add pedestrian crossing poles, sidewalks, ramps, and markings at all corners of South Street, Highway 183, and RM 2243

Location	Old Town Area
Limits From/To:	Intersection between South Street, RM 2243, and Highwy 183

Schedule	**Duration**
Design Phase	16 months
ROW/Esmt Acq.	12 months
Construction	9 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

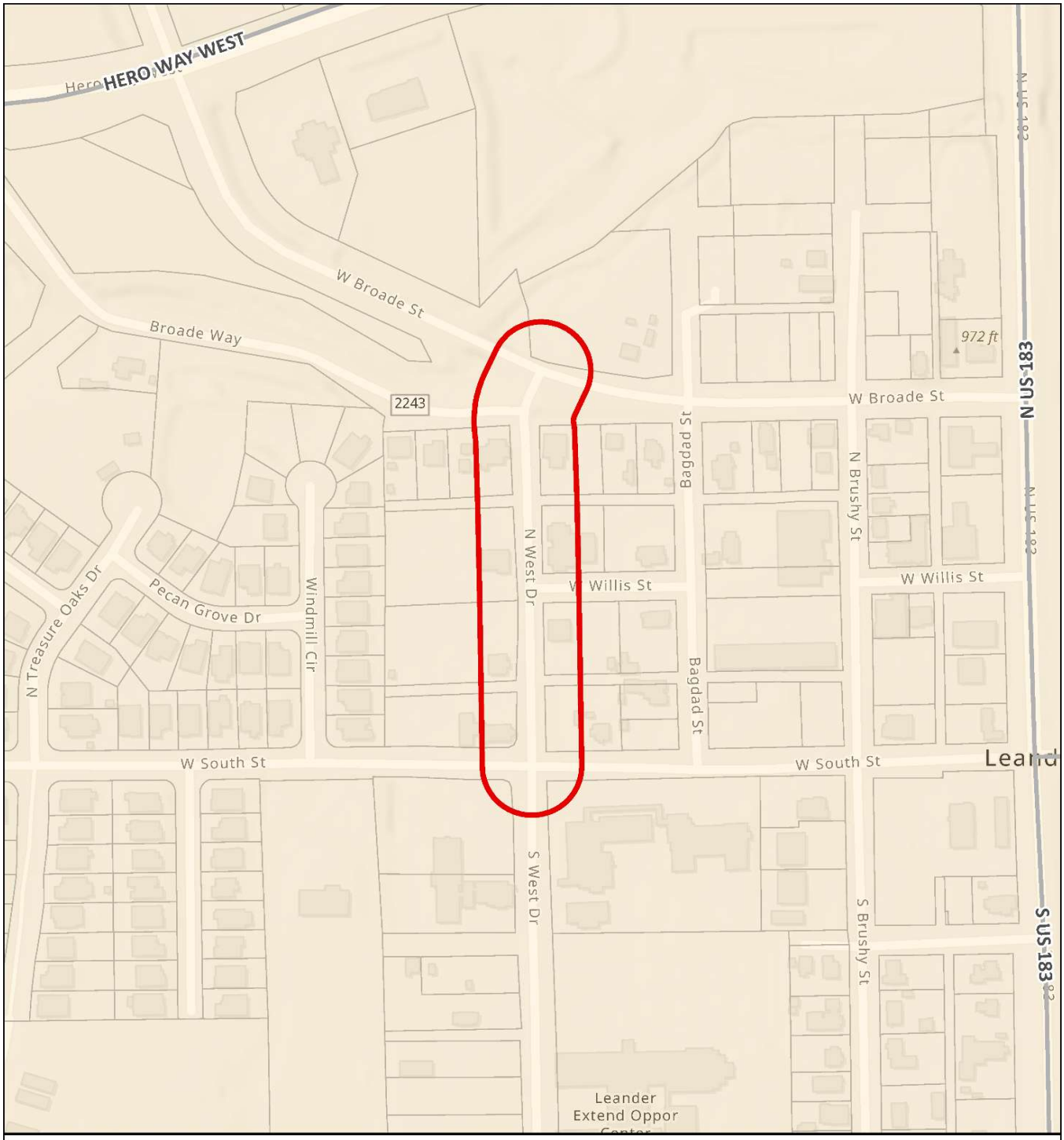
From Old Town Masterplan and US 183 Corridor Study. This project will need to follow the T.17 South Street and West Drive Improvements project.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000	$ 300,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,620,000	$ 1,620,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 40,000	$ 40,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 405,000	$ 405,000
Other	$ -	$ -	$ -	$ -	$ -	$ 75,000	$ -	$ 75,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 225,000	$ 2,215,000	$ 2,440,000

PROJECT BUDGET	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE								
Account No. **Fund**								
59 Future Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 225,000	$ 2,215,000	$ 2,440,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ 225,000	$ 2,215,000	$ 2,440,000
EXPENDITURE								
TBD TBD	$ -	$ -	$ -	$ -	$ -	$ 225,000	$ 2,215,000	$ 2,440,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ 225,000	$ 2,215,000	$ 2,440,000

Note: All amounts are shown in current dollars



CIP Program

T.139 - North West Drive Reconstruction

Transportation Projects
T.139

Leander City Limits
Parcels (WCAD)

0 400
Feet

City of Leander
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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.139	**RANKING:**	33
PROJECT TITLE	North West Drive Improvements	**MATRIX SCORE:**	89
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

Reconstruct and improve North West Drive from South Street to Broade Street to be enhanced to match areas already completed, to match the Old Town Master Plan aesthetics.

Location	Old Town
Limits From/To:	From South Street to Broade Street

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	6 months
Construction	12 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

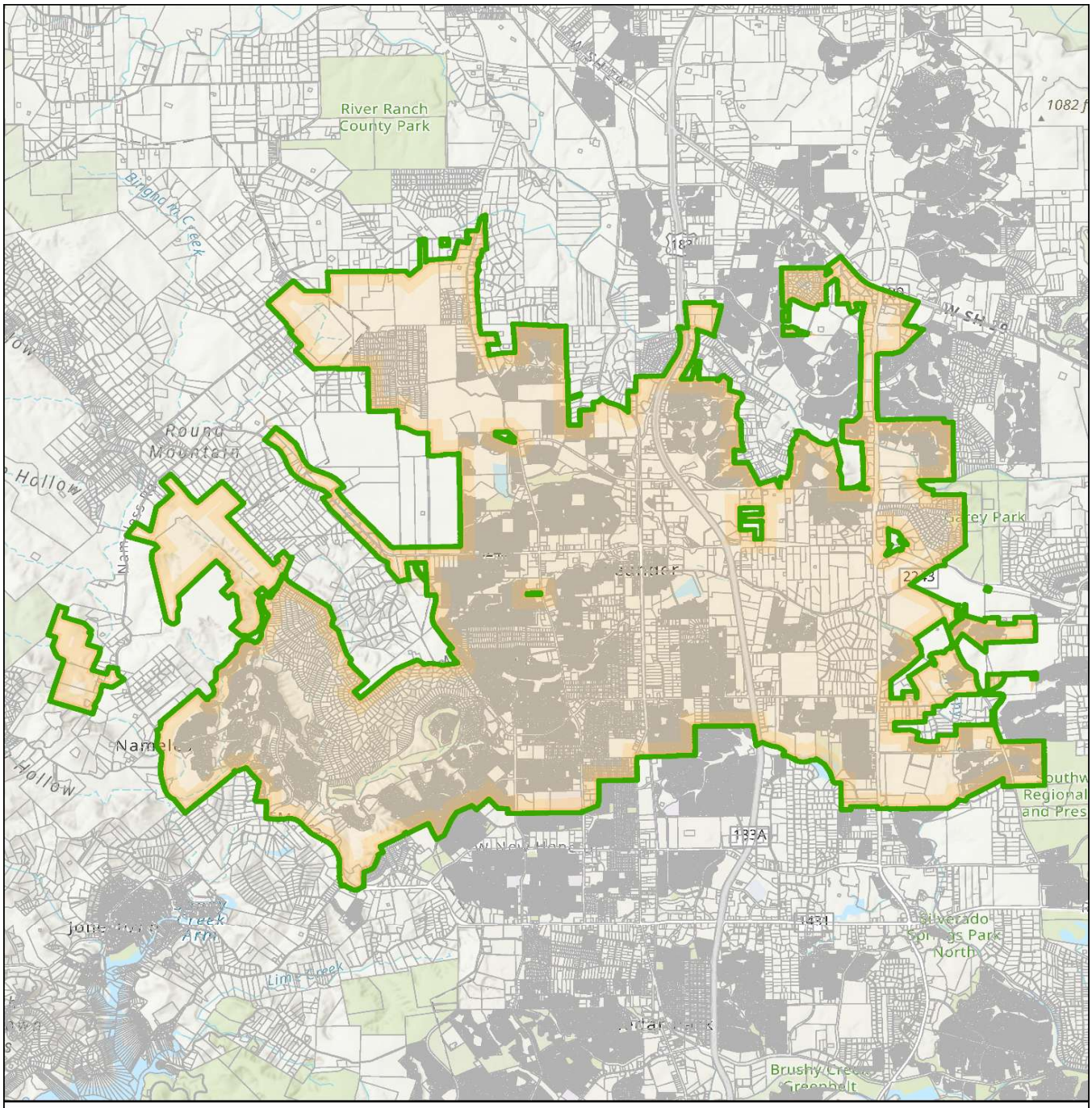
Per Old Town Master Plan.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ 200,000	$ 75,000	$ 60,000	$ -	$ 335,000
Construction	$ -	$ -	$ -	$ -	$ 1,000,000	$ 900,000	$ -	$ 1,900,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ 60,000	$ 20,000	$ -	$ 80,000
Contingencies	$ -	$ -	$ -	$ -	$ 250,000	$ 225,000	$ -	$ 475,000
Other (including easements, ROW, etc.)	$ -	$ -	$ -	$ -	$ 170,000	$ -	$ -	$ 170,000
Total Estimated Cost	$ -	$ -	$ -	$ 200,000	$ 1,555,000	$ 1,205,000	$ -	$ 2,960,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	Future Debt Issuance	$ -	$ -	$ -	$ 200,000	$ 1,555,000	$ 1,205,000	$ -	$ 2,960,000
44	Roadway Impact Fees - C	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ 200,000	$ 1,555,000	$ 1,205,000	$ -	$ 2,960,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ 200,000	$ 1,555,000	$ 1,205,000	$ -	$ 2,960,000
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ 200,000	$ 1,555,000	$ 1,205,000	$ -	$ 2,960,000

Note: All amounts are shown in current dollars



CIP Program

T.154 Safe School Access

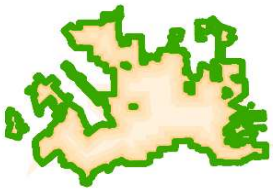
Transportation Projects

T.154

Leander City Limits

Parcels (WCAD)

Parcels (TCAD)



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.154	**RANKING:**	
PROJECT TITLE	Safe School Access	**MATRIX SCORE:**	
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

This is to provide safe pathways to schools. The extent of the scope is yet to be determined.

Location	Old Town
Limits From/To:	From South Street to Broade Street

Schedule	**Duration**
Design Phase	TBD
ROW/Esmt Acq.	TBD
Construction	TBD

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

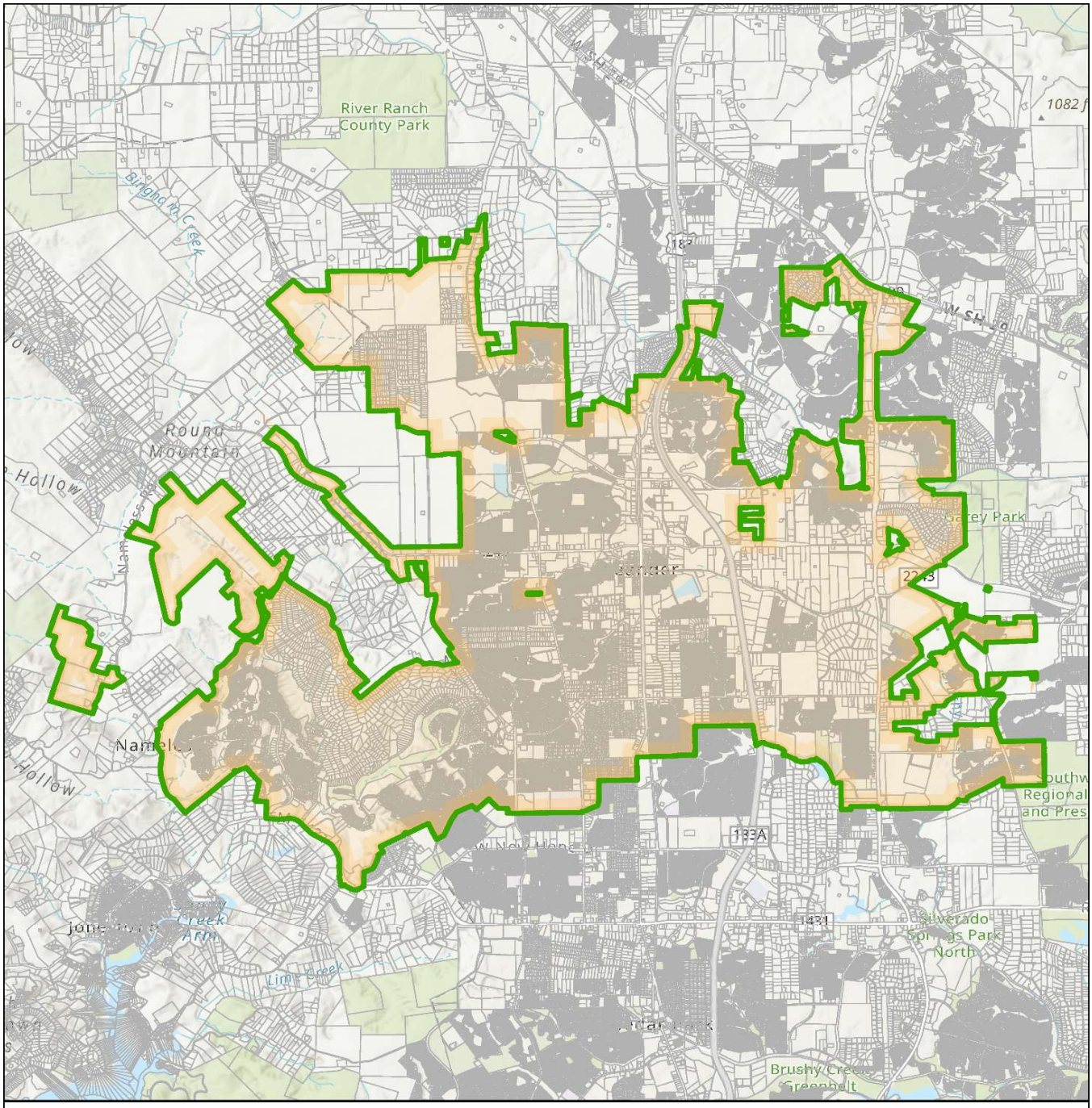
PROJECT NEED/BENEFITS

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30 Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other (including easements, ROW, etc.)	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
Total Estimated Cost	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
40	General Funds	$ -	$ 410,000	$ -	$ -	$ -	$ -	$ -	$ 410,000
12	Traffic Impact Fees	$ -	$ 590,000	$ -	$ -	$ -	$ -	$ -	$ 590,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
EXPENDITURE									
TBD	TBD	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ 1,000,000

Note: All amounts are shown in current dollars



CIP Program

T.155 FY26 Traffic Signals

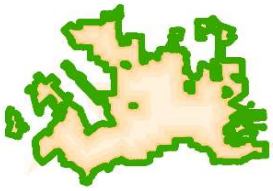
Transportation Projects

T.155

Leander City Limits

Parcels (WCAD)

Parcels (TCAD)



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	T.155	**RANKING:**	
PROJECT TITLE	FY26 Traffic Signals	**MATRIX SCORE:**	
DEPARTMENT(S)	Engineering		

PROJECT DESCRIPTION:

This is to install or correct traffic signals as the need arises during the Fiscal Year.

Location	Old Town
Limits From/To:	From South Street to Broade Street

Schedule	**Duration**
Design Phase	TBD
ROW/Esmt Acq.	TBD
Construction	TBD

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

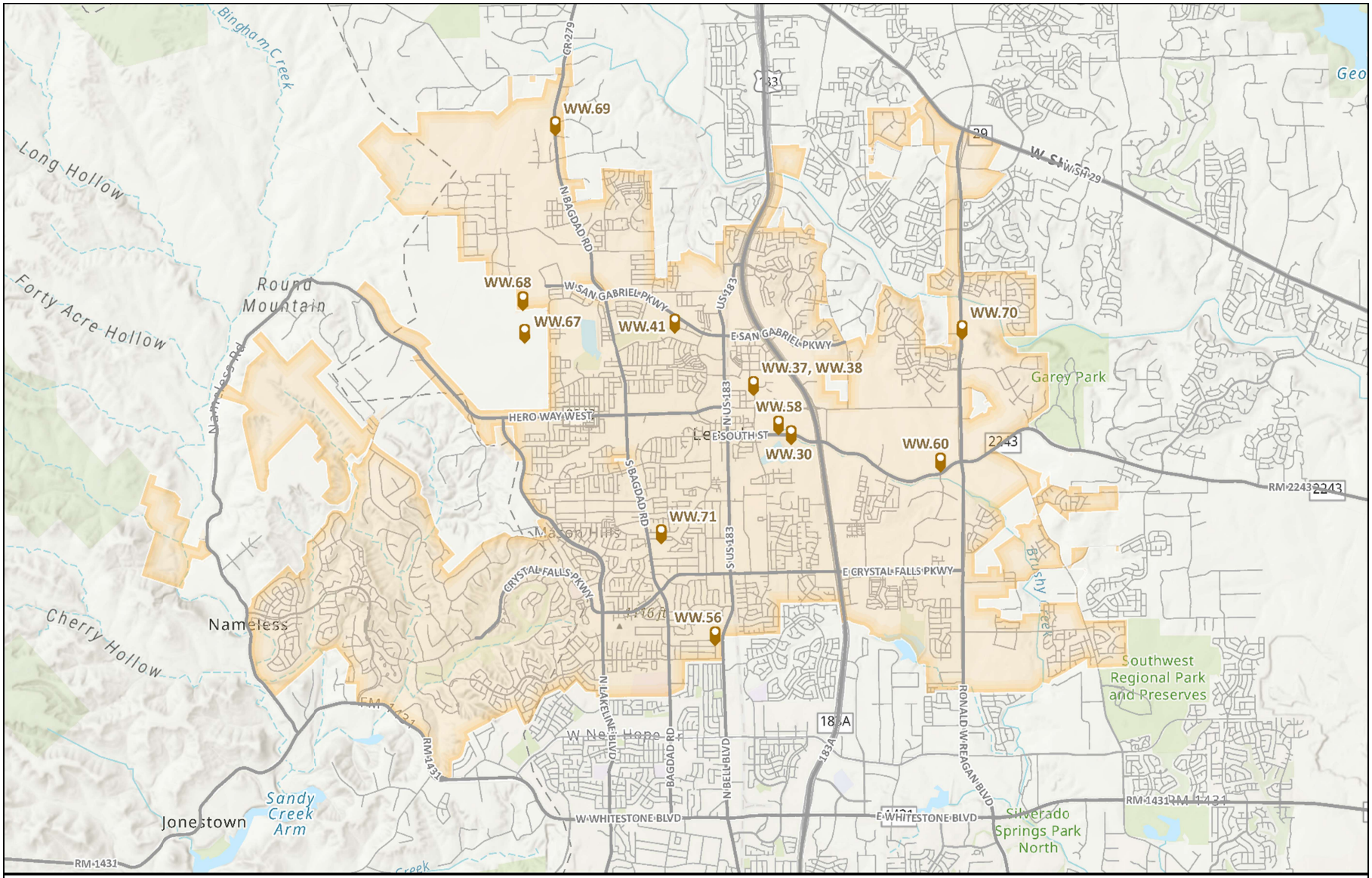
PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other (including easements, ROW, etc.)	$ -	$ 500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ 2,000,000
Total Estimated Cost	$ -	$ 500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ 2,000,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 500,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,500,000
55, 511, 58, 59	Transporation CO Proceeds	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ 2,000,000
EXPENDITURE									
TBD	TBD	$ -	$ 500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ 2,000,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ 2,000,000

Note: All amounts are shown in current dollars

FY26 - FY35
CAPITAL IMPROVEMENTS PROGRAM

WASTEWATER



CIP Program

Wastewater

Leander City Limits

N W E S

0 1 2 Miles

City of Leander Geographic Information Systems

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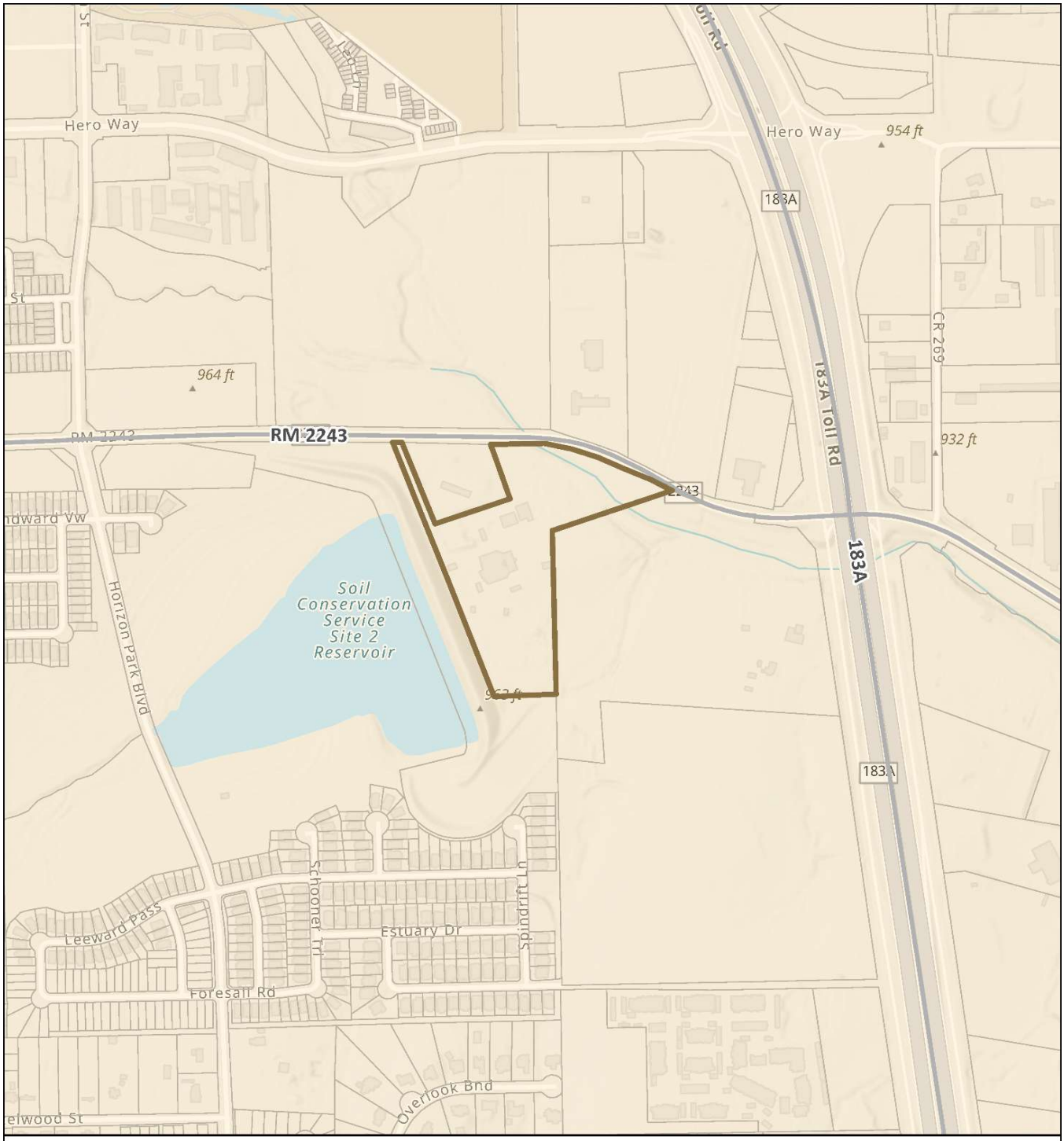


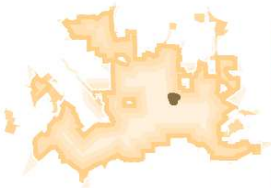
CIP Program

WW.30 - RM 2243 Wastewater Treatment Plant Expansion

Wastewater Projects
WW.30

Leander City Limits
Parcels (WCAD)

0 1,000
Feet



City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.30	**RANKING:**	14
PROJECT TITLE	City of Leander RM 2243 Wastewater Treatment Plant Expansion	**MATRIX SCORE:**	97
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

The project is the expansion of the RM 2243 Wastewater Treatment Plant (WWTP_ from the Interim Phase I 2.25 MGD (million gallons per day) capacity to a new Interim Phase II 4.25 MGD capacity. Major project elements include amendment of the existing Texas Commission on Environmental Quality (TCEQ) discharge permit to include the new Interim Phase II capacity, headworks equipment enhancements, expanded treatment works, new sludge digestion/thickening, disinfection system enhancements a new operations center and emergency power system enhancements. The existing 2.25 MGD treatment works (commissioned in 2000) will remain in operation. Installation of the new sludge digestion/thickening facilities will facilitate decommissioning of the existing 0.2 MGD and 0.75 MGD plants constructed in 1985 and 1987, respectively. These two older plants were repurposed for sludge digestion/thickening in 2000 when the current 2.25 MGD plant was constructed and have reached the end of their useful life. Removal of the 1987 plant will permit construction of the new operations center at the same location.

Location	10201 RM 2243, Leander, TX 78641
Limits From/To:	The proposed project is completely within the existing RM 2243 plant site.

Schedule	**Duration**
Design Phase	30 months
ROW/Esmt Acq.	NA
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

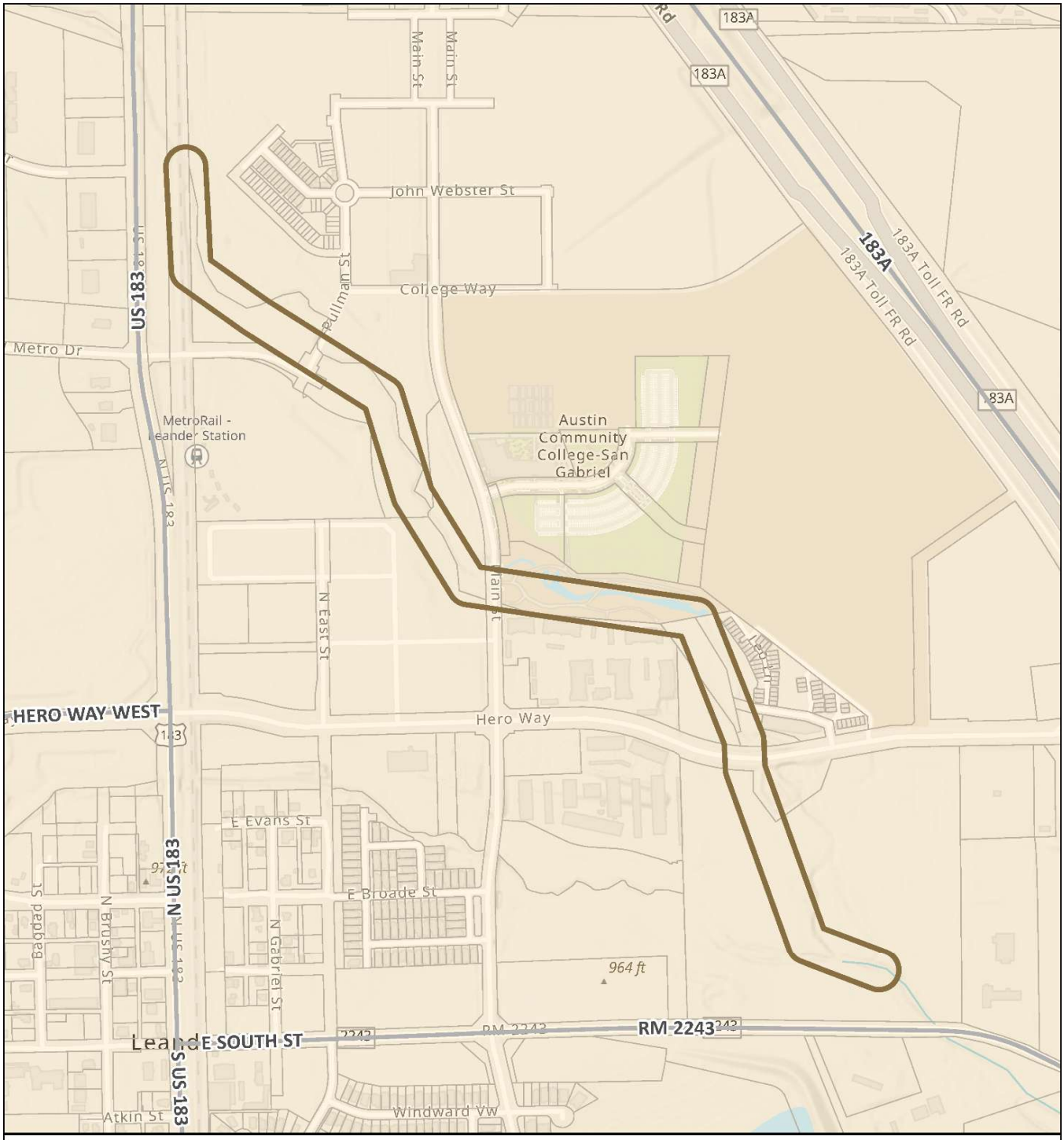
Operational Need Project. Expansion of the wastewater plant is necessary to provide sufficient treatment capacity to serve Leander's growth. The City's updated Wastewater Master Plan (presently in draft form) projects the population to more than double by the year 2042. To ensure the treatment works are sufficient to meet the needs for continued growth, the phased approach of expanding from Interim Phase I capacity of 2.25 MGD (million gallons per day) to a proposed Interim Phase II capacity of 4.25 MGD will be necessary. This project will provide the Interim Phase II capacity to meet growth needs until 2034 and will contain provisions for ready expansion to the Ultimate capacity of 5.25 MGD in the future.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ 6,000,000	$ 4,000,000	$ 1,000,000	$ 295,000	$ -	$ -	$ 11,295,000
Construction	$ -	$ -	$ -	$ 30,000,000	$ 28,482,000	$ -	$ -	$ 58,482,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ 1,000,000	$ 755,000	$ -	$ -	$ 1,755,000
Contingencies	$ -	$ -	$ -	$ 7,500,000	$ 7,120,500	$ -	$ -	$ 14,620,500
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 6,000,000	$ 4,000,000	$ 39,500,000	$ 36,653,000	$ -	$ -	$ 86,153,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
59	August Debt Issuance 2025	$ -	$ 2,750,000	$ 4,000,000	$ -	$ -	$ -	$ -	$ 6,750,000
XX	Future Utility Debt Issuance	$ -	$ -	$ -	$ 39,500,000	$ 36,653,000	$ -	$ -	$ 76,153,000
27	Utility CIP Funding	$ -	$ 3,250,000	$ -	$ -	$ -	$ -	$ -	$ 3,250,000
Total Revenues		$ -	$ 6,000,000	$ 4,000,000	$ 39,500,000	$ 36,653,000	$ -	$ -	$ 86,153,000
EXPENDITURE									
TBD	TBD	$ -	$ 2,750,000	$ 4,000,000	$ -	$ -	$ -	$ -	$ 6,750,000
TBD	TBD	$ -	$ -	$ -	$ 39,500,000	$ 36,653,000	$ -	$ -	$ 76,153,000
TBD	TBD	$ -	$ 3,250,000	$ -	$ -	$ -	$ -	$ -	$ 3,250,000
Total Expenditures		$ -	$ 6,000,000	$ 4,000,000	$ 39,500,000	$ 36,653,000	$ -	$ -	$ 86,153,000

Note: All amounts are shown in current dollars



CIP Program

WW.37, WW.38 - North Brushy Creek Interceptor Improvements - Seg. 2 & 3

Wastewater Projects

WW.37, WW.38

Leander City Limits

Parcels (WCAD)

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.37/WW.38	**RANKING:**	30
PROJECT TITLE	North Brushy Creek Wastewater Interceptor - Phases 2 and 3	**MATRIX SCORE:**	90
DEPARTMENT(S)	Public Works		

PROJECT DESCRIPTION:

The segment of the North Brushy Creek Interceptor downstream of the Benbrook Interceptor, extending all the way to the (Ranch-To-Market) RM 2243 Wastewater Treatment Plant (WWTP). Currently, this 6,000 foot pipe segment has diameters ranging from 21 inches to 30 inches, and it is recommended to increase sizes to 33 inches to 36 inches.

Location	East Central Leander
Limits From/To:	From Northline by Metro Drive to the RM 2243 Wastewater Treatment Plant.

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	9 months
Construction	16 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

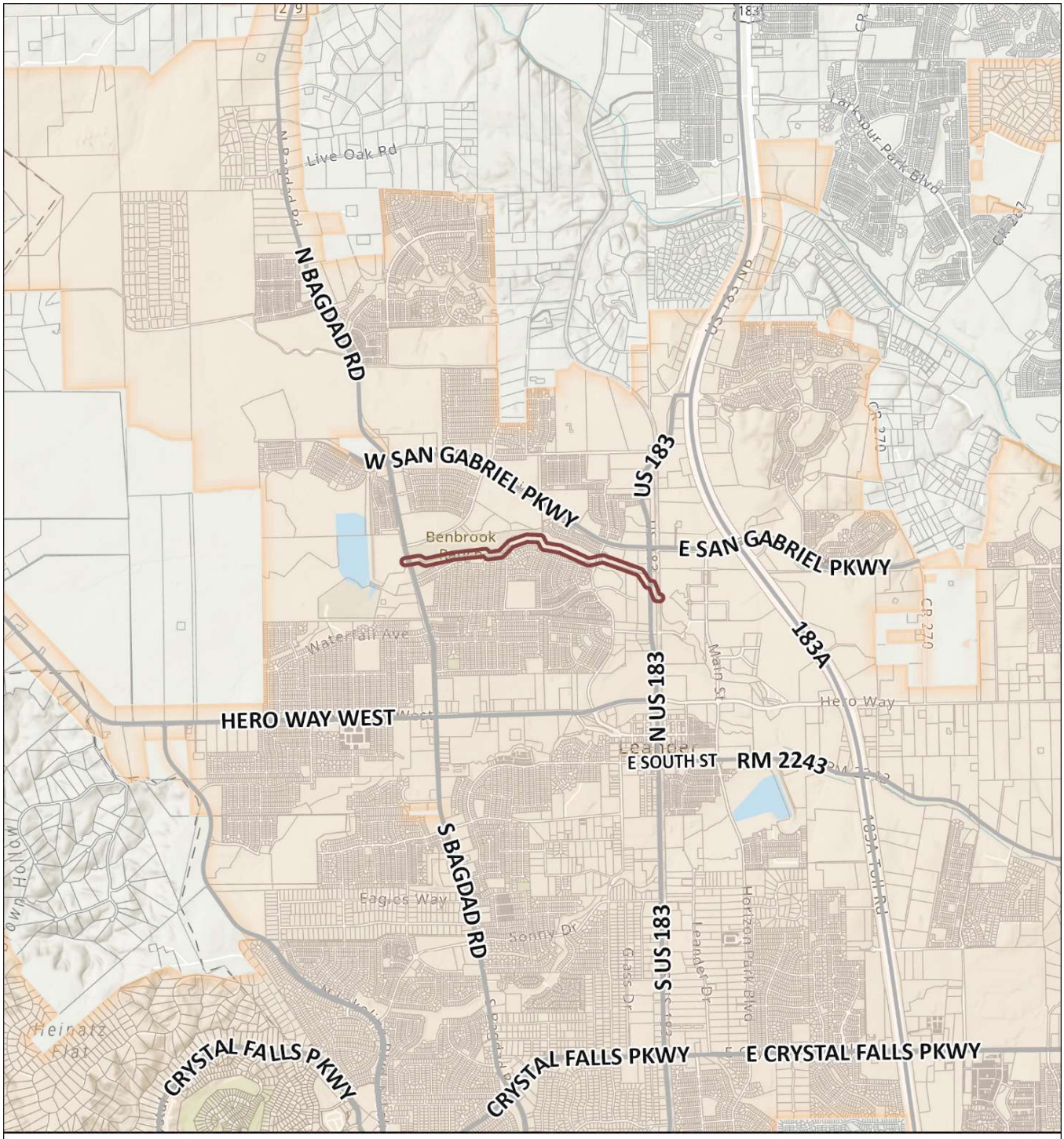
Per 2024 Wastewater Master Plan (WW.20.02) the wastewater (WW) interceptor, which collects all the wastewater within the drainage basin of the North Brushy Creek, needs to be increased in diameter to meet the demands of much greater loads. Although this pipe segment was not initially identified as a concern area in the growth model, it has been selected for upgrade due to the existing pipes' inability to handle the anticipated 20-year free flow peaks. This implies that upon completion of the upstream projects such as the Devine Lake, Benbrook Interceptor and other future extension projects in northwest Leander, a greater volume of flow will be directed to the North Brushy Creek Interceptor. It is recommended that targeted flow metering be performed closer to this time horizon to confirm necessity of this project.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ 300,000	$ 100,000	$ 50,000	$ -	$ -	$ 450,000
Construction	$ -	$ -	$ -	$ 5,000,000	$ 400,000	$ -	$ -	$ 5,400,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ 60,000	$ 20,000	$ -	$ -	$ 80,000
Contingencies	$ -	$ -	$ -	$ 1,250,000	$ 100,000	$ -	$ -	$ 1,350,000
Other (including easements, ROW, etc.)	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000
Total Estimated Cost	$ -	$ -	$ 300,000	$ 6,910,000	$ 570,000	$ -	$ -	$ 7,780,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**Future**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utility Debt Issuance	$ -	$ -	$ 300,000	$ 6,910,000	$ 570,000	$ -	$ -	$ 7,780,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ 300,000	$ 6,910,000	$ 570,000	$ -	$ -	$ 7,780,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ 300,000	$ 6,910,000	$ 570,000	$ -	$ -	$ 7,780,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ 300,000	$ 6,910,000	$ 570,000	$ -	$ -	$ 7,780,000

Note: All amounts are shown in current dollars



CIP Program

WW.41 - North Brushy Creek Wastewater Interceptor Improvements - Benbrook Section

Wastewater Projects

WW.41

Leander City Limits

Parcels (WCAD)

N W E S

0 1,0002,000

Feet

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.41	**RANKING:**	3
PROJECT TITLE	North Brushy Creek Wastewater Interceptor - Benbrook Segment	**MATRIX SCORE:**	85.5
DEPARTMENT(S)	Public Works		

PROJECT DESCRIPTION:

This project will install approximately 9,000 linear feet of new, larger diameter pipe for gravity wastewater line interceptor through Benbrook Park to just east of the railroad tracks at Northline. The current 15-inch diameter pipe needs to be incrementally increased in size to a 33-inch diameter pipe.

Location	Benbrook Park area
Limits From/To:	From Bagdad Road, through Benbrook Park to US Highway 183 and to just east of railroad tracks at south end of Northline.

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	6 months
Construction	16 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

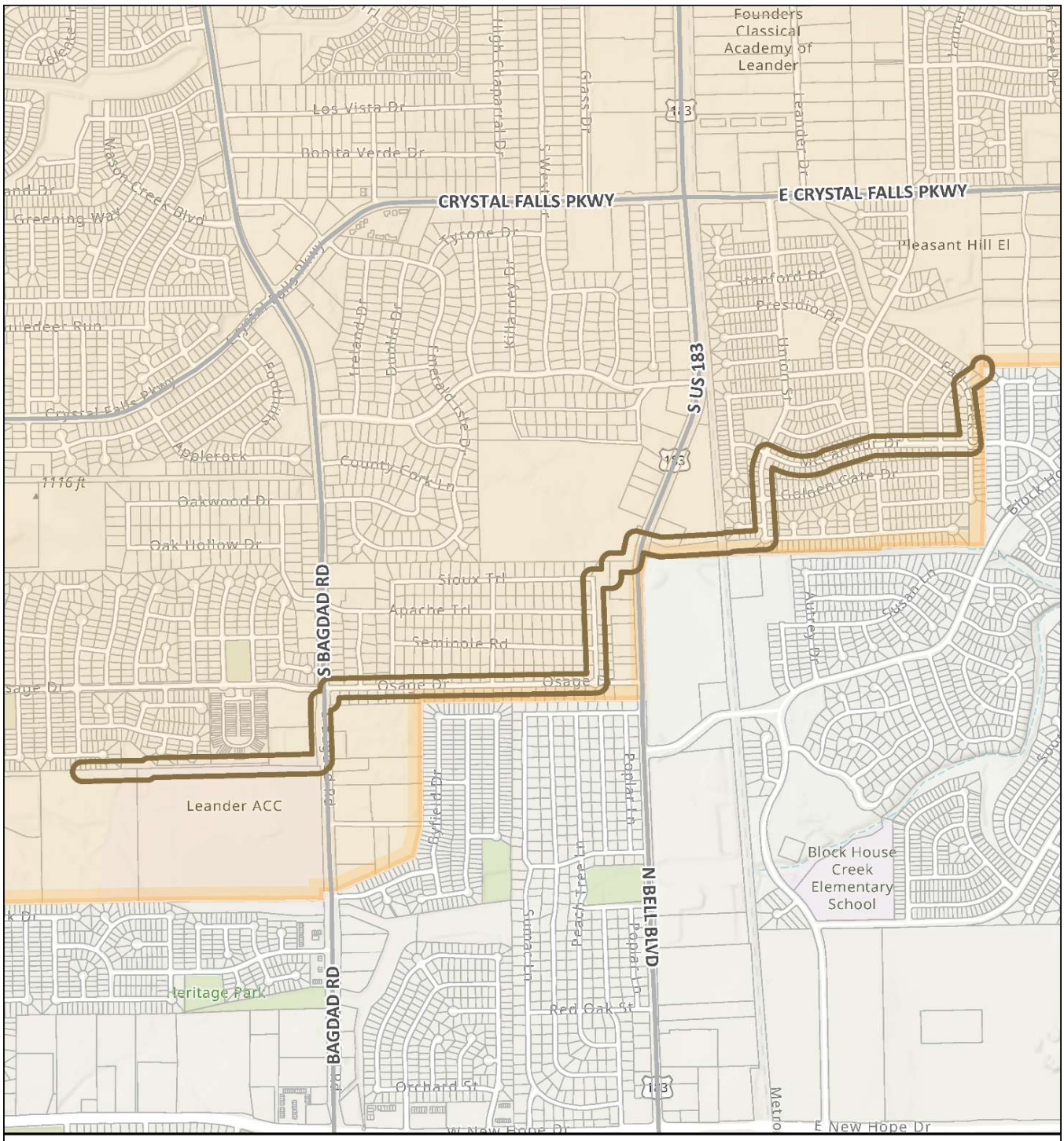
From 2018 Wastewater Master Plan. Currently in Design. The wastewater (WW) interceptor, which collects all the wastewater within the region of the North Brushy Creek basin, needs to be increased in diameter to meet the demands of greater loads, and to comply with Texas Commission on Environmental Quality (TCEQ) to provide correct volumetric flow to the wastewater treatment plant (WWTP) on RM 2243, based on flows measured in 2008, which determined that the size and capacity of the existing wastewater pipe is inadequate for flows in 2025 within this section's current 15-in diameter pipe.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ 285,000	$ 452,000	$ 100,000	$ 30,000	$ -	$ -	$ -	$ 867,000
Construction	$ -	$ -	$ 5,000,000	$ 1,856,600	$ -	$ -	$ -	$ 6,856,600
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 60,000	$ 20,000	$ -	$ -	$ -	$ 80,000
Contingencies	$ -	$ -	$ 1,250,000	$ 465,000	$ -	$ -	$ -	$ 1,715,000
Other (including easements, ROW, etc.)	$ -	$ 350,000	$ -	$ -	$ -	$ -	$ -	$ 350,000
Total Estimated Cost	$ 285,000	$ 802,000	$ 6,410,000	$ 2,371,600	$ -	$ -	$ -	$ 9,868,600

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**Future**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
26-00-4070	WASTEWATER IMPACT FEES	$ -	$ 517,000	$ 6,410,000	$ 2,371,600	$ -	$ -	$ -	$ 9,298,600
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 517,000	$ 6,410,000	$ 2,371,600	$ -	$ -	$ -	$ 9,298,600
EXPENDITURE									
26-01-8707	N. BRUSHY INTERCEPTOR	$ -	$ 517,000	$ 6,410,000	$ 2,371,600	$ -	$ -	$ -	$ 9,298,600
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 517,000	$ 6,410,000	$ 2,371,600	$ -	$ -	$ -	$ 9,298,600

Note: All amounts are shown in current dollars



CIP Program

WW.56 - Block House Interceptor

Wastewater Projects
WW.56

Leander City Limits
Parcels (WCAD)

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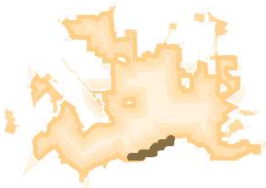
Feet



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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.56	**RANKING:**	37
PROJECT TITLE	Block House Interceptor	**MATRIX SCORE:**	88
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

This project includes upsizing of existing Block House gravity relief main. The western section of the Block House Interceptor, spanning from Leander High School to Highway 183, was predicted to have flooding and excessive surcharging under the existing system model conditions and was in turn recommended as the top priority project in the project recommendations list. Modeling results show that upon upsizing this upstream section, the downstream section of the Block House Interceptor, spanning from Highway 183 to Fall Creek Dr., is then predicted to undergo flooding and surcharging. Therefore, both segments of the Block House Interceptor are proposed to be upsized from pipes ranging from 8-inch to 18-inch pipe, currently, up to 21-inch to 24-inch pipe.

Location	Leander High School to Fall Creek Drive
Limits From/To:	Leander High School to Fall Creek Drive

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

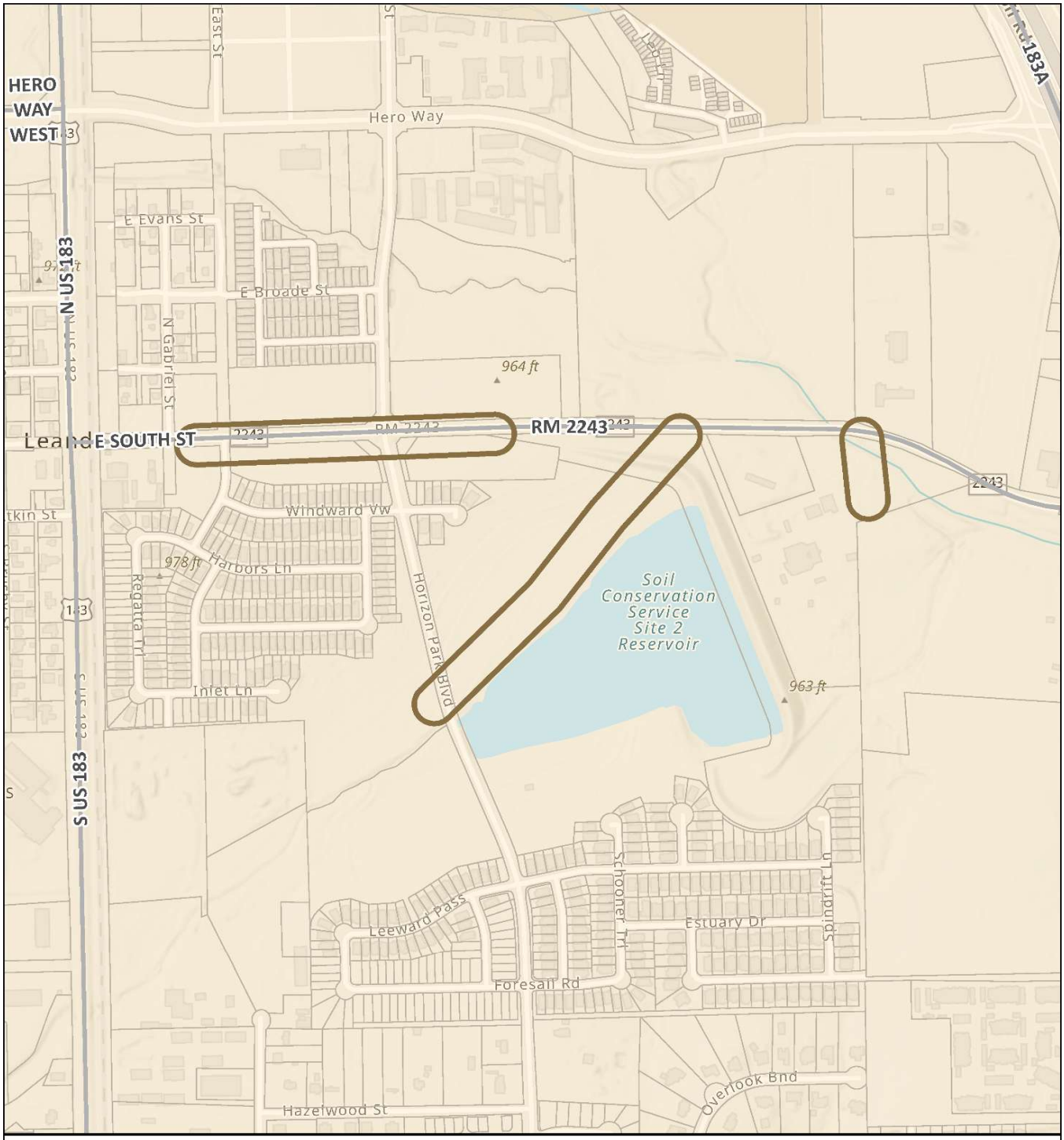
It is recommended as present need project on Wastewater master plan (WW.00.01). Mitigate the current predicted flooding and surcharging issues. Prevents any possible sanitary sewer overflows.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ 344,000	$ 2,344,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,134,000	$ 12,134,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 365,000	$ 365,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,033,500	$ 3,033,500
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,250,000	$ 1,250,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ 17,127,000	$ 19,127,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utility Debt Issuance	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ 17,127,000	$ 19,127,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ 17,127,000	$ 19,127,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ 17,127,000	$ 19,127,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,000,000	$ 17,127,000	$ 19,127,000

Note: All amounts are shown in current dollars



CIP Program

WW.58 - Horizon Lake Interceptor

Wastewater Projects
WW.58

Leander City Limits
Parcels (WCAD)

N W E S

0 1,000
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.58	**RANKING:**	43
PROJECT TITLE	Horizon Lake Interceptor	**MATRIX SCORE:**	87.5
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

The Horizon Lake Interceptor project includes three distinct segments of pipe located upstream of the RM 2243 Wastewater Treatment Plant (WWTP) (Figure 6-2). Analysis based on the five-year growth model identified these pipes as meeting critical surcharge criteria, while the free flow analysis revealed their undersized capacity for serving 20-year free flow capacities. The total length of pipes selected to be upsized is roughly 1,850 ft and the existing pipe diameters are 12 inches, 15 inches, and 21 inches. It is proposed to upgrade the existing 12-inch and 15-inch segments to 18-inch, while the 21-inch pipe segments are recommended to be upsized to a 36-inch pipe segment.

Location	Horizon Park Blvd to East South Street
Limits From/To:	Horizon Park Blvd to East South Street

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	NA
Construction	18 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

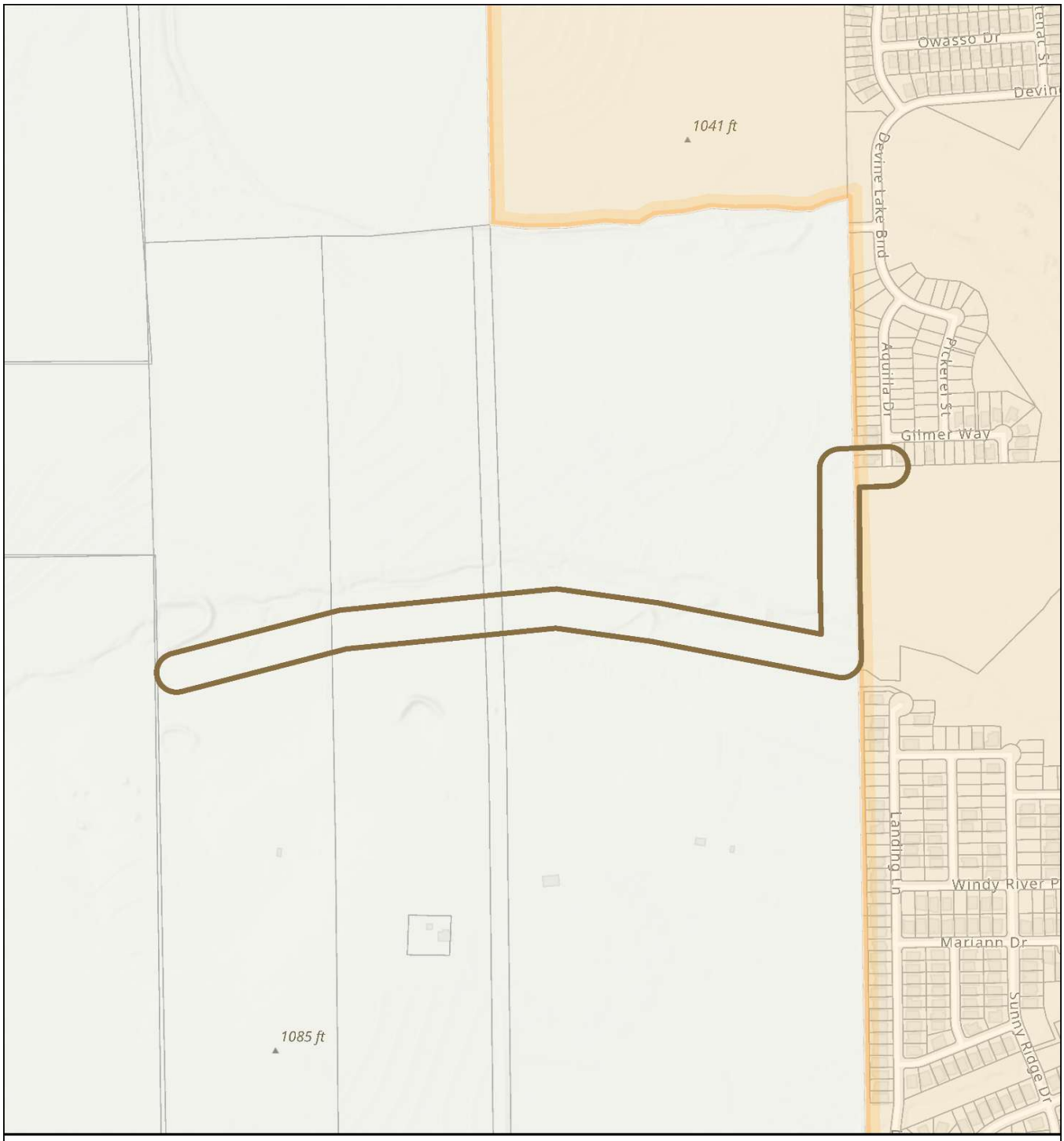
It is recommended as 5-year need project (WW.5.01) on Waterwater Master Plan. Long Range Project considering recent trend of development.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:		Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 249,000	$ 749,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,875,000	$ 3,875,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 117,000	$ 117,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 998,000	$ 998,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 5,239,000	$ 5,739,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utility Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 5,239,000	$ 5,739,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 5,239,000	$ 5,739,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 5,239,000	$ 5,739,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 5,239,000	$ 5,739,000

Note: All amounts are shown in current dollars



CIP Program

WW.67 - North Fork Brushy Creek WW Interceptor Improvements Ph. 1

Wastewater Projects
WW.67

Leander City Limits
Parcels (WCAD)
Parcels (TCAD)

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City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.67	**RANKING:**	39
PROJECT TITLE	North Fork Brushy Creek WW Interceptor Improvements Ph. 1	**MATRIX SCORE:**	88
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

This project includes establishement of wastewater service to Residential developments in the western part of town. This interceptor includes a 18-inch Gravity Main that will connect to the North Brushy Creek Wastewater Interceptor.

Location	From Aquilia Drive towards Heroway West
Limits From/To:	From Aquilia Drive towards Heroway West

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

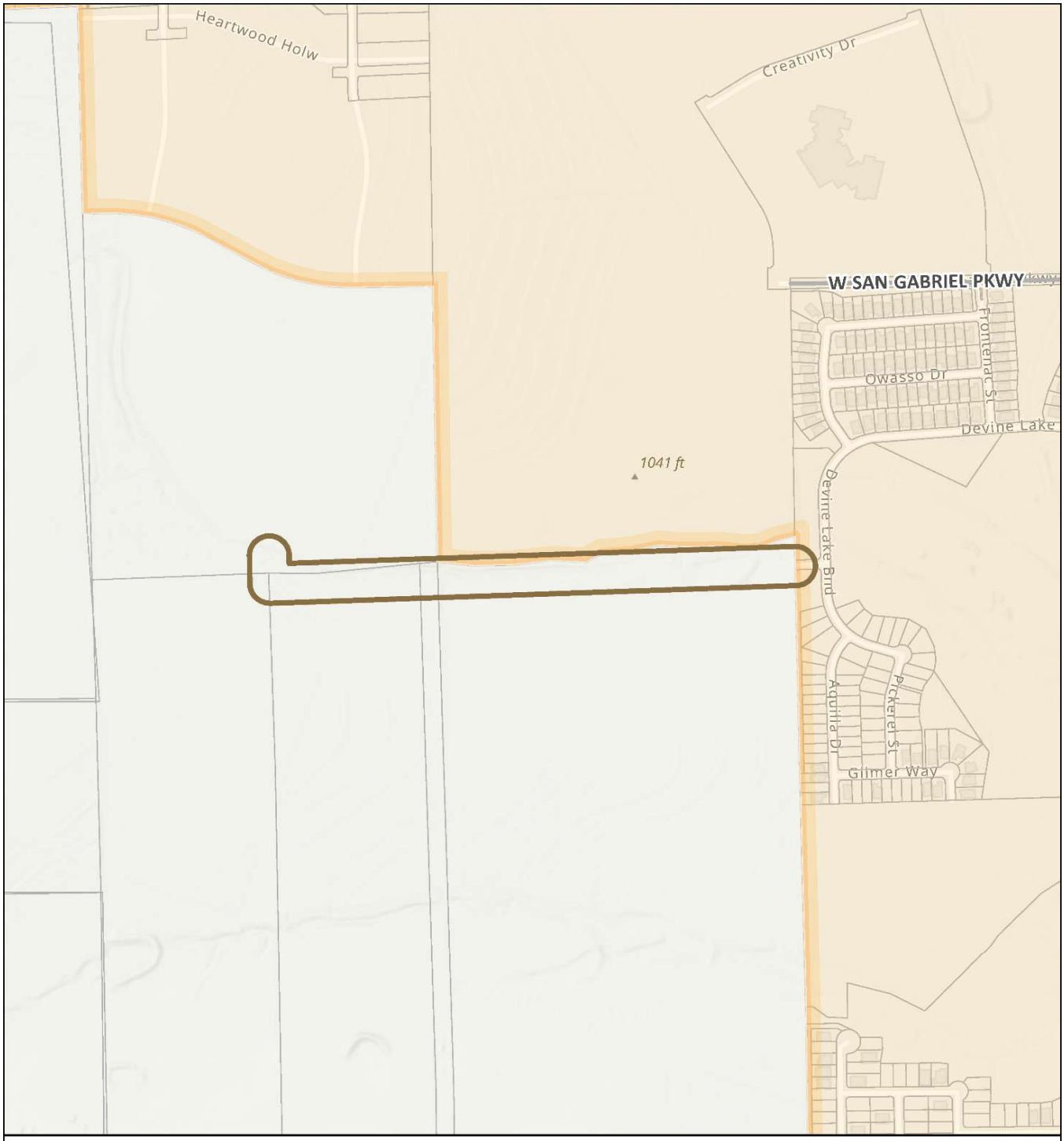
It is recommended as 10-year need project (WW.10.09) on Waterwater Master Plan. Long Range Project.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:		Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 226,000	$ 726,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,756,000	$ 3,756,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 113,000	$ 113,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 968,000	$ 968,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,401,000	$ 1,401,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 6,464,000	$ 6,964,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utility Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 6,464,000	$ 6,964,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 6,464,000	$ 6,964,000
EXPENDITURE									
		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 6,464,000	$ 6,964,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 6,464,000	$ 6,964,000

Note: All amounts are shown in current dollars



CIP Program

WW.68 - North Brushy Creek WW Interceptor Improvements

Wastewater Projects
WW.68

Leander City Limits
Parcels (WCAD)
Parcels (TCAD)

0 1,000
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.68	**RANKING:**	40
PROJECT TITLE	North Brushy Creek WW Interceptor Improvements	**MATRIX SCORE:**	88
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

This project includes establishement of wastewater service to Residential developments in the western part of town.This interceptor includes a 18-inch Gravity Main that will connect to the North Brushy Creek Wastewater Interceptor.

Location	From Aquilia Drive towards Heroway West
Limits From/To:	

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

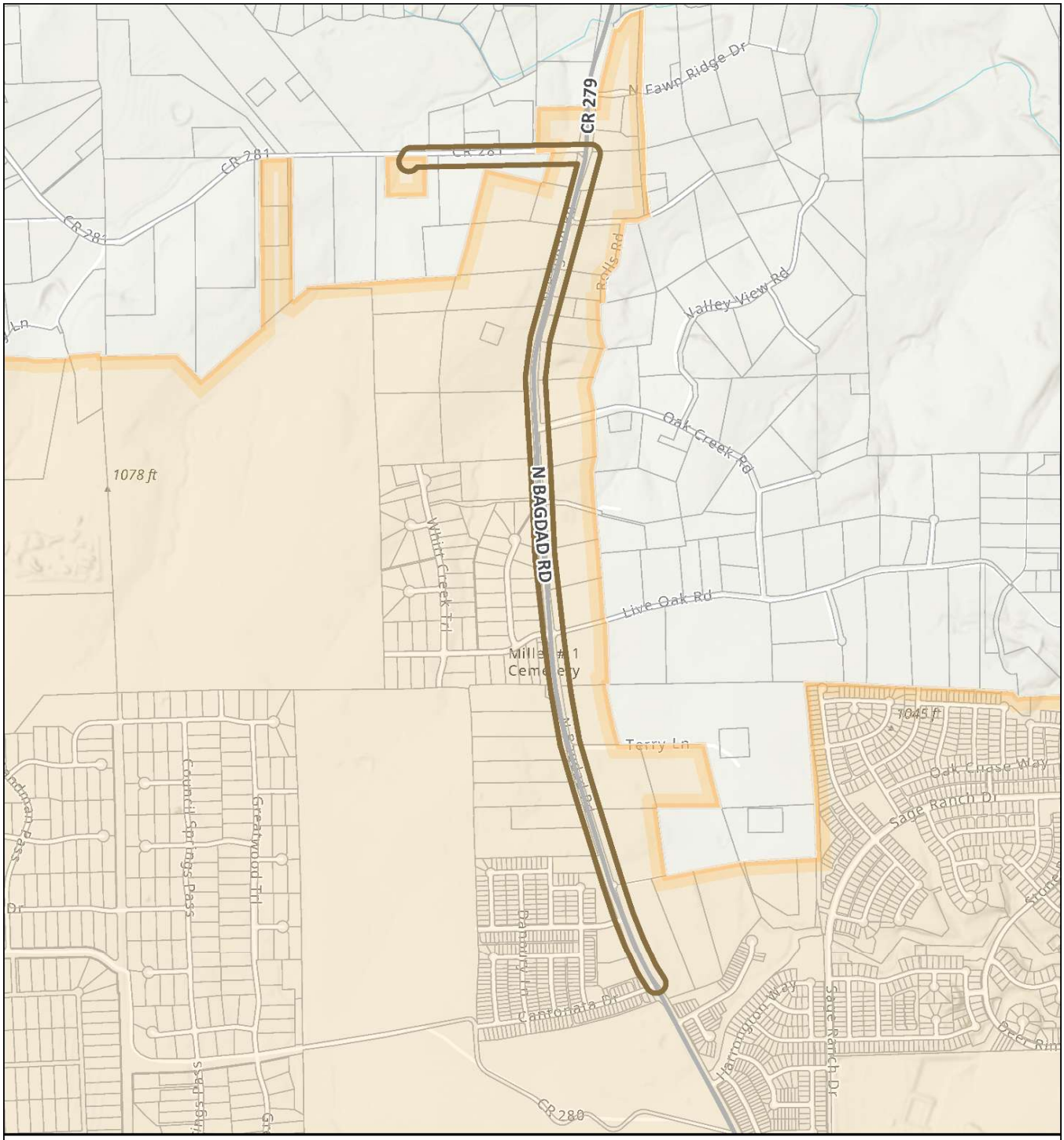
It is recommended as 10-year need project (WW.10.10) on Waterwater Master Plan. Long Range Project.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 266,000	$ 766,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,410,300	$ 2,410,300
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 73,000	$ 73,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 621,000	$ 621,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ 846,000	$ 846,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,217,000	$ 4,717,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utiltiy Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,217,000	$ 4,717,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,217,000	$ 4,717,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,217,000	$ 4,717,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,217,000	$ 4,717,000

Note: All amounts are shown in current dollars



CIP Program

WW.69 - North Bagdad Rd. Lift Station Ph. 1

Wastewater Projects

WW.69

Leander City Limits

Parcels (WCAD)

N W E S

0 1,000

Feet

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.69	**RANKING:**	41
PROJECT TITLE	North Bagdad Rd. Lift Station Ph. 1	**MATRIX SCORE:**	88
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

This project includes a 1.15 MGD (million gallon per day) Lift Station, a 10-inch Force main and an 18-inch Gravity Main that will serve Neighborhood Residential developments on the north side of town along with future septic system slated to be converted to conventional wastewater systems in the future. The new Lift Station and Force main will pump to the proposed Gravity Main. Pumps will need to be replaced to accommodate 1.44 MGD by the 20-Year Time Horizon.

Location	North Bagdad Road
Limits From/To:	Cantonata Drive to North City Limit

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

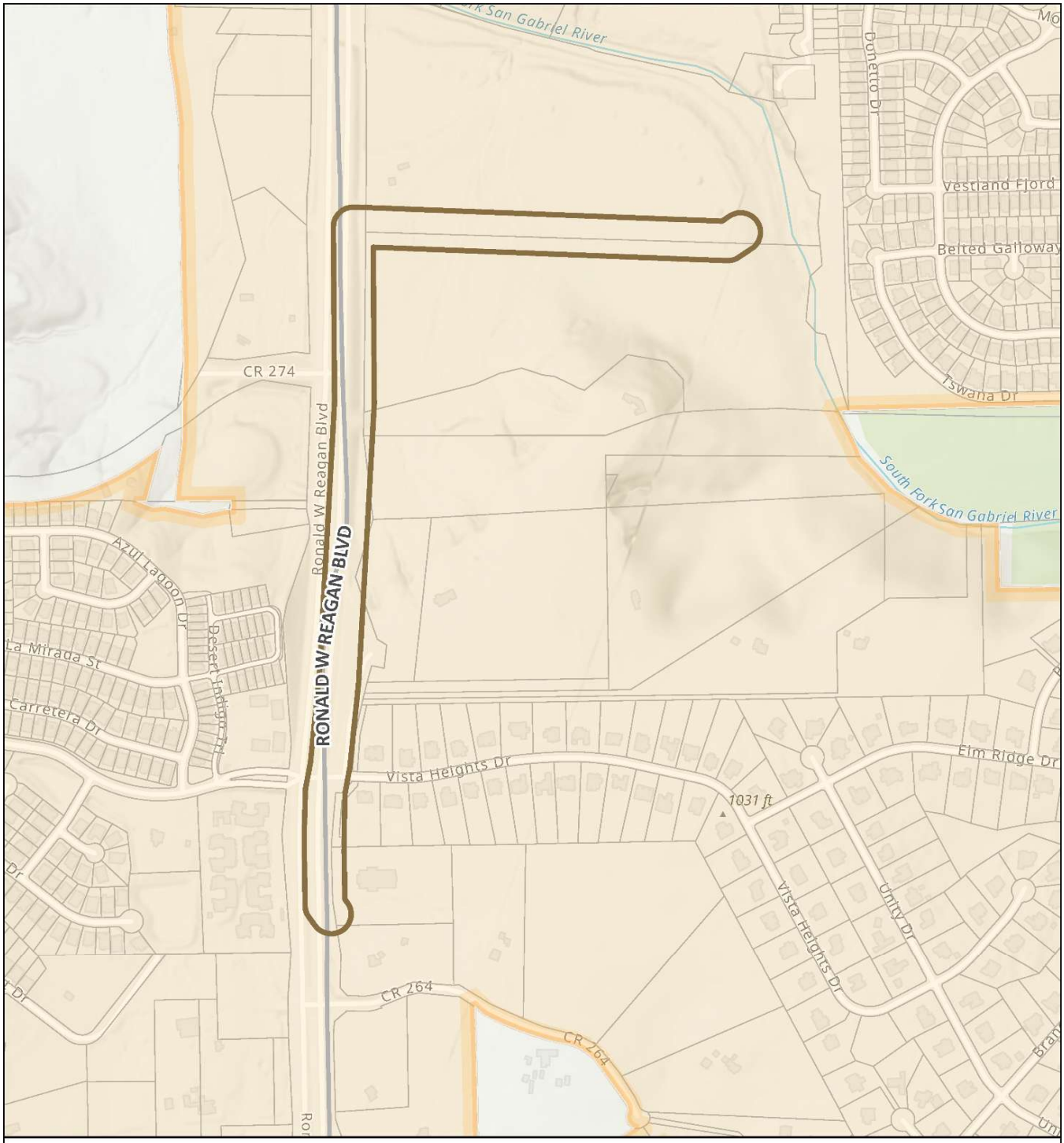
It is recommended as 10-year need project (WW.10.11) on Waterwater Master Plan. Long Range Project.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:		Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 291,000	$ 1,291,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,679,100	$ 6,679,100
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 201,000	$ 201,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,721,000	$ 1,721,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,268,000	$ 2,268,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 11,161,000	$ 12,161,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utiltiy Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 11,161,000	$ 12,161,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 11,161,000	$ 12,161,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 11,161,000	$ 12,161,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 11,161,000	$ 12,161,000

Note: All amounts are shown in current dollars



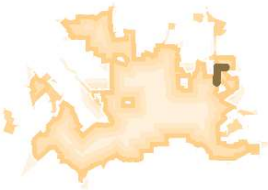
CIP Program

WW.70 - San Gabriel East Regional Lift Station

Wastewater Projects
WW.70

Leander City Limits
Parcels (WCAD)

0 1,000
Feet



City of Leander
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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.70	**RANKING:**	42
PROJECT TITLE	San Gabriel East Regional Lift Station	**MATRIX SCORE:**	87.5
DEPARTMENT(S)	Wastewater		

PROJECT DESCRIPTION:

This project includes a 0.9 MGD (million gallon per day) Lift Station and an 8-inch Force main that will serve Neighborhood Center and Residential developments on the north side of town. The new Lift Station and Force main will pump to the Brushy Creek Interceptor. Pumps will need to be replaced.

Location	South of Vista Heights Drive to north of CR 274
Limits From/To:	South of Vista Heights Drive to north of CR 274

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	12 months
Construction	18 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

It is recommended as 10-year need project (WW.10.12) on Waterwater Master Plan. Long Range Project.

☐ Project requires hiring new staff	Anticipated Number of New Employees:		Usable Life of Asset:		Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 237,000	$ 737,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,777,700	$ 2,777,700
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ 84,000	$ 84,000
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ 716,000	$ 716,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ 936,000	$ 936,000
Total Estimated Cost	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,751,000	$ 5,251,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utiltiy Debt Issuance	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,751,000	$ 5,251,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,751,000	$ 5,251,000
EXPENDITURE									
TBD	TBD	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,751,000	$ 5,251,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 4,751,000	$ 5,251,000

Note: All amounts are shown in current dollars

CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.79	**RANKING:**	28
PROJECT TITLE	Brushy Creek Regional Wastewater System Rehabilitation	**MATRIX SCORE:**	90
DEPARTMENT(S)	Brushy Creek Regional Wastewater System (BCRWWS)		

PROJECT DESCRIPTION:

The Brushy Creek East Regional Wastewater Treatment Plant (WWTP) is owned by the Brushy Creek Regional Wastewater System (BCRWWS), who are the Cities of Round Rock, Cedar Park, Austin, and City of Leander. The engineering team, led by Prime consultant Plummer Associates, consultants Freese & Nichols, and K. Friese & Associates (Engineer) designed the most recent expansion to 30 MGD (million gallons per day), which is under the final construction phase. This engineering team is currently engaged in the design of the next expansion to 40 MG (million gallons). The purpose of this service is to provide additional detailed design services focused on rehabilitation of existing equipment and treatment units at the WWTP. Some of these items will require condition assessments from the Engineer or equipment field representatives from manufacturers, prior to design effort.

Location	
Limits From/To:	

Schedule	**Duration**
Design Phase	N/A
ROW/Esmt Acq.	N/A
Construction	N/A

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

This is a shared, pass-through cost to the Brushy Creek Regional Wastewater System (BCRWWS).

☐ Project requires hiring new staff | Anticipated Number of New Employees: | | Usable Life of Asset: | | Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 81,000	$ 77,000	$ -	$ -	$ -	$ -	$ 158,000
Construction	$ -	$ -	$ -	$ 599,000	$ 830,000	$ 894,000	$ 538,000	$ 2,861,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 81,000	$ 77,000	$ 599,000	$ 830,000	$ 894,000	$ 538,000	$ 3,019,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utiltiy Debt Issuance	$ -	$ 81,000	$ 77,000	$ 599,000	$ 830,000	$ 894,000	$ 538,000	$ 3,019,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 81,000	$ 77,000	$ 599,000	$ 830,000	$ 894,000	$ 538,000	$ 3,019,000
EXPENDITURE									
TBD	TBD	$ -	$ 81,000	$ 77,000	$ 599,000	$ 830,000	$ 894,000	$ 538,000	$ 3,019,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 81,000	$ 77,000	$ 599,000	$ 830,000	$ 894,000	$ 538,000	$ 3,019,000

Note: All amounts are shown in current dollars

CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	WW.80	**RANKING:**	29
PROJECT TITLE	Brushy Creek Regional Wastewater System - 60-inch Interceptor Rehabilitation	**MATRIX SCORE:**	90
DEPARTMENT(S)	Brushy Creek Regional Wastewater System (BCRWWS)		

PROJECT DESCRIPTION:

The Brushy Creek Regional Wastewater System (BCRWWS) is a regional wastewater system that serves and is owned by the cities of Round Rock, Cedar Park, Leander, and Austin (Owners). The system consists of gravity sewer mains, lift stations, force mains, and wastewater treatment facilities to treat and discharge wastewater into Brushy Creek in southern Williamson County. The system has recently experienced significant flow increases due to rapid population growth in the service area, as well as inflow & infiltration (I&I) from leaks in the pipe network. Based on the CCTV (closed circuit television) finding approximately 5,890 linear feet were video-recorded in 2022. According to the CCTV, five (5) 54-inch and seven (7) 60-inch RCP segments showed signs of degradation including offset and exposed rebar in the RCP walls. These sections totaled approximately 3,400 Linear Feet (LF) of repairs needed.

Location	
Limits From/To:	

Schedule	**Duration**
Design Phase	N/A
ROW/Esmt Acq.	N/A
Construction	N/A

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

☐ Project requires hiring new staff	Anticipated Number of New Employees:	N/A	Usable Life of Asset:	30	Years

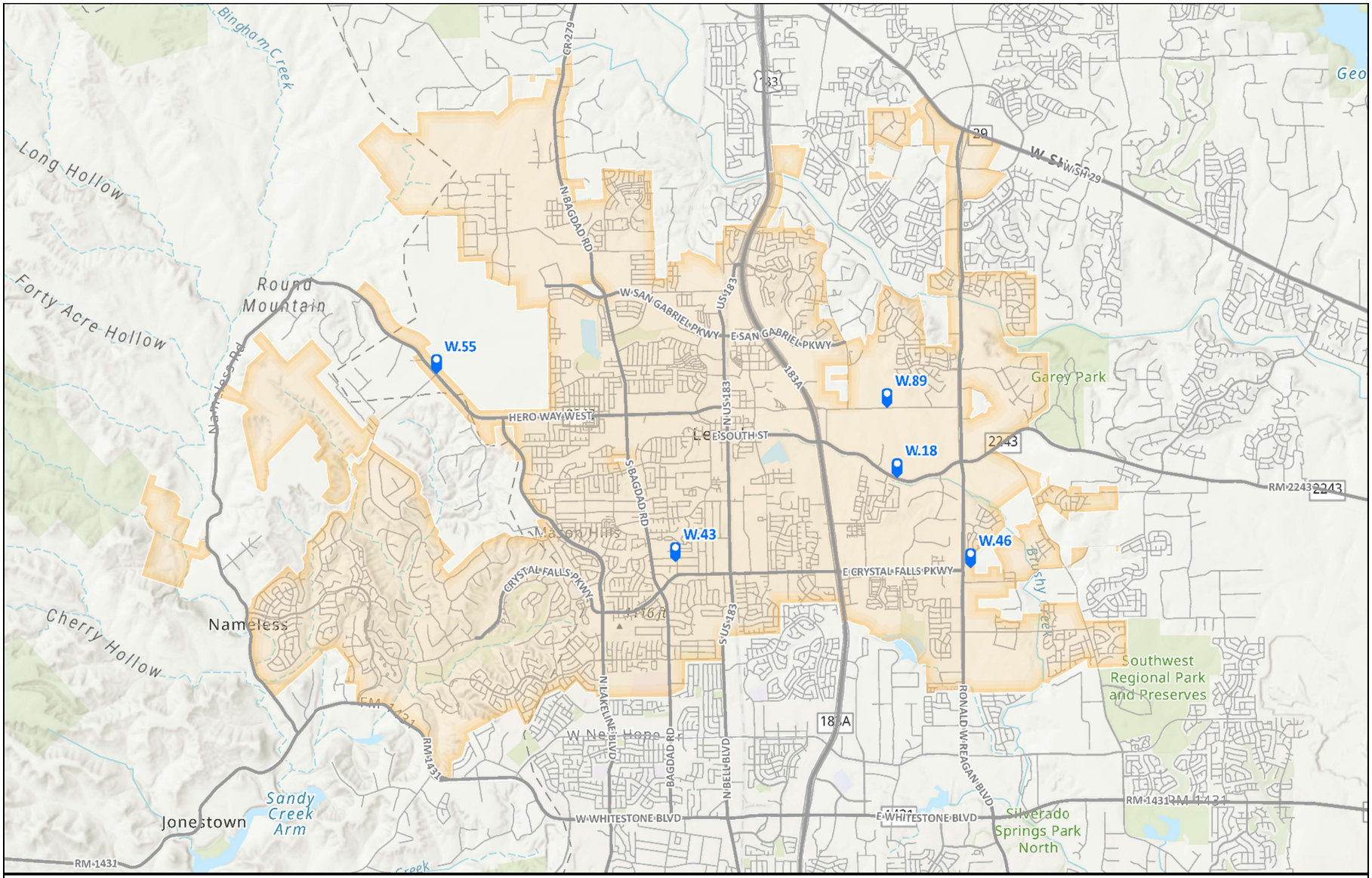
PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ -	$ 17,000	$ 115,000	$ 172,000	$ -	$ -		$ 304,000
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,644,000	$ 2,644,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 17,000	$ 115,000	$ 172,000	$ -	$ -	$ 2,644,000	$ 2,948,000

PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
XX	Future Utiltiy Debt Issuance	$ -	$ 17,000	$ 115,000	$ 172,000	$ -	$ -	$ 2,644,000	$ 2,948,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 17,000	$ 115,000	$ 172,000	$ -	$ -	$ 2,644,000	$ 2,948,000
EXPENDITURE									
TBD	TBD	$ -	$ 17,000	$ 115,000	$ 172,000	$ -	$ -	$ 2,644,000	$ 2,948,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 17,000	$ 115,000	$ 172,000	$ -	$ -	$ 2,644,000	$ 2,948,000

Note: All amounts are shown in current dollars

FY26 - FY35
CAPITAL IMPROVEMENTS PROGRAM

WATER



CIP Program

Water

Leander City Limits

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City of Leander
Geographic Information Systems

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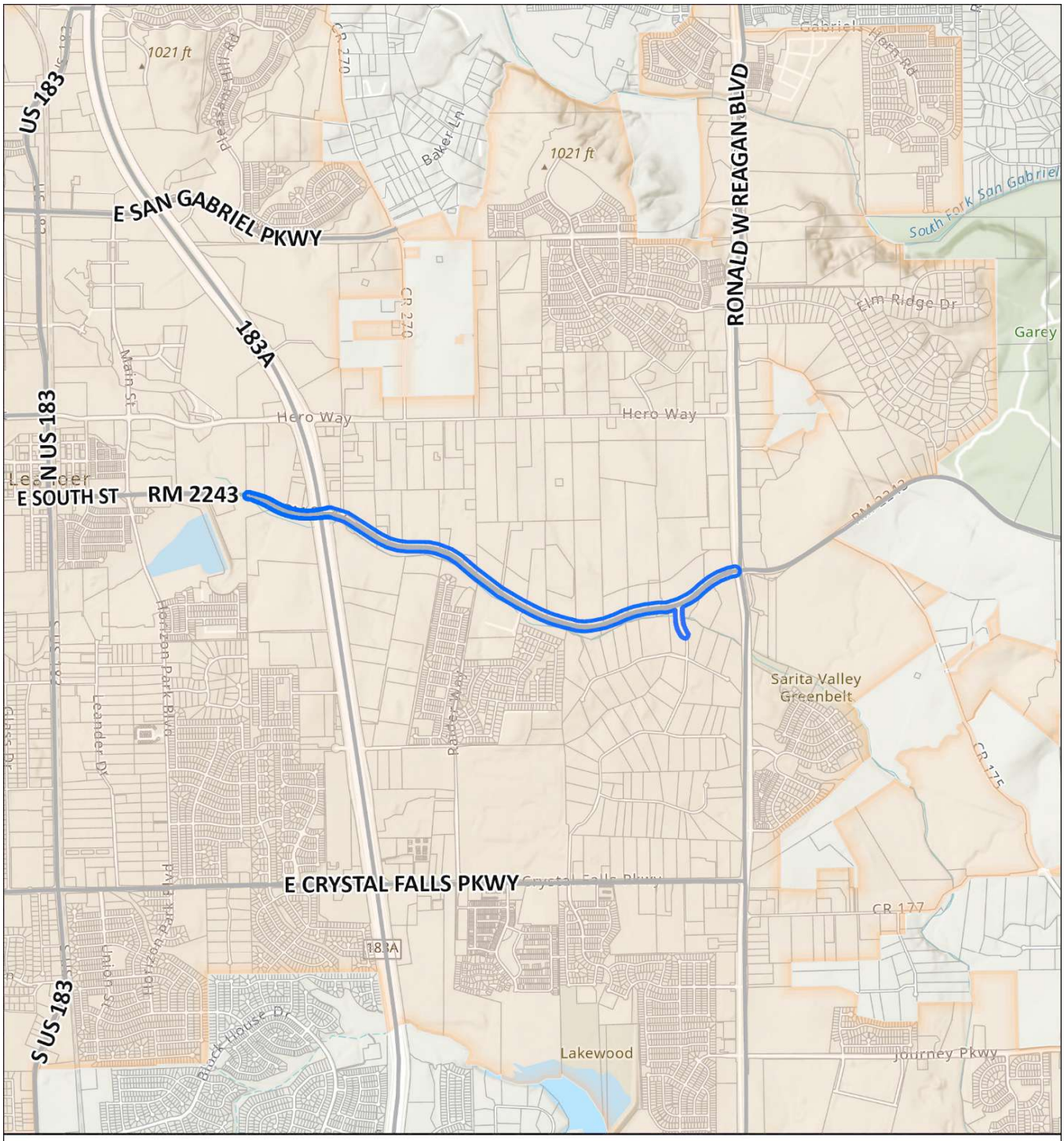

CIP Program

W.18 - RM 2243 Water Line - Phase 1

Water Projects
- W.18

Leander City Limits

Parcels (WCAD)

N W E S

0 1,000 2,000
Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	W.18	**RANKING:**	2
PROJECT TITLE	RM 2243 Water Line	**MATRIX SCORE:**	87.5
DEPARTMENT(S)	Water		

PROJECT DESCRIPTION:

Install new 16-inch water line along RM 2243 from Ronald W. Reagan Boulevard to Tollway 183A, and new 12-inch water line from Tollway 183A to the Leander Wastewater Treatment Plant (WWTP). From the 16-inch main water line, extend an 8-inch lateral water line southward 600 feet along Ridgmar Road to existing fire hydrant at end of existing water line.

Location	Old RM 2243
Limits From/To:	From Tollway 183A eastward to Ronald W. Reagan Boulevard

Schedule	**Duration**
Design Phase	40 months
ROW/Esmt Acq.	18 months
Construction	8 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

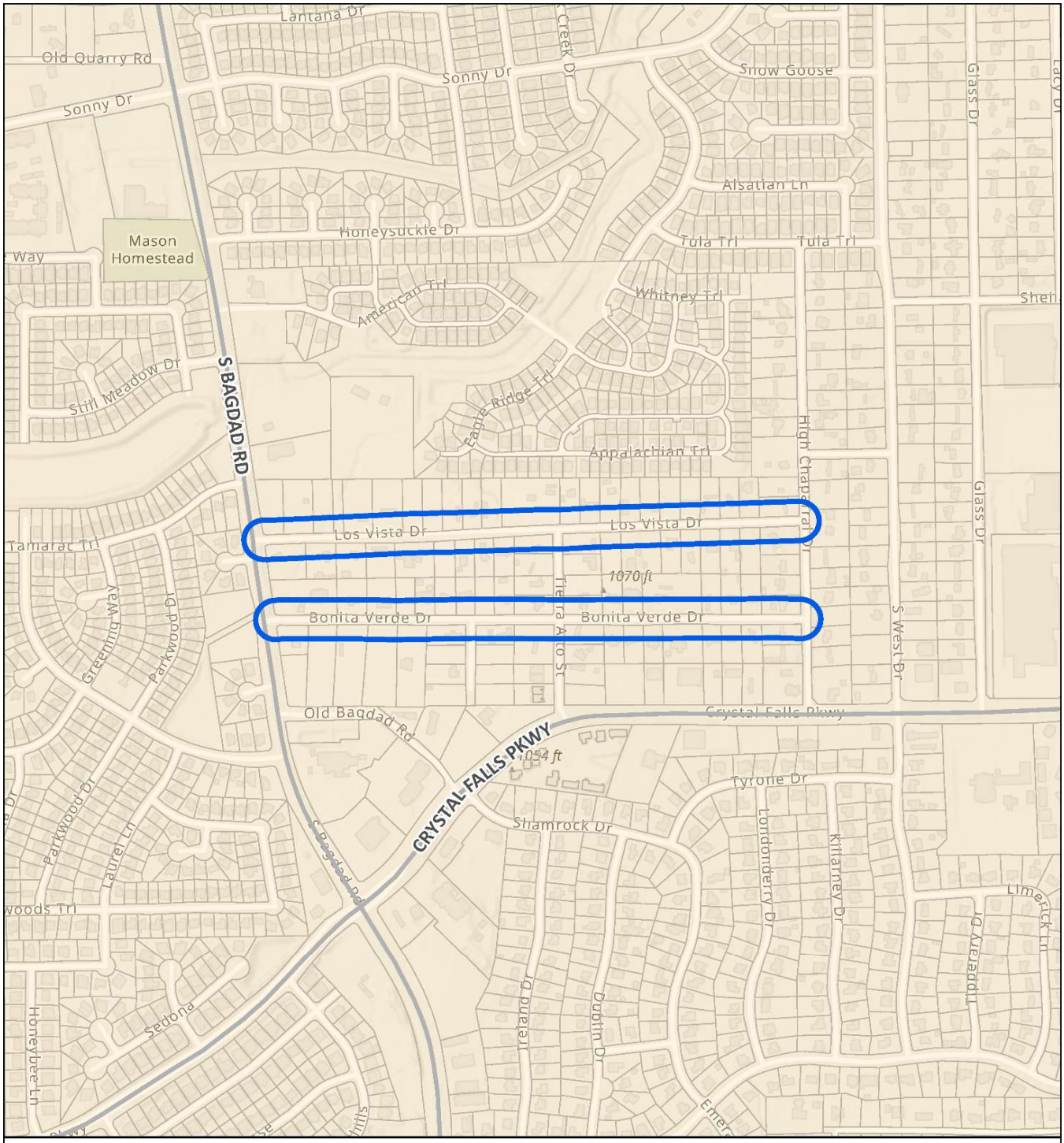
From Water Master Plan. Currently in Design. RM 2243, between Ronald W. Reagan Boulevard and Tollway 183A, has never really had a water main running along this road which has so many businesses and manufacturing. All these businesses have been on wells, for years. Knowing the City needs vibrant business opportunities, the City arranged for this project to install a new 16-inch diameter water line. We are currently at 90% drawings and easement acquisition.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Consultant	$ 315,000	$ 36,850	$ 9,000	$ -	$ -	$ -	$ -	$ 360,850
Construction	$ -	$ 6,000,000	$ 2,210,000	$ -	$ -	$ -	$ -	$ 8,210,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ 30,000	$ 15,000	$ -	$ -	$ -	$ -	$ 45,000
Contingencies	$ -	$ 1,500,000	$ 552,500	$ -	$ -	$ -	$ -	$ 2,052,500
Other (ROW, easements, etc.)	$ -	$ 963,150	$ -	$ -	$ -	$ -	$ -	$ 963,150
Total Estimated Cost	$ 315,000	$ 8,530,000	$ 2,786,500	$ -	$ -	$ -	$ -	$ 11,631,500

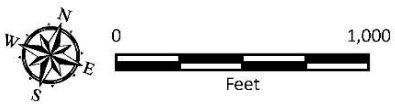
PROJECT BUDGET		Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
FUNDING SOURCE									
Account No.	**Fund**								
25-00-4085	Water Impact Fees	$ -	$ 8,530,000	$ 2,786,500	$ -	$ -	$ -	$ -	$ 11,316,500
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 8,530,000	$ 2,786,500	$ -	$ -	$ -	$ -	$ 11,316,500
EXPENDITURE									
25-31-8308	RM 2243 Waterline	$ -	$ 8,530,000	$ 2,786,500	$ -	$ -	$ -	$ -	$ 11,316,500
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 8,530,000	$ 2,786,500	$ -	$ -	$ -	$ -	$ 11,316,500

Note: All amounts are shown in current dollars



CIP Program

W.43 - Los Vista Dr and Bonita Verde Dr Water Service Relocation

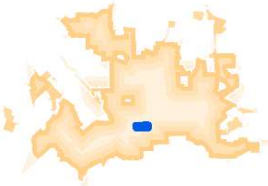


Water Projects

W.43

Leander City Limits

Parcels (WCAD)



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City of Leander
Geographic Information Systems

CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	W.43	**RANKING:**	34
PROJECT TITLE	Los Vista & Bonita Verde Service Abandonment and Relocations	**MATRIX SCORE:**	89
DEPARTMENT(S)	Water		

PROJECT DESCRIPTION:

Project includes relocation of old 2-inch galvanized pipe in located in the backyard in the front on City's ROW to make consistent with current standards. Current aging infrastructure has minimum cover and requires constant maintenance.

Location	Los Vista and Bonita Verde Drive
Limits From/To:	Bagdad Road to High Chaparral Drive

Schedule	**Duration**
Design Phase	18 months
ROW/Esmt Acq.	NA
Construction	18 months

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

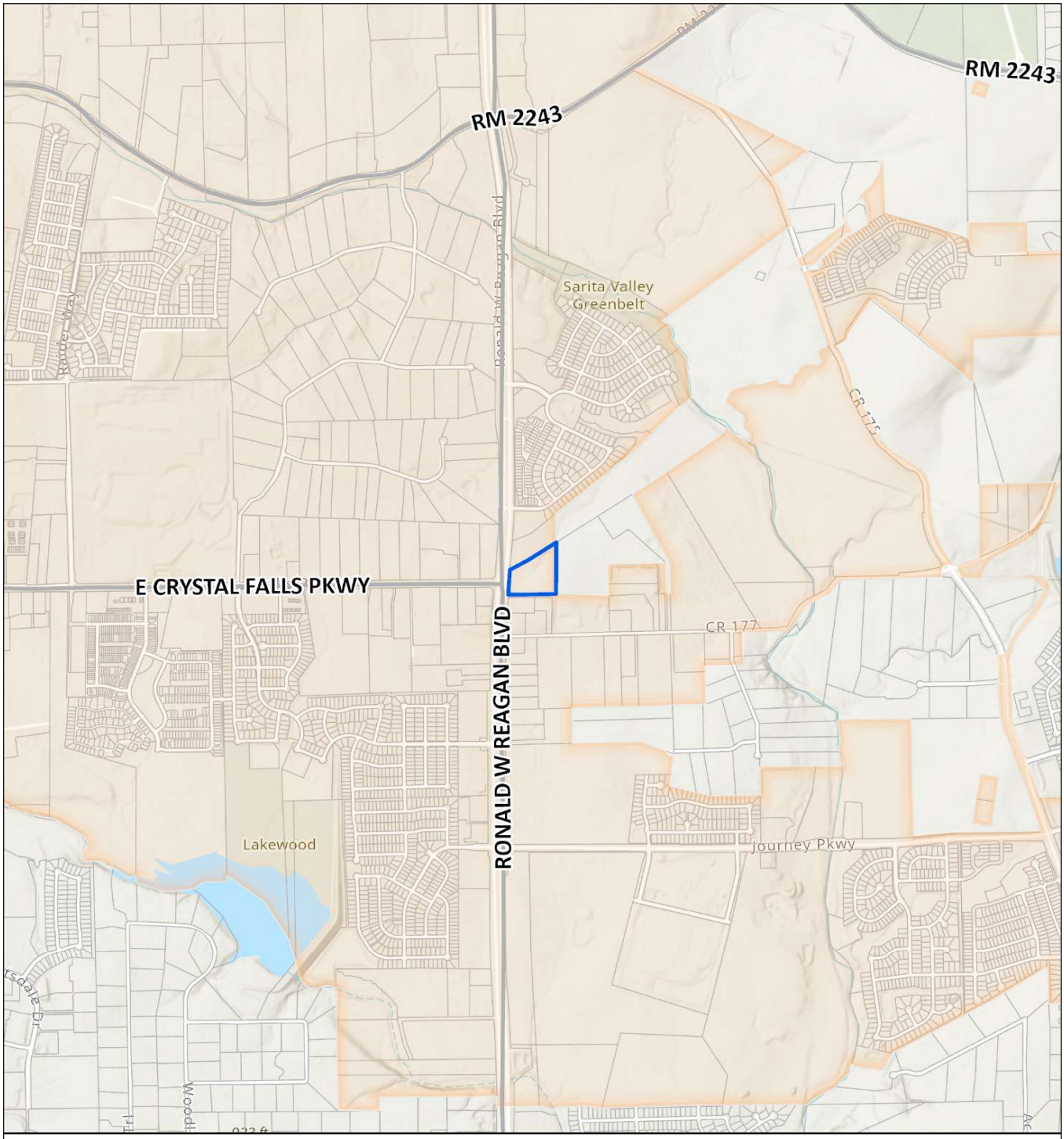
Operational Need Project. Project will improve operation by replacing aging infrastructure. It also improves safety and relaiability by removing old corroding piping.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ 200,000	$ 100,000	$ 77,000	$ -	$ -	$ -	$ 377,000
Construction	$ -	$ -	$ 1,000,000	$ 950,000	$ -	$ -	$ -	$ 1,950,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ 250,000	$ 237,500	$ -	$ -	$ -	$ 487,500
Other	$ -	$ 40,000	$ -	$ -	$ -	$ -	$ -	$ 40,000
Total Estimated Cost	$ -	$ 240,000	$ 1,350,000	$ 1,265,000	$ -	$ -	$ -	$ 2,855,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
25	Water Impact Fees	$ -	$ 240,000	$ 1,350,000	$ 1,265,000	$ -	$ -	$ -	$ 2,855,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 240,000	$ 1,350,000	$ 1,265,000	$ -	$ -	$ -	$ 2,855,000
EXPENDITURE									
TBD	TBD	$ -	$ 240,000	$ 1,350,000	$ 1,265,000	$ -	$ -	$ -	$ 2,855,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 240,000	$ 1,350,000	$ 1,265,000	$ -	$ -	$ -	$ 2,855,000

Note: All amounts are shown in current dollars



CIP Program

W.46 - Ronald Reagan Ground Storage Tanks and Pump Station

Water Projects
- W.46

Leander City Limits
Parcels (WCAD)

N W E S
0 2,000 Feet

City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	W.46	**RANKING:**	6
PROJECT TITLE	Ronald Reagan Pumps Station and Ground Storage Tanks	**MATRIX SCORE:**	80
DEPARTMENT(S)	Water		

PROJECT DESCRIPTION:

Construct new ground storage tanks (GST) and a pump station (PS) to increase and control flows from the BCRUA (Brushy Creek Regional Utility Authority) at the Ronald W. Reagan Boulevard corridor. Phase 1 of this project includes a 2.5 MG (Million Gallon) ground storage tank (GST) and the initial phase (~17.5 MGD) of the pump station. Phase 2 will complete the ultimate build-out, which will include a second 2.5 MG ground storage tank and build-out of the pump station to 30 to 35 MGD (Million Gallons per Day) under Phase 2.

Location	Northeast corner of the intersection of Ronald W. Reagan Boulevard and Crystal Falls Parkway
Limits From/To:	Within the Behrens Tract at the east side of Ronald W. Reagan Boulevard and Crystal Falls Parkway intersection

Schedule	**Duration**
Design Phase	24 months
ROW/Esmt Acq.	4 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☑ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☑ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

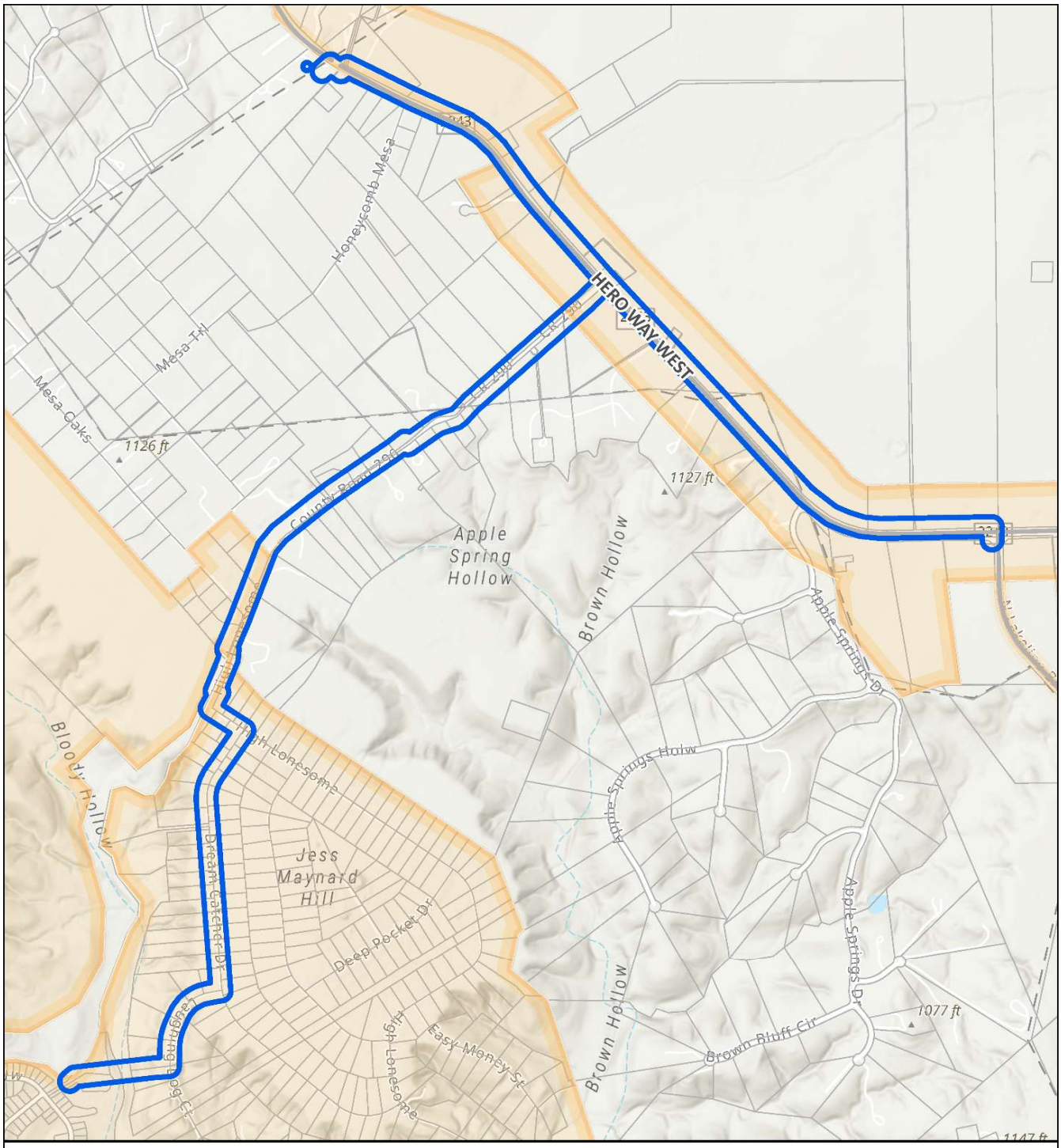
From Water Master Plan. Currently in Design. Water pumped to the City from BCRUA Water Treatment Plant has had limited routing, with limitied capacity to boost the pressure and provide for storage of water. This project constructs for Phase 1, two new pumps, the pump station building, and one 2MG ground storage tank. this project ranks high in the Water Master Plan and currently has 100% completed drawings.
To comply with Texas Commission on Environmental Quality (TCEQ) storage requirements, this project is needed to meet the volume per capita requirement. The project will create a loop and connection between the 1252 and 1255 pressure zones, and provide additional water storage capacity for the development in the east side of Leander. The ground storage tanks and the new pump station will store and distribute water directly from the BCRUA, to cover peak demands.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ 250,000	$ 42,000	$ 120,000	$ 60,000	$ -	$ -	$ 400,000	$ 872,000
Construction	$ -	$ 9,208,333	$ 11,050,000	$ 1,841,667	$ -	$ -	$ 4,260,000	$ 26,360,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ 37,500	$ 45,000	$ 7,500	$ -	$ -	$ -	$ 90,000
Contingencies	$ -	$ 2,302,083	$ 2,762,500	$ 460,417	$ -	$ -	$ 1,065,000	$ 6,590,000
Other (including easements, ROW, etc.)	$ 6,040,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,040,000
Total Estimated Cost	$ 6,290,000	$ 11,589,917	$ 13,977,500	$ 2,369,583	$ -	$ -	$ 5,725,000	$ 39,952,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
25-00-4085	Water Impact Fees	$ -	$ 11,589,917	$ 13,977,500	$ 2,369,583	$ -	$ -	$ 5,725,000	$ 33,662,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 11,589,917	$ 13,977,500	$ 2,369,583	$ -	$ -	$ 5,725,000	$ 33,662,000
EXPENDITURE									
25-31-8625	Reagan GST/Booster Station	$ -	$ 11,589,917	$ 13,977,500	$ 2,369,583	$ -	$ -	$ 5,725,000	$ 33,662,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 11,589,917	$ 13,977,500	$ 2,369,583	$ -	$ -	$ 5,725,000	$ 33,662,000

Note: All amounts are shown in current dollars



CIP Program

W.55 - Hero Way West Elevated Storage Tank (EST) and Water Line

N W E S

0 1,000 Feet

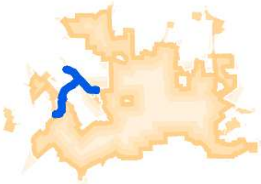
Water Projects

W.55

Leander City Limits

Parcels (WCAD)

Parcels (TCAD)



City of Leander Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	W.55	**SCORE:**	88.5
PROJECT TITLE	Hero Way West Elevated Storage Tank (EST) and Water Line		
DEPARTMENT(S)	Public Works		

PROJECT DESCRIPTION:

The Project includes a new 1.25 million gallon (MG) elevated storage tank (EST) and associated distribution pipelines to provide additional capacity to the northwestern areas of the City. The EST will be located on a 11.33-acre site on Hero Way West which is owned by the City. The estimated height to the top capacity line of the EST is 171 feet. Approximately 18,150 linear feet (LF) of distribution piping ranging from 12-inch to 24-inch diameter will also be required to increase and control flows from the Brushy Creek Regional Utility Authority to the Travisso neighborhoods and the northwest section of the City. Specifically, the Project includes approximately 4,250 LF of 24-inch water line along Hero Way West from a stubout near Lakeline Drive to the intersection with County Road (CR) 290; 9,700 LF of 24-inch pipeline from the intersection of CR 290 and High Lonesome to the EST site on Hero Way West; 4,200 LF of 16-inch pipeline from the intersection of Hero Way West and CR 290 to Sienna Sunset Road through Grand Mesa; and approximately 13,950 LF of fiber optic duct bank along Hero Way West from Lakeline Drive to the EST site.

Location	Northwest region of City and Travisso
Limits From/To:	15051 Hero Way West to County Road 290 down to Sienna Sunset Road and from Hero Way West to Lakeline Boulevard.

Schedule	**DURATION**
Design Phase	24 months
ROW/Esmt Acq.	9 months
Construction	24 months

For Non Utility CIP projects - Check all that apply:

- ☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**
- ☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**
- ☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

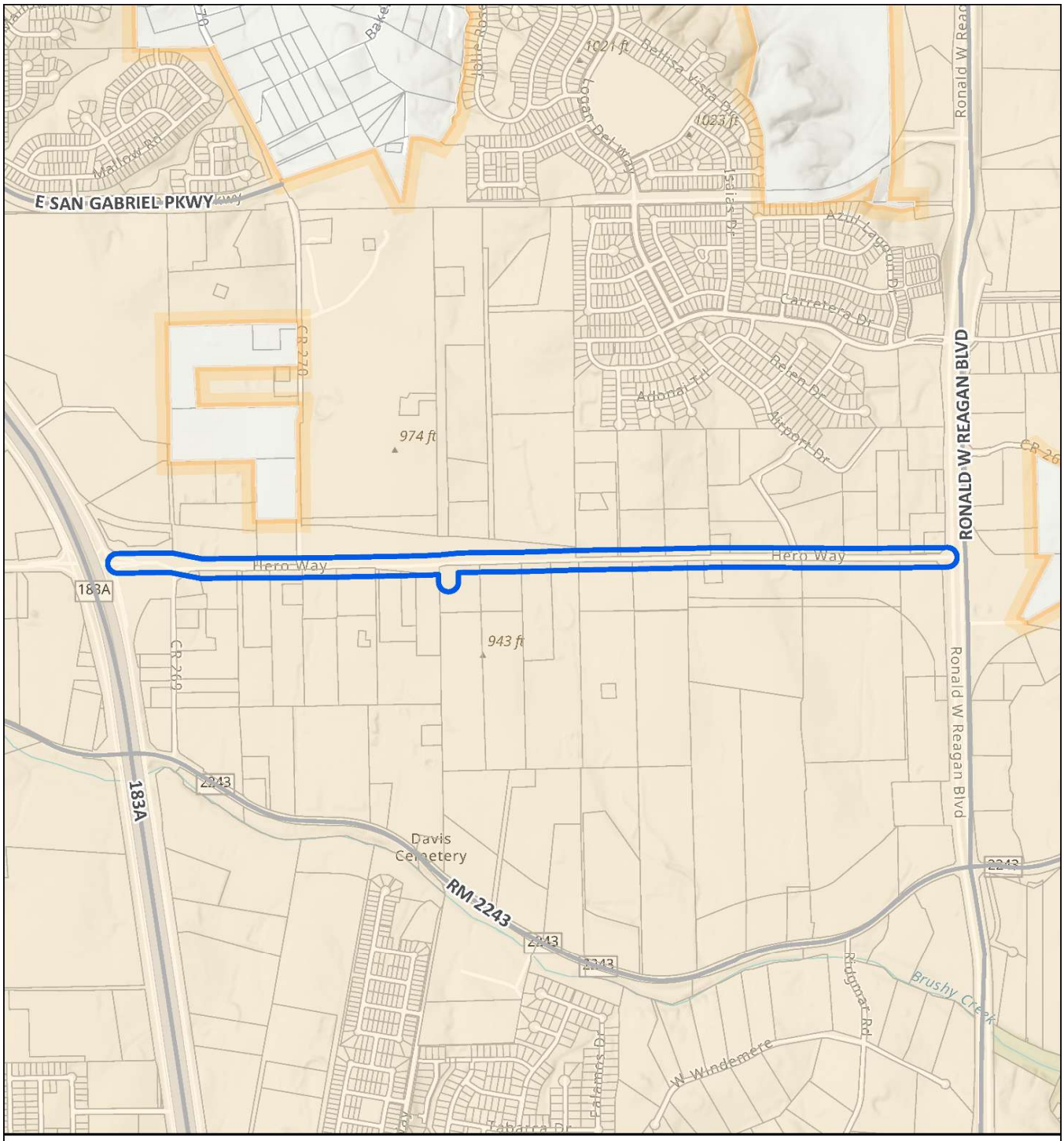
From Water Master Plan. Currently in Design.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30 Years

PROJECT COSTS	Prior	FY26	FY27	FY28	FY29	FY30	FY31 - FY35	Total
Design Phase	$ 650,000	$ 1,300,000	$ 130,000	$ 100,000	$ 100,000	$ 100,000	$ -	$ 2,380,000
Construction	$ -	$ -	$ 10,000,000	$ 555,000	$ 6,050,000	$ 2,000,000	$ -	$ 18,605,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ 40,000	$ 20,000	$ 60,000	$ 20,000	$ -	$ 140,000
Contingencies	$ -	$ -	$ 2,500,000	$ 138,750	$ 1,512,500	$ 500,000	$ -	$ 4,651,250
Other (including easements, ROW, etc.)	$ -	$ -	$ 2,500,000	$ -	$ -	$ -	$ -	$ 2,500,000
Total Estimated Cost	$ 650,000	$ 1,300,000	$ 15,170,000	$ 813,750	$ 7,722,500	$ 2,620,000	$ -	$ 28,276,250

PROJECT BUDGET	Prior	FY26	FY27	FY28	FY29	FY30	Future	Total
FUNDING SOURCE								
Account No. **Fund**								
25-00-4085 Water Imact Fees	$ -	$ 1,300,000	$ 15,170,000	$ 813,750	$ 7,722,500	$ 2,620,000	$ -	$ 27,626,250
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	$ -	$ 1,300,000	$ 15,170,000	$ 813,750	$ 7,722,500	$ 2,620,000	$ -	$ 27,626,250
EXPENDITURE								
25-31-8656 Travisso EST	$ -	$ 1,300,000	$ 15,170,000	$ 813,750	$ 7,722,500	$ 2,620,000	$ -	$ 27,626,250
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ 1,300,000	$ 15,170,000	$ 813,750	$ 7,722,500	$ 2,620,000	$ -	$ 27,626,250

Note: All amounts are shown in current dollars



CIP Program

W.89 - Hero Way Expansion Utility Relocations

Water Projects

- W.89

- Leander City Limits
- Parcels (WCAD)

N W E S

0 1,000

Feet

City of Leander
Geographic Information Systems

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CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

PROJECT ID:	W.89	**RANKING:**	35
PROJECT TITLE	Hero Way East Water Line Relocation	**MATRIX SCORE:**	88.5
DEPARTMENT(S)	Water		

PROJECT DESCRIPTION:

Williamson County is partnered with the City of Leander to widen and improve Hero Way East / New RM 2243 from Garey Park to Tollway 183A. To provide for proper water line alignment, the City has requested Williamson County to relocate the City water line to match the new road alignmen from Ronald W. Reagan Boulevard to CR 269, replacing the existing pipe with a new 12-inch PVC pipe. This will be a pass-through cost for the City of Leander.

Location	Hero Way
Limits From/To:	From Tollway 183A eastward to Ronald W. Reagan Boulevard

Schedule	**Duration**
Design Phase	N/A
ROW/Esmt Acq.	N/A
Construction	N/A

For Non Utility CIP projects - Check all that apply:

☐ **Project will also involve the need for NEW City Utility Infrastructure, including Fiber conduit.**

☐ **Project Cost Estimate Below DOES include cost for new utility infrastructure.**

☐ **Project Cost Estimate Below DOES NOT include cost for new utility infrastructure.**

PROJECT NEED/BENEFITS

Regional County Project related to Williamson County's 2013/2019 Road Bond Program. With Williamson County widening and improving the Hero Way (new RM 2243) from the Southwest Bypass to Tollway 183A, the relocation of the City of Leander's utilities had been overlooked. The City of Leander is reimbursing Williamson County to design and relocate the City's water line to match new road alignment.

☐ Project requires hiring new staff	Anticipated Number of New Employees:	0	Usable Life of Asset:	30	Years

PROJECT COSTS	**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
Design Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ 3,200,000	$ -	$ -	$ -	$ -	$ -	$ 3,200,000
Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inspection/Testing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingencies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Estimated Cost	$ -	$ 3,200,000	$ -	$ -	$ -	$ -	$ -	$ 3,200,000

PROJECT BUDGET		**Prior**	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31 - FY35**	**Total**
FUNDING SOURCE									
Account No.	**Fund**								
27	Utility CIP Funding	$ -	$ 3,200,000	$ -	$ -	$ -	$ -	$ -	$ 3,200,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues		$ -	$ 3,200,000	$ -	$ -	$ -	$ -	$ -	$ 3,200,000
EXPENDITURE									
TBD	TBD	$ -	$ 3,200,000	$ -	$ -	$ -	$ -	$ -	$ 3,200,000
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		$ -	$ 3,200,000	$ -	$ -	$ -	$ -	$ -	$ 3,200,000

Note: All amounts are shown in current dollars

City of Leander

105 N. Brushy Street
Leander, TX 78641

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NEW RANK	RANK	SCORE	PROJECT ID	DEPARTMENT	SOURCE	NAME	DESCRIPTION
1	35	88.5	W.55	Water	Water Masterplan / Design	Hero Way West Elevated Storage Tank (EST) and Water Line	The Project includes a new 1.25 million gallon (MG) elevated storage tank (EST) and associated distribution pipelines to provide additional capacity to the northwestern areas of the City. The EST will be located on a 11.33-acre site on Hero Way West that has been acquired by the City. The estimated height to the top capacity line of the EST is 171 feet. Approximately 18,150 linear feet (LF) of distribution piping ranging from 12-inch to 24-inch diameter will also be required to increase and control flows from the Brushy Creek Regional Utility Authority to the Travisso neighborhoods and the northwest section of the City. Specifically, the Project includes approximately 4,250 LF of 12-inch water line along Hero Way West from a stubout near Lakeline Drive to the intersection with County Road (CR) 290; 9,700 LF of 24-inch pipeline from the intersection of CR 290 and High Lonesome to the EST site on Hero Way West; 4,200 LF of 16-inch pipeline from the intersection of High Lonesome and CR 290 to Villa Rialto View Road through the Flying K Ranch; and approximately 13,950 LF of fiber optic duct bank along Hero Way West from Lakeline Drive to the EST site.
2	43	87.5	W.18	Water	Water Masterplan / Design	Water Line along RM2243	RM 2243, between Ronald W. Reagan Boulevard and Tollway 183A, has never really had a water main running along this road which has so many businesses and manufacturing. All these businesses have been on wells, for years. Knowing the City needs vibrant business opportunities, the City arranged for this project to install a new 16-inch diameter water line. We are currently at 90% drawings and easement acquisition.
3	49	85.5	WW.41	Wastewater	Masterplan / In-Design	CIP WW.41 Benbrook Interceptor (WW.10.01 (WW.41))	This projec is listed on the City of Leander Capital FY2024 Improvement Program Project, "WW.41 North Brushy Creek Wastewater Interceptor Improvements - Benbrook Section". The project description is as follows, "Per the 2018 Waastewater Master Plan, the wastewater (WW) interceptor, which collects all the wastwater within the region of the North Brushy Creek Basin, needs to be increased in diameter to meet the demands of greater loads.
4	55	84	T.45-T.84	Transportation	Ronald Reagan Corridor Study	Ronald Reagan and Sarita Drive - Continuous Green Intersection	Signalize intersection. Add deceleration lane on NB Ronald Reagan Blvd; and acceleration lane and deceleration lane on SB Ronald Reagan.
5	64	78	P.68	Parks	Operational	Lakewood Park Maintenance Staff Shop/Break Room	This building (1,080 sq. feet) will give staff members located at Lakewood Park the ability to store equipment, find shelter during extreme weather conditions, complete repairs, etc. CIP Funds (FY23) 47,450, New Professional Service Fees: $37,000 (Ardurra) $20,000 additional parking/driveway
6	62	80	W.46	Water	Water Masterplan / Design	Ronald Reagan Pumps Station and Ground Storage Tanks	Water pumped to the City from BCRUA Water Treatment Plant has had limited routing, with limitied capacity to boost the pressure and provide for storage of water. This project constructs for Phase 1, two new pumps, the pump station building, and one 2MG ground storage tank. this project ranks high in the Water Master Plan and currently has 100% completed drawings.
7	1	100	T.151	Transportation	US 183 Corridor Study	South Street/US 183 & RM 2243 - Add Pedestrian Crossings for all approaches	Add pedestrian crossing poles, sidewalks, ramps, and markings at all corners.
8	2	99	T.17-T.53	Transportation	Traffic Masterplan	Improvements for South Street and West Drive Intersection/West Drive - Imp	Improve current to a three-lane (build-out) undivided arterial road and relocate utilities as necessary
9	3	99	T.138	Transportation	Old Town Masterplan	Old Town - Sidewalk Infrastructure & Pedestrian Street Lights (T.151)	Improve/add sidewalk and pedestrian street light infrastructure in Old Town

NEW RANK	RANK	SCORE	PROJECT ID	DEPARTMENT	SOURCE	NAME	DESCRIPTION
10	4	98	T.56	Transportation	Traffic Masterplan	South St (RM 2243) - Widen - Center Turn Lane - 183 to Eastern ETJ	Widen existing lanes and add center turn lane along old RM 2243 from US 183 to the eastern ETJ
11	5	98	T.121	Transportation	Traffic Masterplan/County Proje	CR 175 - Widen to 4 Lanes from 2243 to Parkside	Add additional lane each direction of CR 175 from RM 2243 to Parkside
12	6	98	T.63	Transportation	Traffic Masterplan/County Proje	Crystal Falls Parkway East Extension to County Road 175	Constructing a new four-lane divided arterial roadway, including multiple new bridge sections across floodplains. The extension would start at Ronald Reagan Blvd and connecting to CR 175
13	7	97	T.90	Transportation	Ronald Reagan Blvd Corridor Stu	Ronald Reagan to Kauffman Lp - NB Right Turn slip lane	Add dedicated right turn lane on northbound Ronald Reagan Blvd to access Kauffman Loop. Add slip lane on EB Kauffman Loop
14	8	97	WW.30	Wastewater	Fire Flow / Operations/ Permit n	CIP WW.30 City of Leander RM 2243 WWTP Expansion	This project is the expansion of the RM 2243 Wastewater Treatment Plant (WWTP) from the Interim Phase I of 2.25 MGD (million gallons per day) capacity to a new Interim Phase II of 4.25 MGD capacity. Major project elements include amendment of the existing Texas Commission on Environmental Quality (TCEQ) discharge permit to include the new Interim Phase II capacity, headworks equipment enhancements, expanded treatment works, new sludge digestion/thickening, disinfection system enhancements a new operations center and emergency power system enhancements. The existing 2.25 MGD treatment works (commissioned in 2000) will remain in operation. Installation of the new sludge digestion/thickening facilities will facilitate decommissioning of the existing 0.2 MGD and 0.75 MGD plants constructed in 1985 and 1987, respectively. These two older plants were repurposed for sludge digestion/thickening in 2000 when the current 2.25 MGD plant was constructed and have reached the end of their useful life. Removal of the 1987 plant will permit construction of the new operations center at the same location.
15	9	96	T.136	Transportation	Operational	San Gabriel Widen from 2 to 4-lanes from US 183A to CR 270	Widen and add lanes along San Gabriel from CR 270 to US 183A
16	10	96	T.70	Transportation	Operational	Raider Way (Crystal Falls Pkwy - Southern Terminus) & Yaupon Grove Lane	Extend Raider Way to the southern terminus; and complete Yaupon Grove Lane's section from existing to Raider Way
17	11	95.5	T.46	Transportation	FY 2022 CIP Book	San Gabriel Pkwy Ph 3: CR 270 to Palmera Ridge Subdivision - CO	Construct San Gabriel Parkway from CR 270 to existing Palmera Ridge Blvd
18	12	95	P.84	Parks	Operational	New Golf Course Clubhouse and Cart Barn Facility	The clubhouse and cart barn facilities located at 3400 Crystal Falls Parkway are outdated, undersized and inconsistent with the demand for services associated with golf, dining and special events. The physical infrastructure limits the number of staff and patrons that can effectively use the facility. Restaurant seating, restroom access and availability, staff workspaces, parking and storage for merchandise, food stuff and golf cars are not adequate to accommodate the current and future needs of the facility. IT and utility infrastructure are outdated and overtaxed. The facility also lacks the infrastructure needed for growth into additional service offerings such as corporate meetings and conferences, shopping, hotel accommodation and personal services that would allow the facility and the city to become a meaningful and sought-after destination for recreation, tourism and commerce.
19	13	94	T.130	Transportation	2024 Hero Way at Main Street T	Hero Way & Main Intersection Improvements (Turn Lanes, Signal, & Ped upda	Signalize intersection. Add turn lanes all directions and define pedestrian crossings
20	14	94	T.78-T.137	Transportation	Traffic Masterplan	San Gabriel Widen from 4 to 6-lanes from US 183A to US 183	Widen and add lanes along San Gabriel from US 183 to US 183A

NEW RANK	RANK	SCORE	PROJECT ID	DEPARTMENT	SOURCE	NAME	DESCRIPTION
21	16	93.5	T.66	Transportation	City of Leander Self-Evaluation a	City of Leander Self-Evaluation and American Disabilities Act (ADA) Transition	As required by Title II of the ADA, the project will conduct a self-evaluation of the City's services, programs, activities, and facilities on public property and within public rights-of-way; and develop an ADA Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements. The project will also establish various projects for a Safe Routes to School (SRTS) Program, which will include strategic placement of crossing guards and crosswalks, community education and outreach, and infrastructure projects.
22	19	92.5	T.122	Transportation	Excluded from County Project	Hero Way south Service Road from 183A to just east of Ronald Reagan Blvd.	County excluded the south side frontage road from their scope and left it to the City to complete this portion. To better facilitate the increased traffic along a much needed West to East thoroughfare, these additional lanes should be constructed as soon as possible.
23	20	92	T.42-T.59-T.80-T.81	Transportation	Traffic Masterplan	San Gabriel Widen from 2 to 4-lanes from US 183 to Bagdad	Widen and reconstruct to 4 lanes along San Gabriel from Bagdad Road to US 183 (6 lane ultimate)
24	22	91	M.31	Facility	Operational	Fire Administration/Fire Station 3/EOC Generator Replacement	There is a risk of loss of power at the EOC during a major event affecting the power grid. Currently the HVAC system is fully supplied by the generator making power outages in hot or cold weather uncomfortable to work in Fire Admin.
25	23	91	T.107-T.108	Transportation	Traffic Masterplan	CR 270 Improvements Phase 1 (Hero Way to North City Limit) - 6255 LFt	Widen andimprove CR 270 to a three-lane (build-out) undivided collector from Hero Way to the North City Limit
26	24	90	M.36	Facility	Operational	Portable office build for the Water and Wastewater	Relative to overcrowding, lack of focus due to cramped workspaces, and the difficulties accommodating new hires and or the potential hiring of new staff due to lack of space. This new space of W/WW operation will showcase how more space will lead to increased efficiency, better collaboration, improved employee well-being, and ultimately, team morale, an better customer service
27	25	90	T.76	Transportation	Ronald Reagan Blvd Corridor Stu	Ronald W. Reagan Blvd and Journey Pkwy - southbound dual left and southbo	Additional lanes on southbound Ronald Reagan Blvd to create dedicated dual left onto Journey Parkway and dedicated right turn to Republic Trails Blvd
28	27	90	WW.79	Wastewater	Regional	BCRWWS - Rehabilitation	The Brushy Creek East Regional Wastewater Treatment Plant (BCER WWTP) is owned by the Brushy Creek Regional Wastewater System (BCRWWS), consisting of the Cities of Round Rock, Cedar Park, Austin, and City of Leander. The engineering team, led by Prime consultant Plummer Associates, consultants Freese & Nichols, and K. Friese & Associates (Engineer) designed the most recent expansion to 30 MGD, which is under the final construction phase. This engineering team is currently engaged in the design of the next expansion to 40 MG. The purpose of this service is to provide additional detailed design services, including conditions assessments, focused on rehabilitation of existing equipment and treatment units at the plant.

NEW RANK	RANK	SCORE	PROJECT ID	DEPARTMENT	SOURCE	NAME	DESCRIPTION
29	28	90	WW.80	Wastewater	Regional	BCRWWS - 60" Regional Interceptor Rehab	The Brushy Creek Regional Wastewater System (BCRWWS) is the regional wastewater system that serves and is owned by the cities of Round Rock, Cedar Park, Leander, and Austin (Owners). The system consists of gravity sewer mains, lift stations, force mains, and wastewater treatment facilities to treat and discharge wastewater into Brushy Creek in southern Williamson County. The system has recently experienced significant flow increases due to rapid population growth in the service area, as well as inflow & infiltration (I&I) from leaks in the pipe network. Based on the CCTV finding approximately 5,890 linear feet were videoed in 2022. According to the CCTV, five (5) 54-inch and seven (7) 60-inch RCP segments show signs of degradation including offset and exposed rebar in the RCP walls. These sections totaled approximately 3,400 LF of repairs needed.
30	29	90	WW.37/38	Wastewater	Masterplan	North Brushy Creek Interceptor (WW.20.02)	The segment of the City's North Brushy Creek Interceptor downstream of the Benbrook Interceptor, extending all the way to the RM2243 WWTP, is proposed to be upsized within the 20-year timeframe. Currently, this 6,000 ft pipe segment has diameters ranging from 21” - 30”, and it is recommended to increase sizes to 33” - 36”. Although this pipe segment was not initially identified as a concern area in the growth model, it has been selected for upgrade due to the existing pipes' inability to handle the anticipated 20-year free flow peaks. .
31	30	89.5	P.87	Parks	Operational	New Golf Course Maintenance Facility	The current maintenance facility is approximately 35 years old and is beyond its usefulness in material condition, size and functionality. As the golf course maintenance needs have expanded, so has the need for space to accommodate additional staff, equipment and materials. In addition, the current facility is outdated and unusable from a safety, technology and efficiency standpoint regarding equipment maintenance and repair, hazardous and flammable chemical storage and staff habitability. A new facility is required to allow for the integration of the best agronomic practices, efficient storage and the handling of associated supplies, materials and equipment.
32	31	89	T.123	Transportation	Traffic Master Plan	Leander Dr - Improvements - Hazelwood to Crystal Falls Pkwy	This project consists of reconstructing the existing roadway to a three-lane (build-out) undivided collector
33	32	89	T.139	Transportation	Old Town Masterplan	Old Town - N. West Drive Reconstruction	Reconstruct N West Drive from W South St to W Broade St to be enhanced to match areas already completed
34	33	89	W.43	Water	Operations	Los Vista & Bonita Verde Service Abandonment and Relocations	Old 2" galvanized pipe in backyard, has minimum cover. Phasing the various old aging infranstructure areas/subdivision based on the maintenance and repair need.
35	34	88.5	W.89	Water	Regional County Project	Hero Way East Water Line	Williamson County is partnered with the City to widen and improve Hero Way East / New RM 2243 from Garey Park to Tollway 183A. To provide for proper water line alignment, the City has requested Williamson County to relocate the City water line to match the new road alignmen from Ronald W. Reagan Boulevard to CR 269, replacing the existing pipe with a new 12-inch PVC pipe.
36	36	88	T.134	Transportation	Fire Department	Emergency Vehicle Preemption (EVP) for all Signals	Install Emergency Vehicle Preemption (EVP) system for all signals

NEW RANK	RANK	SCORE	PROJECT ID	DEPARTMENT	SOURCE	NAME	DESCRIPTION
37	37	88	WW.56	Wastewater	Masterplan	CIP WW.56 Block House Interceptor (WW.00.01)	This project will consist of existing gravity relief by upsizing upstream and downstream existing pipe infrastructure. The western section of the Block House Interceptor, spanning from Leander High School to Highway 183, was predicted to have flooding and excessive surcharging under the existing system model conditions and was in turn recommended as the top priority project in the project recommendations list. Modeling results show that upon upsizing this upstream section, the downstream section of the Block House Interceptor, spanning from Highway 183 to Fall Creek Dr., is then predicted to undergo flooding and surcharging. Therefore, both segments of the Block House Interceptor are proposed to be upsized from pipes ranging from 8”-18” in diameter currently up to 21”-24” pipes.
38	38	88	WW.67	Wastewater	Masterplan	North Fork Brushy Creek WW Interceptor Improvements Ph. 1 (WW.10.09)	This project provides wastewater service to Neighborhood Residential developments in the western part of town. This interceptor includes a 18" Gravity Main that will connect to the North Brushy Creek Wastewater Interceptor.
39	39	88	WW.68	Wastewater	Masterplan	North Brushy Creek WW Interceptor Improvements (WW.10.10)	This project provides wastewater service to Neighborhood Residential developments in the western part of town. This interceptor includes a 18" Gravity Main that will connect to the North Brushy Creek Wastewater Interceptor.
40	40	88	WW.69	Wastewater	Masterplan	North Bagdad Rd. Lift Station Ph. 1 (WW.10.11)	This project includes a 1.15 MGD Lift Station, a 10" Force main and 18" Gravity Main that will serve Neighborhood Residential developments on the north side of town along with future septic system slated to be converted to conventional wastewater systems in the future. The new Lift Station and Force main will pump to the proposed Gravity Main. Pumps will need to be replaced to accommodate 1.44 MGD by the 20-Year Time Horizon.
41	41	87.5	WW.70	Wastewater	Masterplan	San Gabriel East Regional Lift Station (WW.10.12)	This project includes a 0.9 MGD Lift Station and an 8" Force main that will serve Neighborhood Center and Residential developments on the north side of town. The new Lift Station and Force main will pump to the Brushy Creek Interceptor. Pumps will need to be replaced to accommodate 2.3 MGD by the 20-Year Time Horizon.
42	42	87.5	WW.58	Wastewater	Masterplan	Horizon Lake Interceptor (WW.05.01)	The Horizon Lake Interceptor project includes three distinct segments of pipe located upstream of the RM2243 WWTP (Figure 6-2). Analysis based on the five-year growth model identified these pipes as meeting critical surcharge criteria, while the free flow analysis revealed their undersized capacity for serving 20-year free flow capacities. The total length of pipes selected to be upsized is roughly 1,850 ft and the existing pipe diameters are 12”, 15”, and 21”. It is proposed to upgrade the existing 12” and 15” segments to 18”, while the 21” pipe segments are recommended to be upsized to a diameter of 36”.
43	44	87	T.88	Transportation	Ronald Reagan Corridor Study	Ronald Reagan and Grand Lake Parkway - continuous green and deceleration	Signalize intersection. Add deceleration lane on SB Ronald Reagan Blvd; and acceleration lane and deceleration lane on NB Ronald Reagan. Thru NB Ronald Reagan would be continuous green.
44	45	87	P.17/P.18	Parks	Parks Master Plan	South San Gabriel River Trail and Park	The project will require master planning the entire park, preparation of construction plans and the construction of infrastructure, roads, parking, trails, athletic fields, including softball, soccer, and related sports, sports courts, and public use facilities and related support facilities (field houses, concessions, restrooms, utilities, etc.). This includes design and construction of approximately one-mile of an all-weather trail on the north bank of the South San Gabriel River, through the City park property and Caughfield Tract.

NEW RANK	RANK	SCORE	PROJECT ID	DEPARTMENT	SOURCE	NAME	DESCRIPTION
45	46	87	P.14	Parks	Parks Master Plan	Recreation Center	The project involves the design and construction of a recreation center for the benefit of the citizens. This is to be designed as a unique facility conducive to a variety of health, fitness, and athletic endeavors to create a vibrant and healthy community.
46	47	86.5	P.83	Parks	Operational	New Parks Maintenance Shop	Currently, the exisiting shop is too small and doesn't provide a safe location for staff. There is only one restroom for 20 staff members, small breakroom, very little storage for fertlizers, chemicals, and supplies and significant plumbing and electrical issues. This site currently is a health and safety risk to staff. This project would include design, demo existing maintenance building, build new prefabricatied metal building with offices, break/training room, restrooms/locker room with showers, mechanics bay and office, equipment storage, concrete foundation/covered parking lot, staff parking, FFE, HVAC, fire protection, etc.
47	48	86.5	T.110	Transportation	Traffic Masterplan	CR 280 Widen from Collector Bagdad to Western Terminus	Widen and add lanes along CR 280 from Bagdad Road to the Western Terminus of Leander
48	17	93	T.52	Transportation	Traffic Masterplan	Heritage Grove Improvements	Widen and Improve Heritage Grove, between Oak Grove Road and Hwy 183, to two lane collector with a center turn lane. The project includes the potential extension of Broade Street up to Heritage Grove and adding a connector road between Broade Street and Hwy 183.
49			M.24	Facility	Facilities Master Plan	New City Hall - COST TO BE DETERMINED	Construct a new City Hall, City Court, and Council Chambers to meet the City's growth.