



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

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas

July 13, 2023 at 6:00 PM



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

Place 5 – James Oliver
Place 6 – Laura Lantrip, *Vice-Chair*
Place 7 – Vacant

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

1. Call to Order.
2. Roll Call.
3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the July 6, 2023 meeting
4. Review of meeting protocol.
5. Citizen Comments: Three (3) minutes allowed per speaker.
[Please turn in speaker request form before the meeting begins.]

CONSENT AGENDA: ACTION

6. Approval of Subdivision Case PP-22-0024 regarding Travisso Phase 5, Sections 4 & 5 Preliminary Plat on one parcel of land approximately 52.18 acres $\pm$ in size, more particularly described by Travis Central Appraisal District Parcel 353024; generally located northwest of the intersection of Novara Trail and Cosenza Trace and north of Travisso Parkway, Leander, Travis County, Texas.
7. Approval of Subdivision Case PP-22-0025 regarding Bar W Ranch W Phase 9 Preliminary Plat on two parcels of land approximately 56.706 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R532719 and R590760 ; generally located at the southeast corner of Bobtail Pass and Gold Dust Trail, Leander, Williamson County, Texas.
8. Approval of Subdivision Case PP-22-0028 regarding Michelle Subdivision Preliminary Plat on one parcel of land approximately 8.9 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031699; generally located at the intersection of South Brook Dr. and US 183, Leander, Williamson County, Texas.

9. Approval of an extension of the expiration for Subdivision Case 19-PICP-040 Leander Heights Sec 2, Lot 7, Blk A Construction Plans for 1.5 acres more or less; generally located to the southwest of the intersection of S West Drive and Municipal Drive; Leander, Williamson County, Texas.
10. Approval of Subdivision Case FP-21-0023 regarding Lively Tract Phase 4 Final Plat on 1 parcel of land approximately 78.185 acres $\pm$ in size, more particularly described by Williamson County Central Appraisal District R544675; generally located east of the Gabriel's Outlook Section 1 Subdivision and south of Four Waters Loop, Leander, Williamson County, Texas.
11. Approval of Subdivision Case FP-22-0013 regarding Carneros Ranch Phase 6 Final Plat on one parcel of land approximately 17.85 acres $\pm$ in size, more particularly described by Williamson County Central Appraisal District R523829; generally located east of Sauterne Drive and west of Pinot Noir Street, Leander, Williamson County, Texas.
12. Approval of the Subdivision, Site Development, and Dry Utility Application Forms pursuant to Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance; Leander, Williamson & Travis Counties, Texas.
13. Approval of Minutes.

PUBLIC HEARING: ACTION

14. Conduct a Public Hearing and consider action on Subdivision Case FP-22-0044 and Variance Case VA-23-0013 to approve the Sarita Valley Short Form Final Plat and Variance on one parcel of land approximately 5.403 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R512374; generally located north east of Ronald W Reagan Blvd. and Sarita Dr., Leander, Williamson County, Texas.
 - Discuss and consider action on Subdivision Case FP-22-0044 and Variance Case VA-23-0013 as described above.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Discussion
 - f. Consider Action
15. Conduct a Public Hearing and consider action regarding Zoning Case Z-23-0076 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the Highway 29 Commercial Minor PUD (Planned Unit Development) with the GC-3-A (General Commercial) base zoning district on one parcel of land approximately 53.23 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R032262; and generally located approximately 1,500 feet to the west of the intersection of SH 29 and Ronald W Reagan Blvd, on the south side of SH 29, Leander, Williamson County, Texas.
 - Discuss and consider action regarding Zoning Case Z-23-0076 as described above.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Discussion
 - f. Consider Action

REGULAR AGENDA

16. Discuss and consider action on Tree Removal Case TRP-23-0013 regarding removal of two heritage trees and seven significant trees associated with the VALPS Ronald Reagan Retail Site Development Project located at 17401 Ronald Reagan Blvd., Leander, Williamson County, Texas.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Discussion
 - d. Consider Action
17. Discuss and consider action on Tree Removal Case TRP-23-0016 regarding removal of a Significant Tree associated with the Brushy Creek Retail Floodplain Development Project, generally located at US 183 and Metro Dr. Leander, Williamson County, Texas.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Discussion
 - d. Consider Action
18. Discussion regarding the Sign Ordinance
19. Adjournment

CERTIFICATION

This meeting will be conducted pursuant to the Texas Government Code Section 55 1.001 et seq. At any time during the meeting the Planning & Zoning Commission reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the Sections 55 1.071 [litigation and certain Consultation with attorney], 551.072 [acquisition of interest in real property], 55 1.073 [prospective gift to city], 55 1.074 [certain personnel deliberations] or 551.076 [deployment/implementation of security personnel or devices]. 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 City Council of the City of Leander, Texas. was posted on the bulletin board at City Hall in Leander. Texas on the 7th day of July 2023 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.

Veronica Tovar
Planning Coordinator



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of Subdivision Case PP-22-0024 regarding Travisso Phase 5, Sections 4 & 5 Preliminary Plat on one parcel of land approximately 52.18 acres $\pm$ in size, more particularly described by Travis Central Appraisal District Parcel 353024; generally located northwest of the intersection of Novara Trail and Cosenza Trace and north of Travisso Parkway, Leander, Travis County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

06/22/2023 Planning & Zoning Commission canceled due to power outage

APPLICANT/AGENT:

Pape-Dawson Engineers, Inc (Michael Fisher) on behalf of Travisso, LTD (Mark Berman).

RECOMMENDATION:

This preliminary plat includes 147 residential lots, 2 MUD lots, and 5 MUD parkland lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the preliminary plat. This application was previously scheduled for the June 22, 2023 Planning and Zoning Commission meeting. The case was delayed due to a power outage at City Hall.

PRESENTER:

Merrily Van Leuven, Assistant Planner

Attachments

1. Preliminary Plat
2. Location Exhibit

DATE: Nov 15, 2022, 8:09AM USER ID: ANDREMOAK
FILE H:\PROJECTS\50892\18-PP-54.DWG

OWNER:
TRAVISSO, LTD.
3937 VENETO CIRCLE
LEANDER, TX 78641
(512) 590-0618
FAX (512) 328-7988

ENGINEER/ SURVEYOR:
PAPE-DAWSON ENGINEERS, INC.
10801 N MOPAC EXPY., BLDG. 3, SUITE 200
AUSTIN, TEXAS 78759
(512) 454-8711
FAX (512) 459-8867

SUBMITTAL DATE:
AUGUST 30, 2022

PROPERTY ZONING:
TRAVISSO PUD - SFC-2-A, SFU-2-A, SFS-2-A, SFE-2-A, SFR-2-A,
SFR-2-B, SFR-3-B, GC-3-A, GC-3-B, & MF-2-B

LAND USE SUMMARY:
TOTAL ACREAGE: 52.18 ACRES
RESIDENTIAL LOTS: 147 LOTS (39.76 ACRES)
MUD LOTS: 2 LOTS (0.29 ACRES)
MUD PARKLAND LOTS: 5 LOTS (12.13 ACRES)

- NOTES:
- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
 - NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.
 - A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.
 - NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
 - PROPERTY OWNER SHALL PROVIDE ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.
 - ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
 - A TEN (10) FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF-WAY AND A TWO AND A HALF (2.5) FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL SIDE LOT LINES.
 - NO PORTION OF THIS TRACT IS WITHIN FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #4845300095J, FOR TRAVIS CO., EFFECTIVE JANUARY 22, 2020.
 - BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE TRAVISSO PLANNING UNIT DEVELOPMENT. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE TRAVISSO PLANNING UNIT DEVELOPMENT.
 - 4' SIDEWALKS SHALL BE INSTALLED ONLY ONE SIDE OF ALL LOCAL STREETS. THOSE SIDEWALKS NOT ABUTTING A RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LOT (INCLUDING SIDEWALKS ALONG STREET FRONTAGES OF LOTS PROPOSED FOR SCHOOLS, CHURCHES, PARK LOTS, DETENTION LOTS, DRAINAGE LOTS, LANDSCAPE LOTS, OR SIMILAR LOTS), SIDEWALKS ON ARTERIAL STREETS TO WHICH ACCESS IS PROHIBITED, SIDEWALKS ON DOUBLE FRONTAGE LOTS ON THE SIDE TO WHICH ACCESS IS PROHIBITED, AND ALL SIDEWALKS ON SAFE SCHOOL ROUTES SHALL BE INSTALLED WHEN THE ADJOINING STREET IS CONSTRUCTED.
 - ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
 - 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' OF 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING ARTERIAL STREET.
 - TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 19 WILL OWN AND MAINTAIN THE FOLLOWING LOTS: LOTS 33 & 67, BLOCK HH; LOT 21, BLOCK SS; LOT 58, BLOCK TT; LOT 1, BLOCK UU; LOT 1, BLOCK VV.
 - THE HOA BYLAWS ARE RECORDED IN THE OFFICIAL PUBLIC RECORD OF TRAVIS COUNTY, TEXAS UNDER DOCUMENT NUMBER 2013223985.
 - THE HOME OWNERS ASSOCIATION IS REQUIRED TO MOW AND MAINTAIN LANDSCAPING IN THE OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS (WHICH SHOULD BE CONTAINED IN A DRAINAGE EASEMENT).
 - 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).
 - ALL EASEMENTS OF RECORD ARE SHOWN OR NOTED ON THE PLAT AS FOUND ON THE TITLE COMMITMENT FILE #1220662-COM PREPARED BY INDEPENDENCE TITLE COMPANY, ISSUED SEPTEMBER 6, 2012.
 - BUFFER ZONES SHALL REMAIN FREE OF CONSTRUCTION, DEVELOPMENT, OR OTHER ALTERATIONS EXCEPT FOR UTILITY AND ROADWAY CROSSING.
 - THIS SUBDIVISION IS LOCATED WITHIN LAKE TRAVIS WATERSHED. APPROVAL BY THE LOWER COLORADO RIVER AUTHORITY IS REQUIRED PRIOR TO ISSUANCE OF SUBDIVISION CONSTRUCTION PLANS OR PUP PERMIT APPROVAL.
 - DEVELOPER IS REQUIRED TO PAY 50% OF RECREATION IMPROVEMENT FEES TO THE CITY PRIOR TO FINAL PLAT APPROVAL. RECREATION FEE REQUIRED IS \$25,725.00.
 - FUTURE LAND USE CATEGORY: NEIGHBORHOOD RESIDENTIAL.

STREET INFORMATION			
STREET NAME	LENGTH	ROW WIDTH	ROAD WIDTH
ALASIO DRIVE	798	50	28' F-F
BRUNELLI PASS	860	50	28' F-F
CARACALLA COVE	406	50	28' F-F
COLOMBO VIEW	502	50	28' F-F
LA SPEZIA WAY	811	50	28' F-F
NOVARA TRAIL	2,096	50	28' F-F
PALATINE LANE	418	50	28' F-F
VASTO WAY	211	50	28' F-F

TRAVISSO

PHASE 5, SECTIONS 4 & 5

PRELIMINARY PLAT

22-PP-0024



LOCATION MAP

SCALE: 1" = 2,000'

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE ASSOCIATED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

Sheet List Table	
Sheet Number	Sheet Title
1	COVER
2	APPROVED CONCEPT PLAN
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10	DEVELOPED DRAINAGE AREA MAP
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12	STORM DRAIN LAYOUT 1 OF 2
13	STORM DRAIN LAYOUT 2 OF 2
14	OVERALL WATER LAYOUT
15	WATER LAYOUT 1 OF 2
16	WATER LAYOUT 2 OF 2
17	OVERALL WASTEWATER LAYOUT
18	WASTEWATER LAYOUT 1 OF 2
19	WASTEWATER LAYOUT 2 OF 2
20	TREE LOCATION FOR ROW-UTILITY-DRAINAGE IMPROVEMENTS
21	TREE LOCATION GRADING CRITERIA
22	PARKS MASTER PLAN

PHASE 1, SECTION 1-2				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
36	48	46	68	198
PHASE 2, SECTION 1A-1M				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
136	78	43	68	325
PHASE 2, SECTIONS 2A-2H				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
25	62	71	114	272
PHASE 3, SECTIONS 1-10				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
243	208	162	124	737
PHASE 4, SECTIONS 1-10				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
149	182	224	238	793
PHASE 5, SECTIONS 1-3				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
0	52	35	55	142
PHASE 5, SECTIONS 4 & 5				
SFC	SFU	SFS	SFE & SFR	TOTAL
50' LOTS	60' LOTS	70' LOTS	80' LOTS	
0	92	55	0	147
TOTAL LOTS	590	722	635	2814
ALLOWED PER PUD	20% OR 420-635 MAX	N/A	20% OR 420-635 MIN	25% OR 525-793 MIN
CURRENT %	22%	28%	24%	26%

SUBMITTED BY:



PAPE-DAWSON ENGINEERS
MICHAEL S. FISHER, P.E. #87704
SENIOR VICE PRESIDENT

**PAPE-DAWSON
ENGINEERS**

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TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

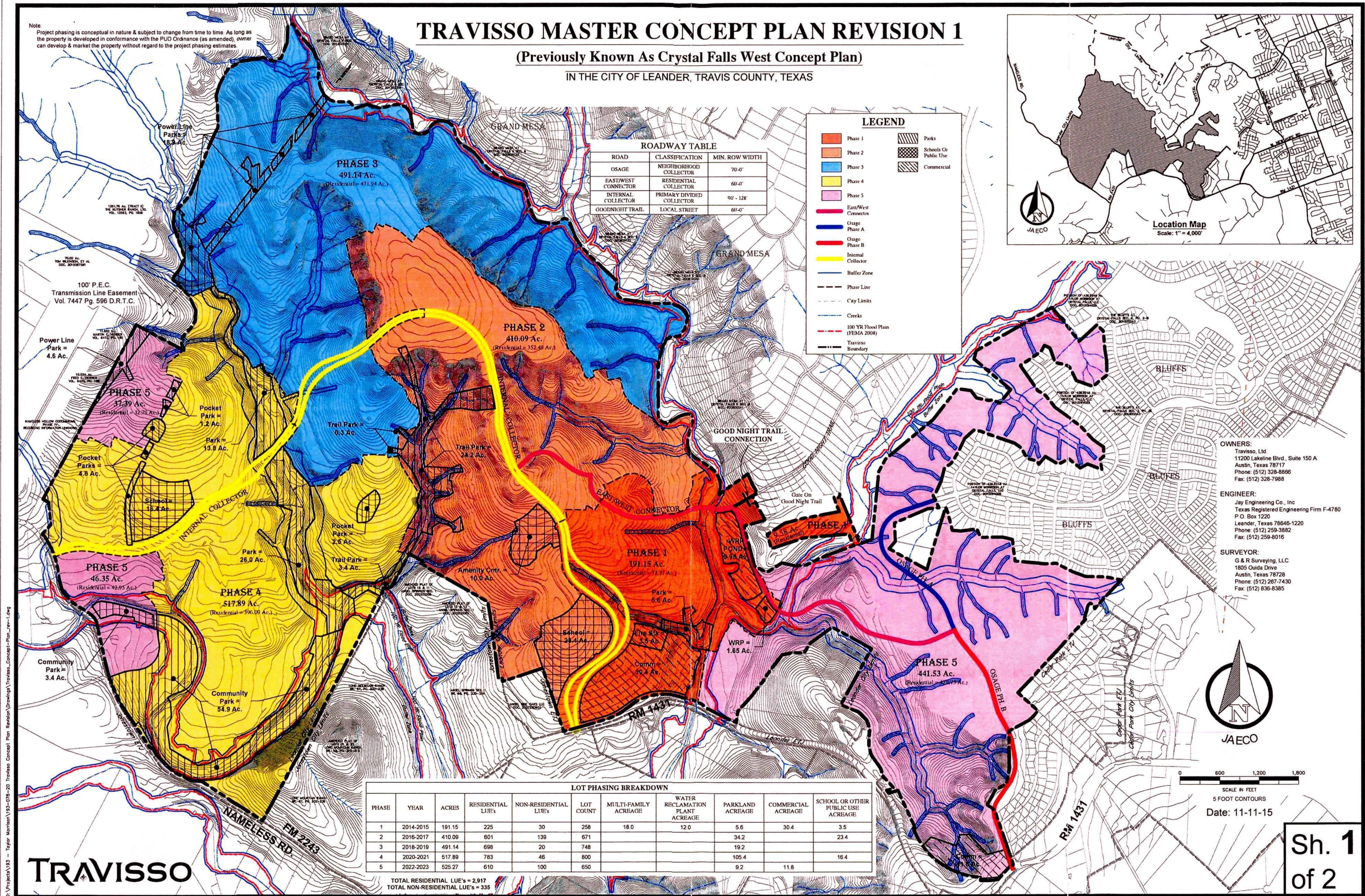
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Note:
Project phasing is conceptual in nature & subject to change from time to time. As long as the property is developed in conformance with the PUD Ordinance (as amended), owner can develop & market the property without regard to the project phasing estimates.

TRAVISSO MASTER CONCEPT PLAN REVISION 1

(Previously Known As Crystal Falls West Concept Plan)

IN THE CITY OF LEANDER, TRAVIS COUNTY, TEXAS

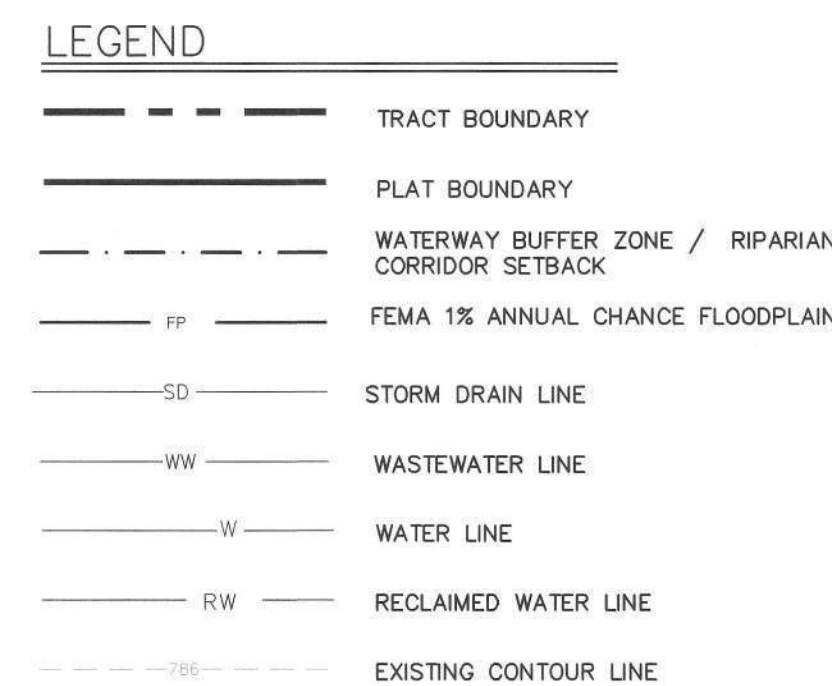


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TEPE FIRM REGISTRATION #470 | TEPIS FIRM REGISTRATION #10028601

TRAVISSO
PHASE 5, SECTIONS 4 & 5
APPROVED CONCEPT PLAN

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MN
SHEET 2 OF 22



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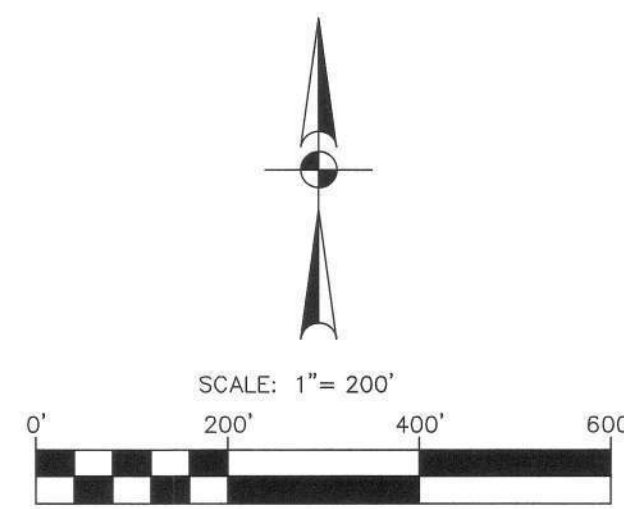
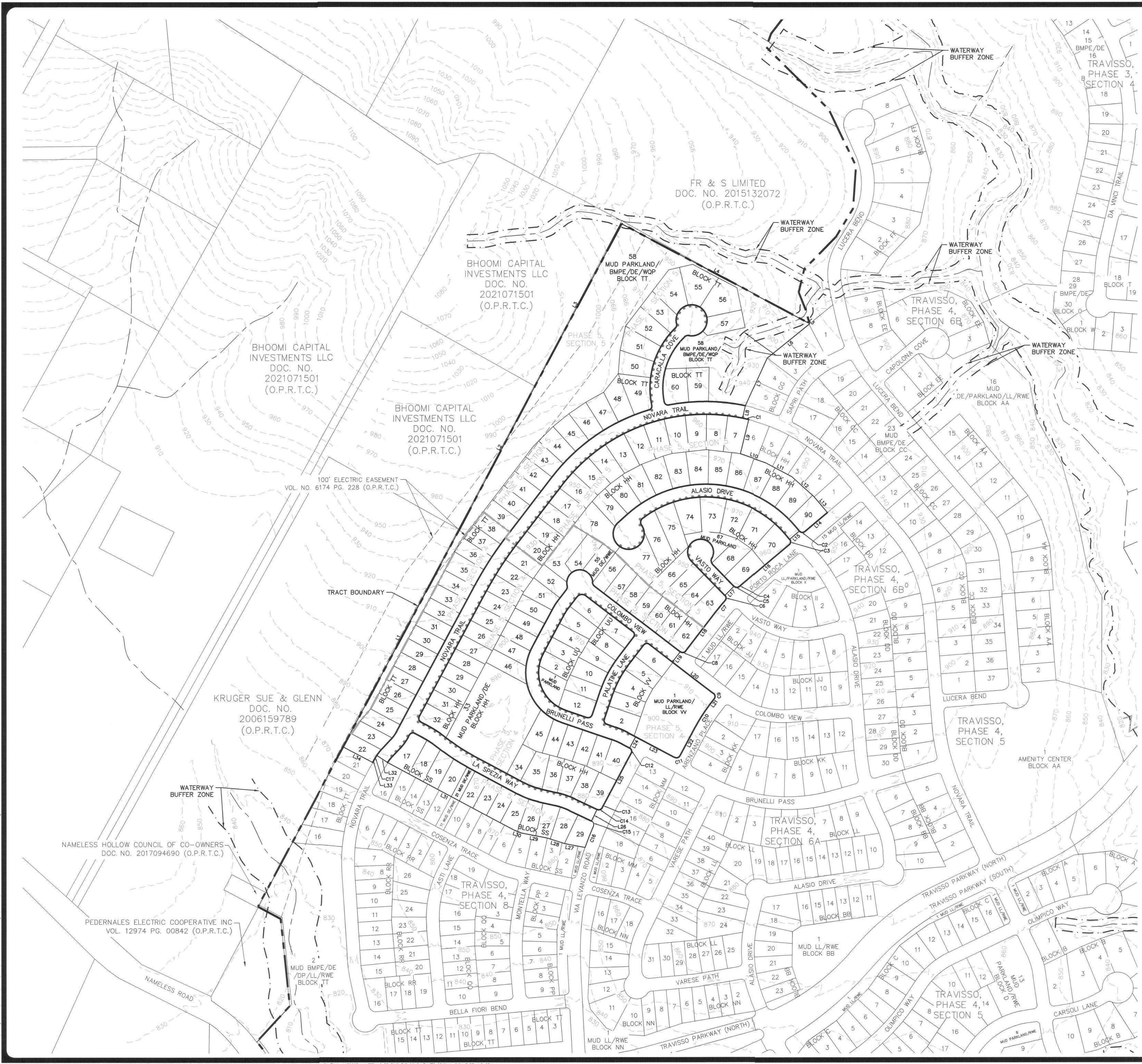
TBPE FIRM REGISTRATION #470 | TBPL'S FIRM REGISTRATION #10028601

TRAVISSO
PHASE 5, SECTIONS 4 & 5
EXISTING CONDITIONS

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MM
SHEET 3 OF 22

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- LEGEND**
- TRACT BOUNDARY
 - PLAT BOUNDARY
 - PROPOSED PHASING
 - SIDEWALKS
 - WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
 - EXISTING CONTOUR LINE
 - FEMA 1% ANNUAL CHANCE FLOODPLAIN
- LOCAL STREETS - 4' SIDEWALK ONE SIDE ONLY
BMPE = BEST MANAGEMENT PRACTICE EASEMENT
DE = DRAINAGE EASEMENT
DP = DETENTION POND
LL = LANDSCAPE LOT
MUD = MUNICIPAL UTILITY DISTRICT
MUD PARKLAND = MUNICIPAL UTILITY DISTRICT PARKLAND
RWE = RECLAIMED WATER EASEMENT
WQP = WATER QUALITY POND
WTR = WATER EASEMENT
WWE = WASTEWATER EASEMENT

STREET INFORMATION			
STREET NAME	LENGTH	ROW WIDTH	ROAD WIDTH
ALASIO DRIVE	798	50	28' F-F
BRUNELLI PASS	860	50	28' F-F
CARACALLA COVE	406	50	28' F-F
COLOMBO VIEW	502	50	28' F-F
LA SPEZIA WAY	811	50	28' F-F
NOVARA TRAIL	2,096	50	28' F-F
PALATINE LANE	418	50	28' F-F
VASTO WAY	211	50	28' F-F

PERIMETER BLOCK LENGTHS	
BLOCK DESIGNATION	LENGTH
BLOCK HH	7,506
BLOCK SS	1,046
BLOCK TT	3,071
BLOCK UU	1,276
BLOCK VV	1,293

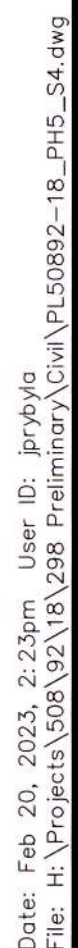
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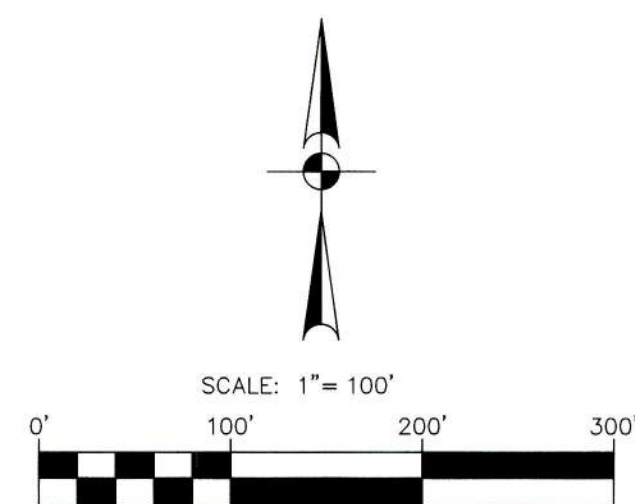
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TRAVISSO
PHASE 5, SECTIONS 4 & 5
OVERALL LAYOUT

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MN
SHEET 4 OF 22



22-PP-0024



	TRACT BOUNDARY
	PLAT BOUNDARY
	PROPOSED PHASING
	SIDEWALKS
	WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
	FEMA 1% ANNUAL CHANCE FLOODPLAIN
	LOT AREA (SF)
	EXISTING CONTOUR LINE

TRAMISSO PARKWAY – 8' SIDEWALK BOTH SIDES
LOCAL STREETS – 4' SIDEWALK ONE SIDE ONLY
BMPE = BEST MANAGEMENT PRACTICE EASEMENT
DE = DRAINAGE EASEMENT
DP = DETENTION POND
LL = LANDSCAPE LOT
MUD = MUNICIPAL UTILITY DISTRICT
MUD PARKLAND = MUNICIPAL UTILITY DISTRICT PARKLAND
RWE = RECLAIMED WATER EASEMENT
WQP = WATER QUALITY POND
WTE = WATER EASEMENT
WWE = WASTEWATER EASEMENT

CURVE TABLE				
CURVE #	RADIUS	CHORD BEARING	LENGTH	
C1	700.00	75°56'32"E	24.71'	
C2	15.00	N85°04'50"W	23.56'	
C3	15.00	504°55'04"W	23.56'	
C4	625.00	549°32'30"W	8.21'	
C5	15.00	N87°37'35"W	22.62'	
C6	15.00	S01°23'58"E	22.62'	
C7	625.00	S39°44'42"W	41.17'	
C8	15.00	S82°29'28"W	23.56'	
C9	15.00	S07°30'32"E	23.56'	
C10	625.00	S73°47'46"W	102.43'	
C11	15.00	S73°06'04"W	23.56'	
C12	15.00	N16°33'56"E	23.56'	
C13	1220.00	S27°39'34"W	18.81'	
C14	15.00	S71°17'23"W	23.08'	
C15	15.00	S20°33'59"E	23.08'	
C16	225.00	S21°24'17"W	89.47'	
C17	200.00	S30°51'04"W	19.66'	

LINE TABLE			LINE TABLE		
LINE #	LENGTH	BEARING	LINE #	LENGTH	BEARING
L1	946.72'	N28°01'32"E	L18	188.99'	S37°29'28"W
L2	628.78'	N27°50'49"E	L19	50.00'	S37°29'28"W
L3	724.18'	N27°30'10"E	L20	200.00'	S52°30'32"E
L4	828.85'	S28°00'19"E	L21	28.83'	S37°29'28"W
L5	0.98'	S38°59'31"E	L22	126.79'	S28°06'04"W
L6	212.23'	S51°04'29"W	L23	171.70'	N61°53'56"W
L7	205.15'	S24°34'11"W	L24	170.00'	S28°06'04"W
L8	50.00'	S12°02'48"W	L25	220.44'	S28°06'04"W
L9	135.95'	S14°04'08"W	L26	50.00'	S25°21'42"W
L10	104.58'	S17°08'00"E	L27	89.02'	N78°54'16"W
L11	115.42'	S61°58'28"E	L28	68.92'	S27°21'25"W
L12	115.86'	S47°57'42"E	L29	101.55'	N70°06'57"W
L13	80.43'	S40°04'58"E	L30	25.56'	N68°41'40"W
L14	115.00'	S49°55'04"W	L31	557.38'	N61°53'48"W
L15	50.00'	S49°55'04"W	L32	52.04'	N56°36'59"W
L16	245.45'	S49°55'04"W	L33	12.11'	S28°06'12"W
L17	50.00'	S45°34'55"W	L34	130.00'	N61°53'48"W



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TYPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

TRAVISSO

PHASE 5, SECTIONS 4 & 5

PRELIMINARY PLAT 1 OF 2

CITY JOB No. 22-PP-0024

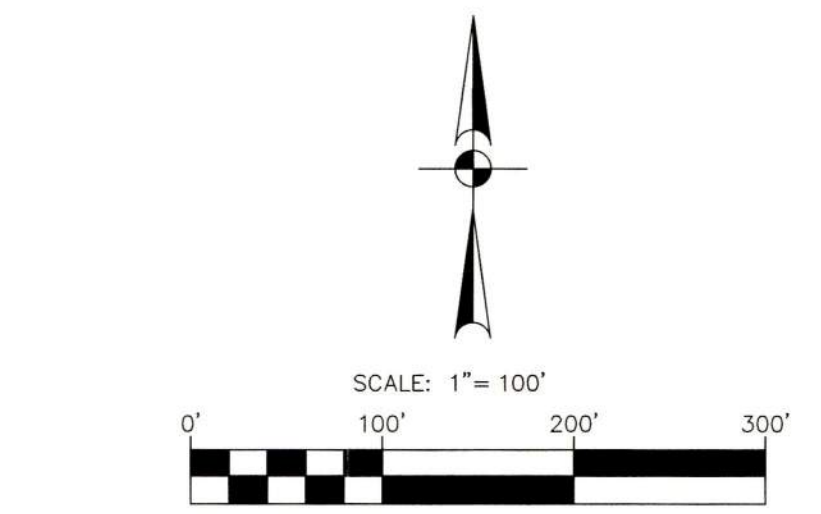
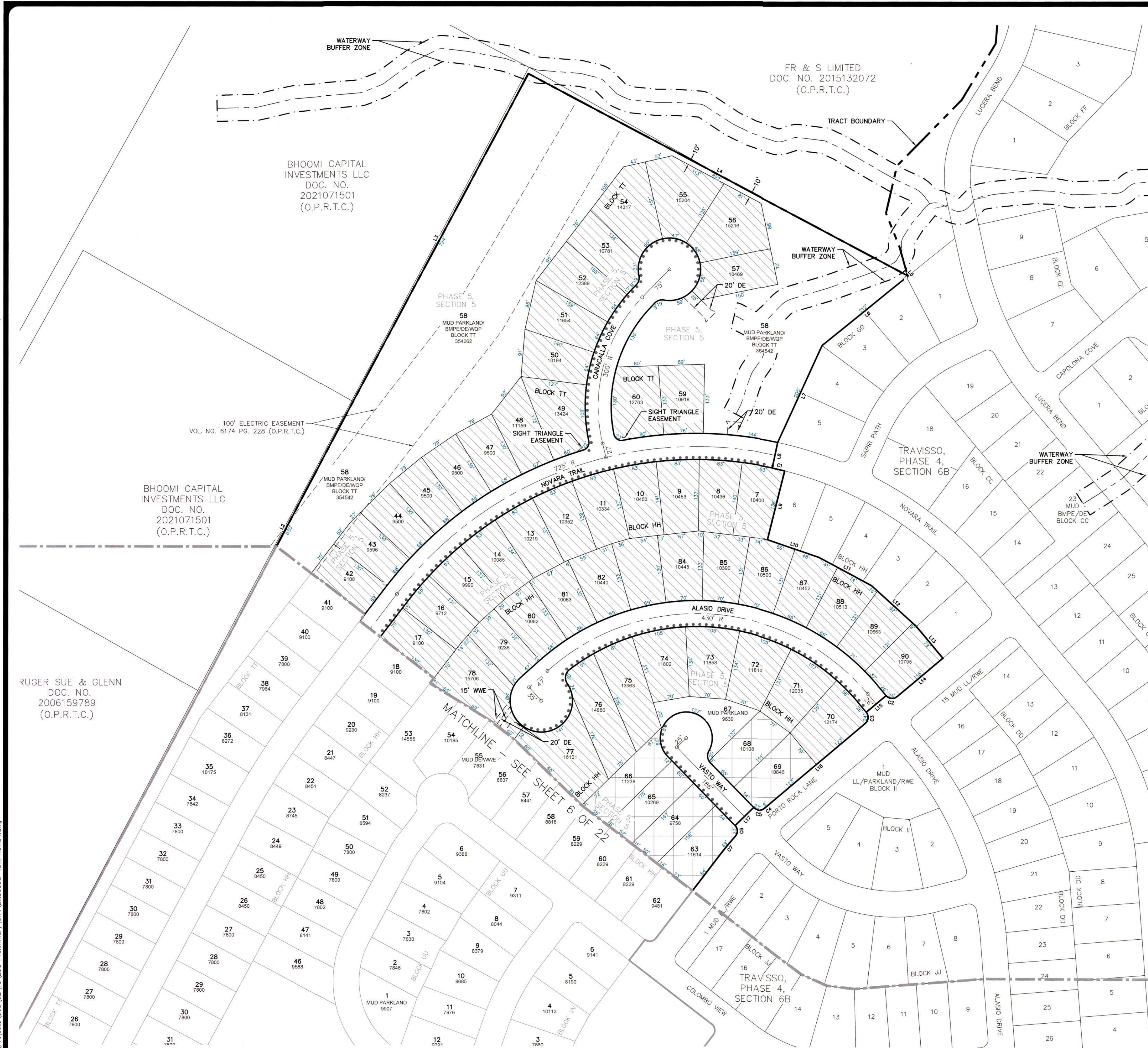
JOB NO. 50892-18

DATE NOVEMBER 2022DESIGNER AD & BA

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SHEET 5 OF 22

Date: Feb 20, 2023, 2:23pm User ID: jrbvylg
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- LEGEND**
- TRACT BOUNDARY
 - PLAT BOUNDARY
 - PROPOSED PHASING
 - WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
 - FEMA 1% ANNUAL CHANCE FLOODPLAIN
 - XXXX LOT AREA (SF)
 - SFU
 - SFS
 - LOCAL STREETS - 4' SIDEWALK ONE SIDE ONLY
 - BMPE = BEST MANAGEMENT PRACTICE EASEMENT
 - DE = DRAINAGE EASEMENT
 - DP = DETENTION POND
 - LL = LANDSCAPE LOT
 - MUD = MUNICIPAL UTILITY DISTRICT
 - MUD PARKLAND = MUNICIPAL UTILITY DISTRICT PARKLAND
 - RWE = RECLAIMED WATER EASEMENT
 - WQP = WATER QUALITY POND
 - WTR = WATER EASEMENT
 - WWE = WASTEWATER EASEMENT

NO.	REVISION	DATE

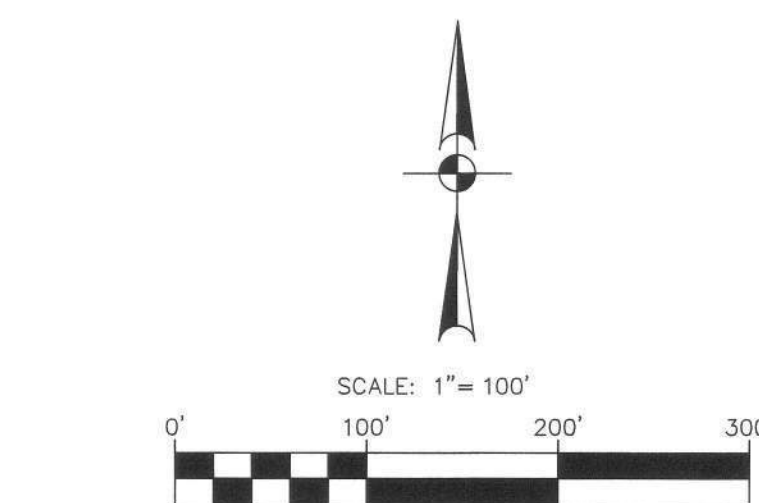
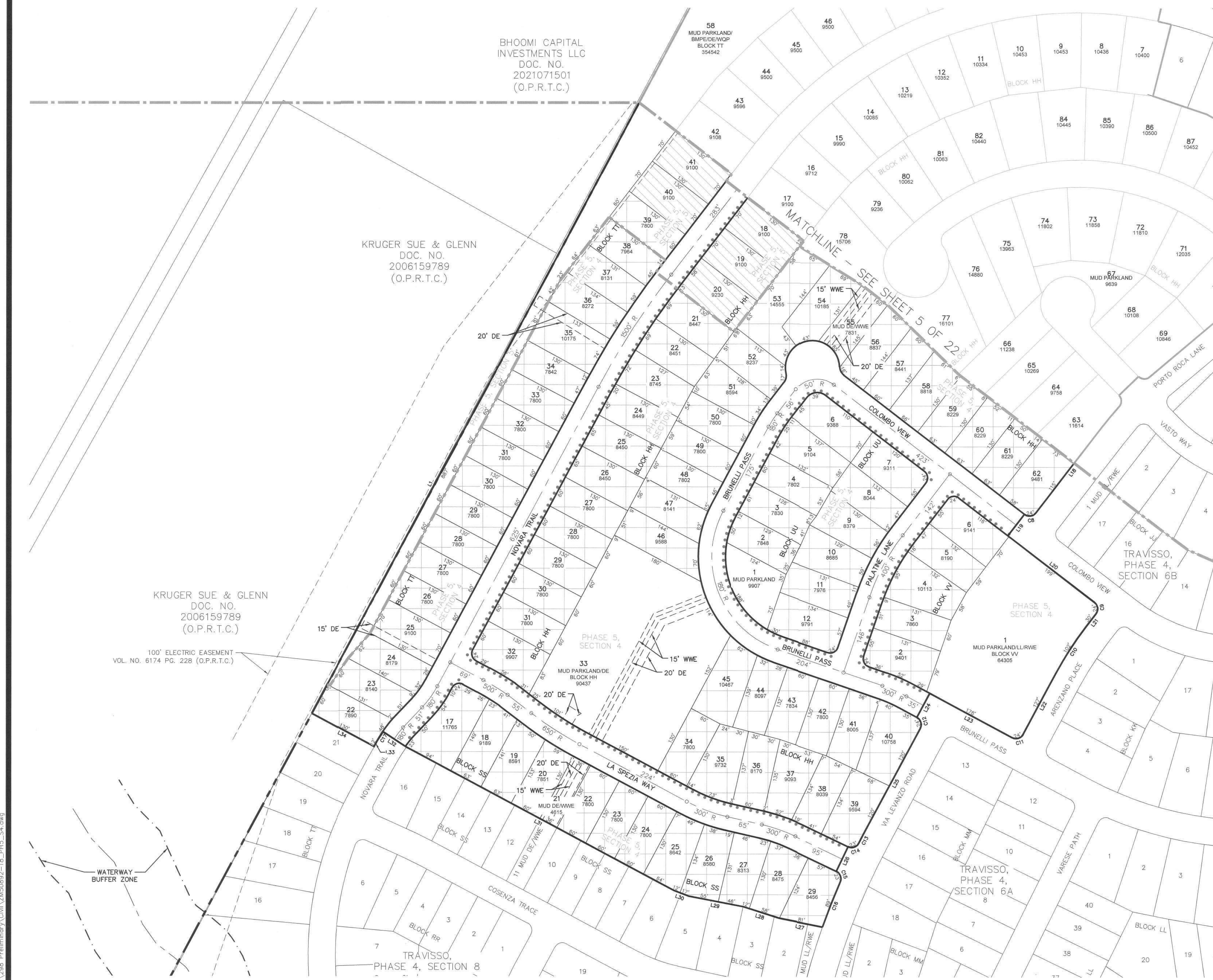


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TYPE FIRM REGISTRATION #470 | TYPE FIRM REGISTRATION #1002801

TRAVISISO
PHASE 5, SECTIONS 4 & 5
ZONING MAP 1 OF 2

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
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- LEGEND**
- TRACT BOUNDARY
 - PLAT BOUNDARY
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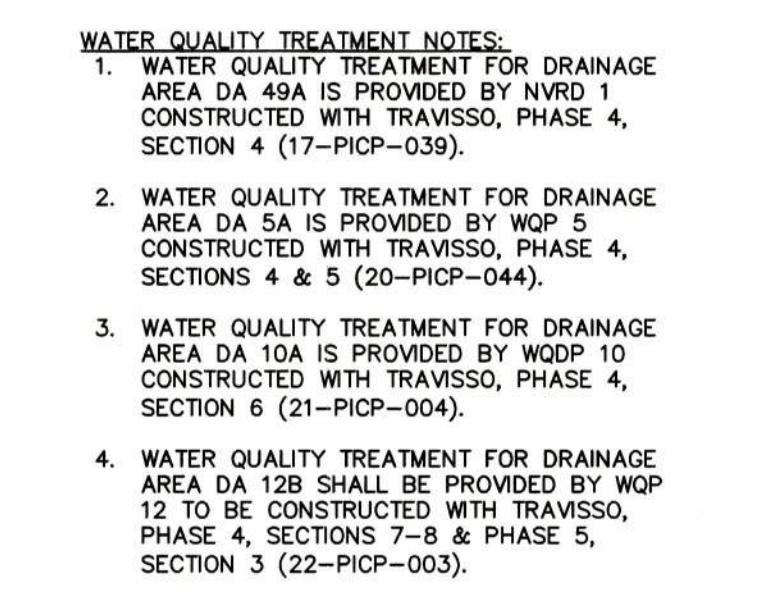
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TRAVISSO
PHASE 5, SECTIONS 4 & 5
ZONING MAP 2 OF 2

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MN
SHEET 8 OF 22

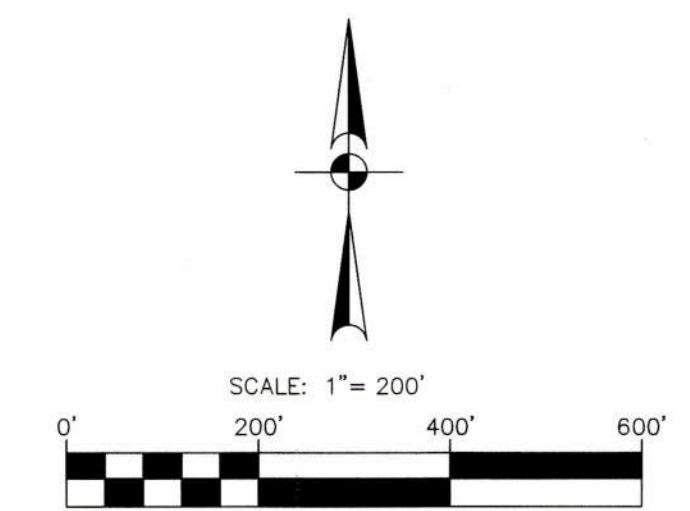


HEC-HMS SUMMARY: PROPOSED CONDITONS														
Hydrologic Element	Drainage Area (ac)	Base Curve Number CN	Lag Time (min)	Cumulative Area (ac)	Impervious Cover %	10 YEAR STORM			25 YEAR STORM		10 YEAR STORM		2 YEAR STORM	
						Runoff Per Drainage Area (cfs)	Cumulative Runoff (cfs)	Runoff Per Drainage Area (cfs)	Runoff Per Drainage Area (cfs)	Runoff Per Drainage Area (cfs)	Cumulative Runoff (cfs)	Runoff Per Drainage Area (cfs)	Cumulative Runoff (cfs)	
DA-5A	33.00	80	8.42		47.29%	316.70		230.70		180.50		108.30		
WQP 5A				33.00			308.30		222.80		173.60		101.50	
DA-5B	6.14	80	6.70		53.67%	64.80		47.40		37.30		22.70		
WQDP-5B				6.14			63.50		46.20		36.20		14.10	
DA-5C	4.58	80	5.30		35.03%	51.10		36.80		28.50		16.50		
DP 5				39.14			403.50		291.70		226.40		76.90	
DA-10A	49.57	80	7.57		48.04%	496.30		381.90		283.40		170.30		
WQDP 10				49.57			491.20		357.50		279.10		163.30	
DA-10B	0.52	80	3.00		4.85%	6.40		4.50		3.40		1.80		
Junction DA-5				93.80			891.20		644.40		501.30		172.20	
DA-12A	149.35	76	27.74		5.84%	721.80		491.30		359.50		177.80		
Junction DA-12				149.35			721.80		491.30		359.50		177.80	
DA-12B	50.08	80	8.57		38.47%	472.70		342.00		265.70		155.80		
WQDP 12				50.08			470.50		339.60		263.70		154.20	
DA-13A	14.79	80	8.12		44.18%	143.70		104.40		81.50		48.40		
WQDP 13				14.79			571.40		410.50		300.60		30.60	
DA-13B	2.56	80	3.00		29.53%	32.70		23.40		18.10		10.40		
DA-13C	1.20	80	3.00		84.17%	16.30		12.20		9.80		6.30		
Junction DA-13				68.62			586.40			421.50		307.90		32.00
DA-49A	447.94	78.4	44.80		27.40%	1764.00		1237.00		936.00		517.00		

* Reference DA-10C of the Final Engineering Report Hydrologic Impact Analysis Phase 4, Sections 4-10 Phase 5, Section 3 Drainage Analysis Travssso Subdivision Leander, Tx by Scheibe Consulting, LLC dated January 3, 2023

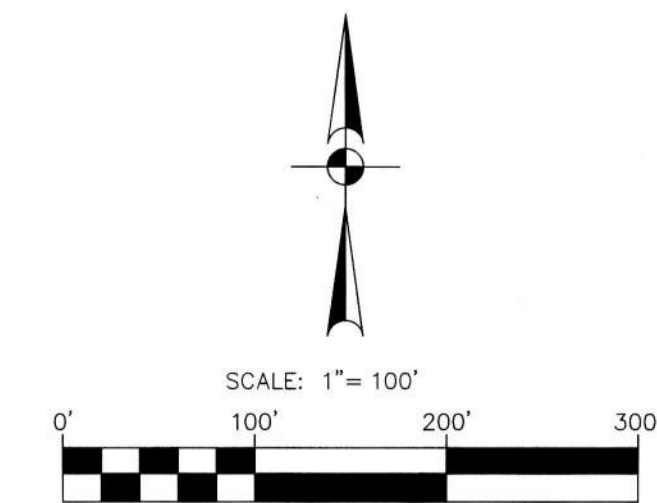
* Reference DA-10C of the Final Engineering Report Hydrologic Impact Analysis Phase 4, Sections 4-10 Phase 5, Section 3 Drainage Analysis Travesso Subdivision Leander, TX by Scheible Consulting, LLC, dated January 3, 2023

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
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LEGEND

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- PLAT BOUNDARY
- PROPOSED PHASING
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- FEMA 1% ANNUAL CHANCE FLOODPLAIN
- STORM DRAIN LINE & MH
- CURB INLET

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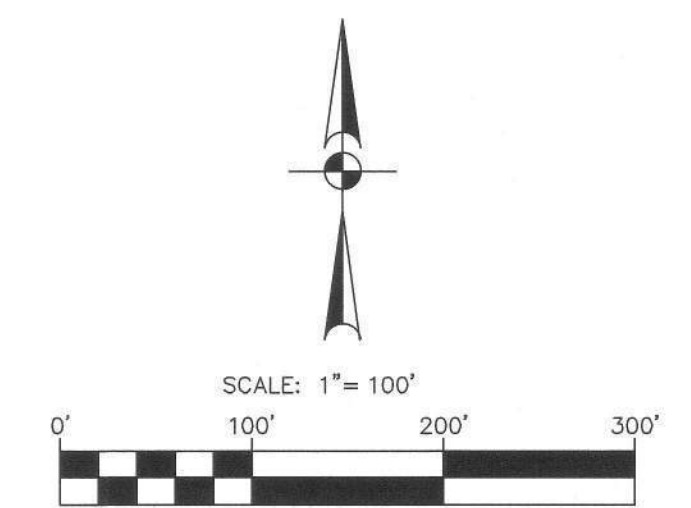
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TRAVISSEO
PHASE 5, SECTIONS 4 & 5
STORM DRAIN LAYOUT 1 OF 2

CITY JOB No.	22-PP-0024
JOB NO.	50892-18
DATE	NOVEMBER 2022
DESIGNER	AD & BA
CHECKED	AC, DRAWN, MN
SHEET	12 OF 22



LEGEND

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TYPE FIRM REGISTRATION #470 | TBPUS FIRM REGISTRATION #1008801

TRAVISSO

PHASE 5, SECTIONS 4 & 5

STORM DRAIN LAYOUT 2 OF 2

CITY JOB No.	22-PP-0024
JOB NO.	50892-18
DATE	NOVEMBER 2022
DESIGNER	AD & BA
CHECKED	AC DRAWN MN
SHEET	13 OF 22

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MELESS HOLLOW COUNCIL OF CO-OWNERS
DOC. NO. 2017094690 (O.P.R.T.C.)

PEDERNALES ELECTRIC COOPERATIVE INC
VOL. 12974 PG. 00842 (O.P.R.T.C.)

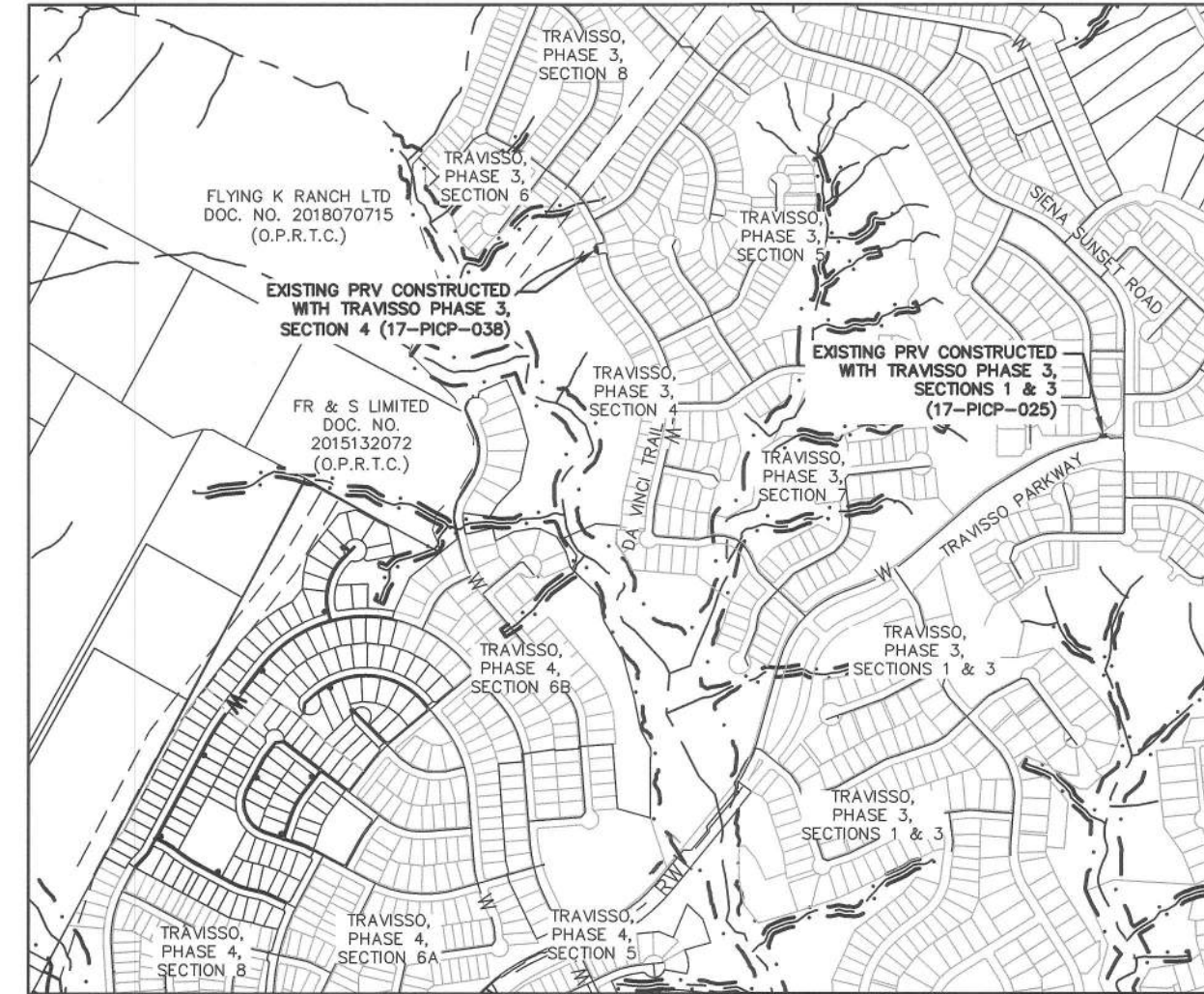
KRUGER SUE & GLENN
DOC. NO. 2006159789
(O.P.R.T.C.)

BHOOMI CAPITAL INVESTMENTS LLC
DOC. NO. 2021071501
(O.P.R.T.C.)

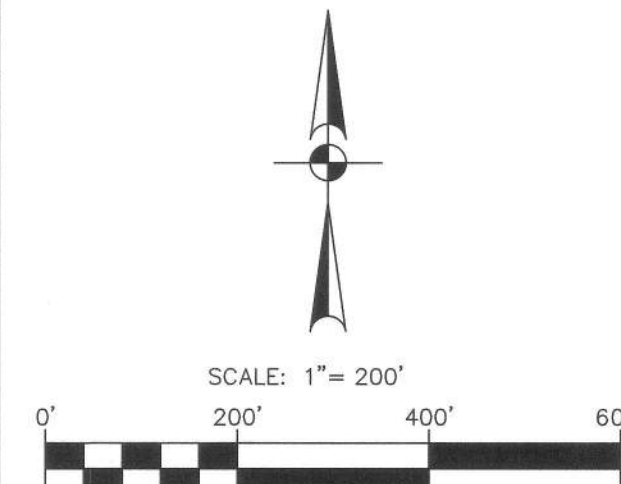
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DOC. NO. 2021071501
(O.P.R.T.C.)

BHOOMI CAPITAL INVESTMENTS LLC
DOC. NO. 2021071501
(O.P.R.T.C.)

FR & S LIMITED
DOC. NO. 2015132072
(O.P.R.T.C.)



EXISTING PRESSURE REDUCING VALVES
SCALE: 1"=1000'



LEGEND

- TRACT BOUNDARY
- PLAT BOUNDARY
- PROPOSED PHASING
- WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
- FEMA 1% ANNUAL CHANCE FLOODPLAIN
- WATER LINE
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- FIRE HYDRANT

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WTR = WATER EASEMENT
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- NOTE:
1. EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS ON ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK
2. HIGHEST PRESSURE BASED ON PRESSURE PLANE 1147:120 PSI (LOTS 18-20 & 29, BLOCK SS)
3. LOWEST PRESSURE BASED ON PRESSURE PLANE 1147:74 PSI (LOT 48, BLOCK TT)
4. LOTS GREATER THAN 80 PSI WILL REQUIRE PRV(S) AT THE METER: LOTS 7-9, 14-32, 34-54, 56-66, 68-70 & 75-81, BLOCK HH; LOTS 17-29, BLOCK SS; LOTS 22-44, 53-57 & 59-60, BLOCK TT; LOTS 2-12, BLOCK UU; LOTS 2-6, BLOCK VV.

Water Design

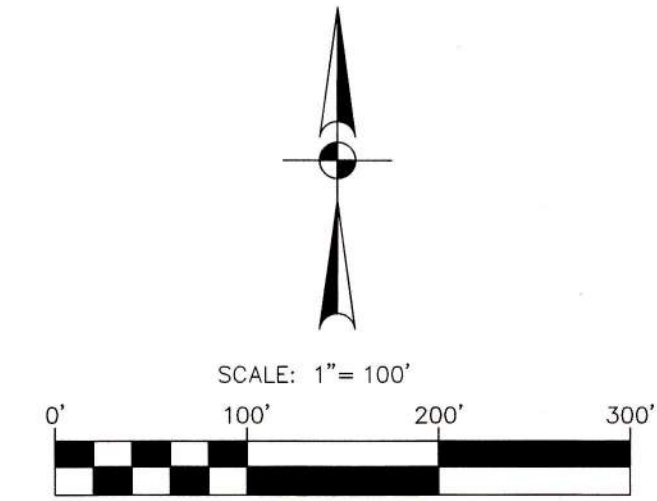
Population	=	LUEs X 3.5 persons/LUE
	=	147 X 3.5 persons/LUE
	=	514.5 persons
Average Daily Demand	=	269 gallons/persons/day*persons*1 day/1440 minutes
	=	96.1 gpm
	=	138,400.5 gpd
Peak Hour Demand	=	900 gallons/persons/day*persons*1 day/1440 minutes
	=	321.6 gpm
	=	463,050.0 gpd
Peak Day Demand	=	530 gallons/persons/day*persons*1 day/1440 minutes
	=	189.4 gpm
	=	272,685.0 gpd
Fire Demand	=	1500 gallons/minute X per residential, single family, >3,600 sq ft
	=	1,500.0 gpm
	=	2,160,000.0 gpd

TRAVISSO
PHASE 5, SECTIONS 4 & 5
OVERALL WATER LAYOUT

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
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LEGEND	
	TRACT BOUNDARY
	PLAT BOUNDARY
	PROPOSED PHASING
	WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
	FEMA 1% ANNUAL CHANCE FLOODPLAIN
	WATER LINE
	RECLAIMED WATER LINE
	GATE VALVE
	FIRE HYDRANT

BMPE = BEST MANAGEMENT PRACTICE EASEMENT
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- NOTE:
- EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS ON ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK.
 - HIGHEST PRESSURE: 120 PSI (LOTS 18-20 & 29, BLOCK SS)
 - LOWEST PRESSURE: 74 PSI (LOT 48, BLOCK TT)
 - LOTS GREATER THAN 105 PSI WILL REQUIRE PRV(S) AT THE METER: LOTS 26-32 & 34-50, BLOCK HH; LOTS 17-20 & 22-29, BLOCK SS; LOTS 22-30, BLOCK TT; LOTS 2-4 & 10-12, BLOCK UU; LOTS 2-4, BLOCK VV.

DATE	
NO.	
REVISION	

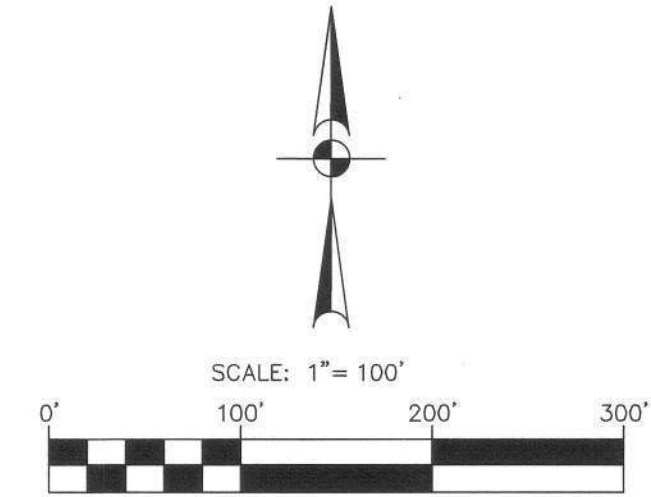
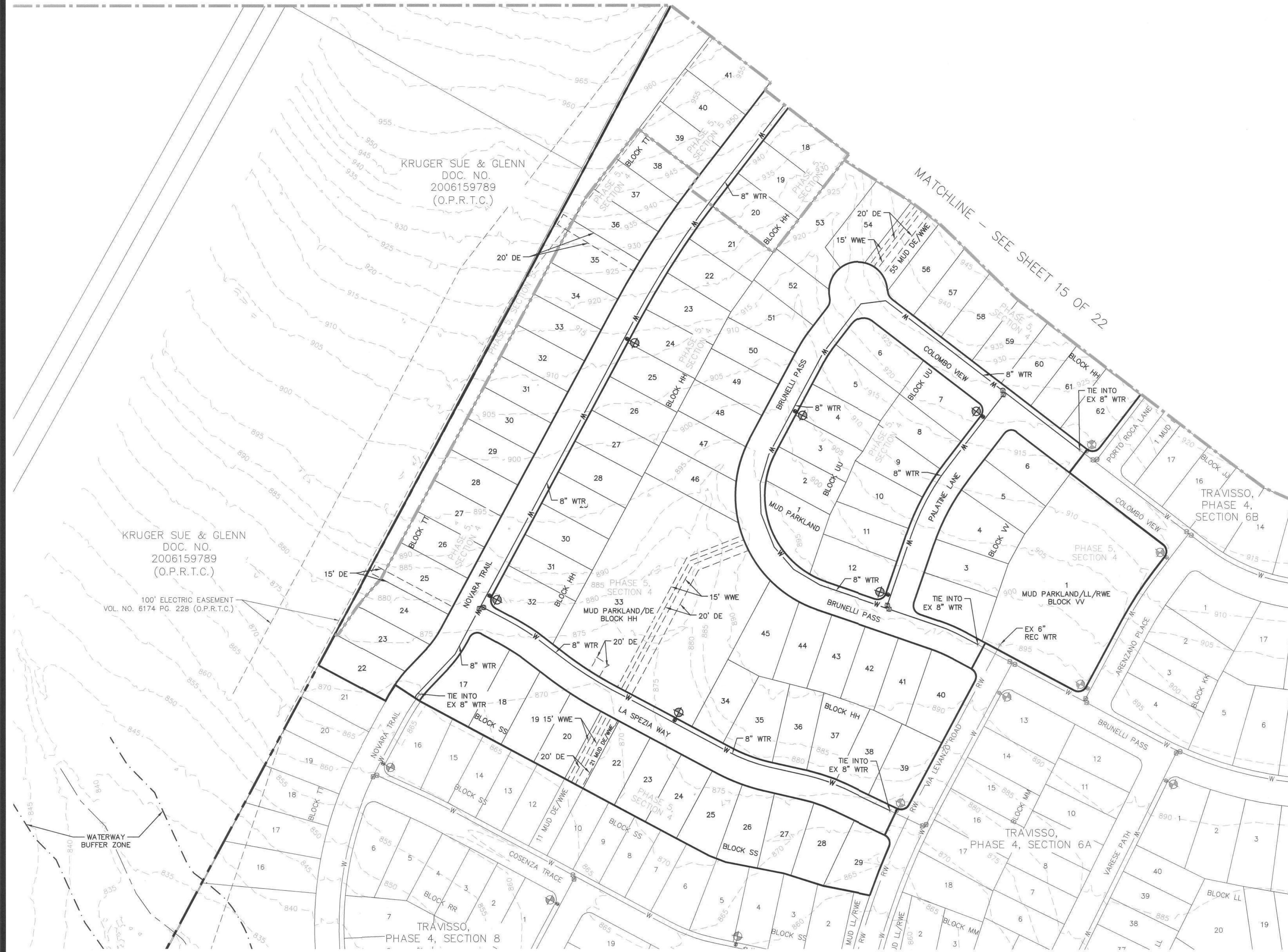


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TRAVISSEO
PHASE 5, SECTIONS 4 & 5
WATER LAYOUT 1 OF 2

CITY JOB NO.	22-PP-0024
JOB NO.	50892-18
DATE	NOVEMBER 2022
DESIGNER	AD & BA
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DRAWN	MN
SHEET	15 OF 22

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- TRACT BOUNDARY
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 - WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
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NO.	REVISION	DATE



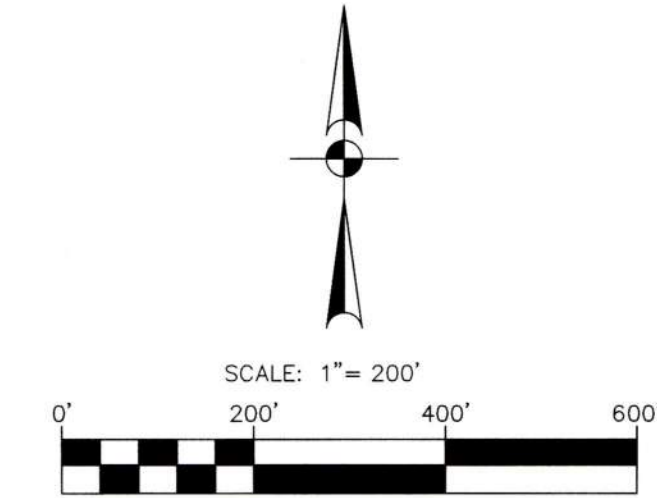
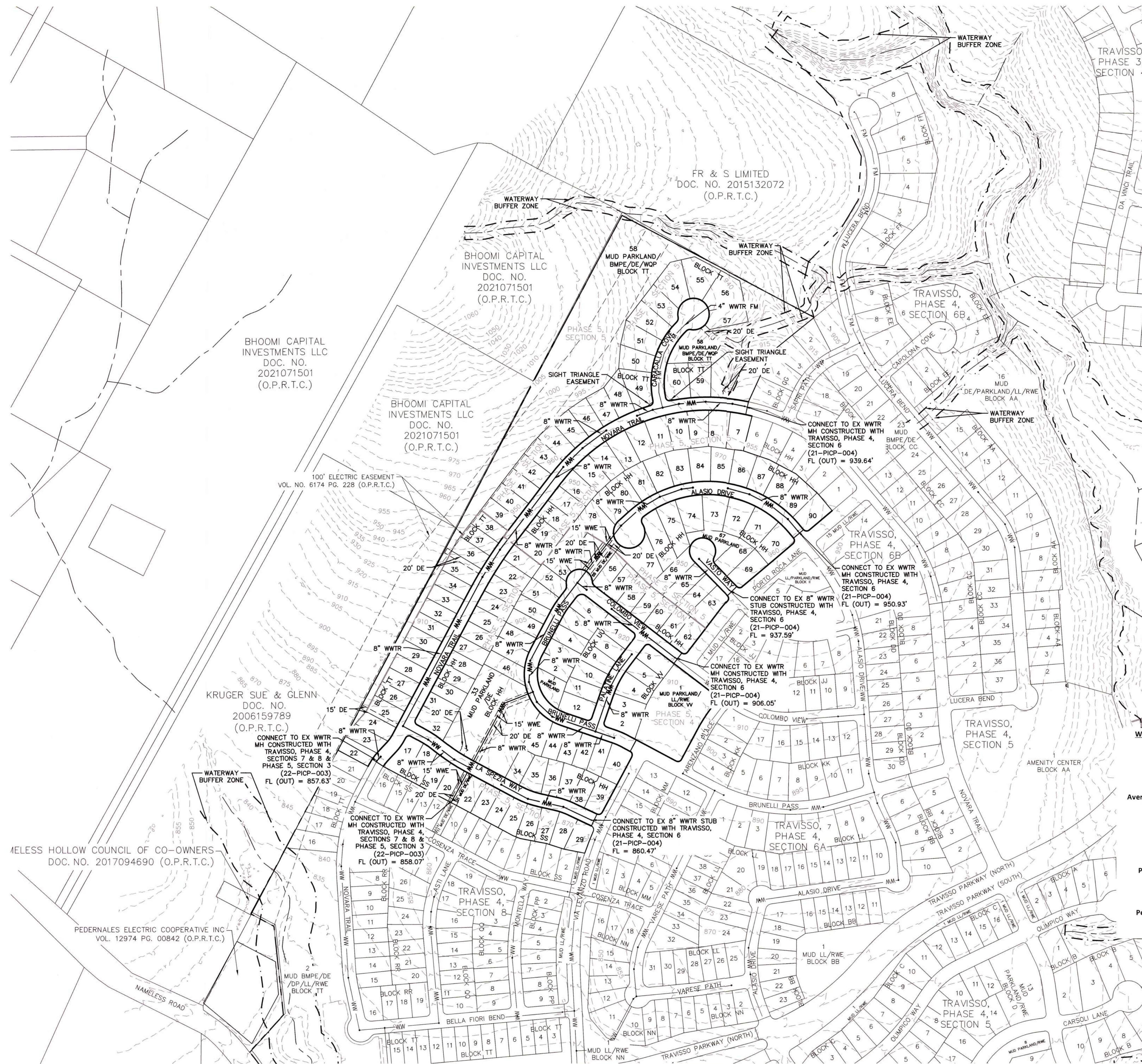
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TExas FIRM REGISTRATION #10028601

TRAVISSO
PHASE 5, SECTIONS 4 & 5
WATER LAYOUT 2 OF 2

CITY JOB No.	22-PP-0024
JOB No.	50892-18
DATE	NOVEMBER 2022
DESIGNER	AD & BA
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SHEET	16 OF 22

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Wastewater Design

Population	=	LUEs X 3.5 persons/LUE
	=	147 X 3.5 persons/LUE
	=	514.5 persons
Average Dry Weather Flow	=	70 gallons/persons/day*persons*1 day/1440 minutes
	=	25.0 gpm
	=	36,015.0 gpd
F	=	$[18+(0.0206 \times F)^{0.5}]/[4+(0.0206 \times F)^{0.5}]$
	=	4.0
Peak Dry Weather Flow	=	Average Dry Weather Flow X F
	=	99.2 gpm
	=	142,889.3 gpd
Peak Wet Weather Flow	=	Peak Dry Weather Flow + Inflow/Infiltration ((750 gpd/acre X acres)/1440)
	=	141.1 gpm
	=	203,181.8 gpd

TRAVISSO
PHASE 5, SECTIONS 4 & 5
OVERALL WASTEWATER LAYOUT

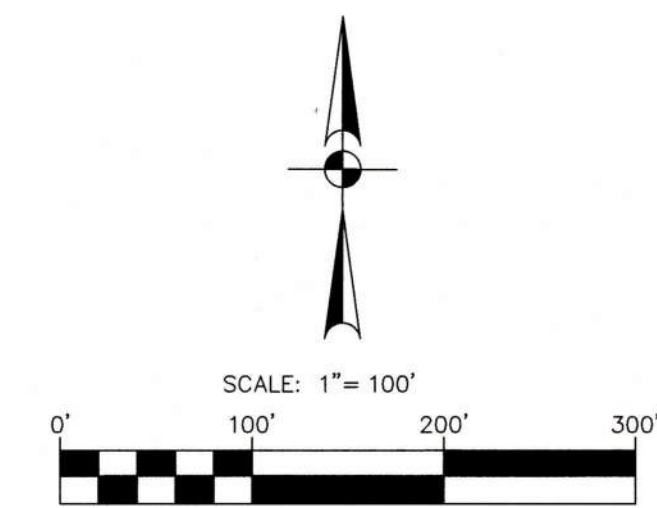
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DATE NOVEMBER 2022
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CHECKED AC DRAWN MN
SHEET 17 OF 22



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WTR = WATER EASEMENT
WWE = WASTEWATER EASEMENT



**PAPE-DAWSON
ENGINEERS**

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
10801 N. MOPAC EXPY., BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.8711
TEPE FIRM REGISTRATION #470 | TEP's FIRM REGISTRATION #1026861

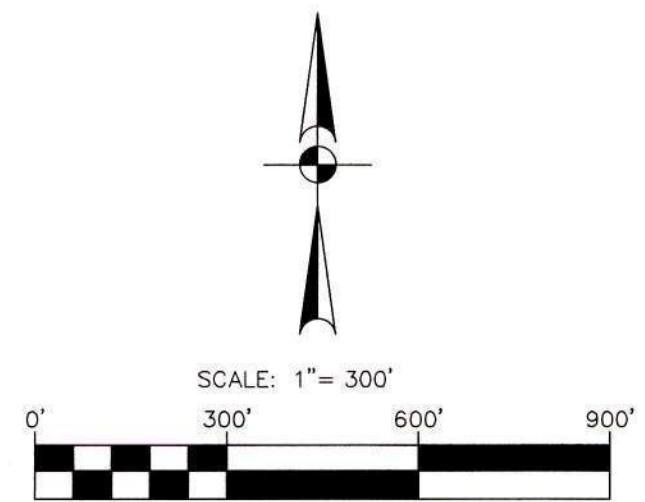
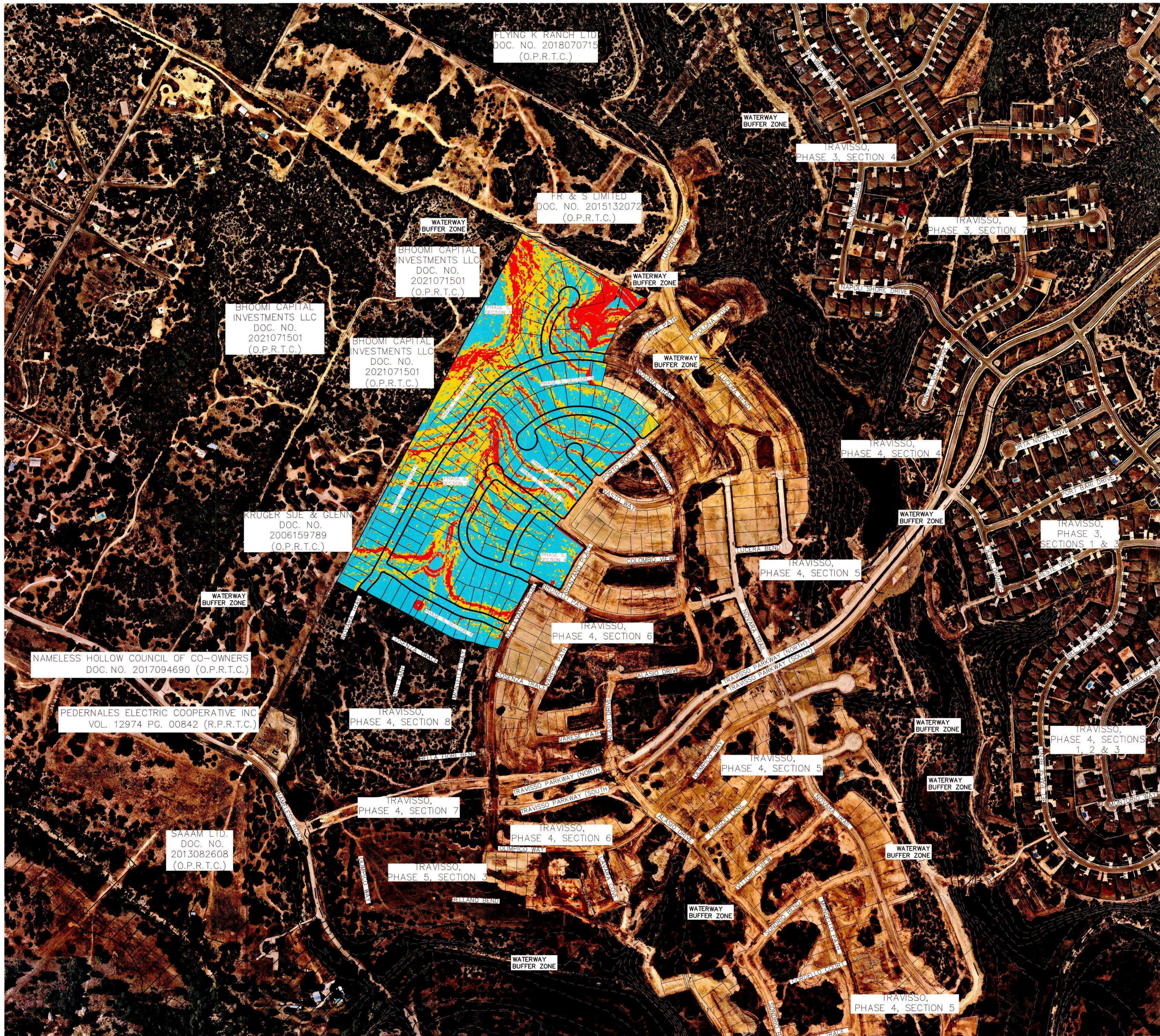
TRAVISSO
PHASE 5, SECTIONS 4 & 5
WASTEWATER LAYOUT 1 OF 2

CITY JOB No. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MN
SHEET 18 OF 22

Date: Nov 15, 2022, 8:25am User ID: andrewdick
File: H:\Projects\2022\22-PP-0022-18-PP-0022.dwg

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AREA TO BE CLEARED PER LOT GRADING CRITERIA

	Minimum Slope	Maximum Slope	Color
MINIMUM GRADING TO NO GRADING	0.00%	10.00%	Blue
UP HILL LOT GRADING ONLY	10.00%	20.00%	Yellow
AREA TO BE GRADED	20.00%	100.00%	Red

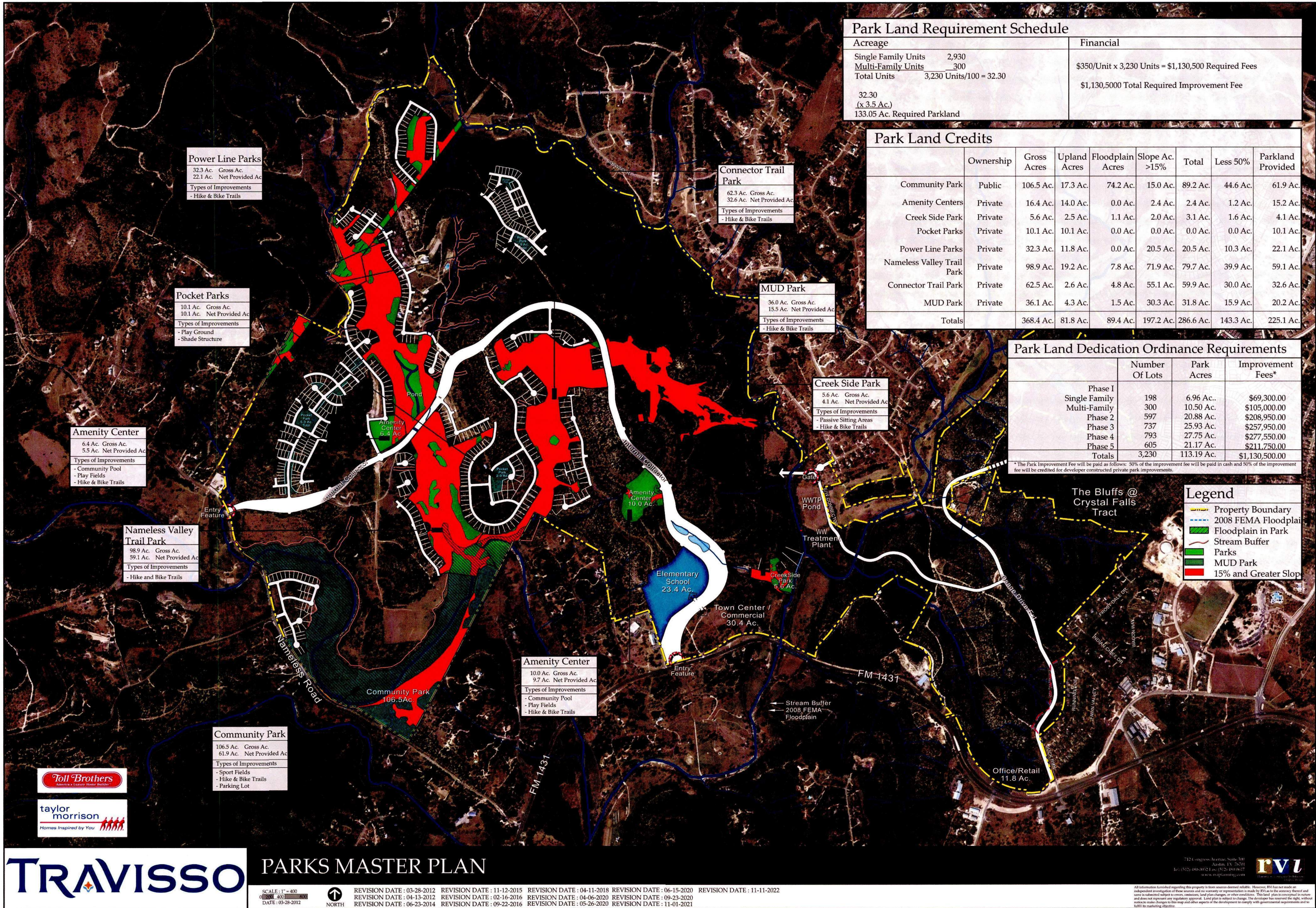
NO.	REVISION	DATE



PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
10001 N. MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TXPE FIRM REGISTRATION #4470 | TPPLS FIRM REGISTRATION #10028601

TRAVISSO
PHASE 5, SECTIONS 4 & 5
TREE LOCATION GRADING CRITERIA

CITY JOB NO. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MN
SHEET 21 OF 22



Park Land Requirement Schedule	
Acreage	Financial
Single Family Units 2,930	
Multi-Family Units 300	\$350/Unit x 3,230 Units = \$1,130,500 Required Fees
Total Units 3,230 Units/100 = 32.30	\$1,130,500 Total Required Improvement Fee
32.30 (x 3.5 Ac.)	
133.05 Ac. Required Parkland	

Park Land Credits								
	Ownership	Gross Acres	Upland Acres	Floodplain Acres	Slope Ac. >15%	Total	Less 50%	Parkland Provided
Community Park	Public	106.5 Ac.	17.3 Ac.	74.2 Ac.	15.0 Ac.	89.2 Ac.	44.6 Ac.	61.9 Ac.
Amentiy Centers	Private	16.4 Ac.	14.0 Ac.	0.0 Ac.	2.4 Ac.	2.4 Ac.	1.2 Ac.	15.2 Ac.
Creek Side Park	Private	5.6 Ac.	2.5 Ac.	1.1 Ac.	2.0 Ac.	3.1 Ac.	1.6 Ac.	4.1 Ac.
Pocket Parks	Private	10.1 Ac.	10.1 Ac.	0.0 Ac.	0.0 Ac.	0.0 Ac.	0.0 Ac.	10.1 Ac.
Power Line Parks	Private	32.3 Ac.	11.8 Ac.	0.0 Ac.	20.5 Ac.	20.5 Ac.	10.3 Ac.	22.1 Ac.
Nameless Valley Trail Park	Private	98.9 Ac.	19.2 Ac.	7.8 Ac.	71.9 Ac.	79.7 Ac.	39.9 Ac.	59.1 Ac.
Connector Trail Park	Private	62.5 Ac.	2.6 Ac.	4.8 Ac.	55.1 Ac.	59.9 Ac.	30.0 Ac.	32.6 Ac.
MUD Park	Private	36.1 Ac.	4.3 Ac.	1.5 Ac.	30.3 Ac.	31.8 Ac.	15.9 Ac.	20.2 Ac.
Totals		368.4 Ac.	81.8 Ac.	89.4 Ac.	197.2 Ac.	286.6 Ac.	143.3 Ac.	225.1 Ac.

Park Land Dedication Ordinance Requirements			
	Number Of Lots	Park Acres	Improvement Fees*
Phase 1			
Single Family	198	6.96 Ac.	\$69,300.00
Multi-Family	300	10.50 Ac.	\$105,000.00
Phase 2	597	20.88 Ac.	\$208,950.00
Phase 3	737	25.93 Ac.	\$257,950.00
Phase 4	793	27.75 Ac.	\$277,550.00
Phase 5	605	21.17 Ac.	\$211,750.00
Totals	3,230	113.19 Ac.	\$1,130,500.00

* The Park Improvement Fee will be paid as follows: 50% of the improvement fee will be paid in cash and 50% of the improvement fee will be credited for developer constructed private park improvements.

- Legend**
- Property Boundary
 - 2008 FEMA Floodplain
 - Floodplain in Park
 - Stream Buffer
 - Parks
 - MUD Park
 - 15% and Greater Slope



PARKS MASTER PLAN

SCALE: 1" = 400'
DATE: 03-28-2012



REVISION DATE : 03-28-2012
REVISION DATE : 04-13-2012
REVISION DATE : 06-23-2014
REVISION DATE : 11-12-2015
REVISION DATE : 02-16-2016
REVISION DATE : 09-23-2016
REVISION DATE : 04-11-2018
REVISION DATE : 04-06-2020
REVISION DATE : 05-26-2020
REVISION DATE : 06-15-2020
REVISION DATE : 09-23-2020
REVISION DATE : 11-01-2021
REVISION DATE : 11-11-2022

712 Congress Avenue, Suite 300
Austin, TX 78701
Tel: (512) 480-3013 Fax: (512) 480-3027
www.travisso.com



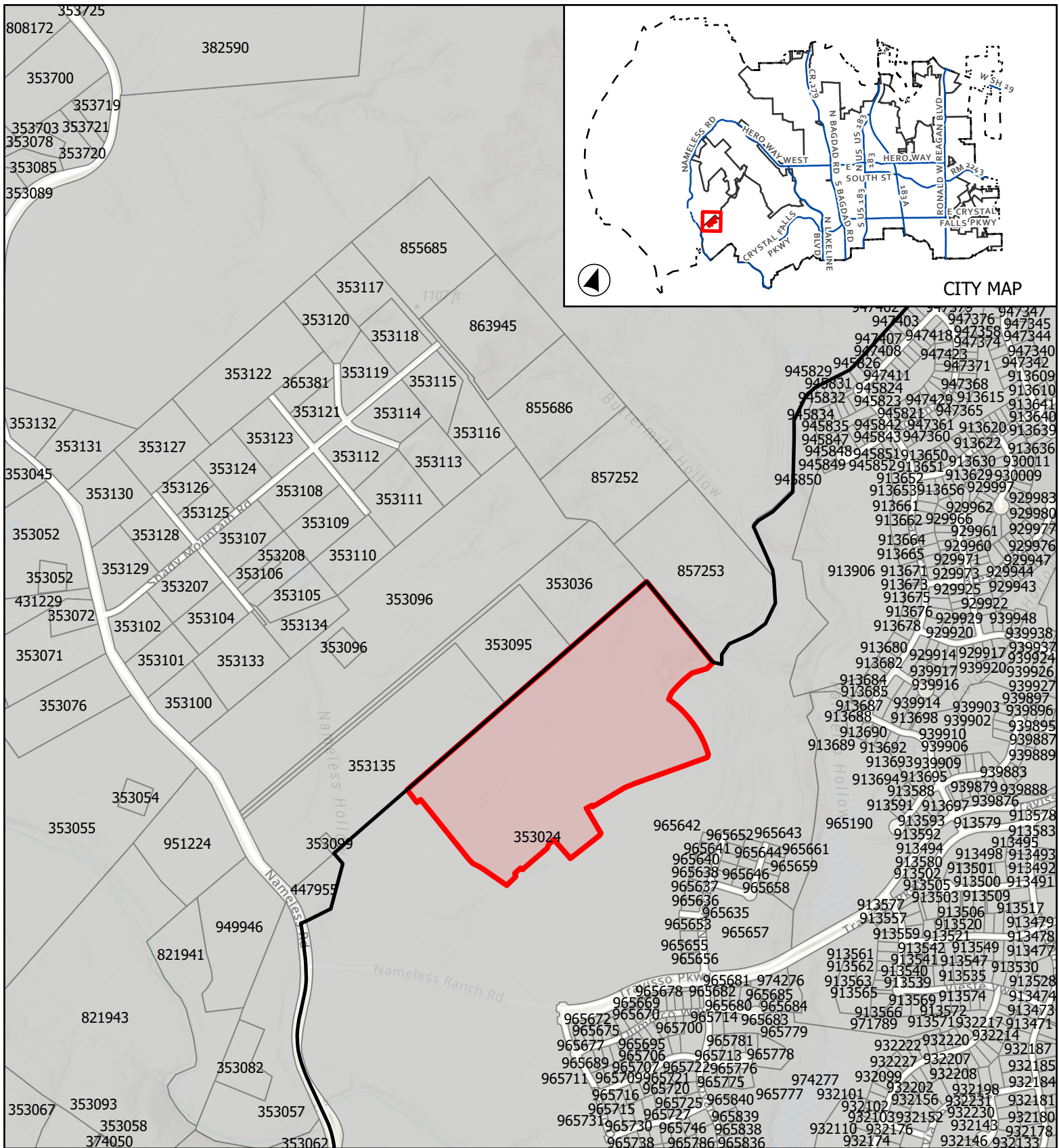
All information furnished regarding this project is from sources deemed reliable. However, TRV does not make any independent investigation of these sources and no warranty or representation is made by TRV as to the accuracy thereof and user is advised to verify all information, conditions, and plan changes, or other conditions. This plan is prepared in reliance on the information provided and does not represent any regulatory approval. User plan is subject to change. The developer has reserved the right, without notice, to make changes to this map and other aspects of the development in compliance with governmental requirements and to fulfill its marketing objectives.

NO.	REVISION	DATE

PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
10801 N. MOPAC EXPY, BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.6711
TEPE FIRM REGISTRATION #470 | TEPE FIRM REGISTRATION #1028801

TRAVISSE
PHASE 5, SECTIONS 4 & 5
PARKS MASTER PLAN

CITY JOB NO. 22-PP-0024
JOB NO. 50892-18
DATE NOVEMBER 2022
DESIGNER AD & BA
CHECKED AC DRAWN MN
SHEET 22 OF 22



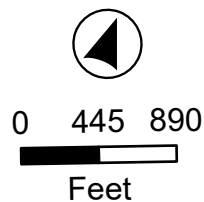
CASE: PP-22-0024

ATTACHMENT 2

TRAVIS PH 5
SEC 4 & 5

Location Map

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



- City Limits
- ETJ Boundary
- Subject Boundary



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of Subdivision Case PP-22-0025 regarding Bar W Ranch W Phase 9 Preliminary Plat on two parcels of land approximately 56.706 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R532719 and R590760 ; generally located at the southeast corner of Bobtail Pass and Gold Dust Trail, Leander, Williamson County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

06/22/2023 Planning & Zoning Commission canceled due to power outage

APPLICANT/AGENT:

Carlson, Brigrance & Doering, Inc. (Geoff Guerrero) on behalf of Continental Homes of Texas LP (Matt Trenner).

RECOMMENDATION:

This preliminary plat includes 78 single-family lots, 1 MUD pond lot, 1 HOA parkland and drainage lot. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the preliminary plat. This application was previously scheduled for the June 22, 2023 Planning and Zoning Commission meeting. The case was delayed due to a power outage at City Hall.

PRESENTER:

Michael Chenausky AICP, Senior Planner

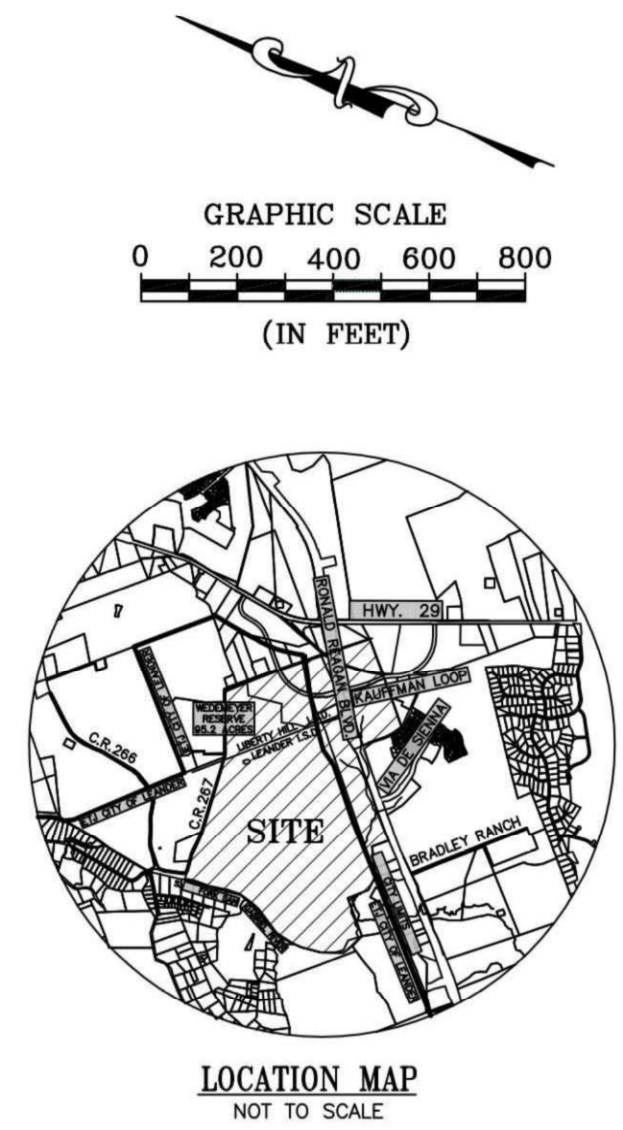
Attachments

1. Preliminary Plat
2. Location Exhibit

BAR W RANCH WEST - REVISION # 3



- ADJACENT OWNERS
- 1 R02217 CAUGHFIELD RANCH LTD 9111 JOLLYVILLE RD, #STE 111 AUSTIN, TX 78759
- 2 R02222 A S EIGHT CENTER "PO BOX 888" LEANDER, TX 78646-0888
- 3 R03242 KING, PHILLIP R & MARCELLA G "1429 LINEN DR NEW CASTLE, IN 47362"
- 4 R03246 ALEXANDER, ALICE CATHERINE (LE) & MARK A ET AL "694 CR 267 GEORGETOWN, TX 78628"
- 5 R03244 BONNET ENTERPRISES LTD "1430 TABLE ROCK RD COPPERAS COVE, TX 76522-7034"
- 6 R032248 STARKS, DONALD W & KATHRYN S "200 COUNTY ROAD 286 GEORGETOWN, TX 78628-6832"
- 7 R0403509 ROMAN, NATHAN S & LISA A "PO BOX 1751 LEANDER, TX 78646-1751"
- 8 R0403510 ROMAN, NATHAN S & LISA A "PO BOX 1751 LEANDER, TX 78646-1751"
- 9 R032266 BRAZOS ELEC POWER CORP "PO BOX 2585 WACO, TX 76702-2585"
- 10 R430223 PEREZ, ERNESTO, JR "3000 JUNEAU DR CEDAR PARK, TX 78613-2502"
- 11 R418530 STARKS, DONALD W & KATHRYN S "200 COUNTY ROAD 286 LIBERTY HILL, TX 78642-6025"
- 12 R485000 STARKS, DONALD W & KATHRYN S "200 COUNTY ROAD 286 LIBERTY HILL, TX 78642-6025"
- 13 R485003 STARKS, DONALD W & KATHRYN S "200 COUNTY ROAD 286 LIBERTY HILL, TX 78642-6025"
- 14 R328209 SEC 29/RR LP "207 SAN JACINTO BLVD, #STE 300 AUSTIN, TX 78701"
- 15 R328207 DIPPREY, VIRGINIA C & RONALD C "PO BOX 2595 GEORGETOWN, TX 78627-2595"
- 16 R021691 HAMMACK, MILDRED BLANCHE "160 SAN MINATO ST GEORGETOWN, TX 78628-7030"
- 17 R021681 GREER, GARY "PO BOX 265 LEANDER, TX 78646-0265"
- 18 R382461 HARELL, ODET D "207 HIGH RIVER RANCH DR LIBERTY HILL, TX 78642-5786"
- 19 R49767 SUTTON, ROGER "116 FLORENZ LN GEORGETOWN, TX 78628"
- 20 R49768 CANTU, MARC ANTHONY & ANALISA M "120 FLORENZ LN GEORGETOWN, TX 78628"
- 21 R49769 UNAVAILABLE UNAVAILABLE
- 22 R49770 NEEL, HAROLD D & CAROL P "128 FLORENZ LN GEORGETOWN, TX 78628"
- 23 R49771 GARRISON, CHARLES E & LAURIE A "132 FLORENZ LN GEORGETOWN, TX 78628"
- 24 R49772 ANGLAND, AMADOR & HILARY A "136 FLORENZ LN GEORGETOWN, TX 78628"
- 25 R49773 HACHMANN, JOHN O & ADELE S "140 FLORENZ LN GEORGETOWN, TX 78628"
- 26 R49774 CARLSON, GREGORY A & PATSY E "144 FLORENZ LN GEORGETOWN, TX 78628"
- 27 R49775 RANDELL, DAVID G & JULIE A "148 FLORENZ LN GEORGETOWN, TX 78628"
- 28 R49776 BECKER, KEITH & VICTORIA "152 FLORENZ LN GEORGETOWN, TX 78628"
- 29 R49782 RANCHO SIENNA KC LP & NASH RANCHO HILLS LLC NEWLAND COMMUNITIES 13809 RESEARCH BLVD #475 AUSTIN, TX 78750
- 30 R407745 RANCHO SIENNA KC LP & NASH RANCHO HILLS LLC NEWLAND COMMUNITIES 13809 RESEARCH BLVD #475 AUSTIN, TX 78750
- 31 R508528 RANCHO SIENNA KC LP & MICHAEL DASILVA 13809 RESEARCH BLVD #475 AUSTIN, TX 78750
- 32 R473804 EQUITY SECURED CAPITAL LP "PO BOX 160460 AUSTIN, TX 78716-0460"
- 33 R500871, R500872 EQUITY SECURED CAPITAL LP "PO BOX 160460 AUSTIN, TX 78716-0460"
- 34 R510101 TESCH, ROBERT E C/O TESCH & ASSOCIATES INC 1400 E WHITESTONE BLVD CEDAR PARK, TX 78613-9019
- 35 R473803 TESCH, ROBERT E C/O TESCH & ASSOCIATES INC 1400 E WHITESTONE BLVD CEDAR PARK, TX 78613-9019
- 36 R497583 TESCH, ROBERT E C/O TESCH & ASSOCIATES INC 1400 E WHITESTONE BLVD CEDAR PARK, TX 78613-9019
- 37 R032188 LAMB HUE H JR "5803 BULLARD DR AUSTIN, TX 78757-4403"
- 38 R032109 TOUNGATE L V SR "1415 COUNTY ROAD 270 LEANDER, TX 78641-1315"
- 39 R037809 MARSHALL, FREDERICK RAY ET UX 6400 LOST HORIZON DR AUSTIN, TX 78759-0152
- 40 R037811 CASADU, TERRY I & SHARON H "1541 ORCHARD DR LEANDER, TX 78641"
- 41 R037859 GUTHRIE, BOBBY R & ANN "PO BOX 162 BRIGGS, TX 78608-0162"
- 42 R037860, R323003 BURNHAM, CARL & RHONDA "1501 ORCHARD DR LEANDER, TX 78641-1370"
- 43 R037862 SYLVESTER, PAM A "1415 ORCHARD DR LEANDER, TX 78641-1368"
- 44 R037863 SEARAVES, REGGIE L III "1411 ORCHARD DR LEANDER, TX 78641"
- 45 R037864 MORRIS, STEPHANE RYDER & DANIEL "1409 ORCHARD DR LEANDER, TX 78641"
- 46 R032247 RANDOLPH, VICTOR E JR & CATHY JAYNE "PO BOX 1298 GEORGETOWN, TX 78627"
- 47 R484168 RANWOOD REAL ESTATE LLC & SIVNYO LTD & DEVON SUSHOLTZ AS TR "C/O RANWOOD REAL ESTATE LLC 207 SAN JACINTO BLVD, #STE 300 AUSTIN, TX 78701-4030"



LEGEND

- IRON PIN SET
- IRON PIN FOUND
- CONCRETE MONUMENT FOUND
- CONCRETE MONUMENT SET
- ADJACENT PROPERTY OWNER INFORMATION (SEE THIS SHEET)
- 100 YEAR FLOOD PLAIN
- OPTIONAL SCHOOL SITE
- TRAILS
- PROPOSED TRAFFIC PATTERN; LOCAL 50' ROW
- PROPOSED TRAFFIC PATTERN; RESIDENTIAL COLLECTOR 60' ROW

- NOTES:
- ON-SITE STORM WATER FACILITIES WILL BE PROVIDED AS NEEDED TO PREVENT ADVERSE IMPACT TO DOWNSTREAM PROPERTIES.
 - PRELIMINARY PLAT SHALL MEET THE CITY OF LEANDER SUBDIVISION ORDINANCE REGULATIONS REGARDING THE PARKLAND DEDICATION AND RECREATION IMPROVEMENT REQUIREMENTS.
 - AT THE TIME OF SITE DEVELOPMENT PERMIT, UNLESS A NEW TRAFFIC ANALYSIS FOR THE DEVELOPMENT AS PROPOSED IN THE CONCEPT PLAN INDICATES THAT AVERAGE DAILY TRIPS ARE ESTIMATED BELOW 2,000, THE APPLICANT WILL PROVIDE A PAYMENT TO THE CITY IN LIEU OF A TR PER PEAK HOUR TRIP PROJECTED TO BE GENERATED BY THE DEVELOPMENT.
 - VILLAGE CLUSTER SHALL BE DEFINED AS MIXED USE OR RESIDENTIAL UP TO 15 UNITS PER ACRE.
 - CONNECTING ROADWAY WILL BE A RESIDENTIAL COLLECTOR ROAD UNLESS APPROVED OTHERWISE BY THE CITY OF LEANDER.

WEDEMAYER-BAR W RANCH PARKLAND DEDICATION ORDINANCE WORKSHEET

Type	Residential Units	Parkland Required	Parkland Proposed	Parkland Credited *	Rec. Imp. Fee Required	Proposed Improvements
Single Family	1970	68.95	117.47	*	\$ 788,000.00	Greenbelt trails, amenity center, 3 neighborhood parks
Cluster SF	198	6.93	2.79	*	\$ 79,200.00	
Multi-Family	301	10.535	2.79	*	\$ 120,400.00	
TOTALS:	2469	86.415	185.08	*	\$ 987,600.00	

* The final acreage for parkland credited will be determined after deducting water quality/detention/retention pond acreage within the proposed greenbelt areas.

** The project will be developed as a master planned community with substantial parkland, open space, greenbelts and park improvements. The City agrees that the public and private parkland, open space, greenbelts and trails depicted on the Concept Plan will satisfy all of the parkland dedication requirements for the project, and that no additional parkland dedication will be required from the Developer. Parkland will be dedicated in parcels as the adjacent residential property is platted. Park improvements will be required in compliance with Section 61.1 of the City's Subdivision Ordinances.

*** 117.47 acre greenbelt area shall allow public access and the construction of a 10' wide concrete public trail shall be the first priority for utilizing the parkland dedication recreation improvements fees.

OWNER: BARKLEY WEDEMAYER 5773 WOODWAY #207 HOUSTON, TEXAS 77057 (713) 816-5874

DEVELOPER: HARRIS & STRAUB, LLC ATTN: JOE STRAUB 4408 SPRICEWOOD SPRINGS ROAD AUSTIN, TEXAS 78759 (512) 231-1555

ENGINEER AND SURVEYOR: CARLSON, BRIGANCE & DOERING, INC. 5501 WILLIAM CANNON DRIVE AUSTIN, TEXAS 78749 PHONE: (512) 280-5160 FAX: (512) 280-5165

LEGAL DESCRIPTION: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD PLAN MAP NUMBER 404910022PCE AND 40491004655C # 4849100455F DATED SEPTEMBER 20, 2009 DECEMBER 20, 2019.

TOTAL ACREAGE : 927.30 ACRES SURVEY: HENRY GARNES SURVEY, ABS. NO. 289

LAND USE SUMMARY

SINGLE FAMILY RESIDENTIAL:	488.89 AC
COMMERCIAL:	121.51 AC
MULTI-FAMILY:	34.23 AC
VILLAGE CLUSTER:	54.45 AC
GREENBELT-PARK LAND:	182.29 AC
AMENITIES CENTER:	4.20 AC
FIRE STATION & WATER TOWER:	4.00 AC
MAJOR ROADS:	31.71 AC
LIFT STATION:	0.50 AC
TOTAL:	891.28 AC

PROPOSED LUE'S

SINGLE FAMILY:	1,970 LUE'S
SCHOOL:	15 LUE'S
COMMERCIAL:	280 LUE'S
MULTI-FAMILY:	301 LUE'S
VILLAGE CLUSTER:	198 LUE'S
AMENITIES CENTER:	15 LUE'S
FIRE STATION & WATER TOWER:	5 LUE'S
TOTAL PROPOSED LUE'S:	2,784 LUE'S

Carlson, Brigrance & Doering, Inc. FIRM ID #F3791

CONCEPT PLAN

DATE: AUGUST 2017

DRAWN BY: JSL

DESIGNED BY: CRB

SHEET

BAR W RANCH WEST - REVISION # 2

STREET, DRAINAGE, WATER & WASTEWATER IMPROVEMENTS

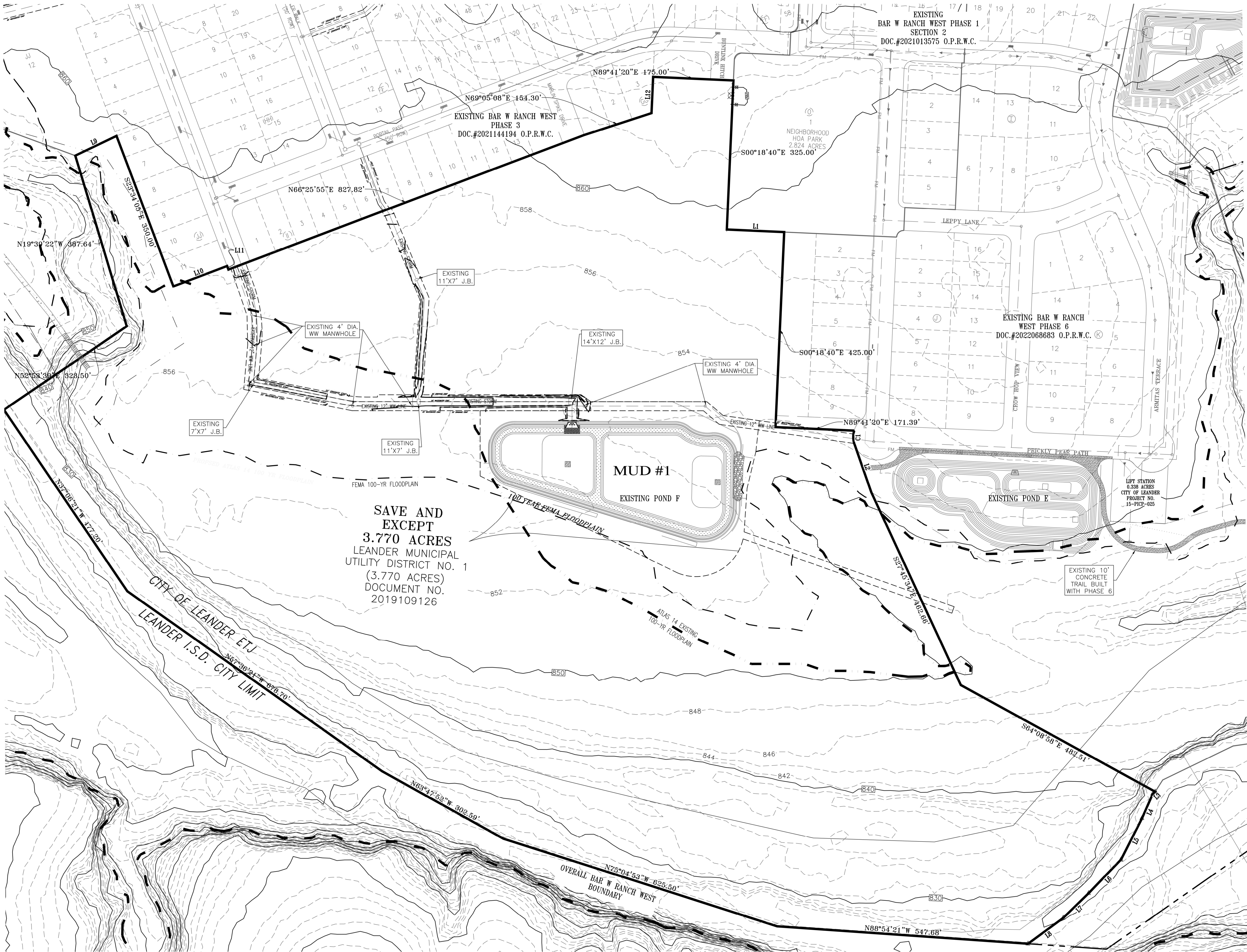
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JOB NUMBER 4750

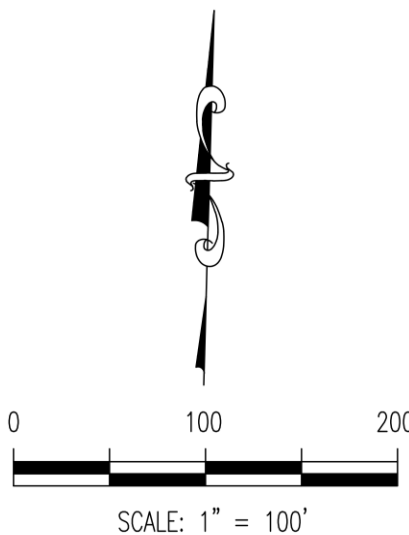
SHEET

2 OF 13

PRELIMINARY PLAT
BAR W RANCH WEST- PHASE 9



LEGEND	
D.E.	DRAINAGE EASEMENT
17	LOT NUMBER
(A)	BLOCK NUMBER
---	EASEMENT LINE
---	FEMA FLOODPLAIN
---	EXISTING PHASE BOUNDARY
---	ATLAS 14 EXIST. 100-YR FLOODPLAIN
---	PHASE 9 BOUNDARY
---	BUFFER ZONES
---	EXIST. 2' CONTOUR
---	EXIST. 10' CONTOUR



Line Table			Line Table		
Line #	Length	Direction	Line #	Length	Direction
L1	125.00	N89°41'20"E	L16	45.41	N57°16'02"E
L2	110.08	S22°12'34"E	L17	42.06	S61°34'06"W
L3	7.03	S45°00'00"W	L18	25.00	N35°03'27"E
L4	58.00	S21°00'00"W	L19	50.00	N81°40'37"W
L5	101.00	S24°00'00"W	L20	51.78	S85°16'34"W
L6	102.00	S41°00'00"W	L21	50.31	N87°59'42"W
L7	77.00	S43°00'00"W	L22	16.37	S81°40'37"E
L8	94.85	S51°00'00"W	L23	34.25	N02°15'40"E
L9	99.53	N61°29'20"E	L24	43.81	S02°15'40"W
L10	125.00	N66°25'55"E	L25	63.87	N87°09'15"E
L11	8.22	S23°34'05"E	L26	50.56	S07°28'58"E
L12	78.94	N03°18'40"W	L27	15.14	S07°28'58"E
L13	50.00	S09°20'14"E	L28	89.46	N14°38'37"W
L14	50.10	S01°37'30"E	L29	43.85	N03°34'05"W
L15	58.01	N75°31'56"E	L30	43.85	S23°34'05"E
C1	30.72	S04°23'06"E			

DESIGNED BY: CRB	DRAWN BY: JSL
DATE	
REVISION	
Carlson, Brigrance & Doering, Inc. Civil Engineering & Surveying FIRM ID #E3791 Main Office: 12129 RR (30) N, Ste. 600 5501 West Williams Canyon Dr., Austin, Texas 78750 Phone No. (512) 280-5160 Fax No. (512) 280-5165	
EXISTING CONDITIONS	
BAR W RANCH WEST PHASE 9	
PRELIMINARY PLAN	
SHEET NAME:	
JOB NAME:	
PROJECT:	
4-21-23 CARLSON, BRIGRANCE & DOERING, INC. ID# F3791	
DATE	DEC 2022
JOB NUMBER	5475
SHEET	3 OF 13
SHEET NO.	3

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SINGLE FAMILY LOTS:

PHASE 1 229 LOTS
45' LOT: 109 LOTS 47.6%
50' LOT: 87 LOTS 37.9%
60' LOT: 33 LOTS 14.5%

PHASE 2 177 LOTS
50' LOT: 115 LOTS 65.0%
60' LOT: 62 LOTS 35.0%

PHASE 3 165 LOTS
45' LOT: 76 LOTS 46.06%
50' LOT: 62 LOTS 37.58%
60' LOT: 27 LOTS 16.36%

PHASE 4 152 LOTS
41' LOT: 106 LOTS 69.7%
50' LOT: 38 LOTS 25.0%
60' LOT: 8 LOTS 5.3%

PHASE 5 141 LOTS
50' LOT: 88 LOTS 62.41%
60' LOT: 48 LOTS 34.04%
70' LOT: 5 LOTS 3.55%

PHASE 6 54 LOTS
50' LOT: 47 LOTS 87.04%
60' LOT: 7 LOTS 12.96%

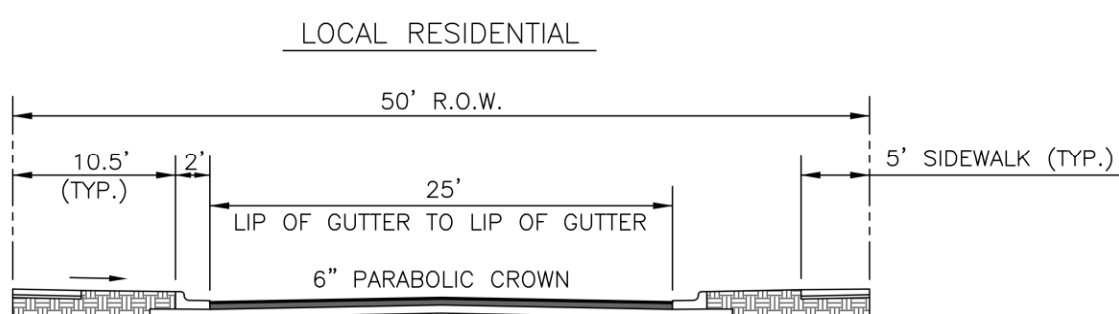
PHASE 7 138 LOTS
45' LOTS: 92 LOTS 66.67%
50' LOT: 29 LOTS 21.01%
60' LOT: 17 LOTS 12.32%

PHASES 9 78 LOTS
● 50' LOT: 74 LOTS 94.9%
● 60' LOT: 3 LOTS 3.9%
● 70' LOT: 1 LOTS 1.2%

PHASES 10 & 11 322 LOTS
41' LOT: 18 LOTS 5.59%
50' LOT: 298 LOTS 92.55%
60' LOT: 2 LOTS 0.62%
70' LOT: 4 LOTS 1.24%

OVERALL LOT TABLE 1456 LOTS

41' LOT: 124 LOTS 8.52%
45' LOT: 277 LOTS 19.02%
50' LOT: 838 LOTS 57.55%
60' LOT: 207 LOTS 14.22%
70' LOT: 10 LOTS 0.69%

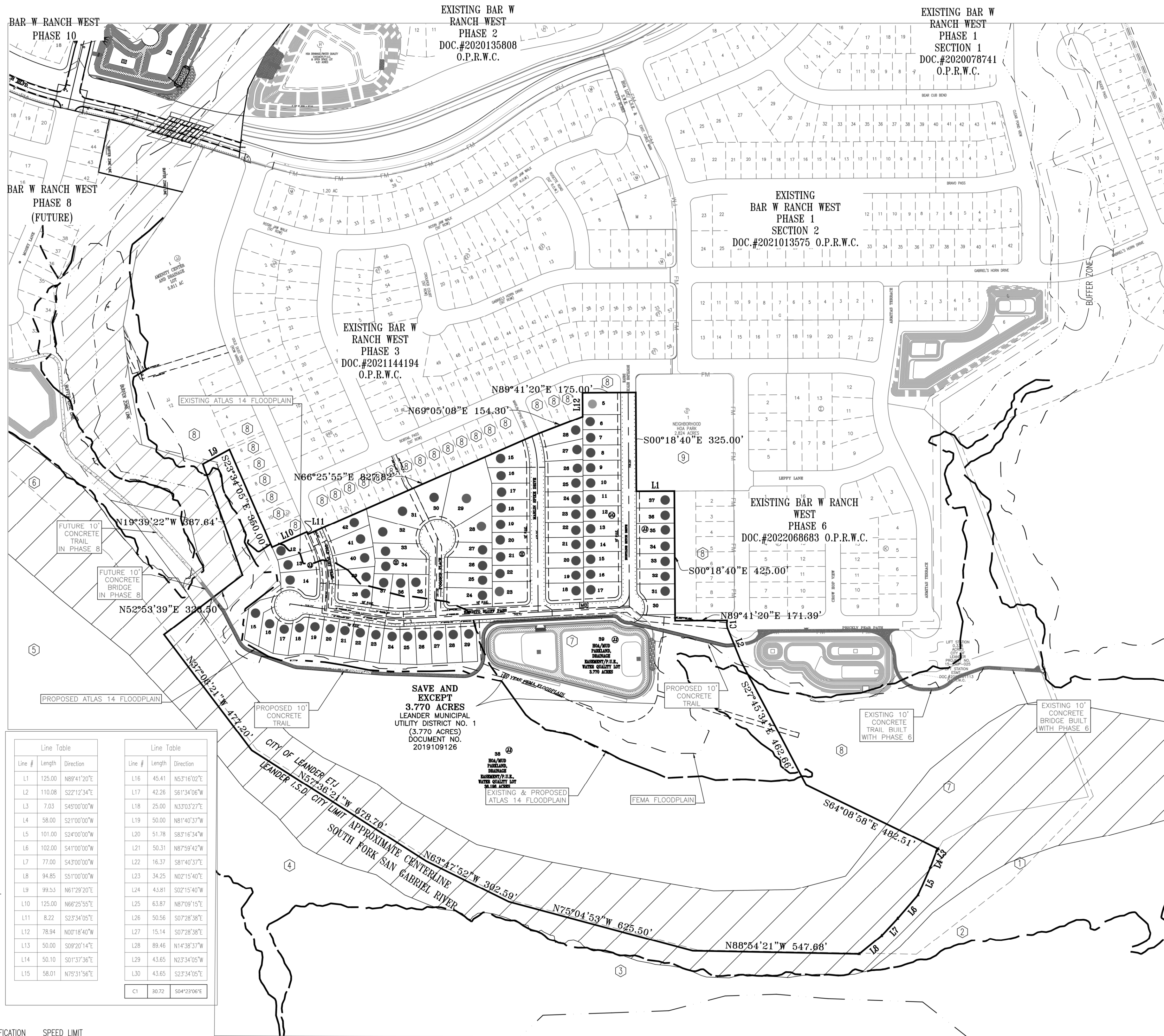


STREET STANDARDS CHART

STREET NAME	R.O.W. WIDTH	ROADWAY WIDTH F-F	STREET LENGTH	ROAD CLASSIFICATION	SPEED LIMIT
BANDITO BLUFF PASS	50'	28	1,281 LF	LOCAL	25 M.P.H
BUNTLINE HITCH DRIVE	50'	28	755 LF	LOCAL	25 M.P.H
POGONIP PLACE	50'	28	423 LF	LOCAL	25 M.P.H
MARLIN SPIKE DRIVE	50'	28	550 LF	LOCAL	25 M.P.H
GOLD DUST TRAIL	50'	28	235 LF	LOCAL	25 M.P.H
TOTAL LINEAR FEET			3,244 LF		

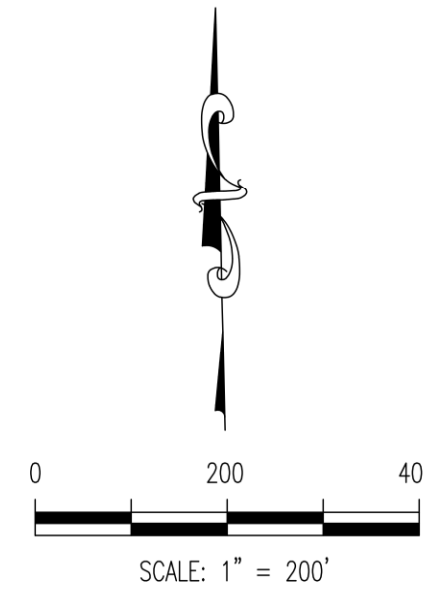
ALL STREETS ARE PUBLIC TO BE MAINTAINED BY WILLIAMSON COUNTY.
ALL STREETS ARE LOCAL STREETS EXCEPT AS DENOTED BY *
ALL PROPOSED ROADS CONNECTING TO EXISTING ROADS ARE THE SAME WIDTH OF RIGHT OF WAY AND PAVEMENT .

PRELIMINARY PLAT
BAR W RANCH WEST - PHASE 9



Line Table			Line Table		
Line #	Length	Direction	Line #	Length	Direction
L1	125.00	N89°41'20"E	L16	45.41	N5°16'10"E
L2	110.08	S22°12'34"E	L17	42.28	S61°34'06"W
L3	7.03	S45°00'00"W	L18	25.00	N33°03'27"E
L4	58.00	S21°00'00"W	L19	50.00	N81°40'37"W
L5	101.00	S24°00'00"W	L20	51.78	S8°16'34"W
L6	102.00	S41°00'00"W	L21	50.31	N8°59'42"W
L7	77.00	S45°00'00"W	L22	16.37	S81°40'37"E
L8	94.85	S51°00'00"W	L23	34.25	N02°15'40"E
L9	99.53	N61°29'20"E	L24	43.81	S02°15'40"W
L10	125.00	N66°25'55"E	L25	63.87	N8°09'19"E
L11	8.22	S23°34'05"E	L26	50.56	S07°28'38"E
L12	78.94	N00°18'40"W	L27	15.14	S07°28'38"E
L13	50.00	S09°20'14"E	L28	89.48	N14°38'37"W
L14	50.10	S01°37'36"E	L29	43.65	N23°34'05"W
L15	58.01	N75°31'56"E	L30	43.65	S23°34'05"E
			C1	90.72	S04°23'06"E

LEGEND	
P.U.E.	PUBLIC UTILITY EASEMENT
L.S.L.	LANDSCAPE LOT
D.E.	DRAINAGE EASEMENT
S.W.E.	SIDEWALK LOT
17	LOT NUMBER
17	BLOCK NUMBER
17	ADJONER OWNERSHIP(5' WIDE)
---	EASEMENT LINE
---	SIDEWALK LOCATION
---	10' P.U.E.
---	FEMA FLOODPLAIN
---	EXISTING PHASE BOUNDARY
---	PHASE 9 BOUNDARY
---	BUFFER ZONE LINE
---	PROPOSED ATLAS 14 100 YR FLOODPLAIN
---	EXISTING ATLAS 14 100 YR FLOODPLAIN
---	FLOODWAY



ACREAGE:
PHASE 9: 52.936 ACRES

LOT TYPES:
RESIDENTIAL LOTS: 78

TOTAL LOTS: 78 LOTS

NOTES:

1. BAR W RANCH IS COVERED BY THE MUD CONSENT AGREEMENT. THERE IS NO CITY MANDATED ZONING.

ADJACENT OWNERS

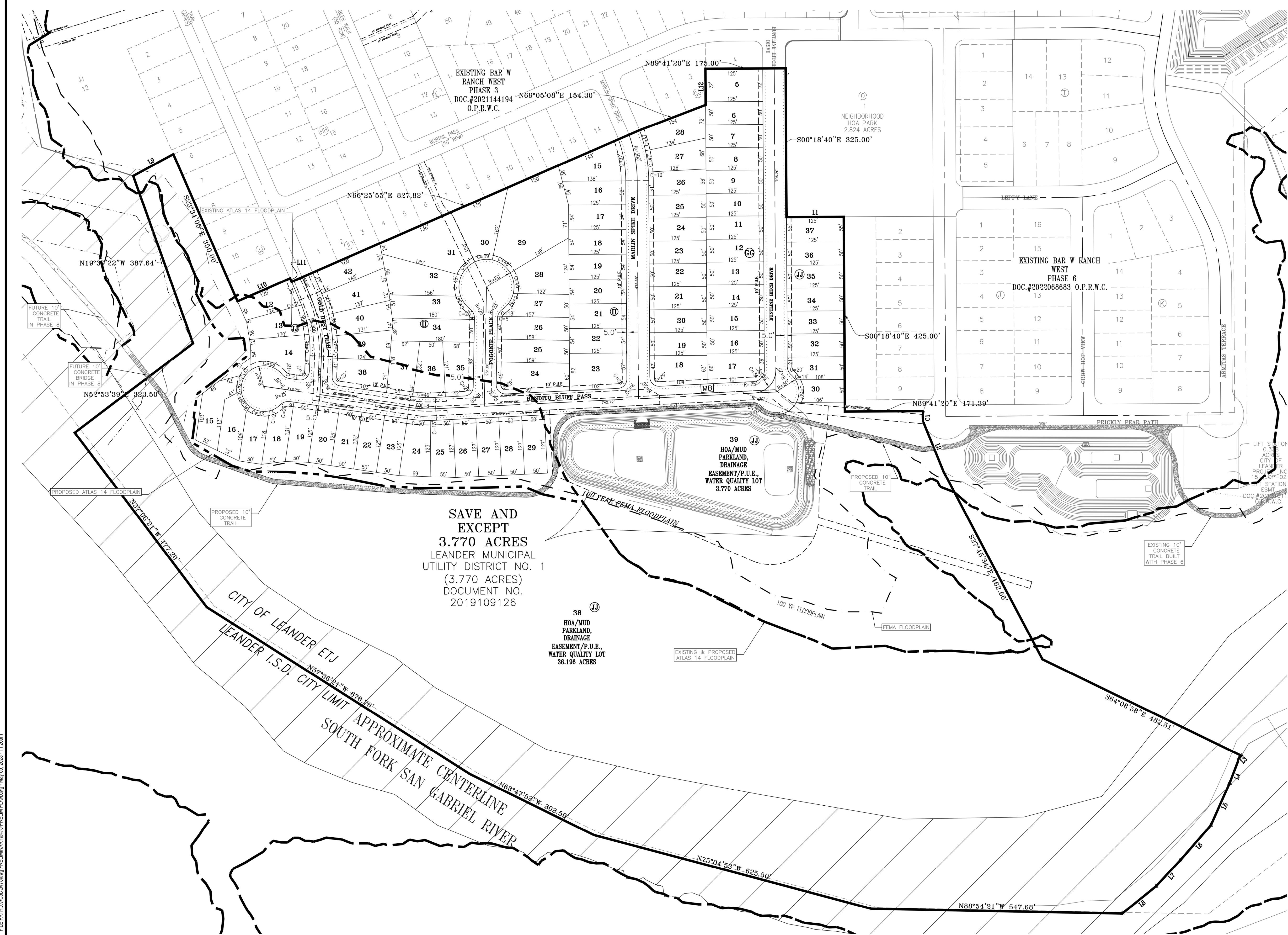
1. LAMB HUIE & DORIS S CO - TRS OF LIVING TRUST
2600 COUNTY ROAD 274,
LEANDER, TX 78641
R032198
2. PALMERA BLUFF DEVELOPMENT INC
1445 CR 270,
LEANDER, TX 78641
R032109
3. PALMERA BLUFF DEVELOPMENT INC
1445 CR 270,
LEANDER, TX 78641
R542730
4. HIGHTEN LEANDER 76 LLC
300 CHRISTOPHER LN,
LEANDER, TX 78641
R07809
5. CASSADY, TERRY I & SHARON H
1541 ORCHARD DR,
LEANDER, TX 78641
R037811
6. WEDEMEYER, HOWARD BERKLEY
COUNTY ROAD 267,
LEANDER, TX 78641
R544597
7. LEANDER MUD #1
COUNTY ROAD 267, LEANDER, TEXAS 78641
R590760
R590400
8. CONTINENTAL HOMES OF TEXAS LP
GOLD DUST TRL., LEANDER, TX 78641
R617294 R617269 R617277 R617241
R617287 R617270 R617278 R617242
R617288 R617271 R617279 R619969
R617289 R617272 R617280
R617290 R617273 R617281
R617291 R617274 R617282
R617292 R617275 R617239
R617293 R617276 R617240
9. CONTINENTAL HOMES OF TEXAS LP DBA DR HORTON
BOBTAIL PASS, LEANDER, TX 78641
R607927

FLOOD PLAIN NOTE:

A PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP # 48491C0455F WILLIAMSON COUNTY, TEXAS DATED DECEMBER 20, 2019.

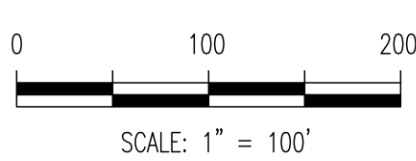
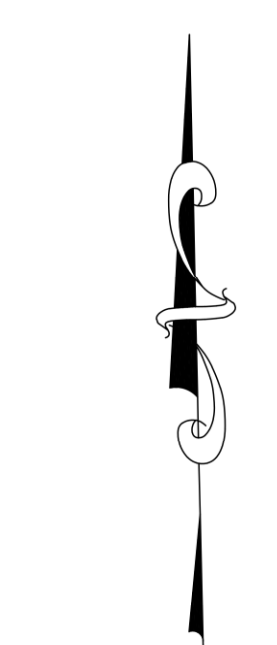
DESIGNED BY: CRB	DRAWN BY: ISL
DATE	
REVISION	
Carlson, Brigrance & Doering, Inc. Civil Engineering & Surveying FIRM ID #13791 Main Office: 12129 RR (23) N. Ste. 600 Austin, Texas 78750 Phone No. (512) 280-5160 Fax No. (512) 280-5165	
SHEET NAME: OVERALL PRELIMINARY PLAT (200 SCALE)	
JOB NAME: BAR W RANCH WEST PHASE 9	PROJECT: PRELIMINARY PLAN
5-23-23 LEE A. WHITE 102471 PROFESSIONAL ENGINEER CARLSON, BRIGRANCE & DOERING, INC. ID# F3791	
DATE: DEC 2022	
JOB NUMBER: 5475	
SHEET: 4 OF 13	
SHEET NO.: 4	

BAR W RANCH WEST - PHASE 9
PRELIMINARY PLAT



LEGEND

P.U.E.	PUBLIC UTILITY EASEMENT
L.S.L.	LANDSCAPE LOT
D.E.	DRAINAGE EASEMENT
S.W.E.	SIDEWALK LOT
17	LOT NUMBER
Ⓢ	BLOCK NUMBER
Ⓢ	ADJOINER OWNERSHIP
---	EASEMENT LINE
---	SIDEWALK LOCATION (5' WIDE)
---	10' P.U.E.
---	100-YR FULLY DEVELOPED FLOODPLAIN
---	EXISTING PHASE BOUNDARY
---	PHASE 9 BOUNDARY
---	BUFFER ZONE LINE
---	PROPOSED ATLAS 14 100 YR FLOODPLAIN
---	EXISTING ATLAS 14 100 YR FLOODPLAIN
---	FLOODWAY



Line Table			Line Table		
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L5	101.00	S24°00'00"W	L20	51.78	S8°16'34"W
L6	102.00	S41°00'00"W	L21	50.31	N8°59'42"W
L7	77.00	S43°00'00"W	L22	16.37	S8°14'03"E
L8	94.85	S51°00'00"W	L23	34.25	N02°15'40"E
L9	99.53	N61°28'20"E	L24	43.81	S02°15'40"W
L10	125.00	N66°25'55"E	L25	63.87	N8°09'15"E
L11	8.22	S23°34'05"E	L26	50.56	S07°28'38"E
L12	78.94	N00°18'40"W	L27	15.14	S07°28'38"E
L13	50.00	S09°20'14"E	L28	89.46	N14°38'37"W
L14	50.10	S01°37'36"E	L29	43.65	N23°34'05"W
L15	58.01	N75°31'56"E	L30	43.65	S23°34'05"E
C1	38.72	S04°08'58"E			

SAVE AND EXCEPT
3.770 ACRES
LEANDER MUNICIPAL
UTILITY DISTRICT NO. 1
(3.770 ACRES)
DOCUMENT NO.
2019109126

38
HOA/MUD
PARKLAND,
DRAINAGE
EASEMENT/P.U.E.,
WATER QUALITY LOT
36.196 ACRES

39
HOA/MUD
PARKLAND,
DRAINAGE
EASEMENT/P.U.E.,
WATER QUALITY LOT
3.770 ACRES

DESIGNED BY:
CRB

DRAWN BY:
ISL

DATE

REVISION

Carlson, Brigrance & Doering, Inc.
Civil Engineering & Surveying
FIRM ID #13791
Main Office: 12129 RR (23) N. Ste. 600
Austin, Texas 78750
Phone No. (512) 280-5160 Fax No. (512) 280-5165

PRELIMINARY PLAT (100 SCALE)

BAR W RANCH WEST PHASE 9

PRELIMINARY PLAN

SHEET NAME:

JOB NAME:

PROJECT:

5-5-23

DATE: DEC 2022

JOB NUMBER: 5475

SHEET: 5 OF 13

SHEET NO.: 5

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PP-22-0025

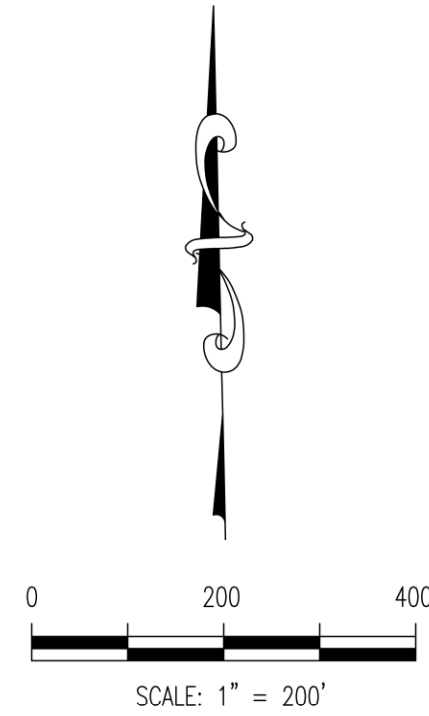
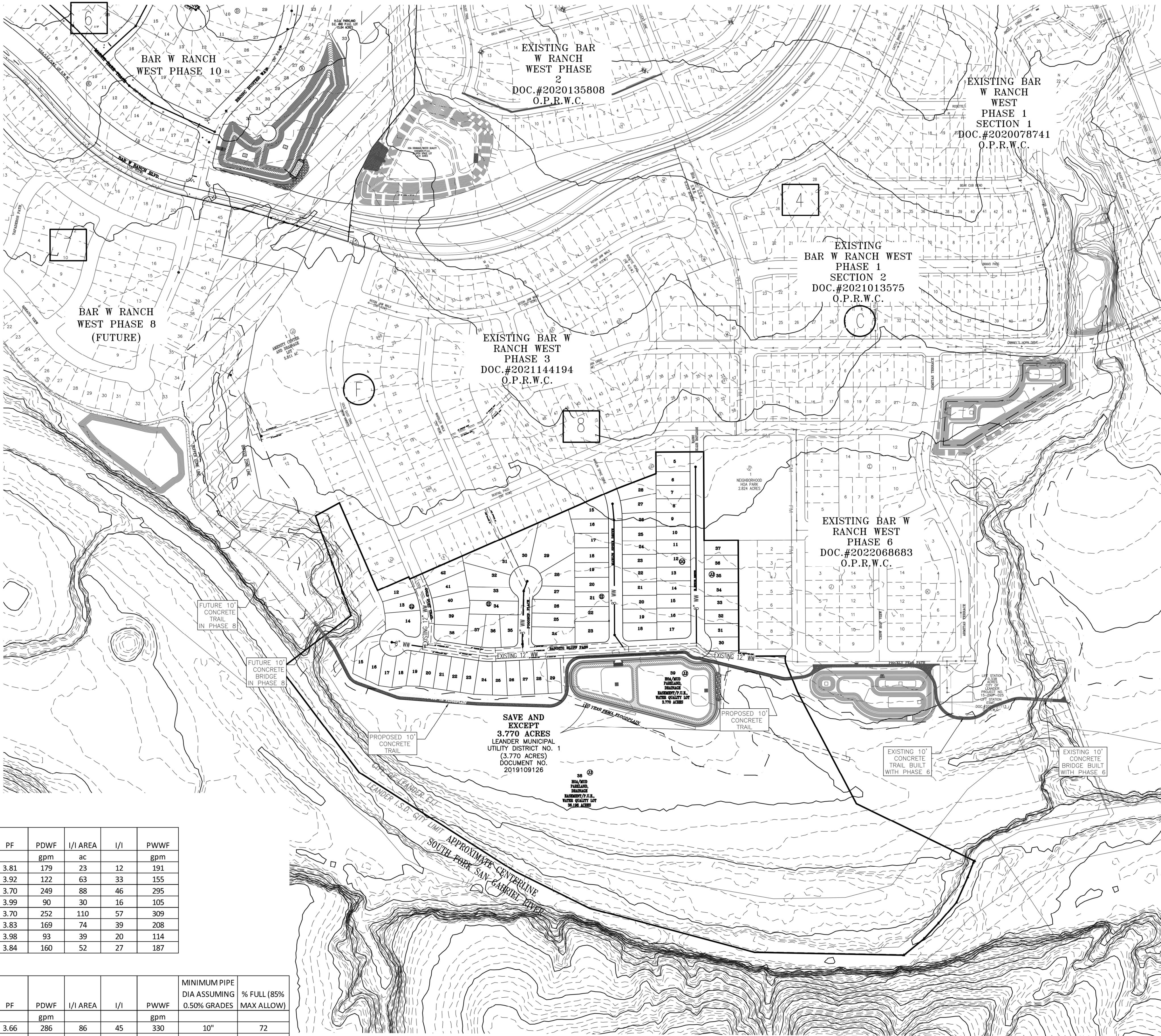
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BAR W RANCH WEST
MASTER WASTEWATER CALCULATIONS

Planning Area	Development Assumption	Estimated LUEs	ADWF	PF	PDWF	I/I AREA	I/I	PWWF
			gpm		gpm	ac		gpm
1	MF @ 24 upa	276	47	3.81	179	23	12	191
2	SF Detached	183	31	3.92	122	63	33	155
3	SF Detached	395	67	3.70	249	88	46	295
4	SF Detached	132	22	3.99	90	30	16	105
5	SF Detached	400	68	3.70	252	110	57	309
6	SF Detached	260	44	3.83	169	74	39	208
7	SF Detached	138	23	3.98	93	39	20	114
8	SF Detached	245	42	3.84	160	52	27	187

COMBINED FLOW CALCULATIONS

Planning Areas Combined	Total LUEs	ADWF	PF	PDWF	I/I AREA	I/I	PWWF	MINIMUM PIPE DIA ASSUMING 0.50% GRADES	% FULL (85% MAX ALLOW)
		gpm		gpm			gpm		
A 1-2	459	78	3.66	286	86	45	330	10"	72
B 1-2,5	859	146	3.44	503	196	102	605	10"	72
C 1-3,5	1254	213	3.30	703	284	148	851	12"	65
D 1-5	1386	236	3.26	768	314	164	931	12"	69
E 6-7	398	68	3.70	251	113	59	310	10"	79
F 6-8	643	109	3.54	388	165	86	474	12"	62
G 1-8	1041	345	3.10	1070	278	145	1215	15"	58



- 5 WASTEWATER PLANNING AREA
- B COMBINED PLANNING AREA MAIN WW LINE

WW SIZING NOTE:

THE 15" WW LINE IS OVERSIZED TO ALLOW FOR FLEXIBILITY IN FUTURE UPSTREAM FLOWS. CALCULATIONS PROVIDED ARE FOR MINIMUM PIPE DIAMETERS WHERE A 15" LINE WOULD BE GREATER THAN MINIMUM SIZE REQUIREMENTS.

NOTES:

1. ALL WATER LINES ARE 8" UNLESS NOTED OTHERWISE.
2. ALL WASTEWATER LINES ARE 8" UNLESS NOTED OTHERWISE.
3. ALL SANITARY MANHOLES ARE 48" DIAMETER UNLESS NOTED OTHERWISE.

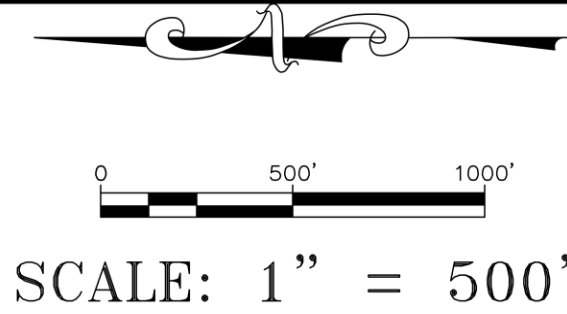
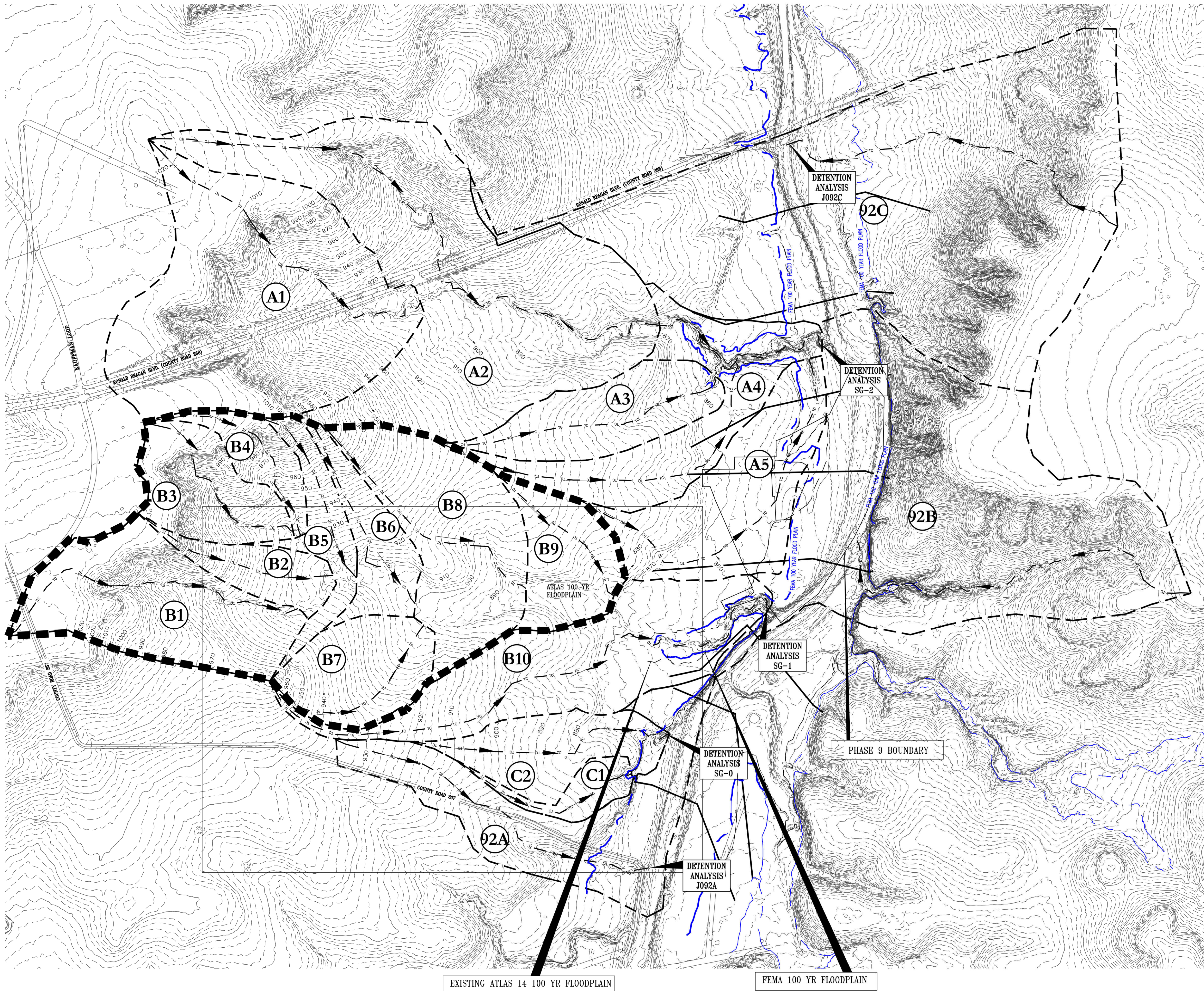
NOTES:

BAR W RANCH LIFT STATION PHASE 2 IMPROVEMENTS ARE REQUIRED TO BE CONSTRUCTED BEFORE BAR W RANCH PHASE 9 PUBLIC IMPROVEMENTS CAN BE CLOSED-OUT AND ACCEPTED BY THE CITY OF LEANDER.

DESIGNED BY: CRB	DRAWN BY: ISI
DATE	
REVISION	
SHEET NAME: OVERALL WASTEWATER PLAN	
JOB NAME: BAR W RANCH WEST PHASE 9	
PROJECT: PRELIMINARY PLAN	
SHEET NO. 7 OF 13	
SHEET NO. 7	
DATE: DEC 2022	
JOB NUMBER: 5475	
SHEET NO. 7 OF 13	
SHEET NO. 7	

Carlson, Brigrance & Doering, Inc.
Civil Engineering & Surveying
FIRM ID #E3791
Main Office: 12129 RR 630 N, Ste. 600
Austin, Texas 78750
Phone No. (512) 280-5160 Fax No. (512) 280-5165

LEE A. WHITE
102471
PROFESSIONAL ENGINEER
CARLSON, BRIGRANCE & DOERING, INC.
ID# F3791



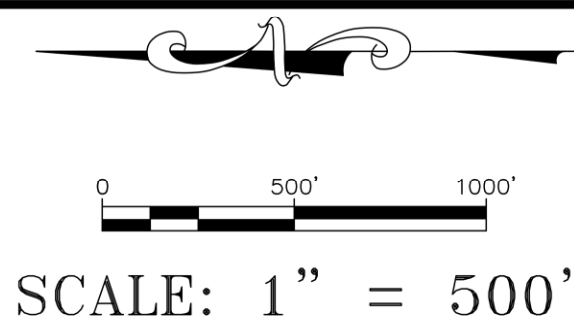
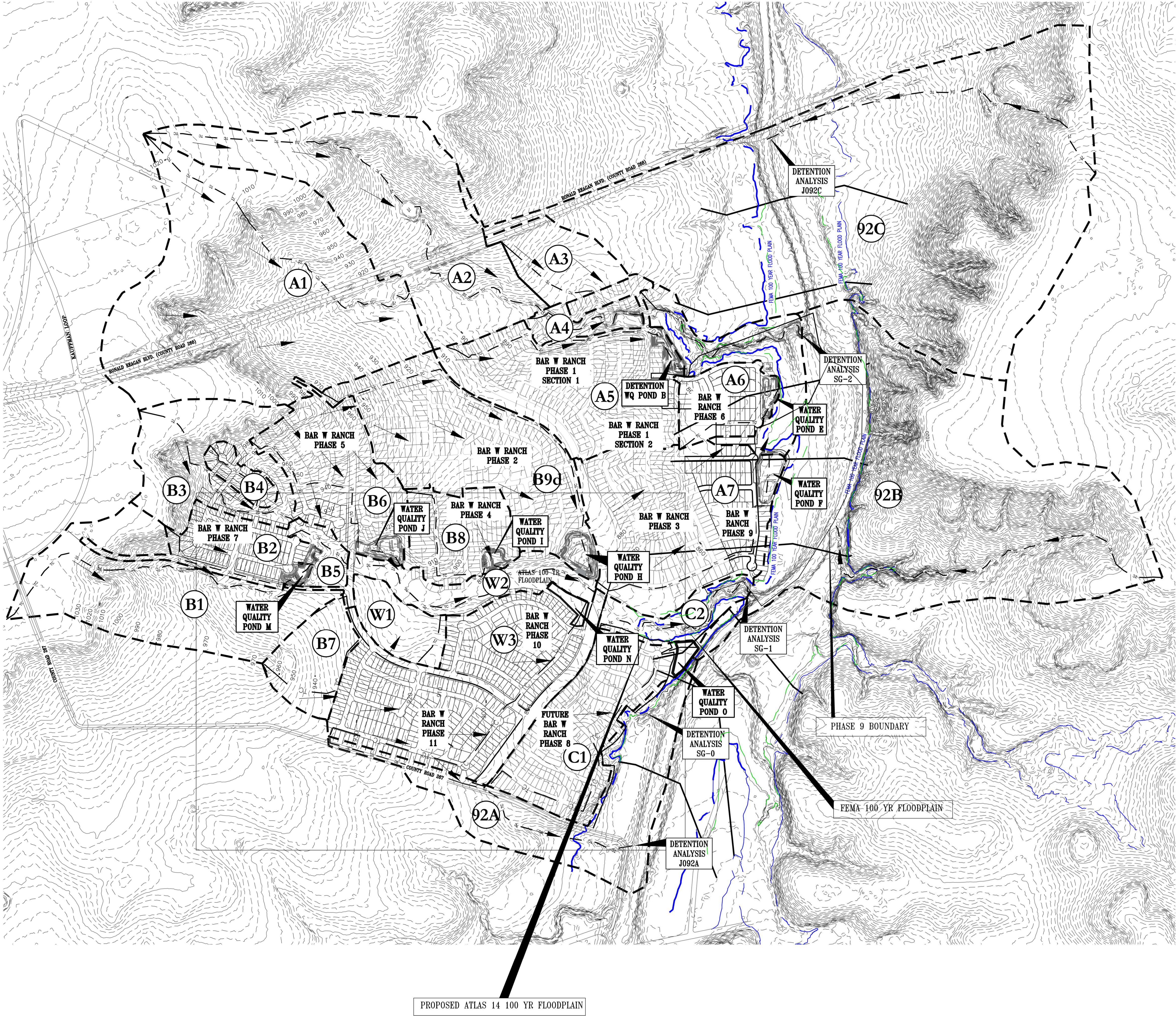
LEGEND

- DRAINAGE BOUNDARY LINE
- A1** DRAINAGE AREA LABEL
- 940 EXISTING CONTOUR 10'
- - - EXISTING CONTOUR 2'
- FLOW ARROW
- - - EX. ATLAS 100 YR FLOODPLAIN
- FEMA 100 YEAR FLOOD PLAN
- TC TC PATH DEVELOPED
- PROJECT BOUNDARY

ANALYSIS POINT FLOW TABLE			
J092A			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14442	14428	
10 YR	34994	34970	
25 YR	50889	50846	
100 YR	85781	85713	
SG-0			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14444	14428	
10 YR	34999	34970	
25 YR	50896	50846	
100 YR	85791	85713	
SG-1			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14466	14457	
10 YR	35046	35026	
25 YR	50959	50920	
100 YR	85889	85825	
SG-2			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14503	14492	
10 YR	35123	35102	
25 YR	51065	51023	
100 YR	86051	85982	
J092C			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14518	14508	
10 YR	35157	35137	
25 YR	51110	51069	
100 YR	86120	86053	

■■■■ RIPARIAN BUFFER DRAINAGE AREA = 282 AC.

DESIGNED BY: CRB	DRAWN BY: JSL
DATE	
REVISION	
Carlson, Brigrance & Doering, Inc. Civil Engineering & Surveying FIRM ID #13791 Main Office: 12129 RR (33) N, Ste. 600 Austin, Texas 78749 Phone No. (512) 280-5160 Fax No. (512) 280-5165	
EXISTING HYDROLOGY MAP	
BAR W RANCH WEST PHASE 9	
PRELIMINARY PLAN	
SHEET NAME:	4-21-23
JOB NAME:	LEE A. WHITE 102471 LICENSED PROFESSIONAL ENGINEER CARLSON, BRIGRANCE & DOERING, INC. ID# F3791
DATE	DEC 2022
JOB NUMBER	5475
SHEET	9 OF 13
SHEET NO.	9



LEGEND

- DRAINAGE BOUNDARY LINE
- Ⓐ1 DRAINAGE AREA LABEL
- 940 EXISTING CONTOUR 10'
- EXISTING CONTOUR 2'
- FLOW ARROW
- PROP. ATLAS 100 YR FLOODPLAIN
- FEMA 100 YEAR FLOOD PLAN
- TC TC PATH DEVELOPED
- PROJECT BOUNDARY

ANALYSIS POINT FLOW TABLE			
J092A			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14442	14428	
10 YR	34994	34970	
25 YR	50889	50846	
100 YR	85781	85713	
SG-0			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14444	14428	
10 YR	34999	34970	
25 YR	50896	50846	
100 YR	85791	85713	
SG-1			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14466	14457	
10 YR	35046	35026	
25 YR	50959	50920	
100 YR	85889	85825	
SG-2			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14503	14492	
10 YR	35123	35102	
25 YR	51065	51023	
100 YR	86051	85982	
J092C			
STORM	EXISTING	FULL BUILD OUT	
YEAR	CFS	CFS	
2YR	14518	14508	
10 YR	35157	35137	
25 YR	51110	51069	
100 YR	86120	86053	

DESIGNED BY: CRR
DATE:
REVISION:

DRAWN BY: ISL
DATE:
REVISION:

SHEET NAME: PROPOSED HYDROLOGY MAP
JOB NAME: BAR W RANCH WEST PHASE 9
PROJECT: PRELIMINARY PLAN

4-21-23
STATE OF TEXAS
LEE A. WHITED
102471
PROFESSIONAL ENGINEER
CARLSON, BRIGANCE & DOERING, INC.
ID# F3791

DATE: DEC 2022
JOB NUMBER: 5475
SHEET: 10 OF 13
SHEET NO.: 10

Carlson, Brigance & Doering, Inc.
Civil Engineering & Surveying
FIRM ID #F3791
Main Office: 12129 RR (330) N. Ste. 600
Austin, Texas 78749
Phone No. (512) 280-5160 Fax No. (512) 280-5165

PRELIMINARY PLAT
BAR W RANCH WEST - PHASES 9

EXISTING BAR W
RANCH WEST
PHASE 2
DOC.#2020135808
O.P.R.W.C.

EXISTING BAR W
RANCH WEST
PHASE 3
DOC.#2021144194
O.P.R.W.C.

EXISTING BAR W
RANCH WEST
PHASE 1
SECTION 1

EXISTING BAR W
RANCH WEST
PHASE 1
SECTION 2

EXISTING BAR W
RANCH WEST
PHASE 6

HOA PARK
2.824 AC

WATER QUALITY
POND
2.49 ACRES

WATER QUALITY
POND
1.59 ACRES

GREENBELT
4.315 AC

EXISTING DETENTION/
WATER QUALITY
POND B
2.28 ACRES

FLOODPLAIN
1.68 AC

LEGEND

- PHASE BOUNDARY
- FUTURE RIGHT-OF-WAY
- LOT LINE
- EASEMENT LINE
- CREEK CENTERLINE
- FEMA 100-YR FLOODPLAIN
- PROPOSED ATLAS 14 100 YR FLOODPLAIN
- EXISTING ATLAS 14 100 YR FLOODPLAIN
- PARK LAND
- DETENTION/WATER QUALITY POND

PHASE 9 GREENBELT / PARKLAND DEDICATION:
GREENBELT: (EXCLUDING POND) 36.196 ACRES
NEIGHBORHOOD PARK 0.00 ACRES
TOTAL ACRES: 36.196 ACRES
FEMA 100-YR FLOOD PLAIN AREA: 33.380 ACRES
DEDUCTION FOR STEEP SLOPES: 0.00 ACRES

NET PARKLAND & GREENBELT: 2.816 ACRES

PARKLAND REQUIRED:
LAND: 3.5 AC/ 100 LOTS; 3.5/100 X 78 LOTS = 2.73 ACRES
FEE: \$400.00/ UNIT X 78 UNITS = \$31,200.00

NOTE: A FEE, OR IMPROVEMENTS TO THE NEIGHBORHOOD PARK
TOTALING \$31,200.00 WILL BE PROVIDED WITH PHASE 9.

PARKLAND SUMMARY:
PHASE 1 EXCESS PARKLAND = 3.85 ACRES
PHASE 2 EXCESS PARKLAND = 0.04 ACRES
PHASE 3 EXCESS PARKLAND = 0.37 ACRES
PHASE 4 EXCESS PARKLAND = -3.64 ACRES
PHASE 5 EXCESS PARKLAND = -1.47 ACRES
PHASE 6 EXCESS PARKLAND = 1.64 ACRES
PHASE 7 EXCESS PARKLAND = 9.16 ACRES
PHASE 9 EXCESS PARKLAND = 2.816 ACRES
PHASE 10/11 EXCESS PARKLAND = 2.29 ACRES

TOTAL EXCESS PARKLAND PHASES 1-7; 9-11: 15.056 ACRES

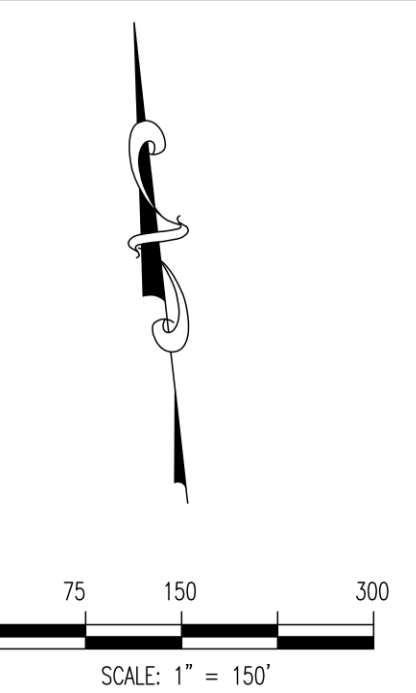
SAVE AND EXCEPT
3.770 ACRES
LEANDER MUNICIPAL UTILITY
DISTRICT NO. 1
(3.770 ACRES)
DOCUMENT NO.
2019109126

HOA AND
PARKLAND
DRAINAGE
WATER QUALITY LOT
36.196 ACRES

EXISTING AND PROPOSED
ATLAS 14 FLOODPLAIN

FEMA FLOODPLAIN

CITY OF LEANDER ETJ
LEANDER I.S.D. CITY LIMIT
SOUTH FORK SAN GABRIEL RIVER
APPROXIMATE CENTERLINE



DESIGNED BY:	CRB	DRAWN BY:	ISI
DATE			
REVISION			

Carlson, Brigrance & Doering, Inc.
Civil Engineering & Surveying
FIRM ID #E3791
Main Office: 5501 West William Canyon Dr., Austin, Texas 78750
Phone No. (512) 280-5160 Fax No. (512) 280-5165

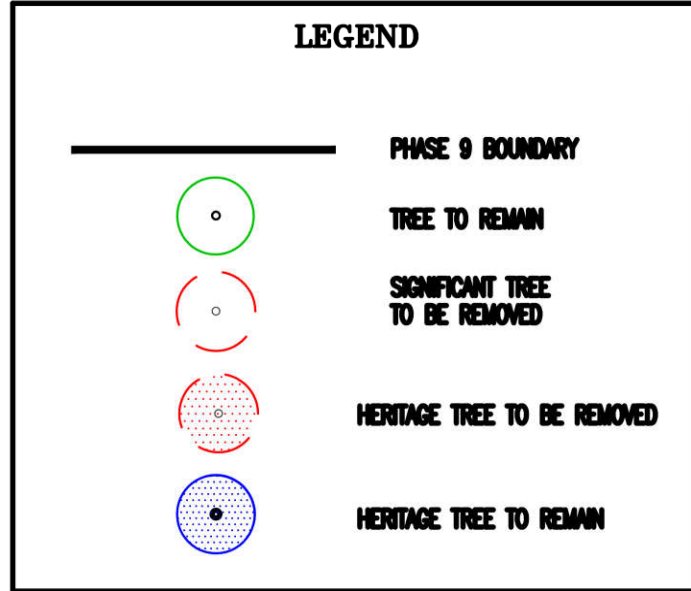
PARKS PLAN
BAR W RANCH WEST PHASE 9
PRELIMINARY PLAN

SHEET NAME:
JOB NAME:
PROJECT:

4-21-23
LEE A. WHITE
102471
LICENSED PROFESSIONAL ENGINEER
CARLSON, BRIGRANCE & DOERING, INC.
ID# F3791

DATE: DEC 2022
JOB NUMBER: 5475
SHEET: 11 OF 13
SHEET NO.: 11

FILE PATH: \\AC3D\\5475\\dwg\\PRE\\MINARY\\5475-TREE SURVEY 1-19-2022.dwg - Apr 20 2023 - 9:45am



NOTE:
NO HERITAGE TREES ARE PROPOSED FOR REMOVAL.

TREE LIST			
POINT NO.	DESCRIPTION		
	300012	TREE MS SPANISH OAK 17" 16"	
	300013	TREE MS SPANISH OAK 12" 12"	

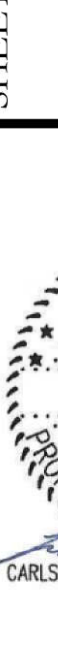
TREE SURVEY DATE: OCTOBER 2021

TREE MITIGATION REQUIREMENT OVERALL SUMMARY:

	TOTAL INCHES	INCHES REMOVED	MITIGATION	INCHES RETAINED
SIGNIFICANT TREES 18"-26" SUBDIVISION	57	0	0	57
HERITAGE TREES (2:1 REQUIRED) SUBDIVISION	0	0	0	0
TOTAL INCHES OF TREES	57	0	0	57

NOTE:

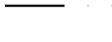
1. MITIGATION FOR SIGNIFICANT TREES IS NOT REQUIRED BECAUSE OVER 40% ARE BEING RETAINED (100%)
2. TREES TO BE REMOVED ARE ONLY FROM PUBLIC INFRASTRUCTURE AREAS INCLUDING STREET RIGHT-OF-WAYS AND EASEMENTS.
3. PER THE MUD CONSENT AGREEMENT, MITIGATION FOR HERITAGE TREE REMOVAL CAN BE THROUGH NEW TREE PLANTINGS OR PAYMENT OF FEE-IN-LIEU OF TREE PLANTING.

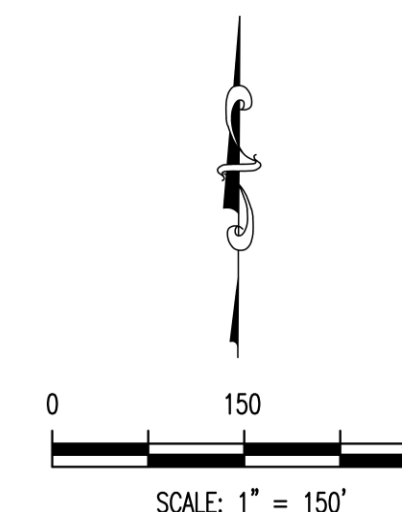
SHEET NAME:		TREE SURVEY				4-21-23	
JOB NAME:		BAR W RANCH WEST PHASE 9				Carlson, Brigance & Doering, Inc. Civil Engineering ♦ Surveying FIRM ID # F3791	
PROJECT:		PRELIMINARY PLAN		Main Office 5901 West William Cannon Dr. Austin, Texas 78750 Phone No. (512) 280-5160 Fax No. (512) 280-5165		North Office 12129 RR 620 N., Ste. 600 Austin, Texas 78750	
DATE		DEC 2022		DESIGNED BY:		DRAWN BY:	
JOB NUMBER		5475		CRB		JSL	
SHEET		12 OF 13		REVISION		DATE	
SHEET NO.		12					

PRELIMINARY PLAT
BAR W RANCH WEST- PHASE 9



LEGEND

	10 FOOT CONTOURS
	2 FOOT CONTOURS
	BUFFER ZONE
	PHASE 9 BOUNDARY
	FEMA 100-YR FLOODPLAIN
	PROPOSED ATLAS 14 100 YR FLOODPLAIN
	EXISTING ATLAS 14 100 YR FLOODPLAIN
	AREA REMOVED FROM BUFFER ZONE
	AREA ADDED TO BUFFER ZONE



1. BUFFER ZONE MITIGATION AREAS (PHASE 10-11):

TOTAL BUFFER ZONE AREA PER SUBDIVISION ORDINANCE = 13.008 ACRES
 AREA REMOVED = 0.737 ACRES
 AREA ADDED = 0.812 ACRES
 TOTAL PROPOSED = 13.083 ACRES

EXTRA PROPOSED BUFFER ZONE PH 7: 0.075 ACRES
 EXTRA BUFFER ZONE PHASE 1 = 1.698 ACRES
 EXTRA BUFFER ZONE PHASE 2 = 0.000 ACRES
 EXTRA BUFFER ZONE PHASE 3 = 0.015 ACRES
 EXTRA BUFFER ZONE PHASE 4 = 0.000 ACRES
 EXTRA BUFFER ZONE PHASE 5 = 0.000 ACRES
 EXTRA BUFFER ZONE PHASE 6 = 0.000 ACRES
 EXTRA BUFFER ZONE PHASE 7 = 0.444 ACRES
 EXTRA BUFFER ZONE PHASE 9 = 0.000 ACRES

TOTAL EXTRA BUFFER ZONE PHASES 1-7, 10-11: 2.732 ACRES

*NO BUFFER ZONE IMPACTED BY PHASE 2, PHASE 4, PHASE 5, PHASE 6 AND PHASE 9

NOTE: CONTRIBUTING DRAINAGE AREA
FOR BUFFER ZONE IS 286 ACRES.

[illegible]

Carlson, Brigrance & Doering, Inc.
Civil Engineering ♦ Surveying
FIRM ID #F3791

Main Office: North Office
5501 West William Cannon Dr. 12120 RR 620 N, Ste. 600
Austin, Texas 78749 Austin, Texas 78750

SHEET NAME: BUFFER ZONE PLAN

BAR W RANCH WEST PHASE 9

PROJECT: PRELIMINARY PLAN

4-21-23



LEE A. WHITED
102471
PROFESSIONAL ENGINEER

CARLSON, BRIGANCE & DOERING, INC.
IDA # C3701

DATE	DEC 2022
JOB NUMBER	5475
SHEET	13 OF 13
SHEET NO.	



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of Subdivision Case PP-22-0028 regarding Michelle Subdivision Preliminary Plat on one parcel of land approximately 8.9 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031699; generally located at the intersection of South Brook Dr. and US 183, Leander, Williamson County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

04/18/2019 Concept Plan Approved
11/12/2020 Preliminary Plat Approved

APPLICANT/AGENT:

GarzaEMC (Jonathan McKee, P.E.) on behalf of OP III Leander Michelle Tract LP (Christopher Ellis).

RECOMMENDATION:

This is a revision to an existing preliminary plat which combines four commercial lots into two commercial lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the preliminary plat.

PRESENTER:

Michael Chenausky AICP, Senior Planner

Attachments

1. Preliminary Plat
2. Location Exhibit

OWNER: OP III LEANDER MICHELLE TRACT, LP
500 W. 5TH STREET, SUITE 700
AUSTIN, TEXAS 78701

ENGINEER: GarzaEMC, LLC.
7708 RIALTO BLVD, SUITE 125
AUSTIN, TEXAS 78735
(512) 298-3284

SURVEYOR: MANHARD CONSULTING
6448 E. HIGHWAY 290, SUITE B-105
AUSTIN, TEXAS 78723
(512) 244-3395

PROJECT AGENT: ENDEAVOR REAL ESTATE GROUP
500 W. 5TH STREET, SUITE 700
AUSTIN, TEXAS 78701
(512) 682-5585

ZONING MICHELLE TRACT PUD GC-3-A

PUD ORDINANCE 19-025-00

FUTURE LAND USE CATEGORY MULTI-USE CORRIDOR - PRIORITY CORRIDOR & GREENWAY ACTIVITY CENTER

LOT TABLE

NUBMER OF LOTS: 2

TOTAL ACREAGE OF LOTS: 8.9256 AC.

LAND USE: COMMERCIAL

PERIMETER BLOCK LENGTH: 3,348 LF

FILING DATE: 03/22/2023

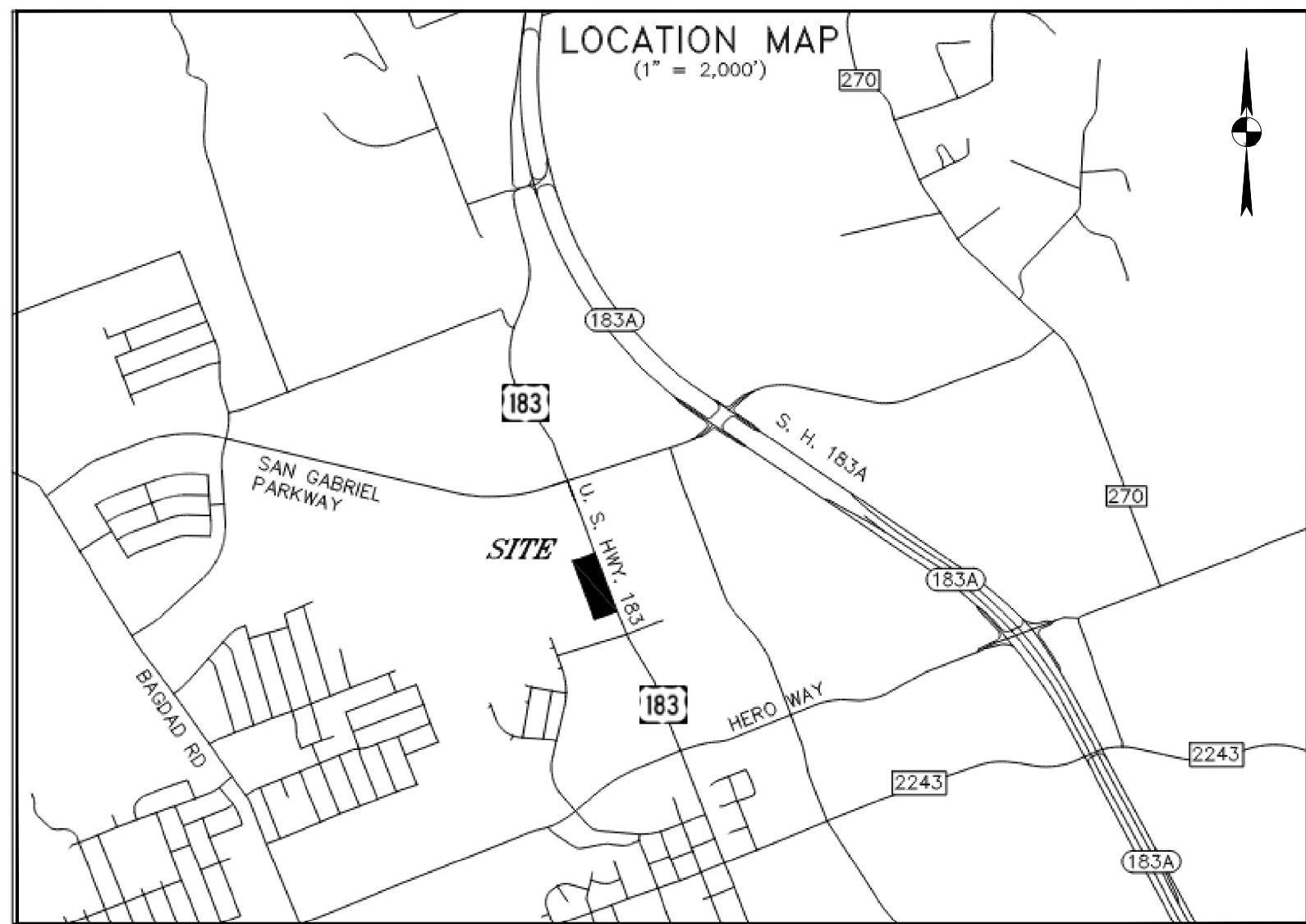
GENERAL PLAT NOTES:

1. THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
2. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.
3. 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.
4. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
5. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.
6. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
7. IN ADDITION TO THE EASEMENT SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF-WAY AND A TWO AND A HALF (2.5') FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL SIDE LOT LINES.
8. A PORTION OF THIS TRACT LIES WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #48491C 0455F EFFECTIVE DATE 12/20/2019.
9. BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE MOST CURRENT ZONING ORDINANCE OF THE CITY OF LEANDER. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE CURRENT ZONING ORDINANCE.
10. SIDEWALKS SHALL BE INSTALLED ON THE SUBDIVISION SIDE OF U.S. HIGHWAY 183 AND SOUTH BROOK DRIVE. THOSE SIDEWALKS NOT ABUTTING A RESIDENTIAL COMMERCIAL OR INDUSTRIAL LOT (INCLUDING SIDEWALKS ALONG STREET FRONTS OF LOTS PROPOSED FOR SCHOOLS, CHURCHES, PARK LOTS, DETENTION LOTS, DRAINAGE LOTS, LANDSCAPE LOTS, OR SIMILAR LOTS), SIDEWALK ON ARTERIAL STREETS TO WHICH ACCESS IS PROHIBITED, AND ALL SIDEWALKS ON SAFE SCHOOL ROUTES SHALL BE INSTALLED WHEN THE ADJOINING STREET IS CONSTRUCTED.
11. ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
12. THIS PLAT CONFORMS TO THE PRELIMINARY PLAT APPROVED BY THE PLANNING AND ZONING COMMISSION ON XX/XX/XX.
13. APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
14. ALL DRIVE LANES, FIRE LANES, AND DRIVEWAYS WITHIN THIS SUBDIVISION SHALL PROVIDE FOR RECIPROCAL ACCESS FOR INGRESS AND EGRESS TO ALL OTHER LOTS WITHIN THE SUBDIVISION AND TO ADJACENT PROPERTIES

TRAFFIC IMPACT ANALYSIS NOTE:

AT THE TIME OF SITE DEVELOPMENT PERMIT, THE APPLICATION WILL PROVIDE A PAYMENT TO THE CITY IN LIEU OF A TRAFFIC IMPACT ANALYSIS (TIA), UNLESS A TIA FOR THE ENTIRE DEVELOPMENT INDICATES THAT AVERAGE DAILY TRIPS ARE ESTIMATED BELOW 2,000.

MICHELLE SUBDIVISION PRELIMINARY PLAT REVISION #1 PP-22-0028



VICINITY MAP

1"=2000'

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

I, JONATHAN E. MCKEE, REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT A PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #48491C0455F DATED DECEMBER 20, 2019.

JONATHAN E. MCKEE
GARZA EMC
9442 N. CAPITAL OF TEXAS HWY
PLAZA ONE, SUITE 340
AUSTIN, TEXAS 78754
(512) 299-3374



SHEET INDEX	
SHEET NO.	DESCRIPTION
01	COVER SHEET
02	CONCEPT PLAN
03	EXISTING CONDITIONS PLAN
04	PRELIMINARY PLAT
05	TREE PROTECTION PLAN
06	OVERALL IMPROVEMENTS PLAN
07	EXISTING CONDITIONS DRAINAGE EXHIBIT
08	FUTURE CONDITIONS DRAINAGE EXHIBIT



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PP-22-0028

SHEET
01
OF 08

PARCEL	PHASE	APRX. LUE'S	APRX. TRIPS**
1	1 (2019)	53	1,362
2	2 (2020)		
3	3 (2020)		
4	4 (2021)		

**At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.

LEGEND	
	ACREAGE
GC - 3 - A BASE	9.3 ACRES
TOTAL	9.3 ACRES



SEC Planning, LLC
Austin, Texas
LAND PLANNING
LANDSCAPE ARCHITECTURE
COMMUNITY BRANDING
4201 W. Parmer Lane, Bldg A, Suite 220
Austin, TX 78727
T 512.246.7805
F 512.246.7783
www.secplanning.com
Email: info@secplanning.com

OWNER:
Michelle Ltd./William Pohl
10800 Pecan Park Blvd. #125
AUSTIN, TX 78750
512.335.5577



JONATHAN E. MCKEE
101180
LICENSED PROFESSIONAL ENGINEER

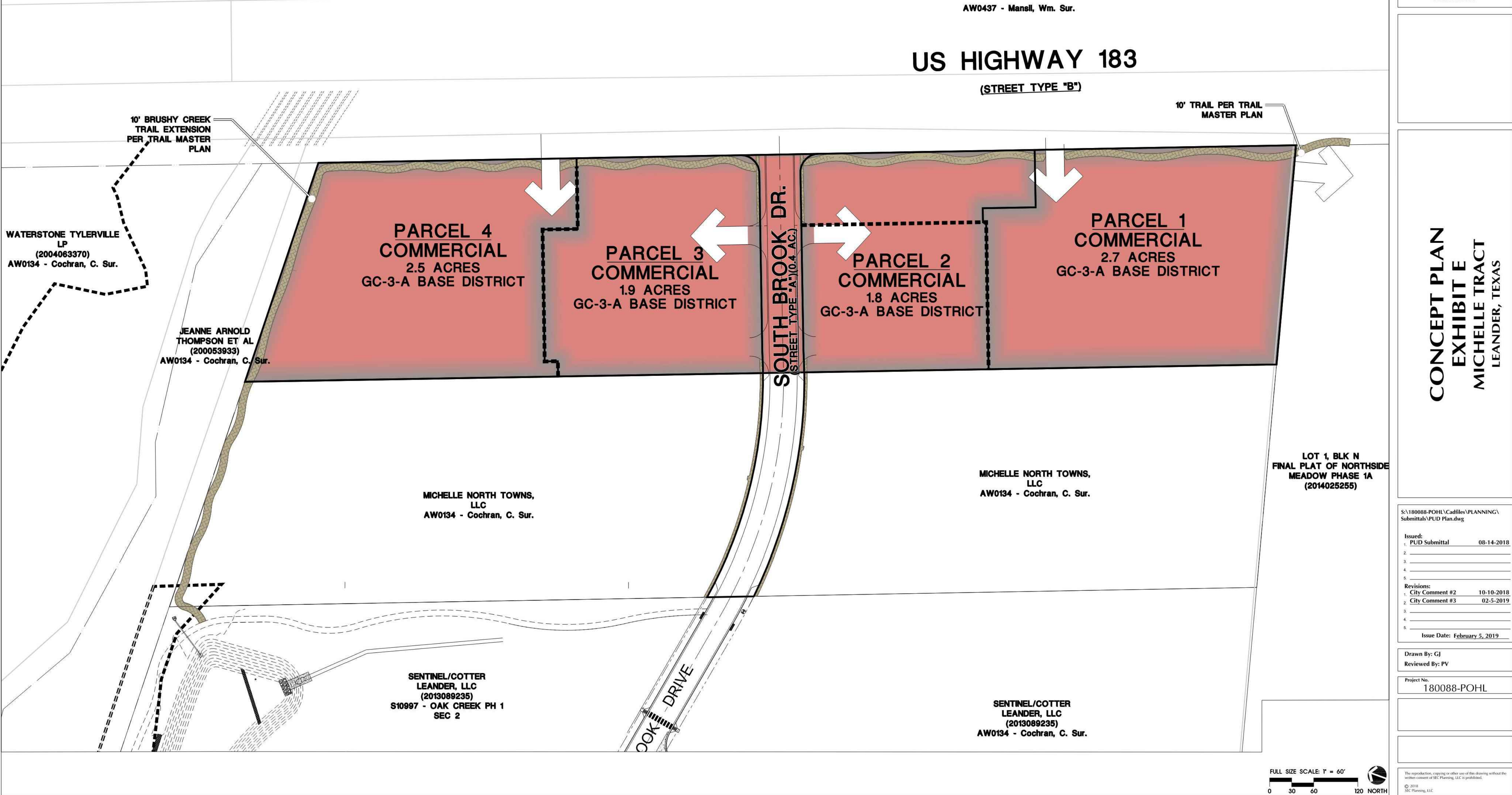
CONCEPT PLAN
EXHIBIT E
MICHELLE TRACT
LEANDER, TEXAS

S:\180088-POHL\Cadd\PLANNING\Submittals\PLD Plan.dwg	
Issued:	PLD Submittal 08-14-2018
1	
2	
3	
4	
5	
Revisions:	
1	City Comment #2 10-10-2018
2	City Comment #3 02-5-2019
3	
4	
5	
Issue Date: February 5, 2019	

Drawn By: GJ
Reviewed By: PV

Project No: 180088-POHL

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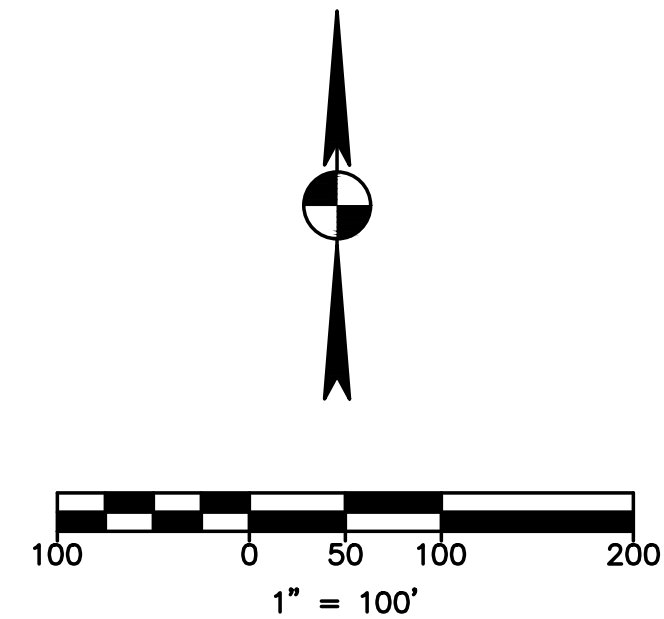
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CONCEPT PLAN

MICHELLE SUBDIVISION
PRELIMINARY PLAT REVISION #1

ENDEAVOR REAL ESTATE GROUP

DRAWN BY:
DESIGNED BY:
QA / QC:
PROJECT NO.: ---



 = FOUND 1/2-2-INCH IRON ROD
 = BENCHMARK
 = VALVE BOX
 = SANITARY SERVICE POST
 = SANITARY MANHOLE (SMH)
 = VALVE VAULT (V.V.)
 = FIRE HYDRANT/AUX. VALVE
 = ELECTRIC TRANSFORMER
 = GAS MARKER POST
 = PROPERTY LINE
 = ADJOINING PROPERTY LINE
 = EASEMENT LINE
 = GUARD RAIL
 = WIRE FENCE
 = 1 FOOT CONTOURS
 = FLOOD PLAIN LIMIT LINE
 = ATLAS 14 100YR FLOOD PLAIN LIMIT LINE

BESIDES THE WIRE FENCE, SANITARY SEWER LINE AND SANITARY SEWER MANHOLES, THERE ARE NO EXISTING IMPROVEMENTS ON THIS TRACT. PLEASE SEE THE OTHER PAGES OF THIS PRELIMINARY PLAN FOR EXISTING AND PROPOSED UNDERGROUND UTILITY LINES AND PROPOSED IMPROVEMENTS.

TREE LIST		
TREE NUMBER	TREE TYPE	CAULPER INCH
309	AMERICAN ELM	31"
310	MULTI-TRUNK BOIS D'ARC	21", 20.5"
311	BOIS D'ARC	11.5"
312	MULTI-TRUNK BOIS D'ARC	11.5", 10"
313	MULTI-TRUNK BOIS D'ARC	37", 24"
314	MULTI-TRUNK BOIS D'ARC	17", 14.5", 11.5"
315	AMERICAN ELM	19.5"
316	MULTI-TRUNK BOIS D'ARC	15.5", 13.5", 12.5"
317	CEDAR ELM	13.5"

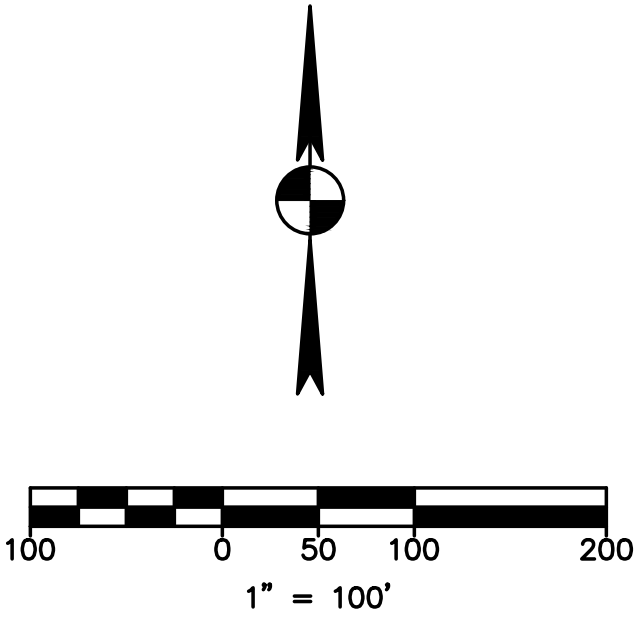
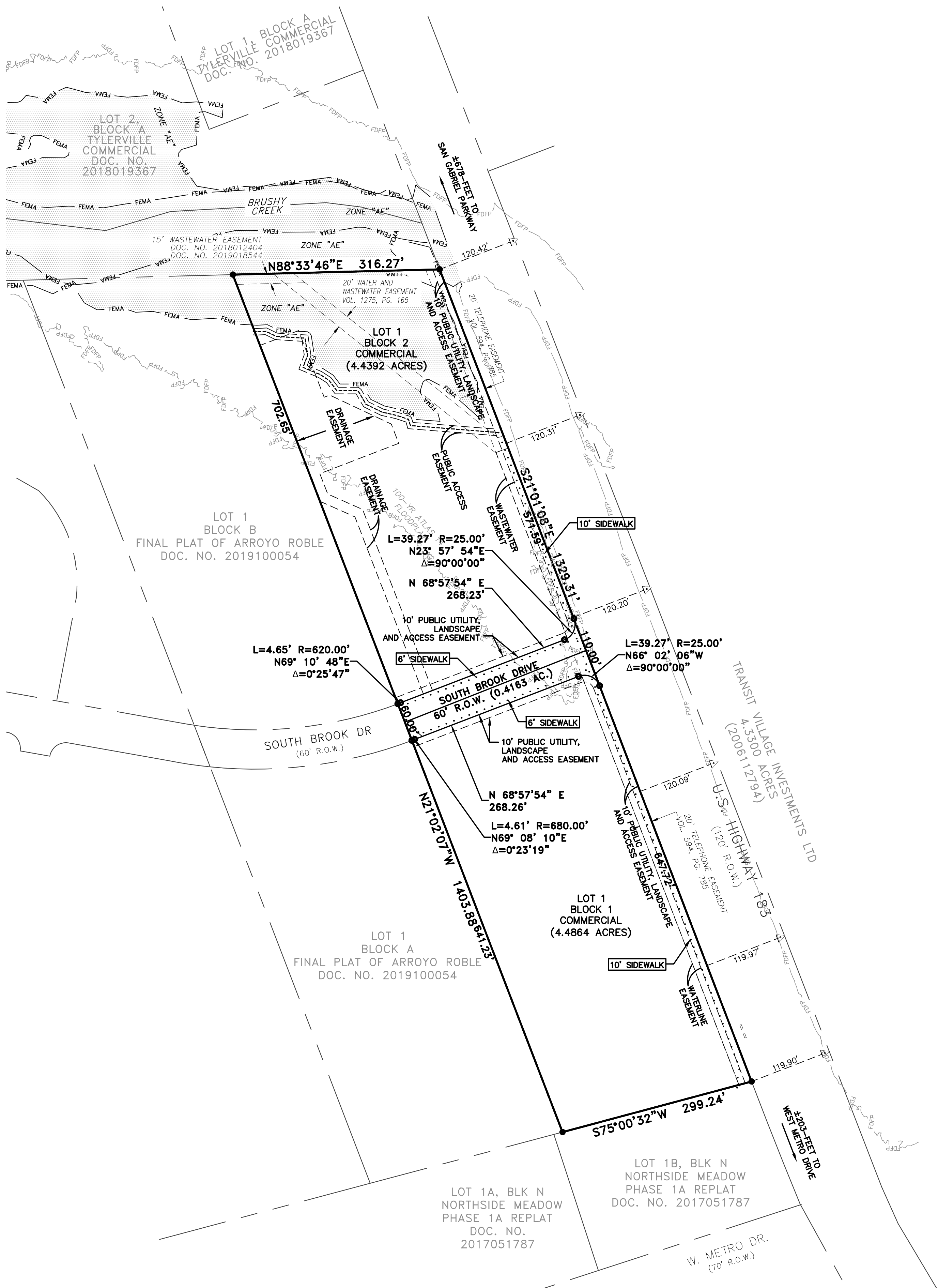
EXISTING CONDITIONS PLAN

SHEET
03
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EMC

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- LEGEND**
- = FOUND 1/2-INCH IRON ROD
 - = PROPERTY LINE
 - - - = ADJOINING PROPERTY LINE
 - - - = EASEMENT LINE
 - · · · · = SIDEWALK
 - - - - - = TRAIL

BEARING BASIS NOTE:
COORDINATES AND BEARINGS ARE BASED UPON THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (NAD 83), AS ESTABLISHED BY A REAL-TIME KINEMATIC (RTK) GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) UTILIZING THE TRIMBLE VRS NOW NETWORK.

STREET TABLE:
STREET NAME: SOUTH BROOK DRIVE
STREET LENGTH: 298 LF

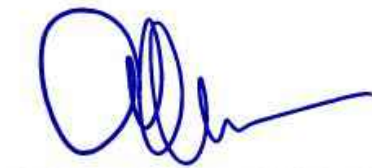
ZONING: PUD GC-3-A



November 29, 2022
RE: Southbrook Station Preliminary Plat

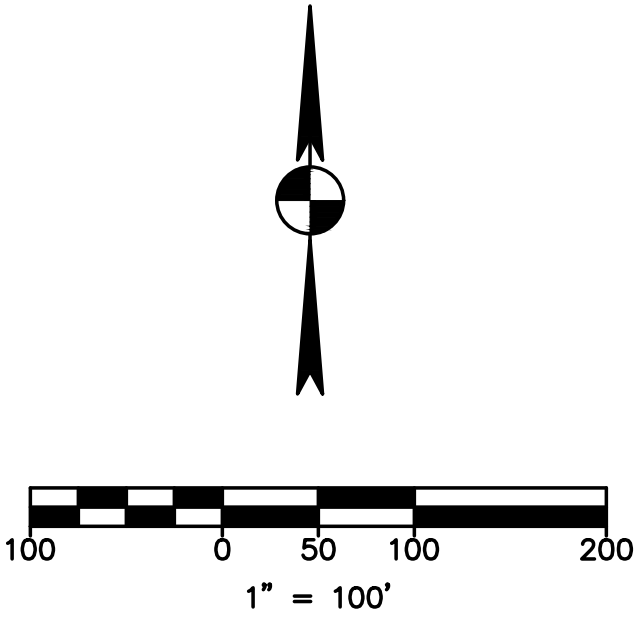
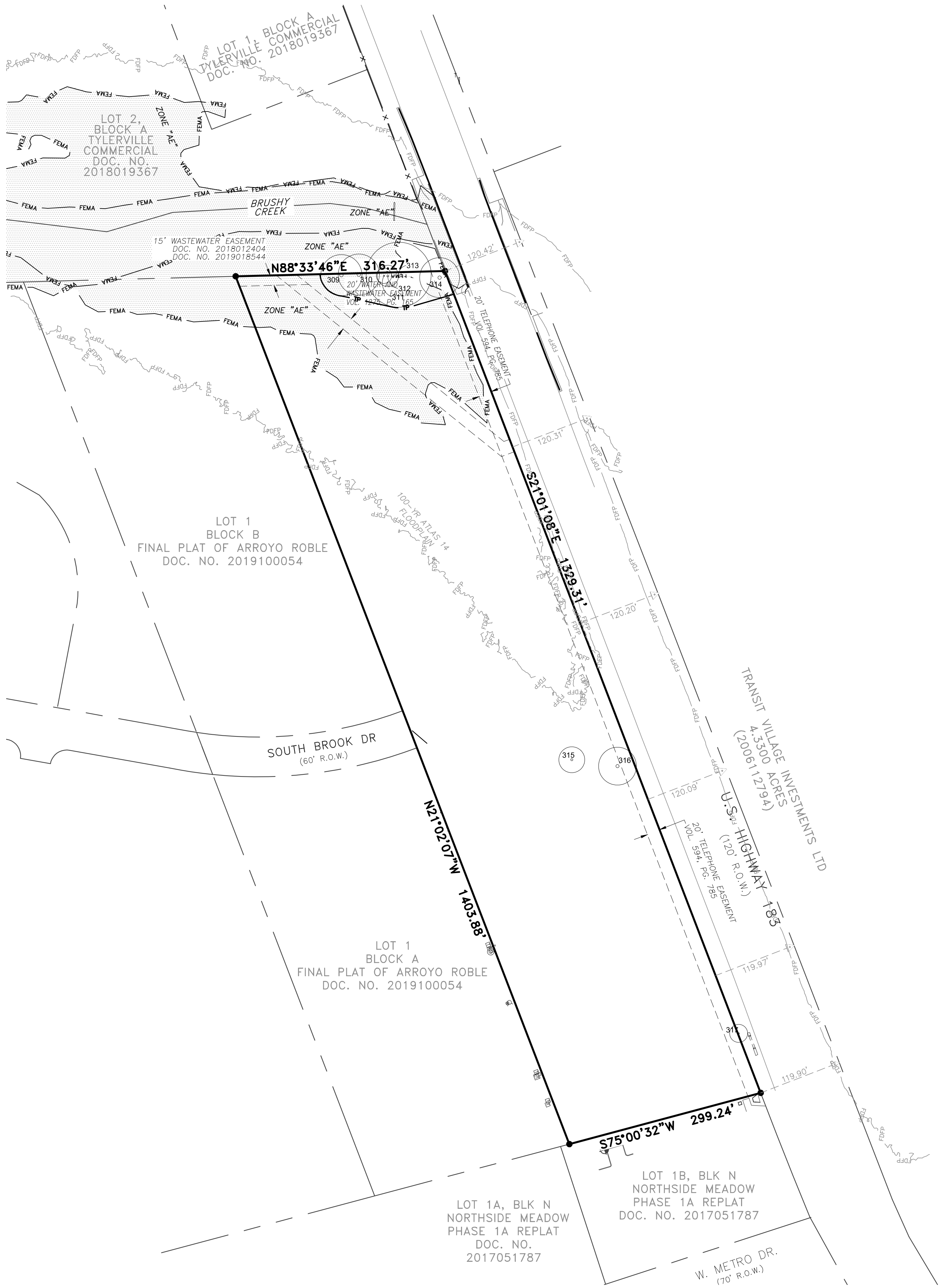
To Whom it may concern:

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.


ABRAM C. DASHNER
TEXAS RPLS 5901
TBPLS FIRM NO. 10194754



DRAWN BY:		SHEET 04 OF 08
DESIGNED BY:		
QA / QC:		
PROJECT NO.: ---		
MICHELLE SUBDIVISION PRELIMINARY PLAT REVISION #1 ENDEAVOR REAL ESTATE GROUP		
PRELIMINARY PLAT		
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TREE LIST						
TREE NUMBER	TREE TYPE	CALIPER INCH	REMOVED	PROTECTED	HERITAGE	REASON FOR REMOVAL
309	AMERICAN ELM	31"			Y	
310	MULTI-TRUNK BOIS D'ARC	21", 20.5"			N	
311	BOIS D'ARC	11.5"			N	
312	MULTI-TRUNK BOIS D'ARC	11.5", 10"			N	
313	MULTI-TRUNK BOIS D'ARC	37", 24"			N	
314	MULTI-TRUNK BOIS D'ARC	17", 14.5", 11.5"			N	
315	AMERICAN ELM	19.5"			N	
316	MULTI-TRUNK BOIS D'ARC	15.5", 13.5", 12.5"			N	
317	CEDAR ELM	13.5"			N	

EXISTING SURVEY NOTE:
EXISTING TREE AND SURVEY DATA SHOWN BASED UPON
TOPOGRAPHIC FIELD WORK COMPLETED ON 11/07/2022.

REVISION

NO.

DATE

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STATE OF TEXAS

JONATHAN E. MCKEE

101180

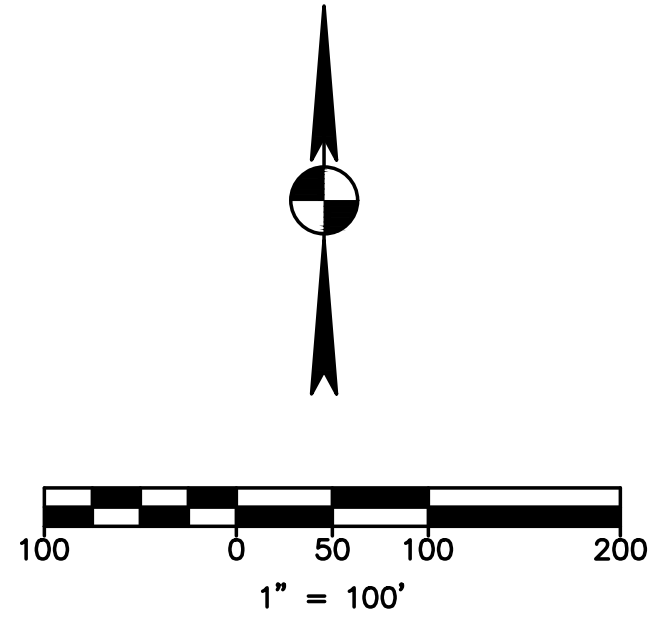
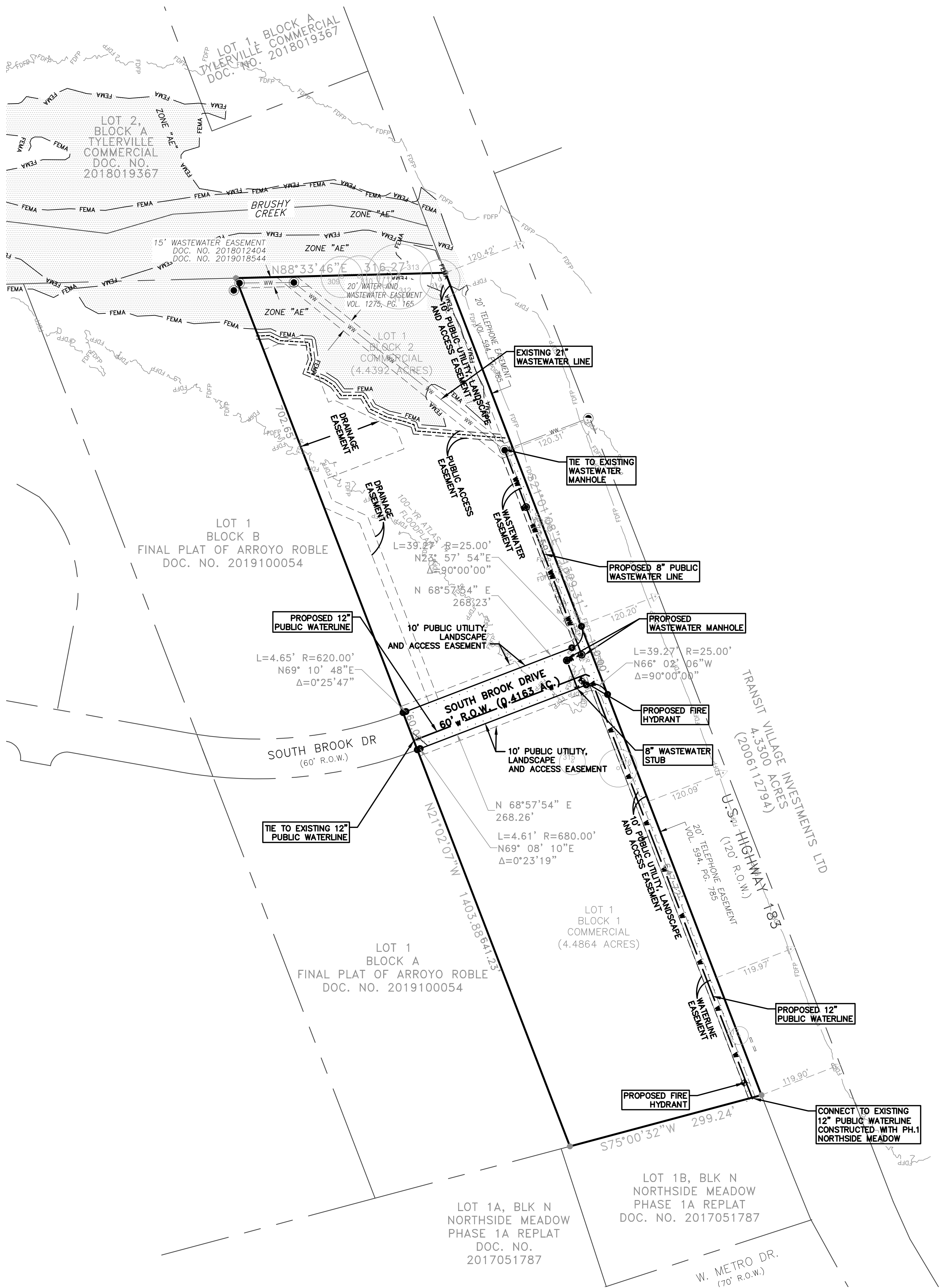
LICENSED PROFESSIONAL ENGINEER

TREE PROTECTION PLAN

MICHELLE SUBDIVISION
PRELIMINARY PLAT REVISION #1
ENDEAVOR REAL ESTATE
GROUP

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PROJECT NO.: ---

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LEGEND	
●	= FOUND 1/2-INCH IRON ROD
---	= PROPERTY LINE
- - -	= ADJOINING PROPERTY LINE
- - -	= EASEMENT LINE
---	= WASTEWATER LINE
---	= WATER LINE

- NOTES:
1. WATERLINE TO BE EXTENDED FROM THE PH1 NORTH SIDE MEADOW AVE DEVELOPMENT STUB AT THE SOUTH PROPERTY LINE OF LOT 1, BLOCK 1 TO THE STUB IN SOUTH BROOK DRIVE.
 2. WASTEWATER WILL BE CONSTRUCTED FROM THE EXISTING MANHOLE LOCATED WITHIN LOT 1, BLOCK 2 TO LOT 1, BLOCK 1.

- Water Model Results
1. Minimum Pressure: 86 psi (1,187 HGL)
 2. Maximum Pressure: 91 psi (1,179 HGL)
 3. Fire Flow Available: 5000gpm @ 62 psi residual
- Model results provided by K. Friese 5/8/2023

WATER/WASTEWATER DEMAND TABLE					
LOT	LUE	WATER DEMAND (PEAK HOUR)	WATER DEMAND (PEAK DAY)	WASTEWATER DEMAND (PEAK DRY WEATHER)	WASTEWATER DEMAND (PEAK WET WEATHER)
LOT 1, BLOCK 1	49	99.3 gpm	57.5 gpm	32.3 gpm	34.6 gpm
LOT 1, BLOCK 2	45	96.3 gpm	56.7 gpm	31.4 gpm	33.7 gpm

OVERALL
IMPROVEMENTS PLAN

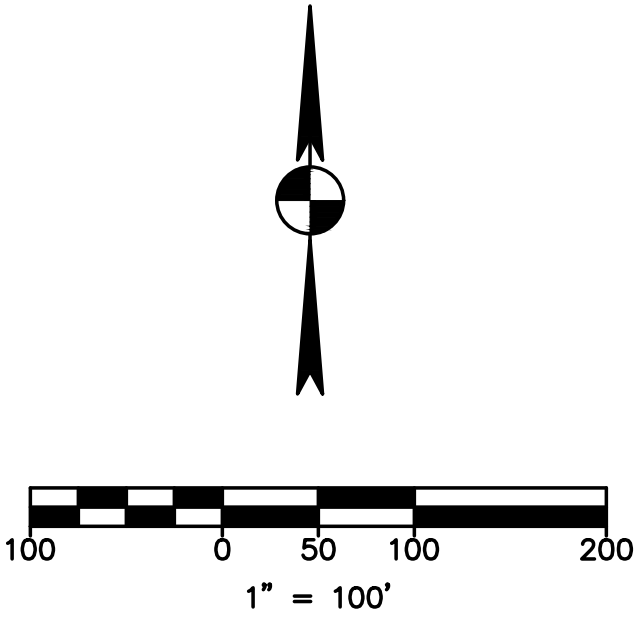
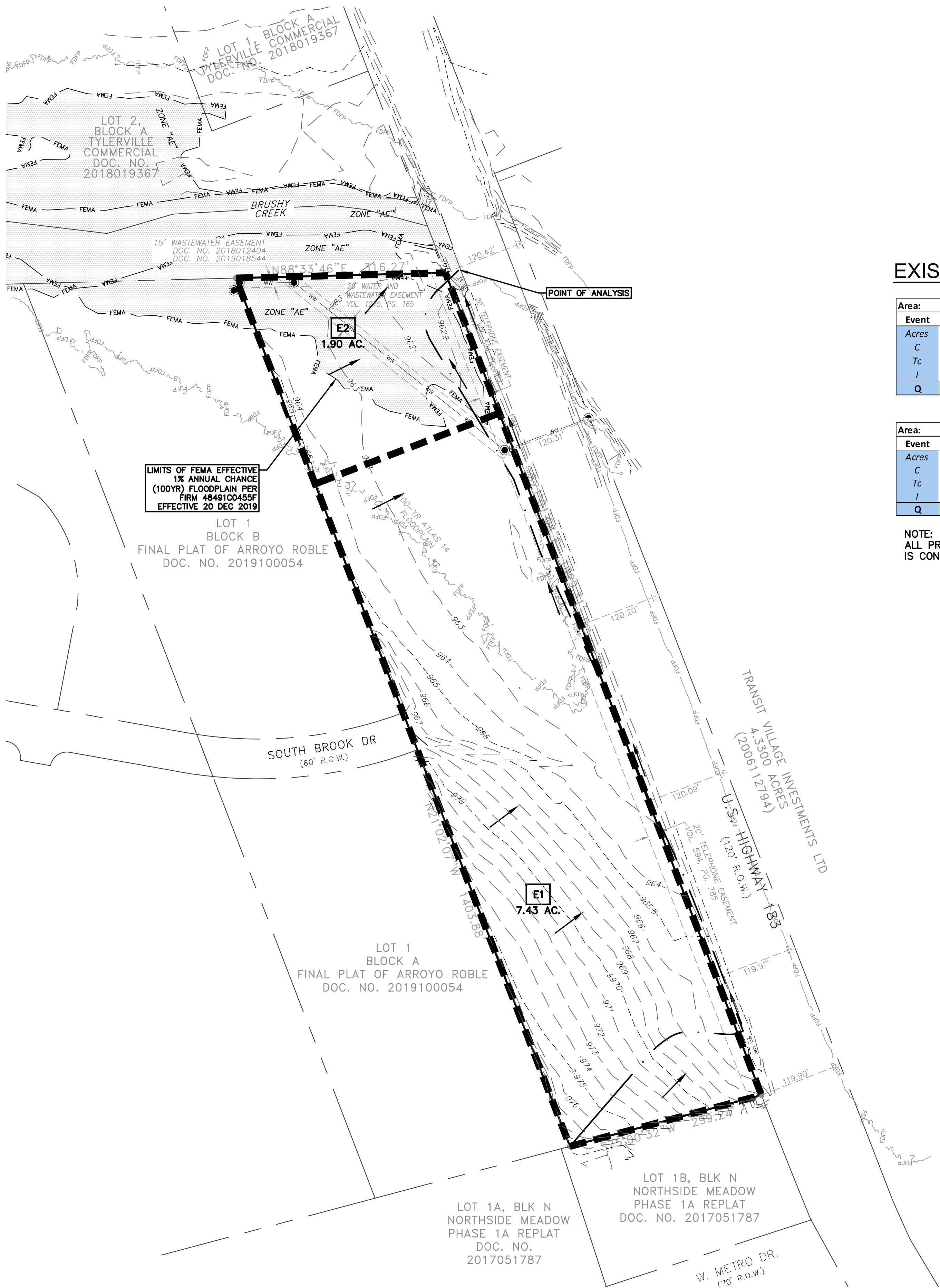
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PRELIMINARY PLAT REVISION #1
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PROJECT NO.: ---

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EXISTING CONDITIONS DRAINAGE CALCULATIONS

Area:					E1			
Event	2-yr	10-yr	25-yr	100-yr	Surface	Acres	SF	%
Acres	7.43	7.43	7.43	7.43	Grass, Poor, 2-7%	7.43	323,651	100.00
C	0.37	0.43	0.46	0.53				
Tc	34.65	34.65	34.65	34.65				
I	2.66	4.02	4.97	6.63				
Q	7.3	12.8	17.0	26.1	Total	7.43	323,651	100

Select Surface Type:	Input Area (ac)
1. Grass, Poor, 2-7%	7.43
2.	
3.	
4.	7.43

Area:					E2			
Event	2-yr	10-yr	25-yr	100-yr	Surface	Acres	SF	%
Acres	1.90	1.90	1.90	1.90	Grass, Poor, 2-7%	1.90	82,764	100.00
C	0.37	0.43	0.46	0.53				
Tc	5.95	5.95	5.95	5.95				
I	5.87	8.78	10.79	14.31				
Q	4.1	7.2	9.4	14.4	Total	1.90	82,764	100

Select Surface Type:	Input Area (ac)
1. Grass, Poor, 2-7%	1.90
2.	
3.	
4.	1.90

NOTE:
ALL PRELIMINARY DRAINAGE PLANS SHOWN ASSUME ARROYO ROBLE IS CONSTRUCTED AND INTERCEPTS UPSTREAM AND OFFSITE FLOWS.

EXISTING CONDITIONS
DRAINAGE EXHIBIT

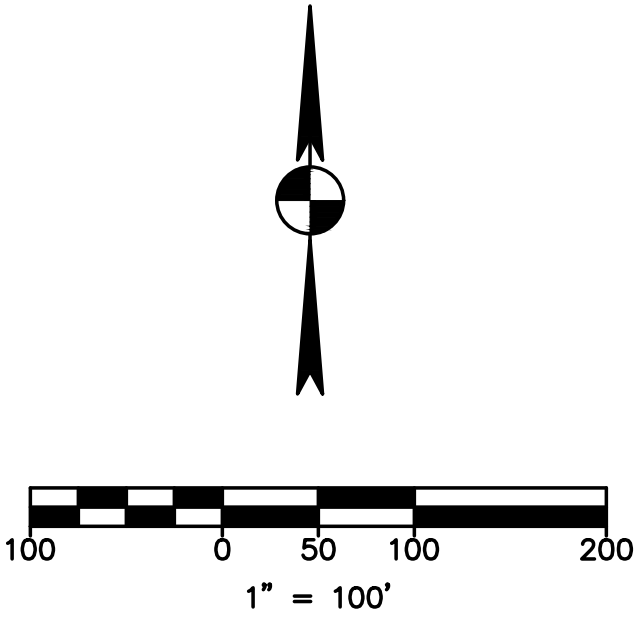
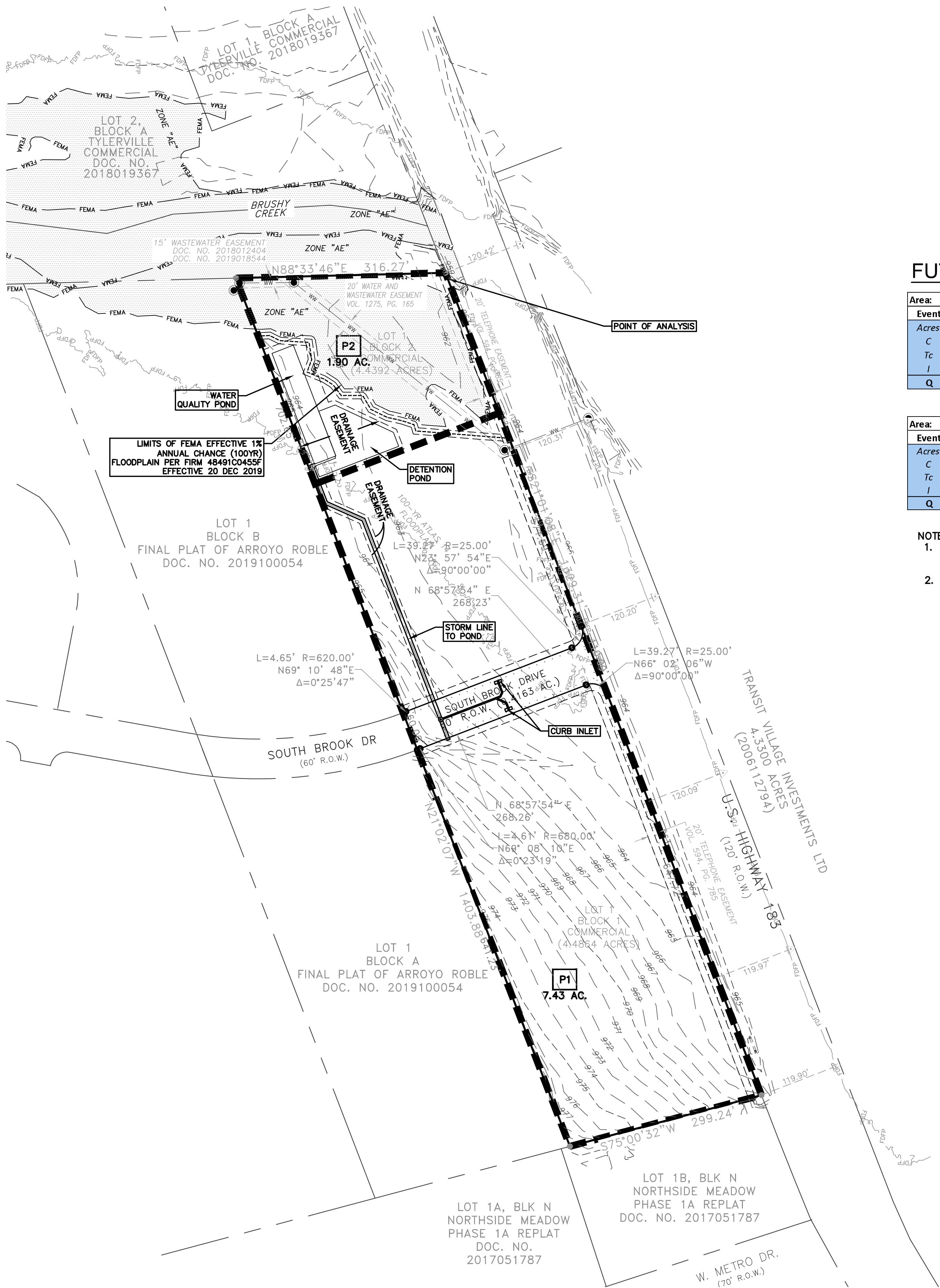
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PROJECT NO.: ---

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FUTURE CONDITIONS DRAINAGE CALCULATIONS

Area:					P1			
Event	2-yr	10-yr	25-yr	100-yr	Surface	Acres	SF	%
Acres	7.43	7.43	7.43	7.43	Concrete	5.94	258,746	79.9
C	0.66	0.73	0.78	0.87	Grass, Good, 2-7%	1.49	64,904	20.1
Tc	5.00	5.00	5.00	5.00				
I	6.14	9.19	11.30	15.00				
Q	30.0	50.1	65.7	96.7	Total	7.43	323,651	100

Select Surface Type:	Input Area (ac)
1. Concrete	5.94
2. Grass, Good, 2-7%	1.490
3.	
4.	
	7.43

Area:					P2			
Event	2-yr	10-yr	25-yr	100-yr	Surface	Acres	SF	%
Acres	1.90	1.90	1.90	1.90	Grass, Poor, 2-7%	1.90	82,764	100.00
C	0.37	0.43	0.46	0.53				
Tc	5.95	5.95	5.95	5.95				
I	5.87	8.78	10.79	14.32				
Q	4.1	7.2	9.4	14.4	Total	1.90	82,764	100

Select Surface Type:	Input Area (ac)
1. Grass, Poor, 2-7%	1.90
2.	
3.	
4.	
	1.90

- NOTE:
- ALL PRELIMINARY DRAINAGE PLANS SHOWN ASSUME ARROYO ROBLE IS CONSTRUCTED AND INTERCEPTS UPSTREAM AND OFFSITE FLOWS.
 - DETENTION TO BE SIZED AND RESTRICTED TO RELEASE FLOWS BELOW EXISTING CONDITIONS.

FUTURE CONDITIONS
DRAINAGE EXHIBIT

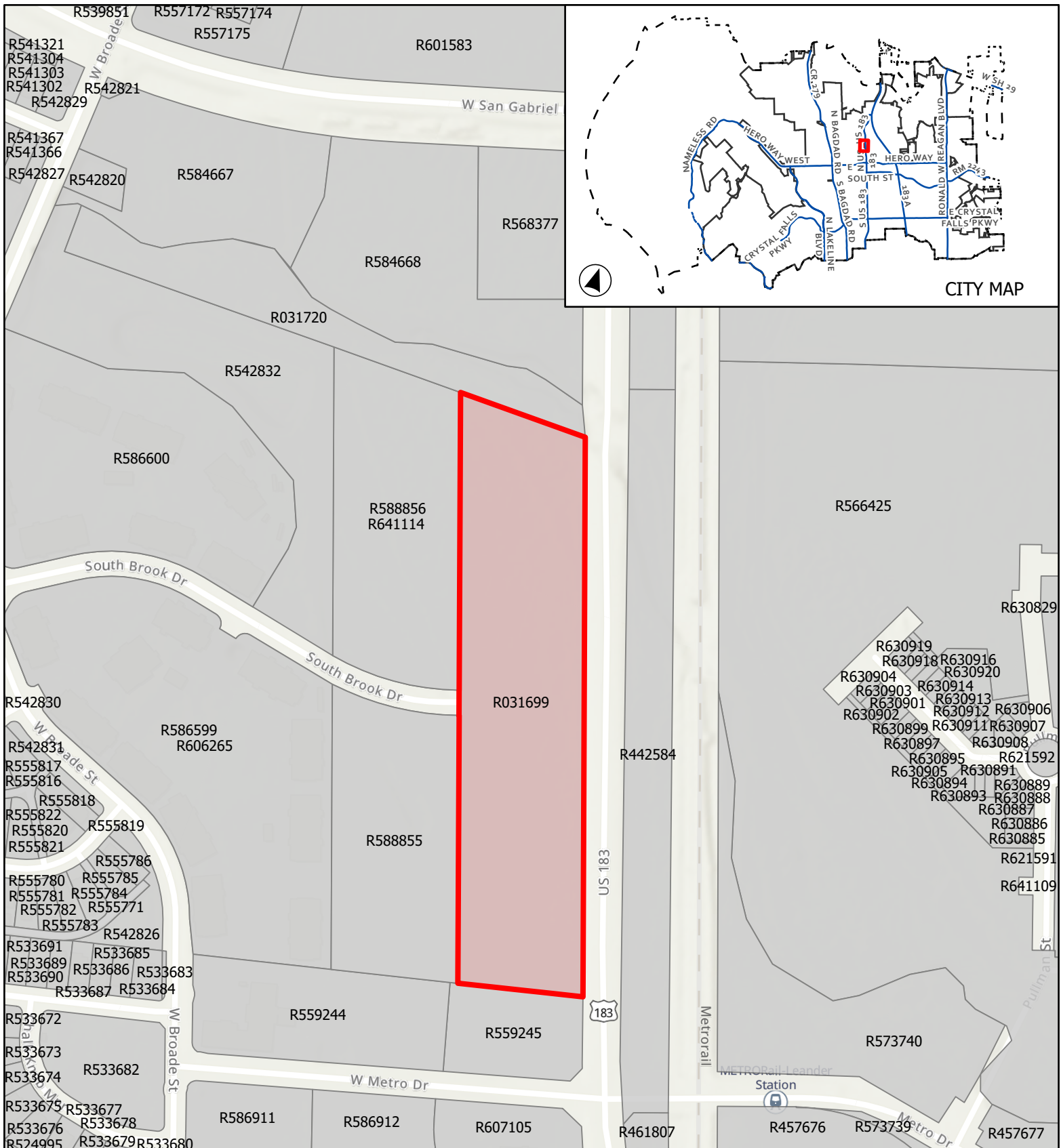
MICHELLE SUBDIVISION
PRELIMINARY PLAT REVISION #1
ENDEAVOR REAL ESTATE
GROUP

DRAWN BY:
DESIGNED BY:
QA / QC:
PROJECT NO.: ---

SHEET
08
OF 08

garza
7708 Rialto Blvd., Suite 125
Austin, Texas 78725
Tel. (512) 298-3284 Fax (512) 298-2592
TBP# F-14629
GarzaEMC, LLC © Copyright, 2023





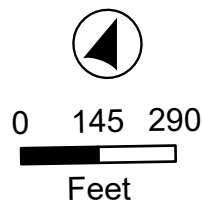
CASE: PP-22-0028

ATTACHMENT 2

MICHELLE SUBDIVISION
REVISION #1

Location Map

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



- City Limits
- ETJ Boundary
- Subject Boundary



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of an extension of the expiration for Subdivision Case 19-PICP-040 Leander Heights Sec 2, Lot 7, Blk A Construction Plans for 1.5 acres more or less; generally located to the southwest of the intersection of S West Drive and Municipal Drive; Leander, Williamson County, Texas.

BACKGROUND:

This request is for an extension of the expiration date of the Lot 7, Blk A, Leander Heights Section 2 construction plans. Article II, Section 28(e) includes the following provisions.

- e. **Time Limit for Completing Improvements.** The period within which required improvements must be completed shall be incorporated in the surety instrument and shall not in any event, without prior approval of the City, exceed one (1) year from date of Final Plat approval.
 1. The Commission may, upon application of the developer and upon proof of hardship, recommend to the Council extension of the completion date set forth in such bond or other instrument for a maximum period of one (1) additional year. Such hardship may include delays imposed due to City projects. An application for extension shall be accompanied by an updated estimate of construction costs prepared by a licensed professional engineer, licensed to practice in the State of Texas. A surety instrument for guaranteeing completion of remaining required improvements must be filed in an amount equal to one hundred ten percent (110%) of the updated estimate of construction costs as approved by the City Engineer.
 2. The Council may at any time during the period of such surety instrument accept a substitution of principal sureties upon recommendation of the Commission.

These construction plans are associated with the Castella Court Site Development Permit. This development includes 18 townhouses with access to Municipal Drive.

HISTORY/TIMELINE:

04/14/2021 Construction Plan Permit Issued
04/14/2023 Construction Plan Permit Expiration
06/22/2023 Planning & Zoning Commission canceled due to power outage

APPLICANT/AGENT:

SEC Solutions (Marco Castaneda)

RECOMMENDATION:

The Subdivision Ordinance includes timeframes for the completion of improvements. The timeline/history section of this summary above includes the key dates for this request. The construction plan approval expires on April 14, 2023.

The applicant has posted fiscal for the required improvements and recorded the final plat. The Ordinance requires that the improvements are completed within one year of the approval of the final plat. Pursuant to Article II, Section 28 (e), the construction plans expire one year from the approval date of the final plat. The Commission has the ability to make a recommendation for one additional one year extension if the applicant can demonstrate a hardship. If this extension is approved, the applicant is required to post an updated bond for the improvements. Below, please find a timeline of events.

Staff recommends approval of this extension request. The applicant desires to develop the public improvements concurrently with the site development permit. Approving this extension will allow for the completion of the subdivision. Denying the request would not benefit the City with regards to vesting. A denial would result in a delay in the process and would not result in a change to the current development standards.

This application was previously scheduled for the June 22, 2023 Planning and Zoning Commission meeting. The case was delayed due to a power outage at City Hall.

PRESENTER:

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

Attachments

1. Extension Request
2. Location Map



TBPE F-15009
407 Forest street
Liberty Hill, Tx 78642

www.sectexas.com
office@sectexas.com
(512) 215-4364

REVIEW EXTENSION REQUEST LETTER

June 2, 2023

City of Leander Planning Department
Pat Bryson Municipal Hall
201 N. Brushy Street
Leander, Texas 78641

Re: Public Improvements Construction Plans for
Lot 7, Blk A, Leander Heights Sec. Two
Municipal Drive at 603 Lion Drive
Leander, Texas 78641
Case No. 19-PICP-040

To Michael Chenausky,

We gotten plan approval for Case No. 19-PICP-040 on 4/14/2021, and sign-off on the plan cover sheets in late January 2021. A pre-construction meeting was held in 2021.

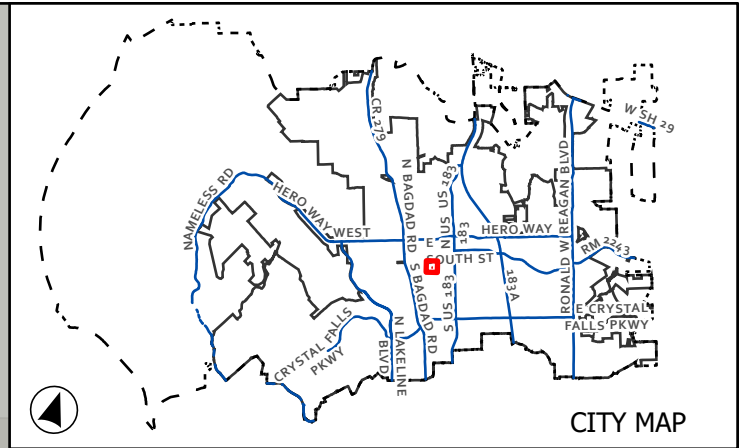
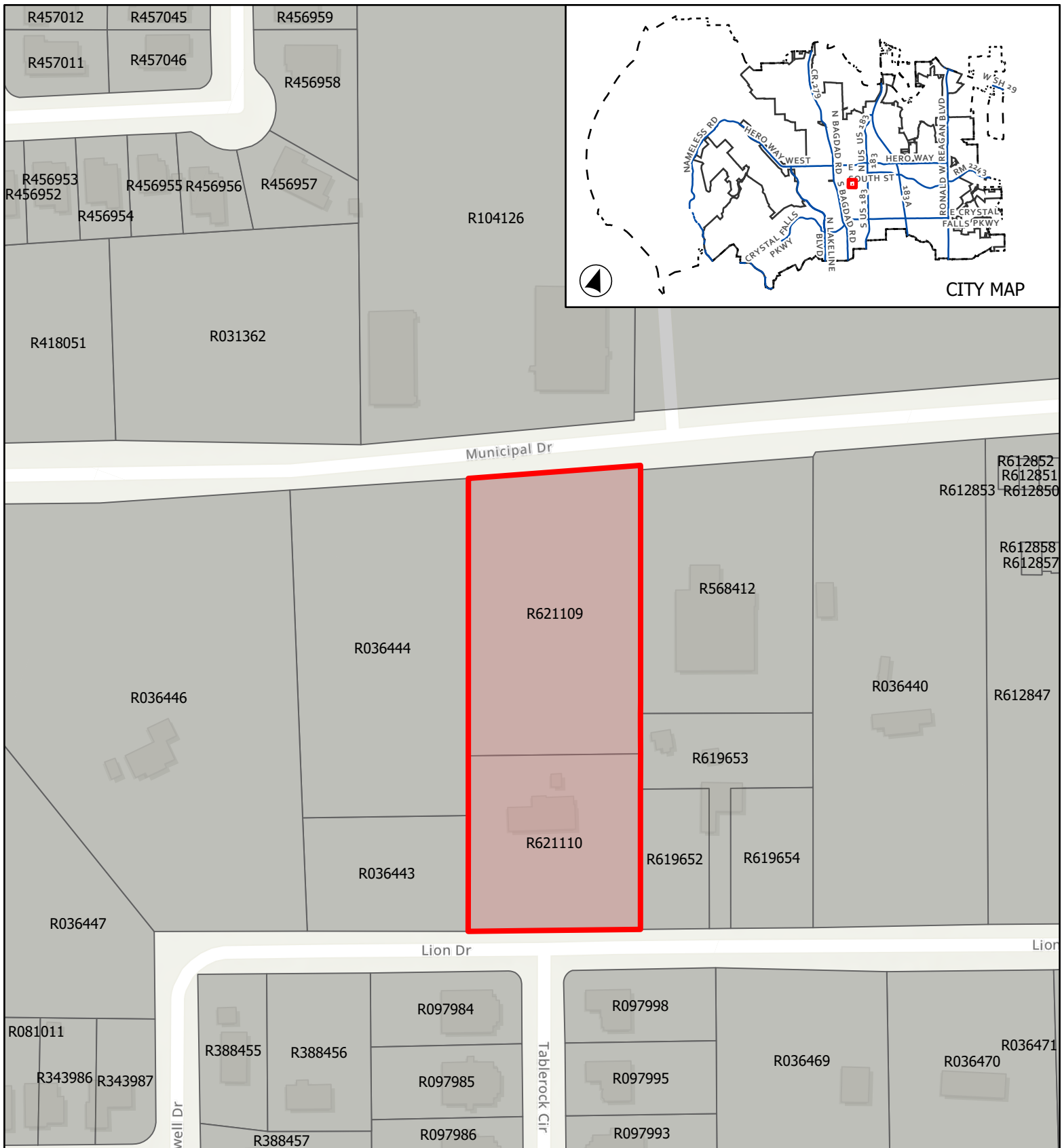
We respectfully request an extension on the construction plan to allow time to begin construction.

Should you have any questions or comments, feel free to contact Marco Castaneda, PE at (512) 785-8446.

Sincerely,

Marco Castaneda, PE

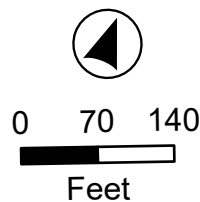




CASE: 19-PCIP-040 ATTACHMENT 2 CASTELLA COURT

Location Map

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- City Limits
- ETJ Boundary
- Subject Boundary



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of Subdivision Case FP-21-0023 regarding Lively Tract Phase 4 Final Plat on 1 parcel of land approximately 78.185 acres ± in size, more particularly described by Williamson County Central Appraisal District R544675; generally located east of the Gabriel's Outlook Section 1 Subdivision and south of Four Waters Loop, Leander, Williamson County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

04/07/2015 – Approval of the Concept Plan
07/15/2016 – Approval of the Preliminary Plat

APPLICANT/AGENT:

Pape-Dawson Engineers, Inc. (Dustin Gross) on behalf of HWY 29 Ventures 2015, LP (Tom Rielly).

RECOMMENDATION:

This final plat includes 202 Single Family lots, 3 Parkland lots, 3 Landscape lots, 2 Drainage lots, and 2 Water Quality lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following conditions.

1. Execute and record the ROW easement required by the Development Agreement.
2. All conditions listed in the Subdivision Ordinance Article II, Section 24 (f) (3) regarding the acceptance of the final improvements or the posting of fiscal assurance for the final improvements have been met.

PRESENTER:

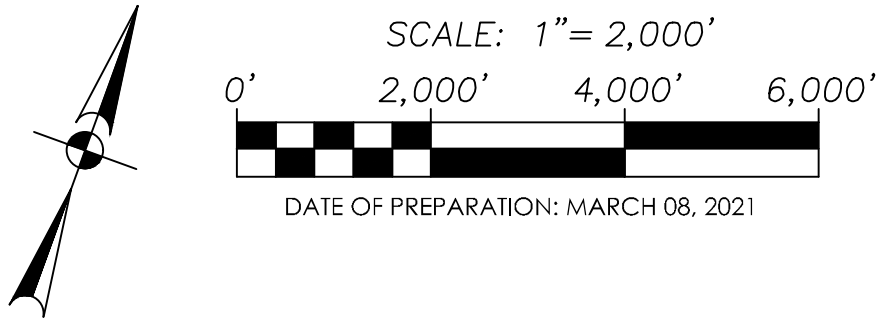
Jason Pho, Assistant Planner

Attachments

1. Final Plat
2. Location Map

SUBDIVISION PLAT OF
LIVELY TRACT PHASE 4
FINAL PLAT

A 78.185 ACRE TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.



OWNER: HWY 29 VENTURES 2015, L.P.
ADDRESS: 9111 JOLLYVILLE DR, SUITE 212
AUSTIN, TX 78759
(737) 888-4651 P

ENGINEER & SURVEYOR:
PAPE-DAWSON ENGINEERS, INC.
10801 N. MOPAC EXPY, BLDG. 3, SUITE 200
AUSTIN, TX 78759
(512) 454-8711 P

SURVEY: GREENLEAF FISK SURVEY
ABSTRACT NO. 5

BARTHOLOMEW MANLOVE SURVEY
ABSTRACT NO. 420

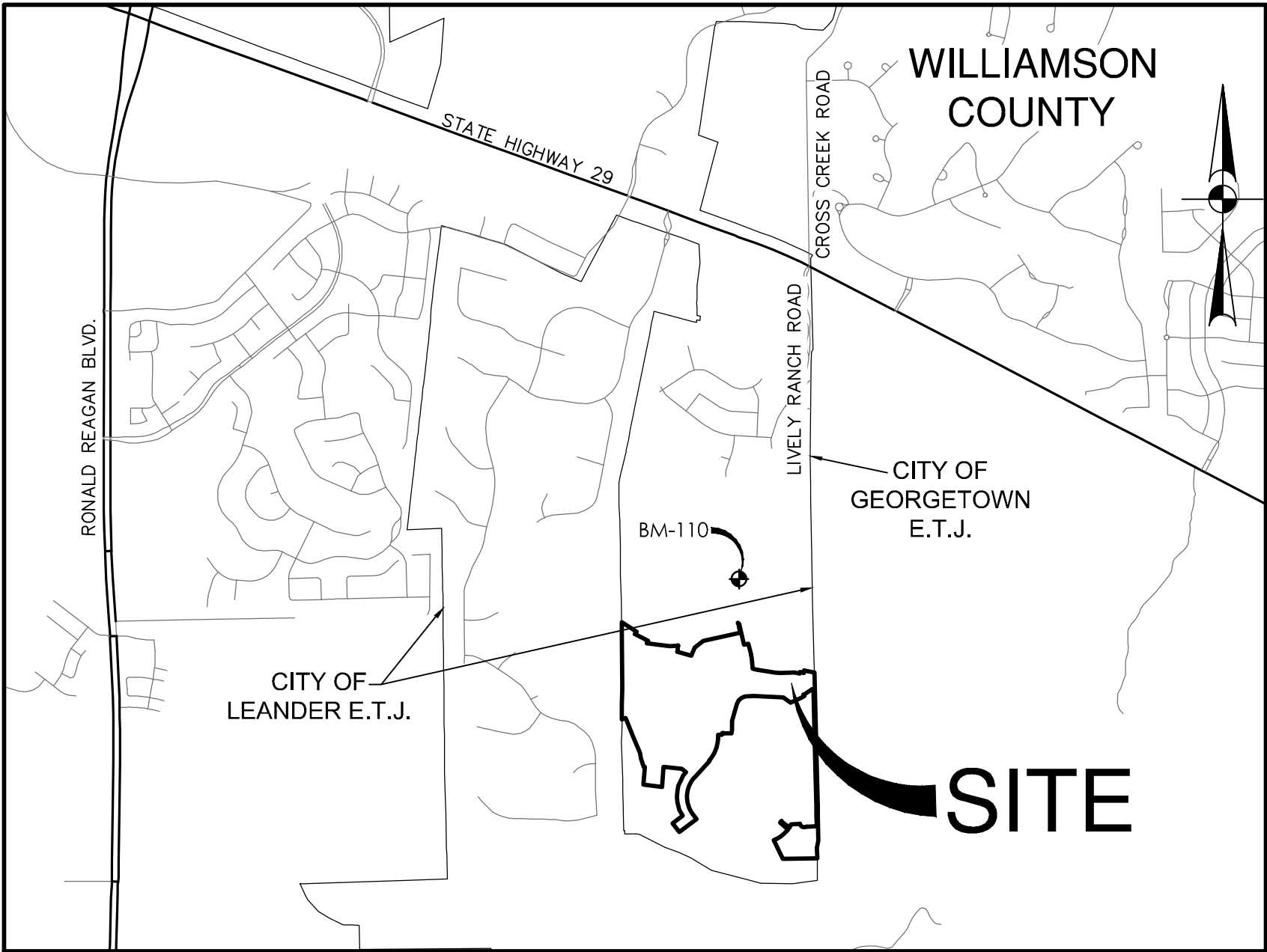
LOTS ACREAGE:	37.631 ACRES
ROW ACREAGE:	9.505 ACRES
HOA LANDSCAPE ACREAGE:	0.469 ACRE
HOA WATER QUALITY/ LANDSCAPE/ PARKLAND	2.463 ACRE
HOA DRAINAGE/ LANDSCAPE/ OPEN SPACE	6.318 ACRES
HOA DRAINAGE/ LANDSCAPE/ PARKLAND ACREAGE:	6.722 ACRES
HOA LANDSCAPE/ PARKLAND ACREAGE:	14.255 ACRES
WATER QUALITY AND PUBLIC UTILITY EASEMENT:	0.822 ACRES
TOTAL ACREAGE:	78.185 ACRES

NUMBER OF BLOCKS:	8
SINGLE FAMILY LOTS:	202
HOA LANDSCAPE LOTS:	3
HOA LANDSCAPE/ PARKLAND LOTS:	3
HOA DRAINAGE/ LANDSCAPE/ PARKLAND LOTS	2
HOA WATER QUALITY/ LANDSCAPE/ PARKLAND	1
HOA DRAINAGE/ LANDSCAPE/ OPEN SPACE	1
HOA WATER QUALITY AND PUBLIC UTILITY LOTS:	1
TOTAL LOTS:	213

SUBMITTAL DATE: _____, 2023

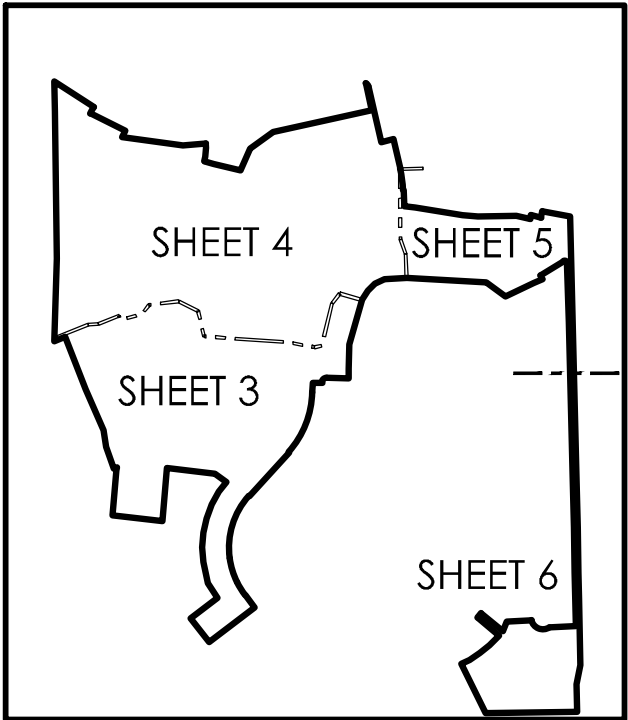
BENCHMARK INFORMATION:

COMBINED SCALE FACTOR: 0.999880014
BM-110
SET CHISELED SQUARE ON GAS VALVE
ON THE SOUTH SIDE OF DUKE ROAD
GRID NORTHING: 10199807.1'
GRID EASTING: 3094802.8'
ELEVATION: 879.48'
NAVD 88 (GEOID12B)



LOCATION MAP

1" = 2000'



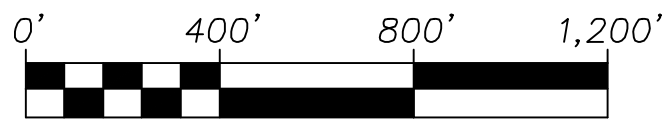
SHEET INDEX

SHEET 1: COVER SHEET
SHEET 2: OVERALL SHEET
SHEET 3: SUBJECT SUBDIVISION
SHEET 4: SUBJECT SUBDIVISION
SHEET 5: SUBJECT SUBDIVISION/LINE TABLE/DETAILS
SHEET 6: SUBJECT SUBDVISION
SHEET 7: LOT TABLES & DETAILS
SHEET 8: CURVE TABLES
SHEET 9: METES AND BOUNDS
SHEET 10: SIGNATURE PAGE AND NOTES
SHEET 11: SIGNATURE PAGE-LIEN HOLDERS

STREET NAME	RIGHT OF WAY WIDTH	LENGTH	DESIGN	MAINTENANCE	CLASSIFICATION	PAVEMENT WIDTH
BRIGHTWELL RANCH ROAD:	50'	363 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
CHAPEL RANCH ROAD:	50'	1608 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
RUSHING RANCH LANE:	50'	410 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
BOGGY CREEK RANCH ROAD:	50'	1627 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
TINNEN HOUSE STREET:	50'	941 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
HILL HOUSE LANE:	50'	300 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
LIVELY RANCH ROAD:	64'	564 LF	30 MPH	WILLIAMSON COUNTY	COLLECTOR	36'
MAGNOLIA FARM WAY:	50'	785 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
DOVE RANCH ROAD:	50'	942 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
FLYING HORSESHOE BEND:	50'	230 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'
BONITA OAKS DRIVE:	50'	161 LF	30 MPH	WILLIAMSON COUNTY	LOCAL	27'



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10801 N MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801



SCALE: 1" = 400'



STATE HIGHWAY 29

SUBDIVISION PLAT OF LIVELY TRACT PHASE 4 FINAL PLAT

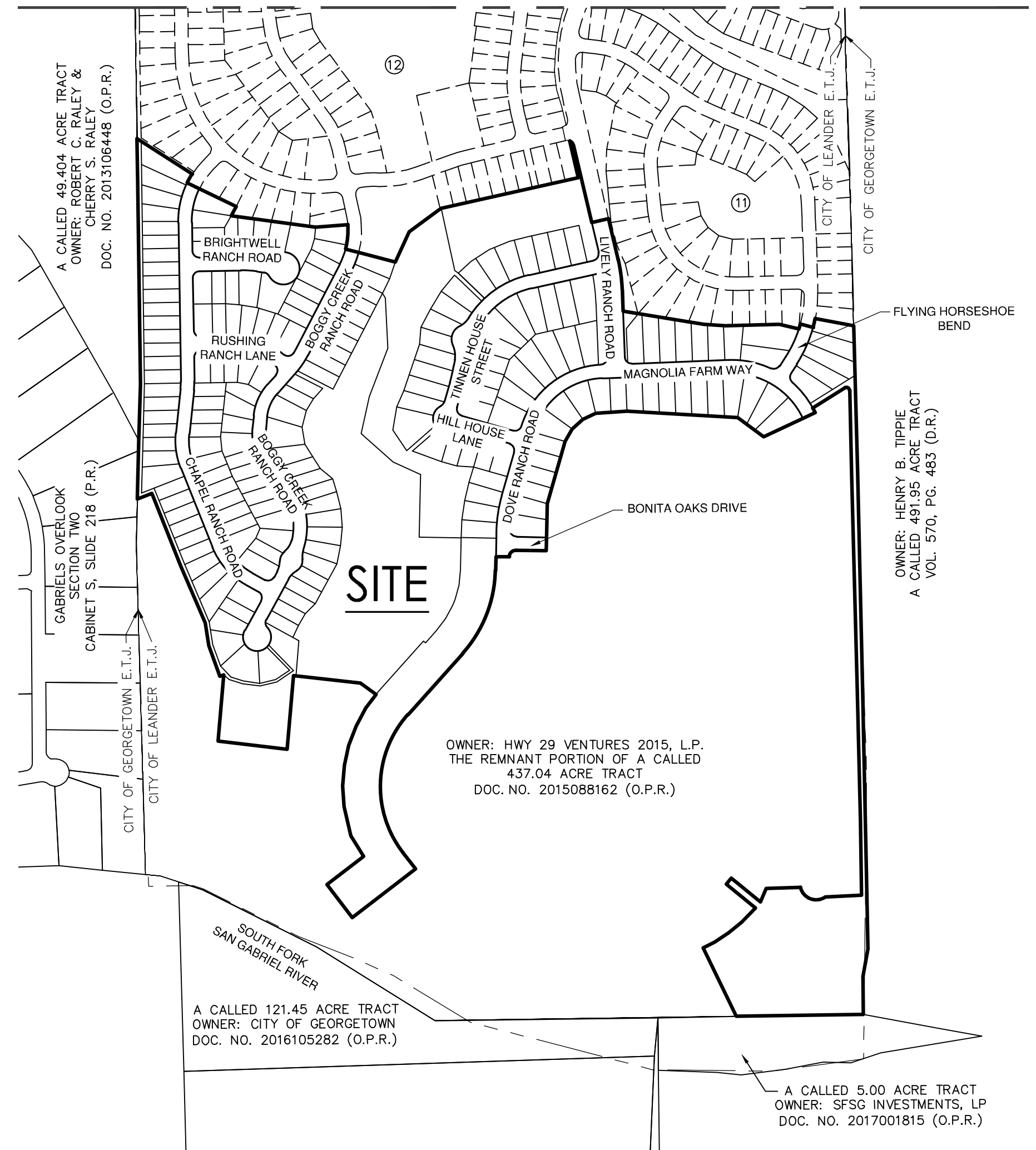
A 78.185 ACRE TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

LEGEND

DOC. NO.	DOCUMENT NUMBER
O.P.R.	OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
P.R.	PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS
D.R.	DEED RECORDS OF WILLIAMSON COUNTY, TEXAS
E.T.J.	EXTRA TERRITORIAL JURISDICTION
FD. I.R.	FOUND IRON ROD
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
PG.	PAGE(S)
P.O.B.	POINT OF BEGINNING
P.U.E.	PUBLIC UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT
W.W.E.	WASTEWATER EASEMENT
(SURVEYOR) ●	FOUND 1/2" IRON ROD (UNLESS OTHERWISE NOTE)
○	SET 1/2" IRON ROD (PD)
— FP	FLOODPLAIN
• • •	4' SIDEWALK
①	SIGHT LINE EASEMENT AS NOTED

- ① LIVELY TRACT PHASE 1, SECTION 1 REPLAT
DOC. NO. 2018000863 (O.P.R.)
- ② LIVELY TRACT PHASE 1, SECTION 2 REPLAT
DOC. NO. 2018055344 (O.P.R.)
- ③ LIVELY TRACT PHASE 1, SECTION 3 REPLAT
DOC. NO. 2018055537 (O.P.R.)
- ④ LIVELY TRACT PHASE 1, SECTION 4, REPLAT
DOC. NO. 2018059182 (O.P.R.)
- ⑤ LIVELY TRACT PHASE 1, SECTION 5 REPLAT
DOC. NO. 2018059274 (O.P.R.)
- ⑥ LIVELY TRACT PHASE 1, SECTION 6, REPLAT
DOC. NO. 2018059344 (O.P.R.)
- ⑦ LIVELY TRACT PHASE 1, SECTION 7
DOC. NO. 2019042651 (O.P.R.)
- ⑧ LIVELY TRACT PHASE 1, SECTION 8
DOC. NO. 2019043476 (O.P.R.)
- ⑨ LIVELY TRACT PHASE 1, SECTION 9
DOC. NO. 2019043791 (O.P.R.)
- ⑩ LIVELY TRACT PHASE 1, SECTION 10
DOC. NO. 2019043827 (O.P.R.)
- ⑪ LIVELY TRACT PHASE 2
DOC. NO. 2020134123 (O.P.R.)
- ⑫ LIVELY TRACT PHASE 3
DOC. NO. 2022110316 (O.P.R.)

MATCHLINE
SEE THIS SHEET

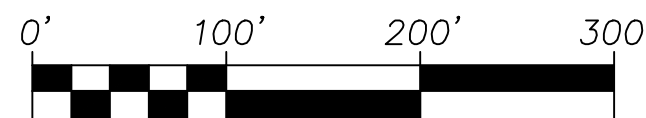


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TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

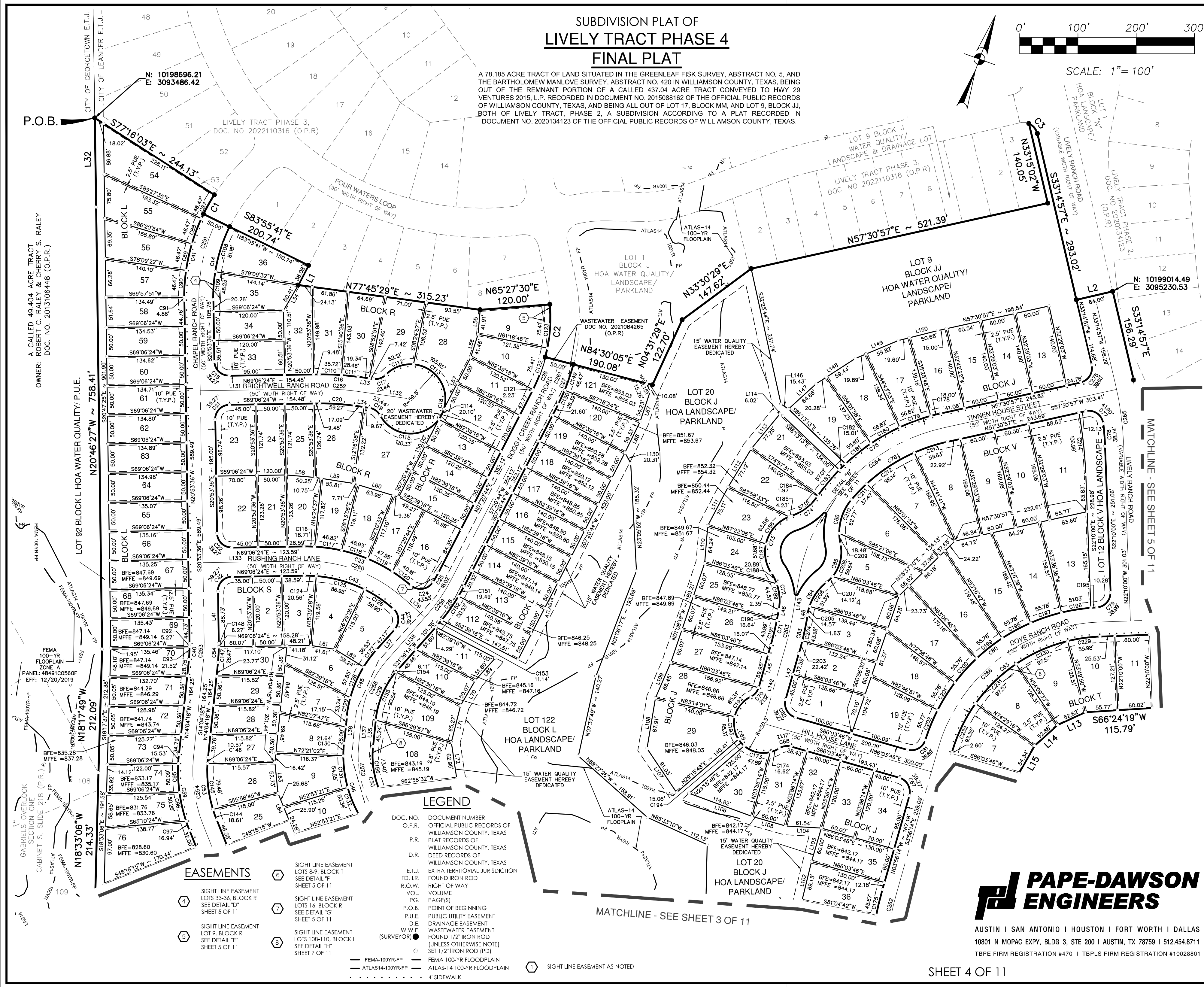
SHEET 2 OF 11

SUBDIVISION PLAT OF
LIVELY TRACT PHASE 4
FINAL PLAT

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SCALE: 1" = 100'



LEGEND

DOC. NO. DOCUMENT NUMBER
O.P.R. OFFICIAL PUBLIC RECORDS OF
P.R. WILLIAMSON COUNTY, TEXAS
D.R. DEED RECORDS OF
WILLIAMSON COUNTY, TEXAS
E.T.J. EXTRA TERRITORIAL JURISDICTION
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W.W.E. WASTEWATER EASEMENT
(SURVEYOR) FOUND 1/2" IRON ROD (PD)
(UNLESS OTHERWISE NOTED)
SET 1/2" IRON ROD (PD)

— FEMA-100YR.FP — FEMA 100-YR FLOODPLAIN
— ATLAS14-100YR.FP — ATLAS-14 100-YR FLOODPLAIN
• • • • • 4' SIDEWALK

EASEMENTS

- ④ SIGHT LINE EASEMENT LOTS 33-36, BLOCK R SEE DETAIL "F" SHEET 5 OF 11
- ⑤ SIGHT LINE EASEMENT LOT 9, BLOCK R SEE DETAIL "E" SHEET 5 OF 11
- ⑥ SIGHT LINE EASEMENT LOTS 8-9, BLOCK T SEE DETAIL "I" SHEET 5 OF 11
- ⑦ SIGHT LINE EASEMENT LOTS 16, BLOCK R SEE DETAIL "G" SHEET 5 OF 11
- ⑧ SIGHT LINE EASEMENT LOTS 108-110, BLOCK L SEE DETAIL "H" SHEET 7 OF 11

MATCHLINE - SEE SHEET 3 OF 11

MATCHLINE - SEE SHEET 5 OF 11

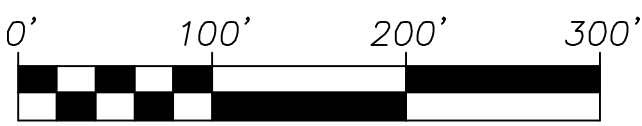


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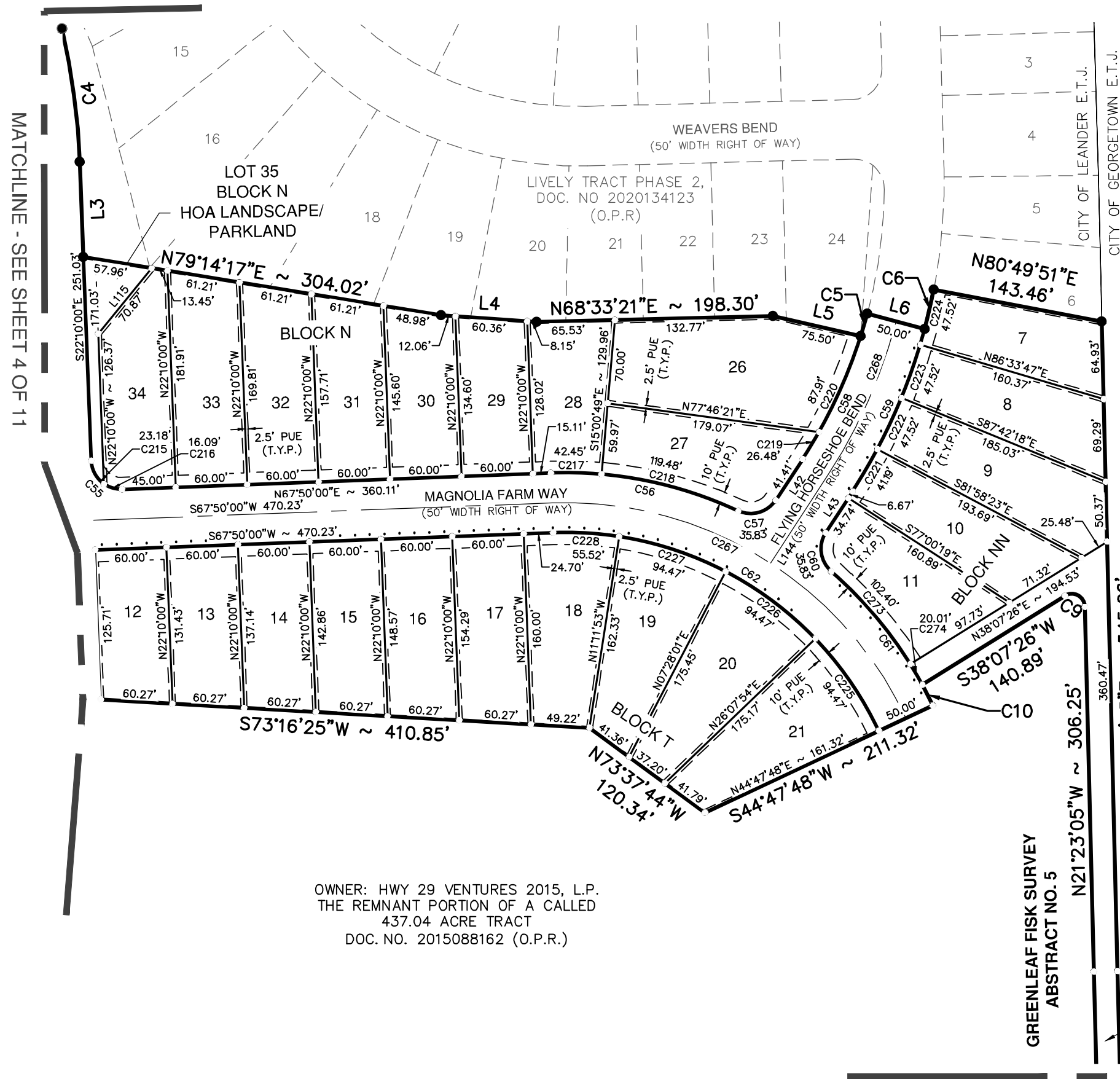
SHEET 4 OF 11

SUBDIVISION PLAT OF LIVELY TRACT PHASE 4 FINAL PLAT

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SCALE: 1" = 100'



OWNER: HWY 29 VENTURES 2015, L.P.
THE REMNANT PORTION OF A CALLED
437.04 ACRE TRACT
DOC. NO. 2015088162 (O.P.R.)

OWNER: HENRY B. TIPPIE
A CALLED 491.95 ACRE TRACT
VOL. 570, PG. 483 (D.R.)

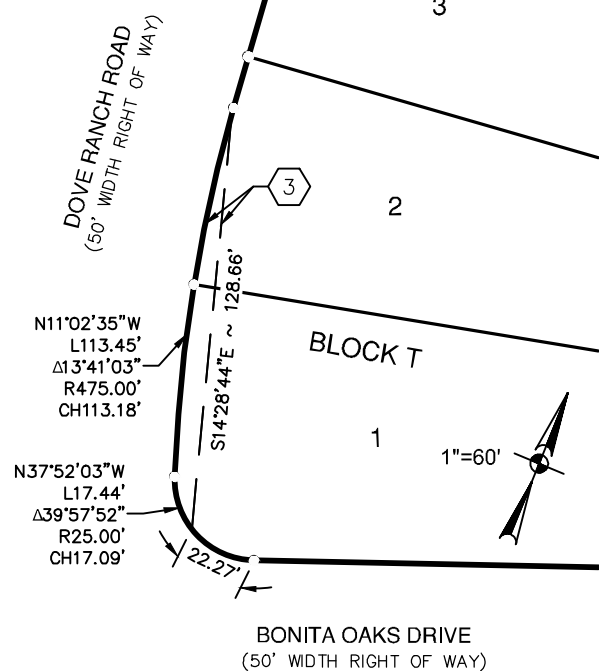
LINE #	BEARING	LENGTH
L1	S07°29'27"W	38.08'
L2	N56°45'03"E	64.00'
L3	S22°10'00"W	80.00'
L4	N74°05'32"E	80.57'
L5	N82°52'14"E	75.50'
L6	N84°55'53"E	50.00'
L7	N43°04'28"E	47.09'
L8	N36°58'34"E	62.77'
L9	N30°52'41"E	62.77'
L10	N24°27'14"E	72.57'
L11	N02°06'09"E	54.18'
L12	N21°00'53"W	138.26'
L13	S45°08'45"W	52.62'
L14	S27°51'32"W	52.88'
L15	S09°45'48"W	54.34'
L16	S71°06'04"W	111.30'
L17	S71°06'04"W	50.00'
L18	S18°53'56"E	51.72'
L19	S57°35'23"E	76.54'
L20	N51°36'14"W	89.36'
L21	N32°58'12"W	111.62'
L22	N23°41'17"W	76.24'
L23	N15°35'33"W	76.24'
L24	N07°29'49"W	76.24'
L25	N00°35'55"E	76.24'
L26	N08°41'39"E	76.24'
L27	N16°51'35"E	62.27'
L28	N73°08'25"W	71.34'
L29	S50°04'57"W	15.00'
L30	N28°59'33"W	85.14'
L31	S48°18'15"W	58.18'
L32	N20°52'25"W	153.11'
L33	N78°09'46"E	26.75'
L34	S78°09'46"W	26.75'
L35	S14°04'18"E	45.24'
L36	N81°15'29"W	53.76'
L37	S21°39'14"W	47.17'
L38	S14°04'18"E	45.24'
L39	S08°44'31"W	4.24'

LINE #	BEARING	LENGTH
L40	N81°15'29"W	53.76'
L41	N20°53'36"W	88.73'
L42	N12°59'41"E	41.41'
L43	S12°59'41"W	41.41'
L44	N18°53'56"W	92.04'
L45	N03°56'14"W	76.01'
L46	N10°33'13"W	2.35'
L47	N03°56'14"W	82.59'
L48	N10°33'13"W	1.63'
L49	N36°14'05"E	60.93'
L50	N56°42'02"E	60.93'
L51	N77°22'44"E	62.18'
L52	N87°49'27"E	48.53'
L53	S62°25'43"E	56.56'
L54	S10°20'58"W	50.41'
L55	N14°55'13"W	41.91'
L56	N02°21'13"W	41.46'
L57	N07°23'30"E	100.00'
L58	S74°48'36"W	50.25'
L59	S78°55'53"W	66.56'
L60	S86°51'26"W	81.01'
L61	N79°14'22"E	41.61'
L62	S78°33'20"E	58.24'
L63	S25°58'55"E	52.73'
L64	N42°02'49"W	51.58'
L65	S41°44'35"E	50.00'
L66	S04°42'48"W	40.04'
L67	S01°19'50"E	54.23'
L68	S05°51'58"W	59.33'
L69	S21°39'14"W	51.60'
L70	S10°21'17"W	50.07'
L71	S05°49'44"E	65.27'
L72	S28°42'51"E	62.95'
L73	S52°11'45"E	55.51'
L74	S52°46'31"E	51.93'
L75	S70°06'36"E	59.62'
L76	S37°06'39"E	50.00'
L77	S33°45'45"E	65.07'
L78	S24°23'39"E	68.64'

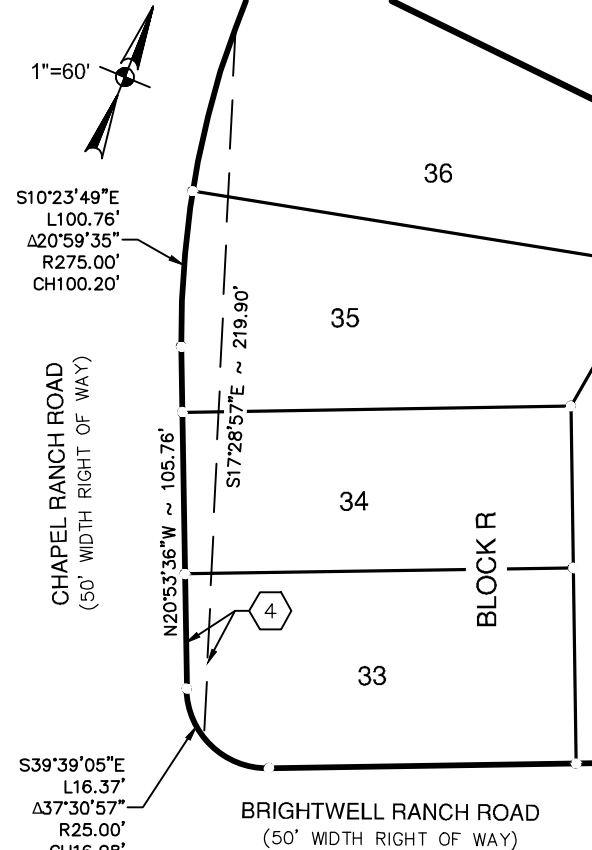
LINE #	BEARING	LENGTH
L79	S14°40'17"E	68.64'
L80	S08°57'26"E	69.23'
L81	S25°26'29"W	52.20'
L82	S08°44'31"W	50.00'
L83	S05°48'32"W	50.07'
L84	S36°14'05"W	74.71'
L85	S56°42'02"W	64.56'
L86	S77°22'44"W	64.92'
L87	S87°49'27"W	52.10'
L88	N70°09'24"W	26.67'
L89	S29°50'16"E	85.56'
L90	N16°51'35"E	16.02'
L91	S68°08'22"E	10.00'
L92	N21°51'38"E	60.00'
L93	N17°36'40"E	56.12'
L94	N08°18'18"E	55.95'
L95	N01°43'06"E	23.31'
L96	N04°52'06"W	55.95'
L97	N14°10'12"W	55.95'
L98	N18°53'55"W	59.97'
L99	N18°53'56"W	60.00'
L100	N17°42'47"W	66.82'
L101	N12°02'54"W	71.45'
L102	N05°59'26"W	69.13'
L103	N03°56'14"W	60.00'
L104	N73°13'52"E	61.54'
L105	N85°51'39"E	60.00'
L106	S89°44'52"E	114.82'
L107	N54°00'12"W	91.03'
L108	N10°26'39"W	87.91'
L109	N03°16'40"E	66.45'
L110	N15°24'04"W	64.24'
L111	N07°42'00"E	75.11'
L112	N11°14'57"E	77.12'
L113	N19°37'23"E	77.25'
L114	N76°02'15"W	6.02'
L115	S19°10'37"W	70.87'
L116	N47°27'11"W	50.25'
L117	N55°19'14"W	29.95'

LINE #	BEARING	LENGTH
L118	N41°20'10"W	4.49'
L119	N18°36'57"W	17.82'
L120	N49°34'46"W	55.21'
L121	S43°32'08"E	65.88'
L122	S35°48'16"E	74.87'
L123	S40°57'20"E	90.97'
L124	S12°41'52"W	10.35'
L125	N15°12'08"W	34.06'
L126	N39°55'03"W	35.49'
L127	S21°51'38"W	17.06'
L128	N81°15'29"W	18.38'
L129	S81°15'29"E	30.39'
L130	N48°45'47"W	20.31'
L131	S69°06'24"W	204.48'
L132	S78°09'46"W	94.87'
L133	N69°06'24"E	173.59'
L134	N81°15'29"E	103.76'
L135	S81°15'29"W	26.50'
L136	S08°44'31"W	316.50'
L137	S14°04'18"E	45.24'
L138	S21°39'14"W	101.35'
L139	S68°20'46"E	50.29'
L140	S71°06'04"W	161.30'
L141	S18°53'56"E	92.04'
L142	N03°56'14"W	132.59'
L143	S10°33'13"E	55.07'
L144	N12°59'41"E	87.97'
L145	S08°44'31"W	4.24'
L146	S76°02'15"E	15.43'
L147	N27°32'01"E	64.66'
L148	N37°22'05"E	79.71'
L149	N47°12'08"E	79.71'
L150	N55°50'07"E	70.28'
L151	S42°33'48"E	15.26'

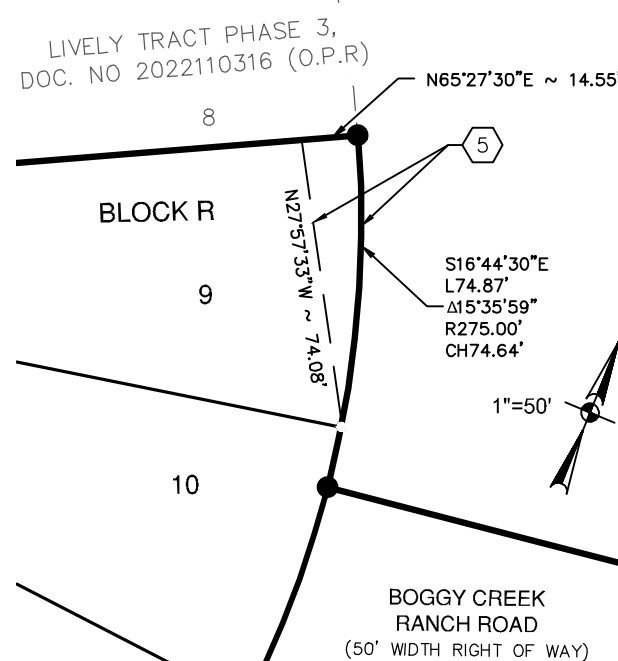
DETAIL "C"



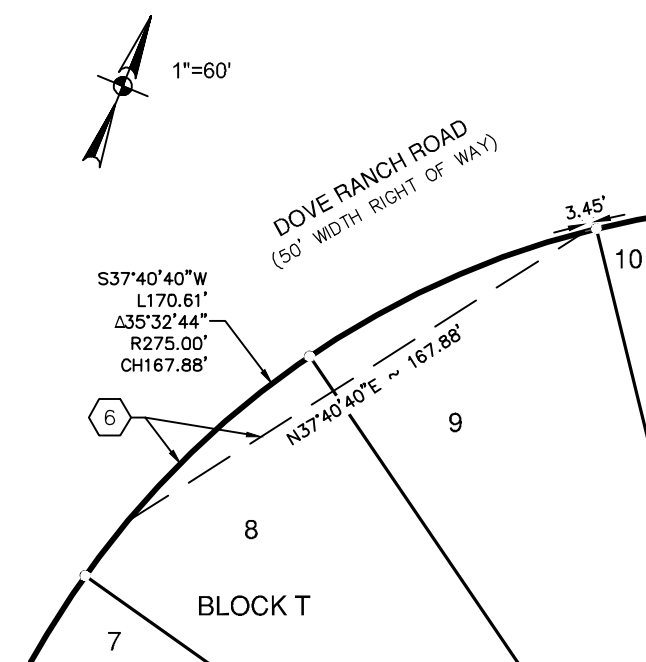
DETAIL "D"



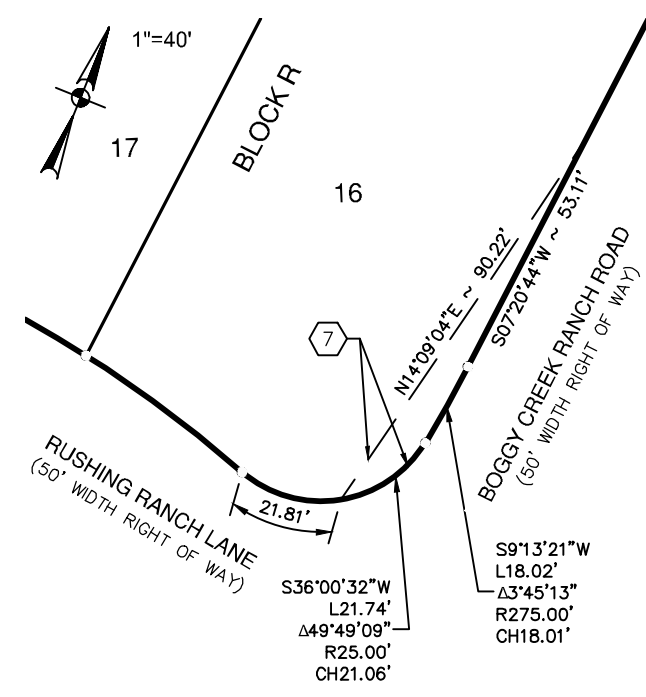
DETAIL "E"



DETAIL "F"



DETAIL "G"



LEGEND

- DOC. NO. DOCUMENT NUMBER
- O.P.R. OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
- P.R. PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS
- D.R. DEED RECORDS OF WILLIAMSON COUNTY, TEXAS
- E.T.J. EXTRA TERRITORIAL JURISDICTION
- FD. I.R. FOUND IRON ROD
- R.O.W. RIGHT OF WAY
- VOL. VOLUME
- PG. PAGE(S)
- P.O.B. POINT OF BEGINNING
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- W.W.E. WASTEWATER EASEMENT
- (SURVEYOR) FOUND 1/2" IRON ROD (UNLESS OTHERWISE NOTED)
- SET 1/2" IRON ROD (PD)
- FEMA 100-YR FLOODPLAIN
- ATLAS 14-100-YR FLOODPLAIN
- 4' SIDEWALK
- SIGHT LINE EASEMENT AS NOTED

PAPE-DAWSON ENGINEERS

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
10801 N MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

A 78.185 ACRES TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING ALL OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRES TRACT CONVEYED TO HWY 29204 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.



DOC. NO.	DOCUMENT NUMBER
O.P.R.	OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
P.R.	PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS
D.R.	DEED RECORDS OF WILLIAMSON COUNTY, TEXAS
E.T.J.	EXTRA TERRITORIAL JURISDICTION
FD. I.R.	FOUND IRON ROD
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
PG.	PAGE(S)
P.O.B.	POINT OF BEGINNING
P.U.I.E.	PUBLIC UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT
W.W.E.	WASTEWATER EASEMENT
(SURVEYOR) ●	FOUND 1/2" IRON ROD (UNLESS OTHERWISE NOTED) SET 1/2" IRON ROD (PD)
○	
—100-YR-FP	— FEMO 100-YR FLOODPLAIN
—14-100YR-FP	— ATLAS-14 100-YR FLOODPLAIN
* * * * *	4' SIDEWALK
①	SIGHT LINE EASEMENT AS NOTED

OWNER: HWY 29 VENTURES 2015, L.P.
THE REMNANT PORTION OF A CALLED
437.04 ACRE TRACT
DOC. NO. 2015088162 (O.P.R.)

**GREENLEAF FISK SURVEY
ABSTRACT NO. 5**

OWNER: HENRY B. TIPPLE
CALLED 491.95 ACRE TRACT
VOL. 570. PG. 483 (D.R.)

A.H. PORTER SURVEY
ABSTRACT NO. 490

N21°21'24"W ~ 253.30' N21°27'49"W ~ 804.42' LOT 17 BLOCK MM HOA DRAINAGE LANDSCAPE OPEN SPACE S21°27'49"E ~ 804.43' APPROXIMATE LOCATION OF SURVEY LINE (NOT FIELD LOCATED)

MATCHLINE - SEE THIS SHEET

MATCHLINE - SEE THIS SHEET

**GREENLEAF FISK SURVEY
ABSTRACT NO. 5**

APPROXIMATE LOCATION OF SURVEY LINE
(NOT FIELD LOCATED)

**BARTHOLOMEW
MANLOVE SURVEY
ABSTRACT NO. 420**

OWNER: HWY 29 VENTURES 2015, L.P.
THE REMNANT PORTION OF A CALLED
437.04 ACRE TRACT
DOC. NO. 2015088162 (O.P.R.)

A.H. PORTER SURVEY
ABSTRACT NO. 490

OWNER: HENRY B. TIPPLE
CALLED 491.95 ACRE TRACT
VOL 570 PG. 483 (D.R.)

N20 48 39 W | N21°22'39"W ~ 235.59',
134 55'

S20°46'39"E S21°22'39"E ~ 235.69°

NZU 40 39 W
134 55'

S20°46'39"E

 $\sim 338.11''$

27'57"E MA-100YR-FP 10

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**PAPE-DAWSON
ENGINEERS**

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TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #1002880

SHEET 6 OF 11

SUBDIVISION PLAT OF
LIVELY TRACT PHASE 4
FINAL PLAT

A 78.185 ACRE TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

BLOCK L		
LOT #	AREA (SQ. FT.)	LOT TYPE
54	12,408	SINGLE FAMILY
55	9,861	SINGLE FAMILY
56	8,381	SINGLE FAMILY
57	7,675	SINGLE FAMILY
58	6,809	SINGLE FAMILY
59	6,729	SINGLE FAMILY
60	6,733	SINGLE FAMILY
61	6,738	SINGLE FAMILY
62	6,742	SINGLE FAMILY
63	6,747	SINGLE FAMILY
64	6,751	SINGLE FAMILY
65	6,756	SINGLE FAMILY
66	6,760	SINGLE FAMILY
67	6,765	SINGLE FAMILY
68	6,769	SINGLE FAMILY
69	6,774	SINGLE FAMILY
70	6,720	SINGLE FAMILY
71	6,542	SINGLE FAMILY
72	6,356	SINGLE FAMILY
73	6,173	SINGLE FAMILY
74	6,152	SINGLE FAMILY
75	7,087	SINGLE FAMILY
76	10,850	SINGLE FAMILY
77	6,000	SINGLE FAMILY
78	6,000	SINGLE FAMILY
79	6,000	SINGLE FAMILY
80	5,875	SINGLE FAMILY
81	5,559	SINGLE FAMILY
82	5,777	SINGLE FAMILY
83	6,196	SINGLE FAMILY
84	7,415	SINGLE FAMILY
85	10,395	SINGLE FAMILY
86	8,557	SINGLE FAMILY
87	6,197	SINGLE FAMILY
88	8,568	SINGLE FAMILY

BLOCK L		
LOT #	AREA (SQ. FT.)	LOT TYPE
89	9,883	SINGLE FAMILY
90	13,561	SINGLE FAMILY
91	9,337	SINGLE FAMILY
92	38,547	HOA WATER QUALITY /P.U.E.
93	71,936	HOA DRAINAGE/ LANDSCAPE /PARKLAND
94	5,805	SINGLE FAMILY
95	5,750	SINGLE FAMILY
96	6,125	SINGLE FAMILY
97	6,486	SINGLE FAMILY
98	5,903	SINGLE FAMILY
99	7,068	SINGLE FAMILY
100	7,598	SINGLE FAMILY
101	7,434	SINGLE FAMILY
102	7,434	SINGLE FAMILY
103	7,256	SINGLE FAMILY
104	6,629	SINGLE FAMILY
105	6,376	SINGLE FAMILY
106	6,125	SINGLE FAMILY
107	8,385	SINGLE FAMILY
108	12,325	SINGLE FAMILY
109	10,354	SINGLE FAMILY
110	6,003	SINGLE FAMILY
111	5,750	SINGLE FAMILY
112	7,169	SINGLE FAMILY
113	7,004	SINGLE FAMILY
114	7,000	SINGLE FAMILY
115	7,000	SINGLE FAMILY
116	7,000	SINGLE FAMILY
117	7,000	SINGLE FAMILY
118	7,000	SINGLE FAMILY
119	7,000	SINGLE FAMILY
120	7,488	SINGLE FAMILY
121	7,796	SINGLE FAMILY
122	433,042	HOA LANDSCAPE /PARKLAND

BLOCK J		
LOT #	AREA (SQ. FT.)	LOT TYPE
13	8,400	SINGLE FAMILY
14	8,400	SINGLE FAMILY
15	8,438	SINGLE FAMILY
16	8,701	SINGLE FAMILY
17	9,449	SINGLE FAMILY
18	9,387	SINGLE FAMILY
19	9,602	SINGLE FAMILY
20	184,652	HOA LANDSCAPE /PARKLAND
21	9,392	SINGLE FAMILY
22	8,806	SINGLE FAMILY
23	7,020	SINGLE FAMILY
24	6,877	SINGLE FAMILY
25	8,526	SINGLE FAMILY
26	9,124	SINGLE FAMILY
27	9,327	SINGLE FAMILY
28	9,082	SINGLE FAMILY
29	15,462	SINGLE FAMILY
30	8,752	SINGLE FAMILY
31	7,795	SINGLE FAMILY
32	7,610	SINGLE FAMILY
33	7,200	SINGLE FAMILY
34	8,266	SINGLE FAMILY
35	7,800	SINGLE FAMILY
36	8,217	SINGLE FAMILY
37	8,325	SINGLE FAMILY
38	8,113	SINGLE FAMILY
58	220,890	HOA DRAINAGE/ LANDSCAPE /PARKLAND

BLOCK S		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	7,066	SINGLE FAMILY
2	6,000	SINGLE FAMILY
3	6,439	SINGLE FAMILY
4	7,596	SINGLE FAMILY
5	7,822	SINGLE FAMILY
6	6,893	SINGLE FAMILY
7	7,868	SINGLE FAMILY
8	6,862	SINGLE FAMILY
9	8,752	SINGLE FAMILY
10	5,721	SINGLE FAMILY
11	6,028	SINGLE FAMILY
12	6,499	SINGLE FAMILY
13	6,940	SINGLE FAMILY
14	7,061	SINGLE FAMILY
15	8,331	SINGLE FAMILY
16	7,770	SINGLE FAMILY
17	5,534	SINGLE FAMILY
18	9,629	SINGLE FAMILY
19	8,860	SINGLE FAMILY
20	6,757	SINGLE FAMILY
21	6,469	SINGLE FAMILY
22	6,181	SINGLE FAMILY
23	5,894	SINGLE FAMILY
24	5,750	SINGLE FAMILY
25	6,806	SINGLE FAMILY
26	7,731	SINGLE FAMILY
27	5,790	SINGLE FAMILY
28	5,791	SINGLE FAMILY
29	5,791	SINGLE FAMILY
30	5,802	SINGLE FAMILY
31	2,306	HOA LANDSCAPE

BLOCK R		
LOT #	AREA (SQ. FT.)	LOT TYPE
9	7,125	SINGLE FAMILY
10	7,112	SINGLE FAMILY
11	6,027	SINGLE FAMILY
12	8,426	SINGLE FAMILY
13	6,013	SINGLE FAMILY
14	6,013	SINGLE FAMILY
15	6,013	SINGLE FAMILY
16	8,596	SINGLE FAMILY
17	6,266	SINGLE FAMILY
18	6,412	SINGLE FAMILY
19	6,427	SINGLE FAMILY
20	6,515	SINGLE FAMILY
21	6,163	SINGLE FAMILY
22	8,494	SINGLE FAMILY
23	8,388	SINGLE FAMILY
24	6,087	SINGLE FAMILY
25	6,212	SINGLE FAMILY
26	9,931	SINGLE FAMILY
27	12,073	SINGLE FAMILY
28	11,796	SINGLE FAMILY
29	8,823	SINGLE FAMILY
30	7,997	SINGLE FAMILY
31	8,007	SINGLE FAMILY
32	7,074	SINGLE FAMILY
33	7,126	SINGLE FAMILY
34	6,000	SINGLE FAMILY
35	7,560	SINGLE FAMILY
36	8,797	SINGLE FAMILY

BLOCK T		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	10,082	SINGLE FAMILY
2	8,250	SINGLE FAMILY
3	7,200	SINGLE FAMILY
4	7,200	SINGLE FAMILY
5	7,200	SINGLE FAMILY
6	7,200	SINGLE FAMILY
7	9,275	SINGLE FAMILY
8	9,523	SINGLE FAMILY
9	9,555	SINGLE FAMILY
10	8,730	SINGLE FAMILY
11	7,588	SINGLE FAMILY
12	7,714	SINGLE FAMILY
13	8,057	SINGLE FAMILY
14	8,400	SINGLE FAMILY
15	8,743	SINGLE FAMILY
16	9,086	SINGLE FAMILY
17	9,429	SINGLE FAMILY
18	10,481	SINGLE FAMILY
19	11,358	SINGLE FAMILY
20	11,593	SINGLE FAMILY
21	11,334	SINGLE FAMILY

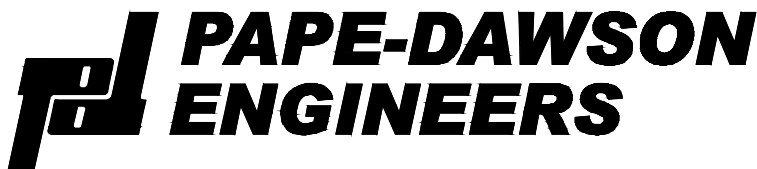
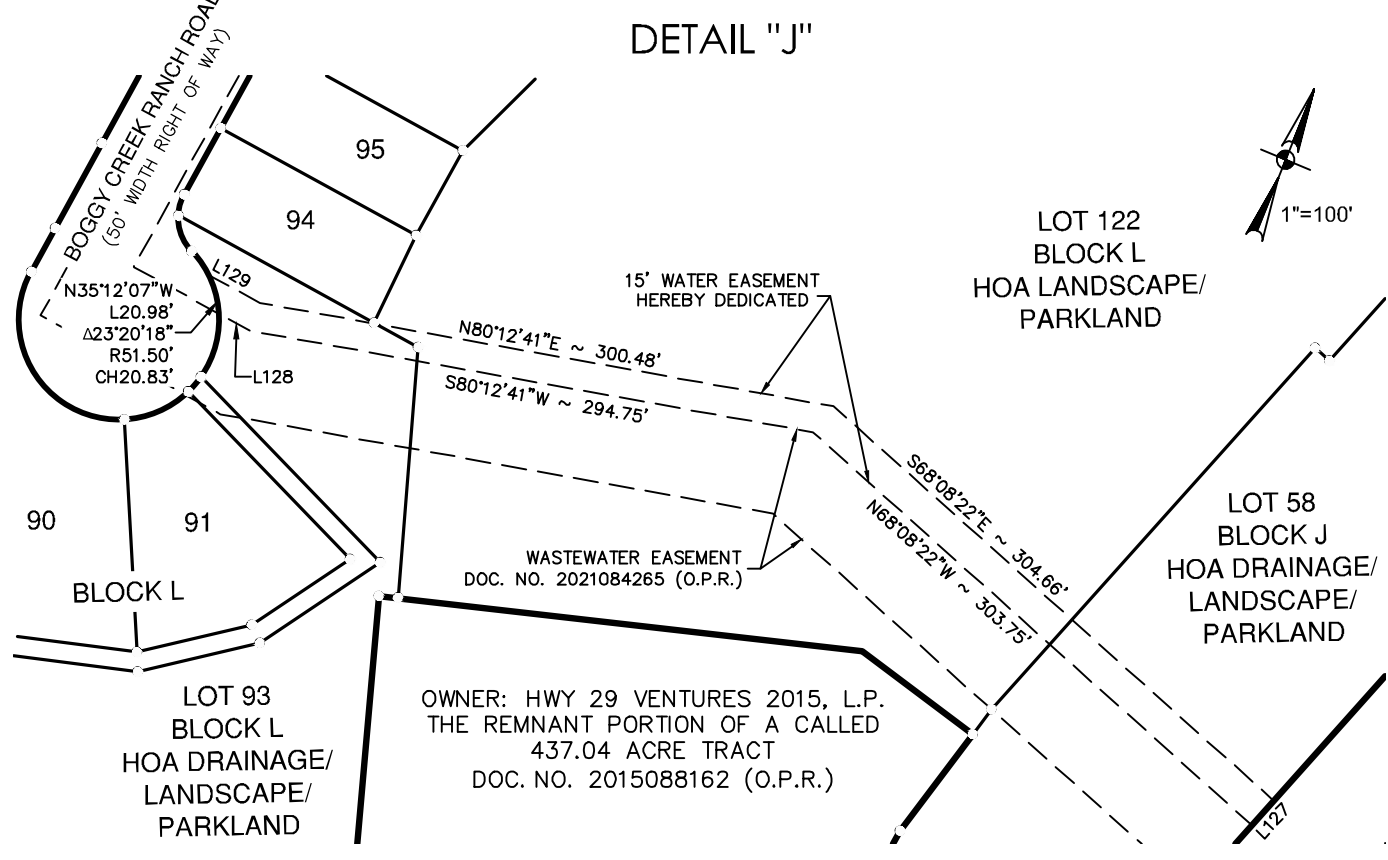
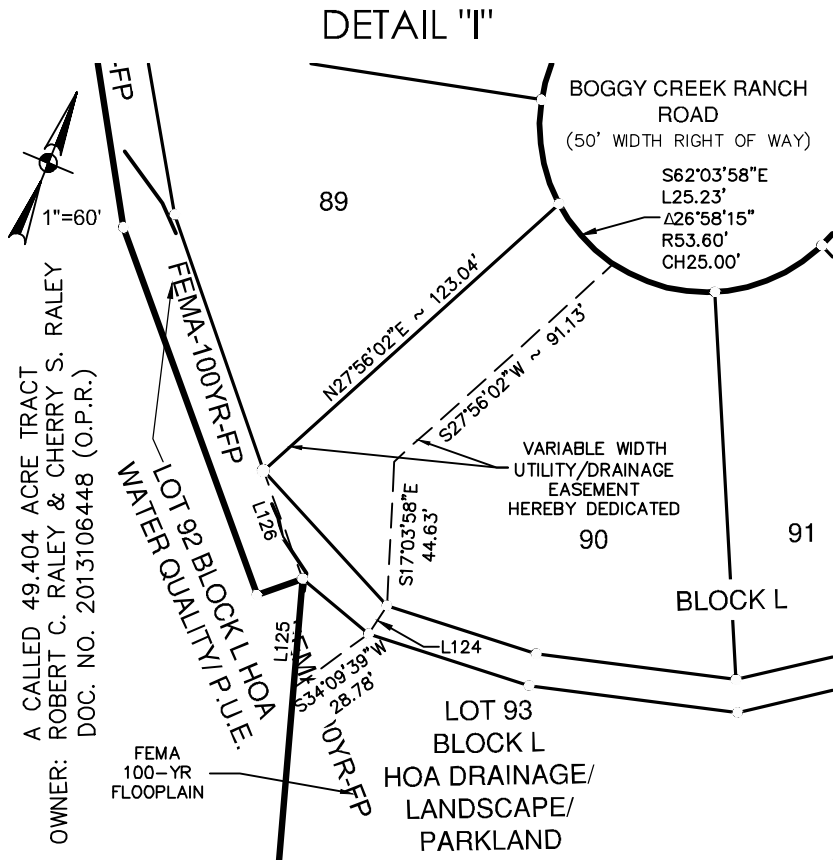
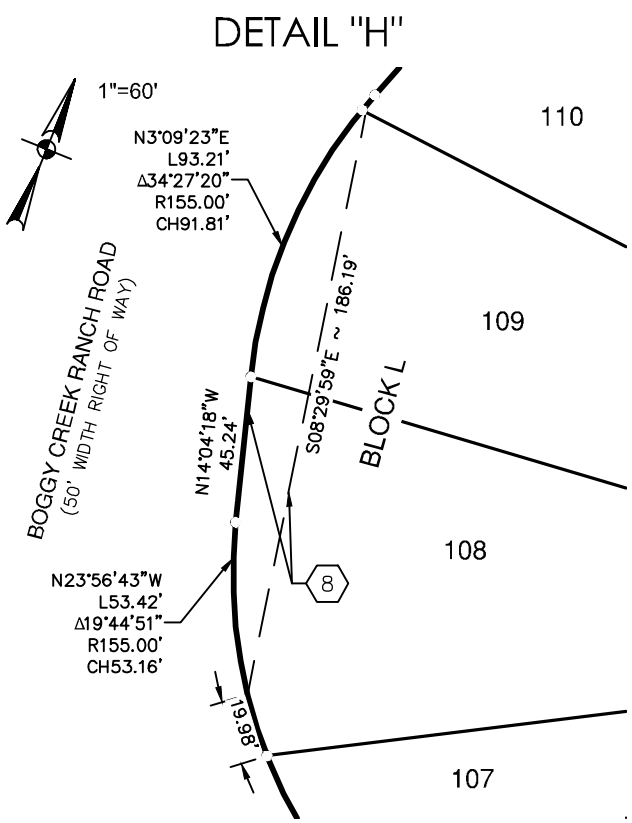
BLOCK JJ		
LOT #	AREA (SQ. FT.)	LOT TYPE
9	107,280	HOA WATER QUALITY/ LANDSCAPE /PARKLAND

BLOCK MM		
LOT #	AREA (SQ. FT.)	LOT TYPE
17	275,227	HOA DRAINAGE/ LANDSCAPE /OPEN SPACE

BLOCK NN		
LOT #	AREA (SQ. FT.)	LOT TYPE
7	8,337	SINGLE FAMILY
8	9,656	SINGLE FAMILY
9	11,307	SINGLE FAMILY
10	9,803	SINGLE FAMILY
11	9,967	SINGLE FAMILY

BLOCK V		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	8,744	SINGLE FAMILY
2	7,817	SINGLE FAMILY
3	8,155	SINGLE FAMILY
4	7,931	SINGLE FAMILY
5	8,328	SINGLE FAMILY
6	11,718	SINGLE FAMILY
7	11,641	SINGLE FAMILY
8	10,893	SINGLE FAMILY
9	10,145	SINGLE FAMILY
10	10,145	SINGLE FAMILY
11	13,441	SINGLE FAMILY
12	11,787	HOA LANDSCAPE
13	10,811	SINGLE FAMILY
14	11,351	SINGLE FAMILY
15	12,607	SINGLE FAMILY
16	12,268	SINGLE FAMILY
17	11,217	SINGLE FAMILY
18	9,182	SINGLE FAMILY
19	11,378	SINGLE FAMILY
20	6,330	HOA LANDSCAPE

BLOCK N		
LOT #	AREA (SQ. FT.)	LOT TYPE
26	16,171	SINGLE FAMILY
27	10,707	SINGLE FAMILY
28	8,374	SINGLE FAMILY
29	7,879	SINGLE FAMILY
30	8,380	SINGLE FAMILY
31	9,099	SINGLE FAMILY
32	9,825	SINGLE FAMILY
33	10,552	SINGLE FAMILY
34	9,787	SINGLE FAMILY
35	3,307	HOA LANDSCAPE /PARKLAND



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TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

SUBDIVISION PLAT OF
LIVELY TRACT PHASE 4
FINAL PLAT

A 78.185 ACRE TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C1	325.00'	006°39'37"	S09°24'08"W	37.76'	37.78'
C2	275.00'	019°02'34"	S15°01'13"E	90.98'	91.40'
C3	25.00'	053°07'48"	S59°48'51"E	22.36'	23.18'
C4	582.00'	011°04'56"	S27°42'29"E	112.40'	112.57'
C5	425.00'	002°38'31"	N03°44'52"W	19.59'	19.60'
C6	475.00'	004°06'01"	N07°07'08"W	33.99'	33.99'
C7	1477.40'	001°09'49"	N18°50'39"E	30.00'	30.00'
C8	59.55'	110°29'16"	S88°02'20"E	97.85'	114.83'
C9	11.00'	120°29'30"	N81°37'49"W	19.10'	23.13'
C10	340.00'	003°18'02"	S46°51'13"E	19.58'	19.59'
C11	25.00'	090°00'00"	S26°06'04"W	35.36'	39.27'
C12	475.00'	040°45'34"	S01°28'51"W	330.83'	337.91'
C13	400.00'	079°27'02"	S17°51'52"E	511.29'	554.67'
C14	275.00'	026°57'56"	S07°24'38"E	128.23'	129.42'
C15	25.00'	090°00'00"	S65°53'36"E	35.36'	39.27'
C16	425.00'	009°03'22"	N73°38'05"E	67.11'	67.18'
C17	25.00'	053°43'16"	N51°18'08"E	22.59'	23.44'
C18	59.50'	287°26'32"	S11°50'14"E	70.41'	298.50'
C19	25.00'	053°43'16"	N74°58'36"W	22.59'	23.44'
C20	375.00'	009°03'22"	S73°38'05"W	59.21'	59.27'
C21	25.00'	090°00'00"	S24°06'24"W	35.36'	39.27'
C22	25.00'	090°00'00"	S65°53'36"E	35.36'	39.27'
C23	275.00'	041°47'42"	S89°59'46"E	196.18'	200.60'
C24	25.00'	099°48'08"	N61°00'01"E	38.25'	43.55'
C25	275.00'	003°45'13"	N09°13'21"E	18.01'	18.02'
C26	275.00'	012°50'40"	N00°55'24"E	61.52'	61.65'
C27	325.00'	012°50'40"	S00°55'24"W	72.70'	72.86'
C28	325.00'	014°18'30"	S41°29'59"W	80.95'	81.16'
C29	155.00'	035°43'32"	S03°47'28"W	95.09'	96.65'
C30	155.00'	043°52'01"	S36°00'18"E	115.79'	118.67'
C31	275.00'	056°02'33"	S29°55'02"E	258.39'	268.98'
C32	75.00'	025°47'27"	S14°47'30"E	33.48'	33.76'
C33	48.50'	067°51'24"	S06°14'28"W	54.14'	57.44'
C34	75.00'	031°25'39"	S24°27'21"W	40.62'	41.14'
C35	25.00'	072°06'36"	S27°18'47"E	29.43'	31.46'
C36	51.50'	252°06'36"	S62°41'13"W	83.27'	226.61'
C37	25.00'	090°00'02"	N36°15'29"W	35.36'	39.27'
C38	275.00'	039°30'54"	N61°30'02"W	185.92'	189.66'
C39	275.00'	027°40'17"	N27°54'26"W	131.53'	132.81'
C40	225.00'	006°49'19"	N17°28'57"W	26.77'	26.79'
C41	325.00'	026°57'56"	N07°24'38"W	151.55'	152.96'
C42	25.00'	090°00'00"	N24°06'24"E	35.36'	39.27'
C43	225.00'	042°37'50"	S89°34'41"E	163.57'	167.41'
C44	25.00'	089°55'01"	S23°18'16"E	35.33'	39.23'
C45	205.00'	035°43'32"	S03°47'28"W	125.76'	127.82'
C46	205.00'	043°52'01"	S36°00'18"E	153.15'	156.95'
C47	225.00'	044°52'26"	S35°30'06"E	171.75'	176.22'
C48	75.00'	053°15'45"	S13°34'00"W	67.24'	69.72'
C49	48.50'	071°26'52"	S04°28'26"W	56.64'	60.48'
C50	75.00'	039°59'32"	S11°15'15"E	51.29'	52.35'
C51	25.00'	089°59'59"	N53°44'31"E	35.36'	39.27'
C52	225.00'	039°30'54"	N61°30'02"W	152.12'	155.17'
C53	225.00'	027°40'17"	N27°54'26"W	107.61'	108.67'
C54	275.00'	006°49'19"	N17°28'57"W	32.72'	32.74'
C55	25.00'	090°00'00"	S67°10'00"E	35.36'	39.27'
C56	340.00'	027°17'17"	N81°28'38"E	160.40'	161.93'
C57	25.00'	082°07'35"	N54°03'29"E	32.84'	35.83'
C58	425.00'	015°25'18"	N05°17'02"E	114.05'	114.39'
C59	475.00'	018°03'49"	S03°57'47"W	149.13'	149.75'
C60	25.00'	082°07'35"	S28°04'06"E	32.84'	35.83'
C61	340.00'	020°37'40"	S58°49'04"E	121.75'	122.41'
C62	290.00'	066°57'48"	N78°41'06"W	319.97'	338.93'
C63	275.00'	071°46'14"	S31°56'53"W	322.39'	344.47'
C64	475.00'	013°56'52"	S10°54'40"E	115.35'	115.63'
C65	25.00'	091°00'49"	S63°23'31"E	35.67'	39.71'
C66	525.00'	014°57'41"	N11°25'05"W	136.70'	137.09'
C67	25.00'	090°00'00"	N48°56'14"W	35.36'	39.27'
C68	25.00'	048°31'41"	S61°47'55"W	20.55'	21.17'
C69	50.50'	187°03'23"	N48°56'14"W	100.81'	164.87'
C70	25.00'	048°31'41"	N20°19'36"E	20.55'	21.17'

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C71	525.00'	006°36'59"	N07°14'44"W	60.59'	60.63'
C72	88.50'	042°20'24"	N31°43'25"W	63.92'	65.40'
C73	65.50'	104°31'27"	N00°37'53"W	103.60'	119.49'
C74	88.50'	036°54'42"	N33°10'29"E	56.03'	57.01'
C75	350.00'	042°47'49"	N36°07'03"E	255.40'	261.43'
C76	300.00'	037°17'13"	N38°52'21"E	191.81'	195.23'
C77	25.00'	096°01'56"	S74°28'05"E	37.17'	41.90'
C78	518.00'	004°17'06"	S24°18'34"E	38.73'	38.74'
C79	25.00'	089°21'57"	S22°30'58"W	35.16'	38.99'
C80	325.00'	069°48'45"	S32°17'34"W	371.95'	396.00'
C81	25.00'	088°40'34"	S41°43'29"W	34.94'	38.69'
C82	25.00'	090°00'00"	N48°56'14"W	35.36'	39.27'
C83	575.00'	006°37'02"	N07°14'44"W	66.36'	66.40'
C84	88.50'	042°42'15"	N10°47'55"E	64.45'	65.96'
C85	65.50'	064°31'29"	N00°06'42"W	69.93'	73.76'
C86	88.50'	052°36'11"	N06°04'21"W	78.43'	81.25'
C87	325.00'	008°11'32"	S08°38'11"W	46.43'	46.47'
C88	325.00'	008°11'32"	S00°26'39"W	46.43'	46.47'
C89	325.00'	008°11'32"	S07°44'52"E	46.43'	46.47'
C90	325.00'	008°11'32"	S15°56'24"E	46.43'	46.47'
C91	325.00'	000°51'27"	S20°27'53"E	4.86'	4.86'
C92	225.00'	001°20'30"	N20°13'21"W	5.27'	5.27'
C93	225.00'	005°28'48"	N16°48'42"W	21.51'	21.52'
C94	275.00'	003°14'05"	S15°41'20"E	15.52'	15.53'
C95	275.00'	010°26'10"	S22°31'28"E	50.02'	50.09'
C96	275.00'	010°28'20"	S32°58'42"E	50.19'	50.26'
C97	275.00'	003°31'42"	S39°58'44"E	16.93'	16.94'
C98	275.00'	000°00'31"	S31°13'32"W	14.44'	14.44'
C99	275.00'	009°43'22"	S49°36'47"E	46.61'	46.67'
C100	275.00'	009°43'22"	S59°20'09"E	46.61'	46.67'
C101	275.00'	009°43'22"	S69°03'31"E	46.61'	46.67'
C102	275.00'	007°20'17"	S77°35'20"E	35.20'	35.22'
C103	51.50'	019°48'28"	S01°09'43"E	17.72'	17.80'
C104	51.50'	036°57'12"	S29°32'33"E	32.64'	33.22'
C105	51.50'	065°02'51"	S80°32'34"E	55.38'	58.47'
C106	51.50'	040°55'55"	N46°28'03"E	36.01'	36.79'
C107	51.50'	011°11'47"	N20°24'12"E	10.05'	10.06'
C108	275.00'	016°54'47"	S02°23'04"E	80.88'	81.18'
C109	275.00'	010°03'09"	S15°52'02"E	48.19'	48.25'
C110	425.00'	005°13'11"	S71°42'59"W	38.70'	38.72'
C111	425.00'	003°50'12"	S76°14'40"W	28.45'	28.46'
C112	59.50'	050°11'14"	S49°32'07"W	50.47'	52.12'
C113	59.50'	102°01'38"	N54°21'27"W	92.50'	105.95'
C114	59.50'	019°21'14"	N06°19'59"E	20.00'	20.10'
C115	59.50'	115°52'26"	N73°56'49"E	100.85'	120.33'
C116	275.00'	003°53'57"	S10°33'22"W	18.71'	18.71'
C117	275.00'	009°45'18"	S77°53'00"W	46.76'	46.82'
C118	275.00'	009°46'39"	S87°38'58"W	46.87'	46.93'
C119	275.00'	009°59'46"	N82°27'50"W	47.92'	47.98'
C120	275.00'	008°22'02"	N73°16'56"W	40.12'	40.16'
C121	275.00'	000°27'51"	N07°06'48"E	2.23'	2.23'
C122	275.00'	015°42'41"	N00°58'28"W	75.17'	75.41'
C123	275.00'	015°42'42"	N16°41'09"W	75.17'	75.41'
C124	225.00'	005°14'08"	S71°43'28"W	20.55'	20.56'
C125	225.00'	022°08'33"	S85°24'48"W	86.41'	86.95'
C126	225.00'	015°15'09"	N75°53'21"W	59.72'	59.90'
C127	205.00'	010°12'34"	S16°32'57"W	36.48'	36.53'
C128	205.00'	016°05'06"	S03°24'06"W	57.36'	57.55'
C129	205.00'	009°25'51"	S09°21'22"E	33.70'	33.74'
C130	205.00'	006°02'51"	S17°05'43"E	21.63'	21.64'
C131	205.00'	015°14'44"	S27°44'30"E	54.39'	54.55'
C132	205.00'	014°04'11"	S42°23'58"E	50.21'	50.34'
C133	205.00'	008°30'16"	S53°41'11"E	30.40'	30.43'
C134	225.00'	006°54'02"	N54°29'18"W	27.08'	27.10'
C135	225.00'	012°52'09"	N44°36'13"W	50.43'	50.54'
C136	225.00'	022°13'18"	N27°03'29"W	86.72'	87.26'
C137	225.00'	002°52'58"	N14°30'22"W	11.32'	11.32'
C138	48.50'	018°15'11"	S13°04'16"W	15.39'	15.45'
C139	48.50'	053°11'41"	S04°39'10"E	43.43'	45.03'
C140	75.00'	007°21'19"	N27°34'21"W	9.62'	9.63'

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C141	75.00'	032°38'13"	N07°34'35"W	42.15'	42.72'
C142	225.00'	018°43'41"	S71°53'38"E	73.22'	73.54'
C143	225.00'	020°47'13"	S52°08'11"E	81.18'	81.63'
C144	225.00'	004°44'21"	S39°22'24"E	18.60'	18.61'
C145	225.00'	020°14'26"	S26°53'01"E	79.07'	79.48'
C146	225.00'	002°41'31"	S15°25'03"E	10.57'	10.57'
C147	275.00'	005°30'56"	N16°49'45"W	26.46'	26.47'
C148	275.00'	001°18'23"	N20°14'25"W	6.27'	6.27'
C149	325.00'	012°50'40"	N00°55'24"E	72.70'	72.86'
C150	325.00'	004°39'08"	N05°01'10"E	26.38'	26.39'
C151	325.00'	003°26'10"	N09°03'49"E	19.49'	19.49'
C152	325.00'	008°54'29"	N15°14'09"E	50.48'	50.53'
C153	325.00'	001°57'51"	N20°40'18"E	11.14'	11.14'
C154	155.00'	002°15'31"	S20°31'29"W	6.11'	6.11'
C155	155.00'	033°28'01"	S02°39'43"W	89.25'	90.54'
C156	155.00'	02°07'57"	S27°38'16"E	72.72'	73.40'
C157	155.00'	016°44'04"	S49°34'17"E	45.11'	45.27'
C158	275.00'	008°18'35"	N5°34'02"W	39.85'	39.88'
C159	275.00'	010°30'59"	N44°22'15"W	50.40'	50.47'
C160	275.00'	009°51'25"	N34°11'03"W	47.25'	47.31'
C161	275.00'	009°43'22"	N24°23'39"W	46.61'	46.67'
C162	275.00'	009°43'22"	N14°40'17"W	46.61'	46.67'
C163	275.00'	007°54'50"	N05°51'11"W	37.95'	37.98'
C164	75.00'	006°39'44"	S05°13'38"E	8.72'	8.72'
C165	75.00'	019°07'44"	S18°07'22"E	24.92'	25.04'
C166	48.50'	031°41'31"	N11°50'28"W	26.49'	26.83'
C167	48.50'	036°09'52"	N22°05'14"E	30.11'	30.61'
C168	75.00'	017°13'32"	S31°33'24"W	22.46'	22.55'
C169	75.00'	014°12'07"	S15°50'35"W	18.54'	18.59'
C170	25.00'	026°09'58"	S04°20'28"E	11.32'	11.42'
C171	150.00'	045°56'45"	S40°23'46"E	19.51'	20.05'
C172	51.50'	078°10'23"	N24°16'53"W	64.94'	70.27'
C173	50.50'	054°19'58"	N8°33'22"E	46.11'	47.89'
C174	50.50'	018°51'19"	N46°57'43"E	18.54'	18.62'
C175	525.00'	004°59'03"	S06°25'46"E	45.66'	45.67'
C176	525.00'	006°15'13"	S12°02'54"E	57.27'	57.30'
C177	525.00'	003°43'25"	S17°02'13"E	34.11'	34.12'
C178	350.00'	002°56'45"	S56°02'35"W	17.99'	18.00'
C179	350.00'	009°18'05"	S49°55'10"W	56.76'	56.82'
C180	350.00'	009°18'05"	S40°37'04"W	56.76'	56.82'
C181	350.00'	009°08'07"	S31°23'58"W	55.75'	55.80'
C182	350.00'	002°27'25"	S25°36'12"W	15.01'	15.01'
C183	350.00'	009°20'00"	S19°42'29"W	56.95'	57.01'
C184	350.00'	000°19'21"	S14°52'49"W	1.97'	1.97'
C185	65.50'	003°41'46"	S49°46'57"W	4.22'	4.23'
C186	65.50'	055°37'01"	S20°07'34"W	61.11'	63.58'
C187	65.50'	045°12'40"	S30°17'17"E	50.35'	51.68'
C188	88.50'	013°31'27"	N46°07'53"W	20.84'	20.89'
C189	88.50'	028°48'57"	N24°57'41"W	44.04'	44.51'
C190	525.00'	001°48'57"	N09°38'44"W	16.64'	16.64'
C191	525.00'	004°48'02"	N06°20'15"W	43.97'	43.99'
C192	50.50'	051°21'26"	S18°54'44"W	43.77'	45.27'
C193	50.50'	045°25'46"	S29°28'52"E	39.00'	40.04'
C194	50.50'	017°04'54"	S60°44'12"E	15.00'	15.06'
C195	50.50'	001°48'45"	S66°17'34"W	10.28'	10.28'
C196	325.00'	008°59'47"	S60°53'18"W	50.98'	51.03'
C197	325.00'	009°50'03"	S51°28'23"W	55.71'	55.78'
C198	325.00'	009°50'03"	S41°38'20"W	55.71'	55.78'
C199	325.00'	009°50'03"	S31°48'17"W	55.71'	55.78'
C200	325.00'	009°50'03"	S21°58'13"W	55.71'	55.78'
C201	325.00'	009°50'03"	S12°08'10"W	55.71'	55.78'
C202	325.00'	009°49'57"	S02°18'10"W	55.70'	55.77'
C203	575.00'	002°14'03"	N05°03'16"W	22.42'	22.42'
C204	575.00'	004°22'56"	N08°21'45"W	43.97'	43.98'
C205	88.50'	009°25'57"	S05°50'14"E	14.55'	14.57'
C206	88.50'	033°16'18"	S15°30'54"W	50.67'	51.39'
C207	65.50'	012°21'19"	N25°58'23"E	14.10'	14.12'
C208	65.50'	052°10'09"	N06°17'22"W	57.60'	59.64'
C209	88.50'	011°57'55"	S26°23'29"E	18.45'	18.48'
C210	88.50'	040°38'17"	S00°05'24"E	61.46'	62.77'

BAR 781805 ACREE TRACT OF AND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE GREENHOLMEAU MANOR SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACREE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALSO RECORDED IN DOCUMENT NO. 2020131123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALSO RECORDED IN DOCUMENT NO. 2020131423 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 78185 ACREE TRACT BEING MORE FULLY DESCRIBED AS FOLLOWS, WITH BEARINGS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NAD 83) (JAN 11) EPOCH 2010.00, FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE CENTRAL ZONE:

THENCE departing the east boundary line of said 49.404-acre tract, with the north boundary line of the Remnant Portion of said 437.04-acre tract, same being the south boundary line of said Lively Tract, Phase 3, the following ten (10) courses and distances.

- THENCE departing the east boundary line of the Remnant Portion of said 437.04-acre tract, continuing with the south and east boundary line of said Lively Tract Phase 3, through the interior of said Lively Tract, Phase 2, the following two (2) courses and distances:

- THENCE departing the east boundary line of said Lively Tract, Phase 3, continuing through the interior of said Lively Tract, Phase 2, the following two (2) courses and distances:

- THENCE with the south boundary line of said Lively Tract, Phase 2, same being the north boundary line of the Remnant Portion of said 437.04-acre tract, the following ten (10) courses and distances:

- THENCE continuing with the north boundary line of the Remnant Portion of said 437.04-acre tract, in part through the interior of said Livey Tract, Phase 2, along the arc of a curve to the left, having a radius of 475.00 feet, a central angle of 00°06'01", a chord bearing and distance of N 07°07'08" W, 33.99 feet, for an arc length of 33.99 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" found for a point of non-tangency hereof,

THENCE with the west boundary line of said 491.95 acre tract, same being the east boundary line of said Lively Tract, Phase 2, the following eight (8) courses and distances:

- THENCE S 69°12'32" W, departing the west boundary line of said 491.95 acre tract with the north boundary line of said 5.00 acre tract, same being the south boundary line of said Lively Tract, Phase 2, a distance of 471.11 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set on a southwest corner of said Lively Tract, Phase 2, same being a southeast corner of the Remnant Portion of said 437.04 acre tract for an angle point hereof,

7. along the arc of a curve to the left, having a radius of 1477.40 feet, a central angle of $01^{\circ}09'49''$, a chord bearing and distance of N $18^{\circ}50'39''$ E, 30.00 feet, an arc length of 30.00 feet to a $\frac{1}{2}$ " iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,

- THENCE departing the west boundary line of said Lively Tract, Phase 2, through the interior of the Remnant Portion of said 437.04-acre tract, the following forty-two (42) courses and distances:

- S 71°06'04" W, a distance of 111.30 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
14. along the arc of a curve to the left, having a radius of 25.00 feet, a central angle of 90°00'00", a chord bearing and distance of S 26°06'04" W, 35.36 feet, for an arc length of 39.27 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
15. S 71°06'04" W, a distance of 50.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
16. S 18°53'56" E, a distance of 51.72 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
17. along the arc of a curve to the right, having a radius of 475.00 feet, a central angle of 40°45'34", a chord bearing and distance of S 01°28'51" W, 330.83 feet, an arc length of 337.91 feet to a calculated point of tangent hereof,
18. S 21°51'38" W, a distance of 304.97 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
19. along the arc of a curve to the left, having a radius of 400.00 feet, a central angle of 79°27'02", a chord bearing and distance of S 17°51'52" E, 511.29 feet, an arc length of 554.67 feet to a calculated point of tangent hereof,
20. S 57°35'23" E, a distance of 76.54 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
21. S 32°24'37" W, a distance of 295.78 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
22. N 57°35'23" W, a distance of 155.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
23. N 32°24'37" E, a distance of 171.62 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
24. N 51°36'14" W, a distance of 89.36 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
25. N 32°58'12" W, a distance of 111.62 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
26. N 23°41'17" W, a distance of 76.24 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
27. N 15°35'33" W, a distance of 76.24 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
28. N 07°29'49" W, a distance of 76.24 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
29. N 00°35'55" E, a distance of 76.24 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
30. N 08°41'39" E, a distance of 76.24 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
31. N 16°51'35" E, a distance of 62.27 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
32. N 73°08'25" W, a distance of 71.34 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
33. S 76°30'10" W, a distance of 250.62 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
34. S 15°02'47" E, a distance of 274.79 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
35. S 76°55'44" W, a distance of 257.31 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
36. N 15°12'08" W, a distance of 245.90 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
37. S 50°04'57" W, a distance of 15.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
38. N 39°55'03" W, a distance of 120.89 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
39. N 28°59'33" W, a distance of 85.14 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
40. N 43°07'30" W, a distance of 230.17 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
41. N 41°44'35" W, a distance of 289.39 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof, and
42. S 48°18'15" W, a distance of 58.18 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set on the east boundary line of Gabriels Overlook Section One, a subdivision according to the plat recorded in Cabinet S, Slide 218 of the Plat Records of Williamson County, Texas, same being the west boundary line of the Remnant Portion of said 437.04-acre tract for a southwest corner hereof,

THENCE with the east boundary line of said 49.404-acre tract, same being the west boundary line of said 437.04-acre tract, the following three (3) courses and distances:

- 
- PAPE-DAWSON
ENGINEERS**

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
10801 N MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #1002880

PLAT NOTES

- 1 THIS SUBDIVISION IS WHOLLY CONTAINED WITH THE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF LEANDER, TEXAS
- 2 NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES
- 3 NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN, EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT
- 4 PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY CITY OF LEANDER
- 5 ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS
- 6 IN ADDITION TO THE EASEMENTS 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 PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL SIDE LOT LINES
- 7 A PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #48491C0275E FOR WILLIAMSON CO., EFFECTIVE 09/26/2008, AND MAP PANEL #48491C0460F FOR WILLIAMSON CO., EFFECTIVE 12/20/2019
- 8 SIDEWALKS SHALL BE INSTALLED ON ONLY ONE SIDE OF ALL STREETS. 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. SIDEWALKS SHALL BE MAINTAINED BY EACH ADJACENT LANDOWNER OR MUD/IOA
- 9 ALL UTILITY LINES MUST BE LOCATED UNDERGROUND
- 10 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
- 11 THE HOMEOWNERS ASSOCIATION (HOA) WILL OWN AND MAINTAIN THE FOLLOWING LOTS: LOT 35, BLOCK N, HOA LANDSCAPE/PARKLAND, LOT 7, BLOCK NN, HOA OPEN SPACE, LOT 12, BLOCK V, HOA LANDSCAPE, LOT 20, BLOCK V, HOA LANDSCAPE, LOT 31, BLOCK S, HOA LANDSCAPE, LOT 122, BLOCK L, HOA LANDSCAPE/PARKLAND, LOT 83, BLOCK L, HOA DRAINAGE/LANDSCAPE/PARKLAND, LOT 92, BLOCK L, HOA WATER QUALITY/P.U.E., LOT 58, BLOCK J, HOA DRAINAGE/LANDSCAPE/PARKLAND, LOT 20, BLOCK J, HOA LANDSCAPE/PARKLAND, LOT 9, BLOCK JJ, HOA WATER QUALITY/LANDSCAPE/PARKLAND, LOT 17, BLOCK MM, HOA DRAINAGE/LANDSCAPE/OPEN SPACE,
- 12 THE HOA BY-LAWS ARE RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS UNDER DOCUMENT NO. 2017109689
- 13 THE HOMEOWNERS ASSOCIATION IS REQUIRED TO MOW AND MAINTAIN LANDSCAPING IN THE OPEN CHANNELS, AND WATER QUALITY AREAS
- 14 THE WEST WILLIAMSON COUNTY MUD ACCEPTS AND MAINTAINS DRAINAGE AND WATER QUALITY IMPROVEMENTS CONTAINED IN OPEN CHANNELS AND WATER QUALITY AREAS
- 15 THIS TRACT IS SUBJECT TO THE DEVELOPMENT AGREEMENT, "AGREEMENT REGARDING CONSENT TO CREATION OF MUNICIPAL UTILITY DISTRICT DEVELOPMENT AGREEMENT OF THE LIVELY TRACT" AS RECORDED IN DOCUMENT NO. 2015057498 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
- 16 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
- 17 BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE MOST CURRENT ZONING ORDINANCE OF THE CITY OF LEANDER. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE CURRENT ZONING ORDINANCE
- 18 A WATER AND WASTEWATER UTILITY EASEMENT IS DEDICATED TO THE CITY OF LEANDER, ITS SUCCESSORS AND ASSIGNS, IN, UPON, UNDER AND ACROSS ALL RIGHTS-OF-WAY FOR THE INSTALLATION AND MAINTENANCE OF WATER AND WASTEWATER UTILITIES
- 19 FOR EVERY SIX HUNDRED (600) SQUARE FEET OF AREA IN LOT 35, BLOCK N, HOA LANDSCAPE/PARKLAND, LOT 12, BLOCK V, HOA LANDSCAPE, LOT 20, BLOCK V, HOA LANDSCAPE, LOT 31, BLOCK S, HOA LANDSCAPE, LOT 122, BLOCK L, HOA LANDSCAPE/PARKLAND, LOT 83, BLOCK L, HOA DRAINAGE/LANDSCAPE/PARKLAND, LOT 92, BLOCK L, HOA WATER QUALITY/P.U.E., LOT 58, BLOCK J, HOA DRAINAGE/LANDSCAPE/PARKLAND, LOT 20, BLOCK J, HOA LANDSCAPE/PARKLAND, LOT 9, BLOCK JJ, HOA WATER QUALITY/LANDSCAPE/PARKLAND, LOT 17, BLOCK MM, HOA DRAINAGE/LANDSCAPE/OPEN SPACE, 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 TREES, SHALL BE CONSTRUCTED WITH THE SUBDIVISION IMPROVEMENTS AT THE COMMON 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
- 20 IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL, AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THIS PROPERTY
- 21 THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OR REPRESENTATIONS BY OTHER PARTIES ON THIS PLAT. FLOODPLAIN DATA IN PARTICULAR, MAY CHANGE. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE ROADS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY
- 22 IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION, LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY
- 23 THE OWNER SHALL CREATE A MANDATORY HOMEOWNERS ASSOCIATION THAT SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND LIABILITY OF ANY LANDSCAPING, IRRIGATION, SIDEWALKS, ILLUMINATION, SUBDIVISION, IDENTIFICATION SIGNS, WATER QUALITY FEATURES, ETC. PLACED WITHIN THE WILLIAMSON COUNTY RIGHT OF WAY. THE HOMEOWNERS ASSOCIATION SHALL HAVE ASSESSMENT AUTHORITY TO INSURE THE PROPERTY FUNDING FOR MAINTENANCE
- 24 ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS
- 25 THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION B11.1 ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS
- 26 EXCEPT IN CERTAIN ISOLATED AREAS REQUIRED TO MEET ACCESSIBILITY REQUIREMENTS, THE MINIMUM LOWEST FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER
- 27 NO STRUCTURE OR LAND IN THIS PLAT SHALL HEREAFTER BE LOCATED OR ALTERED WITHOUT FIRST OBTAINING A CERTIFICATE OF COMPLIANCE OR FLOODPLAIN DEVELOPMENT PERMIT FROM THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR
- 28 THIS PLAT CONFORMS TO THE PRELIMINARY PLAT APPROVED BY THE PLANNING AND ZONING COMMISSION IN JULY 2016, WITH SUBSEQUENT REVISIONS #1 (APPROVED JUNE 2017), #2 (APPROVED MAY 2018), #3 (APPROVED JUNE 2020), #4 (APPROVED MAY 2021) AND #5 (APPROVED APRIL 2023)
- 29 APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS
- 30 NO CONSTRUCTION, PLANTING OR GRADING SHALL BE PERMITTED TO INTERFERE WITH SIGHT DISTANCE EASEMENTS BETWEEN THE HEIGHTS OF THREE AND EIGHT FEET AS MEASURED FROM THE CROWNS OF THE ADJACENT STREETS
- 31 THE MINIMUM FINISHED FLOOR ELEVATIONS (FFE) FOR LOTS SHOWN ON THIS PLAT ARE DETERMINED BY A STUDY PREPARED BY PAPE-DAWSON ENGINEERS, DATED MAY 2022
- 32 FLOODPLAIN INFORMATION, SUCH AS FLOODPLAIN BOUNDARIES, DEPTHS, ELEVATIONS, AND THE MINIMUM FINISHED FLOOR ELEVATIONS SHOWN ON THIS PLAT, WILL CHANGE OVER TIME WITH BETTER DATA AND FLOOD STUDIES. THE FLOODPLAIN INFORMATION SHOWN ON THIS PLAT WAS ACCURATE AT THE TIME OF PLATTING, BUT MAY BE SUPERSEDED AT THE TIME OF CONSTRUCTION. THE BEST AVAILABLE FLOODPLAIN DATA SHALL BE UTILIZED AT THE TIME OF CONSTRUCTION, AS DETERMINED BY THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR. A FLOODPLAIN DEVELOPMENT PERMIT APPLICATION MUST BE SUBMITTED AND APPROVED PRIOR TO ANY CONSTRUCTION OR DEVELOPMENT WITHIN OR ADJACENT TO A REGULATED FLOODPLAIN
- 33 LOTS 17 MM AND 9 JJ, PREVIOUSLY PLATTED WITH LIVELY TRACT PH 2 (DOC# 2020134123), WILL BE HEREBY VACATED FROM PREVIOUS PLAT AND REPLATTED WITH THIS SECTION. EXCEPT AS MAY BE MODIFIED OF HEREON, THIS REPLAT OF LOT 17 MM AND LOT 9 JJ IS SUBJECT TO ALL APPLICABLE PLAT NOTES AND RESTRICTIONS AS SET FORTH IN THE ORIGINAL PLAT OF LIVELY TRACT PHASE 2, AS RECORDED IN DOCUMENT #2020134123 IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY

SUBDIVISION PLAT OF
LIVELY TRACT PHASE 4
FINAL PLAT

A 78.185 ACRE TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON

THAT HWY 29 VENTURES 2015, L.P., BEING THE OWNER OF A 437.04 ACRE TRACT, SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420, CONVEYED BY SPECIAL WARRANTY DEED WITH VENDORS LIEN OF RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND ALL OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO THE PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS

DOES HEREBY SUBDIVIDE 78.185 ACRES IN ACCORDANCE WITH THE MAP OR PLAT ATTACHED HERETO, TO BE KNOWN AS

SUBDIVISION PLAT OF LIVELY TRACT PHASE 4

AND DOES HEREBY DEDICATE ALL ADDITIONAL ROW, STREETS, ALLEYS, EASEMENTS, PARKS, AND OTHER OPEN SPACES TO PUBLIC USE, OR WHEN THE SUBDIVIDER HAS MADE PROVISION FOR PERPETUAL MAINTENANCE THEREOF, TO THE INHABITANTS OF THE SUBDIVISION. NO OBSTRUCTIONS ARE PERMITTED IN DRAINAGE EASEMENTS, EXCEPT AS APPROVED BY THE CITY OF LEANDER

WITNESS MY HAND THIS THE 19th DAY OF June, 2023, A D

BY

THOMAS J. RIELLY
HWY 29 VENTURES 2015, L.P.
4910 CAMPUS DRIVE
NEWPORT BEACH, CA 92660
(737) 888-4651

STATE OF TEXAS

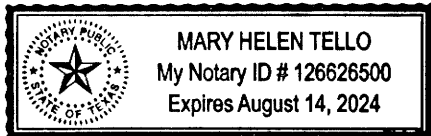
COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THOMAS J. RIELLY, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED

WITNESS MY HAND AND SEALED IN MY OFFICE, THIS THE 19th DAY OF June, 2023, AD

Mary Helen Tello
NOTARY PUBLIC, STATE OF TEXAS

Mary Helen Tello 08/14/2024
PRINTED NAME MY COMMISSION EXPIRES



BY SIGNING THIS PLAT, FOR AND IN CONSIDERATION OF THE SUM OF TEN (\$10.00) DOLLARS 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 DEED OF TRUST, ASSIGNMENT OF RENTS, SECURITY AGREEMENT AND FIXTURE FILING, RECORDED OCTOBER 5, 2015 FILED OF RECORD IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS DOCUMENT NO. 2015088165

LIENHOLDERS NAME

GIBALT US, INC. A COLORADO CORPORATION,

369 TERMINAL HOLDINGS, LTD

BY

THOMAS J. RIELLY
AUTHORIZED SIGNATORY

TITLE

DATE June 19, 2023

BY

THOMAS J. RIELLY
AUTHORIZED SIGNATORY

TITLE

DATE June 19, 2023

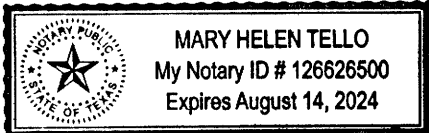
THE STATE OF TEXAS

COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE 19th DAY OF June 2023, PERSONALLY APPEARED THOMAS J. RIELLY, DID SAY THAT HE IS PRESIDENT OF GIBALT US, INC., A COLORADO CORPORATION, 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 19th DAY OF June, 2023

Mary Helen Tello
NOTARY PUBLIC-STATE OF TEXAS



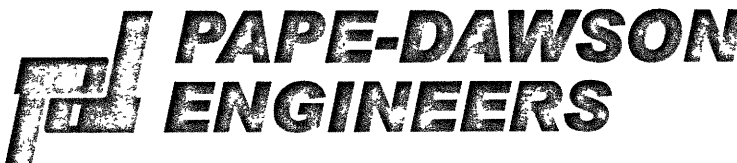
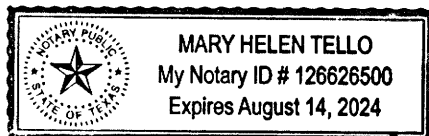
THE STATE OF TEXAS

COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE 19th DAY OF June 2023, PERSONALLY APPEARED THOMAS J. RIELLY, DID SAY THAT HE IS AUTHORIZED SIGNATORY OF 369 TERMINAL HOLDINGS, A BRITISH COLUMBIA CORPORATION, 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 HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE 19th DAY OF June, 2023

Mary Helen Tello
NOTARY PUBLIC-STATE OF TEXAS



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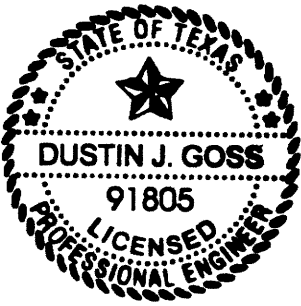
SUBDIVISION PLAT OF
LIVELY TRACT PHASE 4
FINAL PLAT

A 78.185 ACRE TRACT OF LAND SITUATED IN THE GREENLEAF FISK SURVEY, ABSTRACT NO. 5, AND THE BARTHOLOMEW MANLOVE SURVEY, ABSTRACT NO. 420 IN WILLIAMSON COUNTY, TEXAS, BEING OUT OF THE REMNANT PORTION OF A CALLED 437.04 ACRE TRACT CONVEYED TO HWY 29 VENTURES 2015, L.P. RECORDED IN DOCUMENT NO. 2015088162 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND BEING ALL OUT OF LOT 17, BLOCK MM, AND LOT 9, BLOCK JJ, BOTH OF LIVELY TRACT, PHASE 2, A SUBDIVISION ACCORDING TO A PLAT RECORDED IN DOCUMENT NO. 2020134123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS

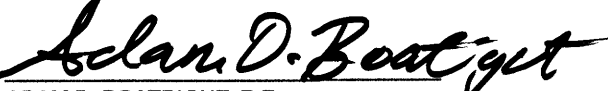
ENGINEER'S CERTIFICATION:

I, DUSTIN J. GOSS, P.E., 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 AND THAT A PORTION THIS TRACT IS LOCATED WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.


DUSTIN J. GOSS, P.E. 91805
ENGINEERING BY: PAPE-DAWSON ENGINEERS, INC.
10801 N. MOPAC EXPY., BLDG. 3, SUITE 200
AUSTIN, TEXAS 78759
(512) 454-8711
TBPE FIRM REGISTRATION NO. 470



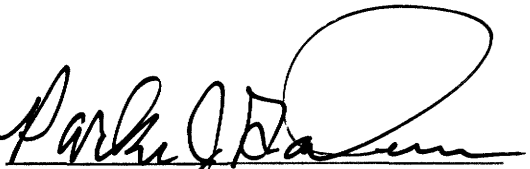
BASED UPON THE REPRESENTATIONS OF THE ENGINEER OR SURVEYOR WHOSE SEAL IS AFFIXED HERETO, AND AFTER REVIEW OF THE PLAT AS REPRESENTED BY THE SAID ENGINEER OR SURVEYOR, I FIND THAT THIS PLAT COMPLIES WITH THE WILLIAMSON COUNTY FLOODPLAIN REGULATIONS. THIS CERTIFICATION IS MADE SOLELY UPON SUCH REPRESENTATIONS AND SHOULD NOT BE RELIED UPON FOR VERIFICATIONS OF THE FACTS ALLEGED. WILLIAMSON COUNTY DISCLAIMS ANY RESPONSIBILITY TO ANY MEMBER OF THE PUBLIC FOR INDEPENDENT VERIFICATION OF THE REPRESENTATIONS, FACTUAL OR OTHERWISE, CONTAINING IN THIS PLAT AND THE DOCUMENTS ASSOCIATED WITHIN IT.

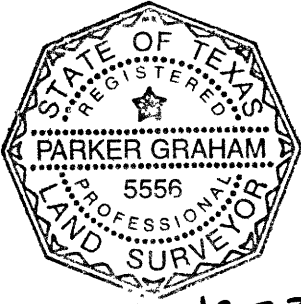

ADAM D. BOATRIGHT, P.E.
WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR

DATE: 06/21/2023

SURVEYOR'S CERTIFICATION:

I, PARKER J. GRAHAM, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT CONFORMS WITH APPLICABLE ORDINANCES OF LEANDER, TEXAS AND WILLIAMSON COUNTY, TEXAS. THE BEARINGS FOR THIS PLAT ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1986), FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE CENTRAL ZONE. ALL EASEMENTS OF RECORD ARE SHOWN OR NOTED ON THE SUBDIVISION PLAT AS FOUND IN THE TITLE COMMITMENT PREPARED BY CHICAGO TITLE INSURANCE COMPANY, JACKSONVILLE, FL GF# CTA-07-CTA1602441JP AND DEPICTS THE ITEMS CONTAINED IN SAID TITLE COMMITMENT, DATED APRIL 17, 2019.


PARKER J. GRAHAM, R.P.L.S. 5556
SURVEYING BY: PAPE-DAWSON ENGINEERS, INC.
10801 N. MOPAC EXPY., BLDG. 3, SUITE 200
AUSTIN, TEXAS 78759
(512) 454-8711



06/07/2023

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 WILLIAMSON COUNTY.

DONNIE MAHAN, CHAIRMAN
PLANNING AND ZONING COMMISSION
CITY OF LEANDER, TEXAS

ELLEN COUFAL, SECRETARY
PLANNING AND ZONING COMMISSION
CITY OF LEANDER, TEXAS

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

I, NANCY RISTER, CLERK OF 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 OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN DOCUMENT 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



AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
10801 N MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028601



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of Subdivision Case FP-22-0013 regarding Carneros Ranch Phase 6 Final Plat on one parcel of land approximately 17.85 acres $\pm$ in size, more particularly described by Williamson County Central Appraisal District R523829; generally located east of Sauterne Drive and west of Pinot Noir Street, Leander, Williamson County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

05/07/2001 Approval of the Concept Plan

12/03/2001 Approval of the Preliminary Plat

06/22/2023 Planning & Zoning Commission canceled due to power outage

APPLICANT/AGENT:

CSF Civil Group (Randy Nixon) on behalf of CT Development Inc. (David Bruning).

RECOMMENDATION:

This final plat includes 67 residential lots, 1 drainage lot, and 1 parkland lot. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following conditions.

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

This application was previously scheduled for the June 22, 2023 Planning and Zoning Commission meeting. The case was delayed due to a power outage at City Hall.

PRESENTER:

Jason Pho, Assistant Planner

Attachments

1. Final Plat
2. Location Map

CARNEROS RANCH

SECTION SIX

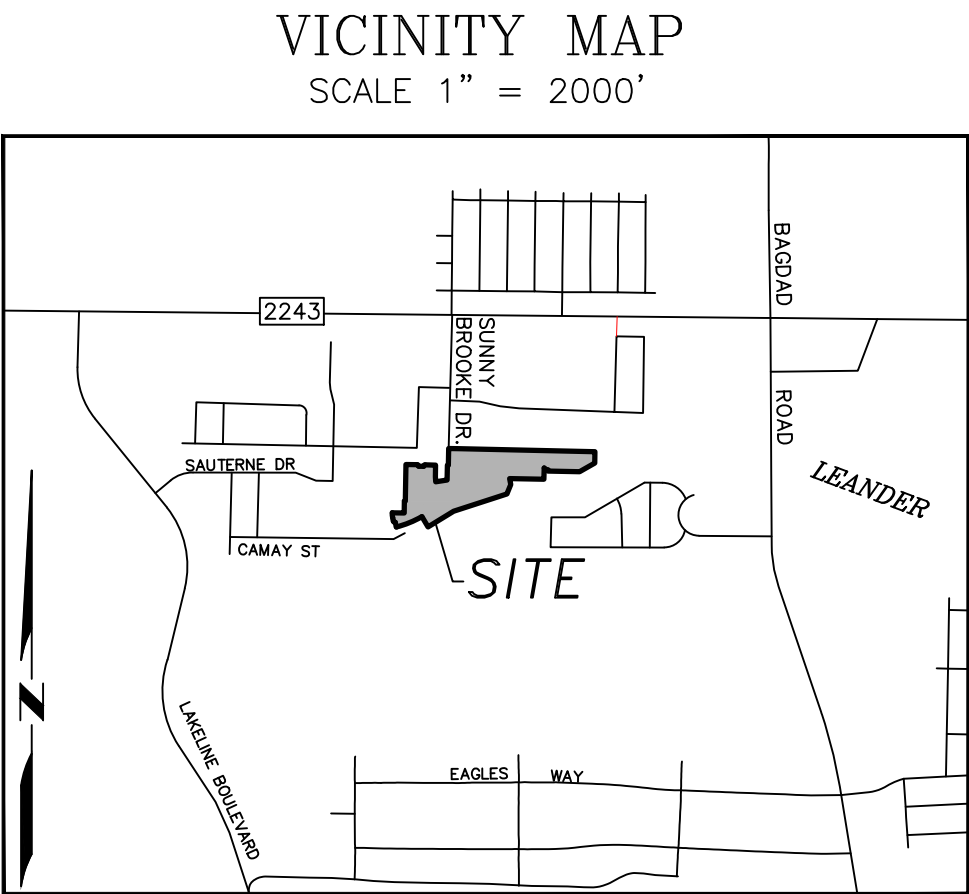
FINAL PLAT

OWNER: C. T. DEVELOPMENT, INC.
7676 WOODWAY, SUITE 104
HOUSTON, TX 77063

SURVEYOR: LANDESIGN SERVICES, INC.
10090 W HIGHWAY 29
LIBERTY HILL, TEXAS 78642
TBPELS FIRM NO. 10001800
512-238-7901

ENGINEER: CSF CIVIL GROUP, LLC
3636 EXECUTIVE CENTER DRIVE, SUITE 209
AUSTIN, TEXAS 78731

SUBMITTAL DATE: 09/06/2022



AREA: 17.85 ACRES

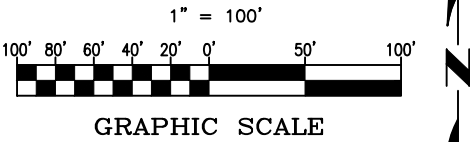
SURVEY: MOSES S. HORNSBY SURVEY
ABSTRACT NO. 292

LOTS: 67 RESIDENTIAL (12.27 ACRES)
1 HOA DRAINAGE LOT (1.91 ACRES)
1 HOA PARKLAND LOT (0.25 OF ONE ACRE)

BLOCKS: 4

STREET DEDICATION - SAUTERNE DRIVE 1007 LF
CAMAY STREET 1261 LF
CAMILLE STREET 465 LF
DEERCREEK LANE 145 LF

SHEET INDEX: SHEET 1 - COVER SHEET
SHEET 2 - SUBDIVISION & TABLE
SHEET 3 - NOTES

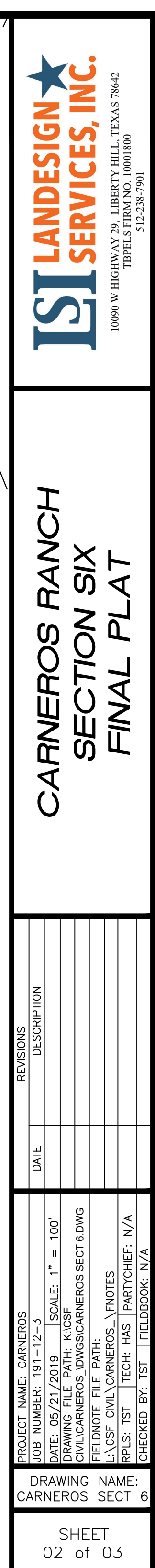


REVISIONS	
DATE	DESCRIPTION

PROJECT NAME: CARNEROS	
JOB NUMBER: 191-12-3	
DATE: 05/21/2019	SCALE: 1" = 100'
DRAWING FILE PATH: K:\CSF	
CIVIL\CARNEROS.DWG	CARNEROS SECT 6.DWG
FIELDNOTE FILE PATH:	
L:\CSF CIVIL\CARNEROS\FNOTES	
RPLS: TST	TECH: HAS
CHECKED BY: TST	PARTYCHIEF: N/A
	FIELDBOOK: N/A

DRAWING NAME:
CARNEROS SECT 6

SHEET
01 of 03

[illegible]

Line Table		
Line #	Direction	Length
L1	N20° 43' 26"W	11.07'
L2	S20° 43' 26"E	113.11'
L3	S32° 48' 57"E	61.36'
L4	N36° 13' 20"W	50.00'
L5	N32° 55' 20"W	30.76'
L6	N69° 09' 43"E	8.77'
L7	N69° 09' 38"E	50.00'
L8	S26° 19' 54"E	48.67'
L9	N69° 16' 34"E	8.80'
L10	N20° 43' 26"W	98.04'
L11	N20° 43' 26"W	107.69'
L12	N53° 23' 32"W	30.00'
L13	S53° 23' 32"E	30.01'
L14	N20° 43' 26"W	130.44'
L15	N20° 43' 26"E	105.02'
L16	N43° 10' 49"W	60.93'
L17	S26° 19' 54"E	50.08'
L18	S39° 20' 32"E	33.48'
L19	N60° 10' 39"E	74.24'
L20	S56° 37' 36"E	14.17'
L21	S69° 16' 34"W	59.78'
L22	S69° 11' 11"W	74.99'

SAUTERNE DRIVE
(50' R.O.W.)

CAMAY STREET
(50' R.O.W.)

10' P.U.E.
(TYPICAL)

10' P.U.E.
(TYPICAL)

25' P.U.E.
(TYPICAL)

15 14

TYPICAL SIDE AND FRONT
LOT LINE PUE DETAIL
NOT TO SCALE

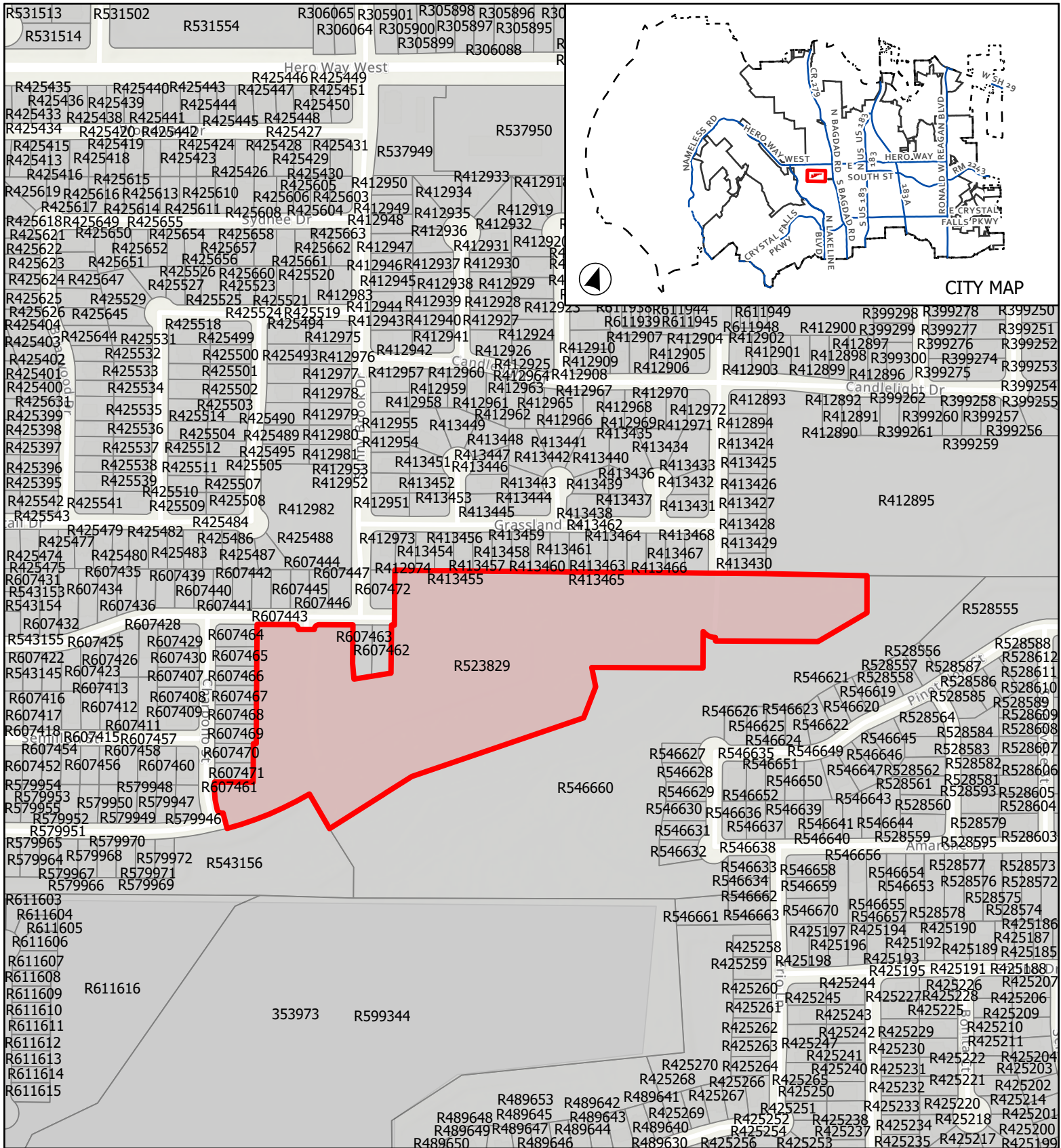
PROJECT NAME: CARNEROS
JOB NUMBER: 1917-12-3
DATE: 05/21/2019 SCALE: 1" = 100'
DRAWING FILE PATH: K:\CSF CIVIL\CARNEROS_IDWG\CARNEROS SECT 6.DWG
FILENOTE: FILE PATH: L:\CSF CIVIL\CARNEROS_FNOTES
RPLS: TST TECH: HAS PARTY: CHIEF: N/A
CHECKED BY: TST FIELD BOOK: N/A

DRAWING NAME:
CARNEROS SECT 6

SHEET
02 of 03

DRAWING PATH: K:\CSF CIVIL\CARNEROS_IDWG\CSICARNEROS_SECT 6.DWG SHEET PLOT SIZE: ARCH FULL BLEED C (18.00 X 24.00 INCHES) LAST SAVED: 5/31/2023 5:49 PM PLOT DATE: 6/1/2023 2:11 PM

DRAWING PATH: K:\CSF CIVIL\CARNEROS_IDWGS\CARNEROS SECT 6.DWG SHEET PLOT SIZE: ARCH FULL BLEED C (18.00 X 24.00 INCHES) LAST SAVED: 5/31/2023 5:49 PM PLOT DATE: 6/1/2023 2:11 PM



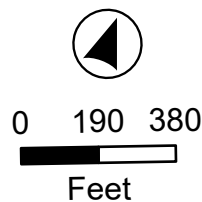
CASE: FP-22-0013

ATTACHMENT 2

CARNEROS RANCH PH 6

Location Map

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



- City Limits
- ETJ Boundary
- Subject Boundary



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

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

BACKGROUND:

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

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

Staff recommends approval of the applications.

PRESENTER:

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

Attachments

1. Amended Final Plat Submittal Packet
2. Concept Plan & Prelim Plat Submittal Packet
3. Concept Plan Submittal Packet
4. Construction Plan Submittal Packet
5. Dry Utility Submittal Packet
6. Final Plat Submittal Packet
7. Minor Revision Prelim Plat Submittal Packet
8. Minor Site Development Submittal Packet
9. Prelim Plat Submittal Packet
- 10 Short Form Final Plat Submittal Packet
11. Site Development Submittal Packet
12. TIA Submittal Packet

PROJECT NAME: _____

AMENDED FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

An Amended Final Plat is used to correct minor errors or make minor adjustments to a recorded final plat. Examples include:

- Correction of an error on a previously approved plat;
- Removal a lot line to combine multiple lots into one lot;
- Relocation of a lot line; or
- Removal, adjustment, or addition of an easement previously recorded by plat.

HELPFUL LINKS



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

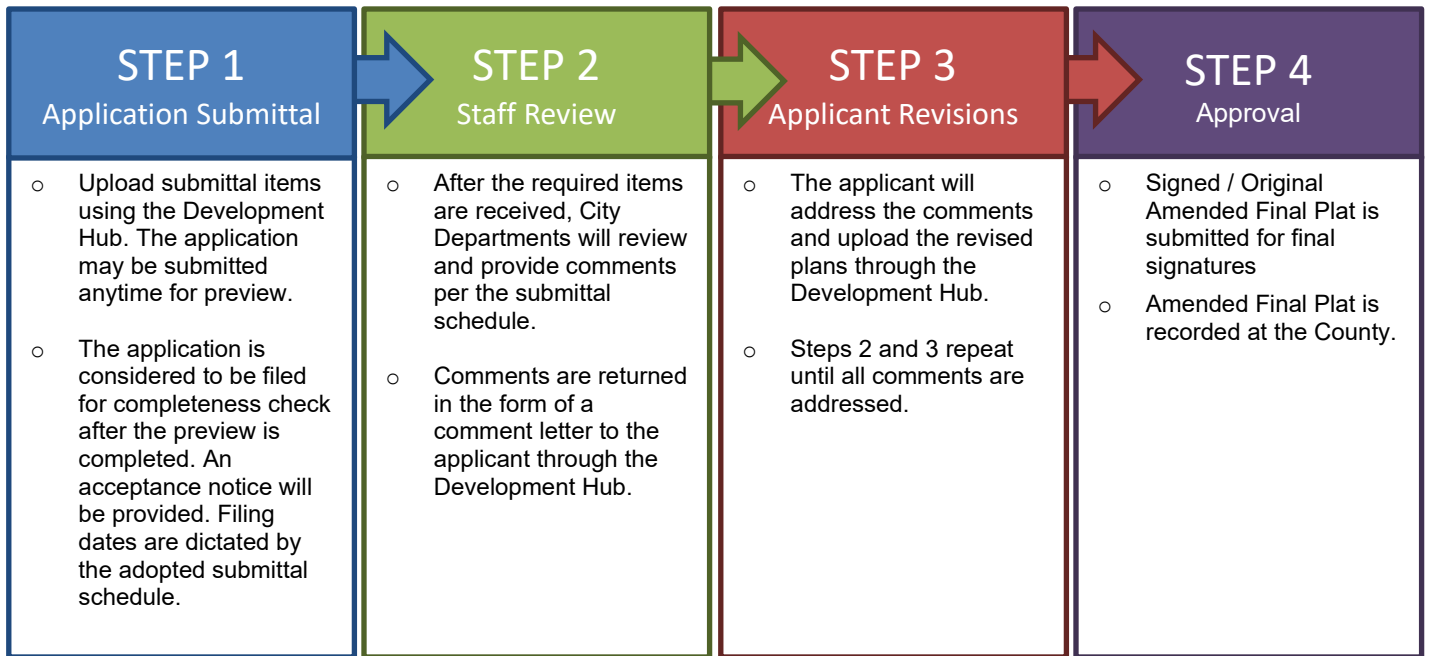
CONTACT INFORMATION

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

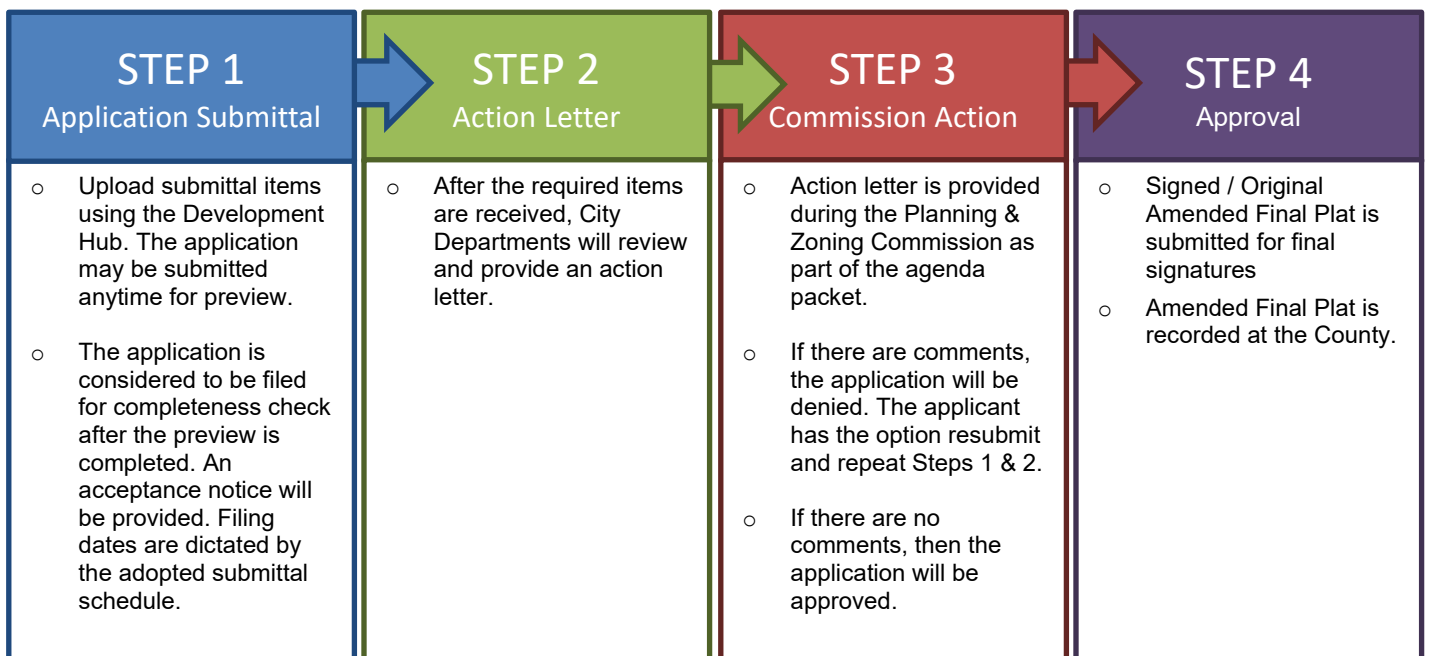
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS	PROVIDED	Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.
	☐	1. Completed and signed application & checklist with the owner's signatures.
	☐	2. Amended Final Plat Document (18"X24" in size).
	☐	3. Letter of Intent – provide reason for requested Amended Final Plat.
	☐	4. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	5. Existing deed restrictions or covenants (if applicable).
	☐	6. Certified tax certificate.
	☐	7. Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
	☐	8. Submit approvals from utility providers if easements are proposed to be vacated (see page 18 for contacts).
	☐	9. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
	☐	10. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Final Plat are not duplicated in other areas of the county (if new street names are proposed).
	☐	11. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
	☐	12. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 500.00
GIS Mapping Fee (only applies if the lot lines are changed):	\$ 75.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

AMENDED FINAL PLAT REVIEW PROCESS

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

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

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 20](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

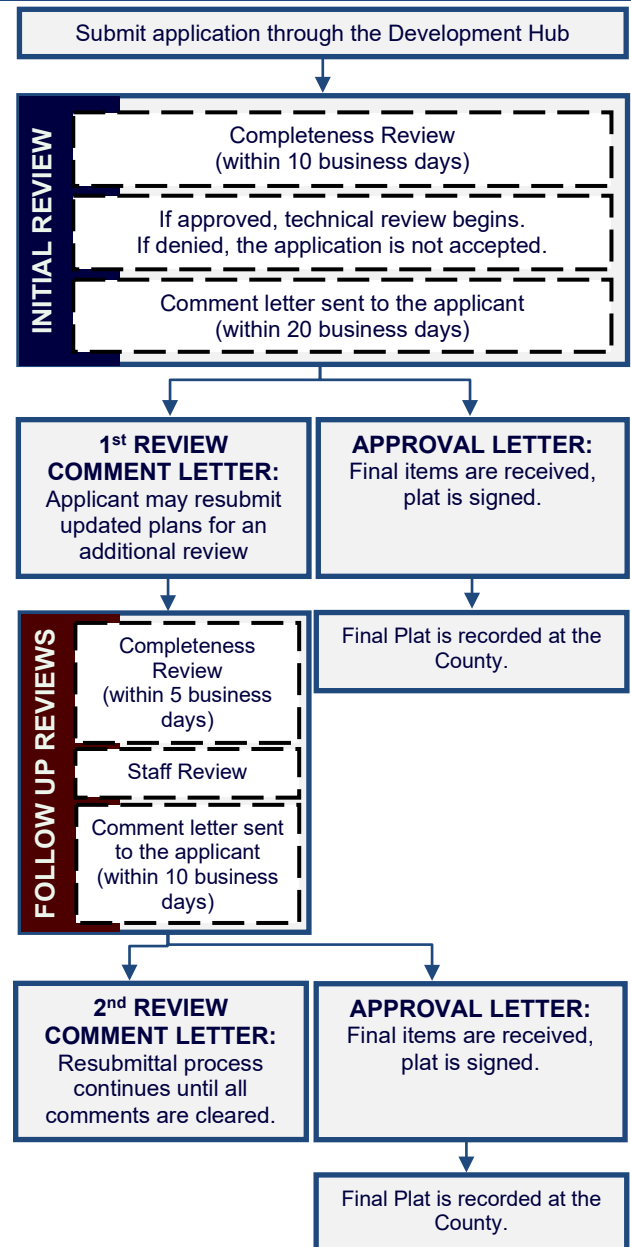
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

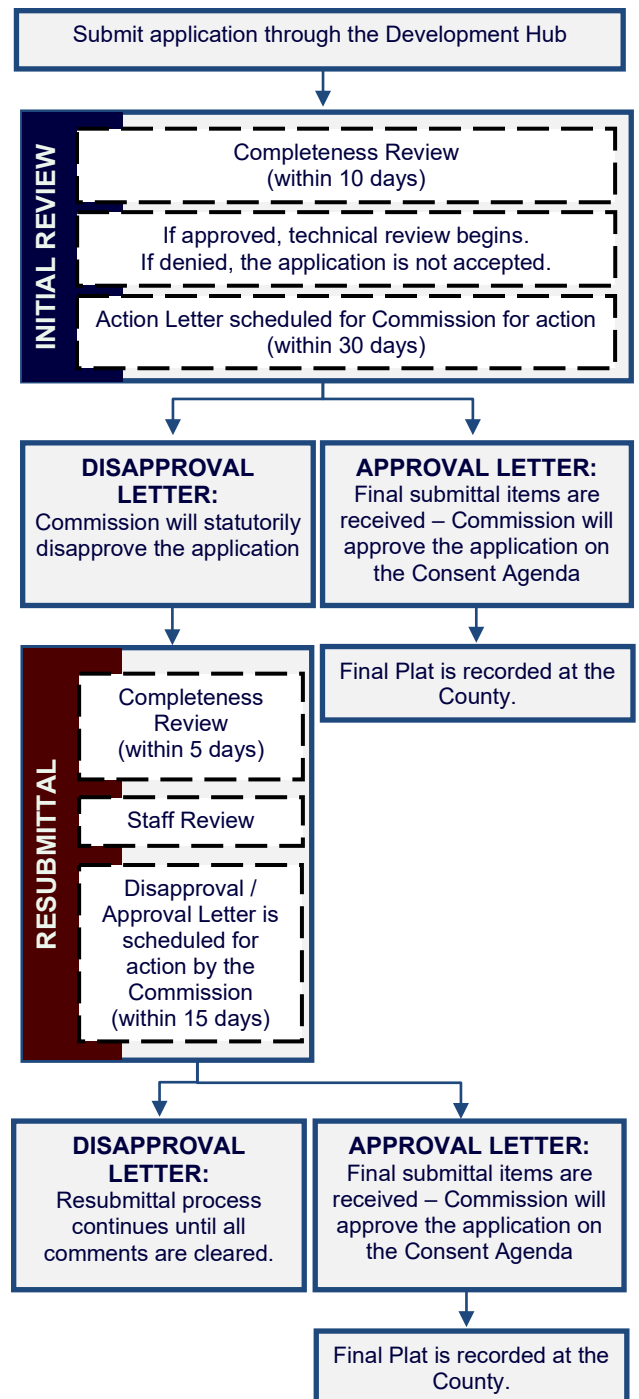
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ §

§
§
§
KNOW ALL MEN BY THESE PRESENTS

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

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

Notary Public's Signature _____
My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

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)
Subdivision Name Amended Final Plat Project Information Location Sketch Index 1 of 1	
___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.	Art II, Sec 24 (c)(1)(iv)
___ 8. Provide a table including the street name(s) and linear footage.	Art II, Sec 25 (d)(2)(iii)

SHEET 2 – AMENDED FINAL PLAT

EXISTING CONDITIONS

	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 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. Current zoning (if inside City of Leander)_____ (Do not show on plat)	Art II, Sec 24(f)(3)(i)
___ 16.	All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.	Art III, Sec 45 (b)(8)
___ 17.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 18.	There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)
___ 20.	Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(10)
___ 21.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 24 (c)(2)(iii)
___ 22.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 45 (b)(2)(i)
___ 23.	If private streets are proposed, the following are provided. Private streets may only be approved for local streets and may not be approved where the gated, private street would prohibit the connection of the street network between neighborhoods impair the ability to complete the City's overall transportation network. a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance. b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association. c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement. d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities. Note should include the following: <i>A perpetual public safety and public service easement is hereby dedicated for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation, any other public services and enforcing the city ordinances; and giving the</i>	Art III, Sec 42(b)(2)(vii) & Art III, Sec 45 (f) & (g)

City and its authorized officers and designees uninhibited ingress and egress over, across and through such streets, roadways, and rights-of-way for the purpose of providing public safety services, police, fire and medical services, and enforcing the penal code and city ordinances. The HOA shall maintain at all times with the City Secretary the current gate code or key for all gates regulating access to and from the subdivision.

- ___ 24. Certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.

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

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES

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

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Surveyor Date

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Engineer Date

- c) City approval statement as follows:

Art II, Sec 25
(f)

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

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

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

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

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

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]
[signature]
[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]

[signature]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[signature]
[NAME OF OWNER]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[signature]
[NAME OF OWNER]

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

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

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

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

Adam Boatright, PE, DR, CFM
County Engineer

Date

Or a signature block certified by Brandon Couch, Program Manager – On-site Waste Water Program if the property is located with Travis County. The County will require a review of this application prior to signing the document.

O.S.S.F. NOTES:

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

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

Date

- f) The County recording statement is located in the lower right corner of the signature page.

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

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

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

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

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

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

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

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

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

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

STANDARD PLAT NOTES

___ 1. General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. *(inside City only)*
- ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. *(ETJ only)*
- ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.
- ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. *(inside City only)*
- ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.
- ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.
- ☐ All easements on private property shall be maintained by the property owner or his or her assigns.
- ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.
- ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46
(b)

Art III, Sec 46
(b)

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

Code of
Ordinances Art
3.10
Flood Damage
Prevention –
Code of
Ordinances

☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i>	Art II, Sec 24 (c)(6)(vii)
☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐ All utility lines must be located underground.	Art III, Sec 47
☐ This amended plat does not remove any restrictions. This subdivision is subject to all general notes and restrictions appearing on the plat of _____ recorded at _____ of the Plat Records of _____ County, Texas.	Art II, Sec 25 (d)(2)(iv)
☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
☐ Provide a note stating what changed about the plat.	
____ 2. Non-Residential & Multi-Family Plat Notes:	
☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.	Art III, Sec 42 (h)
☐ Traffic Impact Analysis Note (if applicable): ☐ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
____ 3. Single-Family & Two Family Plat Notes:	
☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____	Art IV, Sec 61(d)
☐ The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.	Art IV, Sec 61(d)
☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:	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
<i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	

UTILITY PROVIDER INFORMATION

Letters from each public utility provider are required to be submitted that demonstrate consent to the removal of public utility easements. Below, please find the list of providers.

Electric

PEC
Whitney Burke
800-868-4791 X 4489
Whitney.Burke@peci.com

Telephone

AT&T
G03854@att.com

Water / Wastewater

City of Leander
Gina Ellison
512-259-2640
gellison@leandertx.gov

Cable TV

Suddenlink
Dean Cole
512-931-2965
Dean.Cole@AlticeUSA.com

Gas

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

Grande Communications
Daniel Pina
737-346-7155
daniel.pina@mygrande.com

Spectrum

Troy Smith
512-682-8593
Troy.Smith1@charter.com

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

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

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

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

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

☐ TRAVIS COUNTY

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

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

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

- ___ 1. Final Plat with signatures in black, permanent ink. All notary seals are required to be legible and current.
- ___ 2. Original tax certificates from the County tax office (includes County, City, and ACC) are required prior to recording.
- ___ 3. Recordation fees.

FINAL APPROVAL

In order to complete the amended final plat process, the following items will be required to be submitted.

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§
§
§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

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 in to 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.
- 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.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Concept Plan application. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.
- 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

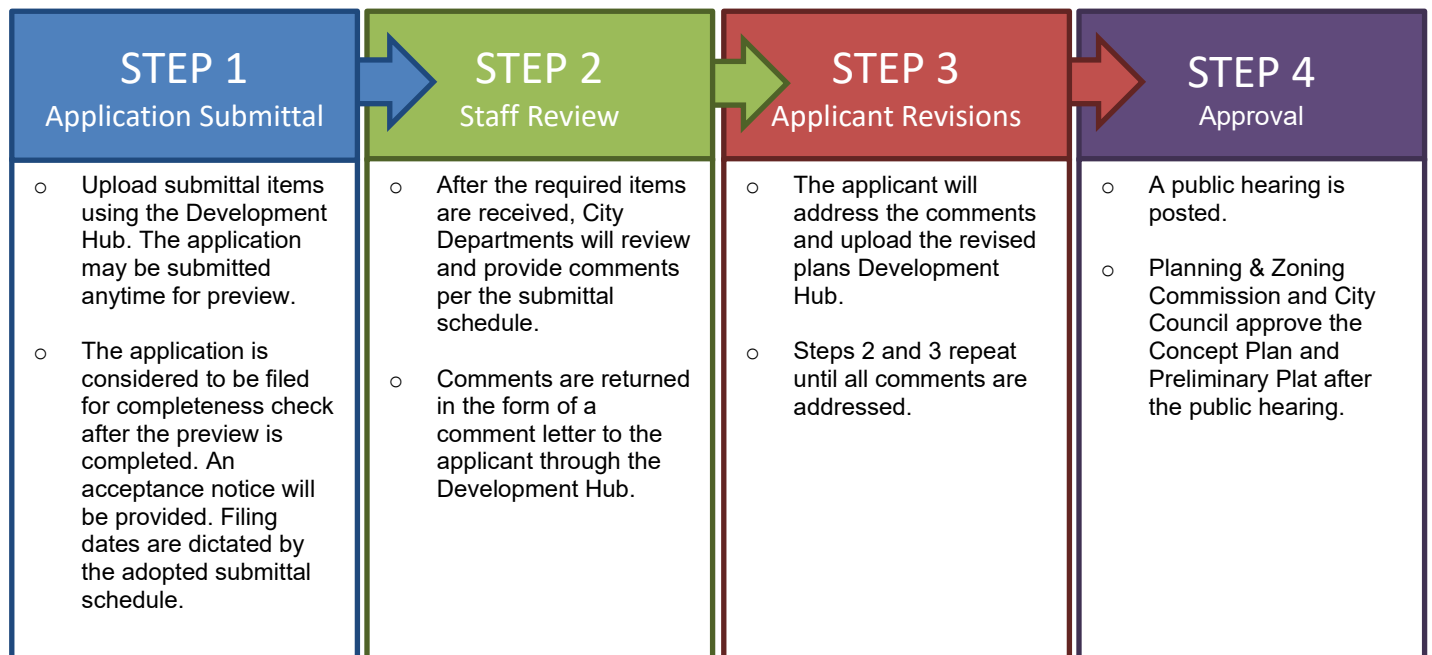
CONTACT INFORMATION

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.
- 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. Public Notification
 - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property, and
 - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract
- ☐ 5. Public Hearing Signage document on [page 18](#) of this packet, signed and dated.
- ☐ 6. 8½" x 11" map demonstrating the proposed public notification sign locations
- ☐ 7. Existing deed restrictions or covenants (if applicable).
- ☐ 8. Certified tax certificate.
- ☐ 9. Annexation petition and letter requesting water and wastewater service where applicable
- ☐ 10. 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.
- ☐ 11. 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.
- ☐ 12. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing agreement, provide the name: _____.
- ☐ 13. 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.
- ☐ 14. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 15. Drainage Study and any associated studies or models needed for review.
- ☐ 16. County short ID # of subject property: _____
- ☐ 17. 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.
- ☐ 18. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 19. 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: _____
- ☐ 20. Traffic Impact Analysis Letter. Provide the following:
 - ☐ Letter providing the trip generation based on the current ITE Manual containing each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- ☐ 21. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 22. Application Fees (calculation listed below).

APPLICATION* FEE CALCULATION

CONCEPT PLAN FEES

Filing Fee:	\$ 400.00
\$6 per lot or acre or portion thereof (whichever is greater):	\$ _____
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):	\$ _____

PRELIMINARY PLAT FEES

Filing Fee:	\$ 1,000.00
\$50 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (\$125 per section or phase):	\$ _____
System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE)	\$ _____

OTHER FEES

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

TOTAL FEE (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:

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

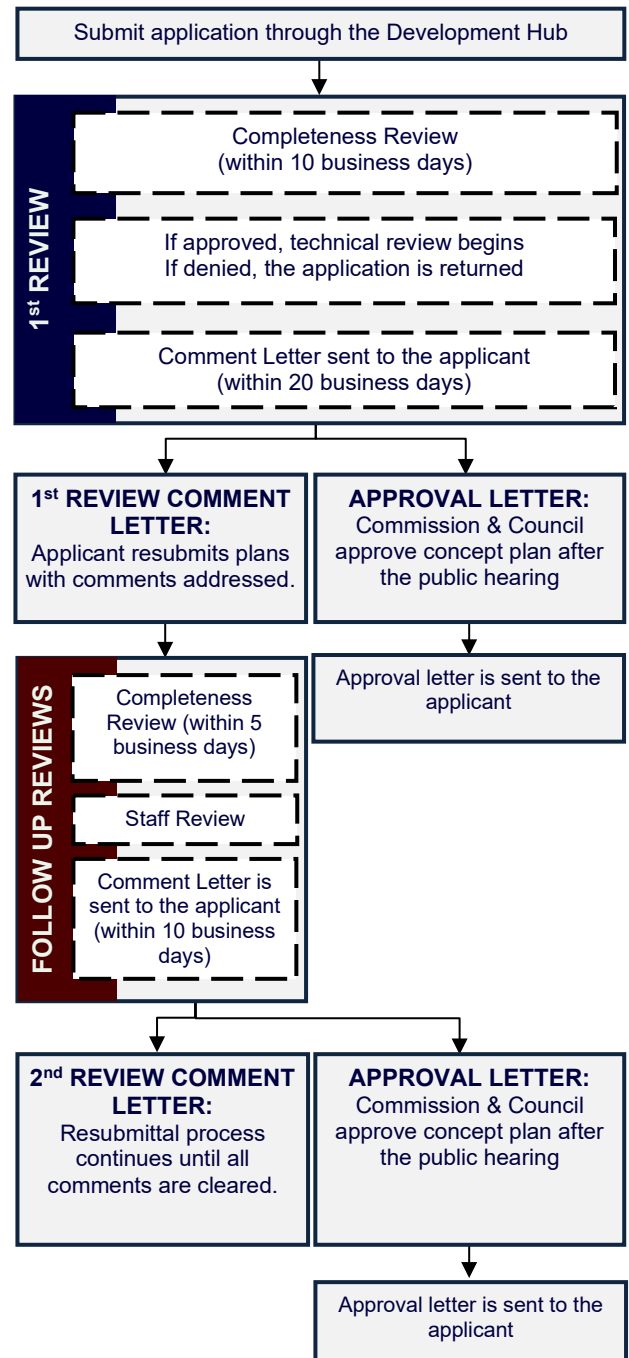
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the request will be placed on the next available Planning & Zoning Commission Agenda
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, then the public hearing is scheduled. 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.
8. 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.

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ §

§
KNOW ALL MEN BY THESE PRESENTS
§

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

CONCEPT PLAN & PRELIMINARY PLAT CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

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

___ 5. Example cover sheet:

Subdivision Name		
Concept Plan & 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. Provide any recommendations from the approved TIA (if applicable)

Art II, Sec 22
(c)(3)

___ 8. Include the draft plat notes

General Plat Notes:

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46
(b)

Art III, Sec 46
(b)

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

Code of
Ordinances Art
3.10

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

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

Art III, Sec 47

Art II, Sec 24
(a) (2)

Art II, Sec 20
(j)

___ 9. Non-Residential & Multi-Family Plat Notes:

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

Art III, Sec 42
(h)

Code of
Ordinances
10.03.003

___ 10. Single-Family & Two Family Plat Notes: ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street. ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ___ ☐ The HOA bylaws are recorded in the Official Public Records of ___ County, Texas under document number ____. ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas. ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas. ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat) <i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	Transportation Criteria Manual 5.3.1 J Art IV, Sec 61(d) Art IV, Sec 61(d) Art III, Sec 41 (a) Art III, Sec 41 (a) Composite Zoning Ordinance Art VI, Sec 8
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SHEET 2 – PHASING PLAN

___ 1. A Phasing Plan is required for subdivision that include more than 30 lots or units. This plan shall demonstrate the phase boundaries of the subdivision. ___ 2. The Phasing Plan shall contain timeframes in compliance with the term of the concept plan. ___ 3. Phases shall be provided in sequential order and include all proposed subsections. Phases shall not create remnant tracts less than five acres in size. ___ 4. Each phase shall illustrate the property to be included in each phase and the number of LUEs per phase. Phases shall include all required infrastructure and drainage facilities to support the phase without the development of the entire subdivision, and infrastructure for each phase shall fully serve each phase. ___ 5. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.	Ordinance Reference Art II, Sec 20 (d)(ii) Art 13.12 of the Code of Ordinances Art 13.12 of the Code of Ordinances Art 13.12 of the Code of Ordinances Art 13.12 of the code of ordinances
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SHEET 3 – CONCEPT PLAN

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

SHEET 4 – EXISTING CONDITIONS

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

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

SHEET 5 – PRELIMINARY PLAT

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

___ 19.	Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)
___ 20.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

		Ordinance Reference
___ 1.	The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)

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

SHEET 7 – TREE PROTECTION PLAN

Ordinance
Reference

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

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

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
 - ☐ Approval of removal permits shall be based on the following:
 - a. Tree size/number of trunks;
 - b. Tree health and viability;
 - c. Tree location;
 - d. Other Significant and Heritage Trees to be preserved on site; and
 - e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
 - ☐ Provide the following note:
In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.
- ___ 2. Tree Mitigation Requirements:
- ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions. Art II, Sec 22 (c)(2)(iii)
- ___ 3. Significant Tree Removal Permit
- ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.
 - ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in Art II, Sec 22 (c)(2)(iii)

this ordinance for projects other than single-family or two-family.

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

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

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

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

SHEET 8 – PARKS PLAN

Ordinance
Reference

- ___ 1. If park improvements are proposed, the improvements meet the following criteria:
- ___ Proposed park improvements are listed on the preliminary plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
 - ___ A note is shown on the preliminary plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- ___ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 3. If an alternative park plan is proposed, it meets the following criteria:
- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- ___ 4. Provide a phasing table demonstrating compliance with the Ordinance

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may 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.

PLANNING & ZONING COMMISSION

In order to schedule the preliminary plat for review by the Planning & Zoning Commission, the following items will be required to be submitted.

- ☐ Plan set (24" X 36")
- ☐ 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.

PUBLIC HEARING SIGNAGE REQUIREMENTS

I _____ AGREE TO POST PUBLIC NOTICE SIGNAGE IN ACCORDANCE WITH THE FOLLOWING RULES.

Signature

Name (printed)

Date

The applicant is required to place notification signs on the property in question notifying the public of the dates and times of the Planning & Zoning meeting and the City Council meeting. These signs must be visible on the property for both meetings. Signs must be placed on the property at least 15 days prior to the meeting dates, but not more than 30 days prior to the first meeting and shall remain until after the last public meeting date. The City of Leander shall provide these signs to the applicant for posting.

The yellow public hearing signs are to be posted on the subject property adjacent to all roadways at each corner of the development and at intervals not to exceed 300 feet.

The signs will include the following information.

Proposed

'PROJECT TYPE'

(i.e. Concept Plan, Re-Zone, Special Use Permit, Variance)

FOR

'PROJECT NAME & FILE # – SPECIFIC REQUEST'

PUBLIC HEARING

DATES/TIMES: _____

The owner or owner's agent is required to sign the affidavit provided with the signs indicating that signs will be posted in accordance with these Public Hearing Signage Requirements. Staff will check to determine if the signage is posted in accordance with requirements. Failure to post public hearing signage in accordance with requirements will result in invalid public notice and the applicant will be required to pay for new public notices, letter notices and signage fees and proceed through the notification again.

The owner or owner's agent shall submit pictures of the public hearing signage.

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.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Concept Plan application for residential projects. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.
- 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.
- The Concept Plan and Preliminary Plat may be combined in to 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

HELPFUL LINKS



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

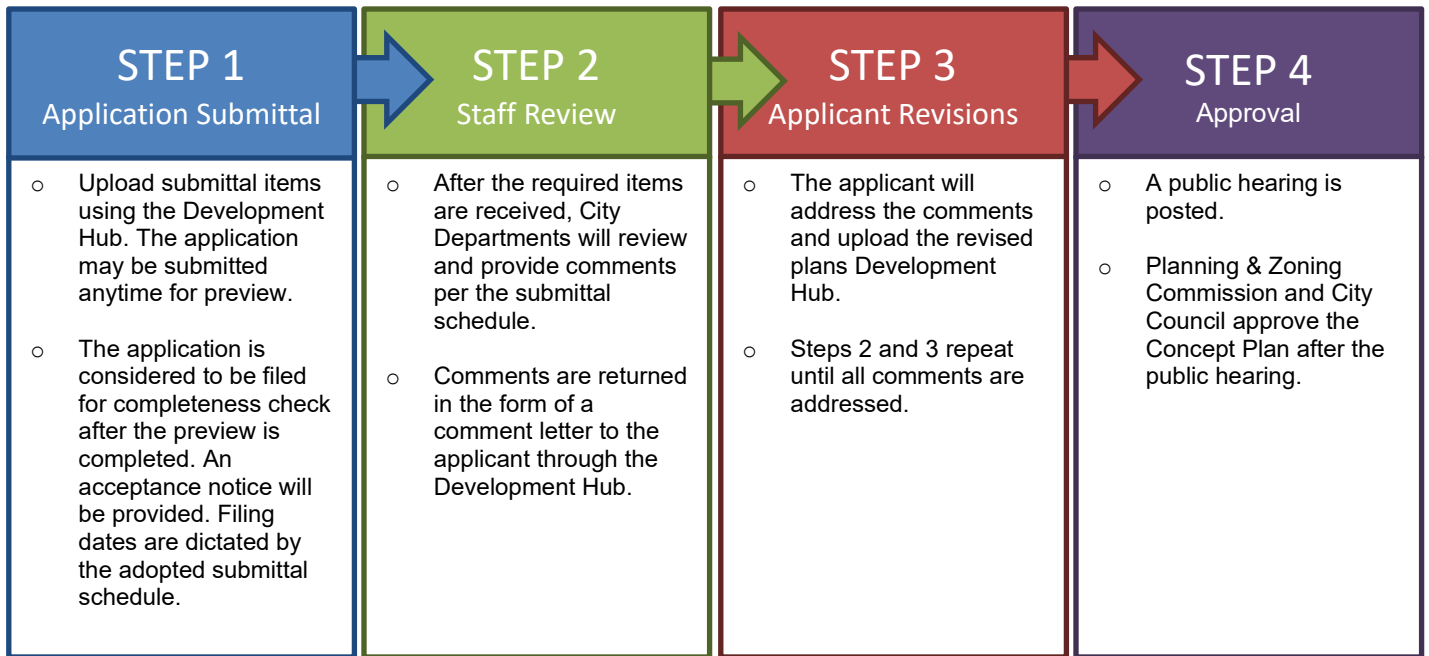
CONTACT INFORMATION

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

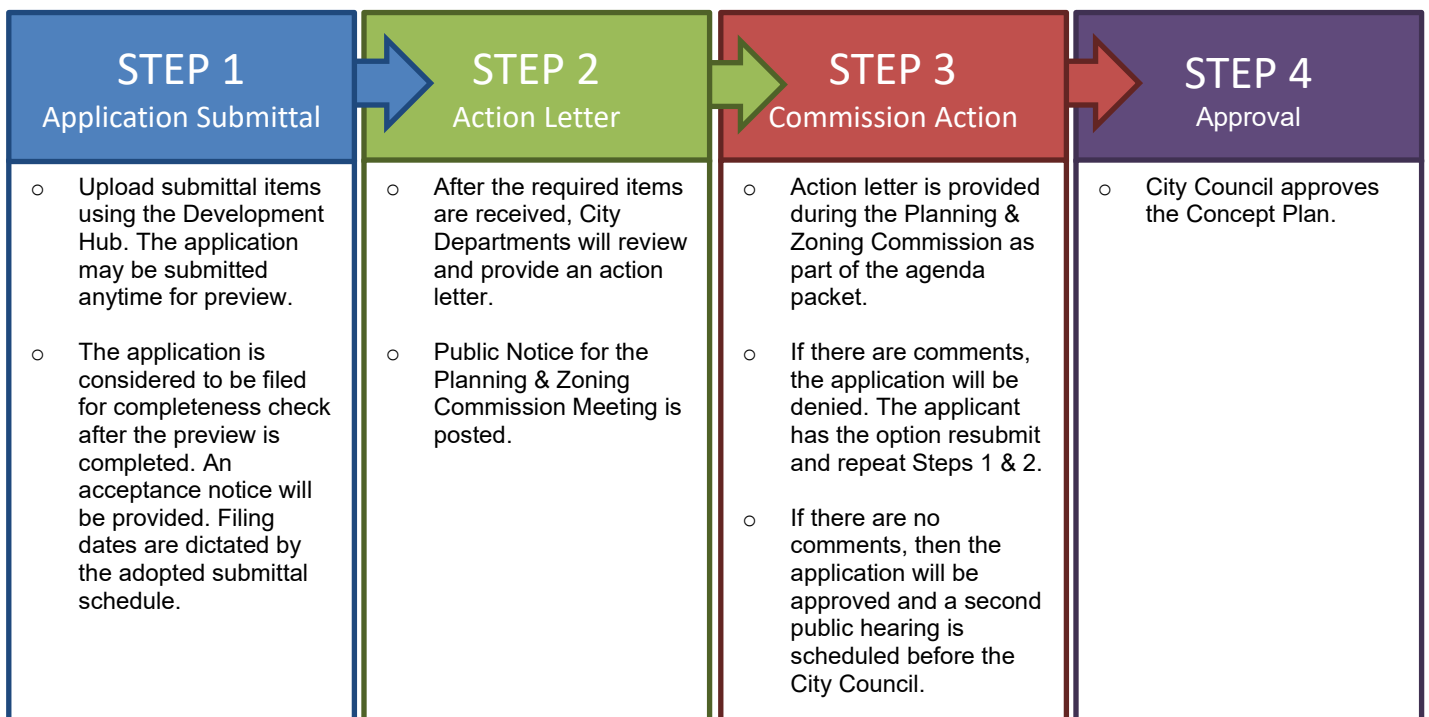
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

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

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. Concept Plan Document (24"X36" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Public Notification
 - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property
 - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract and
 - ☐ County short ID # of subject property _____.
- ☐ 5. Public Hearing Signage document on [page 12](#) of this packet, signed and dated.
- ☐ 6. 8½" x 11" map identifying the locations of required public hearing signs.
- ☐ 7. Certified tax certificate.
- ☐ 8. 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.
- ☐ 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. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 11. 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: _____
- ☐ 12. Traffic Impact Analysis Letter. Provide the following:
 - ☐ Letter providing the trip generation based on the current ITE Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- ☐ 13. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 14. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 400.00
\$6 per lot or acre or portion thereof (whichever is greater):	\$ _____
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):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

ADDITIONAL INFORMATION ABOUT FEES:

CONCURRENT REVIEWS:

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

CONCEPT PLAN REVIEW PROCESS

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

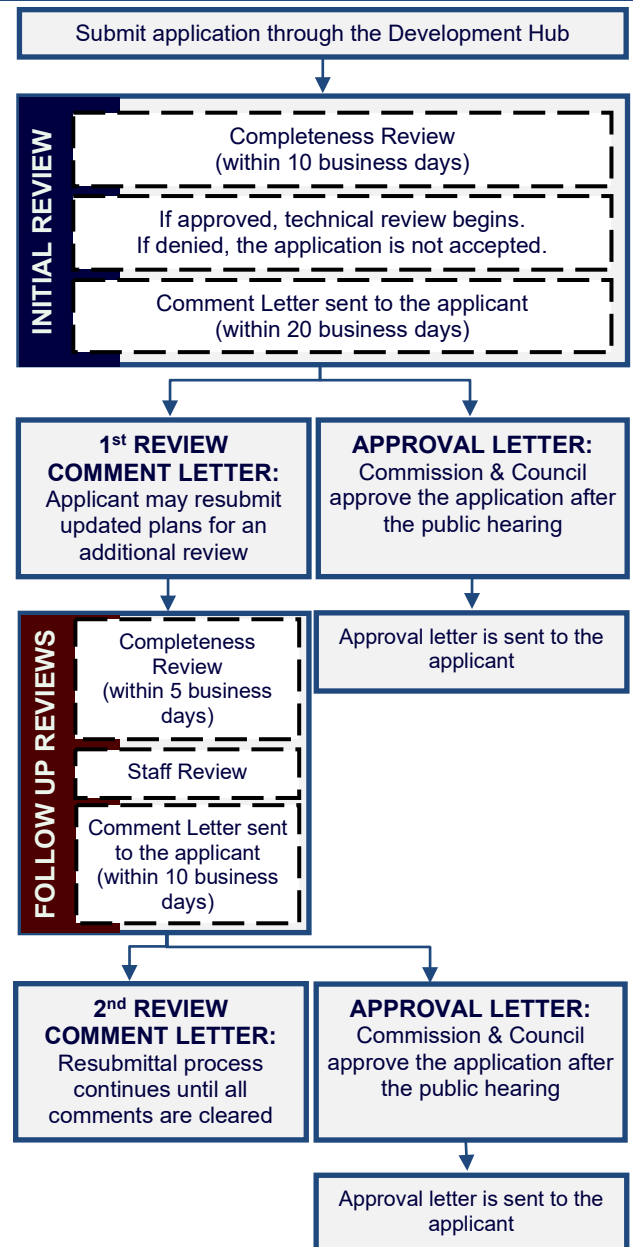
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

4. A comment letter will be generated within 10 days of the filing date. 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. Once all comments are cleared, then the public hearing is scheduled. 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.
8. Once the Commission & Council approve the Concept Plan, an approval letter is sent to the applicant.



STANDARD REVIEW PROCEDURE

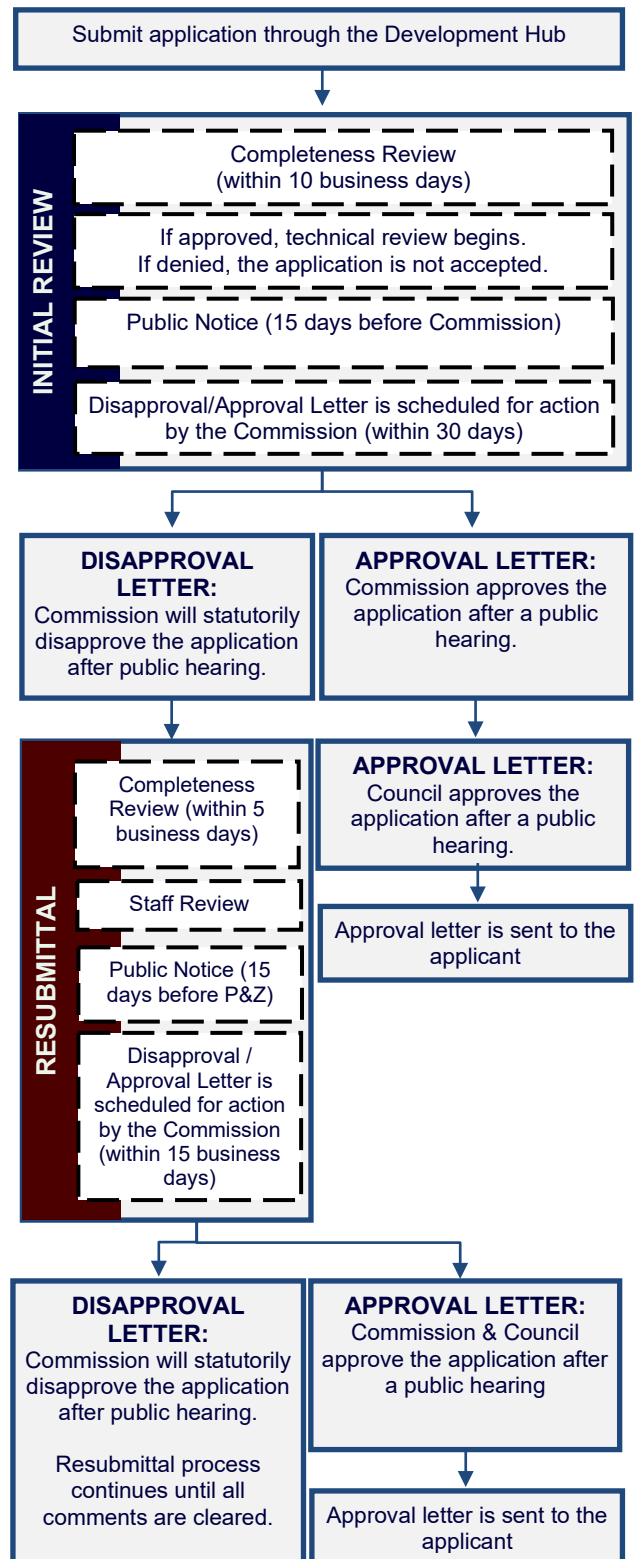
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

CONCEPT PLAN CHECKLIST

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

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Concept Plan ☐ Phasing Plan ☐ Parks Plan	Art II, Sec 21 (d)(1) Chp 13 of the Code of Ordinance
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 21 (c)(4)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 2 (d)(1)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 21 (d)(1)
___ 5. 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. <i>Subdivision Name</i> Concept Plan Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 21 (c)(2)
___ 2. Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 21 (c)(1)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 21 (d)(3)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 21 (d)(1)
___ 5. Table including the major categories of land use by acreage showing the compatibility of land use with the Comprehensive Plan.	Art II, Sec 21 (c)(7)
___ 6. Example cover sheet: Subdivision Name Concept Plan Project Number Project Information Location Sketch Index 1 of 1	Art II, Sec 21 (d)(1)
___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision. Provide proposed densities for any residential development.	Art II, Sec 21 (d)(1)
___ 8. Provide any recommendations from the approved TIA (if applicable)	Art II, Sec 21 (d)(1)

SHEET 2 – CONCEPT PLAN

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

SHEET 3 – PHASING PLAN

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

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

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

SHEET 3 – PARKS PLAN

Ordinance
Reference

- ___ 1. If park improvements are proposed, the improvements meet the following criteria:
 - ___ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
 - ___ A note is shown on the final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- ___ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
 - ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 3. If an alternative park plan is proposed, it meets the following criteria:
 - ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- ___ 4. Provide a phasing table demonstrating compliance with the Ordinance

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

FINAL APPROVAL

After the review is complete and staff has cleared all comments, the Concept Plan may be scheduled for review by the Planning & Zoning Commission and City Council. A public hearing is required for approval of the Concept Plan. The Planning & Zoning Commission is a 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 be scheduled.

- ☐ 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

PUBLIC HEARING SIGNAGE REQUIREMENTS

I _____ AGREE TO POST PUBLIC NOTICE SIGNAGE IN ACCORDANCE WITH THE FOLLOWING RULES.

Signature

Name (printed)

Date

The applicant is required to place notification signs on the property in question notifying the public of the dates and times of the Planning & Zoning meeting and the City Council meeting. These signs must be visible on the property for both meetings. Signs must be placed on the property at least 15 days prior to the meeting dates, but not more than 30 days prior to the first meeting and shall remain until after the last public meeting date. The City of Leander shall provide these signs to the applicant for posting.

The yellow public hearing signs are to be posted on the subject property adjacent to all roadways at each corner of the development and at intervals not to exceed 300 feet.

The signs will include the following information.

Proposed

'PROJECT TYPE'

(i.e. Concept Plan, Re-Zone, Special Use Permit, Variance)

FOR

'PROJECT NAME & FILE # – SPECIFIC REQUEST'

PUBLIC HEARING

DATES/TIMES: _____

The owner or owner's agent is required to sign the affidavit provided with the signs indicating that signs will be posted in accordance with these Public Hearing Signage Requirements. Staff will check to determine if the signage is posted in accordance with requirements. Failure to post public hearing signage in accordance with requirements will result in invalid public notice and the applicant will be required to pay for new public notices, letter notices and signage fees and proceed through the notification again.

The owner or owner's agent shall submit pictures of the public hearing signage.

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§
§
§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

PROJECT NAME: _____

PUBLIC IMPROVEMENT CONSTRUCTION PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

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

HELPFUL LINKS



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

CONTACT INFORMATION

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

INSTRUCTIONS

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

APPLICATION TYPE

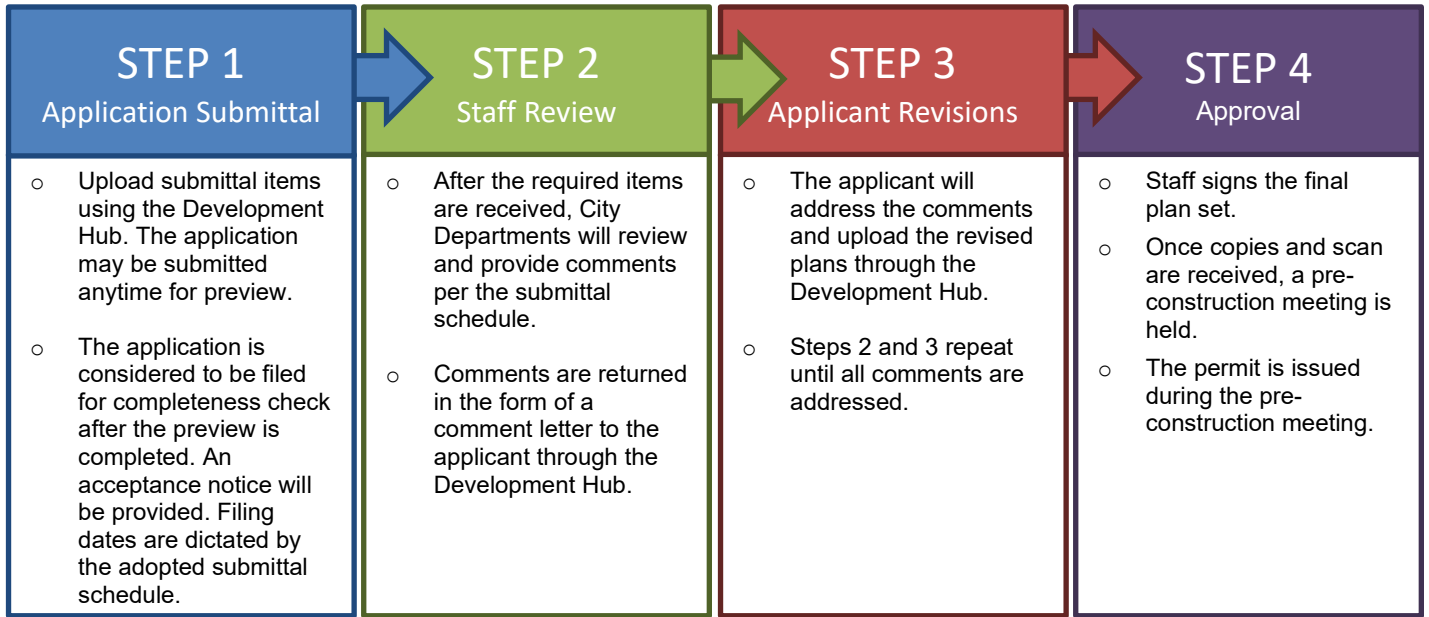
☐ SUBDIVISION RELATED CONSTRUCTION PLANS:

NAME OF SUBDIVISION _____

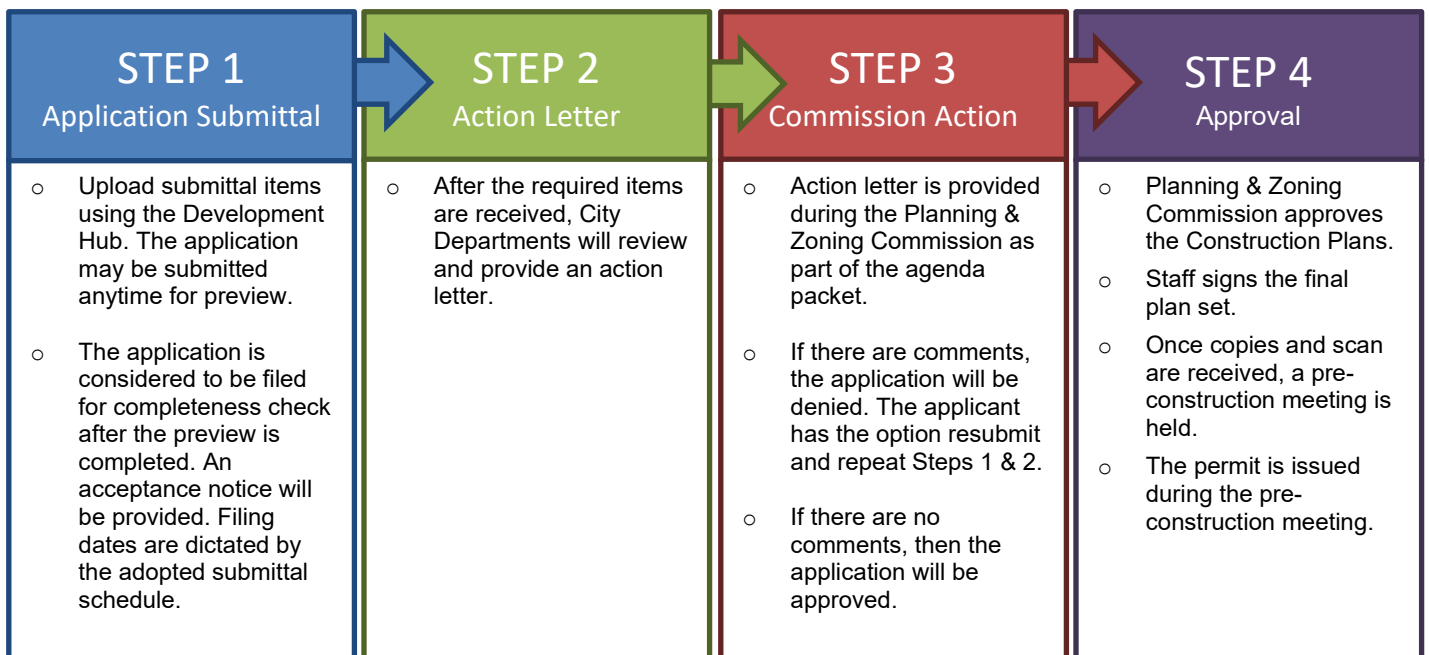
☐ NON-SUBDIVISION RELATED CONSTRUCTION PLANS:

PROJECT NAME _____

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

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. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No If so, please contact the City Engineer to confirm if an updated is needed.
	☐	11. Certified estimate of cost of construction.
	☐	12. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
☐	13. Application Fees (calculation listed below).	

APPLICATION FEE* CALCULATION

Construction Plan Review & Inspection Fee:	3.5% of the construction cost due at the time of application submittal	
	<i>Please note: 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.</i>	\$ _____
Professional Recovery Fee:		\$ 250.00
Technology Fee:		\$ 25.00
TOTAL FEE		\$

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

CONSTRUCTION PLAN REVIEW PROCESS

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

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

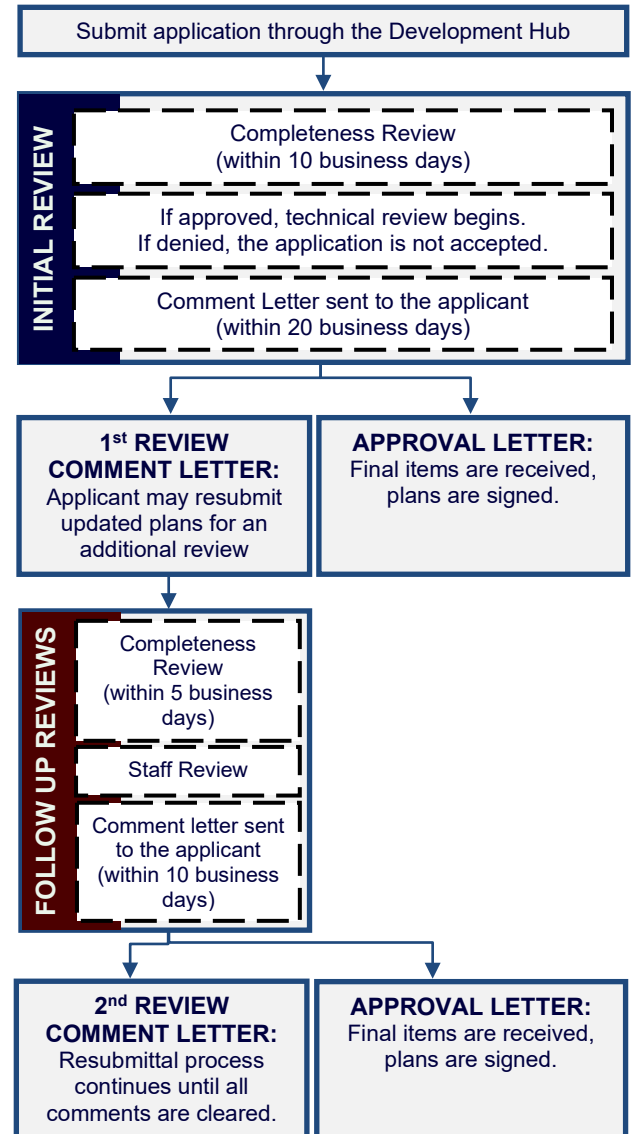
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

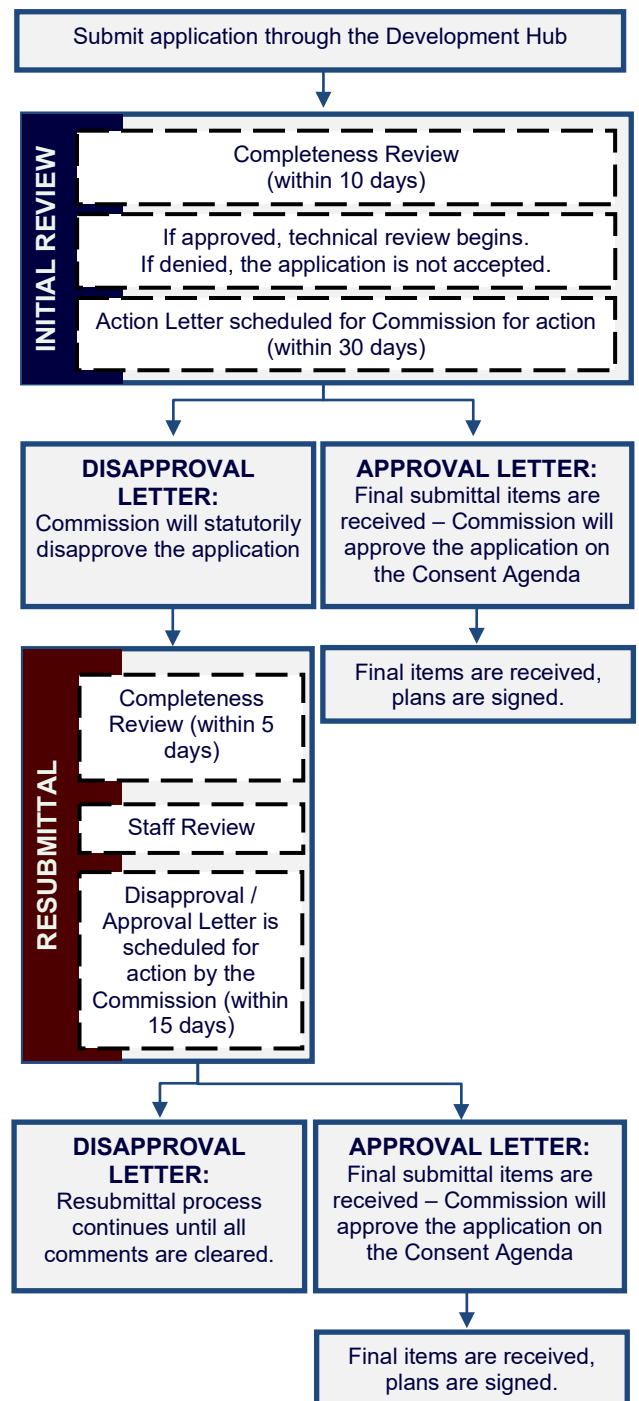
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

PUBLIC IMPROVEMENT CONSTRUCTION PLAN CHECKLIST

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

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

___ 5. Example cover sheet:

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

Art II, Sec 20
(f)

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

APPROVED BY:

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

Date

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

Date

Gina Ellison, P.E., Public Works Director

Date

Mark Tummons, CPRP, Director of Parks and Recreation

Date

Chief Joshua Davis, Fire Marshal

Date

Art II, Sec 23
(c)(2)

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

Revision #	Description	Approval

Art II, Sec 20
(f)

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

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

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

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

Art 10.03 of
the code of
Ordinances

GENERAL NOTES:

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

Ordinance
Reference

Art II, Sec 23
(c)

FINAL PLAT:

___ 1. Insert draft of the final plat.

Ordinance
Reference

Art II, Sec
23(a)

OVERALL PRELIMINARY PLAT:

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

Ordinance
Reference

Art II, Sec 23
(c)

APPROVED PHASING PLAN:

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

Ordinance
Reference

Art 13.12 of
the code of
ordinances

EROSION & SEDIMENTATION CONTROLS:

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

Ordinance
Reference

Art II, Sec 23
(4)(i)

Art II, Sec 23
(4)(ii)

Art II, Sec 23
(4)(iii)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(v)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(iii)

Art II, Sec 23
(4)(iii)

Art III, Sec 46
(2)

Art III, Sec 48

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

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

STREET & ROADWAY SYSTEMS:

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

GRADING & DRAINAGE IMPROVEMENTS:

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

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

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

WASTEWATER COLLECTION SYSTEMS:

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

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

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

LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:

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

___ 8. Provide a root barrier detail for all street trees if proposed.	Art II, Sec 23 (c)(15)
___ 9. Include the wall detail and elevation for any required screening walls.	Art II, Sec 23 (c)(14)
___ 10. Provide screening for detention or water quality ponds.	Composite Zoning 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 returned to the applicant after they are approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule.
- To schedule a pre-construction meeting, the following items must be provided:
 1. Two printed copies of the approved and signed plans.
 2. Upload the following items to the Development Hub:
 - Scan of the final approved site development plan as a PDF and AutoCAD formats. Plans must be scanned at 300 dpi to the original approved scale.
 - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
 - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the site development permit, provide documentation from the appropriate water quality regulating entity, TCEQ Edwards Aquifer or LCRA Highland lakes, that the project is approved or exempt.
- The Construction Plan Permit shall be issued during the pre-construction meeting.
- Upon receipt of the final copies of the plans, the approved SWPPP, and the completion of the Erosion Control Inspection, a pre-construction meeting will be scheduled.
- **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

PROJECT NAME: _____

DRY UTILITY PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A Dry Utility Permit includes dry utilities such as cable, gas, electric, etc. This type of submittal is required for the installation of dry utilities with the right-of-way (ROW) or on private property within an easement.

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

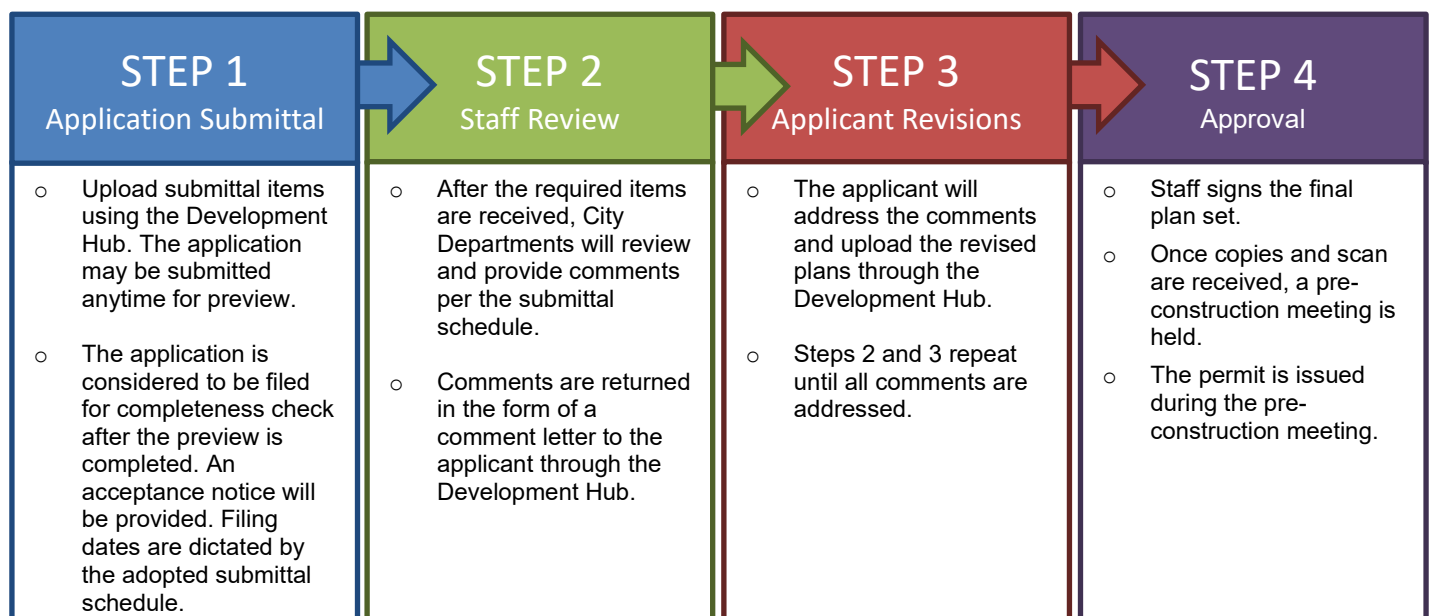
CONTACT INFORMATION

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.
- This application only applies to utility improvements.
- 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 APPLICATION SUBMITTAL

REQUIRED ITEMS	PROVIDED	<i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i>
	☐	1. Completed and signed application & checklist with the owner's signatures.
	☐	2. Dry Utility Plans (11"X17") including information in the checklist.
	☐	3. Letter of intent explaining the request.

PROJECT INFORMATION

Property Description: _____

Brief Summary of Work: _____

APPLICANT INFORMATION

Project Agent: _____ Phone: _____ Fax: _____

Company Name: _____

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

Email: _____ Mobile: _____ Pager: _____

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

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 Dry Utility Plan shall be identified as the DU and include the creation date in MM.DD.YYYY format:
2. Project Name DU 06.13.2022
 - Corrections shall include the version number in the title:
2. Project Name DU V2 06.13.2022

DRY UTILITY REVIEW PROCEDURE

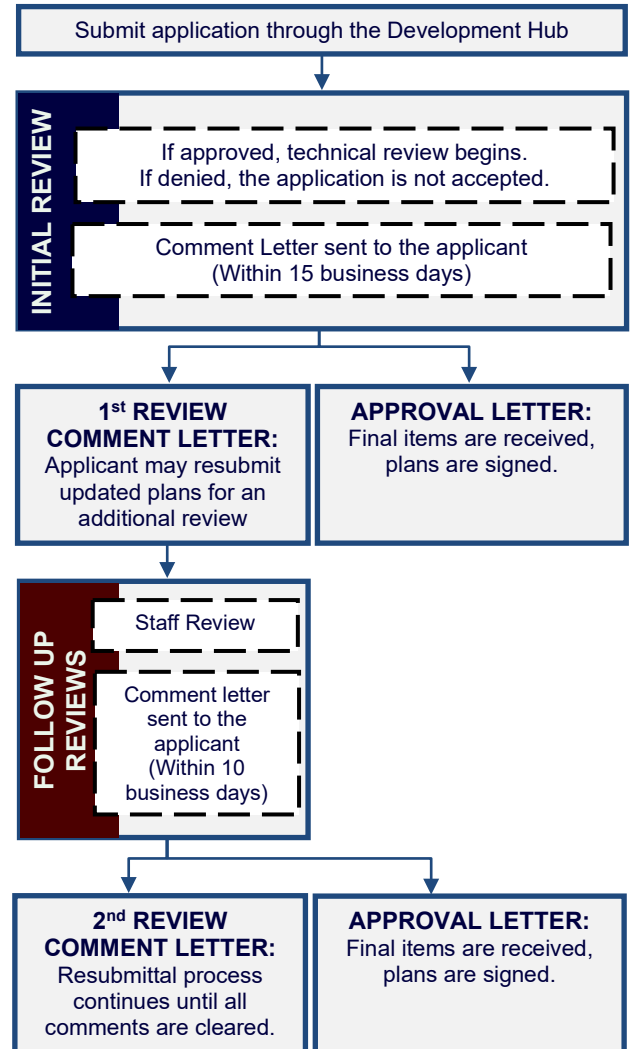
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 3](#)).

2. A comment letter will be generated within 15 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

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

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references.
5. This process repeats until all comments are cleared.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated plans & supporting documents/materials
 - b. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and return them to the applicant.
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.



DRY UTILITY PERMIT CHECKLIST

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

GENERAL:

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
- ☐ Cover Sheet
 - ☐ Notes Page
 - ☐ Erosion & Sedimentation Control Plan
 - ☐ Utility Plan
 - ☐ Road & Sidewalk Closure Plan
 - ☐ Standard Details
 - ☐ Landscape 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).

COVER SHEET

- ___ 1. Title block including the following in the top center of the page.
- Project Name*
Dry Utility Plans
Project Number (This number will be assigned during the first review of the plan set)
- ___ 2. Location sketch below the title block.
- ___ 3. Project information located at the top left corner of the cover sheet including the following:
- Property owner name, address, and phone number
 - Developer/Agent name, address, and phone number
 - Filing date
- ___ 4. Index on the right side of the sheet name and number.
- ___ 5. Include the following signature block in the center on the bottom of the page.

APPROVED BY:

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

Date

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

Date

Chief Joshua Davis, Fire Marshal

Date

- ___ 6. Revision block below the below including the following.

Revision #	Description	Approval

- ___ 7. Example cover sheet:

Project Name Dry Utility Plans Project Number		
Project Information	Location Sketch	Index
Revision Block	Signature Block	
		Approval 1 of 1

DRY UTILITY NOTES:

- ___ 1. Insert the City of Leander Dry Utility Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>.

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 2. 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.
- ___ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 5. 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.
- ___ 6. 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.
- ___ 7. 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.

UTILITY 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. Provide the following notes:
All site utility lines are proposed to be located underground.

ROAD & SIDEWALK CLOSURE PLAN:

- ___ 1. Provide a road closure plan if a road closure is necessary during construction.
- ___ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- ___ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- ___ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.

TREE MITIGATION PLAN (This section is only required if trees are proposed for removal):

- ___ 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).
- 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. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 7. 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.)
- ___ 8. 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 four (4') feet 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.

REQUIREMENTS FOR ISSUANCE OF A DRY UTILITY PERMIT

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- To schedule a pre-construction meeting, the following items must be submitted:
 1. Two copies of the approved and signed plans.
 2. Approved SWPPP (if required)
- The Dry Utility Permit shall be issued during the pre-construction meeting.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- 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 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: _____

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 Construction 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.
- If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the final plat. A meeting scoping with the City Engineer is required prior to submittal.
- Fees in lieu of a TIA (if approved by City Engineer) or fees associated with a TIA are due prior to scheduling the final plat for review by the Commission for residential plats that do not require a site plan. Fees in lieu of a TIA or fees associated with a TIA are due at the site development stage for non-residential, multi-family, or residential plats that require a site plan.
- All fees such as TIA fee in lieu, fees associated with a TIA, parkland fee in lieu, recreation improvement deposit, roadway adequacy fees, etc are due prior to scheduling the plat for review by the Commission.

HELPFUL LINKS



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

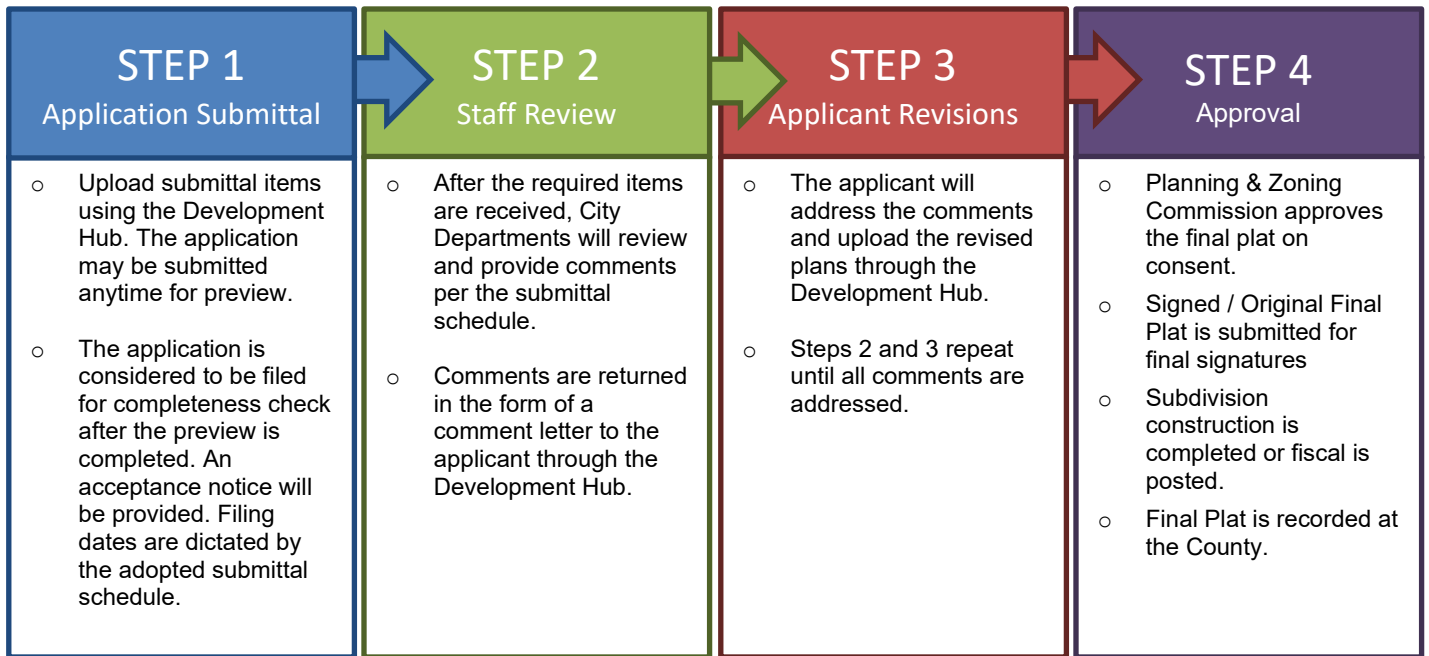
CONTACT INFORMATION

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

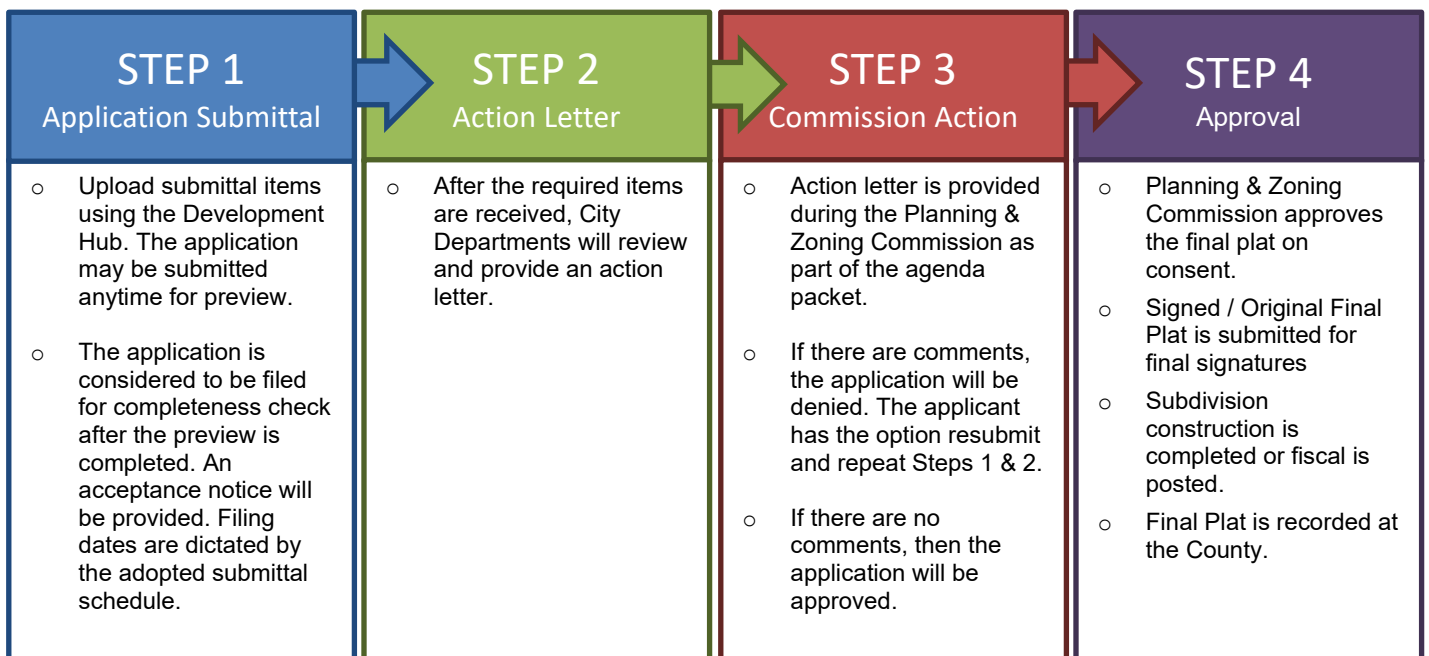
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

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

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. Final Plat Document (18"X24" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
- ☐ 7. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 8. Documentation that either the construction plans are already approved or concurrent submittal of the construction plans. **Concurrent review is only permitted with the Alternative Review Procedure.**
- ☐ 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. 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.
- ☐ 11. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 12. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only) – 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.
 - ☐ 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.
- ☐ 13. Provide documentation that the concept plan and preliminary plat have been approved.
- ☐ 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

Filing Fee:	\$ 750.00
\$20 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (per Phase and/or Section):	\$ 125.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

FINAL PLAT REVIEW PROCESS

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

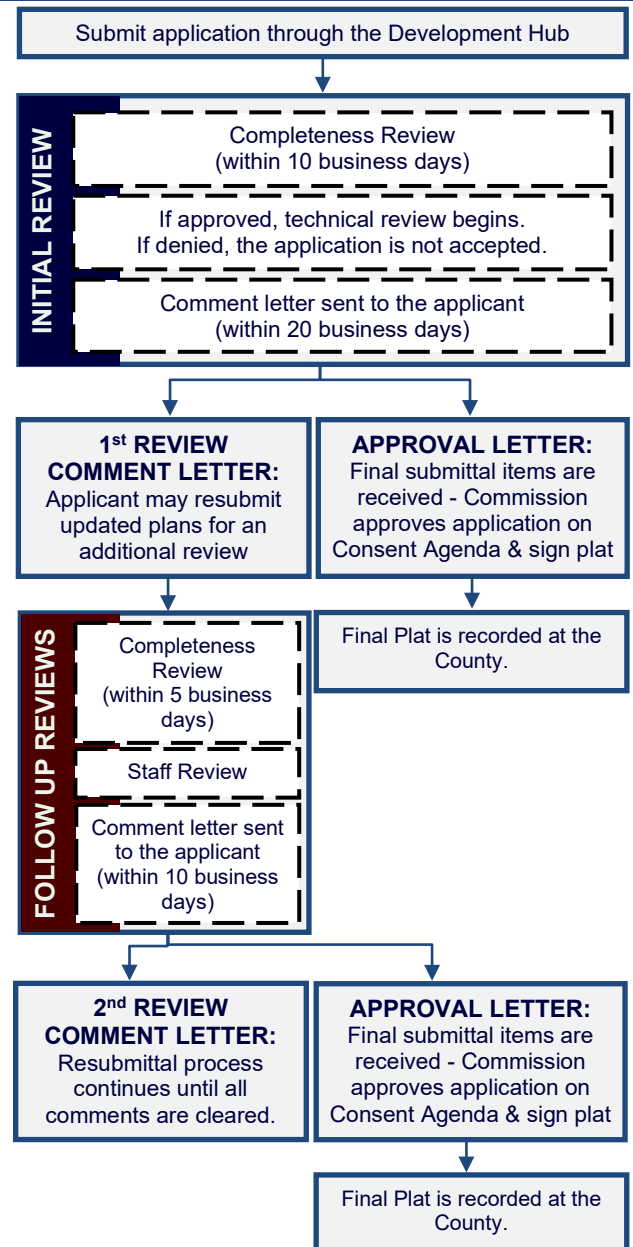
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

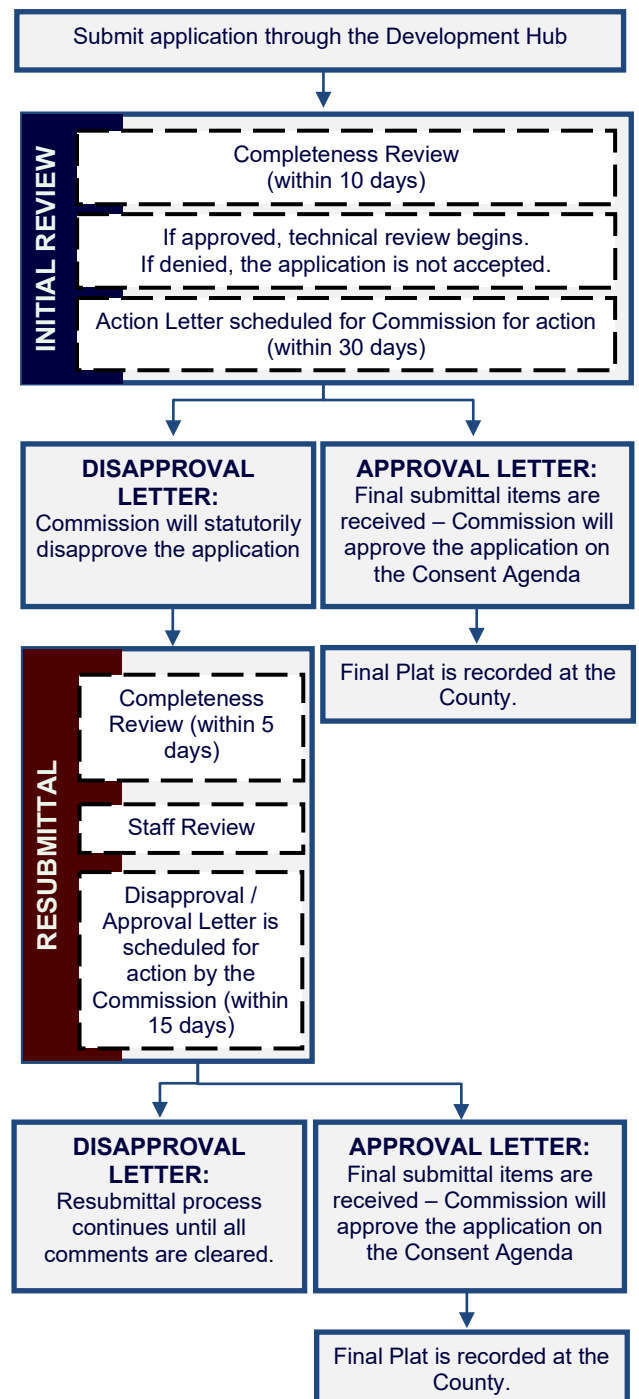
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

FINAL PLAT CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

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

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

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

SURVEY CONTROL INFORMATION

___ 1.	True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, which is accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.	Art II, Sec 24 (c)(3)(i)
___ 2.	The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.	Art II, Sec 24 (c)(3)(ii)
___ 3.	Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.	Art II, Sec 24 (c)(3)(iii)
___ 4.	Sufficient data for each lot to prove mathematical closure.	Art II, Sec 24 (c)(3)(iv)
___ 5.	Metes and bounds description.	Art II, Sec 24 (c)(3)(iv)
___ 6.	AutoCAD or GIS digital file 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 area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.	Art II, Sec 24 (c)(4)(iv)
___ 8.	All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.	Art III, Sec 45 (b) (14)
___ 9.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 10.	Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)	Art II, Sec 24 (c)(1)(iv)
___ 11.	Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).	Art II, Sec 24 (c)(1)(iv)
___ 12.	The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.	Art II, Sec 24 (c)(4)(v)
___ 13.	The final plat is in conformance with the approved preliminary plat.	Art II, Sec 24 (a)(2)
___ 14.	Graphically show the proposed location of sidewalks.	Art II, Sec 24 (c)(4)(vii)
___ 15.	If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed. Current zoning (if inside City of Leander)_____ (Do not show on plat)	Art II, Sec 24 (f)(3)(i)
___ 16.	Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.	Sec 42 (b)(1)
___ 17.	All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.	Art III, Sec 45 (b)(8)
___ 18.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 19.	There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.	Art III, Sec 45 (b)(10)
___ 20.	Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)
___ 21.	Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(10)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 24 (c)(2)(iii)
___ 23.	Street right-of-way is dedicated with the plat for the full length and/or width of the lots adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(vi)
___ 24.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 45 (b)(2)(i)
___ 25.	The following is information to the applicant: Al Clawson Disposal, Inc. is currently the sole provider of waste hauling for this site both during and after construction.	Franchise Agreement

- c) 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:

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.

Donnie Mahan, Chairman
Planning and Zoning Commission
City of Leander, Texas

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

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

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]

Art II, Sec 25
(f)

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

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 _____ *[for 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 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
County Engineer

Date

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

O.S.S.F. NOTES:

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

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

Date

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

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

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

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

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

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

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

I, REBECCA GUERRERO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____ M., AND WAS DULY RECORDED ON THIS THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____ M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET _____,

SLIDES___ WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

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

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

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

STANDARD PLAT NOTES

___ 1. General Plat Notes:

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46 (b)

Art III, Sec 46 (b)

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

Code of Ordinances Art 3.10

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

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

Art III, Sec 47

Art II, Sec 24 (a) (2)

Art II, Sec 20 (j)

___ 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.
- ☐ Traffic Impact Analysis Note (if applicable):
 - ☐ Include items required by the TIA as a plat note.

Art III, Sec 42 (h)

Code of Ordinances 10.03.003

___ 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.
- ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____

Transportation Criteria Manual 5.3.1 J

Art IV, Sec 61(d)

- | | |
|--|----------------------------|
| ☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____. | Art IV, Sec 61(d) |
| ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas. | Art III, Sec 41 (a) |
| ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas. | Art III, Sec 41 (a) |
| ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: | Composite Zoning Ordinance |

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

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

ADDRESSING INFORMATION

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

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

PLANNING & ZONING COMMISSION APPROVAL

In order to schedule the final plat for review by the Planning & Zoning Commission, the following items will be required to be submitted.

- ☐ 18" X 24" signed mylar (black, permanent ink only)
- ☐ PDF copy of the final plat
- ☐ 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

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.

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§
§
§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

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.
- 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

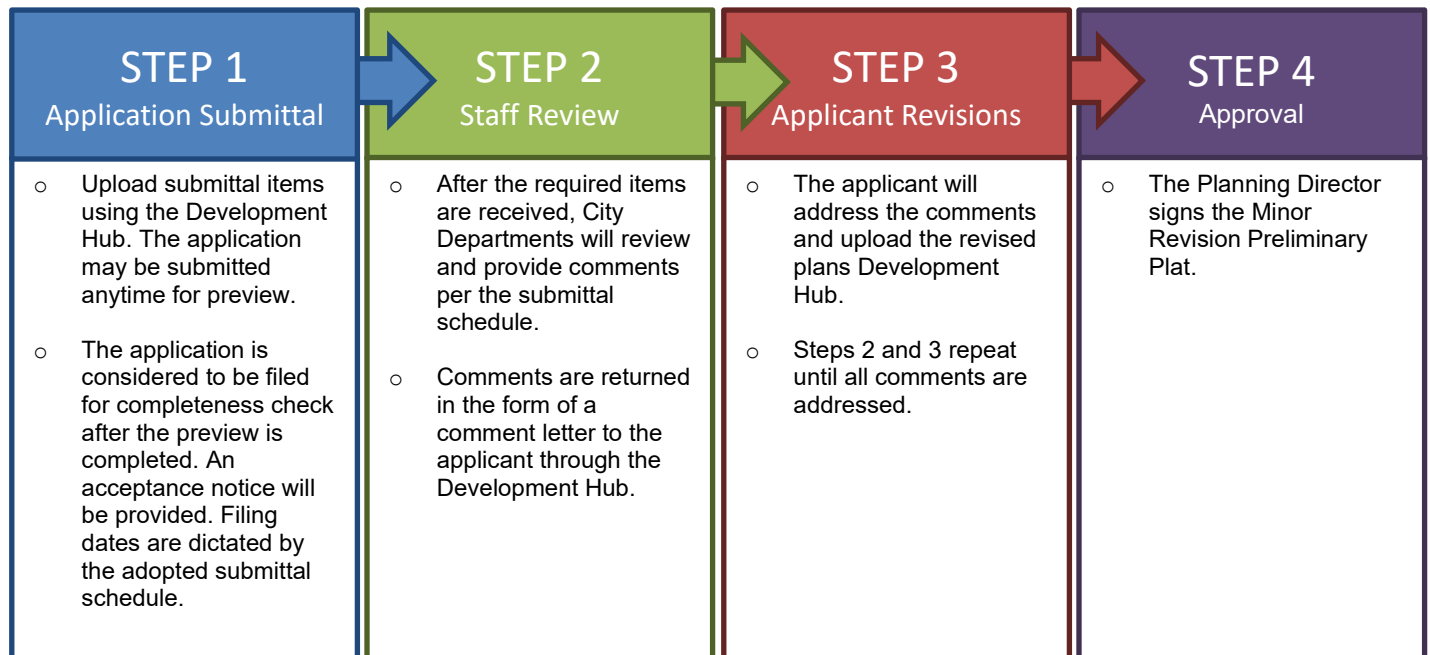
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

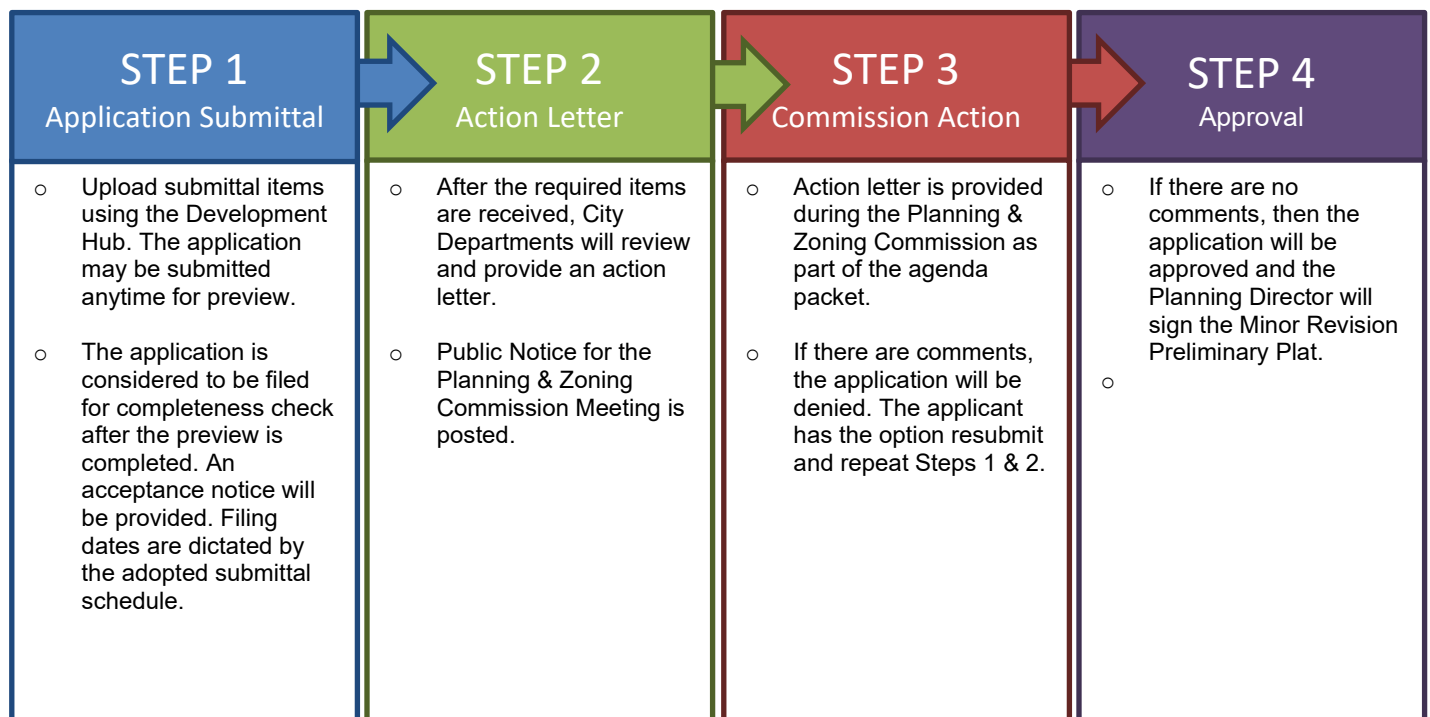
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior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

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. 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. Planned Unit Development (PUD) information (if applicable) - Is this plan subject to a PUD? ☐ Yes ☐ No - If yes, provide the name:
☐	16. Traffic Impact Analysis (TIA) information. Provide one of the following: ☐ TIA Letter (fee in lieu only) – 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 TIA – Provide the approved TIA or if an update is proposed provide the Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
☐	17. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
☐	18. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee: 10% of the original Preliminary Plat Fee	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE (due at the time of application submission) \$	

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

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All 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.
5. Disk/USB with all submittal documents.

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

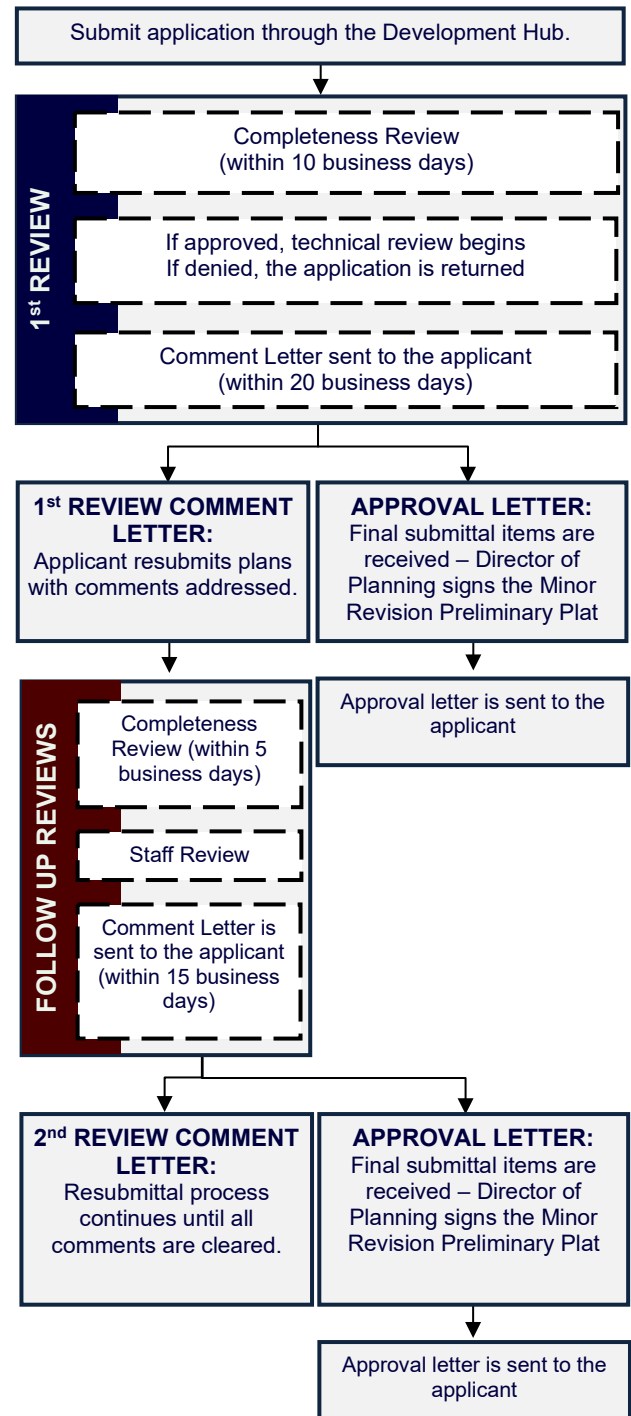
1. Submit required items through the Development Hub. These documents may be submitted at any time for review. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 will pick up the signed copy.
10. The applicant will then upload the signed Minor Revision Preliminary Plat to the Development Hub.



STANDARD REVIEW PROCEDURE

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

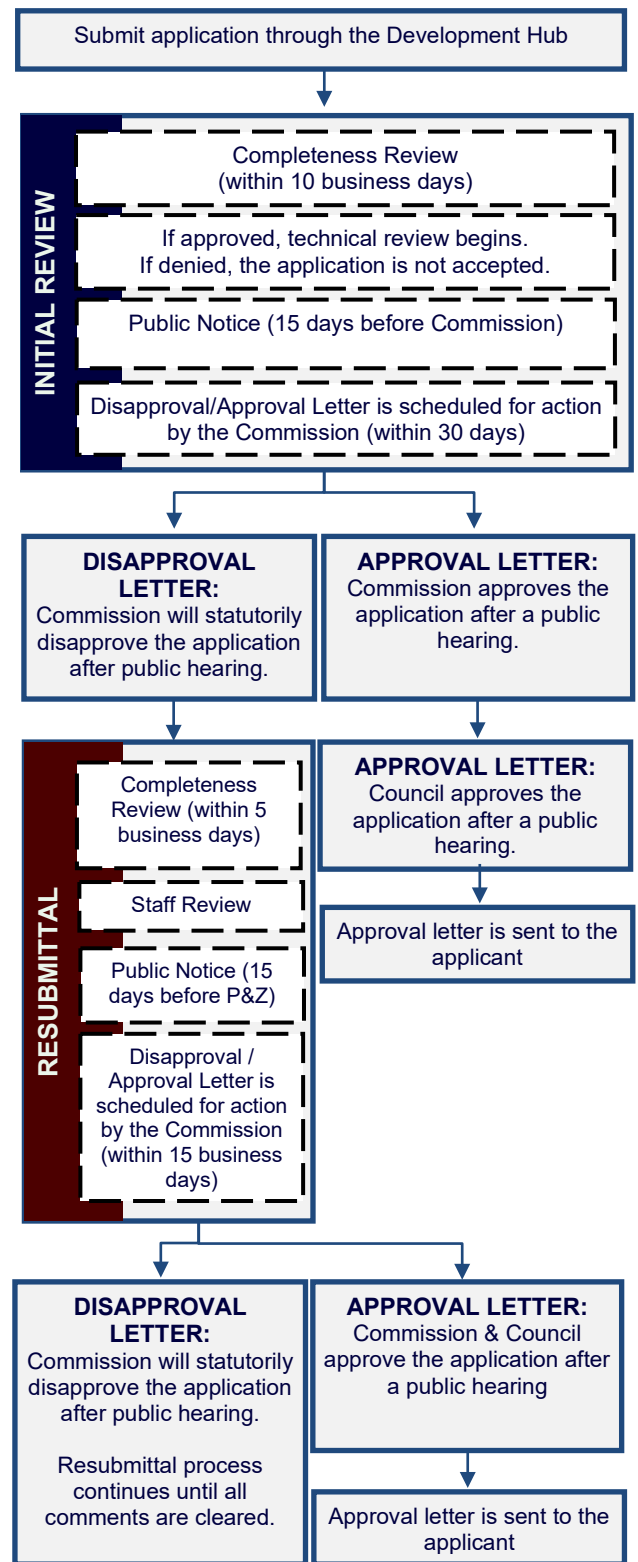
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
3. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet.

4. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Submittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within five (5) business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Public notification fees & mailing labels
 - e. Resubmittal fee (after the first resubmittal)

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

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. <i>Subdivision Name</i> 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 <i>1 of 1</i>	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. <i>(inside City only)</i> ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i> ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities. ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i> ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department. ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander. ☐ All easements on private property shall be maintained by the property owner or his or her assigns. ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines. ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____. ☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i> ☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i>. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed. ☐ All utility lines must be located underground. ☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date) ☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	County County Art I, Sec 8 (b) Art I, Sec 8 (b) Art III, Sec 46 (b) Art III, Sec 46 (b) Art II, Sec 24 (c)(6)(vi) Code of Ordinances Art 3.10 Art II, Sec 24 (c)(6)(vii) Art II, Sec 24 (c)(6)(vii) Art III, Sec 47 Art II, Sec 24 (a) (2) Art II, Sec 20 (j)
___ 1. Non-Residential & Multi-Family Plat Notes: ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties. ☐ Traffic Impact Analysis Note (if applicable): ☐ Include items required by the TIA as a plat note. ___ 2. Single-Family & Two Family Plat Notes: ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street. ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____	Art III, Sec 42 (h) Code of Ordinances 10.03.003 Transportation Criteria Manual 5.3.1 J 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.

SHEET 2 – APPROVED CONCEPT PLAN

- ____ 1. Provide the approved concept plan.

Ordinance Reference

Art II, Sec 22 (c)(1)

SHEET 3 – APPROVED PHASING PLAN

- ____ 2. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.

Ordinance Reference

Art 13.12 of the code of ordinances

SHEET 4 – EXISTING CONDITIONS

- | | |
|--|-------------------------------|
| ____ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification. | 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): | Art III, Sec 41 |

____ 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.

___ 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.	Art III, Sec 45 (b)(8)

_____ The narrow “flag pole” portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.		
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage “cut through” traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) 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.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

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

SHEET 7 – TREE PROTECTION PLAN

Ordinance
Reference

1. Required Items for Tree Protection Plan:

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

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

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

2. Tree Mitigation Requirements:

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

3. Significant Tree Removal Permit

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

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

5. Mitigation for the removal of a Heritage or Significant Tree

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

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

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

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

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

- 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
- ☐ 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.

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

SHEET 8 – PARKS PLAN

Ordinance
Reference

- ___ 1. If park improvements are proposed, the improvements meet the following criteria:
- ___ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
 - ___ A note is shown on the final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- ___ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 3. If an alternative park plan is proposed, it meets the following criteria:
- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- ___ 4. Provide a phasing table demonstrating compliance with the Ordinance

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may 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 submit one final copy of the Minor Revision Preliminary Plat for signature.
- ☐ After the plans have been signed, they will be returned to the applicant.
- ☐ The applicant will be responsible for providing a scanned copy of the plans and AutoCAD files to complete the process by uploading the document through the Development Hub.
- ☐ 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 _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

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

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

Notary Public's Signature _____
My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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

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

Notary Public's Signature _____

My Commission Expires: _____

PROJECT NAME: _____

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.

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

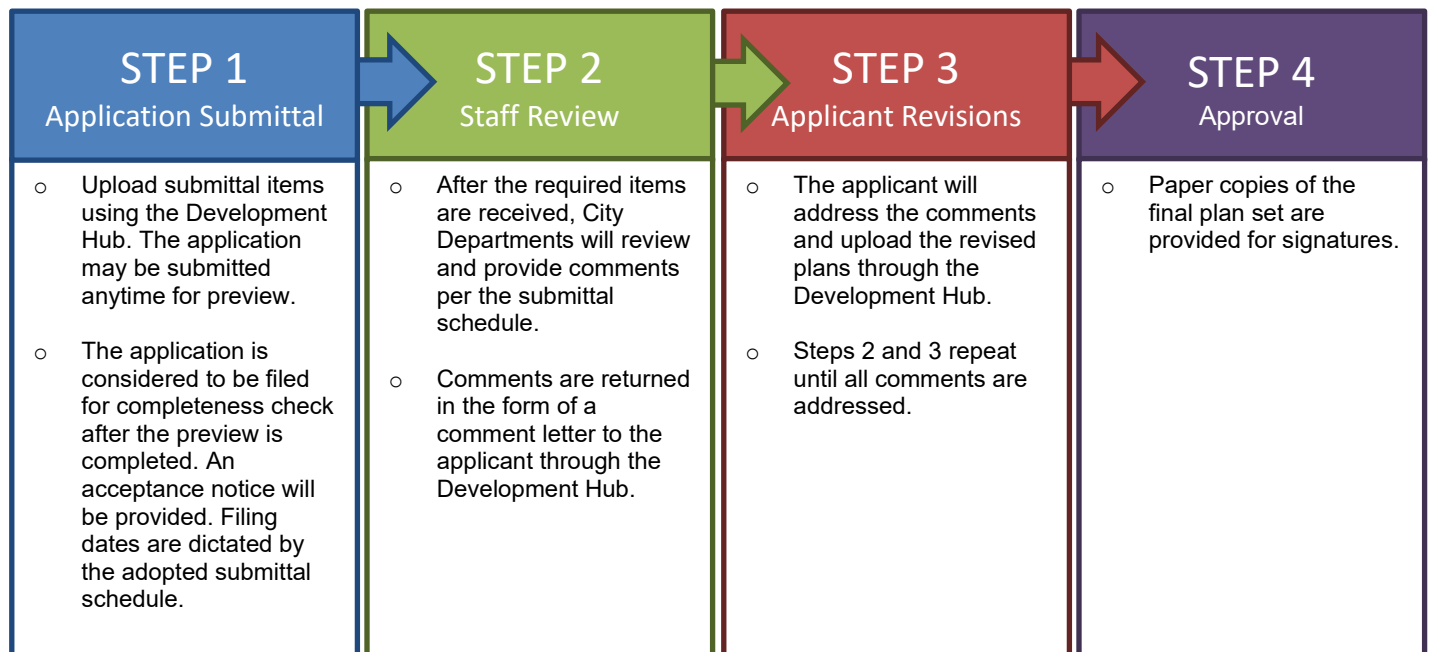
CONTACT INFORMATION

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. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc. ☐ 6. Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans. ☐ 7. 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: ☐ 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. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No If so, please contact the City Engineer to confirm if an update is needed. ☐ 10. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report. ☐ 11. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 500.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE (due at the time of application submission) \$ <u>750.00</u>	

* 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 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.

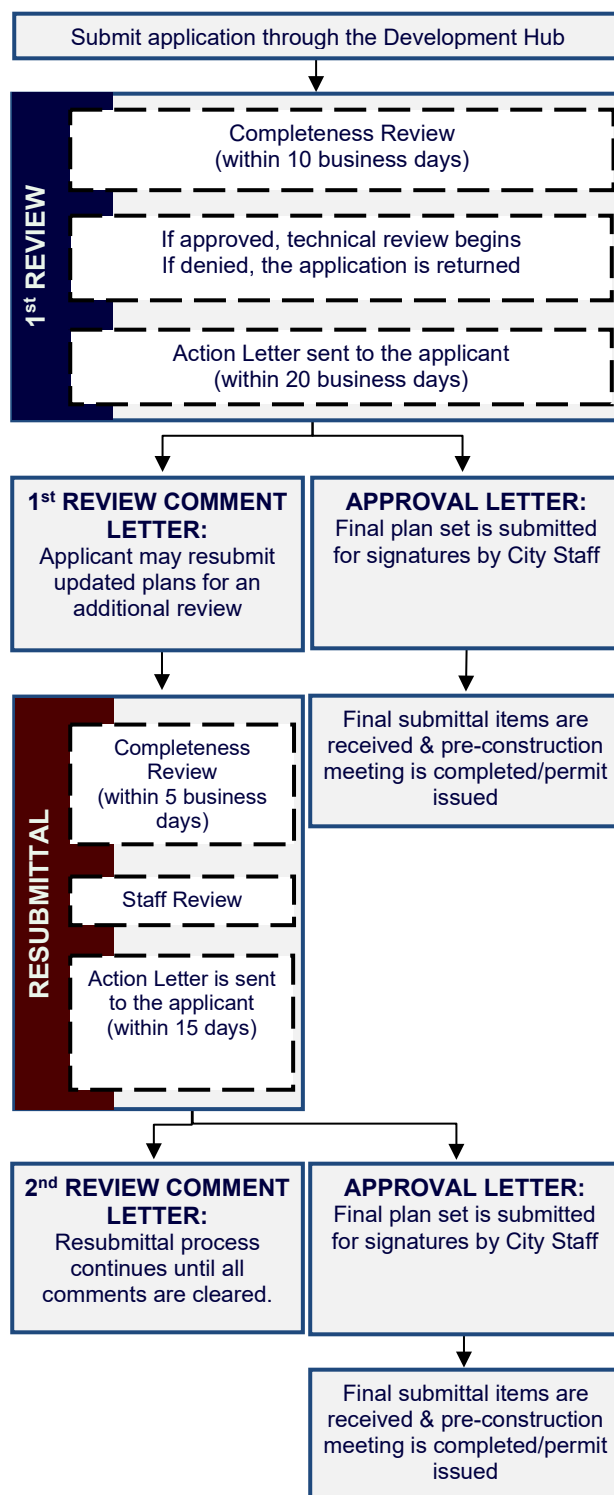
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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 return them to the applicant. The following items will need to be submitted to schedule a pre-construction meeting:
 - a. 2 collated and stapled final copies of the signed plans.
 - b. A scanned copy of the plans - scanned at 300 dpi, uncompressed format TIF to the original approved scale.
 - c. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
 - d. SWPPP (Reviewed by the Stormwater Inspector)
 - e. Outstanding Fees
 - f. Pre-construction meeting request form

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

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:

Project Name Minor Site Development Plans Project Number	
Project Information	Location Sketch Index
Revision Block	Signature Block
Approval 1 of 1	

___ 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

Mark Tummons, CPRP, 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 earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.
- ___ 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 ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, concrete is permitted instead of native stone and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply.
 - ☐ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
- ___ 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 are not proposed to exceed 40,000 square feet in gross floor area in any one building. Individual buildings are not proposed to exceed 60,000 sq. ft. in floor area.
- 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. If park improvements are proposed, the improvements meet the following criteria:
- ___ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
 - ___ A note is shown on the final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- ___ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 3. If an alternative park plan is proposed, it meets the following criteria:
- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- ___ 4. Provide a phasing table demonstrating compliance with the Ordinance

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 returned to the applicant after they are approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule.
- To schedule a pre-construction meeting, the following items must be provided:
 1. Two printed copies of the approved and signed plans.
 2. Upload the following items to the Development Hub:
 - Scan of the final approved site development plan as a PDF and AutoCAD formats. Plans must be scanned at 300 dpi to the original approved scale.
 - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
 - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the site development permit, provide documentation from the appropriate water quality regulating entity, TCEQ Edwards Aquifer or LCRA Highland lakes, that the project is approved or exempt.
- The 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.

PROJECT NAME: _____

PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- The Preliminary Plat is the second step in the subdivision process that provides for the proposed lots, street layout, utility layout, parks plan, and drainage.
- **An approved Concept Plan & Phasing Plan are required prior to the submission of a Preliminary Plat.**
- The Preliminary Plat may include either the entire subdivision as shown in the concept plan or an individual phase. Phases are not allowed to be reviewed concurrently unless they are part of a submittal that includes the entire subdivision.
- If an update to the TIA is necessary, please coordinate a scoping meeting with the City Engineer prior to submittal for review.
- 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

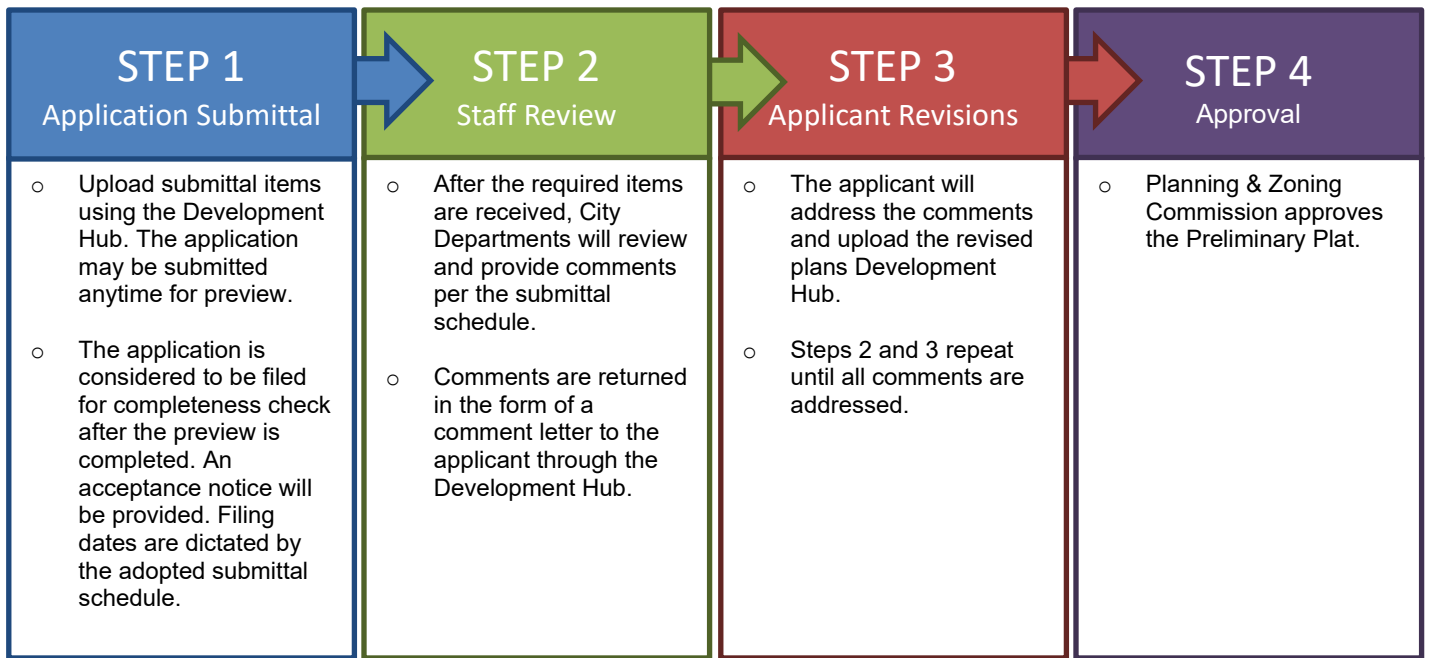
CONTACT INFORMATION

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

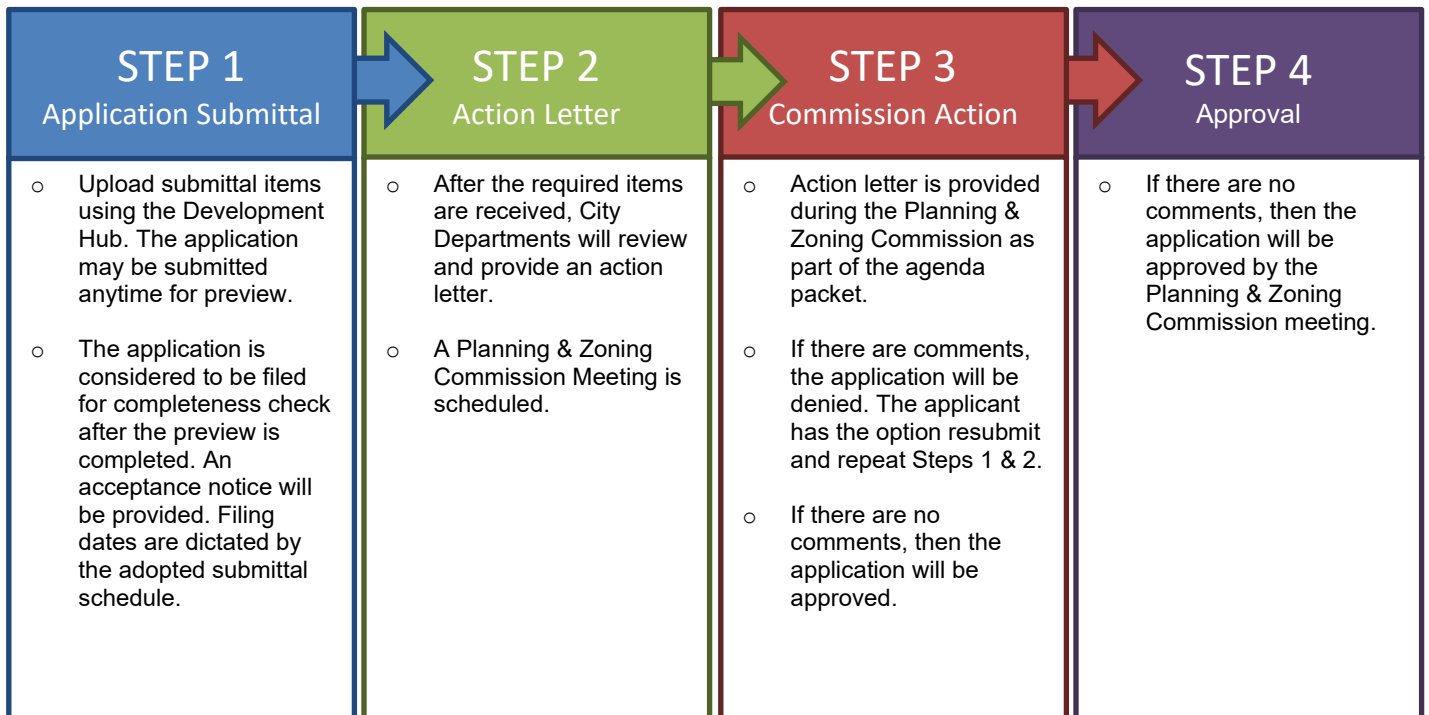
INSTRUCTIONS

- 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.
- 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 PACKAGE

PROVIDED	<i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i>
☐	1. Completed and Signed Application & Checklist with the owner's signatures.
☐	2. 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 Impact Analysis (TIA) information. Provide one of the following: ☐ TIA Analysis Letter: The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required. ☐ Approved TIA – Provide the approved TIA or if an update is proposed provide the Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
☐	18. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
☐	19. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION:

Filing Fee:	\$1,000.00
\$50 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (\$125 per Phase and/or Section):	\$ _____
System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE)	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

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

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

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

PRELIMINARY PLAT REVIEW PROCESS

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

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

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

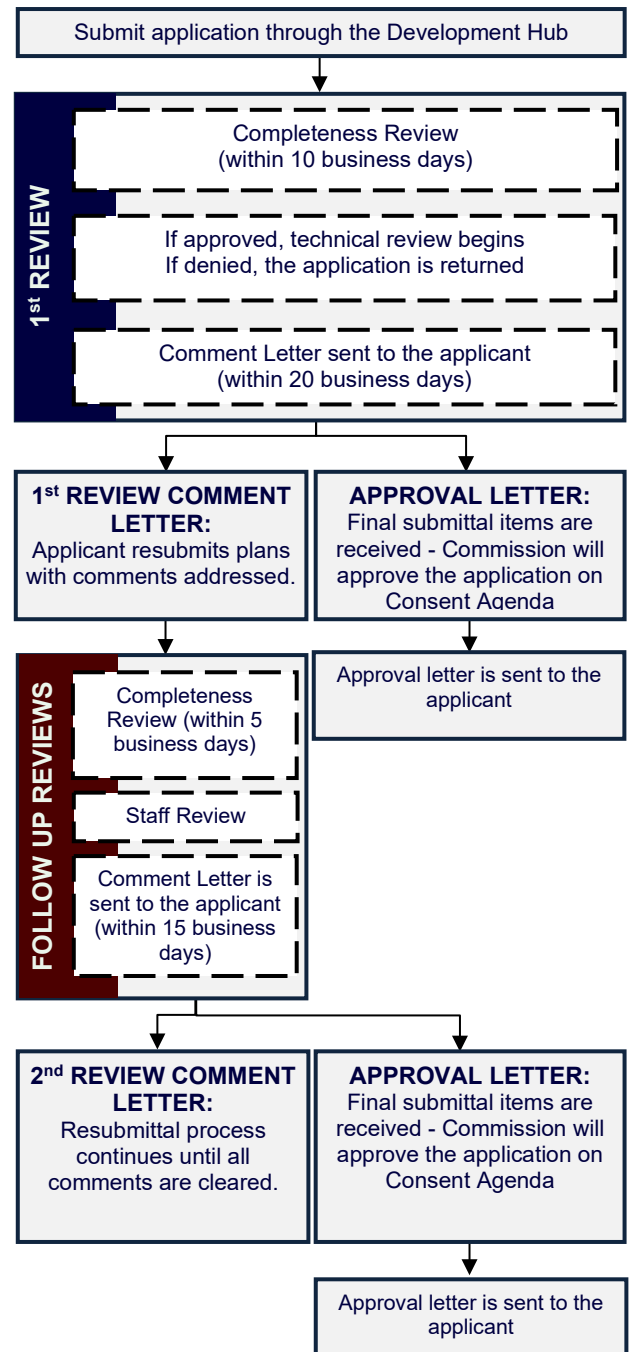
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

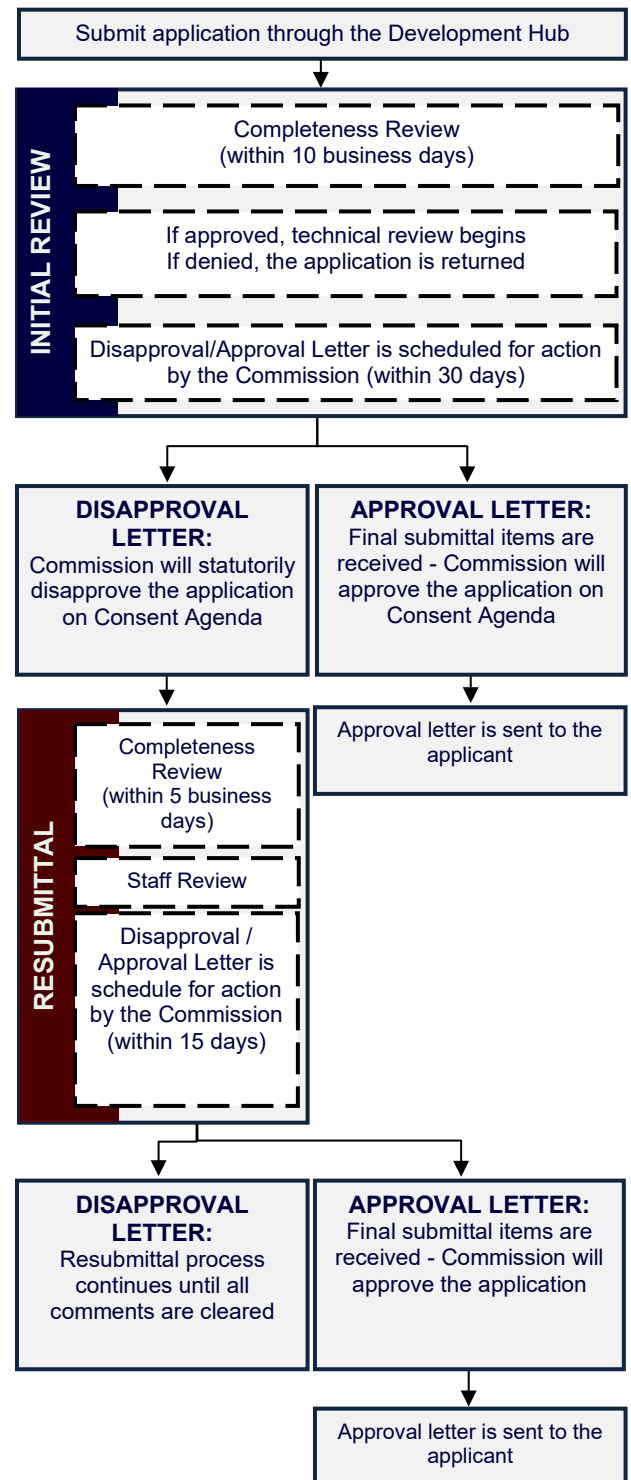
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____

§

COUNTY OF _____

§

KNOW ALL MEN BY THESE PRESENTS

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

PRELIMINARY PLAT CHECKLIST

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

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Approved Concept Plan ☐ Approved Phasing Plan for the entire subdivision ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Overall ☐ Drainage Plan ☐ Water Plan ☐ Wastewater Plan ☐ Including utilities and drainage ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 5. 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. Example cover sheet:

Subdivision Name Preliminary Plat Project Number		
Project Information	Location Sketch	Index

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

Art II, Sec 22
(c)(3)

___ 8. Include the draft plat notes

General Plat Notes:

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46
(b)

Art III, Sec 46
(b)

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

Code of
Ordinances Art
3.10

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

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

Art III, Sec 47

Art II, Sec 24
(a) (2)

Art II, Sec 20
(j)

___ 9. Non-Residential & Multi-Family Plat Notes:

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

Art III, Sec 42
(h)

Code of
Ordinances
10.03.003

___ 10. Single-Family & Two Family Plat Notes: ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street. ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ___ ☐ The HOA bylaws are recorded in the Official Public Records of ___ County, Texas under document number _____. ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas. ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas. ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat) <i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	Transportation Criteria Manual 5.3.1 J Art IV, Sec 61(d) Art IV, Sec 61(d) Art III, Sec 41 (a) Art III, Sec 41 (a) Composite Zoning Ordinance Art VI, Sec 8
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SHEET 2 – APPROVED CONCEPT PLAN

___ 1. Provide the approved concept plan.	Ordinance Reference Art II, Sec 22 (c)(1)
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SHEET 3 – APPROVED PHASING PLAN

___ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.	Ordinance Reference Art 13.12 of the code of ordinances
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SHEET 4 – EXISTING CONDITIONS

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

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

SHEET 5 – PRELIMINARY PLAT

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

___ 19.	Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)
___ 20.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – OVERALL IMPROVEMENTS

		Ordinance Reference
___ 1.	The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)
___ 2.	The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development.	Art IV, Sec 60 (b)

___ 3.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 4.	Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process.	Art II, Sec 22 (c)(4)
___ 5.	Label the static pressure for the highest and lowest lot in the subdivisions and include any require PRVs. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.	Art II, Sec 22 (c)(5)(ii)
___ 6.	Provide utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.	Art II, Sec 22 (c)(5)(ii)

SHEET 7 – DRAINAGE PLAN

___ 1.	Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process.	Ordinance Reference Art II, Sec 22 (c)(4)
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SHEET 8 – WATER PLAN

___ 1.	Water Plans presented in a way that portrays the intended layout of the proposed elements. Demand information consistent with the intended use.	Ordinance Reference Art II, Sec 23 (c) (5) (ii)
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SHEET 9 – WASTEWATER PLAN

___ 1.	Wastewater Plans presented in a way that portrays the intended layout of the proposed elements. Demand information consistent with the intended use.	Ordinance Reference Art II, Sec 23 (c) (5) (ii)
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SHEET 10 – TREE PROTECTION PLAN

___ 1.	Required Items for Tree Protection Plan:	Ordinance Reference 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: ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.	Art II, Sec 22 (c)(2)(iii)
___ 3.	Significant Tree Removal Permit ☐ 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.	Art II, Sec 22 (c)(2)(iii)
___ 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 ☐ 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.	Art II, Sec 22 (c)(2)(iii)
___ 6.	Replacement Trees ☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time.	Art II, Sec 22 (c)(2)(iii)

SHEET 8 – PARKS PLAN

		Ordinance Reference
___ 1.	If park improvements are proposed, the improvements meet the following criteria: ___ Proposed park improvements are listed on the preliminary plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence. ___ A note is shown on the preliminary plat indicating that all proposed park improvements will meet <i>City Park & Facility Equipment Standards</i> and <i>U.S. Consumer Products Safety Commission - Publication 325</i> . ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.	Art IV, Sec 61
___ 2.	If private park land and/or facilities are proposed, they meet the following criteria: ___ Private parks are not proposed for land shown in the <i>City Parks, Recreation & Open Space Master Plan</i> as land to meet strategic needs for future parks and/or trails. ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions which are attached to this application . ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, and such covenant is attached to this application .	
___ 3.	If an alternative park plan is proposed, it meets the following criteria: ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated. ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation. ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.	
___ 4.	Provide a phasing table demonstrating compliance with the Ordinance	

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.
- ☐ Disk/USB including the submittal documents

PLANNING & ZONING COMMISSION

In order to schedule the preliminary plat for review by the Planning & Zoning Commission, the following items will be required to be submitted.

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____



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.
 - If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the final plat. A meeting scoping with the City Engineer is required prior to submittal.

HELPFUL LINKS



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

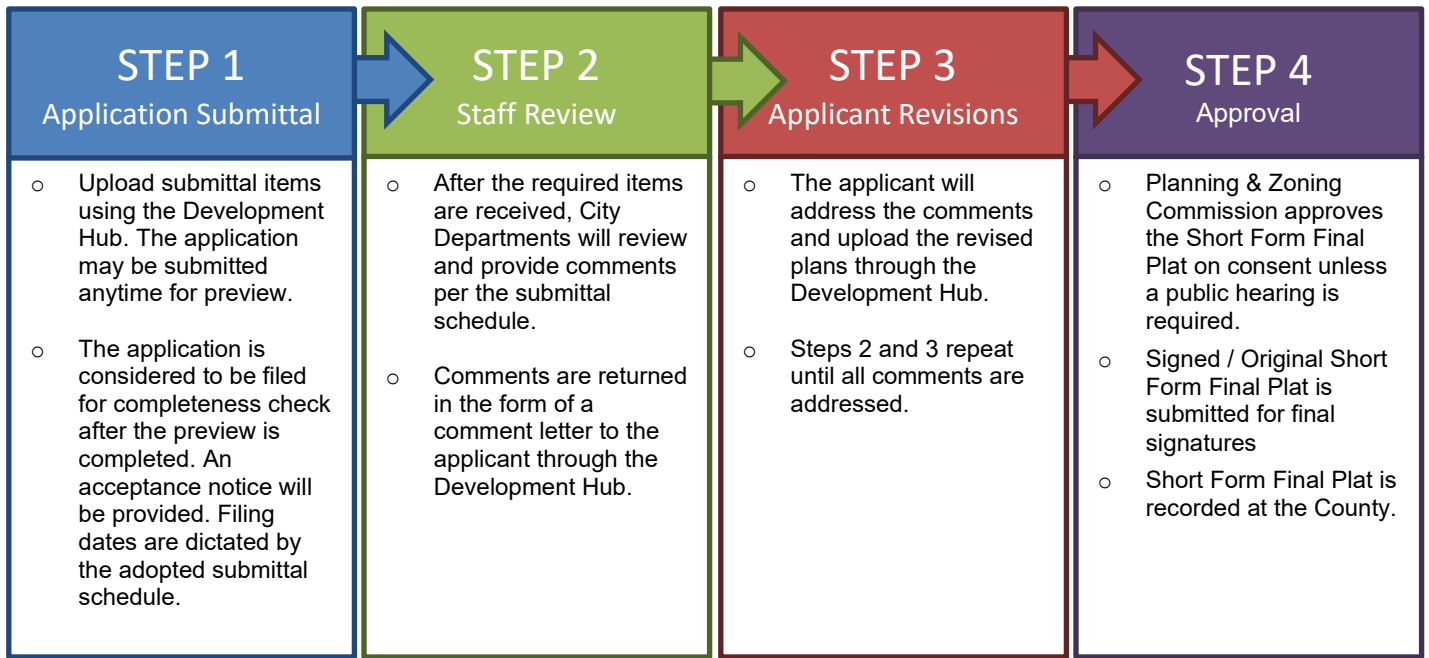
CONTACT INFORMATION

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

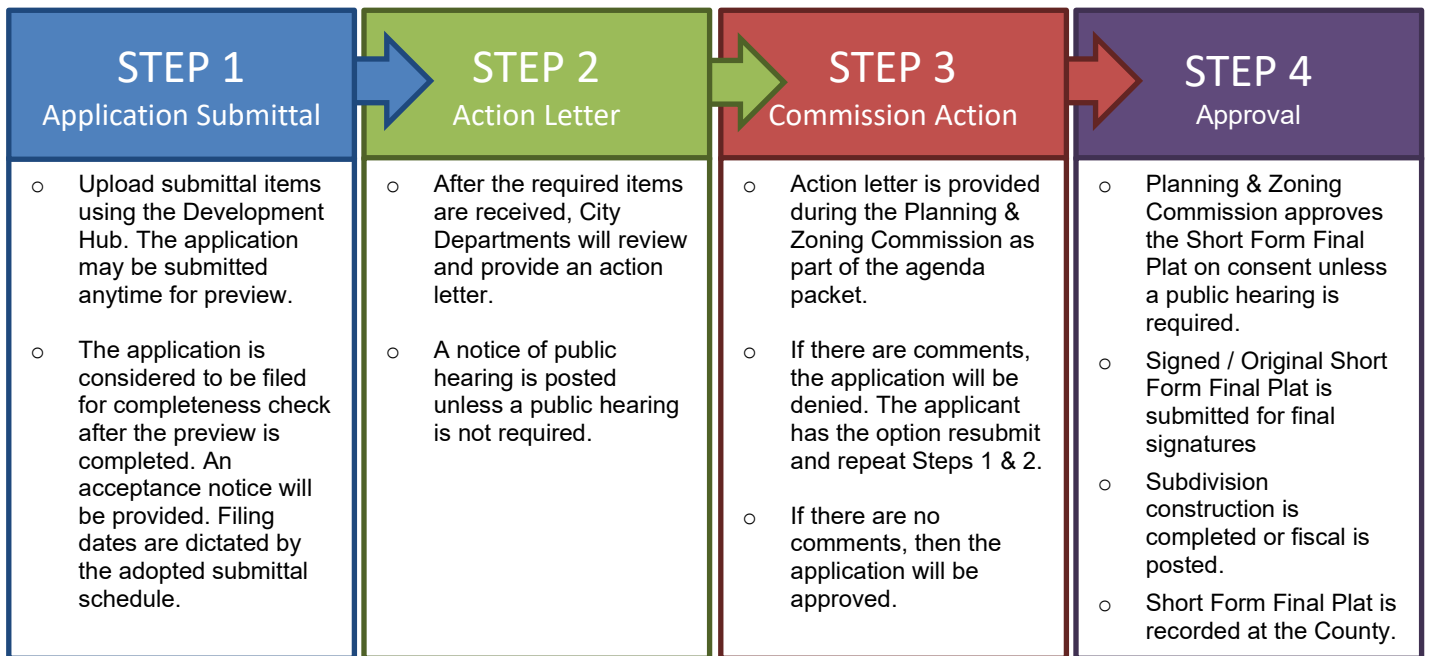
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

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

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. 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, provide the application with this submittal.
- ☐ 11. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only) – 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.
 - ☐ TIA Update Submittal (TIA review only) – Provide the TIA Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 12. Completed short form final plat determination form.
- ☐ 13. Is a public hearing required? ☐ Yes ☐ No
If so, provide the following:
 - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property
 - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract and
 - ☐ 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

Filing Fee:	\$ 550.00
Owner Notification Fee – \$5.00 per owner notification (if required for replat):	\$ _____
Public Hearing Notification – \$150.00 (if required for replat):	\$ _____
GIS Mapping Fee:	\$ 75.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

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

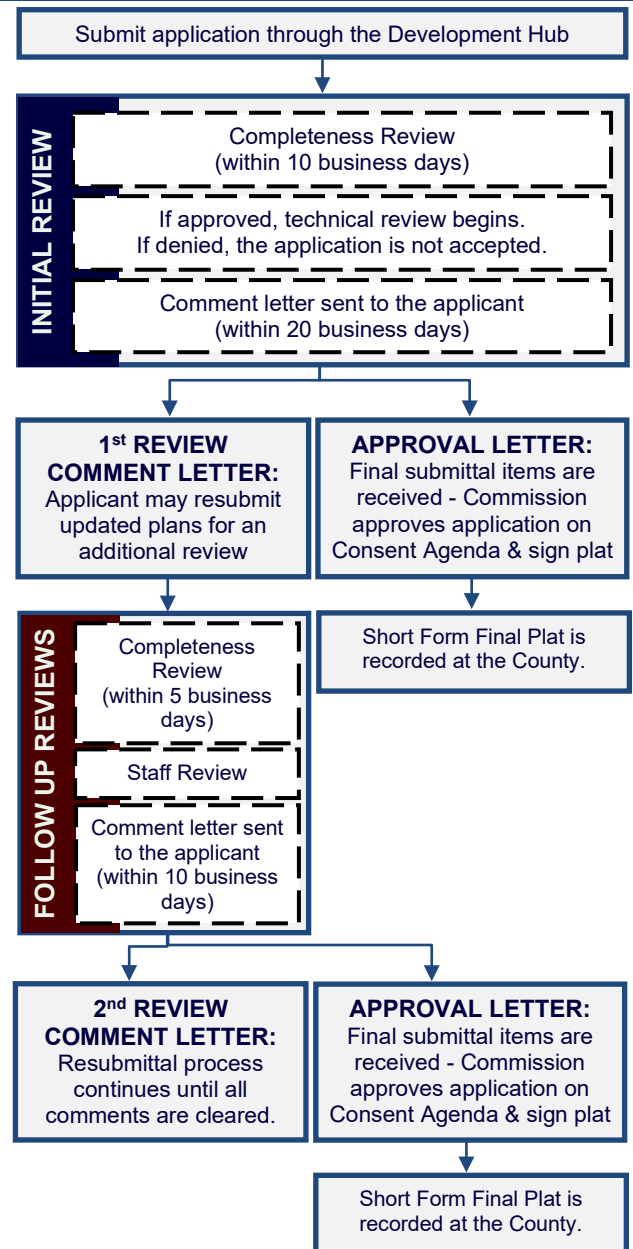
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 the Commission approves the final plat, the developer will either need to complete the subdivision improvements or post fiscal for the improvements. Then the final plat will be sent to the County for recordation. Once the plat is recorded, the process will be completed.



STANDARD REVIEW PROCEDURE

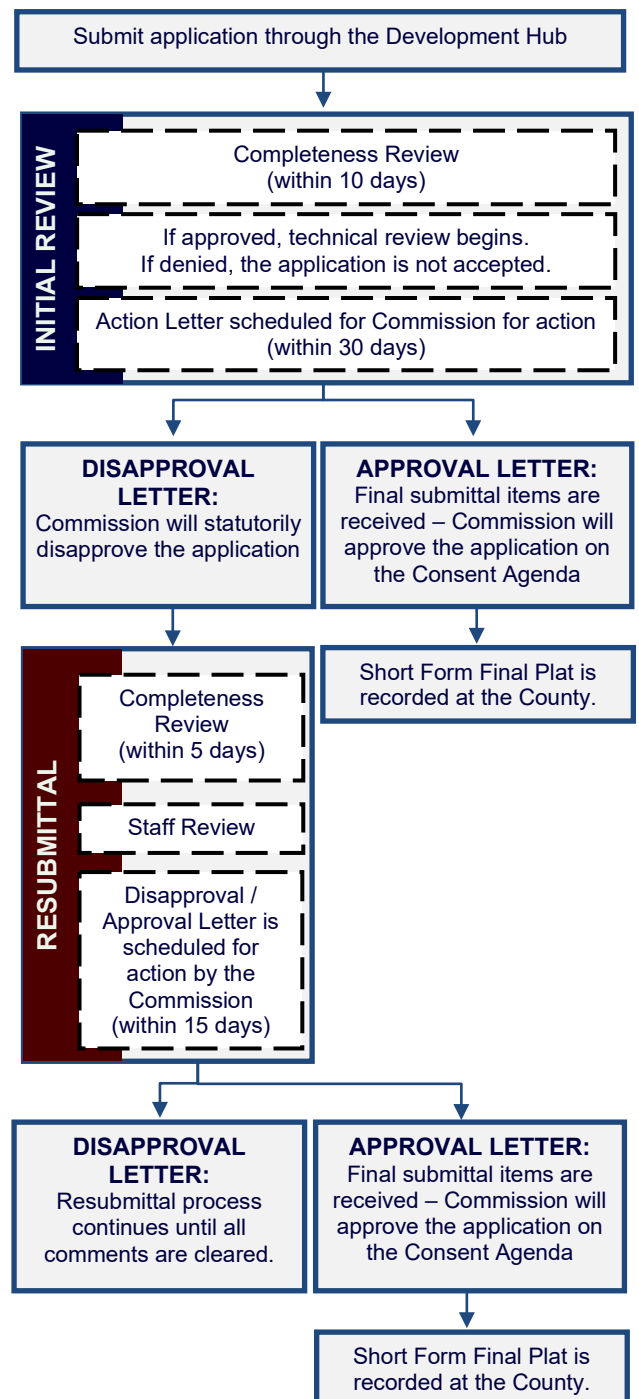
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

SHORT FORM FINAL PLAT CHECKLIST

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

GENERAL		Ordinance Reference
___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Final Plat Sheets ☐ Notes & Signatures	Art II, Sec 24 (d)(2)
___ 2.	Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 24 (b)
___ 3.	All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 24 (d)(2)
___ 4.	All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 24 (d)(2)
___ 5.	All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 24 (c)(4)(i)
SHEET 1 – COVER SHEET		Ordinance Reference
___ 1.	Title block including the following in the top center of the page. The “Subdivision Name” shall match the preliminary plat and include the phase and section number. The proposed name of the subdivision does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction unless for different sections or phases of the same subdivision. Include the word “ Replat ” after the subdivision name if a replat is proposed. Subdivision Name Short Form Final Plat	Art II, Sec 24 (c)(1)(i)
___ 2.	Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Developer name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Developer/Agent name, address, and phone number ☐ Filing date	Art II, Sec 24 (c)(1)(ii)
___ 3.	Scale (graphic and number format) and north arrow.	Art II, Sec 24 (c)(1)(ii)
___ 4.	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 24 (c)(1)(iii)
___ 5.	Index on the right side of the sheet name and number.	Art II, Sec 24 (d)(2)
___ 6.	Example cover sheet: Subdivision Name Short Form Final Plat Project Information Location Sketch Index 1 of 1	Art II, Sec 24 (d)(2)
___ 7.	Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.	Art II, Sec 24 (c)(1)(iv)
___ 8.	Provide a table including the street name(s) and linear footage.	Art II, Sec 24 (d)(2)

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

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

SURVEY CONTROL INFORMATION:

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

IMPROVEMENTS:

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

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

Donnie Mahan, Chairman
Planning and Zoning Commission
City of Leander, Texas

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

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

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 Everston, Williamson Co. Director of Environmental Services for Williamson County:

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

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

Adam Boatright, PE, DR, CFM
County Engineer

Date

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

O.S.S.F. NOTES:

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

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

Date

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

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

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

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

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

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

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

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

BY: _____
REBECCA GUERRERO
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 within the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i>	County
☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.	Art I, Sec 8 (b)
☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i>	Art I, Sec 8 (b)
☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.	Art III, Sec 46 (b)
☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.	Art III, Sec 46 (b)
☐ All easements on private property shall be maintained by the property owner or his or her assigns.	
☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.	Art II, Sec 24 (c)(6)(vi)
☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.	Code of Ordinances Art 3.10
☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i>	Art II, Sec 24 (c)(6)(vii)
☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐ All utility lines must be located underground.	Art III, Sec 47
☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)	Art II, Sec 24 (a) (2)
☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
☐ This subdivision is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas. <i>(replats only)</i>	Art II, Sec 26 (c)(3)
___ 2. Non-Residential & Multi-Family Plat Notes:	
☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.	Art III, Sec 42 (h)
☐ Traffic Impact Analysis Note (if applicable): ☐ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
___ 3. Single-Family & Two Family Plat Notes:	
☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____	Art IV, Sec 61(d)
☐ The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.	Art IV, Sec 61(d)
☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. <i>(which should be contained in a drainage easement)</i> .	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:	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
<i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the</i>	

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:

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

PLANNING & ZONING COMMISSION REVIEW

In order to schedule the final plat for review by the Planning & Zoning Commission, the following items will be required to be submitted.

- ☐ 18" X 24" signed mylar (black, permanent ink only)
- ☐ PDF copy of the short form final plat
- ☐ 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

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.

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§
§
§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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

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

Notary Public's Signature _____

My Commission Expires: _____

PROJECT NAME: _____

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.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Site Development Plan application. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.

HELPFUL LINKS

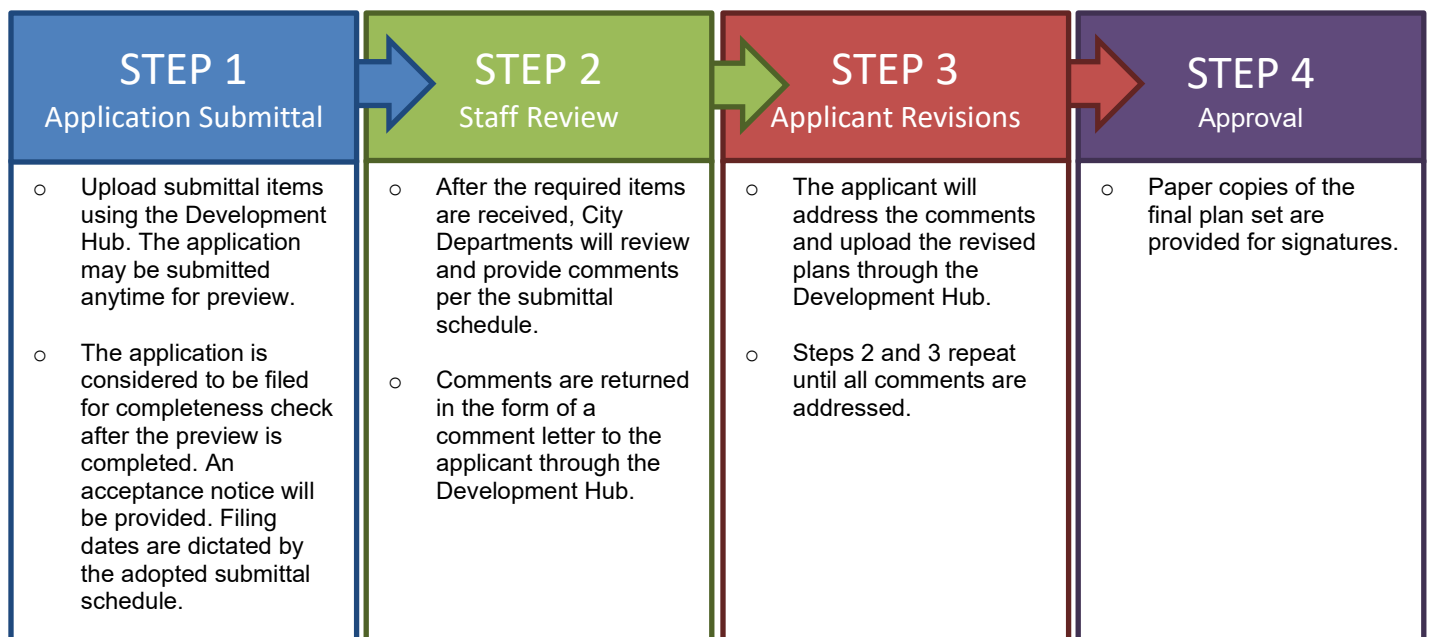


- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering 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 TIA, 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 Impact Analysis Letter. Provide the following:
 - ☐ Letter providing the trip generation based on the current ITE Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
 - ☐ 11. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No
If so, please contact the City Engineer to confirm if an updated is needed.
 - ☐ 12. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
 - ☐ 13. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
 - ☐ 14. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 500.00
\$0.05 per square foot of impervious cover: \$0.05 X _____ square feet	\$ _____
If the project is proposed to be phases, there is a fee of \$250 per phase starting with the second phase:	\$ _____
Inspection Fee:	\$ 500.00
Fire Code Review Fee (\$125 per phase):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

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

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

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

- 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)
- All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
- All PDFs shall be bookmarked.
- All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
- 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.

- All items listed above in the "Required Items for Submittal Package" list shall be included.
- All plan sheets shall meet the format listed in the "General Section" below on page 7
- All documents shall be legible.
- Blank or pending sheets will not be accepted.

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

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

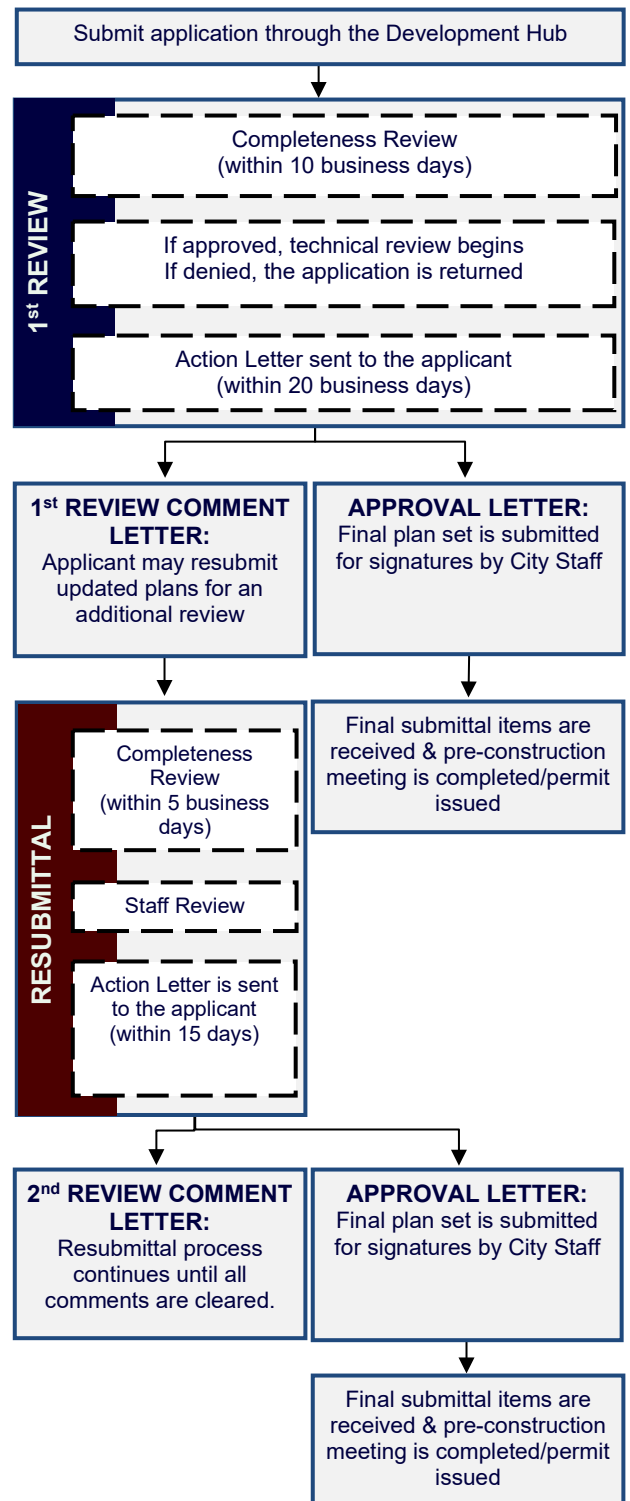
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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 return them to the applicant. The following items will need to be submitted to schedule a pre-construction meeting:
 - a. 2 collated and stapled final copies of the signed plans.
 - b. A scanned copy of the plans - scanned at 300 dpi, uncompressed format TIF to the original approved scale.
 - c. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
 - d. SWPPP (Reviewed by the Stormwater Inspector)
 - e. Outstanding Fees
 - f. Pre-construction meeting request form

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

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
- ___ 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:

Project Name Site Development Plans <i>Project Number</i>		
Project Information	Location Sketch	Index
Revision Block	Signature Block	
		Approval 1 of 1

___ 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

Mark Tummons, CPRP, 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 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 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 ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.

- ___ 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 ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, concrete is permitted instead of native stone and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply.
 - ☐ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
- ___ 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. See Article VIII, Section 5 (i) SFC. SFL, CH, SFT, TF						
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)
	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 any one building. Individual buildings are not proposed to exceed 60,000 sq. ft. in floor area.
- 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.

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. If park improvements are proposed, the improvements meet the following criteria:
- ___ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
 - ___ A note is shown on the final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- ___ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 3. If an alternative park plan is proposed, it meets the following criteria:
- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- ___ 4. Provide a phasing table demonstrating compliance with the Ordinance

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

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 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 SITE DEVELOPMENT PERMIT:

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule.
- To schedule a pre-construction meeting, the following items must be provided:
 1. Two printed copies of the approved and signed plans.
 2. Upload the following items to the Development Hub:
 - Scan of the final approved site development plan as a PDF and AutoCAD formats. Plans must be scanned at 300 dpi to the original approved scale.
 - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
 - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the site development permit, provide documentation from the appropriate water quality regulating entity, TCEQ Edwards Aquifer or LCRA Highland lakes, that the project is approved or exempt.
- The 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.

PROJECT NAME: _____

TRAFFIC IMPACT ANALYSIS (TIA)

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A Traffic Impact Analysis (TIA) is a study of the impacts of a development on the City's transportation system conducted by a registered professional engineer. During the subdivision process, the concept plan requires that the applicant provides the traffic volume generated by the proposed development and a TIA as required by the Roadway Adequacy Ordinance based on the number of trips. The City Engineer has the option to request a fee in lieu of TIA. The site development process includes a similar requirement.

The Roadway Adequacy Ordinance requires a TIA when a project that has a projected average daily trips in excess of 2,000 based upon the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. In cases where the land uses are not specified at the time of land development application, the daily trip generation rate shall be based upon the maximum use intensity allowed for the development.

The initial TIA shall be submitted with the concept plan or site development permit for the project. An update to the traffic impact analysis is required to be submitted with the review of each final plat submittal. The TIA shall be prepared in accordance with standard transportation engineering practices for purposes of determining the adequacy of the road network to serve the proposed development, and whether off-site road dedication and improvements should be made to mitigate the effects of the development proposed in the application. The TIA shall determine:

1. Trips to be generated by the proposed development;
2. Assignment of such trips to the road network analyzed;
3. The capacity of affected thoroughfares before and after the proposed development;
4. Specific recommendations for thoroughfare improvements and traffic-control modifications needed to mitigate the traffic from the proposed development; and
5. The development projects proportionate share of the costs of such improvements and modifications.

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.
- A scoping meeting is required prior to submittal.
- This submittal shall be reviewed concurrently with a site development or subdivision review. The application and attachments need to be uploaded to the Development Hub as part of the site development or subdivision application.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS

The applicant shall conduct a scoping meeting with City Staff to determine the geographic area to be included in a TIA. During this meeting, the City Engineer may also make the determination that a fee in lieu of TIA is more appropriate. The following standards shall apply:

1. The City Staff shall determine the geographic area to be included in a TIA.
2. A TIA must be performed under the supervision of a registered professional engineer (State of Texas) or other qualified individual.
3. A TIA must conform to the requirements of the roadway adequacy ordinance and the requirements of the City of Austin's Transportation Criteria Manual.
4. A TIA must describe the study methodology, the data used, and the study findings and provide recommendations based on the results.
5. A TIA must be signed/sealed by a registered professional engineer (State of Texas) or other qualified individual responsible for the supervision of the study and preparation of the TIA.
6. Desirable operating levels for streets:

Pavement Width	Vehicles Per Day
Less than 30 ft.	1,200
30 ft. to less than 40 ft.	1,800
40 ft. or wider	4,000

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. Complete Traffic Impact Analysis (TIA) and all support materials
	☐	3. Scoping Meeting Confirmation
	☐	4. Application Fees (calculation listed below).

APPLICATION* FEE CALCULATION

Filing Fee (\$800 plus \$100 per sheet): \$ _____

Technology Fee: \$ 25.00

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

*If the application is reviewed by an outside consultant, 50% of the fee is used towards the cost of the consultant. An invoice for the remaining consultant fees will be submitted to the applicant for payment upon completion of the review.

PROPERTY INFORMATION

1. General property location: _____
2. Current legal description: _____
3. Property Acreage: _____
4. Associated Applications: _____
5. Type of TIA: ☐ Initial TIA ☐ Update to an Existing TIA: _____
Name of Original TIA _____

CRITERIA FOR DECISION

1. The Council and/or City Staff may deny an application if the results of a TIA demonstrate that a proposed development may overburden the city's street system.
2. The Council and/or City Staff may deny an application if the TIA demonstrates the projected traffic generated by the project, combining with the existing traffic, exceeds the desirable operating level on a residential or collector street for the study area, or endangers the public safety.
3. The Council and/or City Staff may approve an application that would otherwise be denied if the Council determines that:
 - a. The applicant has satisfactorily mitigated any adverse traffic conditions;
 - b. The projected additional traffic from a project has an insignificant effect on a residential or collector street.
4. An applicant may modify an application to minimize the traffic-related conditions identified in a TIA by:
 - a. Submitting a justification to reduce the projected vehicles;
 - b. Dedication of additional right-of-way;
 - c. Rerouting of traffic;
 - d. Participation in funding of a traffic signal or intersection improvements;
 - e. Other modifications as determined to be necessary.

APPLICANT INFORMATION

Owner Name: _____ **Company:** _____

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

Email: _____ Phone: _____

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



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Approval of Minutes.

BACKGROUND:

Draft May 25, 2023 Water & Wastewater Capital Improvements P & Z minutes attached

Draft June 8, 2023 P & Z minutes attached

RECOMMENDATION:

Approval of May 25, 2023 P & Z minutes

Approval of June 8, 2023 P & Z minutes

PRESENTER:

Attachments

Draft 5/25/2023 P & Z Minutes

Draft 6/8/23 P & Z minutes

DRAFT



MINUTES PLANNING & ZONING COMMISSION CITY OF LEANDER, TEXAS

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas

May 25, 2023 at 6:00 PM



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

Place 5 – James Oliver
Place 6 – Laura Lantrip, *Vice-Chair*
Place 7 – Rick Carpenter
ETJ Rep. - Genny Kercheville

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

1. Call to Order at 5:37 p.m.
2. Roll Call.

All Commissioners were present except Chair Mahan, Commissioner Moss, Commissioner Oliver, Commissioner Caprenter.
Chair Mahan and Commissioner Oliver took their seats at 5:42 p.m.
Commissioner Moss took her seat at 5:56.

3. Citizen Comments: Three (3) minutes allowed per speaker.
No one wished to speak.

REGULAR AGENDA

4. Discuss and consider recommendations on amendments to Water and Wastewater Impact Fees.

Motion made by Commissioner Ron May, seconded by Commissioner John Cosgrove to approve the maximum amount.

AYE: Commissioner John Cosgrove, Vice Chair Laura Lantrip, ETJ Rep. Genny Kercheville, Chair Donnie Mahan, Commissioner James Oliver, Commissioner Ron May

6 - 0 Passed

5. Adjournment

APPROVED:

CHAIRMAN MAHAN

ATTEST:

ELLEN COUFAL
PLANNING & ZONING COMMISSION SECRETARY



**MINUTES
PLANNING & ZONING COMMISSION
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas

June 8, 2023 at 6:00 PM



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

Place 5 – James Oliver
Place 6 – Laura Lantrip, *Vice-Chair*
Place 7 – Rick Carpenter

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

1. Call to Order at 6:00 p.m.
2. Roll Call.
All present except Chair Donnie Mahan.
3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the June 1, 2023 meeting
4. Review of meeting protocol.
5. Citizen Comments: Three (3) minutes allowed per speaker.
No one wished to speak.

CONSENT AGENDA: ACTION

6. Approval of Subdivision Case PP-22-0023 regarding Cypress Meadows Preliminary Plat on one parcel of land approximately 44.1 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R403528; generally located south west of S US 183 and Hernandos Loop, Leander, Williamson County, Texas.
7. Approval of Subdivision Case FP-21-0022 regarding Hawkes Landing North Phase 2 Final Plat on one parcel of land approximately 66.174 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R616492; generally located north of the intersection of Landing Ln and Mariann Dr and west of North Bagdad Rd, Leander, Williamson County, Texas.

8. Approval of Subdivision Case FP-22-0031 regarding Travisso Phase 4, Section 6B Final Plat on one parcel of land approximately 46.899 acres ± in size, more particularly described by Travis County Central Appraisal District Parcel 353024; generally located north of Travisso Parkway and west of Da Vinci Trail, Leander, Travis County, Texas.
9. Approval of Minutes.

Motion made by Commissioner Ron May, seconded by Commissioner Rick Carpenter to approve the consent agenda.

AYE: Commissioner John Cosgrove, Commissioner Deirdre Moss, Vice Chair Laura Lantrip, Commissioner Rick Carpenter, Commissioner James Oliver, Commissioner Ron May

6 - 0 Passed

PUBLIC HEARING: ACTION

10. Conduct a Public Hearing and consider action regarding Zoning Case Z-22-0050 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the Speaking Rock PUD (Planned Unit Development) with base zoning district of SFE-2-A (Single-Family Estate) on one parcel of land approximately 10.7563 acres ± in size, more particularly described by Travis Central Appraisal District Parcel 513825; and more commonly known as 1601 Speaking Rock, Leander, Travis County, Texas.
 - Discuss and consider action regarding Zoning Case Z-22-0050 as described above.

Motion made by Commissioner James Oliver, seconded by Commissioner Deirdre Moss to approve the Zoning request.

AYE: Commissioner John Cosgrove, Commissioner Deirdre Moss, Vice Chair Laura Lantrip, Commissioner Rick Carpenter, Commissioner James Oliver, Commissioner Ron May

6 - 0 Passed

REGULAR AGENDA

11. Adjournment at 6:10 p.m.

APPROVED:

CHAIRMAN MAHAN

ATTEST:

ELLEN COUFAL
PLANNING & ZONING COMMISSION SECRETARY



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Conduct a Public Hearing and consider action on Subdivision Case FP-22-0044 and Variance Case VA-23-0013 to approve the Sarita Valley Short Form Final Plat and Variance on one parcel of land approximately 5.403 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R512374; generally located north east of Ronald W Reagan Blvd. and Sarita Dr., Leander, Williamson County, Texas.

- Discuss and consider action on Subdivision Case FP-22-0044 and Variance Case VA-23-0013 as described above.

BACKGROUND:

Article 1 Sec. 6 (a) of the Subdivision Ordinance includes requirements that apply to all subdivisions of land within the jurisdiction of the City. Article 1 Sec. 6 (a)(3) relates to land previously subdivided or platted into tracts, lots, sites or parcels, which subdivision was subject to, but not in accordance with, City or County Ordinances in effect at the time of such subdividing or platting. The existing lot was illegally subdivided by metes and bounds but is still considered part of the same subdivision as the parcel at the hard corner of Ronald Reagan Blvd. and Sarita Dr. The applicant is requesting a variance to the Subdivision Ordinance to allow this parcel to complete the platting process without including the associated corner parcel, which are currently under separate ownership.

The applicant contacted the Sarita Valley HOA (property owner for the remainder of the property) and they were not interested in participating in the plat.

HISTORY/TIMELINE:

11/20/2008 Zoning Approved

04/05/2011 Minor Revision Preliminary Plat Approved

06/22/2023 Planning & Zoning Commission canceled due to power outage

APPLICANT/AGENT:

Sandlin Services, LLC (Nick Sandlin) on behalf of Weaver Commercial, LLC (Hanumantha Rao Mekala).

RECOMMENDATION:

This short form final plat includes one commercial lot. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat and variance with the following conditions.

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

This application was previously scheduled for the June 22, 2023 Planning and Zoning Commission meeting. The case was delayed due to a power outage at City Hall.

ORDER OF EVENTS:

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

PRESENTER:

Attachments

1. Final Plat
2. Location Exhibit
3. Public Notification Map
4. Variance Request Letter

SARITA VALLEY PHASE 8
SHORT FORM
FINAL PLAT

A 5.403 ACRE, OR 235,355 SQUARE FOOT, TRACT OF LAND BEING SITUATED IN THE MILTON HICKS SURVEY, ABSTRACT NO. 287, IN WILLIAMSON COUNTY, TEXAS. BEING ALL OF THAT 5.40 ACRE TRACT CONVEYED TO WEAVER COMMERCIAL, LLC BY WARRANTY DEED RECORDED IN DOCUMENT NO. 2022067868 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS

OWNER/DEVELOPER: WEAVER COMMERCIAL, LLC
907 SCREECH OWL DRIVE
PFLUGERVILLE, TX 78660

ACREAGE: 5.403 ACRES

PATENT SURVEY: MILTON HICKS SURVEY, ABSTRACT NO. 287

FILING DATE: 12/13/2022

ENGINEER: NICHOLAS SANDLIN, PE 124404
SANDLIN SERVICES, LLC
8500 N MOPAC, STE 804
AUSTIN, TX 78759
TBPELS FIRM REGISTRATION #21356

SURVEYOR: BRADLEY L. LIPSCOMB, RPLS 5952
TRIAD SURVEYING, INC.
P.O. BOX 1489
ROCKDALE, TX 76567
(512) 446-3457
TBPELS FIRM REGISTRATION #10007900

BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM
CENTRAL ZONE 4203 NAD 83

NUMBER OF BLOCKS: 1

NUMBER OF LOTS: 1

LAND USE:
COMMERCIAL — 1 LOT (5.403 ACRES)



VICINITY MAP
SCALE: 1"=2,000'

SHEET INDEX

SHEET 1: COVER SHEET
SHEET 2: FINAL PLAT SHEET
SHEET 3: NOTES AND SIGNATURES

		SHEET 1 OF 3	
SURVEYING, INC.		FIRM REGISTRATION NO. 10007900	
528 COUNTY ROAD 325 P.O. BOX 1489 ROCKDALE, TX, 76567			
SARITA VALLEY PHASE 8 CITY OF LEANDER WILLIAMSON COUNTY, TEXAS			
Completion Date: 7/15/22		Drawn by: MGG	
Scale: 1"=100'		Surveyed by: LS	
PROJECT NO. S22-263		Checked by: BL	



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	261.00'	131.61'	130.22'	S 45°24'24" W	28°53'27"
C2	25.00'	33.17'	30.79'	S 69°10'24" W	78°01'10"
C3	515.00'	232.59'	230.61'	N 85°38'05" W	25°52'34"

LINE	BEARING	DISTANCE
L1	S 33°23'35" W	34.82'
L2	S 01°31'24" W	60.07'
L3	S 35°18'24" E	115.03'
L4	S 69°13'53" E	97.04'
L5	N 87°08'30" E	50.95'
L6	N 63°36'03" E	56.56'
L7	S 87°30'03" E	58.11'
L8	N 72°47'51" W	90.03'

SARITA VALLEY PHASE 8 SHORT FORM FINAL PLAT

A 5.403 ACRE, OR 235,355 SQUARE FOOT, TRACT OF LAND BEING SITUATED IN THE MILTON HICKS SURVEY, ABSTRACT NO. 287, IN WILLIAMSON COUNTY, TEXAS. BEING ALL OF THAT 5.40 ACRE TRACT CONVEYED TO WEAVER COMMERCIAL, LLC BY WARRANTY DEED RECORDED IN DOCUMENT NO. 2022067868 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS

FIELD NOTES DESCRIPTION:

All that certain tract or parcel of land situated in Williamson County, Texas, being a part of the Milton Hicks Survey, Abstract No. 287, being all of a called 5.40 Acre tract conveyed from Sarita Valley 2019, LP to Weaver Commercial, LLC by Deed dated June 1, 2022 recorded in Document No. 2022067868 of the Official Public Records of Williamson County, Texas and being more particularly described by metes and bounds as follows to wit:

BEGINNING at a found 1/2" iron rod with yellow plastic cap on the east Right-of-Way line of Ronald Reagan Boulevard, at the southwest corner of Sarita Valley, Phase 6 recorded in Document No. 2017034846, for the northwest corner of this tract;

THENCE along the south line of the said Sarita Valley, Phase 6, for the following courses and distances:

N66°22'32"E - 165.84' to a found cotton spindle for an exterior ell corner of this tract;
S87°44'14"E - 348.97' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" on the west line of Lot 101, Block A of the Sarita Valley, Phase 1, Amended recorded in Document No. 2012000872, for the most northerly northeast corner of this tract;

THENCE along the west, south and west lines, respectively, of the said Lot 101 and Lots 102, 103, 104, 105, 106 and 106B of the said Block A of Sarita Valley, Phase 1, Amended for the following courses and distances:

S33°23'35"W - 34.82' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an interior ell corner of this tract;
S01°31'24"W - 60.07' to a point for an interior ell corner of this tract from which a found 1/2" iron rod with yellow plastic cap marked "SURVEY" for reference bears: S00°52'10" W - 5.09';
S35°18'24"E - 115.03' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an interior ell corner of this tract;
S69°13'53"E - 97.04' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an interior ell corner of this tract;
N87°08'30"E - 50.95' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an interior ell corner of this tract;
N63°36'03"E - 56.56' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an exterior ell corner of this tract;
S87°30'03"E - 58.11' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" at the southeast corner of the said Lot 106, at the southwest corner of Lot 106A of the said Block A of Sarita Valley Phase 1, Amended, at the northwest corner of the said Lot 106B, for the most southerly northeast corner of this tract;
S02°25'54"W - 160.95' to a found 1/2" iron rod with pink plastic cap marked "SURVEY" on the northwest Right-of-Way line of Wedgesclae Pass, at the southwest corner of the said Lot 106B, for the southeast corner of this tract;

THENCE along the northwest Right-of-Way line of Wedgesclae Pass and the north Right-of-Way line of Sarita Drive, respectively, for the following courses and distances:

Along the arc of a curve to the left with an arc length of 131.61', a radius of 261.00', a chord bearing of S45°24'24"W, and a chord length of 130.22', to a found "X" cut in concrete, for an exterior ell corner of this tract;
Along the arc of a curve right with an arc length of 33.17', a radius of 25.00', a chord bearing of S69°10'24"W, and a chord length of 30.79' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an exterior ell corner of this tract;
N72°47'31"W - 90.03' to a set 1/2" iron rod with red plastic cap marked "TRIAD RPLS 5952" for an interior ell corner of this tract;
Along the arc of a curve to the left with an arc length of 232.59', a radius of 515.00', a chord bearing of N85°38'05"W, and a chord length of 230.61' to a found 1/2" iron rod with pink plastic cap marked "SURVEY" at the east corner of a called 0.36 Acre tract (Tract 1) conveyed to the Owners Association of Sarita Valley, Inc. in Document No. 2013044567, for an exterior ell corner of this tract;

THENCE N70°42'13"W - 265.44' along the northeast line of the said 0.35 Acre tract to a found 1/2" iron rod with illegible yellow plastic cap on the said east Right-of-Way line of Ronald Reagan Boulevard, at the north corner of the said 0.35 Acre tract, for the southwest corner of this tract;

THENCE N20°37'05"W - 289.37' along the said east Right-of-Way line of Ronald Reagan Boulevard to the **POINT OF BEGINNING** containing within these metes and bounds 5.403 Acres of land.

LEGEND

- - 1/2" IRON ROD PINK CAP "SURVEY" FOUND (UNLESS NOTED)
- - 1/2" IRON ROD SET WITH RED CAP MARKED "TRIAD RPLS 5952"
- △ - SURVEY POINT

BEARINGS ARE BASED ON THE
TEXAS STATE PLANE COORDINATE SYSTEM
OF 1983, TEXAS CENTRAL ZONE

50 0 50 100 150 200 250 300
SCALE: 1" = 100 FEET

 SURVEYING, INC. 528 COUNTY ROAD 325 P.O. BOX 1489 ROCKDALE, TX. 76567	SHEET 2 OF 3 FIRM REGISTRATION NO. 10007900
SARITA VALLEY PHASE 8 CITY OF LEANDER WILLIAMSON COUNTY, TEXAS	
Completion Date: 7/15/22	Drawn by: MGG
Scale: 1"=100'	Surveyed by: LS
PROJECT NO. S22-263	Checked by: BL

PLAT NOTES:

- 1) THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- 2) NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.
- 3) 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.
- 4) ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
- 5) IN ADDITION TO THE EASEMENTS SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY, LANDSCAPE & PEDESTRIAN EASEMENT IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF-WAY AND A TWO AND A HALF (2.5') FOOT PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL SIDE LOT LINES.
- 6) BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE MOST CURRENT ZONING ORDINANCE OF THE CITY OF LEANDER. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE CURRENT ZONING ORDINANCE.
- 7) NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN HEREON EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
- 8) PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.
- 9) WATER AND WASTEWATER ARE TO BE EXTENDED TO THE PERIMETER OF THE PROPERTY FOR ADJACENT DEVELOPMENT AT THE TIME OF SITE DEVELOPMENT.
- 10) ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
- 11) APPROVAL OF THIS PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
- 12) NO PORTION OF THIS TRACT LIES WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN IN THE FLOOD INSURANCE RATE MAP PANEL NUMBER 48491C0460F FOR WILLIAMSON COUNTY, TEXAS, EFFECTIVE DECEMBER 20, 2019.
- 13) 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.
- 14) SIDEWALKS SHALL BE INSTALLED ON THE NORTH SIDE OF SARITA DRIVE AND WEDGESCLAE PASS AND THE EAST SIDE OF RONALD REAGAN BOULEVARD. 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, 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.
- 15) AT THE TIME OF SITE DEVELOPMENT PERMIT, THE APPLICANT WILL PROVIDE A PAYMENT TO THE CITY IN THE AMOUNT OF \$126 PER PEAK HOUR TRIP PROJECTED TO BE GENERATED BY THE DEVELOPMENT.
16. THE LAND USE OF LOT 1, BLOCK A SHALL BE COMMERCIAL.
17. EASEMENTS LISTED WITHIN THE TITLE COMMITMENT ISSUED BY HERITAGE TITLE COMPANY OF AUSTIN, INC., UNDERWRITTEN BY FIRST AMERICAN TITLE INSURANCE COMPANY DATED MARCH 9, 2022, GF NO. 202201250 HAVE BEEN DEPICTED UPON THE FACE OF THIS PLAT.
18. THIS TRACT LIES ENTIRELY WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.

SURVEYORS CERTIFICATION:

STATE OF TEXAS
COUNTY OF MILAM

I, BRADLEY L. LIPSCOMB, 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 *HERITAGE TITLE COMPANY GF NO. 202201250* ISSUED MARCH 9, 2022 HAVE BEEN SHOWN OR NOTED HERON.

PRELIMINARY

THIS DOCUMMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

BRADLEY L. LIPSCOMB
REGISTERED PROFESSIONAL LAND SURVEYOR
NO. 5952 STATE OF TEXAS
TRIAD SURVEYING, INC.
P.O. BOX 1489
ROCKDALE, TX 76567
TBPELS FIRM REGISTRATION NO. 100007900

ENGINEERS CERTIFICATION:

STATE OF TEXAS
COUNTY OF TRAVIS

I, NICHOLAS SANDLIN, 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.

NICHOLAS SANDLIN
REGISTERED PROFESSIONAL ENGINEER
NO. 124404 STATE OF TEXAS
SANDLIN SERVICES, LLC
8500 N MOPAC, STE 804
AUSTIN, TX 78759
TBPELS FIRM REGISTRATION #21356

SARITA VALLEY PHASE 8
SHORT FORM
FINAL PLAT

A 5.403 ACRE, OR 235,355 SQUARE FOOT, TRACT OF LAND BEING SITUATED IN THE MILTON HICKS SURVEY, ABSTRACT NO. 287, IN WILLIAMSON COUNTY, TEXAS. BEING ALL OF THAT 5.40 ACRE TRACT CONVEYED TO WEAVER COMMERCIAL, LLC BY WARRANTY DEED RECORDED IN DOCUMENT NO. 2022067868 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF _____
KNOW ALL MEN BY THESE PRESENTS

THAT WEAVER COMMERCIAL, LLC, AS THE OWNER OF THAT CERTAIN 5.403 ACRE TRACT BEING ALL OF THE LAND SHOWN HEREON AND DESCRIBED IN A WARRANTY DEED RECORDED IN DOCUMENT NO. 2022067868 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:
SARITA VALLEY PHASE 8

WEAVER COMMERCIAL, LLC

HANUMANTHARAO MEKALA
907 SCREECH OWL DRIVE
PFLUGERVILLE, TX 78660

STATE OF TEXAS
COUNTY OF _____
KNOW ALL MEN BY THESE PRESENTS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE _____ DAY OF _____, 20____, PERSONALLY APPEARED, HANUMANTHARAO MEKALA, AS MANAGER OF WEAVER COMMERCIAL, LLC, A TEXAS LIMITED LIABILITY COMPANY ON BEHALF OF SAID WEAVER COMMERCIAL, LLC, 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 THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

MY COMMISSION EXPIRES ON: _____

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.

DONNIE MAHAN, CHAIR
PLANNING AND ZONING COMMISSION
CITY OF LEANDER

ELLEN COUFAL, SECRETARY
PLANNING AND ZONING COMMISSION
CITY OF LEANDER

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

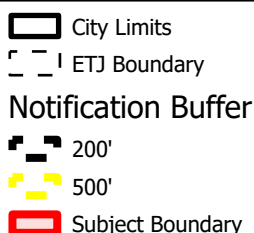
I, NANCY E. RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FORGOING INSTUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DATE OF _____, 20____ A.D., AT _____ O'CLOCK, _____M., IN THE OFFICIAL PUBLIC RECORDS OF SAID 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, THAT DATE LAST SHOWN ABOVE WRITTEN.

NANCY E. RISTER, CLERK COUNTY COURT
OF WILLIAMSON COUNTY, TEXAS

BY: _____, DEPUTY

 SURVEYING, INC. 528 COUNTY ROAD 325 P.O. BOX 1489 ROCKDALE, TX. 76567	SHEET 3 OF 3 FIRM REGISTRATION NO. 10007900
SARITA VALLEY PHASE 8 CITY OF LEANDER WILLIAMSON COUNTY, TEXAS	
Completion Date: 7/15/22	Drawn by: MGG
Scale: N/A	Surveyed by: LS
PROJECT NO. S22-263	Checked by: BL





Sandlin Services, LLC
P: (806)679-7303
TBPELS Firm # 21356

February 28, 2023

Planning & Zoning Commission
ATTN: City of Leander Planning & Development Services
201 N. Brushy Street
Leander, TX 78641

Re: **Plat Variance** Sarita Valley Subdivision – 16654 Ronald Reagan Blvd., Leander, TX 78641

Dear Commission,

Per our coordination, we are providing this letter with our Short Form Final Plat application for a variance on the Sarita Valley Subdivision. We respectfully request a variance to the subdivision ordinance pertaining to the platting of the adjacent tract. Below is an explanation of the requirements and request for our property located at 16654 Ronald Reagan Blvd. This variance is necessary to resolve the comment generated requiring us to plat the neighbor's property. Note: outreach to the neighbor has gone un-responded to by the Owner's Association of Sarita Valley Inc.

The Tract History is as follows:

1. April 25, 2008 – Reagan & FM 2243, LTD acquires 324.29 Acres (Tract 1) which is the parent Tract to both this subject parcel and Sarita Valley Phase 1.
2. July 29, 2011 – Reagan & FM 2243, LTD conveys 56.67 Acres to Reagan & FM 2243 South, LTD
3. December 9, 2011 - Reagan & FM 2243 South, LTD records the Final Plat of Sarita Valley, Phase 1. Tract B was not included in this plat even though it should have been included and caused the issue at hand.
4. May 3, 2013 - Reagan & FM 2243 South, LTD conveys the 2 Triangular Tracts (remnant of Sarita Valley, Phase 1) to the Owners Association of Sarita Valley, Inc.

In coordination with Planning Staff, it was stated that the subject Tract A, located at 16654 Ronald Reagan Drive, Leander, TX 78641 (R512374; Weaver Commercial, LLC) was never formally subdivided from the adjacent tract (Tract B) Owned by the Owners Association of Sarita Valley, Inc. (no common address; R513747) located on the northeast hard corner of Sarita Valley Dr. and Ronald Reagan Blvd. As we have shown in the history above, Tract B was conveyed to different ownership on July 29, 2011 (#2 above).

It is being stated by the City of Leander Staff that the two lots may have separate ownership in Title, but the City is treating these 2 lots as one contiguous lot and that both lots must be platted. Although the tract history shows the subject property did not create the outparcel, we respectfully request a variance from the city code §7. Exemptions(a)(1) that is generating the requirement to plat the neighboring property that is <5AC.

Please feel free to contact me if you have any questions or comments.

Sincerely,

Nick Sandlin, P.E.
President & Principal
TBPELS Firm# 21356



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-23-0076 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the Highway 29 Commercial Minor PUD (Planned Unit Development) with the GC-3-A (General Commercial) base zoning district on one parcel of land approximately 53.23 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R032262; and generally located approximately 1,500 feet to the west of the intersection of SH 29 and Ronald W Reagan Blvd, on the south side of SH 29, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-23-0076 as described above.

BACKGROUND:

This request is the first step in the zoning process.

HISTORY/TIMELINE:

06/06/2007 Annexation

APPLICANT/AGENT:

SJP Acquisitions, LLC (Brooke Harlander) on behalf of Zekelman Property Leander 53, LLC (Angela Miu).

RECOMMENDATION:

Staff recommends approval of this request.

ORDER OF EVENTS:

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

PRESENTER:

Michael Chenausky AICP, Senior Planner

Attachments

1. Planning Analysis
2. Current Zoning
3. Future Land Use Map
4. Public Notification Map
5. Proposed Zoning
6. Aerial Map
7. PUD Notes
8. Letter of Intent
9. Neighborhood Outreach



PLANNING ANALYSIS

ZONING CASE Z-23-0076 HIGHWAY 29 COMMERCIAL MINOR PUD

GENERAL INFORMATION

Owner/Agent: SJP Acquisitions, LLC (Brooke Harlander) on behalf of Zekelman Property Leander 53, LLC (Angela Miu).

Current Zoning: SFR-1-B (Single-Family Rural)

Proposed Zoning: Highway 29 Commercial Minor PUD (Planned Unit Development) with the base zoning district GC-3-A

Size and Location: The property is generally located approximately 1,500 feet to the west of the intersection of SH 29 and Ronald W Reagan Blvd, on the south side of SH 29, including approximately 53.23 acres.

Staff Contact: Michael Chenausky AICP,
Senior Planner

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to develop a mix of commercial to include retail, office, warehouse and light manufacturing.

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

The Minor PUD allows for the addition of the minor industrial uses while prohibiting uses that would not be desirable at this location. The minor industrial uses include Flex Research and Development (R&D) office space. This type of development provides additional employment opportunities for the area that aesthetically attractive and still can provide a retail component.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	NA	Large lot residential and undeveloped outside of Leander City Limits and ETJ

EAST	SH 29 & Ronald Reagan PUD (Planned Unit Development)	Undeveloped commercial lots currently in the review process
SOUTH	SH 29 & Ronald Reagan PUD (Planned Unit Development) & Interim SFR-1-B	Undeveloped commercial and multi-family lots currently in the review process
WEST	SFR-3-B	Bonnet Subdivision

SURROUNDING AREA:

This property is located on the south side of Highway 29, west of Ronald W. Reagan Blvd. The properties to the south east are part of the SH 29& Ronald Reagan PUD which includes commercial and multi-family uses. The properties to the north are large lot residential or undeveloped land outside of the Leander ETJ.

PHYSICAL AND NATURAL FEATURES:

This property contains significant tree cover and will be subject to the tree preservation requirements.

PROPERTY HISTORY:

This property was annexed into the City of Leander on 06/06/2007.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- No previous zoning cases.

MAJOR CORRIDORS:

This property has access onto South Highway 29

TRANSPORTATION PLAN REQUIREMENTS:

This property includes a future extension of Kauffman Loop.

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
SH 29	Access Controlled Highway	Commercial	400' ROW 10' sidewalk
Kaufmann Loop	Arterial	Commercial	100' ROW 4 lanes 10' Sidewalk

SUBDIVISIONS:

The following subdivision cases were previously submitted for this property:

- No previous subdivision cases.

EXISTING UTILITIES:

Water and wastewater utilities will need to be extended to the property for development.

CURRENT LAND USES:

This property is currently undeveloped.

PROPOSED ZONING DISTRICT:**USE COMPONENT****GC – GENERAL COMMERCIAL:**

Features: Any use in LC plus bar, nightclub, entertainment venues, hospital, hotel, liquor store, office/warehouse, vehicle and equipment sales, leasing and repair, furniture sales, pet shop, wholesale activities less than 3,500 sq. ft.

Intent: Development of small to large scale commercial, retail, and commercial service uses located in high traffic areas. Access to this component should be provided by an arterial street. The heaviest concentration of this component should be located at intersections of arterial streets.

SITE COMPONENT**TYPE 3:**

Features: Accessory buildings up to 30% of primary building; accessory dwellings; drive-thru service; limited outdoor display and storage; outdoor fueling and washing of vehicles; overhead service doors, no indoor parking required.

Intent:

- (1) A Type 3 site component is intended to be utilized with LO and LC use components where adjacent to less restricted districts to provide for a land use transition.
- (2) This component is intended to be utilized with residential components where accessory dwellings or additional accessory structures are appropriate and are not provided for in the Type 1 or 2 site components.
- (3) This component is intended to be combined with LO, LC, GC, HC and HI components where it is appropriate to utilize the outdoor site area for outdoor fuel sales, limited outdoor display and storage or accessory buildings.
- (4) Compliance with Type 1 or 2 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE A:**

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Prioritize commercial growth through the use of zoning, the Future Land Use Map, and prioritized investments and incentives.

Applicable Future Land Use categories

ACTIVITY CENTER

- Activity Center areas are the major strategic commercial centers within the community. They are intended to provide opportunity for diverse retail, employment and mixed-use destinations at critical intersections to create dense, value-intense development. These centers are regional in nature and serve a population beyond Leander, and are found on major highways and arterials. Managing access and traffic in these high-volume areas will require planning and coordination.

In a changing retail environment, Activity Centers are designed to become community destinations with activities, amenities, shopping, restaurants and places to gather, live and work. These mixed-use centers complement neighborhood centers and the urban development around Leander Station. Individually, these centers are expected to have a differing balance of land use, design, and atmosphere based on their location and context. High-density apartments and lofts are appropriate if designed and connected to the larger mixed-use center.

The Activity Center land use is intended to be implemented using a strategically planned framework, typically a PUD. When multiple landowners exist without a unified development scheme, proposed projects should plan for future integration to balance the activity center area as much as possible.

Desired Mix: 70-100% Non-Residential, 0-30% Residential

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:
--

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:

DEVELOPMENT MEETING

A development meeting was held with Staff on 04/17/2023. The following changes were made to the project since the development meeting was held:

- No Changes

The following ordinance changes occurred following the development meeting which may have impacted this project.

- No applicable ordinance changes.

NOTIFICATION

06/22/2023 - Public Notice on Hill Country News
 06/28/2023 - Mail Notification to Property Owners within 200'
 06/28/2023 - Public Hearing Signage Posted on Property
 07/13/2023 - Planning and Zoning Commission Public Hearing
 08/03/2023 - City Council Public Hearing & First Reading of the Ordinance
 08/17/2023 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.



Neighborhood outreach was conducted for properties within 500 ft. of the subject area. Please see attachment 9 for more detail. Below is a list of comments/concerns that were discussed during the meeting:

- Buffering between residential and commercial development.

The following changes were made to address issues discussed.

- None at this time.

Please see the full report from the applicant attached.

APPROVAL CRITERIA:

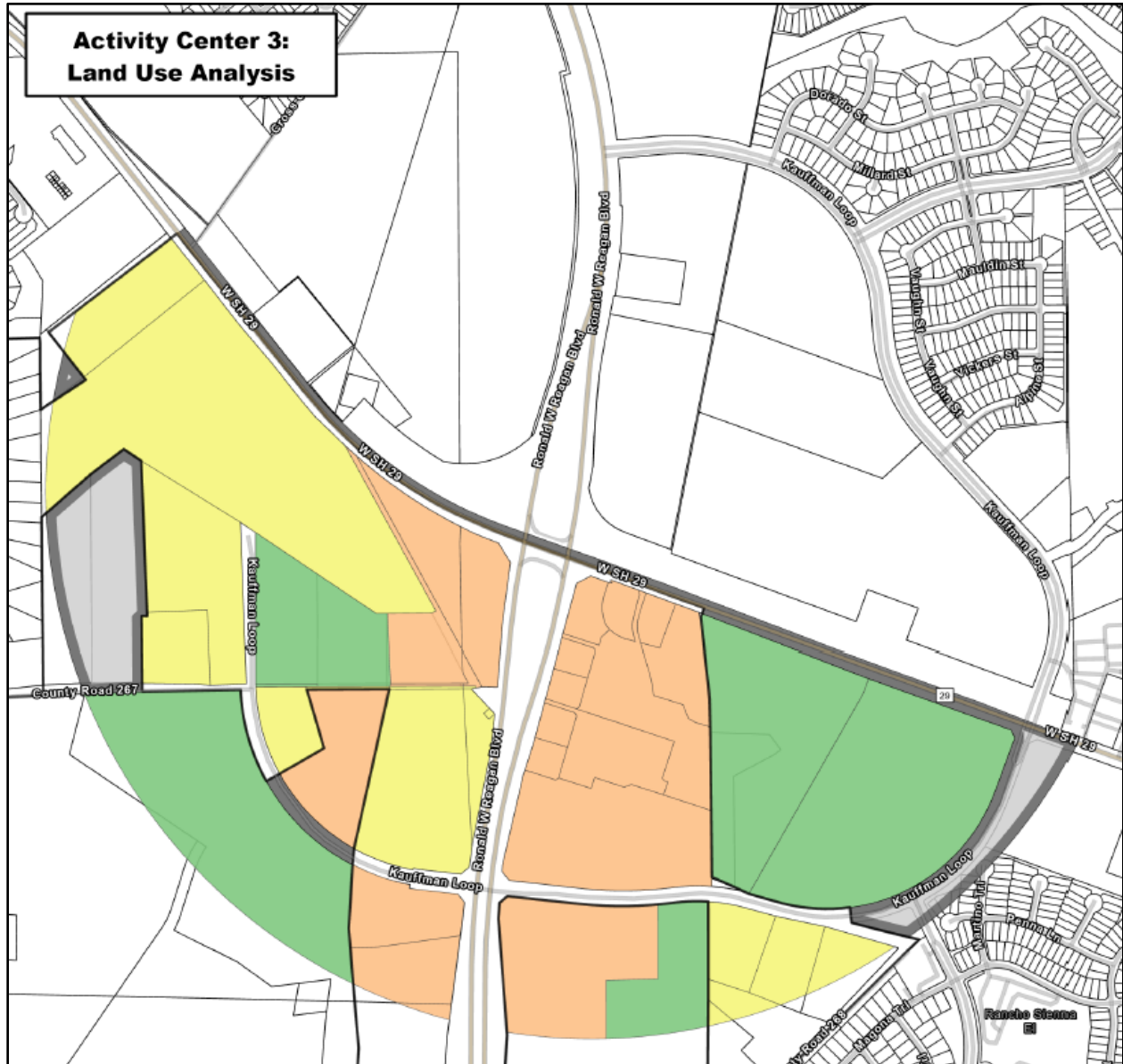
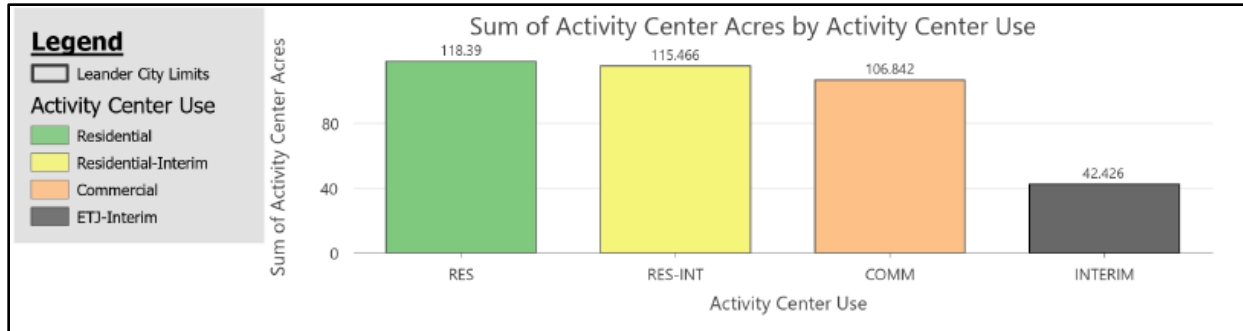
This site is located south of Highway 29 adjacent to future commercial development within the Ronald Reagan and Hwy 29 Activity Center. Activity Centers are intended to provide opportunity for diverse retail, employment and mixed-use destinations at critical intersections to create dense, value-intense development. Currently this Center is made up of 27% interim residential zoning, 28% residential and 25% commercial with the remainder being Interim ETJ.

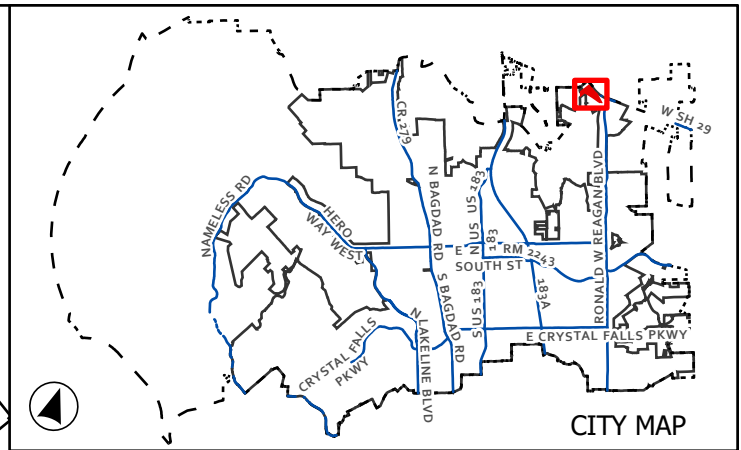
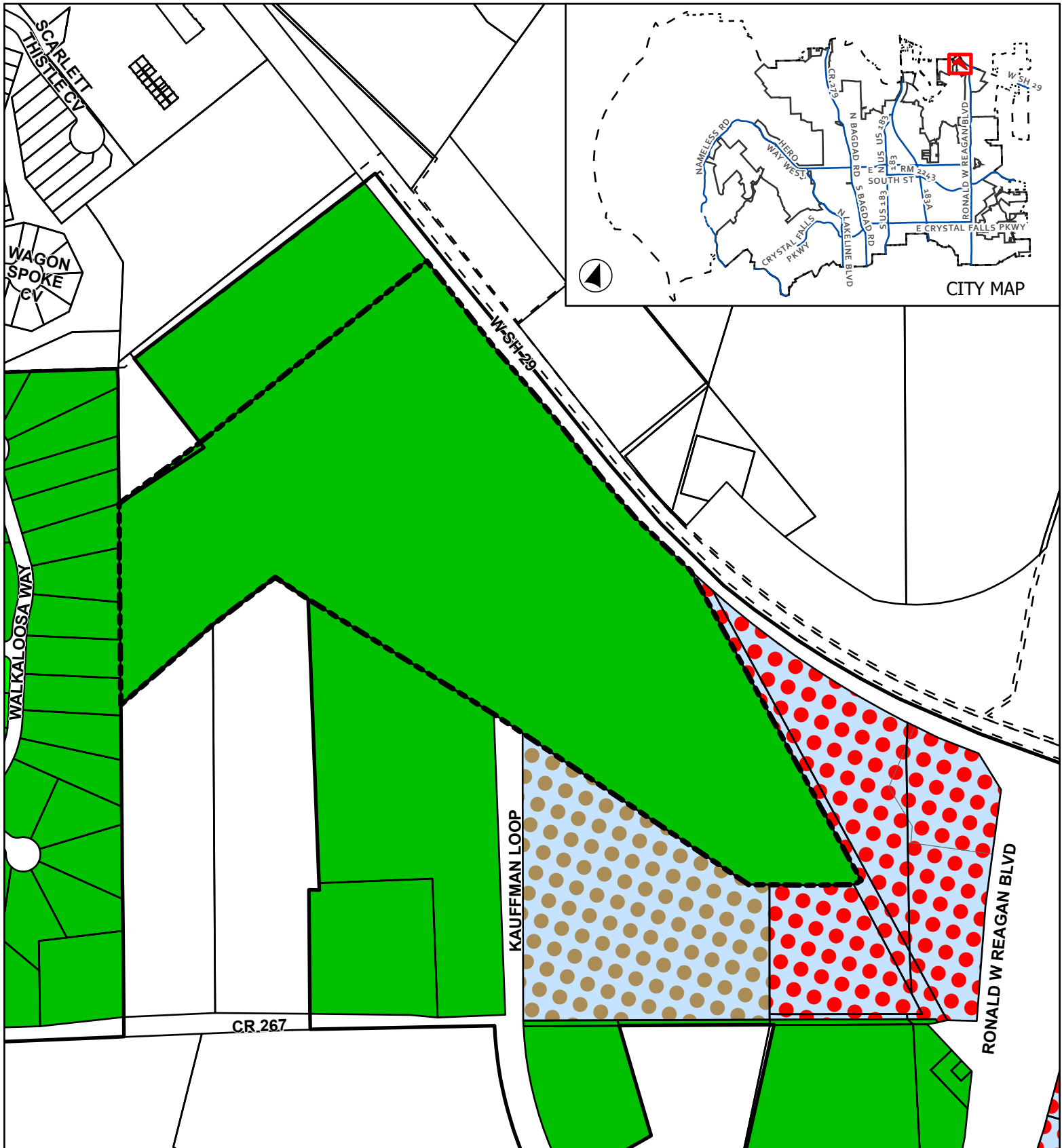
This Minor Planned Unit Development includes the following allowable uses:

- Manufacture, Assembly or Processing of Material of non-hazardous uses
- Retail Sales, New and Second hand resale and services
- Warehouse and Distribution, and
- Wholesale Activities.

This Minor Planned Unit Development includes the following prohibited uses:

- Farms or truck gardens, limited to the propagation and cultivation of plants and provided further that no poultry or livestock.
- Funeral home, including embalming and crematory facilities associated with an on site funeral home or cemetery.
- Manufactured housing sales and accessory building sales
- Transportation related facilities including commercial parking lots, passenger terminals, taxi cab stations and mass transit terminals
- New vehicle and major equipment sales, rental or leasing, repair of new or used vehicles, body shop.
- Self-storage/ mini-warehouse





CASE: Z-23-0076

ATTACHMENT 2

HWY 29 COMMERCIAL
MINOR PUD ZONING

Current Zoning

- | | |
|----------------------------|--------------------------------|
| Leander City Limits | PUD - General Commercial |
| SFR - Single-Family Rural | Subject Boundary |
| SFE - Single-Family Estate | Extra-Territorial Jurisdiction |
| PUD - Multi-Family | |

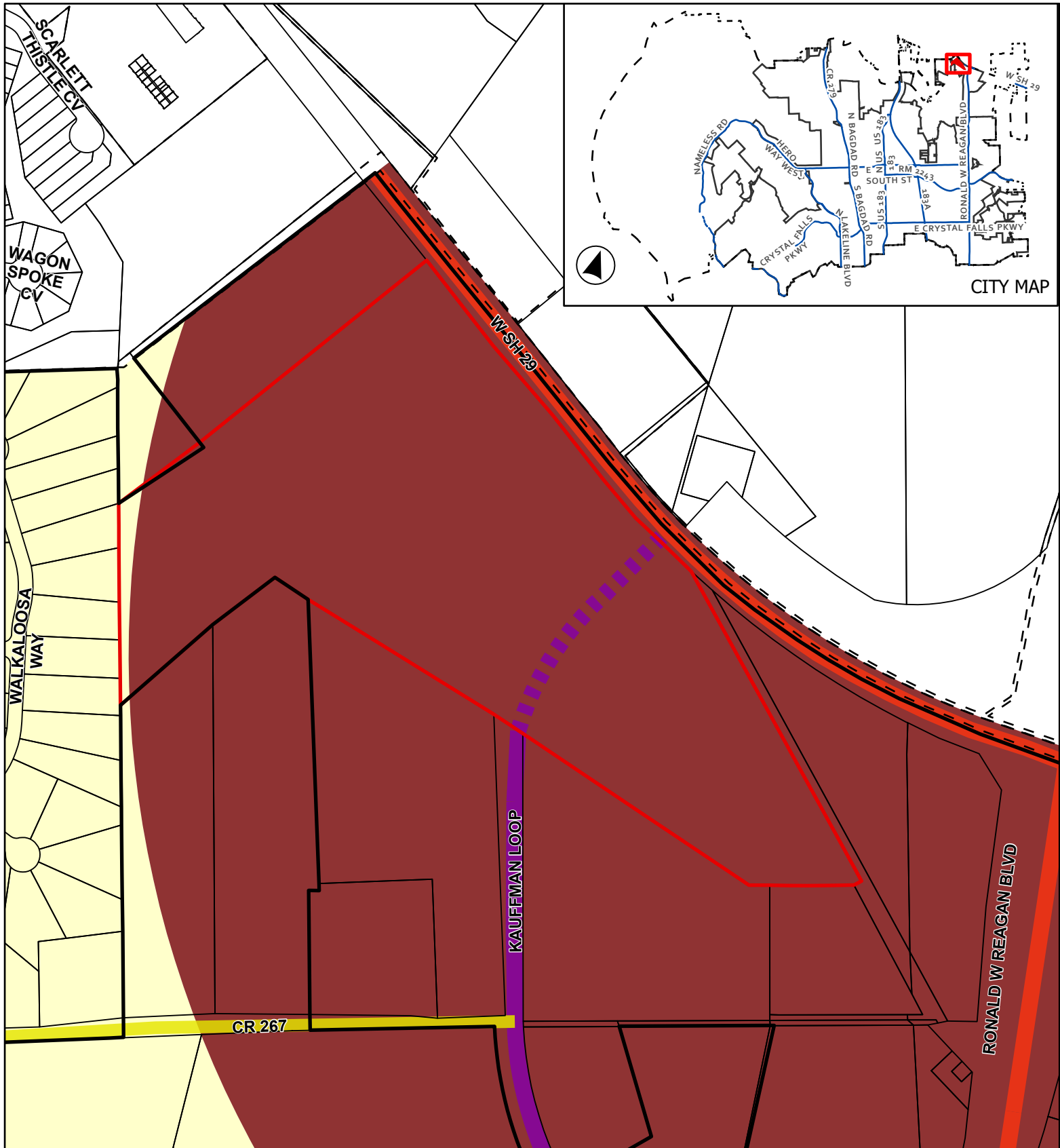
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0 160 320



Feet



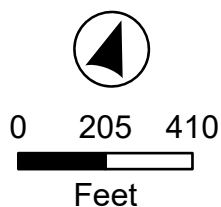
CASE: Z-23-0076

ATTACHMENT 3

HWY 29 COMMERCIAL
MINOR PUD ZONING

Future Land Use Map

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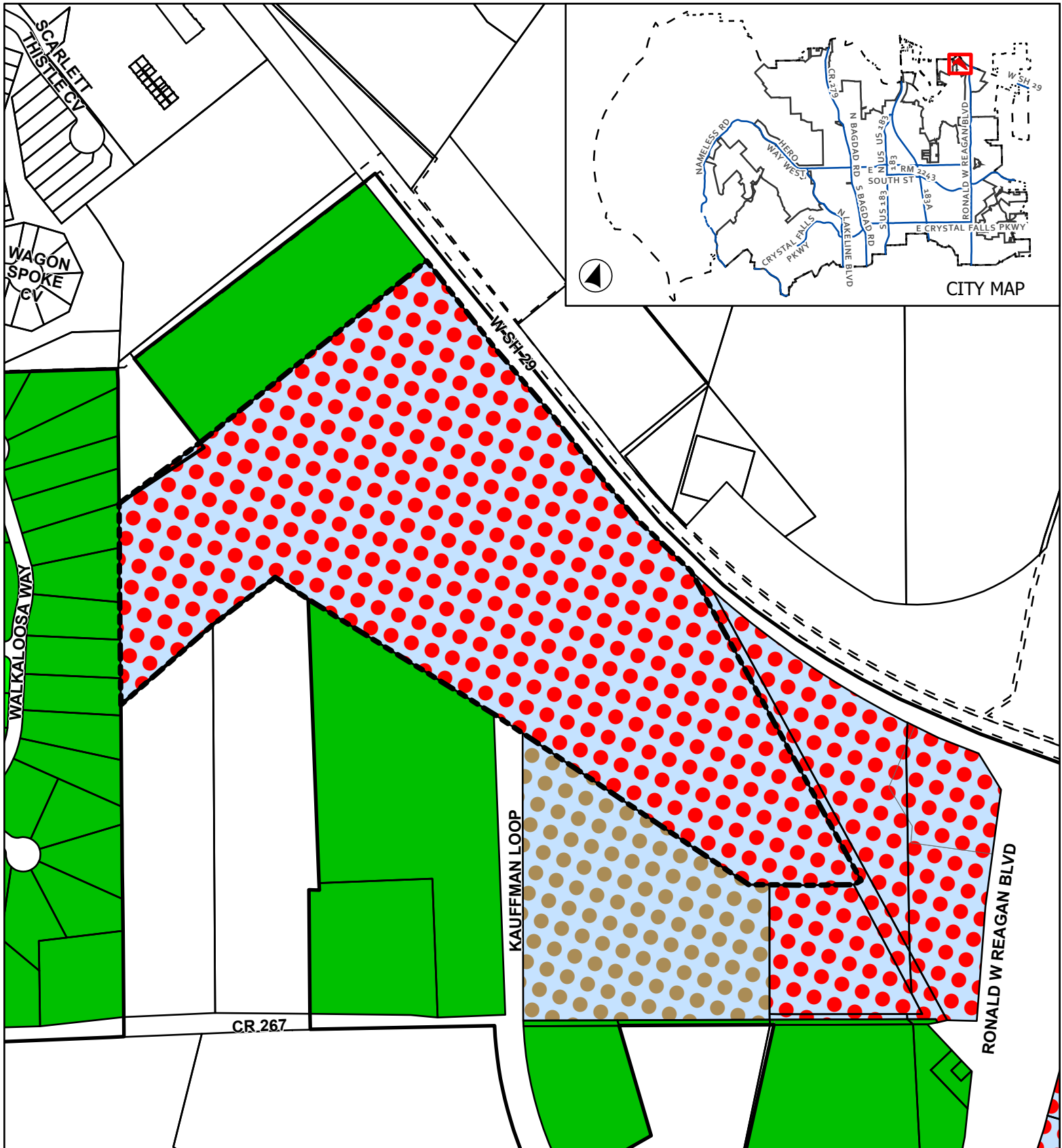
- Leander City Limits
- ETJ Boundary
- Subject Boundary

Thoroughfare Plan

- Access Controlled, Existing
- Arterial 4 Lane, Existing

- Collector, Existing
- Arterial 4 Lane, Proposed
- Neighborhood Residential
- Activity Center

Future Land Use



CASE: Z-23-0076

ATTACHMENT 5

HWY 29 COMMERCIAL
MINOR PUD ZONING

Proposed Zoning

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- Leander City Limits
- Subject Boundary
- Extra-Territorial Jurisdiction
- SFR - Single-Family Rural

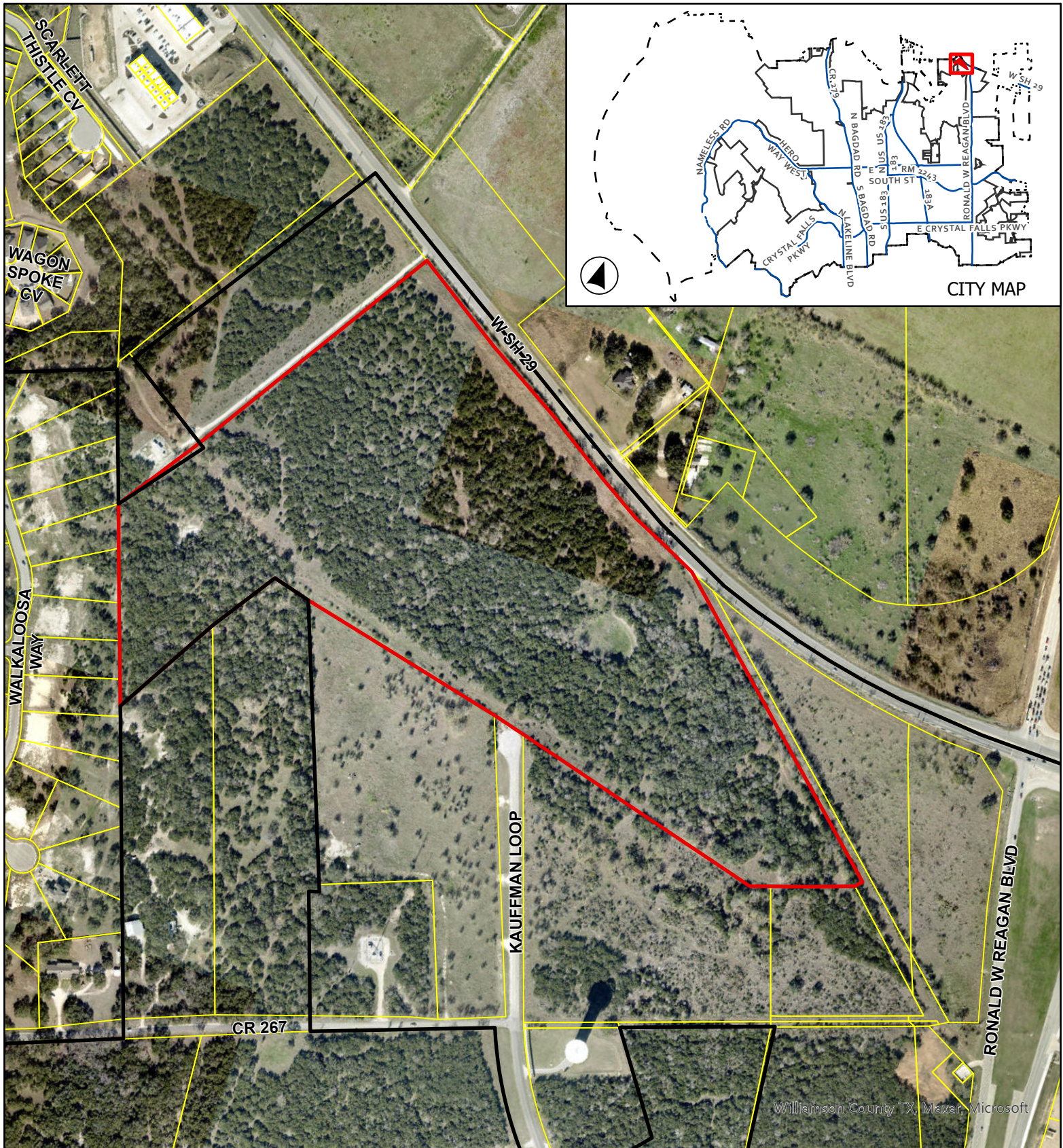
- SFE - Single-Family Estate
- PUD - Multi-Family
- PUD - General Commercial



0 160 320



Feet



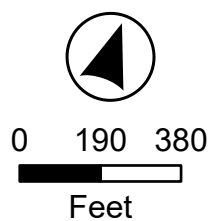
CASE: Z-23-0076

ATTACHMENT 6

HWY 29 COMMERCIAL
MINOR PUD ZONING

Aerial Map

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- Leander City Limits
- Subject Boundary

EXHIBIT A

Highway 29 Commercial Minor Planned Unit Development

A. Purpose and Intent

1. The Highway 29 Commercial Minor PUD is comprised of approximately 53.23 acres, as shown on **Exhibit B**. The development of this property includes, but is not limited to, office, retail, warehouse, light manufacturing and other commercial uses.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

GC-3-A (General Commercial)

C. Allowable/Prohibited Uses

1. The allowable uses shall include all authorized uses currently permitted under the GC use component per the Leander Composite Zoning Ordinance and the following uses shall also be authorized:
 - a) Manufacture, Assembly or processing of materials of non-hazardous uses,
 - b) Retail Sales, New and Second hand resale and services,
 - c) Warehouse and Distribution, and
 - d) Wholesale Activities.
2. The following uses shall be prohibited:
 - a) Farms or truck gardens, limited to the propagation and cultivation of plants and provided further that no poultry or livestock.
 - b) Funeral home, including embalming and crematory facilities associated with an on site funeral home or cemetery.
 - c) Manufactured housing sales and accessory building sales
 - d) Transportation related facilities including commercial parking lots, passenger terminals, taxi cab stations and mass transit terminals
 - e) New vehicle and major equipment sales, rental or leasing, repair of new or used vehicles, body shop.
 - f) Self-storage/ mini-warehouse

D. Development Standards- The following allowable uses are permitted with the following conditions:

1. No more than one convenience store with associated outdoor fuel sales shall be permitted within the development.
2. Animal hospital or animal boarding
 - a) Accessory outdoor areas may be permitted for animal relief, however, shall not contain kennels or house animals for extended periods of time outdoors, including overnight.
3. Office / warehouse including painting, plumbing or other similar commercial service
 - a) Dock doors and loading shall be located on the rear of the building.

H D | B R O W N

May 24, 2023

Robin M. Griffin
Executive Director Development Services
City of Leander
201 N. Brushy Street
Leander, TX 78641

Re: Application for Rezoning; approximately 53.2 acres located south of State Highway 26 in Leander, TX, WCAD R032262 (the "Property")

Dear Ms. Griffin,

As representative of the owner of the above stated Property we respectfully submit the attached application for rezoning. The Property is located at the southwest corner of the Ronald Reagan Blvd and State Highway 29 intersection (see Location Map on the back of this page). The Property has a Future Land Use Map (FLUM) designation of Activity Center. The proposed rezoning complies with the FLUM designation, therefore a FLUM amendment is not necessary. The Property is currently zoned Single-Family Rural (SFR) and we request a MINOR Planned Unit Development (PUD) with a base zoning of General Commercial-3-C (GC-3-C) (Code of Ordinances, Section 19(f)). The purpose of the rezoning is to allow for a mix of commercial uses including retail, office, warehouse and light manufacturing. The purpose of the minor PUD is to respond to the increase in activity in the market for life sciences, neighborhood services, and small scale manufacturing. Therefore, the following additional uses are requested to be permitted in the GC-3-C base zoning district:

- a) Manufacture, Assembly or processing of materials of non-hazardous uses,
- b) Retail Sales, Second hand resale and services,
- c) Warehouse and Distribution, and
- d) Wholesale Activities.

If you have any questions regarding this application, please feel free to contact me at your convenience.

Sincerely,
Very truly yours,



Amanda Brown
(214) 695-9219
amanda.brown@hdbrownconsulting.com

Location Map



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.

Prior to the submission of the application, notification letters (attached) were sent to all property owners within 200', to all residential properties within 500' per City code requirement, and, because there is not HOA for the Bonnet Neighborhood the developer was contacted via email.

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 the contact information used.

Property owners and the developer of the Bonnet Neighborhood. The Bonnet Neighborhood does not yet have an HOA as it is still under construction.

3. What concerns were raised during these communications?

The developer of the Bonnet Neighborhood wanted to understand more about the buffering and landscaping requirements between residential and commercial uses.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

None at this time.

The above information is deemed to be true to the best of my knowledge.

Signature: **Amanda Brown**

Digitally signed by Amanda Brown
DN: cn=Amanda Brown, c=US, o=H.D. Consulting,
email=amanda.brown@hdbrownconsulting.com
Date: 2023.05.22 12:35:43 -05'00'

Date **05/22/2023**

H D | B R O W N

June 1, 2023

Re: Application for Rezoning; approximately 53.2 acres located south of State Highway 26 in Leander, TX, WCAD R032262 (the "Property")

Dear Neighbor,

You are receiving this letter because you are within 500 feet of the Property to be rezoned to accommodate a commercial and retail development. The Property is located at the southwest corner of the Ronald Reagan Blvd and State Highway 29 intersection (see Location Map on the back of this page). The Property is currently zoned Single-Family Rural (SFR) and we are pursuing a Minor Planned Unit Development (PUD) with a base zoning of General Commercial-3-C (GC-3-C). The purpose of the rezoning is to allow for a mix of commercial uses including retail, office, and light manufacturing.

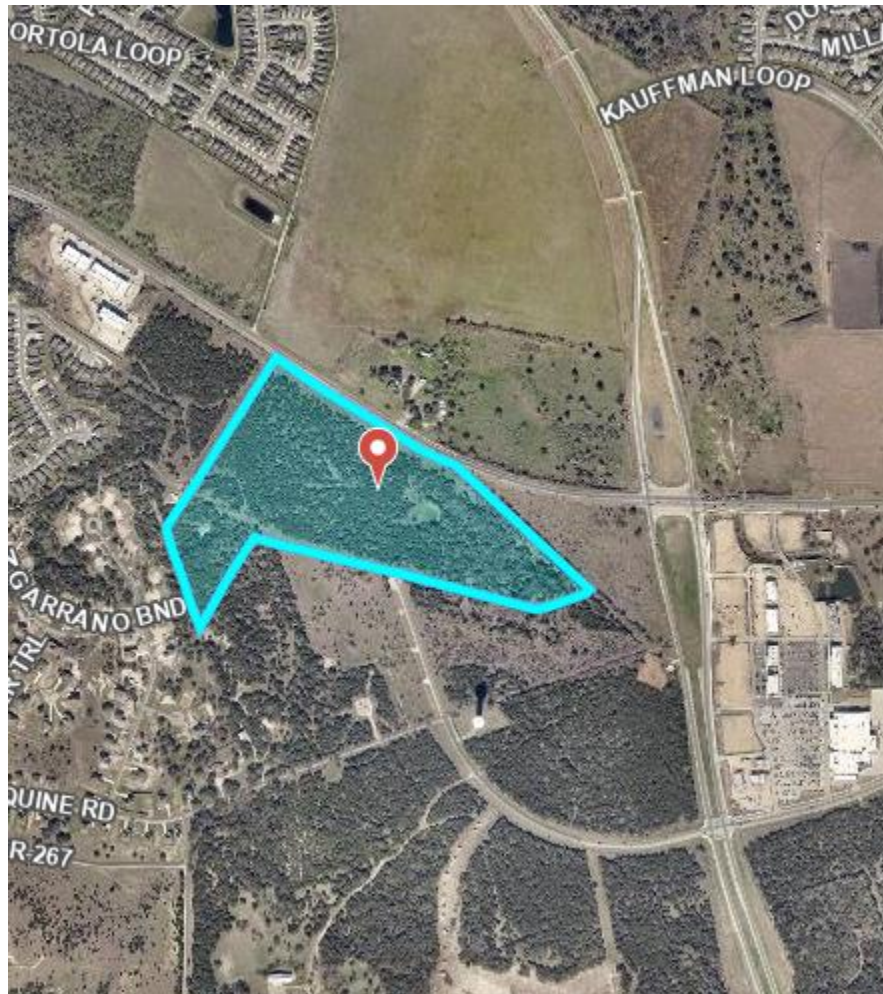
An application to rezone the property will be submitted in the coming weeks. We would like to meet with our nearby neighbors to discuss the project and address any questions. Please reach out at your convenience.

Sincerely,
Very truly yours,

A handwritten signature in blue ink that reads "Amanda C. Brown". The signature is fluid and cursive, with the first name "Amanda" and last name "Brown" clearly legible.

Amanda Brown
(214) 695-9219
amanda.brown@hdbrownconsulting.com

Location Map





EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Discuss and consider action on Tree Removal Case TRP-23-0013 regarding removal of two heritage trees and seven significant trees associated with the VALPS Ronald Reagan Retail Site Development Project located at 17401 Ronald Reagan Blvd., Leander, Williamson County, Texas.

BACKGROUND:

This request is the first step in the tree removal request process.

APPLICANT/AGENT:

Bleyl Engineering (Norma Divine) on behalf of VALPS LC (Arvind Mahendru).

RECOMMENDATION:

Staff recommends approval of the request.

ORDER OF EVENTS:

- a. Staff Presentation
- b. Applicant Presentation
- c. Discussion
- d. Consider Action

PRESENTER:

Cory Dale, Planner

Attachments

1. Planning Analysis
2. Location Map
3. Aerial Map
4. Letter of Intent
5. Tree Removal Exhibit
6. Tree Removal Inventory



PLANNING ANALYSIS

TREE REMOVAL CASE TRP-23-0013 VALPS RONALD REAGAN RETAIL

GENERAL INFORMATION

Owner/Agent: Bleyl Engineering (Norma Divine) on behalf of VALPS LC (Arvind Mahendru).

Current Zoning: GC-2-B (General Commercial)

Size and Location: The property is located at 17401 Ronald Reagan, including approximately 7.203 acres.

Staff Contact: Cory Dale
Planner

APPLICANT REQUEST

The applicant has submitted a request to remove two heritage trees (a total of 66 caliper inches) and seven significant trees (a total of 152 caliper inches) due to site development improvements on site. Per Composite Zoning Ordinance, Article VI, Section 1(c), removal of heritage and/or significant trees greater than eighteen (18") caliper inches requires the approval of the Planning and Zoning Commission and, in the case of heritage trees, the City Council.

This Commission will also notice, both the arborist report and tree removal exhibit contain a 29 caliper inch live oak (tree 3036) that will be removed without mitigation due to dead/diseased and hazardous designation by the arborist. This tree was included in the arborist report and tree removal exhibit for transparency.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	SFS-2-B SFR-1-B	Residential
EAST	GC-3-C	Residential
SOUTH	GC-3-B	LCRA Transmission Yard.
WEST	SFS-2-B SFR-1-B	Undeveloped.

SURROUNDING AREA:

This property is located northeast of the intersection of Ronald Reagan and RM 2243. The tract is surrounded to the north and east by large lot residential. To the south is an LCRA Transmission Station and to the west is undeveloped AG land.

PHYSICAL AND NATURAL FEATURES:

This property contains floodplain running along the east side of the tract. The remainder of the tract contains tree cover that is being addressed through the current site development permit submittal (SD-22-0029).

MAJOR CORRIDORS:

This property has access onto Ronald Reagan and FM 2243.

CURRENT LAND USES:

This property is currently undeveloped and being used as agriculture land.

APPROVAL CRITERIA:

The Composite Zoning Ordinance includes the following tree mitigation requirements:

- Up to 50% of significant trees between eight (8") and eighteen (18") caliper inches may be removed without mitigation. The replacement ratio is 1:1.
- Trees 18 to 26 caliper inches may be removed with the approval of the Commission and a replacement ratio of 2:1.
- Heritage Trees (>26") require approval by the Commission and Council, a replacement ratio of 3:1, and a removal fee in the amount of \$300 per caliper inch.

Below, please see the proposed tree removal calculations per the SD-22-0029 VALPS Ronald Reagan Site Development Permit:

TREE CALIPER INCHES					
TREE SIZE (IN CALIPER INCHES)	TOTAL INCHES	SAVE INCHES	SAVED INCHES %	REMOVED INCHES	REMOVED INCHES %
8" TO 18"	565.5	333	58.9%	246.5	43.6%
>18" TO 26"	258	87.5	33.9%	152	58.9%
SUBTOTAL 8" TO 26"	823.5	420.5	51.1%	398.5	102.5%
>26"	197.5	222.5	112.7%	* 66	33.4%
TOTALS	1021	643	163.7%	464.5	135.9%

TOTAL TREES					
TREE SIZE (IN CALIPER INCHES)	TOTAL TREES	SAVE TREES	SAVED TREES %	REMOVED TREES	REMOVED TREES %
8" TO 18"	49	22	44.9%	27	55.1%
>18" TO 26"	12	5	41.7%	7	58.3%
SUBTOTAL 8" TO 26"	61	27	86.6%	34	113.4%
>26"	6	5	83%	* 2	33.3%
TOTALS	67	32	170%	36	146.8%

MITIGATION PLAN: 8'-18"					
TREE SIZE (IN CALIPER INCHES)	>50%	1:1 REPLACEMENT	2:1 REPLACEMENT	3:1 REPLACEMENT	FEES
8" TO 18"	123.25	123.25	0	0	\$ -

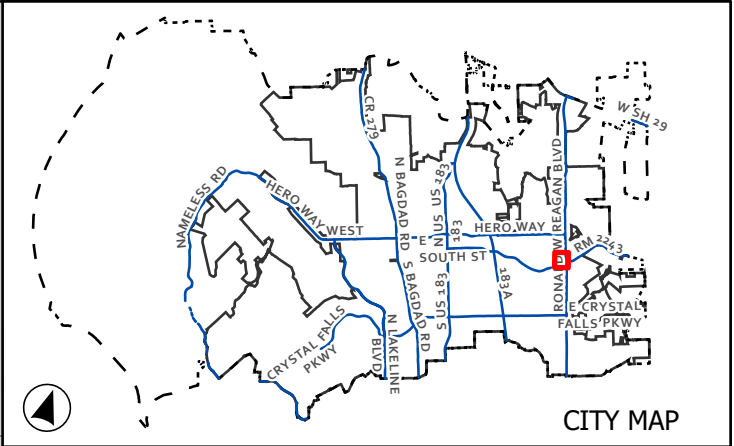
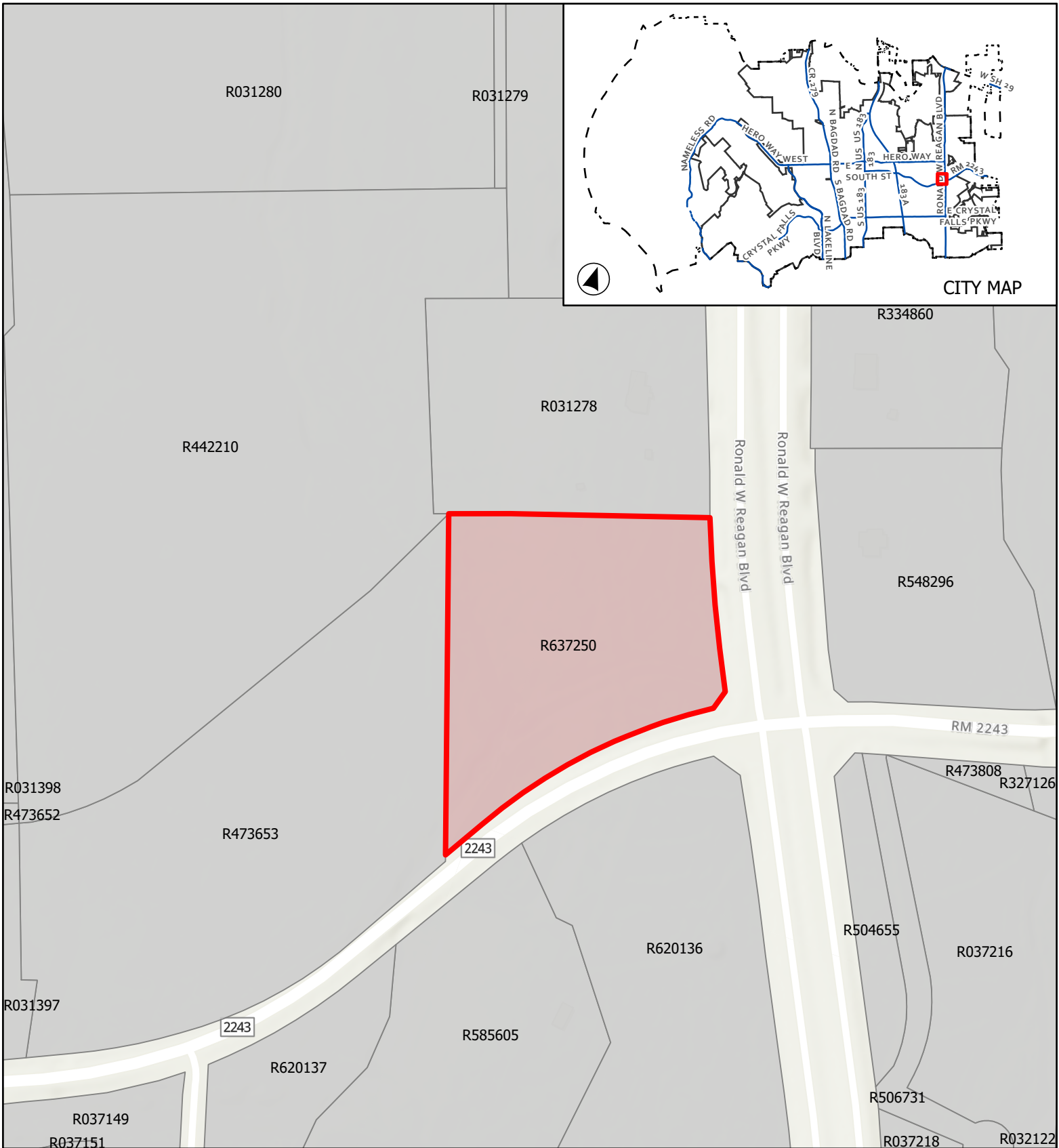
MITIGATION PLAN: >18" - 26" & Heritage Trees					
TREE SIZE (IN CALIPER INCHES)	Removed (Total Inches)	1:1 REPLACEMENT	2:1 REPLACEMENT	3:1 REPLACEMENT	FEES
>18" TO 26"	152	0	304	0	\$ -
>26"	66	0	0	198	\$ -

*TREES THAT ARE CLASSIFIED AS DDI (DEAD/ DISEASED, DANGEROUS OR INTERFERING WITH SAFE INVISIBILITY AT SIGHT TRIANGLE) WILL BE REMOVED WITHOUT BEING INCLUDED IN THE MITIGATION CALCULATIONS.

TREE MITIGATION SUMMARY:

MITIGATION OWNED INCHES:	625.25
MITIGATION EXISTING CREDIT:	953
UNDERSTORY TREE CREDIT:	199
ADJUSTED MITIGATION OWNED:	526.75" SURPLUS

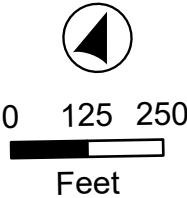
Applicant will pay the \$300 per caliper inch for heritage tree removal (66 caliper inches at \$300 = \$19,800) through the project account. For tree mitigation requirements, the applicant is applying tree preservation and understory credits toward mitigation requirements negating any fee-in-lieu, overplanting or oversized landscaping.



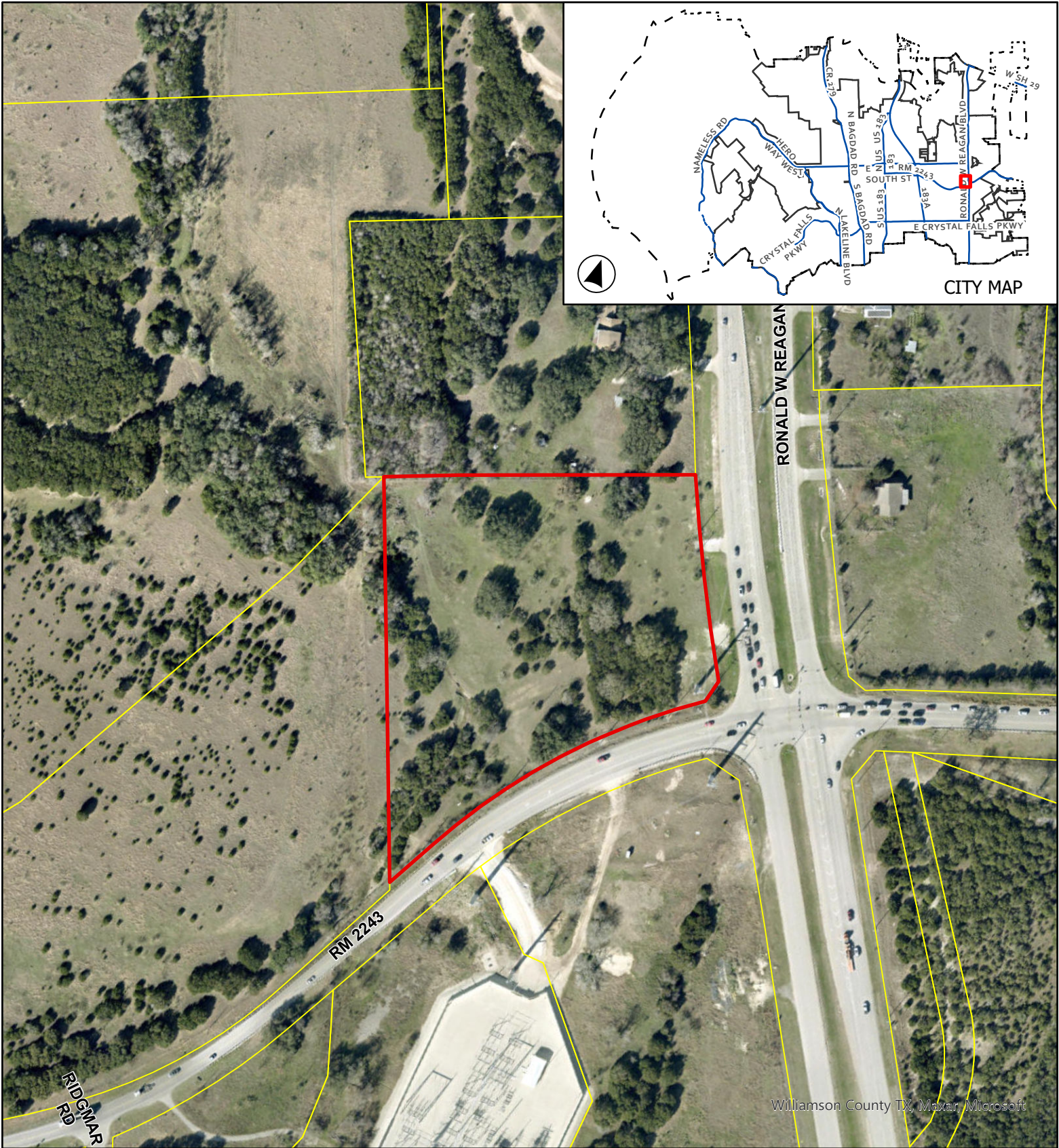
CASE: TRP-23-0013 ATTACHMENT 2 VALPS TREE REMOVAL

Location Map

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- City Limits
- ETJ Boundary
- Subject Boundary



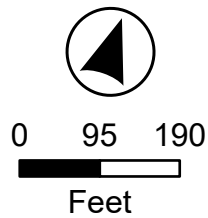
CASE: TRP-23-0013

ATTACHMENT 3

VALPS TREE REMOVAL

Aerial Map

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- Leander City Limits
- Subject Boundary



April 25, 2023

Robin M. Griffin, AICP
Director of Planning
104 N. Brushy Street
Leander, Texas 78641

Re: Significant Tree Removal – Letter of Intent -- UPDATED
17401 Ronald Reagan Blvd
Site Plan Case #SD-22-0029

Please consider this letter of intent and associated Significant Tree Removal Request application and check list for the application for VALPS Ronald Reagan Retail project located at 17401 Ronald Reagan Blvd. The tree removal application is associated with the Site Plan Case #SD-22-0029, currently in review.

This project proposes to remove significant trees that are 18" or larger and heritage trees that are 26" or larger.

Ordinance References:

Zoning Ordinance Article 1 Section 6 Definitions:

Heritage Tree means a living tree that the City desires to preserve to the greatest extent possible. They are those trees identified in the preferred plant list maintained by the Planning Department or the Grow Green Guide that are greater than twenty-six (26) caliper inches. They do not include hackberry, mountain juniper, ash juniper, bois d'arc, cottonwood, chinaberry or sycamore or any other invasive species listed in the Grow Green Guide, except for an unusually large or significant specimen.

Significant Tree means a living tree that the City desires to preserve to the greatest extent possible. They are those trees identified in the preferred plant list maintained by the Planning Department or the Grow Green Guide. They do not include hackberry, mountain juniper, ash juniper, bois d'arc, cottonwood, chinaberry or sycamore, except for an unusually large or significant specimen or any other invasive species listed in the Grow Green Guide.

Article VI Site Standards, Section 1: Landscaping, Tree Preservation and Protection, and Screening Requirements

(c) Tree Preservation and Protection

(5) Removal of Heritage or Significant Trees:

(i) Heritage Tree Removal Permit:

- a. Heritage Trees may be removed only with the approval of a Heritage Tree Permit and after the required mitigation has been provided.
- b. The Planning & Zoning Commission shall review all applications for Heritage Tree removal permits and make a recommendation for approval or denial to the City Council which shall have final authority to issue the permit.
- c. Approval of removal permits shall be based on the following:
 - 1) Tree size/number of trunks;
 - 2) Tree health and viability;
 - 3) Tree location;
 - 4) Other Significant and Heritage Trees to be preserved on site; and

5) Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.

(ii) Significant Tree Removal Permit:

- a. 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.
- b. 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.

(iii) Mitigation for removal of a Heritage or Significant Tree:

- a. 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 only when on-site replacement is not possible or practical.

- 1) Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
- 2) 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.
- 3) 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.
- 4) If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150.00) per caliper inch of replacement tree.

b. Replacement Trees:

- 1) Replacement Trees shall be a minimum of two (2) inches in caliper measured four (4) feet above finished grade immediately after planting. A list of recommended replacement trees shall be maintained by the Department of Planning and shall include those trees listed in the Grow Green Guide.
- 2) A minimum pervious area three (3) feet in radius, and not less than fifty percent (50%) of the calculated drip line area is required around the trunks of all existing and proposed trees. The radius of a drip line area is calculated as the trunk caliper times twelve. (Example: An eight-inch caliper tree has a drip line of eight feet in radius.)
- 3) Existing hardwood trees less than the size required for replacement and greater than or equal to two inches in caliper, and existing hardwood trees between 8" and 18" to an extent greater than 50% of the total caliper inches that are retained during construction in healthy condition may be counted toward replacement requirements as well as toward planting requirements.

The City of Leander ordinances with respect to tree removal process and approval can be summarized as follows:

<u>Tree Size</u>	<u>Tree Classification</u>	<u>Action Required to Remove</u>	<u>Mitigation</u>	<u>Notes</u>
0" to 8"	Significate Tree	No Action required		
8" to 18"	Significate Tree	Must Save 50%	1:1 Mitigation	
18" to 26"	Significant Tree	Planning Commission Approval	2:1 Mitigation	Tree indicated with "P"
26" and larger	Heritage Tree	City Council Approval	3:1 Mitigation	Tree indicated with "H"

Hereafter, trees that require Planning Commission approval to remove will be referred to as a "PC Tree".

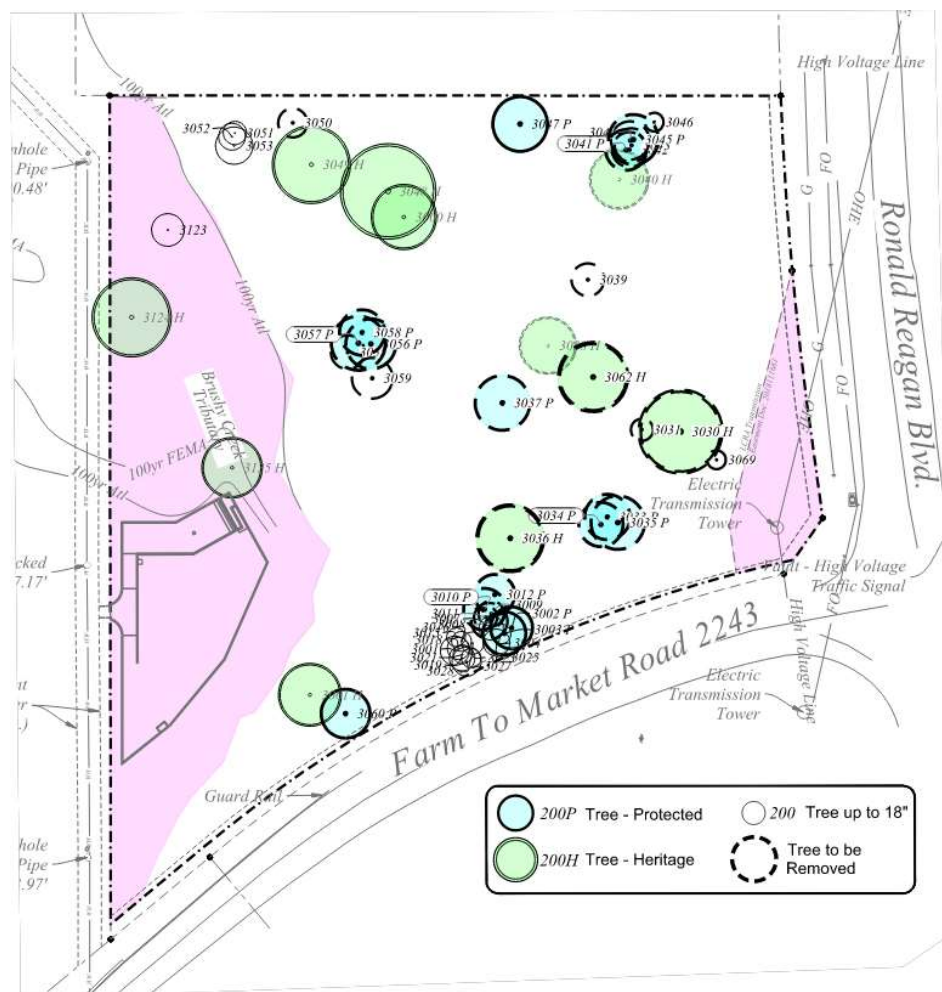
Existing Conditions:

The project site is located at the northwest intersection of FM 2243 and Ronald Reagan Boulevard. The project site consists of a 7 acre single lot and is zoned General Commercial (GC-2-B). The site has slopes originating along Ronald Reagan that slope down to the waterway and floodplain along the western boundary of the lot. There is a FEMA floodplain along the eastern property line and a large LCRA transmission power line easement along the western property line.

Every tree was evaluated by the Tree Man Solution's Joe Zaniwski, a registered tree arborist. The tree arborist report, dated 3/6/2023, reflects the conditions of each tree after the ice storm event that occurred at the end of January and first week of February 2023. Any trees that were evaluated as "very poor" condition due to disease can be removed without mitigation but are included in this application per CZO Article VI, Section 1(c)(2)(i through iii).

The site has some open areas with live oaks, post oaks and cedar elm trees spread throughout the lot with the exception of only three cluster grouping of trees. There are 58 significant trees on the project site. 16 of the 58 trees are either Planning Commission (PC) trees or heritage trees. The site has 6 heritage and 12 PC Trees. There are 929.5 caliper inches of trees on the project site.

Over 3 acres of the 7 acre lot are covered by either easements or tree drip-lines. The following image depicts the impact on the project site with the LCRA/Drainage easements in pink, heritage trees in green and PC trees in blue.



Proposed Conditions:

The proposed project plan is for a retail building in phase 1 that will be located near the intersection of 2243 and Ronald Reagan. Phase 2 will be a medical professional office building placed along the FEMA floodplain near the western property line. The proposed project would remove 3 of the 6 heritage trees and 7 of the 12 PC trees. All other tree ordinance aspects on the project will meet current city landscape and tree mitigation ordinances.

The Tree Mann tree report was utilized to plan the best way to proceed with the project land plan in conjunction with the project architect and landscape architect. The resulting plan is depicted below with the same easements and tree locations overlaid.



The following is a summary of each Heritage Tree and PC tree that is proposed to be removed. Please refer to the Tree Mann full report for more details, assessments, and photographs of each tree.

Proposed Removal of Heritage Tree Summary:

Tree #3030 - a 36" heritage post oak - was found to be in fair condition. It exhibited an upright structure with a moderately extensive canopy. This tree could have been a fair preservation candidate (although post oaks are less tolerant of construction damage than other heritage species), but it restricted the reasonable use and ability to design a contiguous building on the site due to its location immediately at the corner of the project site just outside of the LCRA transmission easement.

Tree #3036 is a 29" heritage post oak that was found to be considered a DDI (dead, diseased, imminent hazard) tree due to observed defects. The tree exhibited a large cavity and column of decay throughout the trunk. This tree is recommended for removal regardless of its classification and per CZO Article VI, Section 1(c)(2)(I through iii), trees meeting this exception are not required to be mitigated but are included with this tree removal permit application.

Tree #3062 is a 30" heritage post oak that is in low fair condition. The tree exhibits an upright form and canopy but did have significant competition around it with other trees. Post storm reinspection yielded moderate storm damage (2x ~8-10" branch failures on W and NW sides). This tree is not an ideal preservation candidate. This tree could have been a fair preservation candidate but post oaks are less tolerant of construction damage than other heritage species. This tree poses restricted reasonable use and ability to design a contiguous building due to its location being in the middle of the proposed building.

Proposed Removal of PC Tree Summary:

Tree #3010 is an 18" live oak that was found to be in fair condition due to impacts of competing canopies as it is grouped together with 9 other classified trees. The structure was acceptable, but the overall canopy was only 50% of its potential without competition. The tree has been utility pruned on the NE side and will continue to be limited due to the proximity to overhead utilities.

Tree #3033 is a 19.5" post oak that was found to be in fair condition due to impacts of competing canopies as it is grouped together with 2 other classified trees. The structure was somewhat objectionable due to the 2 stem trunk union, and the overall canopy was only 50% of its potential without competition. The location of this tree and its partners in the same space is in the middle of the proposed fire lane for the retail building and therefore cannot be preserved.

Tree #3037 is a 23.5" post oak that was found to be in poor to fair condition with only 25% potential canopy (heavily reduced to competition and dieback), and it had extensive deadwood accumulation. The tree exhibited poor vigor, trunk damage, and presence of boring insects. This tree must be removed to provide access to the truck loading and dumpster service areas at the rear of the retail building.

Tree #3038 is a 24.5" post oak that is located among other classified trees and has only 50% potential canopy, notable deadwood accumulation, and moderate past storm damage. The tree is located in the middle of the truck loading and dumpster service areas at the rear of the retail building and must be removed to provide access to these required areas.

Tree #3040 is a 25.5" live oak that is in poor condition and is recommended to be removed. Due to the trees competing with 5 other classified trees, the tree has 50% potential canopy, poor structure with significant cavities, significant suckering throughout, and significant vine cover. The tree has an approximately 40% deadwood accumulation and significant dieback. The tree exhibits a moderate amount of storm damage from the recent ice storm. Multiple branches along the main leader have failed. Most of the failures are in the interior canopy. There is a split on the main stem (north) about 12' above grade which is likely to fail in the next year. This tree is located in line with the main driveway to Ronald Reagan and must be removed to provide fire lane access to the rear of the project.

Tree #3056 is a 21.5" live oak that is a poor condition tree that has only 50% potential canopy and notable deadwood accumulation and due to decay at trunk without reaction growth. The extent of internal decay is unknown and structural integrity is suspect. This tree competes with three other trees right at the southeast corner of the proposed medical office building and must be removed to provide for adequate fire lane proximity due to the aerial apparatus fire truck requirements for buildings higher than 35' feet.

Tree #3058 is a 19.5" live oak that is a poor condition tree with only 50% potential canopy and notable deadwood accumulation due to competition and large limbs failing due to recent storm damage. Approximately 3x 4-5" limbs have failed on the NW side of the tree. The tree competes with three other trees at the southeast corner of the proposed medical office building and must be removed to provide for adequate fire lane proximity due to the aerial apparatus fire truck requirements for buildings higher than 35' feet.

The following is a summary of the trees that are proposed to be removed in this application:

Tree #	Species	Size (Inches)	Condition	Action	Notes
3030	Post Oak	36	Fair	Planning Commission and City Council	
3062	Post Oak	30	Fair	Planning Commission and City Council	
3036	Post Oak	29	Very Poor	No Action	Tree is in very poor diseased condition
3040	Live Oak	25.5	Poor	Planning Commission	
3038	Post Oak	24.5	Fair	Planning Commission	
3037	Post Oak	23.5	Fair	Planning Commission	
3056	Live Oak	21.5	Poor	Planning Commission	
3033	Post Oak	19.5	Fair	Planning Commission	
3058	Live Oak	19.5	Poor	Planning Commission	
3010	Live Oak	18	Fair	Planning Commission	

Tree Preservation Strategy

Due to the number of trees that are either significant or heritage that this project proposes to preserve, the developer will employ the Tree Mann Solutions professional arborist team to implement a thorough and proper care plan for preserved trees on site to ensure health and longevity well beyond the scope of the project.

We hope that this letter of intent provides you with an adequate summary of the site tree preservation strategy and removal considerations. Please contact me at any time should you have any questions or concerns.

Regards,



Steven Ihnen, P.E.
Austin Region Manager

Project Name: Valps Ronald Reagan Retail -- Significant Tree Removal

Location: 17401 RONALD W REAGAN BLVD

Case Number: SD-22-0029

Page 7 of 7

Enclosures:

Completed and signed application/checklist.

Map/survey of the subject property identifying the tree proposed for removal.

The Tree Mann Report with photographs of tree(s) in question.

Tree Mitigation Plan

Filing Fee \$1,250

3 Heritage Trees

7 Significate Trees

Fee Calculation

1st Tree \$250

Each additional tree (\$100 x 9)= \$900

Total \$1,150

ORIGINAL LAYOUT SIZE: 24X36
@2023 H:\JOBFILES\VALPS LC\VAL 70365 RONALD REAGAN RETAIL\04 CADPLOT SHEET\7 DEMOLITION PLAN.DWG 3/27/2023 Laurie Walsh



- Site Demolition Notes**
1. Install all tree protection fencing as per sheet 8.
 2. All demolition within the full critical root zone of preserved trees to be performed with hand tools only.
 3. A pre-construction meeting with the Environmental Inspector is required prior to any site disturbance.
 4. All abandoned piping is to be plugged.
 5. Existing trees on the site are to remain unless noted otherwise.
 6. Contractor is to remove all demolished materials from site, and to repair or replace any materials or items designated to remain.
 7. Demolition work should be completed prior to any commencement of work on the proposed building.
 8. Contractor to remove gas & water meters and return meters to respective utility companies.
 9. Contractor to use "Sidewalk Closed" signs during sidewalk closures.
 10. Notify contracting officer and arborist before commencement of work which may jeopardize the well-being of any trees to remain.



Tree Legend

	3447 Trees to Remain		3268 Trees to be Removed
	3268P Protected Trees		3268P Protected Trees to be Removed
	3268H Heritage Trees		3268H Heritage Trees to be Removed

Legal Description
Valps Subdivision, Block A, Lot 1 Acres 7.049
Document #2022109540

Benchmarks
T.B.M. #1 - Mag Nail in Asphalt
Elevation = 916.18'
GEOID 12B
N:10,186,483.15
E:3,090,396.15
T.B.M. #2 - Cotton Gin Spindle Found
Elevation = 907.54'
GEOID 12B
N:10,186,315.33
E:3,090,444.98

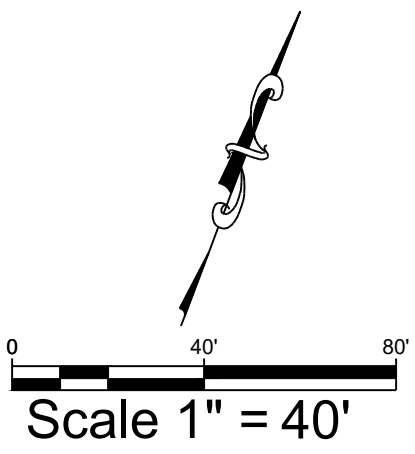
The location of all existing utilities shown on these plans has been based upon record information only and may not match locations as constructed. The contractor shall contact Texas 811 for assistance in determining existing utility locations prior to beginning construction. Contractor shall field verify locations of utility crossings prior to beginning construction.

Release of this application does not constitute a verification of all data, information and calculations supplied by the applicant. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not the application is reviewed for Code compliance by City engineers.

Tree List (Surveyed March 2022)

#	City Code	Species	Trunks	Description	Caliper Equivalent	Status
3000	H	Live Oak	1	0	28	
3001		Live Oak	1	0	12.5	
3002	P	Live Oak	1	0	18	
3003	P	Live Oak	1	0	18.5	
3004		Live Oak	1	0	8.5	
3005		Live Oak	1	0	11	
3006	O	Cedar Elm	1	0	8	0
3007		Live Oak	1	0	10.5	
3008	M	Live Oak	>1	1	15.5	Removed
3009		Live Oak	1	1	11	Removed
3010	P	Live Oak	1	1	18	Removed
3011		Live Oak	1	1	10	Removed
3012		Live Oak	1	1	11.5	Removed
3012.1		Live Oak	1	1	11.5	
3016	M	Live Oak	>1	0	8.5	
3018		Live Oak	1	0	9.5	
3019	M	Live Oak	>1	0	11	
3021		Live Oak	1	0	8	
3023		Live Oak	1	0	9.5	
3025		Live Oak	1	0	11.5	
3027		Live Oak	1	0	8.5	
3028		Live Oak	1	0	12.5	
3030	H	Post Oak	1	1	36	Removed
3031		Cedar Elm	1	1	9.5	Removed
3033	P	Post Oak	1	1	19.5	Removed
3034		Post Oak	1	1	14	Removed
3034.1		Post Oak	1	0	10	0
3035		Post Oak	1	1	16	Removed
3035.1		Post Oak	1	0	14	0
3036	H	Post Oak	1	1	29	Removed
3037	P	Post Oak	1	1	23.5	Removed
3038	P	Post Oak	1	1	24.5	Removed
3039	M	Cedar Elm	>1	1	14	Removed
3040	H	Live Oak	1	1	25.5	Removed
3041	O	Live Oak	1	1	17.5	Removed
3042		Live Oak	1	1	15	Removed
3043		Live Oak	1	1	14.5	Removed
3044		Live Oak	1	1	16.5	Removed
3045		Live Oak	1	1	12.5	Removed
3045.1		Live Oak	1	1	13	
3046		Cedar Elm	1	1	8	Removed
3047	P	Post Oak	1	0	23.5	
3048	H	Live Oak	1	0	41	
3049	H	Live Oak	1	0	33.5	
3050		Cedar Elm	1	1	12.5	Removed
3051		Cedar Elm	1	0	10	
3052		Cedar Elm	1	0	11.5	
3054		Cedar Elm	1	0	16	
3055		Live Oak	1	1	10	Removed
3055.1		Live Oak	1	1	9	
3056	P	Live Oak	>1	1	21.5	Removed
3057		Live Oak	1	1	15.5	Removed
3057.1		Live Oak	1	1	14.5	
3058	P	Live Oak	1	1	19.5	Removed
3059	M	Cedar Elm	>1	1	17.5	Removed
3060	P	Cedar Elm	1	0	21	
3061	P	Cedar Elm	1	0	25	
3062	H	Post Oak	1	1	30	Removed

H = Heritage
P = PC Protected
M = Multiple
R = ROW



Revision	Date	By	App	Comment

Prepared For:
Arvind Mahendru
VALPS LC
8010 Muley Drive
Austin, Texas 78759

BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT
7701 San Felipe Blvd., Ste 200, Austin TX 78729
Texas Firm Registration No. F-678
Tel. 512-454-2400
www.bleylengineering.com

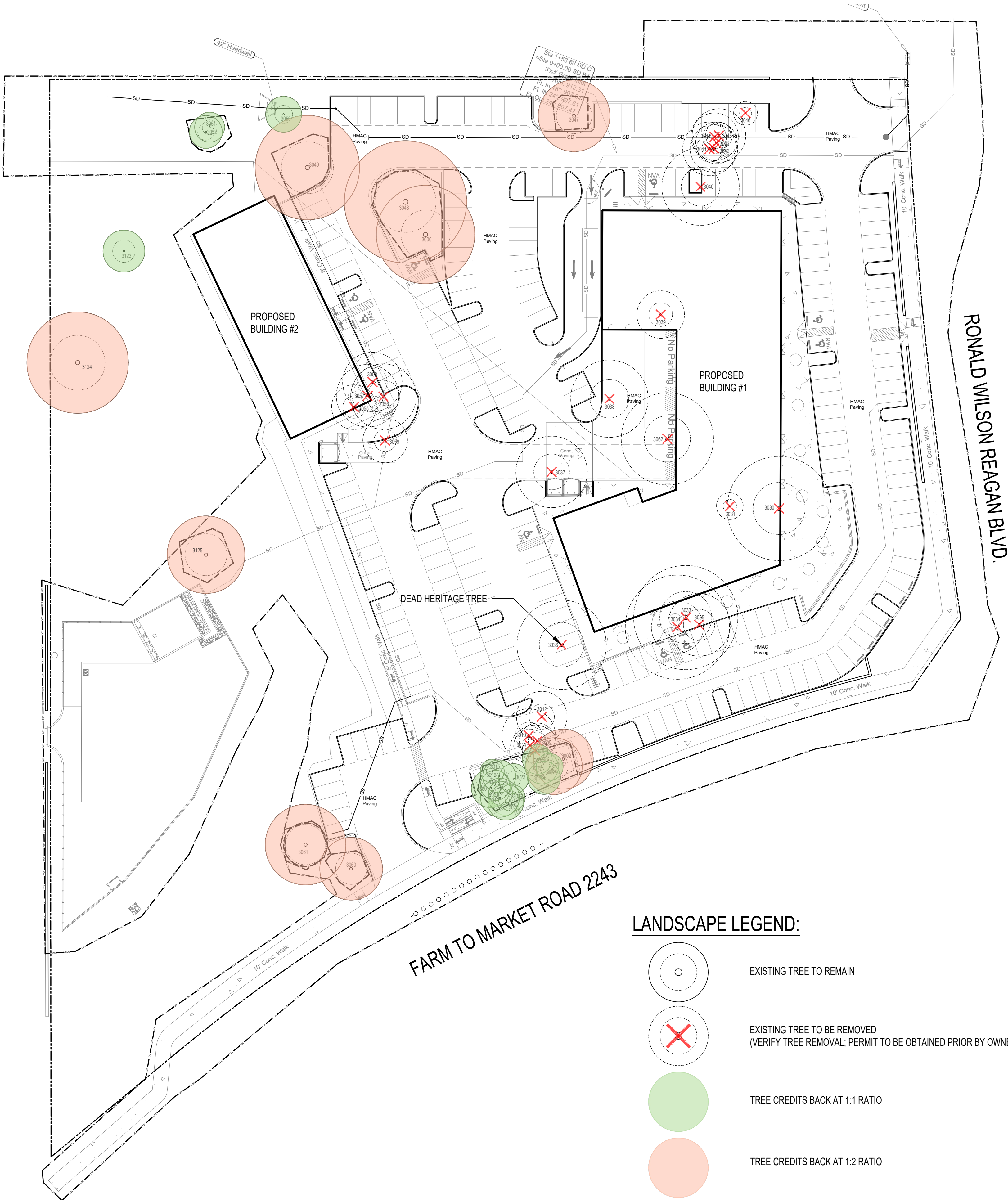
AUSTIN BRYAN CONROE HOUSTON

Demolition Plan

VALPS Ronald Reagan Retail
17401 Ronald Reagan Blvd.
Leander, Texas 78641
Williamson County

Design: LW, AN
CAD: DM Review: SLI
Project No: VAL 70365
Sheet: **7** of **44**
SD-22-0029

STEVEN L. HINN
REGISTERED PROFESSIONAL ENGINEER
81976
3/27/23



LANDSCAPE LEGEND:

- EXISTING TREE TO REMAIN
- EXISTING TREE TO BE REMOVED (VERIFY TREE REMOVAL; PERMIT TO BE OBTAINED PRIOR BY OWNER)
- TREE CREDITS BACK AT 1:1 RATIO
- TREE CREDITS BACK AT 1:2 RATIO
- LIMIT OF CONSTRUCTION
- TREE PROTECTION FENCE
- PROPERTY LINE

FOR TREE PROTECTION FENCING, REFER TO L400 DETAILS.

NOTE: TREES WITH COLOR CODES (GREEN AND PINK) ARE PRESERVED TREES AND WILL BE USED TOWARD EXISTING TREE CREDIT.

TREE INVENTORY:

TREE NO.	TREE SPECIES	DIAMETER	CONDITION	STATUS	MITIGATION RATIO	MITIGATION VALUE	PRESERVED TREE CREDIT RATIO	PRESERVED TREE CREDIT VALUE
3000	LIVE OAK	28	Fair	PRESERVED			2	56
3001	LIVE OAK	12.5	Poor	PRESERVED			1	12.5
3002	LIVE OAK	18	Fair	PRESERVED			2	36
3003	LIVE OAK	18.5	Good	PRESERVED			2	37
3004	LIVE OAK	8.5	Fair	PRESERVED			1	8.5
3005	LIVE OAK	11	Fair	PRESERVED			1	11
3006	CEDAR ELM	8	Poor	PRESERVED			1	8
3007	LIVE OAK	10.5	Fair	PRESERVED			1	10.5
3008	LIVE OAK (M)	15.5	Good	REMOVED	1	15.5		
3009	LIVE OAK	11	Fair	REMOVED	1	11		
3010	LIVE OAK	18	Fair	REMOVED	2	36		
3011	LIVE OAK	10	Poor	REMOVED	1	10		
3012	LIVE OAK (M)	8.5	Fair	REMOVED	1	8.5		
3012.1	LIVE OAK	8.5	Fair	REMOVED	1	8.5		
3016	LIVE OAK (M)	8.5	Poor	PRESERVED			1	8.5
3018	LIVE OAK	9.5	Poor	PRESERVED			1	9.5
3019	LIVE OAK (M)	11	Fair	PRESERVED			1	11
3021	LIVE OAK	8	Poor	PRESERVED			1	8
3023	LIVE OAK	9.5	Poor	PRESERVED			1	9.5
3025	LIVE OAK	11.5	Fair	PRESERVED			1	11.5
3027	LIVE OAK	8.5	Poor	PRESERVED			1	8.5
3028	LIVE OAK	12.5	Fair	PRESERVED			1	12.5
3030	POST OAK	36	Fair	REMOVED	3	108		
3031	CEDAR ELM	9.5	Good	REMOVED	1	9.5		
3033	POST OAK	19.5	Good	REMOVED	2	39		
3034	POST OAK	14	Fair	REMOVED	1	14		
3034.1	POST OAK	10	Fair	PRESERVED			1	10
3035	POST OAK	16	Fair	REMOVED	1	16		
3035.1	POST OAK	14	Fair	REMOVED			1	14
+ 3036	POST OAK	29	Very Poor, DDI	REMOVED	0	0		
3037	POST OAK	23.5	Poor	REMOVED	2	47		
3038	POST OAK	24.5	Fair	REMOVED	2	49		
3039	CEDAR ELM (M)	14	Fair	REMOVED	1	14		
3040	LIVE OAK	25.5	Poor	REMOVED	2	51		
3041	LIVE OAK	17.5	Fair	REMOVED	1	17.5		
3042	LIVE OAK	15	Poor	REMOVED	1	15		
3043	LIVE OAK	14.5	Fair	REMOVED	1	14.5		
3044	LIVE OAK	16.5	Fair	REMOVED	1	16.5		
3045	LIVE OAK (M)	12.5	Poor	REMOVED	1	12.5		
3045.1	LIVE OAK	13	Poor	PRESERVED			1	13
3046	CEDAR ELM	8	Fair	REMOVED	1	8		
3047	POST OAK	23.5	Fair	PRESERVED			2	47
3048	LIVE OAK	41	Fair	PRESERVED			2	82
3049	LIVE OAK	33.5	Fair	PRESERVED			2	67
3050	CEDAR ELM	12.5	Good	REMOVED	1	12.5		
3051	CEDAR ELM	10	Fair	PRESERVED			1	10
3052	CEDAR ELM	11.5	Fair	PRESERVED			1	11.5
3054	CEDAR ELM	16	Poor	PRESERVED			1	16
3055	LIVE OAK (M)	10	Fair	REMOVED	1	10		
3055.1	LIVE OAK	9	Fair	PRESERVED			1	9
3056	LIVE OAK (M)	21.5	Poor	REMOVED	2	43		
3057	LIVE OAK	15.5	Fair	REMOVED	1	15.5		
3057.1	LIVE OAK	14.5	Poor	PRESERVED			1	14.5
3058	LIVE OAK	19.5	Poor	REMOVED	2	39		
3059	CEDAR ELM (M)	17.5	Fair	REMOVED	1	17.5		
3060	CEDAR ELM	21	Fair	PRESERVED			2	42
3061	CEDAR ELM	25	Poor	PRESERVED			2	50
3062	POST OAK	30	Low Fair	REMOVED	3	90		
3123	CEDAR ELM	14	N/A	PRESERVED			1	14
3124	LIVE OAK	34	N/A	PRESERVED			2	68
3125	CEDAR ELM	26	N/A	PRESERVED			2	52

TREE MITIGATION CHART:

TREE CALIPER INCHES					
TREE SIZE (IN CALIPER INCHES)	TOTAL INCHES	SAVE INCHES	SAVED INCHES %	REMOVED INCHES	REMOVED INCHES %
8" TO 18"	565.5	333	58.9%	246.5	43.6%
>18" TO 26"	258	87.5	33.9%	152	58.9%
SUBTOTAL 8" TO 26"	823.5	420.5	51.1%	398.5	102.5%
>26"	197.5	222.5	112.7%	66	33.4%
TOTALS	1021	643	163.7%	464.5	135.9%

TOTAL TREES					
TREE SIZE (IN CALIPER INCHES)	TOTAL TREES	SAVE TREES	SAVED TREES %	REMOVED TREES	REMOVED TREES %
8" TO 18"	49	22	44.9%	27	55.1%
>18" TO 26"	12	5	41.7%	7	58.3%
SUBTOTAL 8" TO 26"	61	27	86.6%	34	113.4%
>26"	6	5	83%	2	33.3%
TOTALS	67	32	170%	36	146.8%

MITIGATION PLAN: 8"-18"					
TREE SIZE (IN CALIPER INCHES)	>50%	1:1 REPLACEMENT	2:1 REPLACEMENT	3:1 REPLACEMENT	FEES
8" TO 18"	123.25	123.25	0	0	\$ -

MITIGATION PLAN: >18"- 26" & Heritage Trees					
TREE SIZE (IN CALIPER INCHES)	Removed (Total Inches)	1:1 REPLACEMENT	2:1 REPLACEMENT	3:1 REPLACEMENT	FEES
>18" TO 26"	152	0	304	0	\$ -
>26"	66	0	0	198	\$ -

*TREES THAT ARE CLASSIFIED AS DDI (DEAD/ DISEASED, DANGEROUS OR INTERFERING WITH SAFE INVISIBILITY AT SIGHT TRIANGLE) WILL BE REMOVED WITHOUT BEING INCLUDED IN THE MITIGATION CALCULATIONS.

TREE MITIGATION SUMMARY:

MITIGATION OWNED INCHES:	625.25
MITIGATION EXISTING CREDIT:	953
UNDERS TORY TREE CREDIT:	199
ADJUSTED MITIGATION OWNED:	526.75" SURPLUS

UNDERSTORY TREE INVENTORY:

TREE NO.	TREE SPECIES	DIAMETER	STATUS	PRESERVED TREE CREDIT RATIO	PRESERVED TREE CREDIT VALUE
4001	GUMBUNNELIA	3	PRESERVED	1	3
4002	CEDAR ELM	10	PRESERVED	1	10
4003	LIVE OAK	2	PRESERVED	1	2
4004	MESQUITE	2	PRESERVED	1	2
4005	CEDAR ELM	9.5	PRESERVED	1	9.5
4006	MESQUITE	2.5	PRESERVED	1	2.5
4007	LIVE OAK	2.5	PRESERVED	1	2.5
4008	LIVE OAK	2	PRESERVED	1	2
4009	LIVE OAK	3.5	PRESERVED	1	3.5
4010	LIVE OAK	2	PRESERVED	1	2
4011	CEDAR ELM	4.5	PRESERVED	1	4.5
4012	CEDAR ELM	2	PRESERVED	1	2
4013	CEDAR ELM	4	PRESERVED	1	4
4014	CEDAR ELM	3.5	PRESERVED	1	3.5
4015	CEDAR ELM	5	PRESERVED	1	5
4016	CEDAR ELM	3.5	PRESERVED	1	3.5
4017	CEDAR ELM	3	PRESERVED	1	3
4018	CEDAR ELM	3	PRESERVED	1	3
4019	CEDAR ELM	2.5	PRESERVED	1	2.5
4020	CEDAR ELM	4	PRESERVED	1	4
4021	CEDAR ELM	4	PRESERVED	1	4
4022	CEDAR ELM	3	PRESERVED	1	3
4023	CEDAR ELM	2	PRESERVED	1	2
4024	CEDAR ELM	3	PRESERVED	1	3
4025	CEDAR ELM	2.5	PRESERVED	1	2.5
4026	CEDAR ELM	3.5	PRESERVED	1	3.5
4027	AMERICAN ELM	13.5	PRESERVED	1	13.5
4028	LIVE OAK	9.5	PRESERVED	1	9.5
4029	LIVE OAK	3	PRESERVED	1	3
4030	CEDAR ELM	6	PRESERVED	1	6
4031	CEDAR ELM	2	PRESERVED	1	2
4032	CEDAR ELM	5.5	PRESERVED	1	5.5
4033	CEDAR ELM	10	PRESERVED	1	10
4034	CEDAR ELM	12	PRESERVED	1	12
4035	CEDAR ELM	8	PRESERVED	1	8
4036	CEDAR ELM	3.5	PRESERVED	1	3.5
4037	CEDAR ELM	4	PRESERVED	1	4
4038	CEDAR ELM	7	PRESERVED	1	7
4039	CEDAR ELM	4.5	PRESERVED	1	4.5
4040	AMERICAN ELM	4	PRESERVED	1	4
4041	CEDAR ELM	5.5	PRESERVED	1	5.5
4042	CEDAR ELM	5.5	PRESERVED	1	5.5
4043	CEDAR ELM	4	PRESERVED	1	4
4044	CEDAR ELM	2.5	PRESERVED	1	2.5
4045	CEDAR ELM	3.5	PRESERVED	1	3.5
4046	CEDAR ELM	2	PRESERVED	1	2
4047	CEDAR ELM	4.5	PRESERVED	1	4.5
4048	CEDAR ELM	9	PRESERVED	1	9
4049	CEDAR ELM	3	PRESERVED	1	3
4050	CEDAR ELM	7.5	PRESERVED	1	7.5
4051	CEDAR ELM	7.5	PRESERVED	1	7.5
4052	CEDAR ELM	7.5	PRESERVED	1	7.5
4053	CEDAR ELM	6	PRESERVED	1	6
4054	CEDAR ELM	5.5	PRESERVED	1	5.5
4055	CEDAR ELM	11	PRESERVED	1	11
4056	CEDAR ELM	2.5	PRESERVED	1	2.5
4057	HACKBERRY	3.5	PRESERVED	1	3.5
4058	CEDAR ELM	3	PRESERVED	1	3
4059	CEDAR ELM	8.5	PRESERVED	1	8.5
4060	HACKBERRY	4	PRESERVED	1	4
4061	HACKBERRY	4	PRESERVED	1	4

NOTE: UNDERSTORY TREE STUDY PERFORMED BY TREE MANN SOLUTIONS. PLEASE REFER TO UNDERSTORY STUDY REPORT FOR TREE LOCATIONS.



LANDSCAPE ARCHITECTURE
BLU FISH COLLABORATIVE, INC.
P.O. BOX 40792, Austin, TX 78704
Phone: (512)388-4115

PROFESSIONAL SEAL:



DATE SEALED: 08/17/2022

PROJECT NAME:

VALPS

CLIENT:

BLEYL
ENGINEERING

PROJECT LOCATION:

NORTHWEST
INTERSECTION
OF RONALD
WILSON
REAGAN
BLVD. AND
FARM TO
MARKET
ROAD 2243

REVISIONS:	
01-24-2023	CITY RESUBMITTAL
02-28-2023	CITY RESUBMITTAL FOR CITY COMMENTS #2
03-05-2023	CITY RESUBMITTAL FOR TREE REMOVAL CITY SUBMITTAL
05-25-2023	TREE REMOVAL CITY SUBMITTAL #2

PROJECT #:

010-22-04

DATE PRINTED:

05/25/2023

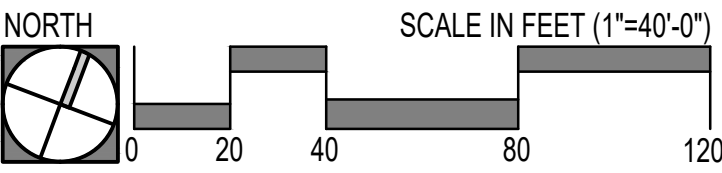
DRAWING TITLE:

TREE
MITIGATION &
PROTECTION
PLAN

SHEET NO.:

41 OF 48

SD-22-0029



CITY APPROVAL STAMP

Tree Condition Assessment

17401 Ronald Reagan Blvd. Leander, TX 78641

Introduction:

Tree identification, measurement, inspection, and arboriculture consultation were performed by a board-certified master arborist team who through related training and experience are familiar with the techniques and equipment used in such operations.

TMS was contacted regarding a property being studied for construction. The team wanted a better understanding of trees on site and their potential impacts/benefits to the project.

Assignment:

Tree Mann Solutions to revisit site and update condition rating for key trees, where warranted. Summary report with photos provided for team use.

Summary:

- **T3010**, an 18" live oak, had no notable storm damage and remains in fair condition.
- **T3030**, a 36" heritage post oak, exhibited moderate storm damage. There were ~3-4 failed limbs, ranging from ~2-6" in diameter, primarily on the western side of the tree. Despite the damage, the tree remains in fair condition.
- **T3033** had no notable storm damage and remains in fair condition.
- **T3036**, a 29" heritage post oak, was found to be DDI (dead, diseased, imminent hazard) due to observed defects. It exhibited a large cavity and column of decay throughout the trunk. This tree is recommended for removal.
- **T3037**, a 23.5" post oak, was found to be in low fair to poor condition. It exhibited a significantly reduced canopy with dieback and trunk damage. This tree is not a recommended preservation candidate due to present condition and species lack of tolerance to impacts.
- **T3038**, a 24.5" post oak, was found to be in fair condition. It is a fair preservation candidate if convenient with site design and project goals. It had no notable storm damage.
- **T3040**, a 25.5" live oak, was found to be in poor condition. It exhibited moderate storm damage, with multiple lateral branch failures. The canopy consisted of about 40% deadwood accumulation and significant dieback. There was a split on the northern main stem approximately 12' above grade which has a high likelihood of failure to due compromised structural integrity. This tree is not recommended for preservation.
- **T3056** remains in poor condition due to basal decay and is not recommended for preservation.
- **T3058** suffered significant storm damage (3x ~4-5" branches on NW side) and is now in poor condition. This tree is not a recommended preservation candidate.
- **T3062**, a 30" heritage post oak, was found to be in low fair condition. Post storm reinspection yielded moderate storm damage (2x ~8-10" branch failures on W and NW sides). This tree is not an ideal preservation candidate.
- TMS recommends implementation of a thorough and proper care plan for any preserved trees on site to ensure health and longevity well beyond the scope of the project.



TMS recommends designing with good data, maintaining compliance with municipal tree regulations, and promoting healthy urban canopy through quality preservation and/or mitigation with new, well-planned plantings. If you have any questions and/or concerns regarding tree assessment on this site, please reach me at (512)470-9073 or joe@treemannsolutions.com. We are here to help promote smart planning, aid efficient permitting, and ensure quality urban tree canopy preservation!

Respectfully,

Joe Zaniewski

Joe Zaniewski | Lead Project Manager

Tree Mann Solutions, LLC

Board Certified Master Arborist TX-4294B

Tree Risk Assessment Qualified (TRAQ)

Texas Oak Wilt Qualified #155 (TXOWQ)

TDA Applicator License No. 0798941

Texas Licensed Irrigator LI0024812

Photos





Feb '23



Feb '23



Feb '23

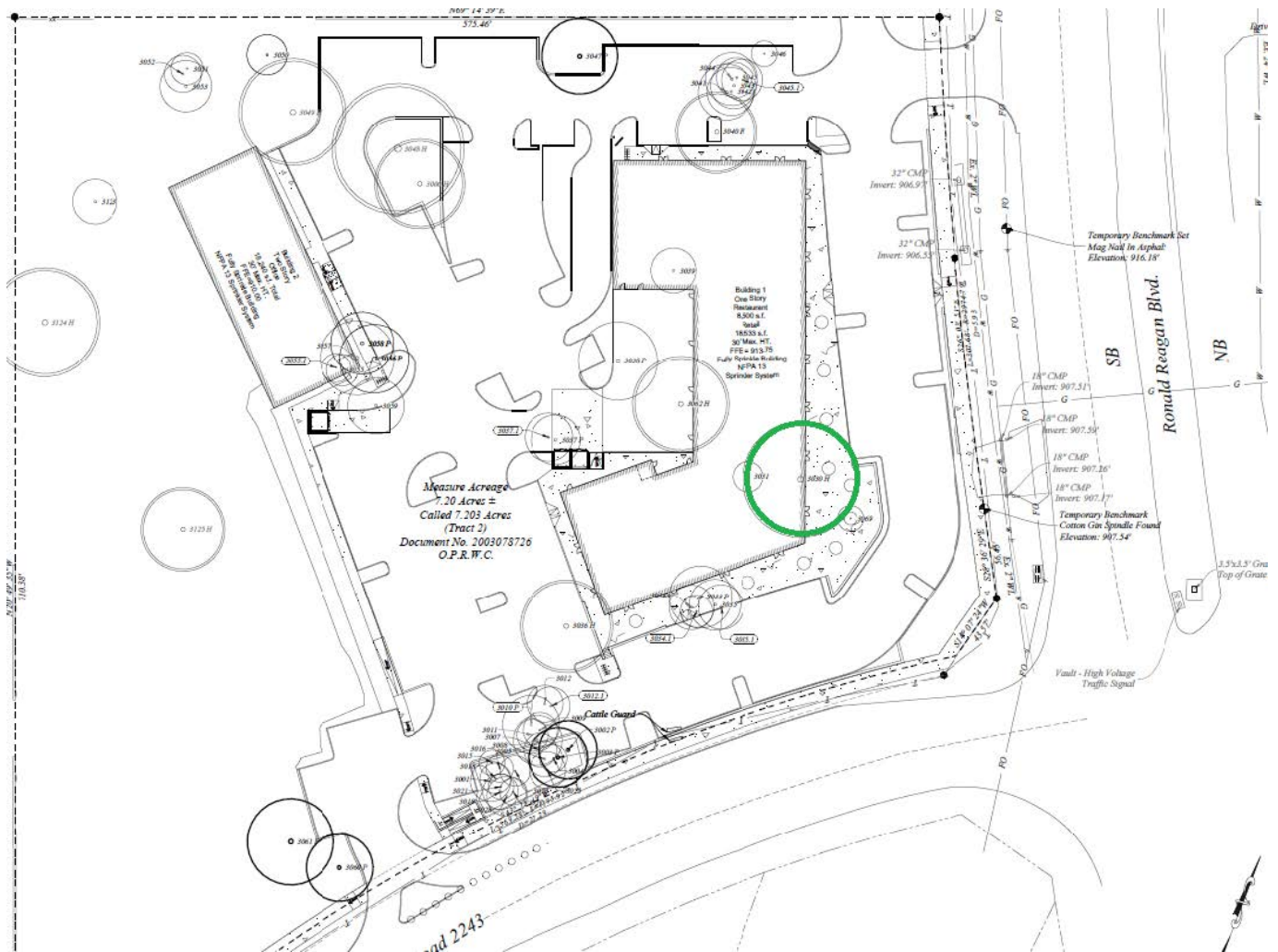


Feb '23





Tree Number	3030
Tree Species	Post Oak
Diameter (DBH)	36
Multi Stem	
Condition	Fair
Notes	25% potential canopy, co-dominant stems, deadwood 15%-30%, fair vigor, good structure, moderate storm damage
Summary	Tree #3030 is a 36" post oak. There were ~3-4 failed limbs, ranging from ~2-6" in diameter, primarily on the western side of the tree. Despite the damage, the tree remains in fair condition.



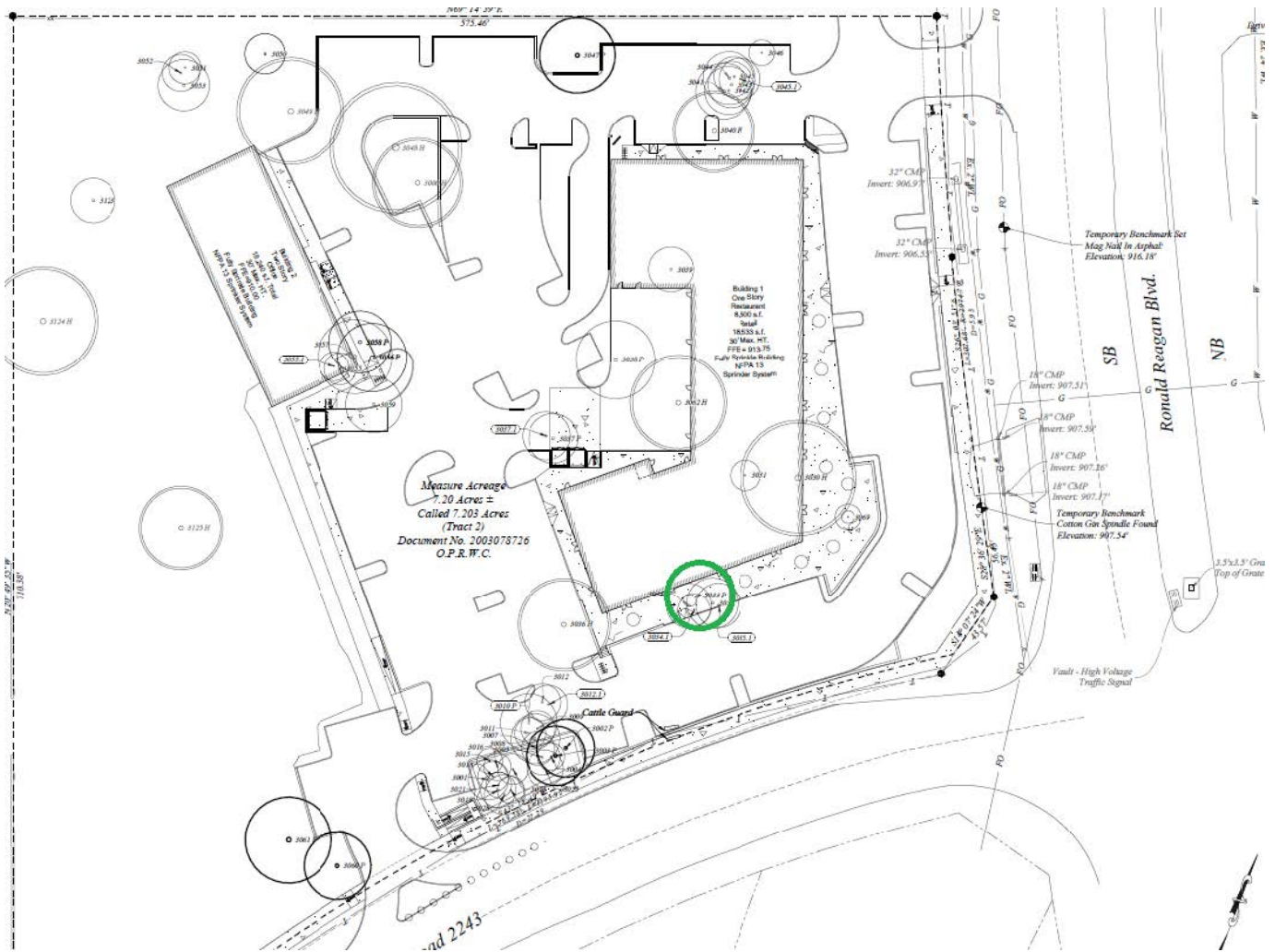
Photos







Tree Number	3033
Tree Species	Post Oak
Diameter (DBH)	19.5
Multi Stem	
Condition	Fair
Notes	
Summary	Tree remains in fair condition. There is a large included union on the W and E side of the tree. No notable storm damage observed.



Photos



Feb '23



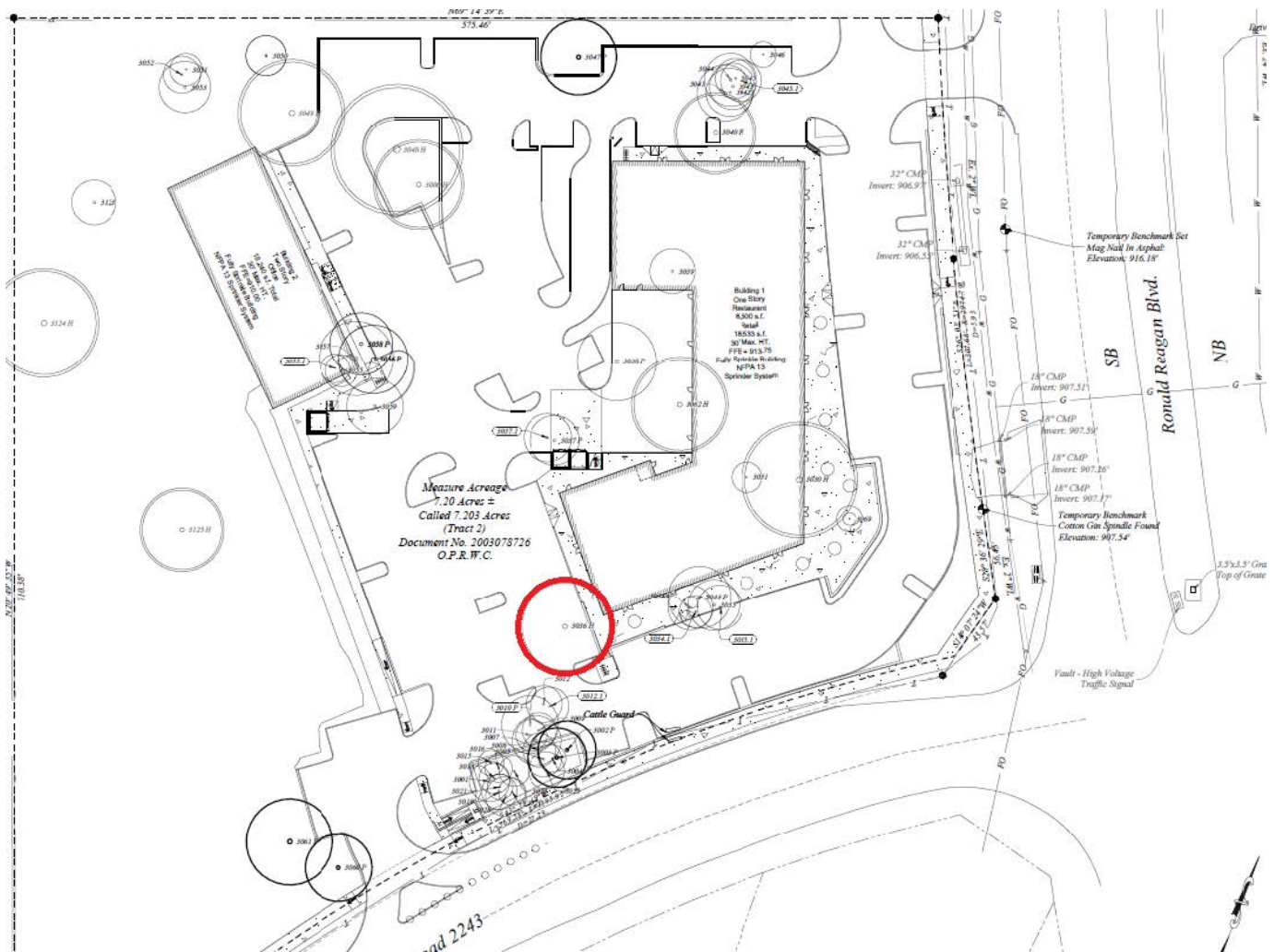
Feb '23



Tree Mann Solutions, LLC
723 W University Ave # 273
Georgetown, TX 78626-2662



Tree Number	3036
Tree Species	Post Oak
Diameter (DBH)	29
Multi Stem	
Condition	Very Poor
Notes	25% potential canopy, deadwood 30%-50%, excessive cavities, poor vigor, significant decay, trunk damage, trunk decay, trunk lean, very poor structure
Summary	Extensive column of decay on trunk with multiple openings. One on E side approximately 6-9' above grade and the other on the S side approximately 10-12' above grade. This tree is not recommended for preservation due to observed defects and the risk associated with likelihood of failure.



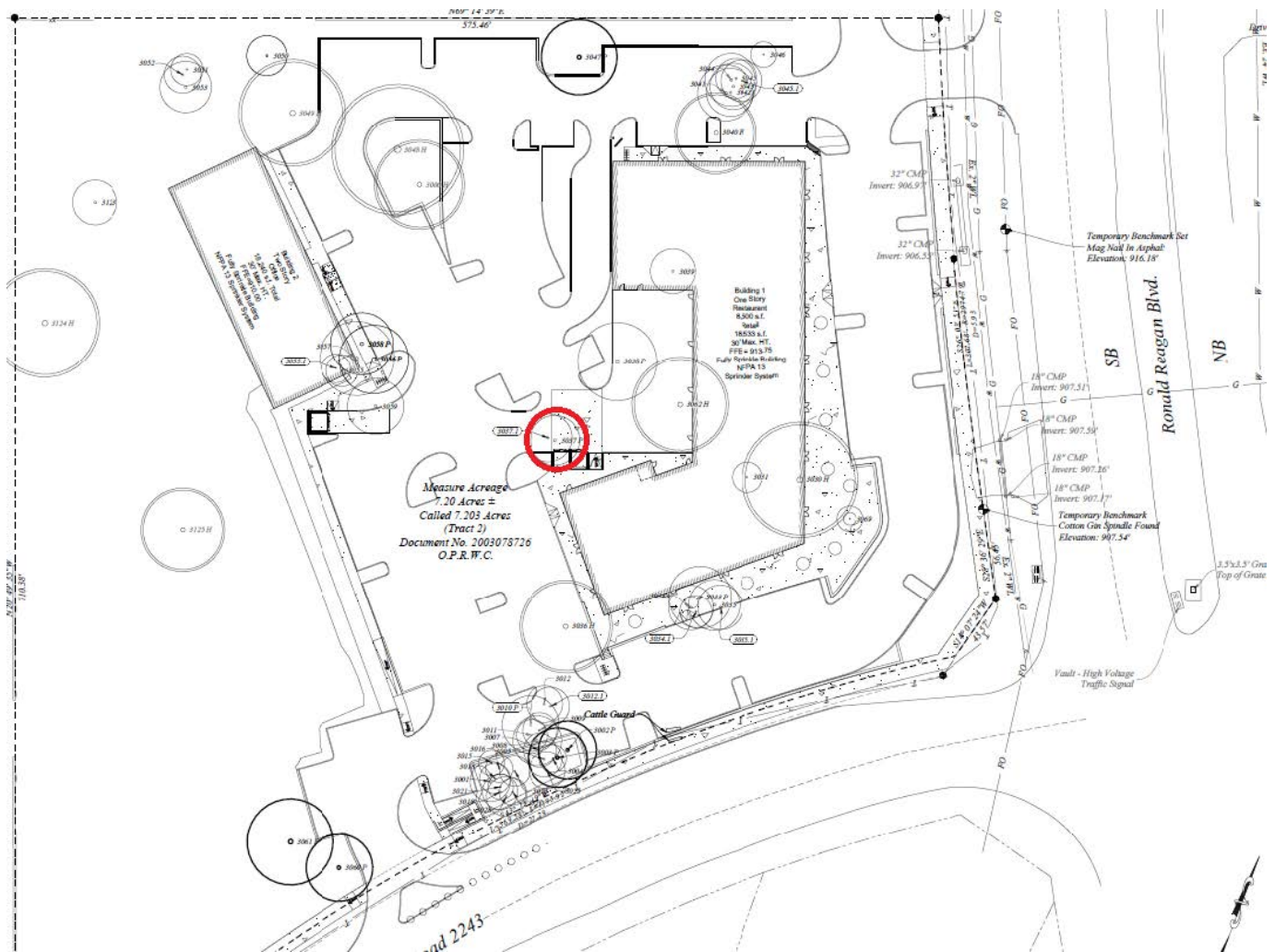
Photos







Tree Number	3037
Tree Species	Post Oak
Diameter (DBH)	23.5
Multi Stem	Low-fair
Condition	Fair
Notes	25% potential canopy, deadwood 30%-50%, good structure, poor vigor, trunk damage, borers
Summary	Low-fair to poor due to significantly reduced canopy, die back, and damage to trunk. This tree is not recommended for preservation.

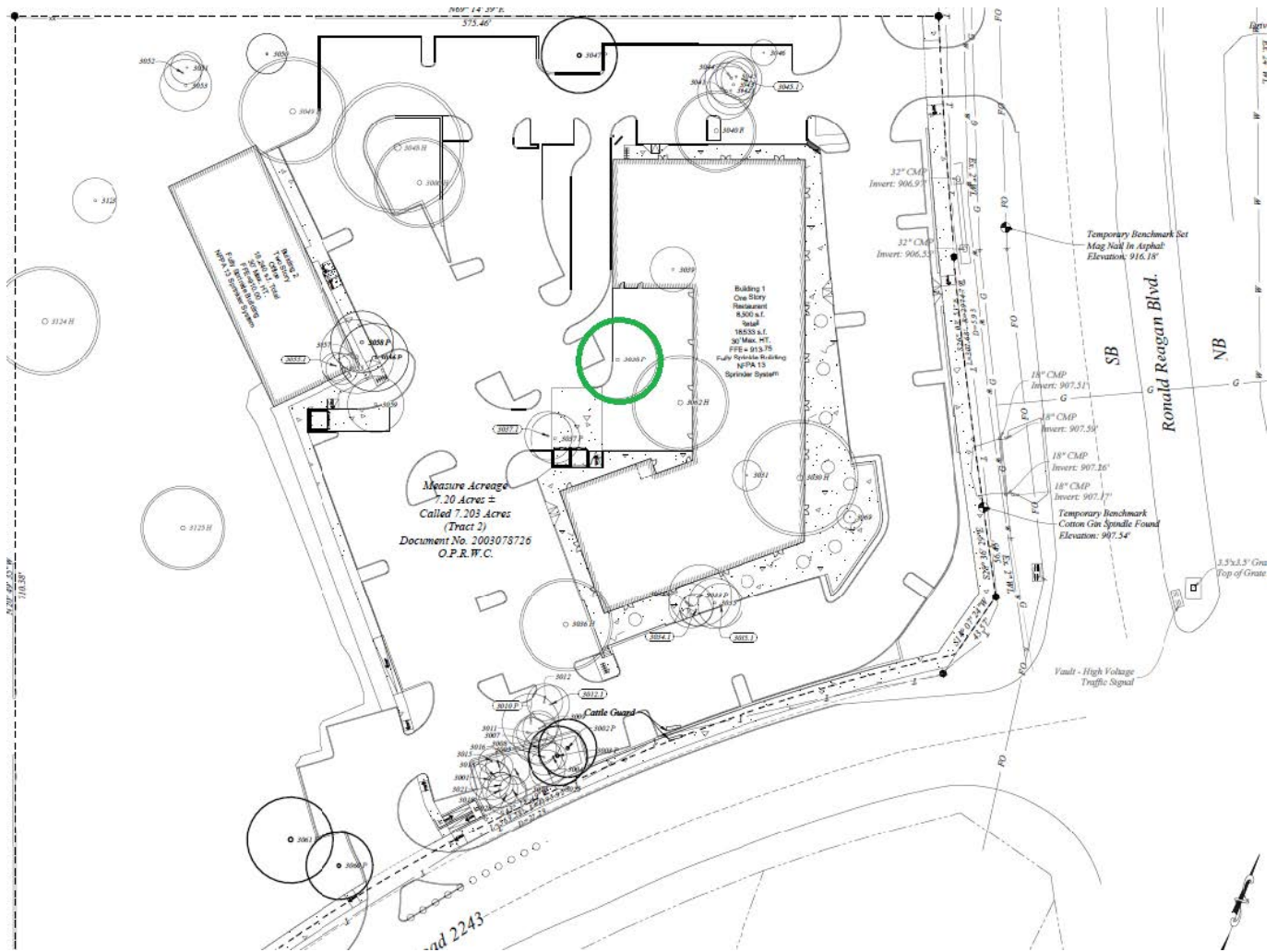


Photos



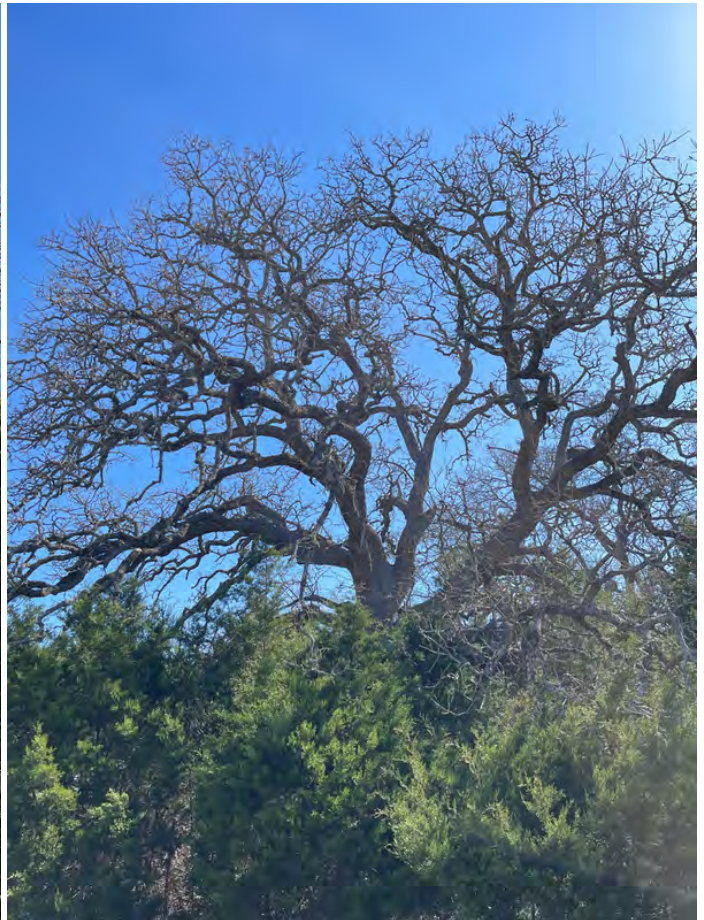


Tree Number	3038
Tree Species	Post Oak
Diameter (DBH)	24.5
Multi Stem	
Condition	Fair
Notes	50% potential canopy, co-dominant stems, deadwood 15%-30%, fair vigor, good structure, moderate storm damage
Summary	No notable storm damage.

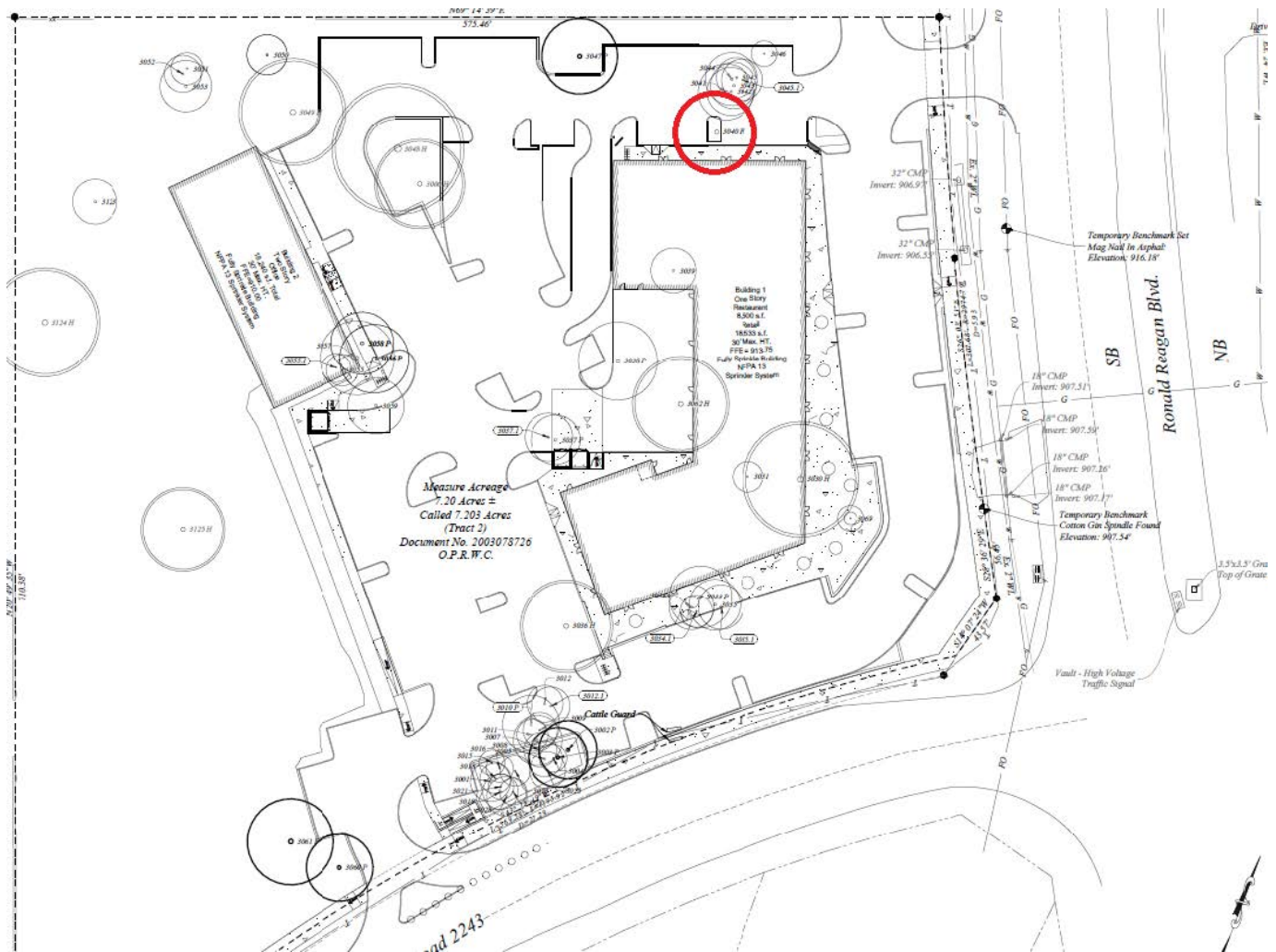


Photos





Tree Number	3040
Tree Species	Live Oak
Diameter (DBH)	25.5
Multi Stem	
Condition	Poor
Notes	50% potential canopy, co-dominant stems, deadwood 30%-50%, fair vigor, moderate ballmoss, poor structure, significant cavities, significant suckering, significant vine cover
Summary	Tree #3040 is a 25.5" live oak with about 40% deadwood accumulation and significant dieback. There is a split on the main stem (north) about 12' above grade which will fail in the next year or so. Significant vine cover on that main stem, and significant suckering due to stress. Structural integrity is questionable, not recommended for preservation.



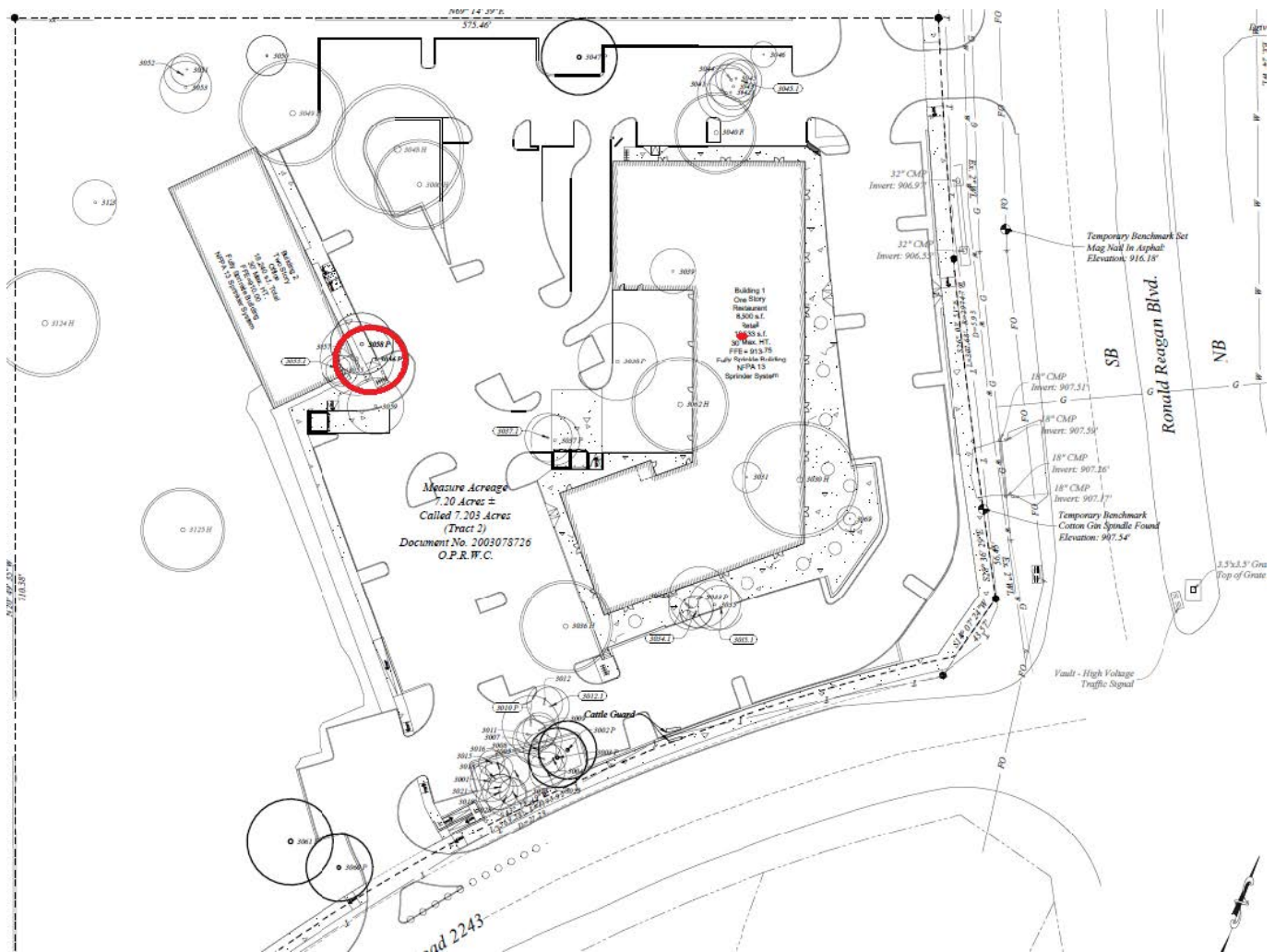
Photos







Tree Number	3056
Tree Species	Live Oak
Diameter (DBH)	21.5
Multi Stem	
Condition	Poor
Notes	
Summary	Tree #56 is a 21.5" live oak with an upright trunk and extending canopy. Poor due to decay at trunk without reaction growth. Feb 23 Updated: Tree remains in poor condition due to decay at base. No notable storm damage visible.



Photos





Feb '23



Feb '23



Feb '23

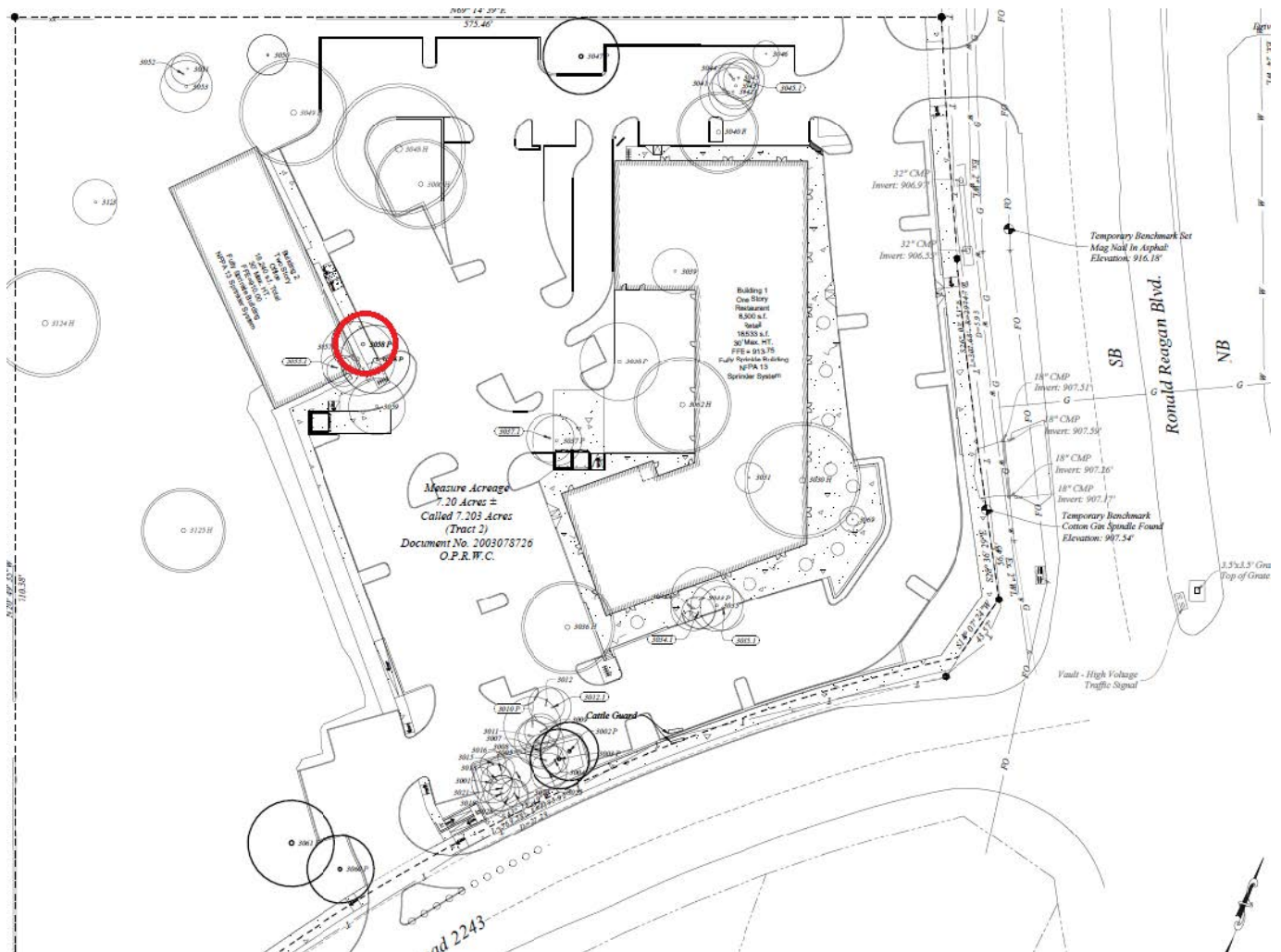




Feb '23



Tree Number	3058
Tree Species	Live Oak
Diameter (DBH)	19.5
Multi Stem	
Condition	Poor
Notes	50% potential canopy, deadwood 15%-30%, fair structure & vigor, moderate storm damage, moderately unbalanced, significant suckering
Summary	Tree is in poor condition due large limbs failing due to recent storm damage. The tree was previously in fair condition. Approximately 3x 4-5" limbs have failed on the NW side of the tree.



Photos





Feb '23



Feb '23



Feb '23



Feb '23





Feb '23



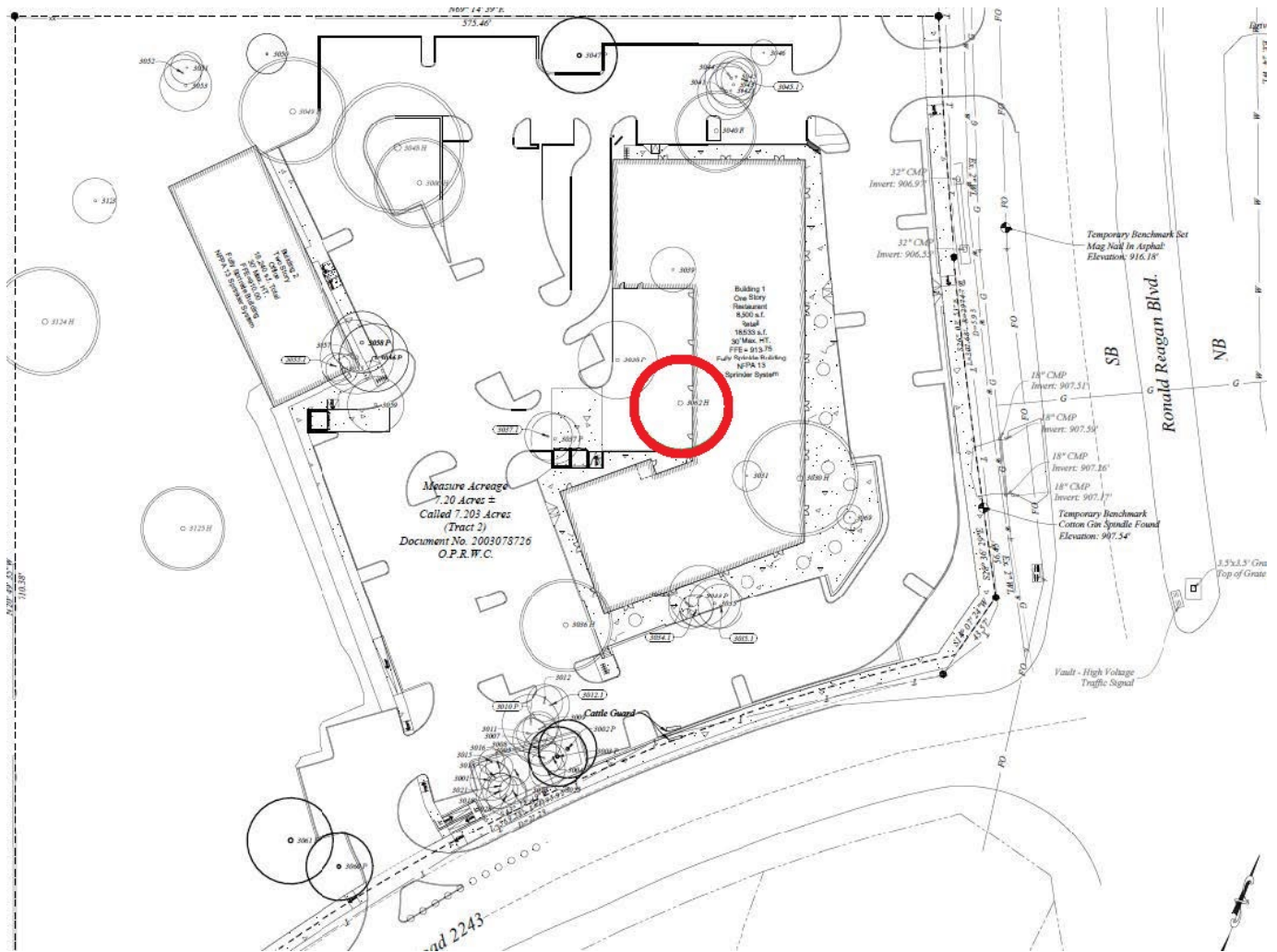
Feb '23



Feb '23



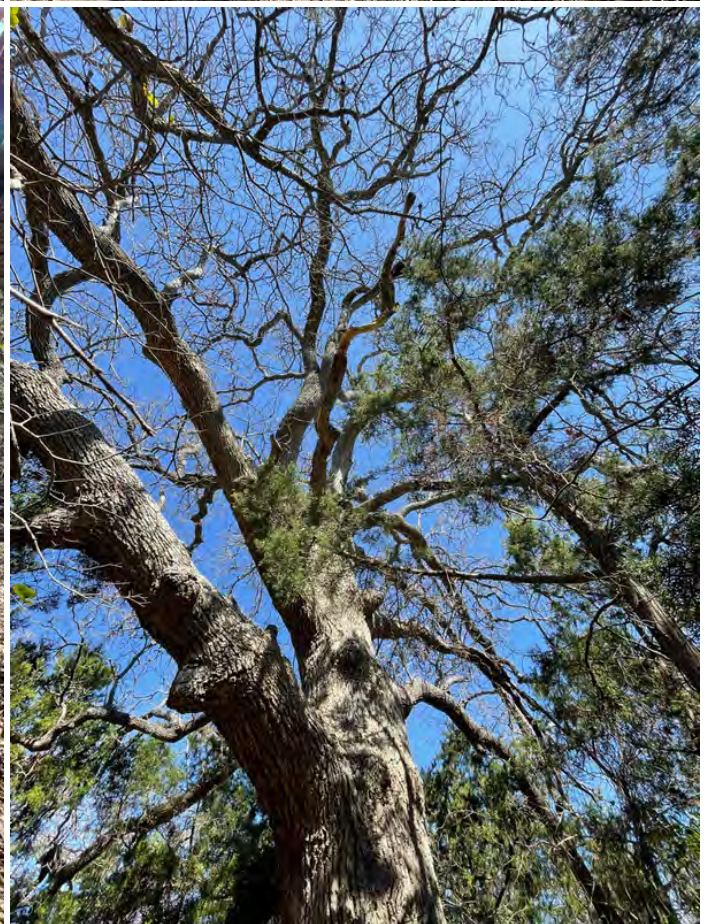
Tree Number	3062
Tree Species	Post Oak
Diameter (DBH)	30
Multi Stem	
Condition	Fair
Notes	25% potential canopy, deadwood 15%-30%, fair vigor, good structure, moderate decay, moderate storm damage, significant suckering
Summary	Tree #3062 is a 30" post oak. Post storm reinspection yielded moderate storm damage (2x ~8-10" branch failures on W and NW sides). This tree is not an ideal preservation candidate.



Photos







EXISTING TREE LIST:

#	Species	DBH	MS Notes	Condition	Notes
3000	Live Oak	28		Fair	50% potential canopy,co-dominant stems,deadwood 15%-30%,fair vigor,good structure,moderate storm damage,moderately unbalanced,significant suckering
3001	Live Oak	12.5		Poor	10% potential canopy,deadwood 15%-30%,excessive suckering,fair vigor,moderate vine cover,moderately unbalanced,poor vigor
3002	Live Oak	18		Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,moderately unbalanced,significant suckering
3003	Live Oak	18.5		Good	75% potential canopy,deadwood 15%-30%,good structure & vigor,moderate storm damage
3004	Live Oak	8.5	Low-fair	Fair	75% potential canopy,deadwood 15%-30%,fair structure & vigor,moderately unbalanced,significant suckering
3005	Live Oak	11	Low-fair	Fair	25% potential canopy,deadwood <15%,fair structure,moderately unbalanced,poor vigor
3006	Cedar Elm	8		Poor	deadwood 15%-30%,fair structure,moderately unbalanced,poor vigor
3007	Live Oak	10.5	Low-fair	Fair	25% potential canopy,deadwood 15%-30%,fair structure,moderately unbalanced,poor vigor,lean
3008	Live Oak	15.5		Good	75% potential canopy,co-dominant stems,deadwood 15%-30%,good structure & vigor,significant suckering
3009	Live Oak	11		Fair	50% potential canopy,deadwood <15%,fair structure & vigor,moderately unbalanced,significant suckering
3010	Live Oak	18		Fair	50% potential canopy,co-dominant stems,deadwood 15%-30%,fair vigor,good structure
3011	Live Oak	10		Poor	25% potential canopy,deadwood <15%,excessively unbalanced,poor structure & vigor,significant suckering,lean
3012	Live Oak	11.5		Fair	75% potential canopy,deadwood 15%-30%,fair structure & vigor,significant suckering
3012.1	Live Oak	11.5		Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,moderate storm damage,moderately unbalanced,significant suckering
3013	Live Oak	5.5		Not Evaluated	
3014	Live Oak	4		Not Evaluated	
3015	Live Oak	7.5		Not Evaluated	
3016	Live Oak	8.5		Poor	10% potential canopy,co-dominant stems,deadwood 15%-30%,excessive suckering,fair structure,moderate vine cover,poor vigor
3016.1	Live Oak	7		Not Evaluated	
3017	Cedar Elm			Not Evaluated	
3018	Live Oak	9.5		Poor	10% potential canopy,deadwood 15%-30%,excessive suckering,fair structure,moderate vine cover,poor vigor
3019	Live Oak	11	Low-fair	Fair	25% potential canopy,deadwood 15%-30%,excessive suckering,fair structure,moderately unbalanced,poor vigor
3021	Live Oak	8		Poor	10% potential canopy,deadwood 15%-30%,excessive suckering,fair structure,moderate vine cover,poor vigor
3023	Live Oak	9.5		Poor	10% potential canopy,deadwood 15%-30%,fair structure,poor vigor,significant vine cover
3025	Live Oak	11.5		Fair	50% potential canopy,deadwood <15%,fair structure & vigor,moderately unbalanced
3027	Live Oak	8.5		Poor	25% potential canopy,aphids,deadwood 15%-30%,excessive suckering,fair structure,moderate vine cover,poor vigor
3028	Live Oak	12.5	Low-fair	Fair	25% potential canopy,deadwood 15%-30%,excessive suckering,fair structure,moderate vine cover,moderately unbalanced,poor vigor
3030	Post Oak	36	High-fair	Fair	25% potential canopy,co-dominant stems,deadwood 15%-30%,fair vigor,good structure,moderate storm damage
3031	Cedar Elm	9.5		Good	75% potential canopy,deadwood <15%,good structure & vigor
3033	Post Oak	19.5		Good	50% potential canopy,co-dominant stems,deadwood 15%-30%,good structure & vigor
3034	Post Oak	14		Fair	75% potential canopy,deadwood 15%-30%,fair structure,good vigor,moderately unbalanced
3034.1	Post Oak	10	Low-fair	Fair	50% potential canopy,deadwood <15%,fair structure & vigor,moderately unbalanced,significant suckering
3035	Post Oak	16		Fair	50% potential canopy,deadwood <15%,fair vigor,good structure,moderate vine cover
3035.1	Post Oak	14		Fair	50% potential canopy,deadwood <15%,fair structure & vigor,moderate cavities
3036	Post Oak	29		Very Poor	25% potential canopy,deadwood 30%-50%,excessive cavities,poor vigor,significant decay,lean,moderate storm damage,moderately unbalanced,poor structure
3037	Post Oak	23.5	Low-fair	Fair	25% potential canopy,deadwood 30%-50%,good structure,poor vigor,lean,moderate storm damage,moderately unbalanced,poor structure
3038	Post Oak	24.5		Fair	50% potential canopy,co-dominant stems,deadwood 15%-30%,fair vigor,good structure,moderate storm damage
3039	Cedar Elm	14	Low-fair	Fair	25% potential canopy,deadwood 15%-30%,good structure,moderate storm damage,poor vigor
3040	Live Oak	25.5		Poor	50% potential canopy,co-dominant stems,deadwood 30%-50%,fair vigor,moderate ballmoss,poor structure,significant cavities,significant suckering,significant vine cover

3041	Live Oak	17.5		Fair	50% potential canopy,co-dominant stems,deadwood 15%-30%,fair structure & vigor,moderate storm damage,moderate vine cover,moderately unbalanced
3042	Live Oak	15		Poor	25% potential canopy,deadwood 30%-50%,excessive vine cover,fair structure,moderately unbalanced,poor vigor,lean
3043	Live Oak	14.5	Low-fair	Fair	25% potential canopy,deadwood 15%-30%,fair structure,moderately unbalanced,poor vigor,significant vine cover
3044	Live Oak	16.5		Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,moderate storm damage,moderately unbalanced
3045	Live Oak	12.5		Poor	25% potential canopy,deadwood 15%-30%,fair structure,moderate storm damage,moderately unbalanced,poor vigor,significant vine cover
3045.1	Live Oak	13		Poor	25% potential canopy,co-dominant stems,deadwood 15%-30%,fair structure,moderate cavities,moderate storm damage,poor vigor,significantly unbalanced
3046	Cedar Elm	8		Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,significant vine cover
3047	Post Oak	23.5	High-fair	Fair	50% potential canopy,deadwood 15%-30%,fair vigor,good structure,moderate storm damage,significant suckering
3048	Live Oak	41		Fair	25% potential canopy,bacterial wetwood,co-dominant stems,deadwood 15%-30%,fair vigor,good structure,moderate cavities,moderate decay,moderate storm damage
3049	Live Oak	33.5	Waist	Fair	25% potential canopy,co-dominant stems,deadwood 15%-30%,excessive suckering,good structure,poor vigor
3050	Cedar Elm	12.5		Good	75% potential canopy,deadwood <15%,good structure & vigor
3051	Cedar Elm	10		Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,moderate storm damage
3052	Cedar Elm	11.5		Fair	75% potential canopy,branch rubbing,deadwood 15%-30%,fair structure & vigor,moderate storm damage,moderately unbalanced
3053	Cedar Elm			Not Evaluated	
3054	Cedar Elm	16		Poor	50% potential canopy,bacterial wetwood,deadwood 15%-30%,excessive cavities,fair vigor,significant decay,significant storm damage,lean,moderate storm damage,moderately unbalanced,poor structure
3055	Live Oak	10	Low-fair	Fair	50% potential canopy,co-dominant stems,deadwood 15%-30%,fair structure & vigor,significant suckering,significantly unbalanced,lean
3055.1	Live Oak	9	Low-fair	Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,included unions,significant suckering,significantly unbalanced
3056	Live Oak	21.5	Low-fair	Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,moderate decay,moderate storm damage,lean,moderate storm damage
3057	Live Oak	15.5		Fair	50% potential canopy,co-dominant stems,deadwood 15%-30%,fair structure & vigor,moderate storm damage,significant suckering
3057.1	Live Oak	14.5		Poor	25% potential canopy,borers,co-dominant stems,deadwood 30%-50%,fair vigor,moderate cavities,moderately unbalanced,poor structure,significant decay,significant storm damage,significant suckering
3058	Live Oak	19.5		Fair	50% potential canopy,deadwood 15%-30%,fair structure & vigor,moderate storm damage,moderately unbalanced,significant suckering
3059	Cedar Elm	17.5	(JIC: 11.5, 9.5)	Fair	75% potential canopy,co-dominant stems,deadwood 15%-30%,fair structure,good vigor,included unions,moderate storm damage
3060	Cedar Elm	21	Waist, high-fair	Fair	75% potential canopy,deadwood 15%-30%,good structure & vigor,moderate cavities,moderate decay,moderate storm damage
3061	Cedar Elm	25		Poor	25% potential canopy,bacterial wetwood,deadwood 30%-50%,excessive storm damage,fair vigor,poor structure,significant decay,significant suckering,significantly unbalanced,lean,moderate storm damage
3062	Post Oak	30		Fair	25% potential canopy,deadwood 15%-30%,fair vigor,good structure,moderate decay,moderate storm damage,significant suckering
3063	Cedar Elm	6		Not Evaluated	
3069	Mesquite	6		Not Evaluated	

REPORT FROM ARBORIST:



REV 5/25/2023

Tree Condition Assessment

17401 Ronald Reagan Blvd. Leander, TX 78641

Introduction:

Tree identification, measurement, inspection, and arboriculture consultation were performed by a board-certified master arborist team who through related training and experience are familiar with the techniques and equipment used in such operations.

TMS was contacted regarding a property being studied for construction. The team wanted a better understanding of trees on site and their potential impacts/benefits to the project.

Assignment:

Tree Mann Solutions to revisit site and update condition rating for key trees, where warranted. Summary report with photos provided for team use.

Summary:

T3010, an 18" live oak, had no notable storm damage and remains in fair condition.

T3030, a 36" heritage post oak, exhibited moderate storm damage. There were ~3-4 failed limbs, ranging from ~2-6" in diameter, primarily on the western side of the tree. Despite the damage, the tree remains in fair condition.

T3033 had no notable storm damage and remains in fair condition.

T3036, a 29" heritage post oak, was found to be DDI (dead, diseased, imminent hazard) due to observed defects. It exhibited a large cavity and column of decay throughout the trunk. This tree is recommended for removal.

T3037, a 23.5" post oak, was found to be in low fair to poor condition. It exhibited a significantly reduced canopy with dieback and trunk damage. This tree is not a recommended preservation candidate due to present condition and species lack of tolerance to impacts.

T3038, a 24.5" post oak, was found to be in fair condition. It is a fair preservation candidate if convenient with site design and project goals. It had no notable storm damage.

T3040, a 25.5" live oak, was found to be in poor condition. It exhibited moderate storm damage, with multiple lateral branch failures. The canopy consisted of about 40% deadwood accumulation and significant dieback. There was a split on the northern main stem approximately 12' above grade which has a high likelihood of failure to due compromised structural integrity. This tree is not recommended for preservation.

T3056 remains in poor condition due to basal decay and is not recommended for preservation.

T3058 suffered significant storm damage (3x ~4-5" branches on NW side) and is now in poor condition. This tree is not a recommended preservation candidate.

T3062, a 30" heritage post oak, was found to be in low fair condition. Post storm reinspection yielded moderate storm damage (2x ~8-10" branch failures on W and NW sides). This tree is not an ideal preservation candidate.

TMS recommends implementation of a thorough and proper care plan for any preserved trees on site to ensure health and longevity well beyond the scope of the project.



REV 5/25/2023

TMS recommends designing with good data, maintaining compliance with municipal tree regulations, and promoting healthy urban canopy through quality preservation and/or mitigation with new, well-planned plantings. If you have any questions and/or concerns regarding tree assessment on this site, please reach me at (512)470-9073 or jos@treemannsolutions.com. We are here to help promote smart planning, aid efficient permitting, and ensure quality urban tree canopy preservation!

Respectfully,

Joe Zaniewski

Joe Zaniewski | Lead Project Manager

Tree Mann Solutions, LLC

Board Certified Master Arborist TX-42948

Tree Risk Assessment Qualified (TRAQ)

Tree Care With Qualified ARS® (TCWQAR)

TMA Arborist License No. 0788941

Texas Licensed Engineer 00024812

PROFESSIONAL SEAL:

DATE SEALED: 08/17/2022

PROJECT NAME:

VALPS

CLIENT:

BLEYL
ENGINEERING

PROJECT LOCATION:

NORTHWEST
INTERSECTION
OF RONALD
WILSON
REAGAN
BLVD. AND
FARM TO
MARKET
ROAD 2243

REVISIONS:	
01-24-2023	CITY RESUBMITTAL
02-28-2023	CITY RESUBMITTAL FOR CITY COMMENTS #2
03-05-2023	CITY TREE REMOVAL CITY SUBMITTAL
05-25-2023	TREE REMOVAL CITY SUBMITTAL #2

PROJECT #: 010-22-04
DATE PRINTED: 05/25/2023
DRAWING TITLE:

EXISTING TREE
LIST AND
CONDITION

SHEET NO.:

40 OF 48
SD-22-0029

CITY APPROVAL STAMP



EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Discuss and consider action on Tree Removal Case TRP-23-0016 regarding removal of a Significant Tree associated with the Brushy Creek Retail Floodplain Development Project, generally located at US 183 and Metro Dr. Leander, Williamson County, Texas.

BACKGROUND:

This request is the final step in the tree removal request process.

APPLICANT/AGENT:

Cude Engineers (Jacob Mealey, P.E.) on behalf of Transit Village Investments LTD (Jeff Musgrove).

RECOMMENDATION:

Staff has the following concerns regarding the tree removal request: the developer has not submitted a zoning request nor submitted an official site development application.

ORDER OF EVENTS:

- a. Staff Presentation
- b. Applicant Presentation
- c. Discussion
- d. Consider Action

PRESENTER:

Cory Dale, Planner

Attachments

1. Planning Analysis
2. Location Map
3. Aerial Map
4. Letter of Intent
5. Tree Removal Exhibit
6. Tree Removal Inventory
7. Conceptual Site Plan



PLANNING ANALYSIS

TREE REMOVAL CASE TRP-23-0016 BRUSHY CREEK RETAIL SITE

GENERAL INFORMATION

Owner/Agent:	Cude Engineers (Jacob Mealey, P.E.) on behalf of Transit Village Investments LTD (Jeff Musgrove).
Current Zoning:	PUD – Transit Oriented Development / Conventional Development district.
Size and Location:	The property is located at US 183 and Metro Drive, approximately 4.33 acres in size.
Staff Contact:	Cory Dale, Planner

APPLICANT REQUEST

The applicant has submitted a request to remove one (1) significant tree (21-inch caliper American elm) due to the site grading needed for improved drainage and later site development. Per Composite Zoning Ordinance, Article VI, Section 1(c) removal of significant trees greater than eighteen (18”) caliper inches requires the approval of the Planning and Zoning Commission or alternative tree preservation plan (where applicable undesirable or impractical conditions exist on site). A conceptual site plan was provided with this request however site plans have not been reviewed or approved by the City of Leander.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

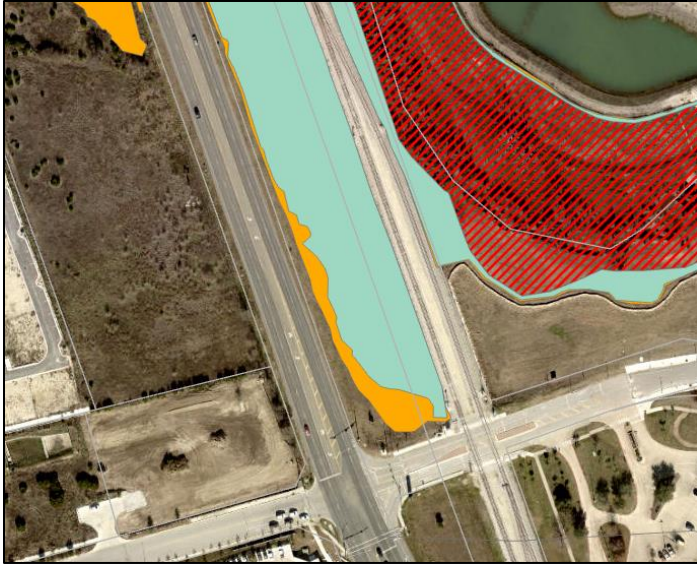
	ZONING	LAND USE
NORTH	PUD – Transit Oriented Development / Conventional Development district.	Undeveloped
EAST	PUD (LC-2-A)	Undeveloped.
SOUTH	PUD – Transit Oriented Development / Conventional Development district.	Undeveloped
WEST	PUD (GC-3-C)	Commercial

SURROUNDING AREA:

This property is bound by US 183 on the west side and Capital Metro Railroad on the east side. The property is near the Cap Metro Station as well as the Northline Development.

PHYSICAL AND NATURAL FEATURES:

This property contains significant drainage concerns due to the proximity of the floodplain. Prior to this tree removal request the applicant submitted a Floodplain Development Permit to correct the grading and drainage to address some of those issues.

**PROPERTY HISTORY:**

9-22-2022: A tree removal permit (22-TRP-006) was presented to this Commission and denied based on lack of information regarding future commercial layout. Applicant was not present for P&Z questions.

MAJOR CORRIDORS:

This property has access onto US 183.

CURRENT LAND USES:

This property is currently undeveloped.

APPROVAL CRITERIA:

The Composite Zoning Ordinance includes the following tree mitigation requirements:

- Up to 50% of significant trees between eight (8") and eighteen (18") caliper inches may be removed without mitigation. The replacement ratio is 1:1.
- Trees 18 to 26 caliper inches may be removed with the approval of the Commission and a replacement ratio of 2:1.
- Heritage Trees (>26) require approval by the Commission and Council, a replacement ratio of 3:1, and a removal fee in the amount of \$300 per caliper inch.

Below, please see the proposed tree removal calculations per the 21-FPD-003 Brushy Creek Retail Site Flood Plain Development Permit.

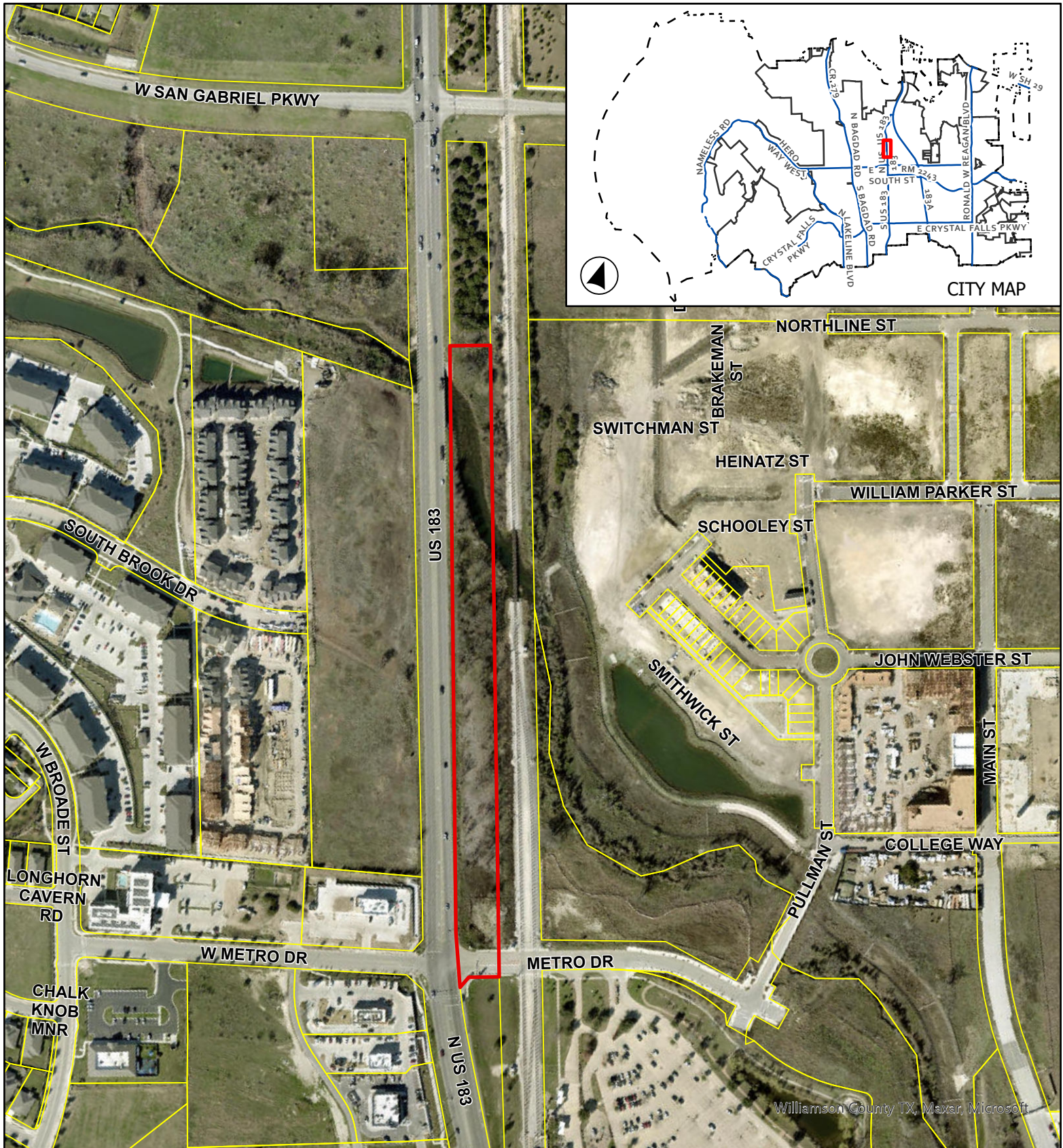
TOTAL TREES

TREE SIZE (in caliper inches)	TOTAL TREES	SAVED TREES	SAVED TREES %	REMOVED TREES	REMOVED TREES %
8" to 18"	98	48	49%	50	51%
>18" to 26"	6	5	83%	1	17%
SUBTOTAL 8" to 26"	104	53	51%	51	49%
>26" HERITAGE	2	2	100%	0	0%
TOTALS	106	55	52%	51	48%

TREE CALIPER INCHES

TREE SIZE (in caliper inches)	TOTAL INCHES	SAVED INCHES	SAVED INCHES %	REMOVED INCHES	REMOVED INCHES %
8" to 18"	1045	529	51%	516	49%
>18" to 26"	130	109	84%	21	16%
SUBTOTAL 8" to 26"	1175	638	54%	537	46%
>26"	71	71	100%	0	0%
TOTALS	1246	709	57%	537	43%

As part of the mitigation process for the Floodplain Development Permit, the applicant and the City will enter into a Development Agreement. The Development Agreement will allow the mitigation requirements incurred during the Floodplain Development process to be delayed until the Site Development stage. Although mitigation of replacement inches or use of tree credit will be delayed at this time, removal of the 20 caliper inch live oak requires this Commissions approval.



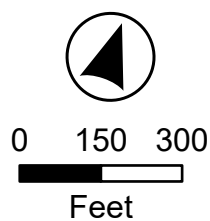
CASE: TRP-23-0016

ATTACHMENT 3

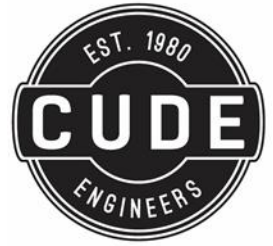
BRUSHY CREEK RETAIL
TREE REMOVAL

Aerial Map

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



- Leander City Limits
- Subject Boundary



TREE REMOVAL LETTER OF INTENT

March 15, 2023

Robin Griffin
Executive Director of Development Services
City of Leander – Planning Department
201 N. Brushy Street
Leander, TX 78641

**Subject: Brushy Creek Retail
Significant Tree Removal Application**
Associated Case Number: 21-TOD-FPD-003

Dear Ms. Griffin,

I am writing to request the removal of a significant tree, identified as tree #5296 on the tree survey for the site, which is located on the subject site at US HWY 183 & Metro Drive, Leander Texas 78641. This request is associated with the floodplain development plans for the project site (21-TOD-FPD-003) to raise a portion of the site above the 100-year floodplain for future development.

The tree in question is a 21" American Elm located at the center of the proposed development area, making it impractical to save. To mitigate the removal of this significant tree, we propose to save additional significant trees on the site, totaling 360 inches in diameter greater than 18". This exceeds the required mitigation of 42 inches, providing a total credit of 318 tree inches.

The remaining trees, located near Brushy Creek, will be preserved to maintain the natural vegetation areas around the creek, creating a pleasant future recreational area. We appreciate your assistance and look forward to working together to ensure a beneficial path forward for this project.

Thank you for your time and attention.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jacob Mealey", is written over a light blue circular stamp that contains the text "CUDE ENGINEERS".

Jacob Mealey, P.E.
Project Manager
CUDE Engineers, LLC.
TBPE FIRM REGISTRATION NO. F-19070

TREE LIST (TO REMAIN)

(PREFERRED TREES)

NUMBER	SIZE (")	DESCRIPTION
5195	14	AMERICAN ELM
5196	8	AMERICAN ELM
5197	8	AMERICAN ELM
5201	12	AMERICAN ELM
5203	13	AMERICAN ELM
5204	10	AMERICAN ELM
5205	13	AMERICAN ELM
5206	9	AMERICAN ELM
5207	9	AMERICAN ELM
5208	15	AMERICAN ELM
5209	16	AMERICAN ELM
5210	8	AMERICAN ELM
5211	15	AMERICAN ELM
5212	12	AMERICAN ELM
5213	10	AMERICAN ELM
5214	14	AMERICAN ELM
5215	17	AMERICAN ELM
5216	9	AMERICAN ELM
5217	8	AMERICAN ELM
5218	8	AMERICAN ELM
5219	14	AMERICAN ELM
5220	20	AMERICAN ELM
5221	11	AMERICAN ELM
5222	9	AMERICAN ELM
5226	8	AMERICAN ELM
5227	13	AMERICAN ELM
5228	15	AMERICAN ELM
5229	10	AMERICAN ELM
5230	13	AMERICAN ELM
5231	11	AMERICAN ELM
5234	8	CEDAR ELM
5235	32	AMERICAN ELM
5236	14	AMERICAN ELM
5237	9	AMERICAN ELM
5238	10	AMERICAN ELM
5239	10	AMERICAN ELM
5240	8	AMERICAN ELM
5242	26	AMERICAN ELM
5243	8	AMERICAN ELM
5244	8	AMERICAN ELM
5245	13	AMERICAN ELM
5246	13	AMERICAN ELM
5247	13	AMERICAN ELM
5248	39	AMERICAN ELM
5254	21	AMERICAN ELM
5256	9	AMERICAN ELM
5257	21	AMERICAN ELM
5258	14	AMERICAN ELM
5259	11	AMERICAN ELM
5260	10	AMERICAN ELM
5261	9	AMERICAN ELM
5263	11	AMERICAN ELM
5265	9	AMERICAN ELM
5266	10	AMERICAN ELM
5267	21	AMERICAN ELM
Total	709	

(TRASH TREES)

NUMBER	SIZE (")	DESCRIPTION
5193	18	HACKBERRY
5194	13	HACKBERRY
5198	8	HACKBERRY
5199	8	HACKBERRY
5200	14	HACKBERRY
5202	12	HACKBERRY
5223	16	HACKBERRY
5224	9	HACKBERRY
5225	9	HACKBERRY
5232	9	HACKBERRY
5233	10	HACKBERRY
5241	10	HACKBERRY
5249	25	BOIS D' ARC
5250	9	HACKBERRY
5251	11	HACKBERRY (8-6)
5252	9	HACKBERRY
5253	12	HACKBERRY
5262	9	HACKBERRY
5264	12	HACKBERRY
Total	223	

TREE LIST (TO REMOVE)

(PREFERRED TREES)

NUMBER	SIZE (")	DESCRIPTION
5268	18	AMERICAN ELM
5270	11	AMERICAN ELM (8-6)
5271	12	AMERICAN ELM
5272	16	AMERICAN ELM
5273	10	AMERICAN ELM
5274	8	AMERICAN ELM
5275	13	AMERICAN ELM
5276	10	AMERICAN ELM
5277	9	AMERICAN ELM
5279	12	AMERICAN ELM
5280	8	AMERICAN ELM
5281	10	AMERICAN ELM
5282	10	AMERICAN ELM
5283	8	AMERICAN ELM
5284	8	AMERICAN ELM
5285	18	AMERICAN ELM (13-10)
5286	8	AMERICAN ELM
5287	9	AMERICAN ELM
5288	11	AMERICAN ELM (9-4)
5289	15	AMERICAN ELM
5290	8	AMERICAN ELM
5291	11	AMERICAN ELM
5292	10	AMERICAN ELM
5293	8	AMERICAN ELM
5294	10	AMERICAN ELM
5295	8	AMERICAN ELM
5296	21	AMERICAN ELM
5297	9	AMERICAN ELM
5298	16	AMERICAN ELM
5299	9	AMERICAN ELM
5300	11	AMERICAN ELM
5301	10	AMERICAN ELM
5302	8	AMERICAN ELM
5303	10	AMERICAN ELM
5304	8	AMERICAN ELM
5305	10	CEDAR ELM
5307	12	CEDAR ELM (8-7)
5309	9	AMERICAN ELM
5310	8	AMERICAN ELM
5313	8	AMERICAN ELM
5314	8	AMERICAN ELM
5316	8	AMERICAN ELM
5317	9	AMERICAN ELM
5318	17	AMERICAN ELM
5319	12	AMERICAN ELM
5320	9	AMERICAN ELM
5321	8	AMERICAN ELM
5323	8	AMERICAN ELM
5324	12	AMERICAN ELM (9-5)
5325	8	CEDAR ELM
5326	10	AMERICAN ELM
Total	537	

(TRASH TREES)

NUMBER	SIZE (")	DESCRIPTION
5269	13	HACKBERRY
5278	9	HACKBERRY
5306	10	HACKBERRY
5308	11	HACKBERRY
5311	8	HACKBERRY
5312	13	HACKBERRY (9-8)
5315	8	HACKBERRY
5322	8	HACKBERRY
Total	80	

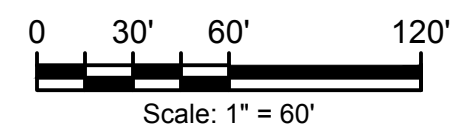
NOTE:

- A. THIS PROJECT WAS DETERMINED NOTE ELIGIBLE FOR THE ALTERNATIVE LANDSCAPE PLAN. INSTEAD, PROVIDE A REFERENCE TO THE MEMORANDUM AGREEMENT STATING THAT ANY MITIGATION REQUIRED WITH THIS PERMIT WILL TAKE PLACE WITH THE ASSOCIATED SITE DEVELOPMENT APPLICATION.
- B. 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.

THIS ALTERNATIVE LANDSCAPE PLAN EXCEEDS THE STANDARDS OF ARTICLE VI (B); (26) OF THE COMPOSITE ZONING ORDINANCE BY PROVIDING GREATER THAN 50% OF THE TOTAL INCHES TO REMAIN. THE TOTAL CREDIT PROVIDED IS 318", WHICH PROVIDES AN EXCESS OF THE TOTAL AMOUNT OF TREE INCHES THAT ARE REQUIRED.

LEGEND

PROPERTY LINE	EXISTING PROPERTY LINES	CONTOUR LINE	1/2" IRON ROD FOUND (UNLESS NOTED)	YXDOT TYPE I CONCRETE MONUMENT FOUND	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET	NAIL FOUND WITH "HALFF" WASHER FOUND	CALCULATED POINT	SURVEY CONTROL POINT	BENCHMARK	BOLLARD POST (UNLESS NOTED)	ELECTRIC JUNCTION BOX	ELECTRIC METER	CLEAR OUT	EDGE OF ASPHALT	GUARD RAIL	ELECTRIC TRANSFORMER	LIGHT POLE	TELECOMMUNICATIONS BOX	TELECOMMUNICATIONS POST	TELECOMMUNICATIONS PEDESTAL	TELECOMMUNICATIONS MANHOLE	TRAFFIC SIGNAL BOX	TRAFFIC SIGNAL POLE	WATER VALVE	WASTEWATER MANHOLE	SIGN (AS NOTED)	UTILITY POLE	GUY ANCHOR	WIRE FENCE	OVERHEAD UTILITY	WASTEWATER LINE	WATER LINE	STORM SEWER LINE	CONCRETE	DOC. NO.	DOC. NUMBER	VOL./PG.	VOLUME, PAGE	CAB./SLD.	CABINET, SLIDE	P.U.E.	PUBLIC UTILITY EASEMENT	RCP	REINFORCED CONCRETE PIPE	CORRUGATED METAL PIPE	FL ELEV	FLOW LINE ELEVATION	R.O.W.	RIGHT-OF-WAY	O.P.R.W.C.T.	OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS	D.R.W.C.T.	DEED RECORDS, WILLIAMSON COUNTY, TEXAS	P.R.W.C.T.	PLAY RECORDS, WILLIAMSON COUNTY, TEXAS	RECORD INFORMATION PER DOC. NO. 201707452	RECORD INFORMATION PER PLAT DOC. NO. 201705187	RECORD INFORMATION PER DOC. NO. 2004089007
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LEGEND

[Hatched Box]	AREA TO BE REMOVED
[Dotted Box]	EXIST. FEMA 100-YR FLOODPLAIN
[Cross-hatched Box]	EXIST. FEMA 500-YR FLOODPLAIN
[Solid Grey Box]	EXIST. FEMA FLOODWAY
[Dashed Line]	LIMITS OF CONSTRUCTION
[Solid Line]	LIMITS OF CONSTRUCTION
[Circle]	EXISTING TREE TO REMAIN
[Circle with Dashed Outline]	EXISTING TREE TO BE REMOVED

TREE CALIPER INCHES

TREE SIZE (in caliper inches)	TOTAL INCHES	SAVED INCHES	SAVED INCHES %	REMOVED INCHES	REMOVED INCHES %
8" to 18"	1045	529	51%	516	49%
>18" to 26"	130	109	84%	21	16%
SUBTOTAL 8" to 26"	1175	638	54%	537	46%
>26"	71	71	100%	0	0%
TOTALS	1246	709	57%	537	43%

TOTAL TREES

TREE SIZE (in caliper inches)	TOTAL TREES	SAVED TREES	SAVED TREES %	REMOVED TREES	REMOVED TREES %
8" to 18"	98	48	49%	50	51%
>18" to 26"	6	5	83%	1	17%
SUBTOTAL 8" to 26"	104	53	51%	51	49%
>26" HERITAGE	2	2	100%	0	0%
TOTALS	106	55	52%	51	48%

MITIGATION PLAN

TREE SIZE (in caliper inches)	>50% REMOVAL	1:1 REPLACEMENT	2:1 REPLACEMENT	3:1 REPLACEMENT	FEES
8" to 18"	8	8	-	-	-
>18" to 26"	0	-	0	-	-
>26" HERITAGE	-	-	-	0	\$0

TREE CREDIT: CREDIT FOR TREES GREATER THAN 18" = 180" X 2 = 360"
TOTAL CREDIT = 360" - 42" = 318"

TREE SURVEY DATE
(12/10/2020)

NOTE:

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID CENTRAL ZONE (4203), NAD83, ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000138805545.

SURVEY CONTROL:

STATE PLANE GRID CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES AND ELEVATIONS (NAVD 88) SHOWN HEREON WERE DERIVED FROM THE TEXAS COOPERATIVE NETWORK ON DATE 06-23-2016, 4WARD CONTROL POINT WAS CHECKED TO LCRA, MON AZ53, HAVING A PUBLISHED GRID COORDINATE & NAVD 88, ELEVATION OF N 10183259.8246, E 30779908.5507, ELEV. 972.27'

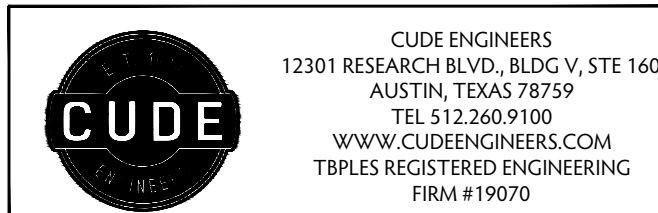
TREE REMOVAL EXHIBIT

BRUSHY CREEK RETAIL SITE

06/07/2023

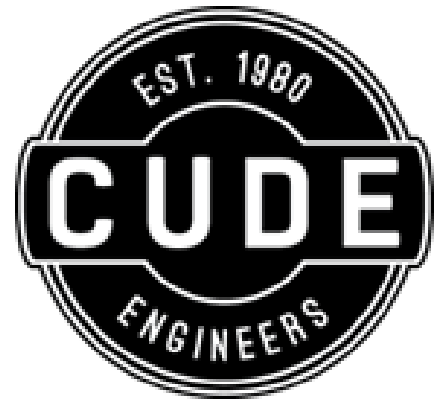
CONTACT: XXX

PROJECT #A.0376.000.0



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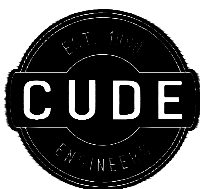
TREE PHOTOGRAPHS



DETAILED INFORMATION :

Tree Species	American Elm
Tree Number	#5296
Trunk Diameter	21 inches
Health Status	Good
Location	30.588894, -97.857109, Corner of N US Hwy 183 and W Metro Dr, Leander, TX 78641
Condition	Well-maintained and healthy
Canopy	Full and vibrant
Leaf Color	Green
Bark Texture	Smooth
Overall Shape	Symmetrical
Growth Pattern	Upright and balanced
Noteworthy Features	N/A

Note: Tree description is based on visual observation during a site visit to provide a general representation of the subject tree and has not been assessed by a certified tree arborist.

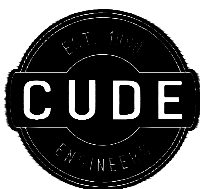


CUDE ENGINEERS
12301 Research Blvd., Bldg. V, STE 160,
Austin, Texas 78759
TEL 512.260.9100
WWW.CUDEENGINEERS.COM
TBPE FIRM #19070

TREE PICTURE 1

DESCRIPTION

21" AMERICAN ELM - TREE #5296
VEIW: FACING SOUTH

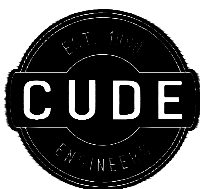


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TEL 512.260.9100
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TBPE FIRM #19070

TREE PICTURE 2

DESCRIPTION

21" AMERICAN ELM - TREE #5296
VEIW: FACING SOUTHEAST



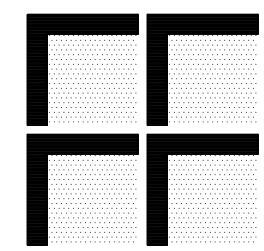
CUDE ENGINEERS
12301 Research Blvd., Bldg. V, STE 160,
Austin, Texas 78759
TEL 512.260.9100
WWW.CUDEENGINEERS.COM
TBPE FIRM #19070

TREE PICTURE 3

DESCRIPTION

21" AMERICAN ELM - TREE #5296 - BROKEN BRANCH
VEIW: FACING EAST

NOTE: THIS IS AN ARCHITECTURAL SITE PLAN EXHIBIT,
DRIVEWAYS, DRIVE ISLES AND BUILDING ARE ONLY
CONCEPTUAL AND HAVE NOT BEEN REVIEWED OR APPROVED BY
THE CITY OF LEANDER.



GARY SHAW
ARCHITECTS

design
+
planning

530 san michelle lane
georgetown, texas 78628
off; (512)784-7296

As only a part of the
design process, this
document is
incomplete and may
not be used for
regulatory approval,
permit or
construction.

PRELIMINARY
1/12/2023

BRUSHY CREEK
RETAIL

Leander, TX

project no.

197.2202

date

XXXX

scale:

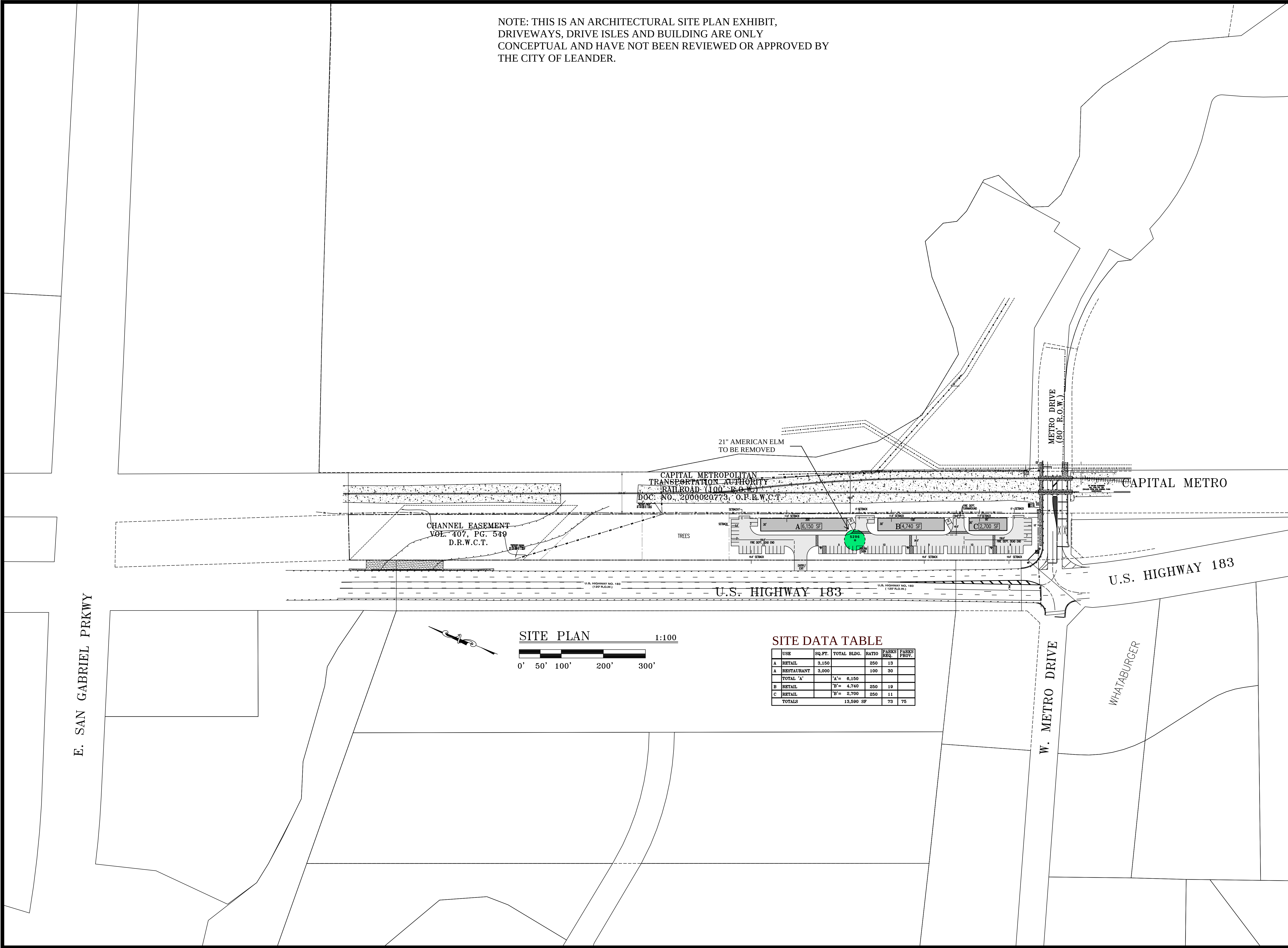
1:100

revisions

SITE PLAN

sheet no.

SP-2





EXECUTIVE SUMMARY
07/13/2023

AGENDA SUBJECT:

Discussion regarding the Sign Ordinance

BACKGROUND:

PRESENTER:
