



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

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

June 22, 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 June 15, 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 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.

9. 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.
10. 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.
11. Approval of Minutes.

#### **PUBLIC HEARING: ACTION**

12. 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

#### **REGULAR AGENDA**

13. Discussion regarding the Sign Ordinance
14. 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 16th day of June 2023 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.



Ellen Coufal, Planning Coordinator





**EXECUTIVE SUMMARY**  
**06/22/2023**

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**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.

**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.

**PRESENTER:**

Merrily Van Leuven, Assistant Planner

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**Attachments**

1. Preliminary Plat
2. Location Exhibit



DATE: Nov 15, 2022, 8:09AM USER ID: ANDREWMOAK  
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)

| 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                               |
| 3                | EXISTING CONDITIONS                                 |
| 4                | OVERALL LAYOUT                                      |
| 5                | PRELIMINARY PLAT 1 OF 2                             |
| 6                | PRELIMINARY PLAT 2 OF 2                             |
| 7                | ZONING MAP 1 OF 2                                   |
| 8                | ZONING MAP 2 OF 2                                   |
| 9                | EXISTING DRAINAGE AREA MAP                          |
| 10               | DEVELOPED DRAINAGE AREA MAP                         |
| 11               | OVERALL STORM DRAIN LAYOUT                          |
| 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:



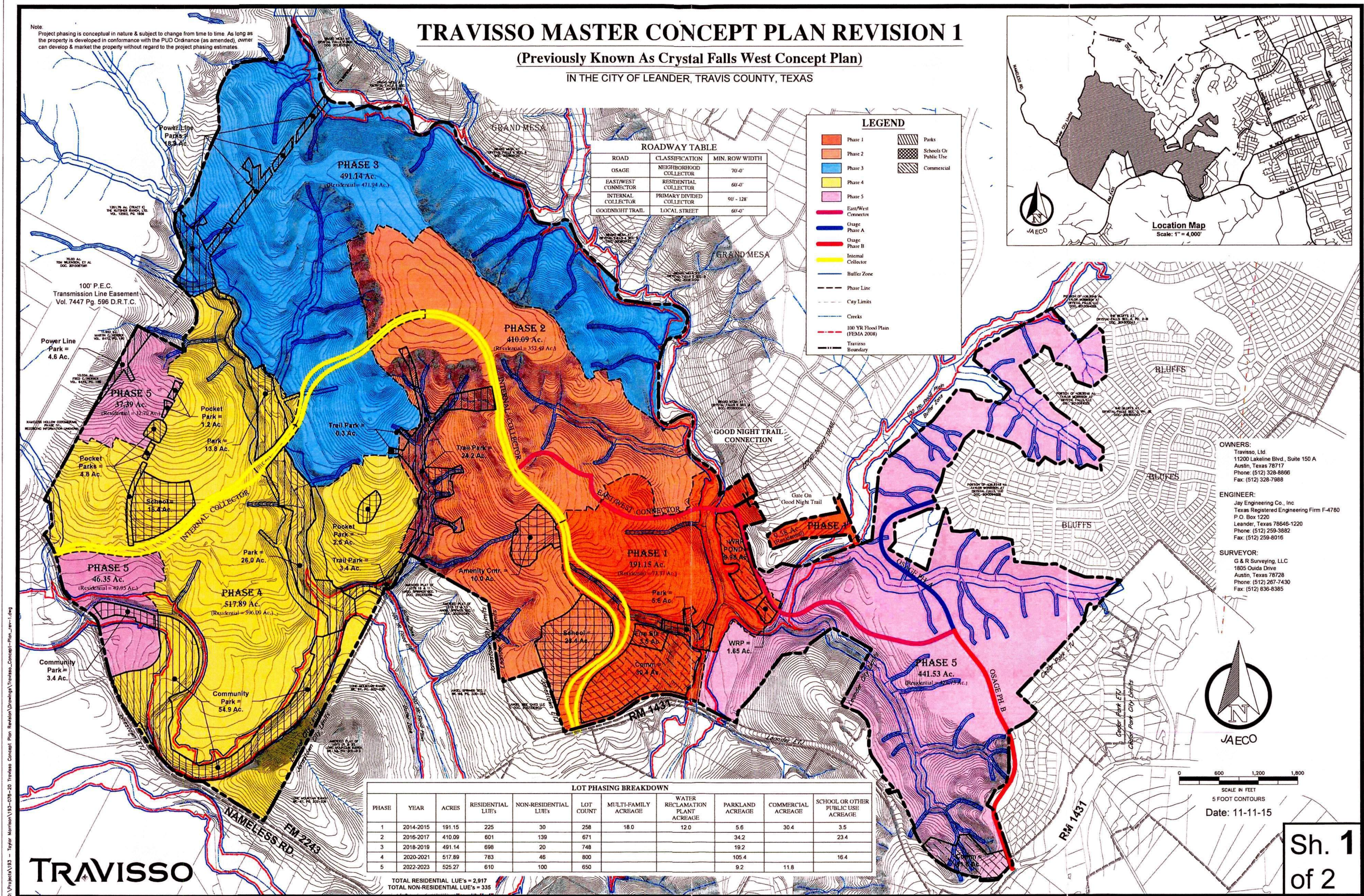
PAPE-DAWSON ENGINEERS  
MICHAEL S. FISHER, P.E. #87704  
SENIOR VICE PRESIDENT

**PAPE-DAWSON ENGINEERS**  
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



Date: Nov 15, 2022, 8:09am User: ID: andrewdick  
File: H:\Projects\308\32\18\288 Preliminary\DWG\308082-18\_PHS\_S4.dwg

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| NO. | REVISION | DATE |
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TEPE FIRM REGISTRATION #4470 | TEPIS FIRM REGISTRATION #10028601

**TRAVISSO**

PHASE 5, SECTIONS 4 & 5

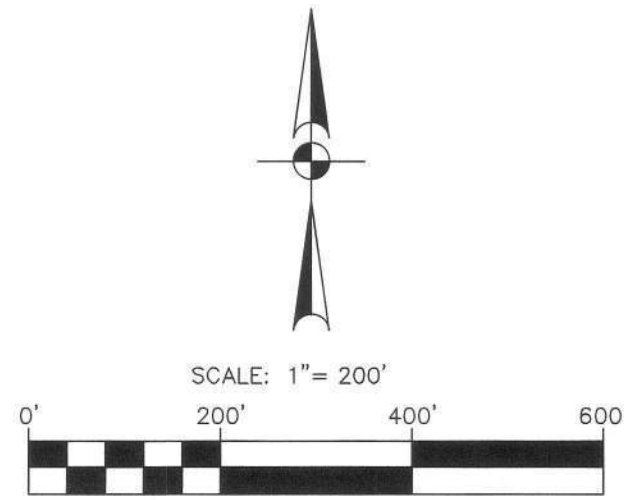
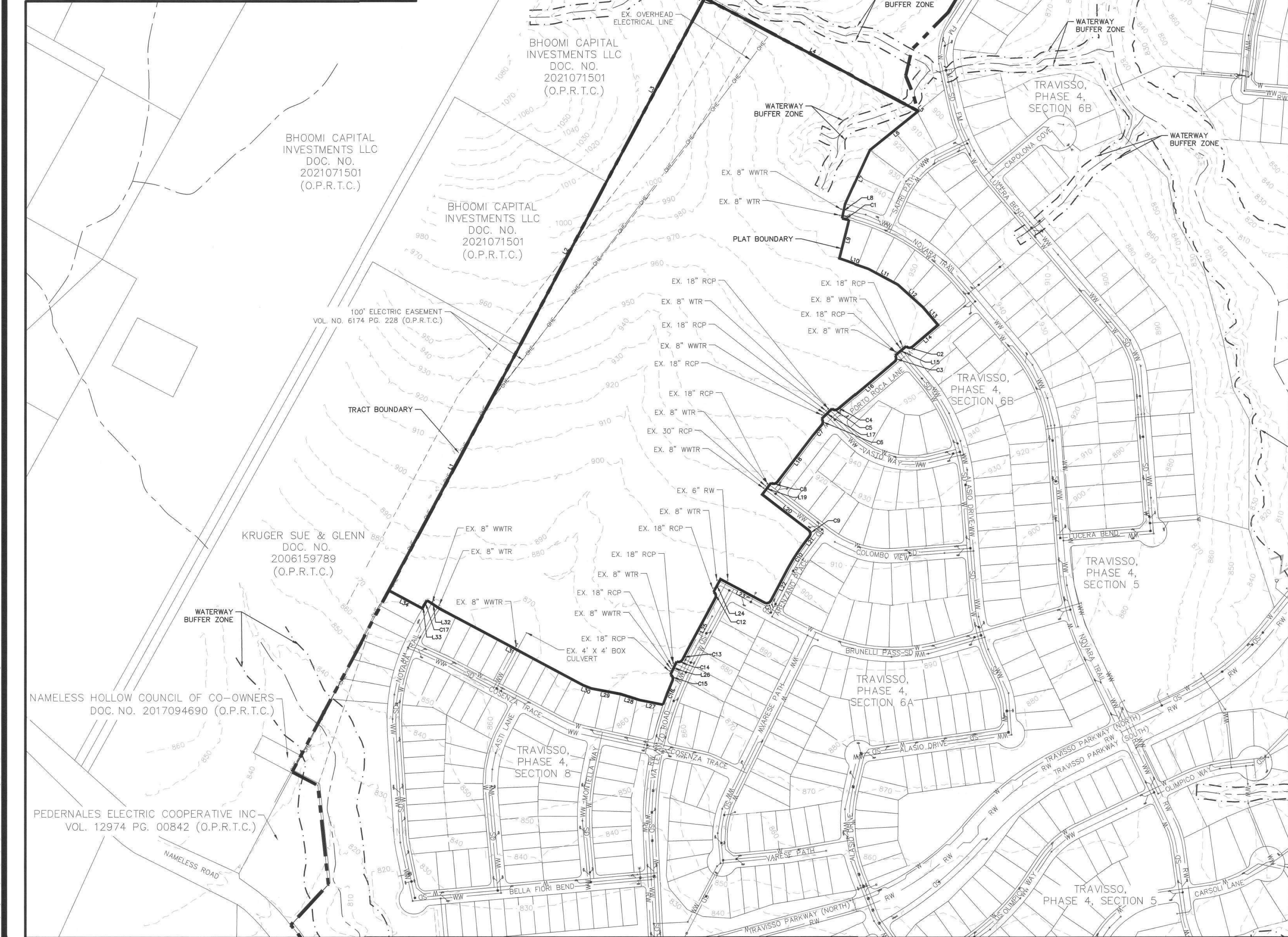
APPROVED CONCEPT PLAN

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



Date: Nov 15, 2022, 8:11am User ID: andrewdick  
File: N:\Projects\22-PP-0024 Preliminary\Civil\22-PP-0024.dwg

| LINE TABLE |         |             | LINE TABLE |         |             | CURVE TABLE |          |               |         |
|------------|---------|-------------|------------|---------|-------------|-------------|----------|---------------|---------|
| LINE #     | LENGTH  | BEARING     | LINE #     | LENGTH  | BEARING     | CURVE #     | RADIUS   | CHORD BEARING | LENGTH  |
| L1         | 946.72' | N28°06'12"E | L18        | 198.99' | S37°29'28"W | C1          | 700.00'  | S78°56'32"E   | 24.71'  |
| L2         | 629.78' | N27°50'49"E | L19        | 50.00'  | S37°29'28"W | C2          | 15.00'   | N85°04'56"W   | 23.56'  |
| L3         | 724.18' | N28°03'10"E | L20        | 206.90' | S32°30'32"E | C3          | 15.00'   | S04°50'04"W   | 23.56'  |
| L4         | 828.85' | S82°09'01"E | L21        | 29.83'  | S37°29'28"W | C4          | 625.00'  | S49°32'30"W   | 8.21'   |
| L5         | 0.98'   | S38°53'31"E | L22        | 126.79' | S28°06'04"W | C5          | 15.00'   | N87°37'33"W   | 22.62'  |
| L6         | 212.23' | S51°04'29"W | L23        | 171.70' | N61°53'48"W | C6          | 15.00'   | S01°12'35"E   | 22.62'  |
| L7         | 205.15' | S24°34'11"W | L24        | 50.00'  | S28°06'04"W | C7          | 625.00'  | S39°44'42"W   | 49.17'  |
| L8         | 50.00'  | S12°02'48"W | L25        | 220.44' | S28°06'04"W | C8          | 15.00'   | S82°28'28"W   | 23.56'  |
| L9         | 135.95' | S14°04'08"W | L26        | 50.00'  | S25°21'42"W | C9          | 15.00'   | S07°30'32"E   | 23.56'  |
| L10        | 104.58' | S71°08'00"E | L27        | 80.92'  | N78°54'16"W | C10         | 625.00'  | S32°47'46"W   | 102.43' |
| L11        | 115.42' | S81°56'28"E | L28        | 69.92'  | N72°21'25"W | C11         | 15.00'   | S73°06'04"W   | 23.56'  |
| L12        | 115.86' | S47°57'42"E | L29        | 101.55' | N79°06'57"W | C12         | 15.00'   | S16°53'56"E   | 23.56'  |
| L13        | 80.43'  | S40°04'56"E | L30        | 29.58'  | N68°41'40"W | C13         | 1220.00' | S27°39'34"W   | 18.81'  |
| L14        | 115.00' | S49°55'04"W | L31        | 557.36' | N61°53'48"W | C14         | 15.00'   | S71°17'23"W   | 23.08'  |
| L15        | 50.00'  | S49°55'04"W | L32        | 52.04'  | N56°36'59"W | C15         | 15.00'   | S20°33'59"E   | 23.08'  |
| L16        | 245.45' | S49°55'04"W | L33        | 12.11'  | S28°06'12"E | C16         | 1220.00' | S21°24'17"W   | 89.47'  |
| L17        | 50.00'  | S45°34'55"W | L34        | 130.00' | N61°53'48"W | C17         | 205.00'  | S30°51'04"W   | 19.68'  |



| LEGEND |                                                  |
|--------|--------------------------------------------------|
|        | TRACT BOUNDARY                                   |
|        | PLAT BOUNDARY                                    |
|        | WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK |
|        | FEMA 1% ANNUAL CHANCE FLOODPLAIN                 |
|        | SD STORM DRAIN LINE                              |
|        | WW WASTEWATER LINE                               |
|        | W WATER LINE                                     |
|        | RW RECLAIMED WATER LINE                          |
|        | EXISTING CONTOUR LINE                            |



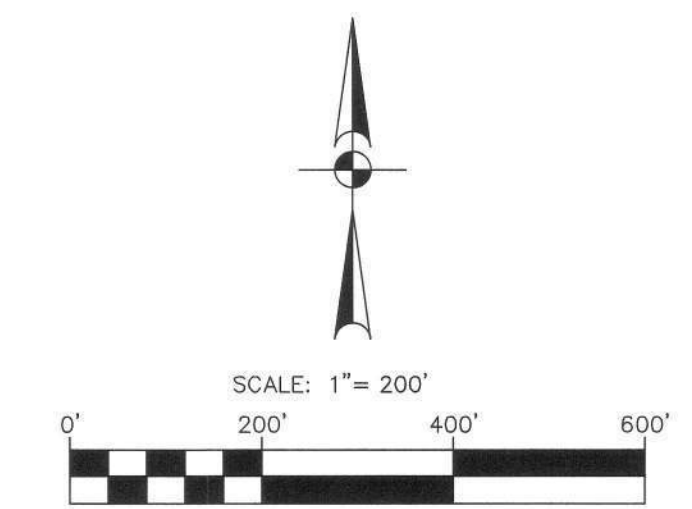
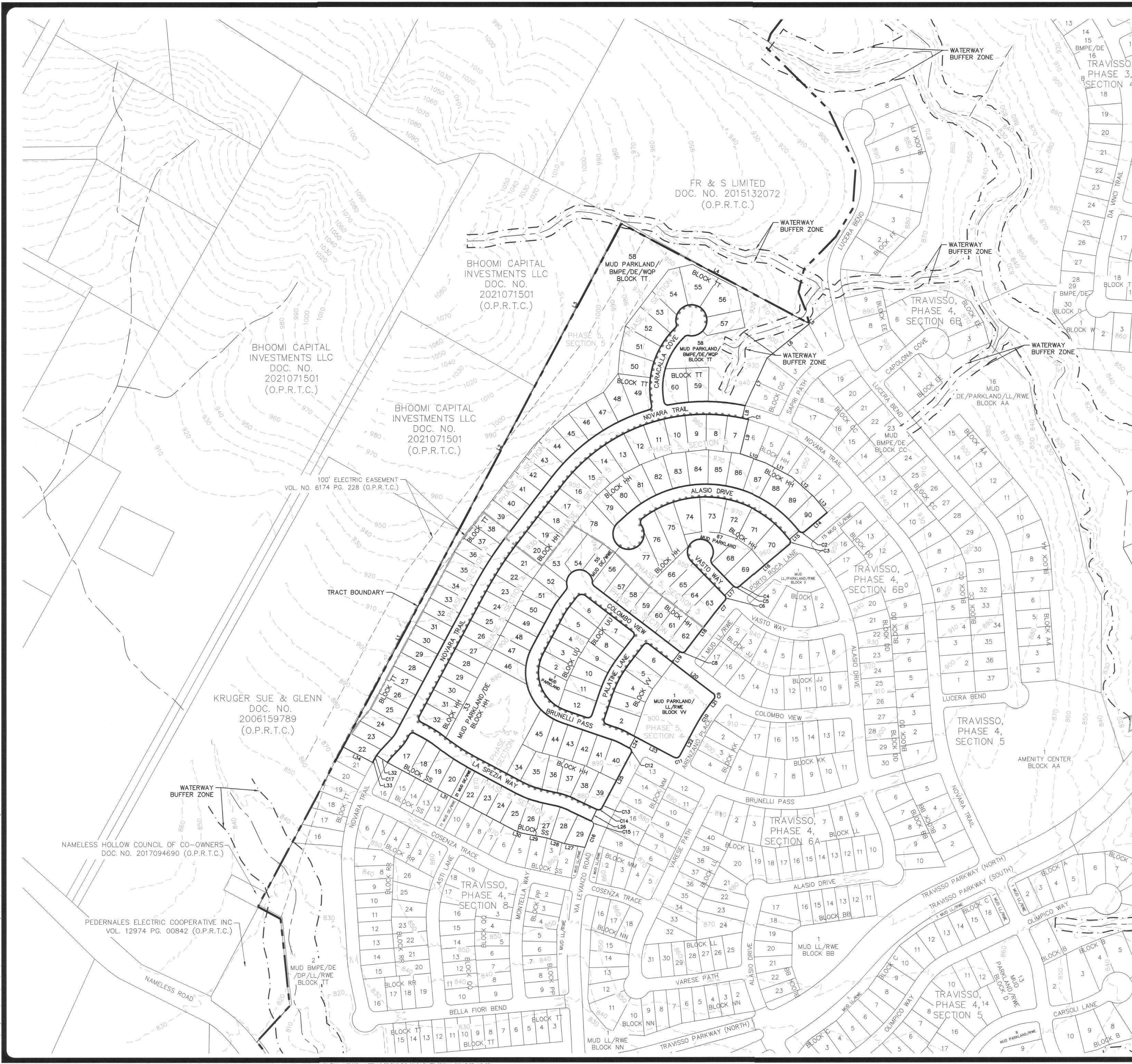
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10801 N. WINDYBUSH, BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.4711  
TYPE FIRM REGISTRATION #470 | TEP'S FIRM REGISTRATION #1028861

**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 MN  
SHEET 3 OF 22



Date: Nov 15, 2022, 8:12am User ID: andrewdook  
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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  
WTRE = 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  |

NO. REVISION

DATE

**PAPE-DAWSON**  
**ENGINEERS**

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
10801 N. MO-PAC EXPY., BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.8711  
TBP# FIRM REGISTRATION #470 | TBP# FIRM REGISTRATION #10028601

TRAVISSO

PHASE 5, SECTIONS 4 & 5

OVERALL LAYOUT

CITY JOB No. 22-PP-0024

JOB No. 50892-18

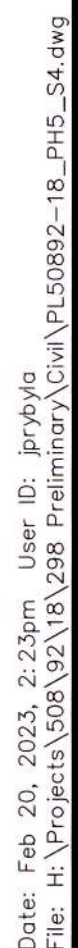
DATE NOVEMBER 2022

DESIGNER AD & BA

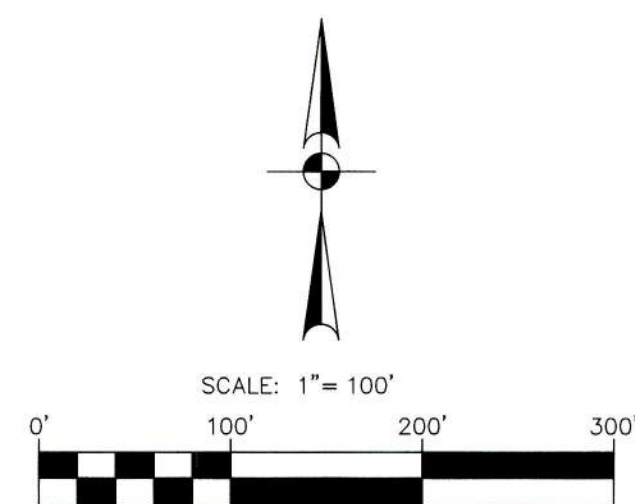
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SHEET 4 OF 22





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'  |  |
| C7          | 625.00  | S39°44'42"W   | 46.17'  |  |
| 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   | S16°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°43'48"W |
| L15        | 50.00'  | S49°55'04"W | L32        | 52.04'  | N56°36'59"W |
| L16        | 245.45' | S49°55'04"W | L33        | 121.11' | S28°06'12"W |
| L17        | 50.00'  | S45°34'55"W | L34        | 130.00' | N61°43'48"W |



**PAPE-DAWSON  
ENGINEERS**

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
0801 N MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711  
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 2022

DESIGNER AD &amp; BA

CHECKED AC DRAWN MN

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SHEET 5 OF 22





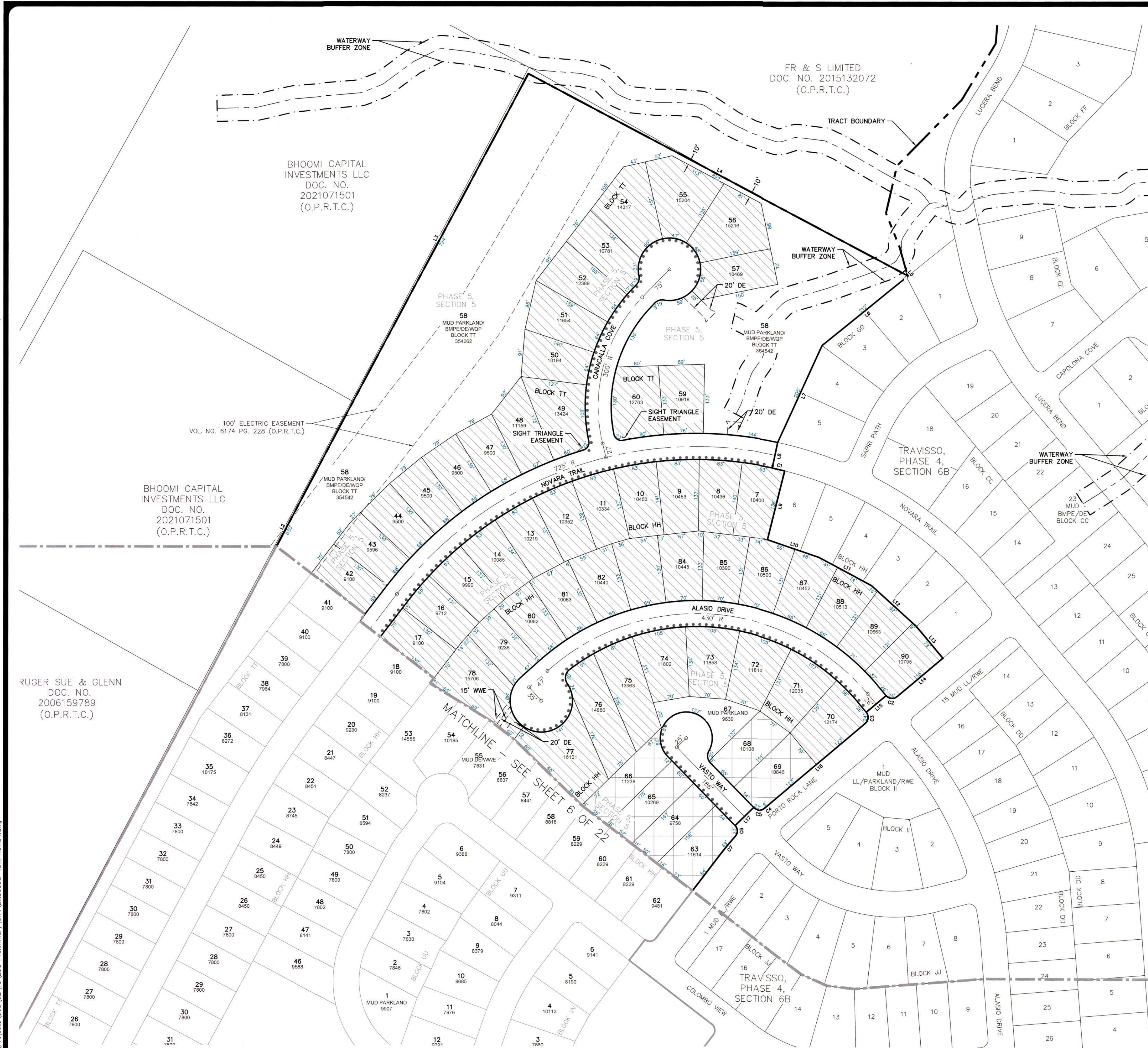
TRAVISSO,  
-PHASE 4, SECTION 8



22-PP-0024



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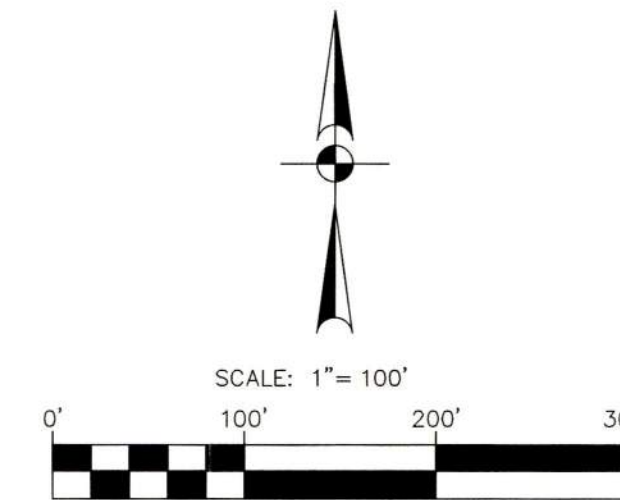


FR & S LIMITED  
DOC. NO. 2015132072  
(O.P.R.T.C.)

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

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

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



#### 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
- WTRE = WATER EASEMENT
- WWE = WASTEWATER EASEMENT

| NO. | REVISION | DATE |
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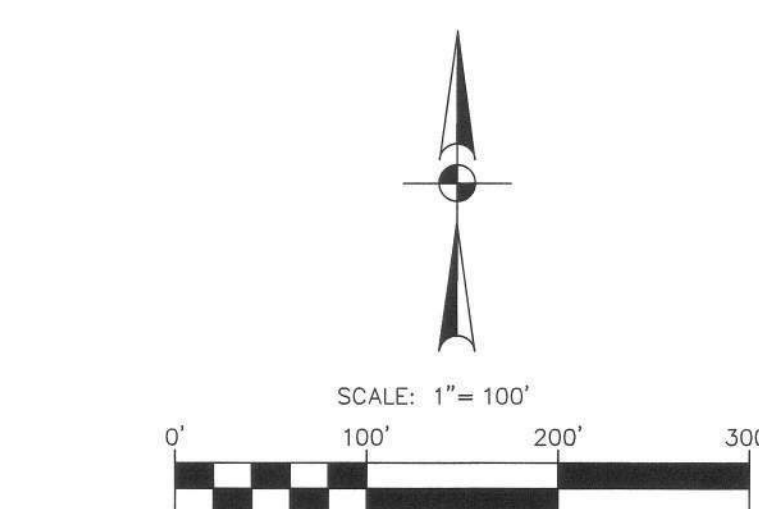


**PAPE-DAWSON  
ENGINEERS**  
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
10801 N. MO-PAC EXPY., BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.5711  
TYPE FIRM REGISTRATION #470 | TYPE FIRM REGISTRATION #1002801

**TRAVISSEO**  
PHASE 5, SECTIONS 4 & 5  
ZONING MAP 1 OF 2

CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
DATE NOVEMBER 2022  
DESIGNER AD & BA  
CHECKED AC DRAWN MN  
SHEET 7 OF 22





TRACT BOUNDARY

PLAT BOUNDARY

PROPOSED PHASING

WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK

FEMA 1% ANNUAL CHANCE FLOODPLAIN

XXXXX

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

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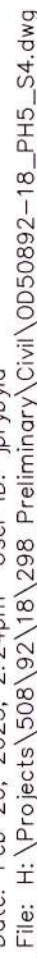
WWE = WASTEWATER EASEMENT



**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





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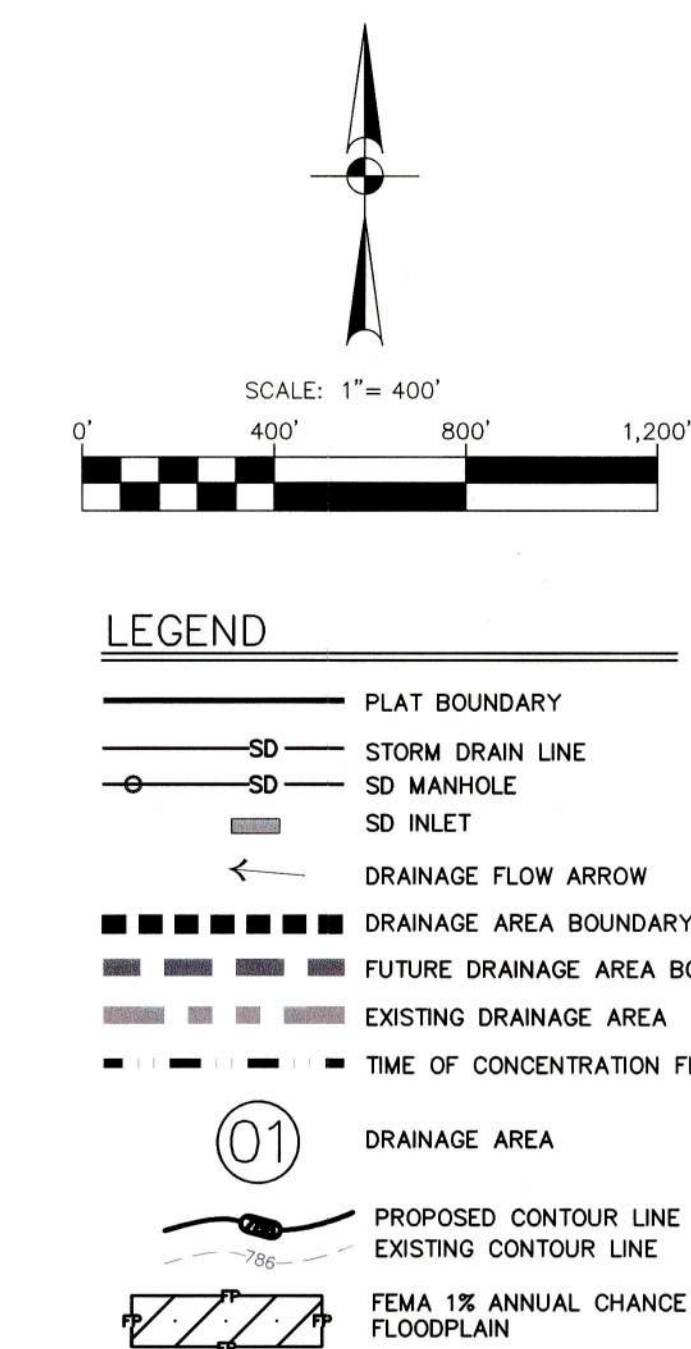
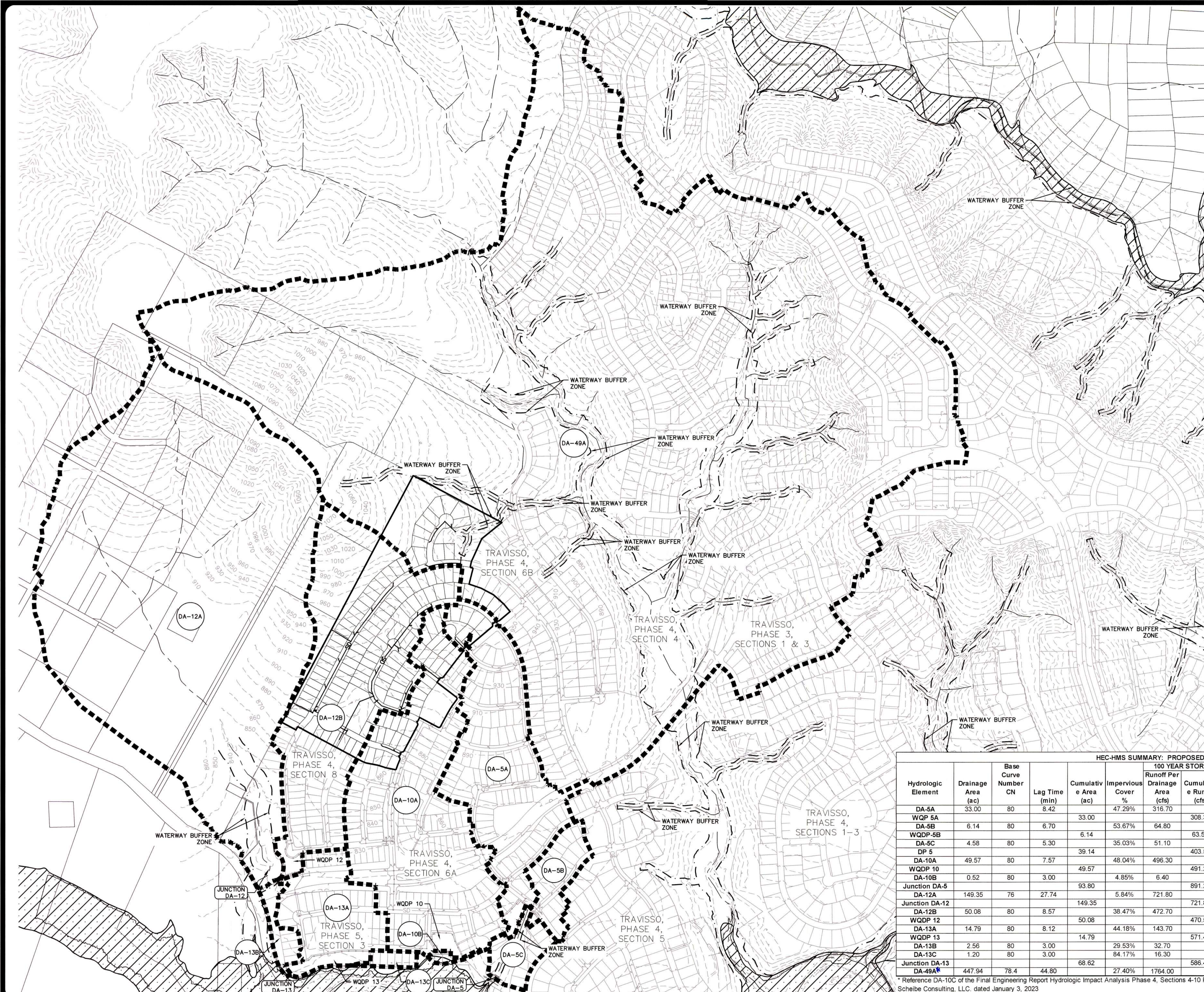


TRAVISSO  
PHASE 5, SECTIONS 4 & 5  
EXISTING DRAINAGE AREA MAP

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

CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
DATE NOVEMBER 2022  
DESIGNER AD & BA  
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SHEET 9 OF 22





**WATER QUALITY TREATMENT NOTES:**

1. WATER QUALITY TREATMENT FOR DRAINAGE AREA DA 49A IS PROVIDED BY NVRD 1 CONSTRUCTED WITH TRAVISSO, PHASE 4, SECTION 4 (17--PICP--039).
2. WATER QUALITY TREATMENT FOR DRAINAGE AREA DA 5A IS PROVIDED BY WQP 5 CONSTRUCTED WITH TRAVISSO, PHASE 4, SECTIONS 4 & 5 (20--PICP--044).
3. WATER QUALITY TREATMENT FOR DRAINAGE AREA DA 10A IS PROVIDED BY WQDP 10 CONSTRUCTED WITH TRAVISSO, PHASE 4, SECTION 6 (21--PICP--004).
4. WATER QUALITY TREATMENT FOR DRAINAGE AREA DA 12B SHALL BE PROVIDED BY WQP 12 TO BE CONSTRUCTED WITH TRAVISSO, PHASE 4, SECTIONS 7--8 & PHASE 5, SECTION 3 (22--PICP--003).

| HEC-HMS SUMMARY: PROPOSED CONDITONS |                    |                      |                |                        |                    |                                |                           |                                |                                  |                                |                                  |                                |                                  |
|-------------------------------------|--------------------|----------------------|----------------|------------------------|--------------------|--------------------------------|---------------------------|--------------------------------|----------------------------------|--------------------------------|----------------------------------|--------------------------------|----------------------------------|
| Hydrologic Element                  | Drainage Area (ac) | Base Curve Number CN | Lag Time (min) | Cumulative e Area (ac) | Impervious Cover % | 10 YEAR STORM                  |                           | 25 YEAR STORM                  |                                  | 10 YEAR STORM                  |                                  | 2 YEAR STORM                   |                                  |
|                                     |                    |                      |                |                        |                    | Runoff Per Drainage Area (cfs) | Cumulative e Runoff (cfs) | Runoff Per Drainage Area (cfs) | Routed Cumulative e Runoff (cfs) | Runoff Per Drainage Area (cfs) | Routed Cumulative e Runoff (cfs) | Runoff Per Drainage Area (cfs) | Routed Cumulative e 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                          |                           | 38.80                          |                                  | 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%             | 498.30                         |                           | 361.90                         |                                  | 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 Travisso Subdivision Leander, TX  
Scheibel Consulting, LLC. dated January 3, 2023

**PAPE-DAWSON  
ENGINEERS**

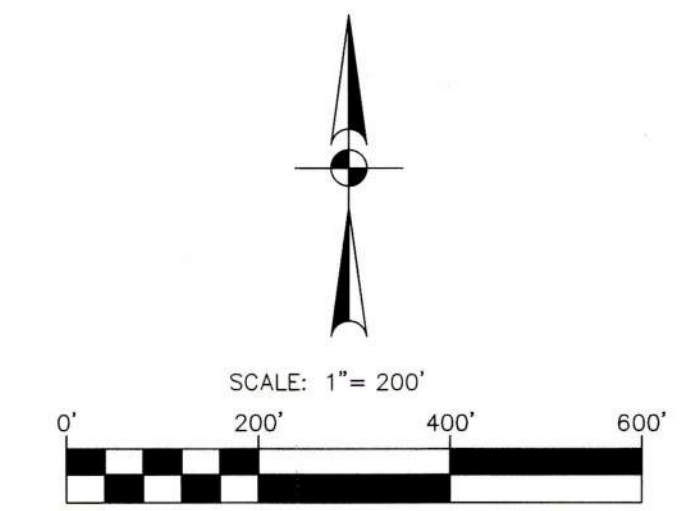
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
1801 N. MOPAC EXPY., BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.8711

**TRAVISSO**  
PHASE 5, SECTIONS 4 & 5  
DEVELOPED DRAINAGE AREA MAP

CITY JOB No. 22-PP-00  
JOB NO. 50892-18  
DATE NOVEMBER 202  
DESIGNER AD & BA  
CHECKED AC DRAWN   
SHEET 10 OF 2



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#### LEGEND

- TRACT BOUNDARY
- PLAT BOUNDARY
- PROPOSED PHASING
- WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
- FEMA 1% ANNUAL CHANCE FLOODPLAIN
- STORM DRAIN LINE & MH
- CURB INLET

- 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
- WRE = WATER EASEMENT
- WWE = WASTEWATER EASEMENT

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**PAPE-DAWSON  
ENGINEERS**

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
10801 N. MOPAC EXPY, BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.8711  
TYPE FIRM REGISTRATION #4793 | TEXAS FIRM REGISTRATION #1028861

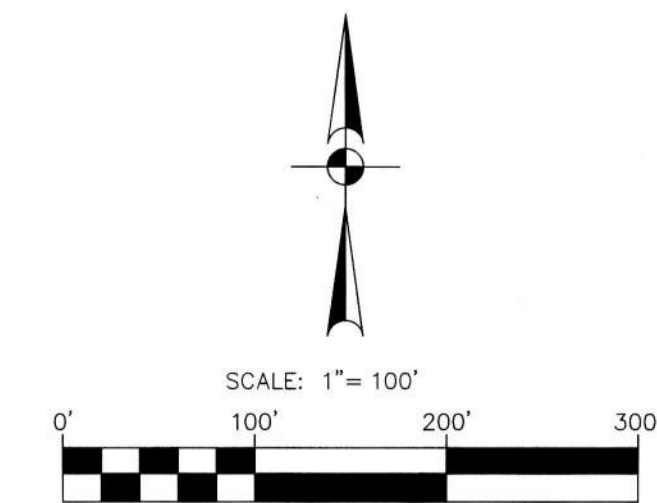
## TRAVISSO PHASE 5, SECTIONS 4 & 5 OVERALL STORM DRAIN LAYOUT

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| CITY JOB No. | 22-PP-0024    |
| JOB NO.      | 50892-18      |
| DATE         | NOVEMBER 2022 |
| DESIGNER     | AD & BA       |
| CHECKED      | AC, DRAWN MN  |
| SHEET        | 11 OF 22      |



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#### LEGEND

- TRACT BOUNDARY
- PLAT BOUNDARY
- PROPOSED PHASING
- WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
- FEMA 1% ANNUAL CHANCE FLOODPLAIN
- STORM DRAIN LINE & MH
- CURB INLET

- BMPE = BEST MANAGEMENT PRACTICE EASEMENT
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| NO. | REVISION | DATE |
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**PAPE-DAWSON ENGINEERS**  
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
18801 N. MOORE AVE., SUITE 200 | AUSTIN, TX 78759 | 512.454.8711  
TYPE FIRM REGISTRATION 4470 | TYPE FIRM REGISTRATION 11028801

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

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







Date: Apr 03, 2023, 4:03pm User: lb\_andrewdick  
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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.)

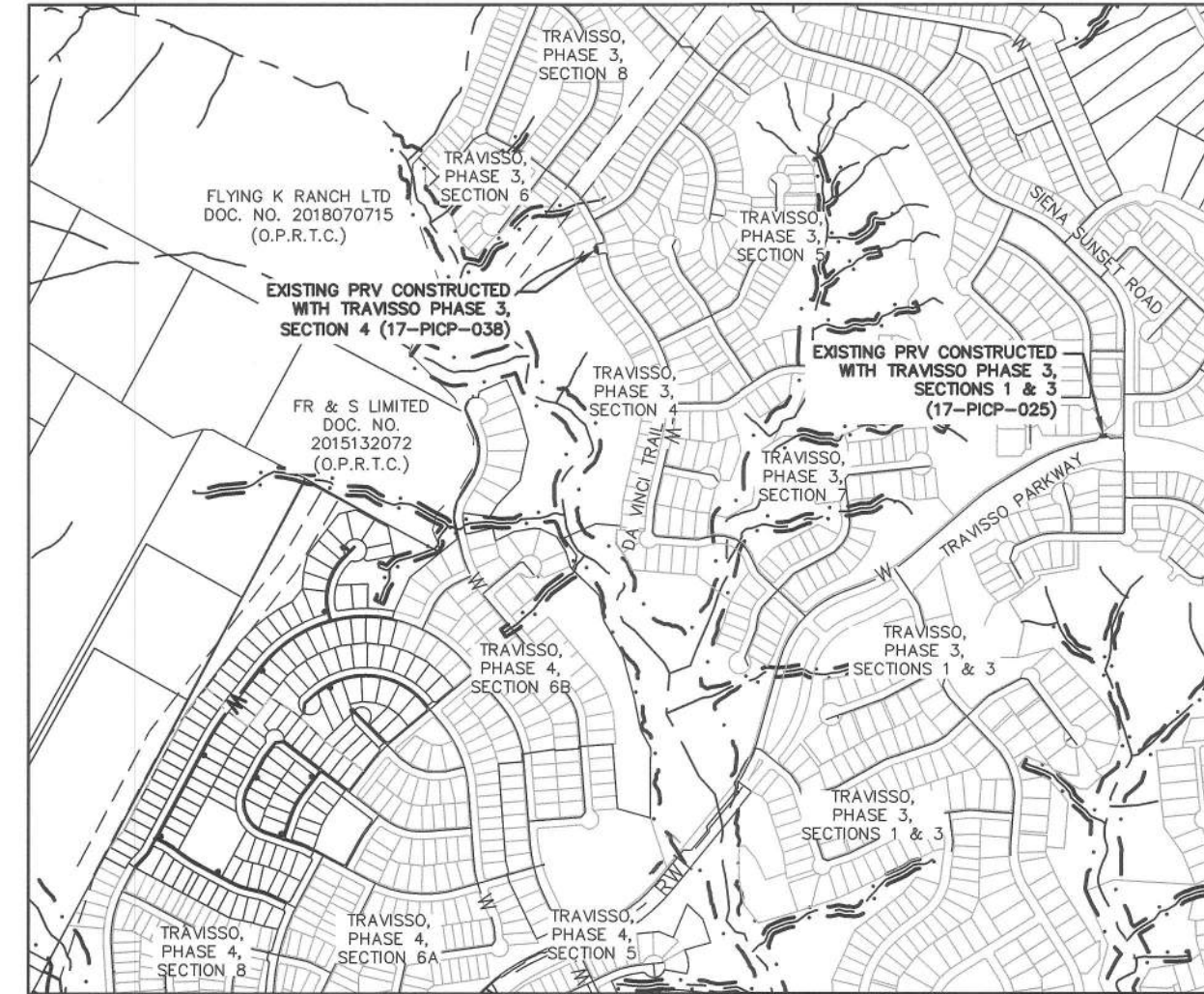
KRUGER SUE & GLENN  
DOC. NO. 2006159789  
(O.P.R.T.C.)

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

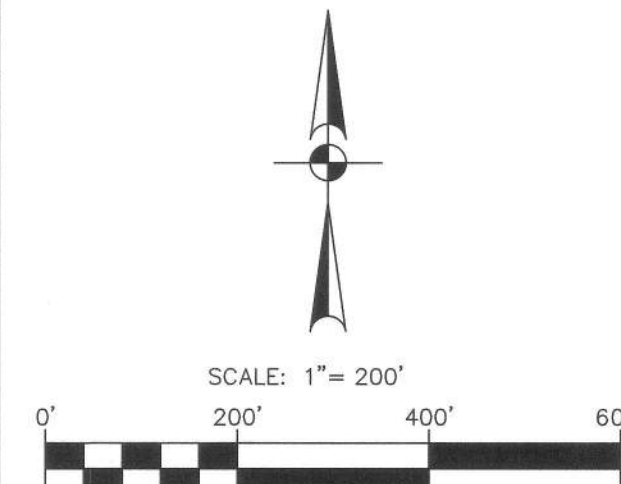
BHOOMI CAPITAL INVESTMENTS LLC  
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(O.P.R.T.C.)

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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
- RECLAIMED WATER LINE
- GATE VALVE
- FIRE HYDRANT

- BMPE = BEST MANAGEMENT PRACTICE EASEMENT
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- RWE = RECLAIMED WATER EASEMENT
- WQP = WATER QUALITY POND
- WTR = WATER EASEMENT
- WWE = WASTEWATER EASEMENT

- NOTE:
- EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS ON ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK
  - HIGHEST PRESSURE BASED ON PRESSURE PLANE 1147:120 PSI (LOTS 18-20 & 29, BLOCK SS)
  - LOWEST PRESSURE BASED ON PRESSURE PLANE 1147:74 PSI (LOT 48, BLOCK TT)
  - 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                                                    |

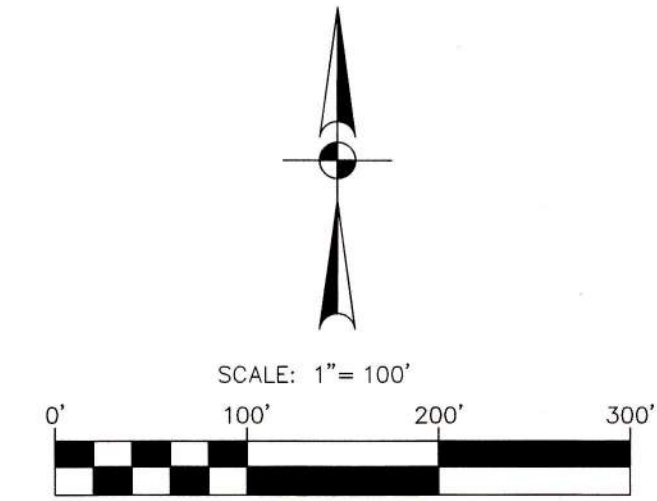
TRAVISSO  
PHASE 5, SECTIONS 4 & 5  
OVERALL WATER LAYOUT

CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
DATE NOVEMBER 2022  
DESIGNER AD & BA  
CHECKED AC DRAWN MN  
SHEET 14 OF 22



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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:
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  - 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     |  |
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| REVISION |  |



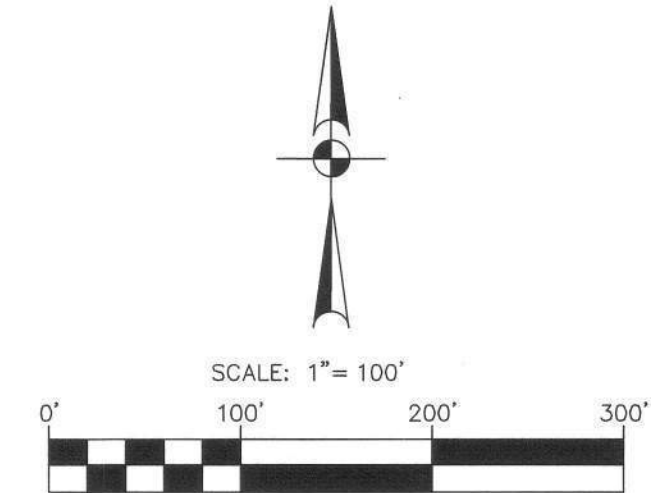
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10801 N. WINDPACK EXPY. BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.454.8711  
TXPE FIRM REGISTRATION #470 | TPELS FIRM REGISTRATION #1028801

**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       |
| CHECKED      | AC            |
| DRAWN        | MN            |
| SHEET        | 15 OF 22      |



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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  
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

- 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     |  |
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| NO.      |  |
| REVISION |  |



**PAPE-DAWSON ENGINEERS**  
CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
DATE NOVEMBER 2022  
DESIGNER AD & BA  
CHECKED AC, DRAWN MN  
SHEET 16 OF 22

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



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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.)

BHOOMI CAPITAL INVESTMENTS LLC  
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.)

TRAVISSO,  
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SECTION 4

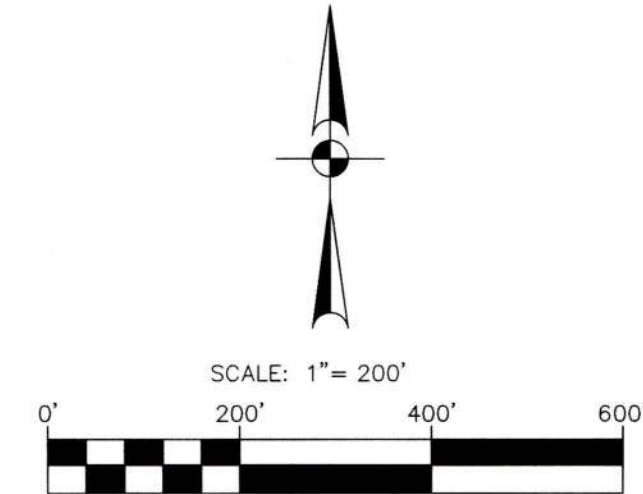
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SECTION 5

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PHASE 4,  
SECTION 6A

TRAVISSO,  
PHASE 4,  
SECTION 5



LEGEND

- TRACT BOUNDARY
- PLAT BOUNDARY
- PROPOSED PHASING
- WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
- FEMA 1% ANNUAL CHANCE FLOODPLAIN
- WASTEWATER LINE & MH
- FORCE MAIN LINE

BMPE = BEST MANAGEMENT PRACTICE EASEMENT  
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RWE = RECLAIMED WATER EASEMENT  
WOP = WATER QUALITY POND  
WTRE = WATER EASEMENT  
WWE = WASTEWATER EASEMENT

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

CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
DATE NOVEMBER 2022  
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SHEET 17 OF 22



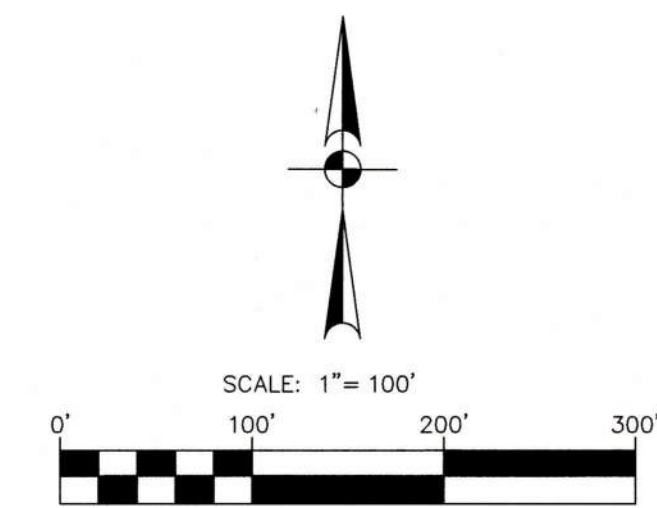
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**ENGINEERS**

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS  
MICHAEL S. FISHER  
10801 N. MO-PAC EXPY. BLDG. 3, STE. 200 | AUSTIN, TX 78759 | 512.654.9711  
TXPE FIRM REGISTRATION #470 | TEPBS FIRM REGISTRATION #1028801



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- LEGEND**
- TRACT BOUNDARY
  - PLAT BOUNDARY
  - PROPOSED PHASING
  - WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
  - FEMA 1% ANNUAL CHANCE FLOODPLAIN
  - WASTEWATER LINE & MH
  - FORCE MAIN LINE
- BMPE = BEST MANAGEMENT PRACTICE EASEMENT  
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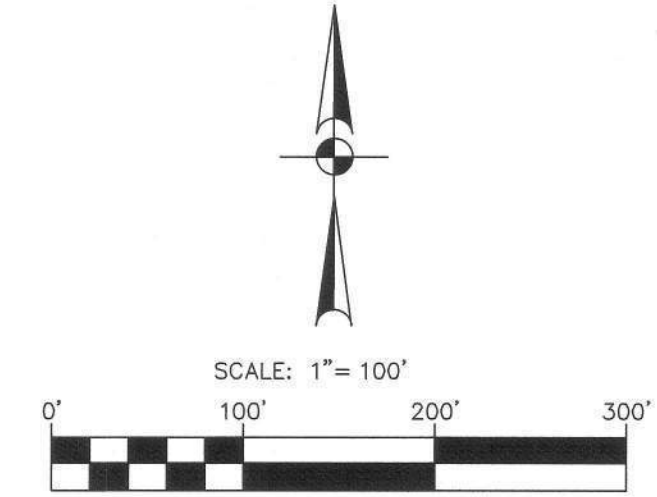
**TRAVISSO**  
PHASE 5, SECTIONS 4 & 5  
WASTEWATER LAYOUT 1 OF 2

CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
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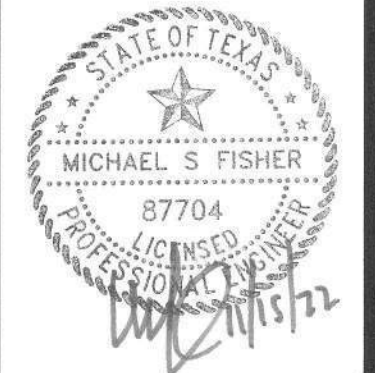


#### LEGEND

- TRACT BOUNDARY
- PLAT BOUNDARY
- PROPOSED PHASING
- WATERWAY BUFFER ZONE // RIPARIAN CORRIDOR SETBACK
- FP FEMA 1% ANNUAL CHANCE FLOODPLAIN
- WW WASTEWATER LINE & MH
- FM FORCE MAIN LINE

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- WTRE = WATER EASEMENT
- WWE = WASTEWATER EASEMENT

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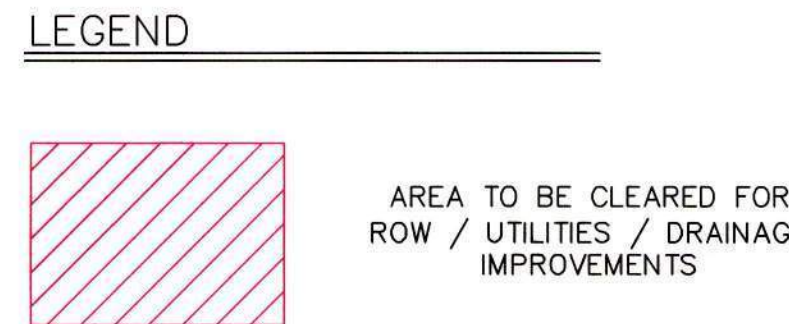
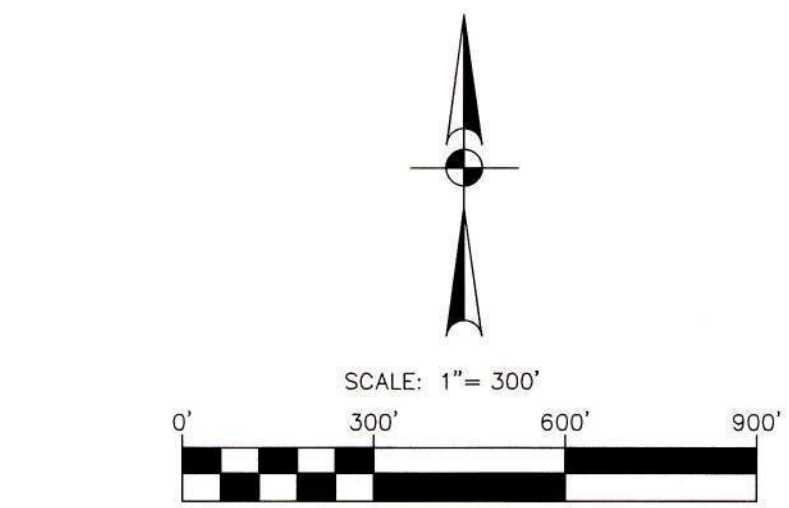
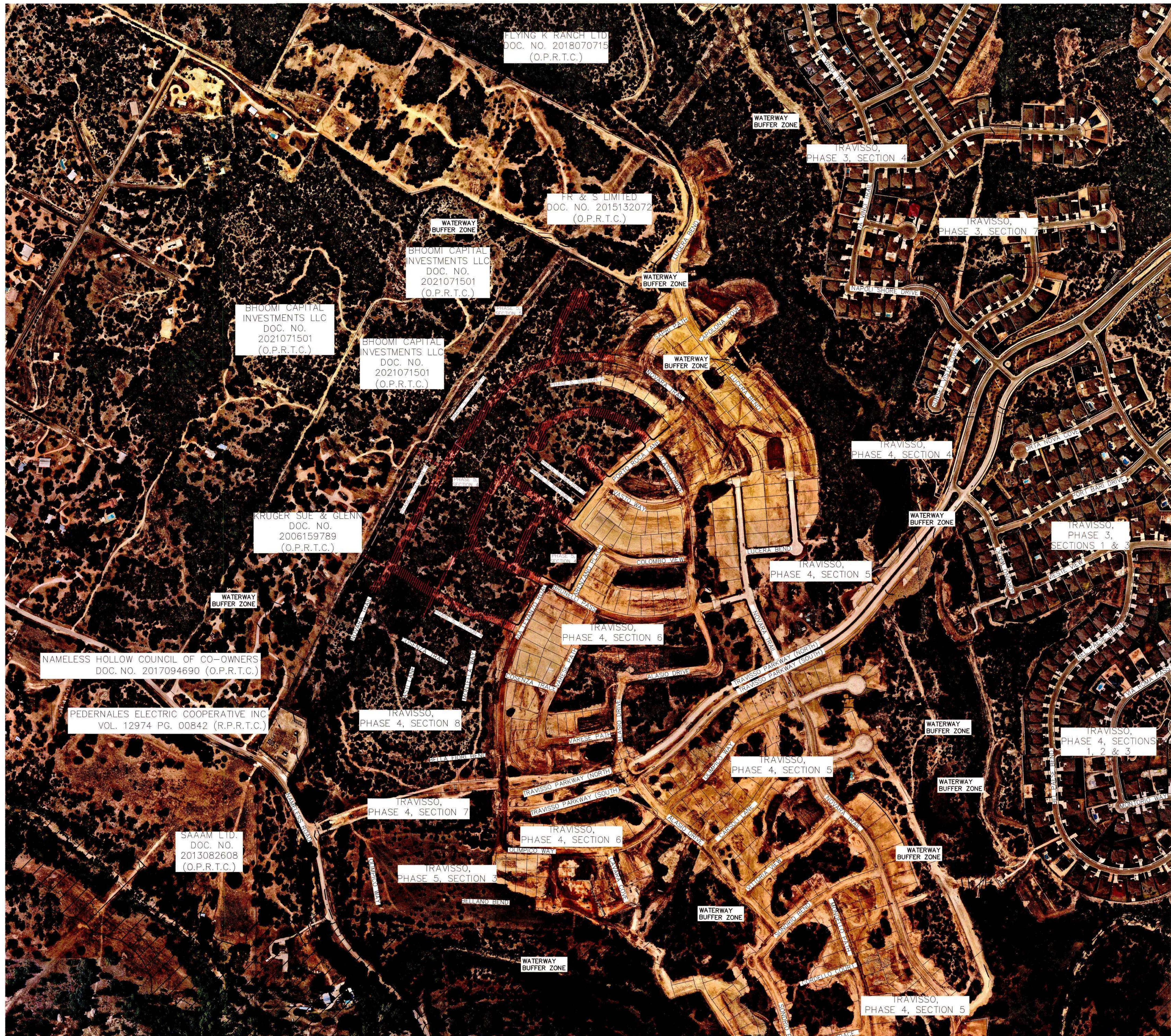
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**TRAVISSO**  
PHASE 5, SECTIONS 4 & 5  
WASTEWATER LAYOUT 2 OF 2

CITY JOB No. 22-PP-0024  
JOB NO. 50892-18  
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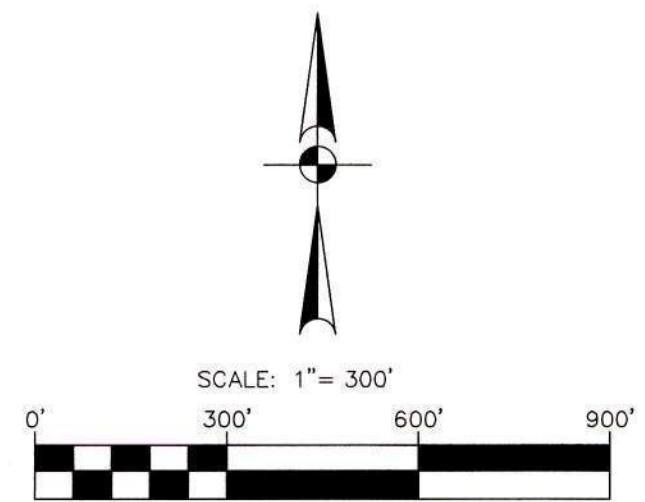
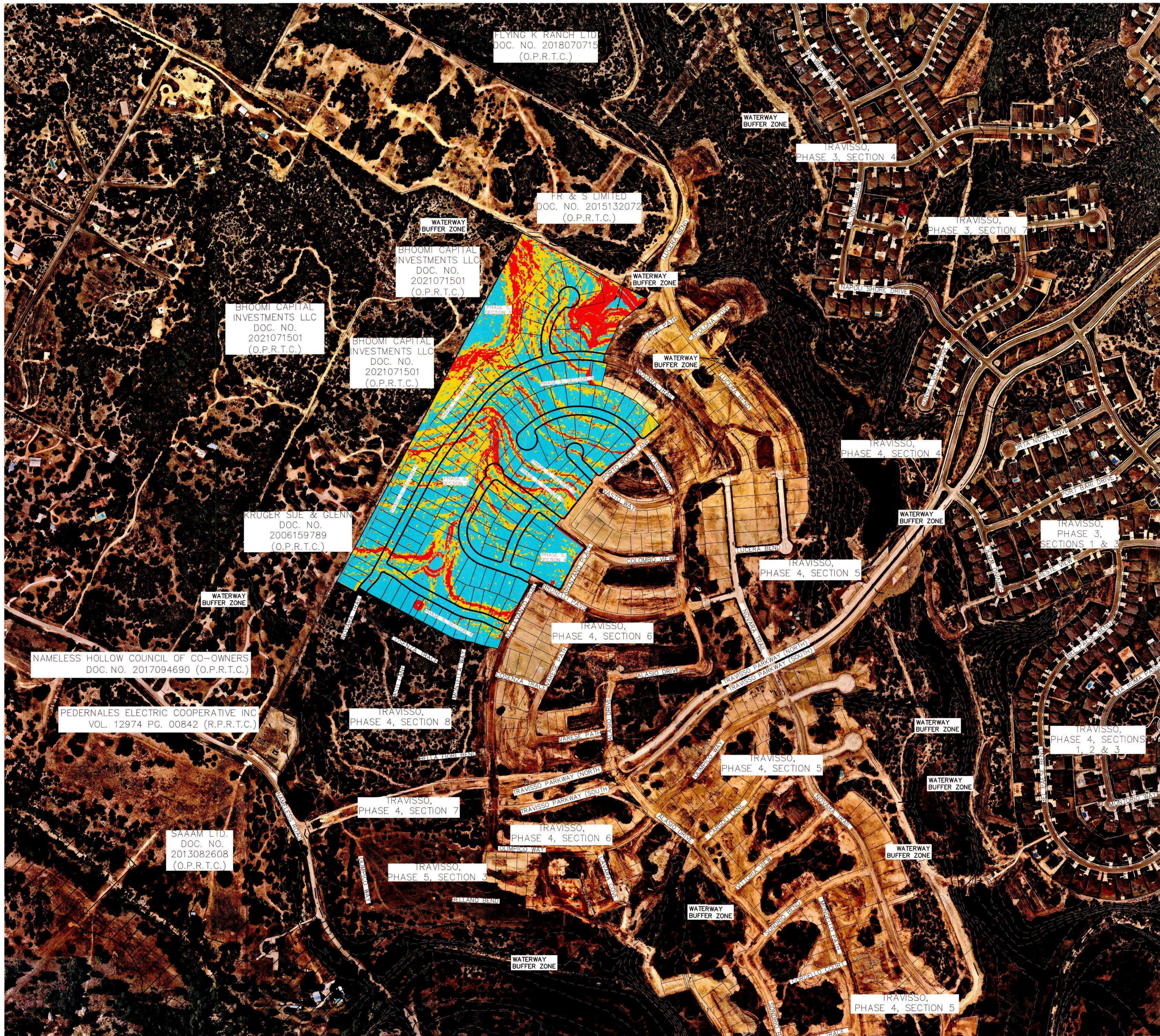


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**TRAVISSE**  
PHASE 5, SECTIONS 4 & 5  
TREE LOCATION FOR ROW-UTILITY-DRAINAGE IMPROVEMENTS

|              |               |
|--------------|---------------|
| CITY JOB No. | 22-PP-0024    |
| JOB NO.      | 50892-18      |
| DATE         | NOVEMBER 2022 |
| DESIGNER     | AD & BA       |
| CHECKED      | AC DRAWN MN   |
| SHEET        | 20 OF 22      |





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    |

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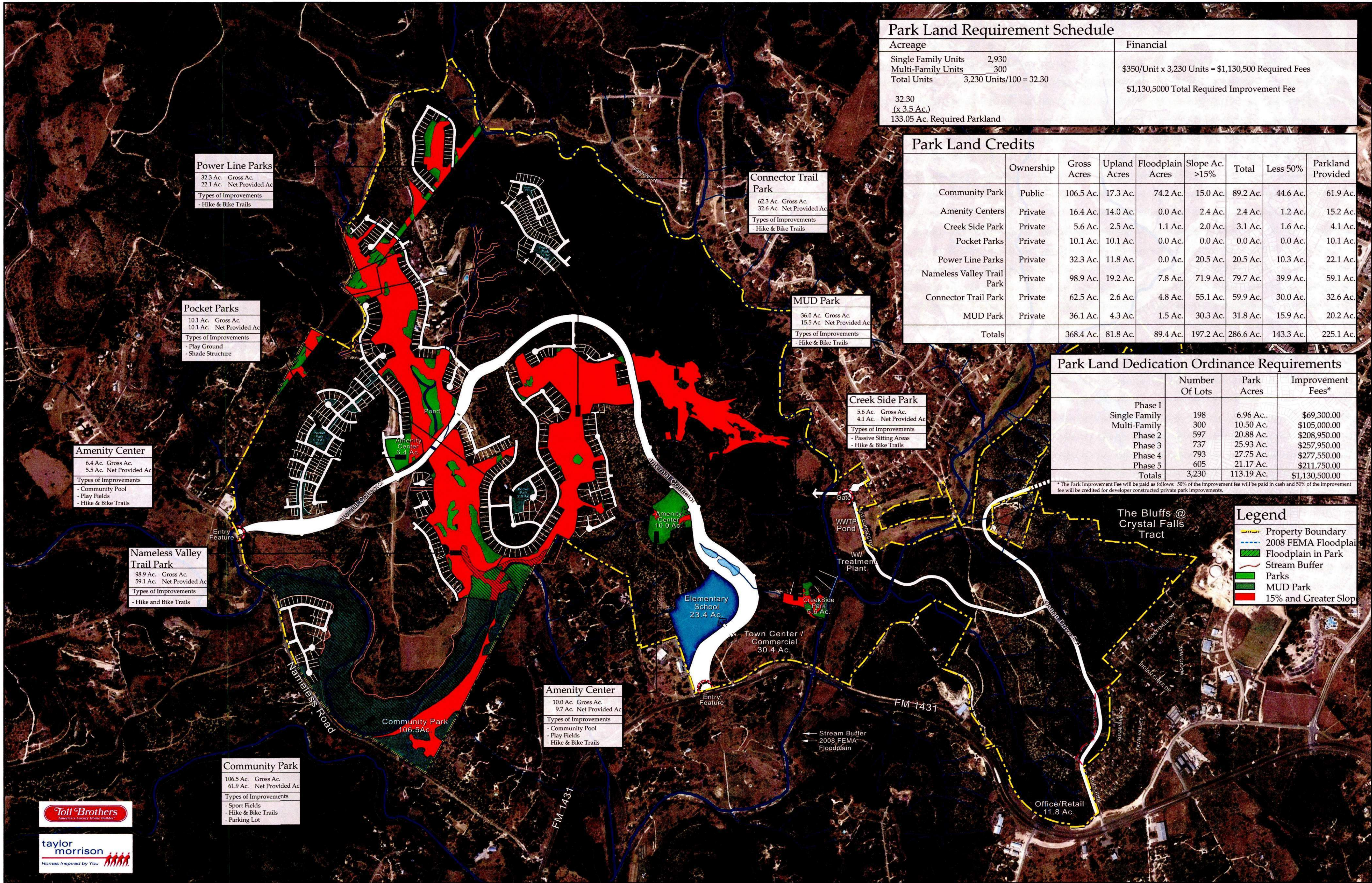
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ENGINEERS**

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**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) 480-3017  
www.travisso.com



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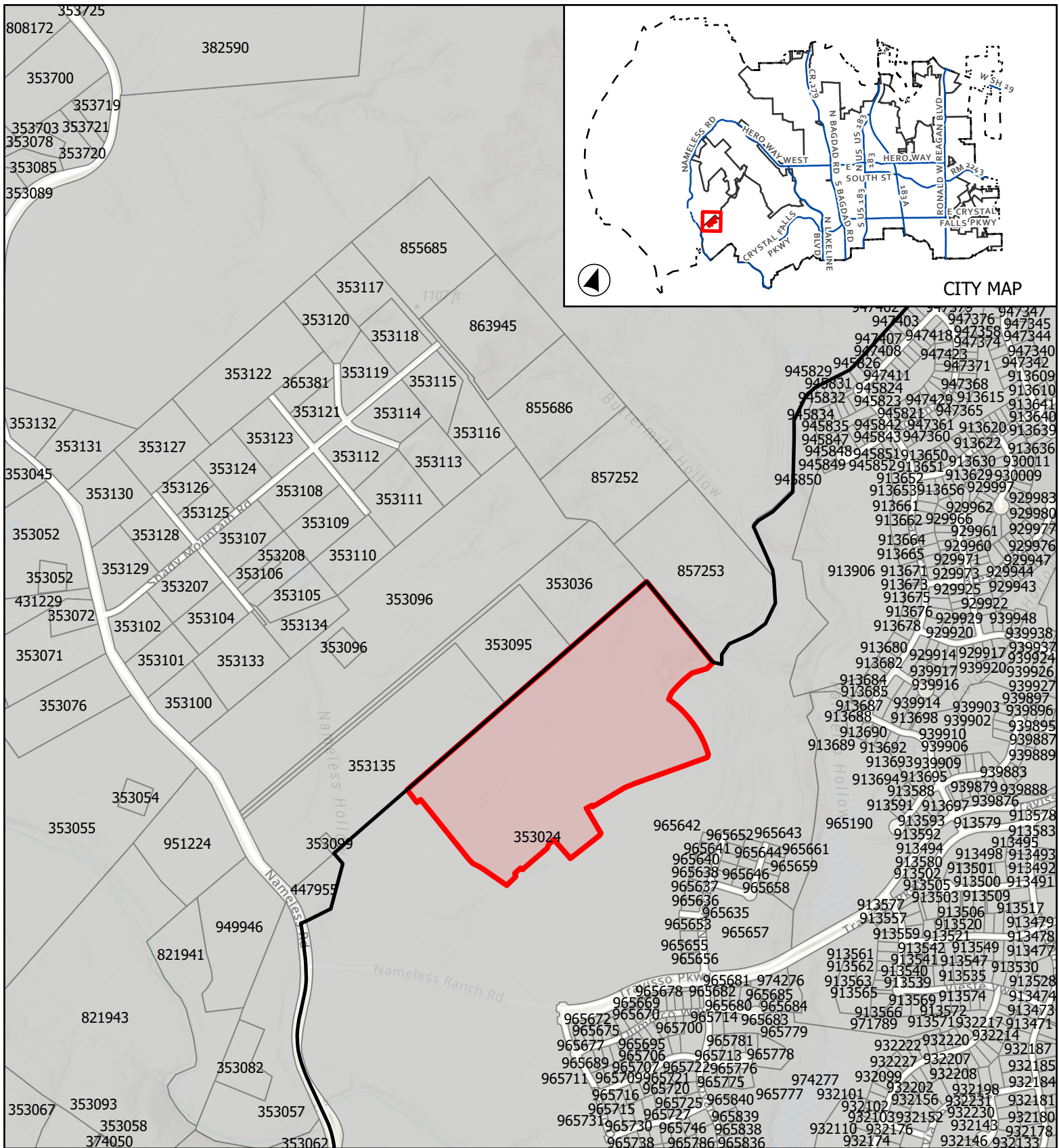
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**PAPE-DAWSON ENGINEERS**  
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TEPE FIRM REGISTRATION #470 | TEPE FIRM REGISTRATION #1028801

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  
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SHEET 22 OF 22





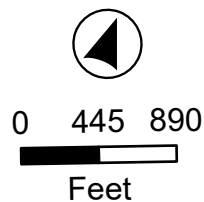
CASE: PP-22-0024

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**  
**06/22/2023**

---

**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.

**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.

**PRESENTER:**

Michael Chenausky AICP, Senior Planner

---

**Attachments**

1. Preliminary Plat
2. Location Exhibit



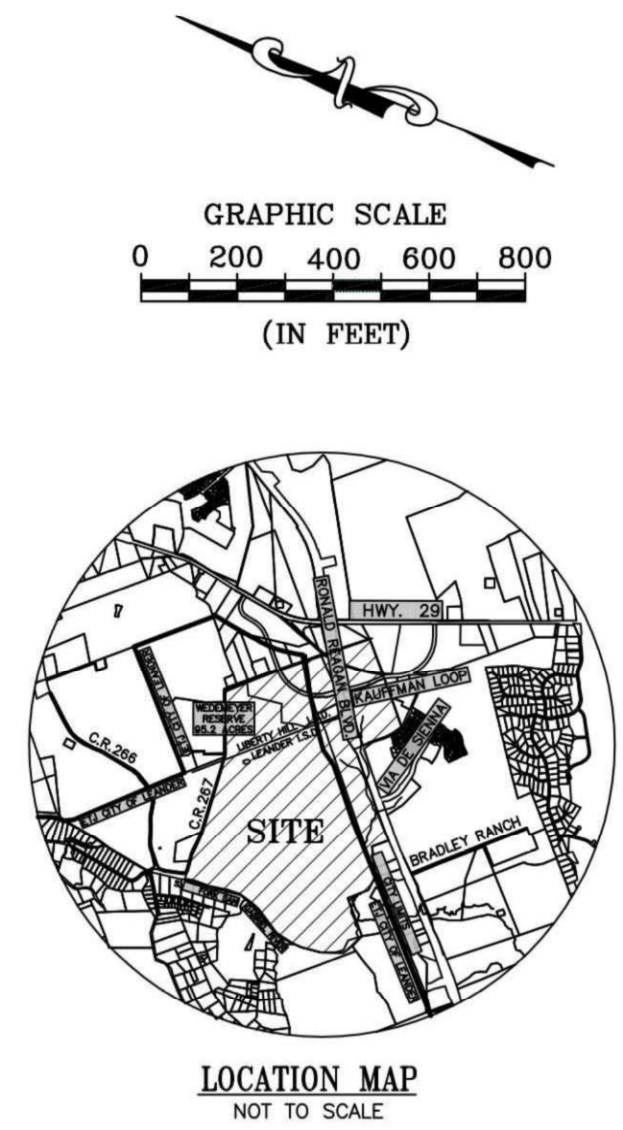




BAR W RANCH WEST - REVISION # 3



- ADJACENT OWNERS
- 1 R02217 CAUGHFIELD RANCH LTD
- 2 R02222 A S EIGHT CENTER
- 3 R032242 KING, PHILLIP R & MARCELLA G
- 4 R032246 ALEXANDER, ALICE CATHERINE (LE)
- 5 R032244 BONNET ENTERPRISES LTD
- 6 R032248 STARKS, DONALD W & KATHRYN S
- 7 R0403509 ROMAN, NATHAN S & LISA A
- 8 R0403510 ROMAN, NATHAN S & LISA A
- 9 R032266 BRAZOS ELEC POWER CORP
- 10 R032262 PEREZ, ERNESTO, JR
- 11 R0418530 STARKS, DONALD W & KATHRYN S
- 12 R485000 STARKS, DONALD W & KATHRYN S
- 13 R485003 STARKS, DONALD W & KATHRYN S
- 14 R328209 SEC 29/RR LP
- 15 R328207 DIPPREY, VIRGINIA C & RONALD C
- 16 R021691 HAMMACK, MILDRED BLANCHE
- 17 R021681 GREER, GARY
- 18 R328461 HARELL, ODET D
- 19 R49767 SUTTON, ROGER
- 20 R49768 CANTU, MARC ANTHONY & ANALISA M
- 21 R49769 UNAVAILABLE
- 22 R49770 NEEL, HAROLD D & CAROL P
- 23 R49771 GARRISON, CHARLES E & LAURIE A
- 24 R49772 ANGLAND, AMADOR & HILARY A
- 25 R49773 HACHMANN, JOHN O & ADELE S
- 26 R49774 CARLSON, GREGORY A & PATSY E
- 27 R49775 RANIELLI, DAVID G & JULIE A
- 28 R49776 BECKER, KEITH & VICTORIA
- 29 R49782 RANCHO SIENNA KC LP & NASH
- 30 R407745 RANCHO SIENNA KC LP & NASH
- 31 R058528 RANCHO SIENNA KC LP & MICHAEL DASILVA
- 32 R473804 EQUITY SECURED CAPITAL LP
- 33 R500871, R500872 EQUITY SECURED CAPITAL LP
- 34 R510101 TESCH, ROBERT E C/O TESCH
- 35 R473803 TESCH, ROBERT E C/O TESCH
- 36 R497583 TESCH, ROBERT E C/O TESCH
- 37 R032188 LAMB HUE H JR
- 38 R032109 TOUNGATE L V SR
- 39 R037809 MARSHALL, FREDERICK RAY ET UX
- 40 R037811 CASADU, TERRY I & SHARON H
- 41 R037859 CUTHRE, BOBBY R & ANN
- 42 R037860, R323003 BURNHAM, CARL & RHONDA
- 43 R037862 SYLVESTER, PAM A
- 44 R037863 SEARAVES, REGGIE L III
- 45 R037864 MORRIS, STEPHANE RYDER & DANIEL
- 46 R032247 LAMOND, VICTOR E JR & CATHY JAYNE
- 47 R484168 IRONWOOD REAL ESTATE LLC



- 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
- 1. ON-SITE STORM WATER FACILITIES WILL BE PROVIDED AS NEEDED TO PREVENT ADVERSE IMPACT TO DOWNSTREAM PROPERTIES.
- 2. PRELIMINARY PLAT SHALL MEET THE CITY OF LEANDER SUBDIVISION ORDINANCE REGULATIONS REGARDING THE PARKLAND DEDICATION AND RECREATION IMPROVEMENT REQUIREMENTS.
- 3. 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.
- 4. VILLAGE CLUSTER SHALL BE DEFINED AS MIXED USE OR RESIDENTIAL UP TO 15 UNITS PER ACRE.
- 5. CONNECTING ROADWAY WILL BE A RESIDENTIAL COLLECTOR ROAD UNLESS APPROVED OTHERWISE BY THE CITY OF LEANDER.

| WEDEMEYER-BAR W RANCH PARKLAND DEDICATION ORDINANCE WORKSHEET |                   |                   |                   |                     |                        |                                                        |
|---------------------------------------------------------------|-------------------|-------------------|-------------------|---------------------|------------------------|--------------------------------------------------------|
| 15-Oct-15                                                     |                   |                   |                   |                     |                        |                                                        |
| 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 |
|                                                               |                   |                   | 2.79              | *                   |                        |                                                        |
|                                                               |                   |                   | 2.79              | *                   |                        |                                                        |
|                                                               |                   |                   | 35.29             | *                   |                        |                                                        |
|                                                               |                   |                   | 1.8               | *                   |                        |                                                        |
|                                                               |                   |                   | 1.95              | *                   |                        |                                                        |
|                                                               |                   |                   | 18.65             | *                   |                        |                                                        |
|                                                               |                   |                   | 4.34              | *                   |                        |                                                        |
| Cluster SF                                                    | 198               | 6.93              |                   |                     | \$ 79,200.00           |                                                        |
| Multi-Family                                                  | 301               | 10.535            |                   |                     | \$ 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 Ordinance.

\*\*\* 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 recreation improvements fees.

OWNER: BARKLEY WEDEMEYER  
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: 40491002250C 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, Brigance & Doering, Inc.  
FIRM ID #F3791  
Civil Engineering  
5501 William Cannon Drive  
Austin, TX 78749  
Phone No. (512) 280-5160  
Fax No. (512) 280-5165

CONCEPT PLAN

SHEET

DATE  
AUGUST 2017

DRAWN BY:  
JSL

DESIGNED BY:  
CRB

JOB NAME  
BAR W RANCH WEST - REVISION # 2

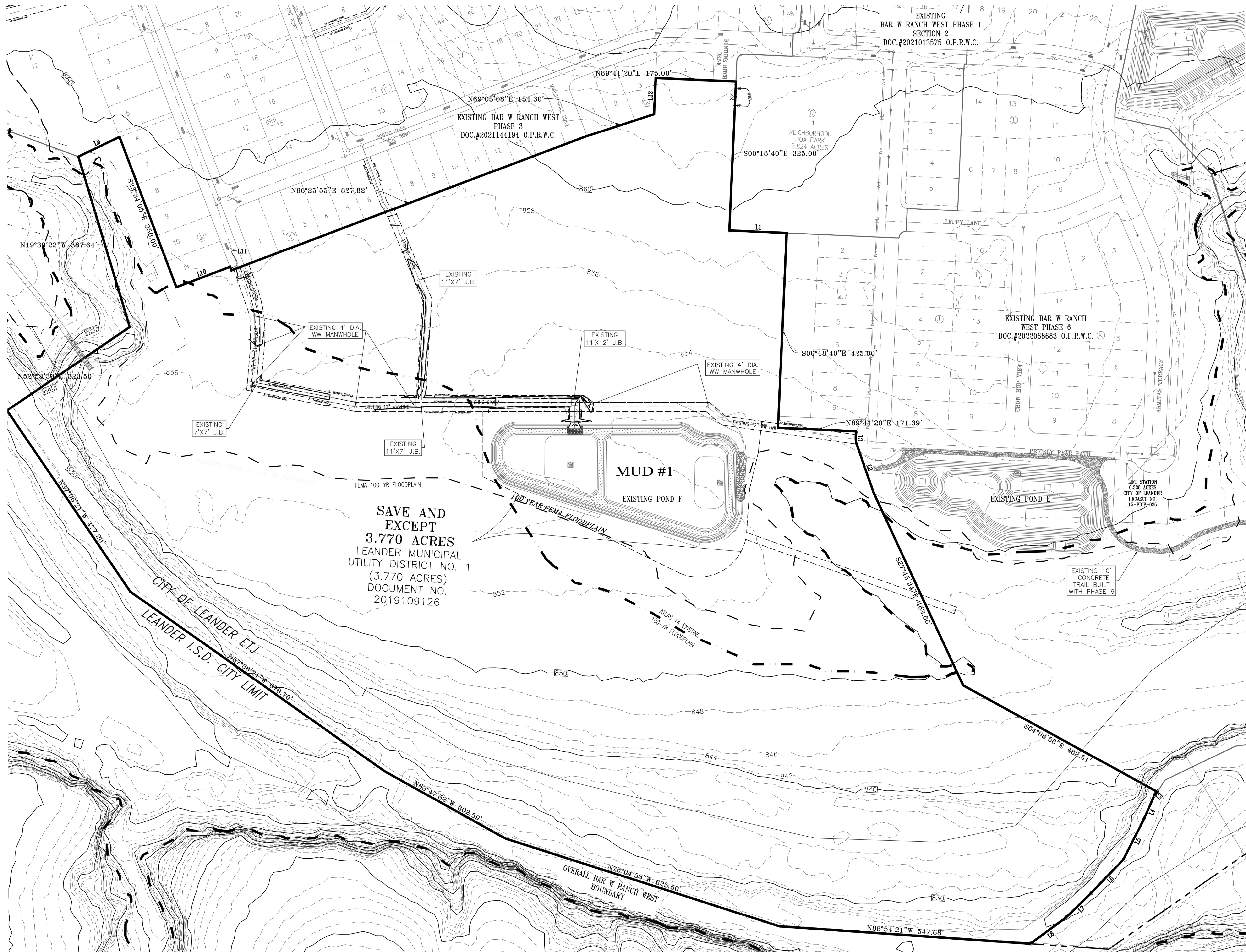
JOB NUMBER  
4750

PROJECT  
STREET, DRAINAGE, WATER & WASTEWATER IMPROVEMENTS

2 OF 13

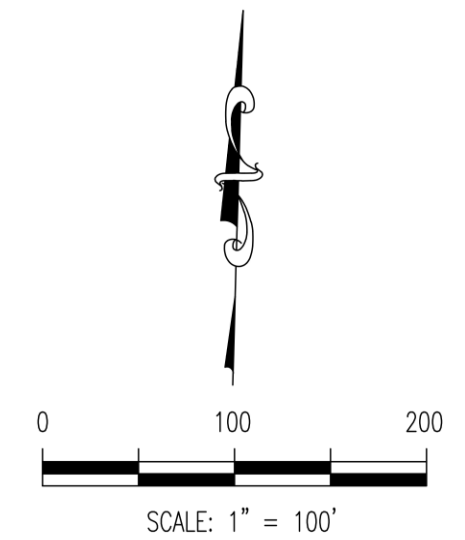


PRELIMINARY PLAT  
BAR W RANCH WEST- PHASE 9



**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 | N88°41'20"E | L16        | 45.41  | N53°18'02"E |
| L2         | 110.08 | S22°12'34"E | L17        | 42.26  | 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°30'43"W |
| L5         | 101.00 | S24°00'00"W | L20        | 51.78  | S83°16'34"W |
| L6         | 102.00 | S41°00'00"W | L21        | 50.31  | N87°59'42"E |
| 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°28'20"E | L24        | 43.81  | S02°15'40"E |
| L10        | 125.00 | N66°25'55"E | L25        | 63.87  | N87°09'15"E |
| L11        | 8.22   | S23°04'18"E | L26        | 50.56  | S07°28'38"E |
| L12        | 78.94  | N30°16'40"W | L27        | 15.14  | S07°28'38"E |
| L13        | 50.00  | S09°20'14"E | L28        | 89.46  | N14°38'33"W |
| L14        | 50.10  | S01°30'34"E | L29        | 43.65  | N23°24'05"W |
| L15        | 58.01  | N75°31'56"E | L30        | 43.65  | S23°34'05"E |
|            |        |             | C1         | 30.72  | S04°23'06"E |

[illegible]

**CBD**

**Campson, Dugan & Doering, Inc.**

Civil Engineering ♦ Surveying

FIRM ID #13791

|                              |                           |
|------------------------------|---------------------------|
| Main Office                  | North Office              |
| 5501 West William Cannon Dr. | 12129 RR 620 N., Ste. 600 |
| Austin, Texas 78750          | Austin, Texas 78750       |
| Phone No. (512) 280-5160     | Phone No. (512) 280-5165  |

JOB NAME: **EXISTING CONDITIONS**  
**BAR W RANCH WEST PHASE 9**  
PROJECT: **PRELIMINARY PLAN**

4-21-23



LEE A. WHITED  
102471  
LICENSED PROFESSIONAL ENGINEER

CARLSON, BRIGANCE & DOERING, INC.  
ID# F3791

|             |          |
|-------------|----------|
| DATE        | DEC 2022 |
| BOOK NUMBER | 5475     |
| SHEET       | 3 OF 13  |
| SHEET NO.   |          |



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%

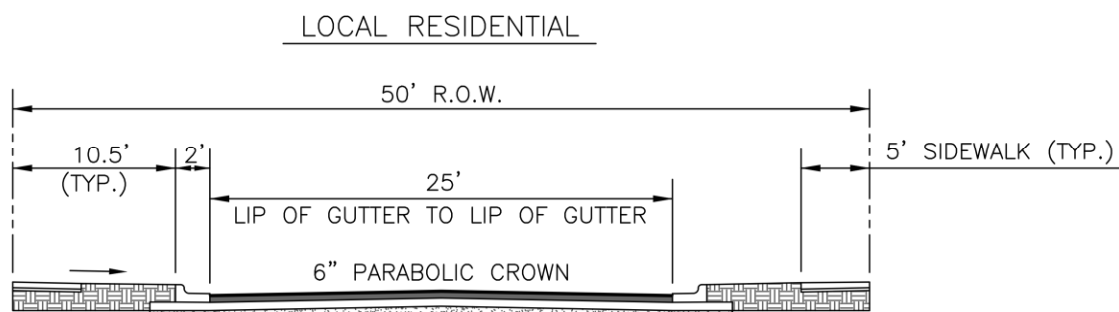
PHASE 7 138 LOTS  
45' LOTS: 92 LOTS 66.67%  
50' LOT: 29 LOTS 21.01%  
60' LOT: 17 LOTS 12.32%

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

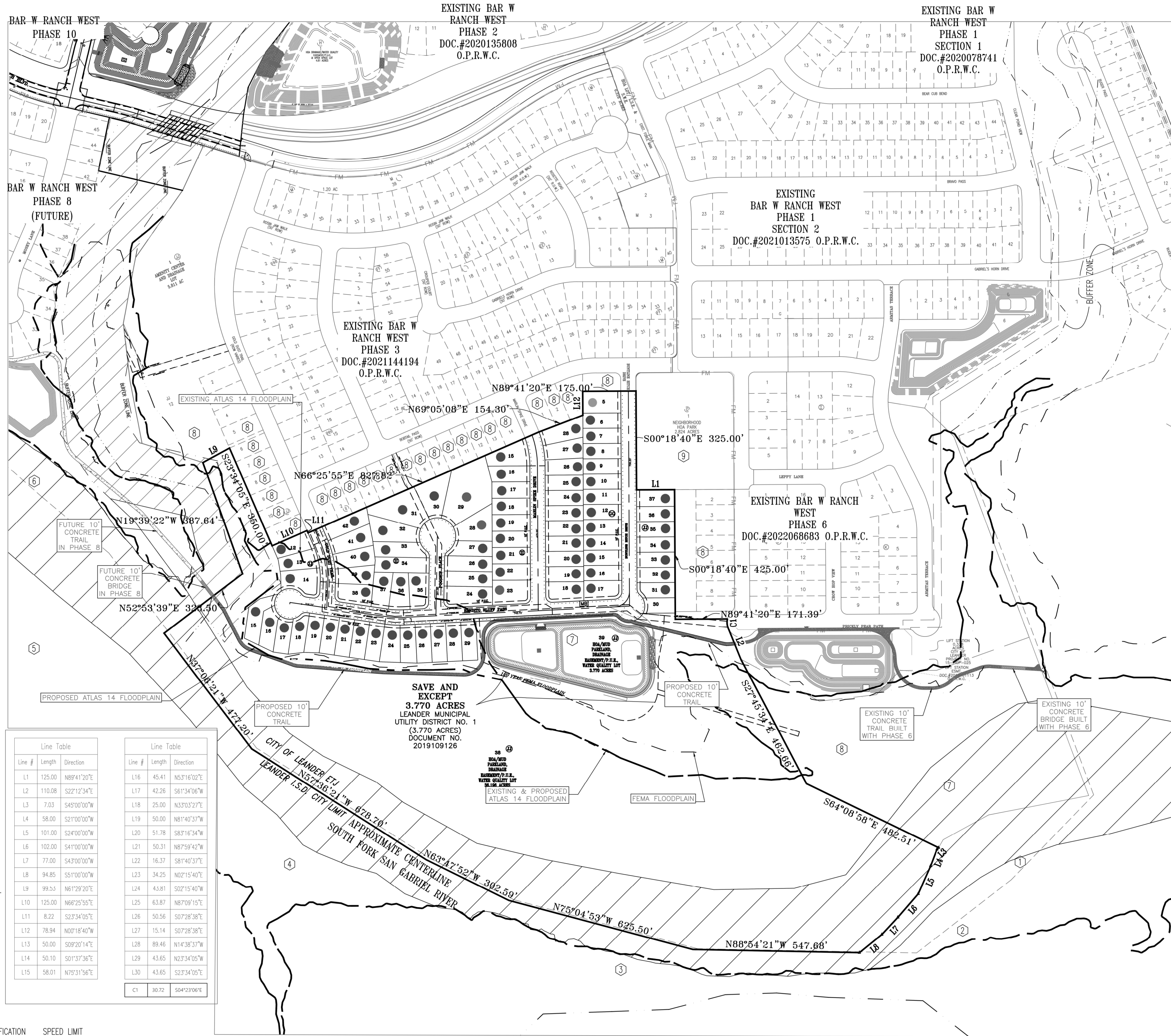
41' LOT: 124 LOTS 8.52%  
45' LOT: 277 LOTS 19.02%  
50' LOT: 838 LOTS 57.55%  
60' LOT: 207 LOTS 14.22%  
70' LOT: 10 LOTS 0.69%



| 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      |                     |             |

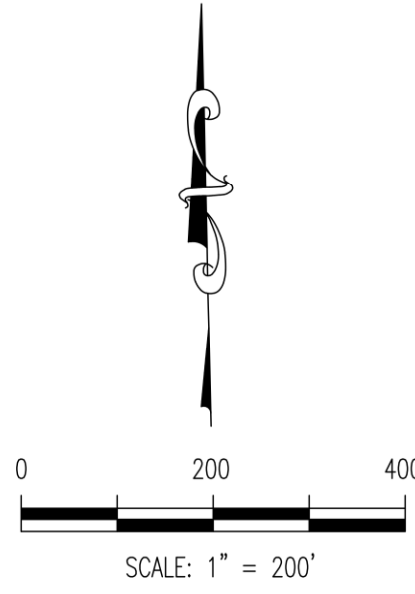
ALL STREETS ARE PUBLIC TO BE MAINTAINED BY WILLIAMSON COUNTY.  
ALL STREETS ARE LOCAL STREETS EXCEPT AS DENOTED BY \*  
ALL PROPOSED ROADS CONNECTING TO EXISTING ROADS ARE THE SAME WIDTH OF RIGHT OF WAY AND PAVEMENT.

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°16'02"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°02'27"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°09'15"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        | 89.48  | 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)          |
| 17     | EASEMENT LINE                       |
| 17     | SIDEWALK LOCATION                   |
| 17     | 10' P.U.E.                          |
| 17     | FEMA FLOODPLAIN                     |
| 17     | EXISTING PHASE BOUNDARY             |
| 17     | PHASE 9 BOUNDARY                    |
| 17     | BUFFER ZONE LINE                    |
| 17     | PROPOSED ATLAS 14 100 YR FLOODPLAIN |
| 17     | EXISTING ATLAS 14 100 YR FLOODPLAIN |
| 17     | FLOODWAY                            |



ACREAGE:  
PHASE 9: 52.936 ACRES

LOT TYPES:  
RESIDENTIAL LOTS: 78

TOTAL LOTS: 78 LOTS

NOTES:

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

ADJACENT OWNERS

- LAMB HUIE & DORIS S CO - TRS OF LIVING TRUST  
2600 COUNTY ROAD 274,  
LEANDER, TX 78641  
R032198
- PALMERA BLUFF DEVELOPMENT INC  
1445 CR 270,  
LEANDER, TX 78641  
R032109
- PALMERA BLUFF DEVELOPMENT INC  
1445 CR 270,  
LEANDER, TX 78641  
R542730
- HIGHTEN LEANDER 76 LLC  
300 CHRISTOPHER LN,  
LEANDER, TX 78641  
R07809
- CASSADY, TERRY I & SHARON H  
1541 ORCHARD DR,  
LEANDER, TX 78641  
R037811
- WEDEMEYER, HOWARD BERKLEY  
COUNTY ROAD 267,  
LEANDER, TX 78641  
R544597
- LEANDER MUD #1  
COUNTY ROAD 267, LEANDER, TEXAS 78641  
R590760  
R590400
- CONTINENTAL HOMES OF TEXAS LP  
GOLD DUST TRAIL, 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
- CONTINENTAL HOMES OF TEXAS LP DBA DR HORTON  
BOBTAIL PASS, LEANDER, TX 78641  
R607927

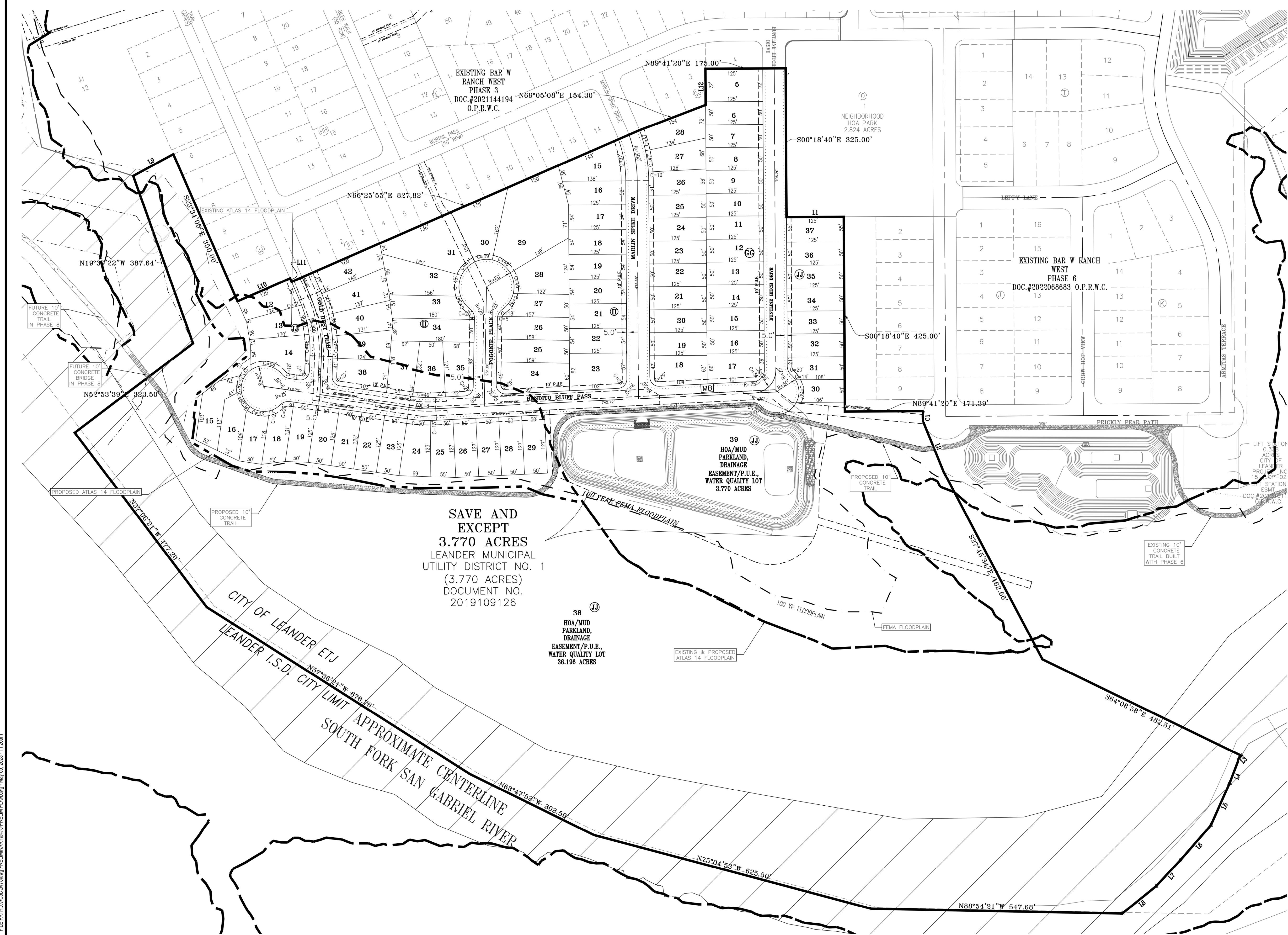
FLOOD PLAIN NOTE:

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

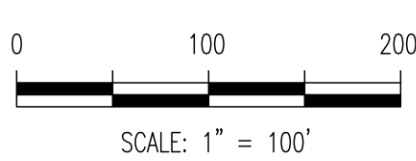
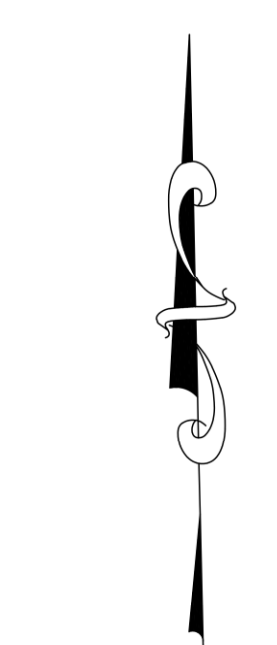


BAR W RANCH WEST - PHASE 9  
PRELIMINARY PLAT



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 |        |             |
|------------|--------|-------------|------------|--------|-------------|
| 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        | 42.26  | 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  | S83°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°28'20"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°28'38"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

EXISTING & PROPOSED  
ATLAS 14 FLOODPLAIN

PROPOSED 10'  
CONCRETE  
TRAIL

100 YR FLOODPLAIN

FEMA FLOODPLAIN

EXISTING 10'  
CONCRETE  
TRAIL BUILT  
WITH PHASE 6

LIFT STATION  
0.3  
ACRES  
CITY OF  
LEANDER  
PROPOSED  
PUMP-OUT  
STATION  
ESM  
DOC #2019109126  
O.P.R.W.C.

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

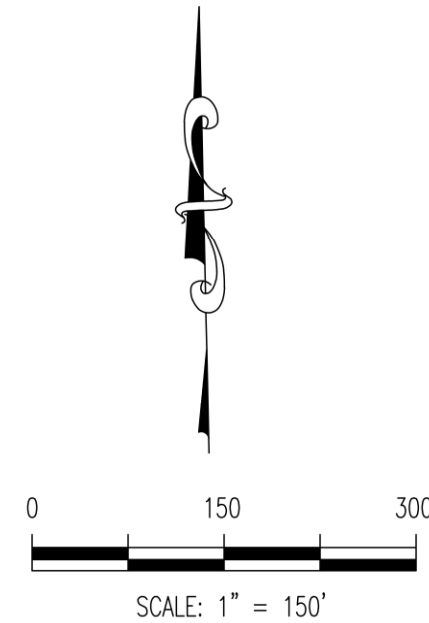
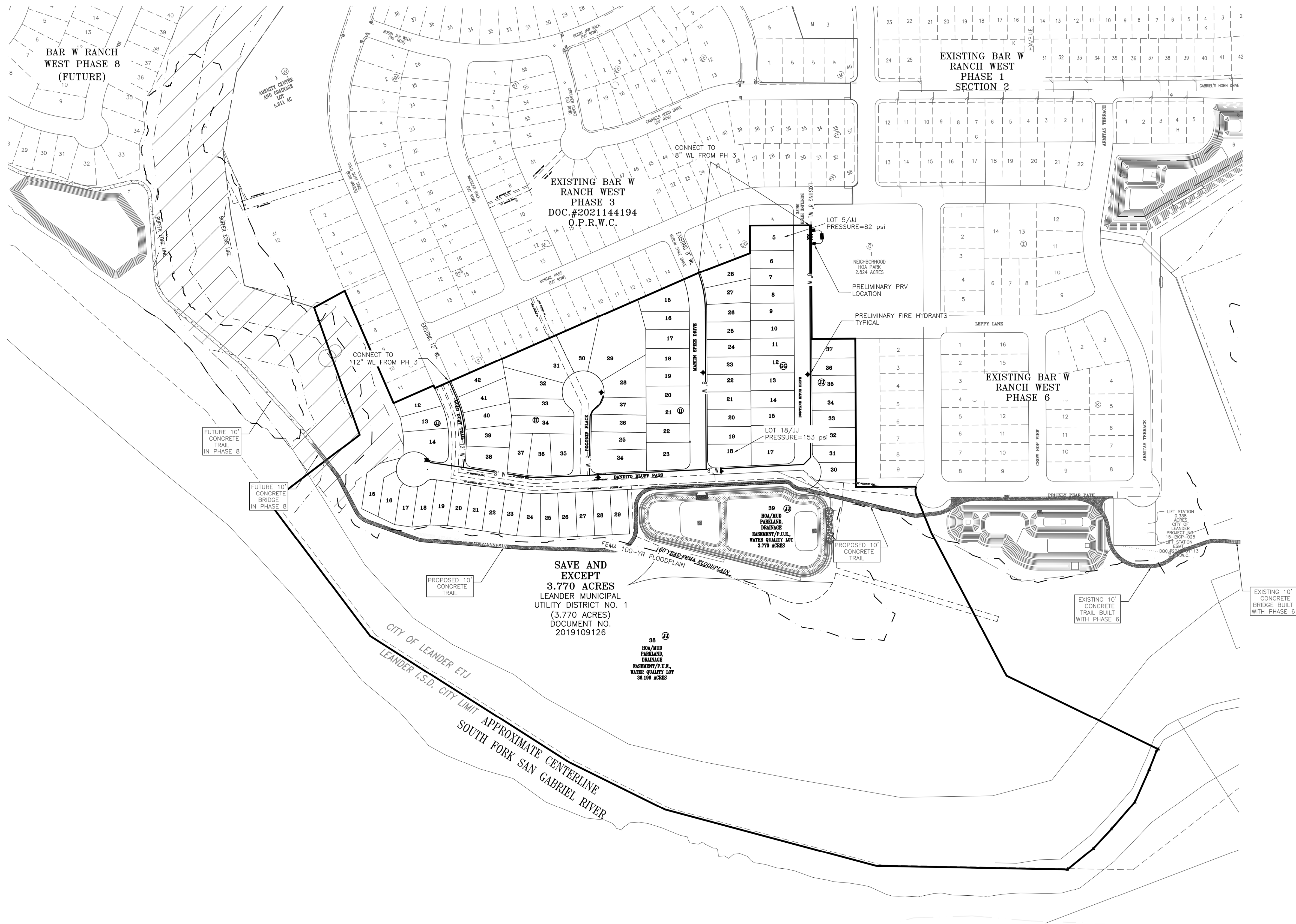
SHEET NO.: 5

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PP-22-0025



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FOR OVERALL BAR W. RANCH (UN-REDUCED):  
HGL FULL: 1200' MSL  
HGL 1/2 FULL: 1180' MSL  
HIGHEST SERVICE ELEVATION: 992 MSL  
LOWEST SERVICE ELEVATION: 854 MSL  
HIGHEST SERVICE PRESSURE = 153 PSI  
LOWEST SERVICE PRESSURE = 82 PSI

- 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.
  4. PRVs WILL BE REQUIRED AT ALL LOTS.

PHASE 9 WATER DEMAND:  
78 SF LOTS = 78 LUES  
TOTAL = 78 LUES

AVERAGE DAY DEMAND:  
280 GAL/PERSON/DAY & 3.5 PEOPLE/LUE  
78 LUES x 0.7 GPM/LUE = 55 GPM

PEAK DAY DEMAND:  
530 GAL/PERSON/DAY & 3.5 PEOPLE/LUE  
78 LUES x 1.3 GPM/LUE = 101 GPM

PEAK HOUR DEMAND:  
900 GAL/PERSON/DAY & 3.5 PEOPLE/LUE  
78 LUES x 2.2 GPM/LUE = 172 GPM

FIRE DEMAND SF = 1,500 GPM (2 HRS)

|                                                                                                                                                                                                                                   |                          |           |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|-----|
| DESIGNED BY:                                                                                                                                                                                                                      | CRB                      | DRAWN BY: | ISL |
| DATE                                                                                                                                                                                                                              |                          |           |     |
| REVISION                                                                                                                                                                                                                          |                          |           |     |
| <div>Carlson, Brigrance &amp; Doering, Inc.<br/>Civil Engineering &amp; Surveying<br/>FIRM ID #13791<br/>Main Office: 12129 RR (30) N. Ste. 600<br/>Austin, Texas 78750<br/>Phone No. (512) 280-5160 Fax No. (512) 280-5165</div> |                          |           |     |
| <div>OVERALL WATER PLAN<br/>BAR W RANCH WEST PHASE 9<br/>PRELIMINARY PLAN</div>                                                                                                                                                   |                          |           |     |
| SHEET NAME:                                                                                                                                                                                                                       | OVERALL WATER PLAN       |           |     |
| JOB NAME:                                                                                                                                                                                                                         | BAR W RANCH WEST PHASE 9 |           |     |
| PROJECT:                                                                                                                                                                                                                          | PRELIMINARY PLAN         |           |     |
| DATE                                                                                                                                                                                                                              | 4-21-23                  |           |     |
| JOB NUMBER                                                                                                                                                                                                                        | 5475                     |           |     |
| SHEET                                                                                                                                                                                                                             | 6 OF 13                  |           |     |
| SHEET NO.                                                                                                                                                                                                                         | 6                        |           |     |



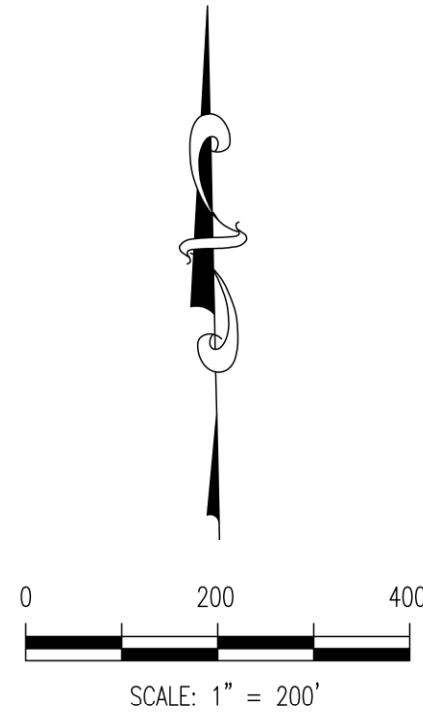
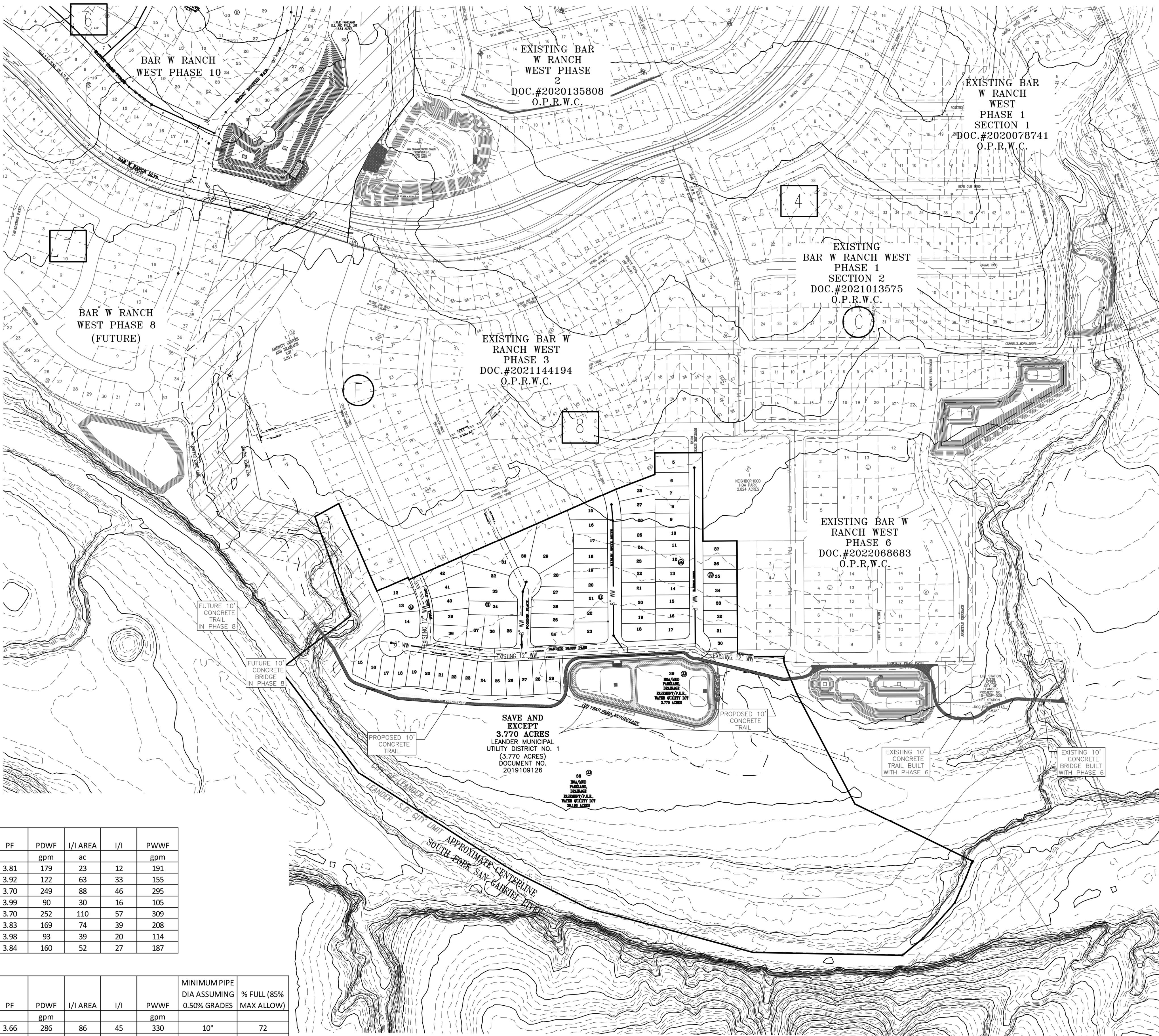
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BAR W RANCH WEST  
MASTER WASTEWATER CALCULATIONS

| 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 OVSIZED 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:<br>CRB                 | DRAWN BY:<br>ISI |
| DATE                                |                  |
| REVISION                            |                  |
| SHEET NAME: OVERALL WASTEWATER PLAN |                  |
| JOB NAME: BAR W RANCH WEST PHASE 9  |                  |
| PROJECT: PRELIMINARY PLAN           |                  |
| 4-21-23                             |                  |
|                                     |                  |
| DATE: DEC 2022                      |                  |
| JOB NUMBER: 5475                    |                  |
| SHEET: 7 OF 13                      |                  |
| SHEET NO. 7                         |                  |

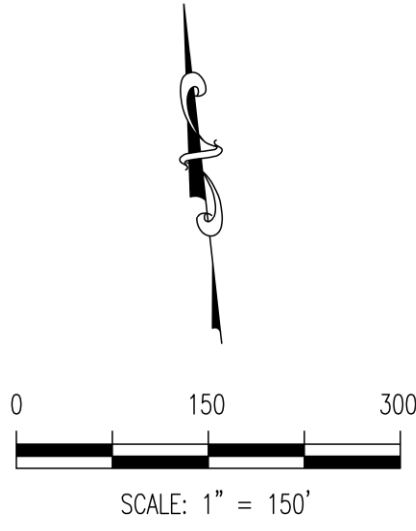


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LEGEND

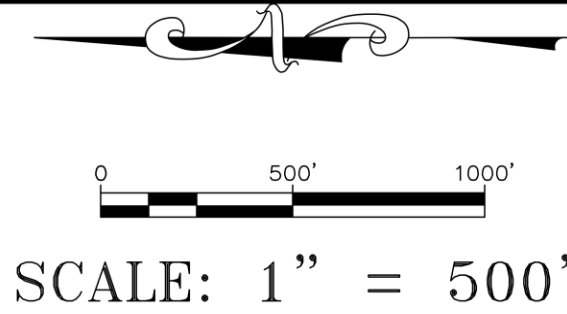
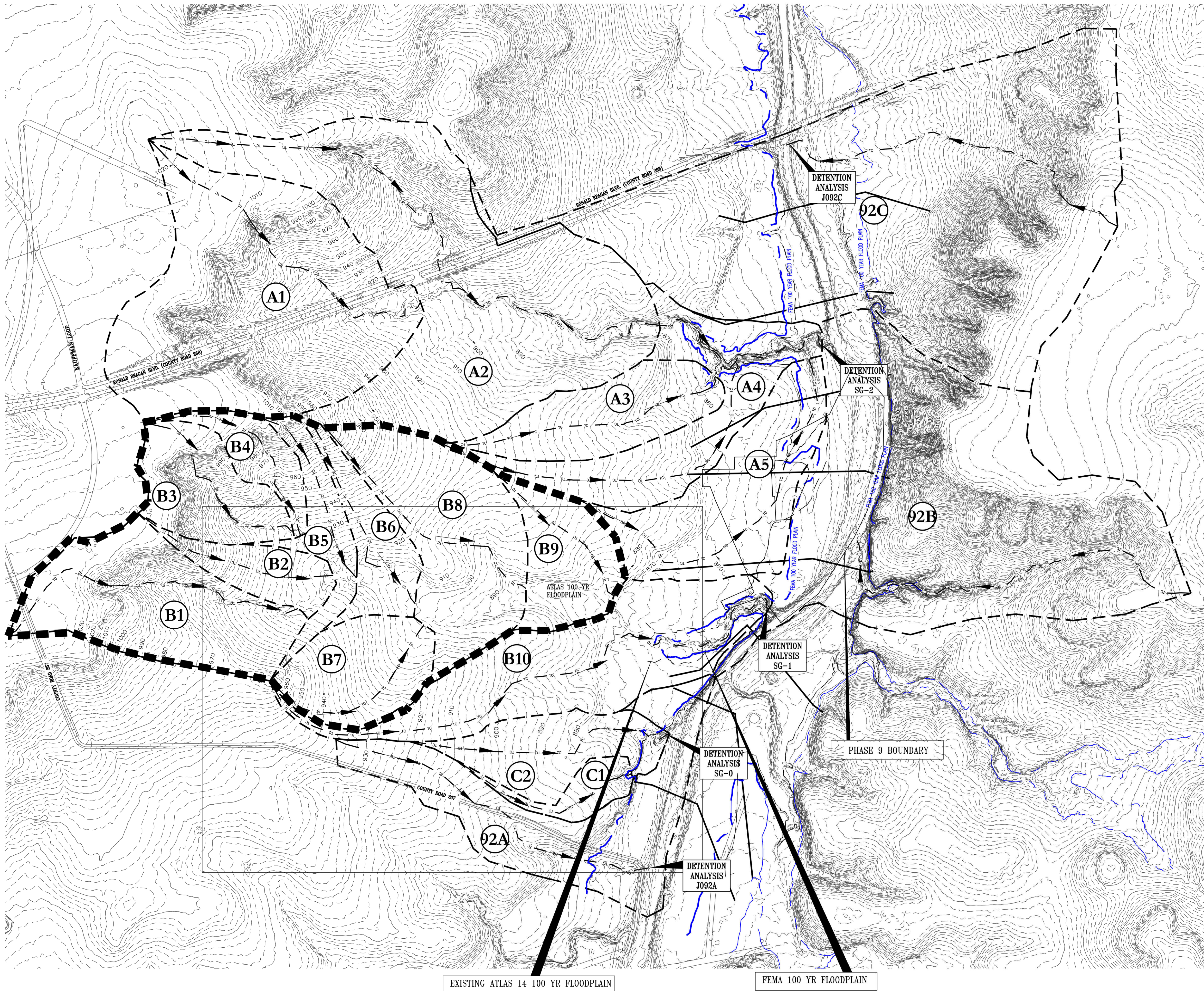
- STORM SEWER PIPE
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- P.U.E. / EASEMENTS
- BUFFER ZONE
- FLOW ARROW
- PHASE 9 BOUNDARY
- FEMA 100-YR FLOODPLAIN
- PROPOSED ATLAS 14 100 YR FLOODPLAIN
- EXISTING ATLAS 14 100 YR FLOODPLAIN



NOTE:  
THERE IS A FEMA # 48491C0455F,  
DATED DECEMBER 20, 2019  
WITHIN THE LIMITS OF THIS PRELIMINARY  
PLAN.

|                                                                                                                                                                                                                                                                                         |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| DESIGNED BY:<br>CRB                                                                                                                                                                                                                                                                     | DRAWN BY:<br>ISI |
| DATE                                                                                                                                                                                                                                                                                    |                  |
| REVISION                                                                                                                                                                                                                                                                                |                  |
| <b>Carlson, Brigrance &amp; Doering, Inc.</b><br>Civil Engineering & Surveying<br>FIRM ID #E3791<br>Main Office: 5501 West Williams Canyon Dr., Austin, Texas 78749<br>North Office: 12129 RR (330) N. Ste. 600, Austin, Texas 78750<br>Phone No. (512) 280-5160 Fax No. (512) 280-5165 |                  |
| <b>OVERALL DRAINAGE PLAN</b>                                                                                                                                                                                                                                                            |                  |
| <b>BAR W RANCH WEST PHASE 9</b>                                                                                                                                                                                                                                                         |                  |
| <b>PRELIMINARY PLAN</b>                                                                                                                                                                                                                                                                 |                  |
| SHEET NAME:                                                                                                                                                                                                                                                                             |                  |
| JOB NAME:                                                                                                                                                                                                                                                                               |                  |
| PROJECT:                                                                                                                                                                                                                                                                                |                  |
| 4-21-23<br><br>CARLSON, BRIGRANCE & DOERING, INC.<br>ID# F3791                                                                                                                                                                                                                          |                  |
| DATE                                                                                                                                                                                                                                                                                    | DEC 2022         |
| JOB NUMBER                                                                                                                                                                                                                                                                              | 5475             |
| SHEET                                                                                                                                                                                                                                                                                   | 8 OF 13          |
| SHEET NO.                                                                                                                                                                                                                                                                               | 8                |





**LEGEND**

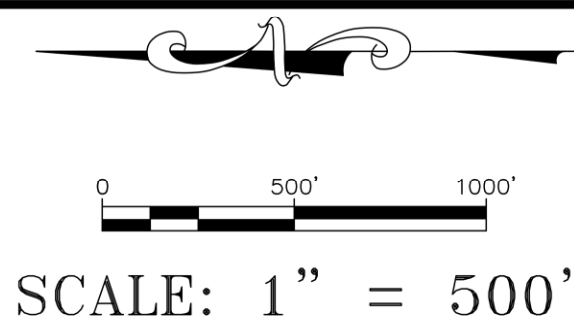
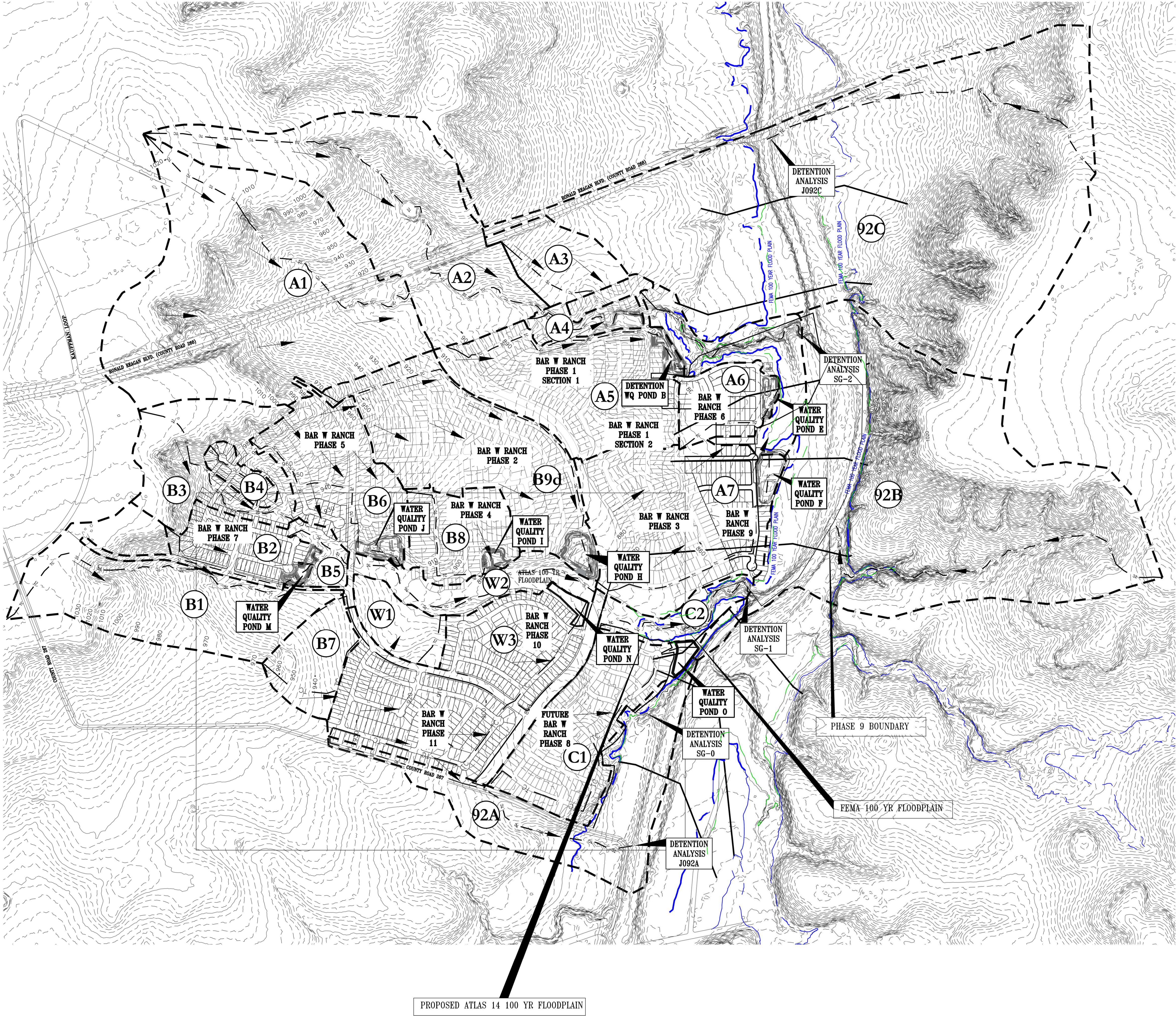
- DRAINAGE BOUNDARY LINE
- A1** DRAINAGE AREA LABEL
- 940 EXISTING CONTOUR 10'
- EXISTING CONTOUR 2'
- FLOW ARROW
- - - EX. ATLAS 100 YR FLOODPLAIN
- FEMA 100 YEAR FLOOD PLAN
- TC TC PATH DEVELOPED
- PROJECT BOUNDARY

| 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:<br>CRB                                                                                                                                                                                                  | DRAWN BY:<br>JSL                                                                                            |
| DATE                                                                                                                                                                                                                 |                                                                                                             |
| REVISION                                                                                                                                                                                                             |                                                                                                             |
| <b>Carlson, Brigrance &amp; Doering, Inc.</b><br>Civil Engineering ♦ Surveying<br>FIRM ID #E3791<br>Main Office: 12129 RR (33) N, Ste. 600<br>Austin, Texas 78749<br>Phone No. (512) 280-5160 Fax No. (512) 280-5165 |                                                                                                             |
| <b>EXISTING HYDROLOGY MAP</b>                                                                                                                                                                                        |                                                                                                             |
| <b>BAR W RANCH WEST PHASE 9</b>                                                                                                                                                                                      |                                                                                                             |
| <b>PRELIMINARY PLAN</b>                                                                                                                                                                                              |                                                                                                             |
| SHEET NAME:                                                                                                                                                                                                          | 4-21-23                                                                                                     |
| JOB NAME:                                                                                                                                                                                                            | LEE A. WHITE<br>102471<br>LICENSED PROFESSIONAL ENGINEER<br>CARLSON, BRIGRANCE & DOERING, INC.<br>ID# F3791 |
| DATE                                                                                                                                                                                                                 | DEC 2022                                                                                                    |
| JOB NUMBER                                                                                                                                                                                                           | 5475                                                                                                        |
| SHEET                                                                                                                                                                                                                | 9 OF 13                                                                                                     |
| SHEET NO.                                                                                                                                                                                                            | 9                                                                                                           |





**LEGEND**

- DRAINAGE BOUNDARY LINE
- (A1) 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  
\*NEIGHBORHOOD  
PARK  
2.824 ACRES

WATER QUALITY  
POND  
2.49 ACRES  
HOA/PHASE 9  
WATER QUALITY LOT  
2.49 ACRES

WATER QUALITY  
POND  
1.59 ACRES

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

HOA/PHASE 9  
WATER QUALITY LOT  
2.49 ACRES

EXISTING AND PROPOSED  
ATLAS 14 FLOODPLAIN

FEMA FLOODPLAIN

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.

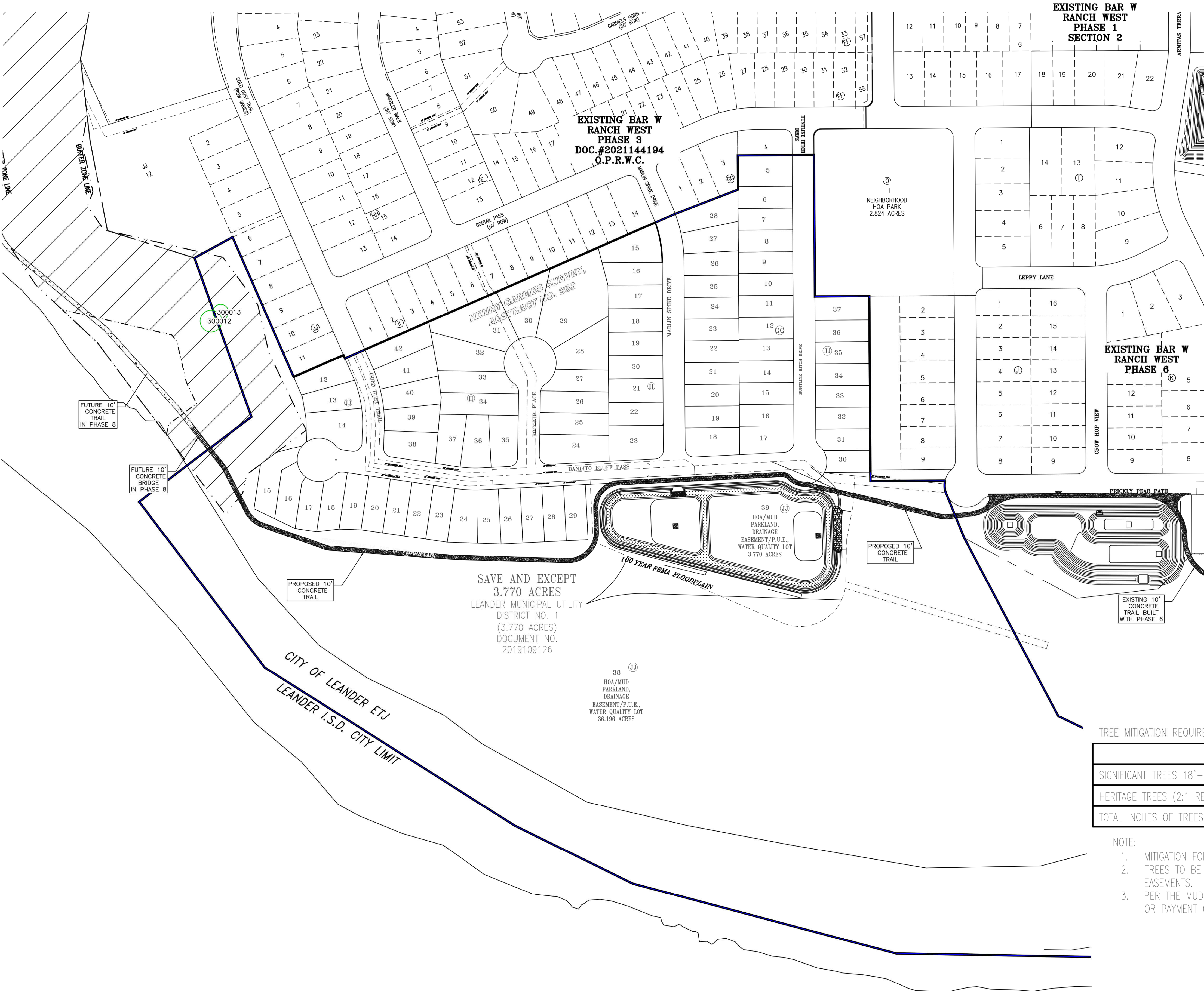
PARKLAND SUMMARY:  
PHASE 1 EXCESS PARKLAND = 3.85 ACRES  
PHASE 2 EXCESS PARKLAND = 0.04 ACRES  
PHASE 3 EXCESS PARKLAND = 0.37 ACRES  
PHASE 4 EXCESS PARKLAND = -3.64 ACRES  
PHASE 5 EXCESS PARKLAND = -1.47 ACRES  
PHASE 6 EXCESS PARKLAND = 1.64 ACRES  
PHASE 7 EXCESS PARKLAND = 9.16 ACRES  
PHASE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

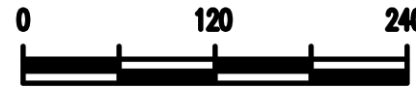
TOTAL EXCESS PARKLAND PHASES 1-7; 9-11: 15.056 ACRES

|                                                                                                                                                                                                                      |          |           |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-----|
| DESIGNED BY:                                                                                                                                                                                                         | CRB      | DRAWN BY: | ISI |
| DATE                                                                                                                                                                                                                 |          |           |     |
| REVISION                                                                                                                                                                                                             |          |           |     |
| <b>Carlson, Brigrance &amp; Doering, Inc.</b><br>Civil Engineering & Surveying<br>FIRM ID #E3791<br>Main Office: 12129 RR (30) N, Ste. 600<br>Austin, Texas 78750<br>Phone No. (512) 280-5160 Fax No. (512) 280-5165 |          |           |     |
| <b>PARKS PLAN</b>                                                                                                                                                                                                    |          |           |     |
| <b>BAR W RANCH WEST PHASE 9</b>                                                                                                                                                                                      |          |           |     |
| <b>PRELIMINARY PLAN</b>                                                                                                                                                                                              |          |           |     |
| SHEET NAME:                                                                                                                                                                                                          |          |           |     |
| JOB NAME:                                                                                                                                                                                                            |          |           |     |
| PROJECT:                                                                                                                                                                                                             |          |           |     |
| 4-21-23<br>LEE A. WHITE<br>102471<br>LICENSED PROFESSIONAL ENGINEER<br>CARLSON, BRIGRANCE & DOERING, INC.<br>ID# F3791                                                                                               |          |           |     |
| DATE                                                                                                                                                                                                                 | DEC 2022 |           |     |
| JOB NUMBER                                                                                                                                                                                                           | 5475     |           |     |
| SHEET                                                                                                                                                                                                                | 11 OF 13 |           |     |
| SHEET NO.                                                                                                                                                                                                            | 11       |           |     |



PRELIMINARY PLAT  
BAR W RANCH WEST- PHASE 9



  
  
SCALE: 1" = 120'

LEGEND

- PHASE 9 BOUNDARY
- TREE TO REMAIN
- SIGNIFICANT TREE TO BE REMOVED
- HERITAGE TREE TO BE REMOVED
- HERITAGE TREE TO REMAIN

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:
- MITIGATION FOR SIGNIFICANT TREES IS NOT REQUIRED BECAUSE OVER 40% ARE BEING RETAINED (100%)
  - TREES TO BE REMOVED ARE ONLY FROM PUBLIC INFRASTRUCTURE AREAS INCLUDING STREET RIGHT-OF-WAYS AND EASEMENTS.
  - 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.

FILE PATH: J:\ACD\0475\dwg\PRELIMINARY\0475-TREE SURVEY 1-15-2022.dwg - Apr 20, 2023 - 9:45am

|                                                                                                                                                                                                                                       |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| DESIGNED BY:<br>CRB                                                                                                                                                                                                                   | DRAWN BY:<br>JSL |
| DATE                                                                                                                                                                                                                                  |                  |
| REVISION                                                                                                                                                                                                                              |                  |
| <div>Carlson, Brigrance &amp; Doering, Inc.<br/>Civil Engineering<br/>FIRM ID #13791<br/>M.O.E. No. 075-2021-0001<br/>5501 West Williams Canyon Dr.<br/>Austin, Texas 78750<br/>Phone No. (512) 280-5160 Fax No. (512) 280-5165</div> |                  |
| TREE SURVEY                                                                                                                                                                                                                           |                  |
| BAR W RANCH WEST PHASE 9                                                                                                                                                                                                              |                  |
| PRELIMINARY PLAN                                                                                                                                                                                                                      |                  |
| SHEET NAME:                                                                                                                                                                                                                           |                  |
| JOB NAME:                                                                                                                                                                                                                             |                  |
| PROJECT:                                                                                                                                                                                                                              |                  |
| <div>4-21-23<br/><br/>CARLSON, BRIGRANCE &amp; DOERING, INC.<br/>ID# F3791</div>                                                                 |                  |
| DATE                                                                                                                                                                                                                                  | DEC 2022         |
| JOB NUMBER                                                                                                                                                                                                                            | 5475             |
| SHEET                                                                                                                                                                                                                                 | 12 OF 13         |
| SHEET NO.                                                                                                                                                                                                                             | 12               |



PRELIMINARY PLAT  
BAR W RANCH WEST- PHASE 9



 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

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 = 0.515 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

\*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 #E3791  
Main Office  
5501 West William Cannon Dr.  
Austin, Texas 78749  
North Office  
12129 RR 620 N., Ste. 600  
Austin, Texas 78750  
Phone No. (512) 280-5160  
Fax No. (512) 280-5165

|             |                          |
|-------------|--------------------------|
| SHEET NAME: | BUFFER ZONE PLAN         |
| JOB NAME:   | BAR W RANCH WEST PHASE 9 |
| PROJECT:    | PRELIMINARY PLAN         |

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









**EXECUTIVE SUMMARY**

**06/22/2023**

---

**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

**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.

**PRESENTER:**

---

**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.

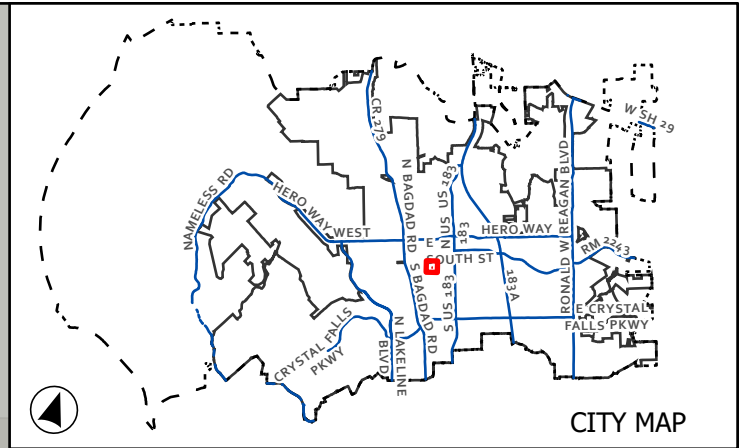
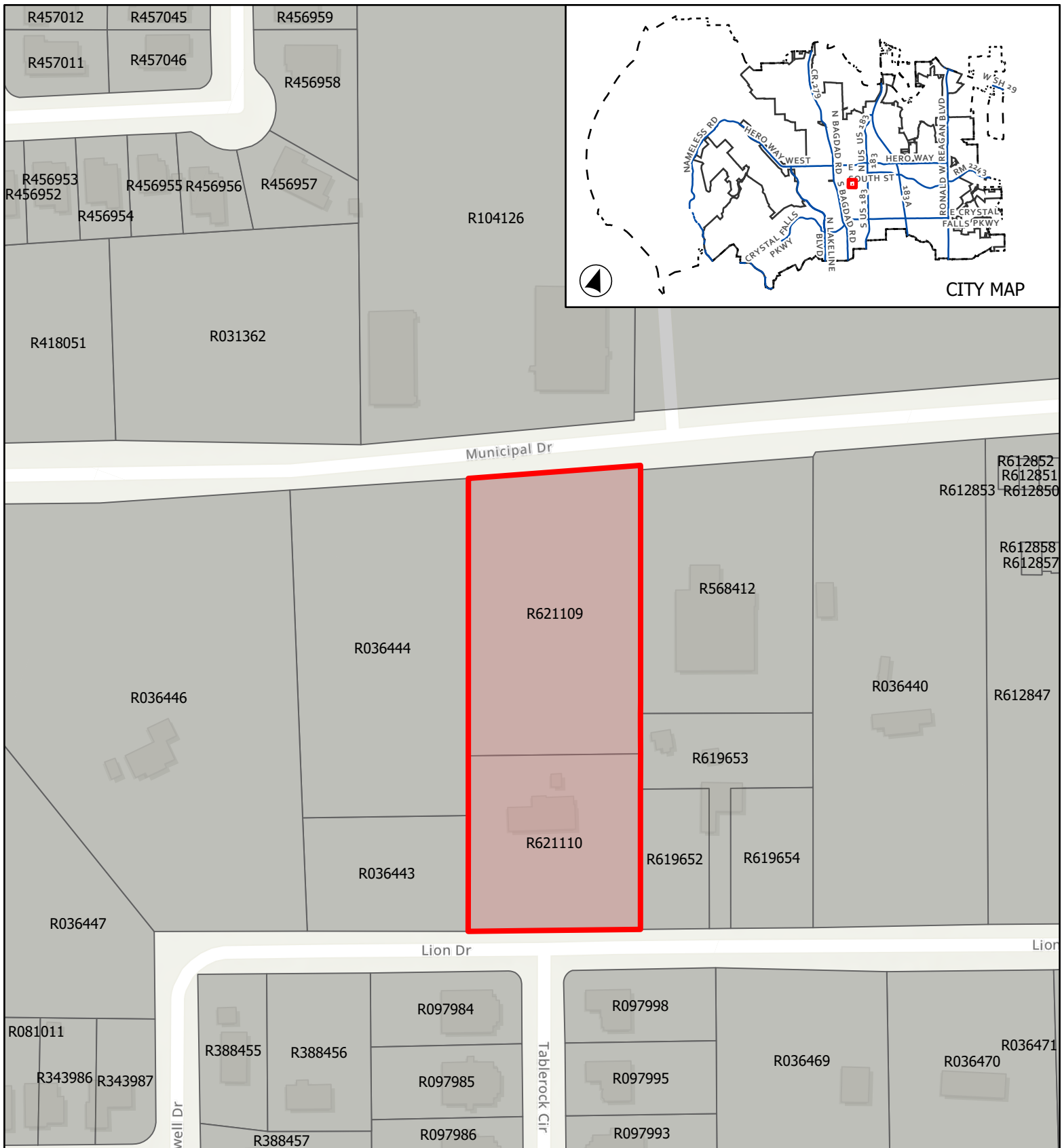
Should you have any questions or comments, feel free to contact Marco Castaneda, PE at (512) 785-8446.

Sincerely,

Marco Castaneda, PE



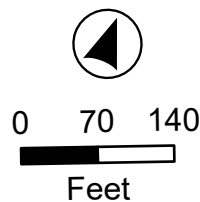




CASE: 19-PCIP-040 ATTACHMENT 2 CASTELLA COURT

## Location Map

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**  
**06/22/2023**

---

**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 ± 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

**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.

**PRESENTER:**

Jason Pho, Assistant Planner

---

**Attachments**

1. Final Plat
2. Location Map



# CARNEROS RANCH

## SECTION SIX

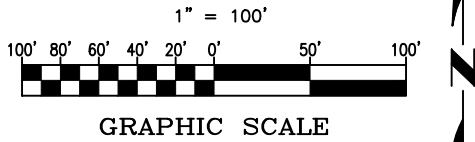
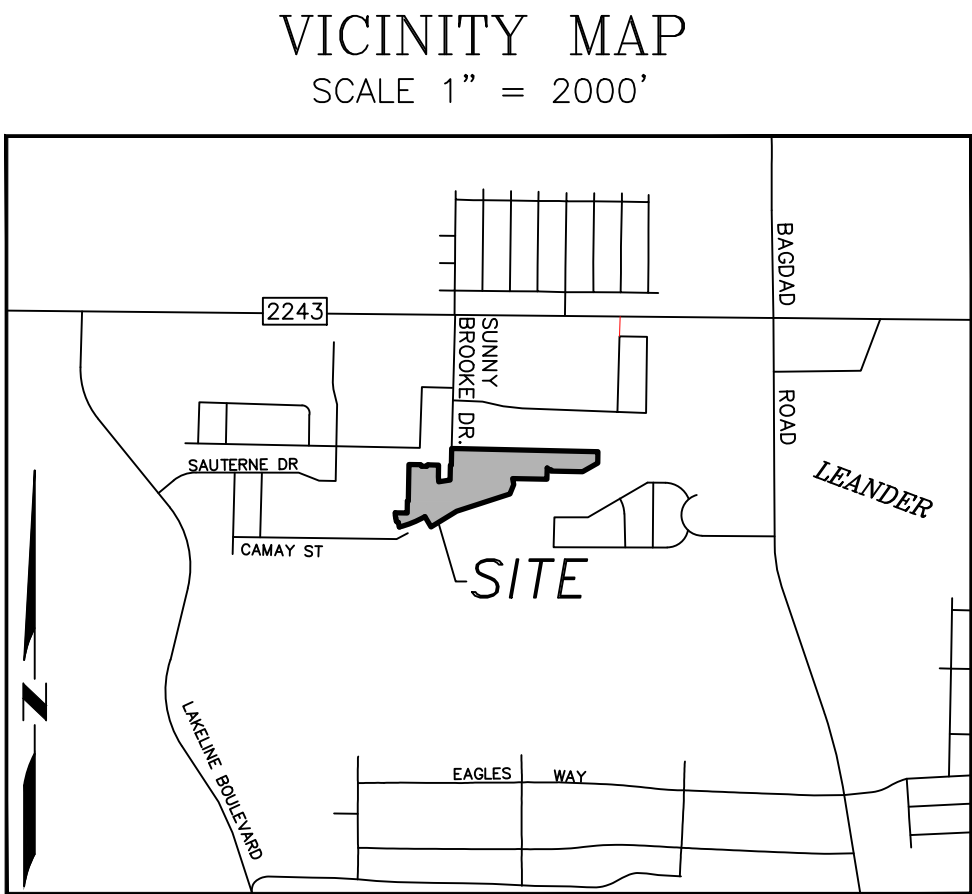
### FINAL PLAT

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

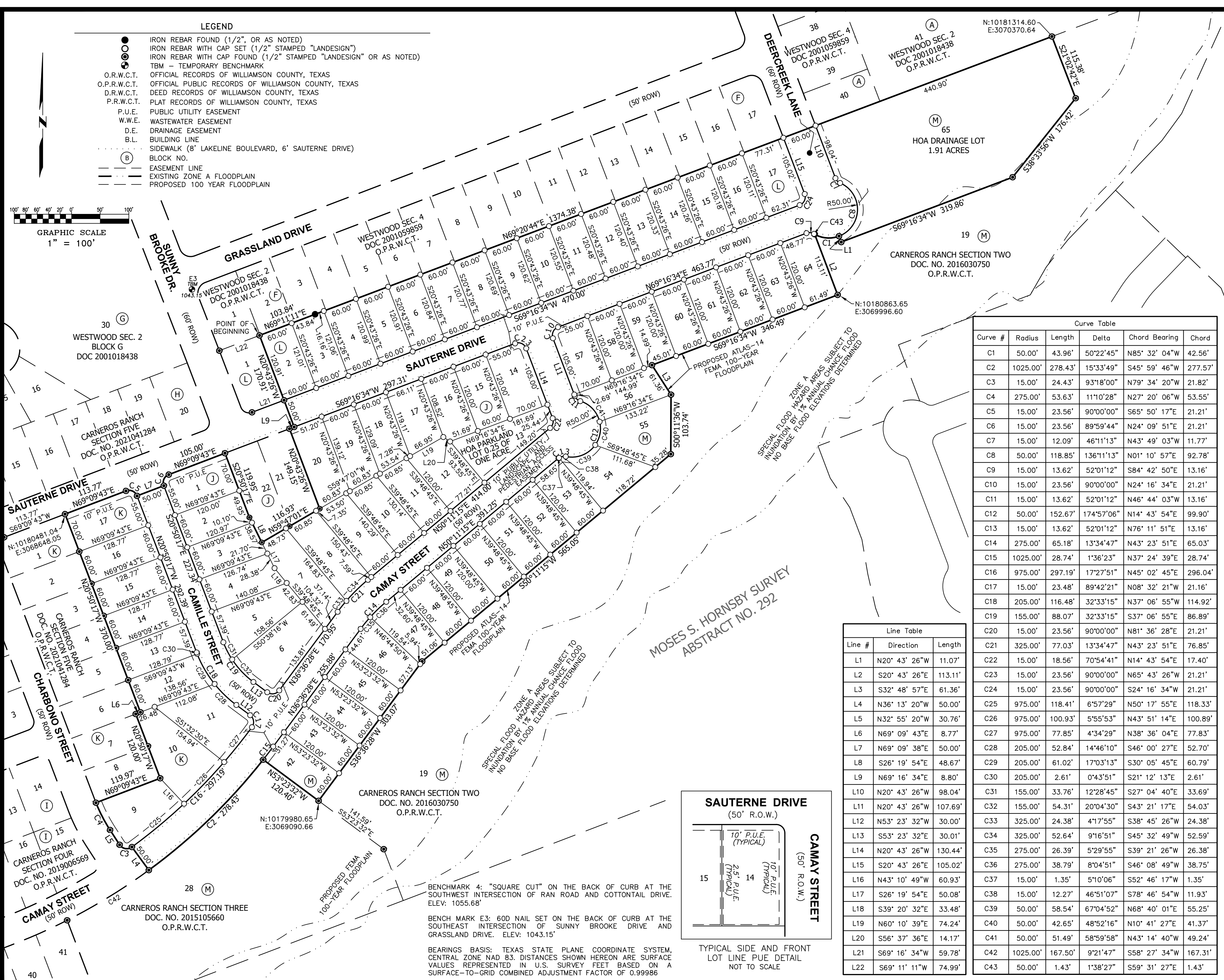
STREET DEDICATION - SAUTERNE DRIVE 1007 LF  
CAMAY STREET 1261 LF  
CAMILLE STREET 465 LF  
DEERCREEK LANE 145 LF

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

| REVISIONS |             |
|-----------|-------------|
| DATE      | DESCRIPTION |
|           |             |
|           |             |
|           |             |
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|                              |                     |
|------------------------------|---------------------|
| 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      |



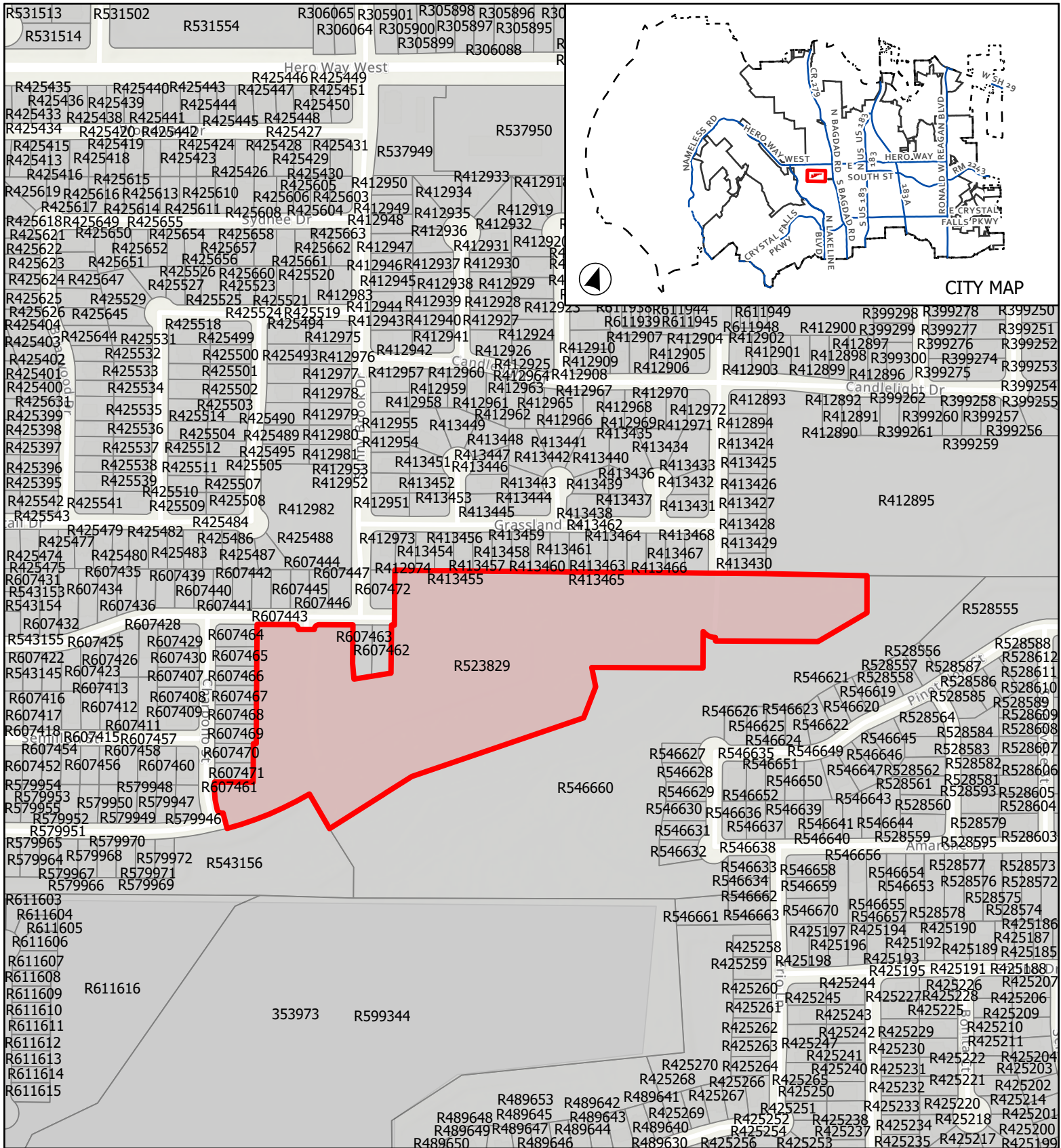


|                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|--|
| <div> <div>  <div> <div>LANDESIGN</div> <div>SERVICES, INC.</div> </div> </div> <div> 10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642<br/> TEPPELS FIRM NO. 10001800<br/> 512-238-7901 </div> </div>                                                                                                       |  | <div> <div>CARNEROS RANCH</div> <div>SECTION SIX</div> <div>FINAL PLAT</div> </div> |  |
| <div> <div>PROJECT NAME: CARNEROS</div> <div>JOB NUMBER: 191-12-3</div> <div>DATE: 05/21/2019</div> <div>DRAWING FILE PATH: K:\GSF</div> <div>CIVIL\CARNEROS_IDWG\SCARNEROS SECT 6.DWG</div> <div>FIELDNOTE FILE PATH: L:\GSF CIVIL\CARNEROS_\FNOTES</div> <div>RPLS: TST</div> <div>TECH: HAS</div> <div>PARTYCHIEF: N/A</div> <div>CHECKED BY: TST</div> <div>FIELDBOOK: N/A</div> </div> |  | <div> <div>DRAWING NAME: CARNEROS SECT 6</div> <div>SHEET 02 of 03</div> </div>     |  |
| <div> <div>REVISIONS</div> <div>DATE</div> <div>DESCRIPTION</div> </div>                                                                                                                                                                                                                                                                                                                    |  |                                                                                     |  |



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





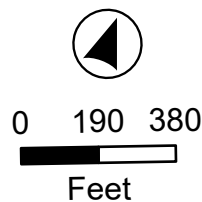
CASE: FP-22-0013

ATTACHMENT 2

CARNEROS RANCH PH 6

## Location Map

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- City Limits
- ETJ Boundary
- Subject Boundary





**EXECUTIVE SUMMARY**  
**06/22/2023**

---

**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: \_\_\_\_\_

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# AMENDED FINAL PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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|                                                             |    |
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## GENERAL INFORMATION

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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

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- Development Services – [www.leandertx.gov/ds](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

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Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

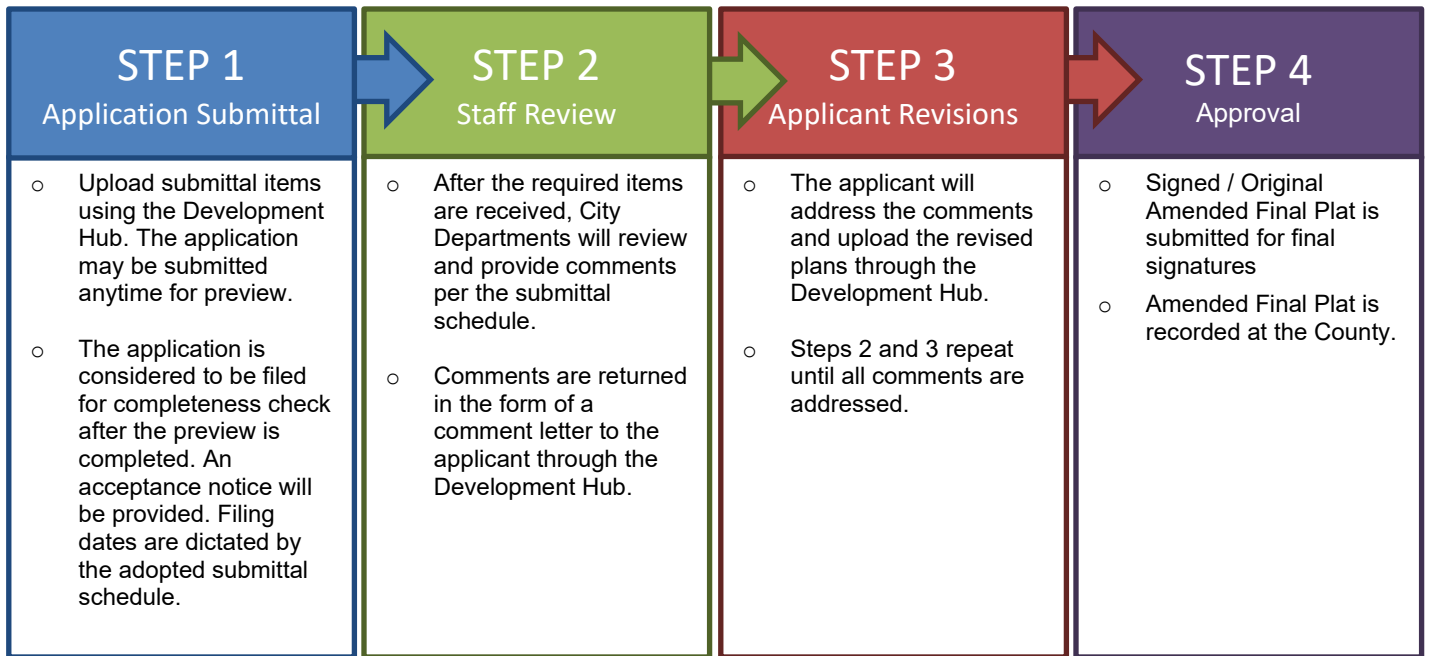
## INSTRUCTIONS

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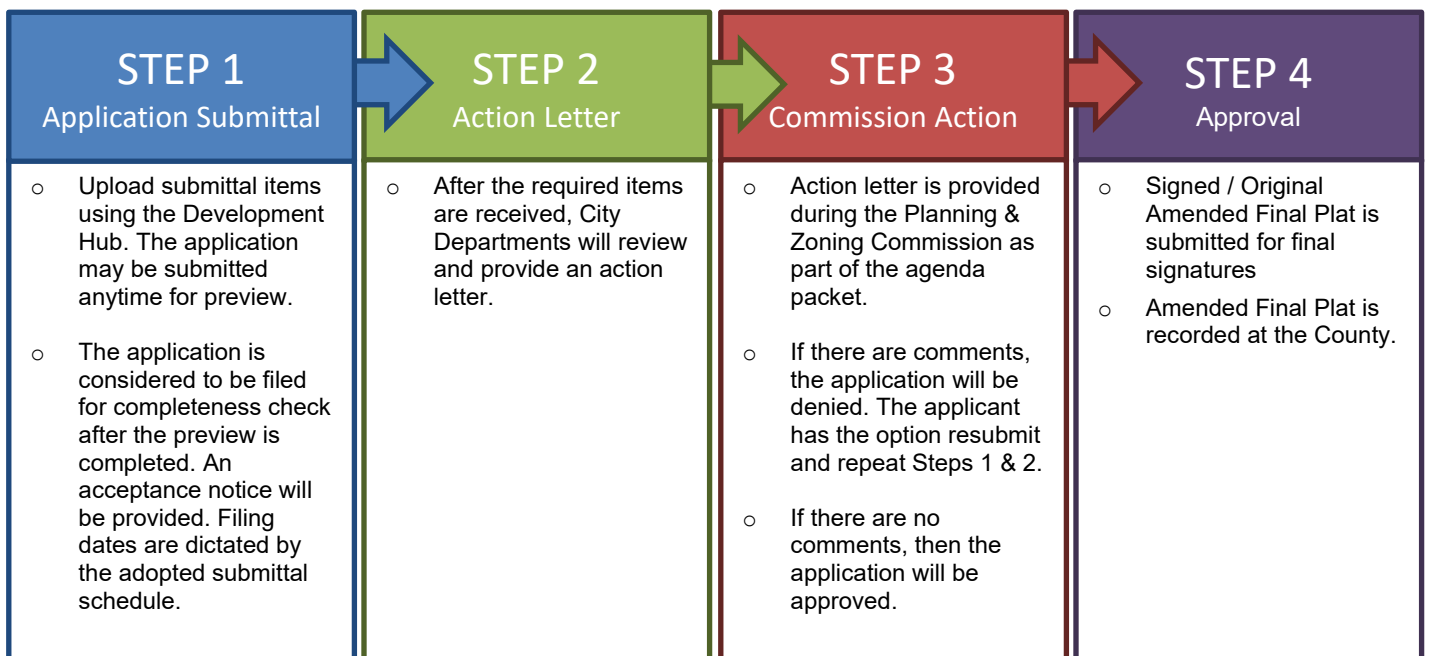
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting 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](mailto: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. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and signed application & checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                | <input type="checkbox"/> | 2. Amended Final Plat Document (18"X24" in size).                                                                                                                                                                                                                                                     |
|                | <input type="checkbox"/> | 3. Letter of Intent – provide reason for requested Amended Final Plat.                                                                                                                                                                                                                                |
|                | <input type="checkbox"/> | 4. Deed showing current ownership. Proof of signatory for corporations is required.                                                                                                                                                                                                                   |
|                | <input type="checkbox"/> | 5. Existing deed restrictions or covenants (if applicable).                                                                                                                                                                                                                                           |
|                | <input type="checkbox"/> | 6. Certified tax certificate.                                                                                                                                                                                                                                                                         |
|                | <input type="checkbox"/> | 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.                                                                                                                                               |
|                | <input type="checkbox"/> | 8. Submit approvals from utility providers if easements are proposed to be vacated (see <a href="#">page 18</a> for contacts).                                                                                                                                                                        |
|                | <input type="checkbox"/> | 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.           |
|                | <input type="checkbox"/> | 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).                                                                                    |
|                | <input type="checkbox"/> | 11. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.                                                                                                                                                                                     |
|                | <input type="checkbox"/> | 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  |
| <b>TOTAL FEE \$</b>                                          |           |

\* 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 3<sup>rd</sup> 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

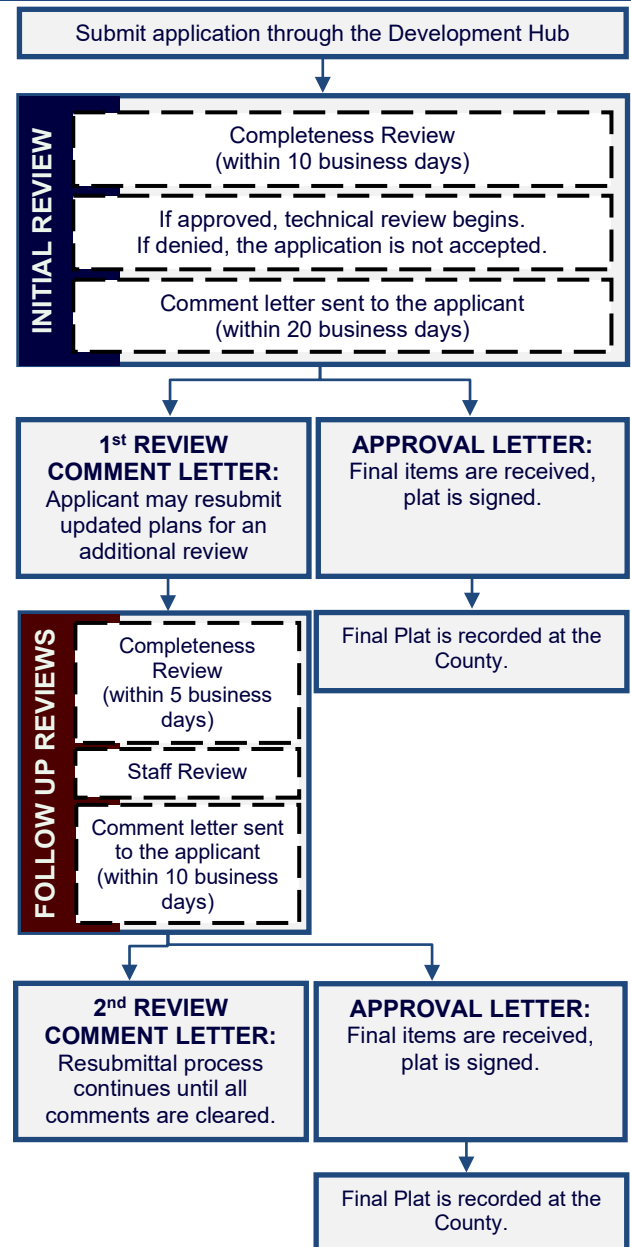
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

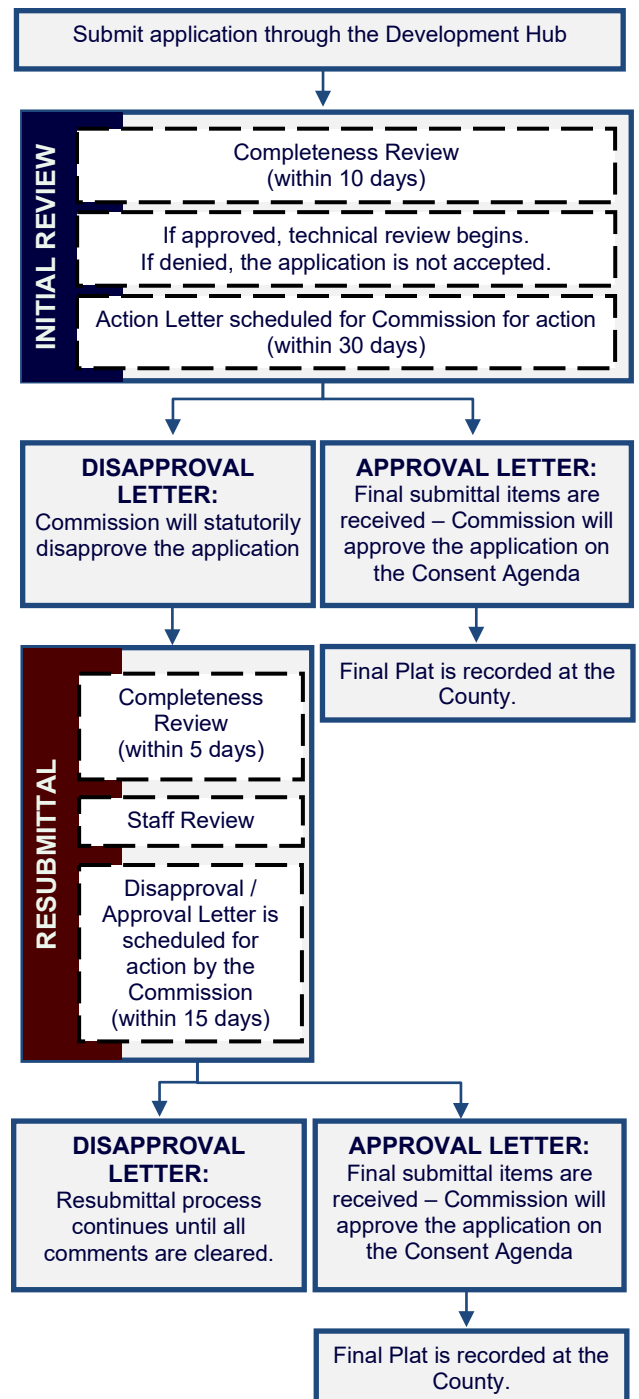
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 2<sup>nd</sup> 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:<br><input type="checkbox"/> Cover Sheet<br><input type="checkbox"/> Amended Final Plat Sheets<br><input type="checkbox"/> 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:<br><b>Amended</b>                                                                                                                                                                                                              | Art II, Sec 24 (c)(1)(i)   |
| ___ 2. Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Developer name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Developer/Agent name, address, and phone number<br><input type="checkbox"/> 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) |
| <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Subdivision Name</b><br/>Amended Final Plat</p> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">Project Information</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">Location Sketch</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">Index</div> </div> <p>1 of 1</p> </div> |                            |
| ___ 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.<br><br>Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)<br>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<br>(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<br>(b) (14) (ii)                                |
| ___ 10. | No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art III, Sec 45<br>(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<br>(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<br>(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<br>(c)(4)(v)                                     |
| ___ 14. | Graphically show the proposed location of sidewalks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art II, Sec 25<br>(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.<br><b>Current zoning</b> (if inside City of Leander) _____ (Do not show on plat)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Art II, Sec<br>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<br>(b)(8)                                       |
| ___ 17. | "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:<br>___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.<br>___ The minimum width of the flag lot is no less than twenty five (25) feet.<br>___ The narrow portion of the lot is dedicated as a common driveway access easement.<br>___ No more than two "flag" lots are located side by side.<br>___ The Fire Chief has no objection to the lot layout.<br>___ 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<br>(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<br>(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<br>(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<br>(b)(10)                                      |
| ___ 21. | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 24<br>(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<br>(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.<br>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.<br>b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association.<br>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.<br>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:<br><b><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></b> | Art III, Sec<br>42(b)(2)(vii) &<br>Art III, Sec 45<br>(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



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> 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<br>(c)(6)(vii)                |
| <input type="checkbox"/> 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<br>(c)(6)(vii)                |
| <input type="checkbox"/> All utility lines must be located underground.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art III, Sec 47                              |
| <input type="checkbox"/> 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<br>(d)(2)(iv)                 |
| <input type="checkbox"/> Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 20<br>(j)                        |
| <input type="checkbox"/> Provide a note stating what changed about the plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                              |
| ____ 2. Non-Residential & Multi-Family Plat Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                              |
| <input type="checkbox"/> 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<br>(h)                       |
| <input type="checkbox"/> Traffic Impact Analysis Note (if applicable): <ul style="list-style-type: none"> <li><input type="radio"/> Include items required by the TIA as a plat note.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Code of Ordinances<br>10.03.003              |
| ____ 3. Single-Family & Two Family Plat Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                              |
| <input type="checkbox"/> 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<br>Criteria Manual<br>5.3.1 J |
| <input type="checkbox"/> The Home Owners Association (HOA) shall own and maintain the following lots: ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Art IV, Sec 61(d)                            |
| <input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art IV, Sec 61(d)                            |
| <input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Art III, Sec 41<br>(a)                       |
| <input type="checkbox"/> The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art III, Sec 41<br>(a)                       |
| <input type="checkbox"/> If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Composite<br>Zoning<br>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                                |
| <p><b><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></b></p> |                                              |



## 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](mailto:Whitney.Burke@peci.com)

### Telephone

AT&T  
[G03854@att.com](mailto:G03854@att.com)

### Water / Wastewater

City of Leander  
Gina Ellison  
512-259-2640  
[gellison@leandertx.gov](mailto:gellison@leandertx.gov)

### Cable TV

Suddenlink  
Dean Cole  
512-931-2965  
[Dean.Cole@AlticeUSA.com](mailto:Dean.Cole@AlticeUSA.com)

### Gas

Atmos Energy  
Michael Andrews  
512-310-3855  
[Michael.Andrews@atmosenergy.com](mailto:Michael.Andrews@atmosenergy.com)

Grande Communications  
Daniel Pina  
737-346-7155  
[daniel.pina@mygrande.com](mailto:daniel.pina@mygrande.com)

### Spectrum

Troy Smith  
512-682-8593  
[Troy.Smith1@charter.com](mailto: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

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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 \_\_\_\_\_

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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: \_\_\_\_\_

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# CONCEPT PLAN & PRELIMINARY PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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- 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

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- Development Services – [www.leandertx.gov/ds](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

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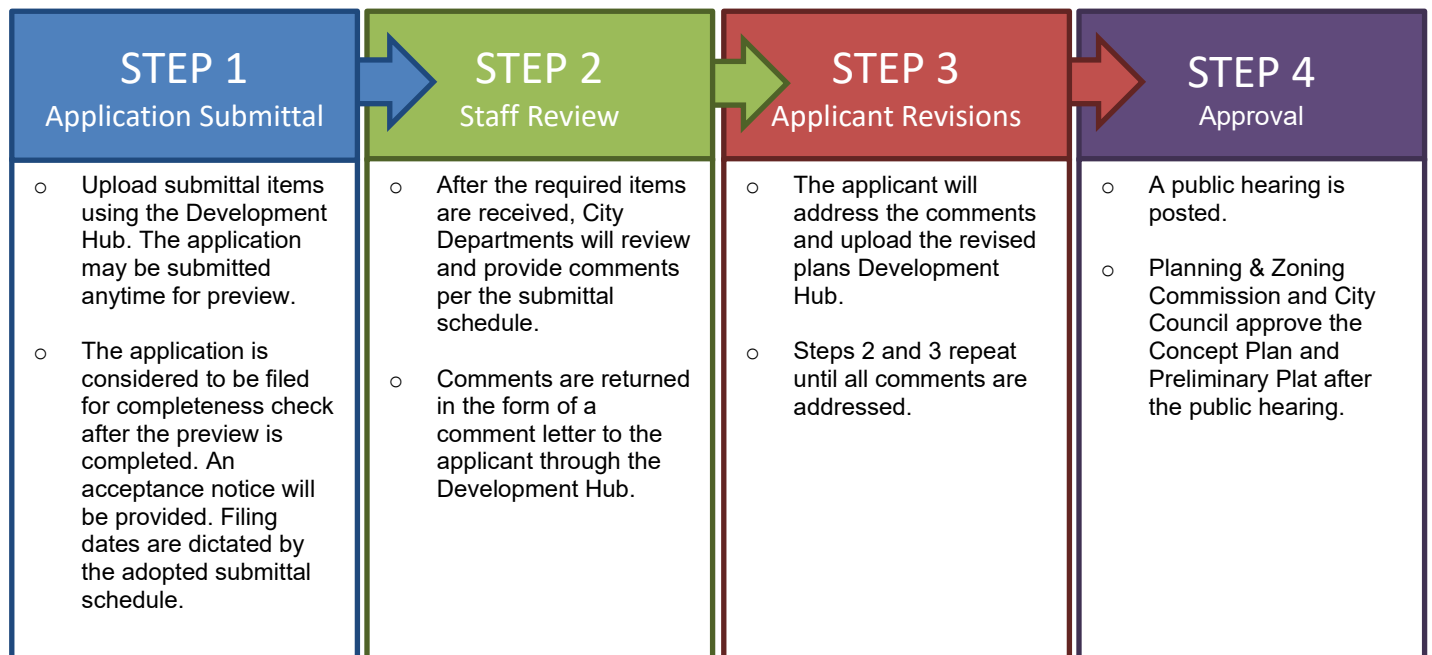
Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.



## 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](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](mailto: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](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](http://www.wcad.org) or [www.traviscad.org](http://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 3<sup>rd</sup> 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

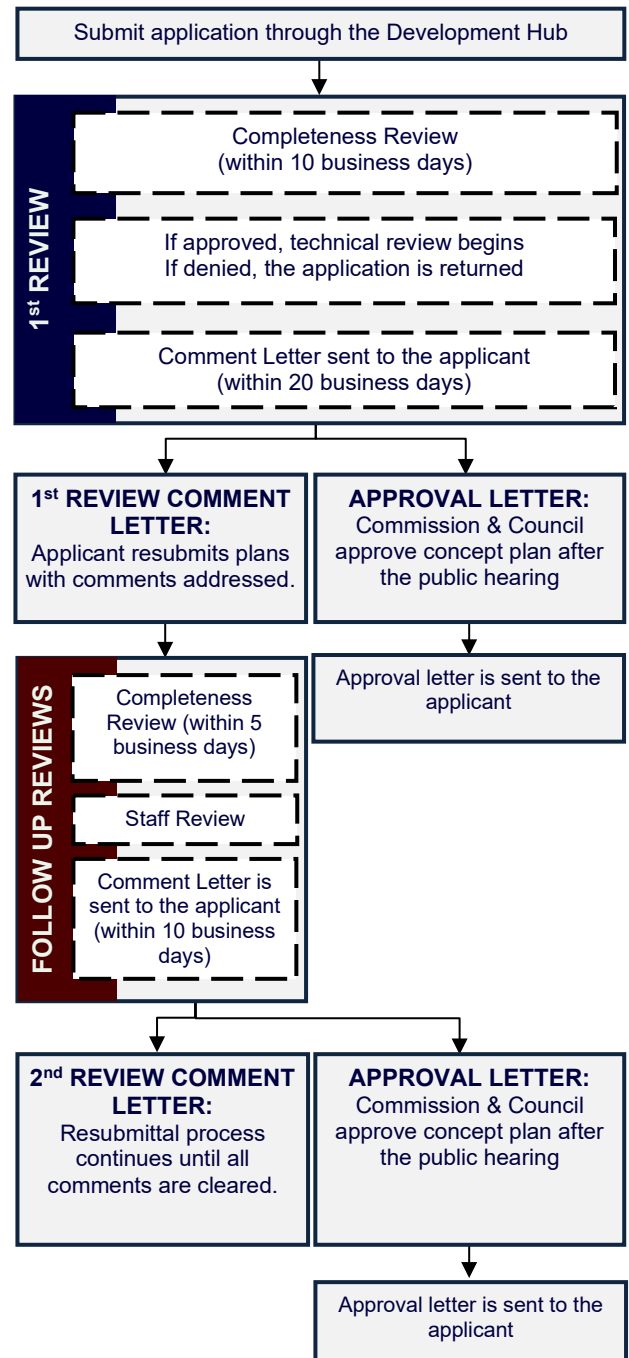
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 \_\_\_\_\_ §

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KNOW ALL MEN BY THESE PRESENTS  
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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   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Phasing Plan for the entire subdivision</li> <li><input type="checkbox"/> Concept Plan</li> <li><input type="checkbox"/> Existing Conditions</li> <li><input type="checkbox"/> Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets</li> <li><input type="checkbox"/> Improvements – Overall</li> <li><input type="checkbox"/> Drainage Plan</li> <li><input type="checkbox"/> Water Plan</li> <li><input type="checkbox"/> Wastewater Plan</li> <li><input type="checkbox"/> Tree Protection Plan</li> <li><input type="checkbox"/> Street Tree Plan (if street trees are proposed)</li> <li><input type="checkbox"/> Parks Plan</li> </ul> | 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       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan.</p> <p style="margin-left: 40px;"><i>Subdivision Name</i><br/>Concept Plan &amp; Preliminary Plat<br/>Project Number (This number will be assigned during the first review of the plan set)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 22 (c)(1)(ii) |
| <p>___ 2. Project information in the upper left corner including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul> | 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:

|                                 |                    |       |
|---------------------------------|--------------------|-------|
| <b>Subdivision Name</b>         |                    |       |
| Concept Plan & Preliminary Plat |                    |       |
| Project Number                  |                    |       |
| Project<br>Information          | Location<br>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



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| <p>___ 10. Single-Family &amp; Two Family Plat Notes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> The Home Owners Association (HOA) shall own and maintain the following lots: ___</li> <li><input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of ___ County, Texas under document number _____.</li> <li><input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.</li> <li><input type="checkbox"/> The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.</li> <li><input type="checkbox"/> If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:</li> </ul> <p>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)</p> <p><b><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></b></p> | <p>Transportation<br/>Criteria Manual<br/>5.3.1 J</p> <p>Art IV, Sec<br/>61(d)<br/>Art IV, Sec<br/>61(d)</p> <p>Art III, Sec 41<br/>(a)</p> <p>Art III, Sec 41<br/>(a)</p> <p>Composite<br/>Zoning<br/>Ordinance</p> <p>Art VI, Sec 8</p> |
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## SHEET 2 – PHASING PLAN

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>___ 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.</p> <p>___ 2. The Phasing Plan shall contain timeframes in compliance with the term of the concept plan.</p> <p>___ 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.</p> <p>___ 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.</p> <p>___ 5. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.</p> | <p>Ordinance<br/>Reference</p> <p>Art II, Sec 20<br/>(d)(ii)</p> <p>Art 13.12 of<br/>the Code of<br/>Ordinances<br/>Art 13.12 of<br/>the Code of<br/>Ordinances<br/>Art 13.12 of<br/>the Code of<br/>Ordinances</p> <p>Art 13.12 of<br/>the code of<br/>ordinances</p> |
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## SHEET 3 – CONCEPT PLAN

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>___ 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')</p> <p>___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.</p> <p>___ 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.</p> <p>___ 4. Topographic contours at ten (10) foot intervals or less.</p> <p>___ 5. Label the proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.</p> <p>___ 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.</p> <p style="padding-left: 20px;">i. Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement.</p> | <p>Ordinance<br/>Reference</p> <p>Art II, Sec 21<br/>(b)</p> <p>Art II, Sec 21<br/>(c)(4)</p> <p>Art II, Sec 21<br/>(c)(5)</p> <p>Art II, Sec 21<br/>(c)(6)</p> <p>Art II, Sec 21<br/>(c)(7)</p> <p>Art II, Sec 21<br/>(a)(5)</p> |
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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:<br>___ a. number of LUE's required for each category of lots; and<br>___ 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<br>(c) (2) (viii) |
| ___ 11. | Watershed information is provided (if applicable):<br>___ Watershed information is provided (if applicable):<br>___ Lake Travis watershed report provided to LCRA.<br>___ Edward's recharge zone report provided to TCEQ.<br>___ 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<br>(c) (3) (iv)   |
| ___ 14. | Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.                                                                                                                                                                           | Art II, Sec 23<br>(c) (3) (vii)  |

## **SHEET 5 – PRELIMINARY PLAT**

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ordinance<br>Reference        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| ___ 1.  | The date, scale (1"=100), and north indicator.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22<br>(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<br>(c)(1)(v)   |
| ___ 3.  | Provide a table including the street name and linear feet.                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art II, Sec 22<br>(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<br>(i)        |
| ___ 5.  | Identify the zoning of the property. A separate sheet may be required for PUD.                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(b)(2)     |
| ___ 14. | No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art III, Sec 45<br>(b)(7)     |
| ___ 15. | All lots front on a public roadway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art III, Sec 45<br>(b)(8)     |
| ___ 16. | Lots are arranged so that all lots face similar lots across the street.                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art III, Sec 45<br>(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<br>(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<br>(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<br>(b)(11)     |
| ___ 20. | <p>"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:</p> <p>___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.</p> <p>___ The minimum width of the flag lot is no less than twenty five (25) feet.</p> <p>___ The narrow portion of the lot is dedicated as a common driveway access easement.</p> <p>___ No more than two "flag" lots are located side by side.</p> <p>___ The Fire Chief has no objection to the lot layout.</p> <p>___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.</p> | Art III, Sec 45<br>(b)(8)      |
| ___ 21. | A note is provided limiting access to a specified roadway if required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art III Sec 45<br>(b)(11)      |
| ___ 22. | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 22<br>(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<br>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<br>(c)(2)       |
| ___ 25. | <p>Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows:</p> <p>a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas.</p> <p>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.</p>                                                                                                                                                   | Art III, Sec 42<br>(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<br>(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<br>(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<br>(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<br>(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<br>(c)(3)(iii)  |
| ___ 31. | Identify the location and species of street trees for each street within the preliminary plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 22<br>(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<br>(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<br>(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<br>(c)(3)(ix)   |
| ___ 35. | Is conduit necessary to provide fiber to public facilities?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 22<br>(c)(3)(iii)  |

## SHEET 6 – IMPROVEMENTS

|        |                                                                                                                                                                                                         | Ordinance<br>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<br>(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

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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

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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

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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: \_\_\_\_\_

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# CONCEPT PLAN

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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- 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

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- Development Services – [www.leandertx.gov/ds](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

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Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

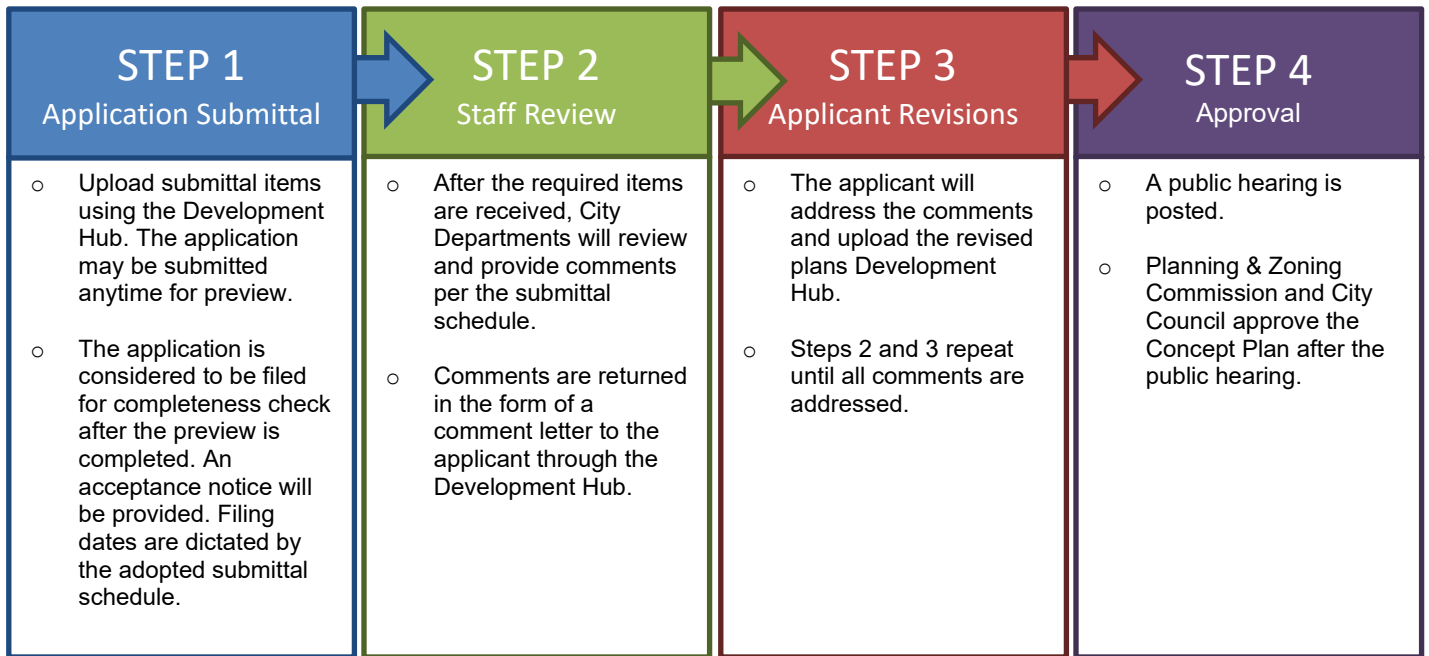
## INSTRUCTIONS

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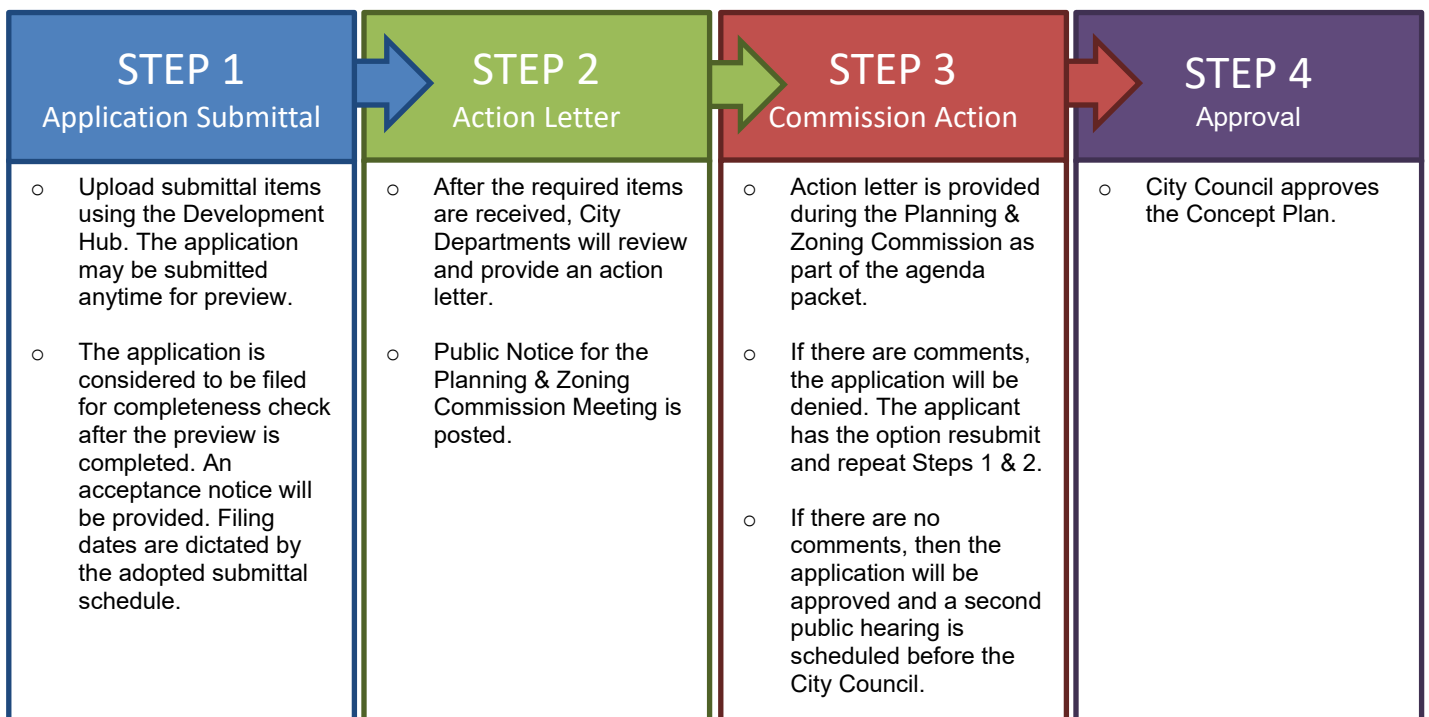
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website ([www.leandertx.gov/ds](http://www.leandertx.gov/ds)).
- The applicant is **required** to attend 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](mailto: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](http://www.wcad.org) or [www.traviscad.org](http://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  |
| <b>TOTAL FEE \$</b>                                                                                                              |           |

\* 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 3<sup>rd</sup> 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

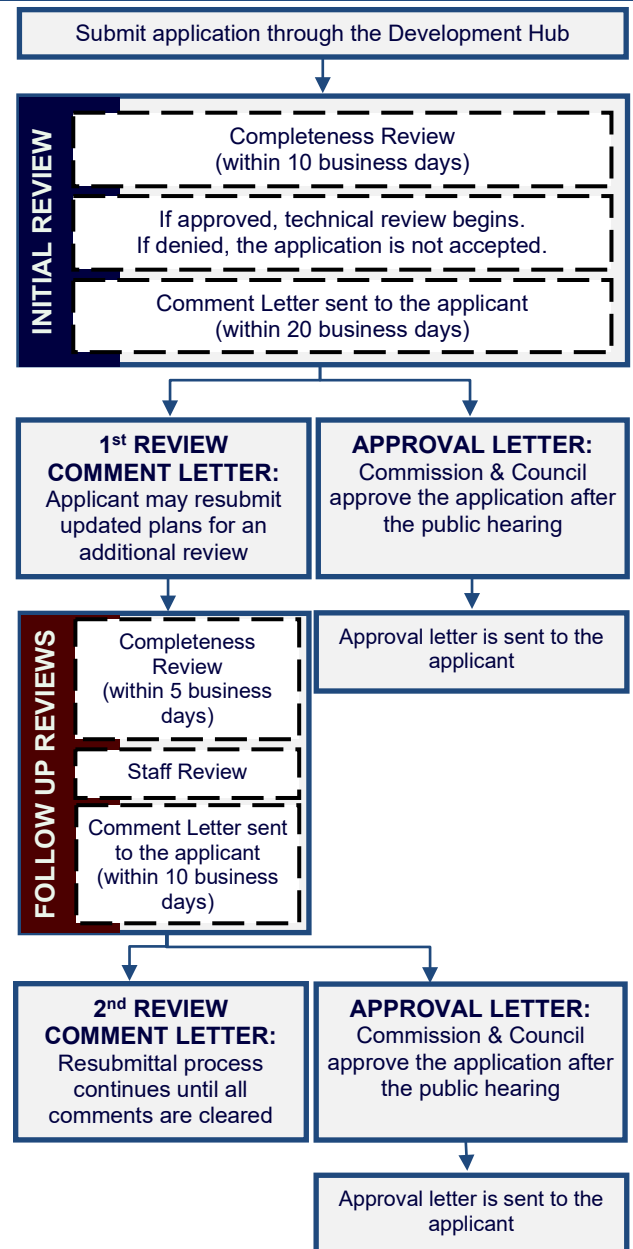
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

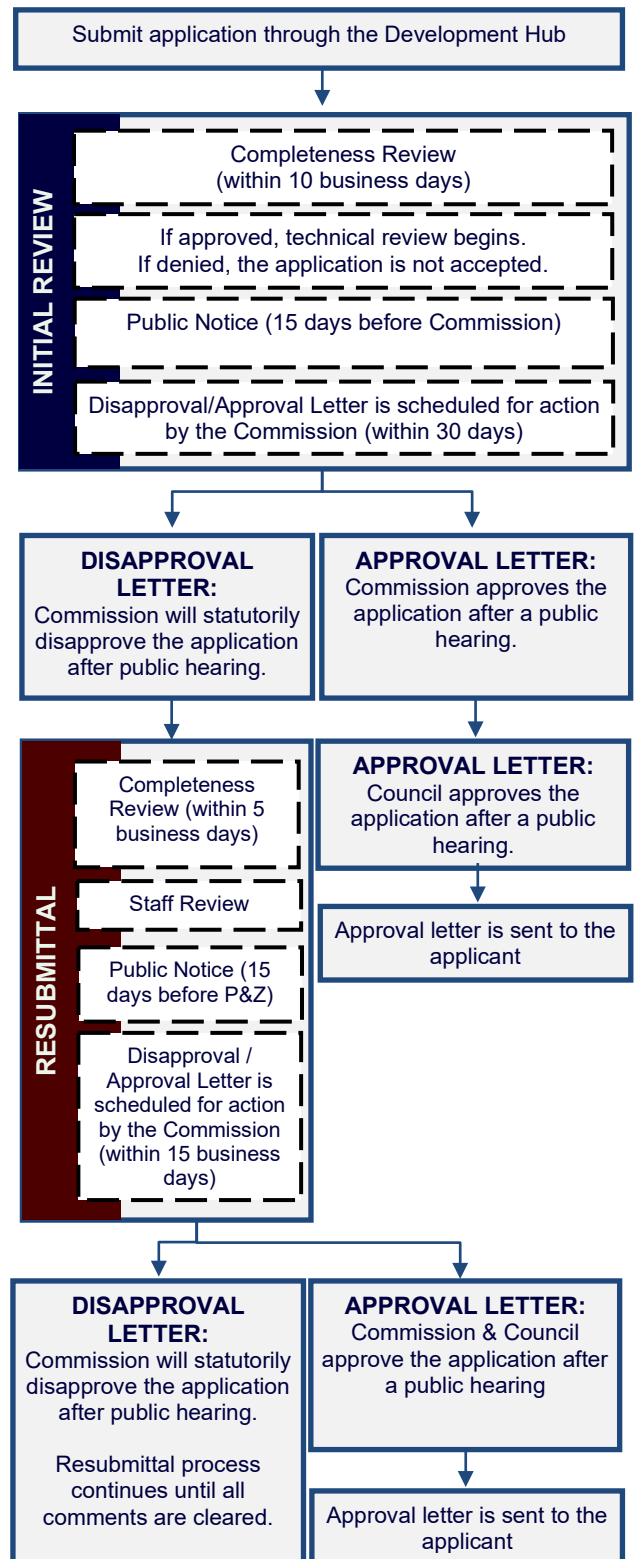
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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:<br><input type="checkbox"/> Cover Sheet<br><input type="checkbox"/> Concept Plan<br><input type="checkbox"/> Phasing Plan<br><input type="checkbox"/> Parks Plan | Art II, Sec 21 (d)(1)<br><br>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.<br><i>Subdivision Name</i><br>Concept Plan<br>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:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Project agent, address, and phone number<br><input type="checkbox"/> Filing date<br><input type="checkbox"/> Property Zoning<br><input type="checkbox"/> 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:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <p><b>Subdivision Name</b><br/>           Concept Plan<br/>           Project Number</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 10px; width: 30%;">Project Information</div> <div style="border: 1px solid black; padding: 10px; width: 30%;">Location Sketch</div> <div style="border: 1px solid black; padding: 10px; width: 30%;">Index</div> </div> <p style="text-align: right; margin-top: 10px;">1 of 1</p> </div> | 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. <ul style="list-style-type: none"><li><input type="checkbox"/> Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement.</li><li><input type="checkbox"/> 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.</li><li><input type="checkbox"/> 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.</li></ul> | Art II, Sec 21 (a)(5)      |
| ___ 7.  | Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated: <ul style="list-style-type: none"><li>___ a. number of LUE's required for each category of lots; and</li><li>___ b. the traffic volume to be generated by all proposed development other than single-family.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 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  
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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

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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: \_\_\_\_\_

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# **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](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto: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](http://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](mailto: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:

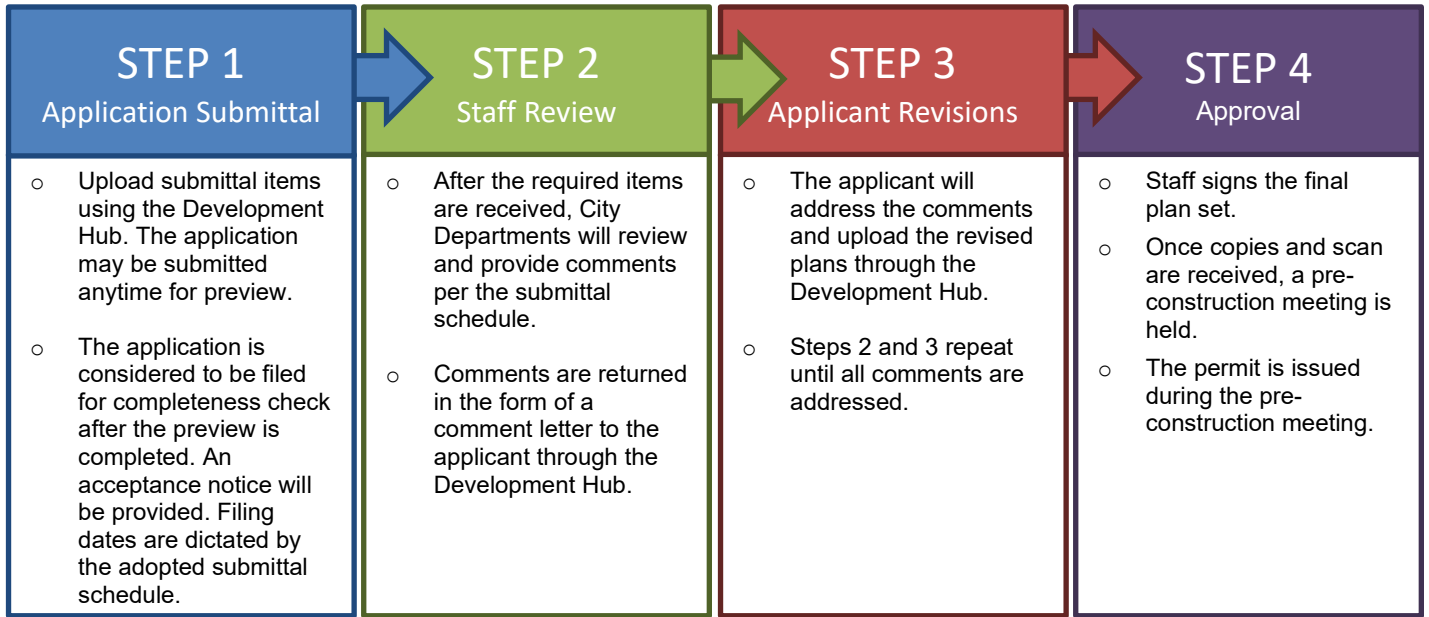
NAME OF SUBDIVISION \_\_\_\_\_

☐ NON-SUBDIVISION RELATED CONSTRUCTION PLANS:

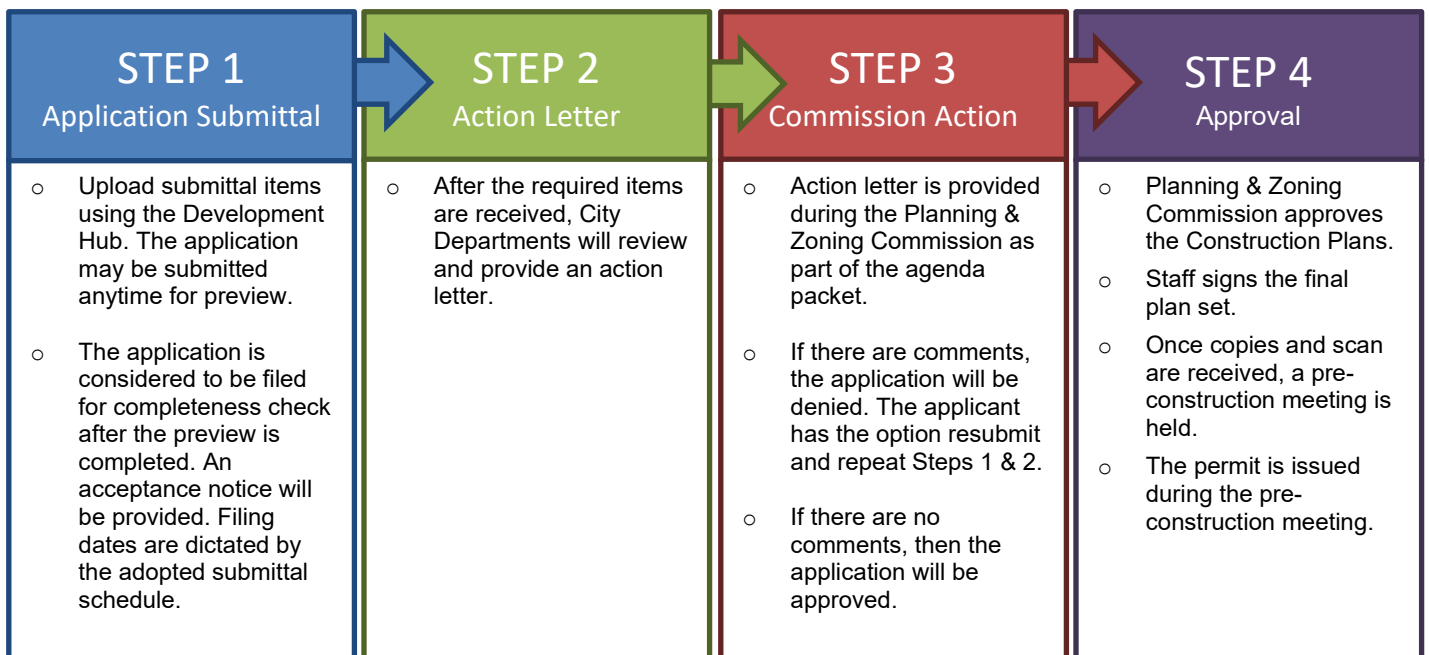
PROJECT NAME \_\_\_\_\_



## 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. |
|--------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <input type="checkbox"/>                         | 1. Completed and signed application & checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                          | <input type="checkbox"/>                         | 2. Construction Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.                                                                                                                                                                                  |
|                          | <input type="checkbox"/>                         | 3. Deed showing current ownership. Proof of signatory for corporations is required.                                                                                                                                                                                                                   |
|                          | <input type="checkbox"/>                         | 4. Certified tax certificate.                                                                                                                                                                                                                                                                         |
|                          | <input type="checkbox"/>                         | 5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.                                                                                                                                                                                       |
|                          | <input type="checkbox"/>                         | 6. Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name:<br><input type="text"/>                                                                                                        |
|                          | <input type="checkbox"/>                         | 7. Is development proposed within the floodplain? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.                                                                          |
|                          | <input type="checkbox"/>                         | 8. Is this plan subject to a PUD? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: <input type="text"/>                                                                                                                                                                |
|                          | <input type="checkbox"/>                         | 9. Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, either provide the recordation number on the plans or provide the application for review.                                                                                 |
|                          | <input type="checkbox"/>                         | 10. Is there a Traffic Impact Analysis (TIA) associated with this project? <input type="radio"/> Yes <input type="radio"/> No<br>If so, please contact the City Engineer to confirm if an updated is needed.                                                                                          |
|                          | <input type="checkbox"/>                         | 11. Certified estimate of cost of construction.                                                                                                                                                                                                                                                       |
|                          | <input type="checkbox"/>                         | 12. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.                                                                                                                                                                                                 |
| <input type="checkbox"/> | 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  |
| <b>TOTAL FEE</b>                           |                                                                                                                                                                                                                                                                                                                                           | <b>\$</b> |

\* 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 3<sup>rd</sup> review.



## UPLOADED DOCUMENT REQUIREMENTS

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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

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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

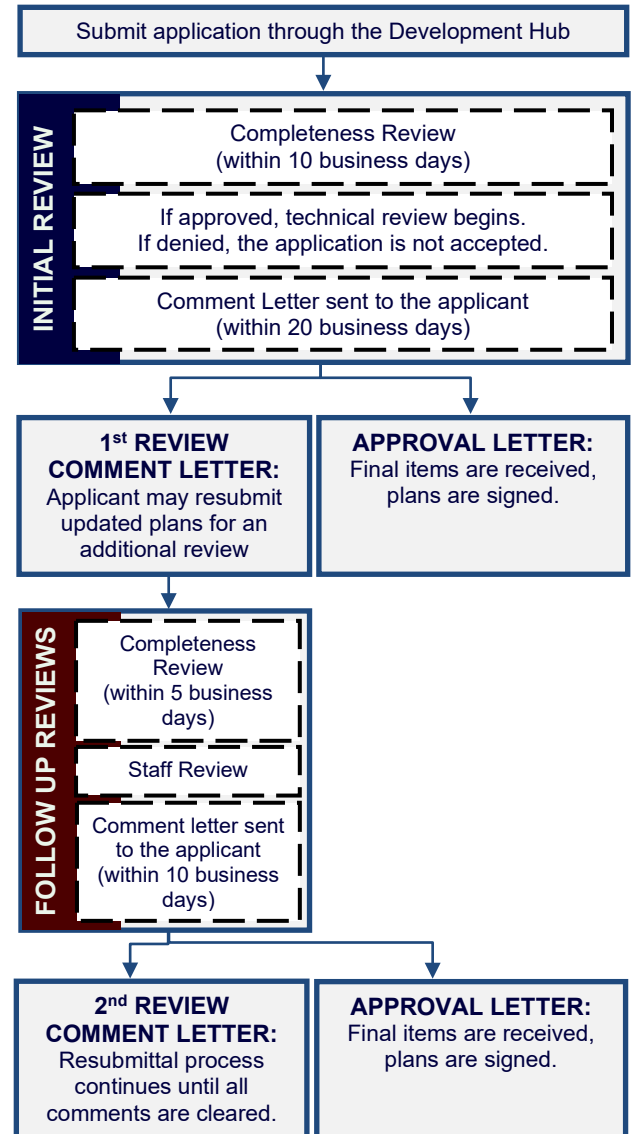
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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

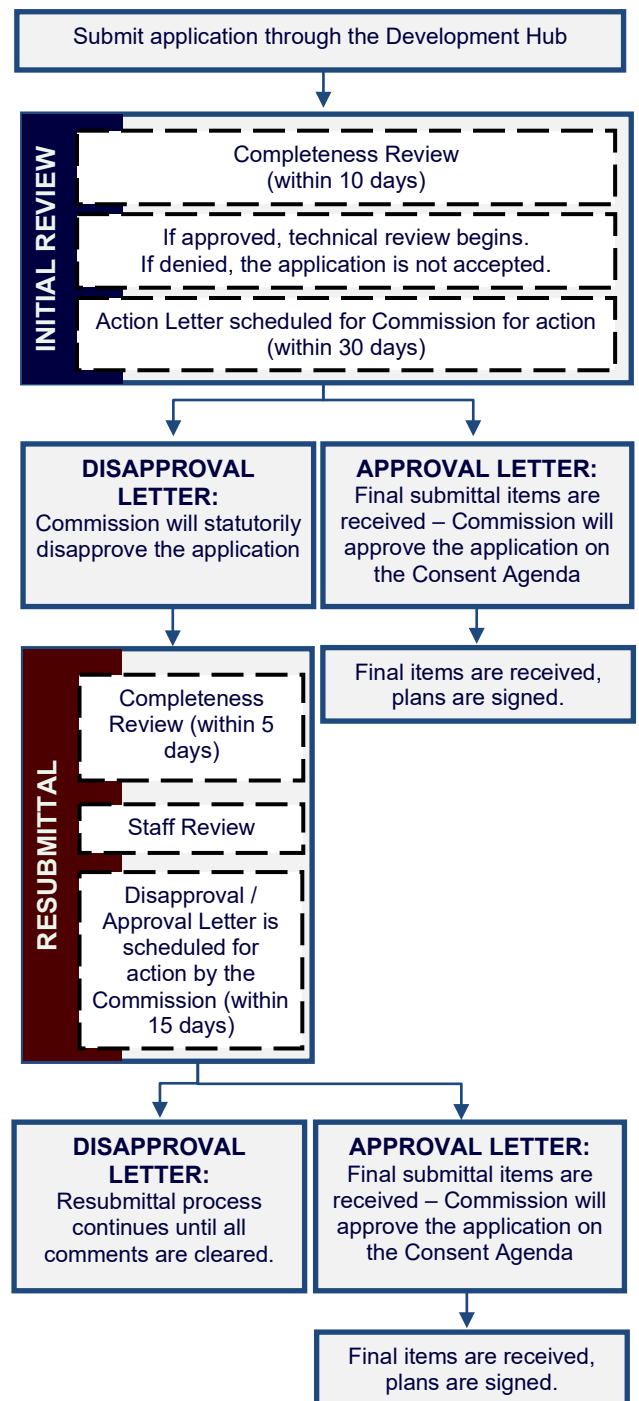
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal 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 2<sup>nd</sup> 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.

| <b>GENERAL:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Ordinance Reference       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> General Notes</li> <li><input type="checkbox"/> Final Plat</li> <li><input type="checkbox"/> Overall Preliminary Plat</li> <li><input type="checkbox"/> Approved Phasing Plan</li> <li><input type="checkbox"/> Existing Conditions &amp; Demolition Plan</li> <li><input type="checkbox"/> Erosion &amp; Sedimentation Control Plan</li> <li><input type="checkbox"/> Streets &amp; Roadway Systems</li> <li><input type="checkbox"/> Grading &amp; Drainage Plan</li> <li><input type="checkbox"/> Water Distribution System</li> <li><input type="checkbox"/> Wastewater Collection System</li> <li><input type="checkbox"/> Traffic Control, Street Lights, &amp; Signage Plan</li> <li><input type="checkbox"/> Sidewalk Plan</li> <li><input type="checkbox"/> Road &amp; Sidewalk Closure Plan</li> <li><input type="checkbox"/> Standard Details</li> <li><input type="checkbox"/> Parkland Trail Improvements Plan</li> <li><input type="checkbox"/> Landscape Plan</li> </ul> |  | 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 <a href="https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists">https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | 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)        |
| <b>COVER SHEET</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Ordinance Reference       |
| <p>___ 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.</p> <p style="margin-left: 40px;"><i>Subdivision Name</i></p> <p style="margin-left: 40px;">Public Improvement Construction Plans</p> <p style="margin-left: 40px;">Project Number (This number will be assigned during the first review of the plan set)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | 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) |
| <p>___ 3. Project information below the location sketch including the following:</p> <ul style="list-style-type: none"> <li>• Property owner name, address, and phone number</li> <li>• Engineer name, address, and phone number</li> <li>• Surveyor name, address, and phone number</li> <li>• Developer/Agent name, address, and phone number</li> <li>• Filing date</li> <li>• Property information including legal description</li> <li>• Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.</li> <li>• List of required offsite easements and recordation numbers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | 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:

|                                                                                       |                     |                                                                                                      |
|---------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Public Improvement Construction Plans<br><b>Project Number</b> |                     |                                                                                                      |
| Signature Block                                                                       | Location Sketch     | Index                                                                                                |
| Revision Block                                                                        | Project Information |                                                                                                      |
|                                                                                       |                     | <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">Approval</div> 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:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance Reference                 |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| ___ 1.                            | Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art 13.12 of the code of ordinances |
| EROSION & SEDIMENTATION CONTROLS: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance Reference                 |
| ___ 1.                            | Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 23 (4)(i)               |
| ___ 2.                            | Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 23 (4)(ii)              |
| ___ 3.                            | The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 23 (4)(iii)             |
| ___ 4.                            | Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 23 (4)(iv)              |
| ___ 5.                            | A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 23 (4)(v)               |
| ___ 6.                            | Identify at least one construction entrance on the erosion and sediment control site plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 23 (4)(iv)              |
| ___ 7.                            | Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art II, Sec 23 (4)(iv)              |
| ___ 8.                            | Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art II, Sec 23 (4)(iii)             |
| ___ 9.                            | Provide the following note:<br><b><i>The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 23 (4)(iii)             |
| ___ 10.                           | A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. A template is available online at: <a href="https://www.leandertx.gov/engineering">https://www.leandertx.gov/engineering</a> . The pond's engineered drawing specification sheet(s) shall be included in the plan as part of the recorded agreement. Documentation of the submittal to the County shall be provided to the City. This plan needs to include the location of the water permanent stormwater control facility such as a water quality or detention pond, and allow the City or its contractors access to the facility for periodic inspection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art III, Sec 46 (2)                 |
| ___ 11.                           | If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria. <ul style="list-style-type: none"> <li>a. Fill material originating from the land that is the subject of a subdivision application may be temporarily stored on said land provided that the developer complies at all times with the following requirements:</li> <li>b. The fill material shall be stored at the location shown on the approved construction plans.</li> <li>c. The fill material shall consist of earthen material originating from the subdivision only, shall remain free from debris, and shall be suitable for use as fill material on the future phases of the subdivision. The fill material may not include any material from outside of the subdivision.</li> <li>d. Storage of the fill material shall comply with the Storm Water Pollution Prevention Plan including revegetation of disturbed areas and other sedimentation and erosion controls adopted by the Texas Commission on Environmental Quality.</li> <li>e. The fill material will be placed and stored in such manner so that it is stable, with the side slopes no steeper than a 3:1 (h:v) slope.</li> <li>f. The fill material will be located so as not to disturb any wetland areas that may exist in the subdivision, and will be placed in a manner and location so as not to adversely affect the natural course of drainage across the land or impede drainage from neighboring properties.</li> <li>g. Fiscal surety that complies with Section 28 of this Ordinance in an amount equal to 110% of the cost of removal of the fill material will be filed with the City prior to the acceptance of the subdivision that generates the fill material. The fiscal surety will be based on an estimate prepared by the engineer for the subdivision and approved by the City Engineer.</li> <li>h. The height of the fill material shall not exceed ten (10') feet.</li> <li>i. The location of the fill material must comply with the following setback requirements: <ul style="list-style-type: none"> <li>i. 400' setback from major roadways as identified on the Roadway Plan;</li> <li>ii. 100' setback from all other roadways platted at the time of the fill material pile approval; and</li> <li>iii. 100' setback from residential structures.</li> <li>iv. The setback requirements may be reduced by twenty-five (25%) percent if screening of the fill material is provided. Screening includes a six (6') foot privacy fence constructed of cedar</li> </ul> </li> </ul> | 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Composite Zoning Art VI Sec 7 (b) |
| <input type="checkbox"/> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                   |
| <input type="checkbox"/> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                   |
| <input type="checkbox"/> Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |
| <input type="checkbox"/> Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                   |
| <input type="checkbox"/> 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. |                                   |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <p>___ 8. Residential Drainage and Detention Facilities:</p> <ul style="list-style-type: none"> <li>❑ 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.</li> <li>❑ 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.</li> <li>❑ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.</li> </ul> <p>___ 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.</p> | <p>Composite<br/>Zoning<br/>Art VI Sec 7 (c)</p> |
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### WATER DISTRIBUTION SYSTEMS:

|                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ordinance<br>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<br>(c)(5) |
| ___ 2. Provide an overall layout of the water distribution system.                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 23<br>(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<br>(c)(5) |
| ___ 4. The existing and proposed location of fire hydrants, valves, backflow devices, meters, and other fittings.                                                                                                                                                                                                                                                                                                                             | Art II, Sec 23<br>(c)(5) |
| ___ 5. Design details showing the connection with the existing City water system.                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 23<br>(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<br>(c)(5) |
| ___ 7. Attendant documents containing any additional information required to evaluate the proposed water distribution system.                                                                                                                                                                                                                                                                                                                 | Art II, Sec 23<br>(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<br>(c)(5) |

### WASTEWATER COLLECTION SYSTEMS:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance<br>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<br>(c)(6) |
| ___ 2. Provide an overall layout of the wastewater distribution system.                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 23<br>(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<br>(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<br>(c)(6) |
| ___ 5. Detailed design for lift stations, package plants or other special wastewater structures.                                                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 23<br>(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<br>(c)(6) |



| <b>TRAFFIC CONTROL, STREET LIGHTS &amp; SIGNS:</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 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)                |
| <b>ROAD &amp; SIDEWALK CLOSURE PLAN:</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 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)                |
| <b>SIDEWALKS:</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 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:<br><br><b><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></b>                                                                                                                                                                                                                         | 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) |
| <b>STANDARD DETAILS:</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ordinance Reference                   |
| ___ 1.                                                            | Insert the applicable City of Leander Standard Details. These details may be found online at <a href="http://www.leandertx.gov/engineering/page/standard-details">http://www.leandertx.gov/engineering/page/standard-details</a> .                                                                                                                                                                                                                                                                                                                        | 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)                    |
| <b>PARKLAND, IMPROVEMENTS &amp; OTHER PUBLIC OR COMMON AREAS:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ordinance Reference                   |
| ___ 1.                                                            | Proof of HOA establishment (One copy of the homeowner's association creation documents including responsibilities for park and/or landscaped entrance maintenance is provided if such facilities are provided.                                                                                                                                                                                                                                                                                                                                            | Art IV, Sec 61 (d)                    |
| ___ 2.                                                            | Proof of Ownership, Dedication, Perpetual Use & Maintenance (Provide a recorded deed, agreement, conveyance and/or restrictions demonstrating that the private park land and facilities are restricted to park and recreational purposes by a recorded covenant that runs with the land in favor of the future owners of property that cannot be defeated or eliminated without the consent of the City Council. The recorded deed, agreement, conveyance and/or restrictions should adequately provide for private ownership and perpetual maintenance.) | Art IV, Sec 61 (d)                    |



|        |                                                                                                                                                                                                                                                 |                                             |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| ___ 3. | Fiscal Guarantee of Completion (Provide a fiscal note covering the cost of constructing all park improvements shown on the approved <i>Park Concept Plan</i> . If phasing is planned the fiscal note should cover all improvements and phases.) | Art IV, Sec 61<br>(i)                       |
| ___ 4. | Show all facilities included on the approved <i>Park Concept Plan</i> and label improvement phases, if applicable.                                                                                                                              | Art II, Sec 23<br>(c)(12)                   |
| ___ 5. | Plans for public trail systems as required by the Parks Open Space & Master Plan.                                                                                                                                                               | Art II, Sec 23<br>(c)(12)                   |
| ___ 6. | Demonstrate that the addition of new turf grass is limited to fifty (50%) percent of landscape lots, open space lots, HOA lots, and parkland lots.                                                                                              | Composite<br>Zoning Art VI,<br>Sec 1 (b)(4) |

## TREE PROTECTION PLAN

1.

Include the approved Tree Protection Plan from the Preliminary Plat. If changes are proposed or a Preliminary Plat was not required the following Required Items need to be provided:

Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible.

Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.

A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.

The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree.

| 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.

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

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

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 <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. <ul style="list-style-type: none"> <li>a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>e. Fee credits are available for mitigation trees that are planted on site that are 2 caliper inches measured at 4 feet in height.</li> </ul> </li> </ul> | Art II, Sec 22 (c)(2)(iii)            |
| ___ 6. | Replacement Trees <ul style="list-style-type: none"> <li><input type="checkbox"/> 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&amp;M AgriLife Extension, as amended from time to time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 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: <p><b><i>Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.</i></b></p> <p><b><i>Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.</i></b></p> <p><b><i>A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.</i></b></p> <p><b><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></b></p> <p><b><i>Turf grass is prohibited in strips of land less than six (6') feet in width between sidewalks and pavement.</i></b></p> <p><b><i>Turf grass shall be limited to fifty (50%) percent of landscape lots, open space lots, greenspace lots, HOA lots, and parkland lots.</i></b></p> | <p>Composite Zoning Art VI, Sec 1 (d)(1)(i)</p> <p>Composite Zoning Art I, Sec 6</p> <p>Composite Zoning Art VI, Sec 1 (b)(20) &amp; (21)</p> <p>Composite Zoning Art VI, Sec 1 (b)(20) &amp; (21)</p> <p>Composite Zoning Art VI, Sec 1 (b)(4)</p> <p>Composite Zoning Art VI, Sec 1 (b)(4)</p> |
| ___ 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

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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: \_\_\_\_\_

---

# DRY UTILITY PERMIT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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|                                                         |   |
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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](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

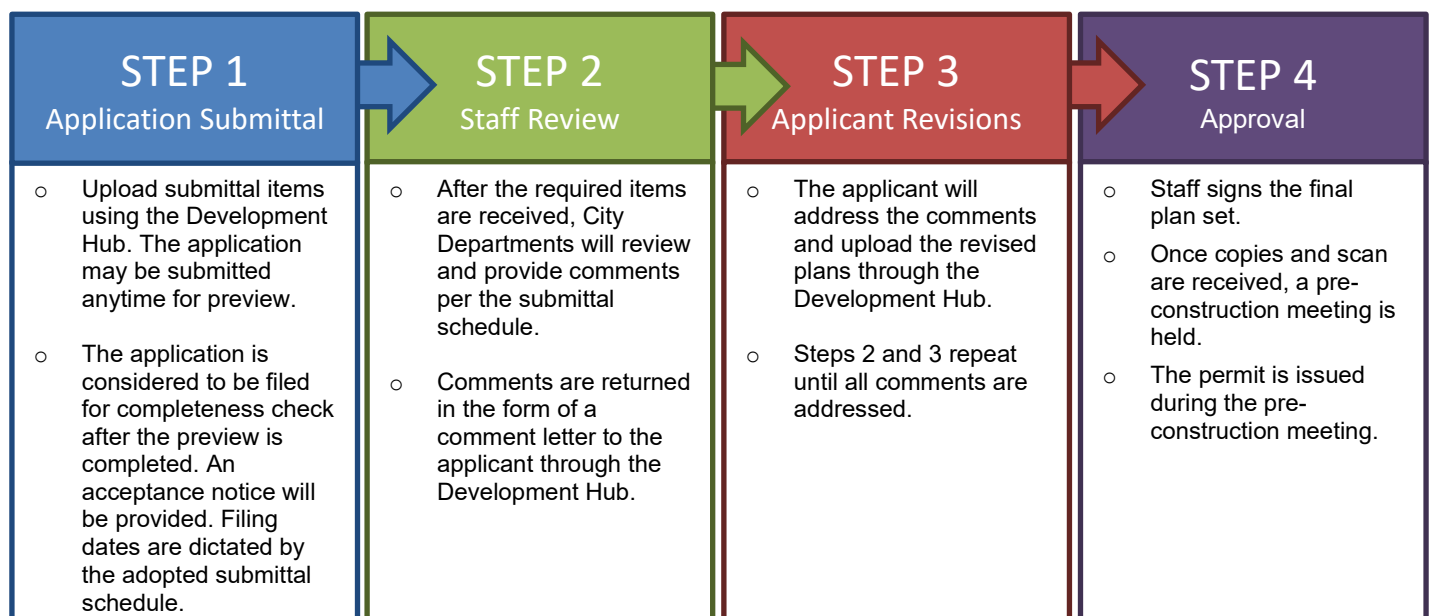
## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto: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> |
|--------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <input type="checkbox"/>                                               | 1. Completed and signed application & checklist with the owner's signatures.                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | 2. Dry Utility Plans (11"X17") including information in the checklist. |                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | 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

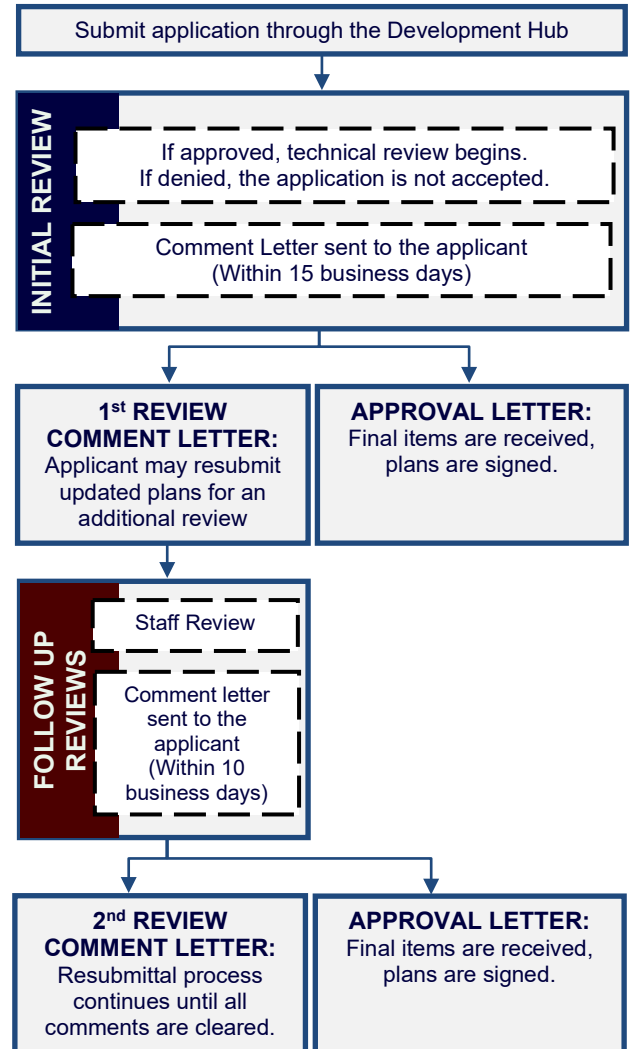
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

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:

|                                                            |                                                                                                        |                                                                                                  |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Dry Utility Plans<br>Project Number |                                                                                                        |                                                                                                  |
| Project<br>Information                                     | <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;">Location Sketch</div> | Index                                                                                            |
| Revision Block                                             | Signature Block                                                                                        | <div style="border: 1px solid black; padding: 5px; display: inline-block;">Approval</div> 1 of 1 |



## DRY UTILITY NOTES:

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- \_\_\_ 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:

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- \_\_\_ 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:

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- \_\_\_ 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: \_\_\_\_\_

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# 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](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

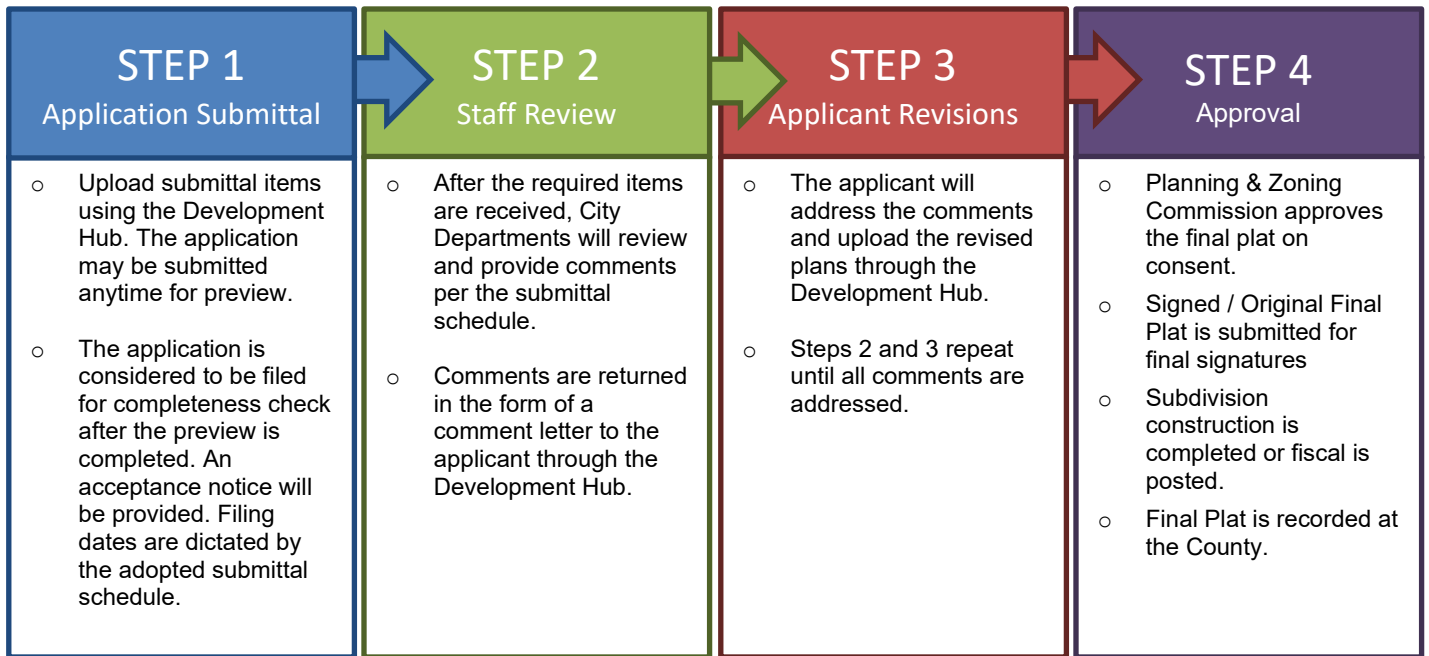
Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

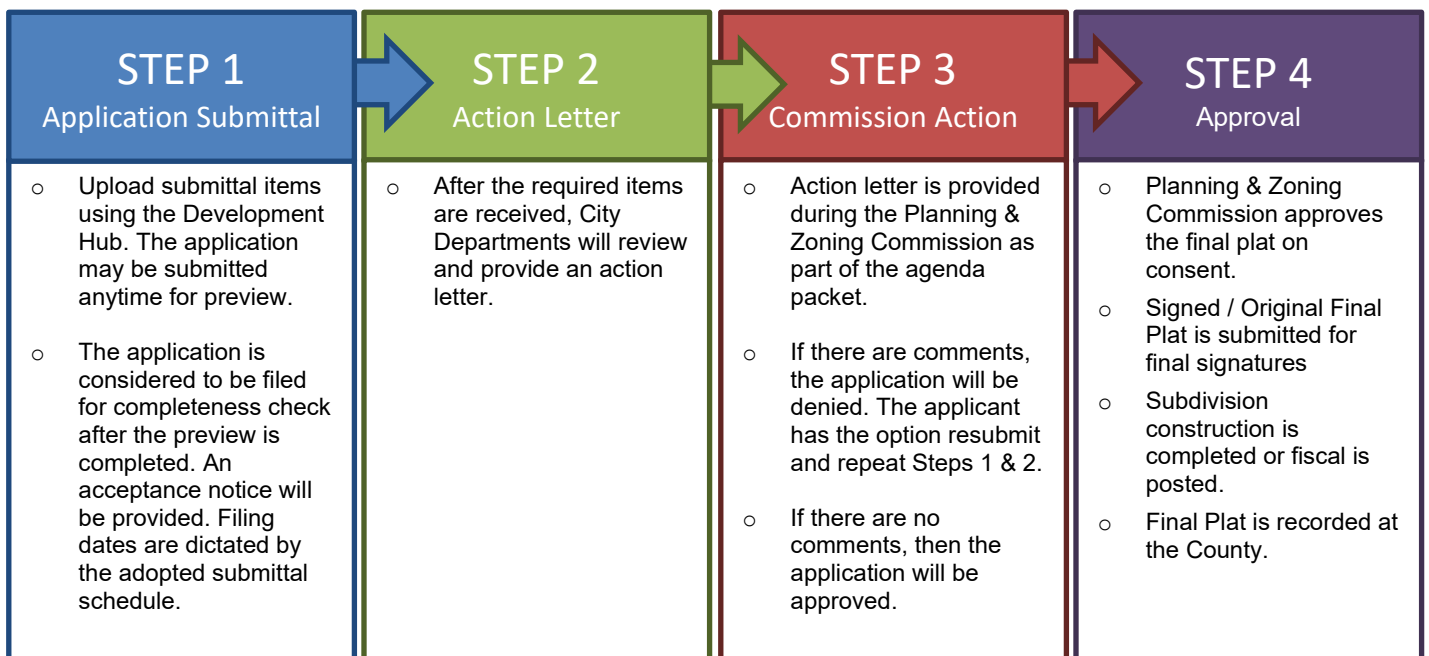
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting 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](mailto: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  |
| <b>TOTAL FEE \$</b>                                             |           |

\* 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 3<sup>rd</sup> 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

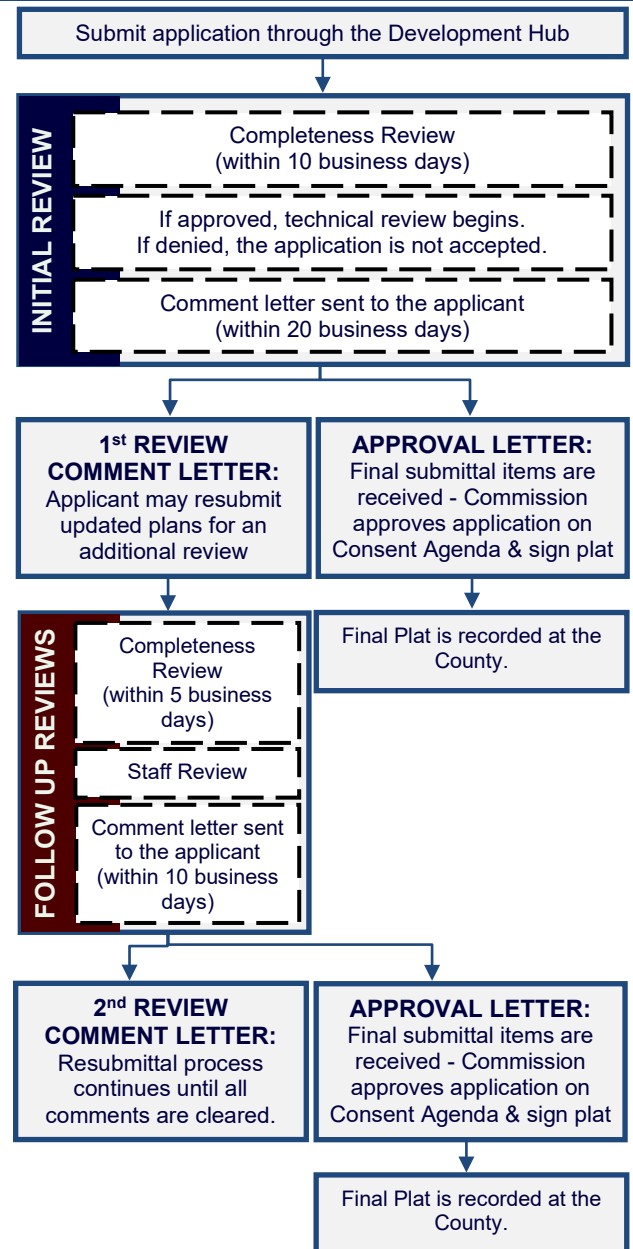
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

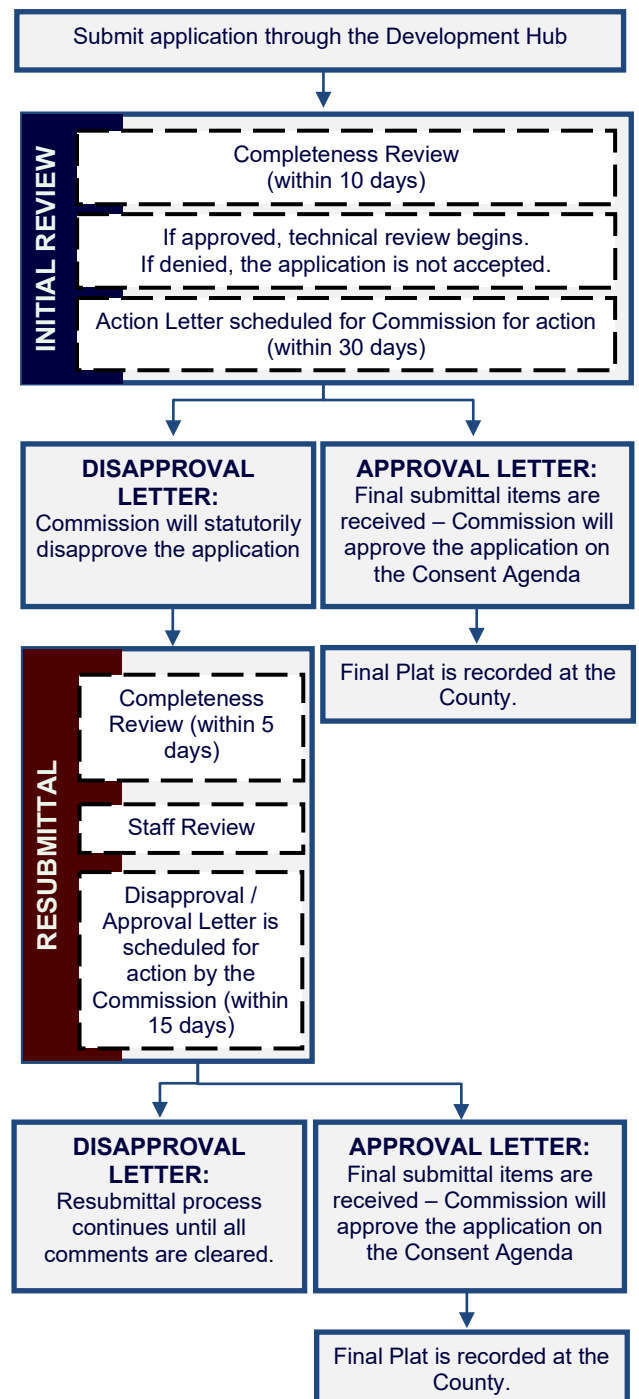
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal 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 2<sup>nd</sup> 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:<br><input type="checkbox"/> Cover Sheet<br><input type="checkbox"/> Final Plat Sheets<br><input type="checkbox"/> 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.<br><div style="text-align: center;"> <b>Subdivision Name</b><br/> <b>Final Plat</b> </div>                                                                                                                                                               | Art II, Sec 24 (c)(1)(i)   |
| ___ 2. Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Developer name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Developer/Agent name, address, and phone number<br><input type="checkbox"/> 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:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; margin-bottom: 10px;"> <b>Subdivision Name</b><br/> <b>Final Plat</b> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 20%;">Project<br/>Information</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 20%;">Location<br/>Sketch</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 20%;">Index</div> </div> <div style="text-align: right; margin-top: 10px;">1 of 1</div> </div> | Art II, Sec 24 (d)(2)      |
| ___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 24 (c)(1)(iv)  |
| ___ 8. Provide a table including the street name(s) and linear footage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 24 (d)(2)      |



**SHEET 2 – FINAL PLAT**Ordinance  
Reference**EXISTING CONDITIONS**

|        |                                                                                                                                                                                                                                                                                                                  |                               |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| ___ 1. | The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.                                                                                                        | Art II, Sec 24<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(c)(2)(iv)  |
| ___ 8. | The location of the County line if it traverses or is contiguous to the subdivision.                                                                                                                                                                                                                             | Art II, Sec 24<br>(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<br>(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<br>(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<br>(c)(3)(iii) |
| ___ 4. | Sufficient data for each lot to prove mathematical closure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 24<br>(c)(3)(iv)  |
| ___ 5. | Metes and bounds description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 24<br>(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.<br><br>Datum: North American Datum 1983 (NAD 83)    Projection: Texas State Plane – Central Zone (4203)<br>Units: US Survey Feet | Art II, Sec 24<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(b) (14)   |
| ___ 9.  | No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art III, Sec 45<br>(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<br>(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<br>(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<br>(c)(4)(v)   |
| ___ 13. | The final plat is in conformance with the approved preliminary plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24<br>(a)(2)      |
| ___ 14. | Graphically show the proposed location of sidewalks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24<br>(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.<br><b>Current zoning</b> (if inside City of Leander)_____ (Do not show on plat)                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 24<br>(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<br>(b)(8)     |
| ___ 18. | "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:<br>___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.<br>___ The minimum width of the flag lot is no less than twenty five (25) feet.<br>___ The narrow portion of the lot is dedicated as a common driveway access easement.<br>___ No more than two "flag" lots are located side by side.<br>___ The Fire Chief has no objection to the lot layout.<br>___ 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<br>(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<br>(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<br>(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<br>(b)(10)    |
| ___ 22. | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 24<br>(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<br>(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<br>(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 document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance.
  - A note is provided on the plat noting the association's responsibilities and the document # establishing the association.
  - 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.
  - 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.***

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

- \_\_\_ 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 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.  
  
 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
  - A certified statement by the engineer is provided as follows.  
  
 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

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

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



- 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.*

|                                                                                             |                                                                                                      |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| _____<br>Donnie Mahan, Chairman<br>Planning and Zoning Commission<br>City of Leander, Texas | ATTEST: _____<br>Ellen Coufal, Secretary<br>Planning and Zoning Commission<br>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)

Art III, Sec 42 (h)

Code of Ordinances 10.03.003

Transportation Criteria Manual 5.3.1 J

Art IV, Sec 61(d)

##### \_\_\_ 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.

##### \_\_\_ 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: \_\_\_\_



- |                                                                                                                                                                |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.                          | Art IV, Sec 61(d)          |
| <input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.                                   | Art III, Sec 41 (a)        |
| <input type="checkbox"/> 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)        |
| <input type="checkbox"/> 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

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### ☐ 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

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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: \_\_\_\_\_

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# **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](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

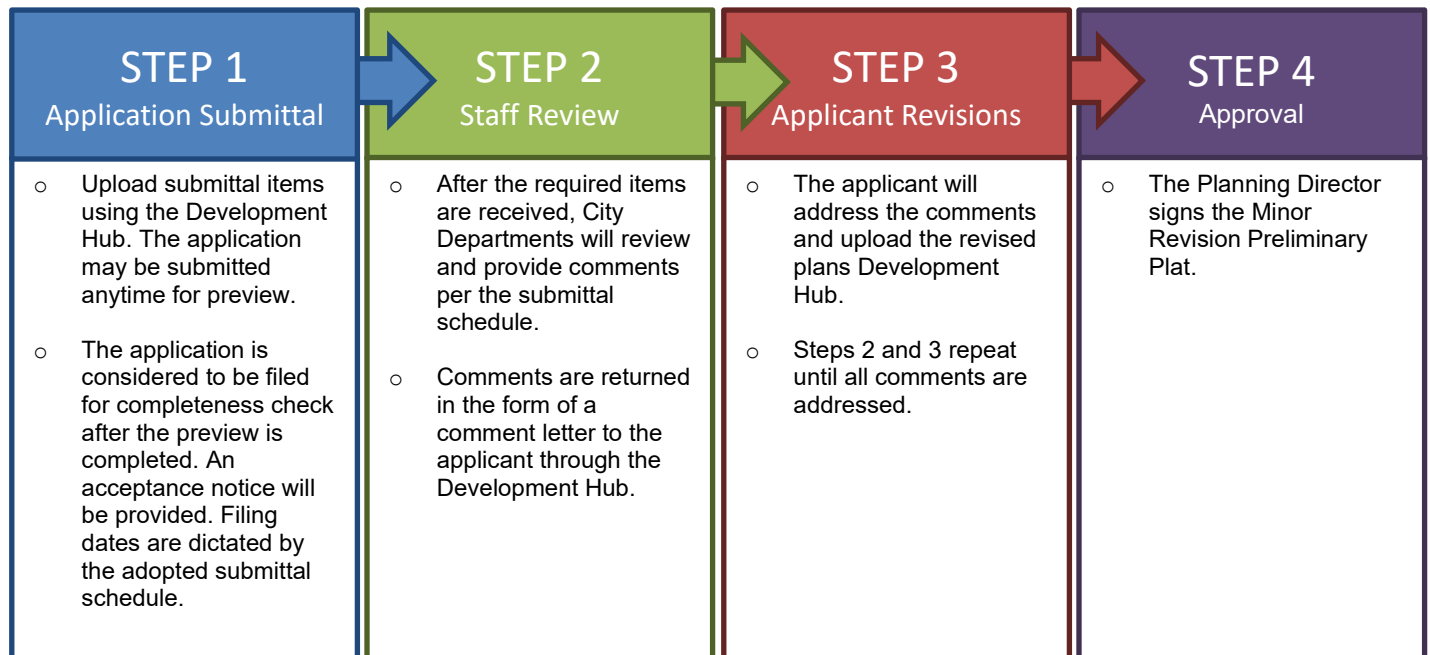
## INSTRUCTIONS

- 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](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](mailto: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](http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf)

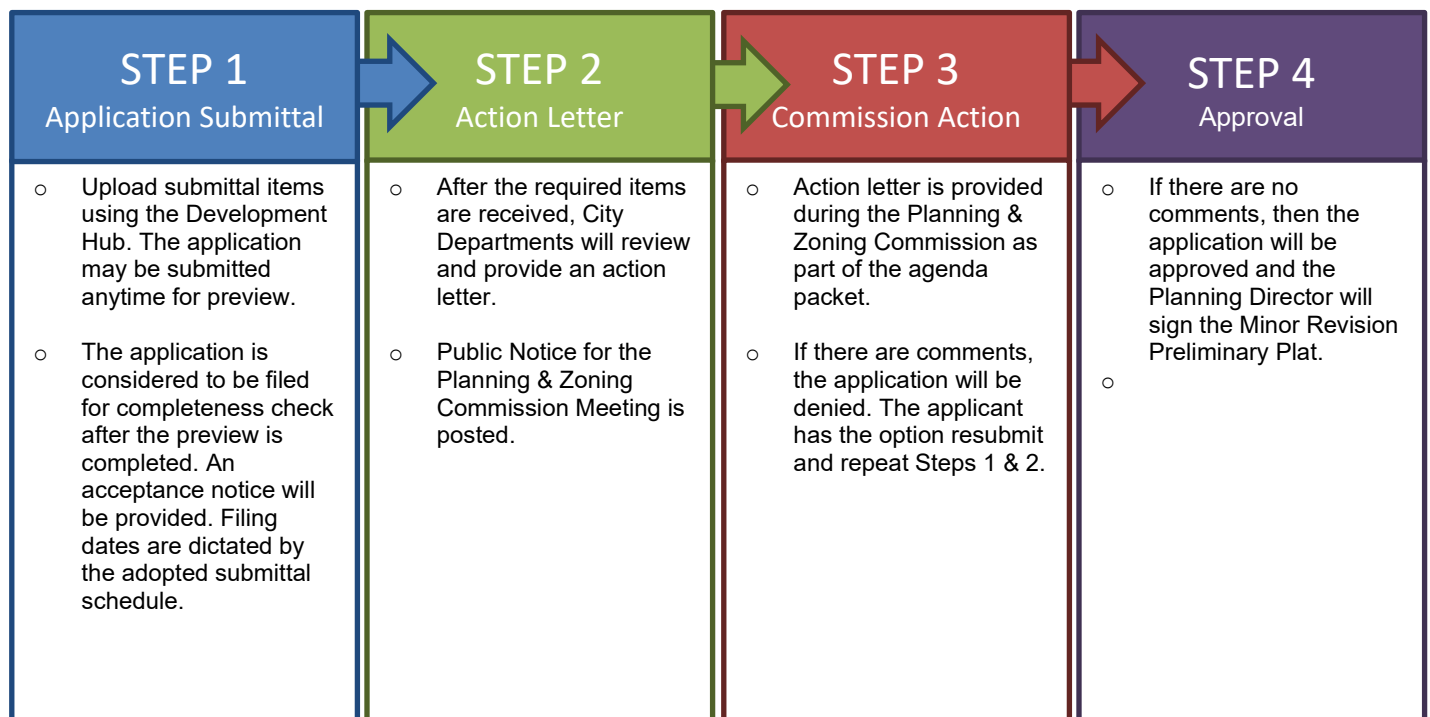


- Please refer to the “Submittal Schedule” for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the “Required Items for Application Submittal” on [page 4](#) shall be uploaded to the Development Hub.

## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE





## REQUIRED ITEMS FOR THE SUBMITTAL

| REQUIRED ITEMS | PROVIDED | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |          | <input type="checkbox"/> 1. Completed and Signed Application & Checklist with the owner's signatures.<br><input type="checkbox"/> 2. Minor Revision Preliminary Plat Document (24"X36" in size).<br><input type="checkbox"/> 3. Deed showing current ownership. Proof of signatory for corporations is required.<br><input type="checkbox"/> 4. Existing deed restrictions or covenants (if applicable).<br><input type="checkbox"/> 5. Certified tax certificate.<br><input type="checkbox"/> 6. Letter describing the revision to the approved preliminary plat and describing how the changes meet the minor revision preliminary plat criteria.<br><input type="checkbox"/> 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.<br><input type="checkbox"/> 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.<br><input type="checkbox"/> 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____<br><input type="checkbox"/> 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.<br><input type="checkbox"/> 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.<br><input type="checkbox"/> 12. Approved Drainage Study, if changes are proposed provide the study and any associated studies or models needed for review.<br><input type="checkbox"/> 13. County short ID # of subject property: _____<br><input type="checkbox"/> 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.<br><input type="checkbox"/> 15. Planned Unit Development (PUD) information (if applicable)<br>- Is this plan subject to a PUD? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: _____<br><input type="checkbox"/> 16. Traffic Impact Analysis (TIA) information. Provide one of the following:<br><input type="radio"/> 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.<br><input type="radio"/> 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.<br><input type="checkbox"/> 17. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.<br><input type="checkbox"/> 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  |
| <b>TOTAL FEE</b> (due at the time of application submission) <b>\$</b> |           |

\* 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 3<sup>rd</sup> 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

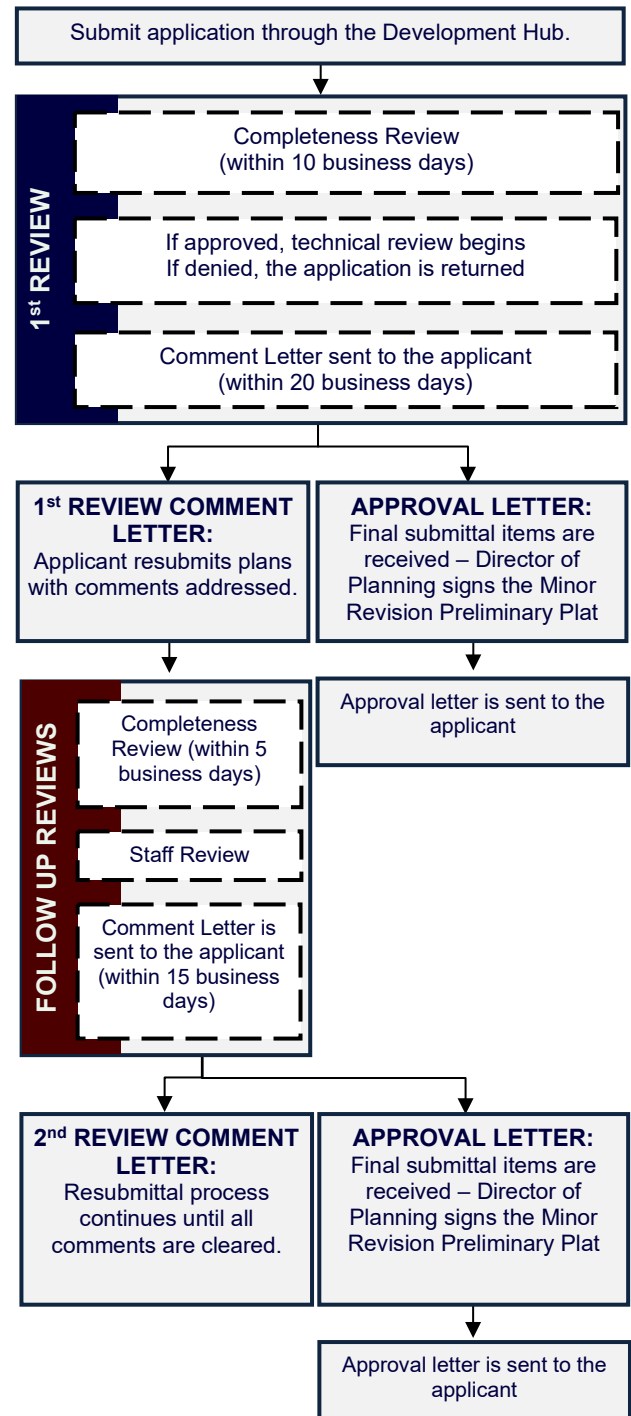
1. Submit required items through the Development Hub. These documents may be submitted at any time for review. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.

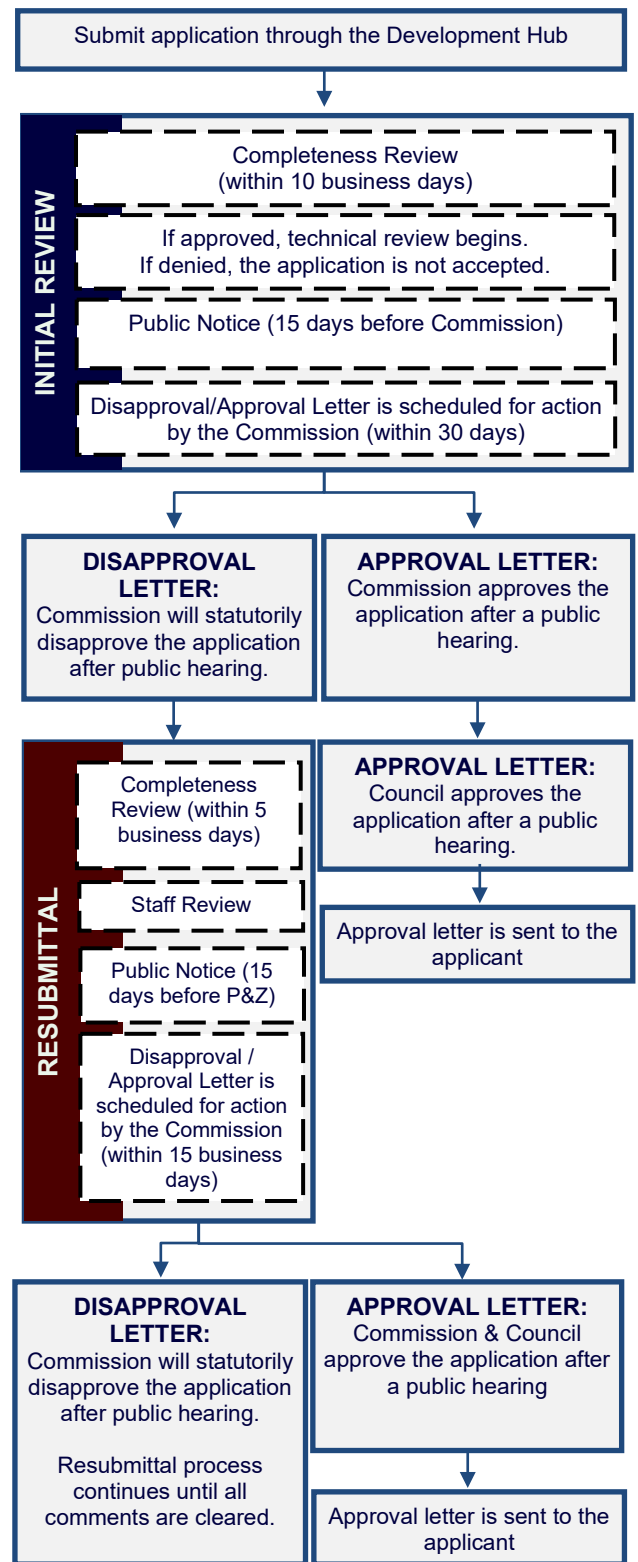
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

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   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Approved Concept Plan</li> <li><input type="checkbox"/> Approved Phasing Plan for the entire subdivision</li> <li><input type="checkbox"/> Existing Conditions</li> <li><input type="checkbox"/> Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets</li> <li><input type="checkbox"/> Improvements – Including utilities and drainage</li> <li><input type="checkbox"/> Tree Protection Plan</li> <li><input type="checkbox"/> Street Tree Plan (if street trees are proposed)</li> <li><input type="checkbox"/> Parks Plan</li> </ul> | 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       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan.</p> <p style="margin-left: 40px;"><i>Subdivision Name</i></p> <p style="margin-left: 40px;">Minor Revision Preliminary Plat No ___</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art II, Sec 22 (k)(1)     |
| <p>___ 2. Project information in the upper left corner including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul> | 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)     |
| <p>___ 5. Example cover sheet:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Subdivision Name</b></p> <p style="text-align: center;">Minor Revision Preliminary Plat # ___</p> <p style="text-align: center;">Project Number</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">Project Information</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">Location Sketch</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">Index</div> </div> <p style="text-align: right; margin-top: 10px;"><i>1 of 1</i></p> </div>                                                                                                                                                                                                                                                                                                    | Art II, Sec 22 (c)(3)     |
| ___ 6. A certification block signed and sealed by the project engineer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 22 (c)(1)(vi) |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>___ 7. Include the following signature block in the upper left corner.</p> <p style="text-align: center;">APPROVED BY:</p> <p style="text-align: center;">_____<br/>Robin M. Griffin, AICP, Executive Director of Development Services</p> <p style="text-align: right;">_____<br/>Date</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Art II, Sec 22<br/>(k)(4)</p>                                                                                                                                                                                                                                                                                                                                                     |
| <p>___ 8. Note identifying the proposed changes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Art II, Sec 22<br/>(k)(1)</p>                                                                                                                                                                                                                                                                                                                                                     |
| <p>___ 9. Provide any recommendations from the approved TIA (if applicable)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Art II, Sec 22<br/>(c)(3)</p>                                                                                                                                                                                                                                                                                                                                                     |
| <p>___ 10. Include the draft plat notes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>General Plat Notes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. <i>(inside City only)</i></li> <li><input type="checkbox"/> This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i></li> <li><input type="checkbox"/> No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.</li> <li><input type="checkbox"/> 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></li> <li><input type="checkbox"/> No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.</li> <li><input type="checkbox"/> Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.</li> <li><input type="checkbox"/> All easements on private property shall be maintained by the property owner or his or her assigns.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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) ____.</li> <li><input type="checkbox"/> 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></li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> All utility lines must be located underground.</li> <li><input type="checkbox"/> This plat conforms to the Preliminary Plat approved by the Planning &amp; Zoning Commission on _____ (Insert Approval Date)</li> <li><input type="checkbox"/> Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.</li> </ul> | <p>County</p> <p>County</p> <p>Art I, Sec 8 (b)</p> <p>Art I, Sec 8 (b)</p> <p>Art III, Sec 46<br/>(b)</p> <p>Art III, Sec 46<br/>(b)</p> <p>Art II, Sec 24<br/>(c)(6)(vi)</p> <p>Code of Ordinances Art 3.10</p> <p>Art II, Sec 24<br/>(c)(6)(vii)</p> <p>Art II, Sec 24<br/>(c)(6)(vii)</p> <p>Art III, Sec 47</p> <p>Art II, Sec 24<br/>(a) (2)</p> <p>Art II, Sec 20<br/>(j)</p> |
| <p>___ 1. Non-Residential &amp; Multi-Family Plat Notes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Traffic Impact Analysis Note (if applicable): <ul style="list-style-type: none"> <li><input type="radio"/> Include items required by the TIA as a plat note.</li> </ul> </li> </ul> <p>___ 2. Single-Family &amp; Two Family Plat Notes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> The Home Owners Association (HOA) shall own and maintain the following lots: ____</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Art III, Sec 42<br/>(h)</p> <p>Code of Ordinances<br/>10.03.003</p> <p>Transportation<br/>Criteria Manual<br/>5.3.1 J</p> <p>Art IV, Sec<br/>61(d)</p>                                                                                                                                                                                                                            |



- |                                                                                                                                                                |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.                          | Art IV, Sec 61(d)          |
| <input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.                                   | Art III, Sec 41 (a)        |
| <input type="checkbox"/> 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)        |
| <input type="checkbox"/> 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):<br>___ Watershed information is provided (if applicable):<br>___ Lake Travis watershed report provided to LCRA.                                                                                          | Art III, Sec 41               |

Ordinance Reference

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

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

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

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

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

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

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

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

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

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

Art III, Sec 41



\_\_\_\_ Edward's recharge zone report provided to TCEQ.  
\_\_\_\_ Edward's contributing zone report provided to TCEQ.

\_\_\_ 12. Identify all required Buffer Zones.

Art III, Sec 49

## **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:<br>____ Driveways would be located no closer than permitted by the Transportation Criteria Manual.<br>____ The minimum width of the flag lot is no less than twenty five (25) feet.<br>____ The narrow portion of the lot is dedicated as a common driveway access easement.<br>____ No more than two "flag" lots are located side by side.<br>____ The Fire Chief has no objection to the lot layout. | Art III, Sec 45 (b)(8)     |



|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <p>_____ The narrow “flag pole” portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |
| ___ 21.                                                                                                                                                                   | A note is provided limiting access to a specified roadway if required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art III Sec 45<br>(b)(11)      |
| ___ 22.                                                                                                                                                                   | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 22<br>(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<br>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<br>(c)(2)       |
| ___ 25.                                                                                                                                                                   | Local streets have been designed so as to calm traffic and discourage “cut through” traffic as follows:<br>a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas.<br>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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(c)(3)(iii)  |
| ___ 31.                                                                                                                                                                   | Identify the location and species of street trees for each street within the preliminary plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Art II, Sec 22<br>(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<br>(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<br>(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<br>(c)(3)(ix)   |
| ___ 35.                                                                                                                                                                   | Is conduit necessary to provide fiber to public facilities?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 22<br>(c)(3)(iii)  |

## SHEET 6 – IMPROVEMENTS

|        |                                                                                                                                                                                                                                                                                                               | Ordinance<br>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<br>(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<br>(b)        |
| ___ 3. | Provide preliminary vertical profiles for roadways with extreme topography.                                                                                                                                                                                                                                   | Art II, Sec 22<br>(c)(4)(vi) |
| ___ 4. | Identify all required drainage improvements.                                                                                                                                                                                                                                                                  | Art II, Sec 22<br>(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<br>(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<br>(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

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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 \_\_\_\_\_

§

§

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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: \_\_\_\_\_

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# 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](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

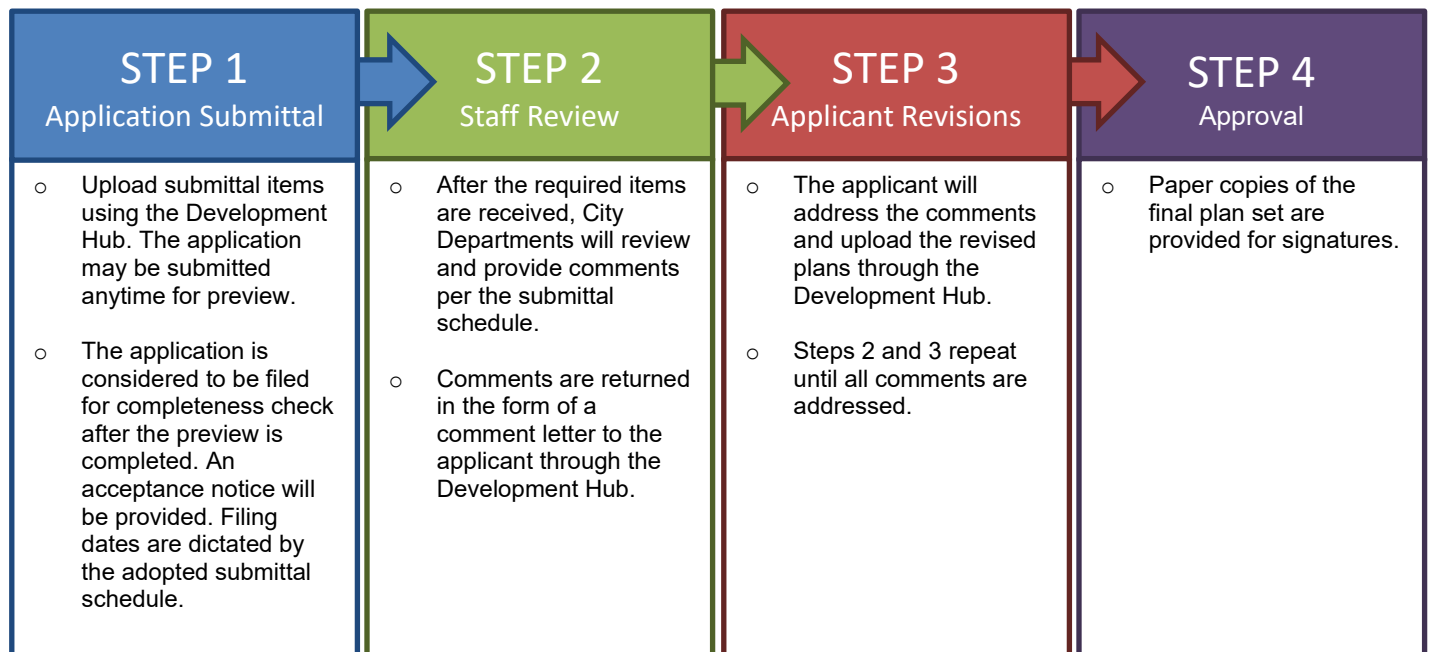
## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto: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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |          | <input type="checkbox"/> 1. Completed and Signed Application & Checklist with the owner's signatures.<br><input type="checkbox"/> 2. Site Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.<br><input type="checkbox"/> 3. Deed showing current ownership. Proof of signatory for corporations is required.<br><input type="checkbox"/> 4. Certified tax certificate or other evidence that taxes have been paid.<br><input type="checkbox"/> 5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.<br><input type="checkbox"/> 6. Is development proposed within the floodplain? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.<br><input type="checkbox"/> 7. Planned Unit Development (PUD) or Special Use Permit (SUP) information (if applicable)<br>Is this plan subject to a PUD? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: <input type="text"/><br>Is this plan subject to a SUP? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: <input type="text"/><br><input type="checkbox"/> 8. Recent Title Commitment (dated within on year; if the title commitment is older than one year, submit a property report of nothing further certificate)<br><input type="checkbox"/> 9. Is there a Traffic Impact Analysis (TIA) associated with this project? <input type="radio"/> Yes <input type="radio"/> No<br>If so, please contact the City Engineer to confirm if an updated is needed.<br><input type="checkbox"/> 10. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.<br><input type="checkbox"/> 11. Application Fees (calculation listed below). |

## APPLICATION FEE\* CALCULATION

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| Filing Fee:                                                                   | \$ 500.00 |
| Professional Recovery Fee:                                                    | \$ 250.00 |
| Technology Fee:                                                               | \$ 25.00  |
| <b>TOTAL FEE (due at the time of application submission) \$ <u>750.00</u></b> |           |

\* 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 3<sup>rd</sup> review.



## UPLOADED DOCUMENT REQUIREMENTS

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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

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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.

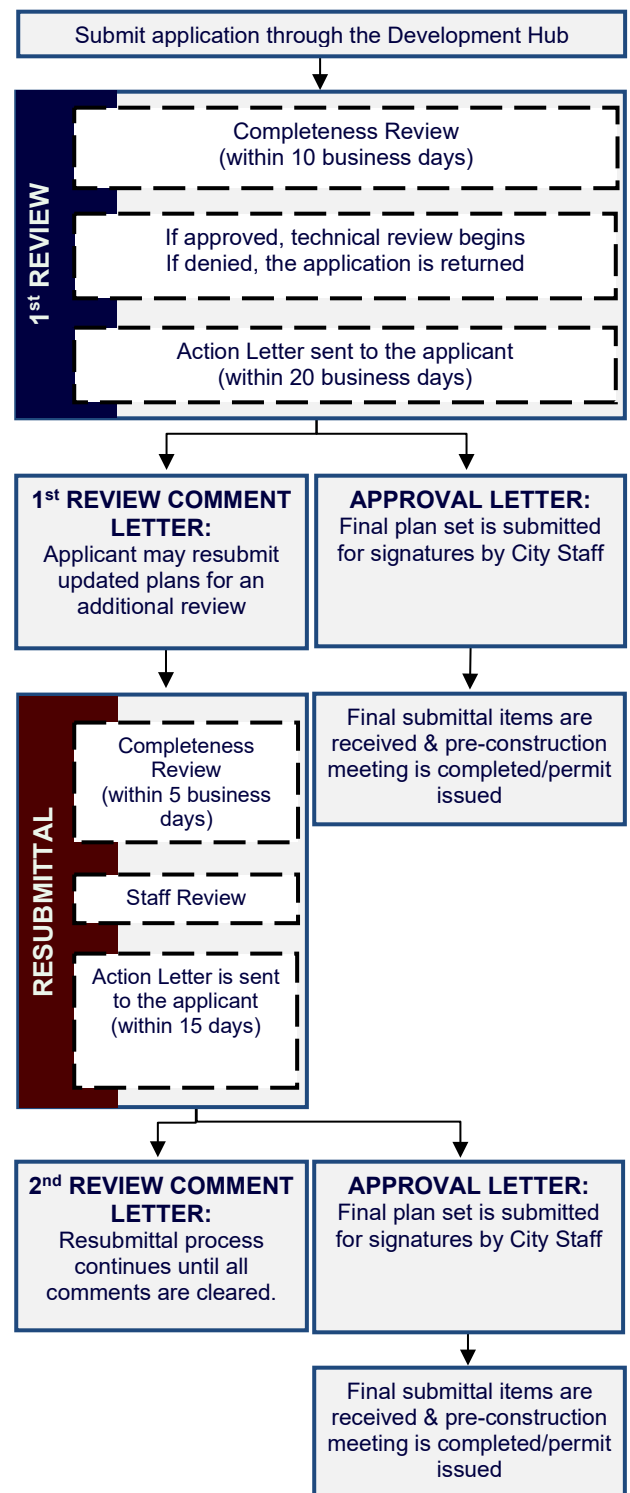
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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:

|                                                                                                       |                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Minor Site Development Plans<br><b>Project Number</b>                          |                                                                                                                                                                                                                 |
| Project<br>Information                                                                                | <div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Location Sketch</div> <div style="margin-top: 20px;">Index</div> |
| Revision Block                                                                                        | Signature Block                                                                                                                                                                                                 |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Approval</div> 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.<br>SFC, SFL, CH, SFT, TF<br><br>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<br>Where Adjacent to<br>SFR, SFE, SFS, SFU,<br>SFC, SFL, SFU/MH,<br>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,

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### **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.

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### **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

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### **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:**

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- \_\_\_ 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:**

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- \_\_\_ 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:**

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- \_\_\_ 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)

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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](mailto:mtummons@leandertx.gov)).

## FINAL SUBMITTAL REVIEW

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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

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- 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

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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: \_\_\_\_\_

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# 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](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

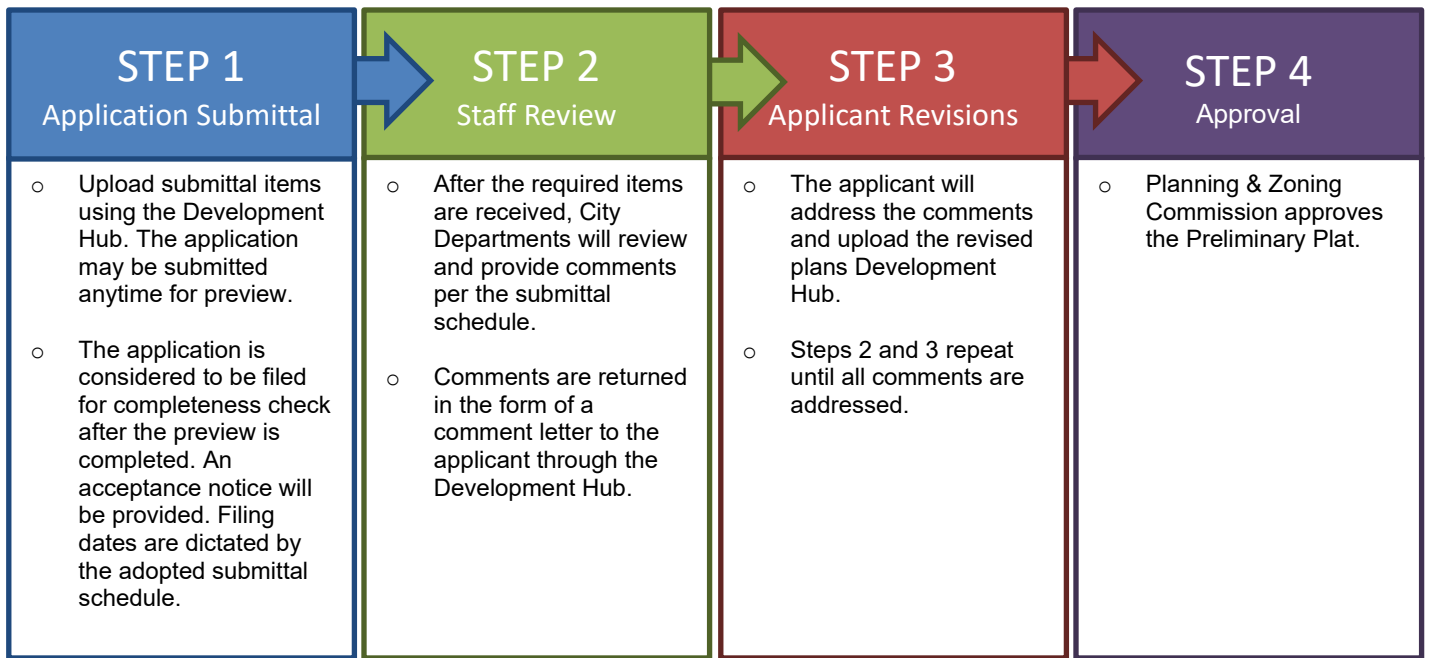
Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

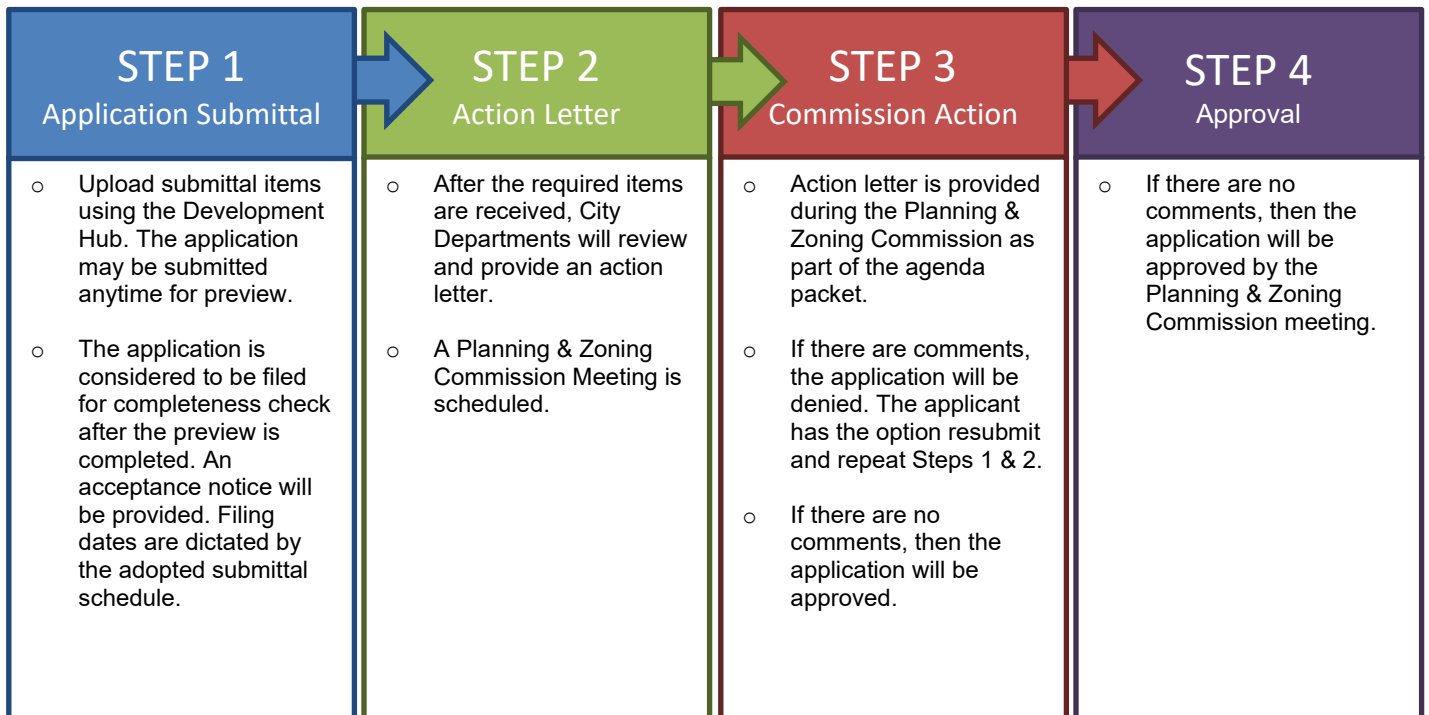
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website ([www.leandertx.gov/ds](http://www.leandertx.gov/ds)).
- The applicant is **required** to attend 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](mailto: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](http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf)
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.



## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE





## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

## REQUIRED ITEMS

**PROVIDED**

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

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Preliminary Plat (24"X36" in size)
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Annexation petition and letter requesting water and wastewater service where applicable
- ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
- ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: \_\_\_\_\_.
- ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 12. Drainage Study and any associated studies or models needed for review.
- ☐ 13. County short ID # of subject property: \_\_\_\_\_
- ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 15. Is a variance proposed? ☐ Yes ☐ No  
If yes, provide the application with this submittal.
- ☐ 16. Planned Unit Development (PUD) information (if applicable)
  - Is this plan subject to a PUD? ☐ Yes ☐ No  
If yes, provide the name: \_\_\_\_\_
  - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No  
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: \_\_\_\_\_
- ☐ 17. Traffic Impact Analysis (TIA) information. Provide one of the following:
  - ☐ TIA 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 3<sup>rd</sup> 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

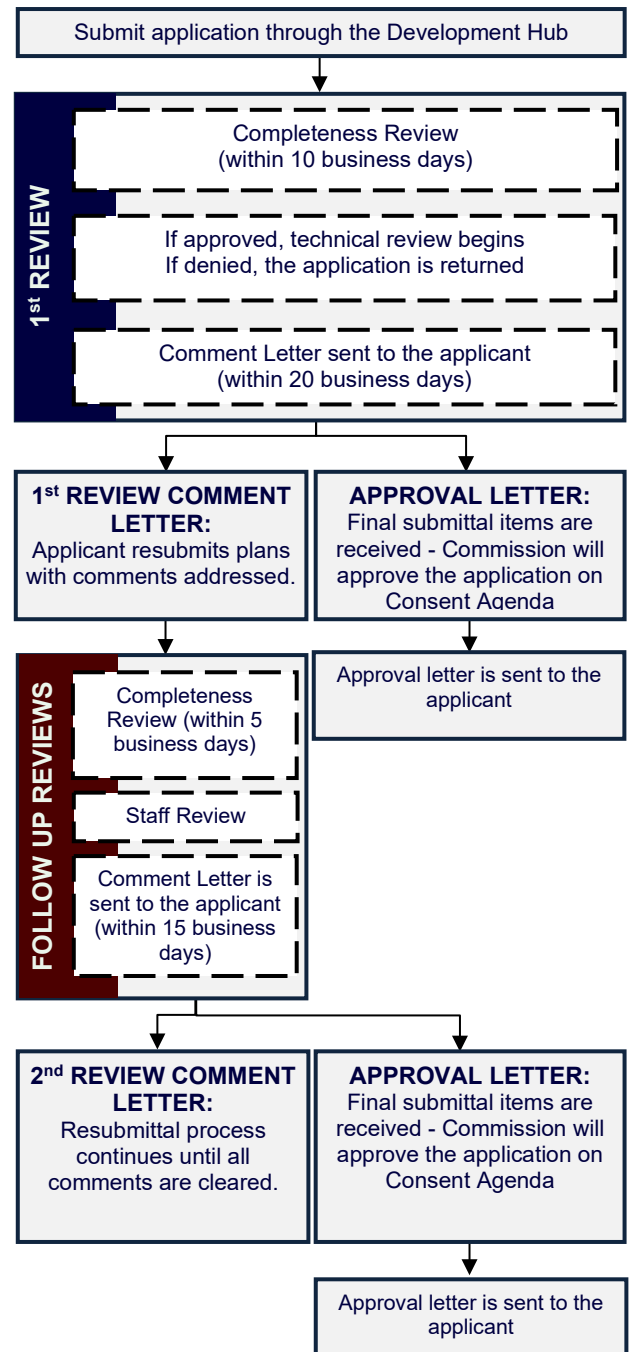
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.





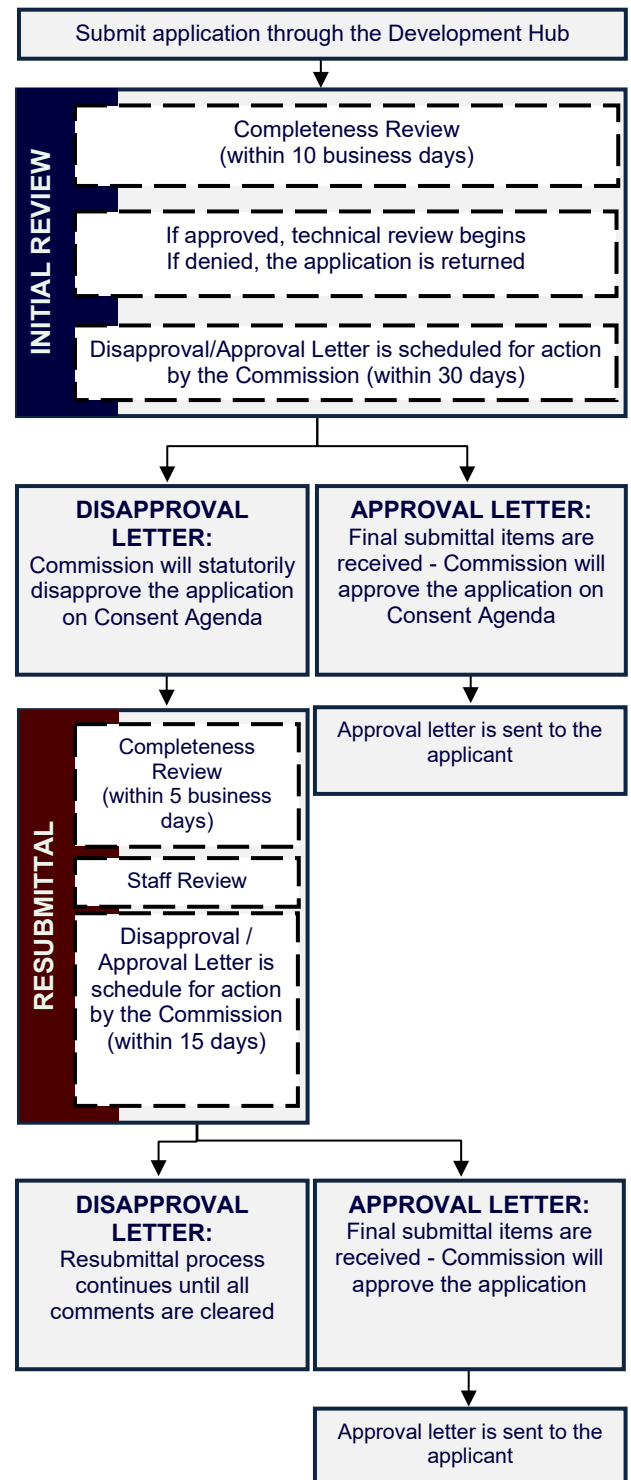
## STANDARD REVIEW PROCEDURE

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   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Approved Concept Plan</li> <li><input type="checkbox"/> Approved Phasing Plan for the entire subdivision</li> <li><input type="checkbox"/> Existing Conditions</li> <li><input type="checkbox"/> Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets</li> <li><input type="checkbox"/> Improvements – Overall</li> <li><input type="checkbox"/> Drainage Plan</li> <li><input type="checkbox"/> Water Plan</li> <li><input type="checkbox"/> Wastewater Plan</li> <li><input type="checkbox"/> Including utilities and drainage</li> <li><input type="checkbox"/> Tree Protection Plan</li> <li><input type="checkbox"/> Street Tree Plan (if street trees are proposed)</li> <li><input type="checkbox"/> Parks Plan</li> </ul> | 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       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan.</p> <p style="margin-left: 40px;">Subdivision Name<br/>Preliminary Plat<br/>Project Number (This number will be assigned during the first review of the plan set)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 22 (c)(1)(ii) |
| <p>___ 2. Project information in the upper left corner including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul> | 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:

|                                                               |                    |       |
|---------------------------------------------------------------|--------------------|-------|
| <b>Subdivision Name</b><br>Preliminary Plat<br>Project Number |                    |       |
| Project<br>Information                                        | Location<br>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



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>___ 10. Single-Family &amp; Two Family Plat Notes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> The Home Owners Association (HOA) shall own and maintain the following lots: ___</li> <li><input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of ___ County, Texas under document number _____.</li> <li><input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.</li> <li><input type="checkbox"/> The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.</li> <li><input type="checkbox"/> If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:<br/>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)<br/><b><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></b></li> </ul> | <p>Transportation<br/>Criteria Manual<br/>5.3.1 J</p> <p>Art IV, Sec<br/>61(d)</p> <p>Art IV, Sec<br/>61(d)</p> <p>Art III, Sec 41<br/>(a)</p> <p>Art III, Sec 41<br/>(a)</p> <p>Composite<br/>Zoning<br/>Ordinance</p> <p>Art VI, Sec 8</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SHEET 2 – APPROVED CONCEPT PLAN

|                                           |                                                                 |
|-------------------------------------------|-----------------------------------------------------------------|
| ___ 1. Provide the approved concept plan. | <p>Ordinance<br/>Reference</p> <p>Art II, Sec 22<br/>(c)(1)</p> |
|-------------------------------------------|-----------------------------------------------------------------|

## SHEET 3 – APPROVED PHASING PLAN

|                                                                                                                               |                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| ___ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan. | <p>Ordinance<br/>Reference</p> <p>Art 13.12 of<br/>the code of<br/>ordinances</p> |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

## 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.                                                    | <p>Ordinance<br/>Reference</p> <p>Art II, Sec 22<br/>(c)(2)(i)</p> |
| ___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.                                                                                                                                             | <p>Art II, Sec 22<br/>(c)(2)(ii)</p>                               |
| ___ 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.                                            | <p>Art II, Sec 22<br/>(c)(2)(iii)</p>                              |
| ___ 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.                                                                                             | <p>Art II, Sec 22<br/>(c)(2)(iv)</p>                               |
| ___ 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.   | <p>Art II, Sec 22<br/>(c)(2)(v)</p>                                |
| ___ 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. | <p>Art II, Sec 22<br/>(c)(2)(vi)</p>                               |
| ___ 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.                                                                   | <p>Art II, Sec 22<br/>(c)(2)(vii)</p>                              |
| ___ 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.               | <p>Art II, Sec 22<br/>(c) (2) (vii)</p>                            |
| ___ 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).                                                                                       | <p>Art II, Sec 22<br/>(c) (2) (vii)</p>                            |



|         |                                                                                                                                                                                                                                                                                      |                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| ___ 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<br>(c) (2) (viii) |
| ___ 11. | Watershed information is provided (if applicable):<br>___ Watershed information is provided (if applicable):<br>___ Lake Travis watershed report provided to LCRA.<br>___ Edward's recharge zone report provided to TCEQ.<br>___ 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<br>(c) (3) (iv)   |
| ___ 14. | Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.                                                                                                                                                                           | Art II, Sec 23<br>(c) (3) (vii)  |

## **SHEET 5 – PRELIMINARY PLAT**

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ordinance<br>Reference        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| ___ 1.  | The date, scale (1"=100), and north indicator.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22<br>(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<br>(c)(1)(v)   |
| ___ 3.  | Provide a table including the street name and linear feet.                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art II, Sec 22<br>(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<br>(i)        |
| ___ 5.  | Identify the zoning of the property. A separate sheet may be required for PUD.                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(b)(2)     |
| ___ 14. | No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art III, Sec 45<br>(b)(7)     |
| ___ 15. | All lots front on a public roadway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art III, Sec 45<br>(b)(8)     |
| ___ 16. | Lots are arranged so that all lots face similar lots across the street.                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art III, Sec 45<br>(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<br>(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<br>(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<br>(b)(11)     |
| ___ 20. | <p>"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:</p> <p>___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.</p> <p>___ The minimum width of the flag lot is no less than twenty five (25) feet.</p> <p>___ The narrow portion of the lot is dedicated as a common driveway access easement.</p> <p>___ No more than two "flag" lots are located side by side.</p> <p>___ The Fire Chief has no objection to the lot layout.</p> <p>___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.</p> | Art III, Sec 45<br>(b)(8)      |
| ___ 21. | A note is provided limiting access to a specified roadway if required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art III Sec 45<br>(b)(11)      |
| ___ 22. | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 22<br>(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<br>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<br>(c)(2)       |
| ___ 25. | <p>Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows:</p> <p>a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas.</p> <p>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.</p>                                                                                                                                                   | Art III, Sec 42<br>(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<br>(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<br>(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<br>(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<br>(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<br>(c)(3)(iii)  |
| ___ 31. | Identify the location and species of street trees for each street within the preliminary plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 22<br>(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<br>(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<br>(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<br>(c)(3)(ix)   |
| ___ 35. | Is conduit necessary to provide fiber to public facilities?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 22<br>(c)(3)(iii)  |

## SHEET 6 – OVERALL IMPROVEMENTS

|        |                                                                                                                                                                                                                                                                                                               | Ordinance<br>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<br>(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<br>(b)    |



|        |                                                                                                                                                                                                                                                                                                                                                |                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| ___ 3. | Provide preliminary vertical profiles for roadways with extreme topography.                                                                                                                                                                                                                                                                    | Art II, Sec 22<br>(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<br>(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<br>(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<br>(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<br>Reference<br>Art II, Sec 22<br>(c)(4) |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|

## SHEET 8 – WATER PLAN

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

## SHEET 9 – WASTEWATER PLAN

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

## SHEET 10 – TREE PROTECTION PLAN

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| ___ 1. | Required Items for Tree Protection Plan:                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ordinance<br>Reference<br>Art II, Sec 22<br>(c)(2)(iii) |
|        | <input type="checkbox"/> 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. |                                                         |
|        | <input type="checkbox"/> 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.                                                                                                                                                                                                                           |                                                         |
|        | <input type="checkbox"/> 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.                                                                                                        |                                                         |
|        | <input type="checkbox"/> 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:<br><input type="checkbox"/> 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<br>(c)(2)(iii)               |
| ___ 3. | Significant Tree Removal Permit<br><input type="checkbox"/> 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.<br><input type="checkbox"/> 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<br>(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<br>Zoning Art VI,<br>Sec 1 (c)(8) |
| ___ 5. | Mitigation for the removal of a Heritage or Significant Tree<br><input type="checkbox"/> 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.<br>a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.<br>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.<br>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.<br>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<br>(c)(2)(iii)               |
| ___ 6. | Replacement Trees<br><input type="checkbox"/> 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<br>(c)(2)(iii)               |

## SHEET 8 – PARKS PLAN

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ordinance<br>Reference |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| ___ 1. | If park improvements are proposed, the improvements meet the following criteria:<br>___ 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.<br>___ A note is shown on the preliminary plat indicating that all proposed park improvements will meet <i>City Park &amp; Facility Equipment Standards</i> and <i>U.S. Consumer Products Safety Commission - Publication 325</i> .<br>___ 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 <b>private</b> park land and/or facilities are proposed, they meet the following criteria:<br>___ Private parks are not proposed for land shown in the <i>City Parks, Recreation &amp; Open Space Master Plan</i> as land to meet strategic needs for future parks and/or trails.<br>___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions <b>which are attached to this application</b> .<br>___ 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, <b>and such covenant is attached to this application</b> .                                                                                                   |                        |
| ___ 3. | If an alternative park plan is proposed, it meets the following criteria:<br>___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.<br>___ 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.<br>___ 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:**

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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**

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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

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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: \_\_\_\_\_

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# SHORT FORM FINAL PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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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

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- Development Services – [www.leandertx.gov/ds](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

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Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

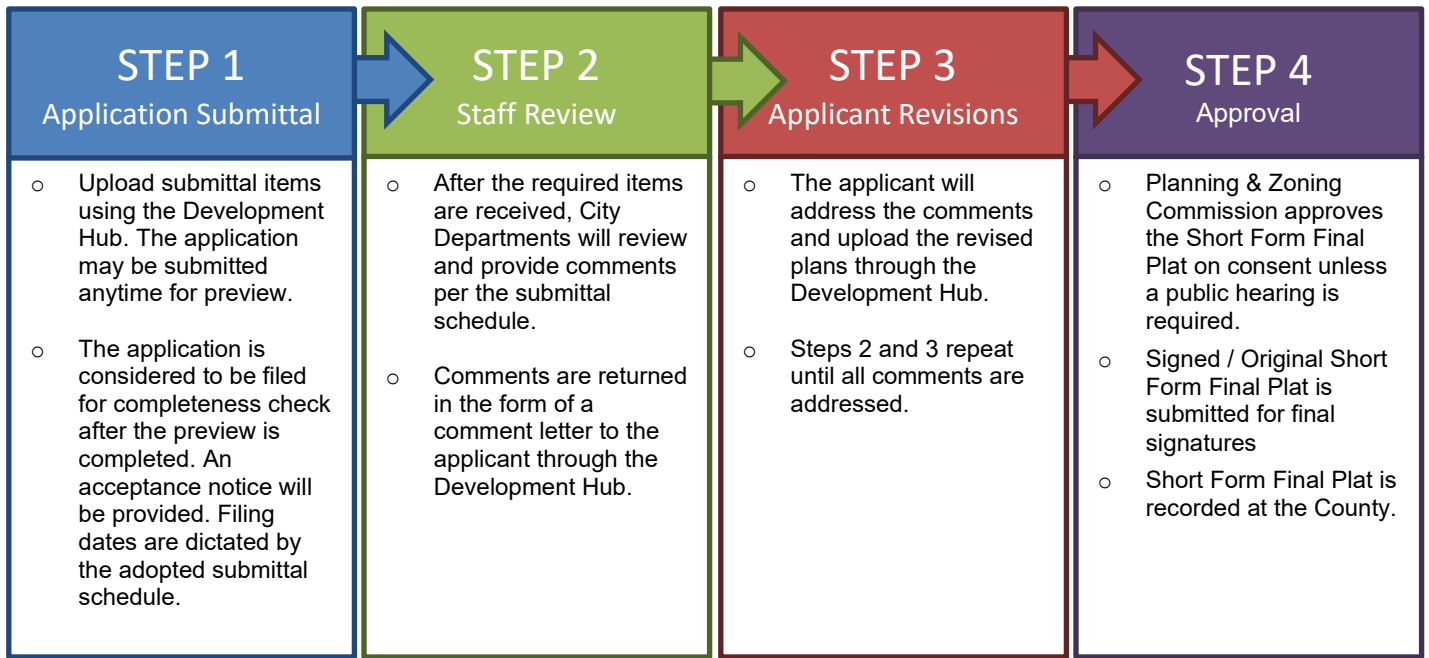
## INSTRUCTIONS

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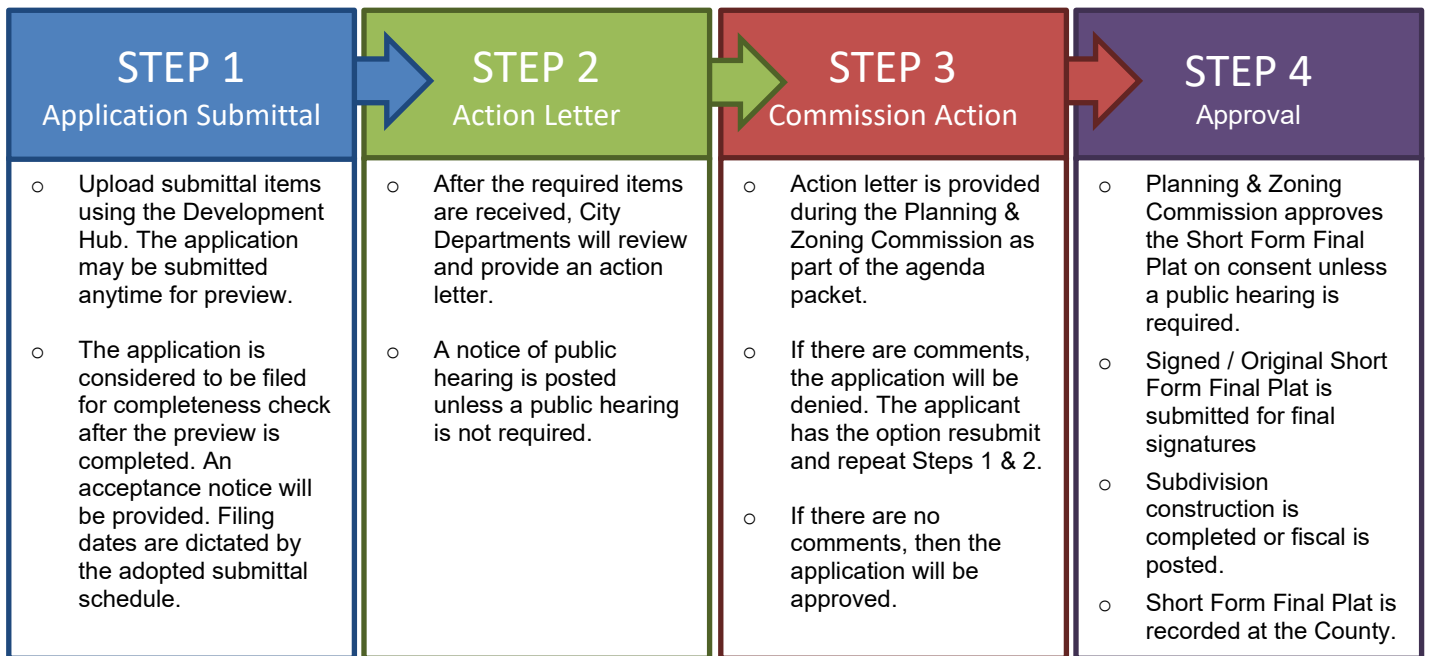
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting 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](mailto: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](http://www.wcad.org) or [www.traviscad.org](http://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  |
| <b>TOTAL FEE \$</b>                                                              |           |

\* 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 3<sup>rd</sup> 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

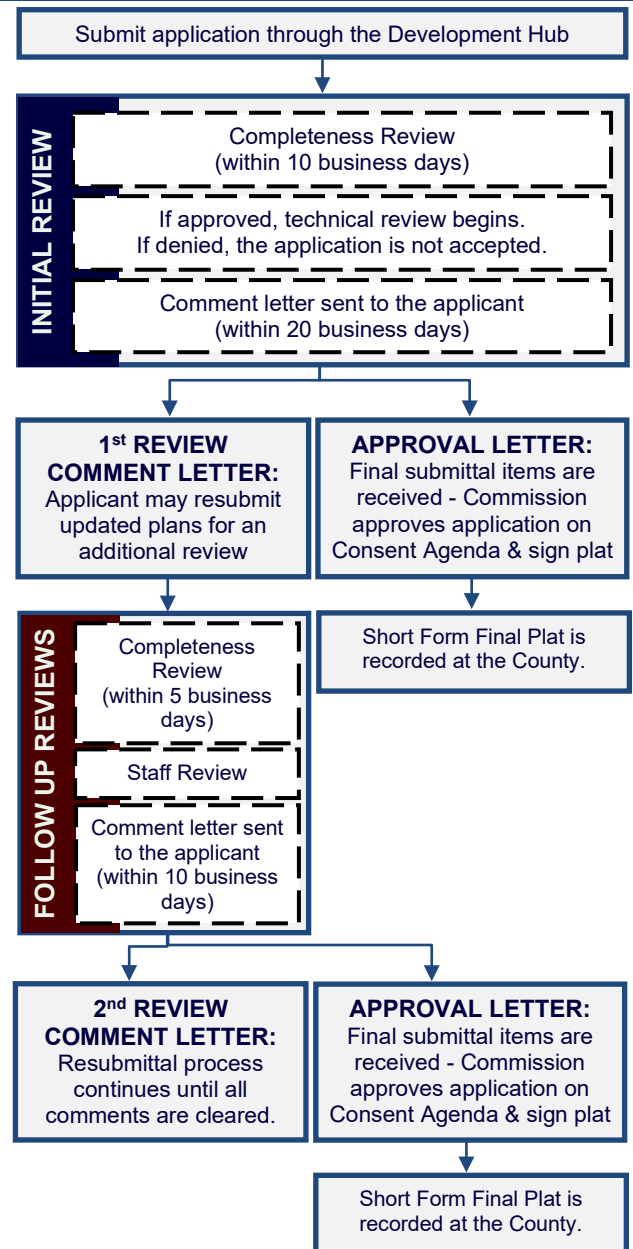
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

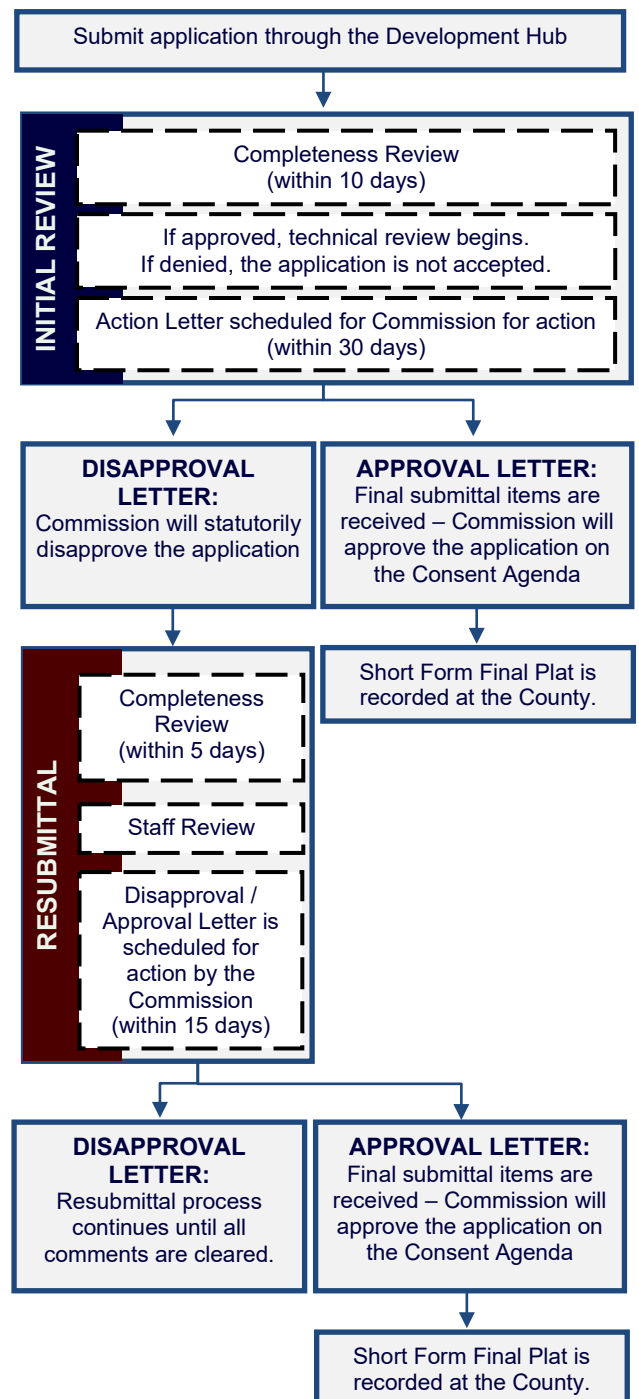
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal 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 2<sup>nd</sup> 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



## 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:<br><input type="checkbox"/> Cover Sheet<br><input type="checkbox"/> Final Plat Sheets<br><input type="checkbox"/> 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 “ <b>Replat</b> ” after the subdivision name if a replat is proposed.<br><div style="text-align: center;"> <b>Subdivision Name</b><br/> Short Form Final Plat </div> | Art II, Sec 24 (c)(1)(i)   |
| ___ 2.                | Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Developer name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Developer/Agent name, address, and phone number<br><input type="checkbox"/> 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:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <div style="margin-bottom: 10px;"> <b>Subdivision Name</b><br/> Short Form Final Plat </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; width: 25%;">Project Information</div> <div style="border: 1px solid black; padding: 10px; width: 25%;">Location Sketch</div> <div style="border: 1px solid black; padding: 10px; width: 25%;">Index</div> </div> <div style="margin-top: 10px;">1 of 1</div> </div>                 | Art II, Sec 24 (d)(2)      |
| ___ 7.                | Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 24 (c)(1)(iv)  |
| ___ 8.                | Provide a table including the street name(s) and linear footage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24 (d)(2)      |



**SHEET 2 – SHORT FORM FINAL PLAT**Ordinance  
Reference**EXISTING CONDITIONS:**

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

**SURVEY CONTROL INFORMATION:**

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| ___ 1. | True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, which is accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 24 (c)(3)(i)   |
| ___ 2. | The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 24 (c)(3)(ii)  |
| ___ 3. | Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 24 (c)(3)(iii) |
| ___ 4. | Sufficient data for each lot to prove mathematical closure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art II, Sec 24 (c)(3)(iv)  |
| ___ 5. | Metes and bounds description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 24 (c)(3)(iv)  |
| ___ 6. | 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.<br><br>Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)<br>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<br>(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<br>(b) (14)                                     |
| ___ 9.  | No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art III, Sec 45<br>(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<br>(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<br>(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<br>(c)(4)(v)                                     |
| ___ 13. | The final plat is in conformance with the approved preliminary plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24<br>(a)(2)                                        |
| ___ 14. | Graphically show the proposed location of sidewalks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24<br>(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.<br><b>Current zoning</b> (if inside City of Leander)_____ (Do not show on plat)                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec<br>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<br>(b)(8)                                       |
| ___ 18. | "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:<br>___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.<br>___ The minimum width of the flag lot is no less than twenty five (25) feet.<br>___ The narrow portion of the lot is dedicated as a common driveway access easement.<br>___ No more than two "flag" lots are located side by side.<br>___ The Fire Chief has no objection to the lot layout.<br>___ 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<br>(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<br>(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<br>(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<br>(b)(10)                                      |
| ___ 22. | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 24<br>(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<br>(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<br>(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<br>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.<br>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<br>42(b)(2)(vii) &<br>Art III, Sec 45<br>(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



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> This subdivision is wholly contained within the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | County                                 |
| <input type="checkbox"/> 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)                       |
| <input type="checkbox"/> 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)                       |
| <input type="checkbox"/> 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)                    |
| <input type="checkbox"/> 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)                    |
| <input type="checkbox"/> All easements on private property shall be maintained by the property owner or his or her assigns.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
| <input type="checkbox"/> 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)              |
| <input type="checkbox"/> 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            |
| <input type="checkbox"/> 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)             |
| <input type="checkbox"/> 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)             |
| <input type="checkbox"/> All utility lines must be located underground.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art III, Sec 47                        |
| <input type="checkbox"/> This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 24 (a) (2)                 |
| <input type="checkbox"/> Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Art II, Sec 20 (j)                     |
| <input type="checkbox"/> 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| <input type="checkbox"/> 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)                    |
| <input type="checkbox"/> Traffic Impact Analysis Note (if applicable): <ul style="list-style-type: none"> <li><input type="radio"/> Include items required by the TIA as a plat note.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Code of Ordinances 10.03.003           |
| ____ 3. Single-Family & Two Family Plat Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> The Home Owners Association (HOA) shall own and maintain the following lots: ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art IV, Sec 61(d)                      |
| <input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art IV, Sec 61(d)                      |
| <input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art III, Sec 41 (a)                    |
| <input type="checkbox"/> 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)                    |
| <input type="checkbox"/> 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                          |
| <b><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></b>                                                                                                                                                                |                                        |



***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

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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: \_\_\_\_\_

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# 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

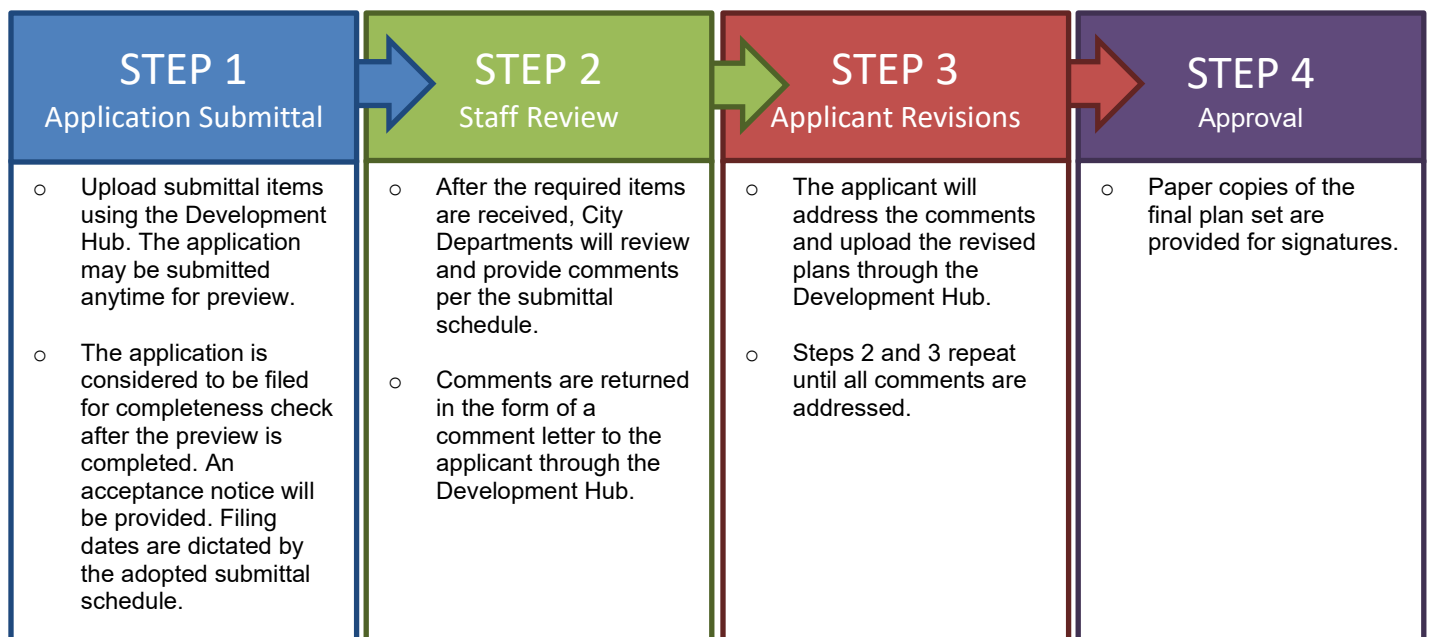


- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://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 3<sup>rd</sup> 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.

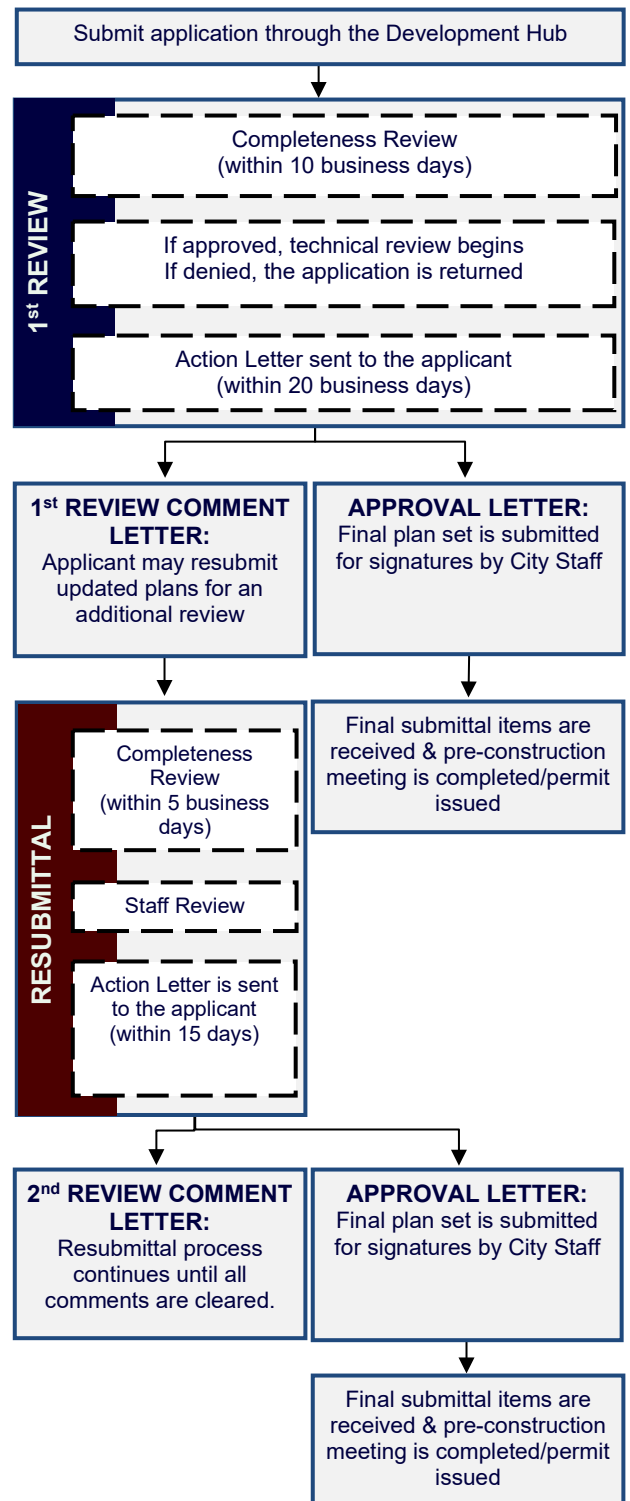
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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:

|                                                                        |                                                                                                         |                                                                                                  |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Site Development Plans<br><i>Project Number</i> |                                                                                                         |                                                                                                  |
| Project<br>Information                                                 | <div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto;">Location Sketch</div> | Index                                                                                            |
| Revision Block                                                         | Signature Block                                                                                         |                                                                                                  |
|                                                                        |                                                                                                         | <div style="border: 1px solid black; display: inline-block; padding: 2px;">Approval</div> 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:**

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- \_\_\_ 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<br>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)  |
|                                                    | Type 4, 5          |                                              | (N/A)                  | 20'      | (N/A)       |     | 20'    |



| OUTDOOR STORAGE                                     |                    |                |       |        |             |      |
|-----------------------------------------------------|--------------------|----------------|-------|--------|-------------|------|
|                                                     | Use Component      | Site Component | Front | Side   | Street Side | Rear |
| <b>Standard Setback</b>                             | LO, LC, GC, HC, HI | Type 3-4       | ***   | 5'**** | ***         | 0'   |
|                                                     |                    | Type 5         | 25'   | 0'**** | 25'         | 0'   |
| <b>Special Setback Where Adjacent to SF or TF**</b> | 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.

|                                                                                             |                        |       |     |      |     |
|---------------------------------------------------------------------------------------------|------------------------|-------|-----|------|-----|
| <b>All Other Streets</b>                                                                    | NR                     | 15' * | 5'  | 15'  | 15' |
|                                                                                             | MF                     | 20'   | 10' | 20'  | 20' |
|                                                                                             | LO, LC, GC, HC, HI     | 20'   | 10' | 20'  | 10' |
|                                                                                             |                        |       |     |      |     |
| <b>Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**</b> | 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:

|                                                                                             |                        |       |     |      |     |
|---------------------------------------------------------------------------------------------|------------------------|-------|-----|------|-----|
| <b>All Other Streets</b>                                                                    | NR                     | 15' * | 5'  | 15'  | 15' |
|                                                                                             | MF                     | 20'   | 10' | 20'  | 20' |
|                                                                                             | LO, LC, GC, HC, HI     | 15'   | 10' | 15'  | 10' |
|                                                                                             |                        |       |     |      |     |
| <b>Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**</b> | 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](mailto: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:**

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- \_\_\_ 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:**

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- \_\_\_ 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:**

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- \_\_\_ 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](mailto: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:

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- 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

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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: \_\_\_\_\_

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# TRAFFIC IMPACT ANALYSIS (TIA)

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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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

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- Development Services – [www.leandertx.gov/ds](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

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Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

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- 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. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and Signed Application & Checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                | <input type="checkbox"/> | 2. Complete Traffic Impact Analysis (TIA) and all support materials                                                                                                                                                                                                                                   |
|                | <input type="checkbox"/> | 3. Scoping Meeting Confirmation                                                                                                                                                                                                                                                                       |
|                | <input type="checkbox"/> | 4. Application Fees (calculation listed below).                                                                                                                                                                                                                                                       |

## APPLICATION\* FEE CALCULATION

|                                                                       |          |
|-----------------------------------------------------------------------|----------|
| Filing Fee (\$800 plus \$100 per sheet):                              | \$ _____ |
| Technology Fee:                                                       | \$ 25.00 |
| <b>TOTAL FEE (due at the time of application submission) \$ _____</b> |          |

\*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:               | <input type="checkbox"/> Initial TIA <input type="checkbox"/> Update to an Existing TIA: _____<br>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**  
**06/22/2023**

---

**AGENDA SUBJECT:**

Approval of Minutes.

**BACKGROUND:**

Draft 6-8-2023 P & Z and 5-25-2023 Water & WW Capital Improvement Minutes attached.

**RECOMMENDATION:**

Approval of the draft 6-8-2023 P & Z and 5-25-2023 Water & WW Capital Improvement Minutes.

**PRESENTER:**

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**Attachments**

Draft 6-8-2023 P & Z Minutes

5-25-2023 W & WW Capital Improvement





**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



# 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:

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CHAIRMAN MAHAN

ATTEST:

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ELLEN COUFAL  
PLANNING & ZONING COMMISSION SECRETARY





**EXECUTIVE SUMMARY**  
**06/22/2023**

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**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

**APPLICANT/AGENT:**

Sandlin Services, LLC (Nick Sandlin) on behalf of Weaver Commercial, LLC (Hanumantha Rao Mekala).

**RECOMMENDATION:**

This short form final plat includes 1 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.

**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



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<br>CITY OF LEANDER<br>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

|                                                                                                                                                                   |                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <br>SURVEYING, INC.<br>528 COUNTY ROAD 325 P.O. BOX 1489 ROCKDALE, TX. 76567 | SHEET 2 OF 3<br>FIRM REGISTRATION NO. 10007900 |
| SARITA VALLEY PHASE 8<br>CITY OF LEANDER<br>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

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_

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

KNOW ALL MEN BY THESE PRESENTS

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, 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

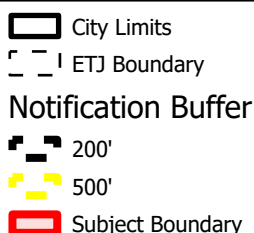
BY: \_\_\_\_\_, DEPUTY

|                                                                                                                                                                   |                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <br>SURVEYING, INC.<br>528 COUNTY ROAD 325 P.O. BOX 1489 ROCKDALE, TX. 76567 | SHEET 3 OF 3<br>FIRM REGISTRATION NO. 10007900 |
| SARITA VALLEY PHASE 8<br>CITY OF LEANDER<br>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**  
**06/22/2023**

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**AGENDA SUBJECT:**

Discussion regarding the Sign Ordinance

**BACKGROUND:**

**PRESENTER:**

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

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