



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

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

June 9, 2022 at 7:00 PM



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

Place 5 – Gary Hampton, Jr.
Place 6 – Laura Lantrip
Place 7 – Rick Carpenter

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 2, 2022, 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 21-FP-002 regarding Travisso Phase 4 Section 5 Final Plat on one parcel of land approximately 89 acres $\pm$ in size, more particularly described by Travis Central Appraisal District Parcel 353024; generally located at Travisso Parkway and Novara Trail, Leander, Travis County, Texas.
7. Approval of Subdivision Case 22-SFP-001 regarding Crystal Falls Business Park Short Form Final Plat on one parcel of land approximately 13.835 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031217; more commonly known as 10960 E. Crystal Falls Pkwy, Leander, Williamson County, Texas.
8. Approval of the submittal schedule for Subdivision, Site Development Applications, and Dry Utility Applications pursuant to Article IX, Section 9 (a) (1) b. of the Composite Zoning Ordinance and Article II, Section 20 (e) of the Subdivision Ordinance; Leander, Williamson & Travis Counties, Texas.
9. 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.

10. Approval of Minutes.

PUBLIC HEARING: ACTION

11. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-012 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 500 Heritage Grove Road PUD (Planned Unit Development) with the base zoning district of HC-4-D (Heavy Commercial) on two parcels of land approximately 44.385 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R031642 and R031640; and commonly known as 500 Heritage Grove Road, Leander, Williamson County, Texas.
- Discuss and consider action regarding Zoning Case 22-Z-012 as described above.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Discussion
 - f. Consider Action
12. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-017 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) and Interim SFS-2-B (Single-Family Suburban) to SFC-2-B (Single-Family Compact) and SFT-2-B (Single-Family Townhouse) on one parcel of land approximately 37.02 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031560; and more commonly known as 800 CR 177, Leander, Williamson County, Texas.
- Discuss and consider action regarding Zoning Case 22-Z-017 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. Discuss and consider action regarding Subdivision Case 21-PP-013 to approve the Leander Estates Preliminary Plat on three parcels of land approximately 210.6 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R560185 and R560184; and Travis Central Appraisal District Parcel 905245; generally located at the north west corner of CR 280 and the future extension of Lakeline Blvd., Leander, Williamson and Travis Counties, Texas.
- a. Staff Presentation
 - b. Discussion
 - c. Consider Action
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 3 day of June 2022 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.

A handwritten signature in cursive script that reads "Ellen Coufal". The signature is written in dark ink and is positioned above a horizontal line.

Ellen Coufal, Planning Coordinator



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Approval of Subdivision Case 21-FP-002 regarding Travisso Phase 4 Section 5 Final Plat on one parcel of land approximately 89 acres ± in size, more particularly described by Travis Central Appraisal District Parcel 353024; generally located at Travisso Parkway and Novara Trail, Leander, Travis County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

10/08/2020 – Preliminary Plat Approved

APPLICANT/AGENT:

Pape-Dawson Engineers, Inc. (Steven S. Crauford, P.E.) on behalf of Travisso, LTD (Mark Berman).

RECOMMENDATION:

This final plat includes 204 residential lots, 1 amenity center lot, 3 parkland/drainage lots, and 5 detention/water quality lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following conditions.

1. 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:

Michael Chenausky AICP, Planner

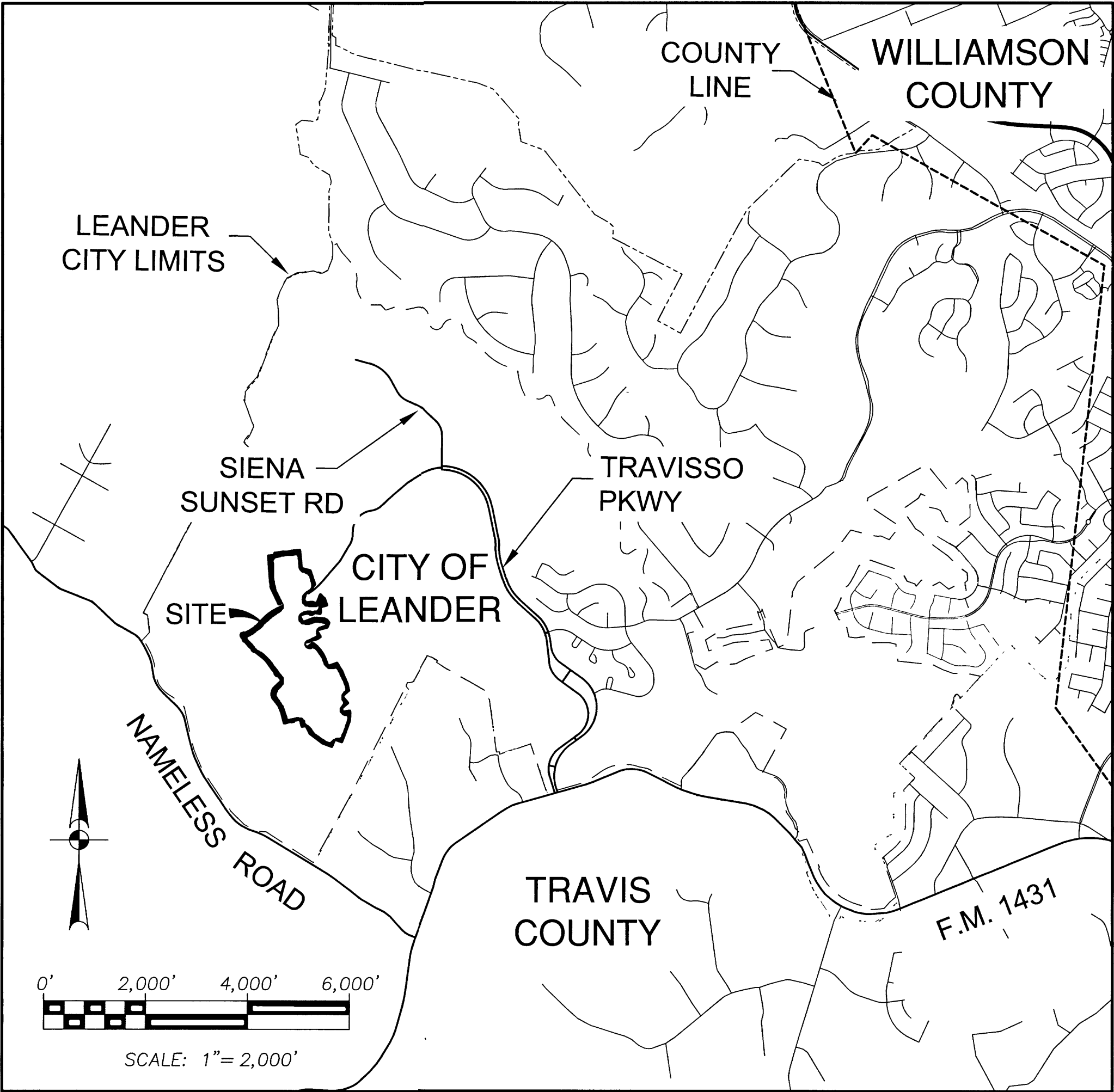
Attachments

1. Final Plat
2. Location Exhibit

FINAL PLAT
OF
TRAVISSO, PHASE 4, SECTION 5

A 89 770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144 875
ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF
THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J A
YBARBO SURVEY, SECTION NO. 421, ABSTRACT NO. 840, IN TRAVIS COUNTY, TEXAS

LOCATION MAP



OWNER TRAVIS, LTD.
810 HESTERS CROSSING RD
SUITE 235
ROUND ROCK, TX 7868
(512) 328-8866 P
(512) 328-7988 F

SURVEYOR PAPE-DAWSON ENGINEERS, INC
10801 N MOPAC EXPY
BLDG 3, SUITE 200
AUSTIN, TX 78759
(512) 454-8711 P
(512) 459-8867 F

ENGINEER PAPE-DAWSON ENGINEERS, INC
10801 N MOPAC EXPY.
BLDG 3, SUITE 200
AUSTIN, TX 78759
(512) 454-8711 P
(512) 459-8867 F

SUBMITTAL DATE JANUARY 5, 2020

SHEET INDEX

SHEET 1: COVER SHEET
SHEET 2: OVERALL SHEET
SHEET 3: FINAL PLAT SHEET
SHEET 4: FINAL PLAT SHEET
SHEET 5: FINAL PLAT SHEET
SHEET 6: LINE AND CURVE TABLES
SHEET 7: AREA TABLES
SHEET 8: METES AND BOUNDS DESCRIPTION
SHEET 9: METES AND BOUNDS DESCRIPTION
SHEET 10: PLAT NOTES AND SIGNATURE BLOCKS

LOT SUMMARY	
TOTAL ACREAGE	89 770 ACRES
TOTAL NUMBER OF BLOCKS	16
RESIDENTIAL DISTRICT LOTS	204
MUD DE/PARKLAND/RWE LOTS	1
MUD PARKLAND/RWE LOTS	2
MUD BMPE/WQDP LOTS	1
MUD LL/RWE LOTS	2
MUD BMPE/DE LOTS	2
AMENITY CENTER LOTS	1

LINEAR FEET OF NEW STREET	
ALASIO DRIVE	1374 LF
BRUNELLI PASS	169 LF
CARSOLI LANE	1137 LF
CORDELLO COURT	201 LF
FORENZA TRACE	613 LF
LUCERA BEND	686 LF
MONDELLO PATH	1460 LF
NOVARA TRAIL	4151 LF
OLIMPICO WAY	1424 LF
SONDRIO BEND	1506 LF
TRAVISSO PARKWAY	1484 LF
VITTORIA VIEW	795 LF

BEARINGS ARE BASED ON THE ON THE NORTH
AMERICAN DATUM OF 1983 NAD 83 (NA 2011),
EPOCH 2010 00, FROM THE TEXAS
COORDINATE SYSTEM ESTABLISHED FOR THE
CENTRAL ZONE

COMBINED SCALE FACTOR
0.999880014

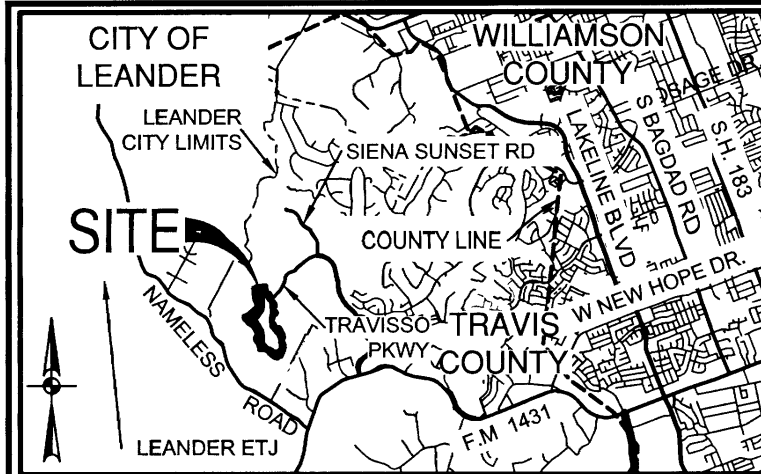
BENCHMARKS
BENCHMARK ELEVATIONS ARE BASED ON
NAVD88, GEOID 03

BENCHMARK No. 100
SET CHISEL SQUARE ON ROCK OUTCROP
GRID N 10166920 2'
GRID E 3059099 5'
ELEV 1081 04'

BENCHMARK No. 120
SET CHISEL SQUARE ON NORTHEAST CORNER
OF CONCRETE OF SANITARY SEWER MANHOLE
GRID N 10166531.9'
GRID E 3059936 1'
ELEV 1068 91'



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TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

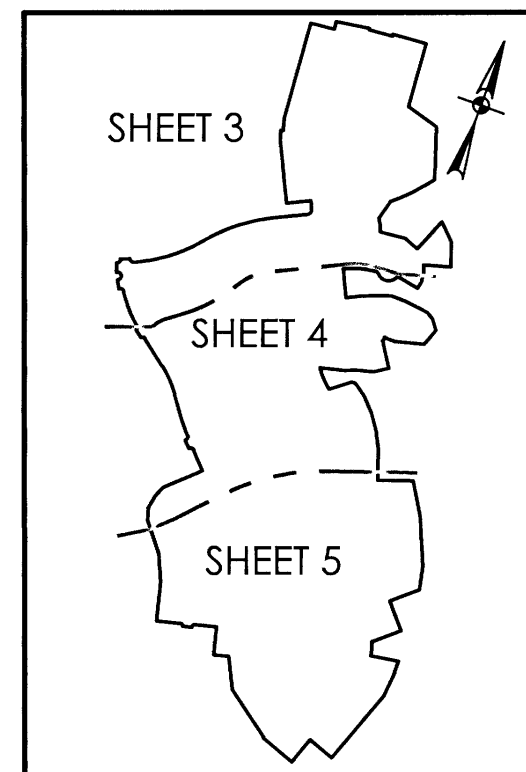


LOCATION MAP

SCALE 1"=10,000'

LEGEND

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SHEET INDEX

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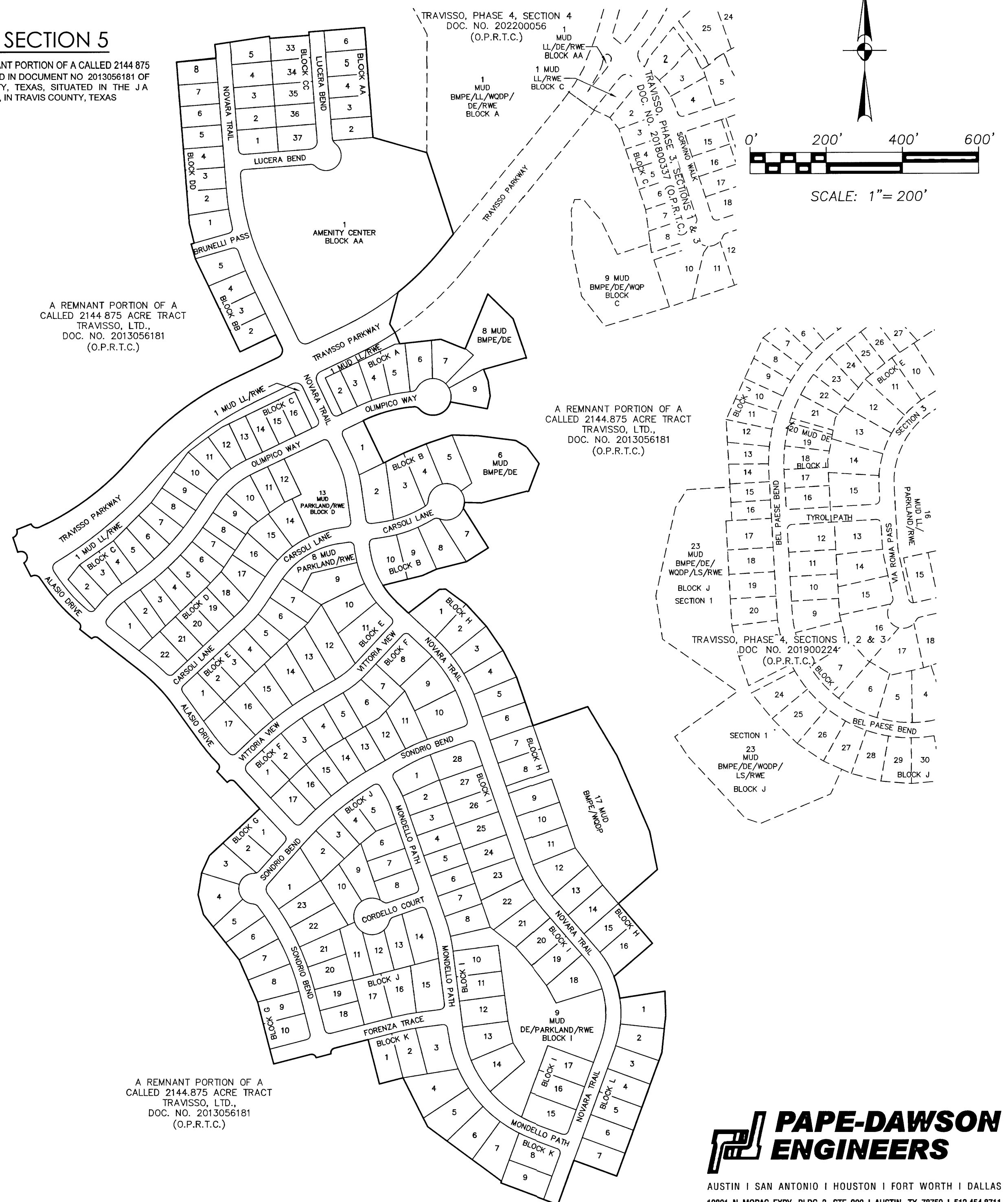
FINAL PLAT
OF
TRAVISSO, PHASE 4, SECTION 5

A 89.770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144.875 ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J A YBARBO SURVEY, SECTION NO. 421, ABSTRACT NO. 840, IN TRAVIS COUNTY, TEXAS

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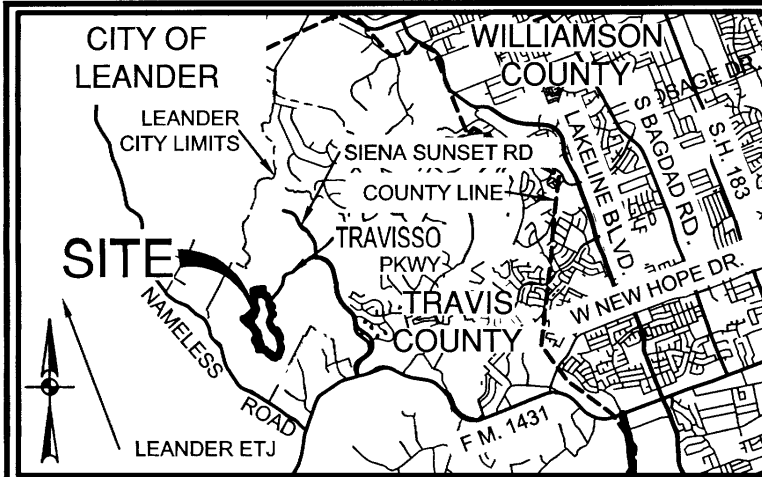
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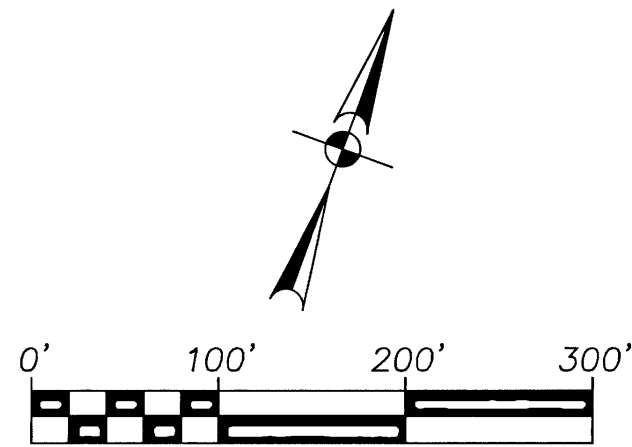
**PAPE-DAWSON
ENGINEERS**

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



LOCATION MAP

SCALE 1" = 100'



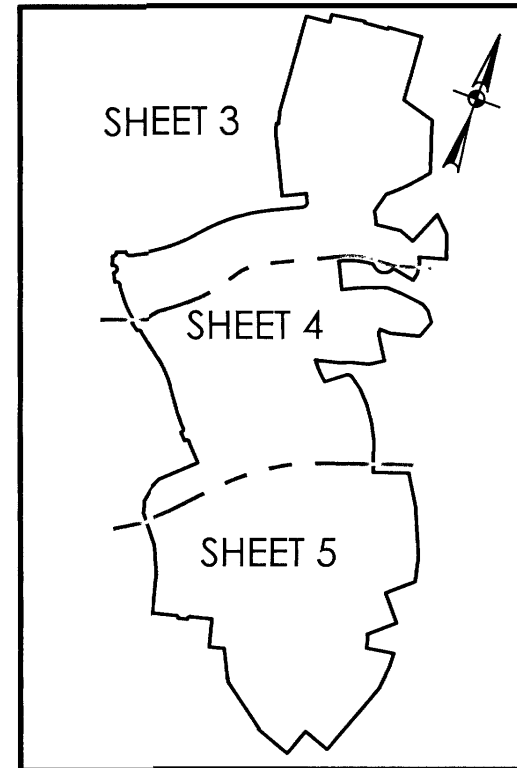
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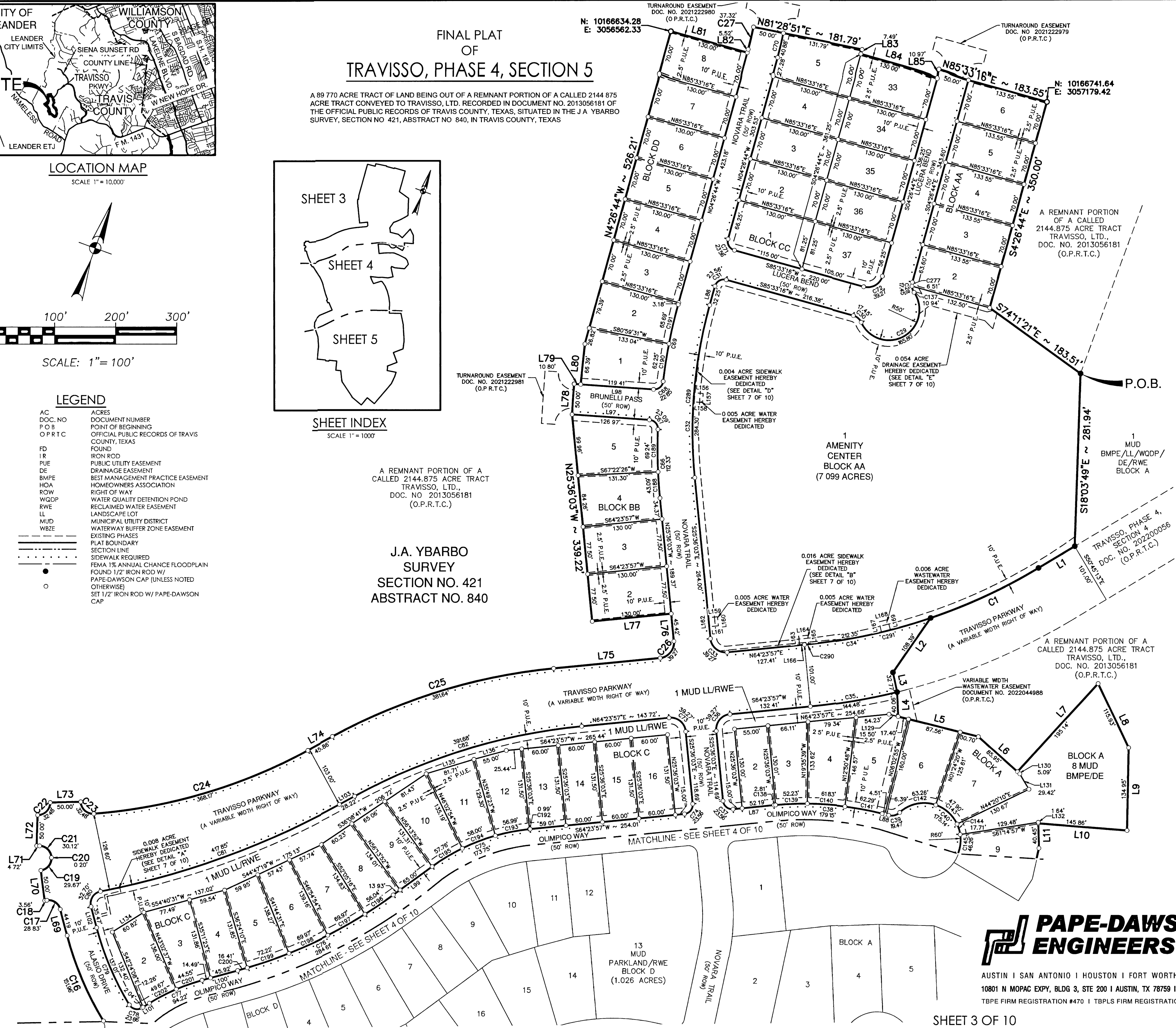


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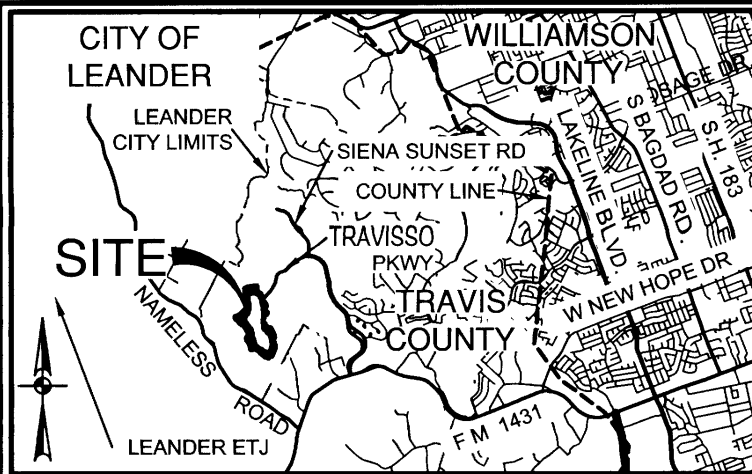
J.A. YBARBO
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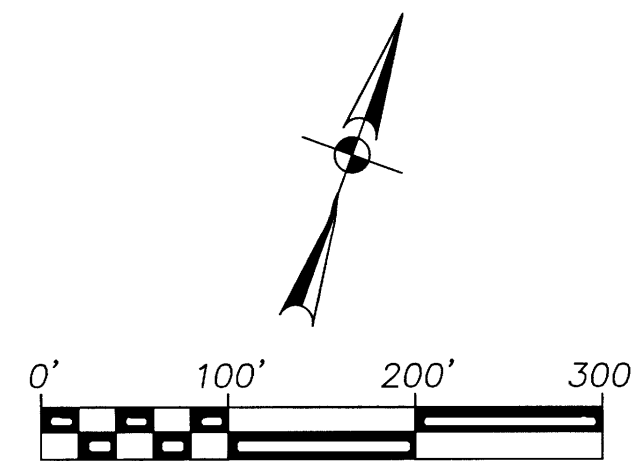
SHEET 3 OF 10



LOCATION MAP
SCALE 1" = 10,000'

FINAL PLAT OF TRAVISSO, PHASE 4, SECTION 5

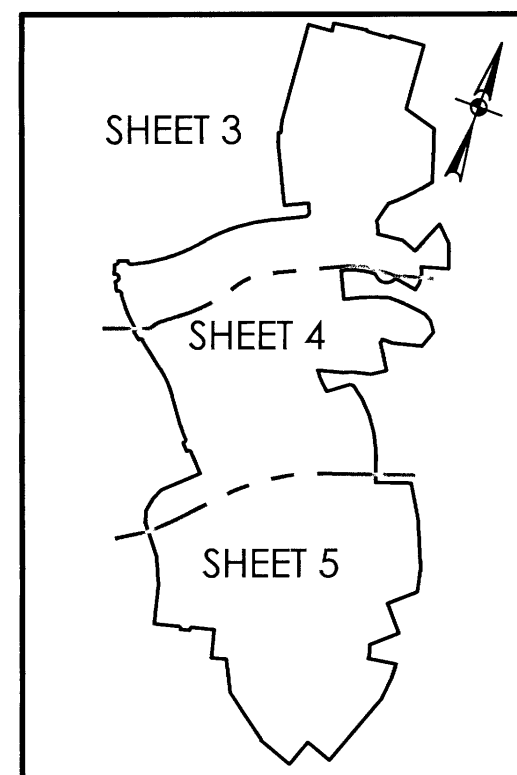
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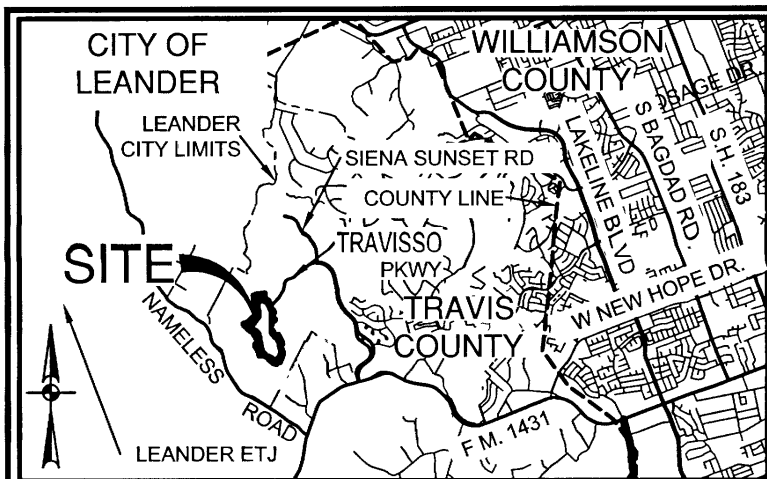
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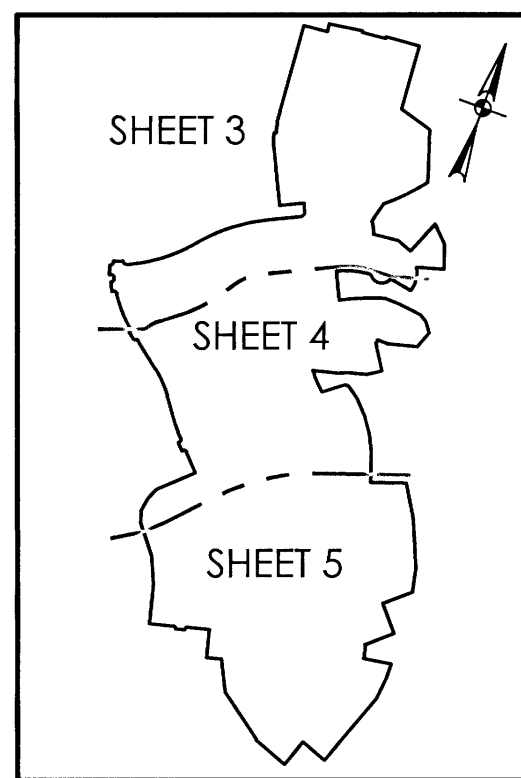
SHEET 4 OF 10



LOCATION MAP

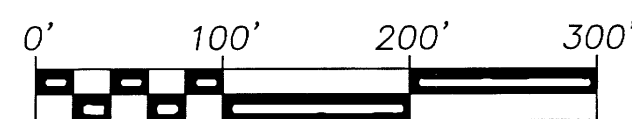
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SHEET INDEX

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J.A. YBARBO
SURVEY
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ABSTRACT NO. 840

SHEET 5 OF 10

N: 10162898.75
E: 3057812.66

FINAL PLAT
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SURVEY, SECTION NO 421, ABSTRACT NO 840, IN TRAVIS COUNTY, TEXAS

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C1	928.00'	012°02'30"	S45°16'03"W	194.68'	195.04'
C2	60.00'	124°18'57"	S77°34'20"W	106.11'	130.18'
C3	20.00'	055°46'16"	N68°09'47"W	18.71'	19.47'
C4	475.00'	019°30'52"	S74°11'39"W	161.00'	161.78'
C5	60.00'	018°37'14"	S10°51'33"W	19.41'	19.50'
C6	275.00'	014°18'30"	N39°54'14"W	68.50'	68.67'
C7	325.00'	013°00'17"	S15°21'11"E	73.61'	73.77'
C8	15.00'	090°00'00"	S30°36'35"W	21.21'	23.56'
C9	15.00'	090°00'00"	N59°23'25"W	21.21'	23.56'
C10	15.00'	090°00'00"	N87°57'36"W	21.21'	23.56'
C11	15.00'	090°00'00"	N02°02'24"E	21.21'	23.56'
C12	325.00'	007°06'38"	N39°24'17"W	40.31'	40.33'
C13	575.00'	015°57'06"	N43°49'31"W	159.57'	160.08'
C14	15.00'	089°55'37"	S83°09'44"W	21.20'	23.54'
C15	15.00'	089°40'11"	N06°38'09"W	21.15'	23.48'
C16	525.00'	016°35'02"	N43°01'44"W	151.43'	151.96'
C17	20.00'	082°36'18"	N76°11'21"W	26.40'	28.83'
C18	1375.00'	000°08'54"	S62°34'57"W	3.56'	3.56'
C19	20.00'	084°59'58"	N20°09'25"E	27.02'	29.67'
C20	325.00'	000°02'07"	N22°19'31"W	0.20'	0.20'
C21	20.00'	086°17'15"	N65°27'05"W	27.35'	30.12'
C22	20.00'	093°02'05"	N25°10'52"E	29.02'	32.48'
C23	20.00'	093°02'05"	S67°51'13"E	29.02'	32.48'
C24	870.00'	024°14'49"	N53°30'21"E	365.43'	368.17'
C25	950.00'	023°01'01"	N52°53'27"E	379.08'	381.64'
C26	25.00'	090°00'00"	N19°23'57"E	35.36'	39.27'
C27	525.00'	004°04'24"	N06°28'56"W	37.32'	37.32'
C28	20.00'	049°59'41"	S29°26'35"E	16.90'	17.45'
C29	50.00'	189°59'23"	S40°33'16"W	99.62'	165.80'
C30	20.00'	049°59'41"	N69°26'54"W	16.90'	17.45'
C31	15.00'	090°00'00"	S40°33'16"W	21.21'	23.56'
C32	770.00'	021°09'18"	S15°01'23"E	282.69'	284.30'
C33	25.00'	090°00'00"	S70°36'03"E	35.36'	39.27'
C34	928.00'	013°06'40"	N57°50'38"E	211.89'	212.35'
C35	1029.00'	008°02'41"	S60°22'37"W	144.36'	144.48'
C36	25.00'	090°00'00"	S19°23'57"W	35.36'	39.27'
C37	15.00'	090°00'00"	S70°36'03"E	21.21'	23.56'
C38	525.00'	019°33'07"	N74°10'31"E	178.29'	179.15'
C39	20.00'	055°46'16"	N74°10'31"E	18.71'	19.47'
C40	60.00'	167°13'53"	S68°12'03"E	119.26'	175.14'
C41	15.00'	090°00'00"	S19°23'57"W	21.21'	23.56'
C42	325.00'	017°42'45"	S16°44'40"E	100.07'	100.47'
C43	15.00'	090°00'00"	S52°53'18"E	21.21'	23.56'
C44	375.00'	023°41'45"	N70°15'50"E	153.99'	155.09'
C45	20.00'	056°25'09"	N30°12'23"E	18.91'	19.69'
C46	60.00'	291°32'18"	S13°11'22"E	67.50'	305.30'
C47	60.00'	291°32'18"	S32°14'03"E	67.50'	305.30'
C48	20.00'	055°15'02"	S85°54'35"W	18.55'	19.29'
C49	425.00'	023°49'39"	S70°11'53"W	175.47'	176.74'
C50	15.00'	090°00'00"	S37°06'42"W	21.21'	23.56'
C51	275.00'	024°51'41"	S20°19'08"E	118.39'	119.33'
C52	525.00'	027°57'33"	S33°04'42"E	253.66'	256.19'
C53	375.00'	021°46'09"	S29°59'00"E	141.62'	142.48'
C54	325.00'	019°00'45"	S31°21'42"E	107.35'	107.84'
C55	325.00'	028°59'24"	S05°38'40"W	162.69'	164.44'
C56	15.00'	090°00'00"	N24°51'38"W	21.21'	23.56'
C57	425.00'	062°34'49"	N38°34'13"W	441.47'	464.20'
C58	15.00'	090°00'00"	N52°16'49"W	21.21'	23.56'
C59	475.00'	007°06'36"	S79°09'53"W	58.91'	58.94'
C60	15.00'	090°00'00"	N30°36'35"E	21.21'	23.56'
C61	775.00'	022°59'13"	N25°53°01"W	308.85'	310.93'
C62	20.00'	051°00'32"	N62°52'54"W	17.22'	17.81'
C63	50.00'	179°48'58"	N01°31'19"E	100.00'	156.92'
C64	20.00'	049°59'41"	N66°25'57"E	16.90'	17.45'
C65	15.00'	084°23'43"	N00°45'45"W	20.15'	22.09'
C66	830.00'	007°45'15"	N21°43'25"W	112.24'	112.33'
C67	15.00'	088°12'50"	N61°57'13"W	20.88'	23.09'
C68	15.00'	087°16'14"	N30°18'15"E	20.70'	22.85'
C69	825.00'	008°53'07"	N08°53'18"W	127.81'	127.94'
C70	575.00'	004°04'24"	N06°28'56"W	40.87'	40.88'
C71	15.00'	090°00'00"	N49°26'44"W	21.21'	23.56'
C72	25.00'	090°00'00"	S40°33'16"W	35.36'	39.27'
C73	25.00'	090°00'00"	S70°36'03"E	35.36'	39.27'

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C74	15.00'	090°00'00"	S19°23'57"W	21.21'	23.56'
C75	325.00'	030°37'50"	S49°05'03"W	171.68'	173.75'
C76	775.00'	021°02'29"	S44°17'22"W	283.01'	284.61'
C77	325.00'	016°36'41"	S46°30'16"W	93.90'	94.22'
C78	15.00'	090°23'16"	S83°23'34"W	21.28'	23.66'
C79	475.00'	016°31'35"	N43°09'00"W	136.54'	137.01'
C80	20.00'	093°40'50"	N11°57'13"E	29.18'	32.70'
C81	1375.00'	017°24'42"	N50°05'17"E	416.24'	417.85'
C82	975.00'	023°01'01"	N52°53'27"E	389.05'	391.68'
C83	15.00'	090°00'00"	N70°36'03"W	21.21'	23.56'
C84	275.00'	017°42'45"	N16°44'40"W	84.68'	85.01'
C85	15.00'	090°00'00"	N37°06'42"E	21.21'	23.56'
C86	325.00'	048°20'35"	N57°04'37"W	266.15'	274.22'
C87	275.00'	013°04'25"	N40°18'20"E	62.61'	62.75'
C88	15.00'	088°10'03"	S89°04'25"E	20.87'	23.08'
C89	625.00'	006°48'41"	S48°23'44"E	74.26'	74.30'
C90	15.00'	090°00'00"	S06°48'04"E	21.21'	23.56'
C91	275.00'	016°36'41"	S46°30'16"W	79.45'	79.73'
C92	825.00'	021°02'29"	S44°17'22"W	301.27'	302.97'
C93	275.00'	030°37'50"	S49°05'03"W	145.27'	147.02'
C94	15.00'	090°00'00"	N52°53'18"W	21.21'	23.56'
C95	325.00'	039°10'11"	N27°28'23"W	217.88'	222.18'
C96	15.00'	090°00'00"	N02°03'28"W	21.21'	23.56'
C97	275.00'	016°57'14"	N51°25'08"E	81.08'	81.37'
C98	1025.00'	012°51'22"	N53°28'04"E	229.51'	229.99'
C99	15.00'	090°00'00"	S87°57'36"E	21.21'	23.56'
C100	275.00'	007°06'38"	S39°24'17"E	34.11'	34.13'
C101	625.00'	001°58'13"	S36°50'05"E	21.49'	21.49'
C102	15.00'	084°39'45"	S04°30'41"W	20.20'	22.16'
C103	325.00'	013°04'25"	S40°18'20"W	74.00'	74.16'
C104	275.00'	048°20'35"	S57°56'25"W	225.21'	232.03'
C105	15.00'	090°00'00"	S87°56'32"W	21.21'	23.56'
C106	475.00'	027°57'33"	N33°04'42"W	229.50'	231.79'
C107	15.00'	090°00'00"	N25°54'05"E	21.21'	23.56'
C108	525.00'	011°00'20"	N65°23'55"E	100.69'	100.84'
C109	1025.00'	016°11'54"	N51°47'48"E	288.82'	289.78'
C110	15.00'	093°20'32"	S89°37'53"E	21.82'	24.44'
C111	20.00'	090°00'00"	S02°02'24"W	28.28'	31.42'
C112	975.00'	012°51'22"	N13°00'54"W	218.31'	218.77'
C113	325.00'	016°57'14"	S51°25'08"W	95.82'	96.17'
C114	15.00'	090°00'00"	N64°05'55"W	21.21'	23.56'
C115	425.00'	021°46'09"	N29°59'00"W	160.51'	161.48'
C116	275.00'	061°00'26"	N10°21'51"W	279.18'	292.81'
C117	15.00'	090°00'00"	N65°08'22"E	21.21'	23.56'
C118	375.00'	062°34'49"	S38°34'13"E	389.53'	409.59'
C119	525.00'	011°49'06"	S13°11'22"E	108.10'	108.29'
C120	325.00'	011°00'20"	S24°36'05"E	62.33'	62.43'
C121	15.00'	090°00'00"	S14°53'45"W	21.21'	23.56'
C122	475.00'	011°00'20"	S65°23'55"W	91.10'	91.24'
C123	15.00'	090°55'27"	N75°33'58"W	21.38'	23.80'
C124	275.00'	011°00'20"	N24°36'05"W	52.74'	52.82'
C125	15.00'	090°00'00"	N25°54'05"E	21.21'	23.56'
C126	15.00'	057°46'09"	S80°12'51"E	14.49'	15.12'
C127	60.00'	295°32'17"	N19°05'55"W	64.00'	309.49'
C128	15.00'	057°46'09"	S42°01'00"W	14.49'	15.12'
C129	15.00'	090°00'00"	N64°05'55"W	21.21'	23.56'
C130	475.00'	011°49'06"	N13°11'22"W	97.80'	97.98'
C131	15.00'	090°00'00"	N37°43'11"E	21.21'	23.56'
C132	525.00'	007°06'36"	N79°09'53"E	65.11'	65.15'
C133	15.00'	090°00'00"	S59°23'25"E	21.21'	23.56'
C134	825.00'	023°53'48"	S26°20'19"E	341.60'	344.09'
C135	25.00'	079°43'19"	S01°34'27"W	32.05'	34.78'
C136	975.00'	017°32'12"	S50°12'12"W	297.25'	298.42'
C137	20.00'	031°20'47"	N38°46'02"W	10.81'	10.94'
C138	525.00'	000°18'24"	N64°33'06"W	2.81'	2.81'
C139	525.00'	005°42'00"	N67°33'22"E	52.21'	52.23'
C140	525.00'	006°44'51"	N73°46'47"E	61.79'	61.83'
C141	525.00'	006°47'52"	N80°33'09"E	62.25'	62.29'
C142	60.00'	060°24'34"	N58°23'17"E	60.37'	63.26'
C143	60.00'	045°44'20"	S68°32'16"E	46.64'	47.90'
C144	60.00'	016°54'45"	S37°12'44"E	17.65'	17.71'
C145	60.00'	044°10'14"	S06°40'14"W	45.12'	46.26'
C146	325.00'	011°40'19"	S19°45'53"E	66.09'	66.21'

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C147	325.00'	006°02'26"	S10°54'31"E	34.25'	34.26'
C148	375.00'	006°27'30"	N78°52'58"E	42.25'	42.27'
C149	375.00'	017°14'16"	N67°02'05"E	112.40'	112.82'
C150	20.00'	002°36'57"	N57°06'29"E	0.91'	0.91'
C151	20.00'	053°48'12"	N28°53'54"E	18.10'	18.78'
C152	60.00'	076°26'02"	N40°12'49"E	74.24'	80.04'
C153	60.00'	065°24'15"	S68°52'02"E	64.83'	68.49'
C154	60.00'	037°42'51"	S17°18'29"E	38.79'	39.49'
C155	60.00'	091°21'54"	S65°51'07"W	85.86'	95.68'
C156	60.00'	002°00'02"	N67°27'55"W	2.09'	2.09'
C157	425.00'	007°39'59"	S62°07'04"W	56.83'	56.87'
C158	425.00'	010°05'27"	S70°59'47"W	74.75'	74.85'
C159	425.00'	006°04'12"	S79°04'37"W	45.00'	45.02'
C160	525.00'	008°16'53"	S42°55'02"E	75.82'	75.88'
C161	525.00'	008°16'54"	S34°38'09"E	75.82'	75.88'
C162	525.00'	008°16'54"	S26°21'15"E	75.82'	75.88'
C163	525.00'	003°06'53"	S20°39'22"E	28.54'	28.54'
C164	375.00'	002°45'58"	S20°28'54"E	18.10'	18.10'
C165	375.00'	018°21'33"	S31°02'40"E	119.65'	120.16'
C166	375.00'	000°38'38"	S40°32'45"E	4.21'	4.21'
C167	325.00'	002°37'42"	S39°33'13"E	14.91'	14.

FINAL PLAT OF TRAVISSO, PHASE 4, SECTION 5

A 89.770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144.875 ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J A YBARBO SURVEY, SECTION NO. 421, ABSTRACT NO. 840, IN TRAVIS COUNTY, TEXAS

LINE TABLE CONTINUED
FROM SHEET 6 OF 10

LINE #	BEARING	LENGTH
L145	N45°57'54"E	43.92'
L146	N45°57'54"E	34.81'
L147	N47°02'24"E	47.94'
L148	N45°57'54"E	38.07'
L149	N45°57'54"E	40.66'
L150	N48°41'26"E	33.85'
L151	N48°41'26"E	26.42'
L152	N55°02'26"E	47.56'
L153	N55°02'26"E	21.33'
L154	N51°15'31"E	68.41'
L155	N83°57'05"E	4.51'
L156	S73°56'22"W	14.94'
L157	N16°03'38"W	15.00'
L158	N73°56'22"E	14.99'
L159	S64°23'57"W	15.00'
L160	N25°36'03"W	15.00'
L161	N64°23'57"E	15.00'
L162	S25°36'03"E	15.00'
L163	S25°36'03"E	15.00'
L164	S64°23'57"W	15.00'
L165	N25°36'03"W	14.97'
L166	N64°23'57"E	7.93'
L167	S33°42'10"E	17.51'
L168	S56°17'50"W	15.00'
L169	N33°42'10"W	17.44'
L170	S32°33'08"E	9.96'
L171	N34°13'49"W	4.00'
L172	N56°29'59"E	10.28'
L173	S04°26'44"E	26.33'
L174	N65°23'28"W	18.53'
L175	N76°11'38"E	1.00'
L176	S13°48'22"E	5.00'
L177	S76°11'38"W	1.00'
L178	S13°48'22"E	30.25'
L179	N02°17'38"W	13.15'
L180	N16°28'26"E	12.01'
L181	N25°39'15"E	19.16'
L182	N32°00'19"E	19.19'
L183	N11°17'46"E	27.42'
L184	N13°20'24"E	53.36'
L185	N13°15'51"E	1.16'
L186	S20°08'22"W	38.76'

BLOCK AA		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	309,237	AMENITY CENTER
2	9,347	RESIDENTIAL
3	9,349	RESIDENTIAL
4	9,349	RESIDENTIAL
5	9,349	RESIDENTIAL
6	9,349	RESIDENTIAL

BLOCK BB		
LOT #	AREA (SQ. FT.)	LOT TYPE
2	10,075	RESIDENTIAL
3	10,075	RESIDENTIAL
4	10,530	RESIDENTIAL
5	12,367	RESIDENTIAL

BLOCK CC		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	10,514	RESIDENTIAL
2	9,100	RESIDENTIAL
3	9,100	RESIDENTIAL
4	9,100	RESIDENTIAL
5	9,492	RESIDENTIAL
33	9,100	RESIDENTIAL
34	9,100	RESIDENTIAL
35	9,100	RESIDENTIAL
36	9,100	RESIDENTIAL
37	10,428	RESIDENTIAL

BLOCK DD		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,343	RESIDENTIAL
2	9,704	RESIDENTIAL
3	9,100	RESIDENTIAL
4	9,100	RESIDENTIAL
5	9,100	RESIDENTIAL
6	9,100	RESIDENTIAL
7	9,100	RESIDENTIAL
8	9,100	RESIDENTIAL

BLOCK A		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,652	MUD LL/RWE
2	7,150	RESIDENTIAL
3	7,758	RESIDENTIAL
4	9,755	RESIDENTIAL
5	11,855	RESIDENTIAL
6	11,457	RESIDENTIAL
7	12,619	RESIDENTIAL
8	33,049	MUD BMPE/DE
9	11,393	RESIDENTIAL

BLOCK B		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	12,826	RESIDENTIAL
2	16,042	RESIDENTIAL
3	16,966	RESIDENTIAL
4	12,501	RESIDENTIAL
5	14,915	RESIDENTIAL
6	44,861	MUD BMPE/DE
7	12,489	RESIDENTIAL
8	13,844	RESIDENTIAL
9	13,284	RESIDENTIAL
10	14,415	RESIDENTIAL

BLOCK C		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	43,063	MUD LL/RWE
2	8,106	RESIDENTIAL
3	9,060	RESIDENTIAL
4	8,038	RESIDENTIAL
5	8,932	RESIDENTIAL
6	8,862	RESIDENTIAL
7	8,764	RESIDENTIAL
8	8,777	RESIDENTIAL
9	8,623	RESIDENTIAL
10	9,176	RESIDENTIAL
11	9,131	RESIDENTIAL
12	8,974	RESIDENTIAL
13	7,890	RESIDENTIAL
14	7,890	RESIDENTIAL
15	7,890	RESIDENTIAL
16	7,890	RESIDENTIAL

BLOCK D		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,835	RESIDENTIAL
2	9,113	RESIDENTIAL
3	8,773	RESIDENTIAL
4	8,471	RESIDENTIAL
5	8,430	RESIDENTIAL
6	8,490	RESIDENTIAL
7	8,279	RESIDENTIAL
8	7,921	RESIDENTIAL
9	8,730	RESIDENTIAL
10	10,444	RESIDENTIAL
11	8,332	RESIDENTIAL
12	7,800	RESIDENTIAL
13	44,709	MUD PARKLAND/RWE
14	10,636	RESIDENTIAL
15	10,654	RESIDENTIAL
16	10,257	RESIDENTIAL
17	10,615	RESIDENTIAL
18	9,394	RESIDENTIAL
19	9,310	RESIDENTIAL
20	9,310	RESIDENTIAL
21	9,310	RESIDENTIAL
22	11,186	RESIDENTIAL

BLOCK E		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,040	RESIDENTIAL
2	9,100	RESIDENTIAL
3	9,100	RESIDENTIAL
4	9,100	RESIDENTIAL
5	9,817	RESIDENTIAL
6	10,518	RESIDENTIAL
7	11,181	RESIDENTIAL
8	16,982	MUD PARKLAND/RWE
9	16,437	RESIDENTIAL
10	14,324	RESIDENTIAL
11	17,152	RESIDENTIAL
12	17,612	RESIDENTIAL
13	15,434	RESIDENTIAL
14	15,695	RESIDENTIAL
15	13,326	RESIDENTIAL
16	12,684	RESIDENTIAL
17	15,088	RESIDENTIAL

BLOCK F		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,406	RESIDENTIAL
2	10,433	RESIDENTIAL
3	10,405	RESIDENTIAL
4	10,277	RESIDENTIAL
5	9,767	RESIDENTIAL
6	12,235	RESIDENTIAL
7	9,184	RESIDENTIAL
8	16,397	RESIDENTIAL
9	16,769	RESIDENTIAL
10	16,454	RESIDENTIAL
11	12,868	RESIDENTIAL
12	10,523	RESIDENTIAL
13	9,755	RESIDENTIAL
14	9,763	RESIDENTIAL
15	9,659	RESIDENTIAL
16	9,491	RESIDENTIAL
17	10,614	RESIDENTIAL

BLOCK G		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,601	RESIDENTIAL
2	10,944	RESIDENTIAL
3	12,377	RESIDENTIAL
4	15,813	RESIDENTIAL
5	11,462	RESIDENTIAL
6	12,001	RESIDENTIAL
7	12,198	RESIDENTIAL
8	12,547	RESIDENTIAL
9	10,409	RESIDENTIAL
10	11,879	RESIDENTIAL

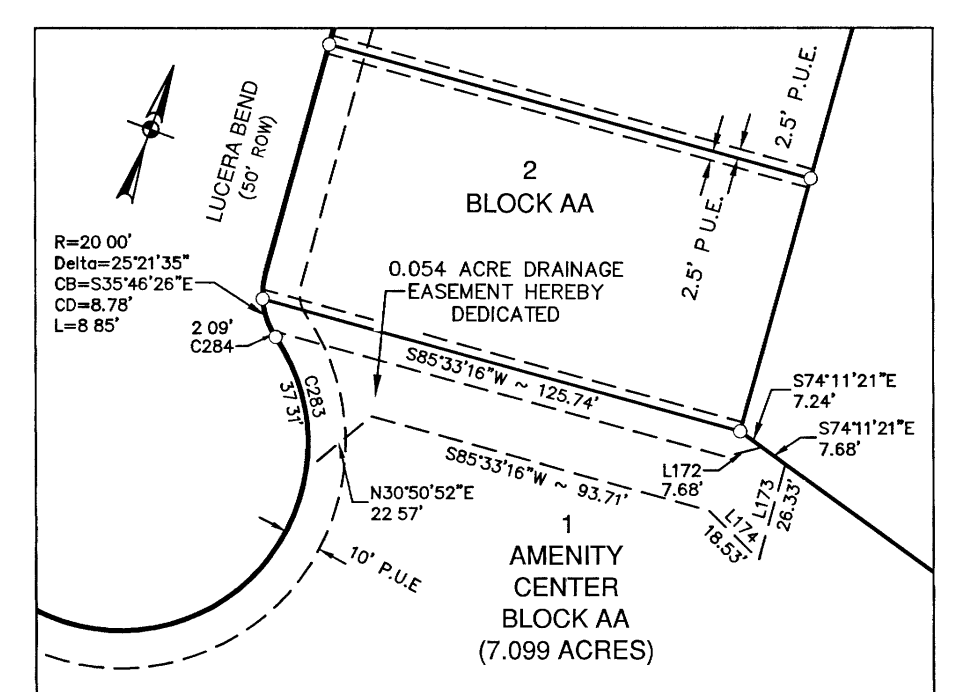
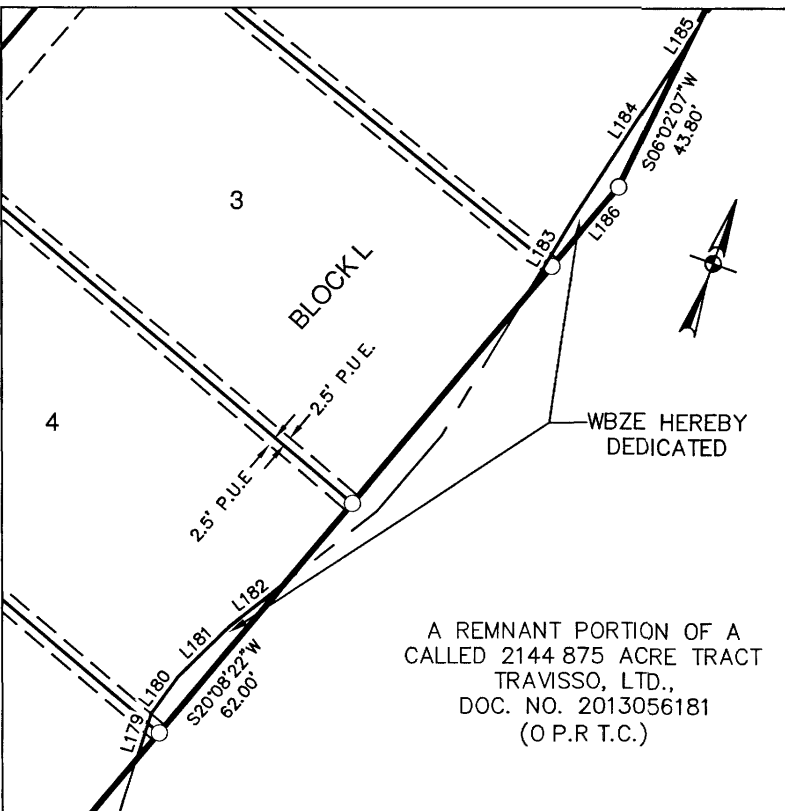
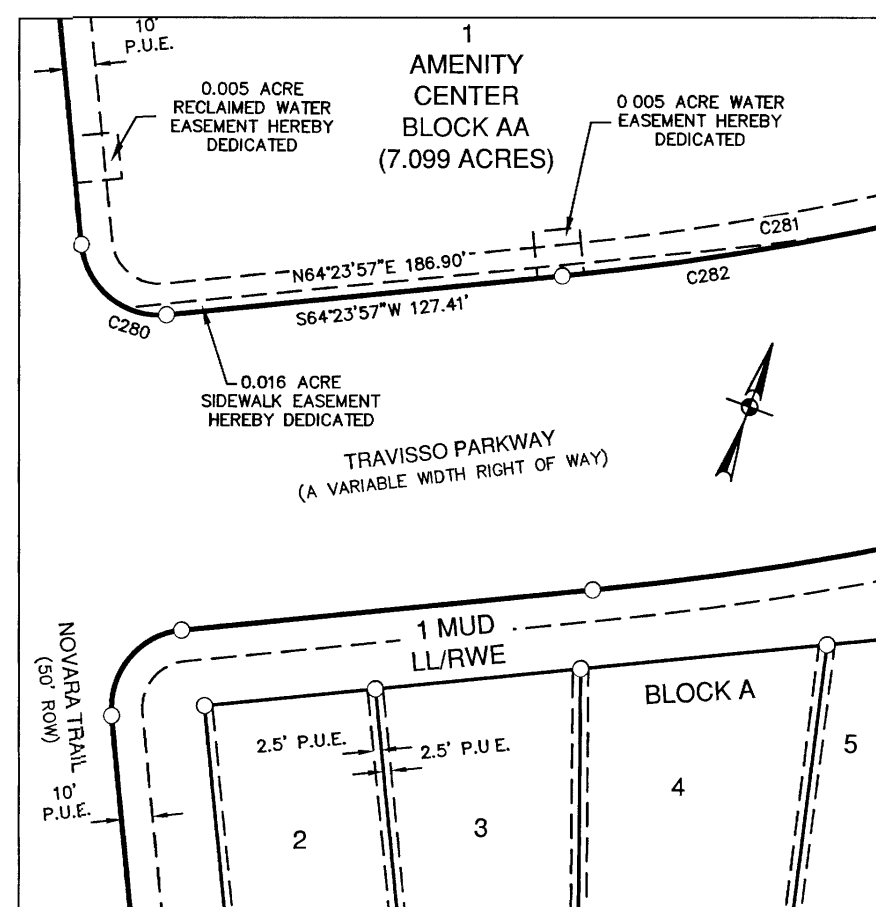
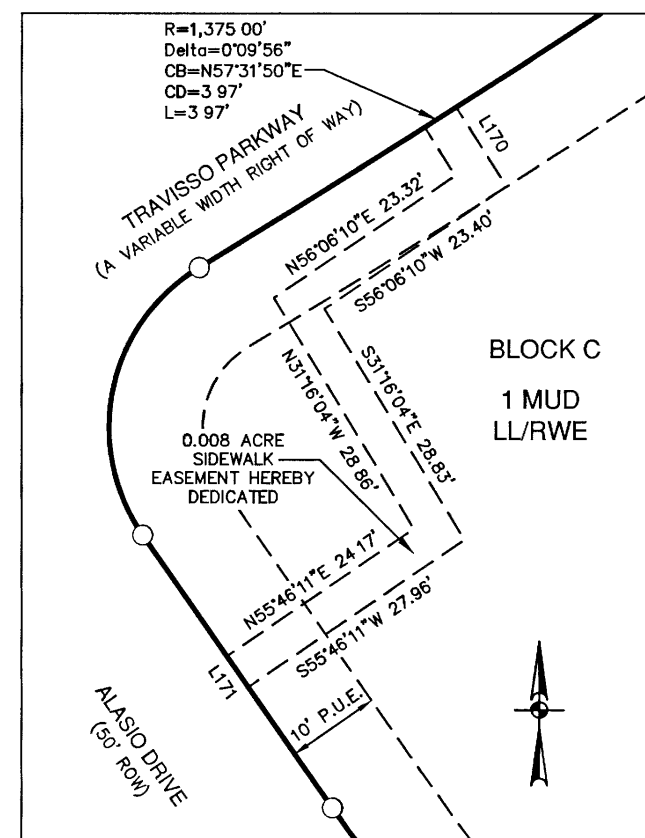
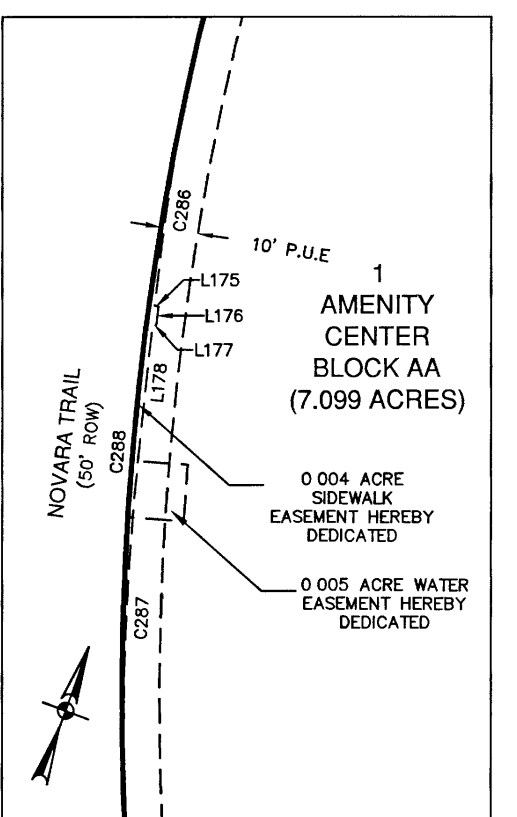
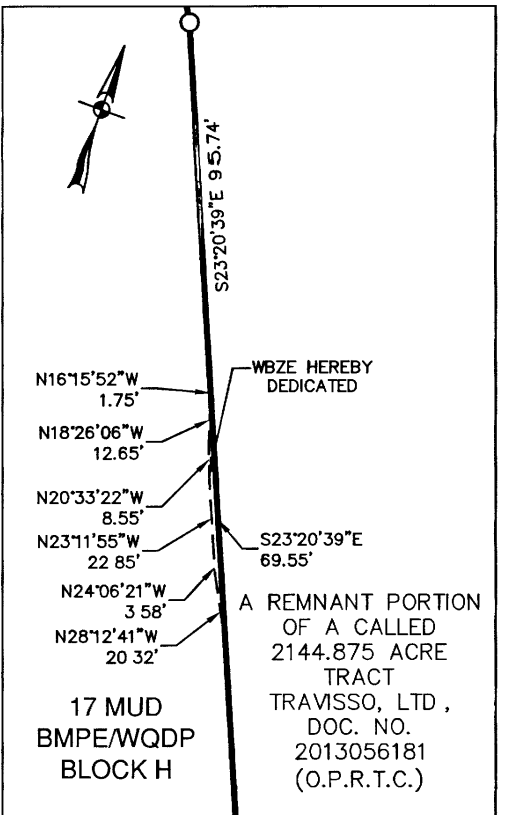
BLOCK L		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	15,167	RESIDENTIAL
2	13,294	RESIDENTIAL
3	12,161	RESIDENTIAL
4	12,000	RESIDENTIAL
5	12,000	RESIDENTIAL
6	12,000	RESIDENTIAL
7	12,000	RESIDENTIAL

BLOCK J		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	17,566	RESIDENTIAL
2	11,785	RESIDENTIAL
3	9,707	RESIDENTIAL
4	9,685	RESIDENTIAL
5	12,389	RESIDENTIAL
6	10,533	RESIDENTIAL
7	9,240	RESIDENTIAL
8	10,400	RESIDENTIAL
9	12,377	RESIDENTIAL
10	12,366	RESIDENTIAL
11	12,269	RESIDENTIAL
12	9,294	RESIDENTIAL
13	11,201	RESIDENTIAL
14	14,565	RESIDENTIAL
15	15,234	RESIDENTIAL
16	13,673	RESIDENTIAL
17	14,024	RESIDENTIAL
18	10,493	RESIDENTIAL
19	9,230	RESIDENTIAL
20	10,783	RESIDENTIAL
21	10,750	RESIDENTIAL
22	13,179	RESIDENTIAL
23	13,097	RESIDENTIAL

BLOCK H		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	15,264	RESIDENTIAL
2	12,894	RESIDENTIAL
3	12,894	RESIDENTIAL
4	12,943	RESIDENTIAL
5	12,406	RESIDENTIAL
6	12,000	RESIDENTIAL
7	12,000	RESIDENTIAL
8	12,000	RESIDENTIAL
9	12,000	RESIDENTIAL
10	12,000	RESIDENTIAL
11	12,361	RESIDENTIAL
12	14,773	RESIDENTIAL
13	12,337	RESIDENTIAL
14	12,000	RESIDENTIAL
15	12,002	RESIDENTIAL
16	14,263	RESIDENTIAL
17	138,897	MUD BMPE/WQDP

BLOCK I		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	11,755	RESIDENTIAL
2	9,519	RESIDENTIAL
3	9,100	RESIDENTIAL
4	9,100	RESIDENTIAL
5	9,100	RESIDENTIAL
6	9,100	RESIDENTIAL
7	9,100	RESIDENTIAL
8	9,753	RESIDENTIAL
9	103,147	MUD DE/PARKLAND/RWE
10	12,836	RESIDENTIAL
11	12,000	RESIDENTIAL
12	12,784	RESIDENTIAL
13	14,154	RESIDENTIAL
14	14,557	RESIDENTIAL
15	14,373	RESIDENTIAL
16	12,800	RESIDENTIAL
17	13,600	RESIDENTIAL
18	15,661	RESIDENTIAL
19	12,179	RESIDENTIAL
20	12,000	RESIDENTIAL
21	13,377	RESIDENTIAL
22	14,628	RESIDENTIAL
23	13,019	RESIDENTIAL
24	12,000	RESIDENTIAL
25	12,000	RESIDENTIAL
26	12,000	RESIDENTIAL
27	12,000	RESIDENTIAL
28	13,516	RESIDENTIAL

BLOCK K		
LOT #	AREA (SQ. FT.)	LOT TYPE
1	12,000	RESIDENTIAL
2	12,252	RESIDENTIAL
3	15,101	RESIDENTIAL
4	19,128	RESIDENTIAL
5	16,026	RESIDENTIAL
6	13,964	RESIDENTIAL
7	15,147	RESIDENTIAL
8	13,641	RESIDENTIAL
9	12,000	RESIDENTIAL



PAPE-DAWSON ENGINEERS

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TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028801

FINAL PLAT
OF
TRAVISSO, PHASE 4, SECTION 5

A 89.770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144.875 ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J A YBARBO SURVEY, SECTION NO 421, ABSTRACT NO 840, IN TRAVIS COUNTY, TEXAS

FIELD NOTES
FOR

A 89.770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144.875 ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J.A. YBARBO SURVEY, SECTION NO. 421, ABSTRACT NO. 840, IN TRAVIS COUNTY TEXAS. SAID 89.770 ACRE TRACT BEING MORE FULLY DESCRIBED AS FOLLOWS, WITH BEARINGS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NA 2011) EPOCH 2010.00, FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE CENTRAL ZONE:

BEGINNING at a ½" iron rod with yellow cap marked "Pape-Dawson" found for a westerly corner of Lot 1, Block A, of Travisso, Phase 4, Section 4, a subdivision according to the plat recorded in Document No. ~~202200089~~ of the Official Public Records of Travis County, Texas, same being a point in the east line of said Remnant Portion hereof,

THENCE with the west boundary line of said Travisso, Phase 4, Section 4, same being an east line of said Remnant Portion, the following five (5) courses and distances:

- 1.S 18°03'49" E, a distance of 281.94 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" found hereof,
- 2.S 39°14'47" W, a distance of 69.03 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" found hereof,
- 3.along the arc of a curve to the right, having a radius of 928.00 feet, a central angle of 12°02'30", a chord bearing and distance of S 45°16'03" W, 194.68 feet, an arc length of 195.04 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" found for a point of tangency hereof,
- 4.S 14°49'23" W, a distance of 108.39 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" found hereof,
- 5.S 32°14'01" E, a distance of 32.77 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" found hereof,

THENCE departing the west boundary line of said Travisso, Phase 4, Section 4, through the interior of said Remnant Portion, the following one-hundred-twenty three (123) courses and distances:

- 1.S 22°33'20" E, a distance of 40.06 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 2.N 83°57'05" E, a distance of 135.67 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 3.S 68°17'02" E, a distance of 85.95 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 4.N 22°33'24" E, a distance of 195.14 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 5.S 45°37'30" E, a distance of 115.93 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 6.S 18°55'30" E, a distance of 134.95 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 7.S 74°33'13" W, a distance of 145.86 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 8.S 21°37'55" E, a distance of 40.45 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 9.S 07°19'52" E, a distance of 50.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" hereof,
- 10.S 13°00'33" W, a distance of 42.13 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 11.N 79°21'39" W, a distance of 122.80 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 12.along the arc of a curve to the right, having a radius of 60.00 feet, a central angle of 124°27'39", a chord bearing and distance of S 77°34'20" W, 106.11 feet, an arc length of 130.25 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 13.along the arc of a curve to the left, having a radius of 20.00 feet, a central angle of 55°46'16", a chord bearing and distance of N 68°09'47" W, 18.71 feet, an arc length of 19.47 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
- 14.S 83°57'05" W, a distance of 10.90 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 15.along the arc of a curve to the left, having a radius of 475.00 feet, a central angle of 19°30'52", a chord bearing and distance of S 74°11'39" W, 161.00 feet, an arc length of 161.78 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 16.S 25°36'03" E, a distance of 153.81 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 17.N 63°45'18" E, a distance of 73.13 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 18.N 67°39'06" E, a distance of 80.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 19.N 71°29'19" E, a distance of 90.20 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 20.S 88°15'23" E, a distance of 84.17 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 21.S 82°51'17" E, a distance of 126.14 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 22.S 59°58'00" E, a distance of 44.55 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 23.S 36°44'09" E, a distance of 64.67 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,

- 24.S 20°53'26" W, a distance of 97.39 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 25.S 75°43'45" W, a distance of 159.85 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 26.N 88°27'04" W, a distance of 56.09 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 27.along the arc of a curve to the right, having a radius of 60.00 feet, a central angle of 18°37'14", a chord bearing and distance of S 10°51'33" W, 19.41 feet, an arc length of 19.50 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 28.S 32°15'11" E, a distance of 153.48 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 28.S 57°44'49" W, a distance of 85.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 29.S 76°12'10" W, a distance of 100.81 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 30.S 65°57'03" W, a distance of 50.77 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 31.S 76°02'31" W, a distance of 134.37 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 32.along the arc of a curve to the left, having a radius of 275.00 feet, a central angle of 14°18'30", a chord bearing and distance of S 39°54'14" E, 68.50 feet, an arc length of 68.67 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 33.S 47°03'28" E, a distance of 55.05 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 34.N 52°52'33" E, a distance of 127.11 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 35.N 86°12'25" E, a distance of 20.91 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 36.S 53°40'19" E, a distance of 83.10 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 37.S 42°55'02" E, a distance of 97.48 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 38.S 34°38'09" E, a distance of 97.48 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 39.S 26°56'21" E, a distance of 97.56 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 40.S 19°05'55" E, a distance of 166.74 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 41.N 70°54'05" E, a distance of 190.13 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 42.S 30°58'52" E, a distance of 187.65 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 43.S 23°20'39" E, a distance of 269.48 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 44.S 11°33'52" E, a distance of 128.17 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 45.S 49°07'56" W, a distance of 169.67 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 46.S 40°52'04" E, a distance of 170.97 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 47.S 49°07'56" W, a distance of 167.73 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 48.along the arc of a curve to the right, having a radius of 325.00 feet, a central angle of 13°00'17", a chord bearing and distance of S 15°21'11" E, 73.61 feet, an arc length of 73.77 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 49.N 81°08'58" E, a distance of 150.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 50.S 01°51'46" E, a distance of 78.90 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 51.S 06°02'07" W, a distance of 122.92 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 52.S 20°08'22" W, a distance of 430.34 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 53.N 69°51'38" W, a distance of 150.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 54.S 20°08'22" W, a distance of 153.66 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 55.N 69°51'38" W, a distance of 200.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 56.N 20°08'22" E, a distance of 5.75 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 57.N 53°33'42" W, a distance of 301.42 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,

- 58.N 26°48'13" W, a distance of 178.70 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 59.S 75°36'35" W, a distance of 80.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 60.N 14°23'25" W, a distance of 150.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 61.S 75°36'35" W, a distance of 115.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 62.along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 90°00'00", a chord bearing and distance of S 30°36'35" W, 21.21 feet, an arc length of 23.56 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
- 63.S 75°36'35" W, a distance of 50.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 64.along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 90°00'00", a chord bearing and distance of N 59°23'25" W, 21.21 feet, an arc length of 23.56 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 65.S 75°36'35" W, a distance of 125.13 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 66.N 14°36'49" W, a distance of 50.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 67.N 14°23'25" W, a distance of 159.18 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 68.N 23°44'42" W, a distance of 151.60 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 69.N 38°25'06" W, a distance of 188.35 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 70.N 15°10'35" W, a distance of 66.58 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 71.N 09°10'32" E, a distance of 72.76 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 72.N 24°20'43" E, a distance of 62.57 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 73.N 47°02'24" E, a distance of 225.73 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 74.N 42°57'36" W, a distance of 120.20 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 75.along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 90°00'00", a chord bearing and distance of N 87°57'36" W, 21.21 feet, an arc length of 23.56 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
- 77.S 47°02'24" W, a distance of 5.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for an angle point hereof,
- 78.N 42°57'36" W, a distance of 50.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set hereof,
- 79.N 47°02'24" E, a distance of 5.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 80.along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 90°00'00", a chord bearing and distance of N 02°02'24" E, 21.21 feet, an arc length of 23.56 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
- 81.N 42°57'36" W, a distance of 36.55 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 82.along the arc of a curve to the right, having a radius of 325.00 feet, a central angle of 07°06'38", a chord bearing and distance of N 39°24'17" W, 40.31 feet, an arc length of 40.33 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
- 83.N 35°50'58" W, a distance of 160.69 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 84.along the arc of a curve to the left, having a radius of 575.00 feet, a central angle of 15°57'06", a chord bearing and distance of N 43°49'31" W, 159.57 feet, an arc length of 160.08 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
- 85.N 51°48'04" W, a distance of 176.84 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
- 86.along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 89°55'37", a chord bearing and distance of S 83°09'44" W, 21.20 feet, an arc length of 23.54 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
- 87.N 51°47'27" W, a distance of 50.00 feet to a ½" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,

(NOTES CONTINUED ON SHEET 9 OF 10)



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FINAL PLAT
OF
TRAVISSO, PHASE 4, SECTION 5

A 89.770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144.875
ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF
THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J A YBARBO
SURVEY, SECTION NO. 421, ABSTRACT NO. 840, IN TRAVIS COUNTY, TEXAS

(NOTES CONTINUED FROM SHEET 8 OF 10)

88. along the arc of a curve to the left, having a radius of 15.00 feet, a central angle of 89°40'11", a chord bearing and distance of N 06°38'09" W, 21.15 feet, an arc length of 23.48 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
89. along the arc of a curve to the right, having a radius of 525.00 feet, a central angle of 16°35'02", a chord bearing and distance of N 43°10'44" W, 151.43 feet, an arc length of 151.96 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
90. N 34°53'12" W, a distance of 44.19 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
91. along the arc of a curve to the left, having a radius of 20.00 feet, a central angle of 82°36'18", a chord bearing and distance of N 76°11'21" W, 26.40 feet, an arc length of 28.83 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
92. along the arc of a curve to the right, having a radius of 1375.00 feet, a central angle of 00°08'54", a chord bearing and distance of S 62°34'57" W, 3.56 feet, an arc length of 3.56 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
93. N 27°20'36" W, a distance of 50.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
94. along the arc of a curve to the left, having a radius of 20.00 feet, a central angle of 84°59'58", a chord bearing and distance of N 20°09'25" E, 27.02 feet, an arc length of 29.67 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
95. along the arc of a curve to the right, having a radius of 325.00 feet, a central angle of 00°02'07", a chord bearing and distance of N 22°19'31" W, 0.20 feet, an arc length of 0.20 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
96. along the arc of a curve to the left, having a radius of 20.00 feet, a central angle of 86°17'15", a chord bearing and distance of N 65°27'05" W, 27.35 feet, an arc length of 30.12 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
97. S 71°33'06" W, a distance of 4.72 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
98. N 18°18'05" W, a distance of 50.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
99. along the arc of a curve to the left, having a radius of 20.00 feet, a central angle of 93°02'05", a chord bearing and distance of N 25°10'52" E, 29.02 feet, an arc length of 32.48 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
100. N 68°39'50" E, a distance of 50.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
101. along the arc of a curve to the left, having a radius of 20.00 feet, a central angle of 93°02'05", a chord bearing and distance of S 67°51'13" E, 29.02 feet, an arc length of 32.48 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
102. along the arc of a curve to the left, having a radius of 870.00 feet, a central angle of 24°14'49", a chord bearing and distance of N 53°30'21" E, 365.43 feet, an arc length of 368.17 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,
103. N 41°22'56" E, a distance of 45.86 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
104. along the arc of a curve to the right, having a radius of 950.00 feet, a central angle of 23°01'01", a chord bearing and distance of N 52°53'27" E, 379.08 feet, an arc length of 381.64 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of non-tangency hereof,

105. N 64°23'57" E, a distance of 175.38 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
106. along the arc of a curve to the left, having a radius of 25.00 feet, a central angle of 90°00'00", a chord bearing and distance of N 19°23'57" E, 35.36 feet, an arc length of 39.27 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
107. N 25°36'03" W, a distance of 45.42 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
108. S 64°23'57" W, a distance of 130.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
109. N 25°36'03" W, a distance of 339.22 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
110. N 16°03'38" W, a distance of 50.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
111. N 73°56'22" E, a distance of 10.80 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
112. N 14°05'58" W, a distance of 66.39 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
113. N 04°26'44" W, a distance of 526.21 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
114. N 85°33'16" E, a distance of 130.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
115. N 04°26'44" W, a distance of 5.52 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of curvature hereof,
116. along the arc of a curve to the left, having a radius of 525.00 feet, a central angle of 04°04'24", a chord bearing and distance of N 06°28'56" W, 37.32 feet, an arc length of 37.32 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set for a point of tangency hereof,
117. N 81°28'51" E, a distance of 181.79 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
118. S 04°26'44" E, a distance of 7.49 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
119. N 85°33'16" E, a distance of 130.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
120. N 04°26'44" W, a distance of 10.97 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
121. N 85°33'16" E, a distance of 183.55 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof,
122. S 04°26'44" E, a distance of 350.00 feet to a 1/2" iron rod with yellow cap marked "Pape-Dawson" set hereof, and
123. S 74°11'21" E, a distance of 183.51 feet to to the POINT OF BEGINNING, and containing 89.770 acres in Travis County, Texas. Said tract being described in accordance with a plat prepared under Job No. 50892-37 by Pape-Dawson Engineers, Inc.



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

NOTES:

- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEMS OF THE CITY OF LEANDER, TEXAS.
- A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS IN ANY LOT IN THIS SUBDIVISION.
- NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
- PROPERTY OWNER AND HIS/HER ASSIGNS 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/HER ASSIGNS.
- IN ADDITION TO THE EASEMENT SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY EASEMENT & PEDESTRIAN EASEMENT IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF-WAY AND TWO AND A HALF (2.5') FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL SIDE LOT LINES.
- A PORTION OF THIS TRACT IS WITHIN A SPECIAL FLOOD HAZARD AREAS AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL NO. 48453C0095J, FOR TRAVIS COUNTY, EFFECTIVE JANUARY 22, 2020.
- BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE TRAVISSO PLANNING UNIT DEVELOPMENT, ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE TRAVISSO PLANNING UNIT DEVELOPMENT.
- 8' SIDEWALKS SHALL BE INSTALLED ON BOTH SIDE OF TRAVISSO PARKWAY. 4' SIDEWALKS SHALL BE INSTALLED ON ONLY ONE SIDE OF A LOCAL RESIDENTIAL STREET. 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 AND ZONING COMMISSION ON OCTOBER 8, 2020.
- APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
- NO DRIVEWAYS SHALL BE CONSTRUCTED CLOSER THAN 50' OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING LOCAL OR COLLECTOR STREET 100' OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING ARTERIAL STREET.
- TRAVIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 19 WILL OWN AND MAINTAIN THE FOLLOWING LOTS: 1, BLOCK A, 8, BLOCK A, 6, BLOCK B, 1, BLOCK C, 13, BLOCK D, 8, BLOCK E, 17, BLOCK H, 9, BLOCK I, 1, BLOCK AA.
- THE HOA BYLAWS ARE RECORDED IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS UNDERDOCUMENT NUMBER 2013223985.
- THE HOMEOWNERS ASSOCIATION AND/OR TRAVIS COUNTY MUD 19 IS REQUIRED TO MOW THE OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
- TRAVIS COUNTY MUD 19 ACCEPTS AND MAINTAINS DRAINAGE AND WATER QUALITY IMPROVEMENTS CONTAINED IN OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS. (WHICH SHOULD BE CONTAINED IN A DRAINAGE EASEMENT)
- FOR EVERY SIX HUNDRED (600) SQUARE FEET OF AREA IN LOT 1, BLOCK A, LOT 1, BLOCK C, AND LOT 1, BLOCK AA, 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.
- BUFFER ZONES SHALL REMAIN FREE OF CONSTRUCTION, DEVELOPMENT OR OTHER ALTERATIONS EXCEPT FOR UTILITY AND ROADWAY CROSSINGS.
- ALL PROPERTY IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY HIGHLAND LAKES WATERSHED ORDINANCE. WRITTEN NOTIFICATION AND/OR PERMITS ARE REQUIRED PRIOR TO COMMENCING ANY DEVELOPMENT ACTIVITIES. CONTACT LCRA WATERSHED MANAGEMENT AT 1-800-776-5272, EXTENSION 2324 FOR MORE INFORMATION.

PERMANENT WATER QUALITY BMP EASEMENT PLAT NOTE:

THE PERMANENT WATER QUALITY BEST MANAGEMENT PRACTICE (BMP) EASEMENT IS FOR THE PURPOSE OF PROTECTING THE ENVIRONMENT BY IMPROVING THE QUALITY OF STORMWATER RUNOFF FROM DEVELOPED LANDS. NO STRUCTURE OR OTHER IMPROVEMENT MAY BE CONSTRUCTED OR MAINTAINED WITHIN A WATER QUALITY BMP EASEMENT AREA UNLESS SPECIFICALLY AUTHORIZED AND APPROVED IN WRITING IN ADVANCE BY THE LOWER COLORADO RIVER AUTHORITY (LCRA). THE WATER QUALITY BMP EASEMENT MAY BE ENFORCED BY THE LOWER COLORADO RIVER AUTHORITY OR ANY OTHER GOVERNMENTAL ENTITY WITH THE AUTHORITY TO PROTECT THE ENVIRONMENT FOR THE BENEFIT OF THE PUBLIC, BY INJUNCTION OR OTHER ACTION IN A COURT OF APPROPRIATE JURISDICTION.

Ray M. Johnson 4/21/2022
LOWER COLORADO RIVER AUTHORITY DATE

WATERWAY BUFFER ZONE PLAT NOTE:

THE WATERWAY BUFFER ZONE EASEMENT IS FOR THE PROTECTION OF THE ENVIRONMENT BY IMPROVING THE QUALITY OF STORMWATER RUNOFF FROM DEVELOPED LANDS. THE NATIVE LAND OR MANAGEMENT PRACTICES WITHIN THE EASEMENT ARE TO HELP MAINTAIN CLEAN WATER IN CREEKS, RIVERS AND LAKES. NO STRUCTURE OR IMPROVEMENTS, OTHER THAN NATIVE PLANT ENHANCEMENT OR MAINTENANCE OF THE AREA IN ACCORDANCE WITH LCRA RULES, MAY BE PLACED OR PERFORMED WITHIN THE EASEMENT WITHOUT SPECIFIC PRIOR AUTHORIZATION AND APPROVAL IN WRITING FROM THE LCRA, ITS SUCCESSORS OR ASSIGNS, OR OTHER GOVERNMENTAL ENTITY WITH AUTHORITY TO PERMIT SUCH IMPROVEMENT FOR THE PROTECTION OF THE ENVIRONMENT. THE EASEMENT SHALL BE MAINTAINED BY EACH LOT OWNER BY PRESERVING AND RESTORING NATIVE VEGETATION. THE EASEMENT MAY NOT BE AMENDED EXCEPT BY EXPRESS WRITTEN AGREEMENT OF THE LCRA, ITS SUCCESSORS OR ASSIGNS, OR OTHER GOVERNMENTAL ENTITY WITH PROPER AUTHORITY.

Ray M. Johnson 4/21/2022
LOWER COLORADO RIVER AUTHORITY DATE

FINAL PLAT OF TRAVISSO, PHASE 4, SECTION 5

A 89.770 ACRE TRACT OF LAND BEING OUT OF A REMNANT PORTION OF A CALLED 2144.875 ACRE TRACT CONVEYED TO TRAVISSO, LTD. RECORDED IN DOCUMENT NO. 2013056181 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SITUATED IN THE J A YBARBO SURVEY, SECTION NO. 421, ABSTRACT NO. 840, IN TRAVIS COUNTY, TEXAS.

OWNER'S CERTIFICATION:

STATE OF TEXAS
COUNTY OF TRAVIS

THAT TRAVISSO, LTD., A TEXAS LIMITED PARTNERSHIP, AS THE OWNER OF THE REMNANT PORTION OF A THAT CERTAIN 2144.875 ACRE TRACT RECORDED IN DOCUMENT NO. 2013056181 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, DOES 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 TRAVISSO, PHASE 4, SECTION 5.

AND DO HEREBY DEDICATE ALL ADDITIONAL ROW, STREETS, ALLEYS, EASEMENTS, PARKS, AND OTHER OPEN SPACES TO PUBLIC USE, OR WHEN THE SUBDIVIDER HAD MADE PROVISION FOR PERPETUAL MAINTENANCE THEREOF, TO THE INHABITANTS OF THE SUBDIVISION.

WITNESS MY HAND THIS THE 31st DAY OF March, 2022 A.D.

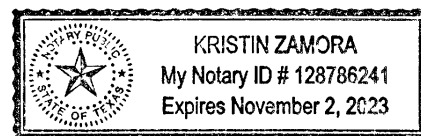
TRAVISSO, LTD.
BY: *Mark Berman*
MARK BERMAN
VICE PRESIDENT

STATE OF TEXAS
COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE 31st DAY OF March, 2022, PERSONALLY APPEARED MARK BERMAN, AS VICE PRESIDENT, ON BEHALF OF SAID TRAVISSO, LTD., 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 HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND AND SEALED IN MY OFFICE, THIS THE 31st DAY OF March, 2022 A.D.

Kristin Zamora
NOTARY PUBLIC, STATE OF TEXAS



Kristin Zamora
PRINTED NAME

11-2-23
MY COMMISSION EXPIRES

STATE OF TEXAS:
COUNTY OF TRAVIS

LIENHOLDERS ACKNOWLEDGMENT AND SUBORDINATION STATEMENT:

THAT TEXAS CAPITAL BANK, NATIONAL ASSOCIATION, OWNER AND HOLDER OF THAT CERTAIN INDEBTEDNESS SECURED BY THAT CERTAIN DEED OF TRUST WITH (SECURITY AGREEMENT AND ASSIGNMENT OF RENTS) AGAINST THE REAL PROPERTY DESCRIBED THEREIN, SAID DEED OF TRUST BEING FILED OF RECORDS UNDER CLERK'S FILE NO. 2013067751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, DOES HEREBY IN ALL THINGS SUBORDINATE SAID LIEN(S) TO SAID PLAT, TEXAS CAPITAL BANK, NATIONAL ASSOCIATION HEREBY CONFIRMS THAT TEXAS CAPITAL BANK NATIONAL ASSOCIATION IS THE PRESENT OWNER OF SAID INDEBTEDNESS AND ALL LIENS SECURING THE PAYMENT THEREOF AND HAS NOT ASSIGNED THE SAME NOR ANY PART THEREOF, THEREBY CONSENTS AND JOINS IN THIS PLAT TO SUBDIVISION SAID TRACTS AS SHOWN HEREOF, ESTABLISH THE REQUIREMENTS SHOWN HEREOF, AND DO HEREBY DEDICATE ALL ADDITIONAL ROW, STREETS, ALLEYS, EASEMENTS, PARKS AND OTHER OPEN SPACES TO PUBLIC USE, OR, WHEN THE SUBDIVISIONER HAS MADE PROVISION FOR PERPETUAL MAINTENANCE THEREOF, TO THE INHABITANTS OF THE SUBDIVISION SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED

BY SIGNING THIS PLAT, FOR AND IN CONSIDERATION OF THE SUM OF TEN (\$10.00) DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY AND RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE UNDERSIGNED HEREBY RELEASES THE RIGHTS-OF-WAY, STREETS, ALLEYS, EASEMENTS, PARKS, AND OTHER OPEN SPACES DEDICATED TO THE CITY OR TO PUBLIC USE SET FORTH ON THIS PLAT, FROM ANY DEED OF TRUST, VENDOR'S LIEN, OR OTHER TYPE OF LIEN OR NOTE ON THE PROPERTY OWNED BY THE LIEN HOLDER, INCLUDING BUT NOT LIMITED TO THE NOTE AND LIEN DESCRIBED IN THE INSTRUMENT ENTITLED _____ DATED _____ FILED OF RECORD IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS IN DOCUMENT NO. 2015080472.

TEXAS CAPITAL BANK, NATIONAL ASSOCIATION

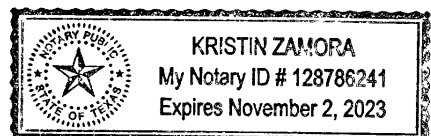
NAME: *Brad Eikes, Senior V.P.*
TITLE: *Brad Eikes, Senior V.P.*

STATE OF TEXAS
COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE 31st DAY OF March, 2022, PERSONALLY APPEARED *Brad Eikes* AS *Senior V.P.*, ON BEHALF OF SAID TEXAS CAPITAL BANK, 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 HE ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND AND SEALED IN MY OFFICE, THIS THE 31st DAY OF March, 2022 A.D.

Kristin Zamora
NOTARY PUBLIC, STATE OF TEXAS



Kristin Zamora
PRINTED NAME

11-2-23
MY COMMISSION EXPIRES

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 TRAVIS COUNTY.

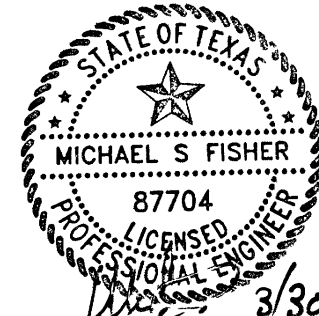
JOHNNY COSGROVE, CHAIRMAN
PLANNING AND ZONING COMMISSION
CITY OF LEANDER, TEXAS

ATTEST: _____

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

ENGINEER'S CERTIFICATION:

I, MICHAEL S. FISHER, 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.



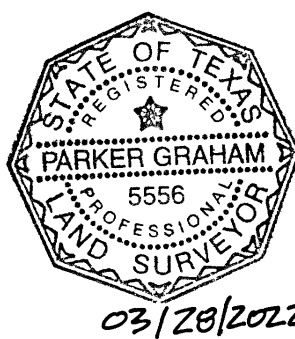
MICHAEL S. FISHER, P.E. No. 87704
ENGINEERING BY:
PAPE-DAWSON ENGINEERS, INC.
10801 N MOPAC EXPY, BLDG. 3, SUITE 200
AUSTIN, TEXAS 78759
(512) 454-8711
TBPE FIRM REGISTRATION NO. 470
TBPLS FIRM REGISTRATION NO. 100288-01

SURVEYOR'S CERTIFICATION:

I, PARKER J. GRAHAM, 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 FIRST AMERICAN TITLE GUARANTY COMPANY, G.F. NO. AUS-TX-2012138871A-1, ISSUED DECEMBER 18, 2020 HAVE BEEN SHOWN OR NOTED HEREON.

Parker J. Graham
PARKER J. GRAHAM, R.P.L.S. 5556

SURVEYING BY:
PAPE-DAWSON ENGINEERS, INC.
10801 N MOPAC EXPY, BLDG. 3, SUITE 200
AUSTIN, TEXAS 78759
(512) 454-8711
TBPE FIRM REGISTRATION NO. 470
TBPLS FIRM REGISTRATION NO. 100288-01



STATE OF TEXAS:
COUNTY OF TRAVIS:

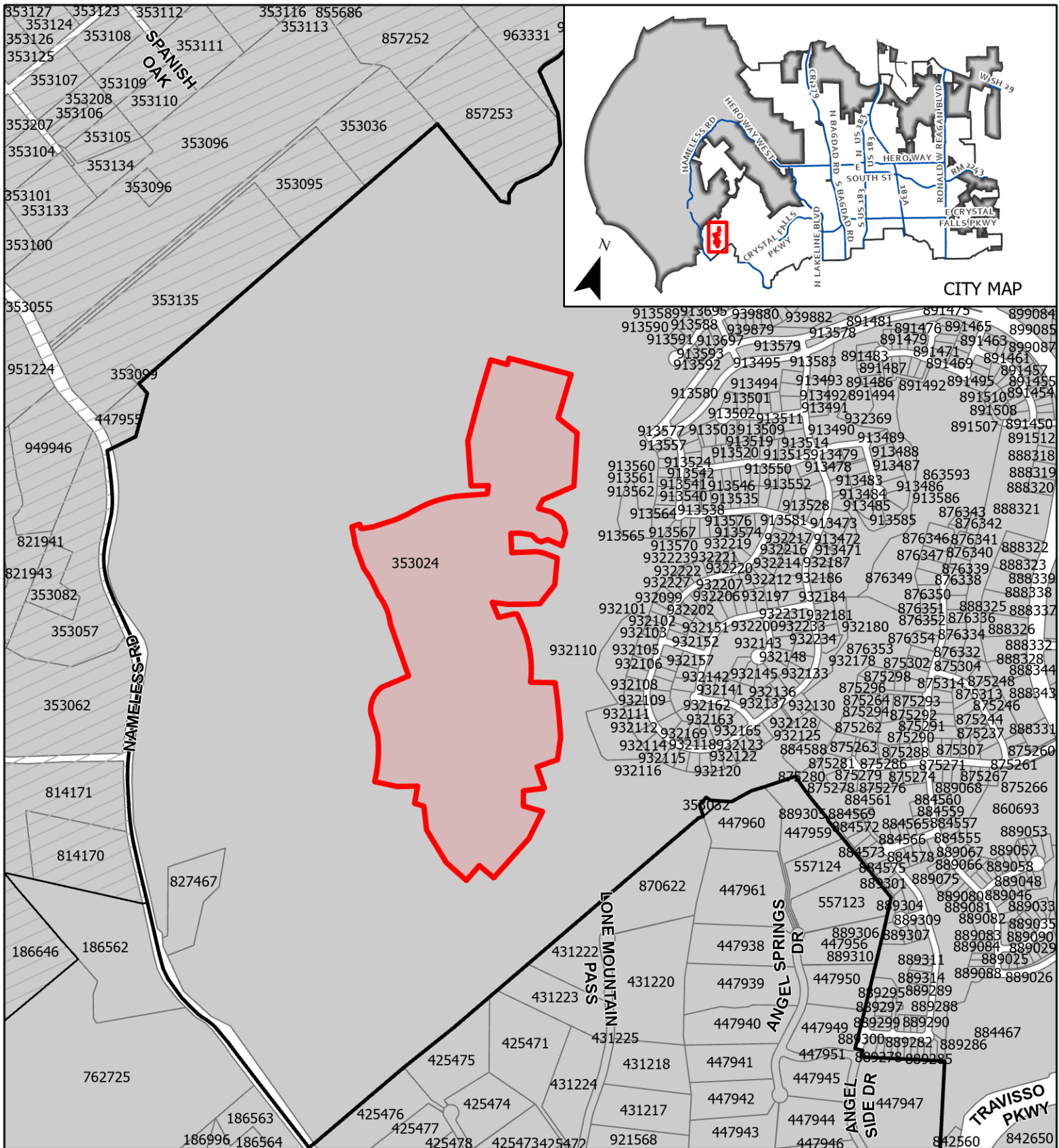
I, DANA DEBEAUVOR, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AFORESAID, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THIS _____ OF, 20____ A.D. AT _____ O'CLOCK _____ M AND WAS DULY RECORDED ON THIS THE ____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

BY: _____
DANA DEBEAUVOR,
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS

BY: _____
DEPUTY



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



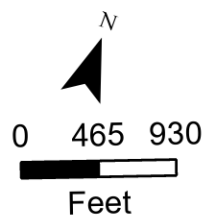
CASE: 21-FP-002

EXHIBIT A

TRAVISSE
PH 4 SEC 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.



- Subject Area
- Leander City Limits
- ETJ



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Approval of Subdivision Case 22-SFP-001 regarding Crystal Falls Business Park Short Form Final Plat on one parcel of land approximately 13.835 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031217; more commonly known as 10960 E. Crystal Falls Pkwy, 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 short form final plat satisfies the applicable regulations without requesting any variances.

APPLICANT/AGENT:

Eli Engineering, PLLC (Gary Eli Jones) on behalf of Crystal Falls Business Park, LLC (Joe Owen).

RECOMMENDATION:

This short form final plat includes 2 commercial lots. 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:

Michael Chenausky AICP, Planner

Attachments

1. Final Plat
2. Location Exhibit

CRYSTAL FALLS BUSINESS PARK
SHORT FORM FINAL PLAT

STATE OF TEXAS:
COUNTY OF WILLIAMSON:

DEDICATION STATEMENT:

THAT CRYSTAL FALLS BUSINESS PARK, LLC, A TEXAS LIMITED LIABILITY COMPANY, BEING THE OWNER OF 13.837 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2015090922, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DO HEREBY 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 PROVISIONS FOR PERPETUAL MAINTENANCE THEREOF, TO THE INHABITANTS OF THE SUBDIVISION AS SHOWN HEREON TO BE KNOWN AS "CRYSTAL FALLS BUSINESS PARK" SUBDIVISION.

WITNESS MY HAND THIS THE 26th DAY OF May, ~~2022~~ 2022 A.D.

JOE OWEN, MANAGER
CRYSTAL FALLS BUSINESS PARK, LLC.
13760 NOEL ROAD, SUITE 1020
DALLAS, TEXAS 75240

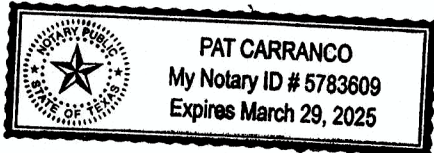
STATE OF TEXAS:
COUNTY OF WILLIAMSON:

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY IN AND FOR SAID COUNTY AND STATE, ON THIS THE 26 DAY OF May, 2022 A.D. PERSONALLY APPEARED JOE OWEN, AS MANAGER OF THE CRYSTAL FALLS BUSINESS PARK, LLC., A DULY AUTHORIZED AGENT WITH AUTHORITY TO SIGN AND DOCUMENT, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED,

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 26 DAY OF May, 2022 A.D.

NOTARY PUBLIC FOR THE STATE OF TEXAS

Pat Carranco
(TYPE OR PRINT NAME)
MY COMMISSION EXPIRES: 3/29/25



STATE OF TEXAS:
COUNTY OF _____:

LIENHOLDERS ACKNOWLEDGEMENT AND SUBORDINATION STATEMENT:

BY SIGNING THIS PLAT, FOR AND IN THE 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 WARRANTY DEED WITH VENDOR'S LIEN DATED _____, FILED FOR RECORD IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS UNDER DOCUMENT NO. _____.

OAKWOOD BANK, A TEXAS STATE-CHARTERED BANKING ASSOCIATION

BY: R/K

NAME: RAY KEMBREL

TITLE: EXECUTIVE VICE PRESIDENT

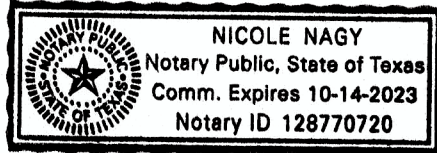
STATE OF TEXAS:
COUNTY OF WILLIAMSON: Dallas

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED RAY KEMBREL, THE EXECUTIVE VICE PRESIDENT OF OAKWOOD BANK, A TEXAS STATE-CHARTERED BANKING ASSOCIATION, ON BEHALF OF SAID BANK, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN THE CAPACITY THEREIN STATED FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED,

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 19 DAY OF May, 2022 A.D.

NOTARY PUBLIC FOR THE STATE OF TEXAS

Nicole Nagy
(TYPE OR PRINT NAME)
MY COMMISSION EXPIRES: 10-14-2023



PLAT NOTES

- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER CONNECTION FACILITIES.
- A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.
- NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN, EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
- PROPERTY OWNER SHALL PROVIDE 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 EASEMENTS SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF-WAY AND A TWO AND A HALF (2.5') FOOT 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 NO. 48491C0456F FOR WILLIAMSON COUNTY, EFFECTIVE DECEMBER 20, 2019.
- 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.
- SIX (6) FOOT SIDEWALKS SHALL BE INSTALLED ON THE SUBDIVISION SIDE OF EAST CRYSTAL FALLS PARKWAY AS DEPICTED BY SIDEWALK DOTS SHOWN HEREON. 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.
- 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.
- AT THE TIME OF SITE DEVELOPMENT PERMIT, THE APPLICANT WILL PROVIDE A PAYMENT TO THE CITY IN LIEU OF A TRAFFIC IMPACT ANALYSIS (TIA), UNLESS A TIA FOR THE ENTIRE DEVELOPMENT AS PROPOSED IN THE CONCEPT PLAN INDICATES THAT AVERAGE DAILY TRIPS ARE ESTIMATED BELOW 2,000.
- APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.

STATE OF TEXAS:
COUNTY OF WILLIAMSON:

I, ALAN J. HORTON, 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 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 ORDINANCES AND CODES, AND THAT ALL EXISTING EASEMENTS OF RECORD AS FOUND ON THE TITLE POLICY PROVIDED BY STEWART TITLE GUARANTY COMPANY, FILE NO. 1565657, ISSUED FEBRUARY 1, 2022, EFFECTIVE JANUARY 24, 2022, HAVE BEEN SHOWN OR NOTED.

ALAN J. HORTON
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5768
STATE OF TEXAS



STATE OF TEXAS:
COUNTY OF WILLIAMSON:

I, GARY ELI JONES, 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.

GARY ELI JONES, P.E.
STATE OF TEXAS NO. 79198
700 THERESA COVE
CEDAR PARK, TEXAS 78613
512-658-8095

THIS TRACT IS NOT LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.



STATE OF TEXAS:
COUNTY OF WILLIAMSON:

APPROVED THIS THE _____ DAY OF _____, 20____ A.D. AT PUBLIC MEETING OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF LEANDER, TEXAS AND AUTHORIZED TO BE FILED FOR RECORD BY THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

JOHN COSGROVE, CHAIRMAN
PLANNING AND ZONING COMMISSION
CITY OF LEANDER, TEXAS

ATTEST:

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

FIELD NOTES FOR 13.835 ACRES

Being a 13.835 acre tract of land located in the Walter Campbell Survey, Abstract Number 3 Williamson County, Texas. Said 13.835 acre tract being all of a called 13.837 acre tract of land recorded in the name of Crystal Falls Business Park, LLC in Document Number 2015090922 (Tract 1 (11.939 acres) and Tract 2 (1.898 acres)), Official Public Records of Williamson County Texas (O.P.R.W.C.), said 13.835 acre tract of land being more particularly described by metes and bound as follows: (Bearings are based on the Texas State Plane Coordinate System, Central Zone).

Beginning at a capped iron rod set stamped "GBI Partners" for the northeasterly corner of said 13.837 acre tract, said iron rod being the northwesterly corner of Lot 2, Anderson Commercial, a subdivision as recorded in Document Number 2015072232, O.P.R.W.C., said iron rod also being on the southerly Right-of-Way (R.O.W.) line of E. Crystal Falls Parkway (width varies);

Thence, with the easterly line of said 13.837 acre tract and in part with the westerly line of said Lot 2 and the westerly line of a called 8.78 acre tract of land recorded in the name of Glad Tidings Assembly of God, Inc. in Document Number 2015010061, O.P.R.W.C., South 21 degrees 18 minutes 26 seconds East, a distance of 1,425.66 feet to a 5/8-inch iron rod found for the southeasterly corner of said 13.837 acre tract, said iron rod being the southwesterly corner of said 8.78 acre tract, said iron rod also being on the northerly line of Lot 58, Block B, Cold Springs, Section One, a subdivision as recorded in Cabinet EE, Slides 155-158, Williamson County Plat Records (W.C.P.R.);

Thence, with the southerly line of said 13.837 acre tract and the northerly line of said Lot 58, Block B, Cold Springs Section One, South 68 degrees 28 minutes 38 seconds West, passing at a distance of 273.44 feet a capped iron rod found stamped "Stanley Consulting, Inc." for the northwesterly corner of said Lot 58, Block B, Cold Springs, Section One subdivision, said iron rod being the northeasterly corner of Lot 58, Block B, Cold Springs Section Seven, a subdivision as recorded in Document Number 20150048770, O.P.R.W.C., in all, a total distance of 358.56 feet to a capped iron rod found stamped "Stanley Consulting, Inc.";

Thence, with the southerly line of said 13.837 acre tract and the northerly line of said Lot 58, Block B, Cold Springs Section Seven, South 68 degrees 05 minutes 31 seconds West, a distance of 216.25 feet a 1/2-inch iron rod found for the southwesterly corner of said 13.837 acre tract, said iron rod being the southeasterly corner of a called 27.380 acre tract of land recorded in the name of Williamson County Humane Society in Document Number 199963739, O.P.R.W.C.;

Thence, with the westerly line of said 13.837 acre tract and the easterly line of said 27.380 acre tract, North 20 degrees 39 minutes 43 seconds West, a distance of 789.03 feet to a 5/8-inch iron rod found for the most westerly northwest corner of said 13.837 acre tract, said iron rod being the southwesterly corner of a called 2.92 acre tract of land recorded in the name of Christopher Lee Utz in Document Number 2002047586, O.P.R.W.C.;

Thence, with a northerly line of said 13.837 acre tract and the southerly line of said 2.92 acre tract, North 72 degrees 04 minutes 49 seconds East, a distance of 311.03 feet to a 1/2-inch iron rod found for an ell corner of said 13.837 acre tract, said iron rod being the southeasterly corner of said 2.92 acre tract;

Thence, with the westerly line of said 13.837 acre tract and in part the easterly line of said 2.92 acre tract, North 20 degrees 39 minutes 41 seconds West, passing at a distance of 84.15 feet a calculated point being a northeasterly corner of said 2.92 acre tract, said point being the southeasterly corner of a called 1.85 acre tract of land recorded in the name of Harrold Dwight Harris in Document Number 2003035825, O.P.R.W.C., in all, a total distance of 419.98 feet to a 1/2-inch iron rod found;

Thence, with the westerly line of said 13.837 acre tract and the easterly line of said 1.85 acre tract the following four (4) courses and distances;

- 1.75.39 feet along the arc of a curve to the right, said curve having a central angle of 13 degrees 00 minutes 00 seconds, a radius of 332.27 feet and a chord that bears North 12 degrees 12 minutes 46 seconds West, a distance of 75.23 feet to a capped iron rod set stamped "GBI Partners";
2. North 07 degrees 31 minutes 51 seconds West, a distance of 66.71 feet to capped iron rod set stamped "GBI Partners";
3. 98.63 feet along the arc of a curve to the left, said curve having a central angle of 23 degrees 30 minutes 08 seconds, a radius of 240.46 feet and a chord that bears North 19 degrees 27 minutes 54 seconds West, a distance of 97.94 feet to a capped iron rod found "illegible";
4. North 31 degrees 09 minutes 58 seconds West, a distance of 4.17 feet to a capped iron rod found "illegible" for the northwesterly corner of said 13.837 acre tract, said iron rod being the northeasterly corner of said 1.85 acre tract, said iron rod also being on the southerly R.O.W. line of aforesaid Crystal Falls Parkway;

Thence, with the northerly line of said 13.837 acre tract and the southerly R.O.W. line of said Crystal Falls Parkway, North 69 degrees 18 minutes 25 seconds East, a distance of 220.49 feet to the Point of Beginning and containing 13.835 acres of land.

STATE OF TEXAS:
COUNTY OF WILLIAMSON:

I, NANCY RISTER, CLERK OF THE COUNTY COURT, WITHIN AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK _____ M., AND DULY RECORDED THIS THE _____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK _____ M. IN THE PLAT RECORDS OF SAID COUNTY IN CABINET _____, SLIDE _____.

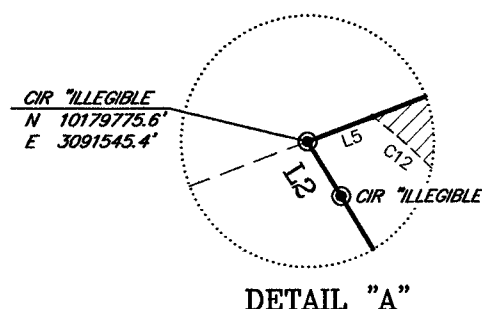
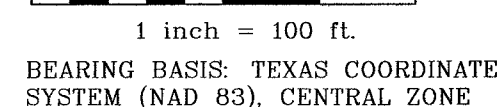
TO CERTIFY WHICH, WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE LAST DATE WRITTEN ABOVE.

NANCY RISTER, CLERK, COUNTY COURT,
OF WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY



GBI PARTNERS
LAND SURVEYING CONSULTANTS
7696 183-A, BUILDING 2, STE. A • LEANDER, TX 78641
PHONE: 281-499-4539 • WWW.GBISURVEY.COM
TBPLS # 10194130 • TBPE # F17284



WILLIAMSON COUNTY HUMANE SOCIETY
27.380 AC.
DOCUMENT NO. 199963739. O.P.B.W.C.

CRYSTAL FALLS BUSINESS PARK, LLC
11.939 AC.
DOCUMENT NO. 2015090922, O.P.R.W.C.
TRACT 1

LOT 2
ANDERSON COMMERCIAL
DOCUMENT NO. 2015072232, O.P.R.W.C.

GLAD TIDINGS ASSEMBLY OF GOD, INC.
8.78 AC.
DOCUMENT NO. 2015010081, O.P.R.W.C.

LEGEND

O.P.R.W.C. OFFICIAL PUBLIC RECORDS
WILLIAMSON COUNTY

W.C.D.R. WILLIAMSON COUNTY DEED

W.C.B.B. WILLIAMSON COUNTY PLAT

RECORDS

L.S. LANDSCAPE EASEMENT
E.E. ELECTRIC EASEMENT

P.A.E. PUBLIC ACCESS EASEMENT

P.U.E. PUBLIC UTILITY EASEMENT

W.W.U.E. WASTEWATER UTILITY
EASEMENT

P.O.B. POINT OF BEGINNING

CIR CAPPED IRON ROD FOUND

- SET 5/8-INCH IRON ROD WITH CAP "CPI PARTNERS"

FOUND 1/2-INCH IRON RO

UNLESS OTHERWISE NOTED

SIX (6) FOOT SIDEWALK
REQUIRED

 JOINT ACCESS EASEMENT

LINE TABLE		
NO.	BEARING	DISTANCE
1	N07°31'51"W	66.71'
2	N31°09'58"W	4.17'
3	N69°18'25"E	25.42'
4	N07°31'51"W	67.16'
5	N69°18'25"E	4.56'
6	N69°18'25"E	47.45'
7	S20°41'06"E	59.51'
8	S07°31'51"E	40.46'
9	S68°41'34"W	36.00'
10	N07°31'51"W	40.46'
11	N20°41'06"W	59.44'

CURVE TABLE					
NO.	DISTANCE	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
1	75.39'	332.27'	13°00'00"	N12°12'46"W	75.23'
2	98.63'	240.46'	23°30'08"	N19°27'54"W	97.94'
3	69.69'	307.27'	12°59'42"	N12°08'15"W	69.54'
4	108.46'	265.46'	23°24'31"	N19°24'34"W	107.70'
5	21.50'	39.50'	31°10'46"	S05°05'42"E	21.23'
6	53.53'	135.50'	22°38'10"	S09°22'00"E	53.19'
7	18.95'	114.50'	9°28'56"	S02°47'23"E	18.93'
8	60.62'	264.50'	13°07'50"	S14°05'46"E	60.48'
9	68.87'	300.50'	13°07'50"	N14°05'46"W	68.72'
10	24.91'	150.50'	9°28'56"	N02°47'23"W	24.88'
11	39.31'	99.50'	22°38'10"	N09°22'00"W	39.05'
12	21.57'	39.50'	31°17'09"	N36°19'40"W	21.30'



GBI PARTNERS

LAND SURVEYING CONSULTANTS
7696 183-A, BUILDING 2, STE. A • LEANDER, TX 78641
PHONE: 281-499-4539 • WWW.GBISURVEY.COM
TBPLS # 10194150 • TBPE # F17284

CRYSTAL FALLS BUSINESS PARK
SHORT FORM FINAL PLAT



OWNER:
CRYSTAL FALLS BUSINESS PARK, LLC.
13760 NOEL ROAD
DALLAS, TEXAS 75240
972-679-5545

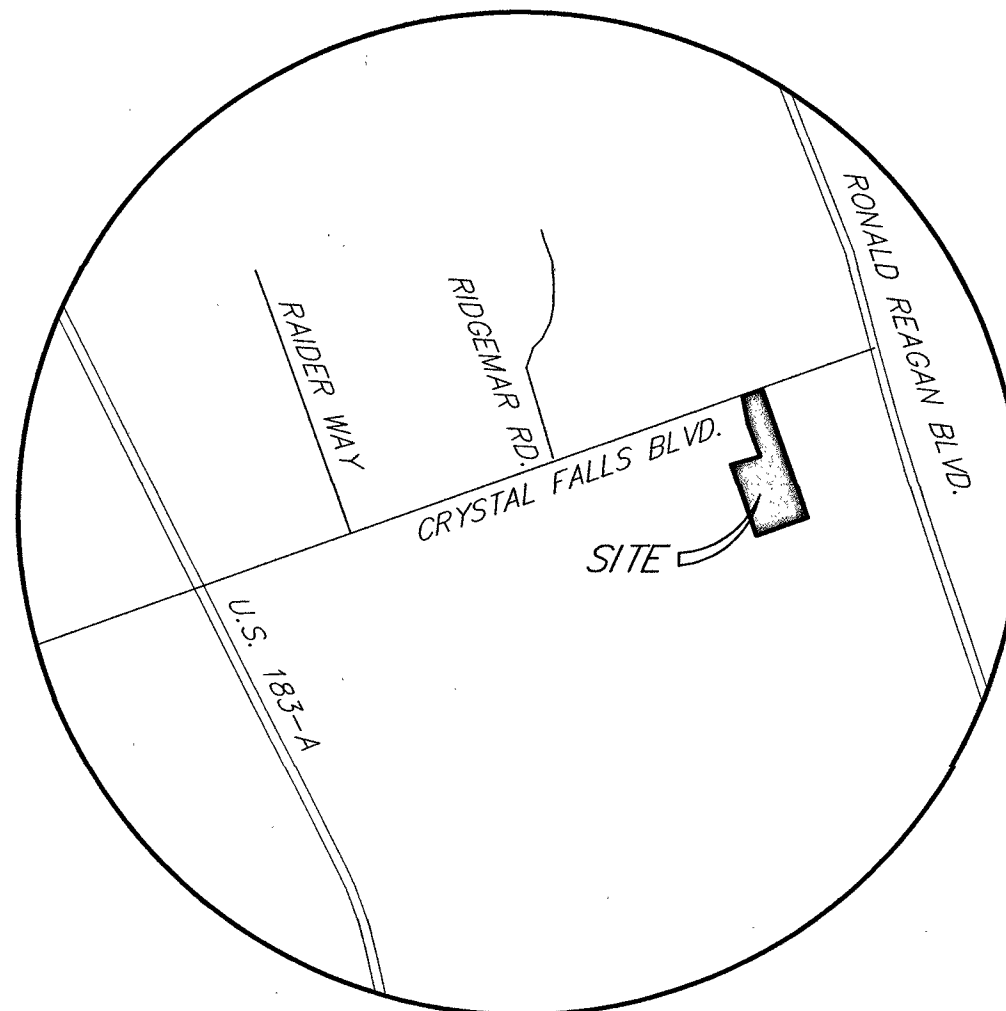
SURVEYOR:
GBI PARTNERS
7696 183-A, BUILDING 2, SUITE A
LEANDER, TEXAS 78641
281-499-4539

ENGINEER / AGENT
ELI ENGINEERING, PLLC
700 THERESA COVE
CEDAR PARK, TEXAS 78613
512-658-8095

DEVELOPER
CRYSTAL FALLS BUSINESS PARK, LLC.
13760 NOEL ROAD
DALLAS, TEXAS 75240
972-679-5545

SUBMITTAL DATE: 3-29-2022
TOTAL AREA OF THIS PLAT: 13.835
TOTAL NUMBER OF LOTS: 2
RESIDENTIAL: 0
NON-RESIDENTIAL: 2

LINEAR FEET OF NEW STREETS: 0



VICINITY MAP
1" = 2,000'

BEARING BASIS: TEXAS COORDINATE
SYSTEM (NAD 83), CENTRAL ZONE

SHEET INDEX
SHEET 1: COVER SHEET
SHEET 2: SHORT FORM FINAL PLAT
SHEET 3: NOTES AND SIGNATURES



GBI PARTNERS

LAND SURVEYING CONSULTANTS
7696 183-A, BUILDING 2, STE. A • LEANDER, TX 78641
PHONE: 281-499-4539 • WWW.GBISURVEY.COM
TBPLS # 10194150 • TBPE # F17284



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Approval of the submittal schedule for Subdivision, Site Development Applications, and Dry Utility Applications pursuant to Article IX, Section 9 (a) (1) b. of the Composite Zoning Ordinance and Article II, Section 20 (e) of the Subdivision Ordinance; Leander, Williamson & Travis Counties, Texas.

BACKGROUND:

The Subdivision Ordinance and Composite Zoning Ordinance require that the Director of Planning presents a submittal schedule for Subdivision, Site Development, and Dry Utility Applications to the Planning & Zoning Commission for approval. This submittal schedule shall be reviewed and approved annually by the Commission. This item is a housekeeping item and the schedule is based on the Commission hearing dates and the scheduling requirements of the ordinance.

The Commission approved the schedule at the January 13, 2022 meeting. This agenda item is an update to the schedule to include additional dates.

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

Staff recommends approval of the submittal schedule.

PRESENTER:

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

Attachments

1. Submittal Schedule

CITY OF LEANDER ALTERNATIVE SUBMITTAL SCHEDULE
All Applications

ALTERNATIVE REVIEW SCHEDULE									
FIRST REVIEW					FOLLOW UP REVIEWS				
Initial Submittal Date - Start of Completeness Review (Tuesday before noon)	Last Day to Submit Missing Documents (Thursday by 12:00 p.m.)	Filing Date / Distribution Date (Tuesday)	Comments sent to Applicant (Friday)	Business Days from Filing Date	Initial Submittal Date (Tuesday by noon)	Last Day to Submit Missing Documents (Thursday by 12:00 p.m.)	Filing Date / Distribution Date (Tuesday)	Comments sent to Applicant (Friday)	Business Days from Filing Date
7/5/2022	7/7/2022	7/12/2022	8/5/2022	19	7/5/2022	7/7/2022	7/12/2022	7/22/2022	9
7/12/2022	7/14/2022	7/19/2022	8/12/2022	19	7/12/2022	7/14/2022	7/19/2022	7/29/2022	9
7/19/2022	7/21/2022	7/26/2022	8/19/2022	19	7/19/2022	7/21/2022	7/26/2022	8/5/2022	9
7/26/2022	7/28/2022	8/2/2022	8/26/2022	19	7/26/2022	7/28/2022	8/2/2022	8/12/2022	9
8/2/2022	8/4/2022	8/9/2022	9/2/2022	19	8/2/2022	8/4/2022	8/9/2022	8/19/2022	9
8/9/2022	8/11/2022	8/16/2022	9/9/2022	18	8/9/2022	8/11/2022	8/16/2022	8/26/2022	9
8/16/2022	8/18/2022	8/23/2022	9/16/2022	18	8/16/2022	8/18/2022	8/23/2022	9/2/2022	9
8/23/2022	8/25/2022	8/30/2022	9/23/2022	18	8/23/2022	8/25/2022	8/30/2022	9/9/2022	8
8/30/2022	9/1/2022	9/6/2022	9/30/2022	19	8/30/2022	9/1/2022	9/6/2022	9/16/2022	9
9/6/2022	9/8/2022	9/13/2022	10/7/2022	19	9/6/2022	9/8/2022	9/13/2022	9/23/2022	9
9/13/2022	9/15/2022	9/20/2022	10/14/2022	19	9/13/2022	9/15/2022	9/20/2022	9/30/2022	9
9/20/2022	9/22/2022	9/27/2022	10/21/2022	19	9/20/2022	9/22/2022	9/27/2022	10/7/2022	9
9/27/2022	9/29/2022	10/4/2022	10/28/2022	19	9/27/2022	9/29/2022	10/4/2022	10/14/2022	9
10/4/2022	10/6/2022	10/11/2022	11/4/2022	19	10/4/2022	10/6/2022	10/11/2022	10/21/2022	9
10/11/2022	10/13/2022	10/18/2022	11/11/2022	18	10/11/2022	10/13/2022	10/18/2022	10/28/2022	9
10/18/2022	10/20/2022	10/25/2022	11/18/2022	18	10/18/2022	10/20/2022	10/25/2022	11/4/2022	9
10/25/2022	10/27/2022	11/1/2022	11/25/2022	16	10/25/2022	10/27/2022	11/1/2022	11/10/2022	8
11/1/2022	11/3/2022	11/8/2022	12/2/2022	16	11/1/2022	11/3/2022	11/8/2022	11/18/2022	8
11/15/2022	11/17/2022	11/22/2022	12/16/2022	17	11/15/2022	11/17/2022	11/22/2022	12/2/2022	7
11/29/2022	12/1/2022	12/6/2022	12/30/2022	16	11/29/2022	12/1/2022	12/6/2022	12/16/2022	9
12/6/2022	12/8/2022	12/13/2022	1/6/2023	16	12/6/2022	12/8/2022	12/13/2022	12/23/2022	8
12/20/2022	12/22/2022	12/27/2022	1/20/2023	18	12/20/2022	12/22/2022	12/27/2022	1/6/2023	9
12/27/2022	12/29/2022	1/3/2023	1/27/2023	19	12/27/2022	12/29/2022	1/3/2023	1/13/2023	9

- NOTES:
- Applications will be scheduled for review by the Commission and/or Council when all comments are cleared as required.
 - Dates are subject to change. Holidays and emergency closures may warrant a change to the schedule for both submittals and comment response dates.
 - Submittal appointments are required for all initial submittals.
 - Submittals will not be accepted outside of the dates listed in this schedule. All submittals shall be submitted by noon.
- Red Text = Alternative Date if required date is impacted by a City Holiday

CITY OF LEANDER ALTERNATIVE SUBMITTAL SCHEDULE
Dry Utilities & Easements

ALTERNATIVE REVIEW SCHEDULE					
FIRST REVIEW			FOLLOW UP REVIEW		
Filing Date / Distribution Date (Tuesday before noon)	Comments sent to Applicant (Friday)	Business Days from Filing Date	Filing Date / Distribution Date (Tuesday before noon)	Comments sent to Applicant (Friday)	Business Days from Filing Date
7/19/2022	8/5/2022	14	7/19/2022	7/29/2022	9
7/26/2022	8/12/2022	14	7/26/2022	8/5/2022	9
8/2/2022	8/19/2022	14	8/2/2022	8/12/2022	9
8/9/2022	8/26/2022	14	8/9/2022	8/19/2022	9
8/16/2022	9/2/2022	14	8/16/2022	8/26/2022	9
8/23/2022	9/9/2022	13	8/23/2022	9/2/2022	9
8/30/2022	9/16/2022	13	8/30/2022	9/9/2022	8
9/6/2022	9/23/2022	14	9/6/2022	9/16/2022	9
9/13/2022	9/30/2022	14	9/13/2022	9/23/2022	9
9/20/2022	10/7/2022	14	9/20/2022	9/30/2022	9
9/27/2022	10/14/2022	14	9/27/2022	10/7/2022	9
10/4/2022	10/21/2022	14	10/4/2022	10/14/2022	9
10/11/2022	10/28/2022	14	10/11/2022	10/21/2022	9
10/18/2022	11/4/2022	14	10/18/2022	10/28/2022	9
11/1/2022	11/18/2022	13	11/1/2022	11/10/2022	8
11/15/2022	12/2/2022	12	11/15/2022	11/25/2022	7
11/29/2022	12/16/2022	14	11/29/2022	12/9/2022	9
12/6/2022	12/23/2022	13	12/6/2022	12/16/2022	9
12/20/2022	1/6/2023	11	12/20/2022	12/30/2022	6
12/27/2022	1/13/2023	13	12/27/2022	1/6/2023	8
1/3/2023	1/20/2023	14	1/3/2023	1/13/2023	9
1/10/2023	1/27/2023	14	1/10/2023	1/20/2023	9
1/17/2023	2/3/2023	14	1/17/2023	1/27/2023	9

- NOTES:
- Dates are subject to change. Holidays and emergency closures may warrant a change to the schedule for both submittals and comment response dates.
 - Submittal appointments are required for all intial submittals.
 - Submittals will not be accepted outside of the dates listed in this schedule. All submittals shall be submitted by noon.
- Red Text = Alternative Date if required date is impacted by a City Holiday



EXECUTIVE SUMMARY
06/09/2022

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. The City is in the process of launching online permit review software and updates to the applications are required to accommodate the new process. This item is a housekeeping item and the applications are based on the current ordinance requirements.

RECOMMENDATION:

Staff recommends approval of the applications.

PRESENTER:

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

Attachments

1. Amended Final Plat
2. CIP Const Plan
3. Concept Plan
4. Concept Plan & Prelim Plat
5. Construction Plans
6. Final Plat
7. Minor Revision Prelim Plat
8. Minor Site Development
9. Preliminary Plat
10. Short Form Final Plat
11. Site Development
12. CIP Site Development
13. Dry Utility
14. Floodplain Development
15. Small Cell Node
16. ROW Permit



AMENDED FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

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

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

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

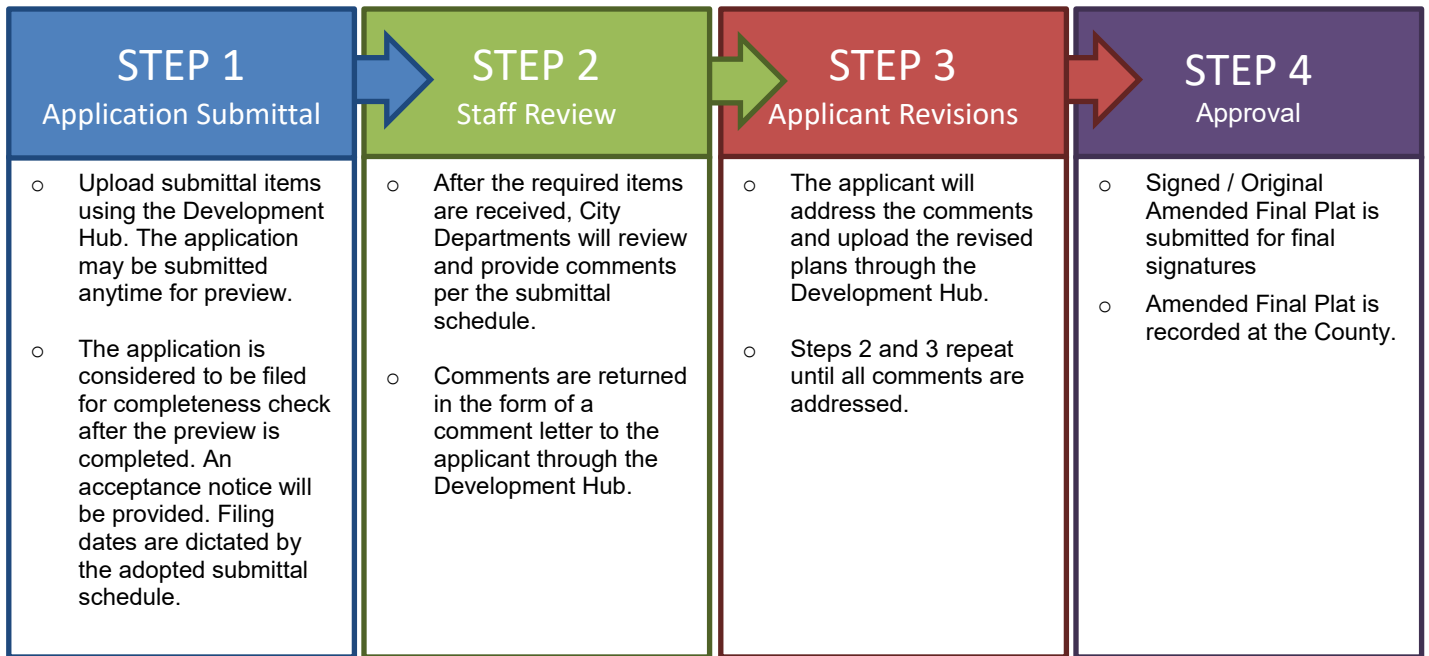
CONTACT

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

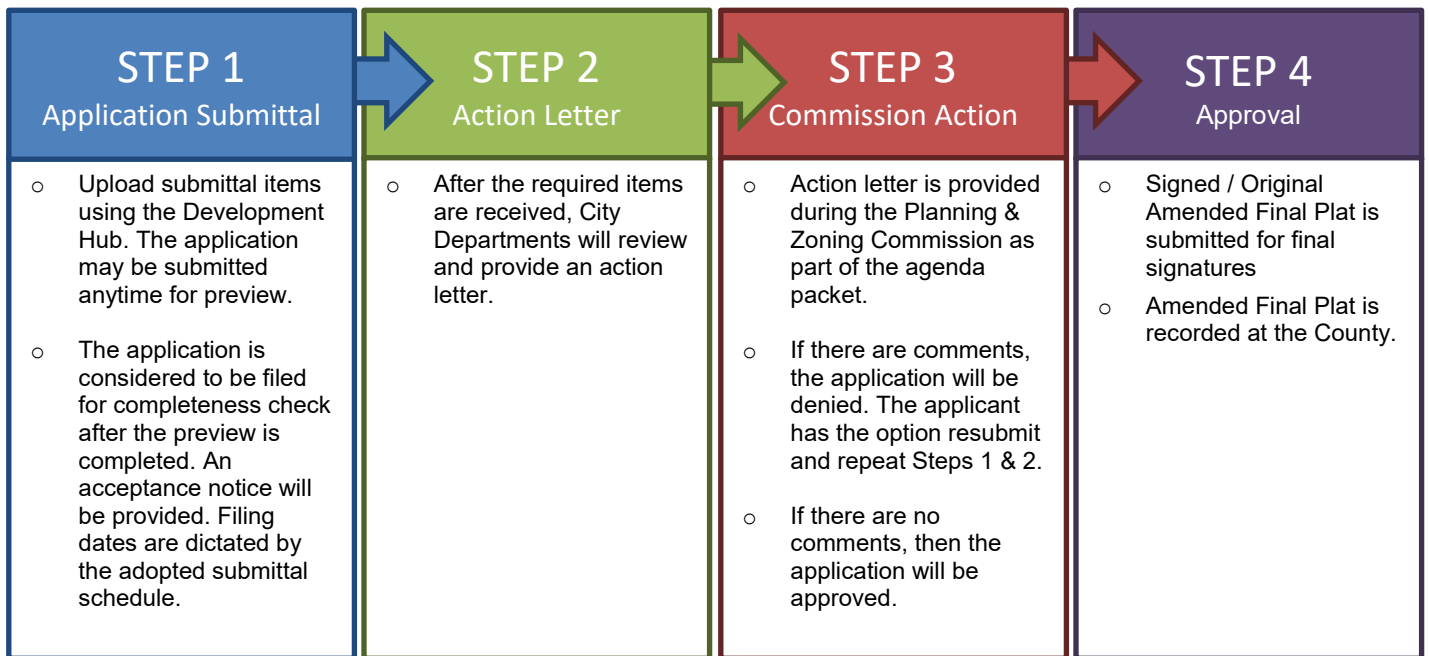
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

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

APPLICATION FEE* CALCULATION:

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

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS:

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
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. 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.

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

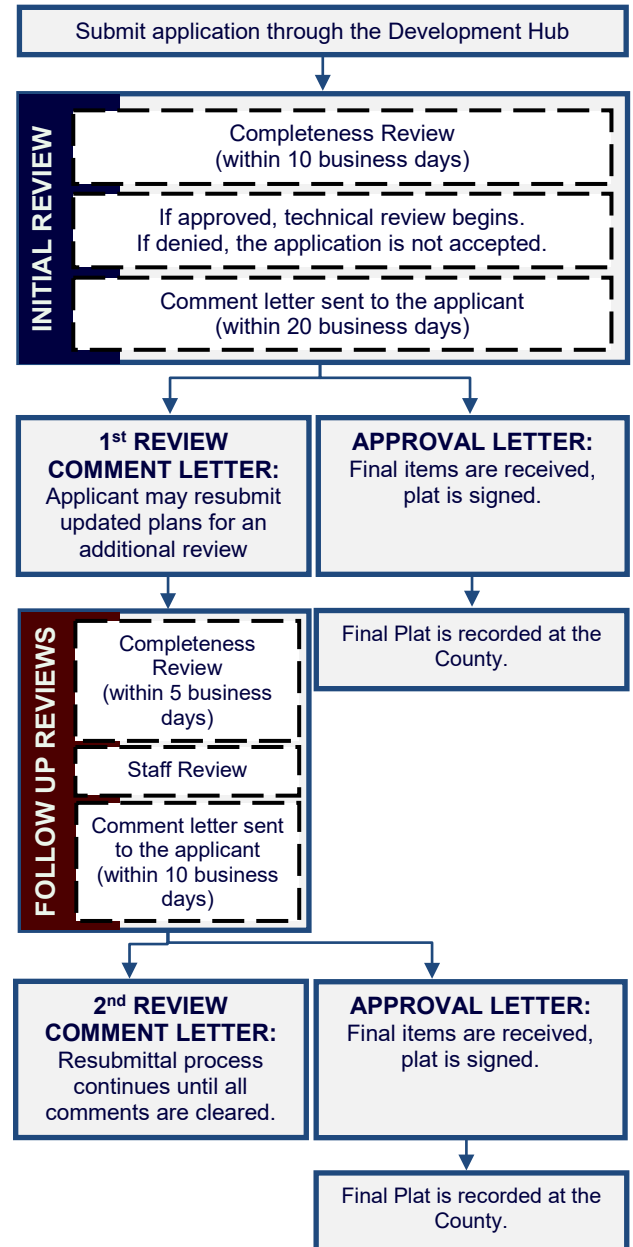
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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



STANDARD REVIEW PROCEDURE

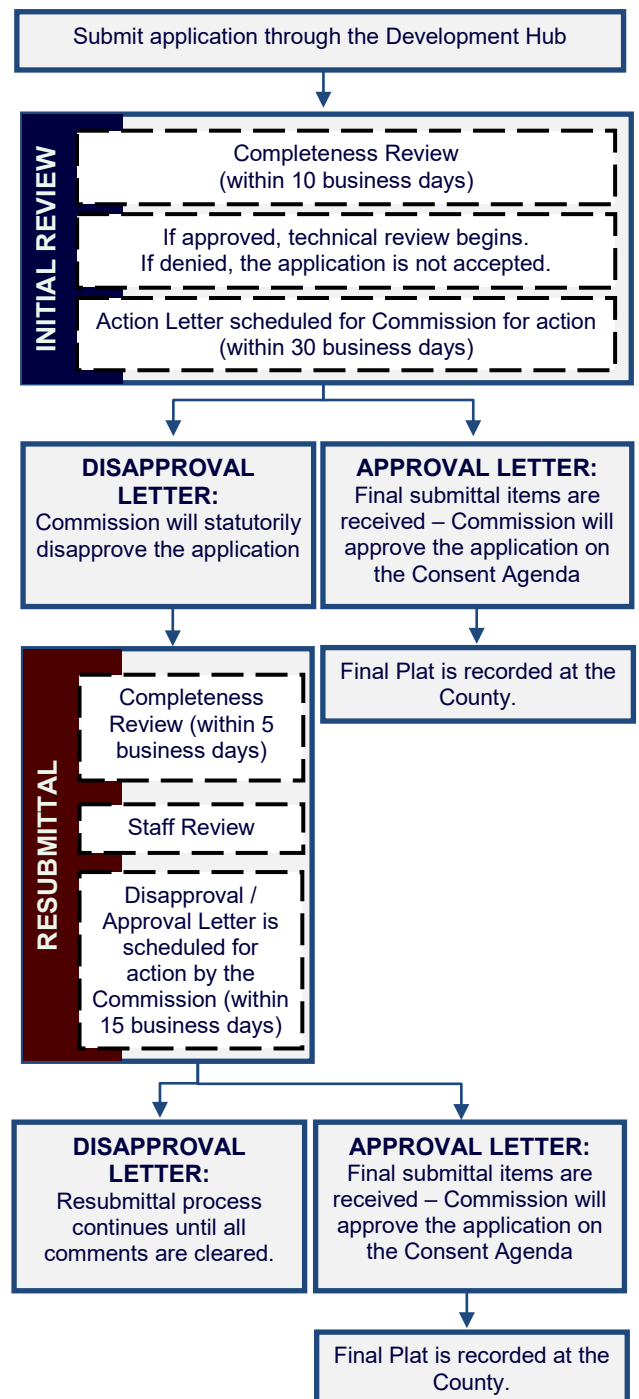
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



APPLICANT INFORMATION:

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____

§

COUNTY OF _____

§

KNOW ALL MEN BY THESE PRESENTS

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

AMENDED FINAL PLAT CHECKLIST

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

GENERAL

___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Amended Final Plat Sheets ☐ Notes & Signatures	Ordinance Reference Art II, Sec 25 (d)(2)(iii)
___ 2.	Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 25 (d)(2)(iii)
___ 3.	All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 25 (d)(2)(iii)
___ 4.	All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 25 (d)(2)(iii)
___ 5.	All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 24 (c)(4)(i)

SHEET 1 – COVER SHEET

___ 1.	Title block including the following in the top center of the page. The “Subdivision Name” shall match the final plat and include the phase and section number. The name should be the subdivision, lot(s) and block being replatted and followed by the word: Amended	Ordinance Reference Art II, Sec 24 (c)(1)(i)
___ 2.	Project information on the left side of the sheet including the following: ☐ Property owner name, address, and phone number ☐ Developer name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Developer/Agent name, address, and phone number ☐ Filing date	Art II, Sec 25 (d)(2)(iii)
___ 3.	Scale (graphic and number format) and north arrow.	Art II, Sec 24 (c)(1)(ii)
___ 4.	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1”=2,000’). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 24 (c)(1)(iii)
___ 5.	Index on the right side of the sheet name and number.	Art II, Sec 25 (d)(2)(iii)
___ 6.	Example cover sheet: Project Information Location Sketch Index 1 of 1	Art II, Sec 25 (d)(2)(iii)
___ 7.	Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.	Art II, Sec 24 (c)(1)(iv)
___ 8.	Provide a table including the street name(s) and linear footage.	Art II, Sec 25 (d)(2)(iii)

SHEET 2 – AMENDED FINAL PLAT

EXISTING CONDITIONS

___ 1.	The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Ordinance Reference Art II, Sec 24 (c)(2)(i)
--------	---	---

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

SURVEY CONTROL INFORMATION

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

IMPROVEMENTS:

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

	area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.	
___ 8.	All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.	Art III, Sec 45 (b) (14)
___ 9.	Any lot subject to an amended final plat shall be renumbered using the original lot number followed by a letter designation starting with A.	Art III, Sec 45 (b) (14) (ii)
___ 10.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 11.	Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)	Art II, Sec 24 (c)(1)(iv)
___ 12.	Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).	Art II, Sec 24 (c)(1)(iv)
___ 13.	The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.	Art II, Sec 24 (c)(4)(v)
___ 14.	Graphically show the proposed location of sidewalks.	Art II, Sec 25 (d)(2)(iii)
___ 15.	If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed. Current zoning (if inside City of Leander) _____ (Do not show on plat)	Art II, Sec 24(f)(3)(i)
___ 16.	All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.	Art III, Sec 45 (b)(8)
___ 17.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 18.	There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)
___ 20.	Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(10)
___ 21.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 24 (c)(2)(iii)
___ 22.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 45 (b)(2)(i)
___ 23.	If private streets are proposed, the following are provided. Private streets may only be approved for local streets and may not be approved where the gated, private street would prohibit the connection of the street network between neighborhoods impair the ability to complete the City's overall transportation network. a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance. b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association. c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement. d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities. Note should include the following: <i>A perpetual public safety and public service easement is hereby dedicated for the purpose of providing public safety services, police, fire and medical services, utility meter reading, code enforcement, building inspections, solid waste collection, public school transportation, any other public services and enforcing the city ordinances; and giving the</i>	Art III, Sec 42(b)(2)(vii) & Art III, Sec 45 (f) & (g)

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

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

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

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES

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

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Surveyor Date

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Engineer Date

- c) City approval statement as follows:

Art II, Sec 25
(f)

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

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

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

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

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

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]

[signature]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[signature]
[NAME OF OWNER]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[signature]
[NAME OF OWNER]

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

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

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

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

J. Terron Evertson, PE, DR, CFM
County Engineer

Date

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

O.S.S.F. NOTES:

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

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

Date

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

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

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

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

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

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

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

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

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

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

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

STANDARD PLAT NOTES

___ 1. General Plat Notes:

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46
(b)

Art III, Sec 46
(b)

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

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

☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i>	Art II, Sec 24 (c)(6)(vii)
☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐ All utility lines must be located underground.	Art III, Sec 47
☐ This amended plat does not remove any restrictions. This subdivision is subject to all general notes and restrictions appearing on the plat of _____ recorded at _____ of the Plat Records of _____ County, Texas.	Art II, Sec 25 (d)(2)(iv)
☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
☐ Provide a note stating what changed about the plat.	
____ 2. Non-Residential & Multi-Family Plat Notes:	
☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.	Art III, Sec 42 (h)
☐ Traffic Impact Analysis Note: ☐ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000. - OR ☐ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
____ 3. Single-Family & Two Family Plat Notes:	
☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐ The HOA will own and maintain the following lots: ____	Art IV, Sec 61(d)
☐ The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.	Art IV, Sec 61(d)
☐ The homeowners association is required to mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. <i>(which should be contained in a drainage easement).</i>	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)	Composite Zoning Ordinance Art VI, Sec 8
<i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	

UTILITY PROVIDER INFORMATION:

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

Electric

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

Telephone

AT&T
G03854@att.com

Water / Wastewater

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

Cable TV

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

Gas

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

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

Spectrum

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

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE:

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

Items to submit through the Development Hub:

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

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

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

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

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

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

☐ TRAVIS COUNTY

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

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

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

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

FINAL APPROVAL

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

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

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: _____

CAPITAL IMPROVEMENTS PROGRAM (CIP) PROJECT CONSTRUCTION PLANS

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

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

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

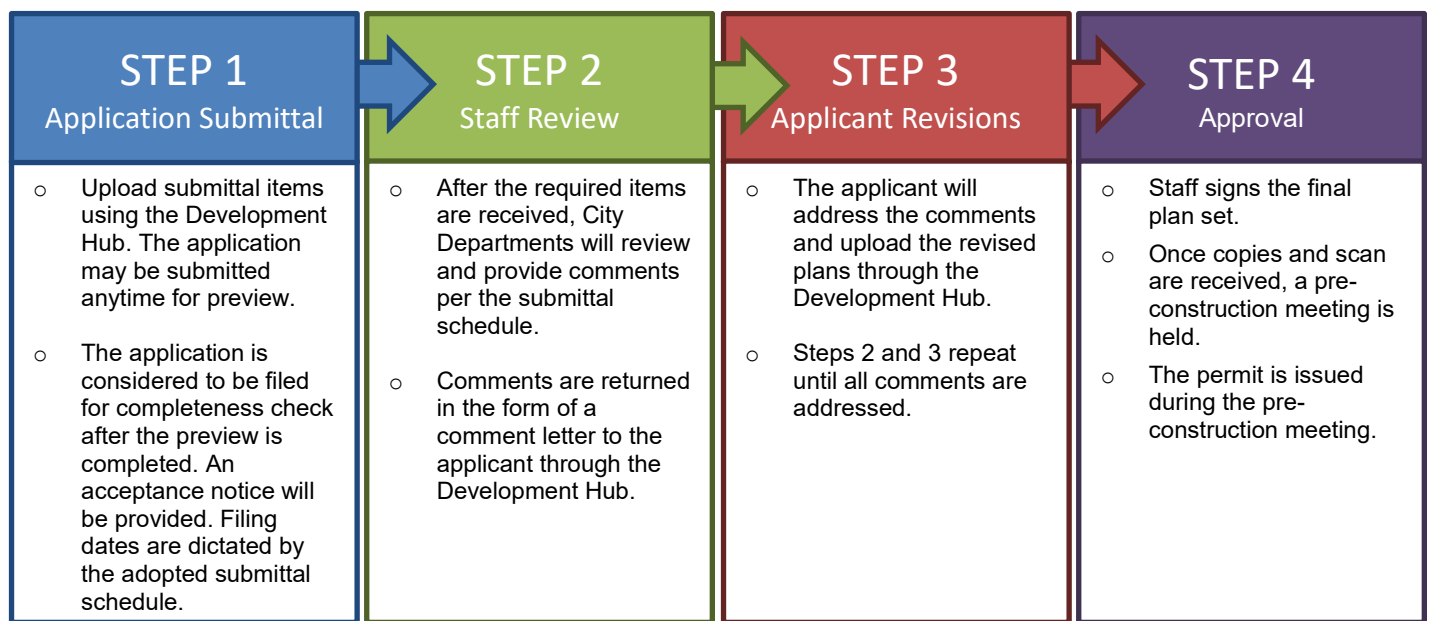
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to subdivision improvement projects. CIPs that follow the site development process shall submit the CIP Site Development Permit application. Examples include Fire Stations, Public Parks, Community Facilities, etc.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE 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.
	☐ ☐ ☐ ☐ ☐	- Completed and signed application & checklist with the owner's signatures. - Construction Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale. 11"X17" sheets are permitted for linear only improvements. - Specification Manual. - 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. - Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plat sheets shall meet the format listed in the "General Section" below on [page 7](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

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

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

APPLICANT INFORMATION:

OWNER INFORMATION:

Staff Representative: _____ **Department:** _____
Email: _____ Phone: _____

AGENT INFORMATION:

Project Agent: _____ **Company:** _____
Phone: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Mobile: _____

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

Signature *Name (printed)* *Date*

CIP PROJECT REVIEW PROCESS

City Projects shall comply with the Alternative Review Procedure.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

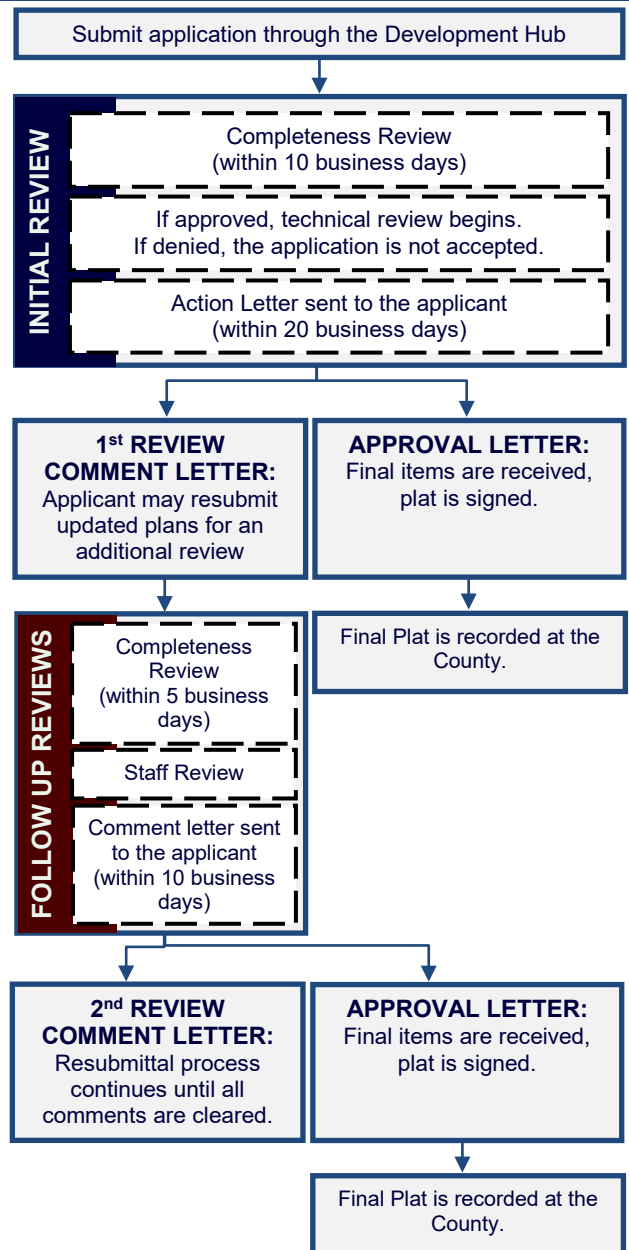
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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 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 15 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
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and 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 on disk. Plans must be 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 (Needs to be approved 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.



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

CIP PROJECT CONSTRUCTION PLANS CHECKLIST

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

GENERAL:

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ General Notes ☐ Final Plat ☐ Overall Preliminary Plat ☐ Existing Conditions & Demolition Plan ☐ Erosion & Sedimentation Control Plan ☐ Streets & Roadway Systems ☐ Grading & Drainage Plan ☐ Water Distribution System ☐ Wastewater Collection System ☐ Traffic Control, Street Lights, & Signage Plan ☐ Sidewalk Plan ☐ Road & Sidewalk Closure Plan ☐ Standard Details ☐ Parkland Trail Improvements Plan ☐ Landscape Plan	Art II, Sec 20 (f)
___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 20 (f)
___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).	Art II, Sec 20 (f)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 20 (f)
___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. The application is available online at https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists .	Art II, Sec 20 (f)
___ 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)

COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number. Project Name Capital Improvement Plan Project Construction Plans Project Number (This number will be assigned during the first review of the plan set) CIP Project Number	Art II, Sec 20 (f)
___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 23 (c)(1)(ii)
___ 3. Project information below the location sketch including the following: • Property owner name, address, and phone number • Engineer name, address, and phone number • Surveyor name, address, and phone number • Developer/Agent name, address, and phone number • Filing date • Property information including legal description	Art II, Sec 23 (c)(1)(i)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 20 (f)

___ 5. Example cover sheet:

Project Name Capital Improvements Project Construction Plans		
Project Number CIP Number		
Signature Block	Location Sketch	Index
Revision Block	Project Information	
		Approval
1 of 1		

Art II, Sec 20
(f)

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

APPROVED BY:

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

Date

Ross E. Blacketter, P.E., City Engineer

Date

Gina Ellison, P.E., Interim 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. 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)

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

Revision #	Description	Approval

Art II, Sec 20
(f)

GENERAL NOTES:

Ordinance
Reference

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

Art II, Sec 23
(c)

OVERALL PRELIMINARY PLAT:

Ordinance
Reference

___ 1. Provide the overall layout of the project as shown on the Preliminary Plat. If there is no preliminary plat, provide an overall layout.

Art II, Sec 23
(c)

APPROVED PHASING PLAN:

Ordinance
Reference

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

Art 13.12 of
the code of
ordinances

EROSION & SEDIMENTATION CONTROLS:

Ordinance
Reference

___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.

Art II, Sec 23
(4)(i)

___ 2.	Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.	Art II, Sec 23 (4)(ii)
___ 3.	The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.	Art II, Sec 23 (4)(iii)
___ 4.	Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.	Art II, Sec 23 (4)(iv)
___ 5.	A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.	Art II, Sec 23 (4)(v)
___ 6.	Identify at least one construction entrance on the erosion and sediment control site plan.	Art II, Sec 23 (4)(iv)
___ 7.	Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.	Art II, Sec 23 (4)(iv)
___ 8.	Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.	Art II, Sec 23 (4)(iii)
___ 9.	Provide the following note: <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>	Art II, Sec 23 (4)(iii)
___ 10.	Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the City to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City.	Art III, Sec 46 (2)
___ 11.	If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria. a. Fill material originating from the land that is the subject of a subdivision application may be temporarily stored on said land provided that the developer complies at all times with the following requirements: b. The fill material shall be stored at the location shown on the approved construction plans. c. The fill material shall consist of earthen material originating from the subdivision only, shall remain free from debris, and shall be suitable for use as fill material on the future phases of the subdivision. The fill material may not include any material from outside of the subdivision. d. Storage of the fill material shall comply with the Storm Water Pollution Prevention Plan including revegetation of disturbed areas and other sedimentation and erosion controls adopted by the Texas Commission on Environmental Quality. e. The fill material will be placed and stored in such manner so that it is stable, with the side slopes no steeper than a 3:1 (h:v) slope. f. The fill material will be located so as not to disturb any wetland areas that may exist in the subdivision, and will be placed in a manner and location so as not to adversely affect the natural course of drainage across the land or impede drainage from neighboring properties. g. Fiscal surety that complies with Section 28 of this Ordinance in an amount equal to 110% of the cost of removal of the fill material will be filed with the City prior to the acceptance of the subdivision that generates the fill material. The fiscal surety will be based on an estimate prepared by the engineer for the subdivision and approved by the City Engineer. h. The height of the fill material shall not exceed ten (10') feet. i. The location of the fill material must comply with the following setback requirements: i. 400' setback from major roadways as identified on the Roadway Plan; ii. 100' setback from all other roadways platted at the time of the fill material pile approval; and iii. 100' setback from residential structures. iv. The setback requirements may be reduced by twenty-five (25%) percent if screening of the fill material is provided. Screening includes a six (6') foot privacy fence constructed of cedar with steel posts sunk in concrete. The smooth side of the fence shall face away from the fill material. j. Permission to store fill material in the subdivision will expire and terminate in the event that a preliminary plat, construction plans, or a final plat for any portion of the land expires, or at such time that the improvements for the last phase of the subdivision are accepted.	Art III, Sec 48

STREET & ROADWAY SYSTEMS:

___ 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.	Ordinance Reference Art II Sec 23 (c)(2)(i)
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___ 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)

DRAINAGE IMPROVEMENTS:

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

WATER DISTRIBUTION SYSTEMS:

		Ordinance Reference
___ 1.	The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures sufficient to serve the proposed land uses and development as identified in the Preliminary Plat phase and in accordance with the City Standards and Details and Specifications.	Art II, Sec 23 (c)(5)
___ 2.	Provide an overall layout of the water distribution system.	Art II, Sec 23 (c)(5)
___ 3.	Plan and profile drawings for the public water utility showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all fittings, restraints, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns, at minimum of 50 foot stationing.	Art II, Sec 23 (c)(5)
___ 4.	The existing and proposed location of fire hydrants, valves, backflow devices, meters and other fittings.	Art II, Sec 23 (c)(5)

___ 5. Design details showing the connection with the existing City water system.	Art II, Sec 23 (c)(5)
___ 6. The specific location and size of all water service connections for each individual lot. Note: backflow preventers are required after all water meters (domestic, commercial, fire, irrigation, etc)	Art II, Sec 23 (c)(5)
___ 7. Attendant documents containing any additional information required to evaluate the proposed water distribution system.	Art II, Sec 23 (c)(5)
___ 8. Label the static pressure for the highest and lowest lot in the subdivisions. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.	Art II, Sec 23 (c)(5)

WASTEWATER COLLECTION SYSTEMS:

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

TRAFFIC CONTROL, STREET LIGHTS & SIGNS:

	Ordinance Reference
___ 1. If applicable, a Site specific minimum Traffic Control Plan shall be submitted as part of this set of plans.	Art II, Sec 23 (c)(8)
___ 2. The location, size, type and description of street lights according to City Standard Details and Specifications.	Art II, Sec 23 (c)(8)
___ 3. The electrical design signed and sealed by an engineer for the LED street light system on a metered circuit.	Art II, Sec 23 (c)(8)
___ 4. The location, size, type and description of street signs according to City Standard Details and Specifications	Art II, Sec 23 (c)(9)
___ 5. Show pavement markings and location of stop bars and other markings (if applicable) as required in the latest version of the Texas Manual Uniform Traffic Control Devices.	Art II, Sec 23 (c)(9)
___ 6. Provide City of Leander street sign detail.	Art II, Sec 23 (c)(9)
___ 7. The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications.	Art II, Sec 23 (c)(10)

ROAD & SIDEWALK CLOSURE PLAN:

	Ordinance Reference
___ 1. Provide a road closure plan if a road closure is necessary during construction. This will also be noted within the minimum Site Specific Traffic Control Plan.	Art II, Sec 23 (c)(11)
___ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.	Art II, Sec 23 (c)(11)
___ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.	Art II, Sec 23 (c)(11)
___ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.	Art II, Sec 23 (c)(11)

SIDEWALKS:

	Ordinance Reference
___ 1. The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.	Art II, Sec 23 (c)(11)

___ 2.	Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.	Art II, Sec 28 (c)(2)
___ 3.	Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.	Art II, Sec 28 (c)(2)
___ 4.	Provide a note on the plans stating: <i>For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.</i>	Art II, Sec 23 (c)(11)

STANDARD DETAILS:

		Ordinance Reference
___ 1.	Insert the applicable City of Leander Standard Details. These details may be found online at http://www.leandertx.gov/engineering/page/standard-details .	Art II, Sec 23 (c)
___ 2.	No more than 8x 8-1/2"x11" or 4x 11"x17" size detail sheets may be included on any one 22-24"x34-36" plan sheet.	Art II, Sec 23 (c)

LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:

		Ordinance Reference
___ 1.	The location, size and description of all Significant Trees (to remain or to be removed), and Replacement Trees to meet the requirements of the City of Leander Subdivision Ordinance. Replacement trees must be of a type and species listed on the Preferred Plant List associated with the Composite Zoning Ordinance.	Art II, Sec 23 (c)(13)
___ 2.	The location, size and description of all landscaping and screening materials as required by the City of Leander Composite Zoning Ordinance and must be of a type and species listed on the Preferred Plant List.	Art II, Sec 23 (c)(14)
___ 3.	For single family or duplex lots that side up or back up to a major arterial roadway, a masonry wall at least six feet tall in conformance with the Leander Composite Zoning Ordinance is shown on the plans for construction with the subdivision improvements.	Art III, Sec 45 (a)(4)
___ 4.	Include the following notes on the Landscape Plan: <i>Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.</i> <i>Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.</i> <i>A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.</i> <i>All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.</i> <i>In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.</i>	Composite Zoning Art VI, Sec 1 (d)(1)(i) Composite Zoning Art I, Sec 6 Composite Zoning Art VI, Sec 1 (b)(20) & (21) Composite Zoning Art VI, Sec 1 (b)(20) & (21)
___ 5.	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)
___ 6.	Provide a root barrier detail for all street trees if proposed.	Art II, Sec 23 (c)(15)
___ 7.	Include the wall detail and elevation for any required screening walls.	Art II, Sec 23 (c)(14)
___ 8.	Provide screening for detention or water quality ponds.	Composite Zoning Art VI Sec 7 (b) & (c)

DESIGN CRITERIA:

- | | |
|--|---|
| ___ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat. | Ordinance Reference
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:

- | | |
|--|---|
| ___ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas. | Ordinance Reference
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.

FINAL APPROVAL

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

- ☐ The applicant will be required to submit one final set of construction plans for signatures.
- ☐ After the plans have been signed, they will be stamped and returned to the applicant.
- ☐ The applicant will be responsible for making 2 collated and stapled final copies of the signed plans and a scanned copy of the plans.
- ☐ Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be uploaded to the Development Hub.
- ☐ Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- ☐ Upload all final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc) to the Development Hub.
- ☐ Upon receipt of the final copies of the plans and the approved SWPPP, a pre-construction meeting will be scheduled.
- ☐ **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

CONCEPT PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- The Concept Plan is the first step in the subdivision process that provides for the proposed land uses, major thoroughfares, general points of access, and traffic and utility information.
- The Concept Plan is required to include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed to ensure the orderly planning of streets, utilities, drainage, and other public facilities.
- The Concept Plan shall comply with the Comprehensive Plan. The zoning of the property is required to be approved prior to the submittal of the Concept Plan.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Concept Plan application for residential projects. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.
- A phasing plan is required to be reviewed concurrently with this application and approved prior to the approval of the Concept Plan for subdivisions that include more than 30 units or lots.
- The Concept Plan and Preliminary Plat may be combined in to one submittal package when the subdivision meets the following criteria. If this option is selected, please use the Concept Plan & Preliminary Plat Application & Checklist.
 - No new road networks are proposed
 - The subdivision includes no more than 15 lots
 - The subdivision includes less than 30 acres
 - Alternative Review Procedure is selected

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

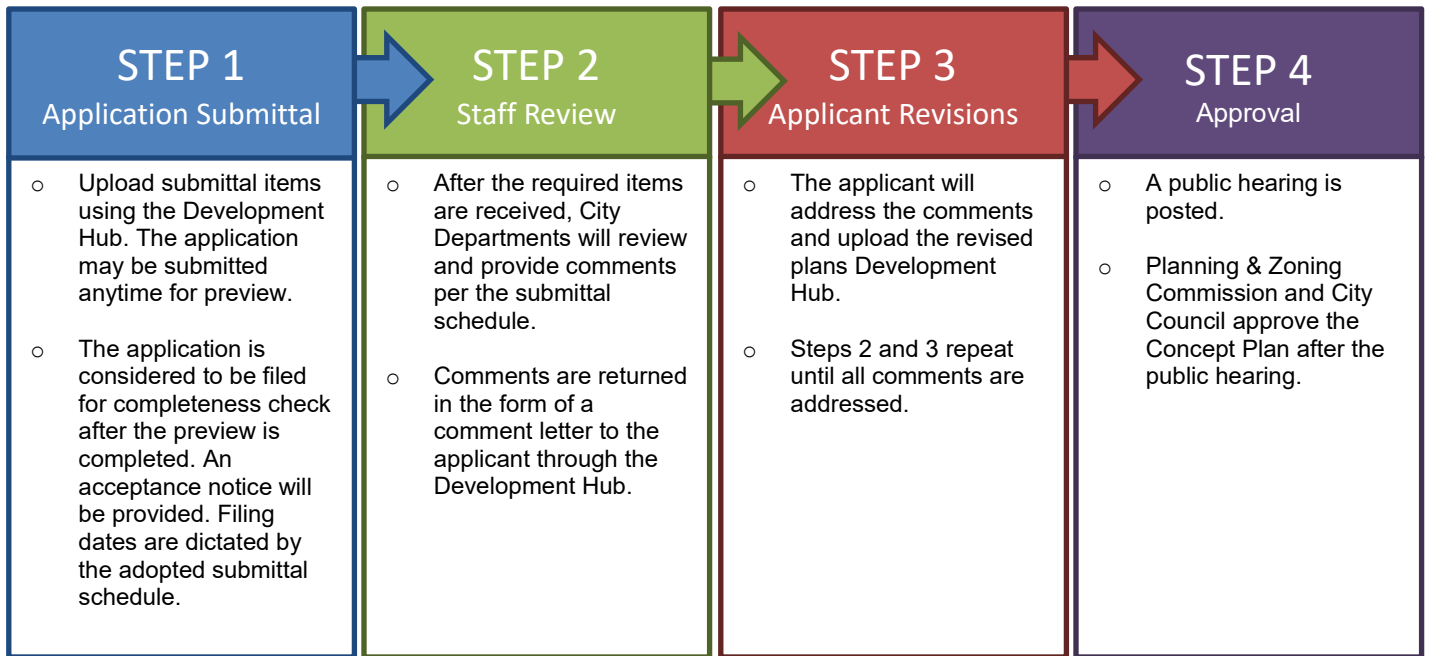
CONTACT INFORMATION

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

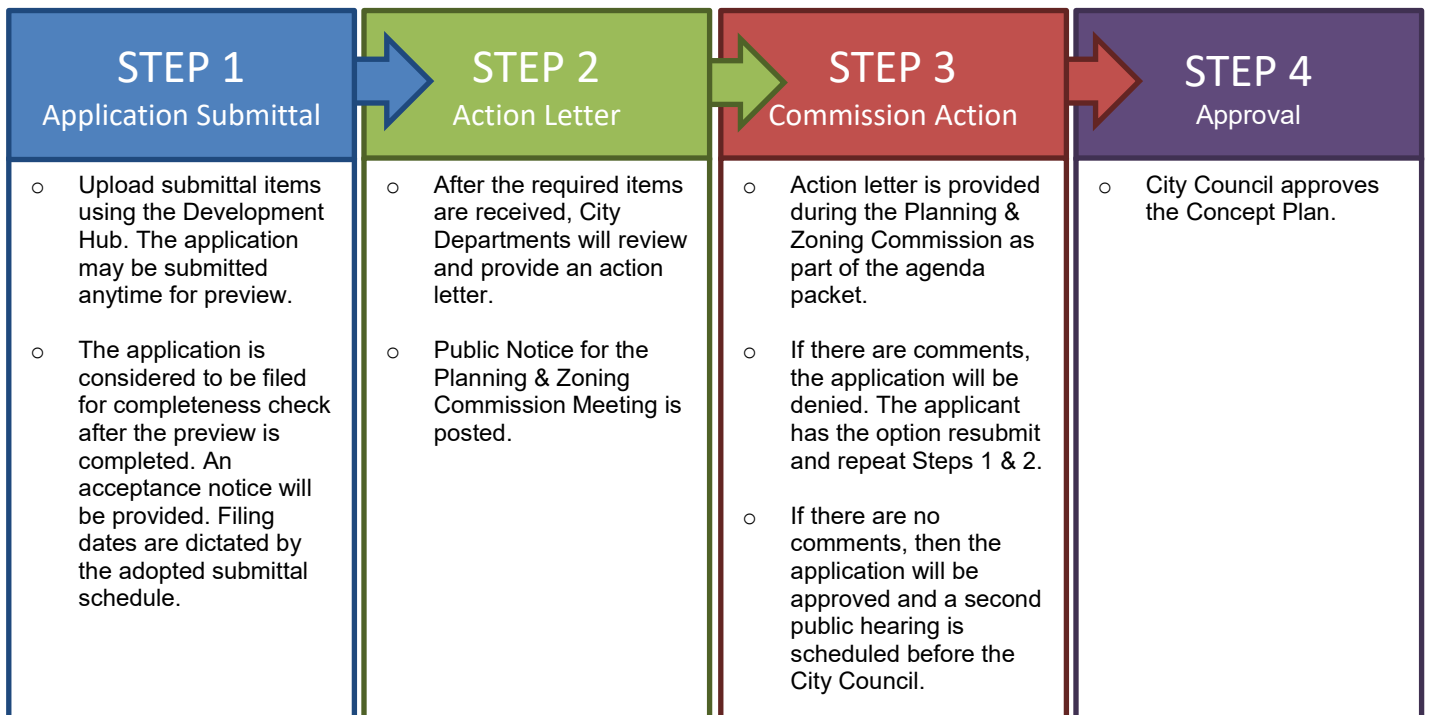
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the "Submittal Schedule" for submittal deadlines (<https://www.leandertx.gov/ds>).
- 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. Concept Plan Document (24"X36" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Public Notification
 - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property
 - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract and
 - ☐ One set of mailing labels for notification of adjacent owners from (b) above (Two sets if the applicant uses the Standard Review Procedure).
 - ☐ County short ID # of subject property _____.
- ☐ 5. Public Hearing Signage document on [page 12](#) of this checklist is signed and dated.
- ☐ 6. 8½" x 11" map identifying the locations of required public hearing signs.
- ☐ 7. Certified tax certificate.
- ☐ 8. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
- ☐ 10. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 11. Planned Unit Development (PUD) information (if applicable)
 - Is this plan subject to a PUD? ☐ Yes ☐ No
If yes, provide the name: _____
 - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: _____
- ☐ 12. Traffic Impact Analysis Letter. Provide the following:
 - ☐ Letter providing the trip generation based on the current ITE Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- ☐ 13. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 14. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 400.00
\$6 per lot or acre or portion thereof (whichever is greater):	\$ _____
Owner Notification Fee – \$5.00 per owner notification (x 2 if the Standard Review Procedure is selected):	\$ _____
Notification Sign – \$30.00 per sign (1 sign at edge of the roadway frontage with signs no more than 300' apart along frontage):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

ADDITIONAL INFORMATION ABOUT FEES:

CONCURRENT REVIEWS:

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All 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. 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.

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

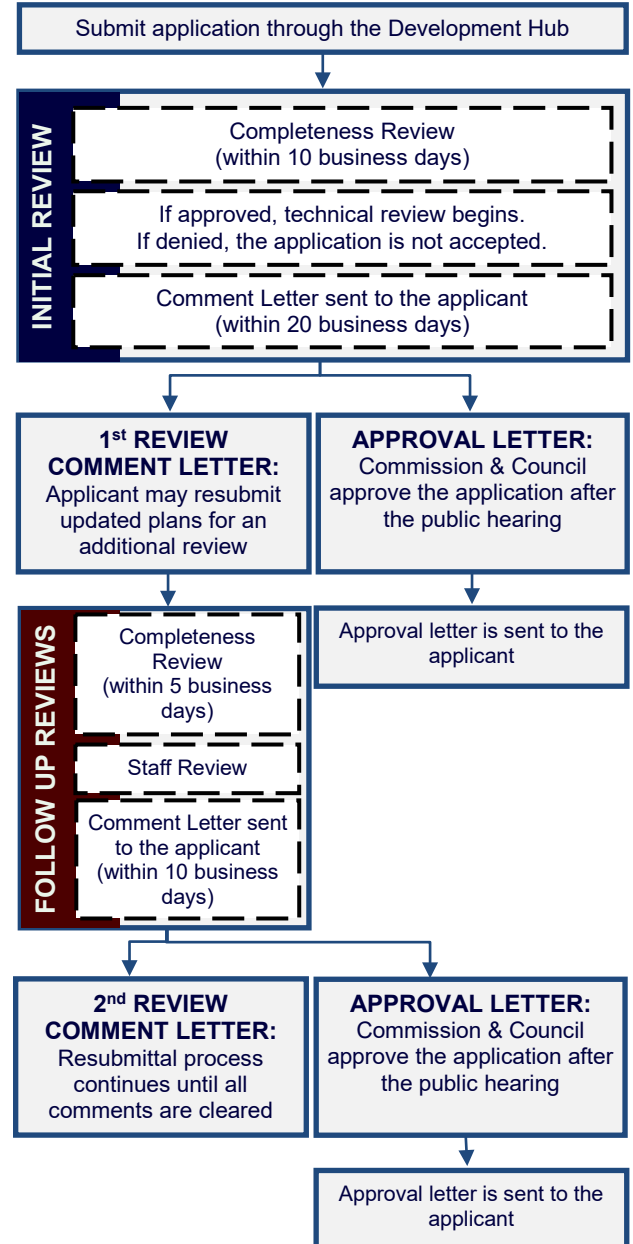
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, then the public hearing is scheduled. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. The Commission and Council both review this request and take action.
8. Once the Commission & Council approve the Concept Plan, an approval letter is sent to the applicant.



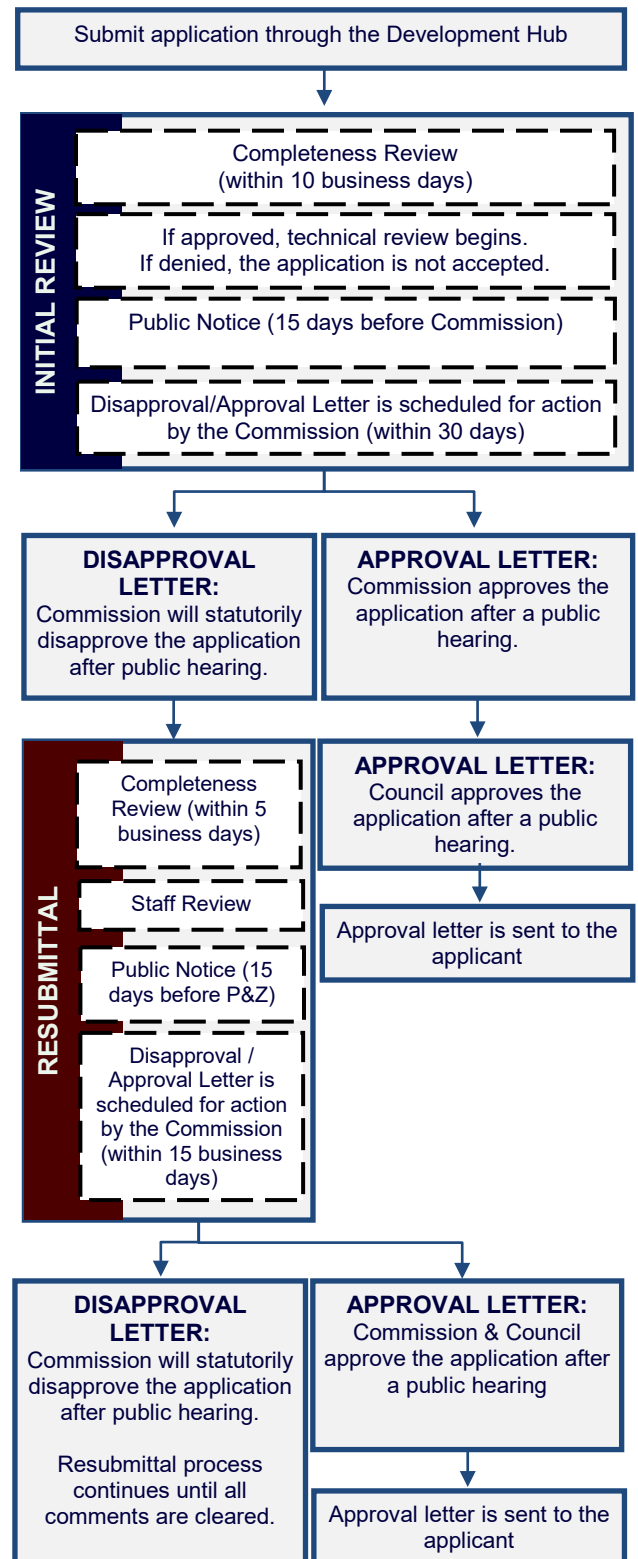
STANDARD REVIEW PROCEDURE

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

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

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

If the items above are not provided, the resubmittal will be NOT be accepted.
5. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
6. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet. If the Commission approves the Concept Plan, the Council will take final action.
7. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 4 and 5 above shall be repeated until all comments have been cleared.
8. Once the Commission approves the application, letters of notification will be mailed and signage posted for the Council Meeting.
9. If the Council approves the Concept Plan, an approval letter is sent to the applicant.



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

CONCEPT PLAN CHECKLIST

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

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

SHEET 2 – CONCEPT PLAN

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

SHEET 3 – PHASING PLAN

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

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

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

SHEET 3 – PARKS PLAN

Ordinance
Reference

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

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

FINAL APPROVAL

After the review is complete and staff has cleared all comments, the Concept Plan may be scheduled for review by the Planning & Zoning Commission and City Council. A public hearing is required for approval of the Concept Plan. The Planning & Zoning Commission is a recommending body and will make a recommendation to the City Council. The City Council will take final action on the approval of the Concept Plan. The following items are required to be submitted through the Development Hub to be scheduled.

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

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

PUBLIC HEARING SIGNAGE REQUIREMENTS

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

Signature

Name (printed)

Date

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

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

The signs will include the following information.

Proposed

'PROJECT TYPE'

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

FOR

'PROJECT NAME & FILE # – SPECIFIC REQUEST'

PUBLIC HEARING

DATES/TIMES: _____

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

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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: _____

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 _____

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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: _____

CONCEPT PLAN & PRELIMINARY PLAT

APPLICATION & CHECKLIST

SUBMITTAL PACKET

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GENERAL INFORMATION

- The Concept Plan is the first step in the subdivision process that provides for the proposed land uses, major thoroughfares, general points of access, and traffic and utility information. The Concept Plan is required to include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed to ensure the orderly planning of streets, utilities, drainage, and other public facilities.
- The Preliminary Plat is the second step in the subdivision process that provides for the proposed lots, street layout, utility layout, parks plan, and drainage.
- The Concept Plan and Preliminary Plat may be combined in to one submittal package when the subdivision meets the following criteria. If this option is selected, please use the Concept Plan & Preliminary Plat Application & Checklist.
 - No new road networks are proposed
 - The subdivision includes no more than 15 lots
 - The subdivision includes less than 30 acres
 - Alternative Review Procedure is selected
- A phasing plan is required to be reviewed concurrently with this application and approved prior to the approval of the Concept Plan and Preliminary Plat for subdivisions that include more than 30 units or lots.
- The Preliminary Plat may include either the entire subdivision as shown in the concept plan or an individual phase. Phases are not allowed to be reviewed concurrently unless they are part of a submittal that includes the entire subdivision.
- The Concept Plan and Preliminary Plat shall comply with the Comprehensive Plan. The zoning of the property is required to be approved prior to the submittal of the Concept Plan and Preliminary Plat.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Concept Plan application. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

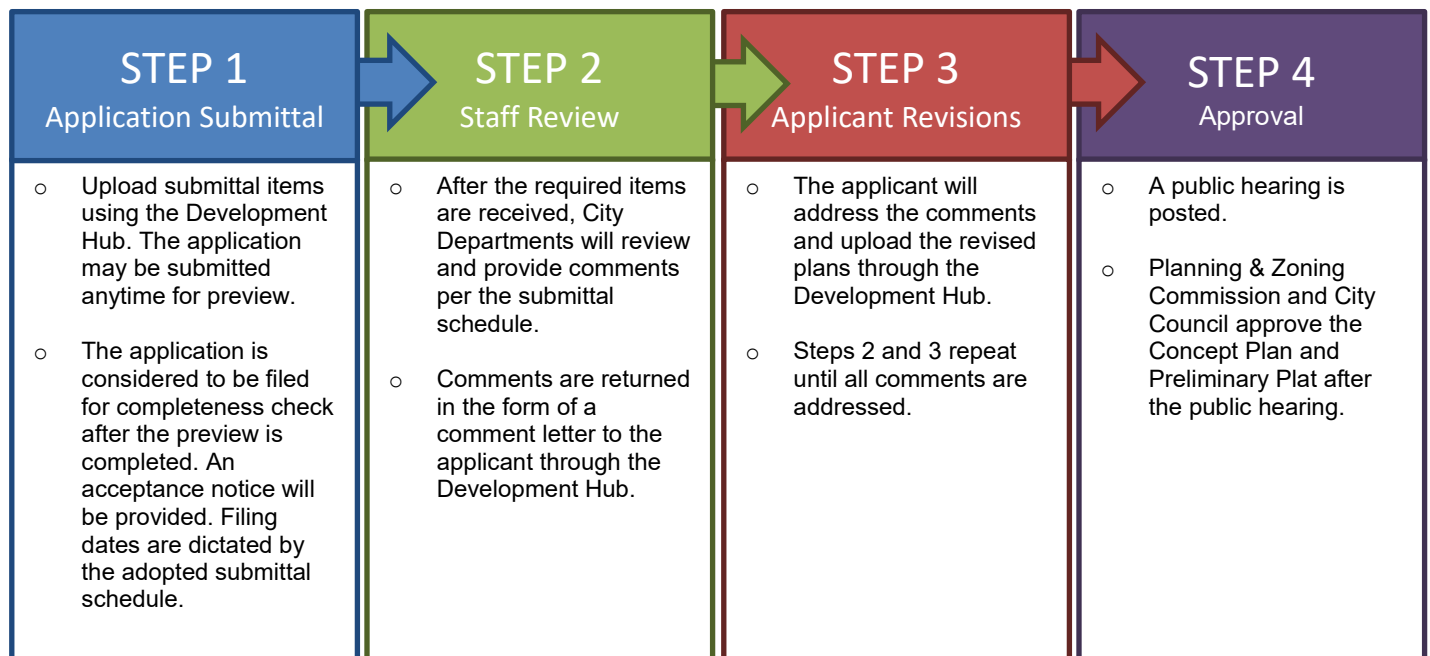
CONTACT INFORMATION

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

INSTRUCTIONS

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

PROCESS OVERVIEW



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 & 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
 - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract and
 - ☐ One set of mailing labels for notification of adjacent owners from (b) above (Two sets if the applicant uses the Standard Review Procedure).
 - ☐ County short ID # of subject property _____.
- ☐ 5. Public Hearing Signage document on [page 13](#) of this checklist is 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. A copy of the application for floodplain map amendments or revision to FEMA if applicable.
- ☐ 14. Drainage Study and any support models or documents.
- ☐ 15. A petition requesting annexation (if applicable)
- ☐ 16. 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.

- ☐ 17. 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.

☐ 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:

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 \$	

* 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:

- A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS:

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

CONCEPT PLAN & PRELIMINARY PLAT REVIEW PROCESS

The Concept Plan and Preliminary Plat may be reviewed concurrently when the Alternative Review/Expedited Procedure is selected. The combined submittal is not eligible for the Standard Review Process.

The waiver attached to this application 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

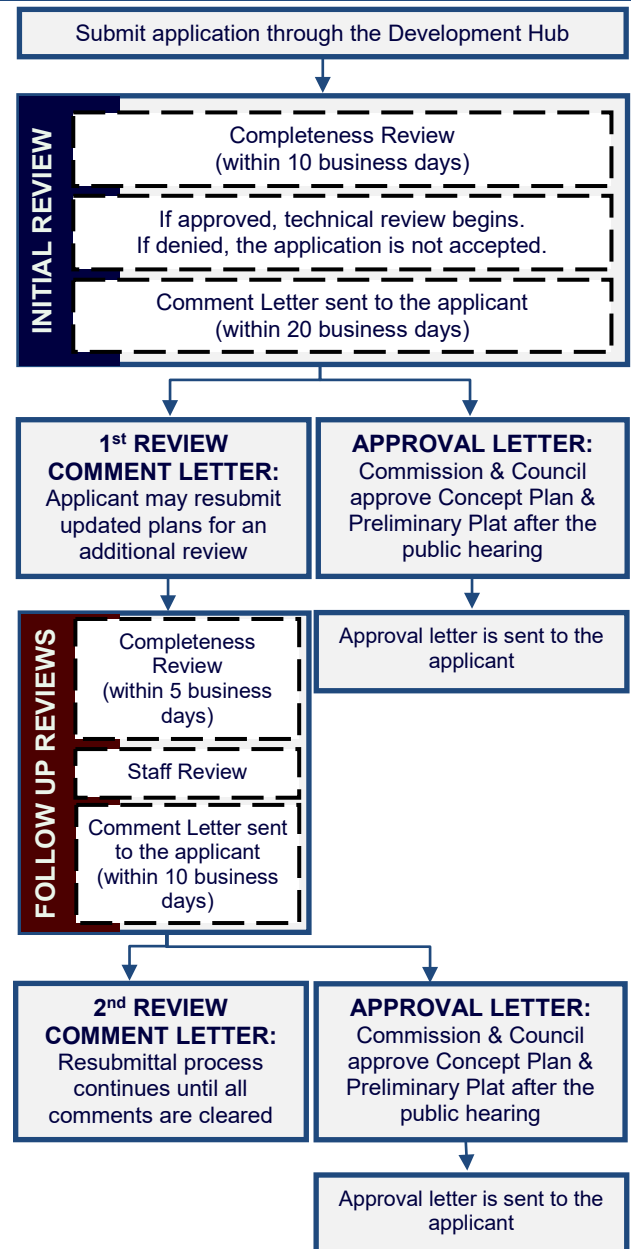
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 the on [page 6](#)).

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 & Preliminary 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 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Concept Plan & Preliminary Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, then the public hearing is scheduled. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. The Commission and Council both review this request and take action.
8. Once the Commission & Council approve the Concept Plan and Preliminary Plat, 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 _____

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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: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

CONCEPT PLAN & PRELIMINARY PLAT CHECKLIST

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

GENERAL		Ordinance Reference
___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Phasing Plan for the entire subdivision ☐ Concept Plan ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Overall ☐ Drainage Plan ☐ Water Plan ☐ Wastewater Plan ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2.	Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3.	All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4.	All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 5.	FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 22 (d)(1)
SHEET 1 – COVER SHEET		Ordinance Reference
___ 1.	Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan. <i>Subdivision Name</i> Concept Plan & Preliminary Plat Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 22 (c)(1)(ii)
___ 2.	Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3.	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4.	Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)

___ 5. Example cover sheet:

Subdivision Name Concept Plan & Preliminary Plat Project Number		
Project Information	Location Sketch	Index
1 of 1		

___ 6. A certification block signed and sealed by the project engineer.

___ 7. Provide any recommendations from the approved TIA (if applicable)

___ 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.

___ 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.

Art II, Sec 22
(c)(3)

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

Art II, Sec 22
(c)(3)

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)

- ☐ Traffic Impact Analysis Note:
- ☐ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.
- OR
- ☐ Include items required by the TIA as a plat note.

Code of Ordinances
10.03.003

___ 10. Single-Family & Two Family Plat Notes:

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

Transportation
Criteria Manual
5.3.1 J

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

Art III, Sec 41
(a)

Art III, Sec 41
(a)

Composite
Zoning
Ordinance

Art VI, Sec 8

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

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

SHEET 2 – PHASING PLAN

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

Ordinance
Reference

Art II, Sec 20
(d)(ii)

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

Art 13.12 of
the Code of
Ordinances

Art 13.12 of
the code of
ordinances

SHEET 3 – CONCEPT PLAN

- ___ 1. Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')
- ___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.
- ___ 3. All owner's names, deed or plat references and property lines of property within two hundred (200) feet of the development boundaries, as determined by current tax rolls.
- ___ 4. Topographic contours at ten (10) foot intervals or less.

Ordinance
Reference

Art II, Sec 21
(b)

Art II, Sec 21
(c)(4)

Art II, Sec 21
(c)(5)

Art II, Sec 21
(c)(6)

___ 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.	Art II, Sec 21 (a)(5)
i. Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement.	
ii. Subdivisions greater than thirty (30) and less than ninety (90) net acres shall include at least two (2) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.	
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:	Art II, Sec 21(c)(8)
___ a. number of LUE's required for each category of lots; and	
___ b. the traffic volume to be generated by all proposed development other than single-family.	
___ 8. Proposed and existing arterial and collector streets to serve the general area with ROW widths labeled. Does subdivision comply with the City of Leander Transportation Plan? (Y/N) If no, provide a letter of explanation. Adjacent boundary streets have adequate ROW.	Art II, Sec 21(c)(9)
___ 9. Location of sites for parks, schools and other public uses, and all areas of common ownership.	Art II, Sec 21 (c)(10)
___ 10. Significant drainage features and structures including any regulatory one hundred (100) year flood plains. If there is no one hundred (100) year flood plain on the property, a note on the plan indicating that there are no identified flood hazard areas in the planned area and cite the appropriate FEMA map as the reference.	Art II, Sec 21 (c)(11)
___ 11. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.	Art II, Sec 21 (c)(12)
___ 12. Approximate boundaries, development density and anticipated timing of proposed phases of development.	Art II, Sec 21 (c)(13)
___ 13. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards.	Art II, Sec 21 (c)(14)
___ 14. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses or is contiguous to the development's boundary.	Art II, Sec 21 (c)(15)
___ 15. A proposed phasing plan for the development of future sections.	Art II, Sec 21 (c)(16)
___ 16. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plan.	Art III, Sec 45 (b)(2)(i)
___ 17. Arrows demonstrating access to adjacent properties.	Art III, Sec 42 (b)(2)(ii)
___ 18. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, etc.	Art II, Sec 21 (c)(9)

SHEET 4 – EXISTING CONDITIONS

	Ordinance Reference
___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Art II, Sec 22 (c)(2)(i)
___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.	Art II, Sec 22 (c)(2)(ii)
___ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown. Provide all assumptions including drainage reports, models, spreadsheets, and other required elements.	Art II, Sec 22 (c)(2)(iii)
___ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.	Art II, Sec 22 (c)(2)(iv)
___ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10% and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.	Art II, Sec 22 (c)(2)(v)
___ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.	Art II, Sec 22 (c)(2)(vi)

___ 7.	Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.	Art II, Sec 22 (c)(2)(vii)
___ 8.	Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.	Art II, Sec 22 (c) (2) (vii)
___ 9.	Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).	Art II, Sec 22 (c) (2) (vii)
___ 10.	The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.	Art II, Sec 22 (c) (2) (viii)
___ 11.	Watershed information is provided (if applicable): ___ Watershed information is provided (if applicable): ___ Lake Travis watershed report provided to LCRA. ___ Edward's recharge zone report provided to TCEQ. ___ Edward's contributing zone report provided to TCEQ.	Art III, Sec 41
___ 12.	Identify all required Buffer Zones.	Art III, Sec 49
___ 13.	Existing drainage presented with all assumptions. This shall include elements such as drainage reports, models, spreadsheets, and any other required elements.	Art II, Sec 23 (c) (3) (iv)
___ 14.	Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.	Art II, Sec 23 (c) (3) (vii)

SHEET 5 – PRELIMINARY PLAT

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

___ 16.	Lots are arranged so that all lots face similar lots across the street.	Art III, Sec 45 (b)(9)(ii)
___ 17.	Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)(ii)
___ 18.	There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)
___ 20.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

___ 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.	Ordinance Reference Art II, Sec 22 (c)(4)
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- ___ 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

- ___ 1. Required Items for Tree Protection Plan: Ordinance Reference Art II, Sec 22 (c)(2)(iii)
- ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible.
 - ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.
 - ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red 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.
- ___ 2. Tree Mitigation Requirements: Art II, Sec 22 (c)(2)(iii)
- ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.
- ___ 3. Significant Tree Removal Permit Art II, Sec 22 (c)(2)(iii)
- ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.
 - ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.
- ___ 4. Mitigation for the removal of a Heritage or Significant Tree Art II, Sec 22 (c)(2)(iii)
- ☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning

Director when on-site replacement is not possible or practical.

- a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
- b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
- c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.
- d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.

___ 5. 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:

Art IV, Sec 61

- ___ 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

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

FINAL APPROVAL

After the review is complete and staff has approved the Concept Plan and Preliminary Plat, the application 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 schedule the plan for review by the Commission and Council.

- ☐ Concept Plan & Preliminary Plat – 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

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.

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

PUBLIC IMPROVEMENT CONSTRUCTION PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- The 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.
- The Preliminary Plat is required to be approved prior to the submittal of the Construction Plans as part of the long form process.
- 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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to 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:

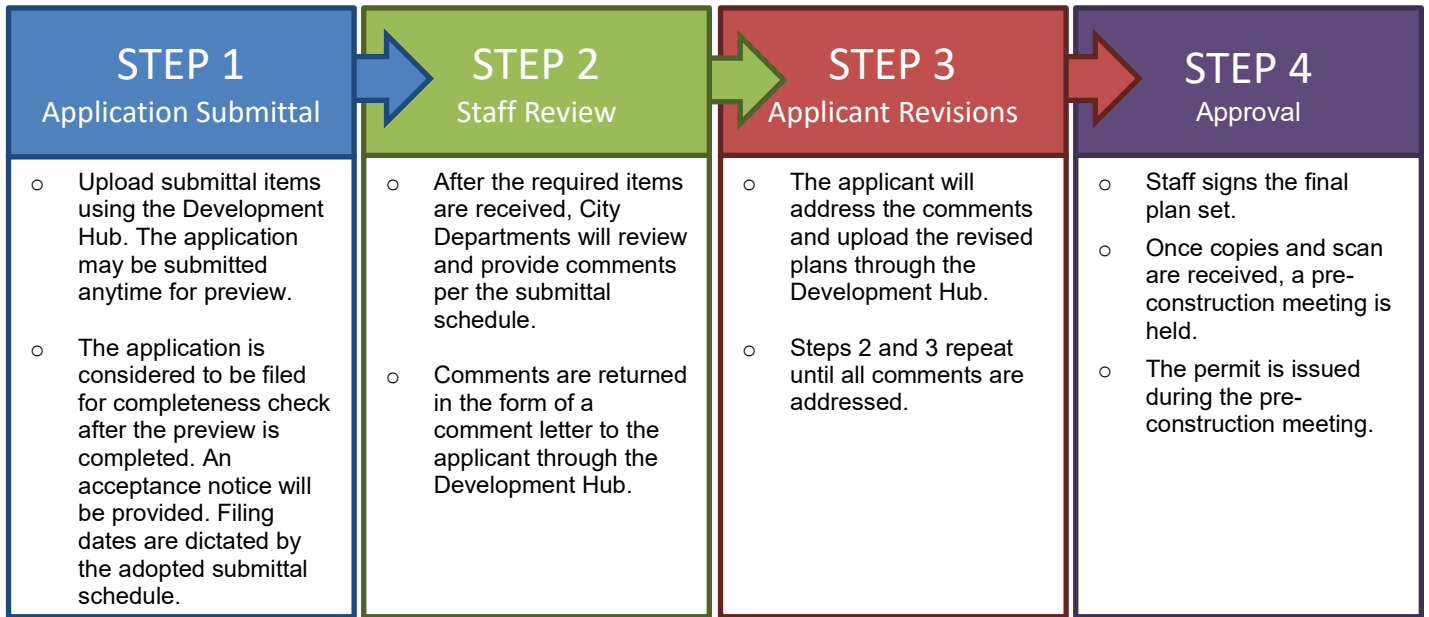
☐ SUBDIVISION RELATED CONSTRUCTION PLANS:

NAME OF SUBDIVISION _____

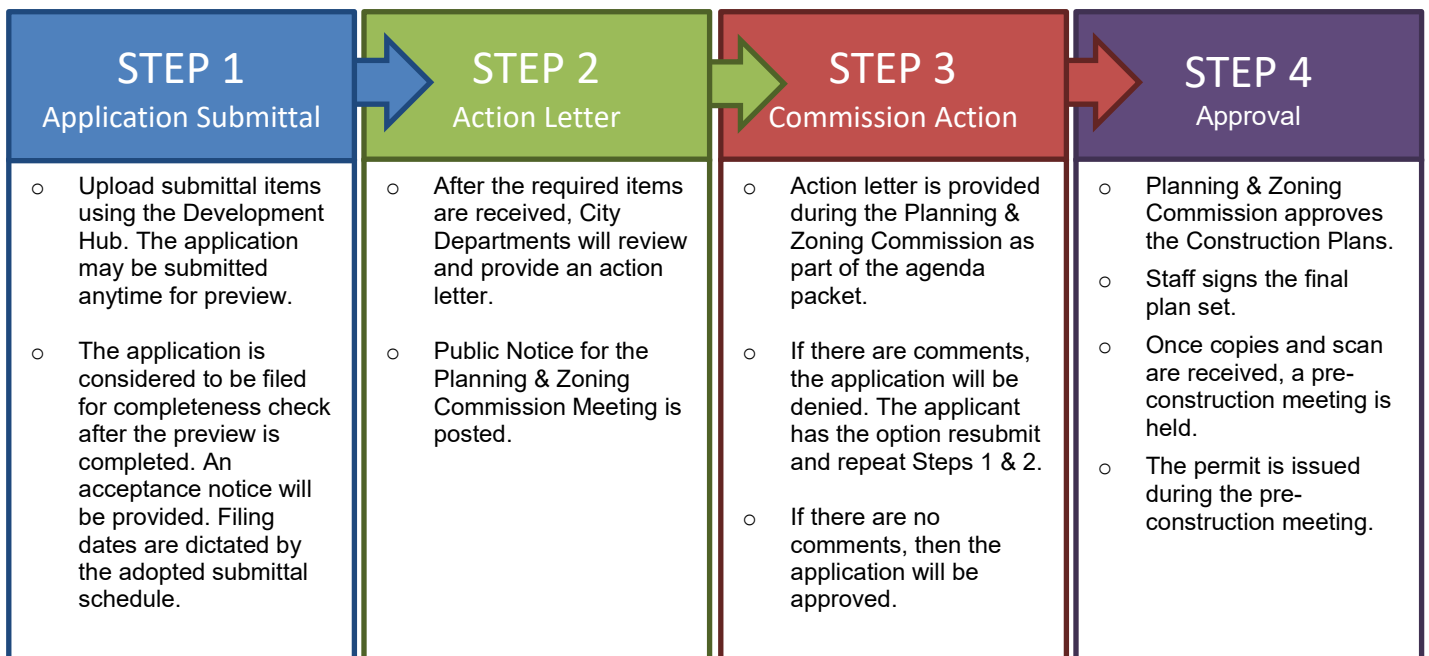
☐ NON-SUBDIVISION RELATED CONSTRUCTION PLANS:

PROJECT NAME _____

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



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.
		☐
	☐	2. Construction Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.
	☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	4. Certified tax certificate.
	☐	5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.
	☐	6. Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____
	☐	7. Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
	☐	8. Is this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____
	☐	9. Are any offsite or separate instrument easements required? ☐ Yes ☐ No If yes, either provide the recordation number on the plans or provide the application for review.
	☐	10. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No If so, please contact the City Engineer to confirm if an updated is needed.
	☐	11. Certified estimate of cost of construction.
	☐	12. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
	☐	13. Application Fees (calculation listed below).

Construction Plan Review & Inspection Fee:	3.5% of the construction cost due at the time of application submittal <i>Please note: verification and adjustment of the construction cost is required prior to City acceptance. A final engineer's signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.</i>	\$ _____
Professional Recovery Fee:		\$ 250.00
Technology Fee:		\$ 25.00
TOTAL FEE		\$

RESUBMITTAL FEES:

- PUBLIC IMPROVEMENT CONSTRUCTION PLANS

UPLOADED DOCUMENT REQUIREMENTS:

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

1. All items listed above in the “Required Items for Submittal Package” list shall be included.
2. All 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.

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 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.

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

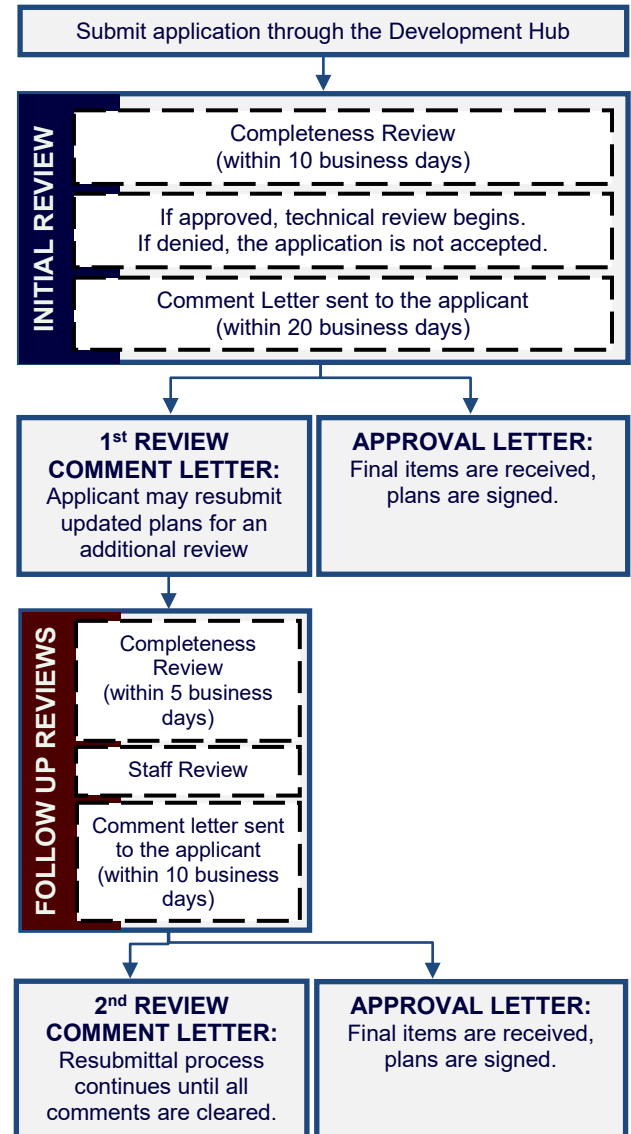
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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 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 15 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 (Needs to be approved 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

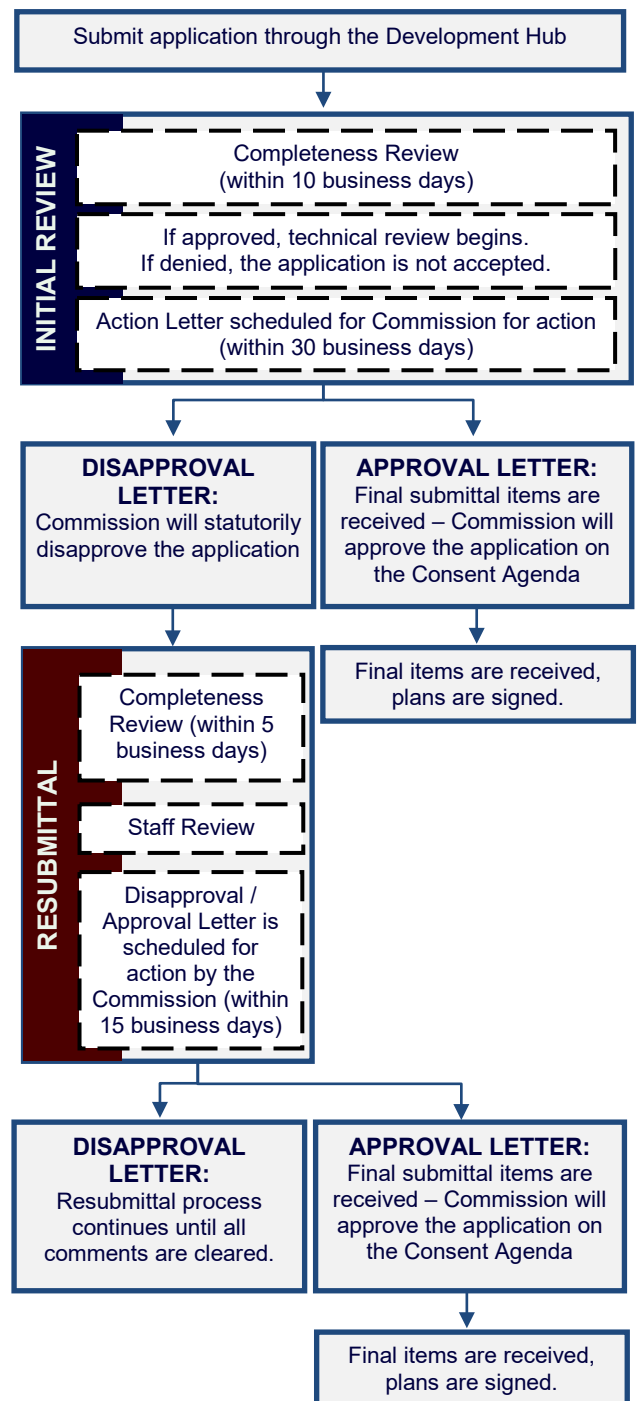
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list deficiencies with Code references
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in item 3 and 4 above shall be repeated.
6. Once the Commission approves the plans, then the final plan set needs to be submitted and routed for signatures.
7. The City will sign the plans and return them to the applicant. The following items will need to be submitted to schedule a pre-construction meeting:
 - a. 3 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 (Needs to be approved 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 _____ §

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

CONSTRUCTION PLAN CHECKLIST

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

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

___ 5. Example cover sheet:

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

Art II, Sec 20
(f)

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

APPROVED BY:

_____ Robin M. Griffin, AICP, Executive Director of Development Services	_____ Date
_____ Ross E. Blacketter, P.E., City Engineer	_____ Date
_____ Gina Ellison, P.E., Public Works Director	_____ Date
_____ Mark Tummons, CPRP, Director of Parks and Recreation	_____ Date
_____ Chief Joshua Davis, Fire Marshal	_____ Date

Art II, Sec 23
(c)(2)

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

Revision #	Description	Approval

Art II, Sec 20
(f)

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

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

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

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

Art 10.03 of
the code of
Ordinances

GENERAL NOTES:

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

Ordinance
Reference
Art II, Sec 23
(c)

FINAL PLAT:

___ 1. Insert draft of the final plat.

Ordinance
Reference
Art II, Sec 23(a)

OVERALL PRELIMINARY PLAT:

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

Ordinance
Reference
Art II, Sec 23
(c)

APPROVED PHASING PLAN:

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

Ordinance
Reference

Art 13.12 of
the code of
ordinances

EROSION & SEDIMENTATION CONTROLS:

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

Ordinance
Reference

Art II, Sec 23
(4)(i)

Art II, Sec 23
(4)(ii)

Art II, Sec 23
(4)(iii)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(v)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(iv)

Art II, Sec 23
(4)(iii)

Art II, Sec 23
(4)(iii)

Art III, Sec 46
(2)

Art III, Sec 48

- 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)

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)
☐ 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.	

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

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

WASTEWATER COLLECTION SYSTEMS:

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

TRAFFIC CONTROL, STREET LIGHTS & SIGNS:

	Ordinance Reference
___ 1. If applicable, a Site specific minimum Traffic Control Plan shall be submitted as part of this set of plans.	Art II, Sec 23 (c)(8)

___ 2.	The location, size, type and description of street lights according to City Standard Details and Specifications.	Art II, Sec 23 (c)(8)
___ 3.	The electrical design signed and sealed by an engineer for the LED street light system on a metered circuit.	Art II, Sec 23 (c)(8)
___ 4.	The location, size, type and description of street signs according to City Standard Details and Specifications	Art II, Sec 23 (c)(9)
___ 5.	Show pavement markings and location of stop bars and other markings (if applicable) as required in the latest version of the Texas Manual Uniform Traffic Control Devices.	Art II, Sec 23 (c)(9)
___ 6.	Provide City of Leander street sign detail.	Art II, Sec 23 (c)(9)
___ 7.	The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications.	Art II, Sec 23 (c)(10)

ROAD & SIDEWALK CLOSURE PLAN:

		Ordinance Reference
___ 1.	Provide a road closure plan if a road closure is necessary during construction. This will also be noted within the minimum Site Specific Traffic Control Plan.	Art II, Sec 23 (c)(11)
___ 2.	If an existing sidewalk is required to be closed during construction, provide an alternative plan.	Art II, Sec 23 (c)(11)
___ 3.	Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.	Art II, Sec 23 (c)(11)
___ 4.	If the project impacts existing school zones, they include any necessary signage and/or striping.	Art II, Sec 23 (c)(11)

SIDEWALKS:

		Ordinance Reference
___ 1.	The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.	Art II, Sec 23 (c)(11)
___ 2.	Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.	Art II, Sec 28 (c)(2)
___ 3.	Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.	Art II, Sec 28 (c)(2)
___ 4.	Provide a note on the plans stating: <i>For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.</i>	Art II, Sec 23 (c)(11)

STANDARD DETAILS:

		Ordinance Reference
___ 1.	Insert the applicable City of Leander Standard Details. These details may be found online at http://www.leandertx.gov/engineering/page/standard-details .	Art II, Sec 23 (c)
___ 2.	No more than 8x 8-1/2"x11" or 4x 11"x17" size detail sheets may be included on any one 22-24"x34-36" plan sheet.	Art II, Sec 23 (b)

PARKLAND, IMPROVEMENTS & OTHER PUBLIC OR COMMON AREAS:

		Ordinance Reference
___ 1.	Proof of HOA establishment (One copy of the homeowner's association creation documents including responsibilities for park and/or landscaped entrance maintenance is provided if such facilities are provided.	Art IV, Sec 61 (d)
___ 2.	Proof of Ownership, Dedication, Perpetual Use & Maintenance (Provide a recorded deed, agreement, conveyance and/or restrictions demonstrating that the private park land and facilities are restricted to park and recreational purposes by a recorded covenant that runs with the land in favor of the future owners of property that cannot be defeated or eliminated without the consent of the City Council. The recorded deed, agreement, conveyance and/or restrictions should adequately provide for private ownership and perpetual maintenance.)	Art IV, Sec 61 (d)
___ 3.	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 (i)
___ 4.	Show all facilities included on the approved <i>Park Concept Plan</i> and label improvement phases, if applicable.	Art II, Sec 23 (c)(12)

___ 5.	Plans for public trail systems as required by the Parks Open Space & Master Plan.	Art II, Sec 23 (c)(12)
LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:		Ordinance Reference
___ 1.	The location, size and description of all Significant Trees (to remain or to be removed), and Replacement Trees to meet the requirements of the City of Leander Subdivision Ordinance. Replacement trees must be of a type and species listed on the Preferred Plant List associated with the Composite Zoning Ordinance.	Art II, Sec 23 (c)(13)
___ 2.	The location, size and description of all landscaping and screening materials as required by the City of Leander Composite Zoning Ordinance and must be of a type and species listed on the Preferred Plant List.	Art II, Sec 23 (c)(14)
___ 3.	For single family or duplex lots that side up or back up to a major arterial roadway, a masonry wall at least six feet tall in conformance with the Leander Composite Zoning Ordinance is shown on the plans for construction with the subdivision improvements.	Art III, Sec 45 (a)(4)
___ 4.	Include the following notes on the Landscape Plan: <i>Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.</i> <i>Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.</i> <i>A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.</i> <i>All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.</i>	Composite Zoning Art VI, Sec 1 (d)(1)(i) Composite Zoning Art I, Sec 6 Composite Zoning Art VI, Sec 1 (b)(20) & (21) Composite Zoning Art VI, Sec 1 (b)(20) & (21)
___ 5.	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)
___ 6.	Provide a root barrier detail for all street trees if proposed.	Art II, Sec 23 (c)(15)
___ 7.	Include the wall detail and elevation for any required screening walls.	Art II, Sec 23 (c)(14)
___ 8.	Provide screening for detention or water quality ponds.	Composite Zoning Art VI Sec 7 (b) & (c)
___ 9.	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.

FINAL APPROVAL

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

- ☐ The applicant will be required to submit one final set of construction plans for signatures.
- ☐ After the plans have been signed, they will be stamped and returned to the applicant.
- ☐ The applicant will be responsible for making 2 collated and stapled final copies of the signed plans and a scanned copy of the plans.
- ☐ Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be uploaded to the Development Hub.
- ☐ Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- ☐ Upload all final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc) to the Development Hub.
- ☐ Upon receipt of the final copies of the plans and the approved SWPPP, a pre-construction meeting will be scheduled.
- ☐ **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

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: _____

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 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, 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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

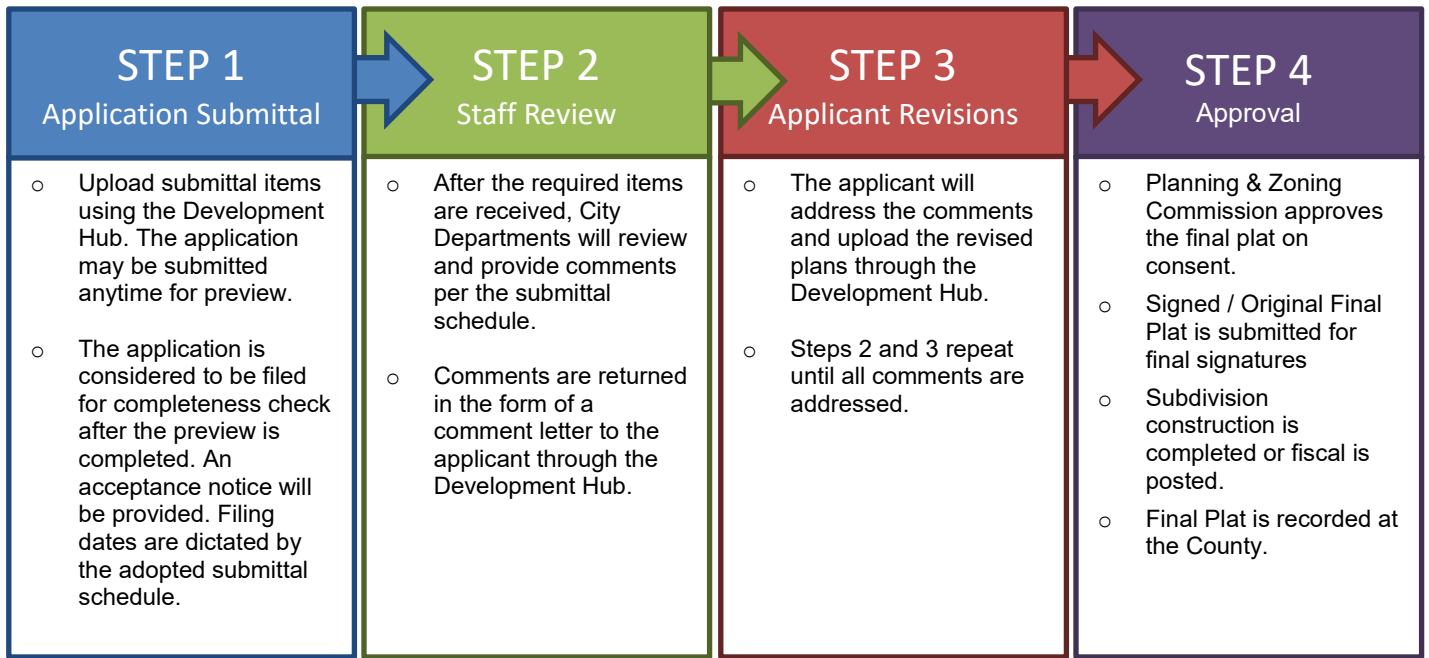
CONTACT

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

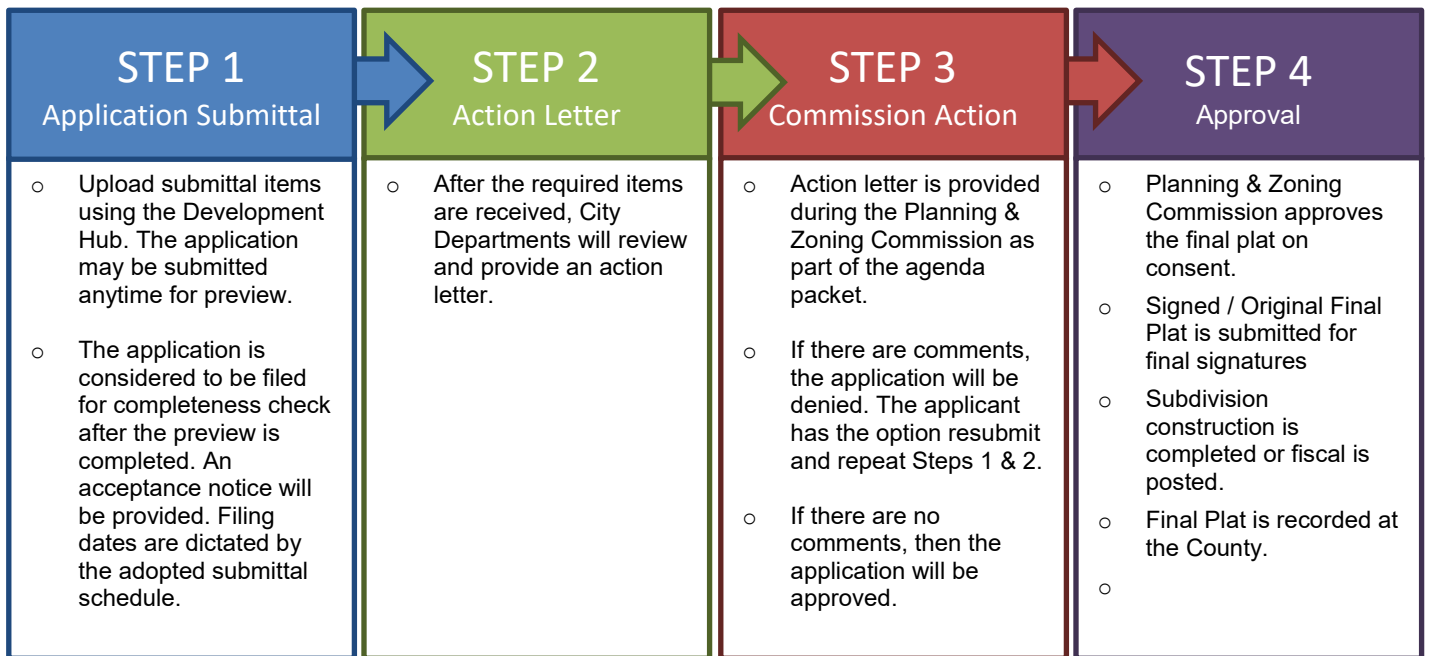
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Please refer to the “Submittal Schedule” for submittal deadlines (<http://www.leandertx.gov>).
- 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	
		<i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i>
	☐	1. Completed and signed application & checklist with the owner's signatures.
	☐	2. 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. <u>Concurrent review is only permitted with the Alternative Review Procedure.</u>
	☐	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 (if new street names are proposed).
	☐	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 or Section, whichever is greater):	\$ 50.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

1. 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.

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

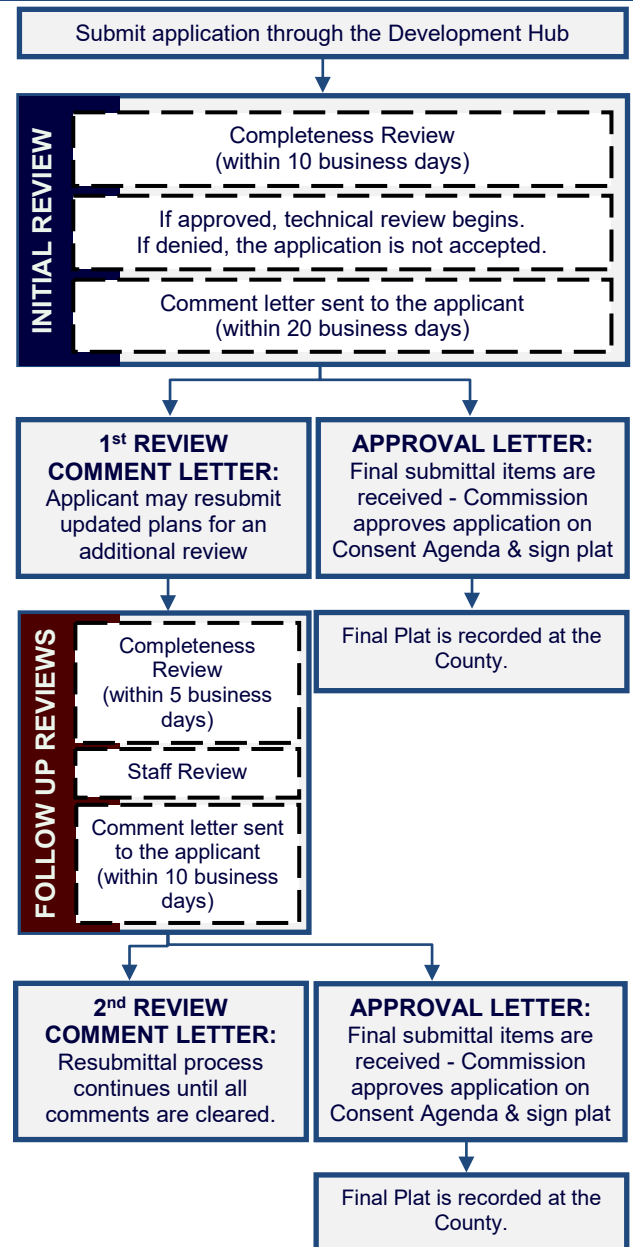
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 the on [page 5](#)).

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



STANDARD REVIEW PROCEDURE

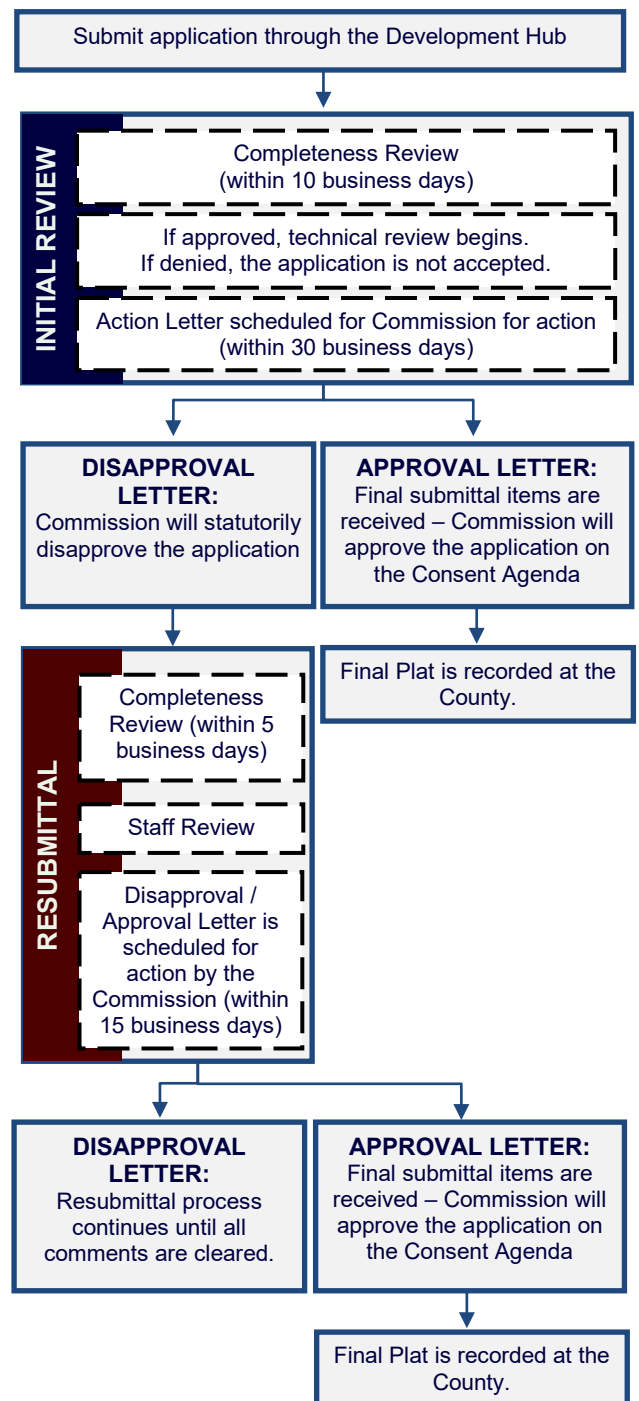
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

FINAL PLAT CHECKLIST

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

GENERAL

___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Final Plat Sheets ☐ Notes & Signatures	Ordinance Reference 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

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

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

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

SURVEY CONTROL INFORMATION

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

IMPROVEMENTS:

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

___ 6.	Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.	Art II, Sec 24 (c)(4)(iii)
___ 7.	The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. Identify the dimensions in number format instead of abbreviations (ex. C10 = 110'). If inside the City, lot area, width and depth, public utility and drainage easements conform to the requirements as established for the designated land use as set forth in the Composite Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.	Art II, Sec 24 (c)(4)(iv)
___ 8.	All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.	Art III, Sec 45 (b) (14)
___ 9.	No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 10.	Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)	Art II, Sec 24 (c)(1)(iv)
___ 11.	Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).	Art II, Sec 24 (c)(1)(iv)
___ 12.	The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.	Art II, Sec 24 (c)(4)(v)
___ 13.	The final plat is in conformance with the approved preliminary plat.	Art II, Sec 24 (a)(2)
___ 14.	Graphically show the proposed location of sidewalks.	Art II, Sec 24 (c)(4)(vii)
___ 15.	If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed. Current zoning (if inside City of Leander)_____ (Do not show on plat)	Art II, Sec 24 (f)(3)(i)
___ 16.	Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.	Sec 42 (b)(1)
___ 17.	All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.	Art III, Sec 45 (b)(8)
___ 18.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 19.	There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.	Art III, Sec 45 (b)(10)
___ 20.	Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)
___ 21.	Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(10)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 24 (c)(2)(iii)
___ 23.	Street right-of-way is dedicated with the plat for the full length and/or width of the lots adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(vi)
___ 24.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 45 (b)(2)(i)
___ 25.	The following is information to the applicant: Al Clawson Disposal, Inc. is currently the sole provider of waste hauling for this site both during and after construction.	Franchise Agreement

- ___ 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.

_____ John Cosgrove, Chairman Planning and Zoning Commission City of Leander, Texas	ATTEST: _____ Ellen Coufal, Secretary Planning and Zoning Commission City of Leander, Texas
--	--

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

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]

[signature] _____

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]

[signature] _____

[Name of authorized officer]

[Title of officer]

Art II, Sec 25
(f)

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ *[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.

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46 (b)

Art III, Sec 46 (b)

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

Code of Ordinances Art 3.10

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

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

Art III, Sec 47

Art II, Sec 24 (a) (2)

Art II, Sec 20 (j)

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

- ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.
- ☐ Traffic Impact Analysis Note:
 - ☐ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.
 - OR
 - ☐ Include items required by the TIA as a plat note.

Art III, Sec 42 (h)

Code of Ordinances 10.03.003

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

- ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to

Transportation Criteria Manual

the ROW of an intersecting arterial street.

- ☐ The HOA will own and maintain the following lots: ____
- ☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.
- ☐ The homeowners association is required to mow and maintain landscaping in the open channels, detention and water quality areas.
- ☐ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. *(which should be contained in a drainage easement).*
- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

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

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

5.3.1 J

Art IV, Sec
61(d)

Art IV, Sec
61(d)

Art III, Sec 41
(a)

Art III, Sec 41
(a)

Composite
Zoning
Ordinance

Art VI, Sec 8

ADDRESSING INFORMATION

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

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE:

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

Items to submit through the Development Hub:

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

PLANNING & ZONING COMMISSION

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
- ☐ 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

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

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

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

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

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

☐ TRAVIS COUNTY

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

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

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

CONTACT INFORMATION

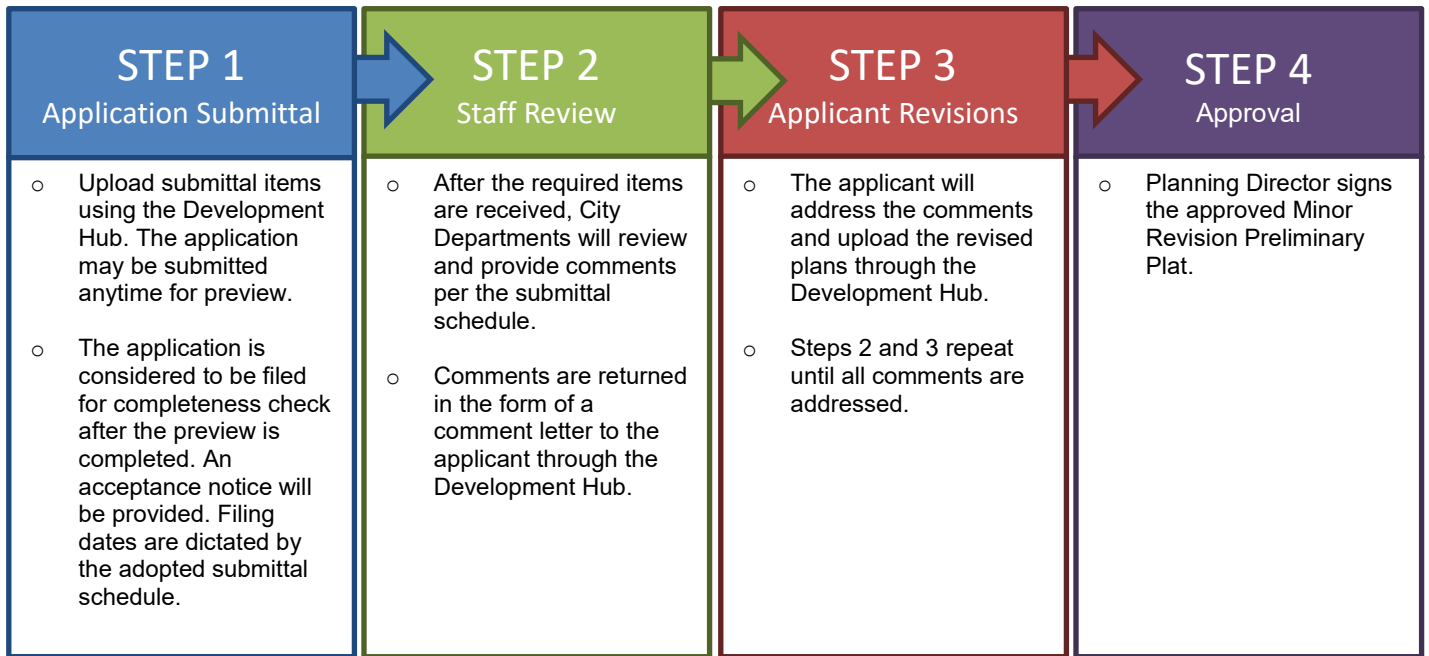
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

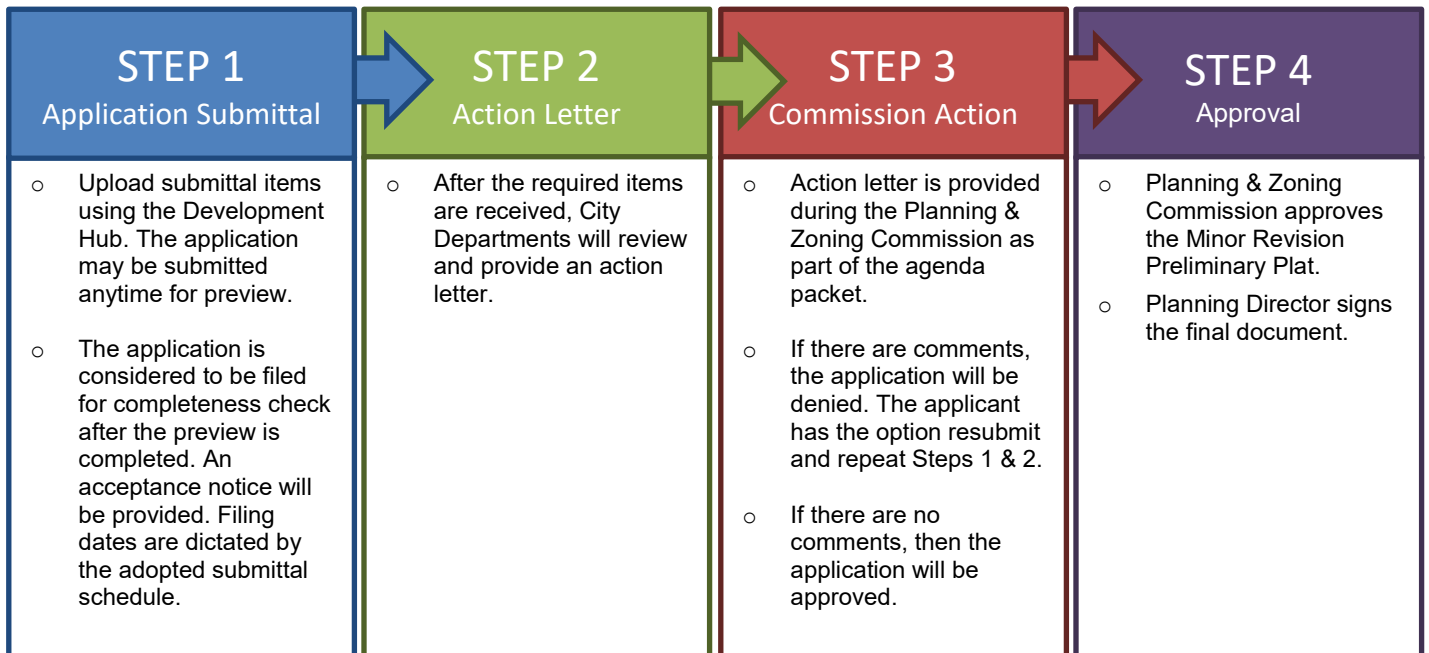
- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- If changes to the street names are proposed, contact both Travis and Williamson Counties to verify the proposed street names. Provide documentation confirm that they names are approved and reserved. Street names may not be duplicated in either database.
 - <http://www.wilco.org/CountyDepartments/GIS/Addressing/tabid/203/language/en-US/Default.aspx> links to the Williamson County Address Search Page (Please check current names and all reserved street names for all jurisdictions).
 - <https://data.austintexas.gov/Public-Safety/911-Addressing-Street-Name-Master-List/kumu-nbtd> links to the City of Austin 911 Addressing Street Name Master List
 - Compliance with geometry and other considerations incorporate portions of the Austin and Travis County Street Name Standards are available at http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf

- Please refer to the “Submittal Schedule” for submittal deadlines (<http://www.leandertx.gov>).
- 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

	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>
REQUIRED ITEMS	☐	1. Completed and Signed Application & Checklist with the owner's signatures.
	☐	2. Minor Revision Preliminary Plat Document (24"X36" in size).
	☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	4. Existing deed restrictions or covenants (if applicable).
	☐	5. Certified tax certificate.
	☐	6. A letter explaining proposed revision to the preliminary plat.
	☐	7. Documentation from <u>both</u> Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties. This item is only required if changes to the street names or road layout are proposed.
	☐	8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
	☐	9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
	☐	10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
	☐	11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
	☐	12. Drainage Study and any support models or documents.
	☐	13. 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.
	☐	14. Is a variance proposed? ☐ Yes ☐ No If yes, provide the application with this submittal.
	☐	15. 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: _____
	☐	16. 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.
	☐	17. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
	☐	18. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION:

Filing Fee: 10% of the original Preliminary Plat Fee	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

TOTAL FEE \$

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

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

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

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 Minor Revision Preliminary Plat shall be identified as the PP and include the creation date in MM.DD.YYYY format:
2. Project Name PP 06.13.2022
 - Corrections shall include the version number in the title: 2. Project Name PP 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" below on [page 9](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

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

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

MINOR REVISION 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 form 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.

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

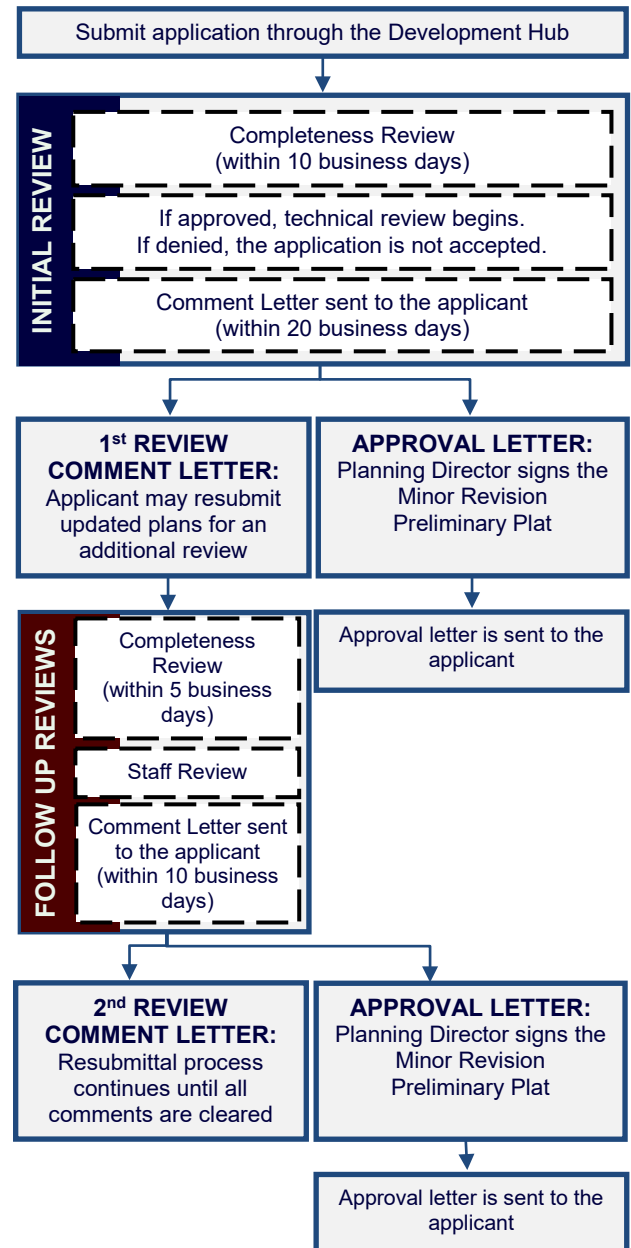
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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 Minor Revision Preliminary 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 days of the filing date. If the application is approved, then the Planning Director signs the Minor Revision Preliminary Plat.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Minor Revision Preliminary Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, then the Planning Director signs the Minor Revision Preliminary Plat. The City Council will review the application if there is a Heritage Tree removal request.



STANDARD REVIEW PROCEDURE

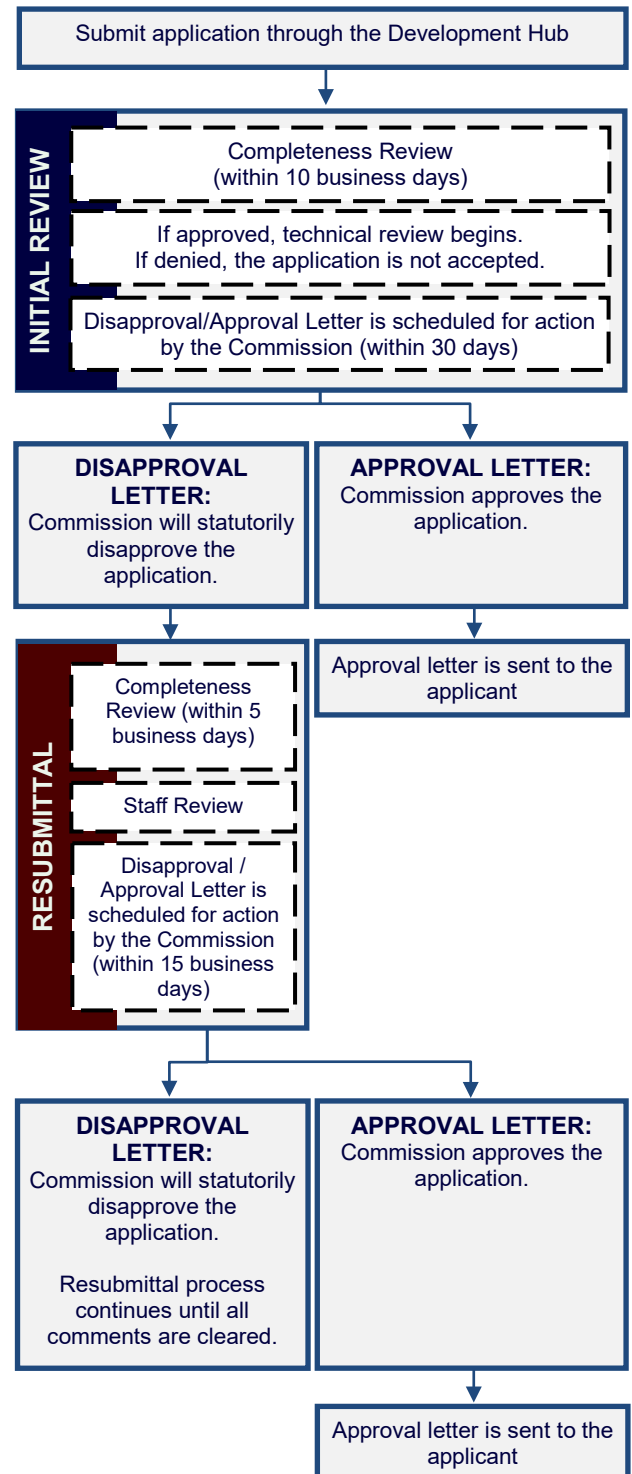
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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. Letter will be made available to the applicant as part of the Agenda packet.
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. Submittals 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 Preliminary Plat
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the first resubmittal)

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

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the Commission will approve the preliminary plat on the consent agenda unless a public hearing is required or final approval by Council is required.
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 3 and 4 above shall be repeated until all comments have been cleared.
6. Once the Commission approves the preliminary plat, the applicant will receive an approval letter.
7. If Heritage Tree removal is proposed, the Council will also have to review the application.



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

MINOR REVISION PRELIMINARY PLAT CHECKLIST

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

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Approved Concept Plan ☐ Approved Phasing Plan for the entire subdivision ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Including utilities and drainage ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 5. Cloud all proposed changes to the preliminary plat and note the revision number.	Art II, Sec 22 (k)(1)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan. <i>Subdivision Name</i> Minor Revision Preliminary Plat No ___	Art II, Sec 22 (k)(1)
___ 2. Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)
___ 5. Example cover sheet: Subdivision Name Minor Revision Preliminary Plat #___ Project Number Project Information Location Sketch Index 1 of 1	Art II, Sec 22 (c)(3)
___ 6. A certification block signed and sealed by the project engineer.	Art II, Sec 22 (c)(1)(vi)

___ 7. Include the following signature block in the upper left corner. APPROVED BY: _____ Robin M. Griffin, AICP, Executive Director of Development Services _____ Date	Art II, Sec 22 (k)(4)
___ 8. Note identifying the proposed changes.	Art II, Sec 22 (k)(1)
___ 9. Provide any recommendations from the approved TIA (if applicable)	Art II, Sec 22 (c)(3)
___ 10. Include the draft plat notes	
General Plat Notes: ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. <i>(inside City only)</i> ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i> ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities. ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i> ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department. ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander. ☐ All easements on private property shall be maintained by the property owner or his or her assigns. ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines. ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____. ☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i> ☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i>. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed. ☐ All utility lines must be located underground. ☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date) ☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	County County Art I, Sec 8 (b) Art I, Sec 8 (b) Art III, Sec 46 (b) Art III, Sec 46 (b) Art II, Sec 24 (c)(6)(vi) Code of Ordinances Art 3.10 Art II, Sec 24 (c)(6)(vii) Art II, Sec 24 (c)(6)(vii) Art III, Sec 47 Art II, Sec 24 (a) (2) Art II, Sec 20 (j)
___ 1. Non-Residential & Multi-Family Plat Notes: ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties. ☐ Traffic Impact Analysis Note: ☐ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000. - OR ☐ Include items required by the TIA as a plat note.	Art III, Sec 42 (h) Code of Ordinances 10.03.003
___ 2. Single-Family & Two Family Plat Notes: ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to	Transportation Criteria Manual 5.3.1 J

the ROW of an intersecting arterial street.

- ☐ The HOA will own and maintain the following lots: ____
- ☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.
- ☐ The homeowners association is required to mow and maintain landscaping in the open channels, detention and water quality areas.
- ☐ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. *(which should be contained in a drainage easement).*
- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

Art IV, Sec 61(d)
Art IV, Sec 61(d)
Art III, Sec 41 (a)
Art III, Sec 41 (a)
Composite Zoning Ordinance
Art VI, Sec 8

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

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

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

Ordinance Reference
Art II, Sec 22 (c)(2)(i)
Art II, Sec 22 (c)(2)(ii)
Art II, Sec 22 (c)(2)(iii)
Art II, Sec 22 (c)(2)(iv)
Art II, Sec 22 (c)(2)(v)
Art II, Sec 22 (c)(2)(vi)
Art II, Sec 22 (c)(2)(vii)
Art II, Sec 22 (c) (2) (vii)
Art II, Sec 22 (c) (2) (vii)

___ 10.	The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.	Art II, Sec 22 (c) (2) (viii)
___ 11.	Watershed information is provided (if applicable): ___ Watershed information is provided (if applicable): ___ Lake Travis watershed report provided to LCRA. ___ Edward's recharge zone report provided to TCEQ. ___ Edward's contributing zone report provided to TCEQ.	Art III, Sec 41
___ 12.	Identify all required Buffer Zones.	Art III, Sec 49

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:	Art III, Sec 45 (b)(8)

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

SHEET 6 – IMPROVEMENTS

		Ordinance Reference
___ 1.	The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)
___ 2.	The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development.	Art IV, Sec 60 (b)
___ 3.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 4.	Identify all required drainage improvements.	Art II, Sec 22 (c)(4)

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

SHEET 7 – TREE PROTECTION PLAN

- ___ 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.
- ___ 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. 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.
- ___ 5. Replacement Trees
- ☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander

Art II, Sec 22 (c)(5)(ii)

Art II, Sec 22 (c)(5)(ii)

Ordinance Reference

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

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

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

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

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

preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time. The tree protection plan is required to be approved by the Director of Planning prior to submission of a preliminary plat application.

SHEET 8 – PARKS PLAN

Ordinance
Reference

Art IV, Sec 61

- ___ 1. 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

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:

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

FINAL APPROVAL

After the review is complete and staff has approved the Minor Revision Preliminary Plat, the applicant may drop off a final paper plan set for signatures. Once signed, the applicant needs to submit the following items through the Development Hub.

- ☐ Scan of the signed Minor Revision Preliminary Plat (24"X36") pdf.
- ☐ AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

(2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

§

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: _____



MINOR SITE DEVELOPMENT PERMIT

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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

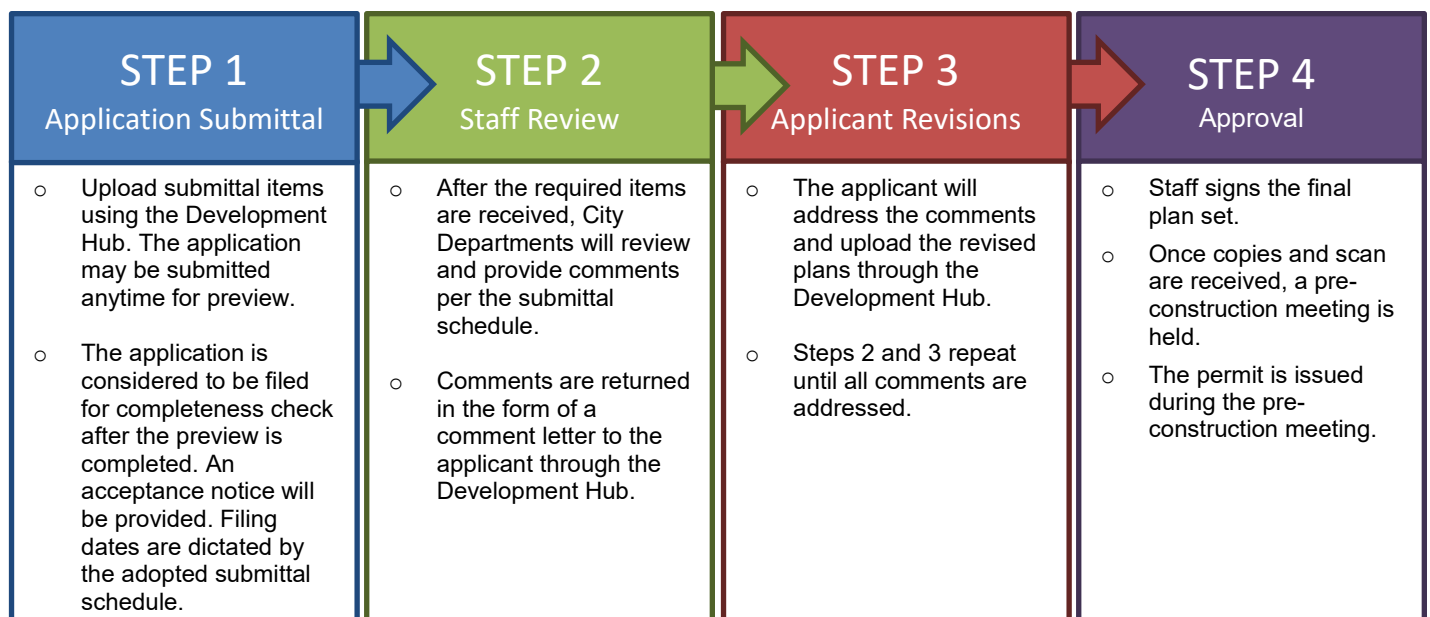
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- For projects located within the Lake Travis watershed, the Site Development 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 private 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



PROVIDED		Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.
☐	1.	Completed and signed application & checklist with the owner's signatures.
☐	2.	Minor Site Development Plans (24"X36", 22"X34", or 11"X17") at a generally accepted horizontal and vertical engineering scale.
☐	3.	Deed showing current ownership. Proof of signatory for corporations is required.
☐	4.	Certified tax certificate or other evidence that taxes have been paid.
☐	5.	Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____
☐	6.	Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
☐	7.	Is this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____
☐	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.	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.
☐	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.	Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
☐	12.	Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
☐	13.	Application Fees (calculation listed below).

Filing Fee:	\$ 600.00
\$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:	\$ 125.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE	\$

RESUBMITTAL FEES:

- ## MINOR SITE DEVELOPMENT PERMIT

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 Site Development Plan shall be identified as the SD 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 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 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.

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: _____

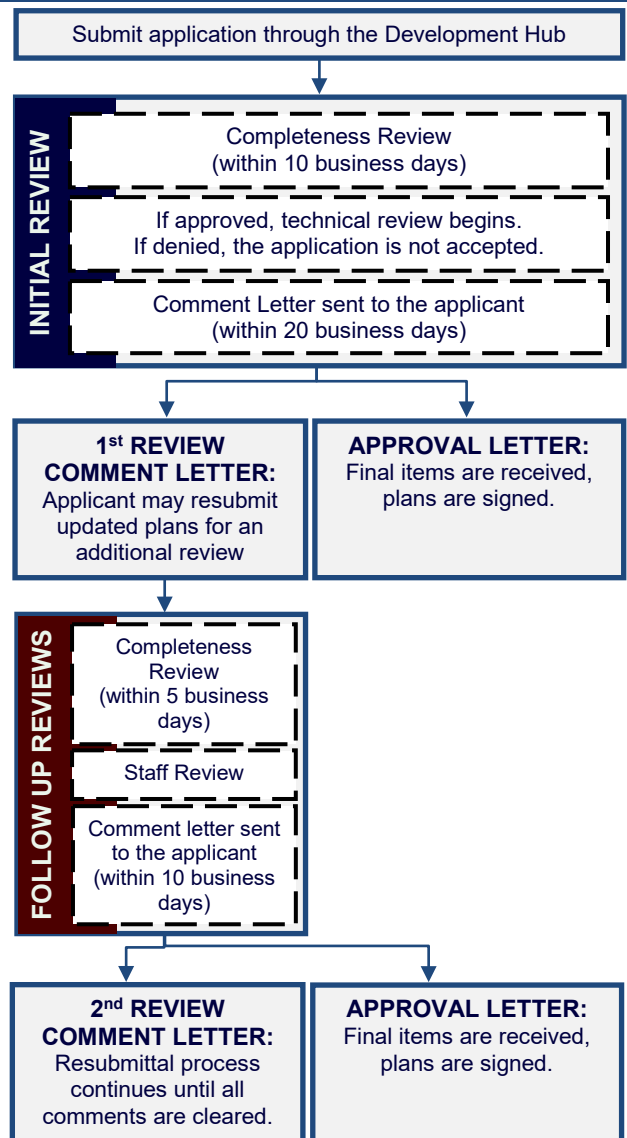
MINOR SITE DEVELOPMENT REVIEW PROCEDURE

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 4](#)).

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 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 15 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 (Needs to be approved 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.



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

MINOR SITE DEVELOPMENT 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:

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
 - ☐ Cover Sheet
 - ☐ General Notes
 - ☐ Final Plat
 - ☐ Existing Conditions & Demolition Plan
 - ☐ Erosion & Sedimentation Control Plan
 - ☐ Grading & Drainage Plan
 - ☐ Site Plan
 - ☐ Utility Plan
 - ☐ Road & Sidewalk Closure Plan
 - ☐ Standard Details
 - ☐ Landscape Plan
 - ☐ Master Architectural Plan
 - ☐ Master Streetscape Plan
- ___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- ___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- ___ 4. All property lines shall be identified with a solid, heavy, and black line.
- ___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: <https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists>.
- ___ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)
- ___ 7. If an adjacent street is sub-standard or needs widening in accordance with Transportation Plan, right-of-way and pro-rata cost participation is provided. This is typically a payment for half the cost of the full cross-section for the street over the length of the property along the street.

COVER SHEET

- ___ 1. Title block including the following in the top center of the page.
 - Project Name
 - Minor Site Development Plans
 - Project Number (This number will be assigned during the first review of the plan set)
- ___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- ___ 3. Project information below the location sketch including the following:
 - Property owner name, address, and phone number
 - Engineer name, address, and phone number
 - Surveyor name, address, and phone number
 - Developer/Agent name, address, and phone number
 - Submittal date
 - Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
 - Property information including legal description
 - Future Land Use Category as identified on the Future Land Use Map
 - Proposed Incentives that are determined by Masonry percentages
 - Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
 - List of required offsite easements and recordation numbers
- ___ 4. Index on the right side of the sheet name and number.

___ 5. Example cover sheet:

Project Name Site Development Plans Project Number CIP Number	
Project Information	Location Sketch Index
Revision Block	Signature Block
Approval	

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

APPROVED BY:

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

Date

Ross E. Blacketter, P.E., 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.

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. Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the City to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City.

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.

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 at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- ___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- ___ 20. Handicap parking is provided as follows:
 - For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
 - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.
- ___ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- ___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- ___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.
- ___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.

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

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

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

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

* In no case shall the garage be closer to the ROW than 18'

** Unless such district is utilized for a non-residential use

*** No closer than the street facing wall of the primary structure that utilizes such storage.

**** Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.

***** Setbacks are for the perimeter of the project, not the individual units.

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

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

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

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

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

___ **Type 1**

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.
- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.
- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.
- No building is proposed with a height of greater than 35 feet.
- Parking areas are no wider than two modules in width (one module is an aisle with adjacent parking stalls).
- No more than one parking module is proposed between the building(s) closest to the street and the street frontage.
- If a restaurant is proposed, outdoor seating is provided. Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use. If multi-family is proposed:
 - No parking modules, drive aisles, driveways, garages or similar facilities are proposed between the building(s) closest to the street frontage.
 - At least 85% of the units have at least one enclosed garage parking space and such garages are to be leased, rented or sold with the applicable units.
 - No first floor building area exceeds 7,000 gross square feet and no building contains more than 14,000 gross square feet of floor area.
 - The fronts of all buildings face either a public street or an exclusive front yard area not less than twenty feet in depth and garage doors do not face the front.
 - A maximum of two front doors are provided with each building.
 - Each structure is designed to appear to be one single-family home (mansion).

- If Neighborhood Residential is proposed:
 - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
 - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
 - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
 - Any additional parking facilities shall not be located between the building and the street.

Type 2

- Accessory structures, if proposed, do not exceed 10% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- No outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- Individual users are not proposed to exceed 40,000 square feet in gross floor area in any one building. Individual buildings are not proposed to exceed 60,000 sq. ft. in floor area.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.
- If multi-family is proposed:
 - At least seventy-five percent (75%) of the units are required to have at least one enclosed garage parking space and such garages are required to be leased, rented or sold with the applicable units.
 - Parking areas shall be no wider than two parking modules wide
- If Neighborhood Residential is proposed:
 - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
 - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
 - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
 - Any additional parking facilities shall not be located between the building and the street.

Type 3

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

Type 4

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

Type 5

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

- ___ 29. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases. The phasing plan may not exceed four years.
- ___ 30. If any of the following uses are proposed, a Special Use Permit has been applied for:
Airport, landing field, landing strip, amusement park, circus, carnival, temporary or seasonal development, private community building or recreation field, radio or TV tower or station, drive-in theater on less than ten acres, cemeteries, kiosks or other temporary or seasonal open air vending, accessory buildings that exceed permitted sizes, residential uses on the first floor of non-residential districts (unless permitted by the use component), tents or other temporary structures not permitted by the zoning ordinance, temporary residential use of a travel trailer or recreational vehicle.
- ___ 31. Enclosed accessory buildings are not shown in front of or to the side of the main building and do not exceed fifteen feet in height.
- ___ 32. Show the location and description of any proposed fencing and provide a detail. If chain link fencing is proposed, it is not located around a detention or WQ pond and all parts of the fence are vinyl coated.
- ___ 33. No fencing is proposed within the front or side street setback.
- ___ 34. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck. For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.
- ___ 35. Air conditioning units are not shown forward of the front wall of the building.
- ___ 36. For projects that are within 400 feet of US 183, US 183A, Lakeline Blvd., RM 2243, Old 2243 West, Bagdad Rd., Crystal Falls or San Gabriel Parkway, the following uses are not proposed or permitted: mini-warehouse or self-storage facilities, boat and RV storage, material salvage unless enclosed within a building, sexually-oriented businesses, motor vehicle salvage.
- ___ 37. Warehouse, mini-warehouse and overhead (commercial service) doors are not oriented to face a street(s) or residential property or shall be screened from view from the street(s) or residential property.

UTILITY PLAN:

- ___ 1. Provider or method of proposed water and wastewater service is identified.
- ___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.
- ___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.
- ___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.
- ___ 5. Design details showing the connection with the existing City water system are provided.
- ___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
- ___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
- ___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

- ___ 1. Provide a road closure plan if a road closure is necessary during construction.
- ___ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.
- ___ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- ___ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- ___ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

STANDARD DETAILS:

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

LANDSCAPE PLAN:

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
- Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
 - Multifamily – 20%
 - Office and Professional – 15%
 - Commercial – 15%
 - Industrial or manufacturing – 10%
 - Schools, churches, community centers and private parks – 15%
 - The following have not been counted toward landscape requirements:
 - Detention and water quality unless meeting the standards of the landscape ordinance.
 - Utility, mechanical and electrical facilities.
 - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
 - Landscaped areas less than four feet in width.
 - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
 - 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.
 - Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
 - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
 - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
 - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
 - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- ___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- ___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- ___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- ___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.

- ___ 6. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
- ___ 7. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
- ___ 8. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 9. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- ___ 10. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).
- ___ 11. Provide the following notes:

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

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

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

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

All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.

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

All invasive species shall be removed from the property.

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

- ___ 12. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.
- ___ 13. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.
- ___ 14. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

PARK PLAN:

- ___ 1. 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

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.

FINAL APPROVAL

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

- ☐ The applicant will be required to submit one final set of site development plans for signatures.
- ☐ After the plans have been signed, they will be stamped and returned to the applicant.
- ☐ The applicant will be responsible for making 2 collated and stapled final copies of the signed plans and a scanned copy of the plans.
- ☐ Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be uploaded to the Development Hub.
- ☐ Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- ☐ Upload all final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc) to the Development Hub.
- ☐ Upon receipt of the final copies of the plans and the approved SWPPP, a pre-construction meeting will be scheduled.
- ☐ **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

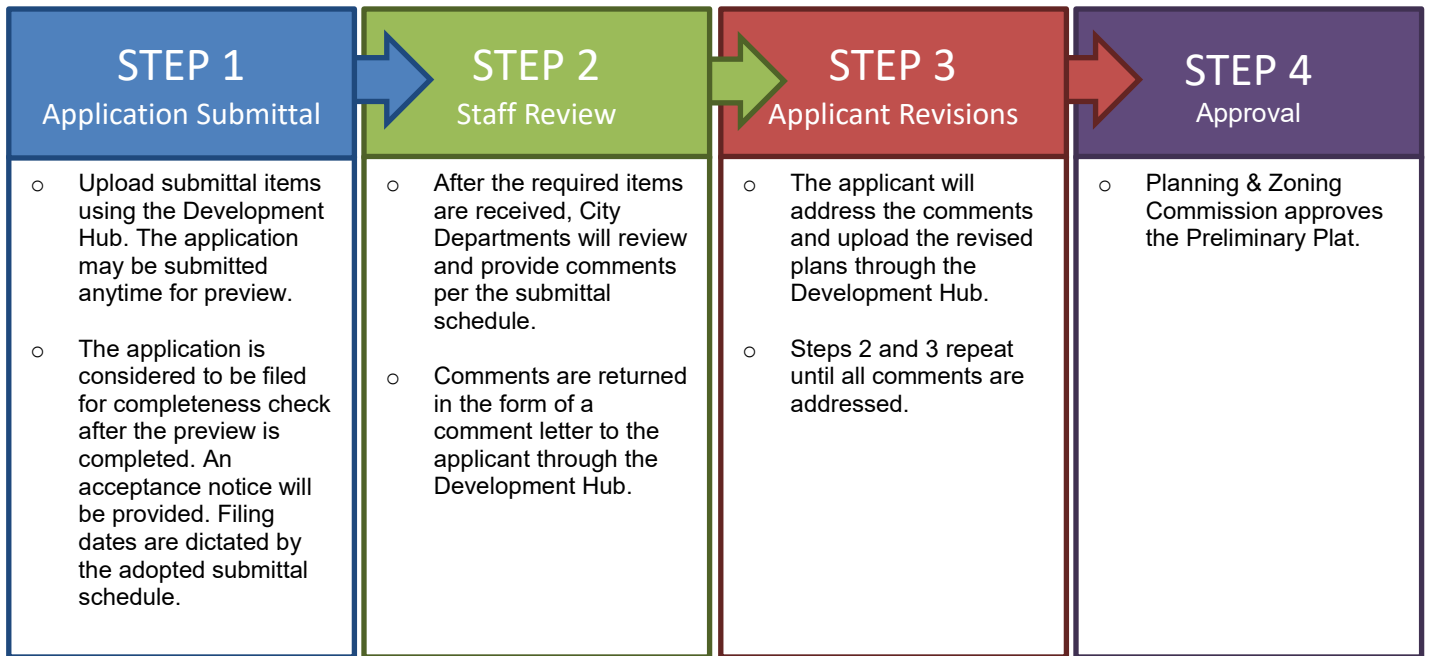
CONTACT INFORMATION

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

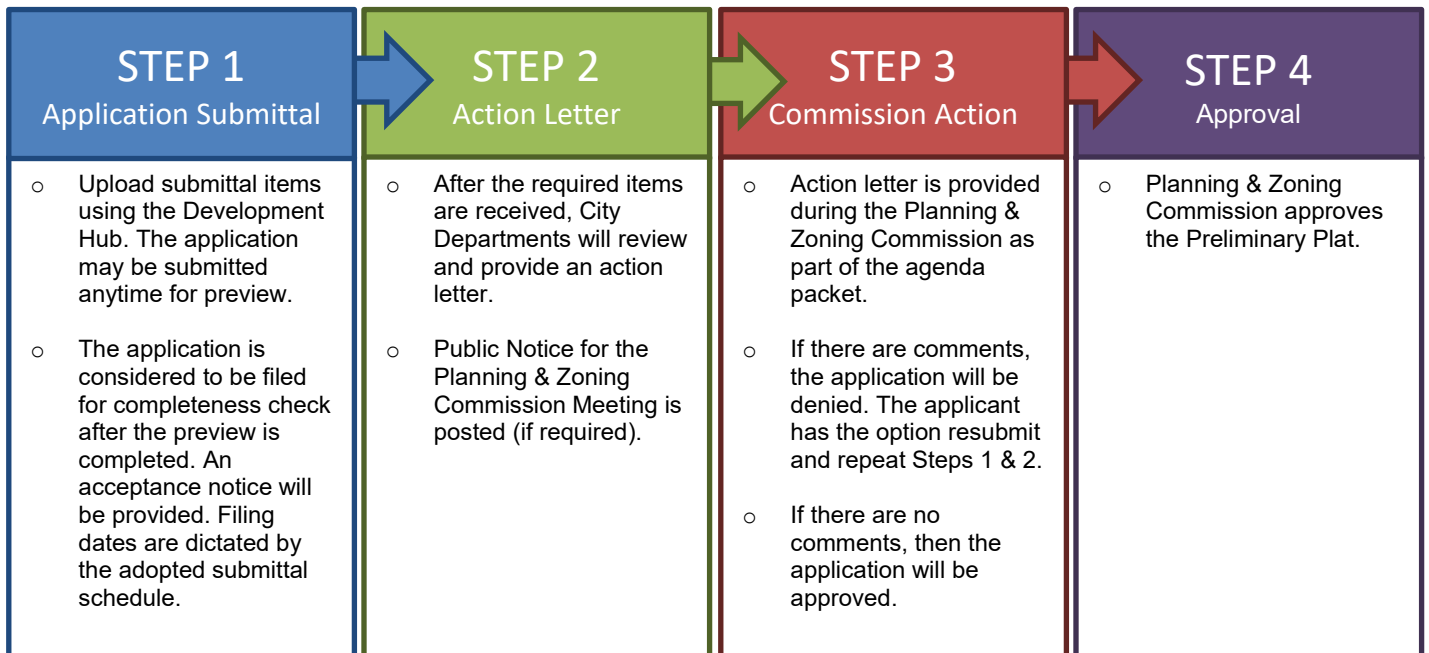
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Contact both Travis and Williamson Counties to verify the proposed street names. Provide documentation confirm that they names are approved and reserved. Street names may not be duplicated in either database.
 - <http://www.wilco.org/CountyDepartments/GIS/Addressing/tabid/203/language/en-US/Default.aspx> links to the Williamson County Address Search Page (Please check current names and all reserved street names for all jurisdictions).
 - <https://data.austintexas.gov/Public-Safety/911-Addressing-Street-Name-Master-List/kumu-nbtd> links to the City of Austin 911 Addressing Street Name Master List
 - Compliance with geometry and other considerations incorporate portions of the Austin and Travis County Street Name Standards are available at http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- 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



PROVIDED	REQUIRED ITEMS
☐	1. Completed and signed application & checklist with the owner's signatures.
☐	2. Preliminary Plat Document (24"X36" in size).
☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
☐	4. Existing deed restrictions or covenants (if applicable).
☐	5. Certified tax certificate.
☐	6. A petition requesting annexation (if applicable)
☐	7. Documentation from <u>both</u> Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
☐	8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
☐	9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
☐	10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
☐	11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
☐	12. Drainage Study and any support models or documents.
☐	13. Is a variance proposed? ☐ Yes ☐ No If yes, provide the application with this submittal.
☐	14. 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: _____
☐	15. 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.
☐	16. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
☐	17. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION:

PRELIMINARY PLAT FEES	
Filing Fee:	\$ 1,000.00
\$50 per lot or acre or portion thereof (whichever is greater):	\$ _____
Fire Code Review Fee (\$125 per section/phase):	\$ _____
System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE)	\$ _____
OTHER FEES	
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

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:

- A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

UPLOADED DOCUMENT REQUIREMENTS:

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

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

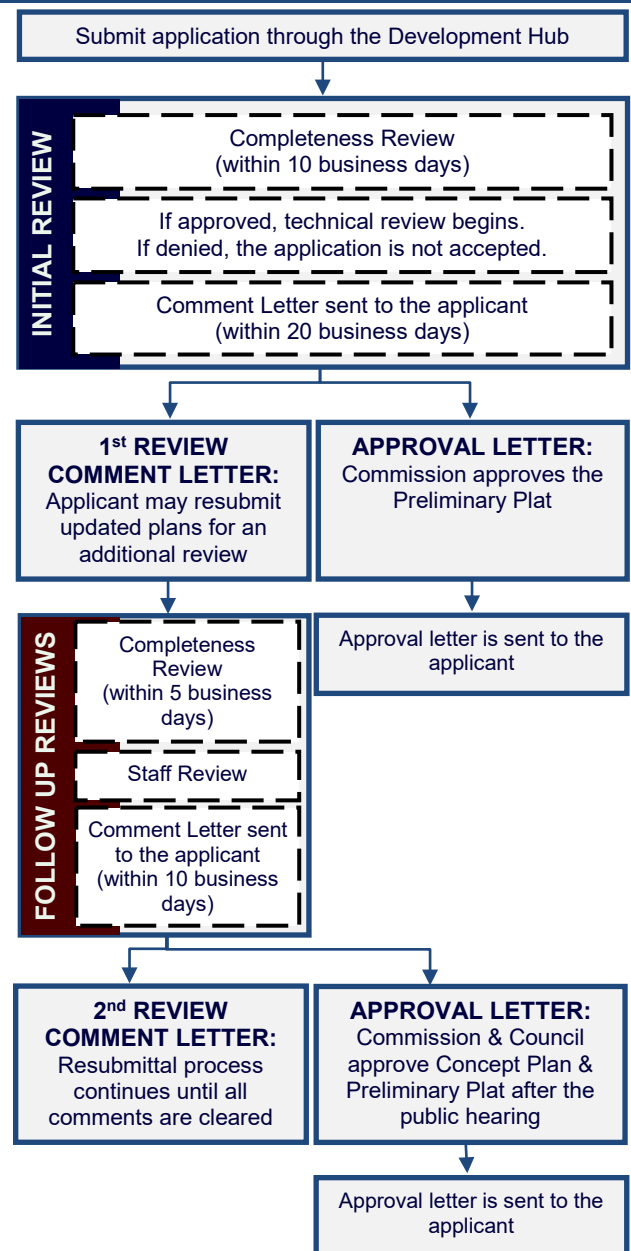
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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 Preliminary 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 days of the filing date. If the application is approved, the Preliminary Plat is scheduled for review by the Commission
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Preliminary Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, the application is scheduled for review by the Commission. The City Council will review the application if there is a Heritage Tree removal request.
8. Once the Commission approves the Preliminary Plat, an approval letter is sent to the applicant.



STANDARD REVIEW PROCEDURE

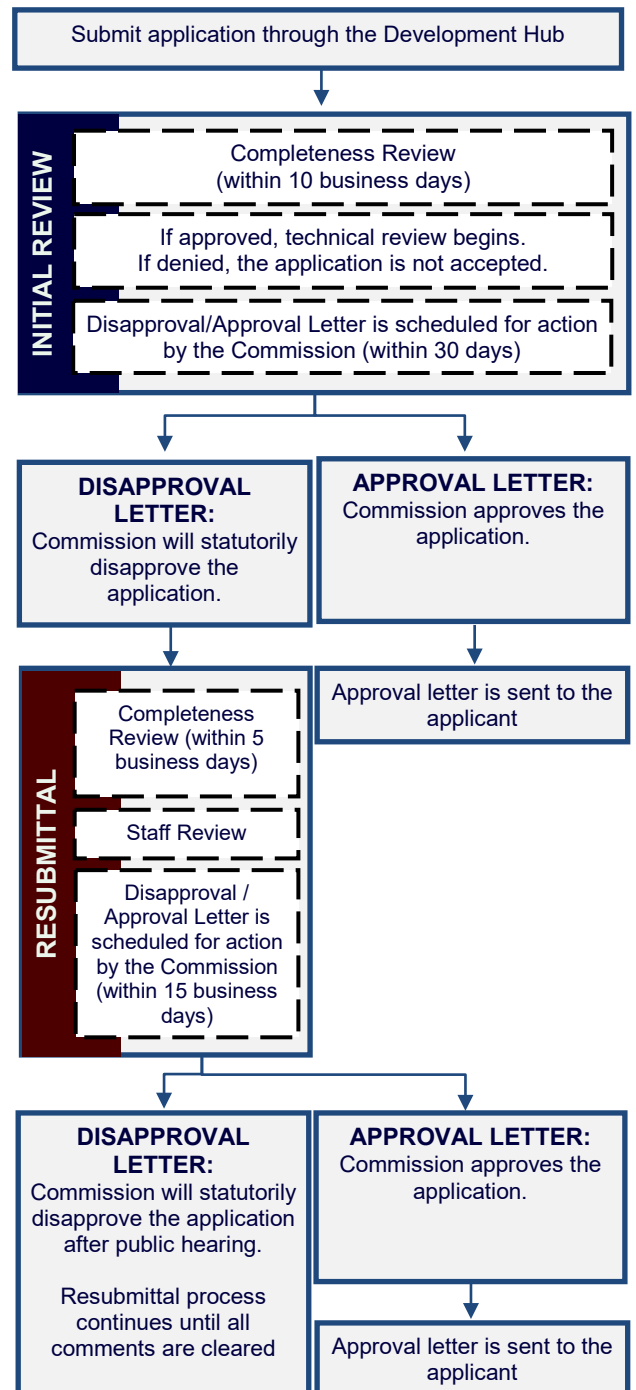
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 the on [page 5](#)).

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. Letter will be made available to the applicant as part of the Agenda packet.
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. Submittals 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 Preliminary Plat
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the first resubmittal)

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

4. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. If approved, the Commission will approve the preliminary plat on the consent agenda unless a public hearing is required or final approval by Council is required.
5. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 3 and 4 above shall be repeated until all comments have been cleared.
6. Once the Commission approves the preliminary plat, the applicant will receive an approval letter.
7. If Heritage Tree removal is proposed, the Council will also have to review the application.



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

PRELIMINARY PLAT CHECKLIST

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

GENERAL		Ordinance Reference
___ 1.	Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Phasing Plan for the entire subdivision ☐ Concept Plan ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Overall ☐ Drainage Plan ☐ Water Plan ☐ Wastewater Plan ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2.	Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3.	All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4.	All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 5.	FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 22 (d)(1)
SHEET 1 – COVER SHEET		Ordinance Reference
___ 1.	Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan. <i>Subdivision Name</i> Concept Plan & Preliminary Plat Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 22 (c)(1)(ii)
___ 2.	Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3.	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4.	Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)

___ 5. Example cover sheet:

Subdivision Name Concept Plan & Preliminary Plat Project Number		
Project Information	Location Sketch	Index
1 of 1		

___ 6. A certification block signed and sealed by the project engineer.

___ 7. Provide any recommendations from the approved TIA (if applicable)

___ 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.

___ 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.

Art II, Sec 22
(c)(3)

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

Art II, Sec 22
(c)(3)

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)

- ☐ Traffic Impact Analysis Note:
- ☐ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.
- OR
- ☐ Include items required by the TIA as a plat note.

Code of Ordinances
10.03.003

___ 10. Single-Family & Two Family Plat Notes:

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

Transportation
Criteria Manual
5.3.1 J

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

Art III, Sec 41
(a)

Art III, Sec 41
(a)

Composite
Zoning
Ordinance

Art VI, Sec 8

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

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

SHEET 2 – PHASING PLAN

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

Ordinance
Reference

Art II, Sec 20
(d)(ii)

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

Art 13.12 of
the Code of
Ordinances

Art 13.12 of
the code of
ordinances

SHEET 3 – CONCEPT PLAN

- ___ 1. Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')
- ___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.
- ___ 3. All owner's names, deed or plat references and property lines of property within two hundred (200) feet of the development boundaries, as determined by current tax rolls.
- ___ 4. Topographic contours at ten (10) foot intervals or less.

Ordinance
Reference

Art II, Sec 21
(b)

Art II, Sec 21
(c)(4)

Art II, Sec 21
(c)(5)

Art II, Sec 21
(c)(6)

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

SHEET 4 – EXISTING CONDITIONS

	Ordinance Reference
___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.	Art II, Sec 22 (c)(2)(i)
___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.	Art II, Sec 22 (c)(2)(ii)
___ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown. Provide all assumptions including drainage reports, models, spreadsheets, and other required elements.	Art II, Sec 22 (c)(2)(iii)
___ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.	Art II, Sec 22 (c)(2)(iv)
___ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10% and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.	Art II, Sec 22 (c)(2)(v)
___ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.	Art II, Sec 22 (c)(2)(vi)

___ 7.	Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.	Art II, Sec 22 (c)(2)(vii)
___ 8.	Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.	Art II, Sec 22 (c) (2) (vii)
___ 9.	Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).	Art II, Sec 22 (c) (2) (vii)
___ 10.	The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.	Art II, Sec 22 (c) (2) (viii)
___ 11.	Watershed information is provided (if applicable): ___ Watershed information is provided (if applicable): ___ Lake Travis watershed report provided to LCRA. ___ Edward's recharge zone report provided to TCEQ. ___ Edward's contributing zone report provided to TCEQ.	Art III, Sec 41
___ 12.	Identify all required Buffer Zones.	Art III, Sec 49
___ 13.	Existing drainage presented with all assumptions. This shall include elements such as drainage reports, models, spreadsheets, and any other required elements.	Art II, Sec 23 (c) (3) (iv)
___ 14.	Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.	Art II, Sec 23 (c) (3) (vii)

SHEET 5 – PRELIMINARY PLAT

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

___ 16.	Lots are arranged so that all lots face similar lots across the street.	Art III, Sec 45 (b)(9)(ii)
___ 17.	Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)(ii)
___ 18.	There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.	Art III, Sec 45 (b)(10)
___ 19.	Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)
___ 20.	"Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

___ 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.	Ordinance Reference Art II, Sec 22 (c)(4)
--------	---	--

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

SHEET 7 – TREE PROTECTION PLAN

- ___ 1. Required Items for Tree Protection Plan: Ordinance Reference Art II, Sec 22 (c)(2)(iii)
- ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible.
 - ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.
 - ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red 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.
- ___ 2. Tree Mitigation Requirements: Art II, Sec 22 (c)(2)(iii)
- ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.
- ___ 3. Significant Tree Removal Permit Art II, Sec 22 (c)(2)(iii)
- ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.
 - ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.
- ___ 4. Mitigation for the removal of a Heritage or Significant Tree Art II, Sec 22 (c)(2)(iii)
- ☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning

Director when on-site replacement is not possible or practical.

- a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
- b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
- c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.
- d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.

___ 5. 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 preliminary plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
 - ___ A note is shown on the preliminary plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- ___ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 3. If an alternative park plan is proposed, it meets the following criteria:
- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- ___ 4. Provide a phasing table demonstrating compliance with the Ordinance

Art IV, Sec 61

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE:

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

Items to submit through the Development Hub:

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

FINAL APPROVAL

After the review is complete and staff has approved the Preliminary Plat, the application may be scheduled for review by the Planning & Zoning Commission. A public hearing is required when a variance is requested. City Council action is required when a Heritage Tree is proposed for removal. The following items are required to be submitted to schedule the Preliminary Plat for review by the Commission.

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

§

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: _____

SHORT FORM FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

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

- ☐ No new public street is necessary for each lot to have access on to a public street.
 - ☐ Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
 - ☐ No off-site improvements are necessary for utility service or drainage.
 - ☐ No more than four (4) lots are involved.
- If changes to the 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.

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

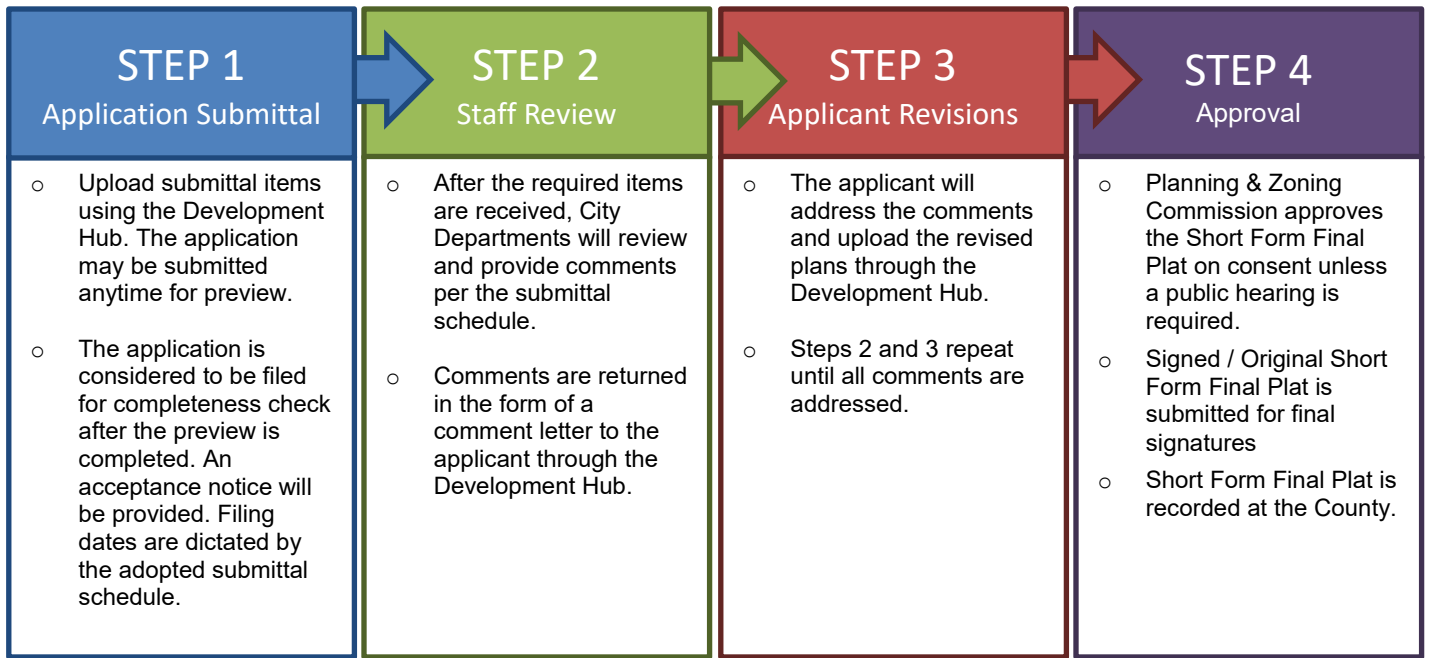
CONTACT

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

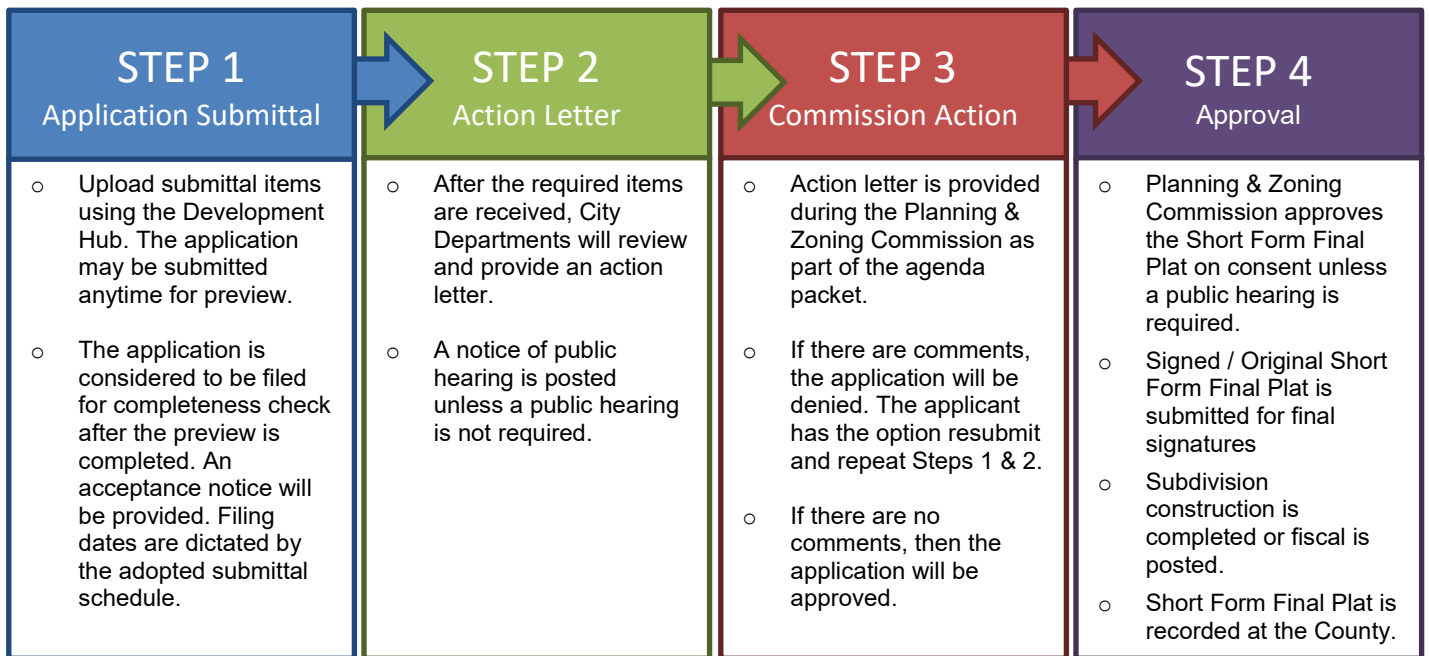
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

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

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. Short Form Final Plat Document (18"X24" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
- ☐ 7. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 8. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name:
_____.
- ☐ 9. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Short Form Final Plat are not duplicated in other areas of the county (if new street names are proposed).
- ☐ 10. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 11. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only) – This letter shall confirm the trip generation based on the current ITE Manual and the proposed fee in lieu of TIA request or that TIA fees are not required. The letter shall be signed and sealed by an engineer.
 - ☐ TIA Update Submittal (TIA review only) – Provide the TIA Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 12. Completed short form final plat determination form.
- ☐ 13. Is a public hearing required? ☐ Yes ☐ No
If so, provide the following:
 - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property
 - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract and
 - ☐ One set of mailing labels for notification of adjacent owners from (b) above (Two sets if the applicant uses the Standard Review Procedure).
 - ☐ 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 per sign (if required for replat):	\$ _____
GIS Mapping Fee:	\$ 75.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

1. 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.

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

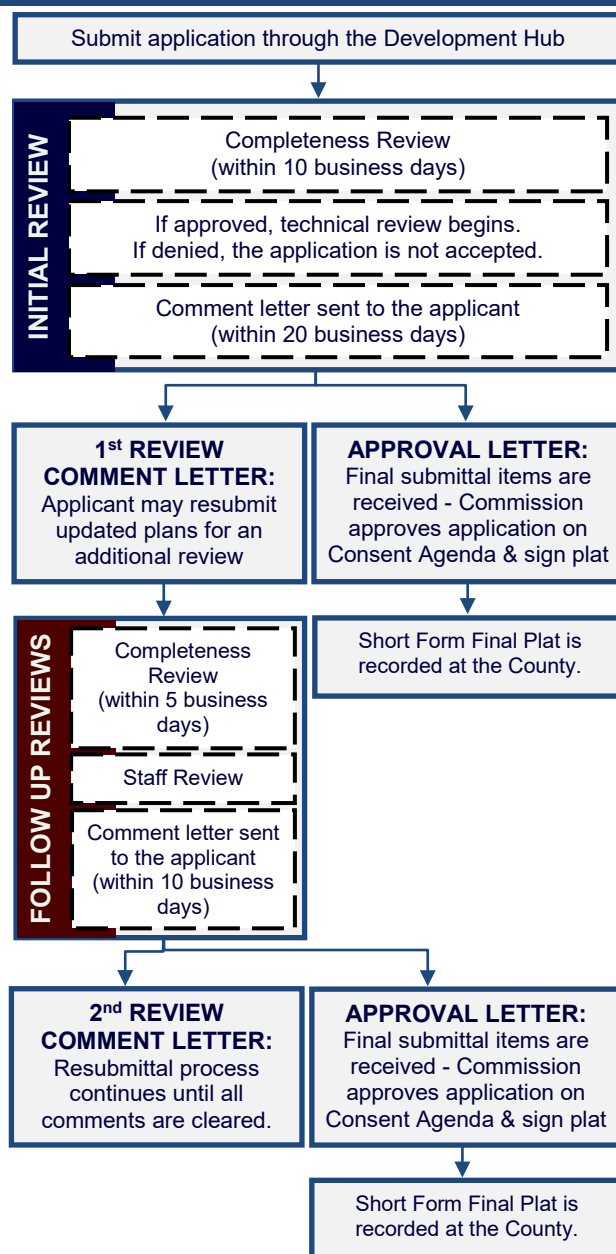
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the 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 the on [page 5](#)).

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



STANDARD REVIEW PROCEDURE

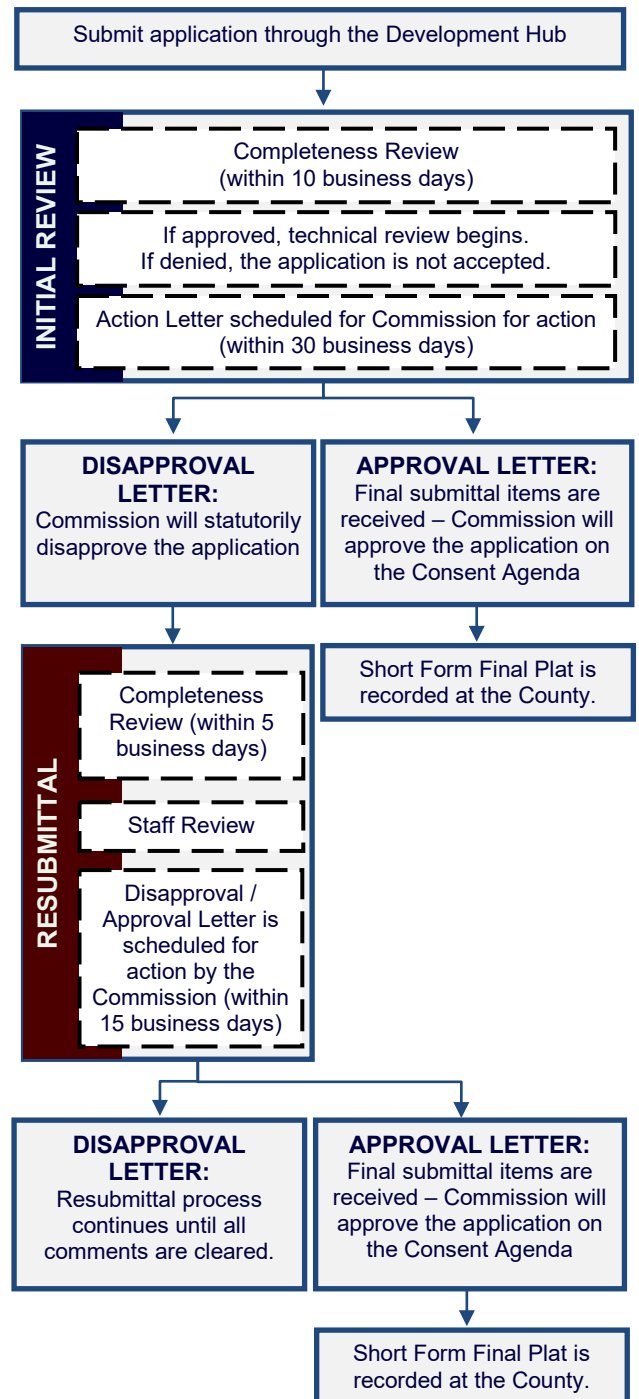
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

SHORT FORM FINAL PLAT CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

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

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

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

SURVEY CONTROL INFORMATION:

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

IMPROVEMENTS:

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

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

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

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

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

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

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES:

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

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Surveyor Date

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Engineer Date

- c) Names and signature lines for the Chairman of the Planning and Zoning Commission attesting approval of the plat on the right side of the sheet above the County recording statement as follows:

Art II, Sec 25
(f)

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

John Cosgrove, 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:

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

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

representations, factual or otherwise, contained in the plat and the documents associated with it.

J. Terron Evertson, 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. <i>(inside City only)</i> ☐ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i> ☐ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities. ☐ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i> ☐ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department. ☐ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander. ☐ All easements on private property shall be maintained by the property owner or his or her assigns. ☐ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines. ☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # ___ for Williamson Co., effective ___ (Date) ___. ☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i> ☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i>. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed. ☐ All utility lines must be located underground. ☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date) ☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements. ☐ 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>	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 II, Sec 26 (c)(3)
___ 2. Non-Residential & Multi-Family Plat Notes: ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties. ☐ Traffic Impact Analysis Note: ☐ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000. - OR ☐ Include items required by the TIA as a plat note.	Art III, Sec 42 (h) Code of Ordinances 10.03.003
___ 3. Single-Family & Two Family Plat Notes: ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street. ☐ The HOA will own and maintain the following lots: ___ ☐ The HOA bylaws are recorded in the Official Public Records of ___ County, Texas under document number _____. ☐ The homeowners association is required to mow and maintain landscaping in the open channels, detention and water quality areas. ☐ 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>	Transportation Criteria Manual 5.3.1 J Art IV, Sec 61(d) Art IV, Sec 61(d) Art III, Sec 41 (a) Art III, Sec 41 (a)

- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

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

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

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

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
- ☐ 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

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

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

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

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

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

☐ TRAVIS COUNTY

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

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

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

SITE DEVELOPMENT PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- Site development permits are required for non-residential, condo regime and multi-family developments. These plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Public improvements such as water, wastewater, stormwater, etc shall be included in a PICP (Public Improvement Construction Plans)
- 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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

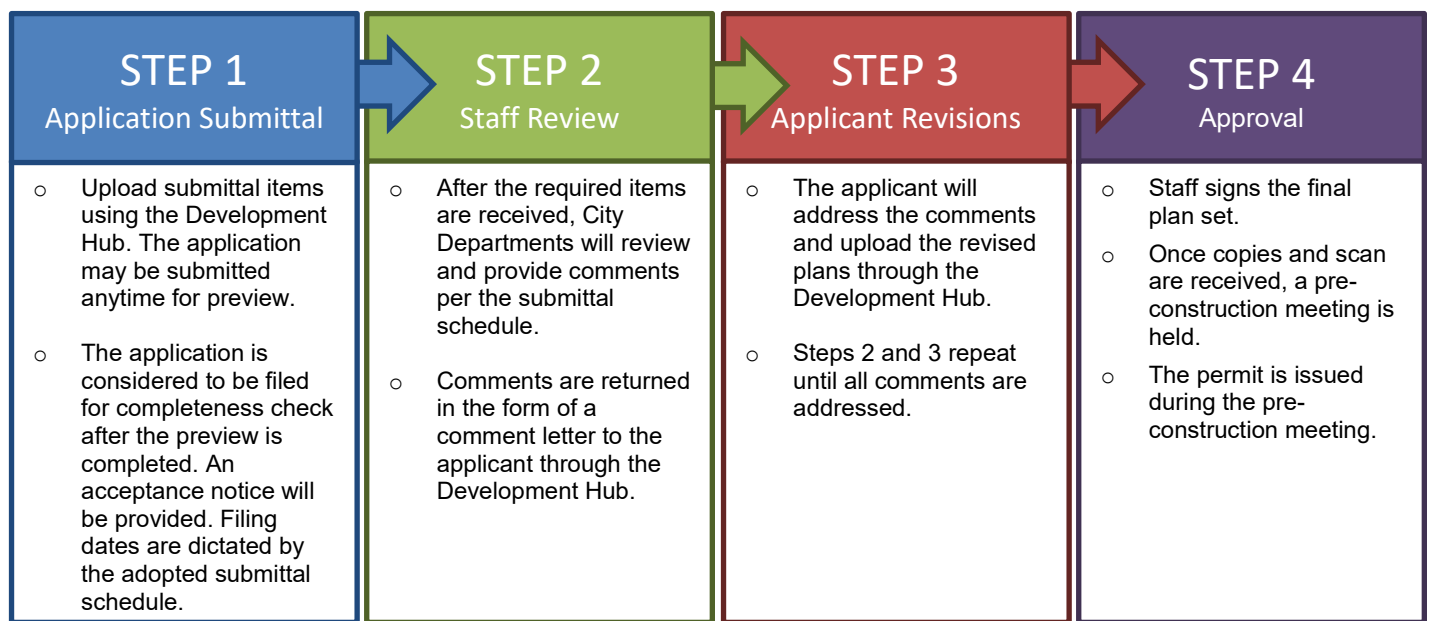
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- For projects located within the Lake Travis watershed, the Site Development 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 private 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

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 Development Plans (24"X36" or 22"X34") at a generally accepted horizontal and vertical engineering scale.
☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
☐	4. Certified tax certificate or other evidence that taxes have been paid.
☐	5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.
☐	6. Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____
☐	7. Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
☐	8. Is this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____
☐	9. Are any offsite or separate instrument easements required? ☐ Yes ☐ No If yes, either provide the recordation number on the plans or provide the application for review.
☐	10. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No If so, please contact the City Engineer to confirm if an updated is needed.
☐	11. 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.
☐	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:	\$ 600.00
\$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:	\$ 125.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$	

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS:

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

- 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: _____

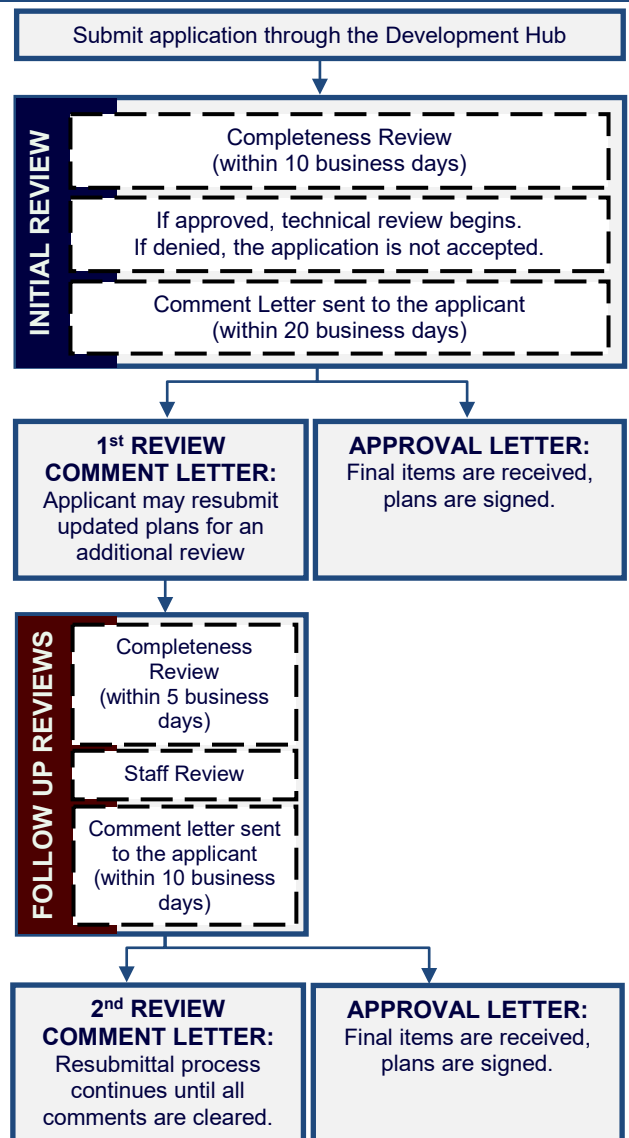
SITE DEVELOPMENT REVIEW PROCEDURE

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 the on [page 4](#)).

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 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 15 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 (Needs to be approved 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.



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 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:

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
 - ☐ Cover Sheet
 - ☐ General Notes
 - ☐ Final Plat
 - ☐ Existing Conditions & Demolition Plan
 - ☐ Erosion & Sedimentation Control Plan
 - ☐ Grading & Drainage Plan
 - ☐ Site Plan
 - ☐ Address Plan
 - ☐ Utility Plan
 - ☐ Road & Sidewalk Closure Plan
 - ☐ Standard Details
 - ☐ Landscape Plan
 - ☐ Park Land Plan
 - ☐ Master Architectural Plan
 - ☐ Major Corridor Streetscape Plan
- ___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- ___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- ___ 4. All property lines shall be identified with a solid, heavy, and black line.
- ___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: <https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists>.
- ___ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)
- ___ 7. If an adjacent street is sub-standard or needs widening in accordance with Transportation Plan, right-of-way and pro-rata cost participation is provided. This is typically a payment for half the cost of the full cross-section for the street over the length of the property along the street.
- ___ 8. If a TIA is proposed, the TIA is required to be approved prior to the approval of the site development permit. If the TIA recommends improvements, provide the improvements as part of a construction plan application.

COVER SHEET

- ___ 1. Title block including the following in the top center of the page.
 - Project Name
 - Site Development Plans
 - Project Number (This number will be assigned during the first review of the plan set)
- ___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- ___ 3. Project information below the location sketch including the following:
 - Property owner name, address, and phone number
 - Engineer name, address, and phone number
 - Surveyor name, address, and phone number
 - Developer/Agent name, address, and phone number
 - Submittal date
 - Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
 - Property information including legal description
 - Future Land Use Category as identified on the Future Land Use Map
 - Proposed Incentives that are determined by Masonry percentages
 - Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
 - List of required offsite easements and recordation numbers

- ___ 4. Index on the right side of the sheet name and number.
- ___ 5. Example cover sheet:

Project Name Site Development Plans Project Number	
Project Information	Location Sketch
Revision Block	Index
Signature Block	
Approval 1 of 1	

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

APPROVED BY:

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

 Date

 Ross E. Blacketter, P.E., 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. Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the City to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City.

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.

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 at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- ___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- ___ 20. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
 - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.
- ___ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- ___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- ___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.
- ___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic

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

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

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

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

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

* In no case shall the garage be closer to the ROW than 18'

** Unless such district is utilized for a non-residential use

*** No closer than the street facing wall of the primary structure that utilizes such storage.

**** Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.

***** Setbacks are for the perimeter of the project, not the individual units.

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

	Use Component	Front	Side	Street Side	Rear
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:

	Use Component	Front	Side	Street Side	Rear
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 are not oriented to face a street(s) or residential property or shall be screened from view from the street(s) or residential property.

ADDRESS PLAN:

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

UTILITY PLAN:

- ___ 1. Provider or method of proposed water and wastewater service is identified.
- ___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.

- ___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.
- ___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.
- ___ 5. Design details showing the connection with the existing City water system are provided.
- ___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
- ___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
- ___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

- ___ 1. Provide a road closure plan if a road closure is necessary during construction.
- ___ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.
- ___ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- ___ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- ___ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

STANDARD DETAILS:

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

LANDSCAPE PLAN:

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
 - Multifamily – 20%
 - Office and Professional – 15%
 - Commercial – 15%
 - Industrial or manufacturing – 10%
 - Schools, churches, community centers and private parks – 15%
 - The following have not been counted toward landscape requirements:
 - Detention and water quality unless meeting the standards of the landscape ordinance.
 - Utility, mechanical and electrical facilities.
 - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
 - Landscaped areas less than four feet in width.
 - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
 - 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.
 - Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
 - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.

- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
 - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
 - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- ___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
 - ___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
 - ___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
 - ___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
 - ___ 6. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
 - ___ 7. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
 - ___ 8. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
 - ___ 9. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
 - ___ 10. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).

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.

FINAL APPROVAL

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

- ☐ The applicant will be required to submit one final set of site development plans for signatures.
- ☐ After the plans have been signed, they will be stamped and returned to the applicant.
- ☐ The applicant will be responsible for making 2 collated and stapled final copies of the signed plans and a scanned copy of the plans.
- ☐ Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be uploaded to the Development Hub.
- ☐ Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- ☐ Upload all final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc) to the Development Hub.
- ☐ Upon receipt of the final copies of the plans and the approved SWPPP, a pre-construction meeting will be scheduled.
- ☐ **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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



CAPITAL IMPROVEMENTS PROGRAM (CIP) PROJECT SITE DEVELOPMENT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- A CIP is a long range plan for all individual capital improvement projects that include a timeline and funding sources. A CIP Project is any major improvement to City facilities and infrastructure that is part of the CIP. These projects may include utilities, roads, parks, city buildings, etc.
- Site development permits are required for non-residential and multi-family developments. This plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Lots are required to be platted prior to the issuance of the site development permit. The final plat may be reviewed concurrently with the site development permit.
- 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 – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

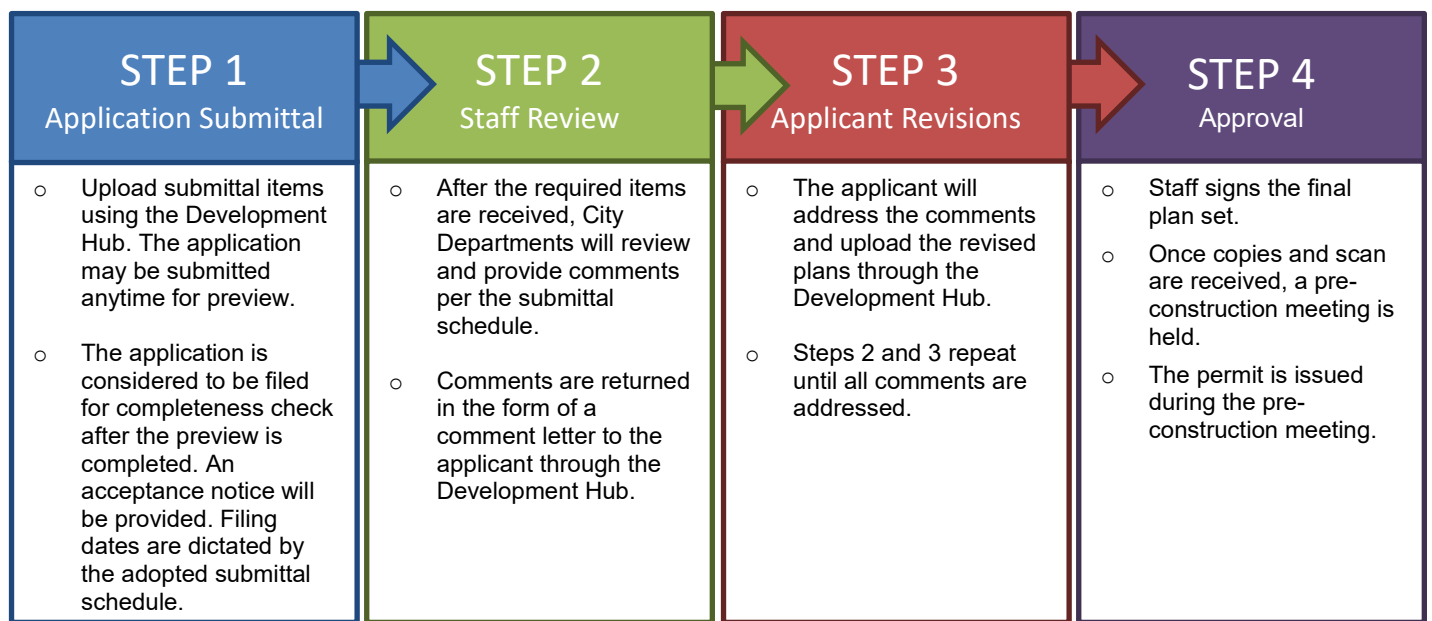
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- For projects located within the Lake Travis watershed, the Site Development 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 City improvements facilities, buildings, parks, etc.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS FOR 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. Site Development Plans (24"X36" or 22"X34") at a generally accepted horizontal and vertical engineering scale. 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, Geotechnical Report, HEC Models, etc.
	☐	6. Specifications Manual.
	☐	7. Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Site 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. 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.
	☐	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. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
	☐	12. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
	☐	13. Application Fees.

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 Site Development Plan shall be identified as the SD 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 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 6](#).
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)

Brief Summary of Work: _____

APPLICANT INFORMATION:

OWNER INFORMATION:

Staff Representative: _____ Department: _____

Email: _____ Phone: _____

AGENT INFORMATION:

Project Agent: _____ Company: _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

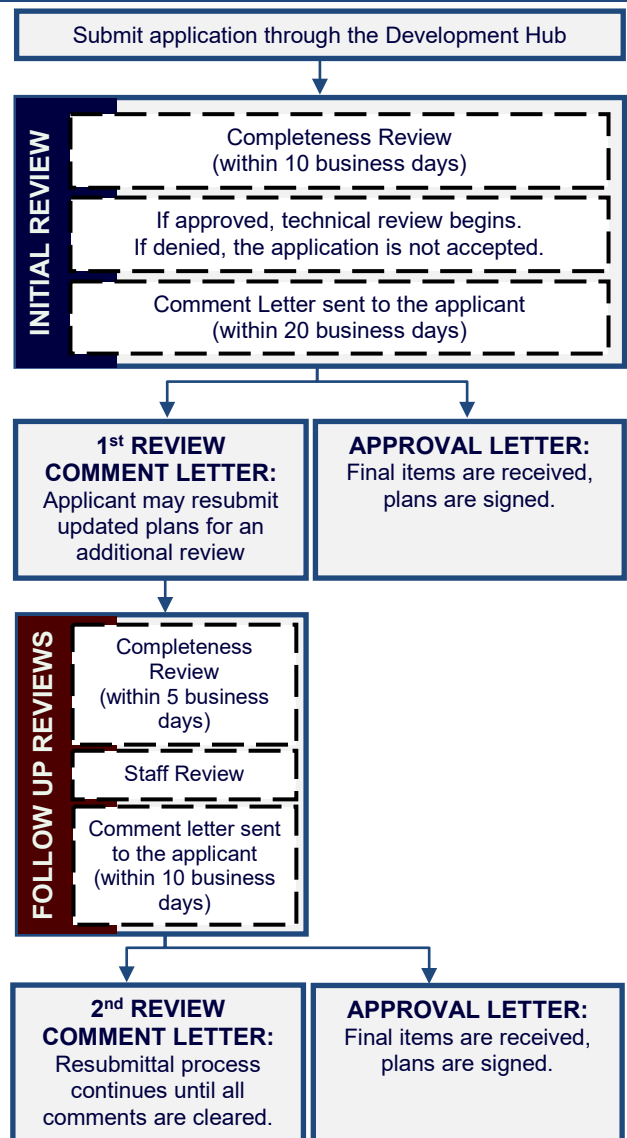
CIP – SITE DEVELOPMENT REVIEW PROCEDURE

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

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

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 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 15 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 (Needs to be approved 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.



CIP PROJECT SITE DEVELOPMENT 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:

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
 - ☐ Cover Sheet
 - ☐ General Notes
 - ☐ Final Plat
 - ☐ Existing Conditions & Demolition Plan
 - ☐ Erosion & Sedimentation Control Plan
 - ☐ Grading & Drainage Plan
 - ☐ Site Plan
 - ☐ Address Plan
 - ☐ Utility Plan
 - ☐ Road & Sidewalk Closure Plan
 - ☐ Standard Details
 - ☐ Landscape Plan
 - ☐ Park Land Plan
 - ☐ Master Architectural Plan
 - ☐ Major Corridor Streetscape Plan
- ___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- ___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- ___ 4. All property lines shall be identified with a solid, heavy, and black line.
- ___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: <https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists>.
- ___ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)
- ___ 7. If an adjacent street is sub-standard or needs widening in accordance with Transportation Plan, right-of-way and pro-rata cost participation is provided. This is typically a payment for half the cost of the full cross-section for the street over the length of the property along the street.
- ___ 8. If a TIA is proposed, the TIA is required to be approved prior to the approval of the site development permit. If the TIA recommends improvements, provide the improvements as part of a construction plan application.

COVER SHEET

- ___ 1. Title block including the following in the top center of the page.
 - Project Name
 - Site Development Plans
 - Project Number (This number will be assigned during the first review of the plan set)
- ___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- ___ 3. Project information below the location sketch including the following:
 - Property owner name, address, and phone number
 - Engineer name, address, and phone number
 - Surveyor name, address, and phone number
 - Developer/Agent name, address, and phone number
 - Submittal date
 - Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
 - Property information including legal description
 - Future Land Use Category as identified on the Future Land Use Map
 - Proposed Incentives that are determined by Masonry percentages
 - Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
 - List of required offsite easements and recordation numbers

- ___ 4. Index on the right side of the sheet name and number.
- ___ 5. Example cover sheet:

Project Name Site Development Plans Project Number	
Project Information	Location Sketch Index
Revision Block	Signature Block
Approval 1 of 1	

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

APPROVED BY:

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

 Date

 Ross E. Blacketter, P.E., 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. Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the City to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City.

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.

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 at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- ___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- ___ 20. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
 - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.
- ___ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- ___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- ___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.
- ___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic

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

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

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

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

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

* In no case shall the garage be closer to the ROW than 18'

** Unless such district is utilized for a non-residential use

*** No closer than the street facing wall of the primary structure that utilizes such storage.

**** Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.

***** Setbacks are for the perimeter of the project, not the individual units.

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

	Use Component	Front	Side	Street Side	Rear
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:

	Use Component	Front	Side	Street Side	Rear
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 are not oriented to face a street(s) or residential property or shall be screened from view from the street(s) or residential property.

ADDRESS PLAN:

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

UTILITY PLAN:

- ___ 1. Provider or method of proposed water and wastewater service is identified.
- ___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.

- ___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.
- ___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.
- ___ 5. Design details showing the connection with the existing City water system are provided.
- ___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
- ___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
- ___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

- ___ 1. Provide a road closure plan if a road closure is necessary during construction.
- ___ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.
- ___ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- ___ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- ___ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

STANDARD DETAILS:

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

LANDSCAPE PLAN:

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
 - Multifamily – 20%
 - Office and Professional – 15%
 - Commercial – 15%
 - Industrial or manufacturing – 10%
 - Schools, churches, community centers and private parks – 15%
 - The following have not been counted toward landscape requirements:
 - Detention and water quality unless meeting the standards of the landscape ordinance.
 - Utility, mechanical and electrical facilities.
 - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
 - Landscaped areas less than four feet in width.
 - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
 - 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.
 - Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
 - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.

- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
 - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
 - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- ___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
 - ___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
 - ___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
 - ___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
 - ___ 6. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
 - ___ 7. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
 - ___ 8. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
 - ___ 9. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
 - ___ 10. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).

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.

FINAL APPROVAL

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

- ☐ The applicant will be required to submit one final set of site development plans for signatures.
- ☐ After the plans have been signed, they will be stamped and returned to the applicant.
- ☐ The applicant will be responsible for making 2 collated and stapled final copies of the signed plans and a scanned copy of the plans.
- ☐ Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be uploaded to the Development Hub.
- ☐ Submit a Storm Water Pollution Prevention Plan to the Stormwater Inspector for review.
- ☐ Upload all final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc) to the Development Hub.
- ☐ Upon receipt of the final copies of the plans and the approved SWPPP, a pre-construction meeting will be scheduled.
- ☐ **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

DRY UTILITY PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

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

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

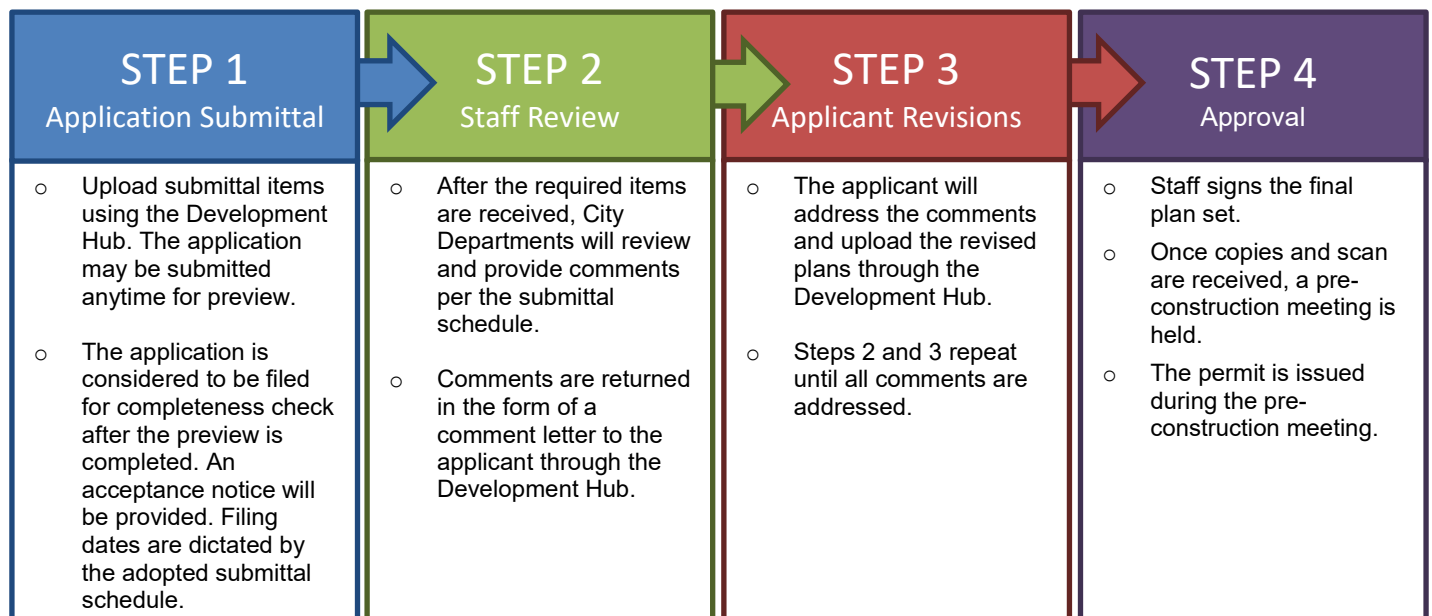
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- This application only applies to private improvements.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

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

PROJECT INFORMATION

Property Description: _____

Brief Summary of Work: _____

APPLICANT INFORMATION:

Project Agent: _____ Phone: _____ Fax: _____

Company Name: _____

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

Email: _____ Mobile: _____ Pager: _____

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

Signature

Name (printed)

Date

UPLOADED DOCUMENT REQUIREMENTS:

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

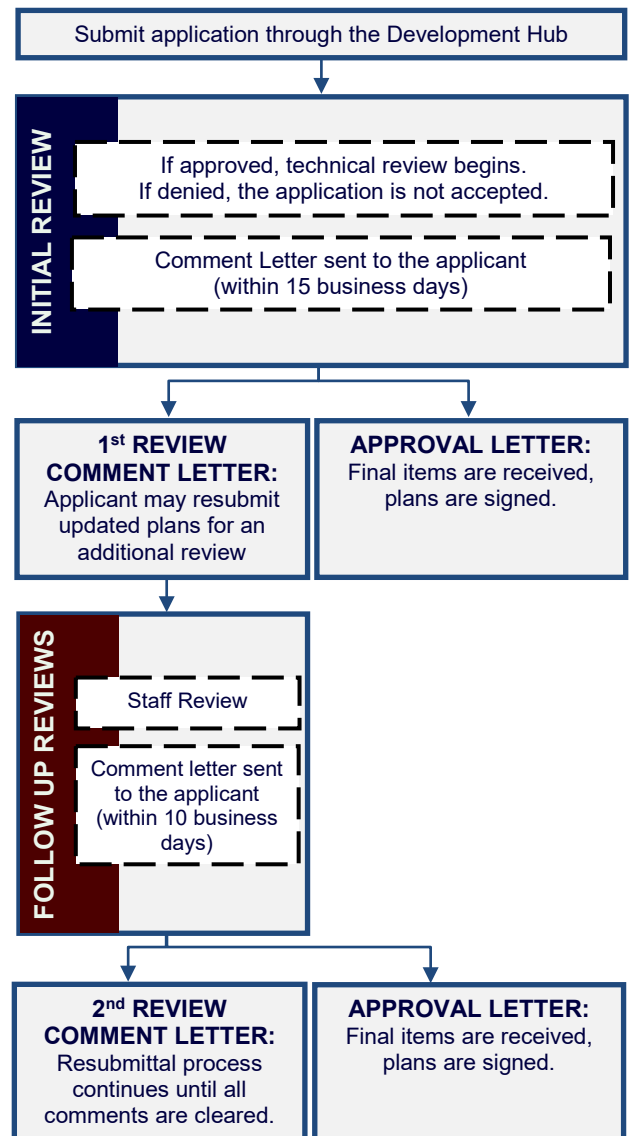
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

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

2. A comment letter will be generated within 15 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 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.



SITE DEVELOPMENT 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:

- ___ 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

Ross E. Blacketter, P.E., City Engineer

Date

Chief Joshua Davis, Fire Marshal

Date

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

Revision #	Description	Approval

- ___ 7. Example cover sheet:

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

GENERAL NOTES:

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

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 2. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 5. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 6. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- ___ 7. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.

UTILITY PLAN:

- ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Provide the following notes:
All site utility lines are proposed to be located underground.

ROAD & SIDEWALK CLOSURE PLAN:

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

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

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
 - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
 - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
 - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

- ___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- ___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- ___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- ___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- ___ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 7. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- ___ 8. Provide the following notes:

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

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

Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.

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

All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.

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

All invasive species shall be removed from the property.

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

In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.

REQUIREMENTS FOR ISSUANCE OF A DRY UTILITY PERMIT

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

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.

FLOODPLAIN DEVELOPMENT PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- A floodplain development permit is required when development is proposed within the floodplain. This applicant can be paired with a site development permit or construction plan permit.
- Coordination with other entities such as FEMA, TCEQ, or Army Corp of Engineers may be required.

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

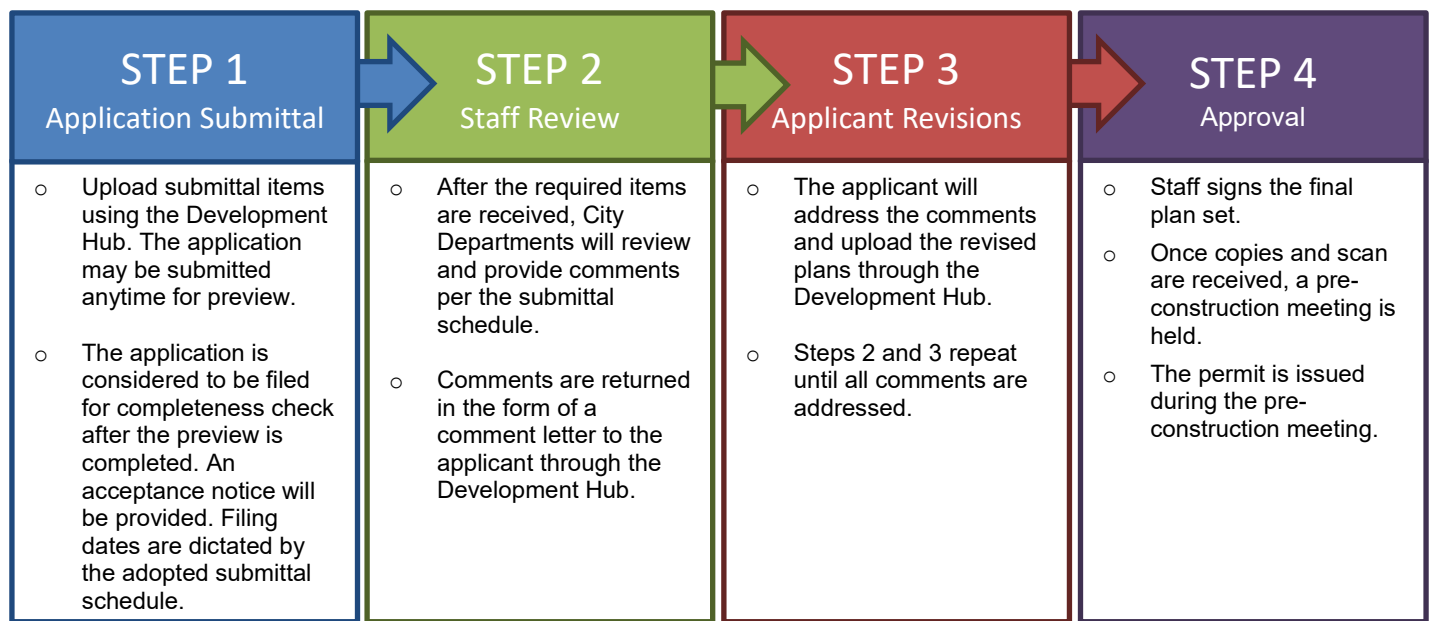
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- For projects located within the Lake Travis watershed, the Site Development 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 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. Floodplain Development Plans (24"X36" or 22"X34") at a generally accepted horizontal and vertical engineering scale. Include the title of each sheet (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled. <u>Additional plan sets are not required if this permit is processed as part of a site development or construction plan set.</u>
	☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	4. Certified tax certificate or other evidence that taxes have been paid.
	☐	5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.
	☐	6. 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 this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____
	☐	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. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
	☐	10. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
	☐	11. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$ 500.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$ _____	

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS:

- 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 Site Development Plan shall be identified as the SD and include the creation date in MM.DD.YYYY format:
2. Project Name FPD 06.13.2022
 - Corrections shall include the version number in the title:
2. Project Name FPD 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.

- 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: _____

Brief Summary of Work: _____

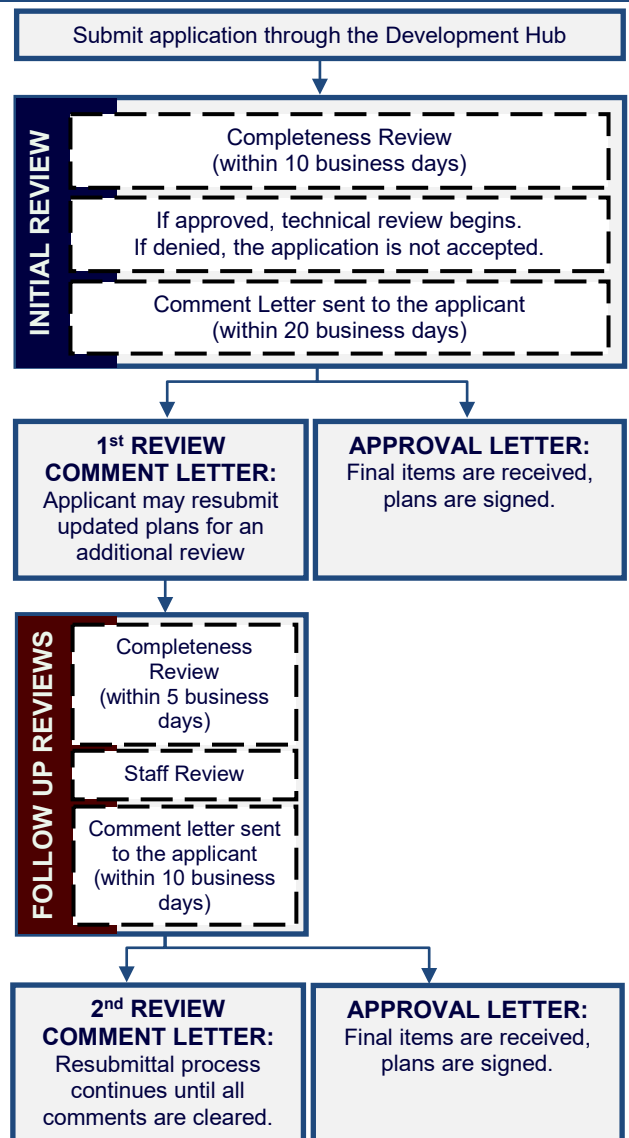
FLOODPLAIN DEVELOPMENT REVIEW PROCEDURE

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 the on [page 4](#)).

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 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 15 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 (Needs to be approved 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.



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 PLAN CHECKLIST

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

GENERAL:

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ General Notes ☐ Final Plat ☐ Existing Conditions & Demolition Plan ☐ Erosion & Sedimentation Control Plan ☐ Grading & Drainage Plan ☐ Road & Sidewalk Closure Plan ☐ Standard Details ☐ Landscape Plan	Art IX, Sec 2 (a)(1)e
___ 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 IX, Sec 2 (a)(1)e
___ 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 IX, Sec 2 (a)(1)e
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art IX, Sec 2 (a)(1)e
___ 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 .	Art IX, Sec 2 (a)(1)e

COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. <i>Project Name</i> Floodplain Development Plan Project Number (This number will be assigned during the first review of the plan set)	Art IX, Sec 2 (a)(1)e
___ 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 IX, Sec 2 (a)(1)e
___ 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 • Property information including legal description	Art IX, Sec 2 (a)(1)e
___ 4. Index on the right side of the sheet name and number.	Art IX, Sec 2 (a)(1)e
___ 5. Example cover sheet:	Art IX, Sec 2 (a)(1)e

Project Name

Floodplain Development Plan

Project Number

Project
Information

Location Sketch

Index

Revision Block

Signature Block

Approval

1 of 1

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

APPROVED BY:

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

Date

Ross E. Blacketter, P.E., 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>. 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.

EXISTING CONDITIONS & DEMOLITION PLAN

- ___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.
- ___ 2. Identify the existing floodplains with their own unique line-types

EROSION & SEDIMENTATION CONTROLS

- ___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 2. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- ___ 3. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
- ___ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 6. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 7. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 8. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.

- ___ 9. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.

Subdivision
 Art II, Sec 23
 (4)(iii)

GRADING & DRAINAGE IMPROVEMENTS

- ___ 1. Adequate access is provided for maintenance of and repair to drainage facilities.
- ___ 2. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown. All 100 year, 25 year hydrologic profiles shall be included within any relevant drainage element. Flows and velocities shall also be shown on these profiles.
- ___ 3. Demonstrate that any lot intended to contain a structure in the future has a minimum base floor elevation established in relation to the worst case 100yr flood elevation water feature adjacent to it.
- ___ 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. Location of the regulatory 100-year floodplain (if any) is provided.
- ___ 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.
- ___ 7. Ensure that any grading work within the floodplain is identified. If this work increases the burden of the floodway in any way, then a CLOMR or LOMR or one of the variants of this requirement will be required to have their process started as appropriate.
- ___ 8. Clearly identify any work within the floodplain.
- ___ 9. Provide any needed support for any drainage calculations such as HEC-HMS models, HEC-RAS models, or whichever option is chosen to convey the necessary calculations to determine the impact of the work being proposed.

Ordinance
 Reference

Art III, Sec 46
 (d))

Art II, Sec 23
 (c)(3)

Art III, Sec 41
 (c)(4)(ii)

Subdivision
 Art II, Sec 23
 (c)(3)

Code of
 Ordinances
 Art 3.10

Art II, Sec 23
 (c)(3)

Art II, Sec 41
 (c)(4)

Art III, Sec 41
 (c)(4)

Art III, Sec 41
 (c)(iii)

FLOODPLAIN DEVELOPMENT PLAN

- ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Identify any work within the floodplain.
- ___ 6. 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.

Ordinance
 Reference

Art IX, Sec 2
 (a)(1)e

Art IX, Sec 2
 (a)(1)e

Art IX, Sec 2
 (a)(1)e

Art IX, Sec 2
 (a)(1)e

Art III, Sec 41
 (c)(4)

Art IX, Sec 3
 (d)

ROAD & SIDEWALK CLOSURE PLAN

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

Ordinance
 Reference

Subdivision
 Art II, Sec 23
 (c)(11)

Subdivision
 Art II, Sec 23
 (c)(11)

Subdivision
 Art II, Sec 23
 (c)(11)

Subdivision
 Art II, Sec 23
 (c)(11)

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>.
- ___ 2. No more than 8x 8-1/2"x11" or 4x 11"x17" detail sheet may be included on any one 22-24"x34-36" plan sheet.

Ordinance
Reference
Subdivision
Art II, Sec 23
(c)
Art II, Sec 23
(b)

LANDSCAPE PLAN:

- ___ 1. Calculations of required tree mitigation shall be provided if trees are proposed for removal.
- 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*.

Ordinance
Reference
Art VI, Sec
1(b)

Art VI, Sec
1(b)

Art VI, Sec
1(b)

Art VI, Sec
1(b)

Art VI, Sec
1(b)

Art VI, Sec
1(b)

GENERAL PROVISIONS

- ___ 1. No work of any kind may begin until permit is issued.
- ___ 2. The permit may be revoked if any false statements are made within.
- ___ 3. If revoked, all work must cease until permit is re-issued.
- ___ 4. Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Leander.
- ___ 5. The permit will expire if no work is commenced within six months of issuance.
- ___ 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements (refer to Exhibit A).
- ___ 7. Applicant hereby gives consent to the City of Leander Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

- ___ 1. Structural Development
- a. Activity
 - ☐ New Structure
 - ☐ Addition
 - ☐ Alteration
 - ☐ Relocation Demolition
 - b. Structure Type
 - ☐ Residential (Single-Family)
 - ☐ Non-Residential (Includes Multi-Family)
 - ☐ Combined Use
 - ☐ Manufacture Home.

- ___ 2. Other Development Activities
- ☐ Clearing
 - ☐ Cut/Fill
 - ☐ Mining
 - ☐ Drilling
 - ☐ Grading
 - ☐ Excavation (except for structural development above)
 - ☐ Watercourse Alteration (including dredging and channel modifications)
 - ☐ Drainage Improvements (including culverts)
 - ☐ Road, Street, or Bridge Construction
 - ☐ Subdivision – Acreage? _____ ac.
 - ☐ Utility Improvement
 - ☐ Other (specify) _____

FLOODPLAIN INFORMATION (TO BE COMPLETED BY APPLICANT)

The proposed development is located on FIRM Panel No. _____, Dated _____.

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (no application required).
- ☐ Is partially located in the SFHA but building/development is NOT.
- ☐ Is located in a SFHA.
 - ☐ FIRM Zone Designation is _____.
 - ☐ BFE at the site is _____ ft. NAVD88 (MSL)
- ☐ Is located in the floodway.
 - ☐ See section 4 for additional instructions

ADDITIONAL INFORMATION REQUIRED

THE APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE APPLICABLE TO THE DEVELOPER BEFORE THE APPLICATION WILL BE PROCESSED

- ___ 1. A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- ___ 2. Development plans, drawn to scale, and specification, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities below the first floor, and details of enclosures below the first floor.
- ___ 3. Subdivision or other development plans. If the subdivision or other development exceeds 50 lots or 5 acres, the applicant must provide 100-year flood elevations if they are not otherwise available.
- ___ 4. Plans showing the extent of watercourse relocation and/or landform alterations
- ___ 5. Change in water surface elevation (in feet)
 - ☐ Meets Ordinance limits on elevation increases? (Yes / No)
- ___ 6. Floodproofing protection level (non-residential only) _____ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect. Please note that for floodproofing of non-residential structures, NFIP requirements will require that insurance companies subtract 1' from the floodproofed elevation to determine if the structure is properly floodproofed to the BFE.
- ___ 7. Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) but outside the Floodway will not result in an increase of more than 1 ft. to the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. Additionally, supporting data must ensure that there will be no adverse impacts to any adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval.
- ___ 8. Certification from a registered engineer that the proposed activity within a SFHA with both Base Flood Elevations and Floodway (no proposed encroachment into the Floodway) established will not adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ___ 9. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ___ 10. Other: _____

AS BUILT ELEVATIONS (TO BE SUBMITTED BY APPLICANT PRIOR TO CO ISSUANCE)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application). Complete the following:

- ☐ Actual (as-built) elevation of the top of the lowest floor, including basement, is: _____ ft. NAVD88 (MS)
- ☐ Actual (as-built) elevation of floodproofing protection is: _____ ft. NAVD88 (MSL).

EXHIBIT A: ADDITIONAL REQUIRED PERMITS

Applicants shall verify that all required permits have been obtained for the work in the floodplain **prior** to filing a floodplain development permit. The permitting agencies below regulate land and water development activities. They include but are not limited:

- ☐ **Texas Commission on Environmental Quality**
TCEQ Permits organized by business type:
http://www.tceq.state.tx.us/nav/permits/business_types/type_s.html
TCEQ Small Business and Local Government Assistance:
<http://www.tceq.state.tx.us/assistance/sblga/sblga.html> or 800-447-2827
- ☐ **United States Army Corps of Engineers Fort Worth District**
<http://www.swf.usace.army.mil/pubdata/enviro/regulatory/permittingoverview.asp> or 817-886-1731
Galveston District
<http://www.swg.usace.army.mil/reg/permits.asp> or 409-766-3930
- ☐ **Additional federal agencies including: United States Fish and Wildlife Service, Environmental Protection Agency, and the United States Coast Guard**
- ☐ **Texas Parks and Wildlife Department**
http://www.tpwd.state.tx.us/faq/landwater/sand_gravel/ or 512-389-4639
- ☐ **General Land Office**
Information on dunes
www.glo.state.tx.us or 800-998-4GLO (4456) or 512-463-5001
- ☐ **Texas Department of Transportation**
Access permits for driveways through TxDOT right-of-way.
Also, consider asking the TxDOT area office to provide you with access permit site locations as a way of tracking floodplain development.
- ☐ **Additional local and regional permitting agencies including river authorities**

ADDITIONAL PERMIT(S) CERTIFICATION:

I certify that all additional required permits for the proposed work have been obtained prior to submission of this Floodplain Development Permit Application.

Authorized 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: _____

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. 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:

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

REQUIREMENTS FOR ISSUANCE OF 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. Scanned set of the final approved floodplain development plan as a TIF and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF to the original approved scale.
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the floodplain 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 Floodplain Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ Ethics Ordinance – Disclosure Statements

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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



SMALL CELL NODE PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A small cell node application is used to permit the following improvements:

- Network Node
- Node Support Pole
- Transport Facility

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

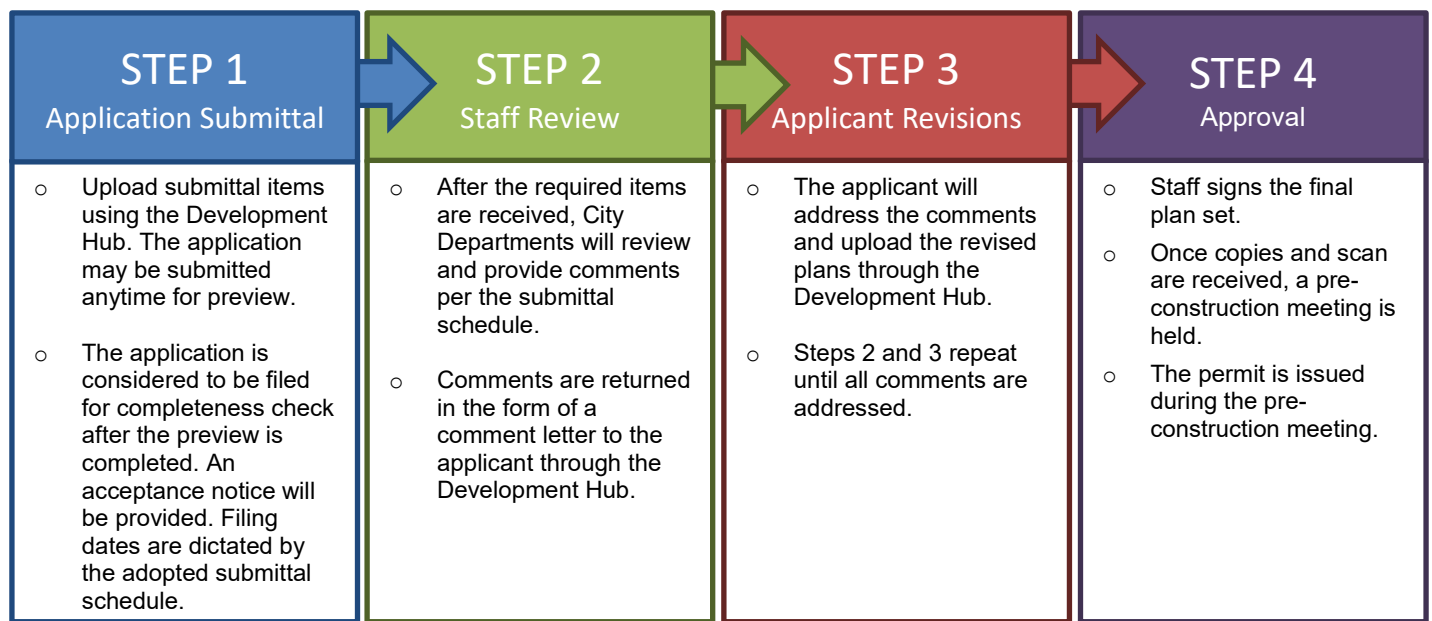
Notice: as authorized by Chapter 284 of the Texas Local Government Code, a network provider shall obtain a permit or permits from the City to install a network node, node support pole or transport facility in the City of Leander public right-of-way. Once this permit is approved, it is non-transferable.

APPLICATION TYPE:

Please check all that apply:

- ☐ Network Node, Quantity: ____
- ☐ Node Support Pole, Quantity: ____
- ☐ Transport Facility, Quantity: ____

PROCESS OVERVIEW – ALTERNATIVE 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. Plans (11"X17")
	☐	3. Letter of intent explaining request.
	☐	4. A certificate that the proposed Network Node(s) comply with applicable Federal Communications Commission regulations.
	☐	5. A certificate that the proposed Network Nodes will be placed into active commercial service no later than the 60 th day after the date of construction and final testing of each Network Node.
	☐	6. A certificate of insurance confirming that the Network Provider and Contractor each have at least \$1,000,000 of general liability insurance coverage.
	☐	7. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
	☐	8. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee (\$100 per network node, node support pole, or transport facility):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE \$ _____	

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

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 Site Development Plan shall be identified as the SD and include the creation date in MM.DD.YYYY format:
2. Project Name SCN 06.13.2022
 - Corrections shall include the version number in the title:
2. Project Name SCN V2 06.13.2022

COMPLETENESS REVIEW REQUIREMENTS

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

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

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on [page 7](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

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

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

PROJECT INFORMATION

Site Location Description: _____

APPLICANT INFORMATION

Project Agent: _____ Phone: _____ Fax: _____
Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Mobile: _____ Pager: _____

ADDITIONAL CRITERIA

- A network provider may not install a new Node Support Pole in a public right-of-way without the Council's approval if the public right-of-way:
 - Is in a municipal park; or
 - Is adjacent to a street or thoroughfare that is:
 1. Not more than 50 feet wide
 2. Adjacent to single-family residential lots or other multi-family residences or undeveloped land that is designated for residential use by zoning or deed restrictions.
 - In addition to the above, the network provider installing a Network Node or Node Support Pole in a public right-of-way shall comply with private deed restrictions and other private restriction in the area that apply to those facilities.

BRIEF DESCRIPTION OF WORK

The applicant hereby acknowledges that they have read and will comply:

1. With the City Design Manual for the installation of Network Nodes and Node Support Poles, and
2. With the City Right-Of-Way Management Ordinance.

I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state law or local ordinance regulating the installation of wireless telecommunication network nodes, node support poles, and transfer facilities.

Signature

Name (printed)

Title

Date

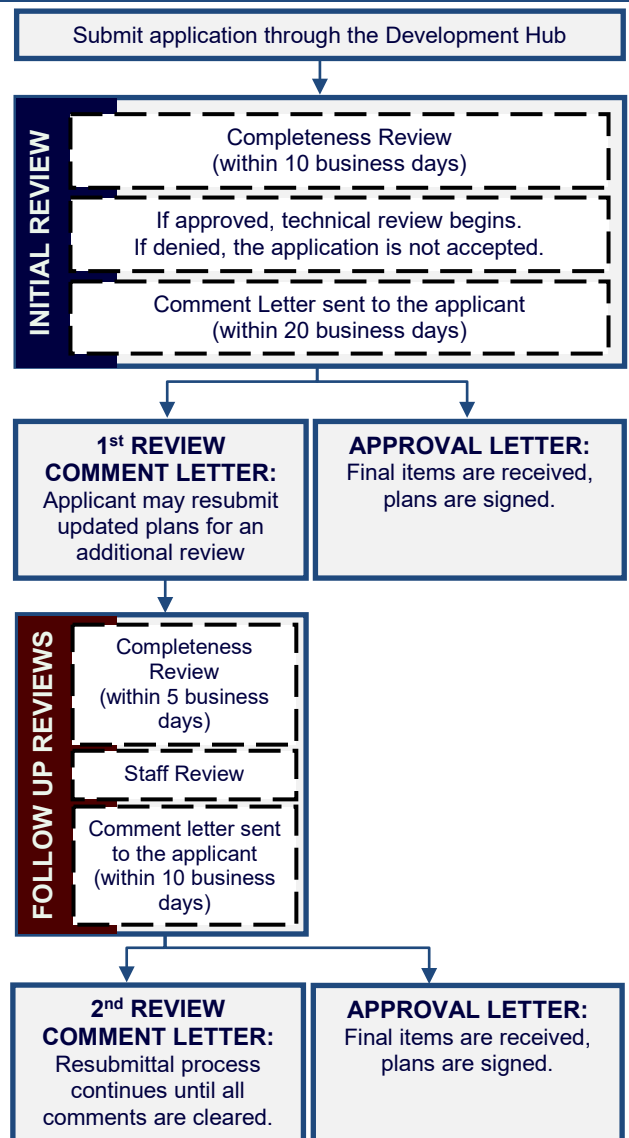
SMALL CELL NODE PERMIT REVIEW PROCEDURE

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 4](#)).

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 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 15 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 (Needs to be approved 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.



NETWORK NODE, SUPPORT POLE, OR TRANSPORT FACILITY 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:

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
 - ☐ Cover Sheet
 - ☐ 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*
 - Project Type 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 below the location sketch including the following:
 - Property owner name, address, and phone number
 - Developer/Agent name, address, and phone number
 - Submittal date
- ___ 4. Index on the right side of the sheet name and number.
- ___ 5. Include the following signature block in the upper left corner.

APPROVED BY:

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

Date

Wayne S. Watts, P.E., CFM, City Engineer

Date

Chief Joshua Davis, Fire Marshal

Date

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

Revision #	Description	Approval

- ___ 7. Example cover sheet:

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

___ 8. Provide the following notes:

Project Notes:

1. Contractor shall maintain minimum 24" clearance from all existing utilities.
2. For public water & wastewater line emergencies, contact the City of Leander Public Works Emergency 24-Hour On-Call line at 512-690-4760.
3. The contractor shall contact the Texas Excavation Safety System at 1-800-344-8377 for existing utility locations 48 hours prior to the start of construction. The contractor shall verify the locations of all utilities that are to be extended, tied to, crossed, or altered; or subject to damage/inconvenience by the construction operations.
4. Contact the City of Leander Public Works Department at 512-259-2640 for existing water and wastewater locations 48 hours prior to construction.
5. A preconstruction conference shall be held with the Contractor, Design Engineer/Permit Applicant & City of Leander Representatives prior to installation of erosion/sedimentation controls & tree protection measures as well as prior to beginning construction. Contractor shall notify the City of Leander Planning Department at 512-528-2750 at least three (3) days prior to meeting date.
6. City of Leander Noise Ordinance prohibits construction activity between the hours of 9 PM and 7 AM. Requests for exceptions to the ordinance must be made to Leander City Council.
7. Contractor shall bore under all driveways, street crossings and other paved areas. Open cut crossing shall not be allowed.
8. Contractor shall replace all damaged pavement, curb & gutter, sidewalk, curb inlets and all other infrastructure damaged by construction per City of Leander Standards & Specifications.

Erosion Control & Restoration:

1. The City of Leander Environment Inspector has the authority to add or modify erosion/sedimentation controls on site throughout the duration of the project.
2. All areas disturbed or exposed during construction shall be restored with a minimum of 6" topsoil. The 6" minimum soil depth shall consists of 75% soil blended with 25% compost.
3. All disturbed areas shall be re-vegetated using only approved grasses from the Grow Green Guide.

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>.

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 2. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 5. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 6. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- ___ 7. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.

UTILITY PLAN:

- ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Demonstrate compliance with the Design Manual.

ROAD & SIDEWALK CLOSURE PLAN:

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

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

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
 - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
 - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
 - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- ___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- ___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- ___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- ___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- ___ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 7. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- ___ 8. Provide the following notes:

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

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

Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.

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

All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.

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

All invasive species shall be removed from the property.

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

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. 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:

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

REQUIREMENTS FOR ISSUANCE OF 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. Submittal of any outstanding fees including roadway improvement fees and review fees.
 3. Approved SWPPP. Prior to the City's approval of the floodplain 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 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.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

RIGHT-OF-WAY (ROW) PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- A ROW permit includes any type of work within the ROW such as boring, collecting bore samples, installation of sidewalks as a stand along project.
- This application is not for dry utilities, driveways, or public infrastructure such as water, wastewater or stormwater facilities.

HELPFUL LINKS

- Development Services – <https://www.leandertx.gov/ds>. Includes links to the following:
 - Development Hub – Application Portal
 - 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: <https://www.leandertx.gov/fire>
- Parks: <https://www.leandertx.gov/parksrec>

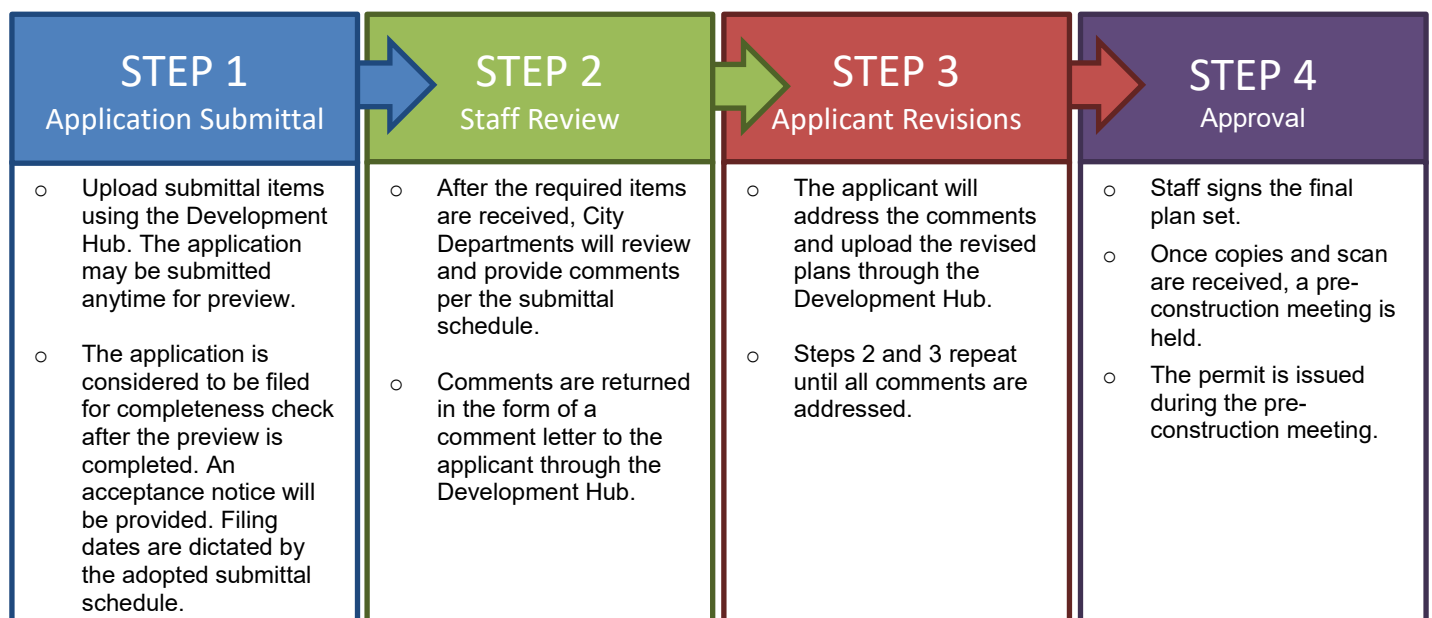
CONTACT

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov) or at City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- This application only applies to private improvements.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

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

PROJECT INFORMATION

Property Description: _____

Brief Summary of Work: _____

APPLICANT INFORMATION:

Project Agent: _____ Phone: _____ Fax: _____

Company Name: _____

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

Email: _____ Mobile: _____ Pager: _____

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

Signature

Name (printed)

Date

UPLOADED DOCUMENT REQUIREMENTS:

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

ROW PERMIT REVIEW PROCEDURE

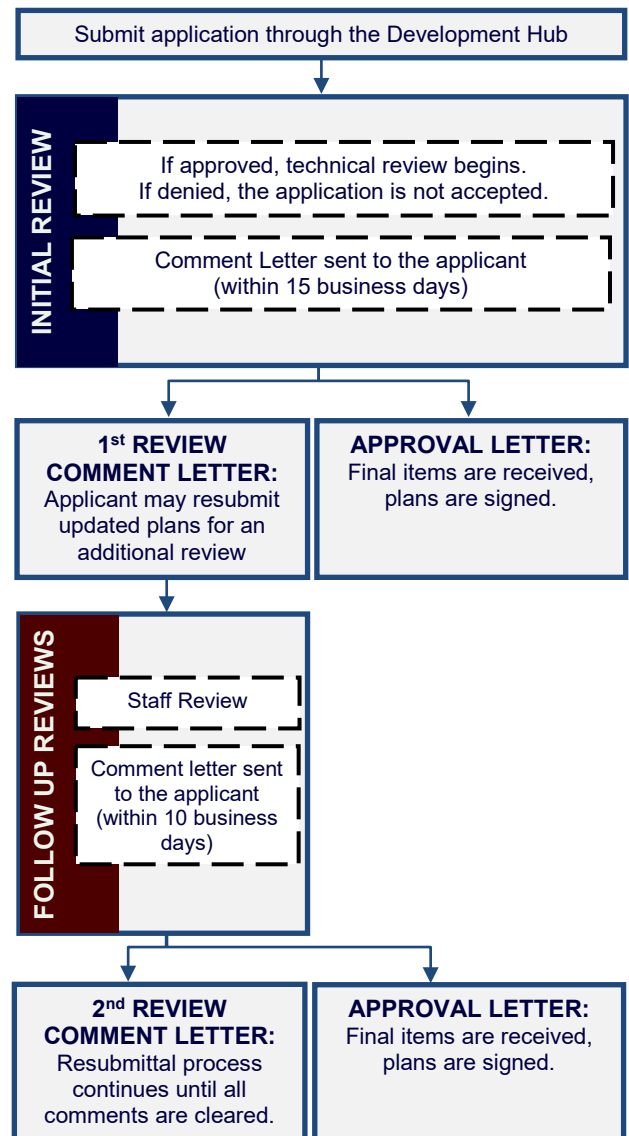
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

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

2. A comment letter will be generated within 15 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 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.



ROW 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*
ROW Permit 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
 - Submittal 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

Ross E. Blackketter, P.E., City Engineer

Date

Chief Joshua Davis, Fire Marshal

Date

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

Revision #	Description	Approval

- ___ 7. Example cover sheet:

Project Name ROW Permit Plans Project Number			
Project Information	Location Sketch	Index	
Revision Block	Signature Block	Approval	1 of 1

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>.

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 2. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 5. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 6. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- ___ 7. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.

UTILITY PLAN:

- ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Provide the following notes:
All site utility lines are proposed to be located underground.
- ___ 6. Show all existing utilities and infrastructure.

ROAD & SIDEWALK CLOSURE PLAN:

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

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

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
 - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
 - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
 - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

- ___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- ___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- ___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- ___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- ___ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 7. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- ___ 8. Provide the following notes:

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

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

Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.

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

All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.

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

All invasive species shall be removed from the property.

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

REQUIREMENTS FOR ISSUANCE OF A ROW 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 ROW 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.

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.



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Approval of Minutes.

BACKGROUND:

See attached draft 5-26-2022 P & Z Minutes

RECOMMENDATION:

Approval of draft 5-26-2022 P & Z Minutes

PRESENTER:

Attachments

Draft P & Z 5-26-2022 P & Z Minutes



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

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

May 26, 2022 at 7:00 PM



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

Place 5 – Gary Hampton, Jr.
Place 6 – Laura Lantrip
Place 7 – Rick Carpenter

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

1. Call to Order at 7:00 p.m.

2. Roll Call.

All Commissioners were present except Commissioner Moss.

3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the May 19, 2022, 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 Minutes.

Motion made by Commissioner May and seconded by Commissioner Hampton Jr. to approve the consent agenda item 6.

6 to 0 Passed

PUBLIC HEARING: ACTION

7. Approval of Subdivision Case 22-PP-002 regarding Hilltop Ranch Preliminary Plat on one parcel of land approximately 105.064 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R560473; generally located south west corner of CR 280 and the future extension of Lakeline Blvd, Leander, Williamson County, Texas.

Motion made by Commissioner Laura Lantrip, seconded by Commissioner Rick Carpenter to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

6 - 0 Passed

REGULAR AGENDA

8. Discuss and consider action on a Subdivision Variance request from Article III, Section 42 (b) (2) (iii) of the Subdivision Ordinance that requires a developer to extend streets and trails to the boundary lines of the tract and Article III, Section 42 (b) (2) (vi) of the Subdivision Ordinance that requires street and trail right-of-way shall be dedicated and constructed with the Plat associated with 114.68 acres $\pm$ in size; more particularly described as Devine Lake Phase 3 Subdivision; generally located to the west of N. Bagdad Rd. and south of San Gabriel Pkwy., Leander, Williamson County, Texas.

WITHDRAWN BY APPLICANT

9. Discuss and consider action on Tree Removal Case 21-TRP-002 regarding removal of Significant and Heritage Trees associated with the San Gabriel East Elevated Storage Tank Capital Improvement Project generally located north of Palmera Ridge Section 9 and west of the intersection of Ronald Reagan Boulevard and Capistrano Path, Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Commissioner Gary Hampton, Jr. to approve the Tree Removal.

AYE: Chair John Cosgrove, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

6 - 0 Passed

10. Adjournment at 7:11 p.m.

APPROVED:

CHAIRMAN COSGROVE

ATTEST:

ELLEN COUFAL
PLANNING & ZONING COMMISSION SECRETARY



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-012 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 500 Heritage Grove Road PUD (Planned Unit Development) with the base zoning district of HC-4-D (Heavy Commercial) on two parcels of land approximately 44.385 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R031642 and R031640; and commonly known as 500 Heritage Grove Road, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-012 as described above.

BACKGROUND:

This request is the first step in the zoning process.

APPLICANT/AGENT:

Armbrust & Brown, PLLC (Jewels Cain) on behalf of RCG Heritage Grove LLC (Lynn Yuan).

ORDER OF EVENTS:

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

PRESENTER:

Cory Dale, Planner

Attachments

1. Planning Analysis
2. Current Zoning Map
3. Future Land Use Map
4. Public Notice Map
5. Proposed Zoning Map
6. Aerial Map
7. PUD Notes & Conceptual Site Layout and Land Use Plan
8. Letter of Intent
9. Summary of Neighborhood Communication



PLANNING ANALYSIS

ZONING CASE 22-Z-012
500 HERITAGE GROVE PUD

GENERAL INFORMATION

Owner/Agent: Armbrust & Brown, PLLC (Jewels Cain) on behalf of RCG Heritage Grove LLC (Lynn Yuan).

Current Zoning: Interim SFR-1-B (Single-Family Rural)

Proposed Zoning: PUD (Planned Unit Development) with below base zoning:
HC-4-D (Heavy Commercial)

Size and Location: The property is located at 500 Heritage Grove Road, including approximately 44.40 acres.

Staff Contact: Cory Dale
Planner

APPLICANT REQUEST

The applicant has submitted a request for annexation concurrently with a change to the assigned zoning district of their property in order to develop the property as heavy commercial. Applicant has also prohibited several uses per PUD notes (see below approval criteria).

STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see pages 2 & 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below.*

SPECIAL CONSIDERATIONS

This property is subject to an annexation development agreement. Annexation of the property is required when the property develops and is assigned a base zoning district of Interim SFR-1-B. The annexation request (22-A-004) will be reviewed concurrently with the rezoning request.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	ETJ	Undeveloped and large lot residential

EAST	HC-4-C HI-5-D	Undeveloped and future industrial use
SOUTH	PUD-SF	Residential
WEST	SFC-2-B	Compact Residential

SURROUNDING AREA:

Subject tract is primarily bound by residential with: properties to the north are large lot residential within the ETJ; east tract is an undeveloped future industrial project (site plans under review); south across Heritage Grove Road is the Reserve at North Fork subdivision and to the west is Haven Oaks subdivision.

PHYSICAL AND NATURAL FEATURES:

This property does not contain floodplain and currently being used as a large lot residential homestead. Heavy tree cover to the north of the tract will be addressed during site development.

PROPERTY HISTORY:

This property was kept in the ETJ with future annexation request and zoning assigned at time of development per executed development agreement.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- **January 14, 2021:** The Planning and Zoning Commission conducted a public hearing on zoning case 20-Z-035, which requested a zone change from Interim SFR-1-B to HC-5-D. The applicant withdrew the request on 01/21/2021.
- **July 22, 2021:** The Planning and Zoning Commission conducted a public hearing on zoning case 21-Z-021 and Concept Plan Amendment 21-CPA-003, which requested to develop the site as single-family detached residential (SFC-2-A and SFU-2-A). The request was denied by City Council on 08/19/2021.

MAJOR CORRIDORS:

This property has access onto Heritage Grove Road (Collector).

TRANSPORTATION PLAN REQUIREMENTS:

This property potentially includes ROW dedication along Heritage Grove Road in addition to the continuation of the eight (8') foot sidewalk eastward. At the time of Concept Plan Submittal, the applicant will submit either a Traffic Impact Analysis (TIA) or a fee in lieu of TIA as determined by the City Engineer.

EXISTING UTILITIES:

This property has access to both sewer and water within the ROW of Heritage Grove Road.

CURRENT LAND USES:

This property is currently being used as large lot residential.

PROPOSED ZONING DISTRICT:**USE COMPONENT****HC – HEAVY COMMERCIAL:**

Features: Any use in GC plus commercial laundry, contractor storage yard, lumber yards, indoor manufacture, assembly and processing, mini-warehouse, RV, trailer and boat storage, testing and research, warehouse and distribution, wholesale, wrecker impoundment.

Intent: Development of a variety of light manufacturing, assembly and processing businesses, storage, warehouses and lumber sales. Access should be provided by an industrial or commercial collector street.

SITE COMPONENT

TYPE 4 (non-residential only):

Features: Accessory buildings up to 60% of primary building; drive-thru service; outdoor fueling and washing of vehicles; overhead service doors; maximum outdoor display; substantial outdoor storage; outdoor entertainment venues and animal boarding.

Intent:

- (1) The Type 4 site component is intended to be utilized in combination with GC, HC or HI components where appropriate for moderately intense outdoor site requirements and a need to utilize the outdoor site area for significant outdoor display, storage and accessory buildings and similar permitted uses.
- (2) This site component is intended only for industrial or heavy commercial uses and may be utilized only with GC, HC or HI use components.
- (3) This site component is not intended for retail or office development not requiring the available limits of outdoor storage and accessory buildings or adjacent to residential neighborhoods where not adequately buffered from residential uses.
- (4) Compliance with Type 1, 2 or 3 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT

TYPE D (non-residential only):

Features: 2 or more architectural features.

Intent:

- (1) This architectural component is intended only for industrial warehouse, heavy commercial service and other similar applications and shall be utilized only with GC, HC or HI use components.
- (2) This component is not intended to be utilized with the majority of GC districts.
- (3) This component is not intended for retail or office development or adjacent to residential neighborhoods where not adequately buffered from residential uses.
- (4) This site component is discouraged along major thoroughfares and is intended to be utilized within industrial park development.

COMPREHENSIVE PLAN:

Applicable Comprehensive Plan goal statements

- Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy;
- Provide new Commercial development opportunity;

Applicable Future Land Use categories

EMPLOYMENT CENTER

- The Employment Center future development category is for primary jobs and business in strategic locations. These areas are intended for regional-serving employment in planned campus-like environments for office, research, medical, manufacturing, light industrial, warehouse, and heavy commercial uses. To remain competitive in today's corporate marketplace, contemporary workforce-supporting elements such as amenities, retail and high-density residential are also encouraged in an integrated development pattern.

The Employment Center area is focused on meeting the plan goals of an attractive, high-quality business environment for investors to bring to Leander and grow/diversify the tax base. It complements other nearby regional mixed-use areas, but provides opportunities for larger-footprint, single-tenant buildings that can accommodate numerous employees. These areas may be developed with an auto-oriented, traditional character, or in a mixed-use urban design. In a planned environment, upper-story vertical mixed-residential

is encouraged along with limited, integrated high-density residential-only buildings. Such scenarios should be tightly regulated to ensure the proper mix.

Desired Mix: 80-100% Non-Residential, 0-20% Residential

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by City Staff.

SCHEDULE:

DEVELOPMENT MEETING

The developer has had multiple meetings with both Planning and Economic Development staff to discuss the presented project.

NOTIFICATION

05/19/2022 - Public Notice on Hill Country News
 05/25/2022 - Mail Notification to Property Owners within 200'
 05/25/2022 - Public Hearing Signage Posted on Property
 06/09/2022 - Planning and Zoning Commission Public Hearing
 07/07/2022 - City Council Public Hearing & First Reading of the Ordinance
 07/21/2022 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

Multiple neighborhood meetings were held by the applicant as outlined in attachment 9 Neighborhood Outreach. Below is a list of comments/concerns that were discussed during the meetings:

- Opposition to Commercial next to residential subdivision (Haven Oaks).

The following changes were made to address issues discussed.

- Project is proposing a fifty-five (55') foot building setback along the western property line;
- Restriction of several uses were discussed as not being appropriate next to existing residential neighborhood;
- Access will be prohibited where Jud Allen Way currently dead ends to the west of the property;

Please see the full report from the applicant attached as Neighborhood Outreach (attachment 9).

APPROVAL CRITERIA:

The zoning request is consistent with the future land use map designation of employment center and the proposed development has placed the below higher standards on the tract to address neighborhood outreach concerns.

- Addition of prohibited uses as outlined in attachment 7 PUD Notes Section D;
- Addition of a six (6') foot masonry screen wall with twenty (20') foot landscape buffer in front on the western property line (facing Haven Oaks Subdivision);
- Modification of a fifty-five (55') foot building setback provided along western property line. Per Composite Zoning Ordinance normally this would be at fifty (50') feet;

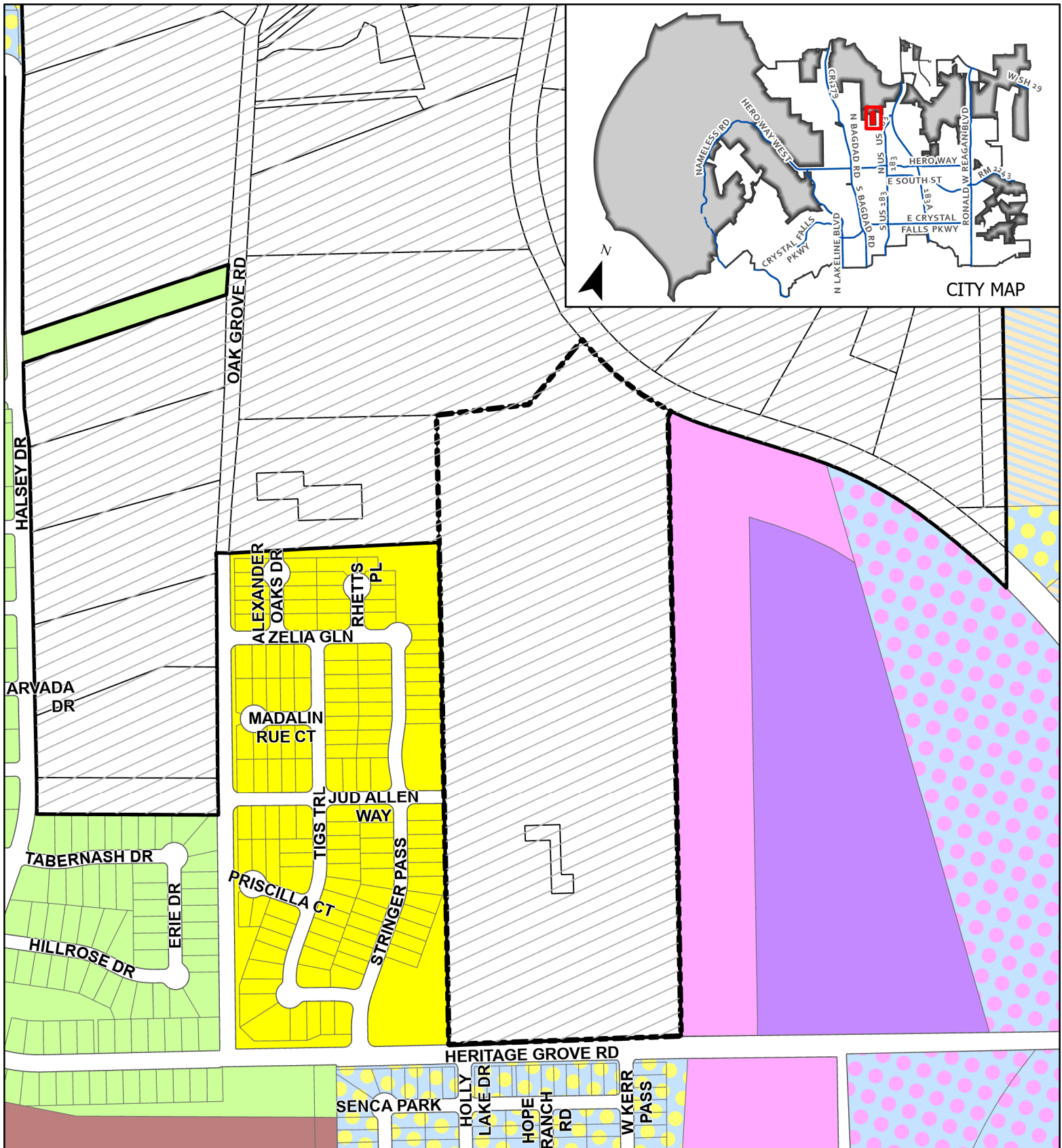
- Proposing waiver to Subdivision Ordinance to not extend Jud Allen Way into the development. With the construction of a six foot masonry wall along the western property line, developer also proposing a barricade/posts with reflective material to be installed where Jud Allen Way dead ends;

The development is requesting the following waiver per CZO, Article VI, Section 13:

- No parking aisle connection to the eastern property boundary since the adjacent use will be incompatible use (industrial);

Staff would like to point out that per the requested Type 4 Site Component:

- Outdoor storage and container storage are permitted as accessory uses with the following conditions.
 - (i) Such storage does not exceed sixty percent (60%) of the gross floor area of the primary building that houses the business storing such materials;
 - (ii) Such storage or container is located no closer to a street frontage than the primary building that houses the business storing such materials;
 - (iii) Such storage or container is screened from view from adjacent properties and any street in accordance with the Screening Requirements of Art. VI, Sec. 1;
 - (iv) Such storage or container is not permitted within required setbacks;
- Accessory buildings / structures are permitted as long as their total square footage is not greater than sixty percent (60%) of the gross floor area of the primary building / structure that houses the business utilizing such (agricultural and recreational buildings / structures are exempt from this limit);
- The combination of outdoor storage and accessory buildings / structures shall not exceed eighty percent (80%) of the gross floor area of the primary building / structure utilizing such. Outdoor storage that is covered by an accessory building / structure shall be counted toward each individual limit for both outdoor storage and accessory buildings, but shall only be counted once toward the combined limit.



CASE: 22-Z-012

ATTACHMENT 2

500 HERITAGE GROVE
ROAD PUD

Current Zoning

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

Leander City Limits

ETJ

Subject Area

SFU - Single-Family Urban

SFC - Single-Family Compact

LC - Local Commercial

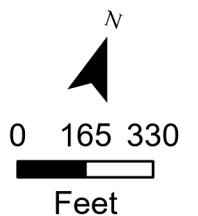
HC - Heavy Commercial

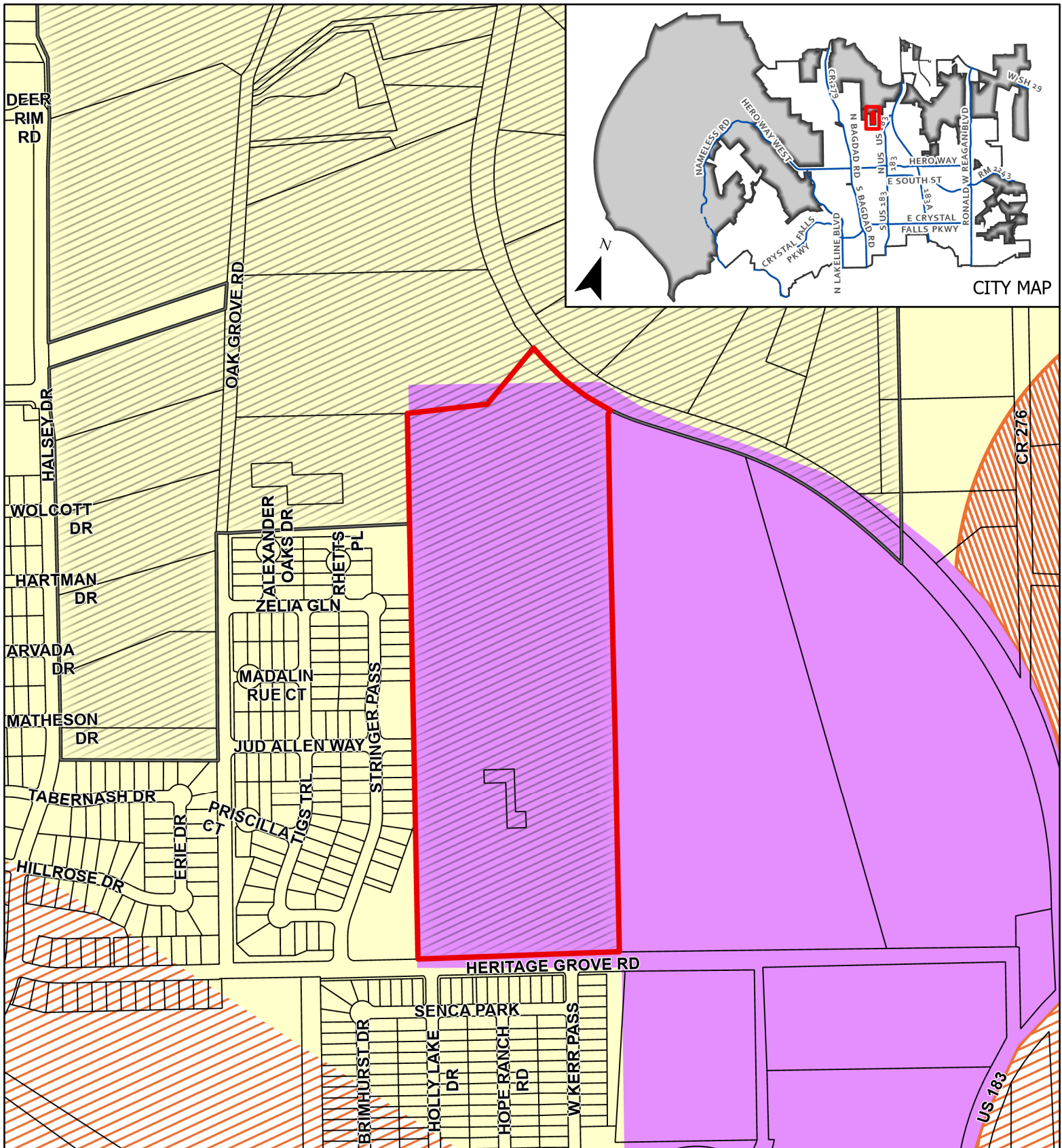
HI - Heavy Industrial

PUD - Single-Family

PUD - Heavy Commercial

CD - Conventional Sector





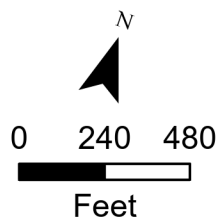
CASE: 22-Z-012

ATTACHMENT #3

500 HERITAGE GROVE
ROAD PUD

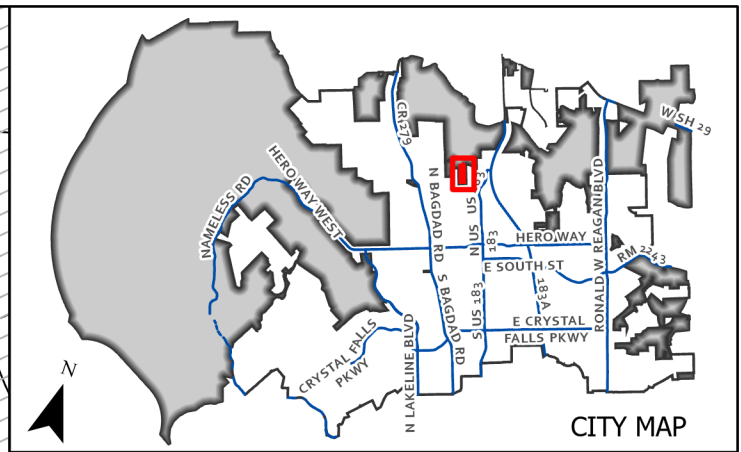
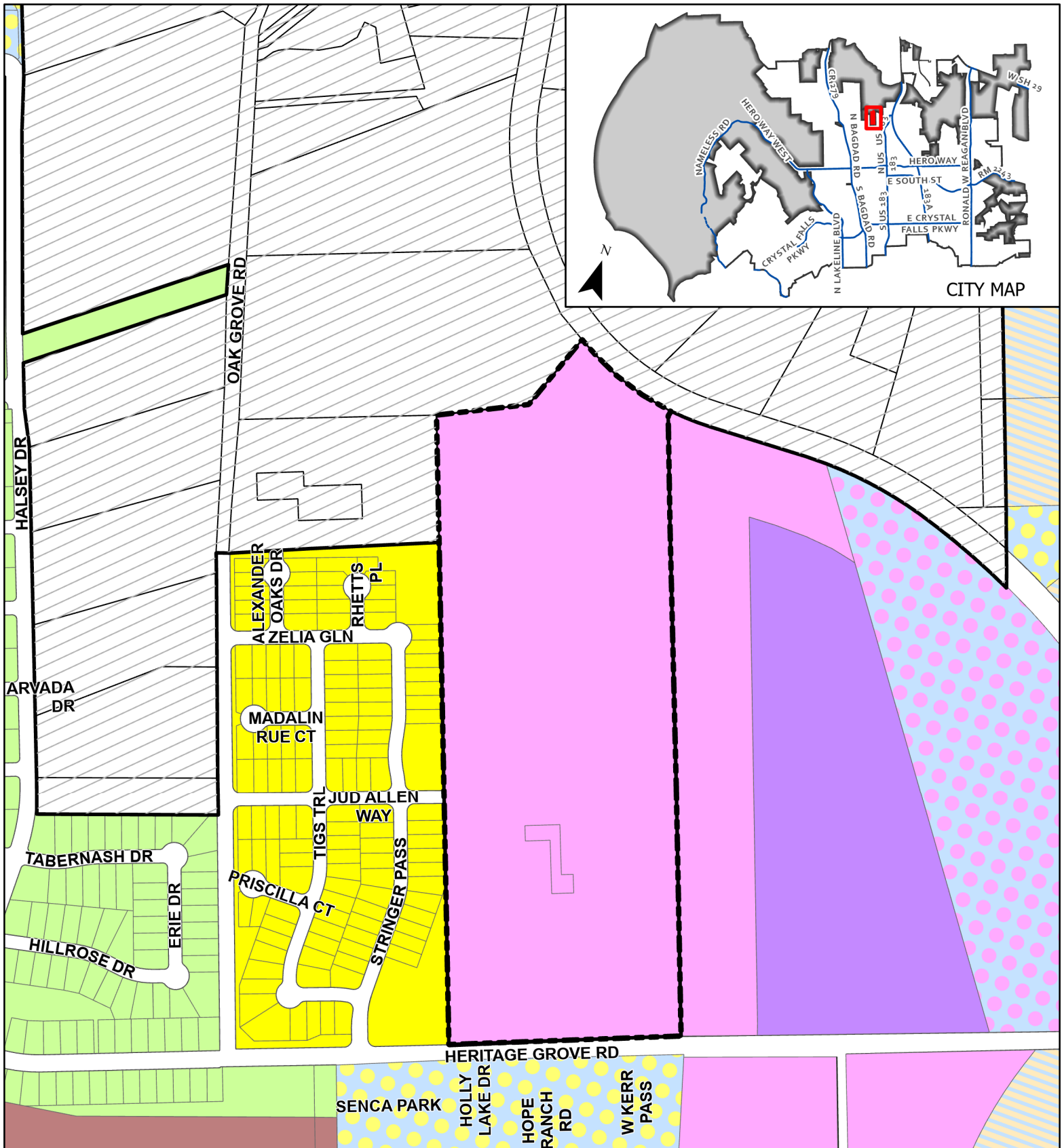
Future Land Use Map

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



- Leander City Limits
- Leander ETJ
- Subject Area
- Future Land Use
Neighborhood Residential

- Multi-Use Corridor
- Multi-Use Corridor - Priority Corridor
- Neighborhood Center - Priority Corridor
- Employment Center



CASE: 22-Z-012

ATTACHMENT 5

500 HERITAGE GROVE
ROAD PUD

Proposed Zoning

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

Leander City Limits

Subject Area

SFU - Single-Family Urban

SFC - Single-Family Compact

LC - Local Commercial

HC - Heavy Commercial

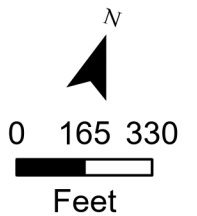
HI - Heavy Industrial

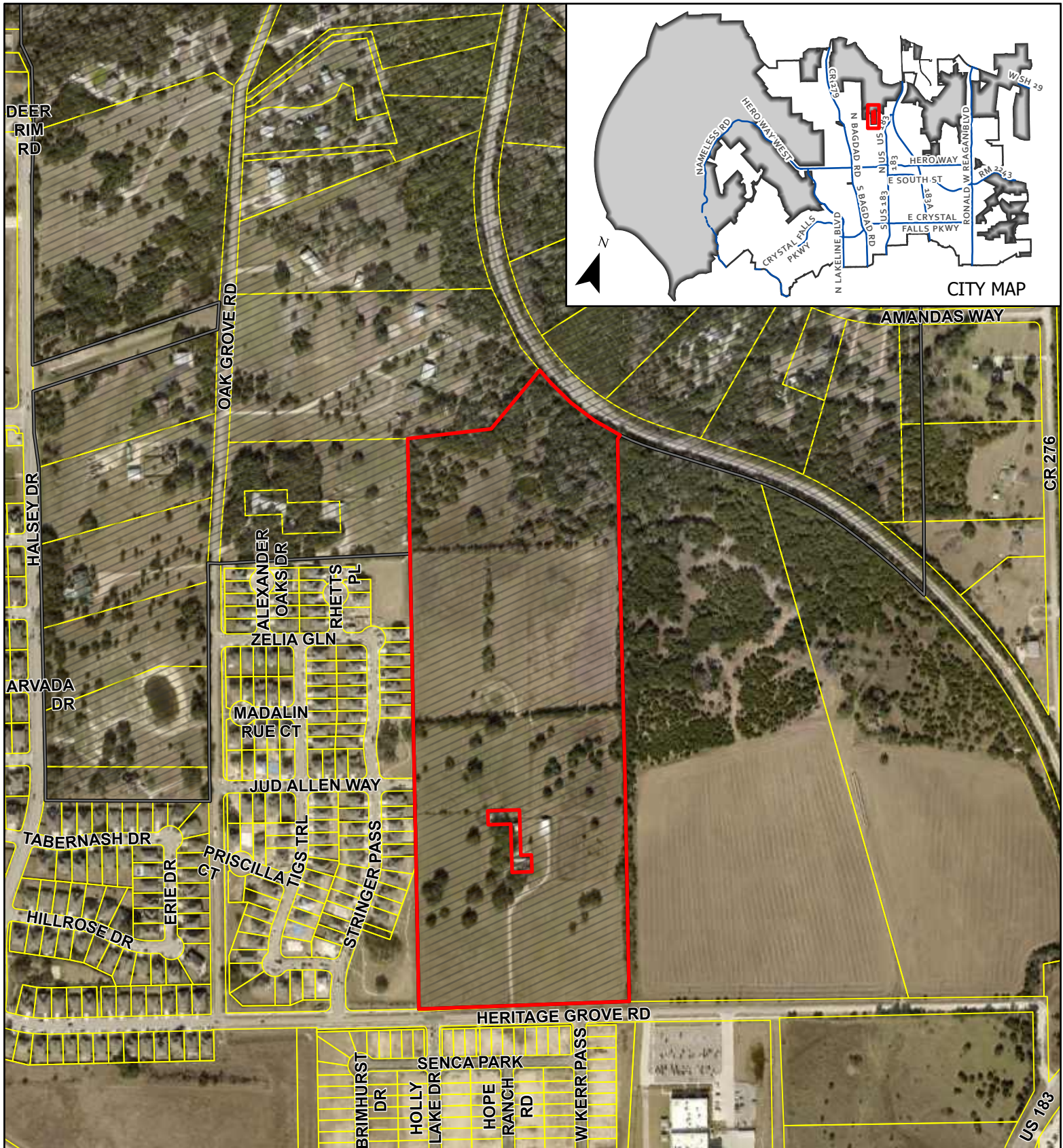
PUD - Single-Family

PUD - Heavy Commercial

CD - Conventional Sector

prop_etj





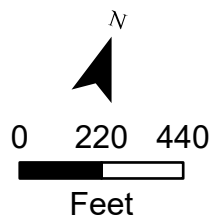
CASE: 22-Z-012

ATTACHMENT #6

500 HERITAGE GROVE
ROAD PUD

Aerial Map

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



- Leander City Limits
- Leander ETJ
- Subject Area

EXHIBIT A

500 Heritage Grove Planned Unit Development

A. Purpose and Intent

1. The 500 Heritage Grove PUD is comprised of approximately 44.357 acres, as shown in **Exhibit B**. The development of this property includes Heavy Commercial uses.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning district has been selected from the Leander Composite Zoning Ordinance:
HC-4-D (Heavy Commercial)

C. Conceptual Site Layout & Land Use Plan

1. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, **Exhibit C**, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document.

D. Allowable / Prohibited Uses

1. The allowable uses shall include uses permitted by right in the HC-4-D except as stated below.
2. The prohibited uses shall include:
 - i. Animal boarding
 - ii. Bar, nightclub or private club
 - iii. Bingo
 - iv. Car Title Loans Shop/Business
 - v. Commercial laundry
 - vi. Entertainment venues including bowling alleys, golf practice ranges, miniature golf establishments, theaters, amusement parks, arcades, arenas, stadiums, gymnasiums, skating rinks, commercial sports venues, indoor shooting range, etc.
 - vii. Farms or truck gardens
 - viii. Funeral home, including embalming and crematory facilities associated with an on-site funeral home or cemetery.
 - ix. Gaming Room Facility/Gaming Device
 - x. Hooka Lounge
 - xi. Mini-warehouse or self-service storage facilities as a primary use.
 - xii. New or used vehicle and major equipment sales, rental or leasing, repair of new or used vehicles, body shop
 - xiii. Outdoor nursery
 - xiv. Pawn Shop

- xv. Payday Lending Business
- xvi. RV, trailer, commercial motor vehicle and boat outdoor storage
- xvii. Standalone crematory or embalming establishment
- xviii. Tattoo and/or Body Piercing Parlor
- xix. Transportation related facilities including commercial parking lots, passenger terminals, taxi cab stations and mass transit terminals as a primary use.
- xx. Utilities, including ground mounted service equipment and structures as a primary use and facilities such as poles, electrical switching facilities, lift stations, water pump stations, gas regulating facilities, electrical substations, generating plants, wastewater and water treatment plants, etc.
- xxi. Vehicle and major equipment sales, rental or leasing, repair of new or used vehicles, body shop
- xxii. Wrecker Impoundment, Towing

E. **Development Standards**

1. Screening shall be provided along the west property line with a six (6') foot masonry wall with a twenty (20') foot landscape buffer in front.
2. A minimum building setback of fifty-five (55') feet shall be provided along the western property line as shown on **Exhibit C**.
3. Article III, Section 42(2)(iii) of the Subdivision Ordinance shall be modified to not require Jud Allen Way to be extended. A six (6') foot masonry wall constructed along the western property line which shall prohibit access from Jud Allen Way through this property. Also, a barricade or posts with reflective material shall be installed where Jud Allen Way dead ends.
4. A waiver is being requested to Article 6 of the Zoning Ordinance under Section 13. No parking aisle connections shall be made to the eastern property boundary since the adjacent use will be incompatible for the purposes of mixing traffic.

Exhibit B



LEGAL DESCRIPTION OF LAND:
TRACT 1 - 44.357 ACRES

BEING A 44.357 ACRES (1,932,179 SQUARE FEET) TRACT OF LAND SITUATED IN THE CHARLES COCHRAN LEAGUE, ABSTRACT 134, BEING LOCATED JUST OUTSIDE OF THE CITY LIMITS OF THE CITY OF LEANDER, WILLIAMSON COUNTY, TEXAS; BEING THE SAME TRACT OF LAND DESCRIBED TO JAMES E. ROBERSON AND MONTA JANE AKIN AS SHOWN ON INSTRUMENT RECORDED IN DOCUMENT NO. 1991016727 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2 INCH IRON ROD WITH PLASTIC SURVEYOR'S CAP STAMPED "SURVTX" FOUND IN THE NORTHWESTERLY RIGHT-OF-WAY LINE OF HERITAGE GROVE ROAD (VARIABLE WIDTH PUBLIC R.O.W.); AT THE SOUTHEAST CORNER OF THE HAVEN OAKS SUBDIVISION AS SHOWN ON PLAT RECORDED IN DOCUMENT NO. 20200893 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; FOR THE SOUTHWEST CORNER OF THIS TRACT;

THENCE, NORTH 21°06'39" WEST, ALONG THE NORTHEAST BOUNDARY LINE OF SAID HAVEN OAKS SUBDIVISION, AT 1812.56 FEET PASSING A 5/8 INCH IRON ROD FOUND AT THE NORTH CORNER OF SAID HAVEN OAKS SUBDIVISION AND AT THE EAST CORNER OF A CALLED 7.87 ACRE TRACT OF LAND DESCRIBED TO ALAN SMITH AS SHOWN ON INSTRUMENT RECORDED IN DOCUMENT NO. 1985064367 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; THEN CONTINUING ALONG THE NORTHEAST BOUNDARY LINE OF SAID 7.87 ACRE TRACT, IN ALL A TOTAL DISTANCE OF 2266.84 FEET TO A 5/8 INCH IRON ROD FOUND IN THE SOUTHEAST BOUNDARY LINE OF A CALLED 15.26 ACRE TRACT OF LAND DESCRIBED TO TIM SCHNEIDER, ET UX, AS SHOWN ON INSTRUMENT RECORDED IN DOCUMENT NO. 2002077123 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; AND AT THE NORTH CORNER OF SAID 7.87 ACRE TRACT; FOR THE WEST CORNER OF THIS TRACT;

THENCE, ALONG THE SOUTHEAST BOUNDARY LINE OF SAID 15.26 ACRE TRACT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 68°34'15" EAST, A DISTANCE OF 350.00 FEET TO A 5/8 INCH IRON ROD FOUND FOR AN ANGLE CORNER OF THIS TRACT;
2. NORTH 19°56'15" EAST, A DISTANCE OF 297.57 FEET TO A 5/8 INCH IRON ROD WITH PLASTIC SURVEYOR'S CAP STAMPED "CEC" FOUND IN THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE CAPITAL METROPOLITAN TRANSIT AUTHORITY RAILROAD AS SHOWN ON DOCUMENT NO. 200002773 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; FOR A POINT OF CURVATURE AT THE NORTH CORNER OF THIS TRACT;

THENCE, IN A SOUTHEASTERLY DIRECTION, ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID CAPITAL METROPOLITAN TRANSIT AUTHORITY RAILROAD, ALONG A CURVE TO THE LEFT WITH A CENTRAL ANGLE OF 19°43'46", A RADIUS OF 1092.00 FEET, A CHORD BEARING AND DISTANCE OF SOUTH 73°32'43" EAST, 374.17 FEET, AND A TOTAL ARC LENGTH OF 376.02 FEET TO A RAILROAD SPIKE FOUND FOR THE NORTHERLY EAST CORNER OF THIS TRACT;

THENCE, SOUTH 12°09'43" WEST, AT 3.71 FEET PASSING A 1/2" IRON ROD WITH PLASTIC SURVEYOR'S CAP STAMPED "1847" FOUND FOR LINE MARKER AT THE WEST CORNER OF A CALLED 40.57 ACRE TRACT OF LAND DESCRIBED TO CMHH HERITAGE, LLC AS SHOWN ON DOCUMENT NO. 2021097881 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; THEN CONTINUING ALONG THE WEST BOUNDARY LINE OF SAID 40.57 ACRE TRACT, IN ALL A DISTANCE OF 23.39 FEET TO A RAILROAD SPIKE FOUND AT FOR AN ANGLE CORNER OF THIS TRACT;

THENCE, CONTINUING ALONG THE WEST BOUNDARY LINE OF SAID 40.57 ACRE TRACT, THE FOLLOWING FOUR (4) COURSES AND DISTANCES:

1. SOUTH 20°54'58" EAST, A DISTANCE OF 410.22 FEET TO A 1/2" IRON ROD WITH PLASTIC SURVEYOR'S CAP STAMPED "1847" FOUND FOR AN ANGLE CORNER OF THIS TRACT;
2. SOUTH 21°19'49" EAST, A DISTANCE OF 914.70 FEET TO A 1/2" IRON ROD WITH PLASTIC SURVEYOR'S CAP STAMPED "1847" FOUND FOR AN ANGLE CORNER OF THIS TRACT;
3. SOUTH 21°21'51" EAST, A DISTANCE OF 918.55 FEET TO A 1/2" IRON ROD WITH PLASTIC SURVEYOR'S CAP STAMPED "1847" FOUND IN THE NORTHWESTERLY RIGHT-OF-WAY LINE OF SAID HERITAGE GROVE ROAD; FOR THE SOUTHERLY EAST CORNER OF THIS TRACT;

THENCE, SOUTH 68°44'48" WEST, ALONG THE NORTHWESTERLY RIGHT-OF-WAY LINE OF SAID HERITAGE GROVE ROAD, A DISTANCE OF 829.99' TO THE **POINT OF BEGINNING** AND CONTAINING 44.357 ACRES OF LAND, MORE OR LESS, IN WILLIAMSON COUNTY, TEXAS.

Exhibit C

ARMBRUST & BROWN, PLLC

ATTORNEYS AND COUNSELORS

100 CONGRESS AVENUE, SUITE 1300
AUSTIN, TEXAS 78701-2744
512-435-2300

FACSIMILE 512-435-2360

Jewels Cain
(512) 435-2318
jcain@abaustin.com

March 10, 2022

Robin M. Griffin, AICP
Planning Director
City of Leander
201 N. Brushy Street
Leander, TX 78646

Re: PUD Zoning Application for the property located at 500 Heritage Grove Road, in Leander, Williamson County, Texas, 78641, also known as WCAD Parcel No. R031640 and R031642 (44.38 acres) (the "Application")

Dear Ms. Griffin:

This letter is submitted on behalf of Waterloo Real Estate Investments, LLC who has contracted with the owner to purchase the property in the above referenced Application. The area to be rezoned is 44.38 acres of land located at 500 Heritage Grove Road, in Leander, Williamson County, Texas (the "Property").

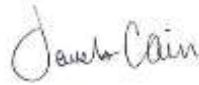
The Property is in the ETJ and has a single family home. Other than the home the Property is currently undeveloped. The request is to rezone the Property to Planned Unit Development (PUD) with a base zoning of HC-5-D to allow for an industrial use. Several uses will be prohibited as listed in the PUD Notes (Exhibit A). Neighborhood outreach is underway and modifications to the proposed PUD may be made based on conversations with the community.

ARMBRUST & BROWN, PLLC

Page 2

Thank you in advance for your time and consideration of this zoning request. If you have any questions or need additional information, please do not hesitate to contact me at (512) 435-2318.

Respectfully,
Armbrust & Brown, PLLC

A handwritten signature in cursive script, appearing to read "Jewels Cain".

Jewels Cain
Land Development Consultant

cc: John Ghiselli, Waterloo Real Estate Investments, LLC
Richard Suttle, Armbrust & Brown, PLLC

ARMBRUST & BROWN, PLLC

ATTORNEYS AND COUNSELORS

100 CONGRESS AVENUE, SUITE 1300
AUSTIN, TEXAS 78701-2744
512-435-2300

FACSIMILE 512-435-2360

Jewels Cain
(512) 435-2318
jcain@abaustin.com

April 26, 2022

Robin M. Griffin, AICP
Planning Director
City of Leander
201 N. Brushy Street
Leander, TX 78646

Re: Update - PUD Zoning Application (22-Z-012) for the property located at 500 Heritage Grove Road, in Leander, Williamson County, Texas, 78641, also known as WCAD Parcel No. R031640 and R031642 (44.38 acres) (the "Application")

Dear Ms. Griffin:

This update is being submitted to include a revised concept layout which shows additional setbacks along the western property line for the property referenced in this Application. A copy of the revised concept layout is provided with this update. In addition to the 55' building setback and 6 foot tall masonry wall, no access will be allowed through the Haven Oaks neighborhood. The PUD notes have also been revised accordingly with this update.

Thank you in advance for your time and consideration of this zoning request. If you have any questions or need additional information, please do not hesitate to contact me at (512) 435-2318.

Respectfully,
Armbrust & Brown, PLLC



Jewels Cain
Land Development Consultant

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

This summary is only required for a PUD or a Minor PUD.

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Spoke to Stephen Ashlock with Pulte Group on March 22, 2022. Hosted a Zoom meeting with the Haven Oaks Homeowners Association on April 20, 2022. The proposed zoning was presented to the residents during this virtual meeting and a follow-up letter was sent to Shawn Kirkpatrick with KB Home on May 2, 2022. A copy of that letter has been provided below. On April 26, 2022 eight letters were mailed to the residents to the north and northwest of the site that aren't located in a HOA. A copy of these letters are provided separately. A copy of the WCAD map showing the 500' boundary is shown on the next page. A list of all property owners and their address within 500' is provided below.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

Shawn Kirkpatrick with KB Home for the Haven Oaks HOA. skirkpatrick@kbhome.com/512-651-8086
Stephen Ashlock with Pulte Group. Stephen.Ashlock@PulteGroup.com/512-532-3355
The following were contacted via a letter sent by certified mail: Scott and Yesenia Sabelhaus,
Tim and Rebecca Schneider, Marc Smith, Jeff and Katrina Murray, Adrienne Sharp,
Margarita Bernard, Robert and Kathleen Langer, Jason and Heather Larsen, Nigel and Susan Pope.

3. What concerns were raised during these communications?

Opposition to Commercial zoning next to residential neighborhood.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

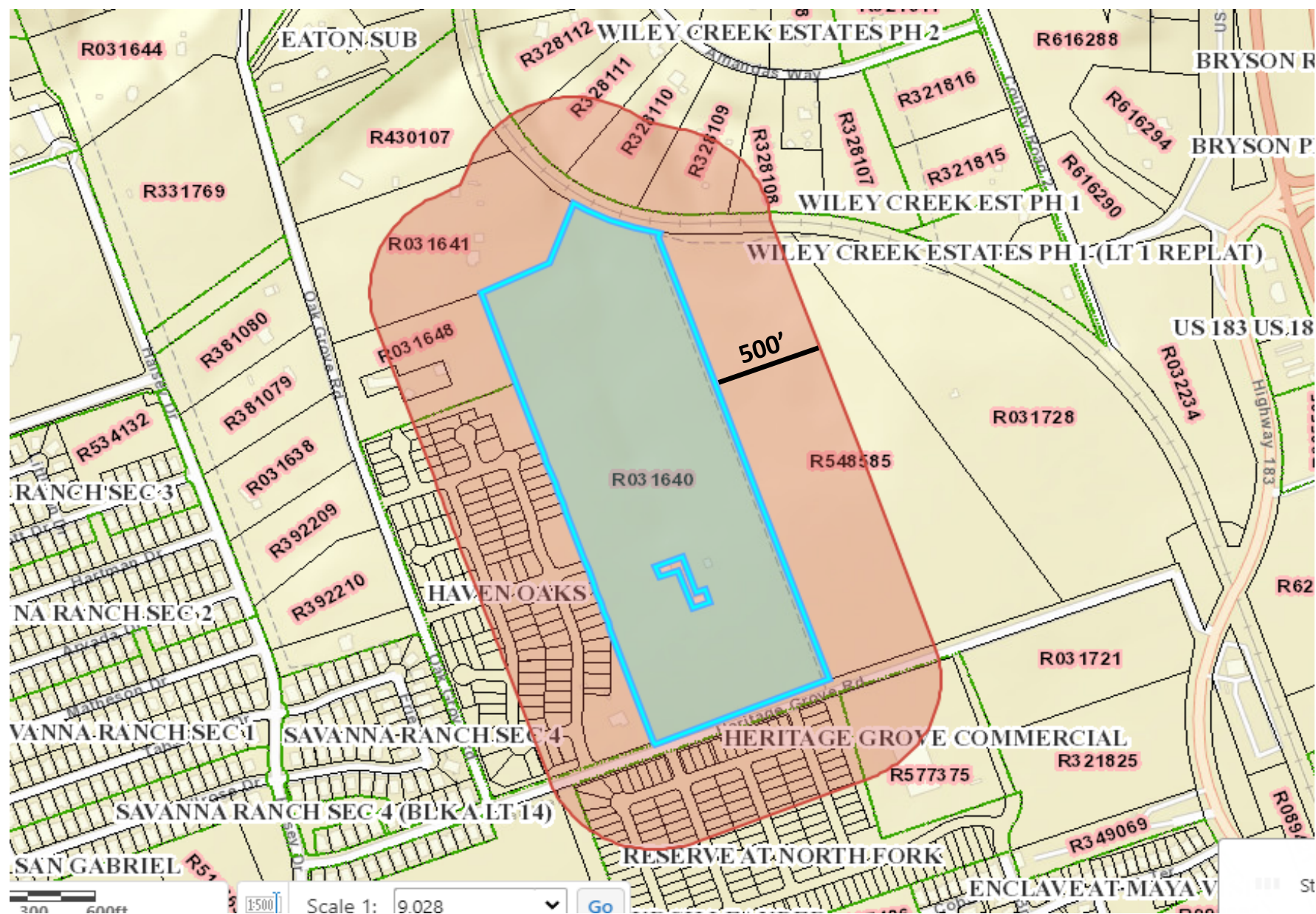
The project is proposing a 55' building setback along the western property line and
restricting several uses on this property that would not be considered appropriate
next to the existing residential neighborhoods. Access will also be prohibited where
Jud Allen Way currently dead-ends to the west of the property.

The above information is deemed to be true to the best of my knowledge.

Signature: _____



_____ Date 5/4/2022



Property Owners Within 500' of the Site

<u>Parcel Identification Number</u>	<u>Owner</u>	<u>SiteAddress</u>
R597142	AKELLA, VENKATESWAR RAO & PHANI SWATHI	1904 TIGS TRL, LEANDER, TX 78641
R597180	ANAND, MANMEET	2020 ALEXANDER OAKS DR, LEANDER, TX 78641
R597181	BAD DEVL LLC	2020 RHETTS PL, LEANDER, TX 78641
R597149	BADGUJAR, MUKESH & KIRTI K	1932 TIGS TRL, LEANDER, TX 78641
R597152	BARAJAS, CAMERON & KREZIA MELCAH	1925 STRINGER PASS, LEANDER, TX 78641
R597114	BARNETT, ANTHONY ALLAN	1824 STRINGER PASS, LEANDER, TX 78641
R597176	BAUTISTA, JOSE ALAN & LESLIE MARISSA	2004 ALEXANDER OAKS DR, LEANDER, TX 78641
R597147	BERMUDEZ, LUIS E ROMERO & CARLEYS PATRICIA SILVA	1924 TIGS TRL, LEANDER, TX 78641
R597113	CHILUVERU, GANESH & HIMABINDU	1820 STRINGER PASS, LEANDER, TX 78641
R548585	CMHH HERITAGE LLC	204 HERITAGE GROVE RD, LEANDER, TX 78641
R597146	DE OLIVEIRA, MARCOS TADEU BERGAMI FLORES	1920 TIGS TRL, LEANDER, TX 78641
R597150	DODDI, VENKATA	1933 STRINGER PASS, LEANDER, TX 78641
R597151	DOSHI, MIHIR & ANKITA DOMADIA	1929 STRINGER PASS, LEANDER, TX 78641
R395787	DRONEYES INVESTMENTS LLC	701 HERITAGE GROVE RD, LEANDER, TX 78641
R462850	DRONEYES INVESTMENTS LLC	COUNTY ROAD 276, LEANDER, TX 78641
R597148	FRIEDRICH, BENJAMIN ALBERT & SAMANTHA M	1928 TIGS TRL, LEANDER, TX 78641
R597171	GASTON, DENNY A & REVA CRYSTAL, II	2021 RHETTS PL, LEANDER, TX 78641
R597173	GHANTA, MANJUSHA	2013 RHETTS PL, LEANDER, TX 78641
R597145	GHNIM, MOHAMMAD A AL	1916 TIGS TRL, LEANDER, TX 78641
R597178	GOZEN, YESIM & SANVER	2012 ALEXANDER OAKS DR, LEANDER, TX 78641
R597174	HASHEM, ABDULLATIF A & DEBRA HOFFER	2009 RHETTS PL, LEANDER, TX 78641
R597166	HAVEN OAKS RESIDENTIAL COMMUNITY INC	1942 STRINGER PASS, LEANDER, TX 78641
R597080	HAVEN OAKS RESIDENTIAL COMMUNITY INC	JUD ALLEN WAY, LEANDER, TX 78641
R612908	HAVEN OAKS RESIDENTIAL COMMUNITY INC	STRINGER PASS, LEANDER, TX 78641
R597158	HAVEN OAKS RESIDENTIAL COMMUNITY INC	1900 STRINGER PASS, LEANDER, TX 78641
R577375	HERITAGE GROVE HOLDINGS LP	203 HERITAGE GROVE RD, LEANDER, TX 78641
R597111	HUGHES, LISA & DERRICK	1812 STRINGER PASS, LEANDER, TX 78641
R597126	KB HOME LONE STAR INC	700 MADALIN RUE CT, LEANDER, TX 78641
R597086	KB HOME LONE STAR INC	1749 STRINGER PASS, LEANDER, TX 78641
R597102	KB HOME LONE STAR INC	1748 TIGS TRL, LEANDER, TX 78641
R597085	KB HOME LONE STAR INC	1745 STRINGER PASS, LEANDER, TX 78641
R597095	KB HOME LONE STAR INC	1820 TIGS TRL, LEANDER, TX 78641
R612906	KB HOME LONE STAR INC	1744 STRINGER PASS, LEANDER, TX 78641
R597172	KB HOME LONE STAR INC	2017 RHETTS PL, LEANDER, TX 78641
R597083	KB HOME LONE STAR INC	1737 STRINGER PASS, LEANDER, TX 78641
R612910	KB HOME LONE STAR INC	2012 RHETTS PL, LEANDER, TX 78641

R597104	KB HOME LONE STAR INC
R597103	KB HOME LONE STAR INC
R597175	KB HOME LONE STAR INC
R597156	KB HOME LONE STAR INC
R597110	KB HOME LONE STAR INC
R597087	KB HOME LONE STAR INC
R597163	KB HOME LONE STAR INC
R597094	KB HOME LONE STAR INC
R597090	KB HOME LONE STAR INC
R597109	KB HOME LONE STAR INC
R612907	KB HOME LONE STAR INC
R597179	KB HOME LONE STAR INC
R597088	KB HOME LONE STAR INC
R597159	KB HOME LONE STAR INC
R597107	KB HOME LONE STAR INC
R597089	KB HOME LONE STAR INC
R597154	KB HOME LONE STAR INC
R597097	KB HOME LONE STAR INC
R597100	KB HOME LONE STAR INC
R597112	KB HOME LONE STAR INC
R597074	KB HOME LONE STAR INC
R597055	KB HOME LONE STAR INC
R597092	KB HOME LONE STAR INC
R597084	KB HOME LONE STAR INC
R597081	KB HOME LONE STAR INC
R597165	KB HOME LONE STAR INC
R597096	KB HOME LONE STAR INC
R597057	KB HOME LONE STAR INC
R597073	KB HOME LONE STAR INC
R597056	KB HOME LONE STAR INC
R612909	KB HOME LONE STAR INC
R597101	KB HOME LONE STAR INC
R597099	KB HOME LONE STAR INC
R597117	KB HOME LONE STAR INC
R597072	KB HOME LONE STAR INC
R597093	KB HOME LONE STAR INC
R597108	KB HOME LONE STAR INC

1736 TIGS TRL, LEANDER, TX 78641
1744 TIGS TRL, LEANDER, TX 78641
2005 RHETTS PL, LEANDER, TX 78641
1909 STRINGER PASS, LEANDER, TX 78641
1808 STRINGER PASS, LEANDER, TX 78641
1801 STRINGER PASS, LEANDER, TX 78641
1932 STRINGER PASS, LEANDER, TX 78641
1824 TIGS TRL, LEANDER, TX 78641
1817 STRINGER PASS, LEANDER, TX 78641
1804 STRINGER PASS, LEANDER, TX 78641
STRINGER PASS, LEANDER, TX 78641
2016 ALEXANDER OAKS DR, LEANDER, TX 78641
1809 STRINGER PASS, LEANDER, TX 78641
1916 STRINGER PASS, LEANDER, TX 78641
1748 STRINGER PASS, LEANDER, TX 78641
1813 STRINGER PASS, LEANDER, TX 78641
1917 STRINGER PASS, LEANDER, TX 78641
1812 TIGS TRL, LEANDER, TX 78641
1756 TIGS TRL, LEANDER, TX 78641
1816 STRINGER PASS, LEANDER, TX 78641
1817 TIGS TRL, LEANDER, TX 78641
1705 TIGS TRL, LEANDER, TX 78641
1829 STRINGER PASS, LEANDER, TX 78641
1741 STRINGER PASS, LEANDER, TX 78641
1729 STRINGER PASS, LEANDER, TX 78641
1940 STRINGER PASS, LEANDER, TX 78641
1816 TIGS TRL, LEANDER, TX 78641
1713 TIGS TRL, LEANDER, TX 78641
1813 TIGS TRL, LEANDER, TX 78641
1709 TIGS TRL, LEANDER, TX 78641
2004 RHETTS PL, LEANDER, TX 78641
1752 TIGS TRL, LEANDER, TX 78641
1804 TIGS TRL, LEANDER, TX 78641
701 JUD ALLEN WAY, LEANDER, TX 78641
1809 TIGS TRL, LEANDER, TX 78641
1828 TIGS TRL, LEANDER, TX 78641
1752 STRINGER PASS, LEANDER, TX 78641

R597140	KHAJA, RAZI	625 JUD ALLEN WAY, LEANDER, TX 78641
R597139	KIM, MIN SUK & YOUNGHWAN NOH	621 JUD ALLEN WAY, LEANDER, TX 78641
R597098	KUMAR, DEEPAK	1808 TIGS TRL, LEANDER, TX 78641
R328110	LANGER, ROBERT J & KATHLEEN A	206 AMANDAS WAY, LEANDER, TX 78641
R430107	LARSEN, JASON & HEATHER	1372 OAK GROVE RD, LEANDER, TX 78641
R597136	MANDAL, JAY RAM & SANGITA K	700 ZELIA GLEN, LEANDER, TX 78641
R597162	MARSHALL, JUSTIN L	1928 STRINGER PASS, LEANDER, TX 78641
R597164	MCNEAL, JERRY BRENT & SANDRA MARIE	1936 STRINGER PASS, LEANDER, TX 78641
R328108	MURRAY, JEFF A & KATRINA A	AMANDAS WAY, LEANDER, TX 78641
R597082	NAGARAJ, RAGHAVENDRA S	1733 STRINGER PASS, LEANDER, TX 78641
R597075	NARAYANAN, PRABHU	700 JUD ALLEN WAY, LEANDER, TX 78641
R597141	NASRELDIN, MOHAMED & YASSIN ABOUELSEUD	629 JUD ALLEN WAY, LEANDER, TX 78641
R597144	OU, DEREK	1912 TIGS TRL, LEANDER, TX 78641
R597160	PATEL, YOGESH & MANISHABEN	1920 STRINGER PASS, LEANDER, TX 78641
R328112	POPE, NIGEL & SUSAN	210 AMANDAS WAY, LEANDER, TX 78641
R615579	PULTE HOMES OF TEXAS LP	1628 W KERR PASS, LEANDER, TX 78641
R615511	PULTE HOMES OF TEXAS LP	605 SENCA PARK, LEANDER, TX 78641
R615592	PULTE HOMES OF TEXAS LP	1624 BRIMHURST DR, LEANDER, TX 78641
R615664	PULTE HOMES OF TEXAS LP	1605 W KERR PASS, LEANDER, TX 78641
R615514	PULTE HOMES OF TEXAS LP	617 SENCA PARK, LEANDER, TX 78641
R615597	PULTE HOMES OF TEXAS LP	1604 BRIMHURST DR, LEANDER, TX 78641
R615580	PULTE HOMES OF TEXAS LP	1624 W KERR PASS, LEANDER, TX 78641
R615622	PULTE HOMES OF TEXAS LP	1608 HOLLY LAKE DR, LEANDER, TX 78641
R615667	PULTE HOMES OF TEXAS LP	1617 W KERR PASS, LEANDER, TX 78641
R615613	PULTE HOMES OF TEXAS LP	1609 HOLLY LAKE DR, LEANDER, TX 78641
R615516	PULTE HOMES OF TEXAS LP	625 SENCA PARK, LEANDER, TX 78641
R615567	PULTE HOMES OF TEXAS LP	533 SENCA PARK, LEANDER, TX 78641
R615643	PULTE HOMES OF TEXAS LP	1625 HOPE RANCH RD, LEANDER, TX 78641
R615645	PULTE HOMES OF TEXAS LP	1620 HOPE RANCH RD, LEANDER, TX 78641
R615593	PULTE HOMES OF TEXAS LP	1620 BRIMHURST DR, LEANDER, TX 78641
R615591	PULTE HOMES OF TEXAS LP	W KERR PASS, LEANDER, TX 78641
R615573	PULTE HOMES OF TEXAS LP	509 SENCA PARK, LEANDER, TX 78641
R615619	PULTE HOMES OF TEXAS LP	1620 HOLLY LAKE DR, LEANDER, TX 78641
R615581	PULTE HOMES OF TEXAS LP	1620 W KERR PASS, LEANDER, TX 78641
R615646	PULTE HOMES OF TEXAS LP	1616 HOPE RANCH RD, LEANDER, TX 78641
R615563	PULTE HOMES OF TEXAS LP	544 SENCA PARK, LEANDER, TX 78641
R615519	PULTE HOMES OF TEXAS LP	1625 BRIMHURST DR, LEANDER, TX 78641

R615668	PULTE HOMES OF TEXAS LP	1621 W KERR PASS, LEANDER, TX 78641
R615571	PULTE HOMES OF TEXAS LP	517 SENCA PARK, LEANDER, TX 78641
R615618	PULTE HOMES OF TEXAS LP	1624 HOLLY LAKE DR, LEANDER, TX 78641
R615564	PULTE HOMES OF TEXAS LP	541 SENCA PARK, LEANDER, TX 78641
R615583	PULTE HOMES OF TEXAS LP	1612 W KERR PASS, LEANDER, TX 78641
R615577	PULTE HOMES OF TEXAS LP	1636 W KERR PASS, LEANDER, TX 78641
R615644	PULTE HOMES OF TEXAS LP	1624 HOPE RANCH RD, LEANDER, TX 78641
R615595	PULTE HOMES OF TEXAS LP	1612 BRIMHURST DR, LEANDER, TX 78641
R615566	PULTE HOMES OF TEXAS LP	SENCA PARK, LEANDER, TX 78641
R615578	PULTE HOMES OF TEXAS LP	1632 W KERR PASS, LEANDER, TX 78641
R615582	PULTE HOMES OF TEXAS LP	1616 W KERR PASS, LEANDER, TX 78641
R615570	PULTE HOMES OF TEXAS LP	521 SENCA PARK, LEANDER, TX 78641
R615513	PULTE HOMES OF TEXAS LP	613 SENCA PARK, LEANDER, TX 78641
R615596	PULTE HOMES OF TEXAS LP	1608 BRIMHURST DR, LEANDER, TX 78641
R615584	PULTE HOMES OF TEXAS LP	1608 W KERR PASS, LEANDER, TX 78641
R615649	PULTE HOMES OF TEXAS LP	1604 HOPE RANCH RD, LEANDER, TX 78641
R615518	PULTE HOMES OF TEXAS LP	1629 BRIMHURST DR, LEANDER, TX 78641
R615572	PULTE HOMES OF TEXAS LP	513 SENCA PARK, LEANDER, TX 78641
R615569	PULTE HOMES OF TEXAS LP	525 SENCA PARK, LEANDER, TX 78641
R615521	PULTE HOMES OF TEXAS LP	1617 BRIMHURST DR, LEANDER, TX 78641
R615520	PULTE HOMES OF TEXAS LP	1621 BRIMHURST DR, LEANDER, TX 78641
R615641	PULTE HOMES OF TEXAS LP	1617 HOPE RANCH RD, LEANDER, TX 78641
R615666	PULTE HOMES OF TEXAS LP	1613 W KERR PASS, LEANDER, TX 78641
R615574	PULTE HOMES OF TEXAS LP	505 SENCA PARK, LEANDER, TX 78641
R615616	PULTE HOMES OF TEXAS LP	1621 HOLLY LAKE DR, LEANDER, TX 78641
R615642	PULTE HOMES OF TEXAS LP	1621 HOPE RANCH RD, LEANDER, TX 78641
R615638	PULTE HOMES OF TEXAS LP	1605 HOPE RANCH RD, LEANDER, TX 78641
R615512	PULTE HOMES OF TEXAS LP	609 SENCA PARK, LEANDER, TX 78641
R615665	PULTE HOMES OF TEXAS LP	1609 W KERR PASS, LEANDER, TX 78641
R615510	PULTE HOMES OF TEXAS LP	601 SENCA PARK, LEANDER, TX 78641
R615517	PULTE HOMES OF TEXAS LP	1633 BRIMHURST DR, LEANDER, TX 78641
R615669	PULTE HOMES OF TEXAS LP	1625 W KERR PASS, LEANDER, TX 78641
R615617	PULTE HOMES OF TEXAS LP	1625 HOLLY LAKE DR, LEANDER, TX 78641
R615523	PULTE HOMES OF TEXAS LP	1609 BRIMHURST DR, LEANDER, TX 78641
R615648	PULTE HOMES OF TEXAS LP	1608 HOPE RANCH RD, LEANDER, TX 78641
R615612	PULTE HOMES OF TEXAS LP	1605 HOLLY LAKE DR, LEANDER, TX 78641
R615575	PULTE HOMES OF TEXAS LP	438 HERITAGE GROVE RD, LEANDER, TX 78641

R615639	PULTE HOMES OF TEXAS LP	1609 HOPE RANCH RD, LEANDER, TX 78641
R615515	PULTE HOMES OF TEXAS LP	621 SENCA PARK, LEANDER, TX 78641
R615620	PULTE HOMES OF TEXAS LP	1616 HOLLY LAKE DR, LEANDER, TX 78641
R615522	PULTE HOMES OF TEXAS LP	1613 BRIMHURST DR, LEANDER, TX 78641
R615640	PULTE HOMES OF TEXAS LP	1613 HOPE RANCH RD, LEANDER, TX 78641
R615647	PULTE HOMES OF TEXAS LP	1612 HOPE RANCH RD, LEANDER, TX 78641
R615594	PULTE HOMES OF TEXAS LP	1616 BRIMHURST DR, LEANDER, TX 78641
R615623	PULTE HOMES OF TEXAS LP	1604 HOLLY LAKE DR, LEANDER, TX 78641
R615565	PULTE HOMES OF TEXAS LP	537 SENCA PARK, LEANDER, TX 78641
R615568	PULTE HOMES OF TEXAS LP	529 SENCA PARK, LEANDER, TX 78641
R615576	PULTE HOMES OF TEXAS LP	1640 W KERR PASS, LEANDER, TX 78641
R615585	PULTE HOMES OF TEXAS LP	1604 W KERR PASS, LEANDER, TX 78641
R615621	PULTE HOMES OF TEXAS LP	1612 HOLLY LAKE DR, LEANDER, TX 78641
R615615	PULTE HOMES OF TEXAS LP	1617 HOLLY LAKE DR, LEANDER, TX 78641
R615614	PULTE HOMES OF TEXAS LP	1613 HOLLY LAKE DR, LEANDER, TX 78641
R597155	RAJENDRAN, INDUMATHY	1913 STRINGER PASS, LEANDER, TX 78641
R597091	RANGASAMY, ANANDKUMAR	1825 STRINGER PASS, LEANDER, TX 78641
R597170	REYNAGA, JORGE & HUIYU GUAN	2016 RHETTS PL, LEANDER, TX 78641
R597157	RONTALA, PRADEEP REDDY	1905 STRINGER PASS, LEANDER, TX 78641
R328111	SABELHAUS, YESENIA & SCOTT	208 AMANDAS WAY, LEANDER, TX 78641
R031641	SCHNEIDER, TIM & REBECCA L	1100 OAK GROVE RD, LEANDER, TX 78641
R597127	SHANMUGAM, MURUGANANDHAN & SAMYUKTHA NARAYANA	701 MADALIN RUE CT, LEANDER, TX 78641
R328109	SHARP, ADRIENNE R & MARGARITA S BERNARD	204 AMANDAS WAY, LEANDER, TX 78641
R597153	SINGARAPU, VENU	1921 STRINGER PASS, LEANDER, TX 78641
R031647	SMITH, MARC RYAN TRUSTEE OF HARVEY ALAN SMITH FAMILY TRUST	1050 OAK GROVE RD, LEANDER, TX 78641
R031648	SMITH, MARC RYAN TRUSTEE OF HARVEY ALAN SMITH FAMILY TRUST	1050 OAK GROVE RD, LEANDER, TX 78641
R597115	SOMU, NARASI MHAREDDY	1828 STRINGER PASS, LEANDER, TX 78641
R597161	SOUZA, OLIVIA HEMMA D & MANJUNATH MARIGOUDAR	1924 STRINGER PASS, LEANDER, TX 78641
R597138	WANG, QI & YI WU	617 JUD ALLEN WAY, LEANDER, TX 78641
R597143	WOLFE, TAYLOR & JOSHUA BRIGATI	1908 TIGS TRL, LEANDER, TX 78641
R597177	ZHOU, XIA & XIANG FU	2008 ALEXANDER OAKS DR, LEANDER, TX 78641

ARMBRUST & BROWN, PLLC

ATTORNEYS AND COUNSELORS

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Jewels Cain
(512) 435-2318
jcain@abaustin.com

May 2, 2022

Shawn Kirkpatrick
Sr. Director of Public Affairs
KB Home Austin
10800 Pecan Park, Suite 200
Austin, TX 78750

Re: PUD Zoning Application for the property located at 500 Heritage Grove Road, in Leander, Williamson County, Texas, 78641, also known as WCAD Parcel No. R031640 and R031642 (44.38 acres) (the "Application")

Dear Mr. Kirkpatrick:

I'm providing this letter as a follow-up to the Zoom meeting we had with the Haven Oaks residents on April 20, 2022. The purpose of the meeting was to present the proposed Application that's currently in review with the City of Leander. To provide a short summary, the property located at 500 Heritage Grove is in the ETJ and has a single family home. Other than the home the Property is currently undeveloped. The request is to rezone the property to Planned Unit Development (PUD) with a base zoning of HC-5-D to allow for a commercial use. Several uses will be prohibited as listed in the PUD notes provided with this letter. Also, additional setbacks along the western property line are being proposed as shown in the PUD zoning exhibit also provided with this letter. It's our understanding based on the zoning history on this property that the City will not approve a single family development and instead want to see a commercial use that aligns with the Employment Center district as shown in the City Future Land Use Map.

I've listed some of the questions that were raised with a response and have provided my contact information for anyone that would like to discuss the proposed project in more detail.

- The employment center guidelines specifically say that when adjacent to SFH residential, that heavy commercial isn't appropriate. "Heavy commercial and manufacturing uses should not be zoned adjacent to residential-planned or zoned areas. Such commercial users should take access from internal streets, where practical, and separated with transitional zoning districts and substantial buffering from residential." Page 95 of the Comprehensive Plan.

Response: It's our understanding PUD zoning with a base of Heavy Commercial is suitable when next to a residential area since the PUD allows for additional buffering which would provide an appropriate transition from residential to commercial. The additional development restrictions being proposed such as the list of prohibited uses make this specific zoning request appropriate under the employment center guidelines.

- What is the usual process that happens when you request the PUD?

Response: The PUD process is the same as any zoning application process. Neighborhood outreach is required prior to a public hearing at the Planning and Zoning Commission meeting. City staff also reviews the application and provides comments to the request. The Commission recommends approval or denial to City Council and City Council approves or denies the request.

- If the employment center was to come to live, would fixing Oak Grove to support the traffic be part of the project? What are the possible safety concern? Also possible heavy traffic and the Heritage Grove rd already leading to 183 is so narrow already? Traffic

Response: The City has plans to improve and realign Heritage Grove Road. For information related to the proposed City improvements please contact Lorraine Eldred in the Engineering Department at the City of Leander at 512-528-2766 or email at leldred@leandertx.gov.

Thank you in advance for your time and consideration of this zoning request. If you have any questions or need additional information, please do not hesitate to contact me at (512) 435-2318.

Respectfully,
Armbrust & Brown, PLLC



Jewels Cain
Land Development Consultant



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-017 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) and Interim SFS-2-B (Single-Family Suburban) to SFC-2-B (Single-Family Compact) and SFT-2-B (Single-Family Townhouse) on one parcel of land approximately 37.02 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031560; and more commonly known as 800 CR 177, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-017 as described above.

BACKGROUND:

This request is the first step in the zoning process.

HISTORY/TIMELINE:

03/23/2005 – Annexation along CR 177

02/15/2017 – Annexation for remainder of tract.

APPLICANT/AGENT:

Eli Jones Engineering, PLLC (Gary Eli Jones, P.E.) on behalf of Texas Lone Star Landing, LLC (Mallik Gillakattula).

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, Planner

Attachments

1. Planning Analysis
2. Current Zoning
3. Future Land Use Map
4. Public Notice Map
5. Proposed Zoning Map
6. Aerial Map
7. Letter of Intent
8. Neighborhood Outreach



PLANNING ANALYSIS

ZONING CASE 22-Z-017
LONE STAR LANDING

GENERAL INFORMATION

Owner/Agent: Eli Jones Engineering, PLLC (Gary Eli Jones, P.E.) on behalf of Texas Lone Star Landing, LLC (Mallik Gillakattula).

Current Zoning: Interim SFR-1-B (Single-Family Rural)
Interim SFS-2-B (Single-Family Suburban)

Proposed Zoning: SFC-2-B (Single-Family Compact)
SFT-2-B (Single-Family townhouse)

Size and Location: The property is located at 800 CR 177, including approximately 37.02 acres.

Staff Contact: Michael Chenausky AICP
Planner

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to develop the property as residential.

STAFF CONCLUSIONS

Y N

- ☐ ☒ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 4*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

SFT (Single-Family Townhouse) use component is typically meant to be a transition use between larger lot neighborhoods and more intensive uses such as commercial uses or arterial roadways. This use component is intended to be part of planned communities of greater than 100 acres and comprising less than ten percent (10%) of the lots, or to provide infill opportunities in appropriate areas of the City such as in areas under transition. This development is not part of a larger planned community.

SITE INFORMATION:**ABUTTING ZONING AND LAND USE:**

	ZONING	LAND USE
NORTH	ETJ	Undeveloped and large lot residential
EAST	ETJ, Interim SFR-1-B, Interim SFS-2-B	Large lot residential and heavy commercial
SOUTH	Interim SFR-1-B, Interim SFS-2-B	Large lot residential
WEST	Interim SFR-1-B	Undeveloped and large lot residential

SURROUNDING AREA:

The surrounding properties are mostly made up of interim zoning districts. Properties to the north and east are mostly undeveloped or large lot residence. To the east is an existing commercial use that was developed prior to annexation.

PHYSICAL AND NATURAL FEATURES:

This property contains significant tree cover and is near the Brushy Creek flood plain area.

PROPERTY HISTORY:

The portion of the property, roughly 500' off CR 177 was annexed into the City of Leander on 03/23/2005 with the remainder of the property later being annexed on 02/15/2017.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- No prior zoning cases.

MAJOR CORRIDORS:

This property has access onto CR 177 and a portion of the future extension of E. Crystal Falls Pkwy.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes the future extension of E. Crystal Falls Pkwy.

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
E. Crystal Falls Pkwy	Arterial	Residential	100' ROW 4-Lanes 10' sidewalk

SUBDIVISIONS:

The following subdivision cases were previously submitted for this property:

- No previous subdivision applications.

EXISTING UTILITIES:

This property has access to water, but the line will need to be upsized in order to meet the water demand for the new subdivision. Wastewater will need to be extended to the property.



Figure 1 Waterline

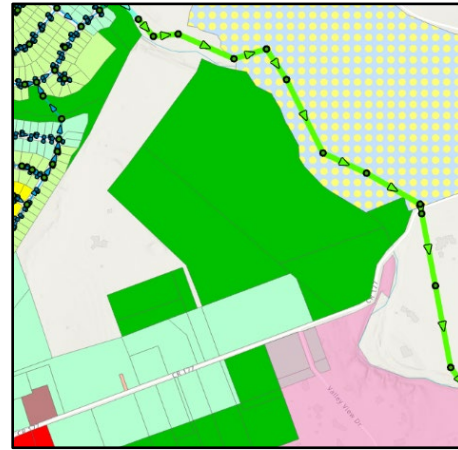


Figure 2 Wastewater line

CURRENT LAND USES:

This property is currently undeveloped.

PROPOSED ZONING DISTRICT:
USE COMPONENT**SFC – SINGLE FAMILY COMPACT:**

Features: 5,500 sq. ft. lot min.; 1,100 sq. ft. living area min.

Intent: Development of single-family detached dwellings on small lots and for other compatible and complimentary uses. The purpose of this component is to provide regulations to maintain and protect the City's single-family residences and neighborhoods in areas with small lot sizes. Such components are generally intended to offer variety in housing opportunities and in the fabric of the neighborhoods, and to be developed on a moderate scale with a maximum district size of seventy-five (75) acres. A variety of lot sizes shall be provided within one half mile of major intersections such as arterials or collectors and along residential collectors. The higher density residential shall be located closest to major intersections such as arterials or collectors and transition to lower density uses further away from the major intersections. This component provides for higher density lots and serves as a transition between moderate size lots and higher density areas.

SFT – SINGLE FAMILY TOWNHOUSE:

Features: 2,000 sq. ft. lot min; 700 sq. ft. living area min.

Intent: Development of single-family attached dwellings on very small sized lots and for other uses that are compatible and complimentary to attached residential development. A variety of lot sizes shall be provided within one half mile of major intersections such as arterials or collectors and along residential collectors. The higher density residential shall be located closest to major intersections such as arterials or collectors and transition to lower density uses further away from the major intersections. This component provides for higher density lots and serves as a transition between moderate size lots and higher density areas. This component is generally intended as follows:

- (1) To provide an orderly transition and serve as a buffer between larger lot neighborhoods and more intensive uses such as multi-family or commercial uses or arterial roadways.
- (2) To create more variety in housing opportunities and in the fabric of the neighborhoods.

- (3) To include or be located within six hundred feet of parkland or other recreational open space.
- (4) To be located in planned communities of greater than 100 acres and comprising less than ten percent (10%) of the lots, or to provide infill opportunities in appropriate areas of the City such as in areas under transition.
- (5) Lots may provide access to garages from a rear alley.

SITE COMPONENT

TYPE 2:

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT

TYPE B:

Features: 4 or more architectural features.

Intent:

- (1) The Type B architectural component is intended to be utilized for the majority of residential development except that which is intended as a Type A architectural component.
- (2) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions.
- (3) This component may be utilized to raise the building standards and help ensure compatibility for non-residential uses adjacent to property that is more restricted.
- (4) This component is intended for the majority of the LO and LC use components except those meeting the intent of the Type A or C architectural components.

COMPREHENSIVE PLAN:

Applicable Comprehensive Plan goal statements

- Maintain and/or improve affordability and diversity in the housing market.
- Support housing that has well-defined design character, compatibility with adjacent uses, and balanced density.

Applicable Future Land Use categories

NEIGHBORHOOD RESIDENTIAL

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

SCHEDULE:

DEVELOPMENT MEETING

A development meeting was held with Staff on 01/24/2022. The following changes were made to the project since the development meeting was held:

- During the meeting the zoning districts were not established.

The following ordinance changes occurred following the development meeting which may have impacted this project.

- No changes.

NOTIFICATION

05/19/2022 - Public Notice on Hill Country News
 05/25/2022 - Mail Notification to Property Owners within 200'
 05/25/2022 - Public Hearing Signage Posted on Property
 06/09/2022 - Planning and Zoning Commission Public Hearing
 07/07/2022 - City Council Public Hearing & First Reading of the Ordinance
 07/21/2022 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

A neighborhood meeting was held at on 04/21/2021 at the Mason Homestead (see attachment 8) Below is a list of comments/concerns that were discussed during the meeting:

- Residents shared concerns regarding traffic, product type, fencing and water pressure.

The following changes were made to address issues discussed.

- Proposing phased density plan with large acre minimums on thee boundary to be conducive with the large lots next door.

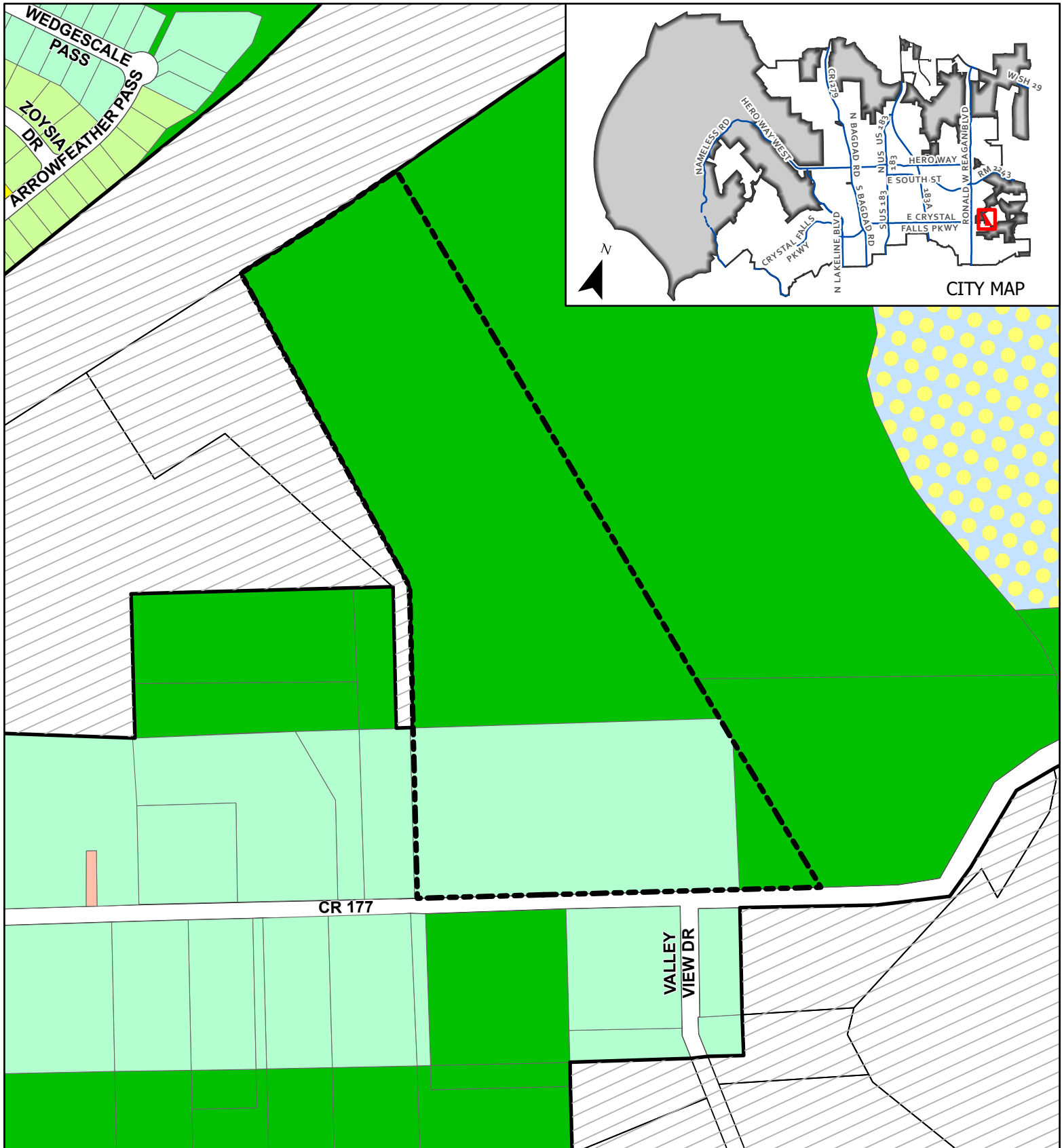
Please see the full report from the applicant attached.

APPROVAL CRITERIA:

The Comprehensive Plan Future Land Use map designates this area as Neighborhood Residential. This land use category is intended to be developed primarily as new single-family detached residential subdivisions. The Neighborhood Residential Land Use is compatible with the proposed zoning request of SFT (Single-Family Townhouse) and SFC (Single-Family Compact).

The Composite Zoning Ordinance provides more information for each zoning district based on the intended method of applying each use component. The SFT use component is typically meant to be a transition use between larger lot neighborhoods and more intensive uses such as commercial uses or arterial roadways. The SFT use component is also intended to be part of planned communities of greater than 100 acres and comprising less than ten percent (10%) of the lots, or to provide infill opportunities in appropriate areas of the City such as in areas under transition. In this case the proposed zoning request is not compatible with the intended application of the zoning ordinance.

The Composite Zoning Ordinance does allow for an alternative option with a PUD (Planned Unit Development) zoning request. A PUD would allow the SFT (Single-Family Townhouse) zoning for projects that are less than 60 acres and the use may exceed 10% of the project without requesting any waivers.



CASE: 22-Z-017

ATTACHMENT 2

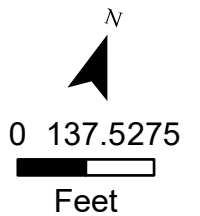
LONE STAR LANDING

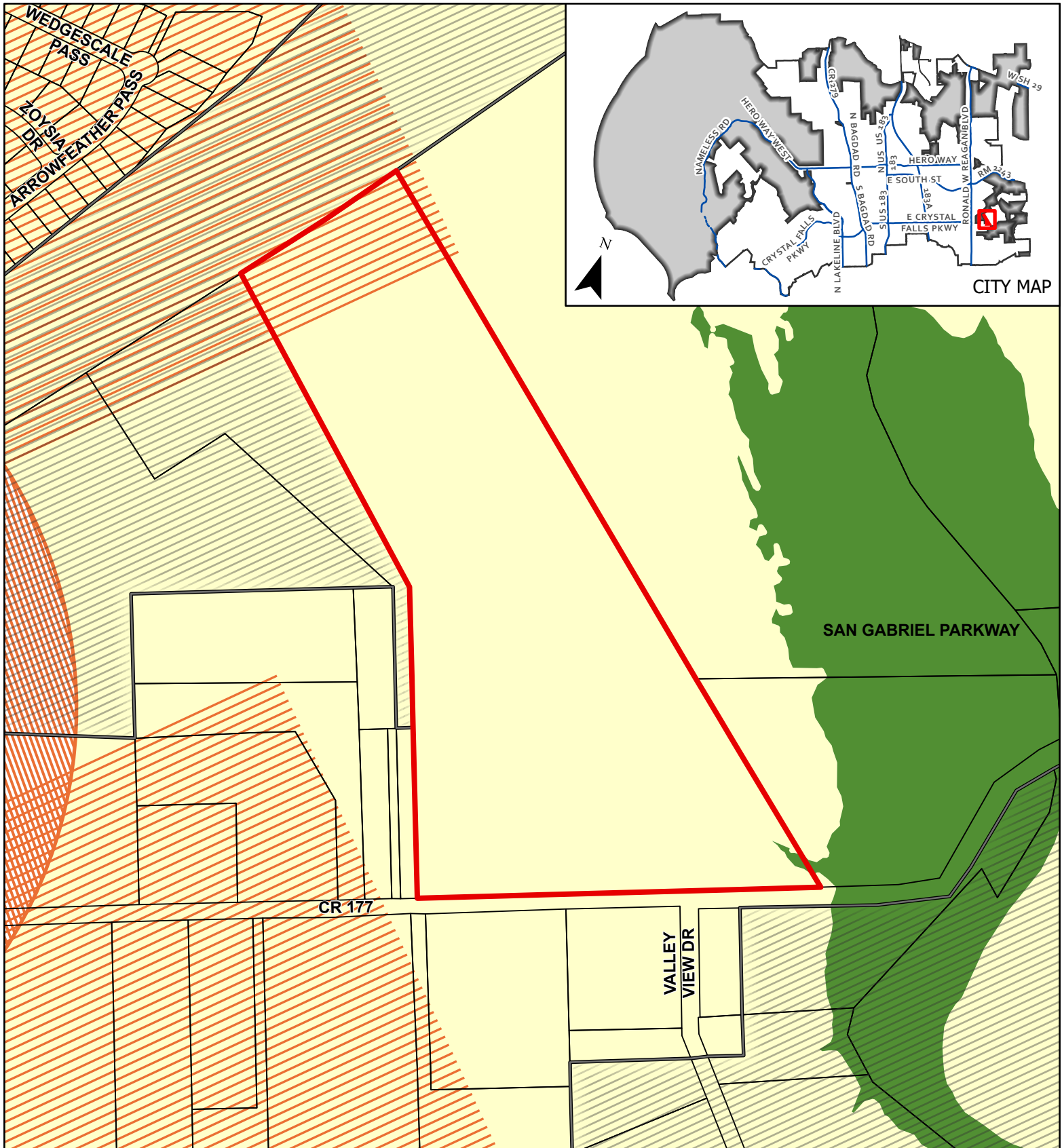
Current Zoning

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-  Leander City Limits
-  ETJ
-  Subject Area
-  SFR - Single-Family Rural
-  SFS - Single-Family Suburban

-  SFU - Single-Family Urban
-  SFC - Single-Family Compact
-  LO - Local Office
-  PUD - Single-Family





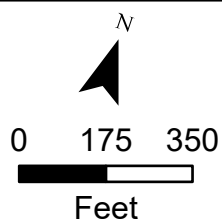
CASE: 22-Z-017

ATTACHMENT #3

LONE STAR LANDING

Future Land Use Map

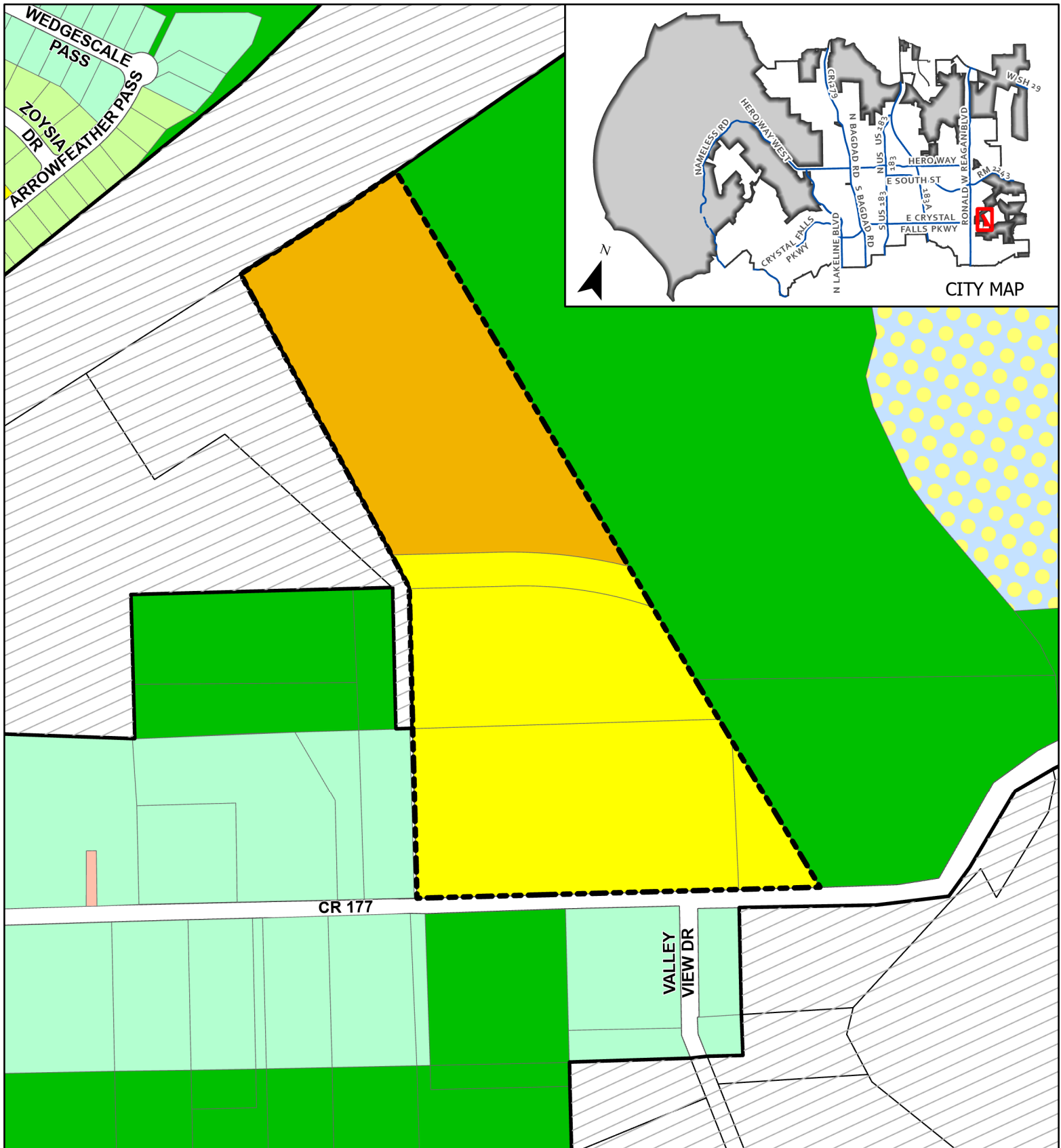
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- Leander City Limits
- Leander ETJ
- Subject Area

Future Land Use

- Neighborhood Residential
- Neighborhood Center - Priority Corridor
- Greenway



CASE: 22-Z-017

ATTACHMENT 5

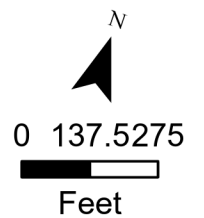
LONE STAR LANDING

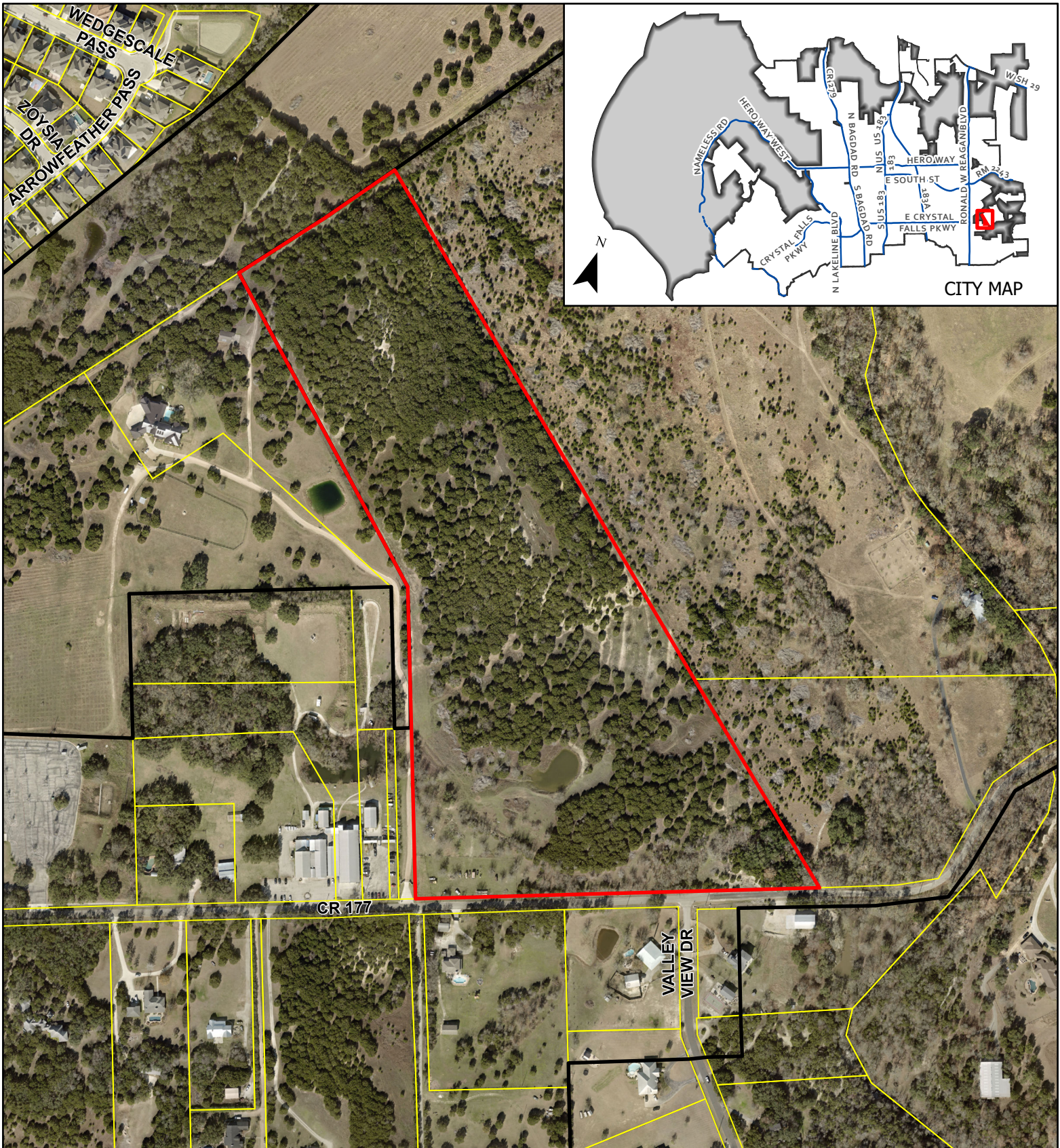
Proposed Zoning

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- SFT - Single-Family Townhouse
- LO - Local Office
- PUD - Single-Family





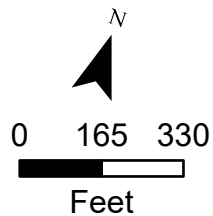
CASE: 22-Z-017

ATTACHMENT #6

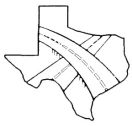
LONE STAR LANDING

Aerial Map

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



- Leander City Limits
- Leander ETJ
- Subject Area



Firm # 17877

April 28, 2022

Ms. Robin M. Griffin, AICP
Executive Director of Development Services
PO Box 319
Leander, TX 78646

Re: Lone Star Landing – Zoning Application Letter of Intent

Dear Ms. Griffin:

On behalf of Texas Lone Star Landing, LLC, we are submitting this application for zoning change for the 37 acre tract located on CR 177. The property is currently zoned SFR-1-B and SFS-2-B and is designated Neighborhood Residential on the Future Land Use Map. The Transportation Master Plan has the future extension of Crystal Falls Parkway cutting across the property. The 100-ft ROW required for Crystal Falls Parkway is included on the proposed layout of the property. Forty-two percent (42%) of the property north of the future Crystal Falls Parkway is proposed as Single Family Townhouse, Type 2-B (SFT-2-B) and the southern fifty-eight percent (58%) of the property is proposed as Single Family Compact, Type 2-B (SFC-2-B) with the proposed Crystal Falls Parkway ROW serving as the dividing line between the two zoning categories.

If you need additional information, please do not hesitate to contact my office.

Best Regards,

Gary Eli Jones, P.E.



4/28/2022

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Residents within 500' were noticed via certified mail on April 13th, 2021 and invited to a town hall at Mason Homestead on April 21st, 2021. The names and addresses of those residents can be found on the attached exhibit. A copy of the Concept Plan was included in the mailer and presented at the town hall meeting.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

Both residents and the neighboring HOA's for Whitt Ranch and Greatwood Estates were notified.

Robert Dean, PAMCO, Community Manager for Greatwood Estates, Robert@pamcotx.com, 512-918-8100

Whitt Ranch was contacted using WhittRanchAssociation@gmail.com

Board Members Debbie Almond, Nicole Johnston, and Alicia Esposito were also notified and have been active in communication with Forestar

3. What concerns were raised during these communications?

Residents shared concerns regarding traffic, product type, fencing, and water pressure. Apparently their existing communities do not have sufficient water pressure. They expressed a desire for natural gas to be brought to the region as well as a school site for Leander ISD.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

Out of concern for the existing developments next door, we are proposing a phased density plan with large acre minimums on the boundary to be conducive with the estate lots next door.

The above information is deemed to be true to the best of my knowledge.

Signature: Elliot Condos Date 8/12/2021



EXECUTIVE SUMMARY
06/09/2022

AGENDA SUBJECT:

Discuss and consider action regarding Subdivision Case 21-PP-013 to approve the Leander Estates Preliminary Plat on three parcels of land approximately 210.6 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R560185 and R560184; and Travis Central Appraisal District Parcel 905245; generally located at the north west corner of CR 280 and the future extension of Lakeline Blvd., Leander, Williamson and Travis Counties, Texas.

BACKGROUND:

This request is the second step in the subdivision process.

HISTORY/TIMELINE:

11/04/2021 – Concept Plan Approved

APPLICANT/AGENT:

Jones Carter (Eric Vann) on behalf of Leander 210, LLC (James McVaugh).

RECOMMENDATION:

This preliminary plat includes 158 single-family lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the preliminary plat.

This proposal includes the removal of a 29" Heritage Tree within the ROW, and 26" and 27" Heritage Trees in the detention ponds. The Preliminary Plat includes 596" of preserved Heritage Tree and 41,072" of preserved Significant Tree inches.

The Heritage Tree removal fee is \$24,600 or \$300 per caliper inch removed. The developer is also paying a fee in lieu of mitigation trees of \$36,900 or \$150 per mitigation inch (3:1 for Heritage Tree).

ORDER OF EVENTS:

- a. Staff Presentation
- b. Discussion
- c. Consider Action

PRESENTER:

Michael Chenausky, AICP, Planner

Attachments

1. Preliminary Plat
2. Location Exhibit

DEVELOPER: LEANDER 210, LLC
11200 RICHMOND AVE. #100
HOUSTON, TX 77082
PH 281-216-9630

LAND OWNER: LEANDER 210, LLC
11200 RICHMOND AVE. #100
HOUSTON, TX 77082
PH 281-216-9630

ENGINEER/SURVEYOR/PLANNER/AGENT:
J|C JONES | CARTER
Texas Board of Professional Engineers Registration No. F-439

3100 Alvin Devane Boulevard, Suite 150
Austin, Texas 78741-7425
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)

PROJECT NUMBER: 21-PP-013
ZONING: SFR-1-B
FUTURE LAND USE: RURAL/NEIGHBORHOOD RESIDENTIAL
SUBMITTAL DATE: 10/26/2021

NOTES:

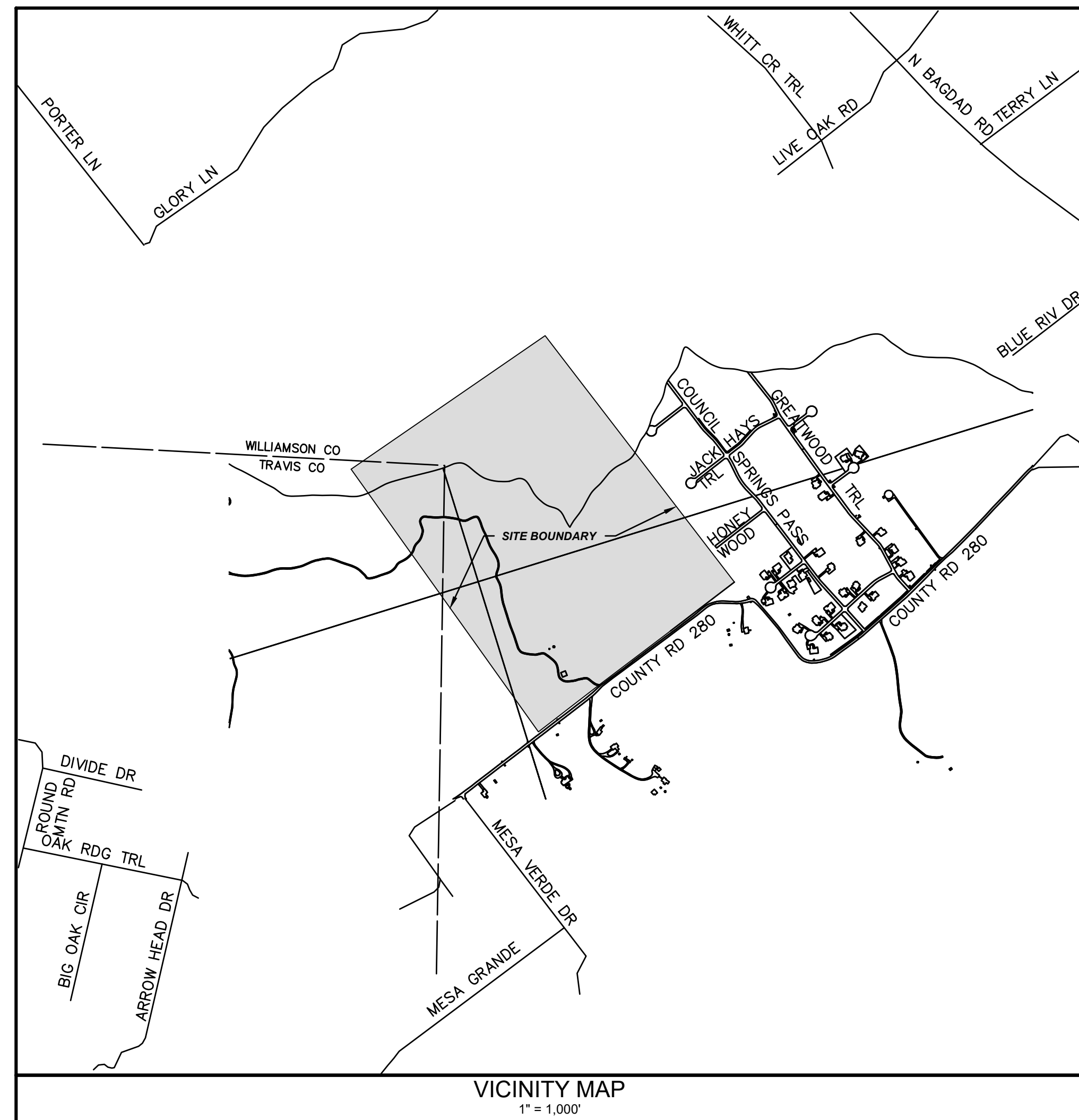
1. BASED ON CURRENT LOT YIELD, THIS DEVELOPMENT WILL GENERATE AN ESTIMATED 1,584 AVERAGE DAILY TRIPS. AT THE TIME OF THE FINAL PLAT STAGE, A FEE IN LIEU PAYMENT WILL BE PAID FOR THE TIA.
2. SIDEWALKS SHALL BE INSTALLED ON THE SUBDIVISION SIDE OF LAKELINE AND COUNTY ROAD 280. THOSE SIDEWALKS NOT ABUTTING 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.
3. THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
4. APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
5. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND ON-SITE SEPTIC COLLECTION FACILITIES.
6. 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.
7. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN 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. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
10. IN ADDITION TO THE EASEMENTS SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY, LANDSCAPE AND ACCESS EASEMENT (PULAE) IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF WAY OF NONRESIDENTIAL LOTS, AND A TEN (10') FOOT WIDE PUBLIC UTILITY EASEMENT (PUE) IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT-OF WAY OF RESIDENTIAL LOTS, AND A TWO AND ONE-HALF (2.5') FOOT WIDE PUBLIC UTILITY EASEMENT (PUE) IS DEDICATED ALONG ALL SIDE LOT LINES.
11. ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
12. 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.
13. THE HOA WILL OWN AND MAINTAIN THE FOLLOWING LOTS: 9 LOT 1 BLK -A-, LOT 10 BLK -B-, LOT 17 BLK -D-, LOT 10 BLK -E-, LOT 10 BLK -D-, LOT 11 BLK -F-, LOT 12 BLK -Z-, LOT 27 BLK -F-, LOT 17 BLK -G-, LOT 16 BLK -J-, LOT 15 BLK -J-, LOT 8 BLK -J-, LOT 17 BLK -H-, LOT 19 BLK -C-, LOT 36 BLK -F-, LOT 17 BLK -E-.
14. THE HOA BYLAWS ARE RECORDED UN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS UNDER DOCUMENT NUMBER _____.
15. THE HOMEOWNERS ASSOCIATION IS REQUIRED TO MOW AND MAINTAIN LANDSCAPING IN THE OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
16. 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.
17. THE CITY ACCEPTS AND MAINTAINS DRAINAGE AND WATER QUALITY IMPROVEMENTS CONTAINED IN OPEN CHANNELS AND WATER QUALITY AREAS.
18. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 48491C04735F, REVISED DATE 12/20/2019, THE SUBJECT PROPERTY IS IN ZONE X (UNSHADED), DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN. THE SURVEYOR MAKES NO REPRESENTATION AS TO THE ACCURACY OF SAID FIRM OR THAT IT IS THE MOST CURRENT PUBLISHED FLOOD MAP.
19. THIS SITE LIES OVER THE EDWARDS AQUIFER CONTRIBUTING ZONE.
20. BOUNDARY STREET IMPROVEMENTS:
 - A. LAKELINE BLVD. : ½ STREET SECTION, INCLUDES 45' RIGHT-OF-WAY DEDICATION, 2 - 12-FT LANES AND 8' MEDIAN, RAISED CURB & GUTTER, BOTH SIDES.
 - B. C.R. 280 : ½ STREET SECTION, INCLUDES 25' RIGHT-OF-WAY DEDICATION, 1 - 12-FT (MIN) LANE, RAISED CURB & GUTTER, NO. SIDE ONLY.
21. 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.
22. IF SINGLE FAMILY OR TWO FAMILY RESIDENTIAL LOTS ARE PROPOSED TO BACK OR SIDE UP TO AN ARTERIAL STREET, THE FOLLOWING IS PROVIDED:

A LANDSCAPE LOT IS PROVIDED BETWEEN THE LOT(S) AND THE SPECIFIED ROADWAY. SUCH LANDSCAPE LOT IS AT LEAST TEN (10) FEET WIDE.

FOR EVERY SIX HUNDRED (600) SQUARE FEET OF AREA IN THE LANDSCAPE LOT (BLOCK H, LOT 17 - BLOCK J, LOT 9 - BLOCK I, LOT 15 AND 16 - BLOCK F, LOT 11, 27 AND 36 - BLOCK G, LOT 17 - BLOCK D, LOT 10 - BLOCK E, LOT 10 AND 17 - BLOCK C, LOT 19). 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.
23. 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.
24. 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.
25. EACH RESIDENTIAL LOT IN THIS SUBDIVISION IS RESTRICTED TO NO MORE THAN ONE SINGLE FAMILY DWELLING PER ACRE.
26. THESE RESTRICTIONS ARE ENFORCEABLE BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.

LEANDER ESTATES PRELIMINARY PLAT

CITY OF LEANDER 21-PP-013



BEARING BASIS NOTE:

The basis of bearing is Texas State Plane Coordinate System, Central Zone, NAD 83, utilizing Trimble Continually Operating Reference Station (CORS) Network. The distances shown are Grid distances.

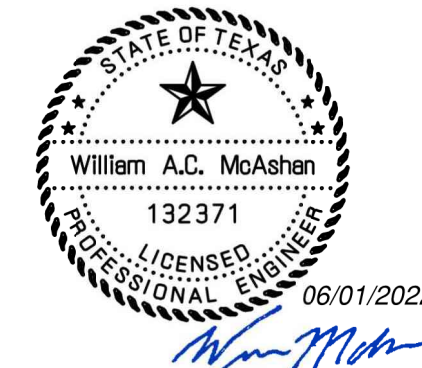
This survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specification for a Category 1B, Condition IV Survey.

Rex L. Hackett
Rex L. Hackett
Registered Professional Land Surveyor No. 5573
Date 6/3/22

THIS SURVEY PLAT IS VALID ONLY IF IT BEARS THE ORIGINAL SEAL OF THE ABOVE SURVEYOR

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, Rex L. Hackett, 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 First American Title Insurance Company, GF No. 1002-332194-RTT issued June 3, 2021 have been shown or noted hereon.



William A.C. McAshan, P.E.

Date

LAND USE TABLE		
USE	LOTS	SIZE (AC.)
SINGLE FAMILY	169	168.07
HOA		
DETENTION/PARKLAND	1	2.36
HOA DETENTION	3	5.67
HOA LANDSCAPE	12	3.40
PARKLAND TOTAL		2.36
STREET ROW		31.11
TOTALS	185	210.60

INDEX OF DRAWINGS

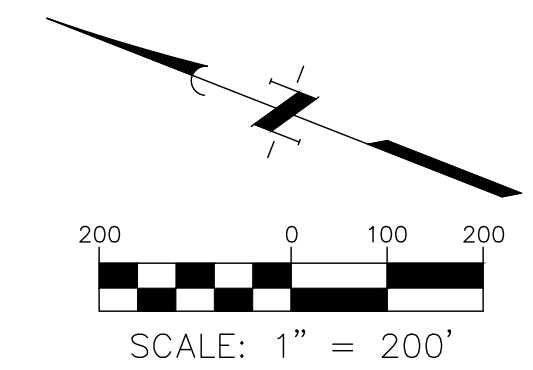
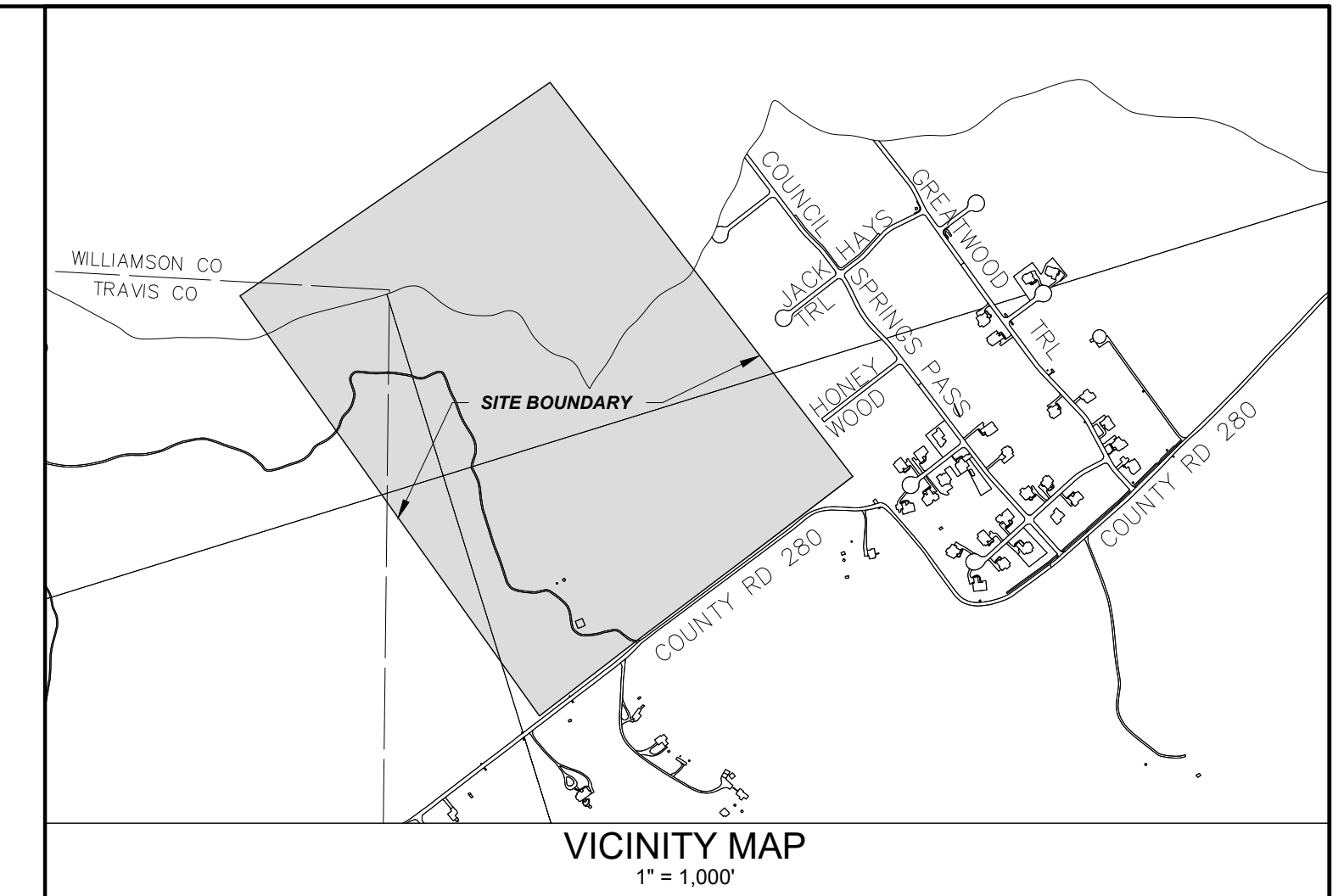
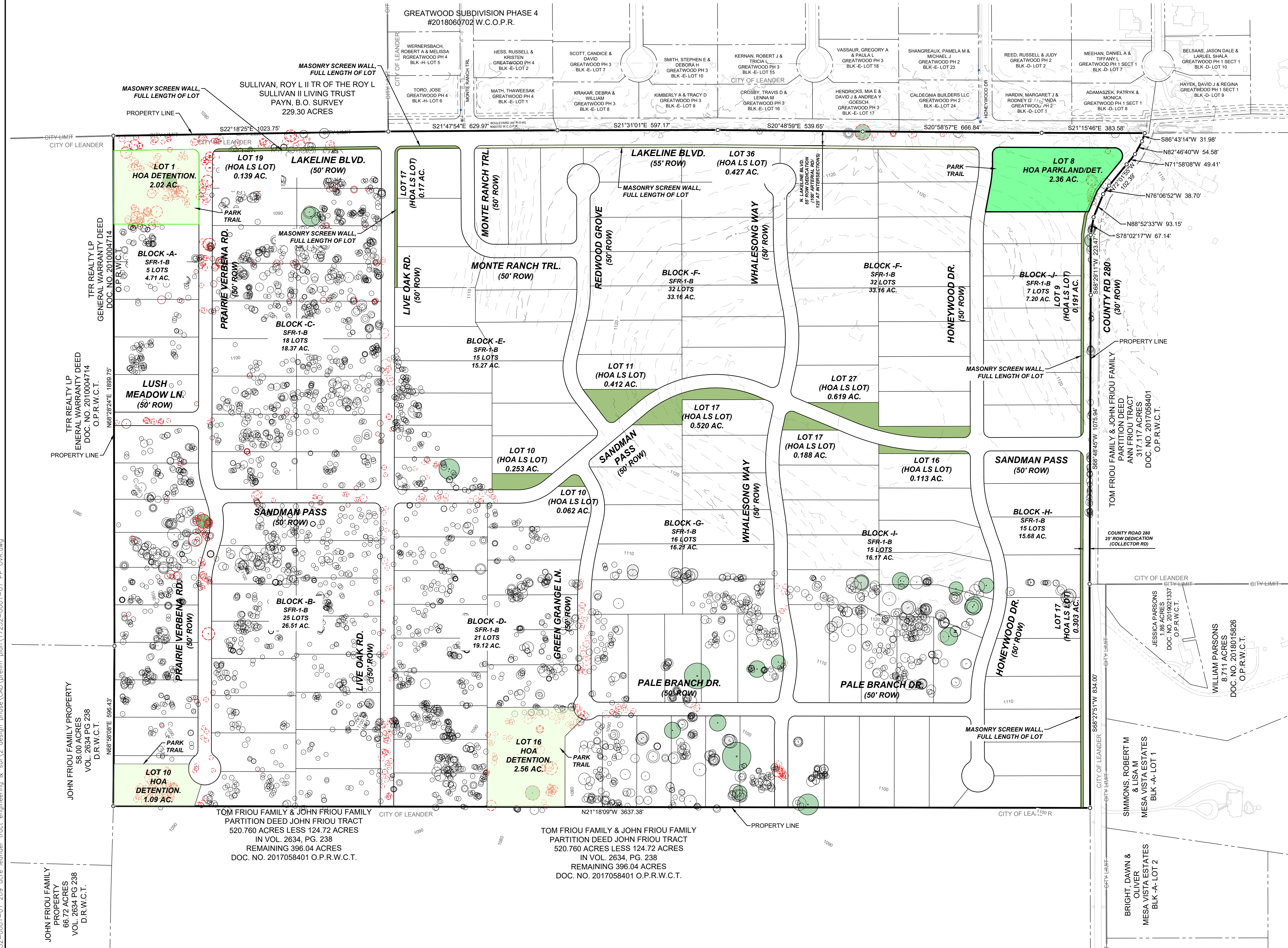
SHEET NO.	SHEET TITLE
1	COVER SHEET
2	EXISTING CONDITION PLAN
3	OVERALL PP
4	PRELIMINARY PLAT 1
5	PRELIMINARY PLAT 2
6	PRELIMINARY PLAT 3
7	PRELIMINARY PLAT 4
8	UTILITY SCHEMATIC 1
9	UTILITY SCHEMATIC 2
10	UTILITY SCHEMATIC 3
11	UTILITY SCHEMATIC 4
12	PARKS PLAN
13	EXISTING DRAINAGE AREA MAP
14	PROPOSED DRAINAGE AREA MAP
15	OVERALL TREE PRESERVATION PLAN
16	TREE PRESERVATION PLAN 1
17	TREE PRESERVATION PLAN 2
18	TREE PRESERVATION PLAN 3
19	TREE PRESERVATION PLAN 4
20	HERTIAGE TREE PLAN
21	TREE LIST (1 of 7)
22	TREE LIST (2 of 7)
23	TREE LIST (3 of 7)
24	TREE LIST (4 of 7)
25	TREE LIST (5 of 7)
26	TREE LIST (6 of 7)
27	TREE LIST (7 of 7)

STREET TABLE	
PUBLIC STREETS	
NAME	LENGTH(LF)
PRAIRIE VERBENA RD.	2,363
LUSH MEADOW LN.	340
SANDMAN PASS	1,165
LIVE OAK RD.	2,514
GREEN GRANGE LN.	935
PALE BRANCH DR.	1,447
MONTE RANCH TRL.	846
REDWOOD GROVE	1,005
WHALESONG WAY	2,345
HONEWOOD DR.	2,400
LAKELINE BLVD. (1/2 STR.)	3,840
C.R. 280 (1/2 STR.)	2,570
TOTAL	21,770

DENSITY TABLE (PROPOSED LEANDER ESTATES)

SINGLE FAMILY LOTS 169 LOTS
PROPOSED DENSITY 169 HOMES/210.597 ACRES SFR ZONING = 0.80 HOMES PER ACRE

1701 DIRECTORS BLVD, STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)



STREET TABLE	
PUBLIC STREETS	
NAME	LENGTH(LF)
PRAIRIE VERBENA RD.	2,363
LUSH MEADOW LN.	340
SANDMAN PASS	1,165
LIVE OAK RD.	2,514
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HONEWOOD DR.	2,400
LAKELINE BLVD. (1/2 STR.)	3,840
C.R. 280 (1/2 STR.)	2,570
TOTAL	21,770

PARKLAND TABLE	
LOT	SIZE(AC)
8	2.36
TOTAL	2.36

NOTES:

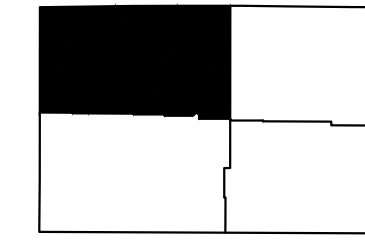
1. NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YR FLOODPLAIN, AS SHOWN ON FEMA FIRM PANEL 48491C435F WILLIAMSON COUNTY, TEXAS AND INCORPORATED AREAS, DECEMBER 20, 2019.
2. ZONING FOR THIS PROJECT IS SFR-1-B.
3. NO LOTS THAT ADJOIN LAKELINE BLVD WILL HAVE ACCESS TO LAKELINE BLVD.
4. GEOMETRIC DESIGNS FOR THE ROADWAYS WILL BE REVIEWED DURING THE CONSTRUCTION PLAN PHASE.
5. SINGLE FAMILY RESIDENTIAL CORNER LOTS ON UNEQUAL CLASS STREETS SHOULD ONLY HAVE ACCESS TO THE STREET WITH THE LOWER CLASSIFICATION. ACCESS TO THE HIGH CLASSIFICATION STREET IS PROHIBITED.

LEANDER ESTATES
OVERALL PRELIMINARY
PLAN
CITY OF LEANDER
6/3/2022

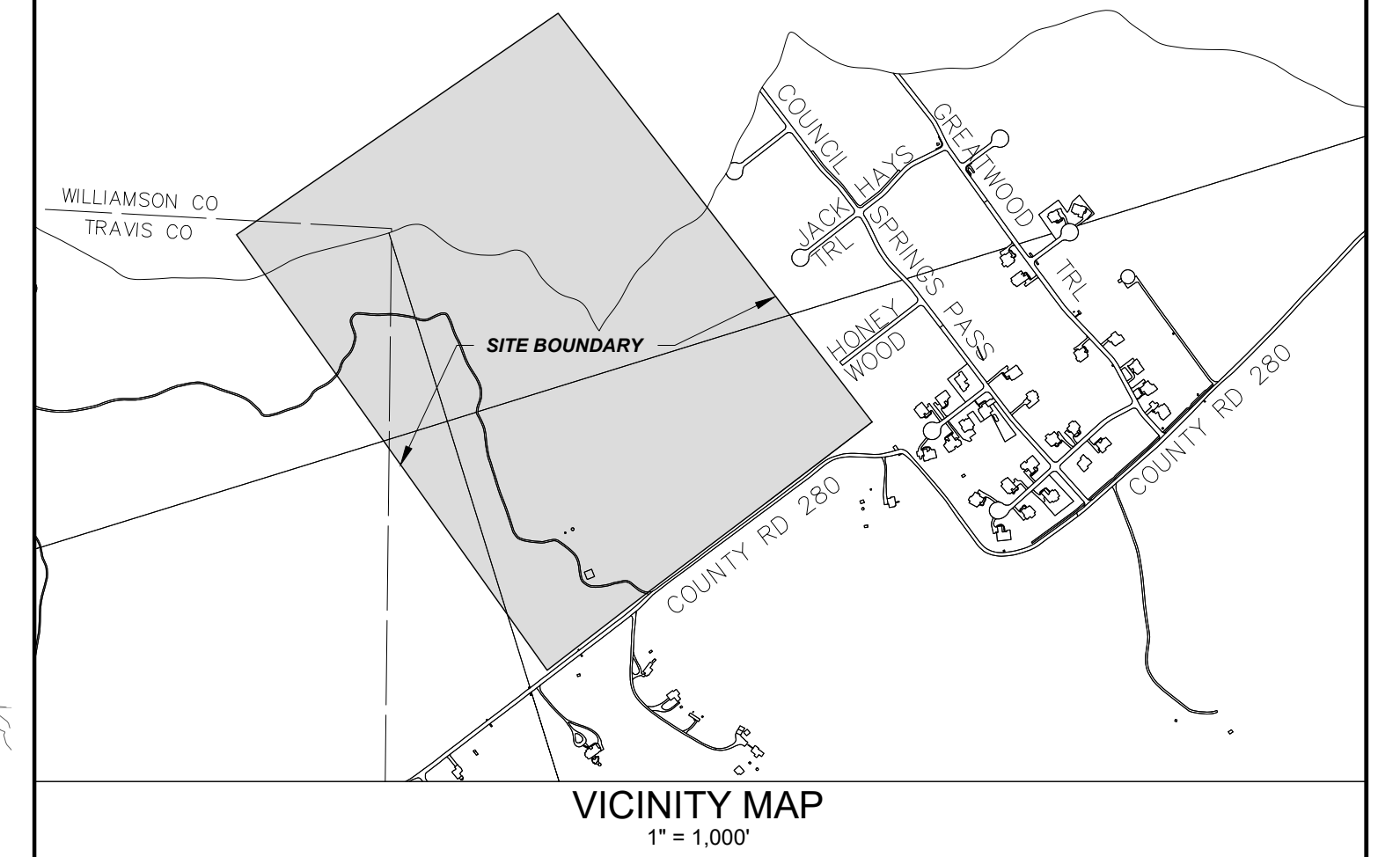
ENGINEER/SURVEYOR/PLANNER:



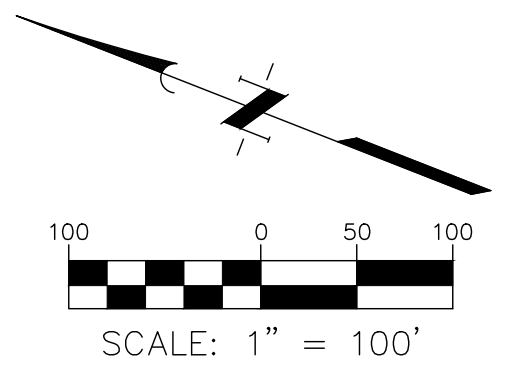
1701 DIRECTORS BLVD, STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)



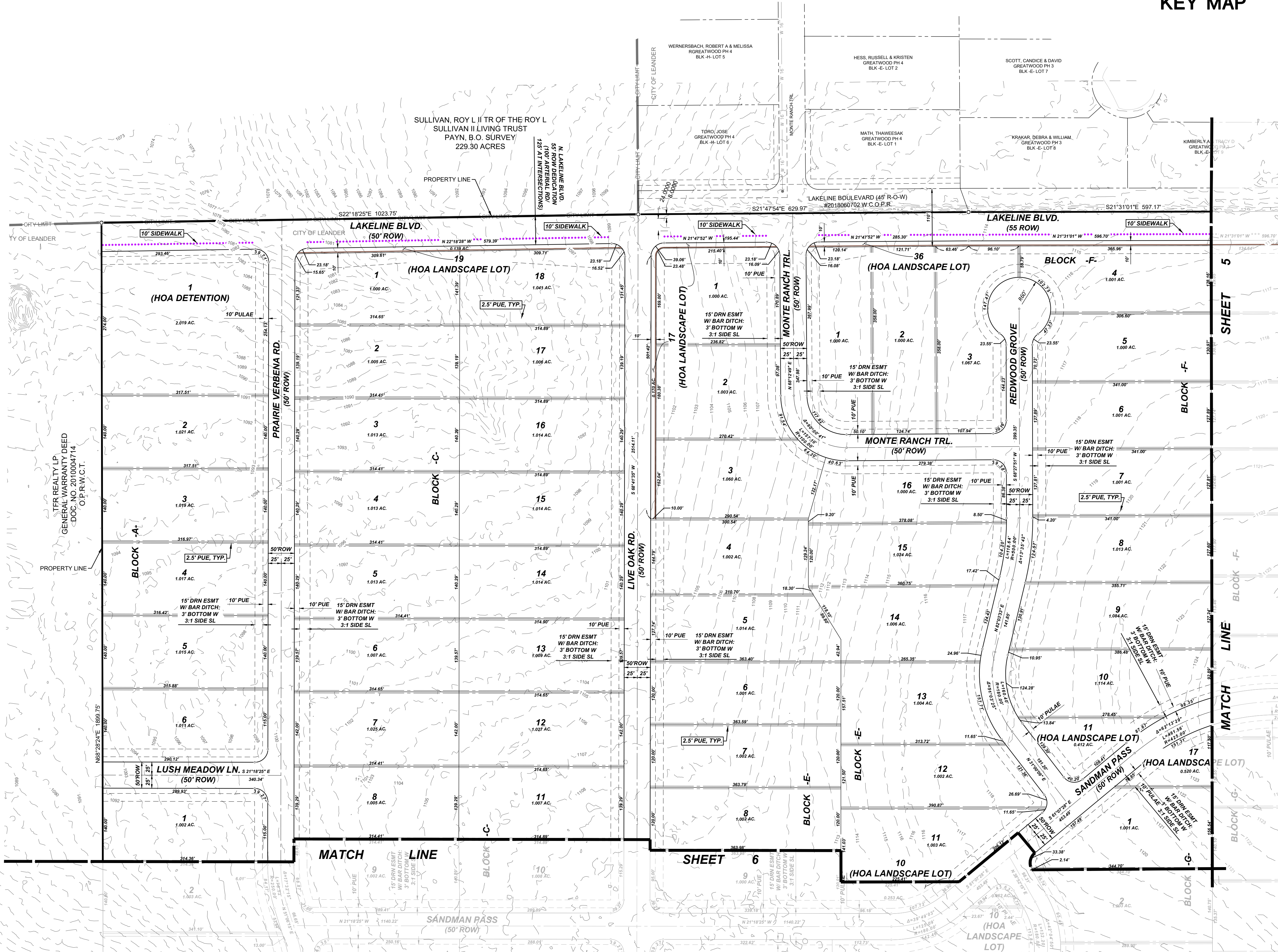
KEY MAP



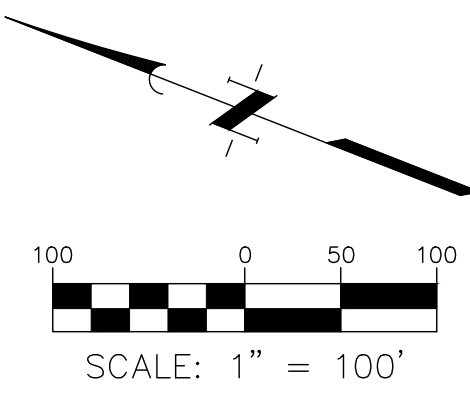
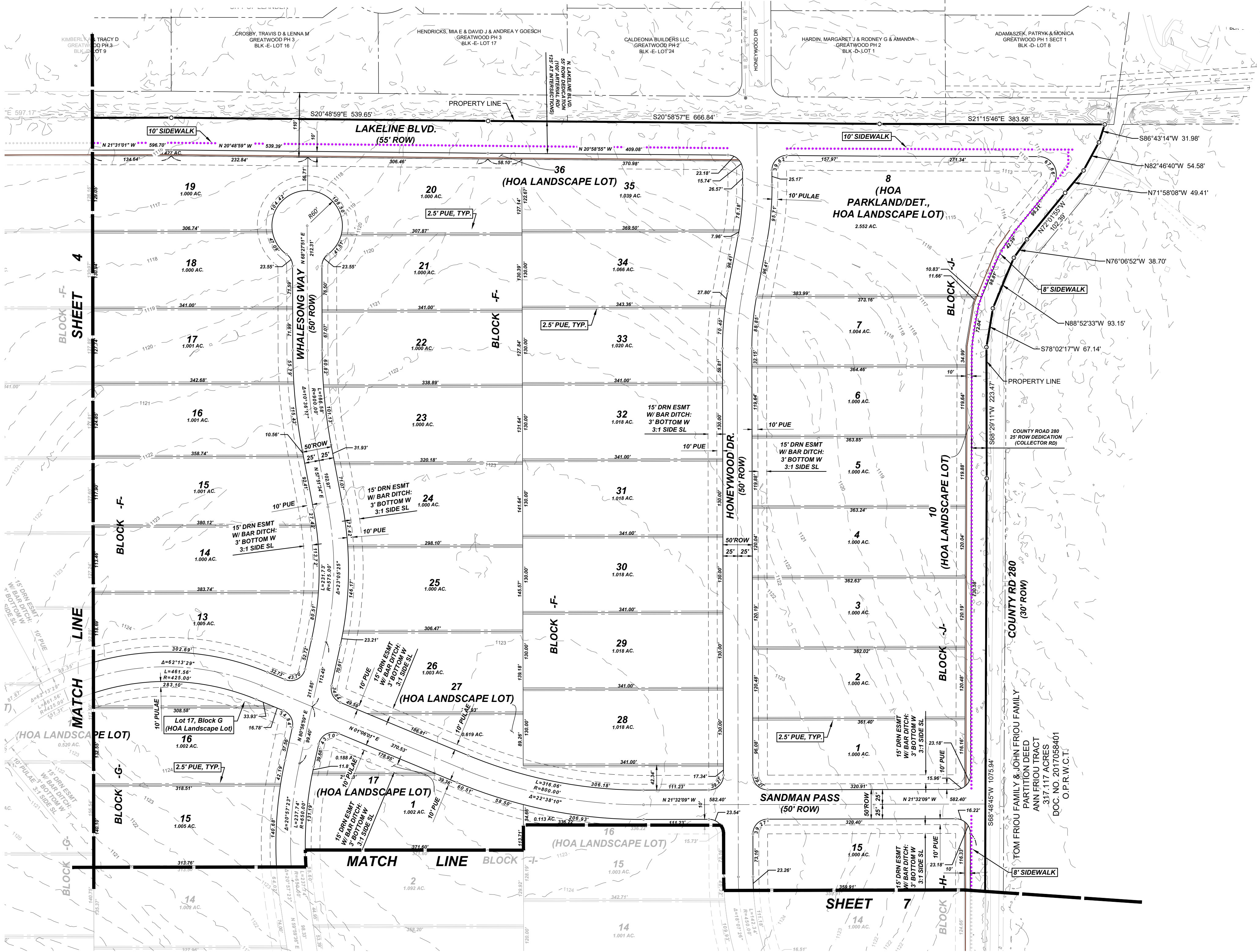
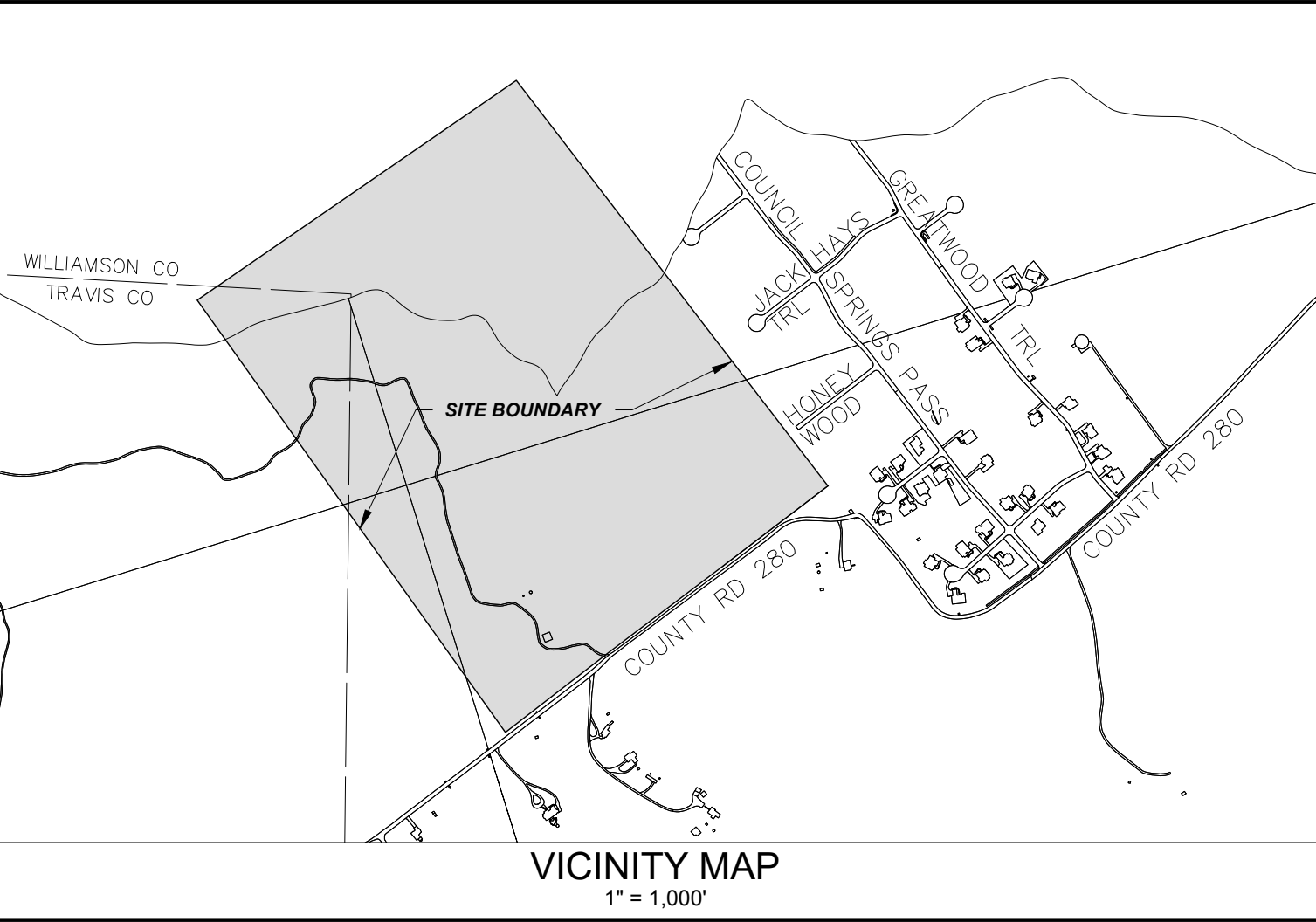
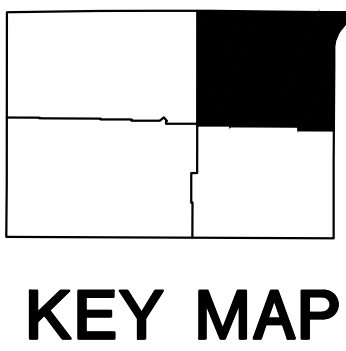
VICINITY MAP
1" = 1,000'



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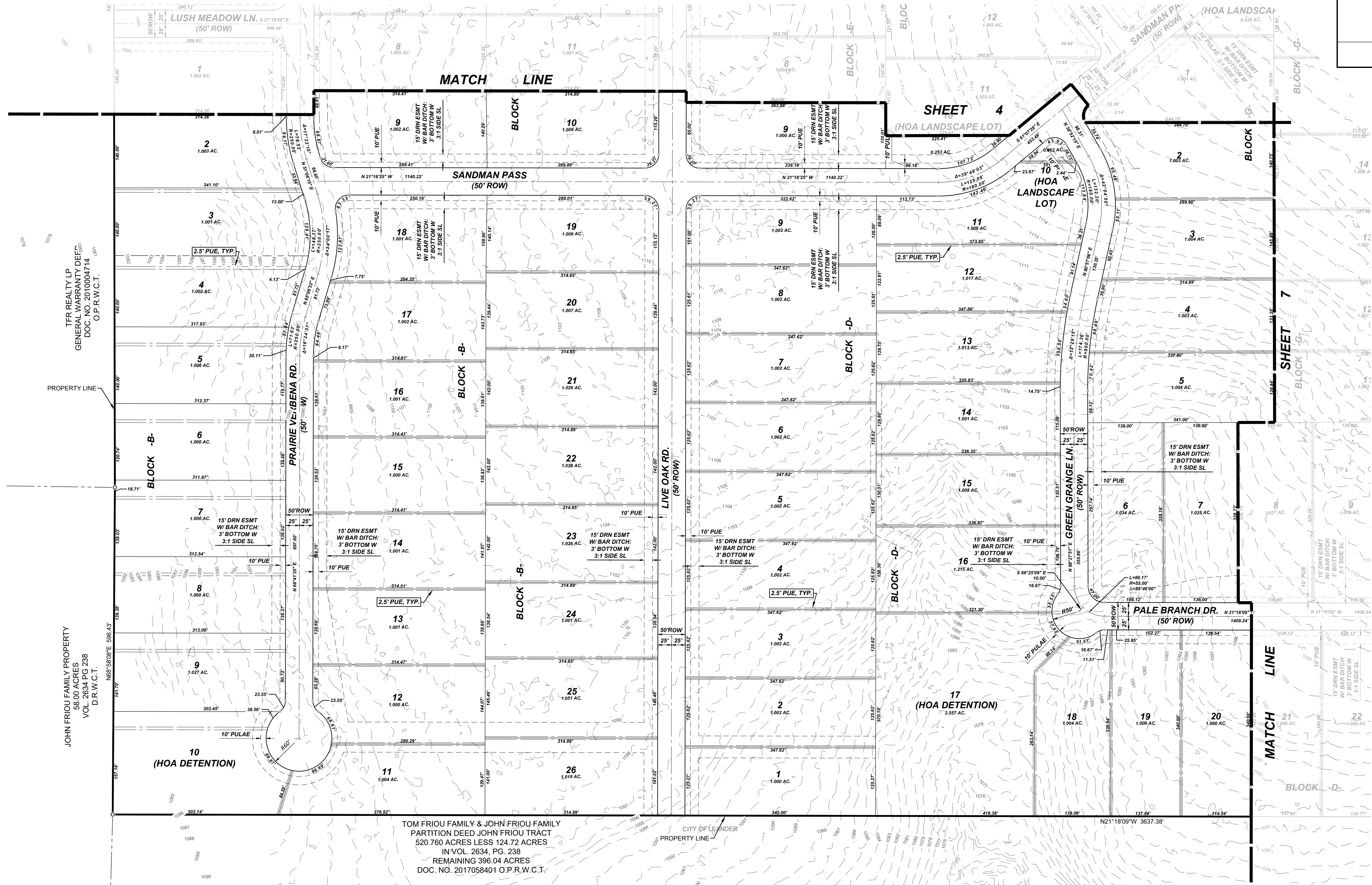
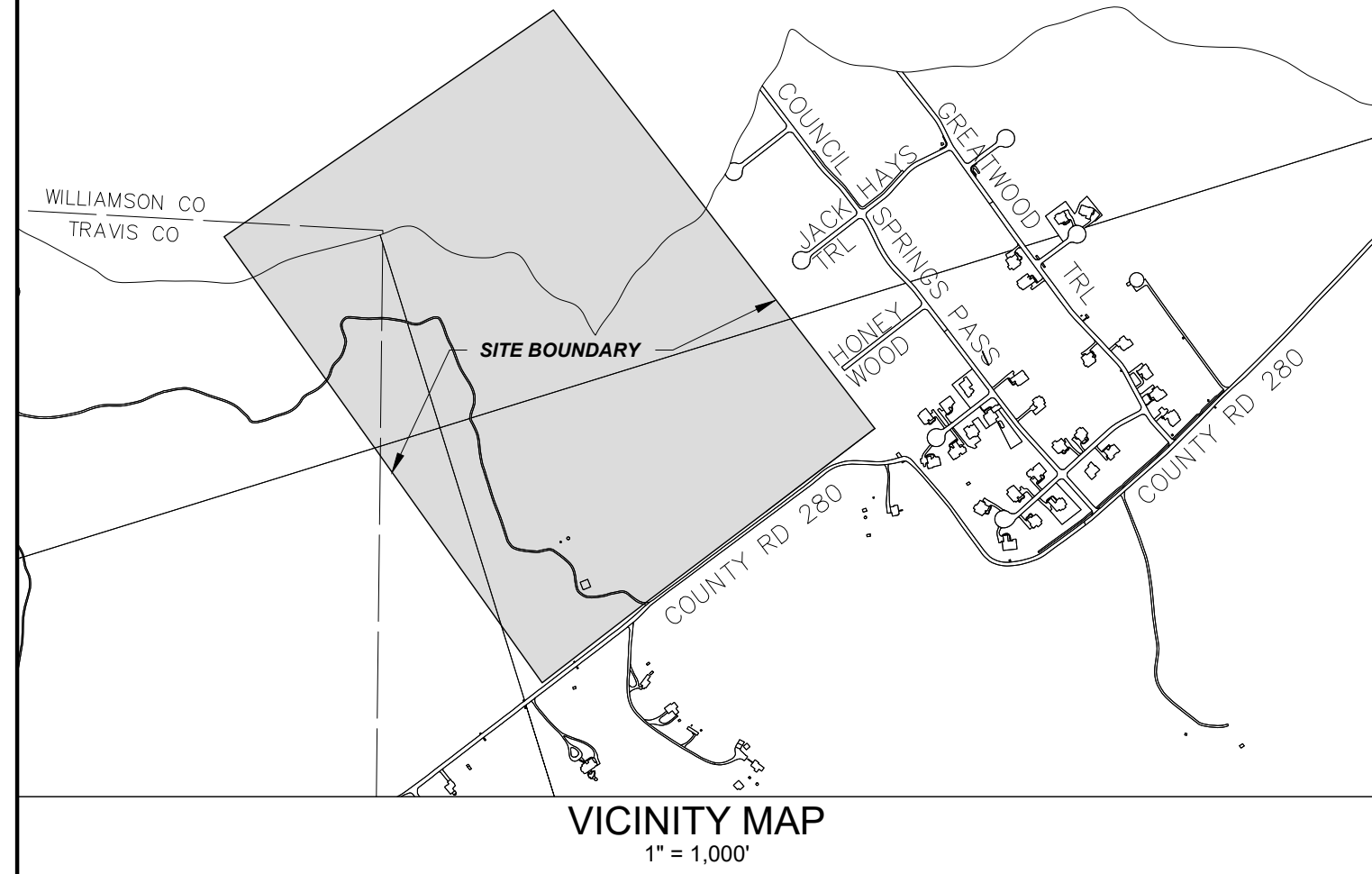
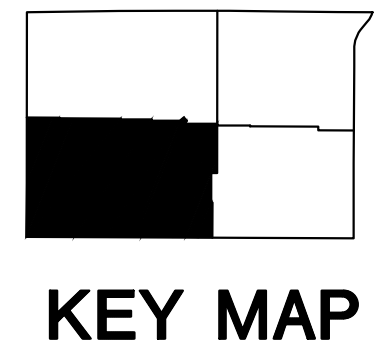


LEANDER ESTATES
PRELIMINARY PLAT
(1 OF 4)
CITY OF LEANDER
6/3/2022

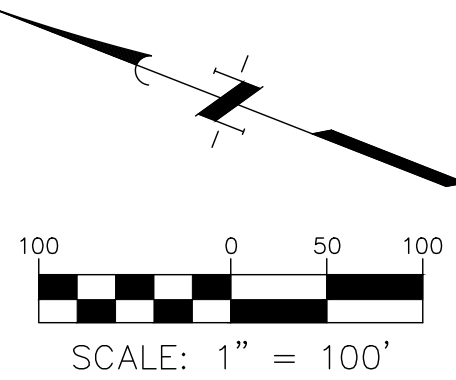
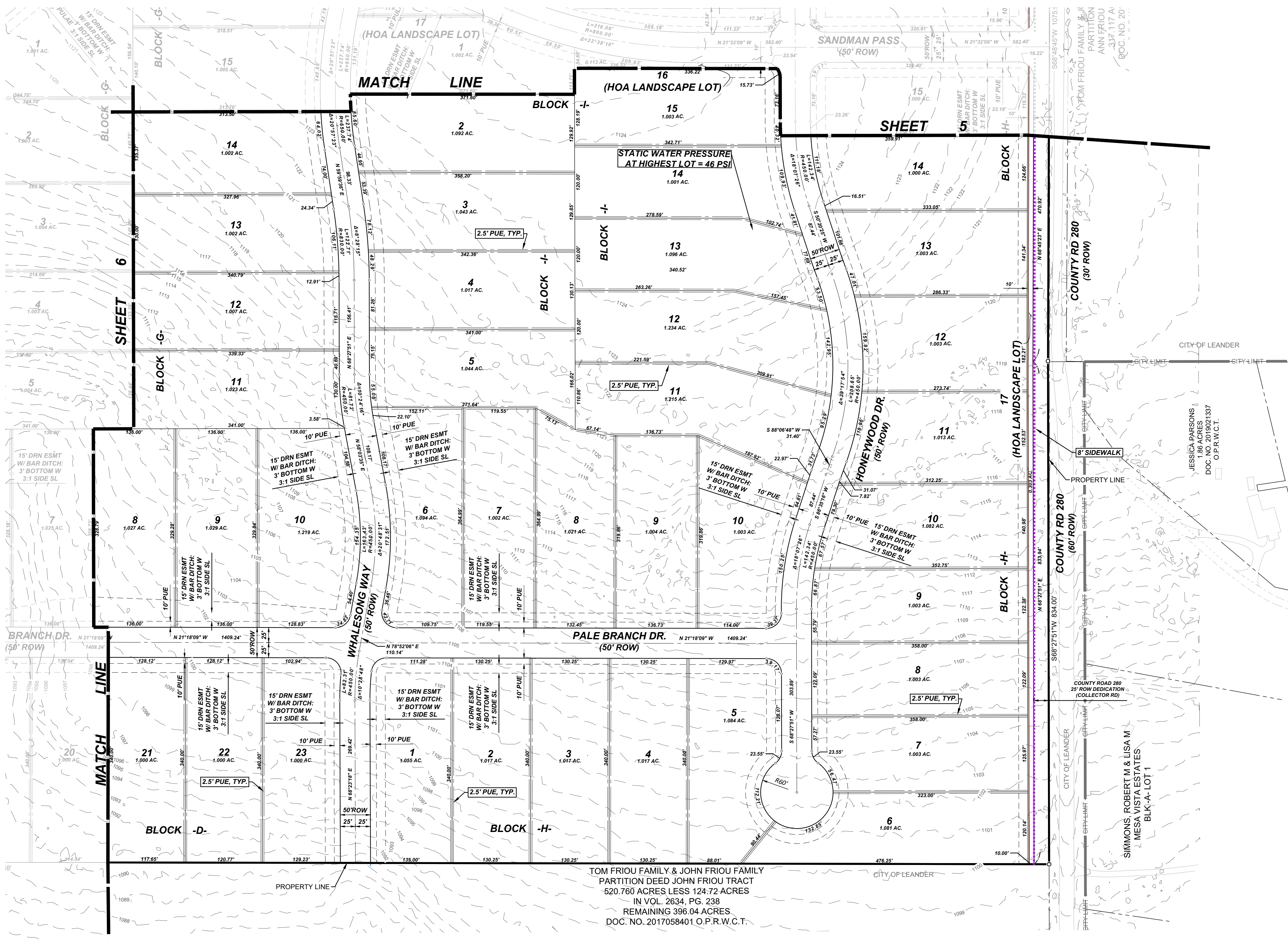
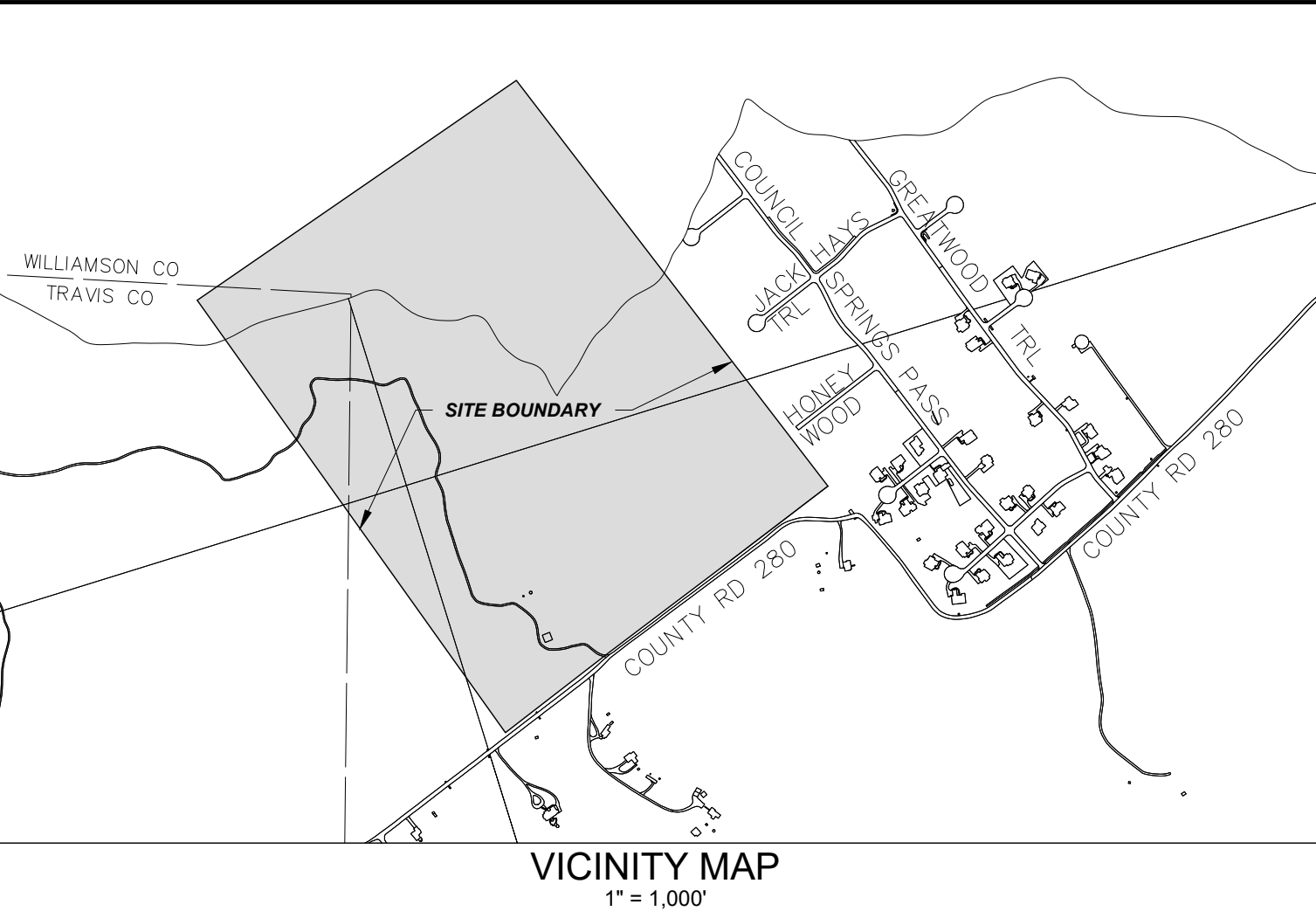
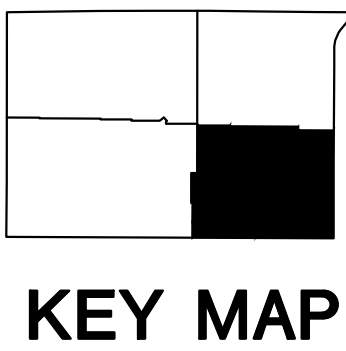


LEANDER ESTATES
PRELIMINARY PLAT
(2 OF 4)
CITY OF LEANDER
6/3/2022

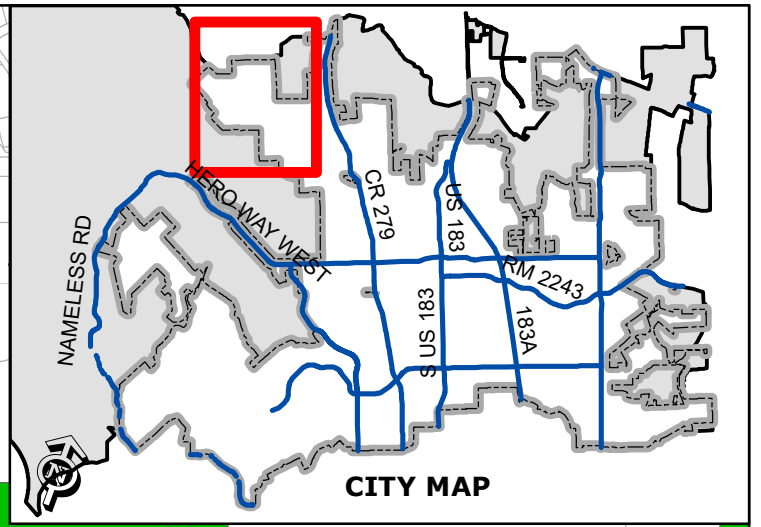
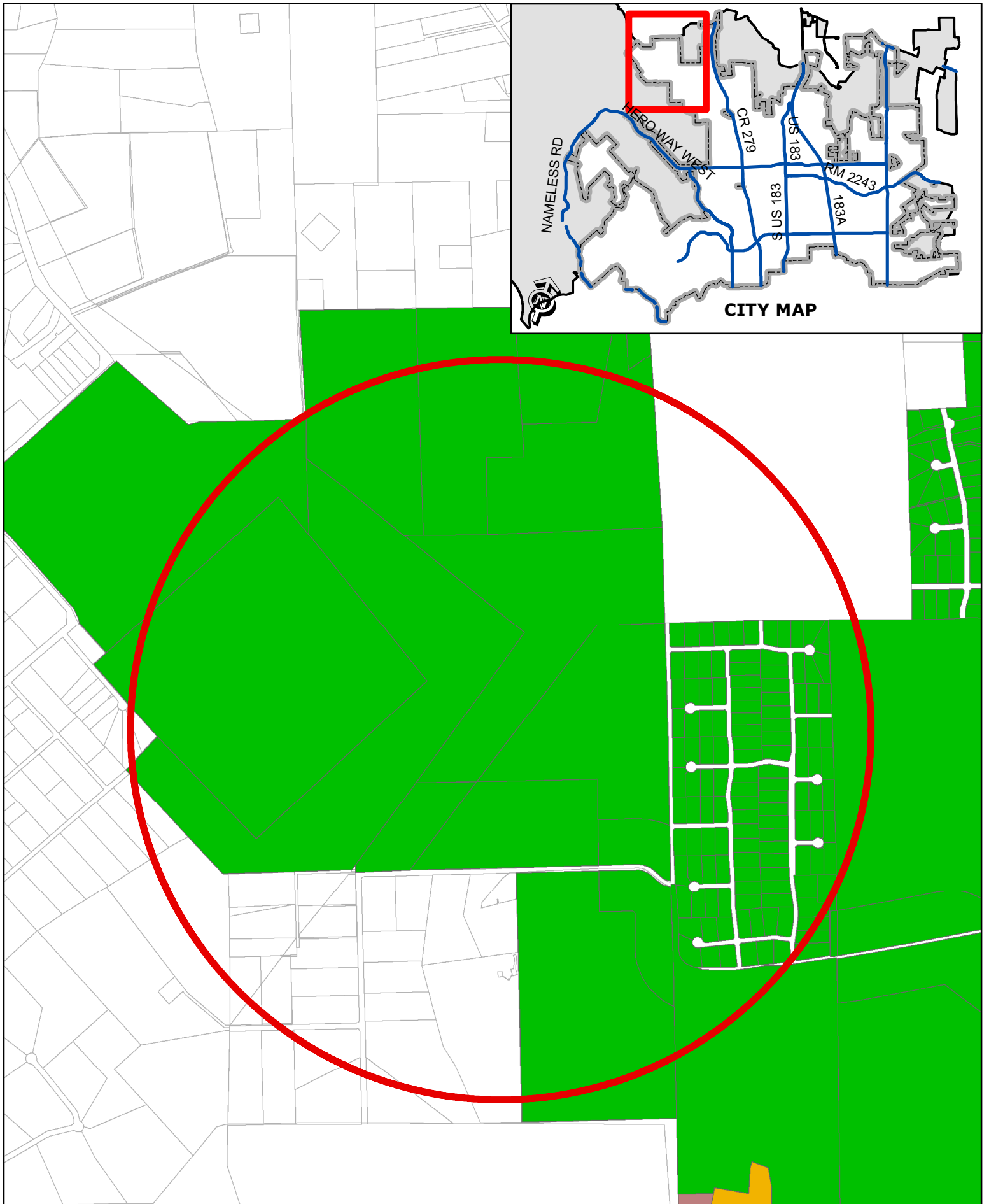
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LEANDER ESTATES
PRELIMINARY PLAT
(3 OF 4)
CITY OF LEANDER
6/3/2022



LEANDER ESTATES
PRELIMINARY PLAT
(4 OF 4)
CITY OF LEANDER
6/3/2022



Leander Estates - Location Exhibit
Attachment #2 - Location Exhibit

