



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

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



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

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

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

REGULAR MEETING

1. Call to Order.
2. Roll Call.
3. Director's report to the Planning & Zoning Commission on action taken by City Council on the March 7, 2024 meeting.
4. Review of meeting protocol.
5. Public comments on items not listed in the agenda.

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

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

CONSENT AGENDA: ACTION

6. Approval of Subdivision Case 20-FP-028 regarding Talia Homes Final Plat on two parcels of land approximately 3.63 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R031263 and R031264; generally located east of Hazelwood Street and Horizon Park Boulevard, Leander, Williamson County, Texas.
7. Approval of Subdivision Case PP-23-0041 regarding Hawkes Landing North Phase 3 Preliminary Plat on one (1) parcel of land approximately 37.97 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031685; generally located south of Gilmer Way and Aquila Drive, Leander, Williamson County, Texas.
8. Approval of Subdivision Case SFP-21-0006 regarding B-Twisted Acres Short Form Final Plat on one (1) parcel of land approximately 12.402 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District parcel R605507; generally located on the south side of CR 281, approximately 2,950 feet west of N. Bagdad Road, Leander, Williamson County, Texas.

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

PUBLIC HEARING: ACTION

11. Conduct a Public Hearing and consider action regarding Zoning Case Z-23-0072 to amend the current zoning of LC-2-A (Local Commercial) to adopt the Tiger Mountain PUD (Planned Unit Development) with the base zoning of LC-2-A (Local Commercial) on one (1) parcel of land approximately 10.314 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031710; and more commonly known as 100 Mockingbird Hill, Leander, Williamson County, Texas.
 - Discuss and consider action regarding Zoning Case Z-23-0072 as described above.
 - Discuss and consider action regarding the item 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 Comprehensive Plan Case CPA-24-0010 to amend the Comprehensive Plan land use category from Multi-Use Corridor (Priority) to Neighborhood Residential and consider action regarding Zoning Case Z-23-0082 to amend the current zoning of SFR-2-B (Single-Family Rural) and LC-2-B (Local Commercial) to adopt the Oakmont PUD (Planned Unit Development) with the base zoning districts of SFS-2-A (Single-Family Suburban), LC-2-A (Local Commercial) and GC-3-A (General Commercial) on six (6) parcels of land approximately 50.31 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R473796, R324593, R324592, R412990, R594957, and R594958; and to the east of the intersection of CR 274 and Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.
 - Discuss and consider action regarding Comprehensive Plan Case CPA-24-0010 as described above.
 - Discuss and consider action regarding Zoning Case Z-23-0082 as described above.
 - Discuss and consider action regarding the item as described above.
 - a. Staff Presentation
 - b. Applicant Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing
 - e. Discussion
 - f. Consider Action
13. Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0106 to amend the Hero Way & Main Street Medical Office PUD (Planned Unit Development) with the base zoning districts of LC-2-A (Local Commercial) and GC-2-A (General Commercial) on two (2) parcels of land approximately 8.0822 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R619566 and R619565; and legally described as Lots 1 & 2, Block A of the Hero Way Medical Addition Subdivision, Leander, Williamson County, Texas.
 - Discuss and consider action regarding Zoning Case Z-24-0106 as described above.
 - Discuss and consider action regarding the item as described above.

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

14. Conduct a Public Hearing and consider action regarding Comprehensive Plan Case CPA-23-0009 to amend the Comprehensive Plan land use category from Multi-Use Corridor to Neighborhood Residential and consider action regarding Zoning Case Z-23-0102 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) and Interim SFR-2-B (Single-Family Rural) to SFS-2-B (Single-Family Suburban), GC-3-A (General Commercial), and GC-2-A (General Commercial) on eight (8) parcels of land approximately 234 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R506005, R485247, R485248, R031575, R392187, R392188, R031534, and R031533; and more commonly known as 14750 Ronald W. Reagan Blvd, Leander, Williamson County, Texas.

- Discuss and consider action regarding Comprehensive Plan Case CPA-23-0009 as described above.
- Discuss and consider action regarding Zoning Case Z-23-0102 as described above.

- Discuss and consider action regarding the item as described above.

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

REGULAR AGENDA

15. Discussion regarding the Comprehensive Plan Implementation Schedule and Old Town Master Plan Implementation, and consider action on recommendations from the Planning & Zoning Commission for the FY 2024/2025 City Budget and CIP Plan.
- Discuss and consider action regarding the item as described above.
 - a. Staff Presentation
 - b. Discussion
 - c. Consider Action
16. Receive a presentation regarding updates to the Park Land Dedication, Park Improvement, and Park Land Fee-in-Lieu regulations and requirements
- Discuss and consider action regarding the item as described above.
 - a. Staff Presentation
17. Adjournment

CERTIFICATION

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

Veronica Tovar

Veronica Tovar, Secretary



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Approval of Subdivision Case 20-FP-028 regarding Talia Homes Final Plat on two parcels of land approximately 3.63 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R031263 and R031264; generally located east of Hazelwood Street and Horizon Park Boulevard, Leander, Williamson County, Texas.

BACKGROUND:

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

This plat was previously approved by the Planning & Zoning Commission at the September 9, 2021 meeting. Per Section 24(i)(2) of the Subdivision Ordinance, the application will not expire until six months from the date of such action by the Commission. The plat approval expired on March 9, 2022.

HISTORY/TIMELINE:

04/18/2019 – Concept Plan approved
06/25/2020 – Preliminary Plat approved
09/09/2021 – Final Plat approved
03/09/2022 – Final Plat approval expired

APPLICANT/AGENT:

Civiltude (Eyad Kasemi) on behalf of Falcon Eye Asset Holdings, LLC. (Mazofar Mahmoud).

RECOMMENDATION:

This final plat includes fourteen (14) single-family lots, two (2) HOA landscape lots, and one (1) HOA parkland and drainage lot. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following condition.

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

PRESENTER:

Karina L. Castillo, AICP, Planning Manager

Attachments:

1. FP-20-0028 Att 1 Talia Homes Final Plat
2. FP-20-0028 Att 2 Talia Homes Location Map

TALIA HOMES

FINAL PLAT

OWNER
FALCON EYE ASSET HOLDINGS, LLC
PO BOX 161292
AUSTIN, TX 78716
(512)–789–7979

ENGINEER:
CIVILITUDE LLC
5110 LANCASTER COURT
AUSTIN, TX 78723
NHAT M. HO, PE
(512) 761–6161

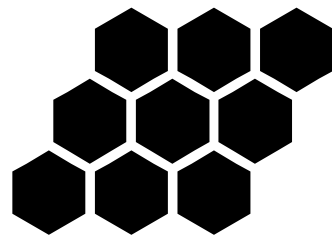
SURVEYOR:
WATSON SURVEYING
9501 CAP OF TEX HWY, #303
AUSTIN, TEXAS 78759
(512) 346–8566

PROJECT AGENT:
CIVILITUDE LLC
5110 LANCASTER COURT
AUSTIN, TX 78723
NHAT M. HO, PE
(512) 761–6161

SUBMITTAL DATE:
OCTOBER 20, 2020



- SHEET INDEX
1. COVER SHEET
 2. FINAL PLAT (1 OF 2)
 3. FINAL PLAT (2 OF 2)



CIVILITUDE
ENGINEERS & PLANNERS

FIRM REG# F-12469 5110 LANCASTER COURT, AUSTIN, TX 78723
PHONE 512 761 6161 FAX 512 761 6167 INFO@CIVILITUDE.COM

DATE

LOT TABLE				
LOT #	BLOCK	AREA (SF)	AREA (AC.)	LAND USE
1	A	1,492	0.034	HOA LANDSCAPE LOT
2	A	12,022	0.276	HOA PARKLAND AND DRAINAGE LOT
3	A	7,576	0.174	SINGLE FAMILY
4	A	7,457	0.171	SINGLE FAMILY
5	A	7,457	0.171	SINGLE FAMILY
6	A	7,229	0.166	SINGLE FAMILY
7	A	7,221	0.166	SINGLE FAMILY
8	A	9,871	0.227	SINGLE FAMILY
9	A	9,349	0.215	SINGLE FAMILY
10	A	11,148	0.256	SINGLE FAMILY
11	A	7,254	0.167	SINGLE FAMILY
12	A	7,208	0.165	SINGLE FAMILY
13	A	7,463	0.171	SINGLE FAMILY
14	A	7,474	0.172	SINGLE FAMILY
15	A	7,328	0.168	SINGLE FAMILY
16	A	7,222	0.166	SINGLE FAMILY
17	A	870	0.020	HOA LANDSCAPE LOT
TOTAL	# OF LOTS	125,641	2.884	
	14	111,257	2.554	SINGLE FAMILY LOTS
	2	2,362	0.054	HOA LANDSCAPE LOT
	1	12,022	0.276	HOA PARKLAND AND DRAINAGE LOT

SHEET NO.
1
OF 3

TALIA HOMES FINAL PLAT

LEGEND

- 1/2" STEEL PIN FOUND
- 1/2" STEEL PIN FOUND W/CAP
- 1/2" STEEL PIN SET W/CAP
- 1" STEEL PIPE FOUND
- MAG NAIL SET
- 60D NAIL FOUND
- STEEL SPINDLE FOUND
- B.L. BUILDING SETBACK LINE
- U.E. UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT
- FENCE
- OVERHEAD UTILITIES
- RECORD INFORMATION
- SF SQUARE FEET
- SIDEWALK



SCALE: 1"=80'

BEARING BASIS IS FROM
RECORDED DEED

1/2" PIPE FOUND
STATE PLANE COORD.
N(Y): 10180693.17
E(X): 3080907.19

GASKILL, ROONEY A & TAMMY M
OVERLOOK ESTATES SEC 1
LOT 11, BLK B, 1.613 AC.
DOC NO. 2009048572

WEBSTER, LINDA L and
ROGER & SHARON WEBSTER
OVERLOOK ESTATES SEC 1
LOT 10, BLK B, 1.092 AC.
DOC NO. 2010056812

HARYCKI, DAVID E
5.24 ACRES
DOC NO. 9725901

BEARING BASIS
(N75°47'E 534.50')

GODWIN, DAVID S IV & TRACI
OVERLOOK ESTATES SEC 1
LOT 9, BLK B, 0.857 AC.
DOC NO. 2018089332

FRANK, DAVID & ANA
OVERLOOK ESTATES SEC 1
LOT 8, BLK B, 0.748 AC.
DOC NO. 2018058628

POINT OF BEGINNING
STATE PLANE COORD.
N(Y): 10180409.06
E(X): 3080996.46

EILAND, MARK C & CINDY
OVERLOOK ESTATES SEC 1
LOT 5, BLK B, 0.51 AC.
DOC NO. 2017031077

ROSE, TED CLAYTON
OVERLOOK ESTATES SEC 1
LOT 4, BLK B 0.595 AC.
VOL. 2001 PG. 024557

BELANGIA, PAUL & DENISE
OVERLOOK ESTATES SEC 1
LOT 3, BLK B 0.513 AC.
DOC NO. 2014031465

SAWICKI, GERARD
OVERLOOK ESTATES SEC 1
LOT 2, BLK B 0.526 AC.
DOC NO. 2002075276

WILSON, LANCE
OVERLOOK ESTATES SEC 1
LOT 1, BLK B 0.674 AC.
DOC NO. 2015043397

HARALAMBOS & GOLFO MOSHONAS
LEANDER HEIGHTS SECTION 3
LOT 24, BLK B, 2.78 AC.
DOC NO. 2016119855

CARRUTH, RICHARD A & CAROLINA M
LEANDER HEIGHTS SECTION 3
LOT 25, BLK B, 2.79 AC.
VOL. 2732 PG. 0063

MIRELES, JOSE & BLANCA
LEANDER HEIGHTS SECTION 3
LOT 23, BLK B, 2.77 AC.
DOC NO. 2006004895

AUSTIN, RANDALL T & JENNIFER L
LEANDER HEIGHTS SECTION 3
LOT 35 S 1/2, BLK A, 0.92 AC.
DOC NO. 9535819

AUSTIN, RANDALL T & JENNIFER R
LEANDER HEIGHTS SEC 3
LOT 35, BLK A, 0.91 AC.
DOC NO. 2008092045

Line Table		
Line #	Length	Direction
L1	139.35	S19°00'12"E
L2	10.04	S75°47'00"W
L3	91.14	S75°47'00"W
L4	130.11	N14°13'00"W
L5	534.50	S75°47'00"W
L6	124.28	N14°13'00"W
L7	534.50	S75°47'00"W
L8	124.28	S14°13'00"E
L9	58.72	S75°47'00"W
L10	534.50	S75°47'00"W
L11	60.00	N75°47'00"E
L12	124.28	S14°13'00"E
L13	61.70	S75°47'00"W
L14	97.11	S14°13'00"E
L15	22.60	N75°46'58"E
L16	107.54	S75°47'00"W
L17	109.28	S17°42'20"W
L18	64.01	S75°47'00"W
L19	77.56	N17°19'03"W
L20	102.82	S49°52'49"W
L21	144.62	N17°19'03"W
L22	110.23	N79°59'22"W
L23	76.82	N17°19'03"W
L24	88.00	N75°47'52"E
L25	105.05	N41°14'22"W
L26	102.44	N75°47'52"E
L27	98.81	N14°18'36"W
L28	42.18	N75°47'52"E
L29	124.28	S14°24'12"E
L30	24.87	S75°46'58"W
L31	60.00	S75°47'00"W
L32	60.00	N75°36'15"E
L33	124.47	N14°24'12"W
L34	60.00	N75°36'15"E
L35	56.46	S75°47'00"W
L36	124.63	N14°24'12"W
L37	60.00	N75°36'15"E
L38	117.41	N14°24'12"W
L39	64.23	N75°36'15"E
L40	91.18	N19°00'00"W
L41	10.03	N75°36'15"E
L42	76.23	S19°00'00"E
L43	24.19	S51°32'18"W
L44	210.06	N75°47'00"E
L45	152.66	N19°00'00"W
L176	210.06	N75°47'00"E

STREET SUMMARY TABLE

STREET NAME	ROW WIDTH	PVMT WIDTH	CURB TYPE	SIDEWALK	LENGTH	CLASS
CORDOBA CT.	50'	28'	CURB & GUTTER	5'	380'	B
HORIZON PARK BLVD.	48'	24'	CURB & GUTTER	6'	300'	B

BOUNDARY FIELD NOTES:

3.635 ACRES OF LAND, MORE OR LESS, OUT OF THE E.D. HARMON SURVEY, ABSTRACT NO. 6, IN WILLIAMSON COUNTY, TEXAS, BEING ALL OF THOSE TWO TRACTS CALLED 2.00 ACRES AND 1.63 ACRES, AS CONVEYED TO FALCON EYE ASSET HOLDING LLC, BY DEED RECORDED IN DOCUMENT NO. 2018053947, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 3.635 ACRES BEING DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2" STEEL PIN FOUND AT THE SOUTHEAST CORNER OF SAID 1.63 ACRES, ALSO A MUTUAL CORNER OF LOT 5 AND LOT 8, OVERLOOK ESTATES SECTION 1, A SUBDIVISION RECORDED IN DOCUMENT NUMBER 199955658, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, FOR THE SOUTHEAST CORNER HEREOF; THENCE S75°47'52"W 232.62 FEET WITH THE SOUTH LINE OF SAID 1.63 ACRES, ALSO THE NORTH LINE OF SAID SUBDIVISION, TO A 60D NAIL FOUND IN ROOT OF 8" ELM TREE, FOR AN ANGLE POINT HEREOF; THENCE S75°36'15"W 293.00 FEET WITH THE SOUTH LINE OF SAID 2.00 ACRES, ALSO THE NORTH LINE OF SAID SUBDIVISION, TO A MAG NAIL SET IN ASPHALT AT THE SOUTHWEST CORNER OF SAID 2.00 ACRES, IN THE EAST RIGHT OF WAY (R.O.W.) LINE OF HORIZON PARK BLVD. (COUNTY ROAD 273), FOR THE SOUTHWEST CORNER HEREOF; THENCE N19°00'00"W 300.47 FEET WITH THE EAST R.O.W. LINE OF SAID HORIZON PARK BLVD. TO A MAG NAIL SET IN ASPHALT AT THE NORTHWEST CORNER OF SAID 2.00 ACRES, FOR THE NORTHWEST CORNER HEREOF; THENCE N75°47'00"E 291.03 FEET WITH THE NORTH LINE OF SAID 2.00 ACRES, TO A 1/2" STEEL PIPE FOUND AT THE NORTHEAST CORNER OF SAID 2.00 ACRES, FOR A POINT ON LINE HEREOF; THENCE N75°47'00"E 243.47 FEET WITH THE NORTH LINE OF SAID 1.63 ACRES, TO A 1/2" STEEL PIPE FOUND IN THE WEST LINE OF SAID SUBDIVISION, FOR THE NORTHEAST CORNER HEREOF; THENCE S17°19'03"E 299.00 FEET WITH THE MUTUAL LINE OF SAID 1.63 ACRES AND SAID SUBDIVISION, TO THE POINT OF BEGINNING, CONTAINING 3.635 ACRES, MORE OR LESS.

PLAT SUMMARY

OWNER:
FALCON EYE ASSET HOLDINGS, LLC
PO BOX 161292, AUSTIN, TX 78716
MOTHAFAR MAHMOUD, MANAGING MEMBER

ACREAGE: 3.635 ACRES

SUBMITTAL DATE: MAY 2020

LOTS: 14 RESIDENTIAL, 2 HOA LANDSCAPE,
1 HOA PARKLAND AND DRAINAGE

JURISDICTION: CITY OF LEANDER

ENGINEER: FAYEZ S. KAZI, PE

SURVEYOR: STUART WATSON, R.P.L.S.
WATSON SURVEYING
9501 CAP. OF TEX. HWY. #303
AUSTIN, TEXAS 78759

SURVEY: E.D. HARMON SURVEY, ABS. 6

Curve Table					
Curve #	Arc	Radius	Delta	Chord Length	Chord Direction
C1	9.84	15.00	037.5839	9.66	N71°42'24"E
C2	18.46	15.00	070.4979	17.31	S54°15'08"E
C3	72.15	325.00	012.7202	72.00	N58°33'18"E
C4	60.37	325.00	010.6427	60.28	S70°14'11"W
C5	23.55	25.00	053.9674	22.69	N48°47'57"E
C6	25.52	60.00	024.3671	25.33	N33°59'56"E
C7	51.52	60.00	049.1935	49.95	N70°46'45"E
C8	1.28	325.00	000.2256	1.28	S75°40'13"W
C9	45.81	60.00	043.7483	44.71	S62°45'00"E
C10	56.31	60.00	053.7676	54.26	S13°59'31"E
C11	42.95	60.00	041.0160	42.04	S33°23'59"W
C12	57.28	60.00	054.6964	55.13	S81°15'22"W
C13	22.15	60.00	021.1474	22.02	N60°49'19"W
C14	23.55	25.00	053.9688	22.69	N77°13'58"W
C15	3.55	325.00	000.6255	3.55	S75°24'06"W
C16	0.75	325.00	000.1322	3.54	S75°24'48"W
C17	59.80	275.00	012.4603	61.20	S68°39'20"W
C18	0.77	275.00	000.1605	0.77	S62°20'50"W
C19	51.49	275.00	010.7287	51.42	S56°54'10"W
C20	18.47	15.00	070.5347	17.32	S16°16'02"W

TALIA HOMES FINAL PLAT

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
THAT I, STUART W. WATSON 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 CHICAGO TITLE INSURANCE COMPANY NO. _____ EFFECTIVE _____, HAVE BEEN SHOWN OR NOTED HERON.

STUART W. WATSON DATE
REGISTERED PUBLIC LAND SURVEYOR
REGISTRATION NO. 4550

FLOOD PLAIN NOTE:

NO PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL # 48491C0455F FOR WILLIAMSON CO., EFFECTIVE DECEMBER 20, 2019.

I, FAYEZ S. KAZI, 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.

FAYEZ S. KAZI DATE
REGISTERED PROFESSIONAL ENGINEER NO. 96489

CIVILITUDE, LLC.
TEXAS BOARD OF PROFESSIONAL ENGINEERS
FIRM REGISTRATION NO. 12469
5110 LANCASTER COURT,
AUSTIN, TEXAS 78723
(512)-761-6161

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
THAT FALCON EYE ASSETS HOLDING, A TEXAS LIMITED LIABILITY CORPORATION, AS THE OWNER OF THAT CERTAIN 3.365 ACRE TRACT OF LAND RECORDED IN RECORDED IN DOCUMENT NO. 2018053947 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 TALIA HOMES SUBDIVISION.

FALCON EYE ASSET HOLDINGS, LLC

MOTHAFAR MAHMOUD
MANAGING MEMBER

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 MOTHAFAR MAHMOUD, AS MANAGING MEMBER OF FALCON EYE ASSETS, A TEXAS LIMITED LIABILITY CORPORATION, ON BEHALF OF SAID FALCON EYE ASSETS LLC, A DULY AUTHORIZED AGENT WITH AUTHORITY TO SIGN SAID DOCUMENT, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF , 20.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS.

PRINTED NAME:

MY COMMISSION EXPIRES:

STATE OF TEXAS, COUNTY OF WILLIAMSON:
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 THE RECORD BY THE COUNTY CLERK OF COUNTY.

ATTEST:
LAURA LANTRIP, CHAIRWOMAN
PLANNING AND ZONING COMMISSION
CITY OF LEANDER, TEXAS
ELLEN COUFAL, SECRETARY
PLANNING AND ZONING COMMISSION
CITY OF LEANDER, TEXAS

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 LOTS 1, 2 & 17 BLOCK A.
- THE HOA BYLAWS ARE RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON 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. HOA WILL BE RESPONSIBLE FOR MAINTENANCE OF THE DETENTION POND
- FOR EVERY SIX HUNDRED (600) SQUARE FEET OF AREA IN THE LANDSCAPE LOTS 1 & 17 BLOCK A 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) SPLITFACED 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.
- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.
- A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.
- NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
- PROPERTY OWNER SHALL PROVIDE 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 #48491C0455F FOR WILLIAMSON CO., EFFECTIVE 20 DECEMBER, 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.
- SIDEWALKS SHALL BE INSTALLED ON BOTH SIDES OF CORDOBA COURT AND THE SUBDIVISION SIDE OF HORIZON PARK BLVD. 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 JUNE 25TH, 2020.
- APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO THE ORDINANCE REQUIREMENTS.

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

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.



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Approval of Subdivision Case PP-23-0041 regarding Hawkes Landing North Phase 3 Preliminary Plat on one (1) parcel of land approximately 37.97 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031685; generally located south of Gilmer Way and Aquila Drive, Leander, Williamson County, Texas.

BACKGROUND:

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

HISTORY/TIMELINE:

12/03/2020 – Concept Plan Approved

APPLICANT/AGENT:

Pape-Dawson Consulting Engineers, LLC (Michael Fisher, P.E.) on behalf of Emmet Hawkes Jr (Sherrie A McIver).

RECOMMENDATION:

This preliminary plat includes eighty one (81) single-family lots and two (2) public parkland lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the preliminary plat.

PRESENTER:

Michael Chenausky AICP, Senior Planner

Attachments:

1. PP-23-0041 Att 1 Hawkes Landing North Ph 3 Preliminary Plat
2. PP-23-0041 Att 2 Hawkes Landing North Ph 3 - Location Map

OWNER:

BRIGHTLAND HOMES, LTD.
3815 S. CAPITAL OF TEXAS HWY
SUITE 275
AUSTIN, TEXAS 78704
(512) 330-9366

ENGINEER/ SURVEYOR:

PAPE-DAWSON CONSULTING ENGINEERS, LLC.
10801 N MOPAC EXPY., BLDG. 3, SUITE 200
AUSTIN, TEXAS 78759
(512) 454-8711
FAX (512) 459-8867

FILING DATE:

AUGUST 15, 2023

PROPERTY ZONING:

SFC-2-A

LAND USE SUMMARY:

TOTAL ACRES: 37.97
RESIDENTIAL LOTS: 81 (16.37 ACRES)
PUBLIC PARKLAND LOTS: 2 (21.60 ACRES)
FUTURE LAND USE: NEIGHBORHOOD RESIDENTIAL

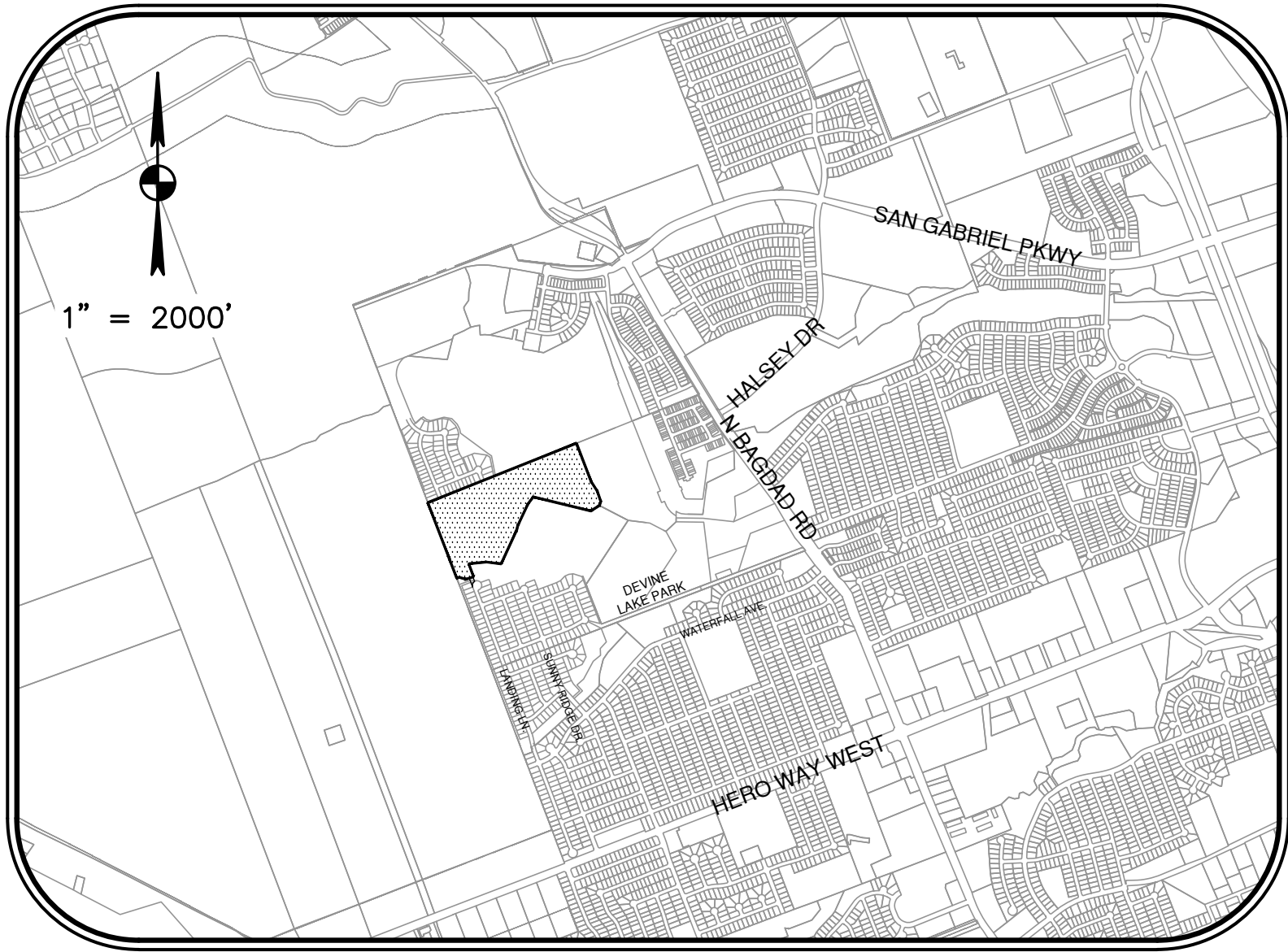
NOTES:

1. THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
2. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.
3. A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.
4. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
5. PROPERTY OWNER SHALL PROVIDE ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.
6. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
7. IN ADDITION TO THE 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.
8. A PORTION OF THIS TRACT IS WITHIN FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #4849100435F, FOR WILLIAMSON CO., EFFECTIVE DECEMBER 20, 2019.
9. BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE MOST CURRENT ZONING ORDINANCE OF THE CITY OF LEANDER. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE CURRENT ZONING ORDINANCE.
10. 5' SIDEWALKS SHALL BE INSTALLED ON BOTH SIDES OF ALL LOCAL STREETS. THOSE SIDEWALKS NOT ABUTTING A RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LOT (INCLUDING SIDEWALKS ALONG STREET FRONTAGES OF LOTS PROPOSED FOR SCHOOLS, CHURCHES, PARK LOTS, DETENTION LOTS, DRAINAGE LOTS, LANDSCAPE LOTS, OR SIMILAR LOTS), SIDEWALKS ON ARTERIAL STREETS TO WHICH ACCESS IS PROHIBITED, SIDEWALKS ON DOUBLE FRONTAGE LOTS ON THE SIDE TO WHICH ACCESS IS PROHIBITED, AND ALL SIDEWALKS ON SAFE SCHOOL ROUTES SHALL BE INSTALLED WHEN THE ADJOINING STREET IS CONSTRUCTED.
11. ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
12. NO DRIVEWAY SHALL BE CONSTRUCTED CLOSER THAN 50' OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING LOCAL OR COLLECTOR STREET OR 100' OF 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING ARTERIAL STREET.
13. THE HOA BYLAWS ARE RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS UNDER DOCUMENT NUMBER 2014080892.
14. THE HOME OWNERS ASSOCIATION IS REQUIRED TO MOW AND MAINTAIN LANDSCAPING IN THE OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
15. THE HOME OWNERS ASSOCIATION SHALL OWN AND MAINTAIN DRAINAGE AND WATER QUALITY IMPROVEMENTS CONTAINED IN OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
16. ANY ENCROACHMENT OR FILL WITHIN THE INUNDATION EASEMENT (AREA) INCLUDING (AERIAL AND SUBTERRANEAN UTILITIES) REQUIRES UPPER BRUSHY CREEK W.C.I.D. APPROVAL BEFORE THE ACTIVITY.
17. THIS SITE IS LOCATED IN THE NORTH FORK OF BRUSHY CREEK. THIS SITE IS LOCATED IN THE EDWARDS AQUIFER RECHARGE ZONE.
18. FUTURE LAND USE CATEGORY: NEIGHBORHOOD RESIDENTIAL.
19. 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.

HAWKES LANDING NORTH

PHASE 3 PRELIMINARY PLAT

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	CONCEPT PLAN
3	EXISTING CONDITIONS
4	PRELIMINARY PLAT
5	EXISTING DRAINAGE AREA MAP
6	PROPOSED DRAINAGE AREA MAP
7	STORM DRAIN LAYOUT
8	WATER LAYOUT
9	WASTEWATER LAYOUT
10	TREE PRESERVATION PLAN HERITAGE TREES
11	TREE PRESERVATION PLAN SIGNIFICANT TREES
12	PARKS PLAN



LOCATION MAP

1" = 2000'

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

SUBMITTED BY:



2/19/24

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

**PAPE-DAWSON
ENGINEERS**

10801 N MOPAC EXPY, BLDG 3, STE 200 | AUSTIN, TX 78759 | 512-454-8711
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028801

SHEET 1 OF 12

FILE: H:\PROJECTS\51167\03\212 PRELIMINARY\CIVIL\TSS1167-03.DWG

THIS DOCUMENT HAS BEEN PRODUCED FROM MATERIAL THAT WAS STORED AND/OR TRANSMITTED ELECTRONICALLY AND MAY HAVE BEEN INADVERTENTLY ALTERED. RELY ONLY ON FINAL HARDCOPY MATERIALS BEARING THE CONSULTANT'S SIGNATURE AND SEAL.

PP-23-0041

PD JOB NO. 51167-03 HAWKES LANDING NORTH - PHASE 3 - PRELIMINARY PLAT

PARCEL	PHASE	APRX. LUE'S	APRX. TRIPS
3	1 (2021)	98	808
1	2 (2022)	129	1,235
2	3 (2023)	81	775

LEGEND			
ZONING DISTRICT	ACREAGE	DENSITY	UNITS
SFT - 2 - A	25.3 ACRES	5.49 DU/AC	139 UNITS
SFC - 2 - A	76.0 ACRES	1.07 DU/AC	81 UNITS
SFU - 2 - A	52.8 ACRES	2.44 DU/AC	129 UNITS
TOTAL	154.1 ACRES	2.28 DU/AC	349 UNITS

--- PHASE LINES
--- LAKE SHORELINE



OWNER:
Hawkes, Emmet J & Sally
213 W Figueroa St. Santa
Barbara, California
93101-8631

CONCEPT PLAN
HAWKES LANDING NORTH
LEANDER, TEXAS

V:\200949-GEHAN\Cables\PLANNING\Submittal\Concept Plan\Submittal Concept Plan.dwg

Issued: 09/04/2020
1. City Submittal
2. Comment Response #1 09/08/2020
3. Comment Response #2 09/29/2020
4. Comment Response #3 10/27/2020

Revisions:
1.
2.
3.
4.
5.
6.

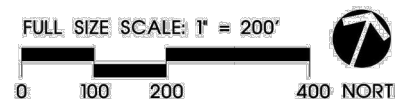
Issue Date: 10/27/2020

Drawn By: B. SP
Reviewed By: PV

Project No:
200049-GEHAN

2 OF 3

Unrecorded copies of this plan are not to be used for any other purpose without the written consent of SEC Planning, LLC's permission.
SEC Planning, LLC



- NOTES:
1) PLAN HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH COMPOSITE ZONING ORDINANCE AND SUBDIVISION ORDINANCE
2) FLOOD HAZARD AREAS PER: FEMA 48491C0435F

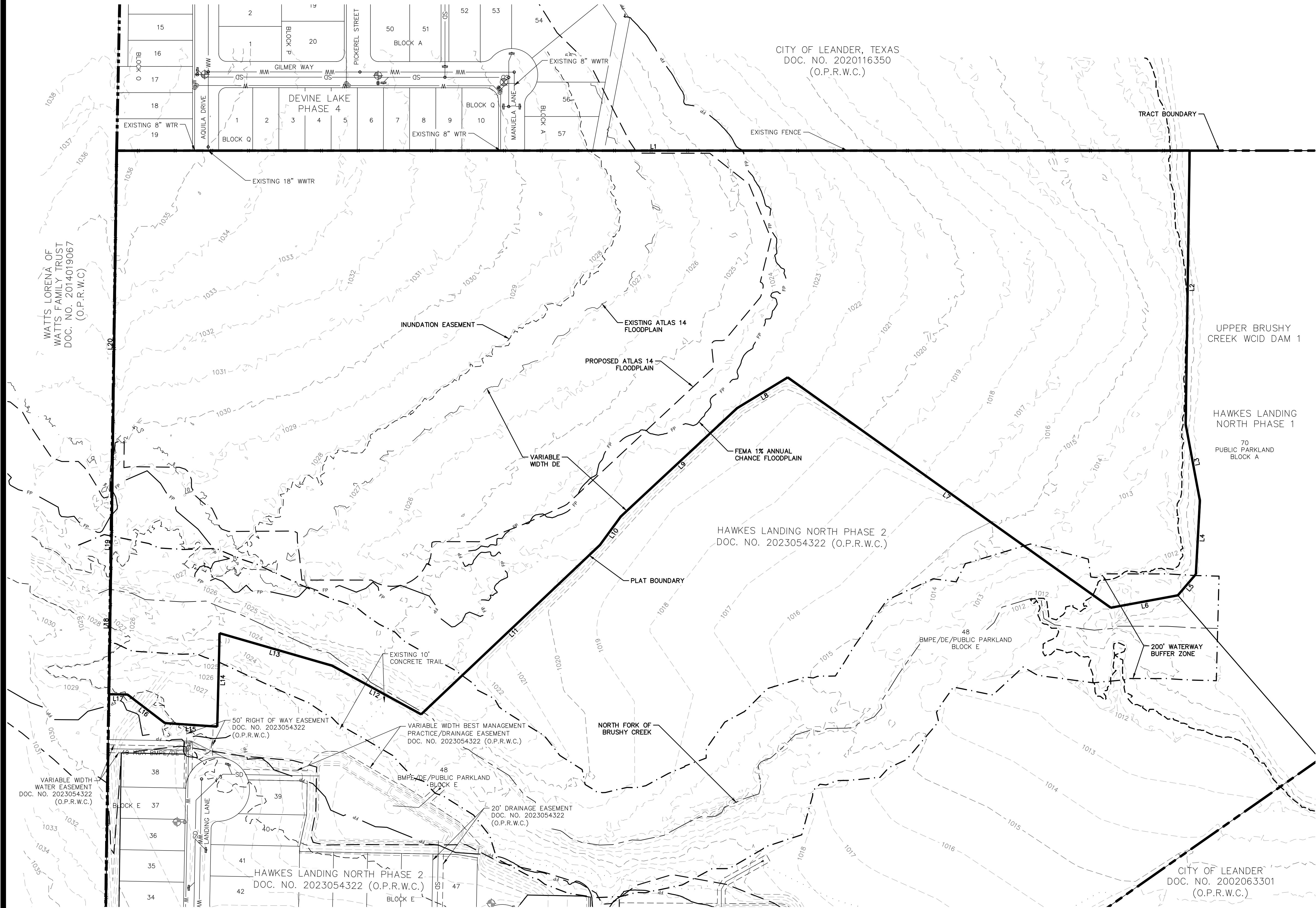
Number	Parcel Number	Owner	Owner Address	City, State Zip	Number	Parcel Number	Owner	Owner Address	City, State Zip
1	803104	GEHAN HOMES LTD	1815 CAPITAL OF TEXAS HWY RTE 275	AUSTIN, TX 78704	39	841282	CONCRETE ADAMANT S	131 REDDING RD	CAMPBELLVILLE, NC 28018
2	803104	CITY OF LEANDER	PO BOX 319	LEANDER, TX 78645-0119	40	841282	KAISER, DOMAN Y & DIANE E	1613 RIO BRAVO LOOP	LEANDER, TX 78645-7591
3	803106	MMI PROPERTIES LLC	1500 GRANTVIEW CANYON TRL	LEANDER, TX 78641-7862	41	841283	CARMON, JAMES & JONIA L	1613 RIO BRAVO LOOP	LEANDER, TX 78645-7591
4	803107	MSC MANAGEMENT II LLC	4024 LOHMAN FORD RD	JACO VISTA, TX 78645	42	841284	HOLDEN, RONALD L	1606 RIO BRAVO LOOP	LEANDER, TX 78645-7591
5	803108	ANGELIS, SARA & MARIA G	863 N BAGGARD RD	LEANDER, TX 78641	43	841285	KRUEGER, KIRSTEN & JAME BEAUBEN	1607 RIO BRAVO LOOP	LEANDER, TX 78645-7591
6	803109	SOUTH STREET CAPITAL INVESTORS LP	12345 VICTORIA BLVD RTE 1	ST LOUIS, MO 63104	44	841286	STUE, JOHN TODD & BILLY M	1608 RIO BRAVO LOOP	LEANDER, TX 78645-7591
7	803124	WATTS LORENA TR OF WATTS FAMILY TRUST	P O BOX 185	LEANDER, TX 78645-0185	45	841287	BROWN, VICTORIA E & CHRISTOPHER D	1609 RIO BRAVO LOOP	LEANDER, TX 78645-7591
8	803947	MSC MANAGEMENT II LLC	4024 LOHMAN FORD RD	JACO VISTA, TX 78645	46	841288	BYRNE, RICHARD & SHANNON DICKINSON	1610 RIO BRAVO LOOP	LEANDER, TX 78645-7591
9	833124	MSC MANAGEMENT II LLC	4024 LOHMAN FORD RD	JACO VISTA, TX 78645	47	841289	HOLK, JOHNSON, TAMM	1607 RIO BRAVO LOOP	LEANDER, TX 78645-7591
10	839950	CITY OF LEANDER	PO BOX 319	LEANDER, TX 78645-0119	48	841290	SILVA, ESTHER & ADAM SWARTZ	1505 RIO BRAVO LOOP	LEANDER, TX 78645-7591
11	839952	CITY OF LEANDER	PO BOX 319	LEANDER, TX 78645-0119	49	841291	SANTAGO, WILLIAM E & ROSA MARTINEZ	1504 RIO BRAVO LOOP	LEANDER, TX 78645-7591
12	841285	QUAUGHN, TERRY & HAROLD	712 COOMES PL	CEDAR PARK, TX 78613	50	841292	BARBERA, MARY	1503 RIO BRAVO LOOP	LEANDER, TX 78645-7591
13	841286	UNIVARABLE	UNIVARABLE	LEANDER, TX 78641	51	841293	WILLIAMS, ANTHONY S	1411 RIO BRAVO LOOP	LEANDER, TX 78645-7591
14	841287	SANSON, ANANDA G & KETH RYAN LUTTERST	1406 RIO BRAVO LOOP	LEANDER, TX 78641	52	841294	WACHENDORF, JOHN JR & ROSA GONZALES	1409 RIO BRAVO LOOP	LEANDER, TX 78645-7591
15	841288	BENNYA, KAY	1408 RIO BRAVO LOOP	LEANDER, TX 78641	53	841295	OCTAVIO, STEPHANIE M (TOD) & MARIA A (TOD)	1407 RIO BRAVO LOOP	LEANDER, TX 78645-7591
16	841289	HOA TEXAS SUB 2003 GA LLC	1201 RIVERSIDE PLZ RTE 2000	CHICAGO, IL 60606	54	841296	TYTON, RUSSELL W	1406 RIO BRAVO LOOP	LEANDER, TX 78645-7591
17	841290	INMAN, JAMES A	1500 RIO BRAVO LOOP	LEANDER, TX 78645-7590	55	841297	HEJDA, JORGE L	1405 RIO BRAVO LOOP	LEANDER, TX 78645-7591
18	841291	BAKE, CHRISTINA MARIE	1500 RIO BRAVO LOOP	LEANDER, TX 78645-7590	56	841298	BRISQ, ANKORA	1404 RIO BRAVO LOOP	LEANDER, TX 78645-7591
19	841292	THOMAS, MARK	1500 RIO BRAVO LOOP	LEANDER, TX 78645-7590	57	841299	CITY OF LEANDER	PO BOX 319	LEANDER, TX 78645-0119
20	841293	MARTINEZ, JOSEPH	1500 RIO BRAVO LOOP	LEANDER, TX 78645-7590	58	841300	CITY OF LEANDER	PO BOX 319	LEANDER, TX 78645-0119
21	841294	ISHEMAN, LINTON & CLAUDIA G	1500 RIO BRAVO LOOP	LEANDER, TX 78645-7590	59	841301	SILVERA, EDUARDO L JR & JAYNE M TRUSTEES OF THE E & J SILVERA 2013 TRUST	987 TOWNSHIP RD	BROWNS VALLEY, CA 95528
22	841295	YOUNG PROPERTY INVESTORS LLC	LIBERTY HILL, TX 78642	LEANDER, TX 78641	60	841302	CITY OF LEANDER	PO BOX 319	LEANDER, TX 78645-0119
23	841296	CASTRO, SUSANNA	1500 RIO BRAVO LOOP	LEANDER, TX 78645-7590	61	841303	DEVIN LAND INVESTMENTS LLC	1240 VICTORIA BLVD STEH	PLEASANTON, CA 94566
24	841297	MOORE, BRADLEY F & EVELYN E	2301 CASEY CV	CEDAR PARK, TX 78613-5948	62	841304	JIL COMMERCIAL INVESTMENTS LLC	4720-4 ROCKCUT RD	AUSTIN, TX 78746
25	841298	SCHESSA, JOSEPH III & DIANNA V	807 PECOS CV	LEANDER, TX 78641-7588	63	841305	CENTURY LAND HOLDINGS II LLC DBA CENTURY II LLC	8500 RIVER PLACE BLVD PHASE 2 STE 200	AUSTIN, TX 78726
26	841299	BRIDGES, MARIELLA	808 PECOS CV	LEANDER, TX 78641-7588	64	841306	GEHAN HOMES LTD	1815 CAPITAL OF TEXAS HWY RTE 275	AUSTIN, TX 78704
27	841300	HITTING, MICHAEL	806 PECOS CV	LEANDER, TX 78641-7588	65	841307	LUNAR HOMES OF TEXAS LAND AND CONSTRUCTION LTD	13020 RANCH ROAD 620 N RTE B130	AUSTIN, TX 78717-1117

PAPE-DAWSON
ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
1801 N. MOPAC EXPY., SUITE 200 | AUSTIN, TX 78758 | 512-645-6711
TYPE FIRM REGISTRATION #4470 | TYPE FIRM REGISTRATION #1005801

HAWKES LANDING NORTH
PHASE 3
CONCEPT PLAN

CITY JOB No. PP-23-0041
JOB NO. 51167-03
DATE JULY 2023
DESIGNER
CHECKED DRAWN
SHEET 2 OF 12

Date: Feb 19, 2024, 8:54am User ID: andrewdook
File: H:\Projects\51167\03\212 Preliminary\Civil\EL51167-03.dwg



SCALE: 1"= 100'

0' 100' 200' 300'

LEGEND

- LEANDER CITY LIMIT
- TRACT BOUNDARY
- PLAT BOUNDARY
- WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
- PROPOSED ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
- EXISTING ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
- FEMA 1% ANNUAL CHANCE FLOODPLAIN

LINE TABLE		
LINE #	LENGTH	BEARING
L1	2051.41'	S68°15'17"W
L2	522.86'	N20°54'52"W
L3	149.15'	N32°15'46"W
L4	140.62'	N18°35'08"W
L5	53.03'	N18°48'41"E
L6	130.49'	N57°46'50"E
L7	758.40'	S76°15'08"E
L8	112.80'	N37°00'39"E
L9	304.00'	N25°18'04"E
L10	67.98'	N14°30'05"E
L11	470.75'	N24°49'27"E
L12	193.50'	S83°03'35"E
L13	224.24'	N84°22'00"E
L14	178.69'	N20°16'54"W
L15	100.30'	N72°07'01"E
L16	89.98'	S74°24'16"E
L17	35.19'	N69°14'16"E
L18	270.99'	S20°53'17"E
L19	28.60'	S20°07'09"E
L20	738.75'	S20°59'52"E

NO. REVISION

DATE

STATE OF TEXAS
MICHAEL S. FISHER
87704
PROFESSIONAL ENGINEER
2/19/24

PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
1800 N. MOPEC EXPY., SUITE 200 | AUSTIN, TX 78758 | 512-464-6711
TYPE FIRM REGISTRATION #4470 | TYPE FIRM REGISTRATION #1008801

HAWKES LANDING NORTH
PHASE 3
EXISTING CONDITIONS

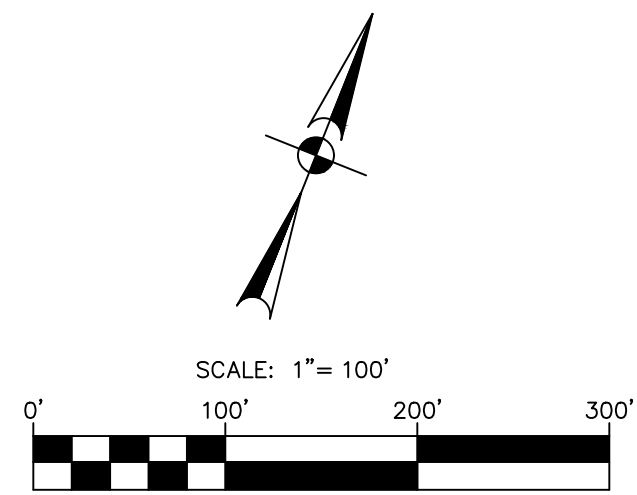
CITY JOB No. PP-23-0041
JOB NO. 51167-03
DATE JULY 2023
DESIGNER
CHECKED DRAWN
SHEET 3 OF 12

Date: Feb 19, 2024, 8:55am User ID: andrewdack
File: H:\Projects\51167\03\212 Preliminary\Civil\PL51167-03.dwg

THIS DOCUMENT HAS BEEN PRODUCED FROM MATERIAL THAT WAS STORED AND/OR TRANSMITTED ELECTRONICALLY AND MAY HAVE BEEN INADVERTENTLY ALTERED. RELY ONLY ON FINAL HARD COPY MATERIALS BEARING THE CONSULTANT'S ORIGINAL SIGNATURE AND SEAL.

PERIMETER BLOCK LENGTHS	
BLOCK DESIGNATION	LENGTH (FT)
BLOCK B	1,902
BLOCK C	970
BLOCK D	1,520
BLOCK E	762
BLOCK F	697

STREET INFORMATION			
STREET NAME	LENGTH (FT)	ROW WIDTH	ROAD WIDTH
AQUILA DRIVE	653	50	28' F-F
BARFISH WAY	936	50	28' F-F
MANUELA LANE	464	50	28' F-F
SAILFIN MOLLY ROAD	535	50	28' F-F
SPOTTED GAR COVE	326	50	28' F-F



LEGEND

- LEANDER CITY LIMIT
- TRACT BOUNDARY
- PLAT BOUNDARY
- SIDEWALKS
- WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
- PROPOSED ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
- EXISTING ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
- FEMA 1% ANNUAL CHANCE FLOODPLAIN

- INUNDATION AREA TO BE RECLAIMED
- AE = ACCESS EASEMENT
- BMPE = BEST MANAGEMENT PRACTICE EASEMENT
- DE = DRAINAGE EASEMENT
- DP = DETENTION POND
- LE = LANDSCAPE EASEMENT
- PUE = PUBLIC UTILITY EASEMENT
- UBCWID = UPPER BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT
- WQP = WATER QUALITY POND
- WTRE = WATER EASEMENT
- WWE = WASTEWATER EASEMENT

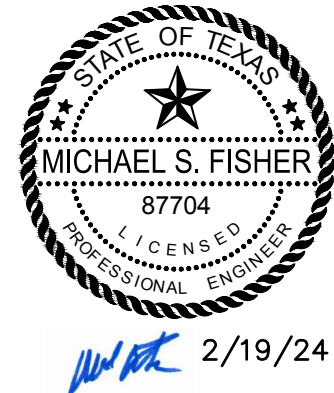
SURVEYOR STATEMENT:

- 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.

SIDEWALK NOTES:

LOCAL STREETS - 5' SIDEWALK

LINE TABLE		
LINE #	LENGTH	BEARING
L1	2051.41'	S68°15'17"W
L2	522.86'	N20°54'52"W
L3	149.15'	N32°15'46"W
L4	140.82'	N18°35'08"W
L5	53.03'	N18°48'41"E
L6	130.49'	N57°46'50"E
L7	758.40'	S76°15'06"E
L8	112.80'	N37°00'39"E
L9	304.00'	N25°18'04"E
L10	67.98'	N14°30'05"E
L11	470.75'	N24°49'27"E
L12	193.50'	S63°03'35"E
L13	224.24'	N64°22'00"E
L14	178.69'	N20°16'54"W
L15	100.30'	N72°07'01"E
L16	86.98'	S74°24'16"E
L17	35.19'	N69°14'16"E
L18	270.99'	S20°53'17"E
L19	28.60'	S20°07'09"E
L20	739.75'	S20°59'52"E



2/19/24

PAPE-DAWSON
ENGINEERS

AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
1800 N. MO-PAC EXPY., SUITE 200 | AUSTIN, TX 78759 | 512-654-6711
TYPE FIRM REGISTRATION #4420 | TYPE FIRM REGISTRATION #10058601

HAWKES LANDING NORTH

PHASE 3

PRELIMINARY PLAT

CITY JOB No. PP-23-0041

JOB NO. 51167-03

DATE JULY 2023

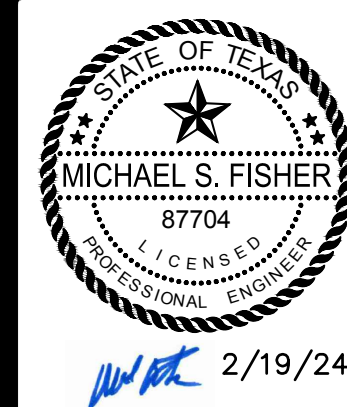
DESIGNER

CHECKED DRAWN

SHEET 4 OF 12

PP-23-0041

1. DETENTION REQUIRED FOR THE PROJECT AREA WITHIN NFBC_030 AND NFBC_080 WILL BE PROVIDED ON-SITE.
2. REFERENCE HAWKES LANDING NORTH - PHASE 3 FLOODPLAIN STUDY DATED 10/11/23 BY PAPE-DAWSON ENGINEERS, INC. FOR EXISTING DRAINAGE ANALYSIS.



**PAPE-DAWSON
ENGINEERS**

WILKES LANDING NORTH

PHASE 3

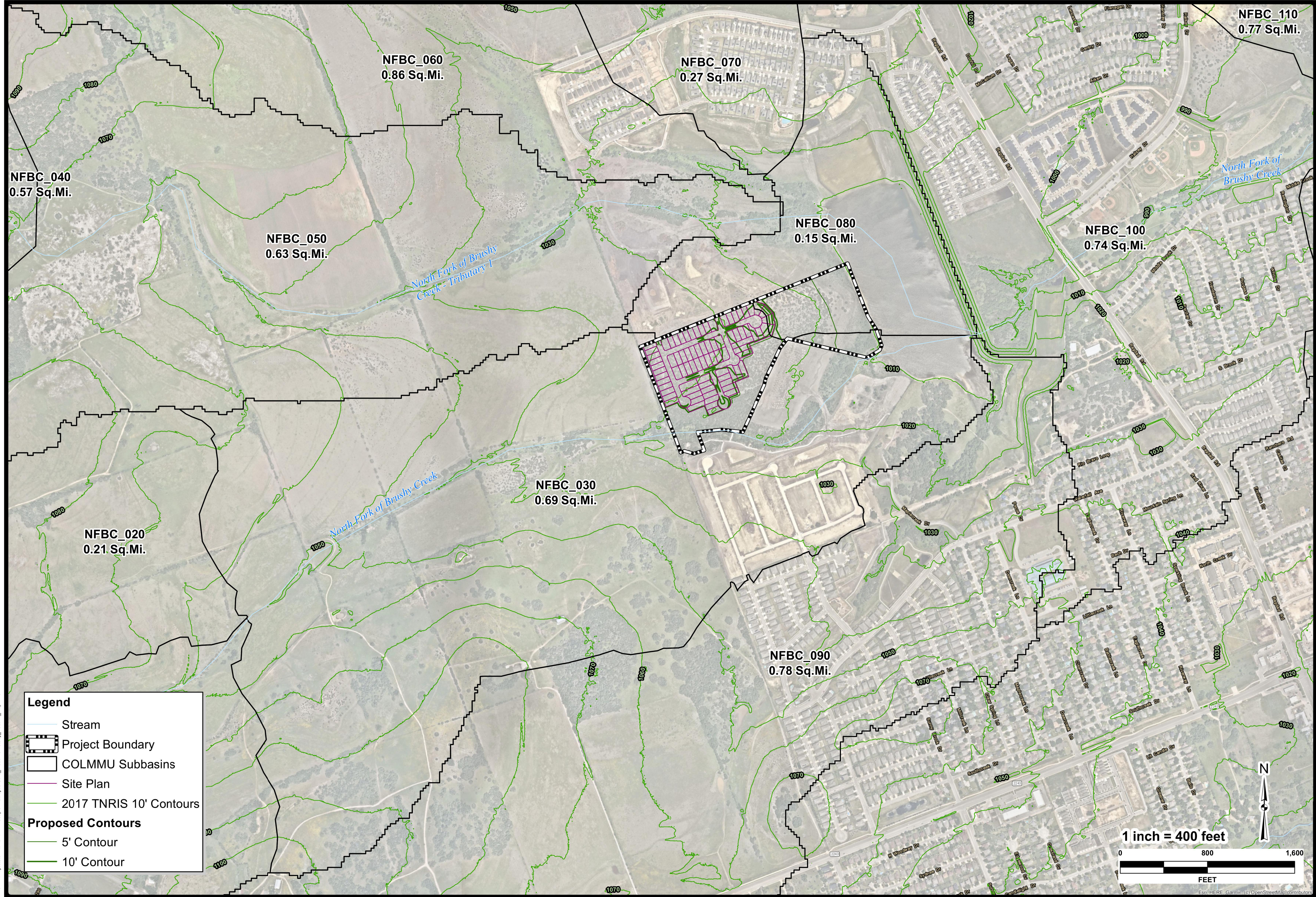
EXISTING DRAINAGE AREA MAP

CITY JOB No. PP-23-004
JOB NO. 51167-03
DATE JULY 2023
DESIGNER _____
CHECKED _____ DRAWN _____
SHEET **5** OF 12

NOTES:

1. DETENTION REQUIRED FOR THE PROJECT AREA WITHIN NFBC_030 AND NFBC_080 WILL BE PROVIDED ON-SITE.
2. REFERENCE HAWKES LANDING NORTH - PHASE 3 FLOODPLAIN STUDY DATED 10/11/23 BY PAPE-DAWSON ENGINEERS, INC. FOR EXISTING DRAINAGE ANALYSIS.

HAWKES LANDING PHASE 3 WQV SUMMARY		
Pond	Required Water Quality Volume (cu. ft.)	Provided Water Quality Volume (cu. ft.)
Water Quality Pond 3	100,574	113,011



DATE

REVISION

NO.

DATE

REVISION

NO.

PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
18001 N. MOPAC EXPY. BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TYPE FIRM REGISTRATION #470 | TYPE FIRM REGISTRATION #1002801

HAWKES LANDING NORTH - PHASE 3
CITY OF LEANDER, TEXAS
POST-PROJECT DRAINAGE AREA MAP

PLAT NO. -
JOB NO. 51167-01
DATE Aug 2023
DESIGNER CRM
CHECKED ZRS DRAWN MJS
SHEET **EX 3**

NO.	REVISION	DATE

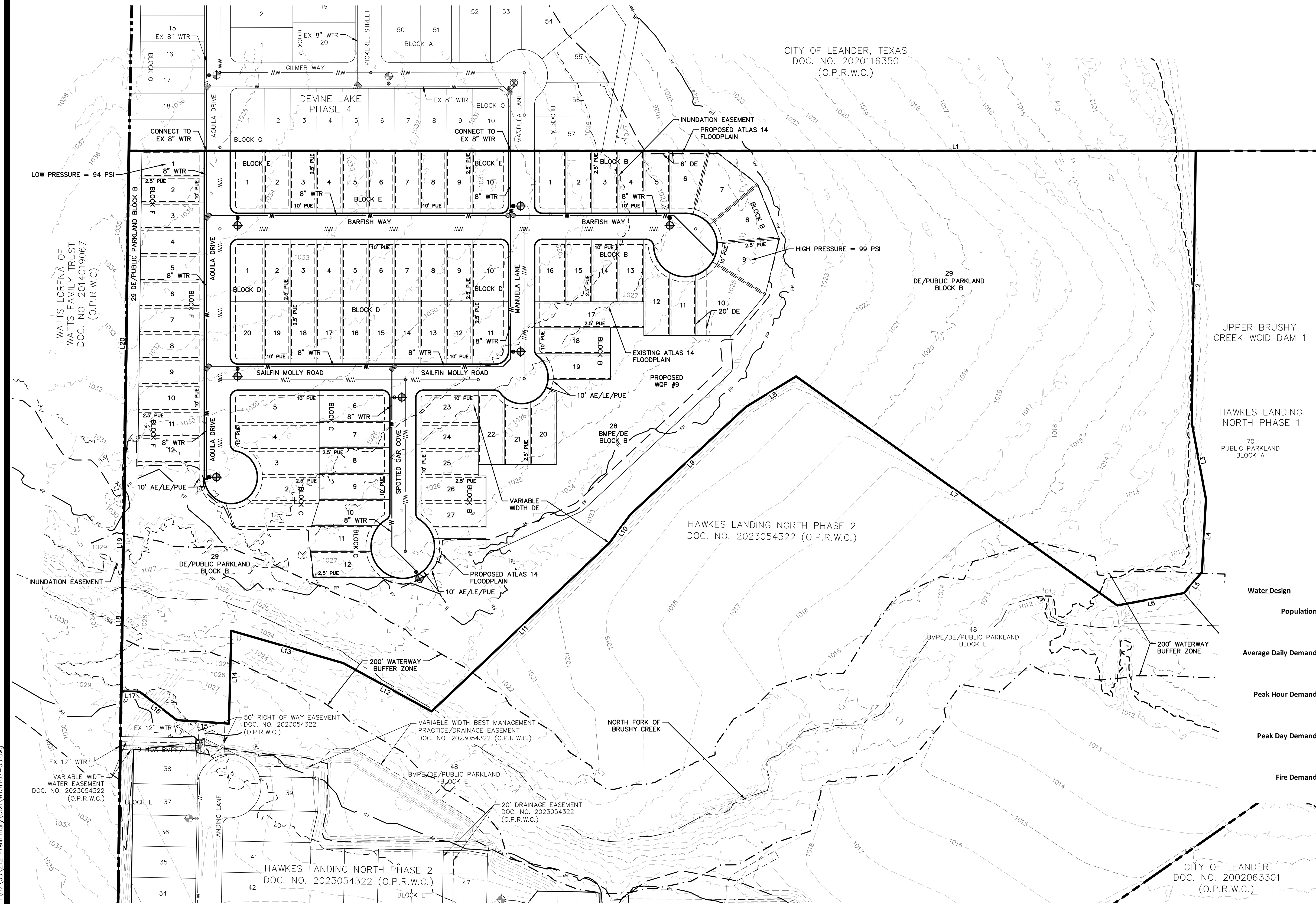


PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
18001 N. MOPAC EXPY. BLDG 3, STE 200 | AUSTIN, TX 78759 | 512.454.8711
TYPE FIRM REGISTRATION #470 | TYPE FIRM REGISTRATION #1002801

HAWKES LANDING NORTH
PHASE 3
PROPOSED DRAINAGE AREA MAP

CITY JOB NO.	PP-23-0041
JOB NO.	51167-03
DATE	JULY 2023
DESIGNER	
CHECKED	DRAWN
SHEET	6 OF 12

Date: Feb 19, 2024, 8:57am User ID: andrewdack
File: H:\Projects\51167\03\212 Preliminary\Civil\W15167-03.dwg

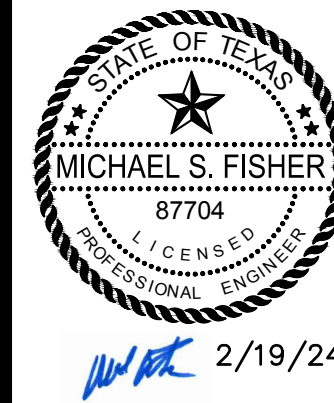
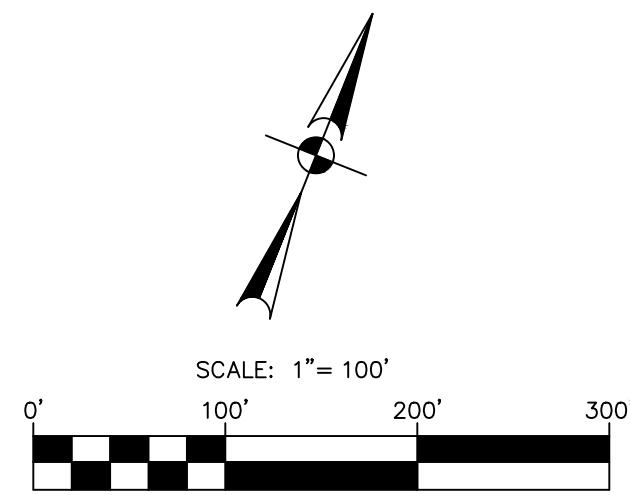


- LEGEND**
- LEANDER CITY LIMIT
 - TRACT BOUNDARY
 - PLAT BOUNDARY
 - WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
 - PROPOSED ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
 - EXISTING ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
 - FEMA 1% ANNUAL CHANCE FLOODPLAIN
 - WATER LINE
 - GATE VALVE
 - FIRE HYDRANT

- AE = ACCESS EASEMENT
BMPE = BEST MANAGEMENT PRACTICE EASEMENT
DE = DRAINAGE EASEMENT
DP = DETENTION POND
LE = LANDSCAPE EASEMENT
PUE = PUBLIC UTILITY EASEMENT
UBCWCD = UPPER BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT
WQP = WATER QUALITY POND
WTE = WATER EASEMENT
WWE = WASTEWATER EASEMENT

- NOTES:**
- HIGH PRESSURE: 99 PSI (LOT 9, BLOCK B)
 - LOW PRESSURE: 94 PSI (LOT 1, BLOCK F)
 - ALL LOTS IN THIS SUBDIVISION ARE REQUIRED TO HAVE A PRESSURE REDUCING VALVE SET TO 65 PSI ON THE PROPERTY OWNER'S SIDE OF THE METER. ALL PRESSURE REDUCING VALVES SHALL BE MAINTAINED BY THE PROPERTY OWNER.
 - ALL PROPOSED WATER IMPROVEMENTS ARE PUBLIC TO BE OWNED AND MAINTAINED BY THE CITY OF LEANDER.
 - WATER IMPROVEMENTS SHOWN IN DEVINE LAKE PHASE 4 WILL BE CONSTRUCTED PRIOR TO CONSTRUCTION OF THIS SECTION. PLEASE REFERENCE PICP-21-0029 FOR ADDITIONAL INFORMATION REGARDING THESE IMPROVEMENTS.

Water Design	
Population	= LUEs X 3.36 persons/LUE
	= 81 X 3.36 persons/LUE
	= 272.16 persons
Average Daily Demand	= 268.88 gallons/LUEs/day*LUEs*1 day/1440 minutes
	= 15.1 gpm
	= 21,779.3 gpd
Peak Hour Demand	= 1194.53 gallons/LUEs/day*LUEs*1 day/1440 minutes
	= 67.2 gpm
	= 96,756.9 gpd
Peak Day Demand	= 635.90 gallons/LUEs/day*LUEs*1 day/1440 minutes
	= 35.8 gpm
	= 51,507.9 gpd
Fire Demand	= 1000 gallons/minute X per residential, single family, <3,600 sq ft
	= 1,000.0 gpm
	= 1,440,000.0 gpd



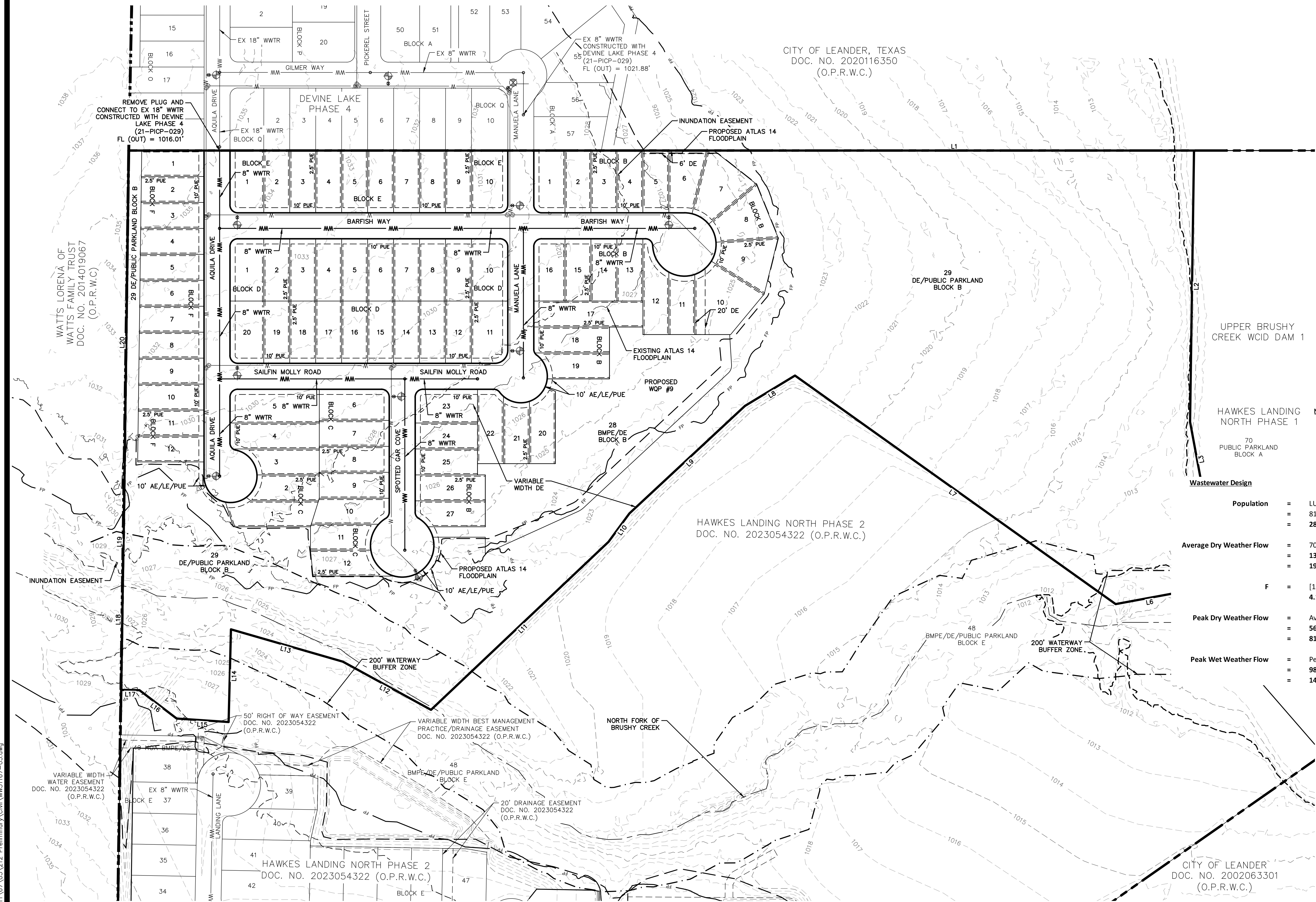
**PAPE-DAWSON
ENGINEERS**
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
18001 N. MOPAC EXPY., SUITE 300 | AUSTIN, TX 78758 | 512-464-6711
TYPE FIRM REGISTRATION #4420 | TYPE FIRM REGISTRATION #1008801

HAWKES LANDING NORTH
PHASE 3
WATER LAYOUT

CITY JOB No. PP-23-0041
JOB No. 51167-03
DATE JULY 2023
DESIGNER
CHECKED DRAWN
SHEET 8 OF 12

PP-23-0041

Date: Feb 19, 2024, 8:58am User ID: andrewdook
File: H:\Projects\511\67\03\212 Preliminary\Civil\WWS167-03.dwg

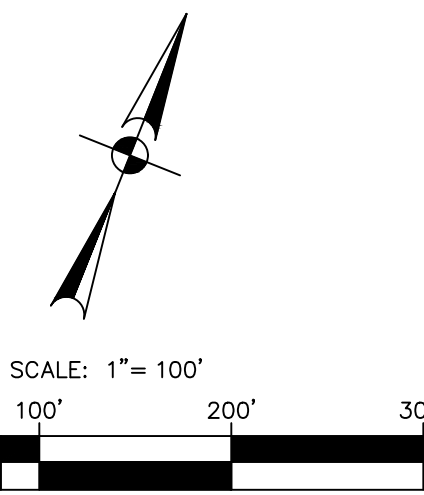


- LEGEND**
- LEANDER CITY LIMIT
 - TRACT BOUNDARY
 - PLAT BOUNDARY
 - WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
 - PROPOSED ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
 - EXISTING ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
 - FEMA 1% ANNUAL CHANCE FLOODPLAIN
 - WASTEWATER LINE

- AE = ACCESS EASEMENT
BMPE = BEST MANAGEMENT PRACTICE EASEMENT
DE = DRAINAGE EASEMENT
DP = DETENTION POND
LE = LANDSCAPE EASEMENT
PUE = PUBLIC UTILITY EASEMENT
UBCWCD = UPPER BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT
WQP = WATER QUALITY POND
WTRE = WATER EASEMENT
WWE = WASTEWATER EASEMENT

- NOTES:**
1. ALL PROPOSED WASTEWATER IMPROVEMENTS ARE PUBLIC TO BE OWNED AND MAINTAINED BY THE CITY OF LEANDER.
2. WASTEWATER IMPROVEMENTS SHOWN IN DEVINE LAKE PHASE 4 WILL BE CONSTRUCTED PRIOR TO CONSTRUCTION OF THIS SECTION. PLEASE REFERENCE P16P-21-0029 FOR ADDITIONAL INFORMATION REGARDING THESE IMPROVEMENTS.

Population	=	LUEs X 3.5 persons/LUE
	=	81 X 3.5 persons/LUE
	=	283.5 persons
Average Dry Weather Flow	=	70 gallons/persons/day*persons*1 day/1440 minutes
	=	13.8 gpm
	=	19,845.0 gpd
F	=	$[18+(0.0206 \times F)^{0.5}]/[4+(0.0206 \times F)^{0.5}]$
	=	4.1
Peak Dry Weather Flow	=	Average Dry Weather Flow X F
	=	56.3 gpm
	=	81,138.0 gpd
Peak Wet Weather Flow	=	Peak Dry Weather Flow + Inflow/Infiltration ((750 gpd/acre X acres)/1440)
	=	98.2 gpm
	=	141,430.5 gpd



PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
1800 N. MOPEC EXPY., SUITE 200 | AUSTIN, TX 78758 | 512.464.6711
TYPE FIRM REGISTRATION #4470 | TYPE FIRM REGISTRATION #1008601

HAWKES LANDING NORTH
PHASE 3
WASTEWATER LAYOUT

CITY JOB No. PP-23-0041
JOB No. 51167-03
DATE JULY 2023
DESIGNER
CHECKED DRAWN
SHEET 9 OF 12

Date: Feb 19, 2024, 8:59am User ID: andrewdock
File: H:\Projects\51167\03\212 Preliminary\Civil\TR5167-03.dwg

TREE NUMBER	TREE TYPE	CALIPER INCH	REMOVED	PROTECTED	8-18"	18"-26"	26"+	REASON FOR REMOVAL
582	CELM	17.5		17.5	Y			
587	CELM	15		15	Y			
588	CELM	9		9	Y			
589	CELM	14		14	Y			
590	CELM	8		8	Y			
610	CELM	12		12	Y			
611	CELM	10		10	Y			
612	CELM	14		14	Y			
613	CELM	10		10	Y			
614	CELM	8		8	Y			
615	CELM	9		9	Y			
617	LOAK	11.5		11.5	Y			
618	LOAK	10		10	Y			
619	CELM	11		11	Y			
620	AELM	32		32			Y	
621	CELM	8		8	Y			
622	CELM	8		8	Y			
623	CELM	9		9	Y			

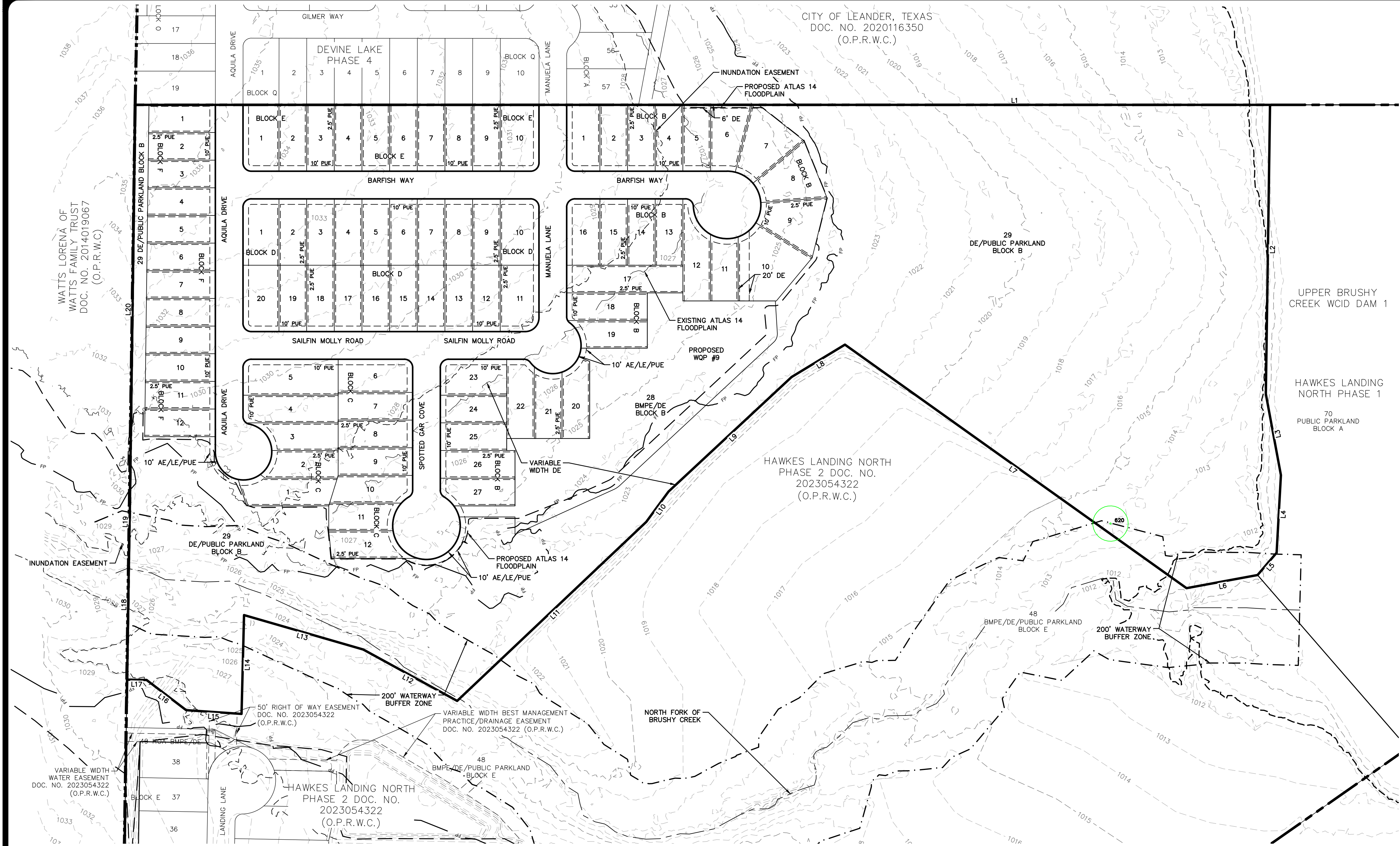
	PERCENTAGE OF TOTAL
TOTAL HERITAGE TREE INCHES REMOVED	0.0
TOTAL HERITAGE TREE INCHES PRESERVED	32.0
TOTAL HERITAGE TREE INCHES	32.0
TOTAL NUMBER OF HERITAGE TREES REMOVED	0.0
TOTAL NUMBER OF HERITAGE TREES PRESERVED	1.0
TOTAL NUMBER OF HERITAGE TREES	1.0
TOTAL SIGNIFICANT TREE INCHES REMOVED	0.0
TOTAL SIGNIFICANT TREE INCHES PRESERVED	184.0
TOTAL SIGNIFICANT TREE INCHES	184.0

	Surveyed		Removed		Mitigation		Credits			
	# of Trees	Total Inches	# of Trees	Total Inches	Percentage of Trees	Replacement Ratio	Required Replacement	Inches Retained	Credit Ratio	Credit Inches
Trees 8"-18"	17	184.0	0	0.0	0%	1:1	0	184	1:1	184.0
Trees 18.5"-26"	0	0.0	0	0.0	0%	2:1	0	0		
Trees 26" +	1	32.0	0	0.0	0%	3:1	0.0	32		92

Provided Mitigation	Required Replacement Inches	Required Mitigation Fee
Preserved Trees Credit	0.0	\$ -

Heritage Tree Mitigation Fees	Total Inches Removed	Cost per Caliper Inch	Total Mitigation Fee
Heritage Trees	0.0	\$ 300.00	\$ -

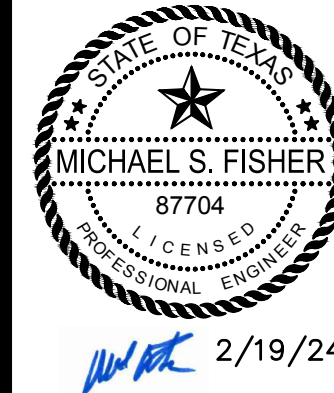
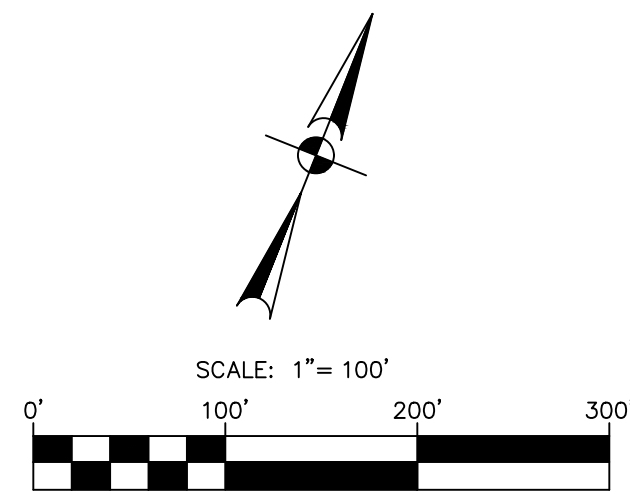
Phase	Removed						Retained					
	Trees 8"-18"		Trees 18.5"-26"		Trees 26"+		Trees 8"-18"		Trees 18.5"-26"		Trees 26"+	
	# of Trees	Total Inches	# of Trees	Total Inches	# of Trees	Total Inches	# of Trees	Total Inches	# of Trees	Total Inches	# of Trees	Total Inches
1	3	31	1	18.5	1	39	1	8	1	19	3	77.5
2	25	268.5	4	86.5	3	96.5	121	1256	3	39	4	98
3	0	0	0	0	0	0	17	184	0	0	1	32



LEGEND	
	HERITAGE TREES PRESERVED
	HERITAGE TREES PROTECTED
	HERITAGE TREES REMOVED
	LEANDER CITY LIMIT
	TRACT BOUNDARY
	PLAT BOUNDARY
	WATERWAY BUFFER ZONE / RIPARIAN CORRIDOR SETBACK
	PROPOSED ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
	EXISTING ATLAS 14 FLOODPLAIN & VARIABLE WIDTH DRAINAGE EASEMENT
	FEMA 1% ANNUAL CHANCE FLOODPLAIN

NOTE:

1. TREE REMOVAL SHOWN IS PRELIMINARY AND SUBJECT TO CHANGE.
2. TREE SURVEY DATE: NOVEMBER 6, 2020.
3. NO HERITAGE TREES ARE PROPOSED TO BE REMOVED.



PAPE-DAWSON ENGINEERS
AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
1800 N. MO-PAC EXPY., SUITE 200 | AUSTIN, TX 78758 | 512-654-6711
TYPE FIRM REGISTRATION #4470 | TYPE FIRM REGISTRATION #1008601

HAWKES LANDING NORTH PHASE 3 TREE PRESERVATION PLAN HERITAGE TREES

CITY JOB No. PP-23-0041
JOB No. 51167-03
DATE JULY 2023
DESIGNER
CHECKED DRAWN
SHEET 10 OF 12

Date: Feb 19, 2024, 9:00am User ID: andrewdook
File: H:\Projects\51167\03-212-Preliminary\Civil\PKS167-03.dwg

THIS DOCUMENT HAS BEEN PRODUCED FROM MATERIAL THAT WAS STORED AND/OR TRANSMITTED ELECTRONICALLY AND MAY HAVE BEEN INADVERTENTLY ALTERED. RELY ONLY ON FINAL HARD COPY MATERIALS BEARING THE CONSULTANT'S ORIGINAL SIGNATURE AND SEAL.

PARK PLAN

OPTION FIVE: Alternative Park Land Dedication and Park Improvements Plan:
A customized plan that may include combinations of all other options.

353 /100 x 3.5 = 12.355 74.31
(number of dwelling units) (required park acreage) (proposed park acreage)

353 X \$400 = \$141,200 \$141,200
(number of dwelling units) (\$ required park improvements) (\$ proposed park improvements)

PARCEL	PHASE
3	1 (2021)
1	2 (2022)
2	3 (2023)

LEGEND

PUBLIC PARKLAND
FLOODPLAIN
10' TRAIL
PHASE LINE



OWNER:
Hawkes, Emmet J & Sally
213 W Figueroa St. Santa
Barbara, California
93101-8631

PARK PLAN HAWKES LANDING NORTH LEANDER, TEXAS

V:\200049-GEHAN\Cadfiles\PLANNING\Submittals\Concept Plan Submittal\Prelin Plat Comment Revisions\Park Plan.dwg
Issued:
City Submittal 08/04/2020
Comment Response #1 09/08/2020
Comment Response #2 09/29/2020
Comment Response #3 10/27/2020
Prelim Plat Response #1 06/29/2021
Prelim Plat PW-3 10/13/2023
Revisions:
1.
2.
3.
4.
Issue Date: 10/13/2023

Drawn By: JL SP
Reviewed By: PV

Project No.
200049-GEHAN

3 OF 3

This reproduction, copy or other use of this drawing without the written consent of SEC Planning, LLC is prohibited.
© 2023
SEC Planning, LLC

NOTES:
1) FLOOD HAZARD AREAS PER: FEMA 4849IC0435F

FULL SIZE SCALE: 1" = 200'
0 100 200 400 NORTH

HAWKES LANDING NORTH

PHASE 3

PARKS PLAN



AUSTIN | SAN ANTONIO | HOUSTON | FORT WORTH | DALLAS
1801 N. MO-PAC EXPY., SUITE 200 | AUSTIN, TX 78758 | 512.654.6711
TYPE FIRM REGISTRATION #4470 | TYPE FIRM REGISTRATION #10058601

CITY JOB No. PP-23-0041

JOB NO. 51167-03

DATE JULY 2023

DESIGNER

CHECKED DRAWN

SHEET 12 OF 12

PP-23-0041



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Approval of Subdivision Case SFP-21-0006 regarding B-Twisted Acres Short Form Final Plat on one (1) parcel of land approximately 12.402 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District parcel R605507; generally located on the south side of CR 281, approximately 2,950 feet west of N. Bagdad Road, 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 the municipality is required since the final plat satisfies the applicable regulations without requesting any variances.

HISTORY/TIMELINE:

1/20/2023 – Annexation

APPLICANT/AGENT:

Southwest Land Services, Inc. (David Singleton) on behalf of BTWISTED, LLC (Craig Beaver)

RECOMMENDATION:

This short form final plat includes four (4) single-family residential lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following condition.

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.

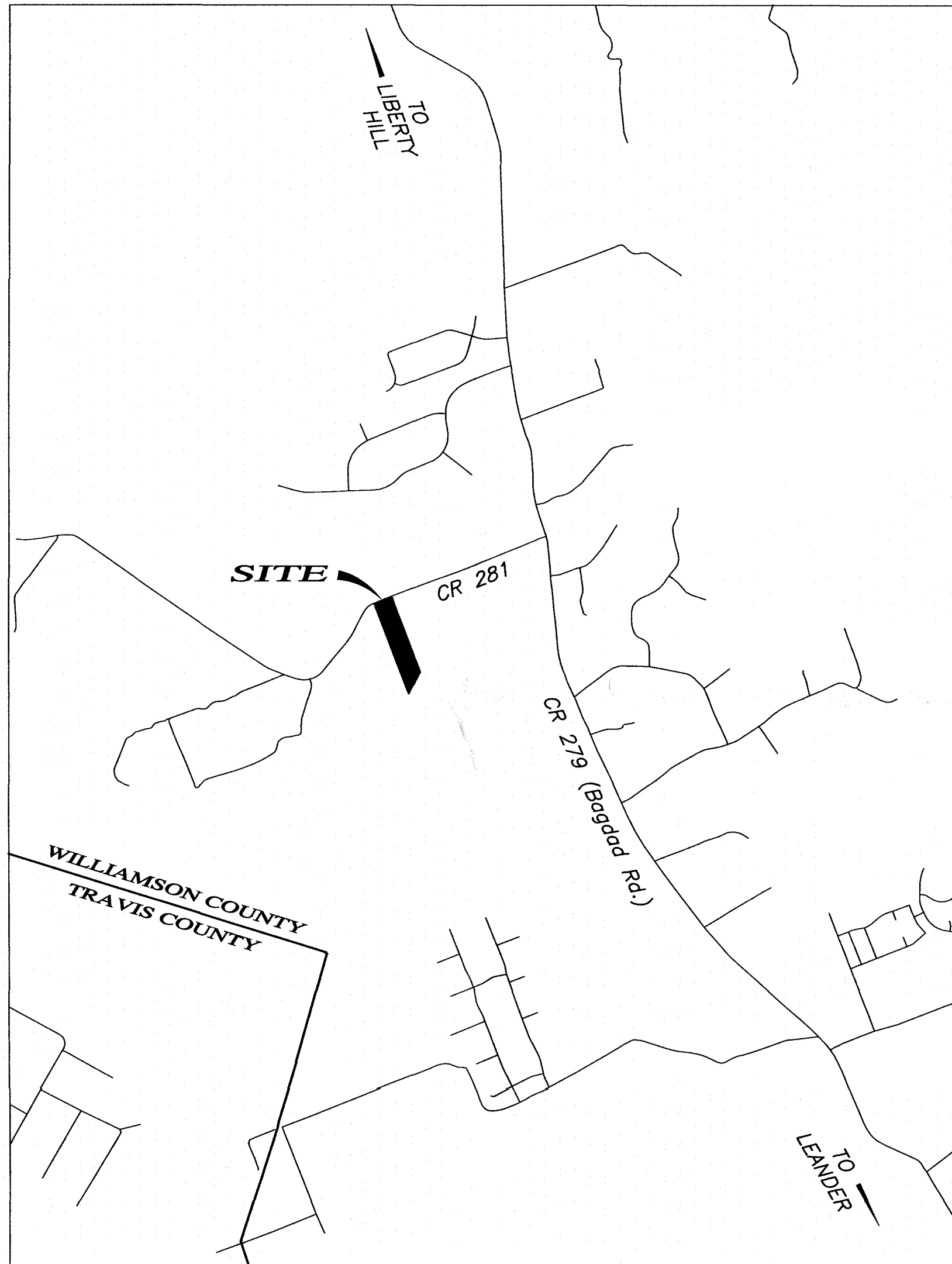
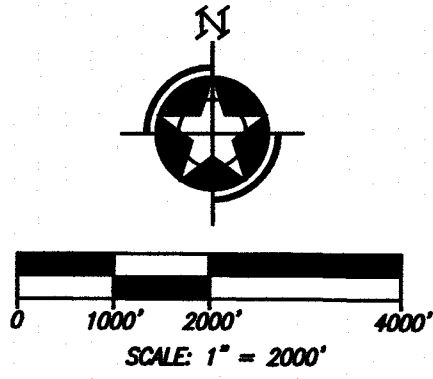
PRESENTER:

Justin Hunt. Planner

Attachments:

1. SFP-21-0006 Att 1 B-Twisted Acres Short Form Final Plat
2. SFP-21-0006 Att 2 B Twisted - Location Map

**B-TWISTED ACRES
SHORT FORM FINAL PLAT**



INDEX

SHEET 1 - Cover Sheet
SHEET 2 - FINAL Plat
SHEET 3 - Notes & Signature Page

Owner(s)/Developer(s): Craig Beaver & Kimberly Beaver
113 Forest Lane
Leander, Texas 78641
512-801-2266

Surveyor: SURVTEX, LLC
600 W. Whitestone Blvd
Cedar Park, Texas 78613
512-249-8875

Submittal Date: August 24, 2023

Single Family (Residential) Lots: 4

Total Area of this Subdivision: 12.40 Acres
Lot 1 3.00 Acres
Lot 2 3.00 Acres
Lot 3 3.00 Acres
Lot 4 3.40 Acres

Linear feet of new streets: 0

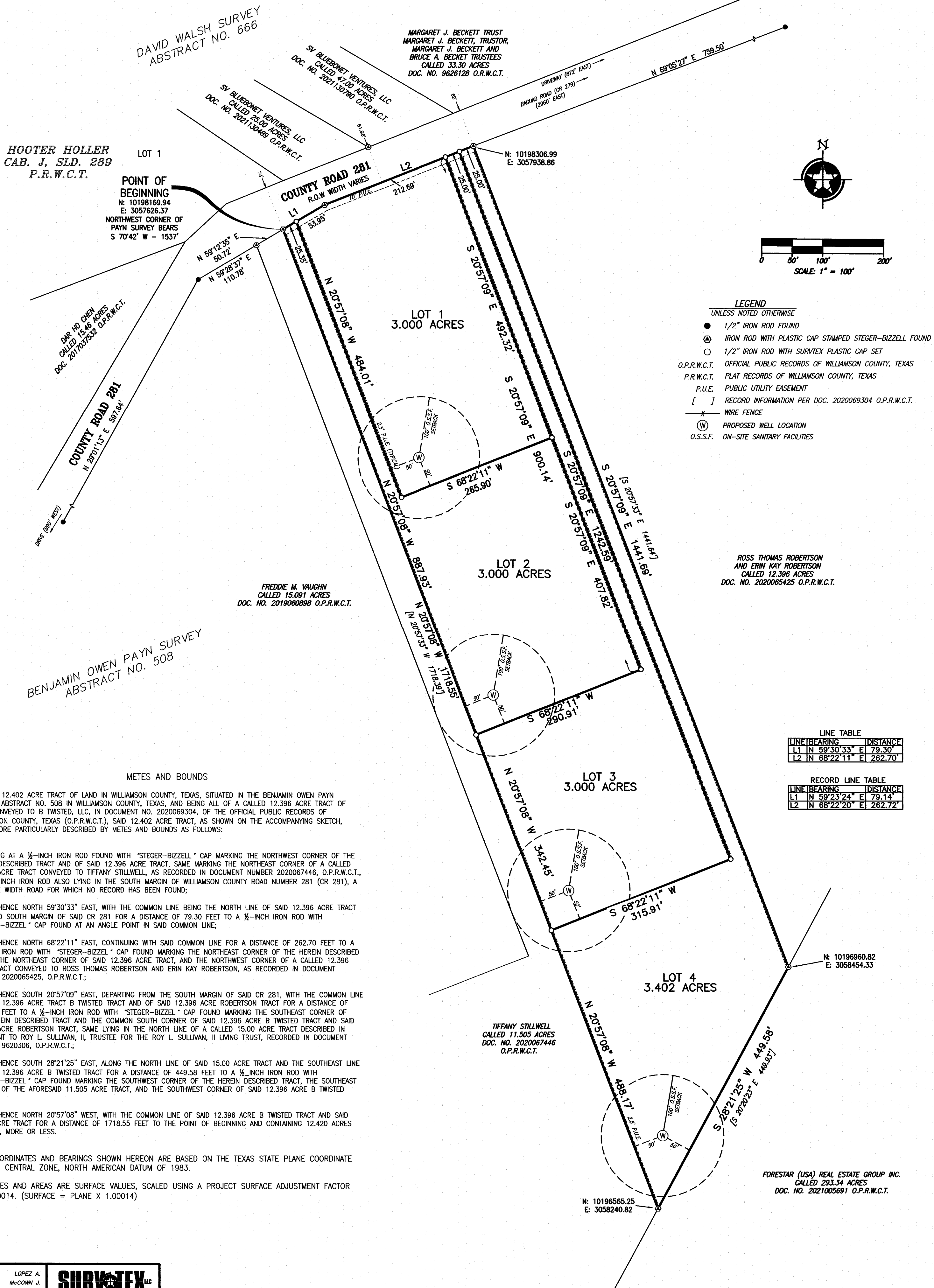
VICINITY PLAT
SCALE: 1" = 2000'

DRAWN BY: LOPEZ A.
CHECKED BY: MCCOWN J.
PROJ. NO.: 2020-0073
FILE NAME: 2023-0073_PLAT

SHEET: 1 OF 3

SURVTEX LLC
PROFESSIONAL SURVEYING AND MAPPING SERVICES
600 W. Whitestone Blvd.
Cedar Park, Texas 78613
(512) 249-8875
TBPES Firm No. 10084600

**B-TWISTED ACRES
SHORT FORM FINAL PLAT**



DRAWN BY: LOPEZ A.
CHECKED BY: McCOWN J.
PROJ. NO.: 2020-0073
FILE NAME: 2023-0073_PLAT

SHEET: 2 OF 3

SURV-TEX LLC
PROFESSIONAL SURVEYING AND MAPPING SERVICES
600 W. Whitestone Blvd.
Cedar Park, Texas 78613
(512) 249-8875
TBPELS Firm No. 10084600

**B-TWISTED ACRES
SHORT FORM FINAL PLAT**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT B TWISTED, LLC, A TEXAS LIMITED LIABILITY COMPANY, AS THE OWNER OF THAT CERTAIN 12.396 ACRE TRACT OF LAND RECORDED IN DOCUMENT NUMBER 2020069304 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON 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 SUBDIVISION.

B TWISTED, LLC

CRAIG BEAVER
PRESIDENT

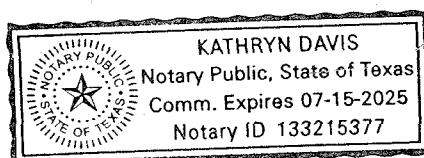
THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE 22nd DAY OF February, 2024, PERSONALLY APPEARED CRAIG BEAVER AS PRESIDENT OF B TWISTED, LLC, A TEXAS LIMITED LIABILITY COMPANY, ON BEHALF OF SAID B TWISTED, LLC, A DULY AUTHORIZED AGENT WITH AUTHORITY TO SIGN SAID DOCUMENT, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE DAY OF 2024.

NOTARY PUBLIC-STATE OF TEXAS

PRINTED NAME: Kathryn Davis
MY COMMISSION EXPIRES: 7-15-2025



THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

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 WARRANTY DEED WITH VENDOR'S LIEN, DATED JUNE 25TH, 2020, FILED OF RECORD IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS AT DOCUMENT NO. 2020069304.

LIENHOLDER NAME: SOUTHSTAR BANK, S.S.B.

NAME

TITLE

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

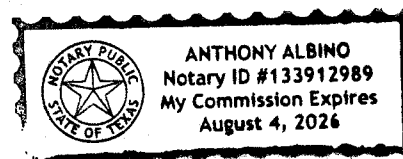
BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS THE 20 DAY OF August, 2024, PERSONALLY APPEARED, JW SMITH, AS SVP/BRANCH EXECUTIVE FOR SOUTHSTAR BANK, S.S.B. ON BEHALF OF SAID SOUTHSTAR BANK, S.S.B., A DULY AUTHORIZED AGENT WITH AUTHORITY TO SIGN SAID DOCUMENT, PERSONALLY KNOWN TO ME (AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE DAY OF 2024.

NOTARY PUBLIC-STATE OF TEXAS

PRINTED NAME: Anthony Albino

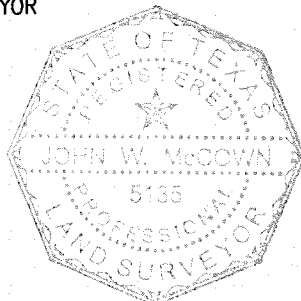
MY COMMISSION EXPIRES: 8/4/2026



STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT I, JOHN W. MCCOWN, 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 HEREON WERE PROPERLY PLACED UNDER MY SUPERVISION, IN ACCORDANCE WITH ALL CITY OF LEANDER ORDINANCE AND CODES, AND THAT ALL EXISTING EASEMENT OF RECORD AS FOUND ON THE TITLE POLICY PROVIDED ISSUED JUNE 4, 2020-NATIONAL INVESTORS TITLE INSURANCE COMPANY-GF# 20059500 AND HAVE BEEN SHOWN OR NOTED HEREON.

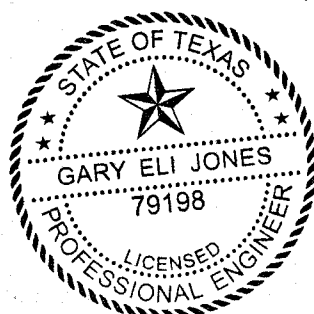
JOHN W. MCCOWN
REGISTERED PROFESSIONAL LAND SURVEYOR
NO. 5135 - STATE OF TEXAS
SURVTEX LLC
600 W. WHITESTONE BLVD
CEDAR PARK, TEXAS, 78613



STATE OF TEXAS §
COUNTY OF WILLIAMSON §

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

GARY ELI JONES, P.E.
ELI ENGINEERING, PLLC
FIRM # 17877
700 THERESA COVE
CEDAR PARK, TX. 78613



DRAWN BY: LOPEZ A.
CHECKED BY: MCCOWN J.
PROJ. NO.: 2020-0073
FILE NAME: 2023-0073_PLAT

SURVTEX
PROFESSIONAL SURVEYING AND MAPPING SERVICES
600 W. Whitestone Blvd.
Cedar Park, Texas 78613
(512) 249-8875
TBPELS Firm No. 10084600

SHEET: 3 OF 3

PLAT NOTES:

1. THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF LEANDER, TEXAS.
2. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
3. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.
4. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
5. IN ADDITION TO THE EASEMENTS SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY 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.
6. NO PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #48491C0435F FOR WILLIAMSON CO., EFFECTIVE DECEMBER 20, 2019.
7. SIDEWALKS SHALL BE INSTALLED ON: NONE.
8. ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
9. APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVER TO ORDINANCE REQUIREMENTS.
10. WATER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY PRIVATE WELLS.
11. SEWER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY ON-SITE SEWAGE FACILITIES.

SINGLE FAMILY PLAT NOTES:

1. 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.
2. DRIVEWAYS SHALL BE LOCATED NO CLOSER THAN PERMITTED BY THE TRANSPORTATION CRITERIA MANUAL.
3. THE NARROW ("FLAG") PORTION OF EACH LOT IS DEDICATED AS A COMMON DRIVEWAY ACCESS EASEMENT.

O.S.S.F. NOTES:

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 SEWAGE 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 ENGINEERS OFFICE AND WILLIAMSON COUNTY DISCLAIM ANY RESPONSIBILITY TO ANY MEMBER OF THE PUBLIC FOR INDEPENDENT VERIFICATION OF THE REPRESENTATIONS, FACTUAL OR OTHERWISE, CONTAINED IN THE PLAT AND THE DOCUMENTS ASSOCIATED WITH IT.

Adam D. Bontright
J. TERRON EVERTSON, P.E., DR. CFM
COUNTY ENGINEER Adam D. Bontright, P.E.

01/22/2024
DATE

CITY APPROVAL:

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, TEXAS.

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

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

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

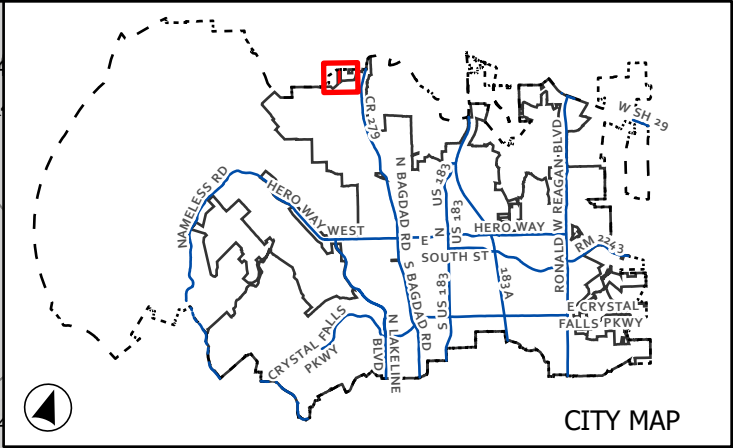
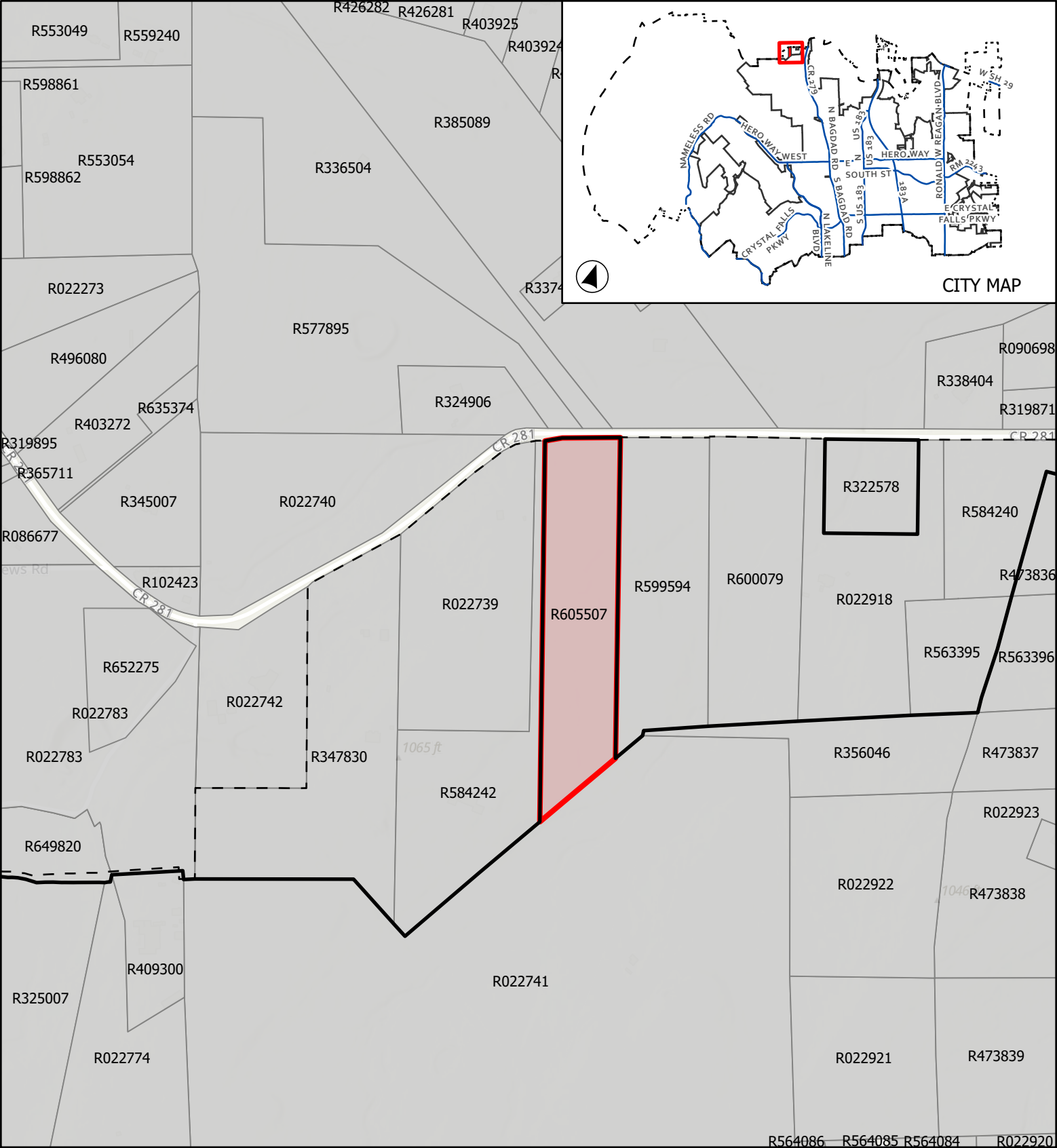
KNOWN ALL MEN BY THESE PRESENTS

I, NANCY RISTER, CLERK OF COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF , 20 , AD AT O'CLOCK M, AND DULY RECORDED THIS THE DAY OF , 20 , AD AT O'CLOCK M, IN THE PLAT RECORDS OF SAID COUNTY IN DOCUMENT NUMBER O.P.R.W.C.T.

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

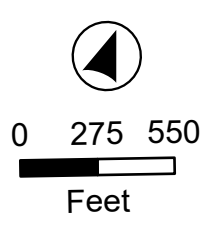
BY: DEPUTY



CASE: SFP-21-0006 ATTACHMENT 2 B TWISTED

Location Map

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



- City Limits
- ETJ Boundary
- Subject Boundary



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

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

BACKGROUND:

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

HISTORY/TIMELINE:

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

Staff recommends approval of the applications

PRESENTER:

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

Attachments:

1. Att 1 Concept Plan Submittal Packet 03.14.2024
2. Att 2 Concept Plan & Preliminary Plat Submittal Packet 03.14.2024
3. Att 3 Minor Site Development Application and Checklist 03.14.2024
4. Att 4 Site Development Application and Checklist 03.14.2024
5. Att 5 Short Form Final Plat Submittal Packet 03.14.2024
6. Att 6 Final Plat Submittal Packet 03.14.2024
7. Att 7 Construction Plans Submittal Packet 03.14.2024
8. Att 8 Minor Revision Preliminary Plat Submittal Packet 03.14.2024
9. Att 9 Preliminary Plat Submittal Packet 03.14.2024

PROJECT NAME: _____

CONCEPT PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links.....	2
Contact Information.....	2
Instructions.....	2
Process Overview – Alternative/Expedited Procedure	3
Process Overview – Standard Procedure.....	3
Required Items For Application Submittal.....	4
Application Fee Calculation – Due At Submittal	4
Public Notification Fee Calculation – Due Prior To Posting Public Notice.....	4
Uploaded Document Requirements.....	5
Completeness Review Requirements.....	5
Concept Plan Review Process.....	6
Applicant Information	8
Concept Plan Checklist.....	9
Final Submittal Review – Alternative Review Procedure.....	11
Final Approval	11
Conflict Of Interest Disclosures.....	12
Alternative Review / Expedited Procedure Request	13
30 Day Waiver Request	14
Traffic Study Level Guide.....	15
Traffic Study Screening Evaluation Form	17

GENERAL INFORMATION

- The Concept Plan is the first step in the subdivision process that provides for the proposed land uses, major thoroughfares, general points of access, and traffic and utility information.
- The Concept Plan is required to include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed to ensure the orderly planning of streets, utilities, drainage, and other public facilities.
- The Concept Plan shall comply with the Comprehensive Plan. The zoning of the property is required to be approved prior to the submittal of the Concept Plan.
- A phasing plan is required to be reviewed concurrently with this application and approved prior to the approval of the Concept Plan for subdivisions that include more than 30 units or lots.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 17](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 15](#)).
- The Concept Plan and Preliminary Plat may be combined in to one submittal package when the subdivision meets the following criteria. If this option is selected, please use the Concept Plan & Preliminary Plat Application & Checklist.
 - No new road networks are proposed
 - The subdivision includes no more than 15 lots
 - The subdivision includes less than 30 acres
 - Alternative Review Procedure is selected

HELPFUL LINKS



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

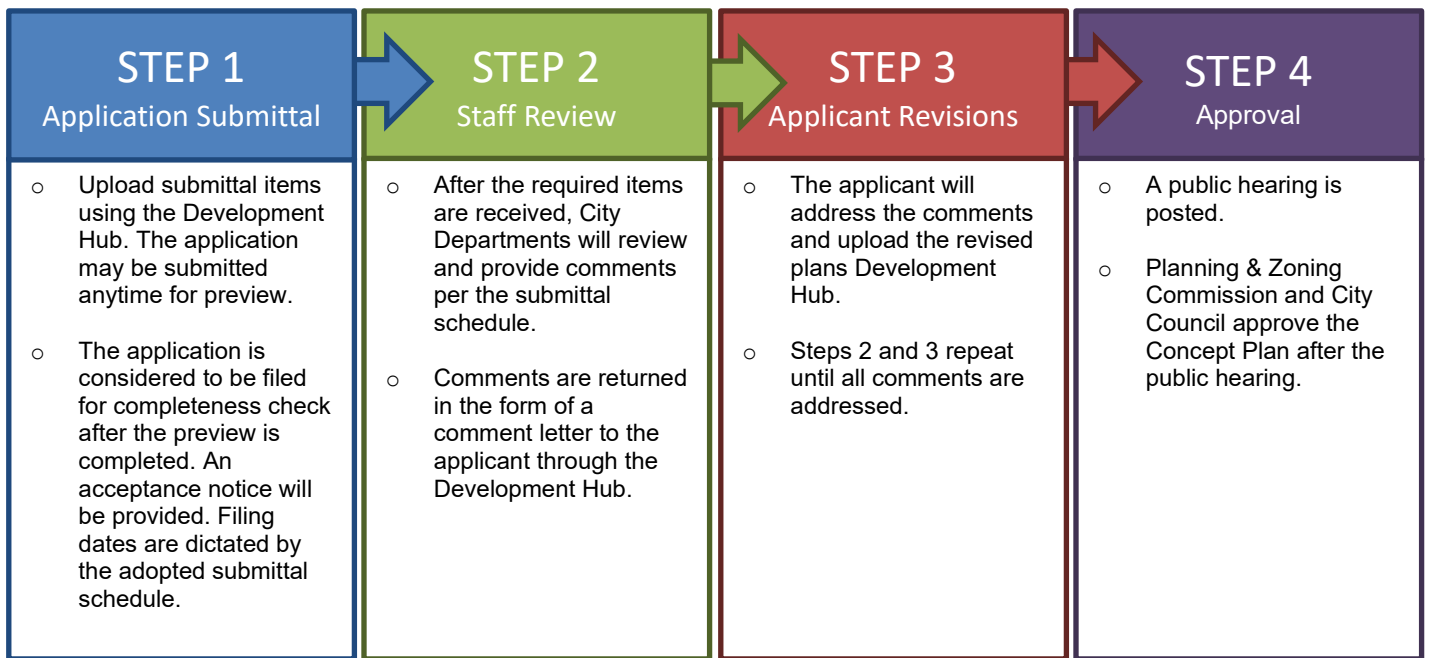
CONTACT INFORMATION

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

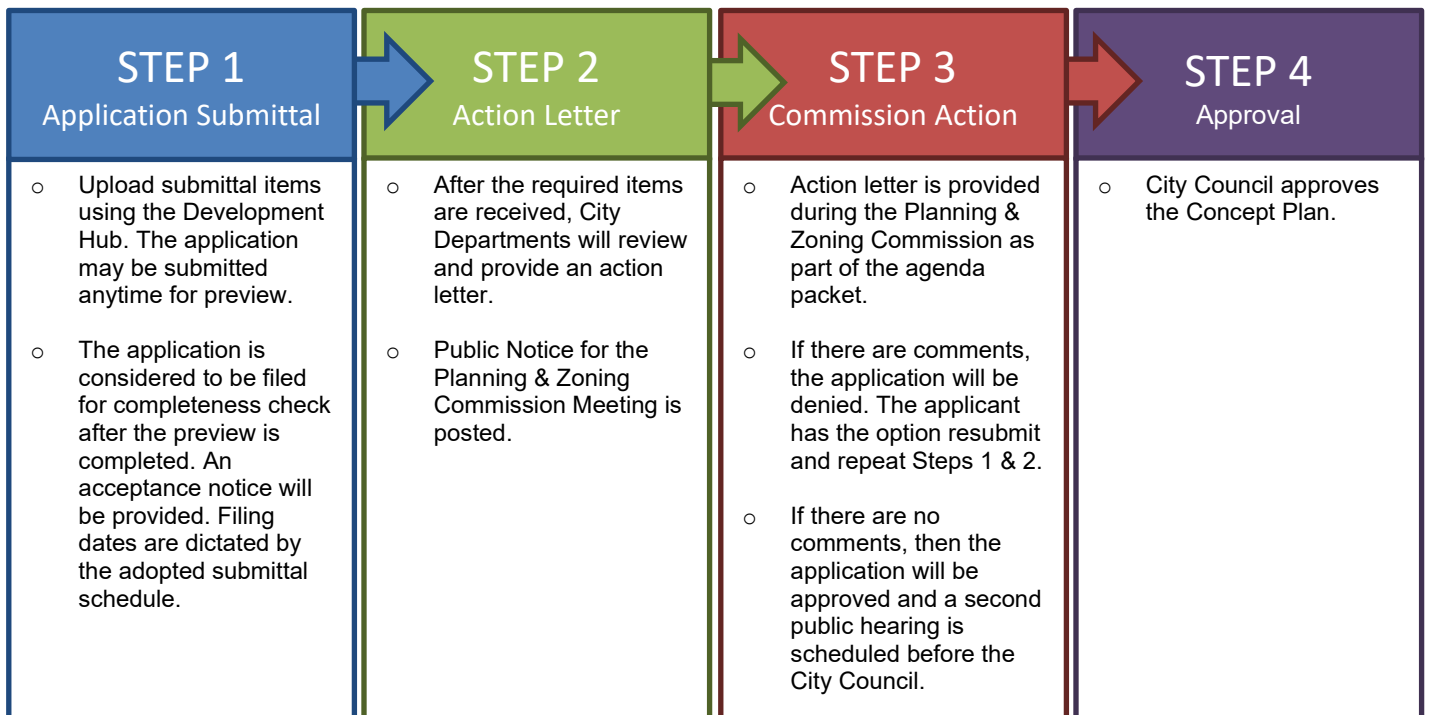
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

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

APPLICATION FEE* CALCULATION – DUE AT SUBMITTAL

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

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

PUBLIC NOTIFICATION FEE** CALCULATION – DUE PRIOR TO POSTING PUBLIC NOTICE

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

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

ADDITIONAL INFORMATION ABOUT FEES:

CONCURRENT REVIEWS:

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

CONCEPT PLAN REVIEW PROCESS

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

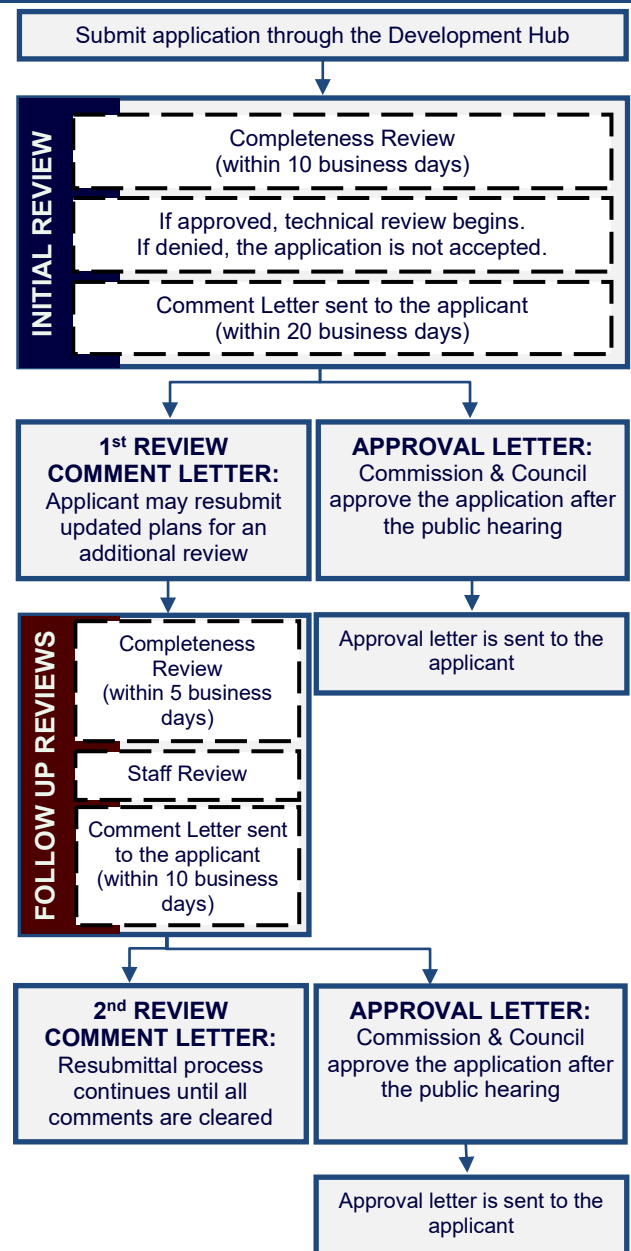
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

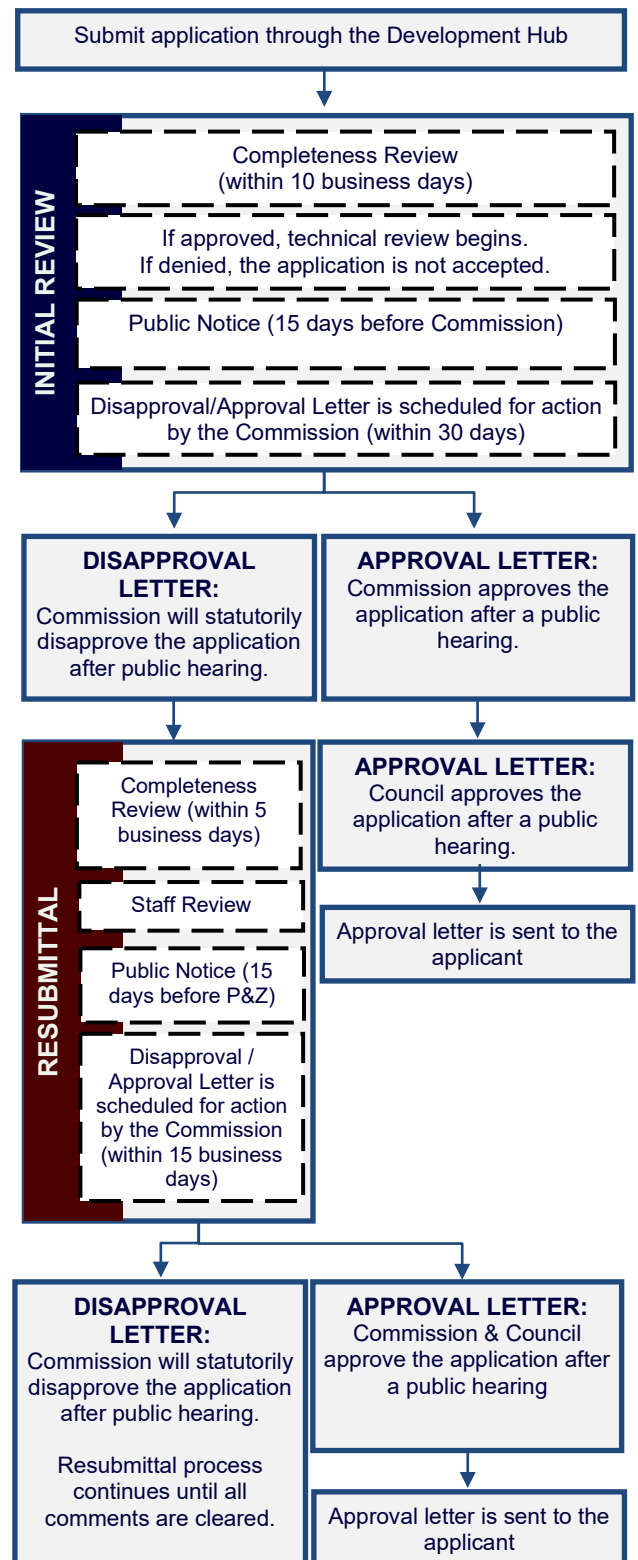
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

CONCEPT PLAN CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

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

SHEET 2 – CONCEPT PLAN

		Ordinance Reference
___ 1.	Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')	Art II, Sec 21 (b)

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

SHEET 3 – PHASING PLAN

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

- ___ 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:

- ☐ 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

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: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

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

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

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

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

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

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

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

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

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

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

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



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

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

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

January 2024 v.1.1

PROJECT NAME: _____

CONCEPT PLAN & PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links.....	2
Contact Information.....	2
Instructions	3
Process Overview – Alternative Procedure	3
Required Items For The Submittal Package	4
Application Fee Calculation – Due At Submittal	5
Public Notification Fee Calculation – Due Prior To Posting Public Notice.....	5
Completeness Review Requirements	5
Concept Plan & Preliminary Plat Review Process	6
Applicant Information	7
Concept Plan & Preliminary Plat Checklist	8
Final Submittal Review – Alternative Review Procedure	16
Planning & Zoning Commission	16
Conflict Of Interest Disclosures	17
Traffic Study Level Guide.....	18
Traffic Study Screening Evaluation Form	20

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.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 20](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 18](#)).
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD

HELPFUL LINKS



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

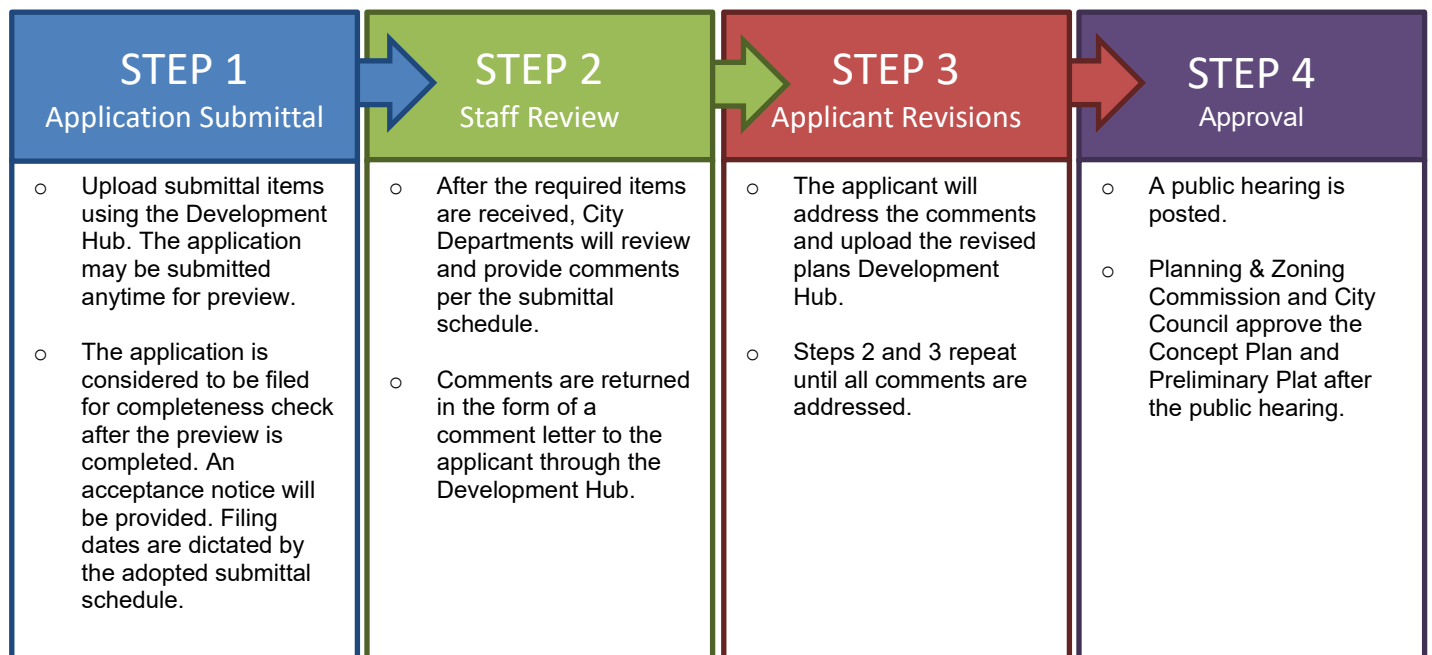
CONTACT INFORMATION

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

INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

REQUIRED ITEMS

PROVIDED

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

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

APPLICATION FEE* CALCULATION – DUE AT SUBMITTAL

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

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

PUBLIC NOTIFICATION FEE** CALCULATION – DUE PRIOR TO POSTING PUBLIC NOTICE

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

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

ADDITIONAL INFORMATION ABOUT FEES:

CONCURRENT REVIEWS:

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

RESUBMITTAL FEES:

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

CONCEPT PLAN & PRELIMINARY PLAT REVIEW PROCESS

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

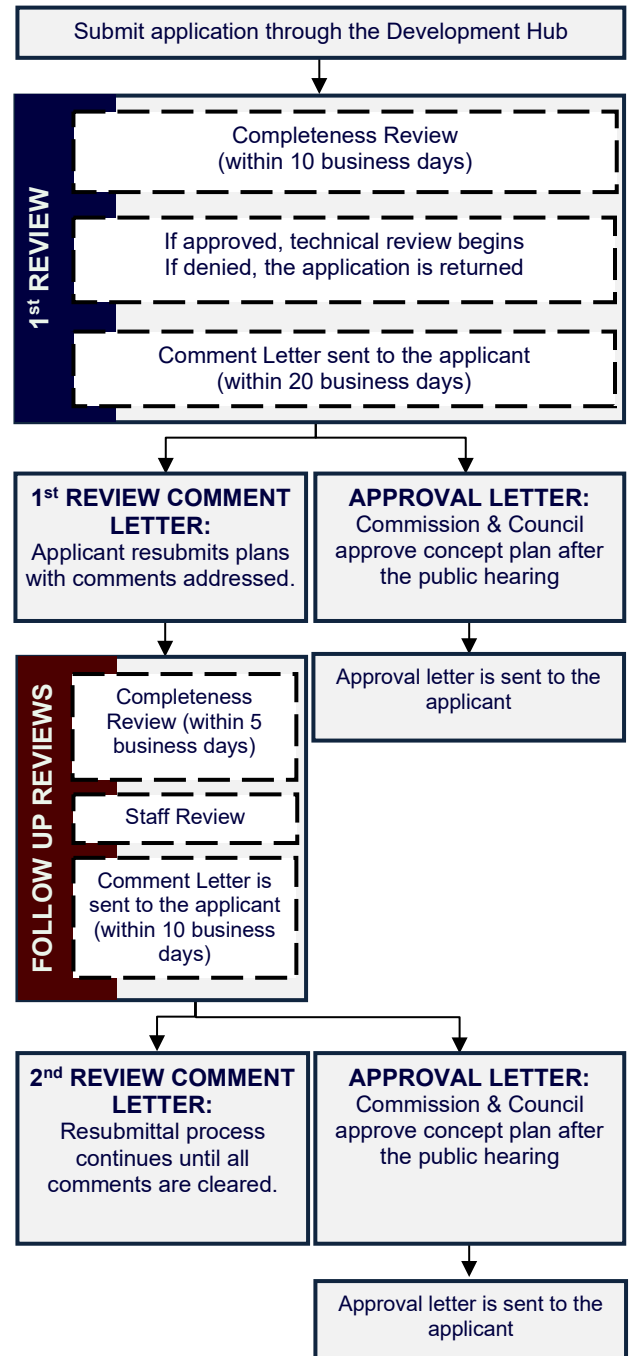
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

4. A comment letter will be generated within 10 days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references. If the comments are cleared, 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 Plat
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. Once all comments are cleared, then the public hearing is scheduled. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. The Commission and Council both review this request and take action.
8. Once the Commission & Council approve the concept plan, an approval letter is sent to the applicant.



APPLICANT INFORMATION

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

CONCEPT PLAN & PRELIMINARY PLAT CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan. <i>Subdivision Name</i> Concept Plan & Preliminary Plat Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 22 (c)(1)(ii)
___ 2. Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1”=2,000’). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)
___ 5. Example cover sheet: Subdivision Name Concept Plan & Preliminary Plat Project Number Project Information Location Sketch Index 1 of 1	Art II, Sec 22 (c)(3)

___ 6.	A certification block signed and sealed by the project engineer.	Art II, Sec 22 (c)(1)(vi)
___ 7.	Provide any recommendations from the approved TIA (if applicable)	Art II, Sec 22 (c)(3)
___ 8.	Include the draft plat notes	
General Plat Notes:		
☐	This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. (<i>inside City only</i>)	County
☐	This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. (<i>ETJ only</i>)	County
☐	No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.	Art I, Sec 8 (b)
☐	A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. (<i>inside City only</i>)	Art I, Sec 8 (b)
☐	No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.	Art III, Sec 46 (b)
☐	Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.	Art III, Sec 46 (b)
☐	All easements on private property shall be maintained by the property owner or his or her assigns.	
☐	In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.	Art II, Sec 24 (c)(6)(vi)
☐	No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # ____ for Williamson Co., effective ____ (Date) ____.	Code of Ordinances Art 3.10
☐	Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. (<i>inside City only</i>)	Art II, Sec 24 (c)(6)(vii)
☐	Sidewalks shall be installed on both sides of [<i>insert street name(s)</i>] and the subdivision side of [<i>insert street name(s)</i>]. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐	All utility lines must be located underground.	Art III, Sec 47
☐	This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)	Art II, Sec 24 (a) (2)
☐	Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
___ 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 III, Sec 42 (h)
☐	Traffic Impact Analysis Note (if applicable): ○ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
___ 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.	Transportation Criteria Manual 5.3.1 J
☐	The Home Owners Association (HOA) shall own and maintain the following lots: ____	Art IV, Sec 61(d)
☐	The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.	Art IV, Sec 61(d)
☐	The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐	The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.	Art III, Sec 41 (a)

- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

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

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

Composite
Zoning
Ordinance
Art VI, Sec 8

SHEET 2 – 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.
- ___ 5. Label the proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.
- ___ 6. Identify the zoning of the property. Demonstrate compliance with the residential lot mix requirements listed below. These lot mix requirements shall apply to all new residential subdivisions except those served by on-site sewage treatment systems. For the purposes of this requirement, net acres shall mean the total acres of the subdivision minus the required parkland.
 - i. Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement.
 - ii. Subdivisions greater than thirty (30) and less than ninety (90) net acres shall include at least two (2) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.
 - iii. Subdivisions greater than ninety (90) net acres shall include at least three (3) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.
- ___ 7. Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated:
 - ___ a. number of LUE's required for each category of lots; and
 - ___ b. the traffic volume to be generated by all proposed development other than single-family.
- ___ 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.
- ___ 9. Location of sites for parks, schools and other public uses, and all areas of common ownership.

Ordinance
Reference
Art II, Sec 21
(b)
Art II, Sec 21
(c)(4)
Art II, Sec 21
(c)(5)
Art II, Sec 21
(c)(6)
Art II, Sec 21
(c)(7)
Art II, Sec 21
(a)(5)
Art II, Sec
21(c)(8)
Art II, Sec
21(c)(9)
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:	Art III, Sec 45 (b)(8)
___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.	
___ The minimum width of the flag lot is no less than twenty five (25) feet.	
___ The narrow portion of the lot is dedicated as a common driveway access easement.	
___ No more than two "flag" lots are located side by side.	
___ The Fire Chief has no objection to the lot layout.	
___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	
___ 21. A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22. The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)

___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

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

SHEET 7 – TREE PROTECTION PLAN

		Ordinance Reference
___ 1.	Required Items for Tree Protection Plan: ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant	Art II, Sec 22 (c)(2)(iii)

and heritage trees possible.

- ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.
- ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red dashed circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.
- ☐ The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree.

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

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
- ☐ Approval of removal permits shall be based on the following:
 - a. Tree size/number of trunks;
 - b. Tree health and viability;
 - c. Tree location;
 - d. Other Significant and Heritage Trees to be preserved on site; and
 - e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
- ☐ Provide the following note:

In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.

___ 2. Tree Mitigation Requirements:

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

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

___ 3. Significant Tree Removal Permit

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

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

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

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

___ 5. Mitigation for the removal of a Heritage or Significant Tree

- ☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.
 - a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
 - b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
 - c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.
 - d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.

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

___ 6. Replacement Trees

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

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

- ___ 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

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

PLANNING & ZONING COMMISSION

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

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

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

Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ Ethics Ordinance – Disclosure Statements

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

TRAFFIC STUDY LEVEL GUIDE

NOTES:

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

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

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

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

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

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

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

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

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

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

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



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

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

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

January 2024 v.1.1

PROJECT NAME: _____

MINOR SITE DEVELOPMENT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links.....	2
Contact Information.....	2
Process Overview – Alternative Procedure	2
Required Items For The Submittal Package	3
Application Fee Calculation.....	3
Uploaded Document Requirements.....	4
Completeness Review Requirements.....	4
Applicant Information	6
Minor Site Development Checklist	7
Information About The Public Art Committee (LPAC).....	20
Final Submittal Review.....	20
Requirements For Issuance Of Minor Site Development Permit	21
Conflict Of Interest Disclosures.....	22
Traffic Study Level Guide.....	23
Traffic Study Screening Evaluation Form	25

GENERAL INFORMATION

- Minor Site Development Permit applications are required for non-residential and multi-family developments. These plans include minor site activity that may increase the impervious cover by no more than 1,000 square feet.

HELPFUL LINKS



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

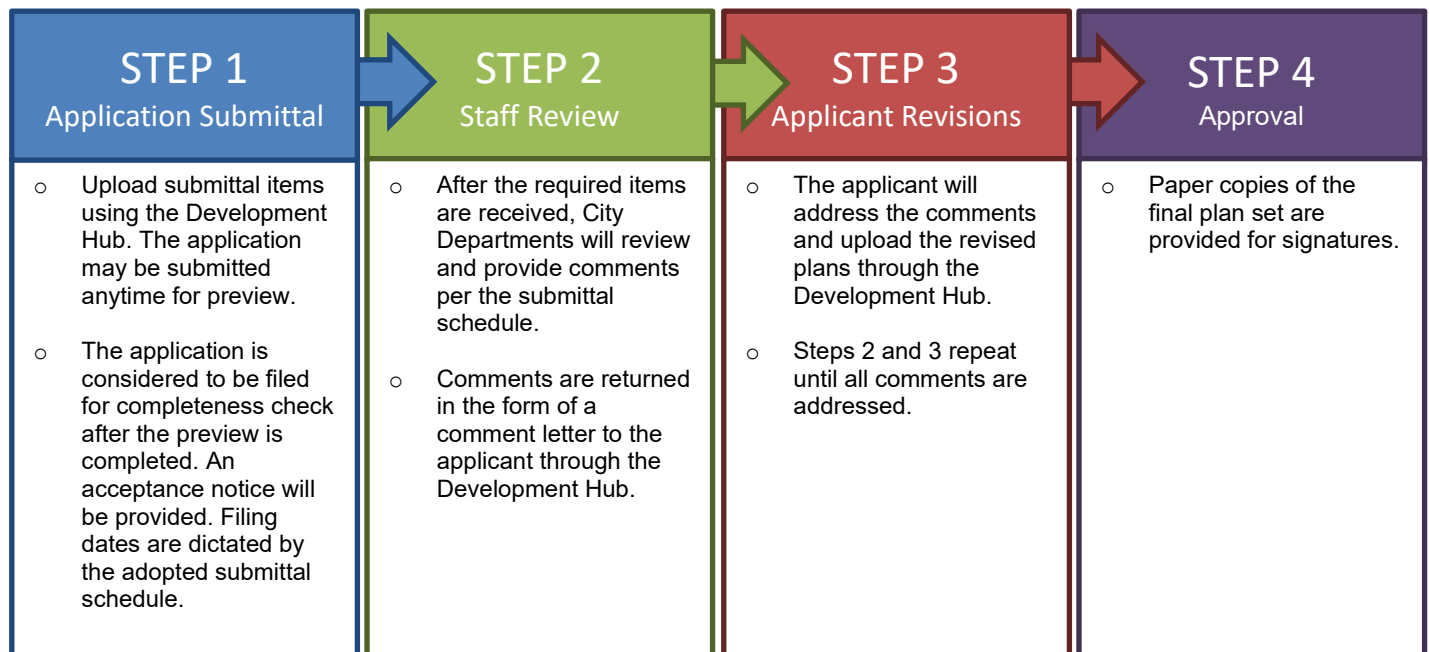
CONTACT INFORMATION

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS	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. Site Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.
	☐	3. Deed showing current ownership. Proof of signatory for corporations is required.
	☐	4. Certified tax certificate or other evidence that taxes have been paid.
	☐	5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.
	☐	6. Is development proposed within the floodplain? ☐ Yes ☐ No If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
	☐	7. Planned Unit Development (PUD) or Special Use Permit (SUP) information (if applicable) Is this plan subject to a PUD? ☐ Yes ☐ No If yes, provide the name: _____ Is this plan subject to a SUP? ☐ Yes ☐ No If yes, provide the name: _____
	☐	8. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report of nothing further certificate)
	☐	9. Traffic Study Screening Evaluation Form (page 25). The Traffic Level Study Guide can be found on page 23 .
	☐	10. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
	☐	11. Application Fees (calculation listed below).

Filing Fee:	\$ 500.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE (due at the time of application submission) \$ <u>775.00</u>	

RESUBMITTAL FEES:

- MINOR SITE DEVELOPMENT PERMIT SUBMITTAL PACKET

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

PROJECT INFORMATION

Street Address/Location Description: _____

Subdivision Name: _____ Section, Lot, Block: _____

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

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

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

Proposed Number of Multi-Family / Condo Units: _____

Brief Summary of Work: _____

MINOR SITE DEVELOPMENT PERMIT REVIEW PROCESS

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

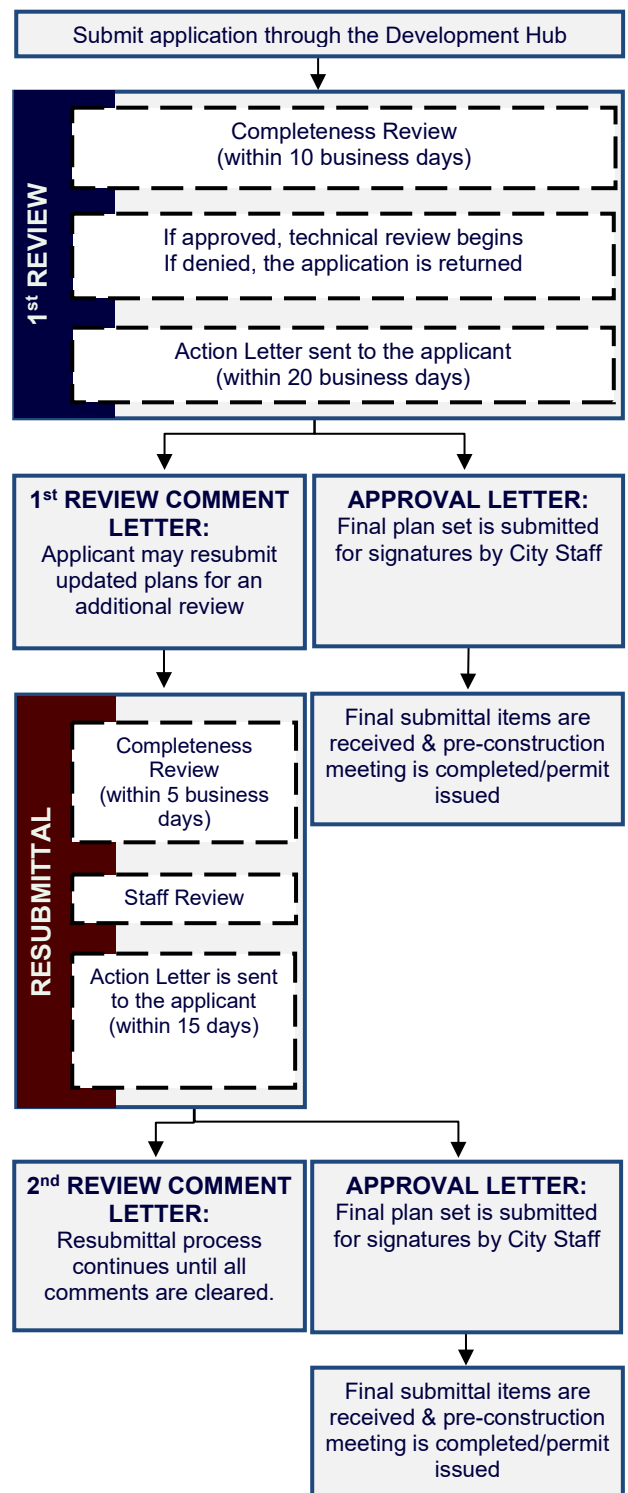
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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

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

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

A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



APPLICANT INFORMATION

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

MINOR SITE DEVELOPMENT CHECKLIST

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

GENERAL:

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

COVER SHEET

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

___ 5. Example cover sheet:

Project Name Minor Site Development Plans Project Number	
Project Information	Location Sketch
Index	
Revision Block	Signature Block
Approval 1 of 1	

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

APPROVED BY:

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

Date

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

Date

Mark Tummons, CPRP, Director of Parks and Recreation

Date

Chief Joshua Davis, Fire Marshal

Date

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

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

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

Revision #	Description	Approval

GENERAL NOTES:

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

FINAL PLAT:

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

EXISTING CONDITIONS & DEMOLITION PLAN

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

___ 2. Identify proposed improvements for demolition.

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

- ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.
- ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.
- ☐ The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree.

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

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

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. These sheet shall be a stand along sheet that only includes Erosion and Sedimentation Control information.
- ___ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- ___ 3. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- ___ 4. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
- ___ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 7. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 8. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 9. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- ___ 10. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.
- ___ 11. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. A template is available online at: <https://www.leandertx.gov/engineering>. The engineered drawing specification sheet Documentation of the submittal to the County shall be provided to the City. This plan needs to include the location of the water permanent stormwater control facility such as a water quality or detention pond, and allow the City or its contractors access to the facility for periodic inspection.

GRADING & DRAINAGE IMPROVEMENTS:

- ___ 1. Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities. This shall include all relevant models, spreadsheets, and other aids utilized in this design.
- ___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.
- ___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
- ___ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- ___ 5. Attendant documents containing design computations in accordance with the Subdivision Ordinance for the City of Leander, and any additional information required to evaluate the proposed drainage improvements. This shall be formatted into a

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

- ___ 6. Location of the regulatory 100-year floodplain (if any) is provided.
- ___ 7. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review.
- ___ 8. Non-Residential and Multi-Family Drainage and Detention Facilities:
- ☐ Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.
 - ☐ Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.
 - ☐ Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.
 - ☐ Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
 - ☐ Structural stabilization including vertical walls and riprap for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.
- ___ 9. Residential Drainage and Detention Facilities:
- ☐ Residential drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.
 - ☐ Residential drainage facilities shall utilize earthen berms and be designed with a curvi-linear shape. Any structural stabilization with slopes steeper than 3:1 shall be limited to the use of native stone (except for outlet structures which can be concrete) and shall be limited to not more than thirty (30%) percent of the perimeter of the pond. Such ponds shall be seamlessly integrated with the landscaping. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, concrete is permitted instead of native stone and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply.
 - ☐ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
- ___ 10. FYI – Maintenance of the drainage and detention facilities are the responsibility of the property owner. The Homeowners Association (HOA) will be responsible for the maintenance of these facilities for residential subdivisions.

SITE PLAN:

- ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.
- All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.***
- ___ 6. Location, dimensions, square footage and intended uses of the site. If uses are not known at this time, a note is provided on the site plan as follows:
- Uses for this site are currently unknown. This permit therefore proposes no uses at this time. Uses will be proposed at a later date in conjunction with future permits and in compliance with the zoning ordinance of the City of Leander.***
- ___ 7. Provide the following notes:
- All site utility lines are proposed to be located underground.***

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

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

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

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

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

- ___ 8. For multi-family, a table showing the number of living units, the acreage and the units per acre is provided. Density is determined by the amount of proposed masonry.
- ___ 9. For multi-family, the total number of units per acre is limited to 8 units unless the applicant is proposing a higher masonry standard. If 100% masonry is proposed, then the density may be 25 units per acre. If 85% masonry on the first story and 50% on the second story is proposed, then the density may be 18 units per acre. If increased masonry is proposed, provide a note on the plans.
- ___ 10. Multi-family units are at least 500 sq. ft. for efficiency units, 650 sq. ft. for one bedroom units, 850 sq. ft. for two bedroom units, and an additional 150 sq. ft. for each bedroom thereafter.
- ___ 11. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.
- ___ 12. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):
 - Dimensions of parking spaces, aisle widths
 - Driveway intersection sight distance
 - Driveway and aisle curb return radii
 - Dead-end parking bays greater than 150' in length have a fire department turn-around
 - One-way aisles have angled parking
- ___ 13. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words **"FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE"** shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.
- ___ 14. Fire Lane Signs: Signs shall read **"FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE"** and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as *approved by the Fire Code Official*.
- ___ 15. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.
- ___ 16. Driveways are labeled as Type II commercial driveways.
- ___ 17. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.
- ___ 18. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are in compliance with TxDOT standards with regards to spacing as stated in the Composite Zoning Ordinance. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- ___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- ___ 20. Handicap parking is provided as follows:
 - For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
 - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

- ___ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- ___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- ___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.
- ___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.
- ___ 27. Building lines have been checked for compliance with the following tables.

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

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

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

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

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

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

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

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

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

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

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

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

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

___ **Type 1**

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

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

_____ **Type 2**

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

_____ **Type 3**

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

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

Type 4

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

Type 5

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

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

UTILITY PLAN:

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

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

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

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

STANDARD DETAILS:

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

LANDSCAPE PLAN:

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
 - Multifamily – 20%
 - Office and Professional – 15%
 - Commercial – 15%
 - Industrial or manufacturing – 10%
 - Schools, churches, community centers and private parks – 15%
 - The following have not been counted toward landscape requirements:
 - Detention and water quality unless meeting the standards of the landscape ordinance.
 - Utility, mechanical and electrical facilities.
 - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
 - Landscaped areas less than four feet in width.
 - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
 - If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.
 - Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
 - a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.
 - b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
 - c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed

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

- Compatibility buffer for uses other than single-family or two-family development:
 - a. A compatibility buffer shall be composed of a landscape buffer and a compatibility fence as provided Article VI, Section 14 (d) of this ordinance. Compatibility buffering is intended to minimize the effects of non-residential and multi-family uses which share a common lot line with existing or planned single-family or two-family uses.
 - b. Landscape buffer: A landscape area of at least eight (8') feet wide shall be provided that includes the following plantings per every six hundred (600) square feet:
 - (i) Two (2) shade trees (two (2) inch caliper or larger)
 - (ii) Four (4) shrubs (five (5) gallon container size or larger) – shrubs are not required if when a masonry screening wall is provided as provided in Article VI, Section 14 (d) of this ordinance.
- At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.
- Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).
- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

___ 2. Turfgrass:

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

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

- ___ 4. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- ___ 5. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- ___ 6. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- ___ 7. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
- ___ 8. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
- ___ 9. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 10. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- ___ 11. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).
- ___ 12. Provide the following notes:
- The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.***
(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)
- Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.***
- Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:
- All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***
- All disturbed areas and ROW will be re-vegetated by the developer.***
- All invasive species shall be removed from the property.***
- No more than 50% of the same species may be planted to meet the tree planting requirements.***
- Turf grass is prohibited in strips of land less than six (6') feet in width between sidewalks and pavement.***
- In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.***
- ___ 13. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.

- ___ 14. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.
- ___ 15. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

PARK PLAN:

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

MASTER ARCHITECTURAL PLAN:

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

MAJOR CORRIDOR STREETSCAPE PLAN:

- ___ 1. Major Corridor Streetscape Standards:
- ☐ Major corridors include all arterials identified on the City's Transportation Plan.
 - ☐ All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.
 - ☐ If a parking lot is located between the right-of-way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
 - a four (4) foot tall masonry screening wall located at or behind the required parking setback

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

INFORMATION ABOUT THE PUBLIC ART COMMITTEE (LPAC)

The Leander Public Art Committee (LPAC):

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

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

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

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

FINAL SUBMITTAL REVIEW

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

Items to submit through the Development Hub:

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

REQUIREMENTS FOR ISSUANCE OF MINOR SITE DEVELOPMENT PERMIT

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule.
- To schedule a pre-construction meeting, the following items must be provided:
 1. Two printed copies of the approved and signed plans.
 2. Upload the following items to the Development Hub:
 - Scan of the final approved site development plan as a PDF and AutoCAD formats. Plans must be scanned at 300 dpi to the original approved scale.
 - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
 - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the site development permit, provide documentation from the appropriate water quality regulating entity, TCEQ Edwards Aquifer or LCRA Highland lakes, that the project is approved or exempt.
- The Site Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.
- **Construction may not start until after the pre-construction meeting and the Site Development Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

TRAFFIC STUDY LEVEL GUIDE

NOTES:

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

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

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

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

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

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

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

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

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

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

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



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

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

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

January 2024 v.1.1



PROJECT NAME: _____

SITE DEVELOPMENT PERMIT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links.....	2
Instructions	2
Process Overview – Alternative Procedure	2
Required Items For The Submittal Package	3
Application Fee Calculation.....	4
Uploaded Document Requirements	4
Completeness Review Requirements.....	4
Project Information	5
Site Development Review Procedure	6
Applicant Information	7
Site Development Checklist	8
Public Art (Optional)	21
Information About The Public Art Committee (LPAC).....	21
Final Submittal Review.....	21
Requirements For Issuance Of Site Development Permit:	22
Conflict Of Interest Disclosures.....	23
Traffic Study Level Guide.....	24
Traffic Study Screening Evaluation Form	26

GENERAL INFORMATION

- Site development permits are required for non-residential and multi-family developments. These plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Lots are required to be platted prior to the issuance of the site development permit. The final plat may be reviewed concurrently with the site development permit.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 26](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 24](#)).

HELPFUL LINKS

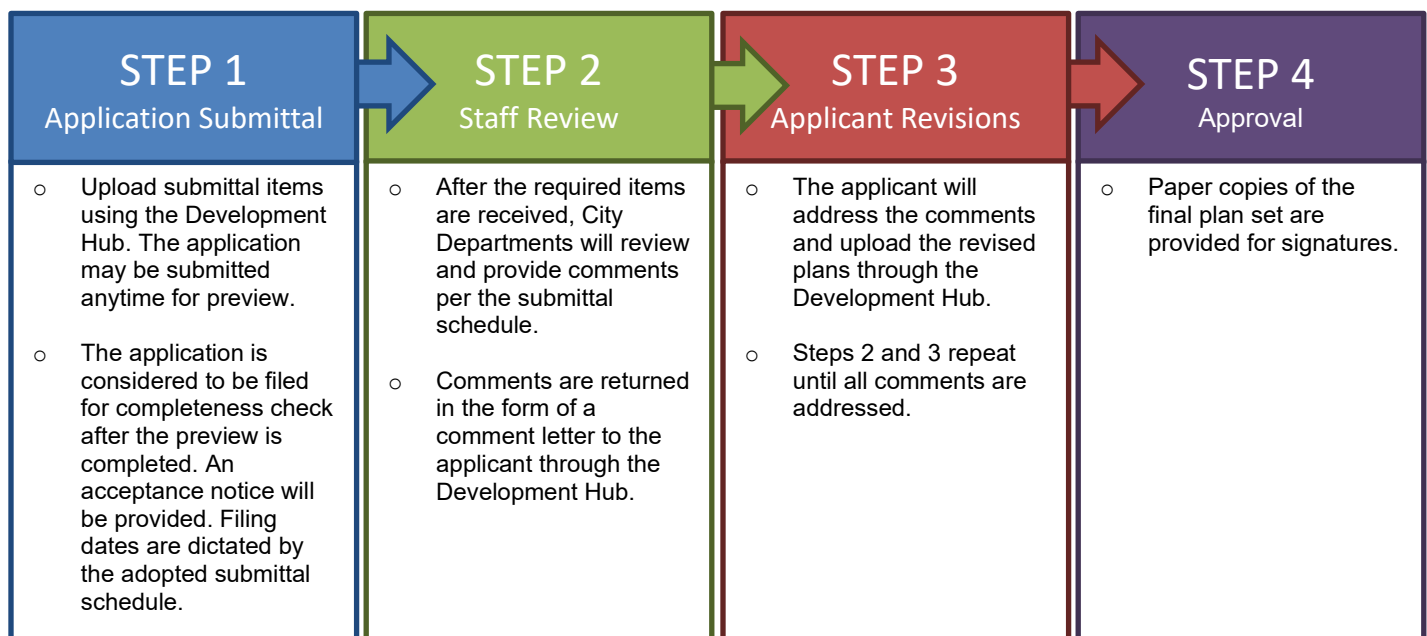


- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

REQUIRED ITEMS

PROVIDED

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

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Site Plans (24" X 36") or (22" X 34") including the items listed in the checklist. Include the title of each sheet (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled.
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Certified tax certificate or other evidence that taxes have been paid.
- ☐ 5. Support documents such as TIA, Drainage Reports, Lift Station Reports, HEC Models, etc.
- ☐ 6. Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name:

- ☐ 7. Is development proposed within the floodplain? ☐ Yes ☐ No
If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
- ☐ 8. Are any offsite or separate instrument easements required? ☐ Yes ☐ No
If yes, either provide the recordation number on the plans or provide the application for review.
- ☐ 9. Planned Unit Development (PUD) information (if applicable)
Is this plan subject to a PUD? ☐ Yes ☐ No
If yes, provide the name: _____
- ☐ 10. Traffic Study Screening Evaluation Form ([page 26](#)). The Traffic Level Study Guide can be found on [page 24](#).
- ☐ 11. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No
If so, please contact the City Engineer to confirm if an updated is needed.
- ☐ 12. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
- ☐ 13. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
- ☐ 14. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee:	\$1,000.00
\$0.05 per square foot of impervious cover: \$0.05 X _____ square feet	\$ _____
If the project is proposed to be phases, there is a fee of \$250 per phase starting with the second phase:	\$ _____
Inspection Fee:	\$ 500.00
Fire Code Review Fee (\$125 per phase):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

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

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

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

- All items listed above in the "Required Items for Submittal Package" list shall be included.
- All plan sheets shall meet the format listed in the "General Section" below on page 7
- All documents shall be legible.
- Blank or pending sheets will not be accepted.

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

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

PROJECT INFORMATION

Street Address/Location Description: _____

Subdivision Name: _____ Section, Lot, Block: _____

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

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

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

Proposed Number of Multi-Family / Condo Units: _____

Brief Summary of Work: _____

SITE DEVELOPMENT REVIEW PROCEDURE

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

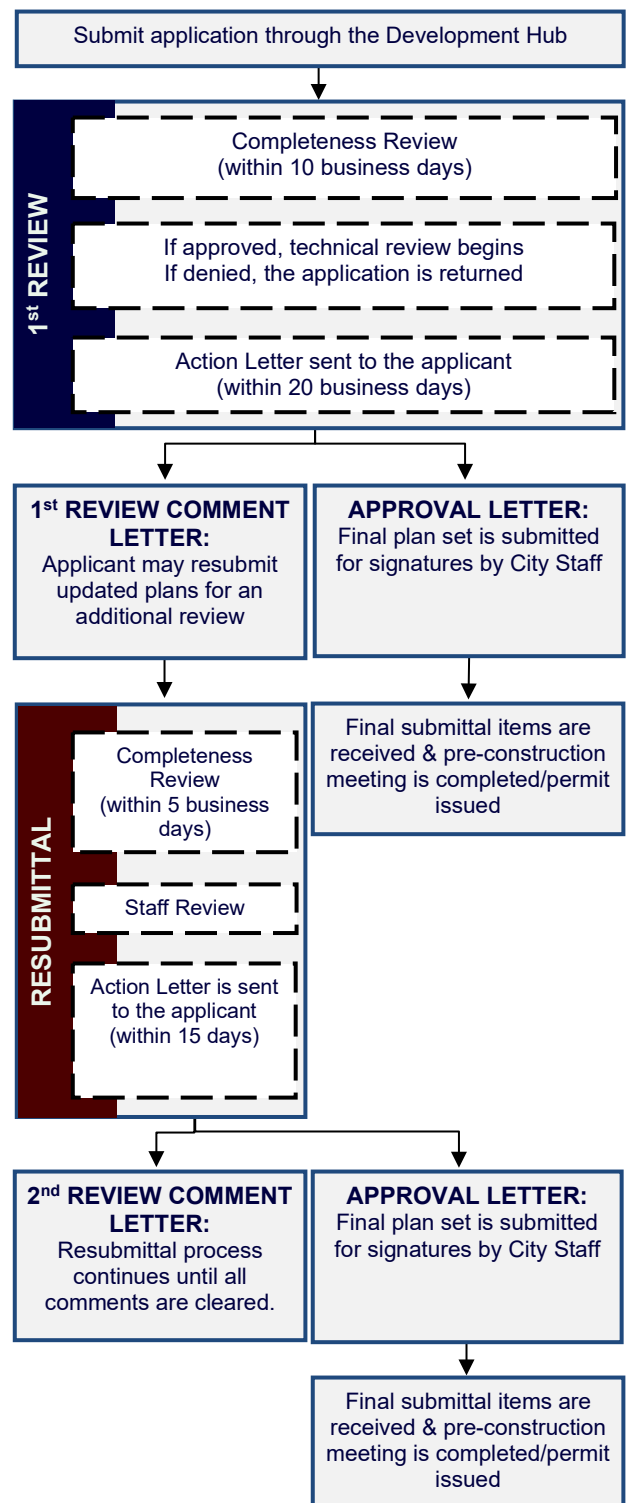
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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

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

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

A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



APPLICANT INFORMATION

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

SITE DEVELOPMENT CHECKLIST

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

GENERAL:

- ___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
 - ☐ Cover Sheet
 - ☐ General Notes
 - ☐ Final Plat
 - ☐ Existing Conditions & Demolition Plan
 - ☐ Erosion & Sedimentation Control Plan
 - ☐ Grading & Drainage Plan
 - ☐ Site Plan
 - ☐ Address Plan
 - ☐ Utility Plan
 - ☐ Road & Sidewalk Closure Plan
 - ☐ Standard Details
 - ☐ Landscape Plan
 - ☐ Park Land Plan
 - ☐ Master Architectural Plan
 - ☐ Major Corridor Streetscape Plan
- ___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- ___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- ___ 4. All property lines shall be identified with a solid, heavy, and black line.
- ___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: <https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists>.
- ___ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)
- ___ 7. If an adjacent street is sub-standard or needs widening in accordance with Transportation Plan, right-of-way and pro-rata cost participation is provided. This is typically a payment for half the cost of the full cross-section for the street over the length of the property along the street.
- ___ 8. If a TIA is proposed, the TIA is required to be approved prior to the approval of the site development permit. If the TIA recommends improvements, provide the improvements as part of a construction plan application.

COVER SHEET

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

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

___ 5. Example cover sheet:

Project Name Site Development Plans <i>Project Number</i>		
Project Information	Location Sketch	Index
Revision Block	Signature Block	
		Approval 1 of 1

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

APPROVED BY:

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

Date

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

Date

Mark Tummons, CPRP, Director of Parks and Recreation

Date

Chief Joshua Davis, Fire Marshal

Date

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

Revision #	Description	Approval

GENERAL NOTES:

- ___ 1. Insert the City of Leander General Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>. Ensure that the date of the most recent notes is included within the general notes sheet. Of note that if any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.

FINAL PLAT:

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

EXISTING CONDITIONS & DEMOLITION PLAN

- ___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.
___ 2. Identify proposed improvements for demolition.

EROSION & SEDIMENTATION CONTROLS:

- ___ 1. These sheet shall be a stand along sheet that only includes Erosion and Sedimentation Control information.
___ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
___ 3. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.

- ___ 4. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- ___ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
- ___ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- ___ 7. Identify at least one construction entrance on the erosion and sediment control site plan.
- ___ 8. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- ___ 9. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- ___ 10. Provide the following note:
The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.
- ___ 11. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. A template is available online at: <https://www.leandertx.gov/engineering>. The pond's engineered drawing specification sheet(s) shall be included in the plan as part of the recorded agreement. Documentation of the submittal to the County shall be provided to the City. This plan needs to include the location of the water permanent stormwater control facility such as a water quality or detention pond, and allow the City or its contractors access to the facility for periodic inspection.

GRADING & DRAINAGE IMPROVEMENTS:

- ___ 1. Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities. This shall include all relevant models, spreadsheets, and other aids utilized in this design.
- ___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.
- ___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
- ___ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- ___ 5. Attendant documents containing design computations in accordance with the Subdivision Ordinance for the City of Leander, and any additional information required to evaluate the proposed drainage improvements. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process.
- ___ 6. Location of the regulatory 100-year floodplain (if any) is provided.
- ___ 7. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review.
- ___ 8. Non-Residential and Multi-Family Drainage and Detention Facilities:
 - ☐ Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.
 - ☐ Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.
 - ☐ Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.
 - ☐ Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
 - ☐ Structural stabilization including vertical walls and riprap for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.

- ___ 9. Residential Drainage and Detention Facilities:
- ☐ Residential drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.
 - ☐ Residential drainage facilities shall utilize earthen berms and be designed with a curvi-linear shape. Any structural stabilization with slopes steeper than 3:1 shall be limited to the use of native stone (except for outlet structures which can be concrete) and shall be limited to not more than thirty (30%) percent of the perimeter of the pond. Such ponds shall be seamlessly integrated with the landscaping. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, concrete is permitted instead of native stone and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply.
 - ☐ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.
- ___ 10. FYI – Maintenance of the drainage and detention facilities are the responsibility of the property owner. The Homeowners Association (HOA) will be responsible for the maintenance of these facilities for residential subdivisions.

SITE PLAN:

- ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.
All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.
- ___ 6. Location, dimensions, square footage and intended uses of the site. If uses are not known at this time, a note is provided on the site plan as follows:
Uses for this site are currently unknown. This permit therefore proposes no uses at this time. Uses will be proposed at a later date in conjunction with future permits and in compliance with the zoning ordinance of the City of Leander.
- ___ 7. Provide the following notes:
All site utility lines are proposed to be located underground.
Exterior lighting shall be shielded such that the light source is not directly visible from the public ROW or adjacent residential districts or uses at the property line. Unshielded "wall pack" lighting is not proposed.
Al Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site after construction.
Air conditioning units are not proposed forward the front wall of the building.
Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.
For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.
- ___ 8. For multi-family, a table showing the number of living units, the acreage and the units per acre is provided. Density is determined by the amount of proposed masonry.
- ___ 9. For multi-family, the total number of units per acre is limited to 8 units unless the applicant is proposing a higher masonry standard. If 100% masonry is proposed, then the density may be 25 units per acre. If 85% masonry on the first story and 50% on the second story is proposed, then the density may be 18 units per acre. If increased masonry is proposed, provide a note on the plans.
- ___ 10. Multi-family units are at least 500 sq. ft. for efficiency units, 650 sq. ft. for one bedroom units, 850 sq. ft. for two bedroom units, and an additional 150 sq. ft. for each bedroom thereafter.
- ___ 11. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.

- ___ 12. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):
- Dimensions of parking spaces, aisle widths
 - Driveway intersection sight distance
 - Driveway and aisle curb return radii
 - Dead-end parking bays greater than 150' in length have a fire department turn-around
 - One-way aisles have angled parking
- ___ 13. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.
- ___ 14. Fire Lane Signs: Signs shall read "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as *approved by the Fire Code Official*.
- ___ 15. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.
- ___ 16. Driveways are labeled as Type II commercial driveways.
- ___ 17. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.
- ___ 18. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are in compliance with TxDOT standards with regards to spacing as stated in the Composite Zoning Ordinance. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- ___ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- ___ 20. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
 - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.
- ___ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- ___ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- ___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- ___ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.
- ___ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

___ **Type 1**

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.
- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.
- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.

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

_____ **Type 2**

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

_____ **Type 3**

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

- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

_____ **Type 4**

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

_____ **Type 5**

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

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

ADDRESS PLAN:

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

UTILITY PLAN:

- ___ 1. Provider or method of proposed water and wastewater service is identified.
- ___ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.
- ___ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.
- ___ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.

- ___ 5. Design details showing the connection with the existing City water system are provided.
- ___ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
- ___ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
- ___ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

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

STANDARD DETAILS:

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

LANDSCAPE PLAN:

- ___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
 - Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
 - Multifamily – 20%
 - Office and Professional – 15%
 - Commercial – 15%
 - Industrial or manufacturing – 10%
 - Schools, churches, community centers and private parks – 15%
 - The following have not been counted toward landscape requirements:
 - Detention and water quality unless meeting the standards of the landscape ordinance.
 - Utility, mechanical and electrical facilities.
 - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
 - Landscaped areas less than four feet in width.
 - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
 - If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.
 - Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
 - a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.
 - b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
 - c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed the street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
 - Compatibility buffer for uses other than single-family or two-family development:

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

- At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.
- Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).
- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
 - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
 - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

___ 2. Turfgrass:

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

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

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

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

- ___ 6. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- ___ 7. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
- ___ 8. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
- ___ 9. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- ___ 10. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- ___ 11. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).
- ___ 12. Provide the following notes:

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

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

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

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

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

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

All invasive species shall be removed from the property.

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

In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.

- ___ 13. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.
- ___ 14. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.
- ___ 15. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

PARK PLAN:

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

MASTER ARCHITECTURAL PLAN:

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

MAJOR CORRIDOR STREETSCAPE PLAN:

- ___ 1. Major Corridor Streetscape Standards:
- ☐ Major corridors include all arterials identified on the City's Transportation Plan.
 - ☐ All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.
 - ☐ If a parking lot is located between the right-of-way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
 - a four (4) foot tall masonry screening wall located at or behind the required parking setback
 - a berm with landscaping that measures at least four (4) feet tall at the top of the landscaping located within the required front setback area
 - ☐ In addition to other restrictions in this ordinance, the following items shall not be located between a primary building and the right-of-way along a major corridor:
 - mechanical equipment other than that of a public utility
 - drive-through service lanes or queuing spaces
 - accessory structures
 - ☐ The following standards apply to the screening of the rear or service side of buildings along a Major Corridor:

- the rear or service side of a building may not face a Major Corridor within four hundred (400) feet of the corridor's right-of-way.
- loading areas and service drives must be screened from view of the Major Corridor with landscaping that is six (6) feet tall at installation or a wing wall that extends from the building that is a minimum of six (6) feet tall and constructed of the same or significantly similar materials as the primary building.
- ☐ The following standards shall apply to all major intersections along the corridor:
 - major intersections are those intersections with other major corridors or collector roads
 - all four corners of a major intersection shall have a coordinated landscape design
 - all four corners of a major intersection shall include identity monument signs which shall be coordinated and consistent in design and materials
 - identity monument signs may include the name and/or logo of the adjacent development and shall include the City of Leander logo
- ☐ Major Corridors shall comply with the following landscape and hardscape materials requirements
 - each major corridor shall have a primary landscape and hardscape materials palette
 - landscaping and hardscaping (including walls and planters) within the right-of-way and front setback of all properties along a major corridor shall comply with the corridor materials palette the corridor materials palette shall be maintained by the Planning Department
- ☐ Walls constructed along Major Corridors shall meet the following requirements in addition to any other requirements of this ordinance.
 - all walls constructed parallel to a major corridor shall comply with the corridor materials palette
 - walls that continue from one development or property to another within the same block shall continue the same material and design
 - wall material or design may change in a new block as long as the materials are consistent with the materials palette for the corridor

PUBLIC ART (OPTIONAL)

- ___ 1. Consider contributing one (1%) percent of the construction/reconstruction costs of the commercial structure, up to, but not limited to, two hundred thousand dollars (\$200,000).
- ___ 2. Consider contributing one (1%) percent of the phased project construction cost construction/reconstruction costs up to but not limited to two hundred thousand dollars (\$200,000.00) for the Phase.
- ___ 3. Consider donating to the Public Art Fund an amount equal to the percentage of the construction cost of the commercial structure as a charitable donation, if they do not wish to have fine art located on their property.

INFORMATION ABOUT THE PUBLIC ART COMMITTEE (LPAC)

The Leander Public Art Committee (LPAC):

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

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

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

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

FINAL SUBMITTAL REVIEW

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

Items to submit through the Development Hub:

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

REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT:

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- The Erosion Control Inspection must be completed prior to scheduling the pre-construction meeting. Please contact the Stormwater Inspector to schedule.
- To schedule a pre-construction meeting, the following items must be provided:
 1. Two printed copies of the approved and signed plans.
 2. Upload the following items to the Development Hub:
 - Scan of the final approved site development plan as a PDF and AutoCAD formats. Plans must be scanned at 300 dpi to the original approved scale.
 - Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
 - All final copies of engineering reports and memos (ex. Drainage Report, TIA, Geotech Report, Lift Station Report, etc)
 3. Submittal of any outstanding fees including roadway improvement fees and review fees.
 4. Approved SWPPP. Prior to the City's approval of the site development permit, provide documentation from the appropriate water quality regulating entity, TCEQ Edwards Aquifer or LCRA Highland lakes, that the project is approved or exempt.
- The Site Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.
- **Construction may not start until after the pre-construction meeting and the Site Development Permit is issued.**

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

TRAFFIC STUDY LEVEL GUIDE

NOTES:

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

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

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

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

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

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

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

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

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

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

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



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

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

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

January 2024 v.1.1

PROJECT NAME: _____

SHORT FORM FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links	2
Contact Information	2
Instructions	2
Process Overview – Alternative Procedure	3
Process Overview – Standard Procedure	3
Required Items For Application Submittal	4
Application Fee Calculation – Due At Submittal	5
Public Notification Fee Calculation – Due Prior To Posting Public Notice	5
Uploaded Document Requirements	5
Completeness Review Requirements	5
Short Form Final Plat Review Process	6
Applicant Information	8
Short Form Final Plat Checklist	9
Addressing Information	17
Final Submittal Review – Alternative Review Procedure	17
Planning & Zoning Commission Review	18
Support Documents For Recordation	18
Conflict Of Interest Disclosures	19
Alternative Review / Expedited Procedure Request	20
30 Day Waiver Request	21
Traffic Study Level Guide	22
Traffic Study Screening Evaluation Form	24

GENERAL INFORMATION

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

- ☐ No new public street is necessary for each lot to have access on to a public street.
 - ☐ Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
 - ☐ No off-site improvements are necessary for utility service or drainage.
 - ☐ No more than four (4) lots are involved.
- If changes to the existing street names or a new street configuration is proposed, then documentation from both Williamson and Travis County 911/Addressing stating that all street names on the Final Plat are approved and not duplicated in other areas of the counties.
 - A Traffic Study Screening Evaluation Form is required with this submittal ([page 24](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 22](#)).

HELPFUL LINKS



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

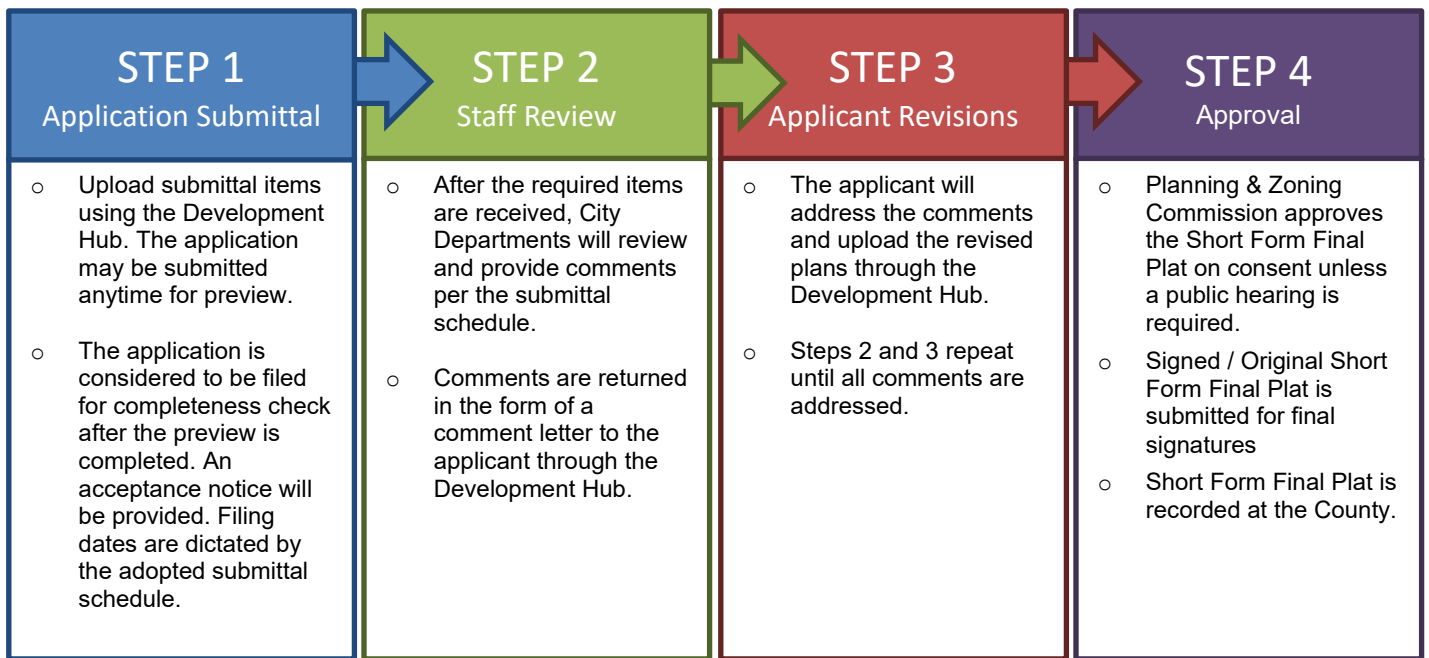
CONTACT INFORMATION

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

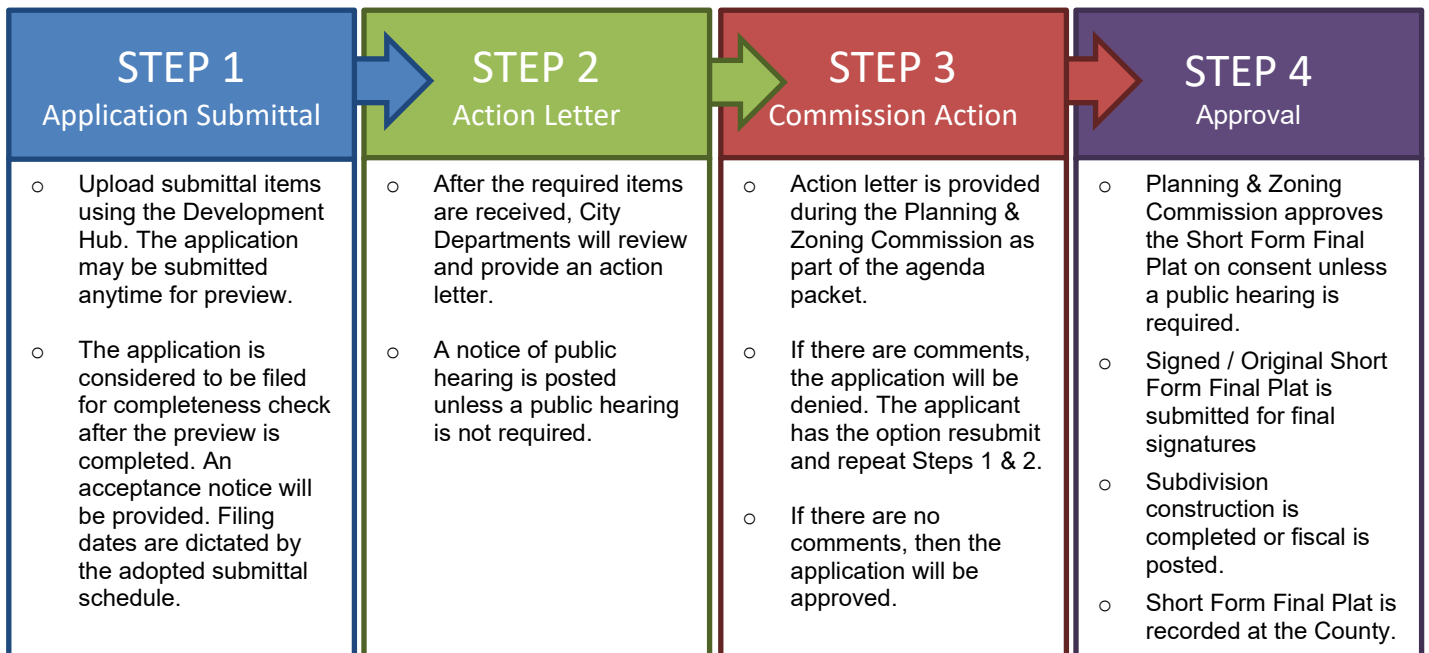
INSTRUCTIONS

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

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

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

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

APPLICATION FEE* CALCULATION – DUE AT SUBMITTAL

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

TOTAL FEE \$

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

PUBLIC NOTIFICATION FEE** CALCULATION – DUE PRIOR TO POSTING PUBLIC NOTICE

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

TOTAL FEE \$

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

SHORT FORM FINAL PLAT REVIEW PROCESS

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

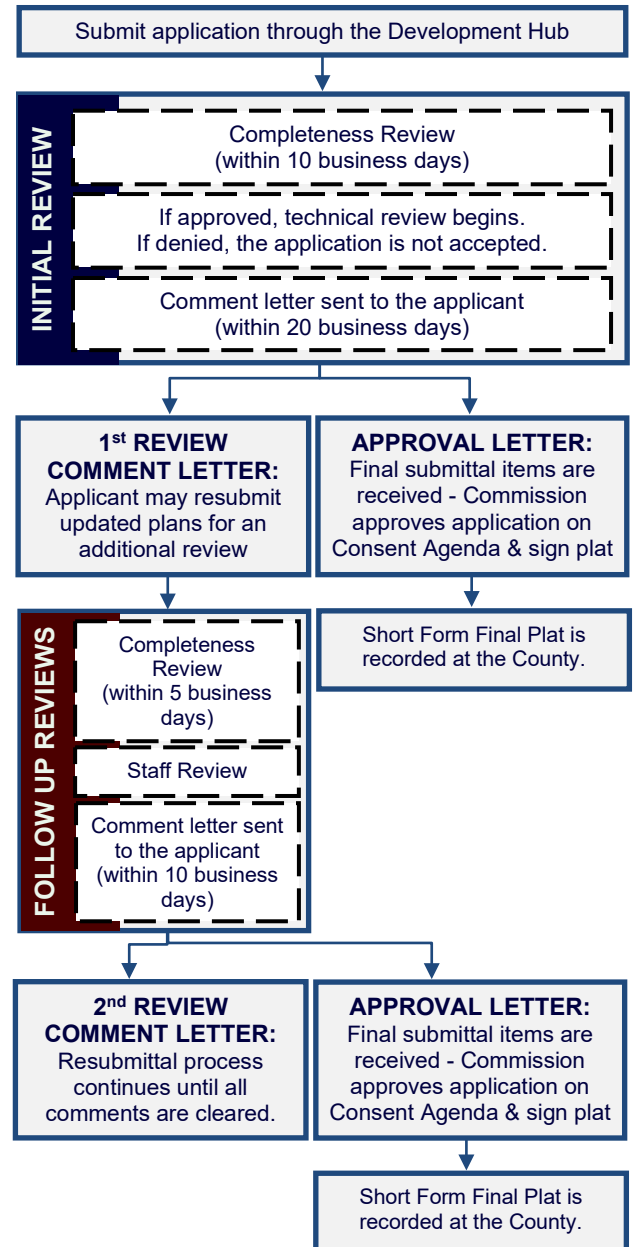
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

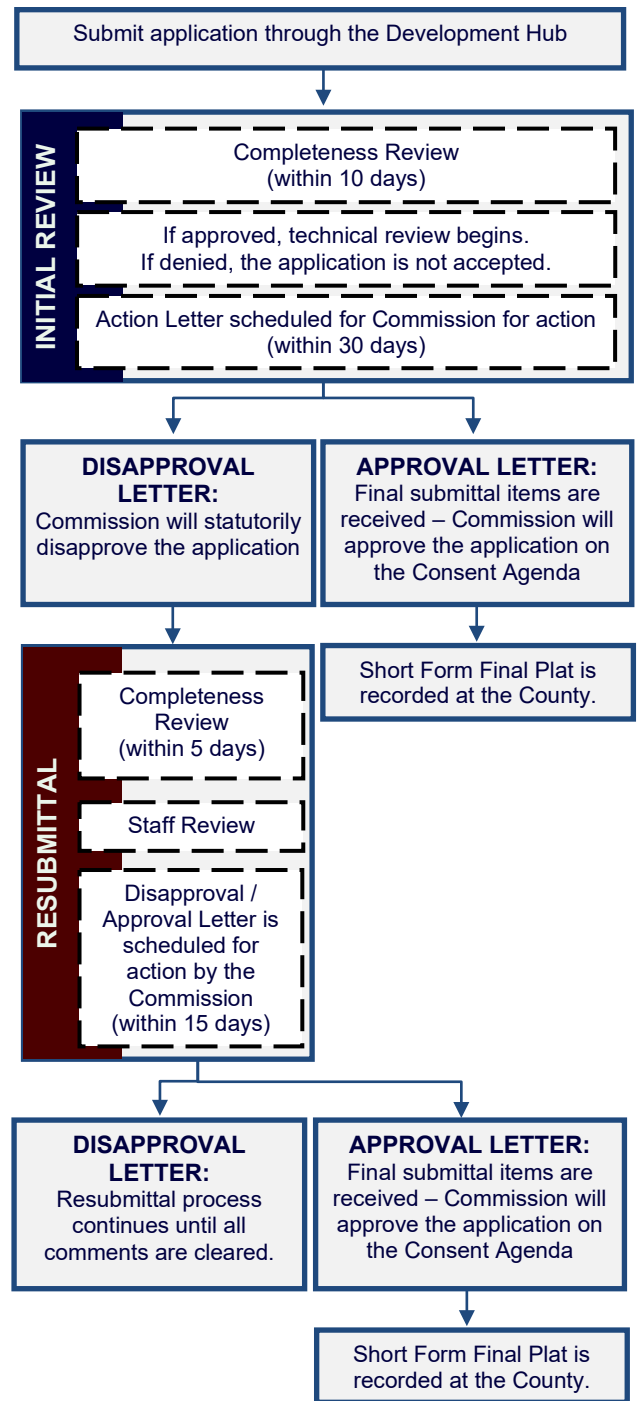
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

SHORT FORM FINAL PLAT CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

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

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

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

SURVEY CONTROL INFORMATION:

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

IMPROVEMENTS:

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

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

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

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

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

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

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

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

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES:

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

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Surveyor Date

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Engineer Date

- c) Names and signature lines for the Chairman of the Planning and Zoning Commission attesting approval of the plat on the right side of the sheet above the County recording statement as follows:

Art II, Sec 25
(f)

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

Donnie Mahan, Chairman
Planning and Zoning Commission
City of Leander, Texas

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

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

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 Everston, Williamson Co. Director of Environmental Services for Williamson County:

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

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

Adam Boatright, PE, DR, CFM
County Engineer

Date

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

O.S.S.F. NOTES:

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

4. These restrictions are enforceable by the Travis County On-Site Wastewater Program.

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

Date

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

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

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

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

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

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

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

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

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

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

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

STANDARD PLAT NOTES

___ 1. General Plat Notes:

- ☐ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. *(inside City only)*
- ☐ 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.

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)

☐ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.	Code of Ordinances Art 3.10
☐ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i>	Art II, Sec 24 (c)(6)(vii)
☐ Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.	Art II, Sec 24 (c)(6)(vii)
☐ All utility lines must be located underground.	Art III, Sec 47
☐ This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)	Art II, Sec 24 (a) (2)
☐ Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.	Art II, Sec 20 (j)
☐ This subdivision is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas. <i>(replats only)</i>	Art II, Sec 26 (c)(3)
____ 2. Non-Residential & Multi-Family Plat Notes:	
☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.	Art III, Sec 42 (h)
☐ Traffic Impact Analysis Note (if applicable): ☐ Include items required by the TIA as a plat note.	Code of Ordinances 10.03.003
____ 3. Single-Family & Two Family Plat Notes:	
☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐ The Home Owners Association (HOA) shall own and maintain the following lots: _____	Art IV, Sec 61(d)
☐ The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.	Art IV, Sec 61(d)
☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. <i>(which should be contained in a drainage easement).</i>	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat) <i>For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.</i>	Composite Zoning Ordinance Art VI, Sec 8

ADDRESSING INFORMATION

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

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

PLANNING & ZONING COMMISSION REVIEW

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

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

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

Units: US Survey Feet

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

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

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

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

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

☐ TRAVIS COUNTY

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

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

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ Ethics Ordinance – Disclosure Statements

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____
My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

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

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

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

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

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

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

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

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

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

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

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



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

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

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

January 2024 v.1.1

PROJECT NAME: _____

FINAL PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links	2
Contact Information	2
Instructions	2
Process Overview – Alternative Procedure	3
Process Overview – Standard Procedure	3
Required Items For Application Submittal	4
Application Fee* Calculation	5
Uploaded Document Requirements	5
Completeness Review Requirements	5
Final Plat Review Process	6
Applicant Information	8
Final Plat Checklist	9
Addressing Information	18
Final Submittal Review – Alternative Review Procedure	18
Planning & Zoning Commission Approval	18
Support Documents For Recordation	19
Conflict Of Interest Disclosures	20
Alternative Review / Expedited Procedure Request	21
30 Day Waiver Request	22
Traffic Study Level Guide	23
Traffic Study Screening Evaluation Form	25

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.
- A Traffic Study Screening Evaluation Form is required with this submittal ([page 25](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 23](#)).
- If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the final plat. If a Traffic Study Screening Evaluation Form was required for the submittal of the concept plan or preliminary plat, an update Traffic Study Screening Evaluation Form is required to be submitted concurrently with the final plat.
- Any fees in lieu of a TIA (only if approved by City Engineer during the concept or preliminary plat prior to January 2024) or fees associated with a TIA as approved by the City Engineer are due prior to scheduling the final plat for review by the Commission for residential plats that do not require a site plan. Fees in lieu of a TIA or fees associated with a TIA are due at the site development stage for non-residential, multi-family, or residential plats that require a site plan (only if approved by City Engineer during the concept or preliminary plat prior to January 2024).
- All fees such as TIA fee in lieu, fees associated with a TIA, parkland fee in lieu, recreation improvement deposit, roadway adequacy fees, etc are due prior to scheduling the plat for review by the Commission.

HELPFUL LINKS



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

CONTACT INFORMATION

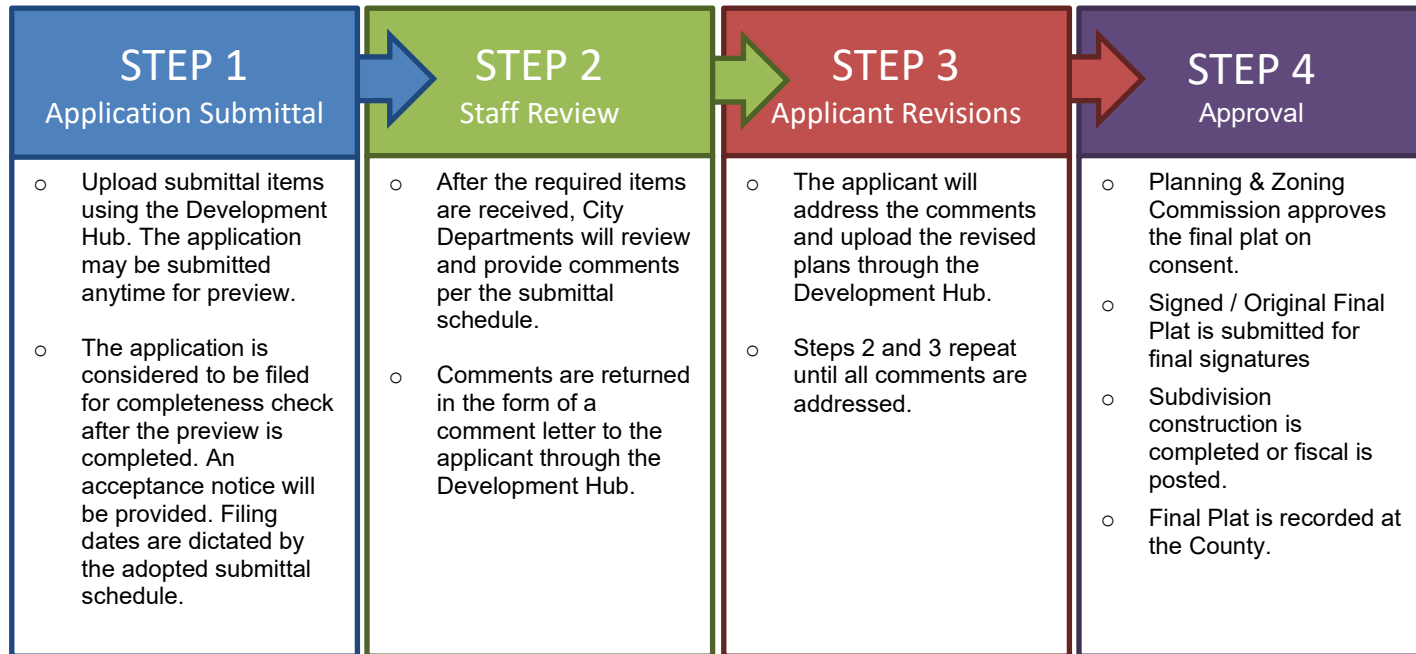
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

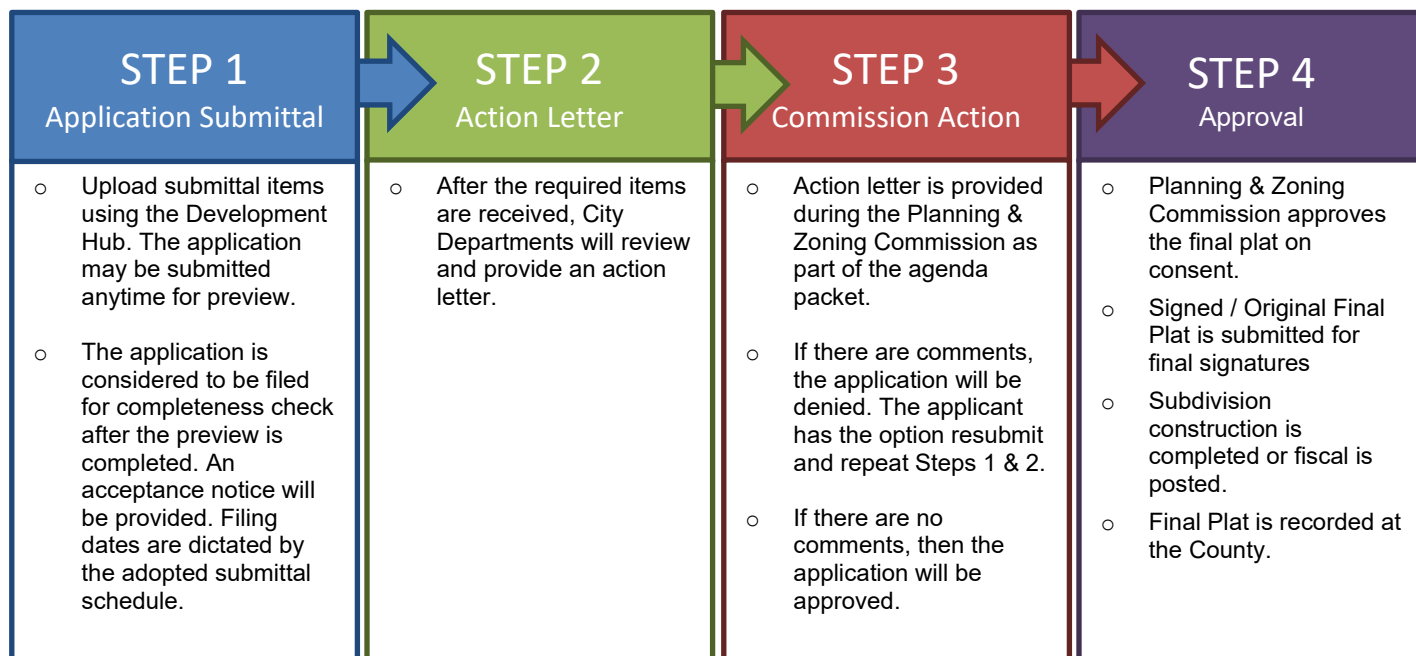
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting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

- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the “Required Items for Application Submittal” on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR APPLICATION SUBMITTAL

REQUIRED ITEMS

PROVIDED

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

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

APPLICATION FEE* CALCULATION

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

TOTAL FEE \$

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

FINAL PLAT REVIEW PROCESS

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

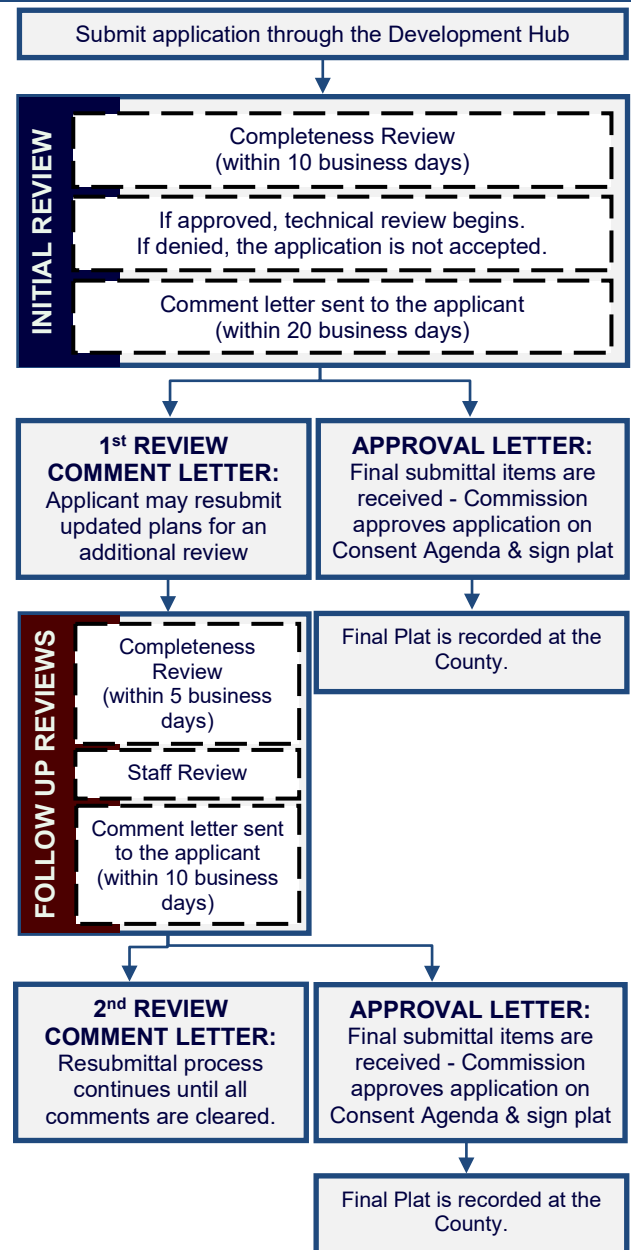
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

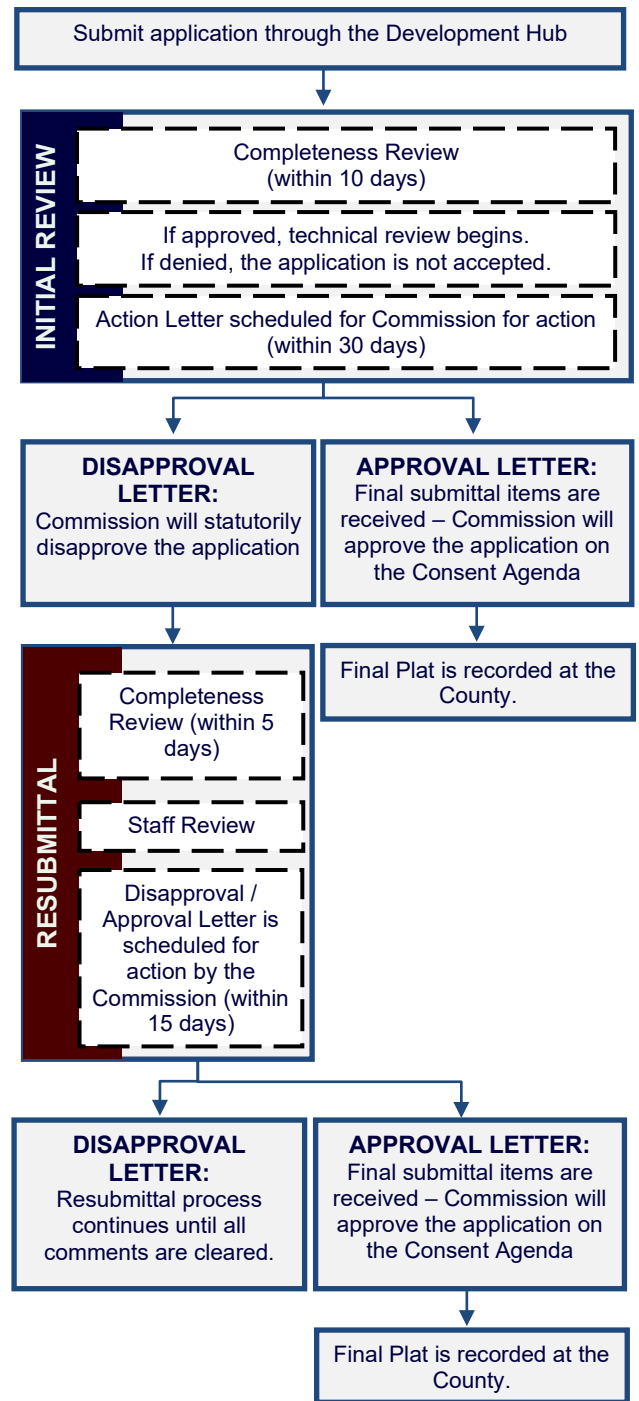
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

FINAL PLAT CHECKLIST

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

GENERAL

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

SHEET 1 – COVER SHEET

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

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

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

SURVEY CONTROL INFORMATION

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

IMPROVEMENTS:

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

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

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

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

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

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

SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance
Reference

SIGNATURES

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

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Surveyor Date

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

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

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Signature and Seal of Licensed Engineer Date

- c) Names and signature lines for the Chairman of the Planning and Zoning Commission attesting approval of the plat on the right side of the sheet above the County recording statement as follows:

Art II, Sec 25
(f)

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

Donnie Mahan, Chairman
Planning and Zoning Commission
City of Leander, Texas

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

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

FOR CORPORATE ENTITY – if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]

[signature] _____

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR CORPORATE ENTITY – if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[NAME OF CORPORATE ENTITY]

[signature] _____

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

FOR NATURAL PERSONS– if there are no lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[signature] _____

[NAME OF OWNER]

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____
My Commission Expires: _____

FOR NATURAL PERSONS– if there are lien holders:

THE STATE OF TEXAS §
COUNTY OF _____ §

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

[signature] _____
[NAME OF OWNER]

AND

THE STATE OF TEXAS §
COUNTY OF _____ §

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

Lienholder Name: _____

Name: _____

Title: _____

THE STATE OF TEXAS §
COUNTY OF _____ §

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

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

Notary Public-State of _____

Printed Name: _____

My Commission Expires: _____

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

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

Adam Boatright, PE, D.R., CFM
County Engineer

Date

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

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

O.S.S.F. NOTES:

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

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

Date

- 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.

County

County

Art I, Sec 8 (b)

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

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

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

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

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

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

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

ADDRESSING INFORMATION

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

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

PLANNING & ZONING COMMISSION APPROVAL

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

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

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

Units: US Survey Feet

SUPPORT DOCUMENTS FOR RECORDATION

☐ WILLIAMSON COUNTY

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

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

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

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

☐ TRAVIS COUNTY

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

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

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

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ Ethics Ordinance – Disclosure Statements

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

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

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

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

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

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

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

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

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

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

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

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



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

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

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

January 2024 v.1.1

PROJECT NAME: _____

PUBLIC IMPROVEMENT CONSTRUCTION PLAN

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links.....	2
Contact Information.....	2
Instructions.....	2
Application Type.....	2
Process Overview – Alternative/Expedited Procedure	3
Process Overview – Standard Procedure	3
Required Items For Application Submittal.....	4
Project Information	4
Application Fee Calculation.....	5
Uploaded Document Requirements	6
Completeness Review Requirements	6
Construction Plan Review Process.....	7
Applicant Information	9
Public Improvement Construction Plan Checklist	10
Final Submittal Review – Alternative Review Procedure	18
Requirements For Issuance Of Construction Plan Permit	18
Conflict Of Interest Disclosures.....	19
Alternative Review / Expedited Procedure Request	20
30 Day Waiver Request	21

GENERAL INFORMATION

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

HELPFUL LINKS



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

CONTACT INFORMATION

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

INSTRUCTIONS

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

APPLICATION TYPE

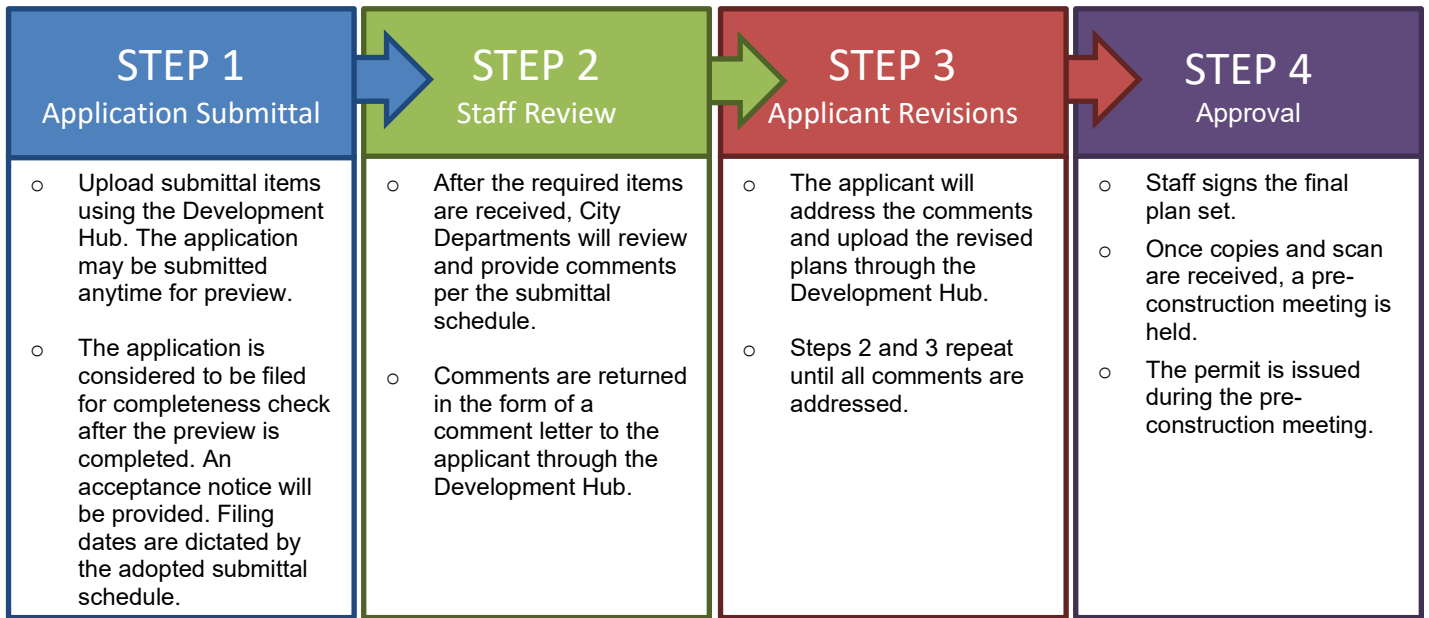
☐ SUBDIVISION RELATED CONSTRUCTION PLANS:

NAME OF SUBDIVISION _____

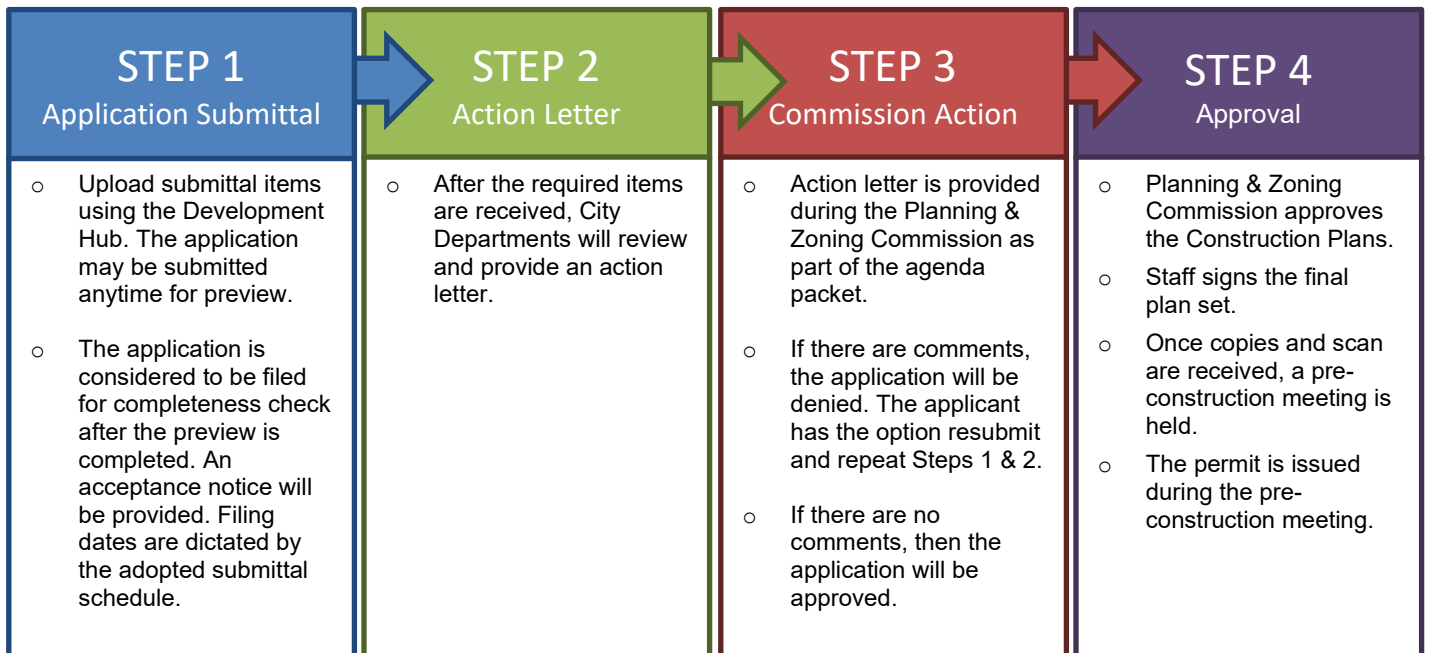
☐ NON-SUBDIVISION RELATED CONSTRUCTION PLANS:

PROJECT NAME _____

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



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

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

APPLICATION FEE* CALCULATION

SUBDIVISION RELATED PLANS

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

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

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

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

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

NON-SUBDIVISION RELATED PLANS

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

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

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

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

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

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

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

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

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

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

RESUBMITTAL FEES:

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

UPLOADED DOCUMENT REQUIREMENTS

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

CONSTRUCTION PLAN REVIEW PROCESS

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

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

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

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

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

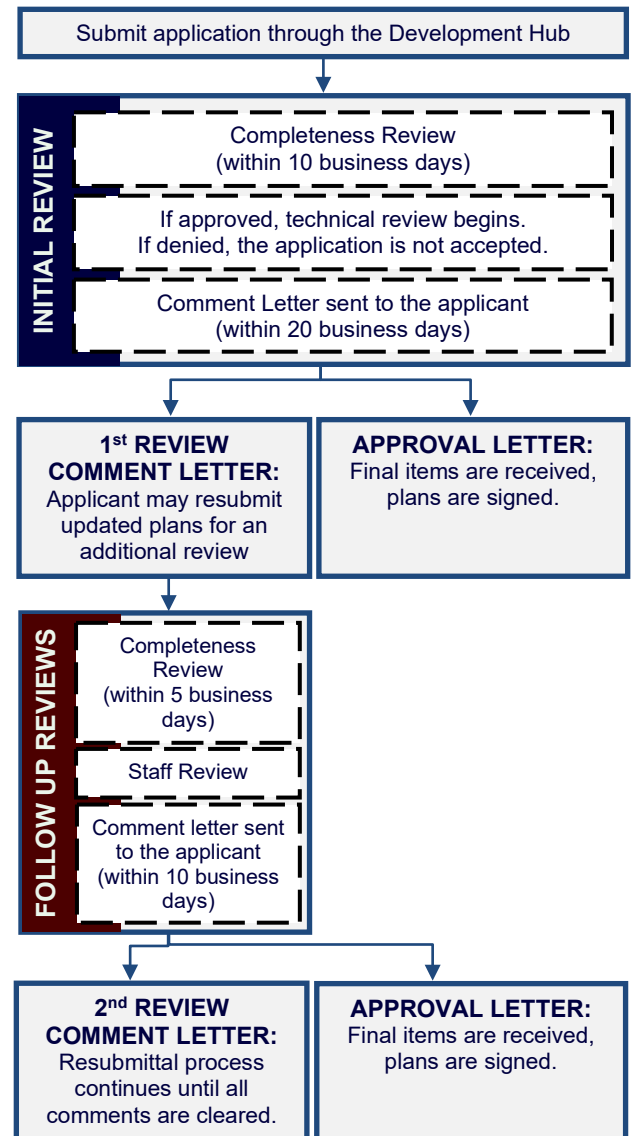
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

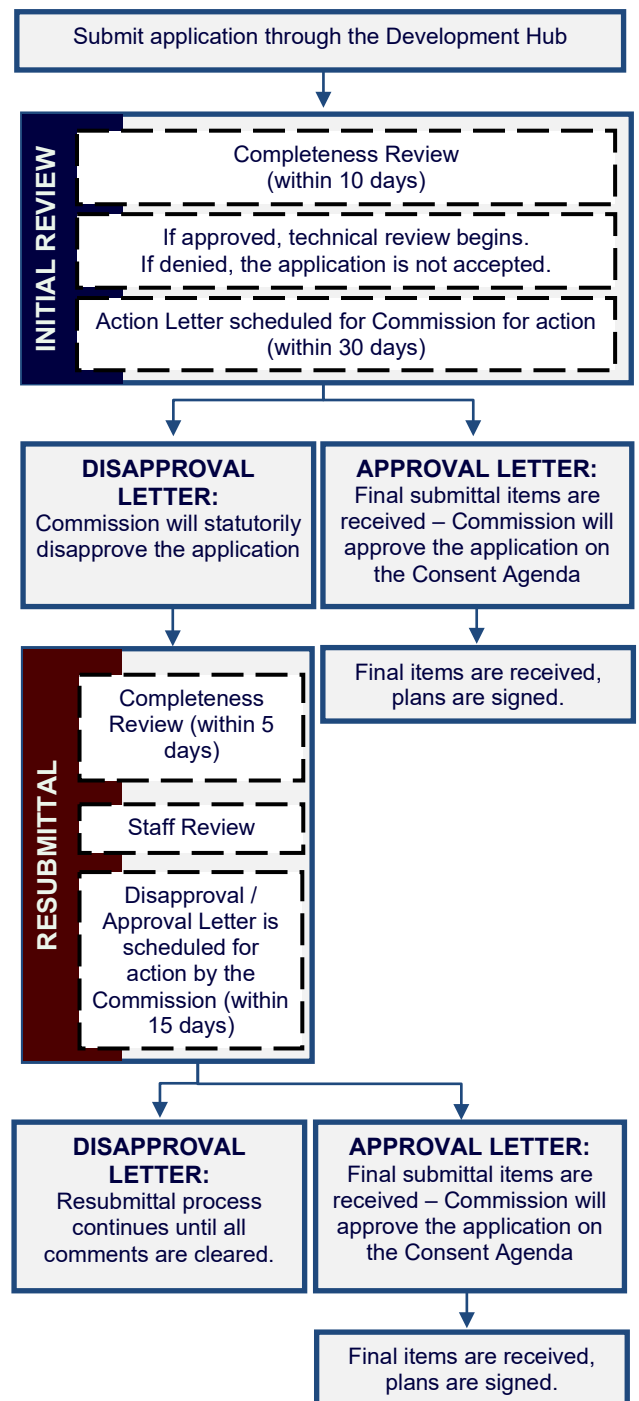
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

PUBLIC IMPROVEMENT CONSTRUCTION PLAN CHECKLIST

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

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

___ 5. Example cover sheet:

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

Art II, Sec 20
(f)

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

APPROVED BY:

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

Date

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

Date

Gina Ellison, P.E., Public Works Director

Date

Mark Tummons, CPRP, Director of Parks and Recreation

Date

Chief Joshua Davis, Fire Marshal

Date

Art II, Sec 23
(c)(2)

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

Revision #	Description	Approval

Art II, Sec 20
(f)

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

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

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

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

Art 10.03 of
the code of
Ordinances

GENERAL NOTES:

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

Ordinance
Reference

Art II, Sec 23
(c)

FINAL PLAT:

___ 1. Insert draft of the final plat.

Ordinance
Reference

Art II, Sec
23(a)

OVERALL PRELIMINARY PLAT:

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

Ordinance
Reference

Art II, Sec 23
(c)

APPROVED PHASING PLAN:

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

Ordinance
Reference
Art 13.12 of
the code of
ordinances

EROSION & SEDIMENTATION CONTROLS:

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

Ordinance
Reference
Art II, Sec 23
(4)(i)
Art II, Sec 23
(4)(ii)
Art II, Sec 23
(4)(iii)
Art II, Sec 23
(4)(iv)
Art II, Sec 23
(4)(v)
Art II, Sec 23
(4)(iv)
Art II, Sec 23
(4)(iv)
Art II, Sec 23
(4)(iii)
Art II, Sec 23
(4)(iii)
Art III, Sec 46
(2)
Art III, Sec 48

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

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

STREET & ROADWAY SYSTEMS:

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

GRADING & DRAINAGE IMPROVEMENTS:

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

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

WATER DISTRIBUTION SYSTEMS:

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

WASTEWATER COLLECTION SYSTEMS:

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

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

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

LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:

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

___ 8. Provide a root barrier detail for all street trees if proposed.	Art II, Sec 23 (c)(15)
___ 9. Include the wall detail and elevation for any required screening walls.	Art II, Sec 23 (c)(14)
___ 10. Provide screening for detention or water quality ponds.	Composite Zoning Art VI Sec 7 (b) & (c)
___ 11. Provide an approved License Agreement associated with any landscaping, irrigation, or signage located in the public right-of-way.	

DESIGN CRITERIA:

	Ordinance Reference
___ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.	Art II, Sec 23 (c)
___ 2. Site specific design criteria, reports, calculations and all other related computation shall be presented specific to the public improvements, and if applicable, compared to previously established conditions as presented within the preliminary plat stage. If there is not any previous preliminary plat nor the existing information presented during an accepted earlier stage of development, then it shall be submitted in this stage.	Art II, Sec 23 (c)

COST ESTIMATE:

	Ordinance Reference
___ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.	Art II, Sec 23 (c)(17)
___ 2. Verification and adjustment of the construction cost is required prior to City acceptance. A final engineer's signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.	Art II, Sec 23 (c)(17)

FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

REQUIREMENTS FOR ISSUANCE OF CONSTRUCTION PLAN PERMIT

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

CONFLICT OF INTEREST DISCLOSURES

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

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

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

▪ **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

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

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

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

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

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

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

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

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

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

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

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

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Mobile: _____

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

Email: _____

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

THE STATE OF _____

§

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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

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

Notary Public's Signature _____

My Commission Expires: _____

PROJECT NAME: _____

MINOR REVISION PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

General Information	2
Helpful Links.....	2
Contact Information.....	2
Instructions.....	2
Process Overview – Alternative/Expedited Procedure	3
Process Overview – Standard Procedure.....	3
Required Items For The Submittal	4
Application Fee Calculation.....	5
Completeness Review Requirements.....	5
Minor Preliminary Plat Review Process	6
Applicant Information	8
Minor Revision Preliminary Plat Checklist	9
Final Submittal Review – Alternative Review Procedure.....	15
Final Approval	15
Conflict Of Interest Disclosures.....	16
Alternative Review / Expedited Procedure Request	17
30 Day Waiver Request	18
Traffic Study Level Guide.....	19
Traffic Study Screening Evaluation Form	21

GENERAL INFORMATION

- A Minor Revision Preliminary Plat is a revision to the preliminary plat that meets the following criteria.
 - ☐ A Minor Revision MAY NOT:
 1. Modify a waiver or variance or result in a new waiver or variance;
 2. Reduce any conservation easement, common area, green space, or other open space or park improvements of the approved Preliminary Plat;
 3. Have a negative impact on property outside the Preliminary Plat;
 4. Require notice and a public hearing under Section 212.015, Tex. Local Gov't Code, as amended, or
 5. Increase the number of dwelling units by more than 5%.
 - ☐ A Minor Revision MAY:
 1. Change the street layout.
 2. Increase the number of lots to the extent allowed herein.
 3. Modify a subdivision to accommodate a change in use resulting from rezoning or land acquisition through eminent domain.
 - ☐ The Planning Director may determine that other changes similar in scope and effect to those described above are minor revisions.
- If an update to the TIA is necessary, please coordinate a scoping meeting with the City Engineer prior to submittal for review. Or an updated Traffic Study Screening Evaluation Form is required with this submittal ([page 19](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 21](#)).
- If an amendment to the phasing plan is proposed, it needs to be approved prior to the submittal of the preliminary plat.
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD

HELPFUL LINKS



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

CONTACT INFORMATION

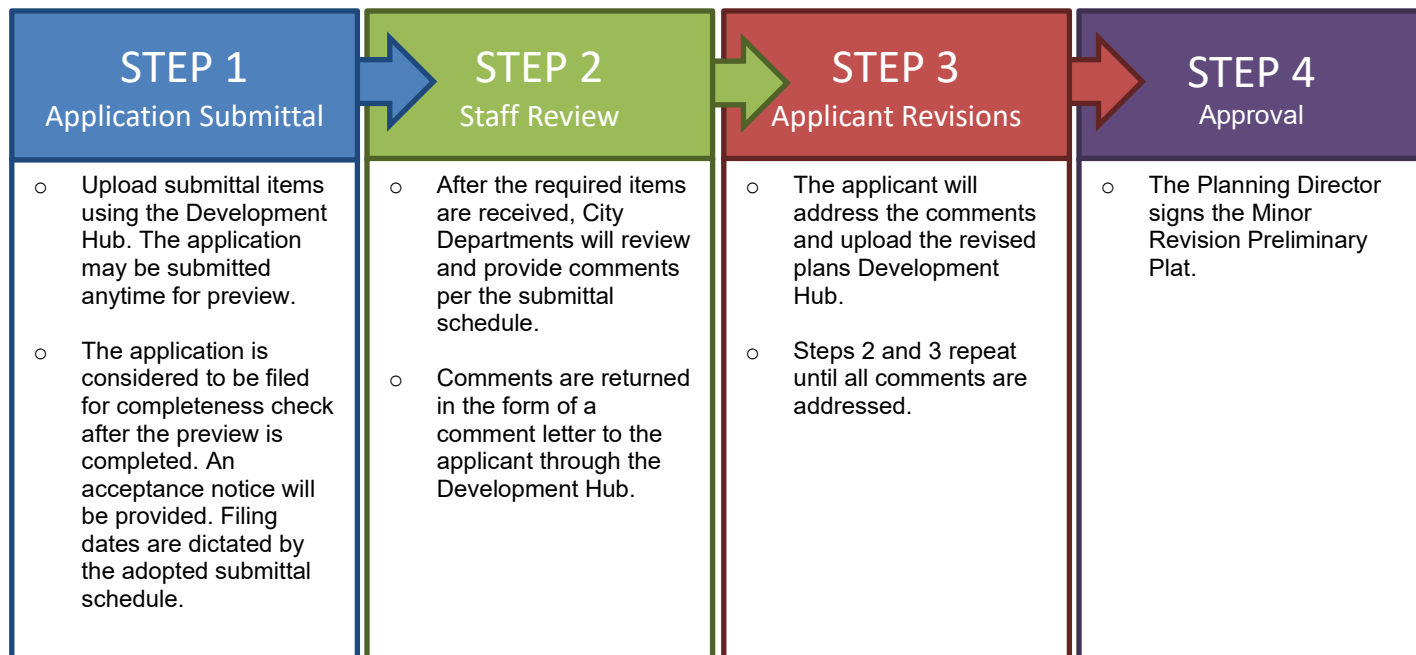
Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

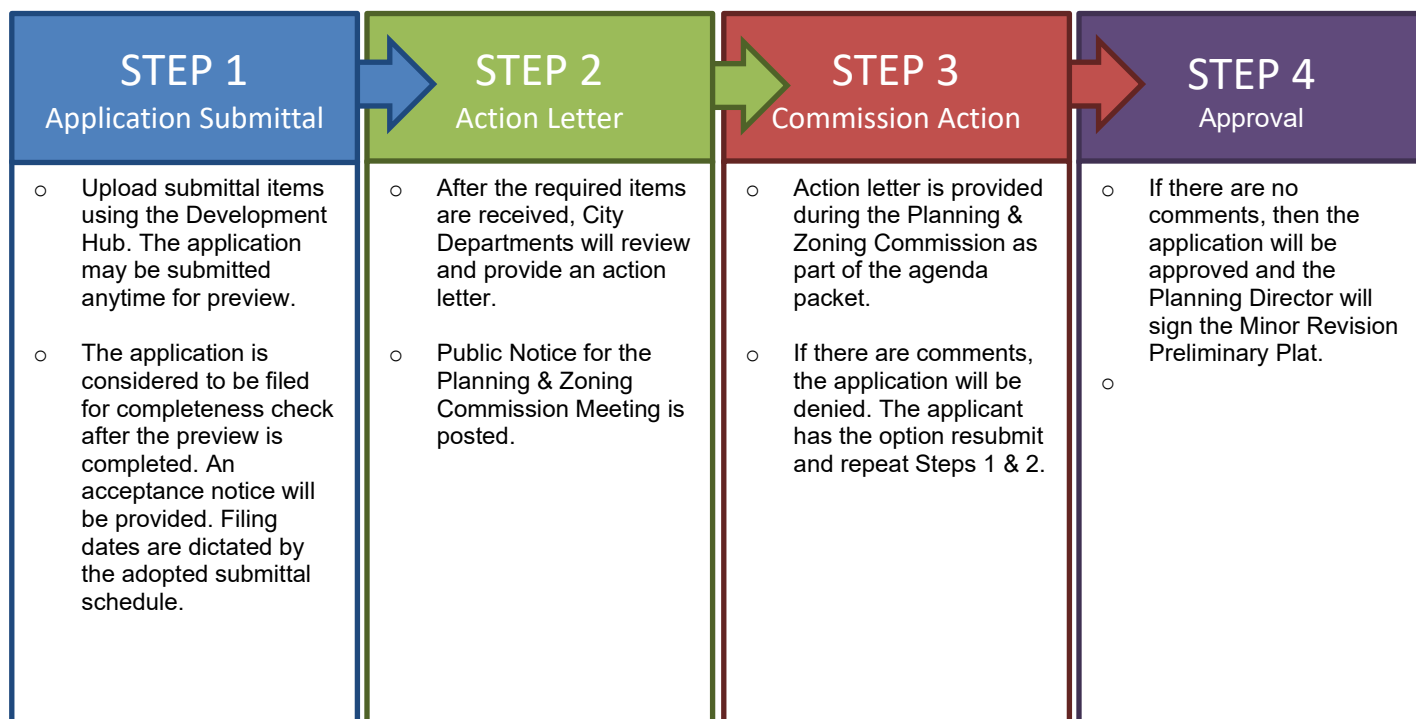
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior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

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

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS

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

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
 - ☐ 2. Minor Revision Preliminary Plat Document (24"X36" in size).
 - ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
 - ☐ 4. Existing deed restrictions or covenants (if applicable).
 - ☐ 5. Certified tax certificate.
 - ☐ 6. Letter describing the revision to the approved preliminary plat and describing how the changes meet the minor revision preliminary plat criteria.
 - ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties if changes to the street names are proposed.
 - ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
 - ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
 - ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
 - ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
 - ☐ 12. Approved Drainage Study, if changes are proposed provide the study and any associated studies or models needed for review.
 - ☐ 13. County short ID # of subject property: _____
 - ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
 - ☐ 15. Planned Unit Development (PUD) information (if applicable)
 - Is this plan subject to a PUD? ☐ Yes ☐ No
 - If yes, provide the name: _____
 - ☐ 16. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only and only for projects with fee-in-lieu approved by the City Engineer prior to January 2024) – This letter shall confirm the trip generation based on the current ITE Manual and the proposed fee in lieu of TIA request or that TIA fees are not required. The letter shall be signed and sealed by an engineer.
 - ☐ Traffic Study Screening Evaluation Form (current or updated as necessary)
 - ☐ TIA Update Submittal (TIA review only) – Provide the TIA Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
 - ☐ 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: 50% of the original Preliminary Plat Fee	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
TOTAL FEE (due at the time of application submission) \$	

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

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

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

COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

MINOR PRELIMINARY PLAT REVIEW PROCESS

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

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

If the applicant selects the Alternative Review Procedure, then the waiver on [page 17](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

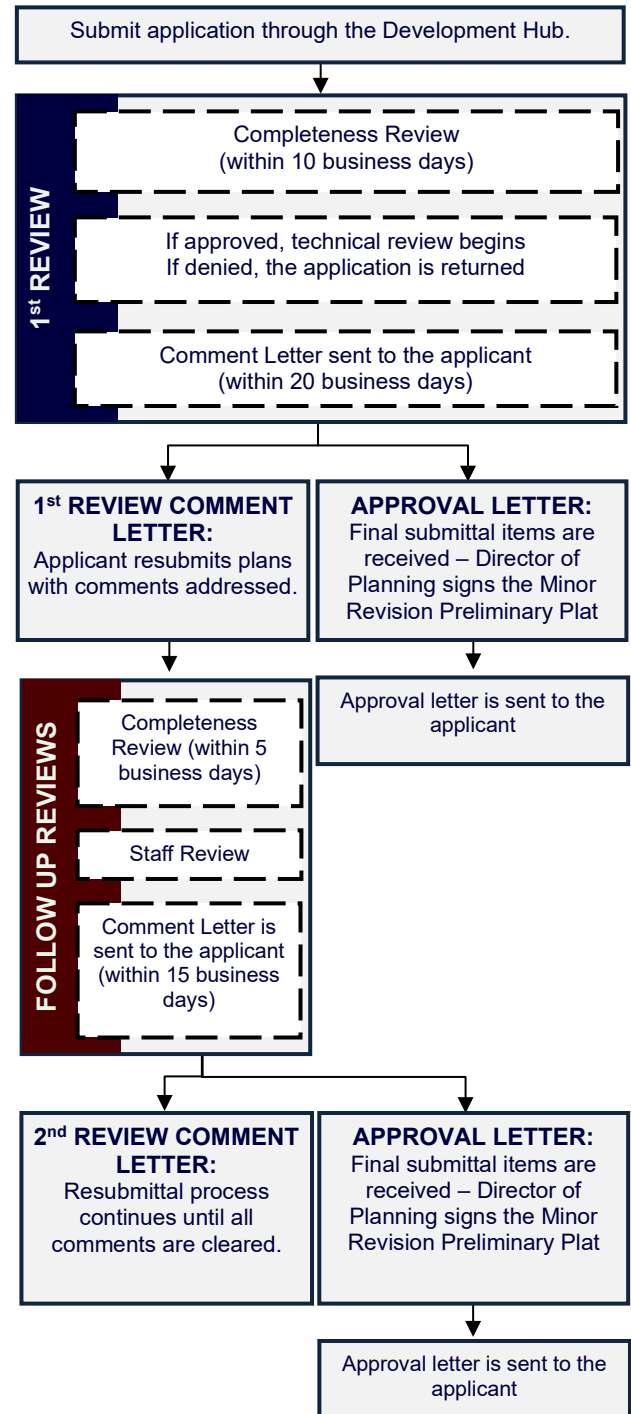
1. Submit required items through the Development Hub. These documents may be submitted at any time for review. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



STANDARD REVIEW PROCEDURE

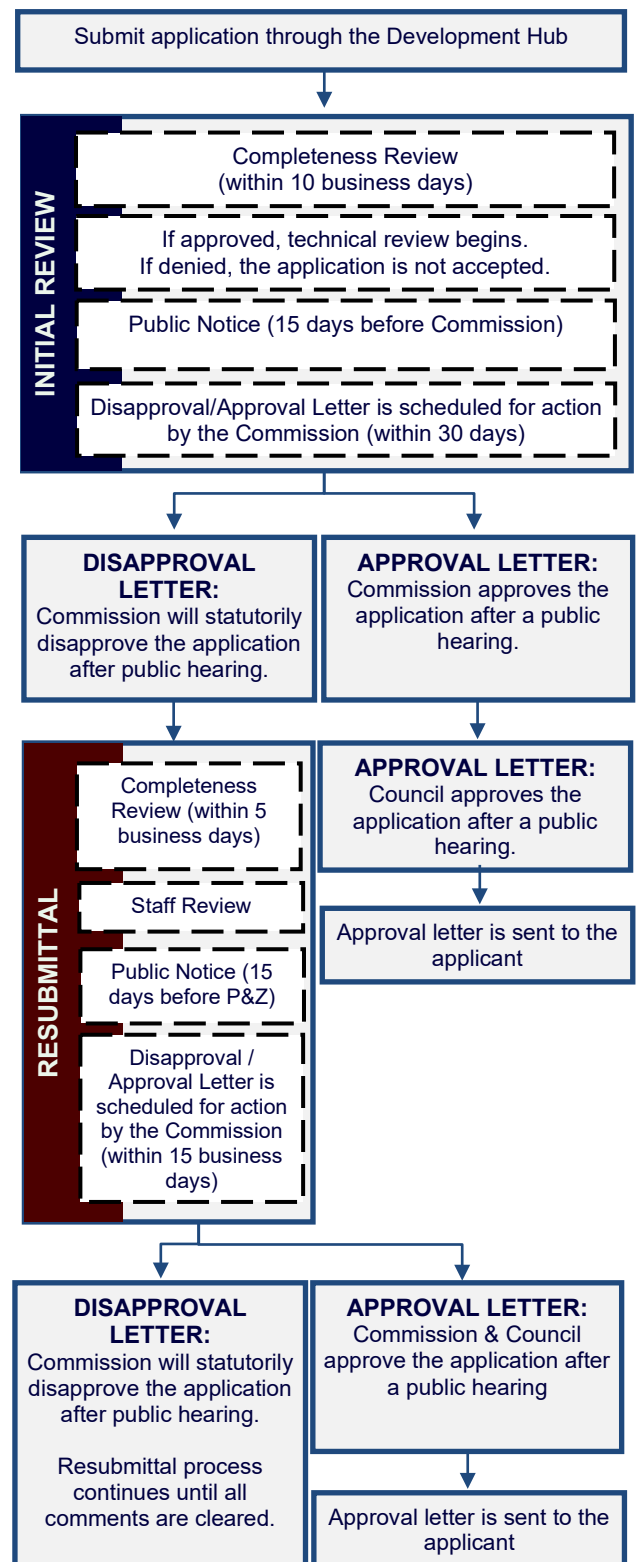
1. Submit required items through the Development Hub. These documents may be submitted at any time for review. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



APPLICANT INFORMATION

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

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

(Check One):

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

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

(Check One):

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

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

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

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

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

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

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

§

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

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

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

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

Signature

Name (printed)

Date

MINOR REVISION PRELIMINARY PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Approved Concept Plan ☐ Approved Phasing Plan for the entire subdivision ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Including utilities and drainage ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 5. Cloud all proposed changes to the preliminary plat and note the revision number.	Art II, Sec 22 (k)(1)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan. <i>Subdivision Name</i> Minor Revision Preliminary Plat No ___	Art II, Sec 22 (k)(1)
___ 2. Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)
___ 5. Example cover sheet: Subdivision Name Minor Revision Preliminary Plat # ___ Project Number Project Information Location Sketch Index 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.	Art II, Sec 22 (k)(4)

APPROVED BY:

Robin M. Griffin, AICP, Executive Director of Development Services

Date

- ___ 8. Note identifying the proposed changes.
- ___ 9. Provide any recommendations from the approved TIA (if applicable)
- ___ 10. Include the draft plat notes

Art II, Sec 22
(k)(1)

Art II, Sec 22
(c)(3)

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)

___ 1. Non-Residential & Multi-Family Plat Notes:

- ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.
- ☐ Traffic Impact Analysis Note (if applicable):
 - ☐ Include items required by the TIA as a plat note.

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 the ROW of an intersecting arterial street.
- ☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____
- ☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.
- ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.

Transportation
Criteria Manual
5.3.1 J

Art IV, Sec
61(d)

Art IV, Sec
61(d)

Art III, Sec 41
(a)

☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:	Composite Zoning Ordinance
A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat) <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>	Art VI, Sec 8

SHEET 2 – APPROVED CONCEPT PLAN

- ___ 1. Provide the approved concept plan.

Ordinance
Reference
Art II, Sec 22
(c)(1)

SHEET 3 – APPROVED PHASING PLAN

- ___ 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).
- ___ 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.
- ___ 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.
- ___ 12. Identify all required Buffer Zones.

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) (viii)
Art III, Sec 41

Art III, Sec 49

SHEET 5 – PRELIMINARY PLAT

	Ordinance Reference
___ 1. The date, scale (1"=100), and north indicator.	Art II, Sec 22 (c)(1)(iii)
___ 2. The owners' names, deed or plat references and property lines for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.	Art II, Sec 22 (c)(1)(v)
___ 3. Provide a table including the street name and linear feet.	Art II, Sec 22 (c)(2)(vii)
___ 4. Provide a secondary access for all subdivisions greater than thirty (30) lots unless otherwise approved by the Fire Department. The secondary access shall be constructed in accordance with the current Fire Code and City Standard Details and Specifications.	Art III, Sec 42 (i)
___ 5. Identify the zoning of the property. A separate sheet may be required for PUD.	Art II, Sec 22 (2)(ix)
___ 6. Numbers to identify each lot and block.	Art III, Sec 45
___ 7. The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.	Art III, Sec 45 (b)(1)
___ 8. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.	TCM
___ 9. Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.	Art II, Sec 22 (c)(1)(ii)
___ 10. Except for SFR zoning districts, residential blocks do not exceed a perimeter length of three thousand five hundred (3,500) feet, and residential blocks in SFR zoning districts do not exceed a perimeter length of six thousand (6,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.	Art III, Sec 45 (a)
___ 11. Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length of four thousand five hundred (4,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.	Art III, Sec 45 (a)
___ 12. Blocks are wide enough to accommodate two tiers of lots except for blocks adjacent to major streets, railroads, waterways or other topographical features prohibiting a second lot tier.	Art III, Sec 45 (a)
___ 13. If inside the City, lot sizes and dimensions as well as proposed use are in conformance with the Composite Zoning Ordinance. Lots to be served by septic systems shall be a minimum of one acre in area if on a public water supply, two acres if served by an on-site private well, located in areas with steep topography, floodplain, or other natural features, and conform to the County or LCRA regulations based on percolation tests and soil analysis.	Art III, Sec 45 (b)(2)
___ 14. No lot has a lot line intersection of less than forty-five (45) degrees.	Art III, Sec 45 (b)(7)
___ 15. All lots front on a public roadway.	Art III, Sec 45 (b)(8)
___ 16. Lots are arranged so that all lots face similar lots across the street.	Art III, Sec 45 (b)(9)(ii)
___ 17. Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.	Art III, Sec 45 (b)(9)(ii)
___ 18. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.	Art III, Sec 45 (b)(10)
___ 19. Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.	Art III, Sec 45 (b)(11)
___ 20. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions: ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual. ___ The minimum width of the flag lot is no less than twenty five (25) feet. ___ The narrow portion of the lot is dedicated as a common driveway access easement. ___ No more than two "flag" lots are located side by side. ___ The Fire Chief has no objection to the lot layout. ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	Art III, Sec 45 (b)(8)
___ 21. A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22. The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)

___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) t in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – IMPROVEMENTS

		Ordinance Reference
___ 1.	The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)
___ 2.	The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development.	Art IV, Sec 60 (b)
___ 3.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 4.	Identify all required drainage improvements.	Art II, Sec 22 (c)(4)
___ 5.	Label the static pressure for the highest and lowest lot in the subdivisions and include any require PRVs. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.	Art II, Sec 22 (c)(5)(ii)
___ 6.	Provide utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.	Art II, Sec 22 (c)(5)(ii)

SHEET 7 – TREE PROTECTION PLAN

		Ordinance Reference
___ 1.	Required Items for Tree Protection Plan: ☐ Tree survey prepared within the past 5 years of the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate). This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility (as permitted by the zoning) has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees possible. ☐ Trees to be preserved shall be identified with a solid black circle. Trees to be removed shall be identified	Art II, Sec 22 (c)(2)(iii)

with a dashed black circle. Use red to indicate trees proposed for removal and green for trees proposed to be protected.

- ☐ A separate sheet shall be provided that demonstrates the location of all heritage trees. All heritage trees that are proposed for removal shall be identified with a red circle and trees proposed to be protected with a green circle. All tree ID numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.
- ☐ The tree list shall be provided that includes all of the trees that were surveyed except for cedars, bois d'arc, hackberry, and other trees that are not considered to be significant trees by the ordinance. This tree list shall be formatted as follows. Highlight all rows that include the proposed removal of a heritage tree.

Tree Number	Tree Type	Caliper Inch	Removed	Protected	Heritage	Reason for Removal
####	Live Oak	29"		29"	Y	
####	Cedar Elm	18"	18"			
####	Live Oak	32"	32"		Y	

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
- ☐ Approval of removal permits shall be based on the following:
 - a. Tree size/number of trunks;
 - b. Tree health and viability;
 - c. Tree location;
 - d. Other Significant and Heritage Trees to be preserved on site; and
 - e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
- ☐ Provide the following note:
In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.

___ 2. Tree Mitigation Requirements:
☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.

Art II, Sec 22
(c)(2)(iii)

___ 3. Significant Tree Removal Permit
☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.
☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.

Art II, Sec 22
(c)(2)(iii)

___ 4. A non-disturbance zoning shall be maintained for single-family and two-family developments. A disturbance area of no more than five (5') feet from the foundation necessary for construction and grade transitions, this disturbance zoning is increased to ten (10') feet from the foundation for lots zoned with the SFR use component. Trees may be proposed for removal on the building pads at the construction plan phase, this tree removal shall be include in the protection plan and mitigation requirements shall apply.

Composite
Zoning Art VI,
Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree
☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.

- a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
- b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
- c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.
- d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.
- e. Fee credits are available for mitigation trees that are planted on site that are 2 caliper inches measured at 4 feet in height.

Art II, Sec 22
(c)(2)(iii)

___ 6. Replacement Trees
☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time. 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)

- ___ 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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.

FINAL APPROVAL

In order to complete the Minor Revision Preliminary Plat process, the following items will be required to be submitted through the Development Hub after all comments have been addressed.

- ☐ The applicant will be required to submit one final copy of the Minor Revision Preliminary Plat for signature.
- ☐ After the plans have been signed, they will be returned to the applicant.
- ☐ The applicant will be responsible for providing a scanned copy of the plans and AutoCAD files to complete the process by uploading the document through the Development Hub.
- ☐ AutoCAD or GIS file needs to include the following: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)

Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05. CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

§

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

§

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:				
Name:		Project Number(s):				
Location:						
Applicant/Agent/Project Developer		Traffic Study Preparer				
Name:		Name:				
Phone:		Phone:				
Email:		Email:				
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:		
		☐ NO		Project Number(s):		
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips
				AM (in/out)	PM (in/out)	
Existing						
Total						
Proposed						
Total						
Total New Trips (increase/decrease from exist.) →						
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips
						≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4
	Printed Name:				Comments:	
	Signature:					
	Date:					

January 2024 v.1.1

PROJECT NAME: _____

PRELIMINARY PLAT

APPLICATION & CHECKLIST SUBMITTAL PACKET

CONTENTS

Contents	1
General Information	2
Helpful Links.....	2
Contact Information	2
Instructions	2
Process Overview – Alternative/Expedited Procedure	3
Process Overview – Standard Procedure	3
Required Items For The Submittal Package	4
Application Fee Calculation:.....	5
Completeness Review Requirements.....	5
Preliminary Plat Review Process	6
Applicant Information	8
Preliminary Plat Checklist	9
Conflict Of Interest Disclosures	17
Alternative Review / Expedited Procedure Request	18
30 Day Waiver Request	19
Traffic Study Level Guide.....	20
Traffic Study Screening Evaluation Form	22

GENERAL INFORMATION

- The Preliminary Plat is the second step in the subdivision process that provides for the proposed lots, street layout, utility layout, parks plan, and drainage.
- **An approved Concept Plan & Phasing Plan are required prior to the submission of a Preliminary Plat.**
- The Preliminary Plat may include either the entire subdivision as shown in the concept plan or an individual phase. Phases are not allowed to be reviewed concurrently unless they are part of a submittal that includes the entire subdivision.
- If an update to the TIA is necessary, please coordinate a scoping meeting with the City Engineer prior to submittal for review. Or an updated Traffic Study Screening Evaluation Form is required with this submittal ([page 20](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 22](#)).
- If an amendment to the phasing plan is proposed, it needs to be approved prior to the submittal of the preliminary plat.
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

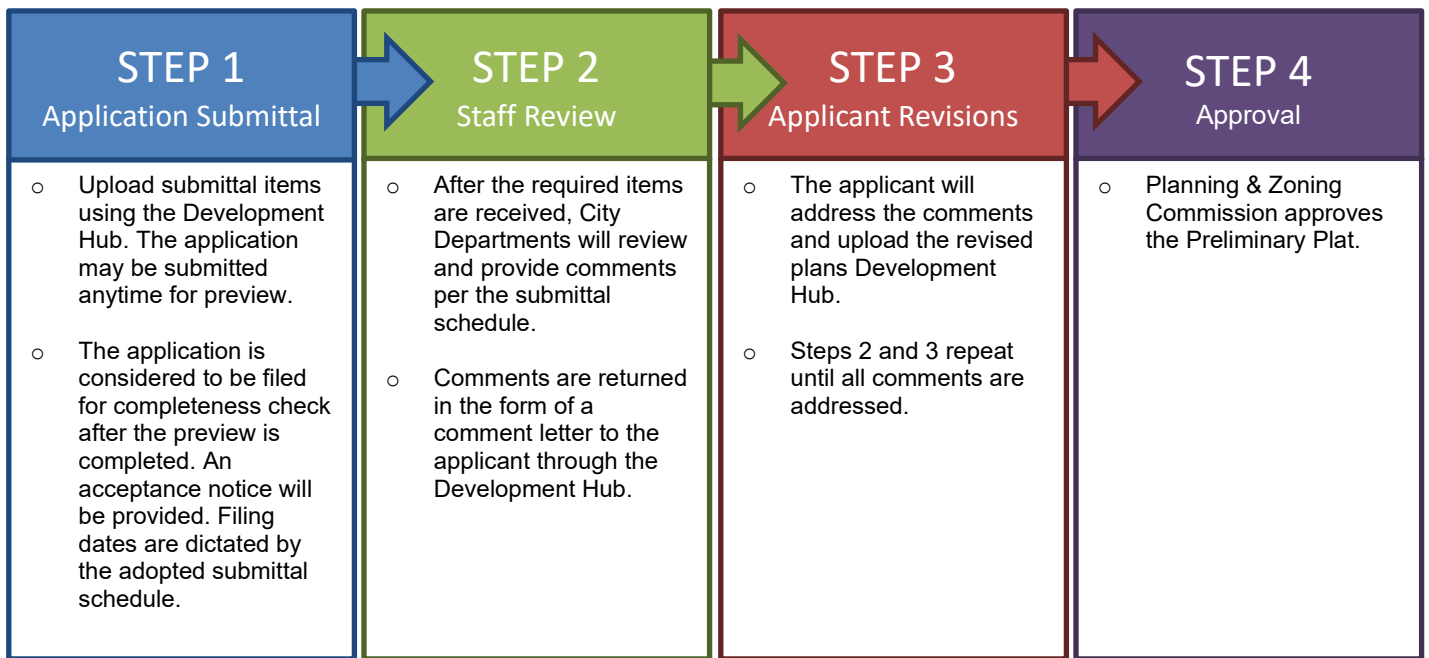
CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

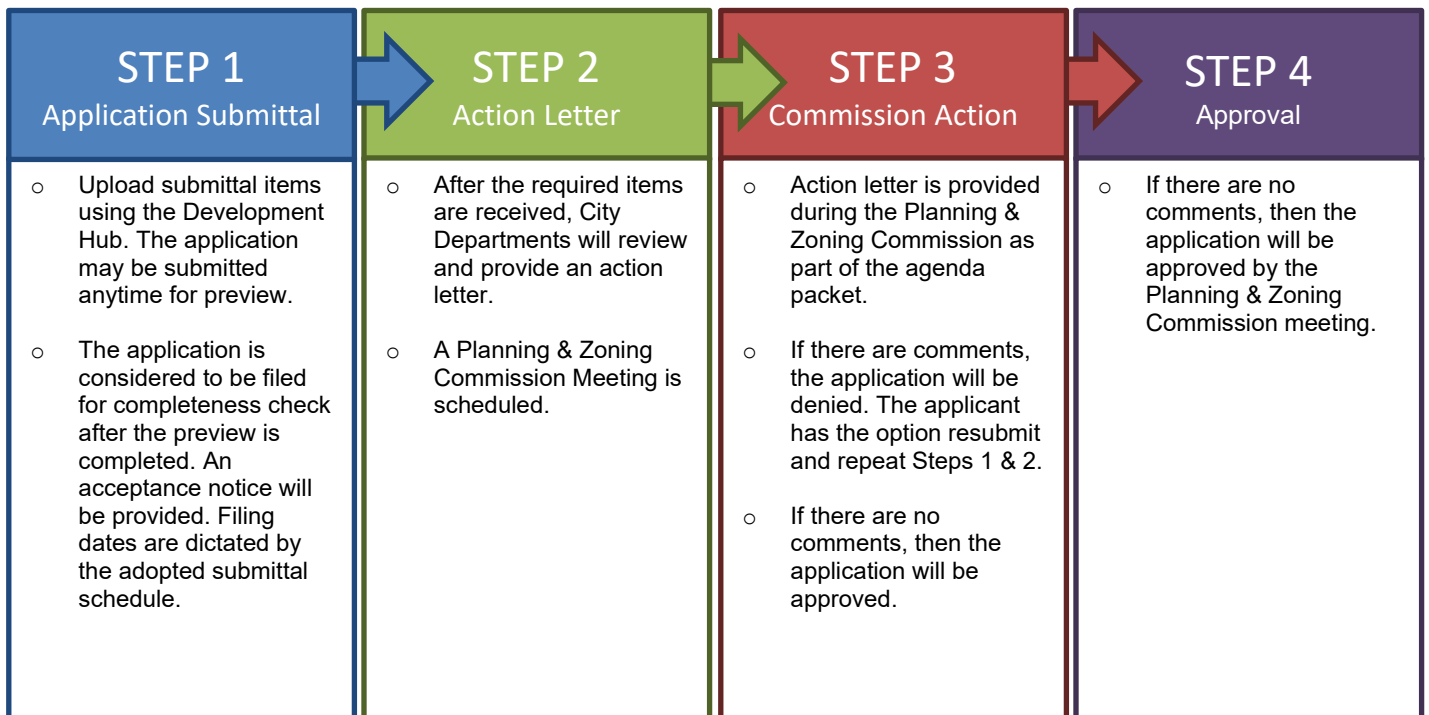
INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (www.leandertx.gov/ds).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing planning@leandertx.gov.
- Contact both Travis and Williamson Counties to verify the proposed street names. Provide documentation confirm that they names are approved and reserved. Street names may not be duplicated in either database.
 - <http://www.wilco.org/CountyDepartments/GIS/Addressing/tabid/203/language/en-US/Default.aspx> links to the Williamson County Address Search Page (Please check current names and all reserved street names for all jurisdictions).
 - <https://data.austintexas.gov/Public-Safety/911-Addressing-Street-Name-Master-List/kumu-nbtd> links to the City of Austin 911 Addressing Street Name Master List
 - Compliance with geometry and other considerations incorporate portions of the Austin and Travis County Street Name Standards are available at http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/street-naming-standards.pdf
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



PROCESS OVERVIEW – STANDARD PROCEDURE



REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

PROVIDED

Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Preliminary Plat (24"X36" in size)
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Annexation petition and letter requesting water and wastewater service where applicable
- ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
- ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: _____.
- ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 12. Drainage Study and any associated studies or models needed for review.
- ☐ 13. County short ID # of subject property: _____
- ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 15. Is a variance proposed? ☐ Yes ☐ No
If yes, provide the application with this submittal.
- ☐ 16. Planned Unit Development (PUD) information (if applicable)
 - Is this plan subject to a PUD? ☐ Yes ☐ No
If yes, provide the name: _____
 - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: _____
- ☐ 17. Traffic Impact Analysis (TIA) information. Provide one of the following:
 - ☐ TIA Letter (fee in lieu only and only for projects with fee-in-lieu approved by the City Engineer prior to January 2024) – This letter shall confirm the trip generation based on the current ITE Manual and the proposed fee in lieu of TIA request or that TIA fees are not required. The letter shall be signed and sealed by an engineer.
 - ☐ Traffic Study Screening Evaluation Form (current or updated as necessary)
 - ☐ TIA Update Submittal (TIA review only) – Provide the TIA Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 18. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 19. Application Fees (calculation listed below).

REQUIRED ITEMS

APPLICATION FEE* CALCULATION:

Filing Fee:	\$2,000.00
\$50 per lot or acre or portion thereof (whichever is greater):	\$ _____
GIS Mapping Fee:	\$ 75.00
Fire Code Review Fee (\$125 per Phase and/or Section):	\$ _____
System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE)	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

TOTAL FEE (due at the time of application submission) **\$**

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review/Expedited Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All preliminary plat sheets shall meet the format listed in the "General Section" below on [page 9](#)
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

PRELIMINARY PLAT REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows for staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 18](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

If Heritage Tree Removal is proposed with this application, the preliminary plat will also need to be approved by the Council.

The Alternative Review Procedure is required if concurrent reviews are proposed.

ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

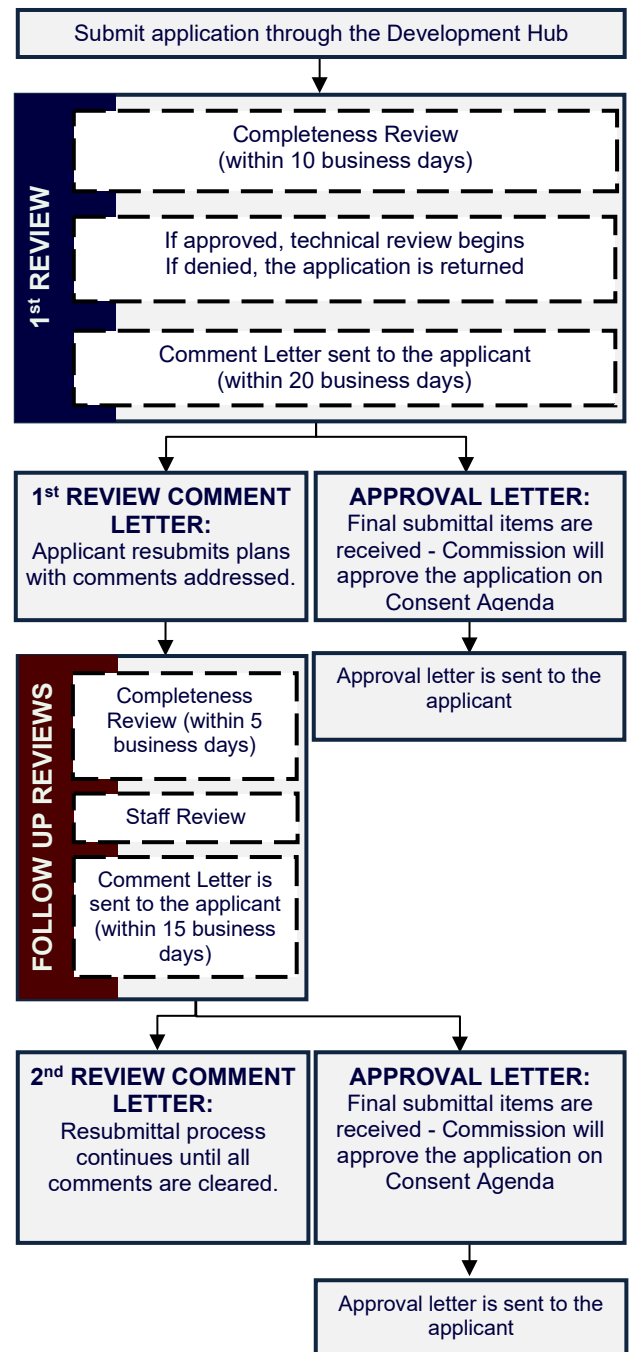
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the third resubmittal)

If the items above are not provided, the re-submittal will be NOT be accepted.

4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3rd review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Comment response letter identifying how the comments were addressed
 - d. Submittal Fees (after the 3rd review)
7. This process repeats until all comments are cleared.
8. Once all comments are cleared, the application is scheduled for review by the Commission. If Heritage Trees are proposed for removal, then the application will also need to be reviewed by the Council.



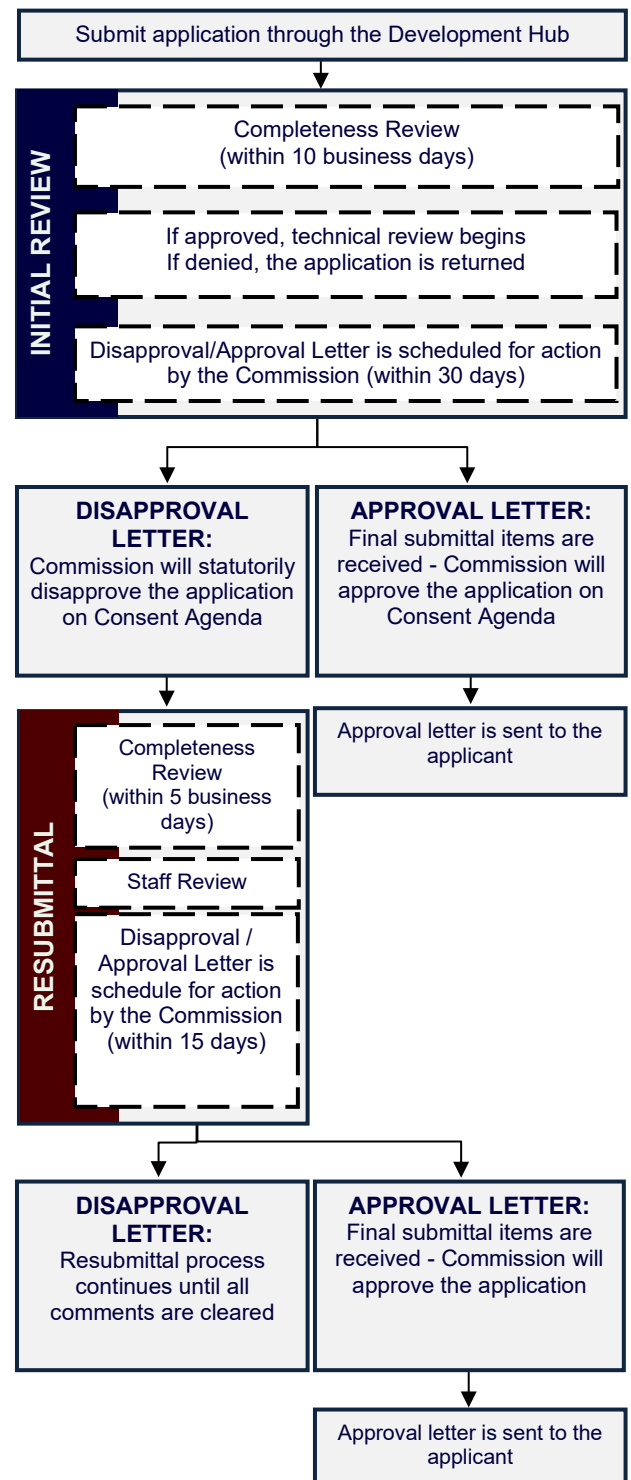
STANDARD REVIEW PROCEDURE

1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
3. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet.
4. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Submittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within five (5) business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
 - a. Updated Concept Plan
 - b. Supporting materials
 - c. Written response letter identifying how the comments were addressed
 - d. Resubmittal fee (after the first resubmittal)

If the items above are not provided, the resubmittal will be NOT be accepted.
5. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
6. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet. If the Commission approves the Preliminary Plat, the Council will take final action.
7. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 4 and 5 above shall be repeated until all comments have been cleared.
8. Once the Commission approves the application, an approval letter will be sent to the applicant.



APPLICANT INFORMATION

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

☐ I, the owner, will represent this application with the City of Leander.

☐ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

(Check One):

☐ I, the owner, have selected the Standard Review Procedure.

☐ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §

COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS

§

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

PRELIMINARY PLAT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

GENERAL

	Ordinance Reference
___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order: ☐ Cover Sheet ☐ Approved Concept Plan ☐ Approved Phasing Plan for the entire subdivision ☐ Existing Conditions ☐ Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets ☐ Improvements – Overall ☐ Drainage Plan ☐ Water Plan ☐ Wastewater Plan ☐ Including utilities and drainage ☐ Tree Protection Plan ☐ Street Tree Plan (if street trees are proposed) ☐ Parks Plan	Art II, Sec 22 (c)(3)
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 22 (c)(3)
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 22 (c)(3)
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 22 (c)(3)
___ 5. FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 22 (d)(1)

SHEET 1 – COVER SHEET

	Ordinance Reference
___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan. Subdivision Name Preliminary Plat Project Number (This number will be assigned during the first review of the plan set)	Art II, Sec 22 (c)(1)(ii)
___ 2. Project information in the upper left corner including the following: ☐ Property owner name, address, and phone number ☐ Engineer name, address, and phone number ☐ Surveyor name, address, and phone number ☐ Project agent, address, and phone number ☐ Filing date ☐ Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD. ☐ The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use. ☐ Future Land Use Category as identified on the Future Land Use Map	Art II, Sec 22 (c)(1)(i)
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 22 (c)(1)(iv)
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 22 (c)(3)

___ 5. Example cover sheet:

Subdivision Name Preliminary Plat Project Number		
Project Information	Location Sketch	Index

___ 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.
- ☐ Traffic Impact Analysis Note (if applicable):
 - ☐ Include items required by the TIA as a plat note.

___ 10. Single-Family & Two Family Plat Notes:

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)

Code of
Ordinances
10.03.003

☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.	Transportation Criteria Manual 5.3.1 J
☐ The Home Owners Association (HOA) shall own and maintain the following lots: ____	Art IV, Sec 61(d)
☐ The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.	Art IV, Sec 61(d)
☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.	Art III, Sec 41 (a)
☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:	Composite Zoning Ordinance
A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)	
<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>	

SHEET 2 – APPROVED CONCEPT PLAN

- ____ 1. Provide the approved concept plan.

Ordinance
Reference

Art II, Sec 22
(c)(1)

SHEET 3 – APPROVED PHASING PLAN

- ____ 1. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.

Ordinance
Reference

Art 13.12 of
the code of
ordinances

SHEET 4 – EXISTING CONDITIONS

- ____ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- ____ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.
- ____ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown. Provide all assumptions including drainage reports, models, spreadsheets, and other required elements.
- ____ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.
- ____ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10% and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.
- ____ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.
- ____ 7. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.
- ____ 8. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.
- ____ 9. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).
- ____ 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.
- ____ 11. Watershed information is provided (if applicable):

Ordinance
Reference

Art II, Sec 22
(c)(2)(i)

Art II, Sec 22
(c)(2)(ii)

Art II, Sec 22
(c)(2)(iii)

Art II, Sec 22
(c)(2)(iv)

Art II, Sec 22
(c)(2)(v)

Art II, Sec 22
(c)(2)(vi)

Art II, Sec 22
(c)(2)(vii)

Art II, Sec 22
(c) (2) (vii)

Art II, Sec 22
(c) (2) (vii)

Art II, Sec 22
(c) (2) (viii)

Art III, Sec 41

_____ Watershed information is provided (if applicable):
 _____ Lake Travis watershed report provided to LCRA.
 _____ Edward's recharge zone report provided to TCEQ.
 _____ Edward's contributing zone report provided to TCEQ.

___ 12.	Identify all required Buffer Zones.	Art III, Sec 49
___ 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.	Art III, Sec 45 (b)(8)

_____	The narrow portion of the lot is dedicated as a common driveway access easement.	
_____	No more than two "flag" lots are located side by side.	
_____	The Fire Chief has no objection to the lot layout.	
_____	The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.	
___ 21.	A note is provided limiting access to a specified roadway if required.	Art III Sec 45 (b)(11)
___ 22.	The proposed subdivision complies with the Leander Transportation Plan.	Art II, Sec 22 (c)(2)(vii)
___ 23.	A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.	Composite Zoning Art III
___ 24.	A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.	Art II, Sec 22 (c)(2)
___ 25.	Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows: a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas. b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.	Art III, Sec 42 (b)(2)(ii)
___ 26.	Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.	Art III, Sec 42 (b)(2)(iii)
___ 27.	Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.	Art III, Sec 42 (b)(2)(iii)
___ 28.	Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.	Art III, Sec 42 (b)(2)(v)
___ 29.	Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.	Art III, Sec 42 (b)(2)(i)
___ 30.	The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.	Art II, Sec 22 (c)(3)(iii)
___ 31.	Identify the location and species of street trees for each street within the preliminary plat.	Art II, Sec 22 (c)(3)(vi)
___ 32.	Identify Type A, B, and C Streets that are located within Employment Mixed Use, Neighborhood Center, Community Center, or Activity Center designations as identified by the Comprehensive Plan. One Type A street is required per quadrant.	Art II, Sec 22 (c)(3)(viii)
___ 33.	Provide a street connection, pedestrian connection, and bicycle connection to adjacent properties within each subdivision located in an Activity Center, Community Center, or Employment Mixed Use Area. Residential subdivision within Neighborhood Centers shall provide either a pedestrian connection or bicycle path.	Art II, Sec 42 (b)(3)(iii)
___ 34.	Identify all shared use drives and necessary access easements as required by the Access Management standards listed in Article V of the Composite Zoning Ordinance.	Art II, Sec 22 (c)(3)(ix)
___ 35.	Is conduit necessary to provide fiber to public facilities?	Art II, Sec 22 (c)(3)(iii)

SHEET 6 – OVERALL IMPROVEMENTS

		Ordinance Reference
___ 1.	The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.	Art II, Sec 22 (c)(4)
___ 2.	The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development.	Art IV, Sec 60 (b)
___ 3.	Provide preliminary vertical profiles for roadways with extreme topography.	Art II, Sec 22 (c)(4)(vi)
___ 4.	Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process.	Art II, Sec 22 (c)(4)

___ 5.	Label the static pressure for the highest and lowest lot in the subdivisions and include any require PRVs. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.	Art II, Sec 22 (c)(5)(ii)
___ 6.	Provide utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.	Art II, Sec 22 (c)(5)(ii)

SHEET 7 – DRAINAGE PLAN

___ 1.	Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process.	Ordinance Reference Art II, Sec 22 (c)(4)

SHEET 8 – WATER PLAN

___ 1.	Water Plans presented in a way that portrays the intended layout of the proposed elements. Demand information consistent with the intended use.	Ordinance Reference Art II, Sec 23 (c) (5) (ii)

SHEET 9 – WASTEWATER PLAN

___ 1.	Wastewater Plans presented in a way that portrays the intended layout of the proposed elements. Demand information consistent with the intended use.	Ordinance Reference Art II, Sec 23 (c) (5) (ii)

SHEET 10 – TREE PROTECTION PLAN

___ 1.	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.	Ordinance Reference Art II, Sec 22 (c)(2)(iii)

Tree Number	Tree Type	Caliper Inch	Removed	Protected	Heritage	Reason for Removal
####	Live Oak	29"		29"	Y	
####	Cedar Elm	18"	18"			
####	Live Oak	32"	32"		Y	

___ 1.	☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages. ☐ Approval of removal permits shall be based on the following: a. Tree size/number of trunks; b. Tree health and viability; c. Tree location; d. Other Significant and Heritage Trees to be preserved on site; and e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site. ☐ Provide the following note: <i>In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.</i>	
___ 2.	Tree Mitigation Requirements: ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.	Art II, Sec 22 (c)(2)(iii)
___ 3.	Significant Tree Removal Permit ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation	Art II, Sec 22 (c)(2)(iii)

requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.

- ☐ Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.

___ 4. A non-disturbance zoning shall be maintained for single-family and two-family developments. A disturbance area of no more than five (5') feet from the foundation necessary for construction and grade transitions, this disturbance zoning is increased to ten (10') feet from the foundation for lots zoned with the SFR use component. Trees may be proposed for removal on the building pads at the construction plan phase, this tree removal shall be include in the protection plan and mitigation requirements shall apply.

Composite
Zoning Art VI,
Sec 1 (c)(8)

___ 5. Mitigation for the removal of a Heritage or Significant Tree

Art II, Sec 22
(c)(2)(iii)

- ☐ The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.

- a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
- b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
- c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.
- d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.

___ 6. Replacement Trees

Art II, Sec 22
(c)(2)(iii)

- ☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time.

SHEET 8 – PARKS PLAN

Ordinance
Reference

___ 1. 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 drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.
- ☐ Disk/USB including the submittal documents

PLANNING & ZONING COMMISSION

In order to schedule the preliminary plat for review by the Planning & Zoning Commission, the following items will be required to be submitted.

- ☐ Preliminary Plat (24" X 36")
- ☐ Disk with AutoCAD or GIS file as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)

Units: US Survey Feet

CONFLICT OF INTEREST DISCLOSURES

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

ARTICLE 9.05. CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____
My Commission Expires: _____

30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

Owner Name (Company or Individual): _____

Contact Name: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Phone: _____ Mobile: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner's Signature: _____ **Date:** _____

THE STATE OF _____ §
COUNTY OF _____ § KNOW ALL MEN BY THESE PRESENTS
§

Before me, _____, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____.

Notary Public's Signature _____
My Commission Expires: _____

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet and corresponding review fee, submitted through the Development HUB (www.leandertx.gov/hubgo). The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 TO 49 PEAK HOUR TRIPS, OR 0 TO 249 NEW DAILY TRIPS}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 TO 99 PEAK HOUR TRIPS, OR 250 TO 499 NEW DAILY TRIPS}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, and traffic assignment at the proposed access points. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 TO 299 PEAK HOUR TRIPS, OR 500 TO 4,999 NEW DAILY TRIPS}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, and queueing and circulation analysis. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 TO 699 PEAK HOUR TRIPS, OR 5,000 TO 10,000 NEW DAILY TRIPS}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 PEAK HOUR TRIPS, OR ≥ 10,000 NEW DAILY TRIPS, OR ≥ 100 ACRES}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.

Proposed Development		Date Submitted:				
Name:		Project Number(s):				
Location:						
Applicant/Agent/Project Developer		Traffic Study Preparer				
Name:		Name:				
Phone:		Phone:				
Email:		Email:				
Has another traffic study been prepared at this location within the past (2) years?		☐ YES	If YES →	Date:		
		☐ NO		Project Number(s):		
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips
				AM (in/out)	PM (in/out)	
Existing						
Total						
Proposed						
Total						
Total New Trips (increase/decrease from exist.) →						
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study
0 to 59 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 499 new daily trips		100 – 299 new pkhr trips OR 500 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips
						≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4
	Printed Name:				Comments:	
	Signature:					
	Date:					

January 2024 v.1.1



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Approval of Minutes

BACKGROUND:

P & Z meeting February 22, 2024

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

Approval of Planning & Zoning Commission Minutes.

PRESENTER:

Attachments:

1. 2-22-2024 P & Z Minutes



**MINUTES
PLANNING & ZONING COMMISSION MEETING
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Thursday, February 22, 2024
Regular Meeting at 6:00 PM



**Place 1 – Donnie Mahan
Place 2 – John Cosgrove
Place 3 – Ron May
Place 4 – Deirdre Moss**

**Place 5 – James Oliver, Vice Chair
Place 6 – Laura Lantrip, Chair
Place 7 – Scott Calame
Staff Liaison – Robin Griffin**

REGULAR MEETING

1. Call to Order.
Meeting was called to order at 6:00 p.m.
2. Roll Call. All Commissioners present except Commissioner Oliver.
3. Director's report to the Planning & Zoning Commission on action taken by City Council on the February 15, 2024, meeting.
4. Review of meeting protocol.
5. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]

No one wished to speak.

CONSENT AGENDA: ACTION

6. Approval of Subdivision Case PP-23-0039 regarding Bar W Ranch East Mixed Use Preliminary Plat on one (1) parcel of land approximately 51.47 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R021711; generally located at the southeast corner of Ronald W. Reagan Boulevard and Kauffman Loop, Leander, Williamson County, Texas.
7. Approval of Subdivision Case FP-22-0012 regarding Bar W Ranch West Phase 10 Final Plat on six (6) parcels of land approximately 53.097 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcels R590364, R652645, R573683, R539735, R652644, and R654376; generally located northwest of Gold Dust Trail and Bar W Ranch Boulevard, Leander, Williamson County, Texas.
8. Approval of Subdivision Case FP-22-0016 regarding Northline Block O, Lot 1 Final Plat on one (1) parcel of land approximately 5.6466 acres $\pm$ in size, more particularly described by Williamson Central

Appraisal District parcel R031604; generally located northwest of the intersection of Weathersby Street and John Webster Street, Leander, Williamson County, Texas.

9. Approval of Minutes

Motion: To approve the consent items 6 through 9.

By: Ron May

Seconded: Donnie Mahan

Yes: Commissioner Mahan, Commissioner Cosgrove, Commissioner May, Commissioner Moss, Chair Lantrip, Commissioner Calame

No: None

Abstain: None

PUBLIC HEARING: ACTION

10. Conduct a Public Hearing and consider action regarding Comprehensive Plan Case CPA-24-0011 to update the Water Masterplan; Leander, Williamson and Travis Counties, Texas.

- Discuss and consider action regarding Comprehensive Plan Case CPA-24-0011 as described above.

No one wished to speak.

Motion: To approve the Comprehensive Plan update to the Water Masterplan.

By: Donnie Mahan

Seconded: Scott Calame

Yes: Commissioner Mahan, Commissioner Cosgrove, Commissioner May, Commissioner Moss, Chair Lantrip, Commissioner Calame.

No: None

Abstain: None

REGULAR AGENDA

11. Discussion regarding the Comprehensive Plan Implementation Schedule and Old Town Master Plan Implementation, and consider action on recommendations from the Planning & Zoning Commission for the FY 2024/2025 City Budget and CIP Plan.

The P & Z Commissioners discussed the Comprehensive Plan Implementation Schedule and Old Town Master Plan Implementation.

Motion: To postpone until the next meeting to finalize the recommendation.

By: Donnie Mahan

Seconded: John Cosgrove

Yes: Commissioner Mahan, Commissioner Cosgrove, Commissioner May, Commissioner Moss, Chair, Lantrip, Commissioner Calame

No: None

Abstain: None

12. Adjournment 6:18 p.m.

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-23-0072 to amend the current zoning of LC-2-A (Local Commercial) to adopt the Tiger Mountain PUD (Planned Unit Development) with the base zoning of LC-2-A (Local Commercial) on one (1) parcel of land approximately 10.314 acres $\pm$ in size, more particularly described by Williamson Central Appraisal District Parcel R031710; and more commonly known as 100 Mockingbird Hill, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-23-0072 as described above.

BACKGROUND:

This request is the first step in the zoning process.

HISTORY/TIMELINE:

04/21/2016 – Annexation approved
08/15/2019 – Comprehensive Plan Amendment approved
09/05/2019 – Special Use Permit approved
09/05/2019 – Zoning approved

APPLICANT/AGENT:

Keepers Land Planning (Ricca Keepers) on behalf of Ali Quentin Brown, Jeremy Andrew Bopp, and Savitha Ganapathi.

RECOMMENDATION:

Staff recommends approval of this request.

PRESENTER:

Justin Hunt, Planner

Attachments:

1. Z-23-0072 Att 1 Planning Analysis - Tiger Mountain Center PUD
2. Z-23-0072 Att 2 Current Zoning - Tiger Mountain Center PUD
3. Z-23-0072 Att 3 FLU Map - Tiger Mountain Center PUD
4. Z-23-0072 Att 4 Public Notification - Tiger Mountain Center PUD
5. Z-23-0072 Att 5 Proposed Zoning - Tiger Mountain Center PUD
6. Z-23-0072 Att 6 Aerial Map - Tiger Mountain Center PUD

7. Z-23-0072 Att 7 PUD Notes - Tiger Mountain Center PUD
8. Z-23-0072 Att 8 Letter of Intent - Tiger Mountain Center PUD
9. Z-23-0072 Att 9 Neighborhood Outreach - Tiger Mountain Center PUD



PLANNING ANALYSIS

ZONING CASE Z-23-0072
TIGER MOUNTAIN CENTER PUD
100 MOCKINGBIRD HILL

GENERAL INFORMATION

Owner/Agent: Keepers Land Planning (Ricca Keepers) on behalf of Ali Quentin Brown, Jeremy Andrew Bopp, and Savitha Ganapathi.

Current Zoning: LC-2-A (Local Commercial)

Proposed Zoning: PUD (Planned Unit Development) with the base zoning districts of:
LC-2-A (Planned Unit Development Local Commercial)

Size and Location: The property is located at 100 Mockingbird Hill, Leander, Williamson County, Texas, including approximately 10.314 acres.

Staff Contact: Justin Hunt, Planner

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to develop this property as a martial arts training facility, including a wide range of training and exercise classes as well as a community workspace with a café. The development will also include an outdoor archery range for training. A residential component will include continuing the existing residential use and allow for guests to stay overnight. The PUD will include LC (Local Commercial) uses with additional requested uses not specifically called out in the LC use component.

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

In 2019, the City of Leander issued a Special Use Permit (SUP) to allow for GC (General Commercial) uses with a five (5) year time limit. The SUP will terminate in September of this year.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	ETJ	Undeveloped

EAST	Interim SFR-1-B	Single-family
SOUTH	TF-2-A	Two-family (Homestead Subdivision)
WEST	PUD LC-2-B	Commercial Development

SURROUNDING AREA:

The property to the north is located in the extraterritorial jurisdiction (ETJ) and is undeveloped land. The property to the east is currently being used as a single-family residence. The properties to the south are a part of the Homestead Subdivision and are being used as two-family dwelling units. The property to the west is currently being used as a gymnastics center called “The Mega Gym.”

PHYSICAL AND NATURAL FEATURES:

This property contains a creek, small pond, scattered tree clusters, and is relatively flat.

PROPERTY HISTORY:

This property was annexed into the City of Leander on April 21, 2016.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- 19-SU-003 requested the use of GC (General Commercial) for five (5) years and was approved on 9/5/2019.
- 19-Z-011 requested a zone change from Interim SFR-1-B (Single-Family Rural) to LC-2-B (Local Commercial) and was approved on 9/5/2019.

MAJOR CORRIDORS:

This property has access onto Mockingbird Hill.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes Mockingbird Hill that would require upgrades to the substandard road.

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
Mockingbird Hill	Private	Commercial	26' ROW 2 Lane 5' sidewalk

SUBDIVISIONS:

There have been no subdivision cases submitted for this property.

EXISTING UTILITIES:

This property would need to extend water from N. Bagdad Road from an existing 16" to the property. Wastewater lines exist down Blue River Drive (8") and further south on N. Bagdad Road (12") as shown in Figures 1 and 2.



Figure 1 – Waterline



Figure 2 - Wastewater

CURRENT LAND USES:

This property is currently being used as a residence.

PROPOSED ZONING DISTRICT:**USE COMPONENT****PUD – PLANNED UNIT DEVELOPMENT:**

The purpose and intent of the Planned Unit Development (PUD) district is to design unified standards for development in order to facilitate flexible, customized zoning and subdivision standards which encourage imaginative and innovative designs for the development of property within the City. The intent of this zoning request is to provide for a multi-use facility that will allow people to work in a work share environment and exercise. The development of this property includes a martial arts training facility including a wide range of training and exercise classes as well as a community workspace with a café. The development will also include an outdoor archery range for training. A residential component will include continuing the existing residential use and allow for guests to stay overnight.. The contents of this PUD further explain and illustrate the overall function desired for this development. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, Exhibit C, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document. The intent of this zoning district is to cohesively regulate the development to assure compatibility with adjacent single-family residences, neighborhoods, and commercial properties within the region.

LC – LOCAL COMMERCIAL:

Features: Any use in LO plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

Intent: Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 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 landowner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE A:**

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.

Applicable Future Land Use categories**MULTI-USE CORRIDOR**

- The Multi-Use Corridor future development category is intended for mixed-use areas to be developed at a higher density/intensity and with uses not primarily supported in Neighborhood Residential. These areas are intended to provide for a mix of both commercial and residential uses that are not integrated into neighborhoods but maintain a seamless, compatible transition between residential and commercial uses.

Multi-Use Corridors are not intended for strip commercial nor are they expected to be predominantly commercial. These corridors have been identified as opportunity areas for businesses and daily services, high-intensity residential such as townhouses, civic and employment uses, but also traditional single-family neighborhoods where streets access these corridors.

These areas are intended to be developed with an auto-oriented character, which means vehicles and parking areas are a primary visual characteristic from the street. Access management is recommended to

maintain safe traffic movement along these streets. Appropriate bufferyards are required to ensure compatibility with adjacent Neighborhood Residential.

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

A development meeting was held with Staff on 2/20/2023. No changes have been made.

There have been no ordinance changes following the development meeting which may have impacted this project.

NOTIFICATION

- 2/22/2024 - Public Notice on Hill Country News
- 2/28/2024 - Mail Notification to Property Owners within 200'
- 2/28/2024 - Public Hearing Signage Posted on Property
- 3/14/2024 - Planning and Zoning Commission Public Hearing
- 4/04/2024 - City Council Public Hearing & First Reading of the Ordinance
- 4/18/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

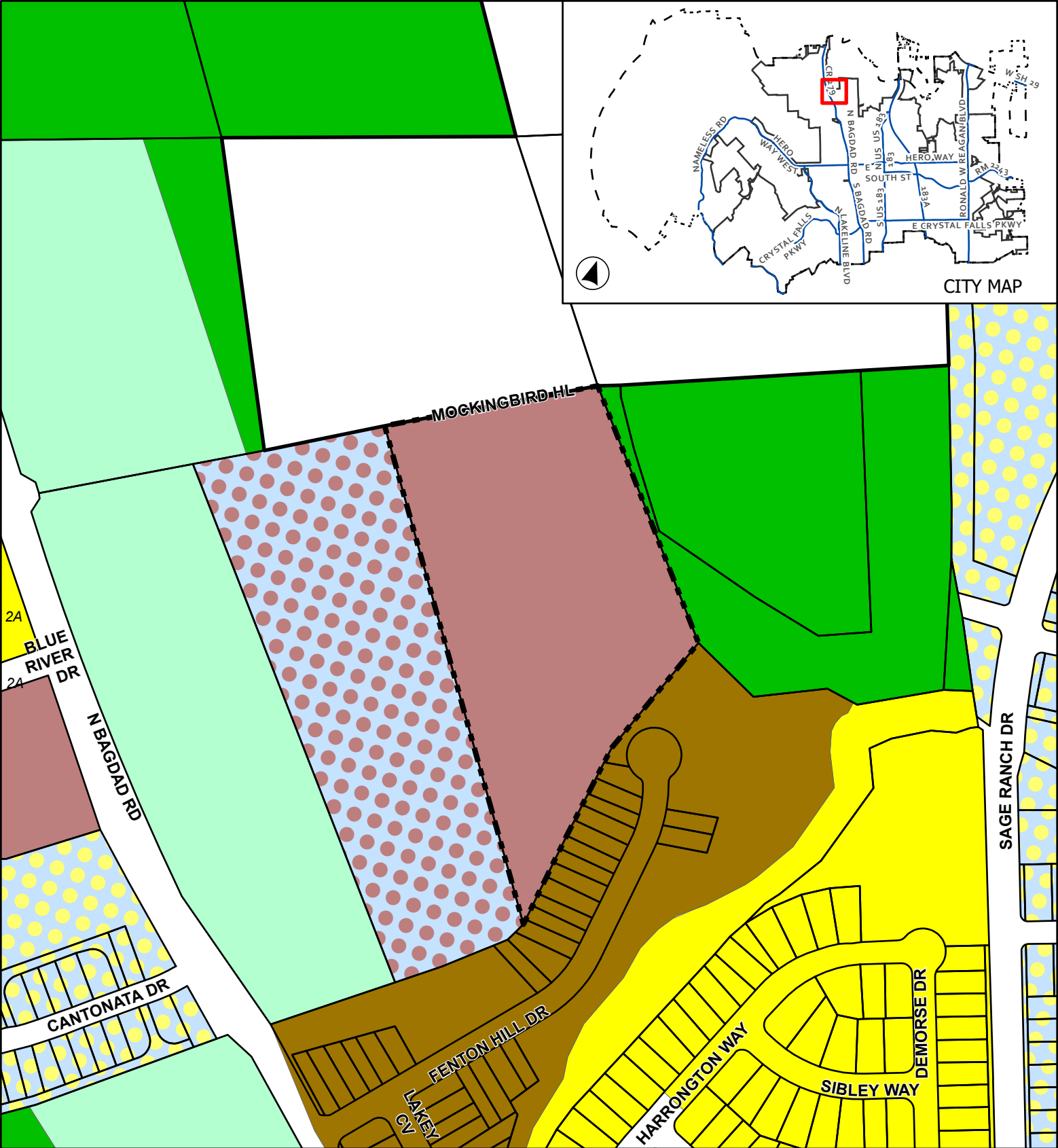
The applicant performed a portion of their outreach after the deadline of 14 days prior to the Planning & Zoning Commission public hearing, being February 29. Notification was given to the HOA within the appropriate timeframe. However, the meeting with the residents was scheduled for March 1. The Commission has the option to postpone action on this case to the meeting of March 28 to allow residents adequate time to respond to the notice.

A neighborhood meeting was held with the HOA on March 1st, 2024. The applicant previously went door to door and spoke with the homeowners. No concerns were brought up or changes made to the request.

Please see the full report from the applicant attached under item 9.

APPROVAL CRITERIA:

This Planned Unit Development (PUD) would allow all uses permitted within the Local Commercial use component and provides additional permitted uses. The proposal is compatible with adjacent land uses along Mockingbird Hill and meets the intent of the Comprehensive Plan. Staff recommends approval of this request.



CASE: Z-23-0072

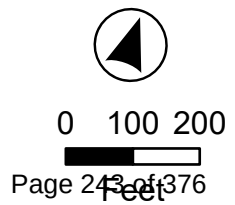
ATTACHMENT 2

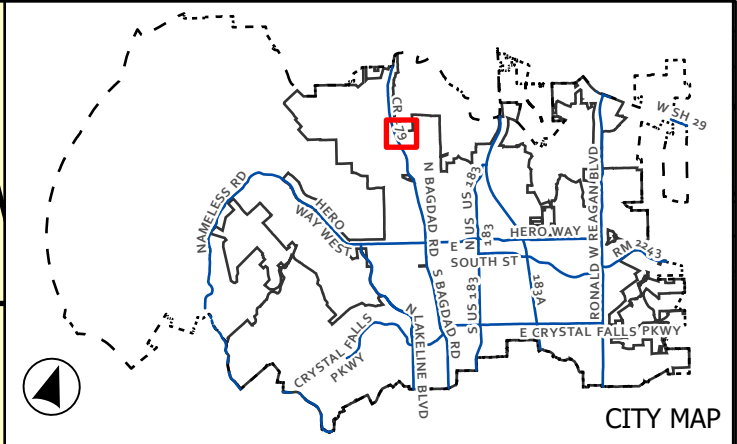
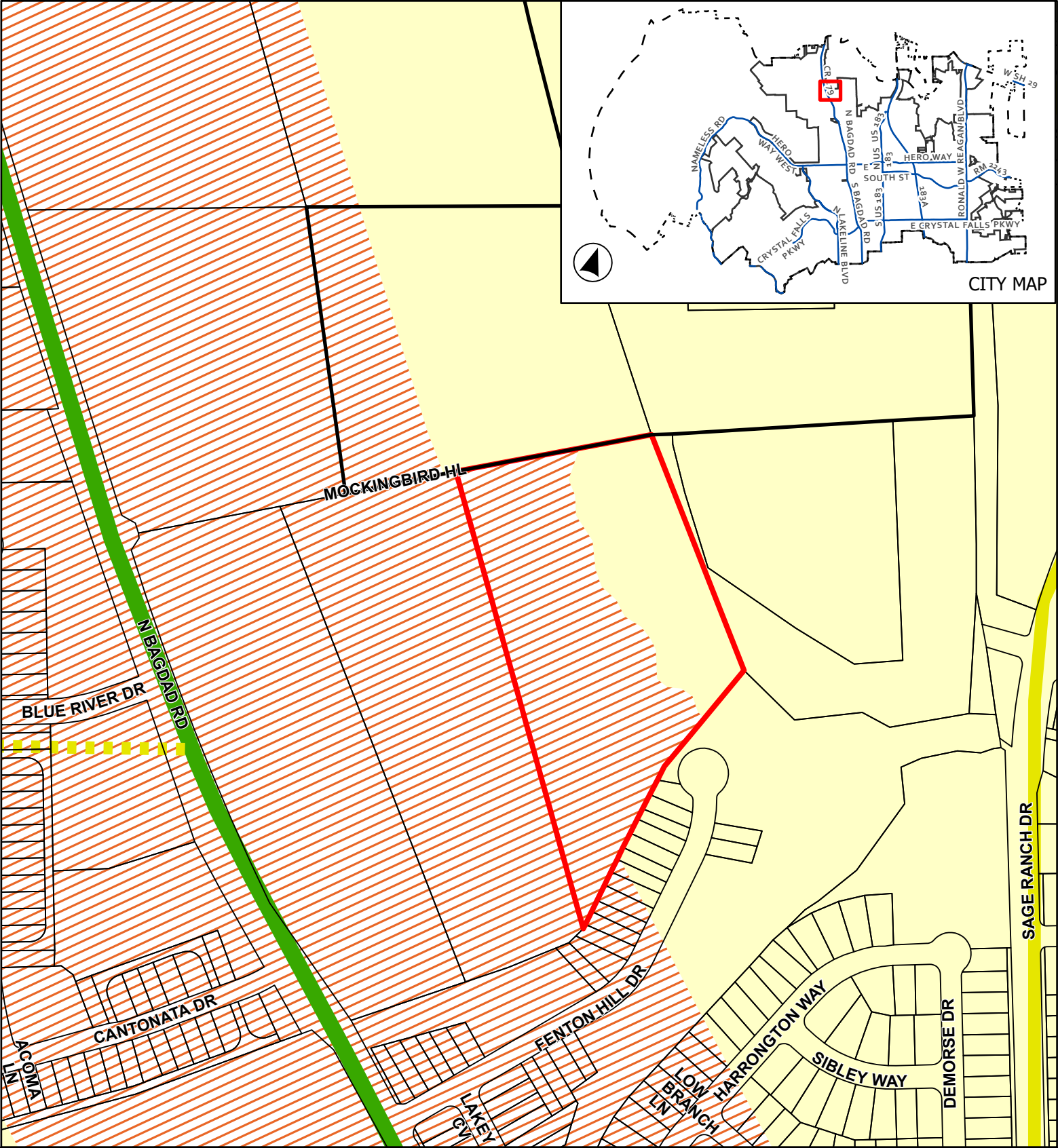
TIGER MOUNTAIN CENTER PUD

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
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural
- SFS - Single-Family Suburban
- SFC - Single-Family Compact
- TF - Two Family
- LC - Local Commercial
- PUD - Single-Family
- PUD - Local Commercial

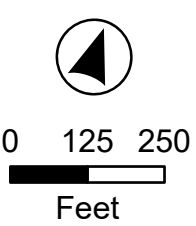




CASE: Z-23-0072 ATTACHMENT 3 TIGER MOUNTAIN CENTER PUD

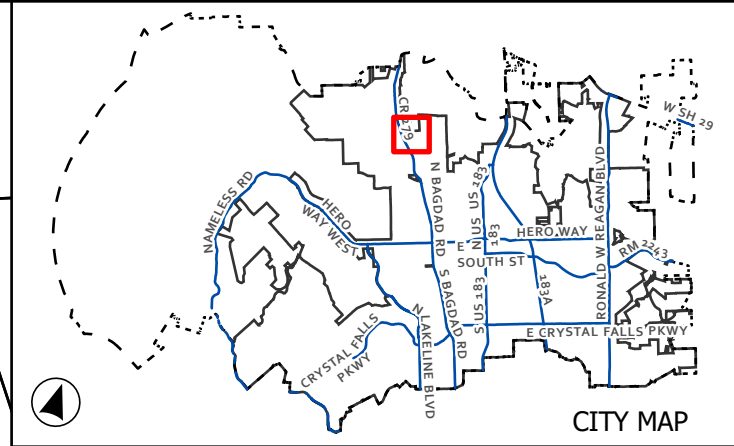
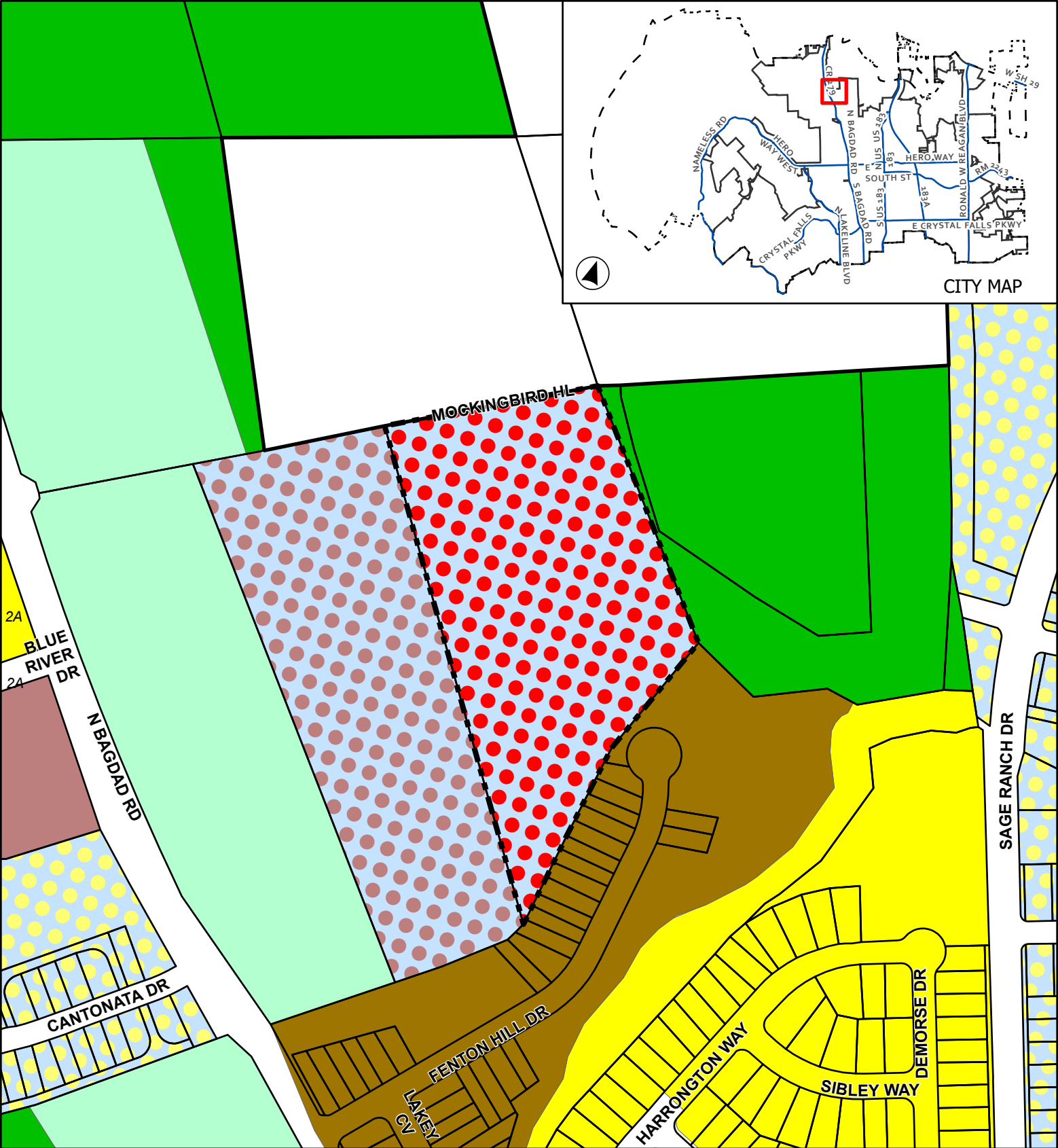
Proposed Future Land Use Map

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
- ETJ Boundary
- Subject Boundary
- Neighborhood Residential

- ## Thoroughfare Plan
- Arterial 6 Lane, Existing
 - Collector, Existing
 - Collector, Proposed



CASE: Z-23-0072

ATTACHMENT 5

TIGER MOUNTAIN CENTER PUD

Proposed Zoning

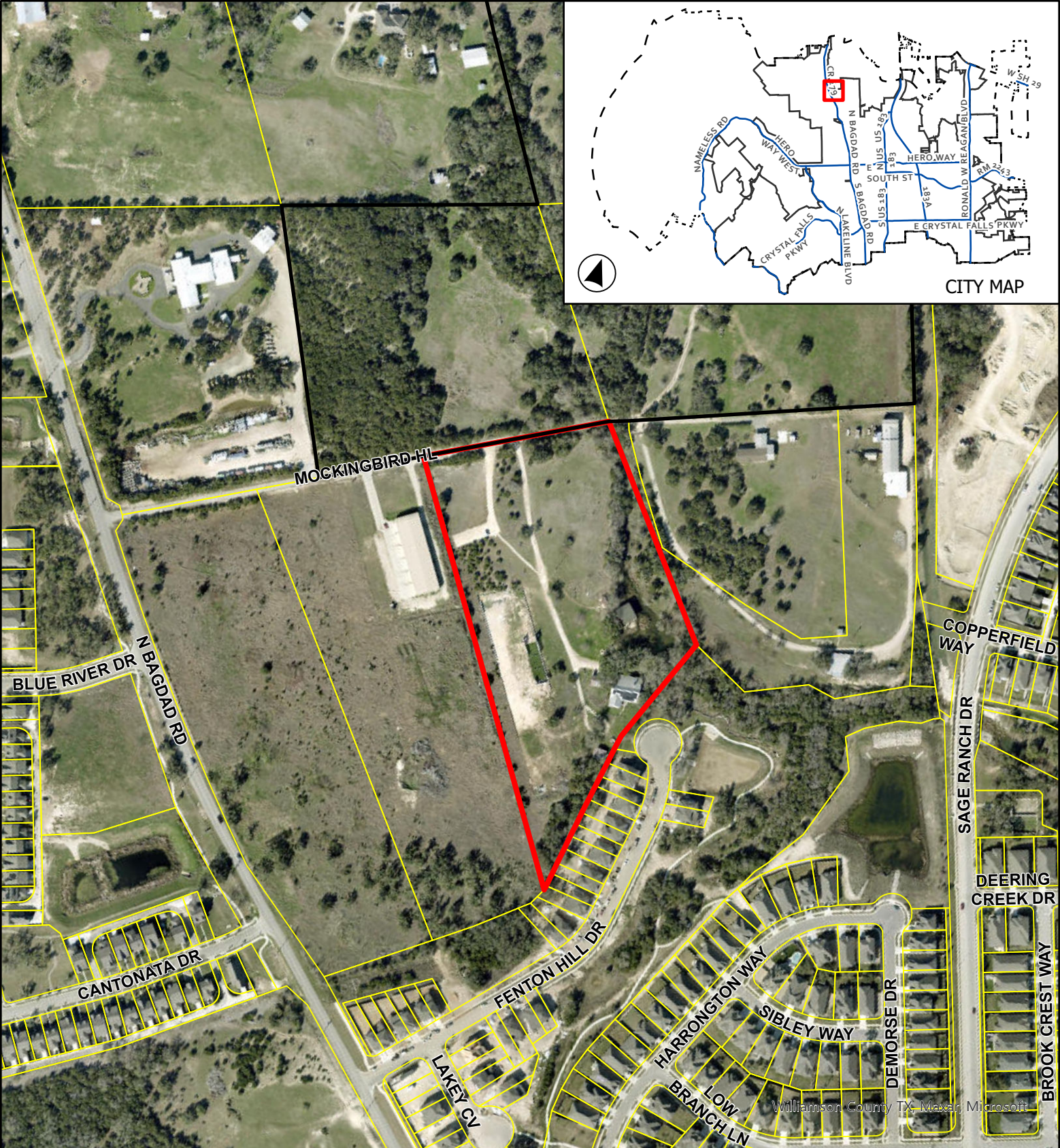
Leander City Limits	TF - Two Family
Extra-Territorial Jurisdiction	LC - Local Commercial
Subject Boundary	PUD - Single-Family
SFR - Single-Family Rural	PUD - Local Commercial
SFS - Single-Family Suburban	PUD - General Commercial
SFC - Single-Family Compact	



0 100 200

Feet

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



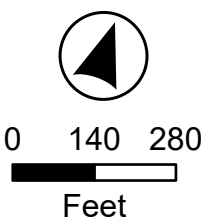
CASE: Z-23-0072

ATTACHMENT 6

TIGER MOUNTAIN CENTER PUD

Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Subject Boundary

EXHIBIT A

Tiger Mountain Planned Unit Development

A. Purpose and Intent

1. The Tiger Mountain PUD is comprised of approximately 10.31 acres, as shown in **Exhibit B**. The development of this property includes a martial arts training facility including a wide range of training and exercise classes as well as a community workspace with a café. The development will also include an outdoor archery range for training. A residential component will include continuing the existing residential use and allow for guests to stay over night.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

LC-2-A (Local Commercial)

C. Conceptual Site Layout & Land Use Plan

1. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, **Exhibit C**, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document.

D. Allowable / Prohibited Uses

1. The allowable uses shall include all uses permitted by the LC (Local Commercial) use component with the addition of the following uses:
 - a. Event Center with suites to rent
 - b. Martial Arts, Teaching, and Yoga Studios
 - c. Community Work Space
 - d. Café
 - e. Archery
 - f. Volley Ball Court
 - g. Bed and Breakfast
 - h. Recreational
 - i. Spa Services

EXHIBIT A
METES AND BOUNDS
10.309 ACRES

BEING 10.309 ACRES OUT OF THE CHARLES COCHRAN SURVEY, ABSTRACT NO. 134, WILLIAMSON COUNTY, TEXAS, SAME BEING DESCRIBED IN A WARRANTY DEED WITH VENDOR'S LIEN FROM ANTHONY G. PEREZ AND HEIDI PEREZ TO ALI QUENTON BROWN, JEREMY ANDREW BOPP, ET UX SAVITHA GANAPATHI, DATED APRIL 22, 2020, RECORDED IN DOCUMENT NO. 2020042675 OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, SAID 10.309 ACRES TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2 INCH IRON ROD FOUND ON THE SOUTHEASTERLY CORNER OF A CALLED 10.2514 ACRES TRACT CONVEYED BY WARRANTY DEED WITH VENDOR'S LIEN FROM KRISTIN N. WITBECK TO LEANDER BUSINESS CENTER, LLC, DATED AUGUST 17, 2016. RECORDED IN DOUMENT NO. 2016076592, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, SAME BEING A POINT ON THE WESTERLY LINE OF A CALLED 18.209 ACRES TRACT CONVEYED BY WARRANTY DEED TO GEHAN HOMES LTD, FROM LACKEY HOLDINGS LTD. DATED FEBRUARY 21, 2019. RECORDED IN DOCUMENT NO. 2019014182, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, SAID IRON ROD BEING THE SOUTHWEST CORNER OF THE HEREIN DESCRIBE TRACT AND THE **POINT OF BEGINNING**;

THENCE N35°48'31"W, ALONG THE EAST LINE OF THE SAID 10.2514 ACRES TRACT, PASSING AT A DISTANCE 1123.00 FEET AN 1/2 INCH IRON ROD FOUND, CONTINUING FOR A TOTAL DISTNCE OF 1148.09 FEET TO A POINT ON THE SOUTH LINE OF A CALLED 10.49 ACRES TRACT CONVEYED BY WARRANTY DEED WITH VENDOR'S LIEN FROM ERNEST K AND DOROTHY HOCH TO DARRELL R. AND BONITA S. WORD, DATED OCTOBER 7, 1985 RECORDED IN VOLUME 1255, PAGE 345, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, SAME BEING THE NORTHEAST CORNER OF THE SAID 10.2514 ACRES TRACT, FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBE TRACT;

THENCE N58°58'48"E, ALONG THE SOUTH LINE OF THE SAID 10.49 ACRES TRACT, A DISTANCE OF 513.74 FEET TO CALCULATED POINT, THE SOUTHEAST CORNER OF THE SAID 10.49 ACRES TRACT, SAME BEING THE NORTHWEST CORNER OF A CALLED 5.399 ACRES TRACT CONVEYED BY WARRANTY DEED WITH VENDOR'S LIEN FROM DAVID ALAN AND CHERYL A HAWKINS TO ROGER DEAN SORENSEN AND JAMES DANA PIERCE, DATED JULY 17, 2020 RECORDED IN DOCUMENT NO. 2020081834, OFFICIAL PUBLIC RECORDS WILLIAMSON COUNTY, TEXAS, FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE S38°05'13"E, ALONG THE WEST LINE OF THE SAID 5.399 ACRES TRACT, PASSING AT A DISTANCE 25.21 FEET TO A 1/2 INCH IRON ROD FOUND, CONTINUING FOR A TOTAL DISTANCE OF 613.52 FEET TO A 1/2 INCH IRON ROD WITH A STAMPED "GRIFFITH 1885" PINK CAP SET THE SOUTHWEST CORNER OF THE SAID 5.399 ACRES TRACT, SAME BEING A POINT ON THE WESTERLY LINE OF THE SAID 18.209 ACRES TRACT, FOR THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE ALONG THE WESTERLY LINE OF THE SAID 18.209 ACRES TRACT AND THE EASTERLY LINE OF THE HEREIN DESCRIBE TRACT, THE FOLLOWING (3) THREE COURSES:

(1) THENCE S19°24'38"W, A DISTANCE OF 298.78 FEET TO A 1/2 INCH IRON ROD WITH A STAMPED "GRIFFITH 1885" PINK CAP SET

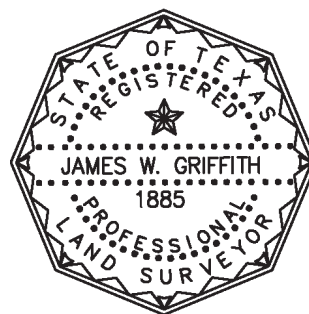
(2) THENCE S06°59'45"W, A DISTANCE OF 211.20 FEET TO A 1/2 INCH IRON ROD WITH A STAMPED "GRIFFITH 1885" PINK CAP SET

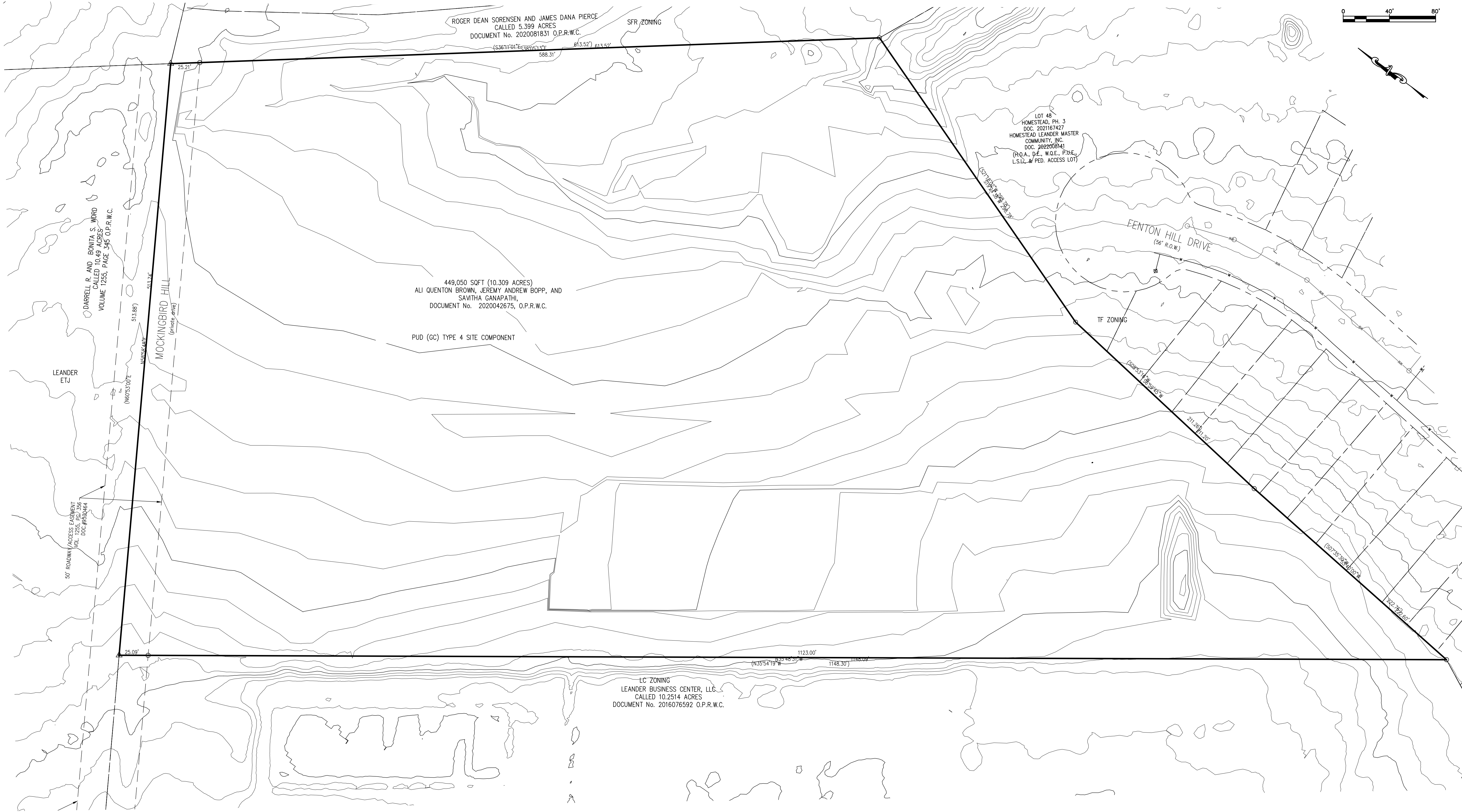
(3) THENCE S05°40'00"W A DISTANCE OF 222.60 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 10.309 ACRE OF LAND, MORE OR LESS.

A SURVEY PLAT OF EVEN DATE HEREBY ACCOMPANIES THESE METES AND BOUNDS DESCRIPTION

I, JAMES W. GRIFFITH, CERTIFY THAT THE ABOVE FIELDNOTES AND PLAT REPRESENT AN ACTUAL SURVEY ON THE GROUND MADE UNDER MY SUPERVISION, THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN, AND THAT ALL CORNERS HAVE BEEN LOCATED AS INDICATED.

James W. Griffith June 1, 2021
JAMES W. GRIFFITH DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 1885
GRIFFITH CONSULTING, SURVEY FIRM NO. 101699-00





NOTE:
THIS EXHIBIT IS CONCEPTUAL AND HAS NOT BEEN
REVIEWED FOR COMPLIANCE WITH THE COMPOSITE
ZONING ORDINANCE OR SUBDIVISION ORDINANCE.

REV. NO.	REVISION DESCRIPTION	APPROVED BY:	DATE

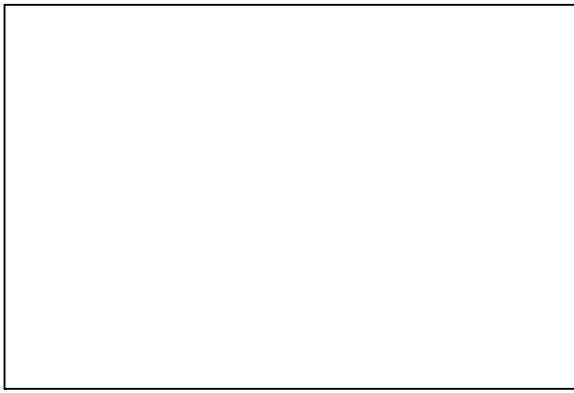


RANGER ENGINEERING, PLLC
CIVIL ENGINEERING
TYPE REG. NO. F-22406
5524 BEE CAVES ROAD, STE J-3
AUSTIN, TEXAS 78746
PHONE: (512) 785-8446
email: marco@rangereng.com

TIGER MOUNTAIN
100 MOCKINGBIRD HILL
LEANDER, TEXAS 78641

EXHIBIT C - CONCEPT SITE LAYOUT AND LAND USE PLAN

FEBRUARY 12, 2024
MEC
MEC



23-SD-



July 21, 2023

Reference Address: 100 Mockingbird Hill, Leander, TX 78641

Legal Description: AW0134 AW0134 - Cochran, C. Sur., ACRES 10.314

Physical: flat land with minimal floodplain and one residential home

Proposed Zoning- PUD-LC

Dear City of Leander,

This letter is to provide you with the necessary information about this property for a rezone into a Planned Unit Development. The owner lives on the property and owns a business called Tiger Mountain Center. The owner's dream is to train in martial arts in a way that encourages a wholistic and healthy perspective. It is his wish to develop the property into a multi-use facility, which would allow people to work in a work share environment and exercise. We are requesting application of a PUD with the base zoning LC in order develop the property that will support the community.

We are asking for additional uses and we will be following the architecture requirements. No additional waivers are being requested. The uses will be martial arts, teaching, yoga, multi-use building with a community work space and a café. In addition, outdoor archery, recreation, and an event center will be part of this development. This training facility will provide more studios for a wide range of training and exercise classes. There will be variety classes along with retreats held for martial arts and archery. Suites will be provided for these retreats on a regular basis. Please, do not hesitate to reach out to us with any questions or concerns. Thank you in advance for your time.

Sincerely,

Ricca Keepers, MUP
Keepers Land Planning
Cell (512) 550-6508

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.

Owner has been talking too the surrounding owners about his plans in the last year. We have a list of addresses part within 500 feet.

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.

We have talked to the HOA in the last several months. Presentation given. The development will benefit surrounding neighborhood.

3. What concerns were raised during these communications?

none

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

none, the neighbor that is to the right on 80 Mockingbird Hill.

The above information is deemed to be true to the best of my knowledge.

Signature: [Signature] Date 4/24/23



February 29, 2024

City of Leander

Subject Property: 100 Mockingbird Hill

Dear City of Leander,

We have spoken to the HOA through Wendy Harden who is the representative with the HOA several times. They are amenable to the development since this will not cause any additional noise or additional traffic to be concerned with. In addition, Mockingbird Hill does have access through Baghdad which is a separate connection from the surrounding neighborhoods.

On March 1, 2024 Marco Castenado and I met with the board of directors for the Homestead Master HOA which took a few months to set up. They are happy with the use and happy to see this development in the community. Ian MacKinnon and Dutt Targoppula we in attendance from the neighborhood association.

Sincerely,

Ricca Keepers, MUP
Keepers Land Planning



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Comprehensive Plan Case CPA-24-0010 to amend the Comprehensive Plan land use category from Multi-Use Corridor (Priority) to Neighborhood Residential and consider action regarding Zoning Case Z-23-0082 to amend the current zoning of SFR-2-B (Single-Family Rural) and LC-2-B (Local Commercial) to adopt the Oakmont PUD (Planned Unit Development) with the base zoning districts of SFS-2-A (Single-Family Suburban), LC-2-A (Local Commercial) and GC-3-A (General Commercial) on six (6) parcels of land approximately 50.31 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R473796, R324593, R324592, R412990, R594957, and R594958; and to the east of the intersection of CR 274 and Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.

- Discuss and consider action regarding Comprehensive Plan Case CPA-24-0010 as described above.
- Discuss and consider action regarding Zoning Case Z-23-0082 as described above.

BACKGROUND:

This request is the first step in the comprehensive plan amendment process and the first step in the zoning process.

HISTORY/TIMELINE:

01/05/2006 – Zoning Approved

05/06/2021 – Zoning Approved

01/25/2024 – Planning & Zoning, 1st Public Hearing

02/15/2024 – City Council, Public Hearing & 1st Reading of the Ordinance, action delayed by the applicant

APPLICANT/AGENT:

Civil & Environmental Consultants, Inc (Michael Theone) on behalf of Reagan Heights, LLC (Ravi Pulimi)

RECOMMENDATION:

The Planning & Zoning Commission unanimously recommended denial during the January 25, 2024 meeting. The applicant requested to postpone the case to revise the requests. Staff recommends approval of the requests.

PRESENTER:

Karina L. Castillo, AICP, Planning Manager

Attachments:

1. CPA-24-0010 & Z-23-0082 Att 1 Planning Analysis - Oakmont PUD

2. CPA-24-0010 & Z-23-0082 Att 2 Current FLU - Oakmont PUD
3. CPA-24-0010 & Z-23-0082 Att 3 Proposed FLU - Oakmont PUD
4. CPA-24-0010 & Z-23-0082 Att 4 Current Zoning - Oakmont PUD
5. CPA-24-0010 & Z-23-0082 Att 5 Proposed Zoning - Oakmont PUD
6. CPA-24-0010 & Z-23-0082 Att 6 Aerial Map - Oakmont PUD
7. CPA-24-0010 & Z-23-0082 Att 7 Public Notification - Oakmont PUD
8. CPA-24-0010 & Z-23-0082 Att 8 PUD Notes and Conceptual Site Layout - Oakmont PUD
9. CPA-24-0010 & Z-23-0082 Att 9 Letter of Intent - Oakmont PUD
10. CPA-24-0010 & Z-23-0082 Att 10 Neighborhood Outreach - Oakmont PUD
11. Z-23-0082 Att 11 Postponement Request - Oakmont PUD



PLANNING ANALYSIS

COMPREHENSIVE PLAN CASE CPA-24-0010 ZONING CASE Z-23-0082 OAKMONT PUD

GENERAL INFORMATION

Owner/Agent:	Civil & Environmental Consultants, Inc (Michael Theone) on behalf of Reagan Heights, LLC (Ravi Pulimi).
Current Zoning:	SFR-2-B (Single-Family Rural) and LC-2-B (Local Commercial)
Proposed Zoning:	Oakmont PUD (Planned Unit Development) with the base zoning districts of: SFS-2-A (Single-Family Suburban) LC-2-A (Local Commercial) GC-3-A (General Commercial)
Current Future Land Use Category:	Multi- Use Corridor (Priority)
Proposed Future Land Use Category:	Neighborhood Residential
Size and Location:	The property is located east of the intersection of CR 274 and Ronald W. Reagan Boulevard, including approximately 50.31 acres.
Staff Contact:	Karina L. Castillo, AICP Planning Manager

APPLICANT REQUEST

The applicant has submitted a request to change the designated Future Land Use category along Ronald W. Reagan Boulevard and to change the zoning district of their property in order to develop commercial and residential uses with standards that limits the single-family density, prohibits intense and undesired uses, establishes that private streets will be in place, provides phasing of the development, and prohibits access from High Lonesome Trail.

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 5*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

SPECIAL CONSIDERATIONS

This site is located within the Neighborhood Center that is shown on the Future Land Use Map at the intersection of CR 174 and Roanld W. Reagan Boulevard, where the extension of San Gabriel Parkway will intersect with Ronald W. Reagan Boulevard.

High Lonesome Trail is currently built but there are not any records of the plans. The road is currently located within the Ronald W. Reagan Boulevard right-of-way.

The eastern portion of the site is located in rough topography with an estimated difference of 170 feet in elevation.

During the January 25, 2024 meeting, the Planning & Zoning Commission unanimously recommended denial following opposition from the neighboring residents. The applicant was not present at the time to respond to the Commission's questions. The applicant requested to postpone the case to revise the request in response to the neighborhood concerns regarding access. This proposal now includes the Comprehensive Plan Amendment and has updated PUD Notes which prohibits access to the site from High Lonesome Trail.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	Interim SFR-1-B	Vacant
EAST	Interim SFR-1-B / ETJ	Garey Park, Vacant
SOUTH	SFR-2-B	Reagan's Overlook Subdivision (Single-Family)
WEST	PUD-MU, PUD-SF, LC-2-A	Palmera Ridge Subdivision (Single-Family), Vacant

SURROUNDING AREA:

This property is located east of Ronald W. Reagan Boulevard and south of CR 274. Reagan's Overlook Subdivision is located to the south of the site and Palmera Ridge subdivision is located to the west of Ronald W. Reagan Boulevard.

PHYSICAL AND NATURAL FEATURES:

This property contains topographic changes throughout. The San Gabriel River is located north of the site and runs along the eastern boundary line. There are a large number of trees throughout the site that will be reviewed for mitigation at the time of development.

PROPERTY HISTORY:

This property was annexed into the City of Leander on March 23, 2005, April 20, 2016, and May 5, 2021.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- 05-Z-0177 requested a zone change from Interim SFS-2-B (Single-Family Suburban) to SFR-2-B (Single-Family Rural) and was approved on January 5, 2006.
- 21-Z-005 requested a zone change from SFR-2-B (Single-Family Rural) and Interim SFR-1-B (Single-Family Rural) to SFR-2-B (Single-Family Rural) and LC-2-B (Local Commercial) and was approved on May 6, 2021.

MAJOR CORRIDORS:

This property has access onto Ronald W. Reagan Boulevard.

TRANSPORTATION PLAN REQUIREMENTS:

This property includes private streets throughout the development that shall comply with the Transportation Master Plan. The project proposes to prohibit access from High Lonesome Trail and intends to provide access from Ronald W. Reagan Boulevard. The proposed accesses have not been formally reviewed and are not approved at this time.

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
Ronald W. Reagan Blvd.	Access Controlled	Commercial	400' ROW 4 lane - divided 10' sidewalk

EXISTING UTILITIES:

This property has access to water along Ronald W. Reagan Boulevard as shown in Figure 1. Wastewater is located approximately 1,200 feet south of the property as shown in Figure 2.

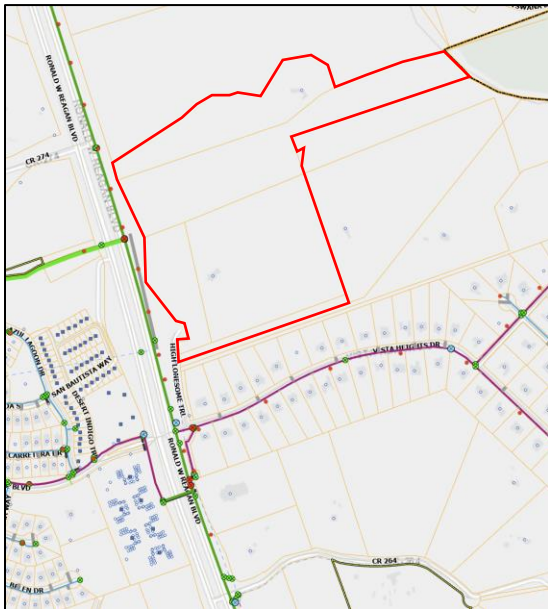


Figure 1 - Water System

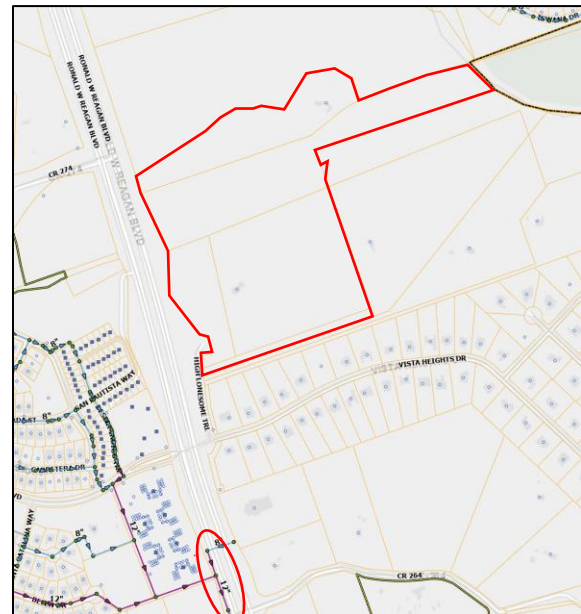


Figure 2 - Wastewater System

CURRENT LAND USES:

This property is currently being used as a single-family house.

PROPOSED ZONING DISTRICT:**USE COMPONENT****SFS – SINGLE FAMILY SUBURBAN:**

Features: 9,000 sq. ft. lot min.; 1,500 sq. ft. living area min.

Intent: Development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The purpose of this component is to provide regulations to maintain and protect the City's single-family residences and neighborhoods in areas with intermediate lot sizes.

LC – LOCAL COMMERCIAL:

Features: Any use in LO plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

Intent: Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.

GC – GENERAL COMMERCIAL:

Features: Any use in LC plus bar, nightclub, entertainment venues, hospital, hotel, liquor store, office/warehouse, vehicle and equipment sales, leasing and repair, furniture sales, pet shop, wholesale activities less than 3,500 sq. ft.

Intent: Development of small to large scale commercial, retail, and commercial service uses located in high traffic areas. Access to this component should be provided by an arterial street. The heaviest concentration of this component should be located at intersections of arterial streets.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

TYPE 3:

Features: Accessory buildings up to 30% of primary building; accessory dwellings; drive-thru service; limited outdoor display and storage; outdoor fueling and washing of vehicles; overhead service doors, no indoor parking required.

Intent:

- (1) A Type 3 site component is intended to be utilized with LO and LC use components where adjacent to less restricted districts to provide for a land use transition.
- (2) This component is intended to be utilized with residential components where accessory dwellings or additional accessory structures are appropriate and are not provided for in the Type 1 or 2 site components.
- (3) This component is intended to be combined with LO, LC, GC, HC and HI components where it is appropriate to utilize the outdoor site area for outdoor fuel sales, limited outdoor display and storage or accessory buildings.
- (4) Compliance with Type 1 or 2 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE A:**

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Strategy 1.1: Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.
- Strategy 2.2: Facilitate quality commercial development through targeted marketing and a commitment by the City to help businesses grow and expand.
 - Action 2.2.2: Prioritize commercial growth through the use of zoning, the Future Land Use Map, and prioritized investments and incentives.
 - Action 2.2.3: Consider the impacts of economic development in all aspects of City decision-making and operations.
- Strategy 10.2: Support housing that has well-defined design character, compatibility with adjacent uses, and balanced density.

Applicable Future Land Use categories**NEIGHBORHOOD RESIDENTIAL**

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

NEIGHBORHOOD CENTER

- The Neighborhood Center future land use category is intended for areas that will be developed mostly as nonresidential uses that are of an appropriate use, scale, and design that is compatible with abutting or adjacent residential uses. Site design should be neighborhood-focused, prioritizing walkability, screening, light shielding, street landscaping, compatible height, etc.

Typical uses include personal services, day care centers, small offices, fitness centers, restaurants, and retail plazas. Upper-story residential is recommended to create density to support retail, yet height limited for compatibility and scale. At the intersection of arterials and highways, more substantial retail centers and regional uses are appropriate. These locations may include hotels, vertical mixed-use, grocery stores.

Neighborhood Centers are daily activity nodes that see high traffic and turning movements, elevating access as a critical site consideration. Street relationship to the site should be safe, pedestrian-friendly, and supportive of the use type with adequate driveways.

Desired Mix: 70-100% Non-Residential, 0-30% Residential

MULTI-USE CORRIDOR

- The Multi-Use Corridor future development category is intended for mixed-use areas to be developed at a higher density/intensity and with uses not primarily supported in Neighborhood Residential. These areas are intended to provide for a mix of both commercial and residential uses that are not integrated into neighborhoods but maintain a seamless, compatible transition between residential and commercial uses.

Multi-Use Corridors are not intended for strip commercial nor are they expected to be predominantly commercial. These corridors have been identified as opportunity areas for businesses and daily services, high-intensity residential such as townhouses, civic and employment uses, but also traditional single-family neighborhoods where streets access these corridors.

These areas are intended to be developed with an auto-oriented character, which means vehicles and parking areas are a primary visual characteristic from the street. Access management is recommended to maintain safe traffic movement along these streets. Appropriate bufferyards are required to ensure compatibility with adjacent Neighborhood Residential.

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 February 6, 2023. The following changes were made to the project since the development meeting was held:

- Removal of townhomes and triplexes

No ordinance changes occurred following the development meeting which may have impacted this project.

NOTIFICATION

01/04/2024 - Public Notice on Hill Country News
 01/10/2024 - Mail Notification to Property Owners within 200'
 01/10/2024 - Public Hearing Signage Posted on Property
 01/25/2024 - Planning and Zoning Commission Public Hearing
 02/15/2024 - City Council Public Hearing & First Reading of the Ordinance
 02/22/2024 - Public Notice on Hill Country News
 02/28/2024 - Mail Notification to Property Owners within 200'
 02/28/2024 - Public Hearing Signage Posted on Property
 03/14/2024 - Planning and Zoning Commission Public Hearing
 04/04/2024 - City Council Public Hearing & First Reading of the Ordinance
 04/18/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

A neighborhood meeting was held at 6:30 pm on August 8, 2023 at 17920 Ronald Reagan Boulevard. A total of 39 residents/property owners attended the neighborhood meeting. Below is a list of comments/concerns that were discussed during the meeting:

- Density of residential portion
- Shared access between the Reagan's Overlook subdivision and the proposed development.

The following changes were made to address issues discussed.

- Added the Local Commercial zoning district
- Extended the list of prohibited uses
- Removed the reduced setbacks

A second neighborhood meeting was held at 3:00 pm on February 10, 2024. No major concerns were listed by the applicant.

Please see the full report from the applicant attached.

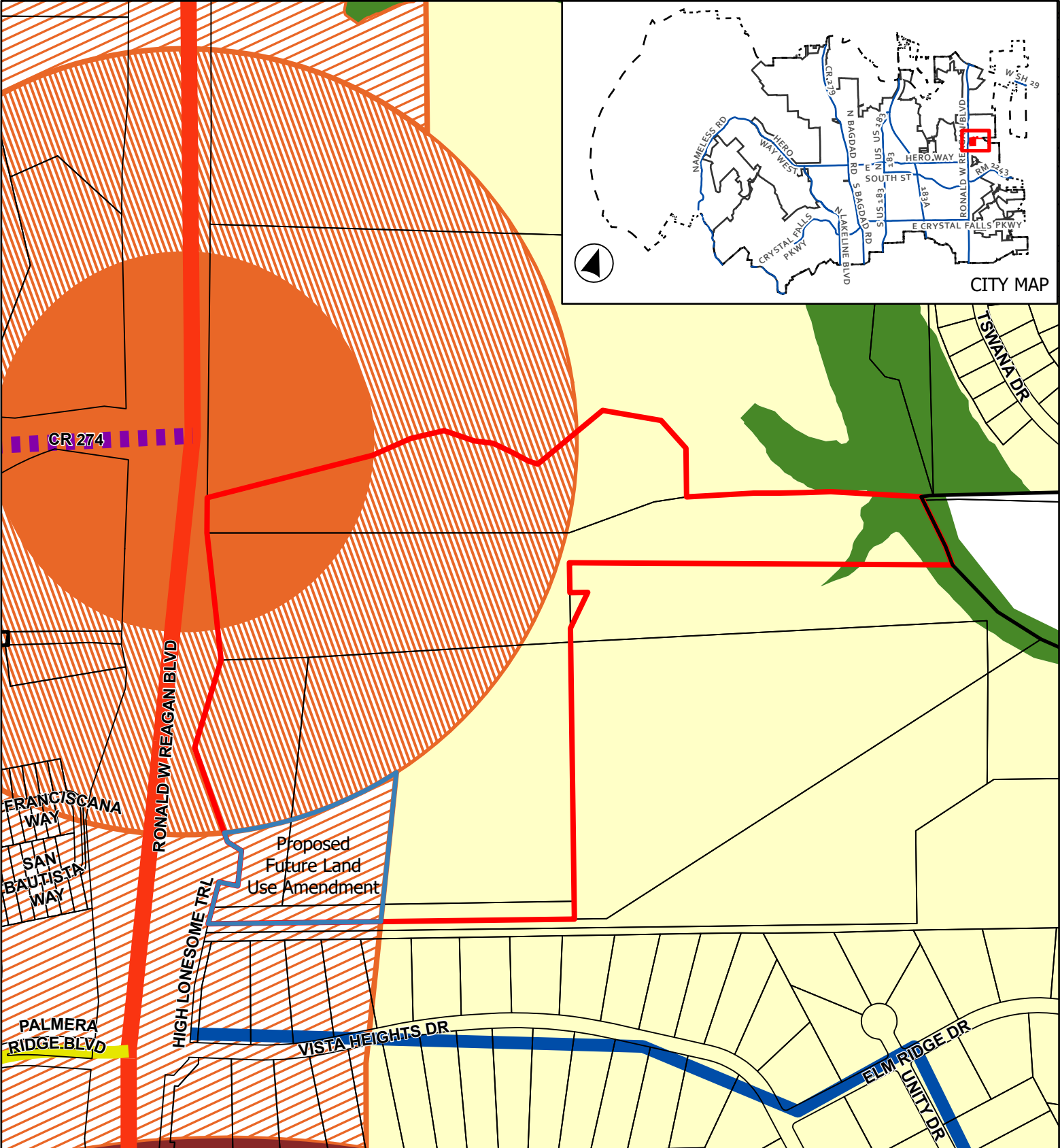
APPROVAL CRITERIA:

This proposal includes a total of 9.58 acres of General Commercial, 19.23 acres of Local Commercial, and 80 Single-Family Suburban lots at a density of 3.72 dwelling units per acre. The site has frontage along the Ronald W. Reagan Boulevard right-of-way. All of the proposed access points will be reviewed and approved at the time of development. This request conforms with Ordinance 22-031-00 Water Resolution, which prioritizes low density uses components SFR, SFE, and SFS.

The proposed base district of General Commercial is compatible with the Future Land Use category of Neighborhood Center, located at the intersection of Ronald W. Reagan Boulevard and the future extension of San Gabriel Parkway. The eastern portion of the proposed Local Commercial is located just outside of the Neighborhood Center within the Neighborhood Residential category. The portion of the proposed residential along the Ronald W. Reagan Boulevard right-of-way is located within a Priority Multi-Use Corridor, which is intended to focus on commercial uses, not residential, and facilitate more activated non-residential development. The proposal includes residential uses along Ronald W. Reagan Boulevard that would act as a buffer between the existing residential development to the south and the proposed commercial development.

This Planned Unit Development includes higher standards such as prohibited uses, limited residential density, private streets, and phasing of development.

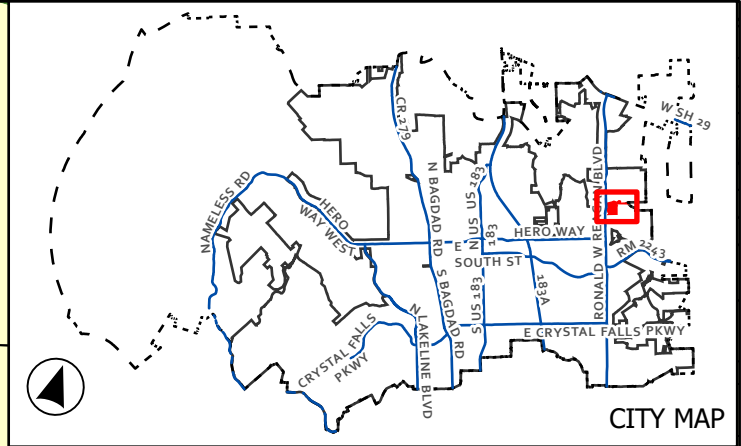
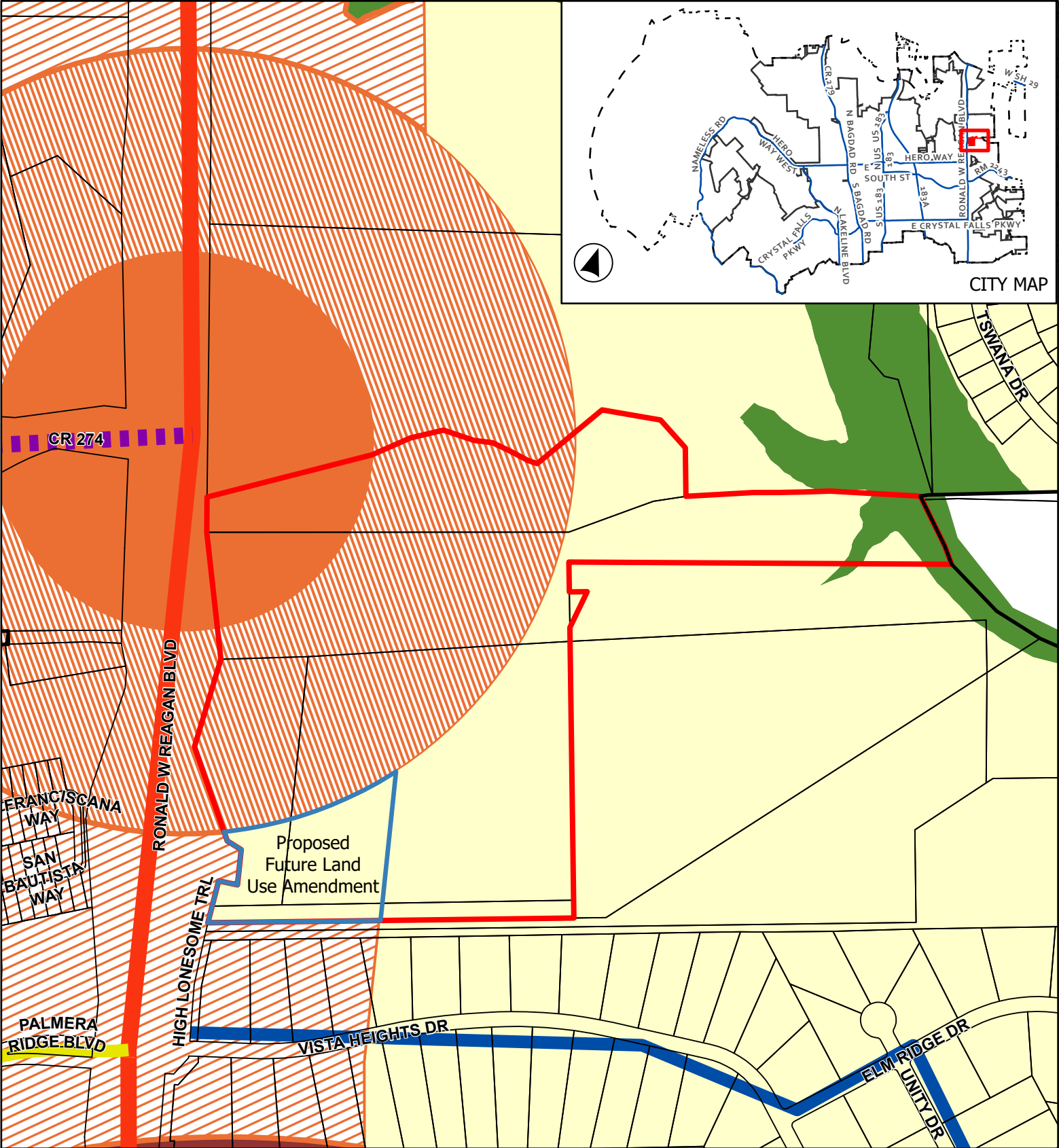
Following the meeting of January 25, 2024, the applicant submitted a Comprehensive Plan Amendment and updated the PUD Notes to prohibit access from High Lonesome Trail. Staff recommends approval of the request.



**CASE: CPA-24-0010
& Z-23-0082**

ATTACHMENT 2

OAKMONT PUD



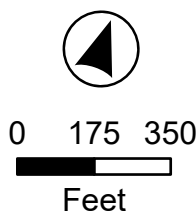
CASE: CPA-24-0010
& Z-23-0082

ATTACHMENT 3

OAKMONT PUD

Proposed Future Land Use Map

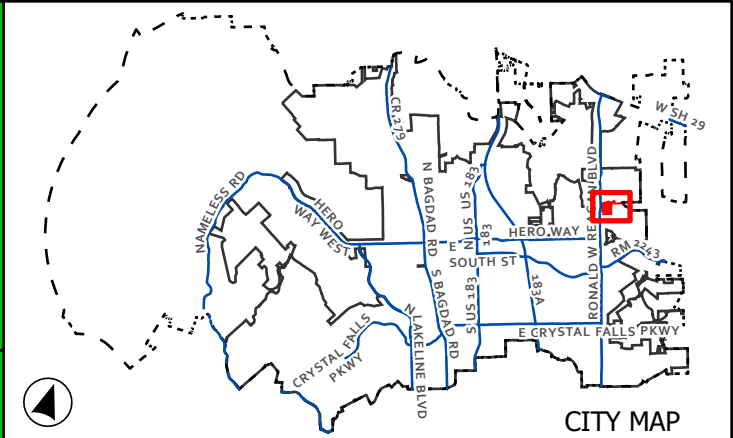
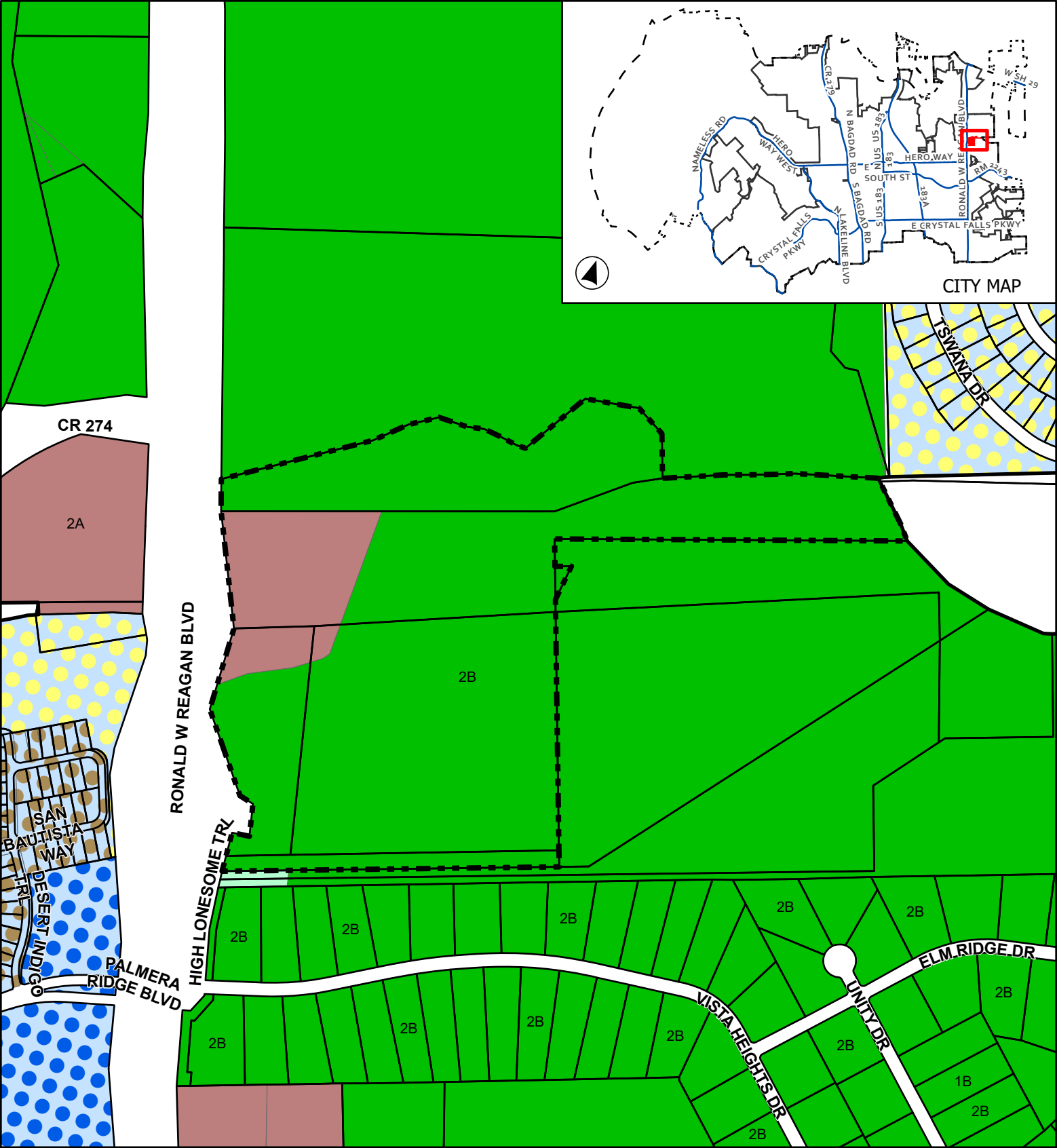
This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- ETJ Boundary
- Subject Boundary
- CPA Amendment
- Future Land Use
- Activity Center

- Greenway
- Multi-Use Corridor - Priority Corridor
- Neighborhood Center - Priority Corridor
- Neighborhood Center - Solid
- Neighborhood Residential

- ### Thoroughfare Plan
- Access Controlled, Existing
 - Collector, Existing
 - Rural, Existing
 - Arterial 4 Lane, Proposed



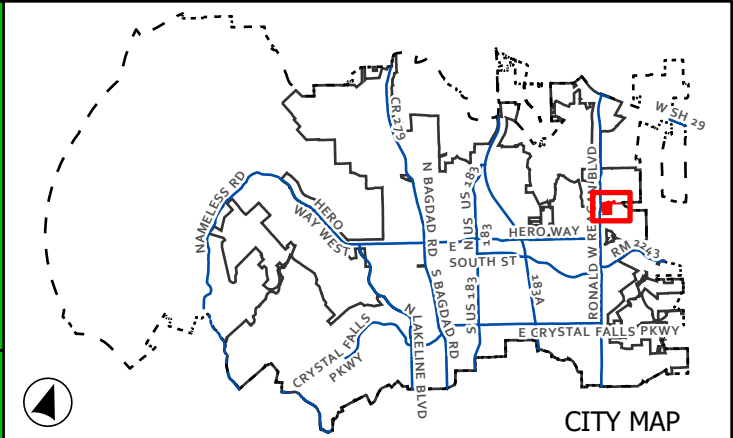
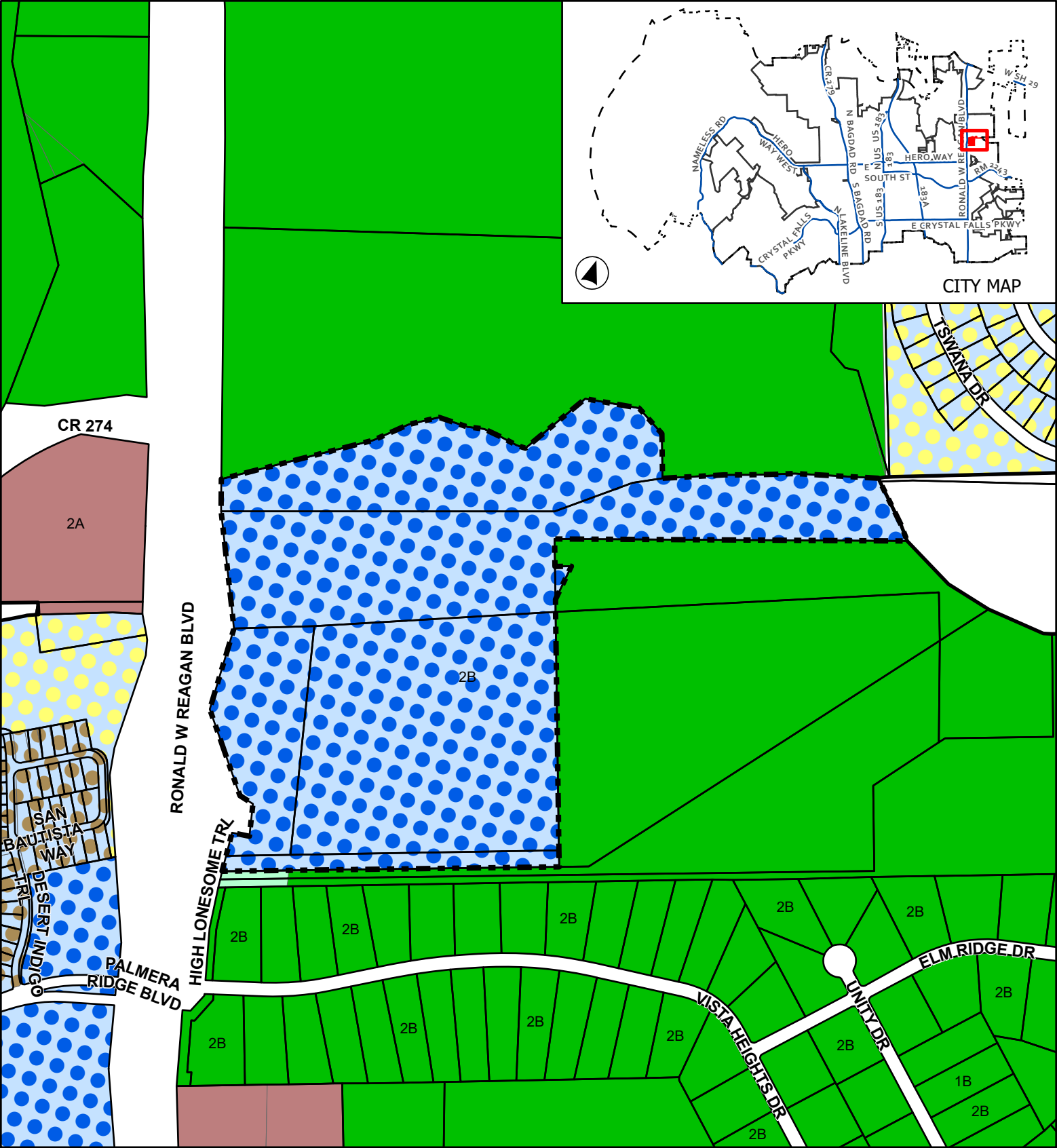
CASE: CPA-24-0010 ATTACHMENT 4 OAKMONT PUD
 & Z-23-0082

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	SFC - Single-Family Compact
Extra-Territorial Jurisdiction	LC - Local Commercial
Subject Boundary	PUD - Single-Family
SFR - Single-Family Rural	PUD - Multi-Family
SFS - Single-Family Suburban	PUD - Mixed Use



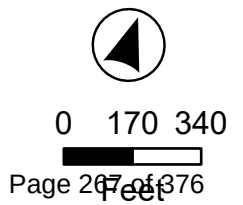


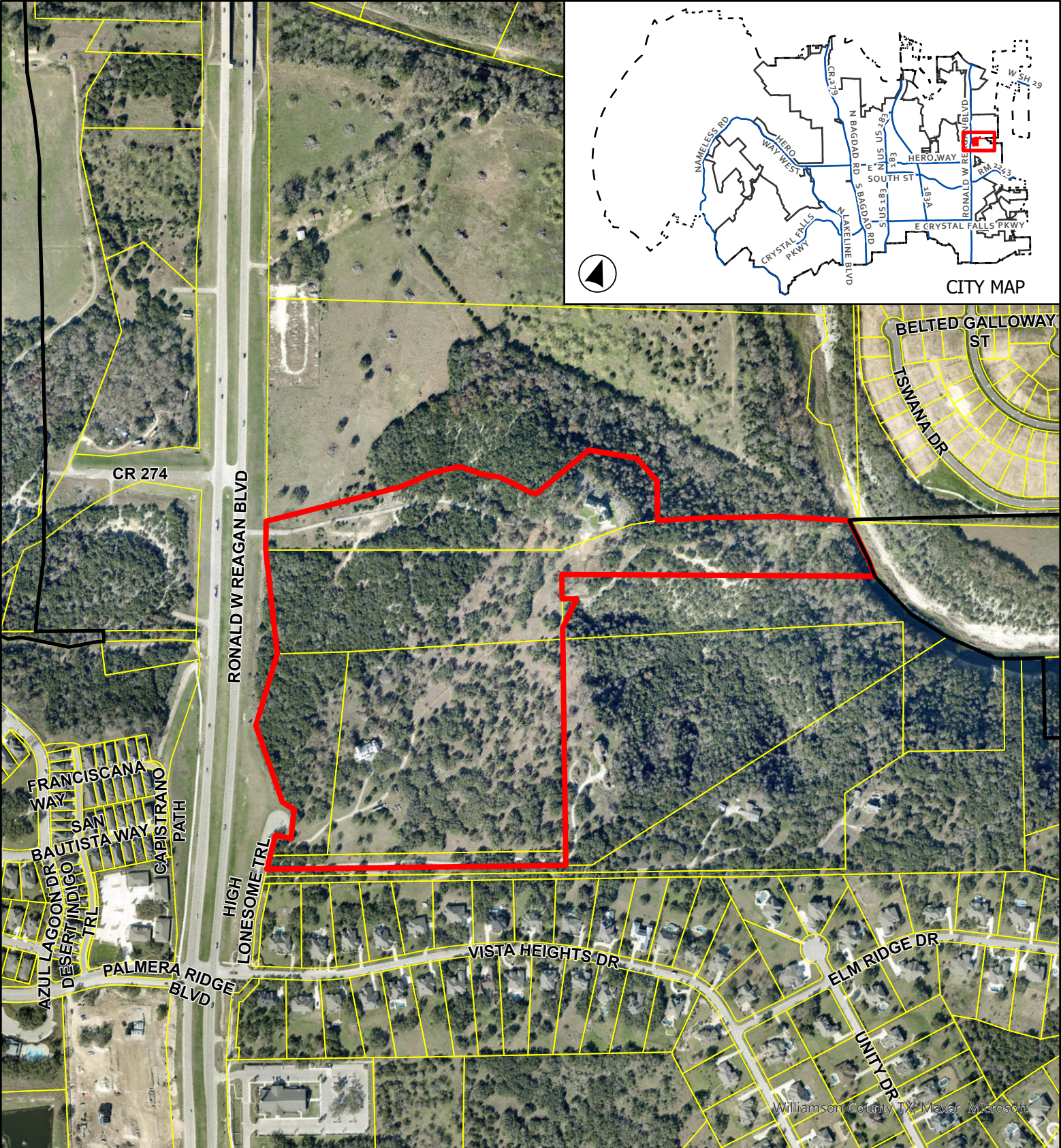
CASE: CPA-24-0010 ATTACHMENT 5 OAKMONT PUD
 & Z-23-0082

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	SFC - Single-Family Compact
Extra-Territorial Jurisdiction	LC - Local Commercial
Subject Boundary	PUD - Single-Family
SFR - Single-Family Rural	PUD - Multi-Family
SFS - Single-Family Suburban	PUD - Mixed Use





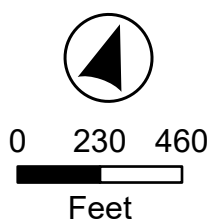
CASE: CPA-24-0010
& Z-23-0082

ATTACHMENT 6

OAKMONT PUD

Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Subject Boundary

EXHIBIT A

Oakmont Planned Unit Development

A. **Purpose and Intent**

1. The Oakmont PUD is comprised of approximately 50.31 acres, as shown in Exhibit C. The development of this property includes commercial and residential development.

B. **Applicability and Base Zoning**

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled Exhibit A.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

LC-2-A (Local Commercial)
GC-3-A (General Commercial)
SFS-2-A (Single-Family Suburban)

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 concept, as well as a guide for general geometry and layout. It is not intended to serve as a final document.

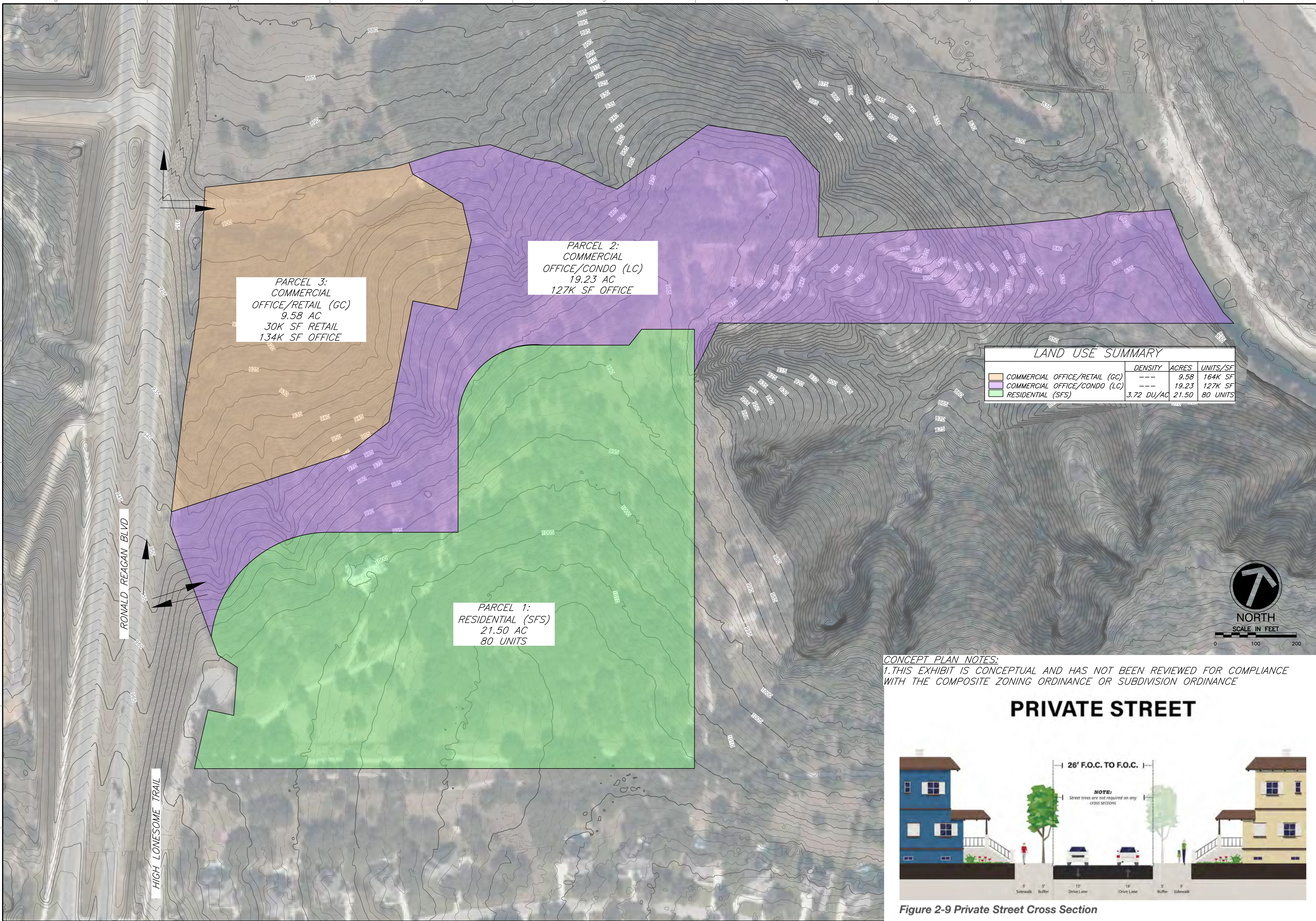
D. **Allowable / Prohibited Uses**

1. The allowable uses include all uses authorized pursuant to LC, GC, and SFS use components as identified in Exhibit C, except the following as prohibited uses:
 - a) Animal hospital, veterinarian, animal boarding including a crematory associated with such use on site, or a crematory associated with a cemetery. Any commercial enterprise which includes an outdoor animal yard or any other commercial un-soundproofed animal area containing five or more animals
 - b) Equipment and furniture or other similar good sales, repair and service.
 - c) Farms or truck gardens, limited to the propagation and cultivation of plants.
 - d) Funeral home, including embalming and crematory facilities associated with an on site funeral home or cemetery
 - e) Manufactured housing sales and accessory building sales.
 - f) Office/warehouse including painting, plumbing or other similar commercial service
 - g) Transportation related facilities including commercial parking lots, passenger terminals, taxi cab stations and mass transit terminals.
 - h) New vehicle and major equipment sales, rental or leasing, repair of new or used vehicles, body shop.
 - i) Gas stations
 - j) Car Washes
2. The total number of single-family units shall be limited to 80 single-family units.

E. Development Standards

1. This project shall utilize private streets. Private streets will meet the City of Leander Private Street standards and roadway sections.
2. The Local Commercial, Office/Condo, and/or the General Commercial, Office/Retail portion of the development (Parcel 2 or 3 – Exhibit C) shall be developed prior to or concurrently with the Single-Family Suburban portion of the development (Parcel 1 – Exhibit C).
- ~~2-3.~~ Site access to High Lonesome Trail is prohibited.

A:\200-000\200-421-000\00p\EXHIBITS\20230825 - 207-421-EXHIBIT C - RUMBLE PLANS\LAND\00711\LS(2/15/2024 - minnow) - (A- 2/15/2024 5:42 PM



CONCEPT PLAN NOTES:
1. THIS EXHIBIT IS CONCEPTUAL AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH THE COMPOSITE ZONING ORDINANCE OR SUBDIVISION ORDINANCE



Figure 2-9 Private Street Cross Section

REVISION RECORD	
NO	DESCRIPTION



Texas Registered Surveying Firm 0194419 - Texas Registered Engineering Firm F-36
Civil & Environmental Consultants, Inc.
3711 South McPac Expressway - Building 1, Suite 550 - Austin, TX 78746
Ph: 512.499.0400 - Fax: 512.329.0096
www.cecinc.com

REAGAN HEIGHTS LLC
901 HIGH LONESOME TRAIL
LEANDER, TEXAS
WILLIAMSON COUNTY

EXHIBIT C -
CONCEPTUAL SITE LAYOUT &
LAND USE PLAN

DRAWING NO.:
SHEET 1 OF 1

DATE: February 24
DWG SCALE: 1" = 100'
PROJECT NO:
APPROVED BY:

DRAWN BY:
CHECKED BY:

CEC
327-421

EXHIBIT

City of Leander Planning Department
201 North Brushy
Street PO Box 319
Leander, Texas 78646-0319

1/22/2024

Re: Approximately 21.435 acres located at High Lonesome Trail
(the "Property" - Oakmont)
Letter of Intent – Oakmont Future Land Use ("FLU") Amendment

Please accept this Letter of Intent for the submittal of the Comprehensive Plan Amendment Application (FLU map amendment) for approximately 21.435 acres located at High Lonesome Trail located within the Oakmont PUD.

Comprehensive Plan:

The Property is designated as Multi-Use Corridor - Priority Corridor on the Future Land Use Map Effective April 8, 2022. The Oakmont FLU amendment proposes to change the Multi-Use Corridor-Priority Corridor area of parcels R324593, R473796, and R594957 to Neighborhood Residential.

The Property:

The Property consists of approximately 21.435 acres, located adjacent to Ronald W Reagan Blvd and High Lonesome Trail. The portion of property within the 50-acre development slated/highlighted for amendment has considerable development constraints due to topography/elevation and limited access. This portion is contiguous with the SFR large lot residential Reagans Overlook Subdivision, which also falls within the Multi-Use Corridor.

Thank you for your time and consideration of this Oakmont FLU amendment.

Sincerely,



Michael Theone, P.E. Civil Environmental Consultants (Agent for Reagan Heights LLC)

City of Leander Planning Department
201 North Brushy
Street PO Box 319
Leander, Texas 78646-0319

1/18/2024

Re: Approximately 50 acres located at 901 High Lonesome Trail
(the “Property”) the Oakmont Planned Unit Development (PUD)
Rezoning Application
Letter of Intent – Oakmont PUD

Please accept this Letter of Intent for the submittal of the PUD Rezoning Application for approximately 50 acres located at 901 High Lonesome Trail known as the Oakmont PUD.

Zoning and Comprehensive Plan:

The Property is currently zoned as Local Commercial (“LC-2-B”) and Single-Family Rural (“SFR-2-B”). The Oakmont PUD Application proposes a combination of General Commercial (“GC-3-A”), Local Commercial (“LC-2-A”) and Single-Family Suburban (“SFS-2-A”) base zoning district designation for the Property.

The Property is designated as (Neighborhood Residential, Neighborhood Center – Solid, Neighborhood Center – Priority Corridor, Multi-Use Corridor - Priority Corridor, and Greenway) on the Future Land Use Map Effective April 8, 2022.

The Property:

The Property consists of approximately 50 acres, located adjacent to Ronald W Reagan Blvd and High Lonesome Trail.

Project Summary:

The proposed development includes a variety of commercial and residential developments adjacent to Ronald W Reagan Blvd: general commercial pad sites, local commercial office buildings, and 80 Single family suburban units. The proposed development is authorized pursuant to the proposed GC, LC and SFS base zoning district pursuant to the Oakmont PUD. We request the following alternatives to certain standards of the Leander Composite Zoning Ordinance:

1. The PUD modifies the limitations of Article VI, Section 7 (b) (5) of the City’s Composite Zoning Ordinance regarding the use of structural stabilization for the perimeter of non- residential and multi-family drainage facilities being limited to ninety (90%) percent of the pond perimeter excluding outlet structures.
2. This project shall utilize private streets. Private streets will meet city of Leander Private Street standards and sections.
3. Sidewalks are required throughout the interior of the project and connecting Ronald Reagan Blvd. These sidewalks shall be a minimum of four (4’) feet wide and constructed of concrete.
4. Guest Parking will be provided at a ratio ten (10%) percent of the required spaces.
5. Turf grass in the narrow strips adjacent to street curbs between sidewalk and street pavement shall be prohibited. Materials such as river rock crushed granite, or similar product shall be used in this location.
6. The Local Commercial, Office/Condo, and/or the General Commercial, Office/Retail portion of the development (Parcel 2 or 3 – Exhibit C) shall be developed prior to or

concurrently with the Single Family Suburban portion of the development (Parcel 1 – Exhibit C)

Thank you for your time and consideration of this Oakmont PUD.

Sincerely,

A handwritten signature in blue ink that reads "M Theone". The signature is written in a cursive, flowing style.

Michael Theone, P.E. Civil Environmental Consultants (Agent for Reagan Heights LLC)

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.

Please reference the attached Neighborhood Summary Letter and supporting exhibits.

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.

Please reference the attached Neighborhood Summary Letter and supporting exhibits.

3. What concerns were raised during these communications?

Please reference the attached Neighborhood Summary Letter and supporting exhibits.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

Please reference the attached Neighborhood Summary Letter and supporting exhibits.

The above information is deemed to be true to the best of my knowledge.

Signature: M. Theone Date 2/15/2024

February 15, 2024

Robin Griffin, Executive Director of Development Services
City of Leander
PO Box 319
Leander, TX 78641

Dear Development Services:

Subject: Oakmont PUD Zoning (Z-23-0082) Neighborhood Outreach Summary
CEC Project 327-421

On Saturday, February 10 at 3 O'clock PM, the developer's representative, Marc Frease, held a meeting with the Reagans Overlook HOA and property owners.

Present at the meeting were several property owners as well as two HOA board members, namely Sheri Wood and Frank Brewer (HOA President). The attached sign-in sheet lists those in attendance.

The developer presented and discussed the revised access to the proposed development project. The exhibits provided by the developer are attached to this Neighborhood Outreach....

No major concerns regarding the revised access point or zoning uses being requested were raised by the HOA board or property owners.

Sincerely,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Michael Theone, P.E.
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Reagan Heights, LLC

4424 Cherry Bark Dr
Leander, Texas 78641
650-740-3097
info@reaganheights.com

January 29, 2024

City of Leander
Planning Department
PO Box 319
Leander, Texas 78641

Re: Postponement Request Z-23-0082

Dear City of Leander,

Please accept this letter as formal request to postpone the City Council Public Hearing on February 15, 2024.

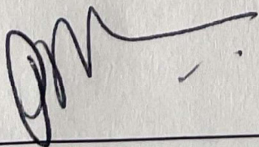
We would like to submit and re-notify for another Planning & Zoning Public Hearing to include a request for Comprehensive Plan Amendment.

Please request the following dates for this request:

02/15/2024 Deadline to send the notice to the paper
03/14/2024 Planning & Zoning Commission, 1st Public Hearing
04/04/2024 City Council, 2nd Public Hearing & 1st Reading of the Ordinance
04/18/2024 City Council, Final Reading of the Ordinance

If you have any questions or need anything further, please let us know.

Respectfully submitted,



Reagan Heights, LLC
Ravi Pulimi, Manager

01-29-2024
Date



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Zoning Case Z-24-0106 to amend the Hero Way & Main Street Medical Office PUD (Planned Unit Development) with the base zoning districts of LC-2-A (Local Commercial) and GC-2-A (General Commercial) on two (2) parcels of land approximately 8.0822 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R619566 and R619565; and legally described as Lots 1 & 2, Block A of the Hero Way Medical Addition Subdivision, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case Z-24-0106 as described above.

BACKGROUND:

This request is the first step in the zoning process.

HISTORY/TIMELINE:

01/21/2021 – PUD Zoning approved

09/09/2021 – Short-Form Final Plat approved

APPLICANT/AGENT:

Baeza Engineering, PLLC (Salvador Baeza, PE) on behalf of Hero Way Partners LP (Shane Schweda).

RECOMMENDATION:

Staff recommends approval of the request.

PRESENTER:

Michaela Lenn, Assistant Planner

Attachments:

1. Z-24-0106 Att 1 Planning Analysis - Hero Way & Main Street PUD
2. Z-24-0106 Att 2 Current Zoning - Hero Way & Main Street PUD
3. Z-24-0106 Att 3 FLU Map - Hero Way & Main Street PUD
4. Z-24-0106 Att 4 Public Notification - Hero Way & Main Street PUD
5. Z-24-0106 Att 5 Proposed Zoning - Hero Way & Main Street PUD
6. Z-24-0106 Att 6 Aerial Map - Hero Way & Main Street PUD
7. Z-24-0106 Att 7 PUD Notes - Hero Way & Main Street PUD
8. Z-24-0106 Att 8 Letter of Intent - Hero Way & Main Street PUD

9. Z-24-0106 Att 9 Neighborhood Outreach - Hero Way & Main Street PUD



PLANNING ANALYSIS

ZONING CASE Z-24-0106 HERO WAY & MAIN STEET MEDICAL OFFICES PUD

GENERAL INFORMATION

Owner/Agent: Baeza Engineering, PLLC (Salvador Baeza, PE) on behalf of Hero Way Partners LP (Shane Schweda).

Current Zoning: PUD (Planned Unit Development) with the base zoning districts of:
LC-2-A (Local Commercial)

Proposed Zoning: PUD (Planned Unit Development) with the base zoning districts of:
LC-2-A (Local Commercial) and GC-2-A (General Commercial)

Size and Location: The property is located southwest of the intersection of Hero Way and Main Steet, including approximately 8.0822 acres.

Staff Contact: Michaela Lenn
Assistant Planner

APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to add the GC-2-A (General Commercial) zoning designation to the Hero Way and Main Steet Medical Offices PUD.

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?

SPECIAL CONSIDERATIONS

This property has previously been developed and is subdivided into two lots. Lot 2 is currently being used as medical office space. This zoning amendment request is specifically referencing the changes to apply to Lot 1, located on the southwest corner of Hero Way and Main Street. The changes proposed will apply only to this referenced lot.

SITE INFORMATION:

ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	T6-Urban Core	Vacant
EAST	T5-Urban Center	Multifamily

SOUTH	OS (Open Space) & T4-General Urban	Open Space & Single Family Residential
WEST	S2 (Station Sector) & GC-3-C	Vacant

SURROUNDING AREA:

The surrounding area of this property includes a variety of residential uses. Leander Station Apartments is located to the northeast, The Chloe Apartments to the east, and the Village at Leander Station to the south. To the west, is Leander's Old Town East and is home to a mixture of commercial and residential properties.

PHYSICAL AND NATURAL FEATURES:

This property is currently developed into medical office space and the floodway runs along the south boundary of the property.

PROPERTY HISTORY:

This property was annexed into the City of Leander on 03/16/2005.

PREVIOUS ZONING CASES:

The following zone cases were previously submitted for this property:

- 20-TOD-Z-028 requested a zone change from PUD/TOD S2 (Station Sector) to Hero Way & Main Street Medical Offices PUD with base zoning LC-2-A (Local Commercial) and was approved on 1/21/2021.

MAJOR CORRIDORS:

This property has access onto Hero Way and Main Street.

TRANSPORTATION PLAN REQUIREMENTS:

This property does not include any future roads on the transportation plan. East Street is set to be extended along the east in the future.

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
East St	Collector	Commercial	74' ROW 6' sidewalk
Hero Way	Arterial	Commercial	126' ROW 6-lane arterial 10' sidewalk
Main St	Collector	Neighborhood	74' ROW 6' sidewalk

SUBDIVISIONS:

The following subdivision cases were previously submitted for this property:

- 21-TOD-SD-001 was approved on 9/9/2021.

EXISTING UTILITIES:

This property has access to water along Hero Way as shown in Figure 1. Wastewater is located south of the property as shown in Figure 2.

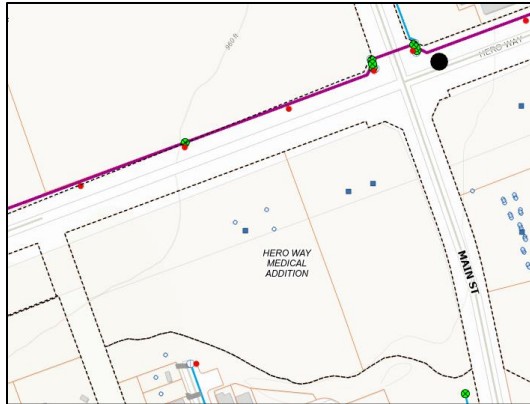


Figure 1 – water services.

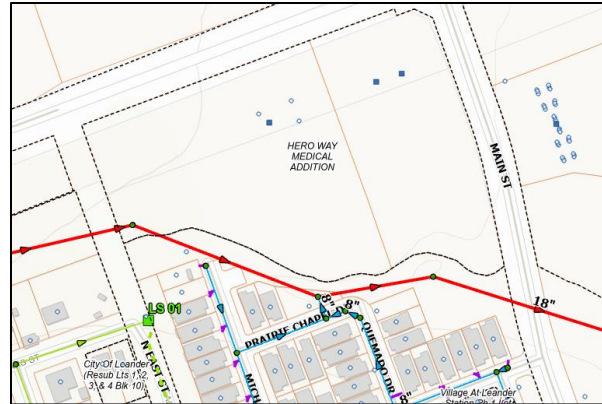


Figure 2 – wastewater services.

CURRENT LAND USES:

This property is currently being used as medical offices.

PROPOSED ZONING DISTRICT:**USE COMPONENT****LC – LOCAL COMMERCIAL:**

Features: Any use in LO plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

Intent: Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.

GC – GENERAL COMMERCIAL:

Features: Any use in LC plus bar, nightclub, entertainment venues, hospital, hotel, liquor store, office/warehouse, vehicle and equipment sales, leasing and repair, furniture sales, pet shop, wholesale activities less than 3,500 sq. ft.

Intent: Development of small to large scale commercial, retail, and commercial service uses located in high traffic areas. Access to this component should be provided by an arterial street. The heaviest concentration of this component should be located at intersections of arterial streets.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.

- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT

TYPE A:

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

COMPREHENSIVE PLAN:

Applicable Comprehensive Plan goal statements

- Strategy 2.2: Facilitate quality commercial development through targeted marketing and a commitment by the City to help businesses grow and expand.
 - Action 2.2.2: Prioritize commercial growth through the use of zoning, the Future Land Use Map, and prioritized investments and incentives.

Applicable Future Land Use categories

GREENWAYS

- The Greenways future development category contains active and passive parkland, trails, and open spaces that have been designated for public use. Greenways are linear parks that serve multiple purposes, including connecting the community and managing stormwater impacts. These spaces are also critical to providing green spaces amidst urban development, for the outdoor enjoyment of residents and workers while connecting public (and private) parks and amenities.

A Leander Greenways network is a framework for a regional destination for people looking for trail activities, a cycling loop system, and active transportation routes to employment centers. From a community perspective, greenways are opportunities for placemaking, including art, historical elements, civic spaces, and wildlife viewing. Development adjacent to the greenway system should primarily be oriented towards the green space, with buildings fronting public paths, parkway streets providing access, and a public relationship between the greenway corridor and adjacent private development. Trail connections should be made frequently to adjacent developments to provide access.

URBAN MIXED-USE

- The Urban Mixed-Use future development category contains the areas directly adjacent to Leander Central and Old Town and is envisioned to provide a transition from those higher density/intensity uses to the traditional residential developments nearby. These areas are supportive to the transit-oriented environment of the Central area and will be connected to the Central developments through streets, trails and greenways.

Residential uses include small-lot single family, townhouse, low-density multi-family, and urban lofts. Commercial development can be a mix of urban and local retail and office, restaurants and entertainment, hotels, civic, and related uses. These areas are envisioned to be developed with a semi-urban character, with some areas developing under the form-based code and others through traditional zoning. Typically, buildings are more street-oriented, with build-to lines, on-street parking or periphery parking, pedestrian and bicycle facilities, and short blocks with high street connectivity.

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 9/25/2023. No changes were made to the project since the development meeting was held.

No ordinance changes occurred following the development meeting which may have impacted this project.

NOTIFICATION

- 2/22/2024 - Public Notice on Hill Country News
- 2/28/2024 - Mail Notification to Property Owners within 200'
- 3/08/2024 - Public Hearing Signage Posted on Property
- 3/14/2024 - Planning and Zoning Commission Public Hearing
- 4/04/2024 - City Council Public Hearing & First Reading of the Ordinance
- 4/18/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

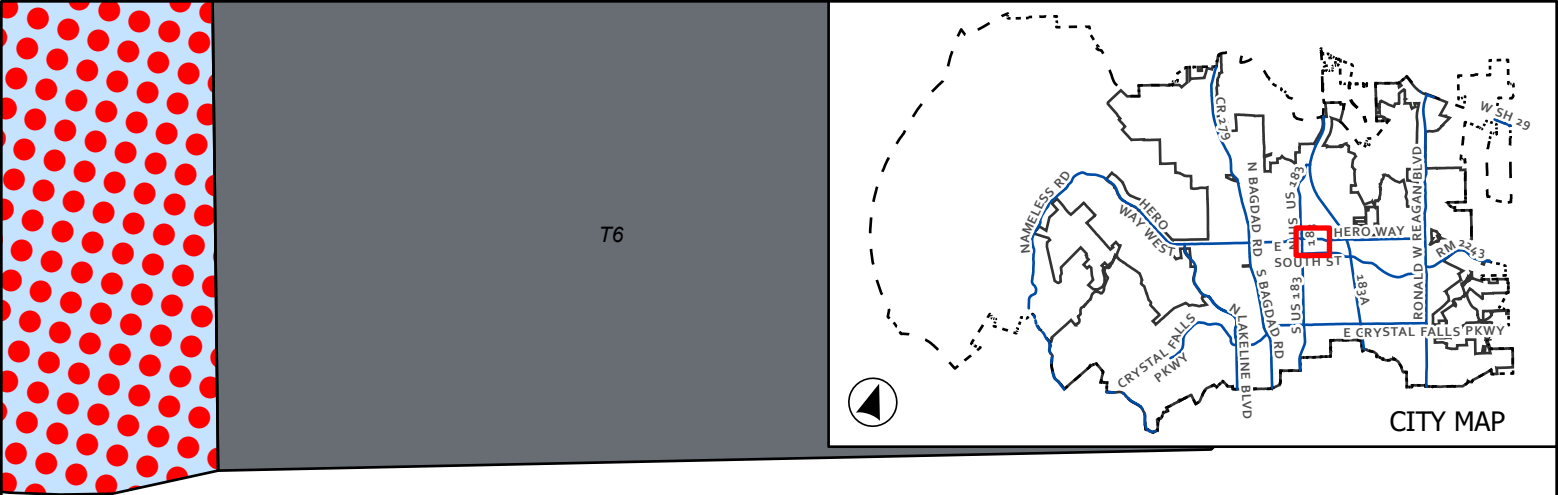
In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

Applicant performed a neighborhood outreach via door-to-door notifications. Approximately 18 residents were reached within the Village at Leander Station via door-to-door outreach. The remainder of the residents were sent certified mail detailing the information associated with this request. The contacted residents were interested in the name and type of businesses that are proposed. Residents wanted to know if the proposed development was a bar establishment.

Please see the full report from the applicant attached.

APPROVAL CRITERIA:

The property is surrounded by a mixture of commercial, residential, and vacant land. Although the proposed request would place General Commercial (GC) close to the single-family residents to the south of the property, there is a creek that buffers the uses of these two parcels. Additionally, the proposal of GC is compatible with the Future Land Use category of Urban Mixed-Use. Staff supports this request for the proposed zoning amendment based on the surrounding land uses of residential and commercial. Staff also supports the proposal based on the compatibility with the Future Land Use of Urban Mixed-Use.



CASE: Z-24-0106

ATTACHMENT 2

HERO WAY & MAIN ST
MEDICAL OFFICE 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.

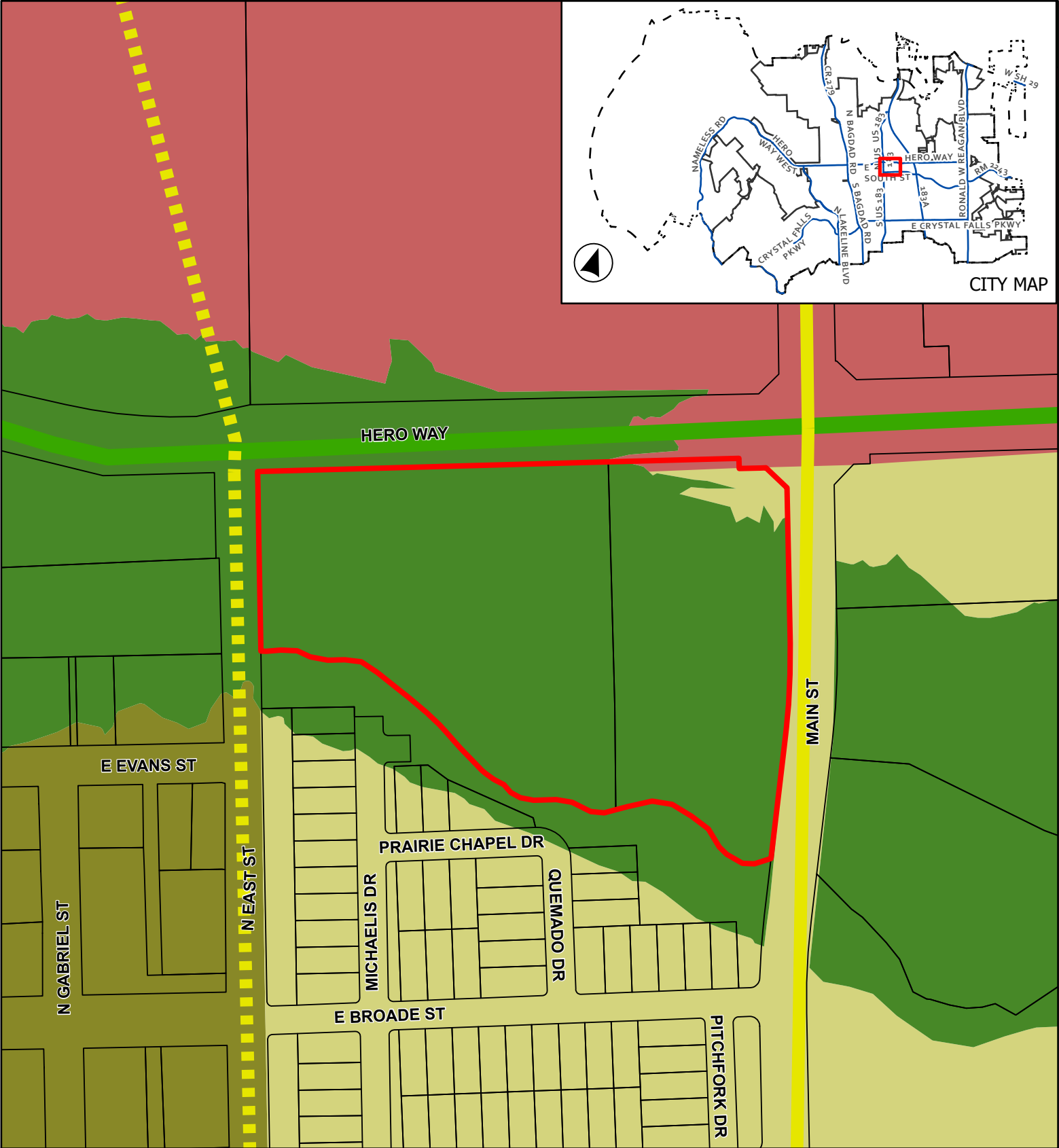
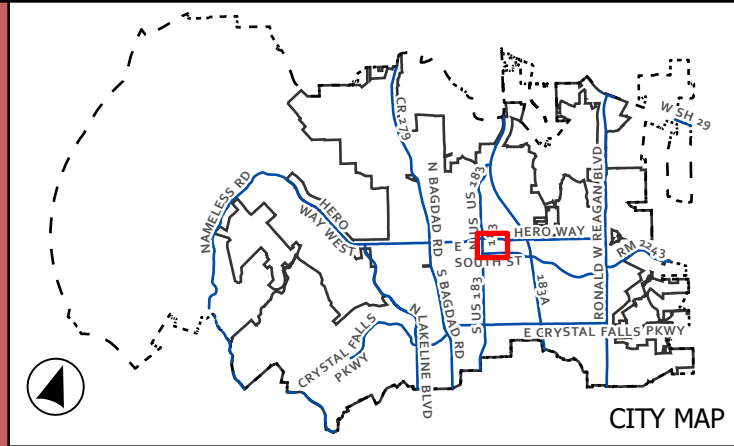
Leander City Limits	OS - Open Space
Extra-Territorial Jurisdiction	S2 - Station Sector
Subject Boundary	T4 - General Urban
GC - General Commercial	T5 - Urban Center
PUD - Local Commercial	T6 - Urban Core
PUD - General Commercial	



0 50 100

Page 288 of 376

Feet



CASE: Z-24-0106

ATTACHMENT 3

HERO WAY & MAIN ST
MEDICAL OFFICE PUD

Future Land Use Map



0 75 150

Feet

- Leander City Limits
- ETJ Boundary
- Subject Boundary

Future Land Use

Old Town

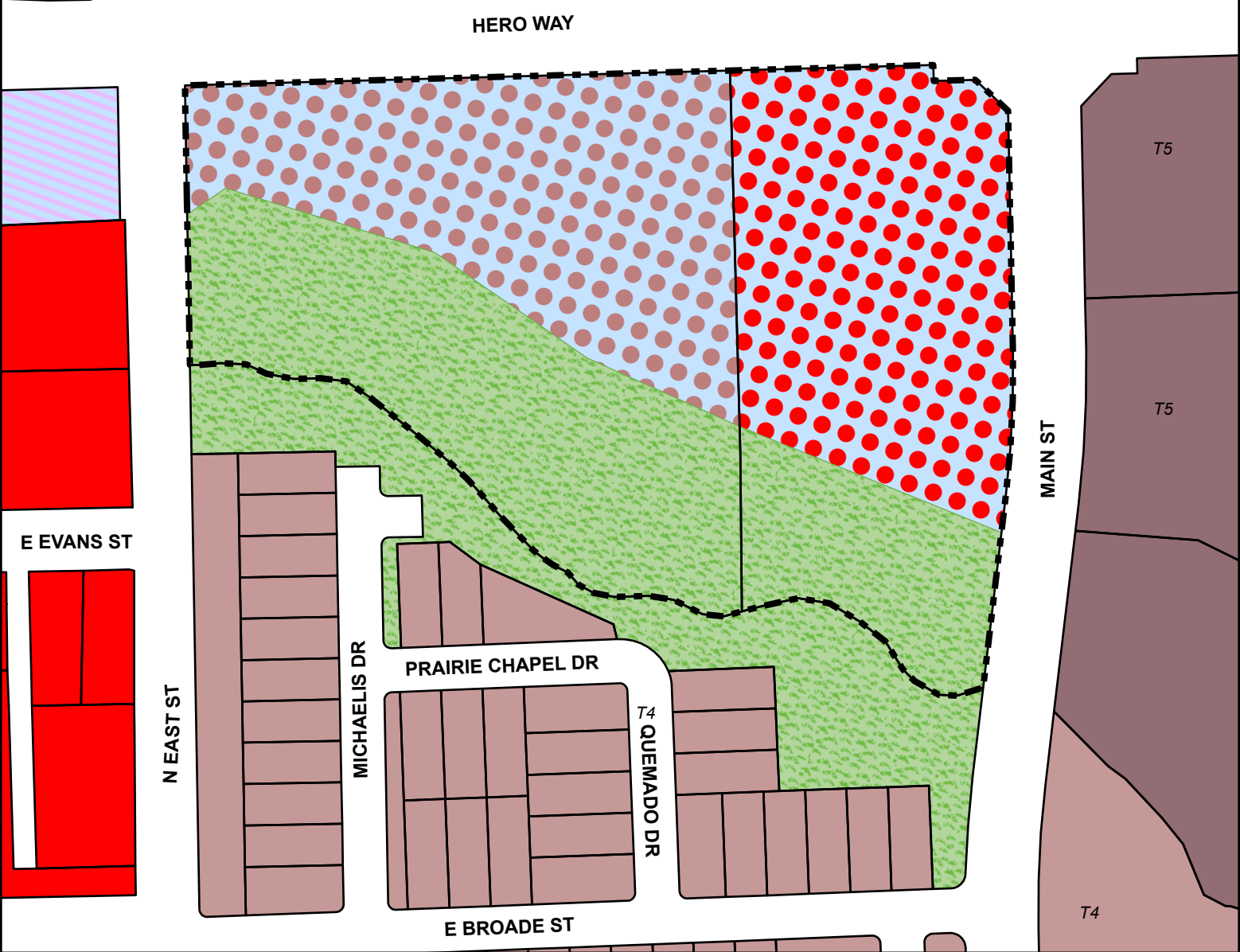
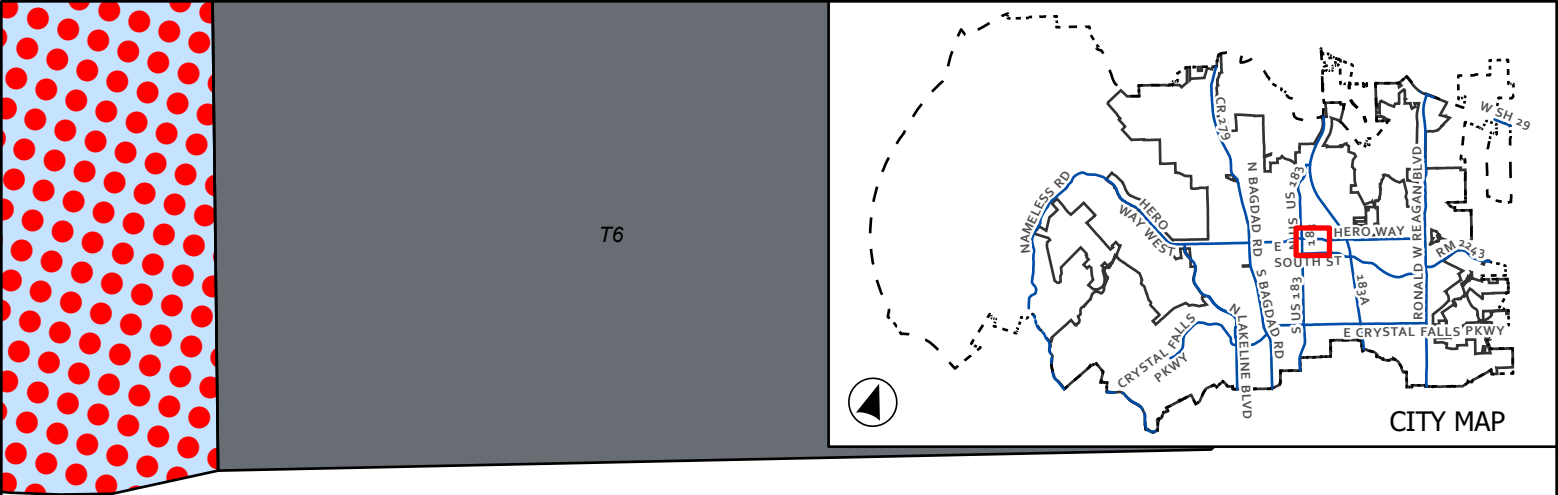
- Urban Mixed Use
- Leander Central
- Greenway

Thoroughfare Plan

Arterial 6 Lane, Existing

- Collector, Existing
- Collector, Proposed

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.



CASE: Z-24-0106

ATTACHMENT 5

HERO WAY & MAIN ST
MEDICAL OFFICE 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.

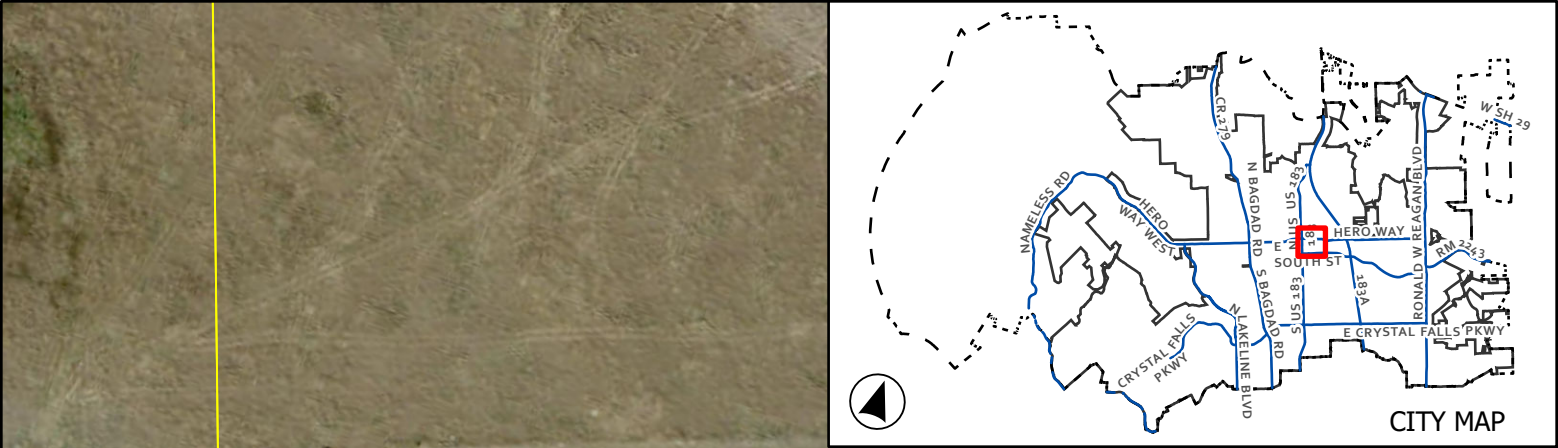
Leander City Limits	OS - Open Space
Extra-Territorial Jurisdiction	S2 - Station Sector
Subject Boundary	T4 - General Urban
GC - General Commercial	T5 - Urban Center
PUD - Local Commercial	T6 - Urban Core
PUD - General Commercial	



0 50 100

Page 29 of 376

Feet



CASE: Z-24-0106 ATTACHMENT 6 HERO WAY & MAIN ST MEDICAL OFFICE PUD

EXHIBIT A

Hero Way & Main Street Medical Offices Planned Unit Development

A. Purpose and Intent

The Hero Way & Main Street Medical Offices Planned Unit Development (PUD) is comprised of approximately 8.0822 acres, as shown in **Exhibit B**. The development of this property includes the local commercial uses as well as hospitals and other major medical facilities.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

LC-2-A (Local Commercial)
[GC-2-A \(General Commercial\)](#)

C. Conceptual Site Layout and 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 within Lot 1 shall include all uses permitted in the GC use component.
2. The allowable uses within Lot 2 shall include all uses permitted in the LC use component as well as hospitals and other major medical facilities.
- 1.—



January 2, 2024

City of Leander

Re: Hero Way and Main Street – PUD Amendment

The proposed PUD Amendment for Hero Way & Main St Medical Office PUD Zoning Ordinance 21-004-00 is to add the GC-2-A Zoning designation to the PUD. No other major proposed changes are included with the Amendment.

If you have any questions, please contact Baeza Engineering, PLLC at (512) 400-4207, sal@baezaengineering.com.

Sincerely,

A handwritten signature in blue ink that reads "Salvador Baeza".

Salvador Baeza, PE, LI, LEED AP
Baeza Engineering, PLLC
TBPE FIRM No. 19569

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.

Neighborhood outreach was done through walking door-to-door at the nearby residential homes shown in the attached exhibit by Paulina Reyes with the attached letter with zoning exhibit. The residential homes where the property owners were home and reviewed the re-zoning materials are marked in the attached exhibit with the check marks. Property owners not home or who did not answer, and out of town individuals and entities were mailed the letter and zoning exhibit for notification.

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.

See attached exhibit that was used to canvas the neighboring properties and generate the mailing documents for neighborhood outreach.

3. What concerns were raised during these communications?

Most residents that engaged the in-person outreach wanted to know what business names were going to be opening up at the location. We let them know that we couldn't provide names as it was not finalized but the use would be a drive thru vendor for coffee/food and a liquor store/market store. Follow up questions included if it would be a bar establishment and we responded that only uses in the proposed GC-2-A zoning could be developed with City approval.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

Follow up questions included if it would be a bar establishment and we responded that only uses in the proposed GC-2-A zoning could be developed with City approval.

The above information is deemed to be true to the best of my knowledge.

Signature: Samantha Basset Date 02/28/2024



February 27, 2024

Re: Application for Rezoning and Future Land Use Map Revision – 3.291 acres located at **1441 Hero Way, Leander, Texas 78641**.

Dear Neighbor,

You are receiving this letter because you are within 500 feet of our project property, which we are proposing to be rezoned for our future commercial development. The property is located on the corner of Hero Way & Main Street. For further reference on the location refer to the location map attached to the back of this letter. Property Parcel ID: R619566 is currently zoned Local Commercial (LC-2-A), and Property Parcel ID: R619565 is requesting a zoning change to General Commercial (GC-2-A). The purpose of the zoning change on the property is to allow the development of a Drive Thru Coffee Shop and a Liquor Store.

We anticipate the first public hearing for our project at the City's P&Z Meeting which can be attended at the location:

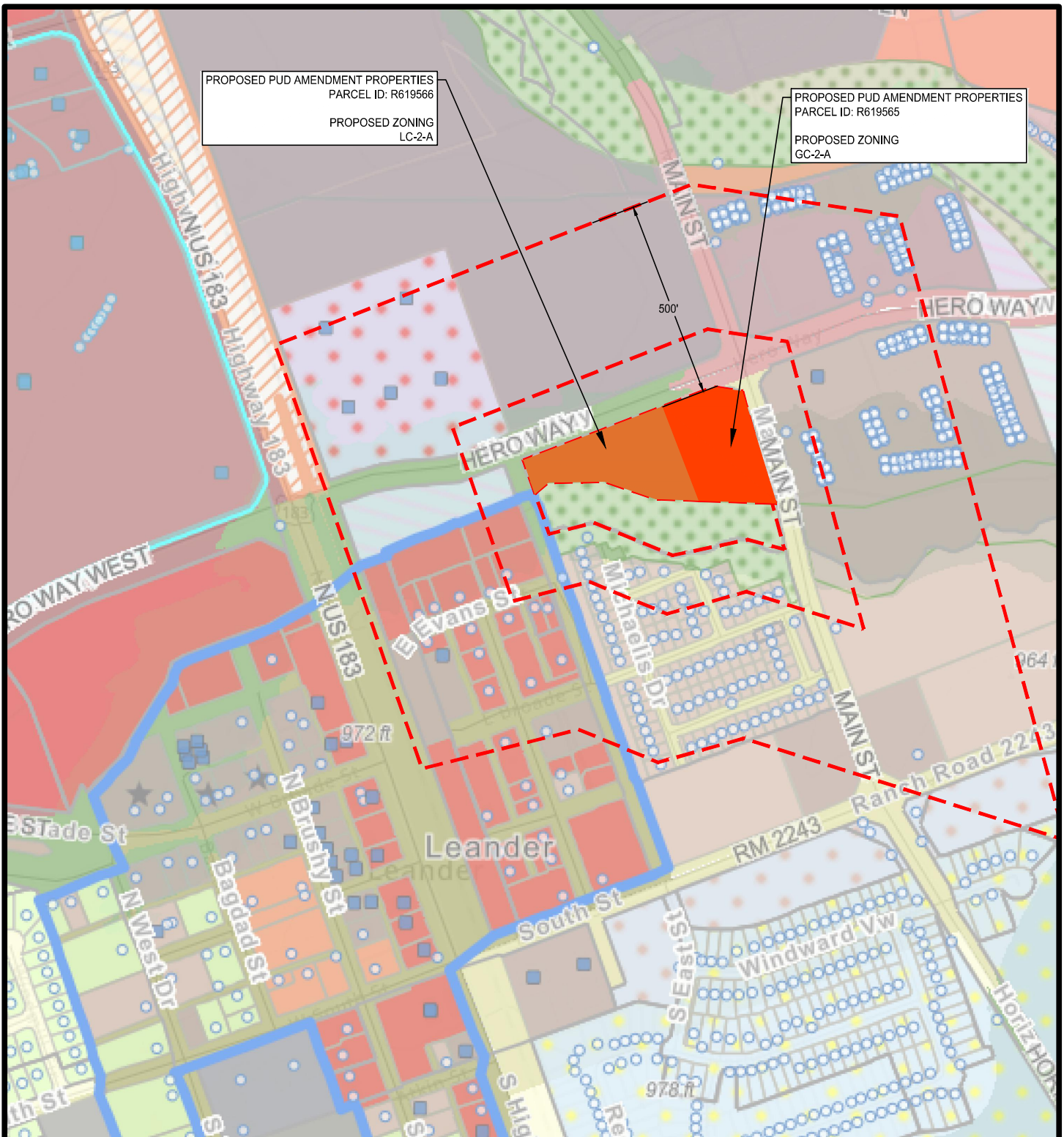
Planning & Zoning Commission Meetings
March 14 at 6 pm
The 2nd and 4th Thursday of each month
Pat Bryson Municipal Hall - Council Chambers
201 N Brushy Street
Leander, TX 78641

If you have any questions, please contact Baeza Engineering, PLLC at (512) 400-4207 and Paulina Reyes paulina@baezaengineering.com.

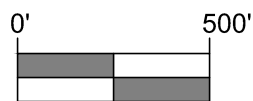
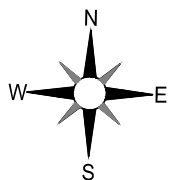
Sincerely,

A handwritten signature in blue ink that reads "Salvador Baeza".

Salvador Baeza, PE, LI, LEED AP
Baeza Engineering, PLLC
TBPE FIRM No. 19569



CITY OF LEANDER - ZONING MAP



SCALE : 1 " = 500'



**BAEZA
ENGINEERING**

CIVIL ENGINEERING | PROJECT MANAGEMENT
1823 FORTVIEW ROAD #105, AUSTIN, TEXAS 78704
OFFICE: (512) 400-4207
TBPE FIRM REGISTRATION F-19569

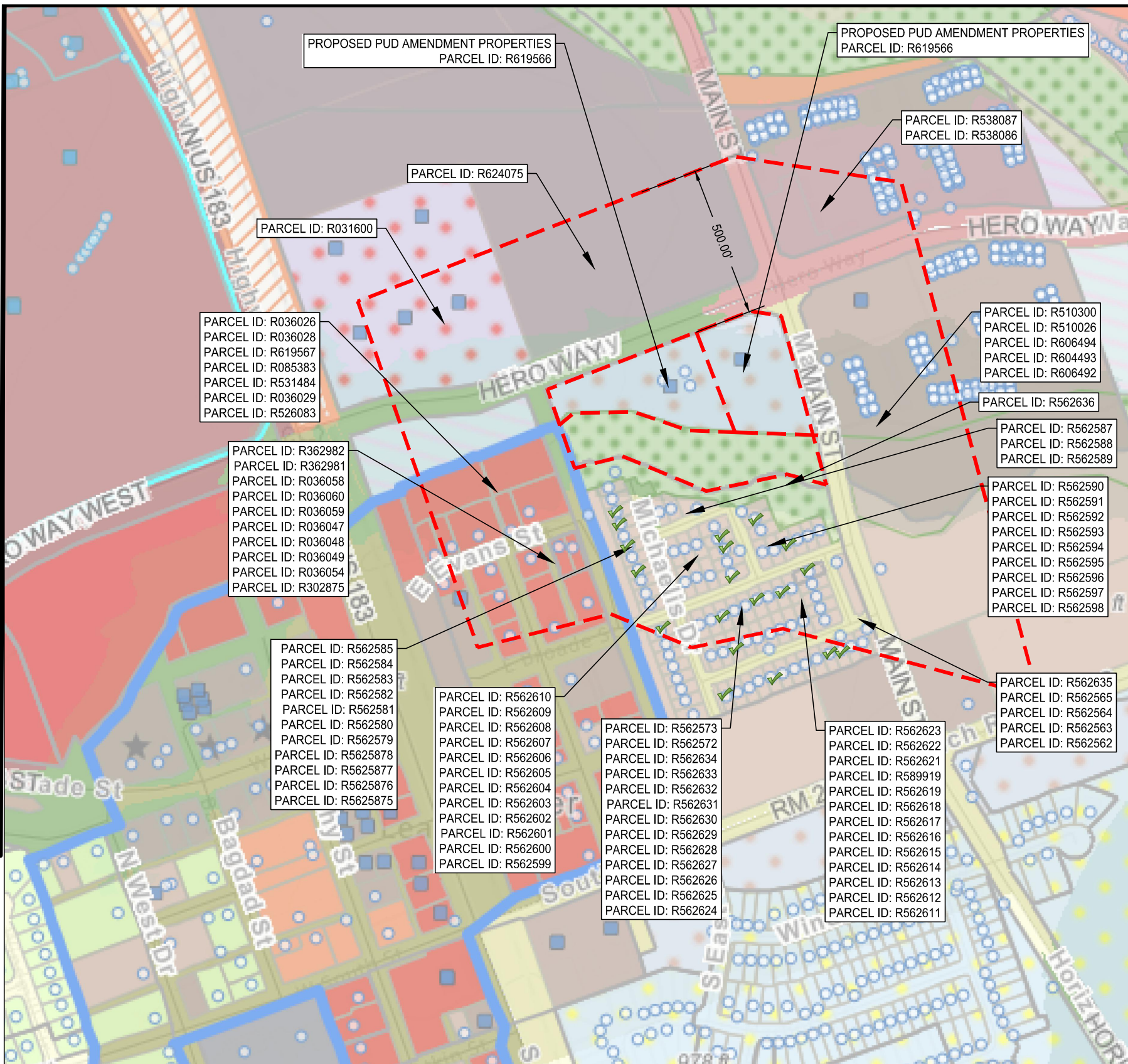
DESIGN: SB

CHECK SB

DATE: 02/05/2024

PROJECT 23017 HERO WAY

SHEET 03 OF 04



TAX PARCEL: R624075 LC LEANDER LLC 230 WEST ST #STE 200 COLUMBUS, OH 43215 TAX PARCEL: R031600 LEANDER SQUARE LP 4800 SUGAR GROVE BLVD #STE 315 STAFFORD, TX 77477 TAX PARCEL: R036028 KRONKOSKY, MARK A & CYNTHIA A 4 CHILLOCCO TRACE CHEROKEE VILLAGE, AR 72529 TAX PARCEL: R036026 GOBER, DARVIN (LE) & AUDREY (LE) 1106 BRAZOS ST APT 904 MARBLE FALLS, TX 78654 TAX PARCEL: R562585 CHOWHAN, KULDEEP & VENKATA SUMA DEEPIKA KAMBHAMPATY 313 MICHAELIS DR, LEANDER, TX 78641 TAX PARCEL: R562584 AVIRENI, DIVYA & LOHIT KUMAR RANGINENI 309 MICHAELIS DR, LEANDER, TX 78641 TAX PARCEL: R562583 LABAY, KEITH R & PAIGE M 305 MICHAELIS DR, LEANDER, TX 78641 TAX PARCEL: R562587 SMITH, LINDA (TOD) 241 PRAIRIE CHAPEL DR, LEANDER, TX 78641 TAX PARCEL: R562588 PETERSON, AMANDA 245 PRAIRIE CHAPEL DR, LEANDER, TX 78641 TAX PARCEL: R562589 VILLAGE AT LEANDER STATION HOMEOWNERS ASSOCIATION INC 305 PRAIRIE CHAPEL DR, LEANDER, TX 78641 TAX PARCEL: R562599 WEBB, CHRISTOPHER R & TARA L 240 PRAIRIE CHAPEL DR LEANDER, TX 78641 TAX PARCEL: R562600 COMMUNITY NATIONAL BANK CUST FBO GHAIYUR AFTAB QURAISHI IRA 8444445 225 MAIN ST SENECA, KS 66538 TAX PARCEL: R562601 WANG, DANIELLE WOOLCOTT 200 SCENIC HILLS CIR GEORGETOWN, TX 78628 TAX PARCEL ID: R562580 ROBBINS, JEFFREY & HEATHER LEDESMA-ROBBINS 245 MICHAELIS DR LEANDER, TX 78641 TAX PARCEL ID: R562579 MCCLURE, MATTHEW B 241 MICHAELIS DR LEANDER, TX 78641 TAX PARCEL ID: R562578 PATEL, KRISHNA J & DHARMESH 10630 I VALENES HOPE DR AUSTIN, TX 78717 TAX PARCEL ID: R562577 RICKRIM, BRANDON C 233 MICHAELIS DR LEANDER, TX 78641 TAX PARCEL ID: R56256 KOHIL, AASTHA & AYUSH GARG 229 MICHAELIS DR LEANDER, TX 78641 TAX PARCEL ID: R562575 DESAI, SHRENIK R 225 MICHAELIS DR LEANDER, TX 78641 TAX PARCEL ID: R562610 VILLAGE AT LEANDER STATION HOMEOWNERS ASSOCIATION INC 11419 RESEARCH BLVD #STE 100 AUSTIN, TX 78759 TAX PARCEL ID: R562609 HORTON, J CADE & JACKIE D 5012 LITTLE VALLEY RD LEANDER, TX 78641 TAX PARCEL ID: R562608 SAUNDERS, BELINDA A & ALEJANDRO R ALEMAN 245 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562607 LAHR, MICHAEL E JR & CHELSEA TURNER 301 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562606 MUNOZ, JUAN CARLOS, JR 225 QUEMADO DR LEANDER, TX 78641 TAX PARCEL ID: R562605 STOUT, CELIA 229 QUEMADO DR LEANDER, TX 78641 TAX PARCEL ID: 562573 AGARWAL, SOMYA & SWATI 45 EDDINGTOWN LN MONROE, NJ 08831 TAX PARCEL ID: R562572 AMBASSADOR DEVELOPMENT LLC PO BOX 9735 RANCHO SANTA FE, CA 92067 TAX PARCEL ID: R562634 VILLAGE AT LEANDER STATION HOMEOWNERS ASSOCIATION INC 11419 RESEARCH BLVD #STE 100 AUSTIN, TX 78759	TAX PARCEL: R562602 KAROUTSOS, GEORGE J & HEATHER M MOORHEAD 241 QUEMADO DR, LEANDER, TX 78641 TAX PARCEL: R562603 GUERRA, JASEN & PRISCILLA E 237 QUEMADO DR, LEANDER, TX 78641 TAX PARCEL: R562604 SHEN, XIAOHAN 1959 NEVETS LN SAN JOSE, CA 95133 TAX PARCEL: R562590 MCLOUD, DALE E & NORMA A 244 QUEMADO DR, LEANDER, TX 78641 TAX PARCEL: R562591 OLLMANN, GRANT & BRIDGETT WESTRA & SHERRI SPILLAR (RS) 240 QUEMADO DR, LEANDER, TX 78641 TAX PARCEL: R562592 BALASE, LEO N & MERCIA P 236 QUEMADO DR, LEANDER, TX 78641 TAX PARCEL: R562598 PACELLA, JOSEPH D & CHRISTY 341 E BROADE ST, LEANDER, TX 78641 TAX PARCEL: R562636 VILLAGE AT LEANDER STATION HOMEOWNERS ASSOCIATION INC 11419 RESEARCH BLVD #STE 100 AUSTIN, TX 78759 TAX PARCEL: R606494 CITY OF LEANDER WOOD ALTA LEANDER STATION LLC 251 LITTLE FALLS DR WILMINGTON, DE 19808 TAX PARCEL: R606493 PRE LEANDER PROPCO LLC 515 CONGRESS AVE 10TH FLOOR SUITE 1000 AUSTIN, TX 78701 TAX PARCEL: R606492 TRANSIT VILLAGE INVESTMENTS LTD 2215 WESTLAKE DR #STE 300 AUSTIN, TX 78746 TAX PARCEL: R538086 HERO WAY TRUST 7887 SAN FELIPE ST STE 237 HOUSTON, TX 77063 TAX PARCEL: R538087 TRANSIT VILLAGE INVESTMENTS LTD 2215 WESTLAKE DR #STE 300 AUSTIN, TX 78746 TAX PARCEL ID: R619567 CITY OF LEANDER, TEXAS TX 78759 TAX PARCEL ID: R562633 CASSELBERRY, JEREMY R 241 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562632 KIELY, SARAH P 245 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562631 PANDEY, KRISHNA KUMAR & REETA 209 AUDIE WILPHY CIR LEANDER, TX 78641 TAX PARCEL ID: R562630 WENSEL, SANDRA LYNN 305 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562629 CAMARGO, ALEJANDRO & JESSICA M 309 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562628 BETTIS, EZRA L & TERRI S 313 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562627 NAVARRO, BERNARDO B 317 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562626 SMITH, ANUSILIA 340 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562625 HIGGINS, HANNAH M 325 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562624 WOOTEN, SEEMA V 205 PITCHFORK DR LEANDER, TX 78641 TAX PARCEL ID: R562623 YADAV, JAGDISH 16005 MICKEY DR AUSTIN, TX 78717 TAX PARCEL ID: R562622 SMITH, ALLEN 213 PITCH FORK DR LEANDER, TX 78641 TAX PARCEL ID: R562621 HOWE, TAYLOR 217 PITCHFORK DR LEANDER, TX 78641 TAX PARCEL ID: R589919 PRADHAN, SAKET & SHALMALI 10512 CANYON VISTA WAY AUSTIN, TX 78726 TAX PARCEL ID: R562619 STAR CONDOR LLC 20405 CONDOR WAY PFLUGERVILLE, TX 78660	CITY SECRETARY P O BOX 319 LEANDER, TX 78646 TAX PARCEL ID: R085383 MILLER, KATHIE 201 E EVANS ST LEANDER, TX 78641 TAX PARCEL ID: R513484 WINTER, KATHRYN ANN PO BOX 356 ROUND ROCK, TX 78680 TAX PARCEL ID: R036029 PRATT, STEVEN & DAWN 412 MESA GRANDE LEANDER, TX 78641 TAX PARCEL ID: R362982 JYM REAL ESTATE LLC 809 RED HAWK DR LEANDER, TX 78641 TAX PARCEL ID: R362981 LAVISH PROPERTIES LLC 3720 DACOMA ST HOUSTON, TX 77092 TAX PARCEL ID: R036058 FLORES JR, FRANCISCO 301 NORTHEAST ST LEANDER, TX 78641 TAX PARCEL ID: R036060 RODRIGUEZ, TERESA S 318 N GABRIEL ST LEANDER, TX 78641 TAX PARCEL ID: R036059 CIPTO, ANDREW 3308 SANDERLING TRL AUSTIN, TX 78746 TAX PARCEL ID: R03604 REGINALD EWING JOHNSON TRUSTEE OF THE REGINALD JOHNSON TRUST 319 N GABRIEL ST LEANDER, TX 78641 TAX PARCEL ID: R036048 LUNA, RUBEN R 311 N GABRIEL ST LEANDER, TX 78641 TAX PARCEL ID: R036049 HOLMES, BRIAN G 406 S MUSTANG AVE CEDAR PARK, TX 78613 TAX PARCEL ID: R036054 DIATT ENTERPRISES LLC 3575 FAR WEST BLVD 28355 AUSTIN, TX 78731 TAX PARCEL ID: R302875 5TH ELEMENT BREWING LLC 16701 RED WAGON LN LEANDER, TX 78641 TAX PARCEL ID: R562582 ZEBROWSKI, DANIEL J & CAROL A 301 MICHAELIS DR LEANDER, TX 78641 TAX PARCEL ID: R562618 MALIN, JAMIE L 320 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562617 COFFEE-ROWE, EVA 316 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562616 JOHNSON, ADAM B & AIMEE 312 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562615 ALLINGTON, ELY & KRISTIN 308 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562614 HANSEN, MATTHEW P & MELISSA 304 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562613 BOYD, COLBY 300 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562612 LIU, XIAO & XILIN YE 1510 WASHINGTON AVE ROLLA, MO 65401 TAX PARCEL ID: R562611 SANBORN EDWARD TODD (TOD) & GUANGYA AMY (TOD) 135 CREEK MEADOW CV LEANDER, TX 78641 TAX PARCEL ID: R562565 VILLAGE AT LEANDER STATION HOMEOWNERS ASSOCIATION INC 11419 RESEARCH BLVD #STE 100 AUSTIN, TX 78759 TAX PARCEL ID: R562564 SMITH, ANUSILIA 340 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562563 NEWBY, JOHN T, III 336 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562562 BRADLEY, JOHN R 332 LA ESCALERA DR LEANDER, TX 78641 TAX PARCEL ID: R562635 VILLAGE AT LEANDER STATION HOMEOWNERS ASSOCIATION INC 11419 RESEARCH BLVD #STE 100 AUSTIN, TX 78759 TAX PARCEL ID: R562593 AMADOR, JASON EDWARD 321 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562594 RODRIGUEZ, DIANA	TAX PARCEL ID: R562581 BRADLEY, CULLEN R 249 MICHAELIS DR LEANDER, TX 78641 325 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R562595 LIU, JINHONG 501 HIGH LONESOME LEANDER, TX 78641 TAX PARCEL ID: R562598 PACELLA, JOSEPH D & CHRISTY 341 E BROADE ST LEANDER, TX 78641 TAX PARCEL ID: R510300 2243 HERO WAY LLC 7700 KEMPWOOD DR HOUSTON, TX 77055 TAX PARCEL ID: R510026 2243 HERO WAY LLC 7700 KEMPWOOD DR HOUSTON, TX 77055

CITY OF LEANDER - LIST OF PROPERTY OWNERS


**BAEZA
ENGINEERING**
CIVIL ENGINEERING | PROJECT MANAGEMENT
1823 FORTVIEW ROAD #105, AUSTIN, TEXAS 78704
OFFICE: (512) 400-4207
TBPE FIRM REGISTRATION F-19569

DESIGN: PR
CHECK SB
DATE: 02/15/2024
PROJECT 23017 HERO WAY



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Conduct a Public Hearing and consider action regarding Comprehensive Plan Case CPA-23-0009 to amend the Comprehensive Plan land use category from Multi-Use Corridor to Neighborhood Residential and consider action regarding Zoning Case Z-23-0102 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) and Interim SFR-2-B (Single-Family Rural) to SFS-2-B (Single-Family Suburban), GC-3-A (General Commercial), and GC-2-A (General Commercial) on eight (8) parcels of land approximately 234 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R506005, R485247, R485248, R031575, R392187, R392188, R031534, and R031533; and more commonly known as 14750 Ronald W. Reagan Blvd, Leander, Williamson County, Texas.

- Discuss and consider action regarding Comprehensive Plan Case CPA-23-0009 as described above.
- Discuss and consider action regarding Zoning Case Z-23-0102 as described above.

BACKGROUND:

This request is the first step in the comprehensive plan amendment process and the first step in the zoning process.

HISTORY/TIMELINE:

10/04/2006 – Annexed - 06-039-00

05/02/2018 – Annexed - 18-026-00

01/25/2024 – Planning & Zoning, 1st Public Hearing

03/07/2024 – City Council, Public Hearing & 1st Reading of the Ordinance, action delayed by the applicant.

APPLICANT/AGENT:

LJA Engineers, Inc (T. Walter Hoysa) on behalf of Burleson Ranches, LTD (Mary Frances Roberts).

RECOMMENDATION:

The Planning & Zoning Commission unanimously recommended denial during the January 25, 2024 meeting. The applicant requested to postpone the case to revise the requests. Staff recommends approval of the requests.

PRESENTER:

Justin Hunt, Planner

Attachments:

1. CPA-23-0009 & Z-23-0102 Att 1 Planning Analysis - Burleson Roberts Tract

2. CPA-23-0009 & Z-23-0102 Att 2 Current FLUM - Burleson Roberts Tract
3. CPA-23-0009 & Z-23-0102 Att 3 Proposed FLUM - Burleson Roberts Tract
4. CPA-23-0009 & Z-23-0102 Att 4 Current Zoning - Burleson Roberts Tract
5. CPA-23-0009 & Z-23-0102 Att 5 Proposed Zoning - Burleson Roberts Tract
6. CPA-23-0009 & Z-23-0102 Att 6 Aerial Map - Burleson Roberts Tract
7. CPA-23-0009 & Z-23-0102 Att 7 Public Notification - Burleson Roberts Tract
8. CPA-23-0009 & Z-23-0102 Att 8 Letter of Intent - Burleson Roberts Tract
9. CPA-23-0009 & Z-23-0102 Att 9 Neighborhood Outreach 02.05.2024 - Burleson Roberts Tract
10. CPA-23-0009 & Z-23-0102 Att 10 Postponement Request - Burleson Roberts Tract



PLANNING ANALYSIS

COMPREHENSIVE PLAN CASE CPA-23-0009 ZONING CASE Z-23-0102 BURLESON ROBERTS TRACT

GENERAL INFORMATION

Owner/Agent:	LJA Engineers, Inc (T. Walter Hoysa) on behalf of Burleson Ranches, LTD (Mary Frances Roberts).
Current Zoning:	Interim SFR-1-B (Single-Family Rural) Interim SFR-2-B (Single-Family Rural)
Proposed Zoning:	SFS-2-B (Single-Family Suburban), GC-3-A (General Commercial), and GC-2-A (General Commercial)
Current Future Land Use Category:	Multi- Use Corridor
Proposed Future Land Use Category:	Neighborhood Residential
Size and Location:	The property is located at 14750 Ronald W. Reagan Boulevard, including approximately 234 acres.
Staff Contact:	Justin Hunt, Planner

APPLICANT REQUEST

The applicant has submitted a request to change the designated Future Land Use category and zoning district of their property in order to develop a single-family neighborhood with commercial uses along the Ronald W. Reagan Boulevard corridor.

STAFF CONCLUSIONS

Y	N	
☒	☐	Does the proposal comply with the intent statements of the Composite Zoning Ordinance? <i>see page 3</i>
☒	☐	Does the proposal comply with the goal statements of the Comprehensive Plan? <i>see page 4</i>
☒	☐	Does the proposal warrant any other special considerations? <i>see below</i>

SPECIAL CONSIDERATIONS

The zoning change request requires that the Comprehensive Plan Amendment be approved before the approval of the rezoning. A development proposal review was held during the November 16, 2023 City Council Regular Meeting. During the meeting, the Council confirmed that they were not against the applicant submitting a request for review to change the Comprehensive Plan. This item will require two actions to be taken. If the Commission and Council wish to approve the zoning request, they will first need to approve the Comprehensive Plan amendment.

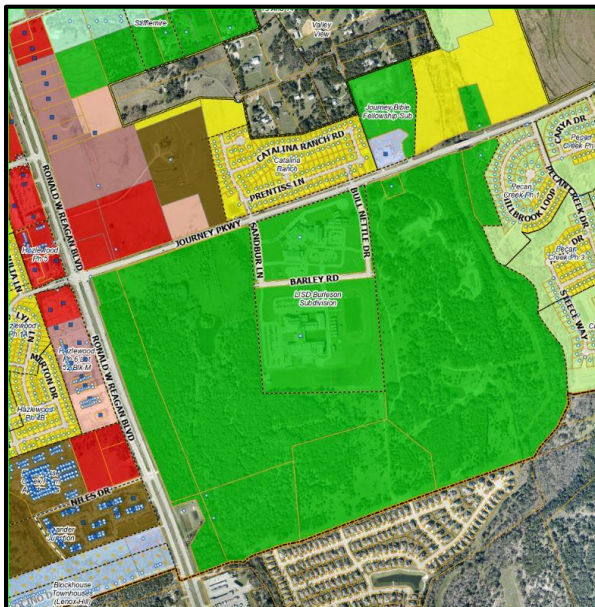
During the January 25, 2024 meeting, the Planning & Zoning Commission unanimously recommended denial. The applicant requested to postpone the case to revise the request. This proposal now includes general commercial uses along the Ronald W. Reagan Boulevard corridor.

SITE INFORMATION:
ABUTTING ZONING AND LAND USE:

	ZONING	LAND USE
NORTH	SFR-1-B, SFC-2-A, Journey Bible PUD GC-LO-MF	Elementary School Single-Family Residential Church/Daycare Undeveloped
EAST	SFU-2-A, SFC-2-A	Single-Family Residential
SOUTH	Outside of City Limits	Single-Family Residential
WEST	GC-LC-LO MF-2-B SFT-2-A	Commercial Multi-Family Single-Family Residential

SURROUNDING AREA:

This property is located south of an undeveloped commercial corner at the northeast quadrant of Ronald W. Reagan Boulevard and Journey Parkway. There is a church and daycare north of Journey Parkway. The Catalina Ranch and Barksdale subdivisions are also located north of the subject property. The Pecan Creek subdivision is located east of the property. Reagan Crossing commercial mixed use is located west of the property across Ronald W. Reagan Boulevard along with Leander Junction apartments, and the Lenox Hill townhouse development. The City of Leander city limits are along the south side of the property, with adjacent residential subdivisions outside of our jurisdiction.



PHYSICAL AND NATURAL FEATURES:

A portion of the floodplain extends into the subject area boundary along the east side and a smaller portion at the southwest corner. Development around the floodplain will be evaluated in detail with subsequent construction applications.

The entire site contains significant tree cover and will be subject to the City's tree preservation and mitigation requirements. A creek extends north to south between the proposed commercial uses and the residential uses.

PROPERTY HISTORY:

The parcels adjacent to Ronald W. Reagan Boulevard were annexed into the City of Leander on May 2nd, 2006, with the remaining parcels being annexed on October 4th, 2018.

PREVIOUS ZONING CASES:

There have been no previous zoning cases for this property.

MAJOR CORRIDORS:

This property has access to Ronald W. Reagan Boulevard and Journey Parkway.

TRANSPORTATION PLAN REQUIREMENTS:

STREET	CLASSIFICATION	LAND USE CONTEXT	DESIGN ELEMENTS
Ronald W Reagan Blvd	Existing Arterial (Access Controlled)	Commercial Corridor	400' ROW 10' sidewalk
Journey Pkwy	Existing Arterial	Commercial Corridor	74' ROW Existing 6' sidewalk

Future secondary trails are shown to be on our Parks Master Trail Plan and will be reviewed upon submittal of construction plans.

SUBDIVISIONS:

No subdivision cases have been submitted for this property:

EXISTING UTILITIES:

This property has access to water and wastewater as shown in Figure 1 and Figure 2.



Figure 1 Water line



Figure 2 Wastewater

CURRENT LAND USES:

This property is currently being used as a large residential lot and undeveloped land.

PROPOSED ZONING DISTRICT:**USE COMPONENT****SFS – SINGLE FAMILY SUBURBAN:**

Features: 9,000 sq. ft. lot min.; 1,500 sq. ft. living area min.

Intent: Development of single-family detached dwellings on intermediate suburban standard sized lots and for other compatible and complimentary uses. The purpose of this component is to provide regulations to maintain and protect the City's single-family residences and neighborhoods in areas with intermediate lot sizes.

GC – GENERAL COMMERCIAL:

Features: Any use in LC plus bar, nightclub, entertainment venues, hospital, hotel, liquor store, office/warehouse, vehicle and equipment sales, leasing and repair, furniture sales, pet shop, wholesale activities less than 3,500 sq. ft.

Intent: Development of small to large scale commercial, retail, and commercial service uses located in high traffic areas. Access to this component should be provided by an arterial street. The heaviest concentration of this component should be located at intersections of arterial streets.

SITE COMPONENT**TYPE 2:**

Features: Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

Intent:

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

TYPE 3:

Features: Accessory buildings up to 30% of primary building; accessory dwellings; drive-thru service; limited outdoor display and storage; outdoor fueling and washing of vehicles; overhead service doors, no indoor parking required.

Intent:

- (1) A Type 3 site component is intended to be utilized with LO and LC use components where adjacent to less restricted districts to provide for a land use transition.
- (2) This component is intended to be utilized with residential components where accessory dwellings or additional accessory structures are appropriate and are not provided for in the Type 1 or 2 site components.
- (3) This component is intended to be combined with LO, LC, GC, HC and HI components where it is appropriate to utilize the outdoor site area for outdoor fuel sales, limited outdoor display and storage or accessory buildings.
- (4) Compliance with Type 1 or 2 standards shall also be deemed as compliance with this component.

ARCHITECTURAL COMPONENT**TYPE A:**

Features: 5 or more architectural features.

Intent:

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

TYPE B:

Features: 4 or more architectural features.

Intent:

- (1) The Type B architectural component is intended to be utilized for the majority of residential development except that which is intended as a Type A architectural component.
- (2) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions.
- (3) This component may be utilized to raise the building standards and help ensure compatibility for non-residential uses adjacent to property that is more restricted.
- (4) This component is intended for the majority of the LO and LC use components except those meeting the intent of the Type A or C architectural components.

COMPREHENSIVE PLAN:**Applicable Comprehensive Plan goal statements**

- Strategy 1.1: Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.
- Strategy 10.1: Maintain and/or improve affordability and diversity in the housing market.
- Strategy 10.2: Support housing that has well-defined design character, compatibility with adjacent uses, and balanced density.

Applicable Future Land Use categories**MULTI-USE CORRIDOR**

- The Multi-Use Corridor future development category is intended for mixed-use areas to be developed at a higher density/intensity and with uses not primarily supported in Neighborhood Residential. These areas are intended to provide for a mix of both commercial and residential uses that are not integrated into neighborhoods but maintain a seamless, compatible transition between residential and commercial uses.

Multi-Use Corridors are not intended for strip commercial nor are they expected to be predominantly commercial. These corridors have been identified as opportunity areas for businesses and daily services, high-intensity residential such as townhouses, civic and employment uses, but also traditional single-family neighborhoods where streets access these corridors. These areas are intended to be developed with an auto-oriented character, which means vehicles and parking areas are a primary visual characteristic from the street. Access management is recommended to maintain safe traffic movement along these streets. Appropriate buffer yards are required to ensure compatibility with adjacent Neighborhood Residential. Residential may not exceed 40% of the project.

SFT, TF, CH LO, LC, GC (Along Priority Corridors & Road Intersections with Arterials*), PUD

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.

SFR, SFE, SFS, SFU, SFC, SFL, SFT, TF, CH, NR, PUD

INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:

This proposal was reviewed by all applicable departments within the City of Leander.

SCHEDULE:

DEVELOPMENT MEETING

A development meeting was held with Staff on 08/07/2023. The following changes were made to the project since the development meeting was held:

- The development meeting proposal included 40' to 70' lots, but now only 70' lots are being proposed.
- The Comprehensive Plan Amendment is accompanied with the zoning request.

No ordinance changes occurred following the development meeting which may have impacted this project.

NOTIFICATION

There was a public hearing scheduled for 02/15/2024 which was published in The Hill Country News on 12/28/2023. This was rescheduled for 03/07/2024, and will be renotified.

02/22/2024 - Public Notice on Hill Country News

02/28/2024 - Mail Notification to Property Owners within 200'

02/28/2024 - Public Hearing Signage Posted on Property

03/14/2024 - Planning and Zoning Commission Public Hearing

04/04/2024 - City Council Public Hearing & First Reading of the Ordinance

04/18/2024 - City Council Second & Final Reading of the Ordinance

Previous Dates:

12/28/2023 - Public Notice on Hill Country News
 01/10/2024 - Mail Notification to Property Owners within 200'
 01/10/2024 - Public Hearing Signage Posted on Property
 01/25/2024 - Planning and Zoning Commission Public Hearing
 03/07/2024 - City Council Public Hearing & First Reading of the Ordinance
 03/21/2024 - City Council Second & Final Reading of the Ordinance

PUBLIC NOTIFICATION:

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

A neighborhood meeting was held at 6pm on November 27th at Stiles Middle School. Below is a list of comments/concerns that were discussed during the meeting:

- Interest in connections to Ronald W. Reagan Boulevard and new stop lights.
- Alleviate cut-through traffic through existing neighborhoods.
- Concerns about future capacity levels to Stiles Middle School.
- Buffers between existing neighborhoods.
- Increased traffic issues along New Hope due to this development and future development including Perfect Game.
- Drainage concerns in the existing neighborhoods and the impact.
- The single-family residents to the north are in support of a less intense use than commercial development.

The following changes were made to address issues discussed.

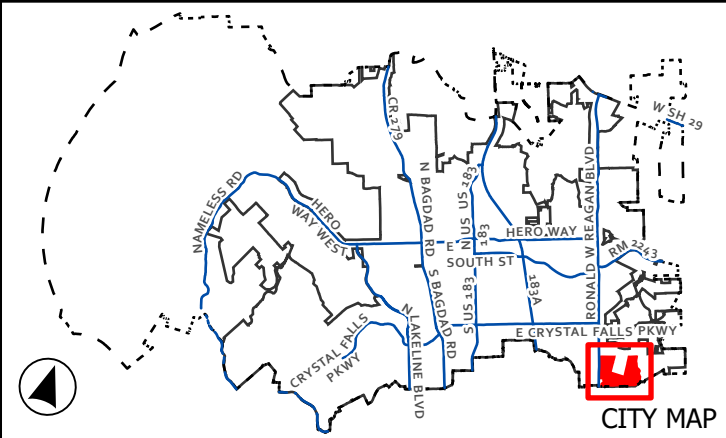
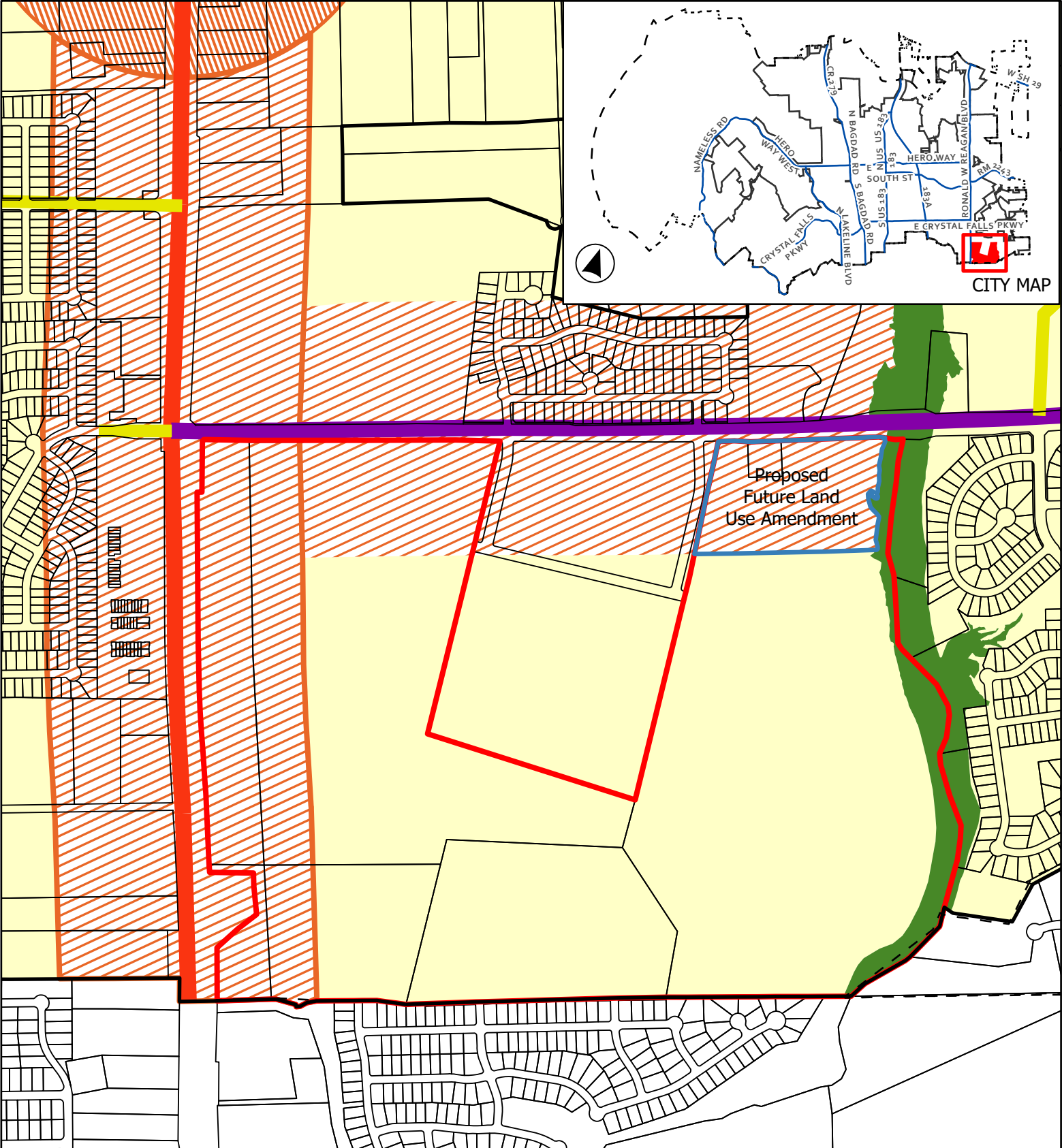
- No changes have been made to the request, but the developer will demonstrate how many of their concerns would be mitigated.

A second neighborhood meeting was held at 6:30 pm on February 5, 2024 at the Mason Homestead. No additional concerns were listed by the applicant.

Please see the full report from the applicant attached.

APPROVAL CRITERIA:

Staff supports the request based on the adjacent land uses of residential and the school towards the east on Journey Parkway and topography limitations for commercial development on the site. Staff has recognized that commercial development is trending more towards the Ronald W. Reagan Boulevard and residential as you move east on Journey Parkway. In addition, the proposal of 70' lots is consistent with Ordinance 22-031-00 Water Resolution, which prioritizes low density uses components SFR, SFE, and SFS. Although the GC component is not intended to be abutting residential uses, the creek will act as a buffer and limit the accessibility to the neighborhood. The GC use is compatible with and meets the intent of the Future Land Use Map for the Multi-Use Corridor along priority corridors. Staff recommends approval of the case.

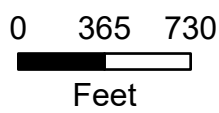


CITY MAP

Proposed
Future Land
Use Amendment

CASE: CPA-23-0009 ATTACHMENT 2 BURLESON-ROBERTS TRACT
& Z-23-0102

Future Land Use Map



- Leander City Limits
- ETJ Boundary
- Subject Boundary
- CPA Amendment

Future Land Use

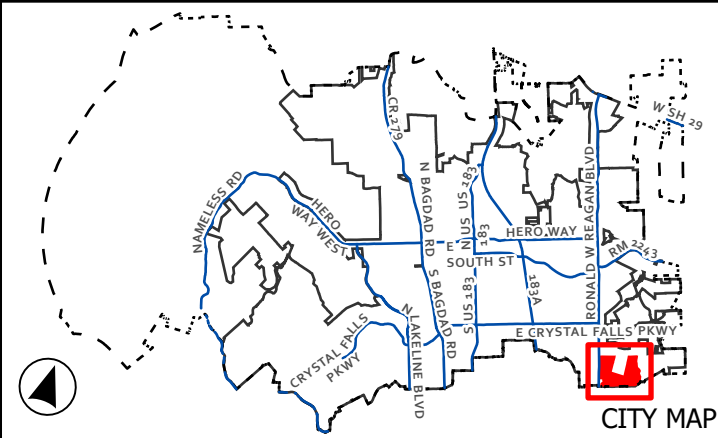
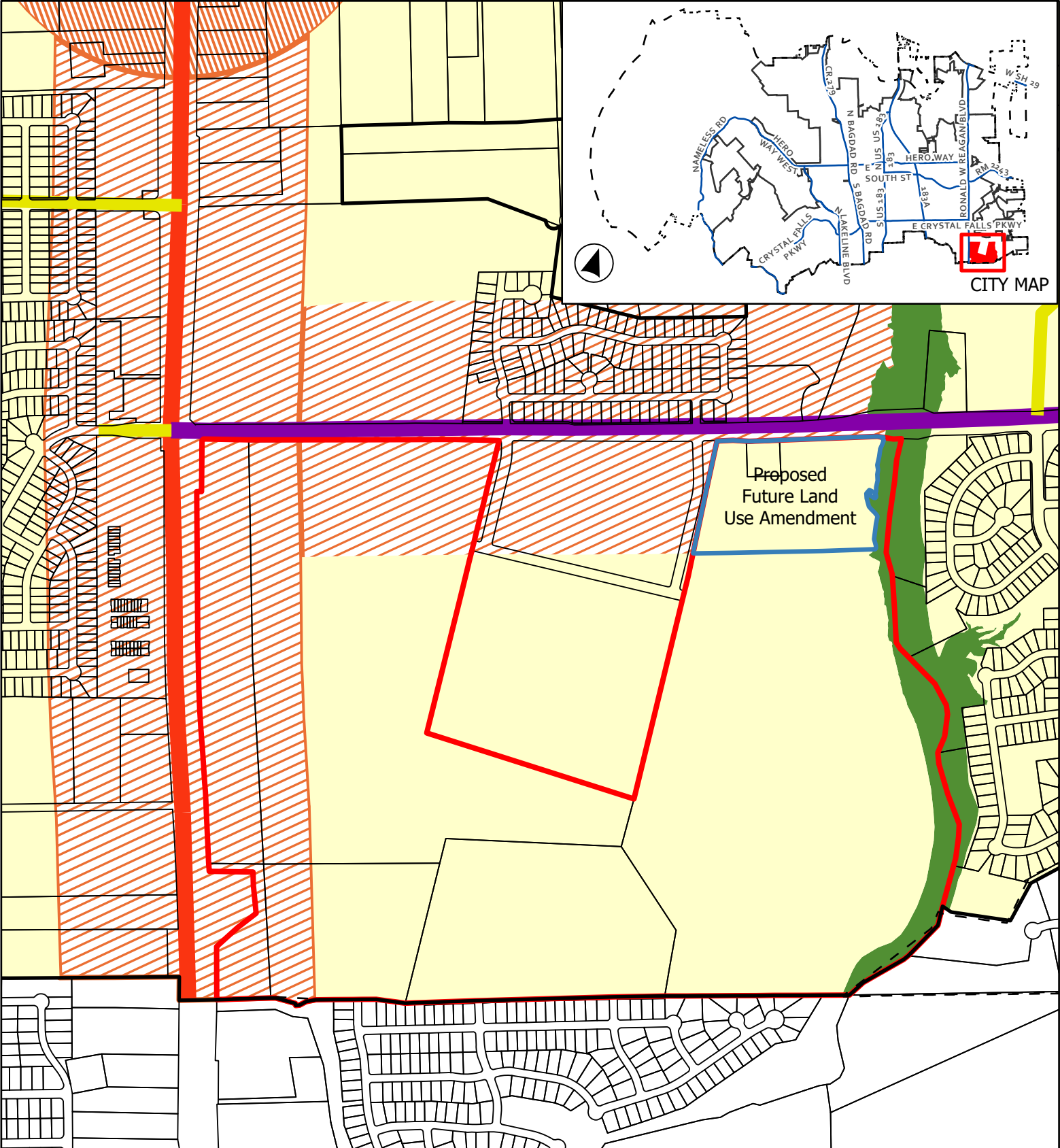
- Neighborhood Residential
- Multi-Use Corridor

- Multi-Use Corridor - Priority Corridor
- Neighborhood Center - Priority Corridor
- Greenway

Thoroughfare Plan

- Access Controlled, Existing
- Arterial 4 Lane, Existing
- Collector, Existing

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.



CASE: CPA-23-0009 **ATTACHMENT 3** **BURLESON-ROBERTS TRACT**
& Z-23-0102

Proposed 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.



0 365 730

Feet

 Leander City Limits

 ETJ Boundary

 Subject Boundary

 CPA Amendment

Future Land Use

 Greenway

 Multi-Use Corridor

 Multi-Use Corridor - Priority Corridor

 Neighborhood Center - Priority Corridor

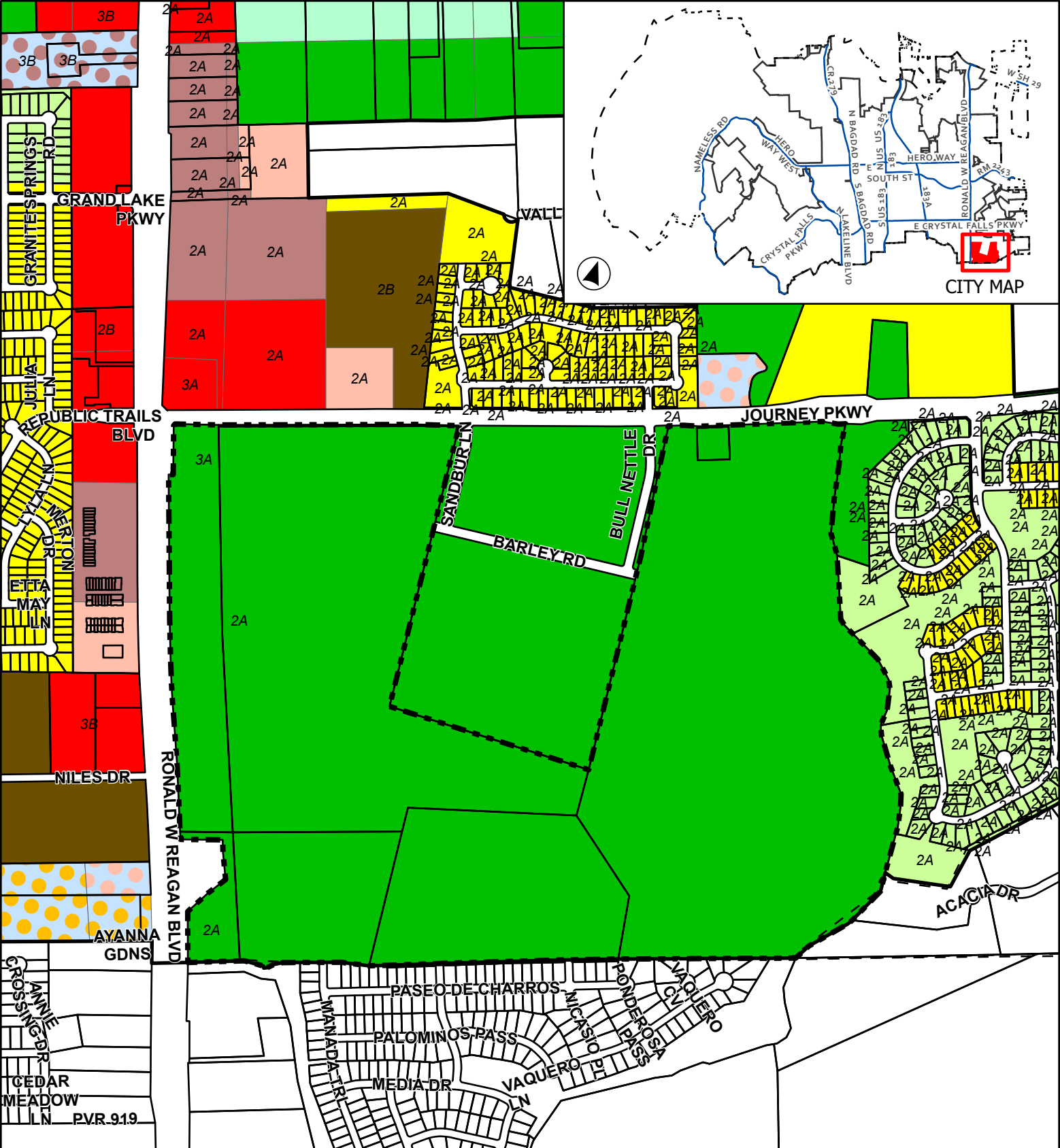
 Neighborhood Residential

Thoroughfare Plan

 Access Controlled, Existing

 Arterial 4 Lane, Existing

 Collector, Existing



CASE: CPA-23-0009 & Z-23-0102 ATTACHMENT 4 BURLESON ROBERTS TRACT

Current Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

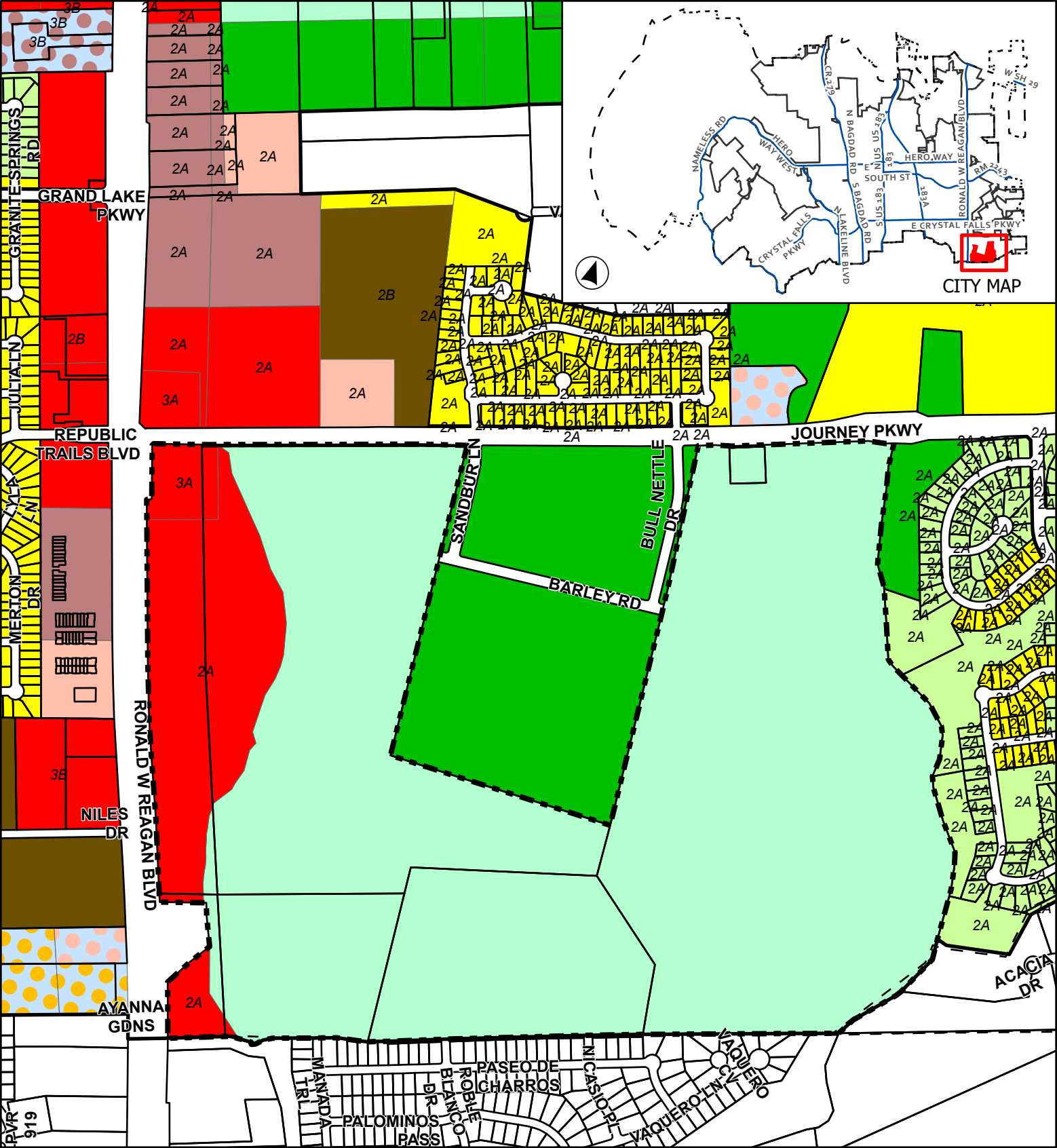
- Leander City Limits
- Extra-Territorial Jurisdiction
- Subject Boundary
- SFR - Single-Family Rural
- SFS - Single-Family Suburban

- SFU - Single-Family Urban
- SFC - Single-Family Compact
- MF - Multi-Family
- LO - Local Office
- LC - Local Commercial

- GC - General Commercial
- PUD - Townhomes
- PUD - Local Office
- PUD - Local Commercial

0 300 600 Feet

Page 310 of 376



CASE: CPA-23-0024 & Z-23-0102 ATTACHMENT 5 BURLESON ROBERTS TRACT

Proposed Zoning

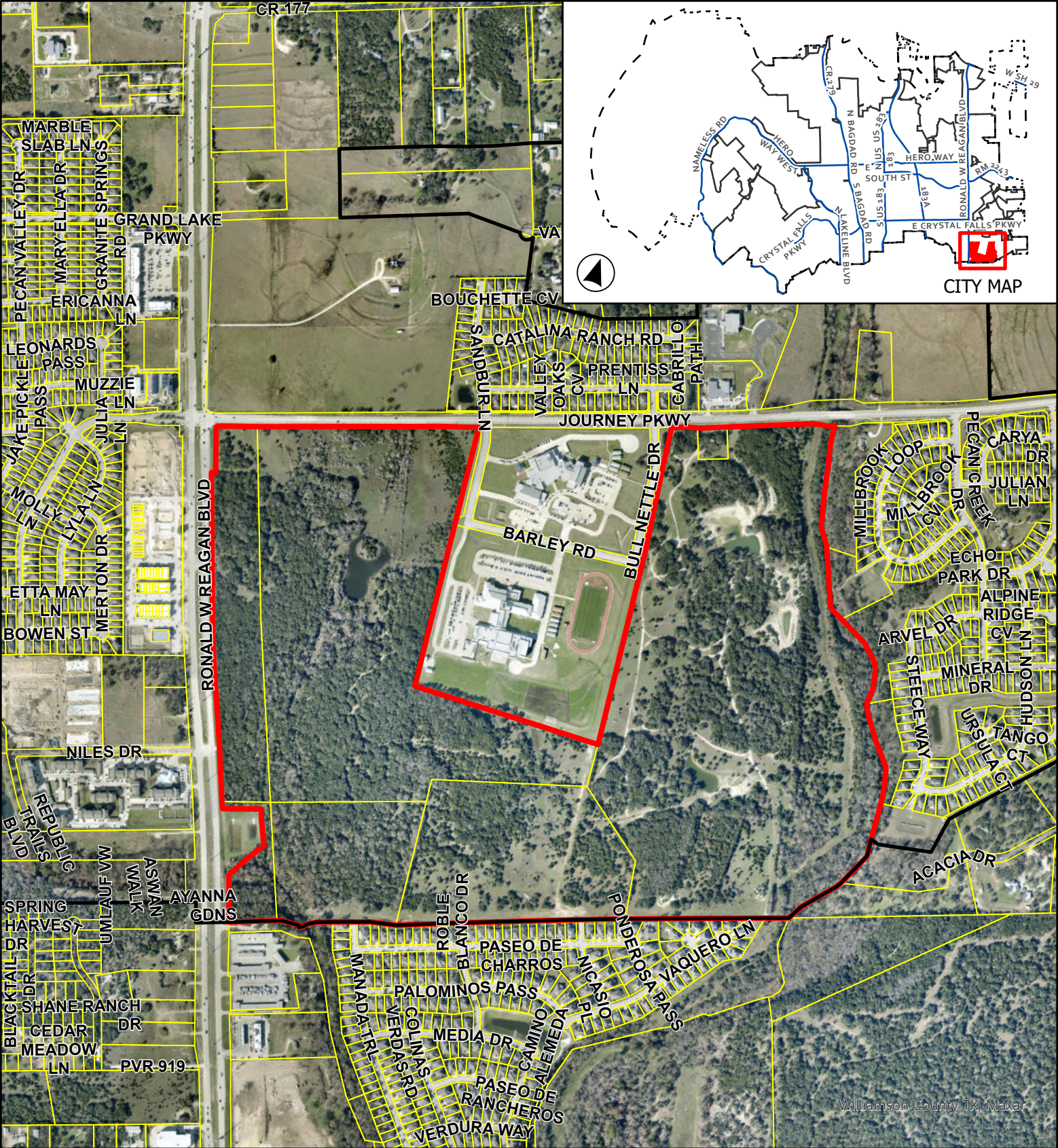
Leander City Limits	SFU - Single-Family Urban	GC - General Commercial
Extra-Territorial Jurisdiction	SFC - Single-Family Compact	PUD - Townhomes
Subject Boundary	MF - Multi-Family	PUD - Local Office
SFR - Single-Family Rural	LO - Local Office	PUD - Local Commercial
SFS - Single-Family Suburban	LC - Local Commercial	



0 275 550

Page 31 of 876

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.



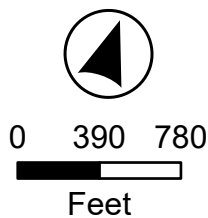
CASE: CP-23-0009
& Z-23-0102

ATTACHMENT 6

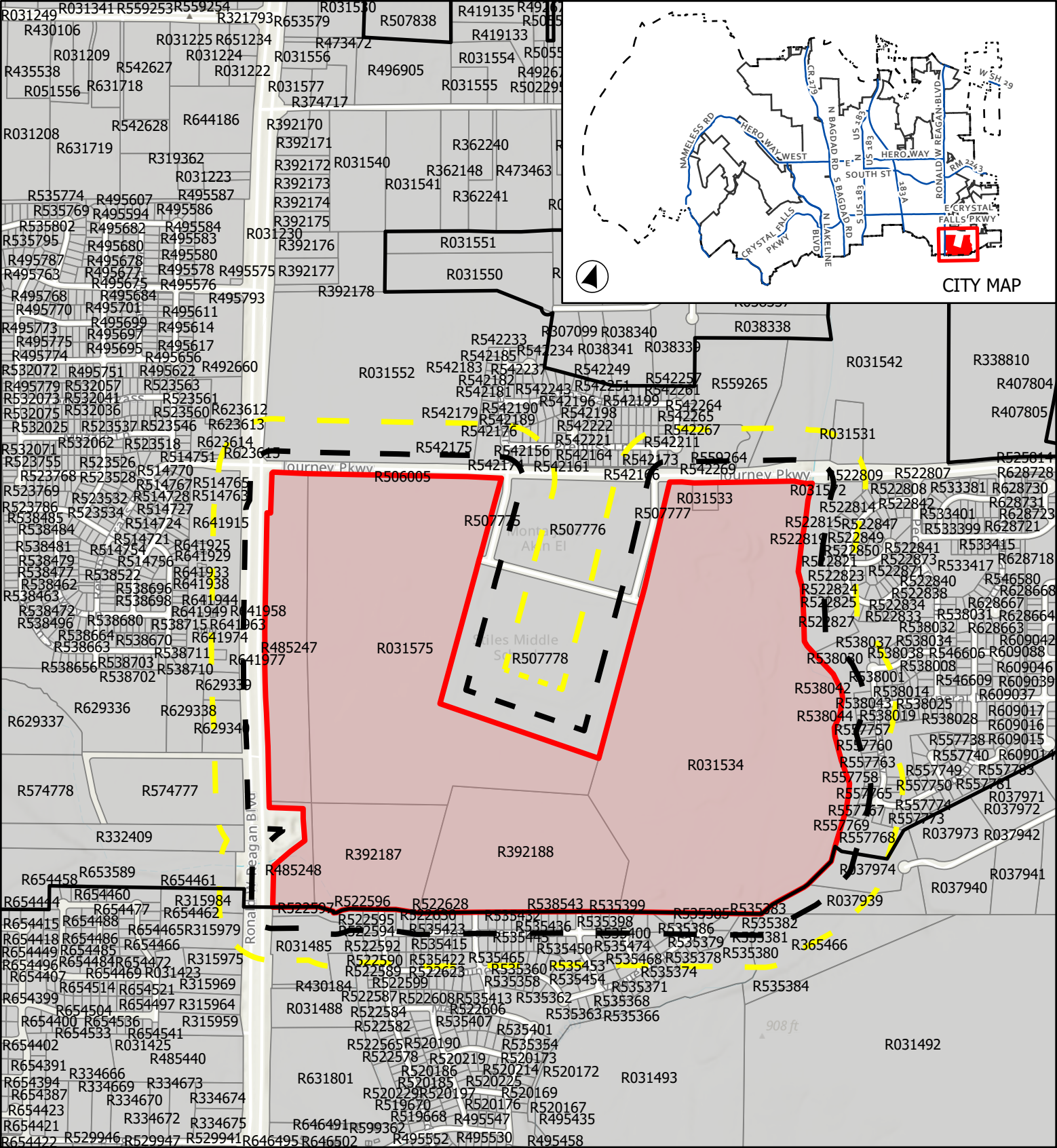
BURLESON ROBERTS TRACT

Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Subject Boundary



CASE: CP-23-0022 & Z-23-0102 ATTACHMENT 7 BURLESON ROBERTS TRACT

Public Notification

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

0 495 990

Feet

- City Limits
- ETJ Boundary
- Subject Boundary

Notification Buffer

- 200'
- 500'

Page 313 of 376

February 5, 2024

Robin Griffin - Executive Director of Development Services
City of Leander
Development Services Department
201 N Brushy Street
Leander, Texas 78641

RE: Burleson Roberts Tract – Zoning Change (Amendment to original request)
Letter of Intent – Z-23-0102
LJA Project #A140-0422

Dear Robin:

The Burleson Roberts tract is located on approximately 290 acres at the southeast corner of Journey Parkway and Ronald Reagan Boulevard within the city limits of the City of Leander. A Development Proposal was recently completed and the Leander City Council expressed a willingness to allow removal of approximately 16 acres of Multi-Use corridor from the Future Land Use Map along the frontage of Journey Parkway at the east end of the property. A FLUM change request has been submitted under separate cover as case CPA-23-0009.

The property is currently zoned Single Family Rural (SFR-1-B). The zoning change request proposes to change approximately 234 acres from SFR-1-B to Single Family Suburban – SFS 2-B. Approximately 4 acres at the hard corner of Journey Parkway and Ronald W Reagan Boulevard is proposed to be zoned GC-3-A. The balance of the area, approximately 50.7 acres, is proposed to be zoned GC-2-A.

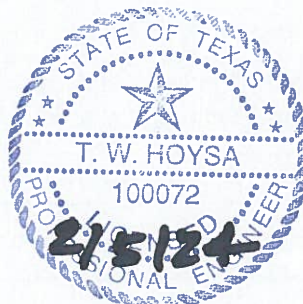
The case was originally heard at the Planning and Zoning Commission meeting on January 25, 2024. The Planning and Zoning Commission expressed reservations about allowing the case to proceed without zoning of the entirety of the tract. The above proposed zoning scheme includes the entire tract, is intended to meet the intent of the current water conservation ordinance, and is in conformance with the FLUM as proposed to be amended under CPA-23-0009.

Please find maps, executed applications, and fee estimates attached for further City review of this proposed Zoning change. Please let us know if you have any questions or require additional information. Thank you.

Very Truly Yours,
LJA ENGINEERING, INC.



T. Walter Hoysa, P.E.
Vice President



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.

On January 31, 2024, letters were hand-delivered to all residential property owners within 500 ft. of the property by the developer.

Attached is a map illustrating the parcels that were notified, along with the letter that was distributed.

We held a neighborhood meeting held at 6:30 pm on February 5th, 2024 at the Mason Homestead 1101 S Bagdad.

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.

The HOAs to the East and the North of the Property were notified via email, (Pecan Creek and Catalina Ranch) and all residential property owners within 500 ft.

were notified via hand-delivered notices. Attached is a list including the names and addresses of the individuals notified.

3. What concerns were raised during these communications?

•Requested additional coordination on traffic issues with City of Cedar Park (both during construction and design)

•Potential for an (delete significant) increase in cut-through traffic for Cedar Park residents located to the south in Caballo Ranch; however, residents located in communities along Journey Parkway were excited about the development in regards to the school connectivity and how it will

•Interest in connections to Ronald Reagan (and stoplights) that would alleviate cut-through traffic in Caballo Ranch.

•Caballo Ranch homeowners wish to see a buffer between their homes and the future development. Please note that they are not aware of a 30' to 67' setback that will be in place due to a WW easement, which we believe is more than enough of an adequate buffer.

•Concerns around the future capacity of the Elementary and Middle School with the new development. We cannot comment on behalf of LISD, but please note that the less dense zoning of SFS compared to the nearby SFC zoning will mitigate the impact to the schools. Additionally,

•Perfect Game's development and increased potential for traffic issues along New Hope Dr., and Construction noise and traffic during the development

•Concerns about how drainage could impact Caballo Ranch. We communicated to them that a full drainage study would be completed and the project would be Engineered appropriately to not increase any drainage onto their property

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

No specific modifications were made to the zoning request, but the developer highlighted how further design and study would demonstrate how

many of their concerns would be mitigated Overall the neighbors did not have any concerns around the actual zoning we are requesting, but the primary concern was made from the southern property owners in regards to cut through traffic to the school.

However, the neighbors to the north were in support of the future roads from Ronald Reagan to the schools as it would mitigate traffic on Journey. Lastly, the neighbors recognized that the proposed less intense residential zoning category substantially dampens the the overall effect of the concerns they raised and the positive impact that larger lot sizes would have on their property values.

The above information is deemed to be true to the best of my knowledge.

Signature: _____



Date: _____

2/6/2024

February 7, 2024

Robin Griffin - Executive Director of Development Services
City of Leander
Development Services Department
201 N Brushy Street
Leander, Texas 78641

RE: Burleson Roberts Tract – Zoning Change
Postponement Request - Z-23-0102
LJA Project #A140-0417

Dear Robin:

Based on feedback from the Planning and Zoning Commission meeting held January 25, 2024, we respectfully request postponement of further action on the above zoning change request.

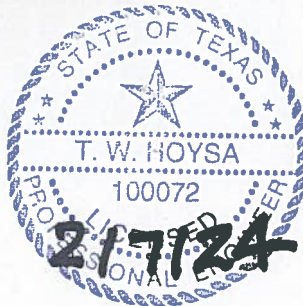
The original request has been amended and was resubmitted February 6, 2024. Please postpone further action on the original request until the amended request can be heard at Planning and Zoning Commission. The current calendar is to schedule a new Planning and Zoning Commission hearing for March 14, 2024. Both the original and amended requests are respectfully requested to be heard by City Council on the April 4 and April 18, 2024 meetings.

Please let us know if there is further action required on the part of the applicant to effect this postponement.

Very Truly Yours,
LJA ENGINEERING, INC.



T. Walter Hoysa, P.E.
Vice President





EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Discussion regarding the Comprehensive Plan Implementation Schedule and Old Town Master Plan Implementation, and consider action on recommendations from the Planning & Zoning Commission for the FY 2024/2025 City Budget and CIP Plan.

BACKGROUND:

The City Council adopted the current Comprehensive Plan on April 1, 2021 and updated it on March 3, 2022, June 1, 2023, and January 4, 2024. Chapter 6 of the Plan includes an implementation schedule that lists the goals and strategies with timeframes. This agenda item includes a status update for the implementation schedule to show progress on the items.

The City Charter calls for the Commission to submit a list of recommended capital improvements that are desired to implement the adopted Comprehensive Plan. The Commission has the opportunity to make recommendations based on the current goal statements listed in the adopted Plan.

Examples of previously proposed capital improvements include:

1. Sidewalk gaps project – Approved & Completed
2. Old Town Master Plan – Approved, RFQ is in process
3. Architectural Pattern Book – Approved & Not Adopted
4. Landscape & Beautification along corridors – No Action
5. Strong Towns Community Presentation – No Action
6. Improving Heritage Grove Road – Approved & Scheduled for this year
7. Complete Sidewalk Network – HEB to Old Town – No Action
8. Improve Entrance Old Town including Signage – Old Town Master Plan Approved
9. Build Dinosaur Park in Old Town – Approved, RFQ completed
10. Resolve High Speed Internet Inequality – No Action
11. Bus Connectivity, Involve Public Arts Commission with Bus Stops – No Action
12. Access to businesses, infrastructure, and bus service – No Action

Section 10.05 Planning Commission Powers and Duties

e. Submit annually to the city manager, not less than one hundred fifty days prior to the beginning of the budget year, a list of any capital improvements recommended by the planning commission as necessary or desirable to implement the adopted comprehensive plan or element or portion thereof during the forthcoming five-year period;

HISTORY/TIMELINE:

04/01/2021 Adoption of the Comprehensive Plan Update

10/12/2021 Applicant update to the Future Land Use Map (Hampton Park Estates)

03/03/2022 COL update to the Future Land Use Map
04/07/2022 Applicant update to the Future Land Use Map (M Ranch)
05/19/2022 Applicant update to the Future Land Use Map (Leander Estates)
02/02/2023 COL update to the Comprehensive Plan to update the Transportation Master Plan (Republic Trails)
06/01/2023 COL update to the Comprehensive Plan to update the Transportation Master Plan
09/21/2023 Adoption of Old Town Master Plan
01/04/2024 COL update to the Comprehensive Plan and Future Land Use Map

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

During the February 22, 2024 Planning & Zoning Commission meeting, the Commission motioned to postpone action until the following meeting after discussing the following suggested recommendations.

Regular Budget:

1. Training for the Planning & Zoning Commission in FY 24-25.

Capital Improvement Projects Budget:

1. Installment of sidewalks to reduce the connectivity gaps between Hero Way and Old Town.
2. Partnership with internet providers on installment of high speed internet throughout the City.
3. Installment of traffic signals and turn lanes throughout the City.
4. Installment of street safety elements along Crystal Falls Parkway such as left turn signals and replacing landscaping with boulders.
5. Installment of traffic signal and left turn lanes for development coming in along the south side of Crystal Falls Parkway, along with increased signage.
6. Survey developers on current market regarding architectural diversity and update the ordinances to correspond.
7. Partnership with Capital Metro to establish bus routes through the City.

Old Town Master Plan Budget:

1. Adoption of the 183 Corridor Study into the Transportation Master Plan.
2. Installment of a pedestrian bridge that connects Old Town.

PRESENTER:

Karina L. Castillo, AICP, Planning Manager

Attachments:

1. Att 1 - P&Z Comprehensive Plan Summary Notes 02.22.2024
2. Att 2 - Planning Analysis Comprehensive Plan Implementation Update
3. Att 3 - Planning Analysis Old Town Master Plan
4. Att 4 - Implementation Schedule 2024 Update
5. Att 5 - Old Town Priority Projects



PLANNING & ZONING COMMISSION COMPREHENSIVE PLAN DISCUSSION

The Planning & Zoning Commission held a workshop on February 8 and February 22 to discuss the 2021 Comprehensive Plan and 2023 Old Town Master Plan, and consider making any recommendations to the City Council. The City of Leander Charter calls for the Planning & Zoning Commission to:

Monitor and oversee the effectiveness and status of the comprehensive plan and recommend annually to the council any changes in or amendments to the comprehensive plan as may be desired or required;

HISTORY/TIMELINE:

04/01/2021 Adoption of the Comprehensive Plan Update
10/12/2021 Applicant update to the Future Land Use Map (Hampton Park Estates)
03/03/2022 COL update to the Future Land Use Map
04/07/2022 Applicant update to the Future Land Use Map (M Ranch)
05/19/2022 Applicant update to the Future Land Use Map (Leander Estates)
02/02/2023 COL update to the Comprehensive Plan to update the Transportation Master Plan (Republic Trails)
06/01/2023 COL update to the Comprehensive Plan to update the Transportation Master Plan
09/21/2023 Adoption of Old Town Master Plan
01/04/2024 COL update to the Comprehensive Plan and Future Land Use Map

GENERAL BUDGET:

1. The Commission expressed the need for more training for the Commissioners.
 - a. Include funds for training for the Planning & Zoning Commission in FY 24-25.

CAPITAL IMPROVEMENT PROJECTS BUDGET:

1. There are areas between Hero Way and Old Town that lack sidewalks. The lack of continuous sidewalks contributes to the inaccessibility to and the walkability within Old Town for pedestrians.
 - a. Consider the installment of sidewalks to reduce the connectivity gaps between Hero Way and Old Town.
2. There is a lack of high speed internet that hinders opportunities to those that do not have adequate services.
 - a. Support high speed internet providers in the development process.
3. With the increase of traffic throughout the City due to its population growth, there is a need for traffic signals and turn lanes at major intersections to ensure safer roads.
 - a. Consider the installment of traffic signals and turn lanes throughout the City.
4. As the developments along Crystal Falls Parkway are near completion, increased traffic concerns have arisen. There are several contributing factors such as landscaping along the medium, insufficient signage, and a lack of turn lanes and traffic signals.

Updated 03/08/2024

- a. Consider the installment of street safety elements along Crystal Falls Parkway such as left turn signals and replacing landscaping with boulders.
 - b. Consider the installment of traffic signal and left turn lanes for development coming in along the south side of Crystal Falls Parkway, along with increased signage.
- 5. With a changing real estate market, changes to the ordinances should be taken into consideration.
 - a. Survey developers on current market regarding architectural diversity and update the ordinances to correspond.
- 6. To make the most of our partnership with Capital Metro, bus routes would aid in getting residents to the train station and around the City.
 - a. Consider a partnership with Capital Metro to establish bus routes through the City.

OLD TOWN MASTER PLAN BUDGET:

- 1. The 183 Corridor Study is currently underway. This plan will identify current existing conditions and provide recommendations on how to improve the development of the corridor.
 - a. Adoption upon completion of the 183 Corridor Study into the Transportation Master Plan.
- 2. With Old Town being split by US 183, a pedestrian bridge would connect the east and west portions. More commercial developments have been occurring on both sides through the years. However, it is difficult for residents to feel that it is one single area when it is not easily accessible.
 - a. Consider the installment of a pedestrian bridge that connects Old Town.



PLANNING ANALYSIS

COMPREHENSIVE PLAN IMPLEMENTATION SCHEDULE 2024 UPDATE

BACKGROUND

The City Council adopted the current Comprehensive Plan on April 1, 2021 and updated it on March 3, 2022, June 1, 2023, and January 4, 2024. Chapter 6 of the Plan includes an implementation schedule that lists the goals and strategies with timeframes. This agenda item includes a status update for the implementation schedule to show progress on the items.

SUMMARY

The Planning & Zoning Commission is presented with an update to the Comprehensive Plan's Implementation Schedule to identify the progress made to the Comprehensive Plan and to inform of upcoming updates. The Commission has the opportunity to make recommendations to Staff for Capital Improvement Projects to be included in the upcoming Capital Improvement Plan.

GOALS COMPLETED

The following goals have been completed:

- 1.2.5 Review the lighting ordinance to ensure appropriate and compatible site and building lighting for new development.
- 2.2.1 Identify and prioritize recruiting through a targeted industry analysis.
- 3.1.1 Identify and prioritize the recruitment of primary jobs through a targeted industry analysis.
- 3.2.2 Develop marketing and branding material that responds to key information needs of site selectors, brokers, developers, and targeted prospects. Website Update
- 4.1.4 Create a targeted marketing campaign for the Leander Station activity center as a premier regional destination.
- 5.2.5 Consider the creation of a "Leander Beautification" committee to identify improvements citywide.
- 6.1.1 Develop a detailed master plan for Old Town Leander.
- 6.2.3 Conduct a parking assessment in Old Town.
- 6.2.5 Explore funding opportunities for public improvements.
- 6.3.1 Create a Leander heritage promotion program that educates and celebrates Leander's rich history.
- 9.1.2 Update the City's street cross-sections to ensure a balance of safety and people-centered streetscape elements.
- 9.2.1 Regularly re-evaluate the City's methods for studying traffic impacts and assessing mitigation costs.
- 11.2.4 Conduct the five-year update of the Water and Wastewater Impact Fees.
- 12.2.6 Develop digital tools to provide information and education to the public.

PLANS AND ORDINANCES UPDATES

The following updates were made to ordinances and plans:

1. In April 2023, the Building Code was updated to remove local amendments that were in conflict with new codes and require that shell buildings are pre-plumbed for multiple restrooms.
2. In June 2023, the Transportation Master Plan was updated to revise the classification of several roads.
3. In September 2023, Old Town Master Plan was completed.
4. In November 2023, the Sign Ordinance was amended to overhaul the standards and address changes in response to new sign types, materials, and technology.

5. In January 2024, the Comprehensive Plan was updated to reduce residential zoning permitted in Urban Mixed-Use, Activity Centers and Employment Centers, update the Comprehensive Plan and Future Land Use Map to address changes to the Transportation Master Plan and provide clarity on some land use categories.
6. In January 2024, the Subdivision Ordinance was updated to support the newly adopted Roadway Impact Fees by revising Roadway Adequacy Fee to Roadway Adequacy Payment, implement the use of a Traffic Study Screening Evaluation Form, and general clean up.

UPCOMING UPDATES

Staff is working on updates to the following ordinances:

1. Noise Ordinance Update – Feb. 2024
2. Entertainment District Creation– Feb./March 2024
3. Water Master Plan Update – March 2024
4. Parkland Dedication Ordinance Update – Spring 2024
5. Short Term Rentals – Spring 2024
6. Composite Zoning Ordinance updates and clean up – Spring 2024
7. Building and Fire Code 2024 code package – End of 2024

CAPITAL IMPROVEMENT PROJECT OPTIONS

The Planning & Zoning Commission has an opportunity to provide a list of recommended items to be considered for the Capital Improvement Project (CIP) Plan. The following items are from the Comprehensive Plan and could be considered as options.

- Initiate a Gateway and Signage Plan,
- Install landscaping enhancements on major highways,
- Move City Hall and civic center facilities partially or entirely to another location,
- Conduct a feasibility study for the future San Gabriel River Regional Trail,
- Acquire trail access corridor to the Balcones Canyonlands Preserve
- Replace and/or upgrade playscapes,
- Acquire property for signature community park in northwest Leander,
- Install traffic signals and turn lanes,
- Initiate a Library Strategic Master Plan update.



PLANNING ANALYSIS

OLD TOWN MASTER PLAN & PRIORITY PROJECTS

BACKGROUND

The Comprehensive Plan identified Old Town Leander as a unique community asset. Through public outreach and stakeholder involvement the vision for Old Town to be a destination for arts, shopping, entertainment and honoring Leander's Heritage were key take aways. Due to its importance, improving Old Town was listed as 1 of the 12 major Goals within the Comprehensive Plan.

In 2023, the City Council approved the Old Town Master Plan. This plan included a thorough analysis of Old Town focusing on a parking assessment and an implementation plan to include priority projects. Attachment 4 in the agenda packet includes a list of the priority projects and costs.

The purpose in this agenda item is to offer the Commission the opportunity to consider including some of the master plan priority items in the capital improvement proposal of the upcoming budget year.

CURRENT DEVELOPMENTS & CITY PROJECT IN OLD TOWN

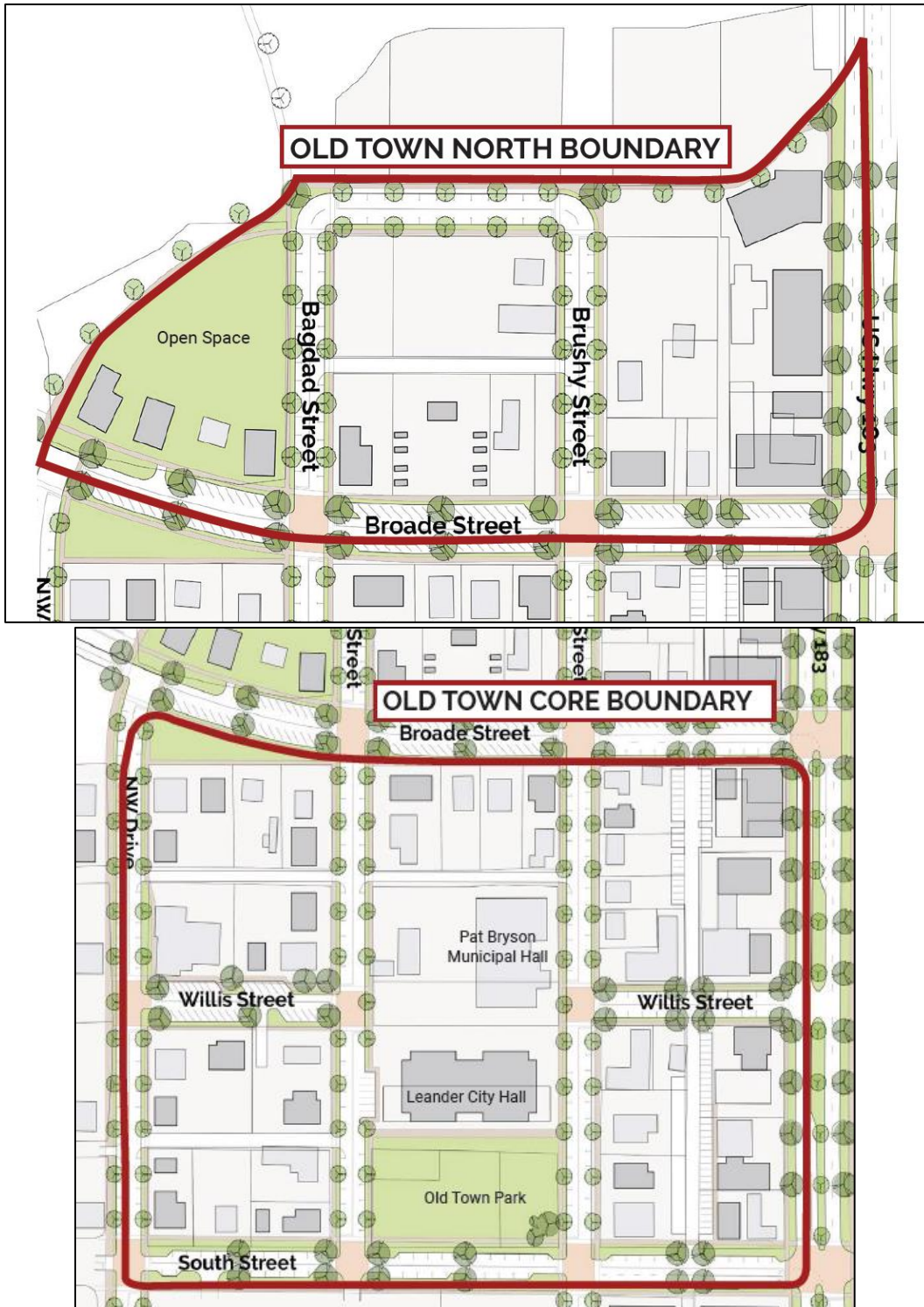
Currently, there are several new projects in Old Town:

DATE	PROJECT NAME	STATUS
03/10/2023	5 th Element Brewing	Complete
05/29/2023	Whiskey Tango Foxtrot Bar	Permit Issued
09/07/2023	Downtown Fire Improvements	Under Construction
09/21/2023	Old Town Master Plan	Complete
09/18/2023	Night Owl Bar	Complete
10/01/2023	W Broade St Striping Project	Funded, Construction Planned for 2024
10/30/2023	Wahoo Fish Tacos Restaurant	Review Complete, Pending Permit
12/07/2023	Old Town Master Plan Interactive Story Map	Complete
	Mounton's Bistro Expansion	Under Review
	Parkside Shops	Under Review
	Shady Brew Beer Garden	Under Review
	South Street Improvements	In Design
	Wildfire Phase 2	Under Review

CAPITAL IMPROVEMENT PROJECT OPTIONS

The Planning & Zoning Commission has an opportunity to provide a list of recommended items to be considered for the Capital Improvement Project (CIP) Plan. The following items are from the Comprehensive Plan and could be considered as options.

1. Complete the roadway network along the City's existing right-of-way within Old Town North. Extend Bagdad Street and Brushy Street and complete the network with the proposed east/west connection (OTMP - Old Town North Action Item 9) (+/- \$5 Million).
2. Extend the City's sanitary sewer lines throughout the Old Town North character district to properly serve new development (OTMP - Old Town North Action Item 11).
3. Establish an Old Town Committee to focus on ordinance updates in the Old Town. The Old Town Committee would identify policy changes such as:
 - a. Streetscape improvements in Old Town Core (OTMP - Old Town Core Action Item 2).
 - b. Create a landscaping and streetscape elements palette for consistency of all new development in Old Town (OTMP - Placemaking and Urban Design, Action Item 5.7).
 - c. Establish a shared parking program with surrounding organizations or businesses. Paint on-street parking spaces on Bagdad Street (OTMP - Old Town Core Action Item 6).
 - d. Adopt a policy that prioritizes pedestrians over automobiles in the Old Town district. When competing priorities are present, default to the decision that makes walking and biking easier in Old Town, rather than driving (OTMP - Placemaking and Urban Design, Action Item 5.2).
 - e. Require all outdoor seating areas to have some form of sun protection via trees, sunshades, or other shading tools, with a particular focus along the Priority Character Corridors (OTMP - Placemaking and Urban Design, Action Item 5.5).
4. Complete construction of the trail network in Old Town North character district. Although outside of the Old Town boundary, construct the trail network that is identified in the northwest portion of Old Town (OTMP - Old Town North Action Item 3), Priority Project 1, Segment 1 (\$500,000 – 600,000) and Priority Project 3, Segment 2 (\$400,000 – 500,000).
5. Incorporate the recommendations made for US 183 in this plan into the Leander Transportation Master Plan (OTMP - Placemaking and Urban Design, Action Item 5.1).
6. Connect the Railway East character district to the rest of Old Town through innovative multimodal connections such as through intersection improvements and enhanced crosswalks, (OTMP - Priority Project 6 Phase 1 (\$650,000 – 850,000)).
7. Primary gateway at South Street and US 183 to act as a branding tool to showcase and enhance Old Town's existing unique and historic brand. Gateway features may include decorative banners, pedestrian level lighting, and gateway structures with mast arm components for an arch. (OTMP - Priority Project 8 (\$1.5 – 2 Million)).





COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

ECONOMIC PROSPERITY ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 1: Economic Growth - Quality growth and development to generate a diverse tax base.								
Strategy 1.1: Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.								
1.1.1	Follow the Future Land Use Map guidance for zoning and development decisions.	Policy				X	Development Services	Ongoing
1.1.2	Implement the comprehensive plan’s design character framework to ensure appropriate design characteristics.	Regulation				X	Planning	Ongoing
1.1.3	Maintain and implement fiscal, administrative and regulatory policies and processes designed to stimulate increased economic activity and investment in the City.	Policy				X	Planning, Economic Development	Ongoing
1.1.4	Prioritize value-intense development within the boundaries of the Tax Increment Reinvestment Zone (TIRZ) financing district.	Policy				X	Planning, Economic Development	Ongoing
Strategy 1.2: Maintain development codes that achieve the community’s desired character and quality.								
1.2.1	Encourage and promote quality development through predictable and flexible development codes.	Policy				X	Planning	Ongoing
1.2.2	Pursue a near-term, comprehensive assessment of the development codes.	Study				X	Planning	Ongoing - Initiated staff committee to evaluate codes and suggest updates. The committee meets once a month.
1.2.3	Prepare amendments to the development codes to address changing market demands and development patterns.	Regulation	✗			X	Planning	Ongoing - Code updates are in discussion to increase the size of accessory structures to support work from home options.
1.2.4	Prepare amendments to the development codes and investment strategies for development along greenways.	Regulation	✗				Planning, Parks and Recreation, Economic Development	Ongoing - Code updates are in discussion to amend parkland and greenway requirements.
1.2.5	Review the lighting ordinance to ensure appropriate and compatible site and building lighting for new development.	Regulation	X				Planning, Code Enforcement	Complete - Amended the sign ordinance to update standards. Dark Sky Ordinance is in place for all new development. Added updates to the Sign Ordinance with regards to lighting.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

ECONOMIC PROSPERITY ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS	
			0-2	3-5	6-10	Ongoing			
Goal 2: Commercial Development - A dynamic commercial marketplace welcoming business opportunity.									
Strategy 2.1: Expand commercial tax base through strategic investment, support for local businesses, and partnerships with regional economic entities.									
2.1.1	Support the success of existing businesses and cultivate a robust entrepreneurship and innovation eco-system.	Policy				X	Economic Development, Public Information Office	Ongoing - Promoting the success of legacy businesses like One Source Manufacturing	
2.1.2	Devise a unique Leander “shop local” strategy.	Program				X	Economic Development, Public Information Office	Ongoing - Coordinating with Chamber on video series, sharing ribbon cutting events on social, and thanking local business sponsorship	
2.1.3	Evaluate opportunities to utilize public investment tools and programs to grow the local economy.	Policy				X	Economic Development	Ongoing	
2.1.4	Develop and utilize an economic impact analysis tool such as a cost-to-serve model to examine the tax base and service implications of new developments.	Study	✗			✗	Economic Development	Ongoing - Implemented use of Impact DataSouce to examine economic impact of potential projects and prospects.	
2.1.5	Monitor Leander’s tax and fee structure to maintain competitive rates in the region.	Policy				X	Economic Development	Ongoing - Staff evaluates tax and fee structure of nearby communities when adopting new rates.	
Strategy 2.2: Facilitate quality commercial development through targeted marketing and a commitment by the City to help businesses grow and expand									
2.2.1	Identify and prioritize recruiting through a targeted industry analysis.	Regulation	X				Planning, Economic Development, (With The Chamber of Commerce)	Completed- Identified target industries in Economic Development Strategic Plan.	
2.2.2	Prioritize commercial growth through the use of zoning, the Future Land Use Map, and prioritized investments and incentives.	Study				X	Economic Development	Ongoing -	
2.2.3	Consider the impacts of economic development in all aspects of City decision-making and operations.	Program				X	Economic Development, Public Information Office	Ongoing - Coordinating with all departments on utility, road, budget and growth impacts.	
2.2.4	Promote Leander’s positive outlook through story feeds and experiences as part of a cohesive digital communications strategy that aligns with the Leander brand.	Program				X	Public Information Office	Ongoing - Working with local video production companies to promote small businesses and highlight legacy employers. Also promoting profiles of city staff.	
2.2.5	Conduct an annual regulatory review meeting.	Coordination				X	Development Services	Ongoing - Should schedule first meeting in 2024	
2.2.6	Convene a task force of local and area commercial real estate developers to examine challenges and opportunities for Leander to succeed with commercial development.	Coordination				X	Economic Development, (With The Chamber of Commerce)	Ongoing - Have held multiple industry roundtable discussions with the Leander Chamber of Commerce and stakeholders.	
2.2.7	Streamline the development process through identification of process improvements.	Study	✗			X	Development Services	Ongoing - Development Hub was launched in 2022. Staff is evaluating the annual report to analyze the performance of the software.	

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

ECONOMIC PROSPERITY ACTIONS			ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
				0-2	3-5	6-10	Ongoing		
Goal 3: Employment - Leander is well-positioned as an attractive place for employers.									
Strategy 3.1: Expand promotional and recruitment efforts to proactively position Leander to attract top-level talent and primary jobs.									
3.1.1	Identify and prioritize the recruitment of primary jobs through a targeted industry analysis.	Study	X				Economic Development	Completed - Identified target industries in Economic Development Strategic Plan.	
3.1.2	Aggressively market and cultivate both large, high-wage employers and smaller, locally-owned entrepreneurial businesses and startup firms.	Coordination				X	Economic Development, Public Information Office	Ongoing - Staff creates customized marketing collateral when visiting with prospects.	
3.1.3	Prioritize the recruitment of destination-oriented concepts, including entertainment, restaurants, and retail venues identified in the Retail Leakage Study.	Policy	✕			X	Economic Development	Ongoing - Implemented Destination Incentive Restaurant Incentive Program.	
3.1.4	Promote Leander's community amenities, quality of life elements, and award-winning schools as a recruitment strategy.	Program				X	Economic Development, Public Information Office, (With The Chamber of Commerce)	Ongoing - Completed video highlighting Leander assests.	
3.1.5	Strengthen cooperation and partner with the Leander Chamber of Commerce to ensure regional patnerships.	Coordination				X	Economic Development, (With The Chamber of Commerce)	Ongoing - Maintain partnerships with the Leander Chamber, Williamson County Economic Development Partnership, Opportunity Austin and the Governor's Office of Economic Development.	
3.1.6	Pursue state and national recognition certifications to promote Leander.	Coordination				X	Public Information Office	In research	
Strategy 3.2: Utilize partnerships to assist in the effort to prepare economic development sites for employment.									
3.2.1	Engage with landowners to encourage quality desired development in Employment Center and Activity Center areas.	Coordination				X	Planning, Engineering, Economic Development	Ongoing - Staff routinely engages with landowners to determine interest in responding to leads for development opportunities	
3.2.2	Develop marketing and branding material that responds to key information needs of site selectors, brokers, developers, and targeted prospects. Website Update	Program	✕			✕	Public Information Office	Complete/Ongoing - Launched new website in Nov 2023 and City joined the Wilco EDP in Feb 2023 to initiate joint marketing to targeted prospects.	
3.2.3	Consider methods of public-private partnerships and cost- sharing.	Coordination				X	Economic Development	Ongoing - All available incentives are listed on the city website and staff evalutes all available tools for economic development projects.	

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

ECONOMIC PROSPERITY ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 4: City Center - A new urban city center to capitalize on the Leander Station.								
Strategy 4.1: Continue efforts regarding the construction of projects within the Leander Central/Transit-Oriented Development District as a mixed-use urban environment.								
4.1.1	Study moving City Hall to the Leander Central area.	Study	✕		✗		Administration	Pending - City gathering more information to determine future location of City Hall.
4.1.2	Begin to treat the Leander Central area as the city center in future decision-making to distinguish it from Old Town.	Policy				X	Development Services	Ongoing - Old Town Master Plan is complete. Northline has began operations in some of the development as the rest continues under construction.
4.1.3	Continue the regulatory and financial design framework for the Leander Central and Urban Mixed-Use areas.	Regulation				X	Planning, Economic Development	Ongoing
4.1.4	Create a targeted marketing campaign for the Leander Station activity center as a premier regional destination.	Program		×		✗	Economic Development, Public Information Office (With The Chamber of Commerce)	Complete/Ongoing - Coordinated video to highlight Leander assets. Continuing Chamber partnership.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

COMMUNITY CHARACTER ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 5: Community Branding - Establishment of a community brand that showcases Leander’s uniqueness.								
Strategy 5.1: Create a brand for Leander that captures Leander’s identity.								
5.1.1	Begin a branding conversation to elevate Leander’s identity. Provide a scope.	Study	✕			✕	Public Information Office	Ongoing - Launched new website in Nov 2023, received input on Leander identity during Old Town Master Plan development, approved Sept 2023.
5.1.2	Promote community history and points of interest in the branding plan.	Study				X	Public Information Office	Ongoing - working on multiple projects including Bryson Farmstead, Old Town Park, Old Town Master Plan, and US 183 Corridor Study.
5.1.3	Prepare marketing and promotional materials as part of the new brand.	Program		✕	✕		Public Information Office	In research
Strategy 5.2: Develop gateway features and wayfinding that delineate the boundaries of the City and guide visitors and residents to key destinations.								
5.2.1	Create a gateway and signage plan to showcase the new brand and identity elements.	Study		X			Public Information Office	In Progress - Old Town Master Plan approved Sept 2023 includes recommendation for branded wayfinding in Old Town. Citywide plan in research.
5.2.2	Study regional corridors for gateway enhancements.	Study			X		Planning, Public Information Office	Pending - US 183 Corridor Study started Nov 2023.
5.2.3	Prepare a corridor study for US 183 to create a “main street” arrival adjacent to Old Town.	Study			X		Planning, Public Information Office	Pending - US 183 Corridor Study started Nov 2023.
5.2.4	Explore landscaping enhancements on major highway corridors.	Study			X		Planning, Parks and Recreation	
5.2.5	Consider the creation of a “Leander Beautification” committee to identify improvements citywide.	Coordination		X			Planning, Public Information Office, Parks and Recreation	Completed - Ad Hoc Committee on beautification created by the Mayor.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

COMMUNITY CHARACTER ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 6: Old Town - A destination focused on the arts, shopping, and entertainment honoring Leander’s heritage.								
Strategy 6.1: Develop a cohesive plan to make Old Town Leander a unique place with a distinct identity.								
6.1.1	Develop a detailed master plan for Old Town Leander.	Study	X				Planning, Engineering	Completed - Old Town Master Plan was completed in 2023.
Strategy 6.2: Encourage development and activity in Old Town with locally-owned and unique shopping, dining, and entertainment opportunities.								
6.2.1	Consider amendments to the development codes to encourage desired uses in Old Town.	Regulation				X	Planning	Ongoing - The Entertain District is under consideration with potential for a committee to work on updating standards to the development codes.
6.2.2	Develop annual work plans for Old Town development initiatives.	Program		X			Planning, Parks and Recreation, Economic Development	Ongoing - The Old Town Master Plan was completed in 2023 and implementation will begin soon.
6.2.3	Conduct a parking assessment in Old Town.	Study	X				Planning, Engineering	Completed - The Old Town Master Plan was completed in 2023 and includes a parking assessment.
6.2.4	Continue the Old Town Revitalization Program.	Program				X	Economic Development	Ongoing - Old Town gas line expansion completed in 2023. The fire improvements project, Old Town Park, and the Broade Street striping project are ongoing.
6.2.5	Explore funding opportunities for public improvements.	Capital Investment	✗			✗	Administration, Finance	Complete/Ongoing – City received \$7.9 million from CapMetro in 2022 for Old Town improvement projects. City also is evaluating potential funding sources identified in Old Town Master Plan approved Sept 2023.
6.2.6	Carefully consider the transitional compatibility with existing residential as Old Town evolves into an all-day activity area.	Study				X	Planning	Ongoing - The Old Town Master Plan provides suggestions for code updates. We will consider transitional compatibility with the updates.
Strategy 6.3: Promote the desired Old Town development character by incorporating and preserving elements of Leander’s heritage and history into Old Town Leander.								
6.3.1	Create a Leander heritage promotion program that educates and celebrates Leander’s rich history.	Program	✗			✗	Economic Development, Public Information Office	Complete/Ongoing - Historical Preservation Commission hosts historical displays at the library and promotes history at Council meetings. Historical art displays also being considered in future park developments.
6.3.2	Explore opportunities to qualify for state and federal resources related to historic preservation and public art.	Program				X	Economic Development	
6.3.3	Encourage the preservation and rehab of contributing historic structures.	Policy				X	Economic Development	
6.3.4	Allocate funds for the construction of an Old Town park.	Capital Investment	✗	✗			Parks and Recreation	Pending - Funds are in place for the Old Town Park.
6.3.5	Consider moving City Hall and civic center facilities partially or entirely to another location in the city.	Study	✗		✗		Administration	Pending - City gathering more information to determine future location of City Hall.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

COMMUNITY CHARACTER ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 7: Outdoor Spaces - Activated, connected, and destination-based outdoor spaces.								
Strategy 7.1: Build and connect a community-wide system of linear greenway parks and trails.								
7.1.1	Establish a greenways network through partnerships and regulations.	Coordination/ Regulation				X	Parks and Recreation	
7.1.3	Conduct a detailed feasibility study for the future San Gabriel River Regional Trail.	Study		X			Parks and Recreation	Ongoing - will look to budget for study in FY 25.
7.1.4	Pursue a trail access corridor to the Balcones Canyonlands Preserve.	Capital Investment			X		Parks and Recreation	Ongoing - will work with GIS to identify routes.
7.1.5	Partner with Cedar Park to connect Lakewood Park to the Williamson County Southwest Regional Park and Brushy Creek trail extension.	Coordination		X			Parks and Recreation	Ongoing - segments along the route are being developed.
7.1.6	Partner with public and private organizations to expand regional trail connectivity that support transportation and recreation.	Coordination				X	Parks and Recreation	
Strategy 7.2: Expand the parks system and recreation offerings to keep pace with community growth.								
7.2.1	Implement the 2019 Parks Master Plan.	Coordination				X	Parks and Recreation	
7.2.2	Increase recreation opportunities and programming throughout the community to serve a diverse, multi-generational population.	Program				X	Parks and Recreation	Ongoing - Hired a consultant in July of 2022 to provide a master plan and design fo the South San Gabriel River Park and Leander Atheletic Complex. Leander Activity Center opened in spring of 2022
7.2.3	Develop a phasing plan to replace and/or upgrade playscapes.	Program	X	X			Parks and Recreation	Ongoing - Complete replacement of Devine Lake and Bledsoe Park playscapes in 2023
7.2.4	Acquire property for a signature community park in northwest Leander.	Capital Investment	X	X			Parks and Recreation	
7.2.5	Review the parkland dedication ordinance to ensure desired neighborhood park outcomes.	Study				X	Parks and Recreation	Ongoing - In process, anticipated approval of revised parkland dedication ordinance to be completed in 2024
Strategy 7.3: Pursue signature destinations for events and regional attractions.								
7.3.1	Encourage and invest in event spaces for entertainment and activities for local and regional attraction. Hotel legislation	Capital Investment				X	Economic Development, (With The Chamber of Commerce)	Ongoing - Completed Hotel Study in 2024. Passed HB 4103 to create incentives for potential event space.

7.3.2	Identify opportunities to use parks for tourism and events.	Coordination				X	Parks and Recreation, Public Information Office, (With The Chamber of Commerce)	Ongoing - Partnered with third parties to host Diwali and Bathukamma festivals in 2023 and updated Parks User Fees Policy in Jan 2024 to utilize Lakewood Park for more large-scale events.
7.3.3	Expand opportunities for public art in outdoor spaces throughout Leander	Program				X	Parks and Recreation	Ongoing - New sculpture was added to Lakewood Park along with new mural at Robin Bledsoe Park in 2023
7.3.4	Increase the number of community events (festivals, concerts, farmer's markets, etc.).	Coordination				X	Parks and Recreation, Public Information Office, (With The Chamber of Commerce)	Ongoing - Parks Fees Policy was updated in January 2024 to utilize Lakewood Park for more large-scale events.
7.3.5	Develop the future San Gabriel Park property and consider additional expansion acreage, if possible.	Capital Investment		X			Parks and Recreation	Ongoing - Hired a consultant in July of 2022 to provide a master plan and design fo the South San Gabriel River Park and Leander Atheletic Complex.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

COMMUNITY CHARACTER ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 8: Education and Community Partnerships - Strong partnerships with education providers and community groups to achieve community goals and foster civic pride.								
Strategy 8.1: Support education providers to promote quality education for the next generation in Leander.								
8.1.1	Establish centers of excellence through engagements with Leander ISD, higher education institutions and local businesses.	Coordination				X	Planning, Engineering	Ongoing - Staff meets with the LISD demographer annually. Staff also meets with LISD during the planning and development stages of new schools. LISD receives a zoning notice for all residential cases.
8.1.2	Support and expand safe and connected routes to school.	Program				X	Planning, Engineering, Parks and Recreation	Ongoing - Will also be supported by the Transportation Master Plan.
8.1.3	Support efforts to integrate elementary schools within neighborhoods.	Coordination				X	Planning, Engineering	Ongoing
8.1.4	Consider shared-use facilities with schools.	Coordination				X	Parks and Recreation	
Strategy 8.2: Support institutions of higher learning to expand educational opportunity.								
8.2.1	Leverage ACC’s San Gabriel campus to cater the corporate training solutions programs to the needs of Leander such as developing strong technology and manufacturing fields.	Coordination				X	Administration	Pending – City is meeting with ACC and LISD officials to confirm needs. ACC currently exploring Early College High School program.
8.2.2	Partner with ACC San Gabriel campus on expansion of their campus, including a potential four-year university.	Coordination				X	Administration	Pending – City is meeting with ACC and LISD officials to confirm needs. ACC currently exploring Early College High School program.
Strategy 8.3: Continue to support community service groups, non-profits, and volunteers.								
8.3.1	Identify opportunities to partner with local groups for community action steps.	Coordination				X	Fire, Code Enforcement, Police, Public Information Office	Ongoing - The Fire Department’s risk reduction program and the Police Departments’s crisis response unit has established several partners within the community who have been instrumental in providing community action as it relates to assisting our vulnerable and at-risk populations.
8.3.2	Partner with medical institutions to promote health and activity.	Coordination				X	Human Resources	Ongoing - HR confirmed that staff is eligible for a corporate discount with YMCA and Planet Fitness. We use Next Level Urgent Care & CareNow for workers' comp, drug testing, fitness for duty, etc.
8.3.3	Encourage volunteer assistance to generate civic pride and enthusiasm.	Program				X	Public Information Office, (With The Chamber of Commerce)	Ongoing - Established an online form for all volunteer interest
8.3.4	Consider partnership opportunities for a new community space.	Coordination				X	Parks and Recreation	Ongoing – partnership with Northline to create new Town Park.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

GROWTH AND MOBILITY ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 9: Transportation - Safe, connected, attractive streets as part of a balanced and diverse transportation network.								
Strategy 9.1: Continue to support well-designed and maintained streets to ensure safety and durability.								
9.1.1	Prioritize street safety elements in upcoming CIP projects.	Policy				X	Engineering	Ongoing - Several traffic signal and turn lane projects will improve safety.
9.1.2	Update the City's street cross-sections to ensure a balance of safety and people-centered streetscape elements.	Regulation	X				Engineering	Completed - Transportation Master Plan has this updated
9.1.3	Support and expand pedestrian and bicycle connectivity. TMP	Program				X	Engineering, Parks and Recreation	Ongoing - Transportation Master Plan has this updated
9.1.4	Continue to assess pavement condition on City streets.	Study				X	Public Works	Ongoing - Pavement assessments were performed in 2015, 2020, and 2021 (after Winter Storm Uri)
9.1.5	Assess on-street parking situations where existing narrow streets challenge emergency response.	Study		X			Engineering, Fire, Police	Pending - Old Town Master Plan was completed in 2023, but study for the entire City has not been started. Public Works has provided a list of streets that are below the current street standards to the Fire Department. This list will allow us to perform a further analysis of the street areas and demands and if any improvements are needed.
9.1.6	Consider grant opportunities for residential screening walls and compatibility elements that coincide with major street expansion.	Coordination		X			Planning	
Strategy 9.2: Ensure a connected, balanced network of streets and prioritize timely improvements through managed planning systems.								
9.2.1	Regularly re-evaluate the City's methods for studying traffic impacts and assessing mitigation costs. Traffic Impact Fees	Study	X				Engineering	Completed - Roadway Impact Fees Ordinance was adopted in July 2022, fees will be assessed in 2023 and collected in 2024
9.2.2	Account for growth-based traffic congestion through managed planning and study.	Policy				X	Planning, Engineering	Pending - Transportation Master Plan includes and several Corridor Studies are in process and being finalized to manage the traffic congestion
9.2.3	Continue to monitor emerging modes of transportation.	Study				X	Engineering, Public Works	Ongoing - City is working with CapMetro
9.2.4	Evaluate opportunities to consider transportation demand management and smart city technologies.	Study				X	Engineering, Public Works	Ongoing - Demand study included in the Transportation Master Plan and No update to smart city technologies
9.2.5	Develop a formal signalized intersection review and approval process.	Program		X			Engineering, Public Works, (With TxDOT)	Ongoing - Engineering works with consultants for signal warrant studies for this as formal process. In addition to signal warrant studies, ENG and PW work together to review standard practices (MUTCD, TxDOT, etc.) and accident data provided by PD to review other intersection improvement requests (i.e. flashing beacons, crosswalks, signage, etc.)

Strategy 9.3: Foster strong relationships with regional mobility partners to expand Leander’s influence on regional transportation decisions.								
9.3.1	Engage with TxDOT to evaluate a future US 183 turnback	Coordination			X		Public Works	Ongoing
9.3.2	Partner with regional transportation organizations to plan for priority transportation projects in Leander.	Coordination				X	Administration, Engineering	Ongoing - Working with Williamson County, TxDOT and CAMPO to partner on current and future transportation projects including Hero Way East Expansion, Bar W traffic signal, North Bagdad Road widening, and Crystal Falls Pkwy extension design. County bond funds approved by voters in Nov 2023.
9.3.3	Seek to expand enhanced transit service with CapMetro.	Coordination			X		Administration	Pending – City working with CapMetro to identify expansion opportunities for current Pickup service.
9.3.4	Partner with smaller cities in the CapMetro program to ensure equitable participation rates and service offerings.	Coordination				X	Administration	Ongoing – Council rep on CapMetro Board is communicating with small city counterparts.
9.3.5	Conduct a study to examine potential grade-separated railroad crossings.	Study			X		Engineering	
9.3.6	Seek to integrate trail crossings and park signage on the 183A Toll extension.	Coordination	✕	X			Parks and Recreation	Ongoing - Working with CTRMA to provide trail crossing under new 183A bridge to connect San Gabriel Park to the pedestrian trail on the westside of 183A

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

GROWTH AND MOBILITY ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 10: Housing - Long-term neighborhood integrity and a balanced, diverse mix of housing.								
Strategy 10.1: Maintain and/or improve affordability and diversity in the housing market.								
10.1.1	Encourage a variety of market-driven housing types.	Policy				X	Planning	Ongoing - This can be achieved through zoning. Currently the resolution regarding water has placed this strategy on hold.
10.1.2	Support senior living communities near neighborhoods and infill locations.	Regulation				X	Planning	Ongoing - This can be supported as development occurs.
10.1.3	Prepare amendments to the development codes to address Transitional development options.	Regulation	✕			✗	Planning	Pending - Planning will evaluate this update with our next round of ordinance updates.
10.1.4	Support emerging, flexible residential types in appropriate areas.	Regulation	✕			✗	Planning	Pending - Planning is working on updates to the ordinance that includes amendments to address the accessory dwelling concept.
Strategy 10.2: Support housing that has well-defined design character, compatibility with adjacent uses, and balanced density.								
10.2.1	Prepare amendments to the development codes that limit high- density multi-family in mixed-use activity centers.	Regulation	✕			✗	Planning	Ongoing - The Comprehensive Plan was amended to update the percentage of allowed residential uses in the mixed-use acitivity centers.
10.2.2	Review and assess compatibility standards between residential and non-residential uses.	Regulation	✕			X	Planning	Pending - Staff presented updates to the ordinance in 2022 to update the compatibility standards for development. Staff will continue to monitor.
10.2.3	Prepare amendments to the development codes to improve the design quality and compatibility of attached residential products.	Regulation	✕			✗	Planning	Pending - Planning is working on updates to the ordinance and will include this proposal in the review.
10.2.4	Prepare amendments to the development codes to preserve the aesthetic in the Rural land use area depicted on the Future Land Use Map.	Regulation	✕			✗	Planning	Pending - Planning is working on updates to the ordinance and will include this proposal in the review.
10.2.5	Prepare amendments to the development codes to create a mid- density zoning district.	Regulation	✕			✗	Planning	On hold - This can be achieved through zoning. Currently the resolution regarding water has placed this strategy on hold.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

GROWTH AND MOBILITY ACTIONS		ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
			0-2	3-5	6-10	Ongoing		
Goal 11: Utilities - Integrated and well-planned utility infrastructure to serve desired growth.								
Strategy 11.1: Continue to plan ahead of growth through integrated utility infrastructure planning.								
11.1.1	Align the Leander Capital Improvement Plan (CIP) with the comprehensive plan.	Coordination				X	Planning, Engineering	Ongoing - CIP projects are developed based on the Comprehensive Plan, Transportation Master Plan, Wastewater Master Plan, and Water Master Plan
11.1.2	Continue to partner with franchise utility providers to plan ahead for critical infrastructure.	Coordination				X	Planning, Engineering	Ongoing - Engineering is working on developing a joint duct bank standard with franchise utility providers for future City projects
11.1.3	Design and manage the City’s stormwater system to mitigate against flooding.	Capital Investment		X			Engineering, Public Works	Ongoing - A FEMA LOMR is currently in process to update on FEMA Floodplains in the City to Atlas 14 Rainfall intensities. LOMR is expected to be completed in 2025. Public Works maintains an annual pond maintenance program to perform major rehabilitation on city maintained stormwater ponds in order to maintain optimum, designed, functionality. Current study of stormwater in Brushy Creek. A Stormwater Master Plan will initiate in FY2024
11.1.4	Work with telecommunication providers to facilitate enhanced broadband and 5G wireless service.	Coordination	X			X	Administration, IT, Engineering	Ongoing - City has started a quarterly meeting with Utility Providers to discuss issues and projects. In 2023, Spectrum, Verizon, and Grande have expanded services in Leander.
11.1.5	Periodically review the City’s Standard Details construction document.	Study				X	Engineering	Ongoing - Engineering has completed a review of the Standard Product List. Engineering will review City’s Standard Details and the proposed modifications in 2024.
Strategy 11.2: Prioritize the long-term strategic planning and system health of the water and utilities.								
11.2.1	Consider options to solidify Leander's water system to ensure consistent service delivery.	Study	X			X	Engineering	Ongoing - The City is working with the BCRUA Partners to expand the BCRUA Water Plant Capacity. In addition, the city working on several city water projects to ensure consistent water service delivery. Capital Improvements Program (CIP) continually assesses and adds to improve and expand water supply and resources as our highest priority.
11.2.2	Pursue and implement an update to the Water Master Plan.	Study	X	X			Engineering	Pending - An update to the Water Master Plan has been completed and will be presented to Council for approval in 2024.
11.2.3	Pursue and implement an update to the Wastewater Master Plan.	Study	X	X			Engineering	Pending - An update to the Wastewater Master Plan is ongoing and is expected to be completed in 2025.
11.2.4	Conduct the five-year update of the Water and Wastewater Impact Fees.	Study		X			Engineering	Complete - Impact Fee study was completed in 2023 and approved by Council.

11.2.5	Pursue an update to the City's 2019 Water Conservation ordinance.	Study	✕			X	Engineering, Public Works, Public Information Office	Ongoing - Updated in October 2023 with staff continuously reviewing to make needed adjustments based on current water system status and demand.

COMPREHENSIVE PLAN GOALS - IMPLEMENTATION SCHEDULE

GROWTH AND MOBILITY ACTIONS			ACTION TYPE	TIMEFRAME (YEARS)				INVOLVED DEPARTMENTS (AND PARTNERING ENTITIES)	STATUS
				0-2	3-5	6-10	Ongoing		
Goal 12: Municipal Services - Cost-effective, exceptional municipal services commensurate with growth.									
Strategy 12.1: Maintain the public’s expectations and confidence in an effective public safety system.									
12.1.1	Regularly evaluate Police and Fire Department resource needs.	Study				X	Fire, Police	Ongoing - Part of the CIP program. Both departments will continue to evaluate demands on the department and resource needs.	
12.1.2	Support Police and Fire Department use of contemporary service methods and technology.	Capital Investment				X	Administration, Fire, Police	Ongoing - Both departments will continue to monitor needs and demands on service and evaluate various methods and innovative ways to meet those demands.	
12.1.3	Partner with Williamson County on potential expansion of the City’s communication center and future need for a County Medical Examiner.	Coordination		X			Administration, Fire, Police, (With Williamson County)	Ongoing - The Fire Department will continue communication with Williamson County representatives about dispatching needs. Have not engaged yet in a discussion regarding a medical examiner.	
12.1.4	Evaluate the need for a combined Fire and Police training center.	Study	✗			X	Fire, Police	Ongoing - Police and fire are working with City staff on identifying available land to support a joint training center.	
12.1.5	Maintain support for community involvement programs for the Police and Fire Department.	Policy				X	Fire, Police	Ongoing - The Fire and Police Department will continue to evaluate our community programs and utilize community volunteer members as much as possible	
12.1.6	Regularly evaluate response time for Fire and EMS to determine station needs.	Study				X	Fire, Police		
Strategy 12.2: Ensure that the Leander community receives outstanding general municipal services.									
12.2.1	Create a new Facility Master Plan to account for community needs.	Study	✗		X		Administration	Pending – City received facilities build-out projections from BRW Architects in Nov 2021. City gathering more information to determine next steps.	
12.2.2	Provide educational and training opportunities for policymakers, staff and citizen volunteers.	Coordination/ Programs				X	Public Information Office	Ongoing - Currently meeting with HOAs about city topics. Launched new website in Nov 2023 and new Citizen University program in Sept 2023.	
12.2.3	Conduct an update to the Library Strategic Master Plan.	Study	✗	X			Parks and Recreation		
12.2.4	Conduct an update of the 2015 Multi-Hazard Mitigation Plan.	Study	✗			X	Fire	Ongoing - nearing completion of updating the HMAP. Will be presented to Council in 2024 for adoption.	
12.2.5	Proactively plan for anticipated service needs in future annexation areas.	Program				X	Development Services, (With Williamson County), (With Travis County)	Ongoing - Annexation is currently only voluntary requests per SB6 from the 85th Legislature.	
12.2.6	Develop digital tools to provide information and education to the public.	Program	✗			X	Public Information Office	Complete/Ongoing - Launched new website in Nov 2023 and new Citizen University program in Sept 2023.	

Funding and Economic Development

Existing Programs

Since the Comprehensive Plan was completed in 2020, the City has established ways to help the revitalization of Old Town and support economic development. Below are local programs and incentives that impact the development of Old Town Leander.

- **Old Town Development Incentive Program:** This program was established to encourage commercial activity in Old Town, promote pedestrian-friendly environment, preservation, and enhancement of the aesthetics of Old Town. The program offers loans and grants to encourage revitalization of Old Town.
- **Destination Restaurant Incentive Program:** This program is available to qualified restaurants that are new to or expanding in Leander. The purpose of the program is to draw in new unique restaurants.
- **Tax Reinvestment Zone:** A Tax Increment Reinvestment Zone (TIRZ) is a political subdivision created to implement tax increment financing as a tool to support structural improvement and enhancements to public infrastructure.
- **CIP:** A Capital Improvement Program is the city's five-year plan to purchase, construct, or replace the City's physical assets.

Grant Identification Grant opportunities provide funding sources for municipalities to help fund downtown revitalization projects. Grants are based on available funding mechanisms from regional, state, and federal sources.

Priority Projects

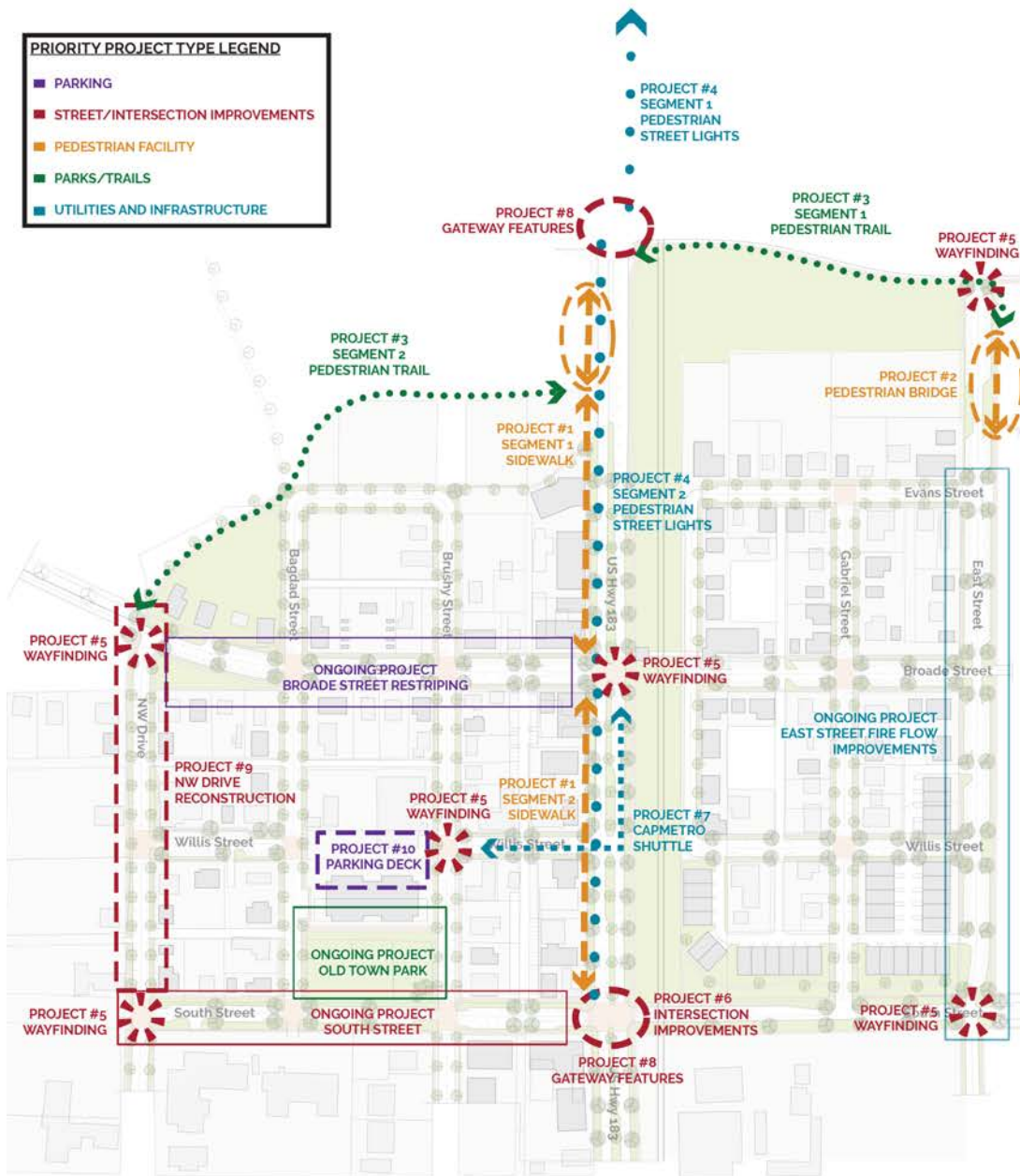
Throughout the planning process, several projects were identified, but a select group of projects were identified as having the highest impact to be pursued in the short term. Additional action items and projects found later in this Chapter are intended to be longer-term as part of a nearly 30 year vision for Old Town in 2050. The following low-cost high-impact projects, listed in priority order, include:

- Priority Project #1 - Sidewalk Infrastructure
- Priority Project #2 - Pedestrian Bridge
- Priority Project #3 - Pedestrian Trail
- Priority Project #4 - Pedestrian Street Lights
- Priority Project #5 - Wayfinding
- Priority Project #6 - Intersection Improvements
- Priority Project #7 - CapMetro Shuttle

The seven projects listed represent a Short-Term Capital Plan for implementation in the next 5-10 years to pursue project development and funding to make progress on the Old Town Master Plan vision. Each project is described in detail and includes a project background and description, a rough order of magnitude cost, and provides potential funding sources to help achieve the project.

In addition to these seven low-cost high-impact projects, three additional priority projects were identified that were higher-cost but would be high-impact in nature, and include:

- Priority Project #8 - Gateway Improvements
- Priority Project #9 - NW Drive Reconstruction
- Priority Project #10 - Parking Deck



PROJECT #	PROJECT	PROJECT TYPE	LOCATION
1	SIDEWALKS	PEDESTRIAN FACILITY	WEST SIDE OF HWY 183
2	PEDESTRIAN BRIDGE	PEDESTRIAN FACILITY	ACROSS BRUSHY CREEK PARALLEL TO EAST ST
3	TRAIL	PARKS/TRAILS	EAST TO WEST ALONG BRUSHY CREEK
4	PEDESTRIAN STREET LIGHTS	UTILITIES	ALONG 183 - SOUTH STREET TO LEANDER STATION
5	WAYFINDING	STREETS/INTERSECTION	STRATEGIC LOCATIONS THROUGHOUT OLD TOWN
6	INTERSECTION IMPROVEMENTS	STREETS/INTERSECTION	HWY 183 & SOUTH STREET AND 183 & HERO WAY
7	CAPMETRO SHUTTLE	PARKING	CITY HALL TO LEANDER STATION
OTHER ONGOING PROJECTS: SOUTH STREET RECONSTRUCTION; BROADE STREET RESTRIPING; EAST STREET FIRE FLOWS IMPROVEMENTS; OLD TOWN PARK			
8	GATEWAY IMPROVEMENTS	STREETS/INTERSECTION	HWY 183 & SOUTH STREET AND 183 & HERO WAY
9	NW DRIVE RECONSTRUCTION	STREETS/INTERSECTION	NW DR. FROM BROADE TO SOUTH ST.
10	PARKING DECK	PARKING	LEANDER CITY HALL PARKING LOT

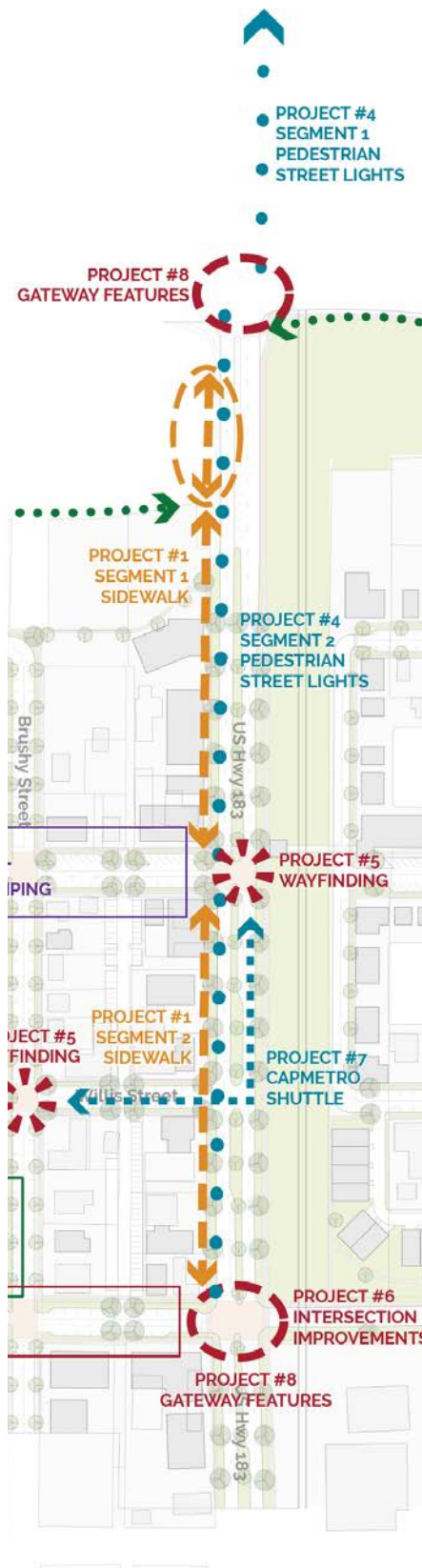
PRIORITY PROJECT #1 - SIDEWALK INFRASTRUCTURE

Project Background

The most substantial corridor in Old Town Leander is without a doubt the 183 corridor. This primary thoroughfare connects north to south and carries the highest volume of traffic along its extents. A major feature of Hwy 183 is that it also bisects the Old Town. Because of its significance as it passes through this urban district, it is important to accommodate a multi-modal environment as well. When complete, this network will have a major impact on the district because it will connect the Downtown to the surrounding area and ultimately Leander Station.

Project Description

A continuous 10 ft sidewalk section is planned along the west side of Hwy 183 from South Street to Hero Way. This priority project is broken into two segments and includes a pedestrian bridge where it crosses Brushy Creek. The first segment is newly constructed sidewalk infrastructure from Hero Way to Broade Street along Hwy 183. The second segment is a sidewalk retrofit along existing pavement from Broade Street to South Street along Hwy 183.



PRIORITY PROJECT #1 - SIDEWALK INFRASTRUCTURE

ROUGH ORDER OF MAGNITUDE COSTS

Segment 1 - Project Components	
+/- 875 linear Ft. of paved 10' sidewalk from Broade Street to Hero Way	+/- \$600,000 -800,000
+/- 150 linear ft pre-fabricated pedestrian bridge (Priority Project #2 Segment #1)	+/- \$500,000 - 600,000
Segment 1 - Estimated Cost	+/- \$1.1 - 1.4 Million
Segment 2 - Project Components	
+/- 680 linear ft paved 10' sidewalk from Broade Street to South Street	
Segment 2 - Estimated Cost	+/- \$150,000 - 200,000
PRIORITY PROJECT #1 - TOTAL ESTIMATED PROJECT COST	+/- \$1.2 - 1.6 Million
PROJECTED TIMEFRAME	
3-5 Years	

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
CAMPO - STBG/ CMAQ/TA	Federal-Aid Highway Program that provides funds for Transportation Projects contributing to Clean Air Act	Fiscal Years 2023 through 2028
Highway Safety Improvement Program	Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads	Annual
Economic Development Incentives	Incentives on a case-by-case basis	Annual
Highway Infrastructure Program	Federal-Aid Program and Special Funding	Annual
Build Central Texas (BCT) CapMetro Funding	Funding for transit-supportive capital projects when sales tax contributions exceed the Capital Metro board-established service levels.	Annual

PRIORITY PROJECT #2 - PEDESTRIAN BRIDGE

Project Background

Since Hwy 183 and the railroad create a substantial barrier between the west side of Old Town and the east, it is of the highest priority to provide connectivity in key locations to establish a unified district. Currently the only link across 183 is along South Street and resides on the southernmost part of Railway East District and only services cars, with no pedestrian facilities crossing US 183. The Illustrative Plan identifies other key pedestrian opportunities and linkages that would improve pedestrian access to the north side of Old Town as well. With prefabricated pedestrian bridges crossing Brushy Creek to the north in two key locations, pedestrian connectivity can be enhanced for the district.

Project Description

This priority project includes two pedestrian bridges as part of key sequences focused on enhancing pedestrian connectivity to the north and along Brushy Creek. The first segment is part of the trail sequence on the north and east side of town where East Street is planned to cross Brushy Creek. The second segment is part of the sidewalk extension along the west side of Hwy 183, connecting north across Brushy Creek to Hero Way.



PRIORITY PROJECT #2 - PEDESTRIAN BRIDGE

ROUGH ORDER OF MAGNITUDE COSTS

Project Components	
+/- 85 linear ft pre-fabricated pedestrian bridge across Brushy Creek at East Street	
Segment 2 - Estimated Cost	+/- \$350,000 - 400,000

PROJECTED TIMEFRAME

1-3 Years

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
TXDOT Transportation Alternatives	Federal funding programs related to TxDOT's Bicycle and Pedestrian Program for transit in Texas. Various programs available with specific eligibility and funding requirements	Varies
Highway Infrastructure Program	Federal-Aid Program and Special Funding	Annual
CAMPO - STBG/ CMAQ/TA	Federal-Aid Highway Program that provides funds for Transportation Projects contributing to Clean Air Act	Fiscal Years 2023 through 2028
Neighborhood Access and Equity Program	Program to provide funds that improve walkability, safety, and affordable transportation access through context-sensitive strategies and address barriers to community connectivity	Fiscal Year 2022 through 2026
Build Central Texas (BCT) CapMetro Funding	Funding for transit-supportive capital projects when sales tax contributions exceed the Capital Metro board-established service levels.	Annual

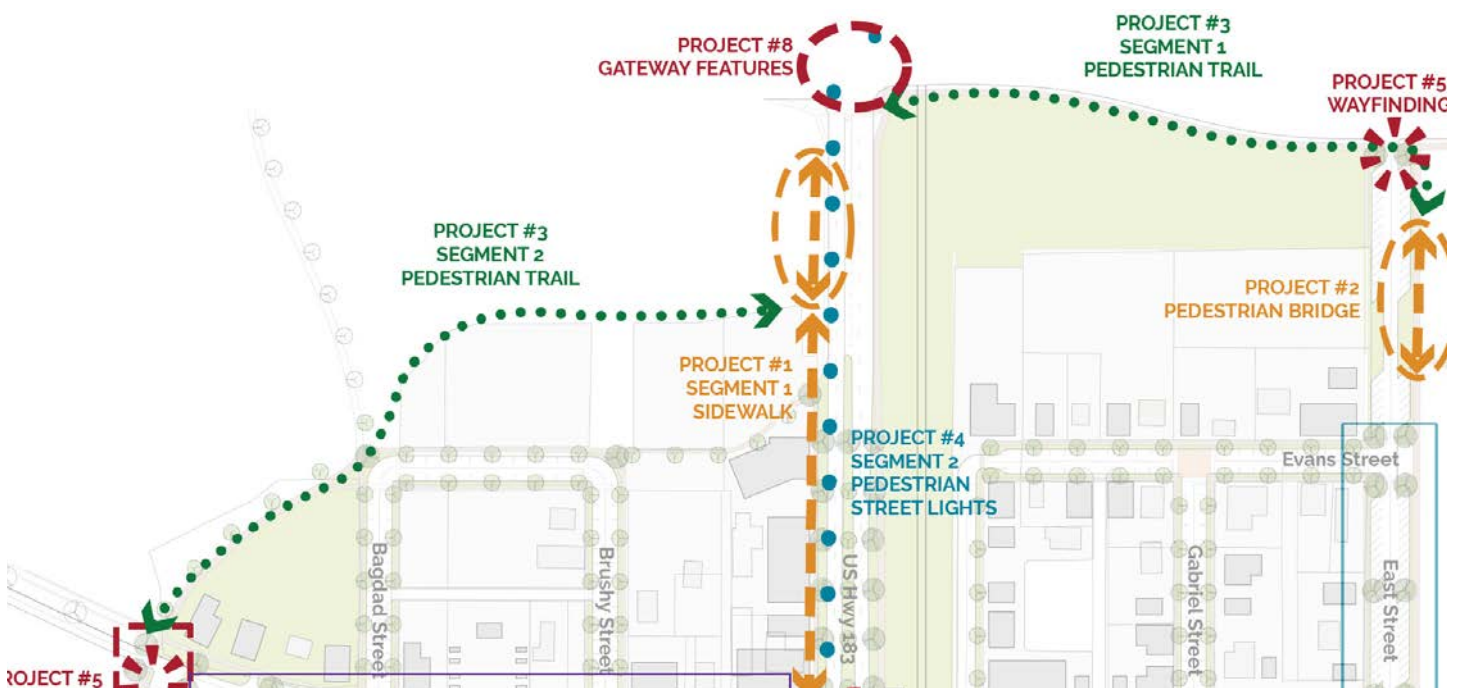
PRIORITY PROJECT #3 PEDESTRIAN TRAIL

Project Background

Old Town Leander has the unique opportunity to create pedestrian connectivity throughout its sub-districts via trails and open space through the floodplain of Brushy Creek. This connection will not only provide an amenity to the community but also provide needed connections from east to west. The proposed trail is organized in two segments working from east to west.

Project Description

The proposed pedestrian trail is a 10' paved path that runs through Brushy Creek and connects to the existing trail system on the east. The first segment crosses the proposed pedestrian bridge at Brushy Creek north along East Street and then runs west to the intersection at Hwy 183 and Hero Way. The second segment runs along Brushy Creek from the intersection at Hwy 183 and Hero Way to Broade Street on the west.



PRIORITY PROJECT #3 - PEDESTRIAN TRAIL

ROUGH ORDER OF MAGNITUDE COSTS

Segment 1 - Project Components

+/- 800 linear ft of paved trail (10' wide)	Limited Utility Work, Drainage, and Irrigation
Pedestrian level lighting	Park Benches and Furniture
Segment 1 - Estimated Cost	+/- \$250,000 - 300,000

Segment 2 - Project Components

+/- 1500 linear ft of paved trail (10' wide)	Limited Utility Work, Drainage, and Irrigation
Pedestrian level lighting	Park Benches and Furniture
Segment 2 - Estimated Cost	+/- \$400,000 - 500,000

PROJECTED TIMEFRAME

3-5 Years

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
Highway Infrastructure Program	Federal-Aid Program and Special Funding	Annual
Economic Development Initiatives	Incentives on a case-by-case basis	Annual
CAMPO - STBG/ CMAQ/TA	Federal-Aid Highway Program that provides funds for Transportation Projects contributing to Clean Air Act	Fiscal Years 2023 through 2028

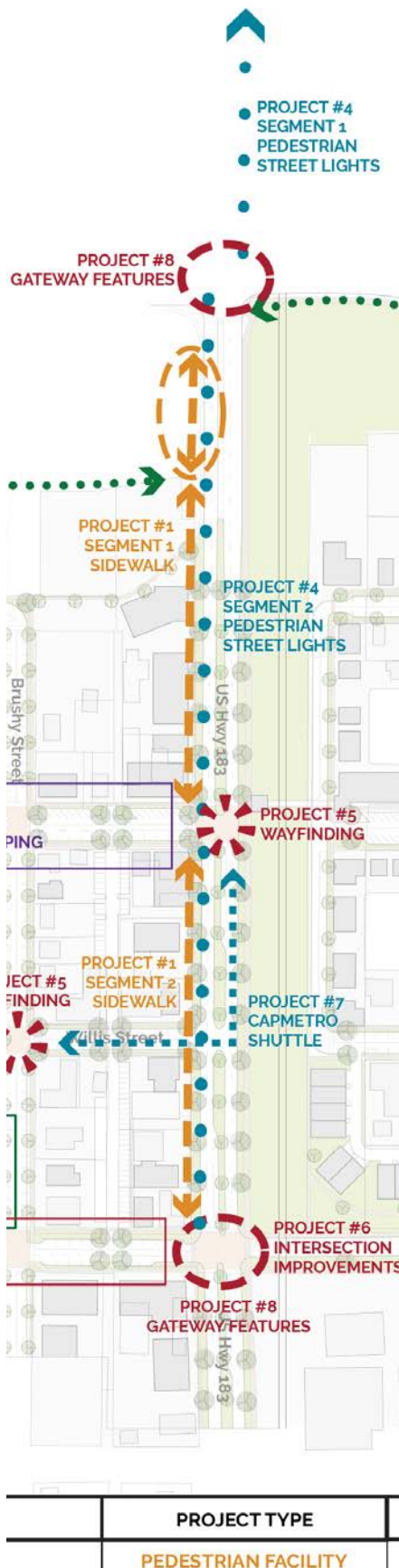
PRIORITY PROJECT #4 - PEDESTRIAN STREET LIGHTS

Project Background

One of the primary objectives of the Old Town Leander Master Plan is to provide enhanced pedestrian connectivity throughout the district. Enhancing the sidewalk environment with pedestrian street lighting is recommended to ensure a walkable network that is safe and accessible after sunset. In addition, pedestrian scaled lighting can also be accessorized with street signs, banners, planters and wired for a sound system.

Project Description

Priority Project #4 is broken into two segments over the length of 3200 linear feet. The first segment spans along the east side of Hwy 183 from Hero Way to Leander Station. The second segment spans along the west side of Hwy 183 from Hero Way to South Street. In both applications pedestrian level street lighting should be complimentary to the decorative street lights along Brushy Street.



PRIORITY PROJECT #4 - PEDESTRIAN STREET LIGHTS

ROUGH ORDER OF MAGNITUDE COSTS

Segment 1 - Project Components

Pedestrian Level Street lights +/- 1700 Linear Ft. at 60' - 80' o.c. (21-28 poles)
Hero Way to Leander Station along the east side of Hwy 183

Segment 1 - Estimated Cost	+/- \$250,000 - 350,000

Segment 2 - Project Components

Pedestrian Level Street lights +/- 1500 Linear Ft. at 60' - 80' o.c. (19-25 poles)
Hero Way to South Street along the west side of Hwy 183

Segment 2 - Estimated Cost	+/- \$200,000 - 300,000

PRIORITY PROJECT #4 - TOTAL ESTIMATED PROJECT COST	+/- \$450,000 - 600,000

PROJECTED TIMEFRAME

1-3 Years

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
Highway Safety Improvement Program	Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads	Annual
Economic Development Initiatives	Incentives on a case-by-case basis	Annual
Build Central Texas (BCT) CapMetro Funding	Funding for transit-supportive capital projects when sales tax contributions exceed the Capital Metro board-established service levels.	Annual

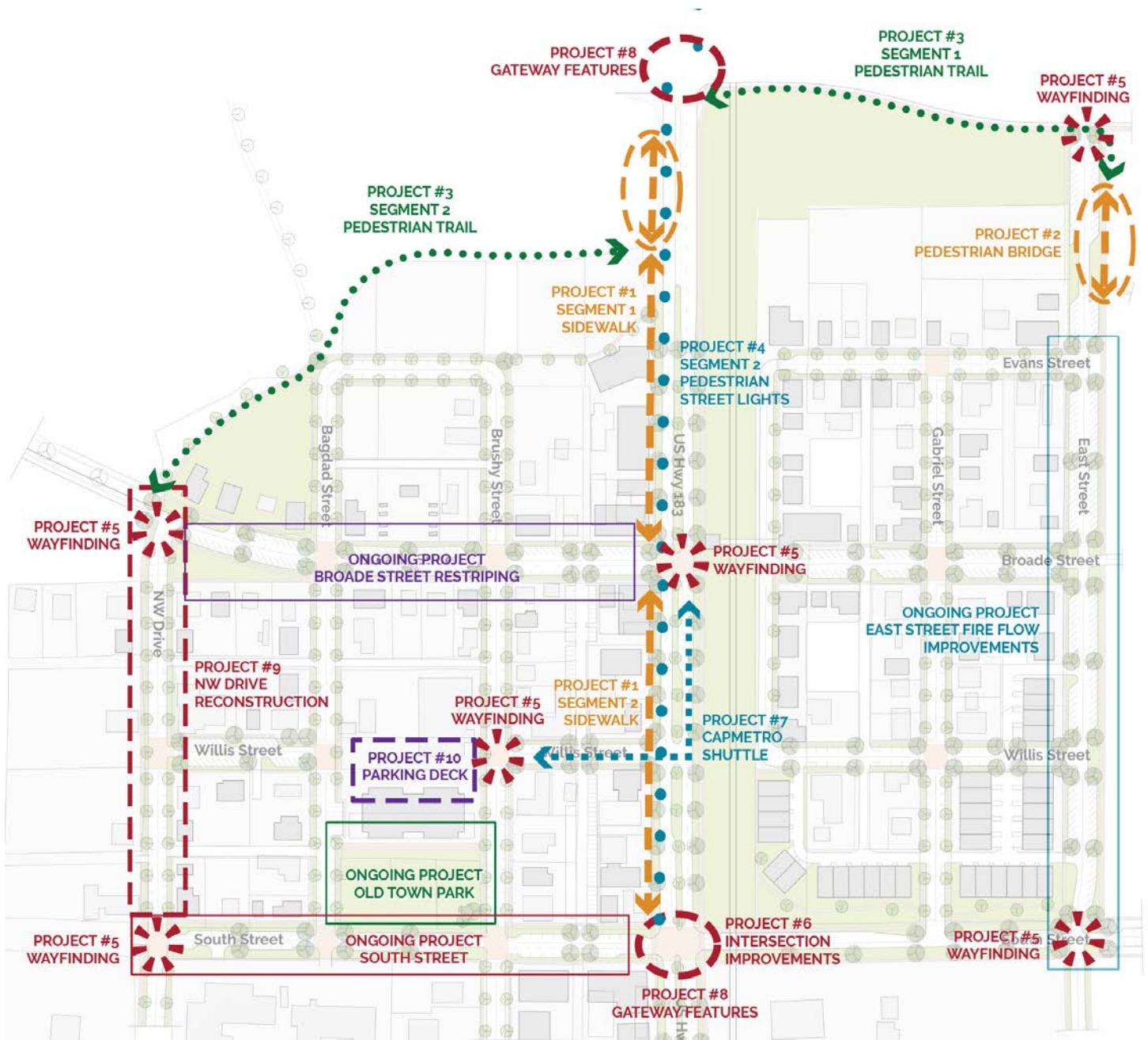
PRIORITY PROJECT #5 - WAYFINDING SIGNAGE

Project Background

Wayfinding is an important part of the future of Old Town Leander, as it provides a necessary means to direct visitors and orient them to the various amenities throughout the district. It is also a lower cost item that can have a high impact and better define the boundaries of the district.

Project Description

In addition to the proposed gateway features, wayfinding signage is proposed at key intersections and locations throughout the district. Wayfinding should be complimentary to the Old Town brand, and work with the historic district theme already established.



PRIORITY PROJECT #5 - WAYFINDING SIGNAGE

ROUGH ORDER OF MAGNITUDE COSTS

Project Components

8-10 district specific identity wayfinding signs in strategic locations

PRIORITY PROJECT #5 - TOTAL ESTIMATED PROJECT COST

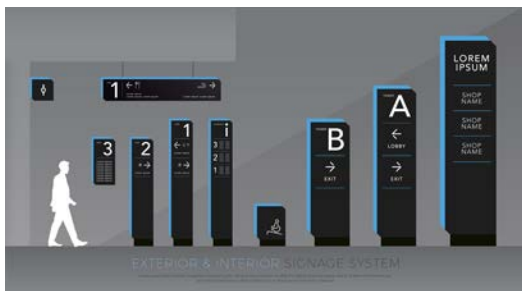
+/- \$70,000 - 150,000

PROJECTED TIMEFRAME

1-3 Years

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
Economic Development Initiatives	Incentives on a case-by-case basis	Annual



PRIORITY PROJECT #6 - INTERSECTION IMPROVEMENTS

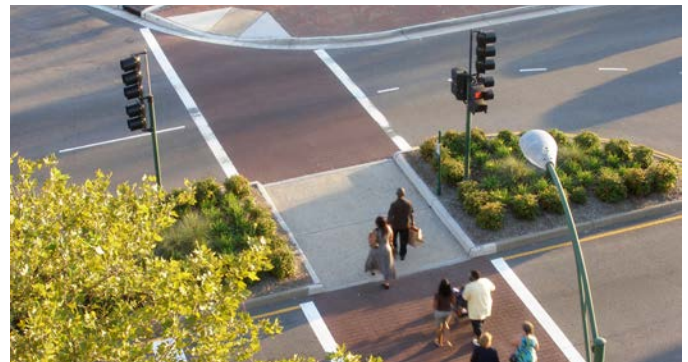
Project Background

Old Town is an urban center that is pedestrian focused, where walkability is a key factor in creating a vibrant and active district. Intersection improvements can enhance the experience for pedestrians and provide a safer and more convenient means of crossing.

The intersection at Hwy 183 and South Street is one of the only locations where access is provided from east to west across the Old Town. For this reason, the intersection in this location should be reconstructed to accommodate pedestrian enhancements.

Project Description

The proposed intersection enhancement accommodates the designated 70' ROW Old Town Connector Street type on South Street and contains sidewalks, landscaping, crosswalk and intersection paver enhancements, pedestrian level lighting, pedestrian refuge islands, turn lanes, restriping, and railroad crossings.



PRIORITY PROJECT #6 - INTERSECTION IMPROVEMENTS

ROUGH ORDER OF MAGNITUDE COSTS

Project Components and Description	
Crosswalk Pavers, Intersection Pavers, and Lane Striping	
Lighting and Signals	
Landscaping	
Sidewalks and Drive Lanes	
Curb and Gutter	
Estimated Cost	+/- \$650,000 - \$850,000
Railroad Crossing with gates	
Estimated Cost	+/- \$400,000 - \$600,000
PROJECTED TIMEFRAME	
3-5 Years	

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
TXDOT Transportation Alternatives	Federal funding programs related to TxDOT's Bicycle and Pedestrian Program for transit in Texas. Various programs available with specific eligibility and funding requirements	Varies
Highway Infrastructure Program	Federal-Aid Program and Special Funding	Annual
Highway Safety Improvement Program	Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads	Annual

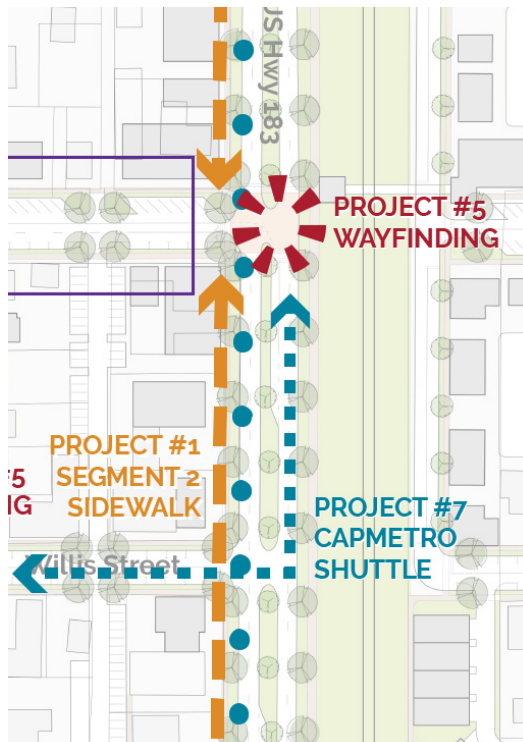
PRIORITY PROJECT #7 - CAPMETRO SHUTTLE

Project Background

Providing enhanced connectivity throughout Old Town Leander is a major priority. Old Town is situated close to Leander Station, which links the community to even more destinations. CapMetro currently provides an on-demand, curb-to-curb pickup service in Leander. Because the service zone already includes Old Town and the Park & Ride Station, the city should pursue the establishment of a CapMetro Shuttle program into the Old Town, to provide its visitors the opportunity to more regularly utilize CapMetro Parking facilities and link both sites together. During off-peak and weekend hours, a shuttle can have a major impact on the vitality of the Old Town District and extend it's usability beyond office hours.

Project Description

The CapMetro Shuttle should link from Leander Station to Old Town Leander City Hall. A stop with benches, signage, and lighting, can further enhance the experience.



PRIORITY PROJECT #7 - CAPMETRO SHUTTLE

ROUGH ORDER OF MAGNITUDE COSTS

Project Components and Description

CapMetro Shuttle

Enhanced Shuttle Stop: Benches, Lighting, Signage

The overall cost of Priority Project #7 will be determined in partnership with CapMetro, should any additional costs need to be incurred outside of a CapMetro shuttle service. Because Leander already dedicates 1 percent sales tax into CapMetro and is a member city serviced by this program, Leander should pursue the extension of CapMetro services into it's Old Town Core. A shuttle program as an additional service during off-peak hours and on weekends should compliment its already established connection at Leander Station.

PROJECTED TIMEFRAME

3-5 Years

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
CapMETRO 5307/5310 funding made available	Promote innovative solutions to provide services to address critical community needs as well as increase wheel chair accessible transportation options for people who have limited access to transportation	Annual
Build Central Texas (BCT) CapMetro Funding	Funding for transit-supportive capital projects when sales tax contributions exceed the Capital Metro board-established service levels.	Annual

PRIORITY PROJECT #8 - GATEWAY FEATURES

Project Background

A great opportunity exists to showcase the Old Town as a destination to its visitors. Monumentation and signage at key locations can provide a dynamic environment that celebrates Old Town Leander's character while providing a sense of arrival. Gateway features are proposed along key entry points and corridors that provide the greatest number of people passing by (via train, car, bike or pedestrian travel). For this reason gateway features are designated where South Street and Hero Way intersect with Hwy 183.

Project Description

This project looks at two intersections where gateway improvements/features can be made (one at Hwy 183 and South Street, and the second at Hwy 183 and Hero Way). The rough order of magnitude (ROM) cost for a gateway improvement includes mast arm lighting, decorative banners, pedestrian level lighting, and gateway structures crossing the roadway. It should be noted that the ROM cost included in this plan can be scaled back to lesser implementations depending on funding and City preferences and is representative of a higher end gateway treatment.



PRIORITY PROJECT #8 - GATEWAY FEATURES

ROUGH ORDER OF MAGNITUDE COSTS

Project Components and Description	
Mast Arm Components	
Decorative Banners	
Pedestrian Level Lighting	
Gateway Structures	
Estimated Cost	+/- \$1.5-2 Million (Per Intersection)
PROJECTED TIMEFRAME	
3-5 Years	

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
Economic Development Incentive Funding	Incentives on a case-by-case	Annual
Anice Read Fund	The Anice Read Fund is a program that provides funding for downtown projects and programs. It was formed in 1999 to honor Anice read for her contributions to Texas Downtowns. Grants from the fund are use for variety of Downtown projects, professional development and program and staff development.	Annual

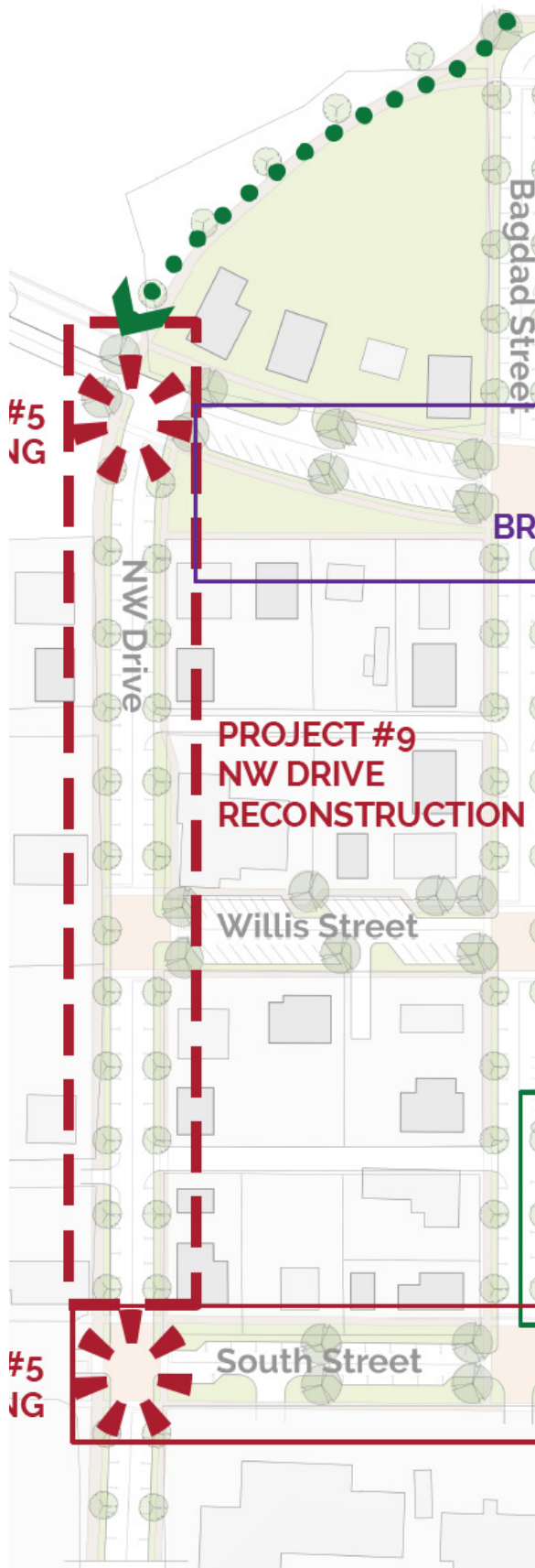
PRIORITY PROJECT #9 - NW DRIVE RECONSTRUCTION

Project Background

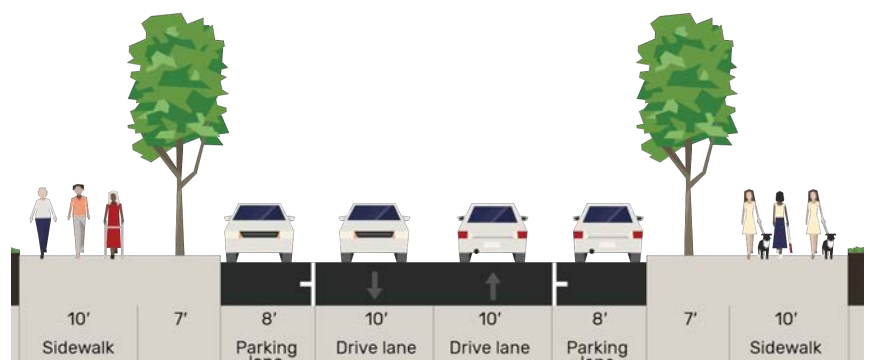
Several streets in Old Town are deserving of enhancement in order to fully implement the vision for a walkable, downtown district. Currently, there are several key roadways undergoing enhancement or reconstruction that includes South Street, Broade Street, and East Street. In addition to these segments, NW Drive from Broade Street to South Street is a key route that should be considered for reconstruction, to match the proposed street segment in the plan. Because the current right-of way section is less than 70 ft, the first priority is to obtain that right-of way in order to widen the road.

Project Description

In order to fully implement the plan, the street segment along NW Drive should ultimately include the full 70ft right-of way section as designated in the Framework Plan. Similar to the South Street roadway improvements, this street segment calls for 10 ft sidewalks, 7 ft planter strips, 8 ft on-street parallel parking, and 10 ft drive lanes which may be reconfigured for a turn lane at Broade Street and South Street without parking near the intersections as shown in the Framework Plan for an Old Town Connector Street.



Old Town Connector Street Section



PRIORITY PROJECT #9 - NW DRIVE RECONSTRUCTION

ROUGH ORDER OF MAGNITUDE COSTS

Project Components and Description	
Complete Pavement with Enhanced Pavers Banding	
Traffic control	
Pavement Markings/Markers	
Roadway Drainage/Landscape and Irrigation	
Illumination (Ped Street Lights 60' o.c.)	
Limited Utilities	
Traffic Signal (One Permanent at NW Drive and South Street)	
Construction Contingency, Mobilization, General Site Prep and 12% Inflation Contingency to 2026	
Professional Services	
Estimated Cost	+/- \$3.5-4 Million
PROJECTED TIMEFRAME	
2-5 Years	

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
City of Leander CIP	Annual comprehensive planning effort that identifies public infrastructure needs	Annual

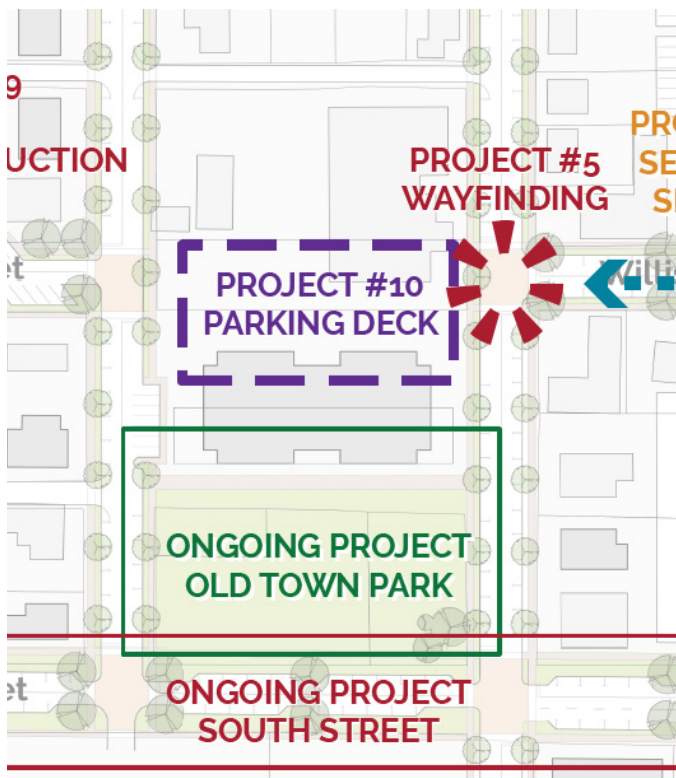
PRIORITY PROJECT #10 - PARKING DECK

Project Background

Parking availability within the Old Town Core is currently at a deficit during peak hours. As Old Town Leander grows, addressing parking concerns will continue to be a priority to ensure it keeps pace with an active and vibrant district. A parking deck can efficiently provide for the demand in the core. The proposed location for the parking deck is on the former Willis Street location between Brushy Street and Bagdad Street and Pat Bryson Municipal Hall and the municipal services building at 105 N. Brushy Street, where the current land is being utilized as a linear surface parking lot.

Project Description

The proposed parking deck is a one story structure, embedded in the block, set back from the street in accordance with the Smart Code. The total rough order magnitude cost for the parking deck is \$3.5-4 million dollars as reflected below.



PRIORITY PROJECT #10 - PARKING DECK

ROUGH ORDER OF MAGNITUDE COSTS

Project Components and Description

115' x 220' - 1 story parking deck

Screening and Landscaping

Wayfinding Signage

Estimated Cost

+/- \$3.5-4 million

PROJECTED TIMEFRAME

5-10 Years

POTENTIAL FUNDING SOURCES

Funding Source	Description	Frequency of Opportunity
Economic Development Incentive Funding	Incentives on a case-by-case basis	Annual
Federal Transit Administration (if transit Connection)	Includes federal and non-federal funding financing for the construction, operation and maintenance of public transportation systems	Annual

Implementation Toolkit

Implementation of this Master Plan is vital in making the vision of Old Town become a reality. Tools and actions detailed out in this chapter aim to guide future decision making for prioritization of projects. The first section of this chapter takes a closer look at how to measure success overtime. The second section of this chapter is the implementation matrix that outlines the action items for Old Town and includes timeframe, key partnerships, and a planning level estimated project budget. The third section outlines funding mechanisms that can be utilized to help the realization of Old Town.

Measuring Success

The Old Town Master Plan is a living document that should be continually reviewed and utilized by City staff, elected officials, and other Leander boards and commissions. Planning staff should regularly update City Council on this plan's progress. It is recommended that an annual Old Town Master Plan Update Report be created once a year by City staff. This report should be distributed to the Leander City Council and should contain staff report updates on action items identified in this plan.

The City should make a policy commitment to implementing the Old Town Master Plan. Implementing this plan is vital to Old Town's economic vitality, health, and sustainability. Additionally, it is absolutely critical that multimodal connections be made between Old Town and the Northline development. Within the next 10 years, it is recommended that the City fund and construct (or at minimum design) at least six of Old Town's identified priority projects from the previous section. These catalyst projects include the following priority projects:

- Broade Street Restriping (currently underway)
- South Street Reconstruction (planning underway)
- Pedestrian Lighting (priority item #4)
- Wayfinding (priority item #5)
- US 183 Pedestrian Bridge (priority item #6)
- Parking Deck (priority item #10)

Old Town Master Plan Annual Update Report

- Effort should be led by the Leander Planning Department in collaboration with the Old Town Advisory Committee
- An annual meeting should be held with the OTAC to build the report and to review accomplishments and actions items within the plan
- The report should have an executive summary that outlines the past year's accomplishments and any impediments encountered or anticipated.
- The report should also contain any recommended amendments to the Old Town Master Plan.
- The report should organize all plan recommendations by short-, mid, and long-term action items and goals with updates provided to each action item from the action's identified responsible party.
- Specific metrics and indicators should be used where necessary to describe the plan's progress.

Implementation Matrix

While every action item identified in the Old Town Master Plan is important, strategic implementation must be considered to best serve the community with the City's available funds. Because of this, an implementation matrix was created for the City to use as a guidebook when implementing the various recommendations found in this plan that is supported by feedback from the community.

Initially, the action taken by the city to accomplish the vision for 2050 should be to implement the priority projects from the previous section. Once these items are complete or as appropriate funding becomes available, the action items described in the following implementation matrix can be prioritized and reassessed for completion.

The implementation matrix assigns each action item with a degree of effort, alignment with priority project, and responsible party (City of Leander groups and/or departments). Below describes the assumptions made for the action item ranges

Degree of Effort (as it relates to cost and effort):

- **L** - Low
- **M** - Medium
- **H** - High

Alignment with Priority Project

- This column helps Identify the priority project that the action item aligns with.

The implementation matrix on the following pages are the action toolkit for the Old Town Framework. The matrix is organized by the reoccurring themes introduced in **Chapter 4**: Connectivity and Mobility; Trails and Open Space; District Identification, Branding, Arts, Culture, and Wayfinding; Economic Growth, Health, and Competitive Positioning; Placemaking and Urban Design; and Parking. Additionally, several action items were created specifically for each character district. Each action item has a reference number and associated information.



Sidewalk on Brushy Street



Connectivity & Mobility

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
1.1	Update the SmartCode and the Leander Thoroughfare Plan to incorporate the Old Town Connector and Old Town Local street type typical cross sections. Allow for a case-by-case assessment to be conducted on the on-street parking treatments for each roadway improvement project to implement the best on-street parking solutions for the road segment.	L	-	Planning
1.2	Initiate coordination efforts with TxDOT and CapMetro to discuss the proposed US 183/Broade Street pedestrian bridge.	L	Pedestrian Bridge	Planning / Public Works
1.3	Conduct a feasibility study for the US 183/Broade Street pedestrian bridge to determine specific alignment and design. Ensure the Old Town brand is incorporated into bridge design.	M	Pedestrian Bridge	Public Works
1.4	Discuss a public transportation program with City Council, local business owners, and key stakeholders to determine specific timeline for implementation and route maps, including the flexibility for a Cap Metro pickup shuttle program as an option. As development in the Railway East district and Northline continues, monitor pedestrian activity to determine a start date for the program.	H	-	Economic Development
1.5	Initiate conversions with adjacent property owners where ROW expansion is needed.	L	NW Drive Reconstruction	Planning
1.6	Obtain additional ROW for several streets in Old Town to prepare for streetscape/parking enhancements: - Obtain 10' of additional ROW on N West Drive from Broade Street to South Street (for cross section expansion and trail design). - Obtain 10' of additional ROW on South Street from the western Old Town Limit to US 183.	M	NW Drive Reconstruction	Planning
1.7	Initiate conversations with TxDOT to install medians along US 183, specifically the entire frontage along Old Town, between Old 2243/Hero Way and South Street, but further exploration of median construction along the US 183 corridor in Leander can be discussed.	H	-	Planning
1.8	Create an Old Town pedestrian activity monitoring program to periodically count pedestrian activity during weekends and peak event/festival times. Utilize the data to periodically update the Leander City Council and other municipal boards to provide transparency on Old Town pedestrian growth and activity.	L	-	Engineering / Planning / Economic Development
1.9	Incorporate key roadway redesign projects identified in this chapter into the Leander Capital Improvements Program or city bond programs. Utilize the prioritized list to phase improvements where the community wants to see them most.	H	-	City Council CIP Task Force / Mayor / City Manager



Parks, Trails, and Open Space

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
2.1	Utilize the identified priority trailhead list to construct new trailheads at the identified specific intersections as trails develop. Additional trailheads can be constructed along future trails, but the priority trailhead list should be completed first.	M-H	Pedestrian Trail	Parks and Recreation
2.2	Coordinate planned trail construction efforts in the floodplain north of the Old Town boundary to include connections to existing and planned destinations in the Old Town North character area.	M	Pedestrian Trail	Parks and Recreation / Planning
2.3	Initiate conversations with the existing property owners to coordinate efforts for a new park development in the Old Town North character area.	L	-	Parks and Recreation / Planning
2.4	Engage with property owners in the Railway East character area to determine a specific location for a future park in Old Town east of US 183.	L	-	Parks and Recreation / Planning
2.5	Retain a park developer to create a park design for the Old Town North proposed park. If possible, plan for driveway connections to the park from Old 2243 W and US 183. Include branded Old Town play structures in the park design.	H	-	Parks and Recreation
2.6	Work with existing developers to incorporate a 10' trail facility into the design plans for East Street.	H	-	Public Works
2.7	Work with Old Town Park developers to ensure Old Town branding is incorporated into future park and playground design.	L	-	Planning
2.8	Explore possibilities of adding on-street parking or a parking area into the Old Town Park design.	L	-	Engineering / Planning
2.9	Initiate conversations with TxDOT and CapMetro to construct a 12' shared-use path along US 183 from South Street to Old 2243 West.	H	-	Engineering / Planning



District Identification, Branding, Arts, Culture, and Wayfinding

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
3.1	Identify an existing (or new) employee (or group of employees) to expand on Old Town marketing and advertisement. Specific duties would include: - Create and manage Old Town Leander social media pages (including Facebook, Twitter, Instagram, and TikTok). - Create and update Old Town maps, information, and current development projects to be posted on Old Town and City of Leander webpages and social media pages. - Manage existing and proposed Old Town events.	M	-	Planning / Economic Development / PIO
3.2	Partner with the Leander Chamber of Commerce and Visitors Center to initiate a website redesign for OldTownLeander.com to further advertise and showcase the unique destinations and amenities found in Old Town. Include maps of nearby destinations, trails, parking locations, parks, and other amenities.	L	-	Economic Development
3.3	Partner with the City of Leander Economic Development Department to expand the Old Town webpage on the department's website to include additional information, maps, events, and other Old Town amenities. Link directly to the newly updated OldTownLeander.com website. Add the Old Town Master Plan action items to this webpage for the public to view the City's progress.	L	-	Economic Development
3.4	Once the construction of the Old Town Park is complete, aim to host at least three programs a week at the park. Programs can include exercise classes, after school youth programs, pet training classes, art classes, or other local community groups.	M	-	Economic Development / Parks and Recreation
3.5	Conduct a gateway and wayfinding study to identify specific locations and designs for vehicle and pedestrian wayfinding signage in Old Town. Ensure that the wayfinding signage includes parking, destination, and other amenity information. Create designs for all Primary and Secondary Gateway locations.	M	-	Planning
3.6	Partner with the Leander Historic Preservation Commission and meet in the planning stages of any major Old Town public improvement efforts to coordinate efforts and to showcase and integrate Old Town heritage into the urban fabric of district.	L	-	Planning
3.7	Coordinate with local breweries and wineries to host Old Town's first "sip and stroll" event. Continue to host the event on an annual or more basis.	L	-	Economic Development
3.8	Start implementation of Old Town's proposed Primary Gateways by funding and constructing an Old Town gateway at the intersection of South Street and US 183.	M-H	Gateway Features	Planning / Engineering
3.9	Create a new banner design that emphasizes Old Town's history to be placed in the existing streetlamps throughout Old Town.	L	-	Economic Development



Economic Growth, Health, and Competitive Positioning

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
4.1	Conduct a feasibility study for an Old Town 'Train Depot' to be constructed in the Railway East district.	L	Pedestrian Bridge	Economic Development
4.2	Conduct quarterly meetings with the City of Leander Economic Development department, Urban Design department, and Planning department, as well as other local Old Town partners such as the Leander Chamber of Commerce and Visitors Center, the Leander Economic Development Committee, and Old Town property owners to initiate conversations about Old Town branding, advertising, and economic development enhancements. Discuss current development projects and action items that need to be completed in this Old Town Master Plan, as well as identifying innovative partnerships to continually brand and advertise Old Town to Leander residents and the region.	L	-	Economic Development / Planning
4.3	Invest in catalyst projects identified in this plan, including the construction of the Old Town Park, streetscape improvement projects, the proposed train depot, the shuttle program, and the pedestrian bridge across US 183.	H	Pedestrian Bridge, NW Drive Reconstruction, Intersection Improvement	Planning
4.4	Continually engage with key partners in surrounding areas, especially with developers in the Northline development, on ways to connect Old Town to surrounding destinations through multimodal networks.	L	-	Planning
4.5	Keep the City of Leander present in Old Town to encourage area vitality and City support.	L-H	-	Planning / City Leadership
4.6	Focus on creating activity – including new businesses, programs, and events – outside of traditional business hours (such as nights and weekends).	L-H	-	Planning
4.7	Diversify and establish new downtown anchors that attract a wider range of visitors to Old Town.	M	-	Planning / Economic Development
4.8	Meet with Atmos Energy and share the contents of the Old Town Master Plan. Work with Atmos to identify areas of current and future high demand for natural gas and ensure the proper areas are supplied as development comes in.	L	-	Planning
4.9	Conduct a capacity analysis for water and sanitary sewer infrastructure in Old Town. Utilize the Illustrative Master Plan for proposed development capacities.	M	-	Planning
4.10	Conduct a downstream assessment for Old Town's 100-Year floodplain area.	M	-	Planning



Placemaking and Urban Design

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
5.1	Incorporate the recommendations made for US 183 in this plan into the Leander Transportation Master Plan.	L-M	-	Planning
5.2	Adopt a policy that prioritizes pedestrians over automobiles in the Old Town district. When competing priorities are present, default to the decision that makes walking and biking easier in Old Town, rather than driving.	L-M	-	Planning / City Leadership
5.3	Coordinate with local property owners, local artists, and the Leander Public Arts Commission to fund and create several Old Town branded murals that can become a community asset and photo-opportunity destination.	M	-	Planning / Economic Development
5.4	Present the vision for Old Town established in this Plan to the Leander Public Arts Commission to rally support for continued partnerships for new Old Town murals, sculptures, and other public art designs.	L	-	Planning
5.5	Require all outdoor seating areas to have some form of sun protection via trees, sunshades, or other shading tools, with a particular focus along the Priority Character Corridors.	L	-	Planning
5.6	Implement a strategic land purchasing program to guide strategic reinvestment in Old Town.	M	-	Planning / Economic Development
5.7	Create a landscaping and streetscape elements palette for consistency of all new development in Old Town.	L	-	Parks and Recreation

 Parking

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
6.1	Identify streets in Old Town that are in need of redesign or reconfiguration to maximize parking spaces. In the interim before full street redesign is achieved, stripe on-street parallel parking lines to officially dedicate a portion of the right-of-way for parking purposes to help ease high parking demand.	M	-	Engineering
6.2	Work with park developers to explore the possibility of dedicating a portion of the proposed Old Town Park to include on street parking or a small parking area.	M-H	-	Planning
6.3	Conduct a feasibility study for parking deck construction.	M	Parking Deck	Planning / Engineering
6.4	Engage local surrounding partners, including the Leander ISD, the Leander United Methodist Church, 7-Eleven, and others to gauge interest in shared-use parking agreements. Shared-use parking agreements should be recommended for weekends, events, or other high activity times when parking supply is limited.	L-M	-	Planning
6.5	Create a series of both vehicle and pedestrian parking wayfinding signs. Key parking locations should be identified and advertised along heavily traveled corridors, such as US 183, South Street, Broade Street, and Brushy Street. Include parking wayfinding signage in both Primary and Secondary Gateway reconstruction projects.	M-H	-	Planning / Engineering
6.6	Reevaluate Old Town's off-street parking requirements. Determine if parking requirements should be established for Old Town if efforts to construct additional public parking lots or garages fail. In addition utilize alleys as potential options for providing access to adjacent off-street parking facilities.	L-M	-	Planning

Old Town Core Action Items

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
OTC 1	Strongly encourage new development to be built towards the property lines facing the internal street network, focusing future parking in the center of the block.	L	-	Planning
OTC 2	Prioritize streetscape improvements in Old Town Core.	L	-	Planning
OTC 3	Convert alleys from residential service corridors to parking, commercial, or fire lane usage.	M-H	-	Engineering / Public Works
OTC 4	Conduct a facility needs assessment for the City of Leander Municipal Hall.	L	-	Planning / City Leadership
OTC 5	Identify and fund a parking lot or parking deck in a location that does not interfere with the 'main street feel' the Old Town Core should represent. Follow guidance for lot or deck location in the Parking section of this report.	M-H	Parking Deck	Planning / Public Works
OTC 6	To solve short-term interim parking issues in the Old Town Core, do the following: - Establish a shared parking program with surrounding organizations or businesses - Paint on-street parking spaces on Bagdad Street	L	-	Planning
OTC 8	Focus on diversifying Old Town anchors to encourage activity throughout the entire day and into the evening and weekend hours.	L	-	Planning
OTC 9	Within the next five years, invest and finish at least one catalyst project in the Old Town Core. This project could include the construction of the Old Town Park, streetscape improvement projects, a Primary Gateway, or other key recommendations found in this plan.	H	NW Drive Reconstruction, Intersection Improvement, Gateway Features	Planning
OTC 10	Identify parcels that are ripe for redevelopment.	L	-	Planning
OTC 12	Promote Old Town programming by establishing one new event that occurs at the Pat Bryson Municipal Hall plaza.	L	-	Economic Development
OTC 13	Install at least three new wayfinding signs throughout the Old Town Core within the next five years.	M	-	Planning / Public Works
OTC 14	Hire photographer to take photos of the recent streetscape improvements along Brushy Street, local popular Old Town destinations, and other key locations. Utilize these photos in future marketing and branding efforts.	L	-	Economic Development
OTC 15	When constructing Primary and Secondary Gateway signage, prioritize investments that are either in or are adjacent to the Old Town Core subdistrict.	L	-	Planning

OTC 16	Apply for a façade grant program and/or beautification program such as through the Anice Read Fund that provides an annual opportunity for funding towards downtown projects and programs (https://texasdowntown.org/programs/anice-read-fund).	M	-	Planning

Old Town North Action Items

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
OTN 1	Strongly encourage new development along US 183 to be built towards the property lines facing the highway, focusing future parking in the center of the block.	L	-	Planning
OTN 2	Fund and construct a city-owned park near the existing food truck park in the northwest corner of the Old Town North character district. Ensure this park has the following elements: • Entry from Hero Way/Old 2443 W • Trail network connections identified in this plan and in the Leander Parks, Public Spaces, and Recreation Comprehensive Plan. • At least one playground with play structures capitalizing on Old Town's railroad-theme branding identity. • Open space and seating areas • Shade trees • Dog park • Connections to existing food truck park • Detention pond or other green infrastructure to ensure proper drainage and floodplain management on the site.	H	-	Planning / Parks and Recreation
OTN 3	Complete construction of the trail network in this character district. Although outside of the Old Town boundary, construct the trail network that is identified in the northwest portion of Old Town.	M-H	Pedestrian Trail	Planning / Parks and Recreation
OTN 4	Attract new development that focuses on outdoor activities and a connection to nature. This can be breweries, wineries, or bars with outdoor seating areas, new food trucks for the existing food truck park, and other recreational activities.	L	-	Planning
OTN 5	Construct a gateway feature at the intersection of Broade Street and N West Drive.	M-H	-	Planning / Engineering
OTN 6	Improve Broade Street between N West Drive and US 183. Retrofit this street to include wide sidewalks and angled on-street parking.	M-H	-	Planning / Engineering

OTN 7	Strategize with the existing owners of the food truck park to identify partnership opportunities to improve the park and to attract new activity.	L	-	Planning
OTN 8	Construct a community feature in the Old Town North character district that references the City's natural resources. This feature could be constructed in the proposed park and should showcase sculptures and imagery that honors Old Town's history. Moreover, the feature would encourage a connection to the environmental resources of Leander.	M-H	-	Planning / Engineering
OTN 9	Complete the roadway network along the City's existing right-of-way. Extend Bagdad Street and Brushy Street and complete the network with the proposed east/west connection.	H	-	Engineering / Public Works
OTN 10	Plan for green infrastructure investments in the Old Town North character area, specifically in the floodplain. Consider constructing a detention pond to enhance stormwater management.	M	-	Public Works
OTN 11	Extend the City's water and sanitary sewer lines throughout the Old Town North character district to properly serve new development.	M-H	-	Public Works

Railway East Action Items

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
RWE 1	Incorporate the proposed Train Depot redevelopment catalyst project into Leander's Capital Improvement Program budget or identify another funding source (or partnership) to complete this project.	M-H	Pedestrian Bridge	Economic Development
RWE 2	Attract new mid-density residential development in the Railway East character district. Encourage new residential development to be either small-lot single-family homes, apartments, townhomes, live/work buildings, or other forms of mid-density development. Avoid traditional large lot, single-family residential development in this district.	L	-	Planning
RWE 3	Ensure that new development in the Railway East district has adequate parking. Where possible, implement midblock shared parking in key locations.	M	-	Planning
RWE 4	Generally, attempt to orient new development outwards (facing US 183, South Street, and Hero Way), rather than orienting buildings internally.	L	-	Planning
RWE 5	Incorporate a 10-foot trail into the design of the proposed East Street and ensure the street is constructed over the floodplain, connecting to Hero Way.	M	-	Engineering / Public Works
RWE 6	Identify an area to provide a park or open space in the Railway East district.	L	-	Planning / Parks and Recreation
RWE 7	Attract a developer to construct townhomes with potential green space along South Street.	L-M	-	Planning / Economic Development

RWE 8	Work with CapMetro to leverage existing Pickup on-demand transit services or consider similar Park-and-Ride shuttle services that could support key City events and enhance retail activities throughout the district.	M-H	-	Planning
RWE 9	Improve circulation along the western border of the Railway East district to provide frontage for redevelopment.	M-H	-	Engineering
RWE 10	Construct curb, gutter, and the recommended streetscape elements identified for the Old Town Local Streets in this district.	H	-	Planning / Engineering
RWE 11	Connect the Railway East character district to the rest of Old Town through innovative multi-modal connections such as through intersection improvements and enhanced crosswalks.	L	Pedestrian Bridge, Pedestrian Trail, Gateway Features	City Leadership

Transitional Action Items

Action Number	Action Item	Degree of Effort	Aligns with Priority Project	Responsible Party
T 1	Construct primary gateways identified in the Transitional Character District.	H	-	Economic Development / Engineering / Planning
T 2	Realign the intersection of South Street and N West Drive to facilitate better traffic flow and pedestrian connectivity.	H	-	Engineering / Planning
T 3	Convert existing driveway located on the south Old Town border to a full city street to improve connectivity to US 183.	H	-	Engineering
T 4	Obtain the right-of-way necessary to construct a trail along N West Drive. Ensure this trail is connected to the Leander ISD school facilities and the existing trail network.	M	-	Planning
T 5	Encourage adaptive reuse of residential buildings along S Brushy Street into small businesses and live/work buildings.	L	-	Planning
T 6	Initiate partnerships with the neighboring Leander ISD to discuss shared parking opportunities, programming/usage of the new Old Town Park, and any enhanced crossings needed for school children crossing South Street.	L	-	Planning
T 7	Encourage development along US 183 to develop in accordance with the SmartCode by placing buildings closer to the street and parking to the sides and rear of the lot.	L	-	Planning
T 8	Explore reinvestment opportunities for the southwest corner of US 183 and South Street for gateway and branding opportunities. Ensure redevelopment is in line with Leander's SmartCode.	H	-	Planning



EXECUTIVE SUMMARY
3/14/2024

AGENDA SUBJECT:

Receive a presentation regarding updates to the Park Land Dedication, Park Improvement, and Park Land Fee-in-Lieu regulations and requirements

BACKGROUND:

The City's Parks Department is proposing updates to the Park Land Dedication, Park Improvement, and Park Land Fee-in-Lieu regulations and requirements. A public hearing will be held at the upcoming meeting of March 28, 2024, followed by another public hearing with the City Council before they take action.

HISTORY/TIMELINE:

APPLICANT/AGENT:

City of Leander

RECOMMENDATION:

PRESENTER:

Mark Tummons, Parks Director

Attachments: