



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

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

October 27, 2022 at 7:00 PM



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

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

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

1. Call to Order.
2. Roll Call.
3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the October 20, 2012, meeting
4. Review of meeting protocol.
5. Citizen Comments: Three (3) minutes allowed per speaker.  
*[Please turn in speaker request form before the meeting begins.]*

**CONSENT AGENDA: ACTION**

6. Approval of Subdivision Case FP-21-00021 regarding The Enclave at Stewart Crossing Final Plat on one parcel of land approximately 20.69 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcel R031251; generally located southwest of the intersection of Raider Way and East Woodview Drive, Leander, Williamson County, Texas.
7. Approval of Subdivision Case FP-21-0023 regarding Rosenbusch Ranch Ph. 2 Final Plat on two parcels of land approximately 33.15 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R613615; generally located southeast of the intersection of Vista Ridge Dr. and Lakeline Blvd, Leander, Williamson County, Texas.
8. Approval of Subdivision Case PP-22-0014 regarding Gateway 29 Preliminary Plat on nine parcels of land approximately 31.932 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R464196, R319215, R534766, R534765, R418530, R620027, R403523, R534764, and R534763; generally located to the southwest of the intersection of SH 29 and Ronald W. Reagan Blvd., Leander, Williamson County, Texas.

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

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

11. Conduct a Public Hearing regarding Subdivision Case 22-CP-005 to adopt the Lake's Lair Concept Plan and Subdivision Case 22-PP-009 to adopt the Lake's Lair Preliminary Plat on one parcel of land approximately 1.376 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R031219; generally located at the south west corner of E. Crystal Falls Pkwy and Ronald W. Reagan Blvd., Leander, Williamson County, Texas.
  - Discuss and consider action regarding Subdivision Case 22-CP-005 and 22-PP-009 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 on Subdivision Case SFP-22-0010 to approve the Lot 12 Ridgmar Landing Short Form Final Plat on one parcel of land approximately 5 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District R037160; generally located southwest of the intersection of Ridgmar Rd and Windemere, Leander, Williamson County, Texas.
  - Discuss and consider action on Subdivision Case 22-SFP-010 as described above.
  - a. Staff Presentation
  - b. Applicant Presentation
  - c. Open Public Hearing
  - d. Close Public Hearing
  - e. Discussion
  - f. Consider Action

#### **REGULAR AGENDA**

13. Adjournment

#### **CERTIFICATION**

This meeting will be conducted pursuant to the Texas Government Code Section 55 1.001 et seq. At any time during the meeting the Planning & Zoning Commission reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the Sections 55 1.071 [litigation and certain Consultation with attorney], 551.072 [acquisition of interest in real property], 55 1.073 [prospective gift to city], 55 1.074 [certain personnel deliberations] or 551.076 [deployment/implementation of security personnel or devices]. The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the City Council of the City of Leander, Texas was posted on the bulletin board at City Hall in Leander, Texas on the 21 day of October 2022 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.



Ellen Coufal, Planning Coordinator





**EXECUTIVE SUMMARY**  
**10/27/2022**

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**AGENDA SUBJECT:**

Approval of Subdivision Case FP-21-00021 regarding The Enclave at Stewart Crossing Final Plat on one parcel of land approximately 20.69 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcel R031251; generally located southwest of the intersection of Raider Way and East Woodview Drive, Leander, Williamson County, Texas.

**BACKGROUND:**

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

**HISTORY/TIMELINE:**

11/07/2002 – Annexation of north half of tract  
12/20/2006 – Annexation of south half of tract  
06/03/2021 – Approval of PUD zoning

**APPLICANT/AGENT:**

HR Green Development TX, LLC (Greg Fortman, PE) on behalf of ECG Development, LLC (Ethan Wang).

**RECOMMENDATION:**

This final plat includes one residential lot with 130 townhouse units. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following conditions.

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

**PRESENTER:**

Cory Dale, Planner

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**Attachments**

1. Final Plat
2. Location Map

THE ENCLAVE AT STEWART CROSSING  
FINAL PLAT

OWNER: ETHAN WANG  
ECG DEVELOPMENT, LLC  
6034 W. COURTYARD DR. SUITE 288  
AUSTIN, TX 78730  
PH: (214) 888-2199

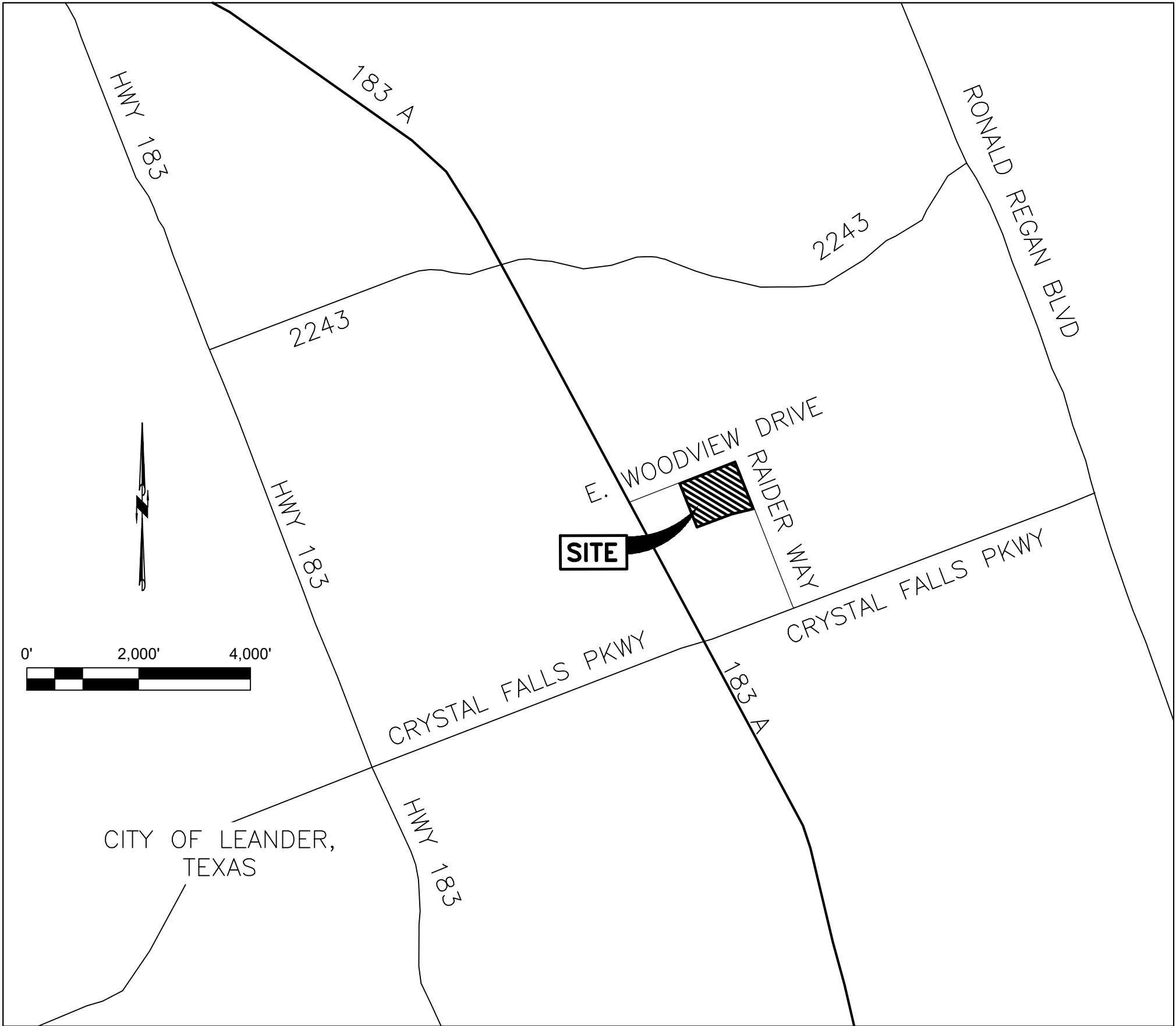
SURVEYOR: HR GREEN DEVELOPMENT TX, LLC  
5508 HWY 290 WEST, STE. 150  
AUSTIN, TEXAS 78735  
ERNESTO NAVARRETE, R.P.L.S. 6642  
512-872-6696  
ERNESTO.NAVARRETE@HRGREEN.COM  
TBPLS FIRM REGISTRATION No. 10194101

ENGINEER: HR GREEN DEVELOPMENT TX, LLC  
5508 HWY 290 WEST, STE. 150  
AUSTIN, TEXAS 78735  
FARIS ABBOUSHI, P.E. 94360  
512.872.6696  
FARIS.ABBOUSHI@HRGREEN.COM  
TBPE FIRM NO. F-16384

TOTAL ACREAGE: 20.689  
NUMBER OF BLOCKS: 1  
LINEAR FEET OF NEW STREET: 6,586  
NUMBER OF LOTS: 1 - 19.879 ACRES (RESIDENTIAL USE)  
RIGHT-OF-WAY DEDICATION: 0.810 ACRES  
PATENT SURVEY: ELIJAH D. HARMON SURVEY, ABST. 6

BENCHMARK LIST: - NAVD88 - OPUS

BM: P631: 4" ALUM CAP IN CONCRETE  
"CHAPARRAL LAND SURVEYING GEODETIC  
CONTROL"  
N: 10,179,263.49'  
E: 3,085,255.95'  
ELEVATION = 962.82' FEET.



VICINITY MAP  
GRAPHIC SCALE: 1" = 2,000'

|             |         |    |                              |
|-------------|---------|----|------------------------------|
| SHEET INDEX | SHEET 1 | -- | COVER SHEET                  |
|             | SHEET 2 | -- | FINAL PLAT                   |
|             | SHEET 3 | -- | STREET DETAIL                |
|             | SHEET 4 | -- | LINE, CURVE, & STREET TABLES |
|             | SHEET 5 | -- | NOTES & SIGNATURE            |

SURVEY NOTES:

- BEARINGS AND DIRECTIONAL CONTROL ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, TEXAS CENTRAL ZONE, 4203 NAD83.
- COORDINATES SHOWN HEREON ARE GRID VALUES, DISTANCES SHOWN HEREON ARE BASED ON SURFACE MEASUREMENTS, TO CONVERT SURFACE DISTANCES TO GRID, MULTIPLY BY A COMBINED SCALE FACTOR OF 0.99986956.
- SUBJECT TO VOL. 561, PG. 133, D.R.W.C.TX. AS LISTED IN THE STEWART TITLE GUARANTY COMPANY'S TITLE COMMITMENT G.F. NO. 01247-66926, EFFECTIVE DATE: DECEMBER 20, 2016 AND ISSUED JANUARY 03, 2017.

FLOOD NOTE:

BY GRAPHIC PLOTTING ONLY, ALL OF THE SUBJECT TRACT IS NOT SHOWN TO BE IN A FLOOD ZONE, AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 48491C-0455-F, DATED DECEMBER 20, 2019.

THE ABOVE STATEMENT IS MEANT FOR FLOOD INSURANCE DETERMINATION ONLY AND THIS SURVEYOR ASSUMES NO LIABILITY FOR THE CORRECTNESS OF THE CITED MAP.

FILE No: 1264

|                                      |                    |        |            |
|--------------------------------------|--------------------|--------|------------|
| PLAT PREPARATION DATE: 06/05/2021    |                    |        |            |
| APPLICATION SUBMITTAL DATE: 08/03/21 |                    |        |            |
| 1                                    | ADDED STREETS      | C.L.H. | 06-20-2022 |
| 2                                    | COMMENTS ADDRESSED | EN     | 08-08-2022 |
| 3                                    | COMMENTS ADDRESSED | EN     | 09-19-2022 |
|                                      |                    |        |            |
|                                      |                    |        |            |
| No:                                  | REVISION:          | BY:    | DATE:      |

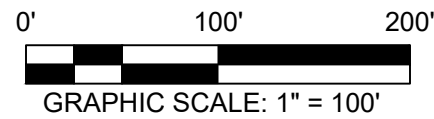


5508 HIGHWAY 290 WEST  
SUITE 150  
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512.872.6696  
HRGREEN.COM

TBPE NO: 16384  
TBPLS NO: 10194101

**FINAL PLAT**  
THE ENCLAVE AT STEWART CROSSING,  
ELIJAH D. HARMON SURVEY, ABSTRACT NO. 6,  
WILLIAMSON COUNTY, TEXAS

THE ENCLAVE AT STEWART CROSSING  
FINAL PLAT



LEGEND

- 1/2" IRON ROD FOUND
- GEO 1/2" IRON ROD W/PLASTIC CAP STAMPED "GEOMATICS" FOUND
- CHAP 1/2" IRON ROD W/PLASTIC CAP STAMPED "CHAPARRAL" FOUND
- ILL 1/2" IRON ROD W/PLASTIC CAP STAMPED "ILLEGIBLE" FOUND
- ▲ GEO MAG-NAIL W/WASHER STAMPED "GEOMATICS" FOUND
- ▲ JPH MAG-NAIL W/WASHER STAMPED "JPH LAND SURVEY" FOUND
- 1/2" IRON PIPE FOUND
- ▲ CALCULATED POINT
- BENCHMARK
- ( ) RECORD INFORMATION (PER DOC NO. 2020052407, O.P.R.W.C.TX.)
- [ ] ADJOINER INFORMATION
- P.O.B. POINT OF BEGINNING
- O.P.R.W.C.TX. OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
- P.U.E. PUBLIC UTILITY EASEMENT
- L.E. LANDSCAPE EASEMENT
- P.A.E. PEDESTRIAN ACCESS EASEMENT
- • • • • SIDEWALK
- P.S. U.E. & A.E. PUBLIC SAFETY, UTILITY, AND ACCESS EASEMENT

LEGAL DESCRIPTION  
DESCRIPTION OF A 20.689 ACRE TRACT OF LAND, LOCATED IN THE ELIJAH D. HARMON SURVEY, ABSTRACT NO. 6 OF WILLIAMSON COUNTY, TEXAS; BEING ALL OF THAT CERTAIN 20.691 ACRE TRACT OF LAND DESCRIBED IN THE GENERAL WARRANTY DEED TO ECG DEVELOPMENT, LLC, OF RECORD IN DOCUMENT NO. 2021190090, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID 20.689 ACRE TRACT, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2-INCH IRON ROD WITH PLASTIC CAP STAMPED "CHAPARRAL" FOUND AT THE SOUTHEAST CORNER OF THE SAID 20.691 ACRE TRACT, THE NORTHEAST CORNER OF LOT 1, GIDDENS WESKIM ESTATES, A SUBDIVISION OF RECORD IN CABINET H, SLIDE 250, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS AND THE WEST RIGHT OF WAY LINE OF RAIDER WAY (COUNTY ROAD 271), A VARIABLE-WIDTH PUBLIC RIGHT OF WAY, FOR THE SOUTHEAST CORNER AND POINT OF BEGINNING OF THE TRACT DESCRIBED HEREIN;

THENCE, S 76° 28' 27" W, LEAVING THE WEST RIGHT OF WAY OF SAID RAIDER WAY, WITH THE SOUTH LINE OF THE SAID 20.691 ACRE TRACT AND THE NORTH LINE OF SAID LOT 1, GIDDENS WESKIM ESTATES, WITH THE SOUTH LINE OF THE TRACT DESCRIBED HEREIN, A DISTANCE OF 394.99 FEET TO A CALCULATED ANGLE POINT OF THE SOUTH LINE OF SAID 20.691 ACRE TRACT, THE NORTHWEST CORNER OF SAID LOT 1, AND THE NORTHEAST CORNER OF LOT 2 BLOCK A, PARKWAY CROSSING, A SUBDIVISION OF RECORD AS DOCUMENT NO. 2017006178, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS;

THENCE, S 69° 56' 46" W, CONTINUING ALONG THE SOUTH LINE OF THE SAID 20.691 ACRE TRACT, WITH THE NORTH LINE OF SAID LOT 2, BLOCK A, A DISTANCE OF 667.09 FEET TO A 1/2 INCH IRON ROD FOUND AT THE SOUTHWEST CORNER OF THE SAID 20.691 ACRE TRACT, THE NORTH LINE OF SAID LOT 2, BLOCK A, AND THE SOUTHEAST CORNER OF LOT 4, DUNKLEY SUBDIVISION, OF RECORD IN CABINET L, SLIDE 150, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS;

THENCE, N 20° 59' 03" W, WITH THE WEST LINE OF THE SAID 20.691 ACRE TRACT AND EAST LINE OF SAID LOT 4, A DISTANCE OF 834.99 FEET TO A 1/2 INCH IRON ROD FOUND AT THE NORTHWEST CORNER OF SAID 20.691 ACRE TRACT, THE SOUTH RIGHT OF WAY OF EAST WOODVIEW DRIVE, A VARYING-WIDTH PUBLIC RIGHT OF WAY, AND THE NORTHEAST CORNER OF SAID DUNKLEY SUBDIVISION;

THENCE, N 69° 01' 21" E, WITH THE NORTH LINE OF THE SAID 20.691 ACRE TRACT AND THE SOUTH RIGHT OF WAY LINE OF SAID EAST WOODVIEW DRIVE, A DISTANCE OF 1057.34 FEET TO A NAIL WITH WASHER STAMPED "GEOMATICS 5516" FOUND AT THE NORTHEAST CORNER OF THE SAID 20.691 ACRE TRACT, AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF SAID EAST WOODVIEW DRIVE AND THE WEST RIGHT OF WAY LINE OF SAID RAIDER WAY;

THENCE, S 21° 04' 03" E, WITH THE EAST LINE OF THE SAID 20.691 ACRE TRACT AND THE WEST RIGHT OF WAY LINE OF SAID RAIDER WAY, A DISTANCE OF 896.97 FEET TO THE POINT OF BEGINNING, AND CONTAINING 20.689 ACRES OF LAND, MORE OR LESS.

FILE No: 1264

|                                      |                    |        |            |
|--------------------------------------|--------------------|--------|------------|
| PLAT PREPARATION DATE: 06/05/2021    |                    |        |            |
| APPLICATION SUBMITTAL DATE: 08/03/21 |                    |        |            |
| 1                                    | ADDED STREETS      | C.L.H. | 06-20-2022 |
| 2                                    | COMMENTS ADDRESSED | EN     | 08-08-2022 |
| 3                                    | COMMENTS ADDRESSED | EN     | 09-19-2022 |
|                                      |                    |        |            |
|                                      |                    |        |            |
| No:                                  | REVISION:          | BY:    | DATE:      |



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TBPE NO: 16384  
TBPLS NO: 10194101

**FINAL PLAT**  
THE ENCLAVE AT STEWART CROSSING,  
ELIJAH D. HARMON SURVEY, ABSTRACT NO. 6,  
WILLIAMSON COUNTY, TEXAS

CITY PROJECT NUMBER 21-FP-021

SHEET 2 OF 5



0' 60' 120'  
GRAPHIC SCALE: 1" = 60'(4.942 AC.)  
LOT 4 CAB L-150  
GENERAL WARRANTY DEED  
ALAN PARSLEY AND RENEE PARSLEY  
DOC NO. 2013091353,  
O.P.R.W.C.TX.20.689 AC.  
(20.691 AC.)  
GENERAL WARRANTY DEED  
ECG DEVELOPMENT, LLC  
DOC NO. 2021190090,  
O.P.R.W.C.TX.LOT 1 BLOCK A  
19.879 AC.

NOTE: ALL STREETS AND ROADS ARE PRIVATE

RAIDER WAY (R.O.W. VARIES)

(141.29 AC)  
WARRANTY DEED  
LEANDER ISD  
DOC NO. 2003039158  
O.P.R.W.C.TX.

F.M. 271 (R.O.W. VARIES)

SHEET 3 OF 5

THE ENCLAVE AT STEWART CROSSING  
FINAL PLAT

CITY PROJECT NUMBER 21-FP-021

(12.107 AC.)  
LOT 2 BLOCK A, PARKWAY CROSSING  
PARK AT CRYSTAL FALLS II, LP  
DOC. NO. 2017019470  
O.P.R.W.C.TX.

FILE No: 1264

PLAT PREPARATION DATE: 06/05/2021  
APPLICATION SUBMITTAL DATE: 08/03/21  
1 ADDED STREETS C.L.H. 06-20-2022  
2 COMMENTS ADDRESSED EN 08-08-2022  
3 COMMENTS ADDRESSED EN 09-19-2022

No: REVISION: BY: DATE:



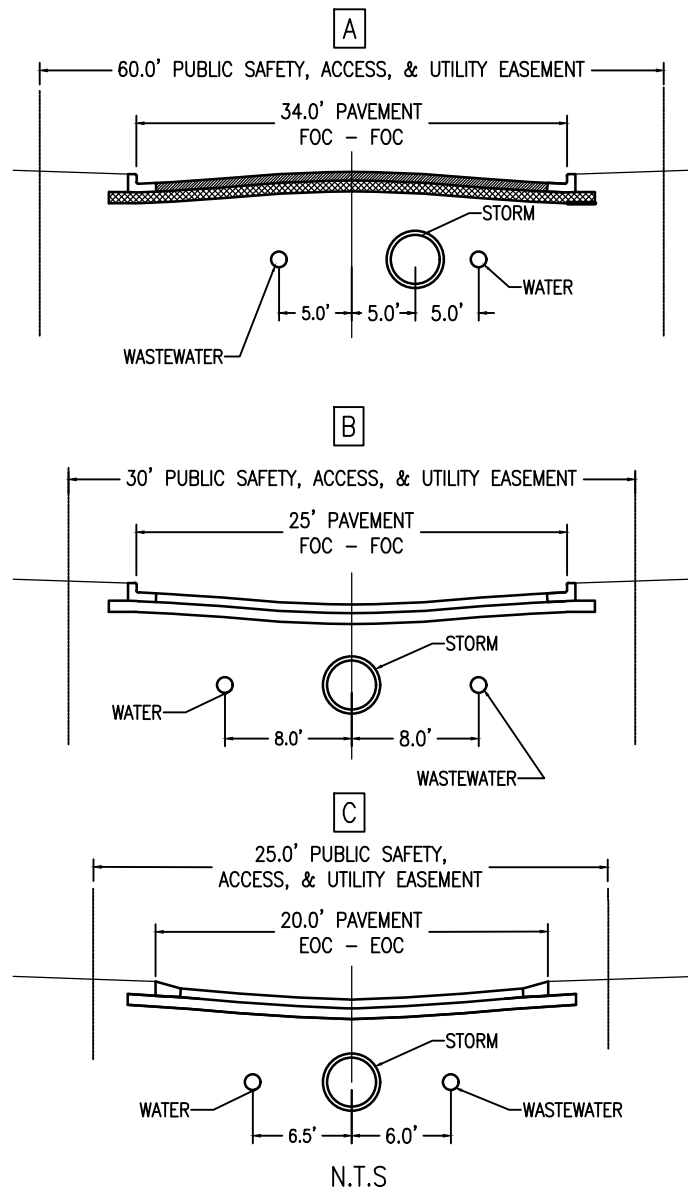
DEVELOPMENT TX

5508 HIGHWAY 290 WEST  
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AUSTIN, TX 78735  
512.872.6696  
HRGREEN.COMTBPE NO: 16384  
TBPLS NO: 10194101

## FINAL PLAT

THE ENCLAVE AT STEWART CROSSING,  
ELIJAH D. HARMON SURVEY, ABSTRACT NO. 6,  
WILLIAMSON COUNTY, TEXAS

THE ENCLAVE AT STEWART CROSSING  
FINAL PLAT



| STREET NAME        | TYPE           | PUBLIC SAFETY TYPE | LENGTH |
|--------------------|----------------|--------------------|--------|
| BAVINCK DRIVE      | PRIVATE DRIVE  | 20' C              | 111'   |
| BULKLEY DRIVE      | PRIVATE DRIVE  | 20' C              | 173'   |
| BUNYAN DRIVE       | PRIVATE DRIVE  | 20' C              | 76'    |
| CHARNOCK DRIVE     | PRIVATE DRIVE  | 20' C              | 108'   |
| CROMWELL DRIVE     | PRIVATE DRIVE  | 20' C              | 111'   |
| ENDECOTT DRIVE     | PRIVATE DRIVE  | 20' C              | 106'   |
| INHERIT LANE       | PRIVATE STREET | 34' A              | 1,024' |
| KUYPER DRIVE       | PRIVATE DRIVE  | 20' C              | 115'   |
| MACCOVIUS DRIVE    | PRIVATE DRIVE  | 20' C              | 122'   |
| MAYFLOWER LOOP     | ALLEY          | 25', 20' B,C       | 1,923' |
| NEW ENGLAND DRIVE  | ALLEY          | 25', 20' B, C      | 660'   |
| NEW HAVEN DRIVE    | PRIVATE STREET | 34', 20' A,C       | 696'   |
| NOYES DRIVE        | PRIVATE DRIVE  | 20' C              | 106'   |
| NYE DRIVE          | PRIVATE DRIVE  | 20' C              | 106'   |
| PLYMOUTH DRIVE     | ALLEY          | 25', 20' B, C      | 412'   |
| RHODE ISLAND DRIVE | ALLEY          | 25' B              | 524'   |
| SIBBES DRIVE       | PRIVATE DRIVE  | 20' C              | 76'    |
| WINTHROP DRIVE     | PRIVATE DRIVE  | 20' C              | 137'   |

TOTAL 6,586'

| CURVE TABLE |         |              |               |                |
|-------------|---------|--------------|---------------|----------------|
| CURVE #     | RADIUS  | ARC DISTANCE | CHORD BEARING | CHORD DISTANCE |
| C1          | 365.00' | 13.37'       | S 68°12'36" W | 13.37'         |
| C2          | 365.00' | 11.08'       | N 20°57'48" W | 11.08'         |
| C3          | 435.00' | 13.36'       | S 20°07'50" E | 13.35'         |
| C4          | 12.50'  | 19.63'       | S 66°07'48" E | 17.68'         |
| C5          | 12.50'  | 19.63'       | N 23°52'12" E | 17.68'         |
| C6          | 12.50'  | 19.63'       | S 66°07'48" E | 17.68'         |
| C7          | 12.50'  | 19.63'       | N 23°52'12" E | 17.68'         |
| C8          | 12.50'  | 19.59'       | S 66°14'32" E | 17.64'         |
| C9          | 12.50'  | 19.68'       | N 23°45'28" E | 17.71'         |
| C10         | 12.50'  | 19.59'       | S 66°14'32" E | 17.64'         |
| C11         | 12.50'  | 17.75'       | N 19°20'03" E | 16.30'         |
| C12         | 53.50'  | 44.11'       | S 46°22'09" W | 42.87'         |
| C13         | 47.50'  | 29.62'       | S 03°16'13" E | 29.14'         |
| C14         | 47.50'  | 36.26'       | S 43°00'04" E | 35.38'         |
| C15         | 53.50'  | 37.26'       | N 88°49'09" E | 36.51'         |
| C16         | 25.50'  | 40.06'       | S 66°07'48" E | 36.06'         |
| C17         | 25.50'  | 39.04'       | S 22°43'44" W | 35.34'         |
| C18         | 12.50'  | 19.63'       | N 66°07'48" W | 17.68'         |
| C19         | 12.50'  | 19.63'       | S 23°52'12" W | 17.68'         |
| C20         | 12.50'  | 19.63'       | N 66°07'48" W | 17.68'         |
| C21         | 12.50'  | 19.63'       | S 23°52'12" W | 17.68'         |
| C22         | 12.50'  | 19.59'       | N 66°14'32" W | 17.64'         |
| C23         | 12.50'  | 19.68'       | S 23°45'28" W | 17.71'         |
| C24         | 12.50'  | 18.12'       | N 69°36'01" W | 16.58'         |
| C25         | 137.50' | 16.12'       | N 24°42'45" W | 16.11'         |
| C26         | 162.50' | 19.05'       | N 24°42'45" W | 19.04'         |
| C27         | 12.50'  | 17.16'       | S 11°15'34" W | 15.84'         |
| C28         | 115.00' | 35.20'       | N 41°49'11" E | 35.07'         |
| C29         | 255.00' | 176.00'      | N 87°46'15" E | 172.53'        |
| C30         | 15.00'  | 23.79'       | S 66°33'57" E | 21.37'         |
| C31         | 12.50'  | 19.63'       | S 23°52'12" W | 17.68'         |
| C32         | 12.50'  | 19.63'       | S 66°07'48" E | 17.68'         |
| C33         | 12.50'  | 19.63'       | S 23°52'12" W | 17.68'         |
| C34         | 13.00'  | 20.42'       | S 66°07'48" E | 18.38'         |
| C35         | 12.50'  | 19.63'       | S 23°52'12" W | 17.68'         |
| C36         | 12.50'  | 19.63'       | S 66°07'48" E | 17.68'         |

| CURVE TABLE |         |              |               |                |
|-------------|---------|--------------|---------------|----------------|
| CURVE #     | RADIUS  | ARC DISTANCE | CHORD BEARING | CHORD DISTANCE |
| C37         | 24.83'  | 39.00'       | S 23°52'12" W | 35.11'         |
| C38         | 12.50'  | 19.68'       | N 66°01'04" W | 17.71'         |
| C39         | 12.50'  | 19.59'       | S 23°58'56" W | 17.64'         |
| C40         | 12.50'  | 19.68'       | S 66°01'04" E | 17.71'         |
| C41         | 12.50'  | 19.59'       | N 23°58'56" E | 17.64'         |
| C42         | 12.50'  | 19.68'       | S 66°01'04" E | 17.71'         |
| C43         | 12.50'  | 19.59'       | N 23°58'56" E | 17.64'         |
| C44         | 22.50'  | 35.34'       | S 23°52'07" W | 31.82'         |
| C45         | 22.50'  | 35.34'       | S 66°07'57" E | 31.82'         |
| C46         | 330.00' | 28.48'       | S 23°36'09" E | 28.47'         |
| C47         | 270.00' | 23.30'       | N 23°36'09" W | 23.30'         |
| C48         | 187.50' | 50.16'       | N 76°49'35" E | 50.01'         |
| C49         | 262.50' | 71.58'       | S 76°40'45" W | 71.35'         |
| C50         | 22.50'  | 35.34'       | N 66°07'48" W | 31.82'         |
| C51         | 22.50'  | 35.34'       | N 23°52'12" E | 31.82'         |
| C52         | 330.00' | 28.48'       | N 23°36'09" W | 28.47'         |
| C53         | 270.00' | 23.30'       | S 23°36'09" E | 23.30'         |
| C54         | 22.50'  | 35.34'       | N 66°07'48" W | 31.82'         |
| C55         | 15.00'  | 23.33'       | N 23°26'03" E | 21.05'         |
| C56         | 195.00' | 309.27'      | S 66°33'57" E | 277.86'        |
| C57         | 255.00' | 190.49'      | S 42°31'50" E | 186.09'        |
| C58         | 85.00'  | 32.14'       | N 58°02'21" E | 31.94'         |
| C59         | 237.50' | 64.76'       | S 76°40'45" W | 64.56'         |
| C60         | 212.50' | 56.81'       | N 76°49'53" E | 56.64'         |
| C61         | 300.00' | 25.89'       | S 23°36'09" E | 25.88'         |
| C62         | 300.00' | 25.89'       | N 23°36'09" W | 25.88'         |
| C63         | 225.00' | 188.95'      | S 45°11'17" E | 183.45'        |
| C64         | 225.00' | 167.90'      | N 89°22'34" E | 164.03'        |
| C65         | 35.00'  | 54.98'       | S 23°52'07" W | 49.50'         |
| C66         | 35.00'  | 54.98'       | S 66°07'57" E | 49.50'         |
| C67         | 250.00' | 68.17'       | S 76°40'45" W | 67.96'         |
| C68         | 200.00' | 52.93'       | N 76°54'33" E | 52.77'         |
| C69         | 100.15' | 14.55'       | N 66°00'33" E | 14.54'         |
| C70         | 150.00' | 17.58'       | N 24°42'45" W | 17.57'         |
| C71         | 100.15' | 71.80'       | N 41°18'34" E | 70.27'         |
| C72         | 255.00' | 85.29'       | N 77°34'50" E | 84.90'         |
| C73         | 255.00' | 90.71'       | S 82°38'49" E | 90.23'         |
| C74         | 53.50'  | 1.06'        | S 71°47'50" E | 1.06'          |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE #     | BEARING       | DISTANCE |
| L1         | N 66°43'46" E | 114.32'  |
| L2         | N 20°59'03" W | 21.78'   |
| L3         | S 76°28'27" W | 20.03'   |
| L4         | S 20°56'51" E | 76.38'   |
| L5         | S 52°45'16" W | 12.49'   |
| L6         | S 68°52'12" W | 50.72'   |
| L7         | S 68°52'12" W | 12.50'   |
| L8         | S 68°52'12" W | 12.50'   |
| L9         | S 68°52'12" W | 12.50'   |
| L10        | S 68°52'12" W | 12.50'   |
| L11        | S 68°38'43" W | 12.50'   |
| L12        | S 68°38'43" W | 12.50'   |
| L13        | S 68°52'12" W | 29.05'   |
| L14        | N 21°21'17" W | 51.20'   |
| L15        | S 68°38'43" W | 12.50'   |
| L16        | S 68°38'43" W | 12.50'   |
| L17        | S 21°21'17" E | 51.01'   |
| L18        | N 66°07'48" W | 8.26'    |
| L19        | S 21°07'53" E | 9.35'    |
| L20        | S 21°07'57" E | 8.20'    |
| L21        | N 68°52'04" E | 9.87'    |
| L22        | N 23°52'12" E | 8.49'    |
| L23        | N 84°59'04" E | 12.49'   |
| L24        | S 52°58'20" W | 12.48'   |
| L25        | N 21°07'48" W | 24.50'   |
| L26        | S 68°52'12" W | 12.50'   |
| L27        | S 68°52'12" W | 12.50'   |
| L28        | N 68°52'12" E | 12.50'   |
| L29        | N 68°52'12" E | 12.50'   |
| L30        | S 66°07'48" E | 8.46'    |
| L31        | N 68°52'12" E | 27.07'   |
| L32        | N 23°52'12" E | 8.49'    |
| L33        | N 68°52'12" E | 45.91'   |
| L34        | N 68°52'12" E | 12.50'   |
| L35        | N 68°52'12" E | 12.50'   |
| L36        | S 21°07'48" E | 57.19'   |
| L37        | S 68°52'12" E | 12.50'   |
| L38        | N 68°52'12" E | 12.50'   |
| L39        | N 21°07'48" W | 54.69'   |
| L40        | N 68°38'43" E | 12.50'   |
| L41        | N 68°38'43" E | 12.50'   |
| L42        | S 28°04'14" E | 22.48'   |
| L43        | S 21°21'17" E | 50.53'   |
| L44        | N 68°38'43" E | 12.50'   |
| L45        | N 68°38'43" E | 12.50'   |
| L46        | N 21°21'17" W | 50.53'   |
| L47        | N 28°04'14" W | 22.88'   |
| L48        | N 40°21'18" E | 5.72'    |
| L49        | N 21°07'48" W | 28.86'   |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE #     | BEARING       | DISTANCE |
| L50        | N 21°07'48" W | 12.50'   |
| L51        | N 21°07'48" W | 12.50'   |
| L52        | N 21°07'48" W | 12.50'   |
| L53        | N 21°07'48" W | 12.50'   |
| L54        | N 21°07'48" W | 12.50'   |
| L55        | N 21°07'48" W | 12.50'   |
| L56        | N 20°47'54" W | 12.50'   |
| L57        | N 20°47'54" W | 12.50'   |
| L58        | S 68°52'12" W | 6.70'    |
| L59        | N 20°54'20" W | 50.94'   |
| L60        | S 69°05'40" W | 12.50'   |
| L61        | S 69°05'40" W | 12.50'   |
| L62        | S 20°54'20" E | 51.14'   |
| L63        | S 69°05'40" W | 5.00'    |
| L64        | N 20°54'20" W | 31.58'   |
| L65        | S 69°05'40" W | 7.50'    |
| L66        | S 69°05'40" W | 7.50'    |
| L67        | S 20°54'20" E | 31.58'   |
| L68        | S 69°05'40" W | 5.00'    |
| L69        | S 69°05'40" W | 12.50'   |
| L70        | S 69°05'40" W | 12.50'   |
| L71        | S 68°52'12" W | 45.47'   |
| L72        | S 84°59'08" W | 12.49'   |
| L73        | N 84°59'08" E | 12.49'   |
| L74        | S 52°45'12" W | 12.49'   |
| L75        | S 52°45'16" W | 12.49'   |
| L76        | S 84°30'15" W | 12.13'   |
| L77        | N 21°07'48" W | 4.41'    |
| L78        | N 26°04'30" W | 36.59'   |
| L79        | N 69°19'41" E | 22.79'   |
| L80        | N 84°29'26" E | 54.59'   |
| L81        | N 68°52'04" E | 16.31'   |
| L82        | N 84°59'04" E | 12.49'   |
| L83        | S 52°18'32" W | 12.83'   |
| L84        | N 84°52'00" E | 12.40'   |
| L85        | S 21°07'48" E | 11.73'   |
| L86        | S 26°04'30" E | 36.59'   |
| L87        | S 21°07'48" E | 6.52'    |
| L88        | S 52°45'16" W | 12.49'   |
| L89        | N 67°59'54" E | 32.32'   |
| L90        | S 21°07'48" E | 7.56'    |
| L91        | S 21°07'48" E | 25.00'   |
| L92        | S 21°07'48" E | 25.00'   |
| L93        | N 52°45'12" E | 12.49'   |
| L94        | N 68°52'04" E | 16.31'   |
| L95        | N 84°29'26" E | 54.59'   |
| L96        | N 69°19'41" E | 22.95'   |
| L97        | S 21°07'48" E | 8.59'    |
| L98        | S 21°34'48" W | 19.46'   |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE #     | BEARING       | DISTANCE |
| L99        | S 84°59'08" W | 12.49'   |
| L100       | S 21°07'48" E | 22.68'   |
| L101       | S 26°04'30" E | 36.59'   |
| L102       | S 21°07'48" E | 30.15'   |
| L103       | S 21°07'48" E | 20.85'   |
| L104       | N 67°59'54" E | 61.64'   |
| L105       | N 68°52'12" E | 121.95'  |
| L106       | N 68°52'12" E | 108.37'  |
| L107       | N 68°52'12" E | 121.83'  |
| L108       | N 68°52'12" E | 31.72'   |
| L109       | N 20°54'20" W | 76.04'   |
| L110       | N 68°52'12" E | 35.11'   |
| L111       | N 20°54'20" W | 137.30'  |
| L112       | N 20°54'20" W | 105.71'  |
| L113       | N 21°07'48" W | 105.67'  |
| L114       | S 21°07'48" W | 106.09'  |
| L115       | N 21°21'17" W | 105.75'  |
| L116       | N 68°52'12" E | 79.05'   |
| L117       | N 21°21'17" W | 76.11'   |
| L118       | N 68°52'12" E | 30.06'   |
| L119       | N 68°52'04" E | 58.31'   |
| L120       | N 84°29'26" E | 54.58'   |
| L121       | N 69°19'41" E | 53.43'   |
| L122       | N 69°19'41" E | 127.88'  |
| L123       | N 68°52'12" E | 146.94'  |
| L124       | S 21°07'48" E | 62.50'   |
| L125       | S 21°07'48" E | 110.93'  |
| L126       | S 21°07'48" E | 110.62'  |
| L127       | S 21°07'48" E | 82.19'   |
| L128       | S 28°04'14" E | 47.87'   |
| L129       | S 21°21'17" E | 50.53'   |
| L130       | N 20°45'14" E | 10.50'   |
| L131       | N 13°31'33" W | 33.50'   |
| L132       | N 76°28'27" E | 1.84'    |
| L133       | N 13°31'33" W | 15.96'   |
| L134       | N 02°43'29" W | 18.05'   |
| L135       | S 70°20'41" E | 48.87'   |
| L136       | N 21°07'48" W | 46.40'   |
| L137       | N 68°52'12" E | 15.00'   |
| L138       | N 68°52'12" E | 10.00'   |
| L139       | S 21°07'48" E | 46.68'   |
| L140       | N 68°52'02" E | 1.00'    |

FILE No: 1264

|                                      |                    |        |            |
|--------------------------------------|--------------------|--------|------------|
| PLAT PREPARATION DATE: 06/05/2021    |                    |        |            |
| APPLICATION SUBMITTAL DATE: 08/03/21 |                    |        |            |
| 1                                    | ADDED STREETS      | C.L.H. | 06-20-2022 |
| 2                                    | COMMENTS ADDRESSED | EN     | 08-08-2022 |
| 3                                    | COMMENTS ADDRESSED | EN     | 09-19-2022 |
|                                      |                    |        |            |
|                                      |                    |        |            |
|                                      |                    |        |            |
| No:                                  | REVISION:          | BY:    | DATE:      |



5508 HIGHWAY 290 WEST  
SUITE 150  
AUSTIN, TX 78735  
512.872.6696  
HARGREEN.COM

TBPE NO: 16384  
TBPLS NO: 10194101

**FINAL PLAT**  
THE ENCLAVE AT STEWART CROSSING,  
ELIJAH D. HARMON SURVEY, ABSTRACT NO. 6,  
WILLIAMSON COUNTY, TEXAS



# THE ENCLAVE AT STEWART CROSSING FINAL PLAT

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

THAT ECG DEVELOPMENT, LLC, OWNER OF 20.689 ACRES OF LAND BEING ALL OF THAT CERTAIN CALLED 20.691 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 2021190090, 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

## THE ENCLAVE AT STEWART CROSSING

WITNESS BY MY HAND THIS THE 12<sup>th</sup> DAY OF October, 2022 A.D.

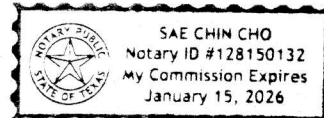
Ethan Wang  
ETHAN WANG, OF ECG DEVELOPMENT, LLC  
6034 W. COURTYARD DR. SUITE 288  
AUSTIN, TX 78730

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

I, THE UNDERSIGNED AUTHORITY, ON THIS THE 12 DAY OF OCTOBER, 2022 A.D. DID PERSONALLY APPEAR Ethan Wang, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT OF WRITING, AND HE ACKNOWLEDGED BEFORE ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

NOTARY PUBLIC

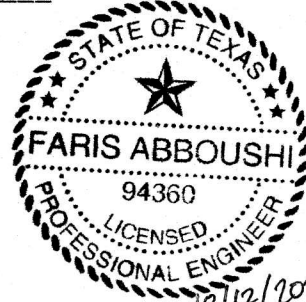
Sae Cho  
PRINTED NAME  
January 15<sup>th</sup>, 2026  
COMMISSION EXPIRES



## ENGINEER'S CERTIFICATION:

THAT I, FARIS ABOUSHI, 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.

Faris Abboushi  
FARIS ABOUSHI, P.E.  
REGISTERED PROFESSIONAL ENGINEER  
NO. 94360- STATE OF TEXAS  
HR GREEN DEVELOPMENT TX, LLC.  
FIRM# F-94619  
5508 HIGHWAY 290 WEST, SUITE 150  
AUSTIN, TEXAS 78735  
(512) 872-6696



## SURVEYOR'S CERTIFICATION:

THAT I, ERNESTO NAVARRETE, 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 STEWART TITLE GUARANTY COMPANY ISSUED JANUARY 03, 2017 HAVE BEEN SHOWN OR NOTED HERON.

Ernesto Navarrete  
ERNESTO NAVARRETE, R.P.L.S.  
REGISTERED PROFESSIONAL LAND SURVEYOR  
NO. 6642 - STATE OF TEXAS  
HR GREEN DEVELOPMENT TX, LLC.  
FIRM# 10194101  
5508 HIGHWAY 290 WEST, SUITE 150  
AUSTIN, TEXAS 78735  
(512) 872-6696



## NOTES:

- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.
- A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER, TEXAS PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.
- NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.
- PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.
- ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
- IN ADDITION TO THE EASEMENTS SHOWN HEREON, A TEN (10) FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG AND ADJACENT TO ALL RIGHT OF WAY AND A TWO AND A HALF (2.5) FOOT WIDE PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL SIDE LOT LINES.
- NO PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL NUMBER 48491C-0455-F, FOR WILLIAMSON COUNTY, EFFECTIVE DECEMBER 20, 2019.

CITY PROJECT NUMBER 21-FP-021

## NOTES:

- BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE MOST CURRENT ZONING ORDINANCE OF THE CITY OF LEANDER, TEXAS. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN THE CURRENT ZONING ORDINANCE.
- SIDEWALKS SHALL BE INSTALLED ON THE SUBDIVISION SIDE OF EAST WOODVIEW DRIVE AND RAIDER WAY. 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.
- NO DRIVEWAY SHALL BE CONSTRUCTED CLOSER THAN 50 FOOT OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING LOCAL OR COLLECTOR STREET R 100 FOOT OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING ARTERIAL STREET.
- ALL UTILITIES MUST BE LOCATED UNDERGROUND.
- THIS PLAT CONFORMS TO THE PRELIMINARY PLAT APPROVED BY THE PLANNING & ZONING COMMISSION ON JUNE 3, 2021.
- APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
- ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
- THE GRID COORDINATE VALUES AND BEARINGS CITED HEREON ARE REFERENCED TO TEXAS STATE PLANE COORDINATE SYSTEM CENTRAL ZONE, NAD83. COMBINED SCALE FACTOR (CSF) OF 0.99986956. ELEVATIONS REFERENCED TO NAVD83. DISTANCES CITED HEREON ARE SURFACE VALUES: GRID DISTANCES MAY BE OBTAINED BY APPLYING THE COMBINED SCALE FACTOR TO THE SURFACE VALUES.
- BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS NOT IN A FLOOD ZONE, AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 48491C0455F, EFFECTIVE DATE DECEMBER 20, 2019.
- RESIDENTIAL DRIVEWAYS ARE PROHIBITED ON EAST WOODVIEW DRIVE AND RAIDER WAY.
- THE ASSIGNMENT AND ASSUMPTION OF MAINTENANCE COVENANT IS RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS UNDER DOCUMENT NO. 2022092709, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
- THE CITY IS NOT RESPONSIBLE FOR DAMAGE TO IMPROVEMENTS CAUSED BY THE CITY'S MAINTENANCE OR REPAIR OF CITY OWNED WATER AND WASTEWATER LINES CONTAINED IN A UTILITY EASEMENT.
- WITHIN A SIGHT DISTANCE EASEMENT, ANY OBSTRUCTION OF SIGHT LINE BY VEGETATION, FENCING, EARTHWORK, BUILDINGS, SIGNS OR OTHER OBJECT WHICH IS DETERMINED TO CAUSE A TRAFFIC HAZARD IS PROHIBITED.
- THE HOMEOWNERS ASSOCIATION IS REQUIRED TO MOW AND MAINTAIN LANDSCAPING IN THE OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
- THE HOA WILL OWN AND MAINTAIN THE OPEN SPACE AREAS THAT SHARE FRONTAGE TO PUBLIC ROADWAYS (ALONG THE ROW).
- THE PROPOSED SUBDIVISION COMPLIES WITH THE TRANSPORTATION CRITERIA MANUAL STREET DESIGN STANDARDS INCLUDING MINIMUM HORIZONTAL CURVE RADII, TANGENT SPACING BETWEEN CURVES, INTERSECTION SPACING, CURB RETURN RADII, ETC.
- THE PROPOSED SUBDIVISION COMPLIES WITH THE LATEST CITY OF LEANDER TRANSPORTATION POLICY AND DRAINAGE POLICY.
- ALL LOTS SHALL FACE AND HAVE CONTIGUOUS FRONTAGE ON A USABLE, DEDICATED PUBLIC ROAD RIGHT-OF-WAY EXCEPT LOTS THAT HAVE BEEN APPROVED TO FRONT ON A PRIVATE STREET AND MAINTAINED BY A PRIVATE ASSOCIATION.
- ALL WATER AND WASTEWATER IMPROVEMENTS WITHIN AN EASEMENT ARE DEDICATED TO THE CITY OF LEANDER. THE PRIVATE DRIVES, ROADWAYS, STREETLIGHTS, SIGNAGE, STORMWATER INFRASTRUCTURE AND BATCH DETENTION POND WILL BE OWNER AND MAINTAINED BY THE HOA.
- THE HOA WILL OWN AND MAINTAIN THE DRAINAGE EASEMENTS AND THE PUBLIC SAFETY, ACCESS AND UTILITY EASEMENT.
- THE HOA BYLAWS ARE RECORDED IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS UNDER DOCUMENT NO. 2022092710, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
- 130 UNITS ARE PROPOSED FOR THIS DEVELOPMENT AND PER ITE 10TH EDITION MANUAL, TOTAL TRIPS ARE 1,324. PER TIA REQUIREMENTS ARTICLE 10.03.003, TIA IS NOT REQUIRED FOR THIS DEVELOPMENT.
- 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.
- AN AMENITY CENTER PLAYScape WILL BE ADDED AS A PARK IMPROVEMENT, WITH A PROPOSED VALUE OF \$65,000.

THE STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS:  
THE 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 RECORD BY THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

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

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

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

I, NANCY E. RISTER, CLERK OF COUNTY COURT, WITH AND FOR THE 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\_\_\_\_ A.D., AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_.M., AND DULY RECORDED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D., AT \_\_\_\_\_ O'CLOCK, \_\_\_\_\_.M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY AS

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.

BY: \_\_\_\_\_ DEPUTY  
NANCY E. RISTER  
CLERK, COUNTY COURT OF  
WILLIAMSON COUNTY, TEXAS

FILE No: 1264

|                                      |                    |                   |
|--------------------------------------|--------------------|-------------------|
| PLAT PREPARATION DATE: 06/05/2021    |                    |                   |
| APPLICATION SUBMITTAL DATE: 08/03/21 |                    |                   |
| 1                                    | ADDED STREETS      | C.L.H. 06-20-2022 |
| 2                                    | COMMENTS ADDRESSED | EN 08-08-2022     |
| 3                                    | COMMENTS ADDRESSED | EN 09-19-2022     |
|                                      |                    |                   |
|                                      |                    |                   |
| No:                                  | REVISION:          | BY: DATE:         |



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HRGREEN.COM

TBPE NO: 16384  
TBPLS NO: 10194101

**FINAL PLAT**  
THE ENCLAVE AT STEWART CROSSING,  
ELIJAH D. HARMON SURVEY, ABSTRACT NO. 6,  
WILLIAMSON COUNTY, TEXAS

SHEET 5 OF 5







**EXECUTIVE SUMMARY**  
**10/27/2022**

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**AGENDA SUBJECT:**

Approval of Subdivision Case FP-21-0023 regarding Rosenbusch Ranch Ph. 2 Final Plat on two parcels of land approximately 33.15 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R613615; generally located southeast of the intersection of Vista Ridge Dr. and Lakeline Blvd, Leander, Williamson County, Texas.

**BACKGROUND:**

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

**HISTORY/TIMELINE:**

07/20/2020 – Preliminary Plat Approved  
04/23/2021 – Final Plat Application Expired  
10/23/2021 – Final Plat Application Staff Extension Expired  
10/20/2022 – Final Plat Application City Council Extension Approved

**APPLICANT/AGENT:**

HR Green / DR Horton (Faris Abboushi) on behalf of Continental Homes of Texas, L.P. (John A Sparrow).

**RECOMMENDATION:**

This final plat includes 126 Single-Family Lots, 5 HOA Landscape Lots, 2 HOA Drainage Lots and 1 HOA Parkland/Drainage Lot. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat with the following conditions.

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

**PRESENTER:**

Michael Chenausky AICP, Senior Planner

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**Attachments**

1. Final Plat
2. Location Exhibit



ROSENBUSCH RANCH  
PHASE TWO  
FINAL PLAT  
WILLIAMSON COUNTY, TEXAS

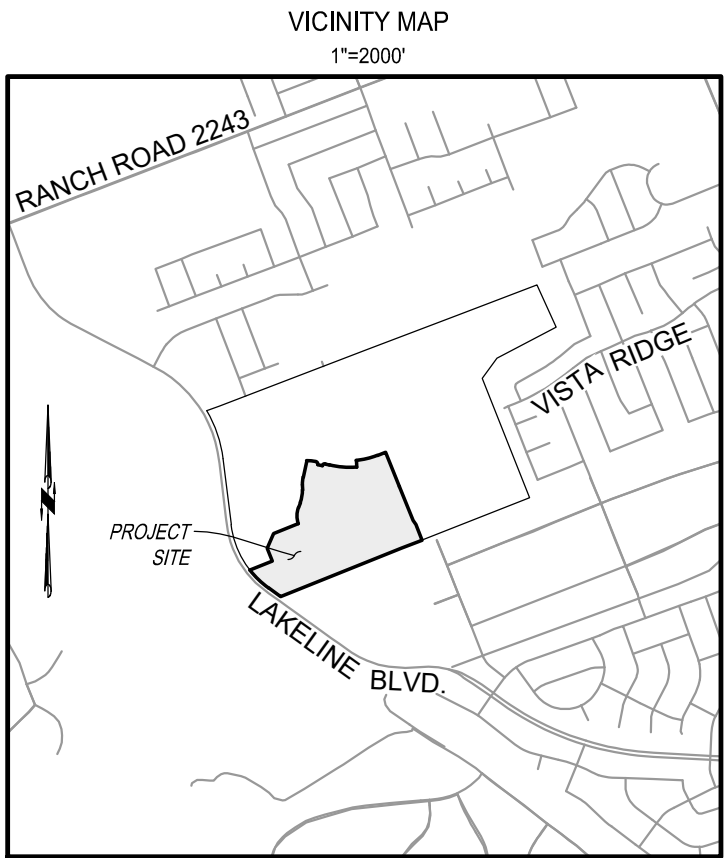
SURVEYOR: HR GREEN DEVELOPMENT TX, LLC  
5508 HWY 290 WEST, STE. 150  
AUSTIN, TEXAS 78735  
ERNESTO NAVARRETE, R.P.L.S. 6642  
512-872-6696  
ERNESTO.NAVARRETE@HRGREEN.COM  
TBPLS FIRM REGISTRATION No. 10194101

ENGINEER: HR GREEN DEVELOPMENT TX, LLC  
5508 HWY 290 WEST, STE. 150  
AUSTIN, TEXAS 78735  
XAVIER GARZA, P.E. 135174  
512.872.6696  
XAVIER.GARZA@HRGREEN.COM  
TBPE FIRM NO. F-16384

OWNERS: CONTINENTAL HOMES OF TEXAS, L.P.  
10700 PECAN PARK BOULEVEARD, STE. 400  
AUSTIN, TX 78750  
512-533-1468

DEVELOPER: D.R. HORTON, INC.  
RYAN GRAY  
10700 PECAN PARK BOULEVEARD, STE. 400  
AUSTIN, TX 78750  
512-533-1468

SUBMITTAL DATE: NOVEMBER 03, 2020



|                                        |                         |              |
|----------------------------------------|-------------------------|--------------|
| AREA:                                  | 33.15 ACRES             |              |
| PATENT SURVEY:                         | MOSES S. HORNSBY        |              |
|                                        | SURVEY ABSTRACT NO. 292 |              |
|                                        |                         |              |
| TOTAL NUMBER OF BLOCKS:                | 6                       |              |
| TOTAL NUMBER OF LOTS:                  | 135                     |              |
| COMMERCIAL:                            | 0                       |              |
| SINGLE FAMILY/RESIDENTIAL:             | 126                     | 20.247 ACRES |
| HOA LANDSCAPE LOT:                     | 5                       | 0.261 ACRE   |
| HOA DRAINAGE EASEMENT LOT:             | 2                       | 1.560 ACRES  |
| HOA PARKLAND / DRAINAGE EASEMENT LOT : | 1                       | 5.174 ACRES  |
| HOA P.A.E. & P.U.E. LOT:               | 1                       | 0.013 ACRE   |

|                             |                      |        |
|-----------------------------|----------------------|--------|
| LINEAR FEET OF NEW STREETS: | DEERPATH STREET      | 1,026' |
|                             | GHOST RIDER COURT    | 290'   |
|                             | TUMBLEWEED HILL COVE | 323'   |
|                             | MAGNOLIA HILL DRIVE  | 1,463' |
|                             | NICKEL CREEK COVE    | 229'   |
|                             | PRAIRIE LAKE LANE    | 146'   |
|                             | PROMISE LAND COURT   | 380'   |
|                             | VISTA RIDGE DRIVE    | 327'   |
|                             | TOTAL                | 4,184' |

BEARING BASIS: TEXAS STATE PLANE COORDINATES, CENTRAL ZONE (4203), NAD 83. COORDINATES SHOWN  
HERON ARE GRID VALUES. DISTANCES SHOWN HEREON HAVE BEEN SCALED TO SURFACE VALUES BY  
DIVIDING THE GRID VALUES BY A COMBINED SCALE FACTOR OF 0.999859.

BENCHMARK LIST: NAVD88 (GEOID12B)

BM 3: SQUARE CUT IN CONCRETE CURB ON THE SOUTH SIDE OF THE EASTBOUND LANE OF VISTA RIDGE  
DRIVE, APPROXIMATELY 10' NORTHWEST OF THE SOUTHWEST TERMINUS OF THE VISTA RIDGE DRIVE  
RIGHT-OF-WAY, A 70' RIGHT-OF-WAY, AS SHOWN ON THE VISTA RIDGE PHASE FOUR PLAT OF  
RECORD IN CABINET DD, SLIDE 308, P.R.W.C.TX.

NORTHING: 10,178,840'  
EASTING: 3,069,759'  
ELEVATION: 1067.20'

BM 68: X CUT IN CONCRETE CURB ON THE EAST SIDE OF THE NORTHBOUND LANE OF LAKELINE BLVD, A 90'  
RIGHT-OF-WAY, DESCRIBED IN THE DEED TO THE CITY OF LEANDER, TEXAS, OF RECORD IN  
DOCUMENT NO. 2012000659, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS,  
APPROXIMATELY 345 FEET SOUTH OF THE SOUTHWEST CORNER OF LOT 1, BLOCK H, AS SHOWN  
HEREON.

NORTHING: 10,177,737'  
EASTING: 3,066,985'  
ELEVATION: 1082.33'

SUBMITTED: NOVEMBER 03, 2020

|             |                       |
|-------------|-----------------------|
| SHEET INDEX | SHEET 1 – COVER SHEET |
|             | SHEET 2 – SUBDIVISION |
|             | SHEET 3 – TABLES      |
|             | SHEET 4 – NOTES       |

SHEET 1 OF 4



HRGreen®

DEVELOPMENT TX

5508 HIGHWAY 290 WEST  
SUITE 150  
AUSTIN, TX 78735  
512.872.6696  
HRGREEN.COM

TBPE NO: 16384  
TBPLS NO: 10194101



MOSES S. HORNSBY  
SURVEY  
ABSTRACT No. 292

GRID COORDINATES:  
N: 10,176,905.63  
E: 3,067,348.04

12

WASTEWATER UTILITY EASEMENT  
CITY OF LEANDER, TEXAS  
DOCUMENT NO. 2022019442,  
O.P.R.W.C.TX.

VISTA RIDGE—  
PHASE FOUR  
NET DD SLIDE 308  
P.R.W.C.TX.

VISTA RIDGE DRIVE  
(70' R.O.W.)

BENCHMARK 3  
ELEV. = 1067.20  
SQUARE IN CONCRETE

131.21 ACRES  
ROSEBUSCH LEANDER, LP  
SPECIAL WARRANTY DEED  
DOCUMENT NO. 2020080215  
O.P.R.W.C.TX.

ACCESS EASEMENT  
DOCUMENT NO. 2021177973  
O.P.R.W.C.TX.

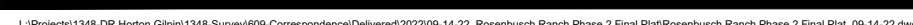
FALCON OAKS SECTION FOUR  
CABINET F SLIDE 351  
P.R.W.C.TX.

88 HIGHWAY 290 WEST  
SUITE 150  
DALLAS, TX 75235  
P. 872.6696  
WWW.GREEN.COM

TBPE NO: 16384  
TBPLS NO: 10194101



DEVELOPMENT TX





| CURVE TABLE |                      |                      |                         |                                  |                      |
|-------------|----------------------|----------------------|-------------------------|----------------------------------|----------------------|
| CURVE       | RADIUS               | ARC LENGTH           | DELTA                   | CHORD BEARING                    | CHORD LENGTH         |
| C1          | 955.00'<br>(955.00') | 789.39'<br>(789.39') | 47°21'36"<br>(4721'37") | N 30°41'15" W<br>(S 30°41'35" E) | 767.11'<br>(767.11') |
| C2          | 245.00'              | 171.96'              | 40°12'51"               | N 00°35'05" E                    | 168.45'              |
| C3          | 355.00'              | 135.19'              | 21°49'09"               | N 09°46'56" E                    | 134.38'              |
| C4          | 345.00'              | 81.95'               | 13°36'33"               | N 05°40'38" E                    | 81.75'               |
| C5          | 590.18'              | 95.14'               | 9°14'12"                | S 84°33'01" E                    | 95.04'               |
| C6          | 25.00'               | 39.97'               | 91°36'27"               | S 33°19'29" E                    | 35.85'               |
| C7          | 25.00'               | 40.37'               | 92°31'21"               | N 58°24'17" E                    | 36.12'               |
| C8          | 852.00'              | 291.81'              | 19°37'26"               | S 85°09'05" E                    | 290.39'              |
| C9          | 25.00'               | 23.51'               | 53°53'00"               | N 68°01'18" W                    | 22.65'               |
| C10         | 955.00'              | 26.93'               | 1°36'57"                | S 53°33'35" E                    | 26.93'               |
| C11         | 955.00'              | 25.00'               | 1°30'00"                | N 52°00'07" W                    | 25.00'               |
| C12         | 955.00'              | 219.85'              | 13°11'23"               | N 44°39'25" W                    | 219.36'              |
| C13         | 945.00'              | 214.45'              | 13°00'08"               | N 44°44'42" W                    | 213.99'              |
| C14         | 60.00'               | 25.28'               | 24°08'19"               | S 56°35'26" E                    | 25.09'               |
| C15         | 945.00'              | 26.55'               | 1°36'35"                | N 53°34'05" W                    | 26.55'               |
| C16         | 25.00'               | 23.26'               | 53°18'20"               | S 52°28'32" E                    | 22.43'               |
| C17         | 25.00'               | 23.18'               | 53°08'08"               | S 78°05'54" W                    | 22.36'               |
| C18         | 25.00'               | 16.71'               | 38°18'07"               | S 06°40'19" E                    | 16.40'               |
| C19         | 25.00'               | 17.19'               | 39°23'13"               | S 31°50'13" W                    | 16.85'               |
| C20         | 325.00'              | 48.66'               | 8°34'40"                | S 08°11'22" W                    | 48.61'               |
| C21         | 275.00'              | 51.75'               | 10°46'55"               | N 07°05'14" E                    | 51.67'               |
| C22         | 15.00'               | 22.98'               | 87°47'45"               | N 42°12'05" W                    | 20.80'               |
| C23         | 625.00'              | 93.57'               | 8°34'40"                | N 81°48'38" W                    | 93.48'               |
| C24         | 15.00'               | 15.12'               | 57°45'54"               | S 73°35'30" W                    | 14.49'               |
| C25         | 60.00'               | 309.49'              | 295°32'17"              | N 12°28'42" E                    | 64.00'               |
| C26         | 15.00'               | 15.12'               | 57°46'09"               | S 48°38'14" E                    | 14.49'               |
| C27         | 575.00'              | 86.08'               | 8°34'39"                | N 81°48'38" W                    | 86.00'               |
| C28         | 15.00'               | 23.56'               | 90°00'00"               | N 48°54'02" E                    | 21.21'               |
| C29         | 175.00'              | 51.29'               | 16°47'28"               | S 12°17'46" W                    | 51.10'               |
| C30         | 225.00'              | 65.94'               | 16°47'28"               | N 12°17'46" E                    | 65.70'               |
| C31         | 225.00'              | 166.43'              | 42°22'53"               | S 00°29'56" E                    | 162.66'              |
| C32         | 175.00'              | 129.45'              | 42°22'53"               | N 00°29'56" W                    | 126.52'              |
| C33         | 15.00'               | 23.55'               | 89°58'23"               | N 23°17'44" E                    | 21.21'               |
| C34         | 15.00'               | 15.12'               | 57°46'08"               | N 82°50'00" W                    | 14.49'               |
| C35         | 60.00'               | 305.51'              | 291°44'14"              | S 19°49'03" E                    | 67.33'               |
| C36         | 15.00'               | 15.12'               | 57°46'09"               | S 39°23'52" W                    | 14.49'               |
| C37         | 15.00'               | 23.57'               | 90°01'48"               | S 66°42'13" E                    | 21.22'               |
| C38         | 15.00'               | 23.55'               | 89°58'18"               | S 23°17'47" W                    | 21.21'               |
| C39         | 15.00'               | 23.57'               | 90°01'42"               | N 66°42'13" W                    | 21.22'               |
| C40         | 15.00'               | 22.56'               | 86°10'39"               | N 68°37'45" W                    | 20.49'               |
| C41         | 60.00'               | 278.74'              | 266°10'39"              | S 21°22'15" W                    | 87.64'               |
| C42         | 15.00'               | 23.56'               | 90°00'00"               | S 23°16'56" W                    | 21.21'               |
| C43         | 15.00'               | 22.56'               | 86°10'39"               | S 64°48'23" E                    | 20.49'               |
| C44         | 60.00'               | 278.74'              | 266°10'38"              | S 25°11'36" W                    | 87.64'               |
| C45         | 15.00'               | 23.56'               | 90°00'00"               | N 66°43'04" W                    | 21.21'               |
| C46         | 15.00'               | 13.62'               | 52°01'13"               | N 85°42'28" W                    | 13.16'               |
| C47         | 15.00'               | 23.71'               | 90°33'28"               | S 23°00'12" W                    | 21.32'               |
| C48         | 50.00'               | 169.82'              | 194°35'53"              | N 23°00'13" E                    | 99.19'               |
| C49         | 15.00'               | 13.62'               | 52°01'14"               | S 48°17'09" E                    | 13.16'               |
| C50         | 15.00'               | 23.78'               | 90°49'37"               | S 23°08'16" W                    | 21.37'               |
| C51         | 15.00'               | 23.35'               | 89°10'24"               | N 66°51'44" W                    | 21.06'               |
| C52         | 60.00'               | 278.76'              | 266°11'55"              | S 24°38'47" W                    | 87.62'               |
| C53         | 15.00'               | 22.56'               | 86°10'39"               | S 65°21'51" E                    | 20.49'               |
| C54         | 60.00'               | 47.36'               | 45°13'36"               | S 85°50'23" E                    | 46.14'               |
| C55         | 60.00'               | 67.29'               | 64°15'27"               | S 31°05'51" E                    | 63.82'               |
| C56         | 60.00'               | 36.00'               | 34°22'24"               | S 18°13'04" W                    | 35.46'               |
| C57         | 60.00'               | 20.16'               | 19°15'18"               | S 45°01'55" W                    | 20.07'               |
| C58         | 60.00'               | 22.19'               | 20°11'24"               | S 65°15'17" W                    | 22.06'               |
| C59         | 60.00'               | 13.61"               | 12°59'58"               | S 82°20'58" W                    | 13.58'               |
| C60         | 60.00'               | 35.09'               | 33°30'36"               | N 74°23'45" W                    | 34.59'               |
| C61         | 60.00'               | 37.06'               | 35°23'12"               | N 39°56'51" W                    | 36.47'               |
| C62         | 50.00'               | 45.93'               | 52°38'12"               | N 47°58'38" W                    | 44.34'               |
| C63         | 50.00'               | 34.94'               | 40°02'18"               | N 01°38'23" W                    | 34.23'               |
| C64         | 50.00'               | 35.00'               | 40°06'25"               | N 38°25'58" E                    | 34.29'               |
| C65         | 50.00'               | 53.94'               | 61°48'58"               | N 89°23'40" E                    | 51.37'               |
| C66         | 15.00'               | 4.99'                | 19°03'44"               | N 69°13'43" W                    | 4.97'                |
| C67         | 15.00'               | 8.63'                | 32°57'29"               | S 84°45'40" W                    | 8.51'                |
| C68         | 60.00'               | 9.28'                | 8°51'36"                | N 26°08'53" W                    | 9.27'                |
| C69         | 60.00'               | 48.01'               | 45°50'42"               | N 53°30'02" W                    | 46.74'               |
| C70         | 60.00'               | 36.96'               | 35°17'41"               | S 85°55'46" W                    | 36.38'               |
| C71         | 60.00'               | 15.16'               | 14°28'39"               | S 61°02'36" W                    | 15.12'               |
| C72         | 60.00'               | 14.17'               | 13°32'02"               | S 47°02'16" W                    | 14.14'               |

| CURVE TABLE |         |            |           |               |              |
|-------------|---------|------------|-----------|---------------|--------------|
| CURVE       | RADIUS  | ARC LENGTH | DELTA     | CHORD BEARING | CHORD LENGTH |
| C73         | 60.00'  | 48.50'     | 46°18'37" | S 17°06'56" W | 47.19'       |
| C74         | 60.00'  | 52.31'     | 49°56'55" | S 31°00'50" E | 50.67'       |
| C75         | 60.00'  | 54.36'     | 51°54'25" | S 81°56'30" E | 52.52'       |
| C76         | 60.00'  | 37.87'     | 36°09'48" | N 43°37'19" W | 37.24'       |
| C77         | 60.00'  | 58.59'     | 55°57'13" | N 89°40'49" W | 56.29'       |
| C78         | 60.00'  | 66.58'     | 63°34'51" | S 30°33'09" W | 63.22'       |
| C79         | 60.00'  | 45.33'     | 43°16'59" | S 22°52'47" E | 44.26'       |
| C80         | 60.00'  | 45.09'     | 43°03'29" | N 89°48'40" E | 44.04'       |
| C81         | 60.00'  | 21.24'     | 20°17'10" | N 64°05'31" W | 21.13'       |
| C82         | 60.00'  | 68.69'     | 65°35'24" | S 72°58'12" W | 65.00'       |
| C83         | 60.00'  | 44.68'     | 42°39'44" | S 18°50'38" W | 43.65'       |
| C84         | 60.00'  | 43.25'     | 41°18'10" | S 23°08'19" E | 42.32'       |
| C85         | 60.00'  | 41.62'     | 39°44'54" | S 63°39'50" E | 40.79'       |
| C86         | 60.00'  | 45.06'     | 43°02'00" | N 74°56'43" E | 44.01'       |
| C87         | 60.00'  | 44.94'     | 42°54'56" | N 31°58'15" E | 43.90'       |
| C88         | 225.00' | 40.38'     | 10°17'00" | S 16°32'52" E | 40.33'       |
| C89         | 225.00' | 30.98'     | 7°53'18"  | S 07°27'43" E | 30.95'       |
| C90         | 225.00' | 39.27'     | 9°59'58"  | S 01°28'55" W | 39.22'       |
| C91         | 225.00' | 50.34'     | 12°49'08" | S 12°53'28" W | 50.23'       |
| C92         | 225.00' | 5.46'      | 1°23'29"  | S 19°59'46" W | 5.46'        |
| C93         | 580.18' | 24.13'     | 2°23'00"  | N 79°09'28" W | 24.13'       |
| C94         | 345.00' | 9.95'      | 1°39'11"  | N 11°39'18" E | 9.95'        |
| C95         | 345.00' | 50.10'     | 8°19'15"  | N 06°40'06" E | 50.06'       |
| C96         | 345.00' | 21.89'     | 3°38'07"  | N 00°41'25" E | 21.89'       |
| C97         | 355.00' | 26.09'     | 4°12'39"  | N 00°58'41" E | 26.08'       |
| C98         | 355.00' | 50.12'     | 8°05'22"  | N 07°07'41" E | 50.08'       |
| C99         | 25.00'  | 13.29'     | 30°27'10" | N 66°45'25" E | 13.13'       |
| C100        | 370.00' | 50.04'     | 7°44'53"  | N 14°45'02" E | 50.00'       |
| C101        | 370.00' | 13.35'     | 2°04'00"  | N 19°39'30" E | 13.35'       |
| C102        | 230.00' | 63.65'     | 15°51'22" | S 12°45'50" W | 63.45'       |
| C103        | 230.00' | 97.30'     | 24°14'15" | S 07°16'58" E | 96.57'       |
| C104        | 225.00' | 50.67'     | 12°54'08" | N 14°14'27" E | 50.56'       |
| C105        | 225.00' | 15.27'     | 3°53'20"  | N 05°50'42" E | 15.27'       |
| C106        | 575.00' | 25.54'     | 2°32'41"  | S 84°49'37" E | 25.54'       |
| C107        | 575.00' | 50.10'     | 4°59'30"  | S 81°03'31" E | 50.08'       |
| C108        | 575.00' | 10.45'     | 1°02'27"  | S 78°02'32" E | 10.45'       |
| C109        | 60.00'  | 10.00'     | 9°33'03"  | S 24°31'41" E | 9.99'        |
| C110        | 60.00'  | 58.27'     | 55°38'37" | S 57°07'31" E | 56.01'       |
| C111        | 60.00'  | 41.62'     | 39°44'29" | N 75°10'56" E | 40.79'       |
| C112        | 60.00'  | 15.16'     | 14°28'39" | N 48°04'22" E | 15.12'       |
| C113        | 60.00'  | 15.16'     | 14°28'39" | N 33°35'43" E | 15.12'       |
| C114        | 60.00'  | 29.07'     | 27°45'32" | N 12°28'37" E | 28.79'       |
| C115        | 60.00'  | 33.78'     | 32°15'17" | N 17°31'47" W | 33.33'       |
| C116        | 60.00'  | 33.00'     | 31°30'46" | N 49°24'49" W | 32.59'       |
| C117        | 60.00'  | 73.43'     | 70°07'15" | S 79°46'11" W | 68.93'       |
| C118        | 625.00' | 28.25'     | 2°35'22"  | N 78°48'59" W | 28.25'       |
| C119        | 625.00' | 50.20'     | 4°36'06"  | N 82°24'43" W | 50.18'       |
| C120        | 625.00' | 15.12'     | 1°23'11"  | N 85°24'22" W | 15.12'       |
| C121        | 772.00' | 243.64'    | 18°04'57" | N 77°29'40" E | 242.63'      |
| C122        | 580.18' | 24.13'     | 2°23'00"  | N 79°09'28" W | 24.13'       |
| C123        | 25.00'  | 9.90'      | 22°40'57" | N 86°40'31" W | 9.83'        |
| C124        | -       | -          | -         | -             | -            |
| C125        | 862.00' | 44.41'     | 2°57'07"  | S 76°48'55" E | 44.40'       |
| C126        | 862.00' | 50.55'     | 3°21'37"  | S 79°58'17" E | 50.55'       |
| C127        | 862.00' | 51.33'     | 3°24'43"  | S 83°21'26" E | 51.32'       |
| C128        | 862.00' | 102.72'    | 6°49'40"  | S 88°28'38" E | 102.66'      |
| C129        | 862.00' | 48.79'     | 3°14'35"  | N 86°29'15" E | 48.79'       |
| C130        | 862.00' | 297.81'    | 19°47'41" | S 85°14'12" E | 296.33'      |
| C131        | 355.00' | 58.98'     | 09°31'09" | N 15°55'56" E | 58.91'       |
| C132        | 370.00' | 63.38'     | 09°48'55" | N 15°47'03" E | 63.31'       |
| C133        | 230.00' | 160.95'    | 40°05'36" | S 00°38'43" W | 157.68'      |
| C134        | 955.00' | 271.78'    | 16°18'20" | N 46°12'53" W | 270.86'      |
| C135        | 955.00' | 517.61'    | 31°03'16" | N 22°32'05" W | 511.30'      |
| C136        | 200.00' | 147.94'    | 42°22'53" | N 00°29'56" W | 144.59'      |
| C137        | 200.00' | 58.61'     | 16°47'28" | N 12°17'46" E | 58.40'       |
| C138        | 300.00' | 44.91'     | 8°34'40"  | N 08°11'22" E | 44.87'       |
| C139        | 852.00' | 291.81'    | 19°37'26" | S 85°09'05" E | 290.39'      |
| C140        | 852.00' | 246.60'    | 16°35'00" | N 76°44'42" E | 245.74'      |
| C141        | 782.00' | 226.34'    | 16°35'00" | N 76°44'42" E | 225.55'      |
| C142        | 817.00' | 236.47'    | 16°35'00" | N 76°44'42" E | 235.64'      |
| C143        | 25.00'  | 19.74'     | 45°13'56" | S 72°20'50" E | 19.23'       |
| C144        | 25.00'  | 3.77'      | 8°39'04"  | S 45°24'20" E | 3.77'        |
| C145        | 325.00' | 1.35'      | 0°14'17"  | S 04°01'11" W | 1.35'        |
| C146        | 325.00' | 47.30'     | 8°20'22"  | S 08°18'31" W | 47.26'       |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE       | BEARING       | DISTANCE |
| L1         | N 54°22'03" W | 149.69'  |
| L2         | N 21°43'04" W | 142.95'  |
| L3         | N 20°41'31" E | 54.29'   |
| L4         | N 01°07'39" W | 52.30'   |
| L5         | S 77°49'05" E | 50.00'   |
| L6         | S 75°20'22" E | 40.06'   |
| L7         | N 04°57'48" W | 70.00'   |
| L8         | N 68°27'12" E | 30.92'   |
| L9         | S 22°16'32" E | 10.00'   |
| L10        | S 35°18'36" E | 54.86'   |
| L11        | N 12°28'45" E | 52.35'   |
| L12        | N 12°28'42" E | 52.61'   |
| L13        | N 86°05'58" W | 23.45'   |
| L14        | S 77°31'18" E | 73.32'   |
| L15        | N 77°31'18" W | 73.32'   |
| L16        | S 86°05'58" E | 23.65'   |
| L17        | S 20°41'31" W | 52.32'   |
| L18        | N 20°41'31" E | 52.32'   |
| L19        | S 21°41'22" E | 64.84'   |
| L20        | S 79°26'35" E | 64.95'   |
| L21        | N 68°27'12" E | 59.87'   |
| L22        | S 21°26'56" E | 12.92'   |
| L23        | S 21°26'56" E | 25.25'   |
| L24        | S 20°41'31" W | 17.00'   |
| L25        | S 20°41'31" W | 37.30'   |
| L26        | S 68°02'18" W | 99.46'   |
| L27        | N 01°07'39" W | 24.04'   |
| L28        | N 01°07'39" W | 28.26'   |
| L29        | N 12°28'44" E | 14.45'   |
| L30        | S 75°20'22" E | 54.45'   |
| L31        | S 75°20'22" E | 5.60'    |
| L32        | S 19°22'31" E | 10.32'   |
| L33        | S 77°31'18" E | 33.43'   |
| L34        | S 77°31'18" E | 39.89'   |
| L35        | S 21°43'04" E | 8.95'    |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE       | BEARING       | DISTANCE |
| L36        | S 49°43'45" E | 15.00'   |
| L37        | N 21°43'04" W | 51.21'   |
| L38        | S 13°34'37" W | 15.00'   |
| L39        | N 49°43'29" W | 94.76'   |
| L40        | N 10°32'34" W | 23.46'   |
| L41        | N 32°21'33" E | 17.75'   |
| L42        | N 22°16'32" W | 50.15'   |
| L43        | S 22°16'32" E | 15.03'   |



# ROSENBUSCH RANCH PHASE TWO FINAL PLAT WILLIAMSON COUNTY, TEXAS

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

THAT CONTINENTAL HOMES OF TEXAS, L.P., A TEXAS LIMITED PARTNERSHIP, AS OWNERS OF 33.15 ACRES OF LAND OUT OF THE MOSES S. HORNSBY SURVEY, ABSTRACT NO. 292, SAME BEING A PORTION OF THAT CERTAIN 71.02 ACRE TRACT OF LAND CONVEYED FROM ROSENBUSCH LEANDER, L.P. TO CONTINENTAL HOMES OF TEXAS, L.P. BY SPECIAL WARRANTY DEED AND RECORDED IN DOCUMENT NO. 2021005381 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES HEREBY CONSENT TO ALL PLAT NOTES AND REQUIREMENTS SHOWN HEREON, AND 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.

THIS SUBDIVISION IS TO BE KNOWN AS **ROSENBUSCH RANCH PHASE TWO**.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS 13 DAY OF June, 2022.

CONTINENTAL HOMES OF TEXAS, L.P., TEXAS LIMITED PARTNERSHIP

BY: CHTX OF TEXAS, INC.  
A DELAWARE CORPORATION,  
ITS SOLE GENERAL PARTNER

BY: John Sparrow  
JOHN SPARROW, ASSISTANT SECRETARY

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

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED JOHN SPARROW, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED, IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE 13 DAY OF June, 2022.

NOTARY PUBLIC - STATE OF Texas

PRINTED NAME: Rachel Baring  
MY COMMISSION EXPIRES: 06-30-25



THE STATE OF TEXAS §  
COUNTY OF TRAVIS §

THAT I, XAVIER GARZA-ROBLEDO, 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.

Xavier Garza-Robledo  
XAVIER GARZA-ROBLEDO  
REGISTERED PROFESSIONAL ENGINEER  
NO. 135174 - STATE OF TEXAS  
HR GREEN DEVELOPMENT TX, LLC  
5508 HWY 290 WEST #150,  
AUSTIN, TEXAS 78735  
(512) 872-6696  
XAVIER.GARZA@HRGREEN.COM  
TBPE FIRM NO. F-16384

9/14/2022  
DATE



THE STATE OF TEXAS §  
COUNTY OF TRAVIS §

THAT I, ERNESTO NAVARRETE, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO 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 STEWART TITLE GUARANTY COMPANY'S COMMITMENT FOR TITLE INSURANCE T-7, GF NO. 180074120, EFFECTIVE DATE JUNE 29, 2020 AND ISSUED JUNE 10, 2020 HAVE BEEN SHOWN OR NOTED HEREON.

Ernesto Navarrete  
ERNESTO NAVARRETE  
REGISTERED PROFESSIONAL LAND SURVEYOR  
NO. 6642 - STATE OF TEXAS  
HR GREEN DEVELOPMENT TX, LLC  
5508 HWY 290 WEST #150,  
AUSTIN, TEXAS 78735  
(512) 872-6696  
ERNESTO.NAVARRETE@HRGREEN.COM  
TBPLS FIRM NO. 10194101

9/14/2022  
DATE



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

RON MAY, CHAIR  
PLANNING AND ZONING COMMISSION  
CITY OF LEANDER, TEXAS

ATTEST:

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

## GENERAL PLAT NOTES:

- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER 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 #48491C0435F FOR WILLIAMSON CO., EFFECTIVE 12/20/2019.
- BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH ORDINANCE NO. 20-042-00 OF THE CITY OF LEANDER. ADDITIONAL RESIDENTIAL GARAGE SETBACKS MAY BE REQUIRED AS LISTED IN ORDINANCE NO. 20-042-00.
- SIDEWALKS SHALL BE INSTALLED ON BOTH SIDES OF DEERPATH STREET, TUMBLEWEED HILL COVE, GHOST RIDER COURT, MAGNOLIA HILL DRIVE, NICKLE CREEK COVE, PROMISE LAND COURT, PRAIRIE LAKE LANE, VISTA RIDGE DRIVE, AND THE SUBDIVISION SIDE OF LAKELINE BOULEVARD. THOSE SIDEWALKS NOT ABUTTING A RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LOT (INCLUDING SIDEWALKS ALONG STREET FRONTAGES OF LOTS PROPOSED FOR SCHOOLS, CHURCHES, PARK LOTS, DETENTION LOTS, 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 JULY 2, 2020.
- APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
- THE HOA SHALL OWN, OPERATE, AND MAINTAIN THE WATER QUALITY PONDS AND ALL OTHER DRAINAGE IMPROVEMENTS WITHIN THE PONDS. THE HOA SHALL BE FINANCIALLY RESPONSIBLE FOR ANY COST INCURRED BY THE CITY IN THE EVENT THE PONDS ARE NOT PROPERLY MAINTAINED.

## SINGLE-FAMILY & TWO FAMILY PLAT NOTES:

- NO DRIVEWAY SHALL BE CONSTRUCTED CLOSER THAN 50' OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING LOCAL OR COLLECTOR STREET OR 100' OR 60% OF PARCEL FRONTAGE, WHICHEVER IS LESS, TO THE ROW OF AN INTERSECTING ARTERIAL STREET.
- THE HOA WILL OWN AND MAINTAIN THE FOLLOWING LOTS:

| BLOCK | LOTS          |
|-------|---------------|
| G     | 5             |
| I     | 1, 13, 43, 44 |
| J     | 1, 20         |
| M     | 1, 2          |
- THE HOA IS FILED WITH THE TEXAS OFFICE OF THE SECRETARY OF STATE AS "ROSENWOOD RESIDENTIAL COMMUNITY, INC." FILE NUMBER 803969875.
- THE HOMEOWNERS ASSOCIATION IS REQUIRED TO MOW AND MAINTAIN LANDSCAPING IN THE OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
- THE CITY ACCEPTS AND MAINTAINS DRAINAGE AND WATER QUALITY IMPROVEMENTS CONTAINED IN OPEN CHANNELS, DETENTION AND WATER QUALITY AREAS.
- 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.

| LANDSCAPE LOTS: | LOTS  |
|-----------------|-------|
| BLOCK           | LOTS  |
| G               | 5     |
| I               | 1, 43 |
| J               | 1     |
| M               | 2     |
- WITHIN A SIGHT DISTANCE EASEMENT, ANY OBSTRUCTION OF SIGHT LINE BY VEGETATION, FENCING, EARTHWORK, BUILDINGS, SIGNS, OR OTHER OBJECT WHICH IS DETERMINED TO CAUSE A TRAFFIC HAZARD IS PROHIBITED.

## FIELD NOTES DESCRIPTION

DESCRIPTION OF 33.15 ACRES OF LAND IN THE MOSES S. HORNSBY SURVEY, ABSTRACT NO. 292, WILLIAMSON COUNTY, TEXAS; BEING A PORTION OF A CERTAIN CALLED 71.02 ACRE TRACT DESCRIBED IN THE DEED TO CONTINENTAL HOMES OF TEXAS, L.P. OF RECORD IN DOCUMENT NO. 2021005381, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; SAID 33.15 ACRES AS SURVEYED BY HR GREEN DEVELOPMENT TX, LLC, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/4-inch iron rod found in the east right-of-way line of Lakeline Boulevard, 90-foot right-of-way, in the north line of a certain called 30.05 acre tract described in the deed to J. E. Spring and M. I. Summerlin, trustees, of record in Volume 952, Page 333, Official Public Records, Williamson County, Texas, at the northeast corner of a certain called 2.815 acre tract described in the Donation Special Warranty Deed to the City of Leander, Texas, of record in Document No. 2013082261, Official Public Records of Williamson County, Texas, and the southeast corner of a certain called 4.431 acre tract described in the Special Warranty Deed to the City of Leander, Texas, of record in Document No. 2012000659, Official Public Records of Williamson County, Texas, same being the southerly southwest corner of the said 71.02 acre tract, for the southwest corner and POINT OF BEGINNING of the tract described herein;

THENCE with the east right-of-way line of said Lakeline Boulevard, with the east line of the said 4.431 acre tract, with the west line of the said 71.02 acre tract, with the west line of the tract described herein, the following two (2) courses and distances:

1. N 54° 22' 03" W, a distance of 149.69 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set at a point-of-curvature, from which a 1/4-inch iron rod with a plastic cap stamped "BAKER AICKLEN" found in the west right-of-way line of said Lakeline Boulevard bears, S 30° 18' 43" W, a distance of 90.12 feet, and

2. With the arc of a curve to the right, having a radius of 955.00 feet, an arc distance of 271.78 feet, and a chord which bears, N 46° 12' 53" W, a distance of 270.86 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set;

THENCE leaving east right-of-way line of said Lakeline Boulevard, with the west line of the said 71.02 acre tract, the following ten (10) courses and distances:

1. N 67° 57' 08" E, a distance of 250.48 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

2. N 21° 43' 04" W, a distance of 142.95 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

3. N 23° 16' 53" E, a distance of 166.80 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

4. N 68° 16' 58" E, a distance of 277.73 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

5. With the arc of a curve to the right, having a radius of 245.00 feet, an arc distance of 171.96 feet, and a chord which bears, N 00° 35' 05" E, a distance of 166.45 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

6. N 20° 41' 31" E, a distance of 54.29 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

7. With the arc of a curve to the left, having a radius of 355.00 feet, an arc distance of 135.19 feet, and a chord which bears, N 09° 46' 56" E, a distance of 134.38 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

8. N 01° 07' 39" W, a distance of 52.30 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set,

9. With the arc of a curve to the right, having a radius of 345.00 feet, an arc distance of 81.95 feet, and a chord which bears, N 05° 40' 38" E, a distance of 81.75 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set, and

10. N 12° 28' 44" E, a distance of 172.06 feet to a 1/4 inch iron rod with cap stamped "LANDDEV" set in the south right-of-way line of Vista Ridge Drive, a 70-foot right-of-way, as shown on the Rosenbusch Ranch Phase One subdivision plat of record in Document No. 2021092314, Official Public Records of Williamson County, Texas;

THENCE crossing the said 71.02 acre tract, with the south right-of-way line of said Vista Ridge Drive, with the north line of the tract described herein, the following six (6) courses and distances:

1. With the arc of a curve to the right, having a radius of 590.18 feet, an arc distance of 95.14 feet, and a chord which bears S 84°33'01" E, a distance of 95.04 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for a point of compound-curvature,

2. With the arc of a curve to the right, having a radius of 25.00 feet, an arc distance of 39.97 feet, and a chord which bears S 33°19'29" E, a distance of 35.85 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for a non-tangent end of curve,

3. S 77°49'05" E, a distance of 50.00 feet to a non-tangent point-of-curvature,

4. With the arc of a curve to the right, having a radius of 25.00 feet, an arc distance of 40.37 feet, and a chord which bears N 58°24'17" E, a distance of 36.12 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for a point-of-tangency,

5. S 75°20'22" E, a distance of 40.06 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for a point-of-curvature, and

6. With the arc of a curve to the left, having a radius of 852.00 feet, an arc distance of 291.81 feet, and a chord which bears S 85°09'05" E, a distance of 290.39 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for a non-tangent end of curve, at the southeast terminus of said Vista Ridge Drive;

THENCE N 04°57'48" W, continuing across the said 71.02 acre tract, with the east terminus of said Vista Ridge Drive, with the west line of the tract described herein, a distance of 70.00 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for the northeast terminus of said Vista Ridge Drive, for a non-tangent point-of-curvature of the tract described herein;

THENCE continuing across the said 71.02 acre tract, with the arc of a curve to the right, having a radius of 25.00 feet, an arc distance of 23.51 feet, and a chord which bears N 68°01'18" W, a distance of 22.65 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for the southwest corner of Lot 4, Block G, said Rosenbusch Ranch Phase One;

THENCE continuing across the said 71.02 acre tract, with the south line of said Lot 4, Block G, Rosenbusch Ranch Phase One, with the north line of the tract described herein, the following two (2) courses and distances:

1. With the arc of a curve to the left, having a radius of 772.00 feet, an arc distance of 243.64 feet, and a chord which bears N 77°29'40" E, a distance of 242.63 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for a point-of-tangency, and

2. N 68°27'12" E, a distance of 30.92 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for the southeast corner of said Lot 4, Block G, Rosenbusch Ranch Phase One, and the south corner of Lot 18, Block F, said Rosenbusch Ranch Phase One;

THENCE leaving the south line of said Lot 4, Block G and said Lot 18, Block F, Rosenbusch Ranch Phase One, continuing across the said 71.02 acre tract, with the north line of the tract described herein, the following two (2) courses and distances:

1. S 22°16'32" E, a distance of 10.00 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set, and

2. N 68°27'12" E, a distance of 59.87 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for an angle point in the east line of the said 71.02 acre tract, for the northeast corner of the tract described herein;

THENCE with the east line of the said 71.02 acre tract, with the east line of the tract described herein, the following four (4) courses and distances:

1. S 21° 32' 48" E, a distance of 70.00 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for an angle point,

2. S 21° 57' 39" E, a distance of 693.94 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for an angle point,

3. S 35° 18' 36" E, a distance of 54.86 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set for an angle point, and

4. S 21° 26' 56" E, a distance of 172.19 feet to a 1/4-inch iron rod with a plastic cap stamped "LANDDEV" set in the north line of Lot 1, Block L, of Falcon Oaks Section Four, a subdivision of record in Cabinet F, Slide 351, Plat Records, Williamson County, Texas, for the southeast corner of the said 71.02 acre tract, from which a 1/4-inch iron rod stamped "Geomatics 5516" found at the southeast corner of a certain called 131.21 acre described in the deed to Rosenbusch Leander LP of record in Document No. 2020080215, Official Public Records of Williamson County, Texas, bears N 68° 33' 04" E, a distance of 1,203.92 feet;

THENCE S 68° 33' 04" W, the north line of said Lot 1, Block L, and the south line of the said 71.02 acre tract, with the south line of the tract described herein, a distance of 224.75 feet to a 1/4-inch iron pipe found at the northwest corner of said Lot 1, Block L, of Falcon Oaks Section Four and the northeast corner of the said 30.05 acre tract;

THENCE S 68°15'28" W, with the north line of the said 30.05 acre tract and the south line of the said 71.02 acre tract, a distance of 1361.65 feet to the POINT OF BEGINNING and containing 33.15 acres of land, more or less.

Bearing Basis: Texas State Plane Coordinate System, Central Zone (4203) NAD83, Grid.

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

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 \_\_\_\_\_, 2022, AD, AT \_\_\_\_\_ O'CLOCK, \_\_\_\_\_ M, AND DULY RECORDED THIS DAY OF \_\_\_\_\_, 2022, AD, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M, IN THE PLAT RECORDS OF SAID COUNTY IN CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

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



DEVELOPMENT TX

5508 HIGHWAY 290 WEST  
SUITE 150  
AUSTIN, TX 78735  
512. 872. 6696  
HRGREEN.COM

TBPE NO: 16384  
TBPLS NO: 10194101

PLAT PREPARATION DATE: OCTOBER, 2020  
APPLICATION SUBMITTAL DATE: NOVEMBER 03, 2020

SHEET 4 OF 4









**EXECUTIVE SUMMARY**  
**10/27/2022**

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**AGENDA SUBJECT:**

Approval of Subdivision Case PP-22-0014 regarding Gateway 29 Preliminary Plat on nine parcels of land approximately 31.932 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R464196, R319215, R534766, R534765, R418530, R620027, R403523, R534764, and R534763; generally located to the southwest of the intersection of SH 29 and Ronald W. Reagan Blvd., 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:**

07/01/2021 – SH 29 & Ronald Reagan PUD Zoning Approved.  
03/17/2022 – Concept Plan Approved

**APPLICANT/AGENT:**

LJA Engineering, Inc. (Charles R Hager V. P.E.) on behalf of Gateway 29 Real Estate LLC (Samir Maredia).

**RECOMMENDATION:**

This preliminary plat includes 9 Commercial Lots, 1 Parkland Lot and 1 Multi-Family Lot. This proposal meets all of the requirements of the Subdivision Ordinance. One Heritage Tree is proposed for removal and is identified as dying in the Arborist Report (Attachment 3). Staff recommends to approve the preliminary plat.

**PRESENTER:**

Michael Chenausky AICP, Senior Planner

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**Attachments**

1. Preliminary Plat
2. Location Exhibit
3. Arborist Report



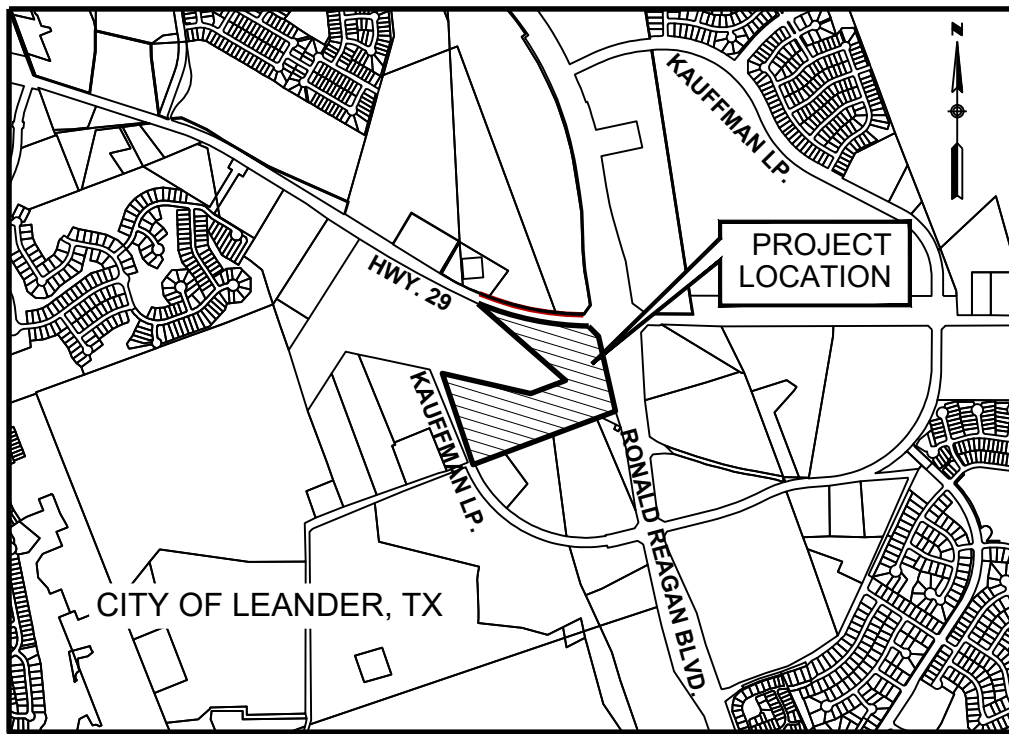
# GATEWAY 29

## W. STATE HWY. 29 & RONALD REAGAN BLVD.

### LEANDER, TEXAS 78628

# PRELIMINARY PLAT

22-PP-014



LOCATION MAP  
1" = 2,000'

FILING DATE: MAY 24, 2022

NET SITE AREA : 31.932 ACRES

**OWNER/DEVELOPER:** (LOTS 1-9)  
GATEWAY 29 REAL ESTATE LLC  
5522 JENOLAN RIDGE LANE  
SUGAR LAND, TEXAS 77479  
CONTACT PERSON: SAMIR MAREDIS  
PHONE: (832) 713-4985  
  
(LOTS 10 & 11)  
ZEKELMAN PROPERTY, LLC  
227 W. MONROE ST. SUITE 2600  
CHICAGO, IL 60606  
CONTACT PERSON: MICKEY McNAMARA  
PHONE: (800) 733-5606  
  
**ENGINEER :** LJA ENGINEERING, INC.  
7500 RIALTO BOULEVARD, BUILDING II, SUITE 100  
AUSTIN TEXAS 78735  
CONTACT PERSON : CHARLES HAGER, P. E.  
PHONE: (512) 439-4700  
FAX: (512) 439-4716  
  
**SURVEYOR :** LJA SURVEYING, INC.  
7500 RIALTO BOULEVARD, BUILDING II, SUITE 100  
AUSTIN, TX 78735  
CONTACT PERSON: JEREMY KOWIS, R.P.L.S.  
PHONE: (512) 493-4700  
FAX: (512) 493-4716  
  
WESTAR ALAMO LAND SURVEYORS, LLC  
P.O. BOX 1645  
BOERNE, TX 78006  
PHONE: (210) 372-9500  
  
DIAMOND SURVEYING, LLC  
116 SKYLINE ROAD  
GEORGETOWN, TX 78628  
PHONE: (512) 931-3100  
  
**PROJECT AGENT :** LJA ENGINEERING, INC.  
7500 RIALTO BOULEVARD, BUILDING II, SUITE 100  
AUSTIN TEXAS 78735  
CONTACT PERSON : CHARLES HAGER, P. E.  
PHONE: (512) 439-4700  
FAX: (512) 439-4716

|                            |           |
|----------------------------|-----------|
| <b>SUBDIVISION ACREAGE</b> |           |
| TOTAL EXISTING SITE AREA   | 32.257 AC |
| R.O.W. DEDICATION (SH 29)  | 0.325 AC  |
| NET SITE AREA              | 31.932 AC |

|                                                    |                   |
|----------------------------------------------------|-------------------|
| <b>PROPERTY ZONING</b>                             |                   |
| PUD - (SH 29 & RONALD REAGAN BLVD. - PUD 20-Z-021) |                   |
| GC-2-A (LOTS 1, 2, 4, 5, 6, 7, 8, 9)               | 15.212 AC (47.6%) |
| GC-3-A (LOT 3)                                     | 2.734 AC (8.6%)   |
| MF-2-A (LOTS 10 & 11)                              | 13.986 AC (43.8%) |
| TOTAL                                              | 31.932 AC         |

|                                    |                   |
|------------------------------------|-------------------|
| <b>SUBDIVISION ACREAGE SUMMARY</b> |                   |
| NET SITE AREA                      | 31.932 AC         |
| COMMERCIAL                         | 17.946 AC (56.2%) |
| MULTI-FAMILY RESIDENTIAL           | 7.813 AC (24.5%)  |
| PARKLAND                           | 6.173 AC (19.3%)  |
| LOT 1 - COMMERCIAL                 | 1.865 AC          |
| LOT 2 - COMMERCIAL                 | 2.138 AC          |
| LOT 3 - COMMERCIAL                 | 2.734 AC          |
| LOT 4 - COMMERCIAL                 | 0.946 AC          |
| LOT 5 - COMMERCIAL                 | 1.829 AC          |
| LOT 6 - COMMERCIAL                 | 1.471 AC          |
| LOT 7 - COMMERCIAL                 | 2.145 AC          |
| LOT 8 - COMMERCIAL                 | 2.093 AC          |
| LOT 9 - COMMERCIAL                 | 2.725 AC          |
| LOT 10 - PARKLAND                  | 6.173 AC          |
| LOT 11 - MULTI-FAMILY RESIDENTIAL  | 7.813 AC          |
| TOTAL                              | 31.932 AC         |

**FUTURE LAND USE**  
PER FUTURE LAND USE: ACTIVITY CENTER

**PROPOSED LAND USE**  
COMMERCIAL (LOTS 1-9), MULTI-FAMILY RESIDENTIAL (LOT 11), & PARKLAND (LOT 10)

**LEGAL DESCRIPTION:**  
BEING 32.257 ACRES OF LAND, MORE OR LESS, BEING OUT OF THE GREENLIEF FISK SURVEY, ABSTRACT NO. 5 AND THE WILLIAM H. MONROE SURVEY, ABSTRACT NO. 453 IN WILLIAMSON COUNTY, TEXAS, AND BEING ALL OF A 10.10 ACRE TRACT OF LAND CONVEYED TO DONALD W. STARKS, RECORDED IN DOCUMENT NO. 2003040899, AND THE REMAINING PORTION OF A 30.30 ACRE TRACT OF LAND CONVEYED TO DONALD W. STARKS, RECORDED IN DOCUMENT NO. 2003040898, OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING THAT SAME PROPERTY DESCRIBED IN A SPECIAL WARRANTY DEED WITH VENDOR'S LIEN RECORDED IN DOCUMENT NO. 2021019843, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SAID 32.257 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS ATTACHED HERETO.

**FLOODPLAIN INFORMATION**  
NO PORTION OF THE SUBJECT TRACT IS WITHIN THE 100-YEAR FLOODPLAIN. AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP FOR WILLIAMSON COUNTY, TEXAS, MAP NO. 48491C0275E, WITH AN EFFECTIVE DATE OF SEPTEMBER 26, 2008.

**AQUIFER, DRAINAGE, AND SERVICE PROVIDER NOTES**

- THIS PROJECT LIES WITHIN THE BOUNDARY OF THE EDWARDS AQUIFER RECHARGE ZONE.
- DRAINAGE CALCULATIONS AND DRAINAGE FACILITIES SHOWN HEREIN ARE FOR PLANNING PURPOSES ONLY AND ARE NOT FOR CONSTRUCTION PURPOSES. FINAL CONSTRUCTION PLANS FOR THESE IMPROVEMENTS SHALL BE PREPARED, SUBMITTED, AND APPROVED UNDER SEPERATE COVER.
- WATER AND WASTEWATER SERVICE SHALL BE PROVIDED BY THE CITY OF LEANDER.
- ELECTRIC SERVICE SHALL BE SUPPLIED BY PEDERNALES ELECTRIC COOPERATIVE.
- TELECOMMUNICATION SERVICE MAY BE PROVIDED BY SPECTRUM COMMUNITY SOLUTIONS.
- GAS SERVICE MAY BE SUPPLIED BY ATMOS ENERGY.

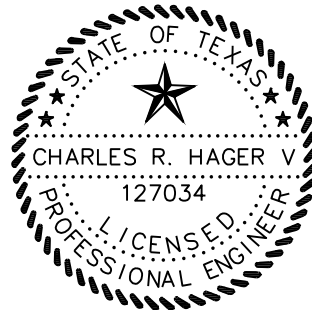
SUBMITTED FOR APPROVAL BY:  
LJA ENGINEERING, INC.

*CR Hager*

CHARLES R. HAGER V, P.E. #127034  
LICENSED PROFESSIONAL ENGINEER

9/13/2022

DATE



**MAINTENANCE NOTE:**

ALL IMPROVEMENTS SHALL BE PRIVATELY MAINTAINED BY THE OWNERS OF THE PROPOSED LOTS VIA A POA, EXCEPT FOR IMPROVEMENTS WITHIN A PUBLIC R.O.W. AND PUBLIC WATER AND/OR WASTEWATER EASEMENT, WHICH ARE PROPOSED TO BE MAINTAINED BY THE CITY OF LEANDER. THE IMPROVEMENTS PROPOSED TO BE MAINTAINED BY THE CITY OF LEANDER ARE AS FOLLOWS:

- SH29, RONALD REAGAN BLVD, AND KAUFFMAN LOOP - 10' CONCRETE SIDEWALKS WITHIN ROW
- SH29 AND RONALD REAGAN BLVD. TURN LANES WITHIN ROW
- KAUFFMAN LOOP - 12" PUBLIC WATER LINE WITHIN ROW
- INTERNAL PUBLIC WATER LINE WITHIN 15' PUBLIC WATER LINE EASEMENT
- INTERNAL PUBLIC GRAVITY WASTEWATER LINE FROM LIMITS OF SUBDIVISION TO LIFT STATION WITHIN PUBLIC WASTEWATER EASEMENT
- WASTEWATER LIFT STATION WITHIN PUBLIC WASTEWATER EASEMENT
- WASTEWATER FORCE MAIN WITHIN PUBLIC WASTEWATER EASEMENT & RONALD REAGAN BLVD. ROW

LOCATION OF EXISTING UNDERGROUND AND OVERHEAD UTILITIES ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR.



Know what's below.  
Call before you dig.

| Sheet No. | Description | Sheet Title                            |
|-----------|-------------|----------------------------------------|
| 01        | CV01        | COVER SHEET                            |
| 02        | CP01        | CONCEPT PLAN                           |
| 03        | EX01        | EXISTING CONDITIONS                    |
| 04        | PP01        | PRELIMINARY PLAT                       |
| 05        | UT01        | IMPROVEMENTS PLAN                      |
| 06        | WL01        | WATER IMPROVEMENTS PLAN                |
| 07        | WW01        | WASTEWATER IMPROVEMENTS PLAN           |
| 08        | ST01        | STORM SEWER & PAVING IMPROVEMENTS PLAN |
| 09        | DM01        | EXISTING CONDITIONS DRAINAGE AREA MAP  |
| 10        | DM02        | DEVELOPED CONDITIONS DRAINAGE AREA MAP |
| 11        | TP01        | TREE PROTECTION PLAN                   |
| 12        | TP02        | TREE LIST                              |
| 13        | PK01        | PARKS PLAN                             |
| 14        | TREE01      | STREET TREE PLAN - GENERAL NOTES       |
| 15        | TREE02      | STREET TREE PLAN                       |
| 16        | TREE03      | STREET TREE PLAN - DETAILS             |

**PRELIMINARY PLAT NOTES**

- THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER 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 EASEMENTS SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY, LANDSCAPE, AND ACCESS 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 THE 100-YEAR FLOODPLAIN, AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL NO. 48491C0275E FOR WILLIAMSON COUNTY, TEXAS, EFFECTIVE SEPTEMBER 26, 2008.
- 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 THE SUBDIVISION SIDE OF STATE HWY. 29, KAUFFMAN LOOP, AND RONALD REAGAN BLVD. 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 SHALL BE INSTALLED WHEN THE ADJOINING STREET IS CONSTRUCTED.
- ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
- ALL DRIVE LANES, FIRE LANES, AND DRIVEWAYS WITHIN THIS SUBDIVISION SHALL PROVIDE FOR RECIPROCAL ACCESS FOR INGRESS AND EGRESS TO ALL OTHER LOTS WITHIN THE SUBDIVISION AND TO ADJACENT PROPERTIES.
- THIS SUBDIVISION IS SUBJECT TO PUD 20-Z-021 (ORDINANCE 05-018-00).
- A LICENSE AGREEMENT IS REQUIRED FOR PRIVATELY MAINTAINED FORCE MAIN PROPOSED WITHIN RONALD REAGAN BLVD. R.O.W. PRIOR TO ISSUANCE OF FIRST SITE PLAN OR PICP APPLICATION.
- EASEMENT WIDTHS WILL BE INITIALLY REVIEWED WITH THE PRELIMINARY PLAT AND CONSTRUCTION PLANS, BUT THE ESAEMENTS ARE FORMALLY REVIEWED AND APPROVED WITH FUTURE FINAL PLAT.
- ALL OFFSITE EASEMENTS ARE REQUIRED TO BE RECORDED PRIOR TO THE APPROVAL OF THE CONSTRUCTION PLANS.
- LOT 10, BLOCK C IS PROPOSED WITH A PUBLIC ACCESS EASEMENT ENCOMPASSING THE ENTIRE LOT AREA.

**TRAFFIC IMPACT ANALYSIS NOTES**

- THE FOLLOWING MITIGATIONS ARE REQUIRED TO BE DESIGNED AND CONSTRUCTED BY THE OWNER OF THIS SUBDIVISION PER THE GATEWAY 29 TIA:  
  
DRIVEWAY No 1 ALONG STATE HIGHWAY 29: 225' EAST BOUND RIGHT TURN LANE W/ 100' TAPER  
  
DRIVEWAY No 3 AT RONALD REAGAN BLVD: 150' SOUTH BOUND RIGHT TURN LANE W/ 100' TAPER  
  
DRIVEWAY No 4 AT RONALD REAGAN BLVD: 360' SOUTH BOUND RIGHT TURN LANE W/ 100' TAPER  
  
AN UPDATED TIA WILL BE PROVIDED AT THE TIME OF EACH SITE DEVELOPMENT PERMIT APPLICATION WHICH EVALUATES THE FULL DEVELOPMENT OF ALL LAND USES AND ALL PROPOSED DRIVEWAYS AND TRAFFIC RELATED IMPROVEMENTS.

**WASTEWATER APPROVAL NOTE**

THE BAR W LIFT STATION REQUIRES UPGRADES TO SERVE FUTURE DEVELOPMENT WITHIN THE GATEWAY 29 SUBDIVISION. LIFT STATION UPGRADE CONSTRUCTION PLANS THAT ACCOUNT FOR LUE'S GENERATED BY THE GATEWAY 29 SUBDIVISION SHALL BE APPROVED BY THE CITY OF LEANDER PRIOR TO ISSUANCE OF ANY GATEWAY 29 SUBDIVISION PUBLIC IMPROVEMENT CONSTRUCTION PLAN (PICP) AND/OR SITE DEVELOPMENT (SD) PLAN PERMIT(S). IF THE UPGRADES ARE TO BE BUILT BY OTHERS, THE OWNER(S) AND HIS/HER ASSIGNS WILL BE RESPONSIBLE FOR ENTERING INTO A DEVELOPMENT AGREEMENT TO PARTICIPATE IN THE COSTS ASSOCIATED WITH THE BAR W LIFT STATION UPGRADES BASED ON FINAL LUE'S GENERATED BY THE GATEWAY 29 DEVELOPMENT. BEFORE APPROVAL OF THE GATEWAY 29 PICP OR SD PERMITS, IF THE BAR W LIFT STATION UPGRADES HAVE NOT YET BEEN CONSTRUCTED BY OTHERS, BAR W LIFT STATION IMPROVEMENTS MAY BE REQUIRED TO BE INCLUDED WITH THE GATEWAY 29 SUBDIVISION PUBLIC IMPROVEMENT CONSTRUCTION PLANS - AT THAT TIME, FUTURE DISCUSSIONS WITH CITY OF LEANDER DIRECTORS MAY BE REQUIRED TO DISCUSS AVAILABLE OPTIONS, DEVELOPMENT AGREEMENTS, COST PARTICIPATION, OR OTHER SIMILAR TOPICS.

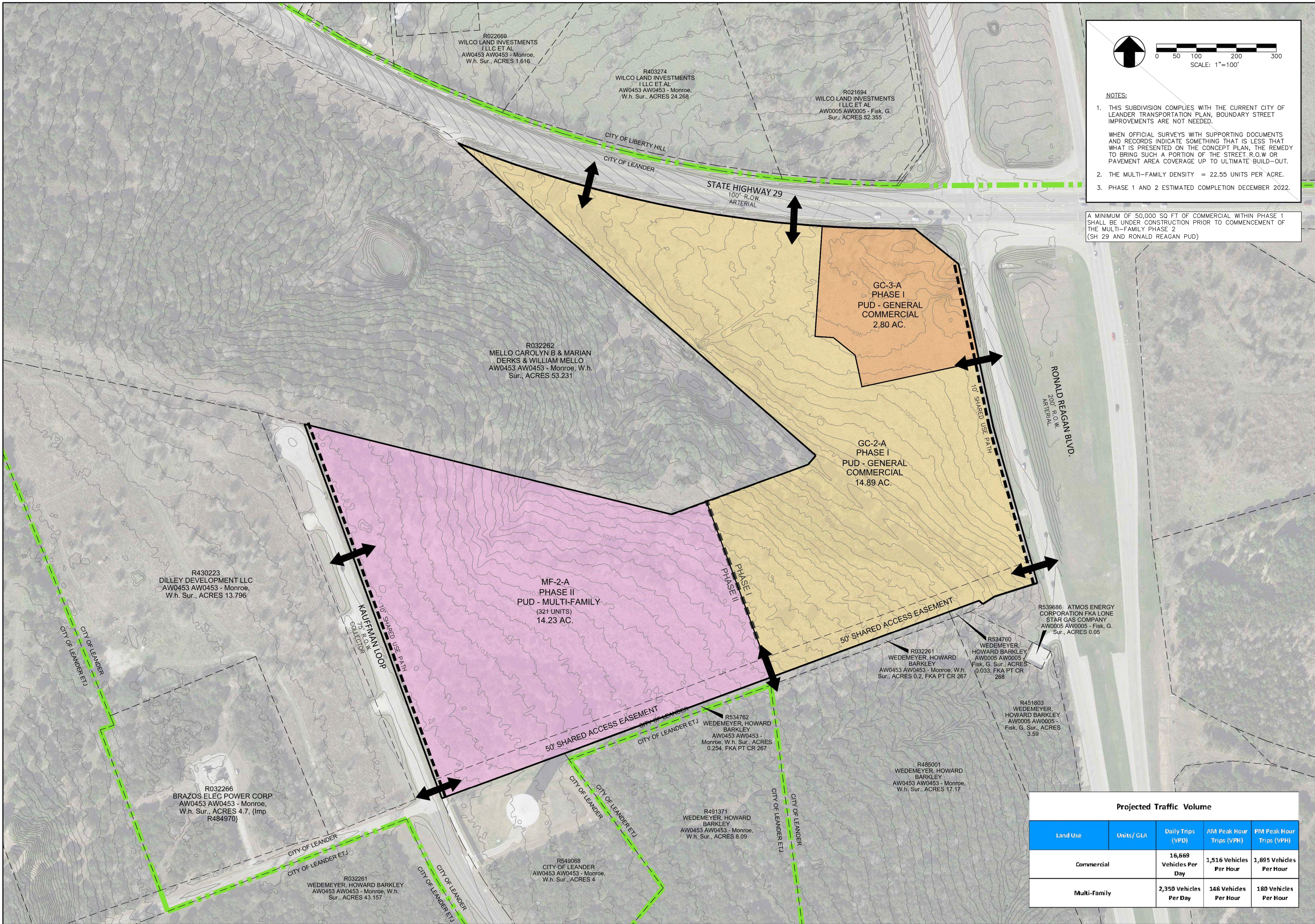
**LJA Engineering, Inc.**

7500 Rialto Boulevard  
Building II, Suite 100  
Austin, Texas 78735

Phone 512.439.4700  
Fax 512.439.4716  
FRN - F-1386







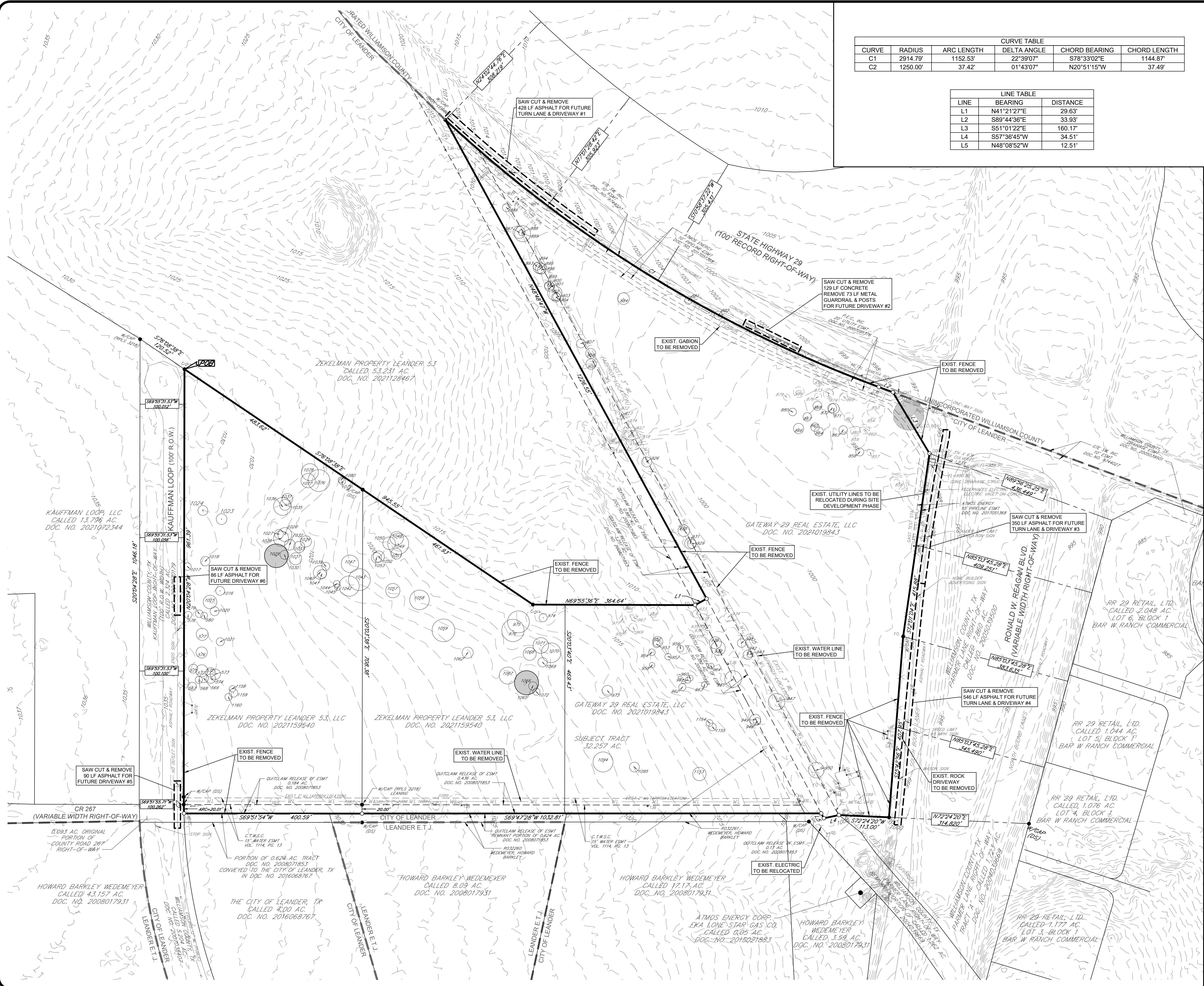
- NOTES:**
1. THIS SUBDIVISION COMPLIES WITH THE CURRENT CITY OF LEANDER TRANSPORTATION PLAN, BOUNDARY STREET IMPROVEMENTS ARE NOT NEEDED.
  2. THE MULTI-FAMILY DENSITY = 22.55 UNITS PER ACRE.
  3. PHASE 1 AND 2 ESTIMATED COMPLETION DECEMBER 2022.

A MINIMUM OF 50,000 SQ FT OF COMMERCIAL WITHIN PHASE 1 SHALL BE UNDER CONSTRUCTION PRIOR TO COMMENCEMENT OF THE MULTI-FAMILY PHASE 2 (SH 29 AND RONALD REAGAN PUD)

| Projected Traffic Volume |            |                         |                          |                          |
|--------------------------|------------|-------------------------|--------------------------|--------------------------|
| Land Use                 | Units/ GLA | Daily Trips (VPD)       | AM Peak Hour Trips (VPH) | PM Peak Hour Trips (VPH) |
| Commercial               |            | 16,669 Vehicles Per Day | 1,516 Vehicles Per Hour  | 1,695 Vehicles Per Hour  |
| Multi-Family             |            | 2,350 Vehicles Per Day  | 148 Vehicles Per Hour    | 180 Vehicles Per Hour    |

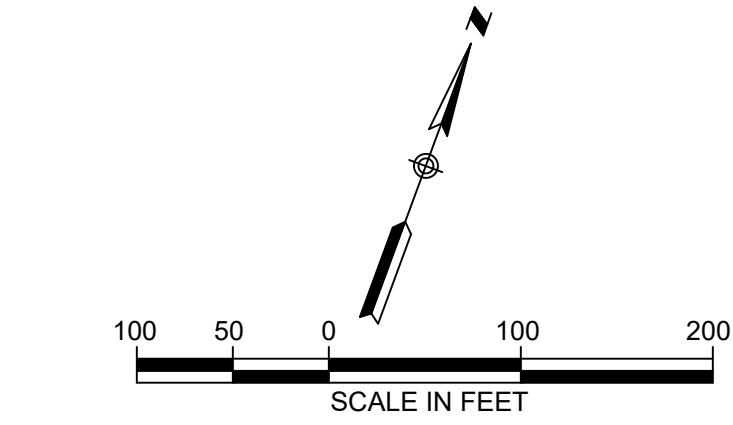


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User: dbosker Aug 22, 22 - 08:30  
Plot Date/Time: Aug 22, 22 - 15:28:39



| CURVE TABLE |          |            |             |               |
|-------------|----------|------------|-------------|---------------|
| CURVE       | RADIUS   | ARC LENGTH | DELTA ANGLE | CHORD BEARING |
| C1          | 2914.79' | 1152.53'   | 22°39'07"   | S78°33'02"E   |
| C2          | 1250.00' | 37.42'     | 01°43'07"   | N20°51'15"W   |

| LINE TABLE |             |          |
|------------|-------------|----------|
| LINE       | BEARING     | DISTANCE |
| L1         | N41°21'27"E | 29.83'   |
| L2         | S89°44'36"E | 33.93'   |
| L3         | S51°01'22"E | 160.17'  |
| L4         | S57°36'45"W | 34.51'   |
| L5         | N48°08'52"W | 12.51'   |



| LEGEND |                                               |
|--------|-----------------------------------------------|
|        | EXISTING CONTOUR MINOR                        |
|        | EXISTING CONTOUR MAJOR                        |
|        | PROPERTY LINE                                 |
|        | EASEMENT LINE                                 |
|        | SETBACK LINE                                  |
|        | DRAINAGE CENTERLINE                           |
|        | ZONING BOUNDARY                               |
|        | STORM SEWER LINE                              |
|        | WASTEWATER LINE                               |
|        | WASTEWATER SERVICE                            |
|        | FEMA LINE                                     |
|        | WATER SERVICE                                 |
|        | WATER FLOODWAY / ZONE "X" / ZONE "AE" (EXIST) |
|        | LEANDER ULT. DEV. 100-YR ATLAS 14 FP          |
|        | LEANDER EX. 100-YR ATLAS 14 FP                |
|        | CHAIN-LINK FENCE                              |
|        | TREE TO BE REMOVED DURING SDP                 |
|        | TREE TO REMAIN                                |
|        | TREE TO REMAIN (HERITAGE)                     |
|        | STREET SIGN                                   |
|        | 5/8" IRON ROD WITH PLASTIC CAP                |
|        | STAMPED "LIA SURVEY" SET                      |
|        | IRON ROD FOUND (AS NOTED)                     |
|        | IRON PIPE FOUND (AS NOTED)                    |
|        | COTTON-GIN SPINDLE FOUND                      |
|        | MAG NAIL FOUND                                |
|        | "X" SCRIBED IN CONCRETE                       |

BEARING BASIS:  
ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE (4203), NAD83. SURFACE ADJUSTMENT CONVERSION FACTOR IS 1.00013.

UTILITY NOTE:  
THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. UTILITIES SHOWN HEREON MAY BE EXAGGERATED FOR GRAPHIC REPRESENTATION ONLY, ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, ONLY THE VISIBLE ABOVE GROUND UTILITY STRUCTURES.

FLOODPLAIN NOTE:  
NO PORTION OF THE SUBJECT TRACT IS WITHIN THE 100-YEAR FLOODPLAIN, AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP FOR WILLIAMSON COUNTY, TEXAS, MAP NO. 48491C0275E, WITH AN EFFECTIVE DATE OF SEPTEMBER 26, 2008.

TCO EDWARDS AQUIFER NOTE:  
THIS SITE IS WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

WATERSHED NOTE:  
THIS SITE IS WITHIN THE NORTH FORK SAN GABRIEL RIVER WATERSHED.

BUFFER ZONE NOTE:  
THIS SUBDIVISION IS NOT SUBJECT TO CITY OF LEANDER BUFFER ZONE (DEFINED BY FEMA 100-YR FLOODPLAIN LIMITS).

TREE PROTECTION NOTE:  
TREE REMOVAL, MITIGATION, AND OTHER APPLICABLE REQUIREMENTS SHALL BE ADDRESSED DURING SITE DEVELOPMENT. NO TREES ARE PROPOSED TO BE REMOVED AS PART OF THIS PRELIMINARY PLAT WITHIN EXISTING AND/OR PROPOSED PUBLIC R.O.W.

SEE SHEETS TP01 - TP02 FOR TREE LIST AND MITIGATION SUMMARY REQUIRED FOR PROPOSED SUBDIVISION IMPROVEMENTS.

GATEWAY 29  
PRELIMINARY PLAT

EXISTING CONDITIONS & DEMOLITION PLAN

W. STATE HWY 29 & RONALD REAGAN BLVD., LEANDER, TEXAS 78623

| NO. | DESCRIPTION | DATE | BY |
|-----|-------------|------|----|
|     |             |      |    |
|     |             |      |    |
|     |             |      |    |

REVISIONS

DATE: 8/23/2022

DESIGNED BY: CRH

DRAWN BY: DLB

CHECKED BY: CRH

STATE OF TEXAS  
CHARLES R. HAGER V  
127034  
LICENSED PROFESSIONAL ENGINEER

LJA Engineering, Inc.

Phone 512.439.4700  
Fax 512.439.4716  
7500 Rialto Boulevard  
Building II, Suite 100  
Austin, Texas 78735

JOB NUMBER:  
A633-0401

EX01

SHEET NO.  
03

OF 16 SHEETS

LOCATION OF EXISTING UNDERGROUND AND OVERHEAD UTILITIES ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR.





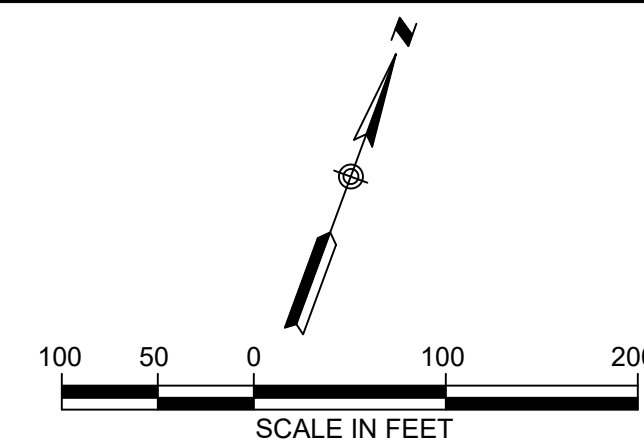
| CURVE TABLE |            |            |             |               |              |
|-------------|------------|------------|-------------|---------------|--------------|
| CURVE       | RADIUS     | ARC LENGTH | DELTA ANGLE | CHORD BEARING | CHORD LENGTH |
| C1          | 294.79' 7" | 1152.40'   | 22°39'09"   | S78°32'56"E   | 1144.91'     |
| C2          | 1250.07'   | 37.49'     | 0°00'00"    | S00°00'00"E   | 37.49'       |
| C3          | 100.00'    | 52°36'     | 30°00'00"   | N40°44'40"W   | 51.86'       |
| C4          | 100.00'    | 45.91'     | 28°16'08"   | N01°06'16"E   | 45.50'       |
| C5          | 2926.79'   | 186.07'    | 0°38'34"    | S88°03'14"E   | 186.04'      |
| C6          | 2926.79'   | 150.07'    | 02°36'16"   | S84°45'49"E   | 150.05'      |
| C7          | 2926.79'   | 264.31'    | 08°02'28"   | S80°42'28"E   | 264.22'      |
| C8          | 2926.79'   | 521.28'    | 10°12'17"   | S73°01'05"E   | 520.59'      |

| LINE TABLE |             |          |
|------------|-------------|----------|
| LINE       | BEARING     | DISTANCE |
| L1         | S76°08'41"E | 945.50'  |
| L2         | N69°58'59"E | 70.44'   |
| L3         | N69°58'59"E | 224.99'  |
| L4         | N69°58'59"E | 69.13'   |
| L5         | S76°08'41"E | 22.99'   |
| L6         | N48°48'50"W | 384.45'  |
| L7         | N48°48'50"W | 166.63'  |
| L8         | N48°48'50"W | 638.08'  |
| L9         | N48°48'50"W | 37.32'   |
| L10        | S89°44'36"E | 33.93'   |
| L11        | S51°01'22"E | 19.18'   |
| L12        | S51°01'22"E | 141.05'  |
| L13        | S12°01'04"E | 230.80'  |
| L14        | S12°01'04"E | 330.00'  |
| L15        | S12°01'04"E | 154.75'  |
| L16        | S15°42'56"E | 139.86'  |

| LINE TABLE |             |          |
|------------|-------------|----------|
| LINE       | BEARING     | DISTANCE |
| L17        | S15°42'56"E | 216.12'  |
| L18        | S15°42'56"E | 25.01'   |
| L19        | S15°42'56"E | 113.95'  |
| L20        | S72°24'20"W | 26.00'   |
| L21        | S1°34'30"W  | 34.11'   |
| L22        | N48°08'52"W | 12.51'   |
| L23        | S69°47'28"W | 577.74'  |
| L24        | S69°46'58"W | 455.09'  |
| L25        | S69°51'25"W | 400.25'  |
| L26        | N20°04'59"W | 496.42'  |
| L27        | N20°04'59"W | 464.96'  |
| L28        | S72°24'20"W | 156.14'  |
| L29        | S80°44'40"W | 212.85'  |
| L30        | N15°44'40"W | 137.94'  |
| L31        | N41°15'20"E | 57.50'   |
| L32        | N74°15'20"E | 326.23'  |

| LINE TABLE |             |          |
|------------|-------------|----------|
| LINE       | BEARING     | DISTANCE |
| L33        | N14°15'20"E | 7.66'    |
| L34        | N12°02'48"W | 136.99'  |
| L35        | N12°02'48"W | 127.91'  |
| L36        | N7°57'12"E  | 309.14'  |
| L38        | N12°02'48"W | 65.52'   |
| L39        | N50°47'12"W | 70.06'   |
| L40        | N86°13'34"W | 46.41'   |
| L41        | N30°46'26"E | 273.50'  |
| L42        | S89°44'36"E | 48.88'   |
| L43        | N86°13'34"W | 150.00'  |
| L44        | N30°46'26"E | 277.32'  |
| L45        | S81°07'12"E | 79.29'   |
| L46        | N10°29'27"W | 84.59'   |
| L47        | N30°46'26"E | 268.72'  |
| L48        | N69°55'36"E | 172.20'  |

| LINE TABLE |             |          |
|------------|-------------|----------|
| LINE       | BEARING     | DISTANCE |
| L49        | S72°24'20"W | 154.75'  |
| L50        | S69°47'28"W | 352.75'  |
| L51        | N20°12'32"W | 443.68'  |
| L52        | N20°12'32"W | 56.00'   |
| L53        | N20°12'32"W | 413.44'  |
| L54        | S69°46'58"W | 276.50'  |
| L55        | N20°12'32"W | 478.35'  |
| L56        | S69°47'28"W | 318.33'  |
| L57        | N20°12'32"W | 93.27'   |
| L58        | S69°47'28"W | 169.50'  |
| L59        | S20°12'32"E | 93.27'   |
| L60        | S69°47'28"W | 90.40'   |



**LEGEND**

|  |                                                            |
|--|------------------------------------------------------------|
|  | PROPERTY LINE                                              |
|  | PROPOSED PROPERTY LINE                                     |
|  | EASEMENT LINE                                              |
|  | SETBACK LINE                                               |
|  | DRAINAGE CENTERLINE                                        |
|  | ZONING BOUNDARY                                            |
|  | WATER QUALITY / BUFFER ZONE                                |
|  | STORM SEWER LINE                                           |
|  | WASTEWATER LINE                                            |
|  | WASTEWATER SERVICE                                         |
|  | WATER LINE                                                 |
|  | WATER SERVICE                                              |
|  | 10' SHARED PATH SIDEWALK                                   |
|  | 5/8" IRON ROD WITH PLASTIC CAP<br>STAMPED "LIA SURVEY" SET |
|  | IRON ROD FOUND (AS NOTED)                                  |
|  | IRON PIPE FOUND (AS NOTED)                                 |
|  | COTTON-GIN SPINDLE FOUND                                   |
|  | MAG NAIL FOUND                                             |
|  | "X" SCRIBED IN CONCRETE                                    |
|  | IRON ROD SET                                               |

BEARING BASIS:

UTILITY NOTE:

BUILDING NOTE

FLOODPLAIN NOTE

### LEGAL DESCRIPTION

OWNERSHIP INFORMATION:

LOT SUMMARY:

### BLOCK SUMMARY

**SURVEYOR CERTIFICATION**  
I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ORIGINAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND (DATED 5/10/2022) AND THAT ALL EASEMENTS OF RECORD ARE SHOWN OR NOTED ON THE PRELIMINARY PLAT AS FOUND ON THE TITLE POLICY OR DISCOVERED WITH A TITLE SEARCH PREPARED FOR THE MOST RECENT PURCHASE OF PROPERTY (PER TITLE SURVEY DATED 12/9/2019 BY DIAMOND SURVEYING).

LOCATION OF EXISTING UNDERGROUND AND OVERHEAD UTILITIES ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR



Know what's below  
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**GATEWAY 29**  
PRELIMINARY PLAT  
PRELIMINARY PLAT

| REVISIONS |             |    |      |
|-----------|-------------|----|------|
| NO.       | DESCRIPTION | BY | DATE |
|           |             |    |      |
|           |             |    |      |
|           |             |    |      |

DATE: 8/23/2012  
DESIGNED BY: CRH  
DRAWN BY: DLB  
CHECKED BY: CRH

8/23/2022  
STATE OF TEXAS  
CHARLES R. HADLEY  
127034  
LICENSED PROFESSIONAL ENGINEER  
CRH



Phone 512.439.4700  
Fax 512.439.4716

|  |  |   |
|--|--|---|
|  |  | - |
|--|--|---|

**JA Engineering, Inc.**  
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E-Mail: [info@jaeng.com](mailto:info@jaeng.com)  
Web: [www.jaeng.com](http://www.jaeng.com)

JOB NUMBER:  
A633-040

|      |
|------|
| PP01 |
|------|

SHEET NO. 04

OF 16 S





## OFF-SITE WASTEWATER FORCE MAIN



**Know what's below.  
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JOB NUMBER:  
A633-0401

UT01

SHEET NO.  
**05**

OF 16 SHEETS







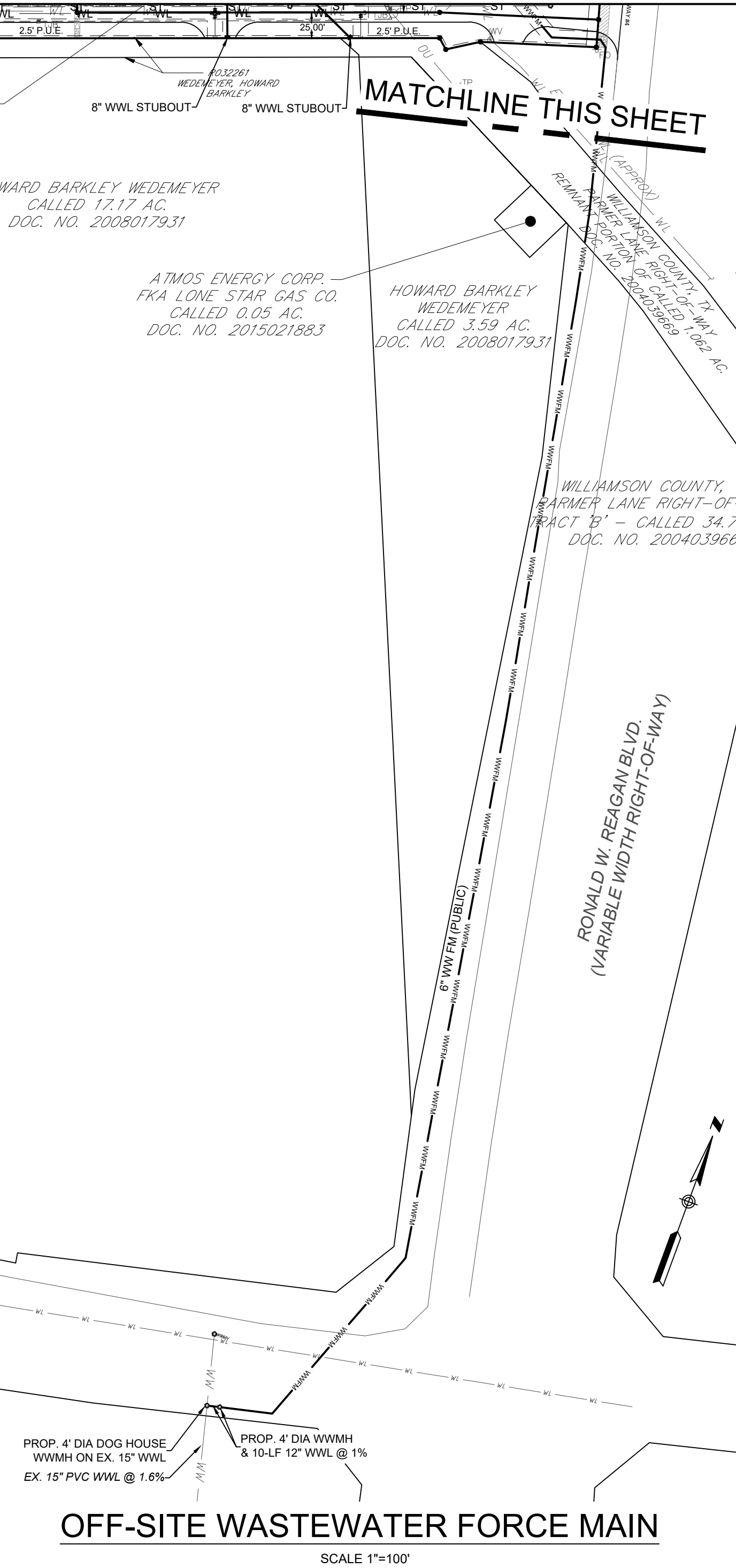
|                                           |             |
|-------------------------------------------|-------------|
| Lift Station Wastewater Flow Calculations |             |
| <b>Assumptions</b>                        |             |
| Average Flow per LUE =                    | 245 gpd     |
| W for Wet Peak                            | 750 gpd/AC  |
| LUEs                                      |             |
| Average Daily Flow                        | 137,200 gpd |
| Dry Peaking Factor                        | 2.83        |
| Peak Dry Flow                             | 270 gpm     |
| Service Area                              | 73 acres    |
| W for Peak Wet                            | 54,750 gpd  |
| Total Peak Wet Flow                       | 38 gpm      |
| Total Peak Wet Flow Assumed               | 308 gpm     |
| Minimum Flow Factor                       | 0.21        |
| Minimum Flow                              | 20 gpm      |

|                            |            |
|----------------------------|------------|
| Lift Station Calculations  |            |
| Velocity (Actual Capacity) | 3.69 fps   |
| Max Flow Rate              | 308 gpm    |
| Max Dry Flow Rate          | 270 gpm    |
| Average Dry Flow Rate      | 95 gpm     |
| Min Dry Flow Rate          | 20 gpm     |
| Reqd Wet Well Volume       |            |
| 2 hour Detention Time      | 1528.5 ft³ |
| Min Static Head            |            |
| High Level Alarm           | 990.00 ft  |
| Max Static Head            | 45 ft      |
| Minimum Wet Well Depth     | 30.4 ft    |
| Proposed Wet Well Depth    | 21.50 ft   |

|                           |                |
|---------------------------|----------------|
| Wet Well Calculations     |                |
| Max Well Elevation        | 1002.00 ft     |
| Min Well Elevation        | 980.50 ft      |
| High Point in Force Main  | 1030 ft        |
| Equiv. Length of Line     | 2,279 ft       |
| Force Main Diameter       | 6 in           |
| Roughness Coefficient (C) | 120            |
| Area of Pipe              | 0.196 ft²      |
| Wetted Perimeter (full)   | 1.571 ft       |
| Hydraulic Radius (full)   | 0.125 ft       |
| Wet Well Diameter         | 8 ft           |
| Volume per Foot Depth     | 375.99 gallons |
| Pump Control Elevations   |                |
| Ground Elevation          | 1002.00        |
| Inflow Pipe Flowline      | 990.00         |
| High Level Alarm          | 990.00         |
| Lag Pump on               | 985.00         |
| Lead Pump on              | 987.00         |
| All Pumps off             | 985.50         |
| Low Level alarm           | 984.50         |
| Top of Pump casing        | 982.50         |
| Bottom of Wet Well        | 980.50         |
| Firm Capacity             | 325 gpm        |
| Total Wet Well Capacity   | 3572 gallons   |

|                                                                                            |             |
|--------------------------------------------------------------------------------------------|-------------|
| Nominal Pipe Diameter                                                                      |             |
| ID                                                                                         | 6 in        |
| OD                                                                                         | 5.9 in      |
| Force Main Equivalent Length                                                               | 2,279 ft    |
| Pump Off                                                                                   | 985.50 ft   |
| Max Liquid                                                                                 | 990.00 ft   |
| Operating Volume                                                                           | 564 gallons |
| High Point Elevation                                                                       | 1030 ft     |
| Min Static Head                                                                            | 40 ft       |
| Max Static Head                                                                            | 45 ft       |
| Hydraulic Radius                                                                           | 0.12 ft     |
| Pipe Area                                                                                  | 0.19 sf     |
| Two (2) Submersible Pumps, 325 GPM, 4" Disch, Non-Clog, 3" Solids Passing, 3 Phase, 60 Hz. |             |

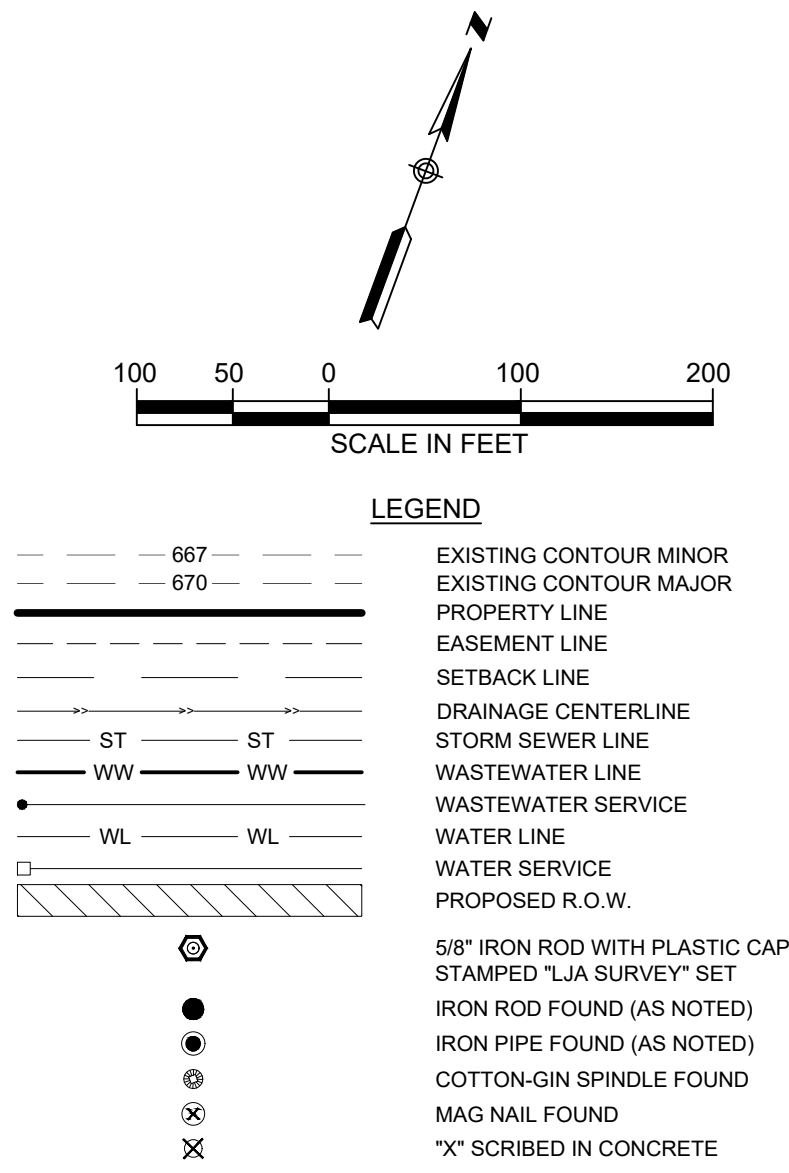
## LIFT STATION (PUBLIC) CALCULATIONS



| EXISTING 15" WWL CAPACITY CALCULATION SUMMARY                        |                 |                        |            |                                |                        |                             |                             |                                  |                             |                             |               |                |                          |                                  |                               |
|----------------------------------------------------------------------|-----------------|------------------------|------------|--------------------------------|------------------------|-----------------------------|-----------------------------|----------------------------------|-----------------------------|-----------------------------|---------------|----------------|--------------------------|----------------------------------|-------------------------------|
| AVERAGE DRY WEATHER FLOW (gpm)                                       |                 |                        |            |                                |                        |                             |                             |                                  |                             |                             |               |                |                          |                                  |                               |
| F = (270 gpd x n Units x 0.5 LUE/Unit) / 1.44                        |                 |                        |            |                                |                        |                             |                             |                                  |                             |                             |               |                |                          |                                  |                               |
| PEAK FLOW FACTOR (n=4)                                               |                 |                        |            | PEAK DRY WEATHER FLOW (gpm)    |                        |                             |                             | PEAK DRY WEATHER VELOCITY (ft/s) |                             |                             |               |                |                          |                                  |                               |
| PFF = [(18+0.0206(F) <sup>0.5</sup> )/(4+0.0206(F) <sup>0.5</sup> )] |                 |                        |            | Qpdrw = PFF x F                |                        |                             |                             | Vpdrw > 2 ft/s                   |                             |                             |               |                |                          |                                  |                               |
| INFLOW / INFILTRATION                                                |                 |                        |            | PEAK WET WEATHER FLOW (gpm)    |                        |                             |                             | PEAK WET WEATHER VELOCITY (ft/s) |                             |                             |               |                |                          |                                  |                               |
| (I/I) = 750      0.521 gpm/acre                                      |                 |                        |            | Qpww = Qpdrw + (I)             |                        |                             |                             | Vpww < 10 ft/s                   |                             |                             |               |                |                          |                                  |                               |
| WWLA STATION FROM                                                    | WWLA STATION TO | CONTRIBUTING AREA (AC) | Mapping ID | AVERAGE DRY WEATHER FLOW (gpm) | PEAK FLOW FACTOR (n=4) | PEAK DRY WEATHER FLOW (gpm) | PEAK DRY WEATHER FLOW (gpm) | INFLOW / INFILTRATION (gpm)      | PEAK WET WEATHER FLOW (gpm) | PEAK WET WEATHER FLOW (gpm) | PPE SIZE (IN) | PIPE SLOPE (%) | FULL FLOW CAPACITY (gpm) | PEAK WET WEATHER VELOCITY (ft/s) | PEAK WET WEATHER DEPTH (feet) |
| NHUS                                                                 | NHDS            | 30.86                  | 0.013      | 80.42                          | 4                      | 226.77                      | 0.580                       | 16.11                            | 241.86                      | 0.539                       | 15            | 1.60           | 8.17                     | 3.69                             | 0.21                          |

### WASTEWATER APPROVAL NOTE

THE BAR W LIFT STATION REQUIRES UPGRADES TO SERVE FUTURE DEVELOPMENT WITHIN THE GATEWAY 29 SUBDIVISION. LIFT STATION UPGRADE CONSTRUCTION PLANS THAT ACCOUNT FOR LUE'S GENERATED BY THE GATEWAY 29 SUBDIVISION SHALL BE APPROVED BY THE CITY OF LEANDER PRIOR TO ISSUANCE OF ANY GATEWAY 29 SUBDIVISION PUBLIC IMPROVEMENT CONSTRUCTION PLAN (PICP) AND/OR SITE DEVELOPMENT (SD) PLAN PERMIT(S). IF THE UPGRADES ARE TO BE BUILT BY OTHERS, THE OWNER(S) AND HIS/HER ASSIGNS WILL BE RESPONSIBLE FOR ENTERING INTO A DEVELOPMENT AGREEMENT TO PARTICIPATE IN THE COSTS ASSOCIATED WITH THE BAR W LIFT STATION UPGRADES BASED ON FINAL LUE'S GENERATED BY THE GATEWAY 29 DEVELOPMENT. BEFORE APPROVAL OF THE GATEWAY 29 PICP OR SD PERMITS, IF THE BAR W LIFT STATION UPGRADES HAVE NOT YET BEEN CONSTRUCTED BY OTHERS, BAR W LIFT STATION IMPROVEMENTS MAY BE REQUIRED TO BE INCLUDED WITH THE GATEWAY 29 SUBDIVISION PUBLIC IMPROVEMENT CONSTRUCTION PLANS - AT THAT TIME, FUTURE DISCUSSIONS WITH CITY OF LEANDER DIRECTORS MAY BE REQUIRED TO DISCUSS AVAILABLE OPTIONS, DEVELOPMENT AGREEMENTS, COST PARTICIPATION, OR OTHER SIMILAR TOPICS.



#### UTILITY NOTE:

THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED (UTILITIES SHOWN HEREIN MAY BE EXAGGERATED FOR GRAPHIC REPRESENTATION ONLY). ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE, THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, ONLY THE VISIBLE ABOVE GROUND UTILITY STRUCTURES.

INFORMATION SHOWN HEREON IS PRELIMINARY IN NATURE AND SUBJECT TO CHANGE WITH FINAL DESIGN. ALL PUBLIC UTILITY AND STORM IMPROVEMENTS ARE LABELED BASED ON ANTICIPATED SIZE AND LOCATIONS ONLY. ALL PROPOSED IMPROVEMENTS SHALL BE PRIVATELY MAINTAINED BY SUBDIVISION OWNERS AND THEIR SUCCESSORS

| Water / Wastewater Demand Summary (Ultimate) |          |                |                      |            |              |
|----------------------------------------------|----------|----------------|----------------------|------------|--------------|
| Description                                  | Quantity | LUE Conversion | Land Use             | LUE's      | Area (AC)    |
| Lot 1                                        | 5,500    | 200            | Restaurant (SF)      | 27.5       | 2.36         |
| Lot 2                                        | 20,617   | 1,660          | Retail (SF)          | 12.4       | 1.79         |
| Lot 3                                        | 7,000    | 1,660          | Retail (SF)          | 4.2        | 2.85         |
| Lot 4                                        | 3,000    | 1,660          | Retail (SF)          | 1.8        | 0.96         |
| Lot 5                                        | 14,700   | 1,660          | Retail (SF)          | 8.9        | 1.84         |
| Lot 6                                        | 4,750    | 200            | Restaurant (SF)      | 23.8       | 1.49         |
| Lot 7                                        | 8,000    | 200            | Restaurant (SF)      | 40.0       | 1.92         |
| Lot 8                                        | 165      | 15             | School (Students)    | 11.0       | 2.57         |
| Lot 9                                        | 130      | 0.5            | Hotel (Rooms)        | 65.0       | 1.15         |
| Lot 10                                       | 321      | 0.50           | Multi-Family (Units) | 160.5      | 14.00        |
| Future Development (Adjacent +/- 53 ac)      | 78,000   | 1,660          | Retail (SF)          | 47.0       | 16.50        |
|                                              | 28,000   | 3,000          | Office (SF)          | 9.3        | 5.50         |
|                                              | 120      | 0.50           | Hotel (Rooms)        | 60.0       | 2.70         |
| <b>TOTAL</b>                                 |          |                |                      | <b>558</b> | <b>72.93</b> |

|                             |                                                                                                       |  |
|-----------------------------|-------------------------------------------------------------------------------------------------------|--|
| Wastewater Flow Calculation |                                                                                                       |  |
| Average Dry Weather Flow    | $Q = 245 \text{ GPD} \times \text{LUE} = 136,678.3 \text{ GPD}$                                       |  |
|                             | $Q = 0.170 \text{ GPM} \times \text{LUE} = 94.9 \text{ GPM}$                                          |  |
| Peak Dry Weather            | $Q = [(18 + (0.0206 \times F^{0.5})) / (4 + (0.0206 \times F^{0.5}))] \times F = 341.1 \text{ GPM}$   |  |
| Inflow/Infiltration         | $Q = \text{AREA} \times 750 \text{ GPD}/1440 = 119.19 \text{ acres} \times 0.5208 = 38.0 \text{ GPM}$ |  |
| Peak Wet Weather            | Peak Dry Weather + Inflow/Infiltration = <b>379.1 GPM</b>                                             |  |
| Water Flow Calculation      |                                                                                                       |  |
| Peak Hour                   | $Q = 2.2 \text{ GPM} \times \text{LUE} = \text{1,227.3 GPM}$                                          |  |
| Peak Day                    | $Q = 1.3 \text{ GPM} \times \text{LUE} = \text{725.2 GPM}$                                            |  |

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GATEWAY 29

PRELIMINARY PLAT

WASTEWATER IMPROVEMENTS PLAN

W. STATE HWY 29 & RONALD REAGAN BLVD., LEANDER, TEXAS 78628

| NO. | DATE | BY | REVISIONS |
|-----|------|----|-----------|
|     |      |    |           |
|     |      |    |           |
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|     |      |    |           |
|     |      |    |           |

DESIGNED BY: CRH

DRAWN BY: DLB

CHECKED BY: CRH

DATE: 8/23/2022

STATE OF TEXAS

CHARLES R. HAGER V

127034

PROFESSIONAL ENGINEER

LJA Engineering, Inc.

7500 Rialto Boulevard

Building II, Suite 100

Austin, Texas 78735

JOB NUMBER: A633-0401

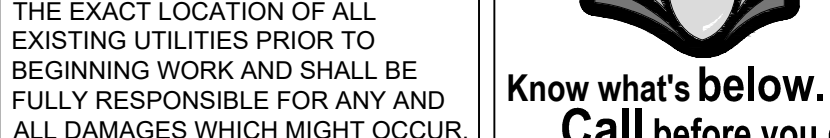
SHEET NO. WW01

07 OF 16 SHEETS

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Plot Date/Time: Sep 06, 2022 - 10:38:19

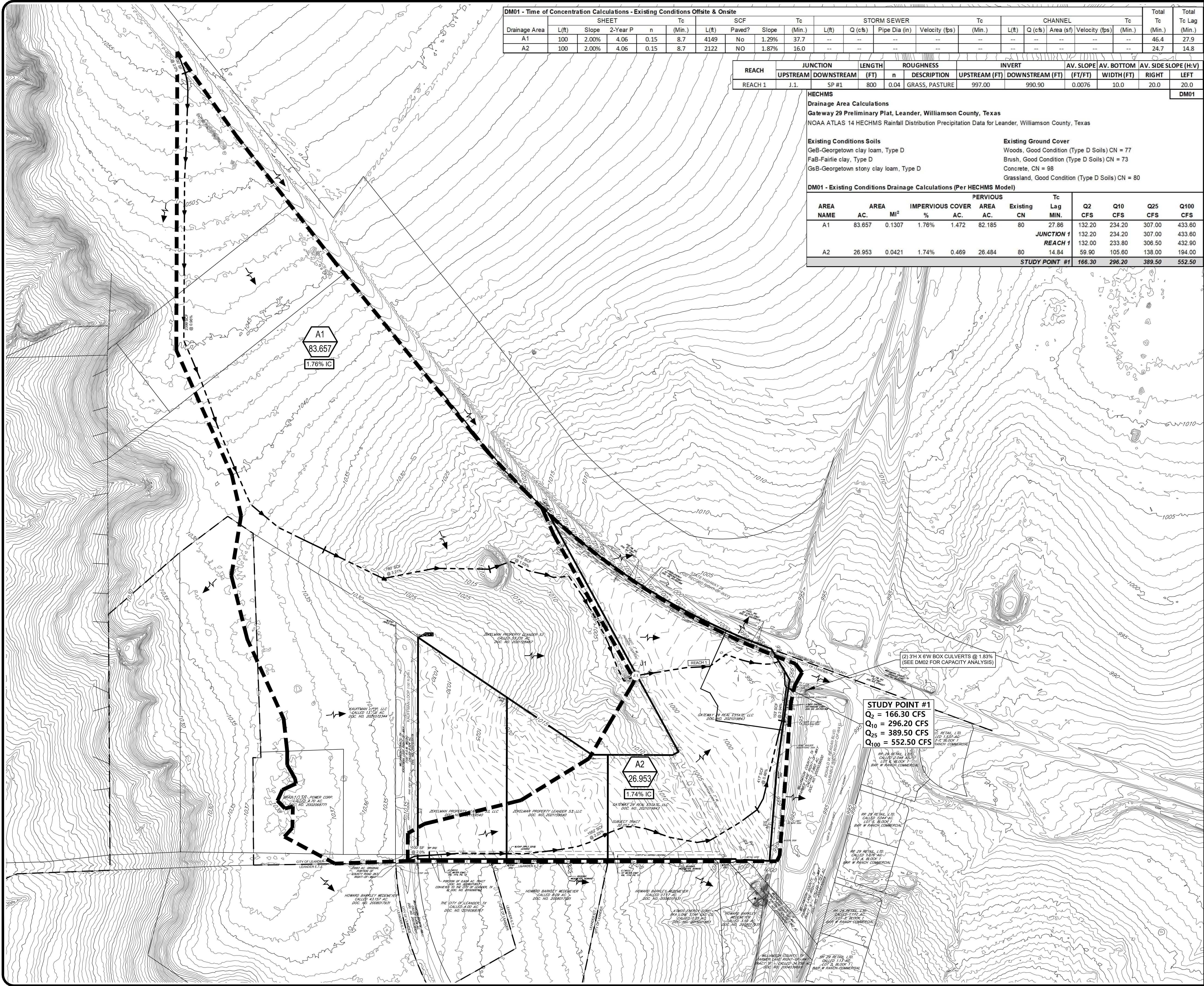
LEANDER PROJECT No. 22-PP-014







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Last Modified: Sep 09, 22 - 15:41  
Plot Date/Time: Sep 09, 22 - 15:42:17



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**GATEWAY 29 PRELIMINARY PLAT**

**EXISTING CONDITIONS DRAINAGE AREA MAP**

W. STATE HWY 29 & RONALD REAGAN BLVD. LEANDER, TEXAS 78628

| NO. | REVISIONS       | DATE      | BY | DATE |
|-----|-----------------|-----------|----|------|
|     | DESIGNED BY: -- | 8/23/2022 |    |      |
|     | DRAWN BY: --    |           |    |      |
|     | CHECKED BY: --  |           |    |      |
|     | DESIGNED BY: -- |           |    |      |
|     | DRAWN BY: --    |           |    |      |
|     | CHECKED BY: --  |           |    |      |
|     | DESIGNED BY: -- |           |    |      |
|     | DRAWN BY: --    |           |    |      |
|     | CHECKED BY: --  |           |    |      |

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Phone 512.439.4700  
Fax 512.439.4716  
FRN-F-1386

**JJA**  
Professional Engineer  
Charles R. Hager  
127034  
Professional Engineer  
CR Hager

JOB NUMBER: A633-0401

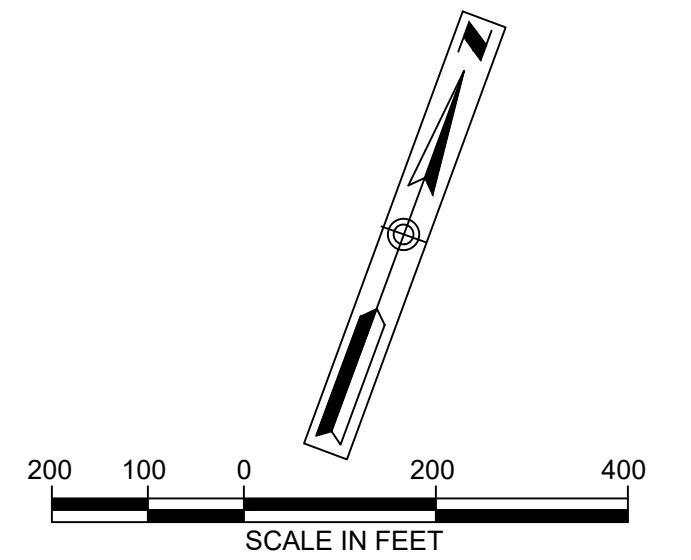
**DM01**

SHEET NO. **09** OF 16 SHEETS



|                                                                                                     |        |                 |            |        |        |           |          |         |         |         |         |      |
|-----------------------------------------------------------------------------------------------------|--------|-----------------|------------|--------|--------|-----------|----------|---------|---------|---------|---------|------|
| HECHMS                                                                                              |        |                 |            |        |        |           |          |         |         |         |         | DM02 |
| Drainage Area Calculations                                                                          |        |                 |            |        |        |           |          |         |         |         |         |      |
| Gateway 29 Preliminary Plat, Leander, Williamson County, Texas                                      |        |                 |            |        |        |           |          |         |         |         |         |      |
| NOAA ATLAS 14 HECHMS Rainfall Distribution Precipitation Data for Leander, Williamson County, Texas |        |                 |            |        |        |           |          |         |         |         |         |      |
| Existing Conditions Soils                                                                           |        |                 |            |        |        |           |          |         |         |         |         |      |
| FaB-Fairlie clay, Type D                                                                            |        |                 |            |        |        |           |          |         |         |         |         |      |
| FaA-Fairlie Clay, Type D                                                                            |        |                 |            |        |        |           |          |         |         |         |         |      |
| GsB-Georgetown stony clay loam, type D                                                              |        |                 |            |        |        |           |          |         |         |         |         |      |
| Existing Ground Cover                                                                               |        |                 |            |        |        |           |          |         |         |         |         |      |
| Woods, Good Condition (Type D Soils) CN = 77                                                        |        |                 |            |        |        |           |          |         |         |         |         |      |
| Brush, Good Condition (Type D Soils) CN = 73                                                        |        |                 |            |        |        |           |          |         |         |         |         |      |
| Concrete, CN = 98                                                                                   |        |                 |            |        |        |           |          |         |         |         |         |      |
| Grassland, Good Condition (Type D Soils) CN = 80                                                    |        |                 |            |        |        |           |          |         |         |         |         |      |
| Developed Ground Cover                                                                              |        |                 |            |        |        |           |          |         |         |         |         |      |
| DM02 - Developed Conditions Drainage Calculations (Per HECHMS Model)                                |        |                 |            |        |        |           |          |         |         |         |         |      |
| AREA                                                                                                | AREA   | PERVIOUS        | IMPERVIOUS | COVER  | AC.    | Composite | Tc       | Q2      | Q10     | Q25     | Q100    |      |
| NAME                                                                                                | AC.    | MI <sup>2</sup> | %          | AC.    | AC.    | CN        | Lag MIN. | CFS     | CFS     | CFS     | CFS     |      |
| A1                                                                                                  | 5.662  | 0.0088          | 80.00%     | 4.530  | 1.132  | 80        | 7.1      | 22.000  | 33.900  | 42.200  | 56.400  |      |
| OS-A1                                                                                               | 0.337  | 0.0005          | 6.46%      | 0.022  | 0.315  | 80        | 3.0      | 1.300   | 2.200   | 2.900   | 4.000   |      |
| A2                                                                                                  | 10.470 | 0.0164          | 80.00%     | 8.376  | 2.094  | 80        | 6.9      | 44.500  | 68.400  | 85.000  | 113.500 |      |
| OS-A2                                                                                               | 75.729 | 0.1183          | 2.45%      | 1.858  | 73.871 | 80        | 28.3     | 115.400 | 204.200 | 267.600 | 378.200 |      |
| OS-B1                                                                                               | 0.569  | 0.0009          | 68.04%     | 0.387  | 0.182  | 80        | 3.0      | 2.800   | 4.500   | 5.600   | 7.600   |      |
| B1                                                                                                  | 7.690  | 0.0120          | 62.37%     | 4.796  | 2.894  | 80        | 5.0      | 33.900  | 53.500  | 67.100  | 90.700  |      |
| OS-B2                                                                                               | 0.593  | 0.0009          | 75.82%     | 0.450  | 0.143  | 80        | 3.0      | 2.900   | 4.600   | 5.800   | 7.700   |      |
| B2                                                                                                  | 4.307  | 0.0067          | 4.04%      | 0.174  | 4.133  | 80        | 9.1      | 10.60   | 20.10   | 26.80   | 38.20   |      |
| B3                                                                                                  | 0.852  | 0.0013          | 4.25%      | 0.036  | 0.816  | 80        | 7.6      | 2.50    | 4.40    | 5.70    | 8.00    |      |
| A3                                                                                                  | 3.864  | 0.0060          | 80.00%     | 3.091  | 0.773  | 80        | 3.0      | 21.30   | 32.20   | 39.80   | 52.80   |      |
| STUDY POINT #1                                                                                      | 164.80 | 284.80          | 370.00     | 519.10 |        |           |          |         |         |         |         |      |

|                                                                                                                                        |                          |                           |             |          |                |      |           |               |               |                   |                   |                       |                      |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|-------------|----------|----------------|------|-----------|---------------|---------------|-------------------|-------------------|-----------------------|----------------------|
| DM02 - Time of Concentration Calculations - Fully-Developed/Undetained Conditions Offsite & Fully-Developed/Detained Conditions Onsite |                          |                           |             |          |                |      |           |               |               |                   |                   | Total                 | Total                |
| SHEET                                                                                                                                  |                          |                           |             |          |                |      |           |               |               |                   |                   | Tc                    | Tc Lag               |
| SCF                                                                                                                                    |                          |                           |             |          |                |      |           |               |               |                   |                   | (Min.)                | (Min.)               |
| STORM SEWER                                                                                                                            |                          |                           |             |          |                |      |           |               |               |                   |                   | (Min.)                | (Min.)               |
| Drainage Area                                                                                                                          | L(R)                     | Slope                     | 2-Year P    | n        | (Min.)         | L(R) | Paved?    | Slope         | (Min.)        | L(R)              | Q (cfs)           | Pipe Dia (in)         | Velocity (fps)       |
| A1                                                                                                                                     | 100                      | 2.00%                     | 4.06        | 0.15     | 8.7            | 235  | YES       | 2.50%         | 1.2           | 705               | 18.85             | 24                    | 6                    |
| OS-A1                                                                                                                                  |                          |                           |             |          |                |      |           |               |               | 5 Minutes Assumed |                   |                       |                      |
| A2                                                                                                                                     | 100                      | 2.00%                     | 4.06        | 0.15     | 8.7            | 175  | YES       | 2.00%         | 1.0           | 615               | 18.85             | 24                    | 6                    |
| OS-A2                                                                                                                                  | 100                      | 2.00%                     | 4.06        | 0.15     | 8.7            | 4136 | NO        | 1.23%         | 38.5          | --                | --                | --                    | --                   |
| OS-B1                                                                                                                                  |                          |                           |             |          |                |      |           |               |               | 5 Minutes Assumed |                   |                       |                      |
| B1                                                                                                                                     | 100                      | 5.00%                     | 4.06        | 0.15     | 6.0            | 114  | YES       | 1.00%         | 0.9           | 481               | 18.85             | 24                    | 6                    |
| OS-B2                                                                                                                                  |                          |                           |             |          |                |      |           |               |               | 5 Minutes Assumed |                   |                       |                      |
| B2                                                                                                                                     | 100                      | 2.00%                     | 4.06        | 0.15     | 8.7            | 850  | NO        | 1.82%         | 6.5           | --                | --                | --                    | --                   |
| B3                                                                                                                                     | 100                      | 1.50%                     | 4.06        | 0.15     | 9.8            | 365  | NO        | 1.65%         | 2.9           | --                | --                | --                    | --                   |
| A3                                                                                                                                     |                          |                           |             |          |                |      |           |               |               | 5 Minutes Assumed |                   |                       |                      |
| Overall Drainage Study Point Summary                                                                                                   |                          |                           |             |          |                |      |           |               |               |                   |                   |                       |                      |
| Study Point #1                                                                                                                         |                          |                           |             |          |                |      |           |               |               |                   |                   |                       |                      |
| Storm Event                                                                                                                            | EXISTING CONDITIONS DM01 | DEVELOPED CONDITIONS DM02 | REACH       | JUNCTION | LENGTH (FT)    | n    | ROUGHNESS | INVERT        | UPSTREAM (FT) | DOWNSTREAM (FT)   | AV. SLOPE (FT/FT) | AV. BOTTOM WIDTH (FT) | AV. SIDE SLOPE (H:V) |
| 2-Year                                                                                                                                 | 166.30                   | 164.80                    | REACH 1     | J.1.     | J.2.           | 525  | 0.013     | 54" RCP       | 1004.00       | 998.75            | 0.0100            | --                    | --                   |
| 10-Year                                                                                                                                | 296.20                   | 284.80                    | REACH 2     | J.2.     | J.3.           | 260  | 0.013     | 60" RCP       | 998.75        | 993.05            | 0.0200            | --                    | --                   |
| 25-Year                                                                                                                                | 389.50                   | 370.00                    | REACH 3     | J.3.     | STUDY POINT #1 | 235  | 0.013     | 5'x4' RCBC    | 993.05        | 991.88            | 0.0050            | --                    | --                   |
| 100-Year                                                                                                                               | 552.50                   | 519.10                    | REACH OS-B1 | J.OS-B1  | POND D         | 620  | 0.013     | 24" RCP       | 1032.00       | 1016.00           | 0.0258            | --                    | --                   |
|                                                                                                                                        |                          |                           | REACH OS-B2 | J.OS-B2  | J.B2           | 1000 | 0.035     | GRASS/CHANNEL | 1031.00       | 1014.50           | 0.0165            | 4.00                  | 4                    |
|                                                                                                                                        |                          |                           | REACH B1    | J.B1     | J.B2           | 145  | 0.013     | 42" RCP       | 1015.50       | 1014.50           | 0.0069            | --                    | --                   |
|                                                                                                                                        |                          |                           | REACH B2    | J.B2     | J.A3.          | 475  | 0.013     | 42" RCP       | 1014.50       | 1001.96           | 0.0264            | --                    | --                   |
|                                                                                                                                        |                          |                           | REACH A3    | J.A3.    | J.2.           | 175  | 0.013     | 42" RCP       | 1001.96       | 998.75            | 0.0183            | --                    | --                   |

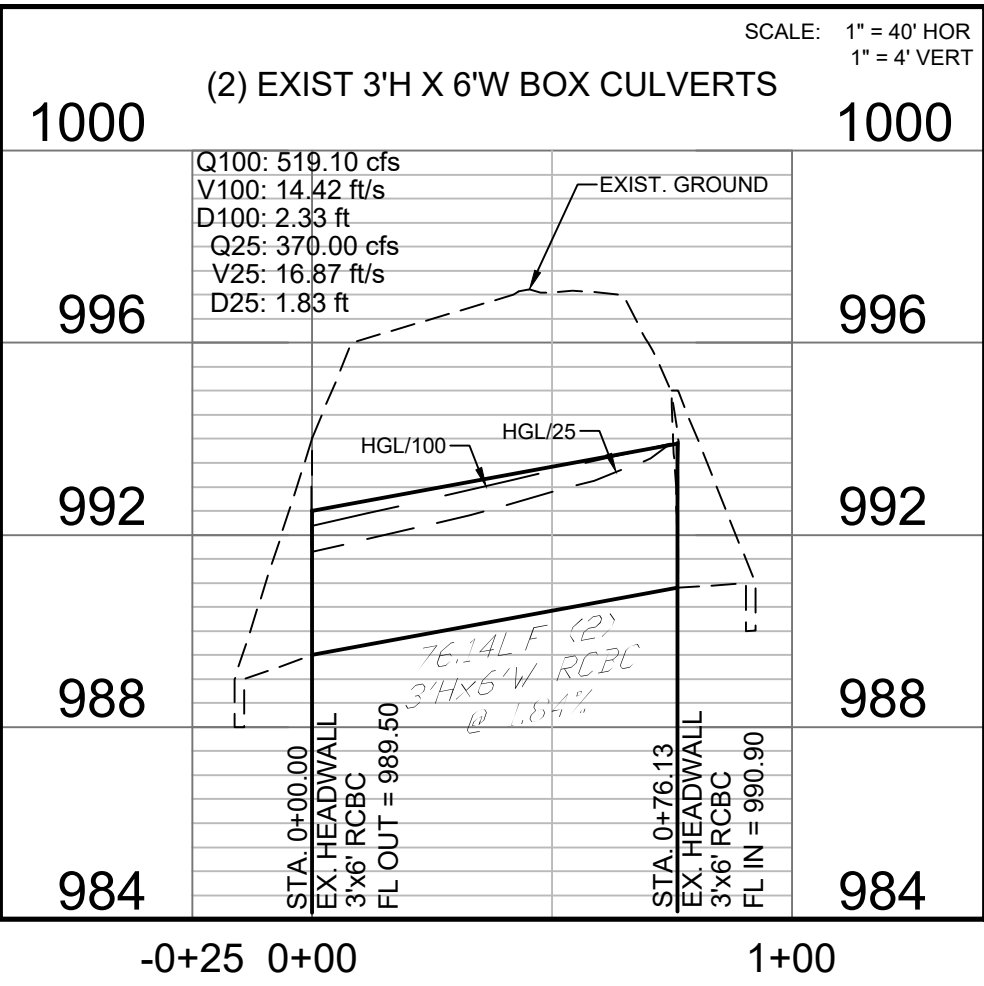


LEGEND

- Drainage Area Number and Acreage: 35-A 7.082 2.88% S
- Drainage Area: Dashed line
- Property Line: Dashed line
- TC and/or Reach Path: Solid line with arrow
- Sheet Flow: XXX' LF SF @ X.XX%
- Shallow Concentrated Flow: XXX' LF SCF @ X.XX%
- Flow Direction Arrow: Arrow with tail
- Q25 = 16.64 cfs, Q100 = 23.62 cfs

NOTE: DRAINAGE ANALYSIS SHOWN HEREON IS PRELIMINARY AND SHOWN FOR REFERENCE ONLY. FINAL DETENTION AND DRAINAGE IMPROVEMENT DESIGN AND ANALYSIS WILL BE PROVIDED DURING DEVELOPMENT STAGE OF PROJECT.

|                                                                                  |                                                          |
|----------------------------------------------------------------------------------|----------------------------------------------------------|
| EX. 2 - 3'x6' RCBC CAPACITY                                                      |                                                          |
| 100-yr Storm Event Ponding Height (above centroid)=(Q/(Cd*A))/2 ((2^32.2) 0.6 Cd |                                                          |
| 72                                                                               | Orifice Width (in)                                       |
| 36                                                                               | Orifice Height (in)                                      |
| 36.00                                                                            | Orifice Area (EA)                                        |
| 2.00                                                                             | Number of Pipes / Orifices                               |
| 72.00                                                                            | Total Area (sf)                                          |
| 1001.00                                                                          | Top of Pond Height (ft)                                  |
| 990.90                                                                           | Outfall Pipe FL (ft)                                     |
| 992.40                                                                           | Outfall Pipe Centroid Elevation (ft)                     |
| 8.60                                                                             | Height Above Centroid (ft)                               |
| 0.70                                                                             | Inlet K Value                                            |
| 592.82                                                                           | Max Discharge (ft) through Culvert (entrance controlled) |
| 0.01                                                                             | Pipe N-Value                                             |
| 1.8%                                                                             | Pipe Slope                                               |
| 552.00                                                                           | Max Discharge (ft) through Culvert (slope controlled)    |
| 519.10                                                                           | Q100 - Detained (CFS)                                    |
| Yes                                                                              | Is Pipe Capacity > 100-yr Flow at Study Point?           |



GATEWAY 29  
PRELIMINARY PLAT  
DEVELOPED CONDITIONS DRAINAGE AREA MAP  
W. STATE HWY 29 & RONALD REAGAN BLVD. LEANDER, TEXAS 78628

|           |             |      |    |
|-----------|-------------|------|----|
| REVISIONS |             | DATE | BY |
| NO.       | DESCRIPTION |      |    |

|               |                    |
|---------------|--------------------|
| DATE:         | 8/23/2022          |
| DESIGNED BY:  | ---                |
| DRAWN BY:     | ---                |
| CHECKED BY:   | ---                |
| DRAWING NAME: | DEVELOPED DRAINAGE |



LJA Engineering, Inc.  
7500 Riata Boulevard  
Building II, Suite 100  
Austin, Texas 78735  
Phone 512.439.4700  
Fax 512.439.4716  
FRN-F-1386

JOB NUMBER:  
A633-0401  
DM02  
SHEET NO.  
10  
OF 16 SHEETS

LOCATION OF EXISTING UNDERGROUND AND OVERHEAD UTILITIES ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR.





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User: dbosker  
Plot Modified: Sep, 09, 22 - 15:05:38  
Plot Date/Time: Sep, 09, 22 - 15:05:38



667

670

EXISTING CONTOUR MINOR  
EXISTING CONTOUR MAJOR  
PROPERTY LINE  
EASEMENT LINE  
SETBACK LINE  
DRAINAGE CENTERLINE  
PROPOSED R.O.W.

225

225

225

225

HERITAGE TREE TO REMAIN  
HERITAGE TREE TO BE REMOVED  
SIGNIFICANT TREE TO REMAIN  
SIGNIFICANT TREE TO BE REMOVED

100

50

0

100

200

SCALE IN FEET

811

Know what's below.  
Call before you dig.

LOCATION OF EXISTING  
UNDERGROUND AND OVERHEAD  
UTILITIES ARE APPROXIMATE  
LOCATIONS ONLY. THE  
CONTRACTOR SHALL DETERMINE  
THE EXACT LOCATION OF ALL  
EXISTING UTILITIES PRIOR TO  
BEGINNING WORK AND SHALL BE  
FULLY RESPONSIBLE FOR ANY AND  
ALL DAMAGES WHICH MIGHT OCCUR.

- TREE SURVEY NOTES:**
- TREE SURVEY WAS PERFORMED BY WESTAR ALAMO LAND SURVEYORS, LLC ON MARCH 20, 2020.
  - SEE SHEET TP02 FOR TREE LIST / TREE MITIGATION.
  - ALL TREE MITIGATION WILL BE PROVIDED AT TIME OF SITE AND PUBLIC IMPROVEMENT CONSTRUCTION PLAN DEVELOPMENT.
  - TREE INVENTORY AND EVALUATION WAS PREPARED BY TREEMAN SOLUTIONS ON 11/15/2021 AND IDENTIFIED TREES THAT ARE IN "POOR" OR DYING CONDITION. THESE TREES, IF PROPOSED FOR REMOVAL, ARE NOTED ON THE TREE LIST ON SHEET TP02.

GATEWAY 29

PRELIMINARY PLAN

TREE PROTECTION PLAN

W. STATE HWY 29 & RONALD REAGAN BLVD., LEANDER, TEXAS 78623

REVISIONS

| NO. | DESCRIPTION | DATE | BY |
|-----|-------------|------|----|
|     |             |      |    |
|     |             |      |    |
|     |             |      |    |
|     |             |      |    |

DATE: 8/23/2022

DESIGNED BY: CRH

DRAWN BY: DLB

CHECKED BY: CRH

DRAWING NAME: A33-0401-PP-TP01

STATE OF TEXAS

CHARLES R. HAGER, V.

127034

PROFESSIONAL ENGINEER

LJA Engineering, Inc.

Phone 512.439.4700

Fax 512.439.4716

7500 Rialto Boulevard

Building II, Suite 100

Austin, Texas 78735

JOB NUMBER: A633-0401

TP01

SHEET NO. 11 OF 16 SHEETS



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User: dbosker  
Plot Modified: Sep, 09, 22 - 15:49  
Plot Date/Time: Sep, 09, 22 - 15:08:14

| TREE LIST   |            |              |         |           |          |                       |
|-------------|------------|--------------|---------|-----------|----------|-----------------------|
| TREE NUMBER | TREE TYPE  | CALIPER INCH | REMOVED | PROTECTED | HERITAGE | REASON FOR REMOVAL    |
| 564         | OAK        | 15.00        | 15.00   |           |          | ACCESS DRIVE          |
| 565         | CHINABERRY | 10.00        | 10.00   |           |          | ACCESS DRIVE/INVASIVE |
| 567         | CEDAR ELM  | 9.50         |         | 9.50      |          |                       |
| 568         | CEDAR ELM  | 12.00        |         | 12.00     |          |                       |
| 569         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 571         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 572         | CEDAR ELM  | 10.50        |         | 10.50     |          |                       |
| 573         | CEDAR ELM  | 11.50        |         | 11.50     |          |                       |
| 574         | CEDAR ELM  | 10.50        |         | 10.50     |          |                       |
| 576         | CEDAR ELM  | 12.50        |         | 12.50     |          |                       |
| 577         | CEDAR ELM  | 13.50        |         | 13.50     |          |                       |
| 578         | CEDAR ELM  | 8.00         |         | 8.00      |          |                       |
| 579         | CEDAR ELM  | 8.50         |         | 8.50      |          |                       |
| 580         | CEDAR ELM  | 7.50         |         | 7.50      |          |                       |
| 845         | HACKBERRY  | 11.00        | 11.00   |           |          | ROW/INVASIVE          |
| 853         | OAK        | 20.00        | 20.00   |           |          | DETENTION POND        |
| 854         | OAK        | 20.50        | 20.50   |           |          | DETENTION POND        |
| 855         | LIVE OAK   | 35.50        | 35.50   |           | Y        | DYING TREE            |
| 856         | OAK        | 21.00        | 21.00   |           |          | DETENTION POND        |
| 857         | CEDAR ELM  | 7.50         | 7.50    |           |          | DETENTION POND        |
| 858         | CEDAR ELM  | 7.50         |         | 7.50      |          |                       |
| 859         | POST OAK   | 25.50        | 25.50   |           |          | DETENTION POND        |
| 860         | CEDAR ELM  | 11.00        | 11.00   |           |          |                       |
| 861         | CEDAR ELM  | 10.50        | 10.50   |           |          | DETENTION POND        |
| 862         | CEDAR ELM  | 11.00        | 11.00   |           |          | DETENTION POND        |
| 863         | CEDAR ELM  | 9.50         |         | 9.50      |          |                       |
| 864         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 865         | CEDAR ELM  | 9.50         |         | 9.50      |          |                       |
| 866         | CEDAR ELM  | 11.50        |         | 11.50     |          |                       |
| 867         | CEDAR ELM  | 9.50         |         | 9.50      |          |                       |
| 868         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 869         | CEDAR ELM  | 8.50         | 8.50    |           |          | DETENTION POND        |
| 871         | CEDAR ELM  | 12.00        |         | 12.00     |          |                       |
| 872         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 873         | CEDAR ELM  | 8.50         | 8.50    |           |          | DETENTION POND        |
| 874         | CEDAR ELM  | 11.50        | 11.50   |           |          | DETENTION POND        |
| 875         | CEDAR ELM  | 11.10        | 11.10   |           |          | DETENTION POND        |
| 876         | CEDAR ELM  | 8.00         | 8.00    |           |          | DETENTION POND        |
| 878         | MESQUITE   | 12.00        | 12.00   |           |          | DETENTION POND        |
| 879         | CEDAR ELM  | 7.00         | 7.00    |           |          | ACCESS DRIVE          |
| 880         | MESQUITE   | 8.60         |         | 8.60      |          |                       |
| 881         | MESQUITE   | 8.50         |         | 8.50      |          |                       |
| 882         | HACKBERRY  | 9.50         |         | 9.50      |          |                       |
| 884         | CEDAR ELM  | 13.00        |         | 13.00     |          |                       |
| 885         | HACKBERRY  | 14.00        | 14.00   |           |          | ROW/INVASIVE          |
| 886         | CEDAR ELM  | 9.00         |         | 9.00      |          |                       |
| 887         | CEDAR ELM  | 13.50        |         | 13.50     |          |                       |
| 888         | CEDAR ELM  | 6.50         |         | 6.50      |          |                       |
| 889         | CEDAR ELM  | 18.00        |         | 18.00     |          |                       |
| 893         | CEDAR ELM  | 8.50         |         | 8.50      |          |                       |
| 894         | CEDAR ELM  | 13.00        |         | 13.00     |          |                       |
| 895         | CEDAR ELM  | 12.40        |         | 12.40     |          |                       |
| 896         | CEDAR ELM  | 9.00         |         | 9.00      |          |                       |
| 899         | CEDAR ELM  | 8.00         |         | 8.00      |          |                       |
| 900         | CEDAR ELM  | 11.00        |         | 11.00     |          |                       |
| 901         | CEDAR ELM  | 7.00         |         | 7.00      |          |                       |
| 902         | OAK        | 16.30        |         | 16.30     |          |                       |
| 903         | CEDAR ELM  | 8.70         |         | 8.70      |          |                       |
| 904         | CEDAR ELM  | 10.30        |         | 10.30     |          |                       |
| 907         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 908         | OAK        | 11.20        |         | 11.20     |          |                       |
| 909         | CEDAR ELM  | 11.80        |         | 11.80     |          |                       |
| 911         | CEDAR ELM  | 9.50         | 9.50    |           |          | UTILITIES             |
| 912         | CEDAR ELM  | 9.00         | 9.00    |           |          | UTILITIES             |
| 913         | CEDAR ELM  | 9.50         | 9.50    |           |          | UTILITIES             |
| 914         | CEDAR ELM  | 11.00        | 11.00   |           |          | UTILITIES             |
| 917         | CEDAR ELM  | 14.00        | 14.00   |           |          | UTILITIES             |
| 918         | CEDAR ELM  | 23.00        | 23.00   |           |          | UTILITIES             |
| 919         | CEDAR ELM  | 17.00        | 17.00   |           |          | UTILITIES             |
| 926         | CEDAR ELM  | 11.20        |         | 11.20     |          |                       |
| 928         | CEDAR ELM  | 13.00        |         | 13.00     |          |                       |
| 929         | CEDAR ELM  | 10.00        |         | 10.00     |          |                       |
| 931         | CEDAR ELM  | 12.50        |         | 12.50     |          |                       |
| 932         | OAK        | 14.00        | 14.00   |           |          | DETENTION POND        |
| 933         | OAK        | 8.70         | 8.70    |           |          | DETENTION POND        |
| 934         | CEDAR ELM  | 9.60         | 9.60    |           |          | DETENTION POND        |
| 935         | LIVE OAK   | 6.00         | 6.00    |           |          | DETENTION POND        |
| 936         | LIVE OAK   | 7.50         | 7.50    |           |          | DETENTION POND        |
| 937         | LIVE OAK   | 6.00         | 6.00    |           |          | DETENTION POND        |
| 938         | LIVE OAK   | 13.50        |         | 13.50     |          |                       |
| 939         | LIVE OAK   | 16.00        |         | 16.00     |          |                       |
| 941         | HACKBERRY  | 9.50         |         | 9.50      |          |                       |
| 942         | CEDAR ELM  | 10.50        |         | 10.50     |          |                       |
| 943         | CEDAR ELM  | 6.50         |         | 6.50      |          |                       |
| 945         | OAK        | 18.80        |         | 18.80     |          |                       |
| 947         | OAK        | 18.80        |         | 18.80     |          |                       |
| 948         | POST OAK   | 8.50         |         | 8.50      |          |                       |
| 949         | OAK        | 12.30        |         | 12.30     |          |                       |
| 950         | PECAN      | 17.50        |         | 17.50     |          |                       |

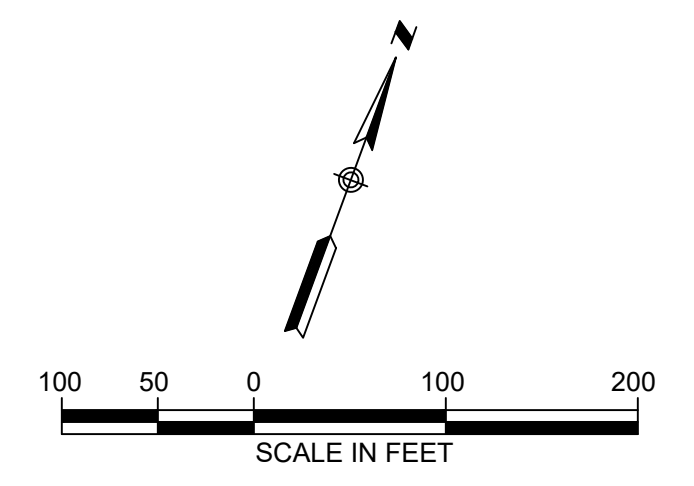
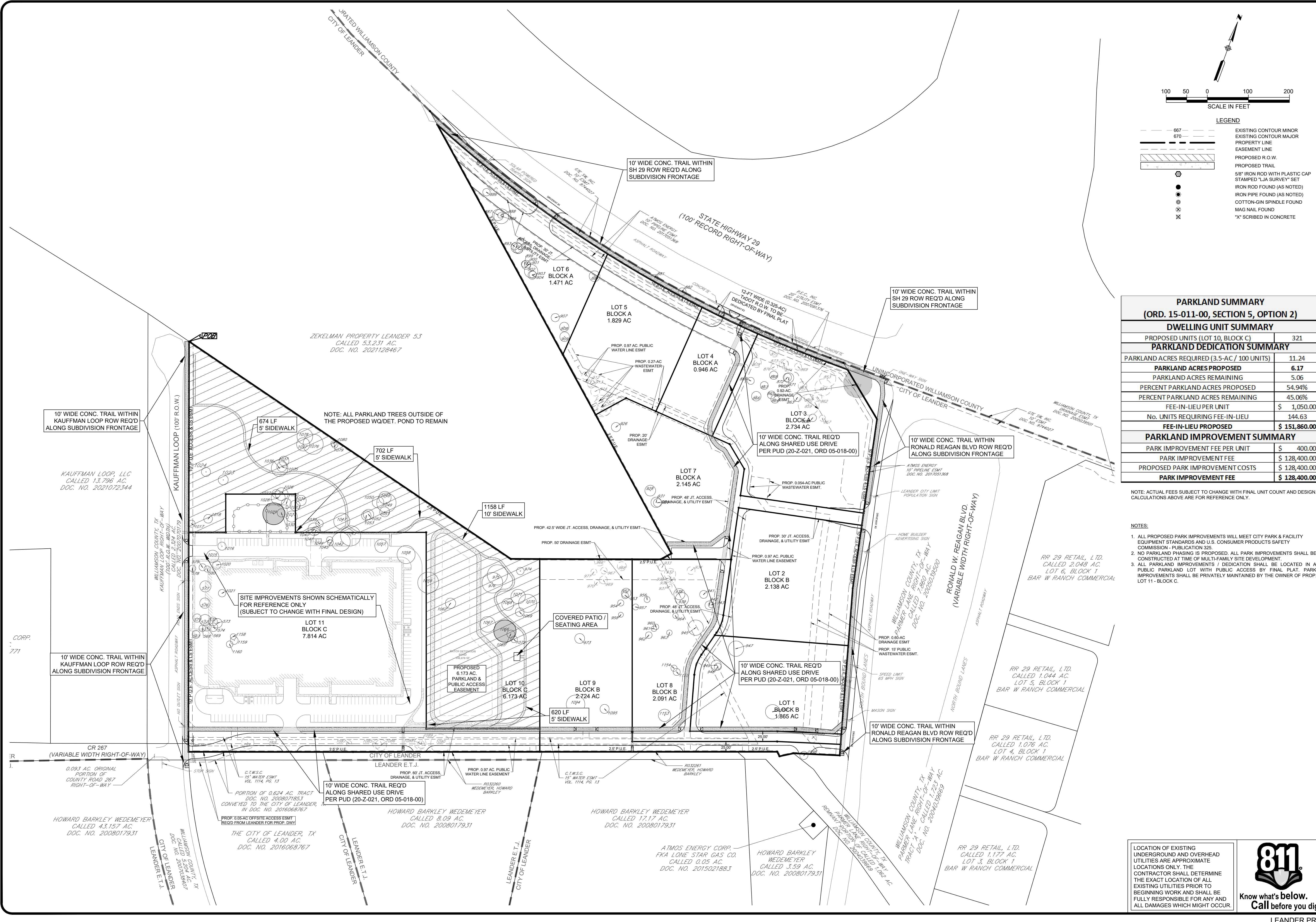
| TREE LIST   |           |              |         |           |          |                    |
|-------------|-----------|--------------|---------|-----------|----------|--------------------|
| TREE NUMBER | TREE TYPE | CALIPER INCH | REMOVED | PROTECTED | HERITAGE | REASON FOR REMOVAL |
| 952         | LIVE OAK  | 11.50        |         | 11.50     |          |                    |
| 953         | LIVE OAK  | 8.00         |         | 8.00      |          |                    |
| 954         | LIVE OAK  | 7.50         |         | 7.50      |          |                    |
| 956         | OAK       | 7.20         |         | 7.20      |          |                    |
| 957         | OAK       | 7.20         |         | 7.20      |          |                    |
| 958         | OAK       | 6.00         |         | 6.00      |          |                    |
| 960         | OAK       | 6.50         |         | 6.50      |          |                    |
| 961         | OAK       | 6.60         |         | 6.60      |          |                    |
| 962         | OAK       | 8.00         |         | 8.00      |          |                    |
| 963         | OAK       | 6.70         |         | 6.70      |          |                    |
| 964         | OAK       | 6.50         |         | 6.50      |          |                    |
| 966         | LIVE OAK  | 13.00        | 13.00   |           |          | DETENTION POND     |
| 967         | LIVE OAK  | 8.00         | 8.00    |           |          | DETENTION POND     |
| 968         | POST OAK  | 11.00        | 11.00   |           |          | DETENTION POND     |
| 969         | POST OAK  | 9.50         | 9.50    |           |          | DETENTION POND     |
| 970         | POST OAK  | 6.50         | 6.50    |           |          | DETENTION POND     |
| 971         | POST OAK  | 7.50         | 7.50    |           |          | DETENTION POND     |
| 973         | LIVE OAK  | 12.00        |         | 12.00     |          |                    |
| 974         | CEDAR ELM | 9.00         |         | 9.00      |          |                    |
| 975         | POST OAK  | 24.50        |         | 24.50     |          |                    |
| 976         | CEDAR ELM | 25.00        |         | 25.00     |          |                    |
| 1015        | CEDAR ELM | 13.50        |         | 13.50     |          |                    |
| 1016        | CEDAR ELM | 9.90         |         | 9.90      |          |                    |
| 1017        | CEDAR ELM | 8.50         |         | 8.50      |          |                    |
| 1018        | CEDAR ELM | 10.50        |         | 10.50     |          |                    |
| 1020        | CEDAR ELM | 10.00        |         | 10.00     |          |                    |
| 1021        | CEDAR ELM | 9.00         |         | 9.00      |          |                    |
| 1023        | CEDAR ELM | 12.00        |         | 12.00     |          |                    |
| 1024        | CEDAR ELM | 11.00        |         | 11.00     |          |                    |
| 1026        | POST OAK  | 15.50        |         | 15.50     |          |                    |
| 1027        | POST OAK  | 10.00        |         | 10.00     |          |                    |
| 1028        | POST OAK  | 17.00        |         | 17.00     |          |                    |
| 1029        | POST OAK  | 26.50        |         | 26.50     | Y        |                    |
| 1030        | POST OAK  | 10.00        |         | 10.00     |          |                    |
| 1031        | POST OAK  | 13.50        |         | 13.50     |          |                    |
| 1032        | POST OAK  | 12.00        |         | 12.00     |          |                    |
| 1033        | POST OAK  | 12.50        |         | 12.50     |          |                    |
| 1034        | POST OAK  | 12.50        |         | 12.50     |          |                    |
| 1035        | POST OAK  | 12.00        |         | 12.00     |          |                    |
| 1036        | POST OAK  | 20.00        |         | 20.00     |          |                    |
| 1037        | LIVE OAK  | 12.00        |         | 12.00     |          |                    |
| 1039        | POST OAK  | 9.00         |         | 9.00      |          |                    |
| 1040        | OAK       | 15.20        |         | 15.20     |          |                    |
| 1041        | POST OAK  | 10.00        |         | 10.00     |          |                    |
| 1042        | OAK       | 22.80        |         | 22.80     |          |                    |
| 1043        | POST OAK  | 24.50        |         | 24.50     |          |                    |
| 1044        | POST OAK  | 7.50         |         | 7.50      |          |                    |
| 1045        | POST OAK  | 7.00         |         | 7.00      |          |                    |
| 1047        | POST OAK  | 19.50        |         | 19.50     |          |                    |
| 1048        | POST OAK  | 15.00        |         | 15.00     |          |                    |
| 1049        | POST OAK  | 23.50        |         | 23.50     |          |                    |
| 1050        | POST OAK  | 14.00        |         | 14.00     |          |                    |
| 1051        | POST OAK  | 12.00        |         | 12.00     |          |                    |
| 1052        | POST OAK  | 12.50        |         | 12.50     |          |                    |
| 1053        | POST OAK  | 11.50        |         | 11.50     |          |                    |
| 1057        | POST OAK  | 16.00        |         | 16.00     |          |                    |
| 1058        | POST OAK  | 22.00        |         | 22.00     |          |                    |
| 1059        | POST OAK  | 25.50        |         | 25.50     |          |                    |
| 1062        | CEDAR ELM | 12.50        |         | 12.50     |          |                    |
| 1065        | OAK       | 9.50         |         | 9.50      |          |                    |
| 1066        | OAK       | 27.00        |         | 27.00     | Y        |                    |
| 1067        | LIVE OAK  | 19.00        |         | 19.00     |          |                    |
| 1068        | POST OAK  | 14.50        |         | 14.50     |          |                    |
| 1069        | POST OAK  | 10.50        |         | 10.50     |          |                    |
| 1070        | POST OAK  | 22.00        |         | 22.00     |          |                    |
| 1071        | POST OAK  | 17.50        |         | 17.50     |          |                    |
| 1072        | LIVE OAK  | 8.00         |         | 8.00      |          |                    |
| 1076        | POST OAK  | 24.50        |         | 24.50     |          |                    |
| 1077        | POST OAK  | 16.00        |         | 16.00     |          |                    |
| 1078        | POST OAK  | 19.00        |         | 19.00     |          |                    |
| 1079        | OAK       | 7.50         |         | 7.50      |          |                    |
| 1080        | OAK       | 6.70         |         | 6.70      |          |                    |
| 1085        | POST OAK  | 10.50        | 10.50   |           |          | ACCESS DRIVE       |
| 1086        | POST OAK  | 13.50        | 13.50   |           |          | ACCESS DRIVE       |
| 1087        | POST OAK  | 6.50         | 6.50    |           |          | ACCESS DRIVE       |
| 1088        | POST OAK  | 14.50        | 14.50   |           |          | ACCESS DRIVE       |
| 1089        | LIVE OAK  | 9.00         | 9.00    |           |          | ACCESS DRIVE       |
| 1090        | POST OAK  | 23.50        | 23.50   |           |          | ACCESS DRIVE       |
| 1094        | LIVE OAK  | 22.50        |         | 22.50     |          |                    |
| 1095        | LIVE OAK  | 11.00        |         | 11.00     |          |                    |
| 1098        | CEDAR ELM | 9.90         |         | 9.90      |          |                    |
| 1099        | CEDAR ELM | 10.50        | 10.50   |           |          | ACCESS DRIVE       |
| 1153        | CEDAR ELM | 15.00        |         | 15.00     |          |                    |
| 1154        | LIVE OAK  | 7.50         |         | 7.50      |          |                    |
| 1155        | CEDAR ELM | 8.50         |         | 8.50      |          |                    |
| 1158        | CEDAR ELM | 7.00         |         | 7.00      |          |                    |
| 1159        | CEDAR ELM | 9.50         |         | 9.50      |          |                    |
| 1160        | CEDAR ELM | 8.00         |         | 8.00      |          |                    |

| TREE SUMMARY (8" AND ABOVE)                                                            |                |                |                |                |                  |
|----------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|------------------|
| TREE SIZE (IN CALIPER INCHES)                                                          | TOTAL INCHES   | SAVED INCHES   | SAVED INCHES % | REMOVED INCHES | REMOVED INCHES % |
| 8" TO 18"                                                                              | 1341.60        | 1032.70        | 76.98%         | 308.90         | 23.02%           |
| > 18" TO 26"                                                                           | 485.40         | 351.90         | 72.50%         | 133.50         | 27.50%           |
| <b>SUBTOTAL 8" TO 26"</b>                                                              | <b>1827.00</b> | <b>1384.60</b> | <b>75.79%</b>  | <b>442.40</b>  | <b>24.21%</b>    |
| > 26"                                                                                  | 89.00          | 53.50          | 60.11%         | 35.50          | 39.89%           |
| <b>TO TALS</b>                                                                         | <b>1916.00</b> | <b>1438.10</b> | <b>75.06%</b>  | <b>477.90</b>  | <b>24.94%</b>    |
| NOTE: INVASIVE TREES NOT COUNTED IN THE REMOVED/SAVED SUMMARY                          |                |                |                |                |                  |
| * THE ONLY REMOVED TREE OVER 26" IS LISTED AS DYING/POOR CONDITION PER ARBORIST REPORT |                |                |                |                |                  |

| TREE MITIGATION SUMMARY |                 |                |                  |                 |            |                                  |
|-------------------------|-----------------|----------------|------------------|-----------------|------------|----------------------------------|
| TREE NO.                | TREE TYPE       | REMOVED INCHES | PROTECTED INCHES | HERITAGE INCHES | MITIGATION | TOTAL MITIGATION INCHES REQUIRED |
| 564                     | 15" OAK         | 15             | 15               |                 | 1:1/2      | 7.5                              |
| 853                     | 20" OAK         | 20             | 20               |                 | 2:1        | 40                               |
| 854                     | 20.5" OAK       | 20.5           | 20.5             |                 | 2:1        | 41                               |
| 855                     | 35.5" LIVE OAK  | 35.5           |                  | 35.5            | NO         | 0                                |
| 856                     | 21" OAK         | 21             | 21               |                 | 2:1        | 42                               |
| 859                     | 25.5" POST OAK  | 25.5           | 25.5             |                 | 2:1        | 51                               |
| 860                     | 11" CEDAR ELM   | 11             | 11               |                 | 1:1/2      | 5.5                              |
| 861                     | 10.5" CEDAR ELM | 10.5           | 10.5             |                 | 1:1/2      | 5.25                             |
| 862                     | 11" CEDAR ELM   | 11             | 11               |                 | 1:1/2      | 5.5                              |
| 869                     | 8.5" CEDAR ELM  | 8.5            | 8.5              |                 | 1:1/2      | 4.25                             |
| 873                     | 8.5" CEDAR ELM  | 8.5            | 8.5              |                 | 1:1/2      | 4.25                             |
| 874                     | 11.5" CEDAR ELM | 11.5           | 11.5             |                 | 1:1/2      | 5.75                             |
| 875                     | 11.1" CEDAR ELM | 11.1           | 11.1             |                 | 1:1/2      | 5.55                             |
| 876                     | 8" CEDAR ELM    | 8              | 8                |                 | 1:1/2      | 4                                |
| 878                     | MESQUITE        | 12.00          | 12.00            |                 | 1:1/2      | 6                                |
| 911                     | 9.5" CEDAR ELM  | 9.5            | 9.5              |                 | 1:1/2      | 4.75                             |
| 912                     | 9" CEDAR ELM    | 9              | 9                |                 | 1:1/2      | 4.5                              |
| 913                     | 9.5" CEDAR ELM  | 9.5            | 9.5              |                 | 1:1/2      | 4.75                             |
| 914                     | 11" CEDAR ELM   | 11             | 11               |                 | 1:1/2      | 5.5                              |
| 917                     | 14" CEDAR ELM   | 14             | 14               |                 | 1:1/2      | 7                                |
| 918                     | 23" CEDAR ELM   | 23             | 23               |                 | 2:1        | 46                               |
| 919                     | 17" CEDAR ELM   | 17             | 17               |                 | 1:1/2      | 8.5                              |
| 932                     | 14" OAK         | 14             | 14               |                 | 1:1/2      | 7                                |
| 933                     | 8.7" OAK        | 8.7            | 8.7              |                 | 1:1/2      | 4.35                             |
| 934                     | 9.6" CEDAR ELM  | 9.6            | 9.6              |                 | 1:1/2      | 4.8                              |
| 966                     | 13" LIVE OAK    | 13             | 13               |                 | 1:1/2      | 6.5                              |
| 967                     | 8" LIVE OAK     | 8              | 8                |                 | 1:1/2      | 4                                |
| 968                     | 11" POST OAK    | 11             | 11               |                 | 1:1/2      | 5.5                              |



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User: dbooker  
Date Modified: Sep, 09, 2022 - 16:18:09  
Plot Date/Time: Sep, 09, 2022 - 16:18:09



| LEGEND |                                |
|--------|--------------------------------|
|        | EXISTING CONTOUR MINOR         |
|        | EXISTING CONTOUR MAJOR         |
|        | PROPERTY LINE                  |
|        | EASEMENT LINE                  |
|        | PROPOSED R.O.W.                |
|        | PROPOSED TRAIL                 |
|        | 5/8" IRON ROD WITH PLASTIC CAP |
|        | STAMPED "L.A. SURVEY" SET      |
|        | IRON ROD FOUND (AS NOTED)      |
|        | IRON PIPE FOUND (AS NOTED)     |
|        | COTTON-GIN SPRINGLE FOUND      |
|        | MAG NAIL FOUND                 |
|        | "X" SCRIBED IN CONCRETE        |

| PARKLAND SUMMARY                             |               |
|----------------------------------------------|---------------|
| (ORD. 15-011-00, SECTION 5, OPTION 2)        |               |
| DWELLING UNIT SUMMARY                        |               |
| PROPOSED UNITS (LOT 10, BLOCK C)             | 321           |
| PARKLAND DEDICATION SUMMARY                  |               |
| PARKLAND ACRES REQUIRED (3.5-AC / 100 UNITS) | 11.24         |
| PARKLAND ACRES PROPOSED                      | 6.17          |
| PARKLAND ACRES REMAINING                     | 5.06          |
| PERCENT PARKLAND ACRES PROPOSED              | 54.94%        |
| PERCENT PARKLAND ACRES REMAINING             | 45.06%        |
| FEE-IN-LIEU PER UNIT                         | \$ 1,050.00   |
| No. UNITS REQUIRING FEE-IN-LIEU              | 144.63        |
| FEE-IN-LIEU PROPOSED                         | \$ 151,860.00 |
| PARKLAND IMPROVEMENT SUMMARY                 |               |
| PARK IMPROVEMENT FEE PER UNIT                | \$ 400.00     |
| PARK IMPROVEMENT FEE                         | \$ 128,400.00 |
| PROPOSED PARK IMPROVEMENT COSTS              | \$ 128,400.00 |
| PARK IMPROVEMENT FEE                         | \$ 128,400.00 |

NOTE: ACTUAL FEES SUBJECT TO CHANGE WITH FINAL UNIT COUNT AND DESIGN. CALCULATIONS ABOVE ARE FOR REFERENCE ONLY.

- NOTES:
- ALL PROPOSED PARK IMPROVEMENTS WILL MEET CITY PARK & FACILITY EQUIPMENT STANDARDS AND U.S. CONSUMER PRODUCTS SAFETY COMMISSION - PUBLICATION 325.
  - NO PARKLAND PHASING IS PROPOSED. ALL PARK IMPROVEMENTS SHALL BE CONSTRUCTED AT TIME OF MULTI-FAMILY SITE DEVELOPMENT.
  - ALL PARKLAND IMPROVEMENTS / DEDICATION SHALL BE LOCATED IN A PUBLIC PARKLAND LOT WITH PUBLIC ACCESS BY FINAL PLAT. PARK IMPROVEMENTS SHALL BE PRIVATELY MAINTAINED BY THE OWNER OF PROP. LOT 11 - BLOCK C.

GATEWAY 29

PRELIMINARY PLAT

PARKS PLAN

| NO. | DATE | BY | DESCRIPTION |
|-----|------|----|-------------|
|     |      |    |             |
|     |      |    |             |
|     |      |    |             |
|     |      |    |             |

DESIGNED BY: CRH

DRAWN BY: DLB

CHECKED BY: CRH

DRAWING NAME: A33-0401-PP-PP01

DATE: 8/23/2022

8/23/2022

**LJA Engineering, Inc.**  
Phone 512.439.4700  
Fax 512.439.4716  
Building II, Suite 100  
Austin, Texas 78735  
FRL-F-1386

JOB NUMBER: A633-0401

PK01

SHEET NO. 13 OF 16 SHEETS

LEANDER PROJECT No. 22-PP-014

Know what's below.  
Call before you dig.



| ABBREVIATIONS                                                             |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| &<br>@<br>AD<br>ADJ<br>AFF<br>ALS<br>ALUM<br>ANOD<br>AP<br>APPROX<br>ARCH | And<br>At<br>Area Drain<br>Adjacent Finish<br>Above Finished Floor<br>Acrylic Latex Sealant<br>Aluminum<br>Anodized<br>Access Panel<br>Approximately<br>Architectural | MACH<br>MATL<br>MAX<br>MECH<br>MED<br>MFR<br>MH<br>MIN<br>MISC<br>MO<br>MTL<br><br>Machine<br>Material<br>Maximum<br>Mechanical<br>Medium<br>Manufacturer<br>Manhole<br>Minimum<br>Miscellaneous<br>Masonry Opening<br>Metal                                                                                                                                  |
|                                                                           | B-B<br>BC<br>BJF<br>BLK<br>BMT<br>BRK<br>BRS<br>BW                                                                                                                    | Back to Back<br>Bottom of Curb<br>Bituminous Joint Filler<br>Block (Wood Blocking)<br>Butylmastic Tape Sealant<br>Brick<br>Butyl Rubber Sealant<br>Bottom of Wall                                                                                                                                                                                             |
|                                                                           | C/C<br>CB<br>CJ<br>CJF<br>CL<br>CLR<br>COL<br>CONC<br>CONCP<br>CONST<br>CONTR<br>CONT<br>CMU<br>CMUP<br>CO                                                            | Center to Center<br>Catch Basin<br>Cold Joint<br>Cork Joint Filler<br>Center Line<br>Clear Opening<br>Column<br>Concrete<br>Concrete Painted<br>Construction<br>Contractor<br>Continuous<br>Concrete Masonry Unit<br>Concrete Masonry Unit Painted<br>Clean Out                                                                                               |
|                                                                           | DF<br>DI<br>DIA<br>DIM<br>DN<br>DTL<br>DWG                                                                                                                            | Drinking Fountain<br>Ductile Iron<br>Diameter<br>Dimension<br>Down<br>Detail<br>Drawing                                                                                                                                                                                                                                                                       |
|                                                                           | EA<br>EC<br>ECP<br>EFTS<br>EL<br>EJ<br>EQ<br>EX                                                                                                                       | Each<br>Exposed Construction<br>Exposed Construction Painted<br>Expanding Foam Tape Sealant<br>Elevation<br>Expansion Joint<br>Equal<br>Existing                                                                                                                                                                                                              |
|                                                                           | FFE<br>FG                                                                                                                                                             | Finished Floor Elevation<br>Finished Grade                                                                                                                                                                                                                                                                                                                    |
|                                                                           | GA<br>GALV<br>GB<br>GC<br>GL<br>GRND<br>G                                                                                                                             | Gauge<br>Galvanized<br>Glazed Block<br>General Contractor<br>Glass<br>Ground<br>Gutter                                                                                                                                                                                                                                                                        |
|                                                                           | HDW<br>HNCG<br>HORIZ<br>HM<br>HP<br>HR<br>HT                                                                                                                          | Hardware<br>Hollow Neoprene Compression Gasket<br>Horizontal<br>Hollow Metal<br>High Point<br>Hours<br>Height                                                                                                                                                                                                                                                 |
|                                                                           | IV<br>ID<br>IN<br>INLET<br>INFO<br>INSUL<br>INT                                                                                                                       | Invert<br>Inside Diameter<br>Inch<br>Drain Inlet<br>Information<br>Insulation<br>Interior                                                                                                                                                                                                                                                                     |
|                                                                           | LAM<br>LBS, #<br>LP                                                                                                                                                   | Laminated<br>Pounds<br>Low Point                                                                                                                                                                                                                                                                                                                              |
| NIC<br>NO<br>NOM<br>NTS<br><br>OA<br>OC<br>OD<br>OPNG<br>OPP              | Not In Contract<br>Number<br>Nominal<br>Not To Scale<br><br>Overall<br>On Center<br>Outside Diameter<br>Opening<br>Opposite                                           | PA<br>PC<br>PCC<br>PERP<br>PLBG<br>PLWD<br>POB<br>PR<br>PREFAB<br>PSF<br>PSI<br>2-PUMS<br>PTD<br><br>Planting Area<br>Pool Coping<br>Portland Cement Concrete<br>Perpendicular<br>Plumbing<br>Plywood<br>Point of Beginning<br>Pair<br>Prefabricated<br>Pounds Per Square Foot<br>Pounds Per Square Inch<br>Polyurethane Sealant (Two Part)<br>Painted Finish |
|                                                                           | QTY                                                                                                                                                                   | Quantity                                                                                                                                                                                                                                                                                                                                                      |
|                                                                           | R<br>RD<br>REF<br>REINF<br>REQ'D<br>REV<br>RM<br>RO                                                                                                                   | Radius<br>Roof Drain<br>Reference<br>Reinforced<br>Required<br>Revision<br>Room<br>Rough Opening                                                                                                                                                                                                                                                              |
|                                                                           | SE<br>SECT<br>SHT<br>SIM<br>SPEC<br>SQ<br>SS<br>SRS<br>ST<br>STD<br>STL<br>STOR<br>STRUCT<br>SUSP                                                                     | Steel Edge<br>Section<br>Sheet<br>Similar<br>Specification<br>Square<br>Stainless Steel<br>Silicone Rubber Sealant<br>Sealant Tape<br>Standard<br>Steel<br>Storage<br>Structural<br>Suspended                                                                                                                                                                 |
|                                                                           | T<br>T/<br>TC<br>TEL<br>TF<br>THK<br>TC<br>TP<br>TS<br>TT<br>TW<br>TYP                                                                                                | Tread<br>Top Of<br>Top of Curb<br>Telephone<br>Top of Frame<br>Thick<br>Top of Curb<br>Top of Pavement<br>Top of Step<br>Traffic Topping<br>Top of Wall<br>Typical                                                                                                                                                                                            |
|                                                                           | UNO                                                                                                                                                                   | Unless Noted Otherwise                                                                                                                                                                                                                                                                                                                                        |
|                                                                           | VERT<br>VIF                                                                                                                                                           | Vertical<br>Verify in Field                                                                                                                                                                                                                                                                                                                                   |
|                                                                           | W/<br>W/O<br>WC<br>WD<br>WP<br>WPR<br>WT                                                                                                                              | With<br>Without<br>Water Closet<br>Wood<br>Work Point<br>Waterproofing<br>Weight                                                                                                                                                                                                                                                                              |
|                                                                           |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |
|                                                                           |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |
|                                                                           |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |

| ANNOTATIONS |                               |                    |
|-------------|-------------------------------|--------------------|
|             | DETAIL NUMBER<br>SHEET NUMBER | ELEVATION TARGET   |
|             | Section name                  | SECTION TARGET     |
|             | Detail name                   | DETAIL TARGET      |
|             |                               | DETAIL PLAN TARGET |

| MATERIAL SYMBOLS - DETAILS AND SECTIONS |                                 |                        |                       |
|-----------------------------------------|---------------------------------|------------------------|-----------------------|
| SOIL AND SUBGRADE MATERIALS             |                                 | CONSTRUCTION MATERIALS |                       |
|                                         | PLANTING SOIL / AMENDED TOPSOIL |                        | CONCRETE              |
|                                         | TOPSOIL / CLEAN FILL CAP        |                        | ASPHALT               |
|                                         | UNDISTURBED SUBGRADE            |                        | GRANITE               |
|                                         | COMPACTED SUBGRADE / SOIL       |                        | LIMESTONE             |
|                                         | STRUCTURAL SOIL                 |                        | PRECAST CONCRETE      |
|                                         | GRAVEL / GRANULAR FILL          |                        | CONCRETE MASONRY UNIT |
|                                         |                                 |                        | BRICK                 |
|                                         |                                 |                        | MORTAR SETTING BED    |
| MISCELLANEOUS                           |                                 |                        |                       |
|                                         | ROOT PATHS                      |                        |                       |
|                                         | MEMBRANE                        |                        | SAND                  |
|                                         | BACKER ROD / GASKET             |                        |                       |
|                                         | RIGID INSULATION                |                        |                       |

- GENERAL NOTES:**
- LOCATE AND VERIFY THE CONDITION OF EXISTING UTILITIES PRIOR TO EXCAVATION. TAKE RESPONSIBILITY OF CONTACTING LINE LOCATION SERVICES AND ANY COST INCURRED FOR BODILY INJURY AND / OR DAMAGE OF OWNER'S PROPERTY OR SAID UTILITIES.
  - THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED BY THE CONTRACTOR OF ANY DISCREPANCIES DISCOVERED BETWEEN THE CONTRACT DOCUMENTS AND ACTUAL SITE CONDITIONS BEFORE PROCEEDING WITH THE WORK. THE CONTRACTOR SHALL BE LIABLE FOR ALL MODIFICATIONS AND DAMAGES IF WORK PROCEEDS WITHOUT THIS NOTIFICATION.
  - THE CONTRACTOR IS RESPONSIBLE FOR ALL ASPECTS OF MAINTAINING A SAFE WORK SITE INCLUDING, BUT NOT LIMITED TO, PROVIDING FOR TRAFFIC CONTROL, INSTALLATION AND PLACEMENT OF FENCING AND BARRICADES, EXCAVATION AND TRENCH PROTECTION, AND COMPLIANCE WITH ALL FEDERAL AND LOCAL REGULATIONS AND CODES. ALL SAFETY EXPOSURES OR VIOLATIONS SHALL BE RECTIFIED IMMEDIATELY.
  - THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL EXISTING IMPROVEMENTS BOTH ON SITE AND ADJACENT TO THE WORK SITE AND SHALL REPAIR ANY DAMAGE TO THESE IMPROVEMENTS TO THE SATISFACTION OF THE OWNER.
  - THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE LANDSCAPE ARCHITECT 48 HOURS PRIOR TO COMMENCEMENT OF WORK TO COORDINATE PROJECT INSPECTION SCHEDULES.
  - ANY ALTERNATES AND OR SUBSTITUTIONS PROPOSED BY THE CONTRACTOR SHALL BE SUBMITTED TO THE LANDSCAPE ARCHITECT FOR APPROVAL. CHANGES TO THE SCOPE OF WORK AND / OR CONTRACT DOCUMENTS RESULTING FROM THE ACCEPTANCE OF THE CONTRACTOR'S ALTERNATES AND / OR SUBSTITUTIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
  - THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF TRASH ON A DAILY BASIS.
  - THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES. PRIOR TO CONSTRUCTION, ALL PERMITS AND APPROVALS REQUIRED FOR CONSTRUCTION OF THE PROJECT SHALL BE PAID FOR AND OBTAINED BY THE CONTRACTOR (PLAN REVIEW FEES ARE PAID BY OWNER) COSTS FOR PERMITS SHALL BE INCLUDED IN THE BID. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BECOME AWARE OF REQUIRED INSPECTIONS THAT ARE ASSOCIATED WITH PERMITS ISSUED FOR THE WORK AND TO SCHEDULE THESE INSPECTIONS AT THE APPROPRIATE STAGE OF CONSTRUCTION. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO ROUGH-IN ELECTRICAL, ROUGH-IN PLUMBING, IRRIGATION PIPING, FOUNDATION STEEL FOR STRUCTURES (INCLUDING WALLS), FIRE INSPECTIONS RELATED TO ENTRY GATES AND ASSOCIATED STRUCTURES ANY REQUIRED SPECIAL INSPECTIONS AND OTHERS AS MAY APPLY.
  - COORDINATE WORK WITH SUBCONTRACTORS TO ACCOMPLISH THE SCOPE OF WORK AS SHOWN AND NOTED IN THE CONTRACT DOCUMENTS, AS WELL AS COORDINATE CONSTRUCTION WITH OTHER CONTRACTORS WORKING ON THE SITE.
  - THE CONTRACTOR SHALL COORDINATE THE STORING OF MATERIALS, PARKING OF VEHICLES, AND RESTRICTIONS OF WORK AND ACCESS WITH THE OWNER. UNDER NO CIRCUMSTANCES SHALL ANY CONTRACTOR STORE MATERIALS, PARK VEHICLES OR EQUIPMENT UNDER THE CANOPY OF EXISTING TREES.
  - UNLESS SPECIFIED OTHERWISE, THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND PAYING ALL TEMPORARY UTILITIES AND SERVICES NECESSARY TO COMPLETELY INSTALL ALL WORK AS SHOWN AND NOTED IN THE CONTRACT DOCUMENTS.
  - THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND SERVICING TEMPORARY TOILET FACILITIES.
  - THE CONTRACTOR IS RESPONSIBLE FOR THE LEGAL OFF-SITE DISPOSAL OF SURPLUS MATERIAL AND DEBRIS.
  - UPON COMPLETION OF CONSTRUCTION AND PRIOR TO FINAL APPROVAL, THE CONTRACTOR SHALL THOROUGHLY CLEAN THE PROJECT SITE OF ALL TRASH, REPAIR ALL DAMAGE TO FINISH GRADE, INCLUDING TAILINGS FROM EXCAVATIONS, WHEEL RUTS AND ANY SETTLING OR EROSION THAT HAS OCCURRED PRIOR TO COMPLETION. ALL AREAS OF THE PROJECT SITE SHALL BE LEFT IN A NEAT AND PRESENTABLE CONDITION SATISFACTORY TO THE OWNER PRIOR TO SUBMITTAL OF THE FINAL PAYMENT.
  - CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND PAYING FOR ALL WATER AND ELECTRICITY REQUIRED FOR CONSTRUCTION. OWNER WILL ORDER AND PAY FOR PERMANENT WATER AND ELECTRICAL SERVICES.
  - THE CONTRACTOR SHALL PREPARE & KEEP CURRENT, FOR THE LANDSCAPE ARCHITECTS' REVIEW, A SCHEDULE OF SUBMITTALS WHICH IS COORDINATED W/ THE CONTRACTOR'S CONSTRUCTION SCHEDULE AND ALLOWS THE LANDSCAPE ARCHITECT REASONABLE TIME TO REVIEW SUBMITTALS. SUBMITTALS INCLUDE BUT ARE NOT LIMITED TO SHOP DRAWINGS, MATERIAL SELECTIONS, PLANT PHOTOS WITH MEASURING DEVICE INCLUDED IN IMAGE.

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hitchcockdesigngroup.com

PREPARED FOR

Gateway 29 Real Estate, LLC

5522 Jenolan Ridge Lane  
Sugar Land, TX 77479

PROJECT

Gateway 29

Ronald Reagan Blvd & Highway 29  
Leander, Texas 78628

CONSULTANTS

Civil Engineer  
LJA Engineering  
7500 Rialto Blvd  
Building II, Suite 100  
Austin, Texas 78735  
T: 843.507.8404

08.22.2022

SITE DEVELOPMENT PERMIT  
August 22, 2022

REVISIONS

| No | Date | Issue |
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GENERAL NOTES

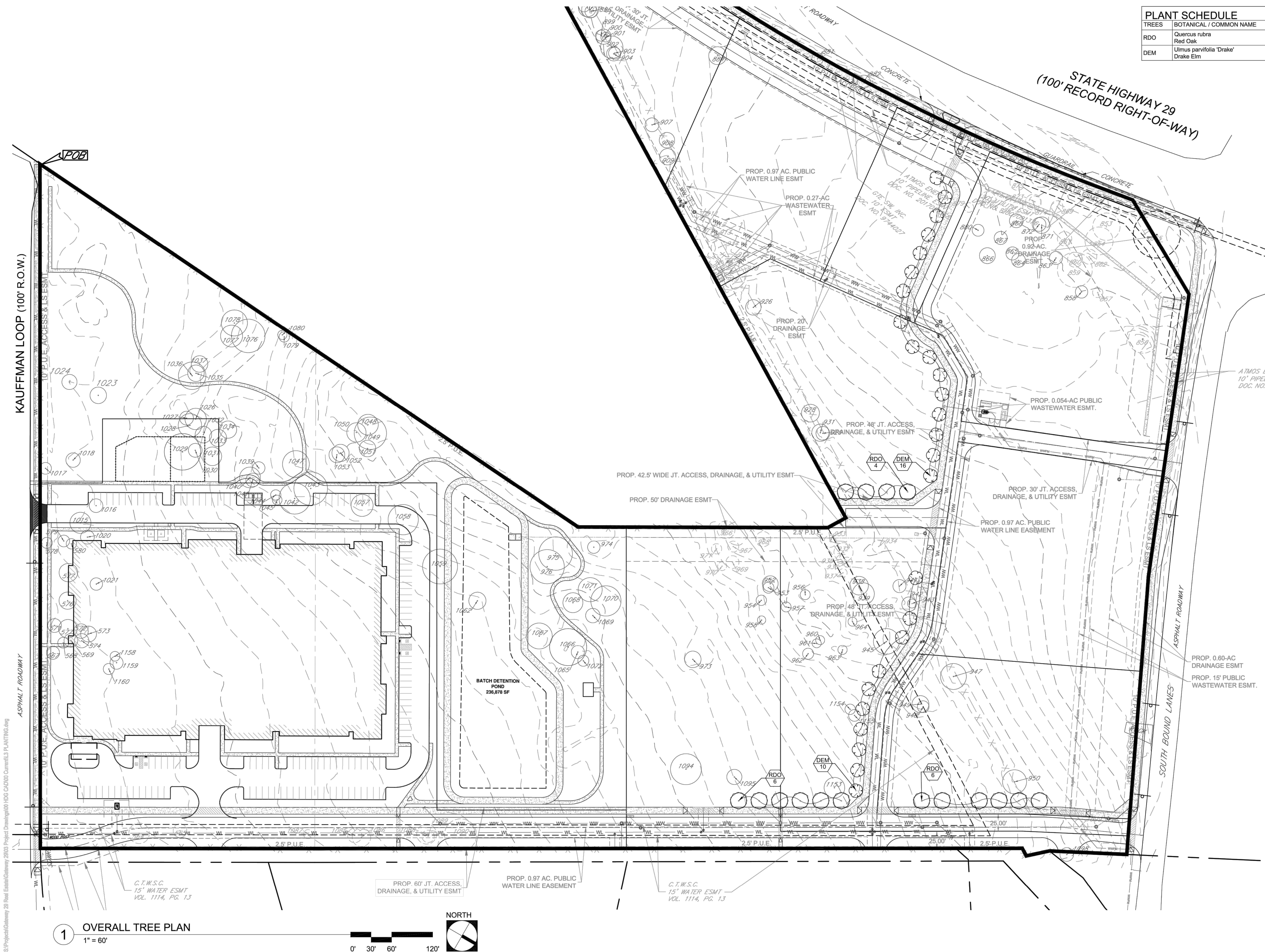
TREE01  
SHEET NUMBER

14

OF 16 SHEETS

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| PLANT SCHEDULE |                                       |
|----------------|---------------------------------------|
| TREES          | BOTANICAL / COMMON NAME               |
| RDO            | Quercus rubra<br>Red Oak              |
| DEM            | Ulmus parvifolia 'Drake'<br>Drake Elm |



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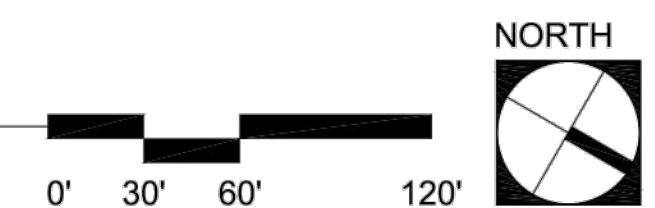
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**STREET TREE PLAN**

TREE02  
SHEET NUMBER

**15**

OF 16 SHEETS  
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1 OVERALL TREE PLAN  
1" = 60'

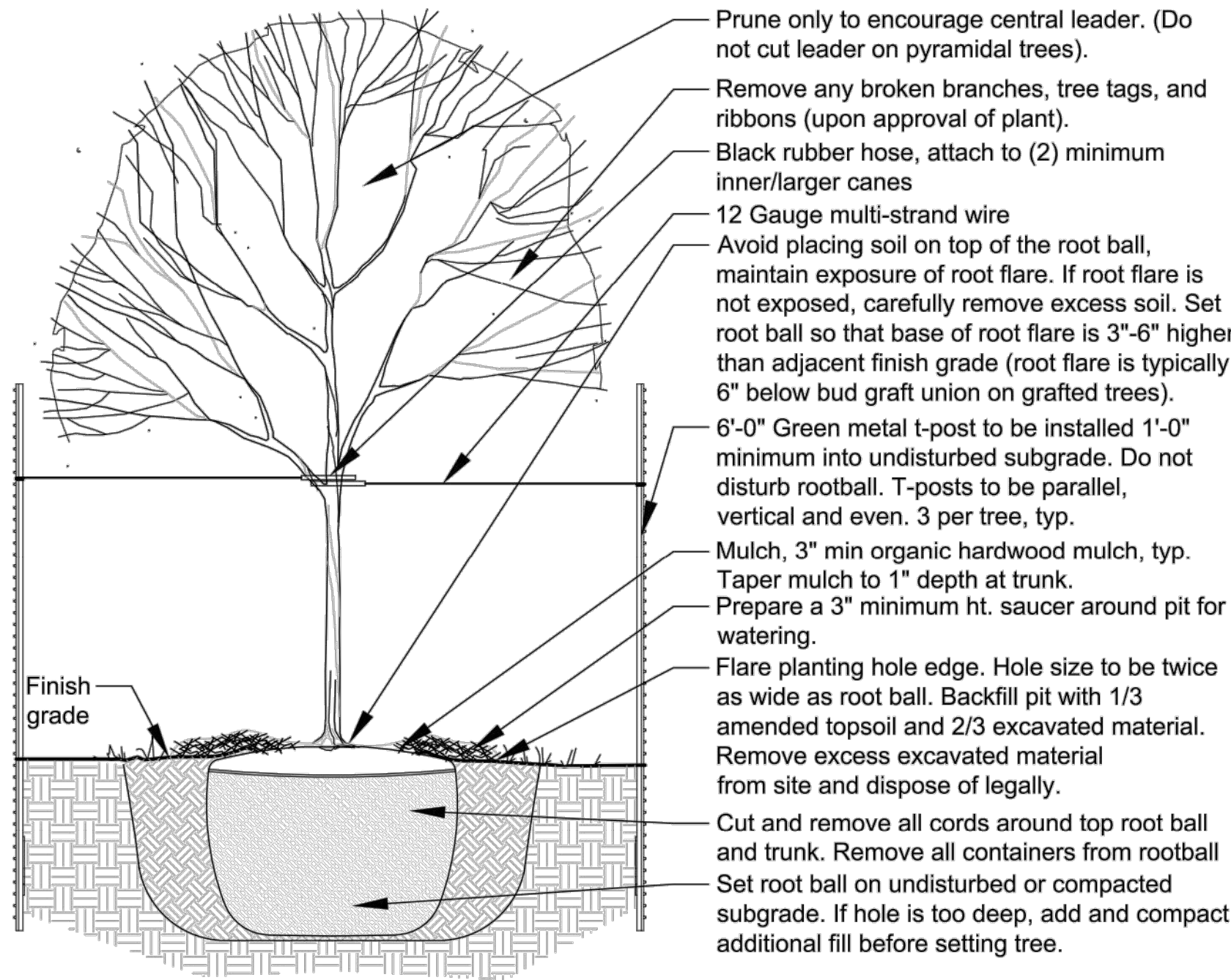




S:\Projects\Gateway 29 Real Estate\Gateway 29\03 Project Drawings\00 HDG CAD\00 Current\1.3 PLANTING.dwg

PLANTING NOTES

- Contractor shall receive site at approximately final grade. Any exceptions will be documented in the construction documents. The landscape contractor shall fill area around walls per typical wall section, plan, and landscape grading notes with backfill provided by contractor. All slopes shall be smooth and uniform with a maximum slope of 3:1 unless otherwise noted. Tie into existing adjacent grades smoothly and fine grade for positive drainage and prevent water from standing. Cut swales to direct water away from all structures and property lines and towards storm sewer inlets. Do not drain any water towards lots or easements. Final location and height of berms to be approved by Hitchcock Design Group (HDG) in the field. Provide a minimum of 8" of granular fill wrapped in filter fabric behind walls and to a depth below weeps holes to allow for proper drainage (reference typical wall section, planting detail sheet).
- Shrub Beds: Reference specification and details for planting requirements, materials, and execution, including plant pit dimensions and backfill requirements. Shrubs and groundcovers to be triangularly spaced (spacing per plans and plant list). Ryerson 3/16" x 4" steel edging (dark green) shall be installed to separate all beds from turf areas. Reference planting bed detail for drainage requirement of all beds occurring directly at the back of curb. Backfill all shrub pits with specified planting mix. Incorporate 5 lbs of 13-13-13 fertilizer per cubic yard of mix into all planting beds. All beds shall receive a minimum of 3" deep organic hardwood mulch.
- Tree Planting: Reference specifications and details for planting requirements, materials, and execution, including staking methods, plant pit dimensions, and backfill requirements. Guy all trees 4" in caliper and greater and stake all trees smaller than 4" in caliper unless machine moved. Stake all machine moved trees with three (3) metal "T" stakes per detail. Backfill all shrub pits with specified planting mix. Incorporate 5 lbs of 13-13-13 fertilizer per cubic yard of mix into all planting beds. All beds shall receive a minimum of 3" deep organic hardwood mulch.
- Machine Moved Trees: All trees to be machine moved directly from grower shall be approved by HDG prior to relocation. Coordinate tree pruning to balance root loss with HDG. Trees to be mechanically transplanted using tree spade allowing 9" rootball per caliper inch of tree. Set tree straight and plumb and fill any air spaces around tree with specified sand or sandy loam topsoil, water in to displace air pockets. Install 3" high water retention basin per specifications with 3" deep organic mulch and water spaded trees the day of transplanting.
- Trees shall be located a minimum of 5'-0" from walls, overheads, walks, edging, curbs, and other trees within the project. If conflicts arise between size of areas and plans, contractor to contact HDG for resolution. Failure to make such conflicts known to HDG may result in contractor's liability to relocate materials.
- All plant materials shall be approved by HDG prior to installation. Final location of all plant material shall be subject to the approval of HDG. Contractor shall notify HDG 48 hours prior to commencement of work to coordinate project inspection schedules.
- Lawn Installation: Prior to application of hydromulch, contractor shall apply contact herbicide (recommended mixture of Image and Roundup) to remove all existing weeds as necessary, scarify existing soil to specified depths. Remove all lumps, clods, trash, and stick greater than 1". Fine grade to provide positive drainage and smooth lawn areas and cut swales as necessary to ensure no ponding of water. Lay specified sod strip along the back of curb and hydromulch per specifications within approximate limits shown on plans. Finished grade of lawn and planting areas to be minimum 1/2" below finished grade of adjacent pavement.

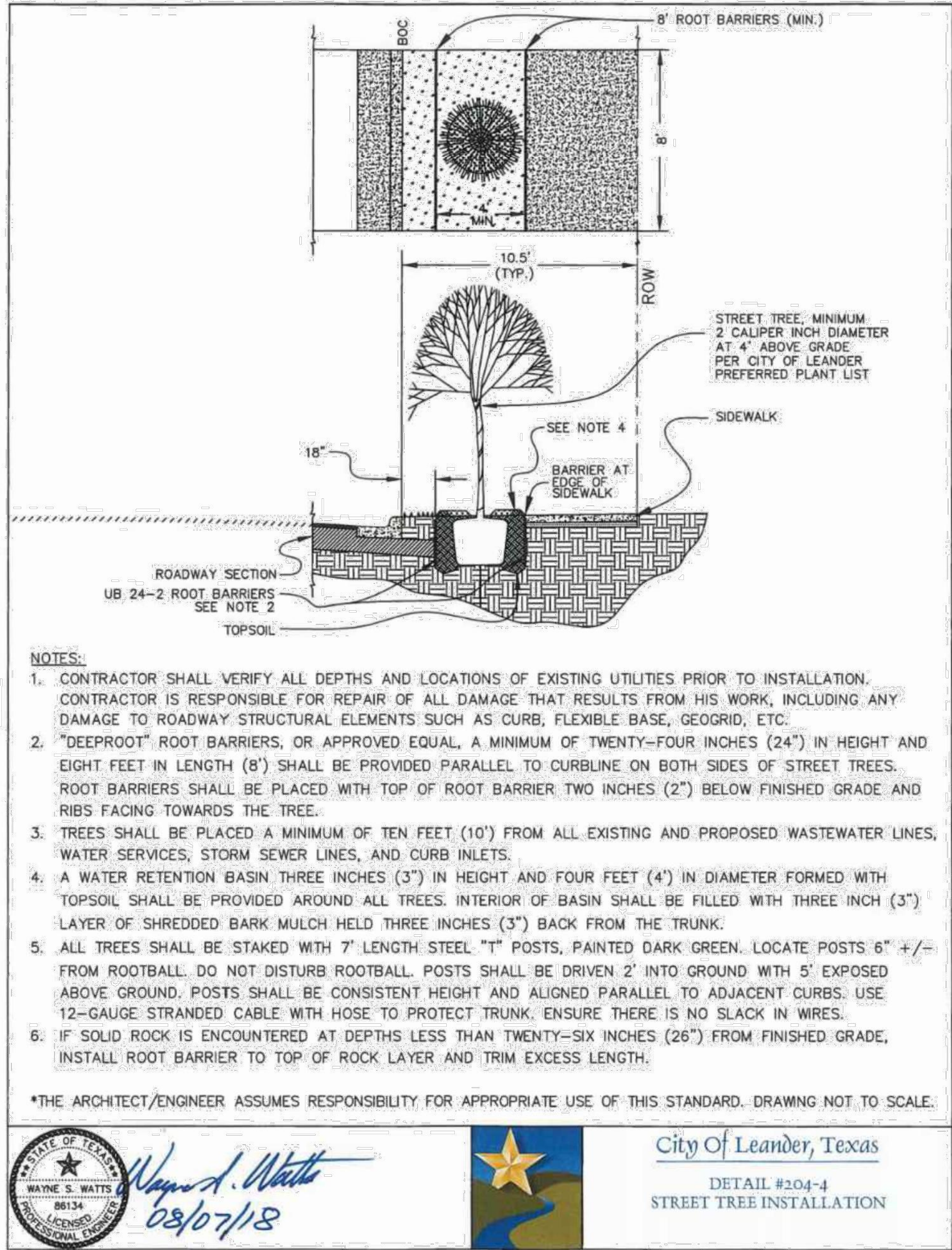


1 SHADE TREE

1/2" = 1'-0"

PLANT SCHEDULE

| TREES | BOTANICAL / COMMON NAME               | CONTAINER | SIZE    | HEIGHT  | QTY |
|-------|---------------------------------------|-----------|---------|---------|-----|
| RDO   | Quercus rubra<br>Red Oak              | 95 Gal.   | 3" Cal. | 14'-16' | 16  |
| DEM   | Ulmus parvifolia 'Drake'<br>Drake Elm | 95 Gal.   | 3" Cal. | 12'-14' | 26  |



2 STREET TREE

NTS



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CONSULTANTS

*Civil Engineer*  
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SITE DEVELOPMENT PERMIT  
August 22, 2022  
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SHEET TITLE

**PLANTING  
DETAILS**

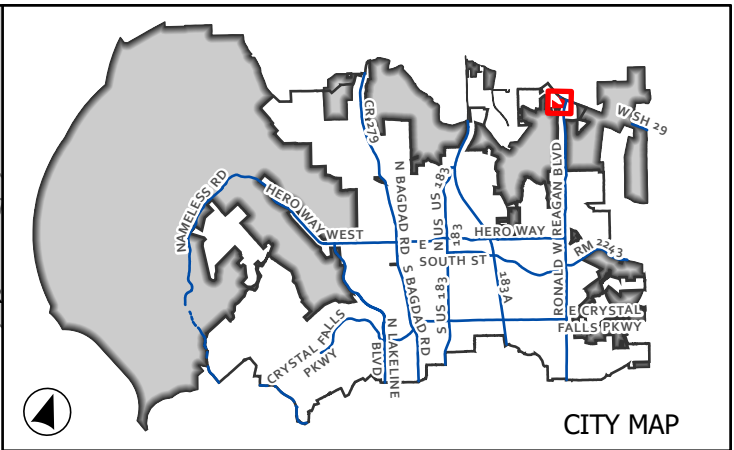
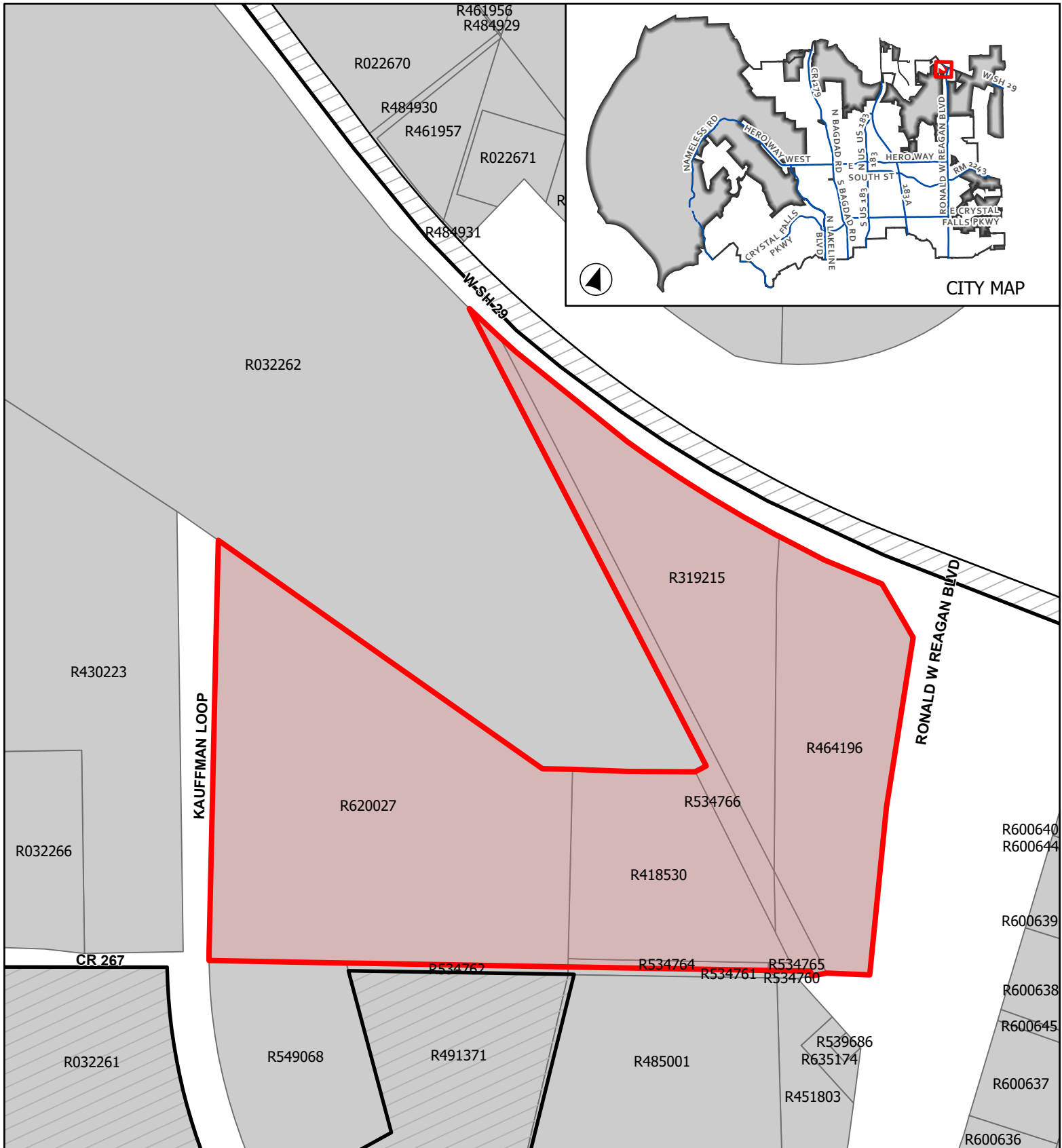
TREE03

SHEET NUMBER

**16**

OF 16 SHEETS  
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CASE: PP-22-0014 ATTACHMENT 2 GATEWAY 29

## 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.

0

290

Feet

- Leander City Limits
- ETJ
- Site Location





11/15/2021

## Tree Inventory and Evaluations:

Pape-Dawson Engineers, Inc.  
14 Acre Site Kauffman Loop  
Leander, TX 78641

Thank you for the opportunity to serve you on this task. Tree identification, measurement, inspection, and arboriculture consultation were performed by a board-certified master arborist team whom through related training and experience are familiar with the techniques and equipment used in such operations.

### Summary:

Tree Mann Solutions inspected 223 trees across the site. Approximately 77% of the trees assessed were found to be in “fair” or better condition. Five “heritage trees”, measuring 26” and larger, were identified across the site; two were assigned a condition rating of “poor”. Approximately 13.5% of the trees were found to be undersized, measuring less than 8”. There were multiple trees found to be in “fair” or better condition that are possible preservation candidates if convenient with design.

### Introduction:

Pape-Dawson Engineers, Inc. contacted TMS regarding a property they were studying for development. The team wanted a better understanding of the trees on site and their potential impacts/benefits to site design.

### Assignment:

Tree Mann Solutions to inspect ~75 trees per provided survey. Tree diameter breast height (DBH), species, and condition rating with supportive notes to be provided. Summary report with tree preservation/mitigation recommendations provided for team use.

### Analysis:

Protected trees 8-18” are shown in light green. Significant trees >18”- <26” (and larger non-heritage species) are shown in light yellow. Heritage trees 26” and larger are shown in light red. Trees in good or above condition have no special markings. *Fair* condition trees have *italicized* text. **Poor** condition trees have **bolded** text. **Very Poor/DDI (dead, diseased, imminent hazard)** condition trees have **red text**. **Invasive/unregulated** condition trees have **purple text**. An excerpt from the inventory can be seen below.

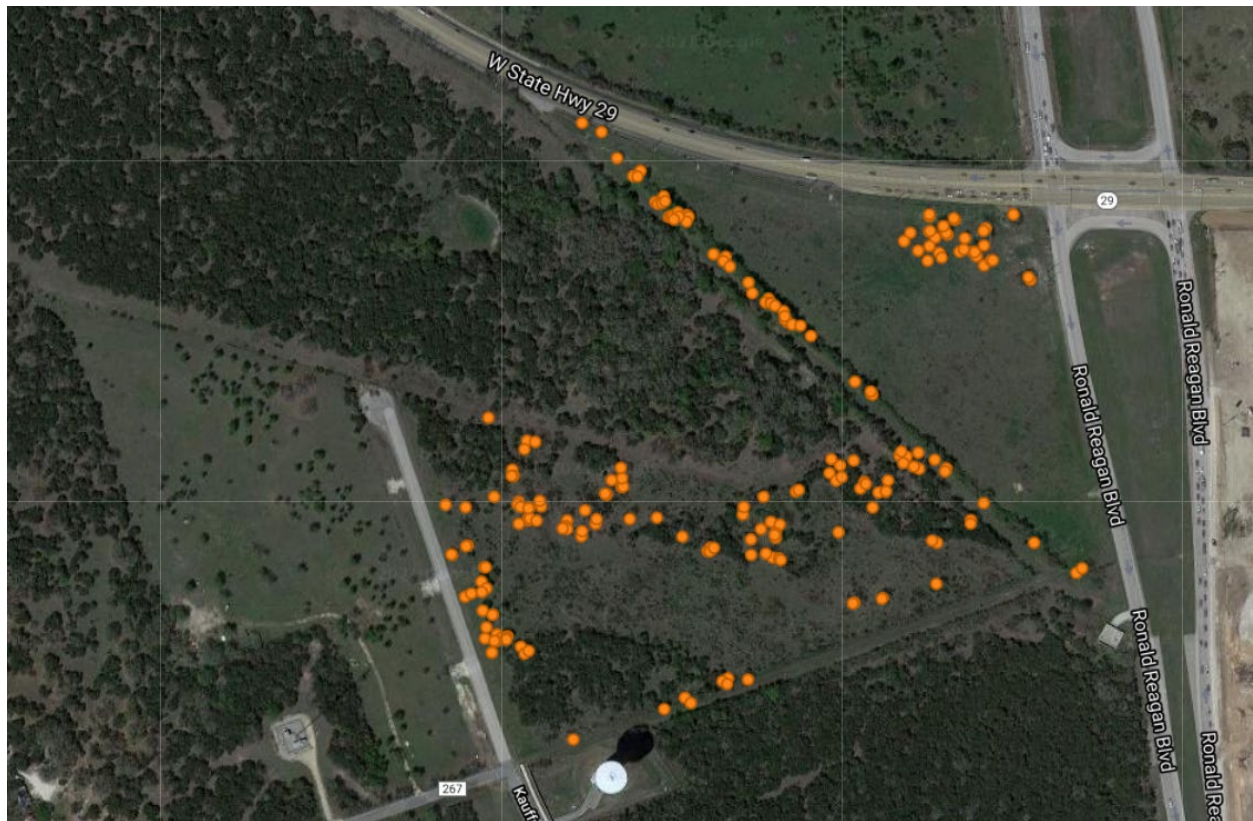
|       |           |      |       |          |                                                                                                                                          |                                                                                                                                                                                        |
|-------|-----------|------|-------|----------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20    | Post Oak  | 22   |       | Fair     | 75% potential canopy, deadwood 15%-30% fair structure & vigor                                                                            |                                                                                                                                                                                        |
| 554   | Post Oak  | 16   |       | Fair     | 50% potential canopy, good vigor, poor structure, significant decay, trunk decay, trunk damage, borers                                   | Significant trunk damage and decay.                                                                                                                                                    |
| 556   | Live Oak  | 7.5  |       | Fair     | fair structure & vigor                                                                                                                   | Tree undersized.                                                                                                                                                                       |
| 558   | Live Oak  | 6    |       | Fair     | fair structure & vigor                                                                                                                   | Tree undersized.                                                                                                                                                                       |
| 567   | Live Oak  | 7    |       | Fair     | fair structure & vigor                                                                                                                   | Tree undersized.                                                                                                                                                                       |
| 567   | Cedar Elm | 9.5  |       | Fair     | 50% potential canopy, fair structure & vigor, moderate storm damage, co-dominant stems                                                   |                                                                                                                                                                                        |
| 567.1 | Cedar Elm | 7    |       | Fair     | co-dominant stems, fair structure & vigor                                                                                                | Tree undersized.                                                                                                                                                                       |
| 569   | Cedar Elm | 10   |       | Fair     | 50% potential canopy, fair structure & vigor                                                                                             |                                                                                                                                                                                        |
| 572   | Cedar Elm | 11   |       | Fair     | 50% potential canopy, co-dominant stems, fair structure & vigor                                                                          |                                                                                                                                                                                        |
| 573   | Cedar Elm | 12   | Waist | Fair     | 50% potential canopy, fair structure & vigor, co-dominant stems, included unions                                                         |                                                                                                                                                                                        |
| 573.1 | Cedar Elm | 8    |       | Fair     | 50% potential canopy, fair structure & vigor, included unions                                                                            |                                                                                                                                                                                        |
| 574   | Cedar Elm | 11   |       | Fair     | 50% potential canopy, co-dominant stems, fair structure & vigor                                                                          |                                                                                                                                                                                        |
| 574.1 | Cedar Elm | 8.5  |       | Fair     | 50% potential canopy, fair structure & vigor, moderate storm damage, included unions, co-dominant stems                                  |                                                                                                                                                                                        |
| 576   | Cedar Elm | 13   |       | Fair     | fair structure & vigor                                                                                                                   |                                                                                                                                                                                        |
| 577   | Cedar Elm | 14   |       | Fair     | 75% potential canopy, fair structure & vigor                                                                                             |                                                                                                                                                                                        |
| 579   | Cedar Elm | 8.5  | Waist | Fair     | fair structure & vigor                                                                                                                   |                                                                                                                                                                                        |
| 580   | Cedar Elm | 7.5  |       | Fair     | fair structure & vigor                                                                                                                   | Tree undersized.                                                                                                                                                                       |
| 845   | Hackberry | 11   |       | Invasive | very poor structure & vigor                                                                                                              |                                                                                                                                                                                        |
| 855   | Live Oak  | 35.5 |       | Poor     | 75% potential canopy, basal Decay, deadwood 15%-30%, excessive cavities, excessive decay, good vigor, poor structure                     | Has vigorous canopy but has a cavity at about 4' on trunk that extends down past grade level. Has another deep canopy on other side at grade level. Not a good preservation candidate. |
| 857   | Cedar Elm | 7.5  |       | Fair     | co-dominant stems, fair structure & vigor                                                                                                |                                                                                                                                                                                        |
| 857.1 | Cedar Elm | 7    |       | Fair     | co-dominant stems, fair structure & vigor                                                                                                | Tree undersized.                                                                                                                                                                       |
| 858   | Cedar Elm | 9    |       | Fair     | fair structure & vigor                                                                                                                   |                                                                                                                                                                                        |
| 859   | Post Oak  | 26   |       | Fair     | 50% potential canopy, deadwood 15%-30%, fair structure & vigor, moderate decay, moderately unbalanced, moderate storm damage, trunk lean | Tree has striking character and form. Decent preservation candidate with other stem (859.1). Leaning form ESE.                                                                         |



Tree Mann Solutions inspected 223 trees. Approximately 50% of the trees were cedar elm, ~32% post oak, ~15% live oak, and the remaining ~3% consisted of hackberry, mesquite, and pecan. Approximately 77% of the trees assessed were found to be in “fair” or better condition; ~12% “poor”; ~7.5% “very poor”. Trunk damage and decay was a very common occurrence and contributing factor to the “poor” or worse condition ratings assigned. Approximately 13.5% of the trees assessed were found to be undersized, measuring less than 8”.

Trees 1070 and 9979, both 22” post oaks, were found to be in “good” condition. They were free from major defects and would make decent preservation candidates. Tree 859, a 26” post oak, was found to be in “fair” condition. The tree had striking character/form and would make decent preservation candidate with adjacent stem 859.1. Tree 1029, a 27” post oak, was found to be in “fair” condition. The tree exhibited a vigorous canopy with a small area of damage and decay on the trunk. There were numerous other trees found to be in “fair” or better condition that have preservation potential and should be considered if convenient with design.

Tree 1059, a 26” post oak, was found to be in “low fair” condition due to trunk damage and decay on the east side of trunk. This tree is not an ideal preservation candidate. Tree 855, a 36” live oak, was found to be in “poor” condition. This tree exhibited a vigorous canopy but had multiple cavities extending well into the trunk. This tree is not recommended for preservation. Tree 9999, a 32” post oak, was found to be in “low poor” condition. The tree had extensive trunk damage and decay and is not recommended for preservation.





**Discussion:**

Heritage trees (26" and up) in "Good" condition or better on this site should be preserved in most instances unless significantly impacting feasibility – if so, transplanting should be considered with a reasonable use/mitigation removal as a last resort. "Fair" condition heritage trees should be preserved if not significantly conflicting with a reasonable site plan. Those that can be saved should be evaluated for possible risks and mitigation care performed. "Poor" condition heritage trees should not be preserved due to risk concerns unless they are sited in greenbelt/lightly used areas with low frequencies of target presence. Poor and/or Fair condition heritage trees may need further study through ISA Level 1, 2, or 3 risk assessments dependent upon tree size, species, location, and intent to preserve or remove per possible city requests.

Significant (>18-<26") – and larger non-heritage species) trees in "Good" condition or better on this site should be preserved unless significantly restricting reasonable development. "Fair" condition protected trees may be preserved if not notably conflicting with desired site plan. Those that can be saved should be evaluated for possible risks and mitigation care performed. "Poor" condition protected trees should not be preserved due to risk concerns unless they are sited in greenbelt/lightly used areas with low frequencies of target presence.

Protected (8-18") trees in "Good" condition or better on this site are good preservation candidates unless restricting development. These trees are often more vigorous and resilient to construction impacts than the larger size classes. "Fair" condition protected trees may be preserved if convenient/fitting with desired site plan. Those that can be saved should be evaluated for possible risks and mitigation care performed. "Poor" condition protected trees should not be preserved due to risk concerns unless they are sited in greenbelt/lightly used areas with low frequencies of target presence.

Trees in "Good" condition or better that are designed for removal should be mitigated at full rates per city ordinance. We recommend that trees in "Fair" condition designed for preservation have further study and/or mitigation work performed to make them an asset with minimal risks to introduced targets of a new development. We propose that a 50% reduction in mitigation fees is reasonable for trees in "Poor" condition designed for removal; these trees must have significant further study and/or costly mitigation work performed to make them less a hazard with reduced risks to introduced targets of a new development. However, these trees in low-target areas still hold ecological and environmental value.

When developing, trees to be removed that are located within the critical rootzone of one to be preserved should be carefully removed by an arborist and not by machinery. Trees on construction sites undergo significant stress due to root loss from severing, excavation, and compaction as well canopy loss from necessary construction clearances and machinery impacts. Trees can experience stress from these previously mentioned impacts as well as changed wind loads and soil hydrology, etc. for years following construction.

If preserved trees experience any impacts within the critical root zone (1' radius per 1" trunk diameter), pre and post construction fertilization, professional limb removal/pruning, and decompaction/soil remediation work on an as-needed basis are strongly recommended to maintain tree health, decrease future risks, and improve project performance in the future.

**Conclusion:**

Tree Mann Solutions assessed 223 trees across the site and identified five "heritage" trees 26" and larger. Approximately 77% of all trees assessed were found to be in "fair" or better condition.





Extensive trunk damage and decay was a common occurrence observed on many of the trees inspected, and a contributing factor to the condition ratings assigned. Approximately 13.5% of the trees assessed were found to be undersized, measuring less than 8". There were multiple trees found to be in "fair" or better condition that are possible preservation candidates if convenient with design. TMS recommends preservation of the larger, better-condition trees, investment of tree mitigation fees into thorough care plans for existing trees preserved on site, and thoughtful design for tree replacement with good-quality mitigation trees that will thrive for decades to come.

A photo tab is included on the spreadsheet with links to pertinent photos regarding trees on site.

Respectfully,

*Joe Zaniewski*

Joe Zaniewski | Project Manager

**Tree Mann Solutions, LLC**

ISA TX-4294A, TRAQ, TOWQ

TDA Applicator License No. 0798941

Licensed Irrigator LI0024812

2812 Wooden Tower, Pflugerville, TX 78660

Direct: (512)470-9073

Email: [joe@TreeMannSolutions.com](mailto:joe@TreeMannSolutions.com)







|                       |                                                                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tree Number</b>    | 855                                                                                                                                                                                    |
| <b>Tree Species</b>   | Live Oak                                                                                                                                                                               |
| <b>Diameter (DBH)</b> | 35.5                                                                                                                                                                                   |
| <b>Multi Stem</b>     |                                                                                                                                                                                        |
| <b>Condition</b>      | Poor                                                                                                                                                                                   |
| <b>Notes</b>          | 75% potential canopy, basal Decay, deadwood 15%-30%, excessive cavities, excessive decay, good vigor, poor structure                                                                   |
| <b>Summary</b>        | Has vigorous canopy but has a cavity at about 4' on trunk that extends down past grade level. Has another deep canopy on other side at grade level. Not a good preservation candidate. |





## Photos









|                       |                                                                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tree Number</b>    | 859                                                                                                                                      |
| <b>Tree Species</b>   | Post Oak                                                                                                                                 |
| <b>Diameter (DBH)</b> | 25.5                                                                                                                                     |
| <b>Multi Stem</b>     |                                                                                                                                          |
| <b>Condition</b>      | Fair                                                                                                                                     |
| <b>Notes</b>          | 50% potential canopy, deadwood 15%-30%, fair structure & vigor, moderate decay, moderately unbalanced, moderate storm damage, trunk lean |
| <b>Summary</b>        | Tre has striking character and form. Decent preservation candidate with other stem (859.1). Leaning form ESE.                            |





## Photos











**EXECUTIVE SUMMARY**  
**10/27/2022**

---

**AGENDA SUBJECT:**

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

**BACKGROUND:**

Article IX, Section 9 (a) (1) c. of the Composite Zoning Ordinance and Article II, Section 20 (f) of the Subdivision Ordinance require that the Director of Planning presents Subdivision, Site Development, and Dry Utility Application Forms to the Planning & Zoning Commission for approval. The City has launched the Development Hub for online permit review and additional updates to the applications are needed to accommodate the new process. This item is a housekeeping item and the applications are based on the current ordinance requirements.

**APPLICANT/AGENT:**

City of Leander

**RECOMMENDATION:**

Staff recommends approval of the applications.

**PRESENTER:**

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

---

**Attachments**

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





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

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# AMENDED FINAL PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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

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

## HELPFUL LINKS

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

## CONTACT INFORMATION

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

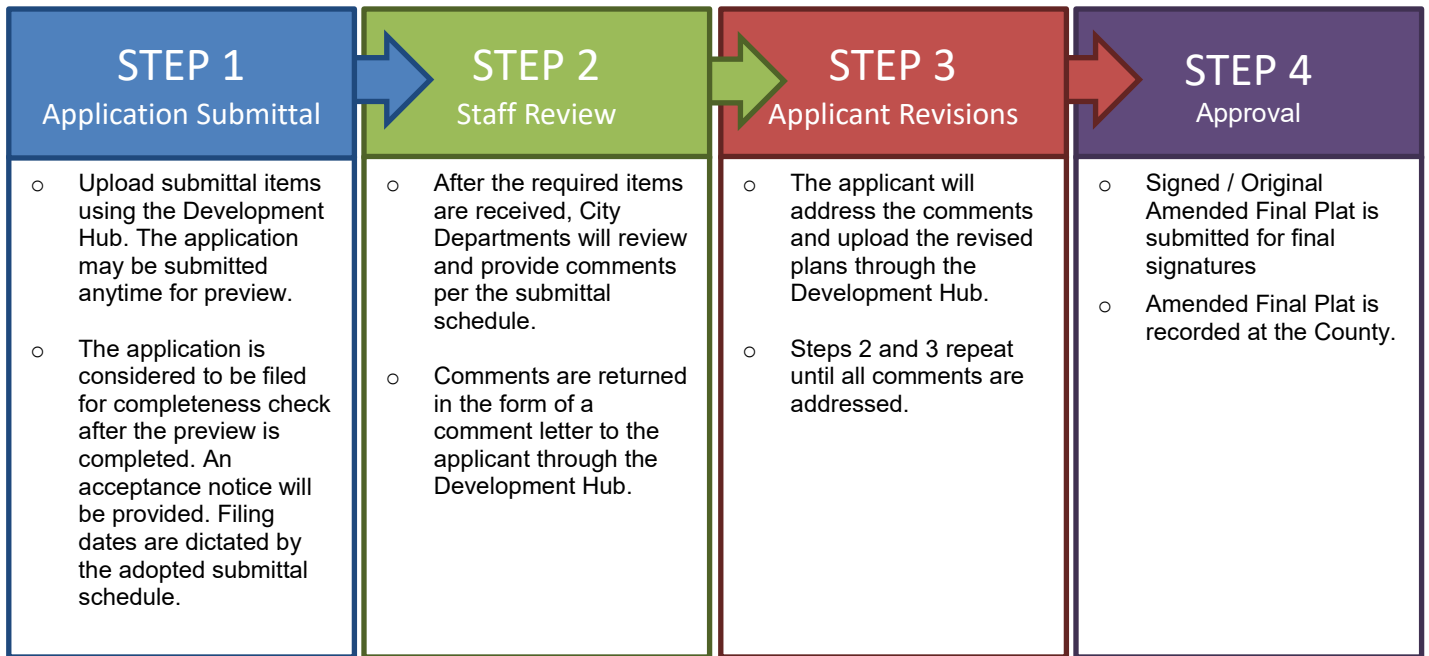
## INSTRUCTIONS

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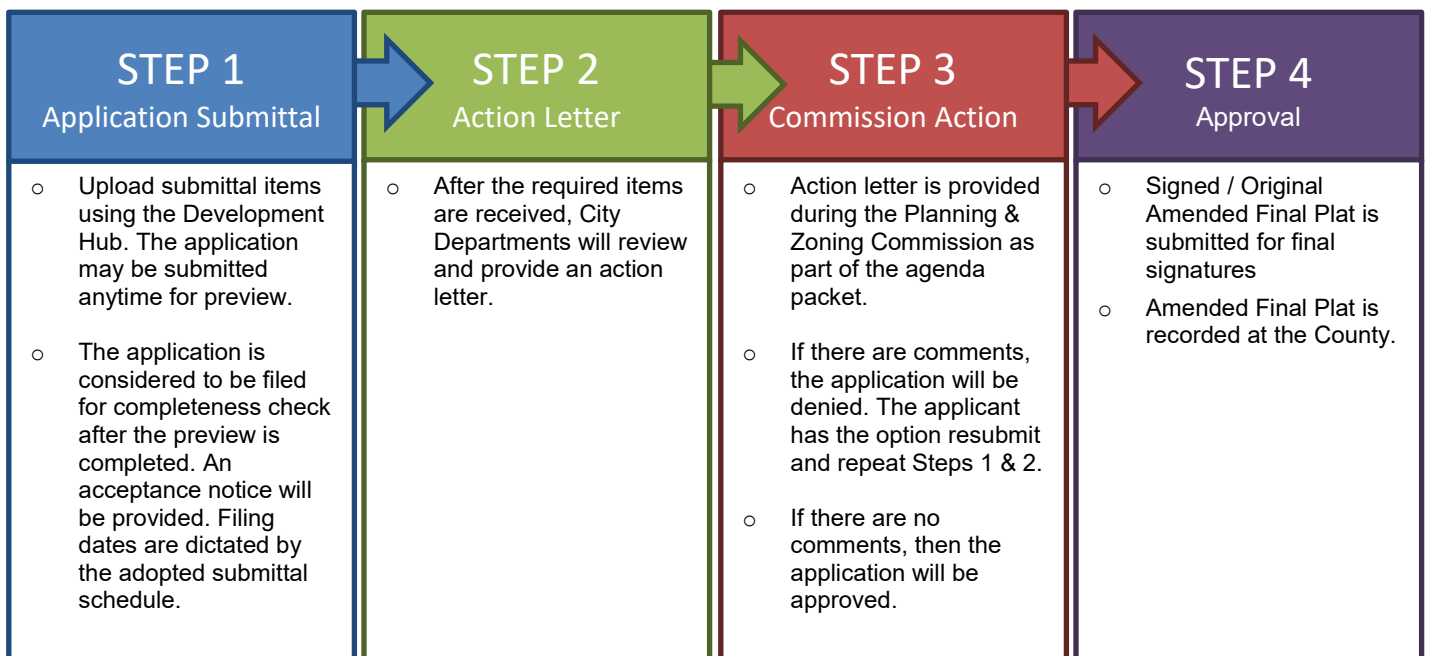
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting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



## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE





## REQUIRED ITEMS FOR APPLICATION SUBMITTAL

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

## APPLICATION FEE\* CALCULATION

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

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

### RESUBMITTAL FEES:

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



## UPLOADED DOCUMENT REQUIREMENTS

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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



## AMENDED FINAL PLAT REVIEW PROCESS

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

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

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

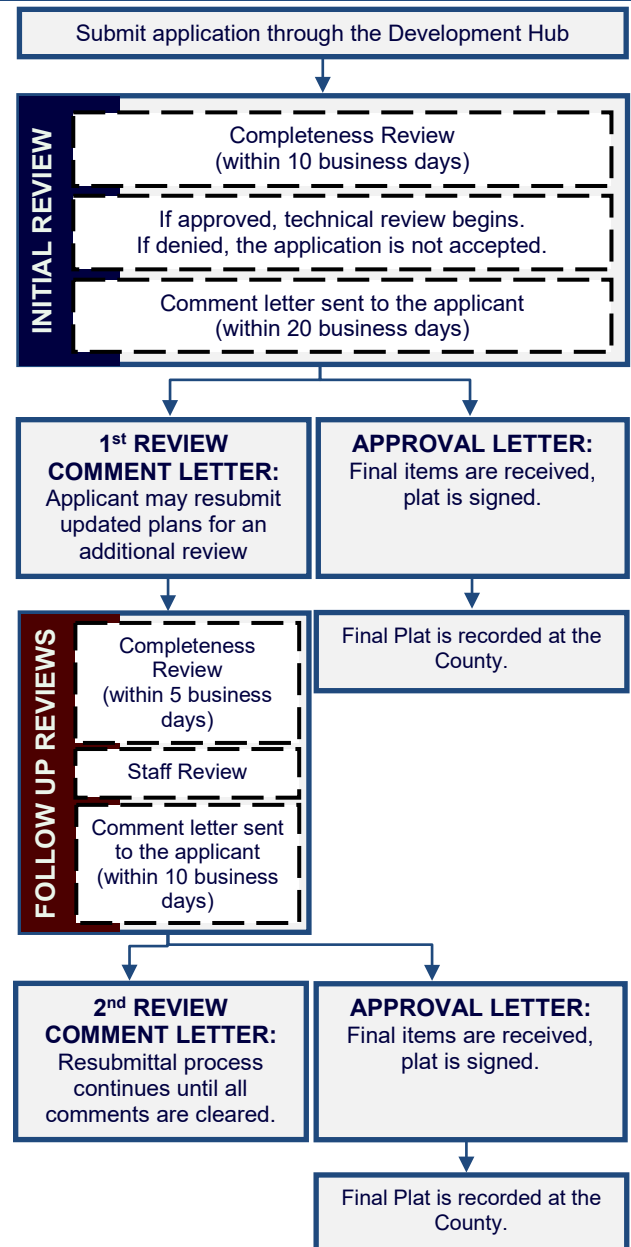
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## STANDARD REVIEW PROCEDURE

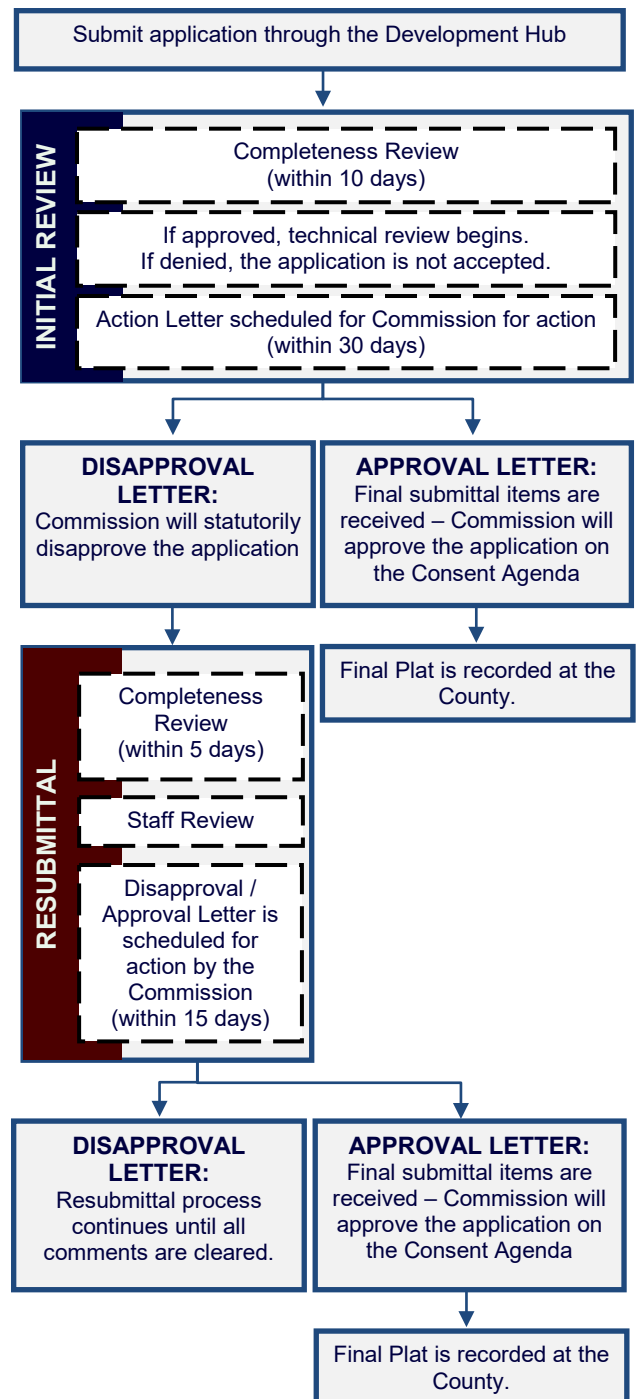
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

**(Check One):**

\_\_\_\_ I, the owner, have selected the Standard Review Procedure.

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

### OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

§ 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



## AMENDED FINAL PLAT CHECKLIST

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

### GENERAL

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

### SHEET 1 – COVER SHEET

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| ___ 1. | Title block including the following in the top center of the page. The "Subdivision Name" shall match the final plat and include the phase and section number. The name should be the subdivision, lot(s) and block being replatted and followed by the word:<br><b>Amended</b>                                                                                                                                                                                                               | Ordinance Reference<br>Art II, Sec 24 (c)(1)(i) |
| ___ 2. | Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Developer name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Developer/Agent name, address, and phone number<br><input type="checkbox"/> Filing date     | Art II, Sec 25 (d)(2)(iii)                      |
| ___ 3. | Scale (graphic and number format) and north arrow.                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 24 (c)(1)(ii)                       |
| ___ 4. | Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                            | Art II, Sec 24 (c)(1)(iii)                      |
| ___ 5. | Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 25 (d)(2)(iii)                      |
| ___ 6. | Example cover sheet:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"><b>Subdivision Name</b><br/>Amended Final Plat<br/><div style="display: flex; justify-content: space-around; margin: 10px 0;"><div style="border: 1px solid black; padding: 5px;">Project Information</div><div style="border: 1px solid black; padding: 5px;">Location Sketch</div><div style="border: 1px solid black; padding: 5px;">Index</div></div><p>1 of 1</p></div> | Art II, Sec 25 (d)(2)(iii)                      |
| ___ 7. | Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 24 (c)(1)(iv)                       |
| ___ 8. | Provide a table including the street name(s) and linear footage.                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 25 (d)(2)(iii)                      |

### SHEET 2 – AMENDED FINAL PLAT

#### EXISTING CONDITIONS

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



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

#### **SURVEY CONTROL INFORMATION**

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

#### **IMPROVEMENTS:**

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



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



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

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

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

## SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance  
Reference

### SIGNATURES

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

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

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

\_\_\_\_\_  
Signature and Seal of Licensed Surveyor                      Date

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

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

\_\_\_\_\_  
Signature and Seal of Licensed Engineer                      Date

- c) City approval statement as follows:

Art II, Sec 25  
(f)

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

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

ATTEST: \_\_\_\_\_  
*Dara Crabtree*  
City Secretary  
City of Leander, Texas

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

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

#### **FOR CORPORATE ENTITY – if there are no lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

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



THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR CORPORATE ENTITY – if there are lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

[NAME OF CORPORATE ENTITY]

[signature]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**AND**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

*Lienholder Name:* \_\_\_\_\_

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

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



THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR NATURAL PERSONS– if there are no lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

[signature]  
[NAME OF OWNER]

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR NATURAL PERSONS– if there are lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

[signature]  
[NAME OF OWNER]



**AND**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

*Lienholder Name:* \_\_\_\_\_

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

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

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

**O.S.S.F. NOTES:**

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

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

\_\_\_\_\_  
Date



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

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

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

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

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

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

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

Or

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

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

BY: \_\_\_\_\_  
REBECCA GUERRERO  
CLERK, COUNTY COURT  
TRAVIS COUNTY, TEXAS

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

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

#### STANDARD PLAT NOTES

\_\_\_ 1. General Plat Notes:

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46  
(b)

Art III, Sec 46  
(b)

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

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



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



## UTILITY PROVIDER INFORMATION

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

### Electric

PEC  
Whitney Burke  
800-868-4791 X 4489  
[Whitney.Burke@peci.com](mailto:Whitney.Burke@peci.com)

### Telephone

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

### Water / Wastewater

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

### Cable TV

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

### Gas

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

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

### Spectrum

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

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

## SUPPORT DOCUMENTS FOR RECORDATION

### ☐ WILLIAMSON COUNTY

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

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

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

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

### ☐ TRAVIS COUNTY

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

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

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

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

## FINAL APPROVAL

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

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

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



## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

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

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

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

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



## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§  
§  
§

KNOW ALL MEN BY THESE PRESENTS

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

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



### 30 DAY WAIVER REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



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

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# CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT

## CONSTRUCTION PLANS

### APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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

## HELPFUL LINKS

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

## CONTACT INFORMATION

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

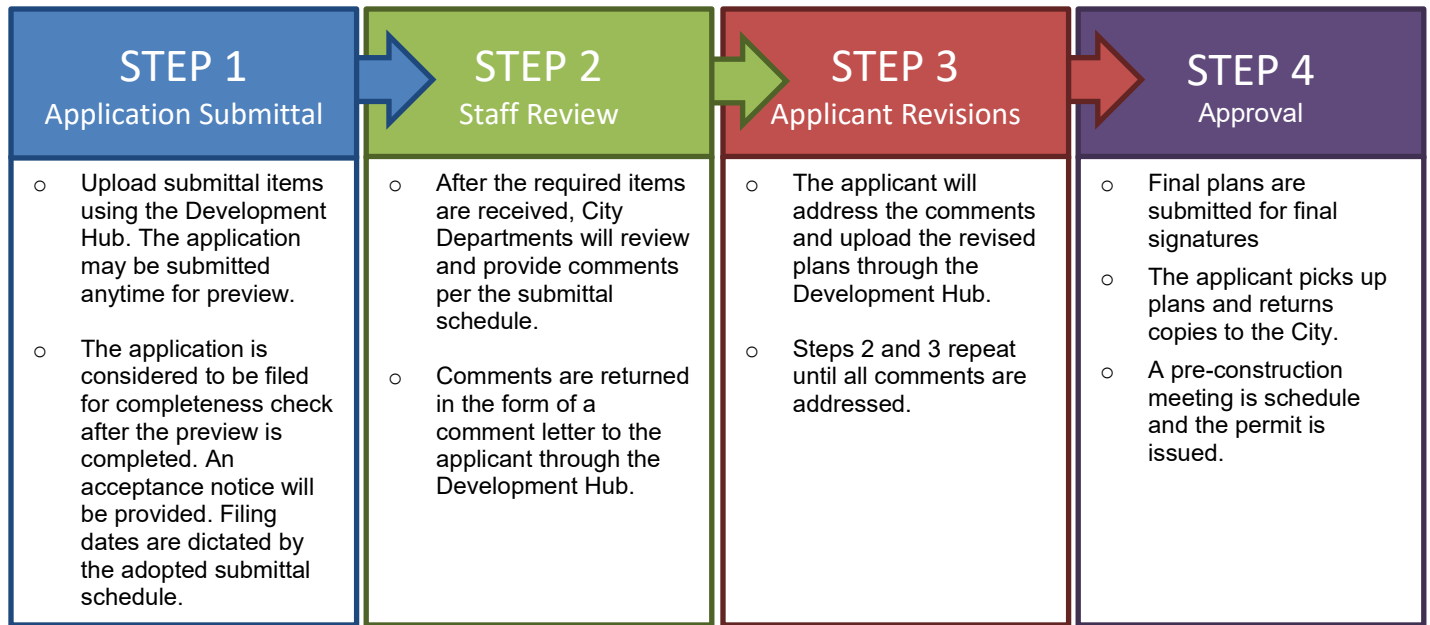
## INSTRUCTIONS

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



## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

| REQUIRED ITEMS | PROVIDED                 | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |                          |                                                                                                                                                                                                                                                                                                       |
|                | <input type="checkbox"/> | 1. Completed and Signed Application & Checklist with the owner's original signatures.                                                                                                                                                                                                                 |
|                | <input type="checkbox"/> | 2. Construction plans (24"X36" sheets) at generally accepted horizontal and vertical engineering scale. 11"X17" sheets are permitted for linear only improvements.                                                                                                                                    |
|                | <input type="checkbox"/> | 3. Specifications Manual.                                                                                                                                                                                                                                                                             |
|                | <input type="checkbox"/> | 4. Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, either provide the recordation number on the plans or provide the application for review.                                                                                 |
|                | <input type="checkbox"/> | 5. Is development proposed within the floodplain? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.                                                                          |
|                | <input type="checkbox"/> | 6. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.                                                                                                                                                                                      |
|                | <input type="checkbox"/> | 7. Certified estimate of cost of construction.                                                                                                                                                                                                                                                        |

## 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). These items need to be provided in a .zip file.
- All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
- All PDFs shall be bookmarked.
- All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
- Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list on [page 4](#). Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
    - Application 06.13.2022
  - The Construction Plans shall be identified as the CIP PICP and include the creation date in MM.DD.YYYY format:
    - Project Name CIP PICP 06.13.2022
  - Corrections shall include the version number in the title:
    - Project Name CIP PICP V2 06.13.2022



## COMPLETENESS REVIEW REQUIREMENTS

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

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

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All required support documents (such as drainage reports and engineering studies) are provided.
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

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

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

## APPLICANT INFORMATION:

### OWNER INFORMATION:

**Staff Representative:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### AGENT INFORMATION:

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

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

\_\_\_\_\_  
*Signature*                      *Name (printed)*                      *Date*



## CIP PROJECT REVIEW PROCESS

City Projects shall comply with the Alternative Review Procedure.

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

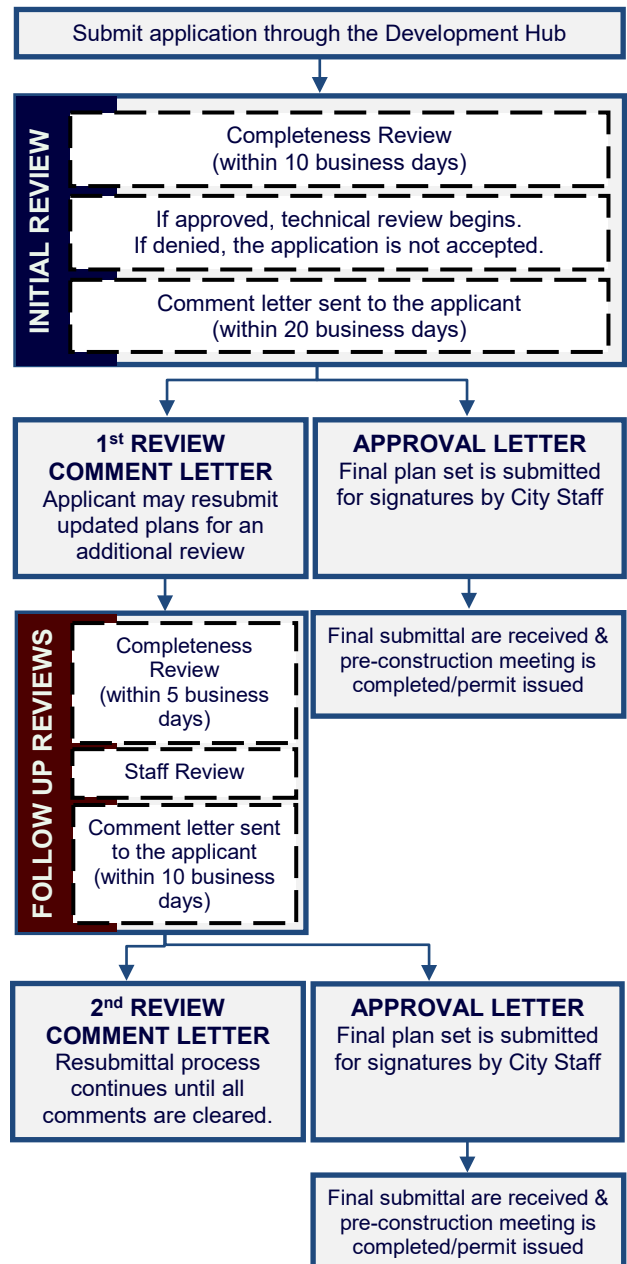
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## CIP PROJECT PUBLIC IMPROVEMENT CONSTRUCTION PLANS CHECKLIST

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

### GENERAL:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance Reference |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> General Notes</li> <li><input type="checkbox"/> Final Plat</li> <li><input type="checkbox"/> Overall Preliminary Plat</li> <li><input type="checkbox"/> Existing Conditions &amp; Demolition Plan</li> <li><input type="checkbox"/> Erosion &amp; Sedimentation Control Plan</li> <li><input type="checkbox"/> Streets &amp; Roadway Systems</li> <li><input type="checkbox"/> Grading &amp; Drainage Plan</li> <li><input type="checkbox"/> Water Distribution System</li> <li><input type="checkbox"/> Wastewater Collection System</li> <li><input type="checkbox"/> Traffic Control, Street Lights, &amp; Signage Plan</li> <li><input type="checkbox"/> Sidewalk Plan</li> <li><input type="checkbox"/> Road &amp; Sidewalk Closure Plan</li> <li><input type="checkbox"/> Standard Details</li> <li><input type="checkbox"/> Parkland Trail Improvements Plan</li> <li><input type="checkbox"/> Landscape Plan</li> </ul> | Art II, Sec 20 (f)  |
| ___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Art II, Sec 20 (f)  |
| ___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 20 (f)  |
| ___ 4. All property lines shall be identified with a solid, heavy, and black line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 20 (f)  |
| ___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements. The application is available online at <a href="https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists">https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 20 (f)  |
| ___ 6. Provide a note clarifying which improvements will be dedicated to the City and which improvements will be owned and maintained by a private entity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 20 (f)  |

### COVER SHEET:

|                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ordinance Reference       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number.</p> <p style="margin-left: 40px;">Project Name<br/>Capital Improvement Plan Project Construction Plans<br/>Project Number (This number will be assigned during the first review of the plan set)<br/>CIP Project Number</p>                                    | Art II, Sec 20 (f)        |
| ___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                     | Art II, Sec 23 (c)(1)(ii) |
| <p>___ 3. Project information below the location sketch including the following:</p> <ul style="list-style-type: none"> <li>• Property owner name, address, and phone number</li> <li>• Engineer name, address, and phone number</li> <li>• Surveyor name, address, and phone number</li> <li>• Developer/Agent name, address, and phone number</li> <li>• Filing date</li> <li>• Property information including legal description</li> </ul> | Art II, Sec 23 (c)(1)(i)  |
| ___ 4. Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 20 (f)        |



\_\_\_ 5. Example cover sheet:

|                                                                                                                      |                     |                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Capital Improvements Project Construction Plans<br><b>Project Number</b><br><b>CIP Number</b> |                     |                                                                                                            |
| Signature Block                                                                                                      | Location Sketch     | Index                                                                                                      |
| Revision Block                                                                                                       | Project Information |                                                                                                            |
|                                                                                                                      |                     | <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approval</div><br><i>1 of 1</i> |

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., Interim Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Tummons, CPRP, Director of Parks and Recreation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

Art II, Sec 23  
(c)(2)

\_\_\_ 7. Include this engineering responsibility statement below the signature block above.

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

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

\_\_\_ 8. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

Art II, Sec 20  
(f)

## GENERAL NOTES:

\_\_\_ 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)

## OVERALL PRELIMINARY PLAT:

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

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.

Ordinance  
Reference

Art II, Sec 23  
(4)(i)



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

## STREET & ROADWAY SYSTEMS:

|        |                                                                                                                                                                                                                                       |                                                      |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| ___ 1. | The horizontal layouts and alignments showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures. | Ordinance<br>Reference<br>Art II Sec 23<br>(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<br>(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<br>(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<br>(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<br>(c)(2)(v)   |
| ___ 6. | Show any transportation improvements required by a TIA on the property.                                                                                                          | Art II Sec 23<br>(c)(2)(vi)  |

## GRADING & DRAINAGE IMPROVEMENTS:

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ordinance<br>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<br>(c)(3)                   |
| ___ 2. | Adequate access is provided for maintenance of and repair to drainage facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art III, Sec 46<br>(d))                    |
| ___ 3. | Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 23<br>(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<br>(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<br>(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<br>(c)(3)                   |
| ___ 7. | Non-Residential and Multi-Family Drainage and Detention Facilities: <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.</li> <li><input type="checkbox"/> Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.</li> <li><input type="checkbox"/> Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.</li> <li><input type="checkbox"/> Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.</li> <li><input type="checkbox"/> Structural stabilization including vertical walls and riprap for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.</li> </ul> | Composite<br>Zoning<br>Art VI Sec 7<br>(b) |

## WATER DISTRIBUTION SYSTEMS:

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



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

#### **WASTEWATER COLLECTION SYSTEMS:**

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

#### **TRAFFIC CONTROL, STREET LIGHTS & SIGNS:**

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

#### **ROAD & SIDEWALK CLOSURE PLAN:**

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

#### **SIDEWALKS:**

|        |                                                                                                                                                                                                                            | Ordinance Reference    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| ___ 1. | The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.                                                                                                       | Art II, Sec 23 (c)(11) |
| ___ 2. | Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or | Art II, Sec 28 (c)(2)  |



similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.

- \_\_\_ 3. Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.
- \_\_\_ 4. Provide a note on the plans stating:  
***For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.***
- \_\_\_ 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.

Art II, Sec 28  
(c)(2)

Art II, Sec 23  
(c)(11)

Composite  
Zoning Art VI,  
Sec 1 (b)(4)

## STANDARD DETAILS:

- \_\_\_ 1. Insert the applicable City of Leander Standard Details. These details may be found online at <http://www.leandertx.gov/engineering/page/standard-details>.
- \_\_\_ 2. No more than 8x 8-1/2"x11" or 4x 11"x17" size detail sheets may be included on any one 22-24"x34-36" plan sheet.

Ordinance  
Reference

Art II, Sec 23  
(c)

Art II, Sec 23  
(c)

## TREE PROTECTION PLAN:

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

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        |                    |

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
  - ☐ Provide the following note:  
***In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.***
  - ☐ Approval of removal permits shall be based on the following:
    - a. Tree size/number of trunks;
    - b. Tree health and viability;
    - c. Tree location;
    - d. Other Significant and Heritage Trees to be preserved on site; and
    - e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
- \_\_\_ 2. Tree Mitigation Requirements:
  - ☐ Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.
- \_\_\_ 3. Significant Tree Removal Permit
  - ☐ The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the

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

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



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <p>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.</p> <p><input type="checkbox"/> Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning &amp; 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| <p>___ 4. Mitigation for the removal of a Heritage or Significant Tree</p> <p><input type="checkbox"/> The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.</p> <p>a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>e. Fee credits are available for mitigation trees that are planted on site that are 2 caliper inches measured at 4 feet in height.</p> | <p>Art II, Sec 22<br/>(c)(2)(iii)</p> |
| <p>___ 5. Replacement Trees</p> <p><input type="checkbox"/> Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&amp;M AgriLife Extension, as amended from time to time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Art II, Sec 22<br/>(c)(2)(iii)</p> |

## LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ordinance Reference                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>___ 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Art II, Sec 23<br/>(c)(13)</p>                                                                                                                                                                                                  |
| <p>___ 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Art II, Sec 23<br/>(c)(14)</p>                                                                                                                                                                                                  |
| <p>___ 3. Include the following notes on the Landscape Plan:</p> <p><b><i>Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.</i></b></p> <p><b><i>Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.</i></b></p> <p><b><i>A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.</i></b></p> <p><b><i>All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.</i></b></p> <p><b><i>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></b></p> | <p>Composite Zoning<br/>Art VI, Sec 1<br/>(d)(1)(i)</p> <p>Composite Zoning<br/>Art I, Sec 6</p> <p>Composite Zoning<br/>Art VI, Sec 1<br/>(b)(20) &amp; (21)</p> <p>Composite Zoning<br/>Art VI, Sec 1<br/>(b)(20) &amp; (21)</p> |
| <p>___ 4. Provide the location and species of all required street trees on every street in accordance with all current City standards, specifications and criteria for the installation of street trees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Art II, Sec 23<br/>(c)(15)</p>                                                                                                                                                                                                  |
| <p>___ 5. Provide a root barrier detail for all street trees if proposed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Art II, Sec 23<br/>(c)(15)</p>                                                                                                                                                                                                  |
| <p>___ 6. Include the wall detail and elevation for any required screening walls.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Art II, Sec 23<br/>(c)(14)</p>                                                                                                                                                                                                  |



\_\_\_ 7. Provide screening for detention or water quality ponds.

Composite  
Zoning  
Art VI Sec 7  
(b) & (c)

## DESIGN CRITERIA:

- \_\_\_ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.
- \_\_\_ 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.

Ordinance  
Reference

Art II, Sec 23  
(c)

Art II, Sec 23  
(c)

## COST ESTIMATE:

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

Ordinance  
Reference

Art II, Sec 23  
(c)(17)

Art II, Sec 23  
(c)(17)

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

## FINAL APPROVAL

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

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



## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

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

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

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

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



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

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# CONCEPT PLAN

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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

## HELPFUL LINKS

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

## CONTACT INFORMATION

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

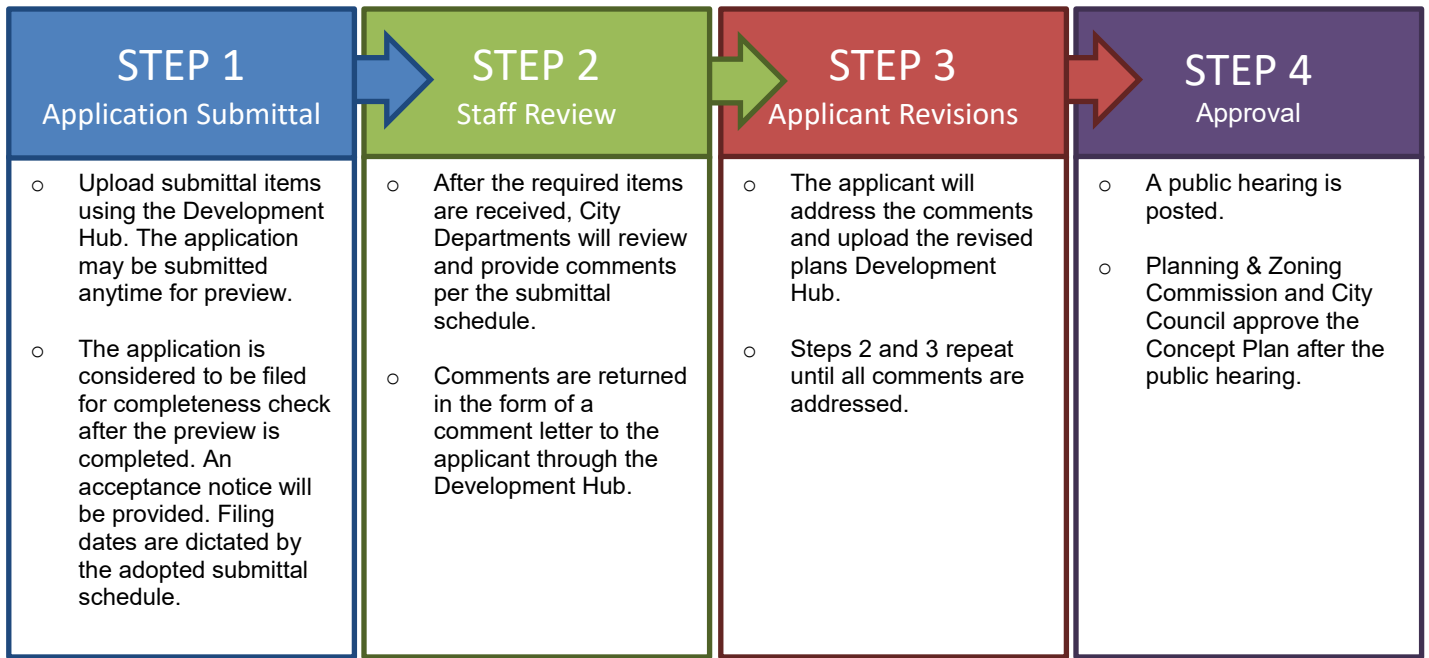
## INSTRUCTIONS

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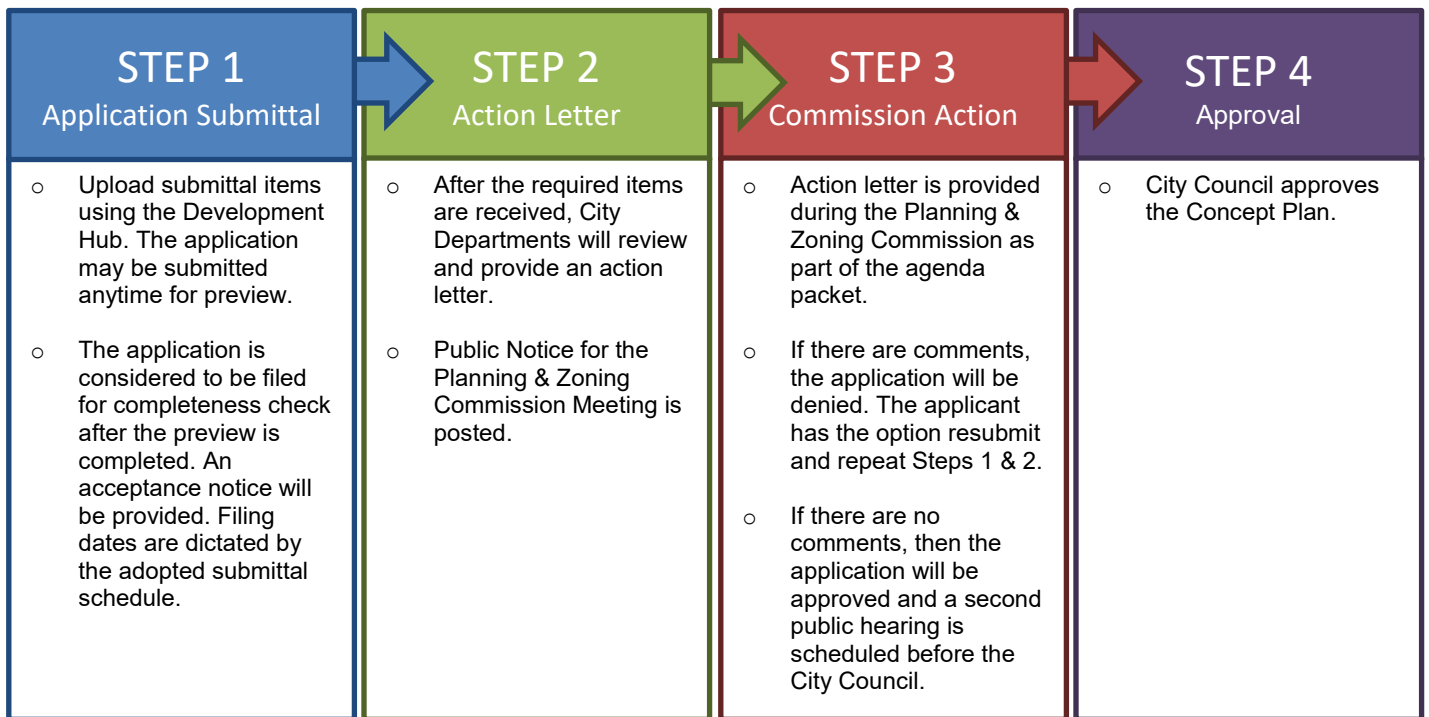
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website ([www.leandertx.gov/ds](http://www.leandertx.gov/ds)).
- The applicant is **required** to attend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



## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE





## REQUIRED ITEMS FOR APPLICATION SUBMITTAL

### REQUIRED ITEMS

#### PROVIDED

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

- ☐ 1. Completed and signed application & checklist with the owner's signatures.
- ☐ 2. Concept Plan Document (24"X36" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Public Notification
  - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property
  - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district ([www.wcad.org](http://www.wcad.org) or [www.traviscad.org](http://www.traviscad.org)) within 200 feet of the perimeter of the tract and
  - ☐ County short ID # of subject property \_\_\_\_\_.
- ☐ 5. Public Hearing Signage document on [page 12](#) of this packet, signed and dated.
- ☐ 6. 8½" x 11" map identifying the locations of required public hearing signs.
- ☐ 7. Certified tax certificate.
- ☐ 8. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: \_\_\_\_\_.
- ☐ 10. Is a variance proposed? ☐ Yes ☐ No  
If yes, provide the application with this submittal.
- ☐ 11. Planned Unit Development (PUD) information (if applicable)
  - Is this plan subject to a PUD? ☐ Yes ☐ No  
If yes, provide the name: \_\_\_\_\_
  - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No  
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: \_\_\_\_\_
- ☐ 12. Traffic Impact Analysis Letter. Provide the following:
  - ☐ Letter providing the trip generation based on the current ITE Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- ☐ 13. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 14. Application Fees (calculation listed below).



## APPLICATION FEE\* CALCULATION

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

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

### ADDITIONAL INFORMATION ABOUT FEES:

#### CONCURRENT REVIEWS:

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

#### RESUBMITTAL FEES:

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

## UPLOADED DOCUMENT REQUIREMENTS

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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



## CONCEPT PLAN REVIEW PROCESS

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

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

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

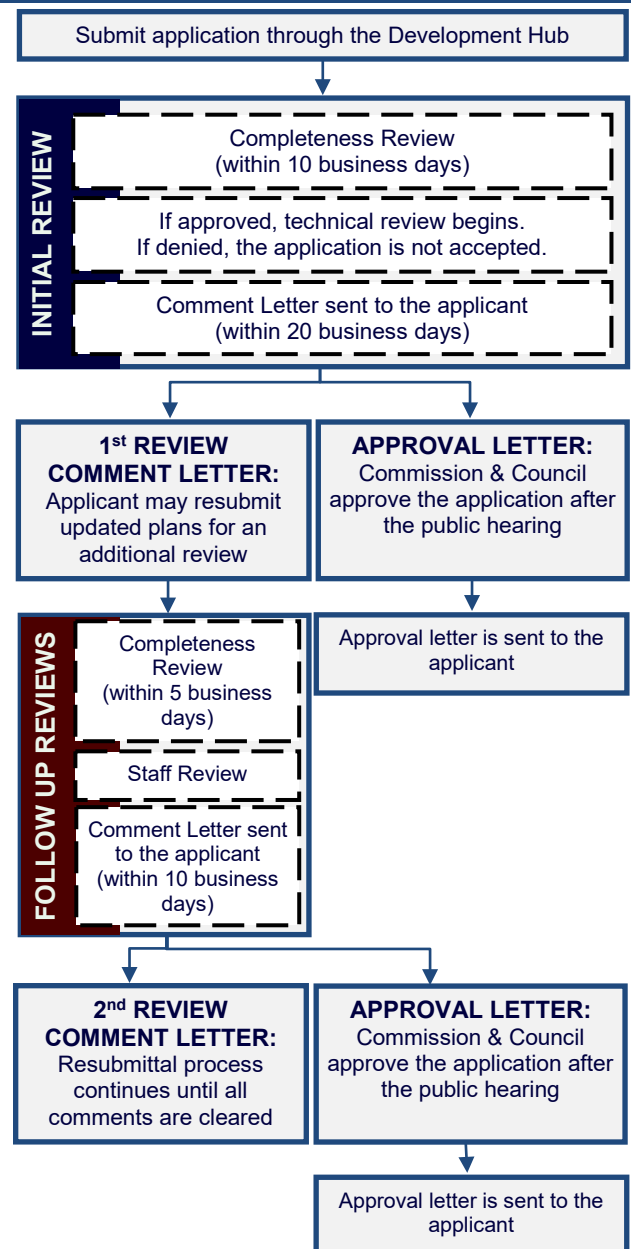
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## STANDARD REVIEW PROCEDURE

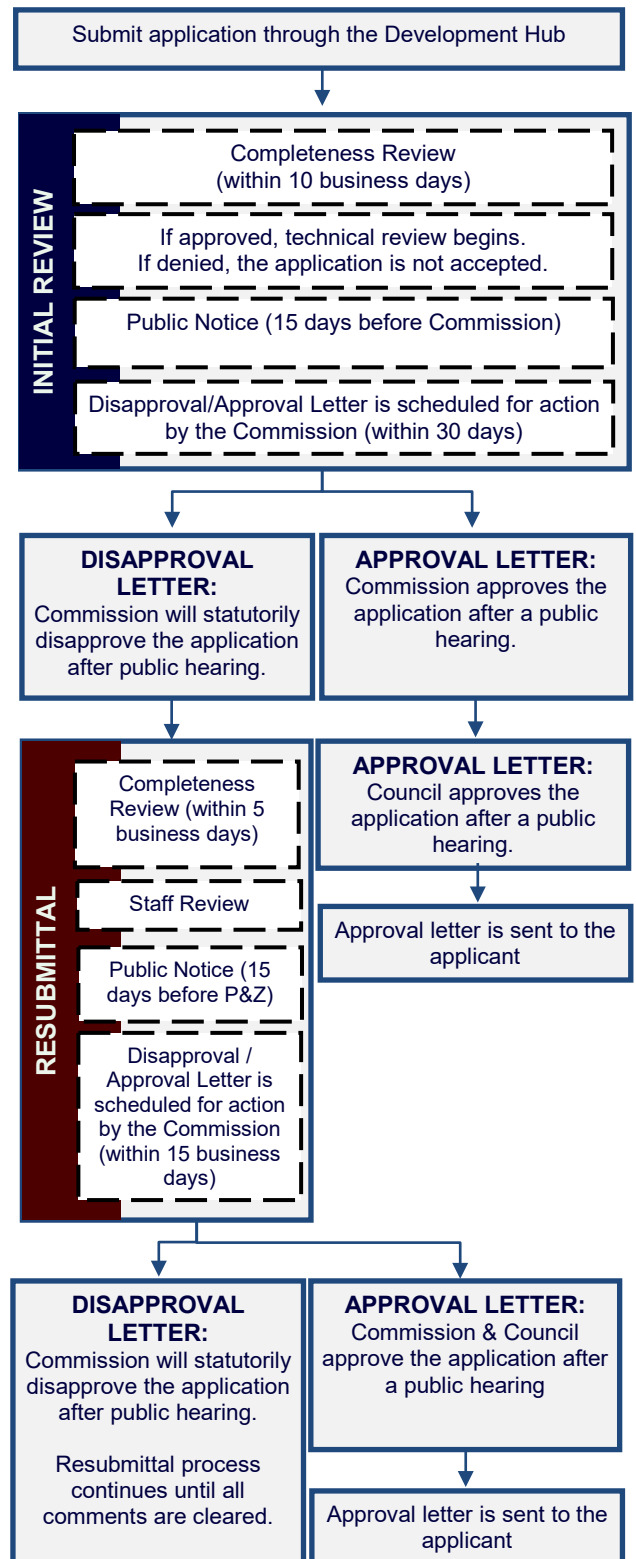
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

**(Check One):**

\_\_\_\_ I, the owner, have selected the Standard Review Procedure.

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

### OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_ §

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### AGENT INFORMATION:

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

**Project Agent:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date



## CONCEPT PLAN CHECKLIST

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

| <b>GENERAL</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ordinance Reference                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| ___ 1.                       | Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:<br><input type="checkbox"/> Cover Sheet<br><input type="checkbox"/> Concept Plan<br><input type="checkbox"/> Phasing Plan<br><input type="checkbox"/> Parks Plan                                                                                                                                                                                                                                                                                                                                                                        | Art II, Sec 21 (d)(1)<br><br>Chp 13 of the Code of Ordinance |
| ___ 2.                       | Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 21 (c)(4)                                        |
| ___ 3.                       | All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 2 (d)(1)                                         |
| ___ 4.                       | All property lines shall be identified with a solid, heavy, and black line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Art II, Sec 21 (d)(1)                                        |
| ___ 5.                       | FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 21 (d)(1)                                        |
| <b>SHEET 1 – COVER SHEET</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ordinance Reference                                          |
| ___ 1.                       | Title block including the following in the top center of the page.<br><i>Subdivision Name</i><br>Concept Plan<br>Project Number (This number will be assigned during the first review of the plan set)                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 21 (c)(2)                                        |
| ___ 2.                       | Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Project agent, address, and phone number<br><input type="checkbox"/> Filing date<br><input type="checkbox"/> Property Zoning<br><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map                                                                                                                             | Art II, Sec 21 (c)(1)                                        |
| ___ 3.                       | Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 21 (d)(3)                                        |
| ___ 4.                       | Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 21 (d)(1)                                        |
| ___ 5.                       | Table including the major categories of land use by acreage showing the compatibility of land use with the Comprehensive Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 21 (c)(7)                                        |
| ___ 6.                       | Example cover sheet:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center;"> <b>Subdivision Name</b><br/>           Concept Plan<br/>           Project Number         </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">Project Information</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">Location Sketch</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">Index</div> </div> <div style="text-align: right; margin-top: 10px;">1 of 1</div> </div> | Art II, Sec 21 (d)(1)                                        |
| ___ 7.                       | Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision. Provide proposed densities for any residential development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 21 (d)(1)                                        |
| ___ 8.                       | Provide any recommendations from the approved TIA (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 21 (d)(1)                                        |



## SHEET 2 – CONCEPT PLAN

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

## SHEET 3 – PHASING PLAN

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



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

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

## SHEET 3 – PARKS PLAN

Ordinance  
Reference

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

Art IV, Sec 61

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

## FINAL APPROVAL

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

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

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



## PUBLIC HEARING SIGNAGE REQUIREMENTS

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**Date**

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

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

The signs will include the following information.

### **Proposed**

**'PROJECT TYPE'**

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

**FOR**

**'PROJECT NAME & FILE # – SPECIFIC REQUEST'**

**PUBLIC HEARING**

**DATES/TIMES: \_\_\_\_\_**

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

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



## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

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

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

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

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



## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§  
§  
§

KNOW ALL MEN BY THESE PRESENTS

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

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### 30 DAY WAIVER REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

§

KNOW ALL MEN BY THESE PRESENTS

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

§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



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

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# CONCEPT PLAN & PRELIMINARY PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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

## HELPFUL LINKS

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

## CONTACT INFORMATION

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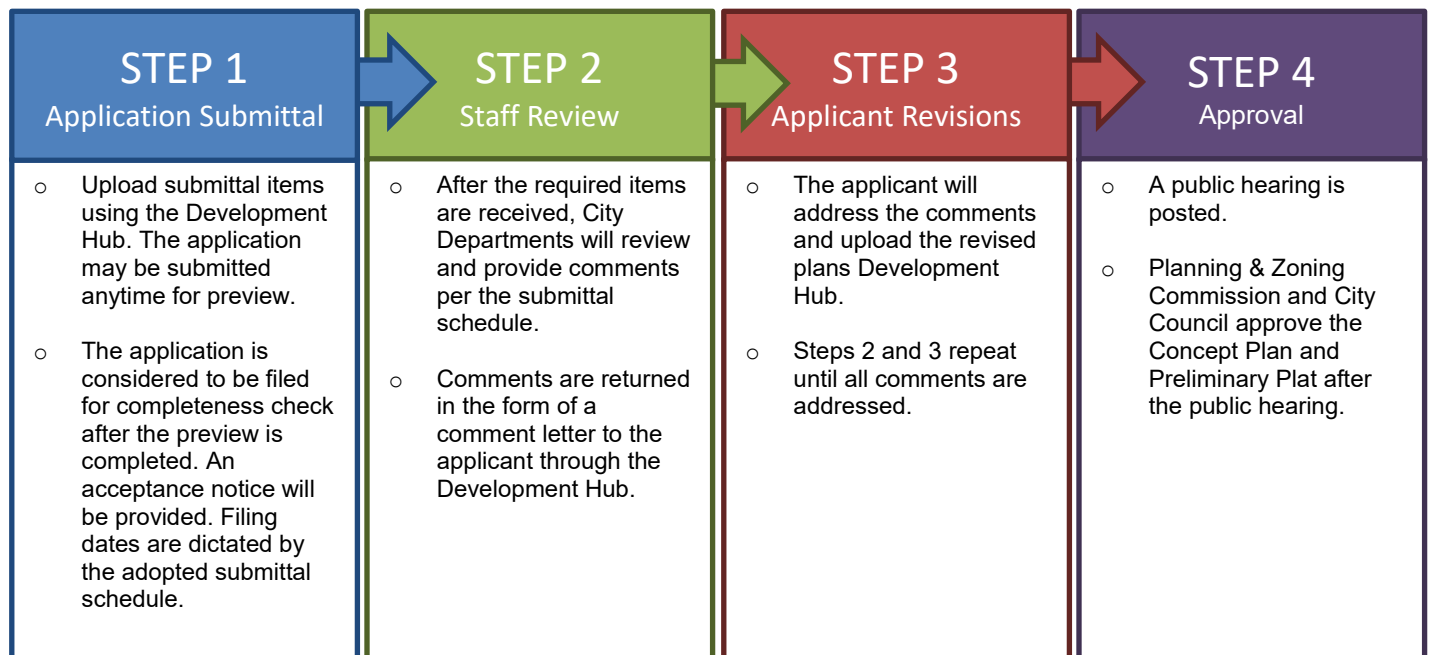
Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.



## INSTRUCTIONS

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

## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

### REQUIRED ITEMS

#### PROVIDED

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

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Concept Plan & Preliminary Plat Document (24"X36" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Public Notification
  - ☐ Tax map(s) highlighting the subject property and showing the line extending 200 feet from property, and
  - ☐ List of property owners names, addresses, and the County Property Identification Number from the county appraisal district ([www.wcad.org](http://www.wcad.org) or [www.traviscad.org](http://www.traviscad.org)) within 200 feet of the perimeter of the tract
- ☐ 5. Public Hearing Signage document on [page 18](#) of this packet, signed and dated.
- ☐ 6. 8½" x 11" map demonstrating the proposed public notification sign locations
- ☐ 7. Existing deed restrictions or covenants (if applicable).
- ☐ 8. Certified tax certificate.
- ☐ 9. Annexation petition and letter requesting water and wastewater service where applicable
- ☐ 10. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
- ☐ 11. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 12. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing agreement, provide the name: \_\_\_\_\_.
- ☐ 13. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 14. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 15. Drainage Study and any associated studies or models needed for review.
- ☐ 16. County short ID # of subject property: \_\_\_\_\_
- ☐ 17. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 18. Is a variance proposed? ☐ Yes ☐ No  
If yes, provide the application with this submittal.
- ☐ 19. Planned Unit Development (PUD) information (if applicable)
  - Is this plan subject to a PUD? ☐ Yes ☐ No  
If yes, provide the name: \_\_\_\_\_
  - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No  
If yes, this application is required to be submitted concurrently with the PUD application.  
PUD name: \_\_\_\_\_
- ☐ 20. Traffic Impact Analysis Letter. Provide the following:
  - ☐ Letter providing the trip generation based on the current ITE Manual containing each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- ☐ 21. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 22. Application Fees (calculation listed below).



## APPLICATION\* FEE CALCULATION

### CONCEPT PLAN FEES

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

### PRELIMINARY PLAT FEES

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

### OTHER FEES

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

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

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

### ADDITIONAL INFORMATION ABOUT FEES:

#### CONCURRENT REVIEWS:

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

#### RESUBMITTAL FEES:

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

## CONCEPT PLAN & PRELIMINARY PLAT REVIEW PROCESS

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

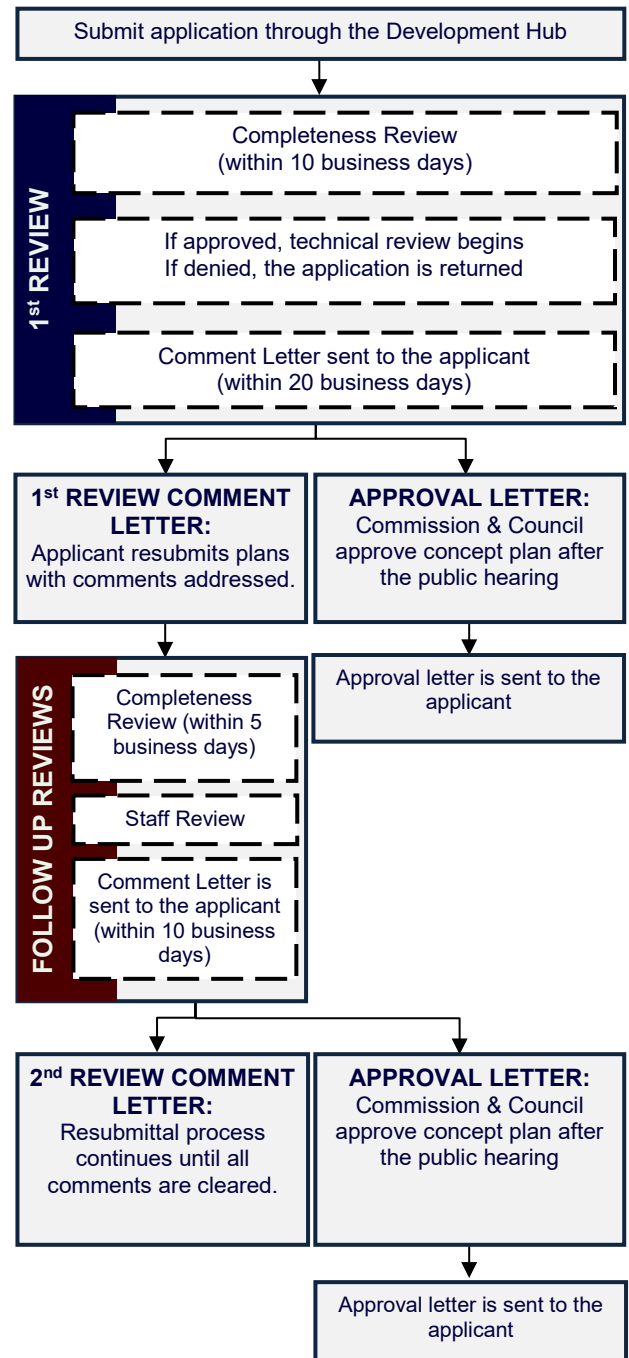
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

### OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

COUNTY OF \_\_\_\_\_ § 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   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Phasing Plan for the entire subdivision</li> <li><input type="checkbox"/> Concept Plan</li> <li><input type="checkbox"/> Existing Conditions</li> <li><input type="checkbox"/> Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets</li> <li><input type="checkbox"/> Improvements – Overall</li> <li><input type="checkbox"/> Drainage Plan</li> <li><input type="checkbox"/> Water Plan</li> <li><input type="checkbox"/> Wastewater Plan</li> <li><input type="checkbox"/> Tree Protection Plan</li> <li><input type="checkbox"/> Street Tree Plan (if street trees are proposed)</li> <li><input type="checkbox"/> Parks Plan</li> </ul> | Art II, Sec 22 (c)(3) |
| ___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 22 (c)(3) |
| ___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 22 (c)(3) |
| ___ 4. All property lines shall be identified with a solid, heavy, and black line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 22 (c)(3) |
| ___ 5. FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 22 (d)(1) |

### SHEET 1 – COVER SHEET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance Reference       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the concept plan.</p> <p style="margin-left: 40px;"><i>Subdivision Name</i><br/>Concept Plan &amp; Preliminary Plat<br/>Project Number (This number will be assigned during the first review of the plan set)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 22 (c)(1)(ii) |
| <p>___ 2. Project information in the upper left corner including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD.</li> <li><input type="checkbox"/> The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use.</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul> | Art II, Sec 22 (c)(1)(i)  |
| ___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 22 (c)(1)(iv) |
| ___ 4. Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22 (c)(3)     |



\_\_\_ 5. Example cover sheet:

|                                 |                    |       |
|---------------------------------|--------------------|-------|
| <b>Subdivision Name</b>         |                    |       |
| Concept Plan & Preliminary Plat |                    |       |
| Project Number                  |                    |       |
| Project<br>Information          | Location<br>Sketch | Index |
| 1 of 1                          |                    |       |

Art II, Sec 22  
(c)(3)

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

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

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

Art II, Sec 22  
(c)(3)

\_\_\_ 8. Include the draft plat notes

**General Plat Notes:**

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46  
(b)

Art III, Sec 46  
(b)

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

Code of  
Ordinances Art  
3.10

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

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

Art III, Sec 47

Art II, Sec 24  
(a) (2)

Art II, Sec 20  
(j)

\_\_\_ 9. Non-Residential & Multi-Family Plat Notes:

- ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.

Art III, Sec 42  
(h)

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

Code of Ordinances  
10.03.003

\_\_\_ 10. Single-Family & Two Family Plat Notes:

- ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.
- ☐ The Home Owners Association (HOA) shall own and maintain the following lots: \_\_\_
- ☐ The HOA bylaws are recorded in the Official Public Records of \_\_\_ County, Texas under document number \_\_\_\_.
- ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.
- ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.
- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

Transportation  
Criteria Manual  
5.3.1 J

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

Art III, Sec 41  
(a)

Art III, Sec 41  
(a)

Composite  
Zoning  
Ordinance

Art VI, Sec 8

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

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

## SHEET 2 – PHASING PLAN

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.
- \_\_\_ 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.

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

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')
- \_\_\_ 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.

Art II, Sec 21  
(b)

Art II, Sec 21  
(c)(4)

Art II, Sec 21  
(c)(5)

Art II, Sec 21  
(c)(6)



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

#### **SHEET 4 – EXISTING CONDITIONS**

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

|         |                                                                                                                                                                                                                                                                                      |                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| ___ 7.  | Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.                                                                                           | Art II, Sec 22<br>(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<br>(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<br>(c) (2) (vii)  |
| ___ 10. | The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.                                                                            | Art II, Sec 22<br>(c) (2) (viii) |
| ___ 11. | Watershed information is provided (if applicable):<br>___ Watershed information is provided (if applicable):<br>___ Lake Travis watershed report provided to LCRA.<br>___ Edward's recharge zone report provided to TCEQ.<br>___ Edward's contributing zone report provided to TCEQ. | Art III, Sec 41                  |
| ___ 12. | Identify all required Buffer Zones.                                                                                                                                                                                                                                                  | Art III, Sec 49                  |
| ___ 13. | Existing drainage presented with all assumptions. This shall include elements such as drainage reports, models, spreadsheets, and any other required elements.                                                                                                                       | Art II, Sec 23<br>(c) (3) (iv)   |
| ___ 14. | Existing Utility networks presented in an individual plat-sheet such as: water plan, wastewater plan, etc.                                                                                                                                                                           | Art II, Sec 23<br>(c) (3) (vii)  |

## SHEET 5 – PRELIMINARY PLAT

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



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





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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| owner of the property shall be required to meet the tree mitigation requirements of this ordinance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| <input type="checkbox"/> Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| ___ 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)            |
| <input type="checkbox"/> The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical. <ol style="list-style-type: none"> <li>Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.</li> <li>Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.</li> <li>Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.</li> <li>If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.</li> </ol> |                                       |
| ___ 6. Replacement Trees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 22 (c)(2)(iii)            |
| <input type="checkbox"/> Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |

## SHEET 8 – PARKS PLAN

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ordinance Reference |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| ___ 1. | If park improvements are proposed, the improvements meet the following criteria: <ul style="list-style-type: none"> <li>___ 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.</li> <li>___ A note is shown on the preliminary plat indicating that all proposed park improvements will meet <i>City Park &amp; Facility Equipment Standards</i> and <i>U.S. Consumer Products Safety Commission - Publication 325</i>.</li> <li>___ 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.</li> </ul>                                                                                                                                                                                                                                                                                   | Art IV, Sec 61      |
| ___ 2. | If <b>private</b> park land and/or facilities are proposed, they meet the following criteria: <ul style="list-style-type: none"> <li>___ Private parks are not proposed for land shown in the <i>City Parks, Recreation &amp; Open Space Master Plan</i> as land to meet strategic needs for future parks and/or trails.</li> <li>___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions <b>which are attached to this application</b>.</li> <li>___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, <b>and such covenant is attached to this application</b>.</li> </ul>                                                                                                         |                     |
| ___ 3. | If an alternative park plan is proposed, it meets the following criteria: <ul style="list-style-type: none"> <li>___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.</li> <li>___ 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 &amp; Recreation.</li> <li>___ 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.</li> </ul> |                     |
| ___ 4. | Provide a phasing table demonstrating compliance with the Ordinance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |

## **FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE**

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

Items to submit through the Development Hub:

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

## **PLANNING & ZONING COMMISSION**

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

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

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



## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ Ethics Ordinance – Disclosure Statements

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

#### Sec. 9.05.007 Persons doing business with the city

##### (a) Persons seeking discretionary contracts.

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

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

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

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

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

## PUBLIC HEARING SIGNAGE REQUIREMENTS

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**Date**

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

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

The signs will include the following information.

### **Proposed**

**'PROJECT TYPE'**

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

**FOR**

**'PROJECT NAME & FILE # – SPECIFIC REQUEST'**

**PUBLIC HEARING**

**DATES/TIMES: \_\_\_\_\_**

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

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



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

---

# **PUBLIC IMPROVEMENT CONSTRUCTION PLAN**

## **APPLICATION & CHECKLIST SUBMITTAL PACKET**

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## GENERAL INFORMATION

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

## HELPFUL LINKS



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

## CONTACT INFORMATION

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

## INSTRUCTIONS

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

## APPLICATION TYPE

☐ SUBDIVISION RELATED CONSTRUCTION PLANS:

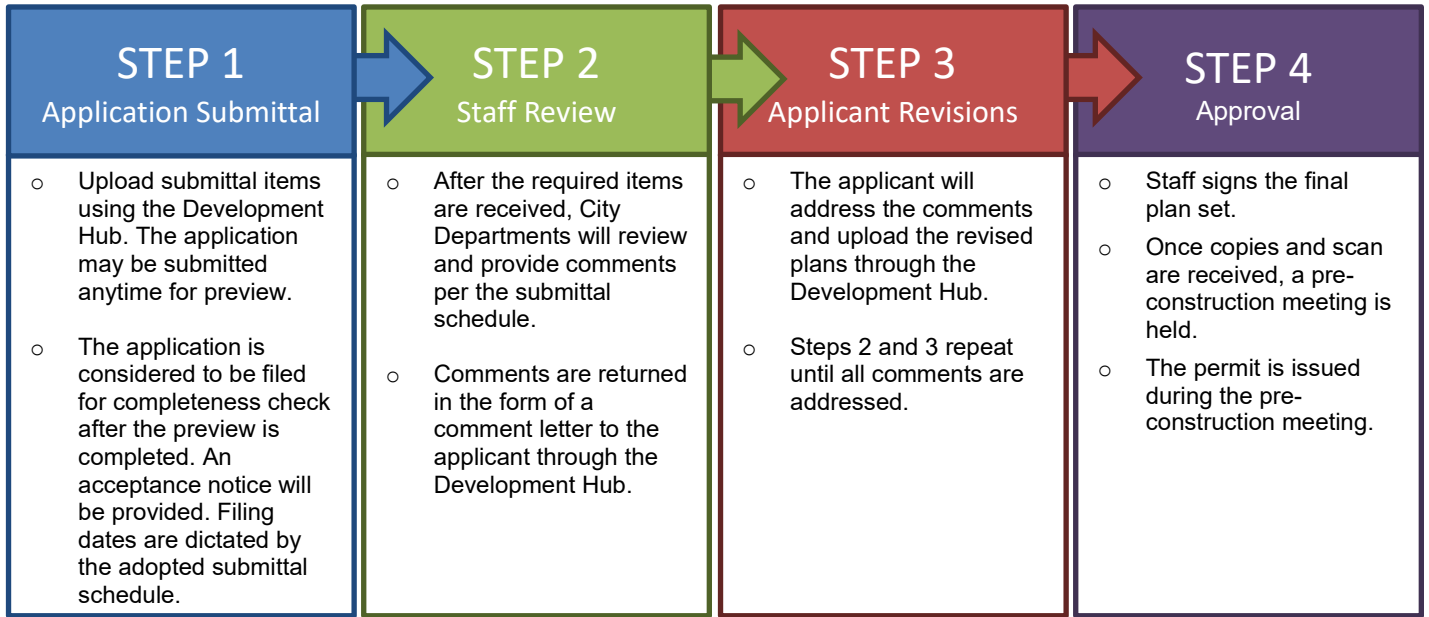
NAME OF SUBDIVISION \_\_\_\_\_

☐ NON-SUBDIVISION RELATED CONSTRUCTION PLANS:

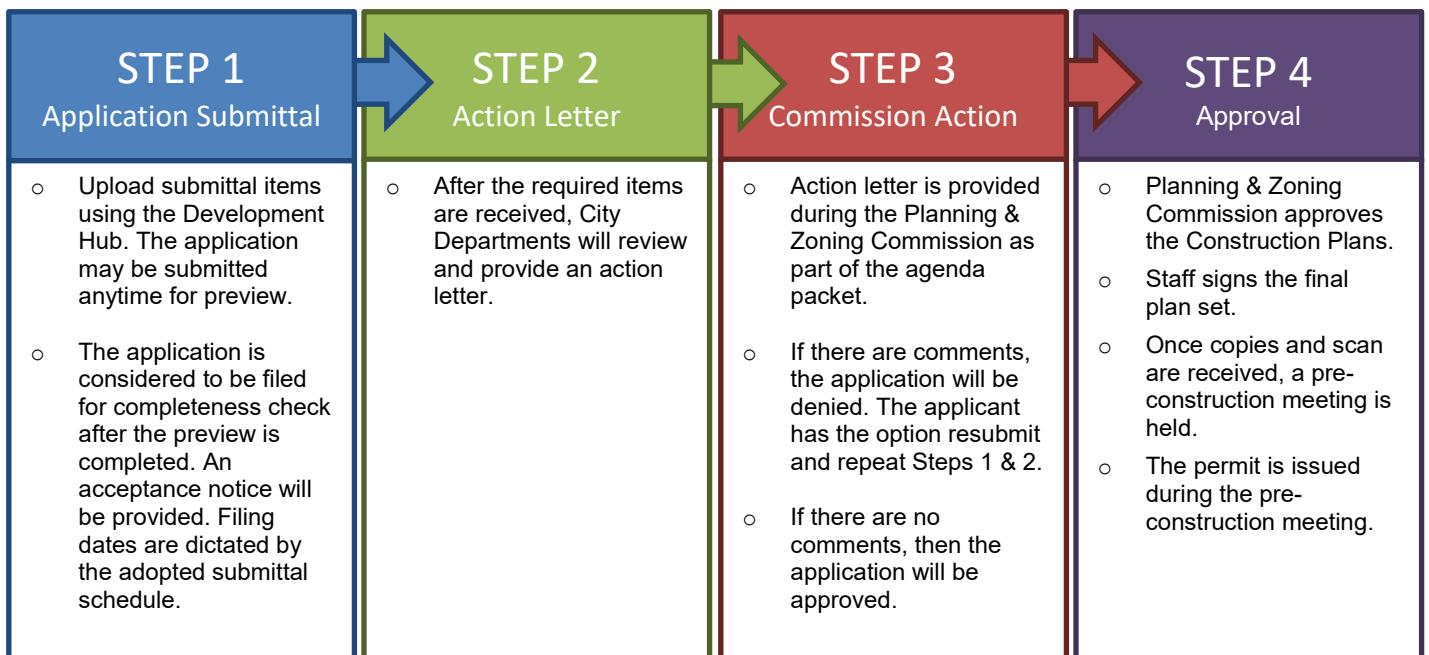
PROJECT NAME \_\_\_\_\_



## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE



| REQUIRED ITEMS           | PROVIDED | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law. |
|--------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1.       | Completed and signed application & checklist with the owner's signatures.                                                                                                                                                                                                                             |
| <input type="checkbox"/> | 2.       | Construction Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.                                                                                                                                                                                     |
| <input type="checkbox"/> | 3.       | Deed showing current ownership. Proof of signatory for corporations is required.                                                                                                                                                                                                                      |
| <input type="checkbox"/> | 4.       | Certified tax certificate.                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | 5.       | Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.                                                                                                                                                                                          |
| <input type="checkbox"/> | 6.       | Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name:<br>_____                                                                                                                          |
| <input type="checkbox"/> | 7.       | Is development proposed within the floodplain? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.                                                                             |
| <input type="checkbox"/> | 8.       | Is this plan subject to a PUD? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: _____                                                                                                                                                                                  |
| <input type="checkbox"/> | 9.       | Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, either provide the recordation number on the plans or provide the application for review.                                                                                    |
| <input type="checkbox"/> | 10.      | Is there a Traffic Impact Analysis (TIA) associated with this project? <input type="radio"/> Yes <input type="radio"/> No<br>If so, please contact the City Engineer to confirm if an updated is needed.                                                                                              |
| <input type="checkbox"/> | 11.      | Certified estimate of cost of construction.                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | 12.      | Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.                                                                                                                                                                                                     |
| <input type="checkbox"/> | 13.      | Application Fees (calculation listed below).                                                                                                                                                                                                                                                          |

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

RESUBMITTAL FEES:

- |                                       |   |                    |
|---------------------------------------|---|--------------------|
| PUBLIC IMPROVEMENT CONSTRUCTION PLANS | 4 | Adopted 10/27/2022 |
|---------------------------------------|---|--------------------|



## UPLOADED DOCUMENT REQUIREMENTS

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

## COMPLETENESS REVIEW REQUIREMENTS

---

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

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

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

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

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

## CONSTRUCTION PLAN REVIEW PROCESS

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

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

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

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

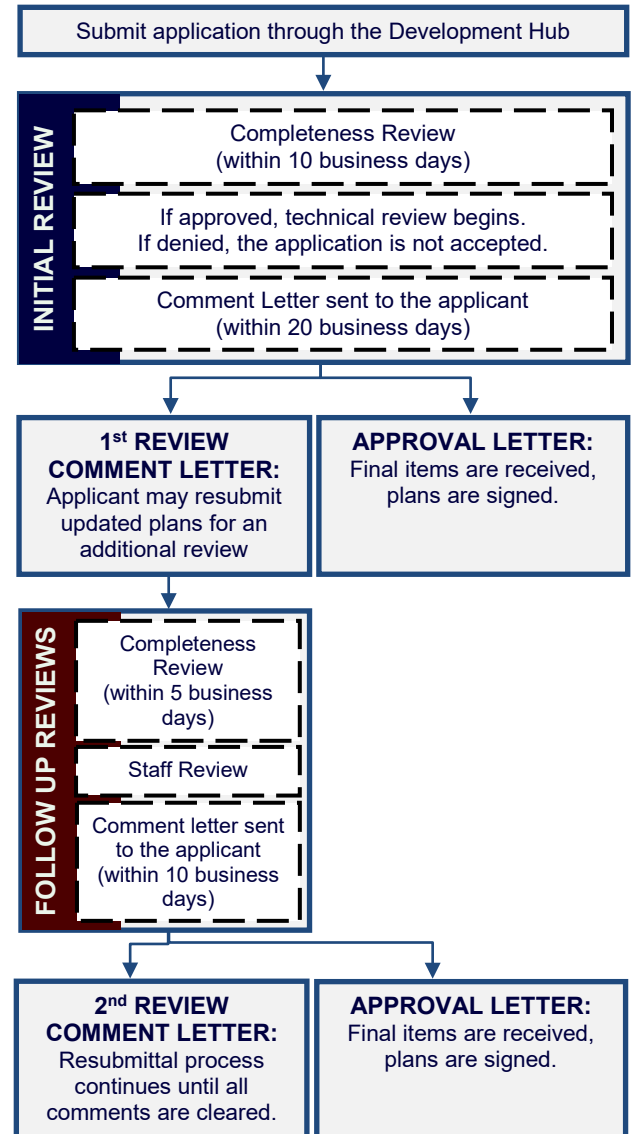
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## STANDARD REVIEW PROCEDURE

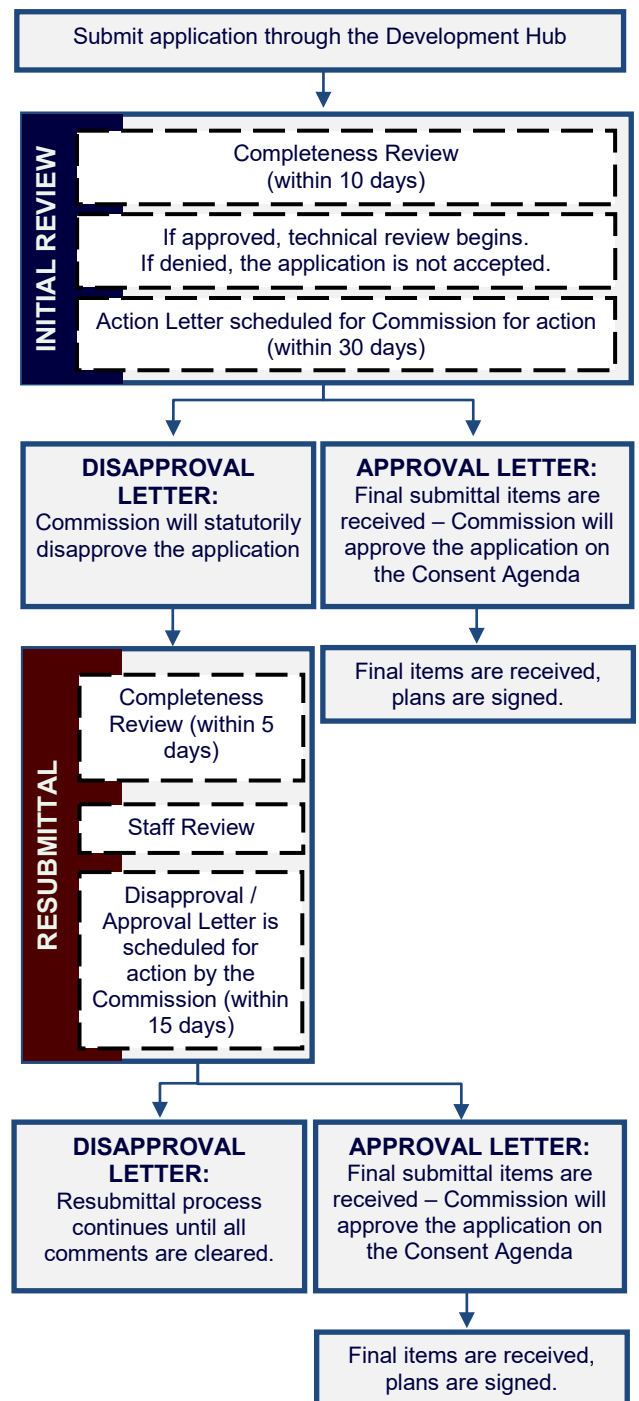
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

**(Check One):**

\_\_\_\_ I, the owner, have selected the Standard Review Procedure.

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

## OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_ §

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## AGENT INFORMATION:

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

**Project Agent:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date



## PUBLIC IMPROVEMENT CONSTRUCTION PLAN CHECKLIST

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

| GENERAL:    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ordinance Reference       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| ___ 1.      | Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:<br><input type="checkbox"/> Cover Sheet<br><input type="checkbox"/> General Notes<br><input type="checkbox"/> Final Plat<br><input type="checkbox"/> Overall Preliminary Plat<br><input type="checkbox"/> Approved Phasing Plan<br><input type="checkbox"/> Existing Conditions & Demolition Plan<br><input type="checkbox"/> Erosion & Sedimentation Control Plan<br><input type="checkbox"/> Streets & Roadway Systems<br><input type="checkbox"/> Grading & Drainage Plan<br><input type="checkbox"/> Water Distribution System<br><input type="checkbox"/> Wastewater Collection System<br><input type="checkbox"/> Traffic Control, Street Lights, & Signage Plan<br><input type="checkbox"/> Sidewalk Plan<br><input type="checkbox"/> Road & Sidewalk Closure Plan<br><input type="checkbox"/> Standard Details<br><input type="checkbox"/> Parkland Trail Improvements Plan<br><input type="checkbox"/> 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 <a href="https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists">https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 20 (f)        |
| ___ 6.      | Provide a note clarifying which improvements will be dedicated to the City and which improvements will be owned and maintained by a private entity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 20 (f)        |
| ___ 7.      | Provide the scale (Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60'), labeled on plan.), a graphic scale, and a north arrow on all sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 20 (f)        |
| 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.<br><div style="margin-left: 40px;"> <i>Subdivision Name</i><br/> Public Improvement Construction Plans<br/> Project Number (This number will be assigned during the first review of the plan set) </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 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: <ul style="list-style-type: none"> <li>• Property owner name, address, and phone number</li> <li>• Engineer name, address, and phone number</li> <li>• Surveyor name, address, and phone number</li> <li>• Developer/Agent name, address, and phone number</li> <li>• Filing date</li> <li>• Property information including legal description</li> <li>• Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.</li> <li>• List of required offsite easements and recordation numbers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             | Art II, Sec 23 (c)(1)(i)  |
| ___ 4.      | Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 20 (f)        |

\_\_\_ 5. Example cover sheet:

|                                                                                       |                     |                                                                             |
|---------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------|
| <b>Project Name</b><br>Public Improvement Construction Plans<br><b>Project Number</b> |                     |                                                                             |
| Signature Block                                                                       | Location Sketch     | Index                                                                       |
| Revision Block                                                                        | Project Information |                                                                             |
|                                                                                       |                     | Approval <span style="border: 1px solid black; padding: 2px;">1 of 1</span> |

Art II, Sec 20  
(f)

\_\_\_ 6. Include the following signature block in the upper left corner.

APPROVED BY:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gina Ellison, P.E., Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Tummons, CPRP, Director of Parks and Recreation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

Art II, Sec 23  
(c)(2)

\_\_\_ 7. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

Art II, Sec 20  
(f)

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

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

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

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

Art 10.03 of  
the code of  
Ordinances

## GENERAL NOTES:

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

Ordinance  
Reference

Art II, Sec 23  
(c)

## FINAL PLAT:

\_\_\_ 1. Insert draft of the final plat.

Ordinance  
Reference

Art II, Sec  
23(a)

## OVERALL PRELIMINARY PLAT:

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

Ordinance  
Reference

Art II, Sec 23  
(c)



## APPROVED PHASING PLAN:

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

## EROSION & SEDIMENTATION CONTROLS:

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

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

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

## STREET & ROADWAY SYSTEMS:

|                                                                                                                                                                                                                                              | Ordinance Reference       |
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| ___ 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               |
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| ___ 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: <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.</li> <li><input type="checkbox"/> Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.</li> <li><input type="checkbox"/> Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.</li> <li><input type="checkbox"/> Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.</li> <li><input type="checkbox"/> Structural stabilization including vertical walls and riprap for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthen embankment no steeper than 3:1 slope. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, structural stabilization is permitted for the full perimeter and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.</li> </ul> | Composite Zoning Art VI Sec 7 (b) |



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| <p>___ 8. Residential Drainage and Detention Facilities:</p> <ul style="list-style-type: none"> <li>❑ Residential drainage facilities include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales, storm sewer outfalls unless visible from a ROW, inlets, and areas of concrete that are no more than one hundred (100) square feet in size are not included.</li> <li>❑ Residential drainage facilities shall utilize earthen berms and be designed with a curvi-linear shape. Any structural stabilization with slopes steeper than 3:1 shall be limited to the use of native stone (except for outlet structures which can be concrete) and shall be limited to not more than thirty (30%) percent of the perimeter of the pond. Such ponds shall be seamlessly integrated with the landscaping. All exposed concrete that is visible is required to be made of stone or clad in stone including but not limited to ledgerstone, fieldstone, cast stone, or other decorative materials such as stamped and tinted concrete that resembles stone or brick as approved by the Director of Planning. All other exposed concrete is required to be made of stone or clad in stone as listed above or textured and tinted in earthen colors. In the event that the drainage facility is below grade, concrete is permitted instead of native stone and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply.</li> <li>❑ Any fencing around residential detention ponds shall be constructed of wrought iron or decorative tubular metal or other similar product.</li> </ul> <p>___ 9. FYI – Maintenance of the drainage and detention facilities are the responsibility of the property owner. The Homeowners Association (HOA) will be responsible for the maintenance of these facilities for residential subdivisions.</p> | <p>Composite<br/>Zoning<br/>Art VI Sec 7 (c)</p> |
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## WATER DISTRIBUTION SYSTEMS:

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

## WASTEWATER COLLECTION SYSTEMS:

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

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





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|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| ___ 4. | A non-disturbance zoning shall be maintained for single-family and two-family developments. A disturbance area of no more than five (5') feet from the foundation necessary for construction and grade transitions, this disturbance zoning is increased to ten (10') feet from the foundation for lots zoned with the SFR use component. Trees may be proposed for removal on the building pads at the construction plan phase, this tree removal shall be include in the protection plan and mitigation requirements shall apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Composite Zoning Art VI, Sec 1 (c)(8) |
| ___ 5. | Mitigation for the removal of a Heritage or Significant Tree <ul style="list-style-type: none"> <li><input type="checkbox"/> The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical. <ul style="list-style-type: none"> <li>a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.</li> <li>b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.</li> <li>c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of \$300.00 per caliper inch removed.</li> <li>d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.</li> <li>e. Fee credits are available for mitigation trees that are planted on site that are 2 caliper inches measured at 4 feet in height.</li> </ul> </li> </ul> | Art II, Sec 22 (c)(2)(iii)            |
| ___ 6. | Replacement Trees <ul style="list-style-type: none"> <li><input type="checkbox"/> Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&amp;M AgriLife Extension, as amended from time to time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 22 (c)(2)(iii)            |

## LANDSCAPE PLAN – TREES SCREENING, & LANDSCAPING:

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



|                                                                                                                                           |                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| ___ 8. Provide a root barrier detail for all street trees if proposed.                                                                    | Art II, Sec 23<br>(c)(15)                        |
| ___ 9. Include the wall detail and elevation for any required screening walls.                                                            | Art II, Sec 23<br>(c)(14)                        |
| ___ 10. Provide screening for detention or water quality ponds.                                                                           | Composite<br>Zoning<br>Art VI Sec 7<br>(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<br>Reference |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| ___ 1. Final design criteria, reports, calculations and all other related computations, if not previously submitted with the Preliminary Plat.                                                                                                                                                                                                                                                                                                         | Art II, Sec 23<br>(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<br>(c)  |

## COST ESTIMATE:

|                                                                                                                                                                                                                                                                                                                              | Ordinance<br>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<br>(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<br>(c)(17) |

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE:

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

Items to submit through the Development Hub:

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

## FINAL APPROVAL

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

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

## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

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

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

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

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



## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### 30 DAY WAIVER REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_





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

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# FINAL PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

The Final Plat is last step in the subdivision process. The final plat includes the survey description for each lot in the plat plus plat notes and dedication, recording and approval statements. The final plat is the “recorded document” that is filed for record with the county.

- **An approved Concept Plan and Preliminary Plat is required prior to submission of a Final Plat. A Final Plat is required for all subdivisions except those that qualify as a Short Form Final Plat or Amended Final Plat.**
- Construction plans may be submitted for review and approval simultaneously with a Final Plat only if the applicant elects to seek approval under the Alternative Review/Expedited Procedure. In addition, the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Final Plat are to be reviewed simultaneously, a complete application for Construction Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- If the final plat does not conform to the approved preliminary plat, a redline document identifying all changes shall be provided and approved prior to the submittal of the final plat application. Staff will determine if the changes require a formal revision to the preliminary plat.
- If changes to the street names are proposed after the approval of the Preliminary Plat, then documentation from both Williamson and Travis County 911/Addressing stating that all street names on the Final Plat are approved and not duplicated in other areas of the counties.
- If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the final plat. A meeting scoping with the City Engineer is required prior to submittal.
- Fees in lieu of a TIA or fees associated with a TIA are due prior to scheduling the final plat for review by the Commission for residential plats that do not require a site plan. Fees in lieu of a TIA or fees associated with a TIA are due at the site development stage for non-residential, multi-family, or residential plats that require a site plan.
- All fees such as TIA fee in lieu, fees associated with a TIA, parkland fee in lieu, recreation improvement deposit, roadway adequacy fees, etc are due prior to scheduling the plat for review by the Commission.

## HELPFUL LINKS



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

## CONTACT INFORMATION

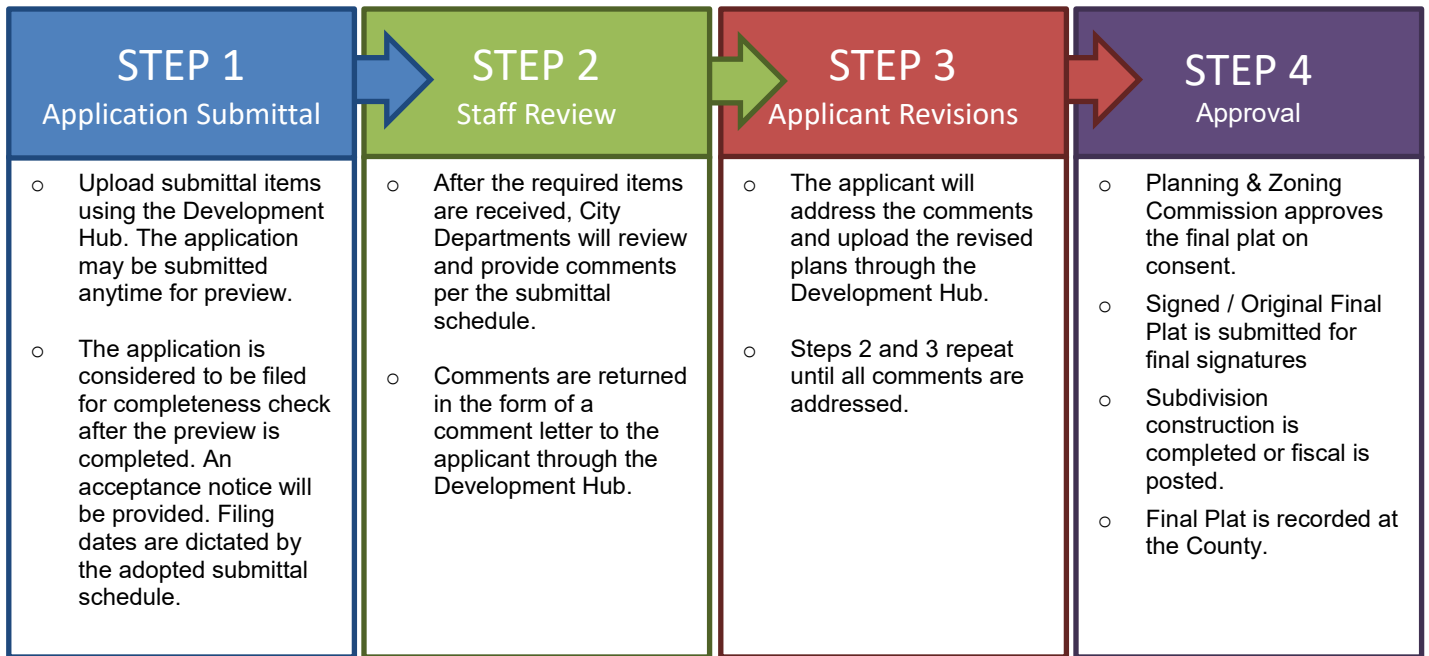
Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

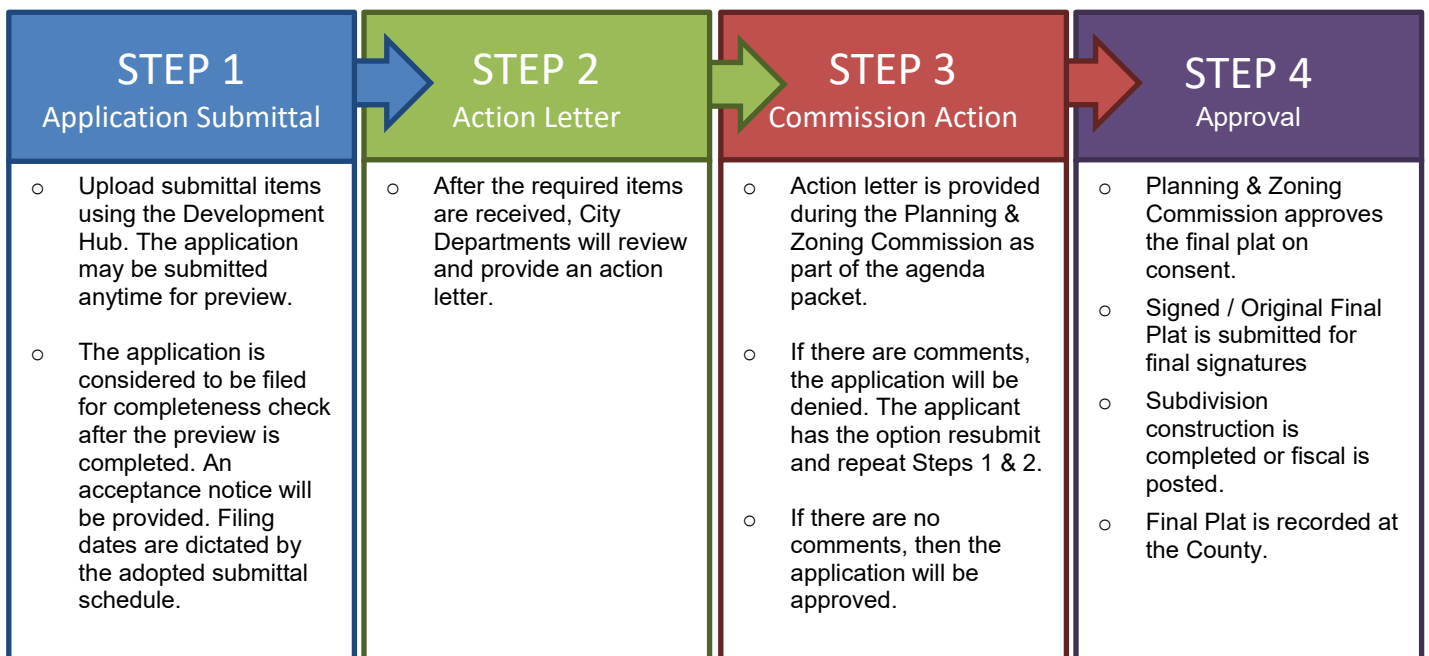
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City’s website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting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



## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE



## REQUIRED ITEMS FOR APPLICATION SUBMITTAL

## REQUIRED ITEMS

**PROVIDED**

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

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



## APPLICATION FEE\* CALCULATION

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

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

### RESUBMITTAL FEES:

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

## UPLOADED DOCUMENT REQUIREMENTS

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

## FINAL PLAT REVIEW PROCESS

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

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

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

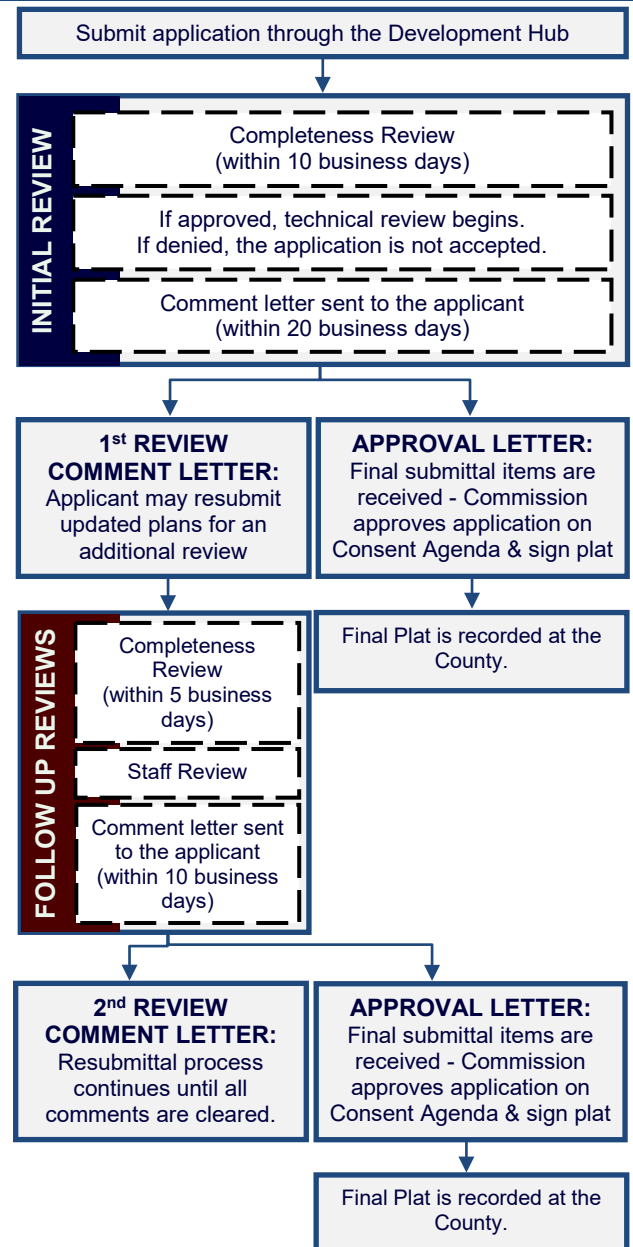
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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





## STANDARD REVIEW PROCEDURE

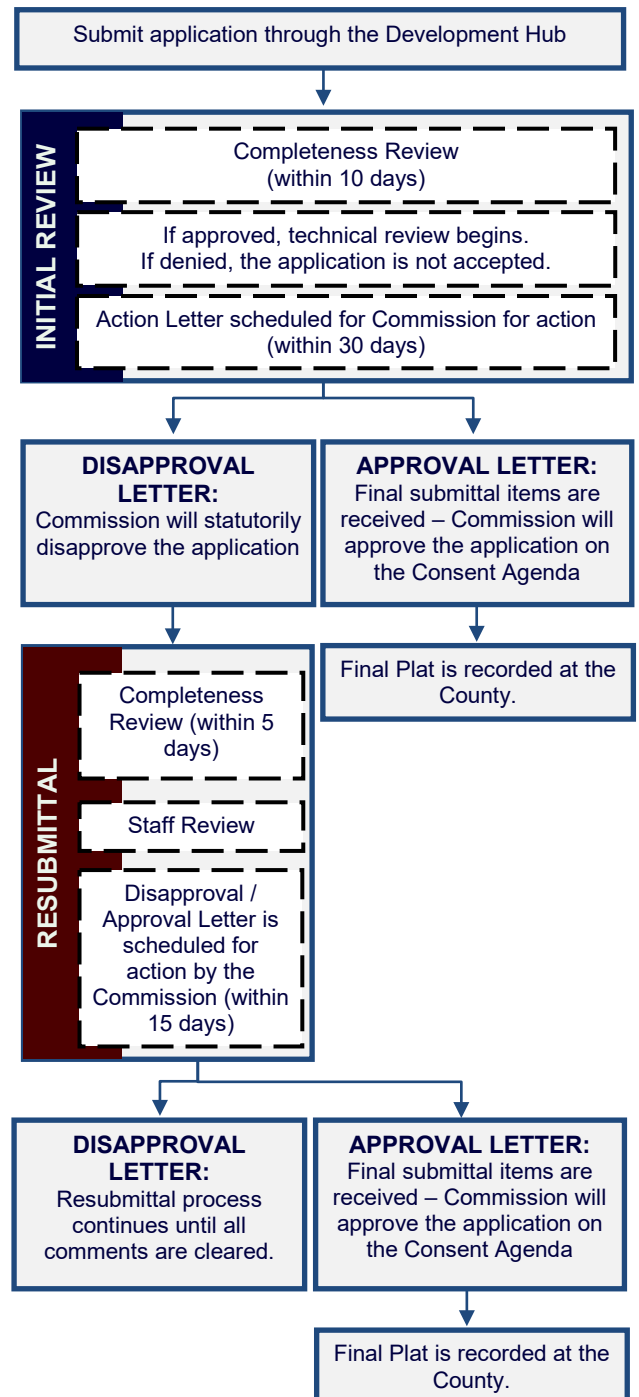
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

**(Check One):**

\_\_\_\_ I, the owner, have selected the Standard Review Procedure.

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

### OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_ §

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### AGENT INFORMATION:

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

**Project Agent:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date



## FINAL PLAT CHECKLIST

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

### GENERAL

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

### SHEET 1 – COVER SHEET

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| ___ 1. | Title block including the following in the top center of the page. The “Subdivision Name” shall match the preliminary plat and include the phase and section number. The proposed name of the subdivision does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction unless for different sections or phases of the same subdivision.<br><div style="text-align: center;"> <b>Subdivision Name</b><br/> Final Plat </div>                                                                                                                                                               | Ordinance Reference<br>Art II, Sec 24 (c)(1)(i) |
| ___ 2. | Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Developer name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Developer/Agent name, address, and phone number<br><input type="checkbox"/> Filing date                                                                                                                                                                                                            | Art II, Sec 24 (c)(1)(ii)                       |
| ___ 3. | Scale (graphic and number format) and north arrow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Art II, Sec 24 (c)(1)(ii)                       |
| ___ 4. | Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                                                                                                                                                                                                                                   | Art II, Sec 24 (c) (1) (iii)                    |
| ___ 5. | Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 24 (d)(2)                           |
| ___ 6. | Example cover sheet:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; margin-bottom: 10px;"> <b>Subdivision Name</b><br/> Final Plat </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 20%;">Project<br/>Information</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 20%;">Location<br/>Sketch</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 20%;">Index</div> </div> <div style="text-align: right; margin-top: 10px;">1 of 1</div> </div> | Art II, Sec 24 (d)(2)                           |
| ___ 7. | Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 24 (c)(1)(iv)                       |
| ___ 8. | Provide a table including the street name(s) and linear footage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 24 (d)(2)                           |

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

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

**SURVEY CONTROL INFORMATION**

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

**IMPROVEMENTS:**

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



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

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

Ordinance  
Reference

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

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



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

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

\_\_\_\_\_  
*John Cosgrove, Chairman  
Planning and Zoning Commission  
City of Leander, Texas*

ATTEST: \_\_\_\_\_  
*Ellen Coufal, Secretary  
Planning and Zoning Commission  
City of Leander, Texas*

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

**FOR CORPORATE ENTITY – if there are no lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

*[NAME OF CORPORATE ENTITY]*

*[signature]* \_\_\_\_\_

*[Name of authorized officer]*

*[Title of officer]*

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR CORPORATE ENTITY – if there are lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

*[NAME OF CORPORATE ENTITY]*

*[signature]* \_\_\_\_\_

*[Name of authorized officer]*

*[Title of officer]*

Art II, Sec 25  
(f)

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**AND**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

*Lienholder Name:* \_\_\_\_\_

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

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR NATURAL PERSONS– if there are no lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

[signature] \_\_\_\_\_

[NAME OF OWNER]

THE STATE OF TEXAS §



COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR NATURAL PERSONS– if there are lien holders:**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

[signature]  
[NAME OF OWNER]

**AND**

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

Lienholder Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public-State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

- e) If the subdivision is not to be served by an organized wastewater collection system, provide this note with the engineer's seal stating whether the tract is or is not located in the Edwards Aquifer Recharge

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

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.

\_\_\_\_\_  
J. Terron Everston, PE, DR, CFM  
County Engineer

\_\_\_\_\_  
Date

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

**O.S.S.F. NOTES:**

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

**Or**

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

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



BY: \_\_\_\_\_  
REBECCA GUERRERO  
CLERK, COUNTY COURT  
TRAVIS COUNTY, TEXAS

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

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

#### STANDARD PLAT NOTES

##### \_\_\_ 1. General Plat Notes:

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46  
(b)

Art III, Sec 46  
(b)

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

Code of  
Ordinances Art  
3.10

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

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

Art III, Sec 47

Art II, Sec 24  
(a) (2)

Art II, Sec 20  
(j)

##### \_\_\_ 2. Non-Residential & Multi-Family Plat Notes:

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

Art III, Sec 42  
(h)

Code of  
Ordinances  
10.03.003

##### \_\_\_ 3. Single-Family & Two Family Plat Notes:

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

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

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

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

## ADDRESSING INFORMATION

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

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

## PLANNING & ZONING COMMISSION APPROVAL

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

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

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

Units: US Survey Feet



## SUPPORT DOCUMENTS FOR RECORDATION

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### ☐ WILLIAMSON COUNTY

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

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

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

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

### ☐ TRAVIS COUNTY

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

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

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

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

## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

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

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

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

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



## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

KNOW ALL MEN BY THESE PRESENTS

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

§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### 30 DAY WAIVER REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



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

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# **MINOR REVISION PRELIMINARY PLAT**

## **APPLICATION & CHECKLIST SUBMITTAL PACKET**

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## GENERAL INFORMATION

- A Minor Revision Preliminary Plat is a revision to the preliminary plat that meets the following criteria.
  - ☐ A Minor Revision MAY NOT:
    1. Modify a waiver or variance or result in a new waiver or variance;
    2. Reduce any conservation easement, common area, green space, or other open space or park improvements of the approved Preliminary Plat;
    3. Have a negative impact on property outside the Preliminary Plat;
    4. Require notice and a public hearing under Section 212.015, Tex. Local Gov't Code, as amended, or
    5. Increase the number of dwelling units by more than 5%.
  - ☐ A Minor Revision MAY:
    1. Change the street layout.
    2. Increase the number of lots to the extent allowed herein.
    3. Modify a subdivision to accommodate a change in use resulting from rezoning or land acquisition through eminent domain.
  - ☐ The Planning Director may determine that other changes similar in scope and effect to those described above are minor revisions.
- If an update to the TIA is necessary, please coordinate a scoping meeting with the City Engineer prior to submittal for review.
- If an amendment to the phasing plan is proposed, it needs to be approved prior to the submittal of the preliminary plat.
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD

## HELPFUL LINKS



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

## CONTACT INFORMATION

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

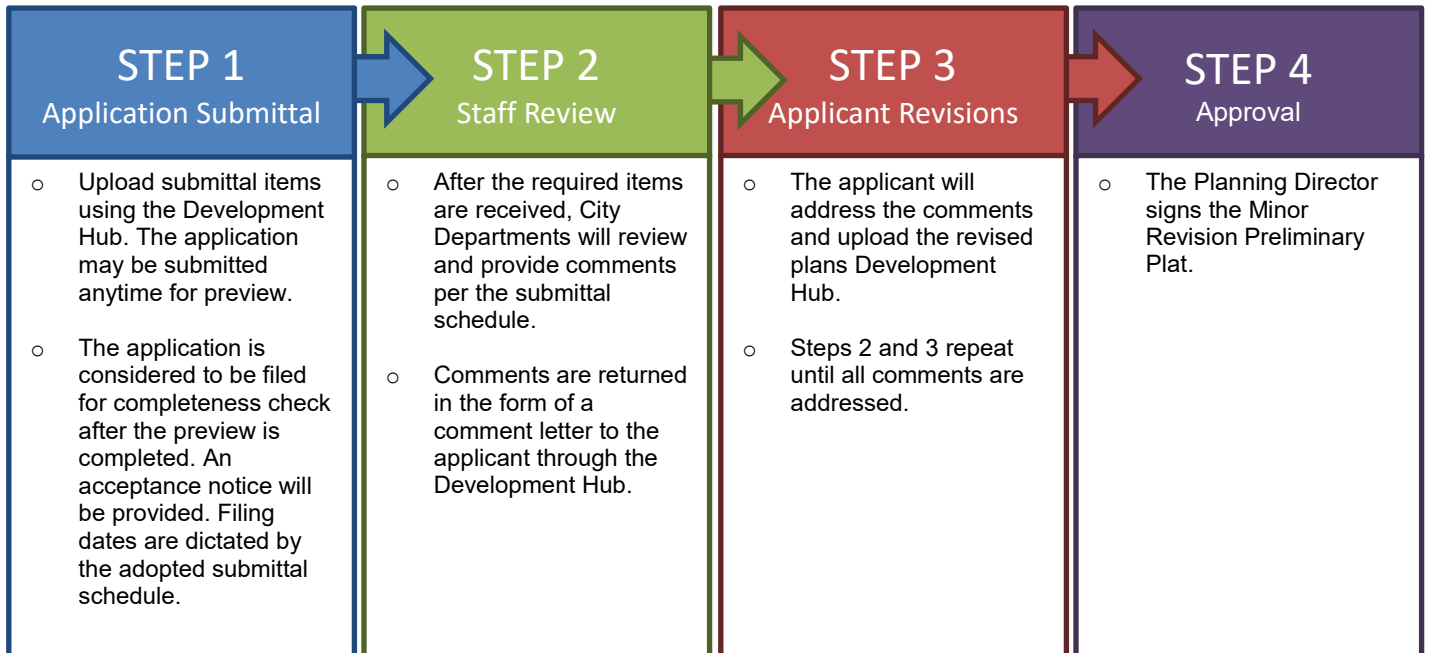
## INSTRUCTIONS

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

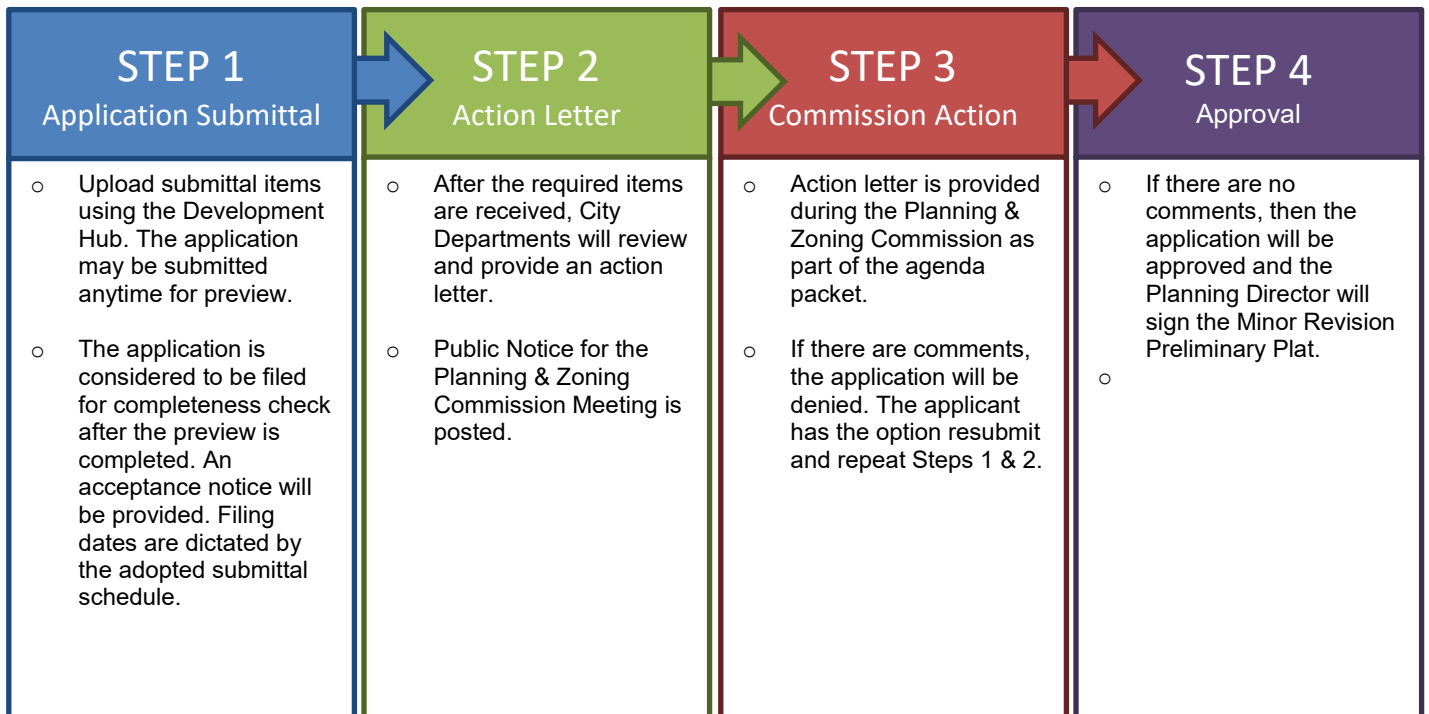


- Please refer to the “Submittal Schedule” for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- If the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

## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE



## REQUIRED ITEMS FOR THE SUBMITTAL

### REQUIRED ITEMS

#### PROVIDED

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

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Minor Revision Preliminary Plat Document (24"X36" in size).
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Letter describing the revision to the approved preliminary plat and describing how the changes meet the minor revision preliminary plat criteria.
- ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties if changes to the street names are proposed.
- ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: \_\_\_\_\_.
- ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 12. Approved Drainage Study, if changes are proposed provide the study and any associated studies or models needed for review.
- ☐ 13. County short ID # of subject property: \_\_\_\_\_
- ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 15. Planned Unit Development (PUD) information (if applicable)
  - Is this plan subject to a PUD? ☐ Yes ☐ No
  - If yes, provide the name: \_\_\_\_\_
- ☐ 16. Traffic Impact Analysis (TIA) information. Provide one of the following:
  - ☐ TIA Letter (fee in lieu only) – This letter shall confirm the trip generation based on the current ITE Manual and the proposed fee in lieu of TIA request or that TIA fees are not required. The letter shall be signed and sealed by an engineer.
  - ☐ Approved TIA – Provide the approved TIA or if an update is proposed provide the Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 17. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 18. Application Fees (calculation listed below).



## APPLICATION FEE\* CALCULATION

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| Filing Fee: 10% of the original Preliminary Plat Fee                   | \$ _____  |
| Professional Recovery Fee:                                             | \$ 250.00 |
| Technology Fee:                                                        | \$ 25.00  |
| <b>TOTAL FEE</b> (due at the time of application submission) <b>\$</b> |           |

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

### ADDITIONAL INFORMATION ABOUT FEES:

#### RESUBMITTAL FEES:

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

## MINOR PRELIMINARY PLAT REVIEW PROCESS

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

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

If the applicant selects the Alternative Review Procedure, then the waiver on [page 17](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

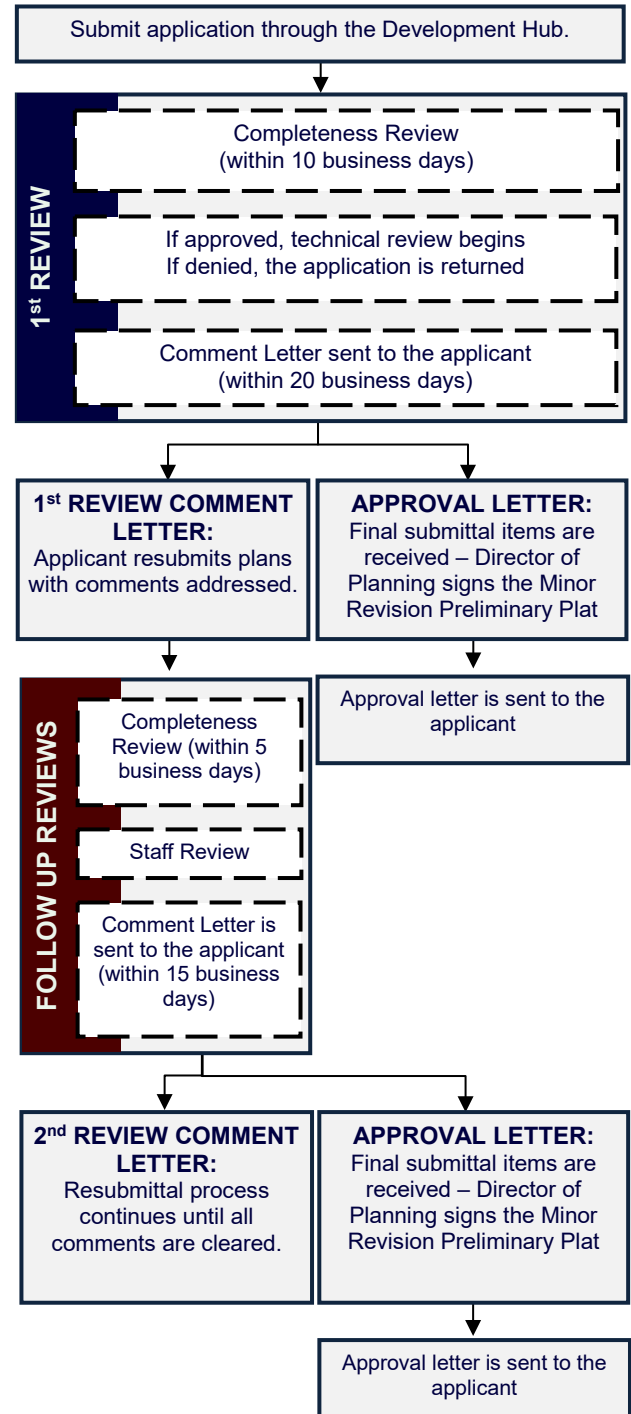
1. Submit required items through the Development Hub. These documents may be submitted at any time for review. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3<sup>rd</sup> review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated Concept Plan
  - b. Supporting materials
  - c. Comment response letter identifying how the comments were addressed
  - d. Submittal Fees (after the 3<sup>rd</sup> review)
7. This process repeats until all comments are cleared.
8. Once all comments are cleared, then the Planning Director will sign the Minor Revision Preliminary Plat.
9. The applicant will be notified that the document has been signed and will pick up the signed copy.
10. The applicant will then upload the signed Minor Revision Preliminary Plat to the Development Hub.





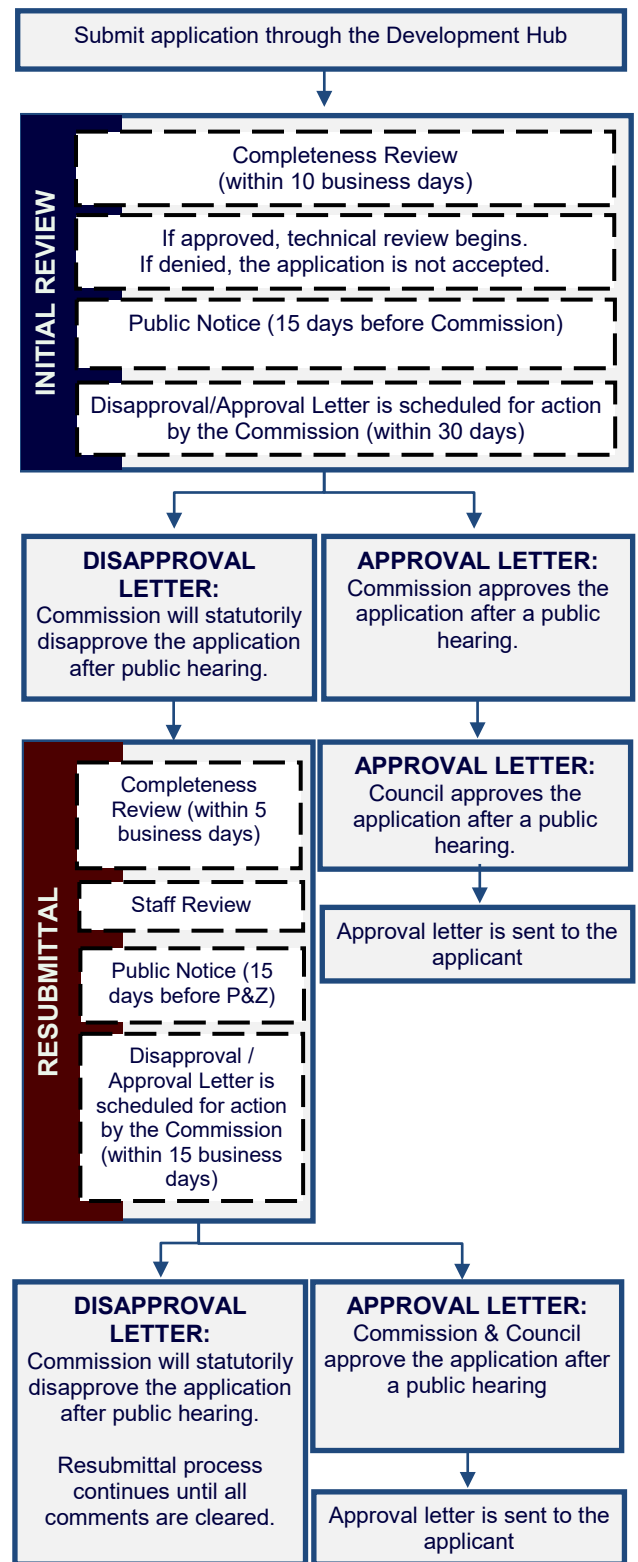
## STANDARD REVIEW PROCEDURE

1. Submit required items through the Development Hub. These documents may be submitted at any time for 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   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Approved Concept Plan</li> <li><input type="checkbox"/> Approved Phasing Plan for the entire subdivision</li> <li><input type="checkbox"/> Existing Conditions</li> <li><input type="checkbox"/> Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets</li> <li><input type="checkbox"/> Improvements – Including utilities and drainage</li> <li><input type="checkbox"/> Tree Protection Plan</li> <li><input type="checkbox"/> Street Tree Plan (if street trees are proposed)</li> <li><input type="checkbox"/> Parks Plan</li> </ul> | Art II, Sec 22 (c)(3) |
| ___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Art II, Sec 22 (c)(3) |
| ___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Art II, Sec 22 (c)(3) |
| ___ 4. All property lines shall be identified with a solid, heavy, and black line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 22 (c)(3) |
| ___ 5. Cloud all proposed changes to the preliminary plat and note the revision number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 22 (k)(1) |

### SHEET 1 – COVER SHEET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance Reference       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan.</p> <p style="margin-left: 40px;"><i>Subdivision Name</i></p> <p style="margin-left: 40px;">Minor Revision Preliminary Plat No ___</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art II, Sec 22 (k)(1)     |
| <p>___ 2. Project information in the upper left corner including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD.</li> <li><input type="checkbox"/> The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use.</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul> | Art II, Sec 22 (c)(1)(i)  |
| ___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 22 (c)(1)(iv) |
| ___ 4. Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22 (c)(3)     |
| <p>___ 5. Example cover sheet:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Subdivision Name</b></p> <p style="text-align: center;">Minor Revision Preliminary Plat # ___</p> <p style="text-align: center;">Project Number</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;">Project Information</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;">Location Sketch</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 30%;">Index</div> </div> <p style="text-align: right; margin-top: 10px;">1 of 1</p> </div>                                                                                                                                                                                                                                                                       | Art II, Sec 22 (c)(3)     |
| ___ 6. A certification block signed and sealed by the project engineer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 22 (c)(1)(vi) |

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



- |                                                                                                                                                                |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <input type="checkbox"/> The Home Owners Association (HOA) shall own and maintain the following lots: ____                                                     | Art IV, Sec 61(d)          |
| <input type="checkbox"/> The HOA bylaws are recorded in the Official Public Records of ____ County, Texas under document number ____.                          | Art IV, Sec 61(d)          |
| <input type="checkbox"/> The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.                                   | Art III, Sec 41 (a)        |
| <input type="checkbox"/> The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas. | Art III, Sec 41 (a)        |
| <input type="checkbox"/> If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:     | Composite Zoning Ordinance |

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

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

## SHEET 2 – APPROVED CONCEPT PLAN

- \_\_\_\_ 1. Provide the approved concept plan.

Ordinance  
Reference  
Art II, Sec 22  
(c)(1)

## SHEET 3 – APPROVED PHASING PLAN

- \_\_\_\_ 2. Provide the approved phasing plan for the subdivision. Demonstrate that this submittal is in compliance with the plan.

Ordinance  
Reference  
Art 13.12 of  
the code of  
ordinances

## SHEET 4 – EXISTING CONDITIONS

- |                                                                                                                                                                                                                                                                      |                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| ____ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.                                                    | Art II, Sec 22<br>(c)(2)(i)      |
| ____ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.                                                                                                                                             | Art II, Sec 22<br>(c)(2)(ii)     |
| ____ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.                                                                                                                                                   | Art II, Sec 22<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(c) (2) (vii)  |
| ____ 10. The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.                                                   | Art II, Sec 22<br>(c) (2) (viii) |
| ____ 11. Watershed information is provided (if applicable):                                                                                                                                                                                                          | Art III, Sec 41                  |

- \_\_\_\_\_ Watershed information is provided (if applicable):
- \_\_\_\_\_ Lake Travis watershed report provided to LCRA.
- \_\_\_\_\_ Edward's recharge zone report provided to TCEQ.
- \_\_\_\_\_ Edward's contributing zone report provided to TCEQ.

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

Art III, Sec 49

## SHEET 5 – PRELIMINARY PLAT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ordinance Reference        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| ___ 1. The date, scale (1"=100), and north indicator.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 22 (c)(1)(iii) |
| ___ 2. The owners' names, deed or plat references and property lines for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.                                                                                                                                                                                                                                                                                      | Art II, Sec 22 (c)(1)(v)   |
| ___ 3. Provide a table including the street name and linear feet.                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 22 (c)(2)(vii) |
| ___ 4. Provide a secondary access for all subdivisions greater than thirty (30) lots unless otherwise approved by the Fire Department. The secondary access shall be constructed in accordance with the current Fire Code and City Standard Details and Specifications.                                                                                                                                                                                                                                          | Art III, Sec 42 (i)        |
| ___ 5. Identify the zoning of the property. A separate sheet may be required for PUD.                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 22 (2)(ix)     |
| ___ 6. Numbers to identify each lot and block.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Art III, Sec 45            |
| ___ 7. The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.                                                                                                                                                                                                                                                                                                                                                                                           | Art III, Sec 45 (b)(1)     |
| ___ 8. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.                                                                                                                                                                                                               | TCM                        |
| ___ 9. Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.                                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 22 (c)(1)(ii)  |
| ___ 10. Except for SFR zoning districts, residential blocks do not exceed a perimeter length of three thousand five hundred (3,500) feet, and residential blocks in SFR zoning districts do not exceed a perimeter length of six thousand (6,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features. | Art III, Sec 45 (a)        |
| ___ 11. Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length of four thousand five hundred (4,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.                                                 | Art III, Sec 45 (a)        |
| ___ 12. Blocks are wide enough to accommodate two tiers of lots except for blocks adjacent to major streets, railroads, waterways or other topographical features prohibiting a second lot tier.                                                                                                                                                                                                                                                                                                                 | Art III, Sec 45 (a)        |
| ___ 13. If inside the City, lot sizes and dimensions as well as proposed use are in conformance with the Composite Zoning Ordinance. Lots to be served by septic systems shall be a minimum of one acre in area if on a public water supply, two acres if served by an on-site private well, located in areas with steep topography, floodplain, or other natural features, and conform to the County or LCRA regulations based on percolation tests and soil analysis.                                          | Art III, Sec 45 (b)(2)     |
| ___ 14. No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art III, Sec 45 (b)(7)     |
| ___ 15. All lots front on a public roadway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art III, Sec 45 (b)(8)     |
| ___ 16. Lots are arranged so that all lots face similar lots across the street.                                                                                                                                                                                                                                                                                                                                                                                                                                  | Art III, Sec 45 (b)(9)(ii) |
| ___ 17. Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.                                                                                                                                                                                                                                                                                                                                                    | Art III, Sec 45 (b)(9)(ii) |
| ___ 18. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.                                                                                                                                                                                                                                                                                                                                                                                | Art III, Sec 45 (b)(10)    |
| ___ 19. Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.                                                                                                                                                                                                                                                                                       | Art III, Sec 45 (b)(11)    |
| ___ 20. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:                                                                                                                                                                                                                                                                                                                                                                                   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |



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

## SHEET 6 – IMPROVEMENTS

|        |                                                                                                                                                                                                                                                                                                               | Ordinance<br>Reference       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| ___ 1. | The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.                                                                                                       | Art II, Sec 22<br>(c)(4)     |
| ___ 2. | The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks. Water, wastewater, transportation, and drainage improvements shall be extended to the perimeter of the development. | Art IV, Sec 60<br>(b)        |
| ___ 3. | Provide preliminary vertical profiles for roadways with extreme topography.                                                                                                                                                                                                                                   | Art II, Sec 22<br>(c)(4)(vi) |
| ___ 4. | Identify all required drainage improvements.                                                                                                                                                                                                                                                                  | Art II, Sec 22<br>(c)(4)     |
| ___ 5. | Label the static pressure for the highest and lowest lot in the subdivisions and include any require PRVs. The highest lot should be based on mid tank condition and the lowest lot should be based on full tank condition.                                                                                   | Art II, Sec 22<br>(c)(5)(ii) |
| ___ 6. | Provide utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.                                                                                                                             | Art II, Sec 22<br>(c)(5)(ii) |

## SHEET 7 – TREE PROTECTION PLAN

Ordinance  
Reference

### 1. Required Items for Tree Protection Plan:

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

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

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

### 2. Tree Mitigation Requirements:

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

### 3. Significant Tree Removal Permit

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

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

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

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

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

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

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

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



- d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars (\$150) per caliper inch of replacement tree.
  - e. Fee credits are available for mitigation trees that are planted on site that are 2 caliper inches measured at 4 feet in height.
- \_\_\_ 6. Replacement Trees
- ☐ Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time. The tree protection plan is required to be approved by the Director of Planning prior to submission of a preliminary plat application.

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

## SHEET 8 – PARKS PLAN

Ordinance  
Reference

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

Art IV, Sec 61

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

## FINAL APPROVAL

In order to complete the Minor Revision Preliminary Plat process, the following items will be required to be submitted through the Development Hub after all comments have been addressed.

- ☐ The applicant will be required to submit one final copy of the Minor Revision Preliminary Plat for signature.
- ☐ After the plans have been signed, they will be returned to the applicant.
- ☐ The applicant will be responsible for providing a scanned copy of the plans and AutoCAD files to complete the process by uploading the document through the Development Hub.
- ☐ AutoCAD or GIS file needs to include the following: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

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

Units: US Survey Feet

## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ Ethics Ordinance – Disclosure Statements

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

#### Sec. 9.05.007 Persons doing business with the city

##### (a) Persons seeking discretionary contracts.

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

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

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

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

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



## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

### 30 DAY WAIVER REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

§

KNOW ALL MEN BY THESE PRESENTS

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

§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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

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# MINOR SITE DEVELOPMENT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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

## HELPFUL LINKS



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

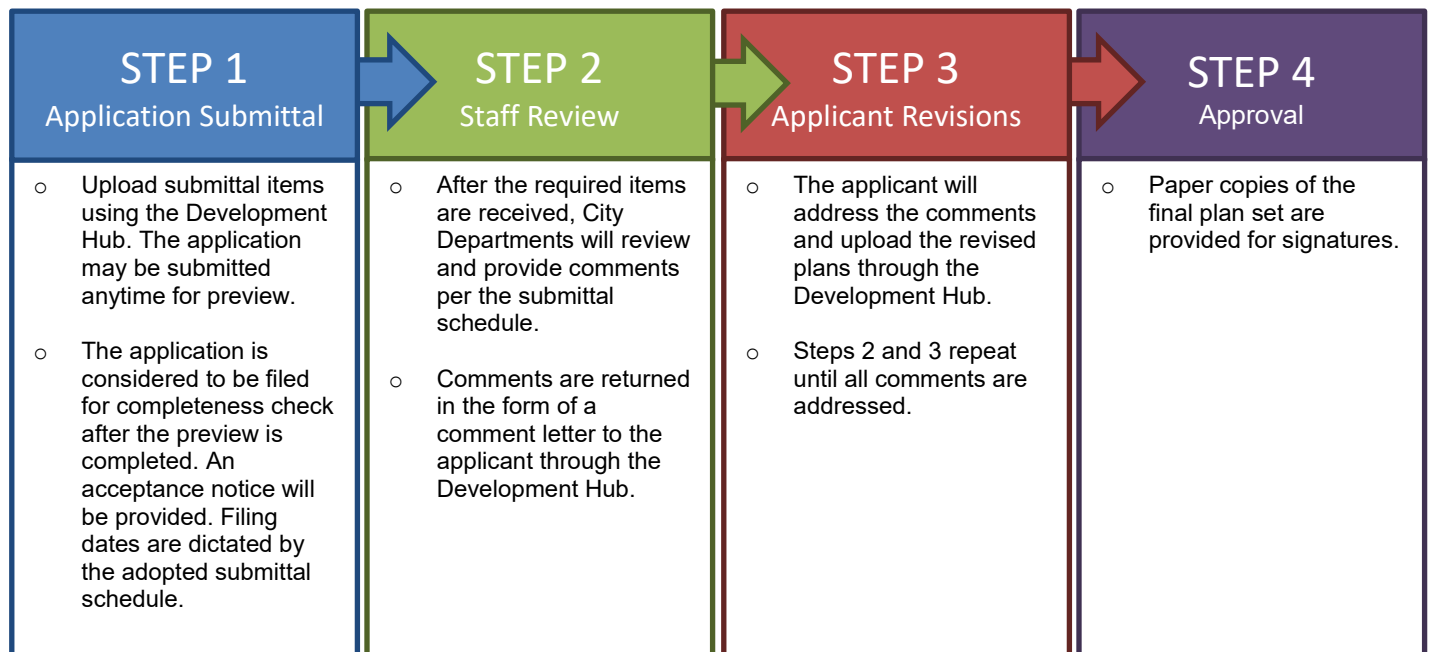
## CONTACT INFORMATION

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

## INSTRUCTIONS

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

## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

| REQUIRED ITEMS | PROVIDED | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |          | <input type="checkbox"/> 1. Completed and Signed Application & Checklist with the owner's signatures.<br><input type="checkbox"/> 2. Site Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.<br><input type="checkbox"/> 3. Deed showing current ownership. Proof of signatory for corporations is required.<br><input type="checkbox"/> 4. Certified tax certificate or other evidence that taxes have been paid.<br><input type="checkbox"/> 5. Support documents such as TIA, Drainage Reports, Lift Station Reports, Geotechnical Report, HEC Models, etc.<br><input type="checkbox"/> 6. Is development proposed within the floodplain? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.<br><input type="checkbox"/> 7. Planned Unit Development (PUD) or Special Use Permit (SUP) information (if applicable)<br>Is this plan subject to a PUD? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: _____<br>Is this plan subject to a SUP? <input type="radio"/> Yes <input type="radio"/> No<br>If yes, provide the name: _____<br><input type="checkbox"/> 8. Recent Title Commitment (dated within on year; if the title commitment is older than one year, submit a property report of nothing further certificate)<br><input type="checkbox"/> 9. Is there a Traffic Impact Analysis (TIA) associated with this project? <input type="radio"/> Yes <input type="radio"/> No<br>If so, please contact the City Engineer to confirm if an updated is needed.<br><input type="checkbox"/> 10. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.<br><input type="checkbox"/> 11. Application Fees (calculation listed below). |

## APPLICATION FEE\* CALCULATION

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

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

### RESUBMITTAL FEES:

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

## UPLOADED DOCUMENT REQUIREMENTS

---

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.

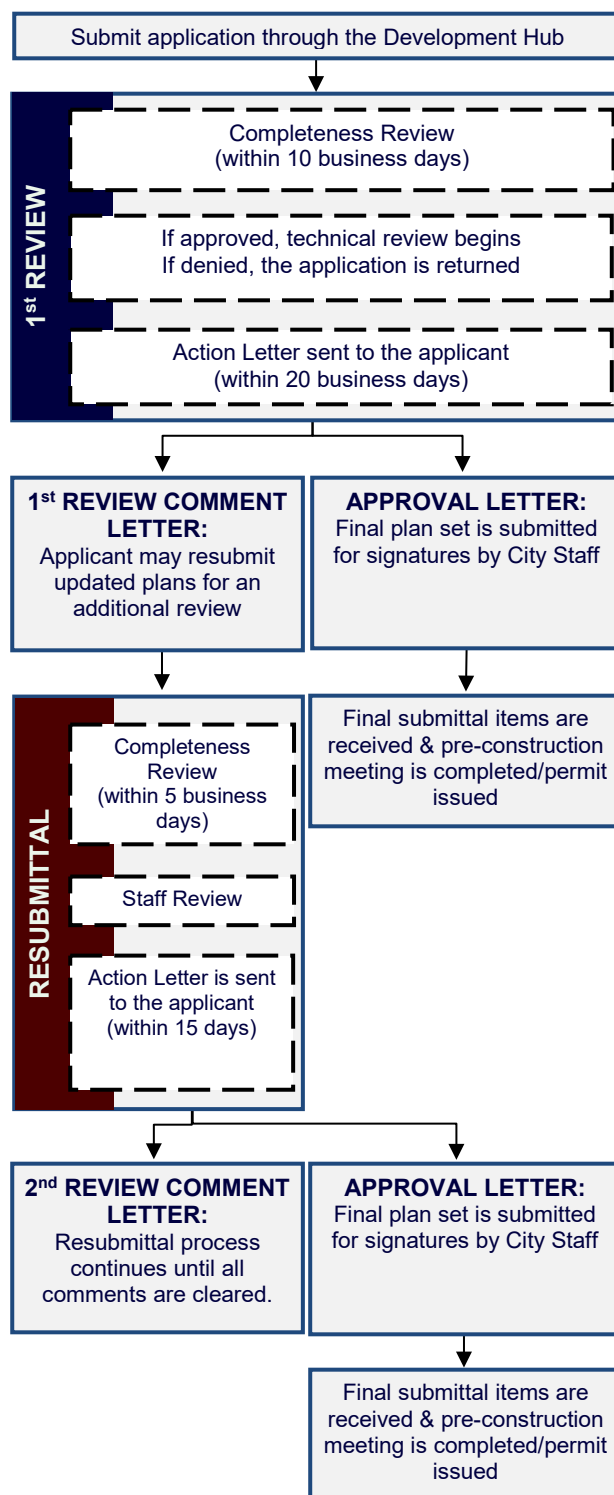
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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:

|                                                                                                              |                                                                                                         |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Minor Site Development Plans<br><b>Project Number</b>                                 |                                                                                                         |
| Project<br>Information                                                                                       | <div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto;">Location Sketch</div> |
| Index                                                                                                        |                                                                                                         |
| Revision Block                                                                                               | Signature Block                                                                                         |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Approval</div> <b>1 of 1</b> |                                                                                                         |

\_\_\_ 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 at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- \_\_\_ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- \_\_\_ 20. Handicap parking is provided as follows:
  - For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
  - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_ **Type 1**

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



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

## **Type 2**

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

## **Type 3**

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

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

#### **Type 4**

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

#### **Type 5**

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

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

#### **UTILITY PLAN:**

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

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

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#### **ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:**

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

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#### **STANDARD DETAILS:**

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

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#### **LANDSCAPE PLAN:**

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



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

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

\_\_\_ 2. Turfgrass:

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

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

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

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

## **PARK PLAN:**

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

## **MASTER ARCHITECTURAL PLAN:**

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

## **MAJOR CORRIDOR STREETSCAPE PLAN:**

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



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

## INFORMATION ABOUT THE PUBLIC ART COMMITTEE (LPAC)

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The Leander Public Art Committee (LPAC):

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

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

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

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

## FINAL SUBMITTAL REVIEW

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

Items to submit through the Development Hub:

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

## REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT

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- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- 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 combined TIF, combined PDF, and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF 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.

## CONFLICT OF INTEREST DISCLOSURES

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

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

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

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

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



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

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# PRELIMINARY PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

- The Preliminary Plat is the second step in the subdivision process that provides for the proposed lots, street layout, utility layout, parks plan, and drainage.
- **An approved Concept Plan & Phasing Plan are required prior to the submission of a Preliminary Plat.**
- The Preliminary Plat may include either the entire subdivision as shown in the concept plan or an individual phase. Phases are not allowed to be reviewed concurrently unless they are part of a submittal that includes the entire subdivision.
- If an update to the TIA is necessary, please coordinate a scoping meeting with the City Engineer prior to submittal for review.
- If an amendment to the phasing plan is proposed, it needs to be approved prior to the submittal of the preliminary plat.
- Is this property located in Leander's ETJ in Williamson County? ☐ Yes ☐ No
- Is this property located within the Liberty Hill Wholesale Wastewater Service Area? ☐ Yes ☐ No
- Which school district is this property located in? ☐ LISD ☐ LHISD

## HELPFUL LINKS



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

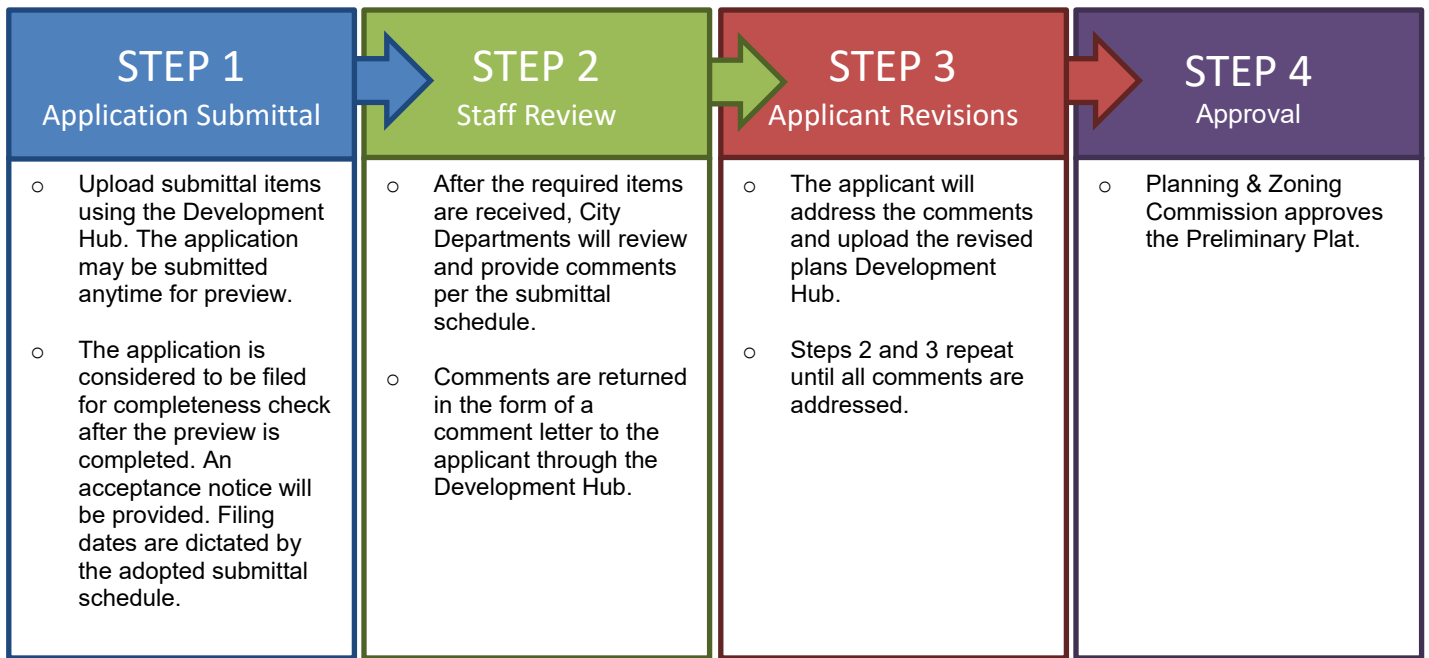
## CONTACT INFORMATION

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

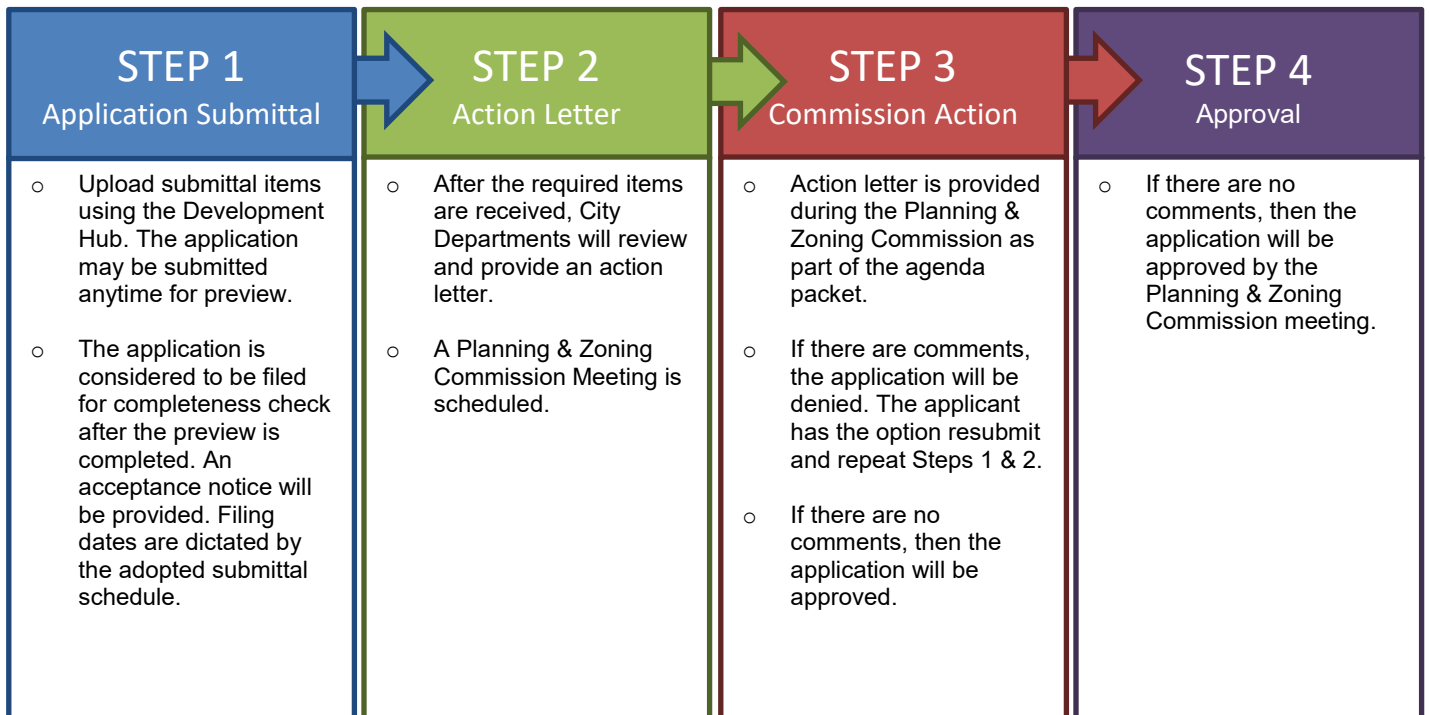
## INSTRUCTIONS

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

## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE





## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

## REQUIRED ITEMS

**PROVIDED**

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

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Preliminary Plat (24"X36" in size)
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Existing deed restrictions or covenants (if applicable).
- ☐ 5. Certified tax certificate.
- ☐ 6. Annexation petition and letter requesting water and wastewater service where applicable
- ☐ 7. Documentation from both Williamson and Travis County 911/Addressing stating that all of the street names on the Preliminary Plat are approved and not duplicated in other areas of the counties.
- ☐ 8. If the subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 9. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: \_\_\_\_\_.
- ☐ 10. A letter of certification, if containing any 100-year floodplain within the ETJ or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- ☐ 11. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- ☐ 12. Drainage Study and any associated studies or models needed for review.
- ☐ 13. County short ID # of subject property: \_\_\_\_\_
- ☐ 14. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.
- ☐ 15. Is a variance proposed? ☐ Yes ☐ No  
If yes, provide the application with this submittal.
- ☐ 16. Planned Unit Development (PUD) information (if applicable)
  - Is this plan subject to a PUD? ☐ Yes ☐ No  
If yes, provide the name: \_\_\_\_\_
  - Is this application proposed for concurrent review with a PUD? ☐ Yes ☐ No  
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: \_\_\_\_\_
- ☐ 17. Traffic Impact Analysis (TIA) information. Provide one of the following:
  - ☐ TIA Analysis Letter: The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
  - ☐ Approved TIA – Provide the approved TIA or if an update is proposed provide the Submittal Form and associated documents for review. This form is available online. A scoping meeting with the City Engineer is required prior to submittal.
- ☐ 18. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- ☐ 19. Application Fees (calculation listed below).

## APPLICATION FEE\* CALCULATION:

|                                                                                                        |            |
|--------------------------------------------------------------------------------------------------------|------------|
| Filing Fee:                                                                                            | \$1,000.00 |
| \$50 per lot or acre or portion thereof (whichever is greater):                                        | \$ _____   |
| GIS Mapping Fee:                                                                                       | \$ 75.00   |
| Fire Code Review Fee (per Phase or Section whichever is greater):                                      | \$ 125.00  |
| System Reservation Fee for properties located within the Wholesale Wastewater Service Area (\$350/LUE) | \$ _____   |
| Professional Recovery Fee:                                                                             | \$ 250.00  |
| Technology Fee:                                                                                        | \$ 25.00   |
| <b>TOTAL FEE (due at the time of application submission) \$</b>                                        |            |

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

## ADDITIONAL INFORMATION ABOUT FEES:

### RESUBMITTAL FEES:

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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

## PRELIMINARY PLAT REVIEW PROCESS

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

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

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 18](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

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

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

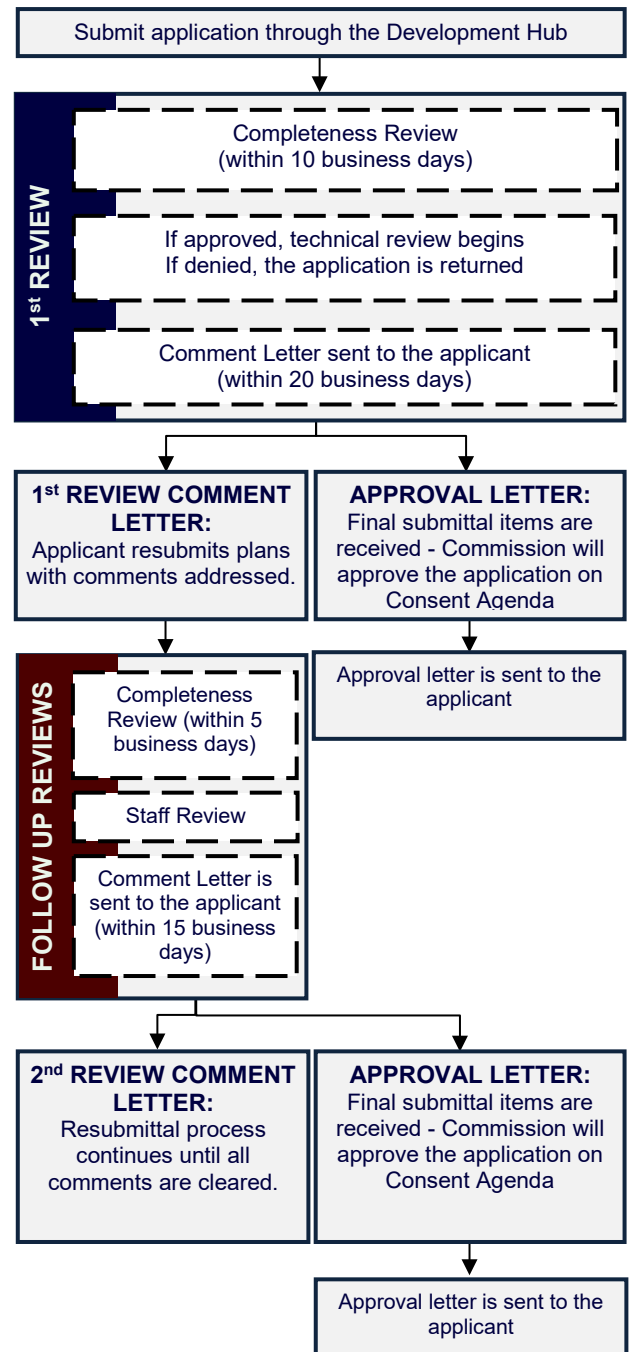
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3<sup>rd</sup> review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated Concept Plan
  - b. Supporting materials
  - c. Comment response letter identifying how the comments were addressed
  - d. Submittal Fees (after the 3<sup>rd</sup> review)
7. This process repeats until all comments are cleared.
8. Once all comments are cleared, the application is scheduled for review by the Commission. If Heritage Trees are proposed for removal, then the application will also need to be reviewed by the Council.





## STANDARD REVIEW PROCEDURE

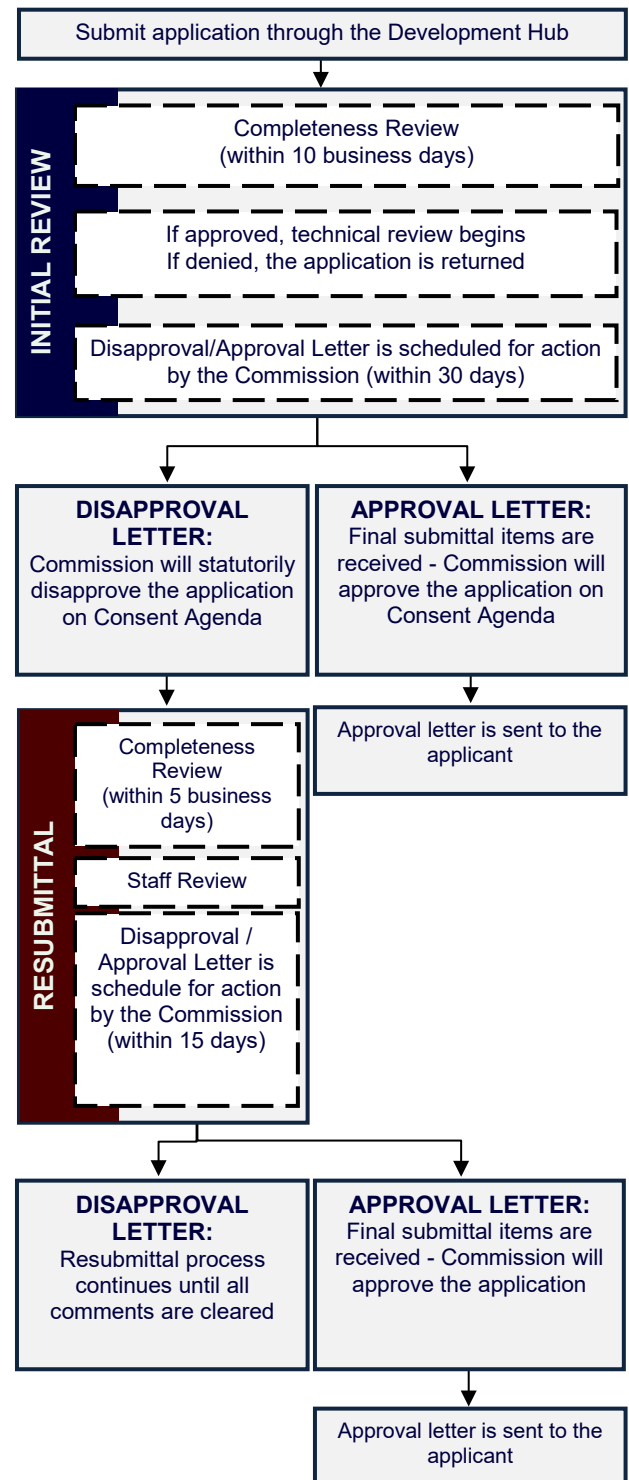
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

**(Check One):**

\_\_\_\_ I, the owner, have selected the Standard Review Procedure.

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

## OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

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

§

KNOW ALL MEN BY THESE PRESENTS

§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## AGENT INFORMATION:

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

**Project Agent:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## PRELIMINARY PLAT CHECKLIST

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

### GENERAL

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ordinance Reference   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Approved Concept Plan</li> <li><input type="checkbox"/> Approved Phasing Plan for the entire subdivision</li> <li><input type="checkbox"/> Existing Conditions</li> <li><input type="checkbox"/> Preliminary Plat – Include an overall sheet for the preliminary plat if the document is divided into sheets</li> <li><input type="checkbox"/> Improvements – Overall</li> <li><input type="checkbox"/> Drainage Plan</li> <li><input type="checkbox"/> Water Plan</li> <li><input type="checkbox"/> Wastewater Plan</li> <li><input type="checkbox"/> Including utilities and drainage</li> <li><input type="checkbox"/> Tree Protection Plan</li> <li><input type="checkbox"/> Street Tree Plan (if street trees are proposed)</li> <li><input type="checkbox"/> Parks Plan</li> </ul> | Art II, Sec 22 (c)(3) |
| ___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 22 (c)(3) |
| ___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 22 (c)(3) |
| ___ 4. All property lines shall be identified with a solid, heavy, and black line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 22 (c)(3) |
| ___ 5. FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 22 (d)(1) |

### SHEET 1 – COVER SHEET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ordinance Reference       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>___ 1. Title block including the following in the top center of the page. The “Subdivision Name” shall match the concept plan.</p> <p style="margin-left: 40px;">Subdivision Name<br/>Preliminary Plat<br/>Project Number (This number will be assigned during the first review of the plan set)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 22 (c)(1)(ii) |
| <p>___ 2. Project information in the upper left corner including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> Property Zoning – This information may also need to be provided on the preliminary plat sheet if there are multiple zoning districts. A separate sheet for zoning will be required for properties zoned PUD.</li> <li><input type="checkbox"/> The total acreage of the property to be subdivided and the subtotals by land use. A lot summary table also needs to be provided including the lot count by land use.</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul> | Art II, Sec 22 (c)(1)(i)  |
| ___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 22 (c)(1)(iv) |
| ___ 4. Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 22 (c)(3)     |



\_\_\_ 5. Example cover sheet:

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

Art II, Sec 22  
(c)(3)

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

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

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

Art II, Sec 22  
(c)(3)

\_\_\_ 8. Include the draft plat notes

**General Plat Notes:**

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

County

County

Art I, Sec 8 (b)

Art I, Sec 8 (b)

Art III, Sec 46  
(b)

Art III, Sec 46  
(b)

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

Code of  
Ordinances Art  
3.10

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

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

Art III, Sec 47

Art II, Sec 24  
(a) (2)

Art II, Sec 20  
(j)

\_\_\_ 9. Non-Residential & Multi-Family Plat Notes:

- ☐ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.

Art III, Sec 42  
(h)

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

Code of Ordinances  
10.03.003

\_\_\_ 10. Single-Family & Two Family Plat Notes:

- ☐ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.
- ☐ The Home Owners Association (HOA) shall own and maintain the following lots: \_\_\_
- ☐ The HOA bylaws are recorded in the Official Public Records of \_\_\_ County, Texas under document number \_\_\_\_.
- ☐ The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.
- ☐ The HOA shall own and maintain drainage and water quality improvements contained in open channels, detention and water quality areas.
- ☐ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

Transportation  
Criteria Manual  
5.3.1 J

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

Art III, Sec 41  
(a)

Art III, Sec 41  
(a)

Composite  
Zoning  
Ordinance

Art VI, Sec 8

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

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

## SHEET 2 – APPROVED CONCEPT PLAN

Ordinance  
Reference

- \_\_\_ 1. Provide the approved concept plan.

Art II, Sec 22  
(c)(1)

## SHEET 3 – APPROVED PHASING PLAN

Ordinance  
Reference

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

Art 13.12 of  
the code of  
ordinances

## SHEET 4 – EXISTING CONDITIONS

Ordinance  
Reference

- \_\_\_ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- \_\_\_ 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.

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)

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

## SHEET 5 – PRELIMINARY PLAT

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



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

## SHEET 6 – OVERALL IMPROVEMENTS

|                                                                                                                                                                                                                                                                                                                                                       | Ordinance 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

|                                                                                                                                                                                                                                                                                                                                                       | Ordinance Reference   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| ___ 1. Identify all required drainage improvements. This shall include a comparison with existing conditions normally contained within a drainage report, model, spreadsheet, or other engineering method to show feasibility of the intended design. Of note that any interaction with the floodplain must be explicitly identified in this process. | Art II, Sec 22 (c)(4) |

## SHEET 8 – WATER PLAN

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

## SHEET 9 – WASTEWATER PLAN

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

## SHEET 10 – TREE PROTECTION PLAN

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

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

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

- ☐ A table shall be provided that summarizes the total number of trees protected, removed, and the percentages.
- ☐ Approval of removal permits shall be based on the following:
  - a. Tree size/number of trunks;
  - b. Tree health and viability;
  - c. Tree location;
  - d. Other Significant and Heritage Trees to be preserved on site; and

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <p>e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.</p> <p><input type="checkbox"/> Provide the following note:<br/> <b><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></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                      |
| <p>___ 2. Tree Mitigation Requirements:</p> <p><input type="checkbox"/> Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Art II, Sec 22<br/>(c)(2)(iii)</p>                |
| <p>___ 3. Significant Tree Removal Permit</p> <p><input type="checkbox"/> The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.</p> <p><input type="checkbox"/> Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning &amp; 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.</p>                                                                                                                                    | <p>Art II, Sec 22<br/>(c)(2)(iii)</p>                |
| <p>___ 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Composite<br/>Zoning Art VI,<br/>Sec 1 (c)(8)</p> |
| <p>___ 5. Mitigation for the removal of a Heritage or Significant Tree</p> <p><input type="checkbox"/> The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.</p> <p>a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.</p> <p>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.</p> <p>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.</p> <p>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.</p> | <p>Art II, Sec 22<br/>(c)(2)(iii)</p>                |
| <p>___ 6. Replacement Trees</p> <p><input type="checkbox"/> Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&amp;M AgriLife Extension, as amended from time to time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Art II, Sec 22<br/>(c)(2)(iii)</p>                |

## SHEET 8 – PARKS PLAN

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ordinance Reference   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. If park improvements are proposed, the improvements meet the following criteria:</p> <p>___ 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.</p> <p>___ A note is shown on the preliminary plat indicating that all proposed park improvements will meet <i>City Park &amp; Facility Equipment Standards</i> and <i>U.S. Consumer Products Safety Commission - Publication 325</i>.</p> <p>___ 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.</p>                                                                                                                                                                           | <p>Art IV, Sec 61</p> |
| <p>___ 2. If <b>private</b> park land and/or facilities are proposed, they meet the following criteria:</p> <p>___ Private parks are not proposed for land shown in the <i>City Parks, Recreation &amp; Open Space Master Plan</i> as land to meet strategic needs for future parks and/or trails.</p> <p>___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions <b>which are attached to this application.</b></p> <p>___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, <b>and such covenant is attached to this application.</b></p> |                       |
| <p>___ 3. If an alternative park plan is proposed, it meets the following criteria:</p> <p>___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.</p> <p>___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |



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

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### (a) Persons seeking discretionary contracts.

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

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

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

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

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

## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



### 30 DAY WAIVER REQUEST

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

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

§

KNOW ALL MEN BY THESE PRESENTS

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

§

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



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

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# SHORT FORM FINAL PLAT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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

- ☐ No new public street is necessary for each lot to have access on to a public street.
  - ☐ Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
  - ☐ No off-site improvements are necessary for utility service or drainage.
  - ☐ No more than four (4) lots are involved.
- If changes to the existing street names or a new street configuration is proposed, then documentation from both Williamson and Travis County 911/Addressing stating that all street names on the Final Plat are approved and not duplicated in other areas of the counties.
  - If a TIA was required for the submittal of the concept plan or preliminary plat, an update to the TIA is required to be submitted concurrently with the final plat. A meeting scoping with the City Engineer is required prior to submittal.

## HELPFUL LINKS

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

## CONTACT INFORMATION

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

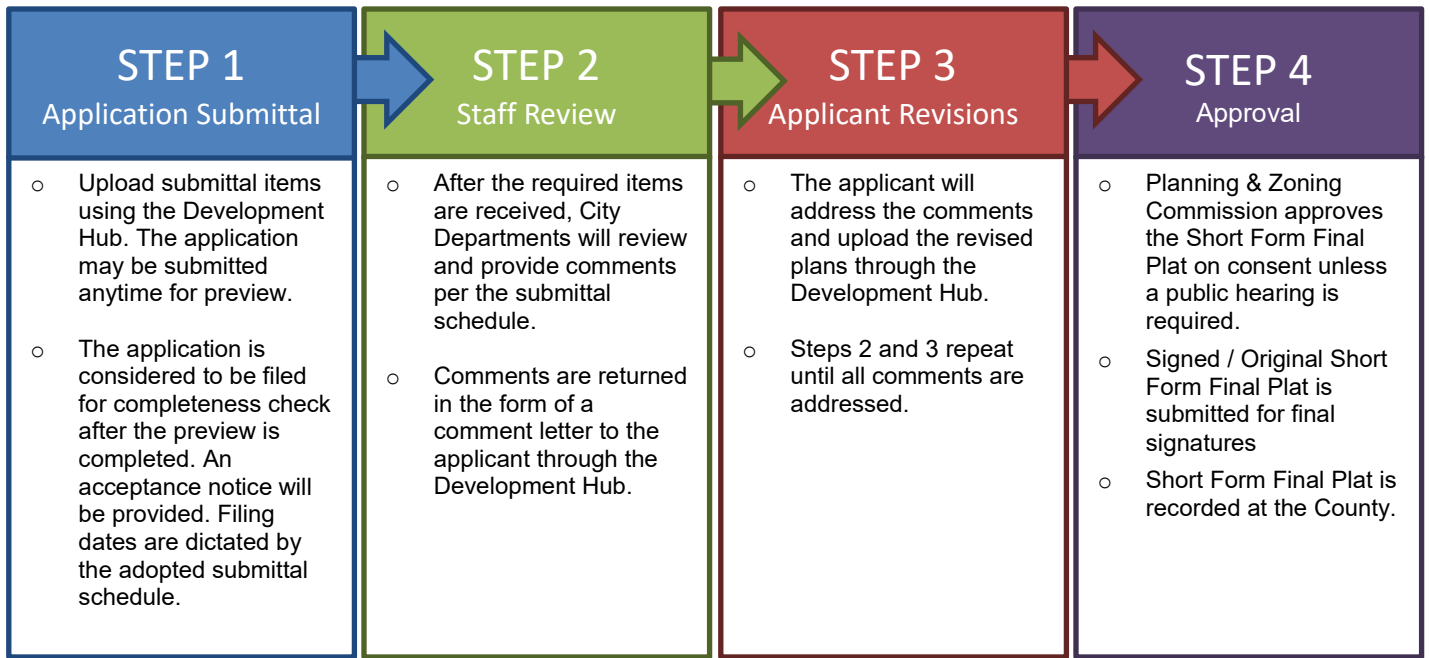
## INSTRUCTIONS

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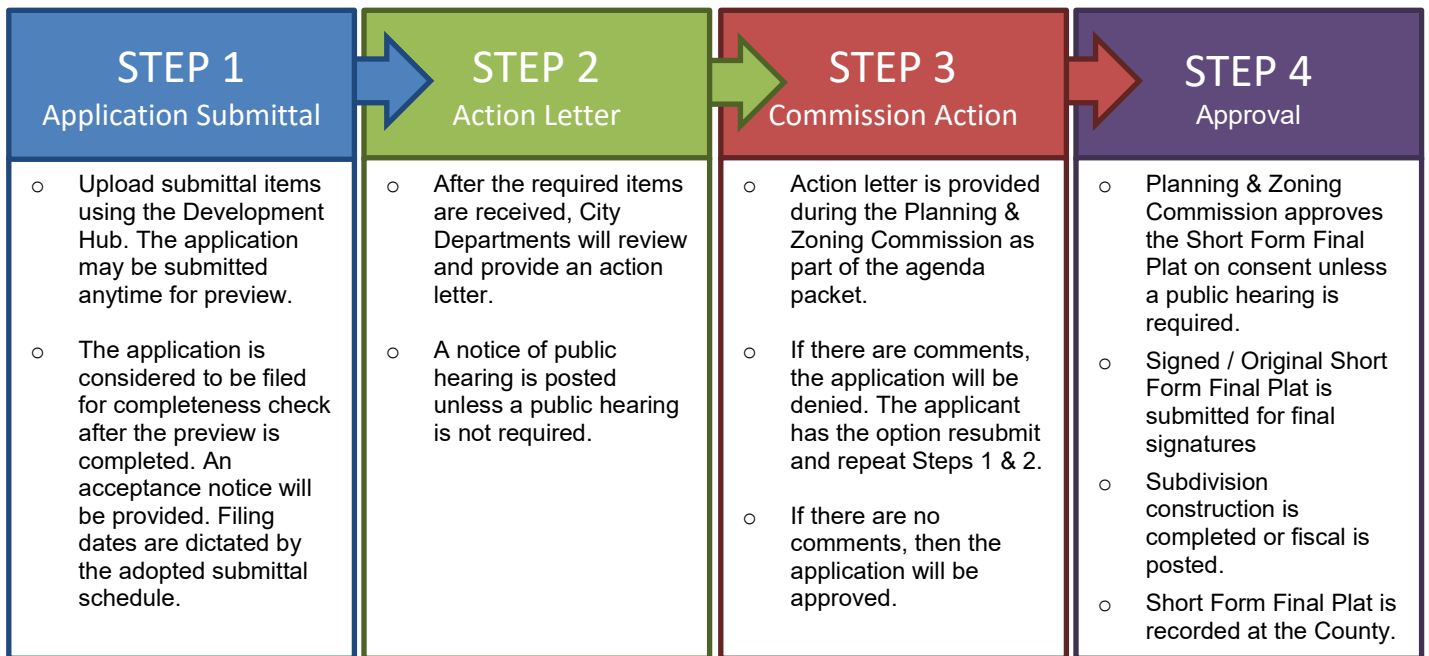
- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- The applicant is **required** to attend a Pre-Development Meeting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



## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE



## REQUIRED ITEMS FOR APPLICATION SUBMITTAL

### REQUIRED ITEMS

#### PROVIDED

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

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

## APPLICATION FEE\* CALCULATION

|                                                                                  |           |
|----------------------------------------------------------------------------------|-----------|
| Filing Fee:                                                                      | \$ 550.00 |
| Owner Notification Fee – \$5.00 per owner notification (if required for replat): | \$ _____  |
| Public Hearing Notification – \$150.00 (if required for replat):                 | \$ _____  |
| GIS Mapping Fee:                                                                 | \$ 75.00  |
| Professional Recovery Fee:                                                       | \$ 250.00 |
| Technology Fee:                                                                  | \$ 25.00  |
| <b>TOTAL FEE \$</b>                                                              |           |

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

### RESUBMITTAL FEES:

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

## UPLOADED DOCUMENT REQUIREMENTS

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

## COMPLETENESS REVIEW REQUIREMENTS

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

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

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

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

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



## SHORT FORM FINAL PLAT REVIEW PROCESS

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

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

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

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

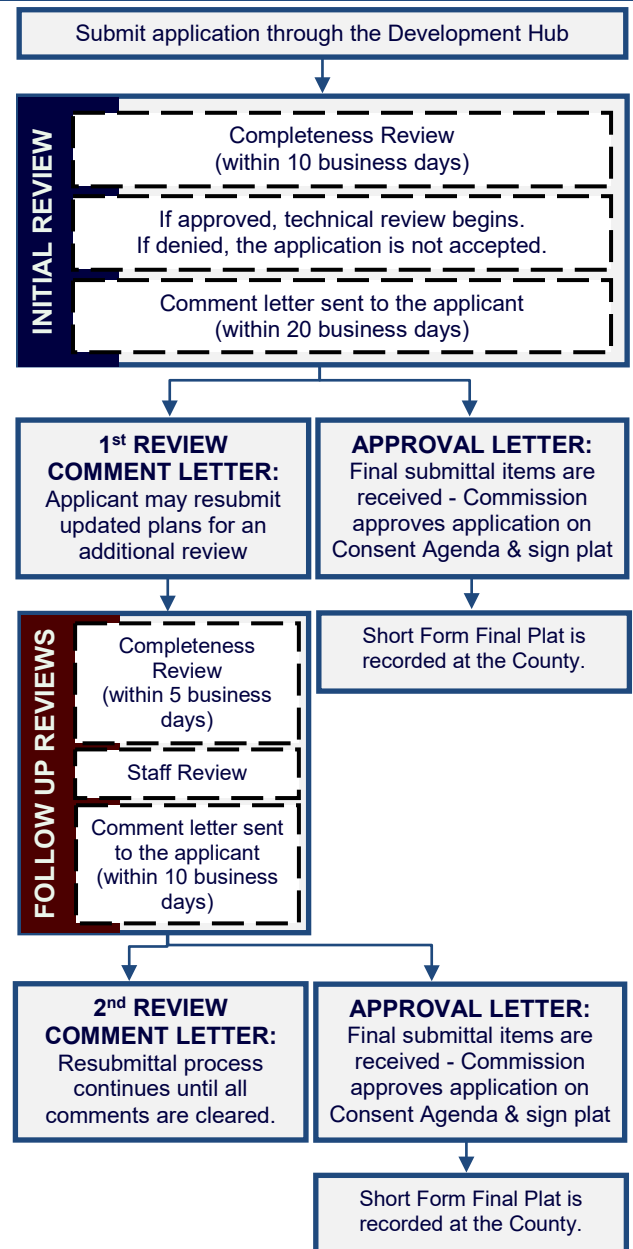
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the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

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

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

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

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



## STANDARD REVIEW PROCEDURE

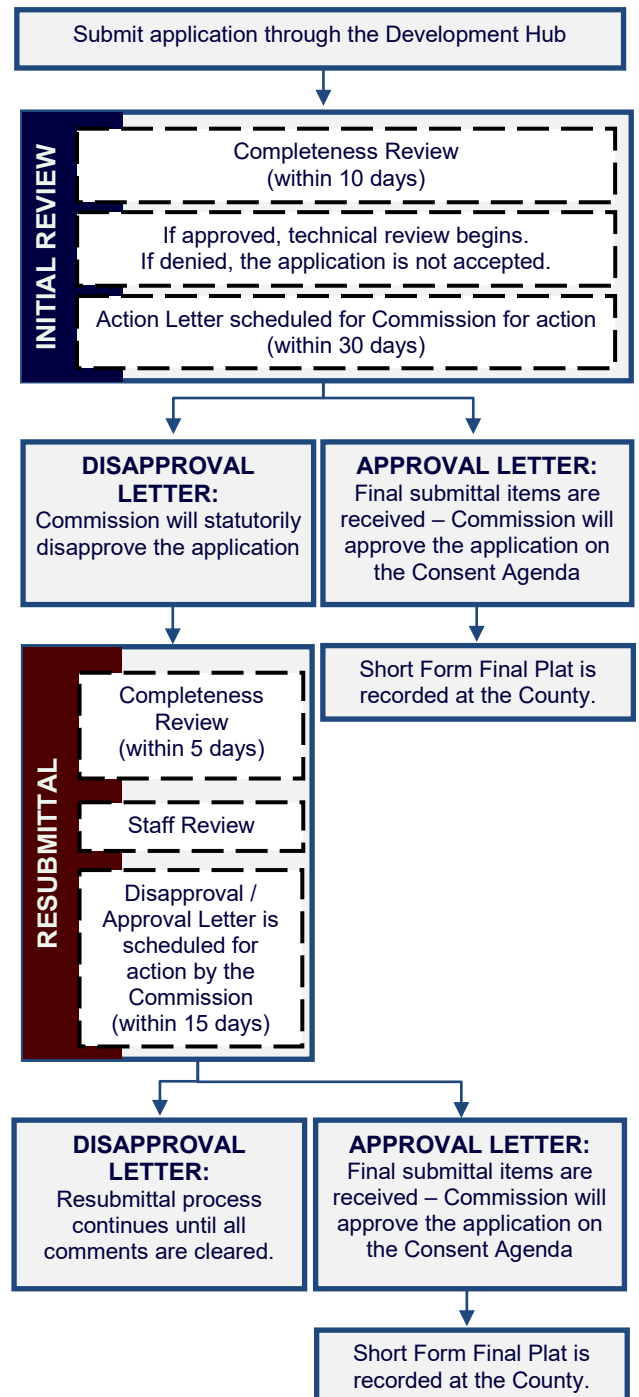
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 days of the submittal date. If the application substantially fails to meet the minimal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

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

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

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

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



## APPLICANT INFORMATION

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

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

**(Check One):**

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

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

**(Check One):**

\_\_\_\_ I, the owner, have selected the Standard Review Procedure.

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

### OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_ §

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

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### AGENT INFORMATION:

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

**Project Agent:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date



## SHORT FORM FINAL PLAT CHECKLIST

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

### GENERAL

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

### SHEET 1 – COVER SHEET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ordinance Reference        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| ___ 1. Title block including the following in the top center of the page. The "Subdivision Name" shall match the preliminary plat and include the phase and section number. The proposed name of the subdivision does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction unless for different sections or phases of the same subdivision. Include the word " <b>Replat</b> " after the subdivision name if a replat is proposed.<br><div style="text-align: center;"> <i>Subdivision Name</i><br/> Short Form Final Plat </div>    | Art II, Sec 24 (c)(1)(i)   |
| ___ 2. Project information on the left side of the sheet including the following:<br><input type="checkbox"/> Property owner name, address, and phone number<br><input type="checkbox"/> Developer name, address, and phone number<br><input type="checkbox"/> Engineer name, address, and phone number<br><input type="checkbox"/> Surveyor name, address, and phone number<br><input type="checkbox"/> Developer/Agent name, address, and phone number<br><input type="checkbox"/> Filing date                                                                                                                                                   | Art II, Sec 24 (c)(1)(ii)  |
| ___ 3. Scale (graphic and number format) and north arrow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Art II, Sec 24 (c)(1)(ii)  |
| ___ 4. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                                                                                                                                                                                                                          | Art II, Sec 24 (c)(1)(iii) |
| ___ 5. Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art II, Sec 24 (d)(2)      |
| ___ 6. Example cover sheet:<br><div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center;"> <b>Subdivision Name</b><br/> Short Form Final Plat </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">Project Information</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">Location Sketch</div> <div style="border: 1px solid black; padding: 10px; text-align: center;">Index</div> </div> <div style="text-align: right; margin-top: 10px;">1 of 1</div> </div> | Art II, Sec 24 (d)(2)      |
| ___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art II, Sec 24 (c)(1)(iv)  |
| ___ 8. Provide a table including the street name(s) and linear footage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art II, Sec 24 (d)(2)      |

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

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

**SURVEY CONTROL INFORMATION:**

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

**IMPROVEMENTS:**

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

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                 |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| ___ 7.  | The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. Identify the dimensions in number format instead of abbreviations (ex. C10 = 110'). If inside the City, lot area, width and depth, public utility and drainage easements conform to the requirements as established for the designated land use as set forth in the Composite Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use.                                 | Art II, Sec 24<br>(c)(4)(iv)                                    |
| ___ 8.  | All land area within the boundaries of the subdivision or re-subdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot and numbered in sequential order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art III, Sec 45<br>(b) (14)                                     |
| ___ 9.  | No lot has a lot line intersection of less than forty-five (45) degrees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Art III, Sec 45<br>(b)(7)                                       |
| ___ 10. | Lots to be owned and maintained by an HOA shall include "HOA" as part of the lot label (ex. HOA Parkland, HOA Landscape Lot)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art II, Sec 24<br>(c)(1)(iv)                                    |
| ___ 11. | Lots to be dedicated to the City shall include "Public" as part of the lot label (ex. Public Parkland).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 24<br>(c)(1)(iv)                                    |
| ___ 12. | The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art II, Sec 24<br>(c)(4)(v)                                     |
| ___ 13. | The final plat is in conformance with the approved preliminary plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24<br>(a)(2)                                        |
| ___ 14. | Graphically show the proposed location of sidewalks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art II, Sec 24<br>(c)(4)(vii)                                   |
| ___ 15. | If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.<br><b>Current zoning</b> (if inside City of Leander)_____ (Do not show on plat)                                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec<br>24(f)(3)(i)                                      |
| ___ 16. | Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.                                                                                                                                                                                                                                                                                                                                                                                                                               | Sec 42 (b)(1)                                                   |
| ___ 17. | All lots front on a dedicated public roadway except for lots that have been approved to front a private street that will be maintained by an association.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art III, Sec 45<br>(b)(8)                                       |
| ___ 18. | "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:<br>___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.<br>___ The minimum width of the flag lot is no less than twenty five (25) feet.<br>___ The narrow portion of the lot is dedicated as a common driveway access easement.<br>___ No more than two "flag" lots are located side by side.<br>___ The Fire Chief has no objection to the lot layout.<br>___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements. | Art III, Sec 45<br>(b)(8)                                       |
| ___ 19. | There are no single-family or two-family double frontage lots. Single-family and two-family residential lots adjacent to an arterial street comply with Art. VI, Sec. 8 of the Composite Zoning Ordinance and are prohibited by note from having direct access from an arterial street.                                                                                                                                                                                                                                                                                                                                                                                                      | Art III, Sec 45<br>(b)(10)                                      |
| ___ 20. | Wherever feasible, single-family and two-family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Art III, Sec 45<br>(b)(9)                                       |
| ___ 21. | Single-family and two-family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art III, Sec 45<br>(b)(10)                                      |
| ___ 22. | The proposed subdivision complies with the Leander Transportation Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art II, Sec 24<br>(c)(2)(iii)                                   |
| ___ 23. | Street right-of-way is dedicated with the plat for the full length and/or width of the lots adjacent to such street, unless otherwise approved by the City Engineer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art III, Sec 42<br>(b)(2)(vi)                                   |
| ___ 24. | Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art III, Sec 45<br>(b)(2)(i)                                    |
| ___ 25. | The following is information to the applicant: Al Clawson Disposal, Inc. is currently the sole provider of waste hauling for this site both during and after construction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Franchise<br>Agreement                                          |
| ___ 26. | If private streets are proposed, the following are provided. Private streets may only be approved for local streets and may not be approved where the gated, private street would prohibit the connection of the street network between neighborhoods impair the ability to complete the City's overall transportation network.<br>a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance.                                                                                                                                                                            | Art III, Sec<br>42(b)(2)(vii) &<br>Art III, Sec 45<br>(f) & (g) |



- b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association.
- c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement.
- d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities. Note should include the following:

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

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

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

## SHEET 3 – SIGNATURES & PLAT NOTES

Ordinance  
Reference

### SIGNATURES:

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

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

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

\_\_\_\_\_  
Signature and Seal of Licensed Surveyor      Date

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

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

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

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

\_\_\_\_\_  
Signature and Seal of Licensed Engineer      Date

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

Art II, Sec 25  
(f)

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

\_\_\_\_\_  
John Cosgrove, Chairman  
Planning and Zoning Commission  
City of Leander, Texas

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

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

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:

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

\_\_\_\_\_  
J. Terron Everston, PE, DR, CFM  
County Engineer

\_\_\_\_\_  
Date

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)

County

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> | This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. <i>(ETJ only)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | County                                 |
| <input type="checkbox"/> | No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Art I, Sec 8 (b)                       |
| <input type="checkbox"/> | A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. <i>(inside City only)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art I, Sec 8 (b)                       |
| <input type="checkbox"/> | No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Art III, Sec 46 (b)                    |
| <input type="checkbox"/> | Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art III, Sec 46 (b)                    |
| <input type="checkbox"/> | All easements on private property shall be maintained by the property owner or his or her assigns.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
| <input type="checkbox"/> | In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.                                                                                                                                                                                                                                                                                                                                                                                  | Art II, Sec 24 (c)(6)(vi)              |
| <input type="checkbox"/> | No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ____ (Date) ____.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Code of Ordinances Art 3.10            |
| <input type="checkbox"/> | Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. <i>(inside City only)</i>                                                                                                                                                                                                                                                                                                                                                                                        | Art II, Sec 24 (c)(6)(vii)             |
| <input type="checkbox"/> | Sidewalks shall be installed on both sides of <i>[insert street name(s)]</i> and the subdivision side of <i>[insert street name(s)]</i> . Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed. | Art II, Sec 24 (c)(6)(vii)             |
| <input type="checkbox"/> | All utility lines must be located underground.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art III, Sec 47                        |
| <input type="checkbox"/> | This plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on _____ (Insert Approval Date)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Art II, Sec 24 (a) (2)                 |
| <input type="checkbox"/> | Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Art II, Sec 20 (j)                     |
| <input type="checkbox"/> | This subdivision is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas. <i>(replats only)</i>                                                                                                                                                                                                                                                                                                                                                                                                              | Art II, Sec 26 (c)(3)                  |
| ___ 2.                   | Non-Residential & Multi-Family Plat Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |
| <input type="checkbox"/> | All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.                                                                                                                                                                                                                                                                                                                                                                                                                                | Art III, Sec 42 (h)                    |
| <input type="checkbox"/> | Traffic Impact Analysis Note:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Code of Ordinances 10.03.003           |
|                          | ○ At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
|                          | OR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
|                          | ○ Include items required by the TIA as a plat note.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
| ___ 3.                   | Single-Family & Two Family Plat Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| <input type="checkbox"/> | No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.                                                                                                                                                                                                                                                                                                                                                                       | Transportation Criteria Manual 5.3.1 J |
| <input type="checkbox"/> | The Home Owners Association (HOA) shall own and maintain the following lots: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art IV, Sec 61(d)                      |
| <input type="checkbox"/> | The HOA bylaws are recorded in the Official Public Records of _____ County, Texas under document number _____.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Art IV, Sec 61(d)                      |
| <input type="checkbox"/> | The HOA shall mow and maintain landscaping in the open channels, detention and water quality areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Art III, Sec 41 (a)                    |
| <input type="checkbox"/> | The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. <i>(which should be contained in a drainage easement)</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                 | Art III, Sec 41 (a)                    |
| <input type="checkbox"/> | If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Composite Zoning Ordinance             |
|                          | A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Art VI, Sec 8                          |



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

## ADDRESSING INFORMATION

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

## FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

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

Items to submit through the Development Hub:

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

## PLANNING & ZONING COMMISSION REVIEW

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

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

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

Units: US Survey Feet

## SUPPORT DOCUMENTS FOR RECORDATION

### ☐ WILLIAMSON COUNTY

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

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

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

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

### ☐ TRAVIS COUNTY

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

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

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

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

## CONFLICT OF INTEREST DISCLOSURES

---

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

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

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

#### ▪ **Ethics Ordinance – Disclosure Statements**

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

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

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

##### **(b) Disclosure of conflicts of interest by persons appearing before a board or city body.** A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f) Disclosure by persons appearing before a city body.** Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

## ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.*

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_,  
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she  
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## 30 DAY WAIVER REQUEST

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.*

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_

§

§

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

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# SITE DEVELOPMENT PERMIT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

- Site development permits are required for non-residential and multi-family developments. These plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Lots are required to be platted prior to the issuance of the site development permit. The final plat may be reviewed concurrently with the site development permit.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Site Development Plan application. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.

## HELPFUL LINKS



- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE





## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

### REQUIRED ITEMS

#### PROVIDED

*Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.*

- ☐ 1. Completed and Signed Application & Checklist with the owner's signatures.
- ☐ 2. Site Plans (24" X 36") or (22" X 34") including the items listed in the checklist. Include the title of each sheet (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled.
- ☐ 3. Deed showing current ownership. Proof of signatory for corporations is required.
- ☐ 4. Certified tax certificate or other evidence that taxes have been paid.
- ☐ 5. Support documents such as TIA, Drainage Reports, Lift Station Reports, HEC Models, etc.
- ☐ 6. Letter explaining any proposed development agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name:  
\_\_\_\_\_
- ☐ 7. Is development proposed within the floodplain? ☐ Yes ☐ No  
If yes, the floodplain development application is required to be submitted concurrently with the Construction Plans.
- ☐ 8. Are any offsite or separate instrument easements required? ☐ Yes ☐ No  
If yes, either provide the recordation number on the plans or provide the application for review.
- ☐ 9. Planned Unit Development (PUD) information (if applicable)  
Is this plan subject to a PUD? ☐ Yes ☐ No  
If yes, provide the name: \_\_\_\_\_
- ☐ 10. Traffic Impact Analysis Letter. Provide the following:
  - ☐ Letter providing the trip generation based on the current ITE Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- ☐ 11. Is there a Traffic Impact Analysis (TIA) associated with this project? ☐ Yes ☐ No  
If so, please contact the City Engineer to confirm if an updated is needed.
- ☐ 12. Recent Title Commitment (dated within one year; if the title commitment is older than one year, submit a property report or nothing further certificate)
- ☐ 13. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.
- ☐ 14. Application Fees (calculation listed below).

## APPLICATION FEE\* CALCULATION

|                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------|-----------|
| Filing Fee:                                                                                                | \$ 500.00 |
| \$0.05 per square foot of impervious cover: \$0.05 X _____ square feet                                     | \$ _____  |
| If the project is proposed to be phases, there is a fee of \$250 per phase starting with the second phase: | \$ _____  |
| Inspection Fee:                                                                                            | \$ 500.00 |
| Fire Code Review Fee:                                                                                      | \$ 125.00 |
| Professional Recovery Fee:                                                                                 | \$ 250.00 |
| Technology Fee:                                                                                            | \$ 25.00  |

**TOTAL FEE** (due at the time of application submission) **\$** \_\_\_\_\_

\* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

### ADDITIONAL INFORMATION ABOUT FEES:

#### RESUBMITTAL FEES:

- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3<sup>rd</sup> review.

## UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list on [page 3](#). Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:  
1. Application 06.13.2022
  - The Construction Plan shall be identified as the MSD and include the creation date in MM.DD.YYYY format:  
2. Project Name SD 06.13.2022
  - Corrections shall include the version number in the title:  
2. Project Name SD V2 06.13.2022

## COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on page 7
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

## PROJECT INFORMATION

---

Street Address/Location Description: \_\_\_\_\_

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section, Lot, Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_ PUD Ordinance No: \_\_\_\_\_  
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: \_\_\_\_\_

Total Gross Sq. Ft. of Building(s): \_\_\_\_\_ Total Impervious Cover Sq. Ft: \_\_\_\_\_  
(pavement and building)

Proposed Number of Multi-Family / Condo Units: \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SITE DEVELOPMENT REVIEW PROCEDURE

1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

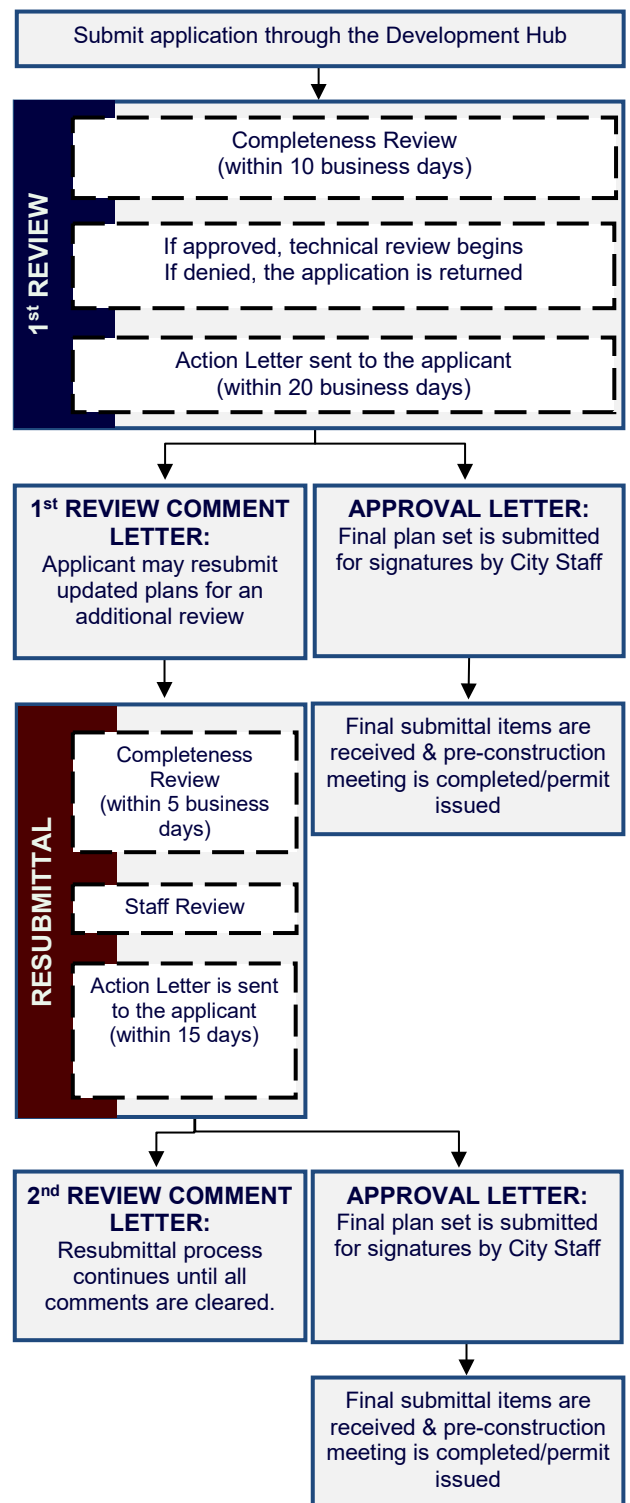
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
  - a. Updated plans & supporting documents/materials
  - b. Written response letter identifying how the comments were addressed
  - c. Resubmittal fee (after the third resubmittal)

**If the items above are not provided, the re-submittal will be NOT be accepted.**

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references.
5. This process repeats until all comments are cleared.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated plans & supporting documents/materials
  - b. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and return them to the applicant. The following items will need to be submitted to schedule a pre-construction meeting:
  - a. 2 collated and stapled final copies of the signed plans.
  - b. A scanned copy of the plans - scanned at 300 dpi, uncompressed format TIF to the original approved scale.
  - c. A digital version final copies of all support documents (Drainage Studies, Lift Station Reports, etc)
  - d. SWPPP (Reviewed by the Stormwater Inspector)
  - e. Outstanding Fees
  - f. Pre-construction meeting request form

A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



## APPLICANT INFORMATION

**Please Note:** The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

**(Check One):**

\_\_\_\_ I, the owner, will represent this application with the City of Leander.

\_\_\_\_ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

## OWNERSHIP INFORMATION:

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

*By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_ §

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public's Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

**Project Agent:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

*I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## SITE DEVELOPMENT CHECKLIST

*Please note that this checklist is intended to describe the general scope of site development permit applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Composite Zoning Ordinance unless otherwise specified.*

### GENERAL:

- \_\_\_ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
  - ☐ Cover Sheet
  - ☐ General Notes
  - ☐ Final Plat
  - ☐ Existing Conditions & Demolition Plan
  - ☐ Erosion & Sedimentation Control Plan
  - ☐ Grading & Drainage Plan
  - ☐ Site Plan
  - ☐ Address Plan
  - ☐ Utility Plan
  - ☐ Road & Sidewalk Closure Plan
  - ☐ Standard Details
  - ☐ Landscape Plan
  - ☐ Park Land Plan
  - ☐ Master Architectural Plan
  - ☐ Major Corridor Streetscape Plan
- \_\_\_ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- \_\_\_ 4. All property lines shall be identified with a solid, heavy, and black line.
- \_\_\_ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: <https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists>.
- \_\_\_ 6. If permit application is for a public park required with a subdivision, a deed is provided deeding land to the City. (Deed will be executed and recorded after final acceptance of improvements.)
- \_\_\_ 7. If an adjacent street is sub-standard or needs widening in accordance with Transportation Plan, right-of-way and pro-rata cost participation is provided. This is typically a payment for half the cost of the full cross-section for the street over the length of the property along the street.
- \_\_\_ 8. If a TIA is proposed, the TIA is required to be approved prior to the approval of the site development permit. If the TIA recommends improvements, provide the improvements as part of a construction plan application.

### COVER SHEET

- \_\_\_ 1. Title block including the following in the top center of the page.
  - Project Name*
  - Site Development Plans
  - Project Number (This number will be assigned during the first review of the plan set)
- \_\_\_ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- \_\_\_ 3. Project information below the location sketch including the following:
  - Property owner name, address, and phone number
  - Engineer name, address, and phone number
  - Surveyor name, address, and phone number
  - Developer/Agent name, address, and phone number
  - Submittal date
  - Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
  - Property information including legal description
  - Future Land Use Category as identified on the Future Land Use Map
  - Proposed Incentives that are determined by Masonry percentages
  - Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
  - List of required offsite easements and recordation numbers



\_\_\_ 4. Index on the right side of the sheet name and number.

\_\_\_ 5. Example cover sheet:

|                                                                        |                                                                                                         |                                                                                                      |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Site Development Plans<br><i>Project Number</i> |                                                                                                         |                                                                                                      |
| Project<br>Information                                                 | <div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto;">Location Sketch</div> | Index                                                                                                |
| Revision Block                                                         | Signature Block                                                                                         |                                                                                                      |
|                                                                        |                                                                                                         | <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">Approval</div> 1 of 1 |

\_\_\_ 6. Include the following signature block in the upper left corner.

APPROVED BY:

\_\_\_\_\_  
Robin M. Griffin, AICP, Executive Director of Development Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emily Truman, P.E., CFM, City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Tummons, CPRP, Director of Parks and Recreation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

\_\_\_ 7. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

## GENERAL NOTES:

- \_\_\_ 1. Insert the City of Leander General Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>. Ensure that the date of the most recent notes is included within the general notes sheet. Of note that if any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.

## FINAL PLAT:

- \_\_\_ 1. Insert draft of the final plat. The final copy needs to be provided prior to the issuance of the site development permit.

## EXISTING CONDITIONS & DEMOLITION PLAN

- \_\_\_ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.  
\_\_\_ 2. Identify proposed improvements for demolition.

## EROSION & SEDIMENTATION CONTROLS:

- \_\_\_ 1. These sheet shall be a stand along sheet that only includes Erosion and Sedimentation Control information.  
\_\_\_ 2. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.  
\_\_\_ 3. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.

- \_\_\_ 4. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- \_\_\_ 5. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified.
- \_\_\_ 6. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- \_\_\_ 7. Identify at least one construction entrance on the erosion and sediment control site plan.
- \_\_\_ 8. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- \_\_\_ 9. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- \_\_\_ 10. Provide the following note:  
***The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.***
- \_\_\_ 11. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. A template is available online at: <https://www.leandertx.gov/engineering>. The 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:**

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- \_\_\_ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.  
***All easements of record as indicated on the most recent title run (dated: \_\_\_\_\_, conducted by \_\_\_\_\_) for this property are shown on this site plan.***
- \_\_\_ 6. Location, dimensions, square footage and intended uses of the site. If uses are not known at this time, a note is provided on the site plan as follows:  
***Uses for this site are currently unknown. This permit therefore proposes no uses at this time. Uses will be proposed at a later date in conjunction with future permits and in compliance with the zoning ordinance of the City of Leander.***
- \_\_\_ 7. Provide the following notes:  
***All site utility lines are proposed to be located underground.***  
***Exterior lighting shall be shielded such that the light source is not directly visible from the public ROW or adjacent residential districts or uses at the property line. Unshielded "wall pack" lighting is not proposed.***  
***Al Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site after construction.***  
***Air conditioning units are not proposed forward the front wall of the building.***  
***Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.***  
***For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.***
- \_\_\_ 8. For multi-family, a table showing the number of living units, the acreage and the units per acre is provided. Density is determined by the amount of proposed masonry.
- \_\_\_ 9. For multi-family, the total number of units per acre is limited to 8 units unless the applicant is proposing a higher masonry standard. If 100% masonry is proposed, then the density may be 25 units per acre. If 85% masonry on the first story and 50% on the second story is proposed, then the density may be 18 units per acre. If increased masonry is proposed, provide a note on the plans.
- \_\_\_ 10. Multi-family units are at least 500 sq. ft. for efficiency units, 650 sq. ft. for one bedroom units, 850 sq. ft. for two bedroom units, and an additional 150 sq. ft. for each bedroom thereafter.
- \_\_\_ 11. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.



- \_\_\_ 12. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):
- Dimensions of parking spaces, aisle widths
  - Driveway intersection sight distance
  - Driveway and aisle curb return radii
  - Dead-end parking bays greater than 150' in length have a fire department turn-around
  - One-way aisles have angled parking
- \_\_\_ 13. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.
- \_\_\_ 14. Fire Lane Signs: Signs shall read "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as *approved by the Fire Code Official*.
- \_\_\_ 15. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.
- \_\_\_ 16. Driveways are labeled as Type II commercial driveways.
- \_\_\_ 17. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.
- \_\_\_ 18. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- \_\_\_ 19. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- \_\_\_ 20. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
  - At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.
- \_\_\_ 21. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- \_\_\_ 22. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- \_\_\_ 23. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- \_\_\_ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- \_\_\_ 25. No drive-through service lane or outdoor service speaker is located within 75' of a residential district unless such district is utilized for a non-residential use. No drive through service lane is within 50' of a residential district unless a note is shown prohibiting operating during the hours of 10 p.m. to 6 a.m.
- \_\_\_ 26. If a business sells alcoholic beverages, it must be at least 300' from a church, public school, or public hospital (see V.T.C.A., Alcoholic Beverage Code 109.33). The measurement of the distance between the place of business where alcoholic

beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.

\_\_\_ 27. Building lines have been checked for compliance with the following tables.

| BUILDING / STRUCTURE                                                                 |                                                                                      |           |                |             |                 |                 |          |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------|----------------|-------------|-----------------|-----------------|----------|
| SINGLE-FAMILY RESIDENTIAL DISTRICTS                                                  |                                                                                      |           |                |             |                 |                 |          |
|                                                                                      | Use Component                                                                        | Front     | Side           | Street Side |                 | Rear            |          |
| Standard Setback                                                                     | SFR                                                                                  | 25'       | 7'             | 15'         |                 | 15'             |          |
|                                                                                      | SFE, SFS, SFU, SFU/MH, TF                                                            | 20'       | 5'             | 15'         |                 | 15'             |          |
|                                                                                      | SFC, SFL                                                                             | 15' *     | 5' or 0' & 10' | 15'         |                 | 15'             |          |
|                                                                                      | CH*****                                                                              | 15'       | 5'             | 15'         |                 | 15'             |          |
|                                                                                      | TH                                                                                   | 10'*      | 5'             | 10'         |                 | 10              |          |
|                                                                                      | SFT                                                                                  | 10' *     | 0 or 10'       | 15'         |                 | 15'             |          |
| Garage Setback                                                                       | SFR, SFE, SFS, SFU, SFU/MH. SFC, SFL, CH, SFT, TF<br>See Article VIII, Section 5 (i) |           |                |             |                 |                 |          |
| NON-RESIDENTIAL & MULTI-FAMILY DISTRICTS                                             |                                                                                      |           |                |             |                 |                 |          |
|                                                                                      | Use Component                                                                        | Max Front | Min Front      | Min Side    | Min Street Side | Max Street Side | Min Rear |
| Standard Setback                                                                     | NR                                                                                   |           | 15' *          | 5'          | 15'             |                 | 15'      |
|                                                                                      | MF                                                                                   |           | 25'            | 10'         | 25'             |                 | 20'      |
|                                                                                      | LO, LC                                                                               |           | 30'            | 10'         | 30'             |                 | 10'      |
|                                                                                      | GC, HC, HI                                                                           |           | 35'            | 15'         | 35'             |                 | 15'      |
| Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF** | MF, LO, LC, GC, HC, HI                                                               |           | (NA)           | 50'         | (N/A)           |                 | 50'      |

| PARKING, AISLE, LOADING, CANOPIES, OUTDOOR DISPLAY |                    |                                              |                        |          |             |     |        |
|----------------------------------------------------|--------------------|----------------------------------------------|------------------------|----------|-------------|-----|--------|
|                                                    | Use Component      | Site Component                               | Front                  | Side     | Street Side |     | Rear   |
| Standard Setback                                   | MF                 | All                                          | 20'                    | 5'****   | 20'         |     | 5'**** |
|                                                    | LO, LC, GC, HC, HI | Type 1, 2                                    | 15'                    | 5'****   | 15'         |     | 5'**** |
|                                                    |                    | Type 3                                       | 20'                    | 5'****   | 20'         |     | 5'**** |
|                                                    |                    | Type 4, 5                                    | 25'                    | 5'****   | 25'         |     | 5'**** |
|                                                    |                    | Special Setback Where Adjacent to SF or TF** | MF, LO, LC, GC, HC, HI | Type 1-3 | (N/A)       | 15' | (N/A)  |
|                                                    | Type 4, 5          |                                              | (N/A)                  | 20'      | (N/A)       |     | 20'    |

| OUTDOOR STORAGE                                     |                    |                |       |        |             |      |
|-----------------------------------------------------|--------------------|----------------|-------|--------|-------------|------|
|                                                     | Use Component      | Site Component | Front | Side   | Street Side | Rear |
| <b>Standard Setback</b>                             | LO, LC, GC, HC, HI | Type 3-4       | ***   | 5'**** | ***         | 0'   |
|                                                     |                    | Type 5         | 25'   | 0'**** | 25'         | 0'   |
| <b>Special Setback Where Adjacent to SF or TF**</b> | LO, LC, GC, HC, HI | Type 3-5       | (N/A) | 25'    | (N/A)       | 25'  |

\* In no case shall the garage be closer to the ROW than 18'

\*\* Unless such district is utilized for a non-residential use

\*\*\* No closer than the street facing wall of the primary structure that utilizes such storage.

\*\*\*\* Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.

\*\*\*\*\* Setbacks are for the perimeter of the project, not the individual units.

Setback Incentives: If the exterior surface area of buildings/structures are comprised of at least 85% masonry and 50% masonry for each additional story, then the following setbacks apply.

|                                                                                             |                        |       |     |      |     |
|---------------------------------------------------------------------------------------------|------------------------|-------|-----|------|-----|
| <b>All Other Streets</b>                                                                    | NR                     | 15' * | 5'  | 15'  | 15' |
|                                                                                             | MF                     | 20'   | 10' | 20'  | 20' |
|                                                                                             | LO, LC, GC, HC, HI     | 20'   | 10' | 20'  | 10' |
|                                                                                             |                        |       |     |      |     |
| <b>Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**</b> | MF, LO, LC, GC, HC, HI | (NA)  | 25' | (NA) | 25' |

If the exterior surface area of buildings/structures are comprised of at least 100% masonry, then the following setbacks apply:

|                                                                                             |                        |       |     |      |     |
|---------------------------------------------------------------------------------------------|------------------------|-------|-----|------|-----|
| <b>All Other Streets</b>                                                                    | NR                     | 15' * | 5'  | 15'  | 15' |
|                                                                                             | MF                     | 20'   | 10' | 20'  | 20' |
|                                                                                             | LO, LC, GC, HC, HI     | 15'   | 10' | 15'  | 10' |
|                                                                                             |                        |       |     |      |     |
| <b>Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF**</b> | MF, LO, LC, GC, HC, HI | (NA)  | 20' | (NA) | 20' |

\_\_\_ 28. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

\_\_\_ **Type 1**

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.
- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.
- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.



- No building is proposed with a height of greater than 35 feet.
- Parking areas are no wider than two modules in width (one module is an aisle with adjacent parking stalls).
- No more than one parking module is proposed between the building(s) closest to the street and the street frontage.
- If a restaurant is proposed, outdoor seating is provided. Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use. If multi-family is proposed:
  - No parking modules, drive aisles, driveways, garages or similar facilities are proposed between the building(s) closest to the street frontage.
  - At least 85% of the units have at least one enclosed garage parking space and such garages are to be leased, rented or sold with the applicable units.
  - No first floor building area exceeds 7,000 gross square feet and no building contains more than 14,000 gross square feet of floor area.
  - The fronts of all buildings face either a public street or an exclusive front yard area not less than twenty feet in depth and garage doors do not face the front.
  - A maximum of two front doors are provided with each building.
  - Each structure is designed to appear to be one single-family home (mansion).
- If Neighborhood Residential is proposed:
  - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
  - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
  - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
  - Any additional parking facilities shall not be located between the building and the street.

#### \_\_\_\_\_ **Type 2**

- Accessory structures, if proposed, do not exceed 10% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- No outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- Individual users are not proposed to exceed 40,000 square feet in gross floor area in any one building. Individual buildings are not proposed to exceed 60,000 sq. ft. in floor area.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.
- If multi-family is proposed:
  - At least seventy-five percent (75%) of the units are required to have at least one enclosed garage parking space and such garages are required to be leased, rented or sold with the applicable units.
  - Parking areas shall be no wider than two parking modules wide
- If Neighborhood Residential is proposed:
  - Buildings shall be constructed to a single-family residential scale. No first floor gross building area shall exceed 7,000 gross square feet. No building shall contain more than 14,000 gross square feet of floor area. No building shall be constructed to a height of greater than thirty-five (35) feet.
  - The front of all buildings shall face a public street or an exclusive front yard area for that building (not shared with another building) no less than twenty feet in depth and garage doors shall not be located on the front of the building.
  - Each residential structure is designed to appear to be one large single-family residence, but may be divided into multiple units, each with an individual entry.
  - Any additional parking facilities shall not be located between the building and the street.

#### \_\_\_\_\_ **Type 3**

- Accessory structures, if proposed, do not exceed 30% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- The area of any outdoor display of merchandise does not exceed 30% of the gross floor area of the building.
- The area of any outdoor storage or container storage does not exceed 20% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- The combination of outdoor display, outdoor storage and accessory buildings does not exceed 40% of the gross floor area of the primary building.
- Vehicle wash facilities are located no closer than 150 feet, and vehicle fueling is located no closer than 200 feet from a residential district unless such district is utilized for non-residential purposes.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

#### **Type 4**

- The area of any outdoor storage or container storage does not exceed 60% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- Accessory structures, if proposed, do not exceed 60% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- The combination of outdoor storage and accessory buildings does not exceed 80% of the gross floor area of the building.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

#### **Type 5**

- Outdoor storage and container storage is screened from view in accordance with landscape screening provisions.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

- \_\_\_ 29. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases. The phasing plan may not exceed four years.
- \_\_\_ 30. If any of the following uses are proposed, a Special Use Permit has been applied for:  
 Airport, landing field, landing strip, amusement park, circus, carnival, temporary or seasonal development, private community building or recreation field, radio or TV tower or station, drive-in theater on less than ten acres, cemeteries, kiosks or other temporary or seasonal open air vending, accessory buildings that exceed permitted sizes, residential uses on the first floor of non-residential districts (unless permitted by the use component), tents or other temporary structures not permitted by the zoning ordinance, temporary residential use of a travel trailer or recreational vehicle.
- \_\_\_ 31. Enclosed accessory buildings are not shown in front of or to the side of the main building and do not exceed fifteen feet in height.
- \_\_\_ 32. Show the location and description of any proposed fencing and provide a detail. If chain link fencing is proposed, it is not located around a detention or WQ pond and all parts of the fence are vinyl coated.
- \_\_\_ 33. No fencing is proposed within the front or side street setback.
- \_\_\_ 34. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck. For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.
- \_\_\_ 35. Air conditioning units are not shown forward of the front wall of the building.
- \_\_\_ 36. For projects that are within 400 feet of US 183, US 183A, Lakeline Blvd., RM 2243, Old 2243 West, Bagdad Rd., Crystal Falls or San Gabriel Parkway, the following uses are not proposed or permitted: mini-warehouse or self-storage facilities, boat and RV storage, material salvage unless enclosed within a building, sexually-oriented businesses, motor vehicle salvage.
- \_\_\_ 37. Warehouse, mini-warehouse and overhead (commercial service) doors shall not be oriented so as to face a street(s) or residential property or shall be screened from view from the street(s) or residential property unless the Director of Planning determines that there is no other feasible alternative. The Director of Planning may also approve decorative overhead doors in lieu of screening when the doors are oriented towards the street on a case by case basis.

### **ADDRESS PLAN:**

- \_\_\_ 1. Provide an address plan that demonstrates the building and unit numbers. Coordinate the addressing with the GIS Division ([GIS@leandertx.gov](mailto:GIS@leandertx.gov)).

### **UTILITY PLAN:**

- \_\_\_ 1. Provider or method of proposed water and wastewater service is identified.
- \_\_\_ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.
- \_\_\_ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.
- \_\_\_ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.

- \_\_\_ 5. Design details showing the connection with the existing City water system are provided.
- \_\_\_ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
- \_\_\_ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
- \_\_\_ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

#### **ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:**

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- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.
- \_\_\_ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

#### **STANDARD DETAILS:**

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- \_\_\_ 1. Insert the applicable City of Leander Standard Details. These details may be found online at <http://www.leandertx.gov/engineering/page/standard-details>.

#### **LANDSCAPE PLAN:**

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- \_\_\_ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
  - Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
    - Multifamily – 20%
    - Office and Professional – 15%
    - Commercial – 15%
    - Industrial or manufacturing – 10%
    - Schools, churches, community centers and private parks – 15%
  - The following have not been counted toward landscape requirements:
    - Detention and water quality unless meeting the standards of the landscape ordinance.
    - Utility, mechanical and electrical facilities.
    - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
    - Landscaped areas less than four feet in width.
  - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
  - If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.
  - Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
    - a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.
    - b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
    - c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed the street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
  - Compatibility buffer for uses other than single-family or two-family development:



- a. A compatibility buffer shall be composed of a landscape buffer and a compatibility fence as provided Article VI, Section 14 (d) of this ordinance. Compatibility buffering is intended to minimize the effects of non-residential and multi-family uses which share a common lot line with existing or planned single-family or two-family uses.
- b. Landscape buffer: A landscape area of at least eight (8') feet wide shall be provided that includes the following plantings per every six hundred (600) square feet:
  - (i) Two (2) shade trees (two (2) inch caliper or larger)
  - (ii) Four (4) shrubs (five (5) gallon container size or larger) – shrubs are not required if when a masonry screening wall is provided as provided in Article VI, Section 14 (d) of this ordinance.

- At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.
- Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).
- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
  - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
  - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

\_\_\_ 2. Turfgrass:

- All turfgrass installed shall have summer dormancy capabilities and shall be one of the varieties set forth in the preferred plant list maintained by the Planning Department or the Grow Green Guide. Buffalo grass, zoysia grass or non-seeding varieties of Bermuda grass are recommended for sunny sections of the landscape.
- Turfgrass shall be limited to no more than fifty (50%) of any landscape area. Alternative options to turfgrass can include native and adaptive landscape plants as specified in the Grow Green Guide, mulch, crushed granite, Decorative Groundcover, or similar material. No more than fifty (50%) percent of the lot may consist of non-plant material.
- Turf grass shall be prohibited in strips of land less than six (6') feet wide in parking areas or between sidewalks and pavement.
- Turf grass shall be limited to fifty (50%) percent landscape lots, open space lots, greenspace, and Home Owners Association (HOA) lots.

\_\_\_ 3. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.

\_\_\_ 4. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.

\_\_\_ 5. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.

- \_\_\_ 6. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- \_\_\_ 7. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
- \_\_\_ 8. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
- \_\_\_ 9. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- \_\_\_ 10. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- \_\_\_ 11. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).
- \_\_\_ 12. Provide the following notes:

***The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.***

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

***Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.***

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:

***All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***

***All disturbed areas and ROW will be re-vegetated by the developer.***

***All invasive species shall be removed from the property.***

***No more than 50% of the same species may be planted to meet the tree planting requirements.***

***In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.***

- \_\_\_ 13. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.
- \_\_\_ 14. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.
- \_\_\_ 15. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

## PARK PLAN:

- \_\_\_ 1. If park improvements are proposed, the improvements meet the following criteria:
- \_\_\_ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
  - \_\_\_ A note is shown on the final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
  - \_\_\_ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.
- \_\_\_ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:
- \_\_\_ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
  - \_\_\_ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
  - \_\_\_ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- \_\_\_ 3. If an alternative park plan is proposed, it meets the following criteria:
- \_\_\_ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
  - \_\_\_ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.
  - \_\_\_ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.
- \_\_\_ 4. Provide a phasing table demonstrating compliance with the Ordinance

## MASTER ARCHITECTURAL PLAN:

- \_\_\_ 1. Master Architectural Plan:
- ☐ The intent of the Master Architectural Plan is to provide for a cohesive development on all four corners at the intersections of arterials and collectors. This plan should incorporate common elements that evoke a sense of place and have elements that contribute to cohesive identity.
  - ☐ Development on all four corners of intersections of arterials and collectors shall provide and comply with a Master Architectural Plan that incorporates the following:
    - Exterior building materials used on the exterior of each structure
    - Exterior building color palettes
    - Exterior elements of building facades such as wall accents, covered entries, columns, or other features
    - Other elements as approved by the Director of Planning.
  - ☐ Development at these intersections shall comply with the plan after the date of the initial submittal of a Master Architectural Plan.
  - ☐ This plan shall be submitted with the site development permit for the project. The plan may be amended as the intersection develops to incorporate additional standards.

## MAJOR CORRIDOR STREETSCAPE PLAN:

- \_\_\_ 1. Major Corridor Streetscape Standards:
- ☐ Major corridors include all arterials identified on the City's Transportation Plan.
  - ☐ All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.
  - ☐ If a parking lot is located between the right-of-way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
    - a four (4) foot tall masonry screening wall located at or behind the required parking setback
    - a berm with landscaping that measures at least four (4) feet tall at the top of the landscaping located within the required front setback area
  - ☐ In addition to other restrictions in this ordinance, the following items shall not be located between a primary building and the right-of-way along a major corridor:
    - mechanical equipment other than that of a public utility
    - drive-through service lanes or queuing spaces
    - accessory structures
  - ☐ The following standards apply to the screening of the rear or service side of buildings along a Major Corridor:



- the rear or service side of a building may not face a Major Corridor within four hundred (400) feet of the corridor's right-of-way.
- loading areas and service drives must be screened from view of the Major Corridor with landscaping that is six (6) feet tall at installation or a wing wall that extends from the building that is a minimum of six (6) feet tall and constructed of the same or significantly similar materials as the primary building.
- ☐ The following standards shall apply to all major intersections along the corridor:
  - major intersections are those intersections with other major corridors or collector roads
  - all four corners of a major intersection shall have a coordinated landscape design
  - all four corners of a major intersection shall include identity monument signs which shall be coordinated and consistent in design and materials
  - identity monument signs may include the name and/or logo of the adjacent development and shall include the City of Leander logo
- ☐ Major Corridors shall comply with the following landscape and hardscape materials requirements
  - each major corridor shall have a primary landscape and hardscape materials palette
  - landscaping and hardscaping (including walls and planters) within the right-of-way and front setback of all properties along a major corridor shall comply with the corridor materials palette the corridor materials palette shall be maintained by the Planning Department
- ☐ Walls constructed along Major Corridors shall meet the following requirements in addition to any other requirements of this ordinance.
  - all walls constructed parallel to a major corridor shall comply with the corridor materials palette
  - walls that continue from one development or property to another within the same block shall continue the same material and design
  - wall material or design may change in a new block as long as the materials are consistent with the materials palette for the corridor

## **PUBLIC ART (OPTIONAL)**

- \_\_\_ 1. Consider contributing one (1%) percent of the construction/reconstruction costs of the commercial structure, up to, but not limited to, two hundred thousand dollars (\$200,000).
- \_\_\_ 2. Consider contributing one (1%) percent of the phased project construction cost construction/reconstruction costs up to but not limited to two hundred thousand dollars (\$200,000.00) for the Phase.
- \_\_\_ 3. Consider donating to the Public Art Fund an amount equal to the percentage of the construction cost of the commercial structure as a charitable donation, if they do not wish to have fine art located on their property.

## **INFORMATION ABOUT THE PUBLIC ART COMMITTEE (LPAC)**

The Leander Public Art Committee (LPAC):

- Encourages public & private programs that develop visual & performing arts;
- Recommends cultural & artistic endeavors to City Manager and Council;
- Advocates and advises on cultural and artistic endeavors;
- Encourages donations, grants and other art support; and
- Monitors the Public Art Initiative.

The intent of LPAC is to enhance the aesthetic environment and encourage private developers/owners to provide/promote works of art and donate to the City's Public Art Fund. LPAC encourages the Private Sector to

- Encourage investment of time, effort and money into the art displayed on their sites;
- Recognize that art is intrinsically valuable to the Cityscape;
- Incorporate visual art in the design & construction of facilities; and
- Expand the public's experience & exposure to culture through various art forms.

The Public Art Fund shall be used solely for the selection, commission, acquisition, installation, maintenance, administration and insurance of the works of art or in relation thereto. Contact Mark Tummons, Parks & Recreation Director for more information (512-528-9909 or [mtummons@leandertx.gov](mailto:mtummons@leandertx.gov)).

## **FINAL SUBMITTAL REVIEW**

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.

## REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT:

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- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- 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 combined TIF, combined PDF, and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF 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.

## CONFLICT OF INTEREST DISCLOSURES

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Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### **ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:**

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

#### ▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

(1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.

(2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### **(b) Disclosure of conflicts of interest by persons appearing before a board or city body.** A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f) Disclosure by persons appearing before a city body.** Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



PROJECT NAME: \_\_\_\_\_

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# CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT

## SITE DEVELOPMENT PERMIT

### APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

- A CIP is a long range plan for all individual capital improvement projects that include a timeline and funding sources. A CIP Project is any major improvement to City facilities and infrastructure that is part of the CIP. These projects may include utilities, roads, parks, city buildings, etc.
- Site development permits are required for non-residential and multi-family developments. This plans include flat work, building footprints, landscaping, grading and drainage, erosion control, utilities, and any required park improvements.
- Lots are required to be platted prior to the issuance of the site development permit. The final plat may be reviewed concurrently with the site development permit.

## HELPFUL LINKS

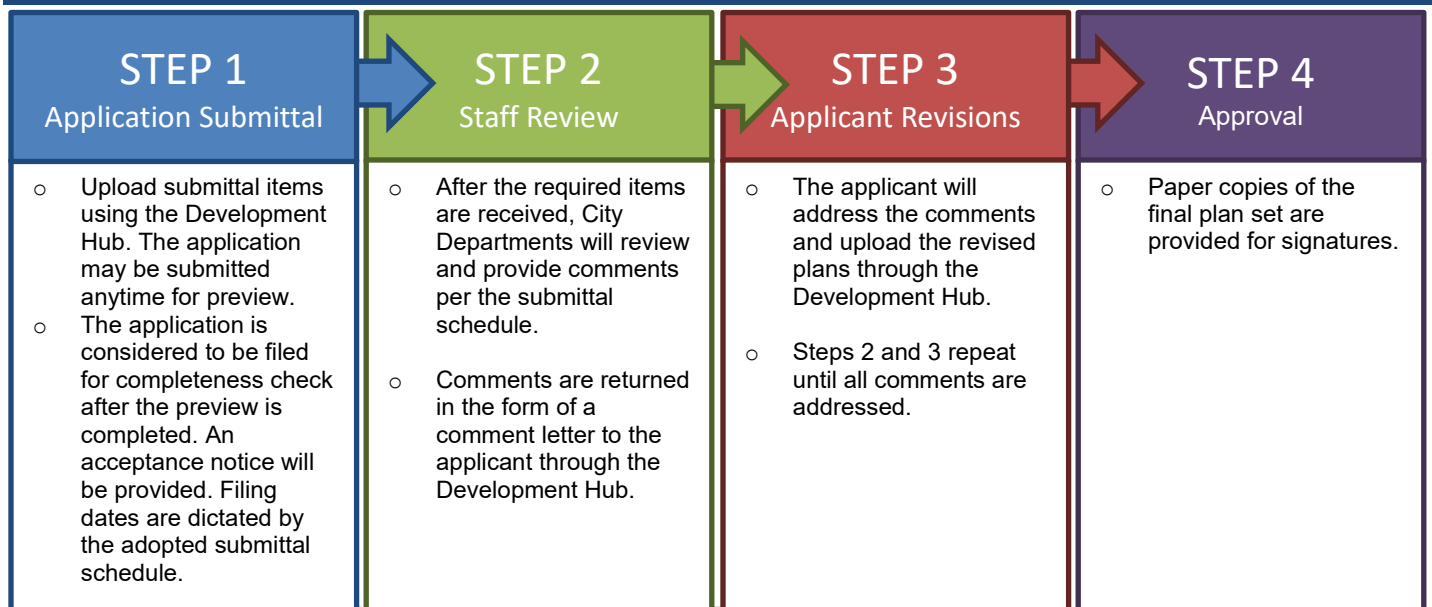


- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to site development projects. CIPs that follow the construction plans process shall submit the CIP Construction Plans application. Examples include Fire Stations, Public Parks, Community Facilities, etc.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

## REQUIRED ITEMS

### PROVIDED

*Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.*

- ☐ 1. Completed and Signed Application & Checklist with the owner's original 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. Specifications Manual.
- ☐ 7. Is development proposed within the floodplain? ☐ Yes ☐ No  
If yes, the floodplain development application is required to be submitted concurrently with the Site Plans.
- ☐ 8. Are any offsite or separate instrument easements required? ☐ Yes ☐ No  
If use, either provide the recordation number on the plans or provide the application for review.
- ☐ 9. Recent Title Commitment (dated within on year; if the title commitment is older than one year, submit a property report of nothing further certificate)
- ☐ 10. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.

## UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list above. Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:  
1. Application 06.13.2022
  - The Construction Plan shall be identified as the MSD and include the creation date in MM.DD.YYYY format:  
2. Project Name CIP SD 06.13.2022
  - Corrections shall include the version number in the title:  
2. Project Name CIP SD V2 06.13.2022



## COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on page 7
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.

## PROJECT INFORMATION

Street Address/Location Description: \_\_\_\_\_

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section, Lot, Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_ PUD Ordinance No: \_\_\_\_\_  
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: \_\_\_\_\_

\_\_\_\_\_

Total Gross Sq. Ft. of Building(s): \_\_\_\_\_ Total Impervious Cover Sq. Ft: \_\_\_\_\_  
(pavement and building)

Proposed Number of Multi-Family / Condo Units: \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT INFORMATION

### OWNER INFORMATION:

Staff Representative: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### AGENT INFORMATION:

Project Agent: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

*I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## CIP – SITE DEVELOPMENT REVIEW PROCEDURE

1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

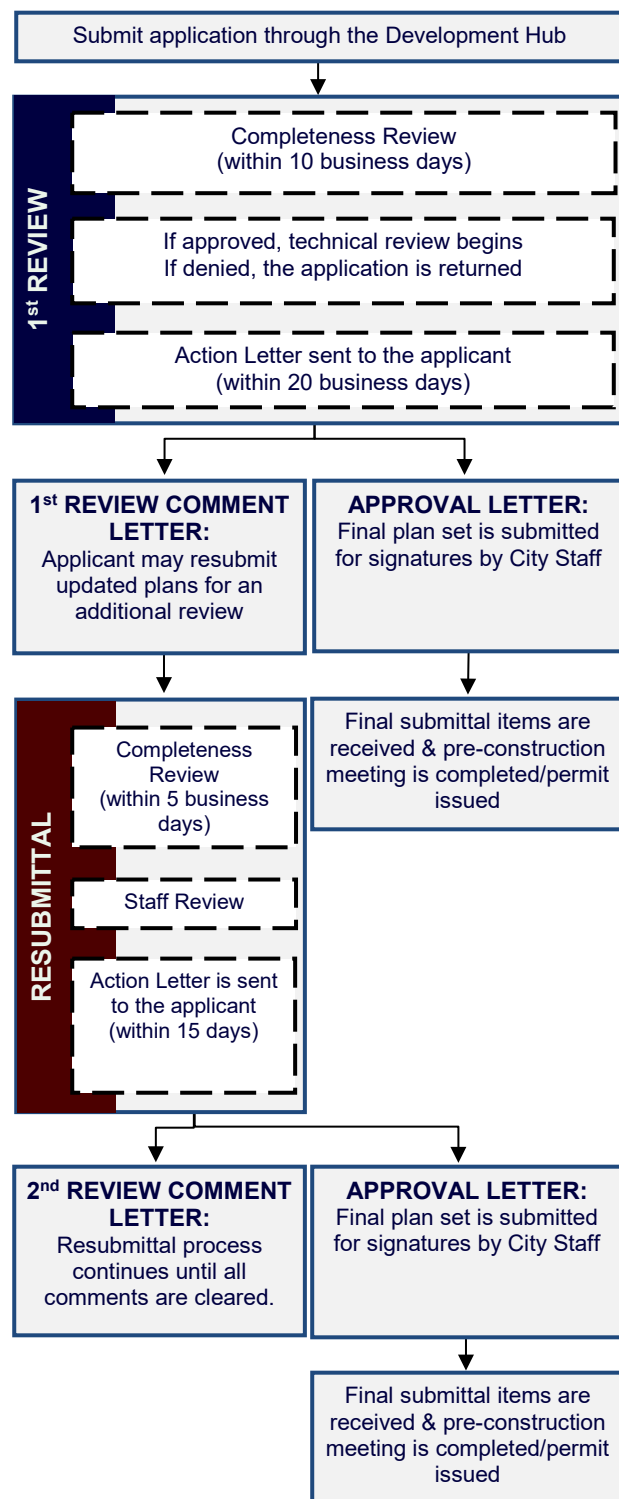
2. A comment letter will be generated within 20 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:

- a. Updated plans & supporting documents/materials
- b. Written response letter identifying how the comments were addressed
- c. Resubmittal fee (after the third resubmittal)

**If the items above are not provided, the re-submittal will be NOT be accepted.**

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references.
5. This process repeats until all comments are cleared.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated plans & supporting documents/materials
  - b. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and 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.



## CIP PROJECT SITE DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of site development permit applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Composite Zoning Ordinance unless otherwise specified.

### GENERAL:

- \_\_\_ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
  - ☐ Cover Sheet
  - ☐ General Notes
  - ☐ Final Plat
  - ☐ Existing Conditions & Demolition Plan
  - ☐ Erosion & Sedimentation Control Plan
  - ☐ Grading & Drainage Plan
  - ☐ Site Plan
  - ☐ Address Plan
  - ☐ Utility Plan
  - ☐ Road & Sidewalk Closure Plan
  - ☐ Standard Details
  - ☐ Landscape Plan
  - ☐ Master Architectural Plan
  - ☐ Major Corridor Streetscape Plan
- \_\_\_ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
- \_\_\_ 4. All property lines shall be identified with a solid, heavy, and black line.
- \_\_\_ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at: <https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists>.

### COVER SHEET

- \_\_\_ 1. Title block including the following in the top center of the page.
  - Project Name
  - Capital Improvement Plan Project Site Development Plans
  - Project Number (This number will be assigned during the first review of the plan set)
  - CIP Project Number
- \_\_\_ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- \_\_\_ 3. Project information below the location sketch including the following:
  - Property owner name, address, and phone number
  - Engineer name, address, and phone number
  - Surveyor name, address, and phone number
  - Developer/Agent name, address, and phone number
  - Submittal date
  - Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.
  - Property information including legal description
  - Future Land Use Category as identified on the Future Land Use Map
  - Proposed Incentives that are determined by Masonry percentages
  - Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.
  - List of required offsite easements and recordation numbers
- \_\_\_ 4. Index on the right side of the sheet name and number.



\_\_\_ 5. Example cover sheet:

|                                                                                                                          |                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Capital Improvements Project Site Development Plans<br><i>Project Number</i><br><i>CIP Number</i> |                                                                                                                                                                                                               |
| Project<br>Information                                                                                                   | <div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto; text-align: center; line-height: 80px;">Location Sketch</div> <div style="text-align: right; margin-top: 100px;">Index</div> |
| Revision Block                                                                                                           | Signature Block                                                                                                                                                                                               |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">Approval</div>                                |                                                                                                                                                                                                               |

\_\_\_ 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 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.

## **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.**  
**AI Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site after construction.**  
**Air conditioning units are not proposed forward the front wall of the building.**  
**Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.**  
**For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.**
- \_\_\_ 8. Parking lot layout is provided in conformance with the Transportation Criteria Manual (including the following criteria):
- Dimensions of parking spaces, aisle widths
  - Driveway intersection sight distance
  - Driveway and aisle curb return radii
  - Dead-end parking bays greater than 150' in length have a fire department turn-around
  - One-way aisles have angled parking
- \_\_\_ 9. Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" shall appear in four inch (4") white letters at 25 feet intervals or less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.
- \_\_\_ 10. Fire Lane Signs: Signs shall read "FIRE LANE TOW AWAY ZONE" or "FIRE ZONE TOW AWAY ZONE" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as approved by the Fire Code Official.
- \_\_\_ 11. Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards.
- \_\_\_ 12. Driveways are labeled as Type II commercial driveways.
- \_\_\_ 13. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.
- \_\_\_ 14. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.
- \_\_\_ 15. A parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the Composite Zoning Ordinance (Art.VI, Site Standards; Sec. 3). Compact parking spaces do not exceed 10% of total. This table demonstrates compliance with parking garage requirements associated with multi-family development.
- \_\_\_ 16. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide



aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.

- At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

- \_\_\_ 17. A six foot minimum concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least five feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). A ten foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Transportation Master Plan. Sidewalks have been coordinated with landscape design to provide substantial landscaping on both sides of the sidewalk. The sidewalk may meander (with small irregular deflections). Pedestrian connections are provided at street crossings as well as to businesses within the development. If a pedestrian access easement nine feet in width is not dedicated with the plat, a separate instrument dedicating such easement is provided herein.
- \_\_\_ 18. If the property is zoned with an LO use component, a note is provided on the site plan limiting hours of operation to the general public to between 7:00 a.m. and 10:00 p.m. Sunday through Thursday, and 7:00 a.m. to 11:00 p.m. Fri. and Sat.
- \_\_\_ 19. If the property is zoned with an LC use component, a note is provided on the site plan limiting hours of operation to the general public to between 5:00 a.m. and 10:00 p.m. Sunday through Thursday, and 5:00 a.m. to 11:00 p.m. Fri. and Sat.
- \_\_\_ 20. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
- \_\_\_ 21. Building lines have been checked for compliance with the following tables.

| BUILDING / STRUCTURE                                                                 |                                                                                             |           |                |             |                 |                 |          |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------|----------------|-------------|-----------------|-----------------|----------|
| SINGLE-FAMILY RESIDENTIAL DISTRICTS                                                  |                                                                                             |           |                |             |                 |                 |          |
|                                                                                      | Use Component                                                                               | Front     | Side           | Street Side | Rear            |                 |          |
| Standard Setback                                                                     | SFR                                                                                         | 25'       | 7'             | 15'         | 15'             |                 |          |
|                                                                                      | SFE, SFS, SFU, SFU/MH, TF                                                                   | 20'       | 5'             | 15'         | 15'             |                 |          |
|                                                                                      | SFC, SFL                                                                                    | 15' *     | 5' or 0' & 10' | 15'         | 15'             |                 |          |
|                                                                                      | CH*****                                                                                     | 15'       | 5'             | 15'         | 15'             |                 |          |
|                                                                                      | TH                                                                                          | 10'*      | 5'             | 10'         | 10              |                 |          |
|                                                                                      | SFT                                                                                         | 10' *     | 0 or 10'       | 15'         | 15'             |                 |          |
| Garage Setback                                                                       | SFR, SFE, SFS, SFU, SFU/MH.<br>SFC, SFL, CH, SFT, TF<br><br>See Article VIII, Section 5 (i) |           |                |             |                 |                 |          |
| NON-RESIDENTIAL & MULTI-FAMILY DISTRICTS                                             |                                                                                             |           |                |             |                 |                 |          |
|                                                                                      | Use Component                                                                               | Max Front | Min Front      | Min Side    | Min Street Side | Max Street Side | Min Rear |
| Standard Setback                                                                     | NR                                                                                          | 15' *     | 5'             | 15'         | 15'             |                 |          |
|                                                                                      | MF                                                                                          | 25'       | 10'            | 25'         | 20'             |                 |          |
|                                                                                      | LO, LC                                                                                      | 30'       | 10'            | 30'         | 10'             |                 |          |
|                                                                                      | GC, HC, HI                                                                                  | 35'       | 15'            | 35'         | 15'             |                 |          |
| Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF** | MF, LO, LC, GC, HC, HI                                                                      | (NA)      | 50'            | (N/A)       | 50'             |                 |          |

| PARKING, AISLE, LOADING, CANOPIES, OUTDOOR DISPLAY |                        |                |       |        |             |        |
|----------------------------------------------------|------------------------|----------------|-------|--------|-------------|--------|
|                                                    | Use Component          | Site Component | Front | Side   | Street Side | Rear   |
| Standard Setback                                   | MF                     | All            | 20'   | 5'**** | 20'         | 5'**** |
|                                                    | LO, LC, GC, HC, HI     | Type 1, 2      | 15'   | 5'**** | 15'         | 5'**** |
|                                                    |                        | Type 3         | 20'   | 5'**** | 20'         | 5'**** |
|                                                    |                        | Type 4, 5      | 25'   | 5'**** | 25'         | 5'**** |
| Special Setback Where Adjacent to SF or TF**       | MF, LO, LC, GC, HC, HI | Type 1-3       | (N/A) | 15'    | (N/A)       | 15'    |
|                                                    |                        | Type 4, 5      | (N/A) | 20'    | (N/A)       | 20'    |

| OUTDOOR STORAGE                              |                    |                |       |        |             |      |
|----------------------------------------------|--------------------|----------------|-------|--------|-------------|------|
|                                              | Use Component      | Site Component | Front | Side   | Street Side | Rear |
| Standard Setback                             | LO, LC, GC, HC, HI | Type 3-4       | ***   | 5'**** | ***         | 0'   |
|                                              |                    | Type 5         | 25'   | 0'**** | 25'         | 0'   |
| Special Setback Where Adjacent to SF or TF** | LO, LC, GC, HC, HI | Type 3-5       | (N/A) | 25'    | (N/A)       | 25'  |

\* In no case shall the garage be closer to the ROW than 18'

\*\* Unless such district is utilized for a non-residential use

\*\*\* No closer than the street facing wall of the primary structure that utilizes such storage.

\*\*\*\* Setback does not apply for parking, drive aisles, storage etc. that are intended to cross lot line.

\*\*\*\*\* Setbacks are for the perimeter of the project, not the individual units.

Setback Incentives: If the exterior surface area of buildings/structures are comprised of at least 85% masonry and 50% masonry for each additional story, then the following setbacks apply.

|                                                                                      |                        |       |     |      |     |
|--------------------------------------------------------------------------------------|------------------------|-------|-----|------|-----|
| All Other Streets                                                                    | NR                     | 15' * | 5'  | 15'  | 15' |
|                                                                                      | MF                     | 20'   | 10' | 20'  | 20' |
|                                                                                      | LO, LC, GC, HC, HI     | 20'   | 10' | 20'  | 10' |
|                                                                                      |                        |       |     |      |     |
| Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF** | MF, LO, LC, GC, HC, HI | (NA)  | 25' | (NA) | 25' |

If the exterior surface area of buildings/structures are comprised of at least 100% masonry, then the following setbacks apply:

|                                                                                      |                        |       |     |      |     |
|--------------------------------------------------------------------------------------|------------------------|-------|-----|------|-----|
| All Other Streets                                                                    | NR                     | 15' * | 5'  | 15'  | 15' |
|                                                                                      | MF                     | 20'   | 10' | 20'  | 20' |
|                                                                                      | LO, LC, GC, HC, HI     | 15'   | 10' | 15'  | 10' |
|                                                                                      |                        |       |     |      |     |
| Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFU/MH, CH, TH, TF** | MF, LO, LC, GC, HC, HI | (NA)  | 20' | (NA) | 20' |

\_\_\_ 22. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

\_\_\_ Type 1

- Accessory structures, if proposed, do not exceed 5% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).

- Outdoor animal boarding is not proposed.
- Major outdoor entertainment venues as a primary use are not proposed.
- A minimum of 150% of the standard landscape requirements are provided.
- Detention and water quality ponds are designed with earthen berms and a curvi-linear contoured shape. Structural stabilization is limited to native stone (except for outlet structures) and is limited to not more than 30% of the perimeter of the pond. Ponds are integrated with landscaping.
- No drive-through service lanes, drive-in service, outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- No light standards exceed 16' in height.
- No ground mounted signage exceeds six feet in height.
- No first floor gross building area exceeds 10,000 square feet and no building contains more than 20,000 gross square feet of floor area.
- No building is proposed with a height of greater than 35 feet.
- Parking areas are no wider than two modules in width (one module is an aisle with adjacent parking stalls).
- No more than one parking module is proposed between the building(s) closest to the street and the street frontage.

#### **Type 2**

- Accessory structures, if proposed, do not exceed 10% of the gross floor area of the primary building, or 120 square feet, whichever is greater (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- No outdoor display, outdoor storage, container storage, overhead commercial service doors or outdoor fuel sales are proposed.
- Individual users are not proposed to exceed 40,000 square feet in gross floor area in 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.

#### **Type 3**

- Accessory structures, if proposed, do not exceed 30% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- Major outdoor entertainment venues as a primary use are not proposed.
- The area of any outdoor display of merchandise does not exceed 30% of the gross floor area of the building.
- The area of any outdoor storage or container storage does not exceed 20% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- The combination of outdoor display, outdoor storage and accessory buildings does not exceed 40% of the gross floor area of the primary building.
- Vehicle wash facilities are located no closer than 150 feet, and vehicle fueling is located no closer than 200 feet from a residential district unless such district is utilized for non-residential purposes.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.
- Dumpster enclosures, food waste containers, grease traps, outdoor seating associated with restaurants, loading areas, or similar improvements are not permitted within twenty (20') feet of a single-family residential district unless such district is utilized for a non-residential use.

#### **Type 4**

- The area of any outdoor storage or container storage does not exceed 60% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.
- Accessory structures, if proposed, do not exceed 60% of the gross floor area of the primary building (agricultural and recreational buildings are exempt).
- The combination of outdoor storage and accessory buildings does not exceed 80% of the gross floor area of the building.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

#### **Type 5**

- Outdoor storage and container storage is screened from view in accordance with landscape screening provisions.
- Outdoor commercial fueling and washing of vehicles is proposed in compliance with Type 3 conditions.
- Any proposed outdoor animal boarding is located at least 200 feet from any residential district unless such district is utilized for non-residential uses.

23. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases. The phasing plan may not exceed four years.



- \_\_\_ 24. If any of the following uses are proposed, a Special Use Permit has been applied for:  
Airport, landing field, landing strip, amusement park, circus, carnival, temporary or seasonal development, private community building or recreation field, radio or TV tower or station, drive-in theater on less than ten acres, cemeteries, kiosks or other temporary or seasonal open air vending, accessory buildings that exceed permitted sizes, residential uses on the first floor of non-residential districts (unless permitted by the use component), tents or other temporary structures not permitted by the zoning ordinance, temporary residential use of a travel trailer or recreational vehicle.
- \_\_\_ 25. Enclosed accessory buildings are not shown in front of or to the side of the main building and do not exceed fifteen feet in height.
- \_\_\_ 26. Show the location and description of any proposed fencing and provide a detail. If chain link fencing is proposed, it is not located around a detention or WQ pond and all parts of the fence are vinyl coated.
- \_\_\_ 27. No fencing is proposed within the front or side street setback.
- \_\_\_ 28. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck. For 90 gallon roll out container stored outside, it is required to be enclosed by privacy fence.
- \_\_\_ 29. Air conditioning units are not shown forward of the front wall of the building.
- \_\_\_ 30. For projects that are within 400 feet of US 183, US 183A, Lakeline Blvd., RM 2243, Old 2243 West, Bagdad Rd., Crystal Falls or San Gabriel Parkway, the following uses are not proposed or permitted: mini-warehouse or self-storage facilities, boat and RV storage, material salvage unless enclosed within a building, sexually-oriented businesses, motor vehicle salvage.
- \_\_\_ 31. Warehouse, mini-warehouse and overhead (commercial service) doors shall not be oriented so as to face a street(s) or residential property or shall be screened from view from the street(s) or residential property unless the Director of Planning determines that there is no other feasible alternative. The Director of Planning may also approve decorative overhead doors in lieu of screening when the doors are oriented towards the street on a case by case basis.

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#### ADDRESS PLAN:

- \_\_\_ 1. Provide an address plan that demonstrates the building and unit numbers. Coordinate the addressing with the GIS Division ([GIS@leandertx.gov](mailto:GIS@leandertx.gov)).

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#### UTILITY PLAN:

- \_\_\_ 1. Provider or method of proposed water and wastewater service is identified.
- \_\_\_ 2. The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures are shown.
- \_\_\_ 3. The location of existing and proposed fire hydrants, valves, meters and other appurtenances is shown.
- \_\_\_ 4. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable) is shown.
- \_\_\_ 5. Design details showing the connection with the existing City water system are provided.
- \_\_\_ 6. Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
- \_\_\_ 7. Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
- \_\_\_ 8. Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, storm system design,

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#### ROAD, SIDEWALK CLOSURE, & TRAFFIC CONTROL PLAN:

- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If applicable, a Site specific Traffic Control Plan shall be submitted as part of this set of plans.
- \_\_\_ 3. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 4. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 5. If the project impacts existing school zones, they include any necessary signage and/or striping.

## STANDARD DETAILS:

- \_\_\_ 1. Insert the applicable City of Leander Standard Details. These details may be found online at <http://www.leandertx.gov/engineering/page/standard-details>.

## LANDSCAPE PLAN:

- \_\_\_ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
- Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
    - Office and Professional – 15%
    - Commercial – 15%
    - Industrial or manufacturing – 10%
    - Schools, churches, community centers and private parks – 15%
  - The following have not been counted toward landscape requirements:
    - Detention and water quality unless meeting the standards of the landscape ordinance.
    - Utility, mechanical and electrical facilities.
    - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
    - Landscaped areas less than four feet in width.
  - For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
  - If the exterior surface area of all walls for non-residential or multi-family buildings / structures are comprised of one hundred (100%) percent Masonry, then the ratio may be reduced to one (1) shade tree per six hundred (600) square feet in the front setback.
  - Side setbacks within a commercial development that are not adjacent to residential properties are not required to include landscaping at the above ratio within the side setback. This provision applies to commercial center developments made up of commercial lots with shared parking lots.
    - a. To allow for larger landscaped activity areas at school facilities, for every 600 sq. ft. of landscaping required by this section, 1 tree and 3 shrubs (five gallon container size or larger) shall be planted.
    - b. To reduce the thermal impact of unshaded parking lots, additional trees shall be planted as necessary so that the center point of each parking space is no more than 50 feet away from the trunk of a tree.
    - c. If street trees are proposed, the street trees may be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street trees are not required, but if they are proposed the street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
  - Compatibility buffer for uses other than single-family or two-family development:
    - a. A compatibility buffer shall be composed of a landscape buffer and a compatibility fence as provided Article VI, Section 14 (d) of this ordinance. Compatibility buffering is intended to minimize the effects of non-residential and multi-family uses which share a common lot line with existing or planned single-family or two-family uses.
    - b. Landscape buffer: A landscape area of at least eight (8') feet wide shall be provided that includes the following plantings per every six hundred (600) square feet:
      - (i) Two (2) shade trees (two (2) inch caliper or larger)
      - (ii) Four (4) shrubs (five (5) gallon container size or larger) – shrubs are not required if when a masonry screening wall is provided as provided in Article VI, Section 14 (d) of this ordinance.
  - At least 75% of the required trees are required to be significant trees large trees/shade trees (as defined by the Grow Green Guide), the remaining trees may be small trees or ornamental trees all of which shall be selected from the preferred plant list or Grow Green Guide. Two ten gallon ornamental trees are permitted to be substituted for each shade tree as long as at least half of the required number of shade trees are installed. Retained trees and shrubs may be counted toward landscape requirements.
  - Existing significant trees and shrubs that are retained in healthy condition may count toward fulfillment of these requirements. In calculating the credit from existing significant trees and shrubs that are retained, shrubs shall be credited on a one (1) for one (1) basis if such shrub is equivalent or greater in size to a comparable five (5) gallon container grown shrub. Trees shall be credited on a caliper inch basis (for every one (1) caliper inch of a tree that is saved, credit shall be given for one (1) caliper inch of a tree required to be planted), with saved significant trees over eighteen (18) caliper counting on a one for two basis (for every one caliper inch of a significant tree over eighteen (18) caliper that is saved, credit shall be given for two (2) caliper inches of a tree required to be planted).

- Street trees shall be planted between the sidewalk and back of curb (or edge of pavement) in accordance with the City's street tree detail. Street tree species shall be consistent on both sides of the street within a block, shall be a street tree species listed in the preferred plant list, and shall be specified in the Construction Plans for the subdivision (if applicable). Street tree spacing shall not exceed thirty (30) feet on center between trees on the same side of the street. Street trees may be counted toward the required tree plantings within the front or street side setback area.
  - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
    - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
  - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
    - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
  - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
  - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- \_\_\_ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- \_\_\_ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- \_\_\_ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- \_\_\_ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- \_\_\_ 6. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.
- \_\_\_ 7. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).
- \_\_\_ 8. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- \_\_\_ 9. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- \_\_\_ 10. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object. If the outdoor storage is adjacent to an arterial or collector roadway, then the wall is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco (limited to 35% of the exterior surface area of walls), factory tinted (not painted) split face concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete is also permitted when the wall is adjacent to collectors. A five foot wide landscape buffer is located outside the fence so that it is visible from the designated roadway and consists of the landscape materials required by the Landscape Ordinance (a landscaped buffer is not required if the fence is on a rear lot line).



\_\_\_ 11. Provide the following notes:

***The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.***

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

***Tree caliper is the trunk diameter of a tree at twelve (12") inches above natural grade per the Composite Zoning Ordinance.***

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:

***All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***

***All disturbed areas and ROW will be re-vegetated by the developer.***

***All invasive species shall be removed from the property.***

***No more than 50% of the same species may be planted to meet the tree planting requirements.***

***In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.***

\_\_\_ 12. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project identified within the limits of construction.

\_\_\_ 13. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.

\_\_\_ 14. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

## **PARK PLAN:**

\_\_\_ 1. If park improvements are proposed, the improvements meet the following criteria:

- \_\_\_ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
- \_\_\_ A note is shown on the final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
- \_\_\_ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.

\_\_\_ 2. If **private** park land and/or facilities are proposed, they meet the following criteria:

- \_\_\_ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
- \_\_\_ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
- \_\_\_ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.

\_\_\_ 3. If an alternative park plan is proposed, it meets the following criteria:

- \_\_\_ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
- \_\_\_ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. This option is required to be approved by the Director of Parks & Recreation.

- \_\_\_\_ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated.

\_\_\_\_ 4. Provide a phasing table demonstrating compliance with the Ordinance

## **MASTER ARCHITECTURAL PLAN:**

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- \_\_\_\_ 1. Master Architectural Plan:
- ☐ The intent of the Master Architectural Plan is to provide for a cohesive development on all four corners at the intersections of arterials and collectors. This plan should incorporate common elements that evoke a sense of place and have elements that contribute to cohesive identity.
  - ☐ Development on all four corners of intersections of arterials and collectors shall provide and comply with a Master Architectural Plan that incorporates the following:
    - Exterior building materials used on the exterior of each structure
    - Exterior building color palettes
    - Exterior elements of building facades such as wall accents, covered entries, columns, or other features
    - Other elements as approved by the Director of Planning.
  - ☐ Development at these intersections shall comply with the plan after the date of the initial submittal of a Master Architectural Plan.
  - ☐ This plan shall be submitted with the site development permit for the project. The plan may be amended as the intersection develops to incorporate additional standards.

## **MAJOR CORRIDOR STREETSCAPE PLAN:**

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- \_\_\_\_ 1. Major Corridor Streetscape Standards:
- ☐ Major corridors include all arterials identified on the City's Transportation Plan.
  - ☐ All development adjacent to a corridor shall install street trees between the back of curb or edge of pavement and the required sidewalk in accordance with the City's street tree detail. The trunk of the street tree shall be no closer than 3 feet from the back of curb or edge of pavement and no further than eight (8) feet; the Director of Planning may approve alternative locations if specific conditions warrant. Street tree species shall be consistent on both sides of the corridor, species may change at a street intersection, however major intersection shall comply with the major intersection standards in this section. Street trees shall be spaced no more than thirty (30) feet on center and shall be in a straight line along the corridor.
  - ☐ If a parking lot is located between the right-of-way and a building along a corridor, the parking lot must be fully screened from view of the corridor to a height of four (4) feet with one or more of the following elements:
    - a four (4) foot tall masonry screening wall located at or behind the required parking setback
    - a berm with landscaping that measures at least four (4) feet tall at the top of the landscaping located within the required front setback area
  - ☐ In addition to other restrictions in this ordinance, the following items shall not be located between a primary building and the right-of-way along a major corridor:
    - mechanical equipment other than that of a public utility
    - drive-through service lanes or queuing spaces
    - accessory structures
  - ☐ The following standards apply to the screening of the rear or service side of buildings along a Major Corridor:
    - the rear or service side of a building may not face a Major Corridor within four hundred (400) feet of the corridor's right-of-way.
    - loading areas and service drives must be screened from view of the Major Corridor with landscaping that is six (6) feet tall at installation or a wing wall that extends from the building that is a minimum of six (6) feet tall and constructed of the same or significantly similar materials as the primary building.
  - ☐ The following standards shall apply to all major intersections along the corridor:
    - major intersections are those intersections with other major corridors or collector roads
    - all four corners of a major intersection shall have a coordinated landscape design
    - all four corners of a major intersection shall include identity monument signs which shall be coordinated and consistent in design and materials
    - identity monument signs may include the name and/or logo of the adjacent development and shall include the City of Leander logo
  - ☐ Major Corridors shall comply with the following landscape and hardscape materials requirements
    - each major corridor shall have a primary landscape and hardscape materials palette
    - landscaping and hardscaping (including walls and planters) within the right-of-way and front setback of all properties along a major corridor shall comply with the corridor materials palette the corridor materials palette shall be maintained by the Planning Department
  - ☐ Walls constructed along Major Corridors shall meet the following requirements in addition to any other requirements of this ordinance.
    - all walls constructed parallel to a major corridor shall comply with the corridor materials palette
    - walls that continue from one development or property to another within the same block shall continue the same material and design
    - wall material or design may change in a new block as long as the materials are consistent with the materials palette for the corridor

## FINAL SUBMITTAL REVIEW

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To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.

## REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT:

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- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- 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 combined TIF, combined PDF, and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF 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.



## CONFLICT OF INTEREST DISCLOSURES

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Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### **ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:**

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

#### ▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

(1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.

(2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### **(b) Disclosure of conflicts of interest by persons appearing before a board or city body.** A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f) Disclosure by persons appearing before a city body.** Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



PROJECT NAME: \_\_\_\_\_

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# DRY UTILITY PERMIT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

A Dry Utility Permit includes dry utilities such as cable, gas, electric, etc. This type of submittal is required for the installation of dry utilities with the right-of-way (ROW) or on private property within an easement.

## HELPFUL LINKS



- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

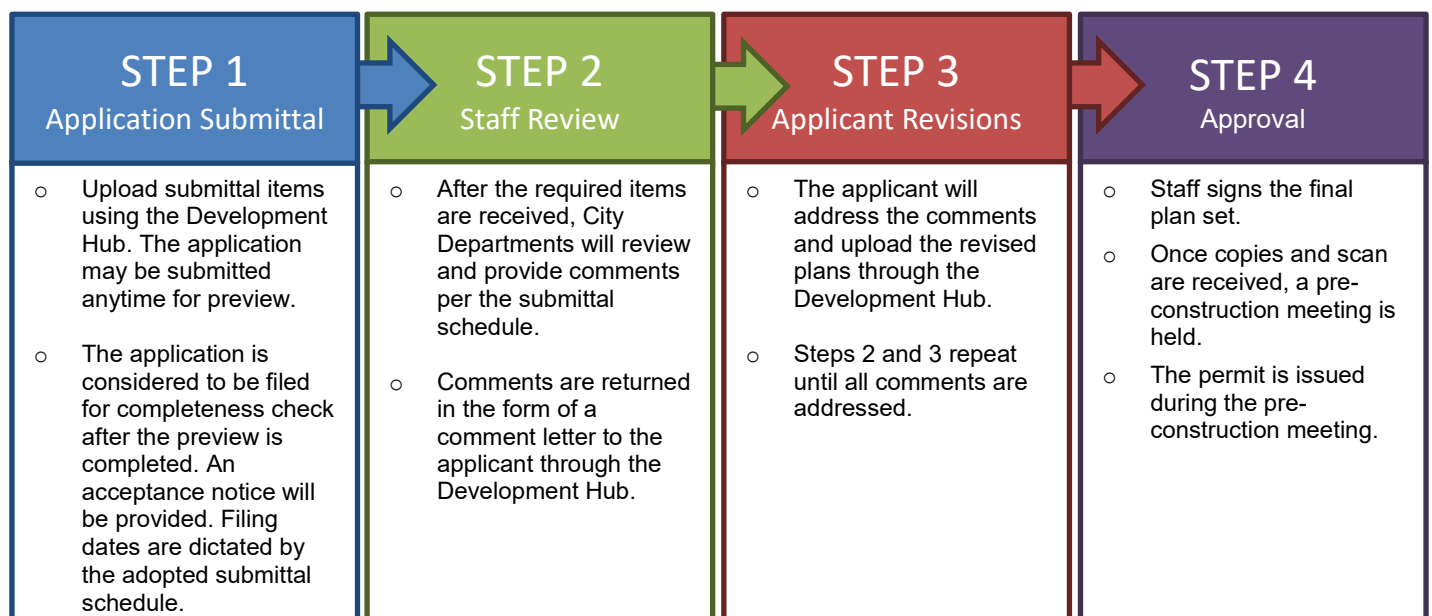
## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- This application only applies to utility improvements.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE





## REQUIRED ITEMS FOR APPLICATION SUBMITTAL

| REQUIRED ITEMS | PROVIDED                 | <i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i> |
|----------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and signed application & checklist with the owner's signatures.                                                                                                                                                                                                                                 |
|                | <input type="checkbox"/> | 2. Dry Utility Plans (11"X17") including information in the checklist.                                                                                                                                                                                                                                       |
|                | <input type="checkbox"/> | 3. Letter of intent explaining the request.                                                                                                                                                                                                                                                                  |

## PROJECT INFORMATION

Property Description: \_\_\_\_\_

\_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT INFORMATION

Project Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

*I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.*

\_\_\_\_\_  
*Signature*                      *Name (printed)*                      *Date*

## UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list on [page 3](#).  
Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:  
1. Application 06.13.2022
  - The Dry Utility Plan shall be identified as the DU and include the creation date in MM.DD.YYYY format:  
2. Project Name DU 06.13.2022
  - Corrections shall include the version number in the title:  
2. Project Name DU V2 06.13.2022

## DRY UTILITY REVIEW PROCEDURE

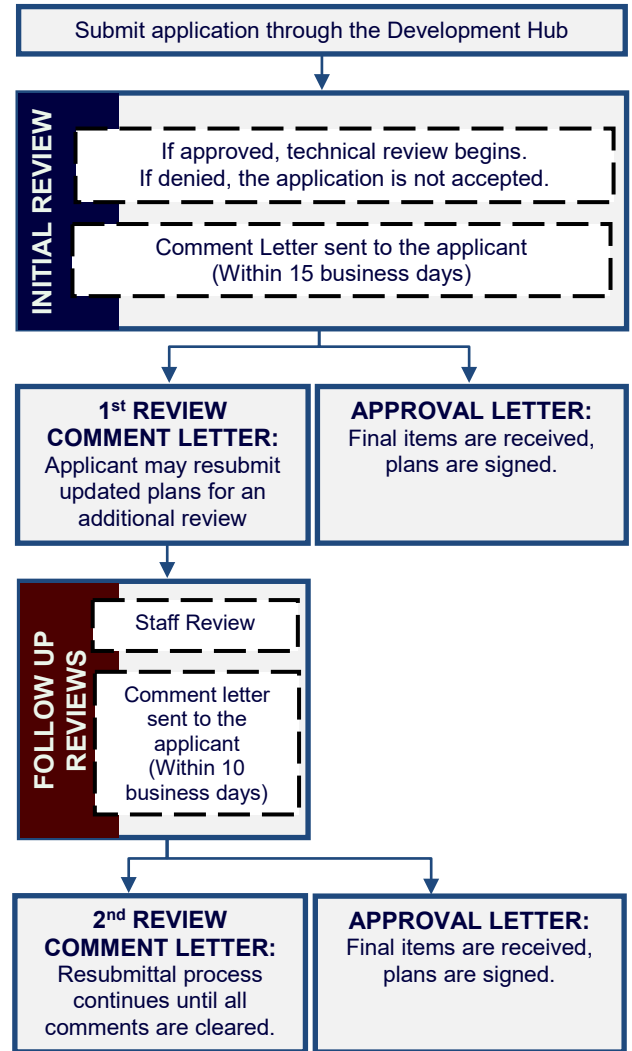
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 3](#)).

2. A comment letter will be generated within 15 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
  - a. Updated plans & supporting documents/materials
  - b. Written response letter identifying how the comments were addressed

**If the items above are not provided, the re-submittal will be NOT be accepted.**

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references.
5. This process repeats until all comments are cleared.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated plans & supporting documents/materials
  - b. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and return them to the applicant.
9. A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



## DRY UTILITY PERMIT CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

### GENERAL:

- \_\_\_ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
- ☐ Cover Sheet
  - ☐ Notes Page
  - ☐ Erosion & Sedimentation Control Plan
  - ☐ Utility Plan
  - ☐ Road & Sidewalk Closure Plan
  - ☐ Standard Details
  - ☐ Landscape Plan
- \_\_\_ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).

### COVER SHEET

- \_\_\_ 1. Title block including the following in the top center of the page.
- Project Name*  
Dry Utility Plans  
Project Number (This number will be assigned during the first review of the plan set)
- \_\_\_ 2. Location sketch below the title block.
- \_\_\_ 3. Project information located at the top left corner of the cover sheet including the following:
- Property owner name, address, and phone number
  - Developer/Agent name, address, and phone number
  - Filing date
- \_\_\_ 4. Index on the right side of the sheet name and number.
- \_\_\_ 5. Include the following signature block in the center on the bottom of the page.

APPROVED BY:

\_\_\_\_\_  
Robin M. Griffin, AICP, Executive Director of Development Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emily Truman, P.E., CFM, City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

- \_\_\_ 6. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

- \_\_\_ 7. Example cover sheet:

|                                                            |                                                                                                          |                                                                                                  |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Project Name</b><br>Dry Utility Plans<br>Project Number |                                                                                                          |                                                                                                  |
| Project<br>Information                                     | <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 150px;">Location Sketch</div> | Index                                                                                            |
| Revision Block                                             | Signature Block                                                                                          | <div style="border: 1px solid black; padding: 5px; display: inline-block;">Approval</div> 1 of 1 |



## DRY UTILITY NOTES:

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- \_\_\_ 1. Insert the City of Leander Dry Utility Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>.

## EROSION & SEDIMENTATION CONTROLS:

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- \_\_\_ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- \_\_\_ 2. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- \_\_\_ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- \_\_\_ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- \_\_\_ 5. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- \_\_\_ 6. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- \_\_\_ 7. Provide the following note:  
***The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.***

## UTILITY PLAN:

---

- \_\_\_ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Provide the following notes:  
***All site utility lines are proposed to be located underground.***

## ROAD & SIDEWALK CLOSURE PLAN:

---

- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.

## TREE MITIGATION PLAN (This section is only required if trees are proposed for removal):

---

- \_\_\_ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
    - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
  - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
    - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
  - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
  - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

- \_\_\_ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- \_\_\_ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- \_\_\_ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- \_\_\_ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- \_\_\_ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- \_\_\_ 7. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- \_\_\_ 8. Provide the following notes:

***The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.***

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

***Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.***

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:

***All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***

***All disturbed areas and ROW will be re-vegetated by the developer.***

***All invasive species shall be removed from the property.***

***No more than 50% of the same species may be planted to meet the tree planting requirements.***

***In the event of a conflict with tree removal/preservation call outs on plan sheet(s) versus tree removal/preservation matrix, the tree removal/preservation matrix shall apply. It is the contractors responsibility to verify with City staff should any inconsistency exist within an approved plan set. No in-field changes are made to approved plans, no exceptions.***

## **REQUIREMENTS FOR ISSUANCE OF A DRY UTILITY PERMIT**

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- To schedule a pre-construction meeting, the following items must be submitted:
  1. Two copies of the approved and signed plans.
  2. Approved SWPPP (if required)
- The Dry Utility Permit shall be issued during the pre-construction meeting.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

## CONFLICT OF INTEREST DISCLOSURES

---

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

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#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### **(b) Disclosure of conflicts of interest by persons appearing before a board or city body.** A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



PROJECT NAME: \_\_\_\_\_

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# FLOODPLAIN DEVELOPMENT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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| Final Submittal Review .....                                | 12 |
| Requirements For Issuance Of Permit .....                   | 13 |
| Conflict Of Interest Disclosures .....                      | 14 |

## GENERAL INFORMATION

- A Floodplain Development Plan is required when development within the floodplain is proposed.
- This application applies when the development is not associated with Site Development (SD) plans or Public Improvement Construction Plans (PICP).
- Coordination with other entities such as FEMA, TCEQ, or Army Corp of Engineers may be required.

## HELPFUL LINKS



- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

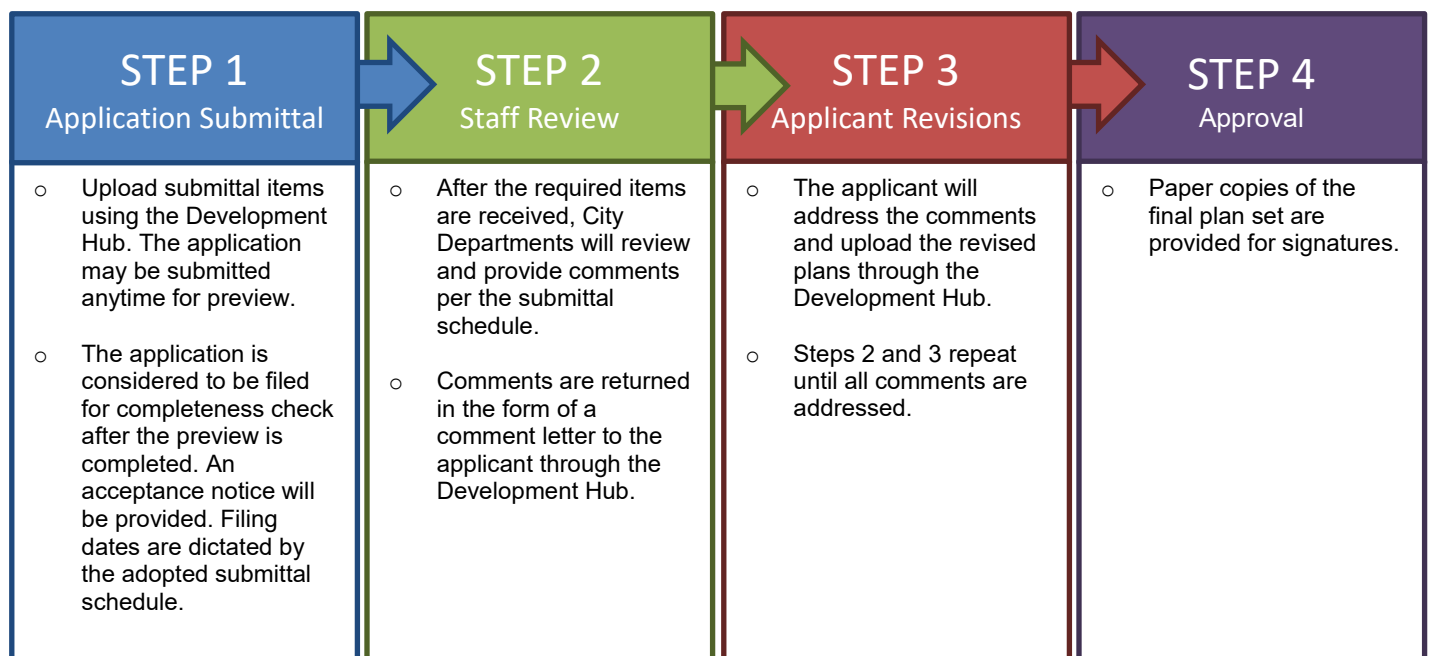
## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

| REQUIRED ITEMS | PROVIDED                 | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and Signed Application & Checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                | <input type="checkbox"/> | 2. Construction Plans (24"X36" sheets or 22"X34") at a generally accepted horizontal and vertical engineering scale.                                                                                                                                                                                  |
|                | <input type="checkbox"/> | 3. Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No<br>If use, either provide the recordation number on the plans or provide the application for review.                                                                                 |
|                | <input type="checkbox"/> | 4. Application Fees (calculation listed below).                                                                                                                                                                                                                                                       |

## APPLICATION FEE\* CALCULATION

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| Filing Fee:                                                            | \$ 500.00 |
| Professional Recovery Fee:                                             | \$ 250.00 |
| Technology Fee:                                                        | \$ 25.00  |
| <b>TOTAL FEE (due at the time of application submission) \$ 775.00</b> |           |

\* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

### RESUBMITTAL FEES:

- A resubmittal fee in the amount of \$500 is due for each submittal after the 3<sup>rd</sup> review.

## UPLOADED DOCUMENT REQUIREMENTS

- All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
- All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
- All PDFs shall be bookmarked.
- All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
- Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list above. Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:  
1. Application 06.13.2022
  - The Short Form Final Plat shall be identified as the FPD and include the creation date in MM.DD.YYYY format:  
2. Project Name FPD 06.13.2022
  - Corrections shall include the version number in the title: 2. Project Name FPD V2 06.13.2022

## COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

- All items listed above in the "Required Items for Submittal Package" list shall be included.
- All plat sheets shall meet the format listed in the "General Section" on [page 9](#)
- 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.

- Plats, 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FLOODPLAIN DEVELOPMENT REVIEW PROCEDURE

1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

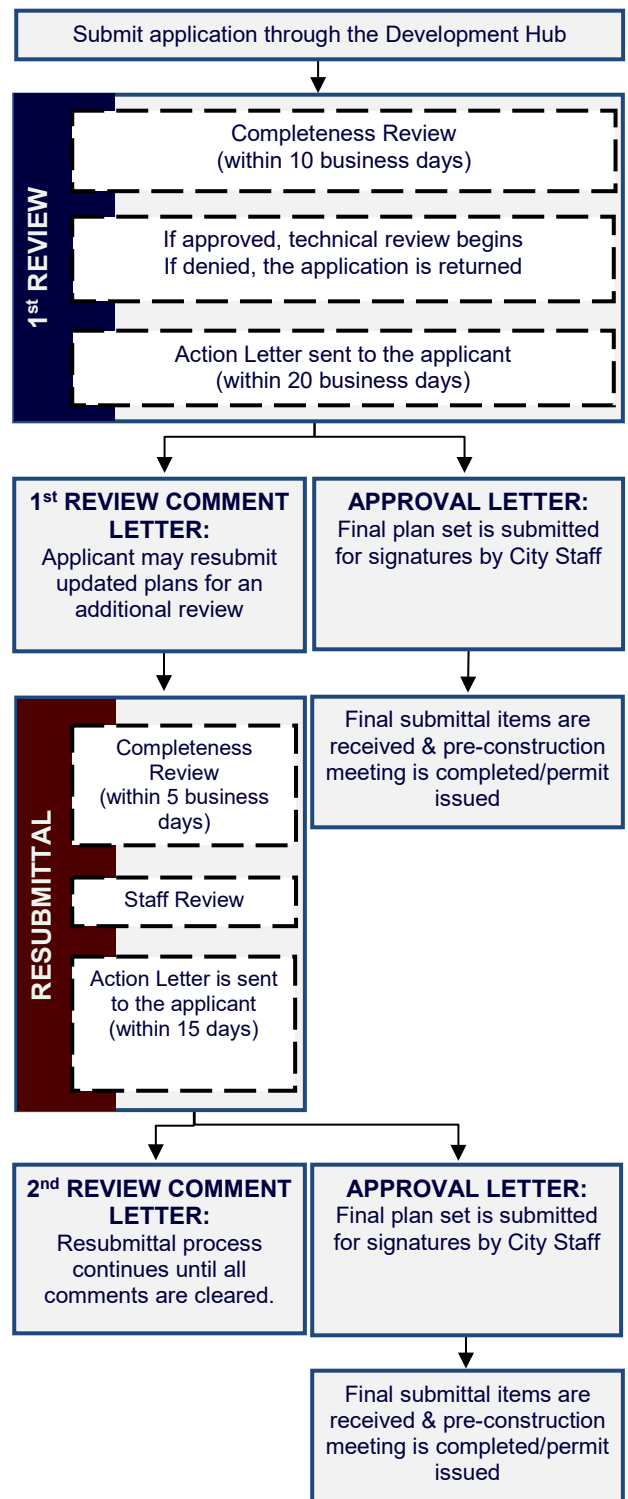
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)) in compliance with the submittal schedule.

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



## FLOODPLAIN DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of floodplain 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:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ordinance Reference   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> General Notes</li> <li><input type="checkbox"/> Final Plat</li> <li><input type="checkbox"/> Existing Conditions &amp; Demolition Plan</li> <li><input type="checkbox"/> Erosion &amp; Sedimentation Control Plan</li> <li><input type="checkbox"/> Grading &amp; Drainage Plan</li> <li><input type="checkbox"/> Road &amp; Sidewalk Closure Plan</li> <li><input type="checkbox"/> Standard Details</li> <li><input type="checkbox"/> Landscape Plan</li> </ul> | Art IX, Sec 2 (a)(1)e |
| ___ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Art IX, Sec 2 (a)(1)e |
| ___ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Art IX, Sec 2 (a)(1)e |
| ___ 4. All property lines shall be identified with a solid, heavy, and black line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Art IX, Sec 2 (a)(1)e |
| ___ 5. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required. The application is available online at <a href="https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists">https://www.leandertx.gov/planning/page/subdivisions-applications-and-checklists</a> .                                                                                                                    | Art IX, Sec 2 (a)(1)e |

### COVER SHEET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ordinance Reference   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>___ 1. Title block including the following in the top center of the page.</p> <p style="margin-left: 40px;"><i>Project Name</i><br/>Floodplain Development Plan<br/>Project Number (This number will be assigned during the first review of the plan set)</p>                                                                                                                                                                                 | Art IX, Sec 2 (a)(1)e |
| ___ 2. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.                                                                                                        | Art IX, Sec 2 (a)(1)e |
| <p>___ 3. Project information below the location sketch including the following:</p> <ul style="list-style-type: none"> <li>• Property owner name, address, and phone number</li> <li>• Engineer name, address, and phone number</li> <li>• Surveyor name, address, and phone number</li> <li>• Developer/Agent name, address, and phone number</li> <li>• Submittal date</li> <li>• Property information including legal description</li> </ul> | Art IX, Sec 2 (a)(1)e |
| ___ 4. Index on the right side of the sheet name and number.                                                                                                                                                                                                                                                                                                                                                                                     | Art IX, Sec 2 (a)(1)e |
| ___ 5. Example cover sheet:                                                                                                                                                                                                                                                                                                                                                                                                                      | Art IX, Sec 2 (a)(1)e |

|                                                                                                    |                                                                                                        |                                                                                                 |        |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------|
| <p><b><i>Project Name</i></b><br/>Floodplain Development Plan<br/><b><i>Project Number</i></b></p> |                                                                                                        |                                                                                                 |        |
| Project Information                                                                                | <div style="border: 1px solid black; width: 100%; height: 100%; margin: 0 auto;">Location Sketch</div> | Index                                                                                           |        |
| Revision Block                                                                                     | Signature Block                                                                                        | <div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;">Approval</div> | 1 of 1 |

- \_\_\_ 6. Include the following signature block in the upper left corner.

APPROVED BY:

\_\_\_\_\_  
Robin M. Griffin, AICP, Executive Director of Development Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emily Truman, P.E., CFM, City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Tummons, CPRP, Director of Parks and Recreation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

- \_\_\_ 7. Include the following engineering responsibility statement below the signature block.

"The Engineer of Record is solely responsible for the completeness, accuracy, regulatory compliance, and adequacy of these plans and/or specifications whether or not the plans and/or specifications were reviewed by the City Engineer(s)."

- \_\_\_ 8. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

Art IX, Sec 2  
(c)(5)

Art II, Sec  
23 (9) (d)  
(3)

Art IX, Sec 3  
(b)

## 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.

Ordinance  
Reference

Subdivision  
Art II, Sec 23  
(c)

## EXISTING CONDITIONS & DEMOLITION PLAN

- \_\_\_ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.
- \_\_\_ 2. Identify the existing floodplains with their own unique line-types

Ordinance  
Reference

Art IX, Sec 2  
(a)(1)e

Art II, Sec  
23 (a)(2)

## 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.

Ordinance  
Reference

Subdivision  
Art II, Sec 23  
(4)(i)

Subdivision  
Art II, Sec 23  
(4)(ii)

Subdivision  
Art II, Sec 23  
(4)(iii)

Subdivision  
Art II, Sec 23  
(4)(iv)

Subdivision  
Art II, Sec 23  
(4)(v)

Subdivision  
Art II, Sec 23  
(4)(iv)

Subdivision  
Art II, Sec 23  
(4)(iv)

Subdivision  
Art II, Sec 23  
(4)(iii)

- \_\_\_ 9. Provide the following note:  
***The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.***

Subdivision  
 Art II, Sec 23  
 (4)(iii)

## GRADING & DRAINAGE IMPROVEMENTS

- \_\_\_ 1. Adequate access is provided for maintenance of and repair to drainage facilities.
- \_\_\_ 2. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown. All 100 year, 25 year hydrologic profiles shall be included within any relevant drainage element. Flows and velocities shall also be shown on these profiles.
- \_\_\_ 3. Demonstrate that any lot intended to contain a structure in the future has a minimum base floor elevation established in relation to the worst case 100yr flood elevation water feature adjacent to it.
- \_\_\_ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- \_\_\_ 5. Location of the regulatory 100-year floodplain (if any) is provided.
- \_\_\_ 6. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- \_\_\_ 7. Ensure that any grading work within the floodplain is identified. If this work increases the burden of the floodway in any way, then a CLOMR or LOMR or one of the variants of this requirement will be required to have their process started as appropriate.
- \_\_\_ 8. Clearly identify any work within the floodplain.
- \_\_\_ 9. Provide any needed support for any drainage calculations such as HEC-HMS models, HEC-RAS models, or whichever option is chosen to convey the necessary calculations to determine the impact of the work being proposed.

Ordinance  
 Reference

Art III, Sec 46  
 (d))

Art II, Sec 23  
 (c)(3)

Art III, Sec 41  
 (c)(4)(ii)

Subdivision  
 Art II, Sec 23  
 (c)(3)

Code of  
 Ordinances  
 Art 3.10

Art II, Sec 23  
 (c)(3)

Art II, Sec 41  
 (c)(4)

Art III, Sec 41  
 (c)(4)

Art III, Sec 41  
 (c)(iii)

## FLOODPLAIN DEVELOPMENT PLAN

- \_\_\_ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Identify any work within the floodplain.
- \_\_\_ 6. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.  
***All easements of record as indicated on the most recent title run (dated: \_\_\_\_\_, conducted by \_\_\_\_\_) for this property are shown on this site plan.***

Ordinance  
 Reference

Art IX, Sec 2  
 (a)(1)e

Art IX, Sec 2  
 (a)(1)e

Art IX, Sec 2  
 (a)(1)e

Art IX, Sec 2  
 (a)(1)e

Art III, Sec 41  
 (c)(4)

Art IX, Sec 3  
 (d)

## ROAD & SIDEWALK CLOSURE PLAN

- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.

Ordinance  
 Reference

Subdivision  
 Art II, Sec 23  
 (c)(11)

Subdivision  
 Art II, Sec 23  
 (c)(11)

Subdivision  
 Art II, Sec 23  
 (c)(11)

Subdivision  
 Art II, Sec 23  
 (c)(11)

## STANDARD DETAILS

- \_\_\_ 1. Insert the applicable City of Leander Standard Details. These details may be found online at <http://www.leandertx.gov/engineering/page/standard-details>.
- \_\_\_ 2. No more than 8x 8-1/2"x11" or 4x 11"x17" detail sheet may be included on any one 22-24"x34-36" plan sheet.

Ordinance  
Reference

Subdivision  
Art II, Sec 23  
(c)  
Art II, Sec 23  
(b)

## LANDSCAPE PLAN:

- \_\_\_ 1. Calculations of required tree mitigation shall be provided if trees are proposed for removal.
- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
    - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
  - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
    - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
  - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
  - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- \_\_\_ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- \_\_\_ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- \_\_\_ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- \_\_\_ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- \_\_\_ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.

Ordinance  
Reference

Art VI, Sec  
1(b)

Art VI, Sec  
1(b)

Art VI, Sec  
1(b)

Art VI, Sec  
1(b)

Art VI, Sec  
1(b)

Art VI, Sec  
1(b)

## GENERAL PROVISIONS

- \_\_\_ 1. No work of any kind may begin until permit is issued.
- \_\_\_ 2. The permit may be revoked if any false statements are made within.
- \_\_\_ 3. If revoked, all work must cease until permit is re-issued.
- \_\_\_ 4. Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Leander.
- \_\_\_ 5. The permit will expire if no work is commenced within six months of issuance.
- \_\_\_ 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements (refer to Exhibit A).
- \_\_\_ 7. Applicant hereby gives consent to the City of Leander Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

## DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

- \_\_\_ 1. Structural Development
- a. Activity
- ☐ New Structure
  - ☐ Addition
  - ☐ Alteration
  - ☐ Relocation Demolition
- b. Structure Type
- ☐ Residential (Single-Family)
  - ☐ Non-Residential (Includes Multi-Family)
  - ☐ Combined Use
  - ☐ Manufacture Home.



- \_\_\_ 2. Other Development Activities
- ☐ Clearing
  - ☐ Cut/Fill
  - ☐ Mining
  - ☐ Drilling
  - ☐ Grading
  - ☐ Excavation (except for structural development above)
  - ☐ Watercourse Alteration (including dredging and channel modifications)
  - ☐ Drainage Improvements (including culverts)
  - ☐ Road, Street, or Bridge Construction
  - ☐ Subdivision – Acreage? \_\_\_\_\_ ac.
  - ☐ Utility Improvement
  - ☐ Other (specify) \_\_\_\_\_

## FLOODPLAIN INFORMATION (TO BE COMPLETED BY APPLICANT)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (no application required).
- ☐ Is partially located in the SFHA but building/development is NOT.
- ☐ Is located in a SFHA.
  - ☐ FIRM Zone Designation is \_\_\_\_\_.
  - ☐ BFE at the site is \_\_\_\_\_ ft. NAVD88 (MSL)
- ☐ Is located in the floodway.
  - ☐ See section 4 for additional instructions

## ADDITIONAL INFORMATION REQUIRED

THE APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE APPLICABLE TO THE DEVELOPER BEFORE THE APPLICATION WILL BE PROCESSED

- \_\_\_ 1. A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- \_\_\_ 2. Development plans, drawn to scale, and specification, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities below the first floor, and details of enclosures below the first floor.
- \_\_\_ 3. Subdivision or other development plans. If the subdivision or other development exceeds 50 lots or 5 acres, the applicant must provide 100-year flood elevations if they are not otherwise available.
- \_\_\_ 4. Plans showing the extent of watercourse relocation and/or landform alterations
- \_\_\_ 5. Change in water surface elevation (in feet)
  - ☐ Meets Ordinance limits on elevation increases? ( Yes / No )
- \_\_\_ 6. Floodproofing protection level (non-residential only) \_\_\_\_\_ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect. Please note that for floodproofing of non-residential structures, NFIP requirements will require that insurance companies subtract 1' from the floodproofed elevation to determine if the structure is properly floodproofed to the BFE.
- \_\_\_ 7. Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) but outside the Floodway will not result in an increase of more than 1 ft. to the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. Additionally, supporting data must ensure that there will be no adverse impacts to any adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval.
- \_\_\_ 8. Certification from a registered engineer that the proposed activity within a SFHA with both Base Flood Elevations and Floodway (no proposed encroachment into the Floodway) established will not adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- \_\_\_ 9. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- \_\_\_ 10. Other: \_\_\_\_\_

## AS BUILT ELEVATIONS (TO BE SUBMITTED BY APPLICANT PRIOR TO CO ISSUANCE)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application). Complete the following:

- ☐ Actual (as-built) elevation of the top of the lowest floor, including basement, is: \_\_\_\_\_ ft. NAVD88 (MS)
- ☐ Actual (as-built) elevation of floodproofing protection is: \_\_\_\_\_ ft. NAVD88 (MSL).

## EXHIBIT A: ADDITIONAL REQUIRED PERMITS

Applicants shall verify that all required permits have been obtained for the work in the floodplain **prior** to filing a floodplain development permit. The permitting agencies below regulate land and water development activities. They include but are not limited:

- ☐ **Texas Commission on Environmental Quality**  
TCEQ Permits organized by business type:  
[http://www.tceq.state.tx.us/nav/permits/business\\_types/type\\_s.html](http://www.tceq.state.tx.us/nav/permits/business_types/type_s.html)  
**TCEQ Small Business and Local Government Assistance:**  
<http://www.tceq.state.tx.us/assistance/sblga/sblga.html> or 800-447-2827
- ☐ **United States Army Corps of Engineers Fort Worth District**  
<http://www.swf.usace.army.mil/pubdata/enviro/regulatory/permittingoverview.asp> or 817-886-1731  
**Galveston District**  
<http://www.swg.usace.army.mil/reg/permits.asp> or 409-766-3930
- ☐ **Additional federal agencies including: United States Fish and Wildlife Service, Environmental Protection Agency, and the United States Coast Guard**
- ☐ **Texas Parks and Wildlife Department**  
[http://www.tpwd.state.tx.us/faq/landwater/sand\\_gravel/](http://www.tpwd.state.tx.us/faq/landwater/sand_gravel/) or 512-389-4639
- ☐ **General Land Office**  
Information on dunes  
[www.glo.state.tx.us](http://www.glo.state.tx.us) or 800-998-4GLO (4456) or 512-463-5001
- ☐ **Texas Department of Transportation**  
Access permits for driveways through TxDOT right-of-way.  
Also, consider asking the TxDOT area office to provide you with access permit site locations as a way of tracking floodplain development.
- ☐ **Additional local and regional permitting agencies including river authorities**

## ADDITIONAL PERMIT(S) CERTIFICATION:

I certify that all additional required permits for the proposed work have been obtained prior to submission of this Floodplain Development Permit Application.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ § KNOW ALL MEN BY THESE PRESENTS  
§

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_,  
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she  
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public's Signature: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## FINAL SUBMITTAL REVIEW

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, the applicant may drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.

## REQUIREMENTS FOR ISSUANCE OF PERMIT

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- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- To schedule a pre-construction meeting, the following items must be submitted:
  1. Two printed copies of the approved and signed plans.
  2. Upload the following items to the Development Hub:
    - a. Scan of the final approved site development plan as a combined TIF, combined PDF, and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF to the original approved scale.
    - b. Storm Water Pollution Prevention Plan (SWPPP) for review by the Stormwater Inspector
    - c. 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 Floodplain Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

## CONFLICT OF INTEREST DISCLOSURES

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Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### **ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:**

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

#### ▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### **(b) Disclosure of conflicts of interest by persons appearing before a board or city body.** A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



PROJECT NAME: \_\_\_\_\_

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# FLOODPLAIN DEVELOPMENT

## PUBLIC IMPROVEMENT CONSTRUCTION PLANS

### APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

- A Floodplain Development Plan is required when development within the floodplain is proposed. This application is to be used when floodplain development is proposed as part of a Public Improvement Construction Plan (PICP). The plan set will be reviewed as part of the PICP submittal. This application is used to demonstrate that the applicant has paid fees and met the requirements for development in the floodplain.
- Separate comments will not be issued for this submittal. All comments will be provided with the PICP application review.
- Coordination with other entities such as FEMA, TCEQ, or Army Corp of Engineers may be required.

## HELPFUL LINKS



- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Construction Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to development in the floodplain associated with 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.

## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

| REQUIRED ITEMS | PROVIDED                 | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and Signed Application & Checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                | <input type="checkbox"/> | 2. Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No<br>If use, either provide the recordation number on the plans or provide the application for review.                                                                                 |
|                | <input type="checkbox"/> | 3. Filing Fees (calculation listed below).                                                                                                                                                                                                                                                            |

## FILING FEE CALCULATION

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| Filing Fee:                                                                   | \$ 500.00 |
| <b>TOTAL FEE (due at the time of application submission) \$ <u>500.00</u></b> |           |

## COMPLETENESS REVIEW REQUIREMENTS

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The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on [page 7](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

## PROJECT INFORMATION

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Street Address/Location Description: \_\_\_\_\_

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section, Lot, Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_ PUD Ordinance No: \_\_\_\_\_  
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: \_\_\_\_\_

Total Gross Sq. Ft. of Building(s): \_\_\_\_\_ Total Impervious Cover Sq. Ft: \_\_\_\_\_  
(pavement and building)

Proposed Number of Multi-Family / Condo Units: \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT INFORMATION:

**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)

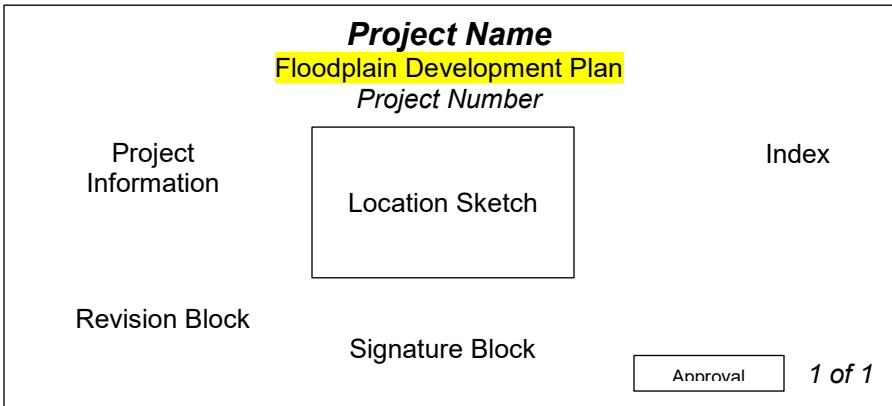
\_\_\_\_\_  
Date



## FLOODPLAIN DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of floodplain 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.

**The items below are required in addition to the items listed in the Public Improvement Construction Plan (PICP) Submittal Packet.** The information in the checklist that is highlighted is additional information to what is already listed in the PICP Submittal Packet. Please do not highlight the text on the plan set.

| <b>COVER SHEET</b>                                                                                                                                                                                                                                                             |                                                                                    | Ordinance Reference         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------|
| ___ 1. Title block including the following in the top center of the page.<br><i>Project Name</i><br>Public Improvement Construction Plans<br><b>Floodplain Development Plan</b><br>Project Number (This number will be assigned during the first review of the plan set)       |                                                                                    | Art IX, Sec 2 (a)(1)e       |
| ___ 2. Example cover sheet:                                                                                                                                                                                                                                                    |  | Art IX, Sec 2 (a)(1)e       |
| <b>EXISTING CONDITIONS &amp; DEMOLITION PLAN</b>                                                                                                                                                                                                                               |                                                                                    | Ordinance Reference         |
| ___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.                                                                                                                                                                |                                                                                    | Art IX, Sec 2 (a)(1)e       |
| ___ 2. Identify the existing floodplains with their own unique line-types                                                                                                                                                                                                      |                                                                                    | Art II, Sec 23 (a)(2)       |
| <b>GRADING &amp; DRAINAGE IMPROVEMENTS</b>                                                                                                                                                                                                                                     |                                                                                    | Ordinance Reference         |
| ___ 1. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown. <b>All 100 year, 25 year hydrologic profiles shall be included within any relevant drainage element. Flows and velocities shall also be shown on these profiles.</b> |                                                                                    | Art II, Sec 23 (c)(3)       |
| ___ 2. Demonstrate that any lot intended to contain a structure in the future has a minimum base floor elevation established in relation to the worst case 100yr flood elevation water feature adjacent to it.                                                                 |                                                                                    | Art III, Sec 41 (c)(4)(ii)  |
| ___ 3. Location of the regulatory 100-year floodplain (if any) is provided.                                                                                                                                                                                                    |                                                                                    | Code of Ordinances Art 3.10 |
| ___ 4. 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)       |
| ___ 5. Ensure that any grading work within the floodplain is identified. If this work increases the burden of the floodway in any way, then a CLOMR or LOMR or one of the variants of this requirement will be required to have their process started as appropriate.          |                                                                                    | Art II, Sec 41 (c)(4)       |
| ___ 6. Clearly identify any work within the floodplain.                                                                                                                                                                                                                        |                                                                                    | Art III, Sec 41 (c)(4)      |
| ___ 7. Provide any needed support for any drainage calculations such as HEC-HMS models, HEC-RAS models, or whichever option is chosen to convey the necessary calculations to determine the impact of the work being proposed.                                                 |                                                                                    | Art III, Sec 41 (c)(iii)    |
| <b>FLOODPLAIN DEVELOPMENT PLAN</b>                                                                                                                                                                                                                                             |                                                                                    | Ordinance Reference         |
| ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.                                                                                                                                                                         |                                                                                    | Art IX, Sec 2 (a)(1)e       |

- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Identify any work within the floodplain.
- \_\_\_ 6. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.
- All easements of record as indicated on the most recent title run (dated: \_\_\_\_\_, conducted by \_\_\_\_\_) for this property are shown on this site plan.***

Art IX, Sec 2  
(a)(1)e

Art IX, Sec 2  
(a)(1)e

Art IX, Sec 2  
(a)(1)e

Art III, Sec 41  
(c)(4)

Art IX, Sec 3  
(d)

## GENERAL PROVISIONS

- \_\_\_ 1. No work of any kind may begin until permit is issued.
- \_\_\_ 2. The permit may be revoked if any false statements are made within.
- \_\_\_ 3. If revoked, all work must cease until permit is re-issued.
- \_\_\_ 4. Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Leander.
- \_\_\_ 5. The permit will expire if no work is commenced within six months of issuance.
- \_\_\_ 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements (refer to Exhibit A).
- \_\_\_ 7. Applicant hereby gives consent to the City of Leander Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

## DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

- \_\_\_ 1. Structural Development
- a. Activity
- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation Demolition
- b. Structure Type
- ☐ Residential (Single-Family)
- ☐ Non-Residential (Includes Multi-Family)
- ☐ Combined Use
- ☐ Manufacture Home.
- \_\_\_ 2. Other Development Activities
- ☐ Clearing
- ☐ Cut/Fill
- ☐ Mining
- ☐ Drilling
- ☐ Grading
- ☐ Excavation (except for structural development above)
- ☐ Watercourse Alteration (including dredging and channel modifications)
- ☐ Drainage Improvements (including culverts)
- ☐ Road, Street, or Bridge Construction
- ☐ Subdivision – Acreage? \_\_\_\_\_ ac.
- ☐ Utility Improvement
- ☐ Other (specify) \_\_\_\_\_

## FLOODPLAIN INFORMATION (TO BE COMPLETED BY APPLICANT)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (no application required).
- ☐ Is partially located in the SFHA but building/development is NOT.
- ☐ Is located in a SFHA.
- ☐ FIRM Zone Designation is \_\_\_\_\_.
- ☐ BFE at the site is \_\_\_\_\_ ft. NAVD88 (MSL)
- ☐ Is located in the floodway.
- ☐ See section 4 for additional instructions

## ADDITIONAL INFORMATION REQUIRED

THE APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE APPLICABLE TO THE DEVELOPER BEFORE THE APPLICATION WILL BE PROCESSED

- \_\_\_ 1. A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- \_\_\_ 2. Development plans, drawn to scale, and specification, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities below the first floor, and details of enclosures below the first floor.
- \_\_\_ 3. Subdivision or other development plans. If the subdivision or other development exceeds 50 lots or 5 acres, the applicant must provide 100-year flood elevations if they are not otherwise available.
- \_\_\_ 4. Plans showing the extent of watercourse relocation and/or landform alterations
- \_\_\_ 5. Change in water surface elevation (in feet)
  - ☐ Meets Ordinance limits on elevation increases? ( Yes / No )
- \_\_\_ 6. Floodproofing protection level (non-residential only) \_\_\_\_\_ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect. Please note that for floodproofing of non-residential structures, NFIP requirements will require that insurance companies subtract 1' from the floodproofed elevation to determine if the structure is properly floodproofed to the BFE.
- \_\_\_ 7. Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) but outside the Floodway will not result in an increase of more than 1 ft. to the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. Additionally, supporting data must ensure that there will be no adverse impacts to any adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval.
- \_\_\_ 8. Certification from a registered engineer that the proposed activity within a SFHA with both Base Flood Elevations and Floodway (no proposed encroachment into the Floodway) established will not adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- \_\_\_ 9. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- \_\_\_ 10. Other: \_\_\_\_\_

## AS BUILT ELEVATIONS (TO BE SUBMITTED BY APPLICANT PRIOR TO CO ISSUANCE)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application). Complete the following:

- ☐ Actual (as-built) elevation of the top of the lowest floor, including basement, is: \_\_\_\_\_ ft. NAVD88 (MS)
- ☐ Actual (as-built) elevation of floodproofing protection is: \_\_\_\_\_ ft. NAVD88 (MSL).

## EXHIBIT A: ADDITIONAL REQUIRED PERMITS

Applicants shall verify that all required permits have been obtained for the work in the floodplain **prior** to filing a floodplain development permit. The permitting agencies below regulate land and water development activities. They include but are not limited:

- ☐ **Texas Commission on Environmental Quality**  
TCEQ Permits organized by business type:  
[http://www.tceq.state.tx.us/nav/permits/business\\_types/type\\_s.html](http://www.tceq.state.tx.us/nav/permits/business_types/type_s.html)  
**TCEQ Small Business and Local Government Assistance:**  
<http://www.tceq.state.tx.us/assistance/sblga/sblga.html> or 800-447-2827
- ☐ **United States Army Corps of Engineers Fort Worth District**  
<http://www.swf.usace.army.mil/pubdata/enviro/regulatory/permittingoverview.asp> or 817-886-1731  
**Galveston District**  
<http://www.swg.usace.army.mil/reg/permits.asp> or 409-766-3930
- ☐ **Additional federal agencies including: United States Fish and Wildlife Service, Environmental Protection Agency, and the United States Coast Guard**
- ☐ **Texas Parks and Wildlife Department**  
[http://www.tpwd.state.tx.us/faq/landwater/sand\\_gravel/](http://www.tpwd.state.tx.us/faq/landwater/sand_gravel/) or 512-389-4639
- ☐ **General Land Office**  
Information on dunes  
[www.glo.state.tx.us](http://www.glo.state.tx.us) or 800-998-4GLO (4456) or 512-463-5001
- ☐ **Texas Department of Transportation**  
Access permits for driveways through TxDOT right-of-way.  
Also, consider asking the TxDOT area office to provide you with access permit site locations as a way of tracking floodplain development.
- ☐ **Additional local and regional permitting agencies including river authorities**

**ADDITIONAL PERMIT(S) CERTIFICATION:**

I certify that all additional required permits for the proposed work have been obtained prior to submission of this Floodplain Development Permit Application.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

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KNOW ALL MEN BY THESE PRESENTS

COUNTY OF \_\_\_\_\_

§

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_,  
known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she  
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public's Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## CONFLICT OF INTEREST DISCLOSURES

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Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

#### ▪ Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

#### **Sec. 9.05.007 Persons doing business with the city**

##### (a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### (b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

PROJECT NAME: \_\_\_\_\_

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# FLOODPLAIN DEVELOPMENT

## SITE DEVELOPMENT

### APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

- A Floodplain Development Plan is required when development within the floodplain is proposed. This application is to be used when floodplain development is proposed as part of a Site Development (SD). The plan set will be reviewed as part of the SD submittal. This application is used to demonstrate that the applicant has paid fees and met the requirements for development in the floodplain.
- Separate comments will not be issued for this submittal. All comments will be provided with the SD application review.
- Coordination with other entities such as FEMA, TCEQ, or Army Corp of Engineers may be required.

## HELPFUL LINKS



- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- This application will be provided for concurrent review of a Site Development Permit. This means that the applicant will start a permit application for a Site Development Permit and include this application as an additional document.
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Site Development Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to development in the floodplain associated with site development projects for privately owned improvements.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

| REQUIRED ITEMS | PROVIDED                 | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and Signed Application & Checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                | <input type="checkbox"/> | 2. Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No<br>If use, either provide the recordation number on the plans or provide the application for review.                                                                                 |
|                | <input type="checkbox"/> | 3. Filing Fees (calculation listed below).                                                                                                                                                                                                                                                            |

## FILING FEE CALCULATION

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| Filing Fee:                                                                   | \$ 500.00 |
| <b>TOTAL FEE (due at the time of application submission) \$ <u>500.00</u></b> |           |

## COMPLETENESS REVIEW REQUIREMENTS

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The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on [page 7](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

## PROJECT INFORMATION

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Street Address/Location Description: \_\_\_\_\_

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section, Lot, Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_ PUD Ordinance No: \_\_\_\_\_  
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: \_\_\_\_\_

Total Gross Sq. Ft. of Building(s): \_\_\_\_\_ Total Impervious Cover Sq. Ft: \_\_\_\_\_  
(pavement and building)

Proposed Number of Multi-Family / Condo Units: \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPLICANT INFORMATION:

**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

## FLOODPLAIN DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of floodplain 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.

**The items below are required in addition to the items listed in the Site Development Plan (SD) Submittal Packet.**

The information in the checklist that is highlighted is additional information to what is already listed in the PICP Submittal Packet. Please do not highlight the text on the plan set.

### COVER SHEET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ordinance Reference                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <p>___ 1. Title block including the following in the top center of the page.</p> <p style="margin-left: 40px;">Project Name<br/>Site Development Permit<br/>Floodplain Development Plan<br/>Project Number (This number will be assigned during the first review of the plan set)</p> <p>___ 2. Example cover sheet:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p style="text-align: center;"><b>Project Name</b><br/>Site Development Permit<br/>Floodplain Development Plan<br/>Project Number</p> <div style="display: flex; justify-content: space-between;"> <div>Project Information</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Location Sketch</div> <div>Index</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Revision Block</div> <div>Signature Block</div> <div style="border: 1px solid black; padding: 2px 10px;">Approval</div> <div>1 of 1</div> </div> </div> | <p>Art IX, Sec 2 (a)(1)e</p> <p>Art IX, Sec 2 (a)(1)e</p> |

### EXISTING CONDITIONS & DEMOLITION PLAN

|                                                                                                                 | Ordinance Reference   |
|-----------------------------------------------------------------------------------------------------------------|-----------------------|
| ___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement. | Art IX, Sec 2 (a)(1)e |
| ___ 2. Identify the existing floodplains with their own unique line-types                                       | Art II, Sec 23 (a)(2) |

### GRADING & DRAINAGE IMPROVEMENTS

|                                                                                                                                                                                                                                                                         | Ordinance Reference         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| ___ 1. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown. All 100 year, 25 year hydrologic profiles shall be included within any relevant drainage element. Flows and velocities shall also be shown on these profiles. | Art II, Sec 23 (c)(3)       |
| ___ 2. Demonstrate that any lot intended to contain a structure in the future has a minimum base floor elevation established in relation to the worst case 100yr flood elevation water feature adjacent to it.                                                          | Art III, Sec 41 (c)(4)(ii)  |
| ___ 3. Location of the regulatory 100-year floodplain (if any) is provided.                                                                                                                                                                                             | Code of Ordinances Art 3.10 |
| ___ 4. 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)       |
| ___ 5. Ensure that any grading work within the floodplain is identified. If this work increases the burden of the floodway in any way, then a CLOMR or LOMR or one of the variants of this requirement will be required to have their process started as appropriate.   | Art II, Sec 41 (c)(4)       |
| ___ 6. Clearly identify any work within the floodplain.                                                                                                                                                                                                                 | Art III, Sec 41 (c)(4)      |
| ___ 7. Provide any needed support for any drainage calculations such as HEC-HMS models, HEC-RAS models, or whichever option is chosen to convey the necessary calculations to determine the impact of the work being proposed.                                          | Art III, Sec 41 (c)(iii)    |

### FLOODPLAIN DEVELOPMENT PLAN

|                                                                                                        | Ordinance Reference   |
|--------------------------------------------------------------------------------------------------------|-----------------------|
| ___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan. | Art IX, Sec 2 (a)(1)e |

- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Identify any work within the floodplain.
- \_\_\_ 6. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.
- All easements of record as indicated on the most recent title run (dated: \_\_\_\_\_, conducted by \_\_\_\_\_) for this property are shown on this site plan.***

Art IX, Sec 2  
(a)(1)e

Art IX, Sec 2  
(a)(1)e

Art IX, Sec 2  
(a)(1)e

Art III, Sec 41  
(c)(4)

Art IX, Sec 3  
(d)

## GENERAL PROVISIONS

- \_\_\_ 1. No work of any kind may begin until permit is issued.
- \_\_\_ 2. The permit may be revoked if any false statements are made within.
- \_\_\_ 3. If revoked, all work must cease until permit is re-issued.
- \_\_\_ 4. Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Leander.
- \_\_\_ 5. The permit will expire if no work is commenced within six months of issuance.
- \_\_\_ 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements (refer to Exhibit A).
- \_\_\_ 7. Applicant hereby gives consent to the City of Leander Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

## DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

- \_\_\_ 1. Structural Development
- a. Activity
- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation Demolition
- b. Structure Type
- ☐ Residential (Single-Family)
- ☐ Non-Residential (Includes Multi-Family)
- ☐ Combined Use
- ☐ Manufacture Home.
- \_\_\_ 2. Other Development Activities
- ☐ Clearing
- ☐ Cut/Fill
- ☐ Mining
- ☐ Drilling
- ☐ Grading
- ☐ Excavation (except for structural development above)
- ☐ Watercourse Alteration (including dredging and channel modifications)
- ☐ Drainage Improvements (including culverts)
- ☐ Road, Street, or Bridge Construction
- ☐ Subdivision – Acreage? \_\_\_\_\_ ac.
- ☐ Utility Improvement
- ☐ Other (specify) \_\_\_\_\_

## FLOODPLAIN INFORMATION (TO BE COMPLETED BY APPLICANT)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (no application required).
- ☐ Is partially located in the SFHA but building/development is NOT.
- ☐ Is located in a SFHA.
- ☐ FIRM Zone Designation is \_\_\_\_\_.
- ☐ BFE at the site is \_\_\_\_\_ ft. NAVD88 (MSL)
- ☐ Is located in the floodway.
- ☐ See section 4 for additional instructions

## ADDITIONAL INFORMATION REQUIRED

THE APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE APPLICABLE TO THE DEVELOPER BEFORE THE APPLICATION WILL BE PROCESSED

- \_\_\_ 1. A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- \_\_\_ 2. Development plans, drawn to scale, and specification, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities below the first floor, and details of enclosures below the first floor.
- \_\_\_ 3. Subdivision or other development plans. If the subdivision or other development exceeds 50 lots or 5 acres, the applicant must provide 100-year flood elevations if they are not otherwise available.
- \_\_\_ 4. Plans showing the extent of watercourse relocation and/or landform alterations
- \_\_\_ 5. Change in water surface elevation (in feet)
  - ☐ Meets Ordinance limits on elevation increases? ( Yes / No )
- \_\_\_ 6. Floodproofing protection level (non-residential only) \_\_\_\_\_ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect. Please note that for floodproofing of non-residential structures, NFIP requirements will require that insurance companies subtract 1' from the floodproofed elevation to determine if the structure is properly floodproofed to the BFE.
- \_\_\_ 7. Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) but outside the Floodway will not result in an increase of more than 1 ft. to the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. Additionally, supporting data must ensure that there will be no adverse impacts to any adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval.
- \_\_\_ 8. Certification from a registered engineer that the proposed activity within a SFHA with both Base Flood Elevations and Floodway (no proposed encroachment into the Floodway) established will not adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- \_\_\_ 9. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- \_\_\_ 10. Other: \_\_\_\_\_

## AS BUILT ELEVATIONS (TO BE SUBMITTED BY APPLICANT PRIOR TO CO ISSUANCE)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application). Complete the following:

- ☐ Actual (as-built) elevation of the top of the lowest floor, including basement, is: \_\_\_\_\_ ft. NAVD88 (MS)
- ☐ Actual (as-built) elevation of floodproofing protection is: \_\_\_\_\_ ft. NAVD88 (MSL).

## EXHIBIT A: ADDITIONAL REQUIRED PERMITS

Applicants shall verify that all required permits have been obtained for the work in the floodplain **prior** to filing a floodplain development permit. The permitting agencies below regulate land and water development activities. They include but are not limited:

- ☐ **Texas Commission on Environmental Quality**  
TCEQ Permits organized by business type:  
[http://www.tceq.state.tx.us/nav/permits/business\\_types/type\\_s.html](http://www.tceq.state.tx.us/nav/permits/business_types/type_s.html)  
**TCEQ Small Business and Local Government Assistance:**  
<http://www.tceq.state.tx.us/assistance/sblga/sblga.html> or 800-447-2827
- ☐ **United States Army Corps of Engineers Fort Worth District**  
<http://www.swf.usace.army.mil/pubdata/enviro/regulatory/permittingoverview.asp> or 817-886-1731  
**Galveston District**  
<http://www.swg.usace.army.mil/reg/permits.asp> or 409-766-3930
- ☐ **Additional federal agencies including: United States Fish and Wildlife Service, Environmental Protection Agency, and the United States Coast Guard**
- ☐ **Texas Parks and Wildlife Department**  
[http://www.tpwd.state.tx.us/faq/landwater/sand\\_gravel/](http://www.tpwd.state.tx.us/faq/landwater/sand_gravel/) or 512-389-4639
- ☐ **General Land Office**  
Information on dunes  
[www.glo.state.tx.us](http://www.glo.state.tx.us) or 800-998-4GLO (4456) or 512-463-5001
- ☐ **Texas Department of Transportation**  
Access permits for driveways through TxDOT right-of-way.  
Also, consider asking the TxDOT area office to provide you with access permit site locations as a way of tracking floodplain development.
- ☐ **Additional local and regional permitting agencies including river authorities**



**ADDITIONAL PERMIT(S) CERTIFICATION:**

I certify that all additional required permits for the proposed work have been obtained prior to submission of this Floodplain Development Permit Application.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

THE STATE OF \_\_\_\_\_

§

§

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: \_\_\_\_\_

## CONFLICT OF INTEREST DISCLOSURES

---

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

#### ▪ Ethics Ordinance – Disclosure Statements

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

#### **Sec. 9.05.007 Persons doing business with the city**

##### (a) Persons seeking discretionary contracts.

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### (b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

PROJECT NAME: \_\_\_\_\_

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# RIGHT-OF-WAY (ROW) PERMIT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

- A ROW permit includes any type of work within the ROW such as boring, collecting bore samples, installation of sidewalks as a stand along project.
- This application is not for dry utilities, driveways, or public infrastructure such as water, wastewater or stormwater facilities.

## HELPFUL LINKS



- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

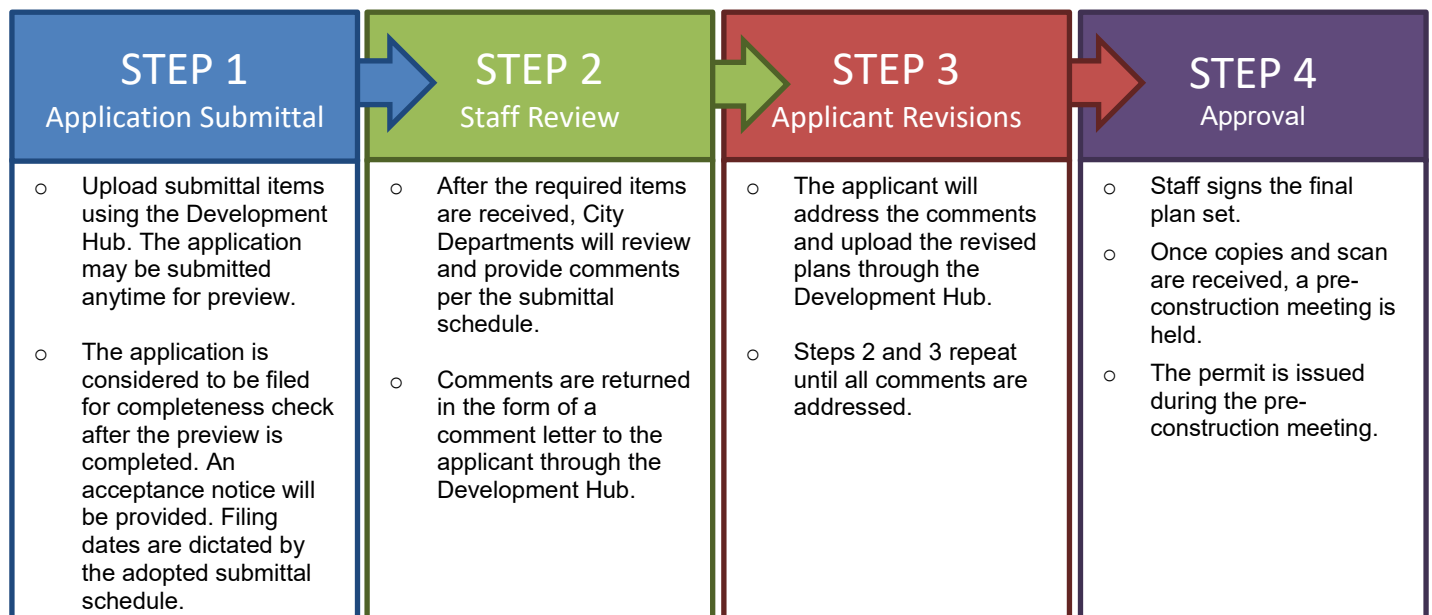
## CONTACT INFORMATION

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- This application only applies to testing and work in the ROW.
- Please complete an Open Records Request for specific plans that impact the work in the ROW, here is the link: <https://www.leandertx.gov/citysecretary/webform/open-records-request>

## 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. Plans (11"X17") including the information in the checklist.

☐

3. Letter of intent explain the request.

## PROJECT INFORMATION

Property Description: \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

## APPLICANT INFORMATION

Project Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list on [page 3](#).  
Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:
    1. Application 06.13.2022
  - The Dry Utility Plan shall be identified as the DU and include the creation date in MM.DD.YYYY format:
    2. Project Name DU 06.13.2022
  - Corrections shall include the version number in the title:
    2. Project Name DU V2 06.13.2022

## ROW PERMIT REVIEW PROCEDURE

1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

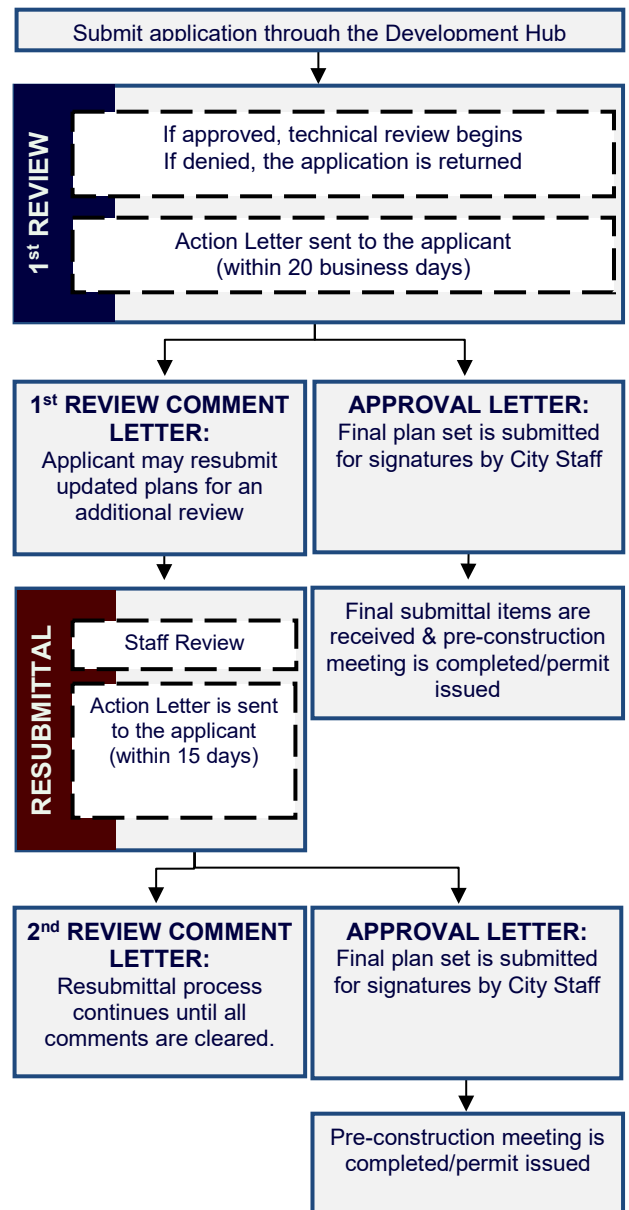
If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 3](#)).

2. A comment letter will be generated within 15 business days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:

- a. Updated plans & supporting documents/materials
- b. Written response letter identifying how the comments were addressed

**If the items above are not provided, the re-submittal will be NOT be accepted.**

4. A comment letter will be generated within 10 business days of the filing date. If the application is disapproved, the letter will list the deficiencies with Code references.
5. This process repeats until all comments are cleared.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated plans & supporting documents/materials
  - b. Comment response letter identifying how the comments were addressed
7. If the application is approved, then the final plan set needs to be submitted and routed for signatures.
8. The City will sign the plans and return them to the applicant.
9. A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.



## ROW PERMIT 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
  - ☐ Notes Page
  - ☐ Erosion & Sedimentation Control Plan
  - ☐ Utility Plan
  - ☐ Road & Sidewalk Closure Plan
  - ☐ Standard Details
  - ☐ Landscape Plan
- \_\_\_ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).

### COVER SHEET

- \_\_\_ 1. Title block including the following in the top center of the page.
- Project Name*  
ROW Permit Plans  
Project Number (This number will be assigned during the first review of the plan set)
- \_\_\_ 2. Location sketch below the title block.
- \_\_\_ 3. Project information located at the top left corner of the cover sheet including the following:
- Property owner name, address, and phone number
  - Developer/Agent name, address, and phone number
  - Submittal date
- \_\_\_ 4. Index on the right side of the sheet name and number.
- \_\_\_ 5. Include the following signature block in the center on the bottom of the page.

APPROVED BY:

\_\_\_\_\_  
Robin M. Griffin, AICP, Executive Director of Development Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emily Truman, P.E., CFM, City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

- \_\_\_ 6. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

- \_\_\_ 7. Example cover sheet:

|                                                                  |                                                                                                        |                                                                                           |               |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------|
| <b>Project Name</b><br>ROW Permit Plans<br><b>Project Number</b> |                                                                                                        |                                                                                           |               |
| Project<br>Information                                           | <div style="border: 1px solid black; height: 80px; margin: 0 auto; width: 80%;"></div> Location Sketch | Index                                                                                     |               |
| Revision Block                                                   | Signature Block                                                                                        | <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approval</div> | <b>1 of 1</b> |

## GENERAL NOTES:

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- \_\_\_ 1. Insert the City of Leander General Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>.

## EROSION & SEDIMENTATION CONTROLS:

---

- \_\_\_ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- \_\_\_ 2. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- \_\_\_ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- \_\_\_ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- \_\_\_ 5. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- \_\_\_ 6. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- \_\_\_ 7. Provide the following note:  
***The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.***

## UTILITY PLAN:

---

- \_\_\_ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Provide the following notes:  
***All site utility lines are proposed to be located underground.***
- \_\_\_ 6. Show all existing utilities and infrastructure.

## ROAD & SIDEWALK CLOSURE PLAN:

---

- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.

## TREE MITIGATION PLAN (This section is only required if trees are proposed for removal):

---

- \_\_\_ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
- A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
    - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
  - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
    - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
  - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
  - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).



- \_\_\_ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- \_\_\_ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- \_\_\_ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- \_\_\_ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- \_\_\_ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- \_\_\_ 7. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- \_\_\_ 8. Provide the following notes:

***The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.***

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

***Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.***

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:

***All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***

***All disturbed areas and ROW will be re-vegetated by the developer.***

***All invasive species shall be removed from the property.***

***No more than 50% of the same species may be planted to meet the tree planting requirements.***

## **REQUIREMENTS FOR ISSUANCE OF ROW PERMIT**

- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- To schedule a pre-construction meeting, the following items must be submitted:
  1. Two copies of the approved and signed plans.
  2. Approved SWPPP (if required)
- The Dry Utility Permit shall be issued during the pre-construction meeting.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

## CONFLICT OF INTEREST DISCLOSURES

---

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### **ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:**

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

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#### **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.
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- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

PROJECT NAME: \_\_\_\_\_

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# SMALL CELL NODE PERMIT

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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A small cell node application is used to permit the following improvements:

- Network Node
- Node Support Pole
- Transport Facility

## HELPFUL LINKS

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- Development Services – [www.leandertx.gov/ds](http://www.leandertx.gov/ds). Includes links to the following:
  - Development Process – Applications, Submittal Schedule
  - Planning Department: Zoning, Subdivision, Site Development, Current Developments
  - Building Permits & Inspections: Building Permits, Impact Fees
  - Engineering Department
  - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: [www.leandertx.gov/fire](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

## CONTACT INFORMATION

---

Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

---

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

***Notice: as authorized by Chapter 284 of the Texas Local Government Code, a network provider shall obtain a permit or permits from the City to install a network node, node support pole or transport facility in the City of Leander public right-of-way. Once this permit is approved, it is non-transferable.***

## APPLICATION TYPE

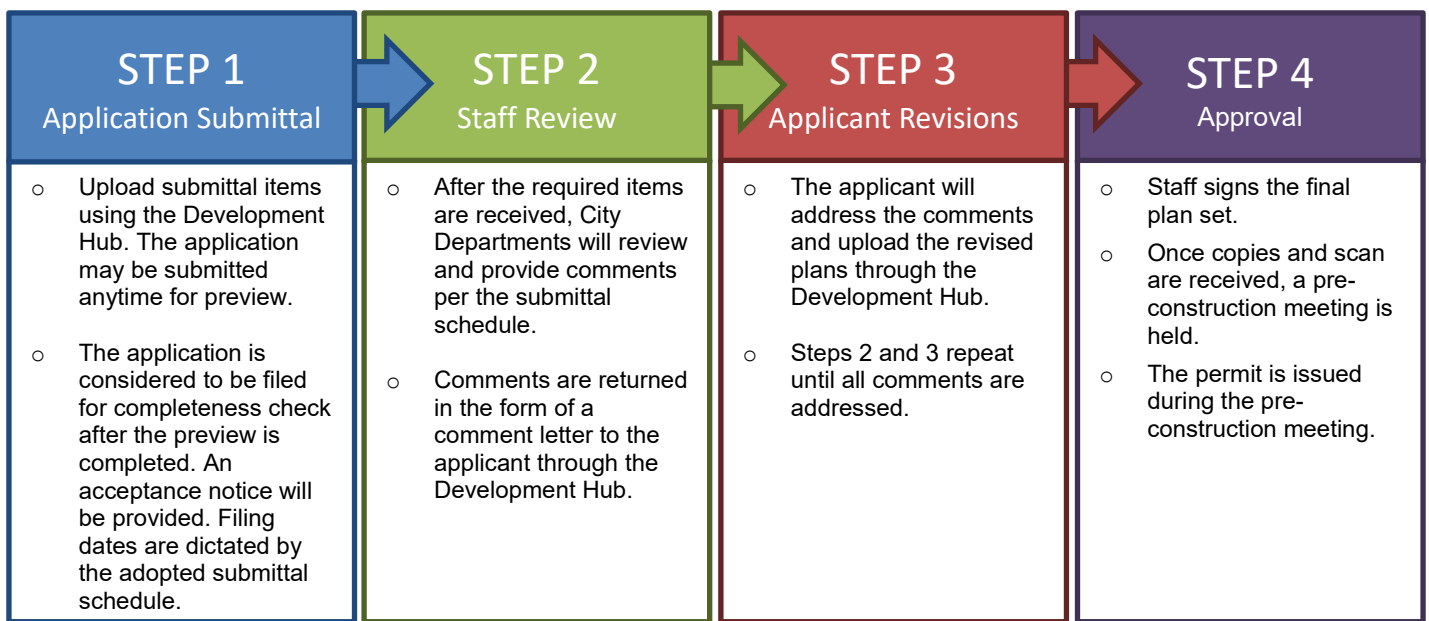
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Please check all that apply:

- ☐ Network Node, Quantity: \_\_\_\_\_
- ☐ Node Support Pole, Quantity: \_\_\_\_\_
- ☐ Transport Facility, Quantity: \_\_\_\_\_



## PROCESS OVERVIEW – ALTERNATIVE PROCEDURE



## REQUIRED ITEMS FOR APPLICATION SUBMITTAL

| REQUIRED ITEMS | PROVIDED                 | Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law. |
|----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <input type="checkbox"/> | 1. Completed and signed application & checklist with the owner's signatures.                                                                                                                                                                                                                          |
|                | <input type="checkbox"/> | 2. Plans (11"X17")                                                                                                                                                                                                                                                                                    |
|                | <input type="checkbox"/> | 3. Letter of intent explaining request.                                                                                                                                                                                                                                                               |
|                | <input type="checkbox"/> | 4. A certificate that the proposed Network Node(s) comply with applicable Federal Communications Commission regulations.                                                                                                                                                                              |
|                | <input type="checkbox"/> | 5. A certificate that the proposed Network Nodes will be placed into active commercial service no later than the 60 <sup>th</sup> day after the date of construction and final testing of each Network Node.                                                                                          |
|                | <input type="checkbox"/> | 6. A certificate of insurance confirming that the Network Provider and Contractor each have at least \$1,000,000 of general liability insurance coverage.                                                                                                                                             |
|                | <input type="checkbox"/> | 7. Development meeting notes, confirmation that a meeting was not required, or Due Diligence Report.                                                                                                                                                                                                  |
|                | <input type="checkbox"/> | 8. Application Fees (calculation listed below).                                                                                                                                                                                                                                                       |

## APPLICATION FEE\* CALCULATION

|                                                                                |           |
|--------------------------------------------------------------------------------|-----------|
| Filing Fee (\$100 per network node, node support pole, or transport facility): | \$ _____  |
| Professional Recovery Fee:                                                     | \$ 250.00 |
| Technology Fee:                                                                | \$ 25.00  |
| <b>TOTAL FEE \$ _____</b>                                                      |           |

\* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

## UPLOADED DOCUMENT REQUIREMENTS

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1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the "Required Items" list on [page 3](#).  
Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:  
1. Application 06.13.2022
  - The Small Cell Node Plan shall be identified as the SCN and include the creation date in MM.DD.YYYY format:  
2. Project Name SCN 06.13.2022
  - Corrections shall include the version number in the title:  
2. Project Name SCN V2 06.13.2022

## COMPLETENESS REVIEW REQUIREMENTS

---

The completeness review is a preview of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on [page 7](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

## PROJECT INFORMATION

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Site Location Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT INFORMATION

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Project Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

## ADDITIONAL CRITERIA

- A network provider may not install a new Node Support Pole in a public right-of-way without the Council's approval if the public right-of-way:
  - Is in a municipal park; or
  - Is adjacent to a street or thoroughfare that is:
    1. Not more than 50 feet wide
    2. Adjacent to single-family residential lots or other multi-family residences or undeveloped land that is designated for residential use by zoning or deed restrictions.
  - In addition to the above, the network provider installing a Network Node or Node Support Pole in a public right-of-way shall comply with private deed restrictions and other private restriction in the area that apply to those facilities.

## BRIEF DESCRIPTION OF WORK

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The applicant hereby acknowledges that they have read and will comply:

1. With the City Design Manual for the installation of Network Nodes and Node Support Poles, and
2. With the City Right-Of-Way Management Ordinance.

**I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state law or local ordinance regulating the installation of wireless telecommunication network nodes, node support poles, and transfer facilities.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (printed)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

## SMALL CELL NODE PERMIT REVIEW PROCEDURE

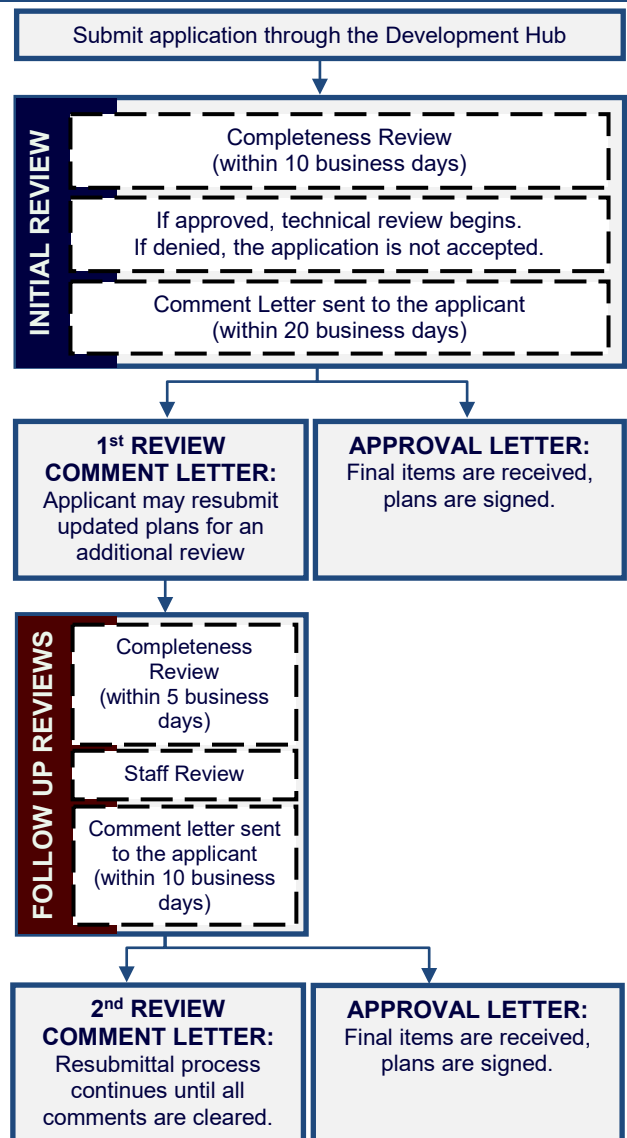
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 4](#)).

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. Outstanding Fees
  - e. Pre-construction meeting request form
9. A permit will be issued during the pre-construction meeting and construction may start after the issuance of the permit and inspection of erosion controls.





## NETWORK NODE, SUPPORT POLE, OR TRANSPORT FACILITY PLAN CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.

### GENERAL:

- \_\_\_ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:
  - ☐ Cover Sheet
  - ☐ Erosion & Sedimentation Control Plan
  - ☐ Utility Plan
  - ☐ Road & Sidewalk Closure Plan
  - ☐ Standard Details
  - ☐ Landscape Plan
- \_\_\_ 2. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 3. A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).

### COVER SHEET

- \_\_\_ 1. Title block including the following in the top center of the page.
  - Project Name*
  - Project Type Plans*
  - Project Number* (This number will be assigned during the first review of the plan set)
- \_\_\_ 2. Location sketch below the title block.
- \_\_\_ 3. Project information below the location sketch including the following:
  - Property owner name, address, and phone number
  - Developer/Agent name, address, and phone number
  - Submittal date
- \_\_\_ 4. Index on the right side of the sheet name and number.
- \_\_\_ 5. Include the following signature block in the upper left corner.

APPROVED BY:

\_\_\_\_\_  
Robin M. Griffin, AICP, Exec Director of Development Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emily Truman, P.E., CFM, City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Joshua Davis, Fire Marshal

\_\_\_\_\_  
Date

- \_\_\_ 6. Revision block below the below including the following.

| Revision # | Description | Approval |
|------------|-------------|----------|
|            |             |          |
|            |             |          |
|            |             |          |

- \_\_\_ 7. Example cover sheet:

|                                                                                                     |                                                                                                             |                                                                                                 |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b><i>Project Name</i></b><br>_____<br><b><i>Plans</i></b><br><b><i>Project Number</i></b><br>_____ |                                                                                                             |                                                                                                 |
| Project<br>Information                                                                              | <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 100px;">Location<br/>Sketch</div> | Index                                                                                           |
| Revision Block                                                                                      | Signature Block                                                                                             | <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80px;">Approval</div> |
| <b><i>1 of 1</i></b>                                                                                |                                                                                                             |                                                                                                 |

\_\_\_ 8. Provide the following notes:

Project Notes:

1. Contractor shall maintain minimum 24" clearance from all existing utilities.
2. For public water & wastewater line emergencies, contact the City of Leander Public Works Emergency 24-Hour On-Call line at 512-690-4760.
3. The contractor shall contact the Texas Excavation Safety System at 1-800-344-8377 for existing utility locations 48 hours prior to the start of construction. The contractor shall verify the locations of all utilities that are to be extended, tied to, crossed, or altered; or subject to damage/inconvenience by the construction operations.
4. Contact the City of Leander Public Works Department at 512-259-2640 for existing water and wastewater locations 48 hours prior to construction.
5. A preconstruction conference shall be held with the Contractor, Design Engineer/Permit Applicant & City of Leander Representatives prior to installation of erosion/sedimentation controls & tree protection measures as well as prior to beginning construction. Contractor shall notify the City of Leander Planning Department at 512-528-2750 at least three (3) days prior to meeting date.
6. City of Leander Noise Ordinance prohibits construction activity between the hours of 9 PM and 7 AM. Requests for exceptions to the ordinance must be made to Leander City Council.
7. Contractor shall bore under all driveways, street crossings and other paved areas. Open cut crossing shall not be allowed.
8. Contractor shall replace all damaged pavement, curb & gutter, sidewalk, curb inlets and all other infrastructure damaged by construction per City of Leander Standards & Specifications.

Erosion Control & Restoration:

1. The City of Leander Environment Inspector has the authority to add or modify erosion/sedimentation controls on site throughout the duration of the project.
2. All areas disturbed or exposed during construction shall be restored with a minimum of 6" topsoil. The 6" minimum soil depth shall consist of 75% soil blended with 25% compost.
3. All disturbed areas shall be re-vegetated using only approved grasses from the Grow Green Guide.

## GENERAL NOTES:

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- \_\_\_ 1. Insert the City of Leander General Notes. These notes may be found online at <https://www.leandertx.gov/engineering/page/general-notes>.

## EROSION & SEDIMENTATION CONTROLS:

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- \_\_\_ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
- \_\_\_ 2. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
- \_\_\_ 3. A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
- \_\_\_ 4. Identify at least one construction entrance on the erosion and sediment control site plan.
- \_\_\_ 5. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
- \_\_\_ 6. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
- \_\_\_ 7. Provide the following note:  
***The City of Leander environmental inspector has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.***

## UTILITY PLAN:

---

- \_\_\_ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.
- \_\_\_ 2. North arrow.
- \_\_\_ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 5. Demonstrate compliance with the Design Manual.

## ROAD & SIDEWALK CLOSURE PLAN:

- \_\_\_ 1. Provide a road closure plan if a road closure is necessary during construction.
- \_\_\_ 2. If an existing sidewalk is required to be closed during construction, provide an alternative plan.
- \_\_\_ 3. Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted.
- \_\_\_ 4. If the project impacts existing school zones, they include any necessary signage and/or striping.

## TREE MITIGATION PLAN (This section is only required if trees are proposed for removal):

- \_\_\_ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).
  - A 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of \$300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
    - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: \$250.00 per tree.
  - A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
    - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: \$250.00 for the first tree plus \$100.00 for each additional tree.
  - A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
  - 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).
- \_\_\_ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.
- \_\_\_ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.
- \_\_\_ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.
- \_\_\_ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.
- \_\_\_ 6. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List* of the *Grow Green Guide*.
- \_\_\_ 7. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)
- \_\_\_ 8. Provide the following notes:

***The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.***

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

***Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.***

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:

***All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.***

***All disturbed areas and ROW will be re-vegetated by the developer.***

***All invasive species shall be removed from the property.***

***No more than 50% of the same species may be planted to meet the tree planting requirements.***

## FINAL SUBMITTAL REVIEW

---

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, the applicant may drop off the items listed below for an expedited review. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- ☐ One final set of plans
- ☐ A comment response letter indicating how the staff comments were addressed.

## REQUIREMENTS FOR ISSUANCE OF PERMIT

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- Submittal of one final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- 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 combined TIF, combined PDF, and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF 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 Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.



## CONFLICT OF INTEREST DISCLOSURES

---

Please submit at the time of submission of application and update disclosures within 7 business days after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

### **ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:**

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

#### ▪ **Ethics Ordinance – Disclosure Statements**

The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain relationships and conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the above link.

#### **Sec. 9.05.007 Persons doing business with the city**

##### **(a) Persons seeking discretionary contracts.**

- (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
- (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

##### **(b) Disclosure of conflicts of interest by persons appearing before a board or city body.** A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

- (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
- (2) Any member of the board or city body;

has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

**Sec. 9.05.009(f)** Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.



**EXECUTIVE SUMMARY**  
**10/27/2022**

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**AGENDA SUBJECT:**

Approval of Minutes.

**BACKGROUND:**

Draft 10/13/2022 P & Z Minutes attached.

**RECOMMENDATION:**

Approval of the Draft 10/13/2022 P & Z Minutes.

**PRESENTER:**

---

**Attachments**

Draft 10-13-2022 P & Z Minutes



**MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall  
201 North Brushy Street - Leander, Texas

October 13, 2022 at 7:00 PM



**Place 1 – Donnie Mahan, *Vice Chair***  
**Place 2 – John Cosgrove, *Chair***  
**Place 3 – Ron May**  
**Place 4 – Deirdre Moss**

**Place 5 – Gary Hampton, Jr.**  
**Place 6 – Laura Lantrip**  
**Place 7 – Rick Carpenter**

The meeting will be live-streamed at the following link: <https://www.leandertx.gov/video>.

1. Call to Order at 7:00 p.m.
2. Roll Call.  
All Commissioners were present.
3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the October 20, 2022, meeting
4. Review of meeting protocol.
5. Citizen Comments: Three (3) minutes allowed per speaker.  
*[Please turn in speaker request form before the meeting begins.]*

**CONSENT AGENDA: ACTION**

6. Approval of minutes.
7. Approval of Subdivision Case 19-FP-023 regarding Valley Vista Center Final Plat on four parcels of land approximately 6.231 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R510101, R599801, R586079, and R599803; generally located at the south west corner of Gabriels Horn Rd. and Ronald W. Reagan Blvd., Leander, Williamson County, Texas.
8. Approval of Subdivision Case 22-FP-009 regarding Bryson Phase 4 Section 5 Final Plat on three parcels of land approximately 18.8 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R032103, R575847, R525991; generally located south of Woolsey Way and Bryson Ridge Trail, Leander, Williamson County, Texas.

9. Approval of Subdivision Case PP-22-0016 regarding Barksdale Phase 1 and 2 Preliminary Plat on one parcel of land approximately 44.15 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R031542; generally located on the north side of Journey Pkwy west of CR 175, Leander, Williamson County, Texas.
10. Approval of Subdivision Case PP-21-0014 regarding Williams Tract Preliminary Plat on five parcels of land approximately 16.918 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R031690, R099947, R315744, R031687, R031688 ; generally located west of N. Bagdad Rd. and South Brook Dr., Leander, Williamson County, Texas.
11. Approval of Subdivision Case 22-SFP-008 regarding Addington Homestead Short Form Final Plat on one parcel of land approximately 6.81 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcel R023968; generally located at 4508 Valley View Road, Leander, Williamson County, Texas.
12. Approval of the submittal schedule for Subdivision, Site Development Applications, and Dry Utility Applications pursuant to Article IX, Section 9 (a) (1) b. of the Composite Zoning Ordinance and Article II, Section 20 (e) of the Subdivision Ordinance; Leander, Williamson & Travis Counties, Texas.

Motion was made by Vice Chair Mahan to approve the Consent agenda and seconded by Commissioner Lantrip.

Vote: 7 to 0 Pass

|                       |
|-----------------------|
| <b>REGULAR AGENDA</b> |
|-----------------------|

13. Adjourned at 7:01 p.m.

APPROVED:

\_\_\_\_\_  
CHAIRMAN COSGROVE

ATTEST:

\_\_\_\_\_  
VERONICA TOVAR  
PLANNING COORDINATOR





**EXECUTIVE SUMMARY**  
**10/27/2022**

---

**AGENDA SUBJECT:**

Conduct a Public Hearing regarding Subdivision Case 22-CP-005 to adopt the Lake's Lair Concept Plan and Subdivision Case 22-PP-009 to adopt the Lake's Lair Preliminary Plat on one parcel of land approximately 1.376 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R031219; generally located at the south west corner of E. Crystal Falls Pkwy and Ronald W. Reagan Blvd., Leander, Williamson County, Texas.

- Discuss and consider action regarding Subdivision Case 22-CP-005 and 22-PP-009 as described above.

**BACKGROUND:**

This request is the first and second steps in the subdivision process. Pursuant to Section 212.005 of the Texas Local Government Code, approval by municipality is required since the concept plan satisfies the applicable regulations without requesting any variances.

**HISTORY/TIMELINE:**

12/16/2021 - Zoning Approved

**APPLICANT/AGENT:**

Odyssey Services Group, LLC (Narciso Lira) on behalf of Fairgrounds Ventures, LP (Brady Carruth).

**RECOMMENDATION:**

The proposal includes 1 commercial lot. Staff recommends approval of this request.

**ORDER OF EVENTS:**

- a. Staff Presentation
- b. Applicant Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Discussion
- f. Consider Action

**PRESENTER:**

Michael Chenausky, AICP, Senior Planner

---

**Attachments**

1. Concept Plan and Preliminary Plat
2. Location Exhibit

# LAKE'S LAIR SUBDIVISION

## CONCEPT PLAN & PRELIMINARY PLAT

### PROJECT NUMBER: 22-CP-005 & 22-PP-009

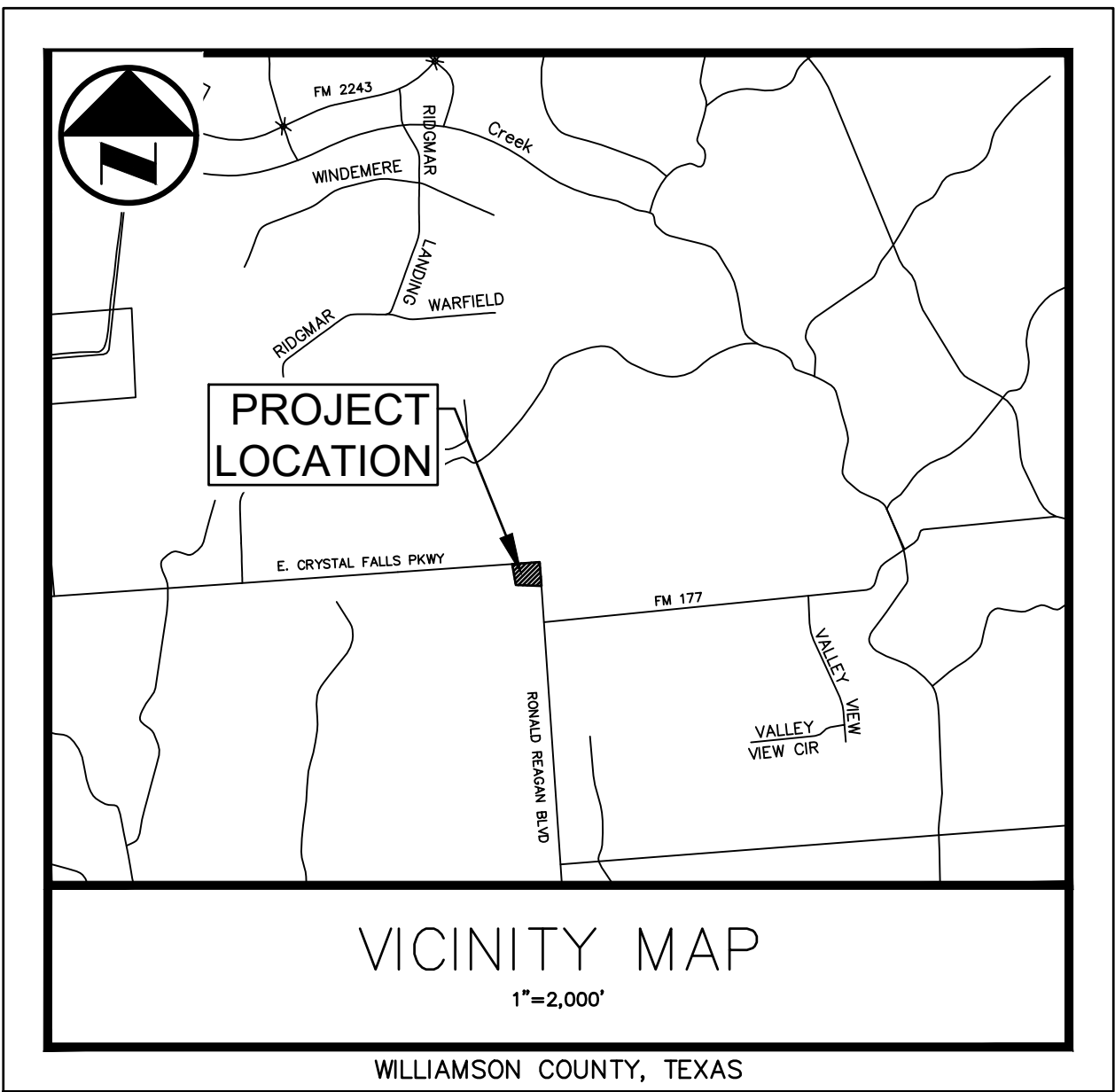
OWNER:  
**FAIRGROUNDS VENTURES LP**  
1022 COLUMBIA ST  
HOUSTON, TX 77008

ENGINEER:  
**KIMLEY-HORN.**  
11700 KATY FWY. #800  
HOUSTON, TX 77079  
(281) 597-9300

SURVEYOR:  
**ACKLAM, INC.**  
5901 COURTYARD DR. #300  
AUSTIN, TX 78746  
(737) 255-9443

PROJECT AGENT:  
**ODYSSEY SERVICES GROUP, LLC.**  
9540 GARLAND ROAD SUITE 381-188  
DALLAS, TX 75218  
(832) 373-7577  
CONTACT: NARCISO LIRA

FILING DATE: 03/15/2022  
PROPERTY PROPOSED ZONING: GC-3-C  
SITE ACREAGE: 1.376 ACRES  
FUTURE LAND USE CATEGORY: NEIGHBORHOOD CENTER - PRIORITY



| INDEX OF SHEETS |                                  |
|-----------------|----------------------------------|
| Sheet Number    | Sheet Title                      |
| SHEET 1         | COVER SHEET                      |
| SHEET 2         | CONCEPT PLAN                     |
| SHEET 3         | EXISTING CONDITIONS              |
| SHEET 4         | PRELIMINARY PLAT                 |
| SHEET 5         | EXISTING FLOW CONDITIONS         |
| SHEET 6         | PROPOSED FLOW CONDITIONS         |
| SHEET 7         | WASTEWATER IMPROVEMENTS (1 OF 2) |
| SHEET 8         | WASTEWATER IMPROVEMENTS (2 OF 2) |
| SHEET 9         | WATER IMPROVEMENTS               |
| SHEET 10        | TREE PROTECTION PLAN             |

COVER SHEET

| GENERAL PLAT NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. THIS SUBDIVISION IS WHOLLY CONTAINED WITHIN THE CURRENT CORPORATE LIMITS OF THE CITY OF LEANDER, TEXAS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITIES.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN EXCEPT AS APPROVED BY THE CITY OF LEANDER PUBLIC WORKS DEPARTMENT.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY THE CITY OF LEANDER.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7. IN ADDITION TO THE EASEMENTS SHOWN HEREON, A TEN (10') FOOT WIDE PUBLIC UTILITY, LANDSCAPE, AND ACCESS 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. NO PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL #48491C0460F FOR WILLIAMSON CO., EFFECTIVE DECEMBER 20, 2019.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9. SIDEWALKS SHALL BE INSTALLED ON BOTH SIDES OF RONALD REAGAN BLVD AND CRYSTAL FALLS PKWY. 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. |
| 10. ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11. BUILDING SETBACKS NOT SHOWN HEREON SHALL COMPLY WITH THE MOST CURRENT ZONING ORDINANCE OF THE CITY OF LEANDER.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| NON-RESIDENTIAL & MULTI-FAMILY PLAT NOTES                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. 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.                                                                       |
| 2. TRAFFIC IMPACT ANALYSIS NOTE: AT THE TIME OF THIS DEVELOPMENT PERMIT, THE APPLICANT WILL PROVIDE A PAYMENT TO THE CITY IN LIEU OF A TRAFFIC IMPACT ANALYSIS (TIA), UNLESS A TIA FOR THE ENTIRE DEVELOPMENT INDICATES THAT AVERAGE DAILY TRIPS ARE ESTIMATED BELOW 2,000. |

| IMPROVEMENTS NOTES                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. THE PUBLIC IMPROVEMENTS CONSIST OF THE SANITARY SEWER EXTENSION OF FORCE MAIN AND GRAVITY LINE AS WELL AS THE WATER LINE EXTENSIONS TO THE PROPERTY AND TO CONNECT WITH THE EXISTING LINE IN RONALD REAGAN BLVD. |
| 2. THE PRIVATE IMPROVEMENTS CONSIST OF ALL UTILITY CONNECTIONS TO THE SITE AS WELL AS THE STORM IMPROVEMENTS.                                                                                                       |

CERTIFICATION BLOCK



ENGINEER'S SEAL

ENGINEER'S SIGNATURE

|                           |              |                             |
|---------------------------|--------------|-----------------------------|
| SCALE:                    | CLIENT NAME: |                             |
| DATE: 08/31/2022          | REV. #       | REVISION DATE & DESCRIPTION |
| JOB NO.: 068923600        |              |                             |
| JOB NAME: ODYSSEY-LEANDER |              |                             |
| DRAWN: MMH                | CHK: KWC     |                             |
| REV:                      |              |                             |
| AFE NO:                   |              |                             |

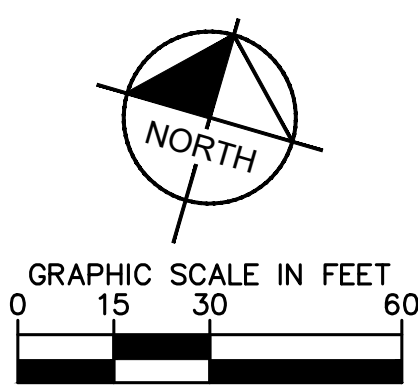
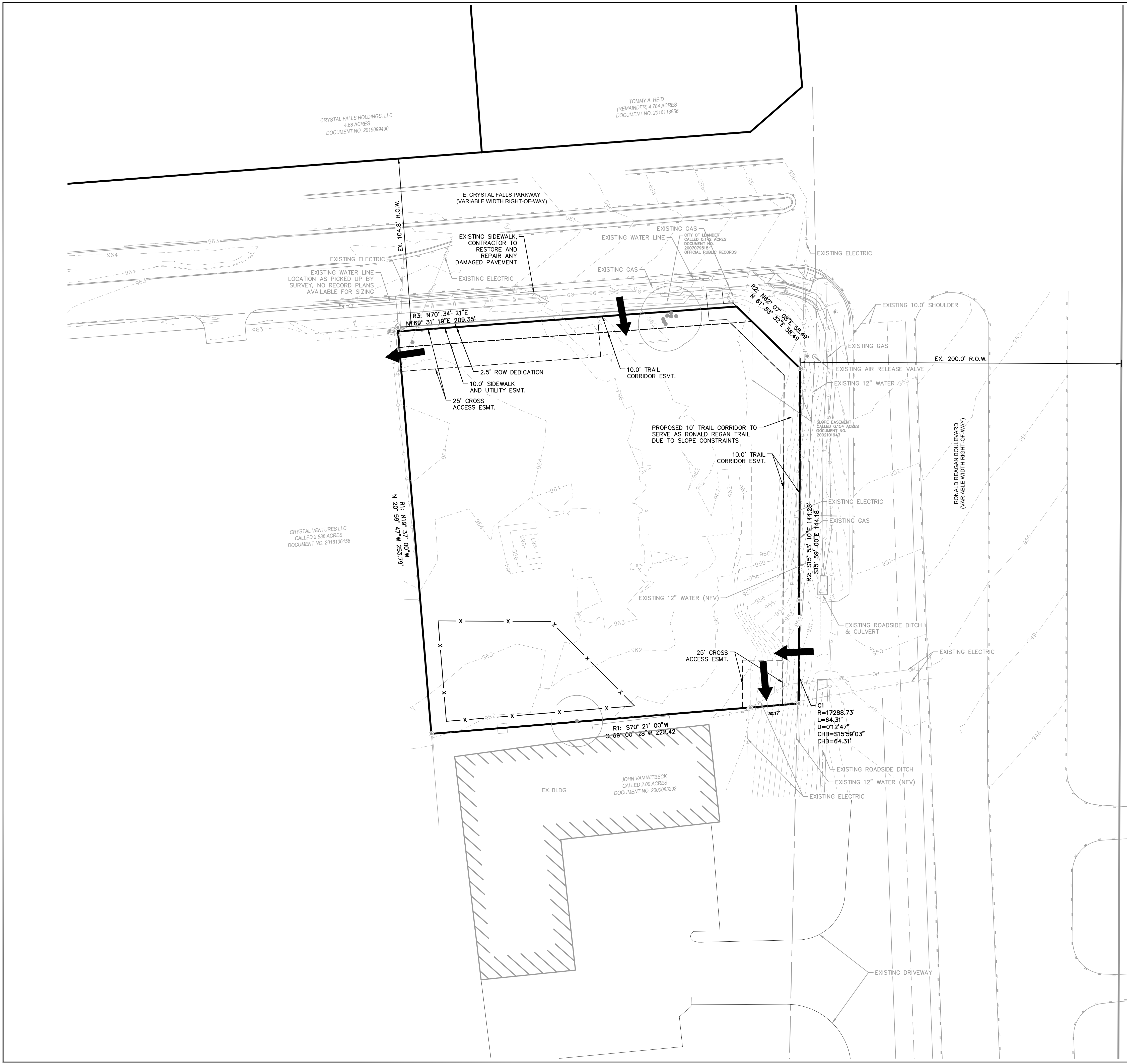


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11700 KATY FWY. #800, HOUSTON, TX 77079  
WWW.KIMLEY-HORN.COM  
GEO. FRED KIMLEY 1918-1998

SHEET:

1 OF 10

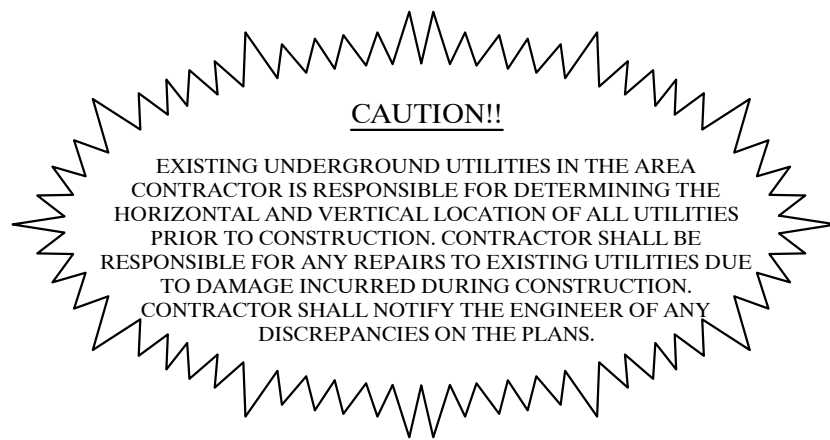




| LEGEND |                              |
|--------|------------------------------|
|        | PROPERTY LINE                |
|        | PROPOSED UTILITY EASEMENT    |
|        | EXISTING UTILITY EASEMENT    |
|        | PROPOSED STORM LINE          |
|        | PROPOSED GRATE INLET         |
|        | PROPOSED WATER LINE          |
|        | PROPOSED SSWR LINE           |
|        | PROPOSED SSWR MANHOLE        |
|        | PROPOSED FIRE HYDRANT        |
|        | PROPOSED WATER VALVE         |
|        | EXISTING GAS LINE            |
|        | EXISTING OVERHEAD POWER LINE |
|        | EXISTING SSWR LINE           |
|        | EXISTING WATERLINE           |
|        | EXISTING STORM SEWER LINE    |
|        | EXISTING CONTOUR             |
|        | PROPOSED CONTOUR             |
|        | PROPOSED ACCESS ARROWS       |

- CONCEPT SITE PLAN**
- SCALE: 1" = 30'
  - A LAYOUT OF THE ENTIRE TRACT AND ITS RELATIONSHIP TO ADJACENT PROPERTY, EXISTING DEVELOPMENT AND RECORDED PLATS HAS BEEN PROVIDED
  - ALL PROPERTY WITHIN 200' HAS BEEN SHOWN ON PLANS
  - TOPOGRAPHIC CONTOURS HAVE BEEN SHOWN ON PLANS
  - PROPOSED LAND USE: COMMERCIAL  
FUTURE LAND USE DESIGNATION: NEIGHBORHOOD CENTER- Priority  
EXISTING ZONING: GC-3-C (SO Art II, Sec 21 (a)(5))  
SITE ACREAGE: 1.376 ACRES
  - N/A
  - SITE ACREAGE: 1.376  
LIVING UNIT EQUIVALENT (LUE): 8.0 (BASED OFF 2" WATER METER)  
TRAFFIC VOLUME
    - NEW DAILY AM PEAK HOUR TRIPS: 68
    - NEW DAILY PM PEAK HOUR TRIPS: 55
    - TOTAL NEW DAILY TRIPS: 643
    - 2,652 TOTAL DAILY TRIPS
  - N/A
  - N/A
  - THE SITE IS OUTSIDE OF THE 100-YR FLOODPLAIN, AS SHOWN ON FEMA FIRM MAP 48491C0460F, DATED DECEMBER 20, 2019
  - N/A
  - N/A
  - N/A
  - N/A
  - N/A
  - ARROWS PROVIDED FOR CROSS ACCESS LOCATIONS
  - N/A

- BOUNDARY STREET IMPROVEMENTS**
- SOUTHBOUND DECELERATION LANE ALONG RONALD REAGAN DRIVE
  - 2.5' ROW DEDICATION ALONG CRYSTAL FALLS PARKWAY
  - 10.0' SIDEWALK EASEMENT ALONG CRYSTAL FALLS PARKWAY
  - 10.0' TRAIL CORRIDOR WITHIN SITE

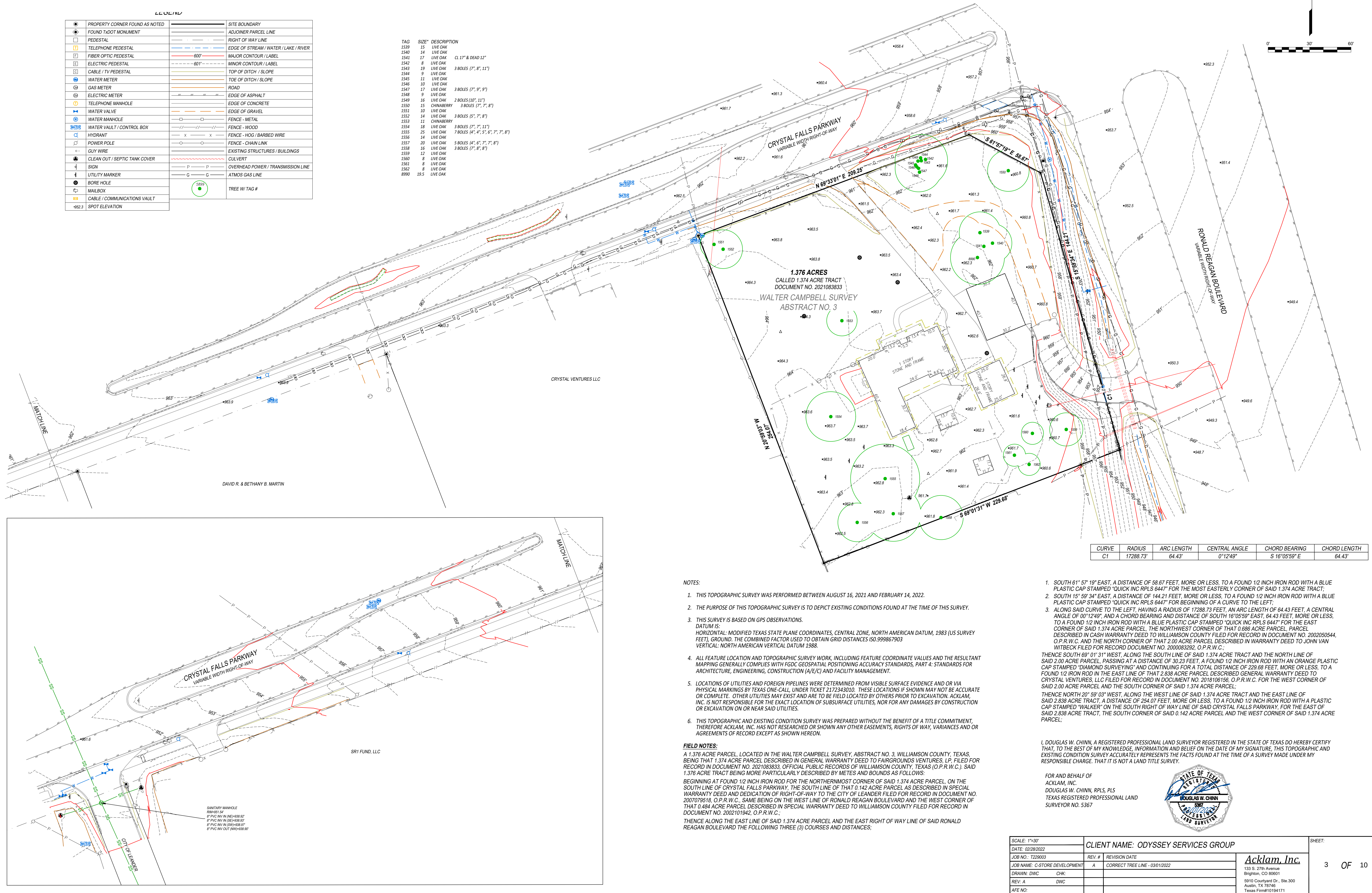


|                           |                             |  |                       |
|---------------------------|-----------------------------|--|-----------------------|
| SCALE:                    | CLIENT NAME:                |  | SHEET:<br><br>2 OF 10 |
| DATE: 08/31/2022          | REV. #                      |  |                       |
| JOB NO.: 068823600        | REVISION DATE & DESCRIPTION |  |                       |
| JOB NAME: ODYSSEY-LEANDER |                             |  |                       |
| DRAWN: MMH                | CHK: KWC                    |  |                       |
| REV:                      |                             |  |                       |
| AFE NO:                   |                             |  |                       |

CONCEPT PLAN



A 1.376 ACRE TRACT OF LAND, LOCATED IN THE WALTER CAMPBELL SURVEY, ABSTRACT NO. 3, WILLIAMSON COUNTY, TEXAS, BEING ALL OF THAT 1.374 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 2021083833, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

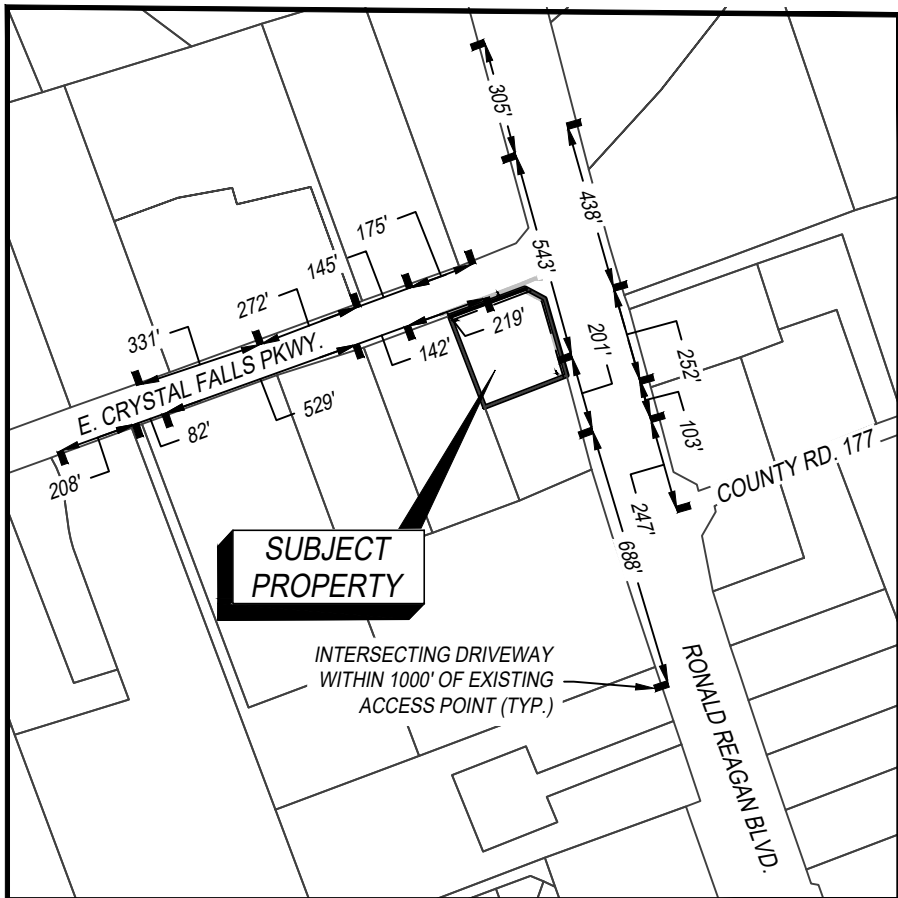


FILE: T:\AUSTIN JOBS\2021\OTHERS\T219023-C STORE DEVELOPMENT\DRAWINGS\T219023-C STORE DEVELOPMENT-TOPO-REV A.DWG PLOTTED: Mar 01, 2022 9:32am

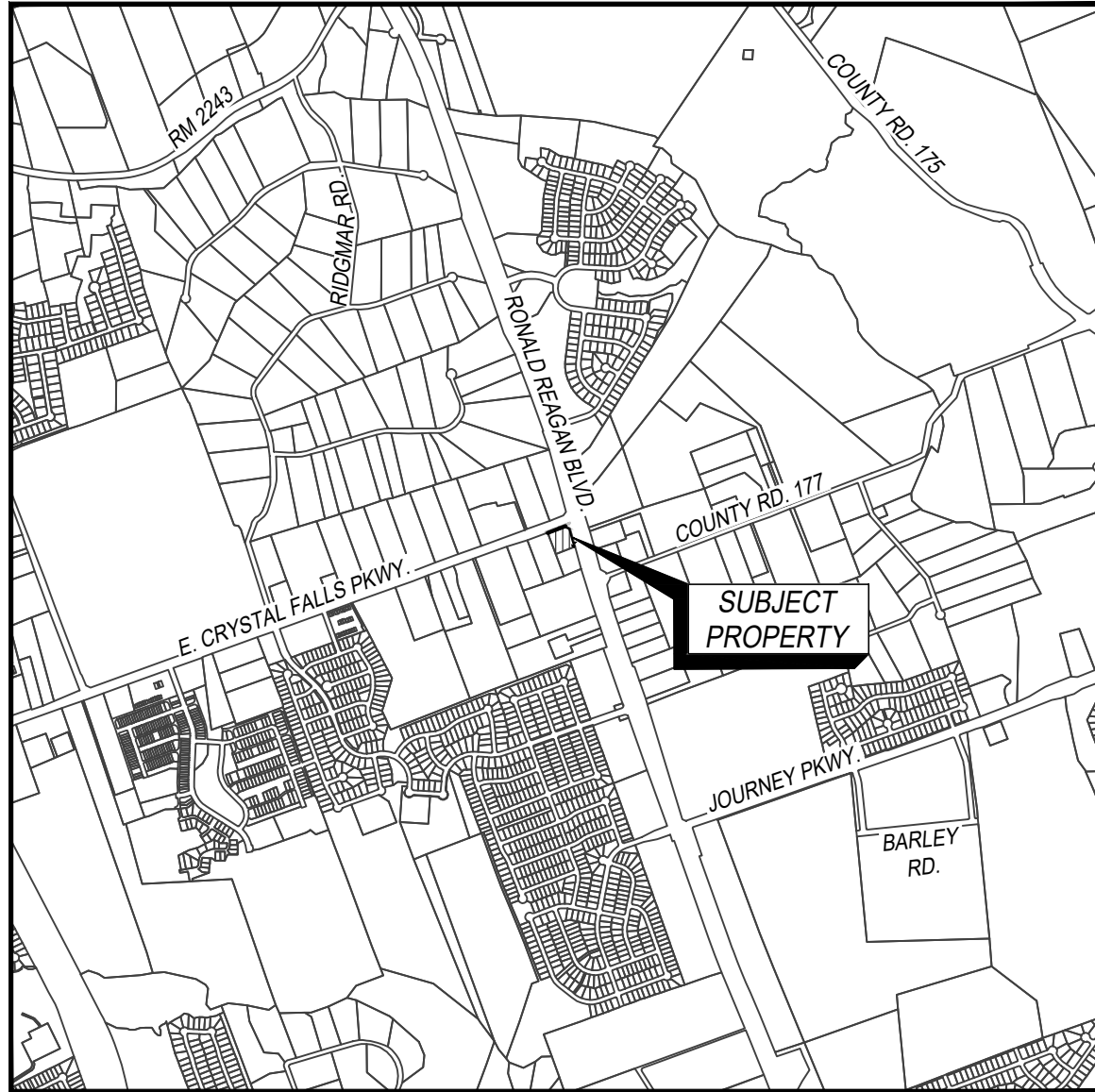


# LAKE'S LAIR SUBDIVISION

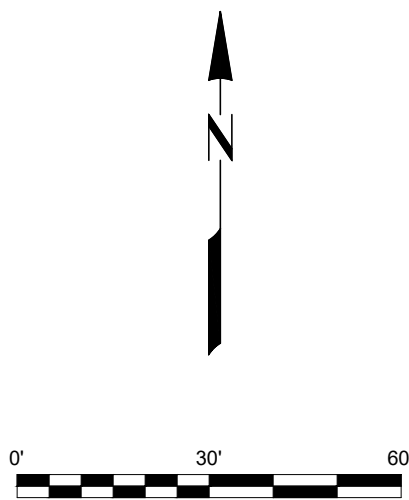
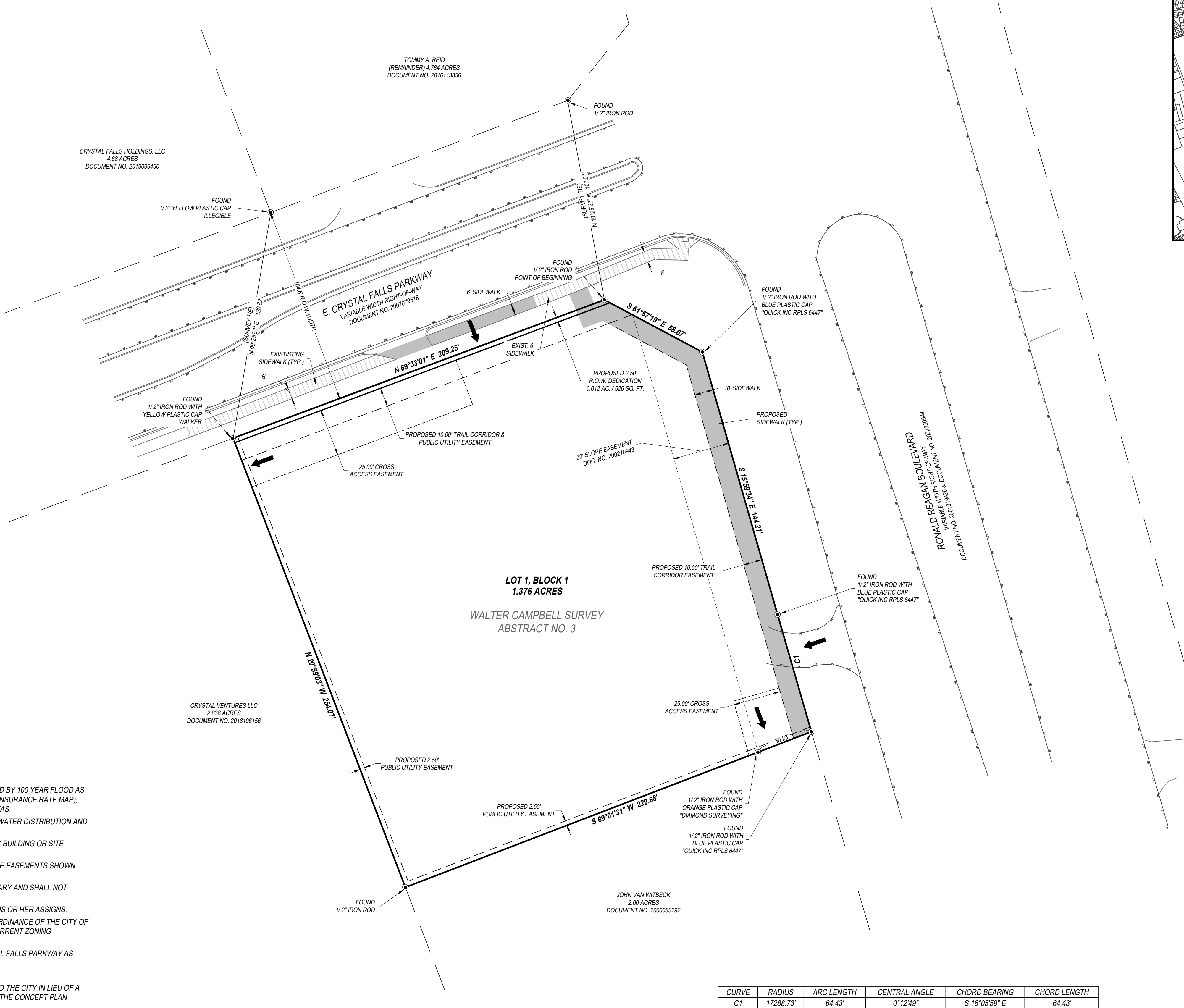
1.376 ACRE PARCEL, LOCATED IN THE WALTER CAMPBELL SURVEY, ABSTRACT NO. 3, WILLIAMSON COUNTY, TEXAS.



DRIVE WAY DETAILS  
1"=500'



VICINITY MAP  
1"=2000'



## LEGEND

|         |                                  |
|---------|----------------------------------|
| ●       | PROPERTY CORNER FOUND AS NOTED   |
| —       | SITE BOUNDARY                    |
| ---     | ADJOINER PARCEL LINE             |
| - - - - | PROPOSED PUBLIC UTILITY EASEMENT |
| =====   | CONCRETE CURB AND GUTTER         |
|         | EDGE OF ASPHALT                  |
| =====   | EDGE OF CONCRETE                 |
| →       | PROPOSED ACCESS ARROW            |

## NOTES:

### PLAT NOTES:

- NO LOT IN THIS SUBDIVISION IS ENCRONCHED BY ANY SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP, (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48491C0460F, EFFECTIVE DATE 12/20/2019 FOR WILLIAMSON COUNTY, TEXAS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO HER CITY OF LEANDER WATER DISTRIBUTION AND WASTEWATER CONNECTION FACILITIES.
- A BUILDING PERMIT IS REQUIRED FROM THE CITY OF LEANDER PRIOR TO CONSTRUCTION OF ANY BUILDING OR SITE IMPROVEMENTS ON ANY LOT IN THIS SUBDIVISION.
- NO BUILDING, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN HEREON, 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.
- BUILDING SETBACKS NOT SHOWN HERE ON 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.
- 6 FOOT SIDEWALKS SHALL BE INSTALLED/RESTORED ON THE SUBDIVISION SIDE OF EAST CRYSTAL FALLS PARKWAY AS DEPICTED BY SIDEWALK DOTS SHOWN HEREON.
- ALL UTILITY LINES MUST BE LOCATED UNDERGROUND.
- AT THE TIME OF THE SITE DEVELOPMENT PERMIT, THE APPLICATION WILL PROVIDE A PAYMENT TO THE CITY IN LIEU OF A TRAFFIC IMPACT ANALYSIS (TIA), UNLESS A TIA FOR THE ENTIRE DEVELOPMENT IS PROPOSED IN THE CONCEPT PLAN INDICATES THAT AVERAGE DAILY TRIPS ARE ESTIMATED BELOW 2000.
- IN ADDITION TO THE EASEMENTS SHOWN HEREON, A 10-FOOT PUBLIC UTILITY EASEMENT IS DEDICATED ALONG ALL STREET FRONTAGES WITHIN THIS PLAT.
- APPROVAL OF THIS FINAL PLAT DOES NOT CONSTITUTE THE APPROVAL OF VARIANCES OR WAIVERS TO ORDINANCE REQUIREMENTS.
- IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE CITY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL, AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THIS PROPERTY.
- THIS PARCEL IS SUBJECT TO A BLANKET EASEMENT TO BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1, FILED FOR RECORD IN VOLUME 433, AT PAGE 680, DEED RECORDS OF WILLIAMSON COUNTY, TEXAS (D.R.W.C.).
- THIS PARCEL IS SUBJECT TO A BLANKET EASEMENT TO BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT NO. 1, FILED FOR RECORD IN VOLUME 442, AT PAGE 433, DEED RECORDS OF WILLIAMSON COUNTY, TEXAS (D.R.W.C.).
- THIS PARCEL IS SUBJECT TO THAT SLOPE EASEMENT TO WILLIAMSON COUNTY FILED FOR RECORD IN DOCUMENT NO. 2002101943, O.P.R.W.C. AND IS SHOWN HEREON.
- AS PART OF THIS DEVELOPMENT A 180' FOOT LONG DECELERATION LANE ALONG RONALD REAGAN BLVD. IS PROPOSED.

| CURVE | RADIUS    | ARC LENGTH | CENTRAL ANGLE | CHORD BEARING | CHORD LENGTH |
|-------|-----------|------------|---------------|---------------|--------------|
| C1    | 17288.73' | 64.43'     | 0°12'49"      | S 16°05'59" E | 64.43'       |

## OWNER:

FAIRGROUNDS VENTURES, LP  
1022 COLUMBIA STREET  
HOUSTON, TX 77008

## NUMBER OF LOTS - 1

NUMBER OF BLOCKS - 1, 1.376 ACRES  
(59,926 SQUARE FEET)  
ROW - 0.00' - NO ROW DEDICATION

## ENGINEERS:

ODYSSEY SERVICES GROUP, LLC  
9540 GARLAND RD, SUITE 381-188  
DALLAS, TX 75218

## SURVEYORS:

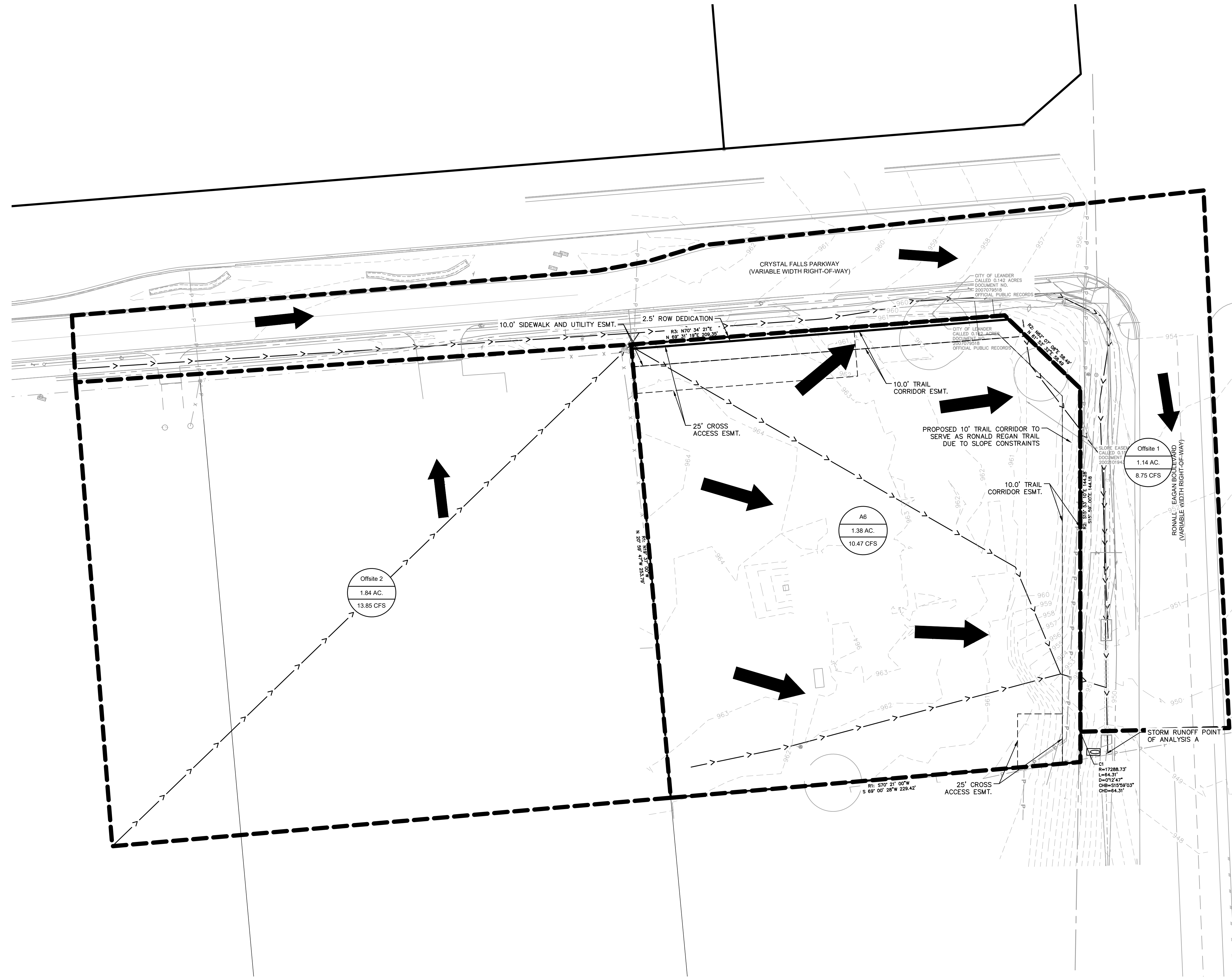
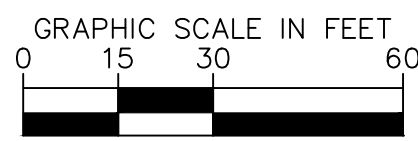
ACKLAM, INC.  
11713 SHOREVIEW OVERLOOK  
AUSTIN, TX 78732

## SURVEY:

WALTER CAMPBELL SURVEY, ABSTRACT  
NO. 3, WILLIAMSON COUNTY, TEXAS

|                                                                                                                  |                                          |        |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------|
| SCALE: 1"=30'                                                                                                    | CLIENT NAME: ODESSEY SERVICES GROUP, LLC | SHEET: |
| DATE: 02/14/2022                                                                                                 | REV. # 1 REVISION DATE                   |        |
| JOB NO.: T229003                                                                                                 |                                          |        |
| JOB NAME: JOB NAME                                                                                               |                                          |        |
| DRAWN: JAH                                                                                                       | CHK: DWC                                 |        |
| REV:                                                                                                             |                                          |        |
| A/E NO:                                                                                                          |                                          |        |
| Acklam, Inc.                                                                                                     |                                          | 4 OF 6 |
| 133 S. 27th Avenue<br>Brighton, CO 80601<br>11713 Shoreview Overlook<br>Austin, TX 78732<br>Texas Firm#101541171 |                                          |        |





## EXISTING FLOW CONDITIONS



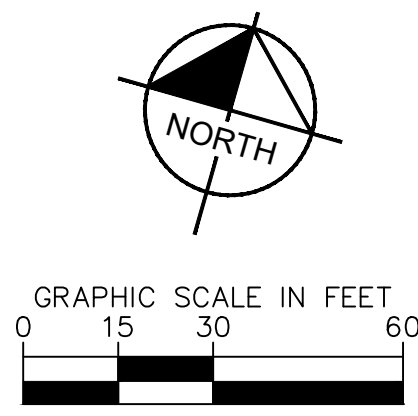
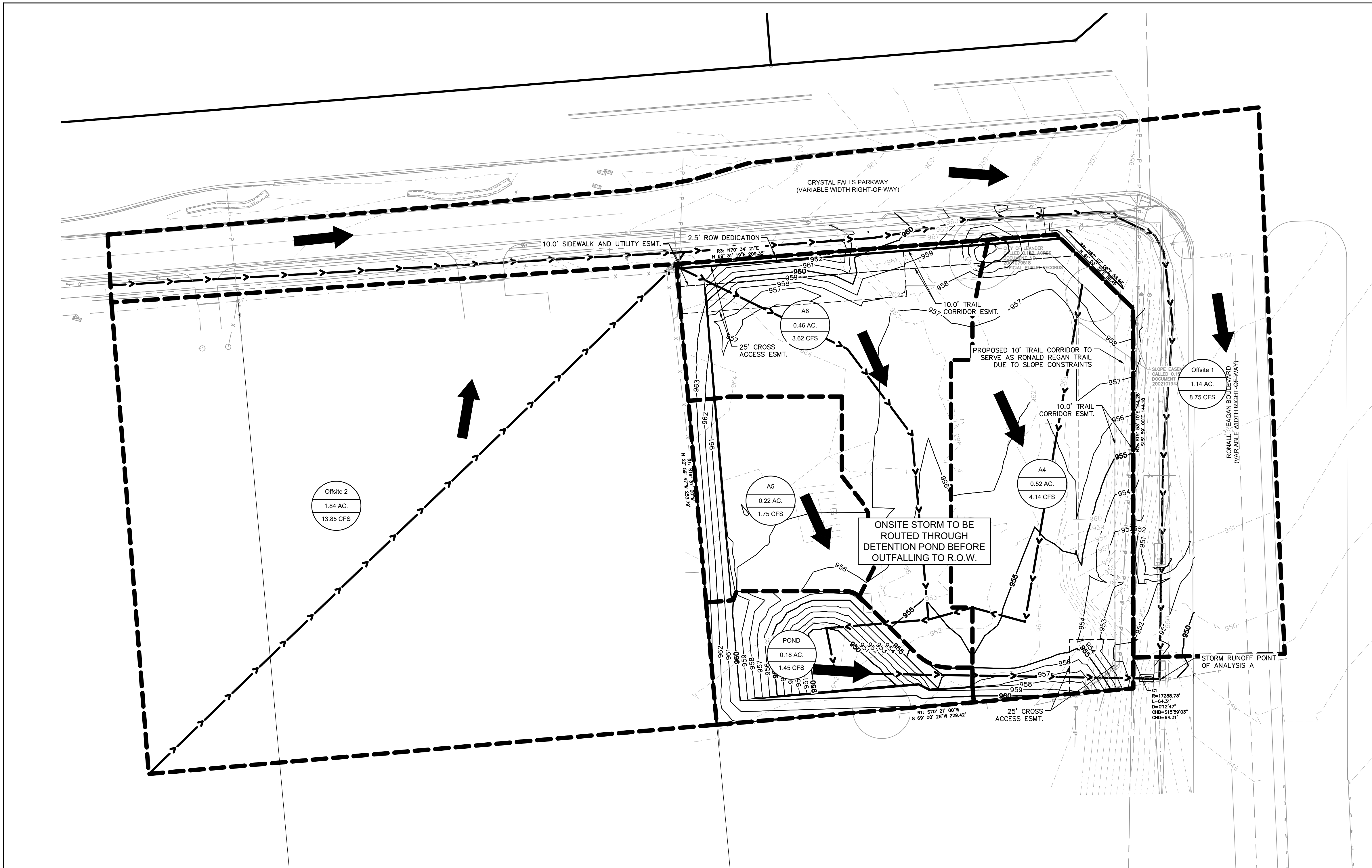
**CAUTION!!**

EXISTING UNDERGROUND UTILITIES IN THE AREA  
CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE  
HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES  
PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE  
RESPONSIBLE FOR ANY REPAIRS TO EXISTING UTILITIES DUE  
TO DAMAGE INCURRED DURING CONSTRUCTION.  
CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY  
DISCREPANCIES ON THE PLANS.



|                           |  |              |                             |                                                                                                  |
|---------------------------|--|--------------|-----------------------------|--------------------------------------------------------------------------------------------------|
| SCALE:                    |  | CLIENT NAME: |                             | SHEET:                                                                                           |
| DATE: 08/31/2022          |  |              |                             |                                                                                                  |
| JOB NO: 006829001         |  | REV. #       | REVISION DATE & DESCRIPTION | <br>5 OF 10 |
| JOB NAME: ODYSSEY-LEANDER |  |              |                             |                                                                                                  |
| DRAWN: MMH CHK: KWC       |  |              |                             |                                                                                                  |
| REV:                      |  |              |                             |                                                                                                  |
| APE NO:                   |  |              |                             |                                                                                                  |





**LEGEND**

- DRAINAGE AREA NUMBER
- DRAINAGE AREA (ACRES)
- FLOW (CFS) 100-YR
- FLOW ARROWS
- ASSUMED Tc PATHS

Summary Results for Reservoir "Basin"

Project: OdysseyLeander Simulation Run: PROPOSED\_100YR  
Reservoir: Basin

Start of Run: 01Jan2022, 00:00 Basin Model: Proposed  
End of Run: 03Jan2022, 00:00 Meteorologic Model: 100-YR  
Compute Time: 08Aug2022, 10:20:50 Control Specifications: 48HR

Volume Units: ☒ IN ☐ ACRE-FT

Computed Results

|                              |                                               |
|------------------------------|-----------------------------------------------|
| Peak Inflow: 18.9 (CFS)      | Date/Time of Peak Inflow: 01Jan2022, 12:04    |
| Peak Discharge: 7.3 (CFS)    | Date/Time of Peak Discharge: 01Jan2022, 12:13 |
| Inflow Volume: 10.89 (IN)    | Peak Storage: 0.24 (ACRE-FT)                  |
| Discharge Volume: 10.89 (IN) | Peak Elevation: 954.9 (FT)                    |

PROPOSED FLOW  
CONDITIONS

Global Summary Results for Run "EXISTING\_100YR"

Project: OdysseyLeander Simulation Run: EXISTING\_100YR

Start of Run: 01Jan2022, 00:00 Basin Model: Existing  
End of Run: 03Jan2022, 00:00 Meteorologic Model: 100-YR  
Compute Time: 20Aug2022, 13:07:16 Control Specifications: 48HR

Show Elements: All Elements Volume Units: ☒ IN ☐ ACRE-FT Sorting: Hydrologic

| Hydrologic Element | Drainage Area (MI2) | Peak Discharge (CFS) | Time of Peak     | Volume (IN) |
|--------------------|---------------------|----------------------|------------------|-------------|
| Offsite            | 0.004656            | 28.0                 | 01Jan2022, 12:11 | 10.89       |
| Site               | 0.002156            | 15.7                 | 01Jan2022, 12:07 | 10.64       |
| Outfall            | 0.006812            | 41.8                 | 01Jan2022, 12:09 | 10.81       |

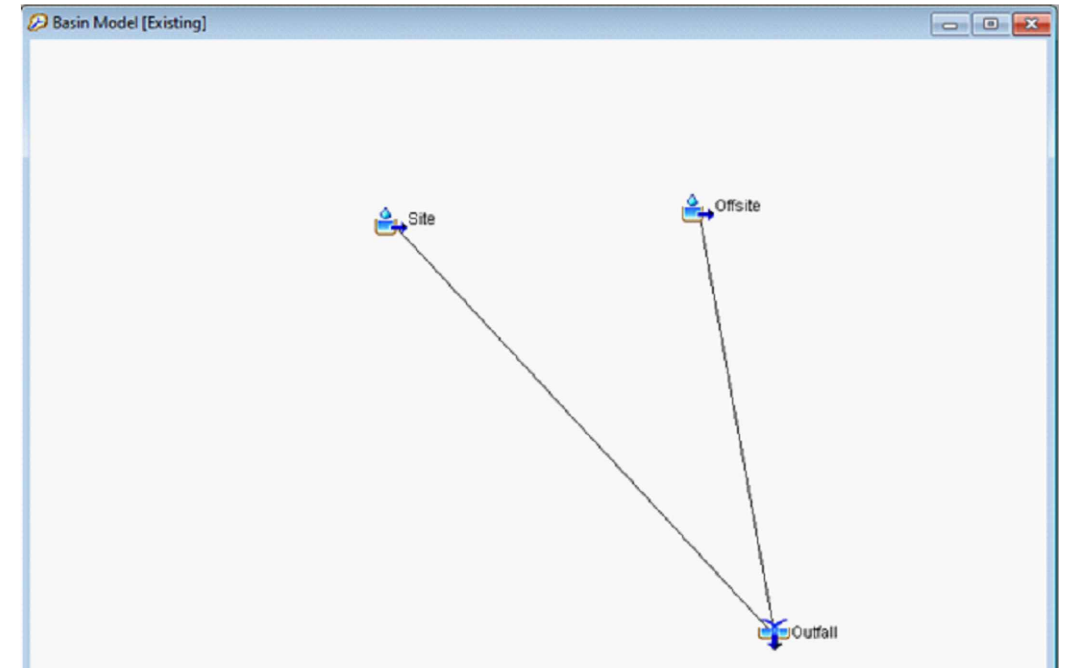
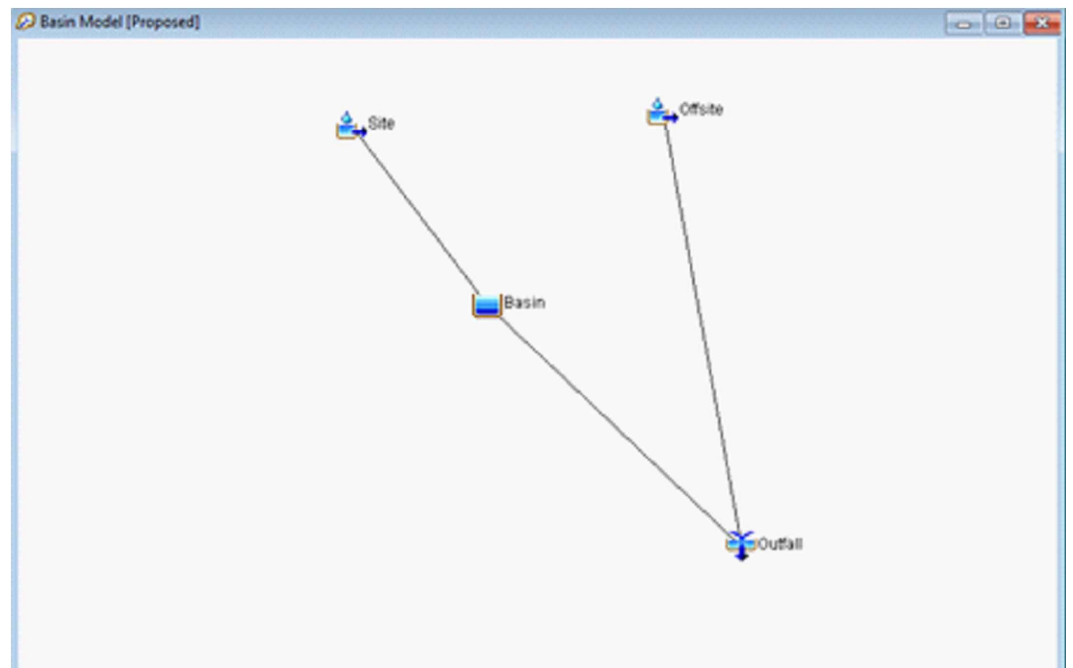
Global Summary Results for Run "PROPOSED\_100YR"

Project: OdysseyLeander Simulation Run: PROPOSED\_100YR

Start of Run: 01Jan2022, 00:00 Basin Model: Proposed  
End of Run: 03Jan2022, 00:00 Meteorologic Model: 100-YR  
Compute Time: 08Aug2022, 10:20:50 Control Specifications: 48HR

Show Elements: All Elements Volume Units: ☒ IN ☐ ACRE-FT Sorting: Hydrologic

| Hydrologic Element | Drainage Area (MI2) | Peak Discharge (CFS) | Time of Peak     | Volume (IN) |
|--------------------|---------------------|----------------------|------------------|-------------|
| Site               | 0.002156            | 18.9                 | 01Jan2022, 12:04 | 10.89       |
| Offsite            | 0.004656            | 28.0                 | 01Jan2022, 12:11 | 10.89       |
| Basin              | 0.002156            | 7.3                  | 01Jan2022, 12:13 | 10.89       |
| Outfall            | 0.006812            | 35.3                 | 01Jan2022, 12:11 | 10.89       |



**811**  
Know what's Below.  
Call before you dig.

**CAUTION!!**

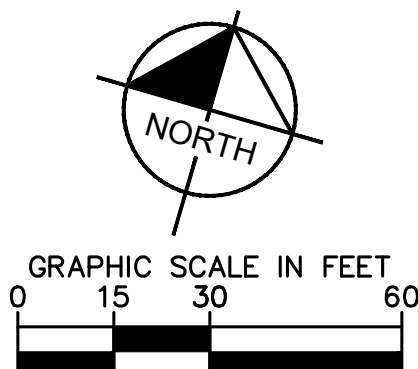
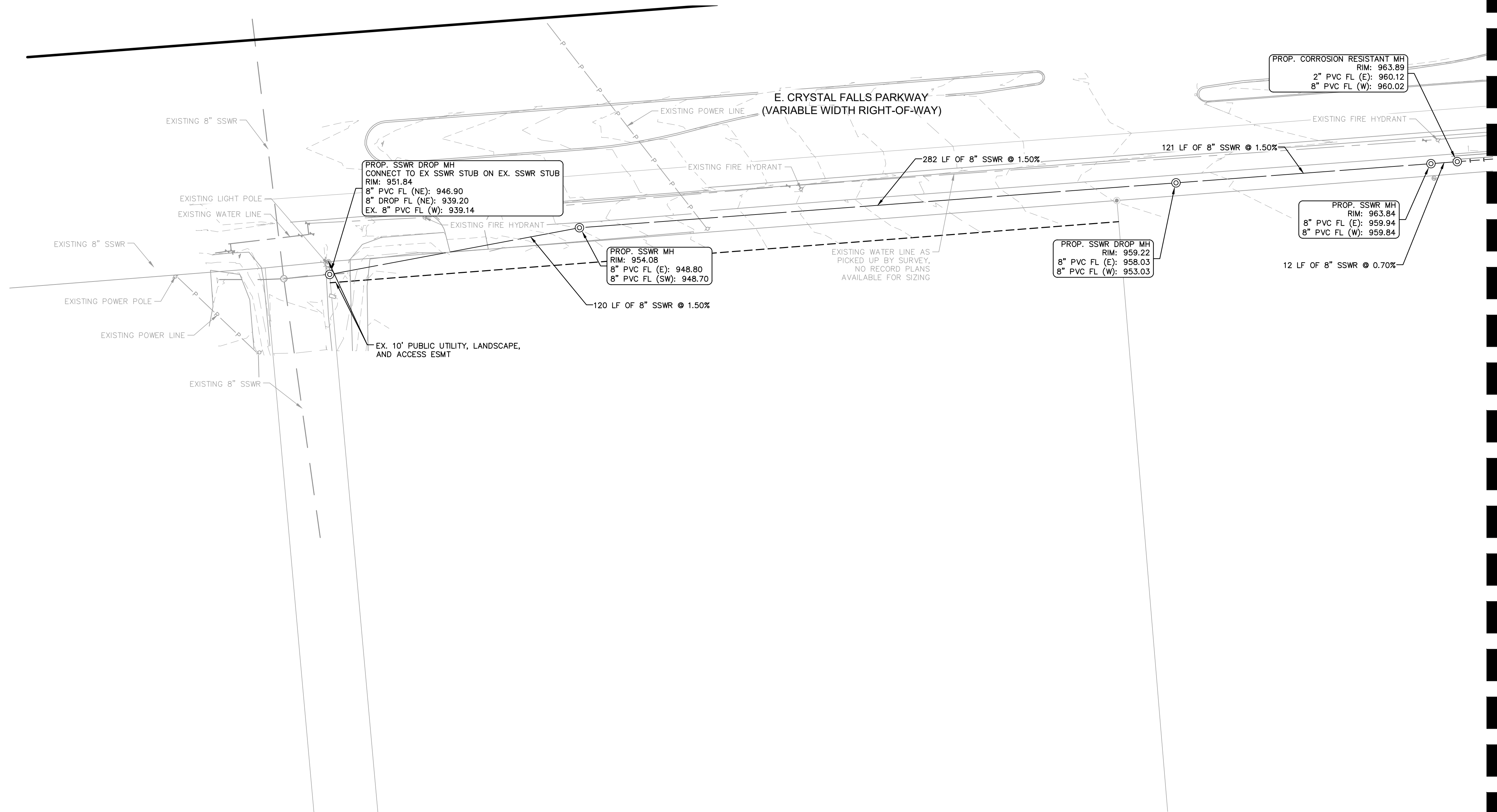
EXISTING UNDERGROUND UTILITIES IN THE AREA CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REPAIRS TO EXISTING UTILITIES DUE TO DAMAGE INCURRED DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES ON THE PLANS.

|                           |                             |         |
|---------------------------|-----------------------------|---------|
| SCALE:                    | CLIENT NAME:                | SHEET:  |
| DATE: 08/31/2022          | REV. #                      | 6 OF 10 |
| JOB NO.: 068923600        | REVISION DATE & DESCRIPTION |         |
| JOB NAME: ODYSSEY-LEANDER |                             |         |
| DRAWN: MMH                | CHK: KWC                    |         |
| REV:                      |                             |         |
| AFE NO:                   |                             |         |

**Kimley»Horn**

11700 EAST PERRY STREET, SUITE 300, WACHTON, TX 77790  
PHONE: 281-899-4400  
FAX: 281-899-4401  
WWW.KIMLEY-HORN.COM





| LEGEND |                              |
|--------|------------------------------|
|        | PROPERTY LINE                |
|        | PROPOSED UTILITY EASEMENT    |
|        | EXISTING UTILITY EASEMENT    |
|        | PROPOSED STORM LINE          |
|        | PROPOSED GRATE INLET         |
|        | PROPOSED WATER LINE          |
|        | PROPOSED SSWR LINE           |
|        | PROPOSED SSWR FORCE MAIN     |
|        | PROPOSED SSWR MANHOLE        |
|        | PROPOSED FIRE HYDRANT        |
|        | PROPOSED WATER VALVE         |
|        | EXISTING GAS LINE            |
|        | EXISTING OVERHEAD POWER LINE |
|        | EXISTING SSWR LINE           |
|        | EXISTING WATERLINE           |
|        | EXISTING STORM SEWER LINE    |
|        | EXISTING CONTOUR             |
|        | PROPOSED CONTOUR             |

| UTILITY DEMAND DATA                                                        |  |
|----------------------------------------------------------------------------|--|
| THE LUE BREAKDOWN IS AS FOLLOWS                                            |  |
| - 2\"/>                                                                    |  |
| - 1\"/>                                                                    |  |
| THE SITE IS ANTICIPATED TO USE 950 GALLONS PER DAY OF WATER AND WASTEWATER |  |

MATCH LINE SEE SHEET 8

WASTEWATER  
IMPROVEMENTS (1 OF 2)



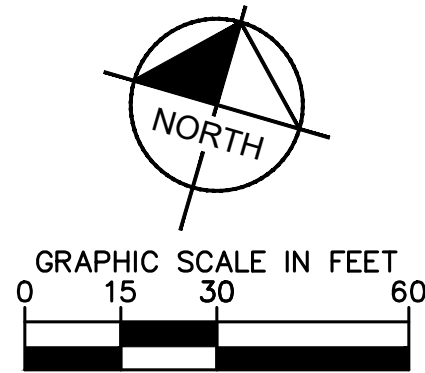
**CAUTION!!**  
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HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES  
PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE  
RESPONSIBLE FOR ANY REPAIRS TO EXISTING UTILITIES DUE  
TO DAMAGE INCURRED DURING CONSTRUCTION.  
CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY  
DISCREPANCIES ON THE PLANS.



| SCALE:                    |          | CLIENT NAME: |                             |  | SHEET:<br><br>7 OF 10 |
|---------------------------|----------|--------------|-----------------------------|--|-----------------------|
| DATE: 08/31/2022          |          | REV. #       | REVISION DATE & DESCRIPTION |  |                       |
| JOB NO.: 068823600        |          |              |                             |  |                       |
| JOB NAME: ODYSSEY-LEANDER |          |              |                             |  |                       |
| DRAWN: MMH                | CHK: KWC |              |                             |  |                       |
| REV:                      |          |              |                             |  |                       |
| AFE NO:                   |          |              |                             |  |                       |



MATCH LINE SEE SHEET 7



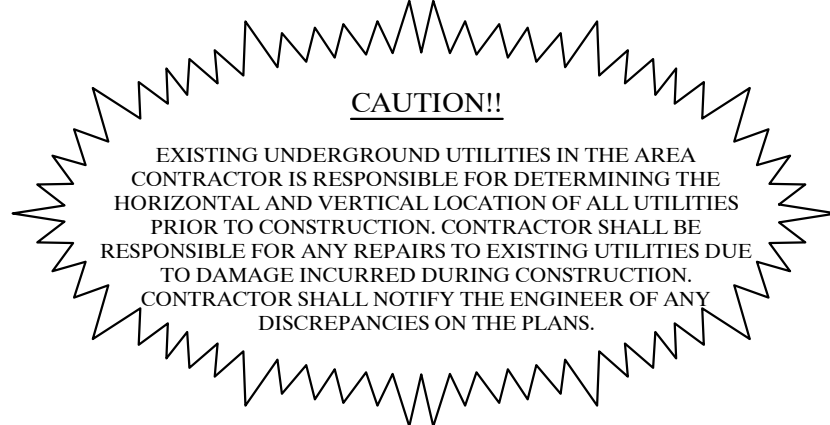
| LEGEND |                              |
|--------|------------------------------|
|        | PROPERTY LINE                |
|        | PROPOSED UTILITY EASEMENT    |
|        | EXISTING UTILITY EASEMENT    |
|        | PROPOSED STORM LINE          |
|        | PROPOSED GRATE INLET         |
|        | PROPOSED WATER LINE          |
|        | PROPOSED SSWR LINE           |
|        | PROPOSED SSWR FORCE MAIN     |
|        | PROPOSED SSWR MANHOLE        |
|        | PROPOSED FIRE HYDRANT        |
|        | PROPOSED WATER VALVE         |
|        | EXISTING GAS LINE            |
|        | EXISTING OVERHEAD POWER LINE |
|        | EXISTING SSWR LINE           |
|        | EXISTING WATERLINE           |
|        | EXISTING STORM SEWER LINE    |
|        | EXISTING CONTOUR             |
|        | PROPOSED CONTOUR             |

| UTILITY DEMAND DATA                                                        |  |
|----------------------------------------------------------------------------|--|
| THE LUE BREAKDOWN IS AS FOLLOWS                                            |  |
| - 2" DOMESTIC METER = 8 LUE                                                |  |
| - 1" IRRIGATION METER = 2 LUE                                              |  |
| THE SITE IS ANTICIPATED TO USE 950 GALLONS PER DAY OF WATER AND WASTEWATER |  |

WASTEWATER  
IMPROVEMENTS (2 OF 2)

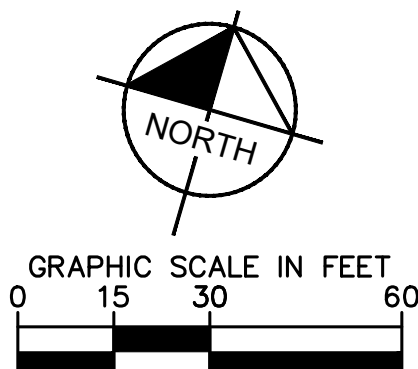
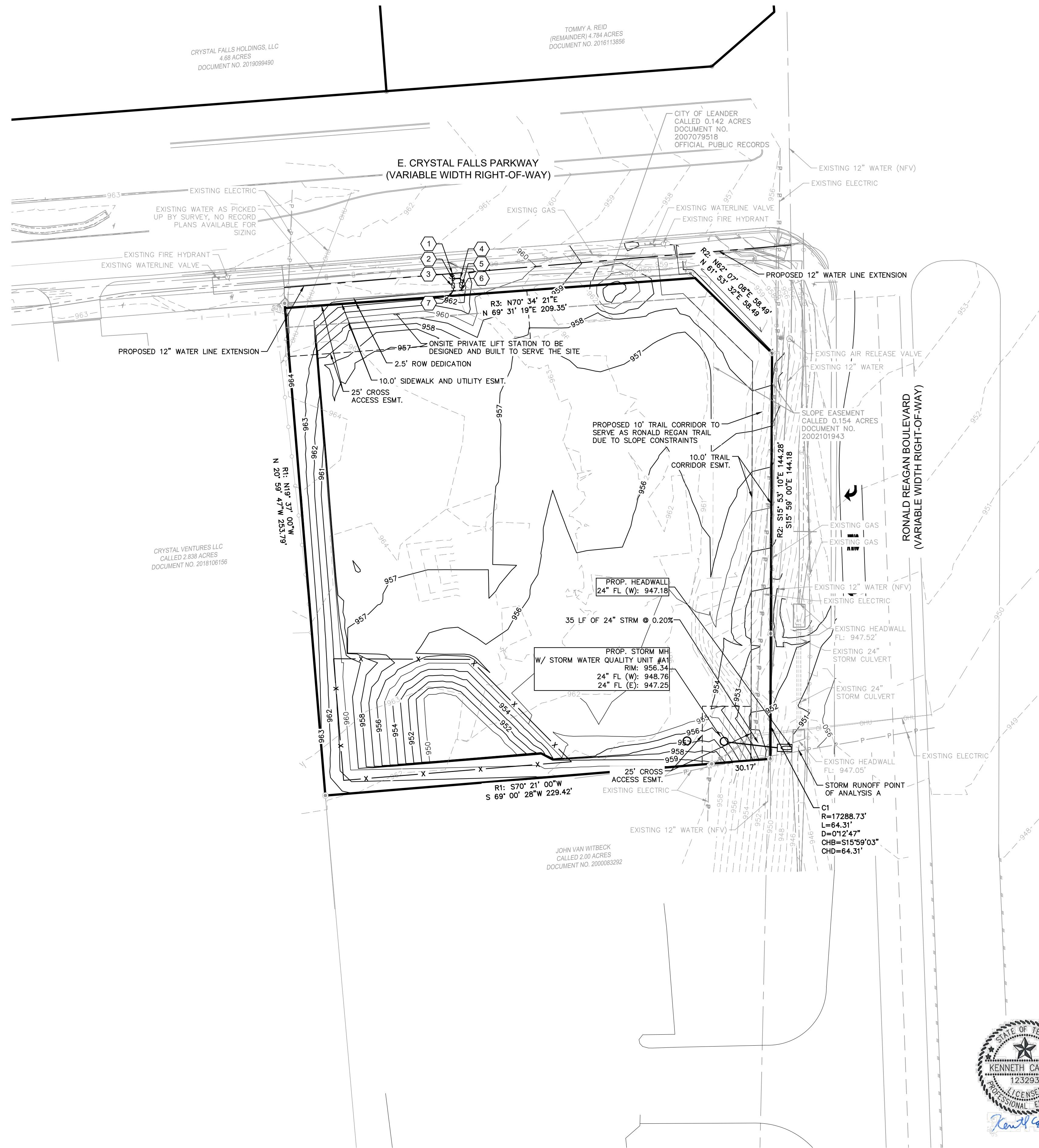


Know what's below.  
Call before you dig.



|                           |  |              |                             |                                                                                                                                                                                                                                                |                       |
|---------------------------|--|--------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| SCALE:                    |  | CLIENT NAME: |                             | <div><div>Kimley»Horn</div><div><div>© 2022 KIMLEY-HORN AND ASSOCIATES, INC.</div><div>17100 KATY FREEDOM, SUITE 800, HOUSTON, TX 77058</div><div>WWW.KIMLEY-HORN.COM</div><div>PH: 281-287-1000</div><div>FAX: 281-287-1001</div></div></div> | SHEET:<br><br>8 OF 10 |
| DATE: 08/31/2022          |  |              |                             |                                                                                                                                                                                                                                                |                       |
| JOB NO.: 068823600        |  | REV. #       | REVISION DATE & DESCRIPTION |                                                                                                                                                                                                                                                |                       |
| JOB NAME: ODYSSEY-LEANDER |  |              |                             |                                                                                                                                                                                                                                                |                       |
| DRAWN/ MMH                |  | CHK: KWC     |                             |                                                                                                                                                                                                                                                |                       |
| REV:                      |  |              |                             |                                                                                                                                                                                                                                                |                       |
| APE NO:                   |  |              |                             |                                                                                                                                                                                                                                                |                       |





| LEGEND |                              |
|--------|------------------------------|
|        | PROPERTY LINE                |
|        | PROPOSED UTILITY EASEMENT    |
|        | EXISTING UTILITY EASEMENT    |
|        | PROPOSED STORM LINE          |
|        | PROPOSED GRATE INLET         |
|        | PROPOSED WATER LINE          |
|        | PROPOSED SSWR LINE           |
|        | PROPOSED SSWR FORCE MAIN     |
|        | PROPOSED SSWR MANHOLE        |
|        | PROPOSED FIRE HYDRANT        |
|        | PROPOSED WATER VALVE         |
|        | EXISTING GAS LINE            |
|        | EXISTING OVERHEAD POWER LINE |
|        | EXISTING SSWR LINE           |
|        | EXISTING WATERLINE           |
|        | EXISTING STORM SEWER LINE    |
|        | EXISTING CONTOUR             |
|        | PROPOSED CONTOUR             |

| KEYED NOTES |                                          |
|-------------|------------------------------------------|
| 1           | PROPOSED 12" X 2" CORPORATION TAP        |
| 2           | PROPOSED 2" X 1" TEE                     |
| 3           | PROPOSED 2" DOMESTIC WATER METER         |
| 4           | PROPOSED 90° WATER LINE BEND             |
| 5           | PROPOSED 1" IRRIGATION METER             |
| 6           | STUB 1" IRRIGATION LINE AT PROPERTY LINE |
| 7           | STUB 2" DOMESTIC LINE AT PROPERTY LINE   |

| UTILITY DEMAND DATA                                                        |  |
|----------------------------------------------------------------------------|--|
| THE LUE BREAKDOWN IS AS FOLLOWS                                            |  |
| - 2" DOMESTIC METER = 8 LUE                                                |  |
| - 1" IRRIGATION METER = 2.5 LUE                                            |  |
| THE SITE IS ANTICIPATED TO USE 560 GALLONS PER DAY OF WATER AND WASTEWATER |  |



Know what's below.  
Call before you dig.

**CAUTION!!**  
EXISTING UNDERGROUND UTILITIES IN THE AREA  
CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE  
HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES  
PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE  
RESPONSIBLE FOR ANY REPAIRS TO EXISTING UTILITIES DUE  
TO DAMAGE INCURRED DURING CONSTRUCTION.  
CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY  
DISCREPANCIES ON THE PLANS.



08/31/2022

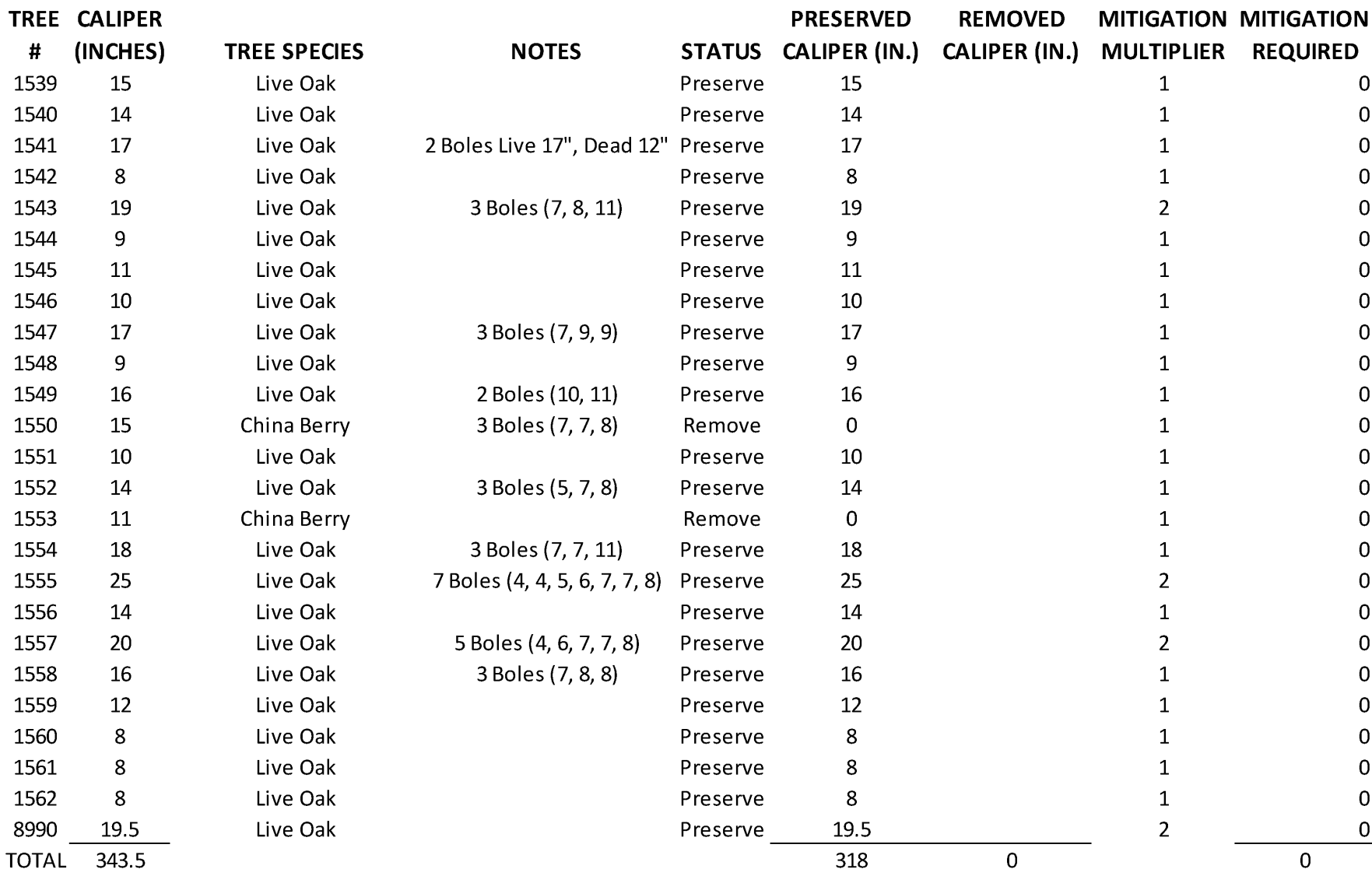
WATER IMPROVEMENTS  
PLAN

|                                                                                                                |                                                       |                                                                                                                                                                                             |                       |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| SCALE:<br>DATE: 08/31/2022<br>JOB NO.: 068823600<br>JOB NAME: ODYSSEY-LEANDER<br>DRAWN: MMH<br>REV:<br>APE NO: | CLIENT NAME:<br>REV. #<br>REVISION DATE & DESCRIPTION | <b>Kimley»Horn</b><br><small>©2022 KIMLEY-HORN AND ASSOCIATES, INC.<br/>11700 KATY FREEDOM, SUITE 800, HOUSTON, TX 77059<br/>WWW.KIMLEY-HORN.COM<br/>NEW YORK REGISTRATION NO. 0168</small> | SHEET:<br><br>9 OF 10 |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|

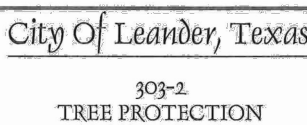
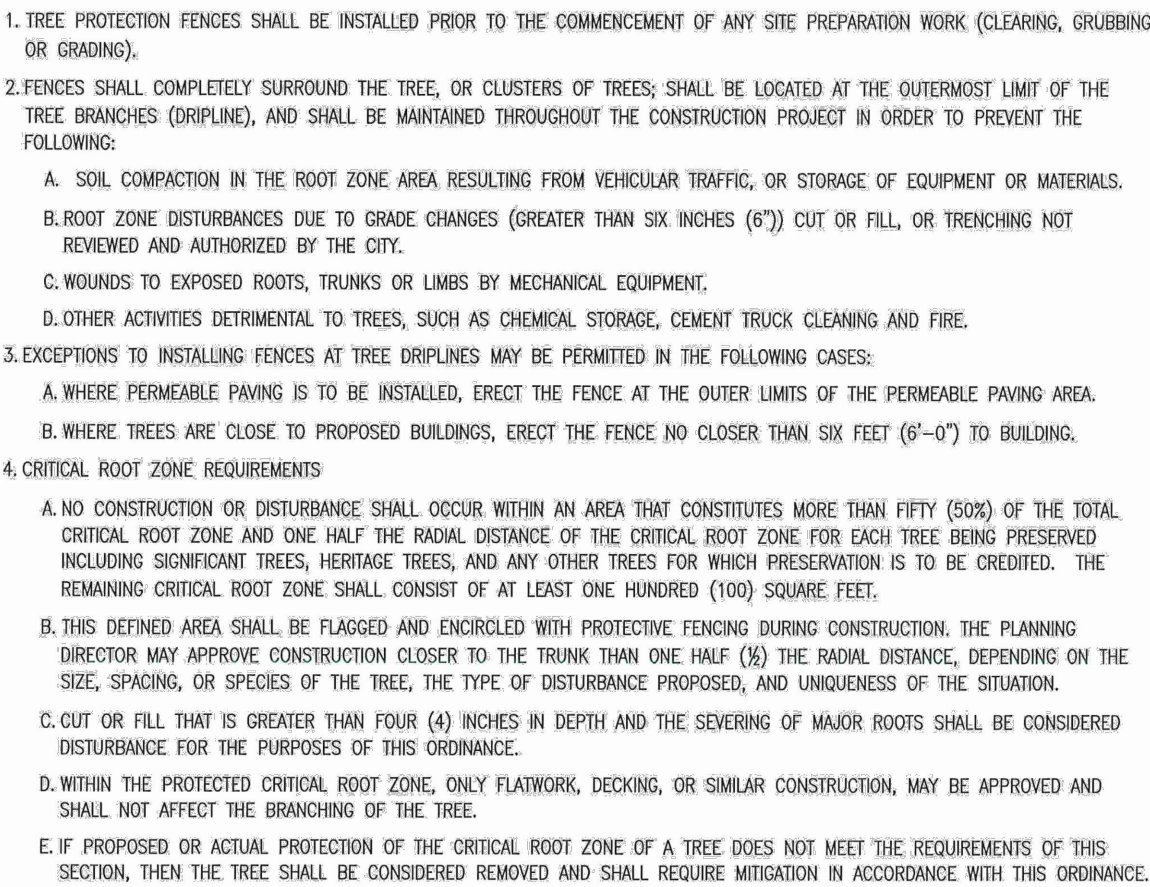




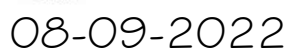
RONALD REAGAN BLVD



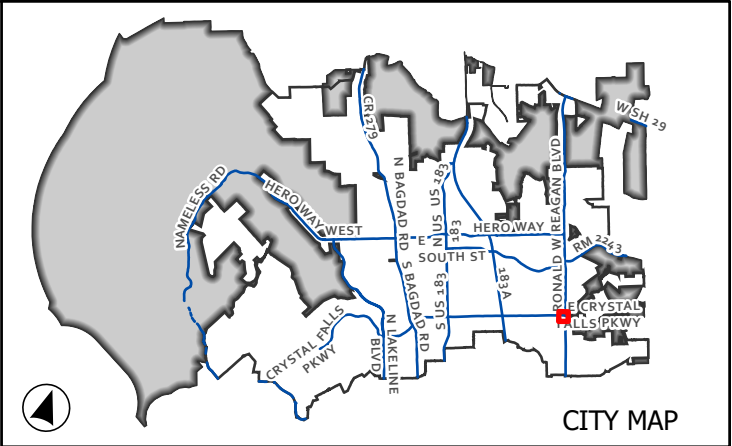
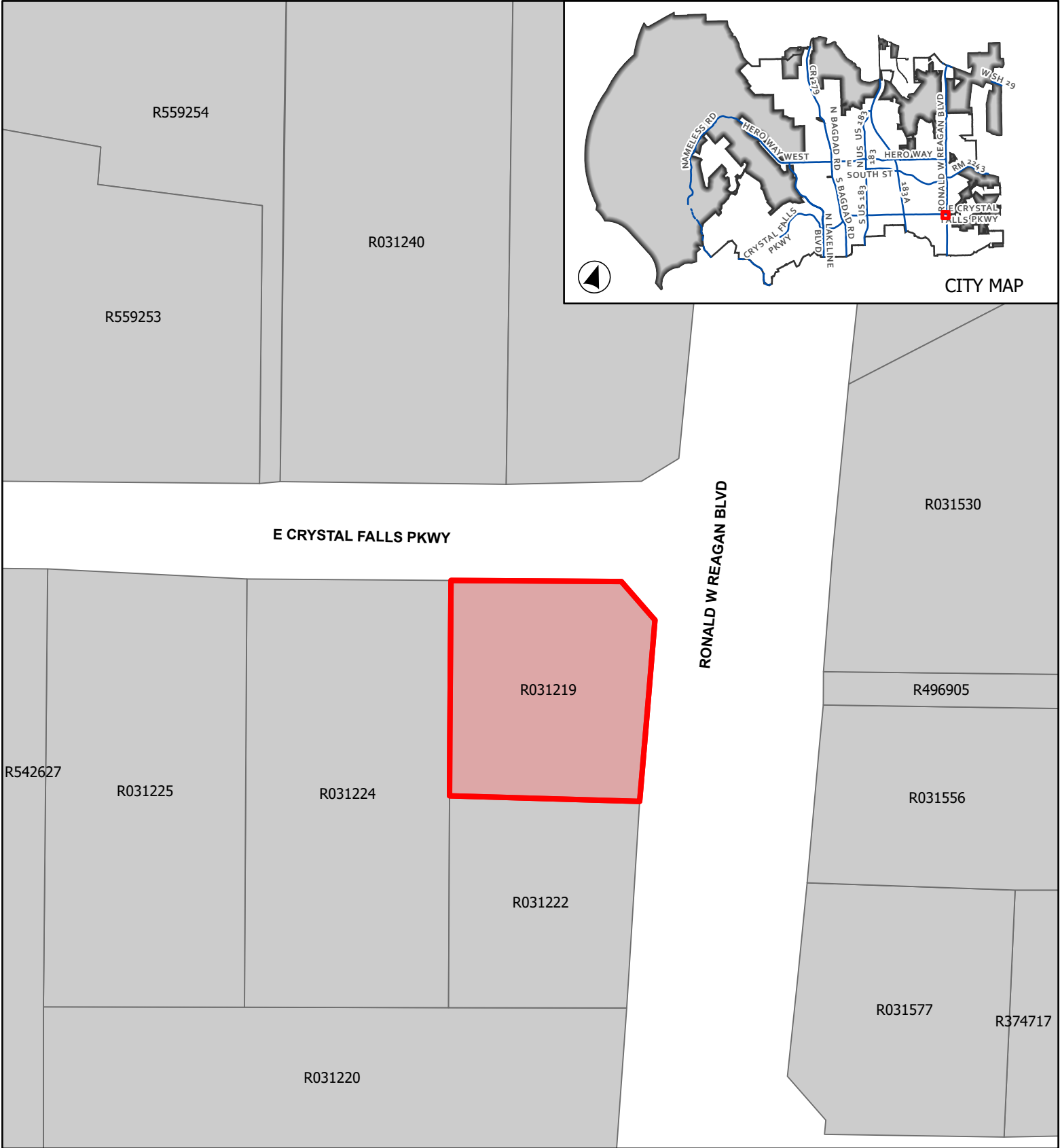
\*NO HERITAGE TREES PROPOSED FOR REMOVAL.



# TREE PROTECTION PLAN



|                    |          |             |                             |                                                                                                                       |
|--------------------|----------|-------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------|
| SCALE: 1" = 20'    |          | LAKE'S LAIR |                             | SHEET:                                                                                                                |
| DATE: 06/23/22     |          |             |                             |                                                                                                                       |
| JOB NO.: #####     |          | REV. #      | REVISION DATE & DESCRIPTION | <div>10 OF 10</div> <div> LANDARCH STUDIO, LLC<br/> 480 CLOUD VIEW CT<br/> PROSPER, TX 75078<br/> 972-827-5677 </div> |
| JOB NAME: JOB NAME |          |             |                             |                                                                                                                       |
| DRAWN: GUV         | CHK: GUV |             |                             |                                                                                                                       |
| REV:               |          |             |                             |                                                                                                                       |
| AFE NO: #####      |          |             |                             |                                                                                                                       |



CASE: CP-22-0005 ATTACHMENT 2 LAKE'S LAIR SUBDIVISION  
aka REFUEL LEANDER

### 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.

0 70 140

Feet

- Leander City Limits
- ETJ
- Site Location





**EXECUTIVE SUMMARY**  
**10/27/2022**

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**AGENDA SUBJECT:**

Conduct a Public Hearing and consider action on Subdivision Case SFP-22-0010 to approve the Lot 12 Ridgmar Landing Short Form Final Plat on one parcel of land approximately 5 acres ± in size, more particularly described by Williamson Central Appraisal District R037160; generally located southwest of the intersection of Ridgmar Rd and Windemere, Leander, Williamson County, Texas.

- Discuss and consider action on Subdivision Case 22-SFP-010 as described above.

**BACKGROUND:**

This request is the final step in the subdivision process. Pursuant to Section 212.005 of the Texas Local Government Code, approval by municipality is required since the short form final plat satisfies the applicable regulations without requesting any variances.

**HISTORY/TIMELINE:**

05/14/2014 – Annexation and assignment of SFR-1-B (Single-Family Rural) Interim zoning

**APPLICANT/AGENT:**

Christopher Huggins on behalf of 150 W Windemere (Scott Ewell).

**RECOMMENDATION:**

This short form final plat includes two (2) residential lots. This proposal meets all of the requirements of the Subdivision Ordinance. Staff recommends to approve the final plat.

**ORDER OF EVENTS:**

- a. Staff Presentation
- b. Applicant Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Discussion
- f. Consider Action

**PRESENTER:**

Merrily Van Leuven, Assistant Planner

---

**Attachments**

1. Short Final Plat
2. Location Exhibit

# RIDGMAR LANDING LOT 12, BLOCK 1 REPLAT

## SHORT FORM FINAL PLAT

BEING LOT 12, BLOCK 1, OF RIDGMAR LANDING, IN WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE ESTABLISHED MAP OR PLAT  
RECORDED IN CABINET D, SLIDES 67-68 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.

**PROPERTY OWNER:**

150 West Windemere, LLC  
Attn: Scott Ewell  
2 Fair Oaks Street  
Leander, Texas 78641  
(512) 595 1976

Total Number of Lots: 2  
Total Acreage: 4.986 acres  
Lot 12A: Residential  
Lot12B: Residential

**DEVELOPER:**

150 West Windemere, LLC  
Attn: Scott Ewell  
2 Fair Oaks Street  
Leander, Texas 78641  
(512) 595 1976

**ENGINEER:**

Kontur Technical, LLC  
26 Woodland Lane  
Round Rock, Texas 78664  
(512) 360 0012

**SURVEYOR:**

Kontur Technical, LLC  
26 Woodland Lane  
Round Rock, Texas 78664  
(512) 360 0012

**AGENT:**

Kontur Technical, LLC  
Attn: Christopher Huggins  
26 Woodland Lane  
Round Rock, Texas 78664  
(512) 360 0012

**GRAPHIC SCALE**

( IN FEET )  
1 inch = 2000ft.

**INDEX:**

Sheet 1: Cover Sheet  
Sheet 2: Final Plat  
Sheet 3: Notes and Signatures

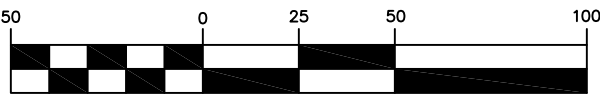


26 WOODLAND LANE, ROUND ROCK, TEXAS 78664  
TEL: (512) 360-0012 TBPELS REGISTRATION #10194591

SUBMITTAL DATE: 07/26/2022

RIDGMAR LANDING LOT 12, BLOCK 1 REPLAT

BEING LOT 12, BLOCK 1, OF RIDGMAR LANDING, IN WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE ESTABLISHED MAP OR PLAT RECORDED IN CABINET D, SLIDES 67-68 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.



BEARINGS DEPICTED HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM - CENTRAL ZONE (4203), NAD 83

FIELD NOTES

BEING A 4.986 ACRE (217,154 SQUARE FEET) TRACT OF LAND SITUATED IN THE E.D. HARMON SURVEY, A-6, IN WILLIAMSON COUNTY, TEXAS, SAID 4.986 ACRE TRACT BEING LOT 12, BLOCK 1, RIDGMAR LANDING, ACCORDING TO THE ESTABLISHED MAP OR PLAT RECORDED IN CABINET D, SLIDES 67-68 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS AND BEING CONVEYED FROM SCOTT EWELL TO 150 WEST WINDEMERE LLC, FILED JANUARY 18, 2022 AND RECORDED IN DOCUMENT NO. 2022007499 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; SAID 4.986 ACRE TRACT OF LAND BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a 1/4 inch iron rod found for the Southwest corner of the said Lot 12, the Northeast corner of Lot 11 of the said Ridgmar Landing, being in the East line of Windemere Street (50' right-of-way), and marking the Southwest corner of the herein described tract;

**THENCE**, with the West line of the said Lot 12 and the East line of Windemere Street as follows:

- Along a curve to the left having a central angle of 148°02'58", a radius of 50.00 feet, an arc length of 129.20 feet, and a tangent of 174.66 feet, which bears a chord of North 20°12'51" East, and a chord distance of 96.14 feet, to a 5/8 inch iron rod with a blue plastic cap stamped "KONTUR TECH" set
- North 05°08'05" East a distance of 268.13 feet, to a 5/8 inch iron rod with a blue plastic cap stamped "KONTUR TECH" set for the Southwest corner of Lot 13 of the said Ridgmar Landing, and marking the Northwest corner of the said Lot 12 and the herein described tract, from which a 1/4 inch iron rod found bears North 05°08'20" East, a distance of 60.05 feet;

**THENCE**, South 56°05'22" East with the North line of the said Lot 12 and the South line of the said Lot 13, a distance of 612.09 feet (called 613.45 feet), to a 1/4 inch iron rod found for the Southeast corner of the said Lot 13, in the West line of Lot 22 of the said Ridgmar Landing, and marking the Northeast corner of the said Lot 12 and the herein described tract, from which a 1/4 inch iron rod found bears North 39°27'11" West, a distance of 33.93 feet;

**THENCE**, with the East line of the said Lot 12 as follows:

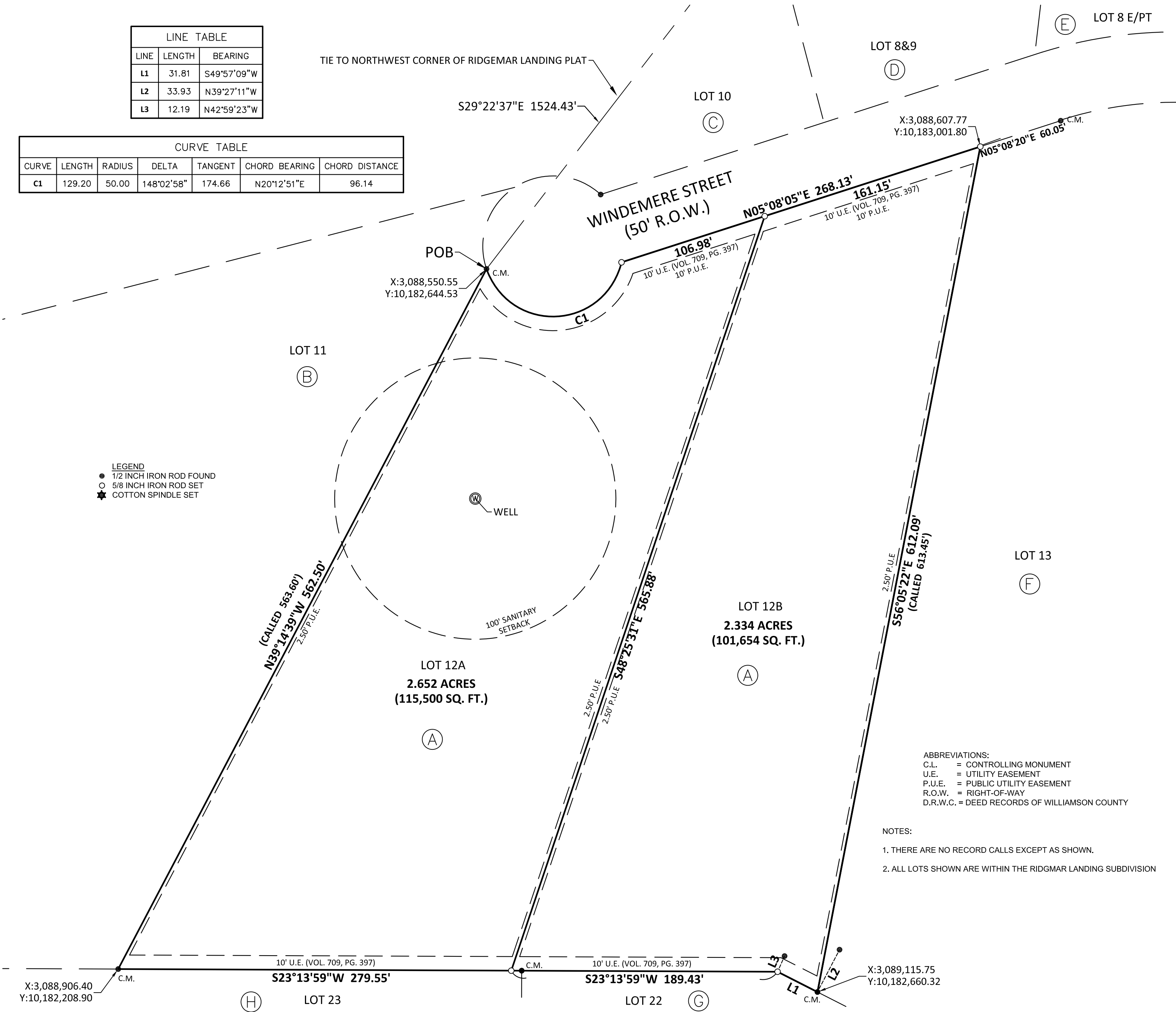
- South 49°57'09" West a distance of 31.81 feet, to a 5/8 inch iron rod with a blue plastic cap stamped "KONTUR TECH" set, from which a 1/4 inch iron rod found bears North 42°59'23" West, a distance of 12.19 feet
- South 23°13'59" West a distance of 468.98 feet, to a 1/4 inch iron rod found for the Northeast corner of the said Lot 11, in the West line of Lot 23 of the said Ridgmar Landing, and marking the Southeast corner of the said Lot 12 and the herein described tract;

**THENCE**, North 39°14'39" West with the common line of the said Lot 12 and the said Lot 11, a distance of 562.50 feet (called 563.60 feet), to the **PLACE OF BEGINNING**, containing within these metes and bounds 4.986 acres (217,154 square feet) of land, more or less.

| LINE TABLE |        |             |
|------------|--------|-------------|
| LINE       | LENGTH | BEARING     |
| L1         | 31.81  | S49°57'09"W |
| L2         | 33.93  | N39°27'11"W |
| L3         | 12.19  | N42°59'23"W |

| CURVE TABLE |        |        |            |         |               |                |
|-------------|--------|--------|------------|---------|---------------|----------------|
| CURVE       | LENGTH | RADIUS | DELTA      | TANGENT | CHORD BEARING | CHORD DISTANCE |
| C1          | 129.20 | 50.00  | 148°02'58" | 174.66  | N20°12'51"E   | 96.14          |

- LEGEND
- 1/2 INCH IRON ROD FOUND
  - 5/8 INCH IRON ROD SET
  - ★ COTTON SPINDLE SET



- (A) 150 WEST WINDEMERE, LLC 2022007499 D.R.W.C.
- (B) AUBREY CHAD HARTMANN & MOLLY J MCDONALD 2010059052 D.R.W.C.
- (C) AUBREY CHAD HARTMANN & MOLLY J MCDONALD 2010070377 D.R.W.C.
- (D) PAUL BLANTON COVERT & CYNTHIA SHADD COVERT TRUSTEES OF THE COVERT FAMILY LIVING 2021162195 D.R.W.C.
- (E) DANIEL RYAN BURKE & KIMBERLY DUDA TRUSTEES OF THE BURKE FAMILY TRUST 2021097341 D.R.W.C.
- (F) DAVID SIDNEY 2018034238 D.R.W.C.
- (G) KEVIN BIRSCHENK 2016012757 D.R.W.C.
- (H) KENNETH & DANIELLE CAMP D.R.W.C.



26 WOODLAND LANE, ROUND ROCK, TEXAS 78664  
TEL: (512) 360-0012 TBPELS REGISTRATION #10194591

ABBREVIATIONS:  
C.L. = CONTROLLING MONUMENT  
U.E. = UTILITY EASEMENT  
P.U.E. = PUBLIC UTILITY EASEMENT  
R.O.W. = RIGHT-OF-WAY  
D.R.W.C. = DEED RECORDS OF WILLIAMSON COUNTY

- NOTES:
- THERE ARE NO RECORD CALLS EXCEPT AS SHOWN.
  - ALL LOTS SHOWN ARE WITHIN THE RIDGMAR LANDING SUBDIVISION



RIDGMAR LANDING LOT 12, BLOCK 1 REPLAT

BEING LOT 12, BLOCK 1, OF RIDGMAR LANDING, IN WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE ESTABLISHED MAP OR PLAT RECORDED IN CABINET D, SLIDES 67-68 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.

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 facilities.
- 3. A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision.
- 4. No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.
- 5. Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.
- 6. All easements on private property shall be maintained by the property owner or his or her assigns.
- 7. In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.
- 8. 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.
- 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. All utility lines must be located underground.
- 11. Approval of this final plat does not constitute the approval of variances or waivers to ordinance requirements.
- 12. This subdivision is subject to all general notes and restrictions appearing on the plat of Ridgmar Landing, Lot 12, recorded at Cabinet D, Slide 67 of Plat Records of Williamson County, Texas.
- 13. Water service for this subdivision will be provided by the City of Leander
- 14. Sewer service for this subdivision will be provided by On-Site Sewage Facilities
- 15. 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.
- 16. The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas, (which should be contained in a drainage easement).

OWNER'S SIGNATURE BLOCK:

STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS;  
COUNTY OF WILLIAMSON §

That 150 West Windemere, LLC, a Texas Limited Liability Company, as the owner of that certain 4,986 acre tract of land recorded in Document Number 2022007499, 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 RIDGMAR LANDING LOT 12, BLOCK 1, REPLAT.

TO CERTIFY WHICH, WITNESS by my hand this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Scott Ewell  
Manager, Brandy Sheldon, LLC  
Managing Member, 150 West Windemere, LLC

STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS;  
COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared, Scott Ewell, as Manager of Brandy Sheldon, LLC, a Texas Limited Liability Company, Managing Member of 150 West Windemere, LLC, a Texas Limited Liability Company, on behalf of said 150 West Windemere, 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 THE OFFICE on this the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

\_\_\_\_\_  
Printed Name  
My Commission Expires: \_\_\_\_\_

LIEN HOLDERS'S SIGNATURE BLOCK:

STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS;  
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 General Warranty Deed, dated January 18, 2022, filed of record in the Official Public Records of Williamson County, Texas at Document No. 2022007499.

TO CERTIFY WHICH, WITNESS by my hand this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Kara Pinnelli  
Market President  
BancorpSouth Bank, a division of Cadence Bank

STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS;  
COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared, Kara Pinnelli, as Market President of BancorpSouth Bank, a division of Cadence Bank, on behalf of said BancorpSouth Bank, a division of Cadence Bank, a duly authorized agent with authority to sign said document, personally known to me (and proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE on this the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

\_\_\_\_\_  
Printed Name  
My Commission Expires: \_\_\_\_\_

SURVEYOR'S CERTIFICATION:

STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS;  
COUNTY OF WILLIAMSON §

That I, Corey Joseph Hall, 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 Texan Title Insurance Company, GF No. TAY2200845 issued May 11, 2022 have been shown or noted heron.

This tract is not located within the Edward Aquifer Recharge Zone.

\_\_\_\_\_  
Corey Joseph Hall  
Registered Professional Land Surveyor  
No. 6362 State of Texas

\_\_\_\_\_  
Date

ENGINEER'S CERTIFICATION:

STATE OF TEXAS §  
§ KNOW ALL MEN BY THESE PRESENTS;  
COUNTY OF WILLIAMSON §

That I, Thomas G. Martin, 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.

\_\_\_\_\_  
Thomas G. Martin

\_\_\_\_\_  
Date

PLANNING AND ZONING COMMISSION 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 Williamson County.

ATTEST: \_\_\_\_\_  
John Cosgrove, Chairman Ellen Coufal, Secretary  
Planning and Zoning Commission Planning and Zoning Commission  
City of Leander, Texas City of Leander, Texas

ON-SITE SEWAGE FACILITY APPROVAL:

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 Edwards Aquifer Regulations for Williamson County and 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 Engineer's office and Williamson County disclaims any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

\_\_\_\_\_  
J. Terron Everton PE, DR, CFM  
Williamson County Engineer

\_\_\_\_\_  
Date

WILLIAMSON COUNTY CLERK:

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\_\_\_\_ A.D., at \_\_\_\_ o'clock, \_\_\_\_ .M., and duly recorded this the day of \_\_\_\_\_, 20\_\_\_\_ A.D., at \_\_\_\_ o'clock, \_\_\_\_ .M., in the Official Public Records of said County in Instrument No. \_\_\_\_\_.

TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

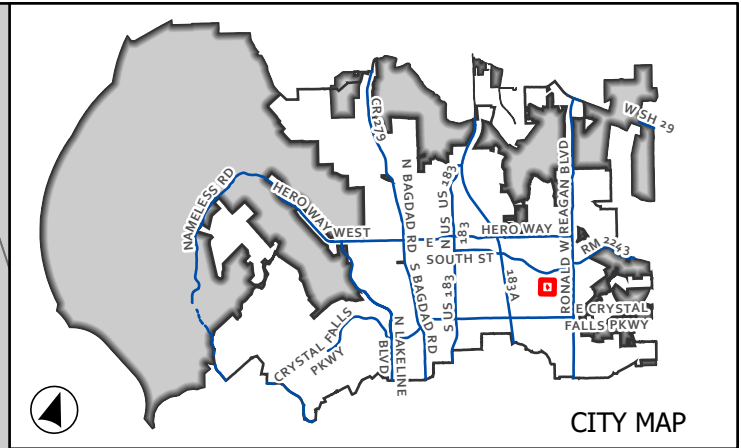
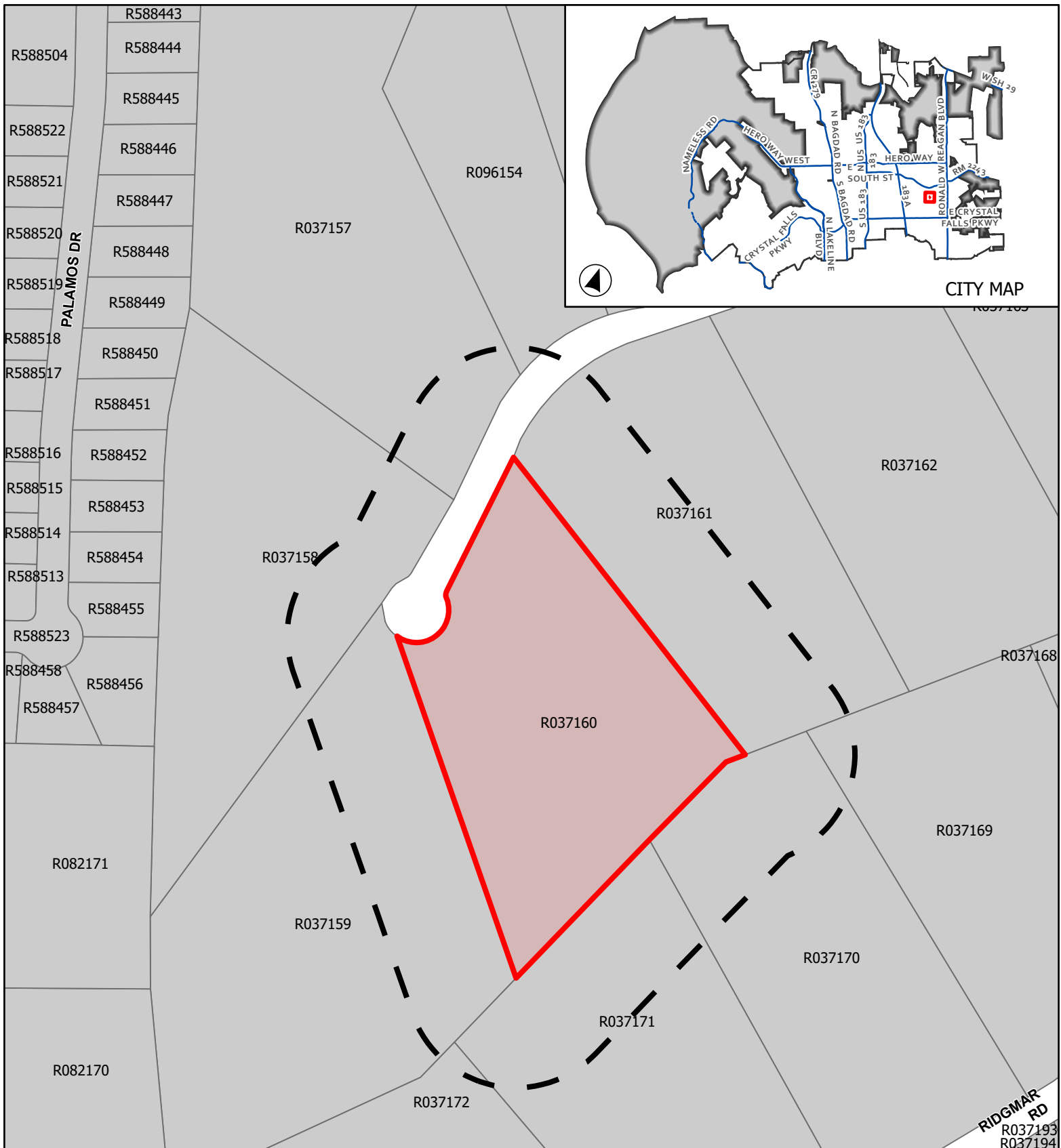
Nancy Rister, Clerk County Court  
of Williamson County, Texas

By: \_\_\_\_\_, Deputy



26 WOODLAND LANE, ROUND ROCK, TEXAS 78664  
TEL: (512) 360-0012 TBPELS REGISTRATION #10194591





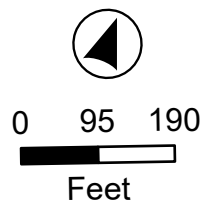
CASE: SFP-22-0010

ATTACHMENT 2

RIDGMAR LANDING

## 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.



- 200' Buffer
- Leander City Limits
- ETJ
- Site Location