



City of Leander Planning Department  
 104 North Brushy Street  
 PO Box 319  
 Leander, Texas 78646-0319  
 Fax (512) 528-2729  
[www.leandertx.gov](http://www.leandertx.gov)

Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

File #: \_\_\_\_\_  
 (City will assign)

# NON-SUBDIVISION RELATED PUBLIC INFRASTRUCTURE CONSTRUCTION PLAN

## APPLICATION & CHECKLIST

*This application and checklist is provided as a service of the City of Leander. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.*

- Submit these plans to the Planning Department (512-528-2750).
- Prior to submission of the Construction Plans, it is recommended that the applicant meet with one of the following individuals to determine if the application is complete prior to printing the required number of copies.

**Patrick A. Womack**  
 Public Works Director  
 512-259-2640  
[pwomack@leandertx.gov](mailto:pwomack@leandertx.gov)

OR

**Wayne S. Watts**  
 City Engineer  
 512-528-2760  
[w.watts@leandertx.gov](mailto:w.watts@leandertx.gov)

### INSTRUCTIONS:

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website ([www.leandertx.gov](http://www.leandertx.gov)) or from the Planning Department.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your plat. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Leander at our website or at city hall.
- For projects located within the City's extraterritorial jurisdiction, the Construction Plans and attendant documents shall be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Construction Plan approval.
- 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.

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- \_\_\_ 1. Completed and signed application/checklist
- \_\_\_ 2. Seven (7) sets of the construction plans on twenty-four inch by thirty-six inch (24"X36") sheets at generally accepted horizontal and vertical engineering scales.
- \_\_\_ 3. Certified estimate of cost of construction.
- \_\_\_ 4. Copy of certified tax certificate
- \_\_\_ 5. Construction Review & Inspection Fee (calculation listed below)

**FILING FEE CALCULATION:**

Construction Plan Review & Inspection Fee:	3.5% of the construction cost due at the time of application submittal	\$ _____
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.		
Professional Recovery Fee*:		\$ 250.00
<b>TOTAL FEE (due at the time of application submission)</b>		<b>\$ _____</b>

**\* Additional recovery fee may apply for outside engineering firm review**

**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 agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with.

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:**

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
*(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.*

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

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

*I hereby request that my property, as described above, be considered for this application and I give City Staff and elected or appointed representative's permission to visit the site described in this application:*

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

**AGENT INFORMATION:**

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

**Project Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

*I hereby authorize the person named above to act as my agent in processing this application:*

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

*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*

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAN AND/OR SUBMITTED WITH THE PLANS:**

**COVER SHEET:**

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

\_\_\_\_\_  
*Wayne S. Watts, PE, City Engineer*  
*City of Leander, Texas*

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

\_\_\_\_\_  
*Tom Yantis, Planning Director*  
*City of Leander, Texas*

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

\_\_\_\_\_  
*Steve Bosak, Director of Parks and Rec.*  
*City of Leander, Texas*

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

\_\_\_\_\_  
*Patrick A. Womack, PE, Public Works Director*  
*City of Leander, Texas*

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

\_\_\_\_\_  
*Joshua Davis, Fire Marshal*  
*City of Leander, Texas*

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

- \_\_\_ 2. The date, names, addresses and phone numbers of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).
- \_\_\_ 3. A location map showing the 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.

**STREET AND 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.
- \_\_\_ 2. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway.
- \_\_\_ 3. Typical right-of-way cross sections showing pertinent design details and elevations as prescribed in the City Standard Details and Specifications.
- \_\_\_ 4. Typical paving sections showing right-of-way width, lane widths, median widths, shoulder widths, and pavement recommendations.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information and traffic impact studies.
- \_\_\_ 6. Show any transportation improvements required by a TIA on the property.

**DRAINAGE IMPROVEMENTS:**

- \_\_\_ 1. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers and other storm water control facilities.
- \_\_\_ 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. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.

**EROSION AND SEDIMENTATION CONTROLS:**

- \_\_\_ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities.
- \_\_\_ 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.
- \_\_\_ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoil storage areas.

- \_\_\_ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction.

**WATER DISTRIBUTION SYSTEMS:**

- \_\_\_ 1. The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures in accordance with the City Standards and Details and Specifications.
- \_\_\_ 2. The existing and proposed location of fire hydrants, valves, meters and other fittings.
- \_\_\_ 3. Design details showing the connection with the existing City water system.
- \_\_\_ 4. The specific location and size of all water service connections for each individual lot.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed water distribution system.

**WASTEWATER COLLECTION SYSTEMS:**

- \_\_\_ 1. The layout, size and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures, in accordance with all current City standards, specifications, and criteria for constructions of wastewater systems.
- \_\_\_ 2. 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, drops, turns, and station numbers at fifty (50) foot intervals.
- \_\_\_ 3. Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.
- \_\_\_ 4. Detailed design for lift stations, package plants or other special wastewater structures.
- \_\_\_ 5. Attendant documents containing any additional information required to evaluate the proposed wastewater system, and complete an application for State Health Department approval.

**TRAFFIC CONTROL AND STREET LIGHTS AND SIGNS:**

- \_\_\_ 1. The location, size, type and description of street lights according to City Standard Details and Specifications
- \_\_\_ 2. The location, size, type and description of street signs according to City Standard Details and Specifications
- \_\_\_ 3. 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.
- \_\_\_ 4. Provide City of Leander street sign detail. (The developer is required to purchase two logos per sign at a cost of \$4.00 for each logo.)
- \_\_\_ 5. The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications.

**SIDEWALKS:**

- \_\_\_ 1. The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.
- \_\_\_ 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.

**TREES:**

- \_\_\_ 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.

**DESIGN CRITERIA:**

- \_\_\_ 1. Final design criteria, reports, calculations and all other related computations.

**COST ESTIMATES:**

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

***Do Not Write Below – Staff Use Only***

Accepted for Processing by: \_\_\_\_\_ Date: \_\_\_\_\_