



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

Project Name: _____

Submittal Date: _____

File #: _____
 (City will assign)

CONCEPT PLAN

APPLICATION & CHECKLIST

PLEASE SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO SUBMIT THIS APPLICATION:

Ellen Pizalate
 Planning Coordinator
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 Senior Planner
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 Planner
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INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Use the most current form from the City's website (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 plan.
- ***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.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

Submit the following items to the Planning Department or include on the Concept Plan:

- ___ 1. Completed and signed application/checklist. (NOTE: An appointment is REQUIRED to submit this application unless the owner requests postponement of action until all staff comments are addressed—see last page of application)
- ___ 2. Nineteen (19) sets of prints of the concept plan – **24" X 36"** Collated and folded into fourths (9" x 12") with the name of the subdivision showing. (Original is not submitted.)
- ___ 3. One (1) 11" x 17" set of prints of the concept plan.
- ___ 4. ___ a. A tax map or maps highlighting the subject property and showing the line extending 200 feet from the perimeter of the subject property.
 ___ b. A computer printout from the appraisal district listing property owners within 200 feet of the property.
 ___ c. One set of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) with any part located within 200 feet of the subject property.
 ___ d. County short ID # of subject property _____.
- ___ 5. Copy of deed showing current ownership.
- ___ 6. A letter identifying proposed source of water/wastewater utilities and if annexation is proposed.
- ___ 7. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.
- ___ 8. Is this plan subject to an approved PUD, or development agreement? (Y/N) If yes, provide a copy.
- ___ 9. If the plan triggers a TIA (projected to generate 2,000 average daily trips or more), provide a copy of the TIA (see criteria below), or a request to pay a fee in lieu.
- ___ 10. Copy of park proposal (if residential development is proposed).
- ___ 11. Copy of certified tax certificate.
- ___ 12. Submit a recent Title Commitment (within one year).
- ___ 13. AFTER approval of the plan submit a AutoCAD or GIS digital file.
- ___ 14. Filing Fee (calculation listed below).

FILING FEE CALCULATION:

Filing Fee:	\$ 400.00
\$6.00 per lot or acre or portion thereof (whichever is greater):	\$ _____
Owner Notification Fee – \$5.00 per owner notification:	\$ _____
Notification Sign – \$30.00 per sign (1 sign at edge of the roadway frontage with signs no more than 300' apart along frontage):	\$ _____
Fire Code Review Fee:	\$ 50.00
Professional Recovery Fee*:	\$ 250.00
TOTAL FEE (due at the time of application submission):	\$ _____

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.

(Check One):

___ I, the owner, hereby request that this application be placed on the agenda for final action at the first available Planning & Zoning Commission Meeting even if I have not addressed all staff comments. I realize this could result in a disapproval of my application.

___ I, the owner, hereby request that this application not be placed on a Planning and Zoning Commission Agenda for final action until I have addressed all staff comments.

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. I acknowledge that I will be required to pay an engineering review fee for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:

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. I acknowledge that an engineering review fee will be required for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:

Signature

Name (printed)

Date

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

GENERAL INFORMATION

- ___ 1. Names, addresses and phone and fax numbers of the developer, record owner, and authorized agents (engineer, surveyor, land planner, etc.)
- ___ 2. Proposed name of the development, date revised and/or prepared, north indicator, scale labeled on plan (1" = 100', or if plan is too large for a 24" X 36" sheet, 1" = 200')
- ___ 3. Location sketch on front sheet. (Recommend USGS 7.5 minute quadrangle map.)
- ___ 4. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.
- ___ 5. 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.
- ___ 6. Topographic contours at ten (10) foot intervals or less.
- ___ 7. Proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.
- ___ 8. Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated:
 - ___ a. number of LUE's required for each category of lots; and
 - ___ b. the traffic volume to be generated by all proposed development other than single-family.
- ___ 9. Proposed and existing arterial and collector streets to serve the general area with ROW widths labeled. Does subdivision comply with the City of Leander Roadway Plan? (Y/N) If no, provide a letter of explanation. Adjacent boundary streets have adequate ROW.
- ___ 10. Location of sites for parks, schools and other public uses, and all areas of common ownership.
- ___ 11. A proposed phasing plan for the development of future sections.
- ___ 12. 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.
- ___ 13. 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.
- ___ 14. 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.
- ___ 15. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.
- ___ 16. Approximate boundaries, development density and anticipated timing of proposed phases of development.
- ___ 17. 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.
- ___ 18. 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.
- ___ 19. Provide an estimate of average daily trips to be generated by this development and include land use assumptions. Utilize assumptions that reflect land uses with the higher trip generation rates. If the proposed development generates traffic in excess of 2,000 average daily trips (based on the ITE Trip Generation Manual), provide one of the following:
 - a) Provide the following note for single family or two family development:
At the time of final plat, the applicant will provide a payment to the City in the amount of \$126 per residential unit.
 - b) Provide the following note for other than single family or two family development:
At the time of site development permit, unless a new traffic analysis for the development as proposed in the concept plan indicates that average daily trips are estimated below 2,000, the applicant will provide a payment to the City in the amount of \$126 per peak hour trip projected to be generated by the development.

OR

c) A registered professional engineer is required to prepare a TIA after meeting with City staff to determine the geographic area to be included. The TIA is prepared to meet the criteria of the Transportation Criteria Manual and the City of Leander Roadway Adequacy Ordinance and includes the following:

- Trips to be generated by the proposed development
- Assignment of such trips to the road network analyzed
- The capacity of affected thoroughfares before and after the proposed development
- Specific recommendations for thoroughfare improvements and traffic control modifications needed to mitigate the traffic from the proposed development
- The development project's proportionate share of the costs of such improvements and modifications

* In the event a TIA is required, the following review fees apply:

- \$800.00 review fee plus \$100.00 per page or portion thereof (8.5"X11" pages, 12 pt font)
- Please note, only half of this fee is charged if the application is reviewed by an outside consultant for the City and such fee is recovered with professional recovery fee.

PARK PLAN (This plan is required only if the development proposal includes residential uses):

___ 1. Choose one of the following five options, complete the information for that option and include this information on the face of the Concept Plan. Please note that the option proposed may or may not be acceptable, or a hybrid of options may be negotiated. Please contact the Director of Parks & Recreation to explore the available options and identified *Parks, Recreation & Open Space Master Plan* priorities.

- OPTION ONE:** Land Dedication: (3.50 acres per 100 dwelling units) + Park Improvements Fee (\$350 per dwelling unit)
$$\frac{\text{_____}}{\text{(number of dwelling units)}} \div 100 \times 3.50 = \frac{\text{_____}}{\text{(proposed public park acreage)}}$$
$$\text{_____} \times \$350 = \frac{\text{_____}}{\text{(proposed park improvements fee)}}$$
- OPTION TWO:** Land Dedication: (3.50 acres per 100 dwelling unit) + Park Improvements (A minimum of \$350 per dwelling unit must be spent on park improvements that meet City specifications)
$$\frac{\text{_____}}{\text{(number of dwelling units)}} \div 100 \times 3.50 = \frac{\text{_____}}{\text{(proposed public park acreage)}}$$
$$\text{_____} \times \$350 = \frac{\text{_____}}{\text{(value of proposed park improvements)}}$$
- OPTION THREE:** Fee-in-Lieu of Land Dedication: (\$825 per dwelling unit) + Park Improvements Fee (\$350 per dwelling unit) – (Note: A fee-in-lieu of land dedication is typically approved only for short form plats, multi-family development, or if required park land is less than three acres.)
$$\frac{\text{_____}}{\text{(number of dwelling units)}} \times \$825 = \frac{\text{_____}}{\text{(proposed park land fee)}}$$
$$\text{_____} \times \$350 = \frac{\text{_____}}{\text{(proposed park improvements fee)}}$$
- OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.
$$\frac{\text{_____}}{\text{(number of dwelling units)}} \div 100 \times 3.50 = \frac{\text{_____}}{\text{(proposed private park acreage)}}$$
$$\text{_____} \times \$350 = \frac{\text{_____}}{\text{(value of proposed park improvements)}}$$
- OPTION FIVE:** Alternative Park Land Dedication and Park Improvements Plan: A customized plan that may include combinations of all other options.
$$\frac{\text{_____}}{\text{(number of dwelling units)}} \div 100 \times 3.50 = \frac{\text{_____}}{\text{(required park acreage)(proposed park acreage)}}$$
$$\frac{\text{_____}}{\text{number of dwelling units}} \times \$350 = \frac{\text{_____}}{\text{(\$ required park improvements)}} \frac{\text{_____}}{\text{(\$ proposed park improvements)}}$$

- ___ 2. If land is proposed to be dedicated based on the option selected, the land meets the following criteria:
- Land shown as public park land or trails in the *City Parks, Recreation & Open Space Master Plan* that may fall within the proposed subdivision is shown as land to be dedicated as public park land.
 - The dedicated land forms a single parcel or tract of land at least three (3) acres in size.

- At least fifty percent (50%) of the perimeter boundary of the park is provided with street frontage.
- Park land is proposed to be reasonably located near the geographic center of the development, within an area identified on the *City Parks, Recreation & Open Space Master Plan*, at the edge of a development so that additional land may be added at such time as adjacent land is developed, in an area that protects rare, unique, endangered, historic or other significant natural areas and/or provides linkage to parks, schools or public places, or areas that preserve the natural character of the surrounding environment.
- The developer proposes to restore and stabilize any disturbed soil and establish vegetative cover.
- If land is being dedicated for trail corridors, the natural character of the trail corridor is proposed to be preserved.
- If the land identified on the *City Parks, Recreation & Open Space Master Plan* exceeds the amount of land required for park land dedication, the remainder of the land not required for dedication may be shown as a reserve park lot to be purchased by the City, or, if approved, credit may be counted toward the required park improvements fee in an amount equal to the fee in-lieu value of the remaining land.
- Land within the one hundred (100) year flood plain and land that has greater than 15% slope do not constitute, in total, more than fifty percent (50%) of the land dedication requirement. In addition, for every acre of land dedicated for park land within the one hundred (100) year flood plain, or having a slope greater than 15%, only one-half (1/2) acre of park land dedication credit is provided. (Lands within an inundation easement falling outside of the one hundred (100) year flood plain may constitute up to one hundred percent (100%) of the land dedication requirement if such land remains undisturbed and in a pre-development condition, and if such land is not utilized for another public purpose.)

- ___ 3. If park improvements are proposed, the improvements meet the following criteria:
- Proposed park improvements are listed on the concept plan with the approximate value of each improvement. The total value of amenities and improvements is at least \$350 per residence.
 - A note is shown on the concept plan indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.

- ___ 4. 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 shall be adequately provided for by recorded written agreement, conveyance, and/or restrictions.
 - 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.

- ___ 5. 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 \$825 per residential unit, or additional park improvements in that amount. [Example: If twenty acres is required to be dedicated as park land, and the applicant proposes seventeen and one fourth acres, this would amount to a park land deficiency of 3.50 acres. 3.50 acres is the equivalent of 100 residential units worth of park land dedication. The fee in lieu of park land dedication is equivalent to \$825 per unit. Therefore, the fee-in-lieu amount or the increased amount of park improvements would be by $100 \times \$825 = \$82,500$.]
 - 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. [Example: If \$500,000 worth of park improvements are required, and the applicant proposes \$417,500 worth of improvements, this would amount to a \$82,500 deficiency in park land improvements. Dividing this number by the fee in lieu value of park land required per lot (\$825) yields 100 units ($\$82,500 / \$825 = 100$). The park land requirement for 100 units is 3.50 acres. Therefore an additional 3.50 acres of land would be dedicated in lieu of the \$82,500 of improvements.]

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____ Date: _____