DEVELOPMENT GUIDE

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CITY OF LEANDER

REVISED 10/17/2012

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SIGNAGE AFFIDAVIT

RESIDENTIAL BUILDING PERMIT APPLICATION

COMMERCIAL BUILDING PERMIT APPLICATION

INTRODUCTION

Purpose

The purpose of this Development Guide is provide general guidance through the land development process in the City of Leander. However, this guide is not intended to provide every requirement or technical detail of each phase of land development. This guide is intended to help you understand the various requirements and secure the appropriate land entitlements to develop a property.

Overview

The City of Leander's standards, policies, and regulations associated with land use and development are created in order to ensure the health, safety, and welfare of the citizens, while protecting the property rights of the land owners. This guide is intended to assist you through the required processes in order to ensure that you can complete your project successfully and in full compliance with the City regulations.

The Development Process includes the following:

1. Proper zoning for the proposed use of the property. Rezoning may be required if the proposed development is not feasible under the current zoning
2. Platting of the property, unless the property is already platted or is grandfathered.
3. Site Development Permit and Certificate of Completion.
4. Building Permit and Certificate of Occupancy

The number of steps in the process are dictated by the current status of the property as well as your development plans and existing circumstances. In order to determine what steps must be taken to complete your project it is very helpful to schedule a pre-development meeting with City Staff. The purpose of this meeting is to discuss your proposed project and receive feedback from City Staff regarding the submittal process and requirements. This guide will provide a basic overview of the timing of the different processes and hearings that must be completed prior to development. Furthermore, there will be an explanation of the development and submittal processes as well as the various Commissions and public hearings.

Planning Department
City of Leander
P.O. Box 319
Leander, Texas 78646
(512) 528-2750
www.leandertx.gov

THE PRE-DEVELOPMENT PROCESS

The City of Leander uses a Pre-Development meeting as a means of providing a one-on-one dialogue with the primary personnel responsible for reviewing and permitting your project. Topics of discussion during this meeting include your general plans, needs, constraints, and goals for your development. The more intricate development projects are often affected by multiple City ordinances and requirements of various departments within the City. In this meeting, City Staff will provide you with the code requirements that are applicable to your development. This meeting will provide City Staff with the opportunity to explain the required processes for your project, supply you with the applicable applications and checklists, and answer any questions you might have. The City of Leander strives to assist applicants by providing all of the City's expectations and requirements to the applicant. This meeting is intended to provide the applicant with necessary information for an efficient and effective development experience.

Looking for preliminary information on how to start a project?

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Call or visit the Planning Department and discuss your proposed development.

↓

Schedule a pre-development meeting.

↓

Attend a pre-development meeting and bring as much information about the project as possible.

↓

Follow the development steps as discussed in the pre-development meeting.

THE PRE-DEVELOPMENT PROCESS

FREQUENTLY ASKED QUESTIONS

1. **I am not sure what I would like to develop. I am looking for some preliminary information on how to proceed or get additional information.**
   Call or visit the Planning Department. The Planning Department staff will provide you with direction and help answering any preliminary questions you might have.

2. **I want to skip the pre-development meeting and move forward with the plan submittal process.**
   While the pre-development meeting is not mandatory, please be advised that the meeting will help you move through the process more efficiently.

3. **What information should I bring to the pre-development meeting?**
   Bring as much information as possible. The more information you have, such as surveys, site plans, plats, etc. the quicker City Staff can determine how to best assist you.

4. **How do I schedule a pre-development meeting?**
   Contact the Planning Department by calling (512) 528-2750.

5. **When and where are the pre-development meetings held?**
   The pre-development meetings are held in the Planning Conference Room located at 104 N. Brushy Street on Mondays at 3:00 p.m. In the event that Monday is a holiday, the meetings are held during the first working day of the week.

6. **How long does it take to get through the development process?**
   The length of the development process depends on the number of required steps.

7. **What is the cost of the development process?**
   The cost of the development process is dictated by the size of the project and the number of steps required. The Appendix includes the different applicants and the fees for development.

DEVELOPMENT PROCESS

Is the Property Zoned for the Proposed Use?

YES

NO

Zoning Amendment Process p.14-17

Is the Property Platted?

YES

NO

Subdivision Process p.18-26

Does an approved Site Development Permit exist?

YES

NO

Site Development Permit Process p.27-28

Have you obtained Building Permits?

YES

NO

Building Permit Process p.29

Does the structure have a Certificate of Occupancy?

YES

NO

Certificate of Occupancy Process p.30

DEVELOPMENT PROCESS

DEVELOPMENT PROCESS REVIEW BODIES

PROCESS	CITY COUNCIL	P&Z	ZBA	CITY STAFF	PUBLIC HEARING	NOTICES
SUBDIVISION ORDINANCE						
Preliminary Plat	-	F	-	RR	Yes	Yes
Final Plat	-	F	-	RR	Yes	Replat Only
Short Form Final Plat	-	F	-	RR	Yes	Replat Only
Amended Plat	-	-	-	F	No	No
Concept Plan	F	R	-	RR	Yes	Yes
Construction Plans	-	-	-	F	No	No
COMPOSITE ZONING ORDINANCE						
Building Permit	-	-	-	F	No	No
Certificate of Occupancy	-	-	-	F	No	No
Site Development Permit	-	-	-	F	No	No
Certificate of Completion	-	-	-	F	No	No
Special Use Permit	F	R	-	RR	Yes	Yes
Subdivision Variance	-	-	F	RR	Yes	Yes
Zoning Variance	-	-	F	RR	Yes	Yes
Zoning Amendments	F	R	-	RR	Yes	Yes

KEY
P&Z=Planning & Zoning Commission
ZBA=Zoning Board of Adjustment
F=Final Approval
R=Recommendation
RR=Review/Report

CITY GOVERNMENT / STAFF

MAYOR & CITY COUNCIL

The City Council of the City of Leander meets the first and third Thursday of each month at 7:00 p.m. unless otherwise published. The City Council is made up of six members and a mayor that each serve a 3-year term.

The City Council responsibilities include:

- Legislative functions of the City
- Establishing the tax rate
- Approving the budget
- Planning for capital improvements
- Adopting city ordinances
- Selecting citizens to serve on City boards and commissions
- Approving the issuance and selling of municipal bonds
- Purchasing and selling property
- Hiring the City Manager
- Working closely with the City Manager to formulate the City's annual program

Meeting Times & Dates: First & Third Thursday of Each Month
Pat Bryson Municipal Hall
201 N. Brushy Street
Leander, Texas 78646

Council Members:

Christopher Fielder	Mayor, Place 7 Member	Term Expires 05/2015
Michell Cantwell	Mayor Pro-Tem, Place 4 Member	Term Expires 05/2015
Andrea Navarrette	Place 1 Member	Term Expires 05/2013
Kirsten Lynch	Place 2 Member	Term Expires 05/2015
Simon Garcia	Place 3 Member	Term Expires 05/2013
Jason Dishongh	Place 5 Member	Term Expires 05/2013
David Siebold	Place 6 Member	Term Expires 05/2015

Final Action:

- Concept Plan Applications
- Special Use Permit Applications
- Zoning Amendment Applications
- Annexations
- Development Agreements
- Ordinance Amendments
- Appeals of Planning & Zoning Commission action on subdivision applications

CITY GOVERNMENT / STAFF

PLANNING & ZONING COMMISSION

The Planning and Zoning Commission of the City of Leander meets the second and fourth Thursday of each month at 7:00 p.m. unless otherwise published. The Commission is made up of seven members that each serve a 3-year term.

Established by state law, the Planning and Zoning Commission's function is to study proposed developments that may have an impact on the community's growth and environment. This Commission ensures that proposed developments will meet the City of Leander's technical, environmental, and aesthetic standards. The Commission holds public hearings as required by state law to review subdivision and zoning applications to ensure that they comply with the City's regulations for development.

Meeting Times & Dates: Second & Fourth Thursday of Each Month
Pat Bryson Municipal Hall
201 N. Brushy Street
Leander, Texas 78646

Commission Members:

Chris Tovar, Chairman	Place 2 Member	Term Expires 10/2015
Betty Saenz, Vice Chairman	Place 6 Member	Term Expires 10/2015
Michelle Stephenson	Place 1 Member	Term Expires 10/2013
Ronald Abruzzese	Place 3 Member	Term Expires 10/2013
Sid Sokol	Place 4 Member	Term Expires 10/2015
Richard Allen	Place 5 Member	Term Expires 10/2013
Jeff Seiler	Place 7 Member	Term Expires 10/2015

Jim Bechtol	Development Services Director, Staff Representative
Ellen Pizalate	Secretary

Recommendations to City Council:

- Concept Plan Applications
- Special Use Permit Applications
- Zoning Amendment Applications

Final Action:

- Preliminary Plat Applications
- Final Plat Applications
- Short Form Plat Applications
- Subdivision Variance Applications
- Sign Variance Applications

ZONING BOARD OF ADJUSTMENT

Established by Article 211.008 of the Local Government Code, the Zoning Board of Adjustment is a quasi-judicial board that hears variance requests, appeals based on error, and special exceptions as identified in the City's Zoning Ordinance. The five (5) member board meets the first Monday of the month when needed, at 7 p.m. in the Pat Bryson Municipal Hall at 201 North Brushy. The Board receives staff support from the Building & Inspections Department and the Planning Department.

In deciding the variance petition, the Zoning Board of Adjustment is required to apply the following criteria in order to grant a request for a variance:

1. There are special circumstances or conditions arising from the physical surroundings, shape, topography or other feature affecting the land subject to the variance petition, such that the strict application of the provisions of the Zoning Code to the development of the application would create an unnecessary hardship or inequity upon or for the petitioner, as distinguished forma mere inconvenience, in developing the land or deprive the petitioner of the reasonable and beneficial use of the land.
2. The circumstances causing the hardship do not similarly affect all or most properties in the vicinity of the petitioner's land.
3. The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
4. Granting the variance petition will not be detrimental to the public health, safety or welfare, or injurious to other property within the area.
5. Granting the variance petition will not have the effect of preventing the orderly use and enjoyment of other land within the area or adversely affect the rights of owners or residents of surrounding property.
6. The hardship or inequity suffered by the petitioner is not caused wholly or in substantial part by the petitioner.
7. The request for the variance is not based exclusively on the petitioner's desire for increased financial gain from the property, or to reduce an existing financial hardship.
8. The degree of the variance requested is the minimum amount necessary to meet the needs of the petitioner.

Board Members:

Gil Debner	Term Expires 07/2014
Tim Luke	Term Expires 07/2014
Mary Orton	Term Expires 07/2014
Antonio Martinez	Term Expires 09/2013
Jason Anderson	Term Expires 07/2014
Janet Gallagher	Building Official—Staff Representative

Final Action:

- Zoning Variance Applications
- Appeal of Zoning Rule Decision by Administrative Officer

CITY GOVERNMENT / STAFF

CITY STAFF

The City Staff is responsible for the review and processing of development applications. Staff facilitates the administration of the Composite Zoning Ordinance and the Subdivision Ordinance for the City of Leander.

Review / Report to Planning & Zoning Commission:

- Preliminary Plat Applications
- Final Plat Applications
- Short Form Plat Applications
- Special Use Permit Applications
- Zoning Amendment Applications

Review / Report to City Council:

- Concept Plan Applications
- Special Use Permit Applications
- Zoning Amendment Applications

Review / Report to Zoning Board of Adjustment:

- Zoning Variance Applications
- Appeal of Zoning Rule Decision by Administrative Officer

Final Action:

- Amended Plat Applications
- Subdivision Construction Plan Applications
- Site Development Permit Applications
- Certificate of Completion Applications
- Building Permit Applications
- Certificate of Occupancy Applications

CITY DEPARTMENTS:

Engineering Department

The City Engineering staff works in conjunction with outside agencies including the Texas Commission on Environmental Quality, the Texas Department of Transportation, Lower Colorado River Authority, and Brushy Creek Regional Utility Authority.

The department reviews construction plans for subdivision infrastructure in accordance with the City Construction Specifications and Standards, the Transportation Criteria Manual, and the Drainage Criteria Manual. Other responsibilities include the design, inspection and contract administration relating to new development projects, water systems, sewer systems, streets, traffic control and drainage facilities.

Common Services:

- Addressing
- Drainage & Floodplain Issues
- Maps and GIS
- Placement of Driveways
- Street Design
- Utility Availability & Design

Fire Department—Building Inspections & Permits Department

The Building Inspection Department is responsible for the issuance and inspection of all building construction related permits, as well as the issuance of Certificates of Occupancy.

Common Services:

- Permits
- Building Codes
- Contractor / Project Licensing
- Commercial Building Permit Application Submittals
- Residential Building Permit Application Submittals
- Signage Requirements
- Annual Fire Inspections
- Permit Statistics
- Code Enforcement
- Certificate of Occupancy

Parks & Recreation Department

The Leander Parks & Recreation Department (PARD) operates seven parks totaling 119 acres and maintains street rights-of-way, medians and municipal properties.

Common Services:

- Parkland Dedication
- Sidewalks & Trail Systems Review

Planning Department

The Planning Department provides comprehensive land use services, both to the public and to the City, in support of the preservation, assistance and regulation of development in the City of Leander and its Extra Territorial Jurisdiction (ETJ). The department's goal is to ensure and enhance the quality of life in the community while accommodating growth and development, and to provide for orderly, safe and healthful development for the community.

1. Oversees the current, long-range and regional planning issues of importance to Leander and the surrounding region.
2. Provides information on development standards to those wishing to develop property within the City or ETJ.
3. Provides for the preservation of neighborhoods through ordinance compliance.

4. Maintains and updates the City's various maps including Zoning, City Limits and ETJ, Roadway Plan, TOD Transect.
5. Provides staff support to the Planning & Zoning Commission, City Council, Board of Adjustments and other citizen advisory committees by providing public information, reviews, recommendations, and preparation of reports.
6. Administers the zoning, subdivision and site development processes.

Common Services:

- Annexation
- Landscaping Regulations
- Population Projections
- Site Development
- Subdivision Development
- Zoning Regulations

Urban Design Officer

Common Services:

- Transit Oriented Development
- Comprehensive Plan

ZONING

IMPORTANCE OF ZONING

Zoning is an important responsibility of a municipal government and is authorized by state law under the police powers of the City to control nuisances. Zoning allows the local government to regulate the development and use of land within its jurisdiction through the establishment of districts. The city regulates land use, site conditions, and architectural standards with zoning districts. The intent of zoning is to protect health, safety, and welfare of the public as well as preserve the development rights of private land owners. In addition, zoning plays a major role in the preservation of existing neighborhoods as well as in the development of new neighborhoods. Through the zoning process, the City of Leander strives to promote compatible land use patterns and minimize conflicts between uses.

FLEXIBILITY OF COMPOSITE ZONING

The City of Leander adopted the Composite Zoning Ordinance on September 1, 2005. This innovative zoning ordinance provides three different zoning components for each zoning district including a use component, a site component, and an architectural component. These components allow for a greater potential to mix land uses rather than compartmentalizing single use neighborhoods physically separated from each other and accessible only by car. Composite zoning also places a higher priority on site and architectural standards. By creating zoning districts with multiple components, it is easier to zone property for compatibility with adjacent properties. Composite Zoning also helps reduce the number of use districts and rezoning requests. Reducing the number of use districts increases use flexibility within each use district. Since use components, site components, and architectural components can be combined in multiple combinations, composite zoning provides more options for development standards so that the appropriate standards can be applied to a particular site. This is referred to as contextual zoning.

Leander's Composite Zoning Ordinance received the "Innovative Planning Award" from the Central Texas Section of the American Planning Association and the "Current Planning Award" from the Texas Chapter of the American Planning Association.

PERMITTED USES

The first step in determining whether or not a proposed use is permitted is to identify the current zoning of a property. The zoning district can be found on the zoning map located

on the City's Website or by calling the Planning Department.

The next step is to review the land use matrix to determine what uses are permitted in the current zoning district. The matrix includes a list of uses along the left hand side across the top of the matrix there is a column for each zoning district. If there is a "P" in the column where the zoning district and proposed use meet then the use is permitted within the zoning designation. A more complete list of permitted uses for each district is located in Article III of the Composite Zoning Ordinance.

As explained above the City of Leander's Composite Zoning Ordinance has three components: a use component, a site component, and an architectural component. To determine what site and architectural features apply to the district, refer to Article V—Site Components and Article VII—Architectural Components of the Composite Zoning Ordinance and review the applicable standards. For instance, if a property is zoned GC-3-C (General Commercial), the site standards are Type 3 and the architectural standards are Type C. A Planner is available to assist you with making this determination.

CHANGING YOUR ZONING DESIGNATION

The zoning of a property may be changed to accommodate a proposed use for a property that conflicts with the allowable uses or standards determined by the zoning district. A zoning change may be necessary to:

- Change the use component
- Change the site component
- Change the architectural component
- Request a Planned Unit Development (PUD)
- Request a Special Use Permit (SUP)

Applicants interested in changing the zoning of a property may schedule a meeting with staff to discuss the project proposal and submit the application. The zoning application will be reviewed by City Staff and scheduled for a public hearing before both the Planning and Zoning Commission and the City Council. The Planning and Zoning Commission will review the request and make a recommendation that will be forwarded to the City Council. The City Council will then review the recommendation and make a final decision.

ZONING

FREQUENTLY ASKED QUESTIONS

1. **How can I find out what my property is zoned?**
   The City zoning map is available on the City's website <www.leandertx.org> or you may contact the Planning Department for assistance.

2. **What can I do to let the City know that I am either in support of or opposed to a proposed rezoning?**
   The Planning and Zoning Commission and the City Council are always seeking input on rezoning requests. You can email or mail a letter to the Planning Department or you can attend the public hearing and speak about the request.

3. **How do I find out what uses are allowed in each zoning?**
   The Composite Zoning Ordinance includes a land use matrix located on page 51. This matrix includes a list of zoning districts along the top of the matrix and land use along the side. The "P" means that the use is permitted within that particular zoning district. If there is not a "P", then the use is not permitted.

4. **What if my zoning district does not allow for the use I want to develop?**
   You will need to request a rezoning of the property or find a property that is already zoned properly for your proposed use.

5. **How long is the rezoning process?**
   The rezoning process is approximately 6-8 weeks.

6. **Is there a deadline for me to submit my zoning request?**
   No, there is not a submittal deadline. Once staff has confirmed the completeness of an application, it will be scheduled for the next available Planning and Zoning Commission and City Council public hearings. State law requires public notification to occur prior to the hearings.

7. **How does Composite Zoning help me as an applicant?**
   Composite Zoning provides several options for development standards through the use of multiple zoning components. In some cases, rezoning for a particular use may be more feasible by combining the use component with high site and architectural standards. In other cases, a lower site or architectural standard may be more feasible by combining with a more restrictive use component. Composite Zoning is very flexible and can be used much like a Planned Unit Development by customizing your zoning request to be more compatible with surrounding land uses.

8. **How much does it cost to rezone a property?**
   The cost of the rezoning depends on the size of the property. The fee schedule is available in the Appendix of the Development Guide as part of the Zoning Application.

ZONING CHANGE PROCESS FLOW CHART

Pre-Application Meeting

↓

Submit a Zoning Application

↓

Staff Review

↓

Public Notice mailed to property owners within 200 feet and published in the local newspaper

↓

Public Hearing before the Planning & Zoning Commission

Make recommendation to the City Council

↓

Public Hearing & 1st reading of the ordinance before the City Council

Vote for approval or denial of request

↓

2nd Reading of the Ordinance before City Council

FINAL Vote for approval or denial of request

↓

If the request is approved, the zoning map will be amended and the final ordinance will be mailed to the applicant.

SUBDIVISION / PLATTING

SUBDIVISION / PLATTING

Platting, or the subdivision of land, is a tool utilized to provide public infrastructure to lots including streets, utilities, and adequate drainage improvements. It is also utilized to implement various ordinances for parkland and park improvements, tree protection and other standards to promote reasonable growth within the City. This process is utilized to subdivide land prior to the development or selling of the property. During the platting stage the layout of streets, drainage improvements, and utilities are established. Platting is also used to subdivide existing platted lots which do not involve the extension of public improvements.

THE IMPORTANCE OF SUBDIVISION / PLATTING

The method in which land is subdivided, streets are planned, and lots are laid out can have a lasting effect on the physical character of the City. The system of improvements for streets, water and wastewater services, utilities, drainage, public facilities, and community amenities determine in large measure the quality of life enjoyed by the residents of the community.

WHEN TO PLAT

A plat must be prepared for a property if one of the following conditions exists:

1. A property is not currently platted or grandfathered and the owner wishes to develop.
2. The property owner wishes to subdivide the property and/or sell portions of the original tract.
3. An existing platted lot is subdivided or amended

Exemptions to the platting process can be found on pages 11 and 12 of the City of Leander Subdivision Ordinance.

SUBDIVISION PROCESS

The subdivision process consists of four steps which include the following:

1. Concept Plan
2. Preliminary Plat
3. Construction Plans
4. Final Plat

Each step of the development process has expectations that are required to be met in order for the application and any approvals to remain valid, in effect and eligible to continue to the next step of the development process.

SUBDIVISION / PLATTING

All plans and plats are submitted to the Planning Department located at 104 North Brushy Street, Leander, Texas 78641. An appointment is necessary to submit an application.

Concept Plan

A Concept Plan is required for all subdivisions of land except for Short Form Plats. The purpose of the Concept Plan is to demonstrate conformance with the City's Comprehensive Master Plan. In addition, it should also show compatibility of the proposed development with City Ordinances and the coordination of improvements within and among individually platted parcels, sections, or phases of development, prior to the consideration of a Preliminary Plat. The Planning and Zoning Commission makes a recommendation to the City Council for action on the Concept Plan. The City Council takes action on the Concept Plan.

Preliminary Plat

The Preliminary Plat provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. Unlike the Concept Plan, the Preliminary Plat does not require the approval of the City Council. However, it does require the approval of the Planning and Zoning Commission.

Construction Plans

Construction Plans are administratively approved by City Staff and consist of detailed construction drawings illustrating the location, design and composition of all public improvements identified in the Preliminary Plat. Construction Plans may be submitted for review and approval simultaneously with a Final Plat.

Final Plat

The Final Plat provides detailed graphic information and associated text indicating property boundaries, easements, streets, utilities and drainage. After the approval of the plat by the Planning and Zoning Commission, the Final Plat is then recorded at the County Courthouse.

Short Form Plat

Finally, the Short Form Plat is an abbreviated platting process that can be utilized provided that the following requirements are met:

1. No new public street improvements are necessary for each lot to access an adequate public street.
2. No improvements to the City's utilities are determined to be necessary by the City Engineer.
3. No public drainage improvements are determined to be necessary by the City Engineer.

Like a Final Plat and a Preliminary Plat, a Short Form Plat also requires approval by the Planning and Zoning Commission.

SUBDIVISION / PLATTING

FREQUENTLY ASKED QUESTIONS

1. **What is a Plat?**

   A plat is a document, prepared by a registered land surveyor or an engineer that delineates property lines and shows monuments and other landmarks for the purpose of identifying a property. It also includes dedication, approval, certification, and recording notes. Most importantly, a plat includes the provision of any needed public improvements to support the development of the property.

2. **What is the public notification process for platting?**

   At least 15 days prior to the scheduled public hearing a public notice is published in the Leander Ledger. At least 15 days prior to the public hearing property owners within 200' of the subject property are notified by mail. In addition, the applicant is required to post signs along the street frontage. The sign affidavit and information is located in the Appendix of the Development Guide.

3. **Are there any exemptions from the Subdivision Ordinance**

   Exemptions to the Subdivision Ordinance can be found on page 11 of the Subdivision Ordinance.

4. **My property is located in Leander's Extraterritorial Jurisdiction (ETJ). Am I required to submit a plat if I would like to subdivide my property?**

   Yes. If you would like to subdivide a property in the City of Leander's ETJ you are required to submit a subdivision plat.

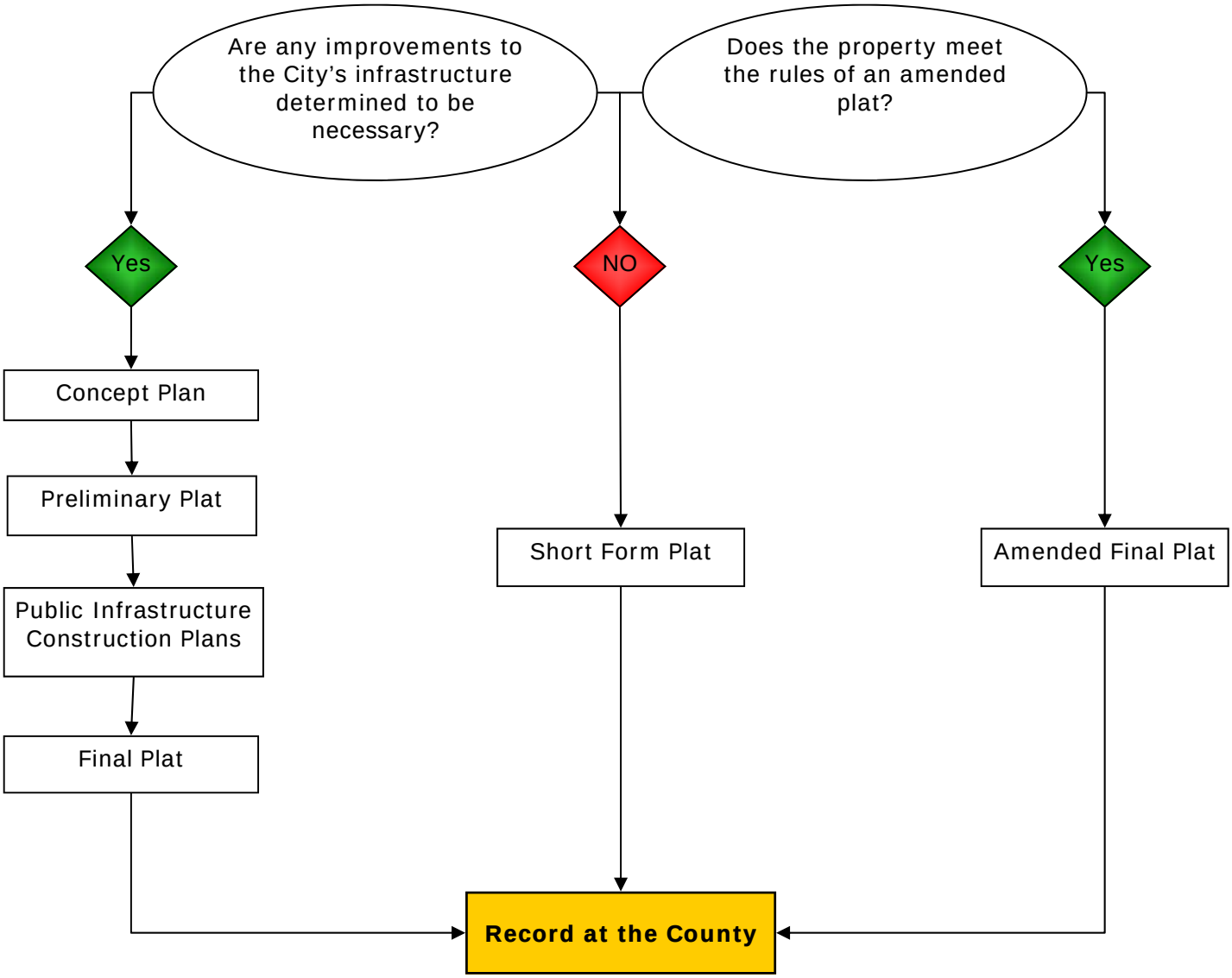
5. **How do I qualify for the short form platting process?**

   The short form platting process may be utilized only if all public infrastructure needed to serve the development is in place.

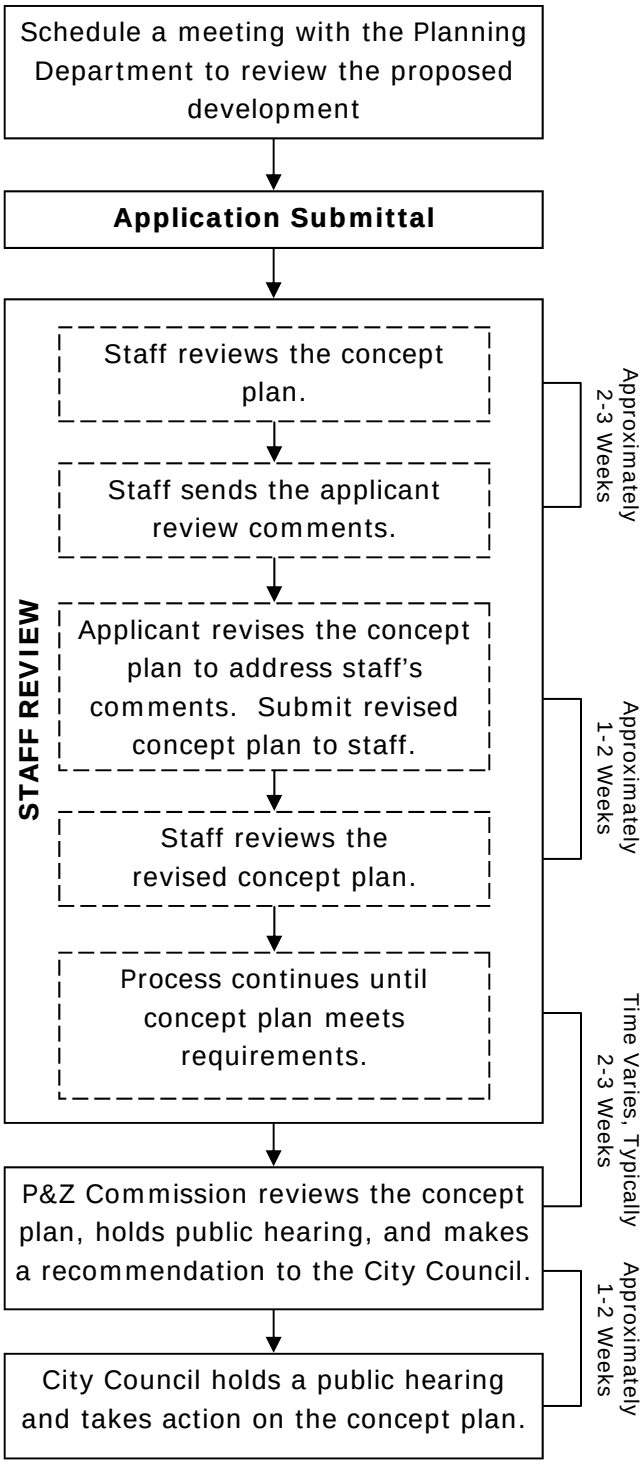
6. **My surveyor tells me that I can save money if I do my own plat processing. Is this possible?**

   Although it is possible to do your own plat processing, <u>we do not recommend this</u> unless you have done this at least several times before. If you are unfamiliar with plat processing, it will take you longer to go through the process and you will likely make mistakes. You will be a middleman between the City and the surveyor making communication more difficult. And you will not be technically prepared to address issues that arise. Mistakes can result in potential liabilities that can cost you more money in the end.

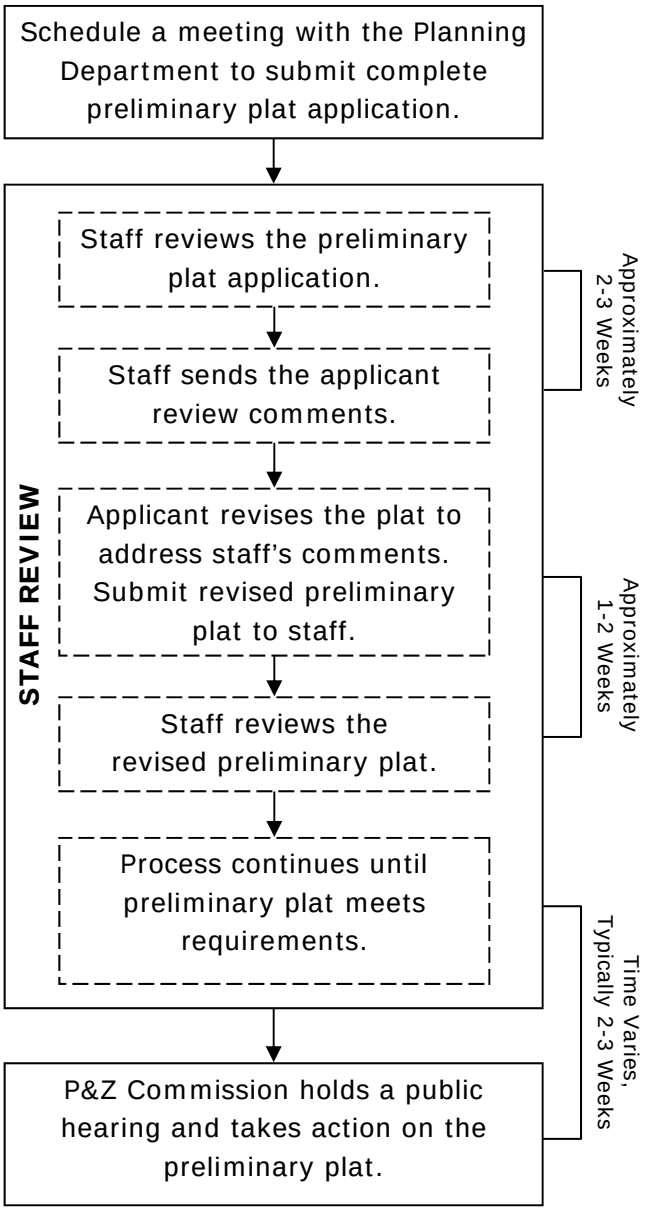
THE PLATTING PROCESS FLOW CHART



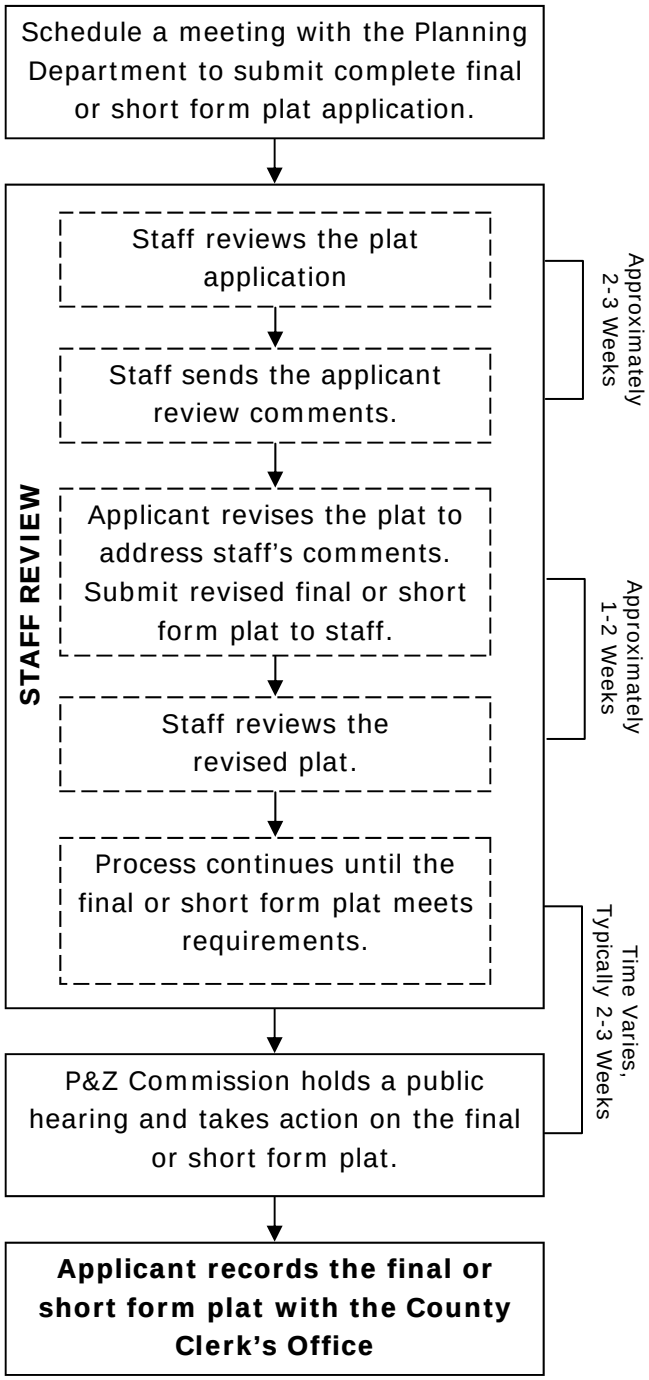
CONCEPT PLAN FLOW CHART



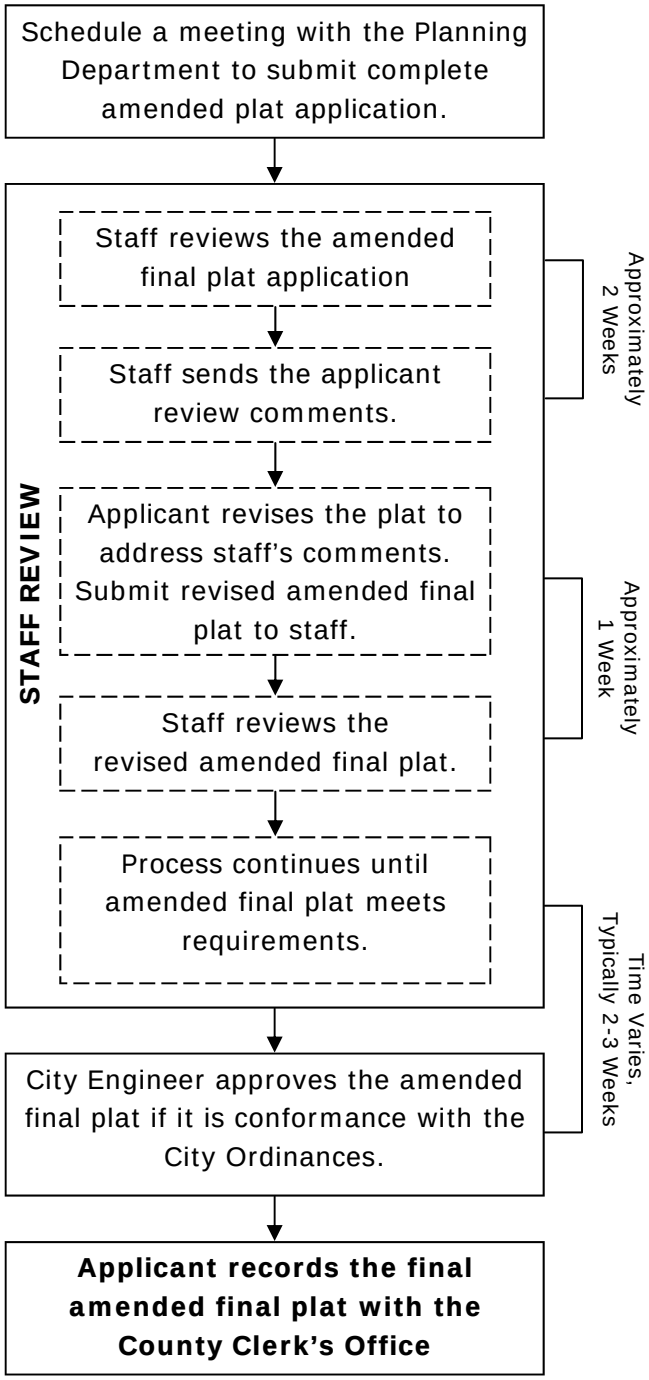
PRELIMINARY PLAT PROCESS FLOW CHART



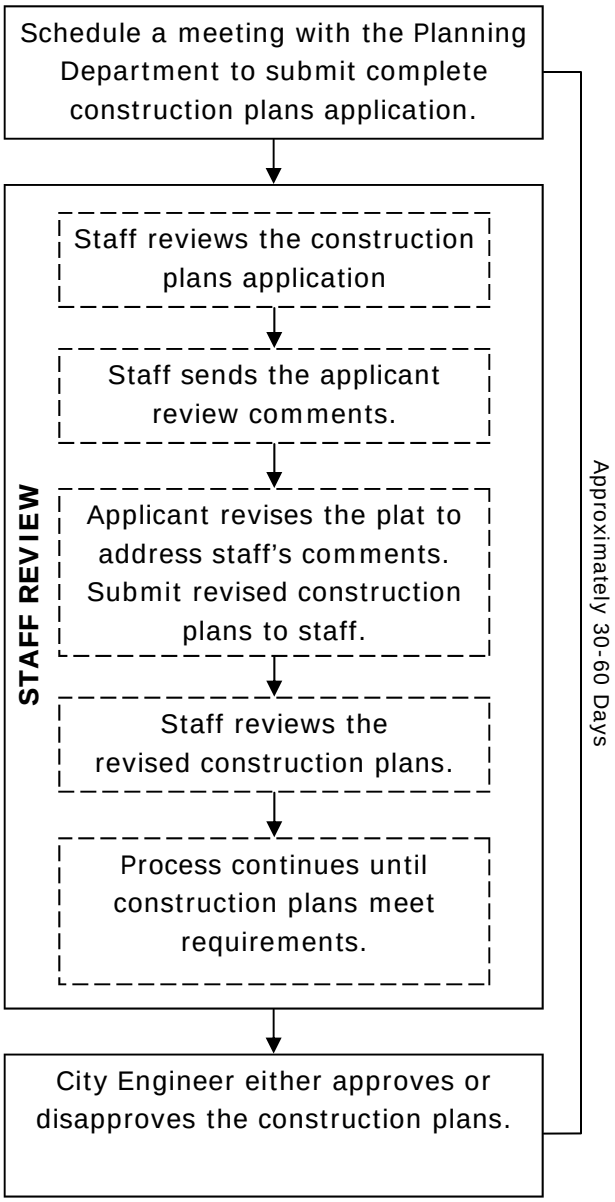
FINAL / SHORT FORM PLAT PROCESS FLOW CHART



AMENDED FINAL PLAT PROCESS FLOW CHART



SUBDIVISION CONSTRUCTION PLAN PROCESS FLOW CHART



SITE DEVELOPMENT PERMIT

During the site development process, City staff reviews all proposed site improvements including, but not limited to, zoning compliance, utility connections, traffic impact, legal lot status, building setbacks, drainage, sidewalks, landscaping, driveway locations, parking, and fire hydrants. These improvements must meet the requirements of codes, including the Composite Zoning Ordinance, Subdivision Ordinance, Fire Code, Landscaping Ordinance, Transportation Criteria Manual, and the Drainage Criteria Manual.

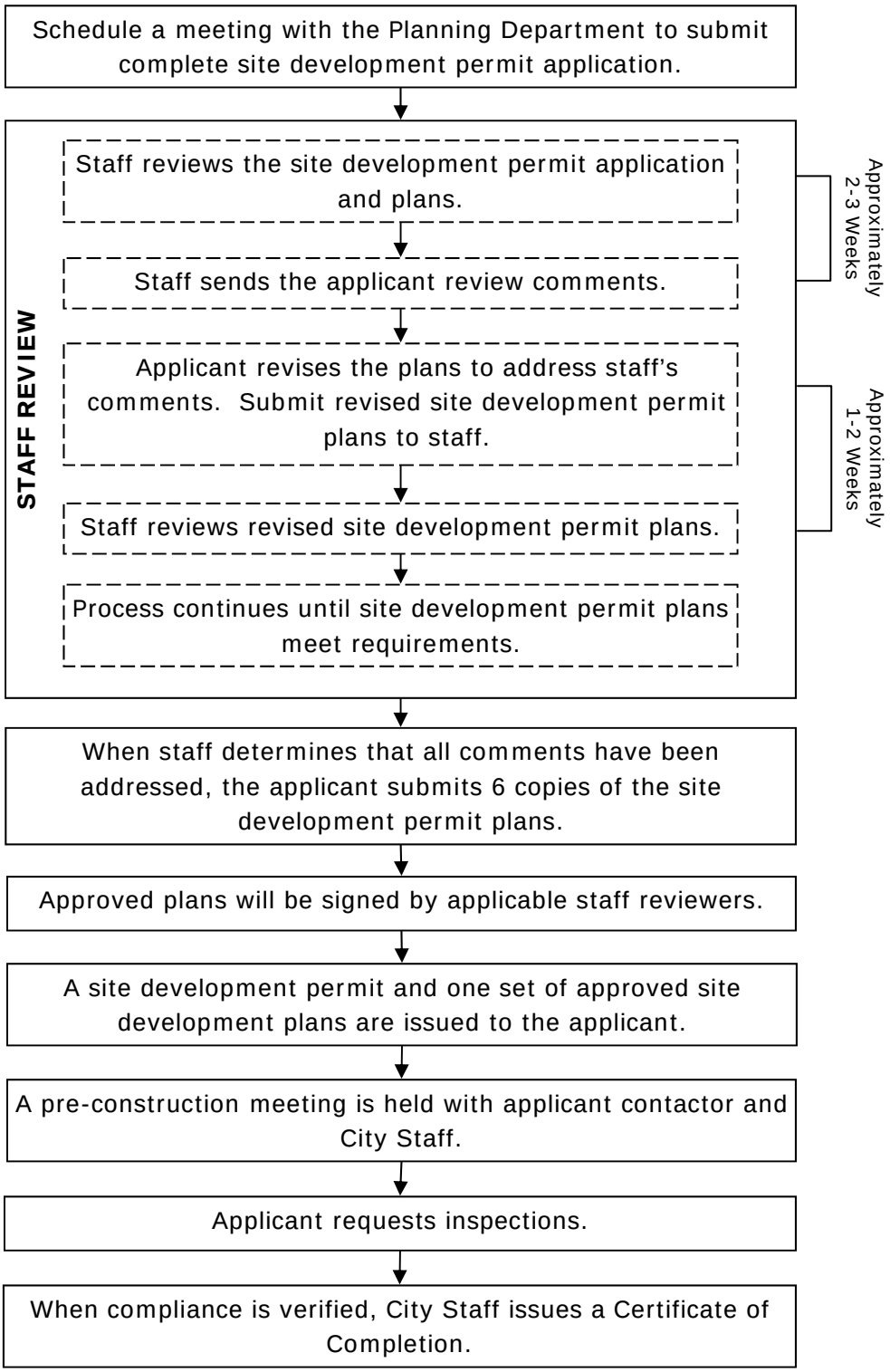
Any person who develops, or causes to be developed, property located within the City, will be required to submit a site development permit application unless one of the following exceptions apply:

1. Construction, alteration or addition to a single-family or two family residential structure, or an accessory building to any such structure.
2. Alteration or finish-out of an existing building when the alteration or finish-out does not increase the square footage of the building or change the building footprint as long as one of the following applies:
   (i) The use does not change, or if the use changes, the new use does not require more parking than is currently existing and no additional parking spaces, aisles or driveways are proposed;
   (ii) The alteration, finish-out or change of use is in compliance with all applicable codes and regulations of the city; and
   (iii) The proposal does not increase the degree of any existing non-conforming use or non conforming structure.
3. Construction of a fence, but no exception is granted by this subsection for construction of a retaining wall or for a fence that may obstruct or change the flow of water.
4. Brush clearing in compliance with the landscape and tree regulations of the city as long as only rubber-tired equipment is introduced to the site (no equipment with tracks).
5. Substantial restoration that is commenced within a period of one year of a building damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind.
6. A canopy or carport placed over existing parking spaces or other paved area.
7. Rough grading for which a permit has been issued by the City Engineer prior to beginning the rough grading.
8. Any other minor site activity similar to those listed above and approved by the Planning Department prior to beginning such site activity or work.

The site development permit application is submitted to the Planning Department. This application is a set of civil construction plans that address the proposed site improvements. The reviewing departments include Planning, Engineering, Fire, and Parks and Recreation. These departments review the plans and return comments to the applicant. The applicant revises the site development plan and the reviewing departments review the revised site development plans. The site development plans are approved administratively and are not subject to public hearings.

SITE DEVELOPMENT PERMIT

SITE DEVELOPMENT PERMIT FLOW CHART



BUILDING PERMIT

The Building Inspection Department is responsible for the issuance and inspection of all construction related permits, as well as the issuance of Certificates of Occupancy.

PERMITS

A permit is required prior to the commencement of any construction located on property within the city limits. Activities requiring permits are listed below:

- New construction (commercial and residential)
- Remodels (relocation or removal of interior walls, and/or electrical, mechanical, or plumbing)
- Additions to existing structures
- Accessory buildings and structures
- Swimming pools
- Driveways/culverts
- Signs (new or re-facing)
- Demolition
- Moving structures
- Water/wastewater connections
- Irrigation systems

Currently, properties located outside of the city limits and within the Leander ETJ are only required permits for signs and water/wastewater connections. This list is not comprehensive, so please confirm with the Building Inspection Department prior to commencing work.

BUILDING CODES

The City of Leander, as part of the City's Building Ordinance, has adopted the following building codes:2003 International Building Code

- 2009 International Building Code
- 2009 International Residential Code for One and Two-Family Dwellings
- 2009 International Mechanical Code
- 2009 International Plumbing Code
- 2009 International Fire Code
- 2009 International Fuel Gas Code
- 2009 International Energy Conservation Code
- 2009 International Property Maintenance Code
- 2008 National Electrical Code (with local amendments)

These codes can be purchased in their entirety through the International Code Council.

CONTRACTOR / PROJECT LICENSING

- All Plumbing, Electrical, and Mechanical contractors shall be licensed by the State of Texas.
- Residential contractors and remodelers shall be registered with the Texas Residential Construction Commission (TRCC).

- All general contractors and subcontractors shall be required to have an updated registration form on file with the Building Inspection Department.
- Commercial projects greater than $50,000 in costs shall be required to submit project information to the Texas Department of License and Regulation (TDLR) for architectural barriers review. The TDLR registration number is required when submitting application to the City.

COMMERCIAL APPLICATION SUBMITTALS

- Completed application for type of work to be performed
- $400.00 application fee (new construction)
- $200.00 application fee (remodels and finish-outs)
- 5 sets of plans (Engineer signature and stamp required if over 5,000 square feet)
- COMcheck energy compliance certificate (or equivalent)

General contractor and subcontractor information is not required at time of submittal but shall be on file prior to permit issuance.

All projects requiring Civil drawings and site development will be required to submit a Site Development Application and plans to the Planning Department. Civil and Architectural plans may be submitted for review at the same time however, a building permit shall not be issued until the site development has been approved.

RESIDENTIAL APPLICATION SUBMITTALS

- Completed application for type of work to be performed
- $200.00 application fee (new construction)
- 1 set of completed plans (11" x 17" minimum) Two sets are required if applicant requests an approved copy.
- Plot plan (indicating footprint of structure, property lines, easements, driveways, and adjacent streets)
- REScheck energy compliance certificate (or equivalent)

General contractor (or builder) and subcontractor information is not required at time of submittal but shall be on file prior to permit issuance.

SIGNAGE

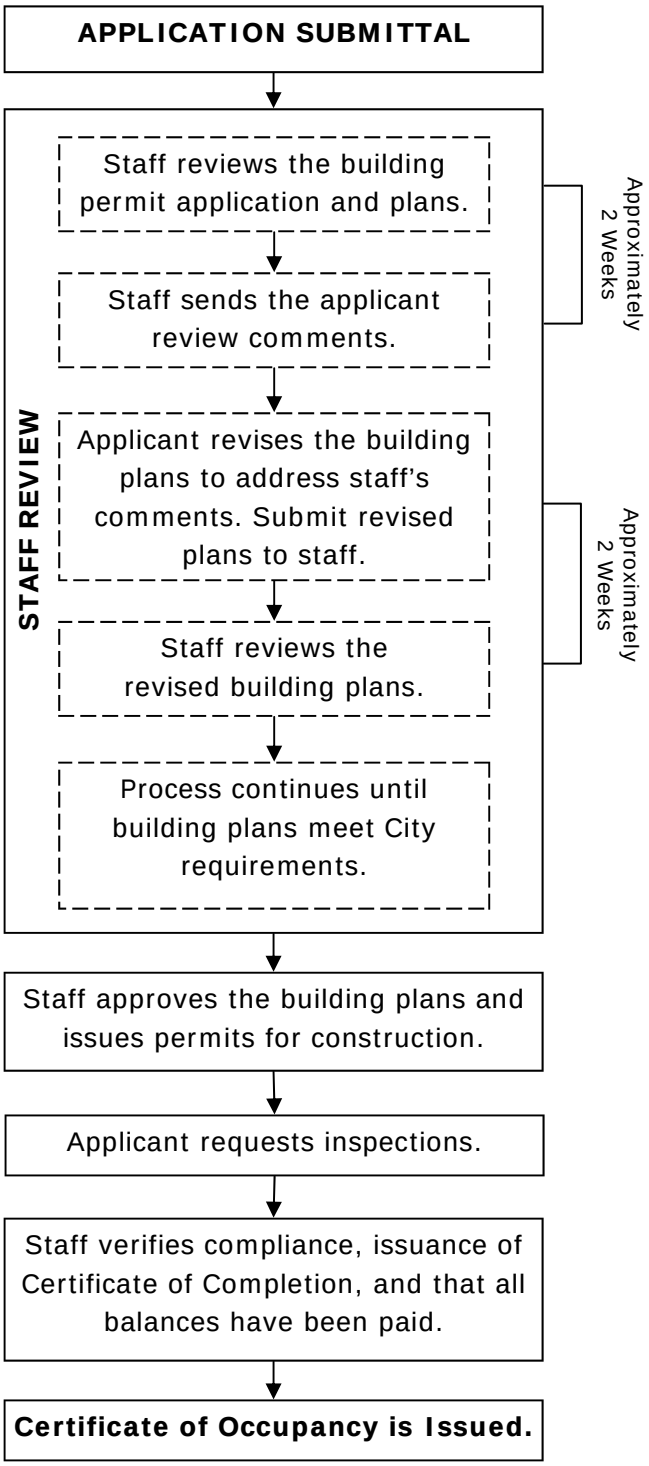
All signs erected or modified within city limits or the ETJ require the issuance of a Sign Permit as specified in the City's Sign Ordinance. The modification of an existing sign includes the changing of the face.

CERTIFICATE OF OCCUPANCY

Businesses are required to have a certificate of occupancy to conduct business within the City of Leander. There is a cost to apply for a certificate of occupancy. Upon application, inspectors will visit the location and inspect the site for code compliance and safety. Once each inspection passes, a certificate of occupancy will be issued. Please note that for commercial projects, a Certificate of Completion for site work is required prior to issuance of a Certificate of Occupancy.

BUILDING PERMIT

COMMERCIAL BUILDING PERMIT FLOW CHART



GENERAL DEVELOPMENT INFORMATION

CITY INFORMATION

City Hall Physical Address:	200 W. Willis Leander, Texas 78641
City Hall Mailing Address:	P.O. Box 319 Leander, Texas 78646
City Hall Telephone Number:	(512) 528-2700
Website:	www.leandertx.gov

CITY MANAGEMENT

City Manager:	Kent Cagle (512) 528-2724 • Fx (512) 528-2829 kcagle@leandertx.gov
Development Services Director:	Jim Bechtol (512) 528-2708 • Fx (512) 528-2829 jbechtol@leandertx.gov
City Secretary:	Debbie Haile (512) 528-2743 • Fx (512) 259-1605 debbie@leandertx.gov
Finance Director:	Robert Powers (512) 528-2724 • Fx (512) 528-2829 rpowers@leandertx.gov

DEPARTMENTS

ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Director:	Kirk Clennan (512) 528-2852 • Fx (512) 528-2833 kclennan@leandertx.gov
Economic Development Manager:	Eric Zeno (512) 528-2855 • Fx (512) 528-2833 ezeno@leandertx.gov

GENERAL DEVELOPMENT INFORMATION

ENGINEERING DEPARTMENT

City Engineer: Wayne Watts
(512) 528-2760 • Fx (512) 528-2833
w.watts@leandertx.gov

Assistant City Engineer: Terri Crauford
(512) 528-2721 • Fx (512) 528-2833
tcrauford@leandertx.gov

Associate Engineer: Michael O'Neal
(512) 528-2764 • Fx (512) 528-2833
moneal@leandertx.gov

Construction Inspector: Milton Kokel
(512) 563-7552 • Fx (512) 528-2833
m.kokel@leandertx.gov

GIS Coordinator: Sean Lafferty
(512) 528-2765 • Fx (512) 528-2833
sean.lafferty@leandertx.gov

FIRE DEPARTMENT

Fire Chief: Bill Gardner
(512) 528-1664 • Fx (512) 259-8315
bgardner@leandertx.gov

Fire Marshal: Joshua Davis
(512) 528-2847 • Fx (512) 259-8315
jdavis@leandertx.gov

Code Enforcement Officer: Joe Mudd
(512) 528-2742 • Fx (512) 528-0660
jmudd@leandertx.gov

INSPECTIONS & PERMITS DEPARTMENT

Building Official: Janet Gallagher
(512) 528-2746 • Fx (512) 259-0660
jgallagher@leandertx.gov

Sr. Building Inspector: Al Hamilton
(512) 528-2744 • Fx (512) 259-0660
al.hamilton@leandertx.gov

Building Inspector/ Plans Examiner: Monica Sanders
(512) 528-0723 • Fx (512) 259-0660
msanders@leandertx.gov

Permits Clerk: Dayna Murdoch
(512) 528-2752 • Fx (512) 259-0660
dmurdoch@leandertx.gov

Permits Clerk: Carla Woods
(512) 528-2823 • Fx (512) 259-0660
carla@leandertx.gov

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director: Steve Bosak
(512) 528-9909 • Fx (512) 528-9228
bosak@leandertx.gov

PLANNING DEPARTMENT

Planner: Robin Griffin
(512) 528-2763 • Fx (512) 528-2729
rgriffin@leandertx.gov

Planning Technician: Ellen Pizalate
(512) 528-2750 • Fx (512) 528-2729
epizalate@leandertx.gov

PUBLIC WORKS DEPARTMENT

Public Works Director: Patrick Womack
(512) 528-2640 • Fx (512) 528-2833
pwomack@leandertx.gov

Street Superintendent: Albert Wininger
(512) 259-2640 • Fx (512) 528-8421
awininger@leandertx.gov

URBAN DESIGN DEPARTMENT

Urban Design Officer: Pix Howell
(512) 528-2736 • Fx (512) 528-2833
pix@leandertx.gov

GENERAL DEVELOPMENT INFORMATION

UTILITIES

Gas:	ATMOS Energy, (512) 310-3805
Water:	City of Leander, (512) 528-2700
Electricity:	Pedernales Electric, (512) 331-8883
Television Cable:	Sudden Link Communications, (512) 930-3085
Solid Waste Services:	Al Clawson Disposal, Inc, (512) 259-1709

PUBLIC TRANSPORTATION

Commuter Train Park & Ride:	Capital Metro, (512) 639 –6200

COUNTY CONTACTS

Travis County	(512) 834-9317
Williamson County	(512) 943-1100

OTHER IMPORTANT CONTACTS

School District:	Leander Independent School District, (512) 434-5000
Leander Public Library:	(512) 259-5259
Leander Post Office:	(512) 1965
Crystal Falls Golf Course:	(512) 259-5855
Greater Leander Area Chamber of Commerce:	(512) 259-1907
Newspaper:	Community Impact, (512) 989-6808 Hill Country News, (512) 259-4449 Leander Ledger, (512) 267-4449

DEVELOPMENT LINKS

CITY OF LEANDER

City of Leander	www.leandertx.gov
Code of Ordinances	codes.franklinlegal.net/leander%2Dflp/
Development Applications	www.leandertx.org/page.php?page_id=22
Documents & Forms	www.leandertx.org/docs.php

COUNTY

Travis County	www.co.travis.tx.us
Travis County Appraisal	www.traviscad.org
Williamson County	www.wilco.org
Williamson County Appraisal	www.wcad.org/appraisal/publicaccess/

OTHER LINKS

Transportation & Drainage Criteria Manuals	www.amlegal.com/austin_techmanuals/

CITY OF LEANDER 2012 CALENDAR

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

SEPTEMBER

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

City Council Meeting
P & Z Commission Meeting
City Holiday - Offices Closed

2011 ZONING SUBMITTAL SCHEDULE

APPLICATION SUBMITTAL DEADLINE Wednesday 5:00 p.m.	PLANNING & ZONING COMMISSION Thursday at 7:00 p.m.	CITY COUNCIL MEETING Thursday at 7:00 p.m.	CITY COUNCIL MEETING Final Reading Thursday at 7:00 p.m.
November 9, 2011	December 8, 2011	December 15, 2011	January 5, 2012
November 22, 2010 TUESDAY	December 22, 2011	January 5, 2012	January 19, 2012
December 14, 2011	January 12, 2012	January 19, 2012	February 2, 2012
December 28, 2011	January 26, 2012	February 2, 2012	February 16, 2012
January 11, 2012	February 9, 2012	February 16, 2012	March 1, 2012
January 25, 2012	February 23, 2012	March 1, 2012	March 15, 2012
February 8, 2012	March 8, 2012	March 15, 2012	March 29, 2012
February 22, 2012	March 22, 2012	April 5, 2012	April 19, 2012
March 14, 2012	April 12, 2012	April 19, 2012	May 3, 2012
March 28, 2012	April 26, 2012	May 3, 2012	May 17, 2012
April 11, 2012	May 10, 2012	May 17, 2012	June 7, 2012
April 25, 2012	May 24, 2012	June 7, 2012	June 21, 2012
May 16, 2012	June 14, 2012	June 21, 2012	July 5, 2012
May 30, 2012	June 28, 2012	July 5, 2012	July 19, 2012
June 13, 2012	July 12, 2012	July 19, 2012	August 2, 2012
June 27, 2012	July 26, 2012	August 2, 2012	August 16, 2012
July 11, 2012	August 9, 2012	August 16, 2012	September 6, 2012
July 25, 2012	August 23, 2012	September 6, 2012	September 20, 2012
August 15, 2012	September 13, 2012	September 20, 2012	October 4, 2012
August 29, 2012	September 27, 2012	October 4, 2012	October 18, 2012
September 12, 2012	October 11, 2012	October 18, 2012	November 1, 2012
September 26, 2012	October 25, 2012	November 1, 2012	November 15, 2012
October 10, 2012	November 8, 2012	November 15, 2012	December 6, 2012
October 24, 2012	*November 20, 2012* TUESDAY	December 6, 2012	December 20, 2012
November 14, 2012	December 13, 2012	December 20, 2012	January 3, 2013
November 28, 2012	December 27, 2012	January 3, 2013	January 17, 2013

PLEASE NOTE:

1. The submittal deadline is on Wednesday, if this date falls on a holiday the deadline is the workday prior to the holiday.
2. The meeting dates are subject to change in November and December because of the holidays.
3. City Council dates are subject to change. The date shown is the first possible date.
4. Please verify submittal dates with the Planning Department.

APPENDIX

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: _____

Zoning Case #: _____
(City will assign case #)

ZONING CHANGE

APPLICATION & CHECKLIST

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

Ellen Pizalate
Planning Technician
512-528-2750
epizalate@leandertx.gov

Robin Griffin
Planner
512-528-2763
rgriffin@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) or at City Hall.
- City ordinances can be obtained at our website or City Hall.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

___ 1. Completed application form with owner's original signature.

___ 2. a. Tax map(s) highlighting the subject property and showing the line extending 200 feet from property.
b. List of property owners names and addresses from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract (include the tract being re-zoned) and
c. One set of mailing labels for notification of adjacent owners from (b) above.

___ 3. The Public Hearing Signage document at the end of this checklist is signed and dated.

___ 4. Letter of intent explaining requested zoning change. Include statements supporting request.

___ 5. Field notes, dimensioned map or subdivision name with lot and block describing all proposed zoning districts.

___ 6. Prepare an 8½" x 11" **AND** 18" x 24" (minimum) hard copy color map including the area of the requested zoning change and surrounding areas within 1,000' as follows:
a. Go to www.leandertx.gov**,** click on "*Development Services*" (under Services). Click on "*Documents*" on the left side of the page and select the "*Zoning Map*" from the file section. Locate subject property, click on *Snapshot Tool* button on tool bar, click on map and drag to create rectangular area including requested zoning change and surrounding areas within 1,000', right click on selected area and select *print*, print out color maps.
b. Note: If you do not have a large document printer, email to print shop or copy to disc or CD and take to print shop to get necessary size prints. Finally, draw the boundary of your request on the maps with a black marker and label the zoning district(s) requested.

___ 7. A physical description of the property including slopes or other topographic conditions, tree cover (extent and type), waterways, existing structures and any unique features of the site.

___ 8. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.

___ 9. Rezoning Fees (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	$ 300.00
$30 per acre or portion thereof:	+ $_____
Owner Notification Fee – $5.00 per owner notification:	+ $_____
Signage Fee – $30.00 per sign:	+ $_____
Public Hearing Notification (newspaper):	+ $ 150.00
GIS Mapping Fee:	+ $ 75.00
Professional Recovery Fee:	+ $ 250.00
TOTAL FEE (due at the time of application submission):	**$**_____

*****$200 plus new notification fees apply if zoning case is postponed after public notification*

Revised 09/08/2011

PROPERTY INFORMATION:

Property Address: _____ Property Acreage: _____

Legal Description: _____ County Short ID#: _____

CURRENT ZONING: _____ **PROPOSED ZONING:** _____

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 rezoning 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*

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

Date of Public Hearing before Planning & Zoning Commission: _____ City Council: _____

PUBLIC HEARING SIGNAGE REQUIREMENTS

I _____ AGREE TO POST PUBLIC NOTICE SIGNAGE IN ACCORDANCE WITH THE FOLLOWING RULES (AN AFFIDAVIT IS ENCLOSED).

_____	_____	_____
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 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.

Please write the following information on the yellow signs in black, waterproof ink with letters a minimum of 1-1/2" tall, approximately 3/8 of an inch thick, and legible.

Proposed

'PROJECT TYPE'

(i.e. Concept Plan, Preliminary Plat, 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 attached affidavit 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.

SIGNS ARE TO BE POSTED NO EARLIER THAN: _____

SIGNS ARE TO BE POSTED NO LATER THAN: _____

PLANNING &ZONING MEETING IS: _____

CITY COUNCIL MEETING IS: _____

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 Technician
512-528-2750
epizalate@leandertx.gov

Robin Griffin
Planner
512-528-2763
rgriffin@leandertx.gov

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.

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. 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):	**$**_____

***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.*

(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 indentified *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)

_____ ÷ 100 X 3.50 = _____
(# of dwelling units) (proposed public park acreage)

_____ X $350 = _____
(number of dwelling units) (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)

_____ ÷ 100 X 3.50 = _____
(# of dwelling units) (proposed public park acreage)

_____ X $350 = _____
(number of dwelling units) (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.)

_____ X $825 = _____
(number of dwelling units) (proposed park land fee)

_____ X $350 = _____
(number of dwelling units) (proposed park improvements fee)

❑ **OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.

_____ ÷ 100 X 3.50 = _____
(number of dwelling units) (proposed private park acreage)

_____ X $350 = _____
(number of dwelling units) (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.

_____ ÷ 100 X 3.50 = _____
(number of dwelling units) (required park acreage)(proposed park acreage)

_____ X $350 = _____ _____
number of dwelling units) ($ required park improvements) ($ 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 X $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:_____

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)

PRELIMINARY PLAT

APPLICATION & CHECKLIST

Prior to the submission of a Preliminary Plat, we recommend that the applicant meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of plat copies:

Ellen Pizalate
Planning Technician
512-528-2750
epizalate@leandertx.gov

Robin Griffin
Planner
512-528-2763
rgriffin@leandertx.gov

INSTRUCTIONS

- An approved Concept Plan is required prior to submission of a Preliminary Plat.
- A Pre-Development meeting is recommended prior to submission of a Preliminary Plat. These meetings are held at 3:00 p.m. on Mondays (if Monday is a holiday it is held on the first working day of the week). Please make an appointment with the Planning Department (512-528-2750).
- A Preliminary Plat is required for all subdivisions except those that qualify as a Short Form Plat or Amended Plat
- Fill out the following application and checklist completely prior to submission. Use the most current application from the City's website 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.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

___ 1. Completed and signed application/checklist (see last page for signature blocks). 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. Fifteen (15) sets of prints of the preliminary plat. – **24" X 36"** Collated and folded into fourths (9" x 12") with the name of the subdivision showing, including:
   ___ Drainage Study (If located within the ETJ, enclose one additional copy of the drainage study)
   ___ Utility schematic and utility intent letter including demand data (if City utilities are proposed)
   ___ Park Plan

___ 3. One 11" x 17" set of prints of the preliminary plat.

___ 4. One (1) copy of the Approved Concept Plan

___ 5. County short ID # of subject property: _____

___ 6. Copy of deed showing current ownership.

___ 7. Annexation petition and letter requesting water and wastewater service where applicable.

___ 8. Park proposal (if subdivision is residential).

___ 9. Three (3) copies of any executed developer agreement affecting the subject plat.

___ 10. If the plan triggers a TIA, provide a copy (see criteria below), or a request to pay a fee in lieu.

___ 11. A subdivision variance application (if applicable).

___ 12. Copy of the tree protection plan with approval signature from the Director of Planning (if it is a single-family or two-family subdivision)

___ 13. Copy of certified tax certificate, applicant keeps the original for plat recording

___ 14. Filing Fee (calculation listed below)

Revised 09/18/2012

FILING FEE CALCULATION:

Filing Fee:	$ 500.00
$50.00 per lot or acre or portion thereof (whichever is greater):	$_____
GIS Mapping Fee:	$ 75.00
Fire Code Review Fee:	$ 125.00
Professional Recovery Fee*:	$ 250.00
TOTAL FEE (due at the time of application submission)	**$**_____

***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.*

(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 PLAT AND/OR SUBMITTED WITH THE PLAT:

GENERAL INFORMATION

___ 1. Name, address and phone and fax numbers of the developer, record owner, and authorized agents (engineer, land planner, etc).

___ 2. The proposed name of the subdivision. The name does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or ETJ.

___ 3. The date, scale (1"=100), and north indicator.

___ 4. A location map. (Recommend USGS 7.5 minute quadrangle map.)

___ 5. 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.

___ 6. The total acreage of the property to be subdivided and the subtotals by land use.

___ 7. A certification block signed and sealed by the project engineer.

___ 8. A letter of certification, if containing any 100-year floodplain or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.

EXISTING CONDITIONS:

___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.

___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.

___ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.

___ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.

___ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10%and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.

___ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

___ 7. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.

___ 8. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.

___ 9. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).

___ 10. The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.

___ 11. Existing zoning districts for subject tract.

IMPROVEMENTS:

___ 1. The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.

___ 2. A copy of the application for flood plain map amendment or revision to FEMA if applicable.

___ 3. 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.

___ 4. Provide a table including the street name and linear feet.

___ 5. 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.

___ 6. Numbers to identify each lot and block.

___ 7. The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.

___ 8. Approved tree protection plan if single family or two family use is proposed. An aerial photo or tree survey is provided with the street and lot layout superimposed at a scale of 1"=100'. A tree preservation plan demonstrates that lot lines, street layouts and site improvements have been designed and located and that lot width, depth and size flexibility as permitted by the applicable zoning district has been utilized to the maximum extent necessary to retain the maximum number of significant trees reasonably practicable. Approval of this tree protection has been obtained by the Director of Planning prior to preparation and submission of this preliminary plat.

___ 9. 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.

___ 10. Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.

___ 11. Watershed information is provided (if applicable):
_____ Watershed information is provided (if applicable):
_____ Lake Travis watershed report provided to LCRA.
_____ Edward's recharge zone report provided to TCEQ.
_____ Edward's contributing zone report provided to TCEQ.

___ 12. Note prohibiting obstructions in drainage easements.

___ 13. The proposed location of sidewalks for each street shown as a dotted line inside the proposed right-of-way and the following sidewalk note:

Sidewalks shall be installed on both sides of all streets in the subdivision and on the subdivision side of [insert boundary 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.

___ 14. 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..

___ 15. Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length of five thousand five hundred (5,500) 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.

___ 16. 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.

___ 17. 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, and conform to the County or LCRA regulations based on percolation tests and soil analysis.

___ 18. No lot has a lot line intersection of less than forty-five (45) degrees.

___ 19. All lots front on a public roadway.

___ 20. Lots are arranged so that all lots face similar lots across the street.

___ 21. 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.

___ 22. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.

___ 23. 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.

___ 24. 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. If residential lots are proposed to back or side up to a major arterial street, the following is provided: A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)

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

___ 25. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:

- ____ Driveways would be located no closer than permitted by the Transportation Criteria Manual.
- ____ The minimum width of the flag lot is no less than twenty five (25) feet.
- ____ The narrow portion of the lot is dedicated as a common driveway access easement.
- ____ No more than two "flag" lots are located side by side.
- ____ The Fire Chief has no objection to the lot layout.
- ____ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.

___ 26. For residential plats, the following note is provided if applicable:

For lots less than sixty feet wide and zoned SFC, SFL or SFT, residential street facing garages shall be located no closer to the street than five feet in front of the dwelling or roof covered porch, with such dwelling or porch structure being not less than seven feet wide for all portions of the structure adjacent to the garage. For all other lots, residential street facing garages shall be located no closer to the street than the dwelling.

___ 27. A note is provided limiting access to a specified roadway if required.

___ 28. The proposed subdivision complies with the Leander Roadway Plan.

___ 29. 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.

___ 30. 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.***

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

b) 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.

___ 31. 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.

___ 32. Is this plat subject to an approved PUD, PDD or developer agreement? (Y/N) If yes, provide copies as stated in the list of required items for the submittal package.

___ 33. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.

___ 34. Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows:
a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas.
b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.

___ 35. 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.

___ 36. 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.

___ 37. 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.

___ 38. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

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

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 Preliminary Plat. 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 indentified *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)

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (proposed public park acreage)

  _____ X $350 = _____
  (number of dwelling units) (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)

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (proposed public park acreage)

  _____ X $350 = _____
  (number of dwelling units) (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.)

  _____ X $825 = _____
  (number of dwelling units) (proposed park land fee)

  _____ X $350 = _____
  (number of dwelling units) (proposed park improvements fee)

- ❑ **OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (proposed private park acreage)

  _____ X $350 = _____
  (number of dwelling units) (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.

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (required park acreage)(proposed park acreage)

  _____ X $350 = _____ _____
  number of dwelling units) ($ required park improvements) ($ 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 preliminary plat 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 preliminary plat 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 X $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.]

___ 6. If the preliminary plat contains more than one final plat section or phase, a park phasing plan is provided. (A phasing plan may propose park land, park improvements and/or fee in-lieu in an early phase of development to fulfill requirements of a later phase of development, but in no case shall a phasing plan propose park land, park improvements and/or fee in-lieu in a later phase of development to fulfill requirements of an earlier phase of development unless the developer provides adequate fiscal surety with the earlier phase of development. Such fiscal surety shall be in a form that shall not expire unless specifically released by the City.)

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

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)

SUBDIVISION CONSTRUCTION PLANS

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.

- Prior to submission of the Subdivision 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	OR	**Wayne S. Watts** City Engineer 512-528-2760 w.watts@leandertx.gov

- An approved Preliminary Plat is required prior to submission of Construction Plans.
- Submit these plans to the Planning Department (512-528-2750), 104 N. Brushy St., Leander, TX.

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.
- Construction plans may be submitted for review and approval simultaneously with a Final Plat provided however that the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Finals Plat are to be reviewed simultaneously, a complete application for Constructions Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- 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. Six (6) sets of construction plans (24" X 36" sheets) at generally accepted horizontal and vertical engineering scales.
___ 3. One copy of the approved preliminary plat
___ 4. One copy of the approved park plan
___ 5. Three (3) copies of any executed development agreement approved by the City that affects this property.
___ 6. Certified estimate of cost of construction
___ 7. Copy of certified tax certificate
___ 8. Filing Fee (calculation listed below)

Revised 02/06/2012

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

***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. 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 PLAN AND/OR SUBMITTED WITH THE PLANS:

COVER SHEET:

___ 1. The proposed name of the subdivision as listed on the preliminary plat.

___ 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.

___ 4. Certification, signature and revision blocks as required by the City, including the following:

Wayne S. Watts, P.E., City Engineer *City of Leander, Texas*	*Date*
Jim Bechtol, Development Services Director *City of Leander, Texas*	*Date*
Steve Bosak, Director of Parks and Recreation *City of Leander, Texas*	*Date*
Patrick A. Womack, P.E., Public Works Director *City of Leander, Texas*	*Date*
Chief Joshua Davis, Fire Marshal *City of Leander, Texas*	*Date*

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.

___ 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 as indicated in the Preliminary Plat phase, 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. 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

___ 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.

EROSION & 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 spoils 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 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.

___ 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 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.

___ 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, STREET LIGHTS & 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.

___ 3. Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.

PARK LAND, IMPROVEMENTS & OTHER PUBLIC OR COMMON AREAS:

___ 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.

___ 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.)

___ 3. *Park Concept Plan* (Provide one copy of Plan with submission)

___ 4. Fiscal Guarantee of Completion (Provide a fiscal note covering the cost of constructing all park improvements shown on the approved *Park Concept Plan*. If phasing is planned the fiscal note should cover all improvements and phases.)

___ 5. Show all facilities included on the approved *Park Concept Plan* and label improvement phases, if applicable.

LANDSCAPE PLAN – TREES, SCREENING, & LANDSCAPING:

___ 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.

___ 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.

___ 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.

___ 4. Provide an approved License Agreement associated with any landscaping or signage located in the public right-of-way.

DESIGN CRITERIA:

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

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.

___ 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.

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

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)

FINAL PLAT

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.

Prior to the submission of a Final Plat, we recommend that the applicant meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of plat copies:

Ellen Pizalate	**Robin Griffin**
Planning Technician	Planner
512-528-2750	512-528-2763
epizalate@leandertx.gov	rgriffin@leandertx.gov

- **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.**

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) 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.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

Submit the following items to the Planning Department or include on the Final Plat:

___ 1. Completed and signed application/checklist (see last page for signature blocks). (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 final plat and one copy of the approved preliminary plat. – **18" X 24" in size and collated and folded into fourths (9" x 12") with the name of the subdivision showing**. (The original mylar is not submitted until all comments have been addressed.)

___ 3. One 11" x 17" set of prints of the final plat.

___ 4. Park proposal (if subdivision is residential). Include a check for a fee in lieu for parkland if applicable.

___ 5. Three copies of any executed developer agreement affecting the subject plat.

___ 6. Copy of deed showing current ownership.

___ 7. A subdivision variance application (if applicable).

___ 8. Proof that a complete application for Construction Plans has been submitted to the City Engineer. Construction plans are approved? (Y/N)

___ 9. AutoCAD or GIS digital file. (See ***Survey Information*** #5 on this checklist)

___ 10. Include any plan for off-site transportation improvements and/or a check for a TIA fee in lieu if applicable.

___ 11. Copy of certified tax certificate, applicant keeps the original for plat recording

___ 12. Submit a recent Title Commitment (within one year)

___ 13. Filing Fee (calculation listed below).

FILING FEE CALCULATION:

Filing Fee:	$ 750.00
$20.00 per lot or acre or portion thereof (whichever is greater):	$_____
GIS Mapping Fee:	$ 75.00
Fire Code Review Fee (per section or phase):	$ 125.00
Professional Recovery Fee*:	$ 250.00
TOTAL FEE (due at the time of application submission)	**$**_____

***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.*

(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 PLAT AND/OR SUBMITTED WITH THE PLAT:

GENERAL INFORMATION

___ 1. The proposed name of the subdivision. The name 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.

___ 2. The date, scale, north point, names and addresses of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).

___ 3. A location map. (Recommend USGS 7.5 minute quadrangle map.)

___ 4. Identification and location of proposed uses and reservations for all lots within the subdivision.

___ 5. 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.

___ 6. Plat note stating as follows:

Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander.

___ 7. Plat note for single family or duplex plats as follows:

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.

___ 8. Submit a recent Title Commitment (within one year) for the property.

___ 9. 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.

b) Owner's dedication statement dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. All signatures are with permanent/waterproof ink and notary seals are legible.

c) If subdivision is not to be served by the City water system, provide a certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission.

d) 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 Paulo Pinto, 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.

_____ _____

Deborah L. Marlow, RS, OS0029596 *Date*
Environmental Services

Or a signature block certified by Stacey Scheffel, 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 sewage disposal system, which has been approved by the Travis County On-Site Wasterwater Program.*
2. *No structure in this subdivision shall be occupied until connected to a potable water supply from an approved public water system.*

3. *No on-site disposal system may be installed within 100 feet of a private water well nor may an on-site wastewater disposal system be installed within 150 feet of a public water well.*
4. *No construction may begin on any lot in this subdivision until plans for the private on-site sewage disposal system are submitted to and approved by the Travis county on-site wastewater program.*
5. *All development on all lots in this subdivision must be in accordance with the minimum requirements of Texas Administrative Code Chapter 285 and Travis County Code Chapter 48.*
6. *These restrictions are enforced by the Travis County On-Site Wasterwater Program.*

_____ _____

Stacey Scheffel, D. R. *Date*
Program Manager
On-Site Wastewater Program
INR-Travis County

e) Names and signature lines for the Chairman of the Planning and Zoning Commission attesting approval of the plat 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.

_____ *ATTEST:* _____

Chris Tovar, Chairman	*Ellen Pizalate, Secretary*
Planning and Zoning Commission	*Planning and Zoning Commission*
City of Leander, Texas	*City of Leander, Texas*

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

STATE OF TEXAS
COUNTY OF WILLIAMSON

I, NANCY E., RISTER, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT 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 GEORGETOWN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
NANCY E. RISTER
CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

Or

STATE OF TEXAS
COUNTY OF TRAVIS

I, DANA DEBEAUVOIR, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT 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: _____
DANA DEBEAUBOVOIR
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.

EXISTING CONDITIONS:

___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.

___ 2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.

___ 3. 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.

___ 4. 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.

___ 5. 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).

___ 6. The location of the City limit lines and/or outer border of the City's extra-territorial jurisdiction.

___ 7. The location of the County line if it traverses the subdivision or is contiguous to the subdivision boundary.

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.

___ 2. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.

___ 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.

___ 4. Sufficient data for each lot to prove mathematical closure.

___ 5. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

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

IMPROVEMENTS:

___ 1. The location, bearings, distances, and widths of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.

___ 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).

___ 3. 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.

___ 4. Provide a table including the street name(s) and linear footage.

___ 5. 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.

___ 6. 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. 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.

___ 7. 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.

___ 8. The proposed location of sidewalks for each street shown as a dotted line inside the proposed right-of-way and the following sidewalk note:

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.

___ 9. If inside the City limits, subdivision complies with the Leander Composite Zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.

Current zoning (if inside City of Leander)_____ (Do not show on plat)

___ 10. The final plat is in conformance with the approved preliminary plat.

___ 11. 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.

___ 12. No lot has a lot line intersection of less than forty-five (45) degrees.

___ 13. All lots front on a public roadway.

___ 14. 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.

___ 15. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.

___ 16. 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.

___ 17. 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.

___ 18. If single family or two family residential lots are proposed to back or side up to a major arterial street, the following is provided:

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

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

___ 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.

___ 20. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:

- ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.
- ___ The minimum width of the flag lot is no less than twenty five (25) feet.
- ___ The narrow portion of the lot is dedicated as a common driveway access easement.
- ___ No more than two "flag" lots are located side by side.
- ___ The Fire Chief has no objection to the lot layout.
- ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.

___ 21. For residential plats, the following note is provided if applicable:

For lots less than sixty feet wide and zoned SFC, SFL or SFT, residential street facing garages shall be located no closer to the street than five feet in front of the dwelling or roof covered

porch, with such dwelling or porch structure being not less than seven feet wide for all portions of the structure adjacent to the garage. For all other lots, residential street facing garages shall be located no closer to the street than the dwelling.

___ 22. A note is provided limiting access to a specified roadway if required.

___ 23. The proposed subdivision complies with the Leander Roadway Plan.

___ 24. Is this plat subject to an approved PUD, PDD or developer agreement? (Y/N) If yes, provide a copy.

___ 25. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.

___ 26. For multi-lot non-residential plats, the following note is provided:
All lots contained in this subdivision and users thereof shall have reciprocal access for ingress and egress through all drive lanes, fire lanes and driveways.

___ 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.

___ 28. 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.

___ 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.

___ 30. Construction plans have been submitted to and approved by the City Engineer and either the subdivision improvements have been accepted by the City or fiscal arrangements have been posted with the City Engineer for the cost of such improvements.

___ 31. 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.

___ 32. If private streets are proposed, the following are provided:
a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance.
b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association.
c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement.
d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities.

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 Final Plat. 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 indentified *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)

_____ ÷ 100 X 3.50 = _____
(# of dwelling units) (proposed public park acreage)

_____ X $350 = _____
(number of dwelling units) (proposed park improvements fee)

❍ **PAYMENT IS ATTACHED FOR 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)

_____ ÷ 100 X 3.50 = _____
(# of dwelling units) (proposed public park acreage)

_____ X $350 = _____
(number of dwelling units) (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.)

  _____ X $825 = _____
  (number of dwelling units) (proposed park land fee)

  _____ X $350 = _____
  (number of dwelling units) (proposed park improvements fee)

  ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

- ❑ **OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (proposed private park acreage)

  _____ X $350 = _____
  (number of dwelling units) (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.

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (required park acreage)(proposed park acreage)

  _____ X $350 = _____ _____
  number of dwelling units) ($ required park improvements) ($ proposed park improvements)

  ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

___ 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.)
- ❑ In the owner's dedication statement, the park land is dedicated to the public and a label is shown on the lot as follows:

  Hereby Dedicated as Public Park Land

___ 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 **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**.

___ 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 X $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.]

SUPPORT DOCUMENTS:

___ 1. Copy of approved application for flood plain map amendment or revision by FEMA (if applicable).

___ 2. If a subdivision is located in an area served by any utility other than the City, the developer is required to 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, except that said letters are not required if the easements conform to those approved on the Preliminary Plat.

___ 3. Note: Original tax certificates from the Williamson Co. tax office (includes County, City, and ACC) and LISD tax office are required prior to recording.

___ 4. If the plat is in Williamson County, provide the owner's affidavit for recording.

___ 5. If required by the concept plan or preliminary plat,

a) For single family or two family development, provide a payment to the City in the amount of $126 per residential unit. 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

b) If a TIA was required with the concept plan or preliminary plat, provide for any improvements required by the TIA (either completion of improvements and acceptance by the City, or posting fiscal arrangements).

___ 6. An affidavit of all bills paid and a release of liens or lien holder signature block on the plat document.

___ 7. Fee in-lieu of park land dedication (if applicable)

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

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)

SHORT FORM FINAL PLAT

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.

Prior to the submission of a Short Form Final Plat, we recommend that the applicant meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of plat copies:

Ellen Pizalate	**Robin Griffin**
Planning Technician	Planner
512-528-2750	512-528-2763
epizalate@leandertx.gov	rgriffin@leandertx.gov

A SHORT FORM FINAL PLAT DOES NOT REQUIRE A CONCEPT PLAN, PRELIMINARY PLAT, OR CONSTRUCTION PLANS. This option may be utilized if the project meets the following conditions:

- ❑ No new public street is necessary for each lot to have access on 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.

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) 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.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

___ 1. Completed and signed application/checklist (see last page for signature blocks). (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 short form final plat. – **18" X 24" in size and collated and folded into fourths (9" x 12") with the name of the subdivision showing**. (The original mylar is not submitted until all comments have been addressed.)

___ 3. One 11" x 17" set of prints of the final plat.

___ 4. Park proposal (if subdivision is residential). Include a check for a fee in lieu for parkland if applicable.

___ 5. Three (3) copies of any executed developer agreement affecting the subject plat.

___ 6. Copy of deed showing current ownership.

___ 7. A subdivision variance application (if applicable).

___ 8. Deed restrictions or covenants proposed (Y / N). If so, two (2) copies are provided

___ 9. If the proposed subdivision plat is a replat, it is required to meet the criteria for replats below.

___ 10. AFTER approval of plat, submit AutoCAD or GIS digital file. (See ***Survey Information*** #5 on this checklist)

___ 11. Copy of certified tax certificate, applicant keeps the original for plat recording

___ 12. Include any plan for off-site transportation improvements and/or a check for a TIA fee in lieu if applicable.

___ 13. Filing Fee (calculation listed below).

FILING FEE CALCULATION:

Filing Fee:	$ 550.00
Owner Notification Fee if required for replat – $5.00 per owner notification:	$_____
Public Hearing Notification (if required for replat):	$_____
GIS Mapping Fee:	$ 75.00
Professional Recovery Fee*:	$ 250.00
TOTAL FEE (due at the time of application submission)	**$**_____

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

REPLAT CRITERIA: If the proposed subdivision is a replat (it re-subdivides an existing platted lot or lots) provide the following in accordance with state statutes.

- ❑ Provide one copy of the original plat being replatted.

SELECT ONE OF THE FOLLOWING OPTIONS

A. Vacation Instrument:

- ❑ Submit a signed, acknowledged instrument declaring the plat is vacated (for approval by the Planning and Zoning Commission) with the same approval statements as a final plat. This instrument is signed by all of the owners of lots in the original plat.

OR

B. Replatting Without Vacating Preceding Plat Meeting the Following Criteria:

IF

- ❑ During the preceding five years, none of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot

AND

- ❑ No lot in the preceding plat was limited by deed restrictions to single family or duplex residential use.

AND

- ❑ The replat does not attempt to remove any covenants or restrictions (copy of restrictions is attached, if any).

THEN

- ❑ Submit the replat signed and acknowledged by only the owners of the property being replatted.

OR

C. Additional Requirements For Replats Not Meeting the Criteria in B Above:

For this option, the following is applicable unless the area being replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat and the re-plat does not attempt to amend or remove any covenants or restrictions (a copy of any covenants or restrictions must be submitted with this application):

If the proposed replat requires a variance and is protested in accordance with the following criteria, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the Planning and Zoning Commission prior to the close of the public hearing. In computing the percentage of land area, the area of streets and alleys are included. If this option is chosen, the following is required:

- ❑ In the first sentence of the Planning and Zoning Commission approval statement the following is added: ***This subdivision was approved with a public hearing held in accordance with Texas Local Government Code.***
- ❑ The following note is added to the general notes on the plat: ***This plat does not remove any covenants or restrictions from*** (ADD NAME OF PRECEDING PLAT).
- ❑ A tax map or maps highlighting the subject property and showing the line extending two hundred (200) feet from the perimeter of the subject property is provided.
- ❑ A computer printout from the appraisal district listing property owners of lots in the original subdivision being replatted and within two hundred (200) feet of the perimeter of the land to be developed is provided.
- ❑ One set of mailing labels to notify these property owners is provided.
- ❑ County short ID # of subject property is as follows: _____.

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 PLAT AND/OR SUBMITTED WITH THE PLAT:

GENERAL INFORMATION

___ 1. The proposed name of the subdivision. If the subdivision is a replat, the name should be the subdivision, lot(s) and block being replatted and followed by the word "***Replat***".

___ 2. The date, scale, north point, names and addresses of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).

___ 3. A location map. (Recommend USGS 7.5 minute quadrangle map.)

___ 4. If inside City limits, show a plat note stating as follows:

Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander.

___ 5. Plat note for single family or duplex plats as follows:

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. No driveway shall be constructed closer than 100 feet or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.

___ 6. Certification, signature and revision 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) and the plat is in conformance with the Leander Subdivision Ordinance.

b) Owner's signed dedication statement dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. All signatures are with permanent/waterproof ink and notary seals are legible.

c) If subdivision is not to be served by the City water system, provide a certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (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.

d) 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 Paulo Pinto, Williamson Co. Director of Environmental Services:

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.

_____ _____

Deborah L. Marlow, RS, OS0029596 *Date*
Environmental Services

Or a signature block certified by Stacey Scheffel, 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 sewage disposal system, which has been approved by the Travis County On-Site Wasterwater Program.*
2. *No structure in this subdivision shall be occupied until connected to a potable water supply from an approved public water system.*
3. *No on-site disposal system may be installed within 100 feet of a private water well nor may an on-site wastewater disposal system be installed within 150 feet of a public water well.*
4. *No construction may begin on any lot in this subdivision until plans for the private on-site sewage disposal system are submitted to and approved by the Travis county on-site wastewater program.*
5. *All development on all lots in this subdivision must be in accordance with the minimum requirements of Texas Administrative Code Chapter 285 and Travis County Code Chapter 48.*
6. *These restrictions are enforced by the Travis County On-Site Wasterwater Program.*

_____ _____

Stacey Scheffel, D. R. *Date*
Program Manager
On-Site Wastewater Program
INR-Travis

e) Approval statements 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.

_____	*ATTEST:* _____
Chris Tovar, Chairman	*Ellen Pizalate, Secretary*
Planning and Zoning Commission	*Planning and Zoning Commission*
City of Leander, Texas	*City of Leander, Texas*

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

STATE OF TEXAS
COUNTY OF WILLIAMSON

I, NANCY E., RISTER, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT 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 GEORGETOWN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
NANCY E. RISTER
CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

Or

STATE OF TEXAS
COUNTY OF TRAVIS

I, DANA DEBEAUVOIR, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT 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: _____
DANA DEBEAUBOVOIR
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS
STATE OF TEXAS
COUNTY OF WILLIAMSON

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

EXISTING CONDITIONS:

___ 1. The property boundary of the land being subdivided, including bearings and distances.

___ 2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer. If there is no floodplain, a note is provided stating such.

___ 3. 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.

___ 4. Survey ties across all un-platted boundary streets at property boundaries and at no less than three hundred (300) foot intervals indicating existing ROW width/location.

___ 5. 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.

SURVEY CONTROL INFORMATION:

___ 1. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, accurately described and rotated to the state plane coordinate system. Using said system, X and Y coordinates are identified for four (4) property corners.

___ 2. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.

___ 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.

___ 4. Sufficient data for each lot to prove mathematical closure.

___ 5. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

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

IMPROVEMENTS:

___ 1. The location, bearings, distances, and widths of proposed easements and rights-of-way to be dedicated to public use. Boundary streets have been reviewed for adequate ROW and in accordance with the Leander Roadway Plan.

___ 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).

___ 3. 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.

___ 4. 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. If inside the City, lot area, width and depth, public utility and drainage easements, and setbacks conform to the requirements as established for the designated land use as set forth in the Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Leander Zoning Ordinance in the zoning district appropriate for the proposed land use. Lots to be served by septic systems conform to County regulations.

___ 5. The use, property dimensions, names and boundary lines of all reservations to be dedicated for public use, including schools, churches, parks and open spaces; common ownership; or subsequent development.

___ 6. The proposed location of sidewalks for each street shown as a dotted line inside the proposed right-of-way and the following note:

Sidewalks shall be installed on the subdivision side of [insert street name(s)].

___ 7. The proposed subdivision complies with the Leander Roadway Plan.

___ 8. If inside the City limits, subdivision complies with the Leander zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.

Current zoning_____ (Do not show on plat)

___ 9. No lot has a lot line intersection of less than forty-five (45) degrees.

___ 10. All lots front on a public roadway.

___ 11. 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.

___ 12. If double frontage single family or two family residential lots are proposed, lots take access on the smaller street only.

___ 13. 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.

___ 14. 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.

___ 15. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.

___ 16. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:

___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.
___ The minimum width of the flag lot is no less than twenty five (25) feet.

___ The narrow portion of the lot is dedicated as a common driveway access easement.
___ No more than two "flag" lots are located side by side.
___ The Fire Chief has no objection to the lot layout.
___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.

___ 17. For residential plats, the following note is provided:
For lots less than sixty feet wide and zoned SFC, SFL or SFT, residential street facing garages shall be located no closer to the street than five feet in front of the dwelling or roof covered porch, with such dwelling or porch structure being not less than seven feet wide for all portions of the structure adjacent to the garage. For all other lots, residential street facing garages shall be located no closer to the street than the dwelling.

___ 18. A note is provided limiting access to a specified roadway if required.

___ 19. Is this plat subject to an approved PUD, PDD or developer agreement? (Y/N) If yes, provide a copy.

___ 20. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.

___ 21. For multi-lot non-residential plats, the following note is provided:
All lots contained in this subdivision and users thereof shall have reciprocal access for ingress and egress through all drive lanes, fire lanes and driveways.

___ 22. Unless connecting to the City water system, certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission.

___ 23. 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.

___ 24. 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) For single family or two family development, provide a payment to the City in the amount of $126 per residential unit. 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 short form plat 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

b) 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

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:

❑ **OPTION ONE:** Land Dedication: (2.75 acres per 100 dwelling units) + Park Improvements Fee ($350 per dwelling unit)

_____ ÷ 100 X 2.75 = _____
(# of dwelling units) (proposed public park acreage)

_____ X $350 = _____
(number of dwelling units) (proposed park improvements fee)

❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

- ❑ **OPTION TWO:** Land Dedication: (2.75 acres per 100 dwelling unit) + Park Improvements (A minimum of $350 per dwelling unit must be spent on park improvements that meet City specifications)

  _____ ÷ 100 X 2.75 = _____
  (# of dwelling units) (proposed public park acreage)

  _____ X $350 = _____
  (number of dwelling units) (value of proposed park improvements)

- ❑ **OPTION THREE:** Fee-in-Lieu of Land Dedication: ($750 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.)

  _____ X $750 = _____
  (number of dwelling units) (proposed park land fee)

  _____ X $350 = _____
  (number of dwelling units) (proposed park improvements fee)

  - ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

- ❑ **OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.

  _____ ÷ 100 X 2.75 = _____
  (number of dwelling units) (proposed private park acreage)

  _____ X $350 = _____
  (number of dwelling units) (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.

  _____ ÷ 100 X 2.75 = _____
  (number of dwelling units) (required park acreage) (proposed park acreage)

  _____ X $350 = _____ _____
  (# of dwelling units) ($ required park improvements) ($ proposed park improvements)

  - ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

___ 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.)
- ____ In the owner's dedication statement, the park land is dedicated to the public and a label is shown on the lot as follows:

  Hereby Dedicated as Public Park Land

___ 3. If park improvements are proposed, the improvements meet the following criteria:

- ___ Proposed park improvements are listed on the short form final plat 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 short form 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.

___ 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 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**.

___ 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 $750 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 2.75 acres. 2.75 ac. is the equivalent of 100 residential units worth of park land dedication. The fee in lieu of park land dedication is equivalent to $750 per unit. Therefore, the fee-in-lieu amount or the increased amount of park improvements would be by 100 X $750 = $75,000.]
- ___ 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 $425,000 worth of improvements, this would amount to a $75,000 deficiency in park land improvements. Dividing this number by the fee in lieu value of park land required per lot ($750) yields 100 units ($75,000 / $750 = 100). The park land requirement for 100 units is 2.75 acres. Therefore an additional 2.75 acres of land would be dedicated in lieu of the $75,000 of improvements.]

Support Documents:

___ 1. Copy of approved application for flood plain map amendment or revision by FEMA (if applicable).

___ 2. If a subdivision is located in an area served by any utility other than the City, the developer is required to 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.

___ 3. Note: Original tax certificates from the Williamson Co. or Travis County tax office (includes County, City, and ACC) and LISD tax office are required prior to approval and recording.

___ 4. If the plat is in Williamson County, provide the owner's affidavit for recording.

___ 5. An affidavit of all bills paid and a release of liens or lien holder signature block on the plat document.

___ 6. Fee in-lieu of park land dedication (if applicable)

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

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)

AMENDED FINAL PLAT

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.

Prior to the submission of an Amended Final Plat, we recommend that the applicant meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of plat copies:

Ellen Pizalate
Planning Technician
512-528-2750
epizalate@leandertx.gov

Robin Griffin
Planner
512-528-2763
rgriffin@leandertx.gov

An Amended Final Plat does not require a Concept Plan, Preliminary Plat, or Construction Plans. As prescribed by state statute, this application may be utilized to amend existing platted lots without vacation of the preceding plat, without a public hearing and without approval of other lot owners within the platted subdivision if it is utilized solely for one or more of the following purposes (check one or more as applicable):

- ❑ To correct an error in a course or distance shown on the preceding plat.
- ❑ To add a course or distance that was omitted on the preceding plat.
- ❑ To correct an error in a real property description shown on the preceding plat.
- ❑ To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments.
- ❑ To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat.
- ❑ To correct any other type of scrivener or clerical error or omission previously approved by the City, including lot numbers, acreage, street names, and identification of adjacent recorded plats.
- ❑ To correct an error in courses and distances of lot lines between two adjacent lots if:
  1. Both lot owners join in the application for amending the plat,
  2. Neither lot is abolished,
  3. The amendment does not attempt to remove recorded covenants or restrictions, and
  4. The amendment does not have a material adverse effect on the property rights of the other owners in the plat.
- ❑ To relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement.
- ❑ To relocate one or more lot lines between one or more adjacent lots if:
  1. The owners of all those lots join in the application for amending the plat,
  2. The amendment does not attempt to remove recorded covenants or restrictions, and
  3. The amendment does not increase the number of lots.
- ❑ To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
  1. The changes do not affect applicable zoning and other regulations of the City,
  2. The changes do not attempt to amend or remove any covenants or restrictions, and
  3. The area covered by the changes is located in an area that the City has approved, after a public hearing, as a residential improvement area, or
- ❑ To replat one or more lots fronting on an existing street if:
  1. The owners of all those lots join in the application for amending the plat,
  2. The amendment does not attempt to remove recorded covenants or restrictions,
  3. The amendment does not increase the number of lots, and
  4. The amendment does not create or require the creation of a new street or make necessary the extension of City facilities.

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) or from the Planning Department.
- City ordinances can be obtained at our website or City Hall.
- ***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.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

___ 1. Completed and signed application form with owner's original signature.
___ 2. Seven (7) sets of the amended plat – **18" X 24"** in size and collated and folded into fourths (9" X 12") with the name of the subdivision showing. The original mylar is not submitted until all comments have been addressed.
___ 3. Copy of deed showing current ownership.
___ 4. Copy of existing deed restrictions or covenants.
___ 5. Copy of certified tax certificate, applicant keeps the original for plat recording.
___ 6. Submit a recent Title Commitment (within one year).
___ 7. Filing Fees (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	$ 500.00
GIS Mapping Fee (only applies if the lot lines are changed):	$ 75.00
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.*

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:

_____	_____	_____
Signature	*Name (printed)*	*Date*

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

GENERAL INFORMATION

___ 1. The proposed name of the subdivision. The name should be the subdivision, lot(s) and block being replatted and followed by the word:
Amended

___ 2. The date, scale, north point, names and addresses of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).

___ 3. A location map. (Recommend USGS 7.5 minute quadrangle map.)

___ 4. Identification and location of proposed uses and reservations for all lots within the subdivision.

___ 5. The following note is shown:
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.

___ 6. 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.

___ 7. Plat note stating as follows:
Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander.

___ 8. Plat note for single family plats as follows***:***
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. No driveway shall be constructed closer than 100 feet or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.

___ 9. Certification, signature and revision 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) and the plat is in conformance with the Leander Subdivision Ordinance.

b) Owner's dedication statement signed and acknowledged by owners dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. All signatures are with permanent/waterproof ink and notary seals are legible.

c) If subdivision is not to be served by the City water system, provide a certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission.

d) 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 Paulo Pinto, Williamson County 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.

_____ _____

Deborah L. Marlow, RS, OS0029596 *Date*
Environmental Services

Or a signature block certified by Stacey Scheffel, 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 sewage disposal system, which has been approved by the Travis County On-Site Wasterwater Program.*

2. *No structure in this subdivision shall be occupied until connected to a potable water supply from an approved public water system.*
3. *No on-site disposal system may be installed within 100 feet of a private water well nor may an on-site wastewater disposal system be installed within 150 feet of a public water well.*
4. *No construction may begin on any lot in this subdivision until plans for the private on-site sewage disposal system are submitted to and approved by the Travis county on-site wastewater program.*
5. *All development on all lots in this subdivision must be in accordance with the minimum requirements of Texas Administrative Code Chapter 285 and Travis County Code Chapter 48.*
6. *These restrictions are enforced by the Travis County On-Site Wasterwater Program.*

_____ _____

Stacey Scheffel, D. R. *Date*
Program Manager
On-Site Wastewater Program
INR-Travis County

e) Lot area, width and depth, public utility and drainage easements, and setbacks conform to the requirements as established for the designated land use as set forth in the Zoning Ordinance.

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

STATE OF TEXAS
COUNTY OF WILLIAMSON

I, NANCY E., RISTER, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT 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 GEORGETOWN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
NANCY E. RISTER
CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

Or

STATE OF TEXAS
COUNTY OF TRAVIS

I, DANA DEBEAUVOIR, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT 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: _____
DANA DEBEAUBOVOIR
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.

h) City approval statement as follows:

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

_____ *ATTEST:* _____

Wayne S. Watts, P.E., City Engineer *Debbie Haile, City Secretary*
City of Leander, Texas *City of Leander, Texas*

EXISTING CONDITIONS

___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.

___ 2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.

___ 3. 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.

___ 4. 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.

___ 5. 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).

___ 6. 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.

___ 7. The location of the County line if it traverses the subdivision or is contiguous to the subdivision boundary.

SURVEY CONTROL INFORMATION

___ 1. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, accurately described and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

___ 2. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.

___ 3. Sufficient data for each lot to prove mathematical closure.

___ 4. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

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

IMPROVEMENTS

___ 1. The location, bearings, distances, and widths of proposed easements to be dedicated to public use.

___ 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).

___ 3. 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.

___ 4. 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. If inside the City, lots are in conformance with the Leander 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. Lots to be served by septic systems shall be a minimum of 20,000 square feet in area and conform to the County regulations based on percolation tests.

___ 5. The use, property dimensions, names and boundary lines of all reservations to be dedicated for public use, including schools, churches, parks and open spaces; common ownership; or subsequent development.

___ 6. The proposed location of sidewalks for each street shown as a dotted line inside the proposed right-of-way and the following sidewalk note:

Sidewalks shall be installed on 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.

___ 7. If inside the City limits, subdivision complies with the Composite Zoning Ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside Leander)_____ (Do not show on plat)

___ 8. No lot has a lot line intersection of less than forty-five (45) degrees.

___ 9. All lots front on a public roadway.

___ 10. 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.

___ 11. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.

___ 12. 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.

___ 13. 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.

___ 14. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:

- ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.
- ___ The minimum width of the flag lot is no less than twenty five (25) feet.
- ___ The narrow portion of the lot is dedicated as a common driveway access easement.
- ___ No more than two "flag" lots are located side by side.
- ___ The Fire Chief has no objection to the lot layout.
- ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.

___ 15. For residential plats, the following note is provided if applicable:
For lots less than sixty feet wide and zoned SFC, SFL or SFT, residential street facing garages shall be located no closer to the street than five feet in front of the dwelling or roof covered porch, with such dwelling or porch structure being not less than seven feet wide for all portions of the structure adjacent to the garage. For all other lots, residential street facing garages shall be located no closer to the street than the dwelling.

___ 16. A note is provided limiting access to a specified roadway if required.

___ 17. Is this plat subject to an approved PUD, PDD or developer agreement? (Y/N) If yes, provide a copy.

___ 18. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.

___ 19. For multi-lot non-residential plats, the following note is provided:
All lots contained in this subdivision and users thereof shall have reciprocal access for ingress and egress through all drive lanes, fire lanes and driveways.

___ 20. 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.

SUPPORT DOCUMENTS

___ 1. Copy of approved application for flood plain map amendment or revision by FEMA (if applicable).

___ 2. Note: Original tax certificates from the Williamson County tax office (includes County, City, and ACC) and LISD tax office are required prior to recording.

___ 3. If the plat is in Williamson County, provide the owner's affidavit for recording.

___ 4. An affidavit of all bills paid and a release of liens or lien holder signature block on the plat document.

___ 5. Fee in-lieu of park land dedication (if applicable)

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

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)

SITE DEVELOPMENT PERMIT

APPLICATION & CHECKLIST

This application and checklist does not apply to single-family or two-family construction. The purpose of this checklist is to assist the applicant in preparing plans that meet City standards in order to expedite the review process.

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

Ellen Pizalate
Planning Technician
512-528-2750
epizalate@leandertx.gov

Robin Griffin
Planner
512-528-2763
rgriffin@leandertx.gov

INSTRUCTIONS

- A Pre-Development meeting is recommended prior to submission of a Site Development Permit application. These meetings are held at 3:00 p.m. on Mondays (if Monday is a holiday it is held on the first working day of the week). Please make an appointment with the Planning Department (528-2750)
- Fill out the following application and checklist completely prior to submission. Use the most current application from the City found at www.leandertx.gov.
- 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 project. 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 regulations, the applicant should consult source law.
- Ordinances can be obtained from the City of Leander at our website (www.leandertx.gov) or at City Hall.

REQUIRED ITEMS FOR SUBMITTAL

- ❑ Seven (7) copies of this application/checklist are required to be submitted.
- ❑ Check made out to the City of Leander for the amount calculated below.
- ❑ Six (6) collated sets of prints (24" X 36") of the following documents submitted with a complete application to be considered ready for processing. Include the title of each sheet and appropriate section (i.e.site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled up.
- ❑ One (1) collated set of prints (11" X 17") including the documents stated above.
- ❑ Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- ❑ AFTER approval of the site development plans, provide on CD a copy of the final approved site development plan as a PDF file.

FILING FEE CALCULATION:

Review & Inspection Fee*:	$ 250.00
$0.05 per square foot: $0.05 X _____ square foot impervious cover	+ $_____
Phasing Fee - $250.00 per phase, starting with the second phase:	+ $_____
Professional Recovery Fee:	+ $ 250.00
Fire Review Fee (per phase):	+ $ 125.00
TOTAL FEE (due at the time of application submission):	**$**_____

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

Revised 02/06/2012

PROJECT INFORMATION

Street Address:_____ Subdivision Name:_____

Section: _____ Lot(s): _____ Block: _____ Zoning District:_____

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

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 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 site development permit 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*

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.

SITE PLAN

___ 1. The following information shall be completed on the site plan or front sheet, bottom right corner of sheet one:

Property Owner Name(s): _____	Phone: _____
Address: _____	City/State/Zip: _____
Acreage: _____	Total Impervious Cover: _____
Legal Description: _____	Property Address: _____
Land Use Summary: Label square footage of building(s) for each land use & number of units if multi-family	
Parking spaces required _____	Spaces provided: _____
Date: _____	
Person Preparing Plan: _____	Company: _____
Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Engineer: _____	Company: _____
Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Agent: _____	Company: _____
Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____

___ 2. PLANS SHALL INCLUDE THE FOLLOWING SIGNATURE BLOCK ON THE COVER SHEET:

_____	_____
Jim Bechtol, Development Services Director	Date
_____	_____
Wayne S. Watts, P.E., City Engineer	Date
_____	_____
Steve Bosak, Director of Parks and Recreation	Date
_____	_____
Chief Joshua Davis, Fire Marshal	Date

___ 3. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.

___ 4. North arrow.

___ 5. Location sketch.

___ 6. Boundary lines (drawn with heavy line) with metes and bounds description.

___ 7. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.

___ 8. 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:

All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.

___ 9. 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.

___ 10. For multi-family, a table showing the number of living units, the acreage and the units per acre is provided. The units per acre do not exceed 18 if a Type B architectural component, and do not exceed 25 if a Type A.

___ 11. 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.

___ 12. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.

___ 13. 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

___ 14. 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.

___ 15. 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*.

___ 16. Driveways are labeled as Type II commercial driveways.

___ 17. 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 and 100' from the edge of a public street. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.

___ 18. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.

___ 19. A parking summary 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.

___ 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.
- For residential projects, one handicap space for each accessible dwelling unit.
- For outpatient units and facilities, 10% of the total number of parking spaces provided.
- Units or facilities that specialize in treatment for persons with mobility impairments, 20% of the total number of parking spaces provided.
- 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 6-foot concrete sidewalk is shown to be installed parallel to all roadways (unless a sidewalk already exists) and is set back at least 5 feet from the edge of pavement and from parking areas (flexibility to this requirement can be employed if necessary to save existing trees). An eight foot concrete hike and bike trail is provided in-lieu of the six foot sidewalk if required by the Roadway 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 9 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 this is a non-residential site contiguous with another non-residential 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.

___ 24. The property is a legal lot or legal tract (has been platted or is grandfathered or otherwise exempt from the subdivision ordinance).

___ 25. Building lines have been checked for compliance with the following table:

BUILDING / STRUCTURE						
	Use Component	**Architectural Component**	**Front**	**Side**	**Street Side**	**Rear**
Standard Setback	SFR		25' (30' street facing garage)	7'	15' (20' street facing garage)	15'
	SFE, SFS, SFU, SFU/MH, TF		20' (25' street facing garage)	5'	15' (20' street facing garage)	15'
	SFC, SFL		20' (25' street facing garage)	5' or 0 & 10'	15' (20' street facing garage)	10'
	SFT		15' (20' street facing garage)	0 or 10'	15' (20' street facing garage)	10'
	MF	Type A Type B	20' 25'	10' 10'	20' 25'	20' 20'
	LO, LC, GC, LI, HI	Type A, B Type C	15' 20'	10' 10'	15' 20'	10' 10'
	GC, LI, HI	Type D	25'	15'	25'	15'
Special Setback Where Adjacent to SFR, SFE, SFS, SFU, SFC, SFL, SFT, SFU/MH, TF*	MF, LO, LC, GC, LI, HI	Type A Type B	(NA) (NA)	20' 25'	(N/A) (N/A)	20' 25'
	LO, LC, GC, LI, HI	Type C	(NA)	30'	(N/A)	30'
	GC, LI, HI	Type D	(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, LI, HI	Type 1, 2 Type 3 Type 4, 5	15' 20' 25'	5'*** 5'*** 5'***	15' 20' 25'	5'*** 5'*** 5'***
Special Setback Where Adjacent to SF or TF*	MF, LO, LC, GC, LI, HI	Type 1-3 Type 4, 5	(N/A) (N/A)	15' 20'	(N/A) (N/A)	15' 20'

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

* 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.

___ 26. 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.

___ 27. No 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.

___ 28. 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.

___ 29. 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.
- 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).

_____ **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.

_____ **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 no 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 100 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.

_____ **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.

___ 30. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan.

___ 31. 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.)

___ 32. 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.

___ 33. Does the proposed development generate traffic in excess of 2,000 average daily trips (based on the ITE Trip Generation Manual)? ____ Yes ____ No (Provide Documentation) If yes, the following is provided:

a) Provide a calculation of the number of peak hour trips, multiply this number by $126 and provide a check in this amount.

OR

b) 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.

___ 34. Air conditioning units are not shown forward of the front wall of the building.

___ 35. Show the location and description of any proposed fencing. 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.

___ 36. No fencing is proposed within the front or side street setback.

___ 37. 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.

___ 38. Warehouse, mini-warehouse and overhead (commercial service) doors are not oriented to face a street(s) or residential property or shall be screened from view from the street(s) or residential property.

___ 39. 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.)

___ 40. If an adjacent street is sub-standard or needs widening in accordance with Leander Roadway Plan, 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.

GRADING & DRAINAGE PLAN

___ 1. Existing and proposed topographic contours extending beyond the property boundary for a distance of not less than 50 feet with one foot vertical intervals referenced to a benchmark or monument is provided.

___ 2. A drainage area map delineating areas to be served by proposed drainage improvements is provided.

___ 3. Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, detention ponds, water quality ponds and other stormwater control facilities is provided.

___ 4. Accurate cross-sections, plan and profiles of all drainage improvements proposed in a public utility easement and/or public ROW is provided.

___ 5. Attendant documents containing design computations and any additional information required to evaluate the proposed drainage improvements is provided.

___ 6. Location of the regulatory 100-year floodplain (if any) is provided.

___ 7. Runoff and stormwater detention calculations are provided in report form or as part of the information shown on the grading and drainage plan.

___ 8. Drainage facilities (including all detention ponds, water quality ponds, outlet structures, berms, improved channels or other improvements associated with the drainage improvements) are not located within 10 feet of street ROW except those which are necessary to convey to or from street ROW.

___ 9. Drainage facilities do not exceed 25% of the front setback area.

___ 10. Any fencing proposed around detention ponds is constructed of wrought iron or tubular (decorative) steel or other similar product.

EROSION & SEDIMENTATION CONTROL PLAN:

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

___ 2. The location, size and character of all temporary and permanent erosion and sediment controls 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. Contractor staging / vehicle access areas and temporary and permanent spoils storage areas are identified.

___ 4. A plan for restoration and for the mitigation of erosion in all areas disturbed during construction is provided.

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, 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 meter size and other attendant documents, to evaluate the adequacy of proposed utility improvements and the demand on existing City utilities are provided.

___ 9. A note is shown on the site plan as follows:
All site utility lines are proposed to be located underground.

___ 10. The following note is shown:
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.

___ 11. The following note is shown on the site plan:
Al Clawson Disposal, Inc. shall be the sole provider of waste hauling for this site both during and after construction.

LANDSCAPE PLAN:

___ 1. Calculations of required and provided landscaping, including trees, shrubs and replacement tree calculations are provided as follows (show areas proposed to meet landscape area requirements as shaded on the landscape plan).

- Landscaped area is provided equal to or exceeding the following percentages of total developed lot area (Note: If only a portion of the lot is developed and the remainder is reserved for future development of an additional phase, show the developed lot area as just the phase currently proposed for development and show a clear phase boundary line):
  - Multifamily – 20%
  - Office and Professional – 15%
  - Commercial – 15%
  - Industrial or manufacturing – 10%
  - Schools, churches, community centers and private parks – 15%
- The following have not been counted toward landscape requirements:
  - Detention and water quality unless meeting the standards of the landscape ordinance.
  - Utility, mechanical and electrical facilities.
  - Sidewalks or paved areas except decorative pavers not exceeding 10% of required landscape area.
  - Landscaped areas less than four feet in width.
- For every 600 square feet of landscaped area required by the ordinance (including required setbacks of the zoning ordinance even if such setbacks exceed the minimum required landscape area), 2 shade trees (two inch caliper minimum) and 4 shrubs (five gallon size) are installed (school facilities install 50% of that standard).
- At least 75% of the required trees are required to be significant trees such as oak, elm, pecan, walnut, hickory, cherry, cypress, redbud or any rare species. 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.
- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper and larger.
  - 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*.

___ 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. Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.

___ 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.

___ 12. The following maintenance note is provided:

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.

___ 13. 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 rear load garbage truck.

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

___ 14. If outdoor storage is permitted, a privacy fence and landscape buffer screens the outdoor storage. The privacy fence is required to be at least as high as the items being screened, but not to exceed eight (8) feet. 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).

___ 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 fence 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.

The fence is required to have metal posts sunk in concrete. If there is an existing privacy fence built by the adjacent owner that is in good condition, the applicant may install 150% of the normal landscape requirement for the setback area in lieu of installing an additional fence.

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 Kirk Clennan, Economic Development Director for more information (512-528-2852 or kirk@leandertx.gov).

REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT:

- Submittal of five (5) final sets of plans.
- Submittal of CD a copy of the final approved site development plan as a PDF file.
- Submittal of any outstanding fees including roadway improvement fees and review fees.
- 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.

ACKNOWLEDGEMENT:

The signature below of the property owner or designated agent acknowledges that construction plans and specifications attached herewith generally conform to applicable ordinances of the City of Leander, Texas and that permission is given for City staff or their agents to visit the site during the review, approval and inspection process.

Furthermore, it is understood that City review of this application is dependent upon the adequacy of information provided, inaccurate or inadequate information may delay City approvals, and that compliant construction is the responsibility of the applicant. The Composite Zoning Ordinance is available for $30 at City Hall or online at www.leandertx.gov.

Owner or Agent Signature: _____ Date: _____

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____

Date of Distribution: _____ Due Date of 1st Review: _____

PUBLIC HEARING SIGNAGE REQUIREMENTS

I _____ AGREE TO POST PUBLIC NOTICE SIGNAGE IN ACCORDANCE WITH THE FOLLOWING RULES (AN AFFIDAVIT IS ENCLOSED).

_____	_____	_____
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 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.

Please write the following information on the yellow signs in black, waterproof ink with letters a minimum of 1-1/2" tall, approximately 3/8 of an inch thick, and legible.

Proposed

'PROJECT TYPE'

(i.e. Concept Plan, Preliminary Plat, 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 attached affidavit 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.

SIGNS ARE TO BE POSTED NO EARLIER THAN: _____
SIGNS ARE TO BE POSTED NO LATER THAN: _____
PLANNING &ZONING MEETING IS: _____
CITY COUNCIL MEETING IS: _____

RESIDENTIAL APPLICATION

(PLEASE PRINT CLEARLY)

Date of Application: _____ Permit #: _____

Address: _____Subdivision: _____Sect: _____Lot: _____Block: ___

Type of Structure: _____ Total Sq. Ft: _____Value:_____

Of Stories: _____ Property within flood plain? Y/N Flood Zone: _____ Base Flood Elevation: _____

Is this construction: New Remodel Addition Is the Master Plan on file? Yes No Plan #_____

Owner:_____ Contractor:_____

Contractor Address:_____

Contact Person:_____Phone:_____Fax:_____

Contractors: (Must be registered with the City of Leander)

Electrical Contractor:_____

Plumbing Contractor:_____

MechanicalContractor:_____

- **$200.00 Application Fee to accompany application applicable to NEW single-family construction only. (Non-Refundable, but credited toward permit fee)**
- **Permits will not be issued without Contractors being listed on application.**
- **Double permit fees will be charged for starting work prior to issuance of permits.**
- **Along with two sets of plans, you must attach a plot plan with tree survey, and Rescheck to your application.**
- **If any portion of the lot is within the floodplain you must obtain a flood zone permit.**
- **All reinspection fees must be paid prior to the building final being approved.**
- **No occupancy is allowed until all final inspections have been approved. (Penalty of Double permit fees will be charged)**
- **Must meet the requirements of the City of Leander Landscape and Tree Ordinance.**
- **The Building Inspection Department is not responsible to ensure that your structure is in compliance with all legal requirements and regulation that apply to your property. It is your responsibility to ensure that your property complies with all applicable legal requirements and regulations.**

PLEASE ALLOW 10 WORKING DAYS FOR CITY PROCESSING

_____ _____

Signature Date

Permits Division, P.O. Box 319, Leander, Texas 78646-0319
Ph. (512) 528-2752, fax (512) 259-0660, http://www.leandertx.gov

Check one of the following:

___ I hereby request a copy of the current ordinances applicable to this application and agree to review and be bound by provisions applicable to the property. Ordinances paid for and received by Owner or Agent.

OR

___ I hereby acknowledge that I have obtained and reviewed the City's current ordinances affecting the property identified in this application and hereby reject the need to purchase said ordinances at this time.

Owner or Agent Signature: _____ Date: _____

FOR CITY USE ONLY BELOW THIS LINE

Approved Rejected By_____on_____

Resubmitted and reviewed

Approved Rejected By_____on_____

Comments:

_____

_____

_____

_____

Permit Fees:

Building: _____sq. ft X $0.15=_____or $40.00 (Minimum)

Plumbing: _____sq. ft X $0.15=_____or $40.00 (Minimum)

Electrical: _____sq. ft X $0.15=_____or $40.00 (Minimum)

Mechanical: _____sq. ft X $0.15= _____or $40.00 (Minimum)

Plan Review (up to 3000 sq. ft) $50.00 w/o Master - $20.00 w/Master $_____

Plan Review (3000 sq. ft or greater) _____sq. ft X $0.05 per sq. ft $_____

Temporary Meter Loop: $_____40.00____

Permanent Power: $_____40.00____

Gas (if applicable): $_____40.00____

Additional Fees:

Utility Tap Fee Water: $_____

Wastewater: $_____

Water Deposit: $_____

Other: $_____

Impact Fees:

Water: $_____

Wastewater: $_____

Total Permit fee: $_____

Total Permit fee less $200.00 application fee: $_____

Application Complete Date: _____By:_____

General Guidelines for Obtaining Residential Building Permits

To help expedite the plan review and permit approval process the following general guideline is provided. Please feel free to contact the Building Inspection Dept. at 528-2752 for specific questions.

Residential Projects: One (1) set of plans. ** Approved set of plans will not be returned to applicant for Residential Projects**

Check your plans! Be certain that your submittal includes the following information:
*Completed Residential Building Permit Application.
*Complete and Accurate Address
*$200.00 Application fee (credited to the building permit fee upon issuance)
*Plot plan of the lot (this can obtained at the Williamson County Clerk's office)
Must indicate the location of the building on the lot with set back dimensions, all easements affecting the lot, Proposed parking and drainage details.
*Site Plan & Details
*ResCheck Form (Energy Conservation Code)
*Engineered Foundation Plan & Details
*Floor Plan & Details
*Wall Construction Plan or Cross Section Details
*Roof Plan & Details or Truss Specifications
*Other Pertinent Structure Details
*Elevations
*Electrical Plan & Details
*Plumbing Plan & Details
*Mechanical Plan & Details

Depending upon the project additional data may be required (i.e, details, computtions, stress diagrams, soil analysis, handicap requirements, engineer/architect/surveyor seals, electrical riser/diagrams/calculations/analysis, etc.)

Flood Zone- Must comply with City and Federal Regulations, if applicable

ATTENTION: CONTRACTORS AND PROPERTY OWNERS

Approval of permits by the City of Leander does not exempt you from complying with current or future federal, state, or regional development requirements.

For your assistance we are providing the following contacts to answer your questions or concerns.

Inspections & Permits
www.leandertx.org (most applications are available online)
(512) 528-2823- Janet L. Gallagher: Building Official
(512) 528-2744- Al Hamilton: Senior Building Inspector
(512) 528-0723- Monica Sanders: Plan Reviewer / Inspector
(512) 528-2823- Carla Woods: Permits Clerk
(512) 528-2752- Danielle Radecki: Permits Clerk
(512) 528-2742- Michael Dial: Code Enforcement
(512) 528-2748- Inspection Request Line

Community Development
(512) 528-2732- David Hutton: Director
(512) 528-2763- Robin Griffin: Sr. Planner

Engineering- (512) 259-2640
Wayne Watts: Director/City Engineer

Travis County Health District
- Private Sewage Facility (i.e., septic tanks)

(512) 854-4215

U.S. Department of Energy (ResCheck Form/Information)
www.energycode.gov

Federal Emergency Management Agency (FEMA)
- Flood Plain Information, (i.e., elevation certificates

1-800-638-6620

Texas Commission on Environmental Quality (TCEQ), formerly TNRCC
- Drainage Issues

(512) 239-1000

U.S. Fish & Wildlife Services
- Habitat/Endangered Species
- Caves

(512) 490-4390

RESIDENTIAL- ELECTRICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Leander for plan review.

*Power, Lighting, and Equipment Layout.
*Locate GFCI receptacles
*Electrical Notes on plans to substantiate items.
*Locate smoke detectors.
*All documentation shall be submitted as integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer's stamp, must be submitted on the same size and type of material as the original plans. (No papers to be stapled, taped, glued, clipped, etc., to the plans as documentation)

RESIDENTIAL- PLUMBING SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documentation when submitted to the City of Leander.

*Show Plumbing Layout

RESIDENTIAL- MECHANICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documentation when submitted to the City of Leander.

*HVAC Locations
*Indicate Gas or Electric

COMMERCIAL BUILDING PERMIT

APPLICATION & CHECKLIST

Permits Division, P.O. Box 319, Leander, Texas 78646-0319
Ph. (512) 528-2752, fax (512) 259-0660, http://www.leandertx.gov

Project Name: _____ **Permit Number:** _____
SD File Number: _____

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.

- ***A Pre-Development meeting is recommended prior to submission of a Commercial Building Permit application. Pre-Development meetings are held at 3:00 p.m. on Mondays. Please make an appointment with the Planning Department (David Hutton ph. 528-2732, Ellen Pizalate ph. 528-2750).***
- ***Fill out the following application and checklist completely prior to submission.***
- ***Use the most current application from the City.***
- ***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 project. This application/checklist is only a guide. All state and local ordinance and code requirements cannot be reflected on this application / checklist. If there are any questions regarding regulations, the applicant should consult source law.***
- ***Applicant MUST submit an approved copy of the Site Development application, a copy of the Site Development Permit, and (1) approved set of Site Development (Civil) drawings prior to the issuance of a building permit.***
- ***Ordinances can be obtained from the City of Leander at our website (***www.leandertx.gov ***, Documents and Forms) or at city hall.***

PROJECT INFORMATION:

Street Address:_____ TDLR Project #_____

Subdivision Name: _____ Section: _____ Lot: _____ Block:_____

Property within flood plain? Y/N Flood Zone: _____ Base Flood Elevation: _____

Zoning District: _____Sq. Foot: _____ Dimension: _____ Value: _____

Brief Summary of Work: _____

APPLICANT INFORMATION:

Note: 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.

Property Owner:_____ Phone:_____ Fax:_____

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

Email:_____ Mobile:_____ Pager:_____

Agent: _____ Phone:_____ Fax:_____

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

Email:_____ Mobile:_____ Pager:_____

PROJECT FEE CALCULATIONS (OFFICE USE ONLY):

Application Complete: Date_____ By:_____

Application Fee $400.00 (Non-Refundable, but credited toward permit fee)
TDLR # **confirmed** (date initials):_____

Building Permit Fee Calculation (base fee includes 1 inspection each):
Frame – _____ sq. ft. X $0.15 per sq. ft. of building ($40 min) = $_____
Plumbing – _____ sq. ft. X $0.15 per sq. ft. of building ($40 min) = $_____
Electrical– _____ sq. ft. X $0.15 per sq. ft. of building ($40 min) = $_____
Mechanical– _____ sq. ft. X $0.15 per sq. ft of building ($40 min) = $_____
Plan Review–_____ sq. ft. X $0.13 per sq ft (up to 10,000 sq ft) + $50 per 1000 sq ft over = $_____
Permanent Power (Meter Release)- _____ = $_____
Temporary Power Loop/Pole - _____ = $_____
Gas Meter Release (if applicable)- _____ = $_____

Fire Permit Fee Calculation (base fee includes 2 inspections each):
New Construction Review - $100.00 +(_____ sq ft X $0.10 per sq. ft. of building) = $_____
New Shell Building Review- $100.00 +(_____ sq ft X $0.05 per sq. ft. of building) = $_____
Certificate of Occupancy Inspection < 10,000 sq. ft =$ 50.00
Certificate of Occupancy Inspection > 10,000 sq. ft =$ 100.00
Other Fire Code Related Tests =$ 80.00

Additional Fees:
Utility Tap Fee Water: _____ = $_____

Wastewater: _____ = $_____

Street Cut: _____ = $_____

Customer Water Deposit: _____ = $_____

Other: _____ = $_____

Impact Fees

Water: _____ = $_____

Wastewater: _____ = $_____

Check # _____ ***Receipt #*** _____ ***Date:***_____ ***TOTAL = $***_____

COMMERCIAL CHECKLIST

Please note that this checklist is intended to describe the general scope of commercial building permit applications to the City of Leander. Additional information may be required to assure that the proposed construction complies with the International Building Code, Composite Zoning Ordinance or other ordinances. ***The owner/agent shall initial each line item confirming the requested information is included with this application.***

___3 collated sets of the following submitted with a complete application and a check for $400 to be considered ready for processing. Include the title of each sheet and appropriate "section" (i.e. site plan, grading/ drainage, etc.) along the right edge, visible when rolled up. A digital "as-built" copy is required prior to the issuance of a C.O.

THE FOLLOWING BUILDING PLANS ARE TO BE PREPARED IN COMPLIANCE WITH THE COMPOSITE ZONING ORDINANCE AND THE CURRENT INTERNATIONAL CODE CONGRESS BUILDING CODE AND FIRE CODE ADOPTED BY THE CITY

_____**ARCHITECTURAL:**

1. Floor Plan
   - General usage for each area by name. _____
   - Dimensions showing all room sizes, corridors, exits, stairs, etc. _____
   - Window and door opening sizes and construction relating to fire protection. _____
2. Elevations
   - Proposed building materials. _____
   - Heights of building elements. _____
3. Sections as provided to describe compliance with fire protection provisions of the code. _____
4. A registered architect or engineer must seal architectural plans. The requirement for sealed plans may be waived by the Building Official for buildings less than 5,000 sq. ft. _____
5. All rooftop mechanical equipment is screened from view. All rooftop equipment on flat roofs are enclosed with a parapet wall constructed at least 42" high or as high as the equipment it is designed to screen from view, whichever is higher. The parapet is constructed with a building material that matches the structure or is visually compatible with the structure. _____
6. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

____ **Type A**

- At least eighty-five percent (85%) of the exterior surface area of walls, including all stories of primary buildings / structures, consists of un-painted clay brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, non-reflective glass façade, glass block (or alternative glazing e.g. Kalwall) and factory tinted (not painted) split faced concrete masonry unit (non-residential buildings and structures only) or similar material approved by the Director of Planning. The remaining exterior wall surface is comprised of those materials listed or cementious-fiber planking (not panels). _____
- A minimum of fifteen percent (15%) of the front primary building façade for buildings in commercial or residential districts consists of window or door openings.
- All building fronts have at least five different design features to break the wall plane, buildings over 50,000 square feet in size have at least seven different design features, and buildings over 100,000 square feet have at least nine different design features. _____
- Windows have a maximum exterior reflectivity of twenty percent (20%). _____
- No primary structure / building exceeds a height of thirty (30) feet at a distance of twenty (20) feet plus one foot for each one foot of setback beyond twenty (20) feet from a single-family or two-family use district unless such district is utilized for non- residential use. Otherwise, the maximum primary building / structure height for any non-residential or multi-family district does not exceed forty five (45) feet except that a building may be erected to a height of ninety (90) feet if building setbacks for the building or portions of a building exceeding forty five (45) feet are increased one foot in distance for each two feet of additional building height in excess of forty five (45) feet. __

____ **Type B**

- At least fifty percent (50%) of the exterior surface area (all stories) and at least eighty-five percent (85%) of the exterior surface area of first story walls of primary buildings / structures, consists of un-painted clay brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, glass façade, glass block (or alternative glazing e.g. Kalwall) and factory tinted (not painted) split faced concrete masonry unit (non-residential buildings and structures only) or similar material approved by the Director of Planning. The remaining exterior wall surface is comprised of those materials listed or cementious-fiber planking (not panels). _____
- A minimum of fifteen percent (15%) of the front primary building façade for buildings in commercial or residential districts consists of window or door openings. _____
- All building fronts have at least four different design features to break the wall plane, buildings over 50,000 square feet in size have at least six different design features, and buildings over 100,000 square feet have at least seven different design features. _____
- Windows have a maximum exterior reflectivity of twenty percent (20%). _____
- For any non-residential or multi-family district, no primary structure / building exceeds a height of thirty-five (35) feet at a distance of twenty-five (25) feet plus one foot for each one foot of setback beyond twenty-five (25) feet from a permanent single-family or two-family district unless such district is utilized for non- residential use. _____

____ **Type C**

- At least thirty five percent (35%) of the exterior surface area of walls (all stories), including at least sixty percent (60%) of the exterior surface area of street facing walls (all stories) of primary buildings / structures consists of un-painted clay brick, ledge stone, fieldstone, cast stone, marble,

granite, tile, painted or tinted stucco, glass façade, glass block (or alternative glazing e.g. Kalwall) and, for non-residential buildings and structures, factory tinted (not painted) split faced concrete masonry unit, pre-cast concrete tilt wall with a decorative or textured finish or similar material approved by the Director of Planning. The remaining exterior wall surface is comprised of those materials listed or cementious-fiber planking (not panels) or, for non-residential applications only, exterior insulating finishing system (E.I.F.S.). _____

- A minimum of fifteen percent (15%) of the front primary building façade for buildings in commercial or residential districts consists of window or door openings. _____
- All building fronts have at least three different design features to break the wall plane, buildings over 50,000 square feet of gross floor area have at least five different design features, and buildings over 100,000 square feet have at least six different design features. _____
- No primary structure / building shall exceed a height of forty (40) feet at a distance of thirty (30) feet plus one foot for each one foot of setback beyond thirty (30) feet from a single-family or two-family district unless such district is utilized for non- residential use. No primary building / structure height shall exceed forty-five (45) feet except as provided in Article VIII, Section 8. _____

____ **Type D**

- Unless there are no street facing walls, at least thirty five percent (35%) of the exterior surface area of walls (all stories), including at least sixty percent (60%) of the exterior surface area of street facing walls (all stories) of primary buildings / structures consist of un-painted brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, exterior insulating finishing system (E.I.F.S.), glass façade, glass block (or alternative glazing e.g. Kalwall), factory tinted (not painted) split faced concrete masonry unit, pre-cast concrete tilt wall with a decorative or textured finish or similar material approved by the Director of Planning. The remaining exterior wall surfaces are comprised of those materials listed or cementious-fiber planking or panels, or painted metal siding except that metal siding is not permitted on any street facing wall. _____
- Metal exterior walls are compatible in color with existing surrounding structures and are muted earth tones. Exterior finishes for metal walls are of a permanent material such as baked on enamel finish or painted to the wall manufacturer standards. The use of unpainted exterior metal finish is not proposed. Any metal siding is screened at least 60% from view from the street and any adjacent residential uses with evergreen landscaping, fencing, berms or other approved screening. _____
- All building fronts visible from a public street or residential district have at least two different design features to break the wall plane, buildings over 50,000 square feet in size have at least four different design features, and buildings over 100,000 square feet have at least five different design features. _____
- No primary building / structure height shall exceed thirty-five (35) feet. _____

7. Warehouse, mini-warehouse and overhead (commercial service) doors are not oriented to face a street(s) or residential property or shall be screened from view from the street(s) or residential property. _____
8. All roof fascia and soffits are constructed of a non-combustible material. _____
9. Fascia is not increased (e.g. sign bands) nor are mansard roofs, Quonset roofs, "A" frame designs or other similar roofs to be utilized if they would reduce the normal amount of exterior wall surface area. Sign bands do not exceed three feet in height and do not extend across more than forty percent (40%) of a structure frontage. _____
10. Parapets or other similar screening enclosures are utilized to conceal rooftop equipment from view from all sides if such rooftop equipment is proposed. _____
11. Roofing materials for peaked roofs are a thirty year laminated dimensional shingle or its equivalent or better product (metal roofing is acceptable). _____

_____STRUCTURAL:

1. Foundation Plans sealed by a registered engineer or architect _____
2. Framing Plans _____
3. Details and Specifications sufficient in scope and details to facilitate field verification by City of Leander inspector. A registered architect or engineer must seal framing plans and details. The requirement for sealed plans may be waived by the Building Official for buildings under 5000 sq. ft. _____

_____MECHANICAL:

1. Details and specifications of ventilation system components and devices. _____
2. Duct locations and construction. _____

   A registered architect or engineer must seal mechanical plans. The requirement for sealed plans may be waived by the Building Official for buildings under 5000 sq. ft.

_____ELECTRICAL:

1. Electrical Riser Diagram showing proposed wire sizes, over current protection and grounding. _____
2. Branch Circuit Calculations showing proposed wire sizes and over current protection. _____
3. Power Plan
   - Showing proposed circuitry. _____
   - GFCI protection and service receptacles to code. _____
4. Lighting Plan showing proposed lighting, exit and emergency lighting as applicable. _____
5. Fire alarm system. A registered architect or engineer must seal electrical plans. The requirement for sealed plans may be waived by the Building Official for buildings under 5000 sq. ft. _____
6. All site utility lines are proposed to be located underground. _____
7. The following note is shown: ***Exterior lighting is 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.*** _____

_____PLUMBING:

1. Plumbing Plan showing location of all fixtures and components, distributing piping, wastewater piping, gas piping and connection to existing utilities. _____
2. Water Distribution Piping Riser Diagram showing pipe sizes, required back flow and pressure reducing devices. _____
3. Waste Water Riser Diagram showing pipe sizes and venting. _____
4. Gas Riser Diagram showing pipe sizes, connected loads, and maximum developed lengths. _____
5. Fire Suppression System. A registered fire sprinkler engineer must seal fire suppression plans. _____

_____CONTRACTOR INFORMATION:

Profession	Name	Information on file at City Y/N
Electrical	_____	_____
Plumbing	_____	_____
Mechanical	_____	_____
General Contractor	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

ADDITIONAL INFORMATION ATTACHED:

Asbestos Survey _____
Utility Information Sheet _____
Other (identify) _____

ALL PLANS MUST INCLUDE THE FOLLOWING SIGNATURE BLOCK ON THE COVER SHEET:

_____ _____
David Hutton, Director of Planning and Community Development — Date

_____ _____
Wayne S. Watts, P.E., City Engineer — Date

_____ _____
Bill Gardner, Fire Chief — Date

_____ _____
Janet L. Gallagher, Building Official — Date

- ***Permits cannot be issued without contractor information on file in city offices, 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.***
- ***If any portion of the lot lies in the flood plain you must submit a flood zone application and an elevation certificate.***
- ***Double permit fees will be charged if you begin work without a permit.***
- ***All re-inspection fees must be paid before the building final will be approved.***
- ***Structure not to be occupied until all final inspections have been approved and certificate of occupancy (CO) issued (penalties, as authorized by City Ordinance, will be charged if occupancy occurs prior to issuance of CO).***

ACKNOWLEDGEMENT:

The signature below of the property owner or designated agent acknowledges that construction plans and specifications attached herewith generally conform with applicable ordinances of the City of Leander, Texas. Furthermore, it is understood that City review of this application is dependent upon the adequacy of information provided, inaccurate or inadequate information may delay City approvals, and that compliant construction is the responsibility of the applicant.

Check one of the following:

☐ I hereby request a copy of the City's current ordinances applicable to this application and agree to review and be bound by the provisions applicable to the property. Ordinances paid for and received by Owner or Agent:

_____ Date: _____

OR

☐ I hereby acknowledge that I have obtained and reviewed the City's current ordinances affecting the property identified in this application and hereby reject the need to purchase said ordinances at this time.

Owner or Agent Signature: _____ Date: _____