



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

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

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

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

# LEANDER TOD STAGE II SUBMITTAL

## ***NEW COMMUNITY – SCALE PLAN (PRELIMINARY PLAT & PUD PLAN) APPLICATION & CHECKLIST***

This application and checklist is provided as a service of the City of Leander. This application and checklist only applies to projects within the Leander TOD. Its purpose is to assist the applicant in preparing a proposal that meets Leander SmartCode and other City standards so it can be expedited through the review process. It does not insure that all plan requirements that meet the SmartCode (including the “Conventional Zone”) will be submitted. The Stage II Plan includes all of the detail required for a Preliminary Plat and determines the boundaries of the Transect Zones, pedestrian sheds, block dimensions, thoroughfare network, parks and civic spaces, environmental requirements including water quality (as required), density requirements and use mix and other issues that define the relationship of the area being planned to surrounding areas. The applicant is responsible for providing all necessary information for review, processing and completion.

- ***This approval does not constitute a site development permit as addressed in Article 5– Building-Scale Plans–of the Leander SmartCode. It represents the New Community-Scale Plan in Article 3 of the Leander SmartCode.*** (Note: The applicant may skip a Stage II Plan and go directly to a Stage III Plan if desired, however a Stage II Plan must already have been approved for the site or the details of the Stage II Plan shall be submitted as part of the Stage III application. A Stage III application carries the project through engineering, construction plans, building disposition and architectural plans, reviews, inspections, enforcement and acceptance.)
- A Pre-Development meeting is recommended prior to submission of an application. Please make an appointment with the Planning Department ph. 512-528-2750.
- Fill out the following application and checklist completely prior to submission (including the fee calculations).
- 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.
- Submit these plans to the Planning Department, 104 N. Brushy St., Leander, TX, (512-528-2750).

### **INSTRUCTIONS**

- Fill out the following application and checklist completely prior to submission.
- Use the most current form and ordinances from the City’s website ([www.leandertx.gov](http://www.leandertx.gov)) or contact the Planning Department for forms.

### **PROJECT OPTIONS:**

Depending on the proposed project, one or more of the following options will apply. Please include the appropriate application with the submittal of the Stage II Submittal. These applications can be found on the City’s Website ([www.leandertx.gov](http://www.leandertx.gov)) or contact the Planning Department (512-528-2750)

- \_\_\_ 1. Preliminary Plat
- \_\_\_ 2. PUD Zoning Application

**FILING FEE CALCULATION:**

Review Fee:	\$1500.00
\$200.00 per hour for review (to be billed as required)	+ \$ _____
Phasing Fee - \$200.00 per phase, starting with the second phase:	+ \$ _____
Professional Recovery Fee: (to be billed as required) deposit	+ \$ 300.00
Fire Review Fee (per phase):	+ \$ 50.00
GIS Fee - \$350.00 plus \$100.00 per acre \$350.00 + _____ acre X \$100.00	+ \$ _____
<b>TOTAL FEE</b> (due at the time of application submission):	<b>\$ _____</b>

**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)  
Transect Zone: \_\_\_\_\_  
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.

**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.*  
**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:** \_\_\_\_\_

## STAGE II PLAN CHECKLIST

Please note that this checklist is intended to describe the general scope of Stage II Plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application.

### **ADDITIONAL ITEMS TO BE ADDED TO PLANS:**

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- \_\_\_ 1. Map of the current TOD Transect Map illustrating the location of the subject tract and a breakdown of what Transect Zones it is in.
- \_\_\_ 2. Map of the property identifying Transect Zone boundaries and Pedestrian Sheds (3.1.8 and 3.1.9) including a table that identifies the minimum densities and use mix in compliance with Table 19. Provide numbers to identify each block and lot.
- \_\_\_ 3. Map of the property identifying the preliminary Thoroughfare Network in compliance with Section 3.6 and tables 10A, B and C (3.1.11), showing proposed blocks in compliance with block size standards in Table 19. Provide a table including street names and linear feet.
- \_\_\_ 4. Map of the property identifying the proposed Civic Spaces in compliance with Section 3.7 and Table 18.
- \_\_\_ 5. Map of the property showing all Environmental Requirements in compliance with Section 3.5 including the treatment of floodplains and riparian corridors; Public Frontages in compliance with Tables 8 and 19; and storm water management systems. Provide dimensions of sidewalks.
- \_\_\_ 6. Identify any Special Requirements as described in Section 3.8.
- \_\_\_ 7. Identify boundary lines (drawn with heavy line) with metes and bounds description.
- \_\_\_ 8. Identify property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- \_\_\_ 9. Identify the location and sizes of existing easements with record references 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 location plan.
- \_\_\_ 10. Provide Building Disposition for each lot (this can be delayed until Stage III).
- \_\_\_ 11. Include all proposed parkland in the Civic Spaces map in number 8 above.
- \_\_\_ 12. Include on plan: ***Parking requirements will be provided in conformance with the SmartCode.***
- \_\_\_ 13. Include the following criteria:
  - Identify where on street parking is proposed. (May note that will comply with SmartCode.)
  - Dimensions of parking spaces, aisle widths (May note that will comply with SmartCode.)
  - Driveway intersection locations (May note that will comply with SmartCode.)
  - Driveway and aisle curb return radii (May note that will comply with SmartCode.)
  - Fire lanes are labeled with curb and/or aisle markings showing ***Fire Lane - No Parking*** (May note that will comply with SmartCode.)
- \_\_\_ 14. Include a note: ***Driveways will conform to the Leander SmartCode.*** Show driveway locations on Conventional Zone submittals.
- \_\_\_ 15. Driveways are at least fifteen (15) feet wide at the property line (Conventional Zone Only).
- \_\_\_ 16. Parking must be shown on all Conventional Zone plans. (off street parking locations can be delayed until Stage III)
- \_\_\_ 17. Property lines, road alignments, easements and other adjoining property interfaces have been checked for compliance and conformity.
- \_\_\_ 18. **If the property will require a Special District Designation, a map and rationale must be submitted in a letter format.**

- \_\_\_ 19. If the project is proposed to be developed in phases, a clear delineation of the phase lines are shown on the plan. If the phasing will address mix-of-use requirements within the code, a description of how compliance will be achieved by phase must be included.
- \_\_\_ 20. If the applicant is seeking any Warrants or Exceptions for the project, list the Warrants and Exceptions and provide a brief justification for each.

**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](http://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 1<sup>st</sup> Review: \_\_\_\_\_