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 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.

AN APPOINTMENT IS REQUIRED TO SUBMIT A SITE DEVELOPMENT PERMIT APPLICATION.
Please contact the Planning Department at 512-528-2750 to schedule an appointment.

INSTRUCTIONS

- A Pre-Development meeting is recommended prior to submission of a Site Development Permit application. These meetings are scheduled every Monday starting at 2:30 p.m. (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.
- 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.
- Please refer to the "Submittal Schedule" for submittal deadlines (http://www.leandertx.gov).

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.
- ❑ Deed for the property.
- ❑ Disk including submittal documents in PDF.
- ❑ 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	+ $_____
If the Project is proposed to be phased, there is a fee of $250 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):	**$**_____

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. If there are multiple property owners, please submit multiple copies of this sheet.

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:_____

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

Phone:_____ Fax:_____

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

Email:_____ Mobile:_____

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

Owner's Signature: _____ **Date:** _____

THE STATE OF_____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

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

Given under my hand and seal of office this _____day of ___, _____.

Notary Public's Signature_____

My Commission Expires: _____

AGENT INFORMATION:

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

Project Agent: _____ Phone:_____ Fax:_____

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

Email:_____ Mobile:_____ Pager:_____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge. 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. Provide a 3” X 3” box near the bottom right corner of every sheet for an approval stamp and initials.

___ 3. PLANS SHALL INCLUDE THE FOLLOWING SIGNATURE BLOCK ON THE COVER SHEET:

_____	_____
Tom Yantis, AICP, Assistant City Manager	Date
_____	_____
Wayne S. Watts, P.E., CFM, City Engineer	Date
_____	_____
Steve Bosak, Director of Parks and Recreation	Date
_____	_____
Chief Joshua Davis, Fire Marshal	Date

___ 4. Scale 1” = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.

___ 5. North arrow.

___ 6. Location sketch.

___ 7. Boundary lines (drawn with heavy line) with metes and bounds description.

___ 8. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.

___ 9. 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.

___ 10. 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.

___ 11. 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.

___ 12. 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.

___ 13. For multi-family, a proposal in compliance with the park dedication requirements of the subdivision ordinance.

___ 14. 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

___ 15. 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.

___ 16. 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*.

___ 17. Driveways are labeled as Type II commercial driveways.

___ 18. Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are at least 200' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line.

___ 19. Any proposed driveway onto a state maintained roadway (US 183, US 183A, FM 2243) has a TXDOT driveway permit and a copy is enclosed.

___ 20. 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.

___ 21. Handicap parking is provided as follows:
- For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility.
- At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and public transportation stops (if any), and other accessible facilities (if any) to an accessible building entrance.

___ 22. 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.

___ 23. 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.

___ 24. If this is a non-residential or multi-family site contiguous with another non-residential or multi-family site, a parking aisle connection to the boundary of the site is provided for connection to such contiguous non-residential site unless such connection is determined to be inappropriate by the Planning Department after considering relevant factors such as topographic constraints, environmental constraints and adjacent incompatible uses. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.

___ 25. The property is a legal lot or legal tract (has been platted or is grandfathered or otherwise exempt from the subdivision ordinance).

___ 26. 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'	7'	15'	15'
	SFE, SFS, SFU, SFU/MH, TF		20'	5'	15'	15'
	SFC, SFL		20'	5' or 0 & 10'	15'	10'
	SFT		15'	0 or 10'	15'	10'
	MF	Type A Type B	20' 25'	10' 10'	20' 25'	20' 20'
	LO, LC, GC, HC, 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, HC, HI	Type A Type B	(NA) (NA)	20' 25'	(N/A) (N/A)	20' 25'
	LO, LC, GC, HC, HI	Type C	(NA)	30'	(N/A)	30'
	GC, HC, 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, HC, 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, HC, 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, HC, HI	Type 3-4 Type 5	** 25'	5'*** 0'***	** 25'	0' 0'
Special Setback Where Adjacent to SF or TF*	LO, LC, GC, HC, 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.

___ 27. 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.

___ 28. 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.

___ 29. 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.

___ 30. 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 not exceed 20% of the gross floor area of the building, is located no closer to a street frontage than the primary building, is

screened from view from adjacent properties and street(s) in accordance with landscape screening provisions, and complies with required setbacks.

- The combination of outdoor display, outdoor storage and accessory buildings does not exceed 40% of the gross floor area of the primary building.
- Vehicle wash facilities are located no closer than 150 feet, and vehicle fueling is located no closer than 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.

___ 31. If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan.

___ 32. 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.)

___ 33. 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.

___ 34. 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.

___ 35. Air conditioning units are not shown forward of the front wall of the building.

___ 36. 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.

___ 37. No fencing is proposed within the front or side street setback.

___ 38. 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.

___ 39. 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.

___ 40. 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.)

___ 41. 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.

___ 11. Non-Residential and Multi-Family Drainage and Detention Facilities:

- ❑ Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales and inlets are not included.
- ❑ Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.
- ❑ Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.
- ❑ Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or tubular metal or other similar product.
- ❑ Vertical walls for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthern embankment no steeper than 3:1 slope. All exposed concrete is required to provide textured concrete and tinting in earthern colors, or masonry veneer including but not limited to ledgestone, fieldstone, or cast stone. In the event that the drainage facility is below grade, concrete is permitted and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.

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.

___ 5. Identify at least one construction entrance on the erosion and sediment control site plan.

___ 6. Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.

___ 7. Identify each phase of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.

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 3:1 (inches planted to inches removed) replacement and at mitigation fee in the amount of $300 per caliper inch removed for heritage trees 26 inches in caliper and larger.
  - Heritage tree (over 26 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission and City Council. The public hearing fees and the following tree removal fees apply: $250.00 per tree.
- A 2:1 (inches planted to inches removed) replacement for significant trees 18 inches in caliper to 26 inches in caliper.
  - Significant tree (over 18 inches in caliper or larger) removal requests requires approval by the Planning and Zoning Commission. The public hearing fees and the following tree removal fees apply: $250.00 for the first tree plus $100.00 for each additional tree.
- A 1:1 replacement if more than 50% of the caliper inches of significant trees between 8 and 18 inches caliper are proposed to be removed.
- 50% of the required landscaped area and required plantings are shown to be installed between the front property line and the building(s).

___ 2. Existing significant trees of 8 inch caliper and larger (including species and size) located within the impact zone of proposed construction are shown and accurately located on the site plan.

___ 3. Significant trees to be removed are identified. A tree is considered to be removed if more than 50% of the critical root zone area is disturbed or covered with pavement, structures or other impervious surface. The radius of the critical root zone is calculated as the diameter of the tree trunk times 12.

___ 4. Replacement trees are a minimum 2-inch caliper. Any significant tree greater than two inches in diameter that is not required to be retained as described above may be utilized as a replacement tree or toward the required tree plantings if properly protected and in healthy condition.

___ 5. A minimum pervious area 3 feet in radius and not less than 50% of the calculated drip line area is provided around the trunks of all existing and proposed trees.

___ 6. Additional trees are shown as necessary so that the centerpoint of every parking space is within 50' of a tree.

___ 7. No landscaping over 3 feet high is located within 40 feet of the intersection of any street. (Measured from the edge of pavement as if the curbs or pavement edges are not rounded off and intersect at a right angle).

___ 8. All plantings are identified by name, quantity and container size and are included in the *Preferred Plant List*.

___ 9. The location of an automatic irrigation system is shown to be provided (unless low water use plantings are proposed or if the lot is less than one acre in size). (An irrigation permit is required.)

___ 10. Show the screening of off-street parking areas, loading spaces and docks, refuse containers, outside storage areas and storage containers, antennas, mechanical equipment, metal siding and the rear of structures on reverse frontage lots from view from adjacent streets or residential areas is provided through the use of fences, evergreen plantings, landscape berms and/or existing vegetation. If a fence is utilized, the finished side of the fence faces away from the screened object.

___ 11. Provide the following notes:

The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance.

(In the event that an automatic irrigation system is not proposed, please modify the above note accordingly.)

Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.

Specifications are provided showing a minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings. Provide the following note:
All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.

All disturbed areas and ROW will be re-vegetated by the developer.

All invasive species shall be removed from the property.

No more than 50% of the same species may be planted to meet the tree planting requirements.

___ 12. Invasive Species: Multi-Family and non-residential projects are required to remove all invasive species for the portion of the project indentified within the limits of construction.

___ 13. Tree Diversification: No more than fifty (50%) percent of the same species may be planted to meet the tree planting requirements.

___ 14. Garbage dumpsters are located no closer to a roadway than the front wall of the principal structure located closest to the roadway. Garbage dumpsters are screened by a wall (comprised of masonry compatible with the structure or WoodCrete) at least as high as the container. The open side to the dumpster or other trash receptacle is a gate constructed of solid wood or metal. The dumpster is oriented for pickup by a front load garbage truck.

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

___ 15. 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).

___ 16. If a non-residential use is proposed adjacent to property utilized for a single-family or two-family residence on land zoned for such, or land planned or platted for such, a six-foot privacy wall is shown along the common property line unless an existing structure is proposed to be expanded by less than 50%, or 1,000 sq. ft., whichever is less. Such wall is required to be constructed of one or more of the following materials: textured pre-cast concrete (e.g. WoodCrete), brick, stone, cast stone, stucco, factory tinted or painted split-faced concrete masonry unit, granite, tile or other similar material approved by the Director of Planning.

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 Steve Bosak, Parks & Recreation Director for more information (512-528-9909 or bosak@leandertx.gov).

FINAL SUBMITTAL MEETING:

To expedite the review process, staff has implemented a Final Submittal Approval Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, a meeting with the applicant and staff will be held. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible. This meeting will require the applicant to bring:

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

REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT:

- Submittal of one (1) final set of plans for signatures. These plans will be returned to the applicant after they are approved and signed.
- To schedule a pre-construction meeting, the following items must be submitted:
  1. Five (5) copies of the approved and signed plans.
  2. Scanned set of plans on a CD of the final approved site development plan as a TIF and AutoCAD formats. Plans must be scanned at 300 dpi, uncompressed TIF to the original approved scale.
  3. Submittal of any outstanding fees including roadway improvement fees and review fees.
  4. Approved SWPPP
- The Site Development Permit shall be issued during the pre-construction meeting.
- Permits cannot be issued in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.
- The site shall not be occupied until all final site inspections are approved and a certificate of completion (CC) is issued.
- If the project is eligible for a conditional certificate of completion, there is a fee of 30% of the review fee. The Composite Zoning Ordinance requirements also apply.
- An engineering concurrence letter and landscape concurrence letter will be required prior to the issuance of the certificate of completion.

CONFLICT OF INTEREST DISCLOSURES

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

ARTICLE 9.05, CITY CODE OF ORDINANCES – CODE OF ETHICS:
http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset

- **Ethics Ordinance – Disclosure Statements**

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

Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

(1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in sections 9.05.004 and 9.05.005 of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.

(2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

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

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

(2) Any member of the board or city body;

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

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

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____