



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)

Community

# SITE DEVELOPMENT EXEMPTION

## 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.*

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 Exemption application. These meetings are held at 2:30 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)
- Fill out the following application and checklist completely prior to submission. Use the most current application from the City found at [www.leandertx.gov](http://www.leandertx.gov).
- Ordinances can be obtained from the City of Leander at our website ([www.leandertx.gov](http://www.leandertx.gov)) or at City Hall (200 West Willis Street).

### 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)

Existing Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

Brief Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach a detailed description of the proposed development in a memorandum or letter and a site plan ( 5 copies) or survey that graphically indicates, but is not limited to the following:**

- |  |   |
|--|---|
| <input type="checkbox"/> Existing Trees                | <input type="checkbox"/> Limits of construction                           |
| <input type="checkbox"/> Buildings                     | <input type="checkbox"/> Type of construction                             |
| <input type="checkbox"/> Parking Areas                 | <input type="checkbox"/> Location of construction                         |
| <input type="checkbox"/> Roadways/Streets              | <input type="checkbox"/> Accessible Parking                               |
| <input type="checkbox"/> All areas of impervious cover | <input type="checkbox"/> Access Route                                     |
| <input type="checkbox"/> Erosion Controls              | <input type="checkbox"/> On-site sewage (septic) systems and drain fields |

**SITE PLAN EXEMPTION CRITERIA**

- Construction, alteration or addition to a single-family or two-family residential structure, or an accessory building to any such structure.
- 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:
  - The use does not change, or if the use changes, the new use does not require more parking than currently exists and no additional parking spaces, aisles or driveways are proposed;
  - The alteration, finish-out or change of use is in compliance with all applicable codes and regulations of the city; and
  - The proposal does not increase the degree of any existing non-conforming use or non-conforming structure.
- 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.
- 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).
- Substantial restoration that commences within a period of one year for a building damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind.
- A canopy or carport placed over existing parking spaces or other paved area.
- Rough grading for which a permit has been issued by the City Engineer.
- Any other minor site activity similar to those listed above and approved by the Planning Department.

I, \_\_\_\_\_, do hereby certify that I am the  Owner  Owner's Agent (*to act as the owner's agent, written authorization from the owner must be provided*) of this described property, and in this capacity, submit this request for exemption from the site plan submittal requirements pursuant to Article IX of the Composite Zoning Ordinance.

Furthermore, I certify and acknowledge that:

1. Although the proposed development does not require a formal site development permit, it may require, prior to beginning any site work, the approval of the subdivision or issuance of a building, remodel, and/or demolition permit;
2. Although the proposed development complies with all applicable zoning regulations, it does not prohibit enforcement of restrictive covenants and/or deed restrictions.
3. The approval of this exemption request does not constitute authorization to violate any provisions of the City of Leander Code or other applicable requirements, which includes the use or occupancy of the improvement.

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

**Please Note:** The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted.

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

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

Accepted for Processing by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date of Distribution: \_\_\_\_\_ Due Date of 1<sup>st</sup> Review: \_\_\_\_\_