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)

SPECIAL USE PERMIT

APPLICATION & CHECKLIST

An appointment is required to submit a Zoning Change application. Please contact the Planning Department at 512-528-2750 to schedule an appointment.

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.
- Special Use Permit applications review a review by staff prior to be scheduled for a public hearing.

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 special use permit. Include statements supporting request.

___ 5. Field notes, dimensioned map or subdivision name with lot and block describing proposed special use permit.

___ 6. Prepare an 8½" x 11" hard copy color map including the area of the requested zoning change and surrounding areas within 1,000'. The zoning map can be found at http://www.leandertx.gov/planning/page/maps-guides at the bottom of the page. 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. Copy of the deed showing current ownership.

___ 9. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.

___ 10. Filing Fees (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	$ 250.00
$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
Professional Recovery Fee:	+ $ 250.00
TOTAL FEE (due at the time of application submission):	**$**_____

Revised 11/24/2014

PROPERTY INFORMATION:

Property Address: _____ Property Acreage: _____

Legal Description: _____ County Short ID#: _____

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 a special use permit 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: _____

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: _____