



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 REVISION

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.

- 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.
- 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.
- Contact the Planning Department prior to submittal.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ___ 1. Completed and signed application/checklist
- ___ 2. Six (6) sets of revised site development plan sheets (24" X 36" sheets) at generally accepted horizontal and vertical engineering scales. Confirm submittal number with the Planning Department.
- ___ 3. Proposed revisions clouded on site development plan sheets.
- ___ 4. Letter explaining proposed revisions.\
- ___ 5. Revision block on the cover sheet including: revised page number, description of revision, City of Leander approval date, signature.

APPLICANT INFORMATION:

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information. The original owner signature is only required for the original application.

Project Agent: _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____ Mobile: _____ Pager: _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____ Date: _____

To be reviewed by: Planning Engineering Public Works Fire Parks