



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)

DEVELOPMENT AGREEMENT

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 this proposal 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.
- After the application is received, a meeting will be scheduled to discuss the proposed agreement. Once the agreement is discuss, the City Attorney will draft an agreement for review.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ___ 1. Completed and signed application/checklist
- ___ 2. \$5,000 Deposit for Attorney Review Fees
- ___ 3. Letter explaining proposed development agreement

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.

CHAPTER 176, TEXAS LOCAL GOVERNMENT CODE:

<http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>

Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. While we do not believe that Chapter 176 applies to development agreements, we request that the form be filled out in the interest of transparency and to help identify disclosures that may be required to be made under the City's Ethics Ordinance. Local government officers are the members of the City Council (<http://www.leandertx.gov/citycouncil/page/city-council-members>) and the City Manager (<http://www.leandertx.gov/citymanager/page/kent-cagle>).

▪ **CIQ - Conflict of Interest Questionnaire**

A person (or their agent) who enters or seeks to enter into a contract with a local government entity for the sale or purchase of real property, goods and services, and has a business relationship with the local government entity must file a Conflict of Interest Questionnaire if they:

- (a) have an employment or other business relationship with an officer of the local governmental entity or an officer's family member as described below; or
- (b) have given an officer of the local government entity or an officer's family member one or more gifts with the aggregate value specified below.

Questionnaire Link:

<http://www.leandertx.gov/sites/default/files/fileattachments/Finance/page/243/ciq.pdf>

▪ **CDS - Conflicts Disclosure Statement**

If a local government entity enters into or is considering entering into a contract for the sale or purchase of real property, goods or services with a person (including an agent of a person), an officer of the local government is required to file a Conflicts Disclosure Statement if the officer or a family member of the officer:

- (a) is receiving taxable income from an employment or other business relationship with the person, other than investment income, that exceeds \$2,500 during the 12-month period preceding the officer's awareness of the contract or consideration of the person; or
- (b) has received gifts with an aggregate value of more than \$250 in the 12 month period before the officer became aware of the contract or consideration of the person.

Questionnaire Link:

<http://www.leandertx.gov/sites/default/files/fileattachments/Finance/page/243/cis.pdf>

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. Please refer in particular to Sections 9.05.007 and 9.05.009(f) at the above link.

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____ Date: _____

To be reviewed by: Planning Engineering Public Works Fire Parks