



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)

# LEGAL LOT DETERMINATION

## 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 FINAL PLAT 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](http://www.leandertx.gov)) or at city hall.
- City ordinances can be obtained at our website or City Hall.

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- \_\_\_ 1. Completed and signed application/checklist.
- \_\_\_ 2. Map/survey of the subject property
- \_\_\_ 3. Complete copy of the Owner's Current Recorded Warranty Deed
- \_\_\_ 4. Complete copy of previous warranty deed(s), recorded before the grandfather (legal tract)/exception date, with identical legal description as current deed, if current deed does not predate the applicable grandfather (legal tract)/exception date.
- \_\_\_ 5. Other information needed to complete the review including (but not limited to) street deeds, old recorded subdivision plats, or deeds for adjacent parcels.
- \_\_\_ 6. Copy of certified tax certificate
- \_\_\_ 7. Filing Fee: \$100.00

### PROJECT INFORMATION:

Property Address: _____	Property Acreage: _____
Legal Description: _____	County Short ID#: _____
Subdivision Name: _____	



**DEED INFORMATION:**

Deed conveying tract to current owner is filed for Record in: *{if no Volume/Page, use Document No.}*  
 VOLUME: \_\_\_\_\_ PAGE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Deed pre-dating (grandfather date or exception date) is filed for Record in:  
 VOLUME: \_\_\_\_\_ PAGE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_

**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: \_\_\_\_\_