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)

NON-SUBDIVISION RELATED PUBLIC INFRASTRUCTURE CONSTRUCTION PLAN

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 NON-SUBDIVISION CONSTRUCTION PLANS 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 from the Planning Department.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your plat. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Leander at our website or at city hall.
- 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.
- Please refer to the "Submittal Schedule" for submittal deadlines (http://www.leandertx.gov).

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

___ 1. Completed and signed application/checklist
___ 2. Six (6) sets of the construction plans on twenty-four inch by thirty-six inch (24"X36") sheets at generally accepted horizontal and vertical engineering scales.
___ 3. A disk including PDF copies of the proposed construction plans.
___ 4. Certified estimate of cost of construction.
___ 5. Copy of certified tax certificate
___ 6. Construction Review & Inspection Fee (calculation listed below)

FILING FEE CALCULATION:

Construction Plan Review & Inspection Fee:	3.5% of the construction cost due at the time of application submittal Please note: verification and adjustment of the construction cost is required prior to City acceptance. A final engineer's signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.	$_____
Professional Recovery Fee:		$ 250.00
	TOTAL FEE (due at the time of application submission)	**$**_____

Revised 08/14/2015

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. If there are multiple property owners, please submit multiple copies of this sheet.

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:_____

(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.

Phone:_____ Fax:_____

Address: _____ City:_____ State:_____ Zip:_____

Email:_____ Mobile:_____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF_____ §

§ KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____ §

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____day of ___, _____.

Notary Public's Signature_____

My Commission Expires: _____

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 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*

THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAN AND/OR SUBMITTED WITH THE PLANS:

COVER SHEET:

___ 1. The proposed name of the subdivision as listed on the preliminary plat.

___ 2. The date, names, addresses and phone numbers of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).

___ 3. A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended

___ 4. Provide a 3" X 3" box near the bottom right corner of every sheet for an approval stamp and initials.

___ 5. Certification, signature and revision blocks as required by the City, including the following:

Wayne S. Watts, P.E., CFM, City Engineer *City of Leander, Texas*	*Date*
Tom Yantis, AICP, Assistant City Manager *City of Leander, Texas*	*Date*
Steve Bosak, Director of Parks and Recreation *City of Leander, Texas*	*Date*
Patrick A. Womack, P.E., Public Works Director *City of Leander, Texas*	*Date*
Chief Joshua Davis, Fire Marshal *City of Leander, Texas*	*Date*

STREET AND ROADWAY SYSTEMS:

___ 1. The horizontal layouts and alignments showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and the location of manholes, inlets and special structures.

___ 2. Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway.

___ 3. Typical right-of-way cross sections showing pertinent design details and elevations as prescribed in the City Standard Details and Specifications.

___ 4. Typical paving sections showing right-of-way width, lane widths, median widths, shoulder widths, and pavement recommendations.

___ 5. Attendant documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information and traffic impact studies.

___ 6. Show any transportation improvements required by a TIA on the property.

DRAINAGE IMPROVEMENTS:

___ 1. Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities.

___ 2. Adequate access is provided for maintenance of and repair to drainage facilities.

___ 3. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.

___ 4. Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.

___ 5. Attendant documents containing design computations in accordance with the Subdivision Ordinance for the City of Leander, and any additional information required to evaluate the proposed drainage improvements

___ 6. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.

___ 7. Non-Residential and Multi-Family Drainage and Detention Facilities:

- ❑ Non-residential and multi-family drainage facilities include all detention ponds, water quality ponds, outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales and inlets are not included.
- ❑ Non-residential and multi-family drainage facilities are not allowed within ten feet (10') of street ROW except those which are necessary to convey drainage in the shortest possible route to or from street ROW.
- ❑ Non-residential and multi-family drainage facilities located within the front setback shall not exceed 25% of the area of the front setback.
- ❑ Any fencing around non-residential and multi-family detention ponds shall be constructed of wrought iron or tubular metal or other similar product.
- ❑ Vertical walls for non-residential and multi-family drainage facilities shall be limited to not more than thirty (30%) percent of the perimeter of the pond excluding outlet structures. The remainder of the perimeter shall be earthern embankment no steeper than 3:1 slope. All exposed concrete is required to provide textured concrete and tinting in earthern colors, or masonry veneer including but not limited to ledgestone, fieldstone, or cast stone. In the event that the drainage facility is below grade, concrete is permitted and screening requirements listed in Article VI, Section 1 (d) of this Ordinance shall apply.

___ 8. Residential Drainage and Detention Facilities:

- ❑ Residential drainage facilities include all detention ponds, water quality ponds, outlet structures, berms, improved channels or other improvements associated with the drainage improvements. Roadside swales and inlets are not included.
- ❑ Residential drainage facilities shall utilize earthern berms and be designed with a curvi-linear shape. Any structural stabilization shall be limited to the use of native stone (except for outlet structures) and shall be limited to not more than thirty (30%) percent of the perimeter of the pond. Such ponds shall be seamlessly integrated with the landscaping.
- ❑ All exposed concrete is required to provide textured concrete and tinting in earthern colors, or masonry veneer including but not limited to ledgestone, fieldstone, or cast stone. In the event that the drainage facility is below grade, concrete is permitted and screening requirements Article VI, Sec. 1 (d) of this Ordinance shall apply.

EROSION AND SEDIMENTATION CONTROLS:

___ 1. Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities.

___ 2. Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.

___ 3. The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction.

___ 4. Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas.

___ 5. A plan for restoration for the mitigation of erosion in all areas disturbed during construction.

___ 6. If spoils sites are proposed to remain after subdivision acceptance, include the following notes and confirm that the proposed location meets this criteria.

Fill material originating from the land that is the subject of a subdivision application may be temporarily stored on said land provided that the developer complies at all times with the following requirements:

(a) The fill material shall be stored at the location shown on the approved construction plans.

(b) The fill material shall consist of earthen material originating from the subdivision only, shall remain free from debris, and shall be suitable for use as fill material on the future phases of the subdivision. The fill material may not include any material from outside of the subdivision.

(c) Storage of the fill material shall comply with the Storm Water Pollution Prevention Plan including revegetation of disturbed areas and other sedimentation and erosion controls adopted by the Texas Commission on Environmental Quality.

(d) The fill material will be placed and stored in such manner so that it is stable, with the side slopes no steeper than a 3:1 (h:v) slope.

(e) The fill material will be located so as not to disturb any wetland areas that may exist in the subdivision, and will be placed in a manner and location so as not to adversely affect the natural course of drainage across the land or impede drainage from neighboring properties.

(f) Fiscal surety that complies with Section 28 of this Ordinance in an amount equal to 110% of the cost of removal of the fill material will be filed with the City prior to the acceptance of the subdivision that generates the fill material. The fiscal surety will be based on an estimate prepared by the engineer for the subdivision and approved by the City Engineer.

(g) The height of the fill material shall not exceed ten (10') feet.

(h) The location of the fill material must comply with the following setback requirements:

(1) 400' setback from major roadways as identified on the Roadway Plan;

(2) 100' setback from all other roadways platted at the time of the fill material pile approval; and
(3) 100' setback from residential structures.
(4) The setback requirements may be reduced by twenty-five (25%) percent if screening of the fill material is provided. Screening includes a six (6') foot privacy fence constructed of cedar with steel posts sunk in concrete. The smooth side of the fence shall face away from the fill material.

(i) Permission to store fill material in the subdivision will expire and terminate in the event that a preliminary plat, construction plans, or a final plat for any portion of the land expires, or at such time that the improvements for the last phase of the subdivision are accepted.

WATER DISTRIBUTION SYSTEMS:

___ 1. The layout, size, and specific location of the existing and proposed water mains, pump stations, storage tanks, and other related structures in accordance with the City Standards and Details and Specifications.

___ 2. The existing and proposed location of fire hydrants, valves, meters and other fittings.

___ 3. Design details showing the connection with the existing City water system.

___ 4. The specific location and size of all water service connections for each individual lot.

___ 5. Attendant documents containing any additional information required to evaluate the proposed water distribution system.

WASTEWATER COLLECTION SYSTEMS:

___ 1. The layout, size and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures, in accordance with all current City standards, specifications, and criteria for constructions of wastewater systems.

___ 2. Plan and profile drawings for each line in public right-of-ways or public utility easements, showing existing ground level elevation at center line of pipe, pipe size and flow line elevation at all bends, drops, turns, and station numbers at fifty (50) foot intervals.

___ 3. Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.

___ 4. Detailed design for lift stations, package plants or other special wastewater structures.

___ 5. Attendant documents containing any additional information required to evaluate the proposed wastewater system, and complete an application for State Health Department approval.

TRAFFIC CONTROL AND STREET LIGHTS AND SIGNS:

___ 1. The location, size, type and description of street lights according to City Standard Details and Specifications

___ 2. The location, size, type and description of street signs according to City Standard Details and Specifications

___ 3. Show pavement markings and location of stop bars and other markings (if applicable) as required in the latest version of the Texas Manual Uniform Traffic Control Devices.

___ 4. Provide City of Leander street sign detail. (The developer is required to purchase two logos per sign at a cost of $4.00 for each logo.)

___ 5. The location, size (where applicable) and type of speed limit signs and permanent traffic barricades according to City Standard Details and Specifications.

SIDEWALKS:

___ 1. The location, size and type of sidewalks and pedestrian ramps according to City Standard Details and Specifications.

___ 2. Those sidewalks not abutting a residential, commercial or industrial lots (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes are shown on the plans to be installed with the subdivision improvements.

___ 3. Provide a sidewalk plan labeling the sidewalks to be built by the homebuilder and sidewalks to be built by the subdivision developer.

___ 4. For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the pedestrian infrastructure within the public right-of-way complies with the Texas Accessibility Standards.

LANDSCAPE PLAN – TREES, SCREENING, & LANDSCAPING:

___ 1. The location, size and description of all Significant Trees (to remain or to be removed), and Replacement Trees to meet the requirements of the City of Leander Subdivision Ordinance. Replacement trees must be of a type and species listed on the Preferred Plant List associated with the Composite Zoning Ordinance.

___ 2. The location, size and description of all landscaping and screening materials as required by the City of Leander Composite Zoning Ordinance and must be of a type and species listed on the Preferred Plant List.

___ 3. For single family or duplex lots that side up or back up to a major arterial roadway, a masonry wall at least six feet tall in conformance with the Leander Composite Zoning Ordinance is shown on the plans for construction with the subdivision improvements.

___ 4. Include the following notes on the Landscape Plan:

Mechanical equipment shall be screened from view of at least sixty (60%) percent of any street or public right-of-way.

Tree caliper is the trunk diameter of a tree at four (4') feet above natural grade per the Composite Zoning Ordinance.

A minimum 6-inch topsoil depth will be provided in all landscaped areas and mulch will be provided around plantings.

All new landscapes (non-residential and residential) are required to have a minimum of six inches (6") of soil depth in areas planted with turfgrass. This six-inch (6") minimum soil depth will consist of 75 percent soil blended with 25 percent compost. The soil/compost blend shall be incorporated into the top two inches of the native soil. The six-inch (6") depth requirement does not apply to the area between the drip line and trunk of existing trees, shrub beds or wildscape areas. Areas with existing native vegetation that remain undisturbed shall be exempt from the soil depth provision; provided that native soil and vegetation in such area is fenced during construction and protected from disturbance and compaction during the construction process.

___ 5. Include the wall detail and elevation for any required screening walls.

___ 6. Provide an approved License Agreement associated with any landscaping or signage located in the public right-of-way.

DESIGN CRITERIA:

___ 1. Final design criteria, reports, calculations and all other related computations.

COST ESTIMATES:

___ 1. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.

___ 2. Verification and adjustment of the construction cost is required prior to City acceptance. A final engineer's signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.

FINAL SUBMITTAL MEETING:

To expedite the review process, staff has implemented a Final Submittal Approval Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, a meeting with the applicant and staff will be held. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible. This meeting will require the applicant to bring:

- ❑ One final set of unbound plans
- ❑ A comment response letter indicating how the staff comments were addressed.

APPROVALS:

- After all comments have been addressed, the applicant will be required to submit one unbound final set of construction plans for signatures.
- After the plans have been signed, they will be stamped and returned to the applicant.
- The applicant will be responsible for making five collated and stapled final copies of the signed plans and a scanned copy of the plans.
- Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be submitted to the Planning Department on a disk.
- Upon receipt of the final plan, a pre-construction meeting will be scheduled.
- **Construction may not start until after the pre-construction meeting and the Construction Plan Permit is issued.**

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:_____