



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)

PLAT VACATE REQUEST

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 PLAT VACATE 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.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

Submit the following items to the Planning Department:

- ___ 1. Completed and signed application/checklist (see last page for signature blocks).
- ___ 2. Five (5) copies of the recorded final plat – **18" X 24" in size and collated and folded into fourths (9" x 12") with the name of the subdivision showing.**
- ___ 3. Letter requesting plat vacation and stating purpose.
- ___ 4. One 11" x 17" set of prints of the final plat.
- ___ 5. Three copies of any executed developer agreement affecting the subject plat.
- ___ 6. Copy of deed showing current ownership.
- ___ 7. Copy of certified tax certificate.
- ___ 8. Filing Fee (calculation listed below).

FILING FEE CALCULATION:

Filing Fee:	\$ 250.00
Plus \$100 per page or portion thereof (8.5" X 11" page, 12 pt font)	\$ _____
Professional Recovery Fee*:	\$ 250.00
TOTAL FEE (due at the time of application submission)	\$ _____

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. I acknowledge that an engineering review fee will be required for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:

Signature

Name (printed)

Date

PLAT ATTRIBUTES:

___ 1. Do the lot(s) being vacated receive utility service? YES NO

___ 2. Specific Services and Utility Provider(s):

Water: _____

Wastewater: _____

Electric: _____

___ 3. Has any development occurred on the lot(s) being vacated? YES NO

Specify type of Development: _____

___ 4. Have parkland fees been paid for the lot(s) being vacated? YES NO

___ 5. Was a right-of-way dedicated by this plat? YES NO

___ 6. Has a letter of credit been posted for the lot(s) being vacated? YES NO

Specify improvements for which the letter of credit was posted: _____

___ 7. Have these improvements been completed? YES NO

___ 8. Has the letter of credit been released? YES NO

___ 9. Have any improvements been made in any easements that were recorded as a part of this subdivision?

Specify improvements for which the letter of credit was posted: _____

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: _____