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)

PRELIMINARY PLAT

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 PRELIMINARY PLAT APPLICATION.
Please contact the Planning Department at 512-528-2750 to schedule an appointment.

INSTRUCTIONS

- An approved Concept Plan a Tree Preservation Plan is required prior to submission of a Preliminary Plat.
- A Pre-Development meeting is recommended prior to submission of a Preliminary Plat. These meetings are held starting at 2:30 p.m. on Mondays (if Monday is a holiday it is held on the first working day of the week). Please make an appointment with the Planning Department (512-528-2750).
- A Preliminary Plat is required for all subdivisions except those that qualify as a Short Form Plat or Amended Plat
- Fill out the following application and checklist completely prior to submission. Use the most current application from the City's website 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:

___ 1. Completed and signed application/checklist (see last page for signature blocks). NOTE: An appointment is REQUIRED to submit this application.

___ 2. Fourteen (14) sets of prints of the preliminary plat. – **24" X 36"** Collated and folded into fourths (9" x 12") with the name of the subdivision showing, including:
   ___ Drainage Study (If located within the ETJ, enclose one additional copy of the drainage study)
   ___ Utility schematic and utility intent letter including demand data (if City utilities are proposed)
   ___ Park Plan

___ 3. One 11" x 17" set of prints of the preliminary plat

___ 4. One 11" x 17" copy of the approved concept plan

___ 5. List of street names.

___ 6. County short ID # of subject property: _____

___ 7. Copy of deed showing current ownership

___ 8. Annexation petition and letter requesting water and wastewater service where applicable

___ 9. Park proposal (if subdivision is residential)

___ 10. Three (3) copies of any executed developer agreement affecting the subject plat

___ 11. If the plan triggers a TIA, provide a copy (see criteria below), or a request to pay a fee in lieu

___ 12. A subdivision variance application (if applicable)

___ 13. Copy of the tree protection plan with approval signature from the Director of Planning (if it is a single-family or two-family subdivision)

___ 14. Copy of certified tax certificate, applicant keeps the original for plat recording

___ 15. AFTER approval of the plat submit a AutoCAD or GIS digital file.

___ 16. Filing Fee (calculation listed below).

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.*

(Check One):

____ *I, the owner, hereby request that this application be placed on the agenda for final action at the first available Planning & Zoning Commission Meeting even if I have not addressed all staff comments. I realize this could result in a disapproval of my application.*

____ *I, the owner, hereby request that this application not be placed on a Planning and Zoning Commission agenda for final action until I have addressed all staff comments.*

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:_____

FILING FEE CALCULATION:

Filing Fee:	$ 500.00
$50.00 per lot or acre or portion thereof (whichever is greater):	$_____
GIS Mapping Fee:	$ 75.00
Fire Code Review Fee:	$ 125.00
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*

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

GENERAL INFORMATION

___ 1. Name, address and phone and fax numbers of the developer, record owner, and authorized agents (engineer, land planner, etc).

___ 2. The proposed name of the subdivision. The name does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or ETJ.

___ 3. The date, scale (1"=100), and north indicator.

___ 4. A location map. (Recommend USGS 7.5 minute quadrangle map.)

___ 5. The owners' names, deed or plat references and property lines for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.

___ 6. The total acreage of the property to be subdivided and the subtotals by land use.

___ 7. A certification block signed and sealed by the project engineer.

___ 8. A letter of certification, if containing any 100-year floodplain or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.

EXISTING CONDITIONS:

___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.

___ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.

___ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.

___ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.

___ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10%and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.

___ 6. Locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

___ 7. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.

___ 8. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.

___ 9. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).

___ 10. The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.

___ 11. Existing zoning districts for subject tract.

___ 12. Identify Riparian Corridor Setbacks. These setback shall be based on the drainage criteria for all developments as listed in Article III, Section 49 of the Subdivision Ordinance. These setback requirements do not include trails and related improvements. No structure shall be erected or installed within the Riparian Corridor Setback.

IMPROVEMENTS:

___ 1. The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on <u>and</u> off the site.

___ 2. The locations, sizes and descriptions of all proposed water and wastewater utilities, including but not limited to wastewater lines, lift stations, water lines, and water storage tanks.

___ 3. A copy of the application for flood plain map amendment or revision to FEMA if applicable.

___ 4. The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.

___ 5. Provide a table including the street name and linear feet.

___ 6. Provide a secondary access for all subdivisions greater than thirty (30) lots unless otherwise approved by the Fire Department. The secondary access shall be constructed in accordance with the current Fire Code and City Standard Details and Specifications.

___ 7. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.

___ 8. Numbers to identify each lot and block.

___ 9. The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.

___ 10. Approved Tree Protection Plan

- ❑ A tree protection plan consisting of a tree survey prepared within five years preceding the application date with the street and lot layout superimposed at a scale of 1"=100' (or as appropriate) shall be prepared demonstrating that lot lines and street layouts have been designed and located and that lot width, depth and size flexibility (as permitted by the applicable zoning district if inside the City) has been utilized to the maximum extent necessary to retain the maximum number of significant trees reasonably practicable.
- ❑ The applicant shall provide a tree preservation plan that identifies the surveyed trees and the mitigation of the protected trees that are proposed for removal. The tree protection plan is required to be approved by the Director of Planning prior to submission of a preliminary plat application. Up to fifty (50%) percent of Significant Trees between eight (8) and twenty-six (26) caliper inches may be removed without mitigation for single-family and two- family subdivisions.
- ❑ Heritage Tree Removal Permit
  1) Heritage Trees may be removed only with the approval of a Heritage Tree Removal Permit and after the required mitigation has been approved.
  2) The Planning & Zoning Commission shall review all applications for Heritage Tree removal permits and make a recommendation for approval or denial to the City Council, which shall have final authority to issue the permit.
  3) Approval of removal permits shall be based on the following:
     a. Tree size/number of trunks;
     b. Tree health and viability;
     c. Tree location;
     d. Other Significant and Heritage Trees to be preserved on site; and
     e. Whether all reasonable efforts have been made to design the project in a way to preserve Significant and Heritage Trees on site.
- ❑ Significant Tree Removal Permit
  1) The Director of Planning may issue a tree removal permit for the removal of Significant Trees to the owner of a property that is zoned or otherwise authorized and actively used for agricultural purposes if it is demonstrated that the tree removal is for a legitimate agricultural purpose. The tree mitigation requirements of this ordinance shall not apply to such permits. If the property is rezoned

or otherwise converted to a non-agricultural use within three years of the issuance of the tree removal permit the owner of the property shall be required to meet the tree mitigation requirements of this ordinance.

2) Removal of Significant Trees greater than eighteen (18) caliper inches requires the approval of the Planning & Zoning Commission or the approval of an alternative tree preservation plan as described in this ordinance for projects other than single-family or two-family.

- ❑ Mitigation for the removal of a Heritage or Significant Tree
  1) The removal of Heritage and Significant Trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through credit of existing trees on site, replacement trees planted on-site, or payment-in-lieu of replacement trees if approved by the Planning Director when on-site replacement is not possible or practical.
     a. Mitigation shall be required at a 1:1 caliper inch basis for significant trees between eight (8) and eighteen (18) caliper inches.
     b. Mitigation shall be required at a 2:1 caliper inch basis for significant trees greater than eighteen (18) caliper inches and less than twenty-six (26) caliper inches.
     c. Mitigation shall be required at a 3:1 caliper inch basis for Heritage Trees and a mitigation fee in the amount of $300.00 per caliper inch removed.
     d. If payment in lieu of replacement trees is approved by the Planning Director, the fee shall be equal to one hundred fifty dollars ($150) per caliper inch of replacement tree.
- ❑ Replacement Trees
  1) Replacement trees shall be a minimum of two (2) caliper inches and identified on the City of Leander preferred plant list or included in the Grow Green Guide for Native and Adaptive Landscape Plants published by the City of Austin Watershed Protection and Texas A&M AgriLife Extension, as amended from time to time. The tree protection plan is required to be approved by the Director of Planning prior to submission of a preliminary plat application.

___ 11. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.

___ 12. Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.

___ 13. Watershed information is provided (if applicable):

_____ Watershed information is provided (if applicable):
_____ Lake Travis watershed report provided to LCRA.
_____ Edward's recharge zone report provided to TCEQ.
_____ Edward's contributing zone report provided to TCEQ.

___ 14. Note prohibiting obstructions in drainage easements.

___ 15. Except for SFR zoning districts, residential blocks do not exceed a perimeter length of three thousand five hundred (3,500) feet, and residential blocks in SFR zoning districts do not exceed a perimeter length of six thousand (6,000) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.

___ 16. Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length of five thousand five hundred (5,500) feet unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.

___ 17. Blocks are wide enough to accommodate two tiers of lots except for blocks adjacent to major streets, railroads, waterways or other topographical features prohibiting a second lot tier.

___ 18. If inside the City, lot sizes and dimensions as well as proposed use are in conformance with the Composite Zoning Ordinance. Lots to be served by septic systems shall be a minimum of one acre in area if on a public water supply, two acres if served by an on-site private well, and conform to the County or LCRA regulations based on percolation tests and soil analysis.

___ 19. No lot has a lot line intersection of less than forty-five (45) degrees.

___ 20. All lots front on a public roadway.

___ 21. Lots are arranged so that all lots face similar lots across the street.

___ 22. Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.

___ 23. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.

___ 24. Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.

___ 25. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:

- ____ Driveways would be located no closer than permitted by the Transportation Criteria Manual.
- ____ The minimum width of the flag lot is no less than twenty five (25) feet.
- ____ The narrow portion of the lot is dedicated as a common driveway access easement.
- ____ No more than two "flag" lots are located side by side.
- ____ The Fire Chief has no objection to the lot layout.
- ____ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.

___ 26. A note is provided limiting access to a specified roadway if required.

___ 27. The proposed subdivision complies with the Leander Transportation Plan.

___ 28. A note is shown on the plan stating that all homes built on lots siding or backing up to a major arterial roadway are required to be constructed to Type A architectural standards. The lot and block numbers of such lots are identified in the note.

___ 29. A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.

___ 30. Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows:

a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas.

b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.

___ 31. Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.

___ 32. Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.

___ 33. Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.

___ 34. Provide an estimate of average daily trips to be generated by this development and include land use assumptions. Utilize assumptions that reflect land uses with the higher trip generation rates. If the proposed development generates traffic in excess of 2,000 average daily trips (based on the ITE Trip Generation Manual), provide one of the following:

a) Provide the following note for single family or two family development: ***At the time of final plat, the applicant will provide a payment to the City per residential unit.***

Provide the following note for other than single family or two family development: ***At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.***

OR

b) A registered professional engineer is required to prepare a TIA after meeting with City staff to determine the geographic area to be included. The TIA is prepared to meet the criteria of the Transportation Criteria Manual and the City of Leander Roadway Adequacy Ordinance and includes the following:

- Trips to be generated by the proposed development
- Assignment of such trips to the road network analyzed
- The capacity of affected thoroughfares before and after the proposed development
- Specific recommendations for thoroughfare improvements and traffic control modifications needed to mitigate the traffic from the proposed development
- The development project's proportionate share of the costs of such improvements and modifications

* In the event a TIA is required, the following review fees apply:

- $800.00 review fee plus $100.00 per page or portion thereof (8.5"X11" pages, 12 pt font)

- Please note, only half of this fee is charged if the application is reviewed by an outside consultant for the City and such fee is recovered with professional recovery fee.

___ 35. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

STANDARD PLAT NOTES

___ 1. General Plat Notes:

- ❑ This subdivision is wholly contained within the current corporate limits of the City of Leander, Texas. *(inside City only)*
- ❑ This subdivision is wholly contained with the Extra Territorial Jurisdiction of the City of Leander, Texas. *(ETJ only)*
- ❑ No lot in this subdivision shall be occupied until connected to the City of Leander water distribution and wastewater collection facilities.
- ❑ A Building Permit is required from the City of Leander prior to construction of any building or site improvements on any lot in this subdivision. *(inside City only)*
- ❑ No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Leander Public Works Department.
- ❑ Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Leander.
- ❑ All easements on private property shall be maintained by the property owner or his or her assigns.
- ❑ In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.
- ❑ No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # _____ for Williamson Co., effective ___(Date)___.
- ❑ Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander. Additional residential garage setbacks may be required as listed in the current zoning ordinance. *(inside City only)*
- ❑ Sidewalks shall be installed on both sides of [insert street name(s)] and the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot (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 shall be installed when the adjoining street is constructed.
- ❑ All utility lines must be located underground.

___ 2. Non-Residential & Multi-Family Plat Notes:

- ❑ All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.
- ❑ At the time of site development permit, unless a new traffic impact analysis (TIA) for the development as proposed in the concept plan indicates that average daily trips are estimated below 2,000, the applicant will provide a payment to the City in lieu of a TIA .

___ 3. Single-Family & Two Family Plat Notes:

- ❑ No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street or 100' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.
- ❑ The HOA will own and maintain the following lots: ___
- ❑ The HOA bylaws are recorded in the Official Public Records of ____County, Texas under document number _____.
- ❑ The homeowners association is required to mow and maintain landscaping in the open channels, detention and water quality areas.
- ❑ The City accepts and maintains drainage and water quality improvements contained in open channels, detention and water quality areas. *(which should be contained in a drainage easement).*

- ❑ If single family or two family residential lots are proposed to back or side up to an arterial street, the following is provided:

  A landscape lot is provided between the lot(s) and the specified roadway. Such landscape lot is at least ten (10) feet wide: (the following note is included on the plat)

  For every six hundred (600) square feet of area in the landscape lot (#), two (2) shade trees (two-inch caliper or larger) and four (4) shrubs (five gallon container size or larger) shall be planted and maintained. Two ornamental trees per shade tree may be substituted for up to fifty percent of the shade trees if desired. A six-foot privacy fence, but no higher than three feet within twenty five feet of an intersecting street, shall be constructed with the subdivision improvements at the common lot line between the landscape lot and the single-family or two-family lots. The fence is required to be constructed of one or more of the following materials: brick, stone, cast stone, stucco, factory tinted (not painted) split-faced concrete masonry unit, or other similar material approved by the Director of Planning. In addition to the materials listed above, textured pre-cast concrete (e.g. WoodCrete) is also permitted when the privacy fence is adjacent to collectors. All columns are required to have concrete footings. The landscape lot is required to be maintained by a private association.

PARK PLAN *(This plan is required only if the development proposal includes residential uses)**:***

___ 1. Choose one of the following five options, complete the information for that option and include this information on the face of the Concept Plan:

- ❑ **OPTION ONE:** Land Dedication: (3.50 acres per 100 dwelling units) + Park Improvements Fee ($350 per dwelling unit)

  _____ ÷ 100 X 3.50 = _____
  (# of dwelling units) (proposed public park acreage)

  _____ X $400 = _____
  (number of dwelling units) (proposed park improvements fee)

  - ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

- ❑ **OPTION TWO:** Land Dedication: (3.50 acres per 100 dwelling unit) + Park Improvements (A minimum of $400 per dwelling unit must be spent on park improvements that meet City specifications)

  _____ ÷ 100 X 3.50 = _____
  (# of dwelling units) (proposed public park acreage)

  _____ X $400 = _____
  (number of dwelling units) (value of proposed park improvements)

- ❑ **OPTION THREE:** Fee-in-Lieu of Land Dedication: ($1,050 per dwelling unit) + Park Improvements Fee ($400 per dwelling unit) – (Note: A fee-in-lieu of land dedication is typically approved only for short form plats, multi-family development, or if required park land is less than three acres.)

  _____ X $1,050 = _____
  (number of dwelling units) (proposed park land fee)

  _____ X $400 = _____
  (number of dwelling units) (proposed park improvements fee)

  - ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

- ❑ **OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (proposed private park acreage)

  _____ X $400 = _____
  (number of dwelling units) (value of proposed park improvements)

- ❑ **OPTION FIVE:** Alternative Park Land Dedication and Park Improvements Plan: A customized plan that may include combinations of all other options.

  _____ ÷ 100 X 3.50 = _____
  (number of dwelling units) (required park acreage) (proposed park acreage)

  _____ X $400 = _____ _____
  (# of dwelling units) ($ required park improvements) ($ proposed park improvements)

  - ❍ **PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE**

___ 2. If land is proposed to be dedicated based on the option selected, the land meets the following criteria:

- ___ Land shown as public park land or trails in the *City Parks, Recreation & Open Space Master Plan* that may fall within the proposed subdivision is shown as land to be dedicated as public park land.
- ___ The dedicated land forms a single parcel or tract of land at least three (3) acres in size.
- ___ At least fifty percent (50%) of the perimeter boundary of the park is provided with street frontage.
- ___ Park land is proposed to be reasonably located near the geographic center of the development, within an area identified on the *City Parks, Recreation & Open Space Master Plan,* at the edge of a development so that additional land may be added at such time as adjacent land is developed, in an area that protects rare, unique, endangered, historic or other significant natural areas and/or provides linkage to parks, schools or public places, or areas that preserve the natural character of the surrounding environment.
- ___ The developer proposes to restore and stabilize any disturbed soil and establish vegetative cover.
- ___ If land is being dedicated for trail corridors, the natural character of the trail corridor is proposed to be preserved.
- ___ If the land identified on the *City Parks, Recreation & Open Space Master Plan* exceeds the amount of land required for park land dedication, the remainder of the land not required for dedication may be shown as a reserve park lot to be purchased by the City, or, if approved, credit may be counted toward the required park improvements fee in an amount equal to the fee in-lieu value of the remaining land.
- ___ Land within the one hundred (100) year flood plain and land that has greater than 15% slope do not constitute, in total, more than fifty percent (50%) of the land dedication requirement. In addition, for every acre of land dedicated for park land within the one hundred (100) year flood plain, or having a slope greater than 15%, only one-half (1/2) acre of park land dedication credit is provided. (Lands within an inundation easement falling outside of the one hundred (100) year flood plain may constitute up to one hundred percent (100%) of the land dedication requirement if such land remains undisturbed and in a pre-development condition, and if such land is not utilized for another public purpose.)
- ___ In the owner's dedication statement, the park land is dedicated to the public and a label is shown on the lot as follows:

  Hereby Dedicated as Public Park Land

___ 3. If park improvements are proposed, the improvements meet the following criteria:

- ___ Proposed park improvements are listed on the short form final plat with the approximate value of each improvement. The total value of amenities and improvements is at least $350 per residence.
- ___ A note is shown on the short form final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325.*
- ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not expire or cash escrow is provided.

___ 4. If **private** park land and/or facilities are proposed, they meet the following criteria:

- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
- ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
- ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.

___ 5. If an alternative park plan is proposed, it meets the following criteria:

- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
- ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of $1,050 per residential unit, or additional park improvements in that amount. [Example: If 20 acres is required to be dedicated as park land, and the applicant proposes 16.5 acres, this would amount to a park land deficiency of 3.50 acres. 3.50 ac. is the equivalent of 100 residential units worth of park land dedication. The fee in lieu of park land dedication is equivalent to $1050 per unit. Therefore, the fee-in-lieu amount or the increased amount of park improvements would be by 100 X $1,050 = $105,000.]
- ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The

calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated. [Example: If $500,000 worth of park improvements are required, and the applicant proposes $395,000 worth of improvements, this would amount to a $105,000 deficiency in park land improvements. Dividing this number by the fee in lieu value of park land required per lot ($1,050) yields 100 units ($105,000 / $1,050 = 100). The park land requirement for 100 units is 3.50 acres. Therefore an additional 3.50 acres of land would be dedicated in lieu of the $105,000 of improvements.]

___ 6. If the preliminary plat contains more than one final plat section or phase, a park phasing plan is provided. (A phasing plan may propose park land, park improvements and/or fee in-lieu in an early phase of development to fulfill requirements of a later phase of development, but in no case shall a phasing plan propose park land, park improvements and/or fee in-lieu in a later phase of development to fulfill requirements of an earlier phase of development unless the developer provides adequate fiscal surety with the earlier phase of development. Such fiscal surety shall be in a form that shall not expire unless specifically released by the City.)

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 plans
- ❑ A comment response letter indicating how the staff comments were addressed.

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:_____