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)

SHORT FORM FINAL 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 Short Form Final Plat application. Please contact the Planning Department at 512-528-2750 to schedule an appointment.

A SHORT FORM FINAL PLAT DOES NOT REQUIRE A CONCEPT PLAN, PRELIMINARY PLAT, OR CONSTRUCTION PLANS. This option may be utilized if the project meets the following conditions:

- ❑ No new public street is necessary for each lot to have access on a public street.
- ❑ Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
- ❑ No off-site improvements are necessary for utility service or drainage.
- ❑ No more than four (4) lots are involved.

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:

___ 1. Completed and signed application/checklist (see last page for signature blocks). (NOTE: AN APPOINTMENT IS REQUIRED TO SUBMIT THIS APPLICATION UNLESS THE OWNER REQUESTS POSTPONEMENT OF ACTION UNTIL ALL STAFF COMMENTS ARE ADDRESSED – SEE LAST PAGE OF APPLICATION.

___ 2. Twelve (12) sets of prints of the short form final plat. – **18" X 24" in size and collated and folded into fourths (9" x 12") with the name of the subdivision showing**. (The original mylar is not submitted until all comments have been addressed.)

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

___ 4. Park proposal (if subdivision is residential). Include a check for a fee in lieu for parkland if applicable.

___ 5. Three (3) copies of any executed developer agreement affecting the subject plat.

___ 6. Copy of deed showing current ownership.

___ 7. A subdivision variance application (if applicable).

___ 8. Deed restrictions or covenants proposed (Y / N). If so, two (2) copies are provided

___ 9. If the proposed subdivision plat is a replat, it is required to meet the criteria for replats below.

___ 10. AFTER approval of plat, submit AutoCAD or GIS digital file. (See ***Survey Information*** #5 on this checklist)

___ 11. Copy of certified tax certificate, applicant keeps the original for plat recording

___ 12. Include any plan for off-site transportation improvements and/or a check for a TIA fee in lieu if applicable.

___ 13. Submit a recent Title Commitment (within one year)

___ 14. Filing Fee (calculation listed below).

FILING FEE CALCULATION:

Filing Fee:	$ 550.00
Owner Notification Fee if required for replat – $5.00 per owner notification:	$_____
Public Hearing Notification (if required for replat - $150):	$_____
GIS Mapping Fee:	$ 75.00
Professional Recovery Fee*:	$ 250.00
TOTAL FEE (due at the time of application submission)	**$_____**

REPLAT CRITERIA: If the proposed subdivision is a replat (it re-subdivides an existing platted lot or lots) provide the following in accordance with state statutes.

- ❑ Provide one copy of the original plat being replatted.

SELECT ONE OF THE FOLLOWING OPTIONS

A. Vacation Instrument:

- ❑ Submit a signed, acknowledged instrument declaring the plat is vacated (for approval by the Planning and Zoning Commission) with the same approval statements as a final plat. This instrument is signed by all of the owners of lots in the original plat.

OR

B. Replatting Without Vacating Preceding Plat Meeting the Following Criteria:

IF

- ❑ During the preceding five years, none of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot

AND

- ❑ No lot in the preceding plat was limited by deed restrictions to single family or duplex residential use.

AND

- ❑ The replat does not attempt to remove any covenants or restrictions (copy of restrictions is attached, if any).

THEN

- ❑ Submit the replat signed and acknowledged by only the owners of the property being replatted.

OR

C. Additional Requirements For Replats Not Meeting the Criteria in B Above:

For this option, the following is applicable unless the area being replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat and the re-plat does not attempt to amend or remove any covenants or restrictions (a copy of any covenants or restrictions must be submitted with this application):

If the proposed replat requires a variance and is protested in accordance with the following criteria, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the Planning and Zoning Commission prior to the close of the public hearing. In computing the percentage of land area, the area of streets and alleys are included. If this option is chosen, the following is required:

- ❑ In the first sentence of the Planning and Zoning Commission approval statement the following is added: ***This subdivision was approved with a public hearing held in accordance with Texas Local Government Code.***
- ❑ The following note is added to the general notes on the plat: ***This plat does not remove any covenants or restrictions from*** (ADD NAME OF PRECEDING PLAT).
- ❑ A tax map or maps highlighting the subject property and showing the line extending two hundred (200) feet from the perimeter of the subject property is provided.
- ❑ A computer printout from the appraisal district listing property owners of lots in the original subdivision being replatted and within two hundred (200) feet of the perimeter of the land to be developed is provided.
- ❑ One set of mailing labels to notify these property owners is provided.
- ❑ County short ID # of subject property is as follows: _____.

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.

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:_____ Phone:_____ Fax:_____

(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.

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

Email:_____ Mobile:_____ Pager:_____

I hereby request that my property, as described above, be considered for this application and I give City Staff and elected or appointed representative's permission to visit the site described in this application. I acknowledge that I will be required to pay an engineering review fee 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:

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

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 authorize the person named above to act as my agent in processing this application:

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

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. The proposed name of the subdivision. If the subdivision is a replat, the name should be the subdivision, lot(s) and block being replatted and followed by the word "***Replat***".

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

___ 3. A location map. (Recommend USGS 7.5 minute quadrangle map.)

___ 4. Certification, signature and revision blocks as required by the City and County, including the following:

a) A certified 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 in conjunction with the most recent purchase) and the plat is in conformance with the Leander Subdivision Ordinance.

b) Owner's signed dedication statement dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. All signatures are with permanent/waterproof ink and notary seals are legible.

c) If subdivision is not to be served by the City water system, provide a certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission.

d) If the subdivision is not to be served by an organized wastewater collection system, provide this note with the engineer's seal stating whether the tract is or is not located in the Edwards Aquifer Recharge Zone and a signature block certified by Deborah Marlow, Williamson Co. Director of Environmental Services:

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the Edwards Aquifer Regulations for Williamson County and the Williamson County On-Site Sewerage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District (WCCHD) and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in the plat and the documents associated with it.

_____ _____

Deborah L. Marlow, RS, OS0029596 *Date*
Environmental Services

Or a signature block certified by Stacey Scheffel, Program Manager – On-site Waste Water Program for Travis County:

O.S.S.F. NOTES:

1. *No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site wastewater (septic) system that has been approved and licensed for operation by the Travis County On-Site Wastewater Program.*
2. *No construction may begin on any lot in this subdivision until plans for the private on-site sewage disposal system are approved by the Travis County On-Site Wastewater Program.*
3. *Development on each lot in this subdivision shall be in compliance with the minimum requirements of the Title 30 of the Texas Administrative Code Chapter 285 and Travis County Code Chapter 48 that are in effect at the time of construction.*
4. *These restrictions are enforceable by the Travis County On-Site Wastewater Program.*
5. *All lots in this subdivision are restricted to one single family dwelling and appurtenant structures per acre.*
6. *No structure in this subdivision shall be occupied until connected to a potable water supply from an approved water system or a private well.*
7. *No water well in this subdivision may be located within 150 feet of the subdivision boundary without the consent of the adjoining land owner(s).*

_____ _____

Stacey Scheffel D. R., Program Manager, *Date*
On-site Wastewater, Travis County TNR

e) Approval statements as follows:

Approved this the __ day of __, 20__ A.D. at a public meeting of the Planning and Zoning Commission of the City of Leander, Texas and authorized to be filed for record by the County Clerk of ____ County.

_____ *ATTEST:* _____

Sid Sokol, Chairman *Ellen Pizalate, Secretary*
Planning and Zoning Commission *Planning and Zoning Commission*
City of Leander, Texas *City of Leander, Texas*

f) The County recording statement is located in the lower right hand corner of the signature page.

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILLIAMSON §

I, **NANCY RISTER**, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF _____, 20____, AD, AT _____ O'CLOCK, ____M, AND DULY RECORDED THIS THE DAY OF _____, 20____, AD, AT _____ O'CLOCK _____M, IN THE PLAT RECORDS OF SAID COUNTY IN CABINET _____, SLIDE _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY:_____ DEPUTY

Or

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

I, DANA DEBEAUVOIR, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AFORESAID, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE___DAY OF_____, 20__, A.D. AT___ O'CLOCK__.M., AND WAS DULY RECORDED ON THIS THE___DAY OF_____, 20___, A.D. AT___ O'CLOCK__.M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET ___, SLIDES___WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
DANA DEBEAUBOVOIR
CLERK, COUNTY COURT
TRAVIS COUNTY, TEXAS

g) If the property is in Travis County and within the City ETJ, provide a Travis County Commissioner's Court approval note.

EXISTING CONDITIONS:

___ 1. The property boundary of the land being subdivided, including bearings and distances.

___ 2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer. If there is no floodplain, a note is provided stating such.

___ 3. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records.

___ 4. Survey ties across all un-platted boundary streets at property boundaries and at no less than three hundred (300) foot intervals indicating existing ROW width/location.

___ 5. 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.

SURVEY CONTROL INFORMATION:

___ 1. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, accurately described and rotated to the state plane coordinate system. Using said system, X and Y coordinates are identified for four (4) property corners.

___ 2. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.

___ 3. Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey.

___ 4. Sufficient data for each lot to prove mathematical closure.

___ 5. 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

IMPROVEMENTS:

___ 1. The location, bearings, distances, and widths of proposed easements and rights-of-way to be dedicated to public use. Boundary streets have been reviewed for adequate ROW and in accordance with the Leander Roadway Plan.

___ 2. A ten foot wide public utility, landscape and pedestrian access easement is dedicated and shown graphically adjacent to all street ROW. (Note: if use is single family or duplex, only dedicate a ten foot public utility easement).

___ 3. Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.

___ 4. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. If inside the City, lot area, width and depth, public utility and drainage easements, and setbacks conform to the requirements as established for the designated land use as set forth in the Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Leander Zoning Ordinance in the zoning district appropriate for the proposed land use. Lots to be served by septic systems conform to County regulations.

___ 5. The use, property dimensions, names and boundary lines of all reservations to be dedicated for public use, including schools, churches, parks and open spaces; common ownership; or subsequent development.

___ 6. The proposed subdivision complies with the Leander Roadway Plan.

___ 7. If inside the City limits, subdivision complies with the Leander zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning_____ (Do not show on plat)

___ 8. No lot has a lot line intersection of less than forty-five (45) degrees.

___ 9. All lots front on a public roadway.

___ 10. 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.

___ 11. If double frontage single family or two family residential lots are proposed, lots take access on the smaller street only.

___ 12. Single family and two family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.

___ 13. 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.

___ 14. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.

___ 15. "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.

___ 16. A note is provided limiting access to a specified roadway if required.

___ 17. Is this plat subject to an approved PUD, PDD or developer agreement? (Y/N) If yes, provide a copy.

___ 18. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.

___ 19. Unless connecting to the City water system, certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission.

___ 20. The following is information to the applicant: Al Clawson Disposal, Inc. is currently the sole provider of waste hauling for this site both during and after construction.

___ 21. 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) For single family or two family development, provide a payment to the City in the amount of $126 per residential unit. Provide the following note for other than single family or two family development as listed under the Standard Plat Notes.

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

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.
- ❑ This subdivision is subject to all general notes and restrictions appearing on the plat of _____, Lot(s) _____, recorded at Cabinet _____, Slide _____ of Plat Records of _____ County, Texas. *(replats only)*

___ 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.
- ❑ Traffic Impact Analysis Note:
  - o 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 as proposed in the concept plan indicates that average daily trips are estimated below 2,000.

  OR

  - ❍ Include items required by the TIA as a plat note.

___ 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.]

SUPPORT DOCUMENTS:

___ 1. Copy of approved application for flood plain map amendment or revision by FEMA (if applicable).

___ 2. If a subdivision is located in an area served by any utility other than the City, the developer is required to furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property.

___ 3. Note: Original tax certificates from the Williamson Co. or Travis County tax office (includes County, City, and ACC) and LISD tax office are required prior to approval and recording.

___ 4. If the plat is in Williamson County, provide the owner's affidavit for recording.

___ 5. An affidavit of all bills paid and a release of liens or lien holder signature block on the plat document.

___ 6. Fee in-lieu of park land dedication (if applicable)

Do Not Write Below – Staff Use Only

Accepted for Processing by:_____ Date:_____