


## Accessory Building Requirements

Please e-mail the Planning Department at [planning@leandertx.gov](mailto:planning@leandertx.gov) for zoning requirements. You will need to provide the address of the property where the accessory building is to be located.

The following plans/documents should be attached to the online permit application as PDF files:

- A plot plan indicating new structure in relation to house/other structures and property lines.
- Foundation plan and anchorage details.
- Floor, wall and roof construction detail drawings including elevations.
- Electrical details, if applicable.
- Plumbing details, if applicable.
- For New Construction - If Septic, OSSF form from the County
- For Remodel and Additions that are currently on septic – An approved OSSF form or letter from the County that shows existing septic is properly sized to accommodate the added use of the proposed new structure containing plumbing fixtures
- For flagpole applications, a Signs/Flagpole Application Checklist must be attached to the application in MyGovernmentOnline (MGO). See page 2 for checklist.

Apply

A green rectangular button with rounded corners and a blue border. The text "Customer Portal" is centered in white.

## Signs/Flagpole Application Checklist

*Complete this checklist and upload with all other application documents*

**Please select the sign(s) type below:**

*(For definitions and permitted sign/types, refer to sec. 3.08.006 and 3.08.012 of the City of Leander Sign Ordinance)*

- Monument Sign**
- Wall sign**
- Banner**
- Future Development Sign**
- “A” or “T” frame Sign**
- Model Home Sign**
- Directional Sign**
- Information Sign**
- Pylon Sign**
- Flags *(if Flag/Flagpole, please apply for an Accessory Structure Permit)***
  
- Subdivision Development Entrance Sign:**  
 (Primary Entrance)     (Secondary Entrance)     (Tertiary Entrance)

**\*\*Other**

*(Explain)* \_\_\_\_\_

*(Please refer to the City of Leander Sign Ordinance, Sec. 3.08.099 for acceptable signs and Sec. 3.08.010 for prohibited signs and activities to verify if proposed sign is or is not allowed)*

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**The following information should be provided along with all Sign and flagpole permit applications.**

**Please mark the items applicable to the sign type/application:**

- Landowner concurrence letter**
- Site plan showing the property lines, PUEs, sign location, sign setbacks** *(Sign shall not encroach into existing PUEs or ROW. Wall sign plans shall show on the site plan the wall fronting location to determine allowable square footage per City of Leander Sign Ordinance, Sec. 3.08.012(9))*
- Sign plan shall include elevation drawings, with size of sign by dimensions (width, height, etc.) and sign square footage display area.** *(Please refer to City of Leander Sign Ordinance, Sec. 3.08.011 for Sign Measurement Criteria)*
- Submit foundation and/or anchoring drawing with details**
- Wall sign shall include building elevation and linear feet of building/tenant façade frontage** *(Wall sign allowable square footage is based on building/tenant façade and building/tenant façade if frontage to a public ROW or not frontage to a public ROW)*
- Monument signs (including the structure) 32 square foot or larger must have Engineer’s seal**
- If electrical or lighted sign, provide electrical drawing details to include local disconnect switch** *(Per local amendment, wire 14-2 NMC is prohibited)*

\_\_\_\_\_ **Banners shall include square footage, banner design and time schedule for installation and removal** *(Per Section 3.08.012 –A (1) Time restriction per sign is two (2) weeks for (4) times per calendar year. The periods may be combined)*

\_\_\_\_\_ **Flags/Flagpoles shall include Flagpole plan with height and flag design and dimensions** *(For height restriction and maximum flag size please refer to Sec. 3.08.012 (3) Flags)*

**\*\*\*Additional information may be required in some cases**