

PROJECT NAME: _____

FLOODPLAIN DEVELOPMENT

SITE DEVELOPMENT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

- A Floodplain Development Plan is required when development within the floodplain is proposed. This application is to be used when floodplain development is proposed as part of a Site Development (SD). The plan set will be reviewed as part of the SD submittal. This application is used to demonstrate that the applicant has paid fees and met the requirements for development in the floodplain.
- Separate comments will not be issued for this submittal. All comments will be provided with the SD application review.
- Coordination with other entities such as FEMA, TCEQ, or Army Corp of Engineers may be required.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- This application will be provided for concurrent review of a Site Development Permit. This means that the applicant will start a permit application for a Site Development Permit and include this application as an additional document.
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- For projects located within the Lake Travis watershed, the Site Development Plans shall be provided to the Lower Colorado River Authority (LCRA) for compliance with the Lake Travis and Upper Highland Lakes Nonpoint Source Pollution Control Ordinance. The applicant shall be responsible for any additional information required by the LCRA for the necessary approvals.
- This application only applies to development in the floodplain associated with site development projects for privately owned improvements.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

REQUIRED ITEMS	PROVIDED	<i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i>
	<input type="checkbox"/>	1. Completed and Signed Application & Checklist with the owner's signatures.
<input type="checkbox"/>	2. Are any offsite or separate instrument easements required? <input type="radio"/> Yes <input type="radio"/> No If use, either provide the recordation number on the plans or provide the application for review.	
<input type="checkbox"/>	3. Filing Fees (calculation listed below).	

FILING FEE CALCULATION

Filing Fee:	\$ 500.00
TOTAL FEE (due at the time of application submission)	\$ <u>500.00</u>

COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff.

The minimum required items are listed below for the first submittal of the application.

1. All items listed above in the "Required Items for Submittal Package" list shall be included.
2. All plan sheets shall meet the format listed in the "General Section" below on [page 7](#).
3. All documents shall be legible.
4. Blank or pending sheets will not be accepted.

The minimum required items are listed below for the second and any other resubmittals.

1. Plans, comment letters, and other items listed in the comment letter.
2. Comment response letters shall include an explanation of how the comments were addressed. Responses such as "pending" or "noted" will NOT be accepted.
3. Any changes made by the applicant that were not requested by the reviewers shall be identified at the beginning of the comment letter.
4. Any required resubmittal fees.

PROJECT INFORMATION

Street Address/Location Description: _____

Subdivision Name: _____ Section, Lot, Block: _____

Zoning District: _____ PUD Ordinance No: _____
(USE-SITE-ARCHITECTURE)

Future Land Use Category (as identified on the Future Land Use Map: _____

Total Gross Sq. Ft. of Building(s): _____ Total Impervious Cover Sq. Ft: _____
(pavement and building)

Proposed Number of Multi-Family / Condo Units: _____

Brief Summary of Work: _____

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/her 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, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

I, the owner, will represent this application with the City of Leander.

I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

OWNERSHIP INFORMATION:

Owner Name (Company or Individual): _____

Contact Name: _____

(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 _____

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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: _____ **Company:** _____

Phone: _____ Fax: _____

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

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

FLOODPLAIN DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of floodplain development permit applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Composite Zoning Ordinance unless otherwise specified.

The items below are required in addition to the items listed in the Site Development Plan (SD) Submittal Packet.

The information in the checklist that is highlighted is additional information to what is already listed in the PICP Submittal Packet. Please do not highlight the text on the plan set.

COVER SHEET	Ordinance Reference
<p>___ 1. Title block including the following in the top center of the page. <i>Project Name</i> Site Development Permit Floodplain Development Plan Project Number (This number will be assigned during the first review of the plan set)</p>	Art IX, Sec 2 (a)(1)e
<p>___ 2. Example cover sheet:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Project Name Site Development Permit Floodplain Development Plan Project Number</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Project Information</div> <div style="text-align: center;">Index</div> </div> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid black; width: 150px; height: 60px; margin: 0 auto;">Location Sketch</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">Revision Block</div> <div style="text-align: center;">Signature Block</div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Approval</div> </div> <div style="text-align: right;">1 of 1</div> </div> </div>	Art IX, Sec 2 (a)(1)e
EXISTING CONDITIONS & DEMOLITION PLAN	Ordinance Reference
___ 1. Survey including the existing conditions such as easements, improvements such as buildings and pavement.	Art IX, Sec 2 (a)(1)e
___ 2. Identify the existing floodplains with their own unique line-types	Art II, Sec 23 (a)(2)
GRADING & DRAINAGE IMPROVEMENTS	Ordinance Reference
___ 1. Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown. All 100 year, 25 year hydrologic profiles shall be included within any relevant drainage element. Flows and velocities shall also be shown on these profiles.	Art II, Sec 23 (c)(3)
___ 2. Demonstrate that any lot intended to contain a structure in the future has a minimum base floor elevation established in relation to the worst case 100yr flood elevation water feature adjacent to it.	Art III, Sec 41 (c)(4)(ii)
___ 3. Location of the regulatory 100-year floodplain (if any) is provided.	Code of Ordinances Art 3.10
___ 4. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.	Art II, Sec 23 (c)(3)
___ 5. Ensure that any grading work within the floodplain is identified. If this work increases the burden of the floodway in any way, then a CLOMR or LOMR or one of the variants of this requirement will be required to have their process started as appropriate.	Art II, Sec 41 (c)(4)
___ 6. Clearly identify any work within the floodplain.	Art III, Sec 41 (c)(4)
___ 7. Provide any needed support for any drainage calculations such as HEC-HMS models, HEC-RAS models, or whichever option is chosen to convey the necessary calculations to determine the impact of the work being proposed.	Art III, Sec 41 (c)(iii)
FLOODPLAIN DEVELOPMENT PLAN	Ordinance Reference
___ 1. Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan.	Art IX, Sec 2 (a)(1)e

- ___ 2. North arrow.
- ___ 3. Boundary lines (drawn with heavy line) with metes and bounds description.
- ___ 4. Property lines of adjacent properties showing (where applicable) the names of adjacent plats.
- ___ 5. Identify any work within the floodplain.
- ___ 6. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements.
All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.

Art IX, Sec 2
(a)(1)e
 Art IX, Sec 2
(a)(1)e
 Art IX, Sec 2
(a)(1)e
 Art III, Sec 41
(c)(4)
 Art IX, Sec 3
(d)

GENERAL PROVISIONS

- ___ 1. No work of any kind may begin until permit is issued.
- ___ 2. The permit may be revoked if any false statements are made within.
- ___ 3. If revoked, all work must cease until permit is re-issued.
- ___ 4. Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Leander.
- ___ 5. The permit will expire if no work is commenced within six months of issuance.
- ___ 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements (refer to Exhibit A).
- ___ 7. Applicant hereby gives consent to the City of Leander Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

- ___ 1. Structural Development
 - a. Activity
 - New Structure
 - Addition
 - Alteration
 - Relocation Demolition
 - b. Structure Type
 - Residential (Single-Family)
 - Non-Residential (Includes Multi-Family)
 - Combined Use
 - Manufacture Home.
- ___ 2. Other Development Activities
 - Clearing
 - Cut/Fill
 - Mining
 - Drilling
 - Grading
 - Excavation (except for structural development above)
 - Watercourse Alteration (including dredging and channel modifications)
 - Drainage Improvements (including culverts)
 - Road, Street, or Bridge Construction
 - Subdivision – Acreage? _____ ac.
 - Utility Improvement
 - Other (specify) _____

FLOODPLAIN INFORMATION (TO BE COMPLETED BY APPLICANT)

The proposed development is located on FIRM Panel No. _____, Dated _____.

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area (no application required).
- Is partially located in the SFHA but building/development is NOT.
- Is located in a SFHA.
 - FIRM Zone Designation is _____.
 - BFE at the site is _____ ft. NAVD88 (MSL)
- Is located in the floodway.
 - See section 4 for additional instructions

ADDITIONAL INFORMATION REQUIRED

THE APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE APPLICABLE TO THE DEVELOPER BEFORE THE APPLICATION WILL BE PROCESSED

- ___ 1. A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- ___ 2. Development plans, drawn to scale, and specification, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities below the first floor, and details of enclosures below the first floor.
- ___ 3. Subdivision or other development plans. If the subdivision or other development exceeds 50 lots or 5 acres, the applicant must provide 100-year flood elevations if they are not otherwise available.
- ___ 4. Plans showing the extent of watercourse relocation and/or landform alterations
- ___ 5. Change in water surface elevation (in feet)
 - Meets Ordinance limits on elevation increases? (Yes / No)
- ___ 6. Floodproofing protection level (non-residential only) _____ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect. Please note that for floodproofing of non-residential structures, NFIP requirements will require that insurance companies subtract 1' from the floodproofed elevation to determine if the structure is properly floodproofed to the BFE.
- ___ 7. Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) but outside the Floodway will not result in an increase of more than 1 ft. to the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. Additionally, supporting data must ensure that there will be no adverse impacts to any adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval.
- ___ 8. Certification from a registered engineer that the proposed activity within a SFHA with both Base Flood Elevations and Floodway (no proposed encroachment into the Floodway) established will not adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ___ 9. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ___ 10. Other: _____

AS BUILT ELEVATIONS (TO BE SUBMITTED BY APPLICANT PRIOR TO CO ISSUANCE)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application). Complete the following:

- Actual (as-built) elevation of the top of the lowest floor, including basement, is: _____ ft. NAVD88 (MS)
- Actual (as-built) elevation of floodproofing protection is: _____ ft. NAVD88 (MSL).

EXHIBIT A: ADDITIONAL REQUIRED PERMITS

Applicants shall verify that all required permits have been obtained for the work in the floodplain **prior** to filing a floodplain development permit. The permitting agencies below regulate land and water development activities. They include but are not limited:

- Texas Commission on Environmental Quality**
TCEQ Permits organized by business type:
http://www.tceq.state.tx.us/nav/permits/business_types/type_s.html
TCEQ Small Business and Local Government Assistance:
<http://www.tceq.state.tx.us/assistance/sblga/sblga.html> or 800-447-2827
- United States Army Corps of Engineers Fort Worth District**
<http://www.swf.usace.army.mil/pubdata/enviro/regulatory/permittingoverview.asp> or 817-886-1731
Galveston District
<http://www.swg.usace.army.mil/reg/permits.asp> or 409-766-3930
- Additional federal agencies including: United States Fish and Wildlife Service, Environmental Protection Agency, and the United States Coast Guard**
- Texas Parks and Wildlife Department**
http://www.tpwd.state.tx.us/faq/landwater/sand_gravel/ or 512-389-4639
- General Land Office**
Information on dunes
www.glo.state.tx.us or 800-998-4GLO (4456) or 512-463-5001
- Texas Department of Transportation**
Access permits for driveways through TxDOT right-of-way.
Also, consider asking the TxDOT area office to provide you with access permit site locations as a way of tracking floodplain development.
- Additional local and regional permitting agencies including river authorities**

ADDITIONAL PERMIT(S) CERTIFICATION:

I certify that all additional required permits for the proposed work have been obtained prior to submission of this Floodplain Development Permit Application.

Authorized Signature: _____

Date: _____

THE STATE OF _____

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KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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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: _____

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.