

PROJECT NAME: \_\_\_\_\_

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# SITE DEVELOPMENT

## REVISION

### APPLICATION & CHECKLIST SUBMITTAL PACKET

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#### GENERAL INFORMATION

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- This application is for revisions to Site Development Plans that have already been approved by the City of Leander.
- Work may not start until after the revision is approved.
- If the original Site Development Plans were submitted during 2020 or prior years, then a new application is required through the Development Hub. If the application was submitted in 2021 or after, then the applicant may submit the revision as part of the original application.

#### HELPFUL LINKS

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- Development Services – [www.leandertx.gov/ds](http://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](http://www.leandertx.gov/fire)
- Parks: [www.leandertx.gov/parksrec](http://www.leandertx.gov/parksrec)
- Development Hub – Application Portal: [www.leandertx.gov/hubgo](http://www.leandertx.gov/hubgo)

#### CONTACT INFORMATION

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Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto: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 ([www.leandertx.gov](http://www.leandertx.gov)).
- 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.
- Only one revision may be reviewed at a time per project.
- All items listed in the "Required Items for Application Submittal" below shall be uploaded to the Development Hub.

## REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

<b>REQUIRED ITEMS</b>	<b>PROVIDED</b>	<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. Site development plans (24"X36" sheets) or (22" X 34") at generally accepted horizontal and vertical engineering scale. <u>Only provide the sheets that are proposed to be revised</u>
	<input type="checkbox"/>	3. Proposed revision clouded on plan sheets.
	<input type="checkbox"/>	4. Letter explain proposed revisions.
	<input type="checkbox"/>	5. Revision block on the cover sheet including: revised page number, description of revision, City of Leander approval date, signatures.
	<input type="checkbox"/>	6. Project Information:  Name of approved site development plans: _____  File Number: _____
<input type="checkbox"/>	7. Application Fee (calculation listed below)	

## APPLICATION FEE\* CALCULATION

Site Development Plan Review Fee:	\$0.05 per square foot of impervious cover: \$0.05 X _____ square feet	\$ _____
*This fee is only required if additional impervious cover is added that would increase the total impervious cover.		
Phasing Fee:	If phases are added to the project, a fee in the amount of \$250 is required per additional phase.	\$ _____
Technology Fee:		\$ 10.00
<b>TOTAL FEE</b>		<b>\$ _____</b>

\* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

## FINAL APPROVAL:

In order to complete the site development plan revision process, the following items will be required to be submitted after all comments are cleared.

- The applicant will be required to submit one final set of site development plans for signatures. After the plans have been signed, they will be stamped and returned to the applicant.
- The applicant will be responsible for making 2 collated/stapled final copies of the signed plans and scanned copy of the plans.
- Plans must be scanned at 300 dpi, uncompressed format TIF to the original approved scale. The digital copy of the plans needs to be uploaded to the Development Hub. The upload needs to include a combined TIF and a combined PDF of the plan set.

**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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COUNTY OF \_\_\_\_\_

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KNOW ALL MEN BY THESE PRESENTS

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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: \_\_\_\_\_

**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