

PROJECT NAME: _____

SITE DEVELOPMENT PERMIT REINSTATEMENT

APPLICATION & CHECKLIST SUBMITTAL PACKET

GENERAL INFORMATION

- Site development permit applications expire nine months after the first comment letter is sent to the applicant. Staff may approve one - six month extension. Once this time frame has passed, the application is expired. The applicant has the ability to request a reinstatement of the application by submitting this application, the required updated materials, and applicable fees.
- Site development permits expire two years after the date of issuance unless there is an active building permit or site work has commenced and diligently pursued to completion. This determination is made by the Planning Department. If the site development permit has expired, the applicant may request a reinstatement by submitting this application, the required updated materials, and applicable fees.
- A reinstatement may be requested with the following conditions:
 - No major changes are permitted unless they are in response to previous comments or are considered minor.
 - The application is in conformance with all applicable rules and regulations of the City in effect at the time that the reinstatement is requested. Information about zoning ordinance amendments can be found online at <https://www.leandertx.gov/planning/page/zoning>

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

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- This application shall be uploaded to the existing project for review. Please do not create a new application in the Development Hub.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- 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 Construction 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.
- All items listed in the "Required Items for Application Submittal" below 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 with the owner's signatures.
<input type="checkbox"/>	2. Site Plans (24" X 36") or (22" X 34")	
<input type="checkbox"/>	3. Comment response letter or letter explaining any changes since the last review for permits that have not been issued.	
<input type="checkbox"/>	4. Request letter explaining any changes since the issuance of the permit (not required for projects that do not have an issued permit)	
<input type="checkbox"/>	5. Application Fees (calculation listed below).	

APPLICATION FEE* CALCULATION

Reinstatement fee (50% of original application fee): \$ _____

If additional phases are proposed, there is a fee of \$250 per phase starting with the second phase: \$ _____

TOTAL FEE (due at the time of application submission) **\$** _____

* 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.

ADDITIONAL INFORMATION ABOUT FEES:

RESUBMITTAL FEES:

- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3rd review.

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