



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

# CONCEPT PLAN

## APPLICATION & CHECKLIST SUBMITTAL PACKET

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## GENERAL INFORMATION

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- The Concept Plan is the first step in the subdivision process that provides for the proposed land uses, major thoroughfares, general points of access, and traffic and utility information.
- The Concept Plan is required to include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed to ensure the orderly planning of streets, utilities, drainage, and other public facilities.
- The Concept Plan shall comply with the Comprehensive Plan. The zoning of the property is required to be approved prior to the submittal of the Concept Plan.
- If a TIA is proposed, the review and approval of the TIA shall be completed concurrently with the submittal of the Concept Plan application for residential projects. Include the TIA application and fees with this submittal. A scoping meeting with the City Engineer is required prior to submittal.
- A phasing plan is required to be reviewed concurrently with this application and approved prior to the approval of the Concept Plan for subdivisions that include more than 30 units or lots.
- The Concept Plan and Preliminary Plat may be combined in to one submittal package when the subdivision meets the following criteria. If this option is selected, please use the Concept Plan & Preliminary Plat Application & Checklist.
  - No new road networks are proposed
  - The subdivision includes no more than 15 lots
  - The subdivision includes less than 30 acres
  - Alternative Review Procedure is selected

## 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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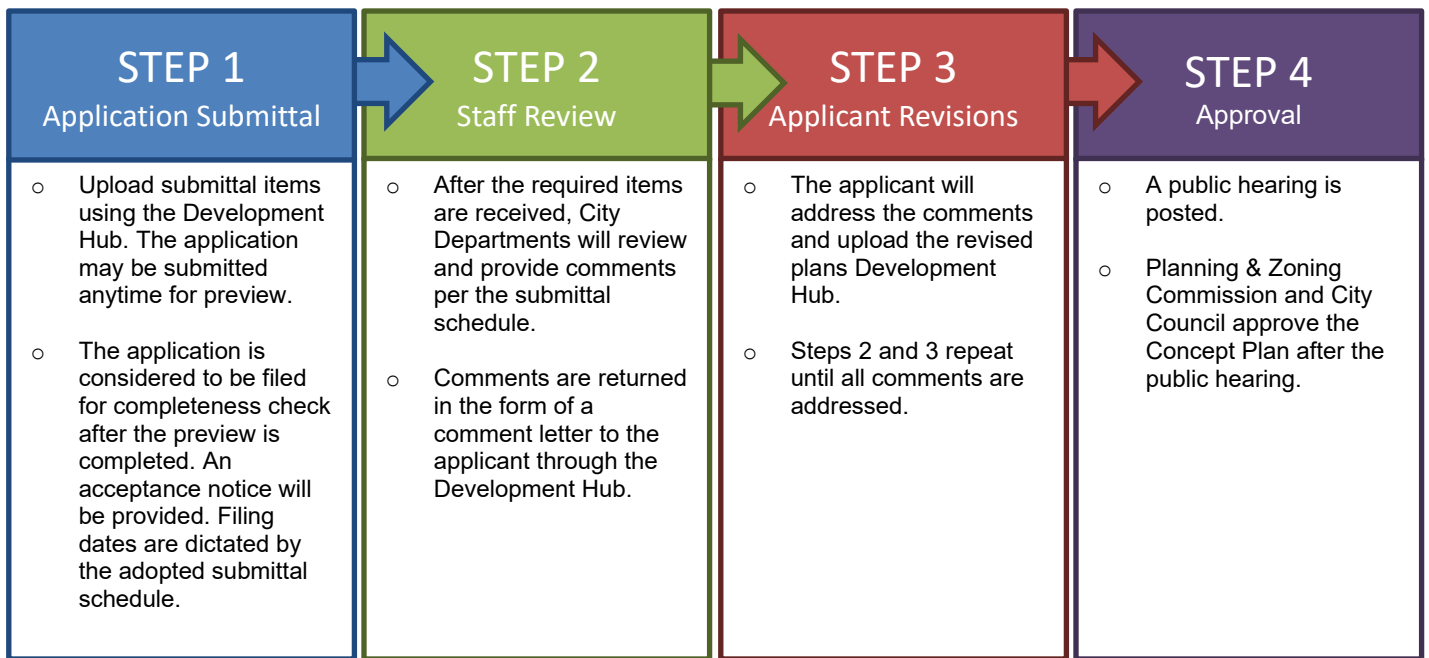
Please contact the Development Services Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) with any questions regarding this application.

## INSTRUCTIONS

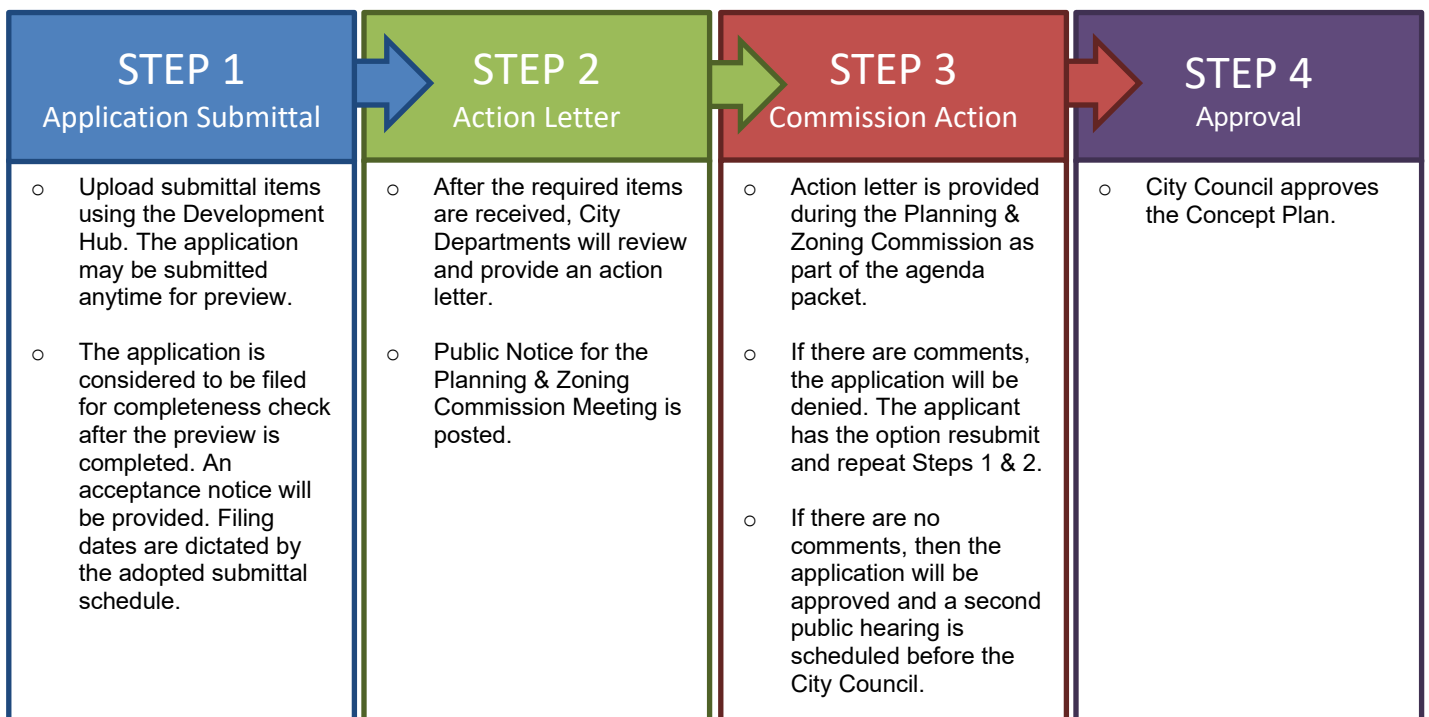
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- Fill out the following application and checklist completely prior to submission. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website ([www.leandertx.gov/ds](http://www.leandertx.gov/ds)).
- The applicant is **required** to attend a Pre-Development Meeting prior to the submittal of the application or request/receive a Due Diligence Report. This requirement may be waived if the Director of Development Services deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing [planning@leandertx.gov](mailto:planning@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.
- If the property is located within the ETJ of Travis County, concurrent review of the application is required with Travis County.
- All items listed in the "Required Items for Application Submittal" on [page 4](#) shall be uploaded to the Development Hub.

## PROCESS OVERVIEW – ALTERNATIVE/EXPEDITED PROCEDURE



## PROCESS OVERVIEW – STANDARD PROCEDURE



**REQUIRED ITEMS FOR APPLICATION SUBMITTAL**

**REQUIRED ITEMS**

**PROVIDED** *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.*

- 1. Completed and signed application & checklist with the owner's signatures.
- 2. Concept Plan Document (24"X36" in size).
- 3. Deed showing current ownership. Proof of signatory for corporations is required.
- 4. Public Notification
  - Tax map(s) highlighting the subject property and showing the line extending 200 feet from property
  - List of property owners names, addresses, and the County Property Identification Number from the county appraisal district ([www.wcad.org](http://www.wcad.org) or [www.traviscad.org](http://www.traviscad.org)) within 200 feet of the perimeter of the tract and
  - County short ID # of subject property \_\_\_\_\_.
- 5. 8½" x 11" map identifying the locations of required public hearing signs.
- 6. Certified tax certificate.
- 7. If a subdivision is located in an area served by any utility other than the City, the developer shall 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.
- 8. Letter explaining any proposed Development Agreements that have not been executed (if applicable). If there is an existing Development Agreement, provide the name: \_\_\_\_\_.
- 9. Is a variance proposed?  Yes  No  
If yes, provide the application with this submittal.
- 10. Planned Unit Development (PUD) information (if applicable)
  - Is this plan subject to a PUD?  Yes  No  
If yes, provide the name: \_\_\_\_\_
  - Is this application proposed for concurrent review with a PUD?  Yes  No  
If yes, this application is required to be submitted concurrently with the PUD application. PUD name: \_\_\_\_\_
- 11. Traffic Impact Analysis Letter. Provide the following:
  - Letter providing the trip generation based on the current ITE Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT), and include an estimate of any proposed fee in lieu of TIA. The letter shall be signed and sealed by an engineer. This letter will be used by the City Engineer to determine if a TIA or a fee in lieu of TIA are required.
- 12. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
- 13. Application Fees (calculation listed below).

## APPLICATION FEE\* CALCULATION

Filing Fee:	\$ 500.00
\$25 per lot or acre or portion thereof (whichever is greater):	\$ _____
Owner Notification Fee – \$5.00 per owner notification (x 2 if the Standard Review Procedure is selected):	\$ _____
Notification Sign – \$30.00 per sign (1 sign at edge of the roadway frontage with signs no more than 300' apart along frontage):	\$ _____
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00

**TOTAL FEE \$**

\* 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:

#### CONCURRENT REVIEWS:

- If this application is submitted concurrently with another application that requires public notice, only one public notice fee is required.

#### RESUBMITTAL FEES:

- Standard Review Procedure: A resubmittal fee in the amount of \$1,000 is due after the first resubmittal.
- Alternative Review Procedure: A resubmittal fee in the amount of \$500 is due for each submittal after the 3<sup>rd</sup> review.

## UPLOADED DOCUMENT REQUIREMENTS

1. All documents shall be in PDF format, using Arial font with a minimum resolution of 300 dpi. Additional items that are needed to support engineering studies may be submitted in their native format. (i.e. HEC Models, AutoCAD files etc)
2. All PDFs of plat documents shall be exports from AutoCAD and not scans of a printed document.
3. All PDFs shall be bookmarked.
4. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.
5. Each upload shall include a descriptive name of the file including the associated number from the “Required Items” list on [page 4](#). Examples:
  - The application shall be identified as the application and include the creation date in MM.DD.YYYY format:  
1. Application 06.13.2022
  - The Concept Plan shall be identified as the CP and include the creation date in MM.DD.YYYY format:  
2. Project Name CP 06.13.2022
  - Corrections shall include the version number in the title: 2. Project Name CP V2 06.13.2022

## COMPLETENESS REVIEW REQUIREMENTS

The completeness review is a preview 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” on [page 9](#)
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.

## CONCEPT PLAN REVIEW PROCESS

The applicant has the option to select the Alternative Review/Expedited Procedure or Standard Review Procedure.

1. The Alternative Review Procedure is an expedited review that allows for staff to provide comments and receive resubmittals administratively.
2. The Standard Review Procedure requires that the review comments are issued within 30 days as part of the action taken by the Planning & Zoning Commission.

If the applicant selects the Alternative Review Procedure, then the attached request form on [page 14](#) must be executed. If the applicant selects the Alternative Review Procedure, they have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of application in the Submittal Schedule. The applicant has the right to request a waiver to extend the review time by 30 days. This request needs to be reviewed at the time of application submittal.

### ALTERNATIVE REVIEW PROCEDURE – EXPEDITED PROCESS

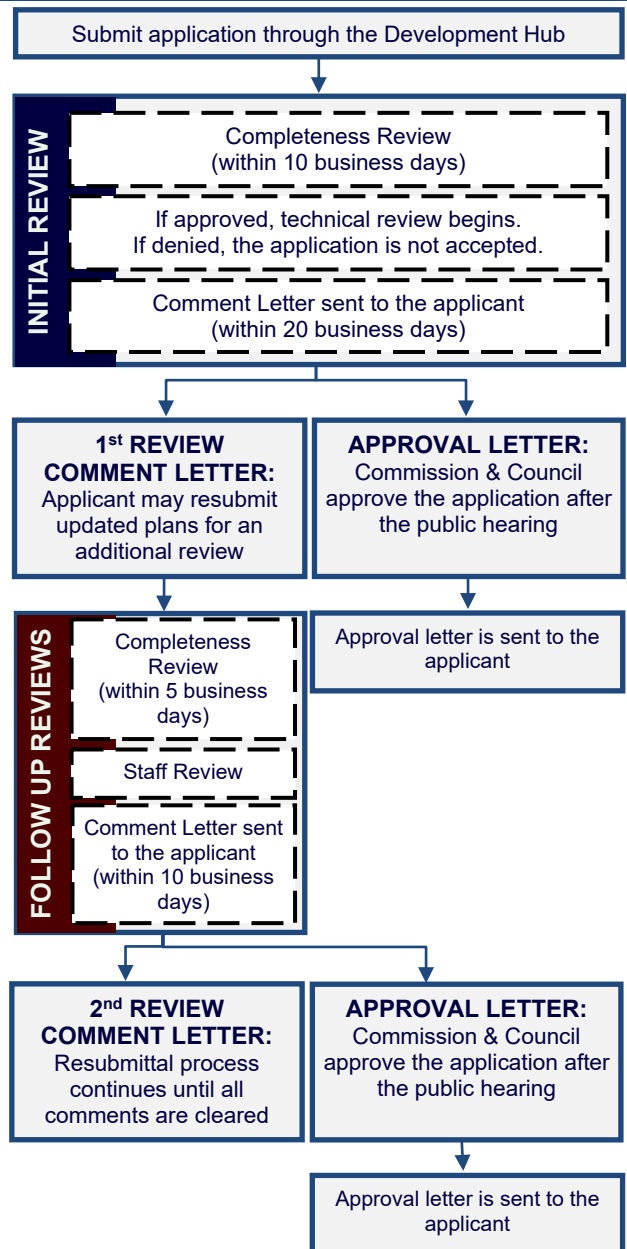
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on the on [page 5](#)) in compliance with the submittal schedule.

2. A comment letter will be generated within 20 days of the filing date and sent to the applicant. If the application is disapproved, then the letter will list the deficiencies with Code references.
3. The applicant will resubmit the corrected plan set for review. Submittals may be submitted at any time, but will be accepted for review based per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within 5 business days. A complete submittal shall include the following:
  - a. Updated Concept Plan
  - b. Supporting materials
  - c. Written response letter identifying how the comments were addressed
  - d. Resubmittal fee (after the third resubmittal)

**If the items above are not provided, the re-submittal will be NOT be accepted.**

4. A comment letter will be generated within 10 days of the filing date. If the application is approved, the public notification process will begin.
5. This process repeats until all comments are cleared. A resubmittal fee in the amount of \$500 is due for each review after the 3<sup>rd</sup> review.
6. If the comment letter indicates that the applicant is eligible for a final submittal review, please upload the following items:
  - a. Updated Concept Plan
  - b. Supporting materials
  - c. Comment response letter identifying how the comments were addressed
  - d. Submittal Fees (after the 3<sup>rd</sup> review)
7. Once all comments are cleared, then the public hearing is scheduled. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. The Commission and Council both review this request and take action.
8. Once the Commission & Council approve the Concept Plan, an approval letter is sent to the applicant.



## STANDARD REVIEW PROCEDURE

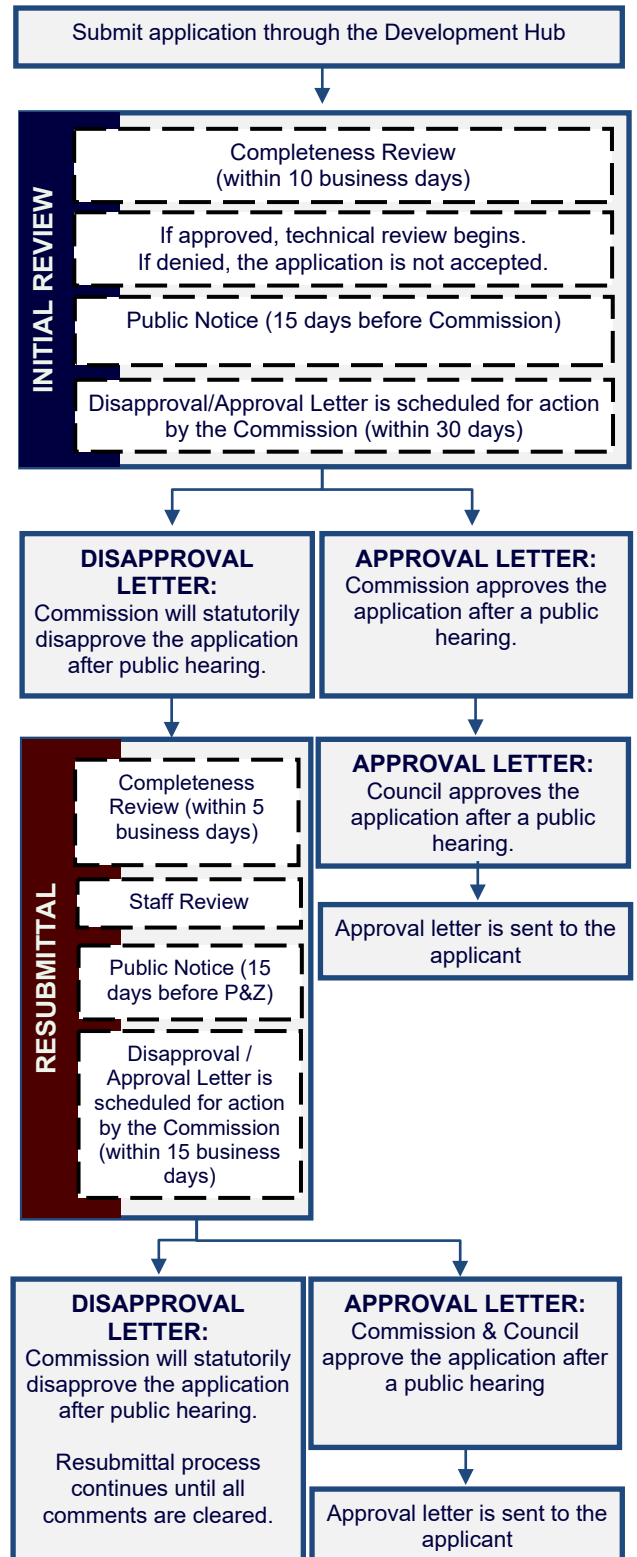
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. If the application substantially fails to meet the minimal informational requirements, then it will not be accepted for review.

If the application is determined to be complete, then it will be distributed for technical and content review (see requirements on [page 5](#)) in compliance with the submittal schedule.

2. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
3. A disapproval or approval letter will be generated within 30 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet.
4. If the application is disapproved by the Commission, the applicant has the ability to resubmit for an additional review of a corrected plan set. Submittals will only be accepted on Tuesdays per the adopted Submittal Schedule. The resubmittal will be reviewed for completeness within five (5) business days. A resubmittal fee in the amount of \$1,000 is required for each submittal after the first resubmittal. A complete submittal shall include the following:
  - a. Updated Concept Plan
  - b. Supporting materials
  - c. Written response letter identifying how the comments were addressed
  - d. Public notification fees & mailing labels
  - e. Resubmittal fee (after the first resubmittal)

**If the items above are not provided, the resubmittal will be NOT be accepted.**

5. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
6. A disapproval or approval letter will be generated within 15 days of the filing date and scheduled for action by the Commission. If the application is disapproved, the letter will list the deficiencies with Code references. Letter will be made available to the applicant as part of the Agenda packet. If the Commission approves the Concept Plan, the Council will take final action.
7. If the application is disapproved, the applicant has the ability to resubmit for an additional review of the corrected plan set. The process listed in items 4 and 5 above shall be repeated until all comments have been cleared.
8. Once the Commission approves the application, letters of notification will be mailed and signage posted for the Council Meeting.
9. If the Council approves the Concept Plan, an approval letter is sent to the applicant.



## 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. **Agent contact information will be shared as part of the public notice.**

**(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, have selected the Standard Review Procedure.

\_\_\_\_ I, the owner, have selected the Alternative Review/Expedited Procedure and completed the required waiver form.

### 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 \_\_\_\_\_ §

§ 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



## CONCEPT PLAN CHECKLIST

Please note that this checklist is intended to describe the general scope of construction plan 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 Subdivision Ordinance unless otherwise specified.

<b>GENERAL</b>	Ordinance Reference			
<p>___ 1. Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet</li> <li><input type="checkbox"/> Concept Plan</li> <li><input type="checkbox"/> Phasing Plan</li> <li><input type="checkbox"/> Parks Plan</li> </ul>	<p>Art II, Sec 21 (d)(1)</p> <p>Chp 13 of the Code of Ordinance</p>			
___ 2. Provide an overall layout sheet of the subdivision if the property does not fit on one sheet.	Art II, Sec 21 (c)(4)			
___ 3. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.	Art II, Sec 2 (d)(1)			
___ 4. All property lines shall be identified with a solid, heavy, and black line.	Art II, Sec 21 (d)(1)			
___ 5. FYI - All offsite easements are required to be recorded prior to the approval of the construction plans. Examples of offsite easements may include water, wastewater, or drainage easements. Templates are available from the Planning Department.	Art II, Sec 21 (d)(1)			
<b>SHEET 1 – COVER SHEET</b>	Ordinance Reference			
<p>___ 1. Title block including the following in the top center of the page.</p> <p style="margin-left: 40px;"><i>Subdivision Name</i></p> <p style="margin-left: 40px;">Concept Plan</p> <p style="margin-left: 40px;">Project Number (This number will be assigned during the first review of the plan set)</p>	Art II, Sec 21 (c)(2)			
<p>___ 2. Project information on the left side of the sheet including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property owner name, address, and phone number</li> <li><input type="checkbox"/> Engineer name, address, and phone number</li> <li><input type="checkbox"/> Surveyor name, address, and phone number</li> <li><input type="checkbox"/> Project agent, address, and phone number</li> <li><input type="checkbox"/> Filing date</li> <li><input type="checkbox"/> Property Zoning</li> <li><input type="checkbox"/> Future Land Use Category as identified on the Future Land Use Map</li> </ul>	Art II, Sec 21 (c)(1)			
___ 3. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.	Art II, Sec 21 (d)(3)			
___ 4. Index on the right side of the sheet name and number.	Art II, Sec 21 (d)(1)			
___ 5. Table including the major categories of land use by acreage showing the compatibility of land use with the Comprehensive Plan.	Art II, Sec 21 (c)(7)			
<p>___ 6. Example cover sheet:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Subdivision Name</b> Concept Plan Project Number</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30%; padding: 10px;">Project Information</td> <td style="border: 1px solid black; width: 30%; padding: 10px;">Location Sketch</td> <td style="border: 1px solid black; width: 30%; padding: 10px;">Index</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"><i>1 of 1</i></p> </div>	Project Information	Location Sketch	Index	Art II, Sec 21 (d)(1)
Project Information	Location Sketch	Index		
___ 7. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision. Provide proposed densities for any residential development.	Art II, Sec 21 (d)(1)			
___ 8. Provide any recommendations from the approved TIA (if applicable)	Art II, Sec 21 (d)(1)			

## SHEET 2 – CONCEPT PLAN

	Ordinance Reference
___ 1. Scale 1" = some number of feet divisible by 10 (1" = 100, or if the plan is too large for a 24" X 36" sheet, 1" = 200')	Art II, Sec 21 (b)
___ 2. A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.	Art II, Sec 21 (c)(4)
___ 3. All owner's names, deed or plat references and property lines of property within two hundred (200) feet of the development boundaries, as determined by current tax rolls.	Art II, Sec 21 (c)(5)
___ 4. Topographic contours at ten (10) foot intervals or less.	Art II, Sec 21 (c)(6)
___ 5. Label the proposed major categories of land use by acreage showing compatibility of land use with the Master Plan.	Art II, Sec 21 (c)(7)
___ 6. Identify the zoning of the property. Demonstrate compliance with the residential lot mix requirements listed below. These lot mix requirements shall apply to all new residential subdivisions except those served by on-site sewage treatment systems. For the purposes of this requirement, net acres shall mean the total acres of the subdivision minus the required parkland. <input type="checkbox"/> Subdivisions between zero (0) and thirty (30) net acres shall not have a specific residential lot mix requirement. <input type="checkbox"/> Subdivisions greater than thirty (30) and less than ninety (90) net acres shall include at least two (2) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision. <input type="checkbox"/> Subdivisions greater than ninety (90) net acres shall include at least three (3) different residential use components each of which shall include at least twenty (20%) of the lots within the subdivision.	Art II, Sec 21 (a)(5)
___ 7. Proposed number and size of residential and non-residential lots, tracts or parcels together with the estimated: ___ a. number of LUE's required for each category of lots; and ___ b. the traffic volume to be generated by all proposed development other than single-family.	Art II, Sec 21(c)(8)
___ 8. Proposed and existing arterial and collector streets to serve the general area with ROW widths labeled. Does subdivision comply with the City of Leander Transportation Plan? (Y/N) If no, provide a letter of explanation. Adjacent boundary streets have adequate ROW.	Art II, Sec 21(c)(9)
___ 9. Location of sites for parks, schools and other public uses, and all areas of common ownership.	Art II, Sec 21 (c)(10)
___ 10. Significant drainage features and structures including any regulatory one hundred (100) year flood plains. If there is no one hundred (100) year flood plain on the property, a note on the plan indicating that there are no identified flood hazard areas in the planned area and cite the appropriate FEMA map as the reference.	Art II, Sec 21 (c)(11)
___ 11. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.	Art II, Sec 21 (c)(12)
___ 12. Approximate boundaries, development density and anticipated timing of proposed phases of development.	Art II, Sec 21 (c)(13)
___ 13. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards.	Art II, Sec 21 (c)(14)
___ 14. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses or is contiguous to the development's boundary.	Art II, Sec 21 (c)(15)
___ 15. A proposed phasing plan for the development of future sections.	Art II, Sec 21 (c)(16)
___ 16. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plan.	Art III, Sec 45 (b)(2)(i)
___ 17. Arrows demonstrating access to adjacent properties.	Art III, Sec 42 (b)(2)(ii)
___ 18. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, etc.	Art II, Sec 21 (c)(9)

## SHEET 3 – PHASING PLAN

	Ordinance Reference
___ 1. A Phasing Plan is required for subdivision that include more than 30 lots or units. This plan shall demonstrate the phase boundaries of the subdivision.	Art II, Sec 20 (d)(ii)

- \_\_\_ 2. The Phasing Plan shall contain timeframes in compliance with the term of the Concept Plan.
- \_\_\_ 3. Phases shall be provided in sequential order and include all proposed subsections. Phases shall not create remnant tracts less than five acres in size.
- \_\_\_ 4. Each phase shall illustrate the property to be included in each phase and the number of LUEs per phase. Phases shall include all required infrastructure and drainage facilities to support the phase without the development of the entire subdivision, and infrastructure for each phase shall fully serve each phase.

Art 13.12 of the Code of Ordinances  
 Art 13.12 of the Code of Ordinances  
 Art 13.12 of the Code of Ordinances

### SHEET 3 – PARKS PLAN

Ordinance Reference

- \_\_\_ 1. If park improvements are proposed, the improvements meet the following criteria:
  - \_\_\_ Proposed park improvements are listed on the final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$400 per residence.
  - \_\_\_ A note is shown on the 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.
- \_\_\_ 2. 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**.
- \_\_\_ 3. 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. This option is required to be approved by the Director of Parks & Recreation.
  - \_\_\_ 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.
- \_\_\_ 4. Provide a phasing table demonstrating compliance with the Ordinance

Art IV, Sec 61

### FINAL SUBMITTAL REVIEW – ALTERNATIVE REVIEW PROCEDURE

To expedite the review process, staff has implemented a Final Submittal Review Process. This process replaces the regular review cycle and submittal cycle. Only projects that are subject to the Alternative Review Procedure are eligible for this process. Instead of providing a formal submittal, the applicant may submit the items listed below for an expedited review. Projects are eligible for final submittal review when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible.

Items to submit through the Development Hub:

- Concept Plan (24" X 36") pdf
- A comment response letter indicating how the staff comments were addressed.

### FINAL APPROVAL

After the review is complete and staff has cleared all comments, the Concept Plan may be scheduled for review by the Planning & Zoning Commission and City Council. A public hearing is required for approval of the Concept Plan. The Planning & Zoning Commission is a recommending body and will make a recommendation to the City Council. The City Council will take final action on the approval of the Concept Plan. The following items are required to be submitted through the Development Hub to be scheduled.

- Concept Plan (24" X 36") pdf
- AutoCAD or GIS file 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

## CONFLICT OF INTEREST DISCLOSURES

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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.

**ALTERNATIVE REVIEW / EXPEDITED PROCEDURE REQUEST**

I hereby request that the Alternative Review Procedure schedule is applied to this project. I understand that I have the right to switch to the Standard Review Procedure by written request submitted on the day designated for acceptance of applications in the Submittal Schedule.

**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: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**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: \_\_\_\_\_

**30 DAY WAIVER REQUEST**

I hereby request that a 30 day extension is granted to the 30 day review period for this application in order to allow for more time for the submittal and review process.

**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: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's 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: \_\_\_\_\_