

PROJECT NAME: _____

PUBLIC IMPROVEMENT CONSTRUCTION PLAN

REVISION

APPLICATION & CHECKLIST SUBMITTAL PACKET

GENERAL INFORMATION

- This application is for revisions to Construction Plans that have already been approved by the City of Leander.
- Work may not start until after the revision is approved.
- If the original Construction 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



- 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 (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.
- This application only applies to revisions to public improvement projects for infrastructure to be dedicated to the City.
- 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

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.
	<input type="checkbox"/>	1. Completed and Signed Application & Checklist with the owner’s signatures.
	<input type="checkbox"/>	2. Construction plans (24”X36” sheets) or (22” X 34”) at generally accepted horizontal and vertical engineering scale. <u>Only provide the cover sheet and 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 construction plans: _____ File Number: _____
	<input type="checkbox"/>	7. Application Fee (calculation listed below)

APPLICATION FEE* CALCULATION

Construction Plan Review & Inspection Fee:	3.5% of the construction cost due at the time of application submittal	
<i>*This fee is only required if additional improvements are added that would increase the construction cost.</i>	<i>Please note: verification and adjustment of the construction cost is required prior to City acceptance. A final engineer’s signed and sealed certified copy of the final cost of all improvements dedicated to the City or equivalent private infrastructure is required in the close out package as part of the final acceptance.</i>	\$ _____
Technology Fee:		\$ 10.00
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.

FINAL APPROVAL:

In order to complete the construction 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 construction 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 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 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 _____ §

§ 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