



PROJECT NAME: _____

COMPREHENSIVE PLAN AMENDMENT

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A Comprehensive Plan Amendment is necessary when a proposed development does not comply with the Comprehensive Plan. This amendment includes changes to the Future Land Use Map, Comprehensive Plan Text Amendment, and Transportation Master Plan.

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

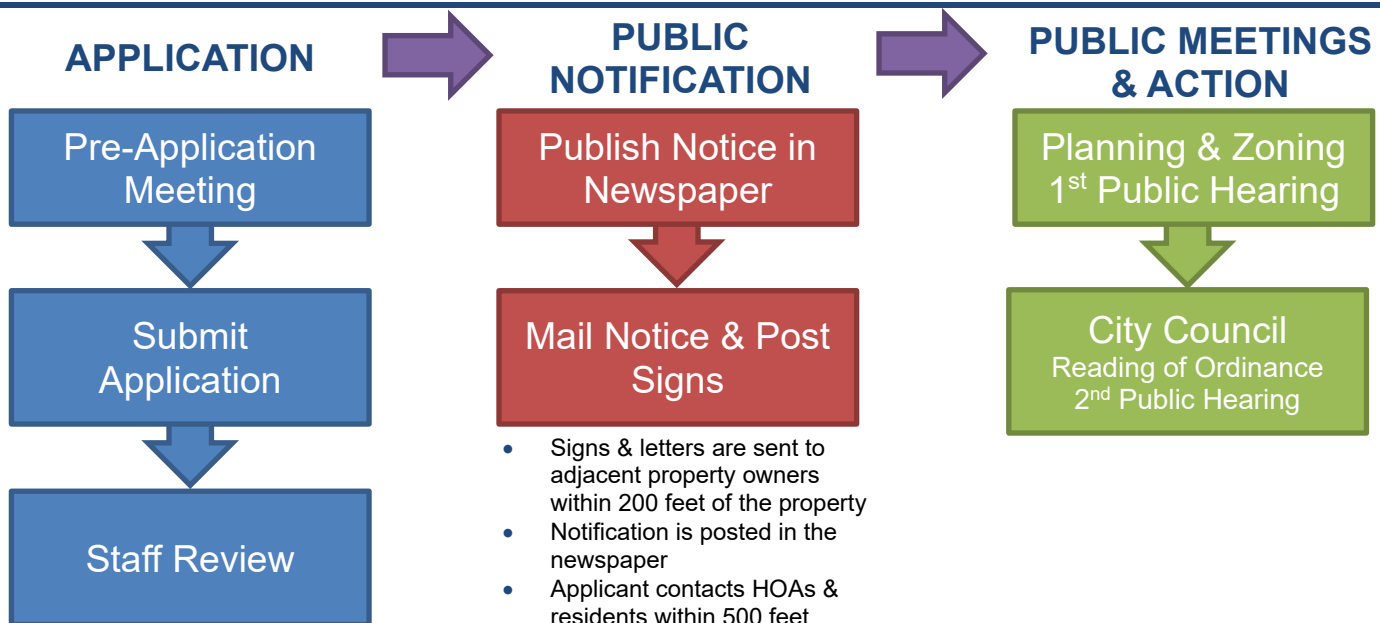
CONTACT

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. Incomplete applications will not be accepted.
- Current applications and City ordinances may be found on the City's website (<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.
- 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.
- All items listed in the "Required Items for Submittal Package" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW



TYPE OF AMENDMENT (CHECK APPROPRIATE BOX)

- Future Land Use Map: _____
Identify Amendment
- Comprehensive Plan Text: _____
Identify Section
- Transportation Master Plan: _____
Identify Amendment
- Other: _____
Identify Amendment

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. Deed showing current ownership. Proof of signatory for corporations is required.
	<input type="checkbox"/>	3. Public Notification <ul style="list-style-type: none"> <input type="checkbox"/> Tax map(s) highlighting the subject property and showing the line extending 200 feet from property <input type="checkbox"/> List of property owners names, addresses, and the County Property Identification Number from the county appraisal district (www.wcad.org or www.traviscad.org) within 200 feet of the perimeter of the tract <input type="checkbox"/> County short ID # of subject property _____.
	<input type="checkbox"/>	4. 8½" x 11" map demonstrating the proposed public notification sign locations
	<input type="checkbox"/>	5. 8½" x 11" color future land use map identifying the area of the requested change and the surrounding areas within 1,000'. The map can be found at http://www.leandertx.gov/planning/page/maps-guides . Draw the boundary of your request on the map and label the proposed land use category.
	<input type="checkbox"/>	6. Certified tax certificate or other evidence that taxes have been paid.
	<input type="checkbox"/>	7. Letter of intent explaining the requested comprehensive plan change including a physical description of the property.
	<input type="checkbox"/>	8. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
	<input type="checkbox"/>	9. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

Filing Fee (\$500 stand alone, \$300 with zoning application):	\$ _____
Owner Notification Fee – \$5.00 per owner notification**:	\$ _____
Notification Sign – \$30.00 per sign** (1 sign at the corner of the property and additional spaced every 200' apart along the ROW frontage):	\$ _____
Public Hearing Notification**:	\$ _____
GIS Mapping Fee:	\$ 75.00
Professional Recovery Fee:	\$ 250.00
Technology Fee:	\$ 25.00
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 owner notification, notification sign, and public hearing notification fees are not required if the request is processed concurrently with a zoning request.

PROJECT INFORMATION

Property Address/Location Description: _____
 Legal Description: _____
 Property Acreage: _____ County Short ID#: _____
CURRENT LAND USE CATEGORY: _____
PROPOSED LAND USE CATEGORY: _____

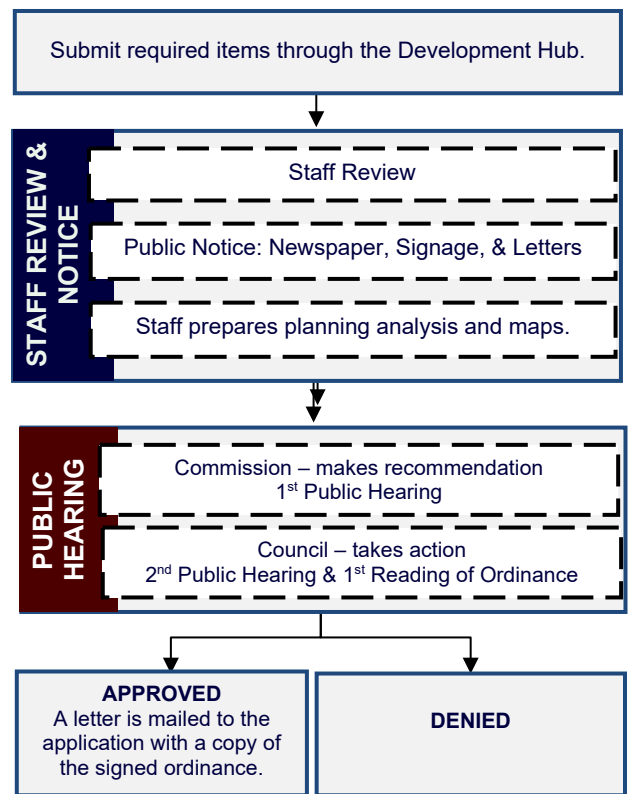
COMPREHENSIVE PLAN PROCESS

The Future Land Use Plan was originally adopted by City Council in 2014 and was based upon the land use goals established in the 2009 Comprehensive Plan. In 2020, the City completed a five year update to the comprehensive plan which included a complete review and update to the Future Land Use Plan. As stated in the comprehensive plan, “The Leander Future Land Use Plan is a conceptual representation of the development pattern that leaders and citizens of Leander envision for the future”.

The distribution of land use categories as reflected on the Future Land Use Plan implement the land use policy goals in the comprehensive plan. As properties develop, changes to the plan may be warranted. The ordinance allows for the Council to make amendments to this plan and change the land use categories. Changes are requested when a zoning category is proposed that does not comply with the plan. The Comprehensive Plan amendment and Zoning Change may be reviewed concurrently.

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. The application will be reviewed and staff will provide their recommendation and start the notification process.
2. Public notice will be submitted to the newspaper for publication and will be posted online.
3. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date. Owner or Owner’s agent shall provide pictures of the posted signs. Signs must remain posted during the public process.
4. The Commission will hold a public hearing and make a recommendation. This recommendation is forwarded to the Council for review.
5. The Council will hold a public hearing and take action on the request as well as complete the first reading of the ordinance.
6. If the case is approved, then an official ordinance will be executed and the future land use map will be updated to reflect the new land use category.
7. A letter and the ordinance will be sent to the property owner.



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.

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 _____

§

COUNTY OF _____

§

KNOW ALL MEN BY THESE PRESENTS

§

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

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.