



PROJECT NAME: _____

PUD ZONING CHANGE

PUD, MINOR PUD, & AMENDMENT TO AN EXISTING PUD

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A Zoning Application is necessary when an applicant is proposing a use that is in conflict with the current zoning of the property. This application is reviewed for compliance with the Comprehensive Plan. If the proposed use is not compatible with the Comprehensive Plan, then an amendment needs to be processed concurrently. A PUD allows for the applicant to design a unique set of standards for a development.

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

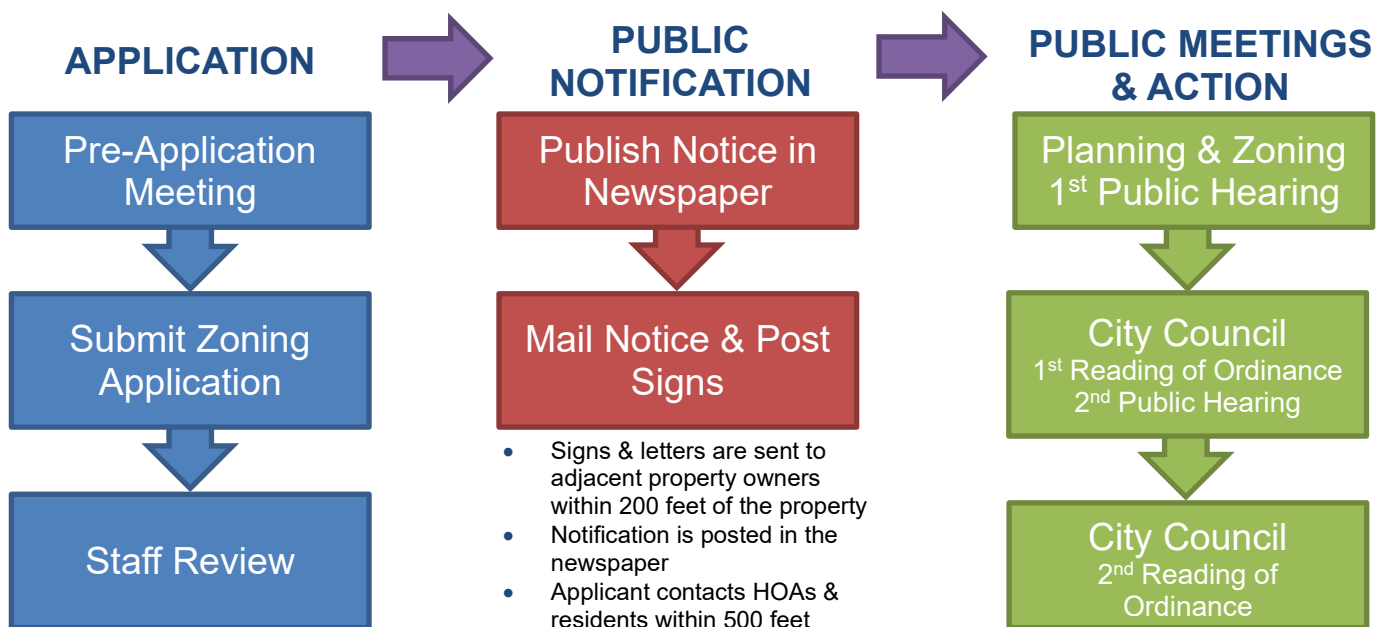
CONTACT INFORMATION

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. 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.
- PUD applications require a review by staff prior to be scheduled for a public hearing.
- All items listed in the "Required Items for Submittal Package" on [pages 3 & 4](#) shall be uploaded to the Development Hub.

PROCESS OVERVIEW



TYPE OF REQUEST

Please select the type of application from the list below:

- Planned Unit Development (PUD)/Major Amendment to an existing PUD** – A PUD request allows for the applicant to design unified standards for development in order to facilitate flexible, customized zoning and subdivision standards. This type of request includes waivers as well as higher standards. The following items are required for this type of submittal:
 - ___ 1. PUD Notes:
 - Provide proposed PUD Notes in pdf and Microsoft Word format.
 - The PUD notes need to include the proposed base zoning district for the project. In addition, these notes need to include any proposed modifications to the regulations. The template can be found at the end of the application.
 - ___ 2. PUD Exhibits:
 - Provide all necessary exhibits in pdf format. Exhibits include the Conceptual Site Layout & Land Use Plan, building elevations, street layouts, field notes, etc.
 - The Conceptual Site Layout & Land Use Plan is a bubble plan of the entire property. This plan includes the location and mix of proposed uses. The Concept Plan and/or Preliminary Plat may replace the Conceptual Site Layout & Land Use Plan.
 - ___ 3. Concept Plan and/or Preliminary Plat (optional):
 - The PUD may include a concept plan and/or preliminary plat as part of the submittal. If this process is proposed, the application for a concept plan and/or preliminary plat shall be submitted concurrently with this application. The submittal documents shall include the Concept Plan and/or Preliminary Plat as Exhibit C. Duplicate public notice fees for the Concept Plan are not required.

- Minor Planned Unit Development (PUD)** – A Minor PUD designates a base zoning district and prohibits or permits specific uses without granting significant waivers. A Conceptual Site Layout & Land Use Plan is not required for this submittal. The following items are required for this type of submittal:
 - ___ 1. PUD Document:
 - PUD Notes in Microsoft Word format. The template can be found at the end of the application.

- Minor Amendment to an existing Planned Unit Development (PUD)** – Minor changes to an existing PUD that do not affect the major features or characteristics of the PUD or significantly change the boundaries of a use area shown on the Conceptual Site Layout and Land Use Plan may be approved administratively as determined by the appropriate departments.

Minor changes shall not include:

- Changes that alter the basic relationship of the proposed development to adjacent property;
- Change the uses permitted
- Increase the density, building height or coverage of the site
- Reduce yards provided at the boundary of the site or reduce the amount of land designated for open space or parkland.

Minor changes may include minor adjustments to lot lines, parking and loading areas, driveways, parking counts, building configurations and orientations, architectural design, building materials, landscape materials, tree retention, street alignments, sidewalks, drainage facilities, project phasing, lighting, signage, site layout, changes of 5% or less in the areas of land use or other similar features.

REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE – ALL APPLICATION TYPES

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. Letter of intent explaining the zoning request including a physical description of the property of the property. Include the list of proposed waivers and higher standards if a PUD is proposed. If an amendment to an existing PUD is proposed, provide a letter explaining the request.
	<input type="checkbox"/>	4. Certified tax certificate or other evidence that taxes have been paid.
	<input type="checkbox"/>	5. Development meeting notes, confirmation that a development meeting was not required, or Due Diligence Report.
	<input type="checkbox"/>	6. Applications* Fees (calculation listed below).

THE FOLLOWING ITEMS ARE REQUIRED FOR A PUD, MAJOR AMENDMENT TO AN EXISTING PUD OR A MINOR PUD APPLICATION

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. 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"/>	2. 8½" x 11" color zoning map identifying the area of the requested zoning change and the surrounding areas within 1,000'. The zoning map can be found at http://www.leandertx.gov/planning/page/maps-guides at the bottom of the page. Draw the boundary of your request on the map and label the proposed zoning districts.
	<input type="checkbox"/>	3. 8½" x 11" map demonstrating the proposed public notification sign locations
	<input type="checkbox"/>	4. Applicant's Summary of Neighborhood Communications including the list of property owners and addresses within 500 feet from the property <u>due at the time of application for Minor PUDs and prior to scheduling the public hearing for all other application types</u> (see page 8)

APPLICATION FEE* CALCULATION

PLANNED UNIT DEVELOPMENT (PUD)		
FILING FEE**	Filing Fee (for the first five acres):	\$2,000.00
	\$200 per acre additional acre or portion thereof: **Maximum filing fee is \$10,000	+ \$ _____
PUBLIC NOTICE FEES	Owner Notification Fee – \$5.00 per owner notification:	+ \$ _____
	Signage Fee (\$30.00 per sign – 1 sign at the property corner and additional signs spaced every 200 feet along the ROW frontage):	+ \$ _____
	Public Hearing Notification (newspaper):	\$150.00
	GIS Mapping Fee:	\$75.00
	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00
TOTAL FEE (due at the time of application submission):		\$ _____
POSTPONEMENT REQUESTS: \$500 plus new notification fees apply if zoning case is postponed after public notification.		

PLANNED UNIT DEVELOPMENT (PUD) MAJOR AMENDMENT		
FILING FEE***	Filing Fee (for the first five acres):	\$1,500.00
	\$100 per acre additional acre or portion thereof: ***Maximum filing fee is \$5,500	+ \$ _____
PUBLIC NOTICE FEES	Owner Notification Fee – \$5.00 per owner notification:	+ \$ _____
	Signage Fee (\$30.00 per sign – 1 sign at the property corner and additional signs spaced every 200 feet along the ROW frontage):	+ \$ _____
	Public Hearing Notification (newspaper):	\$150.00
	GIS Mapping Fee:	\$75.00
	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00
TOTAL FEE (due at the time of application submission):		\$ _____
POSTPONEMENT REQUESTS: \$500 plus new notification fees apply if zoning case is postponed after public notification.		

MINOR PLANNED UNIT DEVELOPMENT (PUD)

FILING FEE	Filing Fee (for the first five acres):	\$600.00
	\$100 for each additional acre or portion thereof:	+ \$ _____
PUBLIC NOTICE FEES	Owner Notification Fee – \$5.00 per owner notification:	+ \$ _____
	Signage Fee (\$30.00 per sign – 1 sign at the property corner and additional signs spaced every 200 feet along the ROW frontage):	+ \$ _____
	Public Hearing Notification (newspaper):	\$150.00
	GIS Mapping Fee:	\$75.00
	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00

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

POSTPONEMENT REQUESTS: \$500 plus new notification fees apply if zoning case is postponed after public notification.

MINOR AMENDMENT TO AN EXISTING PLANNED UNIT DEVELOPMENT (PUD)

FILING FEE	Filing Fee:	\$250.00
	Technology Fee:	\$10.00

TOTAL FEE (due at the time of application submission): \$260.00

* 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.

PROJECT INFORMATION

Property Address/Location Description: _____

Legal Description: _____

Property Acreage: _____ County Short ID#: _____

CURRENT ZONING DISTRICT: _____
(USE-SITE-ARCHITECTURE)

PROPOSED ZONING DISTRICT: _____
(USE-SITE-ARCHITECTURE)

AMENDMENTS TO AN EXISTING PUD:
Name of Original PUD: _____ Ordinance#: _____

ZONING PROCESS – PUD & MINOR PUD

Zoning is an important responsibility of a municipal government and is authorized by state law under the police powers of the City to control nuisances. Zoning allows the local government to regulate the development and use of land within its jurisdiction through the establishment of districts. The city regulates land use, site conditions, and architectural standards with zoning districts. The intent of zoning is to protect health, safety, and welfare of the public as well as preserve the development rights of private land owners. In addition, zoning plays a major role in the preservation of existing neighborhoods as well as in the development of new neighborhoods. Through the zoning process, the City of Leander strives to promote compatible land use patterns and minimize conflicts between uses.

The zoning of property may be changed to accommodate a proposed use of a property that conflicts with the current zoning district. During the review of the zoning request, staff will determine if the proposed district is in compliance with the Comprehensive Plan. If the use is not compatible, then a Comprehensive Plan Amendment is required. These applications may be reviewed concurrently. A Planned Unit Development (PUD) district allows for the applicant to design unified standards for development in order to facilitate flexible, customized zoning and subdivision standards which encourage imaginative and innovative designs for the development of property within the City.

During the zoning process, the applicant is required to contact the surrounding neighborhoods and property owners that are impacted by the project and complete the neighborhood summary report referenced in this zoning application. All residentially zoned properties within

500 feet as well as any organized Homeowners Associations are required to be contacted. If there are no residential properties within 500 feet, then the additional notice is not required. A meeting shall be conducted in order to aid in communication between the applicant and area residents. If a meeting is not possible, then the applicant is required to hand deliver a notice or send a letter via certified mail. The purpose of the neighborhood meeting summary requirement is to educate the applicant about issues or concerns from surrounding neighborhoods and property owners that would be impacted by the proposed development. The process is intended to raise awareness of the proposed development, to identify issues regarding perceived impacts, and to resolve the issues in an inclusive manner.

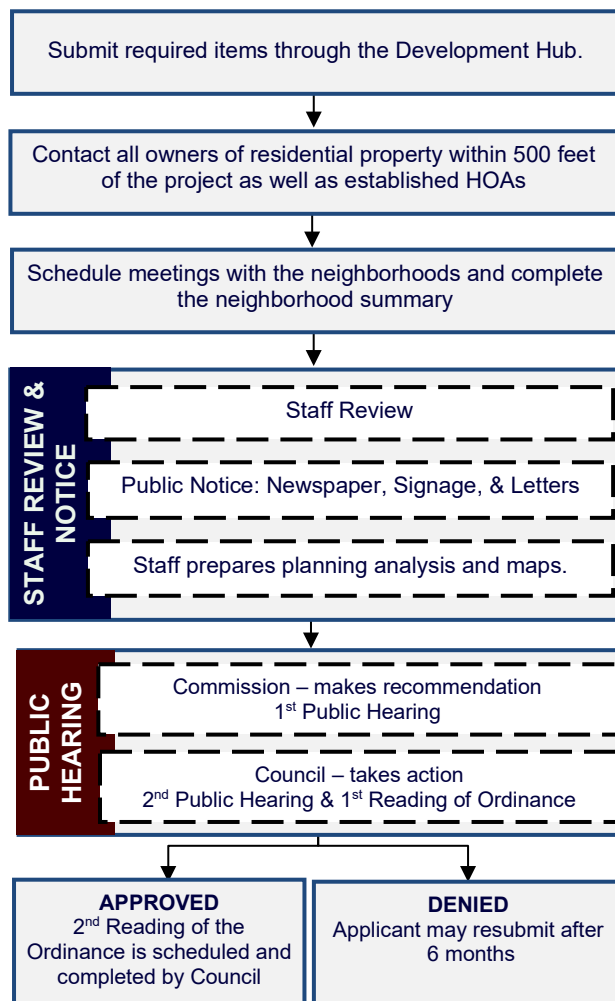
The Neighborhood Summary Report shall be submitted with this application and will be attached to the Planning & Zoning Commission packet. The report must describe:

- How the neighborhood was notified about the proposal (how and when notification occurred, and who was notified including the addresses that were notified);
- How the information regarding the proposal was shared with neighborhoods (i.e. mailings, workshops, meetings, open houses, fliers etc.);
- Who was involved in the discussions including the name, address, and contact information;
- Any concerns that were raised by the neighborhoods; and

Any conditions that were added to or modified within the zoning request in response to concerns raised at the neighborhood meeting.

PROCEDURE – PUD, PUD AMENDMENT & MINOR PUD

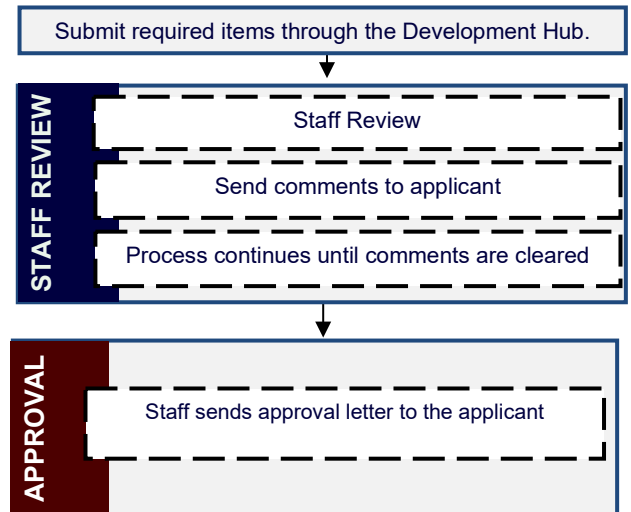
1. Submit required items through the Development Hub. These documents may be submitted at any time for preview. Once all required documents are confirmed, the application will be reviewed for completeness within 10 business days of the submittal date. The application will be reviewed and staff will provide their recommendation and start the notification process.
2. PUDs typically require staff review and comment. The staff will review the proposal and send comments if necessary to the applicant. Once all comments are cleared, staff will provide their recommendation and start the notification process.
3. Contact all owners of residential property within 500 feet of the project as well as established Homeowners Associations.
4. Schedule meetings with the neighborhoods and complete the neighborhood summary.
5. Submit Neighborhood Summary Report no later than 14 days prior to the Commission meeting.
6. Public notice will be submitted to the newspaper for publication and will be posted online.
7. Letters of notification will be mailed and signage will be placed on the property 15 days prior to the Commission meeting date.
8. The Commission will hold a public hearing and make a recommendation. This recommendation is forwarded to the Council for review.
9. The Council will hold a public hearing and take action on the request as well as complete the first reading of the ordinance.
10. If the Council approves the request, then they will complete the second reading of the ordinance. Then an official ordinance will be executed and the zoning maps will be updated to reflect the new district.
11. A letter and the ordinance will be sent to the property owner.
12. If the Council denies the request, the applicant will have the ability to resubmit the application for review in 6 months.
13. The applicant may request a postponement of the zoning case during the review process. A postponement fee and renotification fees will apply if the applicant requests to postpone the zoning case.



MINOR AMENDMENT TO AN EXISTING PUD PROCESS

A Planned Unit Development (PUD) district allows for the applicant to design unified standards for development in order to facilitate flexible, customized zoning and subdivision standards which encourage imaginative and innovative designs for the development of property within the City. Upon approval of a PUD, there are instances where minor amendments are appropriate. The Composite Zoning Ordinance allows for an administrative update to a PUD as long as the proposal meets the criteria listed on page 2 of this application.

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. Minor PUD amendments typically require staff review and comment. The staff will review the proposal and send comments if necessary to the applicant.
3. Once all comments are cleared, staff will prepare an approval letter that will be issued 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.

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

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

This summary is only required for a PUD or a Minor PUD.

- 1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

- 2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

- 3. What concerns were raised during these communications?

- 4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

The above information is deemed to be true to the best of my knowledge.

Signature: _____ 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.

This template is available in Microsoft Word format from the Planning Department.

EXHIBIT A

Name of Project Planned Unit Development

A. Purpose and Intent

- 1. The **Name of Project** PUD is comprised of approximately **Acreage** acres, as shown in **Exhibit B**. The development of this property includes **Proposed Type of Development**.

B. Applicability and Base Zoning

- 1. All aspects regarding the development of this PUD shall comply the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
- 2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

Zoning Use-Site-Architecture	Zoning District Name
------------------------------	----------------------

C. Conceptual Site Layout & Land Use Plan

- 1. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, **Exhibit C**, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document.

D. Allowable / Prohibited Uses

- 1. The allowable uses shall include **Allowable Uses**.
- 2. The prohibited uses shall include **Prohibited Uses**.
- 3. The maximum unit count shall be **Unit Count**.

E. Development Standards

- 1. The following setbacks shall apply.

Front Setback	
Side Setback	
Street Side Setback	
Rear Setback	
Perimeter Setback	

F. Transportation

This template is available in Microsoft Word format from the Planning Department.

EXHIBIT A

Name of Project Minor Planned Unit Development

A. Purpose and Intent

1. The Name of Project PUD is comprised of approximately Acreage acres, as shown in Exhibit B. The development of this property includes Proposed Type of Development.

B. Applicability and Base Zoning

1. All aspects regarding the development of this PUD shall comply the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled Exhibit A.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

Zoning Use-Site-Architecture Zoning District Name

C. Allowable / Prohibited Uses

1. The allowable uses shall include Allowable Uses.
2. The prohibited uses shall include Prohibited Uses.