

PROJECT NAME: _____

CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT

CONSTRUCTION PLAN REVISION

APPLICATION & CHECKLIST SUBMITTAL PACKET

GENERAL INFORMATION

- This application is for revisions to CIP 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 CIP Construction Plans were submitted during 2020 or prior years, then a new application is required through the original CIP Construction Plans. If the plans were 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	<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. 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 CIP Construction Plans: _____ Original File Number: _____

APPLICANT INFORMATION:

OWNER INFORMATION:	
Staff Representative: _____	Department: _____
Email: _____	Phone: _____
AGENT INFORMATION:	
Project Agent: _____	Company: _____
Phone: _____	Fax: _____
Address: _____	City: _____ State: _____ Zip: _____
Email: _____	Mobile: _____

FINAL APPROVAL:

In order to complete the CIP 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 CIP 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.