



City of Leander Planning Department  
 104 North Brushy Street  
 PO Box 319  
 Leander, Texas 78646-0319  
 Fax (512) 528-2729  
[www.leandertx.gov](http://www.leandertx.gov)

Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

File #: \_\_\_\_\_  
 (City will assign)

# LEANDER TOD STAGE III SUBMITTAL

## *EXISTING OR NEW COMMUNITY SCALE PLAN AND/OR BUILDING SCALE PLANS (CONSTRUCTION PLANS, FINAL PLAT, SITE DEVELOPMENT AND BUILDING PLANS)*

### *APPLICATION & CHECKLIST*

This application and checklist is provided as a service of the City of Leander. This application and checklist only applies to projects within the Leander TOD. Its purpose is to assist the applicant in preparing a proposal that meets Leander SmartCode and other City standards so it can be expedited through the review process. It does not insure that all plan requirements that meet the SmartCode (including the "Conventional Zone") will be submitted. The Stage III Plan includes all of the detail required for Public Improvement Construction Plans, Final Plat, Site Development and Building Plans. The Stage III Plan includes the final engineering and architectural plans consistent with an approved Stage II Plan. The applicant is responsible for providing all necessary information for review, processing and completion.

- If the Applicant has completed a Stage II Plan, this application addresses detailed engineering and architectural plans consistent with the Stage II Plan approval. If the Applicant has not completed a Stage II Plan, all of the details required for that application must be submitted with the Stage III Plan application.
- A Pre-Development meeting is recommended prior to submission of an application. Please make an appointment with the Planning Department (512-528-2750).
- Fill out the following application and checklist completely prior to submission (including the fee calculations).
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your project. 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 regulations, the applicant should consult source law.
- Submit these plans to the Planning Department, 104 N. Brushy St., Leander, TX, (512-528-2750).

#### **INSTRUCTIONS:**

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- Fill out the following application and checklist completely prior to submission.
  - Use the most current form and ordinances from the City's website ([www.leandertx.gov](http://www.leandertx.gov)) or contact the Planning Department for forms.
  - Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).

#### **PROJECT OPTIONS:**

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Depending on the proposed project, one or more of the following options will apply. Please include the appropriate application with the submittal of the Stage III Submittal. These applications can be found on the City's Website ([www.leandertx.gov](http://www.leandertx.gov)) or contact the Planning Department (512-528-2750)

- \_\_\_ 1. Subdivision Construction Plans & Final Plat
- \_\_\_ 2. Short Form Final Plat
- \_\_\_ 3. Site Development Permit
- \_\_\_ 4. Building Permit

**PROJECT INFORMATION:**

Street Address: _____	Subdivision Name: _____
Section: _____ Lot(s): _____	Block: _____ Zoning District: _____
Total Gross Sq. Ft. of Building(s): _____ Total Impervious Cover Sq. Ft: _____ (pavement and building)	
Transect Zone: _____	
Brief Summary of Work: _____	

**STAGE III PLAN CHECKLIST**

*Please note that this checklist is intended to describe the general scope of Stage III 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.*

**ADDITIONAL ITEMS TO BE ADDED TO PLANS:**

- \_\_\_ 1. Plans comply with the following items from Article 5 of the SmartCode:
  - Building Disposition
  - Building Configuration
  - Building Function
  - Parking Standards
  - Functional Architectural Standards
  - Landscape Standards
  - Signage Standards
  - Ambient Standards
  - Visitability Standards
  - Civic Functions
- \_\_\_ 2. Map of the current TOD plan illustrating the location of the subject property and a breakdown of what transect zones apply.
- \_\_\_ 3. Public space proposal – detail of site, location, hardscape, landscaping, etc.
- \_\_\_ 4. Include on plan and the following criteria: ***Parking requirements will be provided in conformance with the SmartCode.***
  - Identify where on street parking is proposed. (May note that will comply with SmartCode.)
  - Dimensions of parking spaces, aisle widths (May note that will comply with SmartCode.)
  - Driveway intersection locations (May note that will comply with SmartCode.)
  - Driveway and aisle curb return radii (May note that will comply with SmartCode)
  - Fire lanes are labeled with curb and/or aisle markings showing ***Fire Lane - No Parking***(May note that will comply with SmartCode.)
- \_\_\_ 5. Include the following note and show driveway locations on Conventional Zone submittals: ***Driveways will conform to the Leander SmartCode.***
- \_\_\_ 6. Driveways at least fifteen (15') feet wide at the property line (Conventional Zone Only).
- \_\_\_ 7. A general parking summary is provided on the site plan showing that on-street and off-street parking is provided in compliance with the Leander SmartCode or a note stating that parking will comply with Leander SmartCode requirements. (Parking must be show on all Conventional Zone plans.)
- \_\_\_ 8. A concrete sidewalk is shown to be installed parallel to all roadways as required by the Leander SmartCode. Sidewalks have been coordinated with building design elements to provide substantial pedestrian connectivity.
- \_\_\_ 9. **If the property will require a Special District Designation, or map and rational must be submitted in a letter format.**
- \_\_\_ 10. The property is a legal lot or legal tract (has been platted or is grandfathered or otherwise exempt from the subdivision ordinance, include appropriate documents).

- \_\_\_ 11. Check the applicable site component of the SmartCode for the subject property and complete the checklist under that component.
- \_\_\_ 12. If the project is proposed to be developed in phases, a clear delineation of the phase lines are shown on the site plan. If the phasing will address mix-of-use requirements within the code, a discussion of the compliance must be included.
- \_\_\_ 13. A note that waste and mechanical facilities will be placed off of public frontages is added.
- \_\_\_ 14. No fencing is proposed within the front or side street setback. Fencing is see-through. (except for Conventional Zone projects)
- \_\_\_ 15. If permit application is for a public park required or public space, a deed to the City and a plan for the space compatible with surrounding development is included.
- \_\_\_ 16. Proposed roadway cross-sections are illustrated.

**LANDSCAPE PLAN:**

- \_\_\_ 1. A General Planting Plan is included as designated in the SmartCode for the applicable T-Zone.
- \_\_\_ 2. An automatic irrigation system is shown to be provided and a note stating such will be included on the final landscape plan.
- \_\_\_ 3. Identify the tie-in to re-use or irrigation system.
- \_\_\_ 4. Proposed method for maintaining landscaping. Notes stating: ***The proposed development will participate in a maintenance district.***

**ACKNOWLEDGEMENT:**

The signature below of the property owner or designated agent acknowledges that construction plans and specifications attached herewith generally conform to applicable ordinances of the City of Leander, Texas and that permission is given for City staff or their agents to visit the site during the review, approval and inspection process. Furthermore, it is understood that City review of this application is dependent upon the adequacy of information provided, inaccurate or inadequate information may delay City approvals, and that compliant construction is the responsibility of the applicant. The Composite Zoning Ordinance is available for \$30 at City Hall or online at [www.leandertx.gov](http://www.leandertx.gov).

Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Do Not Write Below – Staff Use Only***

Accepted for Processing by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date of Distribution: \_\_\_\_\_ Due Date of 1<sup>st</sup> Review: \_\_\_\_\_