



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

Project Name: _____

Submittal Date: _____

File #: _____
 (City will assign)

FLOODPLAIN DEVELOPMENT PERMIT

APPLICATION & CHECKLIST

This application and checklist is provided as a service of the City of Leander. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.

AN APPOINTMENT IS REQUIRED TO SUBMIT A FLOODPLAIN DEVELOPMENT PERMIT APPLICATION.

Please contact the Planning Department at 512-528-2750 to schedule an appointment.

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Use the most current application from the City's website (www.leandertx.gov) or from the Planning Department.
- City ordinances can be obtained at our website or City Hall.
- ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Leander at our website or at city hall.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- Four (4) copies of this application/checklist are required to be submitted.
- Check made out to the City of Leander for the amount calculated below.
- Three (3) collated sets of prints (24" X 36") of the following documents submitted with a complete application to be considered ready for processing. Include the title of each sheet and appropriate section (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled up.
- One (1) collated set of prints (11" X 17") including the documents stated above.
- Disk including submittal documents in PDF.
- Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- AFTER approval of the floodplain development plans, provide on CD a copy of the final approved floodplain development plan as a PDF file.

FILING FEE CALCULATION:

Filing Fee:	\$ 250.00
Professional Recovery Fee:	\$ 250.00
TOTAL FEE (due at the time of application submission) \$ _____	

PROJECT INFORMATION

Street Address: _____ Subdivision Name: _____

Section: _____ Lot(s): _____ Block: _____ Zoning District: _____

Brief Summary of Work: _____

SECTION 1: GENERAL PROVISIONS

- ___ 1. No work of any kind may begin until permit is issued.
- ___ 2. The permit may be revoked if any false statements are made within.
- ___ 3. If revoked, all work must cease until permit is re-issued.
- ___ 4. Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Leander.
- ___ 5. The permit will expire if no work is commenced within six months of issuance.
- ___ 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements (refer to Exhibit A).
- ___ 7. Applicant hereby gives consent to the City of Leander Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

SECTION 2: DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

- ___ 1. Structural Development
 - a. Activity
 - New Structure
 - Addition
 - Alteration
 - Relocation Demolition
 - b. Structure Type
 - Residential (Single-Family)
 - Non-Residential (Includes Multi-Family)
 - Combined Use
 - Manufacture Home.
- ___ 2. Other Development Activities
 - Clearing
 - Cut/Fill
 - Mining
 - Drilling
 - Grading
 - Excavation (except for structural development above)
 - Watercourse Alteration (including dredging and channel modifications)
 - Drainage Improvements (including culverts)
 - Road, Street, or Bridge Construction
 - Subdivision – Acreage? _____ac.
 - Utility Improvement
 - Other (specify) _____

SECTION 3: FLOODPLAIN INFORMATION (TO BE COMPLETED BY APPLICANT)

The proposed development is located on FIRM Panel No. _____, Dated _____.

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area (no application required).
- Is partially located in the SFHA but building/development is NOT.
- Is located in a SFHA.
 - FIRM Zone Designation is _____.
 - BFE at the site is _____ ft. NAVD88 (MSL)
- Is located in the floodway.
 - See section 4 for additional instructions

SECTION 4: ADDITIONAL INFORMATION REQUIRED

(TO BE COMPLETED BY LOCAL FLOODPLAIN ADMINISTRATOR). THE APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE APPLICABLE TO THE DEVELOPER BEFORE THE APPLICATION WILL BE PROCESSED

- ___ 1. A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- ___ 2. Development plans, drawn to scale, and specification, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used

FINAL SUBMITTAL MEETING:

To expedite the review process, staff has implemented a Final Submittal Approval Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, a meeting with the applicant and staff will be held. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible. This meeting will require the applicant to bring:

- One final set of plans
- A comment response letter indicating how the staff comments were addressed.

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.

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____ Date: _____