



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)

Community

SITE DEVELOPMENT EXEMPTION

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 SITE DEVELOPMENT PERMIT APPLICATION.

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

INSTRUCTIONS

- A Pre-Development meeting is recommended prior to submission of a Site Development Exemption application. These meetings are held at 2:30 p.m. on Mondays (if Monday is a holiday it is held on the first working day of the week). Please make an appointment with the Planning Department (512-528-2750)
- Fill out the following application and checklist completely prior to submission. Use the most current application from the City found at www.leandertx.gov.
- Ordinances can be obtained from the City of Leander at our website (www.leandertx.gov) or at City Hall (200 West Willis Street).

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)

Existing Land Use(s): _____

Proposed Land Use(s): _____

Brief Summary of Work: _____

Attach a detailed description of the proposed development in a memorandum or letter and a site plan (5 copies) or survey that graphically indicates, but is not limited to the following:

- | | |
|--|---|
| <input type="checkbox"/> Existing Trees | <input type="checkbox"/> Limits of construction |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> Type of construction |
| <input type="checkbox"/> Parking Areas | <input type="checkbox"/> Location of construction |
| <input type="checkbox"/> Roadways/Streets | <input type="checkbox"/> Accessible Parking |
| <input type="checkbox"/> All areas of impervious cover | <input type="checkbox"/> Access Route |
| <input type="checkbox"/> Erosion Controls | <input type="checkbox"/> On-site sewage (septic) systems and drain fields |

SITE PLAN EXEMPTION CRITERIA

- Construction, alteration or addition to a single-family or two-family residential structure, or an accessory building to any such structure.
 - Alteration or finish-out of an existing building when the alteration or finish-out does not increase the square footage of the building or change the building footprint as long as one of the following applies:
 - The use does not change, or if the use changes, the new use does not require more parking than currently exists and no additional parking spaces, aisles or driveways are proposed;
 - The alteration, finish-out or change of use is in compliance with all applicable codes and regulations of the city; and
 - The proposal does not increase the degree of any existing non-conforming use or non-conforming structure.
 - Construction of a fence, but no exception is granted by this subsection for construction of a retaining wall or for a fence that may obstruct or change the flow of water.
 - Brush clearing in compliance with the landscape and tree regulations of the city as long as only rubber-tired equipment is introduced to the site (no equipment with tracks).
 - Substantial restoration that commences within a period of one year for a building damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind.
 - A canopy or carport placed over existing parking spaces or other paved area.
 - Rough grading for which a permit has been issued by the City Engineer.
 - Any other minor site activity similar to those listed above and approved by the Planning Department.
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I, _____, do hereby certify that I am the Owner Owner's Agent (*to act as the owner's agent, written authorization from the owner must be provided*) of this described property, and in this capacity, submit this request for exemption from the site plan submittal requirements pursuant to Article IX of the Composite Zoning Ordinance.

Furthermore, I certify and acknowledge that:

1. Although the proposed development does not require a formal site development permit, it may require, prior to beginning any site work, the approval of the subdivision or issuance of a building, remodel, and/or demolition permit;
2. Although the proposed development complies with all applicable zoning regulations, it does not prohibit enforcement of restrictive covenants and/or deed restrictions.
3. The approval of this exemption request does not constitute authorization to violate any provisions of the City of Leander Code or other applicable requirements, which includes the use or occupancy of the improvement.

Owner's 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.

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____ Date: _____