



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)

SPECIAL USE 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 SPECIAL USE 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 at City Hall.
- City ordinances can be obtained at our website or City Hall.
- Special Use Permit applications review a review by staff prior to be scheduled for a public hearing.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ___ 1. Completed application form with owner's original signature.
- ___ 2. a. Tax map(s) highlighting the subject property and showing the line extending 200 feet from property.
 b. 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 (include the tract being re-zoned) and
 c. One set of mailing labels for notification of adjacent owners from (b) above.
- ___ 3. The Public Hearing Signage document at the end of this checklist is signed and dated.
- ___ 4. Letter of intent explaining requested special use permit. Include statements supporting request.
- ___ 5. Field notes, dimensioned map or subdivision name with lot and block describing proposed special use permit.
- ___ 6. Prepare an 8½" x 11" hard copy color map including the area of the requested zoning change and 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 maps with a black marker and label the zoning district(s) requested.
- ___ 7. A physical description of the property including slopes or other topographic conditions, tree cover (extent and type), waterways, existing structures and any unique features of the site.
- ___ 8. Copy of the deed showing current ownership.
- ___ 9. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- ___ 10. Filing Fees (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	\$ 250.00
\$30 per acre or portion thereof:	+ \$ _____
Owner Notification Fee – \$5.00 per owner notification:	+ \$ _____
Signage Fee (\$30.00 per sign):	+ \$ _____
Public Hearing Notification (newspaper):	+ \$ 150.00
Professional Recovery Fee:	+ \$ 250.00
TOTAL FEE (due at the time of application submission):	\$ _____

